



NOTICE OF REGULAR MEETING

OCEANO COMMUNITY SERVICES DISTRICT – BOARD OF DIRECTORS

WEDNESDAY, FEBRUARY 12, 2025, AT 6:00 PM

1655 FRONT STREET, OCEANO, CA

Board meetings may be viewed remotely at slo-span.org during or after the meeting. 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.

The Oceano Community Services District encourages your active participation in the public process. All persons desiring to speak during any public comment period are asked to fill out a “Board Appearance Form” to submit to the Board Secretary prior to the start of the meeting. If you wish to speak to an item NOT on the agenda, you may do so during the “Public Comment On Matters Not on the Agenda” period. Each individual speaker is limited to a presentation time of THREE (3) minutes per item. The time limits allocated to speakers are subject to change. Time limits may not be yielded to or shared with other speakers.

The purpose of the Board meeting is to conduct the business of the community in an effective and efficient manner. For the benefit of the community, the Oceano Community Services District asks that you follow the Board meeting guidelines while attending Board meetings and treat everyone with respect and dignity.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. FLAG SALUTE**
- 4. AGENDA REVIEW**
- 5. PUBLIC COMMENT FOR ITEMS 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.

- 6. SPECIAL PRESENTATIONS AND REPORTS:**

A. STAFF REPORTS

- i. **Sheriff’s South Station – Commander John McDaniel**
- ii. **FCFA Operations – Fire Chief Hallet**
- iii. **OCSD Operations – Utility System Manager Tony Marraccino**
- iv. **OCSD Administration – General Manager Peter Brown**

B. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

- i. **Board President Shirley Gibson** (Zone 3 and RWQCB)
- ii. **Vice President Kim Rose** (RWMG, State Water Contractors, and Airport Land Use)
- iii. **Director Linda Austin** (SSLOCSD and Zone 1/1A)
- iv. **Director Allene Villa** (WRAC and Finance & Budget Committee)
- v. **Director Beverly Joyce-Suneson** (Parks & Recreation Advisory Committee and CSDA)

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, Public comment is limited to three (3) minutes.

7. CONSENT AGENDA ITEMS:

Consent Items are considered routine and may be approved by one motion. Any member of the Board or staff may request to have an item removed from the Consent Calendar. If an item is pulled, the President of the Board may consider hearing the item separately from the rest of the consent items. Members of the public wishing to speak on consent items may do so when recognized by the Presiding Officer. Action:

- Pg. 4 **A.** Action: Review and Approve the Minutes for the Special Meeting held on January 8, 2025.
- Pg. 5 **B.** Action: Review and Approve the Minutes for the Regular Meeting held on January 8, 2025.
- Pg. 19 **C.** Information: Review of Cash Disbursements
- Pg. 31 **D.** Information: Review of the Oceano Community Services District Parks and Recreation Committee Community Event on November 16, 2024
- Pg. 40 **E.** Action: Approve a revised scope for design services, construction management and quality assurance services with Advantage Technical Services for the rehabilitation of the 1-million-gallon water storage tank

Pg. 63 **8. BUSINESS ITEMS:**

- A.** Action: An Ordinance Rescinding District Code 15 – Medical Emergency and Fire Response Services

- Pg. 74 **B.** Action: Adoption of Plans and Specifications and Authorization of Advertisement for Construction Bids for the Waterline Replacement Projects (Contract No. 2025-01)
- Pg. 80 **C.** Action: Approve the Consultant Services Contract with HDR Engineering to conduct a Sewer Rate Study and assist the staff in-house update of the Water Rate Study.
- Pg. 101 **D.** Information: Development of an OCSD Strategic Planning Document
- Pg. 111 **E.** Information: Discussion and consideration of the Oceano Community Services Board 2025 committees.
- Pg. 113 **F.** Action: Discussion and consider a resolution adopting the Oceano Parks and Recreation Committee Bylaws.

9. HEARING ITEMS: None

10. RECEIVED WRITTEN COMMUNICATIONS:

- Pg. 128 **A.** Final Notice of Completion for the Oceano Community Services District Divestiture of Fire Protection Service and Designation of the County of San Luis Obispo as Successor Agency for Fire Protection Service from LAFCO
- Pg. 136 **B.** Funding Opportunity Memorandum for Oceano Community Services District’s 2025 Sanitary Sewer Capital Improvement Program, Oceano, San Luis Obispo County, California from Rincon
- Pg. 146 **C.** Request to address the Board of Directors of February 12, 2025, regarding seeking community support for having Low-Powe FM Radio Station KYXZ 107.9 relocated from Grover Beach to and Oceano Location

11. FUTURE AGENDA ITEMS:

12. ADJOURNMENT:



**Oceano Community Services District
Summary Minutes – Special Board Meeting
Wednesday, January 8, 2025 – 4:45 PM
OCSD BOARD ROOM**

1. **CALL TO ORDER:** Called at approximately 4:50 P.M. by President Gibson.
2. **ROLL CALL:** Board members present: Director Austin, Director Villa, Director Joyce-Suneson, Vice President Rose and President Gibson.
Staff present: Peter Brown, General Manager; Carey Casciola, Business & Accounting Manager, and Rob Schultz, Legal Counsel.
3. **FLAG SALUTE:** Led by President Gibson.
4. **AGENDA REVIEW:** Accepted as presented.
5. **PUBLIC COMMENT FOR ITEMS ON THE AGENDA:** None
6. **CLOSED SESSION:**
 - A. **PUBLIC EMPLOYMENT** pursuant to Gov. Code Sec. 54957(b)(1): Performance evaluation – General Manager.
 - B. **Conference with Labor Negotiator** pursuant to California Government Code §54957.6 – OCSD Negotiator: Board of Directors - Unrepresented Employee – General Manager.
 - C. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION** - Initiation of litigation pursuant to Government Code § 54956.9(d)(4). Discussion with legal counsel regarding potential amicus curiae brief in the case of San Luis Obispo Coastkeeper et al. v. County of San Luis Obispo, No. 2:24-cv-06854-SPG-AS.

The President Gibson adjourned the Board to closed session at 4:50 P.M.

No reportable action out of closed session.

7. **ADJOURNMENT:** President Gibson adjourned the meeting at 5:50 P.M.



Oceano Community Services District
Summary Minutes – Regular Board Meeting
Wednesday, January 8, 2025 – 6:00 P.M.
OCSD BOARD ROOM

1. **CALL TO ORDER:** Called at approximately 6:00 p.m. by President Gibson
2. **ROLL CALL:** Board members present: Director Austin, Director Villa, Director Joyce-Suneson, Vice President Rose and President Gibson.
Staff present: Peter Brown, General Manager; Carey Casciola, Business & Accounting Manager; and Rob Schultz, Legal Counsel.
3. **FLAG SALUTE:** Led by President Gibson
4. **AGENDA REVIEW:** Accepted as presented.
5. **CLOSED SESSION REPORT FROM THE SPECIAL MEETING OF JANUARY 8, 2025:**
 - A. **PUBLIC EMPLOYMENT** pursuant to Gov. Code Sec. 54957(b)(1): Performance evaluation – General Manager.
 - B. **Conference with Labor Negotiator** pursuant to California Government Code §54957.6 – OCSD Negotiator: Board of Directors - Unrepresented Employee – General Manager.

No Board action taken that requires reporting under the Brown Act.

- C. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION** - Initiation of litigation pursuant to Government Code § 54956.9(d)(4). Discussion with legal counsel regarding potential amicus curiae brief in the case of San Luis Obispo Coastkeeper et al. v. County of San Luis Obispo, No. 2:24-cv-06854-SPG-AS.

President Gibson made a motion to join the amicus curiae brief with a second from Director Austin and 5-0 roll call vote.

6. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA:**

Mark McGuire

Inquired with VACO will meet next.

7. **SPECIAL PRESENTATIONS & REPORTS**

A. STAFF REPORTS:

- i. **Sheriff's South Station** – Commander John McDaniel
December 2024 Calls For Service
2 battery / 1 misdemeanor / 35 disturbance / 0 burglary / 4 theft / 4 vandalism / 1 mail theft / 7 suspicious circumstances / 52 enforcement stops
- ii. **Five Cities Fire Authority** – FCFA Chief Hallet – absent
- iii. **Operations** - Utility Systems Manager Tony Marraccino
Lopez is 91.7% full (45,370 AF)
Lopez delivered 41 AF / Pumped 2 AF / End of year pump totals 10.88 AF
0 SSOs in December
18 work orders / 23 USAs / 25 customer service calls / 5 after-hours call-outs
Weekly/monthly samples / Equipment runs
Completed paving at 2300 Cienaga after a repair
Camera and cleaned lateral hot spots
Worked with a CCTV team to inspect sewer lines and manholes
Completed meter reads, replaced meters, re-reads, comment codes and leak notifications

Had a tire blowout on the dump truck – replaced all six tires
 Fixed a chlorine injector at Well 8
 Completed sewer jetting per our SSMP for 2024
 Utility staff completed online training for hazardous materials training
 Repaired a leaking toilet in the District office
 Completed multiple concrete and asphalt runs for recycling
 3 Ready311 tickets
 Installed 6 of 14 meters at a new development off Wilmar Ave.
 Stormwater capture at Oceano Elementary School is working properly – flow logger has been tested after an initial rain fall event. Approximately 1 AF of water captured.

iv. General Manager – Peter Brown

The District has extended an offer letter for the open Account Administrator position.
 12/16 – attended the LAFCo Protest Hearing for fire divestiture. Two outstanding items for the District: Removal of fire code and finalization and execution of the property transfer agreement. Holiday office closure was a success.
 Continuing to work on high priority projects as directed by the Board:
 Consolidation agreements (KenMar Gardens)
 Tank 2 rehab project scope review
 Evaluation and completion of grant opportunities for water CIP
 1/6 – attended the County Wide Action Team meeting
 1/8 – attended the Zone TAC meeting

B. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

- i. **President Gibson:** Zone 3, Regional Water Quality Control Board – No reports
- ii. **Vice President Rose:** No reports
- iii. **Director Austin:** South San Luis Obispo County Sanitation District, Zone 1/1A – No reports
- iv. **Director Villa:** Water Resource Advisory Committee, Local Agency Formation Commission – No reports
- v. **Director Joyce-Suneson:** Parks & Recreation Advisory Committee, Finance & Budget Committee, CA Special District’s Association – OPARC to be discussed under item 10F.

C. PUBLIC COMMENT ON BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

April Dury	Requested updates from FCFA.
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8. CONSENT AGENDA:	ACTION:
a) Action: Review and Approve the Minutes for the Regular Meeting held on December 11, 2024 b) Information: Review of Cash Disbursements	After an opportunity for public comment and Board and staff discussion, a motion was made by Director Austin to approve the consent agenda as presented with a second from Vice President Rose with a 5-0 roll call vote. Public Comment: None

9A. HEARING ITEMS:	ACTION:
Action: Hearing to consider protests to a proposal in Solid Waste Rates by South County Sanitary Service Inc. (SCSS) to adjust solid waste and recycling rates by 4.98%, conduct a public hearing, and consider authorizing adjustments to solid waste if no majority protest exists	After a presentation by Jeff Clarin of SCSS, an opportunity for public comment and Board and staff discussion, a motion was made by President Gibson to approve staff recommendation with a second from Director Villa with a 5-0 roll call vote. Public Comment: None

10A. BUSINESS ITEMS:	ACTION:
Action: Consider and discuss the 2025 Board Committee Assignments	After an opportunity for public comment and Board and staff discussion, a motion was made by Vice President Rose to approve the 2025 Board Committee Assignments (attached) with a second from Director Austin with a 5-0 roll call vote. Public Comment: None

10B. BUSINESS ITEMS:	ACTION:
Action: Discussion and consideration of revisions to the bylaws regarding the Oceano Community Services District Board of Director's decision-making processes	After an opportunity for public comment and Board and staff discussion, a motion was made by Vice President Rose to approve the attached bylaws with a second from Director Austin with a 3-2 roll call vote. Directors Villa and Joyce-Suneson dissented. Public Comment: Julie Tacker – Provided comments regarding the suggested edits to the bylaws. April Dury - Provided comments regarding the suggested edits to the bylaws. Mark McGuire - Provided comments regarding the suggested edits to the bylaws. Charles Varni – In opposition of the proposed changes and voting on edits in the first reading.

10C. BUSINESS ITEMS:	ACTION:
Information: Update on Oceano Community Services District seeking outside funding sources for planned Waterline Capital Improvements	This item was received and filed by the Board of Directors Public Comment: None

10D. BUSINESS ITEMS:	ACTION:
Action: Approval of Amendments to the contracts between the District and Robert Schultz and The JAM Law Group	After an opportunity for public comment and Board and staff discussion, a motion was made by Vice President Rose to approve staff recommendations with a second from Director Austin with a 5-0 roll call vote. Public Comment: April Dury – Asked for clarification on the contracts.

10E. BUSINESS ITEMS:	ACTION:
Action: Discussion of the District Expenditure Control Guidelines	After an opportunity for public comment and Board and staff discussion, a motion was made by Vice President Rose to approve the District Expenditure Control Guidelines as presented with a second from President Gibson with a 3-2 roll call vote. Directors Villa and Joyce-Suneson dissented. Public Comment: Julie Tacker – In opposition of the change.

10F. BUSINESS ITEMS:	ACTION:
Action: Discussion and consider a resolution adopting the Oceano Parks and Recreation Committee Bylaws and review committee applicants	<p>After an opportunity for public, Board and staff discussion, the Board requested OPARC to review this item and return this item at the next Board meeting in February.</p> <p>Public Comment: Charles Varni – In support of OPARC reviewing this item before the OCSD Board. April Dury – Asked clarification questions. Julie Tacker – In support of OPARC.</p>

10G. BUSINESS ITEMS:	ACTION:
Action: Discussion and of Oceano Community Services District Parks and Recreation Committee Community Event on November 16, 2024	<p>After an opportunity for public comment and Board and staff discussion, a motion was made by Vice President Rose to request more information from OPARC regarding the event with a second from President Gibson with a 3-2 roll call vote. Directors Villa and Joyce-Suneson dissented.</p> <p>Public Comment: Julie Tacker – In opposition of the Board asking for more information. Mark McGuire – Asked for fundraising total from event. Charles Varni - In opposition of the Board asking for more information.</p>

11. **RECEIVED WRITTEN COMMUNICATION:** Correspondence regarding Item 10G from Charles Varni
12. **FUTURE AGENDA ITEMS:** Committee stipends; Finance Committee; Infrastructure Committee
13. **ADJOURNMENT:** President Gibson adjourned the meeting at approximately 8:25 PM.

2025 COMMITTEE & SUBJECT MATTER ASSIGNMENTS

COMMITTEE ASSIGNMENTS TO OTHER AGENCY BOARDS AND COMMITTEES				Subject Matter Assignments / Expertise
SSLOCSO	Austin	Gibson	1 st Wed / 6:00 PM Mar-Jun / City of Arroyo Grande City Council Chamber 215 E. Branch, Arroyo Grande July-Oct / Oceano CSD Board Room 1655 Front St., Oceano Nov-Feb / City of Grover Beach City Council Chamber 154 S. 8 th Street, Grover Beach	Wastewater
Water Resource Advisory Comm. (WRAC)	Villa	Joyce-Suneson	1 st Wed / 1:30 PM SLO City Council Chamber 990 Palm St. San Luis Obispo, CA 93401	Regional Water Programs
Regional Water Mgt. Group (RWMG – IRWMP)	General Manager	Rose	1 st Wed / 10:00 AM SLO County New Government Center, Room 161/162 1055 Monterey Street, San Luis Obispo, CA 93401	Regional Water Programs
Zone 3 (Lopez Water)	Gibson	Joyce-Suneson	3 rd Thurs Odd/6:30 PM Varies	Water Supply Contracts
State Water Subcontractors	General Manager	Rose	Varies	Water Supply Contracts
Parks & Recreation Advisory Committee	Joyce-Suneson	Villa	Varies	Parks & Recreation
Finance & Budget Committee	Villa	Joyce-Suneson	Varies	Finance
LIAISON AND SUBJECT MATTER ASSIGNMENTS				
Airport Land Use		Rose	3 rd Wed / 1:30 PM County Government Center Board of Supervisors Chamber 1055 Monterey St Room D170 San Luis Obispo, CA 93401 (Currently Held Virtually)	
CA Special District's Association (Local)		Joyce-Suneson	Varies (Usually Noon Fri) every other month	
Zone 1/1A		Austin	3 rd Tues Odd / 3:00 PM Sheriff South Patrol Station 1681 Front St. (Highway 1) Oceano, CA 93445	
LAFCO		Villa	3 rd Thur / 9:00 AM County Government Center Board of Supervisors Chamber 1055 Monterey St San Luis Obispo, CA 93401 (Currently Held Virtually)	
RWQCB		Gibson	Odd Months/Varies	
NCMA		General Manager	Subject Matter Assignment	

COMMITTEE ASSIGNMENTS IN GREEN ARE ELIGIBLE FOR OCSO COMPENSATION PER GOV'T CODE 61047

**OCEANO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS — BYLAWS 2025 UPDATE**

1. OFFICERS OF THE BOARD OF DIRECTORS.

1.1. The officers of the Board are the President and Vice President.

1.2. The President and Vice President shall be elected annually during a meeting in December, after any newly elected Board members are seated in conformance with Government Code Section 61043. The term of office for the President and Vice-President of the Board shall commence immediately after the election.

1.3. The President of the Board shall serve as presiding officer at all Board meetings. The President shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

1.4. In the absence of the President, the Vice-President of the Board shall serve as presiding officer over all meetings of the Board. If the President and Vice-President of the Board are both absent, the remaining members present shall select one of themselves to act as presiding officer of the meeting.

1.5. The Board may at any time determine, by majority vote of all members, that the President has demonstrated an inability to serve. Upon such determination, the Vice President shall preside instead of the President.

1.6. The Board may at any time determine, by majority vote of all members, that the Vice President, when acting as the presiding officer pursuant to Section 1.5 above, has demonstrated an inability to serve. Upon such determination, the Board shall, by majority vote, elect another member to be the presiding officer.

2. MEETINGS.

2.1. Regular meetings of the Board of Directors (the Board) shall commence on the second Wednesday of each calendar month at 6pm in the Board room at the District Office currently located at 1655 Front Street, Oceano, CA, 93445. . Cancellation of a regular meeting shall require approval by a majority of the Board.

2.2. Members of the Board shall attend all regular and special meetings of the Board unless there is good cause for absence. Whenever possible, Directors should inform the President of the Board and General Manager of their inability to attend a Board meeting.

2.3. The General Manager, with input from the Board at any prior meeting shall prepare an agenda for each regular and special meeting of the Board. Any Director, before or during a regular meeting, may request that the General Manager place an item on the agenda. The General Manager may also put emergent District business on the agenda. Items being placed on any agenda are subject to Brown Act regulations. All correspondence must list the individual's name to be placed in the agenda packet.

2.4. No action or discussion may be taken on an item not on the posted agenda. However, matters deemed to be emergencies or of an urgent nature may be added to the agenda of a

regular meeting under the procedures of the Brown Act. Pursuant to the Brown Act and at regular meetings:

- a) Board Members may briefly respond to statements or questions from the public; and
- b) Board Members may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting; and
- c) No fewer than two members of the Board of Directors may direct the staff to place a matter on a future agenda.

2.5. The Board shall conduct its meetings in accordance with Rosenberg's Rules of Order. To the extent that the Rules of Order conflict with these bylaws, these bylaws shall supersede. To the extent state law conflicts with these bylaws or the Rules of Order, state law shall supersede.

2.6. The presiding officer shall conduct all meetings in a manner consistent with the policies of the District and the Brown Act. He/she will ask if Board members or the General Manager prefer to change the order in which agenda items shall be considered for discussion and/or actions taken by the Board. He/she shall announce the Board's final decision on all subjects. He/she shall vote on all questions; and on roll call his/her name shall be called last.

2.7. A majority of the Board shall constitute a quorum for the transaction of business. While a majority of the Board is sufficient to do business, motions must be passed unanimously if only three Board members are present. Only those Board members present (or attending virtually in compliance with Brown Act provisions) at a meeting may vote on business conducted at that meeting.

2.8. If a quorum does not arrive within fifteen (15) minutes of the time the meeting has been scheduled, a quorum is not present. When there is no quorum for a regular meeting, the President, Vice President, or any Board member shall adjourn such meeting or, if no Board member is present, the District secretary shall adjourn the meeting.

2.9. Roll call shall be taken on the passage of all business items before the Board. The roll call vote shall be entered in the minutes of the Board meeting showing those Board members voting aye, those voting no, and those not voting or absent. Whether or not a Board member states that he or she is not voting on an item because of a conflict of interest, or any other reason, his or her silence or abstention shall be deemed and recorded as a non vote.

2.10. Any person attending a meeting of the Board may record the proceedings with an audio or video tape recorder or a still or motion picture camera unless the recording causes unreasonable noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings or would impair the ability of the public to observe the proceedings. All video tape recorders, still, and/or motion picture cameras shall remain stationary and shall be located and operated from behind the public speakers' podium once the meeting begins.

2.11. During each meeting, time shall be set aside to receive public comment in accordance with the Brown Act and District policy. Public comment shall generally be limited to three minutes and be directed to the Board as a whole and not to any member individually or to the public.

2.12. If an individual or group willfully interrupts a meeting, fails to adhere to the District's policies pertaining to public comment, or otherwise creates an unreasonable disruption to the proceedings, the meeting may be recessed and the room may be cleared. In such circumstances, members of the media must be allowed to remain and only matters on the agenda can be discussed.

2.13. No regular meeting will be conducted past 9:30p.m. At that time the meeting will be continued, to a time and place acceptable to a majority of the Board Members present, to consider any items where action is necessary prior to the next regular Board meeting. If a second meeting is held and continues until 9:30p.m., then the meeting will be adjourned and remaining agenda items continued to the next regular Board meeting. Adjournment at 9:30p.m. may be disregarded by means of a motion to suspend the rules, if seconded and approved by a vote of a majority of the Board Members present.

3. COMMITTEES.

3.1. The Board may create Committees that are reflective of the District's business and its enumerated powers at its discretion. Committees shall be advisory committees to the Board and shall not commit the District to any policy, act or expenditure. The duties of the committees shall be outlined at the time of creation.

3.2. All committee meetings shall be conducted as public meetings in accordance with the Brown Act.

3.3. No committee shall include in its membership more than two (2) Board members.

3.4. An alternate member may be assigned by the Board in advance for those meetings where a regular member is unable to attend.

3.5. Committee assignments and District appointments will be coordinated with the election of the District officers annually. Upon a motion and a majority vote, committee assignments and appointments may be reconsidered at any time during the calendar year.

4. PREPARATION OF MINUTES AND MAINTENANCE OF TAPES.

4.1. The minutes of the Board shall be kept by the District Secretary and shall be produced and kept in a file created for that purpose, with a record of each particular type of business transacted set off in paragraphs with proper subheadings. However, the District Secretary shall be required to make a record only of such business as was actually passed upon by a vote of the Board and, except as provided in Section 4.2 below, shall not be required to record any remarks of Board Members or any other person. The Minutes shall record all the votes taken for the passage of all ordinances, resolutions or motions.

4.2. Any Director may request that brief comments pertinent to an agenda item be included in the minutes, but only at the meeting in which the item is discussed.

4.3. The District Secretary shall attempt to record the names and place of residence of persons addressing the Board, the title of the subject matter to which their remarks related, and whether they spoke in support or opposition to such matter.

4.4. Whenever the Board acts in a quasi-judicial proceeding, such as in assessment matters, the District Secretary shall compile a summary of the testimony of the witnesses.

4.5. Any audio or visual recording of a District meeting made for whatever purpose at the direction of the District shall be subject to inspection pursuant to the California Public Records Act. Audio and/or visual recordings will be posted on the District's website for 30 days before being taken down. Physical copies of the audio/visual recordings will be retained in the District archive for five (5) years and may be destroyed thereafter.

4.6. Nothing herein shall be deemed to create a requirement that minutes from the meeting be taken, or tape or film recordings be made, of any closed sessions of the Board.

4.7. All correspondence should have Name and Address of record to be entered in the minutes.

5. MEMBERS OF THE BOARD OF DIRECTORS.

5.1. Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.

5.2. Differing viewpoints are healthy in the decision-making process. Individuals have the right to respectfully disagree with ideas and options.

5.3. Once the Board takes action, Directors should commit to supporting the action and should not obstruct implementation of the action.

5.4. Any vacancy in the office of a member elected to the Board shall be filled pursuant to Government Code Section 1780.

6. AUTHORITY OF DIRECTORS.

6.1. The full Board of Directors, in actions taken pursuant to The Brown Act, set policy, direct the General Manager and Legal Counsel, and conduct the business of the District.

6.2. The Board is the unit of authority within the District. Apart from their normal functions as a part of the Board, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.

6.3. Directors represent and act for the community as a whole.

6.4. The primary responsibility of the Board is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are the responsibility of the General Manager and professional staff members of the District. Directors should not obstruct the professional staff in the performance of their duties.

6.5. The Board at a regular or special meeting may authorize a Director or staff to speak or communicate on behalf of the District or represent the District in writing, at a meeting or related function. Otherwise, Board members speaking, writing or attending such events as described above shall make it clear that they are speaking on their own behalf and not representing the District or its Board of Directors.

7. DIRECTOR GUIDELINES.

7.1. It is the intent of the Board of Directors to:

- a)** Maintain control and direction of the District by action of the Board of Directors taken pursuant to the Brown Act;
- b)** Allow Board Members access to information relative to the running of the District;
- c)** Protect staff from undue influence, threats, harassment, and/or pressure from individual Board Members or members of the public; and
- d)** Allow staff to execute priorities given by the Board of Directors and management without fear of reprisal.

7.2. Individual Board members, by making a request to the General Manager shall have access to information relative to the operation of the District, including but not limited to statistical information, information serving as a basis for certain actions of staff or as justification for staff recommendations. Board Members shall receive the cooperation and candor of the General Manager in being provided with the requested information. If the General Manager cannot provide the requested information because it is not presently available or its production would cause an interruption in work schedules or workloads, then the General Manager shall inform the Board member why the information is not available or cannot be made available in a timely manner, and when it may be made available.

7.3. If the information still cannot be provided the General Manager shall, or the Board Members shall direct the General Manager to, place an item on the Board agenda for direction as to the Board's desire and method of providing the information.

7.4. In handling complaints from residents, property owners within the District or other constituents, Directors are encouraged to listen carefully to the concerns, but the complaint should be referred to the General Manager for processing and appropriate response.

7.5. Directors, when seeking clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programs, should refer said concerns directly to the General Manager.

7.6. When approached by District personnel concerning specific District policy, Directors should direct inquiries to the General Manager.

7.7. Directors and the General Manager should develop a working relationship so that current issues, concerns and District projects can be discussed comfortably and openly.

7.8. When responding to constituent requests and concerns, Directors should respond to individuals in a positive manner and route their questions to the General Manager.

8. DIRECTOR COMPENSATION.

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 as the appointed Board representative or as the alternate. An alternate will be compensated only if attendance of the alternate at a committee is required because

- 1) the appointed representative is unable to attend or
- 2) the Board has directed the alternate to attend

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.

9. EXPENSE REIMBURSEMENT.

9.1. Each Board Member is entitled to reimbursement for their actual and necessary traveling and incidental expenses incurred in the performance of the duties required and authorized by the Board. Personal phone calls are not reimbursed.

a) It is the policy of the District to exercise prudence with respect to hotel or motel accommodations. It is also the policy of the District for Board members and staff to stay at the hotel or motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible.

b) Any Director traveling on District business shall receive transportation and lodging expenses, and ordinary expenses such as meals and tips. If a Director is called upon to personally pay District business expenses during travel, the Director shall maintain all receipts from any such District business trips. Such receipts will be used to calculate the amount of reimbursement.

c) Mileage reimbursement for use of privately-owned vehicles used for District business shall be as established by the Internal Revenue Service and reimbursed at the current federal rate.

10. CORRESPONDENCE DISTRIBUTION POLICY.

10.1. The following letters and other documents shall be accumulated and delivered to the Board on Friday of each week.

a) All letters approved by the Board and/or signed by the President on behalf of the District.

- b) All correspondence received by the District that are of District-wide concern as reasonably determined by the General Manager.

11. CONFLICTS OF INTEREST AND RELATED POLICY.

11.1. State laws exist which attempt to eliminate any action by a Board Member or the District which may reflect a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest. The following provides a brief policy summary of various conflict-related laws. Directors are encouraged to consult with the Fair Political Practices Commission (the "FPPC") at (916) 322-5660, prior to the day of the meeting if they have a question about a particular agenda item.

11.2. Each Director is encouraged to review the District's Conflicts of Interest Code on a regular basis. The general rule is that an official may not participate in making a governmental decision if it is reasonably foreseeable that the decision will have a material financial effect on the official or a member of his or her immediate family or on an economic interest of the official, and the effect is distinguishable from the effect on the public generally. If real property in which the Director has an interest is located within 500 feet of the boundaries of the property affected by decision, that interest is deemed to be directly involved in the decision. Additionally, FPPC rules generally require a disqualified Board member to leave the room during the discussion of the matter.

11.3. The prohibitions of Government Code Section 1090 provide that the District may not contract with any business in which a Board member has a financial interest.

11.4. The basic rule is that public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or inconsistent action, to the detriment of either public office, the discharge of the duties of the two offices by one person is incompatible with the affected office and the official must step down from one of the offices.

12. CONTINUING EDUCATION.

12.1. Board Members are required to attend training on ethics and sexual harassment every other year on an alternating schedule. Board members are also required to attend training on the National Incident Management System (NIMS).

12.2. Members of the Board and the General Manager are encouraged to attend educational conferences and professional meetings to improve District operation, such as Special District Administration, Finance and Governance, and other programs that emphasize employee relationships.

12.3. Subject to budgetary constraints, there is no limit on the number of Directors attending a particular conference or seminar when their attendance is beneficial to the District and in compliance with the Brown Act.

13. RELATIONSHIP AND CONDUCT BETWEEN BOARD MEMBERS AND STAFF.

13.1. The Board of Directors recognizes that the primary function of staff is to execute Board policy and to keep the Board of Directors informed.

13.2. Members of the Board of Directors shall not attempt to pressure and/or influence staff decisions, recommendations, workloads, schedules, and priorities.

13.3. Staff shall take guidance and direction only from action taken by the Board of Directors or from appropriate management supervisors as may be the case. Staff shall reject any attempts by an individual Board Member to influence or otherwise pressure them into making, changing or otherwise affecting staff decisions or recommendations, or changing work schedules and priorities. Staff shall report such attempts, without fear of reprisal, to the General Manager, or to the President or the Vice President of the Board of Directors, who shall take appropriate action.

13.4. In the event that an employee has been the subject of any unlawful conduct from a Board Member, the employee shall report such conduct in writing and without fear of reprisal to the President or the Vice President of the Board of Directors, or to the Grand Jury directly, who shall investigate the complaint and take further necessary action.

14. FIDUCIARY RESPONSIBILITY.

14.1. No member of the Board of Directors shall serve as the District treasurer.

14.2. The General Manager shall be responsible for supervision of the District's finances.

14.3. The Board of Directors shall adopt by resolution a system of accounting and auditing that shall completely and at all times show the District's financial condition. The system of accounting shall adhere to generally accepted accounting principles (Government Code Section 61053). The Board will ensure that generally accepted accounting principles (Government Code Section 61053) are being adhered to by annually hiring an independent auditor to perform such audit.

14.4. The District's money shall be deposited in conformance with the District Investment Policy.

14.5. The General Manager shall make quarterly or more frequent written reports to the Board of Directors, as the Board shall determine, regarding the receipts and disbursements and balances in the accounts of the District.

14.6. The Board will review and approve the District Investment Policy on an annual basis.

14.7. The budget shall be prepared annually for Board approval by the following procedures:

a) On or before June 1st of each year, the Board of Directors should adopt a preliminary budget that conforms to generally accepted accounting procedures applicable to special districts. The preliminary budget shall be prepared by the General Manager.

b) On or before July 1st of each year, the Board of Directors shall publish a notice in a newspaper of general circulation stating the date, time, and place when the Board will meet to adopt the final budget, and that the preliminary budget is available for inspection at the District office.

c) On or before September 1st of each year, the Board of Directors shall adopt a final budget that conforms to generally accepted accounting procedures applicable to special districts.

d) The procedures for adopting a budget shall comply with Government Code Section 61110.

14.8. Audits shall be conducted as soon after the end of the Fiscal Year as possible, preferably within 120 days.

15. PUBLICATION OF POLICY.

15.1. Copies of this Policy shall be distributed to:

- a) All current District employees and new employees at the time of hire.
- b) All current Directors of the District and new Directors at the time they take office.
- c) Staff will provide orientation for new Directors.

15.2. The General Manager shall be available to answer questions of District employees regarding the District Policy on relationship and conduct between Board Members and staff.

16. RESTRICTIONS ON BYLAWS.

These Bylaws shall govern the Board in all cases to which they are applicable and not otherwise inconsistent with State and Federal laws.



Oceano Community Services District

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

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

Date: February 12, 2025

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

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

Recommendation

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

Discussion

The following is a summary of the attached cash disbursements. The table captures the payments from last meeting to this meeting.

*Note: Although the General Manager's expenditure limit has been increased to \$25,000, amounts over \$7,500 will continue to be reported below.

Description	Check Sequence	Amounts
	61324 - 61393	
Disbursements:		
Regular Payable Register - paid 01/08/2025	61324 - 61340	\$ 921,272.22
Regular Payable Register - paid 01/23/2025	61355 - 61368	\$ 47,370.75
Reimbursement Agreement Refund Deposit - paid 01/23/2025	61369 - 61372	\$ 2,927.50
Regular Payable Register - paid 02/05/2025	61373 - 61393	\$ 68,420.58
Subtotal:		\$ 1,039,991.05
Reoccurring Payments for Board Review (authorized by Resolution 2020-06):		
Payroll Disbursements - PPE 12/28/2024	N/A	\$ 35,546.29
Payroll Disbursements - PPE 01/11/2025	N/A	\$ 35,295.52
Payroll Disbursements - PPE 01/25/2025	N/A	\$ 36,331.45
Five Star Bank Mastercard Online Payment - paid 01/14/2025	N/A	\$ 2,183.16
Reoccurring Utility Disbursements - paid 01/08/2025	61341 - 61345	\$ 1,616.92
Reoccurring Utility Disbursements - paid 01/23/2025	61346 - 61349	\$ 7,165.97
Reoccurring Health Disbursements - paid 01/23/2025	61350 - 61354	\$ 8,644.24
Subtotal:		\$ 126,783.55
Grand Total:		\$ 1,166,774.60

Other Agency Involvement

N/A

Other Financial Considerations

*Amounts are within the authorized Fund level budgets.

SLO CO DEPT OF PUBLIC WORKS \$888,463.48-STATE AND LOPEZ WATER

SWRCB ACCOUNTING OFFICE \$8,261.32, ANNUAL FEE

ROBERT SCHULTZ \$13,689.00, LEGAL SVCS JULY THRU SEPT 2024

MICHAEL K. NUNLEY & ASSOCIATE \$15,675.00, CIP WASTEWATER

FIRST FOUNDATION BANK \$12,014.85, CALPERS UAL FINANCE AGR

CANNON \$50,589.65, CIP-WRRP PIPELINE DESIGN

THE JAM LAW GROUP APC \$8,870.90, LEGAL SVCS-OCT THRU DEC 2024

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.

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:	-----							
1-1001-000	1/08/2025	CHECK	061324	AUTOSYS, INC.	600.00CR	OUTSTND	A	0/00/0000 03 5-4500-175 SYSTEM PARTS/OPERATING S
1-1001-000	1/08/2025	CHECK	061325	BROWN, PETER	134.00CR	OUTSTND	A	0/00/0000 01 5-4100-099 AUTO/EXPENSE ALLOWANCE
1-1001-000	1/08/2025	CHECK	061326	BRENT SARKISON DBA CALTEC COMP	30.00CR	OUTSTND	A	0/00/0000 01 5-4100-221 INFORMATION TECHNOLOGY
1-1001-000	1/08/2025	CHECK	061327	CANNON	261.00CR	OUTSTND	A	0/00/0000 02 5-4400-361 CIP - PROP1: STORMWATER
1-1001-000	1/08/2025	CHECK	061328	CITY OF ARROYO GRANDE	2,674.00CR	OUTSTND	A	0/00/0000 02 5-4400-163 MAINT: STRUCTURES/IMPRVS
1-1001-000	1/08/2025	CHECK	061329	CLINICAL LAB OF SAN BERNARDINO	565.00CR	OUTSTND	A	0/00/0000 02 5-4400-220 PROFESSIONAL/SPECIAL SER
1-1001-000	1/08/2025	CHECK	061330	J.B. DEWAR, INC.	398.90CR	OUTSTND	A	0/00/0000 12 5-4350-172 FUEL
1-1001-000	1/08/2025	CHECK	061331	QUILL CORPORATION	75.06CR	OUTSTND	A	0/00/0000 01 5-4100-200 OFFICE EXPENSE
1-1001-000	1/08/2025	CHECK	061332	GLENN A. RICK ENGR & DEVT CO,	857.50CR	OUTSTND	A	0/00/0000 02 5-4400-220 PROFESSIONAL/SPECIAL SER
1-1001-000	1/08/2025	CHECK	061333	ROBERT SCHULTZ	13,689.00CR	OUTSTND	A	0/00/0000 01 5-4100-223 LEGAL SERVICES
1-1001-000	1/08/2025	CHECK	061334	SLO CO BOARD OF SUPV	385.47CR	OUTSTND	A	0/00/0000 01 5-4850-302 GRANT EXPENSES
1-1001-000	1/08/2025	CHECK	061335	SLO CO DEPT OF PUBLIC WORKS	888,068.48CR	OUTSTND	A	0/00/0000 02 5-4400-261 WATER SUPPLY - LOPEZ 311,605.20 02 5-4400-262 WATER SUPPLY - STATE WAT 576,463.28
1-1001-000	1/08/2025	CHECK	061336	SWRCB ACCOUNTING OFFICE	8,261.32CR	OUTSTND	A	0/00/0000 02 5-4400-248 PERMITS, FEES, LICENSES
1-1001-000	1/08/2025	CHECK	061337	HD SUPPLY, INC. DBA USABLUETOO	1,539.41CR	OUTSTND	A	0/00/0000 02 5-4400-175 SYSTEM PARTS/OPERATING S 740.18 02 5-4400-250 SMALL TOOLS AND INSTRUME 612.16 03 5-4500-175 SYSTEM PARTS/OPERATING S 187.07
1-1001-000	1/08/2025	CHECK	061338	VESTIS GROUP, INC. DBA VESTIS	313.74CR	OUTSTND	A	0/00/0000 01 5-4100-100 CLOTHING
1-1001-000	1/08/2025	CHECK	061339	WATER SYSTEMS CONSULTING, INC.	1,649.34CR	OUTSTND	A	0/00/0000 02 5-4400-380 NCMA TEC
1-1001-000	1/08/2025	CHECK	061340	ZENITH INSURANCE COMPANY	1,770.00CR	OUTSTND	A	0/00/0000 01 5-4100-075 COMPENSATION INSURANCE
TOTALS FOR ACCOUNT 1-1001-0				CHECK TOTAL:	921,272.22CR			
				DEPOSIT TOTAL:	0.00			
				INTEREST TOTAL:	0.00			
				MISCELLANEOUS TOTAL:	0.00			
				SERVICE CHARGE TOTAL:	0.00			
				EFT TOTAL:	0.00			
				BANK-DRAFT TOTAL:	0.00			

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

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 061324 THRU 061340

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:			
				DEPOSIT	TOTAL:			921,272.22CR
				INTEREST	TOTAL:			0.00
				MISCELLANEOUS	TOTAL:			0.00
				SERVICE CHARGE	TOTAL:			0.00
				EFT	TOTAL:			0.00
				BANK-DRAFT	TOTAL:			0.00

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:	-----							
1-1001-000	1/23/2025	CHECK	061355	AQUA-METRIC	3,315.20CR	OUTSTND	A	0/00/0000 02 5-4400-248 PERMITS, FEES, LICENSES
1-1001-000	1/23/2025	CHECK	061356	BURDINE PRINTING	2,302.17CR	OUTSTND	A	0/00/0000 02 5-4400-205 OUTSIDE UB MAIL SERVICE 1099.51 03 5-4500-205 OUTSIDE UB MAIL SERVICE 1099.50 03 5-4500-200 OFFICE EXPENSE 103.16
1-1001-000	1/23/2025	CHECK	061357	CANNON	1,256.50CR	OUTSTND	A	0/00/0000 02 5-4400-220 PROFESSIONAL/SPECIAL SER
1-1001-000	1/23/2025	CHECK	061358	CLINICAL LAB OF SAN BERNARDINO	645.00CR	OUTSTND	A	0/00/0000 02 5-4400-220 PROFESSIONAL/SPECIAL SER
1-1001-000	1/23/2025	CHECK	061359	DIVERSIFIED PROJECT SERVICES I	2,500.00CR	OUTSTND	A	0/00/0000 02 5-4400-226 ENGINEERING & OTHER REIM
1-1001-000	1/23/2025	CHECK	061360	FIRST FOUNDATION BANK	12,014.85CR	OUTSTND	A	0/00/0000 02 5-4400-310 CALPERS UAL FINANCE AGRE 8,010.30 03 5-4500-310 CALPERS UAL FINANCE AGRE 4,004.55
1-1001-000	1/23/2025	CHECK	061361	GMC ELECTRICAL, INC.	350.00CR	OUTSTND	A	0/00/0000 02 5-4400-163 MAINT: STRUCTURES/IMPRVS
1-1001-000	1/23/2025	CHECK	061362	GROUNDWATER SOLUTIONS INC, DBA	2,459.52CR	OUTSTND	A	0/00/0000 02 5-4400-380 NCMA TEC
1-1001-000	1/23/2025	CHECK	061363	ICONIX WATERWORKS (US) INC.	2,567.51CR	OUTSTND	A	0/00/0000 02 5-4400-175 SYSTEM PARTS/OPERATING S 4.35CR 02 5-4400-163 MAINT: STRUCTURES/IMPRVS 2,571.86
1-1001-000	1/23/2025	CHECK	061364	KNECHT'S PLUMBING & HEATING, I	1,845.99CR	OUTSTND	A	0/00/0000 10 5-4300-163 MAINT: STRUC/IMPROV
1-1001-000	1/23/2025	CHECK	061365	MICHAEL K. NUNLEY & ASSOCIATES	15,675.00CR	OUTSTND	A	0/00/0000 03 5-4500-448 CIP - WASTEWATER
1-1001-000	1/23/2025	CHECK	061366	OPTIMIZED INVESTMENT PARTNERS	564.01CR	OUTSTND	A	0/00/0000 01 5-4100-220 PROFESSIONAL SERVICES
1-1001-000	1/23/2025	CHECK	061367	VESTIS GROUP, INC. DBA VESTIS	209.16CR	OUTSTND	A	0/00/0000 01 5-4100-100 CLOTHING
1-1001-000	1/23/2025	CHECK	061368	WATER SYSTEMS CONSULTING, INC.	1,665.84CR	OUTSTND	A	0/00/0000 02 5-4400-380 NCMA TEC
TOTALS FOR ACCOUNT 1-1001-0				CHECK TOTAL:	47,370.75CR			
				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:	47,370.75CR			
				DEPOSIT TOTAL:	0.00			
				INTEREST TOTAL:	0.00			
				MISCELLANEOUS TOTAL:	0.00			
				SERVICE CHARGE TOTAL:	0.00			
				EFT TOTAL:	0.00			
				BANK-DRAFT TOTAL:	0.00			

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

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 061369 THRU 061372

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	1/23/2025	CHECK	061369	JANE A. SOTTILE TRUST	522.50CR	OUTSTND	A	0/00/0000 02 2-2200-001 DEPOSITS FROM DEVELOPMEN
1-1001-000	1/23/2025	CHECK	061370	MIKE&PATRICIA ROUSSEVE	922.50CR	OUTSTND	A	0/00/0000 02 2-2200-001 DEPOSITS FROM DEVELOPMEN
1-1001-000	1/23/2025	CHECK	061371	OCEAN VIEW BEACH APTS	1,220.00CR	OUTSTND	A	0/00/0000 02 2-2200-001 DEPOSITS FROM DEVELOPMEN
1-1001-000	1/23/2025	CHECK	061372	RICK & TERI GAMBRIL	262.50CR	OUTSTND	A	0/00/0000 02 2-2200-001 DEPOSITS FROM DEVELOPMEN
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	2,927.50CR		
				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:	2,927.50CR		
				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		

2/05/2025 3:30 PM
 COMPANY: 99 - POOLED CASH FUND
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK RECONCILIATION REGISTER

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: 061373 THRU 061393

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:	-----							
1-1001-000	2/05/2025	CHECK	061373	ARROYO GRANDE CHEVROLET	59.25CR	OUTSTND	A	0/00/0000 12 5-4350-171 MAINTENANCE: VEHICLES
1-1001-000	2/05/2025	CHECK	061374	BRAND CREATIVE	213.97CR	OUTSTND	A	0/00/0000 01 5-4100-100 CLOTHING
1-1001-000	2/05/2025	CHECK	061375	BRISCO'S	129.27CR	OUTSTND	A	0/00/0000 02 5-4400-175 SYSTEM PARTS/OPERATING S 64.64 03 5-4500-175 SYSTEM PARTS/OPERATING S 64.63
1-1001-000	2/05/2025	CHECK	061376	BURDINE PRINTING	413.76CR	OUTSTND	A	0/00/0000 10 5-4300-163 MAINT: STRUC/IMPROV
1-1001-000	2/05/2025	CHECK	061377	CALIFORNIA ASSOCIATION OF MUTU	500.00CR	OUTSTND	A	0/00/0000 01 5-4100-180 MEMBERSHIPS
1-1001-000	2/05/2025	CHECK	061378	BRENT SARKISON DBA CALTEC COMP	30.00CR	OUTSTND	A	0/00/0000 01 5-4100-221 INFORMATION TECHNOLOGY
1-1001-000	2/05/2025	CHECK	061379	CANNON	50,589.65CR	OUTSTND	A	0/00/0000 02 5-4400-444 CIP-WRRP
1-1001-000	2/05/2025	CHECK	061380	DIVERSIFIED PROJECT SERVICES I	1,497.50CR	OUTSTND	A	0/00/0000 02 5-4400-222 CONTRACTED ENGINEERING 730.00 02 5-4400-226 ENGINEERING & OTHER REIM 537.50 03 5-4500-222 CONTRACTED ENGINEERING 230.00
1-1001-000	2/05/2025	CHECK	061381	FERGUSON ENTERPRISES, INC #135	62.11CR	OUTSTND	A	0/00/0000 03 5-4500-175 SYSTEM PARTS/OPERATING S
1-1001-000	2/05/2025	CHECK	061382	ICONIX WATERWORKS (US) INC.	196.46CR	OUTSTND	A	0/00/0000 02 5-4400-163 MAINT: STRUCTURES/IMPRVS 169.40 02 5-4400-175 SYSTEM PARTS/OPERATING S 27.06
1-1001-000	2/05/2025	CHECK	061383	J.B. DEWAR, INC.	172.51CR	OUTSTND	A	0/00/0000 12 5-4350-172 FUEL
1-1001-000	2/05/2025	CHECK	061384	JUSTIFACTS CREDENTIAL VERIFICA	159.09CR	OUTSTND	A	0/00/0000 01 5-4100-283 JOB ADVERTISING EXPENSE
1-1001-000	2/05/2025	CHECK	061385	MARTIN MARIETTA MATERIALS, INC	149.62CR	OUTSTND	A	0/00/0000 02 5-4400-163 MAINT: STRUCTURES/IMPRVS
1-1001-000	2/05/2025	CHECK	061386	PREMIER SUPPLY LLC, DBA MIER B	501.04CR	OUTSTND	A	0/00/0000 02 5-4400-163 MAINT: STRUCTURES/IMPRVS
1-1001-000	2/05/2025	CHECK	061387	PETTY CASH	11.73CR	OUTSTND	A	0/00/0000 01 5-4100-210 POSTAGE
1-1001-000	2/05/2025	CHECK	061388	R&R ROLL-OFF LLC	1,027.63CR	OUTSTND	A	0/00/0000 06 5-4900-220 PROFESSIONAL SERV
1-1001-000	2/05/2025	CHECK	061389	GLENN A. RICK ENGR & DEVT CO,	1,618.75CR	OUTSTND	A	0/00/0000 02 5-4400-220 PROFESSIONAL/SPECIAL SER
1-1001-000	2/05/2025	CHECK	061390	SLO CO PUBLIC HEALTH DEPT.	1,670.80CR	OUTSTND	A	0/00/0000 02 5-4400-220 PROFESSIONAL/SPECIAL SER
1-1001-000	2/05/2025	CHECK	061391	THE JAM LAW GROUP APC	8,870.90CR	OUTSTND	A	0/00/0000 01 5-4100-223 LEGAL SERVICES
1-1001-000	2/05/2025	CHECK	061392	VESTIS GROUP, INC. DBA VESTIS	104.58CR	OUTSTND	A	0/00/0000 01 5-4100-100 CLOTHING
1-1001-000	2/05/2025	CHECK	061393	WINEMA INDUSTRIAL & SAFETY SUP	441.96CR	OUTSTND	A	0/00/0000 03 5-4500-177 SAFETY EXPENSE

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: 061373 THRU 061393

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:			68,420.58CR
				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:			68,420.58CR
				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 12, 2025

	(*)			
<u>Gross Wages</u>	12/14/2024	12/28/2024	1/11/2025	1/25/2025
Regular	\$29,370.14	\$29,366.63	\$29,380.52	\$30,185.34
Overtime Wages	\$1,150.86	\$957.60	\$696.48	\$849.97
Stand By	\$840.00	\$840.00	\$840.00	\$840.00
Gross Wages	<u>\$31,361.00</u>	<u>\$31,164.23</u>	<u>\$30,917.00</u>	<u>\$31,875.31</u>
Cell Phone Allowance	\$62.50	\$62.50	\$62.50	\$62.50
Health Pay-Out	\$272.50	\$272.50	\$272.50	\$272.50
Total Wages	<u>\$31,696.00</u>	<u>\$31,499.23</u>	<u>\$31,252.00</u>	<u>\$32,210.31</u>
<u>Disbursements</u>				
Net Wages	\$23,685.18	\$22,735.73	\$23,024.77	\$23,798.92
State and Federal Agencies	\$6,132.49	\$6,882.36	\$6,150.46	\$6,277.75
CalPERS	\$5,791.83	\$5,791.83	\$5,983.92	\$6,118.41
SEIU - Union Fees	\$136.37	\$136.37	\$136.37	\$136.37
Total Disbursements processed with Payroll	<u>\$35,745.87</u>	<u>\$35,546.29</u>	<u>\$35,295.52</u>	<u>\$36,331.45</u>
Health (Disbursed with reoccurring bills)	\$4,798.21	\$4,798.21	\$4,950.50	\$4,950.50
Total District Payroll Related Costs	<u>\$40,544.08</u>	<u>\$40,344.50</u>	<u>\$40,246.02</u>	<u>\$41,281.95</u>

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

Oceano Community Services District
Five Star Bank Mastercard

A/P Mastercard Credit Card Disbursement

Date	Name	Amount	Description	GL Account #
12/25/2024	ADOBE *ADOBE 4085366000 CA	\$23.99	PERMITS, FEES LICENSES	01-5-4100-248
12/20/2024	OFFICEMAX/DEPOT 6478 ARROYO GRANDECA	\$21.54	OFFICE EXPENSE	01-5-4100-200
12/19/2024	STAPLES INC STAPLES.COM MA	\$1,544.31	OFFICE EXPENSE	01-5-4100-200
12/17/2024	INTUIT *QBOOKS ONLINE CL.INTUIT.COMCA	\$65.00	PERMITS, FEES LICENSES	01-5-4100-248
12/03/2024	MIRAME ENTERTAINMENT SANTA MARIA CA	\$400.00	GRANT EXPENSES	01-5-4850-302
12/02/2024	ZOOM.US 888-799-9666 SAN JOSE CA	\$54.39	OFFICE EXPENSE	01-5-4100-200
12/01/2024	INDEED 100586772 AUSTIN TX	\$73.93	JOB ADVERTISING EXPENSE	01-5-4100-283

Total ACH - 01/14/2025	\$2,183.16
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02/12/2025 Board Meeting - Five Star Bank Mastercard Online Payment - paid 01/14/2025	\$2,183.16
--	------------

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: 061341 THRU 061345

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	1/08/2025	CHECK	061341	LIVE, LLC DBA ADVANTAGE ANSWER	518.17CR	OUTSTND	A	0/00/0000 01 5-4100-110 COMMUNICATIONS
1-1001-000	1/08/2025	CHECK	061342	CHARTER COMMUNICATIONS	150.00CR	OUTSTND	A	0/00/0000 01 5-4100-110 COMMUNICATIONS
1-1001-000	1/08/2025	CHECK	061343	COASTAL COPY, INC.	461.57CR	OUTSTND	A	0/00/0000 01 5-4100-220 PROFESSIONAL SERVICES 260.37 02 5-4400-205 OUTSIDE UB MAIL SERVICE 100.60 03 5-4500-205 OUTSIDE UB MAIL SERVICE 100.60
1-1001-000	1/08/2025	CHECK	061344	DIGITAL WEST NETWORKS, INC.	196.93CR	OUTSTND	A	0/00/0000 01 5-4100-110 COMMUNICATIONS
1-1001-000	1/08/2025	CHECK	061345	VERIZON WIRELESS	290.25CR	OUTSTND	A	0/00/0000 02 5-4400-110 COMMUNICATIONS 190.85 03 5-4500-110 COMMUNICATIONS 31.01 06 5-4900-110 COMMUNICATIONS 14.31 10 5-4300-110 COMMUNICATIONS 2.39 01 5-4100-110 COMMUNICATIONS 51.69
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	1,616.92CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	1,616.92CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

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

CHECK DATE: 0/00/0000 THRU 99/99/9999
CLEAR DATE: 0/00/0000 THRU 99/99/9999
STATEMENT: 0/00/0000 THRU 99/99/9999
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 061346 THRU 061349

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	1/23/2025	CHECK	061346	DE LAGE LANDEN FINANCIAL SERVI	213.43CR	OUTSTND	A	0/00/0000 01 5-4100-220 PROFESSIONAL SERVICES
1-1001-000	1/23/2025	CHECK	061347	HIRIARTE'S INDOOR CLEANING SER	850.00CR	OUTSTND	A	0/00/0000 01 5-4100-173 MAINT:STRUCTURES/IMPROVE
1-1001-000	1/23/2025	CHECK	061348	PACIFIC GAS & ELECTRIC	5,846.45CR	OUTSTND	A	0/00/0000 * SEE BELOW FOR DETAILS *
1-1001-000	1/23/2025	CHECK	061349	SO CAL GAS	256.09CR	OUTSTND	A	0/00/0000 01 5-4100-290 UTILITIES
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	7,165.97CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		*PACIFIC GAS & ELECTRIC 5,846.45
				EFT	TOTAL:	0.00		01 5-4195-295 STREET LIGHTING 3,014.85
				BANK-DRAFT	TOTAL:	0.00		02 5-4400-290 UTILITIES 1,877.61
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	7,165.97CR		03 5-4500-290 UTILITIES 102.30
				DEPOSIT	TOTAL:	0.00		01 5-4100-290 UTILITIES 685.02
				INTEREST	TOTAL:	0.00		01 5-4100-200 OFFICE EXPENSE 166.67
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE	
CHECK:	-----								
1-1001-000	1/23/2025	CHECK	061350	COLONIAL LIFE AND ACCIDENT	170.98CR	OUTSTND	A	0/00/0000	01-2-2166-005 INS VOLUNTARY
1-1001-000	1/23/2025	CHECK	061351	FRMS CALIFORNIA BANK & TRUST F	6,957.19CR	OUTSTND	A	0/00/0000	01-5-4100-090 INS: GROUP HEALTH/LIFE \$3,907.14 01-5-4100-603 UTILITY CREW-EMP INS \$3,050.05
1-1001-000	1/23/2025	CHECK	061352	HUMANA INSURANCE CO.	564.65CR	OUTSTND	A	0/00/0000	01-5-4100-090 INS: GROUP HEALTH/LIFE \$315.01 01-5-4100-603 UTILITY CREW-EMP INS \$249.64
1-1001-000	1/23/2025	CHECK	061353	PRINCIPAL LIFE INSURANCE COMPA	333.21CR	OUTSTND	A	0/00/0000	01-5-4100-090 INS: GROUP HEALTH/LIFE \$202.73 01-5-4100-603 UTILITY CREW-EMP INS \$130.48
1-1001-000	1/23/2025	CHECK	061354	TASC -CLIENT INVOICES	618.21CR	OUTSTND	A	0/00/0000	01 5-4100-090 INS: GROUP HEALTH/LIFE
TOTALS FOR ACCOUNT 1-1001-0				CHECK TOTAL:	8,644.24CR				
				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:	8,644.24CR				
				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 12, 2025

To: Board of Directors

From: Peter Brown, General Manager

Subject: **Agenda Item #7(D) -Review of the Oceano Community Services District Parks and Recreation Committee Community Event on November 16, 2024**

Recommendation

It is recommended that the Board review the summary of the Oceano Community Services District Parks and Recreation Committee (OPARC) Community Event on November 16, 2024, including more detailed information and follow-up requested of OPARC by the OCSD Board.

Discussion

OPARC members informed staff that the event was attended by three OCSD Directors and by an estimated 200 community members. Participants enjoyed free tacos and burgers, visited the many community service booths, welcomed community speakers, appreciated the music by DJ Suz, and either participated in or watched people having fun on the dance floor.

Numerous community organizations had information booths at the event including Boys and Girls Club; Los Promotores; Cal Poly Taxpayer Clinic; United Way; Five Cities Optimists Club; Oceano County Library; California Highway Patrol; County Sheriff's Office; Cal Poly Latin Dance Club; and OPARC.

OPARC Committee member Varni welcomed attendees, expressed appreciation to agencies and individuals who made the new plaza possible, and outlined the day's activities.

Community speakers gave brief presentations at intervals during the event, which touched on such themes as the value of organizational collaboration for community betterment, the specifics of the Oceano Community Track and Soccer Field Project, the value of OPARC as a catalyst for community building, and opportunities for community betterment funding; fundraising support for the Community Track and Field project; unmet recreational needs in Oceano; new projects funded by the County and future plans for more improvements; and the symbol of the new plaza as a space for coming together and celebrating community. Speakers included:

Jim DeCecco, retired Oceano school teacher

Andy Stenson, LMUSD Facilities Administrator, OPARC Committee Member

Wanda Monson, Oceano School Safe Routes to Schools Committee Chair, OPARC Committee Member



Supervisor Paulding spoke to the County funds which have been allocated for projects in Oceano plus future planning and action for community betterment.

Cal Poly Latin Dance group, led by Jose Lozano, presented a salsa dance lesson which about 20 people participated in and then morphed into a more general music dance party.

Other Agency Involvement

The County of San Luis Obispo issued the encroachment permit, and the Community Project Grant funds and South County Sanitary Services provided the solid waste containers.

Other Financial Considerations

The event totaled \$2,114.53 in costs (Attachment #2) and the County Community Grant Program issued the District \$2,500. The remaining \$385.47 will be returned to the County in January of 2025.

Results

Reviewing and updating the Board on District Community Events helps to promote a well-governed community. The Board may request that OPARC follow up with participants, committee members, vendors, businesses and community groups to evaluate successes and perhaps identify areas for improvement in future events. Of interest to the Board, OPARC and the community:

1. What was the approximate public head count for community members, not including organizations or volunteers. (Estimated to be over 150.)
2. What was provided by OCSO or OPARC? Tables, chairs, pop-ups, A-frames, traffic control, solid waste/recycling, etc.? (OCSO provided A-frames for traffic control and requested that South County Sanitation Services provide three-stream waste services, which they did at no cost.)
3. Which organizations participated? (See attachment.)
4. Please complete a follow-up with each group to determine the following: (this information was not gathered)
 - a) What type of group?
 - b) How many volunteers?
 - c) How many people visited their table?
 - d) What were residents interested in?
 - e) Would the group participate again for another event?



Oceano Community Services District

Board of Directors Meeting

- f) Suggestions from each group?

- 5. Also, follow-up with Efren's, Sylvester's and LaTapitia. (See attachment).
 - a. How many coupons were used at each eatery?
 - b. Would the restaurants participate again?
 - c. What changes or suggestions would they like to see?
 - d. Were there any glitches with reimbursement of the coupons to the restaurants?

- 6. How much was spent on public relations? (very little or zero, most advertising was done via community groups and word of mouth).
- 7. How many posters were printed for distribution? (some fliers were printed, about 30).
- 8. What other mediums were used to advertise the events? (Nextdoor was used, and perhaps Facebook, but none of the others listed below were used.)

(Nextdoor, Facebook, Instagram, SLO Tribune, New Times, Dave Congalton/radio, Television PSA's, Etc.)

- 9. Any changes recommended for the next event?
- 10. Overall, what suggestions or changes would the committee recommend for the next event?

Attachments:

- 1. SLO County Community Grant Agreement
- 2. SLO County Community Grant Costs
- 3. OPARC and Staff answers to questions 4 and 6.

AGREEMENT FOR COUNTY GRANT

This Agreement is entered into this _____ day of _____, 2024, by and between the County of San Luis Obispo, a body corporate and politic, hereinafter referred to as "County", and **Oceano Community Services District**, hereinafter referred to as "Applicant".

WHEREAS, Applicant has applied to County for a grant of County funds for the following project detailed on Exhibit "A" attached hereto and by the descriptive title **Grand Opening Celebration of the new Oceano Zocalo**; and

WHEREAS, Applicant has applied to the County for a grant of County funds to be used to offset the cost of **sanitation stations, permitting, food, and entertainment**; and

WHEREAS, the County finds that the project is eligible for a County Grant of County funds as a local community project; and

WHEREAS, the Board of Supervisors has approved this project and has authorized a County contribution to Applicant.

NOW, THEREFORE, it is mutually agreed between the parties hereto, as follows:

1. County agrees to pay over, as a grant of County funds, the sum of **\$2,500** from Fund Center 106 to Applicant for the purpose of funding the aforesaid project as a community project available for public use.
2. That the project which is the subject of this grant agreement is described with particularity on Exhibit "A" attached hereto, and incorporated herein by this reference.
3. Applicant agrees to apply the aforesaid grant funds solely to the project for which the funds have been granted, as a community project available for public use.
4. Applicant agrees to diligently pursue the completion of this project, and to complete this project within one year from the date of this agreement.
5. Applicant agrees to abide by all laws and regulations applicable to the expenditure of County Grant Funds, including, but not limited to, the audit of the expenditure of these funds for compliance with regulations, the inclusion of provisions guaranteeing compliance with all labor laws and regulations pertinent to public funds, and further, to assure compliance with the anti-discrimination provisions of the law, including County Ordinances.

6. If the project budget for this project includes purchase of any equipment which has a useful life extending beyond the termination date of this project, then Applicant agrees that said equipment will be transferred over to County at the conclusion of this project, unless the County consents to a renewal or extension of the same or some similar project by Applicant utilizing the same equipment.

7. Applicant agrees to allow the County Administrative Officer to inspect and audit all records pertaining in any way to this grant, and further, to submit to the County Administrative Office a written report, if requested, upon completion of this project detailing the record of expenditures under this grant.

8. Applicant agrees that all discretionary decisions related to the carrying out of the aforesaid project remain in the control of the San Luis Obispo County Board of Supervisors.

9. In the event the Project is cancelled, Applicant shall remit the grant funds for the Project to the County within fourteen (14) days of the cancellation.

AGREED TO ON THE DAY AND YEAR SET FORTH ABOVE.

COUNTY OF SAN LUIS OBISPO

BY: _____

_____, 2024

APPROVED AS TO FORM AND LEGAL EFFECT

RITA L. NEAL
County Counsel

By: [Signature]
Chief Deputy County Counsel

Applicant: OCSD
By: [Signature]
Print Name: PETER J BROWN
Title: GENERAL MANAGER

Date: October 20, 2024

Applicant: OCSD
By: [Signature]
Print Name: Carey Cascoia
Title: Bis + Act Manager

EXHIBIT "A"

Oceano Community Services District
ATTN: Peter Brown
1655 Front Street
Oceano, CA 93475

The mission of Oceano Community Services District's Parks and Recreation (OPARC) standing committee is: To provide safe recreational access, infrastructure, and programs which enhance the physical, emotional, social health, and quality of life for all Oceano residents. For the first time in its more than 100-year history, the community of Oceano has a dedicated community gathering space in the form of a beautiful central Zocalo/Plaza in the central part of town. In many ways, this space is envisioned as part of a "safe, healthy, livable, prosperous and well governed community." This long-awaited development, first conceived in the Oceano 2013 Revitalization Plan, is envisioned as a powerful symbol of community unity and an inclusive gathering space for public events. These funds will be used to support and fund a community-wide Grand Opening Celebration of the new Oceano Zocalo. This event will be free to the community.

The \$2,500 in County funds will be used to offset the cost of sanitation stations, permitting, food, and entertainment.

Oceano Community Services District
ATTN: Peter Brown
1655 Front Street
Oceano, CA 93475

October 18, 2024

Re: Agreement for County Funds

Dear Peter Brown:

Supervisor Paulding wishes to provide a total of \$2,500 from his District Community Project funds to be used for the Grand Opening Celebration of the new Oceano Zocalo. To allow this to happen, please complete, sign, and return the enclosed Agreement by November 5, 2024. **Please note that TWO signatures are required.** It would be appreciated if you **do not fill in the date on the agreement.**

Please contact me if you have any questions. Thank you.

Sincerely,

Genae Sarver
Executive Assistant to the Board of Supervisors
1055 Monterey St. D-430
San Luis Obispo, CA 93408
Direct Line: (805)781-4335
Email: gsarver@co.slo.ca.us

SLO County Community Project Grant

Grant Agreement

\$ 2,500.00

Grant contract	Approved Contract	Vendor	INVOICE DATES	INV. ID	AUTHORIZED TO APPROVE	AUTHORIZATION DATE	INVOICE AMOUNT	Payment Amount	Payment - Check/Credit Card	Payment Date	Description	Net
Sanitation - Portable toilets with ADA accessibility and handwashing station	\$500.00	Harvey's Honeyhuts	11/18/2024	Inv 52762			\$ 375.22	\$ 375.22	Credit Card			\$124.78
Sanitation - Three-Stream waste	\$500.00	Waste Connections	10/31/2024	N/A			\$ -					\$500.00
Permitting - SLO County	\$500.00	SLO county		N/A								\$500.00
Food	\$500.00	-	-	-	-	-	-		-	-	\$5 Food Disc Vouchers at event, 16-La Tapatia, 72-Efren's	\$60.00
-Food	see above	Efren's	11/16/2024				\$ 360.00	\$ 360.00	Check 61270		72 @ \$5 Vouchers	see above
-Food	see above	La Tapatia	11/16/2024				\$ 80.00	\$ 80.00	Check 61275		16 @ \$5 Vouchers	see above
Entertainment - Music DJ	\$400.00	Mirame Entertainment	12/3/2024	14BCE6A7			\$ 400.00	\$ 400.00	Credit Card		Music Services	\$0.00
Misc	\$100.00	Charles Varni	11/16/2024				\$ 697.31	\$ 697.31	Check 61287		printing, banners, parts, pens, clamps	(\$597.31)
Misc Cont.		eventhelper.com	11/5/2024	Policy #M3302683			\$ 202.00	\$ 202.00	Credit Card		Event Insurance	(\$202.00)
							TOTAL PAID TO DATE	\$ 2,114.53				
							CONTRACT AMOUNTS REMAINING	\$ 2,500.00				
							BALANCE	\$ 385.47				\$385.47

Charles Varni - to be reimbursed

Burdine Printing	476.06 posters, flyers	Inv #50926 - \$38.46	Inv #50953 - \$43.97	Inv #51008 - \$393.63
banners.com	163.68 2 banners	Inv #81124- 162 - \$64.65	Inv #81124- 163 - \$99.03	
Harbor Freight	34.33 cords, clamps			
Office Depot	23.24 pens, stamp pad			
	697.31			

OPARC Members detailed that the following are the organizations represented at the Oceano Community Plaza Celebration:

- The Low Income Taxpayer Clinic Cal Poly San Luis Obispo – Yoali Romero
- California Highway Patrol 675 – Angela Molinar
- Promotores Collaborative of SLO County – Fernanda Lucas
- Oceano Library – Nancy Sierra
- Glorificate Coffee Delight – Santa Maria
- Boys and Girls Club – Jasmine Carranza
- Grover Beach Five Cities Optimist Club – Peggy Hoobery
- La Tapatía Market and Deli - Fabian Lopez
- Efren’s Mexican Restaurant – Efren Junior
- Sylvester’s Burgers - Riley
- Cal Poly Salsa Dance Group – Jose Flores
- Mírame Entertainment – Suzanne Lopez
- Northern Santa Barbara County United Way

Committee members had an opportunity to talk with organizations throughout the day. The general response was that this event provided an opportunity to connect with the community, providing valuable information, promote businesses, and in addition, the Oceano Library was very pleased their presence was fortuitous, for community members that didn’t know Oceano had a library, and for the number that applied for library cards.

Several organizations asked to be invited to future events.

OCSD Staff conducted interviews in Spanish with the three participating restaurants:

La Tapatia - Juan stated they were slower than usual, they sold about 16 coupons. It was also mentioned that access to the business has been reduced as a result of the Plaza itself. Some drivers have difficulty using mapping since 17th street is closed at Hwy 1. The Plaza may be good community space, but for La Tapatia the loss of 5 parking spaces and frontage with Hwy 1 has had a negative impact. Juan also mentioned that they prefer events in the future specifically target the Hispanic community and to advertise/announce it more. Juan the owner said when the car show that took place brought in much more business.

Efren’s – one of the employees was able to answer all our questions. She let us know they would participate again, just next time they would like more coupons from the start. Patrons used about 70 5\$ coupons, and the business was steady all day.

Sylvester’s – Jacquie stated that the business would participate again. They were busy throughout the day and estimated upwards of 200 coupons were redeemed.



Oceano Community Services District

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

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

Date: February 12, 2025

To: Board of Directors

From: Peter Brown, General Manager

Subject: **Agenda Item #7(E): Approve a revised scope for design services, construction management and quality assurance services with Advantage Technical Services for the rehabilitation of the 1-million-gallon water storage tank.**

Recommendation

It is recommended that the Oceano Community Services District Board approve the revised scope for design services for the rehabilitation of the 1-million-gallon water storage tank and make no change to the previously approved budget adjustment of \$58,818 from Water Fund reserves.

Discussion

At the August 28, 2024, meeting the Board reviewed District's sanitary survey by the Division of Drinking Water (DDW) which included recommendations from DDW as well as a requirement to repair and re-coat the exterior of the 1-million-gallon tank. The attached updated proposal by ATS provides for an internal and external inspection of the tank, preliminary engineering, final design and construction management for the State-required rehabilitation of the tank. At the December 11, 2024, meeting, the Board voted unanimously to approve the professional services contract with ATS for design work.

However, the District is moving from minimal work to rehabilitate the tank, which would have required the use of strictly District resources and been paid in-house, to now seeking outside state grant funding for the rehabilitation of Tank 2 for a more comprehensive and long-lasting set of tank improvements. Staff and the State Water Board have agreed that the project is eligible to compete for grant funds, and the grant writing process is underway. Since the project is grant-eligible, the attached scope has been revised by ATS to reflect a more comprehensive design of the tank improvements, which once completed, will be required in the grant submittal. Lastly, to stay within the approved budget, the revised ATS scope proposes getting to the 60% design level, as opposed to 90% as envisioned in the prior scope. Depending on the additional costs required to get to 100% design, staff may need to return to the Board for future consideration of design completion and development of a construction bid package.

Other Agency Involvement

The State Water Resources Control Board and the County of San Luis Obispo.



Other Financial Considerations

The cost for 60% design services is being funded through Water Fund reserves with a budget adjustment of \$58,818 which has already been approved by the Board and which lowered estimated Water Fund reserves from \$2,387,796 to \$2,328,978. The professional services agreement has already been executed but since there were significant scope changes after execution, it is important to inform the Board.

Results

Pursuing financing and implementing capital improvement projects protects public health and the District's water system.

Attachments:

1. Executed Professional Services Agreement with Revised Proposal from ATS for 60% design services.

AGREEMENT FOR CONSULTANT SERVICES,

THIS AGREEMENT made and entered into on December 11, 2024 by and between the Oceano Community Services District, a special district, collectively hereinafter referred to as DISTRICT and ATS, hereinafter referred to as CONSULTANT.

RECITALS

The DISTRICT desires to retain said services of the CONSULTANT on an independent Contractor basis for Corrosion Repair & Exterior Re-Coating with Tank In-Service Engineering Services - Design, Bid and Construction Phases, 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 \$ 58,818 in accordance with Exhibit A. The DISTRICT is solely responsible for the DISTRICT's share of the total project cost. The DISTRICT shall not be responsible for any other payment to CONSULTANT, including the proportional share of any other participating agency, whether for default, late payment, or any other complication arising from the CONSULTANT's agreements with the other participating agencies.

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 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,

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

Shirley D. Gibson
Board of Directors President

12-11-2024
Date

Attest:

Peter J. Brown
General Manager

12-11-2024
Date

Approved as to Form:

Bob S. [Signature]
DISTRICT's Legal Counsel

12/11/24
Date

CONSULTANT

William D. Bellis
Signature

1/9/2025
Date

William D. Bellis
Name

CHIEF OPERATIONS OFFICER
Title

Exhibit A



**Oceano Community Services District's 1 MG Water Tank
Estimate for: Corrosion Repair & Exterior Re-Coating with Tank In-Service
Engineering Services - Design, Bid and Construction Phases**

Based on conditions documented during 11/17/2022 dive inspection.	Personnel Hours					Fee
	Sr. Eng. Principal	NACEIII or API 653 or ASNT III	CAD Design	Clerical or Eng. I	Misc./Mat'l Non-Labor	
Phase 1 Project Meetings and Coordination Initial meeting & site visit	2	0				\$ 480
Phase 2 Research, Data Collection and Field Investigation Internal Inspection by Engineer Diver External Inspection Certified Tank Inspector /NACE III Coating Inspector Detailed evaluation of interior roof Corrosion (inspection from floating pltfm)	4	2				N/A \$ 1,250
Review previous inspection reports	1	1				\$ 385
Phase 3 Preliminary Design Report for Development of Construction Scope Preliminary engineering						\$ -
- Coating system options	2	2				\$ - \$ 770
- Tank/Appurtenance conditions		2		2		\$ - \$ 640
- Preliminary Engineer's estimate for work scope options	3					\$ 720
Evaluation of existing coatings/conditions	2	2		5		\$ 1,645
- Adhesion, dry film thickness		2				\$ 290
- Presence of heavy metals		2			1200	\$ 1,490
- Presence of chalking		1				\$ 145
- Weld roughness & edges		1				\$ 145
- OSHA regulatory compliance	2					\$ 480
- State Health requirements	2					\$ 480
- Coating materials		1				\$ 145
- Risks to project longevity	2					\$ 480
- Safety equipment/fall protection	4					\$ 960
Cost opinion for recommended alternative	4	1				\$ - \$ 1,105
Consult with owner on AWWA info. for bid	1					\$ 240
Continued next page						

Original/Replaced Estimate for Original/Revised Scope

Continued from previous page	Personnel Hours					Fee
	Sr. Eng.	NACEIII or API 653	CAD Design	Clerical or Eng. I	Misc./Mat'l Non-Labor	
Phase 4						
Final Design						
Technical Specifications and Engineer's Estimate						
(assumed scope based on tank age & construction details)						
90% Specifications:						
Specification Sections:						
- Scope and control of work	5					\$ 1,200
- Bid Items & bid schedule	5					\$ 1,200
- Coating specification	5	2				\$ 1,490
- Dust/mist containment	4					\$ 960
- Appurtenances						\$ -
Vent, hatch, guardrail	4		4			\$ 1,660
<u>vent replacement in service</u>	3					\$ 720
- Measurement & payment	4					\$ 960
- Photo description of existing	3					\$ 720
Final (for bid) specifications	8			2		\$ 2,150
Final Engineer's estimate	2			1		\$ 595
Phase 5						
Bid Phase Support						
- Pre-bid conference	4					\$ 960
- Addenda preparation	3	1				\$ 865
- Advertising and opening						N/A
Phase 6						
Engineering Support During Construction						
Engineering Consulting	4					\$ 960
RFI/RFC response	3					\$ 720
Review submittals (2 rounds)	7	2		2		\$ 2,200
Review testing, materials, plans	4					\$ 960
Travel	Miles	Rate(\$/mi)				
Preliminary travel	40	1				\$ 40
Round trip miles (pre-bid conf.)	20	1				\$ 20
Other Costs	Miscellaneous consumables & materials: 0.5%					\$ 152
	Per diem: n/a					
Total Estimated Fee						\$ 30,382

Rates	Assumptions
Sr. Engineer, Tank Specialist: 240 \$/hr.	- <u>Lead and heavy metals are expected</u>
Sr. Construction Engineer: 240 \$/hr.	- Legal council review of bid documents, contract & other to be provided by District
NACE III Certified Coatings Insp: 145 \$/hr.	- Advertising and opening by District
CAD designer: 175 \$/hr.	- No survey or permitting required
Clerical: 115 \$/hr.	
Mileage: 1 \$/mi	

Oceano Community Services District's 1 MG Water Tank



www.ats-slo.com | 805-595-2282

Rev. 9/19/24 to add welding shop inspection and reduce field coating days.

Estimate for: Corrosion Repair & Exterior Re-Coating with Tank In-Service			Construction Mgr./Principal Eng.:		240 \$/hr.
Construction Management & Quality Assurance Svc.s			Coatings NACE III/AWS CWI:		145 \$/hr.
Based on Estimated Construction Schedule:			NACE LI Coating Insp./NDEII:		135 \$/hr.
Shop fabrication and coating: 2 days			Cert. Tank Insp/CWI/NDEIII:		145 \$/hr.
Field erection: 3 days, Field coating: 22 DAYS			Administration:		115 \$/hr.
Pre-Job	Project Days*	% Coverage	Personnel Hours	Estimated Cost	Std Day: 8 hr.
Submittal review	n/a	n/a		\$ -	Included in Engineering Estimate
Document site conditions	n/a	n/a	3	\$ 720	Photo and video prior to construction
Contract Documents	n/a	n/a			
					Pre-Job Subtotal \$ 720
Quality Assurance					
Replacement Roof Appurtenances					
Shop Fabrication & Coating					
Welding Inspector CWI	1	100%	8	\$ 1,160	
ATS I Coating Inspector/NDEII	0	0%	0	\$ -	
NACE LIII Coating Insp/CWI	1	100%	8	\$ 1,160	
Tank Erection					
Tank Welding Inspector	3	70%	16.8	\$ 2,436	CWI/NDEIII
Tank Coating					
ATS I Coating Inspector	0	0%	0	\$ -	
NACE LIII Coating Insp/CWI	22	70%	123.2	\$ 17,864	
					Subtotal: \$ 22,620
Construction Management					
Pre-construction meeting			3	\$ 1,125	CM & Inspector
Schedule Management			2	\$ 480	CM/PE
Coordinate and log RFI			2	\$ 480	CM/PE
Manage change orders			2	\$ 480	CM/PE
Progress pay estimates			2	\$ 480	CM/PE
					Subtotal: \$ 3,045
Administration					
Final walk and punch list			2	\$ 290	NACE Coating Inspector
Internal Project Mgmt./P.E.			2	\$ 480	PM/PE
Certified Payroll Monitoring			3	\$ 345	Admin. Rate
Document control			2	\$ 230	Admin. Rate
					Subtotal: \$ 1,345
Travel					
Job site	Trips	Rate (\$/mi)	Miles		
Per-diem	27	1	20	\$ 540	
	0		0	\$ -	N/A Local Project
					Subtotal: \$ 540

*This estimate is provided to show forecasted costs based on an estimated project schedule, normal level of quality assurance required and estimated contractor productivity. All work will be provided on a "time and materials" basis.

Contingency:	0%	\$ -
Warranty Dive:	N/A	
Misc. Materials:	0.60%	\$ 166
Per diem:		\$ -
CM & QA Estimate:		\$ 28,436
Engineering Services Estimate:		\$ 30,382

Total Combined Engineering & Technical Services Estimate: \$ 58,818



Oceano Community Services District's 1 MG Water Tank
Estimate for: Revised Scope (12/18/2024) - Out of Service Rehabilitation
Engineering Services - Design Phases Completion Only Through Budget Contracted 12/11/2024

Based on Rehabilitation Scope - Cost Estimate (12/18/24) Interior/Exterior Coating, Health and Safety Upgrades	Personnel Hours					Fee
	Sr. Eng. Principal	NACEIII or API 653 or ASNT III	CAD Design	Clerical or Eng. I	Misc./Mat'l. Non-Labor	
Phase 1 Project Meetings and Coordination Initial meeting & site visit	2	0				\$ 480
Phase 2 Research, Data Collection and Field Investigation Internal Inspection by Engineer Diver External Inspection Certified Tank Inspector /NACE III Coating Inspector Detailed evaluation of interior roof Corrosion (inspection from floating pltfm.) Review previous inspection reports	4 1	2 1				N/A \$ 1,250 N/A N/A \$ 385
Phase 3 Preliminary Design Report for Development of Construction Scope Preliminary engineering Calculation of seismic sloshing - Coating system options - Tank/Appurtenance conditions - Preliminary Engineer's estimate for work scope options Evaluation of existing coatings/conditions - Adhesion, dry film thickness - Presence of heavy metals - Presence of chalking - Weld roughness & edges - OSHA regulatory compliance - State Health requirements - Coating materials - Risks to project longevity - Roof fall protection Cost opinion for recommended alternative Consult with owner on AWWA info.	8 2 3 2 4 1	2 2 1 1		2 5	1290	\$ 1,920 \$ 770 \$ - \$ 640 \$ 720 \$ 1,645 \$ 290 \$ 1,580 \$ 145 \$ 145 \$ 480 \$ 480 \$ 145 \$ 480 \$ 960 \$ 1,105 \$ 240
Continued next page						

Continued from previous page	Personnel Hours					Fee
	Sr. Eng.	NACEIII or API 653	CAD Design	Clerical or Eng. I	Misc./Mat'l. Non-Labor	
Phase 3 - Continued						
66% Design						
Technical Specifications, Drawings and Engineer's Estimate						
Specification Sections:						
- Scope and control of work	6					\$ 1,440
- Bid Items & bid schedule	6					\$ 1,440
- Protective Coatings						\$ -
Dust/mist containment (lead)	6	4				\$ 2,020
Interior coatings	6	4				\$ 2,020
Exterior coatings	6	4				\$ 2,020
- Tank Upgrades						
Vent, hatch, guardrail	4		4			\$ 1,660
Interior ladder modification	3		3			\$ 1,245
Catwalk or spiral stairs	8		8			\$ 3,320
Replacement of corroded rafters	6		2			\$ 1,790
Modify overflow	8		6			\$ 2,970
Corrosion repair	8		2			\$ 2,270
- Piping Upgrades						
Interior mixing system	8		2			\$ 2,270
Flexible piping connections	12		6			\$ 3,930
- Cathodic protection system	8		2			\$ 2,270
- Measurement & payment	12					\$ 2,880
- Photo description of existing	8					\$ 1,920
Preliminary schedule	8			4		\$ 2,380
60% Engineer's estimate	8			4		\$ 2,380
Phase 4						
90% Design						
Technical Specifications and Drawings						
Review 66% design with District and address comments						\$ -
Specification Sections:						
- Scope and control of work						\$ -
- Bid Items & bid schedule						\$ -
- Protective Coatings						\$ -
- Tank Upgrades						
- Piping Upgrades						
- Cathodic protection system						\$ -
- Measurement & payment						\$ -
- Photo description of existing						\$ -
Phase 6						
Final Design						
Technical Specifications and Drawings						
Review 90% design with District and address comments						
Final specifications revisions						\$ -
Final drawing revisions						\$ -
Phase 6						
Bid Phase Support						
- Pre-bid conference						\$ -
- Addenda preparation						\$ -
- Advertising and opening						N/A
Continued next page						

The intent of this estimate is to forecast progress within the limits of the \$58,818 contract budget (12/11/2024). Phase 4 -90% Design (and beyond) are not expected to be completed at that point.

Continued from previous page	Personnel Hours					Fee
	Sr. Eng.	NACEIII or API 653	CAD Design	Clerical or Eng. I	Misc./Mat'l. Non-Labor	
Phase 6						
Engineering Support During Construction						
Engineering Consulting						\$ -
RFI/RFC response						\$ -
Review submittals (2 rounds)						\$ -
Review testing, materials, plans						\$ -
Project Administration (ATS Internal)						
Project management	8					\$ 1,920
Administration	10					\$ 2,400
Travel	Miles	Rate(\$/mi)				
Preliminary travel	120	1				\$ 120
Round trip miles (pre-bid conf.)		1				\$ -
Other Costs	Miscellaneous consumables & materials: 0.5%					\$ 293
	Per diem: n/a					
Total Estimated Fee						\$ 58,818

Rates		Assumptions
Sr. Engineer, Tank Specialist:	240 \$/hr.	<ul style="list-style-type: none"> - <u>Lead and heavy metals are expected</u> - Legal council review of bid documents, contract & other to be provided by District - Advertising and opening by District - No survey or permitting required - No updates to the existing foundation
Sr. Construction Engineer	240 \$/hr.	
NACE III Certified Coatings Insp:	145 \$/hr.	
CAD designer:	175 \$/hr.	
Clerical:	115 \$/hr.	
Mileage:	1 \$/mi	

August 26, 2024

Mr. Peter Brown
General Manager
Oceano Community Services District

RE: Engineering, Construction Management and Quality Assurance Services Proposal for the Recoating of Oceano Community Services District's 1-Million Gallon Water Storage Tank

Dear Mr. Brown:

I am writing to provide you with the pertinent information pursuant to your recent request for proposal regarding professional and technical services for the recoating of your 1 MG water tank. Please find the attached background on ATS, sample of specific projects, key personnel and scope/estimate.

ATS has specialized in water tank rehabilitations for over 20 years. We have experience in the design and construction of over 300 water or wastewater coating projects including many corrosion rehabilitation and prevention projects. We understand what leads to early failures in coatings and our specifications incorporate solutions to help reduce maintenance costs.

It is our understanding that the primary goals of this project are the following:

- Repair the existing corrosion damage
- Upgrade appurtenances to improve both worker safety and the protection of the drinking water
- Provide coatings to control future corrosion.

Within the framework of the items above, ATS will complete our evaluation of the existing conditions and provide the District with a "menu" of scope options and associated preliminary cost estimates. Our personnel have extensive engineering and field experience so we are well prepared to foresee, describe and prepare for the challenges of the project. This proposal is based on our early estimate of what would be a more conservative approach to the work. This assumes a longer project but with the goal of a longer service life and lower risk of change orders. While it may be a better marketing strategy to propose a lower cost based on less conservative assumptions, we prefer to avoid price escalations during the work. Ultimately, the District will have opportunity to select the scope that seems most appropriate.

Our proposal is based on a "Time and Materials" pay method with a "Not to Exceed" limit. Thank you for the consideration of our firm for this project. We look forward to continuing to assist the District in their efforts to maintain good quality water storage in an efficient manner.

Please call if you have any questions regarding the services that we are offering.

Sincerely,
Advantage Technical Services, Inc.



William D. Bellis, P.E.
Principal

OCEANO COMMUNITY SERVICES DISTRICT

PROJECT EXPERIENCE

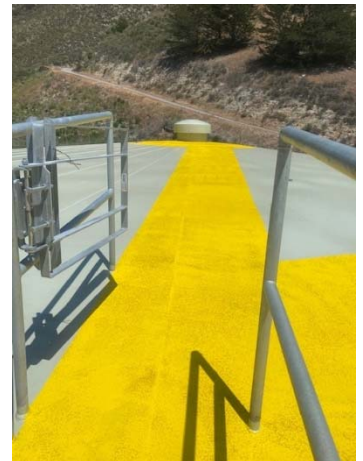
Oceano Community Services District, Water Storage Tank Rehabilitation

The project included removal and replacement of the corroded roof on a 300,000-gallon potable water tank, upgrade of appurtenances and re-coating. The new roof design eliminated inaccessible areas that are notoriously difficult to maintain in the challenging wet interior environment and coastal exterior environment. A spiral stairway was added to the exterior to facilitate regular inspection and maintenance. ATS provided inspection, structural design, specification development and quality assurance services.



Shell Beach Tank #1 Replacement and Miscellaneous Tank Upgrades

The project included removal and replacement of the Shell Beach #1, million-gallon potable water storage tank and safety related upgrades to five other existing potable water tanks on various sites. Replacement was chosen for the Shell Beach Tank #1 tank as the most cost-effective solution to issues associated with lead based exterior coatings, severe corrosion damage and outdated seismic design details. ATS, Inc. provided field investigations, recommended solutions, scope options, project specifications and construction management. The project was completed with no significant change orders. Good relations with the surrounding neighborhood were maintained as a result of thorough project planning and open communications during the course of the work.



San Luis Obispo County - New Water Tanks for Cayucos CSA 10



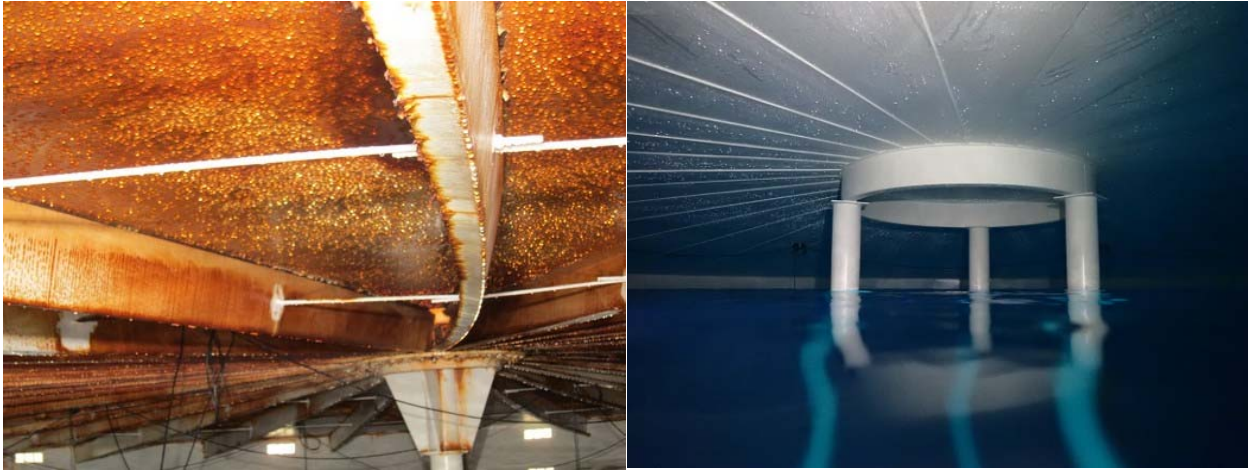
The tanks at this location provide potable water for the public and fire suppression including post-earthquake service. The old tank had serious corrosion and was in poor condition to resist damage during a seismic event. The County chose ATS to assist with scope development, provide construction quality assurance and engineering consulting. The two new 220,000-gallon tanks include mechanical anchorage, flexible pipe connections and seal welded roofs.

PROPOSAL FOR ENGINEERING & TECHNICAL SERVICES

OCEANO COMMUNITY SERVICES DISTRICT

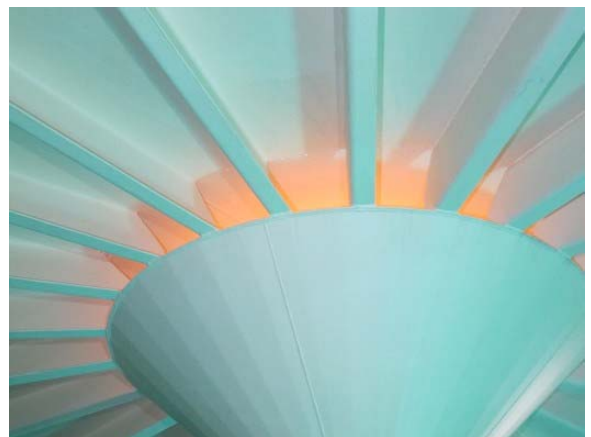
Twain Harte Community Services District, Water Tank Roof Replacement

The project included removal and replacement of the damaged roof on a 1,000,000-gallon potable water tank, upgrade of appurtenances and re-coating. The new roof structure was designed for a much higher snow load to meet new requirements and improve resistance to rafter overloading. The increased design load necessitated a multi-column center support to accommodate existing soil conditions. The new roof interior is seal welded and free of complex shapes that create corrosion prevention challenges. ATS provided inspection, structural design, specification development and quality assurance services.



Cambria Community Services District, Fiscalini Water Tank Replacement Project

ATS provided structural evaluation of the corroded tank and worked with District staff to design a project that avoided the complex Coastal Commission permitting process while replacing the existing tank with one designed for long lasting low maintenance performance in the challenging coastal environment. ATS provided all aspects of engineering, bid administration, management and special inspection. The specification encouraged contractor creativity and responsibility for work within an extremely small site surrounded by environmentally sensitive area. The design incorporated an innovative seal-welded roof to reduce interior corrosion (photo).



PROPOSAL FOR ENGINEERING & TECHNICAL SERVICES

OCEANO COMMUNITY SERVICES DISTRICT

City of Pismo Beach Pier Rehabilitation Project

ATS acted as Consulting Engineer and provided quality assurance oversight. ATS worked with the Project Engineer to develop and specify coating systems and structural details. During the construction phase, ATS provided review of contractor submittals and construction quality assurance for welding and coating.



City of Paso Robles, 4 Million Gallon Tank Coating and Roof Rehabilitation Project

The Golden Hills Tank #2 had serious corrosion and detrimental metal loss on the interior roof structure and the coatings were over 20 years old. ATS provided services including structural evaluation, project engineering, construction management and quality assurance oversight. Dive inspections by our engineering dive team helped develop an understanding of the corrosion damage. A variety of scope options for rehabilitation were provided to the City and a project scope was developed. Corroded rafters were replaced and other components of the structure were rehabilitated in place. Additional venting and safety equipment upgrades were also included. New coatings were applied on the interior and exterior using procedures that helped the City save the cost of unnecessary work. The project was completed on time and under budget during the Covid 19 pandemic.

The City of Paso Robles, Rehabilitation of Golden Hills #1 and Merryhill Tanks

ATS provided engineering, construction management and quality assurance services for this project. The project scope included development of coating rehabilitation specifications, excavation, concrete foundation for anchoring of the existing Merryhill Tank, interior and exterior coatings and rehabilitation of the existing roof structure on the Golden Hill Tank. Unique project challenges associated with existing lead-based coatings and very limited project site area were identified early and addressed during scope development. ATS provided project development, special inspection, detailed specifications of tank appurtenances and review of Contractor's submittals during the project that helped control change order costs.



PROPOSAL FOR ENGINEERING & TECHNICAL SERVICES

OCEANO COMMUNITY SERVICES DISTRICT

City of Santa Maria, Rehabilitation of Wastewater Clarifier #1 and Grit Chamber

ATS worked with the City to inspect the corrosion of the existing concrete and steel. As the Project Engineer, ATS developed the technical documents and contracting strategy to address the severe corrosion damage, operational constraints and budget limitations. Construction specifications incorporated both the latest state-of-the-art coatings, “old school” coatings with a long performance history and a simple innovative cathodic protection system for redundant protection from corrosion that has proven effective on our previous projects.



Los Osos Community Services District, Maintenance Coating Spot Repairs for the 16th St. Water Tanks

This project with the Los Osos Community Services District included all aspects of engineering, bid administration and management. The project was designed to extend the life of the existing tanks with minimal cost. Specific challenges included working in a neighborhood, on a tight site, lead based coatings and the coastal corrosion environment. The specification encouraged contractor creativity and responsible bidding. When the contractor found through thickness corrosion in the roof, a change order was avoided by ATS design and application of a rapid repair system with NSF61 approved materials.

Kelly Slater Surf Ranch

The Kelly Slater Wave Ranch uses cutting edge science and design to create the longest rideable open-barrel wave in the world. ATS provided structural evaluation and underwater repair of the safety barrier and wave producing systems. We provided engineering consulting to the operations group and assisted with the development of rehabilitation and inspection plans. ATS successfully developed procedures and completed novel underwater repairs to the wave generating foil. Repairs used composite materials and underwater application techniques. These techniques were associated with our patented underwater coating system which was originally designed to protect potable water during curing.



PROPOSAL FOR ENGINEERING & TECHNICAL SERVICES

OCEANO COMMUNITY SERVICES DISTRICT

City of Paso Robles, Sherwood Pressure Vessels Rehabilitation

ATS provided inspection, engineering, quality assurance and construction management services. The project included welded repair, re-coating and testing of two 4,000-gallon ASME pressure vessels that are part of the City's water treatment system for arsenic removal. The vessels were transported to an off-site facility for the work to allow economical completion with low impact to the neighboring community. The technical specifications addressed regulatory compliance for welded repair of pressure vessels and special linings for abrasion resistance in potable water submersion. Cost control strategies where the full scope of welded repairs was unknown prior to abrasive blast cleaning. Dramatic cost savings was gained by the City when compared to replacement of the vessels. The vessels were successfully repaired, tested and certified for 150 psi operating pressure.



City of San Luis Obispo, Stenner Canyon Waterline Coating Project



ATS provided engineering consulting, Construction Management and quality assurance oversight. Project development included construction feasibility, environmental and safety hazard recognition. Lead-based coatings, difficult access and proximity to a creek with cold spawn migratory species demanded thoughtful and thorough project development to minimize impact. ATS evaluated the existing conditions, worked with operations personnel and delivered a project which is providing lasting corrosion prevention with minimal environmental impact. ATS wrote the technical specifications and used the City's standard special provisions for the "front end", lead pre-bid conference, pre-construction conference, processed progress payment requests and responded to formal requests for information.

SLO County, Tank Recoating for CSA 10 Cayucos Water Treatment Plant

ATS provided project engineering for the rehabilitation and safety upgrades for this tank. ATS' scope included structural evaluation of the exterior roof, project development and technical specifications. ATS was called in to provide consulting for change order avoidance during construction after the contractor and quality assurance provider stopped construction based on claims regarding lack of structural integrity. ATS quickly conducted an evaluation of the corroded structure including determination of the section modulus of roof rafters in their "as corroded" condition. The structure was shown to be structurally adequate. The contractor and project inspector returned to work without change order.

KEY PERSONNEL

Senior Engineer

William Bellis, P.E. has provided engineering, management and technical services to the construction industry for over 35 years with nearly three hundred tank and corrosion rehabilitation projects completed. Will's experience and certified qualifications put him among a handful of tank experts in the country. A mix of engineering, quality assurance and management experience give Will a balanced perspective on the needs of the project and project team. Will has a B.S. in Engineering from Cal Poly San Luis Obispo. He is certified as an API 653 tank inspector which is the primary industry standard for tank rehabilitation. Will is an American Society of Nondestructive Testing Level III which is the highest certification level for qualification of nondestructive testing personnel. Will has been certified by ICBO as a Concrete Inspector and Structural Steel Inspector, by the National Association of Corrosion Engineers as a Coating Inspector and is an AWS Certified Welding Inspector.

Will was the Project Engineer for a tank contractor for 8 years where he developed an in-depth understanding of the design, estimating and construction of water and wastewater tank structures. Will has participated in the writing and editing of the National Standard for Welded Steel Tanks for Water Storage (AWWA D100). The use of protective coatings for corrosion prevention was also an important part of this work. Later in his career, Will moved to Alaska to work as a Project Manager for several large, complex construction projects in some of the world's most challenging conditions. Will was the Project Manager for the Badami Pipelines Project in the winter of 1998 which was a \$27 million dollar project extending above ground cross country pipelines far east of Prudhoe Bay. This project included the first winter pipeline crossings of major arctic rivers designed to reduce impact on sensitive habitat. Will managed an office staff of nearly 30, and over 300 union craft personnel who completed the work on schedule and within budget. About 90% of the work was completed in four months between January and April of 1998. Will worked as Project Manager for several smaller projects then successfully culminated his career in Alaska as Arctic Slope Regional Corporation's Project Manager for the Northstar Project. The Northstar Project was the first offshore oil pipeline in Arctic Alaska and pipelines were constructed on floating sea ice. The \$41 million dollar project was extremely complex and regulatory oversight was intense but the project was completed within budget and a very tight schedule. Will has returned to Alaska to work as a consultant for ASRC several times in the last ten years to manage projects and write over \$1 million worth of change orders for various construction projects.

In 2000 Will returned to the Central Coast where he and Judy started ATS. During the last 22 years, Will has developed specifications for many tank and corrosion rehabilitation projects. Will's unique blend of education, credentials and experience make him well qualified for the Project Engineer/Project Engineer position on the ATS team.

Structural Engineer (Subconsultant)

John Bradley is one of the most experienced tank specialists in the nation. John has completed structural engineering on over 750 tank and vessel projects and has worked with ATS on Pismo Beach's Shell Beach #1 tank replacement project, the Cambria CSD's Fiscalini Welded Steel Tank replacement project and several other minor projects. John is registered as a Structural Engineer in seven states and as a Civil Engineer in thirty-eight states and Canada. John has a B.S. in Civil Engineering from Cal Poly and graduated Magna Cum Laude. John has extensive experience with steel and concrete structures and has developed computer-based design programs to optimize quality and efficiency in the design of tanks, vessels and other structures. John is proficient in AutoCad and RISA-3D. John's extensive structural engineering experience aligns perfectly with ATS's specialty areas and make him a valuable asset to the team.

Coatings and Corrosion Prevention Specialist

Judy Bellis has been helping our clients prevent corrosion with coatings for over ten years. Judy has extensive experience in the field that is an important foundation for development of projects that are to provide long lasting service at optimal value. Judy has been working in the construction industry since her graduation from Cal Poly San Luis Obispo in 1985.

Judy is the Qualifying Individual for ATS' general engineering license. Judy is an AWS Certified Welding Inspector and holds the highest Coatings Inspector certification, NACE Level III. These credentials and her field experience provide Judy with valuable insight that she has uses when developing coating specifications for water, wastewater and coastal environments. Judy has experience on many public works jobs including specification development for Los Osos CSD's 16th St. Reservoir Repair, Cambria CSD's Fiscalini Tank Replacement Project and Pismo Beach's Pine Knolls Reservoirs, City of San Luis Obispo Bishop St. Tank, Clearwells 1 and 2 and wastewater maintenance projects. She is experienced with regulatory requirements for certified payroll, insurance and environmental health. Judy has worked with the City's recently updated special provisions and front-end documents.

Electrical Engineer

Kent Burnett, P.E., M.S. has a diverse set of electrical engineering skills including public works projects and over five years with PG&E as a transmission protection engineer. Kent recently worked on Pismo Beach Shell Beach 1 electrical and control system. He understands the public utility interface and provided electrical engineering support on the Cambria CSD Fiscalini electrical and control systems development. Kent also has significant field experience where he performed troubleshooting, repair, and new construction for commercial and public utilities including Big Bear Area Regional Wastewater Agency (BBARWA), Big Bear City CSD, Valley Community Hospital, and Bear Mountain ski resorts. The resort infrastructure includes 12 MW of diesel generation, medium voltage distribution, motor drives and starters, chair lift control circuits, snowmaking equipment, computer network cabling, alarm systems, and others. Kent has a B.S. and M.S. in Electrical Engineering from California Polytechnic State University, San Luis Obispo.

Resident Inspector

Jack Allen has been active with inspection of various construction and rehabilitation projects with ATS for 10 years. Jack's significant "hands on" experience with ATS includes work as an Inspector/Diver/Engineering Technician on multiple projects including Paso Robles 4 MG Tank Coating and Rehabilitation, San Luis Obispo County's new 10A Water Tanks, Golden State Water's new Tanglewood tank, Kelly Slater Surf Ranch man-made wave pool in Lemoore, the new Pismo Beach Pier, Space-X steel structures and the Paso Robles Wastewater Treatment Plant. He has experience and advanced training in many aspects of quality assurance including inspection of coatings, welding and non-destructive testing (PT, MT, UT & VT). Jack is an AWS Certified Welding Inspector, NACE trained coating inspector, Certified Welder, Certified Master Diver and Certified Commercial Diver. Jack is observant, thoughtful, innovative and a good communicator. ATS is proud to have him as a part of the inspection and management team.

Quality Assurance Inspector

Hugh McCaffrey has worked in public works construction and private industry providing quality assurance services on projects for over 25 years. His experience spans from water and wastewater facilities to the Arctic Slope of Alaska. Hugh's experience in welding technology provides him with an understanding of the importance of quality workmanship. His experience as a welder allows him to know what it takes to achieve fitness for purpose.

Hugh is an AWS Certified Welding Inspector, a Certified Level II Magnetic Particle Testing Technician and an ACI Certified Concrete Field-Testing Technician. He is well-versed in industry codes and standards including American Water Works Association D100- Welded Steel Tanks for Water Storage, Welding Pipeline and Related Facilities Standard (API 1104) and the Structural Steel Welding Code (AWS D1.1).

Quality Assurance Inspector/Dive Supervisor

Chuck Rawlinson has extensive experience with tank coatings with over 30 years as an Inspector Diver, Coating Inspector and Under Water Coating Applicator. Chuck has been a valuable consultant employee with ATS for over 10 years. Chuck's extensive experience as a tank inspector gives him a depth of understanding of the problems associated with corrosion on tanks and the impacts of poor workmanship. ATS is fortunate to have access to Chuck's wealth of experience as a team member.





Oceano Community Services District

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

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

Date: February 12, 2025

To: Board of Directors

From: Peter Brown, General Manager
Nicole Miller, Account Administrator

Subject: **Agenda Item #8(A):** An Ordinance Rescinding District Code 15 – Medical Emergency and Fire Response Services.

Recommendation

It is recommended that the OCSD Board of Directors rescind District Code 15—Medical Emergency and Fire Response Services due to the divestiture of fire services with Five Cities Fire Authority (FCFA) and transfer of responsibility and duties to the County of San Luis Obispo.

Discussion

On November 9, 1983, the Oceano Community Services District Board of Directors adopted Ordinance 1983-3 (District Code 15) adopting the Uniform Fire Code Standards for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion. The Uniform Fire Code is published by the Western Fire Chiefs Association and the International Conference of Building Officials. The District's Code of Ordinances (CSDC 13.02.070) has been in effect continuously from 1983 through the end of 2024. However, because of the completion of divestiture by the OCSD from overseeing FCFA to provide emergency and fire response, and with approval from LAFCO in December of 2024, all of the Code of Ordinances of section 15 are no longer applicable and should be rescinded from the code by the Board, as is required by LAFCO as a component of divestiture. Additionally, per California State law, all ordinances must be rescinded by ordinance.

Timeline:

- 2017 – FCFA 5-Year Strategic Plan discussion.
- 2018 – OCSD Board of Directors approved an MOA amending the Joint Powers Agreement (JPA), which established the FCFA in 2010.
- 2020 – Measure A-20 (special fire tax) goes to the voters and fails
- 2022 – Measure A-22 (special fire tax) goes to the voters and fails.
- 2023 – Divestiture process begins (Resolution 2023-03).



Oceano Community Services District

Board of Directors Meeting

- 2024 – Divestiture is finalized ([LAFCo 12/19/2024](#)).

The San Luis Obispo County LAFCO Board held a protest hearing on December 19, 2024. As no protests were presented, LAFCO approved the divestiture of Medical Emergency and Fire Response Services within Oceano and its service area and designated the County of San Luis Obispo as the successor agency for these services. The County of San Luis Obispo currently contracts with the Five Cities Fire Authority to continue to provide these services.

Other Agency Involvement

The County of San Luis Obispo and the Five Cities Fire Authority.

Other Financial Considerations

The ordinance to rescind District code 15 - Medical Emergency and Fire Response Services will be posted in the Tribune, the District website and office, the Oceano Library and Oceano Community Center. The estimated cost to post a legal notice in the Tribune is \$400.

Results

The County of San Luis Obispo is the successor agency responsible for providing medical emergency and fire response services within the Districts service area. The County currently contracts with the Five Cities Fire Authority to provide these essential services to residents.

Attachments:

1. District Code 15
2. Ordinance Repealing existing Code

15 MEDICAL EMERGENCY AND FIRE RESPONSE SERVICES

15.02 Uniform Fire Code

15.04 Fire Protection

15.06 Fire Service Fees And Charges

15.08 Fires On The Beach

15.10 Sale Of Fireworks

15.02 Uniform Fire Code

15.02.010 Adoption Of The Uniform Fire Code

15.02.020 Establishment And Duties Of Bureau Of Fire Prevention

15.02.030 Uniform Fire Code Definitions

15.02.040 Establishment Of Limits Of Districts In Which Storage Of Flammable Or Combustible Liquids In Outside Aboveground Tanks Is Prohibited

15.02.050 Establishment Of Limits In Which Storage Of Liquefied Petroleum Gases Is To Be Restricted

15.02.060 Establishments Of Limits Of Districts In Which Storage Of Explosives And Blasting Agents Is To Be Prohibited

15.02.070 Amendments Made In The Uniform Fire Code

15.02.080 Appeals

15.02.090 New Materials, Processes, Or Occupancies Which May Require Permits

15.02.100 Penalties

15.02.010 Adoption Of The Uniform Fire Code

There is hereby adopted by the Board of Directors of the Oceano Community Services District for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion, that certain Code and Standards known as the Uniform Fire Code, including all Appendix Chapters, published by the Western Fire Chiefs Association and the International Conference of Building Officials, being particularly the 1985 edition thereof and the whole thereof, save and except such portions as are hereinafter deleted, modified or amended by CSDC 13.02.070 and the Code of Ordinances is hereby adopted and incorporated as fully as if set out at length herein, and from the date on which this ordinance shall take effect, the provision thereof shall be controlling within the limits of the Oceano Community Services District.

15.02.020 Establishment And Duties Of Bureau Of Fire Prevention

- A. The Uniform Fire Code shall be enforced by the Bureau of Fire Prevention in the Fire Department of Oceano Community Services District which is hereby established and which shall be operated under the supervision of the Chief of the Fire Department.
- B. If anyone other than the Fire Chief is appointed Chief of the Bureau of Fire Prevention, that appointment shall be confirmed by the Oceano Community Services District Board of Directors.
- C. The Chief of the Fire Department may detail such members of the Fire Department as inspectors as shall from time to time be necessary. The Chief of the Fire Department shall recommend to the General Manager the employment of technical inspectors, who, when such authorization is made, shall be selected through an examination to determine their fitness for the position. The examination shall be open to members and nonmembers of the Fire Department, and appointments made after examination shall be for an indefinite term with removal only for cause.

15.02.030 Uniform Fire Code Definitions

Wherever the word "jurisdiction" is used in the Uniform Fire Code, it is Oceano Community Services District.

15.02.040 Establishment Of Limits Of Districts In Which Storage Of Flammable Or Combustible Liquids In Outside Aboveground Tanks Is Prohibited

The storage of flammable or combustible liquids in outside aboveground tanks and containers is prohibited except in nonresidential areas following a public hearing by the Board of Directors and approval by the Board of Directors after its finding that said permit will not allow the creation of a dangerous condition.

15.02.050 Establishment Of Limits In Which Storage Of Liquefied Petroleum Gases Is To Be Restricted

The limits referred to in the Uniform Fire Code § 82.105(a), in which storage of liquefied petroleum gas is restricted, are hereby established as follows: Prohibited except in nonresidential areas, following a public hearing before the Board of Directors and approval by the Board of Directors after its finding that said permit will not allow the creation of a dangerous condition.

15.02.060 Establishments Of Limits Of Districts In Which Storage Of Explosives And Blasting Agents Is To Be Prohibited

The limits referred to in the Uniform Fire Code § 77.106(b), in which storage of explosives and blasting agents is prohibited, are hereby established as follows:

No storage shall be allowed, except in nonresidential areas, following a public hearing before the Board of Directors and approval by the Board of Directors after its finding that said permit will not allow the creation of a dangerous condition.

15.02.070 Amendments Made In The Uniform Fire Code

The Uniform Fire Code is amended and changed in the following respects:

Article 78, Fireworks, of the Uniform Fire Code § 78.102(b) is hereby modified in the following respect: the possession, storage for purposes of sale at retail and use only, sale at retail and use of safe and sane fireworks within the District is permitted in accordance with the rules and regulations established by the District.

15.02.080 Appeals

Whenever the Chief disapproves an application or refuses to grant a permit applied for, or when it is claimed that the provisions of the code do not apply or that the true intent and meaning of the code have been misconstrued or wrongly interpreted, the applicant may appeal the decision of the Chief to the Board of Directors of the Ocean Community Services District within thirty (30) days from the date of the decision appealed. The Board of Directors shall have the discretion to refer all appeals to a Board of Appeals pursuant to the 1985 Uniform Fire Code § 2.302.

15.02.090 New Materials, Processes, Or Occupancies Which May Require Permits

The General Manager, the Chief, and one Assistant Chief shall act as a committee to determine and specify, after giving affected persons an opportunity to be heard, any new materials processes, or occupancies for which permits are required in addition to those now enumerated in said code. The Chief of the Bureau of Fire Protection shall post such list in a conspicuous place in his office, and distribute copies thereof to interested persons.

15.02.100 Penalties

- A. Any person who shall violate any of the provisions of this Code of Ordinances or adopting ordinance or fail to comply therewith, or who shall violate or fail to comply with any order made thereunder, or who shall build in violation of any detailed statement of specifications or plans submitted and approved thereunder, or any certificate or permit issued thereunder, and from which no appeal has been taken, or who shall fail to comply with such an order as affirmed or modified by the District or by a court of competent jurisdiction, within the time fixed herein, shall severally for each and every such violation and noncompliance, respectively, be guilty of a misdemeanor, punishable by a fine of not less than \$50.00, not more than \$500.00, or by imprisonment for not less than two (2) days, nor more than one hundred eighty (180) days, or by both such fine and imprisonment. The imposition of one penalty for any violation shall not excuse the violation or permit it to continue; and all such persons shall be required to correct or remedy such violations or defects within a reasonable time; and when not otherwise specified, each ten days that prohibited conditions are maintained shall constitute a separate offense.
- B. The application of the above penalty shall not be held to prevent the enforced removal of prohibited conditions.

- [15.04.010 Authority](#)
- [15.04.020 Peace Officer Powers](#)
- [15.04.030 Hydrant Placement](#)
- [15.04.040 Open Burning](#)

15.04.010 Authority

District shall operate fire protection services pursuant to the California Government Code § 61623.4 and the California Health and Safety Code Part 2.7, Division 12, The Fire Protection District Law of 1961.

15.04.020 Peace Officer Powers

The Fire Chief and Incident Commander, for any given fire incident, are hereby granted the powers of a peace officer during the period when the fire company is exercising its responsibility of fire protection and safety.

15.04.030 Hydrant Placement

The construction and location of fire hydrants for subdivisions and planned unit developments shall be as determined by the District Fire Chief.

15.04.040 Open Burning

Open burning of leaves, limbs and yard rubbish shall only be allowed on the first weekend of each month. That is, the first Friday, Saturday, Sunday and Monday, beginning with the first Friday of each month, excepting that agricultural burning is allowed any time burning is authorized by the Air Resources Control Board, providing that a valid permit is obtained from the District.

15.06 Fire Service Fees And Charges

- [15.06.010 Motor Vehicle Response](#)
- [15.06.020 Structural And Vehicle Fire Suppression Response](#)
- [15.06.030 Hazardous Materials/Other Situations](#)

15.06.010 Motor Vehicle Response

A. Level I Response = \$435.00

Shall include any or all of the following fire department activities:

Vehicle traffic collision with Driver/Passenger/Pedestrian injury Assessment, Patient Evaluation, Patient Stabilization, and or Basic Life Support until Victims are transported, if required. Also, Scene Safety, Traffic Control, and Fire Suppression stand by.

B. Level II Response = \$835.00

Extrication requiring or involving the use of hand tools and/or power tools in addition to the above services.

15.06.020 Structural And Vehicle Fire Suppression Response

- A. For each Heavy Apparatus \$250.00 per hour or portion thereof Includes engines, aerials, rescues, etc.
- B. For each Light Apparatus \$100.00 per hour or portion thereof Includes brush trucks, command and support vehicles.

15.06.030 Hazardous Materials/Other Situations

Shall be billed at the same rates for the apparatus as structural fire suppression and an additional itemized bill for materials used.

15.08 Fires On The Beach

15.08.010 Fires On The Beach Between Smith Avenue And Arroyo Grande Creek

A. Authority, Purpose.

1. This section is enacted pursuant to the Government Code § 61623.4 and the Health and Safety Code § 13800 et. seq.
2. The purpose of this section is to regulate the size of open fires on the beach between Smith Avenue and the center line of Arroyo Grande Creek as depicted in [Exhibit "A"](#) attached hereto.

B. Application of Code of Ordinances. The restriction, limitations and prohibitions in this section regarding open beach fires shall apply to the following beach areas within the Oceano Community Services District.

1. The beach area bordered by the center line of Arroyo Grande Creek to the South and the center line of Smith Avenue to the North.
2. The beach area bordered by the center line of Arroyo Grande Creek to the South and the center line of Brook Avenue to the North and the extension of Laguna Drive to the East.
3. The beach areas described in Paragraphs B,1 and B,2 are depicted on [Exhibit "A"](#) which is incorporated herein by reference.

C. Limitation On the Size of Open Beach Fires. It shall be unlawful for any person to light, build, use or maintain an open fire of a size greater than three feet in diameter and three feet in height within the area specified in [Exhibit "A"](#).

D. Limitation on Materials.

1. Only untreated wood products free of metal, oil or toxic substances shall be used for open fires.
2. It shall be unlawful for any person to ignite, burn or maintain any fire fueled by pallets consisting of wood, plastic, fiber, or other material.
3. It shall be unlawful for any person to import, transport or possess any pallet, or other materials, that contain plastic, fiber or other material for the purposes of constructing a beach fire in the area described in paragraph B of this section.

E. Prohibition on Abandonment of Fire. It shall be unlawful for any person to abandon any fire without first having extinguished it. It shall be unlawful to cover any flames, hot ashes, or coals with sand.

F. Enforcement. This section shall be enforced by the Oceano Fire Chief, the Oceano Fire Department and the Park Rangers of the Pismo Dunes State Vehicle Recreation Area.

G. Violations.

1. Any person who violates any provision of this section is guilty of a misdemeanor, and upon conviction shall be punished by a fine of not less than \$500.00 or more than \$1,000.00, or by imprisonment in the San Luis Obispo County Jail for a period not exceeding 1 year, or by both such fine and imprisonment.
2. The Oceano Fire Chief, the members of the Oceano Fire Department and the Park Rangers of the Pismo Beach State Vehicle Recreation Area are hereby authorized to issue citations for the violations of this section. The provisions of the Penal Code Chapter 5.C. (commencing with Section 853.1) of Title 4 of Part 2 shall apply.

15.10 Sale Of Fireworks

15.10.010 Permit Required For Sale; Fee

15.10.020 Application For Permit

15.10.030 Operation Of Stand

15.10.040 Number Of Permits

15.10.050 Prerequisites To Issuance Of Permit; Selection Of Permittees; And Approval Of Locations

15.10.010 Permit Required For Sale; Fee

It is unlawful for any person to sell any "safe and sane" fireworks, as defined in Section 12529 and Section 12562 of the Health and Safety Code without first having applied for and received a permit therefor. The fee for a permit to sell such fireworks will be initially set at \$400 and increased 3% annually thereafter. No part of the fee will be refunded upon revocation of the permit. In addition, a \$500 refundable cleaning deposit must be submitted with the permit fee and will be refunded upon removal of the fireworks stand and associated debris to the satisfaction of the District.

15.10.020 Application For Permit

Applications for a permit under this chapter must be made to the General Manager or General Manager's designee and must:

- A. Be made in writing on a form supplied by the District and accompanied by a tender of the permit fee and cleaning deposit.
- B. Be made after the second Tuesday in April of each year and before the last business day of May.
- C. Describe by street address the proposed location of the fireworks stand for which the permit is requested.
- D. Be accompanied by a general liability insurance policy of at least \$ 1,000,000, with the premium pre-paid, for a term not less than the term of the permit, naming the District, its officers, agents, and employees as additional named insured, and covering liability for monetary damages resulting from bodily injury, property damage or personal injury, including false arrest, libel, wrongful entry, discrimination, and assault.
- E. Be accompanied by the organization's certified statement of non-profit status.
- F. Be accompanied by an assurance in writing that the applicant, if permitted, will neither sell nor purvey, nor suffer or permit any person to sell or purvey at the permittee's fireworks stand any "dangerous fireworks" as defined in section 12505 of the Health and Safety Code.
- G. Be accompanied by a signed written approval of property owner that the fireworks stand will be allowed on the property owner's property and include a business telephone number at which the property owner may be reached.
- H. Include a designation of all non-profit associations or corporations to which the applicant intends to distribute the net proceeds of its fireworks sales and the communities (i.e., Oceano, Halcyon, Grover Beach, Arroyo Grande, etc.) and residents of those communities (i.e., youth, seniors, residents at large, visitors, businesses, etc.) that will benefit from the non-profit association or corporation through the net proceeds of its fireworks sales with at least 50% of the net proceeds distributed within Oceano/Halcyon.
- I. State the person and such person's daytime telephone number which the General Manager or General Manager's designee will notify regarding the granting or denial of the permit.

15.10.030 Operation Of Stand

- A. No person other than the permittee may operate the stand for which the permit is issued or share or otherwise participate in the profits of the operation of such stand unless otherwise approved by permit.
- B. No person other than the individuals who are members or volunteers on behalf of a permittee's organization may participate in the operation of the fireworks stand.
- C. No person may be paid or given any consideration for participating in the operation of a fireworks stand, except for security services.
- D. Fireworks may only be sold at the stand location set forth in the permit.

E. Permittees must distribute to each customer any educational materials provided by the District.

F. It is unlawful for any person to sell or otherwise distribute fireworks without complying with each of the following provisions:

1. Fireworks stands need not comply with the provisions of the California Building Code provided that all stands are erected under the supervision of the Fire Chief (or designee) who will require that stands be constructed in a manner which will reasonably assure the safety of attendants and patrons.
2. If in the judgment of the Fire Chief (or designee), the construction or the location of a stand, or the conduct of operations therein do not conform with the provisions of this Chapter, the Fire Chief (or designee) may order the stand immediately closed until such time as the stand does conform with the provisions of this Chapter.
3. If the permittee has materially falsified any statement in the application or has failed to perform any agreement, assurance, or representation made in connection with the application, the Fire Chief (or designee) will revoke the permit and order the stand immediately closed and neither the permittee nor any successor to the permittee will be permitted under this Chapter during the next following year. Such decision may be immediately appealable in writing to the General Manager who will conduct an informal hearing at the earliest opportunity.
4. The front of all stands will be completely enclosed from the counter to the roof with hardware wire cloth, the openings of which do not exceed one-fourth inch in size except for openings to permit delivery of merchandise to customers, which openings for delivery are not larger than twelve inches by eighteen inches in size and the location of which are approved by the Fire Chief (or designee).
5. No person will be allowed in the interior of the stand except those directly participating in its operation.
6. No person under the age of eighteen years will be allowed to sell fireworks, work in any way, unload fireworks supplies, or otherwise be in the stand or involved in its operation.
7. All merchandise will be stored or displayed at a safe distance from the front and side walls of the stand in accordance with the direction of the Fire Chief (or designee).
8. No stand will be constructed which has a depth of more than twelve feet.
9. Each stand more than twenty feet in length must have at least two exits; and each stand more than thirty feet in length must have at least three exits spaced approximately equally along the length of the stand; provided, that in no case will the distance between exits exceed twenty feet.
10. Exit doors must swing in the direction of egress.
11. Exits will be arranged so that there will be egress available in at least two directions from any place within the stand, which exits will be approximately diametrically opposed.
12. The stand must be equipped with at least one fire extinguisher and one five-gallon pail of water at each exit. The fire extinguisher must be approved as to efficiency, adequacy, and safety by the Fire Chief (or designee).
13. No stand will be located closer than 100 feet from any other stand.
14. No stand will be located closer than ten feet from a property line, nor closer than thirty feet from any building, nor closer than ten feet from any structure other than a building.
15. All weeds and combustible materials will be cleared for 50 feet surrounding the stand.
16. No food, beverage, or merchandise other than fireworks may be sold in or within thirty feet surrounding the stand. The sale of fireworks may not begin before noon on the twenty-eighth of June and will cease at noon on the fifth day of July. Sales during this time period will be limited to 9:00 a.m. to 11:00 p.m. each day. Any permittee failing to observe these hours designated for sale may have their permit revoked or be ineligible for a permit in subsequent years.
17. All unsold fireworks stock and associated litter from the stand will be removed from the stand location by noon on the seventh of July.

18. The stand will be removed from its temporary location by noon on the seventh day of July.
19. The permittee will also comply with all applicable State laws pertaining to the sale of fireworks and operation of the stand.

15.10.040 Number Of Permits

No association may receive more than one permit for fireworks sales during any one calendar year. No association may operate more than one fireworks stand under permit during any one calendar year. No more than four permits will be issued by the District in any calendar year. Permit holders from the preceding year will have the right of first refusal for one (1) permit. Remaining permits will be issued per Section 15.10.050.

15.10.050 Prerequisites To Issuance Of Permit; Selection Of Permittees; And Approval Of Locations

- A. No permit will be issued except to an applicant who is a non-profit association or corporation organized primarily for veteran, patriotic, welfare, district betterment, religious or charitable purposes, having on file with the District proof of non-profit status from either the IRS, California Secretary of State, or the State Attorney General; and having its principal and permanent meeting place within District boundaries; and having been organized and established in the District for a minimum of three years continuously preceding the filing of the application for the permit; and having three years continuously preceding the filing of the application for the permit, a track record of providing programs and/or services to residents of the District.
- B. If on the closing date for filing applications for permits there are more new applications than the number of available permits, the permittees will be selected by a drawing conducted by the General Manager or General Manager's designee.
- C. Prior to the installation of any stand for which a permit has been obtained, the General Manager or General Manager's designee will first submit the proposed location of each stand to the to the Fire Chief who has the authority to disapprove the location if in the Chief's opinion the location would pose a fire hazard.

15.10.060 Public Discharge Period

Discharge of "safe and sane fireworks" may only occur from 10:00 a.m. to 10:00 p.m. on the fourth of July. No person under eighteen (18) years of age may possess or discharge "safe and sane fireworks" except when under the direct supervision of a person twenty-one (21) years of age or older.

15.10.070 Mandatory Meeting

There will be a meeting in June each year. Attendance at this meeting is mandatory for the representatives of the permittee organizations. Safety practices, legal issues and explanation of the laws, rules and regulations will be discussed. Wholesale distributors, or their bona fide agents, must also be present at this meeting.

ORDINANCE NO. 2025-01

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
OCEANO COMMUNITY SERVICES DISTRICT
RESCINDING DISTRICT CODE 15 -
MEDICAL EMERGENCY AND FIRE RESPONSE SERVICES**

WHEREAS, on November 9, 1983, the Oceano Community Services District Board of Directors adopted Ordinance 1983-3 (District Code 15) adopting the Uniform Fire Code and Uniform Fire Code Standards Prescribing Regulations for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion, that certain Code and Standards known as the Uniform Fire Code, including all Appendix Chapters, published by the Western Fire Chiefs Association and the International Conference of Building Officials, being particularly the 1985 edition thereof and the whole thereof, save and except such portions as are hereinafter deleted, modified or amended by CSDC 13.02.070 and the Code of Ordinances is hereby adopted and incorporated as fully as if set out at length herein, and from the date on which this ordinance shall take effect, the provision thereof shall be controlling within the limits of the Oceano Community Services District; and

WHEREAS, on December 19, 2024, the San Luis Obispo Local Area Formation Commission (LAFCo) approved the divestiture request of the Oceano Community Services District after the final results of a protest hearing was declared and approved; and

WHEREAS, the County of San Luis Obispo is the successor agency for medical emergency and fire protection services within the Oceano Community Services District service area; and

NOW, THEREFORE, the Board of Directors for the Oceano Community Services District DOES HEREBY ORDAIN as follows:

1. The Board of Directors rescinds District Code 15 – Medical Emergency and Fire Response Services, whose scope includes the Uniform Fire Code, Fire Protection, Fire Service Fees and Charges, Fires on the Beach, and the Sale of Fireworks.
2. The County of San Luis Obispo is the successor agency for medical emergency and fire response services within the District’s service area.

INTRODUCED at a regular meeting of the Board of Directors held on the _____ day of _____, 2025, and **PASSED, APPROVED** and **ADOPTED** by the Board of Directors of the Oceano Community Services District, this _____ day of _____, 2025, by the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing ordinance is hereby adopted:

President of the Board of Directors

ATTEST:

Secretary of the Board of Directors

APPROVED AS TO FORM AND LEGAL EFFECT:
Robert W. Schultz, District Legal Counsel

By: _____
District Legal Counsel
Dated: February 12, 2025



Oceano Community Services District

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

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

Date: February 12, 2025

To: Board of Directors

From: Peter Brown, General Manger

Subject: **Agenda Item #8(B):** Adoption of Plans and Specifications and Authorization of Advertisement for Construction Bids for the Waterline Replacement Projects (Contract No. 2025-01)

Recommendation

It is recommended that the Oceano Community Services District Board:

1. Adopt the Plans and Specifications for the construction of the Waterline Replacement Project (Contract No. 2025-01)
2. Authorize and direct the General Manager to:
 - a. Advertise for construction bids, provide proper notice inviting formal bids pursuant to Public Contract Code section 22037 (and any other applicable laws) a minimum of 21 calendar days before the set bid opening date; and
 - b. To extend the bid opening date to a date deemed more appropriate by the General Manager so long as any such extension follows all applicable laws.
3. Authorize a budget adjustment of \$175,000 from the Water Fund Reserves for the required local match for the Prop 1 Grant funds for the project.

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.

[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](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)

The District was awarded \$600,000 through the Prop 1 Round 2 IRWM Grant to construct five capital improvement projects from the WRRP. The waterline replacements to be funded are currently envisioned as 1-4 Truman Drive, 1-5 Railroad Street Alley (Truman to Air Park), 1-7 Strand Way South of Utah, 1-8 Laguna Drive Alley South of Utah, and 1-10 Utah Ave Alley between Strand and Utah.

It is now necessary to initiate the bidding and construction phases of the project. The bid documents and plans for the water line replacement projects (Contract 2025-01) were prepared by Cannon and Associates with



District staff oversight, and are attached. Since the project costs are estimated to be more than \$200,000 the District must invite bids in accordance with the Public Contract Code 22034(a)(2).

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. If encroachment permits (EP) are needed from either CALTRANS and the County for the project to be completed in their right-of-way, the contractor will need to seek those EPs and meet all permit requirements.

Financial Considerations

The funding amount is \$600,000 with a local match of \$175,000 for the implementation grant. The following table illustrates the estimated costs for the projects.

Engineer's Cost Estimate	Prop 1 Grant	Water Fund Reserves
<u>\$ 450,000</u>	<u>\$ 600,000</u>	<u>\$ 175,000</u>

If possible, staff will return unused matching to reserves.

Results

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

Attachments:

- 1. Design Plans

Addendums:

- 1. Bid Docs
- 2. District Plans and Specifications

OCEANO COMMUNITY SERVICES DISTRICT 2025 CAPITAL IMPROVEMENTS - SITES 1-4, 1-5, 1-7, 1-8, & 1-10 OCEANO, CALIFORNIA

SHEET INDEX

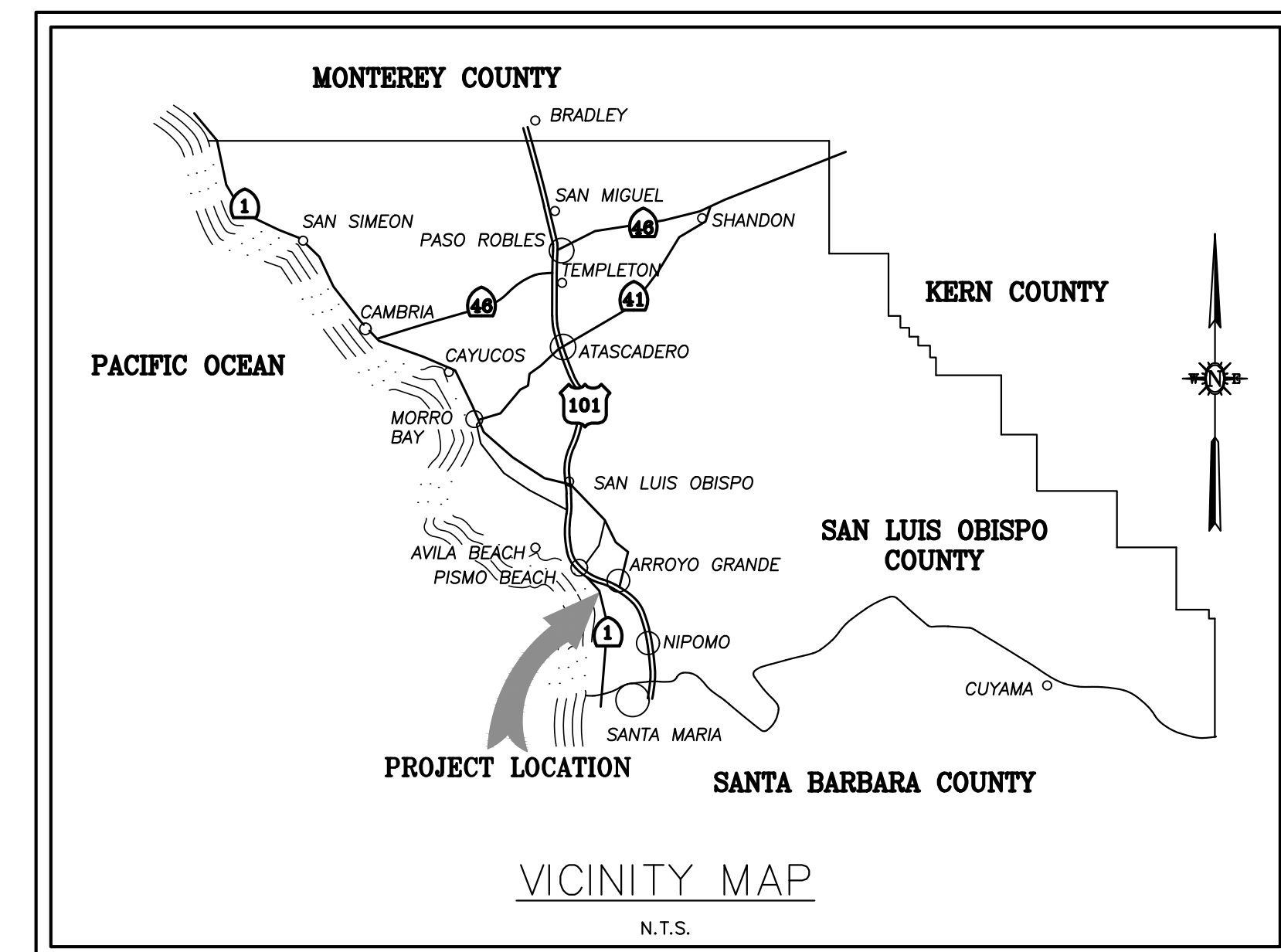
SHEET TITLE	SHEET NUMBER	PROJECT
TITLE SHEET	1	
TRUMAN DRIVE	2	1-4
RAILROAD STREET ALLEY	3	1-5
STRAND WAY, UTAH AVENUE ALLEY, & LAGUNA DRIVE ALLEY	4	1-7, 1-8, & 1-10

LEGEND

	EXISTING	PROPOSED
RAILROAD TRACK		
PROPERTY LINE		
RIGHT-OF-WAY		
CURB		
FENCE		
WATER MAIN		
SANITARY SEWER LINE		
STORM DRAIN LINE		
GAS LINE		
WATER METER		
SANITARY SEWER MANHOLE		
STORM DRAIN MANHOLE		
FIBER/COMMS MANHOLE		
POWER POLE		
SANITARY SEWER CLEANOUT		
BLOWOFF VALVE		
FIRE HYDRANT		
WATER VALVE		
REDUCER		
FIRE DEPARTMENT CONNECTION		
AIR RELEASE VAC		
STORM DRAIN INLET		
AIR RELEASE VALVE		
ASPHALT CONCRETE		
BLOWOFF VALVE		
CENTERLINE		
FINISHED GRADE		
FINISHED SURFACE		
FLOW LINE		
GRADE BREAK		
INVERT		
POINT OF CONNECTION		
PROPERTY LINE		
PUBLIC UTILITY EASEMENT		
RIGHT-OF-WAY		
TOP OF CURB		
WATER METER		
AC PAVING		
CONCRETE		



SITE MAP
SCALE: 1" = 500'

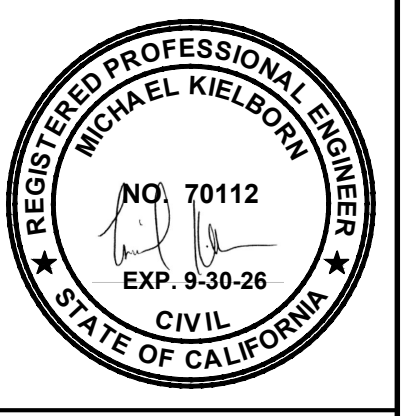


REV. NO.	DATE	REVISED	DESTROY ALL PRINTS BEARING EARLIER DATE	REV. BY	CD/APPD BY



DRAWN BY	KG	DATE	1/29/2025
CHECKED BY	MK/FC	SCALE	AS SHOWN
		CA JOB NO.	241005

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OCEANO COMMUNITY SERVICES DISTRICT
2025 CAPITAL IMPROVEMENTS
TITLE SHEET
OCEANO, CALIFORNIA

SHEET
1
OF 4



TRUMAN DR - PLAN VIEW
SCALE HORIZ 1"=30'

GENERAL NOTES

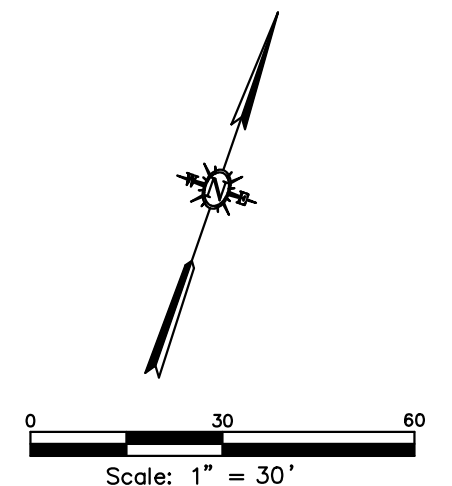
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BOUNDARY DISCLAIMER

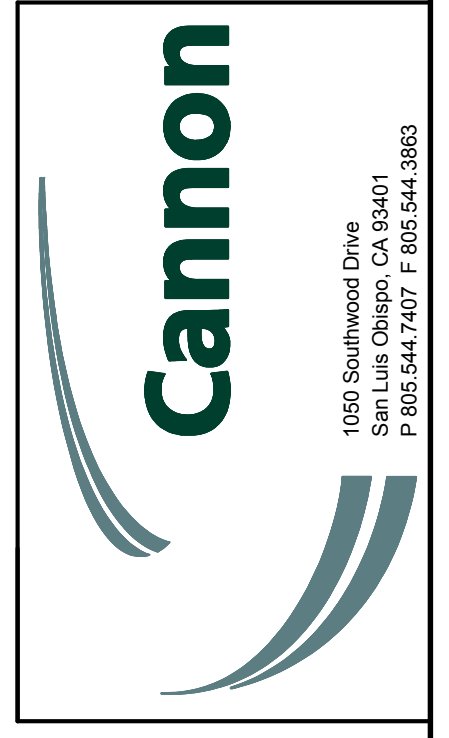
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CONSTRUCTION NOTES

7. INSTALL 4-INCH P.V.C PIPE C900 DR 18 PER OCSB STD. DWG. W-10 AND SPECIFICATIONS
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16. ABANDON 4-INCH (TYPE AS SHOWN) PIPE IN PLACE
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48. REMOVE EXISTING FIRE HYDRANT LATERAL. REMOVE AND SALVAGE OR DISPOSE OF FIRE HYDRANT HEAD
59. INSTALL "MAIN SIZE" X 4-INCH DUCTILE IRON REDUCER WITH THRUST BLOCK PER OCSB STD DWG. W-4
68. INSTALL "MAIN SIZE" X 6-INCH DUCTILE IRON REDUCING TEE WITH THRUST BLOCK PER OCSB STD DWG. W-4
69. INSTALL "MAIN SIZE" X 8-INCH DUCTILE IRON REDUCING TEE WITH THRUST BLOCK PER OCSB STD DWG. W-4
90. INSTALL "MAIN SIZE" LONG BARREL TRANSITION COUPLING
91. INSTALL "MAIN SIZE" D.I. RESTRAINED LONG SLEEVE COUPLING
108. REMOVE EXISTING PIPE
109. REMOVE EXISTING REDUCER
112. REMOVE EXISTING ELBOW
116. INSTALL "MAIN SIZE" M.J. PLUG WITH THRUST BLOCK PER OCSB STD. DWG. W-4
130. INSTALL NEW POTABLE SERVICE LATERAL (LONG CONNECTION), METER AND BOX (SIZE TO MATCH EXISTING) PER OCSB STD. DWG. W-5
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134. ABANDON EXISTING POTABLE SERVICE LATERALS AND REMOVE METER BOX PER SPECIFICATIONS



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DATE	1/29/2025
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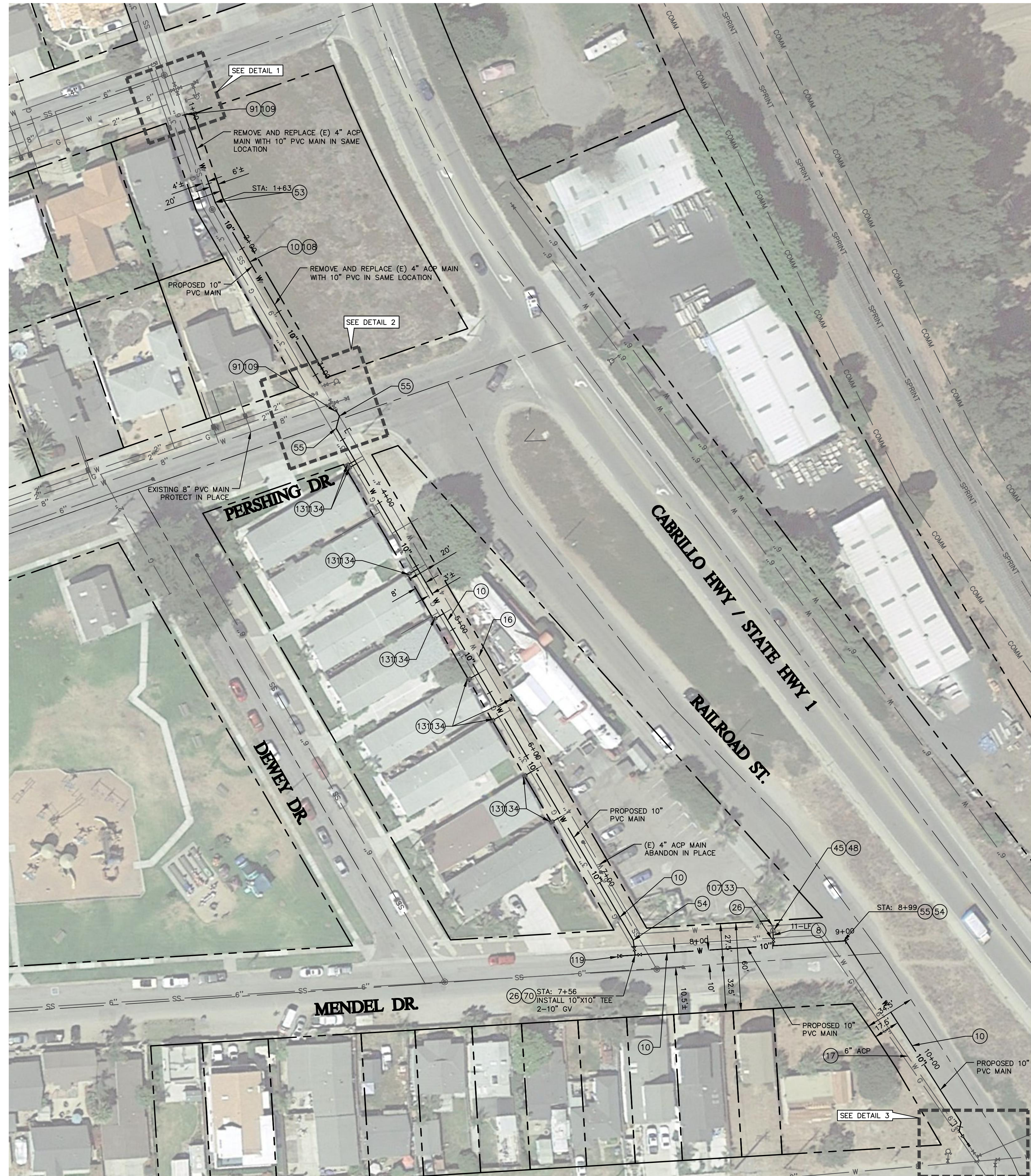
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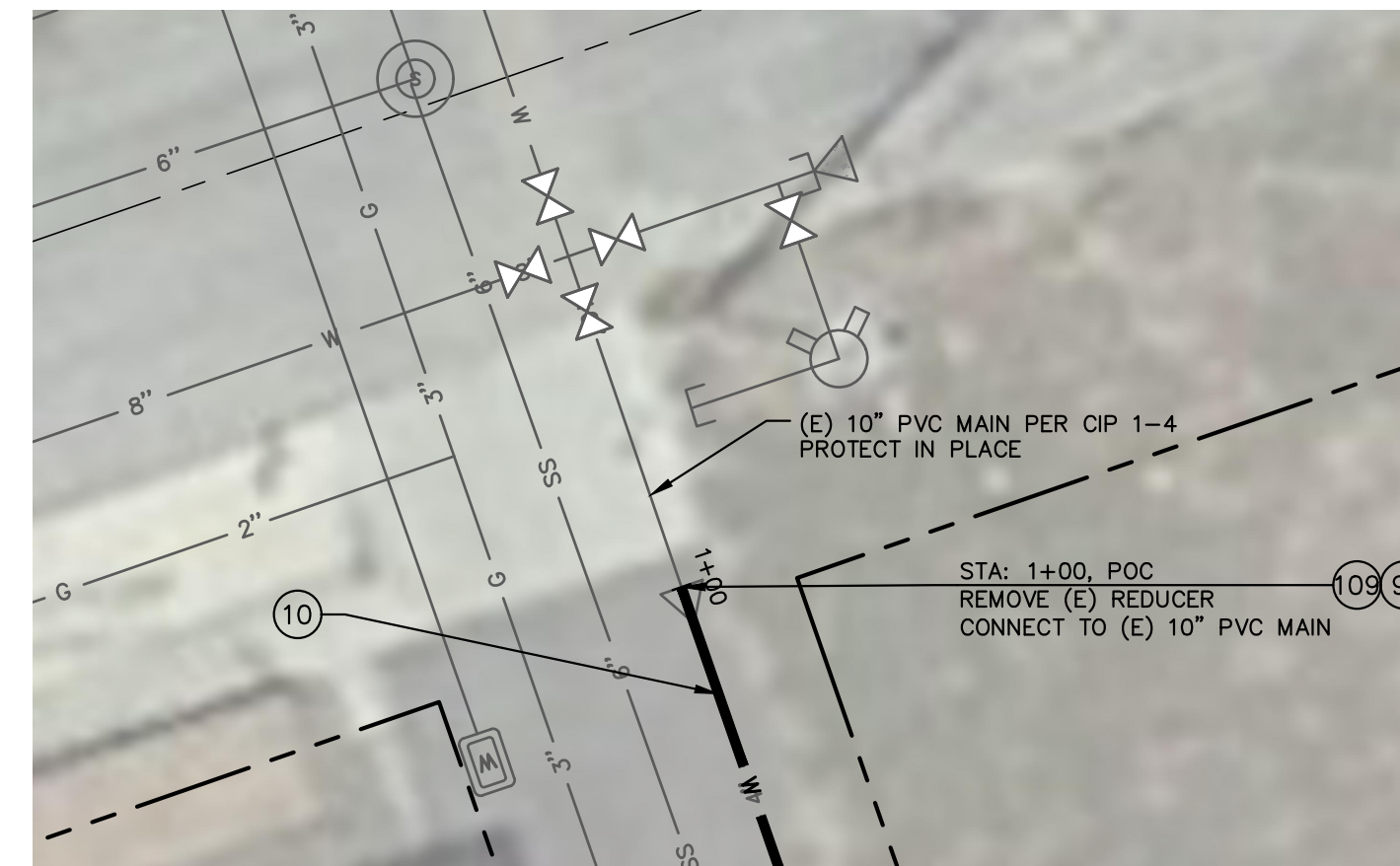
OCEANO COMMUNITY SERVICES DISTRICT
2025 CAPITAL IMPROVEMENTS
TRUMAN DRIVE
CIP PROJECT NO: 1-4
OCEANO, CALIFORNIA

SHEET
2
OF 4

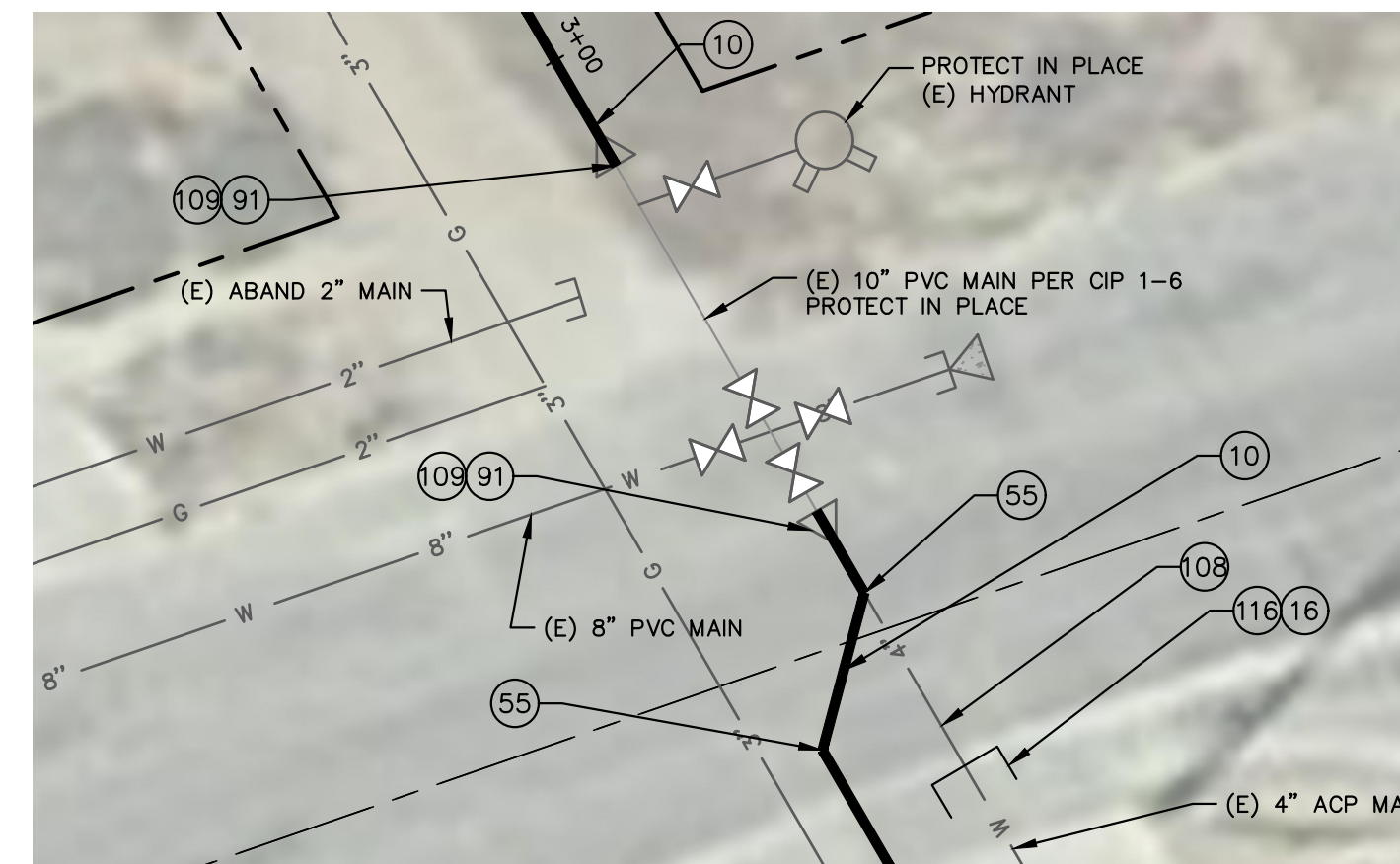
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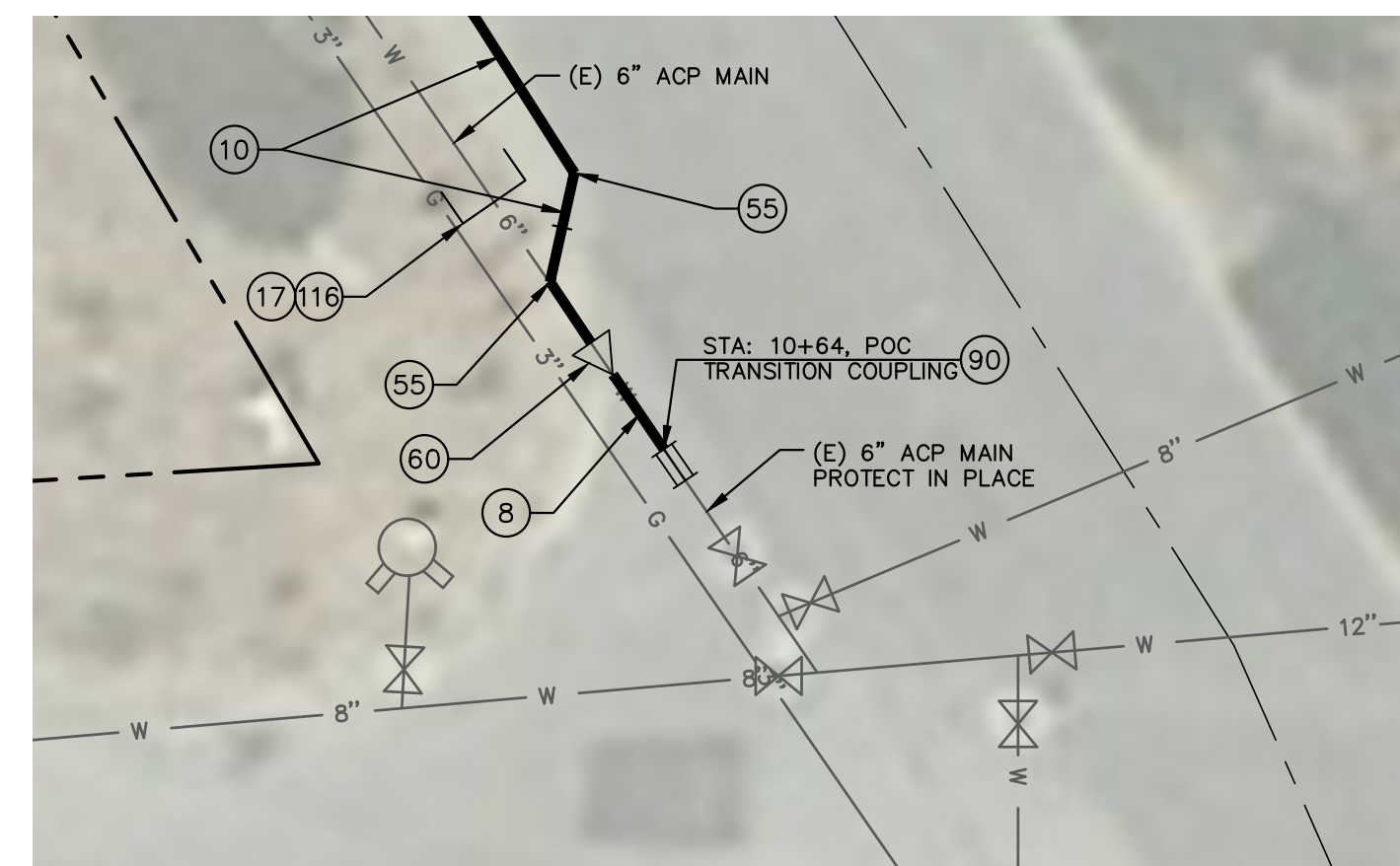
RAILROAD ST (TRUMAN TO AIR PARK) - PLAN VIEW
SCALE HORIZ 1"=40'



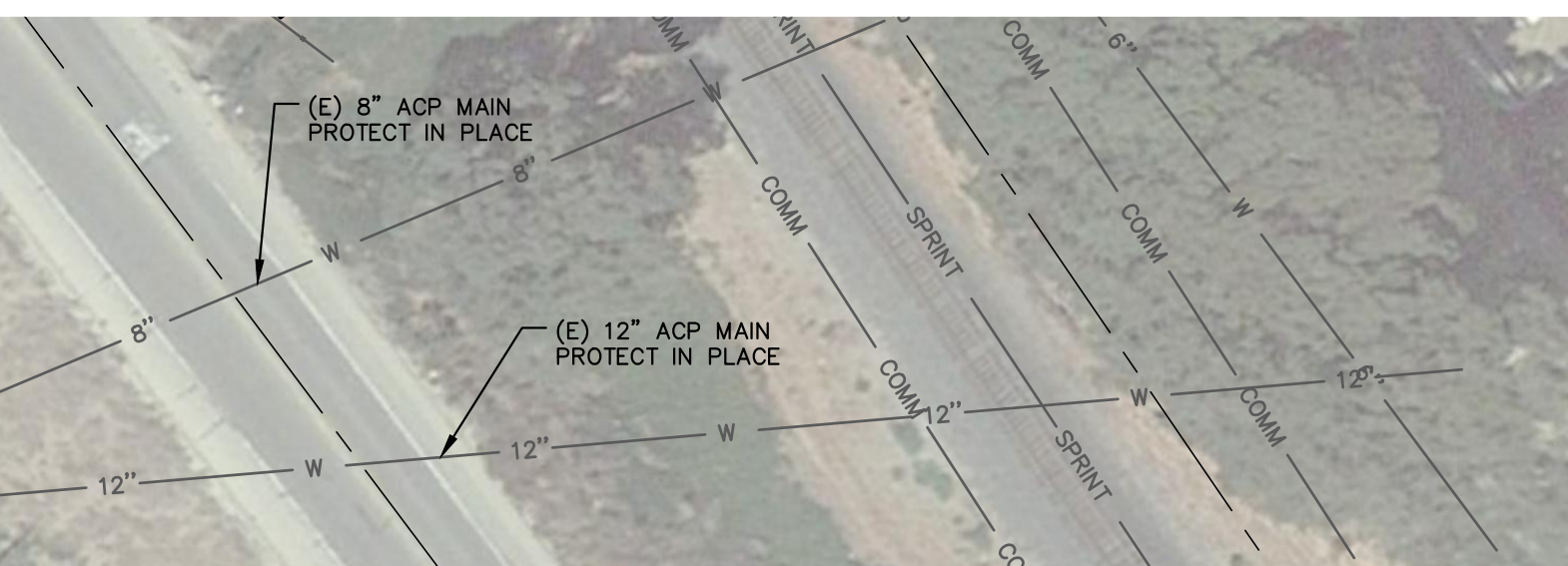
CONNECTION DETAIL 1
SCALE: 1"=10'



CONNECTION DETAIL 2
SCALE: 1"=10'



CONNECTION DETAIL 3
SCALE: 1"=10'



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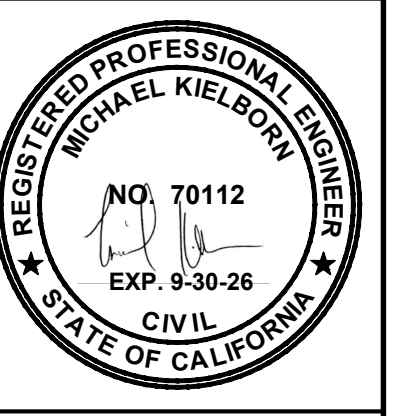
CONSTRUCTION NOTES

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16. ABANDON 4-INCH (TYPE AS SHOWN) PIPE IN PLACE
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33. REMOVE VALVE AND VALVE BOX. RESURFACE IN KIND
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53. INSTALL "MAIN SIZE" 11 3/4" DUCTILE IRON BEND WITH THRUST BLOCK PER OCSD STD DWG. W-4
54. INSTALL "MAIN SIZE" 22 1/2" DUCTILE IRON BEND WITH THRUST BLOCK PER OCSD STD DWG. W-4
55. INSTALL "MAIN SIZE" 45" DUCTILE IRON BEND WITH THRUST BLOCK PER OCSD STD DWG. W-4
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REV. NO.	DATE	REVISION	DESIGNED BY	CHECKED BY	DATE	BY

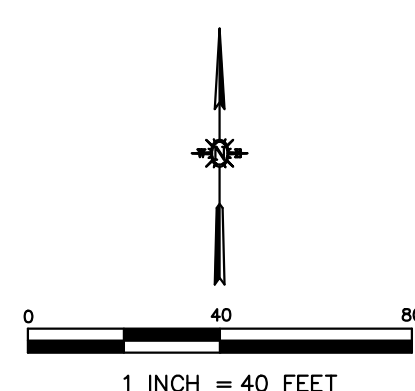


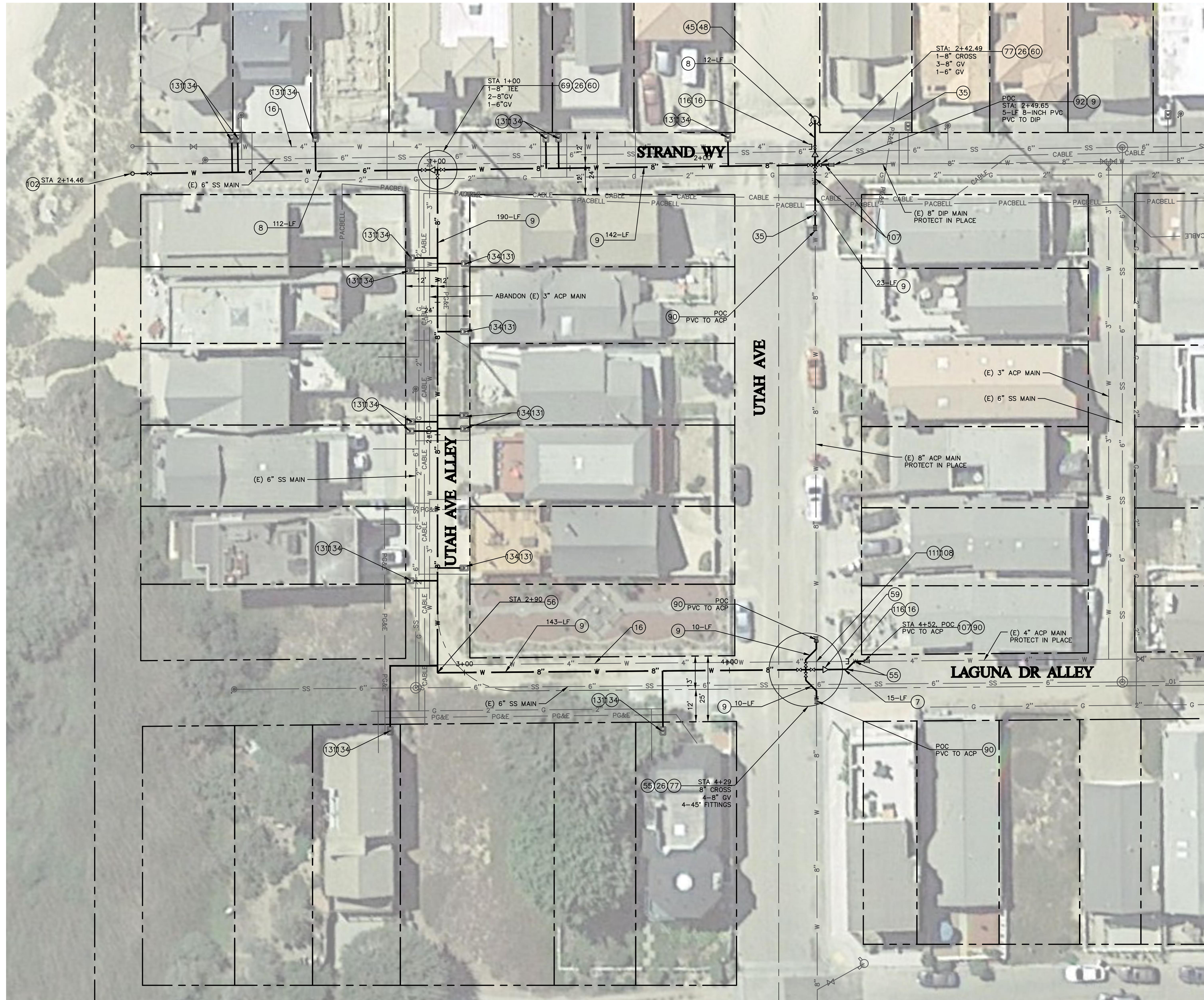
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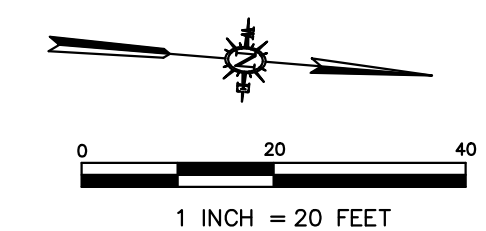
OCEANO COMMUNITY SERVICES DISTRICT
2025 CAPITAL IMPROVEMENTS
RAILROAD STREET ALLEY
CIP PROJECT NO: 1-5
OCEANO, CALIFORNIA

SHEET
3
OF 4





STRAND WAY, LAGUNA DRIVE, UTAH DRIVE - PLAN VIEW
SCALE: 1"=20'



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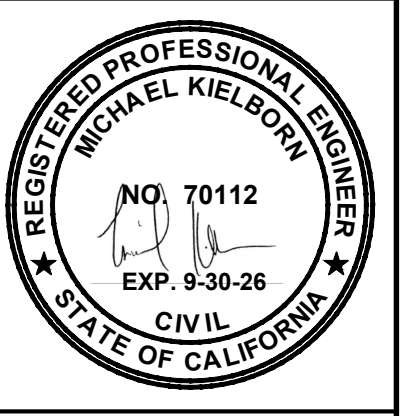
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48. REMOVE EXISTING FIRE HYDRANT LATERAL. REMOVE AND SALVAGE OR DISPOSE OF FIRE HYDRANT HEAD
55. INSTALL "MAIN SIZE" 45° DUCTILE IRON BEND WITH THRUST BLOCK PER OCSD STD DWG. W-4
56. INSTALL "MAIN SIZE" 90° DUCTILE IRON BEND WITH THRUST BLOCK PER OCSD STD DWG. W-4
59. INSTALL "MAIN SIZE" X 4-INCH DUCTILE IRON REDUCER WITH THRUST BLOCK PER OCSD STD DWG. W-4
60. INSTALL "MAIN SIZE" X 6-INCH DUCTILE IRON REDUCER WITH THRUST BLOCK PER OCSD STD DWG. W-4
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77. INSTALL "MAIN SIZE" X 8-INCH D.I. REDUCING CROSS WITH THRUST BLOCK PER SPECIFICATIONS
90. INSTALL "MAIN SIZE" LONG BARREL TRANSITION COUPLING
92. INSTALL "MAIN SIZE" D.I. RESTRAINED TRANSITION COUPLING, F.E. X M.J.
102. INSTALL 4-INCH BLOW-OFF ASSEMBLY PER OCSD STD DWG. W-9
107. REMOVE INTERFERING PORTIONS OF PIPE, VALVES FITTINGS AND APPURTENANCES TO APPROXIMATE LIMITS SHOWN
108. REMOVE EXISTING PIPE
111. REMOVE EXISTING CROSS
116. INSTALL "MAIN SIZE" M.J. PLUG WITH THRUST BLOCK PER OCSD STD. DWG. W-4
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OCEANO COMMUNITY SERVICES DISTRICT
2025 CAPITAL IMPROVEMENTS
STRAND WAY, UTAH AVENUE ALLEY, & LAGUNA DRIVE ALLEY
CIP PROJECT NO: 1-7, 1-8, & 1-10
OCEANO, CALIFORNIA

SHEET
4
OF 4



Oceano Community Services District

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Date: February 12, 2025

To: Board of Directors

From: Peter Brown, General Manager

Subject: Agenda Item #8(C): Approve the Consultant Services Contract with HDR Engineering to conduct a 2025 Sewer Rate Study and assist staff with in-house update of the 2025 Water Rate Study.

Recommendation

It is recommended that the Oceano Community Services District Board approve a professional services agreement with HDR Engineering for an amount not to exceed the Board approved budget amount of \$30,000 for the five year 2025 Sewer Rate Study, and authorize a budget adjustment of \$15,000 for HDR to assist staff in the update of the five year 2025 Water Rate Study, and authorize the General Manager to execute the contracts.

Discussion

Sewer Rates –

A sewer rate study is an essential tool for public agencies and elected officials responsible for managing a sewer conveyance utility. By providing a thorough analysis of the utility's financial needs, capital/labor costs projects, service demands, and rate structures, a sewer rate study ensures that the utility can continue to provide reliable, sustainable, and equitable services to the community. It helps to align revenue generation with operational expenses, compliance requirements, and future infrastructure improvements. In the case of OCSD, the last sewer rate study was conducted in 2009, with the last set of rate adjustments taking place between 2010 and 2015. While rate payers have not experienced sewer cost increases since 2015 and the District has been operating the system effectively for the last decade, the District has foregone regular assessments and any substantial capital investments in sewer infrastructure for the last ten years, resulting in a backlog of CIP projects which are currently unfunded. This staff report outlines the key reasons a sewer rate study is crucial and the value it brings to both the utility and the community it serves. Professional consultant services are recommended for rate studies to ensure compliance with Proposition 218 regulations, and well as other state law requirements for developing and justifying cost-based rate increases for water and sewer services within the District.

OCSD's public sewer system is a vital part of critical infrastructure, ensuring that wastewater is safely transported from homes, businesses, and other facilities to the South San Luis Obispo County Sewer Sanitary District (SSLOCSD) treatment plant, thus preventing public health risks and environmental damage. Effective sewer system management relies on sound financial planning to ensure that sufficient funds are available to operate, maintain, and upgrade the system. A sewer rate study serves as a comprehensive financial and operational assessment that supports the development of fair and sustainable sewer rates. The study is not only



valuable for meeting day-to-day financial requirements but also for addressing long-term needs, regulatory requirements, and equity considerations within the community.

Key Reasons for Conducting a Sewer Rate Study:

1. **Financial Sustainability:** Sewer utilities are capital-intensive, requiring significant investment in infrastructure, maintenance, and compliance with environmental regulations. A sewer rate study evaluates the utility's revenue needs and helps determine the appropriate rate structure to meet these needs. It considers both operating expenses, such as labor, energy costs, and maintenance, as well as capital expenses for infrastructure repair and expansion. Proper rate-setting ensures that the utility remains financially solvent without overburdening customers.
2. **Regulatory Compliance:** Public sewer systems are subject to local, state, and federal regulations. These regulations include water quality standards, reporting requirements, and limits/reporting on sewer system overflows (SSOs). A sewer rate study helps ensure that the utility has adequate resources to meet these regulatory demands, which may involve substantial capital expenditures or operational changes. By identifying current and future regulatory obligations, a sewer rate study helps align financial strategies with compliance requirements.
3. **Equitable and Transparent Rate Setting:** One of the most critical aspects of a sewer rate study is its ability to establish fair and equitable rates for all customers, especially in a community like Oceano. Different user categories (residential, commercial, industrial) may have different levels of demand on the system, which should be reflected in the rates they pay. The study ensures that rates are aligned with the actual cost of service delivery, preventing cross-subsidization where some customer groups pay more than their fair share. Additionally, the study provides transparency, allowing staff, consultants and elected officials to explain and justify rate increases to constituents based on data-driven insights.
4. **Long-Term Planning and Infrastructure Investment:** Sewer systems require ongoing maintenance, upgrades, and expansions to address population growth, aging infrastructure, and environmental concerns. A sewer rate study helps identify the funding needed for capital projects, such as replacing old pipes, expanding capacity, or upgrading lift stations. The study supports long-term planning by projecting future capital and operational needs, allowing the utility to plan for infrastructure improvements without disrupting services or accumulating unsustainable debt.
5. **Enhanced Decision-Making for Elected Officials:** Elected officials have a responsibility to make informed decisions that balance the needs of the sewer utility with the interests of the community. A sewer rate study provides the data and analysis required for effective decision-making. By understanding the financial status of the utility, the cost of providing service, and the potential impact of rate changes, officials can make more informed policy decisions, ensuring that rate adjustments are necessary, fair, and



in the best interest of the public. As required by State Law and the Proposition 218 process, OCSD can only charge rates equal to the present and future cost of service, but not above that.

- 6. Public Trust and Community Support:** Transparency and engagement are critical when it comes to changes in public utility rates. A well-conducted sewer rate study helps foster public trust by providing clear, data-supported justifications for rate adjustments. When the public understands the reasoning behind rate changes—such as infrastructure upgrades, regulatory compliance, deferred maintenance, aging lift station, or cost increases, they are more likely to support those decisions, or at least not oppose them. Moreover, involving the community in the rate-setting process can help address concerns and ensure that the rates do not disproportionately affect vulnerable or low-income populations.

A sewer rate study is a critical tool for public agencies and elected officials to ensure the long-term financial health, operational efficiency, and fairness of a sewer conveyance utility. By conducting a comprehensive analysis of financial needs, service costs, and rate structures, a sewer rate study supports sustainable rate-setting, helps meet regulatory obligations, and ensures that the utility is able to serve the community effectively. It fosters transparency, strengthens public trust, and aids in sound decision-making by providing data-driven insights. Ultimately, conducting a sewer rate study is not just a financial necessity but a fundamental responsibility for those managing public sewer utilities.

Water Rates –

The rationale for sewer rate studies outlined in detail above, equally applies to water rates for District residents and business owners. OCSD's last rate study for our municipal water system was conducted and completed in 2019. The Board adopted a set of five-year water rates to meet the District's need at that time. The existing rates are set to expire on June 30, 2025, and with increasing capital costs, construction escalations, a CIP of 31 construction projects that are yet completed, rising labor and materials costs, there is no doubt that a new Water Rate Study is needed for the District.

The prior rate study can serve as the backbone of the analysis but will need significant updates in order to assess the future five years of fiscal need. For example, Lopez Lake costs, State Water and even groundwater may become more expensive to deliver over the coming five-year period as a result of legal requirements, court orders, habitat conservation, and resiliency projects such as Delta Conveyance. In the case of Lopez water, given the ongoing lawsuit against San Luis Obispo County for the operation of the dam, there is potential the future studies, capital upgrades, fish passage assessments, habitat restoration, etc. which will all create escalating costs that will be passed along to Zone 3 partners, and in turn, local rate payers. In the case of State Water, costs may be increasing for normal operations, and at the same time, cost savings may be realized as a result of the County and its Subcontractors making sales of excess/stored water as was done this year. HDR Engineering is in a good position to assist the District in updating our Water Rates with an independent assessment of future needs, while relying heavily on the prior rate study to achieve economy of scale, reduce fiscal impacts, and save in consultant costs.



Other Agency Involvement

N/A

Financial Considerations

The Board adopted \$30,000 in the current year's Sewer Fund to prepare the wastewater rate study. Sewer Fund reserves are estimated to be \$1,124,298 at the end of the fiscal year. Water fund reserves are estimated to be \$2,328,978 and would be drawn down to \$2,313,978 if the Board approves the contract for HDR Engineering to assist staff in updating the Water Rate Study for an amount not to exceed \$15,000.

Results

Considering the necessary revenues and rate structure to operate the wastewater and water system is important to promote a safe, healthy, and well-governed District.

Attachments:

1. Sewer Rate Study Proposal by HDR Engineering, Inc.
2. Water Rate Setting Assistance Proposal by HDR Engineering, Inc.

Scope of Services

Task 1 – Written Data Request

Task Objective: Provide a written data request outlining the data and information required to develop the technical analysis to complete the wastewater rate study.

Task Approach:

- ✓ Develop a written data request and provided to the CSD electronically
- ✓ Identify and resolve outstanding data constraints or data issues

Expected CSD Staff Support:

- ✓ Gather the data requested in the written data request provided by HDR
- ✓ Discuss data constraints or outstanding data needs with HDR

Deliverables:

- ✓ An initial written data request to the CSD provided electronically
- ✓ Documentation of data received and provide the CSD with a listing of outstanding data needs

Key Issues Associated with Task 1:

HDR will provide a written data request to the CSD prior to Task 2 so that it can be discussed at the meeting and questions on the data needs resolved. The data and information requested for this study should be, for the most part, readily available information (e.g., financial, statistical, customer) as was provided for the most recent studies. HDR will review the data and information and will provide the CSD with documentation of the data received along with further questions, clarifications, or outstanding data needs.

Task 2 – Initial Project Kick-Off Meeting

Task Objective: Bring the HDR project team and the CSD management and staff together at the start of the project to make sure that the parties have a mutual understanding of the goals, objectives, issues, and concerns related to the wastewater rate study update.

Task Approach:

- ✓ Schedule an initial project meeting at the CSD's offices

Expected CSD Staff Support:

- ✓ Have key management/project team members attend a two-hour kick-off meeting
- ✓ Confirm the CSD's goals and objectives for the study
- ✓ Review and provide background and updates on the CSD's financial policies, financial background, and wastewater capital plan

Deliverables:

- ✓ Kick-off meeting agenda outlining the study objectives, tasks, and schedule
- ✓ Meeting at the CSD's offices to get the study off to a positive start

Key Issues Associated with Task 2:

The initial project meeting is important to the overall success of the study as it provides a key foundation for the rate study process (project team coordination). This meeting allows both parties to discuss in detail the overall goals and objectives for the wastewater rate study, the approach and methodology, schedule, while discussing study issues and concerns that either party may have. It is proposed that the initial project meeting be held at the CSD's offices and will be approximately two hours in length. It is proposed that the initial project meeting takes place in tandem with Task 3 Rates 101 presentation to minimize costs to the CSD.

Task 3 – Rates 101 Presentation

Task Objective: Provide a summary of the rate study methodology, approach, and gain feedback from the CSD management and Board.

Task Approach:

- ✓ Schedule a presentation with the CSD Board

Expected CSD Staff Support:

- ✓ Coordinate and schedule the time and date for the presentation to the CSD Board in tandem with Task 2 kick-off meeting
- ✓ Collaborate with HDR in the development of the "Rates 101" presentation

Deliverables:

- ✓ A "Rates 101" presentation to the CSD Board by the HDR project manager or task lead

Key Issues Associated with Task 3:

To start the wastewater rate study process a "Rates 101" presentation will be made to the CSD Board. This presentation will provide a high-level summary of the generally accepted approaches and methodologies to setting rates, current industry trends, and an overview of the wastewater rate study. This will provide the CSD Board the ability to provide input and feedback as to what they would like to review as part of the wastewater rate study process. It is proposed that this presentation takes place in tandem with Task 2 initial kick-off meeting to minimize costs to the CSD.

Task 4 – Development of Financial/Rate Setting Policies

Task Objective: Development of a set of financial/rate setting policies for consideration by the CSD Board.

Task Approach:

- ✓ Develop financial/rate setting policies as part of the rate setting process

Expected CSD Staff Support:

- ✓ Review and discuss existing financial or rate setting policies and provide feedback on additional recommended policies

Deliverables:

- ✓ Development of a set of written financial/rate setting policies provided electronically (e.g., Word, PDF) to the CSD
- ✓ A virtual project meeting to review the recommended financial/rate setting policies

Key Issues Associated with Task 4:

HDR will start with a review of the CSD’s available and existing written financial policies. The key advantage of established written financial policies is to provide management and staff with clear policy direction on the financial planning criteria to be used in the development of wastewater rates. Existing financial policies can be expanded and refined to include items such as the overall methodology to be used, minimum financial targets (DSC, reserve levels, capital improvement funding from rates, use of long-term borrowing, debt/equity, etc.). As part of the review, HDR will work with the CSD to establish industry standard financial policies to establish the framework for developing cost-based rates and fees. A virtual project meeting will be held to review and discuss the proposed financial/rate setting policies with CSD management.

Task 5 – Revenue Requirement Analysis

Task Objective: Using a generally accepted rate-setting methodology, develop a revenue requirement analysis for a projected 10-year period, with a focus on the first 5 years for rate setting purposes. The revenue requirement analyses will establish the cost-based level of revenue to be collected from rates (O&M and capital). The analysis will also examine key financial performance indicators such as debt service coverage and reserve levels.

Task Approach:

- ✓ Utilize the current wastewater budget and a “cash basis” methodology to accumulate costs
- ✓ Develop a financial/rate model to project revenues and expenditures (operating and capital costs) for a 10-year period with the focus on the next 5-year period
- ✓ Develop a capital funding plan for the CSD’s wastewater CIP and a consistent annual funding source for renewal and replacement capital projects
- ✓ Utilize CSD’s financial policies and financial planning criteria (e.g., reserves, DSC)
- ✓ If needed, develop a rate transition plan to smoothly adjust the overall levels of rate revenues

Expected CSD Staff Support:

- ✓ Provide as-needed assistance to clarify the CSD’s data and information
- ✓ Provide as-needed data refinements or additional data
- ✓ Attend a two-hour virtual meeting to review the revenue requirement analysis

Deliverables:

- ✓ A wastewater revenue requirement analysis for a projected 10-year period, with the focus on the first 5 years, that considers the necessary operating and capital needs of each utility
- ✓ A capital funding plan within the revenue requirement analysis, utilizing CSD’s capital improvement plan which attempts to maximize capital expenditures while minimizing the rate impacts to customers over time
- ✓ As needed, a rate transition plan to “phase in” needed rate adjustments
- ✓ Recommendations regarding key financial indicators (e.g., debt service coverage, capital funding/replacement through rates, reserve levels)
- ✓ A two-hour virtual project meeting to review draft results of the revenue requirement

Key Issues Associated with Task 5:

The revenue requirement analysis is the first major analytical portion of the comprehensive rate study process. This task considers the prudent and proper funding for O&M and capital expenditures and evaluates the need for rate adjustments over the time period selected. The various analytical steps are described below. The financial model and revenue requirement analysis for each utility will be developed for a 10-year projected time period, with a focus on the first 5 years.

A cash basis methodology will be used as it is the most common methodology used by municipal utilities. The cash basis methodology sums the wastewater operating and maintenance expenses, taxes and transfers, rate funded capital, and annual debt service to determine the total revenue requirement. The total revenue requirement, minus miscellaneous revenues, produces the balance of funds required from rates.

The revenue requirement is composed of two major types of expenses or costs: operating costs and capital costs. Operating costs are generally projected from historical or budgeted costs, using escalation factors for future costs, and adjusted for known changes in operations (e.g., changes in levels of service/personnel, operating costs, growth/expansion). HDR will begin with CSD’s adopted wastewater budget and project costs into the future using escalation factors for the different types of costs that CSD incurs (e.g., labor, benefits, electricity, chemicals). Operating costs will also be analyzed and adjusted for changes in service levels or customer growth as identified by CSD staff.

The starting point for projecting capital expenditures will be CSD’s most recent capital improvement plan for the wastewater utility. In the financial planning process, consideration

should be given to maximizing the capital improvement expenditures, while attempting to minimize rate impacts to the utility’s customers. The capital (improvement) funding plan is developed on a year-by-year basis for the projected 10-year period. The capital projects are listed by year with the estimated (planned) outside funding sources for each project. The balance of projects not funded by the available sources of funds must be financed from a combination of long-term debt and rates (or deferred). It is the balancing of the use of long-term debt to the impact upon rates that is critical to the analysis. The above framework provides the proper approach to evaluate the financial/rate implications of the planned capital improvements. HDR will work closely with the CSD to evaluate the current levels of funding for replacement capital and develop a long-term plan to increase funding to appropriate and adequate levels.

The revenue requirement analyses to be consistent with CSD’s financial policies, current rate (bond) covenants, and industry customary practices. HDR will use financial targets based on either CSD’s current written policies, or absent clear policy direction, industry customary practices as identified in Task 4.

The revenue requirement analysis is designed to provide an understanding of the total costs to operate the utility from year to year. While the analysis is very detailed, an important step is to summarize those results and findings into an easy-to-understand format. HDR will develop summary tables for the revenue requirement analysis that should provide easy to understand findings and results.

Another important element of the study is the potential need for a rate transition plan. The most recent study developed a rate transition plan. This study will develop an updated rate transition plan to adjust wastewater rates over time, given the funding requirements and constraints of the analysis.

As the study progresses, HDR will meet with the CSD project team to review the draft results of the revenue requirement analyses. The objective of the internal review meeting is to provide CSD with an understanding of the overall methodology, while reviewing the various key inputs and assumptions of the analysis. In this way, CSD staff will clearly understand the approach and methodology used by HDR to develop the analysis and gain CSD staff confirmation of the key inputs and assumptions. Based on input from CSD project team, the revenue requirements will be finalized. As noted, the review meeting will be held virtually.

Task 6 – Cost of Service Analysis

Task Objective: Using generally accepted methodologies, and CSD’s specific and unique wastewater system and customer characteristics, proportionally distribute the wastewater revenue requirement to the identified customer classes of service (e.g., residential, commercial, industrial). The cost-of-service analysis provides cost-based average unit costs for the purpose of designing proposed wastewater rates.

Task Approach:

- ✓ Utilize generally accepted wastewater cost of service methodologies (i.e., WEF MOP #27) to proportionally distribute CSD’s revenue requirement to the identified customer classes of service
- ✓ Summarize the results of the analysis and develop average unit costs

Expected CSD Staff Support:

- ✓ Discuss CSD’s wastewater system and facilities
- ✓ Attend a two-hour virtual meeting to review the draft cost of service analysis
- ✓ Review the key assumptions and results of the wastewater cost of service analysis

Deliverables:

- ✓ A proportional distribution of CSD’s wastewater revenue requirement to the identified customer classes of service
- ✓ Average unit costs (e.g., \$/customer/month, \$/1,000 gallons, \$/lb. TSS and BOD)
- ✓ A two-hour virtual project meeting to review the cost of service results and recommendations

Key Issues Associated with Task 6:

A cost-of-service analysis proportionally distributes the revenue requirement between the customer classes of service of the wastewater utility. The basis for establishing rates that are cost-based and proportional has traditionally been cost of service principles and methodologies. Generally accepted cost-of-service methodologies are discussed in detail within the Water Environment Federation’s Manual of Practice No. 27, *Financing and Charges for Wastewater Systems*.

Within a cost-of-service analysis the revenue requirement is functionalized, allocated, and distributed to the identified customer classes of service (e.g., residential, commercial, industrial).

A cost of service analysis typically reviews a one-year period to establish cost-based rates. For cost-of-service purposes, allocating the revenue requirement developed in Task 5 for the rate setting year (e.g., FY 25/26) would appear to be appropriate.

Functionalization refers to the arrangement of the wastewater cost data into its basic cost categories. Given functionalized wastewater costs, the costs are then allocated to the appropriate cost components based upon the reason why the cost was incurred. For example, allocation determines whether a specific wastewater cost was incurred to meet a volume (flow), strength (BOD, TSS), or a customer-related need. The allocation of CSD’s wastewater costs will be based on generally accepted cost of service techniques and the specific system and customer characteristics of CSD’s wastewater systems. As a part of this task, HDR has assumed the current customer classes of service will be reviewed and HDR will collaborate with the CSD if changes are recommended. An important objective of the cost of service is to proportionally distribute the

costs to each class of service. In other words, consumption and flow-related costs should be proportionally distributed between the classes of service based upon the total annual flow contributions of each class of service. HDR will work with CSD to review historical billing data and develop proportional distribution factors. The next step is to distribute each of the allocated costs to the customer classes of service using distribution factors. HDR will develop wastewater distribution factors that are proportional to the customer classes of service and rely on CSD-specific data.

From the above process, a summary page of the wastewater cost of service study is developed. The summary page compares the difference between the current level of rate revenues received from each class of service, and the proportionally distributed cost of service for each class. This provides an understanding of the relationship between the costs each customer class of service places on the system and the revenues received from the customers. From this summary, a determination can be made as to the revenue/rate adjustments, by class of service, which are reflective of cost responsibility. Finally, the cost of service provides average unit costs, or cost-based rates (e.g., \$/customer month, \$/1,000 gallons, \$/pound of BOD or TSS). These cost-based rates are used as the starting point for the development of the final proposed wastewater rates. Average unit costs also provide CSD with an understanding of the cost/rate relationship between fixed and variable costs.

As the study progresses, HDR will meet virtually with the CSD project team to review the results of the cost-of-service analyses. The objective of the internal review meeting is to provide CSD with an understanding of the updated cost of service analysis and provide input on the recommendations for implementing the results. From the cost-of-service analysis completed, CSD will have an understanding of the cost-basis for the proposed wastewater rates to be developed in Task 7.

Task 7 - Development of the Wastewater Rate Designs

Task Objective: Utilize the cost information developed as a part of the previous task(s) to develop proposed wastewater rates for a five-year period for adoption by the CSD. This task includes the development of up to two alternative rate structure to address CSD's rate design goals and objectives, while providing rates which recover the cost of providing service. Bill comparisons will be developed for each rate design to demonstrate the potential bill impacts from a change in the rate structure or the level of the proposed rates.

Task Approach:

- ✓ Utilize the results of the wastewater revenue requirement analysis and cost of service analysis to establish the proposed wastewater rates
- ✓ Review CSD's rate design goals and objectives (e.g., revenue stability, ease of administration, ease of customer understanding)
- ✓ Review CSD's existing wastewater rate structure and discuss with CSD potential alternatives

- ✓ Develop up to two wastewater rate design alternatives that meet CSD’s objectives and are cost-based and proportional
- ✓ Proposed rates will be developed for a five-year period
- ✓ Provide customer bill comparisons for each alternative developed to demonstrate the potential bill impacts

Expected CSD Staff Support:

- ✓ Discuss CSD’s rate design goals and objectives and potential rate structure alternatives
- ✓ Review rate designs for appropriateness, provide direction for the preferred alternative
- ✓ Confirm that rate design alternatives are compatible with the CSD’s current billing system

Deliverables:

- ✓ Review of CSD’s current wastewater rates and development of up to two alternative structures for consideration
- ✓ Development of proposed wastewater rates for a five-year period
- ✓ Collaborate with CSD staff on the compatibility of rate design alternatives with the CSD current billing system
- ✓ Bill comparisons and graphs for the developed rate design alternatives

Key Issues Associated with Task 7:

The development of proposed wastewater rates is the final analytical task of the rate study process. This task will result in up to two rate structure alternatives for consideration by CSD. For each rate structure alternative, HDR will provide bill comparisons to demonstrate the bill impacts to customers at various levels of consumptive use. Each rate design will be discussed with CSD staff to review the compatibility with the current billing system.

At the conclusion of this task, HDR will provide a recommendation on the proposed wastewater rate structures and recommended rates for adoption. The proposed wastewater rates will be developed for a five-year period.

Task 8 - Written Report

Task Objective: Provide a written report to summarize the findings, conclusions, and recommendations of the wastewater rate study.

Task Approach:

- ✓ Develop an electronic (Word, PDF) draft wastewater report for review and comment by the CSD
- ✓ Incorporate changes or comments from the draft report into the final report
- ✓ Provide a Microsoft Word and Adobe PDF copy of the final report

Expected CSD Staff Support:

- ✓ Review and comment on the draft written wastewater report

Deliverables:

- ✓ A draft and final written wastewater report in electronic format (e.g., Word, PDF)

Key Issues Associated with Task 8:

At the completion of the technical analyses, HDR will develop a draft written report. HDR's written reports are intended to document the activities undertaken as a part of the project, along with our findings, conclusions, and recommendations. Attached to the report will be the exhibits developed as a part of the study (revenue requirements, cost of service, and rate design). The CSD will review the draft report and provide comments/corrections to HDR. Based on the CSD feedback, HDR will develop the final wastewater report.

Task 9 - Public Presentations

Task Objective: Provide effective public presentations (assumes up to two meetings) of the findings, conclusions and recommendations of the rate study to CSD Board and the public.

Task Approach:

- ✓ Develop the presentation materials based on the wastewater rate study results and recommendations
- ✓ Shawn Koorn or Josiah Close will attend the public meetings/presentations

Expected CSD Staff Support:

- ✓ Review and comment on the proposed handouts for the public meetings

Deliverables:

- ✓ Up to two public presentations to present the finding, conclusions, and recommendations of the rate study

Key Issues Associated with Task 9:

To effectively communicate the results of the study, HDR recommends at least two public meetings. This includes a presentation on the results of the study, and the public hearing to establish the final rates. HDR will prepare the presentation materials (i.e., PowerPoint) and Shawn Koorn or Josiah Close will be present to provide the presentations. Should additional public meetings or presentations be required, they will be provided on a time and material basis.

Task 10 - Rate Models

Task Objective: Develop spreadsheet financial/rate models to conduct the study. The wastewater rate model will be developed in Microsoft Excel and be non-proprietary. At the conclusion of the study, the models developed as a part of this study will be provided to the CSD.

Task Approach:

- ✓ Develop a 10-year financial/rate model for the study using Microsoft Excel

- ✓ Develop the model specifically for CSD, utilizing their chart of accounts and specific facility information

Expected CSD Staff Support:

- ✓ Review with HDR the requested features of the model

Deliverables:

- ✓ A copy of the computer spreadsheet model used to develop the CSD's wastewater rate study

Key Issues Associated with Task 10:

HDR will develop financial/rate models for the CSD's wastewater rate study based on Microsoft Excel. The model will be specifically developed for the CSD. Our financial/rate models are designed and intended to be technically sophisticated, yet easy to use and update. At the conclusion of the study, HDR will provide the models to the CSD.

Task 11 - Project Administration/Quality Assurance/Quality Control (QA/QC)

Task Objective: Provide project management and administration of the study. Provide QA/QC review and evaluation of the study and technical analyses.

Task Approach:

- ✓ HDR QA/QC procedures and documentation will be used. HDR project manager is responsible for meeting and fulfilling QC requirements

Expected CSD Staff Support:

- ✓ CSD's project manager work closely with HDR's project manager to coordinate the study schedule and budget

Deliverables:

- ✓ HDR project manager will provide routing (e.g., monthly) updates to CSD's project manager on the status of the study through progress reports
- ✓ QA/QC review process provided for the study and technical analyses

Key Issues Associated with Task 11:

HDR's project manager is responsible for the overall quality of the study and meeting the study expectations. Our successful projects are accomplished through our project manager's close coordination and communication with the CSD's project manager. Finally, HDR has a specific and detailed QA/QC process for our projects. This study will be reviewed using HDR's company-wide QA/QC Program. The QA/QC processes and reviews are internally documented.



Project Time Schedule

A comprehensive wastewater rate study generally requires 3 to 6 months to complete. HDR is willing to collaborate with the CSD and develop a final schedule for the development of the proposed wastewater rate study.



Cost Proposal

The estimated project fees were developed based on the previously discussed scope of services, the hourly billing rates for each individual, and level of effort by individual for each task.

Rate Schedule

For the proposed study, the following hourly billing rates were used to establish the proposed fees for the study. These rates will be in effect through the course of the study, through June 2025.

INDIVIDUAL	PROJECT ROLE	HOURLY RATE
Shawn Koorn	Project Manager	\$335.00/hour
Josiah Close	Asst. PM/Task Lead	\$225.00/hour
Sara Anderson	Financial Analyst	\$140.00/hour
Kevin Lorentzen	QA/QC	\$265.00/hour
Support Staff	Admin/Acct	\$140.00/hour

The billing rates shown above cover payroll cost, employee benefits, and HDR overhead and profit.

Expenses

In-House Expenses

Vehicle Mileage

Current Federal Travel Regulation (FTR)

Black/white Photocopies (per copy)

\$0.05 to \$0.09

Color Copies (per copy)

\$0.15 to \$0.30

No markup on expenses. Other direct expenses (e.g., parking, mileage, airfare) will be billed at cost.

Estimated Project Fee

The estimated fees have been broken down by tasks identified in the Scope of Services, and include the hourly rates by team member, as well as other direct costs (expenses) anticipated for the wastewater rate study. Provided on the following page is a summary of the estimated project fees for the scope of services developed for CSD.



TASK #	TASK DESCRIPTION	TOTAL
1	Written Data Request	\$925
2	Initial Project Kick-Off Meeting	\$1,800
3	Rates 101 Presentation	\$1,690
4	Development of Financial/Rate Policies	\$1,1630
5	Revenue Requirement Analysis	\$3,540
6	Cost of Service Analysis	\$2,700
7	Development of Wastewater Rate Designs	\$2,420
8	Written Report	\$2,250
9	Public Meetings/Presentations	\$3,920
10	Rate Models	\$0
11	Project Administration / Quality Control	\$4,960
TOTAL LABOR		\$25,865
Plus: EXPENSES		\$4,090
TOTAL LABOR AND EXPENSE COST ESTIMATE		\$29,955

The above fees are based upon the scope of services detailed and discussed above. HDR is willing to negotiate a final fee for the study based on a final scope of services. HDR is willing to enter into an agreement for \$29,955.00 for the scope of services described in Exhibit A. Should the CSD request additional services under this contract, the services will be provided at the hourly billing rates noted above. Portions of this fee proposal can be expanded or reduced in conformance with scope adjustments and as mutually agreed upon in writing by CSD and HDR.

Payment for Services

HDR proposes that fees will be billed monthly on a time-and-material basis in accordance with the unit prices described in the above price proposal. While our services will be billed on a time and material basis, HDR has offered to enter into a “not to exceed” agreement for these services.

Scope of Services

Task 1 – Model Review Meeting

A two-hour virtual project meeting will be held at the start of the study to review the most recent water rate model. This will provide HDR with a summary of the approach and methodology used by the District to establish water rates. The overall water rate setting goals and objectives for the upcoming rate setting period will also be discussed. At the conclusion of the meeting HDR will provide feedback and input on the District on the approach and methodology, and provide recommendations for the water rate setting process.

Expected CSD Staff Support:

- ✓ Coordinate a two-hour virtual project meeting with the HDR project team
- ✓ Provide an overview of the rate model and study goals and objectives

Deliverables:

- ✓ HDR project manager and task lead participate in a two-hour virtual project meeting
- ✓ Summary meeting minutes and recommendations

Task 2 – Review of the Rate Model

The District will provide HDR with the updated rate model once it has been updated for the rate setting period. HDR will provide a review of the model and provide feedback and input on the analysis to support the District in the development of the proposed water rates. This will include a review of the revenue requirement, cost of service, and rate design analyses as developed by the District. The purpose of the review will be to evaluate the approach and methodology used by the District, provide feedback and recommendations to support the District's approach, and provide overall comments on the analysis as compared to generally accepted rate setting approaches. At the conclusion of the review a summary technical memorandum summarizing HDR's review, comments, suggestions, and recommendations.

Expected CSD Staff Support:

- ✓ Provide the rate model to HDR when updated for the rate setting process
- ✓ Provide as needed assistance in explaining the District's model and assumptions

Deliverables:

- ✓ A technical memorandum summarizing HDR's review, comments, suggestions, and recommendations

Task 3 – Project Meetings

During the course of Task 2, HDR and District staff will hold up to four two-hour virtual project meetings to review and discuss the rate model, gain clarification and information on the rate model assumptions and calculation, and review the Task 2 technical memorandum.

Expected CSD Staff Support:

- ✓ Coordination with HDR for up to four two-hour virtual project meetings

Deliverables:

- ✓ Participation by the project manager and task lead in up to four two-hour virtual project meetings
- ✓ Meeting minutes and summary of the meeting task list

Task 4 – Project Administration/Quality Assurance/Quality Control (QA/QC)

HDR’s project manager is responsible for the overall quality of the study and meeting the study expectations. Our successful projects are accomplished through our project manager’s close coordination and communication with the CSD’s project manager. Finally, HDR has a specific and detailed QA/QC process for our projects. This study will be reviewed using HDR’s company-wide QA/QC Program. The QA/QC processes and reviews are internally documented.

Expected CSD Staff Support:

- ✓ CSD’s project manager work closely with HDR’s project manager to coordinate the study schedule and budget

Deliverables:

- ✓ HDR project manager will provide routing (e.g., monthly) updates to CSD’s project manager on the status of the study through progress reports
- ✓ QA/QC review process provided for the study and technical analyses

Project Time Schedule

It is anticipated that the water rate setting assistance will take place over a four to six month period as the District updates the rate model and develops the proposed water rates.



Cost Proposal

The estimated project fees were developed based on the previously discussed scope of services, the hourly billing rates for each individual, and level of effort by individual for each task.

Rate Schedule

For the proposed study, the following hourly billing rates were used to establish the proposed fees for the study. These rates will be in effect through the course of the study, through December 2025.

INDIVIDUAL	PROJECT ROLE	HOURLY RATE
Shawn Koorn	Project Manager	\$335.00/hour
Josiah Close	Asst. PM/Task Lead	\$225.00/hour
Sara Anderson	Financial Analyst	\$140.00/hour
Kevin Lorentzen	QA/QC	\$265.00/hour
Support Staff	Admin/Acct	\$140.00/hour

The billing rates shown above cover payroll cost, employee benefits, and HDR overhead and profit.

Expenses

In-House Expenses

Vehicle Mileage

Current Federal Travel Regulation (FTR)

Black/white Photocopies (per copy)

\$0.05 to \$0.09

Color Copies (per copy)

\$0.15 to \$0.30

No markup on expenses. Other direct expenses (e.g., parking, mileage, airfare) will be billed at cost.

Estimated Project Fee

The estimated fees have been broken down by tasks identified in the Scope of Services, and include the hourly rates by team member, as well as other direct costs (expenses) anticipated for the water rate setting assistance. Provided on the following page is a summary of the estimated project fees for the scope of services developed for CSD.



TOTAL LABOR	\$14,975
Plus: EXPENSES	\$25
TOTAL LABOR AND EXPENSE COST ESTIMATE	\$15,000

The above fees are based on the scope of services detailed and discussed above. HDR is willing to enter into a not to exceed agreement for \$15,000.00 for the scope of services described in Exhibit A. Should the CSD request additional services under this contract, the services will be provided at the hourly billing rates noted above.

Payment for Services

HDR proposes that fees will be billed monthly on a time-and-material basis in accordance with the unit prices described in the above price proposal.

PRELIMINARY DRAFT



Oceano Community Services District

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

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

Date: February 12, 2025

To: Board of Directors

From: Peter Brown, General Manager

Subject: Agenda Item #8(D): Development of an OCSD Strategic Planning Document.

Recommendation

It is recommended that that the Oceano Community Board of Director's discuss and consider providing staff direction on how to develop a Strategic Plan for the agency.

Discussion

Strategic planning is considered essential for organizational success. By aligning resources, combining elected official input with staff and customer needs, and improving efficiency, a well-prepared Strategic Plan delivers tangible benefits for both government and citizens. Government agencies broadly, and OCSD in particular, are under pressure to deliver more services with less revenue, while navigating a landscape of shifting priorities, complex political environments, and rising public expectations. Strategic planning can provide an important guide for agencies large and small and has the potential to transform and improve government operations, efficiency, innovation, and resident/Board/staff satisfaction.

Strategic planning provides an essential roadmap, usually for a five to ten-year period, answering critical questions like:

- What is our vision?
- What steps must we take to achieve our vision?
- Where do we want to be in five or ten years?
- What are our objectives?
- What actions are needed to achieve these objectives?
- What resources do we need?
- How can we optimize our budget and personnel?
- How do we measure success, what do all staff and electees have in common?



- What metrics will tell us if we're on the right track?
- How do we ensure we are maximizing resources, being fiscally prudent and measuring improvement?

Strategic planning involves creating a long-term vision, setting goals, and developing a roadmap to achieve these goals. Unlike daily operational planning, it focuses on mid-to-long-term objectives that are vetted and approved by the Board with staff. Professionals who specialize in strategic planning can often provide unbiased and specific input to facilitate the planning process effectively and can assist in bringing a team together. For OCSD, certainly goals such as maintaining and improving our sewer and water infrastructure is of critical importance. Improving staff training, employee retention, succession planning, and staff morale will also be important. Improving community and Board relations, developing a sense of common goals, shared values and an agreed-upon mission of the agency through a strategic planning process will help the agency succeed and can lead to long term-cost savings since the strategic plan provides guiding agency principles. This in turn prevents OCSD and staff from being pulled in multiple directions.

Strategic plans are living documents that require regular review and adjustment. Depending on the sector, government agencies might review their strategic plans quarterly, semi-annually, or annually. Significant events like changes in leadership, market conditions, Board elections or new regulations also necessitate revisiting and revising the strategic plan. Staff envision that OCSD would review our Strategic Plan at least annually and consider updating it every five years.



"Give me six hours to chop down a tree, and I will spend the first four sharpening the axe." - Abraham Lincoln

Types of Strategic Plans in Government

Effective strategic planning in government involves a multi-layered approach that addresses various levels of the organization. Below is a breakdown of key strategic plan types.

- **Policy Strategy:** Focuses on aligning organizational goals with broader societal needs and political priorities. It involves setting overarching objectives, allocating resources, and developing policies to address critical issues.



- **Organizational Strategy:** Defines the internal structure, culture, and processes required to achieve the organization's mission. It encompasses talent management, organizational design, and performance management strategies.
- **Operational Strategy:** Translates high-level goals into actionable plans for day-to-day operations. This includes optimizing workflows, resource allocation, and service delivery.

Government agencies can create a framework for achieving their mission and delivering value to citizens.

8 Key Components of a Strategic Plan

A comprehensive strategic plan for government agencies includes:

1. **Vision Statement:** Defines the agency's purpose and long-term aspirations.
2. **Mission Statement:** Outlines the agency's core values and commitments.
3. **Objectives:** Specific, measurable goals the agency aims to achieve.
4. **SWOT Analysis:** Identifies strengths, weaknesses, opportunities, and threats.
5. **KPIs:** Key performance indicators to measure progress and success.
6. **Action Plan:** Detailed steps and timelines for achieving objectives.
7. **Financial Projections:** Current financial data and future projections.
8. **Executive Summary:** A high-level overview of the strategic plan.

Strategic planning is the compass guiding government agencies toward a brighter future. Strategic planning helps government agencies anticipate challenges and seize opportunities. Whether it's preparing for natural disasters, addressing water/resource scarcity, or capitalizing on emerging technologies, a well-crafted plan ensures the government can adapt to a changing world. For instance, OCSO can identify agency vulnerabilities and implement preventive measures, ensuring community safety and resilience.

Strategic planning breaks down silos and creates a shared vision across organizations (Administration and Finance, Customer Service, Utilities and Operations, Water and Wastewater, Staff and Elected Officials). When everyone pulls in the same direction, we can deliver more impactful results. By focusing on priorities and measuring results, strategic planning helps the government stretch limited resources. Efficient use of ratepayer funds ensures essential services are delivered effectively and that every dollar makes a difference.



Other Agency Involvement

N/A

Financial Considerations

If the Board directs staff to pursue consultant assistance, it can likely be done using the administrative funding formula for an amount not to exceed \$10,000. Water funds would contribute 65%, sewer funds would contribute 25%, and solid waste would contribute 10%.

Results

Strategic Planning is an industry standard and best practice for organizations to achieve desired outcomes, enumerate and track goals and progress, and have a guiding document to ensure policies, activities and expenditures align with mission, vision and values.

Attachment:

1. Britton Coaching Proposal for Strategic Planning Services

Oceano Community Services District Strategic Plan Proposal February 2025

DRAFT

Brad Britton, Britton Coaching & Consulting

Statement of Understanding

Our understanding is that Oceano CSD Staff and Elected Officials are interested in formalizing a strategic approach to achieving its mission by clearly articulating its mission, vision, core values and top goals. Additionally, with so much interest in common for operating the Community Services District, and given past complications, there is value in bringing the team together around sharing and investing in our many common beliefs and goals as an agency.

Proposed Approach

We offer a four-step process:

Step 1: Set Planning Goals & Do Internal and External Current Conditions

Assessment

Intent:

- Take time to align around goals for planning process.
- Review and execute an external scan (Context Map) with the Oceano CSD Planning Team
- Conduct an internal scan that assesses the current state of Oceano CSD's Strengths, Weaknesses, Opportunities and Threats (SWOT analysis).

Participants: Oceano CSD management team and Board members.

Process: The main tool we will use is two half-day retreats with the Planning Team to collectively generate planning goals and conduct both the external and internal scans.

The planning team will have follow-up tasks after these retreats to take the draft outputs from the group process to document the outcomes, refine the language and fill in any gaps necessary.

Outcomes & Benefits:

- To get a shared understanding and buy-in for the planning process.
- External and Internal Scan Analysis on which to base the mission, vision, goals and values.

Consultant Time:

- 1-2 Retreat preparation meetings
- Two ½ Day Strategic Planning Team Retreats Focusing on External and Internal Current State Scans
- 1 Follow-up session to review outcomes and solidify next steps in the planning process.

Step 2: Create Oceano CSD’s Mission, Vision Themes, Values and Goals

Intent:

- To allow the planning team to take stock of the external and internal scans and use these to generate the first drafts of the Agency’s mission, vision, values and goals.
- To generate options and then decide on the boldest goals that will lead Oceano CSD toward fulfilling its Vision and Mission.
- Prepare for engaging stakeholders with the draft strategic plan

Participants: Oceano CSD management team and Board members

Process:

We will start by using group processes to draft the CSD’s Mission and Vision. After that we will ask what goals will help the Agency move most effectively towards those goals. Lastly we will take time to draft some core values that would help facilitate all the Agency’s work.

The planning team will have follow-up tasks after these retreats to take the draft outputs from the group process to document the outcomes, refine the language and fill in any gaps necessary.

Outcomes & Benefits:

- Oceano’s vision, mission, values and goals are identified
- Staff builds commitment to follow through by co-creating the strategy together

Consultant Time:

- 1-2 preparation meetings
- Two ½ day Retreats

Step 3: Finalize Strategic Plan and Set-up Implementation & Accountability:

Intent: To refine the Agency’s Vision Themes, Mission, Values and Goals drafted in Step 2. And get final consensus of the Planning Team on the draft Strategic Plan. Additionally, the task here will be to determine which stakeholders need to be engaged with the draft plan and get their input, if necessary. Lastly the task will be to identify owners for the major goals and set up action planning and follow through on the goals.

Process:

Two, 2-hour workshops will be used to work through the refinement of the plan, working out the stakeholder engagement plan and setting up that work. The OCSD staff will then have tasks to engage stakeholders and get input on the plan and bring that input back to the second planning day. In the second 2-hour workshop, the team will take the input they received and finalize the plan. Lastly, the OCSD staff will look at who will own what goals and their role in creating the next 90 implementation plan for each goal.

Staff will have follow-up tasks after these workshops to take the draft outputs from the group process to document the outcomes, refine the language and fill in any gaps necessary.

Outcomes & Benefits:

- Finalized strategic plan with staff and stakeholder buy-in, and present to Board of Directors for final approval.

Consultant Time:

- 1 preparation meeting before each workshop
- Two, 2-hour workshops

Consulting Fees

For planning, preparation, facilitation and coaching for all 4 steps: \$9,125

For materials: \$250

Schedule:

We could start this step one in early March or anytime after that based on the Agency's needs. Depending on the staff's availability, we would expect to complete the process in 3-4 months.

Summary of Qualifications and Experience

Brad Britton, Principal Britton Coaching & Consulting

Brad is the founder of Britton Coaching and Consulting and is an expert in organizational development, strategic planning, leadership development and executive coaching. He integrates insightful assessment, high-level facilitation, and leadership coaching to offer his clients transformative strategies that achieve real-world results and competitive advantage.

Brad has consulted and coached with hundreds of senior leaders, teams and organizations over his 30-year career to create aligned, committed teams who enthusiastically fulfill their missions. Brad's clients and projects include working with Fortune 500 companies in high technology, banking, health care and engineering as well as engaging in significant projects in both the governmental non-profit sectors.

Clients routinely depend on Brad to reinvigorate their teams, create deeply-held, shared visions and strategies and build processes and practices which turn those visions into tangible bottom-line results.

Brad is known for piercing through the drama that often distracts teams from their greatness. He makes good on his role as partner with his clients by helping them clear out the internal roadblocks that hold them back and gets them to fully use the talents and existing resources that are often overlooked. He is a master at getting people to simply work together. He is relentless in insisting that broad involvement by stakeholders in any challenge is the essential element not only in creative problem solving, but also in transforming aspirations into tangible results.

Brad is a committed life-long learner, having spanned formal education in Electrical Engineering and Public Administration to intensive, advanced training with some of the best experts in group dynamics, organizational development, leadership and human systems.

Relevant Experience

Strategic Planning, RICK Engineering Company August 2015- Present

RICK Engineering is a 350-person civil engineering and planning company based in San Diego California, with offices throughout the West including San Luis Obispo. In 2015 RICK coming out the tumultuous and challenging period of financial instability and cut-backs, a sparse land development environment and fierce competition for what work was available. RICK was finally seeing signs of growth and stability. The organization had not been able to focus for years on strategy and they were looking for

leadership and guidance on both strategy development and implementation. We immediately engaged large executive team to start engaging their stakeholders as well as the entire staff to understand customer needs, partner interests and staff desires. Over several months and many workshops, we developed RICK's 2020 Vision which included an action plan highlighted by their 5 Bold Step goals to move them toward their vision. Britton coaching and consulting guided every aspect of the vision development process, helped them create their strategic planning documentation, guided their creation of their implementation infrastructure and provided coaching, consulting and project management throughout the process. The results have been outstanding. RICK has exceeded its profit and growth goals set out in the Vision. It has maintained its excellent reputation for quality with its customers. Equally important, employee engagement and satisfaction have increased significantly and the values they established during the strategic planning process are now a vital part of their work culture.

Strategic Planning, Energy & Sustainability Initiatives Division, Santa Barbara County

Fall 2017

In the Fall of 2017, the Energy & Sustainability Initiatives Division of Santa Barbara County were facing many challenging questions. They were a relatively new group that was formed from bringing together pieces of the County infrastructure. Their mission and mandates were clear in some parts of their operations, yet extremely wide-open others. Their team was somewhat less experienced, yet energetic and passionate. They wanted someone who could quickly guide them through a process to explore possibilities, align on priorities and set them up for action. Britton Coaching and Consulting engaged the Divisions two leaders to create a game plan to achieve these goals as well as build the teams collaboration and communication skills. We first engaged the team with a teamwork assessment tool to help them get a baseline on their strengths and weaknesses. Then we designed a strategic planning retreat to achieve their main objectives. At the end the process the team had articulated its new vision, created team alignment around the vision and the priorities it dictated and set them up for creating an action plan for implementing the new vision and strategy. Furthermore, the team had built new tools for collaboration and communication.

Strategic Planning, San Louis Obispo County Air Pollution Control District, Spring 2006-Winter 2007

In the Spring of 2006 The District was looking to re-engage its stakeholders and significantly reevaluate the agencies priorities. The District's strategic plan was in need of a substantial update and leadership was looking to build more engagement and staff ownership for the Agency's direction. We worked closely with small but diverse task team to design their approach which included engaging a diverse and complex set of public agencies and stakeholders. Our plan also included engaging staff in their assessment of both the external environment they within which they were operating and impacts of the current responsibilities and workload they had. The results were outstanding. After having an excellent experience sharing their current perspectives as staff, then engaging their stakeholders directly in a

stakeholder summit, the APCD team worked diligently to jointly identify new strategic priorities and measures. The plan was successfully presented and adopted by the APDC Board and drove the agencies priorities for over a decade with the infrastructure and measurement focus still in place today. Britton Coaching & Consulting guided the District throughout the entire process providing process design for workshops and stakeholder engagement, provided coaching for leaders to lead staff retreats and engage stakeholders, and lastly provided technical consulting on strategy development and measurement.



Oceano Community Services District

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

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

Date: February 12, 2025

To: Board of Directors

From: Peter Brown, General Manager

Subject: **Agenda Item #8(E):** Discussion and consideration of the Oceano Community Services Board 2025 committees.

Recommendation

It is recommended that the Oceano Community Services Board discuss and consider providing staff direction as to the creation of a new Oceano Capital Improvement Projects Committee beginning in 2025.

Discussion

At the January 8, 2025, meeting the Board gave staff direction to bring back the 2025 Committee assignments to create a Capital Improvement Project (CIP) Committee. In doing so, a new CIP Committee will help vet and assess capital improvement needs, with the potential to increase the Board's involvement and oversight of the District's CIP program. The Board also gave direction to consider potentially removing the Oceano Finance and Budget Committee (OFAB). If that is pursued, staff and the Board would retain having two rather than three advisory committees. Much of the OFAB fiscal analysis and reporting work would still occur in the CIP committee since capital improvements require the greatest District expenditures. Attached are the current 2025 committee assignments.

Other Agency Involvement

N/A

Financial Considerations

The Board's [bylaws](#) allow for Board members to collect a \$50 stipend for each committee meeting.

Results

Establishing duties, governing policies, and procedures for the Oceano Capital Improvement Project Committee promotes a well-governed community.

Attachments:

1. 2025 Committee Assignments

2025 COMMITTEE & SUBJECT MATTER ASSIGNMENTS

COMMITTEE ASSIGNMENTS TO OTHER AGENCY BOARDS AND COMMITTEES				Subject Matter Assignments / Expertise
SSLOCS	Austin	Gibson	1 st Wed / 6:00 PM Mar-Jun / City of Arroyo Grande City Council Chamber 215 E. Branch, Arroyo Grande July-Oct / Oceano CSD Board Room 1655 Front St., Oceano Nov-Feb / City of Grover Beach City Council Chamber 154 S. 8 th Street, Grover Beach	Wastewater
Water Resource Advisory Comm. (WRAC)	Villa	Joyce-Suneson	1 st Wed / 1:30 PM SLO City Council Chamber 990 Palm St. San Luis Obispo, CA 93401	Regional Water Programs
Regional Water Mgt. Group (RWMG – IRWMP)	General Manager	Rose	1 st Wed / 10:00 AM SLO County New Government Center, Room 161/162 1055 Monterey Street, San Luis Obispo, CA 93401	Regional Water Programs
Zone 3 (Lopez Water)	Gibson	Joyce-Suneson	3 rd Thurs Odd/6:30 PM Varies	Water Supply Contracts
State Water Subcontractors	General Manager	Rose	Varies	Water Supply Contracts
Parks & Recreation Advisory Committee	Joyce-Suneson	Villa	Varies	Parks & Recreation
Finance & Budget Committee	Villa	Joyce-Suneson	Varies	Finance
LIAISON AND SUBJECT MATTER ASSIGNMENTS				
Airport Land Use		Rose	3 rd Wed / 1:30 PM County Government Center Board of Supervisors Chamber 1055 Monterey St Room D170 San Luis Obispo, CA 93401 (Currently Held Virtually)	
CA Special District's Association (Local)		Joyce-Suneson	Varies (Usually Noon Fri) every other month	
Zone 1/1A		Austin	3 rd Tues Odd / 3:00 PM Sheriff South Patrol Station 1681 Front St. (Highway 1) Oceano, CA 93445	
LAFCO		Villa	3 rd Thur / 9:00 AM County Government Center Board of Supervisors Chamber 1055 Monterey St San Luis Obispo, CA 93401 (Currently Held Virtually)	
RWQCB		Gibson	Odd Months/Varies	
NCMA		General Manager	Subject Matter Assignment	

COMMITTEE ASSIGNMENTS IN GREEN ARE ELIGIBLE FOR OCS D COMPENSATION PER GOV'T CODE 61047



Oceano Community Services District

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

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

Date: February 12, 2025

To: Board of Directors

From: Peter Brown, General Manager

Subject: **Agenda Item #8(F): Discussion and consider a resolution adopting the Oceano Parks and Recreation Committee Bylaws.**

Recommendation

It is recommended that that the Oceano Community Board of Director's discuss and consider adopting revised Oceano Parks and Recreation Committee Bylaws.

Discussion

At the January 8, 2025, Board meeting, the OCSD Board of Directors considered By-law changes and reviewed applications for the OPARC committee. The Board also directed staff to return to OPARC to seek their input on bylaw changes. This staff report reflects Board direction and captures input received from OPARC at its January 14, 2025, meeting. Committee applications will be reviewed and OPARC appointments are anticipated to be made by the Board at its March meeting.

With the allocation of funds to the Parks and Recreation budget in the Fiscal Year 2023-2024 and 2024-2025, the Board should consider the updates to the bylaws and should appoint committee applicants to the OCSD Parks and Recreation Committee to comply with adopted bylaws. The attached resolution includes a redline version of the bylaws for the Board's consideration.

At its December meeting, the OPARC committee voted unanimously to recommend that the Board consider revising the bylaws to move from monthly to bi-monthly OPARC meetings to promote efficiency and reduce costs. At the January 14, 2025, meeting, OPARC voted to recommend the Board consider approving the update of the bylaws with the following two main exceptions. A track changes version of the bylaws is included in Attachment B.

1. OPARC voted to recommend that the Board keep the General Fund as an explicitly listed funding source.
2. OPARC voted to recommend that the Board allow up to five community members to be appointed at-large by the Board.



Oceano Community Services District

Board of Directors Meeting

Attachment C contains all the applicants who have shown interest in being appointed to OPARC for the Board's consideration. On January 9, 2025, staff reached out to all OPARC committee members who have yet to fill out an application for the 2025 calendar year (Stenson, Carpenter, Hilton, and Dexter), but have not received any applications to renew their memberships on the committee to date. It is possible that Dwayne Brummett is interested in filling the County Parks and Recreation seat previously held by Bruce Hilton.

The attached bylaw revisions propose a committee ranging between 8 and 13 members, depending on how many community members are appointed "at-large." The Board is currently considering a total of 6 applications. During the January 8, 2025, meeting, the Board reappointed Director Joyce-Suneson as a committee member and added Director Villa, who is serving as committee chair, to the committee. Membership consists of representatives from the following:

- A. Two Board members (Director Joyce-Suneson and Director Villa)
- B. One Lucia Mar Unified School District (no application received)
- C. One individual from the San Luis Obispo County Parks and Recreation Commission (Dwayne Brummett applied)
- D. One individual representing the Oceano Elementary School Parent Teacher Association (Wonda Monson reapplied)
- E. One representative from the Oceano Beach Community Association (no application received)
- F. One representative from the Boys and Girls Clubs of South San Luis Obispo County (no application received)
- G. One representative from the South County Senior Center (no application received)
- H. Three at-large residents of the District. (Four Applications received; Varni, Monson, Paz, Osterbauer)

While staff has no record of prior formal Board appointments to the OPARC committee consistent with the adopted bylaws, the following members have been regular attendees and participants of OPARC meetings:

PAST ORGANIZATIONAL COMMITTEE MEMBERS:

- Andy Stenson, Executive Director of Facilities, Maintenance & Operations, LMUSD (no application received)
- Jasmine Dexter, Director of Resource Development, Boys & Girls Clubs of South SLO County (no application received)
- Wanda Monson, Safe Routes to School Committee, Oceano Elementary School Parent Teacher Association (application received for reappointment)
- Bruce Hilton, Parks Commissioner District 4, County of San Luis Obispo Parks and Recreation (no application received, however Dwayne Hilton applied)



- Jeannie Carpenter, Habitat for Humanity (no application received)
- Ray Monson, OPARC Member at Large (application received for reappointment)
- Charles Varni, prior board member (application received as committee member, at-large)

Other Agency Involvement

Lucia Mar Unified School District, Oceano Elementary School Parent Teachers Association, and Boys and Girls Club.

Financial Considerations

Unlike enterprise funds with ongoing revenue, OPARC lacks a reliable funding source for long-term activities and operations. Prior Board allocations of General Fund revenues are not recommended by staff in the future since minimal future revenues are anticipated for the streetlighting system that needs evaluation, maintenance and capital upgrades. Staff disagree with OPARC's recommendation to keep the term "General Fund" as an explicit source of funding in the bylaws.

Results

Establishing OPARC duties, governing policies and procedures, and cooperation with other local agencies promotes a livable and well governed community. Going forward, considering the fiscal constraints of the district, OPARC will have to rely on its volunteer committee members to continue the work of OPARC. The committee will need to:

- A. Prepare agendas two weeks prior to bi-monthly meetings for staff and legal review. Staff will finalize and publish.
- B. Seek on-going outside funding sources from the County, donations or grants. Write grants to secure outside funding contributions. Staff will review and finalize. Either staff or a Board representative on the committee may submit grants once staff review is completed.
- C. Co-ordinate fundraising independently.
- D. Supervise and co-ordinate all aspects of the jogging/walking track and soccer field in coordination with LMUSD as the lead agency.
- E. Staff will assist with conducting meetings, taking minutes, website updates, publishing meeting minutes and any legal or operational concerns.

Attachments:

1. Resolution and track changes version of Bylaws
2. Committee Applicants for review and consideration at the March meeting

OCEANO COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 202~~53~~ - ~~___~~12

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OCEANO COMMUNITY
ADOPTING THE BYLAWS OF THE OCEANO PARKS AND RECREATION COMMITTEE**

WHEREAS, the California Community Services District Law, Cal. Gov. Code § 61000 *et seq.*, which enumerates the types of services and facilities that may be provided by a community services district, specifically authorizes a district’s exercise of a Parks and Recreation power to:

- (1) “Acquire, construct, improve, maintain, and operate recreation facilities, including, but not limited to, parks and open space, in the same manner as a recreation and park district... [and]
- (2) Organize, promote, conduct, and advertise programs of community recreation, in the same manner as a recreation and park district...”;

WHEREAS, the Board of Directors (“Board”) of the Oceano Community Services District (the “District”) desires to exercise these powers in a manner that is transparent, collaborative, and accountable to the residents of Oceano;

WHEREAS, the District’s Bylaws allow the Board to, “...create Committees that are reflective of the District’s business and its enumerated powers at its discretion [which] shall be advisory committees to the Board and shall not commit the District to any policy, act or expenditure”;

WHEREAS, the Board, in its regular meeting on February 22, 2023, authorized the creation of “a parks and recreation advisory committee to advise the Board of Directors on projects and programs relevant to recreation and parks in Oceano”;

WHEREAS, the Ralph M. Brown Act, Gov. Code § 54950 *et seq.*, requires “[a] commission, committee, board, or other body of a local agency, whether permanent or temporary, decision-making or advisory, created by charter, ordinance, resolution, or formal action of a legislative body...” to comply with certain requirements regarding open and public meetings;

WHEREAS, the Board desires to enumerate the duties and policies of the Oceano Parks and Recreation Committee.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Oceano Community Services District adopts Bylaws for the Oceano Parks and Recreation Committee, which are attached as Exhibit A to this resolution.

BE IT FURTHER RESOLVED that the District General Manager or their designee is directed to assist the chair and members of OPARC to allow the committee to conduct its work as described in this resolution and to ensure compliance with all applicable requirements under the committee bylaws adopted by this resolution.

PASSED AND ADOPTED by the Board of Directors of the Oceano Community Services District on ~~November~~January 88, 2025~~3~~, by the following vote:

AYES:

NAYES:

ABSENT:

ABSTAIN:

President, Board of Directors of the
Oceano Community Services District

ATTEST:

Board Secretary of the
Oceano Community Services District

APPROVED AS TO FORM:

~~Daniel Cheung~~Robert Schultz, District Counsel

EXHIBIT A
BYLAWS FOR THE PARKS AND RECREATION ADVISORY COMMITTEE
OF THE OCEANO COMMUNITY SERVICES DISTRICT (“OPARC”)

SECTION I. DUTIES OF THE COMMITTEE

1. The purpose of the Oceano Parks and Recreation Committee (“OPARC” or “Committee”) is to advise the Board of Directors of the Oceano Community Services District (“District”) regarding the exercise of the District’s Parks and Recreation powers as those powers are enumerated in [state lawthe District Code of Ordinances and LAFCO District Services](#).

Commented [NM1]: Change approved by OPARC

2. Pursuant to state law and the District’s Bylaws, OPARC is an advisory committee to the District’s Board of Directors (“Board”), and therefore shall not commit the District to any policy, act or expenditure”;

3. Within 30 days after the appointment of Directors from the Board to serve on the OPARC, or no less than annually, OPARC shall submit a brief description of its proposed activities for the year to the Board for its approval. These activities may include:

- a. Making suggestions regarding the planning and design process for proposed programs for parks and recreation within Oceano and presenting related recommendations to the Board;
- b. Researching grants related to the District’s parks and recreation power and, at the direction of the Board, preparing applications for grants, recommending contracting with grant writers, and other funding sources;
- c. Meeting with other public and private not-for-profit organizations to explore offering events or activities for Oceano, or to apply for grant funding;
- d. Advising the Board on proposed policies and guidelines for use of District resources, including property owned by the District, for parks and recreation; and
- e. Proposing programs that provide physical, cultural, and educational opportunities for residents of Oceano to the Board.

SECTION II. POLICIES & PROCEDURES

1. In accordance with state law and the District’s Bylaws, OPARC shall operate as a standing committee for purposes of the Brown Act and shall conduct all meetings of the committee as public meetings in accordance with all applicable requirements of the Brown Act.

2. OPARC shall coordinate with the District's General Manager, or the General Manager's designee, to prepare agendas and related materials for all committee meetings, which shall be posted on the District's website and physically posted at the District office.

3. ~~OPARC-OCSD Staff shall prepare and~~ maintain minutes for each of the committee's meetings and included with the meeting materials for the next regular meeting of the Board of Directors for its review; this shall be in addition to the verbal report which will be made by a Director-committee member at that meeting.

Commented [NM2]: Change approved by OPARC

4. OPARC may receive funding for its operations from ~~the OCSD General fund, from appropriate Enterprise accounts, from grants, and from~~ private or public donations, ~~eligible funding sources, grants from outside agencies, and will need to develop an on-going source of funds to operate,~~ as approved by a majority of Directors.

Commented [NM3]: Deletion approved by OPARC

Commented [NM4]: Add general fund before this line - approved by OPARC via a motion (see minutes).

Commented [PB5R4]: Staff recommends deleting the term General Fund from the bylaws in section 4

4.5. ~~OPARC shall meet bi-monthly (every other month), on the odd-numbered months of the year, for a total of six annual meetings, unless the need arises for a special meeting to take place. In such a case, OPARC committee members may take action to recommend to the General Manager that a special meeting be convened.~~

Commented [NM6]: Change approved by OPARC

SECTION III. COMMITTEE MEMBERSHIP

1. Membership of the Committee shall consist of the following:

- a. Two members of the Board, one of whom shall be designated by the Board ~~of~~ to serve as chair of the Committee;
- b. One individual representing the Lucia Mar Unified School District;
- c. One individual from the San Luis Obispo County Parks and Recreation Commission;
- d. One individual representing the Oceano Elementary School Parent Teacher Association;
- e. ~~One representative from the local County Advisory Council for the residents of Oceano;~~
- f. One representative from the Oceano Beach Community Association;
- g. One representative from the ~~South County~~ Boys and Girls Club ~~of South County~~;
- h. ~~One representative from the South County Senior Center;~~
- i. ~~Four-Three~~ at-large residents of the District.

Commented [NM7]: Change approved by OPARC

Commented [NM8]: Change approved by OPARC

Commented [NM9]: OPARC approved to remove this item

Commented [NM10]: "Up to five at-large residents in the service area of the District verified by a utility bill or voter registration." Approved by OPARC

2. The Board shall accept applications for membership on the committee in January of each ~~odd~~ ~~numbered~~ year and shall approve the appointment of any Committee members ~~to one or two-year terms,~~ no later than March of ~~each that~~ year. Organizations may designate an alternate who can serve as a

Commented [PB11R10]: Staff recommendation is to keep the Committee smaller rather than larger for the purposes of meeting quorum and functionality vs unwieldy.

Commented [NM12]: OPARC approved these changes.

replacement in the absence of the designated Committee member, subject to OCSD Board approval.

The Board reserves the right to appoint ~~or remove~~ OPARC committee members at any time.

3. The Board may remove a member of the Committee at any time, with or without cause, by a majority vote of the Board.

~~3-4.~~ A majority of the members that have been appointed to OPRAC shall constitute a quorum.

4-5. Members of the Committee may not receive compensation from the District for their service on the Committee, except that members of the Board may receive compensation for their service in accordance with applicable state law and District policy.

Commented [NM13]: OPARC approved adding: 1.5 Interested parties can apply to OPARC to be recommended to the OCSD Board of Directors.

Commented [NM14]: OPARC approved this change.

Nicole Miller

From: Streamline <noreply@specialdistrict.org>
Sent: Thursday, January 30, 2025 3:28 PM
To: Nicole Miller
Subject: New form submission received: Oceano Parks & Recreation Committee (OPARC)



**Oceano
Community Services District**

Oceano Parks & Recreation Committee (OPARC)

Name::	Dwayne Brummett
Age (optional)::	
Residence Address::	[REDACTED]
Mailing Address::	[REDACTED]
Phone (day/evening)::	[REDACTED]
E-mail::	[REDACTED]
Statement of Qualifications:	
What are your primary reasons for wanting to join the committee?:	Serving as parks commissioner in district 4
What experience and/or skills do you bring to the committee?:	Facilities, recreation, finance, project management, non-profits, boards of directors, etc.
Are you typically available to volunteer two hours per week?:	Yes
I hereby certify that all the information provided in this application is true and accurate, and I give my consent to OPARC to verify the above information.:	Yes

[Reply / Manage](#)

APPLICATION FOR APPOINTMENT TO THE OCEANO PARKS AND RECREATION COMMITTEE

REC 10 PM 12:00

If you are interested in serving on the Oceano Parks and Recreation Committee for the Oceano Services District Board of Directors, please complete this application and return it to 1655 Front St., Oceano, CA 93445, or email it to carey@oceanocsd.org. You will be advised by the district board if your appointment is confirmed. Thank you for your interest.

NAME: Wanda Monson AGE (optional): _____

RESIDENCE ADDRESS: _____

MAILING ADDRESS: SAME

PHONE (Daytime): _____ (Evening): SAME

E-MAIL: _____

Statement of Qualifications: Please answer the following questions:

1. What are your primary reasons for wanting to join the committee?

To collaborate with committee members in planning events for the Oceano community.

2. What experience and/or skills do you bring to the committee?

I've had the opportunity to coordinate with fellow ^{cities} Optimist Club members in planning various fundraising events and fun activities in the 3 cities.

3. Are you typically available to volunteer two hours a week?

Yes, I am available.

Certification:

I hereby certify that all the information provided in this application is true and accurate, and I give my consent to OPARC to verify the above information.

Signature: Wanda Monson Date: 12-10-24

Nicole Miller

From: Streamline <noreply@specialdistrict.org>
Sent: Thursday, December 12, 2024 11:54 AM
To: Nicole Miller
Subject: New form submission assigned to you: Oceano Parks & Recreation Committee (OPARC)



**Oceano
Community Services District**

Oceano Parks & Recreation Committee (OPARC)

Name::	Raina Osterbauer
Age (optional)::	51
Residence Address::	[REDACTED]
Mailing Address::	[REDACTED]
Phone (day/evening)::	[REDACTED]
E-mail::	[REDACTED]
Statement of Qualifications:	
What are your primary reasons for wanting to join the committee?:	Im interested in helping to beautify our community & help out where I can.
What experience and/or skills do you bring to the committee?:	I have worked for Social Services in Santa Maria for 25 years.
Are you typically available to volunteer two hours per week?:	Sure, yes!
I hereby certify that all the information provided in this application is true and accurate, and I give my consent to OPARC to verify the above information.:	Yes

[Reply / Manage](#)

Powered by [Streamline](#).

Nicole Miller

From: Streamline <noreply@specialdistrict.org>
Sent: Thursday, December 12, 2024 11:53 AM
To: Nicole Miller
Subject: New form submission assigned to you: Oceano Parks & Recreation Committee (OPARC)



**Oceano
Community Services District**

Oceano Parks & Recreation Committee (OPARC)

Name::	charles varni
Age (optional)::	old
Residence Address::	same
Mailing Address::	[REDACTED]
Phone (day/evening)::	[REDACTED]
E-mail::	[REDACTED]
Statement of Qualifications:	
What are your primary reasons for wanting to join the committee?:	Continue supporting the work of OPARC for community betterment, including fundraising for the OES Track and Soccer Field Project
What experience and/or skills do you bring to the committee?:	Founded OPARC and served as Chair it's first year.
Are you typically available to volunteer two hours per week?:	Yes
I hereby certify that all the information provided in this application is true and accurate, and I give my consent to OPARC to verify the above information.:	Yes

[Reply / Manage](#)

APPLICATION FOR APPOINTMENT TO THE OCEANO PARKS AND RECREATION COMMITTEE

If you are interested in serving on the Oceano Parks and Recreation Committee for the Oceano Services District Board of Directors, please complete this application and return it to 1655 Front St., Oceano, CA 93445, or email it to carey@oceanocsd.org. You will be advised by the district board if your appointment is confirmed. Thank you for your interest.

NAME: Sonny Paz AGE (optional): 55

RESIDENCE ADDRESS: [REDACTED]
MAILING ADDRESS: [REDACTED]

PHONE (Daytime): [REDACTED]

E-MAIL: [REDACTED]

Statement of Qualifications: Please answer the following questions:

1. What are your primary reasons for wanting to join the committee?

Helping the Community children of OCEANO, Sport Clinics, Coaching Teach children positive values, behavior and life skills

2. What experience and/or skills do you bring to the committee?

Team Leadership, works well with others team player, positive morals and habits (positive role model).

3. Are you typically available to volunteer two hours a week?

Depending on scheduled date? I'll be available. I own a restaurant in Pismo Beach. And also a ~~member~~ Director on the Pismo Chamber of Commerce.

Certification:

I hereby certify that all the information provided in this application is true and accurate, and I give my consent to OPARC to verify the above information.

Signature: Sonny Paz Date: Dec. 3, 2024

APPLICATION FOR APPOINTMENT TO THE OCEANO PARKS AND RECREATION COMMITTEE

If you are interested in serving on the Oceano Parks and Recreation Committee for the Oceano Services District Board of Directors, please complete this application and return it to 1655 Front St., Oceano, CA 93445, or email it to carey@oceanocsd.org. You will be advised by the district board if your appointment is confirmed. Thank you for your interest.

NAME: Allene Villa AGE (optional): _____

RESIDENCE ADDRESS: _____

MAILING ADDRESS: Same

PHONE (Daytime): _____ (Evening): _____

E-MAIL: _____

Statement of Qualifications: Please answer the following questions:

1. What are your primary reasons for wanting to join the committee?

I OPARC has been doing good work in the community and I would like to be part of its continued success.

2. What experience and/or skills do you bring to the committee?

I have 4+ years of being a board member and committee member. I am familiar with Brown Act meetings and protocol.

3. Are you typically available to volunteer two hours a week?

yes.

Certification:

I hereby certify that all the information provided in this application is true and accurate, and I give my consent to OPARC to verify the above information.

Signature: Allene Villa Date: Dec 3, 2024

APPLICATION FOR APPOINTMENT TO THE OCEANO PARKS AND RECREATION COMMITTEE

If you are interested in serving on the Oceano Parks and Recreation Committee for the Oceano Services District Board of Directors, please complete this application and return it to 1655 Front St., Oceano, CA 93445, or email it to carey@oceanocsd.org. You will be advised by the district board if your appointment is confirmed. Thank you for your interest.

NAME: Ray L. Mouson AGE (optional): 70

RESIDENCE ADDRESS: [REDACTED]

MAILING ADDRESS: (SAME)

PHONE (Daytime): [REDACTED] (Evening): [REDACTED]

E-MAIL: [REDACTED]

Statement of Qualifications: Please answer the following questions:

1. What are your primary reasons for wanting to join the committee?

Provide Enhanced Recreation Opportunities FOR the Oceano community

2. What experience and/or skills do you bring to the committee?

CA STATE PARK RANGER (30 yrs)
National Park Service Ranger (10 yrs)
BS Recreation: Parks Admin (Sacramento CSUS)

3. Are you typically available to volunteer two hours a week?

Yes

Certification:

I hereby certify that all the information provided in this application is true and accurate, and I give my consent to OPARC to verify the above information.

Signature: [Signature] Date: 12/3/24



LAFCO - San Luis Obispo - Local Agency Formation Commission
SLO LAFCO - Serving the Area of San Luis Obispo County

COMMISSIONERS

Chairperson
VACANT
Special District Member

Vice-Chair
STEVE GREGORY
City Member

JIMMY PAULDING
County Member

VACANT
County Member

ROBERT ENNS
Special District Member

ED WAAGE
City Member

DAVID WATSON
Public Member

ALTERNATES

DAWN ORTIZ-LEGG
County Member

ED EBY
Special District Member

CARLA WIXOM
City Member

MICHAEL DRAZE
Public Member

STAFF

ROB FITZROY
Executive Officer

IMELDA MARQUEZ-VAWTER
Analyst

MORGAN BING
Analyst

MELISSA MORRIS
Commission Clerk

HOLLY WHATLEY
Legal Counsel

TO: Matt Pontes, County Administrative Office
Rebecca Campbell, County Administrative Office
Mia Trevelyan, County Administrative Office
Peter Brown, Oceano Community Services District
Scott Hallett, Five Cities Fire Authority
Rebecca Whiteside, County Planning & Building
Sonya Melendez, County Planning & Building

FROM: Rob Fitzroy, Executive Officer
Morgan Bing, Analyst

DATE: January 14, 2025

SUBJECT: Final Notice of Completion for the Oceano Community Services District Divestiture of Fire Protection Service and Designation of the County of San Luis Obispo as Successor Agency for Fire Protection Service

Filings for the above-named change have been completed. Attached are the following materials including:

1. Certificate of Completion
2. LAFCO Resolution No. 2024-08

If you have any questions, please call us at (805) 781-5795.

1042 Pacific Street, Suite A • San Luis Obispo, California 93401

Telephone: 805.781.5795 www.slo.lafco.ca.gov
February 12, 2025 - Page 128 of 146

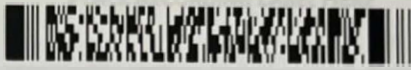
2024038388

Elaina Cano
San Luis Obispo - County Clerk-Recorder
12/31/2024 10:01 AM

Recorded at the request of:
PUBLIC

Titles: 1 Pages: 32

Fees: \$0.00
Taxes: \$0.00
Total: \$0.00



Recording requested by and mail to:

Executive Officer
Local Agency Formation Commission
1042 Pacific Street, Suite A
San Luis Obispo, CA 93401

CERTIFICATE OF COMPLETION

Pursuant to Government Codes Section 57200 and 57201 this Certificate of Completion is hereby issued by the Executive Officer of the Local Agency Formation Commission of San Luis Obispo County, California.

1. The short-form designation by LAFCO is the Oceano Community Services District Divestiture of Fire Protection Service and Designation of the County of San Luis Obispo as the Successor Agency for Fire Protection Service.
2. The name of the jurisdiction involved in this action and the kind or type of action ordered for the city or district is as follows:

District	Change of Organization
Oceano Community Services District	Divestiture of Fire Protection Service

3. The above-listed project is located within San Luis Obispo County.
4. The territory involved in this action is inhabited and protest hearings have been completed pursuant to Government Code Section 57000. The protest process involving both Landowners and Registered Voters was completed and the thresholds for further action were not reached through the Conducting Authority Hearing that was held on November 21, 2024. Therefore, the divestiture of Fire Protection Services remains approved.
5. This change of organization has been approved subject to the conditions stated in Resolution No. 2024-08, Exhibit A, attached hereto. Documentation demonstrating compliance with Conditions of Approval was included as Exhibit B.
6. The date of adoption of the Resolution approving this annexation was October 17, 2024, and the effective date of this action is upon the date of recordation of this certificate at the Office of the San Luis Obispo County Clerk Recorder.

I hereby certify that I have examined the above-cited ordinance or resolution for the change of organization and have found this document to be in compliance with Resolution No. 2024-08 approving the said change and adopted by the Local Agency Formation Commission of the County of San Luis Obispo on October 17, 2024.

Date: 12/31/2024

Rob Fitzroy

LAFCO File No: 1-E-23

LAFCO Executive Officer

Elaina Cano
San Luis Obispo
County Clerk-Recorder
Main Office: (805) 781-5080
Atascadero: (805) 461-6041
www.slovote.com

Receipt: 24-37965

Product	Name	Extended
0194	RELEASES	\$0.00
	Document #	2024038388
	Document Info:	PUBLIC
	# Pages	32
Total		\$0.00
Change (Cash)		\$0.00

PLEASE KEEP FOR REFERENCE

12/31/24 10:01 AM manelson
San Luis Obispo

Exhibit A

Resolution No. 2024-08

**IN THE LOCAL AGENCY FORMATION COMMISSION
COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA**

Thursday, October 17, 2024

RESOLUTION NO. 2024-08

**RESOLUTION APPROVING THE OCEANO COMMUNITY SERVICES DISTRICT DIVESTITURE OF
FIRE PROTECTION SERVICE AND DESIGNATION OF THE COUNTY OF SAN LUIS OBISPO AS THE
SUCCESSOR AGENCY FOR FIRE PROTECTION SERVICE**

The following resolution is now offered and read:

WHEREAS, on February 6, 2023, Oceano Community Services District, hereinafter referred to as the “District” applied to the San Luis Obispo Local Agency Formation Commission, hereinafter referred to as the “Commission”, through resolution of application for divestiture of fire protection service due to the District’s inability to fund fire protection service at the prior levels of service and proposed that the County of San Luis Obispo, hereinafter referred to as the “County”, be designated as the successor agency for fire protection service within the current District service area; and,

WHEREAS, on September 12, 2023, the County Board of Supervisors received a report on the County’s options to assume fire responsibility as named in OCSD’s application for divestiture and directed County staff to develop a plan for providing fire protection service to the Community of Oceano as successor agency; and,

WHEREAS, on June 18, 2024, the County approved the Plan for Service as the successor agency, and the District endorsed the County’s Plan for Service on July 24, 2024; and

WHEREAS, a Certificate of Filing for this proposal was signed by the Executive Officer on September 24, 2024; and

WHEREAS, the matter was set for public hearing at 9:00 AM on October 17, 2024, and the public hearing was duly conducted and determined and a decision was made on October 17, 2024; and

WHEREAS, the Executive Officer gave sufficient notice of a public hearing to be conducted by the Commission in the form and manner provided by law; and

WHEREAS, at said hearing this Commission heard and received all oral and written protests, objections and evidence, which were made, presented or filed, and all person’s present

were given the opportunity to hear and be heard in respect to any matter relating to the proposal and report; and

WHEREAS, the Notice of Exemption, prepared pursuant to §15062 is adequate as the documentation to comply with the California Environmental Quality Act (CEQA) for this proposal.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED by the Local Agency Formation Commission of the County of San Luis Obispo, State of California, as follows:

1. That the recitals set forth hereinabove are true, correct, and valid and are hereby incorporated by reference.
2. That the Executive Officer of this Commission is authorized and directed to mail copies of this resolution in the manner provided by law.
3. That the Notice of Exemption prepared for this proposal is complete and adequate, having been prepared in accordance with the provisions of CEQA and is hereby determined to be sufficient for the Commission's actions and is incorporated by reference as Exhibit A of this resolution.
4. In approving the Oceano Community Services District Divestiture of Fire Protection Service and Designation of the County of San Luis Obispo as the Successor Agency for Fire Protection Service, the Commission establishes that the only functions or services provided by the District within its jurisdictional boundaries are water, wastewater, parks and recreation, lighting, and solid waste.
5. That the Oceano Community Services District Divestiture of Fire Protection Service and Designation of the County of San Luis Obispo as the Successor Agency for Fire Protection Service is approved with the following conditions:
 1. The Oceano Community Services District and County of San Luis Obispo agree to defend, indemnify, hold harmless and release the San Luis Obispo Local Agency Formation Commission (LAFCO), its officers, employees, attorneys, or agents from any claim, action or proceeding brought against any of them, the purpose of which is to attack, set aside, void, or annul, in whole or in part, LAFCO's action on the proposal or on the environmental documents submitted to or prepared by LAFCO in connection with the proposal. This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorneys' fees, and expert witness fees that may be asserted by any person or entity, including the Applicant, arising out of or in connection with the application. In the event of such indemnification, LAFCO expressly reserves the right to provide its own defense at the reasonable expense of the applicant.
 2. That the Executive Officer is authorized and directed to conduct protest proceedings pursuant to Government Code Section 57000.

3. The effective date of the Oceano Community Services District Divestiture of Fire Protection Service and Designation of the County of San Luis Obispo as the Successor Agency for Fire Protection Service shall be the date of recordation of the Certificate of Completion. The Certificate of Completion will not be filed before the protest process is completed by LAFCO.
4. Once the divestiture is effective per Condition of Approval #3, the County of San Luis Obispo will hence forth be designated as the successor agency and shall be responsible for providing fire protection service here forward within the existing District boundary as of October 17, 2024, and as depicted in Exhibit B and as per the terms detailed in the Plan for Service contained in Exhibit C.
5. The Oceano Community Services District shall transfer the fee title of 1655 Front Street as per the terms of the Plan for Service contained in Exhibit C by June 30, 2025.
6. The Oceano Community Services District and County of San Luis Obispo shall execute the lease agreements for 1655 and 1681 Front Street, as per the terms of the Plan for Service contained in Exhibit C prior to the effective date of the divestiture.
7. The Oceano Community Services District Board of Directors shall take action at a public hearing to rescind all ordinances related to fire protection services and make other necessary administrative changes (such as changes to the District's website) for the public's benefit to reflect the changes in fire protection responsibilities by March 31, 2025.

Upon a motion of *Commissioner Paulding*, seconded by *Commissioner Arnold* and on the following roll call vote:

AYES: *COMMISSIONERS JIMMY PAULDING, DEBBIE ARNOLD, ROBERTENNS, ED WAAGE
DAVE WATSON, ED EBY, AND VICE CHAIR STEVE GREGORY*

NAYS: *NONE*

ABSENT: *NONE*

ABSTAIN: *NONE*

The foregoing resolution is hereby adopted.



10-17-21

~~Marshall Ochylski~~


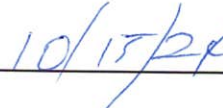
Date

LAFCO Chair

STEVE GREGORY

VICE CHAIR


ATTEST:

 Rob Fitzroy Date

LAFCO Executive Officer

APPROVED AS TO FORM AND LEGAL EFFECT:

 October 17, 2024

Brian Pierik Date

LAFCO Legal Counsel



Rincon Consultants, Inc.
1530 Monterey St, Suite D,
San Luis Obispo, California 93401
805-547-0900

January 23, 2025
Rincon Project No. 24-16640

Joseph Reichmuth, PE, Principal Engineer
MKN & Associates
354 Pacific Street
San Luis Obispo, California 93401
Via email: jreichmuth@mknassociates.us

Subject: Funding Opportunity Memorandum for Oceano Community Services District's 2025 Sanitary Sewer Capital Improvement Program, Oceano, San Luis Obispo County, California

Dear Mr. Reichmuth:

Rincon Consultants, Inc. (Rincon) is pleased to provide this funding opportunity memorandum for Oceano Community Services District's (OCS) 2025 Sanitary Sewer Capital Improvement Program (CIP), which will cover various improvements related to OCS's wastewater collection system. This memorandum outlines known funding programs for the types of projects anticipated to be included in the Sanitary Sewer CIP (e.g., sewer line replacement and rehabilitation, new lift station). The following sections provide details on seven available federal and state grants and low-financing loans that OCS may consider pursuing for one or more Sanitary Sewer CIP projects. Once the Sanitary Sewer CIP has been developed, Rincon will utilize this memorandum to prepare a Funding Plan that crosswalks the funding opportunities outlined below with the key projects in need of funding. The Funding Plan will recommend pursuit of one or more funding opportunities based on project type and status. For recommended funding opportunities, the Funding Plan will identify eligibility and submittal requirements, including any supporting materials that would need to be available for a complete application.

1. Infrastructure State Revolving Fund Program



The Infrastructure State Revolving Fund (ISRF) Program provides low-cost public financing to state and local government entities for a wide variety of public and economic development projects. Recent projects receiving low-cost loans through this program include replacement of a 40-year-old lift station by Stallion Springs Community Services District, sewer line upgrades and replacements by the City of Laguna Beach and County of Santa Cruz Sanitation District, and wastewater treatment plant rehabilitation and upgrades by the City of Laguna Beach and Las Gallinas Valley Sanitary District. Recent interest rates (since October 2022) have ranged from 4.04 to 4.78 percent.

Funding Entity: California Infrastructure and Economic Development Bank (IBank)

Funding Entity Type: state

Type: low-cost financing

Eligible Applicants: local government entities in California

Available Funds: data not available; the program continuously accepts applications and is not generally restricted in funding availability because IBank issues its own bonds to generate funds



Average Funds Awarded per Project: ranges from \$1 million to \$65 million

Loan Terms: useful life of the project up to a maximum of 30 years

Cost Sharing Requirements: none – ISRF financing can serve as matching funds for other grants/loans

Typical Application Timing: ongoing – operates on a first-come, first-serve basis

Application Submittal Requirements: Requires documentation demonstrating commitment(s) for project funding sources other than IBank, such as resolutions, commitment letters, grant agreements, loan agreements, contracts, etc. Requires complete copies of the five most recent fiscal year-end audited financial statements as well as applicable revenue projections and cash flows. Requires current CIP. Requires an origination fee of the greater of \$25,000 or one percent of the original loan amount.

- Relevant Eligible Project Types**
- Wastewater infrastructure (conveyance, treatment, pumping),
 - Levee improvement and monitoring to reduce flood risk and increase recreational access for disadvantaged communities
 - Design and installation of community centers and visitor centers/kiosks that promote environmental education in disadvantaged communities

Key Evaluation Criteria: no scoring mechanism; if approved, loans are provided on a first-come, first-serve basis

Website Link: <https://www.ibank.ca.gov/loans/infrastructure-loans/>

Recommended Next Steps: consider further in Funding Plan

2. Clean Water State Revolving Fund



State Water Resources Control Board

The Clean Water State Revolving Fund (CWSRF) is a financial assistance program established by the United States Environmental Protection Agency (USEPA) and administered in California by the California State Water Resource Control Board

(SWRCB) to support a wide range of water quality projects.

Recent projects placed on the CWSRF Fundable List for FY2024-25 include South Tahoe Public Utility District’s Bijou Wastewater Pump Station Rehabilitation project, the City of San Diego’s Alvarado Trunk Sewer Phase IV project, Sunset Beach Sanitary District’s Broadway Pump Station Sewer Bypass project, and City of Oakland’s Sanitary Sewer Rehabilitation (Sub-basin 82-005) Phase 2 project. The program primarily provides low-interest financing but also offers a limited number of grants for certain priority categories, which include Small Community Wastewater Program grants for planning and construction.

Funding Entity: USEPA through SWRCB

Funding Entity Type: federal administered through state

Type: low-interest financing and grants

Eligible Applicants: cities, towns, districts, state agencies, and certain Native American tribal governments and organizations

Available Funds: \$850 million over the next five years for low-interest loans, \$181 million available in Fundable Year 2024-25 for grants through the Small Community Wastewater Program



Average Funds Awarded per Project: funding ranges from <\$1 million to >\$100 million with an average award of \$3,580,000

Loan Terms: 30 years or the useful life of the project

Cost Sharing Requirements: none

Typical Application Timing: ongoing – operates on a first-come, first-serve basis

Application Submittal Requirements: Applicants must submit several packages, including general, technical, environmental, and financial security packages. Technical package must include a detailed Project Report, signed and stamped by a registered Professional Engineer, that meets SWRCB requirements, including a characterization of the existing wastewater system, treatment objectives, a project alternatives analysis, and implementation information for the recommendation project alternative.¹ Other key components of the various application packages include the Climate Change Worksheet, California Environmental Quality Act documentation with federal environmental cross-cutter analysis (that may include separate biological and cultural resources reports), audited financial statements for the most recent three years and projected budgets for the next two years, and the Tax Questionnaire and Reimbursement Resolution. While incomplete applications can be submitted, complete applications are prioritized for review and receive a higher score. Applicants must also submit a final budget approval package to receive a finalized agreement after bid opening.

Relevant Eligible Project Types

Construction of publicly-owned treatment facilities, including:

- Wastewater treatment facilities
- Local sewers
- Sewer interceptors
- Water reclamation and distribution facilities
- Stormwater treatment facilities
- Combined sewers
- Landfill leachate treatment facilities

Key Evaluation Criteria: Projects from applicants that qualify as a small severely disadvantaged community or a small disadvantaged community (such as OCSD) or that are public health projects are automatically added to the Fundable List. Otherwise, projects are assigned a priority score based on various factors, which affects whether the project is placed on the Fundable List in the CWSRF Intended Use Plan.² For Fundable Year 2024-25, the Fundable List Cut-off Score was 12 out of a maximum of 16 points. Projects seeking grants specifically from the Small Community Wastewater Program are prioritized for funding based on whether they address violations of waste discharge requirements for National Pollutant Discharge Elimination System Permits, connect previously unsewered areas, or join communities to regional wastewater treatment works.

Website Link: https://www.waterboards.ca.gov/water_issues/programs/grants_loans/srf/

Recommended Next Steps: consider further in Funding Plan

¹ See Attachment T1 for SWRCB Project Report requirements - https://www.waterboards.ca.gov/water_issues/programs/grants_loans/srf/docs/forms/application_technical_package.pdf

² CWSRF Priority Score Estimate Worksheet - https://www.waterboards.ca.gov/water_issues/programs/grants_loans/srf/docs/forms/priority_score_estimation_worksheet.pdf



3. Water and Wastewater Disposal Loan & Grant Program



The Water and Wastewater Disposal Loan & Grant Program provides funding assistance for clean and reliable drinking water systems, sanitary sewage

disposal, sanitary solid waste disposal, and storm water drainage to households and businesses in eligible rural areas. Interest rates for the second quarter of FY 2025 range from 2.500 to 4.125 percent and are based on the need for the project and the median household income of the area to be served. Projects in California recently receiving loans and grants through this program include Woodbridge Sanitary District’s Wastewater Facilities Rehabilitation project, Willow Creek Community Services District’s Septic System Collection and Treatment project, and the City of San Juan Bautista’s Sewer Improvements projects.

Funding Entity: United States Department of Agriculture (USDA)

Funding Entity Type: federal

Type: low-interest financing and grants

Eligible Applicants: state and local governmental entities, private nonprofits, and federally-recognized tribes serving rural areas and towns with population of 10,000 or less, tribal lands in rural areas, and colonias

Available Funds: data not available

Average Funds Awarded per Project: data not available

Loan Terms: up to 40 years, based on the useful life of facilities financed

Cost Sharing Requirements: none

Typical Application Timing: accepted year round

Application Submittal Requirements: Applicants must apply through the USDA’s *RD Apply* system. Required application materials include information on the Customer, Facility, Facility Sites, Land Rights, Volume/Flow, Project Schedule, Project Cost, Financials, and Service Area Map.

Required financial information includes a General Funds Balance Sheet, Enterprise Balance Sheet, Other Income, Short Lived Assets, Proposed Funding, Debt, Proposed O&M Expenses, financial statements and audits. A Preliminary Engineering Report meeting USDA requirements and a USDA Environmental Report must be provided as well.

Key Evaluation Criteria: no scoring mechanism; however, the program encourages partnerships with other federal, state, local, private and nonprofit entities that offer financial assistance. Projects must demonstrate financial sustainability.

Website Link: <https://www.rd.usda.gov/programs-services/water-environmental-programs/water-waste-disposal-loan-grant-program>

Recommended Next Steps: consider further in Funding Plan

Relevant Eligible Project Types
<ul style="list-style-type: none"> Acquisition, construction or improvement of sewer collection, transmission, treatment, and disposal facilities In some cases, funding may be used for related activities such as engineering fees, environmental analyses, administrative services, land acquisition, permits, and start-up operation and maintenance activities (ordinarily not to exceed first year of operation)



4. Community Facilities Direct Loan & Grant Program



The Community Facilities Direct Loan & Grant Program provides affordable funding to develop water and waste disposal facilities and essential community

facilities in rural areas. Interest rates for the first quarter of FY 2025 range from 2.500 to 4.125 percent and are based on the need for the project and the median household income of the area to be served. Projects in California recently receiving loans and grants through this program include the purchase of a vactor truck for sewer/stormwater cleaning; purchases of various vehicles and trucks for inspections, public works, fire protection services, and police protection services; purchases of mobile and stationary equipment such as backhoes and emergency generators; and the completion of building improvements such as roof repairs and heating, ventilation, and air conditioning upgrades.

Funding Entity: USDA

Funding Entity Type: federal

Type: low-interest financing and grants

Eligible Applicants: public bodies, community-based non-profit organizations, and federally-recognized Tribes serving rural areas including cities, villages, townships, and towns with no more than 20,000 residents, including Federally Recognized Tribal Lands, based on the latest United States Census data

Relevant Eligible Project Types

Construction, enlargement, extension, or otherwise improvement of waste disposal facilities, including those for sanitary sewerage and stormwater

Available Funds: data not available

Average Funds Awarded per Project: data not available

Loan Terms: up to 40 years, based on the useful life of facilities financed

Cost Sharing Requirements: none for low-interest financing; ranges from 25 to 85 percent for grants, based on population size and median household income of the proposed service area

Typical Application Timing: accepted year round

Application Submittal Requirements: Applicants must complete RD Form 1942-40 (Processing Checklist for Public Bodies) prior to application submittal.³ Required materials to secure an agreement include a project summary, environmental compliance documents, operating budget, balance sheet, final plans and specifications, and various other forms and financial information. A Preliminary Engineering Report meeting USDA requirements must be prepared as well. Applicants must be unable to finance the project from their own resources and/or through commercial credit at reasonable rates and terms, and projects must demonstrate substantial community support. In addition, environmental review must be completed/acceptable to USDA.

Key Evaluation Criteria: Applications are scored using a point system with priority given to small communities with a population of 5,500 or less and low-income communities with a median household income below 80 percent of the state non-metropolitan median household income.

Website Link: <https://www.rd.usda.gov/programs-services/community-facilities/community-facilities-direct-loan-grant-program-11>

Recommended Next Steps: consider further in Funding Plan

³ RD Form 1942-40 - <https://forms.sc.egov.usda.gov/efcommon/eFileServices/eForms/RD1942-40.PDF>



5. Community Development Block Grant Program



The Community Development Block Grant (CDBG) Program provides annual grants to states, cities, and counties to develop viable urban communities by providing decent housing and a suitable living environment and by expanding economic opportunities, principally for low- and

moderate-income people. Different programs are available under the block grant, such as the CDBG Entitlement Program, which provides grants to entitled cities and urban

counties, or the CDBG State Program, which provides funds to states that then make awards to towns, cities, and counties not directly funded under the CDBG Entitlement Program. Although OCSD does not qualify as an eligible grantee, it may consider collaborating with the County of San Luis Obispo, which has received CDBG Entitlement Program funding since 2002 and has used its CDBG funding for activities such as improvements to water/sewer facilities, flood drainage, streets, and sidewalks. The County of San Luis Obispo has also previously allocated a portion of its CDBG funds to local participating cities (e.g., Arroyo Grande, Morro Bay, Paso Robles) for street and sidewalk improvements projects. Additional coordination with the County of San Luis Obispo would be necessary to determine whether OCSD would be considered an eligible subrecipient of CDBG funds.

Relevant Eligible Project Types

- Construction of public facilities and improvements, including wastewater systems
- Associated activities such as acquisition of real property and relocation/demolition activities

Funding Entity: United States Department of Housing and Urban Development

Funding Entity Type: federal; federal administered through state; federal administered through county

Type: grant

Eligible Grantees (for CDBG Entitlement Program): principal cities of Metropolitan Statistical Areas, other metropolitan cities with populations of at least 50,000, and qualified urban counties with populations of at least 200,000

Available Funds: varies year to year - in 2024, allocated funds were \$3.3 billion

Average Funds Awarded per Project: range from \$300,000 to \$22 million depending on population, poverty, housing overcrowding, and age of housing

Cost Sharing Requirements: none

Typical Application Timing: fall to winter of each year

Application Submittal Requirements: Because OCSD is not an eligible grantee, it would not be able to directly submit an application to this program. Further coordination with the County of San Luis Obispo would be necessary to determine what materials from OCSD may be required to support consideration for funds. Typically, grant recipients must meet specific community engagement requirements, such as holding public meetings and hearings.

Key Evaluation Criteria: Because OCSD is not an eligible grantee, it would not be able to directly submit an application to this program. Further coordination with the County of San Luis Obispo would be necessary to determine how a funding request from OCSD would be evaluated. Typically, points are awarded to grant applicants based on community need data, capacity and knowledge, cost sharing ability, and additional community engagement beyond the minimum requirements, among other factors.



Website Links:

- Federal: <https://www.hudexchange.info/programs/cdbg-entitlement/>
- County: <https://www.slocounty.ca.gov/departments/social-services/homeless-services-division/community-development>

Recommended Next Steps: conduct additional coordination with County of San Luis Obispo, consider further in Funding Plan

6. Flood Mitigation Assistance



The Flood Mitigation Assistance program provides annual funding to reduce or eliminate the risk of repetitive flood damage to buildings insured under the National Flood Insurance Program. This competitive grant program supports projects that enhance community resilience and reduce flood insurance claims. Funding is provided by the Federal Emergency Management Agency (FEMA) to state, local, tribal, and territorial governments for flood risk reduction mitigation projects, aiming to reduce risks or eliminate claims under the National Flood Insurance Program. In California, the California Governor’s Office of Emergency Services (CalOES) receives funding from FEMA and allocates funds to projects submitted by “subapplicants.” Projects recently receiving grants through this program include the Atmospheric River Control Spillway project in Yuba County, California; the Baltic Canal Flood Mitigation project in New Jersey; the Hendricks Drainage Channel Stormwater Improvements project in Silsbee, Texas; and the Weekes Wash Regional Flood Control Facility in Apache Junction, Arizona.

Relevant Eligible Project Types

- Flood hazard mitigation planning
- Project scoping (e.g., developing community flood mitigation projects or individual flood mitigation projects)
- Community flood mitigation projects (e.g., localized flood control, floodwater storage and diversion, stormwater management)
- Individual flood mitigation projects (must benefit repetitive loss and severe repetitive loss properties)

Funding Entity: FEMA

Funding Entity Type: federal administered through state

Type: grant

Eligible Subapplicants: special districts, cities, townships, and counties

Available Funds: \$800 million was available during the 2023 grant cycle

Average Funds Awarded per Project: \$50 million federal share activity cap per subapplication

Cost Sharing Requirements: typically 25 percent, but subapplicants may qualify for a 10 percent cost share for repetitive loss properties or a zero percent cost share for severe repetitive loss properties⁴

Typical Application Timing: offered on a periodic basis – the most recent deadline to submit a Notice of Interest was January 10, 2025 with subapplications due February 28, 2025

⁴ The designations of repetitive loss and severe repetitive loss are assigned by FEMA based on a property’s loss history documented through paid claims issued from the National Flood Insurance Program.



Application Submittal Requirements: Subapplicants must submit a Notice of Interest via the CalOES Engage Portal before submitting a subapplication. The Notice of Interest requires information regarding the subapplicant; the project description, location, and schedule; any available planning studies, feasibility reports, and design documents; a problem statement, a solution description and implementation plan; information on the existing hazard and the history of damages and losses of services/functions; project costs; and information on the Local Hazard Mitigation Plan (LHMP). If invited to apply, subapplicants must also submit a description of project alternatives, a narrative of hazards to be mitigated by the project, a description of the area and population that would benefit from the project, floodplain-related information, a detailed project cost estimate, a project work schedule with go/no-go milestones, a full benefit-cost analysis, a description of maintenance activities, and information pertaining to environmental and historic preservation impacts.

Key Evaluation Criteria: To be eligible, the subapplicant must have participated in the LHMP process and formally adopted a LHMP through formal resolution (completed by OCSD in 2019). Localized Flood Risk Reduction Projects must demonstrate the project benefits properties insured through the National Flood Insurance Program. Applications are scored based on factors such as cost-effectiveness, engineering feasibility, application completeness, consistency with the approved State Mitigation Plan and LHMP, conformance with environmental and historic preservation laws and regulations, and financial integrity. For Localized Flood Risk Reduction Project subapplications, priority ranking is given to those projects benefiting Justice40 communities⁵ or a Community Disaster Resilience Zone,⁶ the number of National Flood Insurance Program policies benefiting from the project, benefits to repetitive loss and severe repetitive loss properties, consideration of climate change and other future conditions, incorporation of nature-based solutions, the use of public-private partnerships, community participation in a Community Rating System, and community participation in the Cooperating Technical Assistance Partners Program. For Individual Flood Mitigation Project subapplications, priority ranking is given to those projects that will mitigate flood damage to at least 75 percent of structures included in the subapplication that meet the definition of repetitive loss and/or severe repetitive loss properties. Beyond those projects, priority scoring is giving to projects addressing structures meeting FEMA's definition of "substantially damaged," projects benefiting Justice40 communities or a Community Disaster Resilience Zone, and projects benefitting repetitive loss and severe repetitive loss properties.

Website Link: <https://www.caloes.ca.gov/office-of-the-director/operations/recovery-directorate/hazard-mitigation/hm-grant-opportunities/hma-fma/>

Recommended Next Steps: remove from further consideration because of lack of nexus to Sanitary Sewer CIP projects

⁵ Oceano does not constitute a Justice40 community based on the Climate and Economic Justice Screening Tool map published by the Council on Environmental Quality - <https://screeningtool.geoplatform.gov/en/#10.54/35.0702/-120.6118>

⁶ Oceano is not currently in a Community Disaster Resilience Zone based on FEMA's Community Disaster Resilience Zone Viewer - <https://experience.arcgis.com/experience/e3bb8cb79d124a0ca38a05e48afb6fd6/page/Community-Disaster-Resilience-Zone-Viewer/>



7. Building Resilient Infrastructure and Communities



The Building Resilient Infrastructure and Communities (BRIC) program is an annual grant initiative that shifts the focus from reactive disaster spending to proactive investment in community resilience. Funding is provided by FEMA to states, United States territories, tribal governments, and local communities for hazard mitigation projects, aiming to reduce risks from disasters and natural hazards. In California, CalOES receives funding from FEMA and allocates funds to projects submitted by “subapplicants.” Projects receiving grants through this program in California in Fiscal Years 2022 and 2023 include the City of Santa Cruz’s Pump Station Mitigation Project, City of Riverbank’s Recycled Water and Water Supply Resiliency Project, El Dorado Irrigation District’s Critical Water System Infrastructure Protection project, the City of Hillsborough’s Highline Pipeline Project for Potable Water Multi-Hazard Resilience, Inland Empire Utilities Agency’s Recycled Water and Aquifer Storage Project, Paradise Irrigation District’s Magalia Dam Seismic Retrofit project, San Bernardino County Flood Control District’s Mission Channel Flood Protection project, and Sutter County’s Sutter Bypass East Levee project.

Funding Entity: FEMA

Funding Entity Type: federal administered through state

Type: grant

Eligible Subapplicants: special districts, local governments, state agencies, and federally recognized tribes

Available Funds: \$2 million was allocated to California along with an additional \$2 million for Building Code Plus-Up activities in the 2024 grant cycle. An additional \$451 million is available at the national competition level.

Average Funds Awarded per Project: \$50 million federal share activity cap per subapplication

Cost Sharing Requirements: typically 25 percent, but subapplicants may qualify for a 10 percent cost share if the project is located in a Community Disaster Resilience Zone or Economically Disadvantaged Rural Communities (calculated by population)

Typical Application Timing: offered on a periodic basis – the most recent deadline to submit a Notice of Interest was January 10, 2025 with subapplications due February 28, 2025

Application Submittal Requirements: Subapplicants must submit a Notice of Interest via the CalOES Engage Portal before submitting a subapplication. The Notice of Interest requires information regarding the subapplicant; the project description, location, and schedule; any available planning studies, feasibility reports, and design documents; a problem statement, a solution description and implementation plan; information on the existing

Relevant Eligible Project Types

Cost-effective risk-reduction projects aimed at increasing resilience and public safety, reducing injuries and loss of life, and reducing damage and destruction to property, critical services, facilities, and infrastructure, including:

- Nature-based solutions/green infrastructure (e.g., wetland restoration, floodplain restoration, permeable pavement)
- Property acquisition with demolition/relocation of structures away from natural hazards
- Drainage and flood control facilities (e.g., debris basins, culverts, levees)
- Floodproofing via structural elevation
- Structural seismic retrofits
- Wildfire and vegetation management (e.g., hazardous fuels reduction activities, creation of defensible space)
- Back-up generators



hazard and the history of damages and losses of services/functions; project costs; and information on the LHMP. If invited to apply, subapplicants must also submit a description of project alternatives, a narrative of hazards to be mitigated by the project, a description of the area and population that would benefit from the project, floodplain-related information, a detailed project cost estimate, a project work schedule, a full benefit-cost analysis, a description of maintenance activities, and information pertaining to environmental and historic preservation impacts.

Key Evaluation Criteria: To be eligible, the subapplicant must have participated in the LHMP process and formally adopted a LHMP through formal resolution (completed by OCSD in 2019). Applications are scored based on scope of work completeness, cost-effectiveness, technical feasibility, consistency with the LHMP as well as on risk reduction and resilience, the consideration of climate change and future conditions, project implementation measures (e.g., management of costs and schedules, strong labor standards), community-wide benefits, community engagement including input from diverse stakeholders, and leveraging partnerships with state, tribal, private, and local entities.

Website Link: <https://www.caloes.ca.gov/office-of-the-director/operations/recovery-directorate/hazard-mitigation/hm-grant-opportunities/hma-bric/>

Recommended Next Steps: remove from further consideration because of lack of nexus to Sanitary Sewer CIP projects

If you have any questions regarding this memo, please contact Annaliese Torres at 657-999-8337 or atorres@rinconconsultants.com.

Sincerely,

Rincon Consultants, Inc.

Annaliese Torres
Supervising Environmental Planner

Rosalyn Prickett
Principal

January 23, 2025



United Way of
San Luis Obispo County

P.O. Box 14309
San Luis Obispo, CA 93406
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unitedwayslo.org

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Board of Directors of Oceano Community Services District
P.O. Box 599, Oceano, CA. 93475

Attn: President, Shirley Gibson and General Manager Peter Brown

Subject: Request to address the Board of Directors on February 12, 2025 regarding seeking community support for having Low-Power FM Radio Station KYXZ 107.9 relocated from Grover Beach to an Oceano location.

My name is Charles Goodman. I have been a resident of Oceano for 50 years. During that time, I have been actively involved in low power public radio and have facilitated the creation and management of the radio station KYXZ from Grover Beach for 30 years. During that time KYXZ has been the "Voice of the South County" with local news, events, updates, public service announcements and various educational programs, many of which feature South County and Dunite history. Currently, we have been broadcasting a very eclectic, culturally diverse blend of cross generational music, including blues, blue grass, gospel, hip-hop, reggae, and folk, etc. We are a non-profit, licensed under the auspices of United Way of San Luis Obispo County. Of note is many of our broadcasts are now archived in the Library of Congress in Washington, D.C. and can be accessed through The American Archive of Public Broadcasting at americanarchive.org using KYXZ in the keyword search.

Circumstances of late require us to find a new home for KYXZ in the very near term. I am hoping that a possible location or two might turn up by sharing with the OCSB Board of Directors and the broader Oceano community the benefits of having the "Voice of the South County" broadcasting from a minimal rent location in Oceano. If any Board member or community member has ability to assist or connect us with potential host locations, they should reach out to me at rulecooler@gmail.com.

For further information on the history of KYXZ and its predecessor 88.9 FM Excellent Radio please visit our website at kyxz.org.

Thank you for your consideration,

A handwritten signature in blue ink that reads "Charles Goodman".

Charles Goodman
Volunteer KYXZ Station Manager
cc. Liz Summer, CEO