

Pursuant to the Oceano Community Services District Board of Director's Resolution 2022-01, members of the Board of Directors, staff and public may participate in this meeting via teleconference and/or electronically. The Oceano Community Services District Boardroom will NOT be open for accessing the meeting.



**Notice of Regular Meeting**  
**Oceano Community Services District - Board of Directors Agenda**  
**WEDNESDAY, FEBRUARY 23, 2022 – 6:00 P.M.**  
**Location: TELECONFERENCE – SEE BELOW**

**HOW TO OBSERVE THE MEETING**

This meeting will be conducted using Zoom software, which requires a name/email to be entered prior to accessing the meeting. This is not a District requirement for participation. Public participants are welcome to use an anonymous name/email if preferred.

**Telephone:** Listen to the meeting live by dialing (669) 900-9128 or (253) 215-8782. Enter **Meeting ID# 892-6279-7188** followed by the pound (#) key. Then enter the **Password: 508435** followed by the pound (#) key. If the line is busy, additional phone numbers can be found on Zoom's website at <https://zoom.us/u/abb4GNs5xM>

**Computer:** With internet access use the **Password: 508435** to watch the live streaming at <https://us02web.zoom.us/j/89262797188?pwd=Q2lUeVc5THhnZk10TEtOUTITcXRiZz09> or by going to [zoom.us](https://zoom.us) and selecting "Join A Meeting" then entering the **Meeting ID# 892-6279-7188** followed by the **Password: 508435**

**Mobile:** Log in through the Zoom Mobile App on a smartphone or tablet and enter **Meeting ID#: 892-6279-7188** then enter the **Password: 508435**.

For information on Zoom's system requirements please visit: <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>

**HOW TO SUBMIT PUBLIC COMMENTS**

**Before the Meeting:** Please email your comments to [carey@oceanocsd.org](mailto:carey@oceanocsd.org) with "Public Comment" in the subject line. In your email please include the agenda item number and title and your comments. You may also provide public comment through the District website at: <https://oceanocsd.org/contact/>. All comments received before 12:00 p.m. the day of the meeting will be included as an agenda supplement on the District's website <https://oceanocsd.org/meeting-agendas-minutes/agenda-packets/> and provided to the Directors prior to the meeting. Comments received after the deadline, but prior to the meeting start time, will be attached to the minutes of the meeting.

**Live Comments:** During the meeting, the Board President or designee will announce the opportunity for public comment. Members of the public may utilize the "raise hand" feature in Zoom to be placed into the speaking queue. Each individual speaker is limited to a presentation time of THREE (3) minutes per item. Persons wishing to speak on more than one item shall limit his/her remarks to a total of SIX (6) minutes. This time may be allocated between items in one-minute increments up to three minutes. Time limits may not be yielded to or shared with other speakers.

**To "Raise Hand:"**

- **Telephone:** Press "\* 9" to raise your hand to notify meeting host and be placed in the queue. The host will unmute and call on you when it's your time to speak.
- **Computer/Mobile Device:** Click the "raise hand" button to notify meeting host and be placed in the queue. The host will unmute and call on you when it's your time to speak. If the "raise hand" button is not displayed on the screen, please click the "participants" icon at the bottom of the screen and the "raise hand" button will appear.

All items on the agenda including information items, may be deliberated. Any member of the public with an interest in one of these items should review the background material and request information on the possible action that could be taken.

1. CALL TO ORDER
2. ROLL CALL
3. FLAG SALUTE
4. AGENDA REVIEW
5. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

*This public comment period provides an opportunity for members of the public to address the Board on matters of interest within the jurisdiction of the District that are not listed on the agenda. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.*

6. SPECIAL PRESENTATIONS & REPORTS:

A. STAFF REPORTS:

- i. Sheriff's South Station - Commander Jay Wells
- ii. FCFA Operations - Chief Steve Lieberman
- iii. Operations – Utility System Manager Tony Marraccino
- iv. OCSD General Manager – Will Clemens

B. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

- i. Vice President Villa
- ii. Director Gibson
- iii. President White
- iv. Director Austin
- v. Director Repogle

C. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:

*This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Special Presentations and Reports. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.*

7. CONSENT AGENDA ITEMS:

**Public comment** Members of the public wishing to speak on consent agenda items may do so when recognized by the Presiding Officer. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.

- A. Review and Approval of Minutes for the Regular Meeting of February 9, 2022
- B. Review of Cash Disbursements
- C. Adopt a Resolution Re-Authorizing Remote Teleconference Meetings
- D. Submittal of a Sewer System Management Plan (SSMP) 2022 Internal Audit covering Calendar Years 2020 & 2021
- E. Approval of a Letter of Authorization for the Integrated Waste Management Authority to Submit a Grant Application on Behalf of the District
- F. Approval of a Temporary Construction Easement Agreement with the Lucia Mar Unified School District for the Stormwater Capture and Groundwater Recharge Project

8. BUSINESS ITEMS:

**Public comment** Members of the public wishing to speak on business items may do so when recognized by the Presiding Officer. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.

**9. HEARING ITEMS:**

**Public comment** Members of the public wishing to speak on hearing items may do so when recognized by the Presiding Officer. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.

**10. RECEIVED WRITTEN COMMUNICATIONS:**

**11. LATE RECEIVED WRITTEN COMMUNICATIONS:**

**12. FUTURE AGENDA ITEMS:** Deferred Infrastructure Program (as needed), Lopez Water Contract Amendments (2022), Wastewater CIP (Future year), Social Media Policy/ Live Stream Board Meetings (As directed), Bill insert/ mailing policy (As directed), Policy & Procedure Manual review (As directed), CSDA Transparency Certification (As directed), Solid Waste Education Center (As directed), Special Tax Town Hall Meeting (April/ May)

**13. FUTURE HEARING ITEMS:**

March 9, 2022 & March 23, 2022 Creation of a Division-Based Electoral System Public Hearing

**14. CLOSED SESSION:**

**A. Pursuant to Government Code §54957 - Performance evaluation–General Manager**

**15. ADJOURNMENT:**

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This agenda was prepared and posted pursuant to Government Code Section 54954.2. Agenda is posted at the Oceano Community Services District, 1655 Front Street, Oceano, CA. Agenda and reports can be accessed and downloaded from the Oceano Community Services District website at [www.oceanocsd.org](http://www.oceanocsd.org)

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**ASSISTANCE FOR THE DISABLED** If you are disabled in any way and need accommodation to participate in the Board meeting, please call the Clerk of the Board at (805) 481-6730 for assistance at least three (3) working days prior to the meeting so necessary arrangements can be made.



**Oceano Community Services District**  
**Summary Minutes**  
**Regular Meeting Wednesday, February 9, 2022 – 6:00 P.M.**  
**Location: TELECONFERENCE**

1. **CALL TO ORDER:** at approximately 6:01 p.m. by President White
2. **ROLL CALL:**  
 Board members present: President White, Vice President Villa, Director Replogle, Director Austin and Director Gibson.  
 Staff present: General Manager Will Clemens, Business and Accounting Manager Carey Casciola, and Jeff Minnery, Legal Counsel.
3. **FLAG SALUTE:** led by President White
4. **AGENDA REVIEW:** Agenda accepted as presented except for moving Agenda Item 8A forward when the demographer is ready to present.
5. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA:**

Lucia Casalnuovo, Oceano Beach Community Association	Requested an in-person town hall meeting regarding the proposed special tax for fire including OCSD and the County of SLO.
Charles Varni	Supports the request for a town hall and/or multiple public forums regarding the special tax for fire. Also requesting an economic impact report from OCSD explaining what happens if the vote fails.

6. **SPECIAL PRESENTATIONS & REPORTS:**

**A. STAFF REPORTS:**

- i. **Sheriff's South Station** – Commander Jay Wells – Absent
- ii. **FCFA** - Chief Steve Lieberman – Absent
- iii. **Operations** - Utility Systems Manager - Tony Marraccino - Lopez is at 29.89% full which is 14,732 AF. State Water delivered 33.06 AF. Pumped 12.25 AF groundwater. 0 SSOs for January. 6 work orders; 14 USAs; 7 customer service calls and 0 after hours call outs. Completed comment codes, first of the month equipment startups and weed abatement at well 8. Continuing with daily and weekly samples. We have a 1k gal diesel fuel tank at well 8 that is not in use – need to decide if we are going to remove it. Completed an inspection with the APCD. Continuing with trash pickup; 5 ready 311 tickets for the month of January. We relocated service lines; installed a new service line on McCarthy; water meter break on Paso that was crushed by a dumpster. We pour concrete and installed bollards. Repaired a service line on Strand.  
**OCSD General Manager** – Will Clemens – Working on approaching deadlines for grant (stormwater capture and groundwater recharge at Oceano elementary school); next meeting we will bring a construction easement with LMUSD for review and approval; an authorization letter to allow IWMA to apply for an SB 1383 local agency grant. Zone 3 TAC meeting – Flood Control District is working with CCWA in Santa Barbara on a pilot drought mitigation program.

**B. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:**

- i. Vice President Villa – None
- ii. Director Gibson – None
- iii. President White – reported on the 2/2/2022 South San Luis Obispo County Sanitation District (SSLOCSD) meeting.
- iv. Director Austin – None
- v. Director Replogle –None

**C. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:** None

<b>8A. BUSINESS ITEMS:</b>	<b>ACTION:</b>
Presentation from Demographer Regarding the Creation of a Division Based Election System	After a presentation by Dr. Daniel Phillips, opportunity for public comment, Board and staff discussion, the presentation was received and filed.  Public Comment: None

<b>7. CONSENT AGENDA:</b>	<b>ACTION:</b>
<ul style="list-style-type: none"> <li>a. Review and Approval of Minutes for the Regular Meeting of January 12, 2022</li> <li>b. Review of Cash Disbursements</li> <li>c. Approval of a Budget Adjustment, CEQA Exemption, and Contract for Consultant Services for the Water Resource Reliability Program Project #1-1 &amp; 1-9</li> </ul>	<p>After an opportunity for public comment, Board and staff discussion, a motion was made by Director Replogle to approve the consent agenda items as presented, with a second from Director Gibson and a 5-0 roll call vote.</p> <p>Public Comment: None</p>

<b>8B. BUSINESS ITEMS:</b>	<b>ACTION:</b>
Review of the District's Budget Status as of December 31, 2021	After an opportunity for public comment, Board and staff discussion, the budget status review was received and filed.  Public Comment: None

- 9. **HEARING ITEMS:** None
- 10. **RECEIVED WRITTEN COMMUNICATIONS:** See addendums 6B(i) & 7C.
- 11. **LATE RECEIVED WRITTEN COMMUNICATIONS:** None
- 12. **FUTURE AGENDA ITEMS:** Deferred Infrastructure Program (as needed), Lopez Water Contract Amendments (2022), Wastewater CIP (Future year), Social Media Policy/ Live Stream Board Meetings (as directed), Bill insert/mailling policy (as directed), Policy & Procedure Manual review (As directed), CSDA Transparency Certification (as directed), Solid Waste Education Center (As directed), Measure A-22 Town Hall Meeting (April/ May)
- 13. **FUTURE HEARING ITEMS:** March 9, 2022 & March 23, 2022, Creation of a Division-Based Electoral System Public Hearing
- 14. **CLOSED SESSION:** None
- 15. **ADJOURNMENT:** at approximately 7:25 PM



# Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

PHONE (805) 481-6730 FAX (805) 481-6836

**Date:** February 23, 2022

**To:** Board of Directors

**From:** Carey Casciola, Business and Accounting Manager

**Subject:** **Agenda Item #7(B): Recommendation to Review Cash Disbursements**

### Recommendation

It is recommended that your board review the attached cash disbursements:

### Discussion

The following is a summary of the attached cash disbursements:

Description	Check Sequence	Amounts
	59406 - 59433	
<b>Disbursements:</b>		
Regular Payable Register - paid 02/17/2022	59406 - 59424	\$ 329,537.79
Subtotal:		\$ 329,537.79
<b>Reoccurring Payments for Board Review (authorized by Resolution 2020-06):</b>		
Payroll Disbursements - PPE 02/12/2022	N/A	\$ 32,768.56
Mechanics Bank Visa Card Online Payment - paid 02/17/2022	N/A	\$ 1,211.50
Reoccurring Utility Disbursements - paid 02/17/2022	59425 - 59430	\$ 6,783.92
Reoccurring Health Disbursements - paid 02/17/2022	59431 - 59433	\$ 10,874.59
Subtotal:		\$ 51,638.57
Grand Total:		\$ 381,176.36

### Other Agency Involvement

N/A

### Other Financial Considerations

Amounts are within the authorized Fund level budgets.

### Results

The Board's review of cash disbursements is an integral component of the District's system of internal controls and promotes a well governed community.

COMPANY: 99 - POOLED CASH FUND  
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING  
 TYPE: All  
 STATUS: All  
 FOLIO: All

CHECK DATE: 0/00/0000 THRU 99/99/9999  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 059406 THRU 059424

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE	
CHECK:	-----								
1-1001-000	2/17/2022	CHECK	059406	ARAMARK	182.50CR	OUTSTND	A	0/00/0000	UNIFORMS
1-1001-000	2/17/2022	CHECK	059407	ARROYO GRANDE CHEVROLET	73.14CR	OUTSTND	A	0/00/0000	VEHICLE MAINTENANCE
1-1001-000	2/17/2022	CHECK	059408	BRISCO'S	119.02CR	OUTSTND	A	0/00/0000	SUPPLIES
1-1001-000	2/17/2022	CHECK	059409	CANNON	27,818.25CR	OUTSTND	A	0/00/0000	CIP-PROP 1 SWGP
1-1001-000	2/17/2022	CHECK	059410	CARQUEST AUTO PARTS	22.93CR	OUTSTND	A	0/00/0000	VEHICLE SUPPLY
1-1001-000	2/17/2022	CHECK	059411	CORE & MAIN LP	2,453.23CR	OUTSTND	A	0/00/0000	INVENTORY
1-1001-000	2/17/2022	CHECK	059412	DIVERSIFIED PROJECT SERVICES I	80.00CR	OUTSTND	A	0/00/0000	REIMBURSABLE ENGR SVCS
1-1001-000	2/17/2022	CHECK	059413	FAMCON PIPE & SUPPLY, INC.	1,544.40CR	OUTSTND	A	0/00/0000	INVENTORY
1-1001-000	2/17/2022	CHECK	059414	FERGUSON ENTERPRISES, INC #135	84.01CR	OUTSTND	A	0/00/0000	SYSTEM PARTS
1-1001-000	2/17/2022	CHECK	059415	FIVE CITIES FIRE AUTHORITY	284,537.00CR	OUTSTND	A	0/00/0000	JPA-QUARTERLY PMT
1-1001-000	2/17/2022	CHECK	059416	GATOR CRUSHING & RECYCLING	44.91CR	OUTSTND	A	0/00/0000	ASPHALT RECYCLE
1-1001-000	2/17/2022	CHECK	059417	GSI WATER SOLUTIONS, INC.	6,738.41CR	OUTSTND	A	0/00/0000	NCMA 2021 ANNUAL REPORT
1-1001-000	2/17/2022	CHECK	059418	J.B. DEWAR, INC.	487.08CR	OUTSTND	A	0/00/0000	FUEL
1-1001-000	2/17/2022	CHECK	059419	MCCLATCHY COMPANY LLC	74.55CR	OUTSTND	A	0/00/0000	PUBLIC HEARING NOTICE
1-1001-000	2/17/2022	CHECK	059420	MIER BROS.	921.26CR	OUTSTND	A	0/00/0000	PAVING
1-1001-000	2/17/2022	CHECK	059421	MINER'S ACE HARDWARE, INC.	97.75CR	OUTSTND	A	0/00/0000	VEHICLE SUPPLY
1-1001-000	2/17/2022	CHECK	059422	PETTY CASH	3.35CR	OUTSTND	A	0/00/0000	U/B ADDR RETN NOTICE
1-1001-000	2/17/2022	CHECK	059423	PRO-TECH LANDSCAPE MANAGEMENT,	410.00CR	OUTSTND	A	0/00/0000	LANDSCAPING
1-1001-000	2/17/2022	CHECK	059424	TYLER TECHNOLOGIES	3,846.00CR	OUTSTND	A	0/00/0000	LICENSE & MAINTENANCE
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	329,537.79CR			
				DEPOSIT	TOTAL:	0.00			
				INTEREST	TOTAL:	0.00			
				MISCELLANEOUS	TOTAL:	0.00			
				SERVICE CHARGE	TOTAL:	0.00			
				EFT	TOTAL:	0.00			
				BANK-DRAFT	TOTAL:	0.00			

COMPANY: 99 - POOLED CASH FUND  
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING  
 TYPE: All  
 STATUS: All  
 FOLIO: All

CHECK DATE: 0/00/0000 THRU 99/99/9999  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 059406 THRU 059424

ACCOUNT            --DATE--    --TYPE--    NUMBER    -----DESCRIPTION-----    ----AMOUNT---    STATUS    FOLIO    CLEAR DATE

TOTALS FOR POOLED CASH FUND	CHECK	TOTAL:	329,537.79CR
	DEPOSIT	TOTAL:	0.00
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	0.00
	SERVICE CHARGE	TOTAL:	0.00
	EFT	TOTAL:	0.00
	BANK-DRAFT	TOTAL:	0.00



**Payroll Summary Report**  
**Board of Directors - Agenda Date February 23, 2022**

	(*)	
Gross Wages	1/26/2022	2/12/2022
Regular	\$28,214.34	\$28,217.26
Overtime Wages	\$298.04	\$298.04
Stand By	\$600.00	\$600.00
	<u>\$29,112.38</u>	<u>\$29,115.30</u>
Cell Phone Allowance	\$0.00	\$0.00
Total Wages	<u>\$29,112.38</u>	<u>\$29,115.30</u>
Disbursements		
Net Wages	\$21,395.51	\$21,502.30
State and Federal Agencies	\$5,510.64	\$5,406.81
CalPERS - Normal	\$5,699.49	\$5,699.49
SEIU - Union Fees	\$159.96	\$159.96
Total Disbursements processed with Payroll	<u>\$32,765.60</u>	<u>\$32,768.56</u>
Health (Disbursed with reoccurring bills)	\$6,319.46	\$6,319.46
Total District Payroll Related Costs	<u>\$39,085.06</u>	<u>\$39,088.02</u>

(\*) Previously reported in prior Board Meeting packet - provided for comparison.

Oceano Community Services District  
Mechanics Bank Visa Card

A/P Visa Card Disbursement

Date	Transaction Name	Amount	Description	GL Account #
02/01/2022	DEBIT CA-NV SECTION AWWA 909-481-7	(499.00)	CLASSES/SEMINARS/TRAINING FEE	02-5-4400-285
01/31/2022	DEBIT CALIFORNIA SPECIAL DIS 916-442-7	(650.00)	CLASSES/SEMINARS/TRAINING FEE	01-5-4100-285
01/18/2022	DEBIT INTUIT *QuickBooks Onl CL.INTUIT	(50.00)	PERMITS, FEES LICENSES	01-5-4100-248
01/11/2022	DEBIT MSFT * E0400H1F3D 800-64276	(12.50)	PERMITS, FEES LICENSES	01-5-4100-248

Total ACH - 2/17/2022 (1,211.50)

02/23/2022 Board Meeting - Mechanics Visa Card Online Payment - paid 02/17/2022	1,211.50
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COMPANY: 99 - POOLED CASH FUND  
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING  
 TYPE: All  
 STATUS: All  
 FOLIO: All

CHECK DATE: 0/00/0000 THRU 99/99/9999  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 059425 THRU 059430

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE	
<b>CHECK:</b>									
1-1001-000	2/17/2022	CHECK	059425	MAP COMMUNICATIONS, INC. DBA A	325.31CR	OUTSTND	A	0/00/0000	ANSWERING SVC
1-1001-000	2/17/2022	CHECK	059426	CHARTER COMMUNICATIONS	150.00CR	OUTSTND	A	0/00/0000	INTERNET - COMMUNICATIONS
1-1001-000	2/17/2022	CHECK	059427	DIGITAL WEST NETWORKS, INC.	405.28CR	OUTSTND	A	0/00/0000	PHONES
1-1001-000	2/17/2022	CHECK	059428	PACIFIC GAS & ELECTRIC	5,544.33CR	OUTSTND	A	0/00/0000	UTILITY
1-1001-000	2/17/2022	CHECK	059429	SO CAL GAS	248.29CR	OUTSTND	A	0/00/0000	UTILITY
1-1001-000	2/17/2022	CHECK	059430	STANLEY CONVERGENT SECURITY SO	110.71CR	OUTSTND	A	0/00/0000	WELLS AND FIRE MONITOR
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	6,783.92CR			
				DEPOSIT	TOTAL:	0.00			
				INTEREST	TOTAL:	0.00			
				MISCELLANEOUS	TOTAL:	0.00			
				SERVICE CHARGE	TOTAL:	0.00			
				EFT	TOTAL:	0.00			
				BANK-DRAFT	TOTAL:	0.00			
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	6,783.92CR			
				DEPOSIT	TOTAL:	0.00			
				INTEREST	TOTAL:	0.00			
				MISCELLANEOUS	TOTAL:	0.00			
				SERVICE CHARGE	TOTAL:	0.00			
				EFT	TOTAL:	0.00			
				BANK-DRAFT	TOTAL:	0.00			

COMPANY: 99 - POOLED CASH FUND  
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING  
 TYPE: All  
 STATUS: All  
 FOLIO: All

CHECK DATE: 0/00/0000 THRU 99/99/9999  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 059431 THRU 059433

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE	
<b>CHECK:</b>									
1-1001-000	2/17/2022	CHECK	059431	ANTHEM BLUE CROSS	9,430.54CR	OUTSTND	A	0/00/0000	<b>EMPLOYEE INSURANCE</b>
1-1001-000	2/17/2022	CHECK	059432	PRINCIPAL LIFE INSURANCE COMPA	1,387.84CR	OUTSTND	A	0/00/0000	<b>EMPLOYEE INSURANCE</b>
1-1001-000	2/17/2022	CHECK	059433	TASC -CLIENT INVOICES	56.21CR	OUTSTND	A	0/00/0000	<b>FSA ADM FEE</b>
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	10,874.59CR			
				DEPOSIT	TOTAL:	0.00			
				INTEREST	TOTAL:	0.00			
				MISCELLANEOUS	TOTAL:	0.00			
				SERVICE CHARGE	TOTAL:	0.00			
				EFT	TOTAL:	0.00			
				BANK-DRAFT	TOTAL:	0.00			
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	10,874.59CR			
				DEPOSIT	TOTAL:	0.00			
				INTEREST	TOTAL:	0.00			
				MISCELLANEOUS	TOTAL:	0.00			
				SERVICE CHARGE	TOTAL:	0.00			
				EFT	TOTAL:	0.00			
				BANK-DRAFT	TOTAL:	0.00			



# Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

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**Date:** February 23, 2022  
**To:** Board of Directors  
**From:** Carey Casciola, Business and Accounting Manager  
**Subject:** **Agenda Item #7(C): Adopt a Resolution Re-Authorizing Remote Teleconference Meetings**

## **Recommendation**

It is recommended that your Board adopt a Resolution Re-Authorizing Remote Teleconference Meetings

## **Discussion**

The District continues to carefully monitor the COVID-19 Coronavirus pandemic and follow the direction of the County Public Health Department in coordination with other local agencies. The Virtual Public Meeting Protocols were adopted by the Board on April 8, 2020, and revised on July 8, 2020, with the Declaration to alter the meeting location and establish virtual public meeting protocols because of the coronavirus pandemic.

AB 361 was signed by the Governor on September 16, 2021, which allows public agencies to continue to meet remotely during the state of emergency. On November 10, 2021, the Governor issued an executive order N-21-21 that extended the emergency proclamation through March 31, 2022. The Board has adopted five Resolutions authorizing remote teleconference meetings since the month of October. Attached is a Resolution to re-authorize remote teleconference meetings for the period of March 1<sup>st</sup> to March 30<sup>th</sup>. Adoption of the Resolution will allow the District to continue to hold remote meetings and help protect the health of the public, Board members, and staff.

Staff intends to continue with remote public meetings for as long as legally permissible. Once in-person meetings resume, the District will continue to follow County Public Health Department recommendations and OSHA regulations. The Brown Act does allow for continued use of videoconference locations under normal circumstances, however, notice of public meetings must be posted at each location and the public must be able to attend at each location.

## **Other Agency Involvement**

None

## **Other Financial Considerations**

None



# Oceano Community Services District

Board of Directors Meeting

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## Results

The District's response to the COVID-19 pandemic contributes to a safe, healthy, livable, and well-governed community.

Attachments:

- Resolution

**RESOLUTION NO. 2022 -**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OCEANO COMMUNITY SERVICES DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY THE GOVERNOR ISSUED ON MARCH 4, 2020 AND THEN EXTENDED ON NOVEMBER 10, 2021, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE OCEANO COMMUNITY SERVICES DISTRICT FOR THE PERIOD MARCH 1ST TO MARCH 30TH PURSUANT TO BROWN ACT PROVISIONS.**

WHEREAS, the Oceano Community Services District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Oceano Community Services District are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted a Resolution 2021-10 on September 22, 2021 finding that the requisite conditions exist for the legislative bodies of Oceano Community Services District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, such conditions now exist in the District, specifically, the State of Emergency declared by Governor Newsom on March 4, 2020 due to COVID-19 and then extended with executive order N-21-21 on November 10, 2021 and the Proclamation of Local Emergency declared by the County of San Luis Obispo on March 13, 2020; and

WHEREAS, the Board of Directors does hereby find that COVID-19 has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California and the County of San Luis Obispo on March 13, 2020; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the legislative bodies of the Oceano Community Services District shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the Board of Directors adopted virtual meeting protocols on July 8, 2020 which include options for public participation.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF OCEANO COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

1. Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.
2. Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District, and COVID-19 has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District.
3. Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020 and then extended with executive order N-21-21 on November 10, 2021.
4. Section 4. Remote Teleconference Meetings. The General Manager, staff and legislative bodies of Oceano Community Services District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in



accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

5. Section 5. Effective Date of Resolution. This Resolution shall take effect on March 1<sup>st</sup> and shall be effective until the earlier of (i) March 30<sup>th</sup>, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Oceano Community Services District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Oceano Community Services District on \_\_\_\_\_ by the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

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President of the Board of Directors

ATTEST:

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Secretary for the Board of Directors



# Oceano Community Services District

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**Date:** February 23, 2022

**To:** Board of Directors

**From:** Tony Marraccino, Operations Manager  
Casey Stewart, Utilities System Lead Operator, SSMP Program Manager

**Subject:** **Agenda Item #7(D): Submittal of a Sewer System Management Plan (SSMP) 2022 Internal Audit covering Calendar Years 2020 & 2021**

## Recommendation

It is recommended that your Board receive and file the SSMP 2020 & 2021 Internal Audit.

## Discussion

In February 2020, the Board of Directors approved the 2020 Update to the Sewer System Management Plan (SSMP) in accordance with regulatory requirements established by the State Water Board and administered by the Regional Water Board. The overlying purpose of the SSMP regulations is to ensure that sewer system overflows are either eliminated or minimized. This report summarizes the results of the audit, which is attached.

Overall, the District complied with regulatory reporting requirements and the SSMP requirements to prevent/minimize overflow events. The regulatory requirements include a variety of maintenance and rehabilitation requirements, documentation, and monitoring. The following are the elements included in an SSMP:

1. Agency Goals
2. Agency Organization
3. Legal Authority
4. Operations and Maintenance
5. Design and Performance Provisions
6. Overflow Emergency Response Plan
7. Fats, Oils, and Grease (FOG) Control Program
8. Capacity Management
9. Monitoring, Measurement, and Program Modifications
10. Sewer System Management Plan Audit
11. Communication Program

The SSMP must be updated every five years and is due again in 2025. The attached internal audit has been completed by District staff. Overall, the District had 0 Sewer System Overflows (SSO) in 2020 and 1 in 2021. The only SSO was at a customer's clean out where 5 gallons were spilled, and 2 gallons were recovered. The District had zero incidences of discharges into water bodies caused by failure of District facilities.



## **Other Agency Involvement**

The Regional Water Board is responsible for regulating the District's SSMP implementation. In the past the South San Luis Obispo County Sanitation District was under contract with the District for implementing the Fats-Oil-Grease (FOG) program through 2017 but their staff who had been working on the program pursued other employment. A private firm provided program services in 2018 and provided training in the first half of 2019 and since then the District has implemented the current internal FOG program successfully.

## **Other Financial Considerations**

None at this time.

## **Results**

Maintaining a Sewer System Management Plan and performing bi-annual audits promotes a safe, healthy, and well-governed community.

Attachments: 2022 SSMP Internal Audit for 2020 & 2021

# Oceano Community Services District Sewer System Management Plan - Internal Audit Program 2022 Audit (for Calendar Years 2020 and 2021)

The audit program includes excerpts from State Water Board Order wqo2006\_0003, Section D.13, which is the basis for “evaluating the effectiveness of the SSMP and the Enrollee’s compliance with the SSMP requirements” pursuant to Section D.13(x) entitled SSMP Program Audits.

This audit program was adopted by the Oceano Community Services District (OCSD) Board of Directors on January 28, 2015. It is incorporated as Appendix “F” in the 2020 OCSD Sewer System Management Plan.

## **Eleven Elements of the Sewer System Management Plan (SSMP)**

SSMP’s include the following eleven elements unless the enrollee can justify why an element is not applicable. The 2020 SSMP Update adopted by the OCSD Board of Directors on February 26, 2020, included all eleven elements.

- (i) Goals
- (ii) Organization
- (iii) Legal Authority
- (iv) Operation and Maintenance Program
- (v) Design and Performance Provisions
- (vi) Overflow Emergency Response Plan
- (vii) FOG Control Program
- (viii) System Evaluation and Capacity Assurance Plan
- (ix) Monitoring, Measurement, and Program Modifications
- (x) SSMP Program Audits
- (xi) Communication Program

Each element is audited by 1) evaluating the implementation of prior audit findings, and 2) evaluating the District’s implementation efforts during the audit period in comparison to the adopted SSMP. A narrative is provided for each element, including a discussion on audit steps, findings, and a schedule to implement recommendations, if any.

Oceano Community Services District  
 Sewer System Management Plan - Internal Audit Program  
 2022 Audit (for Calendar Years 2020 and 2021)

Element (i) – Goals

SSMP Requirement: Establishing Goals	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.	Y	R

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings:

Goals were established and included in the 2020 SSMP Update approved by the Board of Directors on February 26, 2020.

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

- i. Are the goals stated in the SSMP still appropriate and accurate?

The goals are still appropriate. No Changes to Goals are recommended.

The 2020 SSMP Update includes goals and objective performance measurements. The following are the stated goals and audit findings.

To be available and responsive to the needs of the public in reference to the public sewer system	Goal was achieved.
To work cooperatively with local, state, and federal agencies to reduce, mitigate and properly report SSOs	Goal was achieved. Updated and submitted the SSMP in 2020 and ongoing reporting is being met.
To properly manage and maintain the District public sewer system lines to minimize SSOs	Goal was achieved.
To meet all applicable regulatory notification and reporting requirements	Goal was achieved.

# Oceano Community Services District Sewer System Management Plan - Internal Audit Program 2022 Audit (for Calendar Years 2020 and 2021)

The following table compares the objective performance measurements stated in the SSMP versus actual results during the audit period:

100% of monthly CIWQS reports are submitted accurate and on time.	100% were submitted accurately and on time.
100% of work orders are completed, documented, and filed in accordance with the SSMP.	Before 2019, FOG permits were maintained at South San Luis Obispo County Sanitation District. The OCSO took over the program in-house and the files are maintained at the District office.
100% of any reportable spills are submitted in accordance with the reporting requirements.	100% of reportable spills were submitted in accordance with reporting requirements.
100% of FOG inspections are completed on time	28 out of 28 inspections complete for 2020. 31 out of 32 inspections complete for 2021.
100% of jetting and maintenance is completed, including for High Maintenance Areas.	100% of jetting and maintenance was completed, including for High Maintenance Areas.
An audit report is placed on the Board of Directors agenda every other year, no later than February 28 <sup>th</sup> , that provides the statistics on these goals for the prior calendar year.	In 2020 the Board adopted an updated SSMP report. This is the first two- year audit of the 2020 SSMP. The Utility System Manager provides a verbal report to the Board of Directors on each spill during his operations updates included in every regular agenda.

2(b): Findings:

FOG inspections were not completed 100%. Instances include temporary closures due to COVID-19.

2(c): Schedule to Implement Recommendations, if any.

Administrative Files previously established in the District office and are maintained and updated with each inspection.

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Element (ii) – Organization

<b>SSMP Requirement: The SSMP must identify individuals and chains of communication.</b>	<b>Were Prior Audit Findings Implemented? (y/n)</b>	<b>Current Findings (C/NC/R)</b>
(a) The name of the responsible or authorized representative as described in Section J of this Order.	n/a	C
(b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation	n/a	C
(c) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES))	n/a	C

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings:

N/A

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

- i. Is the SSMP up to date with agency organization and staffing contact information?

The organization chart is up to date.

- ii. Are procedures established to comply with the SMMP?

The two-year audit and SSMP Updates reflect necessary procedures. Staff updates phone numbers and individual names as changes occur.

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2(b): Findings: N/A

2(c): Schedule to Implement Recommendations, if any.

N/A



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**Element (iii) - Legal Authority**

SSMP Requirement: Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to implement the SSMP	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
(a) Prevent illicit discharges into its sanitary sewer system (examples may include I/I, storm water, chemical dumping, unauthorized debris and cut roots, etc.)	n/a	C
(b) Require that sewers and connections be properly designed and constructed	n/a	C
(c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency	n/a	C
(d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages	n/a	C
(e) Enforce any violation of its sewer ordinances	n/a	C

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings:

n/a.

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

i. Does the SSMP contain up-to-date information about your agency's legal authority?

Yes

ii. Does your agency have sufficient legal authority to control sewer use and maintenance as required?

Yes

2(b): Findings:

2(c): Schedule to Implement Recommendations, if any.

N/A

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**Element (iv) – Operation and Maintenance Program**

SSMP Requirement: The SSMP must include those elements listed.	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
(a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm-water conveyance facilities	n/a	C
(b) Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders	n/a	C
(c) Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan	n/a	R
(d) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained	n/a	C
(e) Provide equipment and replacement part inventories, including identification of critical replacement parts	n/a	C

Findings: C = Compliant NC = Non-Compliant R = Recommendations

# Oceano Community Services District Sewer System Management Plan - Internal Audit Program 2022 Audit (for Calendar Years 2020 and 2021)

## Part One: Implementation of Prior Audit Findings:

District staff has developed a “hot spot” list where the system is vulnerable and maintains those areas more frequently. A Sewer System Capital Improvement Program needs to be developed like the Water System Capital Improvement Program.

## Part Two: Comparison to Current SSMP

### 2(a): Audit Steps:

Are the District’s collection system maps complete, up-to-date, and sufficiently detailed?	Yes
Is the District’s preventive maintenance program up-to-date and documented?	Yes
Is the District’s preventative maintenance program sufficient and effective in reducing and preventing SSO’s and blockages?	Yes
Are your agency’s inspections and condition assessments up-to-date and documented?	Yes
Are the District’s scheduled inspections and condition assessment system effective in locating, identifying, and addressing deficiencies?	Yes
Is the District’s training program sufficient and documented?	In 2019 District Staff took over the permitting, inspection, and compliance requirements of the program. The District uses an online program called Target Solutions to take on-going training courses virtually.

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Are the District's equipment and part inventory sufficient and documented?	Yes - Updates done annually and due to the limited nature of the inventory a more frequent update is not necessary.
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2(b): Findings:

The District complied with Operations and Maintenance requirements. Upgrading maps and other record keeping into electronic format is ongoing.

2(c): Schedule to Implement Recommendations, if any.

N/A

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Element (v) - Design and Performance Provisions

SSMP Requirement	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
(a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems	n/a	C
(b) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects	n/a	C

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings:

N/A

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

- i. Are design and construction standards, as well as standards for inspection and testing of new and rehabilitated facilities, sufficiently comprehensive and up-to-date?

Yes

- ii. Are the District's conditions on new development sufficient and up-to-date when modifications to the District's system are needed to provide service to the development?

Yes

2(b): Findings:

The District's standards are up to date and sufficient and the conditions on new development are up to date and sufficient.

2(c): Schedule to Implement Recommendations, if any.

N/A

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Element (vi) - Overflow Emergency Response Plan

SSMP Requirement: Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment.	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
(a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner	n/a	C
(b) A program to ensure an appropriate response to all overflows	n/a	C
(c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification	n/a	C
(d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained	n/a	C
(e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities	n/a	C
(f) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge	n/a	C

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings:

N/A

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

- i. Does the District maintain up-to-date information on its Overflow Emergency Response Plan?

Yes

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- ii. Considering the District's information, is the Overflow Emergency Response Plan effective in handling SSO's?

Yes

2(b): Findings:

Overall, the operating staff does have procedures, are knowledgeable of their response requirements, and is utilizing industry guidelines as needed.

2(c): Schedule to Implement Recommendations, if any.

N/A

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Element (vii) - FOG Control Program

<b>SSMP Requirement: The Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system</b>	<b>Were Prior Audit Findings Implemented? (y/n)</b>	<b>Current Findings (C/NC/R)</b>
(a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG	n/a	C
(b) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area	n/a	C
(c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG	n/a	C
(d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements	n/a	C
(e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance	n/a	C
(f) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section	n/a	C
(g) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified above	n/a	C

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings:

N/A



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Part Two: Comparison to Current SSMP

2(a): Audit Steps:

- i. Does the District maintain up-to-date information on its FOG control program?

Yes, all maintained at the District's office.

- ii. Is the FOG control program effective?

Yes, no violations were issued during this audit period.

2(b): Findings: None

2(c): Schedule to Implement Recommendations, if any. N/A

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Element (viii) - System Evaluation and Capacity Assurance Plan

<b>SSMP Requirement: The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event.</b>	<b>Were Prior Audit Findings Implemented? (y/n)</b>	<b>Current Findings (C/NC/R)</b>
<p>(a) <b>Evaluation:</b> Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events</p>	<p>n/a</p>	<p>C</p>
<p>(b) <b>Design Criteria:</b> Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria</p>	<p>n/a</p>	<p>C</p>
<p>(c) <b>Capacity Enhancement Measures:</b> The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding</p>	<p>n/a</p>	<p>R</p>
<p>(d) <b>Schedule:</b> The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14</p>	<p>n/a</p>	<p>C</p>

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings:

N/A

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Part Two: Comparison to Current SSMP

2(a): Audit Steps:

- i. Does the District maintain up-to-date information about its capacity assessment? [Yes, see below.](#)
- ii. Has the District completed a capacity assessment and identified and addressed any hydraulic deficiencies in the system? [Yes; no hydraulic deficiencies identified.](#)

2(b): Findings:

[These audit findings are consistent with the 2019 audit, which follows.](#)

[In the SSMP, a “Technical Memorandum Wastewater Collection System Study” dated September 16, 2009 is included as an attachment. In that technical memorandum, it states “At this time, there are no identified system capacity concerns and therefore no capital improvement projects are recommended.” The District continues to rely upon this Technical Memorandum. An update of the Technical Memorandum should be completed. Staff efforts to secure funding have been on-going, like the grant funding obtained for the water system, will then issue a request for proposal \(RFP\) to update to the 2009 evaluation and a capital improvement plan.](#)

2(c): Schedule to Implement Recommendations, if any.

[Within the next audit period, the system capacity analysis and CIP should be updated.](#)

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Element (ix) - Monitoring, Measurement, and Program Modifications

SSMP Requirement	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities	n/a	C
Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP	n/a	C
Assess the success of the preventative maintenance program	n/a	C
Update program elements, as appropriate, based on monitoring or performance evaluations	n/a	C
Identify and illustrate SSO trends, including: frequency, location, and volume	n/a	C

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings:

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

- i. Does the District maintain up-to-date information about its data collection and organization?  
Yes
- ii. Is the District’s data collection and organization sufficient to evaluate the effectiveness of your SSMP?  
Yes

2(b): Findings: None

2(c): Schedule to Implement Recommendations, if any.  
N/A

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Element (x) - SSMP Program Audits

SSMP Requirement	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
The Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee’s compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.	Yes	C

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings:

Implementation of prior audit findings were included into the 2020 update. Each element of this audit identifies which items continue to be work in progress.

Since it is appropriate to conduct the audits and related SSMP activities based on the size of the system and number of SSO’s, the various recommendations included in the audit often exceed the basic regulatory requirements. Nevertheless, continuous enhancements support effective program implementation and will be continued.

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

Are the District’s audits being completed in a timely manner with sufficient detail and findings to ensure that the SSMP is updated in a timely manner and that any changes to the District’s policies, procedures and practices are implemented in a timely manner?  
 Yes

Will this SSMP Audit be submitted with the Annual Report to the Regional Water Board by March 15?  
 Yes

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2022 Audit (for Calendar Years 2020 and 2021)

2(b): Findings:

Although continuous improvements are recommended, the District is complying with SSMP requirements, SSO response requirements, and the overall requirements of the SSMP.

2(c): Schedule to Implement Recommendations, if any.

No audit related recommendations.

Oceano Community Services District  
 Sewer System Management Plan - Internal Audit Program  
 2022 Audit (for Calendar Years 2020 and 2021)

Element (xi) - Communication Program

SSMP Requirement	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented	Yes	C
The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee’s sanitary sewer system	n/a	R

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings:

The 2020 update to the SSMP was presented at the February 26, 2020 regular Board meeting and is on the District website: <https://oceanocsd.org/wp-content/uploads/2020/02/FINAL-OCSD-SSMP-2020-UPDATE.pdf>

Part Two: Comparison to Current SSMP

- 2(a): Audit Steps:
  - i. Does the District maintain up-to-date information about its public outreach activities? **Yes – Information is provided to food service establishments and any overflows from private property.**
  - ii. Does the District maintain up-to-date information about its communications with satellite and tributary agencies? **Yes. The FOG program and emergency events are coordinated with the County.**
  - iii. Does the District effectively communicate with the public and other agencies about the SSMP, and address feedback? **Yes, SSMP updates and audits provided to the Regional Board.**

2(b): Findings: **None**

2(c): Schedule to Implement Recommendations, if any. **N/A**



# Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

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**Date:** February 23, 2022

**To:** Board of Directors

**From:** Will Clemens, General Manger

**Subject:** **Agenda Item #7(E):** Approval of a Letter of Authorization for the Integrated Waste Management Authority to Submit a Grant Application on Behalf of the District

## Recommendation

It is recommended that the Board approve the attached Letter of Authorization and instruct the President to sign.

## Discussion

The Integrated Waste Management Authority (IWMA) will be submitting a final SB 1383 Local Assistance Grant application to CalRecycle on behalf of its member agencies. Information on the application can be found on the February 9, 2022, IWMA Board Agenda [here](#). In order to submit the application on behalf of member agencies, each member agency must provide the attached letter of authorization.

## Other Agency Involvement

The IWMA will submit the grant application on behalf of member agencies and provide the services funded by the grant in lieu of each separate agency submitting for the grant and providing the services separately.

## Financial Considerations

There is no direct cost to the District related to the approval of this letter. The total grant application submitted by IWMA will be \$347,126.

## Results

Pursuing shared services supports a safe, well-governed, healthy, and livable community.

Attachments:

- Letter of Authorization





## Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

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

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February 23, 2022

**RE: Letter of Authorization for SB 1383 Local Assistance Grant Program (FY 2021-22)**

This letter hereby authorizes the San Luis Obispo County Integrated Waste Management Authority (“IWMA”) to submit a JPA application, act as a lead agency on behalf of the Oceano Community Services District, and to execute all documents necessary to implement the SB 1383 Local Assistance Grant Program (FY 2021-22), on behalf of the Oceano Community Services District.

In addition, this letter will be valid for as long as the IWMA’s RESOLUTION NO. 2022-02-03 is in effect not to exceed five years.

Sincerely,

**Karen M. White**  
President



# Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

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**Date:** February 23, 2022

**To:** Board of Directors

**From:** Will Clemens, General Manger

**Subject: Agenda Item #7(F):** Approval of a Temporary Construction Easement Agreement with the Lucia Mar Unified School District for the Stormwater Capture and Groundwater Recharge Project

## Recommendation

It is recommended that the Board approve the attached Temporary Construction Easement Agreement with the Lucia Mar Unified School District for the Stormwater Capture and Groundwater Recharge Project and authorize the General Manager to execute and make minor edits as necessary.

## Discussion

The District was awarded funding under the State Water Board's (SWB) Technical Assistance (TA) program for preliminary design efforts and development of a grant application for funds from Proposition 1, a water bond approved by California voters in 2014. The TA work was directly funded by the SWB and the District did not incur costs for those efforts. The TA preliminary design effort was completed by Cannon, Inc. and the plans were prepared to approximately the 60% level. On July 10, 2019, your Board approved a grant application for a stormwater capture and groundwater recharge project (Project) at Oceano Elementary School and on 19th Street between Beach and Paso Robles streets. The grant application was submitted in July 2020. On March 24, 2021, your Board authorized entering into a funding agreement with the SWB to fund implementation of the Project. On December 8, 2021, your Board made final CEQA determinations for the Project and awarded a consultant contract to Cannon, Inc. to complete design of the Project, and funded the project through construction.

It is now necessary to approve the attached agreement with the Lucia Mar Unified School District (LMUSD) to allow access and construction on the grounds of the Oceano Elementary School.

## Other Agency Involvement

The State Water Board's TA program directly funded the costs of consultants for project development, which were not incurred by the District. The Council for Watershed Health and Cannon, Inc. provided the TA funded through the State Water Board's TA program. Both the LMUSD and the County of San Luis Obispo provided letters of support for the Project. LMUSD will also approve the attached agreement and the County of San Luis Obispo will issue an encroachment permit for Project construction. The LMUSD has set a public hearing date for March 1, 2022, to approve the easement and the recommended action includes language to allow the General



# Oceano Community Services District

Board of Directors Meeting

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Manager to make minor non-substantive changes to the agreement that LMUSD might require with the approval of District legal counsel.

## **Financial Considerations**

There is no direct cost related to the approval of this agreement with LMUSD.

## **Results**

Pursuing project implementation supports a safe, well-governed, healthy, and livable community.

Attachments:

- Temporary Construction Easement Agreement

## TEMPORARY CONSTRUCTION EASEMENT AGREEMENT

THIS TEMPORARY CONSTRUCTION EASEMENT AGREEMENT (“Agreement”), dated as of \_\_\_\_\_, 2022, is entered into by and between the Lucia Mar Unified School District (“Grantor”) and the Oceano Community Services District (“Grantee”), with reference to the following facts:

### RECITALS

- A. Grantor owns certain real property identified as the Oceano Elementary School, located at 1551 17<sup>th</sup> Street, Oceano, CA 93445 (“Property”).
- B. Grantor’s Property is within Grantee’s service area and Grantee desires access to a certain portion of the Property for the implementation of a stormwater capture and groundwater recharge project (“Project”).
- C. The Project is intended to manage urban stormwater runoff to improve stormwater quality and provide flood control. The Project will include the construction of a subsurface infiltration gallery beneath a portion of a playing field at the Property, the installation of stormwater drains in and around the Property, the planting of trees and vegetation, and other stormwater management installations in and around the Property. *The Project scope is partially depicted in the attached Exhibit A.*

NOW, THEREFORE, for valuable consideration, the receipt of which is hereby acknowledged, the parties hereto agree as follows:

1. **Grant of Construction Easement.** Grantor, for and on behalf of its administrators, executors, legal representatives, and assigns, does hereby grant unto Grantee, a temporary, non-exclusive construction easement (the “Construction Easement”) in, on, over, under, across, and through the Property known as the Oceano Elementary School or the “Property.” The Construction Easement includes, without limitation, rights for ingress and egress for construction vehicles, construction equipment and the hauling of construction materials, and storage and staging of equipment as reasonable and necessary for purposes of completing Grantee’s Project.

1.1 **Purpose.** The purpose of the Construction Easement is to construct and install a subsurface infiltration gallery beneath a portion of a playing field at the Property, the installation of stormwater drains in and around the Property, the planting of trees and vegetation, and other stormwater management installations in and around the Property.

1.2 **Term.** Except as provided herein, this Construction Easement is irrevocable and shall terminate upon the completion of Grantee's Project as related to the Property.

1.3 **Compliance with Law.** The performance of Grantee's Project and the use of the Construction Easement shall at all times be conducted in compliance with all applicable laws and regulations.

1.4 Cooperation with the Grantor. Grantee agrees to cooperate with Grantor regarding ingress and egress, timing, and project implementation so as to minimize impact to Grantor's normal and ordinary business operations.

1.4 Execution of Maintenance Agreement. Prior to construction of the Project, the parties to this Agreement agree to negotiate in good faith and execute an on-going maintenance agreement for the installations on the Property that are part of the Project.

2. **Indemnity.** Grantee shall fully protect, defend, hold harmless and indemnify Grantor and its board of directors, officers, employees, agents, consultants, contractors and representatives and the Property itself from any and all claims, suits, causes of action, liabilities, damages, losses, costs, injuries, liens (including but not limited to mechanic's, materialman's, contractor's and similar liens), actions or judgments of any kind or nature arising out of or resulting from any entry onto the Property or the acts and omissions of Grantee or its contractors or subcontractors.

3. **Insurance.** Prior to any entry on the Property by Grantee or its contractors or subcontractors, Grantee shall secure and maintain, at no cost to Grantor, the following policies of insurance on which Grantee shall be a "Named Insured" and which shall include coverage for Grantee, its employees', agents', consultants', contractors', and subcontractors' activities on or in any way relating to the Property: (a) commercial general liability and property damage insurance, including contractual liability, with limits of not less than \$1,000,000 per occurrence for bodily injury, personal injury and property damage, and with \$2,000,000 general aggregate (or alternatively \$1,000,000 on a per project per location basis); (b) comprehensive automobile liability insurance with limits of not less than \$500,000 for personal injury to, or death of, any one person, \$1,000,000 for personal injury to, or death of, more than one person in any one accident, and \$500,000 for property damage in any one accident; and (c) workers' compensation and employer's liability insurance in accordance with the provisions of California law. The policies of insurance described in clauses (a) and (b) above shall each name Grantor, as an "Additional Insured" party and shall contain a provision that all such policies shall not be materially changed, canceled or terminated without thirty (30) days' prior written notice to Grantor of any intended or proposed change or termination. Certificates of insurance evidencing the insurance policies and insurance coverages described in this Section, along with the required Additional Insured endorsement, shall be delivered to Grantor upon request.

#### 4. **General Provisions.**

4.1 Each and all of the provisions hereof shall be binding on and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and assigns.

4.2 No supplement, modification or amendment to this Agreement shall be binding unless in writing and executed by the parties hereto. No waiver of any of the provisions of this Agreement shall be deemed or shall constitute a waiver of any other provisions, whether or

not similar, nor shall any waiver be a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

4.3 If a dispute should arise between the parties, the prevailing party shall be reimbursed for all reasonable expenses incurred in resolving such dispute, including attorneys' fees.

4.4 This Agreement shall be construed in accordance with and be governed by the laws of the State of California.

4.5 The headings of this Agreement are for purposes of reference only and shall not limit or define the meaning of the provisions of this Agreement. This Agreement may be executed in any number of counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, this Agreement is entered into as of the date first written above.

**GRANTOR:**

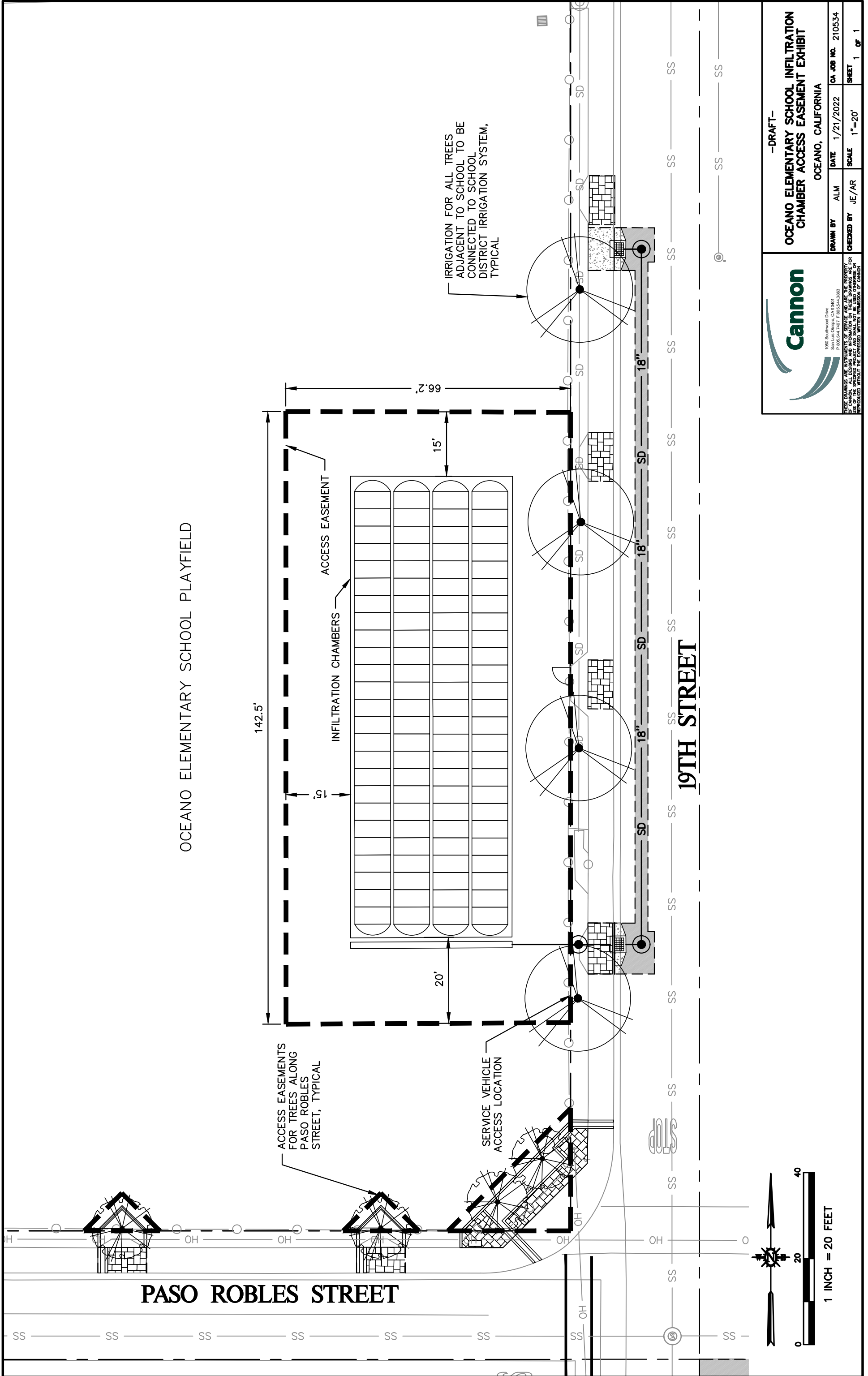
LUCIA MAR UNIFIED  
SCHOOL DISTRICT

By: \_\_\_\_\_  
Its: \_\_\_\_\_

**GRANTEE:**

OCEANO COMMUNITY  
SERVICES DISTRICT

By: \_\_\_\_\_  
Its: \_\_\_\_\_



**Cannon**  
 1650 Southwood Drive  
 San Luis Obispo, CA 93401  
 805.768.2222  
 www.cannoninc.com

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- DRAFT -

OCEANO ELEMENTARY SCHOOL INFILTRATION CHAMBER ACCESS EASEMENT EXHIBIT  
 OCEANO, CALIFORNIA

DRAWN BY	ALM	DATE	1/21/2022	CA JOB NO.	210534
CHECKED BY	JE/AR	SCALE	1"=20'	SHEET	1 OF 1