

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 9, 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 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 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 January 26, 2022
- B. Review of Cash Disbursements
- C. Approval of a Budget Adjustment, CEQA Exemption, and Contract for Consultant Services for the Water Resource Reliability Program Project #1-1 & 1-9

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.

- A. Presentation from Demographer Regarding the Creation of a Division Based Election System
- B. Review of the District's Budget Status as of December 31, 2021

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)

13. FUTURE HEARING ITEMS:

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

14. CLOSED SESSION:

15. ADJOURNMENT:

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

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, January 26, 2022 – 6:00 P.M.
Location: TELECONFERENCE

1. **CALL TO ORDER:** at approximately 6:00 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.
5. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA:** None
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 30.1% full which is 14,850 AF. Continuing with daily rounds; weekly and monthly samples, 7 work orders; 8 USAs; 5 customer service calls and 3 after hours call outs. Completed meter reads, re-reads, comment codes and leak notifications, meter replacements and lock offs. Completed an inspection with County Environment Health for the Hazardous Material Business Plan. Continuing with trash pick up within the parameters of our district code.
OCSO General Manager – Will Clemens – State water allocation was increased from 0% to 15% due to rainfall in 2021. Working with our demographer to prepare for division map drawing for upcoming elections. We will receive a presentation from the demographer at the February 9, 2022, Board meeting. Last day to submit maps will be February 25, 2022, at 5:00 pm. Hearings to review and select final map will be March 9th and 23rd. We are mailing out a bi-lingual notice with the February utility bills and will also post the public notices. Public comment period for contract changes for Zone 3 water supply contract is out; these contract changes allow us to have storage rights at Lopez.

B. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

- i. Vice President Villa – reported on the 1/13/2022 & 1/20/2022 Oceano Advisory Council (OAC) meetings; 1/19/2022 Regional Water Management group meeting.
- ii. Director Gibson – reported on the 1/20/2022 Zone 3 advisory committee meeting.
- iii. President White – reported on the 1/21/2022 Five Cities Fire Authority (FCFA) Meeting
- iv. Director Austin – reported on the 1/19/2022 South San Luis Obispo County Sanitation District (SSLOCSO).
- v. Director Replogle – None and requested the record to reflect that she has no report because she has no committee assignments.

C. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS: None

7. CONSENT AGENDA:	ACTION:
<ul style="list-style-type: none"> a. Review and Approval of Minutes for the Regular Meeting of January 12, 2022 b. Review of Cash Disbursements c. Introduction Adopt a Resolution Re-Authorizing Remote Teleconference Meetings d. Annual review of the District's Investment Policy and Consideration of a Recommendation to approve a resolution adopting the District's 2022 Investment Policy, a resolution to designate certain banks or savings loan associations as depositories, and submittal of the District 2021 Annual Treasurer Report and the District Fiscal Year 2021-22 Quarter 2 Treasurer Report 	<p>After an opportunity for public comment, Board and staff discussion, a motion was made by Director Gibson to approve the consent agenda items with an amendment to 7D to correct the bank names, with a second from Director Austin and a 5-0 roll call vote.</p> <p>Public Comment: None</p>

8. BUSINESS ITEMS:	ACTION:
None	None

9A. HEARING ITEMS:	ACTION:
Public Hearing to consider adoption of a resolution for placing a measure on the ballot for the June 7, 2022, election for voters within District boundaries to decide whether to approve an ordinance establishing a special tax for emergency medical and fire protection services	<p>After an opportunity for public comment, Board and staff discussion, a motion was made by Director Austin to approve staff recommendations with a second from President Villa and a 4-1 roll call vote. Director Replogle dissented and requested the record to reflect that this is the same inequitable measure that voters rejected two years ago.</p> <p>Public Comment: None</p>

- 10. **RECEIVED WRITTEN COMMUNICATIONS:** None
- 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/ mailing policy (as directed), Policy & Procedure Manual review (As directed), CSDA Transparency Certification (as directed), Solid Waste Education Center (As directed)
- 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 6:40 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 9, 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
Disbursements:	59389 - 59405	
Regular Payable Register - paid 02/03/2022	59389 - 59402	\$ 18,576.64
Subtotal:		\$ 18,576.64
Reoccurring Payments for Board Review (authorized by Resolution 2020-06):		
Payroll Disbursements - PPE 01/29/2022	N/A	\$ 32,785.20
Board Member Stipend - January 2022	N/A	\$ 484.43
Reoccurring Utility Disbursements - paid 02/03/2022	59403 - 59405	\$ 493.51
	-	
Subtotal:		\$ 33,763.14
Grand Total:		\$ 52,339.78

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: 059389 THRU 059402

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE	
CHECK:									
1-1001-000	2/03/2022	CHECK	059389	ADAMSKI MOROSKI MADDEN CUMBERL	3,237.31CR	OUTSTND	A	0/00/0000	LEGAL SERVICES
1-1001-000	2/03/2022	CHECK	059390	ARAMARK	182.50CR	OUTSTND	A	0/00/0000	UNIFORMS
1-1001-000	2/03/2022	CHECK	059391	CALIFORNIA ASSOCIATION OF MUTU	500.00CR	OUTSTND	A	0/00/0000	ANNUAL MEMBERSHIP
1-1001-000	2/03/2022	CHECK	059392	BRENT SARKISON DBA CALTEC COMP	30.00CR	OUTSTND	A	0/00/0000	MONTHLY STD BKUP
1-1001-000	2/03/2022	CHECK	059393	CARQUEST AUTO PARTS	172.39CR	OUTSTND	A	0/00/0000	VEHICLE BATTERY
1-1001-000	2/03/2022	CHECK	059394	CITY OF ARROYO GRANDE	2,503.10CR	OUTSTND	A	0/00/0000	WHEELING SVCS
1-1001-000	2/03/2022	CHECK	059395	CLINICAL LAB OF SAN BERNARDINO	360.00CR	OUTSTND	A	0/00/0000	WATER SAMPLES
1-1001-000	2/03/2022	CHECK	059396	FAMCON PIPE & SUPPLY, INC.	589.88CR	OUTSTND	A	0/00/0000	SYSTEM PARTS
1-1001-000	2/03/2022	CHECK	059397	J.B. DEWAR, INC.	231.39CR	OUTSTND	A	0/00/0000	FUEL
1-1001-000	2/03/2022	CHECK	059398	MINER'S ACE HARDWARE, INC.	60.85CR	OUTSTND	A	0/00/0000	SUPPLIES
1-1001-000	2/03/2022	CHECK	059399	PETTY CASH	7.58CR	OUTSTND	A	0/00/0000	BACKFLOW RETN RCPT/CERT
1-1001-000	2/03/2022	CHECK	059400	RICHARD&DEBORA BENSON	9,099.02CR	OUTSTND	A	0/00/0000	REFUND DEPOSIT
1-1001-000	2/03/2022	CHECK	059401	SLO CO PUBLIC HEALTH DEPT.	676.00CR	OUTSTND	A	0/00/0000	BACKFLOW SVCS
1-1001-000	2/03/2022	CHECK	059402	WATER SYSTEMS CONSULTING, INC.	926.62CR	OUTSTND	A	0/00/0000	NCMA STAFF EXTN SVCS FY
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	18,576.64CR			
				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:	18,576.64CR			
				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 9, 2022

	(*)	
<u>Gross Wages</u>	1/15/2022	1/29/2022
Regular	\$28,214.34	\$28,211.40
Overtime Wages	\$298.04	\$396.36
Stand By	\$600.00	\$450.00
	<u>\$29,112.38</u>	<u>\$29,057.76</u>
Cell Phone Allowance	\$0.00	\$75.00
Total Wages	<u>\$29,112.38</u>	<u>\$29,132.76</u>
<u>Disbursements</u>		
Net Wages	\$21,395.51	\$21,561.12
State and Federal Agencies	\$5,510.64	\$5,364.63
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>\$32,785.20</u>
Health (Disbursed with reoccurring bills)	\$6,319.46	\$6,319.46
Total District Payroll Related Costs	<u>\$39,085.06</u>	<u>\$39,104.66</u>

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

Board Member Stipend Summary Report
Board of Directors - Agenda Date February 9, 2022

	(*)	
Gross Stipends	12/31/2021	1/31/2021
Board Member Stipends	<u>\$800.00</u>	<u>\$450.00</u>
Gross Stipends	<u><u>\$800.00</u></u>	<u><u>\$450.00</u></u>
Disbursements		
Net Stipends	\$738.80	\$415.57
State and Federal Agencies	\$122.40	\$68.86
Total Disbursements processed with Stipends	<u><u>\$861.20</u></u>	<u><u>\$484.43</u></u>

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



Oceano Community Services District

JAN 26 REC'D

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

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

DIRECTOR'S MONTHLY REQUEST FOR COMPENSATION FOR MEETING ATTENDANCE

NAME: Cynthia Replogle

DATE: 1/28/22

FOR THE MONTH OF: January 2022

- 8.1 Each Director is authorized to receive one hundred dollars (\$100.00) as compensation for each regular or special meeting of the Board and fifty dollars (\$50.00) for each committee meeting attended by him or her.
- 8.2 In no event shall Director compensation exceed one hundred dollars (\$100.00) per day.
- 8.3 Director compensation shall not exceed six hundred (\$600.00) in any one (1) calendar month.

MEETING DATES: 1/12/22 and 1/26/22

No. of Meetings 2 x \$100.00 = \$ 200

COMMITTEE MEETING(S) OR OTHER REIMBURSEMENT(S)

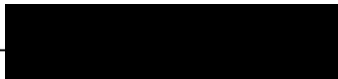
DATE: _____ MEETING: _____ AMOUNT: \$ _____

DATE: _____ MEETING: _____ AMOUNT: \$ _____

DATE: _____ MEETING: _____ AMOUNT: \$ _____

DATE: _____ MEETING: _____ AMOUNT: \$ _____

TOTAL COMPENSATION: \$ 200

SIGNATURE: 



Oceano Community Services District

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

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

RECEIVED
JAN 31 2022

DIRECTOR'S MONTHLY REQUEST FOR COMPENSATION FOR MEETING ATTENDANCE

NAME: KAREN M. WHITES

DATE: 1/26/2022

FOR THE MONTH OF: JANUARY

- 8.1 Each Director is authorized to receive one hundred dollars (\$100.00) as compensation for each regular or special meeting of the Board and fifty dollars (\$50.00) for each committee meeting attended by him or her.
- 8.2 In no event shall Director compensation exceed one hundred dollars (\$100.00) per day.
- 8.3 Director compensation shall not exceed six hundred (\$600.00) in any one (1) calendar month.

MEETING DATES: 1/12/2022 and 1/26/2022
 No. of Meetings 2 x \$100.00 = \$ 200⁰⁰/100

COMMITTEE MEETING(S) OR OTHER REIMBURSEMENT(S)

DATE: <u>1/21/2022</u>	MEETING: <u>Five Cities Fore</u>	AMOUNT: \$ <u>50⁰⁰/100</u>
DATE: <u>1/18/2022</u>	MEETING: <u>Zone 1-1A</u>	AMOUNT: \$ <u>0</u>
DATE: <u>1/13/2022</u>	MEETING: <u>Oceano Advisory C</u>	AMOUNT: \$ <u>0</u>
DATE: <u>1/20/2022</u>	MEETING: <u>Oceano Advisory C</u>	AMOUNT: \$ <u>0</u>

TOTAL COMPENSATION: \$ 250⁰⁰/100

SIGNATURE: 



Oceano Community Services District

1655 Front Street | P.O. Box 599 | Oceano, CA 93475
PHONE: (805) 481-6730 | FAX: (805) 481-6836

RECEIVED
JAN 31 2022

Meeting Date: 1/21/2022

Director Name: KAREN M. WHITE

Public Meeting / Hearing: Five Cities Fire Authority

Notes: Bd met in regular monthly session by phone/covid concerns.

- ① Approved a resolution Authorizing the re-classification of ~~Administrative Assist/ Clerk~~ of Bd to Administrative Assist/ Clerk to Bd as corresponding increase in salary rate
- ② Approved Resolution Affirming eligibility to receive Covid-19 expenditures reimbursed from Cal. Office of Emergency Services
- ③ Accepted donation of Emergency Med Services training Manikin funding of \$5,541.00 designed for injections.

Attached: Agenda / Other Documents [] Yes No

[Redacted Signature]

Signature

1/26/2022

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: 059403 THRU 059405

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE	
CHECK:									
1-1001-000	2/03/2022	CHECK	059403	DE LAGE LANDEN FINANCIAL SERVI	150.15CR	OUTSTND	A	0/00/0000	COPIER LEASE
1-1001-000	2/03/2022	CHECK	059404	STANLEY CONVERGENT SECURITY SO	110.71CR	OUTSTND	A	0/00/0000	WELLS AND FIRE MONITOR
1-1001-000	2/03/2022	CHECK	059405	VERIZON WIRELESS	232.65CR	OUTSTND	A	0/00/0000	FIELD CELL SVC
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	493.51CR			
				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:	493.51CR			
				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

Date: February 9, 2022

To: Board of Directors

From: Will Clemens, General Manger

Subject: Agenda Item #7(C): Approval of a Budget Adjustment, CEQA Exemption, and Contract for Consultant Services for the Water Resource Reliability Program Project #1-1 & 1-9

Recommendation

It is recommended that the Board:

1. Approve a budget adjustment in the amount of \$300,000 in the Water Fund from Prop 1 grant revenues and water fund reserves for the Water Resource Reliability Program Project #1-1 & 1-9 (Project).
2. Find that the Project is exempt from Section 21000 et seq. of the California Public Resources Code (CEQA) and direct the General Manager to sign the Notice of Exemption and file with the County Clerk/Recorder.
3. Approve the attached contract with Cannon, Inc. for Consultant Services in the amount of \$84,903 and authorize the President to sign.

Discussion

Over the past few years, the District has been developing the Water Resource Reliability Program (WRRP). The program has been funded by Proposition 84 and Proposition 1 grant funding obtained from the State's Integrated Regional Water Management (IRWM) program. As a regional collaboration, the local IRWM efforts are conducted under the auspices of a Memorandum of Understanding with the County of San Luis Obispo. The County's plan is available at:

[https://www.slocounty.ca.gov/Departments/Public-Works/Forms-Documents/Committees-Programs/Integrated-Regional-Water-Management-\(IRWM\)/IRWM-Plan/2019-IRWM-Plan/2019-IRWM-Plan.pdf](https://www.slocounty.ca.gov/Departments/Public-Works/Forms-Documents/Committees-Programs/Integrated-Regional-Water-Management-(IRWM)/IRWM-Plan/2019-IRWM-Plan/2019-IRWM-Plan.pdf).

Grants to date have funded the development of the WRRP and design of 12 Capital Improvement Projects. The current round of Prop 1 Implementation Grant funding will fund the construction of the first two Capital improvement projects 1-1 & 1-9. These are waterline replacements in Highway 1 between 19th Street and Front Street and the Alleyway between Beach Street and 21st Street.

It is now necessary to approve the attached contract with Cannon, Inc. to complete the construction documents and provide other professional engineering services during the bidding and construction phases of the



Oceano Community Services District

Board of Directors Meeting

project. These efforts will be funded by the Prop 1 grant awarded by the California Department of Water Resources (DWR).

Other Agency Involvement

The DWR is the granting agency. The San Luis Obispo County Flood Control and Water Conservation District is the lead agency for the Regional Water Management Group. Both CALTRANS and the County will issue Encroachment permits for the project to be completed in their right-of-way.

Financial Considerations

Based on Oceano's income status, there is no required local match for the implementation grant, however, the estimated cost of construction and construction support exceeds the available grant funding. Any cost savings on the project would save the District money directly. The following table illustrates the estimated costs for the projects.

Total Cost Estimate	Prop 1 Grant	Water Fund
<u>\$ 300,000</u>	<u>\$ 274,500</u>	<u>\$ 25,500</u>

It is now necessary to approve a budget adjustment to appropriate the funds necessary to complete the Project and to approve the attached CEQA Notice of Exemption for filing with the County Clerk/Recorder.

Results

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

Attachments:

- Contract with Cannon, Inc.
- CEQA Notice of Exemption

**AGREEMENT FOR CONSULTANT SERVICES,
WRRP PROJECTS 1-1 & 1-9
CANNON, INC.**

THIS AGREEMENT made and entered into on February 9, 2022 by and between the Oceano Community Services District, a special district, collectively hereinafter referred to as DISTRICT and CANNON, INC., hereinafter referred to as CONSULTANT.

RECITALS

The DISTRICT desires to retain said services of the CONSULTANT on an independent Contractor basis for professional engineering services, more specifically identified in the Proposal, Scope of Work and Fee Schedule, jointly attached as Exhibit A to this Agreement, herein referred to as the PROJECT, subject to the terms and conditions as hereinafter set forth.

Therefore, in consideration of the mutual agreements contained herein, the DISTRICT and the CONSULTANT agree as follows:

ARTICLE I. SCOPE OF SERVICES

The CONSULTANT shall complete said PROJECT as specified in Exhibit A, and in accordance with local, State and Federal laws.

ARTICLE II. AUTHORIZATION AND COMMENCEMENT OF PERFORMANCE

The services of the CONSULTANT are authorized by the DISTRICT.

ARTICLE III. COMPENSATION AND PAYMENT

The compensation for the services rendered by the CONSULTANT under this Agreement shall be as provided in Exhibit A. Work shall be performed on a base contract, not to exceed basis of \$84,903 in accordance with Exhibit A.

The CONSULTANT shall invoice the DISTRICT for the District's share on a monthly basis, and the DISTRICT will pay the CONSULTANT on a monthly basis per billings from the CONSULTANT unless otherwise identified in this agreement. The CONSULTANT will submit invoices monthly or upon completion of a specified scope of service in accordance with the CONSULTANT's standard invoicing practices.

Payment is due upon receipt of the invoice. Payments will be made by either check or electronic transfer to the address specified by the CONSULTANT, and will reference the CONSULTANT's invoice number.

Interest will accrue at the rate of 1% per month of the invoiced amount in excess of 30 days past the invoice date.

In the event of a disputed or contested invoice, only that portion so contested will be withheld from payment, and the undisputed amounts will be paid.

ARTICLE IV. TERM OF AGREEMENT

The term of the agreement is set out in Exhibit A and subject to extension if circumstances necessitate it and Parties agree to it in writing. This Agreement may be terminated by either the DISTRICT or the CONSULTANT with or without any reason, upon giving thirty (30) days written notice to other party. In the event of termination, CONSULTANT shall be paid for work performed to the termination date.

Upon termination, CONSULTANT immediately shall turn over to the District any and all copies of videotapes, studies, sketches, drawings, computations, and other data, whether or not completed, prepared by CONSULTANT, and for which CONSULTANT has received reasonable compensation, or given to CONSULTANT in connection with this Agreement. Such materials shall become the DISTRICT's permanent property, provided, however, CONSULTANT shall not be liable for the DISTRICT's use of incomplete materials or for the DISTRICT's use of complete documents if used for other than the project or scope of services contemplated by this Agreement.

Both parties agree to submit any claims, disputes or controversies arising out of or in relation to the interpretation, application, or enforcement of this Agreement to non-binding mediation pursuant to the Rules for Commercial Mediation of the American Arbitration Association, as a condition precedent to litigation or any other form of dispute resolution.

The prevailing party in any action between the parties to this Agreement brought to enforce the terms of this Agreement or arising out of this Agreement shall recover from the other party its reasonable costs and attorney's fees expended in connection with such an action.

ARTICLE V. INSURANCE

- A. The CONSULTANT shall obtain and maintain during the performance of any services under this Agreement the following insurance coverage, issued by a company satisfactory to the DISTRICT.
- 1) Commercial general liability insurance including a contractual liability endorsement in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage for each claimant for general liability, including a non-owned automobile endorsement;
 - 2) Errors and omissions insurance to a minimum coverage of \$500,000, with neither the CONSULTANT nor listed sub-consultants having less than \$500,000 individually;
 - 3) Workers' compensation insurance in compliance with the laws of the State of California.

- B. Certificates of insurance evidencing the coverages required by the clauses set forth above shall be filed with the DISTRICT prior to the effective date of this Agreement. This is a condition precedent to the formation of any obligation by the DISTRICT to compensate CONSULTANT under this Agreement.
- C. All insurance policies required by this section shall not be canceled, limited or non-renewed without first giving 30 days written notice to the DISTRICT.
- D. The CONSULTANT agrees that the commercial general liability insurance policy shall be endorsed to name the DISTRICT, its Board of Directors, officers and employees as additional insured and to provide that the coverages provided to the DISTRICT shall be primary and not contributing to or in excess of any existing the DISTRICT's insurance coverages.
- E. All insurance standards applicable to the CONSULTANT shall also be applicable to the CONSULTANT'S subconsultants. The CONSULTANT agrees to maintain appropriate agreements with subconsultants and to provide proper evidence of coverage upon receipt of a written request from the DISTRICT.

ARTICLE VI. INDEPENDENT CONTRACTOR/PERSONAL SERVICE

The CONSULTANT shall perform the services hereunder as an independent contractor and shall not be considered an employee of the DISTRICT for any purposes. The CONSULTANT is not entitled to any District benefits, including PERS, unemployment compensation, health insurance, or any other benefit. Only personnel listed in Exhibit A shall perform services called for under this Agreement and shall not employ or otherwise incur an obligation to pay persons, specialists, experts, or subconsultants for services in connection with the services to be performed under this Agreement without prior written approval of the DISTRICT.

ARTICLE VII. ASSISTANCE BY DISTRICT

Subject to other provisions of this Agreement, the DISTRICT shall provide the CONSULTANT with copies of any specifications, maps, drawings, records, or other documentation, which are required by the CONSULTANT in order to perform the services specified herein. The DISTRICT shall provide all further reasonably necessary information to the CONSULTANT upon the CONSULTANT's request.

ARTICLE VIII. INDEMNIFICATION

CONSULTANT, to the extent permitted by law, agrees to indemnify and save harmless the DISTRICT and its Board members, officers, employees and agents from:

Third Party Claims. Any and all claims and demands made against the DISTRICT or its Board members, officers, employees or agents by reason of any injury to or death of or damage to any person or entity, of any nature whatsoever, arising out of CONSULTANT's performance of services under this Agreement however caused, excepting, however, any such claims and demands which are the result of the sole negligence or willful misconduct of the DISTRICT or its Board members, officers, employees or agents;

DISTRICT Property Damage Claims. Any and all damage to or destruction of the property of the DISTRICT, its Board members, offices, employees or agents or used by or in the CONSULTANT's care, custody, or control, arising out of CONSULTANT's performance of services under this Agreement however caused, excepting, however, any such claims and demands which are the result of the sole negligence or willful misconduct of the DISTRICT or its Board members, officers, employees or agents;

CONSULTANT Employee, Subconsultant and Agent Claims. Any and all claims and demands which may be made against the DISTRICT or its Board members, officers, employees or agents by reason of any injury to or death of or damage suffered or sustained by any CONSULTANT employee, subcontractor or agent under this Agreement, arising out of CONSULTANT's performance under this Agreement however caused, excepting, however, any such claims and demands which are the result of the sole negligence or willful misconduct of the DISTRICT or its Board members, officers, employees or agents.

ARTICLE IX. ASSIGNMENT

This Agreement shall not be assigned by either party without the prior written approval of the other.

ARTICLE X. NON-DISCRIMINATION

The CONSULTANT will refrain from discriminatory employment actions or practices on the basis of the race, color, age, sex, sexual orientation, religious creed, national origin, or ancestry of any employee or applicant for employment.

ARTICLE XI. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties hereto relating to the subject matter hereof and supersedes any previous agreements or understandings.

**AGREEMENT FOR CONSULTANT SERVICES,
WRRP PROJECTS 1-1 & 1-9
CANNON, INC.**

SIGNATURE PAGE

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement effective as of the day and year first written above.

OCEANO COMMUNITY SERVICES DISTRICT

Board of Directors President

Date

Attest:

General Manager

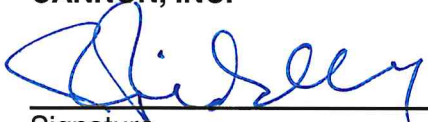
Date

Approved as to Form:

DISTRICT's Legal Counsel

Date

CANNON, INC.



Signature

February 1, 2022

Date

Pat Riddell, PE

Name

Director, Construction Management Division

Title

EXHIBIT A



January 19, 2022

Mr. Will Clemens
General Manager
Oceano Community Services District
1655 Front St. PO Box 599
Oceano, CA 93475

**PROJECT: CONSTRUCTION MANAGEMENT & INSPECTION SERVICES FOR:
HWY 1 WATER MAIN REPLACEMENT PROJECT FOR FCWCD-OCSD**

Dear Mr. Clemens,

We appreciate the opportunity to propose on your Hwy 1 Water Main Replacement Project to provide Construction Management and Inspection Services. Our proposed staff has recent experience managing and inspecting water main and paving projects for both local and State agencies throughout San Luis Obispo and surrounding Counties. Many of these projects involved work items like the proposed work including items such as water main and water service upgrades, fire hydrant assemblies, water valve and appurtenances, and traffic control and public safety during construction.

Our understanding of the District's processes and priorities, coupled with our recent experience implementing similar water main projects provides Cannon with unique insight regarding OCSD's expectations; To deliver the project on time and on budget with as little disruption to the public and local community as possible.

We have included a staffing plan and cost estimate based upon the anticipated total project work and the stated duration.

We are confident that the qualifications of our staff offer an excellent match for this project, and we are ready to begin work upon your approval and direction.

Sincerely,

A handwritten signature in blue ink, appearing to read "Patrick Riddell", is written over a light grey curved background element.

Patrick Riddell, PE
Director of Construction Management



PROJECT UNDERSTANDING AND APPROACH

The Oceano Community Services District was awarded a grant through the PROPOSITION 1 ROUND 1 INTEGRATED REGIONAL WATER MANAGEMENT (IRWM) IMPLEMENTATION to upgrade and replace various components of the District's existing water distribution system. The Grant will be administered through the San Luis Obispo County Flood Control and Water Conservation District (FCWCD)

After being in use for many years, the existing water distribution lines and service laterals called for replacement have exceeded their useful life expectancy, are undersized for current water demands and fire flows, or do not meet current potable water standards and are considered inadequate for continued public use. The currently undersized 2" steel water mains are proposed for replacement with new 8" and 12" PVC lines.

In addition to the water main replacements, new valves, water services, and other water distribution components are slated for installation to maintain a reliable continuous water supply for the District's businesses and residents.

The water main replacement and associated construction work will take place on both residential and commercial servicing streets including the alley of 19th Street and work within Hwy 1 (Front and Cienega Streets).

We understand that this project is tentatively scheduled to begin construction sometime in April/May 2022 and the duration is planned for 45 working days.

Cannon's construction management staff has direct experience on similar types of construction projects, including work within Caltrans ROW for both roadway and utility improvements. We will provide the District with qualified leadership through an experienced resident engineer and supporting team staff. We fully understand the construction documentation and monitoring requirements for the project. We have performed an in-depth and detailed review of the project plans and specifications, and we have developed a detailed understanding of the overall goals and timing of the project.

PROJECT SPECIFIC CONSIDERATIONS AND CRITICAL SUCCESS FACTORS

Construction Management Expertise

We offer the District expertise with the following services: construction management, inspection and engineering; cost controls; schedule review; communication and documentation; weekly progress reporting; management of RFI's, submittals, change orders; potential claims management; and payment applications. In addition, our project team has recently completed construction management of similar domestic water infrastructure projects and we are intimately familiar with the formats and procedures required to successfully manage and inspect the construction of your grant funded water systems infrastructure project.



Construction Schedule (CPM) and Budget

A properly managed schedule is instrumental in maintaining project progress and establishing a common basis on which time and cost issues, as well as disputes, may be negotiated. We will use critical path method (CPM) scheduling to review the contractor's construction schedule to confirm successful implementation of the construction project. Through analysis of the CPM schedule, we can assess project progress. This careful analysis may present opportunities for cost savings as well as opportunities to shorten the overall construction schedule.

Technical Expertise

Knowledge and experience in the design, construction, and sequencing of water main, valves, and associated water services are critical prerequisites for the construction management team responsible for overseeing the effective construction of this project. In addition to our detailed familiarity with the project plans and specifications, the construction management team must have a thorough understanding and background using applicable provisions, Caltrans Standard Plans and Specifications, Standard specifications for Public Works Construction (Greenbook), AWWA standards, CBC, and UPC, and have a solid understanding of the overall project work involved. Cannon's construction management team has the resources to address all aspects of the construction management and inspection work of this project, in-house.

Quality Assurance

Materials Engineering, Sampling and Acceptance Testing functions are a critical component of this project and are a requirement of the Caltrans encroachment permit. A project specific Materials Sampling, Acceptance and Independent Assurance (IA) testing Plan will be prepared in compliance with project plans and special provisions, and Caltrans Standard specifications where applicable. Administration of Caltrans sampling and testing procedures to be used during construction will provide assurance that the materials and workmanship incorporated into the construction project conforms to the contract specifications. Our materials engineer will work closely with the Resident Engineer and Project Inspector to confirm that sampling and acceptance testing is completed in accordance with the Caltrans permit requirements and that testing is completed in a timely manner. A summary log of all testing will be maintained to assure consistency. Our materials engineer, Earth Systems Pacific, holds all required certifications and maintains their own laboratory and equipment for all required testing procedures of this project. With offices and laboratories in San Luis Obispo and Santa Maria, they can provide test results in a timely manner.

Funding Requirements

The District received an allocation of grant funds for construction from the state DWR for the installation of various components in relation to the District's existing water distribution lines. State and federally funded projects form a unique subset of public improvement projects that must comply with specific rules and laws in addition to those of the California Public Contracts Code, and others. Errors or deficiencies in following required procedures can mean loss of funding. Since a significant portion of construction management work Cannon performs is for state or federally funded projects, we are intimately familiar with the required methods and procedures to confirm compliance with the state requirements of the grant program.



Communication Strategy

Communication is essential in avoiding or resolving problems that may be encountered during a project. Understanding our role in relation to the roles of the District's designated Project Manager will be a top priority on this project. We will develop clear and concise procedures for communications that will expedite and facilitate project work. Thereby, we confirm that information is available to the construction team in the shortest possible time.

Effective communication is the foundation of good relations. In collaboration with the District, we will implement and confirm compliance with established records management procedures for recording and distributing project documents. The more complete the documentation, the more effective the resolution of any problems that may arise. In addition, this information can be used to avoid claims if the evidence is sufficient and clear. Written correspondence and notes are of the highest importance.

Traffic Control, Public Safety, and Convenience

With most of the project improvements located on residential streets, the construction still has the potential to disrupt the general public. Access must be maintained to driveways, mailboxes, etc. With Covid19 pandemic changing how people work, the community may be spending more time at home and will be paying closer attention to cleanliness and orderliness of the construction. Special consideration and coordination will need to focus on the work in within and around the Hwy1 corridor. Special working hour restrictions will most likely be required for these locations, and traffic control plans will be closely reviewed to confirm circulation on the highway is maintained.

Maintaining Water Service

The purpose of this project is to improve water reliability and reduce unscheduled interruptions of water deliveries to the District's customers. Considering this, we also want to reduce water service disruptions during construction, particularly during tie-ins and water service switch overs. This will require advance planning by the Engineer, careful implementation by the Contractor, and close coordination with OCSD Operators and the CM team. Having worked through numerous water connection cutovers on a variety of projects, our team will begin coordination discussions early in the project to anticipate problems and develop solutions with involved parties. Testing, flushing, disinfection, and customer notifications are factors that need to be considered. We are very aware that OCSD Water System Operators are essential for project success. Some of the issues we have encountered in the past involve the following:

- Existing water meters located in compromised locations for meter reading or planned roadway/sidewalk improvements.
- Existing water meters called to be left in service that are undersized for the new service lateral.
- Heavily corroded customer-side services that are difficult to connect to and disintegrate when worked on.
- Shallow sewer laterals that interfere with the new waterline alignment or cause water-sewer separation challenges.
- Existing water valves that cannot be fully closed to isolate sections of existing pipelines for tie-ins.



While all these issues present challenges, they can be overcome if anticipated and prepared for by an experienced CM team. Our team has encountered and overcome these, and many other challenges over the course of many waterline improvement projects. All new water distribution system components must be NSF 61 certified. This specific standard establishes minimum requirements for chemical contaminants and impurities that can be imparted to drinking water from components and materials used for drinking water systems. Our construction inspection team will look closely at the materials, when submitted for review and in the field, prior to incorporation into the water system, to verify materials meet these standards and that certification is clearly marked.

Utility Locating

Prior to beginning construction of permanent underground improvements, the Contractor is required to locate and identify the horizontal and vertical location of existing utilities affecting the work. This is not only essential for safety but also for identifying both discrepancies between the plans and actual conditions prior to mobilization and the possibility of right-of-way delays. Enforcing this requirement at the pre-construction meeting will allow the information to be provided to the Engineer in a timely manner, such that changes can be made with minimal disruption and/or cost impacts.

Restoration of Roads and Sidewalks

Though this is primarily a water system project, attention must be made to the restoration to the existing surface improvements, including road pavement, curbs, gutters, and sidewalks. Cannon's CM team is experienced in inspecting and managing roadway improvements and HMA paving. We will confirm the contractor saw cuts existing pavement cleanly, concrete flatwork is removed at score lines or expansion joints, temporary surfacing is maintained in a good condition, repairs are performed per the special provisions and standard details, HMA is properly placed and compacted, and restoration limits and quantities are verified.

Work Plan

Our Work Program for pre-construction, construction, and post-construction activities is detailed below.

Phase 1. Pre-Bid Phase:

Task 1.1 Permitting (Grant Task 6)

We will prepare and submit an Encroachment Permit Application to Caltrans and the County of San Luis Obispo to obtain an Encroachment Permit for project work within the State and County ROW utilizing the previously approved plans for the work. We understand the Caltrans Encroachment Permit has been obtained already but needs to have an extension filed to be current. We will prepare the following documents for the applications:

- Standard County Encroachment Permit Application
- Caltrans Encroachment Permit Application Extension (Rider)



Task 1.2 Bidding Documents (Grant Task 9)

We will work with the District to prepare the supporting documents needed to bid the project out for construction. The District will provide the front end documents, and we will provide the project information, bid schedules, construction cost estimates, and any technical specifications as necessary. The exhibit and details will be incorporated into the bidding documents so all documents will be in one bidding package.

The final bid package will be provided in electronic format (PDF for exhibit, Excel for bid schedule and opinion of probable cost, Word document for Technical Specifications). It is assumed that the District will advertise the bid using these documents, award the contract, and issue the NTP in compliance with the grant requirements.

Phase 2. Pre-Construction (Grant Task 10)

Task 2.1 Contract Document Review

Our construction management team will thoroughly review Plans, Specifications, related reports, and documents pertinent to administering the construction of this project. In addition to facilitating our understanding of scope and sequencing of the work, this review will allow us to determine areas that may present challenges during construction. In conjunction with our preliminary review, we will review field conditions and photograph or video the work area and site conditions prior to the start of construction. Noted design issues or potential conflicts, along with questions that arise from our initial plan review, will be discussed with the Districts project manager and project engineer.

Task 2.2 Document Control Procedures, Coordination with OCSD and Caltrans Staff

Cannon will establish a working relationship with District staff to implement procedures for the efficient processing and management of project documents. In addition, because a portion of the work will require coordination between multiple departments including Caltrans and OCSD, we anticipate additional effort and coordination may be necessary for effective communication between parties.

Task 2.3 Pre-Construction Meeting, Initial Public Outreach

Cannon will coordinate and chair the Pre-Construction Meeting. We will assist the District with initial public outreach, if needed, by attending one District scheduled meeting to discuss project work, phasing, and the overall construction schedule and anticipated work activities. We will also work with the contractor to confirm that required public notifications will be distributed accordingly and in advance of the scheduled work.

Phase 3. Construction (Grant Task 10)

Task 3.1 On-Site Construction Management and Inspection

Cannon will have a dedicated Resident Engineer who will oversee construction management operations. Their team will include a Construction Inspector who will be onsite to monitor the daily construction operations and provide coordination and documentation of activities.



Task 3.2 Construction Inspection

During observation and monitoring of the quality of the construction work, we will provide the following:

- Maintain daily onsite project reports for inspections, observations and construction activities. Reports will contain a record of weather, work onsite, number of workers, work accomplished, problems encountered, solutions agreed upon, and other similar relevant data as the District may require.
- Maintain photo and video record of construction progress.
- Monitor traffic control and continually update or modify as necessary to ensure safe passage through the project work zones.
- Monitor construction activities to see that elements of project are furnished, installed and constructed, per contract documents. Prepare required notices of non-conformance when materials, construction installation process, or quality of work does not meet the requirements of the contract. Notices will be issued to the contractor stating the nature of the deviation and requiring the contractor to perform corrective action. Non-compliance issues will be documented with photographs and in writing.
- File appropriate reports.
- Oversee inspection and/or testing performed by the contractor as part of the contract work.
- Conduct daily inspections and oversee inspections required for project. Inspections will be a combination of full-time inspections for work performed within the Caltrans ROW and part-time for work performed within County ROW.
- Monitor contractor's work and recommend testing as needed.
- Review storm water BMP's for compliance with approved SWPPP.

Task 3.3 Scheduling and Progress Meetings

Cannon will coordinate, review, and approve the contractor's proposed schedule for the completion of the project. We will also review the contractor's baseline schedule and update submittals for conformance with the master schedule and contract documents. In addition, we will prepare and distribute Weekly Statement of Working Day reports to maintain an accurate and current record of contract time.

Task 3.4 Change Order Management (optional)

At request of District, Cannon will negotiate and coordinate the implementation of contract change orders during the construction process. We will compile change order supporting documentation, such as inspection reports, test reports, drawings, sketches, photographs, and other materials as required. We will review and evaluate the appropriateness of proposed change orders; advise the District as to their effect on the contract time and cost; and perform independent estimates of the proposed change order work, when necessary, as well as recommend approval or denial with approval by the District.

Task 3.5 Requests for Information (RFIs)



Cannon will provide timely RFI review, which will include coordination with consultants and engineers, and written response to contractor. We will maintain the RFI log and records.

Task 3.6 Submittal Management

Cannon will provide timely submittal review and acceptance including review of material and equipment submittals for compliance with contract documents. We will maintain the submittal log and records.

Task 3.7 Claims Management (optional)

At request of District, Cannon will maintain a potential claims log. We will prepare a file for each potential claim issue. We will evaluate, analyze, and coordinate negotiation to achieve claims and dispute resolutions in line with City directions.

Task 3.8 Weekly Resident Engineer Report

Cannon will provide weekly reports to the District detailing work completed during the previous week as well as current project budget and schedule.

Task 3.9 Survey (optional)

We have assumed the contractor will be responsible for the lines and grades and any necessary construction staking required for the project. Survey monument preservation is also assumed to be the responsibility of the contractor. Upon request of the district, we can provide construction staking and/or monument preservation as an additional service to this contract.

Task 3.10 Materials Testing

Cannon will coordinate with our QA materials testing firm, Earth Systems Pacific, to confirm sampling and testing frequencies are met. We will review the results of the testing materials. Following our review, we will make recommendations for the acceptance of work in general compliance of the contract documents or make recommendations if remedial actions are needed to correct unacceptable portions of the contractor's work. We have a long-standing history of successful completion of projects with Earth Systems. We have included their proposed scope of work as an attachment to this proposal.

Task 3.11 Progress Pay Estimates

Cannon will evaluate the contractor's pay applications. We will verify that the quantities claimed are true and accurate using field measurements, materials tickets, extra work reports, and visual confirmation. We will prepare quantity calculation sheets for each bid item for inclusion in the project records.

Task 3.12 Safety Program and Traffic Control Plan

Cannon will monitor the contractor's onsite safety program and compliance with the approved traffic control plan and Cal-OSHA Construction Safety Orders. The project may require temporary driveway closures at various locations, and detours around work operations. We will confirm contractor coordinates activities and public notifications to reduce disruptions to the public.



Task 3.13 Project Records

Cannon will establish and implement procedures for review and processing of project documentation. To maintain that records are organized, complete, and will allow for ease of document retrieval, we will set up project binders and electronic files following procedures outlined in Chapter 5 of the Caltrans Construction Manual.

Cannon will implement procedures for timely delivery of project documentation; expediting RFIs, submittals and change orders; and submittal, review, and approval of Progress Pay applications. Monitoring logs will be created to track survey records, RFIs, submittals, certified payroll, employee interviews, materials incorporated into project, materials testing, change orders, extra work reports, pay estimates and potential claims.

Phase 4. Construction Completion and Closeout (Grant Task 10)

Task 4.1 Final Inspection and Punch List

Cannon will compile detailed "punch lists" with the District's Project Manager and Engineer. We will oversee the complete performance of punch list items and final clean-up before the contractor moves off-site. We will coordinate final testing, documentation, and regulatory inspections.

Task 4.2 Coordinate Close-Out and Submittal of Final Documents

Cannon will monitor the contractor's, subcontractor's, and designer's progress to finalize and submit project records and documents. We will obtain contract required documents, lien releases, written warranties, record drawings, and forward to the District for inclusion in the project files. We will provide all documents obtained for the District to submit to DWR for the Certificate of Project Completion.

Task 4.3 Final Payment

Cannon will evaluate contractor's final payment application, resolve outstanding matters, and provide approval and recommendation for final payment.

Task 4.4 Record Drawings

Cannon will gather all redline drawings from the contractor and inspectors to incorporate into a final as-built plan. The plans will contain all modifications or plan deviations encountered during construction and memorialize them in the final record drawings for the project.

ASSUMPTIONS & EXCLUSIONS

- We assume the District will provide the Project Monitoring Plan (Grant Exhibit L).
- We assume the District will submit the DWR Certificate of Project Completion (Grant Exhibit F).
- We assume the District will advertise, bid, and award the construction contract.



Proposal: CM & Inspection Services for:
Hwy 1 Water Main Improvements for FCWCD-OCSD

FEES

Fees are based on the rates, per the enclosed fee schedule, and do not include Agency checking or recording fees, or title company fees. It is our understanding that this project qualifies for California Prevailing Wages.

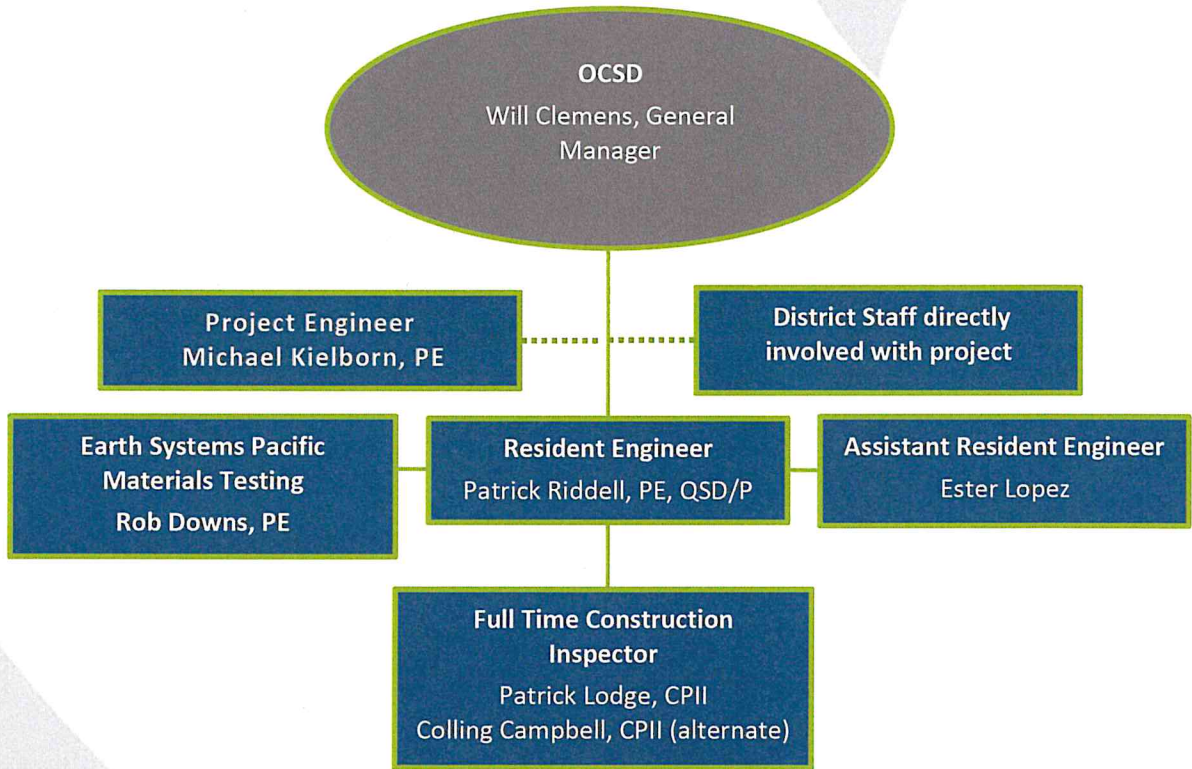
Jan. 19, 2022

Phase	Role	Name	Rate	2022					Total Est. Hours	Estimated Cost
				Apr	May	Jun	Jul	Aug		
Task 1 - Pre-Bid Phase										
	Sr. Principal Engineer	Michael Kielborn, PE	\$223.00	4			2		6	\$ 1,338
	Associate Engineer	Vincent Fielder, PE	\$172.00	16	4		2		22	\$ 3,784
	Design Engineer	Michelle Pittner	\$136.00				16		16	\$ 2,176
Task 2 - Pre-Construction										
	Sr. Resident Engineer	Patrick Riddell, PE	\$185.00	8					8	\$ 1,480
	Assistant Resident Engineer	Ester Lopez	\$135.00	16					16	\$ 2,160
	Constr. Inspector (PW)	Patrick Lodge/Colin Campbell (alt.)	\$145.00	8					8	\$ 1,160
Task 3 - Construction										
	Sr. Resident Engineer	Patrick Riddell, PE	\$185.00		16	16	8		40	\$ 7,400
	Assistant Resident Engineer	Ester Lopez	\$135.00		32	32	8		72	\$ 9,720
	Constr. Inspector (PW)	Patrick Lodge/Colin Campbell (alt.)	\$145.00		140	144	16		300	\$ 43,500
Task 4 - Post-Construction										
	Sr. Resident Engineer	Patrick Riddell, PE	\$185.00				8		8	\$ 1,480
	Assistant Resident Engineer	Ester Lopez	\$135.00				16		16	\$ 2,160
	Constr. Inspector (PW)	Patrick Lodge/Colin Campbell (alt.)	\$145.00				16		16	\$ 2,320
Total Estimated Hours				52	192	192	92		528	
									Total Estimated Cost of Labor	\$ 78,678
Direct Expenses										
	Sub Consultant Company Name	Basis								Estimated Cost
	Earth Systems Pacific	QA Materials Sampling & Testing								\$ 5,475
	Misc. Directs	Reproduction, Inspection Materials & Supplies.								\$ 750
									Total Estimated Direct Expenses	\$ 6,225
Total Estimated Cost of Inspection and Materials Testing Services									\$ 84,903	

Note: Assumes 45 working days in the contract with full-time inspection for work within Caltrans ROW and part-time inspection for work within County ROW.



ORGANIZATION CHART





ACCEPTANCE OF PROPOSAL

Proposal Date: January 19, 2022

Client: Will Clemens
Oceano Community Services District
1655 Front St
Oceano, CA 93475

Project: Hwy 1 Water Main Improvements for FCWCD-OCSD

Scope of Work: Construction Management and Inspection

T&M Not to Exceed: \$84,903

The fees are based upon current California Prevailing Wages; please provide us with the DIR Project ID. If the client requests, or the client's schedule requires work to be done on an overtime basis, a multiplier of 1.5 will be applied to the above rates for weekdays for daily hours in excess of 8 as well as weekends and a multiplier of 2.0 for daily hours in excess of 12 and holidays.

Please indicate your acceptance of this proposal by signing below.

In witness whereof, the parties hereto have caused this agreement consisting of proposal letter Cannon Corporation hereinafter referred to as Cannon. The Client, as noted below, hereinafter referred to as Client.

Client: Oceano Community Services District Cannon

x Will Clemens
General Manager

Pat Riddell, PE
Director, Construction Management Division

Date: _____

Date: _____



APPENDIX A: TERMS FOR CANNON SERVICES

Section 1: The Agreement

- 1.1 The agreement between the above noted parties consists of the following terms, the attached proposal and any exhibits or attachments noted in the proposal. Together these elements will constitute the entire agreement superseding any and all prior negotiations, correspondence, or agreements either written or oral. Any changes to this agreement must be mutually agreed to in writing.

Section 2: Standard of Care

- 2.1 Data, interpretations, and recommendations by Cannon will be based solely on information provided to Cannon. Cannon is responsible for those data, interpretations, and recommendations, but will not be responsible for other parties' interpretations or use of the information developed.
- 2.2 Services performed by Cannon under this agreement are expected by the Client to be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of this profession practicing contemporaneously under similar conditions in the locality of the project. No other warranty, expressed or implied, is made.
- 2.3 The Client agrees that Cannon may use and publish the Client's name and a general description of Cannon's services with respect to the project in describing Cannon's experience and qualifications to other Clients and prospective Clients. The Client also agrees that any patentable or copyrightable concepts developed by Cannon as a consequence of service hereunder are the sole and exclusive property of Cannon.
- 2.4 The Client recognizes that it is neither practical nor customary for Cannon to include all construction details in plans and specifications, creating a need for interpretation by Cannon or an individual who is under Cannon's supervision. The Client also recognizes that construction review permits Cannon to identify and correct quickly and at comparatively low cost professional errors or omissions that are revealed through construction, or errors or omissions committed by others due to misinterpretation of design documents, or due to other causes. For the foregoing reasons construction review is generally considered an essential element of a complete design professional service. Accordingly, if the Client directs Cannon not to provide construction monitoring, Cannon shall be held harmless for any and all acts, errors or omissions, except for those consequences which it reasonably could be concluded that Cannon's review services would not have prevented or mitigated.
- 2.5 Client acknowledges that Cannon is not responsible for the performance of work by third parties including, but not limited to, engineers, architects, contractors, subcontractors, or suppliers of Client.

Section 3: Billing and Payment

- 3.1 Client will pay Cannon on a monthly basis to be billed by Cannon. Prior to the start of the project, a retainer as specified in the proposal, is required. Invoices for the balance will be submitted to Client by Cannon and will be due and payable within 10 days of invoice date. If Client objects to all or any portion of any invoice, Client will so notify Cannon in writing within fourteen (14) days of the invoice date, identify the cause of the disagreement, and pay when due that portion of the invoice not in dispute. The parties will immediately make every effort to settle the disputed portion of the invoice. In the absence of written notification described above, the balance as stated on the invoice will be paid.
- 3.2 Invoices are delinquent if payment has not been received within thirty (30) days from date of invoice. Client will pay an additional charge of 1-1/2 (1.5) percent per month or 18% per year of any delinquent amount, excepting any portion of the invoiced amount in dispute and resolved in favor of Client. All time spent and expenses incurred (including any attorney's fees) in connection with collection of any delinquent amount will be paid by Client to Cannon per Cannon's current fee schedule. In the event Client fails to pay Cannon within sixty (60) days after invoices are rendered, Client agrees that Cannon will have the right to consider the failure to pay Cannon's invoice as a breach of this agreement.
- 3.3 Client agrees that if Client requests services not specified herein, Client agrees to timely pay for all such services as extra work. Cannon will notify the Client prior to performance of services which are not specified in this agreement.
- 3.4 Client agrees that payment to Cannon is in no way contingent on the results of work by Cannon or on the outcome of any litigation.
- 3.5 Preparation for and/or travel time to client requested meetings will be charged at the hourly rate.
- 3.6 Billing rates are subject to change, typically on an annual basis.



Section 4: Additional Services

- 4.1 Additional services include making revisions in drawings, specifications or other documents when such revisions are:
Inconsistent with approvals or instructions previously given by the Client, including revisions made necessary by adjustments in the Client's program or project budget;
Required by the enactment or revision of codes, laws or regulations subsequent to the preparation of such documents.
- 4.2 Additional services includes providing services required because of significant changes in the project including, but not limited to, size, quality, complexity, the Client's schedule, or the method of bidding or negotiating and contracting for construction.
- 4.3 Where unexpected developments increase the scope of work as defined herein and/or prove the assumptions of this proposal invalid, Cannon will make a reasonable effort to contact the Client to discuss the effects and adjustment of cost.

Section 5: Site Access and Site Conditions

- 5.1 Client will grant or obtain free access to the site for all equipment and personnel necessary for Cannon to perform the work set forth in this agreement. Client will notify any and all possessors of the project site that Client has granted Cannon free access to the site. Cannon will take reasonable precautions to minimize damage to the site, but it is understood by Client that, in the normal course of work, some damage may occur and the correction of such damage is not part of this agreement unless so specified in the proposal.

Section 6: Ownership of Documents

- 6.1 All reports, maps, plans, field data, field notes, estimates and other documents, whether in hard copy or machine readable form, which are prepared by Cannon as instruments of professional service, shall remain the property of Cannon. The Client may retain copies, including copies stored on magnetic tape or disk, for information and for reference in connection with the occupancy and use of the project.
- 6.2 Because of the possibility that information and data delivered in machine readable form may be altered, whether inadvertently or otherwise, Cannon reserves the right to retain the original tapes/disks and to remove from copies provided to the Client all identification reflecting the involvement of Cannon in their preparation. Cannon also reserves the right to retain hard copy originals of all project documentation delivered to the Client in machine readable form, which originals shall be referred to and shall govern in the event of any inconsistency between the two.
- 6.3 The Client recognizes that changes or modifications to Cannon's instruments of professional service introduced by anyone other than Cannon may result in adverse consequences which Cannon can neither predict nor control. Therefore, and in consideration of Cannon's agreement to deliver its instruments of professional service in machine readable form, the Client agrees, to the fullest extent permitted by law, to hold harmless and indemnify Cannon from and against all claims, liabilities, losses, damages, and costs, including but not limited to attorney's fees, arising out of or in any way connected with the modification, misinterpretation, misuse or reuse by others of the machine readable information and data provided by Cannon under this Agreement. The foregoing indemnification applies, without limitation, to any use of the project documents on other projects, for additions to this project, or for completion of this project by others, excepting only such use as may be authorized, in writing, by Cannon.
- 6.4 Client agrees that all reports and other work furnished to Client or his agents, which is not paid for, will be returned upon demand and will not be used by Client or others for any purpose whatsoever.

Section 7: Client Responsibilities

- 7.1 The Client shall provide full information including a program setting forth the Client's design objectives, constraints, and construction budget criteria.
- 7.2 The Client shall furnish a legal description, a certified land survey, and the services of a soil, structural, mechanical, electrical or other engineer or consultant services, and laboratory tests, inspections, or reports as required by law or as requested by Cannon to perform the functions and services required of this agreement. The information shall be furnished at the Client's expense and Cannon shall be entitled to rely upon the accuracy and completeness thereof.
- 7.3 The Client shall furnish all legal, accounting and insurance counseling services as may be necessary at any time for the project, including auditing services the Client may require to verify the Contractor's Applications for Payment or to ascertain how or for what purposes the Contractor uses the moneys paid by the Client. The information above shall be furnished at the Client's expense, and Cannon shall be entitled to rely upon the accuracy and completeness thereof.
- 7.4 If the Client observes or otherwise becomes aware of any fault or defect in the project or nonconformance with the Contract Documents, prompt written notice shall be given by the Client to Cannon.



7.5 The Client shall furnish information and shall review Cannon's work and provide decisions as expeditiously as necessary for the orderly progress of the project and of Cannon's services.

Section 8: Insurance

8.1 Cannon represents and warrants that it and its agents, staff and consultants employed by it, is and are protected by worker's compensation insurance and that Cannon has such coverage under public liability and property damage insurance policies which Cannon deems to be adequate. Certificates for all such policies of insurance shall be provided to Client upon request in writing. Within the limits and conditions of such insurance, Cannon agrees to indemnify and save Client harmless from and against any loss, damage or liability arising from any negligent acts by Cannon, its agents, staff, and consultants employed by it. Cannon shall not be responsible for any loss, damage or liability beyond the amounts, limits, and conditions of such insurance. Cannon shall not be responsible for any loss, damage, or liability arising from any acts by Client, its agents, staff, and other consultants employed by Client.

Section 9: Termination

9.1 This agreement may be terminated by either party seven (7) days after written notice in the event of any breach of any provision of this agreement or in the event of substantial failure of performance by the other party, or if Client suspends the work for more than three (3) months. In the event of termination, Cannon will be paid for services performed prior to the date of termination plus reasonable termination expenses including the cost of completing analyses, records and reports necessary to document job status at the time of termination.

9.2 Failure of the Client to make payments to Cannon when due in accordance with this agreement shall be considered substantial nonperformance and cause for termination. If the Client fails to make payment when due to Cannon for services and expenses, Cannon may, upon seven (7) days written notice to the Client, suspend performance of services under this agreement. Unless payment in full is received by Cannon within seven (7) days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, Cannon shall have no liability to the Client for delay, damage, loss of agency approvals, loss of financing, interest expenses, etc. caused to(?)the Client because of such suspension of service.

Section 10: Disputes Resolution

10.1 All claims, disputes, and other matters in controversy between Cannon and Client arising out of or related to this agreement will be submitted to "alternative dispute resolution" (adr) such as mediation and/or arbitration, before and as a condition precedent to other remedies provided by law. If and to the extent Client and Cannon have agreed on methods for resolving such disputes, then such methods will be set forth in the "alternative dispute resolution agreement" which, if attached, is incorporated and made a part of this agreement.

10.2 If a dispute at law related to the services provided under this agreement and that dispute requires litigation instead of adr as provided upon, then:

(1) The claim will be brought and tried in judicial jurisdiction of the court of the county where Cannon's principal place of business is located and Client waives the right to remove the action to any other county or judicial jurisdiction, and

(2) The prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorney's fees, and other claim related expenses.

Section 11: Assigns

11.1 Cannon shall not assign this agreement in whole or in part nor shall it subcontract any portion of the work to be performed hereunder; except that Cannon may use the services of persons or(?) entities not in our employ when it is appropriate and customary to do so. Such persons and entities include, but are not necessarily limited to, specialized consultants and testing laboratories. Cannon's use of others for additional services shall not be unreasonably restricted by the Client provided Cannon notifies the Client in advance.

Section 12: Governing Law and Survival

12.1 The law of the State of California will govern the validity of these terms, their interpretation and performance.

12.2 If any of the provisions contained in this agreement are held illegal, invalid or unenforceable, the enforceability of the remaining provisions will not be impaired. Limitations of liability and indemnities will survive termination of this agreement for any cause.



Section 13: Limitation of Liability

13.1 To the fullest extent permitted by law, the total liability, in the aggregate, of Cannon and Cannon's officers, directors, employees, agents and independent professional associates and consultants, and any of them, to Client and anyone claiming by, through or under Client, for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to Cannon's services, the project or this agreement from any cause or causes whatsoever, including but not limited to the negligence, errors, omissions, strict liability or breach of contract of Cannon or Cannon's officers, directors, employees, agents and independent professional associates and consultants, or any of them, shall not exceed the total compensation received by Cannon under this agreement, or the total amount of \$50,000.00, whichever is greater.

Section 14: Hiring Cannon's Employees

- 14.1 From time to time, Clients who have come to know and work with our employees in the course of a project wish to hire them to work as the Client's own in-house employees. We pride ourselves on recruiting, hiring, and training the very best employees possible, and in assigning to projects our employees who best meet our Clients' individual needs. Our goal is to have our Clients view Cannon and its individual employees as indispensable.
- 14.2 Client agrees to pay Cannon a finder's fees equal to 12 months of the employee's current salary or wage for each of our employees whom the client(?) choose to hire, either directly or indirectly. Client acknowledges and agrees that the finder's fee is both fair and reasonable, and is equivalent to a recruiting or "headhunter's fee" that Client would expect to pay to a third party for locating and recruiting an employee of the caliber of the hired Cannon employee.
- 14.3 This Section 14 shall be limited to those of Cannon's employees with whom Client works or is introduced by Cannon during the course of this engagement, and shall be applicable to such employees both during his/her employment with Cannon and for a period of six (6) months thereafter. This Section 14 shall survive the cancellation or expiration of this Agreement.

Section 15: Prevailing Wage

- 15.1 Cannon acknowledges the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. To the extent required by the California Labor Code, Cannon shall fully comply with and require its subconsultants to fully comply with such Prevailing Wage Laws.
- 15.2 Pursuant to Labor Code Sections 1725.5 and 1771.1, Cannon and all its subconsultants performing work subject to prevailing wage must be registered with the Department of Industrial Relations and submit their certified payroll records directly to the DIR. In order to do so, the awarding body needs to complete the PWC-100 (Public Works Project Registration) within five days of awarding the contract; and provide Cannon with the DIR Project ID prior to the start of Cannon's work.

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044
County Clerk
County of: San Luis Obispo
1055 Monterey Street, Suite D120
San Luis Obispo, CA 93408

From: (Public Agency): Oceano CSD
1655 Front Street, PO Box 599
Oceano, CA 93455
(Address)

Project Title: Water Resource Reliability Plan - Projects #1-1 & 1-9

Project Applicant: Oceano Community Services District

Project Location - Specific:
1) Highway 1 ROW between 19th and Front St., 2) Alleyway ROW between Beach St. and 19th St. and between 19th St. and 21st St.

Project Location - City: Oceano Project Location - County: San Luis Obispo

Description of Nature, Purpose and Beneficiaries of Project:
Replacement of antiquated 2-inch galvanized distribution waterlines with 8-inch PVC pipe in existing Highway 1 ROW and vicinity as well as County Road ROW. Benefits include reduced water system losses, improved water system flow, and associated improvements in water quality.

Name of Public Agency Approving Project: CALTRANS/County of San Luis Obispo / Oceano CSD

Name of Person or Agency Carrying Out Project: Oceano Community Services District

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
Declared Emergency (Sec. 21080(b)(3); 15269(a));
Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
[X] Categorical Exemption. State type and section number: Class 1, Existing Facilities, 15301
Statutory Exemptions. State code number:

Reasons why project is exempt:
Project is for repair, maintenance, and minor alteration of existing public facilities/infrastructure involving, but not necessarily limited to, waterlines, streets, curbs, gutters, sidewalks, utilities, and similar infrastructure/facilities. Negligible or no expansion of an existing use.

Lead Agency
Contact Person: Will Clemens Area Code/Telephone/Extension: (805) 481-6730

If filed by applicant:

- 1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? [] Yes [] No

Signature: Date: 02/09/2022 Title: General Manager

[X] Signed by Lead Agency [] Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code. Date Received for filing at OPR:
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.



Oceano Community Services District

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

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

www.oceanocsd.org

Date: February 9, 2022

To: Board of Directors

From: Will Clemens, General Manager

Subject: **Agenda Item #8(A):** Presentation from Demographer Regarding the Creation of a Division Based Election System

Recommendation

It is recommended that your Board receive a presentation on the division creation process and how the public can submit maps to be considered to create division boundaries

Discussion

On September 9, 2020, the Board adopted Resolution No. 2020-11 declaring its intention to transition from at-large to division-based elections for the Board of Directors commencing with the General Election in November 2022. Elections Code Section 10010 provides that before any map or maps of the boundaries for the proposed divisions are drawn, the District must conduct two (2) Public Hearings over a period of no more than thirty (30) days, at which time the public is invited to provide input regarding the composition of said divisions.

Those Public Hearings were held on June 9 and 23, 2021. The Public Hearing Notice was published in English and Spanish and mailed to each District customer of record. The Notice was also posted at the District Office and on the District Facebook page.

The purpose of those Public Hearings was to inform the public about the division creation process and to hear from the community on what factors should be taken into consideration while creating division boundaries.

The public was requested to provide input regarding communities of interest and other local factors that should be considered while drafting division maps. A *community of interest* is a neighborhood or group that would benefit from being in the same division because of shared interests, views, or characteristics. Possible community features include, but are not limited to:

- A. School attendance areas;
- B. Natural dividing lines such as major roads, hills, or highways;



- C. Areas around parks and other neighborhood landmarks;
- D. Common issues, neighborhood activities, or legislative/election concerns; and
- E. Shared demographic characteristics, such as:
 - (1) Similar levels of income, education, or linguistic insolation;
 - (2) Languages spoken at home; and
 - (3) Single-family and multi-family housing unit areas.

The District must ensure compliance with the following state and federally-mandated criteria:

- Each division must contain a nearly equal population.
- Each division must be drawn in a manner that complies with the Federal Voting Rights Act.
- Each division must not be drawn with race as the predominate factor in violation of the principles established by the U.S. Supreme Court in *Shaw v. Reno*, 509 U.S. 630 (1993), and its progeny.

Next Steps

Draft division maps will be created now that 2020 census data is available, and in addition to the draft division maps, proposed election sequencing will be posted to the District website and available at the District Office. Anyone from the public is invited to submit a map for consideration. The deadline for submission of maps from the public is February 25, 2022, at 5 p.m.

The District is scheduled to conduct Public Hearing #3 to seek public input on the content of draft division map(s) and sequence of elections on March 9, 2022.

The District is scheduled to conduct Public Hearing #4 to select a preferred map, or direct amendments as necessary, on March 23, 2022. A fifth Public Hearing will be held March 23 or April 13, 2022, if necessary to adopt the final map.

District staff and the demographer will then work with the County Elections Office to have the division maps integrated into the countywide voting system. The first by- division election will be held in November 2022.



Other Agency Involvement

The San Luis Obispo County Clerk Recorder's Office.

Financial Considerations

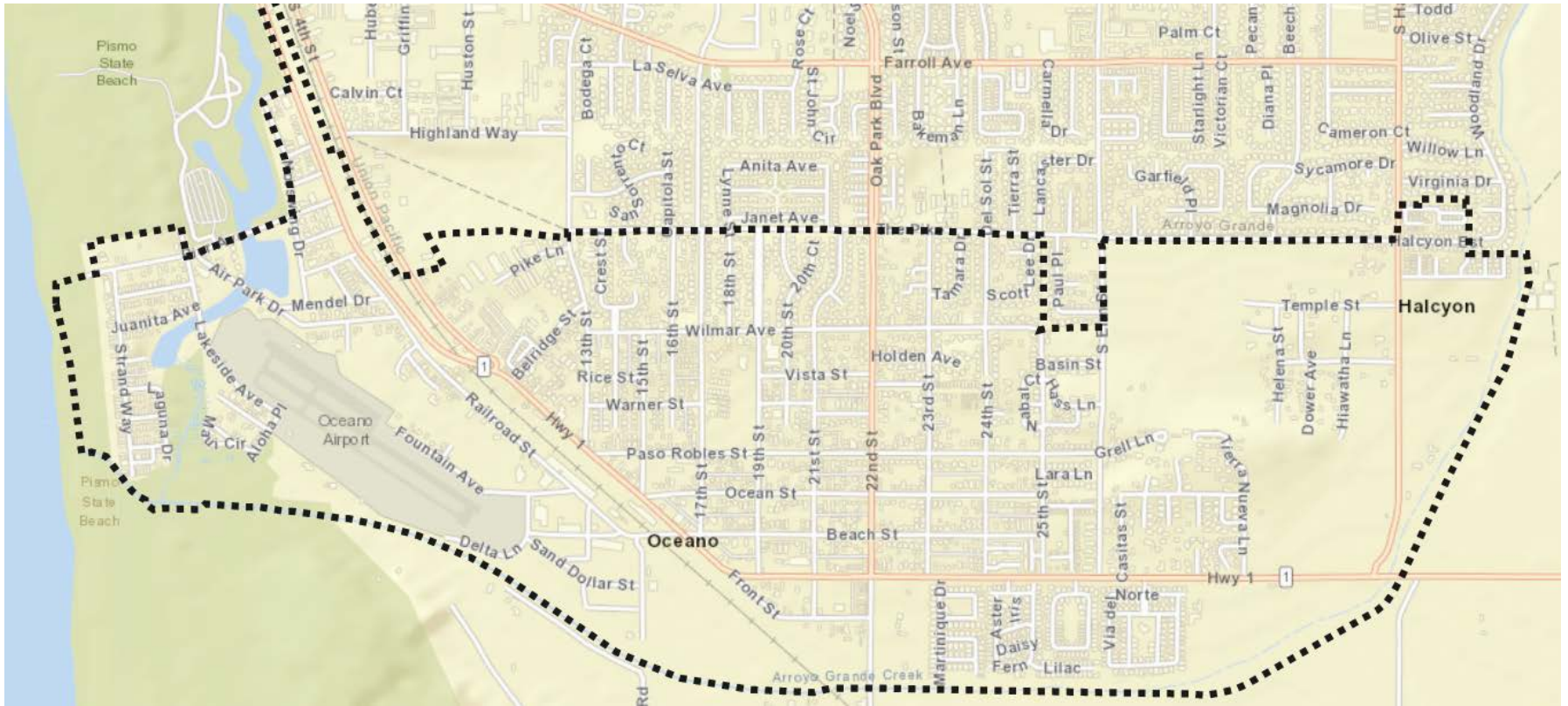
There is no fiscal impact associated with this public hearing. However, transitioning to division elections required the District to retain the services of a demographer. The District has retained National Demographics Corporation for these services. The cost of such services should be approximately \$20,000-\$25,000. Should the District ultimately transition to a division-based electoral system, the District will not be exposed to the potentially much higher legal fees involved in defense of a lawsuit brought under the California Voting Rights Act (CVRA).

Results

Compliance with the CVRA helps to ensure a well governed community.

Attachment:

Presentation



Oceano Community Services District Transition to By-Division Elections

Transition Process

Step	Description
Initial pre-draft hearings: June 9 & 23, 2021	Held prior to the release of draft plans. Purpose was to educate on the process and to solicit input on the neighborhoods and communities of interest in the district.
Workshop on public mapping tools: February 9, 2022	Update on the process and training on how to use the public mapping tools.
Deadline for draft plans: February 25, 2022	Deadline for the public to submit draft plans for consideration at the post-draft hearings.
Release draft plans: March 2, 2022	Draft plans posted to project website. All draft plans must be posted at least 7 days prior to the first post-draft hearing.
Two post-draft hearings: March 9 & 23, 2022	Purpose is to present, discuss, and, if necessary, revise the draft plans, and to discuss the election sequence.
Plan adoption hearing: March 23 or April 13, 2022	Final plan must be posted at least 7 days prior to adoption.

Rules and Goals for Drawing Divisions

Federal Laws

- Equal Population
- Federal Voting Rights Act
- No Racial Gerrymandering

Traditional Principles

- Communities of interest
- Compact
- Contiguous
- Visible (Natural & man-made) boundaries
- Respect voters' choices / continuity in office
- Planned future growth



Demographic Summary

All data presented are the official and most current data available.

Each of the 5 divisions must contain about 1,444 people.

Oceano Community Services District

Category	Field	Count	Pct	Category	Field	Count	Pct
	2020 Adjusted Pop.	7,220		Age	age0-19	1,694	23%
	2020 Census Pop.	7,185			age20-60	3,975	55%
					age60plus	1,596	22%
Total Pop	Hisp	3,366	47%	Immigration	immigrants	1,526	21%
	NH White	3,267	45%		naturalized	833	55%
	NH Black	87	1%	Language spoken at home	english	4,569	67%
	Asian-American	181	3%		spanish	1,785	26%
			asian-lang		284	4%	
Citizen Voting Age Pop	Total	4,959		other lang	217	3%	
	Hisp	1,670	34%	Language Fluency	Speaks Eng. "Less than Very Well"	1,058	15%
	NH White	2,813	57%		Education (among those age 25+)	hs-grad	2,567
	NH Black	83	2%	bachelor		692	13%
	Asian/Pac.Isl.	324	7%	graduatedegree		256	5%
Voter Registration (Nov 2020)	Total	4,295		Child in Household	child-under18	824	32%
	Latino est.	1,282	30%	Pct of Pop. Age 16+	employed	3,688	63%
	Spanish-Surnamed	1,198	28%		Household Income	income 0-25k	519
	Asian-Surnamed	42	1%	income 25-50k		467	18%
	Filipino-Surnamed	61	1%	income 50-75k		389	15%
	NH White est.	2,859	67%	income 75-200k		1,046	41%
	NH Black	71	2%	income 200k-plus		126	5%
			Housing Stats	single family	2,290	73%	
				multi-family	831	27%	
				rented	1,128	44%	
				owned	1,419	56%	
Voter Turnout (Nov 2020)	Total	3,360		Total population data from the 2020 Decennial Census. Surname-based Voter Registration and Turnout data from the California Statewide Database. Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Population, Age, Immigration, and other demographics from the 2015-2019 American Community Survey and Special Tabulation 5-year data.			
	Latino est.	862	26%				
	Spanish-Surnamed	819	24%				
	Asian-Surnamed	33	1%				
	Filipino-Surnamed	49	1%				
	NH White est.	2,349	70%				
Voter Turnout (Nov 2018)	Total	2,227					
	Latino est.	494	22%				
	Spanish-Surnamed	480	22%				
	Asian-Surnamed	17	1%				
	Filipino-Surnamed	32	1%				
	NH White est.	1,621	73%				
	NH Black est.	29	1%				

Demographic Summary

Oceano Community Services District

Category	Field	Count	Pct
	2020 Adjusted Pop.	7,220	
	2020 Census Pop.	7,185	
Total Pop	Hispanic	3,366	47%
	NH White	3,267	45%
	NH Black	87	1%
	Asian-American	181	3%
Citizen Voting Age Pop	Total	4,959	
	Hispanic	1,670	34%
	NH White	2,813	57%
	NH Black	83	2%
	Asian/Pac.Isl.	324	7%

Public Mapping and Map Review Tools

- Different tools for different purposes
- Different tools for different levels of comfort and interest
 - ▣ Simple “review draft maps” tool: [Interactive Review Map](#)
 - ▣ [Paper](#)- and [Excel-based](#) simple mapping tools
 - ▣ Easy-to-use online mapping tool: [DistrictR](#)
- All tools available at oceanocsd.org/transition-to-division-based-elections/

Whether you use the online mapping tool, Excel, the paper kit, or just draw on a napkin, we welcome your maps!

Any Questions?



Oceano Community Services District

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

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

Date: February 9, 2022
To: Board of Directors
From: Carey Casciola, Business and Accounting Manager
Subject: **Agenda Item #8(B): Review of the District's Budget Status as of December 31, 2021**

Recommendation

It is recommended that your Board review and discuss the District's budget status as of December 31, 2021.

Discussion

The attached worksheets have been prepared for your review of the status of this year's budget and they have been designed to include the following:

- ✓ Current fiscal year actual revenues and expenditures as of December 31, 2021
- ✓ Current percentage of adopted budget
- ✓ Current fiscal year adopted budget

In reviewing the worksheets, items of significance can be identified. The column containing the percent of the 2021-22 budget utilized in the second quarter of fiscal year 2021-22 illustrates that revenues and costs are on track to remain within budget for all the funds.

Expenditures:

There are several expenses that are front loaded and paid at the beginning of each fiscal year. The budget worksheets indicate that the District has spent more than 50% of the overall budget for these items. The worksheets also show that the year-end cost estimate is within budget.

The front-loaded expenses are as follows:

1. Water Supply for Lopez and State Water
2. CalPERS Unfunded Accrued Liability (UAL) for the Public Employees' Pension Reform Act (PEPRA) Miscellaneous Plan members
3. CalPERS UAL Prepayment Project Debt Funding for the Classic and Safety Plan
4. Permit, Fees & Licenses (SLO County Public Works Annual Encroachment Permit, State Water Control Board, and Municode)
5. Local Agency Formation Commission Expense (LAFCO)



Oceano Community Services District

Board of Directors Meeting

6. Liability Insurance
7. Membership Expense (Cal Rural Water Association and California Special District Association)
8. Boot Allowance Expense
9. Annual Software Maintenance

Other expenses appear to be running high in the General, Water and Wastewater but are expected to level out during the fiscal year, including the following:

1. Required Legal Notices – the costs for the fireworks banners posted to notify the public of the changes to the District’s Fireworks Ordinance before the Fourth of July were incurred during the first quarter.

Budget: \$450	Expensed @ 12/31: \$998 (222%)	Estimate - Year End: \$ 998	Over/Under: (548)
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2. Water Meter Expense - during the first half of the year the utilities crew replaced old meters on multiple properties.

Budget: \$23,000	Expensed @ 12/31: \$21,809 (95%)	Estimate - Year End: \$ 23,000	Over/Under: -0-
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3. Chemicals & Utilities – during the second quarter the District increased pumping groundwater.

Chemicals: \$3,800	Expensed @ 12/31: \$2,572 (68%)	Estimate - Year End: \$ 3,800	Over/Under: -0-
Utilities: \$20,000	Expensed @ 12/31: \$12,867 (64%)	Estimate – Year End: \$20,000	Over/Under: -0-

4. Classes & Seminars- tuition for a utility staff member to obtain their Class A license was split in the Water and Wastewater Funds.

Water Budget: \$2,900	Expensed @ 12/31: \$2,809 (97%)	Estimate - Year End: \$ 2,900	Over/Under: -0-
Wastewater Budget: \$2,800	Expensed @ 12/31: \$2,524 (90%)	Estimate – Year End: \$2,800	Over/Under: -0-

Revenues:

Property Tax revenues appear to be slightly higher than the budgeted income for the second quarter. This is a result from the timing of the December 31st review. Every year about 60% of property taxes are paid in



Oceano Community Services District

Board of Directors Meeting

December with the remaining expected to come in April. This is consistent with previous years based on the County's collection system.

Water and Wastewater Sales are tracking with the budget since three of the six billing periods were recorded in the first half of the year. The revenue comparisons between the targeted revenue and the actual are attached from 2019 to November 2021.

The Franchisee Fees in the Garbage Fund are coming in lower than expected from South County Sanitary Services, Inc (SCSS). SCSS expects to initiate a Proposition 218 rate increase in the upcoming months.

Closely monitoring the budget in a conservative manner will help ensure remaining within budget. The 3rd quarter results, as of March 31, 2022, will be provided to your Board in April 2022.

Other Agency Involvement

N/A

Other Financial Considerations

SCSS Inc. notified the District of an upcoming rate application which will initiate the Proposition 218 process to increase solid waste rates for Oceano residents in 2022.

Results


Establishing good budget monitoring procedures will help ensure that the District's costs are managed in a financially prudent manner and promotes a prosperous and well governed community.

Attachments: Budget Worksheets
 Water Revenue Data
 Budget Adjustments



GENERAL FUND



 OCEANO COMMUNITY SERVICES DISTRICT GENERAL FUND - QUARTER 2 REVIEW SUMMARY								
ACCOUNT NO.	GENERAL FUND (GF)	FINAL BUDGET FY 2021/22	2021/22 APPROVED ADJUSTMENTS	2021/2022 APPROVED BUDGET	ACTUAL AT 12/31/2021	ESTIMATED ACTUAL	2020/21 EST. BUDGET VARIANCE	
SOURCES OF FUNDS								
	Fire	\$0	\$0	\$0	\$0	0%	\$0	
	Lighting	\$0	\$0	\$0	\$0	0%	\$0	
	Facilities	\$157,140	\$0	\$157,140	\$71,096	45%	\$157,192	
	Admin	\$2,241,224	\$0	\$2,241,224	\$1,200,360	107%	\$2,115,309	
	Total Sources of Funds	\$2,398,364	\$0	\$2,398,364	\$1,271,456	56%	\$2,272,501	
	(\$125,863)							
USES OF FUNDS								
	Fire	\$1,174,772	\$7,500	\$1,182,272	\$305,009	26%	\$1,172,940	
	Lighting	\$43,025	\$0	\$43,025	\$16,943	39%	\$33,364	
	Facilities	\$37,404	\$0	\$37,404	\$11,981	32%	\$22,917	
	Admin	\$1,099,875	\$0	\$1,099,875	\$506,508	46%	\$964,938	
	Total Expenditures	\$2,355,076	\$7,500	\$2,362,576	\$840,441	36%	\$2,194,159	
	\$168,417							
OPERATING SURPLUS/(DEFICIT)								
	Fire	(\$1,174,772)	(\$7,500)	(\$1,182,272)	(\$305,009)		(\$1,172,940)	
	Lighting	(\$43,025)	\$0	(\$43,025)	(\$16,943)		(\$33,364)	
	Facilities	\$119,736	\$0	\$119,736	\$59,115		\$134,275	
	Admin	\$1,141,349	\$0	\$1,141,349	\$693,852		\$1,150,372	
	OPERATING SURPLUS/(DEFICIT)	\$43,288	(\$7,500)	\$35,788	\$431,014		\$78,342	
	\$42,554							
TRANSFERS & ENCUMBRANCES								
	Transfers In - From Water Fund	31,500		31,500	0		31,500	
	(Transfers Out) - To Water and Wastewater	(126,172)		(126,172)	0		(126,172)	
	Encumbrances - Sources of Funding	0		0	0		0	
	Encumbrances - (Designated Funds) - NDC & Tyler Incode	(24,621)		(24,621)	0		(24,621)	
	NET TRANSFERS & ENCUMBRANCES	(\$119,293)	\$0	(\$119,293)	\$0		(\$119,293)	
	\$0						\$0	



ADMINISTRATIVE BUDGET





**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS - QUARTER 2 REVIEW
ADMINISTRATIVE DEPARTMENT - GENERAL FUND - 01**

ACCOUNT NO.	GENERAL FUND (GF) ADMINISTRATIVE DEPARTMENT - 01	FINAL BUDGET FY 2021/22	ACTUAL AT 12/31/2021	ESTIMATED ACTUAL	2021/22 EST. BUDGET VARIANCE
SOURCES OF FUNDS					
	Revenues	\$1,141,349	\$693,852 61%	\$1,150,372	\$9,023
	Other Sources of Funds	\$1,099,875	\$506,508 46%	\$964,938	(\$134,937)
	Total Sources of Funds	\$2,241,224	\$1,200,360 107%	\$2,115,309	(\$125,915)
USES OF FUNDS					
	Salaries & Wages	\$440,000	\$211,157 48%	\$422,313	\$17,687
	Benefits	\$146,370	\$83,842 57%	\$162,108	(\$15,738)
	Personnel Services	\$586,370	\$294,998 50%	\$584,422	\$1,948
	Services & Supplies	\$297,605	\$118,396 40%	\$185,931	\$111,674
	Operating Crew Benefits Allocation	\$215,900	\$93,113 43%	\$194,585	\$21,315
	Administrative Cost	\$0	\$0 0%	\$0	\$0
	Total Expenditures	\$1,099,875	\$506,508 46%	\$964,938	\$134,937
OPERATING SURPLUS/(DEFICIT)		\$1,141,349	\$693,852	\$1,150,372	\$9,023
TRANSFERS & ENCUMBRANCES					
	Transfers In - From Facilities Fund	21,068	0	21,068	0
	(Transfers Out) - Fire & Lighting	(1,228,800)	(321,952)	(1,217,377)	(11,423)
	Encumbrances - Sources of Funding	0	0	0	0
	Encumbrances - (Designated Funds) - NDC & Tyler Incode	(24,621)	0	(24,621)	0
	NET TRANSFERS & ENCUMBRANCES	(\$1,232,353)	(\$321,952)	(\$1,220,930)	(\$11,423)



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS - QUARTER 2 REVIEW
ADMINISTRATIVE DEPARTMENT - GENERAL FUND - 01**

ACCOUNT NO.	GENERAL FUND (GF) ADMINISTRATIVE DEPARTMENT - 01	FINAL BUDGET FY 2021/22	ACTUAL AT 12/31/2021	50%	ESTIMATED ACTUAL	2021/22 EST. BUDGET VARIANCE
SOURCES OF FUNDS						
REVENUES						
01-4-3100-000	Property Taxes: Current Year - Secured	1,101,742	639,363	58%	1,103,745	2,003
01-4-3101-000	Property Taxes: Current Year - Unsecured	37,695	35,617	94%	35,743	(1,952)
01-4-3102-000	Property Taxes: Prior Year - Secured	0	292		292	292
01-4-3103-000	Property Taxes: Prior Year - Unsecured	0	514		514	514
	Unitary Tax	10,575	8,548	81%	10,079	(496)
01-4-3105-000	Penalties & Interest	0	1,616		1,616	1,616
01-4-3106-000	Delinq Garbage Charges	0	3,355		3,355	3,355
01-4-3120-000	Homeowners' Prop Tax Relief	6,134	932	15%	6,210	76
01-4-3213-100	Will Serve Letter Fee	0	300		300	300
01-4-3230-100/195	Misc Income	0	1,930		1,930	1,930
01-4-3238-200	Firework Permit	1,648	0	0%	1,648	0
01-4-3250-100	Reimbursement for Engineering Services		1,385		1,385	1,385
01-4-3557-000	CO Charge: SB 2557	(16,445)	0	0%	(16,445)	0
Total Revenues		\$1,141,349	\$693,852	61%	\$1,150,372	\$9,023
OTHER SOURCES OF FUNDS						
	Allocated Administrative Overhead	883,975	413,395	47%	770,353	(113,622)
	Allocated Operating Crew Overhead	215,900	93,113	43%	194,585	(21,315)
Total Other Sources of Funds		\$1,099,875	\$506,508	46%	\$964,938	(\$134,937)
Total Sources of Funds		\$2,241,224	\$1,200,360	54%	\$2,115,309	(\$125,915)
USES OF FUNDS						
SALARIES & WAGES						
01-5-4100-010	Salary & Wages	431,000	210,956	49%	421,912	9,088
01-5-4100-020	Overtime	9,000	201	2%	401	8,599
Total Salaries & Wages		\$440,000	\$211,157	48%	\$422,313	\$17,687
BENEFITS						
01-5-4100-061	PERS Contribution	54,000	31,960	59%	63,919	(9,919)
01-5-4100-062	PERS UAL Payment	5,600	5,575	100%	5,575	25
01-5-4100-070	SUI	2,170	0	0%	0	2,170
01-5-4100-071	Medicare	6,400	3,540	55%	7,080	(680)
01-5-4100-072	FICA	1,800	1,024	57%	2,049	(249)
01-5-4100-075	Compensation Insurance	4,700	2,797	60%	5,594	(894)
01-5-4100-090	Insurance	70,800	38,496	54%	76,991	(6,191)
01-5-4100-097	Cell Phone Allowance	900	450	50%	900	0
Total Benefits		\$146,370	\$83,842	57%	\$162,108	(\$15,738)
Total Personnel Services		\$586,370	\$294,998	50%	\$584,422	\$1,948



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS - QUARTER 2 REVIEW
ADMINISTRATIVE DEPARTMENT - GENERAL FUND - 01**

ACCOUNT NO.	GENERAL FUND (GF) ADMINISTRATIVE DEPARTMENT - 01	FINAL BUDGET FY 2021/22	ACTUAL AT 12/31/2021	50%	ESTIMATED ACTUAL	2021/22 EST. BUDGET VARIANCE
SERVICES & SUPPLIES						
01-5-4100-110	Communications	10,800	4,899	45%	9,798	1,002
01-5-4100-150	Insurance	29,600	21,981	74%	29,600	0
01-5-4100-170	Maintenance: Equipment	3,810	0	0%	0	3,810
01-5-4100-173	Maint: Structures/ Improvements	10,815	2,880	27%	5,760	5,055
01-5-4100-180	Memberships	8,000	7,615	95%	8,000	0
01-5-4100-193	Bank Fees	4,790	2,848	59%	5,696	(906)
01-5-4100-200	Office Expense	7,175	3,247	45%	6,493	682
01-5-4100-210	Postage	2,575	321	12%	643	1,932
01-5-4100-218	Audit	20,570	9,000	44%	20,570	0
01-5-4100-220	Professional Services	34,000	5,378	16%	10,755	23,245
01-5-4100-221	Information Technology	8,000	1,914	24%	3,828	4,172
01-5-4100-223	Legal Services	92,000	16,668	18%	33,336	58,664
01-5-4100-225	Board Stipends	12,000	2,900	24%	5,800	6,200
01-5-4100-226	Annual Software Maintenance	18,500	17,370	94%	18,500	0
01-5-4100-230	Required Legal Notice	450	998	222%	998	(548)
01-5-4100-235	Books/ Journals/ Subscriptions/ Software	1,590	0	0%	0	1,590
01-5-4100-247	LAFCO Annual Charge	12,200	11,120	91%	11,120	1,080
01-5-4100-248	Permits, Fees, Lincenses	1,065	2,295	215%	2,295	(1,230)
01-5-4100-280	Private Vehicle/ Milage Expense	530	0	0%	0	530
01-5-4100-285	Classes/ Seminars/ Training Fee	6,010	2,230	37%	4,459	1,551
01-5-4100-286	Board Member Travel	2,125	0	0%	0	2,125
01-5-4100-290	Utilities	11,000	3,547	32%	7,093	3,907
01-5-4100-297	Pass-thurr: Delinquent Garbage/ Tax Roll	0	1,187		1,187	(1,187)
Total Services & Supplies		\$297,605	\$118,396	40%	\$185,931	\$111,674
Operating Crew Benefits & Direct Labor Cost Allocations						
01-5-4100-600	Leave time	53,000	34,731	66%	69,462	(16,462)
	Salaries & Wages (Admin)	6,100	0	0%	0	6,100
01-5-4100-601	PERS Contribution	41,000	15,484	38%	30,968	10,032
01-5-4100-602	Medicare	5,200	1,825	35%	6,758	(1,558)
	P/R Fed & State Taxes	4,500	0	0%	4,500	0
	SUI	1,750	0	0%	1,750	0
01-5-4100-603	Insurance	83,400	30,433	36%	60,866	22,534
	Boot Allowance	1,250	1,000	80%	1,000	250
	Clothing	6,000	2,590	43%	5,181	819
04-5-4100-604	Standby	13,700	7,050	51%	14,100	(400)
Total Operating Crew Benefits		\$215,900	\$93,113	43%	\$194,585	\$21,315
Total Expenditures		\$1,099,875	\$506,508	46%	\$964,938	\$134,937
OPERATING SURPLUS/(DEFICIT)		\$1,141,349	\$693,852		\$1,150,372	\$9,023
TRANSFERS & ENCUMBRANCES						
	Transfers In - Facilitis Fund	21,068			21,068	0
	(Transfers Out) - Fire and Lighting	(1,228,800)	(321,952)		(1,217,377)	(11,423)
	Encumbrances - Sources of Funding	0			0	0
	Encumbrances - (Designated Funds) - NDC & Tyler Incode	(24,621)			(24,621)	0
NET TRANSFERS & ENCUMBRANCES		(\$1,232,353)	(\$321,952)		(\$1,220,930)	(\$11,423)



FIRE BUDGET





OCEANO COMMUNITY SERVICES DISTRICT
 FUND LEVEL ANALYSIS - QUARTER 2 REVIEW
 FIRE DEPARTMENT - GENERAL FUND - 01

ACCOUNT NO.	GENERAL FUND (GF) FIRE DEPARTMENT - 01	FINAL BUDGET FY 2021/22	2021/22 APPROVED ADJUSTMENTS	2021/22 APPROVED BUDGET	ACTUAL AT 12/31/2021	ESTIMATED ACTUAL	2021/22 EST. BUDGET VARIANCE
SOURCES OF FUNDS							
	Revenues	\$0	\$0	\$0	\$0	0%	\$0
	Other Sources of Funds	\$0	\$0	\$0	\$0	0%	\$0
	Total Sources of Funds	\$0	\$0	\$0	\$0	0%	\$0
USES OF FUNDS							
	Salaries & Wages	\$1,510	\$0	\$1,510	\$181	12%	\$362
	Benefits	\$1,080	\$0	\$1,080	\$466	43%	\$973
	Personnel Services	\$2,590	\$0	\$2,590	\$647	25%	\$1,335
	Services & Supplies	\$1,145,663	\$7,500	\$1,153,163	\$291,960	25%	\$1,148,494
	Capital Overlay	\$0	\$0	\$0	\$0		\$0
	Administrative Cost Allocation	\$26,519	\$0	\$26,519	\$12,402	47%	\$23,111
	Total Expenditures	\$1,174,772	\$7,500	\$1,182,272	\$305,009	26%	\$1,172,940
	OPERATING SURPLUS/(DEFICIT)	(\$1,174,772)	(\$7,500)	(\$1,182,272)	(\$305,009)		(\$1,172,940)
							\$9,332



OCEANO COMMUNITY SERVICES DISTRICT
 FUND LEVEL ANALYSIS - QUARTER 2 REVIEW
 FIRE DEPARTMENT - GENERAL FUND - 01

ACCOUNT NO.	GENERAL FUND (GF) FIRE DEPARTMENT - 01	FINAL BUDGET FY 2021/22	2021/22 APPROVED ADJUSTMENTS	2021/22 APPROVED BUDGET	ACTUAL AT 12/31/2021	50%	ESTIMATED ACTUAL	2021/22 EST. BUDGET VARIANCE
SOURCES OF FUNDS								
REVENUES								
		0		0				0
	Total Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER SOURCES OF FUNDS								
		0		0	0		0	0
	Total Other Sources of Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Sources of Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
USES OF FUNDS								
SALARIES & WAGES								
01-5-4200-010	Salary & Wages	1,510		1,510	181	12%	362	1,148
	Total Salaries & Wages	\$1,510	\$0	\$1,510	\$181	12%	\$362	\$1,148
BENEFITS								
	Operating Crew Benefits Allocation	1,080		1,080	466	43%	973	107
	Total Benefits	\$1,080	\$0	\$1,080	\$466	43%	\$973	\$107
	Total Personnel Services	\$2,590	\$0	\$2,590	\$647	25%	\$1,335	\$1,255
SERVICES & SUPPLIES								
01-5-4200-077	JPA - Quarterly Payments	1,138,148		1,138,148	284,537	25%	1,138,148	0
01-5-4200-110	Communication	0		0	464		927	(927)
	Community Outreach	2,000		2,000	0		0	2,000
01-5-4200-320	11/10/2021 - Budget Adjustment - NBS - Professional Services	0	7,500	7,500	6,000	80%	7,500	0
01-5-4200-290	Utilities	5,000		5,000	959	19%	1,919	3,081
01-5-4200-291	Sandbags	515		515	0	0%	0	515
	Total Services & Supplies	\$1,145,663	\$7,500	\$1,153,163	\$291,960	25%	\$1,148,494	\$4,669
CAPITAL OVERLAY								
		0		0				
	Total Capital Overlay	\$0	\$0	\$0	\$0		\$0	\$0
ADMINISTRATIVE COST ALLOCATION								
01-5-4200-376	Allocated Overhead - Admin	26,519		26,519	12,402	47%	23,111	3,408
	Total Administrative Cost Allocation	\$26,519	\$0	\$26,519	\$12,402	47%	\$23,111	\$3,408
	Total Expenditures	\$1,174,772	\$7,500	\$1,182,272	\$305,009	26%	\$1,172,940	\$9,332
OPERATING SURPLUS/(DEFICIT)			(\$1,174,772)	(\$7,500)	(\$1,182,272)		(\$305,009)	(\$1,172,940)
TRANSFERS & ENCUMBRANCES								
	Transfers In - Property Taxes & Fac Fund	1,185,162		1,185,162	305,009		1,183,399	(1,763)
	(Transfers Out) - Water & Wastewater	(10,390)		0			(10,390)	(10,390)
	Encumbrances - Sources of Funding	0		0			0	0
	Encumbrances - (Designated Funds)	0		0			0	0
	NET TRANSFERS & ENCUMBRANCES	\$1,174,772	\$0	\$1,185,162	\$305,009		\$1,173,009	(\$12,153)



LIGHTING BUDGET





OCEANO COMMUNITY SERVICES DISTRICT
 FUND LEVEL ANALYSIS - QUARTER 2 BUDGET REVIEW
 LIGHTING - GENERAL FUND - 01

ACCOUNT NO.	GENERAL FUND (GF) LIGHTING - 01	FINAL BUDGET FY 2021/22	ACTUAL AT 12/31/2021	ESTIMATED ACTUAL	2021/22 EST. BUDGET VARIANCE
SOURCES OF FUNDS					
	Revenues	\$0	\$0	0%	\$0
	Other Sources of Funds	\$0	\$0	0%	\$0
	Total Sources of Funds	\$0	\$0	0%	\$0
USES OF FUNDS					
	Salaries & Wages	\$1,510	\$55	4%	\$1,401
	Benefits	\$1,080	\$466	43%	\$107
	Personnel Services	\$2,590	\$520	20%	\$1,082
	Services & Supplies	\$31,595	\$12,289	39%	\$24,578
	Capital Outlay	\$0	\$0	0%	\$0
	Administrative Cost	\$8,840	\$4,134	47%	\$7,704
	Total Expenditures	\$43,025	\$16,943	39%	\$33,364
	OPERATING SURPLUS/(DEFICIT)	(\$43,025)	(\$16,943)		(\$33,364)
					\$9,661



OCEANO COMMUNITY SERVICES DISTRICT
 FUND LEVEL ANALYSIS - QUARTER 2 BUDGET REVIEW
 LIGHTING - GENERAL FUND - FUND 01

ACCOUNT NO.	GENERAL FUND (GF) LIGHTING - 01	FINAL BUDGET FY 2021/22	ACTUAL AT 12/31/2021	50%	ESTIMATED ACTUAL	2021/22 EST. BUDGET VARIANCE
SOURCES OF FUNDS						
REVENUES						
		0				
	Total Revenues	\$0	\$0		\$0	\$0
OTHER SOURCES OF FUNDS						
					0	
	Total Other Sources of Funds	\$0	\$0		\$0	\$0
	Total Sources of Funds	\$0	\$0		\$0	\$0
USES OF FUNDS						
SALARIES & WAGES						
01-5-4195-010	Salaries & Wages	1,510	55	4%	109	1,401
	Total Salaries & Wages	\$1,510	\$55	4%	\$109	\$1,401
BENEFITS						
	Operating Crew Benefits Allocation	1,080	466	43%	973	107
	Total Benefits	\$1,080	\$466	43%	\$973	\$107
	Total Personnel Services	\$2,590	\$520	20%	\$1,082	\$1,508
SERVICES & SUPPLIES						
01-5-4195-175	Operating Supplies	1,595	0	0%	0	1,595
01-5-4195-295	Street Lighting	30,000	12,289	41%	24,578	5,422
	Total Services & Supplies	\$31,595	\$12,289	39%	\$24,578	\$7,017
CAPITAL OUTLAY						
		0	0		0	
	Total Capital Outlay	\$0	\$0	0%	\$0	\$0
ADMINISTRATIVE COST ALLOCATION						
01-5-4195-376	Administrative Cost Allocation	8,840	4,134	47%	7,704	1,136
	Total Administrative Cost Allocation	\$8,840	\$4,134	47%	\$7,704	\$1,136
	Total Expenditures	\$43,025	\$16,943	39%	\$33,364	\$9,661
OPERATING SURPLUS/(DEFICIT)		(\$43,025)	(\$16,943)		(\$33,364)	\$9,661
TRANSFERS & ENCUMBRANCES						
	Transfers In - Property Taxes	43,638	16,943		33,978	(9,660)
	(Transfers Out) - Water & Wastewater	(614)	0		(614)	0
	Encumbrances - Sources of Funding	0	0		0	0
	Encumbrances - (Designated)	0	0		0	0
	NET TRANSFERS & ENCUMBRANCES	\$43,024	\$16,943		\$33,364	(\$9,660)



FACILITIES FUND





**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS - QUARTER 2 BUDGET REVIEW
FACILITIES - FUND 10**

ACCOUNT NO.	GENERAL FUND (GF) FACILITIES - 10	FINAL BUDGET FY 2020/2021	ACTUAL AT 12/31/2021		ESTIMATED ACTUAL	2021/22 EST. BUDGET VARIANCE
SOURCES OF FUNDS						
	Revenues	\$157,140	\$71,096	45%	\$157,192	\$52
	Other Sources of Funds	\$0	\$0	0%	\$0	\$0
	Total Sources of Funds	\$157,140	\$71,096	45%	\$157,192	\$52
USES OF FUNDS						
	Salaries & Wages	\$3,020	\$597	20%	\$1,194	\$1,826
	Benefits	\$2,159	\$931	43%	\$1,946	\$213
	Personnel Services	\$5,179	\$1,528	30%	\$3,140	\$2,039
	Services & Supplies	\$14,545	\$2,185	15%	\$4,370	\$10,175
	Capital Outlay	\$0	\$0	0%	\$0	\$0
	Administrative Cost	\$17,680	\$8,268	47%	\$15,407	\$2,273
	Total Expenditures	\$37,404	\$11,981	32%	\$22,917	\$14,487
OPERATING SURPLUS/(DEFICIT)		\$119,736	\$59,115		\$134,275	\$14,539
TRANSFERS & ENCUMBRANCES						
	Transfers In - From General Fund	31,500	0		31,500	0
	(Transfers Out) - To General, Water & Wastewater	(136,237)	0		(136,237)	(0)
	Encumbrances - Sources of Funding	0	0		0	0
	Encumbrances - (Designated Funds)	0	0		0	0
	NET TRANSFERS & ENCUMBRANCES	(\$104,737)	\$0		(\$104,737)	(\$0)



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS - QUARTER 2 BUDGET REVIEW
FACILITIES - FUND 10**

ACCOUNT NO.	GENERAL FUND (GF) FACILITIES - 10	FINAL BUDGET FY 2021/22	ACTUAL AT 12/31/2021	50%	ESTIMATED ACTUAL	2021/22 EST. BUDGET VARIANCE
SOURCES OF FUNDS						
REVENUES						
10-4-3257-000	Utility Reimbursement	1,200	626	52%	1,252	52
10-4-3258-000	Old Fire Station Rent	12,000	6,000	50%	12,000	0
10-4-3259-000	Fire Rent	15,000	7,500	50%	15,000	0
10-4-3260-000	Lease - Sheriff Facility	113,940	56,970	50%	113,940	0
	Public Facilities Fees	15,000	0	0%	15,000	0
Total Revenues		\$157,140	\$71,096	45%	\$157,192	\$52
OTHER SOURCES OF FUNDS						
Total Other Sources of Funds		\$0	\$0	0%	\$0	\$0
Total Sources of Funds		\$157,140	\$71,096	45%	\$157,192	\$52
USES OF FUNDS						
SALARIES & WAGES						
10-5-4300-010	Salary & Wages	3,020	597	20%	1,194	1,826
Total Salaries & Wages		\$3,020	\$597	20%	\$1,194	\$1,826
BENEFITS						
	Operating Crew Overhead	2,159	931	43%	1,946	213
Total Benefits		\$2,159	\$931	43%	\$1,946	\$213
Total Personnel Services		\$5,179	\$1,528	30%	\$3,140	\$2,039
SERVICES & SUPPLIES						
10-5-4300-110	Communication	0	12		23	(23)
10-5-4300-163	Maint: Structure/ Improvements	10,000	165	2%	330	9,670
10-5-4300-173	So: Maint. Structures/ Improvements	3,000	2,009	67%	4,018	(1,018)
10-5-4300-220	Professional Services	1,545	0	0%	0	1,545
Total Services & Supplies		\$14,545	\$2,185	15%	\$4,370	\$10,175
CAPITAL OUTLAY						
Total Capital Outlay		\$0	\$0	0%	\$0	\$0
ADMINISTRATIVE COST ALLOCATION						
10-5-4300-376	Admin Allocation	17,680	8,268	47%	15,407	2,273
Total Administrative Cost Allocation		\$17,680	\$8,268	47%	\$15,407	\$2,273
Total Expenditures		\$37,404	\$11,981	32%	\$22,917	\$14,487
OPERATING SURPLUS/(DEFICIT)		\$119,736	\$59,115		\$134,275	\$14,539
TRANSFERS & ENCUMBRANCES						
	Transfers In - From Water Fund	31,500	0		31,500	0
	(Transfers Out) - To General, Water & Wastewater	(136,237)	0		(136,237)	(0)
	Encumbrances - Sources of Funding	0	0		0	0
	Encumbrances - (Designated Funds)	0	0		0	0
NET TRANSFERS & ENCUMBRANCES		(\$104,737)	\$0		(\$104,737)	(\$0)



OCEANO COMMUNITY SERVICES DISTRICT
 FUND LEVEL ANALYSIS - QUARTER 2 BUDGET REVIEW
 ENTERPRISE FUNDS

ACCOUNT NO.	ENTERPRISE FUNDS	FINAL BUDGET FY 2021/22	2021/22 APPROVED ADJUSTMENTS	2021/22 CURRENT BUDGET	ACTUAL AT 12/31/2021	ESTIMATED ACTUAL	2021/22 EST. BUDGET VARIANCE	
SOURCES OF FUNDS								
	Water	\$3,042,406	\$2,580,090	\$5,622,496	\$1,486,428	49%	\$5,604,445	(\$18,051)
	Wastewater	\$406,200	\$0	\$406,200	\$201,068	49%	\$406,824	\$624
	Garbage	\$68,675	\$0	\$68,675	\$36,016	52%	\$63,587	(\$5,088)
	Equipment	\$35,025	\$0	\$35,025	\$12,943	37%	\$32,399	(\$2,626)
	Total Sources of Funds	\$3,552,306	\$2,580,090	\$6,132,396	\$1,736,456	28%	\$6,107,254	(\$25,142)
USES OF FUNDS								
	Water	\$2,993,873	\$2,580,090	\$5,573,963	\$1,457,982	47%	\$5,327,710	\$246,253
	Wastewater	\$498,447	\$0	\$498,447	\$220,222	44%	\$407,625	\$90,822
	Garbage	\$113,430	\$0	\$113,430	\$42,910	113%	\$84,419	\$29,011
	Equipment	\$31,000	\$0	\$31,000	\$8,920	0%	\$28,374	\$2,626
	Total Expenditures	\$3,636,750	\$2,580,090	\$6,216,840	\$1,730,034	28%	\$5,848,127	\$368,713
OPERATING SURPLUS/(DEFICIT)								
	Water	\$48,532	\$0	\$48,532	\$28,447		\$276,734	\$228,202
	Wastewater	(\$92,247)	\$0	(\$92,247)	(\$19,154)		(\$801)	\$91,446
	Garbage	(\$44,755)	\$0	(\$44,755)	(\$6,894)		(\$20,832)	\$23,923
	Equipment	\$4,025	\$0	\$4,025	\$4,023		\$4,025	\$0
	OPERATING SURPLUS/(DEFICIT)	(\$84,444)	\$0	(\$84,444)	\$6,422		\$259,127	\$343,571
TRANSFERS & ENCUMBRANCES								
	Transfers In	136,128	0	136,128	0		136,128	0
	(Transfers Out)	(76,483)	0	(76,483)	(7,361)		(73,856)	1,494
	Encumbrances - Sources of Funding - WRRP & IWMA Grant	18,873	0	18,873	0		18,873	0
	Encumbrances - (Designated Funds) - WRRP, Cannon - USDA, GSI - NCMA, WSC - NCMA, IWMA Grant	(80,911)	0	(80,911)	0		(80,910)	0
	NET TRANSFERS & ENCUMBRANCES	(\$2,393)	\$0	(\$2,393)	(\$7,361)		\$235	\$1,494



WATER FUND





**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS - QUARTER 2 BUDGET REVIEW
WATER FUND - 02**

ACCOUNT NO.	WATER FUND WATER DEPARTMENT - 02	FINAL BUDGET FY 2021/22	2021/22 APPROVED ADJUSTMENTS	2021/22 CURRENT BUDGET	ACTUAL AT 12/31/2021		ESTIMATED ACTUAL	2021/22 EST. BUDGET VARIANCE
SOURCES OF FUNDS								
	Revenues	\$3,042,406	\$0	\$3,042,406	\$1,486,428	49%	\$3,024,355	(\$18,051)
	Other Sources of Funds	\$0	\$2,580,090	\$2,580,090	\$0	0%	\$2,580,090	\$0
	Total Sources of Funds	\$3,042,406	\$2,580,090	\$5,622,496	\$1,486,428	49%	\$5,604,445	(\$18,051)
USES OF FUNDS								
	Salaries & Wages	\$226,000	\$0	\$226,000	\$70,600	31%	\$141,201	\$84,799
	Benefits	\$144,076	\$0	\$144,076	\$63,103	44%	\$131,556	\$12,520
	Personnel Services	\$370,076	\$0	\$370,076	\$133,704	36%	\$272,757	\$97,319
	Services & Supplies	\$1,971,756	\$0	\$1,971,756	\$1,040,045	53%	\$1,890,995	\$80,761
	Capital Outlay	\$75,000	\$2,580,090	\$2,655,090	\$27	0%	\$2,655,090	\$0
	Debt Service	\$46,656	\$0	\$46,656	\$36,169	78%	\$46,656	\$0
	Administrative Cost	\$530,385	\$0	\$530,385	\$248,037	47%	\$462,212	\$68,173
	Total Expenditures	\$2,993,873	\$2,580,090	\$5,573,963	\$1,457,982	47%	\$5,327,710	\$246,253
OPERATING SURPLUS/(DEFICIT)		\$48,532	\$0	\$48,532	\$28,447		\$276,734	\$228,202
TRANSFERS & ENCUMBRANCES								
	Transfers In - From General Fund & Garbage	9,792	0	9,792	0		9,792	0
	(Transfers Out) - To General, Garbage, Equipment	(58,920)	0	(58,920)	(7,361)		(57,426)	1,494
	Encumbrances - Sources of Funding - WRRP	8,873	0	8,873	0		8,873	0
	Encumbrances - (Designated Funds) - WRRP, Cannon - USDA, GSI - NCMA, WSC - NCMA	(62,511)	0	(62,511)	0		(62,511)	0
	NET TRANSFERS & ENCUMBRANCES	(\$102,766)	\$0	(\$102,766)	(\$7,361)		(\$101,272)	\$1,494



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS - QUARTER 2 BUDGET REVIEW
WATER FUND - 02**

ACCOUNT NO.	WATER FUND WATER DEPARTMENT - 02	FINAL BUDGET FY 2021/22	2021/22 APPROVED ADJUSTMENTS	2021/22 CURRENT BUDGET	ACTUAL AT 12/31/2021	50%	ESTIMATED ACTUAL	2021/22 EST. BUDGET VARIANCE
SOURCES OF FUNDS								
REVENUES								
02-4-3200-000	Water Sales	2,915,599		2,915,599	1,460,140	50%	2,920,280	4,681
02-4-3206-000	Front Footage Fees	16,320		16,320	0	0%	16,320	0
02-4-3207-000	Sales: U/B Courtesy Notice	4,500		4,500	1,966	44%	3,932	(568)
02-4-3208-000	Delinquent U/B Acct Fees	27,000		27,000	60	0%	120	(26,880)
02-4-3209-000	Capacity Charges	26,697		26,697	0	0%	26,697	0
02-4-3210-000	Meter Fees	5,400		5,400	0	0%	5,400	0
02-4-3211-000	Lopez Connection Fees	4,000		4,000	0	0%	4,000	0
02-4-3212-000	New Account Setup Fee	3,240		3,240	2,850	88%	5,700	2,460
02-4-3217-297	Wheeling/Fire Protection	25,000		25,000	12,252	49%	24,505	(495)
02-4-3230-000	Sales: Miscellaneous	0		0	1,119		1,119	1,119
02-4-3260-350	Reimbursement - New Development	11,150		11,150	2,258	20%	4,515	(6,635)
02-4-3255-000	Inspection Fees	200		200	0	0%	200	0
02-4-3224-000	Backflow Fees	3,300		3,300	1,880	57%	3,760	460
02-4-3905-000	Claims & Settlements	0		0	3,904		3,904	3,904
Total Revenues		\$3,042,406	\$0	\$3,042,406	\$1,486,428	49%	\$3,024,355	(\$18,051)
OTHER SOURCES OF FUNDS								
	12/8/2021 Budget Adjustment - CIP - Prop 1: Stormwater Recapture	0	2,580,090	2,580,090	0	0%	2,580,090	0
Total Other Sources of Funds		\$0	\$2,580,090	\$2,580,090	\$0		\$2,580,090	\$0
Total Sources of Funds		\$3,042,406	\$2,580,090	\$5,622,496	\$1,486,428	49%	\$5,604,445	(\$18,051)
USES OF FUNDS								
SALARIES & WAGES								
02-5-4400-010	Salaries and Wages	197,000		197,000	67,794	34%	135,588	61,412
02-5-4400-020	Overtime	29,000		29,000	2,806	10%	5,613	23,387
Total Salaries & Wages		\$226,000	\$0	\$226,000	\$70,600	31%	\$141,201	\$84,799
BENEFITS								
02-5-4400-075	Workers Compensation Insurance	5,900		5,900	3,511	60%	7,022	(1,122)
	Operating Crew Benefits Allocation	138,176		138,176	59,592	43%	124,534	13,642
Total Benefits		\$144,076	\$0	\$144,076	\$63,103	44%	\$131,556	\$12,520
Total Personnel Services		\$370,076	\$0	\$370,076	\$133,704	36%	\$272,757	\$97,319



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS - QUARTER 2 BUDGET REVIEW
WATER FUND - 02**

ACCOUNT NO.	WATER FUND WATER DEPARTMENT - 02	FINAL BUDGET FY 2021/22	2021/22 APPROVED ADJUSTMENTS	2021/22 CURRENT BUDGET	ACTUAL AT 12/31/2021		ESTIMATED ACTUAL	2021/22 EST. BUDGET VARIANCE
					50%			
SERVICES & SUPPLIES								
02-5-4400-110	Communications	3,500		3,500	1,409	40%	2,818	682
02-5-4400-163	Maint: Structures/ Improvments	8,900		8,900	1,257	14%	2,515	6,385
02-5-4400-164	Paving	3,000		3,000	470	16%	940	2,060
02-5-4400-170	Maintenance - Equipment	3,000		3,000	1,368	46%	2,736	264
02-5-4400-173	Maint: Shared Structures/ Improvements	10,815		10,815	2,616	24%	5,232	5,583
02-5-4400-175	System Parts/ Operating Supplies	17,510		17,510	2,302	13%	4,605	12,905
02-5-4400-176	Water Meters	23,000		23,000	21,809	95%	23,000	0
02-5-4400-177	Safety Expense	570		570	11	2%	21	549
02-5-4400-178	Chemicals	3,800		3,800	2,572	68%	5,145	(1,345)
02-5-4400-180	Memberships	3,500		3,500	2,370	68%	3,500	0
02-5-4400-200	Office Expense	620		620	285	46%	569	51
02-5-4400-205	Outside UB Mail Service	10,000		10,000	5,770	58%	11,541	(1,541)
02-5-4400-220	Professional Services	42,745		42,745	8,485	20%	16,969	25,776
02-5-4400-221	Information Technology	575		575	0	0%	0	575
02-5-4400-222	Contracted Engineering	5,665		5,665	840	15%	1,680	3,985
02-5-4400-226	Engineering & Other Reimbursements	10,815		10,815	7,261	67%	14,522	(3,707)
02-5-4400-230	Legal Notices	1,200		1,200	0	0%	0	1,200
02-5-4400-231	Bad Debt Expense	545		545	0	0%	0	545
02-5-4400-241	Rents/ Leases - Equipment	2,115		2,115	0	0%	0	2,115
02-5-4400-248	Permits, Fees, Licenses	6,500		6,500	2,660	41%	6,500	0
02-5-4400-250	Small Tools and Instruments	2,575		2,575	0	0%	0	2,575
02-5-4400-285	Classes/ Seminars	2,900		2,900	2,809	97%	2,900	0
02-5-4400-261	Water Supply - Lopez	507,141		507,141	521,317	103%	521,317	(14,176)
02-5-4400-262	Water Supply - State Water	1,151,000		1,151,000	383,758	33%	1,151,000	0
02-5-4400-290	Utilities	20,000		20,000	12,867	64%	25,734	(5,734)
02-5-4400-297	Pass-Thru: Crest/Christie/AG	26,265		26,265	12,252	47%	24,505	1,760
02-5-4400-320	Fixed Assets - Equipment	0		0	23,789		23,789	(23,789)
02-5-4400-362	Litigation: SMGB	50,000		50,000	0	0%	0	50,000
02-5-4400-380	NCMA Tec	46,000		46,000	17,690	38%	35,381	10,619
02-5-4400-499	Claim & Settlements	7,500		7,500	4,076	54%	4,076	3,424
Total Services & Supplies		\$1,971,756	\$0	\$1,971,756	\$1,040,045	53%	\$1,890,995	\$80,761
CAPITAL OUTLAY								
	CIP Projects FY 21-22	75,000		75,000	0	0%	75,000	0
02-5-4400-361	12/8/2021 Budget Adjustment - CIP - Prop 1: Stormwater Recapture	0	2,580,090	2,580,090	27	0%	2,580,090	0
Total Capital Outlay		\$75,000	\$2,580,090	\$2,655,090	\$27	0%	\$2,655,090	\$0
DEBT SERVICE								
02-5-4400-310	CalPERS UAL Funding	46,656		46,656	36,169	78%	46,656	0
Total Debt Service		\$46,656	\$0	\$46,656	\$36,169	78%	\$46,656	\$0
ADMINISTRATIVE COST ALLOCATION								
02-5-4400-376	Administrative Cost Allocation	530,385		530,385	248,037	47%	462,212	68,173
Total Administrative Cost Allocation		\$530,385	\$0	\$530,385	\$248,037	47%	\$462,212	\$68,173
Total Expenditures		\$2,993,873	\$2,580,090	\$5,573,963	\$1,421,813	47%	\$5,281,054	\$246,253
OPERATING SURPLUS/(DEFICIT)		\$48,532	\$0	\$48,532	\$64,616		\$323,391	\$228,202
TRANSFERS & ENCUMBRANCES								
	Transfers In- From General & Garbage	9,792		9,792	0		9,792	0
	(Transfers Out) - To General, Garbage, Equipment	(58,920)		(58,920)	(7,361)		(57,426)	1,494
	Encumbrances - Sources of Funding - WRRP	8,873		8,873	0		8,873	0
	Encumbrances - (Designated Funds) - WRRP, Cannon - USDA, GSI - NCMA, WSC - NCMA	(62,511)	0	(62,511)	0		(62,511)	0
NET TRANSFERS & ENCUMBRANCES		(\$102,766)	\$0	(\$102,766)	(\$7,361)		(\$101,272)	\$1,494



Waste water FUND





OCEANO COMMUNITY SERVICES DISTRICT
 FUND LEVEL ANALYSIS - QUARTER 2 BUDGET REVIEW
 WASTEWATER DEPARTMENT - FUND - 03

ACCOUNT NO.	WASTEWATER FUND WASTEWATER DEPARTMENT - 03	FINAL BUDGET FY 2021/22	ACTUAL AT 12/31/2021		ESTIMATED ACTUAL	2021/22 EST. BUDGET VARIANCE
SOURCES OF FUNDS						
	Revenues	\$406,200	\$201,068	49%	\$406,824	\$624
	Other Sources of Funds	\$0	\$0	0%	\$0	\$0
	Total Sources of Funds	\$406,200	\$201,068	49%	\$406,824	\$624
USES OF FUNDS						
	Salaries & Wages	\$87,700	\$39,699	45%	\$79,398	\$8,302
	Benefits	\$55,016	\$24,251	44%	\$50,509	\$4,507
	Personnel Services	\$142,716	\$63,951	45%	\$129,907	\$12,809
	Services & Supplies	\$67,210	\$14,172	21%	\$23,284	\$43,926
	Capital Outlay	\$0	\$0	0%	\$0	\$0
	Debt Service	\$23,328	\$18,082	\$1	\$23,328	\$0
	Administrative Cost	\$265,193	\$124,018	47%	\$231,106	\$34,087
	Total Expenditures	\$498,447	\$220,222	44%	\$407,625	\$90,822
OPERATING SURPLUS/(DEFICIT)		(\$92,247)	(\$19,154)		(\$801)	\$91,446
TRANSFERS & ENCUMBRANCES						
	Transfers In - From General Fund	118,836	0		118,836	0
	(Transfers Out) - To Equipment Fund	(13,900)	(5,137)		(12,858)	1,042
	Encumbrances - Sources of Funding	0	0		0	0
	Encumbrances - (Designated Funds)	0	0		0	0
	NET TRANSFERS & ENCUMBRANCES	\$104,936	(\$5,137)		\$105,978	\$1,042



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS - QUARTER 2 BUDGET REVIEW
WASTEWATER DEPARTMENT - FUND 03**

ACCOUNT NO.	WASTEWATER FUND WASTEWATER DEPARTMENT - 03	FINAL BUDGET FY 2021/22	ACTUAL AT 12/31/2021	50%	ESTIMATED ACTUAL	2021/22 EST. BUDGET VARIANCE
SOURCES OF FUNDS						
REVENUES						
03-4-3210-000	Sales - Sewer	400,000	197,745	49%	400,000	0
03-4-3211-000	Sewer Connections	2,000	0	0%	2,000	0
03-4-3230-000	Sales: Miscellaneous		624		624	624
03-4-3255-000	Inspection Fees	100	0	0%	100	0
03-4-3256-000	FOG Program	4,100	2,700	66%	4,100	0
Total Revenues		\$406,200	\$201,068	49%	\$406,824	\$624
OTHER SOURCES OF FUNDS						
Total Other Sources of Funds		\$0	\$0	0%	\$0	\$0
Total Sources of Funds		\$406,200	\$201,068	49%	\$406,824	\$624
USES OF FUNDS						
SALARIES & WAGES						
03-5-4500-010	Salaries and Wages	75,500	38,701	51%	77,403	(1,903)
03-5-4500-020	Overtime	12,200	998	8%	1,995	10,205
Total Salaries & Wages		\$87,700	\$39,699	45%	\$79,398	\$8,302
BENEFITS						
03-5-4500-075	Workers Compensation Insurance	3,200	1,904	60%	3,809	(609)
	Operating Crew Benefits Allocation	51,816	22,347	43%	46,700	5,116
Total Benefits		\$55,016	\$24,251	44%	\$50,509	\$4,507
Total Personnel Services		\$142,716	\$63,951	45%	\$129,907	\$12,809



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS - QUARTER 2 BUDGET REVIEW
WASTEWATER DEPARTMENT - FUND 03**

ACCOUNT NO.	WASTEWATER FUND WASTEWATER DEPARTMENT - 03	FINAL BUDGET FY 2021/22	ACTUAL AT 12/31/2021		ESTIMATED ACTUAL	2021/22 EST. BUDGET VARIANCE
				50%		
SERVICES & SUPPLIES						
03-5-4500-110	Communication	515	152	29%	303	212
03-5-4500-163	Maint: Sewer Structures/ Improvements	10,000	1,221	12%	2,442	7,558
03-5-4500-170	Maintenance: Equipment	3,300	64	2%	127	3,173
03-5-4500-171	Maintenance: Vehicles	3,500	0	0%	0	3,500
03-5-4500-172	Gas and Oil	3,500	0	0%	0	3,500
03-5-4500-173	Maint: Structures/ Improvements	5,135	0	0%	0	5,135
03-5-4500-175	System Parts/ Operating Supplies	8,240	1,289	16%	2,579	5,661
03-5-4500-177	Safety Expense	2,850	441	15%	883	1,968
03-5-4500-180	Memberships	1,000	733	73%	1,465	(465)
03-5-4500-200	Office Expense	515	132	26%	264	251
03-5-4500-205	Outside UB Mailing Expense	9,000	3,786	42%	7,572	1,428
03-5-4500-220	Professional Services	2,575	0	0%	0	2,575
03-5-4500-222	Contracted Engineering	2,835	0	0%	0	2,835
03-5-4500-241	Rents & Leases/ Equipment	2,575	0	0%	0	2,575
03-5-4500-248	Regulatory Permits & Fees	4,020	3,416	85%	4,020	0
03-5-4500-285	Classes/ Seminars/ Training Fees	2,800	2,524	90%	2,800	0
03-5-4500-290	Utilities	2,600	414	16%	829	1,771
03-5-4500-390	Bad Debt Expense	350	0	0%	0	350
03-5-4500-499	Claims & Settlements	1,900	0	0%	0	1,900
Total Services & Supplies		\$67,210	\$14,172	21%	\$23,284	\$43,926
CAPITAL OUTLAY						
Total Capital Outlay		\$0	\$0	0%	\$0	\$0
DEBT SERVICE						
03-5-4500-310	CalPERS UAL Funding	23,328	18,082	78%	23,328	0
Total Debt Service		\$23,328	\$18,082	78%	\$23,328	\$0
ADMINISTRATIVE COST ALLOCATION						
	Administrative Cost Allocation	265,193	124,018	47%	231,106	34,087
Total Administrative Cost Allocation		\$265,193	\$124,018	47%	\$231,106	\$34,087
Total Expenditures		\$498,447	\$220,222	44%	\$407,625	\$90,822
OPERATING SURPLUS/(DEFICIT)		(\$92,247)	(\$19,154)		(\$801)	\$91,446
TRANSFERS & ENCUMBRANCES						
	Transfers In - From General Fund & Garbage	118,836	0		118,836	0
	(Transfers Out) - Equipment Fund	(13,900)	(5,137)		(12,858)	1,042
	Encumbrances - Sources of Funding	0	0		0	0
	Encumbrances - (Designated Funds)	0	0		0	0
NET TRANSFERS & ENCUMBRANCES		\$104,936	(\$5,137)		\$105,978	\$1,042



GARBAGE FUND





OCEANO COMMUNITY SERVICES DISTRICT
 FUND LEVEL ANALYSIS - QUARTER 2 BUDGET REVIEW
 GARBAGE FUND - 06

ACCOUNT NO.	GARBAGE FUND GARBAGE DEPARTMENT - 06	FINAL BUDGET FY 2021/22	2021/22 APPROVED ADJUSTMENTS	2021/22 CURRENT BUDGET	ACTUAL AT 12/31/2021	ESTIMATED ACTUAL	2021/22 EST. BUDGET VARIANCE
SOURCES OF FUNDS							
	Revenues	\$68,675	\$0	\$68,675	\$36,016	52%	(\$5,088)
	Other Sources of Funds	\$0	\$0	\$0	\$0	0%	\$0
	Total Sources of Funds	\$68,675	\$0	\$68,675	\$36,016	52%	(\$5,088)
USES OF FUNDS							
	Salaries & Wages	\$31,000	\$0	\$31,000	\$8,621	28%	\$13,757
	Benefits	\$22,440	\$0	\$22,440	\$9,817	44%	\$1,970
	Personnel Services	\$53,440	\$0	\$53,440	\$18,439	35%	\$15,727
	Services & Supplies	\$24,631	\$0	\$24,631	\$7,936	32%	\$8,739
	Capital Outlay	\$0	\$0	\$0	\$0	0%	\$0
	Administrative Cost	\$35,359	\$0	\$35,359	\$16,536	47%	\$4,545
	Total Expenditures	\$113,430	\$0	\$113,430	\$42,910	\$1	\$29,011
	OPERATING SURPLUS/(DEFICIT)	(\$44,755)	\$0	(\$44,755)	(\$6,894)		\$23,923
TRANSFERS & ENCUMBRANCES							
	Transfers In - From Water Fund	7,500	0	7,500	0		0
	(Transfers Out) - Water, Wastewater, Equipment Fund	(3,663)	0	(3,663)	(2,903)		90
	Encumbrances - Sources of Funding - IWMA Grant	10,000	0	10,000	0		0
	Encumbrances - (Designated Funds) - IWMA Grant	(18,400)	0	(18,400)	(18,399)		1
	NET TRANSFERS & ENCUMBRANCES	(\$4,563)	\$0	(\$4,563)	(\$21,302)		\$91



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS - QUARTER 2 BUDGET REVIEW
GARBAGE FUND - 06**

ACCOUNT NO.	GARBAGE FUND GARBAGE DEPARTMENT - 06	FINAL BUDGET FY 2021/22	ACTUAL AT 12/31/2021	50%	ESTIMATED ACTUAL	2021/22 EST. BUDGET VARIANCE
SOURCES OF FUNDS						
REVENUES						
06-4-3501-000	Franchise Fees	60,000	27,571	46%	55,142	(4,858)
06-4-3501-741	Landfill Savings Payment	8,675	8,445	97%	8,445	(230)
Total Revenues		\$68,675	\$36,016	52%	\$63,587	(\$5,088)
OTHER SOURCES OF FUNDS						
Total Other Sources of Funds		\$0	\$0		\$0	\$0
Total Sources of Funds		\$68,675	\$36,016	52%	\$63,587	(\$5,088)
USES OF FUNDS						
SALARIES & WAGES						
06-5-4900-010	Salaries & Wages	31,000	8,621	28%	17,243	13,757
Total Salaries & Wages		\$31,000	\$8,621	28%	\$17,243	\$13,757
BENEFITS						
06-5-4900-075	Compensation Insurance	850	506	60%	1,012	(162)
	Operating Crew Benefits Allocation	21,590	9,311	43%	19,458	2,132
Total Benefits		\$22,440	\$9,817	44%	\$20,470	\$1,970
Total Personnel Services		\$53,440	\$18,439	35%	\$37,713	\$15,727



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS - QUARTER 2 BUDGET REVIEW
GARBAGE FUND - 06**

ACCOUNT NO.	GARBAGE FUND GARBAGE DEPARTMENT - 06	FINAL BUDGET FY 2021/22	ACTUAL AT 12/31/2021		ESTIMATED ACTUAL	2021/22 EST. BUDGET VARIANCE
			50%			
SERVICES & SUPPLIES						
06-5-4900-110	Communication	930	70	8%	140	790
06-5-4900-171	Maintenance - Vehicles	530	0	0%	0	530
06-5-4900-173	Maint - Shared Structures/ Improvements	490	20	4%	40	450
06-5-4900-175	Operating Supplies	1,600	0	0%	0	1,600
06-5-4900-200	Office Expense	1,065	0	0%	0	1,065
06-5-4900-210	Postage	530	179	34%	358	172
06-5-4900-220	Professional Services	8,940	2,677	30%	5,354	3,586
06-5-4900-290	Utilities	546		0%	0	546
06-5-4900-291	School Outreach Programs	10,000	4,990	50%	10,000	0
Total Services & Supplies		\$24,631	\$7,936	32%	\$15,891	\$8,739
CAPITAL OUTLAY						
Total Capital Outlay		\$0	\$0	0%	\$0	\$0
ADMINISTRATIVE COST ALLOCATION						
	Administrative Cost Allocation	35,359	16,536	47%	30,814	4,545
Total Administrative Cost Allocation		\$35,359	\$16,536	47%	\$30,814	\$4,545
Total Expenditures		\$113,430	\$42,910	38%	\$84,419	\$29,011
OPERATING SURPLUS/(DEFICIT)		(\$44,755)	(\$6,894)		(\$20,832)	\$23,923
TRANSFERS & ENCUMBRANCES						
	Transfers In - From Water Fund	7,500	0		7,500	0
	(Transfers Out) - Water, Wastewater, Equipment Fund	(3,663)	(2,903)		(3,572)	90
	Encumbrances - Sources of Funding - IWMA Grant	10,000	0		10,000	0
	Encumbrances - (Designated Funds) - IWMA Grant	(18,400)	(18,399)		(18,399)	1
NET TRANSFERS & ENCUMBRANCES		(\$4,563)	(\$21,302)		(\$4,471)	\$91



EQUIPMENT FUND





**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS - QUARTER 2 BUDGET REVIEW
EQUIPMENT FUND - 12**

ACCOUNT NO.	EQUIPMENT FUND - 12	FINAL BUDGET FY 2021/22	ACTUAL AT 12/31/2021		ESTIMATED ACTUAL	2021/22 EST. BUDGET VARIANCE
SOURCES OF FUNDS						
	Revenues	\$35,025	\$12,943	37%	\$32,399	(\$2,626)
	Other Sources of Funds	\$0	\$0	0%	\$0	\$0
	Total Sources of Funds	\$35,025	\$12,943	37%	\$32,399	(\$2,626)
USES OF FUNDS						
	Salaries & Wages	\$0	\$0	0%	\$0	\$0
	Benefits	\$0	\$0	0%	\$0	\$0
	Personnel Services	\$0	\$0	0%	\$0	\$0
	Services & Supplies	\$16,000	\$8,920	56%	\$13,374	\$2,626
	Capital Outlay	\$0	\$0	0%	\$0	\$0
	Debt Service	\$15,000	\$0	0%	\$15,000	\$0
	Total Expenditures	\$31,000	\$8,920	0%	\$28,374	\$2,626
OPERATING SURPLUS/(DEFICIT)		\$4,025	\$4,023		\$4,025	(\$5,253)
TRANSFERS & ENCUMBRANCES						
	Transfers In	0	0		0	0
	(Transfers Out)	0	0		0	0
	Encumbrances - Sources of Funding	0	0		0	0
	Encumbrances - (Designated Funds)	0	0		0	0
NET TRANSFERS & ENCUMBRANCES		\$0	\$0		\$0	\$0



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS - QUARTER 2 BUDGET REVIEW
EQUIPMENT FUND - 12**

ACCOUNT NO.	EQUIPMENT FUND - 12	FINAL BUDGET FY 2021/22	ACTUAL AT 12/31/2021	50%	ESTIMATED ACTUAL	2021/22 EST. BUDGET VARIANCE
SOURCES OF FUNDS						
REVENUES						
12-4-3800-001	Lease Revenue from Water	19,920	7,361	37%	18,426	(1,494)
12-4-3800-002	Lease Revenue from Sewer	13,900	5,137	37%	12,858	(1,042)
12-4-3800-005	Lease Revenue from Garbage	1,205	445	37%	1,115	(90)
Total Revenues		\$35,025	\$12,943	37%	\$32,399	(\$2,626)
OTHER SOURCES OF FUNDS						
Total Other Sources of Funds		\$0	\$0		\$0	\$0
Total Sources of Funds		\$35,025	\$12,943	37%	\$32,399	(\$2,626)
USES OF FUNDS						
SALARIES & WAGES						
		0	0		0	0
Total Salaries & Wages		\$0	\$0		\$0	\$0
BENEFITS						
		0	0		0	0
Total Benefits		\$0	\$0		\$0	\$0
Total Personnel Services		\$0	\$0		\$0	\$0
SERVICES & SUPPLIES						
12-5-4350-171	Maintenance - Vehicles	6,500	5,483	84%	6,500	0
12-5-4350-172	Fuel	9,500	3,437	36%	6,874	2,626
Total Services & Supplies		\$16,000	\$8,920	56%	\$13,374	\$2,626
CAPITAL OUTLAY						
12-5-4350-320	Fixed Assets	0				
Total Capital Outlay		\$0	\$0		\$0	\$0
DEBT SERVICE						
12-5-4350-320	Equipment Lease	15,000	0	0%	15,000	0
Total Debt Service		\$15,000	\$0	0%	\$15,000	\$0
Total Expenditures		\$31,000	\$8,920	29%	\$28,374	\$2,626
OPERATING SURPLUS/(DEFICIT)		\$4,025	\$4,023		\$4,025	\$0
TRANSFERS & ENCUMBRANCES						
Transfers In		0	0		0	0
(Transfers Out)		0	0		0	0
Encumbrances - Sources of Funding		0	0		0	0
Encumbrances - (Designated Funds)		0	0		0	0
NET TRANSFERS & ENCUMBRANCES		\$0	\$0		\$0	\$0

Oceano Community Services District
Water Revenue Comparisons - Target to Actual
Billing Periods Ending in:
Fiscal Years 2019/20, 2020/21, 2021/22

	<u>19/20 Target</u>	<u>19/20 Actual</u>	<u>20/21 Target</u>	<u>20/21 Actual</u>	<u>21/22 Target</u>	<u>21/22 Actual</u>
May - July	\$ 402,665	\$ 402,499	\$ 459,524	\$ 463,594	\$ 517,301	\$ 474,941
July - Sept.	\$ 397,740	\$ 434,372	\$ 462,282	\$ 457,925	\$ 520,405	\$ 510,911
Sept. - Nov.	\$ 380,687	\$ 408,556	\$ 439,225	\$ 438,290	\$ 494,449	\$ 474,288
Nov. - Jan.	\$ 348,741	\$ 319,387	\$ 387,755	\$ 401,511	\$ 436,508	\$ -
Jan. - March	\$ 364,822	\$ 347,461	\$ 402,013	\$ 420,025	\$ 452,559	\$ -
March - May	\$ 397,345	\$ 353,371	\$ 439,161	\$ 457,470	\$ 494,378	\$ -
Totals	<u>\$ 2,292,000</u>	<u>\$ 2,265,646</u>	<u>\$ 2,589,960</u>	<u>\$ 2,638,815</u>	<u>\$ 2,915,599</u>	<u>\$ 1,460,140</u>
(Shortfall)/Overfall		<u>\$ (26,354)</u>		<u>\$ 48,855</u>		<u>\$ (72,015)</u>

\$ (49,514)

