



**Notice of Regular Meeting**  
**Oceano Community Services District - Board of Directors Agenda**  
**WEDNESDAY, April 12, 2017 – 5:30 P.M.**  
**Oceano Community Services District Board Room**  
**1655 Front Street, Oceano, CA**

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

All persons desiring to speak during any Public Comment period are asked to fill out a "Board Appearance Form" to submit to the General Manager prior to the start of the meeting. Each individual speaker is limited to a presentation time of THREE (3) minutes per item. Persons wishing to speak on more than one item shall limit his/her remarks to a total of SIX (6) minutes. This time may be allocated between items in one minute increments up to three minutes. Time limits may not be yielded to or shared with other speakers.

1. **CALL TO ORDER:**
2. **ROLL CALL:**
3. **FLAG SALUTE:**
4. **AGENDA REVIEW:**
5. **CLOSED SESSION:**

- A. **Pursuant to Government Code §54957.6:** Conference with Labor Negotiators. Agency designated representative: General Manager, Paavo Ogren, Legal Counsel, Jeff Minnery; Employee Organizations: a) Service Employees International Union 620

6. **PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA: (NOT BEGINNING BEFORE 6:00 PM)**

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

7. **SPECIAL PRESENTATIONS & REPORTS:**

A. **STAFF REPORTS:**

- i. Operations - Field Supervisor Tony Marraccino
- ii. FCFA Operations - Chief Steve Lieberman
- iii. OCSD General Manager
- iv. Sheriff's South Station - Commander Stuart MacDonald OCSD

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

- i. Director Angello
- ii. Director Brunet
- iii. President White
- iv. Vice President Austin
- v. Director Coalwell

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 Agenda Item #6 – Special Presentations and Reports. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.*

## 8. CONSENT AGENDA ITEMS:

**Public comment** Members of the public wishing to speak on consent agenda items may do so when recognized by the Presiding Officer. To facilitate public comment we request persons wishing to speak to fill out a speak request form and give it to the General Manager. Public comment is limited to three (3) minutes.

- A. Review and Approval of Minutes for the Regular Meeting on March 8, 2017
- B. Review and Approval of Cash Disbursements
- C. Submittal for approval an Intent to Serve Letter to Robert Dorazio; 2140 Beach; Assessor's Parcel No. 062-116-025
- D. Submittal for approval an Intent to Serve Letter to Tyler & Krysta Seals; 1376 21<sup>st</sup> Street; Assessor's Parcel No. 062-261-023
- E. Submittal for approval an Intent to Serve Letter to Donovan Veira; Lot 21 corner of Tamera & 23<sup>rd</sup> Street; Assessor's Parcel No. 062-023-043
- F. Submittal for approval an Intent to Serve Letter to Larry Moles; 311 Juanita; Assessor's Parcel No. 061-021-051
- G. Approval of a Recommendation to Set May 15, 2017 as the Application Deadline for Fireworks Permits

## 9. BUSINESS ITEMS:

**Public comment** Members of the public wishing to speak on public hearing items may do so when recognized by the Presiding Officer. To facilitate public comment we request persons wishing to speak to fill out a speak request form and give it to the General Manager. Public comment is limited to three (3) minutes.

- A. Introduction of a Resolution Approving the Report on Public Facilities Fees dated April 12, 2017 and making findings required by the Mitigation Fee Act and setting of a Public Hearing on May 10, 2017 to consider its approval
- B. Submittal of a Sewer System Management Plan (SSMP) 2016 Internal Audit covering Calendar Years 2015 & 2016
- C. Review of the District's Budget Status as of March 31, 2017 and authorize the General Manager to issue purchase orders to replace the HVAC (\$13,159) unit, meter reading equipment (\$9,740) and provide an upgrade the District's website (\$9,500)

## 10. UTILITY ITEMS:

## 11. HEARING ITEMS:

## 12. RECEIVED WRITTEN COMMUNICATIONS:

## 13. LATE RECEIVED WRITTEN COMMUNICATIONS:

## 14. FUTURE AGENDA ITEMS: District Policies Continued; Professional Service Proposals

## 15. FUTURE HEARING ITEMS: May 10, 2017 Public Facility Fees

## 16. ADJOURNMENT:

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

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

**ASISTENCIA A DISCAPACITADO** Si usted está incapacitado de ninguna manera y necesita alojamiento para participar en la reunión de la Junta, por favor llame a la Secretaria de la Junta al (805) 481-6730 para recibir asistencia por lo menos tres (3) días antes de la reunión para que los arreglos necesarios puedan ser hechos.



# Oceano Community Services District

## Summary Minutes

Regular Meeting Wednesday, March 22, 2017 – 6:30 P.M.

Oceano Community Services District Board Room  
1655 Front Street, Oceano, CA

1. **CALL TO ORDER:** at 6:30 p.m. by President White
2. **FLAG SALUTE:** led by President White
3. **ROLL CALL:** All Board members present Director Brunet, Director Coalwell, Vice President Austin, President White. Also present, General Manager Ogren, District Legal Counsel Jeff Minnery, Business and Accounting Manager Carey Casciola. Director absent Angello.
4. **AGENDA REVIEW:** Agenda approved as presented.
5. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA:** No public comment.
6. **SPECIAL PRESENTATIONS & REPORTS:**
  - a. **STAFF REPORTS:**
    - i. Operations - Field Supervisor Tony Marraccino reported 7 work orders, 8 USA's, Lopez is currently at 58% full, inspecting if residents have a clean out on property.
    - ii. FCFA - Chief Steve Lieberman – None
    - iii. OCSD General Manager / Zone 3 Advisory Committee - General Manager Ogren reported on homeless coalition in 5 Cities, spring clean-up, and Zone 3 Advisory Committee next week.
    - iv. Sheriff's South Station - Commander Stewart MacDonald – Commander MacDonald gave an update on community incidents. Crime is not high in community. Vagrants are the largest problem, starting a community action team to work on the homeless problem.
  - b. **BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:**
    - i. Director Angello - Absent
    - ii. Director Brunet – None
    - iii. President White – reported on SSLOCSD
    - iv. Vice President Austin - None
    - v. Director Coalwell – reported on WRAC
  - c. **PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:**  
No public comment.

7 CONSENT AGENDA:	ACTION:
<p><b>A.</b> Review and Approval of Minutes for the Regular Meeting on February 22, 2017</p> <p><b>B.</b> Review and Approval of Cash Disbursements</p> <p><b>C.</b> Submittal for approval an Intent to Serve Letter to Cindy Doll; 2480 Paso Robles; Assessor's Parcel No. 062-102-025</p> <p><b>D.</b> Submittal for approval an Intent to Serve Letter to Conchal Enterprises, LLC; 1935 &amp; 1945 Casitas; Assessor's Parcel No. 062-305-014</p> <p><b>E.</b> Consideration of a Recommendation to Approve a Single Day Use Permit for use of District Facilities on April 8, 2017 for Santa Maria 4-Wheelers</p> <p><b>F.</b> Consideration of a Recommendation to Approve a By-Law Amendment modifying the time of the District's regular meetings</p>	<p>After an opportunity for public comment and brief Board discussion, staff recommendations were approved with a motion from Director Brunet, a second by Director Coalwell and a 4-0 vote. Vice President Austin abstained from Item 7A.</p> <p>No public comment.</p>

<b>8 A BUSINESS ITEM:</b>	<b>ACTION:</b>
Consideration of an Update on Capital Project efforts and direction as the Board deems appropriate	After an opportunity for public comment and brief Board discussion, no action taken. Public comment was received by Pat Fitzgerald.

9. **UTILITY ITEMS:** None

10. **HEARING ITEMS:** None

11. **RECEIVED WRITTEN COMMUNICATIONS:** Housing Coalition

12. **LATE RECEIVED WRITTEN COMMUNICATIONS:** None

13. **CLOSED SESSION:** was entered at approximately 8:45pm. Open session was resumed at approximate 9:40pm  
No public comment.

A. **Pursuant to Government Code §54957.6:** Conference with Labor Negotiators. Agency designated representative: General Manager, Paavo Ogren; Employee Organizations: a) Service Employees International Union 620

No reportable Action

B. **Pursuant to Government Code §54956.9 (d)(2):** Conference with District Counsel regarding anticipated litigation. Number of cases: one (1).

No reportable Action

14. **FUTURE AGENDA ITEMS:** District Policies Continued; SSMP Audit; Professional Service Proposals; Zone 3 Budget & Q3 Budget Review, Public Facilities Fees, IMMA nomination emails.

15. **FUTURE HEARING ITEMS:** None

16. **ADJOURNMENT:** at approximately 9:43pm





# Oceano Community Services District

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

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

**Date:** April 12, 2017

**To:** Board of Directors

**From:** Celia Ruiz, Will Serve Coordinator

**Via:** Paavo Ogren, General Manager

**Subject:** **Agenda Item # 8C:** Submittal for approval an Intent to Serve Letter to Robert Dorazio; 2140 Beach; Assessor's Parcel No. 062-116-025

## Recommendation

That your Board authorize the General Manager or his designee to send the attached Intent to Serve Letter to Robert Dorazio; 2140 Beach Street; Assessor's Parcel No. 062-116-025

## Discussion

Mr. Dorazio submitted a request for a will-serve letter on March 18, 2017 attached and staff has prepared the attached "intent to serve" letter for your Board's consideration. Staff has not identified any special concerns for the proposed development that would require any special conditions or denial of the request.

## Current Status

The owner is in process of obtaining building permits from the County. Owner has built a new secondary dwelling unit. Owner started the building process in 1992. In 2010 a permit was issued and expired in 2012. A new permit has been issued to final an expired permit.

NAME OF APPLICANT	ROBERT DORAZIO
APPLICATION DATE RECEIVED	MARCH 18, 2017
ADDRESS	2140 BEACH
ASSESSORS PARCEL NUMBER	062-116-025
TYPE OF USE	SFR
CONFIRMATION OF OWNERSHIP	YES
OFFSITE IMPROVEMENTS?	YES
REIMBURSEMENT AGREEMENT?	YES
PREVIOUS WILL SERVE ISSUED	YES
EXPIRATION DATE	2007
FEES REQUIRED	\$ 2,882.94
SSLOCD FEE SIGN-OFF REQUIRED?	YES
FOG PROGRAM REQUIRED?	NO
SSLOCD SIUP REQUIRED?	NO
LETTER FROM FCFA?	YES



# Oceano Community Services District

Board of Directors Meeting

## Other Agency Involvement

The County of San Luis Obispo issues building permits for land development in Oceano. The issuance of will-serve letters and conditions of development is also coordinated with the Five Cities Fire Authority and the South San Luis Obispo County Sanitation District.

## Other Financial Considerations

Owner paid estimated fees in 2006. Below is the current estimated fees.

Fees due before building permits.

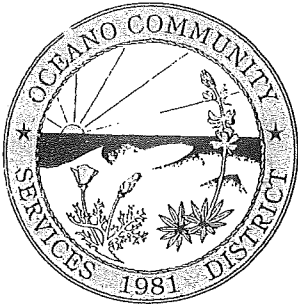
Description	Current Estimate Fees	Fees Paid 2006
<b>Service Connection Fees</b>		
Meter 5/8"	\$ 675.00	\$ 675.00
Front Footage	0.00	400.00
State Water / Lopez Dam	1,000.00	0.00
Inspection Fee	25.00	25.00
Capacity Charge	5,514.96	3,232.02
<b>Estimated Water Fees</b>	<b>\$ 7,214.96</b>	<b>\$ 4,332.02</b>
Connection Fee	500.00	500.00
Inspection Fee	25.00	25.00
<b>Estimated Sewer Fees</b>	<b>\$ 525.00</b>	<b>\$ 525.00</b>
<b>Total Water and Sewer Fees</b>	<b>\$ 7,739.96</b>	<b>\$ 4,857.02</b>
<b>Difference</b>		<b>\$ 2,882.94</b>

## Results

Providing will serve letters for new development is consistent with the County's General Plan and the interests of the property owner.

Attachments:

- Will serve request from Robert Dorazio



# Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

## INTENT-TO-SERVE APPLICATION

1. This is an application for: **Water and Sewer**
2. SLO County Planning Department/Tract or Development No.: see attached
3. Attach a copy of SLO County application.  
Note: District Intent-to-Serve letters expire twelve (12) months from date of issue, unless the project's County application is deemed complete.
4. Project location: 2140 BEACH ST, OCEANO
5. Assessor's Parcel Number (APN) of lot(s) to be served: 062-116-025
6. Owner Name: ROBERT DORAZIO
7. Mailing Address: PO BOX 604, AVILA BEACH, CA 93424  
2140 BEACH ST, OCEANO, CA 93445
8. Email: DORAZIO911@gmail.com
9. Phone: 805 481-0713 FAX: N/A
10. Agent's Information (Architect or Engineer):  
Name: OWNER BUILT, RCF: PLANNING  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX: \_\_\_\_\_
11. Type of Project: (check box)
  - Single-family dwelling units ADD 2<sup>ND</sup> UNIT, REPLACE EXISTING UNIT
  - Multi-family dwelling units
  - Commercial
  - Mixed use (Commercial and Residential)

12. Site Plan:

All projects, submit full set of plans. Show parcel layout, water and sewer laterals, and general off-site improvements, as applicable.


13. Agreement:

The Applicant agrees that in accordance with generally accepted construction practices, Applicant shall assume sole and complete responsibility for the condition of the job site during the course of the project, including the safety of persons and property; that this requirement shall apply continuously and not be limited to normal working hours; and the Applicant shall defend, indemnify, and hold the District and District's agents, employees and consultants harmless from any and all claims, demands, damages, costs, expenses (including attorney's fees) judgments or liabilities arising out of the performance or attempted performance of the work on this project; except those claims, demands, damages, costs, expenses (including attorney's fees) judgments or liabilities resulting from the negligence or willful misconduct of the District.

Nothing in the foregoing indemnity provision shall be construed to require Applicant to indemnify District against any responsibility or liability or contravention of Civil Code §2782.

Comply with all District Rules and Regulations.

**Application Processing Fee.....\$ 30.00 per structure and/or separate residential unit, whichever is greater.**

Date MAR 18, 2017 Signed   
(Must be signed by owner or owner's agent)  
Print Name Robert D'Amico

April 12, 2017

Robert Dorazio  
PO Box 604  
Avila Beach, CA 93424

**SUBJECT: Intent to Serve Letter – Water and Wastewater Collection  
APN 062-116-025; OCSD PROJECT #6520 OWNER/PROJECT: DORAZIO / SFR**

Dear Mr. Dorazio:

The purpose of this letter is in response to your request for a will serve letter dated March 18, 2017 and to provide you with a confirmation that it is the intent of the Oceano Community Services District (OCSD) to serve you water and provide you wastewater collections services for the project described in this letter.

Please understand that prior to obtaining any building permit from the County of San Luis Obispo for the project, you must obtain a final will-serve letter from the District. In order to obtain a final will-serve letter, the conditions of this "intent to serve" letter must be fully satisfied, or otherwise waived or modified by the Board of Directors unless the General Manager is authorized to modify or waive. In addition, other agencies related to the OCSD, specifically the Five Cities Fire Authority (FCFA) and the South San Luis Obispo County Sanitation District (SSLOCSD) may also have conditions that you must satisfy and provide proof of doing so to the OCSD.

In the event that facts and circumstances associated with your application include errors or omissions, or for other reasons needed to ensure compliance with the OCSD ordinances, resolutions and/or rules and regulations, the OCSD reserves the right to modify the conditions prior to approval of the final will serve letter. In the event of non-compliance with the OCSD requirements, the OCSD reserves the right to take any and all actions necessary to ensure compliance and to also request that the County of San Luis Obispo take any and all actions to help ensure compliance, including but not limited to stop notices on construction activities.

Oceano Community Services District intends to serve the single family residence development proposed for 2140 Beach subject to the following conditions:

1. Payment of \$ 2,882.94 is due to OCSD.
2. Approval by OCSD of the following items on the project's plans and specifications submitted to the County of San Luis Obispo:
  - a. Onsite water and sewer services and cleanouts.
  - b. Offsite improvements if applicable. If off-site improvements are required, you must provide engineered plans and submit them to the District for review and approval, which may also include requirements from the FCFA and street lighting. You will also be required to execute a reimbursement agreement to cover costs of the OCSD on a time and materials basis.

3. If any of the OCSD facilities are required to be modified because of required conditions of the District or any other agency having jurisdiction over the proposed development, you are responsible for providing plans and specifications to the District for review and approval and for paying the costs of those modifications whether the work is done under your control or by the OCSD. You will also be required to execute a reimbursement agreement to cover costs of the OCSD on a time and materials basis.
4. If District facilities (such as water and/or sewer lines) extend into or across the subject property, you will be required to prepare and submit appropriate easement documents and/or encroachment permits for acceptance by the District's Board of Directors and recording with the County Clerk-Recorder.
5. You must provide letters from FCFA and SSLOCSD that indicates that they have reviewed your project and identifies any conditions that they require of the project. If no conditions are required by FCFA and/or SSLOCSD, the letter(s) must clearly state that no conditions are required.
6. All project improvements approved by OCSD will require final inspections by OCSD prior to the issuance of a final will serve letter.

This intent to serve letter will expire April 12, 2018 and is nontransferable. If you have any questions, please contact the office at (805) 481-6730.

Respectfully submitted,

OCEANO COMMUNITY SERVICES DISTRICT

Celia Ruiz, Will Serve Coordinator



# Oceano Community Services District

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

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

**Date:** April 12, 2017  
**To:** Board of Directors  
**From:** Celia Ruiz, Will Serve Coordinator  
**Via:** Paavo Ogren, General Manager  
**Subject:** **Agenda Item # 8D:** Submittal for approval an Intent to Serve Letter to Tyler & Krysta Seals; 1376 21<sup>st</sup> Street; Assessor's Parcel No. 062-261-023

## Recommendation

That your Board authorize the General Manager or his designee to send the attached Intent to Serve Letter to Tyler & Krysta Seals; 1376 21<sup>st</sup> Street; Assessor's Parcel No. 062-261-023

## Discussion

Mr. & Mrs. Seals submitted a request for a will-serve letter on March 8, 2017 attached and staff has prepared the attached "intent to serve" letter for your Board's consideration. Staff has not identified any special concerns for the proposed development that would require any special conditions or denial of the request.

## Current Status

The owner is in process of obtaining building permits from the County. Owner is proposing to add a second story with attached granny unit above garage without a kitchen.

## Other Agency Involvement

The County of San Luis Obispo issues building permits for land development in Oceano. The

NAME OF APPLICANT	TYLER & KRYSTA SEALS
APPLICATION DATE RECEIVED	MARCH 8, 2017
ADDRESS	1376 21 <sup>ST</sup> STREET
ASSESSORS PARCEL NUMBER	062-261-023
TYPE OF USE	SINGLE FAMILY RESIDENCE
CONFIRMATION OF OWNERSHIP	YES
OFFSITE IMPROVEMENTS ?	YES
REIMBURSEMENT AGREEMENT ?	YES
PREVIOUS WILL SERVE ISSUED	N/A
EXPIRATION DATE	N/A
FEES REQUIRED	\$ 1,375.00
SSLOCS D FEE SIGN-OFF REQUIRED?	NO
FOG PROGRAM REQUIRED?	NO
SSLOCS D SIUP REQUIRED?	NO
LETTER FROM FCFA?	YES





# Oceano Community Services District

Board of Directors Meeting

issuance of will-serve letters and conditions of development is also coordinated with the Five Cities Fire Authority and the South San Luis Obispo County Sanitation District.

## Other Financial Considerations

Owner only needs to upgrade to 1" meter per FCFA to meet NFPA 13D Fire Protection System requirement.

Fees due before building permits.

Description	Estimate
<i>Service Connection Fees</i>	
Meter 1"	\$ 1,350.00
Inspection Fee	25.00
<b>Total</b>	<b>\$ 1,375.00</b>

## Results

Providing will serve letters for new development is consistent with the County's General Plan and the interests of the property owner.

Attachments:

- Will serve request from Tyler & Krysta Seals
- Five Cities Fire Authority requirements



# Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6886

MAR 08 RECD

## INTENT-TO-SERVE APPLICATION

1. This is an application for: **Water and Sewer**
2. SLO County Planning Department/Tract or Development No.: \_\_\_\_\_
3. Attach a copy of SLO County application.  
Note: District Intent-to-Serve letters expire twelve (12) months from date of issue, unless the project's County application is deemed complete.
4. Project location: 1376 21<sup>st</sup> street Oceano, CA 93445
5. Assessor's Parcel Number (APN) of lot(s) to be served: 062-261-023
6. Owner Name: Tyler and Krysta Seals
7. Mailing Address: 1376 21<sup>st</sup> street Oceano, CA 93445
8. Email: krystaseals@gmail.com
9. Phone: (650) 224-6825 FAX: \_\_\_\_\_
10. Agent's Information (Architect or Engineer):  
Name: Cody McLaughlin  
Address: 963 South 16<sup>th</sup> street, Grover Beach, CA 93433  
Email: cmarchitect@live.com  
Phone: (805) 704-1713 FAX: \_\_\_\_\_
11. Type of Project: (check box)
  - Single-family dwelling units
  - Multi-family dwelling units
  - Commercial
  - Mixed use (Commercial and Residential)

12. Site Plan:

All projects, submit full set of plans. Show parcel layout, water and sewer laterals, and general off-site improvements, as applicable.

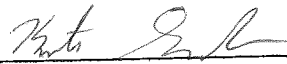
13. Agreement:

The Applicant agrees that in accordance with generally accepted construction practices, Applicant shall assume sole and complete responsibility for the condition of the job site during the course of the project, including the safety of persons and property; that this requirement shall apply continuously and not be limited to normal working hours; and the Applicant shall defend, indemnify, and hold the District and District's agents, employees and consultants harmless from any and all claims, demands, damages, costs, expenses (including attorney's fees) judgments or liabilities arising out of the performance or attempted performance of the work on this project; except those claims, demands, damages, costs, expenses (including attorney's fees) judgments or liabilities resulting from the negligence or willful misconduct of the District.

Nothing in the foregoing indemnity provision shall be construed to require Applicant to indemnify District against any responsibility or liability or contravention of Civil Code §2782.

Comply with all District Rules and Regulations.

Application Processing Fee.....\$ 30.00 per structure and/or separate residential unit, whichever is greater.

Date 3/8/2017 Signed   
(Must be signed by owner or owner's agent)

Print Name Krysta Seals



# FIRE DEPARTMENT

## MEMORANDUM

**To:** Oceano Community Services District  
**Copy:** Paul Bischoff, Property Owner / Contractor  
**From:** Barton C. Pearson, Fire Captain / Fire Inspector  
**Phone:** (805) 574-3487  
**Date:** March 31, 2017  
**Subject:**  Building Plan Review  Sprinkler Plan Review  
 Revision to Memorandum Dated: March 25, 2017  
**Project Address:** 1376 21<sup>st</sup> St  
**APN #** 062-261-023

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**I have reviewed the plans for the above referenced project. The following fire and life safety conditions must be met prior to Fire Department approval of the project:**

1. Proposed addition and/or change is over the amount set forth. Therefore, retro-fit of fire sprinklers must be completed to existing structure as per Fire Department calculations.
2. Installation of a NFPA 13D Fire Protection System is required and shall be installed in accordance with current adopted building and fire codes. Plans shall be submitted to the City of Grover Beach and Five Cities Fire Authority for review and approval prior to installation
3. Riser must have a water flow alarm with a dedicated electrical circuit and a lock on device installed, please see attached
4. Fire sprinkler riser must be installed inside the garage in a protective enclosure.
5. A minimum 1" water service line and 1" water meter must be installed to the residence, calculated and approved by Fire Protection Engineer
6. Main control valve must only shut off domestic water service and not the fire water
7. 6.3.4 A warning sign, with a minimum ¼ in. letters, shall be affixed adjacent to the main shutoff valve and shall state the following:

8. **WARNING:** The water system for this home supplies fire sprinklers that require certain flows and pressures to fight a fire. Devices that restrict the flow or decrease the pressure or automatically shut off the water to the fire sprinkler system, such as water softeners, filtration systems, and automatic shutoff valves, shall not be added to this system without a review of the fire sprinkler system by a fire protection specialist. **DO NOT REMOVE THIS SIGN**
9. Smoke detectors and Carbon Monoxide Detectors must be installed in all sleeping areas and in corridors leading to the sleeping areas and be electrically interconnected with battery back-up
10. Address number shall be Arabic numerals or Alphabet Letters. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inch in Residential / Commercial Zones.
11. Five Cities Fire Authority must be contacted and an appointment made to do a rough fire sprinkler inspection prior to drywall / insulation install. After construction is complete, an appointment made and a final fire sprinkler inspection must be completed.

***Note: All conditions must be noted on plans as written.***

If you have any questions regarding these conditions, please do not hesitate to contact my office. Thank you.

April 12, 2017

Tyler & Krysta Seals  
1376 21<sup>st</sup> Street  
Oceano, CA. 93445

**SUBJECT: Intent to Serve Letter – Water and Wastewater Collection  
APN 062-261-023; OCSD PROJECT #6517 OWNER/PROJECT: SEALS / 2<sup>ND</sup> STORY ADDITION**

Dear Mr. & Mrs. Seals:

The purpose of this letter is in response to your request for a will serve letter dated March 8, 2017 and to provide you with a confirmation that it is the intent of the Oceano Community Services District (OCSD) to serve you water and provide you wastewater collections services for the project described in this letter.

Please understand that prior to obtaining any building permit from the County of San Luis Obispo for the project, you must obtain a final will-serve letter from the District. In order to obtain a final will-serve letter, the conditions of this "intent to serve" letter must be fully satisfied, or otherwise waived or modified by the Board of Directors unless the General Manager is authorized to modify or waive. In addition, other agencies related to the OCSD, specifically the Five Cities Fire Authority (FCFA) and the South San Luis Obispo County Sanitation District (SSLOCSD) may also have conditions that you must satisfy and provide proof of doing so to the OCSD.

In the event that facts and circumstances associated with your application include errors or omissions, or for other reasons needed to ensure compliance with the OCSD ordinances, resolutions and/or rules and regulations, the OCSD reserves the right to modify the conditions prior to approval of the final will serve letter. In the event of non-compliance with the OCSD requirements, the OCSD reserves the right to take any and all actions necessary to ensure compliance and to also request that the County of San Luis Obispo take any and all actions to help ensure compliance, including but not limited to stop notices on construction activities.

Oceano Community Services District intends to serve the remodel/addition development proposed for 1376 21<sup>st</sup> Street subject to the following conditions:

1. Payment of \$ 1,375 is due to OCSD.
2. Approval by OCSD of the following items on the project's plans and specifications submitted to the County of San Luis Obispo:
  - a. Onsite water and sewer services and cleanouts.
  - b. Offsite improvements if applicable. If off-site improvements are required, you must provide engineered plans and submit them to the District for review and approval, which may also include requirements from the FCFA and street lighting. You will also be required to execute a reimbursement agreement to cover costs of the OCSD on a time and materials basis.
3. If any of the OCSD facilities are required to be modified because of required conditions of the

District or any other agency having jurisdiction over the proposed development, you are responsible for providing plans and specifications to the District for review and approval and for paying the costs of those modifications whether the work is done under your control or by the OCSD. You will also be required to execute a reimbursement agreement to cover costs of the OCSD on a time and materials basis.

4. If District facilities (such as water and/or sewer lines) extend into or across the subject property, you will be required to prepare and submit appropriate easement documents and/or encroachment permits for acceptance by the District's Board of Directors and recording with the County Clerk-Recorder.
5. You must provide letters from FCFA and SSLOCSD that indicates that they have reviewed your project and identifies any conditions that they require of the project. If no conditions are required by FCFA and/or SSLOCSD, the letter(s) must clearly state that no conditions are required.
6. All project improvements approved by OCSD will require final inspections by OCSD prior to the issuance of a final will serve letter.

This intent to serve letter will expire April 12, 2018 and is nontransferable. If you have any questions, please contact the office at (805) 481-6730.

Respectfully submitted,

OCEANO COMMUNITY SERVICES DISTRICT

Celia Ruiz, Will Serve Coordinator





# Oceano Community Services District

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

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

**Date:** April 12, 2017  
**To:** Board of Directors  
**From:** Celia Ruiz, Will Serve Coordinator  
**Via:** Paavo Ogren, General Manager  
**Subject:** **Agenda Item # 8E:** Submittal for approval an Intent to Serve Letter to Donovan Veira; Lot 21 corner of Tamera & 23<sup>RD</sup> Street; Assessor's Parcel No. 062-023-043

## Recommendation

That your Board authorize the General Manager or his designee to send the attached Intent to Serve Letter to Donovan Veira; Lot 21 corner of Tamera & 23<sup>RD</sup> Street; Assessor's Parcel No. 062-023-043

## Discussion

Mr. Veira submitted a request for a will-serve letter on March 7, 2017 attached and staff has prepared the attached "intent to serve" letter for your Board's consideration. Staff has not identified any special concerns for the proposed development that would require any special conditions or denial of the request.

## Current Status

The owner is in process of obtaining building permits from the County. Owner is proposing a new single family residence on stilts lot is currently a basin.

## Other Agency Involvement

The County of San Luis Obispo issues building permits for land development in Oceano. The issuance of will-serve letters and conditions of development is also

NAME OF APPLICANT	DONAVAN VEIRA
APPLICATION DATE RECEIVED	MARCH 7, 2017
ADDRESS	LOT 21 CORNER OF TAMERA & 23 <sup>RD</sup> STREET
ASSESSORS PARCEL NUMBER	062-023-043
TYPE OF USE	SINGLE FAMILY RESIDENCE
CONFIRMATION OF OWNERSHIP	YES
OFFSITE IMPROVEMENTS ?	YES
REIMBURSEMENT AGREEMENT ?	YES
PREVIOUS WILL SERVE ISSUED	N/A
EXPIRATION DATE	
FEES REQUIRED	\$ 12,494.96
SSLOCD FEE SIGN-OFF REQUIRED?	YES
FOG PROGRAM REQUIRED?	NO
SSLOCD SIUP REQUIRED?	NO
LETTER FROM FCFA?	NO



## Oceano Community Services District

Board of Directors Meeting

coordinated with the Five Cities Fire Authority and the South San Luis Obispo County Sanitation District.

### Other Financial Considerations

Owner will need a 1" meter per FCFA to meet NFPA 13D Fire Protection System requirement.

Fees due before building permits.

Description	Estimate
<b>Water Connection Fees</b>	
Meter 1"	\$ 1,350.00
Front Footage	\$4, 080.00
State Water Project/Lopez Dam Improvement Charge	\$ 1,000.00
Inspection Fee (\$ 25 per SFR Equivalent Unit)	\$ 25.00
Capacity Charge	\$ 5,514.96
<b>Total</b>	<b>\$ 11,969.96</b>
<b>Sewer Connection Fees</b>	
Sewer Connection Fee	\$ 500.00
Inspection Fee (\$ 25 per SFR Equivalent Unit)	\$ 25.00
<b>Total</b>	<b>\$ 525.00</b>
<b>Total Water and Sewer Estimated Fees</b>	<b>\$ 12,494.96</b>

### Results

Providing will serve letters for new development is consistent with the County's General Plan and the interests of the property owner.

Attachments:

- Will serve request from Donovan Veira



MAR 08 RECD

# Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

## INTENT-TO-SERVE APPLICATION

1. This is an application for: **Water and Sewer**

2. SLO County Planning Department/Tract or Development No.: PMT-2016-06140

3. Attach a copy of SLO County application.

Note: District Intent-to-Serve letters expire twelve (12) months from date of issue, unless the project's County application is deemed complete.

4. Project location: Lot 21 TAMERA # 23<sup>RD</sup> ST. OCEANO 93445

5. Assessor's Parcel Number (APN) of lot(s) to be served: 062-023-043

6. Owner Name: DONAVAN VEIRA

7. Mailing Address: 2116 NIPOMO ST. OCEANO 93445

8. Email: \_\_\_\_\_

9. Phone: 805-710-6040 FAX: \_\_\_\_\_

10. Agent's Information (Architect or Engineer):

Name: MIKE BOGLE CONSTRUCTION, INC.

Address: 301 ZOBATA WAY, MODO GRANDE CA 95420

Email: MIKE.BOGLE.CONSTRUCTION@SUNBEL.COM

Phone: 805-491-6675 FAX: \_\_\_\_\_

11. Type of Project: (check box)

- Single-family dwelling units
- Multi-family dwelling units
- Commercial
- Mixed use (Commercial and Residential)

12. Site Plan:

All projects, submit full set of plans. Show parcel layout, water and sewer laterals, and general off-site improvements, as applicable.

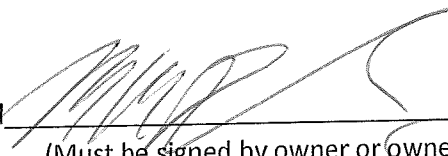
13. Agreement:

The Applicant agrees that in accordance with generally accepted construction practices, Applicant shall assume sole and complete responsibility for the condition of the job site during the course of the project, including the safety of persons and property; that this requirement shall apply continuously and not be limited to normal working hours; and the Applicant shall defend, indemnify, and hold the District and District's agents, employees and consultants harmless from any and all claims, demands, damages, costs, expenses (including attorney's fees) judgments or liabilities arising out of the performance or attempted performance of the work on this project; except those claims, demands, damages, costs, expenses (including attorney's fees) judgments or liabilities resulting from the negligence or willful misconduct of the District.

Nothing in the foregoing indemnity provision shall be construed to require Applicant to indemnify District against any responsibility or liability or contravention of Civil Code §2782.

Comply with all District Rules and Regulations.

**Application Processing Fee.....\$ 30.00 per structure and/or separate residential unit, whichever is greater.**

Date 3/7/17 Signed   
(Must be signed by owner or owner's agent)  
Print Name MIKE BOGLE

April 12, 2017

Donavan Veira  
2110 Nipomo St  
Oceano, CA. 93444

**SUBJECT: Intent to Serve Letter – Water and Wastewater Collection  
APN 062-023-043; OCSD PROJECT #6518 OWNER/PROJECT: VEIRA / SFR**

Dear Mr. Veira:

The purpose of this letter is in response to your request for a will serve letter dated March 7, 2017 and to provide you with a confirmation that it is the intent of the Oceano Community Services District (OCSD) to serve you water and provide you wastewater collections services for the project described in this letter.

Please understand that prior to obtaining any building permit from the County of San Luis Obispo for the project, you must obtain a final will-serve letter from the District. In order to obtain a final will-serve letter, the conditions of this "intent to serve" letter must be fully satisfied, or otherwise waived or modified by the Board of Directors unless the General Manager is authorized to modify or waive. In addition, other agencies related to the OCSD, specifically the Five Cities Fire Authority (FCFA) and the South San Luis Obispo County Sanitation District (SSLOCSD) may also have conditions that you must satisfy and provide proof of doing so to the OCSD.

In the event that facts and circumstances associated with your application include errors or omissions, or for other reasons needed to ensure compliance with the OCSD ordinances, resolutions and/or rules and regulations, the OCSD reserves the right to modify the conditions prior to approval of the final will serve letter. In the event of non-compliance with the OCSD requirements, the OCSD reserves the right to take any and all actions necessary to ensure compliance and to also request that the County of San Luis Obispo take any and all actions to help ensure compliance, including but not limited to stop notices on construction activities.

Oceano Community Services District intends to serve the single family residence development proposed for Lot 21 corner of Tamera & 23<sup>rd</sup> Street subject to the following conditions:

1. Payment of \$ 12,494.96 is due to OCSD.
2. Approval by OCSD of the following items on the project's plans and specifications submitted to the County of San Luis Obispo:
  - a. Onsite water and sewer services and cleanouts.
  - b. Offsite improvements if applicable. If off-site improvements are required, you must provide engineered plans and submit them to the District for review and approval, which may also include requirements from the FCFA and street lighting. You will also be required to execute a reimbursement agreement to cover costs of the OCSD on a time and materials basis.

3. If any of the OCSD facilities are required to be modified because of required conditions of the District or any other agency having jurisdiction over the proposed development, you are responsible for providing plans and specifications to the District for review and approval and for paying the costs of those modifications whether the work is done under your control or by the OCSD. You will also be required to execute a reimbursement agreement to cover costs of the OCSD on a time and materials basis.
4. If District facilities (such as water and/or sewer lines) extend into or across the subject property, you will be required to prepare and submit appropriate easement documents and/or encroachment permits for acceptance by the District's Board of Directors and recording with the County Clerk-Recorder.
5. You must provide letters from FCFA and SSLOCSD that indicates that they have reviewed your project and identifies any conditions that they require of the project. If no conditions are required by FCFA and/or SSLOCSD, the letter(s) must clearly state that no conditions are required.
6. All project improvements approved by OCSD will require final inspections by OCSD prior to the issuance of a final will serve letter.

This intent to serve letter will expire April 12, 2017 and is nontransferable. If you have any questions, please contact the office at (805) 481-6730.

Respectfully submitted,

OCEANO COMMUNITY SERVICES DISTRICT

Celia Ruiz, Will Serve Coordinator



# Oceano Community Services District

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

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

**Date:** April 12, 2017  
**To:** Board of Directors  
**From:** Celia Ruiz, Will Serve Coordinator  
**Via:** Paavo Ogren, General Manager  
**Subject:** **Agenda Item # 8F:** Submittal for approval an Intent to Serve Letter to Larry Moles; 311 Juanita; Assessor's Parcel No. 061-021-051

## Recommendation

That your Board authorize the General Manager or his designee to send the attached Intent to Serve Letter to Larry Moles; 311 Juanita; Assessor's Parcel No. 061-021-051

## Discussion

Mr. Moles submitted a request for a will-serve letter on March 23, 2017 attached and staff has prepared the attached "intent to serve" letter for your Board's consideration. Staff has not identified any special concerns for the proposed development that would require any special conditions or denial of the request.

## Current Status

The owner is in process of obtaining building permits from the County. Owner is proposing a remodel/addition to the existing single family residence.

## Other Agency Involvement

The County of San Luis Obispo issues building permits for land development in Oceano. The issuance of will-serve letters and

NAME OF APPLICANT	LARRY MOLES
APPLICATION DATE RECEIVED	MARCH 23, 2017
ADDRESS	311 JUANITA
ASSESSORS PARCEL NUMBER	061-021-051
TYPE OF USE	REMODEL/ADDITION
CONFIRMATION OF OWNERSHIP	YES
OFFSITE IMPROVEMENTS?	NO
REIMBURSEMENT AGREEMENT?	YES
PREVIOUS WILL SERVE ISSUED	NA
EXPIRATION DATE	NA
FEES REQUIRED	\$ 1,375
SSLOCD FEE SIGN-OFF REQUIRED?	NO
FOG PROGRAM REQUIRED?	NO
SSLOCD SIUP REQUIRED?	NO
LETTER FROM FCFA?	NO





# Oceano Community Services District

Board of Directors Meeting

conditions of development is also coordinated with the Five Cities Fire Authority and the South San Luis Obispo County Sanitation District.

## Other Financial Considerations

Owner only needs to upgrade to 1" meter per FCFA to meet NFPA 13D Fire Protection System requirement.

Fees due before building permits.

Description	Estimate
<i>Service Connection Fees</i>	
Meter 1"	\$ 1,350.00
Inspection Fee	25.00
<b>Total</b>	<b>\$ 1,375.00</b>

## Results

Providing will serve letters for new development is consistent with the County's General Plan and the interests of the property owner.

Attachments:

- Will serve request from Larry Moles



# Oceano Community Services District

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

(805) 481-6780

FAX (805) 481-6886

## INTENT-TO-SERVE APPLICATION

1. This is an application for: Water and Sewer
2. SLO County Planning Department/Tract or Development No.: DRC2016-00092
3. Attach a copy of SLO County application.  
Note: District Intent-to-Serve letters expire twelve (12) months from date of issue, unless the project's County application is deemed complete.
4. Project location: 311 Juanita, Oceano CA
5. Assessor's Parcel Number (APN) of lot(s) to be served: 061-021-051
6. Owner Name: Larry Moles
7. Mailing Address: 8851 S. Grantland, Fresno, CA 93706
8. Email: spfarmz@aol.com
9. Phone: 559-974-7263 FAX: 559-441-7946
10. Agent's Information (Architect or Engineer):  
Name: Peter Danciar, AIA, C32076  
Address: 1750 Prefumo Canyon Road, CA 93405  
Email: peter@danciar.com  
Phone: 704-5142 FAX: \_\_\_\_\_
11. Type of Project: (check box)
  - Single-family dwelling units
  - Multi-family dwelling units
  - Commercial
  - Mixed use (Commercial and Residential)

12. Site Plan:

All projects, submit full set of plans. Show parcel layout, water and sewer laterals, and general off-site improvements, as applicable.


13. Agreement:

The Applicant agrees that in accordance with generally accepted construction practices, Applicant shall assume sole and complete responsibility for the condition of the job site during the course of the project, including the safety of persons and property; that this requirement shall apply continuously and not be limited to normal working hours; and the Applicant shall defend, indemnify, and hold the District and District's agents, employees and consultants harmless from any and all claims, demands, damages, costs, expenses (including attorney's fees) judgments or liabilities arising out of the performance or attempted performance of the work on this project; except those claims, demands, damages, costs, expenses (including attorney's fees) judgments or liabilities resulting from the negligence or willful misconduct of the District.

Nothing in the foregoing indemnity provision shall be construed to require Applicant to indemnify District against any responsibility or liability or contravention of Civil Code §2782.

Comply with all District Rules and Regulations.

Application Processing Fee.....\$ 30.00 per structure and/or separate residential unit, whichever is greater.

Date 3-23-17 Signed   
(Must be signed by owner or owner's agent)

Print Name Peter Danciar

April 12, 2017

Larry Moles  
8851 S. Grantland  
Fresno, CA 93706

**SUBJECT: Intent to Serve Letter – Water and Wastewater Collection  
APN 061-021-051; OCSD PROJECT #6522 OWNER/PROJECT: MOLES / REMODEL/ADDITION**

Dear Mr. Moles:

The purpose of this letter is in response to your request for a will serve letter dated March 23, 2017 and to provide you with a confirmation that it is the intent of the Oceano Community Services District (OCSD) to serve you water and provide you wastewater collections services for the project described in this letter.

Please understand that prior to obtaining any building permit from the County of San Luis Obispo for the project, you must obtain a final will-serve letter from the District. In order to obtain a final will-serve letter, the conditions of this "intent to serve" letter must be fully satisfied, or otherwise waived or modified by the Board of Directors unless the General Manager is authorized to modify or waive. In addition, other agencies related to the OCSD, specifically the Five Cities Fire Authority (FCFA) and the South San Luis Obispo County Sanitation District (SSLOCSD) may also have conditions that you must satisfy and provide proof of doing so to the OCSD.

In the event that facts and circumstances associated with your application include errors or omissions, or for other reasons needed to ensure compliance with the OCSD ordinances, resolutions and/or rules and regulations, the OCSD reserves the right to modify the conditions prior to approval of the final will serve letter. In the event of non-compliance with the OCSD requirements, the OCSD reserves the right to take any and all actions necessary to ensure compliance and to also request that the County of San Luis Obispo take any and all actions to help ensure compliance, including but not limited to stop notices on construction activities.

Oceano Community Services District intends to serve the remodel/addition development proposed for 311 Juanita subject to the following conditions:

1. Payment of \$ 1,375 is due to OCSD.
2. Approval by OCSD of the following items on the project's plans and specifications submitted to the County of San Luis Obispo:
  - a. Onsite water and sewer services and cleanouts.
  - b. Offsite improvements if applicable. If off-site improvements are required, you must provide engineered plans and submit them to the District for review and approval, which may also include requirements from the FCFA and street lighting. You will also be required to execute a reimbursement agreement to cover costs of the OCSD on a time and materials basis.

3. If any of the OCSD facilities are required to be modified because of required conditions of the District or any other agency having jurisdiction over the proposed development, you are responsible for providing plans and specifications to the District for review and approval and for paying the costs of those modifications whether the work is done under your control or by the OCSD. You will also be required to execute a reimbursement agreement to cover costs of the OCSD on a time and materials basis.
4. If District facilities (such as water and/or sewer lines) extend into or across the subject property, you will be required to prepare and submit appropriate easement documents and/or encroachment permits for acceptance by the District's Board of Directors and recording with the County Clerk-Recorder.
5. You must provide letters from FCFA and SSLOCSD that indicates that they have reviewed your project and identifies any conditions that they require of the project. If no conditions are required by FCFA and/or SSLOCSD, the letter(s) must clearly state that no conditions are required.
6. All project improvements approved by OCSD will require final inspections by OCSD prior to the issuance of a final will serve letter.

This intent to serve letter will expire April 12, 2018 and is nontransferable. If you have any questions, please contact the office at (805) 481-6730.

Respectfully submitted,

OCEANO COMMUNITY SERVICES DISTRICT

Celia Ruiz, Will Serve Coordinator



## Oceano Community Services District

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

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

---

**Date:** April 12, 2017

**To:** Board of Directors

**From:** Celia Ruiz, Account Administrator III

**Via:** Paavo Ogren, General Manager

**Subject:** Agenda Item # 8G; Approval of a Recommendation to Set May 15, 2017 as the Application Deadline for Fireworks Permits

### Recommendation

It is recommended that your Board set May 15, 2017 as the application due date for organizations interested in obtaining approval to operate "safe and sane" fireworks stands in Oceano.

### Discussion

Annually, the District accepts and approves applications for organizations to operate "Safe and Sane" fireworks stands. Resolution 1997-12 provides that "The District will reserve an application for succeeding years for those vendors that comply with all District Rules and Regulations for the sale of Safe and Sane Fireworks." In 2016, the following organizations obtained approval from the District:

- The Anchor of Faith Apostolic Church
- The Church of God of Prophecy
- The Five Cities Aerie No. 4153 F.O.E.
- Open Door Pre-School

Attached is the application that the District has used in prior years and which has been updated for the current year.



## Oceano Community Services District

Board of Directors Meeting

The proposed time frames for sales of Safe and Sane fireworks:

Application process opens	April 13, 2017
Application process closes	May 15, 2017
Board of Director Approval of Applications	May 24, 2017
Booths begin sales	No sooner than noon June 28
Booth sales end	No later than noon July 5
Discharge of Safe and Sane firework	Oceano allows the discharge of fireworks all day every day of the year

### Other Agency Involvement

The Fire Chief of Five Cities Fire Authority (FCFA) is the official recipient of applications in accordance with Resolution 1991-2. Oceano CSD staff will facilitate the efforts with FCFA and coordinate final recommendations for your Board's consideration on May 24, 2017. Discussions with FCFA Chief, S. Lieberman, have identified firework related issues (exhausted fireworks left in the streets and misc. other debris left behind) stemming from previous years. FCFA Chief Lieberman will be working with all three agencies to determine possible solutions.

### Other Financial Considerations

Each successful applicant is charged an administrative fee of \$385, which includes a non-refundable amount of \$335, and a refundable clean up fee of \$500. Each applicant must also provide a public liability and property damage insurance policy.

### Results

The sale of Safe and Sane fireworks in accordance with established resolutions helps to ensure safe and well governed communities.



April 13, 2017

Address

Dear Name :

Enclosed is the Application for the Sale of Safe & Sane Fireworks and a Property Owner's Letter of Permission to Sell Fireworks within the Oceano Community Services District for July 4, 2017. Please note that both forms must be completed and returned by May 15, 2017; the \$500.00 refundable cleaning deposit and \$385.00 administration fee will need to be submitted once Board of Directors has assigned a booth to your organization. Applications must be received by the May deadline to present to the Board of Directors for final determination on May 24, 2017.

If you have any questions, please feel free to call the District office 805-481-6730.

Sincerely,

OCEANO COMMUNITY SERVICES DISTRICT

Celia Ruiz, Account Administrator III

**APPLICATION FOR SALE OF FIREWORKS  
WITHIN THE BOUNDARIES OF  
OCEANO COMMUNITY SERVICES DISTRICT**

This application must be completed and returned to the District Office located at 1655 Front Street, Oceano, CA, 93445, by May 15, 2017. The application must be accompanied with the property owner's written permission for your proposed booth location. The \$500.00 refundable cleaning deposit and \$385.00 administration fee will need to be submitted once Board of Directors has assigned a booth to your organization.

Name of Applicant: \_\_\_\_\_

Representing/Organization: \_\_\_\_\_

Mailing Address of Organization/Applicant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: Daytime \_\_\_\_\_ After 5:00 p.m. \_\_\_\_\_

Proposed Booth Location: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

The Board of Directors has determined that participation is conditioned upon each organization indicating where the profits from their sales will be directed with at least 50% of the profits to be spent within Oceano/Halcyon. (Use back page if necessary). This statement will be reviewed by the Board of Directors before a permit is issued.

Please explain how the 2016 profits were used:  
\_\_\_\_\_  
\_\_\_\_\_

Please explain how you plan to use the 2017 profits for the benefit of Oceano/Halcyon:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant Date

**PROPERTY OWNER'S LETTER OF PERMISSION  
TO SELL FIREWORKS**

Fire Chief Lieberman  
Oceano Community Services District  
PO Box 599  
1655 Front Street  
Oceano, CA 93475

**SUBJECT: FIREWORKS BOOTH LOCATION/PROPERTY OWNER'S CONSENT**

Dear Fire Chief Lieberman:

Permission is hereby granted to \_\_\_\_\_ on behalf of the  
Applicant's Name

\_\_\_\_\_ and \_\_\_\_\_  
Organization Selling Fireworks Fireworks Company's Name

for the exclusive right to use the property located/named below for their 2017 fireworks booth:

\_\_\_\_\_  
Street Address or Location Description

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Assessor's Parcel Number

This address is within the boundaries of the Oceano Community Services District. It is understood that this sale will be conducted in accordance with all District, County, and State regulations.

By: \_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Please PRINT Property Owner's Name

\_\_\_\_\_  
PROPERTY OWNER'S MAILING ADDRESS AND TELEPHONE NUMBER

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017



## Oceano Community Services District

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

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

---

**Date:** April 12, 2017

**To:** Board of Directors

**From:** Paavo Ogren, General Manager

**Subject:** Agenda Item #9A: Introduction of a Resolution Approving the Report on Public Facilities Fees dated April 12, 2017 and making findings required by the Mitigation Fee Act and setting of a Public Hearing on May 10, 2017 to consider its approval.

### Recommendation

It is recommended that your Board schedule a public hearing on May 10, 2017 to consider adopting the attached resolution identifying the purpose and use of Public Facilities Fees, their relationship to new development, and a schedule of future improvements for firefighting and emergency response needs.

### Discussion

On February 22, 2017, the Board approved an agreement with the County of San Luis Obispo for the collection and use of Public Facility Fees (PFF's) relating to firefighting and emergency response services. Government Code Section 66000 et seq. authorizes local agencies to collect fees from development projects to mitigate the impact of new development on public facilities. The PFF agreement between the County and the District obligates the District to adopt a resolution documenting findings relating to the purpose, use, and the relationship of fees to new development.

### Background

Since 1991 the County has been collecting PFF's to mitigate impacts caused by new development. The PFF's collected by the County are mostly for County facilities. In addition, the County collects PFF's for six special districts with independent firefighting jurisdictions in Los Osos, San Miguel, Cayucos, Santa Margarita, Avila Beach, and Oceano. Within Oceano, the



PFF's are specifically restricted for firefighting and emergency response equipment and facilities and charged to new development based at a rate of \$0.902 per square foot.

Historically, the District has been providing annual reports to the County, and as illustrated in the attached report, the District has been tracking PFF funds held by the District, including interest, in its audited financial statements since June 30, 2012.

### PFF Agreement with the County

The agreement approved on February 22, 2017, requires the District to adopt a resolution with the following findings:

- (1) The purpose of the fees and the specific eligible uses.
- (2) That there is a reasonable relationship between new development in Oceano and the firefighting and emergency response capital improvements for which the fees will be used.

In addition, the agreement provides that the District will:

- (3) Immediately expend the public facility fees on the identified capital improvements or commit the funds to future capital improvements. In the event that the funds are committed for future expenditures the OCSD will identify the approximate date of such expenditure and will keep the funds in a separate account to avoid any commingling of the fees with other OCSD revenue.

### April 2017 Report on Public Facilities Fees

The attached report has been prepared to support the findings required in the resolution, other requirements in the County agreement, statutory requirements and additional information relevant to the fees. The County agreement and Government Code Section 66006 also require that specific information is prepared annually within 180 days after the end of each fiscal year and made available for public review. Since the agreement was adopted in the current fiscal year, reporting of annual information on the District's agenda will commence within 180 days after the end of the current fiscal year.



## Other Agency Involvement

The County of San Luis Obispo establishes the public facilities fees, collects them, and distributes them to the District. The Five Cities Fire Authority is preparing a Strategic Plan which may result in changes to the eligible uses in the future, and Chief Lieberman was consulted in preparation of the attached report.

## Other Financial Considerations

The District currently holds approximately \$200,000 in fees and will be developing recommendations to proceed with bidding on the emergency generator on May 10, 2017. Based on estimated project cost of \$100,000, \$63,450 is an eligible use of public facilities fees and \$36,550 will require local funds. The local funds can be borrowed from the public facilities funds pursuant to Government Code 66006 (b)(1)(G) provided that the date of repayment and provisions for interest are established. A resolution for this option will be prepared for your Board's consideration on May 10<sup>th</sup>, as well as an update on possible grants.

## Results

Identifying the purpose and uses of PFF's, their relationship to new development, and a schedule of future improvements for firefighting and emergency response meets requirements of the County agreement and state laws and helps to promote a well governed and safe community.

### Attachments:

- Resolution
  - April 12, 2017 Report on Public Facilities Fees
    - Agreement with County of San Luis Obispo
    - Public Facilities Fees Capital Projects List
    - List of Equipment Contribute to FCFA pursuant to the JPA

OCEANO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2017 \_\_\_\_

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OCEANO COMMUNITY SERVICES DISTRICT APPROVING THE REPORT ON PUBLIC FACILITIES FEES DATED APRIL 12, 2017 AND MAKING FINDINGS REQUIRED BY THE MITIGATION FEE ACT**

**WHEREAS**, pursuant to the Mitigation Fee Act (Government Code Section 66000, *et seq.*), certain findings are required to be made regarding the expenditure of development impact fees; and

**WHEREAS**, on February 22, 2017, the Oceano Community Services District (“District”) approved an agreement with the County of San Luis Obispo Board of Supervisors related to firefighting and emergency response capital improvement projects; and

**WHEREAS**, the Report on Public Facilities Fees dated April 12, 2017 (attached as Exhibit A and incorporated herein by reference), identifies a broad class of projects related to firefighting and emergency response capital improvement projects and the reasonable relationship between new development in District boundaries and the firefighting and emergency response capital improvement projects for which fees will be used; and

**WHEREAS**, the amount of a fees calculated and established on projects in the District are based on the July 26, 2011 update of the County’s Public Facilities Financing Plan approved by the Board of Supervisors; and

**WHEREAS**, the General Manager of the District has duly noticed the Report on Public Facilities Fees dated April 12, 2017, and provided a public hearing pursuant to Government Code Section 66002.

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

1. The District hereby approves the Report on Public Facilities Fees dated April 12, 2017, in accordance with Government Code Section 66000, *et seq.*
2. Based upon its review of the Report on Public Facilities Fees dated April 12, 2017, the accompanying staff report, and such other information as was presented to the District during its consideration of this Resolution, the District finds as required by Government Code Section 66001 (6) the following:
  - a. The purpose of the public facilities fees is for firefighting and emergency response capital improvement projects and the fees shall be used in a manner consistent with this purpose.

b. The reasonable relationship between the public facilities fees and the purpose for which they are charged is demonstrated in the Report on Public Facilities Fees dated April 12, 2017.

c. The reasonable relationship between the need for firefighting and emergency response capital improvement projects and the type or projects for which the fees shall be used is demonstrated in the Report on Public Facilities Fees dated April 12, 2017.

Upon the motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_ and upon the following roll call vote, to wit:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAIN:**

The foregoing Resolution is hereby passed and adopted this \_\_ day of \_\_\_, 2017.

\_\_\_\_\_  
Karen White, PRESIDENT

ATTEST:

\_\_\_\_\_



**Oceano Community Services District**  
**Report on Public Facilities Fees**  
**April 12, 2017**

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## **Section 1 - Introduction**

### **Purpose**

This report on Public Facilities Fees (PFF's) has been prepared for review by the public and the Oceano Community Services District (District) Board of Directors to support requirements established by the County of San Luis Obispo and California Government Code Section 66000 et seq. (the Mitigation Fee Act). It includes an overview of fiscal, statutory, and capital investment issues relating to the District's receipt and use of the PFF's and provides public reporting information.

The PFF's are collected by the County of San Luis Obispo and transferred to the District. Historically, the District has provided annual information to the County to support requirements of the County's fee program. In addition, the District has also been reporting the amounts of PFF funds held by the District in its annual audited financial statements since June 30, 2012. This report helps to ensure that inter-agency efforts between the County and the District are coordinated more formally in the future as a multi-agency fee program.

### **PFF Agreement with County of San Luis Obispo**

Recently, the County prepared and provided OCSD with an inter-agency agreement "for the purpose of the collection, distribution, and expenditure of impact fees to mitigate the impact of new development on the provision of firefighting and emergency response services." The District's Board of Directors approved the agreement (Attachment "A"), on February 22, 2017.

The agreement with the County will help to ensure that the actions of both agencies are coordinated to comply with statutory requirements. The agreement identifies specific requirements that the District must meet to continue to participate in the County fee program. Those requirements include formal findings that the Board of Directors must adopt by resolution, requirements associated with expending the funds, and reporting requirements. The District's obligations in the County agreement are consistent with statutory requirements.

### **Statutory Requirements**

Government Code Section 66000 et seq., which is also known as the "Mitigation Fee Act" established the requirements associated with collecting and using PFF's.

Several legal cases have interpreted the Mitigation Fee Act and numerous publications have been prepared providing guidance on complying with legal requirements. This report is intended to be part of the District's public record in support of the formal findings and other action(s) of the Board of Directors.

Government Code Section 66000 recognizes that the following two approaches in establishing or imposing PFF's on a Development project:

1. PFF's may be "established for a broad class of projects by legislation of general applicability," or,
2. PFF's may be "imposed on a specific project on an ad hoc basis"

The PFF's established by the County and transferred to the District are those established for a "broad class of projects." The issues and findings supported in this report are therefore based on related requirements. PFF's in Oceano are not imposed on a "specific project on an ad hoc basis" by the District, or by the County for the District.

### **Fee Calculations**

The amount of a fee calculated and established on projects in Oceano are based on the July 26, 2011 update of the County's Public Facilities Financing Plan approved by the Board of Supervisors. The County's most recent five (5) year report on their Public Facilities Fees Program was received by the Board of Supervisors on January 5, 2016, and their most recent annual report was received by the Board on January 24, 2017. These and the other public reports that have been submitted to the Board of Supervisors are incorporated herein by reference as part of the District's public records.

Other requirements that may be imposed on Development projects, including but not limited to complying with the Uniform Fire Code, conditions associated with obtaining water, wastewater and other municipal services, other PFF's that may be established by the County, or other land-use conditions imposed by the County are independent from this report.

### **Five Cities Fire Authority**

The District entered into a Joint Exercise of Powers of Agreement (JPA) with the cities of Grover Beach and Arroyo Grande, dated June 7, 2010 forming the Five Cities Fire Authority (FCFA). Section 8 of the JPA provides that the "Authority itself is not intended to directly own, maintain, or insure any existing building, structure, or facility that is owned at the time of the activation of the Joint Powers Authority..." As a result, the District is responsible for providing a fire station for use by the Authority. In addition, the District is responsible under the JPA for paying its proportional share of costs of capital equipment and other costs of firefighting and emergency services for Oceano.

The Chief of the Five Cities Fire Authority was consulted in the preparation of this report and the March 2017 draft of the Five Cities Fire Authority Strategic Plan was reviewed and referenced in Section 3.

## **Section 2 - Public Facilities Fee Agreement with County of San Luis Obispo**

On February 22, 2017, the Board approved an agreement with the County of San Luis Obispo for the collection and use of Public Facility Fees (PFF's) relating to firefighting and emergency response services. Government Code Section 66000 et seq. authorizes local agencies to collect fees from development projects to mitigate the impact of new development on public facilities. The PFF agreement between the County and the District requires the District to adopt a resolution with the following findings:

- (1) The purpose of the fees and the specific eligible uses.
- (2) That there is a reasonable relationship between new development in Oceano and the firefighting and emergency response capital improvements for which the fees will be used.

In addition, the agreement provides that:

- (3) The District will immediately expend the public facility fees on the identified capital improvements or commit the funds to future capital improvements. In the event that the funds are committed for future expenditure, the OCSD will identify the approximate date of such expenditure and will keep the funds in a separate account to avoid any commingling of the fees with other OCSD revenue.

Lastly, the County agreement specifically provides that the District will submit annual reports to describe the District's progress toward performing its obligations, including public information required pursuant to Government Code Section 66006. The following sections of this report address these requirements.

### **Section 3 - Purpose & Eligible Use of Public Facilities Fees**

Establishing findings supporting the purpose of the PFF's for Oceano and the fees specific eligible uses is important to help ensure that they are appropriate, that they do not exceed a reasonable proportional share of costs attributable to new development, and so they are not challenged and deemed invalid. Fees that exceed reasonable relationships to new development risk being declared as a special tax, could require 2/3<sup>rd</sup> voter approval, could require refunds, and/or be subject to other remedies.

Consistent with the State's Mitigation Fee Act, the purpose of the PFF's received by the District is to defray all or a portion of the cost of public facilities related to new development projects. In other words, the fees establish a cost to new development which should reflect development's proportional share of facilities and capital equipment needed to provide firefighting and emergency services. The eligible uses of the PFF's are, likewise, those facilities and capital equipment needed as a result of new development.

Determining the proportional share of costs that can be funded by PFF's and new development is evaluated in Section 4 of this report.

#### **Facilities and capital equipment to be funded with PFF's**

The County's adopted Public Facilities Plan provides a reference that Oceano and the other special districts have prepared a list of projects. In recently working with the County, District staff was provided a document entitled "Public Facilities Fees Capital Projects List" which included a list of facilities and equipment that was apparently provided by the District to the County in prior years. Those items on the list pertaining to Oceano are shown in Attachment "B."

While researching District records, staff identified other documents that provide supporting evidence that Attachment "B" reflects the list of projects that the District has historically intended to fund with PFF's. The following provides a discussion of the purposes and eligible use of the Fire Station Remodel and acquisitions of fire engines.

## **Station Remodel**

The Station Remodel reflects the need to complete an incomplete facility for permanent housing needs of firefighters/emergency personnel who work shifts. The need is better described as an addition to the existing structure as opposed to modifying or remodeling the existing structure. The District has previously commissioned some preliminary architectural drawings illustrating a floor plan of the station addition. In addition, the existing station is incomplete since it does not have an emergency generator that complies with National Fire Protection Association Standard 110.

## **Permanent Housing**

The primary purpose historically documented for the Station Remodel project is to provide permanent housing for emergency service personnel who work in shifts. Existing temporary housing is provided in a modular unit located on the parking lot behind the Oceano Fire Station. The need for permanent housing is consistent with workplace accommodations to provide emergency shift personnel throughout California. It is also important for employment recruitment and retention.

As an incomplete facility, prior District efforts identified a need for a station addition of approximately 1,800 square feet. Sufficient funds do not exist at this time to pay for the Permanent Housing and Section 5 of this report addresses the schedule of when the District should be committed to undertake this project. Since the fire station is a facility that the District is obligated to provide under the FCFA JPA, and not funded by FCFA, the use of the PFF's for the Station Remodel is anticipated to be directly expended by the District.

## **Emergency Generator**

In addition to the need for permanent housing, the existing fire station is also incomplete since it does not have a permanent generator that can restore power in accordance with National Fire Protection Association Standard 110, including the requirement that emergency power loads be picked up within 10 seconds. Although the District previously had an emergency generator for the fire station, it did not comply with NFPA 110.

The emergency generator was not separately identified in Attachment "B" from the Station Remodel when the most recent update to the County's Public Facilities Financing Plan was approved in 2011. Presumably, it was one of many components of the remodel that would be needed. Annual information provided by the District to the County for fiscal years ending

June 30, 2015 and June 30, 2016 did, nevertheless, separately identify the emergency generator.

Since this report is formally intended to support District findings on the specific eligible uses for PFF's, the emergency generator is now specifically itemized in this report to clarify and confirm that it is a component of an incomplete facility and that it will be constructed in the near future in advance of the remaining construction work needed for permanent housing. Section 5 of this report identifies its anticipated completion in 2017.

## **Fire Engines**

The need for additional fire engines to accommodate higher levels of service for increasing populations has been documented as part of information provided to the County.

The need for a Type 1 Fire Engine at an estimated cost of \$475,000 has been identified for several years. A Type 1 Engine is a conventional urban fire engine. Recent purchases by FCFA indicate costs are more reasonably in the \$550,000 - \$600,000 range, but the \$475,000 is still used in this report for consistency purposes since fees and other costs have also not been adjusted for inflation. It is included in the project list supporting the County's Public Facilities Financing Plan.

A Type 4 Fire Engine, at a cost of \$30,000 is also included on the list supporting the County's Public Facilities Financing Plan. A Type 4 engine is generally referenced as a wild-land engine, but past designations have been inconsistent. Based on the cost estimate, the likely need was identified for a 4 wheel drive patrol vehicle.

Attachment "C" illustrates the equipment list for the District that is included in the FCFA Joint Powers Agreement. Two engines and a patrol vehicle are identified. Expanding the District's vehicle and equipment fleet to three engines and an additional patrol is consistent with a greater level of service needed with new development.

## **FCFA Equipment Needs**

Upon creation of the FCFA in 2010, the District transferred its existing fire apparatus to the FCFA. Recently, FCFA has prepared a draft strategic plan identifying additional capital equipment needs and is in the process of identifying future equipment needs. As a result, the District should anticipate that information provided to the County for the next 5 year update of its Public Facilities Financing Plan should also reflect the District's costs for additional equipment as provided for in the FCFA JPA.



Two (2) Type 1 Fire Engines have been recently ordered or purchased by FCFA. Both are replacement engines and not new apparatus needed to accommodate new development. As a result, the District is funding those replacement engines with local tax revenues and not paying them with PFF's. An additional Fire Engine currently located at the Oceano Fire Station is a loaner from the California State Office of Emergency Services. The loss of this loaner would result in a need for an additional Fire Engine at the Oceano station, but a new engine would not be considered a replacement engine in the event the Cal OES engine was not funded by the community.

The District essentially has two options for funding the new Type 1 Fire Engine for Oceano. The first option is to utilize PFF's for the District's proportional share of costs for new FCFA equipment needed to serve new development in Oceano. The second option is to directly purchase the new equipment and provide it as a District-owned asset for use by FCFA. Since PFF's will not be sufficient to purchase a new engine by the time the County's 2020 Financing Plan must be updated, this report continues to identify the need for Fire Engines as previously identified to the County. Updated information for the County's 2020 Finance Plan update should consider the FCFA Strategic Plan once finalized.

## **Section 4 - Relationship between Oceano Development and Use of Fee; Proportional Cost Sharing Analysis**

This section evaluates the eligible uses of the PFF's and the proportion of costs allocable to new development. In addition to identifying the facilities and equipment in Section 3 that will be funded with PFF's, Government Code Section 66001 requires a reasonable relationship between the fees and type of development on which the fees are imposed.

With approval of the current fees in 2011, the County established the relationship between "square footage" of development and the fee that is calculated for individual development projects. Currently, the PFF is \$0.902 per square foot of a new structure.

This section of the report evaluates the relationship between Oceano development and the use of the fees, as follows:

1. Step #1 – Evaluating Population Data  
Population information from the County of San Luis Obispo is utilized to determine the following:
  - a. Oceano's population when PFF's were initially established.
  - b. The population growths of Oceano after the PFF's were initially established.
  - c. The ratio between pre-existing populations and population representing new development.
2. Step #2 – New Development's Proportionate Share of Costs  
New development's proportionate share of costs for capital facilities and equipment identified in Section 3, based on population and other factors, which is intended to be funded from PFF's; and,
3. Step #3 – Comparing PFF Revenues to Eligible Costs  
Estimates of PFF revenues collected by the County and transferred to the District.

**Step #1 – Evaluating Population Data**

Population Data is provided by the County of San Luis Obispo, Department of Planning and Building. The fee program was started in 1991, and based on interpolating County data, the estimated population of Oceano in 1991 was 6,228. From 1991 to 2055 the estimated population increase is 3,000 or 32.5% of the estimated population at build-out.

Understanding population date is important for allocating costs of eligible uses for multiple reasons. For facilities that provide an equal proportional benefit for the population prior to the fee and the population from new development, the allocation of 67.5%: 32.5% would be appropriate.

1990	6,169
1995	6,462
2000	7,240
2005	7,258
2010	7,277
2015	7,328
2020	7,496
2025	7,871
2030	8,265
2035	8,442
2040	8,636
2045	8,710
2050	8,778
2055 – Estimated Build out	9,228

**Step #2 - New Development’s Proportionate Share of Costs**

The following evaluates each of the capital assets identified in Section 3.

**Fire Station – Construction Costs**

Section 3 identifies the need to construct permanent housing for emergency personnel who work shift schedules.

The current footprint of the Oceano Fire Station is approximately 2,100 square feet. The documented estimate of the permanent housing is 1,800 square feet. The estimated square feet upon completion of the fire station is 3,900 square feet. As an incomplete facility, once completed, new development’s proportionate share would be 32.5% of 3,900 square feet, or 1,267.5 square feet, which is 70.5% of the 1,800 square feet of expansion needed to complete the facility.

Existing Square Feet	2,100 s.f.
Expanded Square Feet	1,800 s.f.
Total	3,900 s.f.
New Population	32.5 %
% of Total Attributable to New Development	1,267.5 s.f.
% of Expansion (1267.5 / 1800)	70.5 %

Estimating new development’s proportionate share of completing the fire station at 70.5% is based on a cost per square foot which values the existing station the same as the cost of the expanded station. The County’s Public Facilities Financing Plan estimates the

construction cost of \$325 per square foot (unadjusted for inflation to be consistent with fee estimates) and does not distinguish between construction costs for fire station housing versus the cost for the remainder of the fire station. As a result, the District is utilizing the estimates incorporated in the County’s Plan and the resulting proportional share eligible for PFF funding is \$408,900 (\$580,000 x 70.5%).

**Fire Station – Land Costs**

The County estimate in the Public Facilities Financing Plan for land costs is \$283,000 per acre. The existing station is located on a lot of approximately 40,000 square feet, of which 22,500 square feet, or approximately ½ acre, is needed for the fire station and ingress/egress of fire apparatus. (As a note, the County estimates that an average station is located on 1.5 acres). With the Oceano Station on ½ acre, the value of the land is \$141,500 (unadjusted for inflation). New development’s proportional share of land costs is 32.5%, or \$46,000.

**Fire Station – Other Considerations**

As development in Oceano has occurred, the transition from a substantially volunteer to a professionally staffed operations has been needed. This transition in Oceano is similar to changes in firefighting and emergencies services throughout California over the past several decades. The transition, in part, is a result of increasing populations because the capabilities of volunteer or part-time operations becomes less feasible as populations increase.

The following calculation illustrates that allocating the entire \$580,000 for the fire station expansion to new development would result in a 41.2% total cost allocation based on estimates of a completed facility, in comparison to 32.5% based solely on population increases.

Construction Costs	3,900 square feet @ \$325 per square foot	\$1,267,500
Land Cost	½ acre @ \$283,000 per acre	\$141,500
	Total	\$1,409,000
New Development Share @ Estimate Expansion Cost	\$580,000	41.2%
New Development Share @ Estimated Population Increase	\$454,900	32.5%

To determine that 41.2% is reasonable to allocate to new development requires the finding that a population of approximately 1,950 can rely on a volunteer or part time firefighting and emergency response personnel. The following illustrates the calculation deriving the 1,950 population amount.

Population served by Volunteer / Part Time	→→→→	→→→→	1,946	←←←←
Existing Population (1991)	6,228	32.5 %	4,282	58.8 %
New Development Population (1991 – 2055)	3,000	67.5 %	3,000	41.2 %
Totals	9,228	100.0 %	7,282	100.0 %

In comparison, to the 1,946 population figure, two communities in San Luis Obispo County that continue to rely on volunteers and part time emergency personnel include Santa Margarita and Cayucos. The 2010 population estimate for Santa Margarita is 1,259 and for Cayucos is 2,529.

The Santa Margarita Fire Protection District website still illustrates that it is a volunteer fire department at <http://santamargaritafiredept.org/>. On June 7, 2016, the Cayucos Fire Protection District requested voter approval to increase its parcel tax to help improve staffing levels. The tax initiative did not pass, and the District continues to operate with staffing that is part-time. In comparison to these Districts, a determination that a population of 1,946 can be accommodated by volunteer / part-time personnel is reasonable.

### **Fire Station – Emergency Generator**

The existing cost estimate for completion of the Fire Station is \$580,000. The County’s Public Facilities Funding Plan has not historically distinguished between expansions for housing versus the emergency generator. Since NFPA Standard 110 does not distinguish between volunteer/ part-time fire departments and full-time fire departments, it is more reasonable to conclude that new development’s share of completing the emergency generator component of the fire station is 70.5% (i.e. 32.5% of the completed structure before accounting for land costs and considering populations that can be served by volunteer / part-time departments).

It should be noted that the emergency generator will also provide power to the District’s administrative office and the District building leased to the County Sheriff. Temporary generators to those facilities could alternatively be connected through existing wiring with modest and relatively inexpensive efforts compared to the \$100,000 estimate for a permanent

generator and automatic power switches required as part of NFPA 110. Based on a cost estimate from an electrical contractor who maintains other District facilities, the cost for establishing wiring to accept a temporary generator is estimated at less than \$10,000. While this cost is relatively negligible, at such time that the Board of Directors approves funding for the emergency generator, \$10,000 of costs will be allocated as non-PFF costs prior to the 70.5% allocation allocable to PFF's.

In summary, the relationship between new development in Oceano and use of the PFF's for completing the Fire Station is reasonable, including allocating the costs of completing the Fire Station to new development.

### **Fire Engines**

Attachment "C" includes the engines and major equipment provided by the District to FCFA with approval of the JPA with the cities of Arroyo Grande and Grover Beach. The Type 1 and Type 4 (Patrol) engines identified in Section 3 of this report will reflect an increase in equipment that is approximately equal to the increase in population. In other words, the existing engines and apparatus represented about 2/3rds of the estimated needs with a build-out population; thus the new development could be obligated to about 1/3 of overall equipment needs. The population ratios of 67.5% : 32.5% are reasonably close to the equipment ratios. Therefore, there is a reasonable relationship between the new development in Oceano and the use of the PFF's for new fire engines.

Since the District will have insufficient PFF's to fund additional fire engines prior to the County's 2020 Public Facilities Financing Plan, the District should update its eligible uses for the PFF's after the FCFA has completed its strategic plan, future equipment needs, and cost estimates.

## Fee Revenue Estimates

Without adjusting for inflation, the District's estimated costs of eligible use is shown in the following table.

Description of Eligible Facility or Equipment	Proportion Cost to New Development	Local Cost Share	Total Cost Estimate
Permanent Housing for Station	\$480,000		\$480,000 (2)
Emergency Generator for Station	\$63,450	\$36,550	\$100,000 (1)
Type 1 Fire Engine	\$475,000		\$ 475,000 (2)
Type IV Fire Engine	\$30,000		\$ 30,000 (2)
<b>Total</b>	<b><u>\$1,048,450</u></b>	<b><u>\$36,550</u></b>	<b><u>\$1,085,000</u></b>

(1) – Estimate reported to Board of Directors 2/22/2017

(2) – Amounts identified from Attachment "A" (Total "remodel" cost of \$580,000)

### Step #3 – Comparing PFF Revenues to Eligible Costs

The following table provides PFF funds in District possession and estimated PFF's revenues through 2055.

Fiscal Year	Low Range	High Range	Increase (3)	PFF Fund Balance
June 30, 2012	N/A	N/A	N/A	\$112,683 (1)
June 30, 2013	N/A	N/A	\$14,859	\$127,542 (1)
June 30, 2014	N/A	N/A	\$37,016	\$164,558 (1)
June 30, 2015	N/A	N/A	\$18,084	\$182,642 (1)
June 30, 2016	N/A	N/A	\$7,171	\$189,813 (2)
June 30, 2017	\$12,628	\$23,248	\$17,938	\$207,751
June 30, 2018	\$12,628	\$23,248	\$17,938	\$225,689
June 30, 2019	\$12,628	\$23,248	\$17,938	\$243,627
June 30, 2020	\$12,628	\$23,248	\$17,938	\$261,565
June 30, 2025	\$140,937	\$259,465	\$200,201	\$461,766
June 30, 2030	\$148,078	\$272,612	\$210,345	\$672,111
June 30, 2055	\$361,927	\$666,308	\$514,118	<u>\$1,186,230</u>

Notes: (1) Per Audited Financial Statements; (2) Unaudited; (3) Increases for Fiscal Year 2016-17 and thereafter are based on the average (mid-point) of the Low Range and High Range estimates.

The difference in total eligible estimated costs of \$1,085,000 versus projected PFF's at build-out in 2055 of \$1,186,230 is \$101,230. Since the cost estimates do not include inflation, and existing Type 1 Fire Engines have been recently purchased at a cost of \$550,000 - \$600,000, the overall comparison of eligible costs and PFF revenues is reasonable. Although interest is not imputed, future inflation is anticipated to continue to exceed future interest earnings. As described in Section 5 of this report, the District will be committing to updating cost estimates for the County's 2020 financing plan update.



## Section 5 – Schedule of Expenditures and Commitments

As illustrated in Section 4, the District currently has approximately \$200,000 of existing fees, including interest, on hand at this time. Projected fees through build-out total \$1,186,230.

The District only has sufficient funds to complete the emergency generator project at this time with an estimated cost allocable to the PFF’s of \$63,450, as shown below, the following table illustrates estimated availability of funds for the final completion of the fire station (permanent housing) and the fire engines.

Fiscal Year	PFF Fund Balance (1)	Use of Fees	Remaining Fee Balance (2)
June 30, 2016	\$189,813 (2)		\$189,813
June 30, 2017	\$207,751		\$207,751
June 30, 2018	\$225,689	\$ 63,450	\$ 162,239
June 30, 2019	\$243,627		\$ 180,177
June 30, 2020	\$261,565		\$198,115
June 30, 2025	\$461,766		\$ 398,316
June 30, 2030	\$672,111		\$ 608,661
June 30, 2055	\$1,186,230		\$ 1,122,780

(1) Amounts from schedule in Section 4.

(2) Revised after emergency generator project.

The District’s ability to fund the permanent housing is not anticipated until the 2025-2030 time range, or approximately 10 years from now. Funding of the fire engines would require advanced funding from other sources or they would need to be deferred for several decades. If inflation on eligible costs exceeds increases in fees and interest earnings, PFF funds may be insufficient at build-out in 2055.

### Fiscal Challenges on Timing with Public Facilities Fees

The inherent nature of calculating PFF’s based on eligible costs and timing of new development creates the common challenge that funds will not be available for the capital items until after the development has occurred. This challenge can be addressed in multiple ways that affect the schedule of expenditures and District commitments, including but not limited, to the following:

- High Priority capital items are funded first.
- Other local funds are utilized to purchase capital items and reimbursed with PFF’s as they are collected.
- Debt financing is utilized to fund the capital items and PFF’s are used to pay annual debt costs.

Each of these common options has its own set of challenges or requirements, which are not addressed in more detail in this report. Since the emergency generator project is in its design phase and will be completed in the near future, the following addresses commitments that are important for the District to consider prior to the County's update to its Public Facilities Financing Plan in 2020.

### **Completing the Fire Station**

As an incomplete facility, completing the fire station should be considered a higher priority for use of PFF's than the fire engines because the District's obligation pursuant to the FCFA JPA is to provide a station at the District's sole expense. Addressed subsequently, the fire engines and other fire fighting apparatus can be funded in conjunction with the cities of Arroyo Grande and Grover Beach.

The earliest that sufficient funds solely from PFF's would be available to complete the fire station is between 2025-2030. At this time, it is anticipated that the District could possibly develop additional capital financing around 2022 when the lease of District facilities to the County Sheriff expires and related District debt is paid off. Future lease payments, after set-asides for District obligations as the lessor, could be dedicated to augment PFF funds or to make debt payments.

At this time, it is too speculative to estimate the additional capital financing that could be available, but it is reasonable to believe that the District could expedite the funding of the fire station completion to 2022, subject to successful lease renewal with the County. The County has an existing right to renew with a prescribed lease adjustment. Likewise, the County and the District could renegotiate. If the County Sheriff does not renew, then the District could lease to another tenant to develop revenues for completing the fire station.

In summary, the District should commit to evaluating the funding options to provide the County with an updated construction commitment for its 2020 Public Facilities Financing Plan.

### **Constructing a New Fire Station**

Although it would be speculative to assert that the District may have sufficient capital financing to construct a new fire station, the option should be evaluated prior to the County's 2020 Public Facilities Plan. Some of the issues that would need to be considered include the following:

- The Board would need to consider whether it is in the community's interest to redevelop the land at Highway One and 13<sup>th</sup> Street, which was the location of the community's fire station prior to the current station.
- The existing fire station is attached to the District's administrative offices and repurposing the existing station would need to be considered.
- The obligations to FCFA to provide a station, and possibly an independent Fire

Protection District, might be compelling to consider a new station.

- If the County and District renegotiate a 20 year lease for the Sheriff, then after set-asides for the District's obligations as the lessor, the amount of capital facilities financing would need to be estimated. Rough estimates indicate that \$1.5 million +/- might be possible.
- Eligible uses of Public Facilities Fees would need to be reconsidered for the 2020 County update.
- Grant funds may be needed.

In summary, the District can only currently commit to completing the fire station once sufficient PFF's are collected, which is estimated between 2025-2030. At a minimum, the District needs to commit to providing updated cost estimates for the County's 2020 plan and should consider evaluating the feasibility of developing capital financing to 1) complete the existing fire station sooner or 2) construct a new fire station.

### **Fire Engines**

The current plan continues to anticipate that the PFF's will fund a new fire engine and patrol. Upon completion of the FCFA strategic plan, the District should prepare an update to this Public Facilities Report for revised estimates of eligible uses, the relationship between new development and the use of the PFF's, and a schedule to purchase the capital equipment. Since fire engines are often ordered with lease-purchase financing, the update for the County's 2020 Plan should also consider the ability to acquire the additional capital equipment using lease-purchase financing with subsequent PFF's used to help make the lease payments.

**AGREEMENT BETWEEN THE COUNTY OF SAN LUIS OBISPO  
AND THE OCEANO COMMUNITY SERVICES DISTRICT**

**This AGREEMENT** is made and entered into on \_\_\_\_\_  
20\_\_\_, by and between the Oceano Community Services District, a community services district  
formed under the provisions of Government Code section 61010, et seq. (hereinafter referred to  
as “OCSD”) and the County of San Luis Obispo, a political subdivision of the State of California  
(hereinafter referred to as “County”).

**WITNESSETH:**

**WHEREAS**, pursuant to the provisions of Government Code section 66000, et seq., Title  
18 of the County Code, and the County Public Facilities Financing Plan, the County is  
authorized to impose fees on development projects to mitigate the impact of new development on  
public facilities; and

**WHEREAS**, a portion of the public facility fee paid by each permit recipient within the  
boundaries of the OCSD was collected for the purpose of mitigating the impact of new  
development on the provision of firefighting and emergency response services; and

**WHEREAS**, among the governmental powers and duties exercised by the OCSD within  
its boundaries is the provision of firefighting and emergency response services; and

**WHEREAS**, OCSD and the County enter this Agreement for the purpose of the  
collection, distribution, and expenditure of impact fees to mitigate the impact of new  
development on the provision of firefighting and emergency response services; and

**WHEREAS**, the County will collect public facility fees for firefighting and emergency  
response purposes within the boundaries of the OCSD and transfer those funds to the OCSD to  
be used in accordance with all the requirements of Government Code section 66000, et seq.; and

**WHEREAS**, the OCSD desires that the County collect public facility firefighting and emergency response fees from development projects within its boundaries and represents that it is capable of and willing to use those fees within the timelines and other requirements of Government Code section 66000, et seq., for the capital improvements allowed by those provisions of law.

**NOW, THEREFORE**, in consideration of mutual covenants, conditions, promises and agreements herein set forth, the parties agree as follows:

1. Obligation of Parties.

- a. The County agrees to collect the public facility fees from development projects located within OCSD's boundaries and to transfer the public facility firefighting and emergency response services fees to the OCSD during the Term of this Agreement.
- b. Upon receipt of the above-mentioned public facility fees the OCSD shall carry out for the County all the obligations and responsibilities of the local government as set forth in Government Code section 66000, et seq., including but not limited to the following:
  - (1) Identifying by resolution the purpose of the fees and the specific eligible uses for which the fees will be used.
  - (2) Determining in such resolution that there is a reasonable relationship between new development in Oceano and the firefighting and emergency response capital improvements for which the fees will be used.
  - (3) Immediately expending the public facility fees on the identified capital improvements or committing the funds to future capital improvements. In

the event that the funds are committed for future expenditure the OCSD will identify the approximate date of such expenditure and will keep the funds in a separate account to avoid any commingling of the fees with other OCSD revenue.

2. Term. The initial term of this Agreement shall be one year from the date first written above, and shall automatically renew for an additional one-year term upon the anniversary of that date unless terminated in accordance with Sections 3 and 4, below.
3. Terminated for Convenience. Either party may terminate this contract at any time by giving to the other party 60 days' written notice of such termination. Termination shall have no effect on upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination. The County shall transfer all public facility fees collected prior to the effective date of said termination.
4. Termination for Cause. If the County determines that the OCSD has incurred obligations or made expenditures for purposes which are not permitted or are prohibited under the terms and provisions of this Agreement, or if the County determines that the OCSD has failed to fulfill its obligations under this Agreement in a timely manner, or if the OCSD is in violation of any of the terms or provisions of this Agreement, then the County shall have the right to terminate this Agreement effective immediately upon giving written notice to the OCSD. Termination shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to effective date of such termination.
5. Reporting. The OCSD shall submit annual progress reports to the County describing the progress made toward performing its obligations under this Agreement. The annual report shall include all of the information required to be made available to the public pursuant to Government

Code section 66006.

6. Use of Funds. If at any time within applicable statutory periods of limitation it is determined by the County or a court of competent jurisdiction that funds provided for under the terms of this Agreement have been used by or on behalf of the County or the OCSD in a manner or for purposes not authorized or prohibited by this Agreement or state law, the OCSD hereby obligates itself, at the County's request, to pay to the County an amount equal to one hundred percent of the amount improperly expended.

7. Employment Status. Nothing in this Agreement is intended nor shall be construed to create an employer-employee relationship or a joint venture relationship between the County and the OCSD. Neither the OCSD nor any of the OCSD's agents, employees or contractors are or shall be considered to be agents or employees of the County in connection with the performance of the OCSD's obligations under this Agreement.

8. Records.

- a. All records, accounts, documentation and all other materials relevant to a fiscal audit or examination, as specified by the County, shall be retained by the OCSD for a period of not less than three (5) years from the date of termination of this Agreement. If so directed by the County upon termination of this Agreement, the OCSD shall cause all records, accounts, documentation and all other materials relevant to the work to be delivered to the County as depository. The OCSD understands and agrees that it may be subject to examination and audit by the County Auditor/Controller for a period of three (5) years after the final payment under this Agreement.
- b. All records, accounts, documentation and other materials deemed to be relevant to

the undertaking enabled by this Agreement shall be accessible at any time to the authorized representatives of the County on reasonable prior notice, for the purpose of examination or audit. Any expenditure which is not authorized by this Agreement or which cannot be adequately documented shall be disallowed and must be reimbursed to the County or its designee by the OCSD.

9. Indemnification. To the fullest extent permitted by law, and in accordance with California Civil Code §2782.8, OCSD shall indemnify, defend, and hold harmless the County and its officers, agents, employees, and volunteers from and against all claims, demands, damages, liabilities, loss, costs, and expense (including attorney's fees and costs of litigation), of every nature arising out of the Agreement to the extent caused by the negligent performance or attempted performance or the provisions hereof, including any willful or negligent act or omission to act on the part of the OCSD or his agents or employees or independent contractors. This indemnity will not extend to any claims or losses arising out of the negligence or willful misconduct of the County.

10. Insurance. OCSD shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the OCSD, its agents, representatives, employees or authorized volunteers.

#### **MINIMUM SCOPE AND LIMIT OF INSURANCE**

Coverage shall be at least as broad as follows and no claims made insurance is allowed:

1. Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis for bodily injury and property damage, including products-completed operations, personal injury and advertising injury, with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.



2. Automobile Liability: ISO Form Number CA 0001 covering, Code 1 (any auto), or if OCSD has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. If OCSD will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage shall also include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to OCSD's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

If the OCSD maintains higher limits than the minimums shown above, the County requires and shall be entitled to coverage for the higher limits maintained by the OCSD.

***Primary Coverage***

For any claims related to this contract, the OCSD's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the OCSD's insurance and shall not contribute with it.

***Notice of Cancellation***

Each insurance policy required above shall be endorsed to state that coverage shall not be canceled, except after thirty (30) days' prior written notice (10 days for non-payment) has been given to the County

***Failure to Maintain Insurance***

OCSD's failure to maintain or to provide acceptable evidence that it maintains the required insurance shall constitute a material breach of the Contract, upon which the County immediately may withhold payments due to OCSD, and/or suspend or terminate this Contract. The County, at its sole discretion, may obtain damages from OCSD resulting from said breach.

***Waiver of Subrogation***

OCSD hereby grants to County a waiver of any right to subrogation which any insurer of said OCSD may acquire against the County by virtue of the payment of any loss under such insurance. OCSD agrees to obtain any endorsement that may be necessary to affect this waiver of

subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.

***Deductibles and Self-Insured Retentions***

Any deductibles or self-insured retentions must be declared to and approved by the County. The County may require the Subcontractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

***Acceptability of Insurers***

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the County.

***Separation of Insureds***

*All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.*

***Verification of Coverage***

OCSD shall furnish the County with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the County before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the OCSD's obligation to provide them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Certificates and copies of any required endorsements shall be sent to:

San Luis Obispo County  
Department of Planning and Building, Housing and Economic Development  
Attention: Wes Drysdale, County Planner  
976 Osos Street, Room 300  
San Luis Obispo, CA 93408

***Subcontractors***

OCSD shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein.

***Special Risks or Circumstances***

County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

11. Entire Agreement and Modification. This Agreement sets forth the full and entire understanding of the parties regarding the matter set forth herein, and any other prior or existing understandings or agreements by the parties, whether formal or informal, regarding any matters are hereby superseded or terminated in their entirety. No changes, amendments, or alterations shall be effective unless in writing and signed by all parties hereto. The OCSD specifically acknowledges that in entering into and executing this Agreement the OCSD relies solely upon the provisions contained in this Agreement and no others.

12. Laws and Regulations. The OCSD agrees that it is familiar with and will comply with all County and State laws and regulations that pertain to health and safety, labor, fair employment practices, equal opportunity and all other matters applicable to the OCSD, its subcontractors, and the undertaking enabled by this Agreement. The OCSD agrees that it is familiar with and will comply with all laws and regulations applicable to the expenditure of public facility fees.

13. Non-Assignment of Agreement. Inasmuch as this Agreement is intended to secure the specialized services of the OCSD, the OCSD shall not have the right to assign or transfer this Agreement, or any part hereof or monies payable hereunder, without the prior written consent of the County, and any such assignment or transfer without the County's prior written consent shall be considered null and void.

14. Covenant. This Agreement has been executed and delivered in the State of California, and the validity, enforceability and interpretation of any of the clauses of this Agreement shall be determined and governed by the law of the State of California. All duties and obligations of the parties created hereunder are performable in San Luis Obispo County, and such County shall be that venue for any action, or proceeding that may be brought, or arise out of, in connection with or by reason of this Agreement.

15. Enforceability. If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

16. Agreement Binding. All provisions of this Agreement shall be binding on the parties and their heirs, assigns and successors in interest.

17. Waivers. County's waiver or breach of any one term, covenant or other provision of this Agreement shall not be a waiver of a subsequent breach of the same term, covenant or provision of this Agreement or of the breach of any other term, covenant or provision of this Agreement.

18. Notices. Unless otherwise provided, all notices herein required shall be in writing, and delivered in person or sent by United States first class mail, postage prepaid, to the following addresses:

To the County: Department of Planning and Building  
Attention: Wes Drysdale, County Planner  
976 Osos Street, Room 300  
San Luis Obispo, California 93408

To the OCSD: General Manager and Board President  
Oceano Community Services District  
P.O. Box 599  
Oceano, CA 93475-0599

Provided that any party may change such address by notice in writing to the other parties and thereafter notices shall be transmitted to the new address.

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

OCEANO COMMUNITY SERVICES DISTRICT

By: \_\_\_\_\_  
Karen White, President

ATTEST:

\_\_\_\_\_  
Clerk of the District

APPROVED AS TO FORM AND LEGAL EFFECT:  
JEFFREY A. MINNERY  
District General Counsel

By: \_\_\_\_\_  
District General Counsel

COUNTY OF SAN LUIS OBISPO

By: \_\_\_\_\_  
Chair of the Board of Supervisors

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk of the Board of Supervisors

APPROVED AS TO FORM AND LEGAL EFFECT:  
RITA L. NEAL  
County Counsel

By: \_\_\_\_\_  
Deputy County Counsel

Date: \_\_\_\_\_

Oceano Fire Department  
Public Facility Fee projects

<u>Project Description</u>	<u>Location</u>	<u>Currently Owned Site?</u>	<u>Cost Estimate</u>	<u>Site Acquisition</u>	<u>Construction Cost</u>	<u>Vehicle</u>	<u>Facility</u>	<u>Portable Equipment</u>	<u>Project Date</u>
Station Remodel	Sta. 61	Yes	\$580,000		\$580,000		Yes		2010 - 15
Type 1 Fire Engine	Sta 61		\$475,000			\$425,000	No	\$50,000	2007- 08
Station 3	Type 4 Engine		\$30,000			\$25,000	Yes	\$5,000	2005 - 06
		Total			\$580,000	\$450,000		\$55,000	
			<b>\$1,085,000</b>						
			<b>Grand Total</b>						

EXHIBIT C

INVENTORY OF APPARATUS, CLOTHING, TOOLS AND EQUIPMENT

The following inventory of each jurisdiction will become the property and responsibility of the Authority, including but not limited to maintenance, insurance and replacement:

<b>APPARATUS</b>	
<b>Arroyo Grande</b>	
Truck 66	1987 Van Pelt
BSU 66	1995 E-ONE
Utility 66	1995 Ford 4x4 Pickup
Brush 66	1996 International
Ford SUV	1998 Explorer
Ford SUV Command Vehicle	2006 Expedition
Engine 66	2007 Pierce
Lighting 66	1978 Ford Truck
Sedan	2000 Ford Taurus LX
Mass Casualty Trailer	Inventory List Available
<b>Grover Beach</b>	
Engine 68R	1996 Hi Tech
Rescue 68	2001 Hackney
Engine 68	2004 American LaFrance
Ford SUV	1999 Explorer
Utility 68	1996 Ford 4x4 Pickup
Shoring 68	1994 Pace Cargo Trailer
<b>Oceano</b>	
Engine 261	1987 Pierce
Engine 61	1996 Hi-Tech
Brush 61	2000 International 4800
Chevy SUV	2001 Tahoe
Patrol 61	2002 Ford F-550

<b>AUDIO / VISUAL EQUIPMENT</b>	
<b>Arroyo Grande</b>	
Overhead Projector	1
PowerPoint Projector	1
Televisions	12
Televisions (Big Screen)	1
Stereo System	1



# Oceano Community Services District

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

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

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**Date:** April 12, 2017

**To:** Board of Directors

**From:** Paavo Ogren, General Manager  
Tony Marraccino, Operations Supervisor  
Casey Stewart, Utilities System Operator, SSMP Program Manager

**Subject:** **Agenda Item #9B; Submittal of a Sewer System Management Plan (SSMP) 2016 Internal Audit covering Calendar Years 2015 & 2016**

## Recommendation

It is recommended that your Board receive and file the SSMP 2016 Internal Audit.

## Discussion

In April 2015, the Board of Directors approved the 2015 Update to the Sewer System Management Plan (SSMP) in accordance with regulatory requirements established by the State Water Board and administered by the Regional Water Board. The overlying purpose of the SSMP regulations is to ensure that sewer system overflows are either eliminated or minimized. This report summarizes the results of the audit, which is attached.

Overall, the District complied with regulatory reporting requirements and the SSMP requirements to prevent/minimize overflow events. Improving documentation and establishing administrative files is the primary finding from the audit. The administrative files are now set up for prospective use.

The regulatory requirements include a variety of maintenance and rehabilitation requirements, documentation, and monitoring. The following are the elements included in an SSMP:

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

The SSMP must be updated every five years and is due again in 2020. Prior to the 2020 Update, an update to the Sewer System Master Plan, last completed in 2009, is recommended. The most notable facility of concern is





the District's sole lift station on Pier Avenue. The concern relates to the proprietary nature of the pumps and their expense, which prevents the District from having spare pumps at this time. In the event of equipment failures or other emergencies, pumper trucks could be required to convey sewage from the lift station to the South San Luis Obispo County Sanitation District while repairs are being made. As a result, the Sewer System Master Plan update will need to address the lift station replacement, if not addressed sooner, through current efforts to develop a sewer system capital improvement program.

The attached internal audit has been completed by District staff. Overall, the District had 2 Sewer System Overflows in 2015 and 2 Sewer System Overflows in 2016 reported to the regulatory agencies and had zero incidences of discharges into water bodies caused by failure of District facilities.

The audit also recognizes progress that the District has made regarding lateral maintenance and collection system repairs. The following provides highlights on that progress:

- At the regular meeting of March 9, 2016, the Board of Directors held policy discussions on sewer lateral maintenance and provide staff informal direction on developing a District maintenance program. Staff has completed 75-80% of the survey to determine which properties have / do not have clean-outs on property lines. Tyler Inc. also incorporated a field into the District's Utility Billing System to track this component of the infrastructure. Additional steps will include developing a list of high priority replacement laterals, high priority replacement sewage collection mains, and cost estimates for the lateral maintenance program.
- Field staff repaired a sewage collection main on Basin Street. The main was determined to have a sag in it, which impairs the gravity flow of sewage. The repair work was important since a new subdivision tied into the adjacent manhole and sewage flows will increase as the homes are constructed.
- Field staff also coordinated with a property owner on Basin Street who had a lateral that sagged between the private property and the District facilities in the public right of way. The work required repairs on both sides of the property line. District staff and the District engineer, including surveyors, coordinated on the replacement project to ensure that the new lateral had proper flow in a "tight" situation. The property owner attended a Board meeting and expressed gratitude for the District efforts, and expressed an overall happiness for choosing to live in Oceano after recently relocating from the MidWest.

### **Other Agency Involvement**

The Regional Water Board is responsible for regulating the District's SSMP implementation. The South San Luis Obispo County Sanitation District is under contract with the District for implementing the Fats-Oil-Grease (FOG) program. The Sanitation District also participated in the 2016 audit and OCSD staff appreciates their support.



### **Other Financial Considerations**

None at this time.

### **Results**

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

Attachments: 2016 SSMP Internal Audit

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

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

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

SSMP’s include the following eleven elements unless the enrollee can justify why an elements is not applicable. The 2015 SSMP Update adopted by the OCSD Board of Directors on April 21, 2015 included all eleven elements.

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

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

**Element (i) – Goals**

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

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

Part One: Implementation of Prior Audit Findings:

Yes new goals were established and included in the 2015 SSMP Update approved by the Board of Directors on April 8, 2015.

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

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

Yes the goals are still appropriate. No Changes to Goals are recommended.

The 2015 SSMP Update includes goals and objective performance measurements. The following are the stated goals and audit findings.

To be available and responsive to the needs of the public in reference to the public sewer system	Goal was achieved. Cooperative repair of the Basin Street lateral with property owner was completely in a timely and effective manner.
To work cooperatively with local, state and federal agencies to reduce, mitigate and properly report SSOs	Goal was achieved. Updated 2015 SSMP and 2015 audit were submitted and ongoing reporting is being met.
To properly manage and maintain the District public sewer system lines to minimize SSOs	Goal was achieved. Maintenance work completed in a timely manner. Repair of Basin Street collector was completed timely upon identification of sag.
To meet all applicable regulatory notification and reporting requirements	Goal was achieved.

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

100% of monthly CIWQS reports are submitted accurate and on time.	100% were submitted accurately and on time.
100% of work orders are completed, documented and filed in accordance with the SSMP.	Some work orders and SSMP documentation have been maintained in the office at the Utilities Yard. The SSMP requires copies of all to be maintained at the office for inspection and office records will be updated prospectively.
100% of any reportable spills are submitted in accordance with the reporting requirements.	Clarification of reporting requirements for laterals was obtained during the audit period. 100% of reportable spill were submitted in accordance with reporting requirements.
100% of FOG inspections are completed on time	100% complete for 2015 12 out of 15 (80%) inspections complete for 2016
100% of jetting and maintenance is completed, including for High Maintenance Areas.	100% of jetting and maintenance was completed, including for High Maintenance Areas.
An annual report is place on the Board of Directors agenda each year, no later than February 28 <sup>th</sup> that provides the statistics on these goals for the prior calendar year.	Annual reports on goals were not submitted to the Board of Directors. It should be noted that this goal exceeds the regulatory reporting requirements. Although the goal was not met, violation of regulatory reporting requirements did not occur. Lastly, the Utility System Supervisor provides a verbal report to the Board of Directors on each and every spill during his operations updates included in every regular agenda. Therefore, ongoing updates did provide disclosure to the Board and public. Future years (non-audit years) will include the annual statistics.

2(b): Findings:

Records were not maintained in the Administrative Office. Documentation will be maintained prospectively.

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

Administrative Files are now established.

**Element (ii) – Organization**

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

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

Part One: Implementation of Prior Audit Findings:

Prior audit recommendations were implemented as part of the 2015 SSMP Update

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

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

The organization chart needs to be updated to reflect the deletion of the Office Manager and creation of Business and Accounting Manager, and change in job title for Account Clerks. Names of newly elected Board members and staff phone numbers need to be updated and provided to the Regional Board.

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

Audit and SSMP Updates reflect necessary procedures. Staff needs to remember to update phone numbers and individual names as changes occur. Establishing Administrative files will help to ensure updates are timely in the future.

2(b): Findings:

The SSMP was not updated as changes occurred. The discrepancies are minor and do not reflect non-compliance or the need for new recommendations. Improving documentation in the main office, as previously noted, will help ensure that future changes in contact information are timely.

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

Updated information will be provided to the Regional Water Board by May 1, 2017.

**Element (iii) - Legal Authority**

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

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

Part One: Implementation of Prior Audit Findings:

The 2015 Update was completed to remove language regarding inspection of private property.

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

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

Yes

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

Yes

2(b): Findings:

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

N/A



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

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

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

Part One: Implementation of Prior Audit Findings:

The District is implementing the Operations and Maintenance recommendations from the 2015 audit. Enhancing the work program will continue. For example, during the audit period, the Board of Directors considered lateral maintenance policy, provided staff with direction, and staff is working on developing the lateral maintenance program.

Field staff has completed approximately 75-80% of surveillance to determine the properties that do, and do not, have a clean-out at the property line. Office staff was able to have the vendor of the District's Utility Billing System update the program to include a logic field (yes/no) to track clean-outs. Additional steps will include estimating costs and schedules for a long-term lateral replacement program and other long-term capital replacement needs.

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

Are the District's collection system maps complete, up-to-date, and sufficiently detailed?	Yes- Upgrading to electronic versions is desired.
Is the District's preventive maintenance program up-to-date and documented?	Yes – new High Maintenance Areas (HMA's) are being updated with this audit.
Is the District's preventative maintenance program sufficient and effective in reducing and preventing SSO's and blockages?	Yes
Are your agency's inspections and condition assessments up-to-date and documented?	Yes
Are the District's scheduled inspections and condition assessment system effective in locating, identifying, and addressing deficiencies?	Yes
Is the District's training program sufficient and documented?	Yes. New job specifications were approved during the audit period. One of the Utility System Operators began acting as a program manager for the SSMP in 2017.

<p><del>Does the SSMP contain up to date information about your agency's outreach to plumbers and building contractors?</del></p>	<p>N/A – Contractor and plumber outreach was deleted from 2015 SSMP Update since the County of San Luis Obispo has land use and permitting authority. The District inspects all facilities constructed that are the responsibility of the District.</p>
<p><del>Has the District conducted or participated in any outreach activities to plumbers and building contractors?</del></p>	<p>N/A – Contractor and plumber outreach was deleted from 2015 SSMP Update since the County of San Luis Obispo has land use and permitting authority. The District inspects all facilities constructed that are the responsibility of the District.</p>
<p>Are the District's equipment and part inventory sufficient and documented?</p>	<p>Yes - Update done annually and due to the limited nature of the inventory a more frequent update is not necessary.</p> <p>Note: Replacement pumps for the Pier Avenue lift station are expensive and proprietary. Using pumper trucks during emergencies and/or equipment failures may be required. System capacity is addressed in Element 8.</p>

2(b): Findings:

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

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

N/A

**Element (v) - Design and Performance Provisions**

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

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

Part One: Implementation of Prior Audit Findings: **N/A**

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

- i. Are design and construction standards, as well as standards for inspection and testing of new and rehabilitated facilities, sufficiently comprehensive and up-to-date? **Yes – same as prior audit**
- ii. Are the District’s conditions on new development sufficient and up-to-date when modifications to the District’s system are needed to provide service to the development? **Yes – same as prior audit.**

2(b): Findings:

The District’s standards are up to date and sufficient and the conditions on new development are up to date and sufficient. In addition, since the County of San Luis Obispo issues building permits and encroachment permits in County maintained roads, the support of the County is available if construction issues develop.

During the audit period, a new tract tied into an existing manhole. Staff evaluated the existing collection line, determined that it has a sag, and repaired. The District engineer provided assistance to determine adequate fall existed to perform repairs. Other examples include ensuring that non-standard laterals are repaired or replaced as new development occurs, especially when secondary dwelling units are developed.

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

**Element (vi) - Overflow Emergency Response Plan**

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

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

**Part One: Implementation of Prior Audit Findings:**

Prior audit findings focused on the development of comprehensive procedures to augment the OERP. Staff, however, is utilizing United States Department of Transportation Guidebook for emergency response procedures and the Work Area Traffic Control

Handbook (WATCH) prepared by the Southern California Chapter of the American Public Works Association. As a result, utilizing the industry guidance materials instead of additional District detailed procedures was deemed preferable. In addition, Attachment "A" in the SSMP is the State Water Board's Monitoring and Reporting requirements and Appendix "C" provides the incident report requirements,

which together with the industry guidelines noted, provides sufficient guidance in responding to overflows and other possible emergency actions.

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

- i. Does the District maintain up-to-date information on its Overflow Emergency Response Plan? **Yes**
- ii. Considering the District's information, is the Overflow Emergency Response Plan effective in handling SSO's? **Yes**

2(b): Findings:

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

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

Done.

**Element (vii) - FOG Control Program**

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

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

Part One: Implementation of Prior Audit Findings: n/a

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

- i. Does the District maintain up-to-date information on its FOG control program? [Yes, including through inspection conducted by staff of the South San Luis Obispo County Sanitation District.](#)
- ii. Is the FOG control program effective? [Yes – Zero Notices of Violation occurred during the audit period.](#)

2(b): Findings: [none](#)

2(c): Schedule to Implement Recommendations, if any. [n/a](#)



**Element (viii) - System Evaluation and Capacity Assurance Plan**

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

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

Part One: Implementation of Prior Audit Findings:

N/A

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

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

2(b): Findings:

[These audit findings are consistent with the 2015 audit, which follows.](#)

[In the 2010 SSMP, the engineering consultant provided a “Technical Memorandum Wastewater Collection System Study” dated September 16, 2009. In that technical memorandum, it states “At this time, there are no identified system capacity concerns and therefore no capital improvement projects are recommended.” The District continues to rely upon this Technical Memorandum. Prior to the 2020 SSMP update, an update of the 2009 Technical Memorandum should be completed.](#)

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

[Within 5 year horizon for the next SSMP update, the system capacity analysis should be updated.](#)

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

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

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

Part One: Implementation of Prior Audit Findings:

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

- i. Does the District maintain up-to-date information about its data collection and organization? **Yes, Administrative files need to be established.**
- ii. Is the District’s data collection and organization sufficient to evaluate the effectiveness of your SSMP? **Overall Yes. Documentation of cleaning and inspection of laterals will be established.**

2(b): Findings:

**New High Maintenance Areas have been identified and will be included in the maps prepared by the District Engineer.**

2(c): Schedule to Implement Recommendations, if any. **n/a**

**Element (x) - SSMP Program Audits**

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

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

**Part One: Implementation of Prior Audit Findings:**

Implementation of prior audit findings were substantially complete. Each element of this audit identifies which items continue to be work in progress. Primarily, maintaining records in the District’s Administrative Office, in addition to the Field Office, was not completed during the audit period but us now complete for prospective use.

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

Lastly, a new audit program was incorporated into the 2015 SSMP update, as recommended.

**Part Two: Comparison to Current SSMP**

**2(a): Audit Steps:**

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

Yes

Will this SSMP Audit be submitted with the Annual Report to the Regional Water Board by March 15? No, the Audit was submitted on April 7, 2017.

2(b): Findings:

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

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

No audit related recommendations.

**Element (xi) - Communication Program**

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

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

Part One: Implementation of Prior Audit Findings:

The 2015 Audit included 3 public hearings 1) An Update to the SSMP Audit Guidelines, 2) Submittal of the 2015 Internal Audit (for the two years ending December 31, 2014) and 3) Approval of the 2015 SSMP Update.

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

- i. Does the District maintain up-to-date information about its public outreach activities? **Yes – Information is provided to FOG customers and any overflows from private property. The SSMP was not posted to the website but is now posted.**
- ii. Does the District maintain up-to-date information about its communications with satellite and tributary agencies? **Yes. The FOG program is coordinated with SSLOCSD and emergency events are coordinated, including an overflow during the audit period reported by OCSD but resulting from SSLOCSD.**
- iii. Does the District effectively communicated with the public and other agencies about the SSMP, and address feedback? **Yes, SSMP updates provided to the Regional Board.**

2(b): Findings: **Did not post to the web (other than on the agenda items).**

2(c): Schedule to Implement Recommendations, if any. **n/a**

## Exhibit "A" – 2016 Summary of Audit Findings

The following is a summary of the SSMP Audit findings:

- 3 FOG Customers missed one of two semi-annual inspections. *Staff will set up a system to monitor inspections of the South San Luis Obispo County Sanitation District to monitor more closely. Zero Notices of Violation occurred during the audit period for customer non-compliance with FOG requirements.*
- The District's SSMP includes a goal for staff to report to the Board each year the status of Objective Performance Measurements from the prior year (for the years between Bi-annual internal audits). The goal was not met in 2016 for calendar year 2015. The goal is not a regulatory reporting requirements. No further action needed. *Staff will include the annual report (in even number years for the prior odd numbered calendar year) as part of an operations report on the Board agenda in future even numbered calendar years.*
- The District's Administrative files were not established after the 2015 SSMP update. *Those files are now set-up for use progressively.*
- Update the District's organization chart were needed as a result of the deletion of the Office Manager Position, creation of the Business and Accounting Manager Position, changes in Account Clerks to Account Administrators; *Changes are now done.*
- Update the contact information for District staff; *Changes are now done.*
- The District has not completed a comprehensive Capital Improvement Program for the sewer system. *Work is ongoing and based on Board direction in 2016, the current focus is the lateral replacement program.*
- Map updates to reflect the new High Maintenance Areas are needed from District Engineer; *to be completed by 6/1/2017.*
- Maintenance records form on lateral cleaning need to be added to the jetting program; *Form has been created and will be used progressively.*
- Generate a comprehensive Rehabilitation and Replacement Plan; *still required and identified as a 2015 District goal as a "pro-forma."*
- Add the current version of the SSMP to the District's website; *Now Done.*



# Oceano Community Services District

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

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

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**Date:** April 12, 2017

**To:** Board of Directors

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

**Subject:** **Agenda Item #9C – Review of the District’s Budget Status as of March 31, 2017 and authorize the General Manager to issue purchase orders to replace the HVAC (\$13,159) unit, meter reading equipment (\$9,740) and provide an upgrade the District’s website (\$9,500).**

## Recommendation

It is recommended that your Board:

1. Review and discuss the District’s budget status as of March 31, 2017 and provide direction to staff as you deem appropriate.
2. Authorize the General Manager to issue a purchase order to Knecht’s in the amount of \$13,159 to replace the HVAC unit at 1655 Front St.
3. Authorize the General Manager to issue a purchase order to Elecsys in the amount of \$9,740 to replace the “Hand Held” units used for meter reading.
4. Authorize the General Manager to issue a purchase order to “Everywhere Right Now, Inc.” in the amount of \$9,500 to upgrade the District’s website.

## Discussion

The attached worksheets have been prepared to review the status of this year’s budget. They have been designed to include the following:

- ✓ Current fiscal year adopted budget
- ✓ Current fiscal year actual revenues and expenditures as of March 31, 2017
- ✓ Projected revenues and expenditures
- ✓ Estimated budget variances (the difference between the adopted budget and year-end estimates)
- ✓ 2017-2018 fiscal year adopted budget
- ✓ Chronology of Budget Actions





Overall, the 3<sup>rd</sup> quarter budget update as of March 31, 2017 illustrates that all funds are tracking consistent with budget. In addition, the “Anticipated Equipment Replacement / CIP Priorities” listed below can be funded without the need for budget adjustments. The budget results at this time illustrate that the District is successfully managing the strategy of using budget savings generated during the first three quarters to fund specific priorities identified during the year.

In reviewing the detailed worksheets, some items are noteworthy to review and may warrant considering relatively minor adjustments to the fiscal year 2017-18 budget, which was previously approved as part of a two year budget action on August 24, 2016.

## **General Fund**

In reviewing the General Funds revenue and expenses there are a few items of significance.

- Expenditures items are listed below.
- Revenues are consistent with the budget (60% of property taxes paid in December 2016 and the remaining expected to come in April 2017).

On expenditures, there are line items that are tracking higher than projected. Overall the expenditures are within budget and no budget adjustment is needed at this time.

- The need for information technology support has exceeded the \$5,000 that was originally budgeted, due to ongoing network issues which include the recent purchase of a server and router and the related labor costs. This may be an indication for the replacement of older technology at both the office and yard. It is projected that by the end of the fourth quarter the information technology expense will reach \$11,000.
- Board member training/travel expense because we paid for the California Special Districts Association Leadership Conference. We were granted a scholarship by CSDA and will be reimbursed once all who have registered attend the conference at the end of April, which will reduce the District’s costs to be consistent with the budget.
- The liability insurance has exceeded the budgeted amount as it is a frontloaded item and the renewal date has moved from December 2017 to April 2018. This means we have prepaid our insurance through April 2018 and 9 months of that prepaid cost is related to the fiscal year 2017-2018.
- The General Fund worksheet also shows three line items with incurred costs at March 31, 2017 that are, in part, allocable to operating funds. They are “Communication and dispatch,” “Clothing expense,” and



“Outside Utility Billing Mailing expense.” Each operating fund has line-item budgets for these costs, but actual payments during the year have been charged to the Administrative Fund. Journal entries will correct these allocations. Once this allocation is exercised the expenditures will be as expected in each fund.

## **Water Fund**

Overall, Water Fund revenues and expenditures are consistent with budget. Some items to point out include the following:

### Revenues

- Five out of the six (83%) billing periods have been accrued by the end of the third quarter. Water sales revenues are approximately 4% under budget due to conservation efforts in the community that are greater than the 20% target when rates were approved in April 2015. The estimated shortfall of almost \$60,000 is covered by estimated expenditure savings of \$70,000.
- In contrast, revenues from new development exceed budget estimates. At March 31, 2017 development related revenues already exceed budget by \$90,000, and due to the overall savings in operating expenses, can be dedicated to infrastructure. In addition, the addition of secondary units to existing development in the community and the overall number of units “in the pipeline” with existing intent to serve letters exceed development revenues budgeted in fiscal year 2017-18.

### Expenditures

Although some line items are running higher than budget, there are savings in other line items and the bottom line remains on track and with the ability to fund the “Anticipated Equipment Replacement / CIP Priorities” listed below.

## **Sewer Fund**

Revenues for the sewer maintenance are on track with 82% of the revenues collected at the end of the third period. Much like in the water fund, with five of the six billing periods accrued we would expect to see 83% in revenues as these fees are fixed amounts on utility bills and are issued every billing period.

In sewer expenditures we see a few items that have exceeded the budget. An increase to the cost of maintenance to the structures is related to a sewer line on Basin Street that had to be fixed by the OCSD field operators.



## **Water/Sewer Fund: Common Issues**

Many of our expenditures affect the water fund and sewer fund proportionately and are illustrated in both funds on corresponding line items. In both water and sewer the contract engineering and other reimbursable expenses are running over but will be covered by the private development revenue that we collect through reimbursable fees. This is directly related to the reimbursement agreements on development projects to cover the District's actual costs incurred on those projects. The Board policy on reimbursements was originally approved in fall of 2014 and will provide a cost recovery in excess of \$25,000 for the current fiscal year.

The line items for the Highway One Drainage Project illustrates that it is over budget. The budget adjustment to the water fund for \$71,390 and the sewer fund for \$38,478 for the Utility Relocation Agreement with the County was approved by the board at the January 25<sup>th</sup> meeting. The soft costs which create the additional costs were for engineering and legal support and as indicated in the January 25<sup>th</sup> agenda material, are covered by the current year budget savings.

## **Garbage Fund**

The franchise fee issued by the South County Sanitary Service, Inc. is as expected at 75% for the fourth quarter. The Landfill Savings Payment is unbudgeted revenues. The amount is provided in the franchise agreement and will result in unanticipated revenues of \$7,679. This unbudgeted revenue will sufficiently cover our efforts to clean up Oceano as we have incurred postage and professional services costs that exceed pieces of the garbage budget.

## **Frontloaded Expenditures**

There are a few expenses throughout the funds which are frontloaded and paid at the beginning of the fiscal year that look as though the District has expended more than 75% of the overall budget. The front loaded expenses are as follows:

1. Water Supply from Lopez Expense – Water Fund
2. Local Agency Formation Commission Expense (LAFCO)
3. PERS UAL Expense – General Fund
4. Boot Allowance Expense – General Fund
5. Liability Insurance – General Fund
6. Election Expense – General Fund
7. Membership Expense (CRWA) - General/ Water Fund



**Anticipated Equipment Replacement / CIP Priorities**

After closely monitoring the budget in a conservative manner the above analysis establishes that we have the opportunity before the final quarter to replace equipment that is a high priority for our staff. Below is a list of the items identified by staff with the cost and fund allocation.

Equipment	Bid	Source of Funds
Meter Reading Handhelds for Operators	\$9,740.00	Water Fund – Savings in “State Water”
Roof for OCSD Yard & 1655 Front St.	\$7,210.00	Water Fund 50% – Maintenance on Structures Sewer Fund 50 %- Maintenance on Structures
Facilities CIP – Utility Yard	\$25,000	Water Fund 50% – Savings in “State Water” Sewer Fund 50 %- CIP
HVAC	\$13,159.00	Facilities Fund – Contingencies/Maintenance on Structures
Backhoe Garbage Claw	\$5,000.00 - \$8,000.00	Garbage Fund – Savings in “Signage and Cans”
Website	\$9,500	Admin Fund – Outside Utility Billing/ Maintenance of Structures

**Other Agency Involvement**

n/a

**Other Financial Considerations**

The 4th quarter results, as of June 30, 2017, will be provided to your Board at your second regular meeting in July 2017.

Lastly, the Emergency Generator Project is an upcoming future agenda item that is anticipated to include a budget adjustment and separately addressed in a separate agenda item regarding Public Facilities Fees.

**Results**

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

- Attachments: Budget Worksheets
- Two Year Chronology of Budget Actions
- Bids

Oceano Community Services District  
 Chronology of Budget Actions  
 Fiscal Years 2016-17 & 2017-18

Date	Action
June 29, 2016	Approved the Two Year Preliminary Budget for Fiscal Years 2016-17 & 2017-18
August 24, 2016	<p>Approved the Two Year Final Budget for Fiscal Years 2016-17 &amp; 2017-18, with the following allocation of estimated budgetary savings from Fiscal Year 2015-16.</p> <ul style="list-style-type: none"> <li>(1) Allocate \$6,600 to the Government Fund reserve for "Equipment Replacement" for lighting maintenance. The lighting fund savings in 2015 – 2016 was \$7,600; therefore \$1,000 of the savings will increase the General Fund reserves</li> <li>(2) Allocate the reserves for the backhoe replacement as follows:             <ul style="list-style-type: none"> <li>a. \$25,000 Government Fund</li> <li>b. \$25,000 Water Fund</li> <li>c. \$25,000 Sewer Fund</li> <li>d. \$5,000 Garbage Fund</li> </ul> </li> <li>(3) Allocate \$5,000 to the Government Fund reserve for "Infrastructure/ Capital Outlay" for new flooring in the fire staff employee housing.</li> <li>(4) Allocate \$25,459 to the Government Fund reserve for "Contingencies," which will increase reserves to \$45,000, or slightly more than 5% of the annual Fire Budget.</li> </ul>
Sept. 28, 2016	Approved a Budget Adjustment increasing Facilities Fund Appropriations by \$5,000 for new/replacement flooring in fire staff employee housing and cancelling reserves established on August 24, 2016.
Nov. 9, 2016	Approved a Budget Adjustment increasing Garbage Fund Appropriations by \$9,193.17 to pay for September Clean-up Week from contingencies; leaving a remaining contingency balance of \$30,639, and total estimated reserves of \$333,345 at June 30, 2017.
Dec. 14, 2016	Approved a Budget Adjustment increasing Water Fund Appropriations by \$198,397 from Unanticipated Grant Revenues (Prop. 84) for the Water Resource Reliability Program.
Jan. 11, 2017	Approved a Budget Adjustment increasing the Lighting Fund Appropriations by \$3,300 for the replacement of lighting and sensors on Front Street and cancelling reserves established on August 24, 2016.
Jan. 25, 2017	Approved a Budget Adjustment of \$71,390 increasing the Water Fund and \$38,478 increasing the Sewer Fund to approve the Utility Relocation Agreement with the County of San Luis Obispo in conjunction with the County's Highway One Drainage project.



# GENERAL FUND



**GENERAL FUND  
REVENUE WORKSHEET  
BUDGET REVIEW AS OF 03/31/2017 - Q3**

Revenues and Other Sources:	2016-17 Budget	Year to Date Actual		Projected 2016-17	Variance Fav/(Unfav)	Final Budget 2017/18
		3/31/2017	75%			
Prop Tax: Current Secured	884,860	585,372	66%	884,860	0	911,406
Prop Tax: Current Unsecured	21,144	21,073	100%	21,144	0	21,778
Unitary Taxes	14,711	7,285	50%	14,711	0	15,152
Homeowners' Prop Tax Relief	6,470	3,250	50%	6,470	0	6,664
Will Serve Letter Fee		540		540	540	
Firework Permit Fees	1,500	0	0%	1,500	0	1,500
CO Collection Chg: SB2557	(20,000)		0%	(20,000)	0	(20,000)
IRS/EDD Refunds		57		0	0	0
Cancellation of Reserves (Board Approved 1/11/2017)	3,300		0%	3,300	0	0
Cancellation of Reserves (Board Approved 9/28/2017)	5,000			5,000	0	0
Cancellation of Reserves (Board Approval 8/24/2016)	25,000	0	0%	25,000	0	0
<b>Total Revenues</b>	<b>941,985</b>	<b>617,577</b>	<b>66%</b>	<b>942,525</b>	<b>540</b>	<b>936,500</b>



# ADMINISTRATIVE BUDGET





**ADMINISTRATIVE BUDGET  
EXPENDITURE WORKSHEET  
BUDGET REVIEW AS OF 03/31/2017 - Q3**

Operations & Maintenance: Expenditure Accounts 4100		2016-17 Budget	Year to Date Actual		Projected 2016-17	Variance Fav/(Unfav)	Final Budget 2017/18
			3/31/2017	75%			
<b>Personnel</b>							
010	Wages and Salaries	379,420	287,244	76%	379,420	0	390,028
020	Overtime	7,265	2,719	37%	7,265	0	7,673
061	PERS	47,813	36,888	77%	47,813	0	48,666
	PERS UAL Payment	17,851	17,851	100%	17,851	0	22,735
070	SUI (Unemp Ins)	3,038		0%	3,038	0	3,038
071	Medicare Employer Portion	5,607	4,088	73%	5,607	0	5,767
075	State Compensation Ins	14,166	9,683	68%	14,166	0	14,454
080	Boot Allowance	750	750	100%	750	0	750
090	Employee Insurances	38,400	26,621	69%	38,400	0	38,400
097	Cell Phone Allowance	900	600	67%	900	0	900
<b>Total Personnel</b>		<b>515,210</b>	<b>386,444</b>	<b>75%</b>	<b>515,210</b>	<b>0</b>	<b>532,411</b>
<b>Services and Supplies</b>							
110	Communications & Dispatch	5,000	6,150	123%	5,000	0	5,125
100	Clothing	0	2,391		0	0	0
150	Insurance (100% in Admin, then allocated, in 2015-16)	23,515	26,227	112%	23,515	0	24,100
170	Maint: Equipment	3,500	1,242	35%	2,613	887	3,600
173	Maint: Structures	10,000	3,794	38%	5,500	4,500	10,250
180	Memberships	6,000	6,026	100%	6,000	0	6,150
190+191	Over and Short + misc	200	36	18%	200	0	200
192	Penalties and Interest	0	25		0	0	0
193	Bank Fees	2,000	107	5%	2,000	0	2,000
200	Office Expense	6,150	3,933	64%	6,150	0	6,300
205	Outside UB Mailing Expense	7,500	9,363	125%	2,500	5,000	7,688
210	Postage	500	387	77%	500	0	500
218	Audit - Estimate (not in contract)	20,000	20,810	104%	24,000	(4,000)	20,500
220	Professional Services (AGP, Chapparel, other)	18,500	13,530	73%	18,500	0	19,000
221	Information Technology	5,000	8,762	175%	11,000	(6,000)	5,000
223	Legal Services	84,000	40,469	48%	84,000	0	84,000
226	Annual Software Maint.	13,000	7,121	55%	13,000	0	13,325
225	Board Member Stipends	18,000	8,300	46%	12,000	6,000	18,000
230	Legal Notices	2,000	286	14%	2,000	0	2,000
235	Books/Journals/Subsc	1,500	654	44%	1,500	0	1,500
241	Rents/Leases: Equip	3,000	0	0%	3,000	0	3,000
247	LAFCO 15-16 charged to Admin then allocated	14,552	14,349	99%	14,552	0	15,000
248	Permits Licenses and Fees	1,000	100	10%	1,000	0	1,000
260	Elections Expense	5,000	4,871	97%	5,000	0	0
280	Private Vehicle Mileage	500	62	12%	500	0	500
283	Job Advertising Expense	1,500	0	0%	1,500	0	1,550
285	Classes/Seminars	5,000	2,644	53%	5,000	0	5,125
286	Board Member Training/Travel/Expense	1,500	2,859	191%	1,500	0	1,550
290	Utilities	9,500	7,709	81%	9,500	0	9,750
<b>Total Services and Supplies</b>		<b>267,917</b>	<b>192,207</b>	<b>72%</b>	<b>261,530</b>	<b>6,387</b>	<b>266,713</b>

**ADMINISTRATIVE BUDGET  
EXPENDITURE WORKSHEET  
BUDGET REVIEW AS OF 03/31/2017 - Q3**

Operations & Maintenance:		2016-17 Budget	Year to Date Actual		Projected 2016-17	Variance Fav/(Unfav)	Final Budget 2017/18
			3/31/2017				
Expenditure Accounts 4100				75%			
<b>Other Expenditures</b>							
297	Pass-Through: Delinq GRBG/Tax Roll	0	2,668		0	0	0
	Cancellation of Reserves (Backhoe approved 8/24/16)	25,000		0%	25,000	0	0
	Website	0	0		9,500	(9,500)	0
376	Allocation/Adm Exp					0	
	(\$667,893.00) Fire	(31,325)		0%	(31,325)	0	(31,965)
	Lighting	(7,831)		0%	(7,831)	0	(7,991)
	Water	(352,407)		0%	(352,407)	0	(359,605)
	Sewer	(313,251)		0%	(313,251)	0	(319,649)
	Garbage	(46,988)		0%	(46,988)	0	(47,947)
	Facilities	(31,325)		0%	(31,325)	0	(31,965)
382	Contingency					0	
499	Claims & Settlements					0	
	Accounts Payable/ Prepaid Expense					0	
		(758,127)	2,668	0%	(748,627)	(9,500)	(799,122)
<b>Reserve Designations</b>							
	Contingencies	3,113	0	0%	0	3,113	1,180
		3,113	0	0%	0	3,113	1,180
<b>Total Expenditures</b>		<b>28,113</b>	<b>581,319</b>	<b>2068%</b>	<b>28,113</b>	<b>0</b>	<b>1,182</b>



# FIRE BUDGET



**FIRE BUDGET  
OPERATIONS AND MAINTENANCE WORKSHEET  
BUDGET REVIEW AS OF 03/31/2017 - Q3**

Operations & Maintenance: Expenditure Accounts 4200		2016-17 Budget	Year to Date Actual		Projected 2016-17	Variance Fav/(Unfav)	Final Budget 2017/18
			03/31/17				
<b>Personnel</b>				75.00%			
010	Wages and Salaries	1,500	196	13%	1,500	0	1,750
020	Overtime	500	359	72%	500	0	600
061	PERS Contribution		42		0	0	
062	PERS (including Unfunded Liability for pre FCFA service)	4,851	4,851	100%	4,851	0	4,955
071	Medicare Employer Portion	30	8	27%	30	0	45
072	FICA		4				
090	Employee Insurances	250	69	28%	250	0	300
<b>Total Personnel</b>		<b>7,131</b>	<b>5,529</b>	<b>78%</b>	<b>7,131</b>	<b>0</b>	<b>7,650</b>
<b>Services and Supplies</b>							
077	JPA Quarterly Pmts	779,965	389,983	50%	779,965	0	806,464
100	Clothing		42		0	0	
110	Communications & Dispatch	29,900	24,166	81%	29,900	0	30,650
170	Maint: Equipment		50		50	(50)	
173	Maint: Structures		852		1,000	(1,000)	
200	Office Expense		48		50	(50)	
290	Utilities	5,000	2,663	53%	3,750	1,250	5,125
291	Sandbags		498		500	(500)	
325	Hydrant Repair	0			0	0	
<b>Total Services and Supplies</b>		<b>814,865</b>	<b>418,302</b>	<b>51%</b>	<b>815,215</b>	<b>(350)</b>	<b>842,239</b>
<b>Other Expenditures</b>							
	Allocation/Adm Exp	31,325		0%	31,325	0	31,965
	Infrastructure/Capital Outlay (Board Approval 9/28/2016)	5,000	4,406		4,500	500	0
<b>Total Other Expenditures</b>		<b>36,325</b>	<b>4,406</b>	<b>12%</b>	<b>35,825</b>	<b>500</b>	<b>31,965</b>
<b>Reserve Designations</b>							
					0	0	0
<b>Total Reserves</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>		<b>858,321</b>	<b>428,237</b>	<b>50%</b>	<b>858,171</b>	<b>150</b>	<b>881,854</b>



# LIGHTING BUDGET



**LIGHTING BUDGET  
OPERATIONS AND MAINTENANCE WORKSHEET  
BUDGET REVIEW AS OF 03/31/2017 - Q3**

Operations & Maintenance: Expenditure Accounts 4195		2016-17 Budget	Year to Date Actual		Projected 2016-17	Variance Fav/(Unfav)	Final Budget 2017/18
			3/31/2017	75%			
<b>Personnel</b>							
010	Wages and Salaries	600	184	31%	600	0	620
020	Overtime	400	0	0%	400	0	420
061	PERS	100	17	17%	100	0	105
071	Medicare Employer Portion	20	3	15%	20	0	20
090	Employee Insurances	300	32	11%	300	0	310
<b>Total Personnel</b>		<b>1,420</b>	<b>236</b>	<b>17%</b>	<b>1,420</b>	<b>0</b>	<b>1,475</b>
<b>Services and Supplies</b>							
175	Sys Parts/Oper Supplies	1,000	1,104	110%	1,000	0	1,000
295	Lighting	42,000	26,266	63%	35,000	7,000	43,000
<b>Total Services and Supplies</b>		<b>43,000</b>	<b>27,370</b>	<b>64%</b>	<b>36,000</b>	<b>7,000</b>	<b>44,000</b>
<b>Other Expenditures</b>							
376	Allocation/Adm Exp	7,831	0	0%	7,831	0	7,991
	Equipment Replacement (Board Approval 1/17/2017)	3,300	0	0%	3,300	0	0
<b>Total Other Expenditures</b>		<b>11,131</b>	<b>0</b>	<b>0%</b>	<b>11,131</b>	<b>0</b>	<b>7,991</b>
<b>Reserve Designations</b>							
<b>Total Expenditures</b>		<b>55,551</b>	<b>27,606</b>	<b>50%</b>	<b>51,851</b>	<b>7,000</b>	<b>53,466</b>



# FACILITIES FUND



**FACILITIES FUND  
REVENUE WORKSHEET  
BUDGET REVIEW AS OF 03/31/2017 - Q3**

Revenues and Other Sources:		2016-17 Budget	Year to Date Actual		Projected 2016-17	Variance Fav/(Unfav)	Final Budget 2017/18
			3/31/2017	75%			
<b>Revenues</b>							
3260	Sheriff Substation Rent	113,940	85,455	75%	113,940	0	113,940
	New Fire Station	15,000	7,500	50%	15,000	0	15,000
	Old Fire Station	11,700	8,775	75%	11,700	0	11,700
	Public Facilities Fees	15,000	7,755	52%	15,000	0	15,000
	Utility Reimbursements	0	1,602		767		0
	Interfund Repayment from Water	31,500		0%	31,500		31,500
<b>Total Revenues and Other Sources</b>		<b>187,140</b>	<b>111,087</b>	<b>59%</b>	<b>187,907</b>	<b>0</b>	<b>187,140</b>



**FACILITIES BUDGET  
OPERATIONS AND MAINTENANCE WORKSHEET  
BUDGET REVIEW AS OF 03/31/2017 - Q3**

Operations & Maintenance:		2016-17 Budget	Year to Date Actual		Projected 2016-17	Variance Fav/(Unfav)	Final Budget 2017/18
			3/31/2017	75%			
<b>Personnel</b>							
010	Wages and Salaries	2,500	139	6%	2,500	0	2,500
020	Overtime	500		0%	500	0	500
061	PERS	250	17	7%	250	0	250
071	Medicare Employer Portion	100	2	2%	100	0	100
090	Employee Insurances	750	24	3%	750	0	750
<b>Total Personnel</b>		<b>4,100</b>	<b>182</b>	<b>4%</b>	<b>4,100</b>	<b>0</b>	<b>4,100</b>
<b>Services and Supplies</b>							
110	Communications	0	22		0	0	0
163	Maint: Structures/Improvements	15,000	7,227	48%	7,500	7,500	15,000
173	Maint Structures	2,000	852	43%	2,000	0	2,000
<b>Total Services and Supplies</b>		<b>17,000</b>	<b>8,101</b>	<b>48%</b>	<b>9,500</b>	<b>7,500</b>	<b>17,000</b>
<b>Other Expenditures</b>							
376	Allocation/Adm Exp	31,325		0%	31,325	0	31,965
366	Emergency Generator Project	15,000	1,290	9%	15,000	0	
	Repayment to Sewer Fund	113,940		0%	113,940	0	113,940
	HVAC	0	0		13,275	(13,275)	
		<b>160,265</b>	<b>1,290</b>	<b>1%</b>	<b>173,540</b>	<b>(13,275)</b>	<b>145,905</b>
<b>Reserve Designations</b>							
	Contingencies	5,775		0%	0	5,775	20,135
<b>Total Reserves</b>		<b>5,775</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>5,775</b>	<b>20,135</b>
<b>Total Expenditures</b>		<b>187,140</b>	<b>9,573</b>	<b>5%</b>	<b>187,140</b>	<b>0</b>	<b>187,140</b>



# EQUIPMENT FUND



**EQUIPMENT FUND  
REVENUE WORKSHEET  
BUDGET REVIEW AS OF 03/31/2017 - Q3**

Revenues and Other Sources:	2016-17 Budget	Year to Date Actual		Projected 2016-17	Variance Fav/(Unfav)	Final Budget 2017/18
		3/31/2017	75%			
<b>Revenues</b>						
Contribution from Gov't Fund (Board Approval 8/24/2016)	25,000		0%	25,000	0	
Truck Rental from Water	6,545		0%	6,545	0	6,545
Vehicle Charges to Water	10,000		0%	10,000	0	10,000
Contribution from Water (Board Approval 8/24/2016)	25,000		0%	25,000	0	
<b>Total From Water</b>	<b>41,545</b>	<b>0</b>	<b>0%</b>	<b>41,545</b>	<b>0</b>	<b>16,545</b>
Truck Rental from Sewer	6,545		0%	6,545	0	6,545
Vehicle Charges to Water	5,000		0%	5,000	0	5,000
Contribution from Sewer (Board Approval 8/24/2016)	25,000		0%	25,000	0	
<b>Total From Sewer</b>	<b>36,545</b>	<b>0</b>	<b>0%</b>	<b>36,545</b>	<b>0</b>	<b>11,545</b>
Vehicle Charges to Garbage	1,000		0%	1,000	0	1,000
Contribution from Garbage (Board Approval 8/24/2016)	5,000		0%	5,000	0	
<b>Total From Garbage</b>	<b>6,000</b>	<b>0</b>	<b>0%</b>	<b>6,000</b>	<b>0</b>	<b>1,000</b>
<b>Total Revenues and Other Sources</b>	<b>109,090</b>	<b>0</b>	<b>0%</b>	<b>109,090</b>	<b>0</b>	<b>29,090</b>

**EQUIPMENT BUDGET  
OPERATIONS AND MAINTENANCE WORKSHEET  
BUDGET REVIEW AS OF 03/31/2017 - Q3**

Operations & Maintenance:		2016-17 Budget	Year to Date Actual		Projected 2016-17	Variance Fav/(Unfav)	Final Budget 2017/18
			3/31/2017	75%			
<b>Services and Supplies</b>							
171	Maint Vehicles	6,500	3,888	60%	6,500	0	6,500
172	Gas and Oil	9,500	3,913	41%	9,500	0	9,500
<b>Total Services and Supplies</b>		<b>16,000</b>	<b>7,801</b>	<b>49%</b>	<b>16,000</b>	<b>0</b>	<b>16,000</b>
<b>Other Expenditures</b>							
320	Equipment Lease	9,067	6,800	75%	9,067	0	9,067
	Backhoe Purchase (Board Approval 8/24/2016)	80,000	0	0%	80,000		0
<b>Total Other Expenditures</b>		<b>89,067</b>	<b>6,800</b>	<b>8%</b>	<b>89,067</b>	<b>0</b>	<b>9,067</b>
<b>Reserve Designations</b>							
	Equipment Replacement	4,023	0	0%	4,023	0	4,023
<b>Total Reserves</b>		<b>4,023</b>	<b>0</b>	<b>0%</b>	<b>4,023</b>	<b>0</b>	<b>4,023</b>
<b>Total Expenditures</b>		<b>109,090</b>	<b>14,601</b>	<b>13%</b>	<b>109,090</b>	<b>0</b>	<b>29,090</b>



# WATER FUND



**WATER FUND  
REVENUE WORKSHEET  
BUDGET REVIEW AS OF 03/31/2017 - Q3**

Revenues and Other Sources:	2016-17 Budget	Year to Date Actual		Projected 2016-17	Variance Fav/(Unfav)	Final Budget 2017/18
		03/31/17	75%			
Water Sales	1,685,976	1,337,010	79%	1,645,000	(40,976)	1,789,070
Lopez Remediation: Sales	462,808	365,716	79%	445,000	(17,808)	474,378
Water Connection Fees - Reimbursables	10,000	12,245	122%	25,000	15,000	10,000
Water Front Footage Fees	12,500	28,886	231%	30,000	17,500	12,500
UB Courtesy Notice Fees	4,700	3,577	76%	4,700	0	4,700
UB Sec Notc/Door Hgr Fees	27,000	22,755	84%	27,000	0	27,000
Capacity Charges	17,500	82,853	473%	85,000	67,500	17,500
Connection / Meter Fees	8,100	5,506	68%	8,100	0	8,100
Lopez / SWP Connection Fees	4,000	16,000	400%	17,000	13,000	4,000
New UB A/C Setup	4,000	2,190	55%	4,000	0	4,000
CYN Crest /Christie/ AG Wheeling	25,000	16,184	65%	25,000	0	25,000
Inspection Fees	200	125	63%	200	0	200
Interest	2,500		0%	2,500	0	2,500
Misc	0	528		0	0	0
Claims and Settlements		3,703		0	0	0
WRRP Grant Revenue (Bdgt AJE 12/14/16)	198,397		0%	198,397	0	0
Cancellation of Reserves (Drainage Project Bdgt AJE 1/25/2017)	71,390		0%	71,390	0	0
Cancellation of Reserves (Backhoe approved 8/24/16)	25,000		0%	25,000	0	0
<b>Total Revenues</b>	<b>2,559,071</b>	<b>1,897,278</b>	<b>74%</b>	<b>2,613,716</b>	<b>54,645</b>	<b>2,378,948</b>

**WATER BUDGET  
OPERATIONS AND MAINTENANCE WORKSHEET  
BUDGET REVIEW AS OF 03/31/2017 - Q3**

Operations & Maintenance:		2016-17 Budget	Year to Date Actual		Projected 2016-17	Variance Fav/(Unfav)	Final Budget 2017/18
			03/31/17				
<b>Personnel</b>				75%			
010	Wages and Salaries	119,891	85,414	71%	119,891	0	126,483
020	Overtime	29,422	9,805	33%	29,422	0	31,096
	Standby	12,227		0%	12,227	0	12,227
061	PERS	15,430	9,376	61%	15,430	0	16,253
071	Medicare Employer Portion	2,342	1,263	54%	2,342	0	2,462
075	State Compensation Ins	13,528	4,064	30%	13,528	0	14,276
090	Employee Insurances	19,296	12,314	64%	19,296	0	19,296
<b>Total Personnel</b>		<b>212,136</b>	<b>122,236</b>	<b>58%</b>	<b>212,136</b>	<b>0</b>	<b>222,093</b>
<b>Services and Supplies</b>							
100	Clothing	2,500	109	4%	2,500	0	2,563
110	Communications & Dispatch	5,500	2,142	39%	5,500	0	5,638
163	Maint: Wtr/Swr Struct	5,000	1,460	29%	5,000	0	5,125
170	Maint: Equipment	5,000	3,825	77%	5,000	0	5,125
173	Maint: Structures	10,000	0	0%	0	10,000	10,250
175	Sys Parts/Oper Supp	16,000	9,517	59%	16,000	0	16,400
176	Water Meters	10,000	9,405	94%	10,000	0	10,250
177	Safety Expense	500	0	0%	500	0	520
180	Memberships	1,500	1,559	104%	1,500	0	1,550
190	Misc	250		0%	250	0	250
200	Office Expense	750	466	62%	750	0	800
205	Outside UB Mailing Expense	6,000		0%	6,000	0	6,150
220	Professional Services (Water Quality: Backflow Program)	17,000	11,599	68%	17,000	0	17,425
221	Information Technology	500		0%	500	0	550
222	Contract Engineering	5,000	6,573	131%	7,500	(2,500)	5,125
226	Engineering & Other Reimburse	10,000	22,997	230%	25,000	(15,000)	10,000
230	Legal Notices	1,000		0%	1,000	0	1,025
231	Bad Debt	500		0%	500	0	525
241	Rents/Leases: Equip	2,000		0%	2,000	0	2,050
248	Permits, Fees, Licenses	8,500	6,392	75%	8,500	0	8,750
250	Small Tools	2,500	600	24%	2,500	0	2,500
261	Water Supply - Lopez	462,808	457,315	99%	462,808	0	474,378
398	State Water Project Pmts	914,912	764,628	84%	800,000	114,912	1,057,704
285	Classes/Seminars	5,000	1,182	24%	5,000	0	5,125
290	Utilities	25,000	8,092	32%	15,000	10,000	25,625
<b>Total Services and Supplies</b>		<b>1,517,720</b>	<b>1,307,861</b>	<b>86%</b>	<b>1,400,308</b>	<b>117,412</b>	<b>1,675,403</b>

**WATER BUDGET  
OPERATIONS AND MAINTENANCE WORKSHEET  
BUDGET REVIEW AS OF 03/31/2017 - Q3**

Operations & Maintenance:		2016-17 Budget	Year to Date Actual		Projected 2016-17	Variance Fav/(Unfav)	Final Budget 2017/18
			03/31/17	75%			
<b>Other Expenditures</b>							
297	Pass-Thru: Crest/Christie	25,000	17,322	69%	25,000	0	25,000
349	Drainage Improvement Project (Board Approval 1/25/2017)	71,390	82,501	116%	85,000	(13,610)	0
362	Litigation: SMVWCD	8,000	6,209	78%	8,000	0	8,200
376	Allocation/Adm Exp	352,407		0%	352,407	0	359,605
	Charges from the Equipment Fund	16,545		0%	16,545	0	16,545
380	NCMA Expense	35,000	38,874	111%	40,000	(5,000)	35,875
	General Fund Loan Payment	31,500		0%	31,500	0	31,500
	Garbage Fund Loan Payment	7,500		0%	7,500	0	7,500
393	1979 Revenue Bond Pmts	18,375		0%	18,375	0	18,375
442	CIP - Air Park Dr Relocation	0	849		1,500	(1,500)	0
	WRRP Program (Bdgt AJE approved 12/14/16)	198,397			198,397	0	0
	Contribution of Reserves (Backhoe approved 8/24/16)	25,000			25,000	0	0
	Meter Reading Handhelds	0	0		10,000	(10,000)	0
	Yard Roof	0	0		3,605	(3,605)	0
	Facility CIP - Utilities Yard	0	0		12,500	(12,500)	0
<b>Total Other Expenditures</b>		<b>789,114</b>	<b>145,755</b>	<b>18%</b>	<b>822,829</b>	<b>(46,215)</b>	<b>502,600</b>
<b>Reserve Designations</b>							
	Contingencies	40,101	0	0%	40,101	0	(21,148)
<b>Total Reserves</b>		<b>40,101</b>	<b>0</b>	<b>0%</b>	<b>40,101</b>	<b>0</b>	<b>(21,148)</b>
<b>Total Expenditures</b>		<b>2,559,071</b>	<b>1,575,852</b>	<b>62%</b>	<b>2,487,874</b>	<b>71,197</b>	<b>2,378,948</b>





# SEWER FUND



**SEWER FUND  
REVENUE WORKSHEET  
BUDGET REVIEW AS OF 03/31/2017 - Q3**

Revenues and Other Sources:	2016-17 Budget	Year to Date Actual		Projected 2016-17	Variance Fav/(Unfav)	Final Budget 2017/18
		3/31/17	75%			
Sewer Sales	400,000	326,121	82%	395,000	(5,000)	400,000
Connection Fees	4,000	2,500	63%	4,000	0	4,000
Inspection Fees	200	125	63%	200	0	200
FOG Program Inspections	800	1,400	175%	1,400	600	800
Repayment from General Fund	113,940		0%	113,940	0	113,940
Other Income		1,299		0	0	0
Use of Reserves	35,597		0%	60,597	25,000	23,114
Cancellation of Reserves (Backhoe approved 8/24/16)	25,000		0%	25,000	0	
Cancellation of Reserves (Drainage Project Bdgt AJE 1/25/2017)	38,478		0%	38,478	0	
<b>Total Revenues</b>	<b>618,015</b>	<b>331,445</b>	<b>54%</b>	<b>638,615</b>	<b>20,600</b>	<b>542,054</b>

**SEWER BUDGET  
OPERATIONS AND MAINTENANCE WORKSHEET  
BUDGET REVIEW AS OF 03/31/2017 - Q3**

Operations & Maintenance:		2016-17 Budget	Year to Date Actual		Projected 2016-17	Variance Fav/(Unfav)	Final Budget 2017/18
			03/31/17	75%			
<b>Personnel</b>							
010	Wages and Salaries	59,051	33,443	57%	59,051	0	62,297
020	Overtime	14,491	3,930	27%	14,491	0	15,316
	Standby	6,022		0%	6,022	0	6,022
061	PERS	7,600	4,249	56%	7,600	0	8,005
071	Medicare Employer Portion	1,153	576	50%	1,153	0	1,213
075	State Compensation Ins	7,295	1,910	26%	7,295	0	7,698
090	Employee Insurances	9,504	5,272	55%	9,504	0	9,504
<b>Total Personnel</b>		<b>105,116</b>	<b>49,380</b>	<b>47%</b>	<b>105,116</b>	<b>0</b>	<b>110,055</b>
<b>Services and Supplies</b>							
100	Clothing	675	65	10%	675	0	692
110	Communications & Dispatch	2,000	345	17%	2,000	0	2,050
163	Maint: Wtr/Swr Struct	10,000	669	7%	0	10,000	10,250
170	Maint: Equipment	3,000	3,606	120%	3,000	0	3,075
173	Maint: Structures	1,000	1,250	125%	1,000	0	1,025
175	Sys Parts/Oper Supp	7,500	3,596	48%	7,500	0	7,688
177	Safety Expense	2,500		0%	2,500	0	2,550
180	Memberships	0	150		0	0	0
200	Office Expense	1,000	267	27%	1,000	0	1,025
205	Outside UB Mailing Expense	6,000		0%	6,000	0	6,150
210	Postage	0	10		0	0	0
220	Professional Services	2,500	980	39%	2,500	0	2,550
222	Contract Engineering	2,500	2,763	111%	2,500	0	2,550
226	Engineering & Other Reimburse		219		0	0	0
231	Bad Debt	250		0%	250	0	250
241	Rents/Leases: Equip	2,500	522	21%	2,500	0	2,550
248	Regulatory Permits and Fees	3,700	2,406	65%	3,700	0	3,800
250	Small Tools		650		0	0	0
285	Classes/Seminars	2,500	269	11%	2,500	0	2,550
290	Utilities	2,000	779	39%	2,000	0	2,050
	Yard Roof	0	0		3,605	(3,605)	0
	Facility CIP - Utilities Yard	0	0		12,500	(12,500)	0
<b>Total Services and Supplies</b>		<b>49,625</b>	<b>18,546</b>	<b>37%</b>	<b>55,730</b>	<b>(6,105)</b>	<b>50,805</b>
<b>Other Expenditures</b>							
320	Fixed Assets - CIP	25,000	0	0%	12,500	12,500	0
	Sewer Lateral Program	50,000	0	0%	50,000	0	50,000
	Drainage Improvement Project (Board Approval 1/25/2017)	38,478	44,461	116%	38,478	0	0
376	Allocation/Adm Exp	313,251	0	0%	313,251	0	319,649
	Rental Payments to Equipment Fund	11,545	0	0%	11,545	0	11,545
	Contribution of Reserves (Backhoe approved 8/24/16)	25,000	0	0%	25,000	0	0
<b>Total Other Expenditures</b>		<b>463,274</b>	<b>44,461</b>	<b>10%</b>	<b>450,774</b>	<b>12,500</b>	<b>381,194</b>
<b>Reserve Designations</b>							
		0	0		0	0	0
		0	0		0	0	0
<b>Total Expenditures</b>		<b>618,015</b>	<b>112,387</b>	<b>-</b>	<b>611,620</b>	<b>6,395</b>	<b>542,054</b>



# GARBAGE FUND



**GARBAGE FUND  
REVENUE WORKSHEET  
BUDGET REVIEW AS OF 03/31/2017 - Q3**

Revenues and Other Sources:		2016-17 Budget	Year to Date Actual		Projected 2016-17	Variance Fav/(Unfav)	Final Budget 2017/18
			3/31/2017	75%			
<b>Revenues</b>							
3501	Garbage Franchise Fees	80,000	60,224	75%	80,000	0	80,000
	Landfill Savings Payment	0	7,679		7,679	7,679	0
	Interfund Loan Repayment from Water	7,500		0%	7,500	0	7,500
	Use of Reserves (Budget Adjustment 11/09)	7,685	0	0%	7,685	0	10,333
	Cancellation of Reserves (Backhoe approved 8/24/16)	5,000		0%	5,000	0	
	Cancellation of Reserves (Budget Adj Clean Up Week 11/09)	9,193	9,193	100%	9,193	0	0
<b>Total Revenues and Other Sources</b>		<b>109,378</b>	<b>77,096</b>	<b>70%</b>	<b>117,057</b>	<b>7,679</b>	<b>97,833</b>

**GARBAGE BUDGET  
OPERATIONS AND MAINTENANCE WORKSHEET  
BUDGET REVIEW AS OF 03/31/2017 - Q3**

Operations & Maintenance:		2016-17 Budget	Year to Date Actual		Projected 2016-17	Variance Fav/(Unfav)	Final Budget 2017/18
			3/31/2017	75%			
<b>Personnel</b>							
010	Wages and Salaries	17,017	14,274	84%	17,017	0	18,363
020	Overtime	2,440	1,228	50%	2,440	0	2,605
061	PERS	1,567	286	18%	1,567	0	1,679
071	Medicare Employer Portion	293	227	77%	293	0	315
072	FICA		799		0	0	0
075	State Compensation Ins	808	167	21%	808	0	852
090	Employee Insurances	3,072	356	12%	3,072	0	3,072
		<b>25,197</b>	<b>17,337</b>	<b>69%</b>	<b>25,197</b>	<b>0</b>	<b>26,886</b>
<b>Services and Supplies</b>							
100	Clothing	250	65	26%	250	0	250
110	Communications & Dispatch	500	195	39%	500	0	500
170	Maint: Equipment	500		0%	500	0	500
173	Maint Shared Structures	0	41		0	0	0
175	Sys Parts/Oper Supp	1,500	420	28%	1,500	0	1,500
200	Office Expense	1,000	640	64%	1,000	0	1,000
210	Postage	500	995	199%	1,000	(500)	500
220	Professional Services	2,000	5,247	262%	5,500	(3,500)	2,000
230	Legal Notices	250		0%	250	0	250
247	LAFCO	0			0	0	0
290	Utilities	500	15	3%	500	0	500
290	Utilities (Bdgt AJE \$9,193.17 11/9/16)	9,193	9,193	100%	9,193	0	0
<b>Total Services and Supplies</b>		<b>16,193</b>	<b>16,811</b>	<b>104%</b>	<b>20,193</b>	<b>(4,000)</b>	<b>7,000</b>
<b>Other Expenditures</b>							
376	Allocation/Adm Exp	46,988	0	0%	46,988	0	47,947
351	Contribution of Reserves (Backhoe approved 8/24/16)	5,000	0	0%	5,000	0	0
	Signage & Cans	15,000	0	0%	5,000	10,000	15,000
	Vehicle Charges from Equipment Fund	1,000	0	0%	1,000	0	1,000
	Accounts Payable/ Prepaid Expense	0	0		0	0	0
	Garbage Claw	0	0		5,500	(5,500)	0
		<b>67,988</b>	<b>0</b>	<b>0%</b>	<b>63,488</b>	<b>4,500</b>	<b>63,947</b>
<b>Reserve Designations</b>							
	Unassigned Reserves	0	0		0	0	0
<b>Total Reserves</b>		<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>		<b>109,378</b>	<b>34,148</b>	<b>31%</b>	<b>108,878</b>	<b>500</b>	<b>97,833</b>

## HVAC BIDS

1. Knecht's Plumbing & Heating, Inc.      \$ 13,159.00
2. McBrides Plumbing & Heating      \$14,627.00



# KNECHT'S

## PLUMBING & HEATING INC.

### PROPOSAL

<b>BILLING SUBMITTED TO:</b> Oceano Community Services District		<b>CONTACT:</b> Nicole Miller	<b>EMAIL:</b> <a href="mailto:nicole@oceanocsd.org">nicole@oceanocsd.org</a>
<b>STREET:</b> 1655 Front Street		<b>PHONE:</b> (805) 481-6730	<b>DATE:</b> 4/6/2017
<b>CITY, STATE, AND ZIP:</b> Oceano, CA 93445		<b>PROJECT NAME:</b> Oceano Community Services District HVAC Replacements	
<b>ARCHITECT:</b> -	<b>DATE OF PLANS:</b> -	<b>PROJECT LOCATION:</b> 1655 Front Street, Oceano, CA 93445	

**\$ 9,721.00** Price to replace Furnace #1, evaporator coil and condensing unit.

- Scope:**
- Remove and dispose of the existing furnace.
  - Provide and install a new Trane model #TTUE1A060A9361A 60,000 Btuh 80% Eff furnace.
  - Provide and install new B-Type flue vent.
  - Provide and install a new Trane model #T4TTR4037L1000A 3 ton condensing unit.
  - Provide and install a new 3 ton evaporator coil.
  - Fabricate and install transition to mount new evaporator coil to the existing ductwork.
  - Connect the new evaporator coil to the existing condensate drain.
  - Flush the existing refrigerant linesets, pressure test and triple evacuate the refrigerant lines.
  - Provide and install new high voltage service disconnect at the new condensing unit.
  - Provide and install new gas flex and shut off valve.
  - Provide and install new programmable thermostat.
  - Start up and check out the new HVAC system.

**\$ 3,438.00** Price to replace Furnace #2.

- Scope:**
- Remove and dispose of the existing furnace.
  - Provide and install a new Trane model #TTUE1A060A9361A 60,000 Btuh 80% Eff furnace.
  - Provide and install new B-Type flue vent.
  - Fabricate and install transition to mount new furnace to the existing ductwork.
  - Provide and install new gas flex and shut off valve.
  - Provide and install new programmable thermostat.
  - Start up and check out the new furnace.

- Clarifications:**
- Field labor is priced as prevailing wage.
  - Existing linesets are priced to be reused.
  - Work is priced to be performed during normal business hours, Mon-Fri 7:00am-3:30pm.

*All fees, permits, calculations and Title 24 excluded*

**WE PROPOSE** hereby to furnish material and labor - complete in accordance with above specifications, for the sum of: \_\_\_\_\_ dollars ( \_\_\_\_\_ )

Payment to be made as follows:

**NET 30 days.**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized  
Signature \_\_\_\_\_  
Jacob Monell

Note: This proposal may be withdrawn by us if not accepted within 15 Days.

**ACCEPTANCE OF PROPOSAL** - The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. payment will be made as outlined above.

Signature \_\_\_\_\_

Date of acceptance \_\_\_\_\_





# Proposal

141 Suburban Rd. D-4 • San Luis Obispo, CA 93401 • Lic# 203501

Ph: (805) 543-5000 • (805) 466-5800 • (805) 489-1902 • Fx: (805) 543-0221

Expires: March 8, 2017

**Responsible Party:**

Oceano CSD  
1655 Front  
Oceano, CA 93445  
805-481-6730  
office@oceanocsd.org

**Job Name:**

Oceano CSD  
1655 Front  
Oceano, CA 93445  
805-481-6730  
office@oceanocsd.org

**Note:** This job is bid at prevailing wage; please advise if this needs to be changed.

All labor and material replace two (2) HVAC systems in closet and outside condensers to include

Remove existing equipment and properly dispose of. Install two (2) new Trane 60,000 BTU 80% furnaces with new 3 ton Trane R-410A coil on each. Connect to existing supply/return ducting and exhaust venting. Properly seal connections. Install two (2) new Trane 14 SEER 3 ton R-410S condensers outside on pads; run necessary line set, condensate, and control wire. Install two (2) new programmable thermostats, Check all for proper operation; return one year for service and inspection (includes basic filters).

**Note:** This proposal does not include permits; permits can be obtained by others or for an additional cost by McBride's

**Note:** This proposal requires dedicated duplex outlets for each unit; if a dedicated outlet is not available a licensed electrician will be required. This proposal does not include any necessary electrical work

**Note:** This proposal does not include any HERS preparation/testing; any necessary HERS must be completed by others.

**Warranty:** Manufacturer warranty supplied upon completion; 2 year parts and labor warranty through McBride's.

**Payment Plan**

A 4% administrative fee applies to credit card payments

Material Deposit (Due upon acceptance) \$5,705.00

Balance due upon completion \$8,922.00

Thank you for the opportunity to quote this job for you. If you have any questions contact our office at 543-5000.

**We propose hereby to furnish material and labor – complete in accordance with the above specifications, for the sum of:**

**\$14,627.00**

**Weekly progress payments may be required. Balance due upon completion. Upon acceptance of this proposal, please sign one copy and return to this office before work is to begin.**

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon delays beyond our control. Purchaser agrees to pay all costs of collection, including attorney's fees. This proposal may be withdrawn by us if not accepted by the above due date. By signing this contract I am waiving my right of rescission.

As required by California Law we will be sending a California Preliminary notice by certified or registered mail to you, your contractor, and lender (if applicable).  
This is not a threat to your property or a reflection on your credit.

**Authorized**

**Signature:** Danny McBride

April 12, 2017 - Page 129 of 142

**Acceptance**

**Signature:** \_\_\_\_\_

Agenda Item 9B - Page 34 of 247

**Date:** \_\_\_\_\_

Attachment - Bids

## Handheld BIDS

1. Elecsys <sup>1</sup>	\$ 9,740.00
2. Sensus	\$16,566.91
3. National Meter	\$16,575.00
4. iFlow <sup>2</sup>	\$14,400.00

<sup>1</sup>Elecsys is OCSD's current handheld provider

<sup>2</sup> iFlow price is \$4,800 per handheld and OCSD requires a minimum of (3) handheld devices



**Elecsys Corporation**

846 N. Mart-Way Court  
 Olathe, Kansas 66061  
 +1 913-982-5672 Sales/Phone  
 +1 913 982-5766 Sales/Fax  
 Email:  
[mike.pressgrove@elecsyscorp.com](mailto:mike.pressgrove@elecsyscorp.com)

<b>SHIP TO:</b>
Attn: Celia
Oceano Community Services District
1655 Front Street
Oceano, CA 93445

<b>BILL TO:</b>
Oceano Community Services District
1655 Front Street
Oceano, CA 93445

Quote #	MP11142016-OCEANO
Date	11-14-2016
Sales Rep	Mike Pressgrove
Delivery Date	See Below
Customer #	522804
Contact Name	Celia
Customer Ph. #	805-481-6730

Part Number	Description	Qty	Maint. Each	Annual Maintenance Total	Unit Price (\$ USD)	Total (\$ USD)
R140000-3014-23	FW950 Handheld, UMS Raised Keypad	3	\$30.00	\$1,080.00	\$2,495.00	\$7,485.00
Limited Time Trade In Offer	Trade In – FW500 Handhelds	3			-\$500.00	-\$1,500.00
R131001-001	FW-HL Single Bay Charging Cradle	3	\$4.50	\$162.00	\$295.00	\$885.00
R500220-000	Active Sync Cable	1	--	--	\$175.00	\$175.00
WARRANTY	Includes 15 Month Hardware Warranty	-			--	--
UMS	UMS 7.0 Upgrade License Fee Includes 15 Months of Free Support	1	\$120.00	\$1,440.00	--	--
UMS INSTALL	On-Site Installation and Training UMS 7.0	1			\$2,695.00	\$2,695.00

<b>Total</b>	<b>\$9,740.00</b>
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Prices in US dollars and are valid for 60 days from issuance.

Payment Terms: NET 30

Trade In Offer Notes: Only available one time per customer and only on handheld model as shown on quote.

Installation and Training: Scheduled as support staff is available.

Hardware Shipping Terms: 6-8 Weeks ARO. Customer is responsible for all shipping cost, duties and applicable taxes. Freight charged at time of delivery.

UMS Notes: UMS 7.0 is a Microsoft® Sequel Sever based product and requires a Windows XP Pro (minimum). Please contact Radix Product Support for a list of all UMS 7.0 hardware and SW requirements. **Some features in the previous versions of UMS software may not be included in UMS 7.0.**

\*\* After the initial warranty period of 15 months after shipping, monthly maintenance fees are invoiced 60 days in advance and due monthly 30 days before the maintenance period begins. Sales tax, if applicable, will be applied. Elecsys Standard Terms and Conditions apply, available upon request or on our website at <http://www.elecsyscorp.com/termsAndConditions>.

To confirm your order, please provide a Purchase Order Number and sign below:

Customer Authorized Signature	Date:
Name (Please Print)	Purchase Order Number



**Celia Ruiz**

---

**Subject:** FW: HandHeld quote  
**Attachments:** 022516-201\_Nomad-1050-Series\_DS\_USL\_0815\_LR.pdf

Sent:  
Tue, 21 Mar 2017 19:48:11 +0000  
Subject:  
HandHeld quote

Hi Tony,

Attached is a data sheet on the Trimble 1050 LE product that Sensus sells. Your price is \$5,149.00ea. This price includes a carrying case and one(1) day of training.

Aqua Metric is pleased to quote the following price on Sensus approved product:

For three(3) Trimble Nomad 1050 LE HandHelds	\$15,447.00
CA Tax	\$1,119.91
Shipping	<u>No Charge</u>
<b>TOTAL</b>	<b>\$16,566.91</b>

Terms are net 30 days. Quote is valid until 6/30/2017. Free shipping with this order.

Thank you,

**Laury LeMay**

**951-232-0201**

**Aqua Metric Sales**





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 Attn: Celia  
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 Email: [Celia@oceanocsd.org](mailto:Celia@oceanocsd.org)

Quotation# 1022017

DATE: 2/8/2017

Project Reference: AMR Starter Kit

ITEM	Quantity	DESCRIPTION	Price
1	1	<p><b><u>Kamstrup Hosted Ready Suite AMR Mobile Drive By Starter Kit</u></b>            includes the following:            20 FlowIQ 2100 3/4" meters with (RF) integral radio            Ready Management Software for 100 metering points            - Software is expandable upon districts needs, cost based upon number of active services            REAdy Mobile AMR Converter Basic            - REAdy Converter            - Magnetic car roof top antenna            - 12 VDC car adapter            REAdy Android Mobile Application            - Application allows the use of Android phone or tablet as reading device            REAdy Bluetooth Optical Head for retrieving data logged information from meter            Billing Software interface for 100 metering points            Requires 5 year <u>service commitment- first year included</u>            *Years 2-5 dependent upon number of metering points, billed directly from Kamstrup.</p> <p style="color: blue; font-size: 1.2em;">900 - 1000 each (metering points)</p>	\$4,800.00 ea
		Subtotal: \$4,800.00 Sales Tax@ %: \$0.00 Shipping (Prepaid & add) \$0.00 <b>Total: \$4,800.00</b>	
	Notes:	Applicable sales tax not included in quotation.	
Net 30 Days OAC	F.O.B.		Shipment

**WEBSITE BID**

1. Everywhere Right Now, Inc.     \$ 8,000.00

# Oceano Community Services District Website Design & Development

**Prepared for:** Nicole Miller

**Prepared by:** Ted Kapner

March 7, 2017

Quote Number: 17-02007

Version: 2.0

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## Oceano Community Services District Quote Number 17-02007 - Statement Of Work

This proposal outlines the terms of engagement between Everywhere Right Now, Inc. (“Service Provider”) and Oceano Community Services District (“Client”) to provide website design and development services as described herein.

### **Website Design and Development**

Create a brand new responsive website to allow users to access information pertaining to Oceano Community Services District activities, services, and documents. The new website will be responsive as to provide accessibility to all Internet users especially those using smart phones and tablets.

The new website design will follow the latest trends in full width open design with clean iconography. We will pay particular attention to the user experience (UX) as to guide website visitors quickly and easily to the information they are seeking.

### **Technology: Platform/Framework**

The new website will be built on an advanced CMS platform utilizing the latest code technology and strategies for maximizing search engine performance. The content management system will allow you to update and maintain content on your website without knowing any special code or programming language or without purchasing any special software. We will source and install extensions and plugins to facilitate website security, ease of use and ease of website management.

Upon completion, we will integrate the latest Google Analytics asynchronous tracking methodology and Google Website Verification for search engine optimization and monitoring. We will also submit your new website to Yahoo and Bing for inclusion in their search results.

### **Design**

The first step to an exciting and engaging website is a professional design that starts with a strong identity that quickly and firmly identifies your organization to your users. We will present website visitors with obvious navigation and calls to action, or “trigger points” that are located in the right position on the web page to direct users to drill down on the information they are seeking. Our design expertise is based on 20+ years of professional website design and our depth of knowledge in understanding online consumer behavior.

The second, and perhaps more critical, step is to organize the information and create a well thought out Information Architecture (this is also known as a “Site Map”). We actually want to design the user experience (UX), such that we define the various types of users and then

engineer use cases around each of these different types of users - so that we funnel them quickly and precisely to content page(s) that address their specific information needs.

In keeping with the latest user interface design trends, we use html5 responsive full-width design, and animated text blocks. All of our design and programming is 100% mobile friendly for tablet and smart phone users.

## **Content**

We will migrate content from an existing website to your new website and/or post any new content that you supply to us. The initial build out includes up to 30 web pages. We can also integrate social media links and/or feeds.

## **Specific Features**

### **Advanced Archive of PDF Files**

- Create an advanced system for loading and archiving PDF documents for public access. Initial build out provides for migration of up to 100 internal PDF documents.

### **News/Blog**

- Create blog style news section for posting latest news, events, and articles.

### **Web Forms**

- Allow users to communicate with you via email web-form.
- Log all web-form entries to database

### **Responsive design**

- Design will automatically respond to screen-size Desktop, Laptop, Tablet (iPad) and smartphone browsers.

### **Security**

- Harden site to prevent hacks and unauthorized access

## **Quality Assurance**

In preparation for launch we perform rigorous testing, which adheres to a thorough QA checklist. This checklist covers all aspects of the web experience from graphics and typography, to functionality and device compatibility.

## **Launch**

Bring the new website live through DNS management.

## **Post Launch**

1. Deploy initial SEO tactics for search engine visibility.
2. Train your administrative staff on how to use the CMS to manage and update content.



**Preliminary Information Architecture and Page Count**

The following is a cursory audit of the OCSD website performed on 2/15/2017 to determine the size and structure of the site as well as the overall scope of the project.

<u>Webpage ID/Title</u>	<u>Linked PDFs</u>
Home .....	
Drought & Other Emergencies.....	(11 internal PDFs) ✓
Recycled Water .....	(1 internal PDF) ✓
Billing For The South San Luis Obispo County Sanitation District .....	(4 internal PDFs) ✓
Previous Board and Committee Meeting Agendas Thru 11/11/2015 .....	(515 internal PDFs) → <i>11/11/2015</i> <i>5/26/2009</i>
Current Board and Committee Meeting Agendas.....	(35 internal PDFs) → <i>11/10/2015 TO</i> <i>current</i>
Board Action's & Correspondence..... <i>(MINUTES)</i>	(48 internal PDFs)
Financials.....	
Audit Reports .....	(4 internal PDFs) - <i>How many yrs?</i>
Budget .....	(8 internal PDFs) - <i>How many yrs?</i>
Policies and Procedures .....	(8 internal PDFs)
Friday Reports .....	<i>LEAVE ON OLD SITE?</i> (104 internal PDFs) <i>2011-2014</i>
Resolutions & Ordinance .....	(85 internal PDFs) ✓
Applications and Forms .....	(8 internal PDFs) ✓
Payment & Fees .....	(2 internal PDFs)
NCMA / CCR .....	(8 internal PDFs)
Sea Water Intrusion .....	(1 internal PDF)
Contact Info .....	
About us.....	
FAQ's.....	(11 internal PDFs)
Job Opportunities.....	(3 internal PDFs)
News Link .....	(3 internal PDFs)
Notice of Public Hearings .....	(2 internal PDFs)
Agencies .....	
IWMA.....	
Five Cities Fire Authority.....	
Sanitation District.....	(4 internal PDFs)
South County Sanitary.....	(4 internal PDFs)

**Total Web Pages = 28 Total PDF documents to be migrated and linked = 869\***

*\*This proposal provides for the migration and linking of only 100 internal PDF documents*

## Cost, Lead-time, & Terms

### Financial Summary

Website design & development:	\$8,000
Migrate and link up to 100 PDF documents	Included
Project Total	\$8,000

Enterprise Level Secure Website Hosting: \$350 per year (Annual Rate)

### Project Timeline Estimate

Discovery	1 week
Design	1 week
Programming	2 weeks
Content population/PDF Migration	2 weeks
QA/Testing	1 day
Go Live	1 day
Total	6 weeks*

*\*Estimated timeline. In many cases, our ability to meet the requirements of the production schedule is dependent on the Client's delivery of specified materials for content. If the project incurs significant delays due to an absence of material content (to be supplied by Client), or lack of response from client, we reserve the right to request payment for 'work done to date' within 30 days of project inactivity. There will be no liability or penalty for delays due to state of war, riot, civil disorder, fire strikes, accidents, action of government, or civil authority, acts of God or other cases beyond our control (including computer hardware or software failure). In such cases, schedules will be extended by an amount of time equal to the delay incurred.*

### Additions & Edits

Due to the nature of Web design, even after much careful initial planning, there may be additions, deletions and changes that the Client may want to make to the initial organization and scope of the web site. We will accommodate any reasonable requests for changes, and these changes will be handled via a Change Order. A Change Order authorizes any additional work not specified in this proposal.

Copy writing and proof reading are not included in the above pricing. Additional time spent in this area, or reworking/reposting corrections will be handled via a change order and invoiced separately at our standard hourly rate. Re-keying copy that is not supplied as text will also be billed at our standard hourly rate.

Costs noted here include all time and materials required to meet the goals described in this proposal. Costs are shown in US dollars. Maintenance and additional services not described or included here may be performed at any time, and pricing will be quoted on a per-project basis.

**PLEASE NOTE THAT PHOTOGRAPHY AND/OR IMAGE COSTS ARE NOT INCLUDED HERE, THOUGH RESEARCH AND DISCOVERY OF IMAGES AND PHOTOS IS PART**

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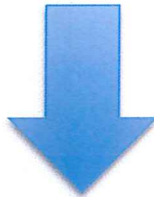
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### **Copyrights & Responsibilities**

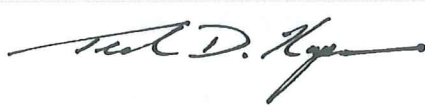
Everywhere Right Now, Inc. shall retain full ownership including all rights title and interest in all software, software products, code, programming, database, logos, design, graphics, and digital deliverables (THE WORK) until full payment is rendered by Client. Upon receipt of FULL PAYMENT, all ownership, copyrights and associated responsibilities of THE WORK produced shall transfer to the CLIENT including the concepts, design, and all written content. Otherwise, all ownership and copyrights of THE WORK produced shall remain the property of Everywhere Right Now, Inc. and are subject to additional royalty fees as determined by Everywhere Right Now, Inc. in accordance with usage.

Governing Law. The validity, performance and all other matters pertaining to this Agreement will be governed and construed in accordance with the laws of the State of California of the United States of America.

Let's Get Started



# Let's Get Started!

<p><b>Project Total:</b> <span style="float: right;"><b>\$8,000</b></span></p> <p><b>PAYMENT TERMS</b></p> <p>Progress payment 1 <span style="float: right;">\$2,000</span>          Due upon completion of discovery</p> <p>Progress payment 2 <span style="float: right;">\$2,000</span>          Due upon acceptance of design</p> <p>Progress payment 3 <span style="float: right;">\$2,000</span>          Due upon completion of programming</p> <p>Final payment <span style="float: right;">\$2,000</span>          Due upon completion of project and must be received prior to site going live</p> <p>Website Hosting (Annual Rate) <span style="float: right;">\$350</span>          Hosting shall be billed separately</p> <p>Invoices will be provided for all payments requested.</p> <p>PLEASE SIGN SCAN AND EMAIL TO          Ted.Kapner@EverywhereRightNow.com</p> <p>or</p> <p>Sign &amp; return this page with deposit check to</p> <p>Everywhere Right Now, Inc.          PO BOX 548          Arroyo Grande, CA 93421</p> <p>Fees and deliverables outlined here will be honored up to 30 days from the date of this proposal. Proposals not accepted within that period may be subject to change.</p>	<p><b>PROPOSAL NUMBER 17-02007</b></p> <p>Completion of deliverables in accordance with above specifications, for the sum of:  <b>EIGHT THOUSAND DOLLARS</b>  <b>\$8,000 USD</b></p> <div style="text-align: center;">               Authorized Signature, Everywhere Right Now, Inc.         </div> <p>This proposal is between Oceano Community Services District and Everywhere Right Now, Inc. The budget and conditions outlined here are accepted and Everywhere Right Now, Inc. is authorized to work as specified.</p> <p>COMPANY <input style="width: 100%;" type="text"/></p> <p>NAME <input style="width: 100%;" type="text"/></p> <p>SIGNATURE <input style="width: 100%;" type="text"/></p> <p>DATE <input style="width: 100%;" type="text"/></p>
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