Agenda

San Miguel Community Services District

BOARD OF DIRECTORS

John Green, President — Joseph Parent, Director
Anthony Kalvans, Director — Hector Palafox, Director — Ashley Sangster, Director

THURSDAY, January 24th, 2019
6:00 P.M. closed session 7:00 P.M. opened session
BOARD OF DIRECTORS REGULAR MEETING AGENDA

SMCSD Boardroom
1150 Mission St.
San Miguel, CA 93451

Cell Phones: As a courtesy to others, please silence your cell phone or pager during the meeting and engage in conversations outside the Boardroom.

Americans with Disabilities Act: If you need special assistance to participate in this meeting, please contact the CSD Clerk at (805) 467-3388. Notification 48 hours in advance will enable the CSD to make reasonable arrangements to ensure accessibility to this meeting. Assisted listening devices are available for the hearing impaired.

Public Comment: Please complete a "Request to Speak" form located at the podium in the boardroom in order to address the Board of Directors on any agenda item. Comments are limited to three minutes, unless you have registered your organization with CSD Clerk prior to the meeting. If you wish to speak on an item not on the agenda, you may do so under "Oral Communications." Any member of the public may address the Board of Directors on items on the Consent Calendar. Please complete a "Request to Speak" form as noted above and mark which item number you wish to address.

Meeting Schedule: Regular Board of Director meetings are generally held in the SMCSD Boardroom on the fourth Thursday of each month at 7:00 P.M. Agendas are also posted at: www.sanmiguelcsd.org

Agendas: Agenda packets are available for public inspection 72 hours prior to the scheduled meeting at the Counter/ San Miguel CSD office located at 1150 Mission St., San Miguel, during normal business hours. Any agenda-related writings or documents provided to a majority of the Board of Directors after distribution of the agenda packet are available for public inspection at the same time at the counter/ San Miguel CSD office at 1150 Mission St., San Miguel, during normal business hours.

I. Call to Order: 6:00 PM
II. Pledge of Allegiance:
III. Roll Call: *Green___ Parent___ Palafox___ Kalvans___ Sangster___*
IV. Approval of Regular Meeting Agenda:

M_____ S_____ V_____

V. ADJOURN TO CLOSED SESSION: Public Comment for items on closed session agenda
Time:_____

A. CLOSED SESSION AGENDA:

1. **CONFERENCE WITH DISTRICT GENERAL COUNSEL – Existing Litigation** Pursuant to Government Code Section 54956.9 (d)(1) Case: *Steinbeck v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-265039 and* Case: *Eidemiller v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-269212*

2. **CONFERENCE WITH DISTRICT GENERAL COUNSEL-ANTICIPATED LITIGATION**
   Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:(1 case)WO

3. **CONFERENCE WITH LABOR NEGOTIATORS** (Pursuant to Government Code Section 54954.5(f) and Government Code Section 54957.6)
   Unrepresented Bargaining Units: Non-Management Non-Confidential Unit and Non-Management Confidential Unit

4. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
   (Pursuant to Government Code §54957)
   Title: Fire Chief

5. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
   (Pursuant to Government Code §54957)
   Title: Assistant Fire Chief

VI. Call to Order for Regular Board Meeting/Report out of Closed Session 7:00 PM
Time:_____

1. Report out of closed session by District General Counsel Seikaly

VII. Public Comment and Communications for items not on the Agenda:

Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no action will be taken until placed on a future agenda. Speakers are limited to three minutes. Please complete a "Request to Speak" form and place in basket provided.

VIII. Special Presentations/Public Hearings/Other:

1. **Election of Board Officers and Board Appointments:**
   A. Nominate and Elect Board of Director Officers:
      A.2. Vice-President
2. **PUBLIC HEARING FOR PETITION FOR RECOGNITION OF THE SAN MIGUEL EMPLOYEES' ASSOCIATION**: Pursuant to Article II, Section 2 of the Resolution of the Board of Directors of the San Miguel Community Services District Implementing Chapter 10, Division 2, Title 1 of the Government Code of the State of California Relative to Employer-Employee Relations, that the San Miguel Community Services District is holding a public hearing to determine whether the proposed San Miguel Employees' Association is in compliance with the requirement for formal acknowledgment as a recognized employee organization and whether the proposed representation unit is an appropriate unit. (District General Counsel Seikaly)

IX. Staff & Committee Reports – Receive & File:

	Non-District Reports:		
1.	San Luis Obispo County Sheriff (Commander K. Scott)		No Report
2.	San Luis Obispo County Board of Supervisors		No Report
3.	San Luis Obispo County Planning and/or Public Works		No Report
4.	San Miguel Area Advisory Council		No Report
5.	Camp Roberts—Army National Guard (LTC Robert Horvath or LTC Arnold Andersen)		Verbal
	District Staff & Committee Reports:		
6.	Interim General Manager	(Mr. Roberson)	Verbal
7.	District General Counsel	(Mr. White)	Verbal
8.	District Engineer	(Dr. Reely)	Report Attached
9.	Director of Utilities	(Mr. Dodds)	Report Attached
10.	Fire Chief	(Chief Roberson)	Report Attached

X. CONSENT CALENDAR:

The items listed below are scheduled for consideration as a group and one vote. Any Director or a member of the public may request an item be withdrawn from the Consent Agenda to discuss or to change the recommended course of action. Unless an item is pulled for separate consideration by the Board, the following items are recommended for approval without further discussion.

1. **Review and Approve Board Meeting Minutes**
   a) 12-20-2018 Special Board Meeting Minutes

2. Approving **RESOLUTION 2019-01,** assignment of banking powers for John Green, Anthony Kalvans, Joseph Parent, Ashley Sangster, Hector Palafox for District Bank accounts and revoking banking powers for Gilbert Buckman.

3. Approving **RESOLUTION 2019-02,** assignment of banking powers for General Manager Rob Roberson and Bookkeeper Paola Freeman for District Bank.

4. Approving **RESOLUTION 2019-03**, identifying the bookkeeper classification as a confidential employee pursuant to the district's employer-employee relations resolution.

XI. BOARD ACTION ITEMS:

1. **Discuss a green waste program for San Miguel residential and commercial customers and hear a presentation from San Miguel Garbage on the current programs available to the District customers** (Dodds / Kardashian)

   Recommendation: Based on the available information the recommendation is NOT to start a District program at this time, but instead increase awareness of the existing programs available through San Miguel Garbage

   Public Comments: (Hear public comments prior to Board Action)

2. **Review, Discuss, Receive and File the Enumeration of Financial Report for December 2018** (Freeman)
   A. Claims Detail Report 12-2018
   B. Statement of Revenue Budget vs Actuals 12-2018
   C. Rev Budget vs Actual Summary 12-2018
   D. Statement of Expenditures Budget vs Actual 12-2018
   E. Cash Report for Payrolls 12-2018

   Public Comments: (Hear public comments prior to Board Action)

   M_____ **S**_____ **V**_____

3. **Discussion on status of Machado Wastewater Treatment Facility expansion and aeration upgrade project** (Dodds)

   Recommendation: Discuss the status and next steps of the Machado Wastewater Treatment Facility expansion and aeration upgrade projects.

   Public Comments: (Hear public comments)

4. **Review and discuss future staffing needs and reorganization of Utility staffing structure as part of the expansion/ upgrade of the Wastewater Treatment Facility** (Dodds)

   Recommendation: Discuss future staffing needs and reorganization of Utility staffing structure as part of the expansion/ upgrade of the Wastewater Treatment Facility

   Public Comments: (Hear public comments prior to Board Action)

5. **Review and approve the 2019 Engineering report for the WWTP Expansion and upgrade Project as prepared by Monsoon Consulting** (Dodds/ Reely)

   Recommendation: Review and approve the 2019 Engineering report for the WWTP Expansion and upgrade Project as prepared by Monsoon Consulting

Public Comments: (Hear public comments prior to Board Action)

M_____ **S**_____ **V**_____

6. **Review and Discuss changes recommended by the Ad Hoc Personnel Committee to sections one (1) thru four (4) of the District Personnel Guidelines & Policy Manual, previously adopted by the Board September 15, 2016** (Roberson/ Seikaly)

Recommendation: Review and discuss changes recommended to sections one thru four of the current District Personnel Guidelines &Policy Manual.

Public Comments: (Hear public comments prior to Board Action)

M_____ **S**_____ **V**_____

XII. BOARD COMMENT:

This section is intended as an opportunity for Board members to make brief announcements, request information from staff, request future agenda item(s) and/or report on their own activities related to District business. No action is to be taken until an item is placed on a future agenda.

XIII. ADJOURNMENT TO NEXT REGULAR MEETING OF 02-28-2019

ATTEST:

STATE OF CALIFORNIA)
COUNTY OF SAN LUIS OBISPO) ss.
COMMUNITY OF SAN MIGUEL)

I, Tamara Parent, Board Clerk/Accounts Manager of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSD office on January 18, 2019

Date: January 18, 2019

Rob Roberson **Rob Roberson, Fire Chief/Interim General Manager**

John Green
President Green, SMCSD

Tamara Parent

Tamara Parent, Board Clerk/ Accounts Manager

San Miguel Community Services District

Regular Board Meeting
Staff Report

January 24, 2019 **AGENDA ITEMS: VIII-1**

SUBJECT: ELECTION OF BOARD OFFICER

STAFF RECOMMENDATION:

Elect new Board Officer for Vice-President for 2019

BACKGROUND:
Direction was given to staff at the December 27th Board Meeting to bring back for vote for Vice-President at the next Meeting January 24, 2019

District Board Rules & By laws provides for the annual election of Board officers, specifically President and Vice-President. Section 2.2 states that *The President and Vice-President of the Board shall be elected annually at the first regular meeting in December.*

The District will be using a nomination and closed vote procedure.

1. Nomination with a second
2. Vote for one

Current Officers:

President:	John Green
Vice-President:	TBD

ACTION DISCUSSION:
Nominate and elect Board Vice-President to serve as Board officers for 2019.

PREPARED BY:
Tamara Parent
Board Clerk/ Accounts Manager

San Miguel Community Services District

Regular Board Meeting
Staff Report

January 24, 2019 **AGENDA ITEMS: VIII-1**

SUBJECT: Public Hearing for petition for recognition of the San Miguel Employees' Association by Resolution 2019-04

RECOMMENDATION: Review the petition for recognition of the San Miguel Employees' Association and confirm that the request is in compliance and appropriate by RESOLUTION 2019-04

BACKGROUND:

Pursuant to Article II, Section 2 of the Resolution of the Board of Directors of the San Miguel Community Services District Implementing Chapter 10, Division 2, Title 1 of the Government Code of the State of California Relative to Employer-Employee Relations, that the San Miguel Community Services District is holding a public hearing to determine whether the proposed San Miguel Employees' Association is in compliance with the requirement for formal acknowledgment as a recognized employee organization and whether the proposed representation unit is an appropriate unit. (District General Counsel Seikaly)

1) For the public hearing, the board needs to vote on 2 questions:

    1) There has been compliance with the requirements for formal acknowledgment as a recognized employee organization in accordance with Article II, section 1 of the District's Employer-Employee Resolution; and

    2) That the proposed SMEA unit is an appropriate unit if the unit is split into a Confidential Unit and a Non-Confidential Unit in accordance with Article II, section 7 of the Employer-Employee Resolution.

PREPARED BY:
Tamara Parent
Board Clerk/ Accounts Manager

SAN MIGUEL COMMUNITY SERVICES DISTRICT

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN THAT THE, San Miguel Community Services District Board of Directors will hold a public hearing on:

Thursday, January 24, 2019, at 7:00 P.M., or soon thereafter, **in the Board of Directors' Chambers located at 1150 Mission Street, San Miguel, CA,** to consider approving the following:

PETITION FOR RECOGNITION OF THE SAN MIGUEL EMPLOYEES' ASSOCIATION: Pursuant to Article II, Section 2 of the Resolution of the Board of Directors of the San Miguel Community Services District Implementing Chapter 10, Division 2, Title 1 of the Government Code of the State of California Relative to Employer-Employee Relations, the San Miguel Community Services District is holding a public hearing to determine whether the petition for recognition of the San Miguel Employees' Association is in compliance with the requirements for formal acknowledgment as a recognized employee organization and whether the proposed representation unit is an appropriate unit.

ALL INTERESTED PARTIES are invited to attend the January 24, 2019, public hearing to express opinions or submit evidence for or against the approval of recognizing the San Miguel Employees' Association. At the above noted time and place, testimony from interested persons will be heard and considered by the San Miguel Community Services District Board of Directors before taking action or making any recommendation on the proposed recognition of the San Miguel Employees' Association. On request, the agenda and the documents in the hearing agenda packet can be made available to persons with a disability. In compliance with the Americans with Disabilities Act, the San Miguel Community Services District encourages those with disabilities to participate fully in the public hearing process. Any person requiring special assistance to participate in the meeting should notify the Board Clerk by calling 805-467-3388 or in person at 1150 Mission Street, San Miguel, CA, at least forty-eight (48) hours before the meeting.

Written comments are also acceptable, if submitted or delivered to the Board Clerk at the District's Office (1150 Mission Street, San Miguel, CA) prior to the public hearing.

Information regarding the proposed is on file at the District Office (1150 Mission Street, San Miguel, CA) or may be found on the district website, www.sanmiguelcsd.org. Any additional questions should be directed to the Board Clerk at 805-467-3388, or stop by the office at 1150 Mission Street, San Miguel, CA.

District Contact information: www.sanmiguelcsd.org or 805-467-3388

BY THE ORDER OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS.

Date: 1-18-2019 Published on: 1-19-2019 Paso Robles Press

RESOLUTION NO. 2019-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT DETERMINING WHETHER THE PROPOSED SAN MIGUEL EMPLOYEES' ASSOCIATION HAS COMPLIED WITH ARTICLE II, SECTION 1 OF THE EMPLOYER-EMPLOYEE RELATIONS RESOLUTION AND WHETHER THE PROPOSED SAN MIGUEL EMPLOYEES' ASSOCIATION UNIT IS AN APPROPRIATE UNIT IN ACCORDANCE WITH ARTICLE II, SECTION 7 OF THE EMPLOYER-EMPLOYEE RELATIONS RESOLUTION

WHEREAS, on October 12, 2018, the San Miguel Community Services District ("District") received a Petition for Recognition signed by all non-management employees of the District seeking to be represented as the San Miguel Employees' Association ("SMEA"); and

WHEREAS, the District's Employee Relations Officer, in consultation with SMEA, determined that all the information required by Article II, section 1 of the District's Employer-Employee Relations Resolution ("EERs") has been provided to the District; and

WHEREAS, the District's Employee Relations Officer has determined that the proposed SMEA unit is not an appropriate unit since it includes confidential and non-confidential employees; and

WHEREAS, the District's Employee Relations Officer has recommended that the San Miguel Community Services District Board of Directors ("Board") split the proposed SMEA unit into a Confidential Unit and Non-Confidential Unit; and

WHEREAS, the District's has properly noticed this to be heard during a public hearing; and

NOW THEREFORE, BE IT RESOLVED, by the Board that it has determined the following:

1) There has been compliance with the requirements for formal acknowledgment as a recognized employee organization in accordance with Article II, section 1 of the District's Employer-Employee Resolution; and

2) That the proposed SMEA unit is an appropriate unit if the unit is split into a Confidential Unit and a Non-Confidential Unit in accordance with Article II, section 7 of the Employer-Employee Resolution.

NOW THEREFORE, BE IT FURTHER RESOLVED, by the Board that no action shall be taken on the petition for recognition for thirty (30) days after passing this resolution pursuant to Article II, section 2 of the EERs.

PASSED AND ADOPTED by the Board of Directors on a motion of Director _____, seconded by Director _____ by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

The foregoing Resolution is hereby passed and adopted this 24th day of January 2019.

_____
John Green,
President Board of Directors

ATTEST:

_____
Rob Roberson, Interim General Manager

APPROVED AS TO FORM:

_____
Doug White, District General Counsel

_____
Tamara Parent, Board Clerk

MONSOON CONSULTANTS

P.O. Box 151 San Luis Obispo, CA 93406
(805) 476-6168 www.monsoonconsultants.com

SAN MIGUEL COMMUNITY SERVICES DISTRICT
Rob Roberson, Interim General Manager
Post Office Box 180
San Miguel, CA 93451
(805) 467-3300

BOARD OF DIRECTORS
John Green, President
Joseph Parent
Anthony Kalvans
Ashley Sangster
Hector Palafox

Re: DISTRICT ENGINEER REPORT - JANUARY 2019

Gentlemen:

The following is a summary of the activities performed and the status of relevant issues which pertain to the duties and responsibilities of this position:

OVERVIEW

The District produced approximately 6.8 MGAL (9,055 CCF) of water during the month of December 2018. This represents a decrease of approximately 11% from the prior month. No major failures or unexpected major expenditures were encountered within the water, wastewater or street lighting systems during the month.

MEETING PARTICIPATION

A brief summary of relevant issues that were discussed during meetings attended by the DE during the previous month are summarized below. (Note that routine meetings with SMCSD staff are not included):

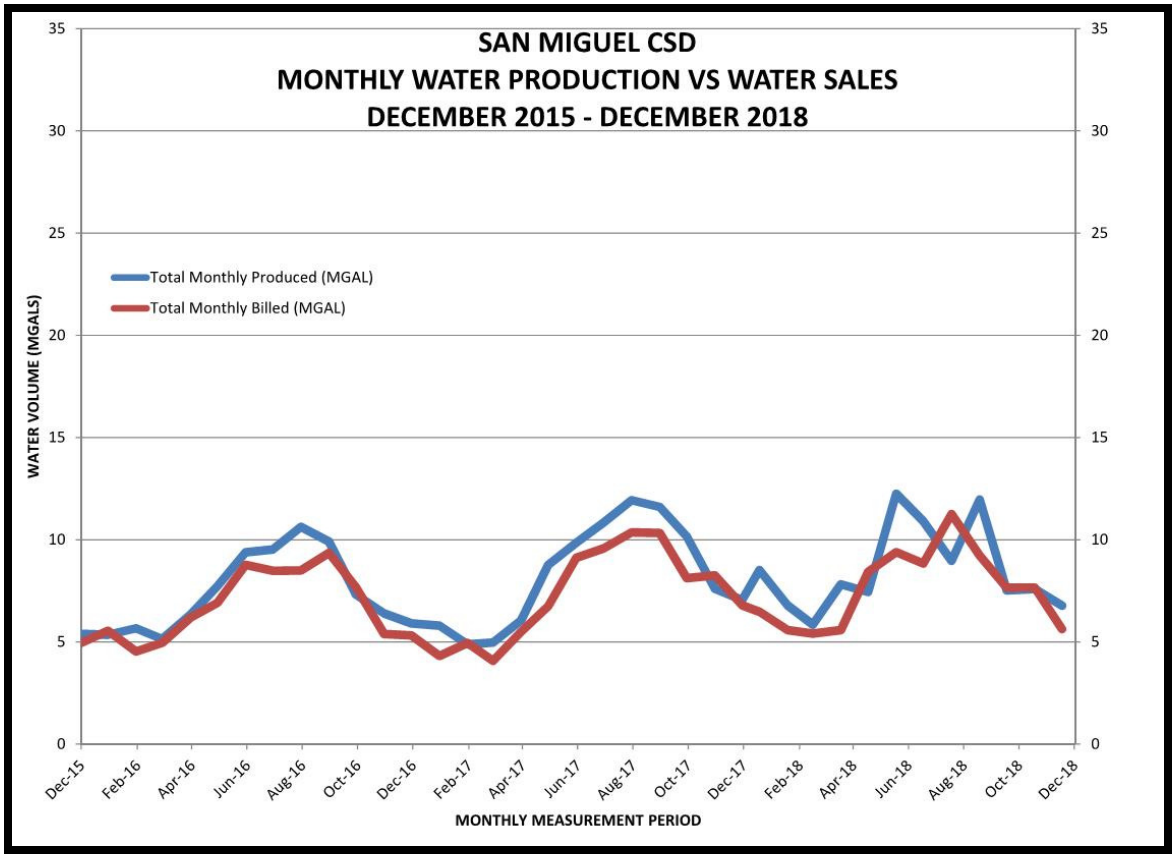
1. December 19, 2018 & January 9, 2019: The DE participated in meetings with representatives of J. Lohr Vineyards & Wines, the City of Paso Robles, and several owners of large agricultural properties to discuss the potential for the District providing a source of treated wastewater effluent for their vineyard irrigation use on properties on the east side of the Salinas River, in the Estrella area. The City of Paso Robles is also planning a project to supply treated wastewater effluent for vineyard irrigation use on properties on the east side of the Salinas River in the general vicinity of the municipal airport.

2. January 10, 2019: The DE participated in a meeting between all Paso Robles Groundwater Basin GSP coordination committee staff members to receive an update from the GSP consultant team and discuss future tasks, including a schedule for delivery of the remaining GSP chapters. A discussion of the GSP project budget and estimated cost to complete was also discussed.

3. January 16, 2019: The DE attended a public workshop where San Luis Obispo County answered questions and obtained public comment about the proposed draft recommendations for the proposed Action Plan to apply for federal grant funds from the U.S. Department of Housing and Urban Development (HUD) in order to receive grant funds under the Community Development Block Grant (CDBG) program, HOME investment partnerships (HOME) program, and the Emergency Solutions Grant (ESG) programs. The District had a project which was listed on the proposed Action Plan.

WATER PRODUCTION HISTORY

The following graph depicts the water production and sales for the proceeding 36-months.



CAPITAL IMPROVEMENT PROGRAM

The following is a summary of the principal activities that were related to the Capital Improvements Program during the previous month:

1. WWTP Aeration System Upgrade: Under the terms of an agreement between the District and the County, their consultant has completed a study to evaluate design alternatives for improvements to the WWTP aeration system. As part of

the project, four (4) different aeration systems were evaluated with considerations given to treatment & energy efficiency, installation & operational costs, and compatibility with the existing WWTP. In addition, the consultant evaluated various headworks alternatives for the facility. The engineering phase of this project has been completed at no cost to the District. The County's consultants have issued the Final Technical Memorandum outlining some of the options for the replacement of the existing surface aerators with bubbler aeration in the ponds. This project is on hold pending completion of the WWTP expansion / upgrade engineering report at which time a decision will be made regarding further pursuit of this project.

2. Wastewater Treatment Plant Renovation / Upgrade & Recharge Basin Engineering Study: We have been notified that the District is the recipient of $177,750 Prop 1 IRWM DAC Involvement Grant Funds which will be used to fund a Wastewater Treatment Plant Upgrade and Recharge Basin Study. The DE has initiated work on this project. The following milestones have been completed to date:

- Complete Data Collection / Document Review
- Identify and Assess WWTP upgrade / expansion alternatives
- Prepare Final Draft of WWTP Upgrade / Expansion Engineering Report
- Initiate hydro-geologic analysis of potential recharge basin locations

The Board authorized the DE to proceed with the engineering studies at the September 2018 regular meeting. All work to be performed in conjunction with the subject engineering study will be reimbursable from the $177,750 Prop 1 IRWM DAC Involvement Grant Funds. Because of the DAC status, no matching funds are required. The DE made a presentation to the Board to summarize the results of the study to date and solicit input from the Board at the November 2108 Board meeting. The DE is planning to deliver the Final Draft of the WWTP Engineering Study for Board review in advance of the regular January 2019 Board meeting. Pending Board review and approval, the DE will issue the Final Engineering Report.

Regarding additional funding, we have submitted a grant application to the DWR for funding in the amount of $250,000 for Planning & Design for the Wastewater Treatment Plant renovation. We have been assigned a project manager at the DWR and the DWR has reviewed our submittal and found it to be complete. We are currently in the process of investigating other grant funding opportunities for the permitting and construction phases of the plant expansion.

3. SLT 6-inch A.C. Waterline Replacement: A major break a 6-in asbestos cement pipeline occurred on January 7, 2018. The DE has prepared Engineering Plans & Specifications to allow the District to solicit bids from qualified contractors to replace the existing waterline between Oak Drive and the SLT Water Tank. The DE and the Director of Utilities are scheduled to meet with the developers and their planning & engineering consultants of February 11, 2019 to discuss the project and their proposed development schedule.

4. Water Storage Reservoir Access Road Improvements: The DE has initiated work on this project and the topographic mapping / surveying has been completed. The design and construction documentation is approximately 90% complete and the DE is planning to deliver the final plans and specifications to the District at the February 2019 Board meeting.

DEVELOPMENT

The following is a summary of private development projects that are either in-progress or planned that staff is currently reviewing or inspecting during construction:

a) People's Self Help (Tract 2527, formerly Mission Garden Estates): The developer has completed the installation of all infrastructure and home construction has begun with approximately 20 homes currently underway. In addition, construction of six (6) new homes has been started in the portion of the development that was acquired by Nino Development.

b) Tract 2779 (Nino - 34 lots) – All underground utilities have been installed and paving operations have been completed. New home construction is anticipated to begin in early 2019.

c) Tract 2647 Hastings The Bluffs - The developer has started construction on the initial three (3) residences.

GROUNDWATER SUSTAINABILITY AGENCY

The HydroMetrics GSP Consultant Team continues to work on the development of the Paso Robles Groundwater Basin GSP. The DE has participated in periodic meetings of the GSA cooperative committee staff and the consultant team and has contributed information / data as requested by the consultant team for incorporation into the GSP. Draft copies of the first three (5) chapters of the GSP have been distributed to the District Board members to date and under the current schedule the Draft copy of Chapter 6, including appendices, will be distributed to the District Board in advance of the March 2019 meeting.

I would like to take this opportunity to thank each of you and District staff that will review the information contained in this report. If there are any questions or you wish to discuss, please do not hesitate to contact me.

Respectfully Submitted,
MONSOON CONSULTANTS

Blaine T. Reely

Blaine T. Reely, Ph.D., P.E.
President, Monsoon Consultants

January 16, 2019
Date

San Miguel Community Services District

UTILITY REPORT

12-8-18 Thru 1-18-19 **AGENDA ITEM# IX.9**

Well Status:

- Well 4 is fully operational - Well Level 75' 1-12-19
- Well 3 is fully operational - Well Level 80' 10-22-18
- SLT well is in service

Water System status:

Water leaks this month:0 This year: 10

Water related calls through the alarm company after hours this month: 0 this Year: 3

Sewer System status:

Sewer overflows this month: 0 this year: 0

Sewer related calls through the alarm company this month: 0 this Year: 0

WWTP status:

- An issue was raised on 1/8/18 that the WWTP lights need to be adjusted as they are visible from Homes on Mission street. We will be adjusting them to minimize the impact on the homes on Mission street and still maintain necessary light at the plant once a lift is available to reach them.

State Water Resources Control Board (SWRCB):

-

Ongoing Billing Audits:

- 15 water accounts were identified that do not have sewer service where it is available.
- 81 water accounts were identified that do not have sewer service where it is not available

Billing related activity:

- **Total active accounts**
  - 861 water accounts
  - 740 wastewater accounts
- **Overdue accounts**
  - 136 accounts 30 days past due for December billing period
    - (15.8% of total accounts, this is UP from November billing period)
  - 38 door hangers issued after attempting to contact the past due account holders
    - (28% of total past due accounts, this is DOWN from November billing period
  - 0 accounts shut off for non-payment
    - (0% of total past due accounts, this is the SAME from November billing period)
- **Meter changeouts**
  - 39 Meters changed since July 1st

- Meters changed for age, mechanical defects, radio operability issues

Lighting status:

- Street light at Verde and Rio Mesa reported for intermittent problem
- Following is the initial list sent to PG&E for new street lights, due to a miss communication between staff and PGE the list below had to be reapplied for.
  - On K street across from 1010 K street, first wood pole on the west side of K street north of 10th street
  - On 11th street at L / K street alley on the South West Corner, there is a wood pole with no #
  - On 9th Street at L / Mission Street alley on the South West corner, pole # 120025159
  - On 9th street at L / K Street alley on the south west corner Pole # 431773
  - 10th and mission south west corner pole # 110336395
  - On 12th street at L / K street alley south west corner there is a wood pole there with no #
  - On Lubova way pole # 120025354
  - Next to 1212 N Street on 12th street, pole # 120173810

Project status:

- Continuing raising valves and manholes around town.
- SLT Blending line is Complete Staff is working on finalizing the required paperwork to submit for reimbursement from the County and HUD
- The District received the final reimbursement check from the County for the SLT Blending line project.
- January 16th the County held a workshop presenting the CDBG projects for FY19-20, the Districts water line replacement on 10th and 11th street are included in this report.

WWTP expansion and Aerator Upgrade

- See agenda item for ongoing information

SCADA:

- Staff will be working with Local IT Experts (our IT company) to remount and reconfigure the SCADA servers in a new rack to better protect the servers and UPS backups. We have experienced a few UPS failures recently that have been attributed to the exposure of the UPS's to dust and static.

"N" St Property Acquisition:

- The county is having an appraisal done on the three lots in question. I met with the appraiser on 10/15/18 so they could asses the infrastructure component of the appraisal. A request for an update was made to the County. (12/2018)

Solid Waste:

- Nothing to report

SLO County in San Miguel:

- Nothing to report

Caltrans in San Miguel:

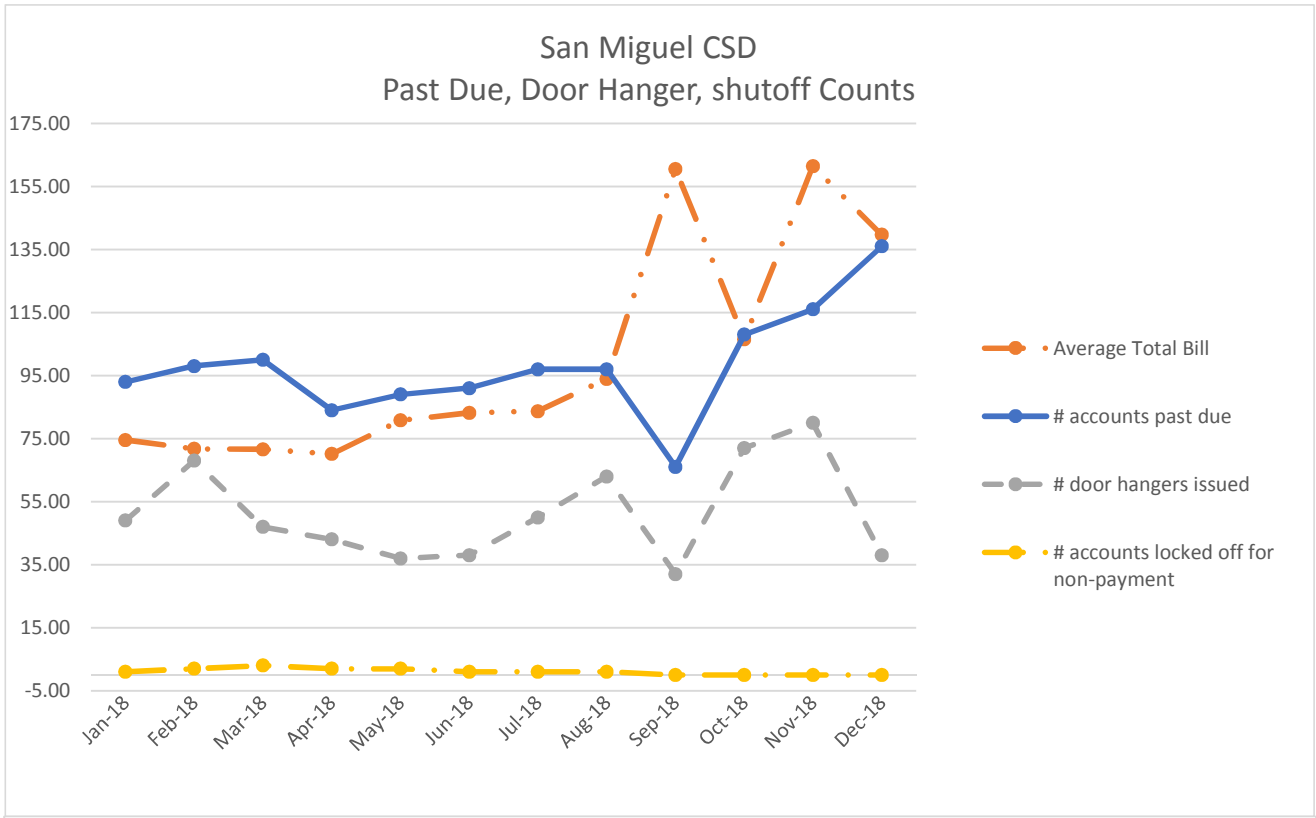
- Caltrans is underway on improvements to the HWY 101 corridor, for what will be a 2-year project. We have received notice of road closures; notices are available in the

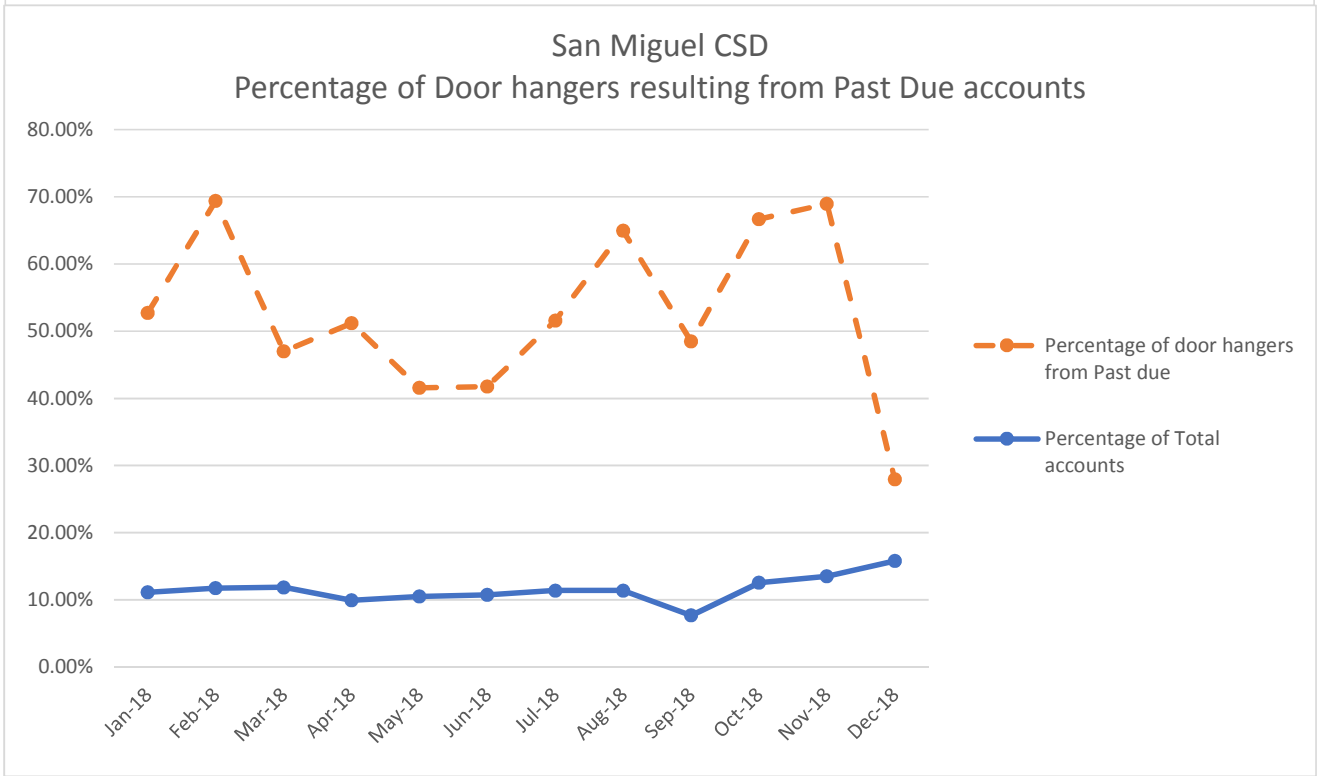
office. South Mission street onramp is closed and will remain closed for the next few months until the new bridge is built. (1-2018)

Rain in San Miguel:

1-8/9-18	2”
2/28-3/4	1.5”
3/21	3.5”
11/22-12/2/18	2”
1/5-6/19	.75”
1/7-17/19	1.75”

PREPARED BY:
Kelly Dodds
Kelly Dodds
Director of Utilities
Date: January 24th, 2019


San Miguel CSD
Past Due, Door Hanger, shutoff Counts
175.00
155.00
135.00
115.00
95.00
75.00
55.00
35.00
15.00
-5.00
Jan-18
Feb-18
Mar-18
Apr-18
May-18
Jun-18
Jul-18
Aug-18
Sep-18
Oct-18
Nov-18
Dec-18
Average Total Bill
accounts past due
door hangers issued
accounts locked off for non-payment


San Miguel CSD
Percentage of Door hangers resulting from Past Due accounts
80.00%
70.00%
60.00%
50.00%
40.00%
30.00%
20.00%
10.00%
0.00%
Jan-18
Feb-18
Mar-18
Apr-18
May-18
Jun-18
Jul-18
Aug-18
Sep-18
Oct-18
Nov-18
Dec-18
Percentage of door hangers from Past due
Percentage of Total accounts

San Miguel Community Services District
Board of Directors Meeting

Staff Report

January 24th, 2019 **AGENDA ITEM: IX 10**

SUBJECT: Fire Chief Report for January 2019

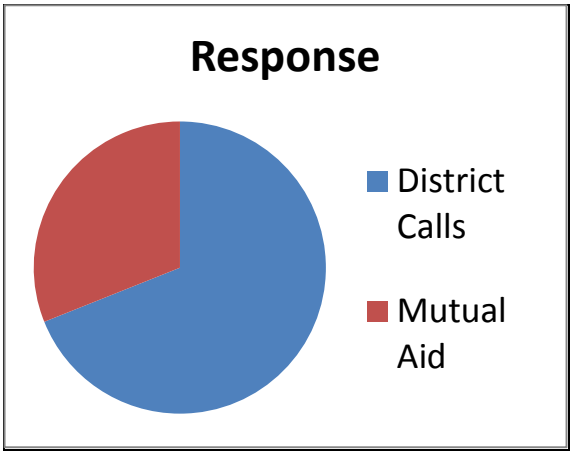
STAFF RECOMMENDATION: Receive and File Monthly Reports for the Fire Department

INCIDENT RESPONSE:

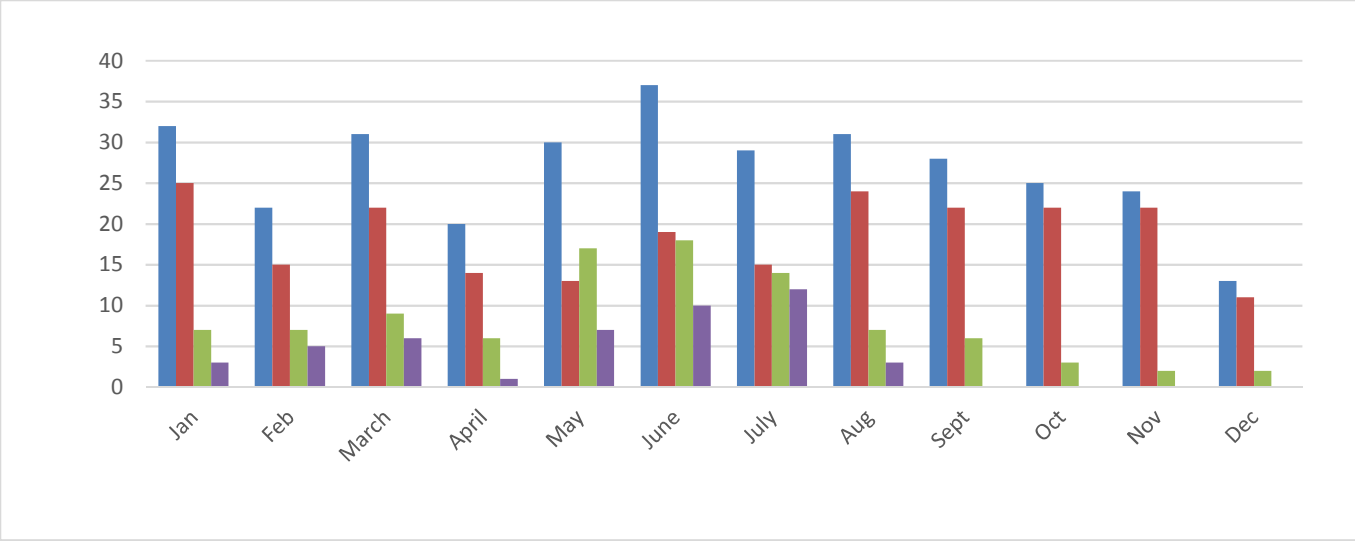
- Total Incidents for December 2018 **13**
- Average Calls for per 12 Month in 2018 **26.8**
- Total calls for the year to date **322**

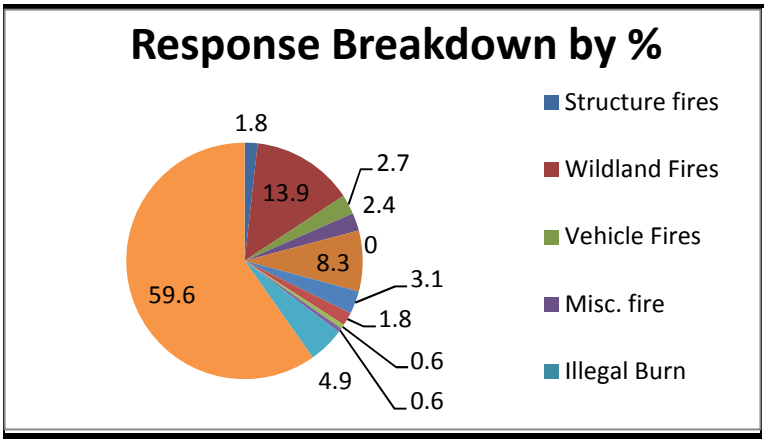
Emergency Response Man Hours in December = **25** total 1003
Stand-By Man Hours for December = 4 371
Total hr. 1374

Emergency Response Man Hours = **1.9 hr**. Per call for December **3.1hr.** Per call for the year
Stand–By Average per Call = .3**hr.** Per call for, December **1.1 hr.** Per call for the year



	December	YTD
District calls	**11= 84.1%**	**224 = 69%**
Mutual aid calls	**2** = 15%	**98 = 30%**
Assist Camp Roberts	**47 =**	**14.5%**





For 322 calls for 12 Months in 2018

District Calls		69%
Mutual Aid		31%
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx		
Structure fires	6	1.8%
Wildland Fires	45	13.9%
Vehicle Fires	9	2.7%
Misc. fire	8	2.4%
Illegal Burn	0	0%
Vehicle Accidents	27	8.3%
False Alarms	10	3.1%
Haz Condition	6	1.8 %
Haz Mat	2	0.6%
Stand by	2	0.6%
PSA	15	4.9%
Medical Aids	164	59.6%

Personnel:

We currently have 19 active members.
1 Chief
1 Asst. Chief
2 Fire Captains
2 Engineer
13 Firefighters

- Kelly Dodds Has Resigned his position as Assistant Fire Chief as of December 31st 2018. Kelly will be involved with the department as paid per call and projects in a Captain Position.

- Scott Young will be assuming the Assistant Fire Chief and Fire Prevention Responsibilities.

- A Duty officer schedule will be made to fill any gaps in the coverage.

Finances:
(See Report)
Equipment:

- The pump packing was replaced on Engine 8696 and 8687
- Additional turn outs have been purchased as part of the Grant funding.

Activities:
December

Date	Subject matter
4	Auto Extrication/ Patient Removal/ Assessment
11	Get the 37 ready for the Dem 15th Christmas Parade
18	Christmas Dinner
25	Christmas

Date	Other activities	Time
18	Christmas Dinner	
15	San Miguel Christmas Parade	
1	Christmas Parade Paso Robles	

January 2019

Date	Subject matter
1	Happy New Years
8	Introduction to the new Fire Emergency Response Program, Equipment and gear check out.
15	Building Preplan 1200 BLK Missions St.
22	CPR/ AED Training

Information:

- Emergency Reporting Systems Fire Program has been purchased for the operational function of the fire department. There will be a training break in period for all department information. Once the training has been done the department reports will be generated through the Emergency Reporting system program.

- Coming to the agenda will be the adoption of the 2019 Fire Code Amendments

- Adopt a Fee Schedule for Fire systems plan checks and Inspections for all construction sites in the district.

Prepared By:

Rob Roberson

Rob Roberson, Fire Chief

FIRE EQUIPMENT

2018 MILEAGE / FUEL REPORT

Mileage/ Fuel	January		February		March		April		May		June		Total		Avg. MPG
Diesel	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
E-8696	463	29	18	0	134	28.5	164	43.9	393	38.6	65	38.6	1237	178.6	6.9
E-8687	33	0	2	0	0	7	46	11.9	72	26.7	324	42.2	477	87.8	5.4
E-8668	239	50	31	0	513	33.4	175	13.7	218	37.6	243	61	1419	195.7	7.3
											6 Month Total		**3133**	**462.1**	6.8
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630	492	18	468	42	605	31	1336	90	1749	137.8	763	68.5	5413	387.3	14.0
C-8601	329	12	805	52	776	57	893	86	991	73.8	0	0	3794	280.8	13.5
C-8600	530	36	499	34	301	15	745	46	582.2	53.3	552	54.6	3209	238.9	13.4
											6 Month Total		**12416**	**668.1**	18.6

Mileage / Fuel	July		August		September		October		November		December		Total		Avg. MPG
Diesel	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
E-8696	24	0	17	34	63	0	20	14.1	52	10.5	35	12.4	1448	249.6	6.4
E-8687	361	77	30	0	29	13	41	0	39	21	27	0	1004	198.8	5.2
E-8668	73	9	70	0	69	15.9	54	9.9	64	22	64.9	13.7	1814	266.2	7.0
											6 Month Total		**4266**	**714.6**	6.0
Gas	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	mi.	gal.	
U-8630	1177	62.7	234	0	234	58.3	428	26	1155	96	1181	74	9822	704.3	14.0
C-8601	189	0	887	81.5	988	90.3	851	73.1	463	54	378	64	7550	643.7	12.6
C-8600	470	27	351	24.1	247	0	287	34.7	233	21	423	35.9	5220	381.6	13.7
											6 Month Total		**17372**	**1348**	12.9

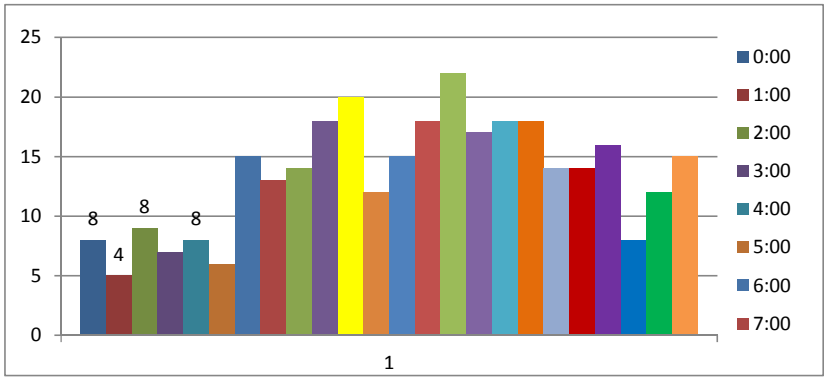
YTD 2016 Total	mi.	gal.	Avg. MPG
Diesel	**7399**	**1177**	**6.3**
Gas	**29788**	**2016**	**14.8**

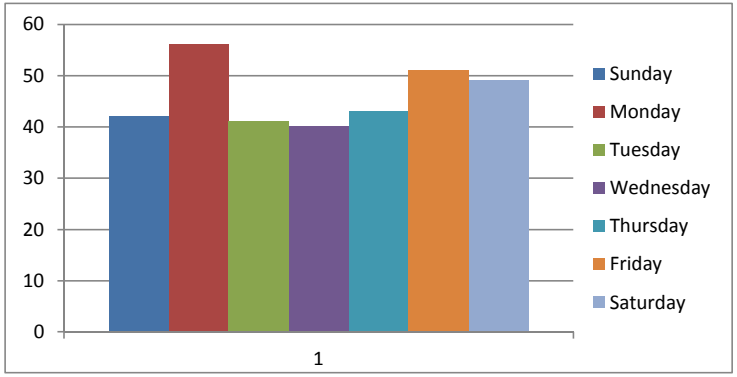
Call per time of day and day of the week 2018

	After Hours							CSD Work Hours									Off Hours									
	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	Total	
Sunday	1	2	2	1			2	2	1	2	1	2	1	1	4	3	2	4	2	2	1		1	5	42	13%
Monday	1		3	1	2	1	4	3	1	2	7	1	2	1	4	2	4	2	3	3	3	1	1	4	56	17%
Tuesday				1	2	1	1	1	3		1	1	4	3	3	2	3	3	1	2	3	1	3	2	41	12%
Wednesday		2	2			1	4	3	1	5	2	2	2	2	3	2	3	1	1	2	1	1			40	12%
Thursday	1		1	1	1			1	5	7	3	2	3	2	2	1	1	3		2		3	1	3	43	13%
Friday		1		1	2	1	3	1		1	4	2	2	4	3	4	3	2	6	2	3	1	4	1	51	16%
Saturday	5		1	2	1	2	1	2	3	1	2	2	1	5	3	3	2	3	1	1	5	1	2		49	15%
Hour Total	8	5	9	7	8	6	15	13	14	18	20	12	15	18	22	17	18	18	14	14	16	8	12	15	322	
	2%	1%	2%	1%	1%	1%	4%	4%	4%	5%	7%	4%	5%	6%	6%	5%	5%	6%	4%	4%	5%	2%	4%	5%		

Total calls during CSD Work Hours	110	34%
Total calls during Off time and weekends	212	65%
After Hours calls 22:00 to 06:00	70	20%
Total Weekend Calls	91	29%
Total Calls Monday thru Friday	231	71%

8am to 8pm	216





	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC		TOTAL	
	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	District	Mutual Aid	**District**	**Mutual Aid**
Structure Fires	0	1	1	0	0	1	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	**1**	**5**
Veg. Fires	0	0	3	1	1	0	1	2	1	7	1	12	1	4	3	3	2	0	0	1	1	1	0	0	**14**	**31**
Vehicle Fires	0	0	0	1	0	0	1	0	0	1	2	1	0	0	0	0	0	1	2	0	0	0	0	0	**5**	**4**
Misc. Fires	1	0	1	0	0	0	1	0	1	0	1	0	2	0	0	0	0	0	0	0	1	0	0	0	**8**	**0**
Illegal Burning	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**0**	**0**
Vehicle Accidents	0	1	0	1	1	2	0	0	2	4	1	2	2	0	1	3	2	3	0	1	0	1	0	0	**9**	**18**
False Alarms	2	0	0	0	3	0	1	0	0	1	0	0	0	0	1	0	0	0	0	0	2	0	0	0	**9**	**1**
Hazardous Condition	1	1	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**4**	**2**
Hazardous Materials	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	**2**	**0**
Standby	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**1**	**1**
Pub.Svc.Asst.	0	0	1	0	1	0	1	0	0	0	0	0	0	0	2	0	4	0	4	0	2	0	1	0	**16**	**0**
Medical Aids	21	4	8	3	14	5	8	4	9	4	14	3	8	9	17	1	14	1	16	1	16	0	10	2	**155**	**37**
Call TOTALS	25	7	15	7	22	9	14	6	13	17	19	18	15	14	24	7	22	6	22	3	22	2	11	2	**224**	**98**
	32		**22**		**31**		**20**		**30**		**37**		**29**		**31**		**28**		**25**		**24**		**13**		**322**	
CPR	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*
Mutual Aid SLO/Mon.	*7*	*0*	*7*	*0*	*7*	*1*	*6*	*0*	*0*	*0*	*16*	*2*	*14*	*0*	*7*	*0*	*0*	*6*	*3*	*0*	*0*	*0*	0	0	***76***	
Camp Bob Asst.	*3*		*5*		*6*		*1*		*7*		*10*		*12*		*3*		*0*		*0*		*0*		0		***47***	
Average Calls Per	*Month*		28.0	*Day*	*0.9*		*SLO Co. MA*				***67***		*Montrey Co. MA*				***9***		***CPR TOTAL***						***0***	

SAN MIGUEL COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
DECEMBER 20, 2018 SPECIAL MEETING MINUTES

MEETING HELD AT DISTRICT OFFICES
1150 MISSION STREET
SAN MIGUEL, CA 93451

I. Meeting Called to Order by President Green – 6:30 p.m.

II. Pledge of Allegiance lead by Director Buckman.

III. **Roll Call:** Directors Present: Green, Buckman, Sangster
Directors Absent: Parent, Kalvans
Director Palafox in attendance
Director Kalvans arrived during closed session
District Staff in attendance: Rob Roberson, Tamara Parent, Kelly Dodds, Paola Freeman and District General Counsel Seikaly
District Staff Absent: District Engineer Dr. Blaine Reely

IV. **Adoption of Regular Meeting Agenda:**

Motion by Director Sangster to adopt Regular Meeting Agenda.
Seconded by Director Buckman Motion was approved by Vote of 3 AYES and 0 NOES and 2 ABSENT

V. **ADJOURN TO CLOSED SESSION:**
Closed Session convened at 6:33 p.m.

A. CLOSED SESSION AGENDA:

1. **CONFERENCE WITH DISTRICT GENERAL COUNSEL – Existing Litigation**
Pursuant to Government Code Section 54956.9 (d)(1) Case: *Steinbeck v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-265039 and* Case: *Eidemiller v. City of Paso Robles, Santa Clara County Superior Court Case No. 1-14-CV-269212*

2. **CONFERENCE WITH LABOR NEGOTIATORS** (Pursuant to Government Code Section 54954.5(f) and Government Code Section 54957.6)
Unrepresented Bargaining Units: Non-Management Non-Confidential Unit and Non-Management Confidential Unit

VI. Call to Order for Regular Board Meeting/Report out of Closed Session: 7:05 P.M.
Report out of closed session by Director Green. Nothing to report, direction was given to staff.

VII. Public Comment and Communications for matters not on the Agenda: None

VIII. Special Presentations/Public Hearings/Other:

1. Presentation of Certificate of Appreciation for Public Service to Gib Buckman, Retiring Board of Director, by County Supervisor John Peschong, San Luis Obispo County Board of Supervisors and Resolution 2018-36 San Miguel Community Services District.

2. **Swearing in & Oath of Office:**
Administering the Oath of Office to newly elected Board members: Ashley Sangster, Hector Palafox
Recess @ 7:15pm
Session back at call order @7:40

3. **Election of Board Officers and Board Appointments:** Interim General Manager Rob Roberson opened meeting to nominations.
   A. Nominate and Elect Board of Director Officers:
      A.1. President

Director Kalvans nominated Director Green to be President.
Seconded by Director Palafox
Motion was approved by Vote of 4 AYES and 0 NOES and 1 ABSENT.

      A.2. Vice-President

Director Kalvans Nominated himself for Vice-President
Seconded by Director Palafox
Motion failed by Vote of 2 AYES and 2 NOES

Motion to table by Director Sangster for the appointment of Vice-President to next regular Board Meeting January 24th, 2019 with a full board present.

Seconded by Director Palafox. Motion was approved by Vote of 4 AYES and 0 NOES and 1 ABSENT.

IX. STAFF & COMMITTEE REPORTS:

1. San Luis Obispo County Sheriff — No Report
2. San Luis Obispo County Board of Supervisors — No Report
3. San Luis Obispo County Planning and/or Public Works — No Report
4. San Miguel Area Advisory Council — No Report
5. Camp Roberts—Army National Guard (LTC Kevin Bender) — No Report
6. **Interim General Manager:** Interim General Manager/ Fire Chief Rob Roberson, presented the Board of Directors with the FY 16-17 Management Response Letter. Interim General Manager explained that the District Auditor will be at the District Office around January 24th & 25th to start the findings process for the FY 17-18 District Audit. Mr.

Roberson explained that the Financial Meeting that he would like to have looks like February. Interim General Manager/ Fire Chief Rob Roberson asked District counsel about the embezzlement case against K. Johnson. Counsel Seikaly explained that she would get more information and relay any update.

Board Comment: Director Green asked about item two in the FY 16-17 Management Response Letter and voiced that he would like the General Manager to reviewing funding items and it was explained that Paola makes the changes after receiving the District General Manager's direction.

Director Sangster agreed with Director Green about having it read and, not and/or. Director Sangster asked about the delegation of authority for coding and staff procedures for purchases. It was explained that Interim General Manager, Rob Roberson doesn't see every purchase but has department heads keeping him informed and is reviewing all funding. Interim General Manager/ Fire Chief Rob Roberson explained that it was written in this way because the CPA and Auditor saw a discrepancy and wanted a checks and balance. Mr. Roberson explained that the Action item for financials will continue to be an Action item at each Board Meeting and would like every Board member to review and knowledge the information and can always see what has been purchased and from where in the Claims Detail Report.

Public Comments: Laverne Buckman, San Miguel Resident reminded the Board of Directors that the District has policies in place that need to be revisited and used for the financials.

7. **District General Counsel:** Presented by District Counsel Seikaly. ChurchwellWhite, LLC. Nothing to report.
   Board Comments: None.
   Public Comments: None
8. **District Engineer:** Written report submitted as is. Blaine Reely is absent
   Board Comments: None
   Public Comment: None
9. **Director of Utilities**: Written report submitted as is. Director of Utilities Kelly Dodds informed the Board of Directors that the new Utilities Worker is moving along with his certifications. Mr. Dodds reminded the Board that the updates on the wastewater facility are in his Utilities Report and informed the Board that the Prop1 monies are being finalized. The CBDG funds for 10th & 11th Street lines will be going in front of the SLO County Board of Supervisors at the February meeting.
   Board Comment: Director Green asked that fees for doorhangers be brought to the Board in February. Discussion ensued.
   Director Kalvans asked about the San Miguel Garbage company following the new recycling regulations. District General Counsel voiced that they would investigate it but had no knowledge of the Assembly Bills that Director Kalvans was referring to.
   Director Kalvans asked about the "miscommunication" with lighting. Director of Utilities Kelly Dodds explained that they have a new application online and he is in the process of working through the program.
   Public Comments: None
10. **Fire Chief:** Fire Chief Rob Roberson, updates the Board of Directors about the LAFCO study that the SLO County Board of Supervisors asked for. The presentation will be on January 15 in San Luis Obispo. Mr. Roberson informed the Board that the Assistant Fire

Chief Kelly Dodds resigned do to other commitments, effective December 31st, 2018. Chief Roberson introduced Scott Young as the new Fire Prevention Officer. The SMCSD Fire calls are at 322 for end of year 2018.
Board Comments: Director Kalvans asked about the National Fire standards 1710. Mr. Kalvans explained that he did not want the County to take over the San Miguel Fire Department and expressed that the 1/3 of calls outside District boundaries is unrepresented and would like to look into getting the tax monies for the area outside the District boundaries and would like to audit the taxes received from the County. Director Kalvans voiced that he would like staff to make sure each new house is being taxed correctly. Kalvans also asked about staffing and would like it discussed in the future.
Public Comment: Scott Young voiced that he will be working towards providing service to the community that is needed.
Board Comment: Director Sangster voiced his congratulations to Scott Young. Director Sangster asked to be a part of the meeting with the SLO County Board of Supervisors. Director Kalvans asked to have Fire report sent to him.

X. CONSENT ITEMS:

Director Kalvans asked that each item be voted on separately.

1. Approve **Resolution No. 2018-37** establishing Regular Board of Director Meeting Dates for 2019
Public Comment: None

Motion by Director Sangster to approve Resolution 2018-37, 2019 Board Meeting Dates.

Seconded by Director Kalvans. Motion was approved by Vote of 4 AYES and 0 NOES and 1 ABSENT.

2. **Review and Approve Board Meeting Minutes**
a) 11-15-2018 Special Board Meeting
Board Clerk amended minutes to read 2019
Public Comment: None

Motion by Director Sangster to approve amended 11-15-2019 Special Board Meeting minutes

Seconded by Director Kalvans. Motion was approved by Vote of 3 AYES and 0 NOES and 1 ABSENT 1 ABSTAINED.

XI. BOARD ACTION ITEMS:

1. **Review and approve Resolution 2018-38 authorizing proposed Midyear Budget adjustments to the approved FY 2018-19 budget.**
Item was presented by Interim General Manager/ Fire Chief Rob Roberson asking if the Board of Directors understood the presented document. Discussion ensued.

Interim General Manager/ Fire Chief Rob explained that the budget was approved and then the District needs to either add or subtract from that approved budget. Proposed changes are noted with reasons for adjustments.

Board Comment: Director Sangster asked about the net and the deficit 300k for water and asked with the changes proposed what is the net number for all funds.

Director Green asked what the estimate is for the rest of the Fiscal year for the Steinbeck litigation. 250k for legal services was added to the budget.

Director Kalvans asked what percentage of the deficit is from water conservation.

Director of Utilities Kelly Dodds explained that we have not seen much of a reduction in water usage and just using the usage from last year to this year will not give an accurate reading because new houses have been added to the District water service. Discussion ensued about the District and when it might see a decrease in water usage due to the rate increase. Director Kalvans asked how many miles of water and sewer lines does the district service. Mr. Kalvans also asked about getting information on what revenue we get from different parts of town within the District. District staff explained that we do have that information but would take time to get the information calculated. Discussion ensued about river zone. Director Kalvans asked about the increase of 20k for electricity and asked why such a large adjustment. It was explained that the cost was based on previous years, and the cost of electricity has gone up. The Utilities Department has tried to pump in the night hours to conserve electricity. Director Kalvans asked about the lighting and what properties taxes are being assessed. Discussion ensued about the difference in the assessed allocation.

Hector Palafox asked for clarification, and if a portion of the water deficit is due to delay in the rate increase. Director Palafox asked when the study recommended that the rate increase to start. Director of Utilities Kelly Dodds explained that the study recommended the rate increase start July 1st, 2018.

Director Green explained that the District staff had to base the budget with the rate increase, and with the delay in the increase, it did cause a deficit. Discussion ensued.

Public Comment: Laverne Buckman San Miguel Resident asked about the overage and what would be done with that. Mrs. Buckman also asked about the (*) marks items that did not have a line item that shows on the monthly budget Vs. actual reports and how that was dealt with for these budget adjustments. Interim General Manager/ Fire Chief Rob Roberson explained that the District did have some items that did not have a line item, and staff with the districts contracted CPA became aware of these line/codes that had no place and each was made as directed by the District CPA. Interim General Manager/ Fire Chief Rob Roberson explained that ongoing litigation influences these budget adjustments.

Board Comment: Director Kalvans commended staff and the fiscal responsibility the District is moving toward. Mr. Kalvans would like to discuss the services that we could provide to the Wellsona area. Mr. Kalvans voiced that he asked two years ago and would

like to have staff investigate funding with AB2. Director Kalvans voiced that he would like to motion to approve the Budget adjustments if the board would discuss AB2.

Motion by Director Kalvans to approve Resolution 2018-38 authorizing proposed Midyear Budget adjustments to approved FY 2018-19 budget with the stipulation staff bring back AB2 for discussion.

Seconded by Director Sangster. Motion was approved by Vote of 4 AYES and 0 NOES and 1 ABSENT.

2. **Review, Discuss, Receive and File the Enumeration of Financial Report for November 2018** Item presented by Paola Freeman, Bookkeeper informing the Board of Directors that the reports have been presented and asks for any questions. Interim General Manager/ Fire Chief Rob Roberson explained that staff has been working on an Excel spreadsheet for Capital Project monies and asked the Board for their impute.
Board Comment: Director Green asked to have his financials on paper because it too hard to read on the computer. Discussion ensued.
Director Kalvans asked about the "Gann" limit for the District is. Discussion ensued.
Director Kalvans asked that staff research and talk to the CPA and get an answer for the "Gann" limits.
Public Comment: None

   Motion by Director Sangster to Receive and File the Enumeration of Financial Report for November 2018

   Seconded by Director Kalvans. Motion was approved by Vote of 4 AYES and 0 NOES and 1 ABSENT.

3. **Review and Discuss using a Payroll service.** Item presented by Interim General Manager Rob Roberson and informed the Board of Director that the District CPA has asked that we get a payroll service. Bookkeeper Paola Freeman explained that the liability for tax payment and forms will be on the payroll service and giving an example that the district has been paying FUTA and never needed to. District staff has met with Paychex and feel that it will work well with our District payroll. Discussion ensued about clocking in and out with the phone app.
Board Comment: Director Green asked if the service will intergrade with Black Mountain, Discussion ensued, and information is needed.
Director Sangster asked if he was correct that staff would like to test the service out. It was explained that yes staff feels that it would be a great benefit to the district.
Director Green feels that this a good service and will be a cost savings. Mr. Green voiced that he has been asking for a service like this for years. Discussion ensued.
Director Palafox asked if Paychex the best company to go with? Mrs. Freeman explained that the service was recommended by the District CPA. Director Palafox voiced that he has been looking at reviews and Paychex has great reviews then their reviews have gone down.
Director Green directed staff to research other payroll services.

Discussion only.
Public Comments: None

4. **Discuss and Approve the Formation of Ad-Hoc Committee for the District Personnel Guidelines by Resolution 2018-39.** Item was presented by District General Counsel Seikaly and Interim General Manager Rob Roberson informing the Board that this item was direction from the Board to discuss the Personnel Guidelines and Policies manual.
Public Comments: Diane Sangster asked how long will this committee be for?
District General Counsel Seikaly voiced that the Personnel Committee was drafted to be as narrow as possible and feels that having more committees would put too much of a strain of the District staff. The Personnel Committee will bring a red line version to the whole Board.
Board Comment: Director Kalvans voiced that he would like to have committees for the future items giving examples of upcoming ordinances. Interim General Manager Rob Roberson explained that the direction the staff would like to go is keeping the whole Board informed and that these issues are important to not only two board members in a committee but all the elected officials.
Director Green voiced that he feels we could have one committee at a time but feels that the Personnel Committee will not take much time but feels the whole Personnel Guidelines need to be reviewed.
Board Clerk voiced that having committees are too much for the staff that we currently have.
Director Kalvans voiced that he would like the big documents to come to committees.

Motion by Director Kalvans to Approve the Formation of Ad-Hoc Committee for the District Personnel Guidelines by Resolution 2018-39.

Seconded by Director Green. Motion was approved by Vote of 3 AYES and 1 NOES and 1 ABSENT.

Motion by Director Green to nominate himself to be the first member of the Personnel Committee

Seconded by Director Kalvans. Motion was approved by Vote of 3 AYES and 1 NOES and 1 ABSENT.

Motion by Director Green to nominate Director Kalvans to be the second member of the Personnel Committee.

Seconded by Director Kalvans. Motion was approved by Vote of 3 AYES and 1 NOES and 1 ABSENT.

XII. BOARD COMMENT: Director Kalvans voice that he was happy that the Board will be discussing AB2 soon.

XIII. ADJOURNMENT TO NEXT MEETING JANUARY 24, 2019: 9:57 P.M.

RESOLUTION NO. 2019-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING THE ASSIGNMENT OF BANKING POWERS FOR BOARD MEMBERS JOHN GREEN, ANTHONY KALVANS, JOSEPH PARENT IV, ASHLEY SANGSTER, AND HECTOR PALAFOX FOR DISTRICT BANK ACCOUNTS AND REMOVING FORMER BOARD MEMBER GILBERT BUCKMAN'S BANKING POWERS.

WHEREAS, the San Miguel Community Services District ("SMCSD") has bank accounts at Pacific Premier Bank ("PPB") and Pacific Western Bank ("PWB") to pay operating expenses; and

WHEREAS, SMCSD has previously provided PPB & PWB with an approved resolution stating which SMCSD Board of Directors ("Board") and staff have been assigned banking powers on behalf of SMCSD; and

WHEREAS, the Board desires to grant all current board members banking powers authority with PPB and PWB, which are necessary for the operation of SMCSD; and

WHEREAS, the Board desires to remove all former SMCSD board members and former SMCSD General Managers; and

WHEREAS, the Board desires to approve assignment of banking powers to SMCSD board members John Green, Anthony Kalvans, Joseph Parent IV, Ashley Sangster, and Hector Palafox, who are duly elected member of the Board; and

WHEREAS, the Board of Directors desires to remove assignment of banking powers from former board member, Gilbert Buckman; and

NOW THEREFORE, BE IT RESOLVED, by the Board of SMCSD that board members John Green, Anthony Kalvans, Joseph Parent IV, Ashley Sangster, and Hector Palafox, are hereby granted the following banking powers and authority necessary for the operation of SMCSD:

1. To open any deposit or share account(s) in the name of SMCSD, with prior Board approval; and
2. To endorse checks and orders for the payment of money;
3. Withdraw or transfer funds on deposit with PPB and PWB, with prior Board approval.

PASSED AND ADOPTED by the Board of Directors on a motion of Director _____, seconded by Director _____ by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

The foregoing Resolution is hereby passed and adopted this 24th day of January 2019.

_____
John Green,
President Board of Directors

ATTEST:

_____
Rob Roberson, Interim General Manager

_____
Tamara Parent, Board Clerk

APPROVED AS TO FORM:

_____
Doug White, District General Counsel

REVISED RESOLUTION NO. 2019-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT APPROVING THE ASSIGNMENT OF BANKING POWERS FOR INTERIM GENERAL MANAGER ROBERT ROBERSON AND BOOKKEEPER PAOLA FREEMAN FOR DISTRICT BANK ACCOUNTS

WHEREAS, the San Miguel Community Services District ("SMCSD") has bank accounts at Pacific Premier Bank ("PPB") and Pacific Western Bank ("PWB") to pay operating expenses; and

WHEREAS, SMCSD has previously provided PPB & PWB with an approved resolution stating which SMCSD Board of Directors ("Board") and staff have been assigned banking powers on behalf of SMCSD; and

WHEREAS, the Board desires to grant the Interim General Manager Robert Roberson and Bookkeeper Paola Freeman banking powers authority with PPB and PWB, which are necessary for the operation of SMCSD; and

WHEREAS, the Board desires to approve assignment of banking powers to SMCSD Interim General Manager Robert Roberson and Bookkeeper Paola Freeman; and

NOW THEREFORE, BE IT RESOLVED, by the Board of SMCSD that Interim General Manager Robert Roberson is hereby granted the following banking powers and authority necessary for the operation of SMCSD:

1. To open any deposit or share account(s) in the name of SMCSD; and
2. To endorse checks and orders for the payment of money; and
3. Withdraw or transfer funds on deposit with PPB and PWB.

NOW THEREFORE, BE IT FURTHER RESOLVED, by the Board of SMCSD that Bookkeeper Paola Freeman is hereby granted the following banking powers and authority necessary for the operation of SMCSD:

1. To open any deposit or share account(s) in the name of SMCSD, with prior Interim General Manager or SMCSD Board approval; and
2. Withdraw or transfer funds on deposit with PPB and PWB with prior Interim General Manager or SMCSD Board approval

PASSED AND ADOPTED by the Board of Directors on a motion of Director _____, seconded by Director _____ by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

The foregoing Resolution is hereby passed and adopted this 24th day of January 2019.

_____
John Green,
President Board of Directors

ATTEST:

_____
Rob Roberson, Interim General Manager

_____
Tamara Parent, Board Clerk

APPROVED AS TO FORM:

_____
Doug White, District General Counsel

RESOLUTION NO. 2019-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN MIGUEL COMMUNITY SERVICES DISTRICT IDENTIFYING THE BOOKKEEPER CLASSIFICATION AS A CONFIDENTIAL EMPLOYEE PURSUANT TO THE DISTRICT'S EMPLOYER-EMPLOYEE RELATIONS RESOLUTION

WHEREAS, the San Miguel Community Services District ("District") Board of Directors ("Board") adopted Resolution No. 2012-11, which implements Chapter 10, Division 2, Title 1 of the California Government Code pertaining to Employer-Employee Relations ("EERs"); and

WHEREAS, Article I, Section 3(C) of the EERs defines a "Confidential Employee" as "an employee, as identified by Resolution of the Board of Directors, regardless of classification or job title, who contributes to the development or implementation of the District's employee relations policies or, who in the course of his or her duties has access to confidential information relating to the District's administration of employer-employee relations; and

WHEREAS, the Board desires to identify the Bookkeeper classification as a "Confidential Employee" as a result of the position's duties, which requires access to confidential information relating to the District's administration of employer-employee relations; and

NOW THEREFORE, BE IT RESOLVED, by the Board of SMCSD that the Bookkeeper classification shall be identified as a "Confidential Employee."

PASSED AND ADOPTED by the Board of Directors on a motion of Director _____, seconded by Director _____ by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAINING:

The foregoing Resolution is hereby passed and adopted this 24th day of January 2019.

_____
John Green,
President Board of Directors

ATTEST:

APPROVED AS TO FORM:

_____	_____
Rob Roberson, Interim General Manager	Doug White, District General Counsel

_____

Tamara Parent, Board Clerk

San Miguel Community Services District

Board of Directors
Staff Report

January 24th, 2019 **AGENDA ITEM: XI-1**

SUBJECT: Discuss green waste program(s) currently provided to San Miguel residential and commercial customers, and options for additional programs to be provided by the District.

RECOMMENDATION: Based on the current information the recommendation is NOT to start a District program but instead to increase awareness of the existing programs available from San Miguel Garbage.

BACKGROUND:

Director Green requested that information on a green waste program, operated by the District, for San Miguel residents be provided to the board for discussion and review.

CURRENT SERVICES PROVIDED BY SAN MIGUEL GARBAGE AND ROLL OFF

San Miguel Garbage (SMG) and San Miguel roll off (SMR) are franchisees of the District and provides roll off and garbage services to District Residents as well as many other places.

Currently SMG provides (as part of the monthly trash service) regular weekly green waste pickup to all residential and commercial customers within San Miguel. With this service customers can pick either a 35, 64 or 96-gallon cart. If a customer has occasional green waste that exceeds their chosen green waste cart, they can contact SMG and it can normally be picked up at no additional charge (free). However, if a customer has green waste that exceeds the chosen cart on a more regular or permanent basis then they can get a second green waste cart for $5.77 a month.

At the SMG facility if a San Miguel Customer wants to bring in green waste, on many occasions it can be dropped off at no charge (free). If a customer needs to bring in multiple loads there is a charge of $15/load or $29/ton if it is heavy.

In any case if a customer contacts San Miguel Garbage, they can provide the actual costs, if any, and offer the options for the collection of the additional green waste.

POTENTIAL DISTRICT OPERATED PROGRAM

If the District were to develop a program outside the program(s) that San Miguel Garbage currently provides then the District would need to;

- Provide an enclosed location (fenced in) where residents would be able to bring green waste and leave it during a set time.
- Provide qualified staffing at the dump site where material is brought to ensure that those leaving green waste, were District customers, are not leaving other trash and debris and to monitor the site so that District liability is limited.
- Provide qualified staffing to chip the green waste or qualified staffing to load a roll off container with the material for transport to San Miguel Garbage for grinding.
- If the District chipped the material at the site, there would have to be space to stockpile the material and some way to allow access to that material for pickup by District residents.

If the District allows the public to bring and unload green waste at a District property the District would be liable for anything that happens at that Dump site; IE injuries to the public, damage to private property, damage to public property.

With the current level of staffing in the utilities department we do not have staffing to assign an operator to this on any level. Additional personnel would likely have to be hired to provide enough staffing to facilitate this program.

Below are estimated startup and annual costs associate with a District operated program. These costs are based on the customer loading and bringing the material to a drop point. If the District were to go to the customers address, then there would be additional personnel costs and potentially equipment and insurance costs associated with that type of program.

Potential cost of a green waste program solely operated by the District;

- Initial startup costs: Potentially $8,000 to $15,000
  - Facility modification, assuming adequate space is available at an existing District facility (fencing, signage, grading, bins for stockpiling) $8,000 to $10,000
  - If a roll off is purchased $5,000
- Ongoing costs: Assuming program was only available 1 day a week $2,520/ per month ($33,662 annually not including any equipment maintenance)
  - Additional insurance for operating program with district personnel and allowing public on district properties $3,422 annually
  - Personnel to monitor the site during specific hours/ days, $400 per 8-hour day

- Personnel to chip the material – Minimum of 2 people $1,200 per 8-hour day

Although the Fire department, with the Utilities Department, previously provided a chipping program which chipped material at individual properties we have had very few residents request chipping over the last few years.

FISCAL IMPACT:

There is no additional cost to discuss this item, additional cost may be incurred if the Board decides to implement additional programs

RECOMMENDATION:

Review and discuss information on the Green waste program as provided by SMG and the cost associated with starting a District run program. At this time, it is not advisable to start a District run green waste program that duplicates the efforts of SMG due to the potentially high costs to the District for such a program.

It is recommended that Staff assist in the outreach to the customers within the district by adding information (flyers) provided by SMG in with the regular utility billing.

PREPARED BY:

Kelly Dodds, Director of Utilities

APPROVED BY:

Rob Roberson, Interim General Manager

Pacific Premier Bank - General Account
* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
4459	17539S	617 ACTIVE911 Inc.	235.00								
		12 Month subscription 20 @ $11.75									
1		11001 12/04/18 Active 911	235.00			20	62000		385		10200
		Total for Vendor:	**235.00**								
4461	17557S	8 AIRGAS	185.54								
		Customer ID: 2447482									
1		9083187070 12/04/18 4 CYL Oxygen	185.54			20	62000		450		10200
		Total for Vendor:	**185.54**								
4502	17586S	593 ASHLEY SANGSTER	100.00								
		Board Member Stipend December 20, 2018 meeting									
1		Dec 2018 12/01/18 Dec 2018 Board Mtg	16.50			20	62000		111		10200
2		Dec 2018 12/01/18 Dec 2018 Board Mtg	3.00			30	63000		111		10200
3		Dec 2018 12/01/18 Dec 2018 Board Mtg	40.00			40	64000		111		10200
4		Dec 2018 12/01/18 Dec 2018 Board Mtg	40.00			50	65000		111		10200
5		Dec 2018 12/01/18 Dec 2018 Board Mtg	0.50			60	66000		111		10200
		Total for Vendor:	**100.00**								
4504	17594S	622 BALDWIN ELECTRICT SERVICE	552.63								
		San Lawrence Terrace Booster Lights									
1		22 12/14/18 Electrical & Lighting	552.63			50	65000		353		10200
4505	17594S	622 BALDWIN ELECTRICT SERVICE	1,616.45								
		Well 3 Tank Discharge Pump									
1		22 12/14/18 Electrical & Lighting	1,616.45			50	65000		353		10200
		Total for Vendor:	**2,169.08**								
4463	17558S	535 BRENDLER JANITORIAL SERVICE	275.00								
		Janitorail Services									
1		1943C 12/02/18 November 2018	45.37			20	62000		305		10200
2		1943C 12/02/18 November 2018	8.25			30	63000		305		10200
3		1943C 12/02/18 November 2018	110.00			40	64000		305		10200
4		1943C 12/02/18 November 2018	110.00			50	65000		305		10200
5		1943C 12/02/18 November 2018	1.38*			60	66000		305		10200
		Total for Vendor:	**275.00**								

Pacific Premier Bank - General Account
* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
4462	17559S	573 BURT INDUSTRIAL SUPPLY	39.90								
1	59352 11/28/18	Female adapter	39.90			40	64000		582		10200
		Total for Vendor:	**39.90**								
4358	17540S	466 CALIFORNIA SPECIAL DISTRICTS	3,587.00								
1	6172 11/01/18	2019 Membership Renewal	591.86			20	62000		385		10200
2	6172 11/01/18	2019 Membership Renewal	107.61			30	63000		385		10200
3	6172 11/01/18	2019 Membership Renewal	1,434.80			40	64000		385		10200
4	6172 11/01/18	2019 Membership Renewal	1,434.80			50	65000		385		10200
5	6172 11/01/18	2019 Membership Renewal	17.93			60	66000		385		10200
		Total for Vendor:	**3,587.00**								
4506	-99756E	416 CALPERS	66.79								
Annual Unfunded Accrued Liability Actuarial Valuation as of June 30, 2016											
Rate Plan 26019											
1	15506516 12/01/18	Annual Unfunded Accrued Liab	33.40			40	64000		225		10200
2	15506516 12/01/18	Annual Unfunded Accrued Liab	33.39			50	65000		225		10200
4507	-99755E	416 CALPERS	880.96								
Annual Unfunded Accrued Liability Actuarial Valuation as of June 30, 2016											
Rate Plan 4680											
1	15506509 12/01/18	Annual Unfunded Accrued Liab	440.48			40	64000		225		10200
2	15506509 12/01/18	Annual Unfunded Accrued Liab	440.48			50	65000		225		10200
		Total for Vendor:	**947.75**								
4456	17541S	999999 CARLOS ALTAMIRANO	41.82								
water & Sewer deposit refund											
1941 San Juan Bautista											
1	27404-03 11/16/18	Water & Sewer deposit refund	41.82			50	20550				10200
		Total for Vendor:	**41.82**								
4431	17542S	521 CHAPARRAL BUSINESS MACHINES,	65.00								
Maintenance Contract #6913-02											
Samsung/X4250LX											
Acct No. 013014											
1	432312 11/27/18	Maint Contract 12/4-1/3/18	32.50			40	64000		334		10200

Pacific Premier Bank - General Account
* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
2	432312 11/27/18	Maint Contract 12/4-1/3/18	32.50			50	65000		334		10200
		Total for Vendor:	**65.00**								
4465	17560S	67 CHARTER COMMUNICATIONS	309.94								
Acct# 8245 10 105 0027311											
Spectrum Buiness Internet/Voice											
Service 12/11/18 ~ 01/10/19											
1	7311120118 12/01/18	Internet/Voice	103.31*			20	62000		375		10200
2	7311120118 12/01/18	Internet/Voice	103.31			40	64000		375		10200
3	7311120118 12/01/18	Internet/Voice	103.32			50	65000		375		10200
		Total for Vendor:	**309.94**								
4466	17561S	473 CHURCHWELL WHITE LLP	9,013.92								
Professional Services Rendered through November 30 2018											
1	11/30/18	General Counsel	312.05			20	62000		327		10200
2	11/30/18	General Counsel	56.74			30	63000		327		10200
3	11/30/18	General Counsel	2,440.53			40	64000		327		10200
4	11/30/18	General Counsel	2,139.92			50	65000		327		10200
5	11/30/18	General Counsel	9.46			60	66000		327		10200
6	11/30/18	General Counsel	267.20			50	65000		332		10200
7	11/30/18	Steinbeck v SLO	2,405.32			50	65000		332		10200
9	11/30/18	HR	167.00			20	62000		327		10200
10	11/30/18	HR	172.70			40	64000		331		10200
11	11/30/18	HR	172.70			50	65000		331		10200
12	11/30/18	HR	75.15			40	64000		327		10200
13	11/30/18	HR	75.15			50	65000		327		10200
14	11/30/18	Water	478.80			50	65000		327		10200
15	11/30/18	HR Investigation	120.60			40	64000		327		10200
16	11/30/18	HR Investigation	120.60			50	65000		327		10200
		Total for Vendor:	**9,013.92**								
4460	17556S 999999	CIPRIANO & MERCEDES	39.86								
water & Sewer deposit refund											
1	12/05/18	Water & Sewer deposit refund	39.86			50	20550				10200
		Total for Vendor:	**39.86**								

Pacific Premier Bank - General Account
* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
4467	17562S	583 COBLENTZ BIEHLE & CRAMER	2,385.00								
June		Reconcilliation, Payroll EDD, Posting 6/1/- 5/18,									
1		5114 12/04/18 Bank Reconcilliation 2017	393.53			20	62000		325		10200
2		5114 12/04/18 Bank Reconcilliation 2017	71.55			30	63000		325		10200
3		5114 12/04/18 Bank Reconcilliation 2017	954.00			40	64000		325		10200
4		5114 12/04/18 Bank Reconcilliation 2017	954.00			50	65000		325		10200
5		5114 12/04/18 Bank Reconcilliation 2017	11.92			60	66000		325		10200
		Total for Vendor:	**2,385.00**								
4457	17543S	999999 CORY LEWIS	640.40								
Water Hydrant Deposit #8428274											
1		27487-06 11/16/18 Meter #8428274	640.40			50	20550				10200
		Total for Vendor:	**640.40**								
4493	17579S	529 DELL BUSINESS CREDIT	961.71								
Account: 6879 4502 0401 6712 964 Order #420331018											
1		420331018 12/31/18 Smart-UPS Battery Backup	480.86			40	64000		350		10200
2		420331018 12/31/18 Smart-UPS Battery Backup	480.85			50	65000		350		10200
		Total for Vendor:	**961.71**								
4437	17544S	112 FGL - ENVIRONMENTAL ANALYTICAL	125.00								
Acct#8000653											
1		883469A 11/20/18 Coliform-Colilert	125.00			50	65000		359		10200
4438	17544S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00								
Acct#8000653											
1		883331A 11/21/18 Metals	67.00			50	65000		358		10200
4439	17544S	112 FGL - ENVIRONMENTAL ANALYTICAL	225.00								
Acct#8000653											
1		883330A 11/14/18 Coliform-Colilert~Wet Chem	45.00			50	65000		356		10200
2		883330A 11/14/18 Coliform-ColilertColiform-Col	45.00			50	65000		357		10200
3		883330A 11/14/18 Coliform-Colilert~Wet Chem	135.00			50	65000		359		10200

Pacific Premier Bank - General Account
* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
4440	17544S	112 FGL - ENVIRONMENTAL ANALYTICAL	70.00								
Acct#8000654											
1		883200A 11/15/18 Metals~Wet Chem	70.00			40	64000		355		10200
4441	17544S	112 FGL - ENVIRONMENTAL ANALYTICAL	81.00								
Acct#8000654											
1		883203A 11/14/18 Metals~Wet Chem	81.00			40	64000		355		10200
4442	17544S	112 FGL - ENVIRONMENTAL ANALYTICAL	205.00								
Acct#8000654											
1		883202A 11/14/18 Metals~Wet Chem	205.00			40	64000		355		10200
4469	17563S	112 FGL - ENVIRONMENTAL ANALYTICAL	198.00								
Acct#8000653											
1		883410A 11/29/18 Coliform-Colilert	66.00			50	65000		356		10200
2		883410A 11/29/18 Coliform-Colilert	66.00			50	65000		357		10200
3		883410A 11/29/18 Coliform-Colilert	66.00			50	65000		358		10200
4470	17563S	112 FGL - ENVIRONMENTAL ANALYTICAL	1,060.00								
Acct#8000654											
1		883409A 11/29/18 Wet Chem	1,060.00			40	64000		355		10200
4471	17563S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00								
Acct#8000653											
1		883555A 11/29/18 Metals	67.00			50	65000		358		10200
4472	17563S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00								
Acct#8000653											
1		883470A 11/29/18 Metals	67.00			50	65000		358		10200
4473	17563S	112 FGL - ENVIRONMENTAL ANALYTICAL	67.00								
Acct#8000653											
1		883411A 11/29/18 Metals	67.00			50	65000		358		10200

Pacific Premier Bank - General Account
* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
4487	17563S	112 FGL - ENVIRONMENTAL ANALYTICAL	33.00								
Acct#8000653											
Claim 883151A, B, C											
1		883151C 10/11/18 Coliform	33.00			50	65000		359		10200
4518	17595S	112 FGL - ENVIRONMENTAL ANALYTICAL	125.00								
Acct#8000653											
1		883704A 12/17/18 Coliform-Colilert	125.00			50	65000		359		10200
		Total for Vendor:	**2,390.00**								
4436	17545S	308 FRONTIER COMMUNICATIONS	54.00								
Acct #805-467-2818-010412-5											
Service from 11-22-18 to 12-21-18											
1		11/21/18 11/22/18 SCADA	27.00			40	64000		310		10200
2		11/21/18 11/22/18 SCADA	27.00			50	65000		310		10200
4474	17564S	308 FRONTIER COMMUNICATIONS	71.63								
Acct #805-467-2015-051216-5											
Service from 12/01/18 to 12/31/18											
1		Dec 2018 12/01/18 SCADA	35.82			40	64000		310		10200
2		Dec 2018 12/01/18 SCADA	35.81			50	65000		310		10200
		Total for Vendor:	**125.63**								
4443	17546S	125 GREAT WESTERN ALARM	30.00								
Acct A0702											
Service Period: 12/01/18 to 12/31/18											
1		100545101 12/01/18 Answering Service	15.00			40	64000		380		10200
2		100545101 12/01/18 Answering Service	15.00			50	65000		380		10200
4444	17546S	125 GREAT WESTERN ALARM	75.60								
Acct A0702											
Service Period: 12/01/18 to 12/31/18											
1		102242101 12/01/18 Answering Service	37.80			40	64000		380		10200
2		102242101 12/01/18 Answering Service	37.80			50	65000		380		10200

Pacific Premier Bank - General Account
* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
4510	17596S	125 GREAT WESTERN ALARM	30.00								
Acct A0702											
Service Period: 1/01/19 to 1/31/19											
1		1200545101 01/01/19 Answering Service	15.00			40	64000		380		10200
2		1200545101 01/01/19 Answering Service	15.00			50	65000		380		10200
4511	17596S	125 GREAT WESTERN ALARM	80.70								
Acct A0702											
Service Period: 1/01/19 to 1/31/19											
1		1202242101 01/01/19 Answering Service	40.35			40	64000		380		10200
2		1202242101 01/01/19 Answering Service	40.35			50	65000		380		10200
		Total for Vendor:	**216.30**								
4500	17587S	126 GREEN, JOHN	100.00								
Board Member Stipend December 20, 2018 meeting											
1		Dec 2018 12/01/18 Dec 2018 Board Mtg	16.50			20	62000		111		10200
2		Dec 2018 12/01/18 Dec 2018 Board Mtg	3.00			30	63000		111		10200
3		Dec 2018 12/01/18 Dec 2018 Board Mtg	40.00			40	64000		111		10200
4		Dec 2018 12/01/18 Dec 2018 Board Mtg	40.00			50	65000		111		10200
5		Dec 2018 12/01/18 Dec 2018 Board Mtg	0.50			60	66000		111		10200
		Total for Vendor:	**100.00**								
4503	17588S	621 Hector Palafox	100.00								
Board Member Stipend December 20, 2018 meeting											
1		Dec 2018 12/01/18 Dec 2018 Board Mtg	16.50			20	62000		111		10200
2		Dec 2018 12/01/18 Dec 2018 Board Mtg	3.00			30	63000		111		10200
3		Dec 2018 12/01/18 Dec 2018 Board Mtg	40.00			40	64000		111		10200
4		Dec 2018 12/01/18 Dec 2018 Board Mtg	40.00			50	65000		111		10200
5		Dec 2018 12/01/18 Dec 2018 Board Mtg	0.50			60	66000		111		10200
		Total for Vendor:	**100.00**								
4497	17580S	999999 INC. SPECIALITY CONSTUCTION C/O	750.00								
Water Hydrant Deposit											
Job#217103											
Meter #8927371.01											
1		27489-01 12/19/18 Meter SLO Dr & 9th	750.00			50	20550				10200
		Total for Vendor:	**750.00**								

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
4458	17547S	615 JETTERS NORTHWEST	44,825.40								
Resolution #2018-26											
Trailer Mounted Sewer Jetter											
1		18-5008 11/16/18 Jetter	44,825.40		14	40	64000		500		10200
		Total for Vendor:	**44,825.40**								
4501	17589S	406 KALVANS, ANTHONY	100.00								
Board Member Stipend December 20, 2018 meeting											
1		Dec 2018 12/01/18 Dec 2018 Board Mtg	16.50			20	62000		111		10200
2		Dec 2018 12/01/18 Dec 2018 Board Mtg	3.00			30	63000		111		10200
3		Dec 2018 12/01/18 Dec 2018 Board Mtg	40.00			40	64000		111		10200
4		Dec 2018 12/01/18 Dec 2018 Board Mtg	40.00			50	65000		111		10200
5		Dec 2018 12/01/18 Dec 2018 Board Mtg	0.50			60	66000		111		10200
		Total for Vendor:	**100.00**								
4468	17565S	474 L.N. CURTIS & SONS	3,856.71								
18-19 VFA Grant											
1		INV236688 11/28/18 Jackets	2,208.36			20	62000		456		10200
2		INV236688 11/28/18 Pants	1,648.35			20	62000		456		10200
		Total for Vendor:	**3,856.71**								
4475	17566S	510 LOCAL IT EXPERTS	778.00								
1		137 12/04/18 IT Service~ Dec 2018	277.00			20	62000		350		10200
2		137 12/04/18 IT Service~ Dec 2018	18.00			30	63000		350		10200
3		137 12/04/18 IT Service~ Dec 2018	240.00			40	64000		350		10200
4		137 12/04/18 IT Service~ Dec 2018	240.00			50	65000		350		10200
5		137 12/04/18 IT Service~ Dec 2018	3.00			60	66000		350		10200
		Total for Vendor:	**778.00**								
4496	17581S	999999 MANUEL JR. & ROMERO, ROSA	96.24								
735 River Road											
1		27354-03 12/19/18 Water & Sewer deposit refund	96.24			50	20550				10200
		Total for Vendor:	**96.24**								

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
4512	17597S	559 MONSOON VENTURES, INC.	330.00								
Meeting w/ Brenden Clark to discuss grant application											
2		2341 12/17/18 Machado~Recharge	330.00		16	40	64000		586		10200
4513	17597S	559 MONSOON VENTURES, INC.	40,117.50								
WWTP Upgrade / Expansion Engineering Study											
2		2340 12/17/18 Machado~Recharge	40,117.50		16	40	64000		586		10200
4514	17597S	559 MONSOON VENTURES, INC.	1,540.00								
GSP											
1		2339 12/17/18 Meeting,J Lohr~City of PR~WRAC	1,540.00			50	65000		324		10200
4515	17597S	559 MONSOON VENTURES, INC.	360.00								
District Office Survey & Topo Mapping											
1		2338 12/17/18 Revise drawing & Correct Layer	180.00			40	64000		326		10200
2		2338 12/17/18 Revise drawing & Correct Layer	180.00			50	65000		326		10200
4516	17597S	559 MONSOON VENTURES, INC.	1,100.00								
Attended District meetings 9/27/18, 11/15/18, Prepared December DE report											
1		2337 12/17/18 Attended District meetings	550.00			40	64000		326		10200
2		2337 12/17/18 Attended District meetings	550.00			50	65000		326		10200
4517	17597S	559 MONSOON VENTURES, INC.	990.00								
SLT AS Blending Pipeline											
1		2336 12/17/18 Compile CDBG Close out docs	990.00			50	65000		326		10200
		Total for Vendor:	**44,437.50**								
4446	17548S	602 MULLAHEY CHRYSLER DODGE JEEP RAM	295.46								
Service Truck #8632											
1		79835 11/19/18 Service Oil, Air Filter, Fluid	147.73			40	64000		354		10200
2		79835 11/19/18 Service Oil, Air Filter, Fluid	147.73			50	65000		354		10200
4447	17548S	602 MULLAHEY CHRYSLER DODGE JEEP RAM	67.74								
Service Truck #8630											
1		79793 11/16/18 Service Oil, Air Filter, Fluid	67.74			20	62000		354		10200

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
4448	17548S	602 MULLAHEY CHRYSLER DODGE JEEP RAM	412.31								
Service Truck #8668											
1	79664 11/13/18	Service Oil, Air Filter, Fluid	412.31			20	62000		354		10200
		Total for Vendor:	**775.51**								
4519	17601S	999999 NADJA BYRNE	70.00								
Customize Dedication Service Bell Gib Buckman											
1	204 12/19/18	Service Bell Buckman	11.55			20	62000		305		10200
2	204 12/19/18	Service Bell Buckman	2.10			30	63000		305		10200
3	204 12/19/18	Service Bell Buckman	28.00			40	64000		305		10200
4	204 12/19/18	Service Bell Buckman	28.00			50	65000		305		10200
5	204 12/19/18	Service Bell Buckman	0.35*			60	66000		305		10200
		Total for Vendor:	**70.00**								
4451	17549S	246 O'BRIAN, SCOTT	100.43								
Fire Extinguisher Service Truck #8696											
1	57533 11/17/18	1 Dry Chem	100.43			20	62000		351		10200
		Total for Vendor:	**100.43**								
4449	17593S	208 PG&E	1,337.86								
Acct #8565976480-8											
1	10/17/18	12th & K Street - 8565976725	11.18			30	63000		381		10200
2	10/17/18	Tract 2605 - 8565976109	45.43			30	63000		381		10200
3	10/17/18	Mission Heights - 8565976482	212.01			30	63000		381		10200
4	10/17/18	9898 River Rd. - 8565976002	414.33			30	63000		381		10200
5	10/17/18	9898 River Rd. - 8565976004	55.82			30	63000		381		10200
6	10/17/18	9898 River Rd. - 8565976008	257.16			30	63000		381		10200
7	10/17/18	9898 River Rd. - 8565976014	85.74			30	63000		381		10200
8	10/17/18	9898 River Rd. - 8565976481	55.22			30	63000		381		10200
9	10/17/18	9898 River Rd. - 8565976483	24.50			30	63000		381		10200
10	10/17/18	Tract 2710 - 8562053214	69.27			30	63000		381		10200
11	10/17/18	Tract 2710 - 8564394360	30.63			30	63000		381		10200
12	10/17/18	Tract 2710 - 8560673934	76.57			30	63000		381		10200

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
4450	17550S	208 PG&E	1,337.85								
Acct #8565976480-8											
1	11/16/18	12th & K Street - 8565976725	11.18			30	63000		381		10200
2	11/16/18	Tract 2605 - 8565976109	45.43			30	63000		381		10200
3	11/16/18	Mission Heights - 8565976482	212.00			30	63000		381		10200
4	11/16/18	9898 River Rd. - 8565976002	414.34			30	63000		381		10200
5	11/16/18	9898 River Rd. - 8565976004	55.82			30	63000		381		10200
6	11/16/18	9898 River Rd. - 8565976008	257.15			30	63000		381		10200
7	11/16/18	9898 River Rd. - 8565976014	85.74			30	63000		381		10200
8	11/16/18	9898 River Rd. - 8565976481	55.22			30	63000		381		10200
9	11/16/18	9898 River Rd. - 8565976483	24.49			30	63000		381		10200
10	11/16/18	Tract 2710 - 8562053214	69.27			30	63000		381		10200
11	11/16/18	Tract 2710 - 8564394360	30.64			30	63000		381		10200
12	11/16/18	Tract 2710 - 8560673934	76.57			30	63000		381		10200
		Total for Vendor:	**2,675.71**								
4453	17551S	209 PG&E	8,972.28								
Acct #3675186851-8											
1	11/19/18	Old Fire Station / 1297 L St	19.99			20	62000		381		10200
2	11/19/18	New Fire Station 1150 Mission	5.49			20	62000		381		10200
3	11/19/18	Water Works #1 / Well 3	2,174.85			50	65000		381		10200
4	11/19/18	Bonita Pl & 16th / Well 4	855.15			50	65000		381		10200
5	11/19/18	N St / WWTP	5,297.94			40	64000		381		10200
6	11/19/18	2HP Booster Station	9.86			50	65000		381		10200
7	11/19/18	Mission Heights Booster	9.86			50	65000		381		10200
8	11/19/18	14th St. & K St.	40.98			50	65000		381		10200
9	11/19/18	Missn & 12th Lanscape~St light	267.41			30	63000		381		10200
10	11/19/18	SLT Well Drink Water	212.08			50	65000		381		10200
11	11/19/18	942 Soka Way lift station	78.67			40	64000		381		10200
4508	17599S	209 PG&E	7,440.28								
Acct #3675186851-8											
1	12/18/18	Old Fire Station / 1297 L St	20.84			20	62000		381		10200
2	12/18/18	New Fire Station 1150 Mission	10.18			20	62000		381		10200
3	12/18/18	Water Works #1 / Well 3	1,077.78			50	65000		381		10200
4	12/18/18	Bonita Pl & 16th / Well 4	1,122.30			50	65000		381		10200

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
5	12/18/18	N St / WWTP	4,647.24			40	64000		381		10200
6	12/18/18	2HP Booster Station	12.28			50	65000		381		10200
7	12/18/18	Mission Heights Booster	10.18			50	65000		381		10200
8	12/18/18	14th St. & K St.	37.72			50	65000		381		10200
9	12/18/18	942 Soka Way lift station	86.89			40	64000		381		10200
10	12/18/18	Missn & 12th Lanscape~St light	291.16			30	63000		381		10200
11	12/18/18	SLT Well Drink Water	123.71			50	65000		381		10200
		Total for Vendor:	**16,412.56**								
4476	17567S	618 RED HELMET TRAINING	300.00								
Scott Young Training											
Plans Examiner 1A - Building Plan Review											
1	Jan 2019	12/07/18 Training	300.00			20	62000		386		10200
4477	17567S	618 RED HELMET TRAINING	350.00								
Scott Young Training											
Plans Examiner 1C - Plan Review for Hazards and Special Operations											
1	Feb 2019	12/07/18 Training	350.00			20	62000		386		10200
4478	17567S	618 RED HELMET TRAINING	300.00								
Scott Young Training											
Plans Examiner 1B - Plan Review for Fire Protection and Life Safety Systems											
1	Jan 22 201	12/07/18 Training	300.00			20	62000		386		10200
		Total for Vendor:	**950.00**								
4452	17552S	345 SAN MIGUEL CHAMBER OF COMMERCE	100.00								
Membership Renewal Fees 2018											
1	11/01/18	Annual Membership Renewal	16.50			20	62000		385		10200
2	11/01/18	Annual Membership Renewal	3.00			30	63000		385		10200
3	11/01/18	Annual Membership Renewal	40.00			40	64000		385		10200
4	11/01/18	Annual Membership Renewal	40.00			50	65000		385		10200
5	11/01/18	Annual Membership Renewal	0.50			60	66000		385		10200
		Total for Vendor:	**100.00**								

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
4479	17568S	238 SAN MIGUEL GARBAGE	103.98								
Acct#318691											
Monthly Service 12-1-18 to 12-31-18											
1		12/01/18 WWTP Monthly Trash Disposal	51.99			40	64000		383		10200
2		12/01/18 WWTP Monthly Trash Disposal	51.99			50	65000		383		10200
		Total for Vendor:	**103.98**								
4432	17553S	260 SLO ENVIRONMENTAL HEALTH	429.00								
Machado Wastewater Facility											
1765 Bonita Pl San Miguel											
1	INO118975	11/05/18 Hazmat Dicsclosure	380.00			40	64000		715		10200
2	INO118975	11/05/18 State Site Surcharge	49.00			40	64000		715		10200
4433	17553S	260 SLO ENVIRONMENTAL HEALTH	429.00								
San Miguel CSD SLT Well											
8687 Martinez Drive San Miguel, CA											
1	INO118987	11/05/18 Hazmat Dicsclosure	380.00			50	65000		715		10200
2	INO118987	11/05/18 State Site Surcharge	49.00			50	65000		715		10200
4434	17553S	260 SLO ENVIRONMENTAL HEALTH	429.00								
San Miguel CSD SLT Well 3											
610 12th San Miguel, CA											
1	INO118986	11/05/18 Hazmat Dicsclosure	380.00			50	65000		715		10200
2	INO118986	11/05/18 State Site Surcharge	49.00			50	65000		715		10200
4435	17553S	260 SLO ENVIRONMENTAL HEALTH	429.00								
San Miguel CSD SLT Well 4											
Well 4 Bonita Ave San Miguel											
1	INO118985	11/05/18 Hazmat Dicsclosure	380.00			50	65000		715		10200
2	INO118985	11/05/18 State Site Surcharge	49.00			50	65000		715		10200
4490	17569S	260 SLO ENVIRONMENTAL HEALTH	386.20								
1	INO119743	12/05/18 Cross Connection	386.20			50	65000		362		10200
		Total for Vendor:	**2,102.20**								

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4494	17582S	352 STAPLES CREDIT PLAN	117.06								
Office Supplies											
1	Dec2018	12/10/18 Paper~Staples~Clips~Calendar	39.02			20	62000		410		10200
2	Dec2018	12/10/18 Paper~Staples~Clips~Calendar	39.02			40	64000		410		10200
3	Dec2018	12/10/18 Paper~Staples~Clips~Calendar	39.02			50	65000		410		10200
		Total for Vendor:	**117.06**								
4480	17570S	565 STAR DRUG TESTING, INC.	40.00								
1	56677	12/17/18 Pre-employment - M. Stiles	20.00			40	64000		329		10200
2	56677	12/17/18 Pre-employment - M. Stiles	20.00			50	65000		329		10200
		Total for Vendor:	**40.00**								
4484	17571S	382 STATE WATER RESOURCES CONTROL	16,347.00								
Division of water quality											
1	WD-0141684	11/27/18 Annual Permit Fee 070118-6	16,347.00			40	64000		705		10200
4485	17571S	382 STATE WATER RESOURCES CONTROL	2,286.00								
Division of water quality											
1	WD-0141788	11/27/18 Annual Permit Fee 070118-6	2,286.00			40	64000		705		10200
		Total for Vendor:	**18,633.00**								
4498	17602S	460 STATE WATER RESOURCES CONTROL	125.00								
Operator in Training Application Matthew Stiles											
1	01/2019	01/08/19 Training Application M Stiles	125.00			50	65000		715		10200
4499	17585S	460 STATE WATER RESOURCES CONTROL	50.00								
Water Examination For Restricted Certificate Application Matthew Stiles											
1	12-2018	12/24/18 Examination App M Stiles	50.00			50	65000		715		10200
		Total for Vendor:	**175.00**								
4481	17572S	534 STREAMLINE	200.00								
Web Page Hosting											
1	98980	12/10/18 Web Page Monthly Fee Dec	33.00			20	62000		376		10200
2	98980	12/10/18 Web Page Monthly Fee Dec	6.00			30	63000		376		10200
3	98980	12/10/18 Web Page Monthly Fee Dec	80.00			40	64000		376		10200
4	98980	12/10/18 Web Page Monthly Fee Dec	80.00			50	65000		376		10200

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Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
5	98980	12/10/18 Web Page Monthly Fee Dec	1.00			60	66000		376		10200
		Total for Vendor:	**200.00**								
4509	17600S	492 TIMECLOCK PLUS by DATA	50.00								
Customer #252831											
1	431486	08/01/17 TimeClock Plus/Mo. License Fee	8.25			20	62000		715		10200
2	431486	08/01/17 TimeClock Plus/Mo. License Fee	1.75*			30	63000		715		10200
3	431486	08/01/17 TimeClock Plus/Mo. License Fee	20.00			40	64000		715		10200
4	431486	08/01/17 TimeClock Plus/Mo. License Fee	20.00			50	65000		715		10200
		Total for Vendor:	**50.00**								
4495	17583S	289 TOTALFUNDS BY HASLER	500.00								
1	Dec2018	12/10/18 Postage	250.00			40	64000		315		10200
2	Dec2018	12/10/18 Postage	250.00			50	65000		315		10200
		Total for Vendor:	**500.00**								
4489	17573S	620 TRACE ANALYTICS	550.55								
1	18-18493	10/19/18 Air CK Kit, analysis	550.55			20	62000		351		10200
		Total for Vendor:	**550.55**								
4454	17554S	491 ULINE	106.04								
L. Rojas											
1	103271521	11/16/18 Rain Jacket Large	106.04			20	62000		495		10200
4482	17574S	491 ULINE	106.04								
Rain Jacket for M. Stiles											
1	103739301	12/03/18 Rain Jacket XLarge	53.02			40	64000		495		10200
2	103739301	12/03/18 Rain Jacket XLarge	53.02			50	65000		495		10200
		Total for Vendor:	**212.08**								
4483	17575S	301 US BANK	2,550.69								
1	Dec 2018	11/23/18 Amzn~Respirator	31.28			40	64000		305		10200
2	Dec 2018	11/23/18 Amzn~Respirator	31.28			50	65000		305		10200
3	Dec 2018	11/23/18 Amzn~Heavy Duty Gloves	10.33			40	64000		305		10200
4	Dec 2018	11/23/18 Amzn~Heavy Duty Gloves	10.33			50	65000		305		10200
5	Dec 2018	11/23/18 Amzn~Safety Glasses	5.45			40	64000		305		10200
6	Dec 2018	11/23/18 Amzn~Safety Glasses	5.45			50	65000		305		10200

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7	Dec 2018	11/23/18 Amzn~Door Stop	18.57			20	62000		455		10200
8	Dec 2018	11/23/18 Emergency Medical	337.80			20	62000		450		10200
9	Dec 2018	11/23/18 Lowes~Coupling,Socket,Elbow	131.80			50	65000		353		10200
10	Dec 2018	11/23/18 Lowes~Drilling Hammer	26.91			40	64000		490		10200
11	Dec 2018	11/23/18 Lowes~Hammer	26.91			50	65000		490		10200
12	Dec 2018	11/23/18 Alameda Electrical~Panel	802.74			50	65000		353		10200
13	Dec 2018	11/23/18 Lowes~Thermal SMP~Well 3	176.39			50	65000		353		10200
14	Dec 2018	11/23/18 Amzon~Water Filter	85.38			20	62000		305		10200
15	Dec 2018	11/23/18 Lake Tahoe Resort~T Parent	88.26			20	62000		386		10200
16	Dec 2018	11/23/18 Lake Tahoe Resort~T Parent	16.05			30	63000		386		10200
17	Dec 2018	11/23/18 Lake Tahoe Resort~T Parent	213.97			40	64000		386		10200
18	Dec 2018	11/23/18 Lake Tahoe Resort~T Parent	213.97			50	65000		386		10200
19	Dec 2018	11/23/18 Lake Tahoe Resort~T Parent	2.67			60	66000		386		10200
20	Dec 2018	11/23/18 Amzon~ Disp Coveralls	57.74			40	64000		305		10200
21	Dec 2018	11/23/18 Amzon~ Disp Coveralls	57.74			50	65000		305		10200
22	Dec 2018	11/23/18 Amzon~Gloves	99.84			40	64000		305		10200
23	Dec 2018	11/23/18 Amzon~Gloves	99.83			50	65000		305		10200
		Total for Vendor:	**2,550.69**								
4464	17576S	327 VALLI INFORMATION SYSTEMS	75.00								
Web Posting											
1	50403	12/30/18 Web Posting, Online Maint.	37.50			40	64000		305		10200
2	50403	12/30/18 Web Posting, Online Maint.	37.50			50	65000		305		10200
		Total for Vendor:	**75.00**								
4455	17555S	511 VERIZON	40.08								
Laptop 805-423-7591											
1	9817877000	11/08/18 Laptop 805-423-7591	20.04			40	64000		310		10200
2	9817977000	11/08/18 Laptop 805-423-7591	20.04			50	65000		310		10200
		Total for Vendor:	**40.08**								
4488	17577S	612 WEX BANK	921.60								
1	56234309	10/07/18 Fuel #8600	128.53			20	62000		485		10200
2	56234309	10/07/18 Fuel #8630	181.63			20	62000		485		10200
3	56234309	10/07/18 Fuel #8632	170.55			40	64000		485		10200
5	56234309	10/07/18 Fuel #8632	170.55			50	65000		485		10200
7	56234309	10/07/18 Fuel #8601	270.34			20	62000		485		10200
		Total for Vendor:	**921.60**								

Pacific Premier Bank - General Account
* ... Over spent expenditure

Claim/ Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
4486	17578S	318 WILDHORSE PROPANE	404.32								
ACCT #SANMI1											
1	U004B033	11/30/18 Propane	66.71			20	62000		382		10200
2	U004B033	11/30/18 Propane	12.13			30	63000		382		10200
3	U004B033	11/30/18 Propane	161.73			40	64000		382		10200
4	U004B033	11/30/18 Propane	161.73			50	65000		382		10200
5	U004B033	11/30/18 Propane	2.02			60	66000		382		10200
		Total for Vendor:	**404.32**								
		# of Claims 87	**Total:**	**166,532.47**							
		Total Electronic Claims		**947.75**							
		Total Non-Electronic Claims		**165584.72**							

Fund/Account	Amount
20 FIRE PROTECTION DEPARTMENT	
10200 Operating Cash - Premier	$9,762.48
30 STREET LIGHTING DEPARTMENT	
10200 Operating Cash - Premier	$3,549.46
40 WASTEWATER DEPARTMENT	
10200 Operating Cash - Premier	$125,165.94
50 WATER DEPARTMENT	
10200 Operating Cash - Premier	$28,002.36
60 SOLID WASTE DEPARTMENT	
10200 Operating Cash - Premier	$52.23
Total:	**$166,532.47**

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT						
40000						
40220	Weed Abatement Fees	-20.00	-322.00	0.00	322.00	** %
40300	Fireworks Permit Fees	0.00	0.00	2,200.00	2,200.00	0 %
40320	Fire Impact Fees	0.00	10,473.12	0.00	-10,473.12	** %
40410	Mutual Aid Fires	0.00	0.00	100,000.00	100,000.00	0 %
40420	Ambulance Reimbursement	1,198.00	2,351.08	4,400.00	2,048.92	53 %
40500	VFA Assistance Grant	0.00	16,436.09	20,000.00	3,563.91	82 %
	Account Group Total:	**1,178.00**	**28,938.29**	**126,600.00**	**97,661.71**	**23 %**
43000 Property Taxes Collected						
43000	Property Taxes Collected	75,542.93	144,685.44	372,018.00	227,332.56	39 %
	Account Group Total:	**75,542.93**	**144,685.44**	**372,018.00**	**227,332.56**	**39 %**
46000 Revenues & Interest						
46000	Revenues & Interest	0.00	77.91	100.00	22.09	78 %
46150	Miscellaneous Income	0.00	1,000.00	1,000.00	0.00	100 %
46151	Refund/Adjustments	0.00	302.76	275.00	-27.76	110 %
46155	Will Serve Processing Fees	0.00	150.00	150.00	0.00	100 %
	Account Group Total:	**0.00**	**1,530.67**	**1,525.00**	**-5.67**	**100 %**
	Fund Total:	**76,720.93**	**175,154.40**	**500,143.00**	**324,988.60**	**35 %**
30 STREET LIGHTING DEPARTMENT						
43000 Property Taxes Collected						
43000	Property Taxes Collected	22,096.55	38,659.87	108,827.00	70,167.13	36 %
	Account Group Total:	**22,096.55**	**38,659.87**	**108,827.00**	**70,167.13**	**36 %**
46000 Revenues & Interest						
46000	Revenues & Interest	0.00	15.18	15.00	-0.18	101 %
46150	Miscellaneous Income	100.00	100.00	0.00	-100.00	** %
46151	Refund/Adjustments	0.00	64.21	64.00	-0.21	100 %
	Account Group Total:	**100.00**	**179.39**	**79.00**	**-100.39**	**227 %**
	Fund Total:	**22,196.55**	**38,839.26**	**108,906.00**	**70,066.74**	**36 %**
40 WASTEWATER DEPARTMENT						
40000						
40900	Wastewater Sales	55,572.49	307,943.64	604,600.00	296,656.36	51 %
40910	Wastewater Late Charges	1,070.77	5,033.53	2,709.00	-2,324.53	186 %
	Account Group Total:	**56,643.26**	**312,977.17**	**607,309.00**	**294,331.83**	**52 %**
41000 Water Sales						
41012	IRWM Grants	0.00	0.00	177,750.00	177,750.00	0 %
	Account Group Total:	**0.00**	**0.00**	**177,750.00**	**177,750.00**	**0 %**
43000 Property Taxes Collected						

Fund	Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
40 WASTEWATER DEPARTMENT						
43000	Property Taxes Collected	11,393.07	20,187.56	56,385.00	36,197.44	36 %
	Account Group Total:	**11,393.07**	**20,187.56**	**56,385.00**	**36,197.44**	**36 %**
46000 Revenues & Interest						
46000	Revenues & Interest	0.00	186.15	186.00	-0.15	100 %
46100	Realized Earnings	0.00	1,304.39	1,304.00	-0.39	100 %
46150	Miscellaneous Income	0.00	16.74	17.00	0.26	98 %
46151	Refund/Adjustments	0.00	733.94	734.00	0.06	100 %
46155	Will Serve Processing Fees	0.00	125.00	125.00	0.00	100 %
	Account Group Total:	**0.00**	**2,366.22**	**2,366.00**	**-0.22**	**100 %**
	Fund Total:	**68,036.33**	**335,530.95**	**843,810.00**	**508,279.05**	**40 %**
50 WATER DEPARTMENT						
41000 Water Sales						
41000	Water Sales	48,891.41	353,437.59	722,174.00	368,736.41	49 %
41005	Water Late Charges	1,441.31	67,642.10	4,295.00	-63,347.10	*** %
41010	Water Meter Fees	0.00	-11,042.61	0.00	11,042.61	** %
	Account Group Total:	**50,332.72**	**410,037.08**	**726,469.00**	**316,431.92**	**56 %**
43000 Property Taxes Collected						
43000	Property Taxes Collected	0.00	0.00	19,950.00	19,950.00	0 %
	Account Group Total:	**0.00**	**0.00**	**19,950.00**	**19,950.00**	**0 %**
44000 Forestry & Fire Protection Reimbursement						
44005	State/Federal Grants	0.00	0.00	30,000.00	30,000.00	0 %
	Account Group Total:	**0.00**	**0.00**	**30,000.00**	**30,000.00**	**0 %**
46000 Revenues & Interest						
46000	Revenues & Interest	0.00	179.09	179.00	-0.09	100 %
46150	Miscellaneous Income	0.00	16.74	17.00	0.26	98 %
46151	Refund/Adjustments	0.00	733.94	734.00	0.06	100 %
46152	Recycling	1,507.18	1,507.18	0.00	-1,507.18	** %
46155	Will Serve Processing Fees	0.00	125.00	125.00	0.00	100 %
	Account Group Total:	**1,507.18**	**2,561.95**	**1,055.00**	**-1,506.95**	**243 %**
	Fund Total:	**51,839.90**	**412,599.03**	**777,474.00**	**364,874.97**	**53 %**
60 SOLID WASTE DEPARTMENT						
46000 Revenues & Interest						
46005	Franchise Fees	3,514.46	17,807.25	32,323.00	14,515.75	55 %
	Account Group Total:	**3,514.46**	**17,807.25**	**32,323.00**	**14,515.75**	**55 %**
	Fund Total:	**3,514.46**	**17,807.25**	**32,323.00**	**14,515.75**	**55 %**

Grand Total:	**222,308.17**	**979,930.89**	**2,262,656.00**	**1,282,725.11**	**43 %**

Fund	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
20 FIRE PROTECTION DEPARTMENT	76,720.93	175,154.40	500,143.00	324,988.60	35 %
30 STREET LIGHTING DEPARTMENT	22,196.55	38,839.26	108,906.00	70,066.74	36 %
40 WASTEWATER DEPARTMENT	68,036.33	335,530.95	843,810.00	508,279.05	40 %
50 WATER DEPARTMENT	51,839.90	412,599.03	777,474.00	364,874.97	53 %
60 SOLID WASTE DEPARTMENT	3,514.46	17,807.25	32,323.00	14,515.75	55 %
Grand Total:	**222,308.17**	**979,930.89**	**2,262,656.00**	**1,282,725.11**	**43 %**

Fund Account Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT						
62000 Fire						
62000 Fire						
105 Salaries and Wages	5,569.29	34,572.26	66,000.00	66,000.00	31,427.74	52 %
111 BOD Stipend	66.00	511.50	990.00	990.00	478.50	52 %
120 Workers' Compensation	0.00	8,019.46	8,000.00	8,019.00	-0.46	100 %
121 Physicals	0.00	0.00	2,500.00	2,500.00	2,500.00	0 %
125 Volunteer firefighter stipends	3,696.00	25,396.48	72,000.00	72,000.00	46,603.52	35 %
126 Strike Team Pay - VFF	0.00	3,538.56	100,000.00	100,000.00	96,461.44	4 %
135 Payroll Tax - FICA	229.15	1,766.16	9,000.00	8,000.00	6,233.84	22 %
140 Payroll Tax - Medicare	137.07	934.06	4,000.00	4,000.00	3,065.94	23 %
155 Payroll Tax - SUI	0.00	926.35	5,000.00	5,000.00	4,073.65	19 %
160 Payroll Tax - ETT	0.00	23.15	300.00	300.00	276.85	8 %
165 Payroll Tax - FUTA	0.00	284.08	7,000.00	284.00	-0.08	100 %
205 Insurance - Health	85.55	502.20	800.00	1,000.00	497.80	50 %
210 Insurance - Dental	21.89	131.98	600.00	600.00	468.02	22 %
215 Insurance - Vision	3.50	21.17	100.00	100.00	78.83	21 %
225 Retirement - PERS expense	124.91	805.27	1,600.00	1,600.00	794.73	50 %
305 Operations and maintenance	142.30	1,335.47	6,000.00	6,000.00	4,664.53	22 %
310 Phone and fax expense	0.00	0.00	800.00	800.00	800.00	0 %
315 Postage, shipping and freight	0.00	36.75	100.00	100.00	63.25	37 %
320 Printing and reproduction	0.00	117.48	200.00	200.00	82.52	59 %
325 Professional svcs - Accounting	393.53	8,107.28	4,950.00	10,000.00	1,892.72	81 %
327 Professional svcs - Legal (General)	479.05	7,798.05	25,000.00	25,000.00	17,201.95	31 %
328 Insurance - prop and liability	0.00	11,733.68	12,000.00	11,734.00	0.32	100 %
331 Professional Services - Legal	0.00	0.00	8,250.00	8,250.00	8,250.00	0 %
334 Maintenance Agreements	0.00	600.77	0.00	1,000.00	399.23	60 %
335 Meals - Reimbursement	0.00	50.01	600.00	600.00	549.99	8 %
340 Meetings and conferences	0.00	0.00	500.00	500.00	500.00	0 %
345 Mileage expense reimbursement	77.44	239.56	500.00	500.00	260.44	48 %
350 Repairs and maint - computers	277.00	1,139.74	3,000.00	3,000.00	1,860.26	38 %
351 Repairs and maint - equip	650.98	2,417.43	8,000.00	8,000.00	5,582.57	30 %
352 Repairs and maint - structures	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
354 Repairs and maint - vehicles	480.05	9,309.53	15,000.00	15,000.00	5,690.47	62 %
370 Dispatch services (Fire)	0.00	10,355.38	8,000.00	10,355.00	-0.38	100 %
375 Internet expenses	103.31	619.86	660.00	660.00	40.14	94 %
376 Webpage- Upgrade/Maint	33.00	198.00	400.00	400.00	202.00	50 %
380 Utilities - alarm service	0.00	0.00	200.00	200.00	200.00	0 %
381 Utilities - electric	56.50	1,891.65	4,000.00	4,000.00	2,108.35	47 %
382 Utilities - propane	66.71	66.71	450.00	450.00	383.29	15 %
385 Dues and subscriptions	843.36	1,968.36	4,000.00	4,000.00	2,031.64	49 %
386 Education and training	1,038.26	2,566.02	5,000.00	5,000.00	2,433.98	51 %
393 Advertising and public notices	0.00	143.90	500.00	500.00	356.10	29 %
394 LAFCO Allocations	0.00	965.41	1,010.00	965.00	-0.41	100 %
395 Community Outreach	0.00	1,462.23	1,500.00	1,500.00	37.77	97 %
405 Software	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
410 Office Supplies	39.02	101.13	400.00	400.00	298.87	25 %
450 EMS supplies	523.34	1,187.89	3,500.00	3,500.00	2,312.11	34 %
455 Fire Safety Gear & Equipment	18.57	903.10	10,000.00	10,000.00	9,096.90	9 %
456 VFF Assistance Grant	3,856.71	8,536.20	40,000.00	40,000.00	31,463.80	21 %
465 Cell phones, radios and pagers	46.75	204.00	500.00	500.00	296.00	41 %

Fund Account Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
20 FIRE PROTECTION DEPARTMENT						
470 Communication equipment	0.00	295.00	3,000.00	3,000.00	2,705.00	10 %
475 Computer supplies and upgrades	0.00	254.93	3,000.00	3,000.00	2,745.07	8 %
485 Fuel expense	580.50	3,298.73	6,500.00	6,500.00	3,201.27	51 %
490 Small tools and equipment	0.00	0.00	3,500.00	3,500.00	3,500.00	0 %
495 Uniform expense	106.04	765.24	3,500.00	3,500.00	2,734.76	22 %
503 Weed Abatement Costs	0.00	0.00	3,200.00	3,200.00	3,200.00	0 %
505 Fire Training Gounds	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
510 Fire station addition	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
710 County hazmat dues	0.00	2,000.00	2,000.00	2,000.00	0.00	100 %
715 Licenses, permits and fees	8.25	208.25	800.00	800.00	591.75	26 %
960 Property tax expense	0.00	210.70	400.00	211.00	0.30	100 %
Account Total:	**19,754.03**	**158,521.12**	**484,310.00**	**484,718.00**	**326,196.88**	**33 %**
Account Group Total:	**19,754.03**	**158,521.12**	**484,310.00**	**484,718.00**	**326,196.88**	**33 %**
Fund Total:	**19,754.03**	**158,521.12**	**484,310.00**	**484,718.00**	**326,196.88**	**33 %**
30 STREET LIGHTING DEPARTMENT						
63000 Lighting						
63000 Lighting						
105 Salaries and Wages	707.76	4,980.49	10,000.00	10,000.00	5,019.51	50 %
111 BOD Stipend	12.00	93.00	180.00	180.00	87.00	52 %
120 Workers' Compensation	0.00	37.22	200.00	200.00	162.78	19 %
130 Payroll Tax - Fed W/H	0.00	0.00	500.00	500.00	500.00	0 %
135 Payroll Tax - FICA	0.00	0.00	500.00	500.00	500.00	0 %
140 Payroll Tax - Medicare	15.99	83.19	100.00	212.00	128.81	39 %
155 Payroll Tax - SUI	0.32	0.32	100.00	100.00	99.68	0 %
160 Payroll Tax - ETT	0.01	0.01	100.00	100.00	99.99	0 %
165 Payroll Tax - FUTA	0.22	0.22	150.00	0.00	-0.22	*** %
205 Insurance - Health	89.90	373.79	500.00	900.00	526.21	42 %
210 Insurance - Dental	6.70	34.59	75.00	75.00	40.41	46 %
215 Insurance - Vision	1.06	5.48	20.00	20.00	14.52	27 %
225 Retirement - PERS expense	48.48	324.63	500.00	650.00	325.37	50 %
305 Operations and maintenance	10.35	51.60	2,000.00	2,000.00	1,948.40	3 %
310 Phone and fax expense	0.00	0.00	120.00	120.00	120.00	0 %
320 Printing and reproduction	0.00	2.09	100.00	100.00	97.91	2 %
325 Professional svcs - Accounting	71.55	1,477.55	900.00	2,800.00	1,322.45	53 %
327 Professional svcs - Legal (General)	56.74	626.22	4,500.00	4,500.00	3,873.78	14 %
328 Insurance - prop and liability	0.00	413.30	500.00	413.00	-0.30	100 %
331 Professional Services - Legal	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
334 Maintenance Agreements	0.00	109.23	0.00	200.00	90.77	55 %
340 Meetings and conferences	0.00	0.00	350.00	350.00	350.00	0 %
345 Mileage expense reimbursement	16.42	50.81	150.00	150.00	99.19	34 %
350 Repairs and maint - computers	18.00	168.99	1,000.00	1,000.00	831.01	17 %
351 Repairs and maint - equip	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
353 Repairs & Maint- Infrastructure	0.00	0.00	24,000.00	24,000.00	24,000.00	0 %
375 Internet expenses	0.00	0.00	120.00	120.00	120.00	0 %
376 Webpage- Upgrade/Maint	6.00	36.00	100.00	100.00	64.00	36 %
381 Utilities - electric	3,234.28	11,033.36	26,000.00	26,000.00	14,966.64	42 %

Fund Account Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
30 STREET LIGHTING DEPARTMENT						
382 Utilities - propane	12.13	12.13	100.00	100.00	87.87	12 %
385 Dues and subscriptions	110.61	110.61	300.00	300.00	189.39	37 %
386 Education and training	16.05	31.80	1,500.00	1,500.00	1,468.20	2 %
393 Advertising and public notices	0.00	3.69	100.00	100.00	96.31	4 %
394 LAFCO Allocations	0.00	175.53	200.00	176.00	0.47	100 %
405 Software	0.00	0.00	500.00	500.00	500.00	0 %
410 Office Supplies	0.00	11.29	0.00	100.00	88.71	11 %
465 Cell phones, radios and pagers	11.00	48.00	0.00	120.00	72.00	40 %
475 Computer supplies and upgrades	0.00	46.35	0.00	100.00	53.65	46 %
485 Fuel expense	0.00	0.00	100.00	100.00	100.00	0 %
490 Small tools and equipment	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
715 Licenses, permits and fees	1.75	1.75	0.00	0.00	-1.75	*** %
Account Total:	**4,447.32**	**20,343.24**	**79,065.00**	**81,886.00**	**61,542.76**	**25 %**
Account Group Total:	**4,447.32**	**20,343.24**	**79,065.00**	**81,886.00**	**61,542.76**	**25 %**
Fund Total:	**4,447.32**	**20,343.24**	**79,065.00**	**81,886.00**	**61,542.76**	**25 %**
40 WASTEWATER DEPARTMENT						
64000 Sanitary						
64000 Sanitary						
105 Salaries and Wages	12,798.97	77,361.89	163,500.00	163,500.00	86,138.11	47 %
109 Stand-by Hours	1,204.00	4,471.70	7,500.00	7,500.00	3,028.30	60 %
111 BOD Stipend	160.00	1,240.00	2,400.00	2,400.00	1,160.00	52 %
120 Workers' Compensation	0.00	4,922.00	5,000.00	4,922.00	0.00	100 %
135 Payroll Tax - FICA	0.00	2.57	0.00	25.00	22.43	10 %
140 Payroll Tax - Medicare	197.57	1,163.92	2,000.00	2,000.00	836.08	58 %
155 Payroll Tax - SUI	31.18	32.84	1,500.00	1,500.00	1,467.16	2 %
160 Payroll Tax - ETT	0.78	0.82	200.00	200.00	199.18	0 %
165 Payroll Tax - FUTA	20.71	20.71	2,000.00	0.00	-20.71	*** %
205 Insurance - Health	1,473.31	8,445.71	25,000.00	18,000.00	9,554.29	47 %
206 Insurance - CalPers Health Retiree	0.00	58.15	0.00	200.00	141.85	29 %
210 Insurance - Dental	88.25	521.11	1,000.00	1,000.00	478.89	52 %
215 Insurance - Vision	14.20	83.88	200.00	200.00	116.12	42 %
225 Retirement - PERS expense	1,551.00	8,715.26	12,250.00	16,500.00	7,784.74	53 %
305 Operations and maintenance	380.14	2,213.89	6,000.00	6,000.00	3,786.11	37 %
310 Phone and fax expense	82.86	477.01	1,200.00	1,200.00	722.99	40 %
315 Postage, shipping and freight	250.00	1,671.08	3,000.00	4,000.00	2,328.92	42 %
320 Printing and reproduction	0.00	186.38	600.00	600.00	413.62	31 %
325 Professional svcs - Accounting	954.00	19,654.00	9,000.00	36,000.00	16,346.00	55 %
326 Professional svcs - Engineering	730.00	3,920.00	24,000.00	12,000.00	8,080.00	33 %
327 Professional svcs - Legal (General)	2,636.28	10,385.68	30,000.00	30,000.00	19,614.32	35 %
328 Insurance - prop and liability	0.00	8,260.99	8,400.00	8,261.00	0.01	100 %
329 New Hire Screening	20.00	20.00	100.00	100.00	80.00	20 %
330 Contract labor	0.00	1,575.00	5,000.00	5,000.00	3,425.00	32 %
331 Professional Services - Legal	172.70	448.25	15,000.00	15,000.00	14,551.75	3 %
334 Maintenance Agreements	32.50	4,349.02	0.00	5,000.00	650.98	87 %
335 Meals - Reimbursement	0.00	0.00	100.00	100.00	100.00	0 %
340 Meetings and conferences	0.00	0.00	750.00	750.00	750.00	0 %

Fund Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
40	WASTEWATER DEPARTMENT						
345	Mileage expense reimbursement	187.72	580.70	500.00	500.00	-80.70	116 %
350	Repairs and maint - computers	720.86	2,734.01	3,000.00	3,000.00	265.99	91 %
351	Repairs and maint - equip	0.00	0.00	21,000.00	14,000.00	14,000.00	0 %
352	Repairs and maint - structures	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
353	Repairs & Maint- Infrastructure	0.00	180.00	3,000.00	3,000.00	2,820.00	6 %
354	Repairs and maint - vehicles	147.73	688.00	2,000.00	2,000.00	1,312.00	34 %
355	Testing & Supplies (WWTP)	1,416.00	1,772.00	12,000.00	12,000.00	10,228.00	15 %
375	Internet expenses	103.31	619.86	1,600.00	1,600.00	980.14	39 %
376	Webpage- Upgrade/Maint	80.00	480.00	0.00	960.00	480.00	50 %
380	Utilities - alarm service	108.15	381.50	1,000.00	1,000.00	618.50	38 %
381	Utilities - electric	10,110.74	41,809.15	75,000.00	75,000.00	33,190.85	56 %
382	Utilities - propane	161.73	161.73	500.00	500.00	338.27	32 %
383	Utilities - trash	51.99	319.63	650.00	650.00	330.37	49 %
385	Dues and subscriptions	1,474.80	2,194.80	2,100.00	2,300.00	105.20	95 %
386	Education and training	213.97	545.52	1,500.00	1,500.00	954.48	36 %
393	Advertising and public notices	0.00	69.20	600.00	600.00	530.80	12 %
394	LAFCO Allocations	0.00	2,340.38	2,440.00	2,340.00	-0.38	100 %
395	Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
405	Software	0.00	0.00	6,100.00	0.00	0.00	0 %
410	Office Supplies	39.02	189.60	750.00	750.00	560.40	25 %
432	Utility Rate Design Study	0.00	2,836.85	0.00	2,837.00	0.15	100 %
459	Scada - Maintenance Fees	0.00	54.81	1,000.00	1,000.00	945.19	5 %
465	Cell phones, radios and pagers	110.00	480.00	1,000.00	1,000.00	520.00	48 %
475	Computer supplies and upgrades	0.00	618.02	5,000.00	5,000.00	4,381.98	12 %
485	Fuel expense	170.55	1,127.81	5,500.00	5,500.00	4,372.19	21 %
490	Small tools and equipment	26.91	746.95	6,000.00	4,000.00	3,253.05	19 %
495	Uniform expense	53.02	268.72	750.00	750.00	481.28	36 %
500	Capital Outlay	0.00	44,825.40	0.00	89,650.40	44,825.00	50 %
545	Sewer System Mngmt Plan (SSMP)	0.00	8,388.75	8,500.00	8,389.00	0.25	100 %
570	Repairs, Maint. and Video Sewer Lines	0.00	0.00	16,000.00	2,000.00	2,000.00	0 %
581	WWTP Expansion	0.00	2,582.50	45,000.00	45,000.00	42,417.50	6 %
582	WWTP Plant Maintenance	39.90	1,557.33	12,000.00	12,000.00	10,442.67	13 %
585	Sludge Removal Project	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
586	WWTF Ground Water Recharging Study	0.00	177,750.00	0.00	177,750.00	0.00	100 %
705	Waste Discharge Fees/Permits	18,633.00	18,633.00	20,000.00	18,633.00	0.00	100 %
715	Licenses, permits and fees	449.00	722.50	1,000.00	1,000.00	277.50	72 %
960	Property tax expense	0.00	17.54	0.00	20.00	2.46	88 %
	Account Total:	**57,096.85**	**475,878.12**	**588,890.00**	**845,887.40**	**370,009.28**	**56 %**
	Account Group Total:	**57,096.85**	**475,878.12**	**588,890.00**	**845,887.40**	**370,009.28**	**56 %**
	Fund Total:	**57,096.85**	**475,878.12**	**588,890.00**	**845,887.40**	**370,009.28**	**56 %**

Fund Account Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT						
65000 Water						
65000 Water						
105 Salaries and Wages	11,737.73	78,694.63	163,500.00	163,500.00	84,805.37	48 %
109 Stand-by Hours	1,204.00	4,471.68	7,500.00	7,500.00	3,028.32	60 %
111 BOD Stipend	160.00	1,240.00	0.00	2,400.00	1,160.00	52 %
120 Workers' Compensation	0.00	4,388.16	4,000.00	4,388.00	-0.16	100 %
135 Payroll Tax - FICA	0.00	2.57	0.00	25.00	22.43	10 %
140 Payroll Tax - Medicare	181.34	1,178.39	2,500.00	2,500.00	1,321.61	47 %
155 Payroll Tax - SUI	33.28	34.94	1,500.00	1,500.00	1,465.06	2 %
160 Payroll Tax - ETT	0.83	0.87	200.00	200.00	199.13	0 %
165 Payroll Tax - FUTA	21.86	21.86	1,500.00	0.00	-21.86	*** %
205 Insurance - Health	1,145.48	7,315.72	25,000.00	18,000.00	10,684.28	41 %
206 Insurance - CalPers Health Retiree	0.00	58.15	0.00	200.00	141.85	29 %
210 Insurance - Dental	86.00	528.71	1,200.00	1,200.00	671.29	44 %
215 Insurance - Vision	13.85	85.12	200.00	200.00	114.88	43 %
225 Retirement - PERS expense	1,329.88	8,772.55	12,500.00	16,500.00	7,727.45	53 %
305 Operations and maintenance	380.13	1,655.54	8,000.00	8,000.00	6,344.46	21 %
310 Phone and fax expense	82.85	477.00	1,200.00	1,200.00	723.00	40 %
315 Postage, shipping and freight	250.00	1,685.12	3,000.00	4,000.00	2,314.88	42 %
320 Printing and reproduction	0.00	186.36	600.00	600.00	413.64	31 %
324 Professional Svcs- GSA-GSP	1,540.00	27,506.65	30,000.00	30,000.00	2,493.35	92 %
325 Professional svcs - Accounting	954.00	19,654.00	9,000.00	36,000.00	16,346.00	55 %
326 Professional svcs - Engineering	1,720.00	4,690.00	25,000.00	25,000.00	20,310.00	19 %
327 Professional svcs - Legal (General)	2,814.47	18,789.07	40,000.00	40,000.00	21,210.93	47 %
328 Insurance - prop and liability	0.00	12,986.27	13,000.00	12,986.00	-0.27	100 %
329 New Hire Screening	20.00	20.00	150.00	150.00	130.00	13 %
330 Contract labor	0.00	1,575.00	5,000.00	5,000.00	3,425.00	32 %
331 Professional Services - Legal	172.70	448.25	20,000.00	20,000.00	19,551.75	2 %
332 Professional Services - Legal	2,672.52	309,475.38	250,000.00	400,000.00	90,524.62	77 %
334 Maintenance Agreements	32.50	4,349.02	0.00	5,000.00	650.98	87 %
335 Meals - Reimbursement	0.00	90.92	200.00	200.00	109.08	45 %
340 Meetings and conferences	0.00	0.00	750.00	750.00	750.00	0 %
345 Mileage expense reimbursement	187.72	580.70	500.00	500.00	-80.70	116 %
350 Repairs and maint - computers	720.85	2,734.00	5,000.00	5,000.00	2,266.00	55 %
351 Repairs and maint - equip	0.00	115.15	4,000.00	2,000.00	1,884.85	6 %
352 Repairs and maint - structures	0.00	138.04	1,500.00	1,000.00	861.96	14 %
353 Repairs & Maint- Infrastructure	3,280.01	5,985.47	30,000.00	30,000.00	24,014.53	20 %
354 Repairs and maint - vehicles	147.73	687.99	2,000.00	2,000.00	1,312.01	34 %
356 Testing & Supplies - Well #3 (Water)	111.00	1,136.09	2,500.00	2,500.00	1,363.91	45 %
357 Testing & Supplies - Well #4 (Water)	111.00	763.09	2,500.00	2,500.00	1,736.91	31 %
358 Testing & Supplies- SLT Well (Water)	334.00	2,583.97	5,000.00	5,000.00	2,416.03	52 %
359 Testing & Supplies-Other	418.00	2,730.71	5,000.00	5,000.00	2,269.29	55 %
362 Cross-Connection Control Srvcs.	386.20	589.00	1,000.00	1,000.00	411.00	59 %
375 Internet expenses	103.32	619.92	1,600.00	1,600.00	980.08	39 %
376 Webpage- Upgrade/Maint	80.00	480.00	960.00	960.00	480.00	50 %
380 Utilities - alarm service	108.15	381.50	1,000.00	1,000.00	618.50	38 %
381 Utilities - electric	5,686.75	27,376.15	40,000.00	60,000.00	32,623.85	46 %
382 Utilities - propane	161.73	161.73	500.00	500.00	338.27	32 %
383 Utilities - trash	51.99	319.63	650.00	650.00	330.37	49 %
385 Dues and subscriptions	1,474.80	2,194.80	3,900.00	2,300.00	105.20	95 %

Fund Account Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
50 WATER DEPARTMENT						
386 Education and training	213.97	1,088.97	2,500.00	2,500.00	1,411.03	44 %
393 Advertising and public notices	0.00	571.20	600.00	1,200.00	628.80	48 %
394 LAFCO Allocations	0.00	2,340.38	2,440.00	2,340.00	-0.38	100 %
395 Community Outreach	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
405 Software	0.00	0.00	6,100.00	0.00	0.00	0 %
410 Office Supplies	39.02	233.98	500.00	500.00	266.02	47 %
415 Office Equipment	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
431 SLT Blending Line - CDBG Project	0.00	1,210.00	0.00	2,000.00	790.00	61 %
432 Utility Rate Design Study	0.00	2,836.85	0.00	2,837.00	0.15	100 %
459 Scada - Maintenance Fees	0.00	54.81	1,000.00	1,000.00	945.19	5 %
465 Cell phones, radios and pagers	107.25	468.00	0.00	500.00	32.00	94 %
475 Computer supplies and upgrades	0.00	618.02	5,000.00	5,000.00	4,381.98	12 %
481 Chemicals- Well #3	0.00	1,836.33	3,000.00	3,000.00	1,163.67	61 %
482 Chemicals-Well #4	0.00	2,377.44	3,000.00	3,000.00	622.56	79 %
483 Chemicals-SLT Well	0.00	756.64	1,500.00	1,500.00	743.36	50 %
485 Fuel expense	170.55	1,127.79	4,000.00	4,000.00	2,872.21	28 %
490 Small tools and equipment	26.91	26.91	6,000.00	3,000.00	2,973.09	1 %
495 Uniform expense	53.02	268.72	750.00	750.00	481.28	36 %
520 Water Main Valves Replacement	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
525 Water meter replacement	0.00	11,340.23	15,000.00	15,000.00	3,659.77	76 %
535 Water Lines Repairs	0.00	1,331.86	30,000.00	20,000.00	18,668.14	7 %
605 USDA Loan Payment	0.00	-23,788.72	67,000.00	18,000.00	41,788.72	*** %
715 Licenses, permits and fees	1,482.00	1,558.50	7,000.00	3,500.00	1,941.50	45 %
930 Interest Fees	0.00	49,755.52	0.00	49,756.00	0.48	100 %
940 Bank service charges	0.00	2.82	0.00	0.00	-2.82	*** %
Account Total:	**42,009.39**	**615,976.12**	**896,200.00**	**1,077,592.00**	**461,615.88**	**57 %**
Account Group Total:	**42,009.39**	**615,976.12**	**896,200.00**	**1,077,592.00**	**461,615.88**	**57 %**
Fund Total:	**42,009.39**	**615,976.12**	**896,200.00**	**1,077,592.00**	**461,615.88**	**57 %**
60 SOLID WASTE DEPARTMENT						
66000 SOLID WASTE						
66000 SOLID WASTE						
105 Salaries and Wages	41.26	412.21	4,500.00	4,500.00	4,087.79	9 %
110 Payroll tax expense	0.00	0.00	400.00	400.00	400.00	0 %
111 BOD Stipend	2.00	15.50	30.00	30.00	14.50	52 %
120 Workers' Compensation	0.00	6.20	100.00	100.00	93.80	6 %
140 Payroll Tax - Medicare	0.55	5.85	400.00	400.00	394.15	1 %
165 Payroll Tax - FUTA	0.00	0.00	50.00	0.00	0.00	0 %
205 Insurance - Health	4.81	47.89	500.00	500.00	452.11	10 %
210 Insurance - Dental	0.16	1.61	50.00	50.00	48.39	3 %
215 Insurance - Vision	0.02	0.25	0.00	0.00	-0.25	*** %
225 Retirement - PERS expense	5.18	42.40	500.00	500.00	457.60	8 %
305 Operations and maintenance	1.73	8.63	200.00	200.00	191.37	4 %
310 Phone and fax expense	0.00	0.00	25.00	25.00	25.00	0 %
320 Printing and reproduction	0.00	0.35	50.00	50.00	49.65	1 %
325 Professional svcs - Accounting	11.92	242.17	150.00	500.00	257.83	48 %
327 Professional svcs - Legal (General)	9.46	256.37	5,750.00	5,750.00	5,493.63	4 %

Fund Account Object		Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
60 SOLID WASTE DEPARTMENT							
328	Insurance - prop and liability	0.00	68.89	100.00	69.00	0.11	100 %
331	Professional Services - Legal	0.00	0.00	250.00	250.00	250.00	0 %
334	Maintenance Agreements	0.00	18.20	0.00	25.00	6.80	73 %
340	Meetings and conferences	0.00	0.00	200.00	200.00	200.00	0 %
345	Mileage expense reimbursement	0.00	0.00	50.00	50.00	50.00	0 %
350	Repairs and maint - computers	3.00	28.15	50.00	100.00	71.85	28 %
375	Internet expenses	0.00	0.00	25.00	25.00	25.00	0 %
376	Webpage- Upgrade/Maint	1.00	6.00	15.00	15.00	9.00	40 %
382	Utilities - propane	2.02	2.02	50.00	50.00	47.98	4 %
384	Trash Recepticles	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
385	Dues and subscriptions	18.43	18.43	50.00	50.00	31.57	37 %
386	Education and training	2.67	5.30	250.00	250.00	244.70	2 %
393	Advertising and public notices	0.00	0.61	500.00	500.00	499.39	0 %
394	LAFCO Allocations	0.00	29.25	0.00	29.00	-0.25	101 %
405	Software	0.00	0.00	50.00	50.00	50.00	0 %
410	Office Supplies	0.00	1.88	0.00	10.00	8.12	19 %
475	Computer supplies and upgrades	0.00	7.72	0.00	10.00	2.28	77 %
	Account Total:	**104.21**	**1,225.88**	**16,295.00**	**16,688.00**	**15,462.12**	**7 %**
	Account Group Total:	**104.21**	**1,225.88**	**16,295.00**	**16,688.00**	**15,462.12**	**7 %**
	Fund Total:	**104.21**	**1,225.88**	**16,295.00**	**16,688.00**	**15,462.12**	**7 %**
	Grand Total:	**123,411.80**	**1,271,944.48**	**2,064,760.00**	**2,506,771.40**	**1,234,826.92**	**51 %**

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
10 ADMINISTRATION DEPARTMENT						
10200 Operating Cash - Premier	-841,393.08	0.00	0.00	0.00	9,983.51	-851,376.59
10250 HOB - Payroll	772,390.72	0.00	0.00	0.00	0.00	772,390.72
10350 HOB - Capital Reserve Acct.	0.00	0.00	9,983.51	0.00	0.00	9,983.51
10360 HOB - Capital Projects Acct	-9,983.51	0.00	0.00	0.00	0.00	-9,983.51
Total Fund	**-78,985.87**		**9,983.51**		**9,983.51**	**-78,985.87**
20 FIRE PROTECTION DEPARTMENT						
10200 Operating Cash - Premier	532,518.54	76,720.93	0.00	0.00	9,720.16	599,519.31
10250 HOB - Payroll	-232,695.81	0.00	0.00	0.00	9,991.55	-242,687.36
10260 Pac Western Bank --Vehicle Replm	30,130.01	0.00	0.00	0.00	0.00	30,130.01
10350 HOB - Capital Reserve Acct.	159,192.55	0.00	0.00	0.00	0.00	159,192.55
10360 HOB - Capital Projects Acct	1,650.14	0.00	0.00	0.00	0.00	1,650.14
10460 Cantella & Co. Investment Acct.	22,937.92	0.00	0.00	0.00	0.00	22,937.92
Total Fund	**513,733.35**	**76,720.93**			**19,711.71**	**570,742.57**
30 STREET LIGHTING DEPARTMENT						
10200 Operating Cash - Premier	346,232.26	22,196.55	0.00	0.00	1,938.59	366,490.22
10250 HOB - Payroll	-6,692.46	0.00	0.00	0.00	897.86	-7,590.32
10260 Pac Western Bank --Vehicle Replm	10,125.06	0.00	0.00	0.00	0.00	10,125.06
10350 HOB - Capital Reserve Acct.	59,672.42	0.00	0.00	0.00	0.00	59,672.42
10360 HOB - Capital Projects Acct	350.03	0.00	0.00	0.00	0.00	350.03
10460 Cantella & Co. Investment Acct.	4,170.53	0.00	0.00	0.00	0.00	4,170.53
Total Fund	**413,857.84**	**22,196.55**			**2,836.45**	**433,217.94**
40 WASTEWATER DEPARTMENT						
10150 Cash in SLO County	96,941.47	0.00	0.00	0.00	0.00	96,941.47
10200 Operating Cash - Premier	374,524.54	73,109.04	1,910.79	49.92	79,135.96	370,358.49
10250 HOB - Payroll	-275,355.87	0.00	0.00	0.00	17,203.81	-292,559.68
10260 Pac Western Bank --Vehicle Replm	3,125.84	0.00	0.00	0.00	0.00	3,125.84
10340 HOB Bank Water Projects 6598	41,660.00	0.00	0.00	0.00	0.00	41,660.00
10350 HOB - Capital Reserve Acct.	118,073.74	0.00	0.00	0.00	0.00	118,073.74
10360 HOB - Capital Projects Acct	4,000.34	0.00	0.00	0.00	0.00	4,000.34
10460 Cantella & Co. Investment Acct.	56,911.43	0.00	0.00	0.00	0.00	56,911.43
Total Fund	**419,881.49**	**73,109.04**	**1,910.79**	**49.92**	**96,339.77**	**398,511.63**
50 WATER DEPARTMENT						
10150 Cash in SLO County	67,278.96	0.00	0.00	0.00	0.00	67,278.96
10200 Operating Cash - Premier	93,382.95	72,124.11	0.00	22.98	21,731.75	143,752.33
10250 HOB - Payroll	-324,081.37	0.00	0.00	0.00	15,575.35	-339,656.72
10260 Pac Western Bank --Vehicle Replm	3,127.01	0.00	0.00	0.00	0.00	3,127.01
10340 HOB Bank Water Projects 6598	53,249.88	0.00	0.00	0.00	0.00	53,249.88
10350 HOB - Capital Reserve Acct.	-2,083.89	0.00	0.00	0.00	0.00	-2,083.89
10360 HOB - Capital Projects Acct	3,982.83	0.00	0.00	0.00	0.00	3,982.83
10400 HOB - USDA Reserve	66,903.94	0.00	0.00	0.00	0.00	66,903.94
10460 Cantella & Co. Investment Acct.	55,607.05	0.00	0.00	0.00	0.00	55,607.05
Total Fund	**17,367.36**	**72,124.11**		**22.98**	**37,307.10**	**52,161.39**
60 SOLID WASTE DEPARTMENT						
10200 Operating Cash - Premier	87,018.22	3,514.46	0.00	0.00	51.38	90,481.30
10250 HOB - Payroll	-949.51	0.00	0.00	0.00	51.98	-1,001.49

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
10460 Cantella & Co. Investment Acct.	695.09	0.00	0.00	0.00	0.00	695.09
Total Fund	**86,763.80**	**3,514.46**			**103.36**	**90,174.90**
71 PAYROLL CLEARING FUND						
10200 Operating Cash - Premier	55.85	0.00	0.00	0.00	0.00	55.85
10250 HOB - Payroll	40,168.87	0.00	43,720.55	34,818.47	0.00	49,070.95
Total Fund	**40,224.72**		**43,720.55**	**34,818.47**		**49,126.80**
73 CLAIMS CLEARING FUND						
10200 Operating Cash - Premier	768,957.30	0.00	110,667.05	947.75	0.00	878,676.60
10350 HOB - Capital Reserve Acct.	42,206.61	0.00	0.00	0.00	0.00	42,206.61
Total Fund	**811,163.91**		**110,667.05**	**947.75**		**920,883.21**
Totals	**2,224,006.60**	**247,665.09**	**166,281.90**	**35,839.12**	**166,281.90**	**2,435,832.57**

*** Transfers In and Transfers Out columns should match. There are a couple exceptions to this: 1) Canceled Electronic Checks and 2) Payroll Journal Vouchers that include local deductions set up with receipt accounting. Please see cash reconciliation procedure in manual or call for more details.

Fund		Amount
20	FIRE PROTECTION DEPARTMENT	9,991.55
30	STREET LIGHTING DEPARTMENT	897.86
40	WASTEWATER DEPARTMENT	17,203.81
50	WATER DEPARTMENT	15,575.35
60	SOLID WASTE DEPARTMENT	51.98
	Total for all Funds	**43,720.55**

***NOTE: Before sending the Payroll Summary Journal voucher to the Finance Application, please verify that the total of each of these three reports match: Cash Report, Payroll Summary (Gross pay + employer contributions), Payroll Expenditure Detail.
There are a few exceptions to this: 1. Advances that Cross Periods; 2. WC Discount; 3. Prior Period Checks Cancelled in this Period; 4. Local Deductions with Receipt Accounting set up.

San Miguel Community Services District

Board of Directors
Staff Report

January 24th, 2019 **AGENDA ITEM: XI-3**

SUBJECT: Continued Discussion on the status of the Machado Wastewater Treatment Facility expansion and the aerator upgrade project.

RECOMMENDATION: Discuss status of the Machado Wastewater Treatment Facility expansion and the aerator upgrade project.

CURRENT STATUS:

WWTF

The existing plant upgrade was completed in 2001, at that time it was upgraded to a maximum capacity of 200,000 gallons per day.

COMPLIANCE – Based on the 2nd quarter 2018 testing the plant is out of compliance in regard to TDS, Chloride, and Sodium

FLOW – In *December* the plant averaged *139,389 gallons per day* (69% of hydraulic design capacity) with a *max day of 172,114 gallons* (86% of hydraulic design capacity)

On 6/18/18 the District received a letter from SWRCB outlining the status of the plant and setting a timeline of approximately 2.9 years before the plant reaches capacity. This is the window to complete the expansion to prevent potential overflows and potential violations.

Monsoon Consultants is currently working on design requirements and options to meet current/ future and proposed regulatory requirements.

- The initial DRAFT of the WWTP Expansion engineering report, which includes a discussion of several design alternatives, was delivered to staff for review and comment on August 20th.
- Input from Staff was provided to Monsoon Consulting, and the list of potential expansion design alternatives were "short listed" and these will be taken to the next level of design.
- The DE made a presentation to the Board at the regular November 2018 Board Meeting in which he summarized the results of the engineering study and identified the "short list" of treatment plant expansion / upgrade alternatives.

- On December 11th and 12th, Kelly Dodds and Swarnjit Boyal, project engineer from Monsoon Consultants, visited three (3) existing wastewater treatment plants (WWTP) to meet with operations staff and tour the facilities on two possible upgrade options for the San Miguel Waste Water Treatment Plant Upgrade. These systems included one Sequencing Batch Reactor (SBR) and two Membrane Bio-Reactor (MBR) systems.
    - Arroyo Grande, Cypress Ridge WWTP Facility – SBR
    - Auburn, Lake of the Pines WWTP Facility – MBR
    - Modesto, Modesto WWTP Facility – MBR
- The DE is planning to have the FINAL engineering report completed and ready for presentation to the BOARD at the regular January 2019 Board Meeting. Costs associated with the preparation of the engineering report are reimbursable from a IRWM Prop 1 DAC Involvement Grant that the District was awarded in early 2018. The amount of the available grant funds is $177,750.

AERATOR PROJECT

5/17/18 WSC has issued the Final Technical Memorandum outlining some of the options for the replacement of the existing surface aerators with bubbler aeration in the ponds. Part of the recommendation is to install a headworks to prevent fouling the diffusers.

The Energy Watch and PG&E are working on preliminary paperwork for On Bill Financing for this project once it is ready.

FUNDS EXPENDED

Total Costs incurred to date

- Property acquisition - $240,140 (Paid with Capital Funds not covered under any grant)
- Engineering - $98,744.69 (Reimbursable through the IRWM Grant)

GRANT FUNDING

Awarded

- Integrated Regional Water Management (IRWM) Prop 1 DAC -- $177,750 for Wastewater plant upgrade analysis, basin recharge study.

Applied for/ to

- State Revolving Fund (SRF) -- $250,000 for construction design and engineering – approval pending the Districts FY2016-17 audit. FY2016-17 Audit was sent October 2018

NEXT STEPS:

WWTF

After the FINAL engineering report is completed and approved by the Board and the final WWTP expansion design criteria are determined, then a schedule/ timeline will be presented for the preparation of construction documentation, environmental / regulatory compliance measures, and permitting. At that time, the DE will provide cost estimates associated with that schedule.

One of the first things that will be needed will be a headworks and larger lift station. Once a capacity is determined that will be brought to the board for approval.

Based on discussions with the DE, we anticipate that in February 2019, the DE will initiate the final design phase for the recommended WWTP upgrade and expansion design alternative. We have scheduled approximately 9 months to complete the final design and the preparation of the Construction / Bidding Documents. On or before March 1, we plan to prepare and issue an RFP for Environmental Studies as required for CEQA/ NEPA Compliance for the recommended WWTP upgrade and expansion design alternative. The timing of the environmental compliance & permitting work will coincide with the completion of the final design phase. Under our currently planned schedule, the District should plan on initiating the process of obtaining financing for the WWTP upgrade and expansion project during the second quarter of 2019, with the goal of having financing in place to advertise and award a construction project in the 4th Quarter 2019.

AERATOR PROJECT

Once design criteria are determined for the WWTF and it is determined that the aeration upgrade will be maintained with the plant expansion then staff will bring additional items to the board to facilitate the approval and construction of the aeration upgrade.

COUNT DOWN CLOCK

Notice issued – June 2018 Deadline given – March 2021 (2.9 years)

Time remaining—2.16 years (26 months)

FISCAL IMPACT

No impact resulting from this information.

RECOMMENDATION

This item is for information and discussion only.

Due to the limited time frame this item will be updated monthly and the Board will likely have additional items for approval in conjunction with this report.

PREPARED BY:

Kelly Dodds *Blaine Reely*

Kelly Dodds, Director of Utilities Blaine Reely, Monsoon Consulting

Attachment:

San Miguel Community Services District

Board of Directors
Staff Report

January 24, 2019 **AGENDA ITEM: XI -4**

SUBJECT: Discuss future staffing needs and potential reorganization of Utility staffing structure as part of the expansion/ upgrade of the Wastewater Treatment Facility

RECOMMENDATION: Discuss future staffing needs and potential reorganization of Utility staffing structure as part of the expansion/ upgrade of the Wastewater Treatment Facility and provide feedback to the Director of Utilities on the proposal.

In previous Board meetings there have been informal discussions about the additional staffing that will be required to operate the new wastewater treatment facility and what may happen with the existing personnel that the District currently employs.

Currently the District has the following positions authorized and filled;

- Director of Utilities who serves as the Chief plant operator (CPO) for our Wastewater Treatment plant and Chief Operator for the water system.
- Utility Operator 1 performs most of the maintenance and daily checks and sampling for the water and sewer systems.
- Utility Worker assists the Operator and performs unlicensed maintenance activities

These three positions are responsible for the operation and maintenance of all the water and wastewater infrastructure and facilities that the District operates. This consists of approximately 11 miles of water lines, 2 water tanks, 3 wells, 105 fire hydrants, 870 water services, 100 air relief and 30 sample stations, 300 valves, 10 miles of sewer main, 125 manholes, 2 lift stations, and a .2 MGD wastewater treatment plant.

These positions also maintain some lighting facilities, minor solid waste functions, and are primarily responsible for maintaining all District buildings, and equipment.

For the past 18 years the Districts utility departments have operated on the minimum amount of personnel both in the field and in the office. Unfortunately, as the systems ages and expands, the amount of work that needs to be completed continues to grow. The current staff is keeping up but

once the new WWTF is built, and new state regulations come into effect our staff will be unable to meet all the obligations that the District faces.

Operationally the District has been functioning very well and have been able to keep up with the additional workload. However, with the replacement of the wastewater treatment facility on the horizon we will need to bring additional operators onboard to operate the new plant.

The existing staff will not be able to maintain all the infrastructure and facilities outside the plant and operate a new plant effectively with the current staff. Additional operators will be necessary for the District to move forward successfully.

The District Engineer recently performed an engineering study for the replacement of the wastewater treatment facility and potential for recharge into the groundwater basin, under a grant from IRWM. As part of this engineering study, twenty-seven potential configurations were identified for the replacement of the WWTP to meet future needs. Of those twenty-seven initial options were narrowed to three.

Myself and Mr. Boyle, of Monsoon Consulting, toured three WWTP's similar in operation to the options identified as the most in line with the District's needs. These tours were to determine the feasibility of utilizing one of those systems in San Miguel and to determine staffing needs and other operational needs related to the operation of these types of plants.

The two main types of plant that were toured are MBR (Membrane Bio Reactor) and SBR (Sequence Batch Reactor). After touring both types of plants it was evident that we would need a minimum of two operators that would be primarily at the WWTF for normal operation and maintenance of the plant.

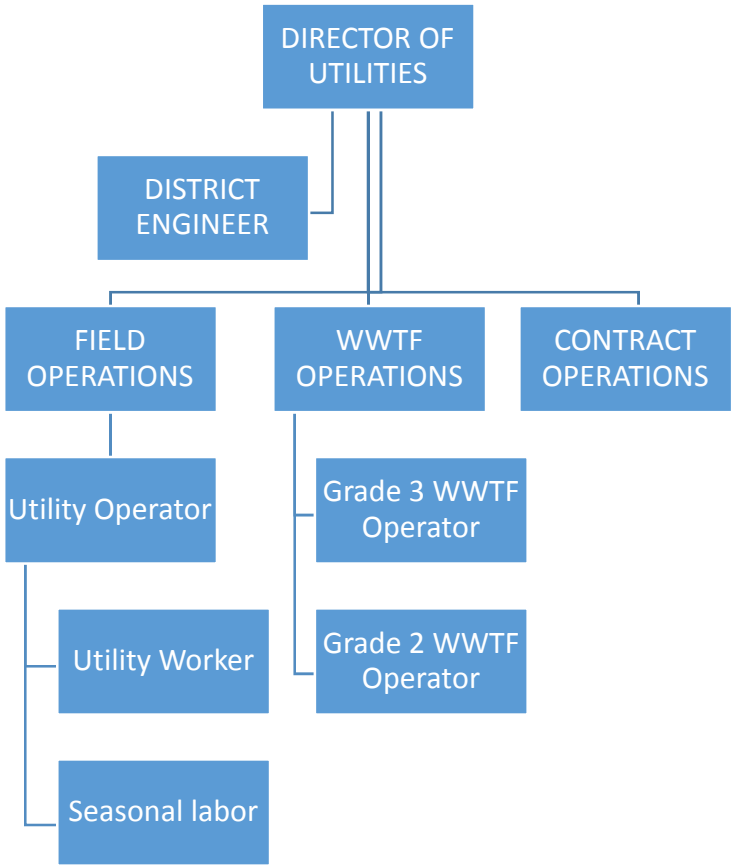
Several months ago, it was discussed that the District may need up to four additional operators to operate an MBR or SBR type plant. However, these tours have shown that with two operators staffing the plant and the existing personnel maintaining the rest of the system, that we would be sufficiently staffed to take care most of the operational needs of the District.

Both the MBR and SBR systems will require an operator on site for 8 hours a day and someone to be on call 24 hours a day. There will be routine quarterly and annual maintenance at the plant that will require both the WWTF operators and our field staff to complete. But at this stage in the process it appears that we will be able to complete these tasks with the personnel proposed.

The proposed staffing change will essentially create three divisions within Utilities. Field Operations, WWTF Operations, and Contract Operations. Separating the functions of these different operations will streamline the daily activities and allow Operators to focus on tasks appropriately.

After understanding the need for additional staff, the following staffing hierarchy (shown below) should be in place at the completion of the new WWTF.

PROPOSED HIERARCHY FOR UTILITY OPERATIONS



If the proposed changes are approved to move forward by the Board, the next steps will be to revise Operator pay scales and job descriptions to match the revised work program. There will still be a need for dual certified operators in order to maintain on call coverage and allow for field staff to work within the WWTF as needed. Salary changes will be minor, these changes will essentially be coordinating WWTF operator pay ranges with certification levels.

The timing of hiring for additional operators will need to correlate with the construction of the new plant. The first of the WWTF Operators will need to be brought in at or near the start of construction of the new WWTF. The second Operator for the WWTF will need to be brought on at least 6 months prior to the scheduled completion of the WWTF to be familiarized with the treatment function and operation.

These operators will also serve to tend to any District action in converting the existing plant and ensuring that we are not creating a violation at the WWTF during the conversion from our current treatment process to the proposed processes.

Potential Operations Schedule (subject to change due to operational needs)

- Field Operations
    - 2 personnel 7-3:30 Monday through Friday
- WWTF Operations
    - 1 Operator 7-3:30 Sunday through Thursday
    - 1 Operator 7-3:30 Tuesday Through Saturday
- On Call Requirements
    - 1 Operator on call 24 hours a day with a 30-minute response time for the WWTF and Water system.
    - On Call rotation will include all Operators with minimum licensing.
      (each operator will be on call every third week based on this proposal)
        - All operators in the rotation for on-call will be required to have a minimum of Wastewater Grade 2 and Water Distribution Grade 1
        - All operators in the rotation will be required to be approved by the Director of Utilities prior to entering the rotation.
    - Field operators will be cross trained to fill in on occasion at the WWTF but routine overtime for weekend plant checks and reading will be reduced significantly.

FISCAL IMPACT

There is no additional cost to the District related reviewing this information, additional costs will be associated with the future implementation of staffing changes

PREPARED BY:

Kelly Dodds
Director of Utilities

San Miguel Community Services District

Board of Directors
Staff Report

January 24, 2019 **AGENDA ITEM: XI-5**

SUBJECT: Review and Approve the 2019 Engineering Report for the San Miguel Community Services District WWTP Expansion & Upgrade Project.

STAFF RECOMMENDATION:

Review and approve the 2019 Engineering Report for the San Miguel Community Services District WWTP Expansion & Upgrade Project.

BACKGROUND:

On September 27, 2018 the District Board authorized the District Engineer, Monsoon Consultants, to undertake an engineering study to identify the recommended strategy for the expansion and upgrade of the Machado Wastewater Treatment Facility (WWTF). The expansion and upgrade of the WWTF has been a recognized need of the District for several years and is identified in the 2017 Water & Wastewater Masterplan. In June 2018, SMCSD received a formal letter from the California Water Boards Central Coast Regional Water Quality Control Board (CWB) stating a Wastewater Treatment Plant expansion is required for treatment of effluent quality. In that letter, the CWB states "our analysis of recent flow volumes shows that the current wastewater treatment plant will reach capacity (200,000 gallons per day) in less than 3 years, and we therefore urge you to proceed with expansion planning and construction with all due haste "Both documents have been completed and have been reviewed by District staff.

At the regular November 2018 District Board meeting, the DE made a presentation to the Board in which he summarized the results of the engineering study and identified the "short list" of treatment plant expansion / upgrade alternatives, which included the following alternatives:

- Membrane Bioreactor (MBR)
- Sequencing Batch Reactor (SBR)
- Modification of the Existing Treatment Pond System

To gain insight from an operator's perspective, the Director of Utilities and engineering staff from Monsoon Consultants participated in plant tours where both the MBR and SBR treatment technologies are in use. Based on the results of the comprehensive engineering analysis and input

received from other WWTP operations staff, with knowledge and experience in the operations of each of the "short listed" alternatives, the DE has recommended that the District proceed to the design phase of the project to design and ultimately incorporate MBR treatment technology into the expanded & renovated WWTP/

FUNDING:

The action recommended herein is to review, discuss and approve the 2019 Engineering Report for the San Miguel Community Services District WWTP Expansion & Upgrade Project. No additional funding is required in conjunction with the recommended action.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

The Board of Directors should review and approve the 2019 Engineering Report for the San Miguel Community Services District WWTP Expansion & Upgrade Project.

PREPARED BY: APPROVED BY:

Blaine T. Reely Kelly Dodds

Blaine T. Reely, P.E., District Engineer Director of Utilities

Attachments: 2019 Engineering Report for the San Miguel Community Services District WWTP Expansion & Upgrade Project.

WASTEWATER TREATMENT FACILITY

UPGRADE / EXPANSION

ENGINEERING REPORT

January 24, 2019

SAN MIGUEL COMMUNITY SERVICES DISTRICT

Prepared by:

Monsoon Consultants
San Luis Obispo, CA
www.monsoonconsultants.com

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TABLE OF FIGURES

LIST OF TABLES

APPENDIX

List of Abbreviations and Acronyms

AAF	Average Annual Flow
ADF	Average Daily Flow
AFY	Acre-Feet per Year
AIPS	Advanced Integrated Wastewater Pond System
AIWPS	Advanced Integrated Wastewater Pond System
AOB	Ammonia Oxidizing Bacteria
APLR	Annual Pollutant Loading Rate
ATCM	Airborne Toxic Control Measure
ADMMF	Average Day Maximum Month Flow
BFEs	Base Flood Elevations
BNR	Biological Nutrient Removal

BOD	Biological Oxygen Demand
BOD_5	Biological Oxygen Demand after 5 days
CalRecycle	California Department of Resources Recycling and Recovery
CAA	California Air Act
CAGR	Compounded Annual Growth Rate
CARB	California Air Resources Board
cBOD	Carbonaceous Biological Oxygen Demand
CCL	Ceiling Concentration Limits
CCRWQCB	Central Coast Regional Water Quality Control Board
CDFA	California Department of Food and Agriculture
CEQA	California Environmental Quality Act
CIP	Clean-in-Place
CO_2	Carbon Dioxide
CPLR	Cumulative Pollutant Loading Rate
CSD	Community Service District
CT	chlorine Contact Time
CWA	Clean Water Act
CWB	California Water Board
CWEA	California Water Environment Association's
DBP	Disinfection Byproducts
DDW	the Division of Drinking Water
DO	Dissolved Oxygen
EBPR	Enhanced Biological Phosphorus Removal
EPA	Environmental Protection Agency
EQ	Exceptional Quality

FEMA	Federal Emergency Management Agency
GHG	greenhouse gas
GPD	Gallons per Day
GWDRs	General Waste Discharge Requirements
HRT	Hydraulic Residence Time
I/I	Infiltration & Inflow
MBBR	Moving Bed Bioreactor
MBR	Membrane Bioreactor
MDDWF	Maximum Day Dry Weather Flow
MDF	Maximum Daily Flow
MDWWF	Maximum Day Wet Weather Flow
MFS	Membrane Filtration System
MGD	Million Gallons per Day
mg/L	milligrams/Liter
MLE	Modified Lutzak-Ettinger
MMRs	monthly monitoring Reports
MPN	Most Probable Number
MW	Maintenance Wash
N	Nitrogen
NH3	Ammonia as Nitrogen
NPDES	Natural Pollution Discharge Elimination System
NTU	Nephelometric Turbidity Units
NWRI	National Water Research Institute
O&M	Operation and Maintenance
OWTS	Onsite Wastewater Treatment System

P	Phosphorus
PFRP	Processes to Further Reduce Pathogens
PHF	Peak Hour Flows
PHWWF	Peak Hour Wet Weather Flow
PLCs	Programmable Logic Controllers
PM	Particulate Matter
PSRP	Processes to Significantly Reduce Pathogens
pH	Potential Hydrogen
RAS	Recycled Activated Sludge
RBC	Rotating Biological Contactors
RWQCB	Regional Water Quality Control Board
RO	Reverse Osmosis
RW	Recycled Water
SLOCAPCD	San Luis Obispo County Air Pollution Control District
SLT	San Lawrence Terrace
SBR	Sequence Batch Reactor
SGMA	Sustainable Groundwater Management Act
SMCSD	San Miguel Community Sanitary District
SRT	Solids Retention Time
SWRCB	State Water Resources Control Board
TDH	Total Dynamic Head
TDS	Total Dissolved Solids
TFSC	trickling Filter Solids Contact
THM	Trihalomethane
TF	Trickling Filter

TKN	Total Kjeldahl Nitrogen
TN	Total Nitrogen
TSS	Total Suspended Solids
URL	Urban Reserve Line
UV	Ultra-Violet
W/	With
WAS	Waste Activated Sludge
WDRs	Waste Discharge Requirements

1 GENERAL

1.1 Project Background

The San Miguel Community Services District (SMCSD) owns and operates the municipal wastewater treatment plant (WWTP) which is located near the northern limits of the District, adjacent to the west bank of the Salinas River. The WWTP is subject to the Waste Discharge Requirements Order No. 99-046. The existing WWTP comprises of four (4) partially mixed aerated lagoons in series and three (3) percolation ponds. The WWTP underwent the most recent significant upgrade in the late 1990s, bringing its current and permitted capacity at 200,000 GPD (0.2 MGD). The District currently treats an average of approximately 170,000 GPD. The District acknowledges that the existing WWTP is nearing capacity and requires an expansion and upgrade.

In June 2018, the Central Coast Regional Water Quality Control Board (CCRWQCB) issued a letter to the District in which they informed the District that they should proceed immediately with the planning and engineering for the expansion of the existing WWTP. In the referenced letter, the CCRWQCB stated that because the existing WWTP has been chronically out of compliance with permit limits for total dissolved solids, chloride, and sodium, the District should include salt and nitrogen removal capability in the expansion plans.

In addition to the expanded and enhanced treatment capacity that the District needs to achieve as a consequence of continued population growth within the District boundaries, the District Board of Directors also understands that the expansion and upgrade of the WWTP must also be accomplished in a manner which is compatible with the requirements of the Sustainable Groundwater Management Act (SGMA). For these reasons, the District is also evaluating treatment alternatives to provide recycled effluent which meets the requirements for either agricultural irrigation or possibly for groundwater recharge purposes.

The District retained the services of Monsoon Consultants (Monsoon) to perform an engineering study to identify and evaluate design alternatives for the WWTP expansion and upgrade. The findings, results, conclusions and recommendations of the engineering study are summarized in the following sections of this document.

1.2 Current and Future Regulatory Requirements

A summary of the currently known regulatory requirements that affect the operation of the existing WWTP and its expansion / upgrade is presented in the following paragraphs. This includes an overview of the regulations governing final effluent disposal, biosolids handling, and air emissions. Potential impacts of future regulations are also considered. Assessment of current and future regulatory

requirements is critical to the development of appropriate WWTP design alternatives. A more detailed discussion of regulations pertaining to unrestricted reuse-quality tertiary effluent in accordance with State Title 22 requirements will be presented in a subsequent section of this report.

1.2.1 Assessment of Water Quality Regulations

Wastewater discharges are governed by both federal and state requirements. The primary laws regulating water quality are the Clean Water Act (CWA) and the California Water Code. Under the CWA, the Environmental Protection Agency (EPA) is responsible for the regulation of the City's effluent discharges through the issuance of National Pollutant Discharge Elimination System (NPDES) permits. Municipal and industrial discharges to waters of the United States are controlled through effluent limits contained in waste discharge permits issued under the authority of the federal NPDES programs. The NPDES permitting program for California has been delegated to the State.

The California Water Code and the Porter-Cologne Act, a provision of the Code, require the State to adopt water quality policies, plans, and objectives for the protection of the State's waters. The State Water Resources Control Board (SWRCB) and the nine (9) Regional Water Quality Control Boards (RWQCB) meet this requirement by establishing water quality criteria in regional Basin Plans, the Thermal Plan, the Ocean Plan, and the Inland Surface Waters, Enclosed Bays, and Estuaries Plan.

It is the responsibility of the SWRCB and RWQCB to preserve and enhance the quality of the state's waters through the issuance of waste discharge requirements (WDRs) to treatment facilities that discharge to land (e.g., via percolation ponds) and NPDES permits for treatment facilities that discharge to surface waters of the U.S. The RWQCB is also responsible for issuing recycled water permits and approving biosolids applications for dischargers within the State of California. Both the SWRCB and RWQCB have regulatory authority over projects using recycled water. Recycled water regulations will be discussed in more detail in a subsequent section of this report.

Waste Discharge Requirements (WDRs): Permitting for the WWTP has been delegated to the Central Coast Regional Water Quality Control Board (Central Coast Regional Board). The WWTP is currently operating under the following WDRs:

- WDR Order No. 99-046: At the time the WDRs were issued, they were issued to the San Miguel Sanitary District, which was dissolved in the early 2000s, and subsequently the District resumed all wastewater responsibilities in the San Miguel CSD service area.

A copy of the current WDR Orders is included in Appendix A. The purpose of the WDRs is to set pollutant limits in discharges of wastewater effluent to land, including discharges to percolation basins The WDR also outline the general monitoring and reporting programs for the WWTP facility. The pollutant limits are designed to protect public health for present and future beneficial uses of receiving waters for both surface water and groundwater. The WDR seeks to preserve water quality objectives developed on a regional basis.

The SMCSD wastewater treatment facilities are regulated by Region 3 (Central Coast Region) CWB Order No. 99-046. At the time the Waste Discharge Requirements (WDRs) were issued, they were issued to the San Miguel Sanitary District, which was dissolved in the early 2000s, and subsequently the District resumed all wastewater responsibilities in the SMCSD service area. The existing facility was upgraded during this time frame, to include the full expansion described in Finding No. 5 of the WDRs, which included the construction of the second of two 940,000-gallon aerated lagoons. The permitted treatment capacity is 200,000 GPD (0.2 MGD) on a maximum month basis. As these WDRs are approximately 15 years old, it is anticipated that the Regional Board will update the WDRs at some point in the near future. The current requirements of the WDRs are summarized as follows:

- Permitted treatment capacity, mgd 0.2 (max. month)
- Effluent limitations:

	Avg. last 6 samples	Maximum
TDS, mg/L	825	900
Chloride, mg/L	180	200
Sulfate, mg/L	175	200
Sodium, mg/L	150	170

- The treatment ponds must maintain a minimum 2.0 feet freeboard at all times and must maintain dissolved oxygen of 1.0 mg/L minimum at all times.
- Effluent pH shall range between 6.5 and 8.4 at all times.
- Discharge shall not cause nitrate concentrations in downgradient GW to exceed 5 mg/L (as N)
- Discharge shall not cause "significant" increase in TDS.

Under the current WDRs, the SMCSD is not required to sample influent or effluent organic waste strength parameters (total suspended solids (TSS) or biochemical oxygen demand (BOD_5)). However, the District must submit quarterly monitoring reports, and submit an annual report summarizing the past year's effluent and disposal area monitoring.

Future regulatory considerations should be considered when planning for the SMCSD WWTP needs over the next 30 years. Because continued regulatory compliance is necessary, identifying future regulatory trends is critical for:

- Developing treatment scenarios and alternatives.
- Planning space requirements for future regulatory compliance.
- Making budget considerations for major design and construction projects.

1.2.2 Assessment of Wastewater Biosolids Regulations

Sludge generated by a wastewater treatment facility is defined as biosolids once beneficial use criteria have been achieved, as determined by compliance with the EPA's Title 40 Part 503 regulations, through stabilization processes. Stabilization processes are described as those that help reduce pathogens and reduce vector attraction. Biosolids are defined as treated organic solid residuals resulting from the treatment of municipal sewage at a wastewater treatment facility. Biosolids are a product with a high carbon content and other beneficial use properties.

Several federal, state, and local regulations are in place that influence whether biosolids from municipal WWTPs can be beneficially used or disposed. Increased concern and debate over biosolids use/disposal and its associated environmental impacts have led to more stringent amendments to regulations. Changes in regulations affecting biosolids management are expected and make a flexible management program essential.

An overview of federal, state, and local biosolids regulations is discussed below. The specific relevance of pertinent biosolids regulations depends on the intended disposal method (i.e., on-site or off-site disposal) and the level of treatment achieved, whether unclassified, Class B, Class A, or Class A Exceptional Quality (EQ). Under current regulations, biosolids that are produced at the WWTP can be hauled to an approved landfill for disposal as fill, they do not have to meet Class B pathogen reduction

1.2.2.1 Federal Biosolids Regulations

Federal, state, and local agencies are responsible for regulating beneficial use/disposal of biosolids. The authority of each agency varies based on the beneficial use/disposal methods employed. However, key guidelines are established by the EPA. These guidelines are in turn implemented by state and local governments. Many state and local agencies in California have developed additional rules, guidelines, and criteria for biosolids management.

40 CFR 503 Regulations: In order to implement the long-term biosolids permitting program required by the Water Quality Act of 1987, the EPA initiated two rule-makings. The first rulemaking established requirements and procedures for including biosolids management in NPDES permits, procedures for granting state biosolids management programs primacy over federal programs, and federal programs to implement biosolids permits if a state so chooses.

The second rule-making to regulate and control biosolids permitting was 40 CFR Part 503 Standards for the Use and Disposal of Sewage Sludge ("40 CFR 503"). This rule addresses three general categories of beneficial use/disposal of biosolids including:

- Land application of sewage sludge for beneficial use of organic content.
- Surface disposal of biosolids in a monofill, surface impoundment, or other dedicated site.
- Incineration of sewage sludge with or without auxiliary fuel.

Biosolids are classified by the EPA's 40 CFR 503 regulations as Class B or Class A, according to the level of pathogen reduction. Biosolids must also meet vector attraction and metal concentration limits. All biosolids must meet the ceiling concentration limits (CCL) for pollutants. Land applied biosolids must also meet either the pollutant concentration limits (PCL), cumulative pollutant loading rate (CPLR) limits, or annual pollutant loading rate (APLR) limits.

In addition to reducing pollutant and pathogen levels, 40 CFR 503 requirements mandate that biosolids undergo treatment to reduce the risk of vectors such as flies, mosquitoes, fleas, rodents, and birds that are attracted to the biosolids. In order to prevent the spread of disease-laden pathogens, biosolids must

be treated to reduce their attractiveness to these types of vectors. Alternatively, drying the biosolids to reduce the moisture content to 10 percent or lower also meets the requirement.

Class B Biosolids: Class B biosolids can be produced through any of the 40 CFR 503 defined Processes to Significantly Reduce Pathogens (PSRP). The quantity and quality of the processed sludge and biosolids produced must be monitored and recorded by each biosolids producer. Quality parameters include pathogen reduction, vector attraction reduction, and inorganic content (e.g., heavy metals). The PSRPs include aerobic digestion, air drying, mesophilic anaerobic digestion and static aerated pile composting. To meet Class B standards, the aerobic digestion process is typically operated for a minimum of 40 days to 60 days at 20 to 15 degrees Celsius, respectively. The air drying (sludge drying beds) process typically requires drying on sand beds or paved/unpaved basins for a minimum of three months, where the ambient average daily temperature is above 0 degrees Celsius for two of the three months. The mesophilic anaerobic digestion process can meet Class B Standards when operated between 15 days at 35 to 55 degrees Celsius and 60 days at 20 degrees Celsius. Composting operations are required to raise the temperature of biosolids to 40 degrees Celsius or higher for five days. The temperature in the compost pile must also exceed 55 degrees Celsius for four hours during the five-day period.

Land appliers must follow application restrictions and pollutant load restrictions for Class B biosolids at the time of application with regard to public contact, animal forage, and production of crops for human consumption. For example, Class B biosolids may only be applied at sites where there is no possibility of contact with the general public. These sites include certain types of agriculture, landfills, etc. Additional restrictions associated with Class B prevent crop harvesting, animal grazing, and public access for a defined period of time until environmental conditions have further reduced pathogens.

Class A Biosolids: Class A biosolids can be produced through any of the 40 CFR 503 defined Processes to Further Reduce Pathogens (PFRP). Class A biosolids have more stringent treatment requirements than Class B biosolids for pathogen reduction and may be land applied where contact with the general public is possible (i.e., nurseries, gardens, golf courses, etc.).

The PFRPs include thermophilic anaerobic digestion, static aerated pile composting, heat drying, and pasteurization. To meet Class A standards, the thermophilic anaerobic digestion process must be operated at 50 degrees Celsius or higher for 30 minutes or longer. Composting operations are required to operate at 55 degrees Celsius or higher for three consecutive days. Heat drying must reduce the moisture content of the biosolids to 10 percent or lower. Pasteurization processes must maintain the temperature of the biosolids at 70 degrees Celsius for 30 minutes or longer.

Exceptional Quality Biosolids: Biosolids that meet the high-quality pollutant concentrations limits of Table 2.3, one of the Class A pathogen reduction requirements of Table 2.4, and one of options 1 through 8 of the vector attraction reduction alternatives in Table 2.5, may be identified as EQ biosolids. EQ biosolids may be used and distributed in bulk or bag form and are not subject to general requirements and management practices other than monitoring, recordkeeping, and reporting to substantiate that the quality criteria have been met.

40 CFR 258 Regulations: In addition to the regulations set forth to govern biosolids permitting, 40 CFR 258 Solid Waste Disposal Facility Criteria was promulgated October 1991 to control the disposal of biosolids classified as solid wastes. Wastewater sludge is exempt from the definition of solid waste unless the sludge is co-disposed with household solid wastes. The regulations set forth criteria for landfills with respect to: location, design, operation, groundwater monitoring, and closure with the intent of protection of ground and surface water from contamination. The main requirement of co-disposed sludge is that it must meet the Paint Filter Liquids Test (EPA Method 9095A). This method determines the presence of free liquids in a sample. Well-dewatered sludge, such as in the case of WWTP's sludge, typically passes this test as it does not contain any free liquid.

1.2.2.2 State Biosolids Regulations

State biosolids beneficial use/disposal is primarily regulated by California's SWRCB, the Division of Drinking Water (DDW) Programs, and the Regional Water Boards (Central Coast Regional Water Board regulates SMCSD).

The California Department of Resources Recycling and Recovery (CalRecycle) oversees and regulates California's solid waste disposal including co-disposal issues and biosolids use as a daily covering material. The main regulation dealing with land discharge of biosolids (and incineration ash) is CCR, Title 23, Division 3, Chapter 15. Other regulations and guidelines include Title 22, Division 4.5, Chapter 11; California Water Environment Association's (CWEA) Manual of Good Practice for Agricultural Land Application of Biosolids; and the California Environmental Quality Act (CEQA).

The SWRCB's General Waste Discharge Requirements (GWDRs) for the Discharge of Biosolids to Land for use as a Soil Amendment in Agriculture, Silviculture, Horticulture, and Land Reclamation Activities covers the discharge of sewage sludge as a soil amendment. In order for such a discharge to be allowed, the sludge must have been treated, tested, and shown to be capable of being used beneficially and legally as a soil amendment as specified under 40 CFR 503. This order is intended to help streamline the regulatory process for such discharges but may not be appropriate for all sites using biosolids due to particular site-specific conditions or locations. Such sites are not precluded from being issued individual WDRs.

1.2.2.3 Local Biosolids Regulations

Many counties in California have developed, or are developing, ordinances for biosolids land application. The stringency of these county regulations ranges from requirements for relatively high minimum insurance to the complete or partial banning of sludge land application. Currently, San Luis County allows land application of Class B biosolids on a case-by-case basis as approved by the County Department of Environmental Services. Should the District need to haul biosolids to another county for land application, potential nearby options include:

- Santa Clara, Alameda, and Santa Barbara Counties - no regulations or ordinances currently enacted.

- Monterey County - allows land application of Class B biosolids on a case-by-case basis as approved by the County Director of Health.
- Kern County - Class B land application allowed with conditions met.
- Fresno and Kings Counties - current ban on Class B land application but land application of Class A EQ biosolids allowed.

Updates to these biosolids regulations may arise in the future.

1.2.2.4 Future Regulatory Considerations for Biosolids Disposal

Biosolids generated at the District's WWTP are currently removed from the ponds only during periodic maintenance, however, future upgrades and/or expansions to the plant will likely increase the amount of biosolids generated.

The State of California does not directly regulate beneficial use of biosolids. The Regional Water Boards have the option of adopting the State's General Order for biosolids, while providing additional management requirements with no additional biosolids quality requirements. Also, CalRecycle and the California Department of Food and Agriculture (CDFA) have jurisdiction over certain aspects of organics management that could affect the future management of biosolids in the State.

Traditionally, the role of CalRecycle in biosolids beneficial use has been to define biosolids management practices that are considered landfill diversion for the purpose of municipalities attempting to meet the 50 percent landfill diversion target set by Assembly Bill (AB) 939. Landfill Alternative Daily Cover (ADC) and land application are the more common biosolids markets since they have been considered landfill diversion. However, the following adopted and developing legislation is threatening the future viability of solids used as ADC:

- In 2012, AB 341 was adopted, which established a 75 percent landfill diversion goal. CalRecycle is in the process of defining and implementing the manner in which this goal will be achieved. This will include a decision on whether the use of biosolids as ADC will continue to be considered landfill diversion or if it will be classified as disposal.
- In 2014, AB 1594 was adopted and requires that green waste no longer qualify for diversion credit when used as ADC at a landfill. This bill may indirectly affect an agency's biosolids use/disposal program when it is fully implemented on January 1, 2020. Agencies that mix green waste with biosolids for use as ADC at landfills currently receive diversion credit under AB 939, but will no longer be able to do so for the green waste portion. It is expected that landfills will not accept biosolids (if not mixed with green waste) for ADC since they need the combination to achieve a workable moisture content.
- In 2014, Senate Bill (SB) 605 was adopted and requires the reduction of short-lived climate pollutants (including methane) to achieve statewide greenhouse gas (GHG) reduction targets. Since landfills represent 20 percent of the State's total methane emissions (a potent GHG) as a result of anaerobic degradation of organics, regulations are being developed requiring up to 90

percent diversion of organics sent to landfills by 2025. The California Air Resources Board (CARB) sees co-digestion of food waste and fats, oils, and grease with sewage sludge at WWTPs as a key strategy for achieving reductions in methane emissions across the state. The regulation requiring up to 90 percent diversion of organics from landfills is scheduled to be developed by 2018. There is concern that this or future legislation targeted at reducing statewide GHGs may eliminate the use of biosolids as ADC, may result in stricter permit requirements for biosolids (in other words required Class A disposal), and/or may eliminate the ability to dispose of biosolids at landfills altogether.

Should ADC be classified as disposal, this would end the practice of using biosolids and green waste as ADC, which would severely impact biosolids managers. However, CalRecycle may create rules specific to biosolids or help develop alternative routes (such as more extensive land application) for biosolids end-uses. Termination of landfill ADC would place capacity and price pressure on existing biosolids markets, such as compost and land application, increasing competition among utilities for available biosolids outlets.

While the state is limiting disposal options for biosolids, the state is also encouraging an increase in tracking and reporting of organic waste disposal and the eventual reduction in organic waste production. Legislation pertaining to these goals includes the following:

- Since April 2016, AB 1826 requires businesses and residential dwellings (of 5 units or more) generating 8 cubic yards (yd^3) or more of organic waste per week to arrange for recycling services. This phased implementation bill decreases the 8 yd^3 diversion cap over time through 2020. This bill will reduce organic waste production and create market certainty for the diversion of organic waste from businesses and multifamily dwellings to a recycling service, such as WWTP anaerobic digesters.
- AB 876 requires a county or regional agency to track and annually report the amount of organic waste it will generate over a 15-year period, the additional organic waste recycling facility capacity that will be needed to process that organic waste and identify new or expanded organic waste recycling facilities (such as WWTP anaerobic digesters) capable of safely meeting that additional need. The first report required by this legislation is due in August 2017.
- In spring 2017, the final regulation developed under AB 901 is expected to be adopted. This legislation changes how disposal and recycling is reported to CalRecycle. Waste, recycling, and compost facilities, as well as exporters, brokers, and transporters of recyclables or compost will be required to submit information directly to CalRecycle on the types, quantities, and destinations of materials that are disposed of, sold, or transferred inside or outside of the state. CalRecycle also gains enforcement authority to collect this information.

In summary, use and disposal of biosolids is becoming progressively more difficult in California. Land application of biosolids is restricted by many California counties, and fewer landfills are accepting

biosolids. Numerous counties in California have developed or are currently developing ordinances for biosolids land application.

1.2.3 Assessment of Air Quality Regulations

The federal Clean Air Act (CAA) requires the EPA to set national ambient air quality standards to protect human health and welfare. California Air Resources Board (CARB) is the agency responsible for coordination and oversight of State and local air pollution control programs in California and for implementing the CAA.

The agencies relevant to the City's air requirements include:

- Federal – EPA.
- State – CARB.
- Local – San Luis Obispo County Air Pollution Control District (SLOCAPCD).

These agencies issue air quality permits for the modification of existing facilities or the construction and operation of new facilities and establish new source pollutant levels and treatment requirements.

CARB has developed state air quality standards that are generally more stringent than federal standards. Other CARB duties include monitoring air quality in conjunction with local air districts, setting emissions standards for new motor vehicles, and reviewing agency input on the State Implementation Plan (SIP). The SIP consists of emission standards for vehicles and consumer related sources set by CARB and attainment plans and rules adopted by local air districts.

The following sections provide summaries of the state air quality standards applicable to District operations.

1.2.3.1 State Air Quality Regulations

The WWTP in the future would likely operate standby diesel engines. Any new engines would need to comply with the Airborne Toxic Control Measure (ATCM) for Stationary Compression Ignition (CI) Engines. CARB originally approved the ATCM in 2004. Subsequent to the adoption of the original ATCM in 2004, the U.S. EPA promulgated federal “New Source Performance Standards for Stationary Compression Ignition Internal Combustion Engines” (NSPS). In October 2010, CARB approved amendments to the ATCM to closely align California’s requirements with those in the federal NSPS. The amended ATCM became effective May 19, 2011.

The ATCM requires a 0.15 gram per brake horsepower-hour (g/bhp-hr) particulate matter (PM) emission limit for all new emergency standby stationary compression ignition engines greater than or equal to 50 horsepower (hp). Annual maintenance and testing hours are limited to no more than 50 hours per calendar year. Local air districts may impose more limited hours. New emergency standby engines are required to meet the applicable non-methane hydrocarbon plus nitrogen oxides (NMHC+NOx),

hydrocarbon (HC), and carbon monoxide (CO) Tier 2 or Tier 3 non-road CI engine emission standards, and Tier 4 standards that do not require add-on controls.

2 PROJECT PLANNING AREA

2.1 Project Area Description

The unincorporated community of San Miguel, as defined by the Urban Reserve Line (URL), is home to approximately 2,650 residents and is located in the Salinas River Valley of central California, approximately seven miles north of the City of Paso Robles. The community lies near the confluence of the Estrella and Salinas Rivers, adjacent to the site of the historic Mission San Miguel Archangel. A Location Map is included as Figure 1.

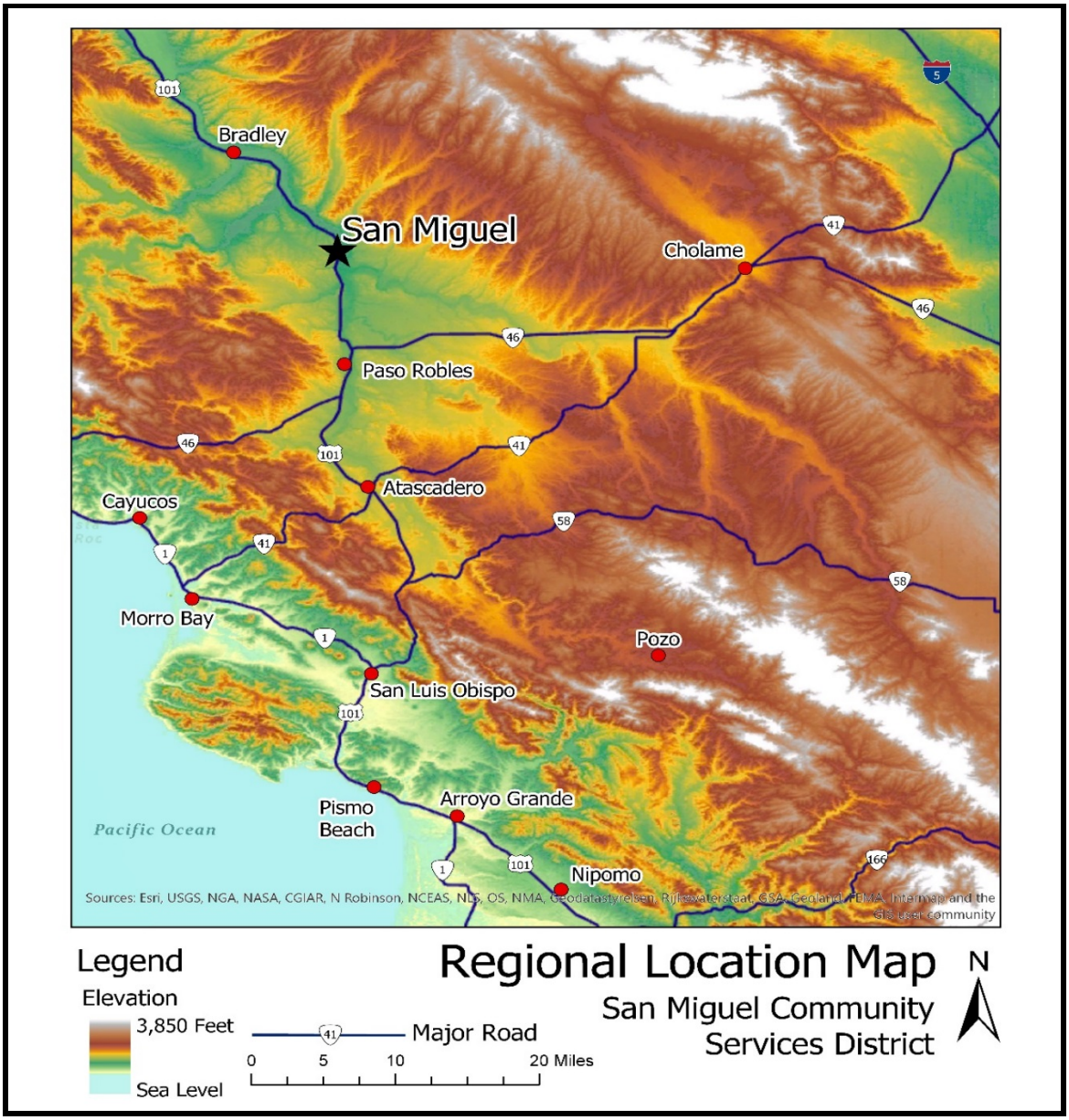


Figure 1. Location Map

In 2016, San Miguel's urban area, which is identified by its Urban Reserve Line (URL) on the County's official maps, includes all areas between Highway 101 and the Salinas River, between the northbound Mission Street off ramp and 20th Street. A portion of the urban area extends west of the highway to include the area along Cemetery Road south of 10th Street to the cemetery. East of the river, the urban area includes the Power Road area and the western portion of the San Lawrence Terrace tract.

2.2 Physical Setting

2.2.1 Geography

San Miguel is situated on two terraces overlooking the Salinas River, downstream from its confluence with the Estrella River. The community is defined on the west by Highway 101 and the steep hillside along the highway's western edge. The Salinas River runs along San Miguel's eastern side, although the community's Urban Reserve Line extends east of the river to include the old landing strip site and a portion of the San Lawrence Terrace development. The Union Pacific railroad tracks run through the middle of town, almost equidistant from the highway and the river.

A graphical depiction is presented in Figure 2 which illustrates the topographic profile of San Miguel, which consists of two terraces connected by a steep slope. The upper terrace extends from Highway 101 to a point east of the alley between K and L Streets. The lower terrace extends from L Street to the Salinas River. The upper terrace foresees the hills east of the river.

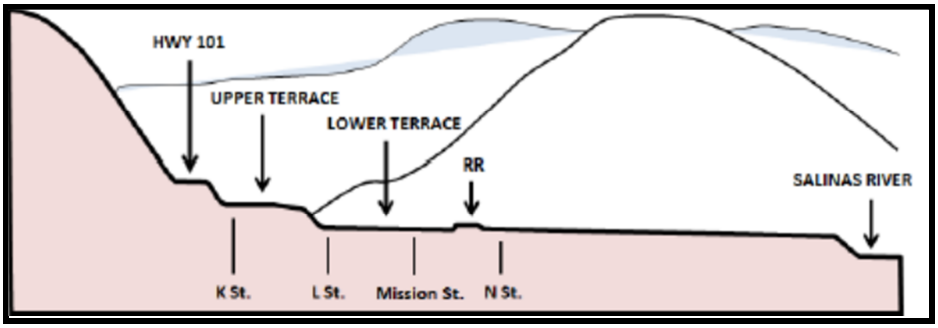


Figure 2. San Miguel Topographic Profile

San Miguel's layout and land use patterns are largely influenced by geography, land ownership, and transportation corridors. The older, more fully developed part of town lies between the highway and the railroad. This part of San Miguel is laid out as a grid of blocks measuring 400 feet in the north/south direction and 320 feet in the east/west direction. A north/south alley divides each block into 150-foot deep parcels.

East of the railroad tracks, only the land fronting on N Street from 11th Street to 15th Street was originally subdivided in the same manner as the older part of town between the highway and the railroad property. Prior to 2003, the remainder of the land located between N Street and the river was without a formal network of streets and lots. Newer subdivisions have incrementally provided lot patterns and street segments on a piecemeal basis that one day will be connected as other larger intervening lots develop.

The west side of N street remains undeveloped, in part because the right-of-way needed by the railroad leaves an even shallower developable strip than on the west side of the tracks. East of N Street and south of River Road, the absence of a coherent street system has acted as a deterrent to development.

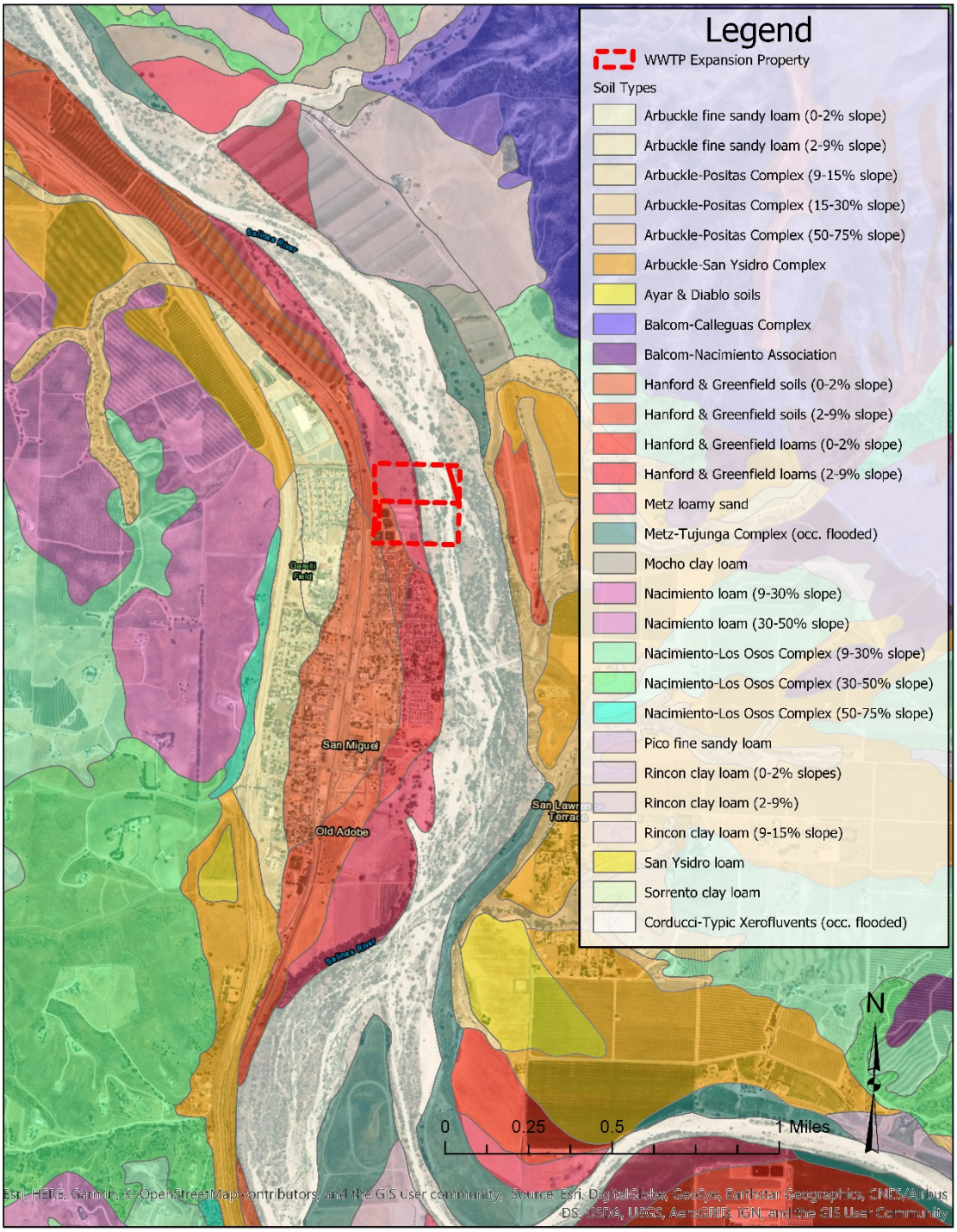
On the south end of town are the key landmarks of historic San Miguel. The Mission San Miguel Archangel and the Rios Caledonia Adobe, which once served as a stagecoach stop, bring in a high number of annual tourist visits. Proceeding north on Mission Street from these historical sites, industrial uses can be seen on the right side of the street next to the railroad tracks, while single family residences blend with businesses on the west side.

Mission Street is San Miguel's main street and primary commercial corridor. Most businesses are clustered between 11th and 14th Streets, which is the area generally considered to be the downtown core. Some buildings in this area date back to the Victorian Age. Most development involves traditional one-story retail buildings built to the sidewalk. The community continues to see Mission Street as a focal point and an opportunity to draw visitors and tourists to the downtown area from the mission and the adjacent Rios Caledonia Adobe.

Mission Street has buildings primarily on the west side of the street, but development on that side of the street has dwindled during the past 30 or 40 years, as some buildings in poor conditions have been removed and not replaced. With a few exceptions, the east frontage of Mission Street is vacant. The railroad has sold several shallow parcels fronting on Mission Street to other private owners, but these have remained undeveloped.

2.2.2 Soils / Geology

A review of the USDA Web-Based Soil Mapping web portal indicates that the WWTP site is underlain by floodplain and river channel deposits consisting of interbedded sand, gravel, silt, and clay sediments of varying thicknesses and consistencies. These deposits are typically no more than 50-100 feet thick. A graphical depiction of the soils which are present in the vicinity of the site is presented in Figure 3.


Legend
WWTP Expansion Property
Soil Types
Arbuckle fine sandy loam (0-2% slope)
Arbuckle fine sandy loam (2-9% slope)
Arbuckle-Positas Complex (9-15% slope)
Arbuckle-Positas Complex (15-30% slope)
Arbuckle-Positas Complex (50-75% slope)
Arbuckle-San Ysidro Complex
Ayar & Diablo soils
Balcom-Calleguas Complex
Balcom-Nacimiento Association
Hanford & Greenfield soils (0-2% slope)
Hanford & Greenfield soils (2-9% slope)
Hanford & Greenfield loams (0-2% slope)
Hanford & Greenfield loams (2-9% slope)
Metz loamy sand
Metz-Tujunga Complex (occ. flooded)
Mocho clay loam
Nacimiento loam (9-30% slope)
Nacimiento loam (30-50% slope)
Nacimiento-Los Osos Complex (9-30% slope)
Nacimiento-Los Osos Complex (30-50% slope)
Nacimiento-Los Osos Complex (50-75% slope)
Pico fine sandy loam
Rincon clay loam (0-2% slopes)
Rincon clay loam (2-9%)
Rincon clay loam (9-15% slope)
San Ysidro loam
Sorrento clay loam
Corducci-Typic Xerofluvents (occ. flooded)
Salinas River
Ganelli Field
San Miguel
Old Adobe
N
0
0.25
0.5
1 Miles
Esri, HERE, Garmin, © OpenStreetMap contributors, and the GIS user community. Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

SOILS MAP

Figure 3. Site Vicinity

The Paso Robles Formation is the geologic formation that underlies the surficial soils in the project area and is derived from erosion of nearby mountain ranges. The Paso Robles Formation is a Plio-Pleistocene, predominantly non-marine geologic unit comprising relatively thin, often discontinuous sand and gravel layers interbedded with thicker layers of silt and clay. The formation was deposited in alluvial fan, flood plain, and lake depositional environments. The formation is typically unconsolidated and generally poorly sorted. The sand and gravel beds in the Paso Robles Formation have a high percentage of Monterey shale gravel and have lower permeability compared to the overlying alluvial unit. The formation also contains minor amounts of gypsum and woody coal.

The WWTP site is located within a seismically active area of Central California. Three active faults in close proximity to the WWTP site are the Rinconada Fault (southwest), San Andreas Fault (east), and Hosgri-San Simeon Fault (west).

2.2.3 Groundwater Hydrology

A relatively shallow groundwater system is present in the project area which is associated with the Salinas River alluvial and flood plain deposits. Groundwater in these unconsolidated soils is typically encountered at a depth of about 15 to 25 feet beneath the WWTP property.

Deeper bedrock related groundwater supplies are present at greater depths which are associated with the Paso Robles Aquifer. Both shallow and deep aquifer zones have been delineated in the Paso Robles Formation. These aquifer zones generally correspond to the sand and gravel zones. Previous studies have suggests that the sand and gravel zones are generally thin, discontinuous, and are usually separated vertically by relatively thick zones of silts and clays. Depths to groundwater in the Paso Robles Aquifer are typically 60 to 100 feet below ground surface.

2.2.4 Surface Water Hydrology

The SMCSD WWTP site is located on the west side of the Salinas River. The site includes four (4) separate parcels with combined area of approximately 38.4 acres. The eastern portion of the site is located within FEMA Special Flood Hazard Area (Zone A) contains approximately 20.6 acres. The remaining 17.8 acres, within which the existing WWTP is located, are designated Zone X by FEMA, indicating that there is a minimal risk of flooding in those areas. A map depicting the location of the FEMA Special Flood Hazard area in the vicinity of the WWTP is included as Figure 4.

FEMA FLOODMAP

Figure 4. FEMA Special Flood Hazard within the WWTP

Siting of new facility structures should consider proximity to flood hazards as defined on the current FEMA Flood Insurance Rate Maps (FIRMs). The FIRMs show areas affected by both 100-year and 500-year floods and include features such as floodways, levees, and high hazard flood elevations (Base Flood Elevations - BFEs). Critical facilities located with high hazard flood areas should be elevated above the BFEs.

2.3 Demographics

This San Miguel Community Plan includes a proposal to expand the URL to encompass approximately 50-acre portion of the former landing strip property located between Indian Valley Road and the Salinas River. This plan also expands the URL to include roughly 110 acres located north of 20th Street, generally between Mission Street and the Salinas River. This area is intended to remain in agricultural use as a "holding zone" until access problems are resolved, and the appropriate amount and type of urban development is determined through a future amendment to the Community Plan.

San Miguel's population, based on the 2010 U.S. Census, was 2,336. This represents an increase of 64.5 percent from 2000, and a compounded annual growth rate (CAGR) of 5.1 percent. The growth in San Miguel between 2000 and 2010 can largely be attributed to the development of two residential projects on the north end of the community. Currently, the population is estimated at about 2650. In the previous decade between 1990 and 2000, San Miguel's population grew less rapidly, with an increase of 26.4 percent (2.4 percent CAGR). In comparison, San Luis Obispo County's population increased 13.5 percent between 2000 and 2010 and 14 percent between 1990 and 2000.

San Miguel's annual growth rate is projected to be about 1.8 percent (CAGR) through 2035, resulting in a population of approximately 3,660. The Table presented below shows the population projections for San Miguel. The projected development in the URL could result in 417 additional dwelling units under the Plan's 25-year horizon. The projected population is based on 3.17 persons per household. The actual number of new dwelling units may vary depending on a variety of factors such as actual development density, physical constraints, and market demand.

TABLE 1. POPULATION TRENDS IN SAN MIGUEL

Year	Total Population	Percent Increase[1]	Annual Growth Rate (CAGR)[2]
1990	1,123	----	----
2000	1,420	26%	2.4%
2010[3]	2,336	65%	5.1%

2035	3,658	57%	1.8%

Notes:
1. The percentage increase in population during the 10-year period ending at the year indicated in that row.
2. The compounded annual growth rate during the 10-year period ending at the year indicated in that row.
3. The 2010 Population has been adjusted from the information provided by the 2010 Census because the Census Designated Place (CDP) for San Miguel is slightly different than the San Miguel URL.

2.4 Land Use

The San Miguel CSD Service Area covers approximately 1,530 acres. A summary of the different land use types within San Miguel and the approximate acreage for each land use type is included in Table 2. Where residential uses are allowed, the table identifies the average number of dwellings allowed in terms of dwelling units per acre, the number of units that existed in 2013, the number of potential new units that could be added based on the acreage of each land use type, and population estimates. Non-residential uses are characterized in terms of potential floor area expressed in square footage.

The Land Use Plan map is presented in Figure 5, which depicts a variety and balanced arrangement of proposed land uses that will serve the needs of the community as it develops in the future. The map illustrates where the land use areas are located, but it is not intended to show the exact boundaries of proposed land use categories (zones). Instead, it shows generalized land use patterns that provide the basis for the more specific land use categories that are shown on the Official Maps of the Land Use Element. Those land use categories determine where the requirements and standards of the San Luis Obispo County Land Use Ordinance apply.

TABLE 2. LAND USE IN SAN MIGUEL

Land Use Category	2013 Baseline Conditions		2035 Plan Horizon				(Beyond 2035) Future Capacity		
	Residential Units	Commercial (1000 sq.ft)	Acreage	Residential Units	Commerical (1000 sq. ft.)	Population	Avg. Potential Density	Residential Units	Commerical (1000 sq.ft.)
Residential Land Use Categories									
RMF Residential Multi-Family	265	--	67.45	312	--	991	12.6 units/ac.	853	--
RSF Residential Single Family	384	--	183.11	674	--	2,135	3.8 units/ac.	708	--
RS Residential Suburban	88	--	95.13	122	--	388	1.4 units/ac.	133	--
Commerical Land Use Categories									
CR Commerical Retail	--	63	26.19	46	148	144	3.3 units/ac.	97	394
CS Commerical Service	--	12	34.17	--	59	--	--	--	255
IND Industrial	--	0	18.79	--	3	--	--	--	3
Other Land Use Categories									
AG Agriculture	--	--	102.73	--	--	--	--	--	--
OS Open Space	--	--	81.49	--	--	--	--	--	--
PF Public Facilities	--	--	26.4	--	--	--	--	--	--
REC Recreation	--	--	32.78	--	--	--	--	--	--
Totals	737	75	671.24	1,154	210	3,658		1,791	652

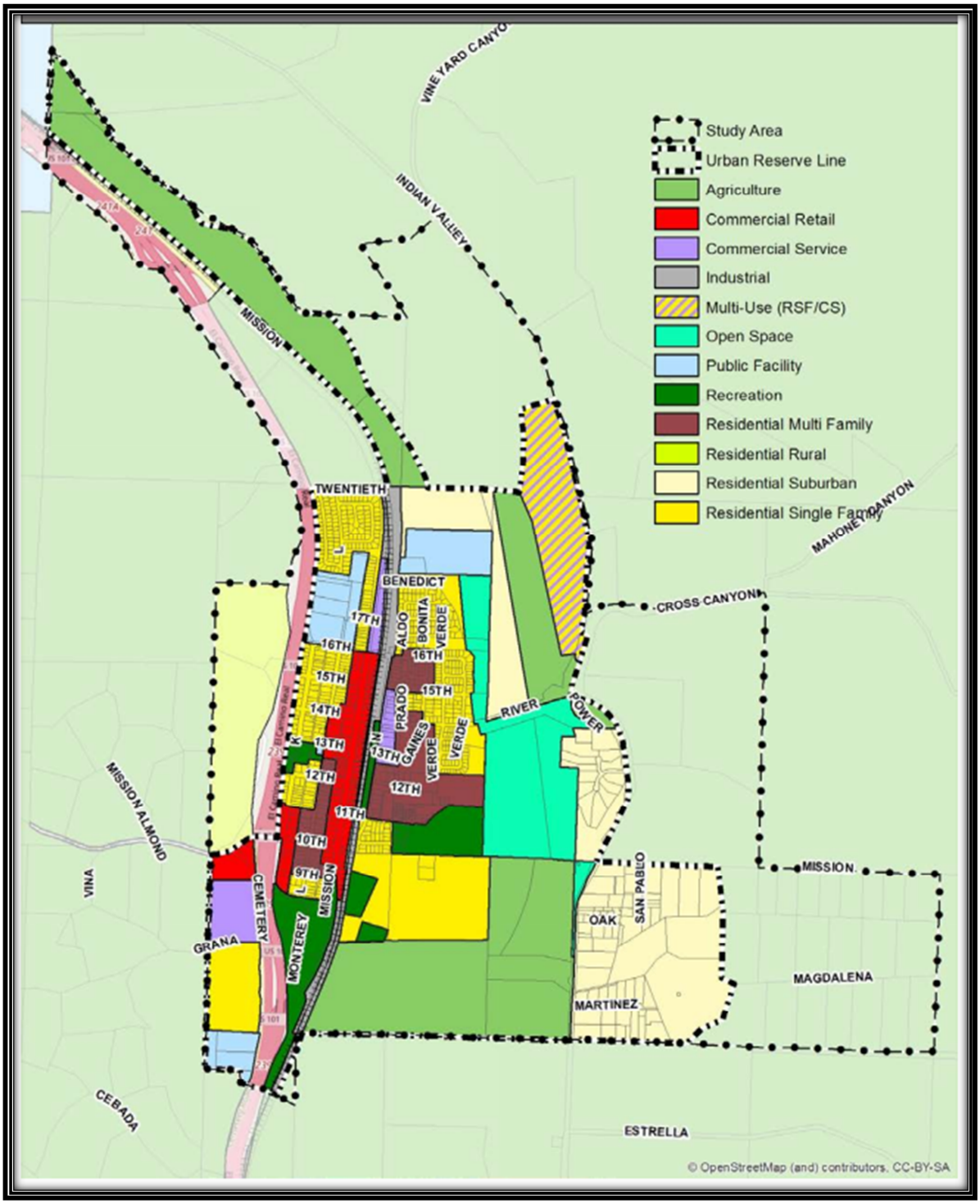


Figure 5. San Miguel Land Uses

2.5 Development Potential

The Study Area considered under this Community Plan is coterminous with the boundary of the San Miguel Community Services District (CSD), as approved by the Local Agency Formation Commission. In the future, when the town expands, and additional land is required for new urban development, especially land uses that would provide opportunities for new businesses and employment, community expansion should occur within the 2013 CSD boundaries. This Plan identifies two sites for potential community expansion. These areas are graphically depicted in the Figure presented below.

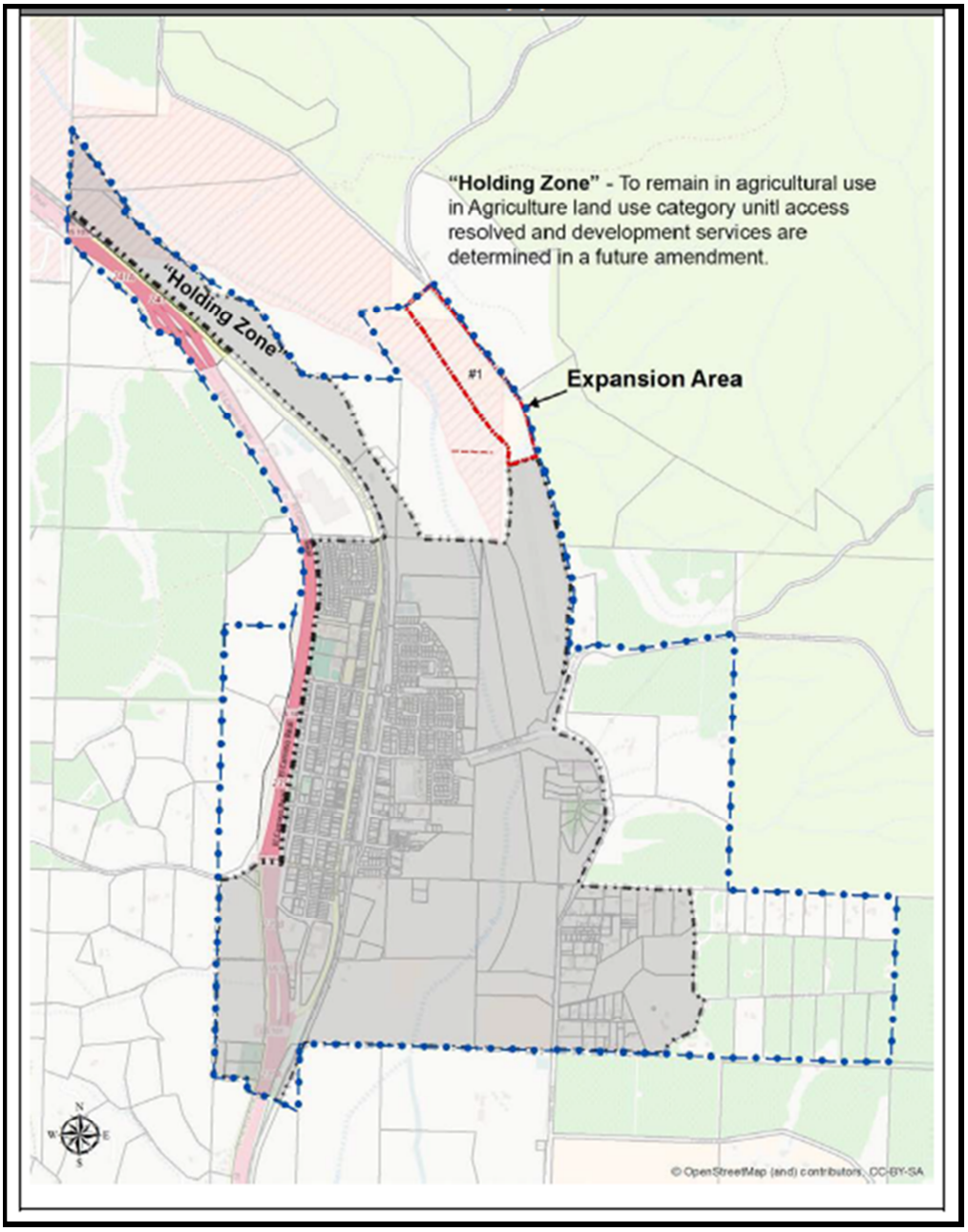


Figure 6. San Miguel Expansion Zone

Expansion Area #1 is located on the west side of Indian Valley Road, just north of the old landing strip site that is referred to as the Indian Valley Road area (see Figure 6). This site is also a relatively level area on the upper river terrace. This site is large enough to accommodate a variety of uses, but its location on the east side of the river is less convenient for future expansion.

Expansion Area #2 is located near the southerly end of town, east of the railroad tracks and southeast of the mission. The site contains about eight acres that are gently sloped and outside of the flood hazard

area. There may be access constraints due to the railroad tracks. This site's size would limit it to smaller-scale projects that may be appropriate for the southern gateway to town. Recreational or visitor-serving uses would be most appropriate for this area.

In order to expand the community to include any of these sites, an amendment to this Plan will need to be approved. A proposal to expand the community would address things like access and circulation, extension of utilities, water supply, parks and open space, development intensity, and community facilities needed for development (e.g. roads, parks, and water and sewer lines).

3 WASTEWATER CHARACTERISTICS AND FACILITIES

3.1 Overview

A description of the existing SMCSD wastewater treatment system and an evaluation of historical wastewater flows and loads are presented in the following sections of this report. In addition, the flows and loads that are projected for the 30-year planning period are also presented.

A graphical depiction of the general service areas and facility locations is presented in Figure 7. Under existing conditions, only the main area of the San Miguel community (i.e. that portion of the SMCSD service area that is located on the west side of the Salinas River) is currently served by sanitary sewer collection and WWTP infrastructure. The parcels within the SMCSD service area which are located on the east side of the Salinas River are currently served by on-site wastewater treatment systems (OWTS).

In the main zone (i.e. west side of the Salinas River), there are currently six (6) OWTS. On the east side of the Salinas River, in an area designated the San Lawrence Terrace (SLT), there are a total of sixty-five (65) OWTS. At this time, it is not expected that the SLT residents will be served in the near future by public wastewater facilities, however, there are provisions to accommodate a carrier pipe for a new sanitary sewer in the future River Road bridge crossing of the Salinas River, should the need arise. As for the six (6) OWTS systems in the main zone, it is planned that these will be served by the wastewater plant in the future.

Historical wastewater flows and loads were evaluated to understand daily and seasonal trends, as well as variation due to drought and non-drought conditions. Current flows and loads were compared with design criteria of the existing facility and to understand regulatory compliance history. The flow and load projections which are presented in the following sections of this document are based on an analysis of available historical data provided by the District, current flow monitoring which was conducted in conjunction with the current study, and available information related with future land use.

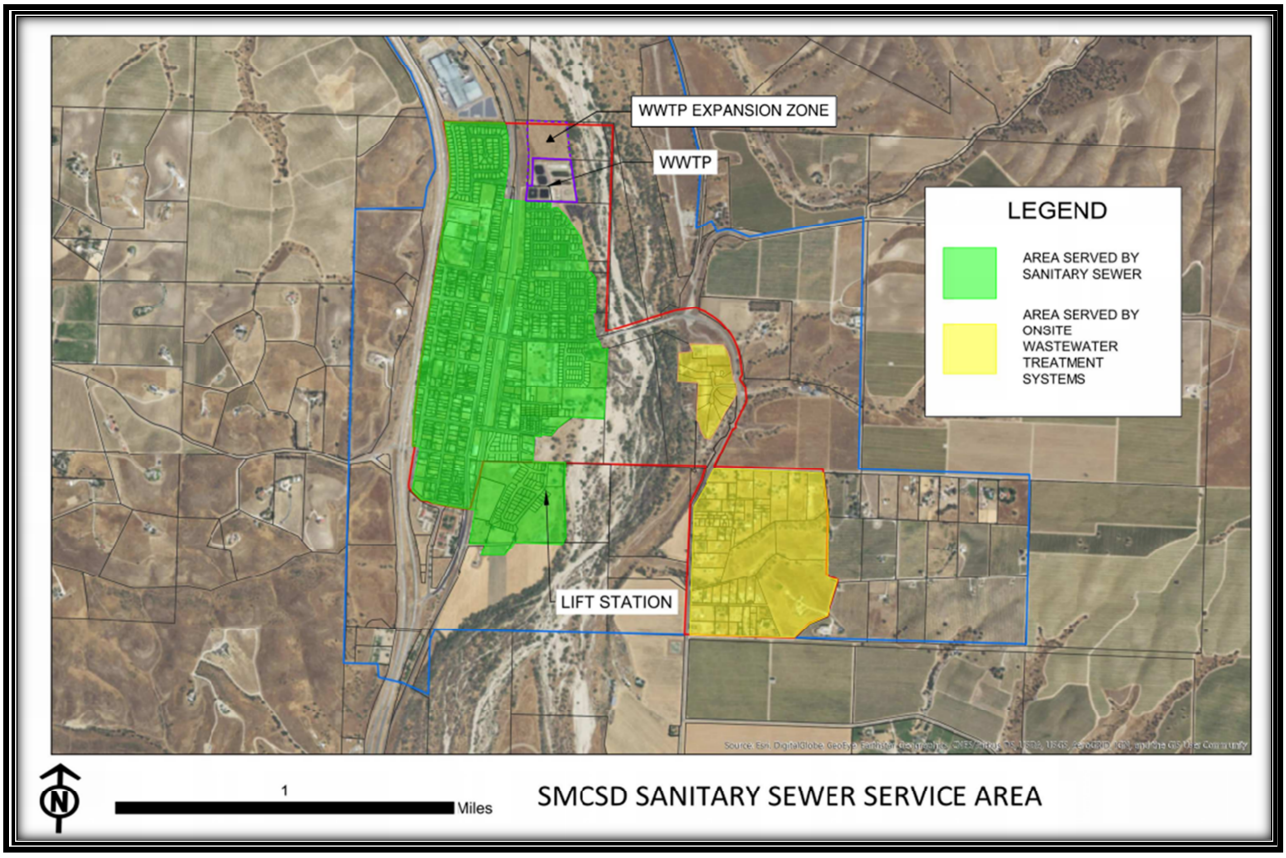


Figure 7. San Miguel CSD Sanitary Sewer Service Area

3.2 Wastewater Flow Definitions

The design requirements for the wastewater collection and treatment system relate primarily to the volume of flow which is conveyed though the collection system of gravity and pressure pipelines and through the various treatment processes at the WWTP. Flows in the sanitary sewer collection system, which result in significant surcharge conditions, can result in sewage back-ups into connected structures and / or overflows and bypasses of the wastewater system. The wastewater system flow scenarios examined in conjunction with this study include average daily flow (ADF), maximum day dry weather flow (MDDWF), maximum day wet weather flow (MDWWF), and peak hour wet weather flow (PHWWF). These flow scenarios, for selected development conditions, are summarized in a subsequent section of this report.

When discussing wastewater system flow scenarios, it's important to define some of the terminology commonly used to describe and analyze water system demands.

- *Average Daily Flow (ADF)* is the average daily wastewater flow over the course of a year and is generally obtained by averaging the mean monthly flows conveyed to the WWTP through the course of a year. The WWTP monthly monitoring reports (MMRs) report ADF.

- Average Annual Flow (AAF): AAF flow is the average of the ADF values during a calendar year.
- Average Day Maximum Month Flow (ADMMF): ADMMF is the largest volume of flow anticipated to occur during either a continuous 30-day period or a calendar month. The WWTP MMRs report ADMMF.

- *Maximum Day Dry Weather Flow (MDDWF)* reflects the maximum flow rate during the peak month of summer. This condition reflects the seasonal variation in dry weather flow.

- *Maximum Day Wet Weather Flow (MDWWF)* reflects the maximum flow rate during the peak month of winter. This condition reflects the seasonal variation in wet weather flow.

- *Peak Hour Wet Weather Flow (PHWWF)* is the maximum flow rate that occurs in a single hour during wet weather (a significant rain storm event). Since the District does not record hourly flow rates, this factor must be derived from standard engineering methodology and judgment. This flow condition will govern the design of the sewage collection system and represents the maximum flow rate that the system must convey.

Treatment plant facilities are typically sized for specific flow parameters, as shown in Table 3.

TABLE 3. BASIS OF WWTP SIZING

Flow Parameter	Element
ADMMF, MGD	Secondary Treatment Process
	Chemical Storage Facilities
	Solids Handling Facilities
PHWWF, MGD	Influent Pump Station
	Headworks (bar screens and grit removal)
	Secondary Clarifiers
	Tertiary Filtration
	Disinfection
	Effluent Pump Station

3.3 Existing Wastewater Treatment Plant

3.3.1 Site Description / Available Land

The existing wastewater treatment plant (WWTP) is situated on a tract of land comprising approximately 17 acres. The facility underwent a significant upgrade in the late 1990s, bringing its current and permitted capacity to 200,000 GPD (0.2 MGD). The current WWTP comprises four (4) partially mixed

aerated lagoons in series (though the first two lagoons are piped to also operate in parallel) and three (3) percolation ponds. A graphical depiction of the WWTP is presented in Figure 8.

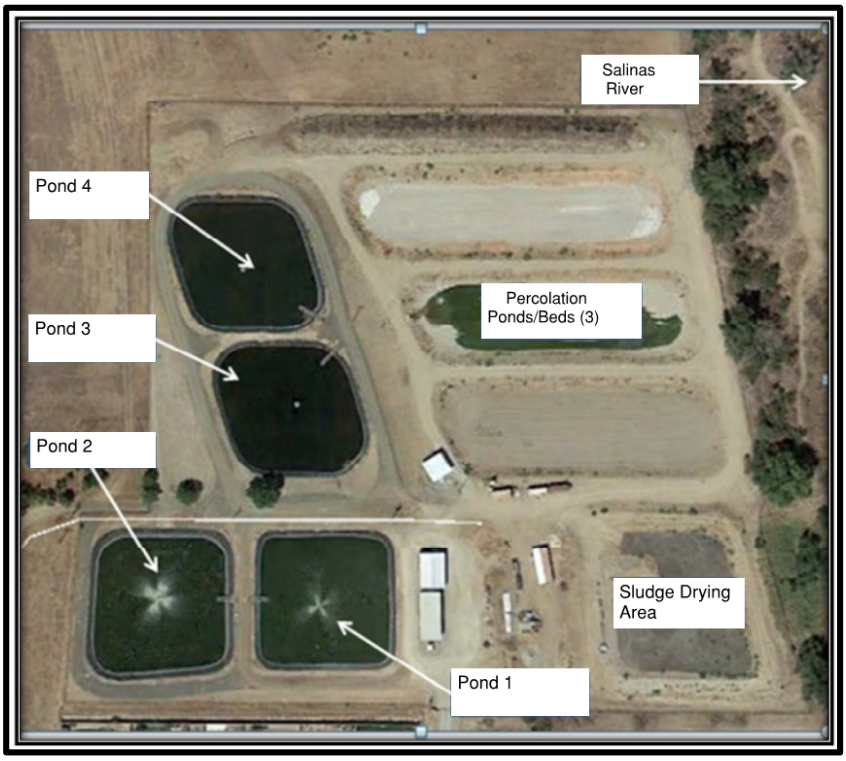


Figure 8. Current San Miguel WWTP

Figure 9. San Miguel WWTP Expansion Area

SMCSD has recently purchased approximately 18 acres of unimproved land to the North and East of the current Wastewater Treatment Facility for future expansion purposes. The new land is graphically depicted in Figure 9.

3.3.2 Existing WWTP Infrastructure / Processes

The major elements which comprise the SMCSD WWTP are summarized as follows:

- Headworks: At this time, there isn't a headworks associated with this plant, only influent pumping/metering of wastewater. Raw wastewater is pumped from the influent wet well / lift station to the first aerated treatment pond.

- Aerated Treatment Ponds, Stage 1: There are two 0.94 MG aerated aerobic ponds, equipped with 25 and 20 horsepower pumps, respectively. These are completely mixed aerated lagoons. Thus, the floating aerators keep all solids in suspension while maintaining dissolved oxygen levels. Solids do not appreciably deposit in Ponds 1 and 2, but instead settle out predominantly in Pond 3. Floatable plastics and debris must be raked out of these ponds by hand.

- Aerated Treatment Ponds, Stage 2: There is a single 0.87 MG Stage 2 Pond, with a 7.5 HP aerator. This pond and floating aerators maintain dissolved oxygen levels in the pond, while allowing solids to settle to the bottom of the pond. Solids settle to the bottom of the pond, and

organic matter in the sludge slowly decomposes anaerobically. This pond is generally referred to as a facultative pond, with an upper aerobic zone and lower anaerobic zone.

- Aerated Treatment Ponds, Stage 3: There is a single 0.87 MG pond equipped with a 7.5 HP aerator. This is the final (fourth) pond that also maintains dissolved oxygen levels in the upper zone. Very little sludge settles in this pond, and this pond is considered a final polishing pond prior to discharge to the percolation ponds/beds.

- Percolation Ponds: There are three (3) percolation ponds totaling 1.7 acres in area. The two northernmost ponds were re-conditioned in 2008. At that time, both ponds had silted up considerably, and were not effectively percolating effluent. Both ponds were dried out and ripped, and the upper several feet of material were removed, and replaced with clean sand. In addition, the percolation ponds were deep-ripped in several locations to allow for better connectivity to the underlying more permeable soils. The third and southernmost pond was not re-worked at that time but continues to serve as a percolation pond.

- Biosolids Disposal: Although some biosolids accumulate in each of the aerated treatment ponds, the majority accumulates in Pond 3. When deemed appropriate by the WWTP operations staff, the biosolids are pumped from Pond 3 to the existing sludge drying basin. After drying and stabilization, the biosolids are transported to a local landfill for disposal.

The design criteria for the existing SMCSD wastewater treatment facilities are summarized in Table 4.

TABLE 4. SMCSD WWTP SUMMARY DATA

Parameter, units	Value
FLOWS	
Average Daily Flow (ADF) mgd	0.2
Maximum Daily Flow (MDF), mgd	0.20
Peak Hourly Flow (PHF), mgd	0.80
WASTE STRENGTH AND LOADING	
Influent BOD_5, mg/L (design) [lbs/day]	300 [500]
Influent TSS, mg/L (design) [lbs/day]	250 [417]
INFLUENT LIFT STATION	
Pump Type	Submersible
No. of Pumps	2
Pump Horsepower (HP), each	7.5
Capacity, Each Pump, gpm	300
Total Dynamic Head, TDH, feet	17
TREATMENT PONDS	
Stage 1 (2 ponds):	
Surface Area, Acres, each	0.44

Parameter, units	Value
Depth, Feet, each	12
Volume, Million Gallons, each	0.94
Hydraulic Retention Time, Days, each	4.7
Aerator Horsepower, HP	25, 20
Stage 2:	
Surface Area, Acres	0.41
Depth, Feet	10
Volume, Million Gallons	0.87
Hydraulic Retention Time, Days	4.4
Aerator Horsepower, HP	7.5
Stage 3:	
Surface Area, Acres	0.41
Depth, Feet	10
Volume, Million Gallons	0.87
Hydraulic Retention Time, Days	4.4
Aerator Horsepower, HP	7.5
EFFLUENT PERCOLATION/DISPOSAL	
Pond 1: Surface Area, SF (acres)	26,500 (0.61)
Pond 2: Surface Area, SF (acres)	24,200 (0.56)
Pond 3: Surface Area, SF (acres)	23,200 (0.53)

3.4 Wastewater Flow Analysis

3.4.1 Historic Wastewater Flows

For the purposes of determining the appropriate wastewater system flows for existing and future conditions, an analysis was performed on the SMCSD historic wastewater system flow data. The available flow data is derived from an analysis of the daily flow records from the WWTP influent lift station. Data was analyzed for 10 years from 2008 to 2018. In 2015, the WWTP influent flow meter was changed. The trends before that time show a decreasing monthly flow rate. This may be due to an error in the meter. Given that there has been a moderate level of residential housing growth within the SMCSD service area within the past several years, the period of historic wastewater flow analysis is most accurate between January 2016 and May 2018. This period included relatively wet winter periods and hot, dry summer periods. During this period, the daily volume of wastewater that was conveyed to the WWTP from the sanitary sewer collection system averaged 146,476 GPD. (Note: The spikes in the data seem to be an error in the monitoring device). A graphical depiction of the monthly water vs time is presented below.

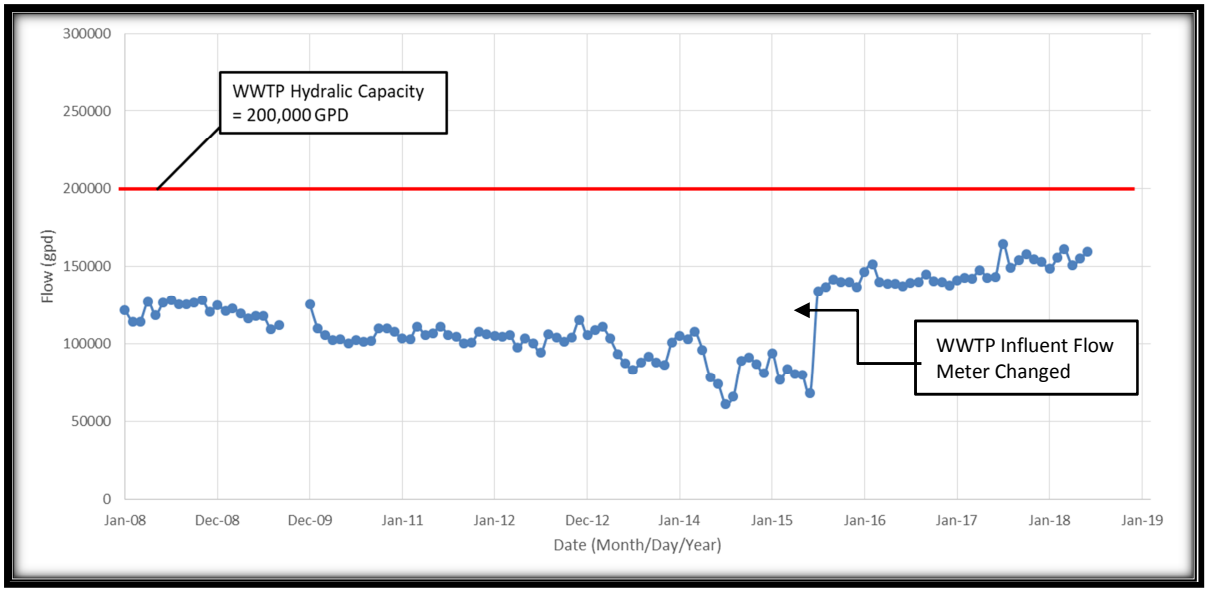


Figure 10. San Miguel WWTP Historic Flows.

Based on a review of the data for the referenced planning period, it was determined that several of the low and high flow measurements are anomalous and likely in error. This is evident by flow measurements on subsequent days that vary by more than 100%, during times when there was no rainfall or any other reason to expect dramatic flow variations. To develop appropriate design flows for the wastewater collection facilities, accepted engineering methods and previous engineering experience on similar sized systems in the central coast of California were applied to arrive at reasonable flow values for the specified flow scenarios with consideration given to the daily flow record, the size of the collection system, and the population being served. The corresponding wastewater flow design parameters for the existing conditions are summarized below.

TABLE 5. SMCSD WWTP FLOW – EXISTING CONDITIONS

WASTEWATER FLOW SCENARIO	EXISTING CONDITIONS FLOW (MGAL/DAY)
Average Daily Flow (ADF)	0.146
Maximum Day Dry Weather Flow (MDDWF)	0.182
Maximum Day Wet Weather Flow (MDWWF)	0.214
Peak Hour Wet Weather Flow (PHWWF)	0.584
Estimated Population Served	2650
Estimated Number of Sewer Connections	750

Under existing conditions, the annual estimate of the corresponding flow contributions on a per connection basis is summarized below.

TABLE 6. SMCSD WWTP FLOW ESTIMATES PER CONNECTION

WASTEWATER FLOW SCENARIO	EXISTING CONDITIONS FLOW PER CONNECTION (GPD)
Average Daily Flow (ADF)	207
Maximum Day Dry Weather Flow (MDDWF)	259
Maximum Day Wet Weather Flow (MDWWF)	304
Peak Hour Wet Weather Flow (PHWWF)	830

3.4.2 Collection System Flow Monitoring Program

To develop an enhanced understanding of the flow variability between wastewater flow contributions between the older and newer developed areas within the areas currently served by the SMCSD sanitary sewer collection system, a sewer flow monitoring program was initiated during the summer & fall of 2018. For the purposes of characterizing flow from the different areas, the District installed Hach Sigma 910 flow meters at two (2) locations. The initial measurement site was manhole No.1-17 which is located in the northern portion of town, on 19th Street. This meter measured flows which were contributed from 120 newer single family detached residences. The second measurement site was manhole No. 5-12 which is located in the central portion of town, on 14th street. This meter measured flows which were contributed from 212 connections which are comprised primarily of older single family detached residences with a few commercial customers, including a small restaurant and small retail establishments.

Based on the results of the flow monitoring results, it was discovered that there is a significant difference in the average daily flow volumes that are discharged from the older residential areas and the newer residential areas. The average daily flow per connection in the areas where the older homes are located was determined to be approximately 165 gpd, whereas the average daily flew per connection in the areas where the newer homes are located was determined to be approximately 283 gpd. Assuming the U.S. Census Bureau data for San Miguel is representative of current conditions, there are approximately 3.5 people per household. This translates to a per capita wastewater flow from the newer homes in the District of approximately 80 gpd. For the purposes of estimating future flows to the WWTP, a value of 80 gpd per capita is used.

3.4.3 Future Flow Projections

For the purposes of estimating the treatment capacity requirements of the SMCSD WWTP to adequately serve the future growth that is likely to occur within the District's service area, an analysis was performed to estimate the future wastewater flows. For the purposes of this analysis, flow projections were developed starting from current flow volumes and anticipated community growth information based on current and future land use information from the following sources:

- Sphere of Influence Update for San Miguel Community Services District (November 2013)

- San Miguel Community Services District Water & Wastewater Masterplan Update (November 2017)
- Information Provide by San Miguel Community Services District Staff
- Information provided by EJ Gallo Staff (Courtside Cellars)

In conjunction with this study, discussions with the EJ Gallo Corporation were held to explore the feasibility of SMCSD receiving and treating process wastewater flows from their Courtside Cellars wine processing facility. The wine processing facility is located immediately west of the SMCSD WWTP site on an adjacent parcel of land and under current conditions processes between 30,000 – 60,000 GPD of wastewater. The Courtside Cellars process wastewater treatment system currently consists of two (2) primary partial mix aerated ponds which flow into a settling pond before discharging into percolation ponds for effluent disposal. The potential benefits of consolidating the wastewater flows from the Courtside Cellars with District wastewater flow, include increasing the supply of reclaimed water for irrigation of agricultural properties in the vicinity of the District and / or to provide increased supplies for groundwater aquifer recharge. Both of these alternatives are compatible with the goals of the SMCSD to achieve groundwater sustainability.

Utilizing data that was derived from the above sources, estimates were made for future WWTP flow conditions for the following years:

- 2013
- 2018
- 2035
- 2050

The reference planning periods were selected under the assumption that the design / service life of the expanded & renovated WWTP will not exceed 30-years. Further, with the advent of new technologies and regulatory requirements that will occur over this span of time, it is probable that a new WWTP facility will need to be constructed by 2050. A summary of the future WWTP flow projections is included in Table 7. A brief summary of each of the future planning milestones, including the assumptions that are included therein, are summarized in the following paragraphs. The bottom row in the table includes a combined District and Gallo Courtside Cellars flow.

TABLE 7. SMCSD WWTP FUTURE FLOW ESTIMATES

Flow Condition	Peaking Factor	Existing Flow (mgd)	Projected Flow (mgd)			
			2023	2028	2035	2050
Average Daily Flow (ADF)	--	0.170	0.195	0.210	0.255	0.470
Maximum Day Dry Weather Flow (MDDWF)	1.25	0.213	0.244	0.263	0.319	0.588
Maximum Day Wet Weather Flow (MDWWF)	1.5	0.255	0.293	0.315	0.383	0.705

Peak Hour Wet Weather Flow (PHWWF)	3.5	0.595	0.683	0.735	0.893	1.645
Estimated Population Served		2700	3000	3350	3700	6300
Estimated Number of sewer connection		765	850	900	1050	1800
Annual Discharge (AC-FT)		190	220	240	290	530
Annual Discharge (AC-FT) w/ Gallo Wastewater		230	260	280	330	570
[1] Projected ADF, population increase, and sewer connections are based on SMCSD Water & Wastewater Masterplan Update, land Use in San Miguel (Monsoon Consultants, November 2017)						
[2] It should be noted that the peaking factor for computing the MDWWF for future conditions was reduced from 4.0 to 3.5.						
[3] They system flow, up to 2035, is based upon a a single person 65 gpcd. From 2050, the average per person is increased to 75 because it's estimated that new developed area will use more water compared to the current socio economic community that is present today.						
[4] The projected treatment system life expectancy is roughly 25-30 years.						

The “2023” scenario would include the development of Tract Nos. 2527 and 2779. If these two developments are completed within the next three (3) years, then an additional 94 (+/-) single family residential units will be connected to the SMCSD wastewater system. In this scenario, it is assumed that similar per capita wastewater flow patterns will occur in the new developments that currently exist within the newer developments in the SMCSD service area today. It should be noted that the peaking factor for computing the MDWWF for future conditions was reduced from 4.0 to 3.5. This reduction was made under the assumption that any significant sources of storm water inflow into the sanitary sewer collection system will be eliminated over the next few years and that no significant new sources will be created with new development.

Under the “2018” and “2035” scenarios, future development that is projected to occur would include the development of a 60-lot residential subdivision on the west side of Highway 101, on property adjacent to the cemetery. These scenarios also assume that the existing homes on the east side of the Salinas River, including a new development of a 38-lot residential subdivision in the San Lawrence Terrace area, and a 20-lot residential development on the west side of Highway 101, on property which lies generally west of the elementary school / Mission Heights area, would be served by future extensions of the sanitary sewer collection system. These growth scenarios also assume all existing infill buildable parcels within the community of San Miguel are developed.

The final “2050” scenario represents the potential future growth estimates that were developed for the SMCSD by the County of San Luis Obispo and reported in the 2013 Sphere of Influence Update. Specific areas of potential growth areas under this scenario incorporates projected wastewater flows which will

be associated with Expansion Area #1, which is located on the west side of Indian Valley Road, just north of the old landing strip site that is referred to as the Indian Valley Road area and future wastewater flows which are projected to be associated with the 8-acre Expansion Area #2, located near the southerly end of town, east of the railroad tracks and southeast of the mission.

3.4.4 Storm Water Infiltration & Inflows

The infiltration and inflow (I/I) of storm water into a sewer system can result in peak flows that far exceed dry weather conditions. For the purposes of this report, these terms are defined as follows:

- *Infiltration* is the water entering a sewer system and service connections from groundwater, through such means as defective pipes, pipe joints, connections, or manhole walls. Infiltration does not include inflow and is relatively constant over a period of days, weeks, or even months as high groundwater conditions persist.

- *Inflow* is the water discharged into a sewer system and service connections from such sources as roof drains, cellar, yard and area drains, foundation drains, cooling water discharges, drains from springs and swampy areas, manhole covers, cross connections from storm sewers, catch basins, storm water, surface runoff, or drainage. Inflow does not include infiltration. Inflow varies rapidly with rainfall conditions, with flows rising and falling within minutes or hours of a severe storm event.

Because the depth to the groundwater table throughout the SMCSD wastewater collection system service area is significantly deeper than the deepest pipeline in the collection system, it is very unlikely that groundwater infiltration contributes any significant flow to the wastewater collection system.

Based on a review of the wastewater flow records Inflow, and discussions with SMCSD staff, there is evidence that inflow contributions occur in the collection system. These inflow contributions are included in the MWWDF and PHWWF flow values described above. As the existing collection system is expanded to accommodate future growth, the I/I related flow should not increase significantly because new sewer construction methods and materials have very low I/I rates.

3.5 WWTP LOADS

3.5.1 Overview

Analysis of influent 5-day biochemical oxygen demand (BOD_5), total suspended solids (TSS), and ammonia as nitrogen (NH_3) concentrations are typically used to evaluate the capacity of existing facilities and for sizing new secondary treatment processes. WWTP designers typically recommend using 90th percentile loads as the basis of design of new facilities. BOD_5 and TSS loads are the primary design parameters used to determine treatment capacity of secondary treatment facilities and can be evaluated two ways: actual 90th percentile load and/or calculated equivalent load based on 90th percentile concentration at a given design flow.

Under the existing permit, the SMCSD WWTP is not required to monitor, and therefore has no historic record of, influent domestic wastewater constituents. Only effluent constituents, including effluent pH, BOD_5, TDS, Sodium, Sulfate, Boron, Nitrate, Total Nitrogen and Chlorides are reported. A summary of the available data pertaining to influent and effluent loading for the existing WWTP is summarized in the following sections of this document.

3.5.2 WWTP Influent Wastewater Sampling

To develop an understanding of the WWTP influent chemistry, SMCSD staff performed a 9-week sampling program between October and December 2017 to characterize the WWTP influent. The sampling plan included the collection of one 24-hour composite sample and multiple grab samples. The samples were tested for dissolved oxygen (DO), pH, temperature, BOD5, carbonaceous biological oxygen demand (cBOD), TSS, and nitrogen constituents including ammonia nitrogen, nitrate nitrogen, and Total Kjeldahl Nitrogen (TKN). A summary of the WWTP influent quality is summarized in Table 8.

Date	Estimated ADF (MGD)	BOD, mg/L	BOD, (lb/day)	TSS (mg/L)	TSS, (lb/day)	Ammonia(N), (mg/L)	Ammonia(N), (lb/day)
10/23/2017	0.150	261	327	46	58	66	83
10/30/2017	0.153	328	419	60	77	64	82
11/7/2017	0.175	278	407	170	249	57	83
11/13/2017	0.135	181	203	150	168	54	61
11/20/2017	0.151	366	460	143	180	45	57
11/27/2017	0.156	319	415	113	147	62	81
12/4/2017	0.157	359	471	94	123	44	58
12/11/2017	0.151	1350	1703	300	378	75	95
12/19/2017	0.172	471	677	90	129	52	75
AVERAGE	**0.156**	**320**	**422**	**151**	**196**	**58**	**75**
* suspect result, not included in average of tested time period							

TABLE 8. SMCSD WWTP INFLUENT QUALITY PARAMETERS

3.5.3 Additional Influent Testing including Courtside Cellars Wastewater

Upon review of the 2017 WWTP influent / loading data, it was determined that there were data gaps that needed to be addressed. Specifically, the 2017 influent chemistry data was lacking adequate information with regard to specific inorganics, metals, nitrogen species, and various other chemical constituents that are important for consideration in the planning and design phases the future WWTP expansion / upgrade. To address these data gaps, District staff implemented a supplemental influent sampling program which was initiated in November 2018. The supplemental influent sampling program included the collection of one (1) 24-hour composite sample and multiple grab samples from both the influent to the SMCSD WWTP plant and the untreated process wastewater discharge from the Courtside

Cellars winery which is owned and operated by E & J Gallo Winery and in close proximity to the District's WWTP. Although the Courtside Cellars facility currently treats its own process wastewater in a series of aerated ponds located on their property, the District and Gallo have discussed the possibility of the District accepting and treating the wineries process wastewater in the future. For this reason, the Courtside Cellars process wastewater flows were also analyzed. At the time of this reports preparation, the District had performed two (2) rounds of influent sampling, during the months of November and December 2018. Copies of the laboratory analytical results are included in Appendix B.

Based on a review of the 2018 influent sampling results, the wastewater entering the SMCSD WWTP can be characterized between medium and high strength. The BOD_5 values decreased from 391 to 271 mg/l and the TSS values decreased from 450 to 380 mg/l between the November and December 2018 sampling events. In contrast, the TDS concentrations increased from 840 to 900 mg/l and the total nitrogen concentration increased from 80 to 105 mg/l during the same period. During the same two month period, the process wastewater discharged from the Courtside Cellars winery contained BOD_5 values that decreased from 2200 to 980 mg/l, TSS values that decreased from 120 to 28 mg/l., TDS concentrations that decreased from 2310 to 1410 mg/l and a total nitrogen that decreased from 16.1 to 10.9. The overall decrease in loading concentrations for several of the key design influent design parameters from the Courtside Cellars process wastewater discharge is related to the wine harvest and crush operations that were decreasing between the November and December sampling events. A summary of the November and December sampling results are presented in Table 9. Table 10 Includes the estimated blended concentrations for a combined influent, in the event that the Courtside Cellars process wastewater stream is conveyed to the District's WWTP headworks for treatment in the future. It should be noted that based on discussions with Courtside Cellars operations staff, it is understood that during the periods when wine grape harvesting and crushing occurs (i.e. August – November), the average daily flows are approximately 60.000 gpd, whereas during the remainder of the year the facility discharges approximately 30,000 gpd.

TABLE 9. NOV & DEC GALLO + SMWWTP INFLUENT SAMPLING RESULTS

CURRENT CONDITIONS (BASED ON INFLUENT SAMPLING DONE ON NOVEMBER 6TH, 2018 AND DECEMBER 4TH, 2018)					
PARMETERS	**Unit**	**SMCSD WWTP INFLUENT (NOV)**	**SMCSD WWTP INFLUENT (DEC)**	**GALLO COURTSIDE CELLARS INFLUENT (NOV)**	**GALLO COURTSIDE CELLARS INFLUENT (DEC)**
Arsenic	mg/L	0.003	ND	0.01	0.004
Boron	mg/L	0.543	0.474	0.568	0.516
Copper	mg/L	0.045	0.06	0.033	0.024
Total Hardness as CaCO3	mg/L	326	283	554	632
Calcium	mg/L	53	46	95	113
Magnesium	mg/L	47	41	77	85
Iron	mg/L	0.29	0.33	0.68	0.53
Lead	mg/L	0.0009	0.001	0.001	0.0008
Manganese	mg/L	0.0219	0.0248	0.0326	0.0156
Potassium	mg/L	20	20	51	20
Sodium Adsorption Ratio	"--"	3.6	3.7	4	2.6
Sodium	mg/L	148	145	218	150
Ammonia Nitrogen	mg/L	74	85	0.7	0.3
Alkalinity (as CaCO3)	mg/L	520	620	310	450
Bicarbonate	mg/L	640	760	380	550
Carbonate	mg/L	ND	ND	ND	ND
Hydroxide	mg/L	ND	ND	ND	ND
BOD	mg/L	391	271	2200	980
Chloride	mg/L	132	145	160	198
Specific Conductance	Ds/m	1.79	2.04	1.99	1.93
Nitrate Nitrogen	mg/L	0	0	5.6	6.1
Nitrogen, Total as Nitrogen	mg/L	80	105	16.1	10.9
Nitrate + Nitrite as N	mg/L	ND	ND	5.6	6.1
Kjeldahl Nitrogen	mg/L	80	105	10.5	4.8
pH	mg/L	7.6	7.7	6.1	6.5
Phosphorous, Total	mg/L	14	15	12	3
TDS	mg/L	840	900	2310	1410
TSS	mg/L	450	380	120	28
Sulfate	mg/L	135	153	290	268
Turbidity	NTU	63	41.9	29.4	10.7
CBOD	mg/L	241	235	2900	1120
ND = Non-Detected					

TABLE 10. COMBINED CONDITIONS SAMPLING RESULTS

CURRENT CONDITIONS (BASED ON INFLUENT SAMPLING DONE ON NOVEMBER 6TH, 2018)				Degree of Restriction for Crop Irrigation		
PARMETERS	**Unit**	**Combined AUG-Nov (240,000 GPD)**	**Combined DEC - JULY (210,000 GPD)**	**None**	**Slight to Moderate**	**Severe**
Arsenic	mg/L	0.005	0.004		0-.2	
Boron	mg/L	0.549	0.547		0-2	
Copper	mg/L	0.042	0.043		0-.2	
Total Hardness as CaCO3	mg/L	383.000	358.571		0-200	
Calcium	mg/L	63.500	59.000		0-400	
Magnesium	mg/L	54.500	51.286		0-60	
Iron	mg/L	0.388	0.346		*0.5-1.5	
Lead	mg/L	0.001	0.001		*<0.01	
Manganese	mg/L	0.025	0.023		0-0.5	
Potassium	mg/L	27.750	24.429		0-2	
Sodium Adsorption Ratio	"--"	3.700	3.657	>1.2	1.2-0.3	<0.3
Sodium	mg/L	165.500	158.000	<69	69-207	
				<69	>69	
Ammonia Nitrogen	mg/L	55.675	63.529		0-5	
Alkalinity (as CaCO3)	mg/L	467.500	490.000		0-200	
Bicarbonate	mg/L	575.000	602.857	<91.5	91.5-519	>519
Carbonate	mg/L	0.000	0.000		0-3	
Hydroxide	mg/L	0.000	0.000		0-.1	
BOD	mg/L	843.250	649.429		NO LIMIT	
Chloride	mg/L	139.000	136.000	<142	142-355	>355
				<106.5	>106.5	
Specific Conductance	Ds/m	1.840	1.819	<0.7	0.7-3.0	>3.0
Nitrate Nitrogen	mg/L	1.400	0.800		0-10	
Nitrogen, Total as Nitrogen	mg/L	64.025	70.871		0-30	
Nitrate + Nitrite as N	mg/L	1.400	0.800		0-10	
Kjeldahl Nitrogen	mg/L	62.625	70.071		0-10	
pH	mg/L	7.225	7.386		**Normal Range 6.5-8.4**	
Phosphorous, Total	mg/L	13.500	13.714		0-2	
TDS	mg/L	1207.500	1050.000	<450	450-2000	>2000
TSS	mg/L	367.500	402.857		NO LIMIT	
Sulfate	mg/L	173.750	157.143		0-300	
Turbidity	NTU	54.600	58.200		NO LIMIT	
CBOD	mg/L	905.750	620.857		NO LIMIT	

3.5.4 WWTP Effluent Wastewater Sampling

To evaluate effluent loading and quality from the existing WWTP, a review was performed of available historic quarterly data collected by SMCSD, from the WWTP from 2008 to 2018. The data confirms that the effluent from the WWTP has consistently been out of compliance with TDS, sodium and chloride levels exceeding permit limits. A brief summary of the results of this analysis, by effluent constituent, is presented below:

pH

The pH level in the effluent has steadily decreased from about 7.8 to 7.2 since 2013. The existing permit requires that the pH remain between 6.5 and 8.4.

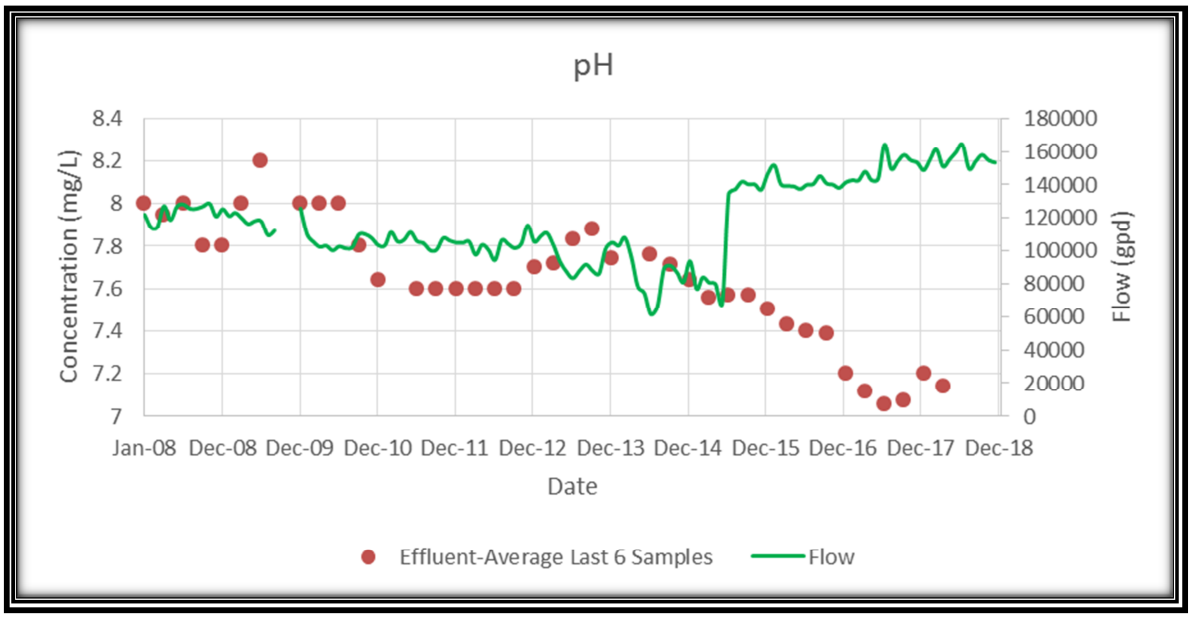


Figure 11. pH Effluent Levels for past 10 Years

Total Dissolved Solids

Total Dissolved Solids (TDS) remain constant in both the effluent and water supply. The effluent TDS concentration is about 980 mg/L and the water supply is about 550 mg/L. The existing permit requires that the average TDS concentration in the last 6 samples remain less than 825 mg/L and that the maximum concentration not exceed 900 mg/L.

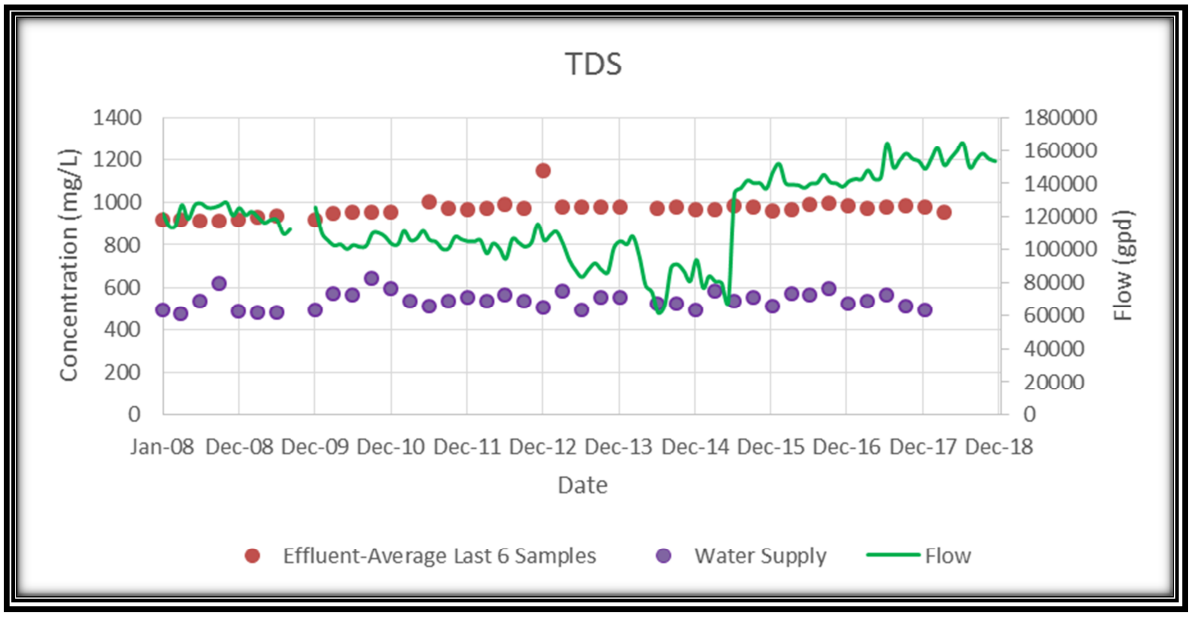


Figure 12. TDS Effluent Levels for past 10 Years

Sulfates

Sulfates have increased in the effluent water by about 10 mg/L since 2015 and currently are about 155 mg/L. Sulfates in the water supply are very sporadic and average about 100 mg/L. The existing permit requires that the average sulfate concentration in the last 6 samples remain less than 175 mg/L and that the maximum concentration not exceed 200 mg/L.

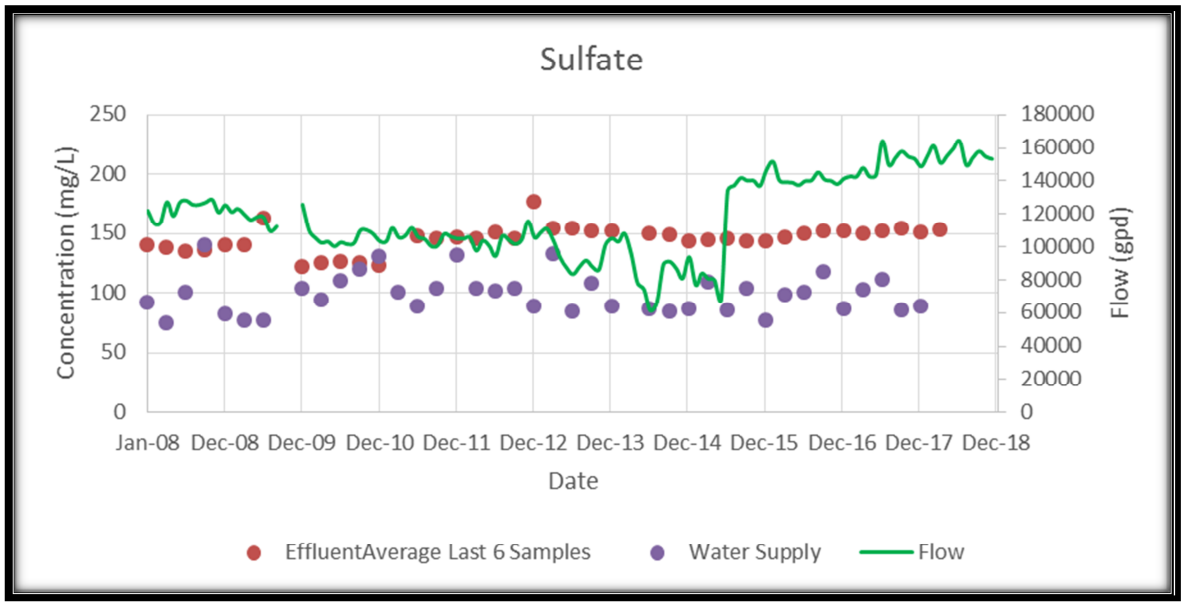


Figure 13. Sulfates Effluent Levels for past 10 Years

Sodium

Sodium levels have slightly decreased in effluent since 2014 and are currently around 180 mg/L and have remained semi-constant in water supply near 70 mg/L. The existing permit requires that the average sodium concentration in the last 6 samples remain less than 150 mg/L and that the maximum concentration not exceed 170 mg/L.

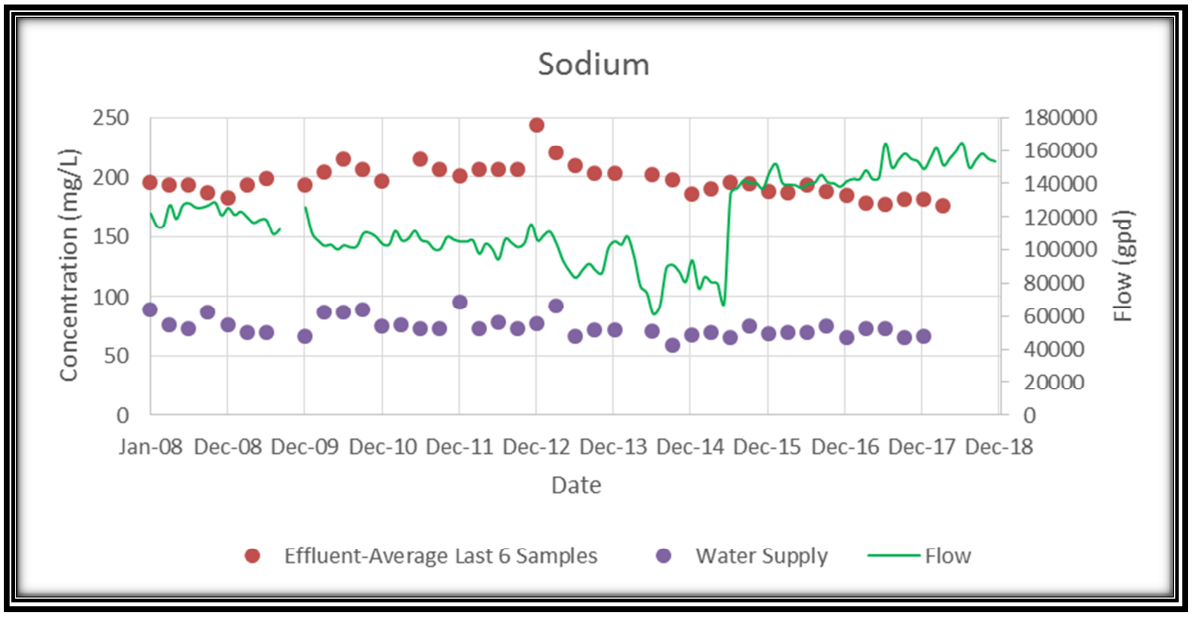


Figure 14. Sodium Effluent Levels for Past 10 Years

Chloride

Chloride levels have not had a significant increase or decrease in effluent or water supply. The effluent concentration levels have remained semi-constant at about 225 mg/L and the water supply near 75 mg/L. The existing permit requires that the average chloride concentration in the last 6 samples remain less than 180 mg/L and that the maximum concentration not exceed 200 mg/L.

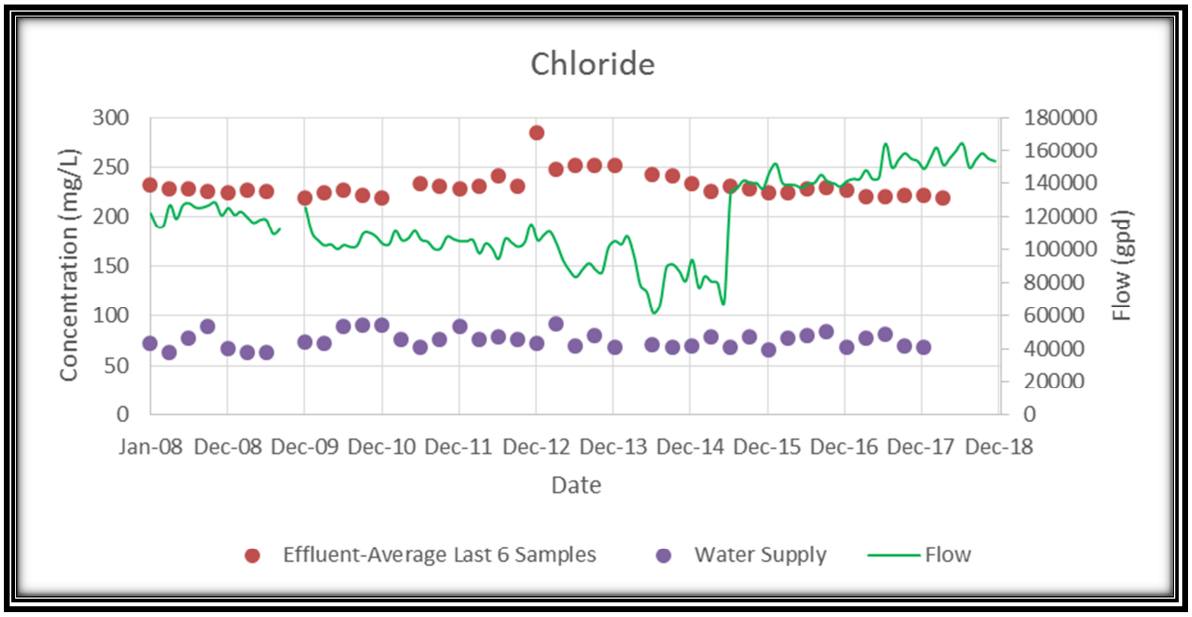


Figure 15. Chloride Effluent Levels for Past 10 Years

Boron

Boron levels have decreased from 0.7 mg/L to 0.6 mg/L since mid-2014. Boron is typically naturally occurring in water. Levels in drinking water vary from 0.1 – 0.3 mg/L and depend greatly on geologic formations in the area. Other sources of boron can come from detergents that contain sodium perborate. The existing permit does not address boron in the WWTP effluent.

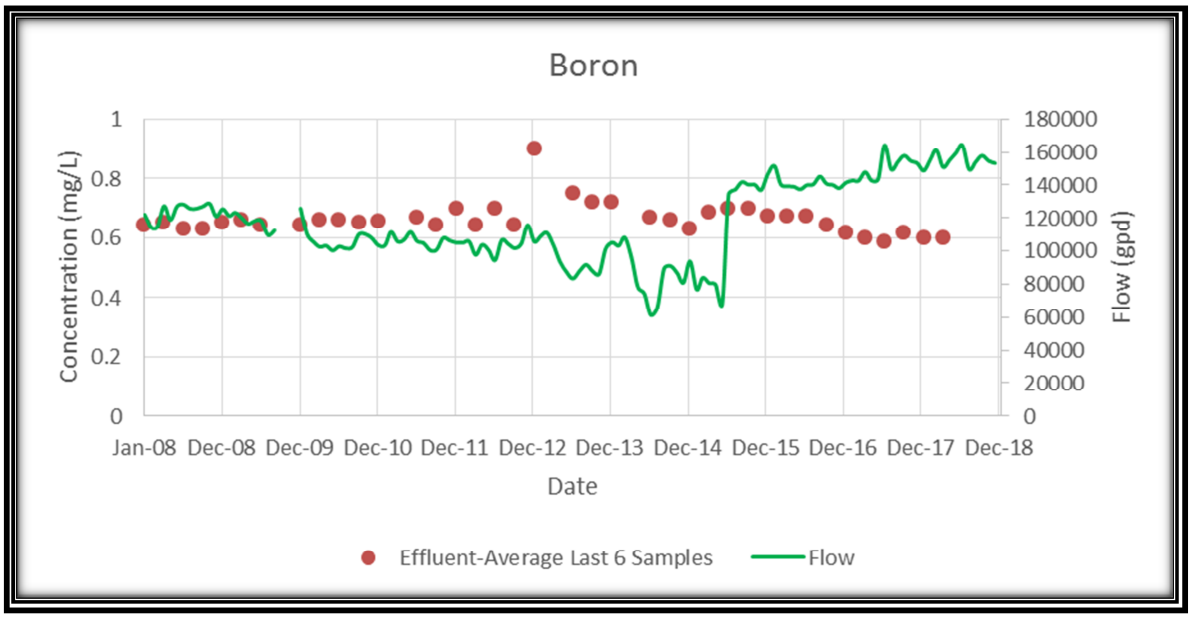


Figure 16. Boron Effluent Levels for Past 10 Years

Nitrogen: Total Nitrogen and Nitrate

Historic Total Nitrogen concentrations do not appear to have a consistent pattern, however recent trends average to about 27 mg/L in the effluent. Nitrate as N has an increasing trend since mid-2012 and current levels are around 23 mg/L. The Water Supply has not increased in Nitrate concentration and remains semi-constant at about 4 mg/L. The existing permit requires that nitrate concentrations in the WWTP downgradient monitoring well not exceed 5 mg/L.

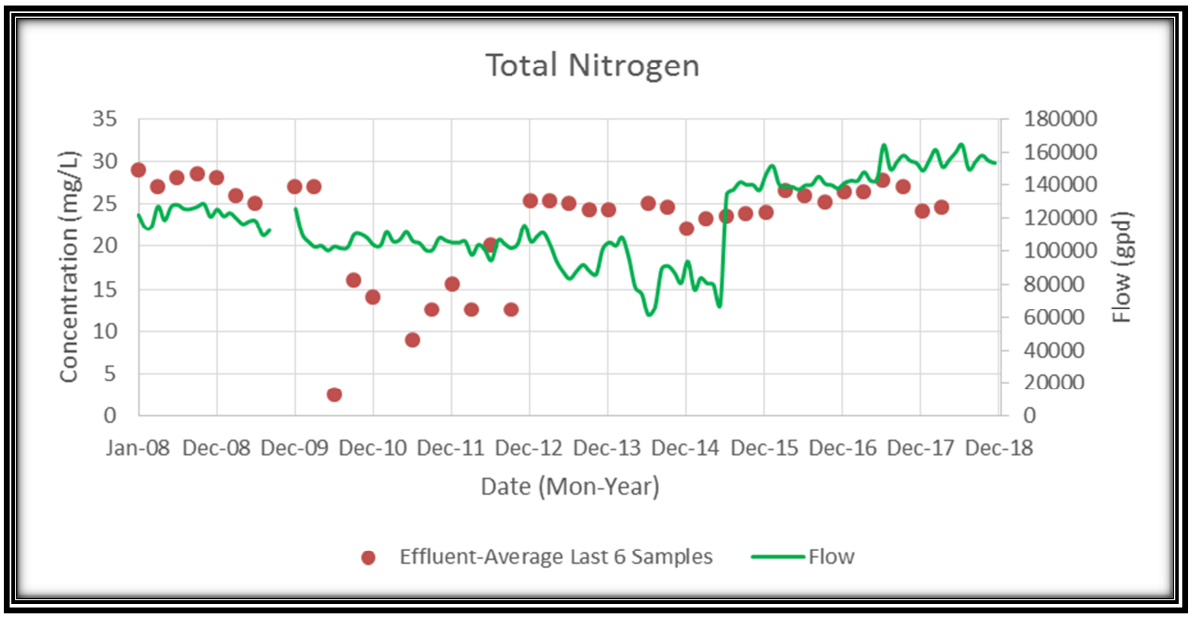


Figure 17. Total Nitrogen Effluent Levels for Past 10 Years

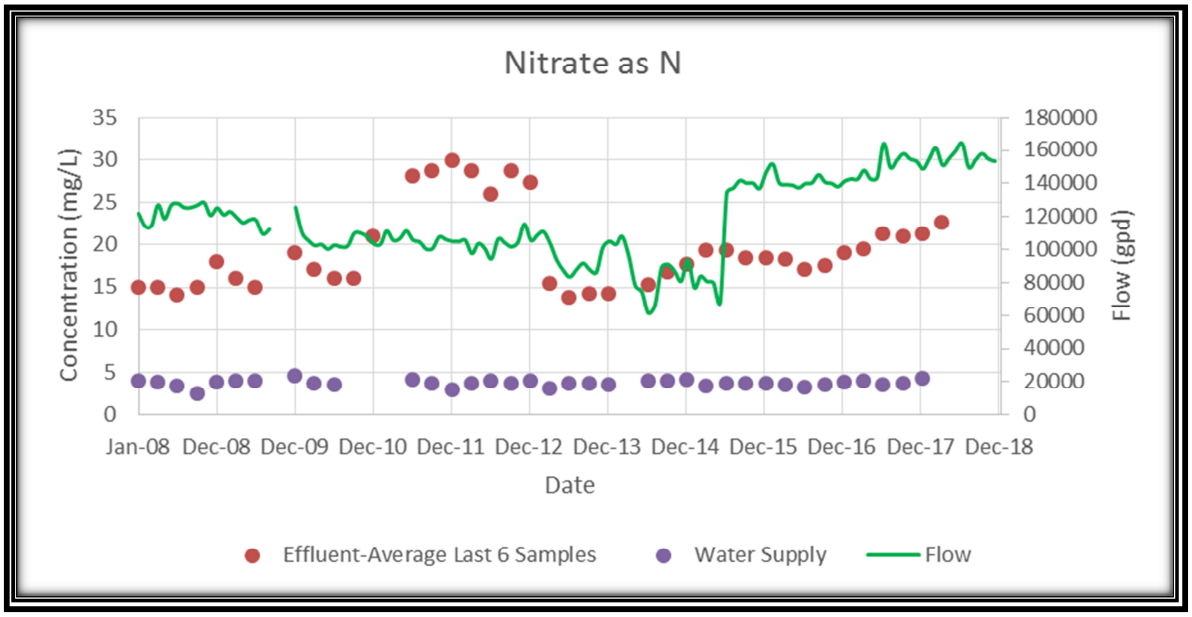


Figure 18. Nitrate as N Effluent Levels for Past 10 Years

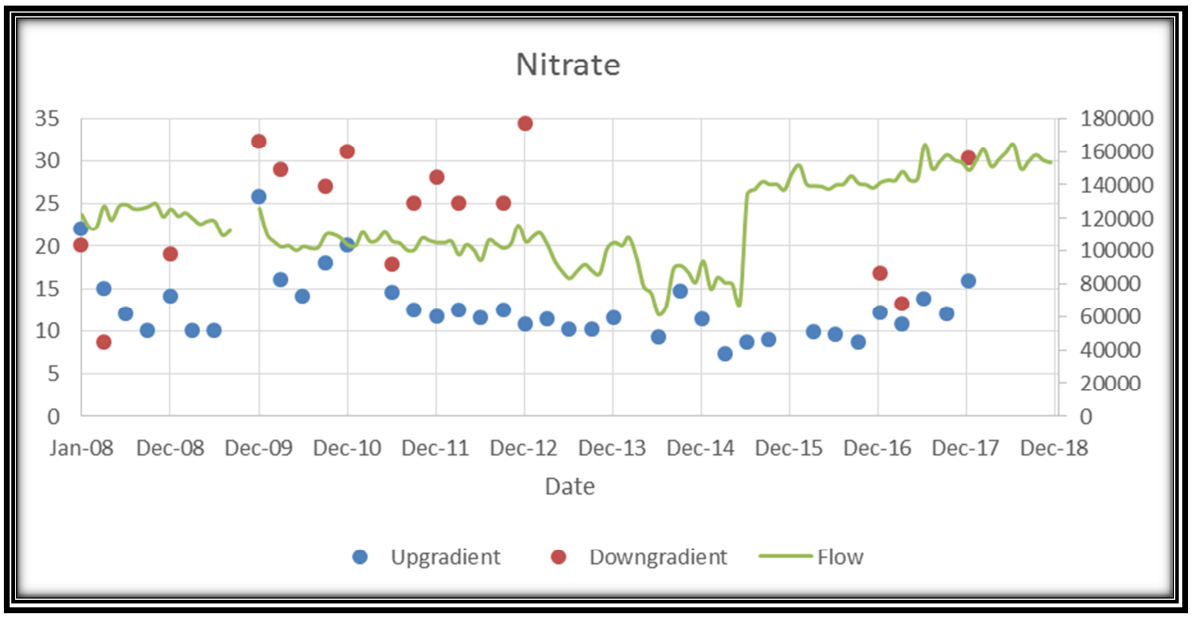


Figure 19. pH Effluent Levels for Past 10 Years

To develop a more comprehensive understanding of the WWTP effluent chemistry, SMCSD staff performed a 9-week sampling program between October and December 2017 to characterize the WWTP influent. The sampling plan included the collection of one 24-hour composite sample and multiple grab samples. The samples were tested for dissolved oxygen (DO), pH, temperature, BOD5,

carbonaceous biological oxygen demand (cBOD), TSS, and nitrogen constituents including ammonia nitrogen, nitrate nitrogen, and Total Kjeldahl Nitrogen (TKN). A summary of the WWTP influent quality is summarized in Table 11.

TABLE 11. SMCSD WWTP EFFLUENT QUALITY PARAMETERS

Constituent	Units	Influent 24-hr Composite	Influent Grab	Pond 1 Grab	Pond 2 Grab	Pond 3 Grab	Pond 4 Grab
DO @ 1'	mg/L	---	3.59	1.48	9.11	10.11	9.41
DO @ 3'	mg/L	---	3.55	1.3	8.38	9.01	9.15
PH	pH units	7.74	8.37	---	8.1	8.28	8.37
Temp	°C	---	22.37	15.81	12.64	11.28	10.83
Ammonia Nitrogen (as N)	mg/L	58	69.4	---	1.0	1.7	0.9
BOD_5	mg/L	320	334	---	170	46	38
Nitrate Nitrogen (as N)	mg/L	0.1	2.9	---	25.9	23.1	22.2
TKN (as N)	mg/L	54.8	77.8	---	17.7	6.6	5.1
TSS	mg/L	130	270	---	193	50	42
CBOD	mg/L	438	310	---	61	22	16

Based on a review of the effluent sampling results, the wastewater entering the San Miguel WWTP can be characterized as wastewater between medium and high strength, based on the typical concentrations of untreated domestic wastewater as described in Metcalf and Eddy. Wastewater strength typically increases with conservation efforts, which may indicate why the plant is receiving higher strength wastewater than in years past.

The BOD5, TSS, and ammonia removal rates through the WWTP were calculated from the sampling results and are shown in Table 12. Based on the sampling results, the WWTP cannot consistently meet a BOD5 and TSS limit of 30/30 mg/L, which is projected to be the minimum treatment limits under future permit requirements. Also, the sampling results show the plant has an average 89% BOD_5 removal rate and average BOD_5 effluent of 38 mg/L. The average effluent TSS concentration was 42 mg/L, which indicates a poor settling efficiency in the ponds. The sampling results also show that the Ponds are currently capable of complete nitrification and on average convert 99% of influent ammonia into nitrate or nitrite, under existing operating conditions.

TABLE 12. SMCSD WWTP REMOVAL RATES

Influent	Influent	Pond 2 Effluent	Pond 3 Effluent	Pond 4 Effluent (Discharge)
BOD, mg/L	334	170	46	38
BOD Removal (%)	---	49%	86%	89%
TSS, mg/L	270	193	50	42
TSS Removal (%)	---	29%	82%	85%
Ammonia (as N), mg/L	69	1	2	1
Ammonia Removal (%)	---	99%	98%	99%

4 EFFLUENT REUSE AND DISPOSAL

4.1 Overview

As part of the planning and engineering phase of the project, the SMCSD would like to incorporate effluent reuse and disposal using agricultural irrigation when recycled water demand exists and seasonal

land disposal (i.e. percolation ponds) when recycled water demand does not exist. The SMCSD is surrounded by agricultural land use, with the majority of this land being devoted to wine grape vineyards. The District has been in discussions with several of the larger vineyard owners which are in close proximity to the District WWTP that have expressed a strong interest in the possibility of utilizing recycled effluent to make up a portion of their annual crop irrigation demands.

It is understood that any effluent reuse and disposal alternatives considered will need to incorporate the current and future (anticipated) regulatory landscape, including recent State policies regarding the drought, the State Groundwater Management Act (SGMA), and salt and nutrient management planning. A summary of the existing regulatory requirements governing effluent reuse and disposal in California are summarized in the following sections of this document. In addition, a summary is provided regarding the conceptual level design criteria for effluent reuse and disposal alternatives.

4.2 Effluent Reuse Regulations

4.2.1 Recycled Water Regulations Overview

Wastewater discharges are governed by both federal and state requirements. In California, the State Water Resources Control Board (SWRCB) administers statewide water rights, water pollution control, and water quality functions, while the nine (9) Regional Water Quality Control Boards (RWQCBs) conduct planning, permitting, and enforcement activities. Both the SWRCB and RWQCB have regulatory authority over projects using recycled water.

The SWRCB establishes general policies governing the permitting of recycled water projects consistent with its role of protecting water quality and sustaining water supplies. The SWRCB also exercises general oversight over recycled water projects, including review of RWQCB permitting practices. The SWRCB's Division of Drinking Water (DDW) (formerly, California Department of Public Health) is charged with protection of public health and drinking water supplies and with the development of uniform water recycling criteria appropriate to particular uses of water. The RWQCB is charged with protection of surface water and groundwater resources and with the issuance of permits that implement DDW recommendations.

This project lies within the jurisdiction of the Central Coast Regional Water Quality Control Board (Central Coast Regional Board) (Region 3). The Central Coast Regional Board has authority to issue Waste Discharge Requirements (WDRs) and/or water reclamation requirements to the recycled water supplier, the recycled water user, or both. In lieu of the WDR and water reclamation requirements, the Central Coast Regional Board has authority to issue Master Reclamation Permits to a supplier and/or distributor of recycled water, and this option appears to be more common.

4.2.2 Title 22 of the California Code of Regulations

The primary regulation governing recycled water use is published in Title 22, Division 4, Chapter 3 of the California Administrative Code (Title 22). Title 22 regulations define four categories of recycled water

determined by the treatment level and effluent turbidity and disinfection levels, which are summarized in Appendix C. In order to be used for the irrigation or vineyards with no contact between the edible portion, the District's effluent would be required to meet the requirements for disinfected secondary (Title 22 Section 2.2) recycled water. If the District plans to use the recycled water for recharge of the groundwater aquifer, then the treated effluent would be required to meet the requirements for tertiary disinfected recycled water, which is the highest level of treatment defined by the State and allows for unrestricted reuse in virtually all recycled water applications. Domestic wastewater requires biological (secondary) treatment, filtration, and disinfection to Title 22 effluent limits before it can be considered tertiary recycled water. All of the treatment processes evaluated in this report have been accepted by the State as being capable of meeting the Title 22 regulatory requirements described hereafter.

In Title 22 disinfected secondary recycled water is allowed for use for irrigation of vineyards in situations where there is no contact between the edible portion of the vine and the recycled water. Under the regulations, "Disinfected secondary-2.2 recycled water" means recycled water that has been oxidized and disinfected so that the median concentration of total coliform bacteria in the disinfected effluent does not exceed a most probable number (MPN) of 2.2 per 100 milliliters utilizing the bacteriological results of the last seven days for which analyses have been completed, and the number of total coliform bacteria does not exceed an MPN of 23 per 100 milliliters in more than one sample in any 30 day period.

In Title 22, tertiary disinfected recycled water may be allowed for use for groundwater recharge under special "case-by-case filtration" permits to be issued by the RWQCB. Under the regulations, "Disinfected tertiary recycled water" means a filtered and subsequently disinfected wastewater which has been filtered through granular media must produce a daily average turbidity not exceeding 2 nephelometric turbidity units (NTU), a 95th percentile turbidity not exceeding 5 NTU, and a turbidity never exceeding 10 NTU. Colloidal and finely divided suspended matter must be "destabilized and agglomerated upstream from a filter by the addition of suitable floc forming chemical." The filtration rate cannot exceed 5 gallons per minute per square foot (gpm/sq ft). Floc-forming chemicals must be added continuously, or automatically when the influent turbidity is greater than 5 NTU. Membrane filtration facilities must produce a 95th percentile turbidity of 0.2 NTU and never exceed 0.5 NTU.

Chlorine disinfection facilities must provide a CT value (the product of chlorine residual and modal contact time) of 450 milligram-minutes per liter (mg-min/L) with a modal contact time of at least 90 minutes based on peak dry weather flow. Alternative disinfection systems such as ultraviolet (UV) disinfection must be approved by the State as providing a 5-log virus removal efficiency in combination with the filtration process. In addition, the median concentration of total coliform bacteria in the disinfected tertiary effluent cannot exceed 2.2 most probable number (MPN) per 100 milliliters, and no single sample can exceed 23 MPN per 100 milliliters.

Recycled water regulations require that recycled water shall not be allowed to escape from any use area as surface flow that would either pond and/or enter waters of the State. Use area requirements are detailed in Title 22, Division 4, Section 60310 and typically in the Master Reclamation Permit. In addition, Title 22 and typically the Master Reclamation Permit describe recycled water producer,

distributor, and user responsibilities including permitting, inspection, training, and reporting requirements.

4.2.3 Recycled Water Policy

The SWRCB recognizes that a burdensome and inconsistent permitting process can impede the implementation of recycled water projects. In 2009, the SWRCB adopted a new Recycled Water (RW) Policy, SWRCB Res No. 2009-0011. The stated purpose of the Policy is "to increase the use of recycled water from municipal wastewater sources […]" (SWRCB, 2012) to allow the state to become more independent from its existing water supply sources, which are subject to significant climatic disruptions. In addition, as a separate measure, the Policy helps to "preserve, enhance, and restore the quality of California's water resources" (SWRCB, 2009). The RW Policy establishes more uniform requirements for water recycling throughout the State and streamlines the permit application process in most instances.

The RW Policy includes a mandate that the State increase the use of recycled water over 2002 levels by at least 200,000 acre-feet per year (AFY) by 2020 and by at least 300,000 AFY by 2030. Also included are goals for storm water reuse, conservation, and potable water offsets by recycled water. The responsibility for achieving these mandates and goals is placed both on recycled water purveyors and potential users.

According to the RW Policy, most recycled water irrigation projects that meet DDW requirements and other State or Local regulations can be adopted by the RWQCBs within 120 days. These streamlined projects will not require a monitoring component.

4.2.4 Recycled Water General Order

The SWRCB adopted a General Order (WQO 2014-0090) on June 3, 2014 to streamline permitting for recycled water. Coverage under this General Order is limited to treated municipal wastewater for non-potable uses. It does not apply to the use of recycled water for groundwater recharge or the disposal of treated wastewater by means of percolation ponds. The General Order establishes standard conditions for the use of recycled water, relieving producers, distributors, and users of recycled water from the sometimes-lengthy permit approval process and providing them with certainty around the requirements that they will be expected to meet.

If the SMCSD were to develop the new wastewater treatment facility to include production of recycled water, a new recycled water permit would be required. Though a site-specific permit may ultimately be needed, it is advantageous for the District to pursue permitting under this WQO as a first step. To obtain coverage under the Order, the District will be required to submit a Notice of Intent and an application fee to the Central Coast Regional Board.

4.2.5 Salt and Nutrient Management Plan

The 2009 RW Policy requires that local stakeholders, such as local water and wastewater entities, develop salt and nutrient management plans (SNMP) for each groundwater basin using recycled water in California. The purpose of the plans is to protect groundwater from accumulating salts and nutrients that would otherwise degrade groundwater quality and limit its uses. The plans will be adopted by the RWQCBs as amendments to the regions' Basin Plan. The policy required completion of the plans by May 14, 2014, with the possibility for a two-year extension (until May 14, 2016) if substantial progress was demonstrated.

The SMCSD, in collaboration with the City of Paso Robles, City of Atascadero, Templeton CSD, Heritage Ranch CSD, San Luis Obispo County and Camp Roberts prepared a Salt and Nutrient Management Report which was completed in May 2015. As part of the SNMP, baseline groundwater quality conditions were established as a framework under which salt and nutrient issues can be managed. The SNMP also provides guidance for streamlining the permitting process of new recycled water projects while meeting water quality objectives and protecting beneficial uses. The SNMP will eventually be utilized by the RWQCB to aid in the management of basin groundwater quality.

5 TREATMENT ALTERNATIVES CONSIDERED

5.1 Overview

Based on the discussions presented in the previous chapters of this document, it is evident that there is a need to develop and evaluate wastewater treatment alternatives that meet current and future treatment objectives and permit compliance requirements. Drivers for these alternatives include the following:

- Increasing difficulty meeting existing treatment objectives and anticipated permit requirements with existing pond-based system.
- Additional plant capacity required to accommodate anticipated growth in the District.
- Potential for change in current permit requirements (i.e., updates to the District's Waste Discharge Requirements [WDR] by the Central Coast Regional Board).
- Need to repair/rehabilitate aging infrastructure.
- Ongoing maintenance needs of the existing pond system including removing accumulated biosolids and inert solids that could cause an internal load.
- Potential for reducing energy costs and increase WWTP energy efficiency.
- Desire to produce disinfected secondary-treated recycled water meeting Title 22(2.2) requirements for irrigation of vineyards.
- Desire to produce disinfected tertiary-treated effluent meeting Title 22 unrestricted reuse requirements for potential future groundwater recharge.
- Potential for future regulations on salts and nutrients, including ammonia and nitrate.

This chapter describes the WWTP expansion / upgrade options which were considered as part of this study and the methodology for selection of recommended alternatives to best meet the goals of the SMCSD.

5.2 Basis for Treatment Alternatives

The design flows were described in Chapter 3 and are summarized in Table 7. These flows were developed from a combination of historical data provided by the District, flow monitoring conducted as part of this study, data provided for the EJ Gallo Courtside Cellars wine processing facility, available information related to future land use and discussions with District staff. The design flows and related loads are projected for the 30-year planning horizon. Recommended process elements and facility size based on a 30-year planning horizon, with consideration given to intermediate growth milestones, allows for more confidence since the duration takes probable future permit requirements, wastewater treatment plant (WWTP) conditions, and financing cycles into consideration.

All of the identified alternatives should provide reliable treatment capacity for the design flows and loads, provide flexibility to meet future regulatory requirements (including total nitrogen removal), and must be able to be situated on land that is currently owned by the District. As previously discussed, the existing pond-based treatment system will be incapable maintaining a consistent secondary effluent quality required to meet future waste discharge requirements as mandated by the RWQCB or produce recycled water that meets the Title 22 requirements for vineyard irrigation or unrestricted reuse-quality effluent.

The alternatives that are presented in the following sections of this document are designed to meet the present and future needs of the SMCSD. Based on the results of the engineering analysis and discussions with District Utilities Department staff, it was determined that the existing pond system should be utilized to the extent feasible in any WWTP expansion / upgrade configuration. With this direction, it was established that a portion of the existing treatment ponds will be utilized for influent flow equalization and possible primary treatment under all scenarios considered. Additionally, if feasible, the remaining treatment ponds will be utilized for treated effluent polishing and storage of recycled water.

Based on the projected effluent standards and flow rates described previously in this document, a number of potential secondary and tertiary treatment processes were identified for evaluation. The following alternatives provide opportunity to include water re-use and recycling options as previously described. For the purposes of evaluating potentially feasible alternatives for the consideration by the District for the WWTP expansion and upgrade, a total of eight (8) secondary treatment process and three (3) tertiary treatment process configurations were identified. As part of the alternative's analysis, various combinations of secondary and tertiary processes were considered. In addition, a combined secondary – tertiary treatment process was also evaluated. The criteria used to evaluate each of the technology options are summarized below and include both cost criteria (i.e. comparative capital and operating costs) as well as environmental and operational criteria.

- Comparative Capital Costs
- Comparative Operational Costs
- Staff Requirements
- Scalability
- Odor Mitigation
- Effluent Water Quality
- Technical Complexity
- Capacity to Meet Title 22 Recycled Water Quality Standards
- Capacity to Meet Vineyard Irrigation Water Quality Standards
- Footprint / Land Requirements
- System Reliability and Durability

Each of the treatment process alternatives includes a package of improvements which are common to all alternatives and variations of the secondary, tertiary, and biosolids treatment processes. A brief summary of the common improvements and the alternative treatment process alternative configurations is presented in the following sections of this document.

5.3 Summary of Common Improvements

Although there are numerous secondary, tertiary and biosolids treatment process alternatives that could potentially meet the goals of the SMCSD to meet future growth and regulatory demands with regard to wastewater treatment, there are a number of processes and infrastructure improvements that should be implemented regardless of what treatment process configuration is ultimately selected. These common improvements will work with any of the secondary, tertiary, and biosolids treatment alternatives. These common elements include the following:

- Septage Receiving Station
- Headworks w/ Influent Screens & Grit Removal
- Influent Pumping Station
- Office and Laboratory Facilities
- Additional Maintenance & Equipment Storage / Shop Facilities
- Environmentally Controlled Electrical & Controls Facilities
- Upgrade & Modernization of the Electrical, Controls & SCADA Systems
- Treated / Recycled Effluent Pumping Station
- Back-up Power Generation Facilities

5.3.1 Septage Receiving Station

A new septage receiving station is desired by the SMCSD for receiving septage unloaded from hauling vehicles. The receiving station can be a source of revenue for the District and would provide a service to the surrounding sphere of influence. Wastes received could include residential, portable toilet, septage

tank, and/or pre-approved industrial wastes. Typically, liquid waste is pumped into a septage receiving station where rags and trash are removed and deposited into a dumpster. Following initial trash removal, grit is removed and deposited into a dumpster. The flow is then combined with the influent wastewater for treatment. Further investigation during future phases of the WWTP upgrade to determine market size (i.e., type, extent of service area, waste strength) as well as design criteria such as hours of operation and desired invoicing features would be used to determine facility size and design requirements.

5.3.2 Headworks w/ Influent Screens & Grit Removal

The existing WWTP is not equipped with a headworks and all solids and grit that is conveyed to the plant through the sanitary sewer collection system is passed onto the existing treatment ponds where it adversely impacts the treatment processes. Influent screens provide a physical barrier between the influent sewer and the wastewater treatment plant site piping and equipment. The function of influent screens is to remove large solids that potentially could damage downstream treatment equipment. For example, downstream pumps or mechanical mixing and aeration equipment are vulnerable to problems from rags and other large, stringy solids, which potentially could wrap around equipment motor shafts or impellers and cause failures. With equipment out of service, treatment ability is reduced, and it becomes a significant maintenance issue for the facility owners to access and repair the equipment.

The level of treatment is based primarily on the opening size, or space through which the wastewater flows, while retaining solids greater than the opening size. Screens associated with wastewater treatment plants using secondary treatment processes typically have 0.25-inch (6-millimeter) openings. This size provides sufficient screening to protect downstream equipment. The bar screens would operate automatically based on either time or differential water level across the screen. The screenings that are removed from the wastewater by the mechanical screens are deposited onto a conveyor, and the conveyor moves the screenings to a washer compactor where the wet screenings are sprayed with water as they are slowly compacted using a shafted screw. The screenings are dewatered as they are pushed by the screw into a discharge chute. The water removed from the screenings is directed back to the influent and the washed and compacted screenings are deposited into a dumpster for disposal at a landfill. There are several types of screens and many manufacturers offer more than one style.

Critical supporting equipment for screens includes washers, compactors, and dewatering equipment to return organics to the downstream processes, reduce odors, reduce screening volume and reduced corresponding disposal cost.

Grit in municipal wastewater consists of sand, gravel, coffee grounds, and other heavy, solid, inorganic materials which have specific gravities or settling velocities greater than organic materials in the wastewater. Grit removal is performed to protect downstream mechanical equipment from abrasion, reduce potential for deposits in pipelines and channels, and reduce frequency of sludge digester leaning caused by grit accumulation. Grit removal is most commonly placed after screening and prior to primary

sedimentation and secondary treatment. There are three basic designs for grit removal, which include the following:

- Horizontal flow
- Aerated
- Vortex.

Horizontal flow grit chambers use rectangular or square tanks with dimensions based on a straight-line velocity that is long enough to allow grit to settle as the wastewater flows through the tank. Grit is typically removed from horizontal-flow chambers by a conveyor with scrapers, buckets, or plows. With square chambers, grit can be directed to a sump at the side of the tank by a traveling rake or scraper, and then pumped or moved up an incline by a rake mechanism to a de-gritter or classifier to remove organics and dewater.

Aerated grit chambers utilize an aeration tank where spiral velocity is induced and controlled by tank dimensions and aeration supplied to the tank. The chamber is rectangular and designed so wastewater moves through the tank in a spiral pattern. The floor is sloped towards a large grit hopper along the length of the tank. Air diffusers are placed approximately 1 to 2 feet off the bottom of the tank along the steep side of the grit hopper. Heavier grit particles settle in the bottom of the tank, while the lighter, mostly organic materials, remain in suspension and flow through the tank. Grit can be removed with chain-and-bucket conveyors, screw conveyors, jet pumps, grit pumps, or air lift pumps and then sent to a de-gritter or classifier for washing and dewatering. One advantage of the aerated grit chamber is the ability to adjust the air flow to the tank, which allows control of the roll or agitation velocity. This directly influences the percentage of grit removal. The main disadvantage is the energy requirement for aeration.

Vortex grit chambers use cylindrical tanks where the flow is introduced tangentially, creating a vortex flow pattern. Grit separates from the liquid and settles into a hopper at the bottom of the tank due to centrifugal and gravitational forces. Solids are typically removed from the hopper with an airlift pump or a grit pump and sent to a de-gritter or classifier for washing and dewatering.

5.3.3 Influent Pumping Station

A new influent pump station is recommended for the WWTP due to the lack of capacity and age of the existing structural and mechanical components. The new influent pumping station will be constructed as a “wet well” type and equipped with multiple (minimum of two (2) pumps) submersible pumps. The station should be designed to achieve the following:

- Provide redundant pumping capacity to meet the Peak Hour Flows (PHF)
- Provide reliable and interruptible operation
- Allow for easy operation and maintenance of the installed equipment
- Accommodate future capacity expansion

- Avoid septic conditions and excessive release of odors in the collection system and at the pump station
- Avoid flooding of the pump station and the surrounding areas

The wet-well maximum detention time if constant speed pumps are installed should be no more than 20 to 30 minutes. Use of variable frequency drives for pump speed control allows wet-well detention time reduction to 5 to 15 minutes. The wet-well bottom slope should be designed to allow self-cleaning and minimum deposition of debris. The new influent pump station wet well should have a circular cross section and the floor of the station should be sloped toward the pump suction sump(s) to permit ease of washout and cleaning. The wet well should be equipped with a secured access hatch, lighting and ventilation. Ventilation is particularly important to prevent the collection of toxic and/or explosive gases in the pump station. According to the National Fire Protection Association (NFPA) 820, all continuous ventilation systems should be fitted with flow detection devices connected to alarm signaling systems to indication ventilation system failure.

Odor control should be considered during the pump station design phase. A relatively simple and widely used odor control alternative includes minimizing wet-well turbulence. More effective options include collection of odors generated at the pump station and their treatment in scrubbers or biofilters, or the addition of odor control chemicals to the sewer upstream of the pump station. Chemicals typically used for odor control include chlorine, hydrogen peroxide, metal salts (ferrous chloride and ferric sulfate), oxygen, air and potassium permanganate.

The reliability of power for the pumping station, in conjunction with the overall WWTP, should be addressed in the design phase of the project. Potential methods for mitigating a loss in the primary supply of electrical service may include the installation of an on-site standby generator, the availability of an adequate portable generator with quick connection and / or the availability of adequate holding capacity in the flow equalization ponds.

5.3.4 Office and Laboratory Facilities

The existing WWTP currently does not have any office or laboratory facilities. There are no full-time operators currently assigned to the plant and all administrative related duties and storage of records is accomplished at the District offices. Plant operations and maintenance duties are performed by a staff of three (3), which also have the responsibility to operate and maintain the Districts water system, sanitary sewer collection system and the street lighting system. The minimal routine laboratory testing is performed using test kits either in the field or on a work bench in the equipment storage shed on the WWTP property. The proposed expansion / upgrade of the plant will create a requirement for a significantly increased presence by trained and certified staff with expertise in mechanical plant operations and laboratory testing. This increased operator presence and laboratory testing requirements will require that permanent environmentally controlled facilities be constructed at the WWTP site to provide for these activities. The specific design, configuration, and specifications for the proposed office and laboratory facilities should be addressed in the design phase of the project.

5.3.5 Additional Maintenance & Equipment Storage / Shop Facilities

At present, there exists a small shop / equipment storage building at the WWTP site. The existing facility has approximately 1000 square feet of usable space and is currently utilized primarily for the storage of small equipment, materials and tools. The facility is plumbed and has electrical service. A single restroom is contained in the existing facility with a toilet, wash basin and shower. The existing building does not have sufficient space to accommodate several of the larger pieces of equipment that the District currently owns, so at present these are stored outside and exposed to the weather. The existing space is not adequately suited to allow for proper maintenance and repair of the District's existing vehicle and equipment fleet.

The proposed expansion / upgrade of the plant will require the acquisition of additional equipment that will require regular maintenance and repairs, which will be in addition to the existing equipment inventory. The expansion of the existing plant will result in the addition of new treatment processes which will require regular maintenance and repair, along with space for the storage of replacement parts, supplies, equipment, tools, etc. The specific design, configuration, and specifications for the proposed additional maintenance and equipment storage / shop facilities should be addressed in the design phase of the project.

5.3.6 Environmentally Controlled Electrical & Controls Facilities

With the expansion and upgrade of the existing WWTP, there will be a requirement to upgrade the existing electrical service and controls infrastructure. Currently, the electrical and controls equipment are located outside and exposed to the weather, with only a shade structure for protection from the elements. It is anticipated that as part of the WWTP expansion, there will be a significant increase in the number and sophistication of the electrical and controls devices and components that will be required for the operation, monitoring and control of the plant. To properly protect the required electrical and controls systems, and to provide an environment where they can be properly services and maintained, the proposed WWTP expansion / upgrade should provide for an environmentally controlled facility to house this equipment. The specific design, configuration, and specifications for the proposed environmentally controlled electrical and controls facility should be addressed in the design phase of the project.

5.3.7 Upgrade & Modernization of the Electrical, Controls & SCADA Systems

As described in the previous paragraphs, with the expansion and upgrade of the existing WWTP, there will be a requirement to upgrade the existing electrical service and controls infrastructure. The existing WWTP, comprised of four (4) surface aerated ponds, requires only basic electrical and controls infrastructure and essentially no automation. The existing SCADA system is utilized primarily for alarm notification to offsite operators and for basic acquisition of operational data. With the increase sophistication and complexity of operations that will occur as a result of the WWTP expansion and upgrade, it will be necessary to upgrade and modernize the electrical, controls, and SCADA systems. It is

imperative that the planning and design of these system upgrades be accomplished with comprehensive input from the Districts operations staff to insure that the electrical, controls, and SCADA systems that are ultimately installed are compatible with the capabilities and expertise of the plant operators. The specific design, configuration, and specifications for the proposed upgrade and modernization of the WWTP electrical, controls, and SCADA system should be addressed in the design phase of the project. Further, this work should be performed in collaboration and with the technical assistance of representatives from Pacific Gas & Electric (PG&E). Not only can PG&E provide significant technical expertise and assistance during the planning and design phases on the project, but there are financial assistance opportunities that may also be available which will benefit the SMCSD.

5.3.8 Treated / Recycled Effluent Pumping Station

The SMCSD would like to incorporate effluent reuse and disposal using agricultural irrigation when recycled water demand exists and seasonal land disposal (i.e. percolation ponds) when recycled water demand does not exist. The SMCSD is surrounded by agricultural land use, with the majority of this land being devoted to wine grape vineyards. The District has been in discussions with several of the larger vineyard owners which are in close proximity to the District WWTP that have expressed a strong interest in the possibility of utilizing recycled effluent to make up a portion of their annual crop irrigation demands.

Based on the discussions that the District has had to date with the larger vineyard owners in the area, it was determined that the most likely scenario for treated / recycled wastewater effluent reuse for vineyard irrigation would require that the District provide the pumping capacity and some transmission pipeline (“purple pipe”) infrastructure to allow for delivery of the recycled effluent to a series of turnouts that would be located in proximity to the vineyard properties to be irrigated. The new treated / recycled effluent pumping station will be constructed as a “wet well” type and equipped with multiple (minimum of two (2) pumps) submersible pumps. The station design and components to be incorporated will be similar to the influent pumping station described in a previous section of this document.

5.3.9 Back-up Power Generation Facilities

The WWTP is a critical component of the SMCSD infrastructure and provisions must be made to insure that the plant remains operational in the event of a power outage. To insure that treatment can continue to function properly, the proposed expansion / upgrade of the facility should incorporate an on-site, automatically starting generator, capable of ensuring continuous operation of all critical wastewater treatment system units for a duration equal to the longest power outage on record. There are many back-up power systems available and the ultimate selection of the most appropriate system for the District will be dependent on the final configuration of the renovated WWTP. The specific design, configuration, and specifications for the proposed WWTP back-up power generation system should be addressed in the design phase of the project. It is important to note the system ultimately selected, installed, and operated will be required to comply with applicable air quality regulations and be subject

to permitting by the California Air resources Board (CARB) and the San Luis Obispo County Air Pollution Control District (SLOCAPCD).

5.4 Summary of Primary Treatment Alternatives

The object of primary treatment is to remove settable solids from the wastewater influent stream, enabling the secondary and tertiary treatment processes to operate more efficiently. The process typically requires that the influent is conveyed into a basin or pond that has sufficient volume to allow for the flow velocity of the liquid to be reduced to a point where the larger solids in the flow stream settle to the floor of the basin or pond under the forces of gravity. The settled solids accumulate on the floor of the basin or pond and are subjected to either anaerobic or aerobic partial digestion, depending on the amount of oxygen that is available. The portion of the solids that are not digested will accumulate as a sludge blanket that requires periodic removal and cleaning of the basin or pond. Depending on the configuration, the primary treatment process can also reduce BOD by 20 to 30 percent and suspended solids up to 60 percent.

For the purposes of treatment alternatives analysis, and with input from the SMCSD operations staff, it was determined that the conversion of one or more of the existing partial mix surface aerated ponds to an aerated primary treatment basin should be incorporated into the design of the WWTP expansion / upgrade. The location and size of the existing ponds create an excellent opportunity to repurpose existing plant infrastructure and potentially provide a significant cost savings for the project. The type and configuration for the conversion of the existing pond(s) to aerated primary treatment basins should be addressed in the design phase of the project.

5.5 Summary of Secondary Treatment Alternatives

Secondary treatment processes are typically utilized in a WWTP to facilitate the treatment and removal of organics (BOD_5), ammonia, total nitrogen, and phosphorous. There are several treatment processes that can be used to provide secondary treatment capacity, either alone or in combination with other processes, in order to achieve desired effluent water quality. While there are variations of suspended growth, activated sludge processes such as oxidation ditches, conventional activated sludge basins, sequencing batch reactors, and membrane bioreactors, the biological treatment process is essentially the same. Similarly, there are variations of attached growth processes, such as trickling filters, that incorporate different types of media that biological growth attaches to, but the biological treatment process is essentially the same. A brief summary of the secondary treatment alternatives that were considered in conjunction with the SMCSD WWTP expansion / upgrade is presented in the following sections of this document.

5.5.1 Overview of Secondary Treatment Processes

The function of secondary (biological) treatment is to remove biodegradable organic material (BOD) and nutrients (nitrogen and/or phosphorus). BOD removal is achieved using an aerobic process where

microorganisms, primarily bacteria, oxidize the organic matter into simpler products (carbon dioxide and water).

Biological nitrogen removal is achieved through a multi-step process. In the first step, ammonia is oxidized to nitrate (via nitrite) by ammonia oxidizing bacteria (AOB). The nitrate is subsequently reduced to nitrogen gas by denitrifying bacteria (DNB). Air, which is required for AOB for nitrification, is provided to the biological process typically using fine bubble diffusers in the oxic zones.

The denitrification process requires organic carbon as the electron donor. The primary carbon source will be from the organic load in the influent to the biological process (i.e., where the BOD is low), exogenous (supplemental) carbon must be provided. This is often provided using methanol or glycerol. In recent years, however, fermentation of either primary sludge (where primary clarifiers are included in the process design) or mixed liquor have effectively been utilized to supply organic carbon for biological processes. Therefore, the inclusion of primary or advanced primary treatment should be carefully considered ensuring sufficient organic carbon is consistently available in the biological treatment process.

Enhanced biological phosphorus removal (EBPR) is accomplished by including anaerobic zones prior to the anoxic zones. Under anaerobic conditions, polyphosphate accumulating bacteria release phosphorus. Under subsequent oxic conditions, these bacteria take up more phosphorus than required for growth. This excess phosphorus is stored in the bacterial cells as polyphosphate storage polymers.

To achieve the effluent quality required based on the range of end-use options, it is recommended that the biological treatment process at the WWTP be designed to achieve both BOD and nutrient removal. Nutrient removal will likely only include nitrogen removal since phosphorus removal is typically required only for a few inland surface water (non-ocean) discharges to sensitive water bodies.

Biological treatment unit operations and technologies can be grouped into three categories: suspended growth systems (containing bacteria in floc), fixed film processes (consisting of only biofilms and no floc), and hybrid systems (containing both floc and a biofilm). Several options were considered under each of the three categories. An overview of these process/technology options used to achieve biological treatment at the WWTP is presented in the following sections.

5.5.2 Suspended Growth Biological Treatment Technologies

5.5.2.1 Activated Sludge

One of the most common suspended growth processes for municipal wastewater treatment is the activated sludge (AS) process. At the center of the AS process is a reactor tank where influent wastewater is mixed with the microbial suspension (mixed liquor). The mixed liquor from the reactor is directed to the sedimentation tanks (or clarifiers) where the biomass settles. The settled concentrated biomass is returned to the biological process as Return Activated Sludge (RAS). A portion of the concentrated biomass is wasted from the biological process as Waste Activated Sludge (WAS) to

maintain a target solids retention time (SRT). Activated sludge systems have multiple tanks which are sized to achieve BOD removal and/or biological nutrient removal (BNR). Biological nutrient removal (BNR) is accomplished by sizing and configuring a series of anaerobic cells (phosphorus removal), anoxic cells (nitrogen removal), and oxic cells sized for complete nitrification (ammonia removal). BNR can be designed for nitrogen removal only and nitrogen plus phosphorus removal. Typical BNR configurations include the Modified Lutzak-Ettinger (MLE) process, 4 or 5-stage Bardenpho process.

5.5.2.2 Sequencing Batch Reactor

SBR is a batch operation activated sludge technology that has been widely used since the late 1970s after development of simple programmable logic controllers (PLCs), level sensors, and automatic valves. This technology is particularly useful for smaller communities and industrial plants with intermittent flows. SBRs combine mixing, aeration, and clarification in a single tank utilizing fill, drain and aeration controls. Basic SBRs employ multiple steps: fill, react (aeration), settle and decant. An idle phase is sometimes included in the cycle following the settle step where concentrated mixed liquor can be wasted from the SBR. In the absence of an idle stage, mixed liquor wasting may be used to remove MLSS from the SBR. In the absence of an idle stage, mixed liquor wasting may be used to remove MLSS from the SBR. The complete range of biological processes (BOD removal, biological nitrogen removal, and enhanced biological phosphorus removal) are readily accomplished in an SBR by effective management of the react cycle to include the anaerobic and/or anoxic phases in addition to the aerobic phase, as required. Typical experience with SBRs indicates that a better effluent quality can be achieved compared activated sludge processes. The batch operation of SBRs is designed based on the projected maximum month and maximum day flows and loads. SBRs have the flexibility to accommodate large variations in flow by variation of the batch cycle periods, if necessary. Nonetheless, like all other biological processes considered herein, influent flow equalization will be required for the WWTP to treat flows higher than the maximum day condition.

5.5.2.3 Oxidation Ditch

Oxidation ditch systems consist of a ring or unidirectional channel containing mechanical and aeration equipment. The influent is introduced into the flowing mixed liquor. Oxidation ditches typically employ a longer SRT, and hydraulic retention time (HRT) than conventional activated sludge. The longer HRT (typically 24 hours) provides for a more stabilized sludge, an ability to handle a wider range of flows and loadings, and greater protection from shock loads.

BNR can be incorporated into oxidation ditches by providing separate anaerobic and anoxic zones. BNR can also be accomplished with two oxidation ditches alternating between anoxic and oxic conditions where the influent feed alternates between ditches.

5.5.2.4 Aerated Lagoons / Pond Systems

Wastewater treatment ponds are generally large earthen basins lined with plastic, concrete, or clay that utilize settling and aeration to treat municipal wastewater. Modern pond treatment systems generally use a facultative, partial-mix design or an advanced wastewater pond system design such as Advanced Integrated Pond System (AIPS) or Advanced Integrated Wastewater Pond System (AIWPS).

In the facultative, partial-mix pond system surface mechanical aerators are used to provide enough aeration to transfer the amount of oxygen required for biological treatment, but not maintain solids in suspension. Algal growth in the ponds assist in providing dissolved oxygen for the microbial community, but can also impede biological treatment and increase solids in the effluent if not controlled. Solids in the influent wastewater and a portion of the solids produced during biological treatment will settle in the bottom of the ponds. Due to the layering of available oxygen, anaerobic conditions at the bottom of the ponds will promote some anaerobic decomposition of the settled solids or "sludge". Eventually the ponds will need to be dewatered or dredged to remove the sludge in order to maintain effluent quality. Typically facultative, partial-mix ponds are 10 to 16 feet deep.

5.5.3 Fixed Film Biological Treatment Technologies

5.5.3.1 Trickling Filters (TF) and Rotating Biological Contactors (RBCs)

Trickling filters are a common, relatively simple, low-energy process that have been used for secondary treatment since the early 1900s. Trickling filters typically consist of concrete or masonry tanks filled with rock or plastic media over which wastewater is spread through low-speed distributor arms. Depth can vary from 12 to 40 feet, depending on the loading rate and space availability. Trickling filters have a long history of providing treatment to BOD and TSS limits, but are not generally able to meet low nitrogen limits without multiple stages and methanol addition. Because of uncontrollable sloughing events, where the microbial film detaches from the media increasing turbidity and solids concentrations in the effluent, trickling filters are typically combined with a small activated sludge basin for greater control of final effluent quality. This modification is called a trickling filter solids contact (TFSC) process and is the process currently used at the existing WWTP.

Rotation biological contactors (RBCs) are a variation of the trickling filter wherein the media is rotated through the wastewater, instead of pumping the wastewater and spreading it over the media. RBCs consist of tanks with closely spaced plastic discs attached to a horizontal shaft, which rotates the discs slowly through the wastewater. Typically about 40 percent of the disc is submerged in the tank at any time. The biofilm grows on the discs and benefits from the alternating exposure to wastewater and air.

When compared the suspended growth activated sludge systems, trickling filters and RBCs have the advantages of lower energy requirements, simpler operation, better sludge thickening properties, and better recovery from shock loads. Disadvantages include higher effluent BOD and TSS concentrations and turbidity, uncontrolled solids sloughing requiring the combination with a small activated sludge

basin, and difficulty in accomplishing nitrogen or phosphorus removal. Because of these disadvantages, TFs and RBCs were not carried forward for further evaluation.

5.5.3.2 Moving Bed Biofilm Reactors (MBBR)

MBBR is an attached growth process where a biofilm is attached to floating synthetic media. Excess bacteria slough off from the media and are separated downstream using sedimentation tanks or dissolved air flotation tanks. The floating media basin is aerated similar to an activated sludge basin. Mechanically-mixed anoxic zones can be included for biological nitrogen removal.

The primary advantage of MBBR is a large biomass, which can treat high organic load and maintain stable performance over widely varying influent load and temperature conditions. However, the media are relatively expensive and the appurtenances required as part of the MBBR process (e.g., media retention screens) are not only expensive, but increase the maintenance requirements of a treatment facility.

Furthermore, purchasing the synthetic media increases the capital cost of this technology compared to others. Complications with simultaneously retaining the media within the basin and allowing for surface foam removal increase operational complexity. For these reasons, MBBR technology was not carried forward for further evaluation.

5.5.4 Combined Secondary / Tertiary Treatment Alternative

5.5.4.1 Membrane Bioreactor (MBR)

MBR is a technology that has become popular within the last 10-15 years. MBR includes biological treatment with activated sludge. Solids separation is accomplished with membranes integral to the biological system rather than conventional secondary clarifiers. The submerged membranes are operated under vacuum with product water drawn through the membranes with permeate pumps or using a gravity-assist siphon system. The solids remaining on the surface of the membranes are returned to the head of the aeration basins. A portion of the solids are wasted just as with conventional activated sludge. MBRs require finer screening (2mm screens) than conventional activated sludge to remove hair and other fine materials that can wrap around and clog the membranes.

MBR membranes provide a barrier to solids; therefore, an MBR produces higher quality product water (better than conventional tertiary filtration) and does so more consistently than conventional activated sludge clarifiers, which are subject to upsets. The positive solids barrier also allows operation at high solids loading rates, which results in a smaller treatment footprint.

A summary of MBR advantages compared to convention treatment with SBR are summarized below:

- Provides simultaneous secondary and tertiary treatment
- Provides superior and consistent product water quality that is equivalent to membrane filtration
- Produces water quality sufficient for RO feed

- Smaller footprint than conventional treatment
- Positive solids barrier results in greater process stability than conventional treatment
- Smaller volume of air scrubbed for odor control than conventional treatment

MBR technology provides a number of significant advantages and the capital cost is competitive with conventional treatment and is less costly when compared to conventional secondary treatment followed by membrane filtration to provide the same product water quality. One disadvantage of the MBR option is that operating costs are higher than conventional treatment.

5.5.5 Comparison of Secondary (Including MBR) Treatment Technologies

For the purposes of determining which secondary treatment process will best meet the requirements of the SMCSD in both the near term and in the future, a comparative analysis was performed on the seven (7) processes described in the previous sections of this report. Ten (10) distinct evaluation criteria were evaluated for each of the secondary processes with consideration given based on the needs and requirements of the WWTP infrastructure and operations / maintenance requirements. A weighted score, based on a maximum of 100, was assigned to each criterion. Criteria deemed to have greater importance were weighted higher. The criteria were based on treatment compatibility with the District's goals to capture the critical elements of each unit process. In the Evaluation Matrix, each alternative was assigned scores for each criterion using a 1-5 scale, in accordance with the following:

Score	Definition
5	Satisfies Projects needs with multiple advantages
4	Satisfies Projects needs with few advantages
3	Satisfies Projects needs
2	Satisfies Projects needs with few disadvantages
1	Satisfies Projects needs with multiple Disadvantages

The results of the comparative analysis are summarized in the following Table No 13 and 14. Based on the results of the analysis, a "Short List" of the highest-ranking secondary treatment processes were identified for additional consideration. The "Short Listed" secondary treatment alternatives are discussed in more detail in a subsequent section of this report.

TABLE 13. SECONDARY TREATMENT – SUSPENDED GROWTH MATRIX

Secondary Treatment - Suspended Growth Biological Treatment Systems											
Criteria	Weight(%)	Activated Sludge (AS)		Sequencing Batch Reactor (SBR)		Oxidation Ditch		Retro-Fitted Aerated Ponds		Membrane BioReactor (MBR)	
		Raw	Weighted	Raw	Weighted	Raw	Weighted	Raw	Weighted	Raw	Weighted
Capital Cost	20	2.5	0.5	4	0.8	3	0.6	4	0.8	3.5	0.7
Operating Cost	20	4	0.8	4	0.8	3	0.6	3	0.6	3	0.6
Odor Mitigation	5	4	0.2	5	0.25	4	0.2	3	0.15	5	0.25
Staff Requirement	5	3	0.15	3	0.15	4	0.2	4	0.2	4	0.2
Reliability	10	4	0.4	4	0.4	4	0.4	3.5	0.35	5	0.5
Construction Feasibility	10	3	0.3	4	0.4	4	0.4	5	0.5	4	0.4
Ease of O&M	5	3	0.15	3	0.15	4	0.2	3	0.15	4	0.2
Adaptability/ Scalability	5	2	0.1	4	0.2	2	0.1	3	0.15	4.5	0.225
Effluent Quality	10	4	0.4	4	0.4	4	0.4	3.5	0.35	5	0.5
Footprint	10	3	0.3	4	0.4	2	0.2	5	0.5	4	0.4
Total	**100**		**3.3**		**3.95**		**3.3**		**3.75**		**3.975**
***Membrane BioReactor is a combined secondary/tertiary treatment system**											

TABLE 14. SECONDARY TREATMENT – FIXED FILM GROWTH MATRIX

Secondary Treatment - Fixed Film Biological Treatment System							
Criteria	Weighted(%)	Trickling Filters (TF)		Rotating Biological Contactors (RBC)		Moving Bed Biofilm Reactors (MBBR)	
		Raw	Weighted	Raw	Weighted	Raw	Weighted
Capital Cost	20	2.5	0.5	2.5	0.5	2	0.4
Operating Cost	20	3	0.6	3	0.6	2	0.4
Odor Mitigation	5	2.5	0.125	4	0.2	4	0.2
Staff Requirement	5	4	0.2	3	0.15	2.5	0.125
Reliability	10	3	0.3	3	0.3	4	0.4
Construction Feasibility	10	4	0.4	3	0.3	4	0.4
Ease of O&M	5	2.5	0.125	3	0.15	3	0.15
Adaptability/ Scalability	5	3	0.15	2	0.1	4	0.2
Effluent Quality	10	3	0.3	3	0.3	4.5	0.45
Footprint	10	4	0.4	3	0.3	4	0.4
Total	**100**		**3.1**		**2.9**		**3.125**

5.6 Summary of Tertiary Treatment Alternatives

Tertiary treatment processes are typically used after biological treatment to produce higher quality effluent, which is typically driven by more stringent discharge or reuse requirements to achieve regulatory compliance. Depending on the ultimate use for the treated water, filtration is often required after secondary treatment processes to reduce suspended solids (including particulate biochemical oxygen demand concentrations. Other tertiary treatment processes (activated carbon, adsorption, ion exchange, gas stripping, etc.) include techniques for reduction of specific inorganic (e.g., heavy metals) or organic constituents required for specific industrial reuses (e.g., cooling towers, process water). These tertiary treatment options ae less common and not typically utilized for municipal wastewater treatment. The following sections describe the tertiary treatment processes that were considered for the proposed WWTP expansion / upgrade including the following processes:

- Disc Filters
- Media Filters
- Membrane Filters

5.6.1 Disc Filters

Depending on the manufacturer, disc filters use woven cloth, stainless steel mesh, or plastic film to remove suspended particulate materials from wastewater by mechanical sieving, or physically passing the liquid through the filter material while retaining the particles. A series of parallel disc are arranged in a tank. Depending on the manufacturer, wastewater is filtered by either flowing outward through the filters or inward through the filters. All or a portion of the discs are submerged. As solids accumulate on the media, headloss through the filter increases. The filters are cleaned with spraybars or a vacuum system when the headloss reaches limits set by the operators.

5.6.2 Media Filters

Media filters have various designs, including upflow or downflow operation, continuous or intermittent backwash, and various bed depths, flow controls, and configurations. Media filtration involves the removal of suspended particulates from the wastewater by passing them through a filter bed made up of different types of depths of granular material (e.g., sand, anthracite, synthetic).

5.6.3 Membrane Filters

Where disc and media filters remove suspended and colloidal particulates, typically achieving effluent turbidity of approximately 1.0 NTU, membrane filters provide a higher level of removal with effluent turbidity of 0.1 NTU. Membrane processes (in order of increasing removal) include microfiltration and ultrafiltration.

The major components of the Membrane Filtration System (MFS) include membranes trains, clean-in-place (CIP) / maintenance wash (MW) systems, CIP neutralization systems, and backwash systems. The actual membranes consist of a thin skin with a porous structure, which is formed into flat sheets, tubes, or hollow fibers.

There are two membrane filtration configurations. The first consists of cassettes of exposed hollow fibers or flat sheets submerged in the wastewater. A pump produces a vacuum to draw filtered effluent through the membrane. The second configuration consist of hollow fibers contained in pressure vessels arranged on racks. Pumps are used to force filtered effluent through the membranes under pressure.

As the constituents from the wastewater build on the membrane surface, performance is reduced, and the membranes must be backwashed and/or chemically cleaned.

Membrane filtration is the only tertiary filtration technology that provides adequate pretreatment prior to reverse osmosis when advanced treatment is required.

5.6.4 Comparison of Tertiary Treatment Technologies

For the purposes of determining which tertiary treatment process will best meet the requirements of the SMCSD in both the near term and in the future, a comparative analysis was performed on the three (3) processes described in the previous sections of this report. Ten (10) distinct evaluation criteria were evaluated for each of the tertiary processes with consideration given based on the needs and requirements of the WWTP infrastructure and operations / maintenance requirements. A weighted score, based on a maximum of 100, was assigned to each criterion. Criteria deemed to have greater importance were weighted higher. The criteria were based on treatment compatibility with the District's goals to capture the critical elements of each unit process. In the Evaluation Matrix, each alternative was assigned scores for each criterion using a 1-5 scale, in accordance with the following:

Score	Definition
5	Satisfies Projects needs with multiple advantages
4	Satisfies Projects needs with few advantages
3	Satisfies Projects needs
2	Satisfies Projects needs with few disadvantages
1	Satisfies Projects needs with multiple Disadvantages

The results of the comparative analysis are summarized in the following Table No 15. Based on the results of the analysis, the Disc Filter was determined to be the highest ranking tertiary treatment process and is recommended for incorporation into the SNCSD WWTP expansion & upgrade project.

TABLE 15. TERTIARY TREATMENT – FILTRATION MATRIX

Tertiary Treatment - Filtration Treatment Systems							
Criteria	Weighted(%)	Disc Filters		Media Filters		Membrane Filters	
		Raw	Weighted	Raw	Weighted	Raw	Weighted
Capital Cost	20	4	0.8	3	0.6	2	0.4
Operating Cost	20	3	0.6	3	0.6	2	0.4
Odor Mitigation	5	5	0.25	5	0.25	5	0.25
Staff Requirement	5	4	0.2	4	0.2	3	0.15
Reliability	10	3	0.3	3	0.3	4	0.4
Construction Feasibility	10	4	0.4	3	0.3	4	0.4
Ease of O&M	5	4	0.2	4	0.2	3	0.15
Adaptability/ Scalability	5	4	0.2	3	0.15	3	0.15
Effluent Quality	10	4	0.4	4	0.4	5	0.5
Footprint	10	4	0.4	3	0.3	2.5	0.25
Total	**100**		**3.75**		**3.3**		**3.05**

5.7 Summary of Disinfection Alternatives

The disinfection technologies available for recycled wastewater systems typically consist of ozone, ultraviolet (UV) light, pasteurization, and chlorination / dechlorination. Of the disinfection options considered for the SMCSD WWTP expansion / upgrade, the UV and chlorination / dechlorination systems were identified for consideration since both are proven, reliable disinfection processes that can be operated in a relatively safe manner and, if followed by appropriate tertiary treatment processes, can meet Title 22 unrestricted reuse-quality effluent. Ozone is not recommended for further evaluation because while it is commonplace for potable water disinfection, the use of ozone for wastewater

disinfection is scarce. Ozone also typically has the highest life cycle cost of the commonly utilized technologies. Pasteurization is also not recommended for further evaluation because it is uncommon for use in wastewater disinfection (other than biosolids generation) and requires significant power consumption and heat generation equipment. A brief summary of the disinfection alternatives that were considered in conjunction with the SMCSD WWTP expansion / upgrade is presented in the following sections of this document.

5.7.1 UV Disinfection

Ultraviolet (UV) disinfection uses UV radiation (light) to destroy or inactivate disease-causing organisms. Typically, UV disinfection systems for wastewater are designed in open channels with banks of lamps mounted in modules or support racks. The wastewater is treated by UV radiation as it flows by gravity through the channel. UV disinfection can also be used in pressurized systems, where the UV lamps are contained in vessels and water is pumped through the system of vessels at a specified flow rate.

UV systems evolved from low pressure systems, which require more lamps, to medium pressure systems, which require fewer lamps but use more energy. The latest generation of UV utilized low pressure systems and high intensity lamps, which provides a good compromise of fewer lamps than the previous low-pressure systems and less energy than medium-pressure systems. UV systems include in-situ lamp chemical wiping mechanism to minimize the need to remove lamps for manual cleaning.

While several configurations of UV disinfection exist for recycled water (open channel, in-vessel, and microwave), in-vessel UV was evaluated as the UV option for this facility based on the applicability for this size of facility. In-vessel UV has been approved by the State Department of Public Health for recycled water disinfection. It also has a small footprint requirement, requires minimal operator attention and reduced maintenance compared with chlorination, and is not known to form disinfection byproducts (DBP).

UV design criteria is based primarily on 1) UVT, which is a measure of the quantity of UV light transmittable through the wastewater, which could be reduced by color, turbidity, certain metals, TDS, TSS, and other factors, and 2) UV dose, which is determined for each target organism (bacteria and/or virus in this case) according to Title 22 regulations. Since UVT data for future filtered secondary effluent is not available, an assumption of 55 percent UVT for post-media filtration was made according to National Water Research Institute (NWRI) 2012 guidelines. If membrane filtration is used, a design UVT of 65 percent could be used (per NWRI 2012 guidelines), which could reduce the sizing of the units by as much as 40 percent and reduce the O&M requirements.

The minimum required UV dose for Title 22 tertiary recycled water applications is significantly lower for effluent that has received membrane filtration compared to media filtration (80 versus 100 millijoules per square centimeter [mJ/cm2]). For this evaluation, media filtration was assumed for a more conservative analysis.

Equipment reliability must be considered when designing a UV system. For open channel systems, the NWRI guidelines recommend a standby bank per channel or a standby channel be installed to ensure that the specified UV dose is provided under worst-case conditions with one bank of lamps out of service. For in-vessel systems, Carollo recommends a standby reactor be provided.

Because UV system sizing is very manufacturer-specific, during preliminary design a refinement of the UV disinfection design criteria would be made based on the selected filtration alternative, and up to three manufacturers would be considered. At that time, an open channel installation could also be considered to determine the most cost-effective alternative for the City.

An advantage of UV disinfection is that it is a physical process rather than a chemical process, therefore, no chemicals are used to disinfect the water and no disinfection residual is created that could negatively impact the receiving water. UV disinfection also typically requires a smaller footprint than sodium hypochlorite disinfection. Disadvantages include higher power usage than sodium hypochlorite disinfection and increased O&M related with bulb replacement and cleaning. Safety considerations associated with UV disinfection include operator exposure to UV light and the potential for mercury release from lamp bulbs if damaged.

5.7.2 Chlorination / Dechlorination

Disinfection with chlorine or its compounds is performed in a plug flow chlorine contact basin. The disinfectant is mixed with treated effluent at one end of the basin. Chlorine contact basins include baffling to lengthen the flow path of the effluent traveling through the basin and to minimize short circuiting. Chlorine disinfection design is based on a formula: CT = (Residual Chlorine Concentration “C”) X (Detention Time “T”). The CT required for disinfection per Title 22 requirement is 450 mg-min/L with a modal contact time greater to or equal to 90 minutes.

Chlorine gas is seeing reduced applications due to the safety requirements for storage and feed rooms that house the chlorine gas and the chlorine gas scrubbing equipment; therefore, chlorine disinfection is commonly performed using liquid sodium hypochlorite.

Disinfection of effluent with organic precursors can lead to formation of trihalomethane (THM) carcinogens over prolonged contact time. De-chlorination is used to prevent prolonged contact time and limit THM formation and is required or any discharge reuse options and ocean discharge. Introducing total dissolved solids (TDS) to the product water by way of disinfection with sodium hypochlorite and dichlorination with sodium bisulfite is a disadvantage of chlorine disinfection.

While wastewater chlorination can be achieved through different systems and configurations (open concrete basin or in-pipe configurations using chlorine gas, delivered sodium hypochlorite, onsite-generated sodium hypochlorite), for the size of this facility, an open concrete basin using delivered sodium hypochlorite is recommended. Chlorine gas has additional O&M and safety considerations, and onsite-generated sodium hypochlorite requires additional equipment and increased power consumption. Dechlorination may be required prior percolation pond disposal and to maintain chlorine

residual control for the recycled water distribution system. For dechlorination (when required), delivered sodium bisulfite is recommended.

The major components of a sodium hypochlorite/sodium bisulfite disinfection system are a chlorine contact basin, sodium hypochlorite and sodium bisulfite storage tanks for bulk deliveries, chemical metering pumps, chemical piping, chemical mixing and/or injector units, and a chemical feed control system. It is assumed that the new metering pumps and controls would be located in a Chemical Feed Building located adjacent to the chlorine contact basin.

5.7.3 Comparison of Disinfection Technologies

For the purposes of determining which disinfection treatment process will best meet the requirements of the SMCSD in both the near term and in the future, a comparative analysis was performed on the two (2) processes described in the previous sections of this report. Ten (10) distinct evaluation criteria were evaluated for each of the disinfection processes with consideration given based on the needs and requirements of the WWTP infrastructure and operations / maintenance requirements. A weighted score, based on a maximum of 100, was assigned to each criterion. Criteria deemed to have greater importance were weighted higher. The criteria were based on treatment compatibility with the District's goals to capture the critical elements of each unit process. In the Evaluation Matrix, each alternative was assigned scores for each criterion using a 1-5 scale, in accordance with the following:

Score	Definition
5	Satisfies Projects needs with multiple advantages
4	Satisfies Projects needs with few advantages
3	Satisfies Projects needs
2	Satisfies Projects needs with few disadvantages
1	Satisfies Projects needs with multiple Disadvantages

The results of the comparative analysis are summarized in the following Table No 16. Based on the results of the analysis, the UV disinfection process was determined to be the highest ranking disinfection treatment process and is recommended for incorporation into the SNCSD WWTP expansion & upgrade project.

TABLE 16. DISINFECTION TREATMENT MATRIX

Disinfection Treatment Systems					
Criteria	Weighted(%)	UV Disinfection		Chlorine Disinfection	
		Raw	Weighted	Raw	Weighted
Capital Cost	20	3	0.6	3	0.6
Operating Cost	20	2	0.4	3	0.6
Odor Mitigation	5	5	0.25	4	0.2
Staff Requirement	5	3	0.15	3	0.15
Reliability	10	3	0.3	4	0.4
Construction Feasibility	10	4	0.4	3	0.3
Ease of O&M	5	4	0.2	3	0.15
Adaptability/ Scalability	5	4	0.2	3	0.15
Effluent Quality	10	4	0.4	3	0.3
Footprint	10	4	0.4	3	0.3
Total	**100**		**3.3**		**3.15**

5.8 Summary of Biosolids Treatment Alternatives

Biosolids which are generated at the existing SMCSD WWTP currently accumulate in the pond system and are periodically dredged and removed. With the proposed expansion / upgrade, the majority of the solids generated will be generated from the secondary treatment process. An additional but smaller source of solids will be generated by the tertiary processes. Several solids treatment and handling processes can be used to thicken, stabilize, and dewater wastewater sludge. The type of solids treatment recommended is based on the type of secondary sludge produced and, as discussed in a previous section of this document, the intended disposal method (on-site or off-site) and the level of treatment achieved, whether Class A EQ, Class A, Class B, or less than Class B (unclassified). Currently, the biosolids that are generated at the SMCSD WWTP are transported to a local landfill and disposed of as either waste or a soil amendment and composted with other organic materials. Under the current regulations, there are no requirements for stabilization of the biosolids prior transport to an approved landfill. If, in the future, the regulations change and stabilization of the biosolids is required, than one possible for biosolids disposal may be land application. In San Luis Obispo County, land application of Class B biosolids is allowed on a case-by-case basis as approved by the San Luis Obispo County Environmental Health Services. For the purposes of the analyses summarized herein, it is assumed that all biosolids that are produced by the upgraded SMCSD WWTP will be transported to an approved landfill without meeting the Class B stabilization requirements. Although no biosolids stabilization is anticipated in the proposed WWTP expansion / upgrade, there will still be a requirement for dewatering and thickening of the biosolids, prior to transport to an approved landfill.

The proposed additional biological activity associated with any of the secondary treatment processes discussed in previous sections of this document will result in a higher level of treatment and the production of a greater volume of sludge than the existing aerated pond system. With limited area for biosolids storage and increasingly stringent regulatory climate for biosolids, sludge dewatering is typically an economically viable process to reduce the moisture content of the biosolids prior to truck hauling and disposal (e.g., landfill disposal). The two most common dewatering options are solar drying through sludge drying beds and mechanical dewatering. Mechanical dewatering options include screw presses, belt filter presses, dewatering container filters (sludge boxes) and centrifuges. For this size facility and because of land availability (from conversion of existing ponds), the three (3) recommended options to consider are sludge drying beds, dewatering container filters (sludge boxes), and screw presses. Belt filter presses and centrifuges are not recommended for this size facility due to the additional operator attention and odors associated with the belt filter press and the additional power consumption associated with the centrifuge. A brief summary of the biosolids treatment alternatives that were considered in conjunction with the SMCSD WWTP expansion / upgrade is presented in the following sections of this document.

5.8.1 Sludge Drying Beds

Sludge drying beds are a simple and effective method of sludge dewatering. This method relies on solar energy for evaporation of moisture from the sludge. There are several ways to determine the area of sludge beds needed. Three common methods are: mass loading represented as pounds of solids applied per day per unit area, unit area of sludge drying beds per unit of influent flow, and liquid depth of sludge applied per unit area. For the purpose of this analysis, the first method, mass loading represented as pounds of solids applied per day per unit area, is used.

When the WWTP expansion / upgrade is completed, sludge from the secondary and tertiary treatment processes would be pumped to the new sludge drying beds, where sludge is typically maintained at a shallow depth (e.g., 18 inches). While the biosolids are drying, the liquid is decanted and typically collected and conveyed back to the headworks. After solar drying for between 30 to 90 days (achieving approximately 60 to 80 percent solids), the biosolids are then removed from the sludge drying beds with a front-end loader and stockpiled. The biosolids are then hauled offsite for reuse or disposal.

All sludge transfer and drying operations would be conducted by SMCSD staff. The District currently contracts with a private contractor who has a RWQCB permit to haul the biosolids to an approved landfill. Dewatered biosolids could be stockpiled in a lined stockpile area, which will reduce hauling costs, protect the groundwater underlying the facility site, and give the District flexibility when dealing with biosolids disposal. There currently exists an unlined earthen basin that is utilized for sludge drying and storage. This existing basin could be retrofitted with a new liner to provide protection of the groundwater supplies. Paved access to the floor of the basin and a concrete area for processing, handling and loading of the dried biosolids should be provided.

5.8.2 Dewatering Container Filters (Sludge Box)

Dewatering container filters, commonly referred to as “sludge boxes” can be a an excellent sludge dewatering option for smaller utilities who need to dewater sludge in batches, dewatering containers are an alternative that can be relatively inexpensive and simple when compared to other technologies on the market. The most common type of dewatering container is based on a roll-off box design, although any type of container that is water tight can be made into a “container filter”. This includes containers that are commonly referred to as self-dumping hoppers, front, side and rear loaders, and lugger boxes. There are basically two varieties of these dewatering containers: those that have permanent filters and those that use disposable filters.

Within the permanent filter category there are multiple configurations of filter orientation, materials of construction, and filter porosity. The most common type of disposable filter is a needle punched polypropylene geotextile. This material is typically folded in half lengthwise and the ends sewn together creating an “envelope”. It is then inserted into a container with the top edges folded over the top sides of the container. Regarding the permanent filter type dewatering box, there is usually a bottom filter and filter support as well as side wall filters. To gain more filter area per unit volume, filters and filter supports are often added to the front wall and back wall, and in some cases a center panel is added with filter media on both sides.

The addition of polymer to liquid waste streams is typically required which significantly improves the ability of dewatering containers to perform efficiently. The process of flocculation causes the fine solids in the sludge to clump together forming large masses that are caught by the filter media in the dewatering container. This process also increases the porosity of the cake that forms in the container.

Dewatering containers are batch type devices and therefore are not designed to keep up with a continuous liquid flow. The main reason to choose a dewatering container is their simple operation. The dewatering container itself has no moving parts. The waste is processed in the same unit in which it is hauled away and dumped, thus limiting the handling of the sludge. The dewatering box will give volume reductions in the 80% to 95% range depending on the percent solids in the sludge. The cake produced by the dewatering box will pass the “paint filter” test and can go to the local landfill. The effluent water from the dewatering box can go back to the headworks of the plant virtually devoid of solids.

5.8.3 Screw Press

On sites that are restricted in size and / or have concerns over groundwater protection from biosolids decant liquid or runoff, a new mechanical dewatering process consisting of a screw press could be installed rather than building sludge drying beds. A screw press consists of a horizontally mounted screw conveyor that moves biosolids down a reduced diameter bowl thereby increasing pressure along the length of the screw press, which results in the dewatering of the biosolids. The main advantages of screw presses are their mechanical simplicity, lower power requirements, and ability to be operated on a 24-hour schedule. Screw presses also require minimal operator attention and have the ability to

contain odors. They are typically housed in a dewatering building at an elevated height to allow dewatered sludge cake to drop into a hopper that loads directly into hauling trucks. An additional advantage of screw presses is the potential to produce Class A biosolids with additional heat and lime addition. If Class A production is desired, the required additional components should also be considered during preliminary design.

5.8.4 Aerobic Digester

Aerobic digestion is a process in sewage treatment designed to reduce the volume of sewage sludge and stabilize the biosolids for subsequent use. Operational parameters include temperature control, oxygen transfer, mixing, solids retention time, pH control, sludge loading characteristics, and tank configuration.

Conventional aerobic digestion stabilizes sludge after meeting a minimum solids detention time to prevent odors and reduces pathogens for beneficial uses such as land application or disposed of at nearby solid waste landfills. Aerobic digesters are typically open-air concrete basins. The sludge is typically pumped from the secondary and tertiary treatment process to the aerobic digester which is used to process, and store waste activated sludge (WAS) where a solid's retention time between 21 to 40 days is achieved. Aerobic digesters are generally operated between 15-35 degrees Celsius for optimal stabilization. The aerobic digestion process includes aeration (coarse / fine bubble) to supply oxygen to the bacteria breaking down the sludge, deal with odor prevention, and keep the digester contents mixed. Most aerobic digestion processes are utilized at facilities with treatment capacities less than five (5) MGD.

Aerobic digestion is a bacterial process occurring in the presence of limited oxygen. Aerobic digestion is operational at a dissolved oxygen (DO) between 0.5 to 1.0 mg/L in order to promote competition of microorganisms for a limited oxygen supply in order to achieve biomass or volatile solids destruction. Bacteria consume organic matter and converts it into carbon dioxide. Once the organic matter is reduced, the bacteria die off, and become food for other bacteria. The volume of sludge is reduced through this process. The digestion process is typically in a stabilized / thickened sludge ready to be dewatered. The digestion process can result in up to 90 percent volume reduction. The effluent water is typically pumped back into the headworks of the plant virtually devoid of solids.

The main advantages of aerobic digesters are the increased process control capability, reduced facility footprint, odor mitigation, and improved sludge dewatering characteristics (good separation of the solid and liquid phases) requiring less water to be hauled off site. The main disadvantages of aerobic digesters are increased power cost associated with aeration and mixing along with periodic maintenance, cleaning, and inspection, required for the digester basin(s).

5.8.5 Comparison of Biosolids Treatment Alternatives

For the purposes of determining which biosolids treatment process will best meet the requirements of the SMCSD in both the near term and in the future, a comparative analysis was performed on the four

(4) processes described in the previous sections of this report. Ten (10) distinct evaluation criteria were evaluated for each of the biosolids processes with consideration given based on the needs and requirements of the WWTP infrastructure and operations / maintenance requirements. A weighted score, based on a maximum of 100, was assigned to each criterion. Criteria deemed to have greater importance were weighted higher. The criteria were based on treatment compatibility with the District's goals to capture the critical elements of each unit process. In the Evaluation Matrix, each alternative was assigned scores for each criterion using a 1-5 scale, in accordance with the following:

Score	Definition
5	Satisfies Projects needs with multiple advantages
4	Satisfies Projects needs with few advantages
3	Satisfies Projects needs
2	Satisfies Projects needs with few disadvantages
1	Satisfies Projects needs with multiple Disadvantages

The results of the comparative analysis are summarized in the following Table No 17. Based on the results of the analysis, a "Short List" of the highest ranking biosolids treatment processes were identified for additional consideration. The "Short Listed" biosolids treatment alternatives are discussed in more detail in a subsequent section of this report.

TABLE 17. BIO-SOLIDS HANDLING MATRIX

Bio-Solids Handling Systems									
Criteria	Weighted(%)	Sludge Drying Bed		Dewatering Container Filters (Sludge Box)		Screw Press		Aerobic Digester	
		Raw	Weighted	Raw	Weighted	Raw	Weighted	Raw	Weighted
Capital Cost	20	5	1	4	0.8	4	0.8	4	0.8
Operating Cost	20	4	0.8	4	0.8	4	0.8	3.5	0.7
Odor Mitigation	5	2	0.1	4	0.2	4	0.2	4	0.2
Staff Requirement	5	2	0.1	4	0.2	4	0.2	4	0.2
Reliability	10	3	0.3	3	0.3	3.5	0.35	4.5	0.45
Construction Feasibility	10	5	0.5	5	0.5	5	0.5	4	0.4
Ease of O&M	5	3	0.15	4	0.2	4	0.2	4	0.2
Adaptability/ Scalability	5	2	0.1	4	0.2	4	0.2	4	0.2
Effluent Quality	10	3	0.3	3	0.3	5	0.5	4	0.4
Footprint	10	3	0.3	4	0.4	5	0.5	4	0.4
Total	**100**		**3.65**		**3.9**		**4.25**		**3.95**

6 RECOMMENDED WWTP EXPANSION / UPGRADE IMPROVEMENTS

6.1 Overview

Based on the results of the alternatives comparative analysis that was performed and described in the previous sections of this document, three (3) potential configurations were identified for the proposed SMCSD WWTP expansion & renovation. Each of these configurations incorporates several processes and improvements which are common, with the primary difference between the "Short Listed" configurations being the secondary / tertiary treatment processes. Each of the configurations that were "Short Listed" will meet the treatment goals of the District and are compatible with the goals of the District to meet all foreseeable wastewater treatment requirements while also having the capacity to produce a reclaimed water supply that meets Title 22 requirements for non-contact agricultural irrigation and / or groundwater aquifer replenishment. A brief description of the three (3) Top Ranked configurations is presented in the following sections of this document.

6.2 Description and Comparison of Top Ranked WWTP Configurations

6.2.1 Retrofitted Aerated Pond WWTP Configuration

The Retrofitted Aerated Pond WWTP configuration would include the conversion of the existing primary treatment ponds (Primary Pond No. 1 & 2) from a surface aeration system to a hybrid sequencing batch reactor system with submerged fine & coarse bubble aeration systems and provisions for flow control including the installation of baffles and bio-curtains. The retrofitted aerated ponds would provide secondary treatment with tertiary treatment provided through the addition of a disc filtration system. This configuration would include the construction of a new headworks structure that includes a bar (coarse) screen and a grit removal system. In addition, a new influent lift station will be constructed. Tertiary treated effluent will be disinfected using the UV disinfection process which will result is an effluent that meets the Title 22 requirements for non-contact irrigation of vineyards and / or recharge to the groundwater aquifer. Sludge which accumulates in the retrofitted aerated ponds will require periodic removal. When sludge is removed, it will be conveyed to an aerobic digester for further treatment, stabilization and volume reduction before being dewatered using a screw press or sludge container filter (i.e. sludgebox). The dewatered sludge will be transported to a local landfill for disposal.

In addition to the various treatment processes that will be required to construct the Retrofitted Aerated Pond WWTP configuration, the project will include several ancillary site improvements and facilities. A brief description of these "common improvements" is included in section 5.3 of this document. These improvements are common to each of the Top Ranked configurations described herein and include the following:

- Septage Receiving Station
- Office and Laboratory Facilities
- Additional Maintenance & Equipment Storage/Shop Facilities

- Environmentally Controlled Electrical & Controls Facilities
- Upgrade & Modernization of the Electrical, Controls & SCADA Systems
- Upgrade Power Generation Facilities

A graphical depiction of the primary components of the Retrofitted Aerated Pond WWTP configuration is presented in Figure Nos. 20 and 21.

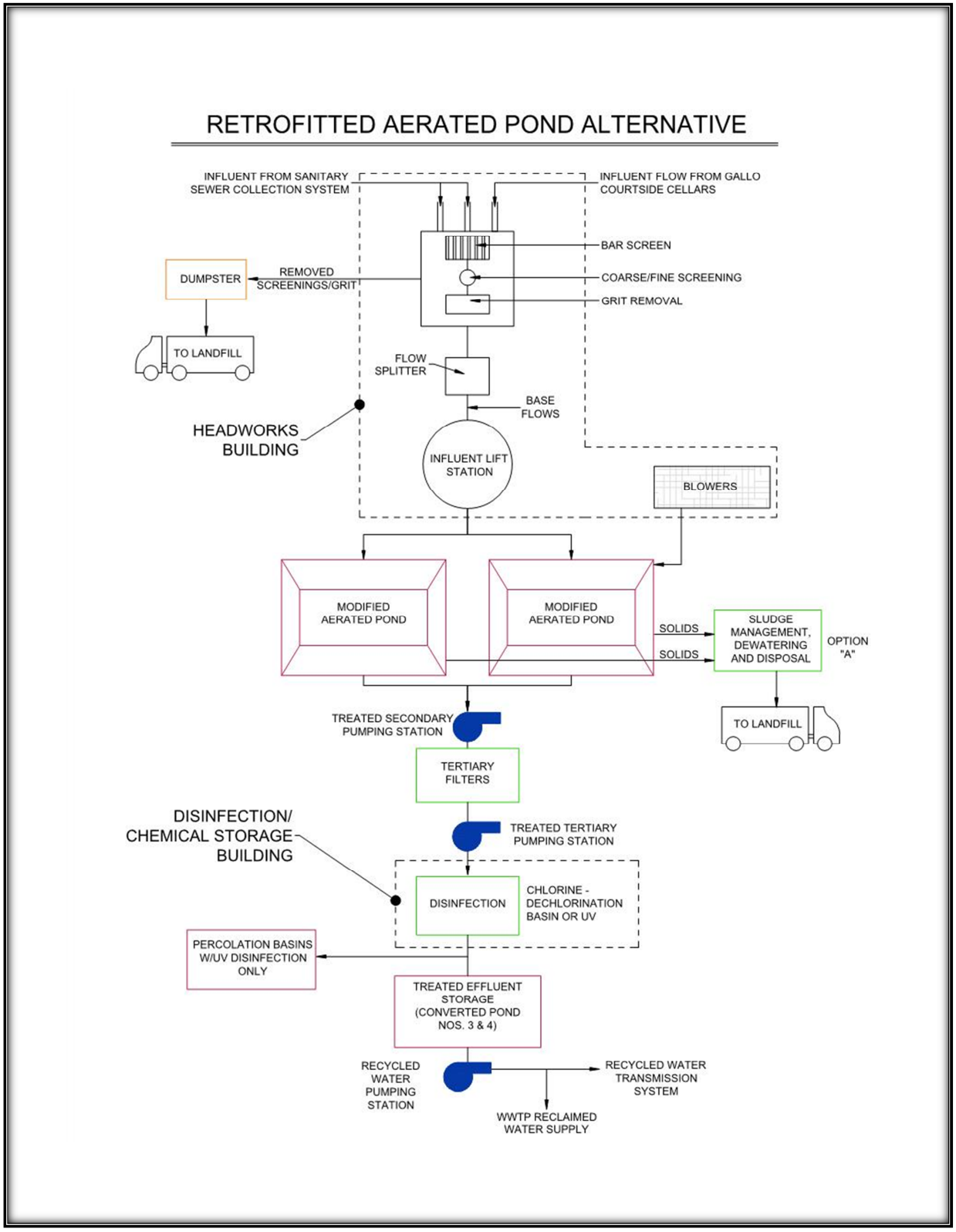


Figure 20. Retrofitted Aerated Pond Alternative

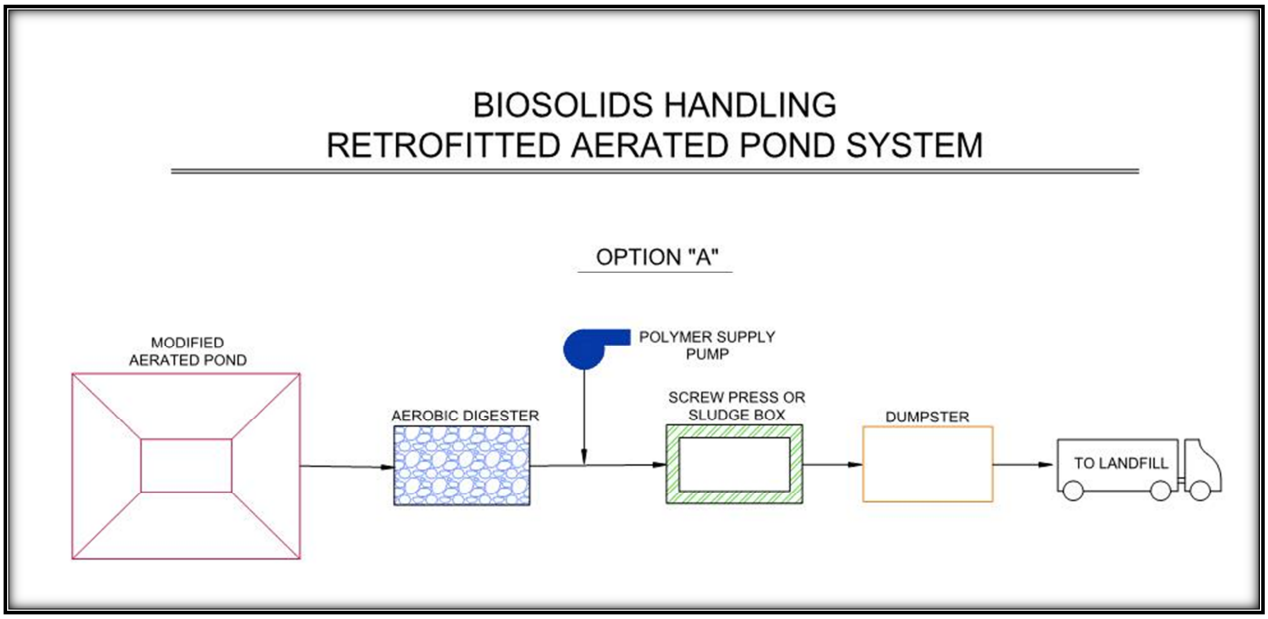


Figure 21. Biosolids Handling for Retrofitted Aerated Pond System

In conjunction with the comparative analyses of each of the Top Ranked WWTP configuration, a preliminary estimate of the project capital costs was developed. The basis for the capital cost estimate, which are summarized below in Table 18, includes research and review of construction costs for recent projects of similar size and scope and solicited input from numerous equipment suppliers and manufacturers. The technical information and cost data which was received from various equipment suppliers and manufacturers is included in a separate companion document to this report.

TABLE 18. RETROFITTED POND SYSTEM CAPITAL COST

RETROFITTED POND SYSTEM CAPITAL COST				
WORK ITEM (updated Pond)	**UNIT**	**UNIT PRICE**	**QUANTITY**	**ESTIMATED COST**
GENERAL				
SITE PREPARATION	LS	$200,000	1	$200,000
SITE ELECTRICAL SYSTEM UPGRADE	LS	$100,000	1	$100,000
SITE INSTRUMENTATION, CONTROLS & SCADA SYSTEMS UPGRADE	LS	$150,000	1	$150,000
YARD PIPING, VALVES & APPURTENANCES	LS	$125,000	1	$125,000
SITE PERIMETER FENCING & ACCESS CONTROL GATE UPGRADE	LS	$35,000	1	$35,000
PRIMARY TREATMENT PROCESSES				
SEPTAGE RECEIVING STATION	LS	$35,000	1	$35,000
HEADWORKS STRUCTURE	LS	$75,000	1	$75,000
BAR / COARSE SCREENING SYSTEM	LS	$225,000	1	$225,000
GRIT REMOVAL SYSTEM	LS	$165,000	1	$165,000
FLOW SPLITTER STRUCTURE & APPURTENANCES	LS	$75,000	1	$75,000
FLOW EQUALIZATION TANK & APPURTENANCES	LS	$75,000	1	$75,000
INFLUENT LIFT STATION - STRUCTURE	LS	$75,000	1	$75,000
INFLUENT LIFT STATION - EQUIPMENT	LS	$200,000	1	$200,000
SECONDARY TREATMENT PROCESSES				
RECONGURATION OF EXISTING PRIMARY TREATMENT POND	EA	$35,000	2	$70,000
AERATION / TREATMENT SYSTEM FOR RECONFIGURED POND	EA	$300,000	2	$600,000
SOUNDPROOF BLOWER ENCLOSURE	SF	$500	300	$150,000
TREATED SECONDARY PUMPING STATION - STRUCTURE	LS	$75,000	1	$75,000
TREATED SECONDARY PUMPING STATION - EQUIPMENT	LS	$200,000	1	$200,000
TERTIARY TREATMENT PROCESSES				
TERTIARY FILTRATION SYSTEM - EQUIPMENT	EA	$350,000	1	$350,000
TERTIARY FILTRATION SYSTEM - INFRASTRUCTURE	EA	$75,000	1	$75,000
DISINFECTION PROCESSES				
IN-LINE UV DISINFECTION SYSTEM - EQUIPMENT	EA	$547,500	1	$547,500
IN-LINE UV DISINFECTION SYSTEM - STRUCTURE	EA	$75,000	1	$75,000
SOLIDS MANAGEMENT PROCESSES				
DEWATERING SCREW PRESS		$200,000	1	$200,000
AEROBIC DIGESTER TANK/BASIN/POND	LS	$150,000	1	$150,000
SLUDGE TRANSFER PUMP STATION (TRANSFER PUMPS/VALVES)	LS	$50,000	1	$50,000
FIXED COARSE BUBBLE DIFFUSER + BLOWER	LS	$75,000	1	$75,000
RECYCLED WATER SYSTEM				
CONVERSION OF EXISTING POND(S) TO EFFLUENT STORAGE PONDS	EA	$35,000	2	$70,000
RECYCLED WATER PUMPING STATION - STRUCTURE	LS	$75,000	1	$75,000
RECYCLED WATER PUMPING STATION - EQUIPMENT	LS	$200,000	1	$200,000
WWTP RECYCLED WATER DISTRIBUTION SYSTEM	LS	$35,000	1	$35,000
RECYCLED WATER TRANSMISSION SYSTEM	LS	$2,000,000	1	$2,000,000
FACILITY IMPROVEMENTS				
OFFICE AND LABORATORY FACILITIES	SF	$325	600	$195,000
MAINTENANCE SHOP / EQUIPMENT STORAGE FACILITY	SF	$100	2000	$200,000
ELECTRICAL & CONTROLS FACILITY	SF	$375	400	$150,000
BACK-UP GENERATION SYSTEM	LS	$300,000	1	$300,000
SITE FUELING STATION UPGRADE	LS	$35,000	1	$35,000
				$7,412,500

In addition to the estimation of capital costs associated with the initial construction of the Retrofitted Aerated Pond configuration, an estimate was developed for the power (KW) requirements and

associated annual energy costs that should be anticipated for this WWTP configuration. A summary of the estimated power demands and annual energy costs are presented in Table 19. For the purposes of estimating annual energy costs, a flat electric energy rate of $0.18 / kwh was used.

TABLE 19. RETROFITTED POND SYSTEM ENERGY COST

ESTIMATED AERATED POND SYSTEM ENERGY COST									
HEADWORKS EQUIPMENT	QUANTITY	HP	KW	OPERATING HRS/DAY	KWH/DAY	KWH/YEAR	ELECTRICITY COST	COST/DAY	COST/YEAR
COARSE SCREEN	1	0.75	0.56	7	3.91	1428.95	$ 0.18	$ 0.70	$ 257.21
SCREENING COMPACTOR	1	2	1.49	7	10.44	3810.53	$ 0.18	$ 1.88	$ 685.89
MIXER MOTOR ON VORT GRIT SYSTEM	1	0.5	0.37	24	8.95	3266.17	$ 0.18	$ 1.61	$ 587.91
GRIT CLASSIFIER PUMP	1	5	3.73	3	11.19	4082.71	$ 0.18	$ 2.01	$ 734.89
GRIT CONVEYOR MOTOR	1	1	0.75	5	3.73	1360.90	$ 0.18	$ 0.67	$ 244.96
PANEL TRANSFORMER	1	1	0.75	24	17.90	6532.33	$ 0.18	$ 3.22	$ 1,175.82
MISCELLANIOUS	1	1	0.75	24	17.90	6532.33	$ 0.18	$ 3.22	$ 1,175.82
TOTALS		**11.25**	**8.39**		**74.01**	**27013.91**		**$ 13.32**	**$ 4,862.50**
LIFT STATION EQUIPMENT	QUANTITY	HP	KW	OPERATING HRS/DAY	KWH/DAY	KWH/YEAR	ELECTRICITY COST	COST/DAY	COST/YEAR
SUBMERSIBLE PUMPS	2	20	14.91	24	357.94	130646.64	$ 0.18	$ 64.43	$ 23,516.40
MISCELLANIOUS	1	1	0.75	24	17.90	6532.33	$ 0.18	$ 3.22	$ 1,175.82
TOTALS		**21**	**15.66**		**375.83**	**137178.97**		**$ 67.65**	**$ 24,692.21**
AERATED POND SYSTEM EQUIPMENT	QUANTITY	HP	KW	OPERATING HRS/DAY	KWH/DAY	KWH/YEAR	ELECTRICITY COST	COST/DAY	COST/YEAR
BLOWER	1	100	66.00	16	1056	385440	$ 0.18	$ 190.08	**$ 69,379.20**
WAS PUMP	1	1	0.75	2	1.4914	544.361	$ 0.18	$ 0.27	**$ 97.98**
MISCELLANIOUS	1	2.5	1.86	24	44.742	16330.83	$ 0.18	$ 8.05	**$ 2,939.55**
TOTALS		**103.5**	**68.61**		**1102.2334**	**402315.191**		**$ 198.40**	**$ 72,416.73**
SLUDGE MANAGEMENT EQUIPMENT	QUANTITY	HP	KW	OPERATING HRS/DAY	KWH/DAY	KWH/YEAR	ELECTRICITY COST	COST/DAY	COST/YEAR
SCREW PRESS (MOTOR + AIR COMPRESSOR + CAKE CONVEYOR)	1	0.60	0.45	8	3.56	1300.00	$ 0.18	$ 0.64	$ 234.00
POLYMER DOSING PUMP + MIXER	1	0.50	0.37	8	2.98	1088.72	$ 0.18	$ 0.54	$ 584.54
AEROBIC DIGESTOR (BLOWER + MIXER)	1	46.90	35.00	8	280.00	102200.00	$ 0.18	$ 50.40	$ 18,396.00
MISCELLANIOUS	1	2.50	1.86	8	14.91	5443.61	$ 0.18	$ 2.68	$ 979.85
TOTALS		**50.50**	**37.68**		**301.46**	**110032.33**		**$ 54.26**	**$ 20,194.39**
TERTIARY FILTRATION -DISC FILTER EQUIPMENT	QUANTITY	HP	KW	OPERATING HRS/DAY	KWH/DAY	KWH/YEAR	ELECTRICITY COST	COST/DAY	COST/YEAR
DISC FILTER (DRUM DRIVE MOTOR)	1	3.6	2.7	24	64.8	23652	$ 0.18	$ 11.66	$ 4,257.36
MISCELLANIOUS	1	1	0.7457	24	17.8968	6532.332	$ 0.18	$ 3.22	$ 1,175.82
TOTALS		**4.6**	**3.4457**		**82.6968**	**30184.332**		**$ 14.89**	**$ 5,433.18**
DISINFECTION-UV LIGHT EQUPIMENT	QUANTITY	HP	KW	OPERATING HRS/DAY	KWH/DAY	KWH/YEAR	ELECTRICITY COST	COST/DAY	COST/YEAR
AERATED PONFD SYSTEM OPTION (NUMBER OF LAMPS)	420	37.68	28.12	24	674.88	246331.2	$ 0.18	$ 121.48	$ 44,339.62
MISCELLANIOUS	1	2.50	1.86	24	44.74	16330.83	$ 0.18	$ 8.05	$ 2,939.55
TOTALS		**40.18**	**29.98**		**719.62**	**262662.03**		**$ 129.53**	**$ 47,279.17**
EFFLUENT PUMP EQUIPMENT	QUANTITY	HP	KW	OPERATING HRS/DAY	KWH/DAY	KWH/YEAR	ELECTRICITY COST	COST/DAY	COST/YEAR
SUBMERSIBLE PUMPS	2	20	14.91	24	357.94	130646.64	$ 0.18	$ 64.43	$ 23,516.40
MISCELLANIOUS	1	1	0.75	24	17.90	6532.33	$ 0.18	$ 3.22	$ 1,175.82
TOTALS		**21**	**15.66**		**375.83**	**137178.97**		**$ 67.65**	**$ 24,692.21**
OVERALL TOTALS		**148.53**	**179.43**		**3031.69**	**1106565.74**		**$ 545.70**	**$ 199,570.40**

6.2.2 Membrane Bioreactor WWTP Configuration

The Membrane Bioreactor WWTP configuration would include the conversion of the existing primary treatment ponds (Primary Pond No. 1 & 2) to influent flow equalization basins with submerged fine &

coarse bubble aeration systems to provide a nominal level of primary treatment and for odor control purposes. Secondary and tertiary treatment would be achieved with the installation of a micro-screening system followed by a membrane bioreactor. The membrane bioreactor would be modular so that the system can be initially sized to match existing flow conditions and expanded as required in the future to meet additional flow and loading requirements. As in the retrofitted pond WWTP configuration, this configuration would include the construction of a new headworks structure that includes a bar (coarse) screens and a grit removal system. This system however requires fine screening for membrane protection. In addition, a new influent lift station will be constructed. Tertiary treated effluent from the MBR process will be disinfected using the UV disinfection process which will result is an effluent that meets the Title 22 requirements for non-contact irrigation of vineyards and / or recharge to the groundwater aquifer. Sludge which is produced from the MBR will be conveyed to an aerobic digester for further treatment, stabilization and volume reduction before being dewatered using a screw press or sludge container filter (i.e. sludgebox). The dewatered sludge will be transported to a local landfill for disposal.

In addition to the various treatment processes that will be required to construct the Membrane Bioreactor WWTP configuration, the project will include several ancillary site improvements and facilities. A brief description of these “common improvements” is included in section 5.3 of this document. These improvements are common to each of the Top Ranked configurations described herein and include the following:

- Septage Receiving Station
- Office and Laboratory Facilities
- Additional Maintenance & Equipment Storage/Shop Facilities
- Environmentally Controlled Electrical & Controls Facilities
- Upgrade & Modernization of the Electrical, Controls & SCADA Systems
- Upgrade Power Generation Facilities

A graphical depiction of the primary components of the Membrane Bioreactor WWTP configuration is presented in Figure Nos. 22 and 23.

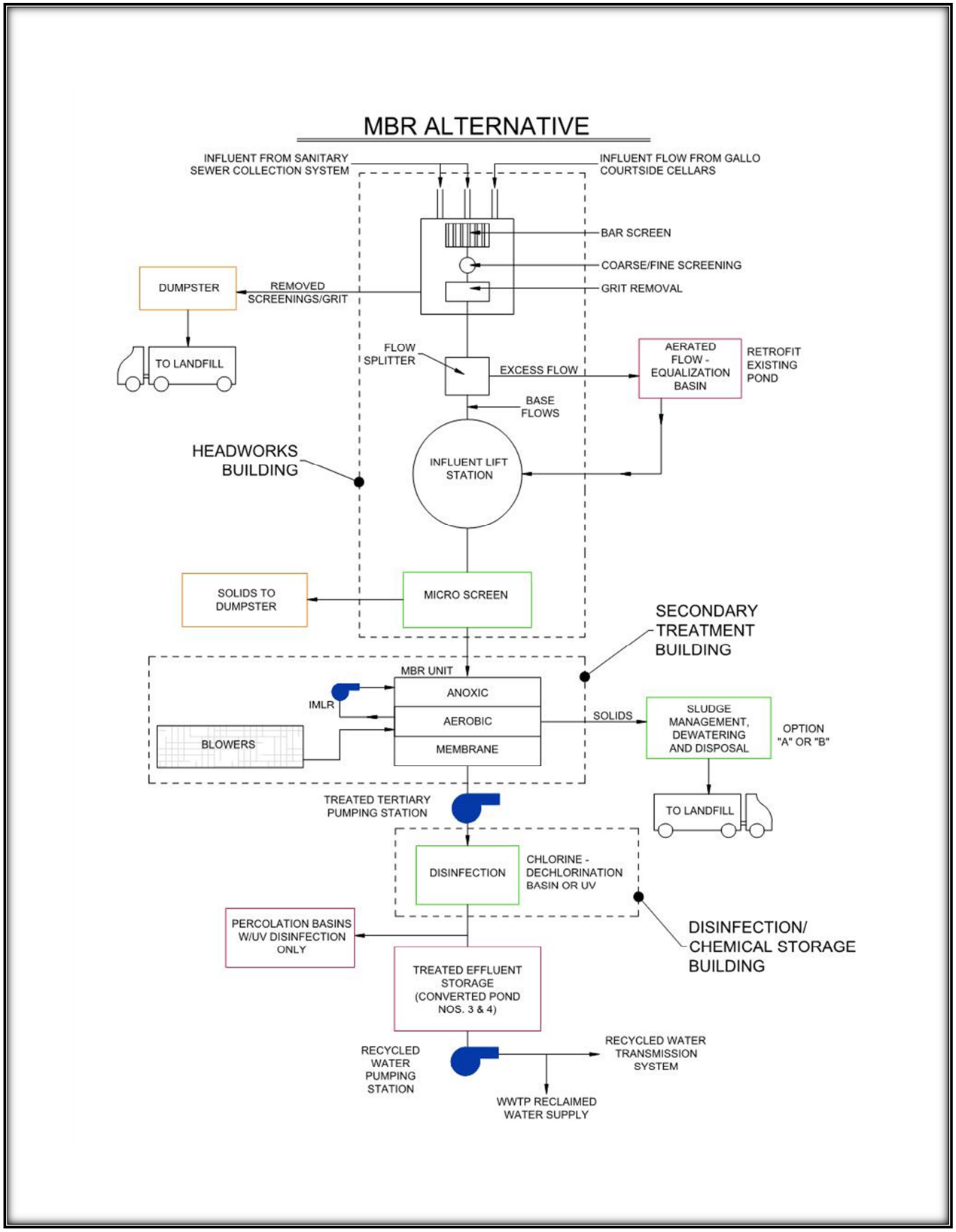

MBR ALTERNATIVE
INFLUENT FROM SANITARY SEWER COLLECTION SYSTEM
INFLUENT FLOW FROM GALLO COURTSIDE CELLARS
BAR SCREEN
COARSE/FINE SCREENING
GRIT REMOVAL
DUMPSTER
REMOVED SCREENINGS/GRIT
TO LANDFILL
FLOW SPLITTER
EXCESS FLOW
AERATED FLOW - EQUALIZATION BASIN
RETROFIT EXISTING POND
BASE FLOWS
HEADWORKS BUILDING
INFLUENT LIFT STATION
SOLIDS TO DUMPSTER
MICRO SCREEN
SECONDARY TREATMENT BUILDING
MBR UNIT
ANOXIC
IMLR
AEROBIC
MEMBRANE
BLOWERS
SOLIDS
SLUDGE MANAGEMENT, DEWATERING AND DISPOSAL
OPTION "A" OR "B"
TO LANDFILL
TREATED TERTIARY PUMPING STATION
DISINFECTION
CHLORINE - DECHLORINATION BASIN OR UV
DISINFECTION/ CHEMICAL STORAGE BUILDING
PERCOLATION BASINS W/UV DISINFECTION ONLY
TREATED EFFLUENT STORAGE (CONVERTED POND NOS. 3 & 4)
RECYCLED WATER PUMPING STATION
RECYCLED WATER TRANSMISSION SYSTEM
WWTP RECLAIMED WATER SUPPLY

Figure 22. Membrane Bio-Reactor (MBR) Alternative

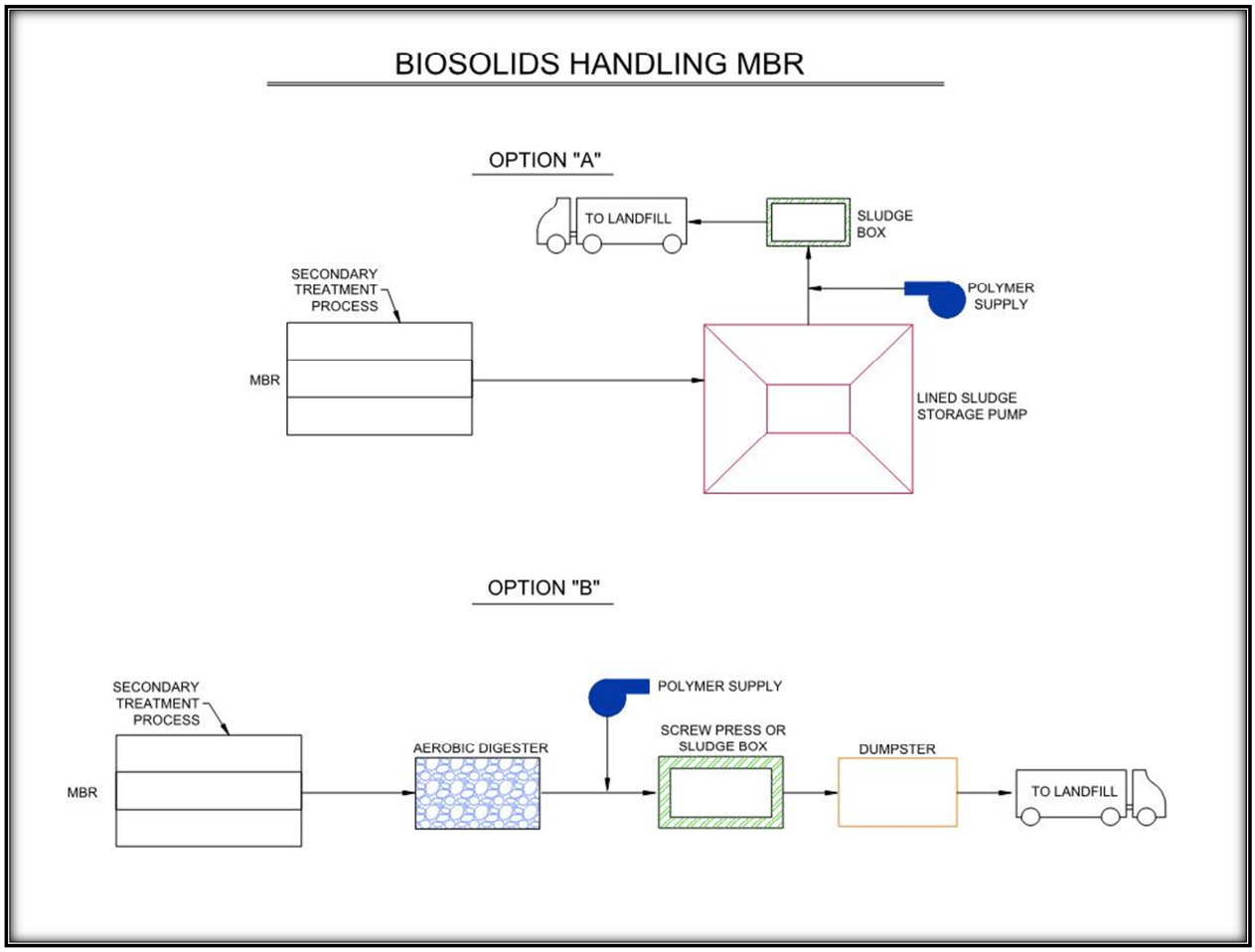


Figure 23. Bio-Solids Handling for Membrane Bio-Reactor

In conjunction with the comparative analyses of each of the Top Ranked WWTP configuration, a preliminary estimate of the project capital costs was developed. The basis for the capital cost estimate, which are summarized below in Table 20, includes research and review of construction costs for recent projects of similar size and scope and solicited input from numerous equipment suppliers and manufacturers. The technical information and cost data which was received from various equipment suppliers and manufacturers is included in a separate companion document to this report.

TABLE 20. MEMBRANE BIO-REACTOR SYSTEM CAPITAL COST

MEMBRANE BIO-REACTOR CAPITAL COST				
WORK ITEM (UPDATED MBR)	**UNIT**	**UNIT PRICE**	**QUANTITY**	**ESTIMATED COST**
GENERAL				
SITE PREPARATION	LS	$200,000	1	$200,000
SITE ELECTRICAL SYSTEM UPGRADE	LS	$100,000	1	$100,000
SITE INSTRUMENTATION, CONTROLS & SCADA SYSTEMS UPGRADE	LS	$150,000	1	$150,000
YARD PIPING, VALVES & APPURTENANCES	LS	$125,000	1	$125,000
SITE PERIMETER FENCING & ACCESS CONTROL GATE UPGRADE	LS	$35,000	1	$35,000
PRIMARY TREATMENT PROCESSES				
SEPTAGE RECEIVING STATION	LS	$35,000	1	$35,000
HEADWORKS STRUCTURE	LS	$75,000	1	$75,000
BAR / COARSE / FINE SCREENING SYSTEM	LS	$225,000	1	$225,000
GRIT REMOVAL SYSTEM	LS	$165,000	1	$165,000
MICROSCREEN EQUIPMENT & FACILITY	LS	$300,000	1	$300,000
FLOW SPLITTER STRUCTURE & APPURTENANCES	LS	$75,000	1	$75,000
FLOW EQUALIZATION TANK & APPURTENANCES	LS	$75,000	1	$75,000
INFLUENT LIFT STATION - STRUCTURE	LS	$75,000	1	$75,000
INFLUENT LIFT STATION - EQUIPMENT	LS	$200,000	1	$200,000
SECONDARY TREATMENT PROCESSES				
MEMBRANE BIO-REACTOR - EQUIPMENT	LS	$625,000	2	$1,250,000
MEMBRANE BIO-REACTOR - STRUCTURE / INFRASTRUCTURE	LS	$475,000	2	$950,000
TREATED SECONDARY PUMPING STATION - STRUCTURE	LS	$75,000	1	$75,000
TREATED SECONDARY PUMPING STATION - EQUIPMENT	LS	$200,000	1	$200,000
DISINFECTION PROCESSES				
IN-LINE UV DISINFECTION SYSTEM - EQUIPMENT	LS	$353,000	1	$353,000
IN-LINE UV DISINFECTION SYSTEM - STRUCTURE	LS	$75,000	1	$75,000
SOLIDS MANAGEMENT PROCESSES				
DEWATERING SCREW PRESS		$200,000	1	$200,000
AEROBIC DIGESTER TANK/BASIN/POND	LS	$150,000	1	$150,000
SLUDGE TRANSFER PUMP STATION (TRANSFER PUMPS/VALVES)	LS	$50,000	1	$50,000
FIXED COARSE BUBBLE DIFFUSER + BLOWER	LS	$75,000	1	$75,000
RECYCLED WATER SYSTEM				
CONVERSION OF EXISTING POND(S) TO EFFLUENT STORAGE PONDS	EA	$35,000	2	$70,000
RECYCLED WATER PUMPING STATION - STRUCTURE	LS	$75,000	1	$75,000
RECYCLED WATER PUMPING STATION - EQUIPMENT	LS	$200,000	1	$200,000
WWTP RECYCLED WATER DISTRIBUTION SYSTEM	LS	$35,000	1	$35,000
RECYCLED WATER TRANSMISSION SYSTEM	LS	$2,000,000	1	$2,000,000
FACILITY IMPROVEMENTS				
OFFICE AND LABORATORY FACILITIES	SF	$325	600	$195,000
MAINTENANCE SHOP / EQUIPMENT STORAGE FACILITY	SF	$100	2000	$200,000
ELECTRICAL & CONTROLS FACILITY	SF	$375	400	$150,000
BACK-UP GENERATION SYSTEM	LS	$300,000	1	$300,000
SITE FUELING STATION UPGRADE	LS	$35,000	1	$35,000
				$8,473,000

In addition to the estimation of capital costs associated with the initial construction of the Membrane Bioreactor configuration, an estimate was developed for the power (KW) requirements and associated annual energy costs that should be anticipated for this WWTP configuration. A summary of the estimated power demands and annual energy costs are presented in Table 21. For the purposes of estimating annual energy costs, a flat electric energy rate of $0.18 / kwh was used.

TABLE 21. MEMBRANE BIO-REACTOR ENERGY COST

ESTIMATED MEMBRANE BIO-REACTOR ENERGY COST									
HEADWORKS EQUIPMENT	QUANTITY	HP	KW	OPERATING HRS/DAY	KWH/DAY	KWH/YEAR	ELECTRICITY COST	COST/DAY	COST/YEAR
COARSE SCREEN	1	0.75	0.56	7	3.91	1428.95	$ 0.18	$ 0.70	$ 257.21
SCREENING COMPACTOR	1	2	1.49	7	10.44	3810.53	$ 0.18	$ 1.88	$ 685.89
FINE SCREEN	1	0.75	0.56	8	4.47	1633.08	$ 0.18	$ 0.81	$ 293.95
SCREENING COMPACTOR	1	2	1.49	7	10.44	3810.53	$ 0.18	$ 1.88	$ 685.89
MIXER MOTOR ON VORT GRIT SYSTEM	1	0.5	0.37	24	8.95	3266.17	$ 0.18	$ 1.61	$ 587.91
GRIT CLASSIFIER PUMP	1	5	3.73	3	11.19	4082.71	$ 0.18	$ 2.01	$ 734.89
GRIT CONVEYOR MOTOR	1	1	0.75	5	3.73	1360.90	$ 0.18	$ 0.67	$ 244.96
PANEL TRANSFORMER	1	1	0.75	24	17.90	6532.33	$ 0.18	$ 3.22	$ 1,175.82
MISCELLANIOUS	1	1	0.75	24	17.90	6532.33	$ 0.18	$ 3.22	$ 1,175.82
TOTALS		**14**	**10.44**		**88.92**	**32457.52**		**$ 16.01**	**$ 5,842.35**
LIFT STATION EQUIPMENT	QUANTITY	HP	KW	OPERATING HRS/DAY	KWH/DAY	KWH/YEAR	ELECTRICITY COST	COST/DAY	COST/YEAR
SUBMERSIBLE PUMPS	2	20	14.91	24	357.94	130646.64	$ 0.18	$ 64.43	$ 23,516.40
MISCELLANIOUS	1	1	0.75	24	17.90	6532.33	$ 0.18	$ 3.22	$ 1,175.82
TOTALS		**21**	**15.66**		**375.83**	**137178.97**		**$ 67.65**	**$ 24,692.21**
MEMBRANE BIO-REACTOR EQUIPMENT	QUANTITY	HP	KW	OPERATING HRS/DAY	KWH/DAY	KWH/YEAR	ELECTRICITY COST	COST/DAY	COST/YEAR
ANOXIC	2	7.37	5.50	24	264.00	96360.00	$ 0.18	$ 47.52	$ 17,344.80
BLOWER	1	46.63	34.80	24	835.20	304848.00	$ 0.18	$ 150.34	$ 54,872.64
FILTRATE PUMP	2	3.35	2.50	24	120.00	43800.00	$ 0.18	$ 21.60	$ 7,884.00
MEMBRANE BLOWER	2	4.96	3.70	24	177.60	64824.00	$ 0.18	$ 31.97	$ 11,668.32
RAS PUMP	2	5.23	3.90	24	187.20	68328.00	$ 0.18	$ 33.70	$ 12,299.04
IR PUMP	2	1.61	1.20	24	57.60	21024.00	$ 0.18	$ 10.37	$ 3,784.32
DOSING PUMP	1	0.50	0.37	24	8.88	3241.20	$ 0.18	$ 1.60	$ 583.42
MISCELLANIOUS	1	2.50	1.86	24	44.74	16330.83	$ 0.18	$ 8.05	$ 2,939.55
TOTALS		**72.14**	**53.83**		**1695.22**	**618756.03**		**$ 305.14**	**$ 111,376.09**
SLUDGE MANAGEMENT EQUIPMENT	QUANTITY	HP	KW	OPERATING HRS/DAY	KWH/DAY	KWH/YEAR	ELECTRICITY COST	COST/DAY	COST/YEAR
SCREW PRESS (MOTOR + AIR COMPRESSOR + CAKE CONVEYOR)	1	0.60	0.45	8	3.56	1300.00	$ 0.18	$ 0.64	$ 234.00
POLYMER DOSING PUMP + MIXER	1	0.50	0.37	8	2.98	1088.72	$ 0.18	$ 0.54	$ 584.54
AEROBIC DIGESTOR (BLOWER + MIXER)	1	46.90	35.00	8	280.00	102200.00	$ 0.18	$ 50.40	$ 18,396.00
MISCELLANIOUS	1	2.50	1.86	8	14.91	5443.61	$ 0.18	$ 2.68	$ 979.85
TOTALS		**50.50**	**37.68**		**301.46**	**110032.33**		**$ 54.26**	**$ 20,194.39**
DISINFECTION-UV LIGHT EQUPIMENT	QUANTITY	HP	KW	OPERATING HRS/DAY	KWH/DAY	KWH/YEAR	ELECTRICITY COST	COST/DAY	COST/YEAR
MBR OPTION (NUMBER OF LAMPS)	192	23.0078	17.17	24	412.08	150409.2	$ 0.18	$ 74.17	$ 27,073.66
MISCELLANIOUS	1	2.50	1.86	24	44.74	16330.83	$ 0.18	8.05	2939.55
TOTALS		**25.51**	**19.03**		**456.82**	**166740.03**		**82.23**	**30013.21**
EFFLUENT PUMP EQUIPMENT	QUANTITY	HP	KW	OPERATING HRS/DAY	KWH/DAY	KWH/YEAR	ELECTRICITY COST	COST/DAY	COST/YEAR
SUBMERSIBLE PUMPS	2	20	14.91	24	357.94	130646.64	$ 0.18	$ 64.43	$ 23,516.40
MISCELLANIOUS	1	1	0.75	24	17.90	6532.33	$ 0.18	$ 3.22	$ 1,175.82
TOTALS		**21**	**15.66**		**375.83**	**137178.97**		**$ 67.65**	**$ 24,692.21**
OVERALL TOTALS		**132.00**	**98.48**		**1598.87**	**583587.83**		**$ 287.80**	**$ 216,810.46**

6.2.3 Sequencing Batch Reactor WWTP Configuration

The Sequencing Batch Reactor WWTP configuration would include the conversion of the existing primary treatment ponds (Primary Pond No. 1 & 2) to influent flow equalization basins with submerged

fine & coarse bubble aeration systems to provide a nominal level of primary treatment and for odor control purposes. Secondary treatment would be achieved with the installation of a sequencing batch reactor system with tertiary treatment provided through the addition of a disc filtration system. The sequencing batch reactor would be modular so that the system can be initially sized to match existing flow conditions and expanded as required in the future to meet additional flow and loading requirements. As in the previously described configurations, this configuration would include the construction of a new headworks structure that includes a bar (coarse) screen and a grit removal system. In addition, a new influent lift station will be constructed. Tertiary treated effluent from the SBR process will be disinfected using the UV disinfection process which will result is an effluent that meets the Title 22 requirements for non-contact irrigation of vineyards and / or recharge to the groundwater aquifer. Sludge which is produced from the SBR will be conveyed to an aerobic digester for further treatment, stabilization and volume reduction before being dewatered using a screw press or sludge container filter (i.e. sludgebox). The dewatered sludge will be transported to a local landfill for disposal.

In addition to the various treatment processes that will be required to construct the Sequencing Batch Reactor WWTP configuration, the project will include several ancillary site improvements and facilities. A brief description of these “common improvements” is included in section 5.3 of this document. These improvements are common to each of the Top Ranked configurations described herein and include the following:

- Septage Receiving Station
- Office and Laboratory Facilities
- Additional Maintenance & Equipment Storage/Shop Facilities
- Environmentally Controlled Electrical & Controls Facilities
- Upgrade & Modernization of the Electrical, Controls & SCADA Systems
- Upgrade Power Generation Facilities

A graphical depiction of the primary components of the Sequencing Batch Reactor WWTP configuration is presented in Figure Nos. 24 and 25.

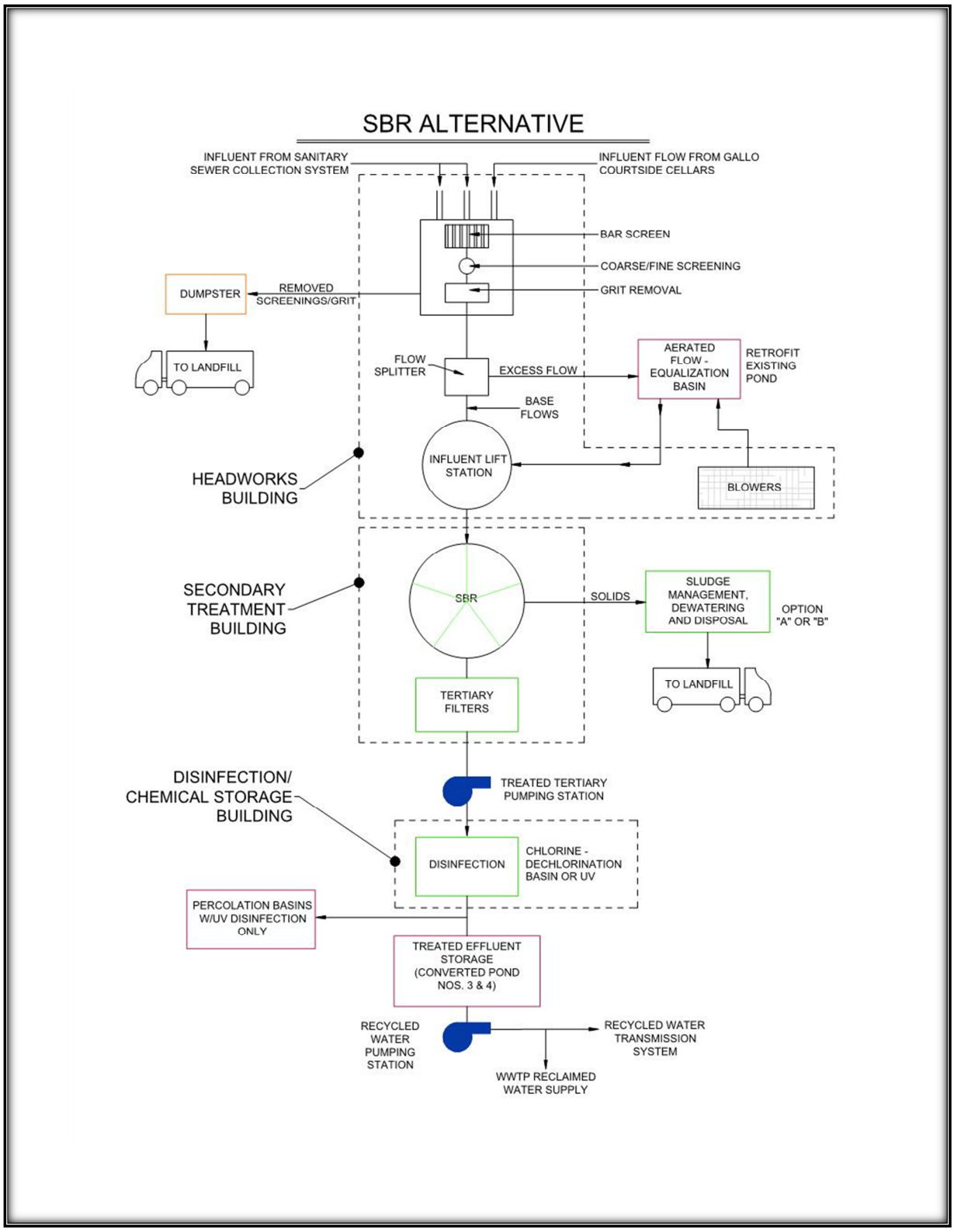


Figure 24. Sequencing Batch Reactor (SBR) Alternative

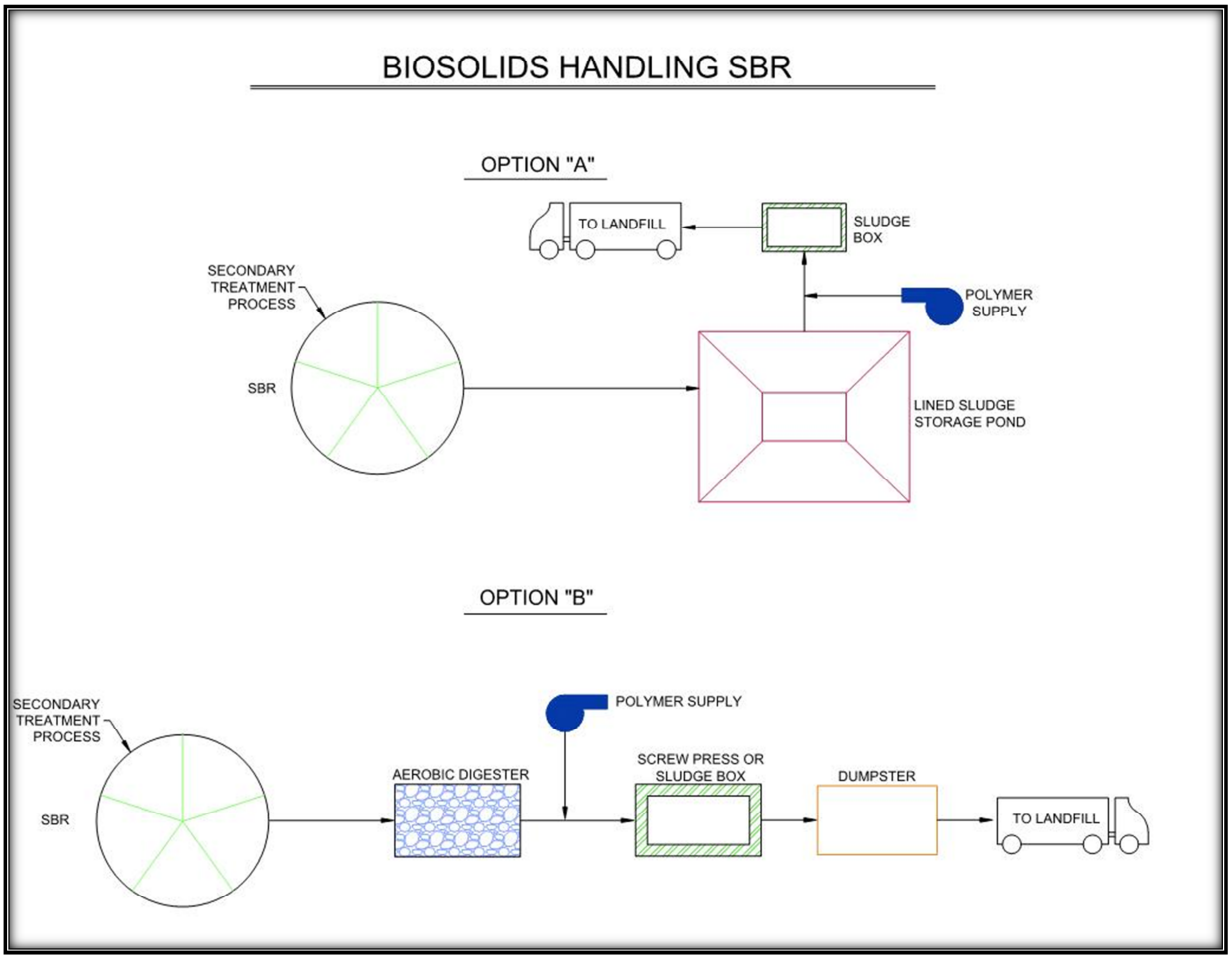


Figure 25. Bio-Solids Handling for Sequencing Batch Reactor

In conjunction with the comparative analyses of each of the Top Ranked WWTP configuration, a preliminary estimate of the project capital costs was developed. The basis for the capital cost estimate, which are summarized below in Table 22, includes research and review of construction costs for recent projects of similar size and scope and solicited input from numerous equipment suppliers and manufacturers. The technical information and cost data which was received from various equipment suppliers and manufacturers is included in a separate companion document to this report.

TABLE 22. SEQUENCING BATCH REACTOR CAPITAL COST

SEQUENCING BATCH REACTOR CAPITAL COST				
WORK ITEM	**UNIT**	**UNIT PRICE**	**QUANTITY**	**ESTIMATED COST**
GENERAL				
SITE PREPARATION	LS	$200,000	1	$200,000
SITE ELECTRICAL SYSTEM UPGRADE	LS	$100,000	1	$100,000
SITE INSTRUMENTATION, CONTROLS & SCADA SYSTEMS UPGRADE	LS	$150,000	1	$150,000
YARD PIPING, VALVES & APPURTENANCES	LS	$125,000	1	$125,000
SITE PERIMETER FENCING & ACCESS CONTROL GATE UPGRADE	LS	$35,000	1	$35,000
PRIMARY TREATMENT PROCESSES				
SEPTAGE RECEIVING STATION	LS	$35,000	1	$35,000
HEADWORKS STRUCTURE	LS	$75,000	1	$75,000
BAR / COARSE / FINE SCREENING SYSTEM	LS	$225,000	1	$225,000
GRIT REMOVAL SYSTEM	LS	$165,000	1	$165,000
FLOW SPLITTER STRUCTURE & APPURTENANCES	LS	$75,000	1	$75,000
FLOW EQUALIZATION TANK & APPURTENANCES	LS	$75,000	1	$75,000
INFLUENT LIFT STATION - STRUCTURE	LS	$75,000	1	$75,000
INFLUENT LIFT STATION - EQUIPMENT	LS	$200,000	1	$200,000
SECONDARY TREATMENT PROCESSES				
SEQUENCING BATCH REACTOR - EQUIPMENT	LS	$300,000	2	$600,000
SEQUENCING BATCH REACTOR - STRUCTURE / INFRASTRUCTURE	LS	$625,000	1	$625,000
TREATED SECONDARY PUMPING STATION - STRUCTURE	LS	$75,000	1	$75,000
TREATED SECONDARY PUMPING STATION - EQUIPMENT	LS	$200,000	1	$200,000
TERTIARY TREATMENT PROCESSES				
TERTIARY FILTRATION SYSTEM - EQUIPMENT	LS	$304,000	1	$304,000
TERTIARY FILTRATION SYSTEM - INFRASTRUCTURE	LS	$75,000	1	$75,000
DISINFECTION PROCESSES				
IN-LINE UV DISINFECTION SYSTEM - EQUIPMENT	LS	$418,845	1	$418,845
IN-LINE UV DISINFECTION SYSTEM - STRUCTURE	LS	$75,000	1	$75,000
SOLIDS MANAGEMENT PROCESSES				
DEWATERING SCREW PRESS		$200,000	1	$200,000
AEROBIC DIGESTER TANK/BASIN/POND	LS	$150,000	1	$150,000
SLUDGE TRANSFER PUMP STATION (TRANSFER PUMPS/VALVES)	LS	$50,000	1	$50,000
FIXED COARSE BUBBLE DIFFUSER + BLOWER	LS	$75,000	1	$75,000
RECYCLED WATER SYSTEM				
CONVERSION OF EXISTING POND(S) TO EFFLUENT STORAGE PONDS	EA	$35,000	2	$70,000
RECYCLED WATER PUMPING STATION - STRUCTURE	LS	$75,000	1	$75,000
RECYCLED WATER PUMPING STATION - EQUIPMENT	LS	$200,000	1	$200,000
WWTP RECYCLED WATER DISTRIBUTION SYSTEM	LS	$35,000	1	$35,000
RECYCLED WATER TRANSMISSION SYSTEM	LS	$2,000,000	1	$2,000,000
FACILITY IMPROVEMENTS				
OFFICE AND LABORATORY FACILITIES	SF	$325	600	$195,000
MAINTENANCE SHOP / EQUIPMENT STORAGE FACILITY	SF	$100	2000	$200,000
ELECTRICAL & CONTROLS FACILITY	SF	$375	400	$150,000
BACK-UP GENERATION SYSTEM	LS	$300,000	1	$300,000
SITE FUELING STATION UPGRADE	LS	$35,000	1	$35,000
				$7,642,845

In addition to the estimation of capital costs associated with the initial construction of the Sequencing Batch Reactor configuration, an estimate was developed for the power (KW) requirements and

associated annual energy costs that should be anticipated for this WWTP configuration. A summary of the estimated power demands and annual energy costs are presented in Table 23. For the purposes of estimating annual energy costs, a flat electric energy rate of $0.18 / kwh was used.

TABLE 23. SEQUENCING BATCH REACTOR ENERGY COST

ESTIMATED SEQUENCING BATCH REACTOR ENERGY COST

HEADWORKS EQUIPMENT	QUANTITY	HP	KW	OPERATING HRS/DAY	KWH/DAY	KWH/YEAR	ELECTRICITY COST	COST/DAY	COST/YEAR
COARSE SCREEN	1	0.75	0.56	7.00	3.91	1428.95	0.18	0.70	257.21
SCREENING COMPACTOR	1	2.00	1.49	7.00	10.44	3810.53	0.18	1.88	685.89
MIXER MOTOR ON VORT GRIT SYSTEM	1	0.50	0.37	24.00	8.95	3266.17	0.18	1.61	587.91
GRIT CLASSIFIER PUMP	1	5.00	3.73	3.00	11.19	4082.71	0.18	2.01	734.89
GRIT CONVEYOR MOTOR	1	1.00	0.75	5.00	3.73	1360.90	0.18	0.67	244.96
PANEL TRANSFORMER	1	1.00	0.75	24.00	17.90	6532.33	0.18	3.22	1175.82
MISCELLANIOUS	1	1.00	0.75	24.00	17.90	6532.33	0.18	3.22	1175.82
TOTALS		**11**	**8.39**		**74.01**	**27013.91**		**$ 13.32**	**$ 4,862.50**

LIFT STATION EQUIPMENT	QUANTITY	HP	KW	OPERATING HRS/DAY	KWH/DAY	KWH/YEAR	ELECTRICITY COST	COST/DAY	COST/YEAR
SUBMERSIBLE PUMPS	2	20	14.91	24.00	357.94	130646.64	$ 0.18	$ 64.43	$ 23,516.40
MISCELLANIOUS	1	1	0.75	24.00	17.90	6532.33	$ 0.18	$ 3.22	$ 1,175.82
TOTALS		**21**	**15.66**		**375.83**	**137178.97**		**$ 67.65**	**$ 24,692.21**

SEQUENCING BATCH REACTOR EQUIPMENT	QUANTITY	HP	KW	OPERATING HRS/DAY	KWH/DAY	KWH/YEAR	ELECTRICITY COST	COST/DAY	COST/YEAR
SBR BLOWER	2	33.51	25.01	12	600.24	219087.60	$ 0.18	$ 108.04	$ 39,435.77
FLOATING MIXER	2	8.43	6.29	18	226.44	82650.60	$ 0.18	$ 40.76	$ 14,877.11
WAS PUMP	2	1.61	1.2	0.67	1.61	586.92	$ 0.18	$ 0.29	$ 105.65
INFLUENT PUMP	2	2.87	2.14	12	51.36	18746.40	$ 0.18	$ 9.24	$ 3,374.35
VALVES/PANEL/INSTRUMENTS	1	0.40	0.3	12	3.60	1322.00	$ 0.18	$ 0.65	$ 237.96
MISCELLANIOUS	1	2.50	1.86	24	44.74	16330.83	$ 0.18	$ 8.05	$ 2,939.55
TOTALS		**49.32**	**36.80**		**927.99**	**338724.35**		**$ 167.04**	**$ 60,970.38**

SLUDGE MANAGEMENT EQUIPMENT	QUANTITY	HP	KW	OPERATING HRS/DAY	KWH/DAY	KWH/YEAR	ELECTRICITY COST	COST/DAY	COST/YEAR
SCREW PRESS (MOTOR + AIR COMPRESSOR + CAKE CONVEYOR)	1	0.60	0.45	8	3.56	1300.00	$ 0.18	$ 0.64	$ 234.00
POLYMER DOSING PUMP + MIXER	1	0.50	0.37	8	2.98	1088.72	$ 0.18	$ 0.54	$ 584.54
AEROBIC DIGESTOR (BLOWE + MIXER)	1	46.90	35.00	8	280.00	102200.00	$ 0.18	$ 50.40	$ 18,396.00
MISCELLANIOUS	1	2.50	1.86	8	14.91	5443.61	$ 0.18	$ 2.68	$ 979.85
TOTALS		**50.50**	**37.68**		**301.46**	**110032.33**		**$ 54.26**	**$ 20,194.39**

TERTIARY FILTRATION -DISC FILTER EQUIPMENT	QUANTITY	HP	KW	OPERATING HRS/DAY	KWH/DAY	KWH/YEAR	ELECTRICITY COST	COST/DAY	COST/YEAR
DISC FILTER (DRUM DRIVE MOTOR)	1	3.6	2.7	24	64.80	23652	$ 0.18	$ 11.66	$ 4,257.36
MISCELLANIOUS	1	1	0.75	24	17.90	6532.33	$ 0.18	$ 3.22	$ 1,175.82
TOTALS		**4.6**	**3.45**		**82.70**	**30184.33**		**$ 14.89**	**$ 5,433.18**

DISINFECTION-UV LIGHT EQUPIMENT	QUANTITY	HP	KW	OPERATING HRS/DAY	KWH/DAY	KWH/YEAR	ELECTRICITY COST	COST/DAY	COST/YEAR
SBR OPTION (NUMBER OF LAMPS)	300	35.71	26.65	24	639.60	233454	$ 0.18	$ 115.13	$ 42,021.72
MISCELLANIOUS	1	2.5	1.86	24	44.74	16330.83	$ 0.18	$ 8.05	$ 2,939.55
TOTALS		**38.21**	**28.51**		**684.342**	**249784.83**		**$ 123.18**	**$ 44,961.27**

EFFLUENT PUMP EQUIPMENT	QUANTITY	HP	KW	OPERATING HRS/DAY	KWH/DAY	KWH/YEAR	ELECTRICITY COST	COST/DAY	COST/YEAR
SUBMERSIBLE PUMPS	2	20	14.91	24.00	357.94	130646.64	$ 0.18	$ 64.43	$ 23,516.40
MISCELLANIOUS	1	1	0.75	24.00	17.90	6532.33	$ 0.18	$ 3.22	$ 1,175.82
TOTALS		**21**	**15.66**		**375.83**	**137178.97**		**$ 67.65**	**$ 24,692.21**

OVERALL TOTALS									
		195.88	**146.16**		**2822.16**	**1030097.70**		**$ 507.99**	**$ 185,806.16**

6.3 Comparison of the Top Ranked WWTP Configurations

For the purposes of determining which of the Top Ranked WWTP configurations will best meet the requirements of the SMCSD in both the near term and in the future, a comparative analysis was performed on the three (3) “Short Listed” alternatives described above. The same ten (10) distinct

evaluation criteria which were used to evaluate the various treatment process alternatives were applied with consideration given based on the needs and requirements of the WWTP infrastructure and operations / maintenance requirements. A weighted score, based on a maximum of 100, was assigned to each criterion. Criteria deemed to have greater importance were weighted higher. The criteria were based on treatment compatibility with the District's goals to capture the critical elements of each unit process. In the Evaluation Matrix, each alternative was assigned scores for each criterion using a 1-5 scale, in accordance with the following:

Score	Definition
5	Satisfies Projects needs with multiple advantages
4	Satisfies Projects needs with few advantages
3	Satisfies Projects needs
2	Satisfies Projects needs with few disadvantages
1	Satisfies Projects needs with multiple Disadvantages

The results of the comparative analysis are summarized in the following Table XX. Based on the results of the analysis, the highest-ranking WWTP configuration was determined to be the Membrane Bioreactor alternative.

TABLE 24. TOP RANKED SECONDARY TREATMENT MATRIX

Recommended Treatment Systems							
Criteria	Weight(%)	Retro-Fitted Aerated Ponds		Sequencing Batch Reactor (SBR)		Membrane BioReactor	
		Raw	Weighted	Raw	Weighted	Raw	Weighted
Capital Cost	20	4	0.8	4	0.8	3.5	0.7
Operating Cost	20	3	0.6	4	0.8	3	0.6
Odor Mitigation	5	3	0.15	5	0.25	5	0.25
Staff Requirement	5	4	0.2	3	0.15	4	0.2
Reliability	10	3.5	0.35	4	0.4	5	0.5
Construction Feasibility	10	5	0.5	4	0.4	4	0.4
Ease of O&M	5	3	0.15	3	0.15	4	0.2
Adaptability/ Scalability	5	3	0.15	4	0.2	4.5	0.225
Effluent Quality	10	3.5	0.35	4	0.4	5	0.5
Footprint	10	5	0.5	4	0.4	4	0.4
Total	**100**		**3.75**		**3.95**		**3.975**

6.4 Recycled Water Distribution System Considerations

As described above, each of the Top Ranked WWTP configurations includes the processes and infrastructure to produce a significant volume of reclaimed wastewater on an annual basis that meets the Title 22 requirements for non-contact vineyard irrigation use and / or recharge of the groundwater aquifer. In conjunction with the preparation of this engineering report, the District's engineers contacted several owners of large vineyards in reasonably close proximity to the SMCSD WWTP to investigate the potential feasibility of making future reclaimed water supplies available for vineyard irrigation use. Based on the results of those investigations and discussions, it was determined that there is definite interest on the part of the local vineyard property owners in acquiring a source of reclaimed wastewater for irrigation purposes. The reclaimed water supply would be used to offset existing groundwater pumping from the Paso Robles Groundwater Basin and is consistent with the goals of the Paso Robles Groundwater Sustainability Agencies to reduce groundwater pumping in the future to help achieve groundwater sustainability under the requirements of the Sustainable Groundwater Sustainability Act (SGMA) which was signed into California Law in 2014.

In addition to the potential benefits to the Paso Robles Groundwater Basin that could occur by offsetting existing and future agricultural groundwater pumping, the distribution of reclaimed water by the District to large land areas, in lieu of disposing of the treated effluent into percolation basins, will eliminate the localized salt loading to the shallow subsurface that occurs under existing conditions. As is evident in Figure Nos 26 and 27, the existing WWTP effluent contains sodium and chloride concentrations in excess of those found in the local water supply.

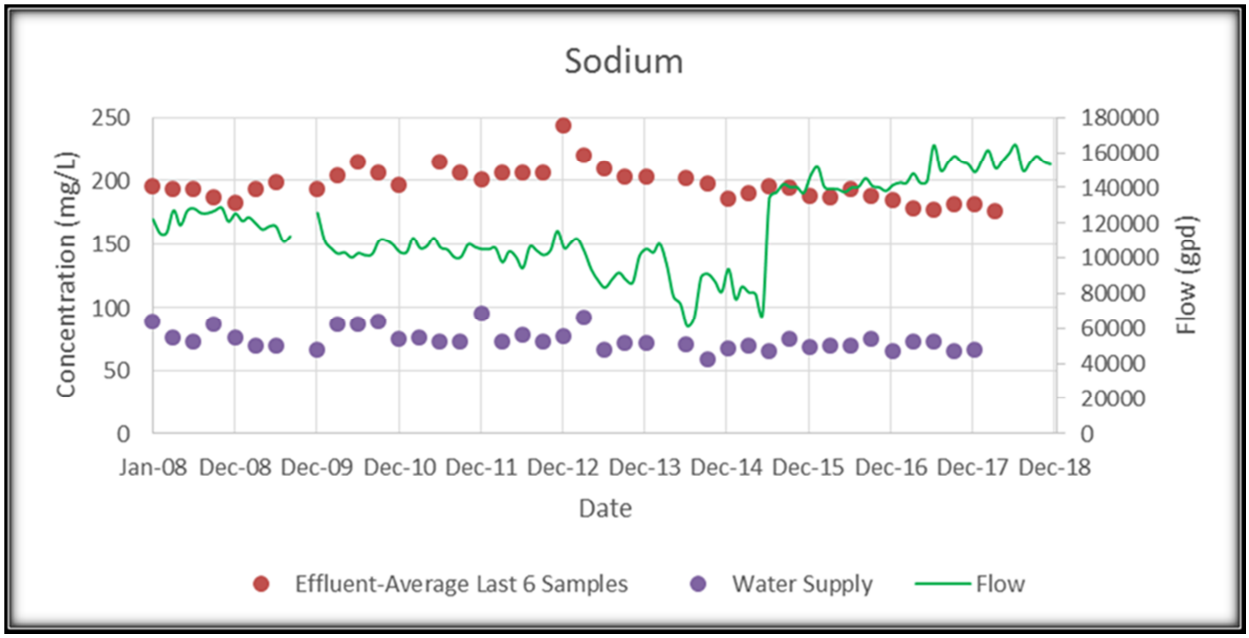


Figure 26. Sodium excess concertation levels observed in effluent Sampling

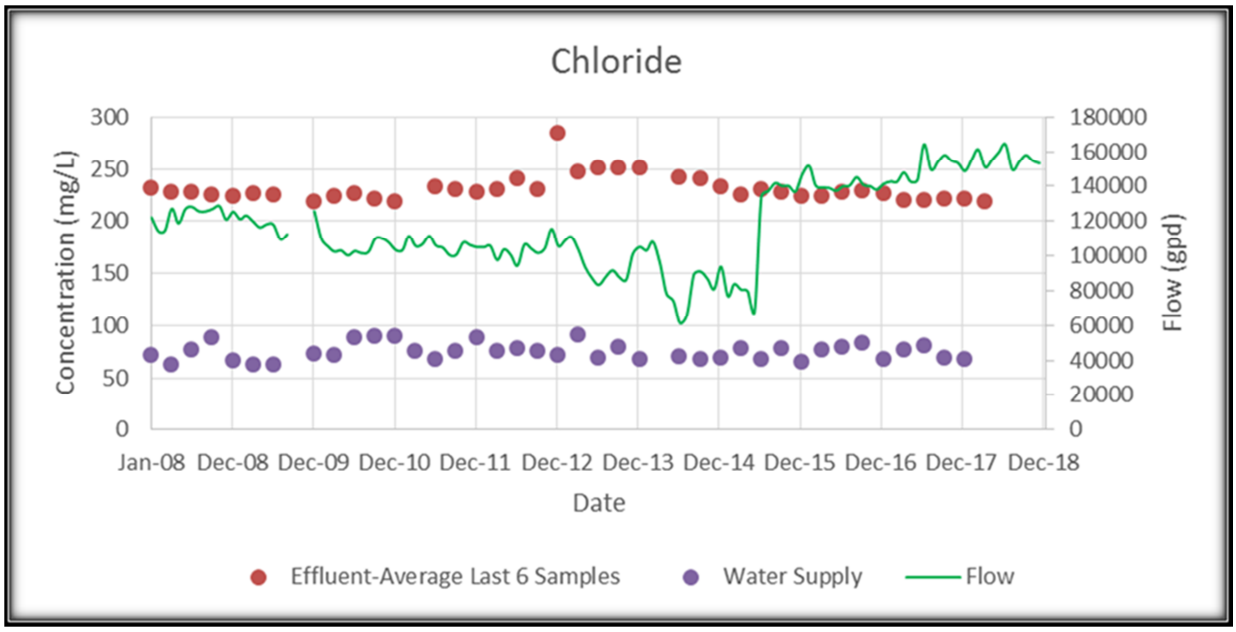


Figure 27. Chloride excess concertation levels observed in effluent Sampling

No significant reduction in salt (or TDS) concentrations is anticipated to occur with the construction of any of the previously described Top Ranked WWTP configurations. Under a scenario whereby the reclaimed water supply would be conveyed to local vineyards and blended with irrigation groundwater supplies from vineyard supply wells, blended irrigation water could be produced that is suitable for vineyard irrigation. The resulting loading of salts (and other TDS) could be substantially reduced as the blended reclaimed water is distributed over extremely large land areas and preclude the localized percolation of waters with elevated salt concentrations. The potential benefits of this approach include the following:

- Recycled Water That Meets Title 22 Disinfected Secondary Standards Can Be Used For Vineyard Drip Irrigation Systems
- Mixing Recycled Water With Well Water Produced By Vineyards Will Produce an Irrigation Supply That Is Suitable For Vine Health
- Eliminate The Percolation Of Effluent With High Salt Concentrations Into The Groundwater Aquifer
- Distribute The Produced Mass Of Salt Over A Significant Area (Minimal Adverse Impact To The Groundwater Basin)
- Reduced Pumping From Nearby Vineyard Irrigation Wells
- Potential Significant Long-Term Income Source For District

For the purposes of the engineering study, a conceptual design for a reclaimed water distribution system was developed. This conceptual design was based on multiple discussions with District staff, several local large vineyard owners and representatives from E.J. Gallo Wineries Courtside Cellars. The

conceptual design includes two primary transmission pipeline segments, which have the capacity to deliver recycled water to large vineyards on both the east and west sides of the Salinas River. A graphical depiction of the proposed recycled water transmission and distribution system is included as Figure 28. The estimated capital costs which are associated with this system are included in the capital cost estimates for each of the Top Ranked WWTP configurations.

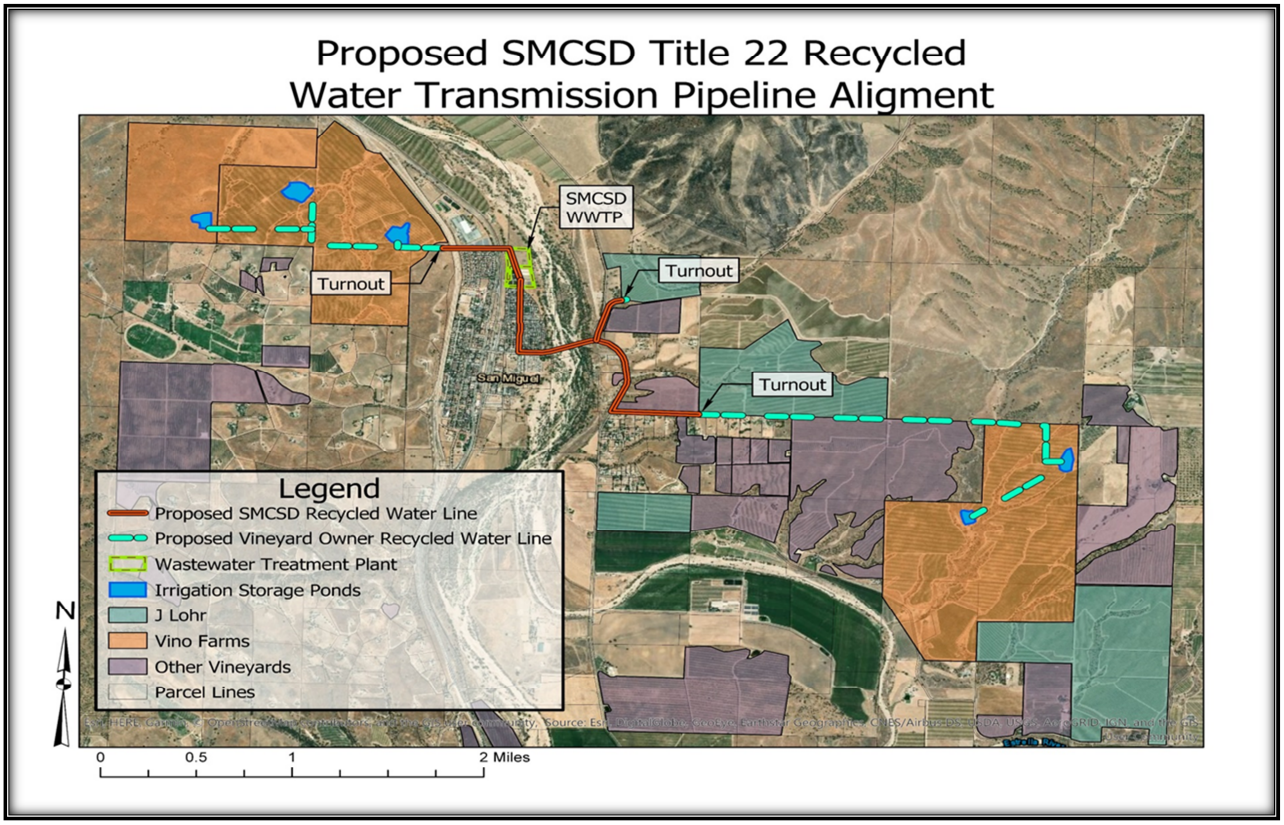


Figure 28. Proposed SMCSD Title 22 Recycled Water Transmission Pipeline Alignment

6.5 Recommended WWTP Expansion / Upgrade Alternative

Based on the results of the analysis which is summarized in the previous sections of this document, it is recommended that the San Miguel Community Services District proceed to the design phase of the WWTP Expansion & Upgrade Project to include the elements of the Membrane Bioreactor WWTP configuration which is summarized in Section 6.2.2. In conjunction with the initiation of the project design phase, the District should simultaneously initiate the Environmental Review Process (CEQA) and begin the preparation of the "Initial Study" as the Lead Agency per CEQA regulations.

San Miguel Community Services District

Board of Directors
Staff Report

January 24, 2019 **AGENDA ITEM: XI. 6**

SUBJECT: Review Chapters 1-4 of the Personnel Rules.

STAFF RECOMMENDATION:
Review Chapters 1-4 of the recommended changes to the Personnel Rules and provide direction to the Personnel Committee for any revisions.

BACKGROUND:
On January 10, 2019, the San Miguel Community Services District's ("District") Personnel Committee met with the Interim General Manager, General Counsel, and staff to discuss revisions to Chapters 1-4 of the current Personnel Rules. The purpose of the meeting was to ensure that Chapters 1-4 of the Personnel Rules accurately state the District's current practices as it pertains to the administration of employee benefits, District policies and practices, etc. The Personnel Committee was not tasked with changing any benefits or current practices at this time.

The Personnel Committee has attached a redlined document for the Board of Director's consideration for changes and additional input to ensure that the document accurately reflects the District's current practices.

The Personnel Committee shall meet on January 29, 2019, to review and provide recommended changes to the remaining chapters of the Personnel Rules. Subsequently, those recommended changes shall be presented to the Board of Directors at the February 2019 Board of Directors meeting.

FISCAL IMPACT: None.

STAFF RECOMMENDATION:

Staff recommends that the Board review Chapters 1-4 of the recommended changes to the Personnel Rules and provide direction to the Personnel Committee for any revisions.

PREPARED BY:

Douglas L. White, District General Counsel

SAN MIGUEL COMMUNITY SERVICES DISTRICT

PERSONNEL GUIDELINES AND POLICIES

Adopted: September 15, 2016

Resolution: 2016-30

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(continued on next page)

San Miguel Community Services District

Personnel Guidelines and Policy Manual

Chapter 1: Introduction

The San Miguel Community Services District ("District") expects every District employee to be thoroughly familiar with, and to comply with these Personnel Guidelines and Policy Manual ("Guidelines").

1.1 Disclaimer

The Guidelines do not represent a contract, nor should they be relied upon as binding promises made by the District. The District reserves the right to change, add to, or rescind any of the guidelines or policies after fulfilling its legally required meet and confer obligation with any District-recognized employee organization, as well as the right to determine their meaning, purposes, and effect.

1.2 Purpose and Scope of Guidelines

These Guidelines are intended to inform employees of the District's position on basic employment-related subjects. They are not all-inclusive, but address those general topics most likely to be of interest to employees in the course of ordinary, day-to-day operations of the District. The Guidelines are to be used as a reference by employees and supervisors.

Guidance to Reader: These Guidelines apply to all employees of the District. An employee who fails to comply with one or more Guidelines may be subjected to disciplinary procedures as specified herein, up to and including termination.

1.3 Equal Employment Opportunity Policy

The District's employment decisions are based on merit, qualifications, and the legitimate business-related needs of the District. The District does not discriminate against its employees or applicants because of race, color, religion, sex, pregnancy, national origin or citizenship, ancestry, age, marital status, registered domestic partner status, mental or physical disability, political affiliation, medical condition, sexual orientation, gender identity or gender expression, veteran status, genetic information, or any other basis protected by law. Equal employment opportunity is extended by the District to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, training, promotion, discipline, layoff, and termination.

1.4 Conflict with Other Policies

If a provision of these Guidelines conflicts with any provision of an applicable collective bargaining agreement entered into by the District and a recognized employee organization,

to the extent of such conflict, the provision of the collective bargaining agreement shall prevail.

1.5 Severability

If any section, subsection, sentence, clause, or phrase of these Guidelines is for any reason held illegal, invalid, or unconstitutional by decisions of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions.

1.6 Amendment of Policies

The General Manager ~~or his or her designee~~ may, at any time, make recommendations for the amendment and revision of these Guidelines to the Board of Directors ("Board"). However, amendments and revisions that fall within the scope of representation shall not be approved by the Board until after meeting and conferring in good faith with representatives of recognized employee organizations representing employees of the District.

1.7 Employment Constitutes Acceptance of Rules

In accepting employment with the District, each employee agrees to be governed by and to comply with the Guidelines and rules established by the General Manager pursuant thereto, and rules, regulations, and directives of the department in which employee is employed. Each employee will receive a copy of these Guidelines and are expected to read and be familiar with its contents and provisions and shall sign the "Acknowledgement of Receipt" form acknowledging acceptance.

All employees holding a position with the District on the effective date of these Guidelines shall thereafter be subject in all respect to the provisions herein except where excluded from coverage.

Chapter 2: Employment Practices

2.1 Classification of Employees

2.1.1 Probationary Employees – All District employees are considered probationary employees from their date of hire until the completion of twelve (12) months of service with the District. These employees are entitled to accrue vacation, sick leave, comp time off and health benefits from date of hire and entitled to use sick leave with General Manager approval from date of hire. Vacation leave is accrued from date of hire but may be only used after six (6) months of employment. Temporary employees who are later hired as regular District employees shall begin their probationary period starting from their first day of regular, non-temporary employment. The Department Head~~General Manager~~, in conjunction with the General Manager ~~employee's supervisor~~ may elect to extend the probationary period for any employee up to an additional three (3) months.

2.1.2 Regular Part-time Employees – Employees, who have served the required probationary period satisfactorily, are not temporary employees, and are regularly scheduled to work fewer than forty (40) hours per week in an established position on a year-round basis are regular part-time employees.

2.1.3 Regular Full-time Employees — Regular full-time employees are those who are regularly scheduled to work at least forty (40) hours per week, are not temporary employees, and who have successfully completed the probationary period.

2.1.4 Temporary Employees — Employees serving in a position in which the requirements of their services are temporary in nature are temporary employees. A temporary employee shall not work more than 1,000 hours in a fiscal year. This classification includes, but is not limited to, personnel employed for the following: seasonal workloads and emergency extra workloads. Temporary employees are not eligible for any employee benefits, except as required by law. A temporary employee may take time off without pay with the approval of his or her supervisor or General Manager and shall be permitted to take time off for the District-recognized holidays without pay.

2.1.5 Exempt Employee — An employee who is exempt from the minimum wage and overtime requirements of the Federal Fair Labor Standard Act ("FLSA"). To be considered "exempt," an employee must work in a bona fide executive, administrative, or professional capacity and be paid on a salary basis as required by the FLSA. These positions shall be so designated in the classification plan.

2.1.6 Non-Exempt Employee — An employee who is not a bona fide executive, administrative, or professional employee as defined by the FLSA. Non-exempt employees earn overtime pay in accordance with the overtime requirements of the FLSA.

2.2 Recruitment

2.2.1 Announcement

All recruitments for classification vacancies within the District shall be publicized by such methods as the Department Head and/ or General Manager deems appropriate~~,~~ and consistent with District standards. Special recruiting shall be conducted, if necessary, to ensure that all segments of the community are aware of the forthcoming examination(s). Announcements shall specify the title and compensation of the classification; the nature of the work to be performed delineating the essential and marginal functions of the job; the minimum qualifications for the classification; the manner of making application; the examination components; and other pertinent information.

2.2.2 Applications

Every applicant for examination shall file a formal, signed District employment application. Other methods of acceptable application due to an applicant's disability will be considered. Application forms shall require information covering training, experience, and other pertinent information as required by the Department Head and/ or General Manager. The Department Head and/ or General Manager may also require applicants to submit additional job-related information.

2.2.3 Examinations

Examinations for the establishment of eligibility lists shall be competitive and by such character shall test and determine the qualifications, fitness, and ability of applicants to perform the essential functions of the classifications for which they seek appointment.

The examination may include an investigation of character, personality, education, experience, criminal history, credit bureau, drug & alcohol and any tests of intelligence, capacity, technical knowledge, manual skill, or job-related physical fitness that the Department Head and/ or General Manager deems appropriate.

The Department Head and/ or General Manager shall designate the procedure, time, place, and type of examination, the conditions under which it may be conducted, and the individual or competent agency who will conduct the examination. The District will make every reasonable effort to accommodate disabled applicants in

the administration of employment tests in accordance with applicable law. Examinations may be promotional, open, or continuous as directed by the Department Head and/ or General Manager. In making a decision regarding the type of examination, the Department Head and/ or General Manager will consider the availability of qualified interested personnel in the District workforce, the possible Affirmative Action implications, and the need for expediency in filling the position.

2.2.3.1 Open/Promotional Examinations

Any person who meets the requirements set forth in the open/promotional examination announcement may compete in open/promotional examinations. The Department Head and/ or General Manager may adopt and implement objective standards to initially screen applications in order to reduce the number of applicants to a manageable size.

2.2.3.2 Promotional Examinations

Regular and non-regular employees, except temporary employees, who meet the requirements set forth in the promotional examination announcement may compete in a promotional examination announcement.

2.2.3.3 Continuous Examinations

Continuous examinations may be administered periodically for a single classification. Names shall be placed on eligibility lists and shall remain on such lists as prescribed in Section 2.2.4.

2.2.4 Eligibility Lists

2.2.4.1 Establishment

As soon as possible after the completion of an examination, the General Manager shall prepare and maintain an eligibility list consisting of the names of the applicants or employees who qualified in the examination. The names on the list shall be in order based on each applicant's competitive score for the examination process, with the highest score being first on the list. Each applicant or employee shall be given notice of the results of his or her examination and ranking on the eligibility list.

Applicants on the eligibility list for a particular classification may be certified by the General Manager for consideration to hire for a classification in an equal or lower salary range in the event that an eligibility list for that classification does not exist, provided that the applicant is qualified. This may be done only with the approval of the General Manager. Applicants will not be removed from the eligibility list pursuant to Section 2.2.4.3 if they refuse to accept employment in the lower classification.

2.2.4.2 Duration of Lists

All eligibility lists shall remain in effect until exhausted or abolished by the General Manager for due cause. As a general policy, eligibility lists shall remain in effect for not more than one (1) year. Eligibility lists may remain in effect for more than one (1) year at the General Manager's discretion. The General Manager may abolish eligibility lists with three (3) names or less before the one (1) year expires.

2.2.4.3 Removal of Names from Eligibility Lists

The General Manager may remove a name of any eligible candidate appearing on an eligibility list if:

- The eligible candidate requests that his or her name be removed;
- The eligible candidate fails to provide notification of a change in address;
- The eligible candidate fails to attend a scheduled interview;
- The eligible candidate declined an interview on two (2) occasions;
- The eligible candidate declined an offer of employment;
- The eligible candidate was on an eligibility list as a result of a promotional examination and has subsequently left District employment; or
- The eligible candidate was on a list for a specialized classification within one department of the District and was determined to be unsuitable by the Department head.

2.2.4.4 Disqualification

At any point in the recruitment and selection process, the Department Head and/ or General Manager may refuse to declare an applicant an eligible candidate, or may withhold or withdraw from certification, prior to appointment by the General Manager, anyone who:

- Has failed to provide proof for any of the requirements established in the announcement for the classification for which he or she applied;
- Has been convicted of a felony of such a nature as to have an adverse effect on the candidate's ability to perform the duties of the position;
- Has a history of dismissal from any position in public or private service for any cause which would be a cause for dismissal from District employment;
- Has practiced or attempted to practice any deception or fraud in his or her application, examination, or in securing eligibility; or
- Is otherwise not qualified for employment with the District.

2.3 Hiring

Decisions regarding employment are based upon an individual's qualifications for the applicable position as described below.

2.3.1 Vacancies — Employees of the District are encouraged to apply for any vacant positions for which they are qualified. The District awards vacant positions to the applicants who are best suited to meet the needs of the District, regardless of whether the applicant is a current District employee or not.

If a vacancy is awarded to a current regular employee, that employee shall serve a six (6) month probationary period in that position with continued benefits for health care, sick leave, vacation and comp time-off. Within three (3) months of the move to the vacant position, the employee may return to their previous position with written notice to, and approval by the General Manager, so long as the position has not been filled.

2.3.2 Selection of employees — All persons considered for employment with the District shall be qualified to perform the duties of the position for which they are employed. Before reporting for their first day of work, employees ~~may~~ shall be required to undergo a medical examination and drug/alcohol testing, which confirms their ability to perform the essential functions of the job. All persons considered for employment shall also be required to submit to a background check through the Department of Justice. If an applicant is applying for a position with the District, which requires driving a District vehicle, that applicant shall also submit a Department of Motor Vehicles report with his or her application.

2.3.2.1 Citizenship Verification — All employees must provide necessary documentation to prove identity and their right to work in the United States in accordance with Federal and State Immigration and Naturalization laws. Failure to provide such documentation will result in disqualification from selection or immediate termination.

2.3.3 Probationary Period — The purpose of the probationary period is to give the District and the new employee the opportunity to determine whether employment relationship suits both parties. New employees may be eligible for health benefits under the Affordable Care Act after ninety (90) days of employment, if not enrolled in the District's health care coverage. During the probationary

period, the District evaluates the employee's job performance, and it is expected that the employee will use this time period to determine whether the District employment is satisfactory to him or her. Generally, employee evaluations may be performed at three (3) months and/or six (6) months after the date of hire and shall be performed at the end of the twelve (12) month probationary period. The employee's supervisor will conduct a written performance evaluation to ascertain the advisability of continued employment on a regular basis. However, written evaluations may be done at any time during the probationary period if determined to be necessary by the Supervisor or the General Manager.

Regardless of whether the supervisor completes a written performance evaluation, probationary employees are at-will and the District retains the right to terminate employment with or without cause, during the probationary period, in accordance with California law. Similarly, the probationary employee can end his or her employment at any time with at least two (2) weeks' written notice.

New employees hired for regular positions serve a probationary period of twelve (12) months, commencing with their first day of employment. The General Manager, in conjunction with the employee's supervisor or Department Head, may extend the probationary period one ~~or more~~ time~~s~~ if it is determined that such an extension is appropriate. The status of regular employment following the probationary period shall only occur after a successful evaluation has taken place, and only if confirmed in writing by the District.

2.4 Promotion

All regular employees of the District are eligible to apply and be considered for promotions for which they are qualified. An employee who is promoted shall serve a six (6) month probationary period in his or her new position.

2.5 Nepotism

2.5.1 Definitions:

2.5.1.1 "Relative" means spouse, registered domestic partner, child, stepchild, step-sibling, parent, step-parent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, cousin, niece, nephew, or in-laws of those enumerated by marriage or domestic partnership.

2.5.1.2 "Spouses" means two persons who have a valid marriage or two people who are registered domestic partners.

2.5.1.3 "Supervisory relationship" means one in which one employee exercises the right to control, direct, reward, or punish another employee by

virtue of the duties and responsibilities assigned to his or her District appointment.

2.5.2 Policy as to Relatives

The General Manager has discretion not to appoint, promote or transfer a person to a position within the same department in which the person's relative already holds a position, when such employment would result in any of the following:

- Create a direct or indirect supervisory relationship;
- The two employees having job duties, which require performance of shared duties on the same or related work assignment;
- Both employees having the same immediate supervisor; or
- A potential for creating an adverse impact on supervision, safety, security, morale, or efficiency that is greater for relatives than for unrelated persons.

2.5.3 Policy as to Employees Who Become Spouses or Domestic Partners If two District employees, who work in the same department, become spouses or become domestic partners, the Department Head has discretion to transfer one of the employees to a similar position in another department with General Manager approval. Although the wishes of the employees in question will be given consideration, the Department Heads retains sole discretion to determine which employee is to be transferred based upon District needs, operations, or efficiency. Notwithstanding any provision in these Guidelines, any such transfer that results in a salary reduction is not disciplinary and is not subject to any grievance or appeal.

If continuing employment of both employees cannot be accommodated in a manner that Department Head finds to be consistent with the District's interest in the promotion of safety, security, morale, and efficiency, then the Department Head retains sole discretion to separate one employee from District employment. Absent the voluntary resignation of one employee, the less senior employee will be separated, with at least thirty (30) days' notice to attain new employment, unless the employee is in violation of any of these policies as outlined in Chapter 10 of these Guidelines. Notwithstanding any provision in these Policies, any such separation is not considered to be disciplinary and is not subject to any grievance or appeal.

2.6 Employee Evaluations

In order to provide employees with information concerning their employment progress and to identify areas to improve job performance, the employee's supervisor and General Manager will conduct formal written employee evaluations at least once per year, preferably using the employee's hire date anniversary is desired for an annual evaluation,

Generally, employee evaluations may be performed at three (3) months and/or six (6) months after date of hire and shall be performed near the end of the twelve (12) month

probationary period. In the event than an employee's supervisor or the General Manager determines that a regular part-time or regular full-time employee's job performance has not improved after receiving a written evaluation, the supervisor or the General Manager may elect to establish a performance improvement plan ("PIP"), also known as a performance action plan to provide an employee the opportunity to succeed while still being held accountable for past performance. A PIP shall be used to address either failures to meet specific job performance-related or behavior-related issues. A PIP format and content shall conform to the guidelines provided in Exhibit "A" attached to this Policy Manual.

2.6.1 Ratings

Performance evaluations shall be in writing on forms prescribed by the General Manager or his or her designee. The evaluation shall provide recognition for effective performance and also identify areas that need improvement. All evaluations will have an overall evaluation of Unsatisfactory, Improvement Needed, Satisfactory, Above Satisfactory, or Outstanding.

- Unsatisfactory Work is well below the standard expected of a competent worker in that job position, a majority of the time. Unsatisfactory ratings must be substantiated in a written statement by the evaluator.
- Improvement Needed performance is frequently less than the standard expected of a competent worker in that job position, and improvable with additional training, experience, or effort.
- Satisfactory Work performance consistently meets the standard expected of a competent worker in that job position.
- Above Satisfactory Work performance is generally above the standard expected of a competent worker in that job position, a majority of the time.
- Outstanding Work performance is consistently and distinctly well above the standard expected of a competent worker in that job position; performance is superior. Outstanding ratings must be substantiated in a written statement by the evaluator.

2.6.2 Evaluation Procedure

The performance evaluation must be signed by the evaluator and discussed with the employee. Unscheduled performance evaluations may be made at the discretion of the General Manager or his or her designee.

Performance evaluations can be appealed to the General Manager as outlined in the Grievance Procedure in Chapter 11 of these Guidelines. Employee evaluation grievances will only be considered by the General Manager; they will not be heard by the Board. The General Manager may only modify employee evaluations if there is a compelling reason to do so, and that reason ~~will be~~ must be clearly stated on the modified evaluation.

2.7 Training, Certification and Education

It is the employee's responsibility to maintain all appropriate or required licenses and certificates for his or her position. District will not pay for courses, credentials, licenses or certificates not required for an employee's duty position. If an employee loses a required license or certificate, he or she may be subject to discipline that may include demotion or termination.

The District supports education and training programs that improve the skills, qualifications, performance, and proficiency of the District employees. In addition, some of the positions within the District require employees to possess certifications. It is each employee's responsibility to maintain state-mandated certificates or credentials necessary to the employee's job assignment. The District will cover or reimburse class costs of any required education and testing required to maintain job required certification. ~~and tests after successful completion of course or class and cost receipts are submitted for reimbursement~~. If an employee fails a course and/or test required for certification then they will ~~generally~~ be responsible for all costs to re-take the course and/or tests.

Where the District requires the employee to take training or where the employee is required by his or her position to maintain certification, employee shall submit a written request for training or certification to the employee's Department Head, who shall then notify the General Manager ~~or his or her direct supervisor~~of the required training.

2.8 Outside Employment

Any regular employee, who desires to engage in outside employment, shall first obtain a non-District conflict job approval from his or her supervisor or General Manager. The employee shall submit a statement to his or her ~~supervisor~~ Department Head or General Manager naming the prospective employer, his address and telephone number, and outlining the proposed duties and hours of work. Approval may be denied if, in the opinion of the supervisor or General Manager, such outside employment is incompatible with the proper discharge of the employee's official duties. All such approvals shall be subject to renewal by the General Manager, and shall be re-submitted prior to January 10th each year to maintain a valid, continuous authorization, or any time there is a change in employment or duties.

Any violations of this section shall constitute sufficient grounds for disciplinary action, up to and including dismissal.

2.9 Job Descriptions and Duty Statements

It is the District's responsibility to develop and maintain job descriptions for each position within a table of organization established by the Board of Directors.

Exhibit "B", incorporated herein by reference, shall provide a listing of ~~said descriptions~~said descriptions by position and also provides a compensation schedule by position**.**

~~Specific~~ All contract employees, including but not limited to, General Manager, Director of Utilities, Board Clerk/ Account Manager, ~~District~~ Fire Chief and ~~District~~ Assistant Fire Chief shall be subject to annual work performance evaluations per individual agreements and subject to Section 2.6 provisions. However, if the General Manager and the Fire Chief positions are held by the same individual, then the Board of Directors shall conduct the performance evaluation for those positions.

Chapter 3: Working Conditions

3.1 Regular Work Week

The regular workweek is forty (40) hours for all non-exempt full-time employees, ordinarily to be worked in five (5) eight-hour shifts, unless otherwise directed by General Manager or his or her designee. The workweek is defined as 12:01 A.M. Monday through midnight on ~~Saturday~~ Sunday except for those personnel working an alternative work week schedule. Utility ~~crew~~ field staff normal work schedule will be scheduled to meet District operational needs.

Safety/Personnel may be assigned alternate work schedules and an alternative workweek.

Operations and administrative staff may be assigned other work hours from time to time as determined by the department head or General Manager to best cover operational needs of the District. Employees shall report ready to begin work at the start of their shift and work until the shift ends.

3.2 Overtime Policy

Due to the nature of the service the District provides the public, non-exempt personnel may be required to work overtime, which may include weekend duty along with days which are longer than eight hours in length.

All overtime hours worked shall be authorized in advance by the Department Head with notification in writing to the General Manager~~, or his or her designee specifically vested with this authority~~. Employees working overtime without prior approval by the appropriate individual may be subject to discipline.

3.2.1 Overtime Computation

All non-exempt employees who work in excess of his or her regular work schedule, normally eight (8) hours in a workday, or forty (40) hours in a workweek, shall be entitled to overtime compensation at the rate of time and one-half of their regular rate of pay, except as otherwise provided for in these Guidelines or in the applicable collective bargaining agreement.

Overtime provisions shall not apply to contract employees.

3.2.2 Overtime Compensation/Compensatory Leave Time

All overtime shall be compensated by compensatory time or by cash payment at the rate of one and one-half of the employee's regular hourly rate of pay. ~~Overtime shall be only compensated by cash payment after the employee has accumulated forty~~ sixty ~~(40~~60~~) hours of compensatory time.~~ An employee may only accrue up to sixty (60) hours of compensatory time, which shall be accrued as time and one half, but used and paid as straight time.

For exempt employees, who have an employment agreement, the purpose of compensatory time is to allow these employees to take time off when he or she works extra hours, because exempt employees are exempt from overtime compensation under the FLSA. This benefit is granted by contract to these non-exempt employees because the District recognizes that those specified employees devote a great deal of time to the District outside of normal working hours. The business hours of the District are 8:30am to 4:30pm, and the hours of utility staff are 7:00am to 3:30pm due to the nature of their job duties. Non-exempt employees are expected to maintain a work schedule consistent with the operating hours of the District. If a non-exempt employee arrives late and/or leaves early, those hours shall be deducted from a non-exempt employee's compensatory time bank.

~~Non-exempt employees may earn compensatory time to a maximum of forty~~ sixty ~~(40~~60~~) hours.~~ If unused, non-exempt employees may either cash out up to forty (40) hours or carry over up to sixty (60) hours of compensatory time once before June 30 of each fiscal year. c~~C~~ompensatory time ~~may be "cashed in" once a year~~prior to June 30 of each year for a total of forty (40) hours only if the employee has at least forty (40) hours of compensatory time on record, unless otherwise provided for in an approved bargaining agreement . Any additional compensatory time may be carried over to the next fiscal year or cashed out before June 30. Employees who leave his or her employment with the District shall be allowed to use compensatory time earned prior to the effective separation date.

Compensatory leave time shall be used before using vacation ~~or sick~~ leave ~~time off~~. Employees may accrue up to a maximum per calendar year of sixty (60) hours of compensatory leave at any time, unless otherwise stated in an employment agreement. ~~Compensatory time is not cashed out except upon the employee's separation from employment with the District, unless separated by the District.~~

Compensatory time earned by an employee, who is required to work in excess of the normal workweek, shall be recorded by the immediate supervisor of the employee on the time card.

3.2.3 Fire Protection Employees

Section 7(k) of the FLSA provides that employees engaged in fire protection may be paid overtime on a "work period" basis. A "work period" may be from seven (7) consecutive days to twenty-eight (28) consecutive days in length. For work periods of at least 7 but less than 28 days, overtime pay is required when the number of hours worked exceeds the number of hours that bears the same relationship to 212 (fire) as the number of days in the work period bears to 28. For example, fire protection personnel are due overtime under such a plan after one hundred and six (106) hours worked during a fourteen (14) day work period.

Work Period (days)	Maximum Non-Overtime Hours
14	106

3.3 Hours of Work

Normal office hours of the District, and the normal work schedule for administrative office staff, are 8:00 am until 4:30 pm, Monday through Friday. The normal schedule for the utility staff is Monday through Friday from 7:00 am until 3:30 pm.

Operations employees and office staff may be assigned other work hours from time to time as determined by the Department head or the General Manager to best cover the operational needs of the District and its customers. Employees shall report "ready" to work at the start of their shift, and work until the shift ends.

3.4 On-Call Duty

A schedule is maintained by the Director of Utilities whereby qualified Operations employees may be assigned, on a rotational basis, to be "on-call" on weekdays, weekends, holidays and other times not considered regular hours of work for the District employees, or as assigned to work alternative work week schedules.

3.4.1 Weekdays ~~and Weekends~~

On-Call employees will be paid at a rate of $1.50 per hour for each hour they are on call outside of actual hours worked. ~~On-call employees who perform plant/ well readings on weekends will receive minimum of 2 hours compensation, or total actual hours worked if in excess of two hours (paid at overtime rate or straight time depending on whether the employee is on an alternate work weekhas already worked 40 hours in that workweek).~~ While on call, if an employee is called back to work during their on call time, they will be paid for any hours worked at their Overtime rate.

3.4.2 Holidays/ Furlough Days/Weekends

On-Call employees will be paid at a rate of $2.05~~0~~ per hour for each hour they are on call outside of hours worked. On-call employees who perform plant/ well readings on weekends, holidays, and furlough days will receive minimum of 2 hours compensation, or total actual hours worked if in excess of two hours (paid at overtime rate or straight time depending on whether the employee has already worked 40 hours in that workweek). While on call, if an employee is called back to work during their on call time, they will be paid for any hours worked at their Overtime rate.

3.4.3 Availability

When an employee is assigned to on-call duty, he or she shall be provided a District tablet. The tablet will be used to access the District SCADA system in the event of an afterhours call. The on-call employee is required to keep the tablet in his or her possession during the entire on-call period. Notification of immediate work need may be given orally, in person or telephonically, by the Director of Utilities, General Manager.

When an employee is assigned on-call duty, he or she shall be free to utilize his or her time as desired but must be able to be at the District within thirty (30) minutes. This will enable the on-call employee time to return to work in the event of an emergency call. On-Call employees need to remain unimpaired (e.g., such as refraining from drinking alcoholic beverages) and able to perform all duties when on-call.

3.4.4 Call Backs (employees on-call)

If an employee is on call and he or she receive notification of a problem needing attention which can be addressed without leaving the location which they are at. (IE over the phone, or through SCADA) the employee will ~~not~~ receive two (2) hours of overtime pay~~any additional pay beyond the standby pay they are already receiving~~.

If an employee is on call and he or she receive notification of a problem needing attention which requires them to return to the District for any reason they will receive a minimum of two (2) hours of overtime pay. If the call out extends beyond the initial two hours, then they will continue to receive overtime pay for all actual time worked unless they reach their normal workday start time in which they will cease to receive overtime and will begin receiving straight time.

3.4.5 Call Backs (employees **not** on-call)

If an employee is not on call and he or she is called back to work, the employee will receive minimum two (2) hours of overtime pay starting at the time they are notified. If the call out extends beyond the initial two hours, then they will continue to receive overtime for all actual time worked unless they reach their normal workday start time in which they will cease to receive overtime and will begin receiving straight time.

~~3.4 On-Call Duty~~

~~A schedule is maintained by the Utilities Department head and approved by General Manager whereby Operations employees may be assigned, on a rotational basis, to be "oncall" on weekends, holidays and other times not considered regular hours of work for the District employees or assigned to work alternative workweek schedules.~~

~~3.4.1 Weekdays~~

~~On-Call/Weekday Duty employees are paid $1.50 per hour rate for each weekday they are on call. If these employees are called into work during this time, they will be paid for any on-call hours worked at the OT rate.~~

~~3.4.2 Holidays and Weekends~~

~~On-Call employees receive $2.00 per hour rate per day for each holiday or weekend day they are assigned to on-call duty.~~

~~3.4.3 When an employee is on-call, he or she shall be provided a District cell phone. The cell phone will be used to notification to the employee on-call in the event of work immediately needed. The on-call employee is required to keep the cell phone in his or her possession during the entire on-call period of time. Notification of immediate work need may also be given orally, in person or telephonically, by the General Manager or Utilities Supervisor.~~

~~When an employee is assigned on-call duty, he or she shall be free to utilize his or her time as desired, but must be able to respond within thirty (30) minutes to any District facility. This will enable the on-call employee time to return to work in the event of an emergency call. On-Call employees need to remain unimpaired (e.g., such as refraining from drinking alcoholic beverages) and able to perform all duties when on-call.~~

~~3.4.4 Call Backs~~

~~If an employee is not on call and he or she is called back to work, the employee will receive one (1) hour of Call Back Pay which is1 hour of regular pay at straight time plus pay for his or her hours worked (at straight pay or OT rate depending on whether they have worked over 40 hours in the week).~~

3.5 Meal/Break Time

All employees working between four (4) hours and six (6) hours shall receive one fifteen (15) minute paid break. All employees working more than six (6) hours in a day shall receive two (2) paid fifteen (15) minute breaks (rest periods) in each day. The first shall occur approximately midway between their starting time and their meal time. The second shall occur approximately midway between their meal time and the end of their workday.

All employees working more than four (4) hours in a day shall receive an unpaid, off-duty meal period of not less than thirty (30) minutes. This meal must be taken no later than the end of the fifth (5th) hour of work. Employees working more than ten (10) hours receives a second unpaid meal period of not less than thirty (30) minutes. The second meal must be taken no later than the end of the tenth (10th) hour of work. An employee working six (6) hours or less may waive the first meal break by written mutual consent between the employee and District. The second meal period may be waived by written mutual consent

if the total shift is twelve (12) hours or less and the employee takes the first meal break. Employees may take on-duty meal periods in certain limited circumstances and must be agreed to in writing by the employee and District.

3.6 Attendance

Regular attendance by all employees is important to the successful operation of the District. Employees are expected to maintain a good attendance record and to report promptly for work in accordance with assigned work schedules.

3.6.1 Notice of Absence

Employees who must be absent from work are expected to notify their supervisor or ~~General Manager~~Department Head, either directly or by a recorded message, as soon as possible but not later than the beginning of their assigned shift. The employee shall provide the general reason for, and the probable duration, of the absence. If the employee has an ~~prolonged~~ absence due to illness, he or she may be required to provide medical documentation upon request from the Department and or the General Manager~~ or his or her designee~~. If an employee has a pattern of excessive sick leave usage, the District may require medical documentation.

3.6.2 Tardiness/Absence

Employees are expected to report for their work shifts on time. Excessive or repeated tardiness may result in discipline up to and including termination.

If an employee is absent more than three (3) working days for any reason without notifying the employer, the employee may be considered to have voluntarily resigned.

3.7 Pay Period

The District's payday is every other Friday for the two-week pay period ending the previous ~~Friday~~Sunday.

3.8 Safety

The District has adopted Injury and Illness Prevention policies and safety rules with which employees are expected to comply. These policies are hereby incorporated by reference to the Personnel Guidelines and Policy Manual. It is the responsibility of each employee to learn and observe all applicable safety practices, policies, directives, or procedures. In addition, each employee is responsible for maintaining a safe work environment. Safety-related questions, or reports of any unsafe working conditions, real or potential, should be directed to the General Manager.

3.9 Accidents; Reporting

Any work-related accident, or other accident occurring on the worksite, involving employees or other persons shall be reported to the Department Head, who will then provide notice to the ~~and/ or~~ General Manager~~, or his designee~~. If the Department Head is

unavailable to provide notice of a work-related accident or other accident occurring on the worksite involving employees or other persons, then that shall be reported to the General Manager in the Department Head's absence.

Such reports must be made in writing and submitted to the Department Head, who shall then provide notice to the ~~and/ or~~ General Manager immediately following the accident, and in no event more than twenty-four (24) hours following the accident on forms provided by the District. Employees are covered for employment related injury or illness by the California Worker's Compensation Act. Under California law, failure to report or delays in reporting a work-related injury or illness may result in a loss of benefits.

3.10 Maintenance – Housekeeping

Each employee is responsible for the condition and maintenance of the equipment he or she uses on the job. The employee should report to ~~the department supervisor or the General Manager~~their supervisor or D~~d~~epartment H~~h~~ead any equipment which is damaged, worn, or in need of maintenance. Employees should direct any safety concerns regarding the use of equipment to his or her supervisor or D~~d~~epartment H~~h~~ead.

Cleanliness and orderliness are important to the operation and safety of the District. Employees are responsible for keeping their work areas clean and orderly. Employees shall conduct pre-operation inspections of vehicles and equipment as well as report any repairs made and perform any minor repairs, or initiate a work or service order request to repair said vehicle or equipment. Employees shall maintain their work areas and equipment or initiate a service work order request for repairs.

3.11 Dress Code

All Utility and Fire employees that are required to wear uniforms shall wear the appropriate uniform for their work area. If an employee is governed by an MOU, the employee should follow the rules pertaining to his or her dress code as outlined in the MOU. Employees are permitted to wear the uniform only during their work hours, work time, or traveling to and from work or while representing the District.

Utility employees may be reimbursed up to one hundred and fifty dollars ($150.00) per fiscal year to cover the cost of footwear that employees are required to wear to perform the District work, or an amount agreed upon by any recognized collective bargaining agreements. Employee must provide the District a receipt of the work boot purchase in order to obtain the boot allowance.

Employees that acquire uniforms with District logos or identifications may not wear these items while off-duty. Off duty firefighters may wear their District provided t-shirts, if on-call or stand-by duty.

Neatness, cleanliness, and good personal hygiene are expected of all the District employees while working. Employees should dress appropriately, in good taste, and according to the requirements of her or his position.

3.12 Tattoo and Piercing Policy

Employees of the District are expected to project a professional appearance while at work. Towards that end, employees are expected to comply with the following rules:

Tattoos:

1. No visible tattoos are allowed anywhere on the head, face or neck, unless for religious reasons or purposes that the employee professes or provides information of religious affiliation or association.
2. Any visible tattoos cannot be obscene, sexually explicit, or otherwise violate the District's policy against unlawful harassment or discrimination. Extremist or gang related tattoos are also not permitted.
3. Visible tattoos for religious purposes or reasons shall be allowed for religious reasons or purposes that the employee provides information of religious affiliation or association related to said tattoo(s).
4. Visible tattoos may not be larger than 6 inches.
5. Any non-conforming tattoos must be covered with clothing or a bandage while at work, or must be removed.
6. If an employee has a question about the tattoo policy, he or she should raise it with their supervisor.

Piercing:

1. No objects, articles, jewelry or ornamentation of any kind shall be attached to or through the skin if visible on any body part (including the tongue or any part of the mouth) except that an employee may wear two sets (i.e., four holes total) of reasonable-sized (i.e., small and professional-looking) earrings in the ear lobes.
2. Piercings, as described herein, shall be allowed if the employee provides information of religious affiliation or association related to said piercing(s).
3. Any non-conforming piercing shall be removed, covered with a bandage, or replaced with a clear, plastic spacer while the employee is working.
4. If an employee has a question about the piercing policy, the matter should be raised with his or her supervisor.

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Chapter 4: Compensation

4.1 Benefits

4.1.1 Health – Medical Insurance Benefits

The District provides seventy percent (70%) of the employee's monthly premium for health benefits up to nine hundred dollars ($900.00) ~~per month paid group~~ toward group medical insurance benefits, through CalPERS, for eligible employees and their families ~~and one dependent per employee~~.

Eligible employees include all employees regularly scheduled to work an average of thirty (30) hours per week ~~at least twenty-five (25) hours per week~~ and CalPERS members. Employees ~~may elect to cover costs associated with additional dependents~~ will be required to ~~cover cost~~ pay the remaining thirty percent (30%) of the monthly health premium and any amount ~~for their chosen health plan~~ in excess of $900.00 through a payroll deduction. Employees are encouraged to consult with the General Manager or human resources personnel regarding eligibility, costs and enrollment procedures.

Eligible employees may enroll in group health benefits on their hire date.

If an eligible employee already has qualifying healthcare through another source (such as a spouse or parent) and chooses not to participate in health insurance through the District, then they are eligible to receive two hundred and twenty-five dollars ($225.00) per month in which health insurance would normally be deducted.

This section applies to all eligible employees unless otherwise provided for in an approved bargaining agreement or contract.

District will also pay 100% of vision and dental coverage for its employees only. Employees may enroll a spouse and/or dependents for the District's vision and dental coverage, but shall be responsible for the benefit cost for spouse and family members for vision and dental coverage. The District shall provide payroll deductions for these expenses.

4.1.2 Retirement Health Benefits – Current Employees and Annuitants Hired before May 1, 2013

The District currently provides retirement health benefits to eligible employees through CalPERS. These benefits are governed by the District's contract with CalPERS (including the plan documents), California state law, and applicable regulations. Should you want to review the plan or have further questions regarding this benefit, please call the District representative, who is currently the Finance Officer, and set up an appointment to go over the plan. The District reserves the right to change or discontinue this plan, consistent with any legal obligations it may have.

4.1.3 Retirement Health Benefits - Employees hired after May 1, 2013 The District currently provides retirement health benefits to eligible employees through CalPERS. These benefits are governed by the District's contract with CalPERS (including the plan documents), California state law, and applicable regulations. Should you want to review the plan or have further questions regarding this benefit, please call the District representative, who is currently the Finance Officer, and set up an appointment to go over the plan. The District reserves the right to change or discontinue this plan, consistent with any legal obligations it may have.

The following is the Vesting Schedule for Employees hired as of May 1, 2013:

Credited Years Of Service	Percentage of Employer Contribution
10	50%
11	55%
12	60%
13	65%
14	70%
15	75%
16	80%
17	85%
18	90%
19	95%
20 or more	100%

The credited service for purposes of determining the percentage of employer contributions shall mean service as defined ~~in Government~~in Government Code Section 20069 except that not less than five years of that service shall be performed entirely with District.

The percentage of employer contribution payable for post-retirement health benefits for each annuitant shall be based on the employee's completed years of credited service based upon Government Code Section 22893.

4.2 Holidays

Full-time and Part-time District employees, both regular and probationary, are paid for the following the District Holidays whether or not they are scheduled to actually work on that holiday. Full-time employees receive eight (8) hours of holiday pay at straight time on the observed holiday. Temporary ~~and part-time~~ employees are not eligible for holiday pay.

Commented [HS1]: Part time employees are not entitled to holiday pay, by law.

The District generally recognizes the following twelve (12) days as paid holidays:

New Year's Day	Thanksgiving Day
Martin Luther King Jr. Day	Friday Following Thanksgiving
Presidents' Day	Veterans' Day
Memorial Day	½ Day Christmas Eve
Independence Day	Christmas Day
Labor Day	½ Day New Year's Eve

If a District-paid holiday falls on a Saturday, eligible employees are generally given the preceding Friday off. If a District-paid holiday falls on a Sunday, employees are generally given the following Monday off. If the day of holiday observance falls during an employee's vacation period, and falls on a day the employee is regularly scheduled to work (but for his or her vacation), that day shall be considered as a paid holiday and not vacation time.

4.3 Vacation

Full-time District employees, both regular and probationary, are eligible for vacation benefits. Employees are encouraged to use their accrued paid vacation time. Employees who are normally scheduled to work fewer than forty (40) hours per week, and temporary employees, are not eligible for vacation accrual.

Vacations may be scheduled at any time during the year upon the approval of the Department Head ~~or~~with General Manager approval. Vacation requests must be submitted in writing to the Department Head or General Manager with at least seventy-two (72) hours advanced notice.

Vacation requests may be denied in order to maintain sufficient staffing of District operations or in the event such vacation request conflicts with a previously approved vacation request.

4.3.1 Accrual

Employees must complete six (6) months of employment with the District prior to using any accrued vacation benefits. Employees shall not accrue vacation time during any period of unpaid absence from work.

Employees accrue vacation benefits beginning the first pay period of employment in accordance with the following schedule, which is based on bi-weekly pay periods of eighty (80) hours (i.e., based on a full-time schedule):

YEARS OF SERVICE	VACATION BENEFIT PER PAY PERIOD	WEEKS PER YEAR	ACCRUAL CAP
00 – 04 Years	3.08 Hours	2 Weeks	160 Hours
05 – 14 Years	4.62 Hours	3 Weeks	240 Hours
15, plus Years	6.15 Hours	4 Weeks	320 Hours

Upon separation of employment for any reason, the District shall compensate the employee for all of his or her unused, accrued vacation time at the employee's then current straight time rate of pay.

The District does not require an employee to take vacation time during periods of illness. However, the employee may elect to take vacation time in case of extended illness where paid sick leave, if any, has been exhausted.

4.3.2 Vacation Benefit Cap

Employees are encouraged to use their vacation benefits. No employee shall be eligible to accrue more than a maximum of two times her or his annual entitlement to vacation pay at one time. Once an employee reaches this cap, the employee will cease accruing any additional vacation pay. When the employee uses enough vacation pay to fall below the cap, the employee will start accruing vacation pay again.

4.3.3 Vacation cash-out

An employee may cash-out up to two (2) weeks of vacation each fiscal year provided that the employee has at least two weeks of vacation available after any cash-out.

4.4 Sick Leave

In accordance with the Healthy Workplaces/Healthy Families Act of 2014, the District recognizes that employees will need days off from work from time to time to address their medical needs.

~~Regular full time Employees shall earn sick leave at the rate of eight (8) hours per month of paid employment, accrued incrementally with each pay period. Unless otherwise provided for in a collective bargaining agreement.~~

Upon retirement, ~~and only upon retirement, unused sick leave may be bought back by the District at a rate of one-half (1/2) day for each whole day accrued. Alternatively, and at the retiring employee's discretion,~~ unused sick leave may be exchanged for service credit with the District's retirement system, subject to the rules and regulations of the District's retirement system.

4.4.1 Applicability

Regular full time Employees shall earn sick leave at the rate of eight (8) hours per month of paid employment, accrued incrementally with each pay period. Unless otherwise provided for in a collective bargaining agreement.

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This policy applies to non-regular (seasonal, limited term, or temporary) employees (exempt and non-exempt) who, on or after June 28, 2015, work for the District for thirty (30) or more days within twelve (12) months from the beginning of employment and who are not eligible for any form of "comprehensive leave" benefit provided by the District to other employee groups.

Employees not covered by this policy are those who are eligible for the more generous "comprehensive leave" benefit provided by the District pursuant to a collective bargaining agreement (represented employees), employee benefits resolution (non-represented employees) or an employment agreement.

4.4.2 Entitlement

An employee working for the District, on or after July 1, 2015, for thirty (30) or more calendar days within a year is entitled to paid sick leave.

Non-regular (seasonal, limited term, or temporary) employees covered by this policy are entitled to 3 days or 24 hours of paid sick time annually which may be used per fiscal year or after the ninetieth (90th) day after the first date of employment, whichever comes first. Twenty-four (24) hours shall be the maximum benefit except in situations where a day in an Employee's regular work schedule is longer than an eight (8) hour day (e.g. an Employee who works four, 10-hour days per week.) In such cases, a "day" shall be the equivalent of the hours in the Employee's regularly-scheduled work day.

Public sector employees, who are a recipient of a retirement allowance and employed without reinstatement into his or her respective retirement system, are not entitled to Paid Sick Leave under this policy.

Paid sick leave made available under this policy has no cash value, and the District does not pay Employees for available sick leave at separation.

The amount of paid sick leave available to an employee will be reflected on his or her pay stub every pay period.

4.4.3 Usage

An Employee may use available paid sick days beginning on the ninetieth (90th) day of employment. However, at its sole discretion, the District may allow the use of paid sick leave to an Employee in advance of the 90th day of employment with proper documentation.

The District shall allow the use of paid sick days upon the oral or written request of an Employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventative care, or specified purposes for an Employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in Labor Code section 230(c) and Labor Code section 230.1(a).

"Family member" for purposes of this paid sick leave policy means:

- A child (biological, adopted, or foster child, stepchild, legal ward, or child to whom the Employee stands in loco parentis, regardless of the age or dependency status);
- A biological, adoptive, or foster parent, stepparent, or legal guardian of an Employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the Employee was a minor child;
- A spouse;
- A registered domestic partner;
- A grandparent; • A grandchild;
- A sibling.

The Employee must provide reasonable advance notification, orally or in writing, of the need to use sick leave, if foreseeable. If the need to use sick leave is not foreseeable, the Employee must provide notice as soon as practicable. The District will not condition the use of sick leave on the Employee finding someone to cover his or her work.

Employees must use sick leave in at least one (1.0) hour increments.

Employees will only receive paid sick time for the number of hours they would have worked during their scheduled shift. For example, if the Employee was scheduled for a four (4) hour shift, they will be compensated with 4 hours of paid sick time only.

Employees will be provided the total amount of sick leave that may be used per fiscal year (24 hours or 3 days) at the beginning of each fiscal year beginning in July, or the first date of employment, whichever comes first, therefore no accrual or carry-over is permitted.

The District will limit the use of paid sick days to twenty-four (24) hours or three (3) days in each fiscal year of employment.

For returning non-regular employees who have completed ninety (90) days of employment and have a break in service of less than one year, paid sick time will be earned as outlined above. However, these returning non-regular employees are not required to wait for a subsequent 90th day of employment to use their paid sick leave. They will have access to their available sick leave for that year immediately upon re-employment with the City; provided their returning start date is within 12 months of their previous departure date.

For returning non-regular employees who have not completed their 90 days of employment and have a break in service, paid sick time will also be earned as outlined above. However, these returning non-regular employees will need to wait for a subsequent 90th day of employment to use their paid sick leave.

4.4.4 Retaliation Prohibited

Paid Sick Leave law protects employees who use sick leave, request to use sick leave, file a complaint with the Labor Commissioner's Office, allege a violation of these rights, cooperates in an investigation or prosecution, or oppose a policy or practice prohibited by the Paid Sick Leave law.

Retaliation prohibits the District from denying an employee the right to use paid sick leave, discharging or threatening to discharge an employee for using or requesting to use paid sick leave, demoting or suspending an employee for using or requesting to use paid sick leave, or in any manner discriminating against an employee because he or she uses paid sick leave or requests paid sick leave.

If an employee feels that he or she has been discriminated against for using paid sick leave or attempting to use paid sick leave, please inform the General Manager as soon as possible.

4.5 Military Leave

Employees are provided military leave in accordance with State and Federal laws. An employee requiring this type of leave shall provide the Department Head and or General Manager ~~or his or her designee~~, whenever possible, with a copy of the military orders specifying the dates of leave, site, and purpose of activity or mission.

An employee who interrupts his District service because of extended military leave shall be compensated for accrued vacation at the time the leave becomes effective.

4.6 Bereavement Leave

Bereavement leave may be taken to make arrangements necessitated by the death of a ~~family member~~family member or to attend the funeral or memorial service for a family member.

Employee is ~~granted three~~granted three (3) days of paid leave to take time off on the account of the death of a member of his or her immediate family or up to five (5) days if the employee is required to travel more than two hundred fifty (250) miles, one way, from his or her residence.

For purposes of this policy, "immediate family" is employee's spouse, domestic partner, child, step-child, parent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, cousin, niece, nephew, or in-laws (or analogous relationship of those enumerated above in connection with a domestic partnership). ~~Under special circumstances the General Manager may grant additional time beyond three (3) days when approved in advance.~~

Usage of this leave shall not be charged against employee's leave balance, which includes sick leave, vacation leave, or compensatory time off. ~~accrued sick leave, or vacation leave, or compensatory leave~~.

4.7 Pregnancy Disability Leave

An employee is entitled to a leave of absence for the period of time that she is required to be absent from work due to pregnancy-related disability, including childbirth, for up to a maximum of four (4) months. The employee must exhaust her accrued paid sick leave time, during the pregnancy disability leave, prior to electing using her accumulated paid time off benefits (e.g., vacation, comp time), during any such period of leave.

4.8 FMLA/CFRA Leave

Under the Family Care and Medical Leave Act ("FMLA") and California Family Rights Act ("CFRA"), employees who have at least twelve (12) months of service with the District, and have worked at least 1,250 hours in the preceding 12-month period, may request an unpaid leave for family care or medical reasons. This leave may be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of a child with the employee, or for the employee's own serious health condition or the serious health condition of the employee's child, parent, spouse or registered domestic partner, or in connection with the call to active duty of a family member. In addition, eligible employees may request up to twenty-six (26) weeks in a 12-month period to care for a family member (including a "next of kin") with a serious health condition incurred while on active military duty.

Employees, who are eligible to, and do, take a leave under this policy will be reinstated at the conclusion of the leave to the same or to a comparable position, in accordance with state and federal law.

If possible, employees must provide at least thirty (30) days' advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for the employee or for a family member). For events, which are unforeseeable, employees must notify their immediate supervisor, at least verbally, as soon as the employee learns of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until the employee complies with this notice policy.

The District requires certification from the employee's health care provider before allowing an eligible employee a leave for his or her own serious health condition. In addition, the District requires certification from the health care provider of the employee's child, parent, spouse or registered domestic partner with has a serious health condition before allowing a leave to take care of that family member. When medically necessary, leave may be taken on an intermittent or reduced work schedule.

For eligible employees taking a leave for the birth, adoption, or foster care placement of a child, the basic minimum duration of such leave is two weeks, and must be concluded within one (1) year of the birth or placement for adoption or foster care.

Taking an FMLA/CFRA leave may affect certain employee benefits or seniority date. Employees who want more information regarding eligibility for a leave or the impact of the leave on seniority and benefits should contact the General Manager.

4.9 Educational Training Time

In support of the District's overall belief in the continuing education and development of staff, employees may request educational leave for time spent attending classes, training, seminars, or other training specified or approved in advance by the Department Head with ~~approval~~notification ~~by~~ to the ~~or~~ General Manager, if mandated by new regulatory requirements for an individual position or there is a demonstrative value to the District as determined by the General Manager ~~and approved by Board~~. The amount of the educational time granted, if any and whether or not some or all of the time will be paid, will be determined in advance of attendance and at the ~~sole~~ discretion of the Department Head with notification to the General Manager.

Employees will be paid their regular wages, if job requires certification or recertification for their position or work duties when required to attend classes or courses during normal work hours for the benefit of the District, or only when needed for the employee's continuing education for required licenses or certification.

4.10 Jury Duty

Any employee who is summoned for jury duty will be allowed time off as necessary to fulfill jury duty responsibilities. A copy of the subpoena or order requiring such duty must be submitted to his or her supervisor within three (3) working days of receipt in conjunction with a leave request.

Employees will receive paid time while serving on jury duty if it occurs during their normal work days. Employees who are normally scheduled to work twenty-one (21) hours or more per week qualify for pay. Upon release from jury duty employees shall provide a receipt from the Court Clerk verifying times away from work.

Commented [HS2]: The District is not required to pay for jury duty, but we should make sure the current practice is clearly outlined in this section.

4.11 Voting

Any employee whose work schedule effectively prevents him or her from voting in a federal, state, or municipal election before or after work hours, or during break time, shall be permitted paid leave for this purpose not to exceed two (2) hours.

4.12 Administrative Leave

The District shall have the right to place an employee on administrative leave at any time with full pay when, in the District's discretionary opinion, the continuing presence at the job site during an administrative investigation into the employee's fitness for duty or misconduct would create or may tend to create a disruption to the working environment or may possibly impact the efficient operations of the department.

4.13 Leave of Absence Without Pay

Upon written request by the employee and the recommendation of the Department Head, a leave of absence without pay may be granted by the General Manager ~~or his or her designee~~ to an employee for a period of time not to exceed a total of six (6) months for personal reasons where other leave provisions are not available. If other leave provisions are available this leave will run concurrently with such other leave.

Request for leave of absence without pay shall state specifically the reason for the request, the date when the employee desires to begin leave, and the probable date of return.

Employees shall not accrue vacation leave, sick leave, increases in salary except Cost of Living Adjustments or all other paid leaves while on unpaid leave. The District is not required to maintain contributions toward group health, dental and vision insurance or other fringe benefits while on unpaid leave of absence, unless otherwise provided by law. Said employee shall be entitled to maintain such benefits in effect; provided, that the employee pays the insurance monthly premiums.

Employees returning to work following a leave of absence shall retain their accumulated leave, if otherwise not used. Upon the return from authorized leave of absence the employee shall be reinstated to his/her former position or to a comparable one if the former position is abolished during the period of leave.

Failure of the employee to return to his or her employment upon the termination of any authorized leave of absence shall, except under extraordinary circumstances, constitute a separation from service of that employee.

4.14 Unauthorized Leave of Absence

Unauthorized leave of absence shall be considered to be without pay and reductions in the employee's pay shall be made accordingly. An employee is deemed to have resigned if the employee is absent for more than three (3) consecutive working days without notifying the General Manager~~, Department Head or the employee's supervisor~~ and may result in termination of employment. Such termination shall not be subject to appeal.

4.15 School Activities Leave

Any employee who is a parent, guardian or grandparent having custody of one or more children in kindergarten or grades 1 through 12 or attending a licensed day care facility shall be allowed up to forty (40) hours each school year, not to exceed eight (8) hours in any calendar month of the school year, without pay, to participate in activities of the school of their child. Such employee must provide reasonable advance notice of the planned absence. The employee may use accrued vacation or compensatory time off to cover the absence. The District may require the employee to provide documentation from the school as verification that the employee participated in school activities on a specific date and at a particular time. If both parents, guardians or grandparents having custody, work for the agency at the same work site, only the first parent requesting shall be entitled to leave under this provision.

(continued on next page)

Chapter 5: General Conduct

5.1 Policy Prohibiting Dishonesty/Fraud

The District is a public entity whose mission involves the public trust. This policy requires that each and every employee, vendor, contractor or other party that works for or with the District is required to act honestly and truthfully with respect to the District business at all times. The District will not tolerate any form of dishonesty or fraud.

5.1.1 Scope

The term dishonesty includes dishonest speech (for example, lying) and dishonest acts (for example, theft), as well as fraud, and misappropriation of funds or property. Dishonesty also shall include, but is not limited to:

A. Any dishonest, fraudulent, or otherwise unlawful act;
B. Misappropriation or misapplication of funds, property or other assets;
C. Profiting on insider knowledge;
D. Destroying or taking without authorization any the District records, property or other assets;
E. Forgery or altering the District documents or the documents of third parties submitted to the District;
F. Unauthorized disclosure of the District's confidential information, including but not limited to information discussed in Closed Sessions of the Board.
G. Falsely reporting transactions, events, work schedules or other the District events;
H. Receiving kickbacks from any source.

5.1.2 Employee Duty to Report Dishonesty/Fraud

Any employee who believes that an act of dishonesty in violation of this Policy has occurred shall immediately contact either their supervisor or the General Manager. In the event that the employee is unable, for any reason, to report the conduct to their supervisor or to the General Manager, or in the event that the General Manager is the person accused, the employee shall report the conduct to the District Board President or Board Clerk in absence of Board President. This report may be made in writing or orally.

5.1.3 Investigation

The General Manager or other person appointed by the District Board of Directors shall investigate any report of dishonesty promptly and thoroughly. Furthermore, to the extent possible and compatible with an investigation, a report of dishonesty shall be kept confidential. Following the investigation, the General Manager or the District Board of Directors, as necessary and appropriate, shall take appropriate corrective action, including discipline or termination. In all events, the investigation and corrective action shall be accomplished as soon as possible.

5.1.4 No Reprisals

The District prohibits retaliation of any kind against a reporting employee (including volunteers and interns) or any other employee who has assisted in any way in the investigation of a report of dishonesty.

5.2 Policy Prohibiting Harassment and Discrimination

Harassment and discrimination in employment on the basis of sex, race, color, national origin, ancestry, citizenship, religion, age, physical or mental disability, medical condition, sexual orientation, gender identity or gender expression, veteran status, marital status, registered domestic partner status, genetic information, or any other protected basis is prohibited by federal and state law. The District does not tolerate unlawful discrimination or harassment in the workplace or in a work-related situation. Unlawful discrimination and harassment is a violation of these Guidelines. Section 5.2 through 5.4 shall also include and applied to members of the District Board of Directors including the use of complaint procedures described herein.

5.2.1 Unlawful harassment in employment may take many different forms. Some examples include, but are not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted comments and jokes;
- Visual conduct such as derogatory posters, cartoons, drawings, or gestures;
- Physical conduct such as blocking normal movement, restraining, touching, or otherwise physically interfering with work of another individual;
- Threatening or demanding that an individual submit to certain conduct or to perform certain actions in order to keep or get a job, to avoid some other loss, or as a condition of job benefits, security, or promotion; and
- Retaliation by any of the above means for having reported harassment or discrimination, or having assisted another employee to report harassment or discrimination.

5.2.2 Sexual harassment under state and federal laws includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee's performance, appraisal, assigned duties, or any other condition of employment or career development; or

- such conduct is offered in order to receive special treatment or in exchange for or in consideration of any personal action

It is a violation of this policy if an employee is subject to any act of retaliation for reports of violation of this policy or participating in the investigation of a sexual harassment complaint.

Other examples of sexual harassment include, but are not limited to, unwelcome sexual flirtations or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; sexually degrading words used to describe an individual; e-mails that may be inappropriate, offensive, harassing, or creating a hostile work environment; and the display in the work environment of sexually suggestive objects or pictures, posters, jokes, cartoon, or calendar illustrations. Sexual harassment conduct need not be motivated by sexual desire.

5.2.3 Policy Prohibiting Abusive Conduct/Workplace Bullying

Abusive conduct or workplace bullying of the District's employees, by any person in or from the work environment, is strictly prohibited. Abusive conduct or workplace bullying is the conduct of any employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interest. Abusive conduct or workplace bullying includes, but is not limited to:

- Repeated infliction of verbal abuse;
- Derogatory remarks, insults, epithets;
- Verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; or
- Gratuitous sabotage or undermining of a person's work performance.

5.3 Complaint Procedure

5.3.1 Internal Complaint Procedure

Any individual who believes that he or she is the object of harassment, abusive conduct, or discrimination on any prohibited basis, or who has observed such conduct, or who believes he or she has been subjected to retaliation, should first notify his or her supervisor, the District's General Manager or his or her designee either in writing or verbally. The District will investigate the matter and take such action as is warranted under the circumstances, which may include discipline up to and including termination. If a complaint is made against the General Manager, then the employee should report the issue to the District's Board President.

The District will maintain strict confidentiality ensuring the privacy of all parties concerned.

5.3.2 Agency Complaint Procedure

Both the state and federal governments have agencies whose purpose is to address unlawful discrimination in the workplace. If an individual who provides services to the District believes he or she has been harmed by unlawful workplace discrimination, abusive conduct, or harassment, and is not satisfied with the District's response to the problem, he or she may file a written complaint with these agencies. For the State of California, the agency is called the Department of Fair Employment and Housing ("DFEH"). The local address for the DFEH is 1277 East Alluvial Avenue, Suite 101, Fresno, California 93720 (559) 244-4760.

For the federal government, the agency is called the Equal Employment Opportunity Commission ("EEOC"). The local address for the EEOC is 2300 Tulare Street, Suite 215, Fresno, California 93712.

5.4 Retaliation

Retaliation against any individual for making a report, or for participating in an investigation, under this policy is strictly prohibited. Individuals are protected by law and by District policy from retaliation for opposing unlawful discriminatory practices, for filing an internal complaint under this policy or for filing a complaint with the DFEH or EEOC, or for otherwise participating in any proceedings conducted by the District under this policy or by either of these agencies.

Chapter 6: No Smoking/Tobacco Policy

6.1 Smoking

The District is committed to a philosophy of good health and a safe workplace. In keeping with this philosophy, smoking, including vaping or e-cigarettes, is not permitted inside the District ~~offices~~buildings, District properties, vehicles or enclosed work areas or anywhere else prohibited by law.

6.2 Chewing Tobacco

Chewing tobacco is not permitted inside the District buildings, District properties, vehicles or enclosed work areas or anywhere else prohibited by law.

Chapter 7: Drug and Alcohol-Free Workplace

7.1 Scope and Purpose

The District recognizes the problem of substance abuse as a serious threat to the welfare of District employees and the public. To address this problem, the District has implemented a "Drug and Alcohol-Free Workplace Policy", incorporated to the Personnel Guidelines by reference. The ultimate goal of this Policy is to maintain a safe, productive, drug- and alcohol-free working environment.

Chapter 8: Conflict of Interest

District employees shall not place their personal business interest above the best interest of the District or Board's constituents. Accordingly, employees of the District shall not:

- Engage in a substantial financial transaction for private business purposes with another employee whom he or she supervises;
- Take any official action directly and substantially affecting his/her economic benefit with any business, undertaking, or enterprise doing business with the District;
- Disclose or use confidential information acquired in the course of his or her official duties without authorization from the District; or
- Employees may not receive gifts valued over $10 from any single source per year.

Chapter 9: District Property

9.1 Use of the District Property

District property is to be used only for official district business, in an appropriate manner, and in accordance with all applicable rules, operating procedures, or directives. No employee shall remove, misuse, damage, or destroy District property, or the property of other employees, from the District premises or work site.

9.2 Use of the District Vehicles

District vehicles may be used only for the purpose and in the manner authorized by the General Manager. Only authorized and state licensed District employees may operate the District vehicles, in accordance with all applicable traffic laws and designated proper use. Use of the District vehicles outside the District boundaries is permitted only with prior approval from the Department Head and or General Manager. ~~District vehicles may not be used for travel during employees' paid fifteen (15) minute break periods~~. The District encourages employees to carpool when on official business. District employees may not have family members or friends in District vehicles, except for parades or similar events, unless previously authorized by General Manager. Employees are expected to leave vehicles in clean and working order.

Employees are required to be in possession of a valid California Driver's license for the class of vehicle being operated. The revoking of that license for any reason by the State of California, or a driving record deemed unacceptable by the District for any reason, may be sufficient cause for termination of employment. Use of personal vehicles for District

business is not allowed, unless said use is pursuant to an executed contract agreement, i.e.: General Manager, or is allowed by the District's Purchasing Policies and Procedures sections applicable to mileage reimbursement and use of personal vehicles for District business allows said use. The District's adopted Purchasing Policies and Procedures are incorporated herein by reference as a part of this Policy Manual.

Traffic citations, with the exception of faulty equipment are the employee/driver's responsibility. If an employee is involved in an accident, the employee must immediately notify his or her immediate supervisor or General Manager and should not make any statement concerning the responsibility for the accident to anyone, but a District representative. This applies to accidents while operating personal vehicles on District business as well as District-owned vehicles. Cooperation should be extended to law enforcement officers. Failure to comply shall be subject to disciplinary action up to and including termination.

9.3 Cellular Telephone Usage

Employees may be provided with a business cell phone or camera for conducting official business. All uses of cell phones or cameras shall be done in conformance with District policies and federal and State law. Cellular telephone usage includes, but is not limited to phone calls, text messaging, and usage of applications on smart phones ("Phone Usage").

Personal cellular telephones may be used by employees during work time hours only for essential personal calls, or for an occasional personal business call. Essential personal calls are defined as calls of minimal duration and frequency that are urgent in nature and cannot be made at another time. Examples of essential personal calls are calls to arrange for care of a child or other family emergency, to alert a family member of an unexpected delay due to a change in work schedule, or to arrange for transportation or service in the event of car trouble, etc.

To the extent possible, Phone Usage should be confined to rest and lunch breaks, and in locations such that the conversation is not disrupting to other employees or District business.

9.3.1 Cellular Phone Safety

For safety reasons personal and District-owned Phone Usage is not be permitted while employees are engaged in a continuous operation, such as a member on a utility crew engaged in the construction or repair of District facilities.

Employees are expected to operate District vehicles and equipment in a safe and prudent manner. Accordingly, employees may not use cell phones while driving unless the phone is specifically designed and configured to allow hands-free listening and talking. Similarly, employees are not permitted to text while driving.

Chapter 10: Disciplinary Action

10.1 General Rules of Conduct

The District expects all of its employees to act in the best interest of the District and its customers and residents. It is the responsibility of all employees to observe all rules, guidelines, and operating procedures of the District. The District further expects that each of its employees will act in a polite and professional manner when dealing with members of the public and other employees. These General Rules of Conduct, along with the "Examples of Unacceptable Conduct" listed below, are not meant to be all inclusive, but rather to provide illustrations of acceptable conduct versus problematic conduct.

10.2 Examples of Unacceptable Conduct.

The following list presents examples of some of the types of unacceptable conduct that may result in disciplinary action, up to and including immediate termination. This list is not an exhaustive list of what may result in discipline, up to and including immediate termination:

A. Fraud in securing employment;
B. Abuse of sick leave, continued absenteeism or tardiness, and/or unexcused absences;
C. Falsification of records;
D. Inadequate job performance;
E. Dishonesty;
F. Violence or threat violence towards other employees or the public;
G. Conviction of a felony or misdemeanor involving a crime of moral turpitude;
H. Theft;
I. Negligent or reckless operation of District vehicles and equipment;
J. Falsification of, or material omission from any employment application, payroll records, time reports, or other the District documents;
K. Violation of any of the District's Policies, Procedures, Administrative or Operational Directives, including any policies in these Personnel Guidelines, or inducing other employees to violate any such rules;
L. Violation of the District's Purchasing Policies;
M. Violation of safety rules or practices;
N. Violation of the District's policy prohibiting harassment, abusive conduct or discrimination;
O. Violation of the District's Drug and Alcohol Free Workplace Policy;
P. Sleeping during work hours is prohibited unless separate authorization has been given;
Q. Possession of firearms or dangerous weapons on District property;
R. Private use of District equipment, vehicles, tools, and materials.

S. Unauthorized disclosure of or other failure to properly protect trade secrets of the District;

T. Soliciting coworkers when either employee is on working time being paid for by the District is prohibited, including the use of e-mail. Distribution or posting of pamphlet, leaflets, or any other literature in the District offices is prohibited during working time of any employee involved.

10.3 Types of Disciplinary Action

Disciplinary action includes oral warning, written warning, disciplinary probation, suspension, reduction in salary, demotion, reduction in salary, or termination of employment.

A. Oral Warning: communication to an employee that his or her performance or behavior must be improved and failure to do so may result in more serious discipline. An employee's supervisor or the General Manager may note the date, time, and content of oral reprimand, but no record of oral reprimand shall be placed in the employee's personnel file unless subsequent action is necessary.

B. Written Warning: a formal written notice to an employee that further disciplinary action will be taken unless his or her performance or behavior improves. A copy of the written reprimand is given to the employee and the original is filed in the employee's personnel file. The employee must acknowledge receipt of the written warning by signing the letter at the time of presentation; this signature signifies only the receipt of the document; it does not signify the employee's agreement with the allegations.

C. Disciplinary Probation: this form a disciplinary action lasts for a specified period of time, not to exceed six (6) months. Employees on disciplinary probation may be terminated for failure to meet performance or behavior standards as provided by in the employee's job classification.

D. Suspension: the temporary removal of an employee from his or her duties without pay for disciplinary purposes for up to thirty (30) working days. Employees suspended from his or her employment with the District forfeit all rights, privileges, and salary with the exception of group health and life insurance benefits.

E. Reduction in Salary: a decrease in salary paid to an employee for a specified period of time for disciplinary purposes.

F. Demotion: the removal of an employee from a position to another position carrying a lower maximum rate of pay, as a result of a disciplinary action.

G. Discharge: the removal of an employee from District services, as provided for in these Guidelines.

10.4 Disciplinary Notice/Appeal Procedure

This Section does not apply to probationary or temporary employees.

10.4.1 Written Notice of Proposed Action

In the event the District imposes disciplinary action as described in section 10.3, subsections C-G, the employee will be given a notice of the disciplinary action.

~~A. Notice of Disciplinary Action~~

~~Whenever a disciplinary action is to be taken against an employee, the employee shall be notified in writing of the proposed disciplinary action to be taken. The notice may be served upon the employee, either personally or by certified mail, and shall contain the following information:~~

~~1. A statement of the disciplinary action to be taken.~~

~~2. The effective date of the disciplinary action.~~

~~3. The reason or cause of the disciplinary action.~~

~~4. A summary of the facts upon which the charges are based.~~

~~5. Notice that the employee may inspect copies of all materials upon which the disciplinary action is based.~~

~~6. A statement notifying the employee that he or she has ten (10) business days in which to respond orally or in writing regarding the proposed disciplinary action.~~

~~7. Notice that failure to respond at the time specified shall constitute a waiver of the right to respond prior to final discipline being imposed.~~

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A~~B~~. Notice of ~~Suspension~~ Disciplinary Action

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Prior to the imposition of discipline as described in section 10.3, subsections C-G, a regular employee shall be provided a written notice or "Skelly letter" by the employee's supervisor ~~or General Manager~~ proposing to implement discipline which contains:

1. Notice of the proposed action;
2. The reasons for the proposed action;
3. A copy of the charges and any materials upon which the proposed action is based;
4. Notice that the employee is entitled to an opportunity to respond within five (5) working days after the notice has been served upon employee to the charges orally or in writing, or both, personally or with a representative who may be an attorney;
5. The date and time of the response or "Skelly" meeting, which shall be held according to section 10.4.2;

6. Notice that if the employee fails to attend the response meeting the employee shall be deemed to have waived all rights to said meeting and from appeal to any action taken.

10.4.2 Response Meeting/Skelly Hearing

No more than ten (10) business days after the notice has been served upon employee, employee shall have the opportunity to refute charges or present facts that is known as a "Skelly" Review meeting with the General Manager. The employee may respond orally or in writing, personally or with a representative. Neither party shall be entitled to call witnesses or take testimony.

If an employee fails to respond to the notice for a Skelly Review meeting, the General Manager or his or her designee shall notify the employee in writing that his or her time to respond has expired, and that the discipline shall be imposed.

If the employee requests a Skelly Review meeting, the General Manager shall consider information contained in the charges and recommendations, as well as information presented by the employee or his or her representative and issue a Final Notice as set forth in Section 10.4.3.

~~No less than ten (10) business days after the notice has been served upon employee, employee shall have the opportunity to refute charges or present facts that may not be known at a "Skelly" hearing. The employee may respond orally or in writing, personally or with a representative. Neither party shall be entitled to call witnesses or take testimony.~~

~~At the meeting, the General Manager may consider information contained in the charges and recommendations, as well as information presented by the employee or his or her representative.~~

10.4.3 Post-Skelly Final Notice

Within ten (10) days after the Skelly ~~Hearing~~Review meeting, the ~~appropriate authority~~ General Manager or his or her designee shall: 1) dismiss the notice and take no disciplinary action against the employee; 2) ~~modify the intended disciplinary action~~issue disciplinary action that is less severe than the intended disciplinary action; or 3) prepare and serve upon the employee a final notice of disciplinary action.

The final notice of disciplinary action shall include the following:

1. The disciplinary action taken.
2. The effective date of the disciplinary action taken.
3. Specific charges upon which the action is based.
4. A summary of the facts upon which the charges are based.
5. The written materials, reports and documents upon which the disciplinary action is based.

6. The employee's right to appeal.

If an employee fails to respond to the notice for a Skelly ~~Hearing~~Review meeting, the General Manager shall notify the employee in writing that his or her time to respond has expired, and that the discipline shall be imposed.

Disciplinary action other than a suspension, demotion or termination (i.e., written or oral reprimands) shall not be subject to appeal. Disciplinary action consisting of a suspension, demotion or termination may be appealed by regular employees pursuant to Sections 10.4.4 and 10.4.6.

10.4.4 Appeals of Disciplinary Action

Any regular employee shall have the right to appeal to the General Manager from any disciplinary action taken by his or her supervisor following a Skelly hearing. Such appeal shall be in writing and must be filed with the General Manager within ten (10) business days after receipt of written notice of such disciplinary action. Failure to file an appeal within such period constitutes a waiver of right to appeal.

The appeal hearing shall be an evidentiary hearing with due process rights including the right to present witnesses, present evidence, cross examine opposing witnesses, the right to counsel and findings to support the decision. However, the formal rules of evidence shall not apply, and the hearing officer shall be entitled to rely upon any evidence that reasonable persons would commonly rely upon in the course of the conduct of their business.

~~The General Manager shall conduct a hearing as provided above. Neither the provisions of this section or this Chapter shall apply to reductions in force or reductions in pay, which are part of a general plan to reduce or adjust salaries and wages. However, any reduction in pay is subject to the meet and confer process pursuant to Government Code sections 3504.5 and 3505.~~

The hearing officer shall conduct an appeal within thirty (30) days of receipt of employee's request for appeal or as soon as practical. The parties may continue the hearing either for the convenience of the District or for good cause upon written application of the appellant or District, for a period not to exceed an additional thirty (30) days from the receipt of the appeal. Written notice of the time and place of the hearing shall be conducted in accordance with the provisions of Section 11509 of the Government Code of the State of California, except that the appellant and other persons may be examined as provided in Section 19580 of said Government Code, and the parties may submit all proper and competent evidence against, or in support of the causes.

Neither the provisions of this section or this Chapter shall apply to reductions in force or reductions in pay, which are part of a general plan to reduce or adjust salaries and wages. However, any non-disciplinary reduction in pay is subject to the meet and

confer process pursuant to Government Code sections 3504.5 and 3505.
~~In the event the General Manager institutes the disciplinary action against an employee, he or she shall be disqualified from presiding at the appeal hearing. In such case, the Hearing Officer will be appointed pursuant to section 10.4.11.~~

10.4.5 Selection of Hearing officer for Appeal of Disciplinary Action

Upon receipt of a disciplinary appeal hearing request, the General Manager or his or her designee shall order that the matter be heard by a neutral hearing officer selected from a listing of arbitrators supplied by the State Conciliation Service. The individual shall be selected from a listing of five (5) individuals identified by the State Conciliation Service. If the parties cannot mutually agree upon a hearing officer, the hearing officer shall be selected by the parties through alternate the striking of names. The cost of the hearing officer will be shared equally between the parties.

~~If the General Manager is disqualified, the appeal shall be heard by a hearing officer provided to the District by a non-profit organization or governmental agency with whom the District has contracted to conduct hearing pursuant to these Guidelines. No hearing officer shall be compensated or evaluated, directly or indirectly, based upon the outcome of any hearing.~~

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10.4.6 Appeal Hearing

The appointed hearing officer shall conduct an appeal within thirty (30) days of receipt of employee's request for appeal. The appointed hearing officer may continue the hearing either for the convenience of the District or for good cause upon written application of the appellant or District, for a period not to exceed an additional thirty (30) days from the receipt of the appeal. Written notice of the time and place of the hearing shall be conducted in accordance with the provisions of Section 11509 of the Government Code of the State of California, except that the appellant and other persons may be examined as provided in Section 19580 of said Government Code, and the parties may submit all proper and competent evidence against, or in support of the causes.

~~The General Manager or the appointed hearing officer shall conduct an appeal within thirty (30) days of receipt of employee's request for appeal. The General Manager or the appointed hearing office may continue the hearing either for the convenience of the District or for good cause upon written application of the appellant or District, for a period not to exceed an additional thirty (30) days from the receipt of the appeal. Written notice of the time and place of the hearing shall be conducted in accordance with the provisions of Section 11509 of the Government Code of the State of California, except that the appellant and other persons may be examined as provided in Section 19580 of said Government Code, and the parties may submit all proper and competent evidence against, or in support of the causes.~~

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10.4.7 Representation at Appeal

Any District employee other than those appointed to supervisory, management, and confidential classifications shall be permitted to represent another District employee or group of District employees at the hearing of the appeal. The appellant may appear in person and/or be represented by counsel and/or a union representative.

10.4.8 Notices to Witnesses: Cost

The General Manager shall issue notice for the appearances of witnesses for the appellant upon his written request and at his cost. The General Manager may require such cost to be prepaid.

10.4.9 Failure of Employee to Appear at Appeal Hearing

Failure of the appellant to appear at the hearing, without the prior written approval of the hearing officer, shall be deemed a withdrawal of his or her appeal and the action of the General Manager or supervisor shall be final.

10.4.10 Decision on the Appeal

The hearing officer shall render a written decision within thirty (30) days after concluding the hearing or as soon as practical. The hearing officer's decision shall be final and binding.

10.4.11 Time Limits

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In the event of extenuating circumstances, the time limits in this Section 10.4 may be extended to a definite date by written agreement between the employee and the District.

~~The General Manager or appointed hearing officer shall render a written decision within thirty (30) days after concluding the hearing. The General Manager's decision shall be final and conclusive, except when an employee is suspended for more than three (3) days or discharged. A copy of such decision shall be forwarded to the appellant. If the disciplinary action taken against the employee is reversed or modified by the General Manager or an appointed hearing officer, the employee will be compensated for the time lost, if any, that resulted from the reversed disciplinary action.~~

~~In cases involving suspending an employee for more than three (3) days or discharging an employee, a copy of such decision shall be forwarded to the employee.~~

~~**10.4.11 Notice of the Binding Arbitration**~~

~~The employee may, within ten (10) business days after receipt of written notice of the General Manager's or hearing officer's decision, give notice to the General Manager that the association representing the grieved employee will submit the matter to binding arbitration. The arbitrator shall be selected in accordance with~~

~~section 10.4.11, and the cost of arbitration shall be borne equally between the District and the employee. The arbitration hearing shall be held within thirty (30) days from the date of the request by employee to submit to arbitration. The parties may agree to continue the date of the arbitration hearing by mutual agreement.~~

~~**10.4.12 Selection of Arbitrator**~~

~~The District and exclusive employee representative shall maintain a list of no less than five (5) and no more than seven (7) arbitrators to utilize in accordance with this section. The names shall be selected by mutual agreement of the parties and shall be refreshed from time to time as needed by mutual agreement.~~

~~Whenever an arbitrator is needed to preside over an arbitration hearing, the District and employee, or employee's representative shall stipulate to an arbitrator on the arbitration list. If no stipulation can be reached, the parties shall each take turns striking arbitrator names until only one name is left. The party to strike the first name from the list shall be the District, if the date of the name striking occurs on an odd number date. The appellant or his or her representative shall strike the first name is such striking occurs on an even numbered date.~~

~~The remaining arbitrator shall be designated by the parties to preside at the hearing and render a final and binding decision in the matter.~~

~~The binding arbitration hearing shall be conducted in accordance to the procedures set forth in section 10.4.6.~~

Chapter 11: Grievance Procedure

With the exceptions below, a grievance is defined as a complaint by an employee that the District has violated a written policy contained in these Guidelines, an applicable MOU between the District and a recognized employee organization, or a provision of federal, state, or local law, which adversely affects the employee. Specifically excluded from the grievance procedures are claims or complaints of alleged discrimination or harassment, performance evaluations, and all disciplinary actions. Specific procedures for concerns regarding those items are addressed in separate sections of these Guidelines.

11.1 Grievance Procedure Steps

Level I, Preliminary Informal Resolution. An employee who believes she or he has a grievance shall present it orally to her or his immediate supervisor within ten (10) business days after the employee knew, or reasonably should have known, of the circumstances that form the basis for the grievance. The immediate supervisor will discuss the grievance with the employee and respond to the employee in writing within ten (10) business days after their discussion. If the grievance is against the employee's supervisor, the employee may

skip Level I and advance to Level II, provided he or she complies with all applicable time limits and other requirements for Level I.

Level II, Supervisor. If the grievance is not resolved at Level I, the employee may present her or his grievance in writing to his or her supervisor or to the General Manager within ten (10) business days of the date of the Level I response.

The Level II grievance shall include the following:

A. A concise statement of the grievance, including specific reference to the policy allegedly violated;
B. The circumstances involved;
C. The decision rendered at Level I, if any;
D. The dates when: (i) the grievance was first discussed with the immediate supervisor; (ii) the Level 1 response was issued; and (iii) the employee submitted the grievance to Level II; E. The specific remedy sought.

Within ten (10) calendar days of receipt of the employee's Level II grievance, the employee's supervisor or the General Manager shall meet with the employee and try to resolve the dispute. He or she shall issue a written response to the employee within ten (10) calendar days of the meeting with the employee. If no response is issued within the time limit, the grievance will be deemed denied at that level and the employee may appeal to the next level.

Level III, General Manager. In the event the grievance is not resolved at Level II, the employee may, within seven (7) business days of the date of the Level II response, appeal the decision in writing to the General Manager. If the decision being applied was made by the General Manager, then the employee may skip Level II and proceed to Level IV. The Level III appeal shall include a copy of the original grievance; a copy of the written Level II decision; and a clear, concise statement of the reasons for the appeal to Level III.

Within ten (10) calendar days from the date of General Manager's receipt of the Level III grievance, the General Manager will issue a written determination to the employee.

Level IV, Hearing. If the grievance is not resolved at Level III or if the grievance is against the General Manager, the employee may, within seven (7) business days of the date of the Level III written response, appeal the decision by submitting to the General Manager a written request for appeal by a designated hearing officer, who will be selected in accordance with section 10.4.~~11~~5. ~~The costs, if any, for the services of the hearing officer will be split equally between the employee and the District, not to exceed more than five hundred dollars ($500.00).~~ After the hearing, the hearing officer will issue an advisory written recommendation on the matter to the Board of Directors, who will consider the recommendation in closed session. The Board of Directors will then issue a final decision on the appeal, subject to judicial review.

11.2 General Rules for Grievances

All employee grievances must follow the steps outlined above. Except as expressly stated in this policy, at no time may an employee bypass a step. Employees shall not approach the General Manager directly with a grievance as an initial matter, unless the General Manager is the employee's direct supervisor. Time limits set forth above may be extended upon the written consent of both parties. Employees will not be retaliated against for filing or pursuing a grievance in good faith under this procedure. Employees are entitled to representation throughout the grievance process.

If an employee does not present the grievance, or does not appeal the decision rendered regarding the grievance, within the time limits specified above, the grievance shall be considered withdrawn.

A copy of all formal grievance decisions shall be placed in a grievance file belonging to the District. A copy of the grievance decision will be provided to the employee.

The parties by mutual written consent may extend any of the time limits set forth in this section.

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11.3 Expungement of Written Reprimands

A written reprimand may be expunged upon sustained corrective behavior, as determined by the General Manager, after a period of three (3) years from the date of the reprimand. It is the responsibility of the employee to request that his or her personnel file be purged of the written reprimand.

The General Manager will consider the following factors in making his or her decision:

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1. whether the employee received further discipline of any kind;
2. employee's performance evaluation reviews are at least satisfactory in all categories; and
3. that the only one expungement can occur during their employment with the District.

Chapter 12: Employee Records

12.1 Personnel Records and Information

The District retains personnel records concerning its employees. Such records ordinarily include applications, insurance forms, payroll deduction authorizations, performance appraisals, certain pay records, transfer and promotion forms, records of disciplinary action, training records, and any certificates or credentials required for an employee's job. Other information concerning employees may be kept as personnel records at the discretion of the District.

In order to keep personnel records current, the General Manager or his or her designee must be notified of any change in an employee's personal status and information, such as: changes of address, telephone number, marital status, military status, any birth or death in

an employee's immediate family, any change in the name or telephone number of the person to be notified in case of emergency, any change in insurance beneficiary, or any other information needed to maintain accurate records. These changes shall be provided to the General Manager or his or her designee within thirty (30) days of the change in an employee's personal status.

Each employee is also responsible for providing the District with records concerning any licenses or certificates required in the performance of his or her job, as well as any documents showing that education or training relevant to employment has been completed.

12.2 Release of Information

Personnel records are considered confidential. Employees may examine their own personnel records, except for letters of reference, by contacting the General Manager or his or her designee. Employees may authorize the release of their own personnel records by executing a written request identifying the records to be released and the person or entity to which they may be released.

Ordinarily, no information on past or present employees shall be provided by the District, other than employment dates and job title, unless such requests for information are accompanied by a signed authorization by the employee to release the information requested.

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Chapter 13: Personnel Actions

13.1 Separation Procedures

Employees who separate from the District for any reason will be paid for any comp time or vacation time that is accrued but unused at the time of their termination. Employees do not receive any pay out for accrued but unused sick leave at termination, or at any other time.

Terminating employees may be eligible to continue coverage under the District's group health insurance at their own expense pursuant to COBRA.

13.2 Disciplinary Termination

Employees who are terminated for disciplinary reasons or for "good cause" as defined in these Guidelines are not eligible for rehire.

13.3 Layoff Policy and Procedure:

1. **Statement of Intent**: Whenever the Board determines necessary to abolish any District position, the employee holding such position or employment may be laid off or demoted without disciplinary action and without the right of appeal.

2. **Notification**: Employees to be laid off will be given, whenever possible, at least fourteen (14) calendar days prior notice, if possible.

3. **Order of Layoff**: Employees are generally laid off in the inverse order of their seniority in their classification in the department, although this order is subject to business needs. Seniority is determined based upon date of hire in the department. Within each class, and subject to business needs, employees will generally be laid off in the following order: temporary, part-time, probationary, and regular.

   In cases where there are two or more employees in the classification in the department from which the layoff is to be made who have the same seniority date, such employees will be laid off on the basis of the last evaluation rating in the class, providing such rating has been on file at least 30 days and no more than 12 months prior to lay off, as follows:

   First, all employees having ratings of "improvement needed;" second, all employees having ratings of "competent;" third, all employees having rating of "outstanding."

4. **Transfer in Lieu of Layoff**: An employee affected by layoff may be transferred to a vacant position within the same or comparable classification, or a vacant position in any former classification, first within the affected department and then District-wide, which the employee once held as a regular employee, provided that the employee meets the minimum qualifications of said positions and the compensation is at the same or lower rate of pay.

5. **Re-employment Rights for Laid Off Employees**: Regular employees who have been laid off shall be automatically placed on a re-employment list for 2 years from the date of layoff for the classification from which they were laid off.

6. **Mass Layoff**: If the District finds it necessary to enforce a mass layoff, it must provide at least a sixty (60) day notice prior to the mass layoff. A mass layoff is defined as job loss for at least fifty (50) employees in a thirty (30) day period. California's WARN Act, codified in Labor Code Sections 14001408 also applies to the closing of an industrial or commercial facility with at least seventy-five (75) employees, or the relocation of an industrial or commercial facility with at least 75 employees to a location at least one hundred (100) miles away.

13.4 Voluntary Resignations in Good Standing

An employee who resigns in good standing is eligible to seek for re-employment with the District. Good standing shall mean providing at least a two (2) week notice and the completion of all necessary exit forms and exit interview.

13.5 Exit Interview

For the purpose of ascertaining potential eligibility for unemployment insurance benefits, all employees separating from the District for any reason shall be given an interview prior to termination.

The interview shall be conducted by a representative of the General Manager and shall produce specific information as to the causes and reasons for the separation. The information shall be recorded on a standard form provided by the District, which the employee shall be required to sign.

A copy of the complete report shall be transmitted to the employee's immediate supervisor and General Manager for comment and be returned for retention in the employee's personnel file.

13.5.1 Property Return Agreement

Upon employment with the District, each employee may complete a Property Return Agreement if they receive any District property. Property includes, but is not limited to, laptops, cell phones, PDAs, equipment, keys, reports, proprietary information, and any other job related materials. All District property must be returned prior to departure.

13.5.2 Employment Reference Checks

All inquiries regarding a current or former District employee must be referred to the General Manager. Should an employee receive a written request for a reference, he or she must refer the request to the General Manager for handling. Employees may not issue a reference letter to any current or former employee without the permission of the General Manager.

Under no circumstances should an employee release any information about a current or former employee over the telephone. All telephone inquiries regarding any current or former employees of the District must be referred to the District Manager.

In response to an outside request for information regarding a current or former District employee, the General Manager will only verify an employee's name, date of employment, and job title. No other data regarding any current or former District employee will be released unless the employee authorizes the District to release such information in writing or the District is required by law to furnish any information.

If, however, an employee is contacted to give a personal reference regarding a current or former District employee, he or she is permitted to do so and should emphasize to the inquirer that the reference is personal only and not on behalf of the District.

Failure to follow these directions may be cause for corrective action up to and including termination.

Chapter 14: Internet, E-mail and Electronic Communications

The District believes that employee access to and use of the internet, e-mail, and other electronic communications resources benefits the District and makes it a more successful local public agency. However, the misuses of these resources have the potential to harm the District's short- and long-term success. Employees should have no expectation of privacy in work-related emails or internet usage while using District computers.

The District has established this policy to ensure that the District employees use the District provided computer resources, such as the internet and e-mail, in an appropriate manner.

14.1 Rules Regarding Prohibited Use

Employees shall not use the District internet and e-mail in an inappropriate manner. Prohibited use of the internet and e-mail systems includes, but is not limited to:

1. Accessing internet sites that are generally be regarded in the community as offensive (e.g., sites containing pornography or that exploit children), or accessing sites for which there is no official business purpose (e.g., social media websites or online shopping websites).
2. Engaging in any profane, defamatory, harassing, illegal, discriminatory, or offensive conduct or in any conduct that is otherwise inconsistent in any way with the District policies.
3. Distributing copyrighted materials.
4. As computer viruses can become attached to executable files and program files, receiving or downloading executable files and programs via electronic mail or the internet without express permission of the Systems Administrator is prohibited. This includes, but is not limited to, software programs and software upgrades. This does not include e-mail or documents received via e-mail and the internet.
5. Use of another person's name or account, without express permission of the System Administrator, is strictly prohibited.
6. Using the District's computer resources for personal social media, online shopping, and other similar online commercial activity.
7. Employees must respect all copyright and licensed agreements regarding software or publication they access or download from the internet. The District does not condone violations of copyright laws and licenses and the employee will be personally liable for any fines or sanctions caused by the employee's license or copyright infringement.

14.2 Additional Guidelines

Employees are expected to understand and comply with the following additional guidelines regarding use of the internet and District computer systems.

1. Internet access is to be used for the District business purposes only. Employees who have completed all job tasks should seek additional work assignments. Use of the internet should not interfere with the timely and efficient performance of job duties. Personal access to the internet and e-mail is not a benefit of employment with the District. Limited personal use of the District's systems to access internet, e-mail, and other electronic communications may be permitted only during the employee's authorized break time.

2. Employees do not have any right or expectation to privacy in any the District computer resources, including e-mail messages produced, sent, or received on the District computers or transmitted via the District's servers and network. The District may monitor the contents of all computer files and e-mail messages to promote the administration of the District operations and policies.

3. Employees' access to and use of the internet, e-mail, and other electronic communications on the District systems is monitored, and such files and electronic communications may be reviewed by the District at any time. Employees have no expectation of privacy.

4. Deleting an e-mail message does not necessarily mean the message cannot be retrieved from the District's computer system. Backup copies of all documents, including e-mail messages, that are produced, sent, and received on the District's computer system, can be made.

5. E-mail and any attachments are subject to the same ethical standards, and standards of good conduct, as are memos, letters, and other paper-based documents.

6. Currently all District e-mail sent is not encrypted. Unencrypted electronic mail is not a secure way of exchanging information or files. Accordingly, employees are cautioned against transmitting information in an electronic mail message that should not be written in a letter, memorandum, or document available to the public.

7. E-mail, once transmitted, can be printed, forwarded, and disclosed by the receiving party without the consent of the sender. Use caution in addressing messages to ensure that messages are not inadvertently sent to the wrong person.

8. Virus scanning software shall be used where provided.

9. It is advisable for all employees of the District to remind customers, clients, and contractors of security issues when sending confidential electronic mail or

documents to the District via electronic mail. If applicable, our customer, clients, or contractors should be reminded to implement a security policy and make sure their employees understand the ramifications of sending confidential information via electronic mail.

10. Employees must scan all downloadable materials before using or opening them on their computers to prevent the introduction of any computer virus.

Chapter 15: Miscellaneous Policies

15.1 Political Activity

Every employee has the right as a citizen to participate fully in the political process. Employees are encouraged to participate by attending public meetings, running for elected office, voting, and otherwise participating in the community as a good citizen. No employee, however, shall campaign for himself or herself or any other candidate or cause during District business hours, or during employee work time or using the District resources. No employee shall publicly campaign for any candidate or cause while wearing a District uniform, insignia, or otherwise while representing the District.

15.2 Desks, Lockers, Storage, and Other Personal Inspections

The District reserves the right to open and enter, upon reasonable suspicion and with or without the employee's permission any office, desk, locker, file cabinet, or other storage location on the District premises or work sites (including the District parking areas) and to inspect vehicles or any containers brought into the workplace or work site.

Although an employee may be assigned an office, desk, vehicle, locker, file cabinet, or other storage area or device by the District, such assignment shall not create an expectation of privacy in the use of such items or areas. These items remain the property of the District and may be searched at any time.

15.3 District Visitors

Access to the District facilities, except for public areas, is restricted for safety reasons. Employees shall not receive visitors at non-public areas of District facilities office except with the express permission of the General Manager. All visitors must check in at the business office and wait until the District personnel are available to meet with them at the business office.

15.4 Media Contact Policy

The General Manager is the designated point of contact for the District for all media contact, as the General Manager is the official spokesperson for the District. Any contact by the media to an employee of the District regarding the District shall be immediately reported to the General Manager. Unless approved by the General Manager, no employee shall issue a statement or communicate with the media on behalf of the District.

15.5 Phone Policy

The personal use of District phones should be limited to break and lunch times unless it is an emergency. Long distance use of any the District landline for personal use is prohibited unless specifically authorized by the employee's supervisor or General Manager.

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