



Notice of Regular Meeting
Oceano Community Services District - Board of Directors Agenda
WEDNESDAY, AUGUST 24, 2022 – 6:00 P.M.
Oceano Community Services District Board Room
1655 Front Street Oceano, CA

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 Board Secretary 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 their remarks to a total of SIX (6) minutes. This time may be allowed 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. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

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

6. SPECIAL PRESENTATIONS & REPORTS:

A. STAFF REPORTS:

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

B. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

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

C. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:

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

7. CONSENT AGENDA ITEMS:

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

- A. Review and Approval of Minutes for the Regular Meeting of July 27, 2022
- B. Review of Cash Disbursements
- C. Consideration of a recommendation to approve a proposal and professional services agreement with GSI Water Solutions Inc. to prepare the 2022 Annual Report for the Northern Cities Management Area in the amount of \$39,705 plus contingencies of \$3,570 for a total contract amount of \$43,275

- D. Consideration of recommendations to award the construction contract for the Hwy 1 / Alleyway at 19th Waterline Replacement Project (Project #2022-01) to Specialty Construction, Inc. as the lowest responsible and responsive bid and to approve a budget adjustment in the amount of \$297,000
- E. Consideration of a Recommendation to approve a resolution amending the District's 2022 Investment Policy to include Five Star Bank as a permitted investment institution and a resolution to designate certain banks or savings loan associations as depositories

8. BUSINESS ITEMS:

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

9. HEARING ITEMS:

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

- A. Consideration of a Recommendation to Approve the Final 2022/23 Budget

10. RECEIVED WRITTEN COMMUNICATIONS:

11. LATE RECEIVED WRITTEN COMMUNICATIONS:

12. FUTURE AGENDA ITEMS:

13. FUTURE HEARING ITEMS:

14. CLOSED SESSION:

15. ADJOURNMENT:

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



Oceano Community Services District

Summary Minutes

Regular Meeting Wednesday, July 27, 2022 – 6:00 P.M.

Location: OCSD BOARD ROOM

1. **CALL TO ORDER:** at approximately 6:00 p.m. by President White
2. **ROLL CALL:**
Board members present: President White, Director Gibson, Director Austin and Director Montes. Absent: Vice President Villa
Staff present: General Manager Will Clemens and Business, Accounting Manager Carey Casciola and Legal Counsel Chase Martin
3. **FLAG SALUTE:** led by Vice President White
4. **AGENDA REVIEW:** Agenda accepted as presented
5. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA:**

April Dury, Oceano Advisory Council (OAC)	Provided information regarding upcoming OAC meetings and an updated on current projects.
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6. SPECIAL PRESENTATIONS & REPORTS:

A. STAFF REPORTS:

- i. **Sheriff's South Station** – Commander Keith Scott - Absent
- ii. **FCFA** - Chief Steve Lieberman
Five personnel are at the Oak Fire in Mariposa, which has burned 18,700 acres and is currently 32% contained. Unless demobilized, the crew will swap out on Sunday.
- iii. **Operations** - Utility Systems Manager - Tony Marraccino
Lopez is at 25.7% full which is 12,687 AF
8 Work orders / 9 USAs / 7 Customer Service Calls / 2 After Hours Call Outs / 0 SSO's
Completed meter reads, re-reads and leak notifications
Installed a reader on Well #8 to monitor power
Hwy 1 hydrant relocation project is complete
Continuing with trash pick up
- iv. **OCSD General Manager – Will Clemens**
Met with the City Managers for Arroyo Grande and Grover Beach regarding fire. Recurring meetings were established to discuss the wind down work effort for this fiscal year and to discuss other related issues on how Oceano can move forward. Attended the NCMA meeting with agricultural representatives to present the annual report. Looking for a new location for a monitoring well. Tree planting program through EcoSlo – entire community qualifies for the program. We will be canceling our regular board meeting for August 10, 2022.

B. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

- i. **Vice President Villa** – Absent
- ii. **Director Austin** – None
- iii. **President White** – Reported on the 7/15/2022 Five Cities Fire Authority meeting and the 7/19/2022 Zone 1/1A meeting.
- iv. **Director Gibson** – Reported on the 7/14/2022 Zone 3 meeting.
- v. **Director Montes** – None Assigned at this time

C. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:

Patti Davis	Expressed appreciation to the agencies who helped clean up the area around 17 th Street.
April Dury	Provided information regarding the tree program offered by EcoSlo.

<p>7. CONSENT AGENDA:</p> <p>a. Review and Approval of Minutes for the Special Meeting of July 13, 2022</p> <p>b. Review of Cash Disbursements</p> <p>c. Consideration of Approving the Environmental Consultant for the USDA Financing of the Water System Improvement Projects</p>	<p>ACTION:</p> <p>After an opportunity for public comment, Board and staff discussion, Director Austin made a motion to approve the consent agenda items as presented with a second from Director Montes and a 4-0 roll call vote.</p> <p>Absent: Vice President Villa</p> <p>Public Comment: Julie Tacker – Provided comments on agenda item 7C and the firms that proposed.</p>
<p>8A. BUSINESS ITEMS:</p> <p>Presentation by the Victory Garden Program regarding upcoming workshops</p>	<p>ACTION:</p> <p>After a presentation by Becky Bednar, Master Gardener, an opportunity for public comment, Board and staff discussion the presentation was received and filed.</p> <p>Public Comment: None</p>
<p>8B. BUSINESS ITEMS:</p> <p>Results of Measure A-22 regarding a special tax for emergency medical and fire protection services</p>	<p>ACTION:</p> <p>After an opportunity for public comment, Board and staff discussion, FCFA Chief Lieberman, informal direction was given to the General Manager to pursue the avenues of directly contracting with CalFire or Five Cities Fire Authority or divesting of the District's power.</p> <p>Public Comment: <ul style="list-style-type: none"> •Julie Tacker – Provided comments regarding the three options discussed. •Charles Varni – Provided comments about coverage for the remaining year. Supports divestiture for OCSD. •April Dury – Supports divestiture for OCSD. </p>
<p>8C. BUSINESS ITEMS:</p> <p>Review of Fiscal Year 2021-22 Budget Status as of June 30, 2022, and consideration of a recommendation to approve year-end encumbrances</p>	<p>ACTION:</p> <p>After a presentation by Carey Casciola, Business & Accounting Manager, and an opportunity for public comment, Board and staff discussion, Director Austin made a motion to approve staff recommendations with a second from Director Montes and a 4-0 roll call vote.</p> <p>Absent: Vice President Villa</p> <p>Public Comment: None</p>
<p>9. HEARING ITEMS:</p> <p>Hearing to consider protests to a proposed increase in Solid Waste Rates and, if no majority protest exists, recommendations to approve a resolution adopting solid waste rates effective on August 1, 2022, January 1, 2023, and January 1, 2024 and waiving Franchise Section 8.3 rights to terminate the franchise</p>	<p>ACTION:</p> <p>After a presentation by Jeff Clarin, P.E., District Manager, South County Sanitary Services, Inc., and an opportunity for public comment, Board and staff discussion, Director Austin made a motion to adopt the attached resolution adopting integrated solid waste rates effective of August 1, 2022, January 1, 2023, and January 1, 2024, and waiving Franchise Section 8.3 rights to terminate the franchise) with a second from Director Montes and a 4-0 roll call vote.</p> <p>Absent: Vice President Villa</p>

	Public Comment: •Julie Tacker – Provided comments regarding can sizes and households downsizing due to rate increases.
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- 10. **RECEIVED WRITTEN COMMUNICATIONS:** None
- 11. **LATE RECEIVED WRITTEN COMMUNICATIONS:** None
- 12. **FUTURE AGENDA ITEMS:** None
- 13. **FUTURE HEARING ITEMS:** Final FY 2022-23 Budget Hearing – August 24, 2022
- 14. **CLOSED SESSION:** None
- 15. **ADJOURNMENT:** Approximately 7:35 p.m.



Oceano Community Services District

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

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

Date: August 24, 2022

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

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

Recommendation

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

Discussion

The following is a summary of the attached cash disbursements:

Description	Check Sequence	Amounts
	59683 - 59736	
Disbursements:		
Regular Payable Register - paid 07/28/2022	59683 - 59700	\$ 46,377.31
Regular Payable Register - paid 08/18/2022	59714 - 59736	\$ 80,187.29
Subtotal:		\$ 126,564.60
Reoccurring Payments for Board Review (authorized by Resolution 2020-06):		
Payroll Disbursements - PPE 07/30/2022	N/A	\$ 32,088.15
Payroll Disbursements - PPE 08/13/2022	N/A	\$ 32,266.08
Mechanics Bank Visa Card Online Payment - paid 8/18/2022	N/A	\$ 815.37
Reoccurring Utility Disbursements - paid 07/28/2022	59701 - 59703	\$ 7,683.20
Reoccurring Utility Disbursements - paid 08/18/2022	59704 - 59710	\$ 2,844.87
Reoccurring Health Disbursements - paid 08/18/2022	59711 - 59713	\$ 10,803.23
Subtotal:		\$ 86,500.90
Grand Total:		\$ 213,065.50

Other Agency Involvement

N/A

Other Financial Considerations

Amounts are within the authorized Fund level budgets.

Results

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

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

CHECK DATE: 0/00/0000 THRU 99/99/9999
CLEAR DATE: 0/00/0000 THRU 99/99/9999
STATEMENT: 0/00/0000 THRU 99/99/9999
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999.99
CHECK NUMBER: 059683 THRU 059700

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT-----	STATUS	FOLIO	CLEAR DATE
1-1001-000	7/28/2022	CHECK	059683	ADAMSKI MOROSKI MADDEN CUMBERL	7,859.00CR	OUTSTND	A	0/00/0000 LEGAL SERVICES
1-1001-000	7/28/2022	CHECK	059684	AQUA-METRIC	8,594.76CR	OUTSTND	A	0/00/0000 METERS
1-1001-000	7/28/2022	CHECK	059685	ARAMARK	170.02CR	OUTSTND	A	0/00/0000 UNIFORMS
1-1001-000	7/28/2022	CHECK	059686	AWWA	473.00CR	OUTSTND	A	0/00/0000 ANNUAL MEMBERSHIP
1-1001-000	7/28/2022	CHECK	059687	BRENT SARKISON DBA CALTEC COMP	30.00CR	OUTSTND	A	0/00/0000 MONTHLY STD BKUP
1-1001-000	7/28/2022	CHECK	059688	CANNON	17,034.25CR	OUTSTND	A	0/00/0000 CIP-PROP1 SWGP
1-1001-000	7/28/2022	CHECK	059689	CLINICAL LAB OF SAN BERNARDINO	380.00CR	OUTSTND	A	0/00/0000 WATER SAMPLES
1-1001-000	7/28/2022	CHECK	059690	DICKSON	343.69CR	OUTSTND	A	0/00/0000 MONITORING SUPPLIES
1-1001-000	7/28/2022	CHECK	059691	FAMCON PIPE & SUPPLY, INC.	1,363.81CR	OUTSTND	A	0/00/0000 SYSTEM PARTS AND SUPPLIES
1-1001-000	7/28/2022	CHECK	059692	ICONIX WATERWORKS (US) INC.	239.44CR	OUTSTND	A	0/00/0000 REIMBURSABLE SYSTEM PARTS
1-1001-000	7/28/2022	CHECK	059693	J.B. DEWAR, INC.	580.50CR	OUTSTND	A	0/00/0000 FUEL
1-1001-000	7/28/2022	CHECK	059694	MIER BROS.	215.50CR	OUTSTND	A	0/00/0000 SYSTEM PARTS
1-1001-000	7/28/2022	CHECK	059695	PETTY CASH	17.15CR	OUTSTND	A	0/00/0000 RETN RCPT/CERT MAIL
1-1001-000	7/28/2022	CHECK	059696	R & T EMBROIDERY, INC.	177.30CR	OUTSTND	A	0/00/0000 HATS
1-1001-000	7/28/2022	CHECK	059697	STATE OF CALIFORNIA - DIG SAFE	396.92CR	OUTSTND	A	0/00/0000 ANNUAL MEMBERSHIP
1-1001-000	7/28/2022	CHECK	059698	TNT FIREWORKS	1,500.00CR	OUTSTND	A	0/00/0000 REFUND DEPOSIT
1-1001-000	7/28/2022	CHECK	059699	TYLER TECHNOLOGIES	5,986.31CR	OUTSTND	A	0/00/0000 SOFTWARE MAINTENANCE
1-1001-000	7/28/2022	CHECK	059700	USA NORTH 811	1,015.66CR	OUTSTND	A	0/00/0000 ANNUAL MEMBERSHIP

TOTALS FOR ACCOUNT 1-1001-0

CHECK	TOTAL:	46,377.31CR
DEPOSIT	TOTAL:	0.00
INTEREST	TOTAL:	0.00
MISCELLANEOUS	TOTAL:	0.00
SERVICE CHARGE	TOTAL:	0.00
EFT	TOTAL:	0.00
BANK-DRAFT	TOTAL:	0.00

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

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 059683 THRU 059700

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

TOTALS FOR POOLED CASH FUND

CHECK	TOTAL:	46,377.31CR
DEPOSIT	TOTAL:	0.00
INTEREST	TOTAL:	0.00
MISCELLANEOUS	TOTAL:	0.00
SERVICE CHARGE	TOTAL:	0.00
EFT	TOTAL:	0.00
BANK-DRAFT	TOTAL:	0.00

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

CHECK DATE: 0/00/0000 THRU 99/99/9999
CLEAR DATE: 0/00/0000 THRU 99/99/9999
STATEMENT: 0/00/0000 THRU 99/99/9999
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 059714 THRU 059736

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT-----	STATUS	FOLIO	CLEAR DATE
1-1001-000	8/18/2022	CHECK	059714	AQUA-METRIC	267.39CR	OUTSTND	A	0/00/0000 EQUIPMENT
1-1001-000	8/18/2022	CHECK	059715	ARAMARK	564.71CR	OUTSTND	A	0/00/0000 UNIFORMS
1-1001-000	8/18/2022	CHECK	059716	BURDINE PRINTING	5,169.12CR	OUTSTND	A	0/00/0000 U/B MAIL & POSTAGE, INSERT
1-1001-000	8/18/2022	CHECK	059717	CANNON	40,228.75CR	OUTSTND	A	0/00/0000 USDA PER, CIP-PROP 1 SWGP, CIP-HWY1/ALLEYWAY TO 19TH
1-1001-000	8/18/2022	CHECK	059718	CARQUEST AUTO PARTS	574.23CR	OUTSTND	A	0/00/0000 EQUIPMENT MAINTENANCE
1-1001-000	8/18/2022	CHECK	059719	CITY OF ARROYO GRANDE	4,882.68CR	OUTSTND	A	0/00/0000 WHEELING SVCS
1-1001-000	8/18/2022	CHECK	059720	CRWA	1,237.00CR	OUTSTND	A	0/00/0000 ANNUAL MEMBERSHIP
1-1001-000	8/18/2022	CHECK	059721	FAMCON PIPE & SUPPLY, INC.	1,388.89CR	OUTSTND	A	0/00/0000 SYSTEM PARTS
1-1001-000	8/18/2022	CHECK	059722	GSI WATER SOLUTIONS, INC.	4,877.78CR	OUTSTND	A	0/00/0000 NCMA 2021 ANNUAL REPORT
1-1001-000	8/18/2022	CHECK	059723	ICONIX WATERWORKS (US) INC.	98.91CR	OUTSTND	A	0/00/0000 SUPPLIES
1-1001-000	8/18/2022	CHECK	059724	J.B. DEWAR, INC.	453.06CR	OUTSTND	A	0/00/0000 FUEL
1-1001-000	8/18/2022	CHECK	059725	JUSTIFACTS CREDENTIAL VERIFICA	83.75CR	OUTSTND	A	0/00/0000 JOB AD EXPENSE
1-1001-000	8/18/2022	CHECK	059726	MCCLATCHY COMPANY LLC	127.80CR	OUTSTND	A	0/00/0000 PUBLIC HEARING NOTICE
1-1001-000	8/18/2022	CHECK	059727	MINER'S ACE HARDWARE, INC.	50.91CR	OUTSTND	A	0/00/0000 SYSTEM PARTS
1-1001-000	8/18/2022	CHECK	059728	MOSS, LEVY & HARTZHEIM	6,000.00CR	OUTSTND	A	0/00/0000 AUDIT SERVICES
1-1001-000	8/18/2022	CHECK	059729	PACIFIC CENTRAL COAST HEALTH C	145.00CR	OUTSTND	A	0/00/0000 JOB AD EXPENSE
1-1001-000	8/18/2022	CHECK	059730	PERRY'S ELECTRIC MOTORS & CONT	7,250.56CR	OUTSTND	A	0/00/0000 EQUIPMENT MAINTENANCE
1-1001-000	8/18/2022	CHECK	059731	PETTY CASH	31.40CR	OUTSTND	A	0/00/0000 CERT MAIL/RETN RCPT
1-1001-000	8/18/2022	CHECK	059732	PRO-TECH LANDSCAPE MANAGEMENT,	410.00CR	OUTSTND	A	0/00/0000 LANDSCAPING
1-1001-000	8/18/2022	CHECK	059733	R&R ROLL-OFF LLC	1,571.90CR	OUTSTND	A	0/00/0000 BULK TRASH
1-1001-000	8/18/2022	CHECK	059734	SM TIRE, INC	785.87CR	OUTSTND	A	0/00/0000 VEHICLE MAINTENANCE
1-1001-000	8/18/2022	CHECK	059735	WATER SYSTEMS CONSULTING, INC.	2,242.58CR	OUTSTND	A	0/00/0000 NCMA STAFF EXTN SVCS FY 21-22

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

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 059714 THRU 059736

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

CHECK: 1-1001-000 8/18/2022 CHECK 059736 ZENITH INSURANCE COMPANY 1,745.00CR OUTSTND A 0/00/0000 WORKERS COMP INSURANCE

TOTALS FOR ACCOUNT 1-1001-0

CHECK TOTAL: 80,187.29CR
 DEPOSIT TOTAL: 0.00
 INTEREST TOTAL: 0.00
 MISCELLANEOUS TOTAL: 0.00
 SERVICE CHARGE TOTAL: 0.00
 EFT TOTAL: 0.00
 BANK-DRAFT TOTAL: 0.00

TOTALS FOR POOLED CASH FUND

CHECK TOTAL: 80,187.29CR
 DEPOSIT TOTAL: 0.00
 INTEREST TOTAL: 0.00
 MISCELLANEOUS TOTAL: 0.00
 SERVICE CHARGE TOTAL: 0.00
 EFT TOTAL: 0.00
 BANK-DRAFT TOTAL: 0.00

Payroll Summary Report
Board of Directors - Agenda Date August 24, 2022

	(*)		
<u>Gross Wages</u>	7/16/2022	7/30/2022	8/13/2022
Regular	\$26,538.98	\$27,799.44	\$27,810.00
Overtime Wages	\$371.42	\$314.95	\$403.72
Stand By	\$600.00	\$550.00	\$700.00
	<u>\$27,510.40</u>	<u>\$28,664.39</u>	<u>\$28,913.72</u>
Cell Phone Allowance	\$0.00	\$75.00	\$0.00
Total Wages	<u>\$27,510.40</u>	<u>\$28,739.39</u>	<u>\$28,913.72</u>
<u>Disbursements</u>			
Net Wages	\$21,322.80	\$21,982.74	\$22,109.28
State and Federal Agencies	\$5,041.80	\$5,538.90	\$5,590.29
CalPERS - Normal	\$4,260.94	\$4,441.47	\$4,441.47
SEIU - Union Fees	\$125.04	\$125.04	\$125.04
Total Disbursements processed with Payroll	<u>\$30,750.58</u>	<u>\$32,088.15</u>	<u>\$32,266.08</u>
Health (Disbursed with reoccurring bills)	\$5,877.28	\$6,283.78	\$6,283.78
Total District Payroll Related Costs	<u>\$36,627.86</u>	<u>\$38,371.93</u>	<u>\$38,549.86</u>

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

Oceano Community Services District

A/P Visa Card Disbursement

Mechanics Bank Visa Card

Date	Transaction Name	Amount	Description	GL Account #
08/02/2022	DEBIT SP CHECKDEPOT HTTPSCHECK	(\$49.05)	OFFICE EXPENSE	01-5-4100-200
07/18/2022	DEBIT INTUIT *QBooks Online CL.INTUIT.	(\$55.00)	PERMITS, FEES LICENSES	01-5-4100-248
07/18/2022	DEBIT WATEREUSE ASSOCIATION 571-44555	(\$675.00)	CLASSES, SEMINARS, TRAINING	01-5-4100-285
07/06/2022	CREDIT MICROSOFT* 365 MSBILL.IN	\$10.42	PERMITS, FEES LICENSES	01-5-4100-248
07/05/2022	DEBIT ZOOM.US 888-799-9666 WWW.ZOOM.	(\$46.74)	OFFICE EXPENSE	01-5-4100-200

Total ACH - 8/18/2022

(\$815.37)

08/24/2022 Board Meeting - Mechanics Visa Card Online Payment - paid 08/18/2022

\$815.37

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

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999.99
 CHECK NUMBER: 059701 THRU 059703

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

CHECK: 1-1001-000 7/28/2022 CHECK 059701 COASTAL COPY, INC. 230.05CR A 0/00/0000 COPIES & MAINTENANCE

1-1001-000 7/28/2022 CHECK 059702 DE LAGE LANDEN FINANCIAL SERVI 150.15CR A 0/00/0000 COPIER LEASE

1-1001-000 7/28/2022 CHECK 059703 PACIFIC GAS & ELECTRIC 7,303.00CR A 0/00/0000 UTILITY

TOTALS FOR ACCOUNT 1-1001-0

CHECK	TOTAL:	7,683.20CR
DEPOSIT	TOTAL:	0.00
INTEREST	TOTAL:	0.00
MISCELLANEOUS	TOTAL:	0.00
SERVICE CHARGE	TOTAL:	0.00
EFT	TOTAL:	0.00
BANK-DRAFT	TOTAL:	0.00

TOTALS FOR POOLED CASH FUND

CHECK	TOTAL:	7,683.20CR
DEPOSIT	TOTAL:	0.00
INTEREST	TOTAL:	0.00
MISCELLANEOUS	TOTAL:	0.00
SERVICE CHARGE	TOTAL:	0.00
EFT	TOTAL:	0.00
BANK-DRAFT	TOTAL:	0.00

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

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 059704 THRU 059710

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT-----	STATUS	FOLIO	CLEAR DATE
1-1001-000	8/18/2022	CHECK	059704	MAP COMMUNICATIONS, INC. DBA A	276.90CR	A	0/00/0000	ANSWERING SVC
1-1001-000	8/18/2022	CHECK	059705	AGP VIDEO INC.	1,570.00CR	A	0/00/0000	BOD STREAM, ARCHIVE INDEX
1-1001-000	8/18/2022	CHECK	059706	CHARTER COMMUNICATIONS	150.00CR	A	0/00/0000	INTERNET - COMMUNICATIONS
1-1001-000	8/18/2022	CHECK	059707	DIGITAL WEST NETWORKS, INC.	403.68CR	A	0/00/0000	PHONES
1-1001-000	8/18/2022	CHECK	059708	SO CAL GAS	100.53CR	A	0/00/0000	UTILITY
1-1001-000	8/18/2022	CHECK	059709	STANLEY CONVERGENT SECURITY SO	110.71CR	A	0/00/0000	WELLS AND FIRE MONITOR
1-1001-000	8/18/2022	CHECK	059710	VERIZON WIRELESS	233.05CR	A	0/00/0000	FIELD CELL SVC

TOTALS FOR ACCOUNT 1-1001-0

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DEPOSIT	TOTAL:	0.00
INTEREST	TOTAL:	0.00
MISCELLANEOUS	TOTAL:	0.00
SERVICE CHARGE	TOTAL:	0.00
EFT	TOTAL:	0.00
BANK-DRAFT	TOTAL:	0.00

TOTALS FOR POOLED CASH FUND

CHECK	TOTAL:	2,844.87CR
DEPOSIT	TOTAL:	0.00
INTEREST	TOTAL:	0.00
MISCELLANEOUS	TOTAL:	0.00
SERVICE CHARGE	TOTAL:	0.00
EFT	TOTAL:	0.00
BANK-DRAFT	TOTAL:	0.00

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

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 059711 THRU 059713

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

CHECK:

ACCOUNT	DATE	TYPE	NUMBER	DESCRIPTION	AMOUNT	STATUS	FOLIO	CLEAR DATE
1-1001-000	8/18/2022	CHECK	059711	ANTHEM BLUE CROSS	9,373.20CR	OUTSTND	A	0/00/0000
1-1001-000	8/18/2022	CHECK	059712	PRINCIPAL LIFE INSURANCE COMPA	1,373.82CR	OUTSTND	A	0/00/0000
1-1001-000	8/18/2022	CHECK	059713	TASC -CLIENT INVOICES	56.21CR	OUTSTND	A	0/00/0000

TOTALS FOR ACCOUNT 1-1001-0

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INTEREST	TOTAL:	0.00
MISCELLANEOUS	TOTAL:	0.00
SERVICE CHARGE	TOTAL:	0.00
EFT	TOTAL:	0.00
BANK-DRAFT	TOTAL:	0.00

TOTALS FOR POOLED CASH FUND

CHECK	TOTAL:	10,803.23CR
DEPOSIT	TOTAL:	0.00
INTEREST	TOTAL:	0.00
MISCELLANEOUS	TOTAL:	0.00
SERVICE CHARGE	TOTAL:	0.00
EFT	TOTAL:	0.00
BANK-DRAFT	TOTAL:	0.00

-----EMPLOYEE INSURANCE

-----EMPLOYEE INSURANCE

-----FSA ADM FEE



Oceano Community Services District

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

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

Date: August 24, 2022

To: Board of Directors

From: Will Clemens, General Manager

Subject: **Agenda Item # 7(C):** Consideration of a recommendation to approve a proposal and professional services agreement with GSI Water Solutions Inc. to prepare the 2022 Annual Report for the Northern Cities Management Area in the amount of \$39,705 plus contingencies of \$3,570 for a total contract amount of \$43,275.

Recommendation

It is recommended that your Board approve the attached contract and proposal from GSI Water Solutions Inc. to prepare the 2022 Annual Report for the Northern Cities Management Area in the amount of \$39,705 plus contingencies of \$3,570 for a total contract amount of \$43,275 and direct the president to execute.

Discussion

The preparation of an annual report for the Northern Cities Management Area (NCMA) is required by the Stipulations and Judgment for the Santa Maria Groundwater Basin. The proposal with GSI Water Solutions Inc. (GSI) is consistent with the professional service contract approved for preparation of the 2021 NCMA annual report. GSI was selected to prepare the annual reports as a result of the request for proposals (RFP) process that was conducted by NCMA in 2021, which covered annual reports for a total five-year period (through the 2025 Annual Report).

The following is a summary of work and reporting tasks, consistent with the 2021 scope of work:

<p><u>Work Efforts, including:</u></p> <ul style="list-style-type: none"> •Groundwater Monitoring •Groundwater Quality Testing •Groundwater Data Analysis •Groundwater Reporting •Hydrological Data Compilation •Water Demand and Availability Analysis •Project Meetings •Coordination with NMMA on groundwater contours 	<p><u>Report Preparation, including:</u></p> <ul style="list-style-type: none"> • Summary of 2022 Groundwater Monitoring • Changes in Groundwater Supplies • Threats to the Groundwater Basin • Tabulation of NCMA Water Use • Imported Water Availability and Use • Developed Water Availability and Use • Groundwater Use • SGMA Reporting
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Other Agency Involvement

The Cities of Arroyo Grande, Grover Beach, and Pismo Beach are the other agencies in the Northern Cities Management Area responsible for the preparation of the annual report. Staff of all the NCMA agencies concur on the recommendation to approve the GSI proposal.

Other Financial Considerations

The proposed cost of \$189,070 is approximately 3% higher than the cost of preparing the 2021 annual report plus contingencies of \$17,000 (9%). The District's share of the cost is \$39,705 plus contingencies of \$3,570 for a total contract amount of \$43,275. The allocation of costs between NCMA agencies is based on groundwater allocations. The OCSD share is 21% of the total cost. The District's approved budget includes a line-item cost of \$46,000 which is sufficient to cover this contract.

Results

Groundwater monitoring, analysis, and reporting are important efforts that provide information necessary for the long-term appropriate management of groundwater. It will lead to improved reliability of drinking water supplies, which promotes health and safety and livable communities. Cooperating with other local agencies promotes well governed communities.

Attachments:

- ✓ GSI Professional Services Contract

**AGREEMENT FOR CONSULTANT SERVICES,
PREPARATION OF THE 2022 ANNUAL REPORT FOR THE
NORTHERN CITIES MANAGEMENT AREA
GSI WATER SOLUTIONS, INC.**

THIS AGREEMENT made and entered into on August 24, 2022, by and between the Oceano Community Services District, a special district, collectively hereinafter referred to as DISTRICT and GROUNDWATER SOLUTIONS, INC., dba GSI WATER SOLUTIONS, INC., hereinafter referred to as CONSULTANT.

RECITALS

The DISTRICT desires to retain said services of the CONSULTANT on an independent Contractor basis for preparation of the 2022 Annual Report for the Northern Cities Management Area, more specifically identified in the Proposal, Scope of Work and Fee Schedule, jointly attached as Exhibit A to this Agreement, herein referred to as the PROJECT, subject to the terms and conditions as hereinafter set forth.

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

ARTICLE I. SCOPE OF SERVICES

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

ARTICLE II. AUTHORIZATION AND COMMENCEMENT OF PERFORMANCE

The services of the CONSULTANT are authorized by the DISTRICT.

ARTICLE III. COMPENSATION AND PAYMENT

The compensation for the services rendered by the CONSULTANT under this Agreement shall be as provided in Exhibit A. Work shall be performed on a base contract, not to exceed basis of \$189,070 in accordance with Exhibit A, with a contingency fee of \$17,000 for a total project fee of \$206,070. The DISTRICT's share, including the contingency fee, will not exceed \$43,275. The DISTRICT is solely responsible for the DISTRICT's share of the total project cost. The DISTRICT shall not be responsible for any other payment to CONSULTANT, including the proportional share of any other participating agency, whether for default, late payment, or any other complication arising from the CONSULTANT's agreements with the other participating agencies.

The CONSULTANT shall invoice the DISTRICT for the District's share on a monthly basis, and the DISTRICT will pay the CONSULTANT on a monthly basis per billings from the CONSULTANT unless otherwise identified in this agreement. The CONSULTANT will submit

invoices monthly or upon completion of a specified scope of service in accordance with the CONSULTANT's standard invoicing practices.

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

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

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

ARTICLE IV. TERM OF AGREEMENT

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

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

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

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

ARTICLE V. INSURANCE

A. The CONSULTANT shall obtain and maintain during the performance of any services under this Agreement the following insurance coverage, issued by a company satisfactory to the DISTRICT.

- 1) Commercial general liability insurance including a contractual liability endorsement in an amount not less than \$1,000,000 combined single limit for bodily injury and property

damage for each claimant for general liability, including a non-owned automobile endorsement;

- 2) Errors and omissions insurance to a minimum coverage of \$500,000, with neither the CONSULTANT nor listed sub-consultants having less than \$500,000 individually;
 - 3) Workers' compensation insurance in compliance with the laws of the State of California.
- B. Certificates of insurance evidencing the coverages required by the clauses set forth above shall be filed with the DISTRICT prior to the effective date of this Agreement. This is a condition precedent to the formation of any obligation by the DISTRICT to compensate CONSULTANT under this Agreement.
- C. All insurance policies required by this section shall not be canceled, limited or non-renewed without first giving 30 days written notice to the DISTRICT.
- D. The CONSULTANT agrees that the commercial general liability insurance policy shall be endorsed to name the DISTRICT, its Board of Directors, officers and employees as additional insured and to provide that the coverages provided to the DISTRICT shall be primary and not contributing to or in excess of any existing the DISTRICT's insurance coverages.
- E. All insurance standards applicable to the CONSULTANT shall also be applicable to the CONSULTANT'S subconsultants. The CONSULTANT agrees to maintain appropriate agreements with subconsultants and to provide proper evidence of coverage upon receipt of a written request from the DISTRICT.

ARTICLE VI. INDEPENDENT CONTRACTOR/PERSONAL SERVICE

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

ARTICLE VII. ASSISTANCE BY DISTRICT

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

ARTICLE VIII. INDEMNIFICATION

CONSULTANT agrees to indemnify and save harmless the DISTRICT and its Board members,

officers, employees and agents from:

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

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

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

ARTICLE IX. ASSIGNMENT

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

ARTICLE X. NON-DISCRIMINATION

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

ARTICLE XI. ENTIRE AGREEMENT

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

**AGREEMENT FOR CONSULTANT SERVICES,
PREPARATION OF THE 2022 ANNUAL REPORT FOR THE
NORTHERN CITIES MANAGEMENT AREA
GSI WATER SOLUTIONS, INC.**

SIGNATURE PAGE

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

OCEANO COMMUNITY SERVICES DISTRICT

Board of Directors President

Date

Attest:

General Manager

Date

Approved as to Form:

DISTRICT's Legal Counsel

Date

GSI WATER SOLUTIONS, INC.

Signature

Date

Name

Title

Exhibit A



August 5, 2022

Kendall Stahl, PE
Northern Cities Management Area Technical Group
c/o Water Systems Consulting, Inc.
805 Aerovista Pl. Suite 201
San Luis Obispo, CA 93401

Subject: Proposal for Northern Cities Management Area 2022 Annual Monitoring Report

Dear Ms. Stahl,

GSI Water Solutions, Inc. (GSI), is pleased to submit this proposal to the Northern Cities Management Area (NCMA) Technical Group (TG) for the preparation of the NCMA 2022 Annual Report.

Thorough and accurate quarterly monitoring and annual reporting are essential to meeting the terms of the adjudication of the Santa Maria Groundwater Basin, specifically the 2005 Stipulation requirements. GSI offers the continuity of expertise and personnel to make this happen: The key GSI personnel assigned to this project include Nate Page, Dave O'Rourke, Lee Knudtson, and Paul Sorensen all of whom have been intimately involved in this work for the past several years. Also, as we have for the last 9 years, we will partner with Sam Schaefer of GEI Consultants, Inc. (GEI), to ensure continuity with the same comprehensive team. We will again use Pace Analytical (formerly BC Laboratories), an Environmental Laboratory Accreditation Program (ELAP)-certified analytical testing laboratory, to perform the laboratory water quality analyses.

This proposal focuses on the scope of work needed to complete quarterly monitoring of the NCMA sentry wells and prepare the 2022 Annual Report.

Thank you for the opportunity to continue working with you and the NCMA TG.

Sincerely,
GSI Water Solutions, Inc.

[Redacted Signature]
Nate Page, PG
Managing Hydrogeologist
npage@gsiws.com

[Redacted Signature]
Dave O'Rourke, PG, CHG
Principal Hydrogeologist
dorourke@gsiws.com

Statement of Understanding and Scope of Work

Statement of Understanding

The NCMA is one of three management areas in the adjudicated Santa Maria Groundwater Basin (SMGB). It is subject to several agreements and orders, including a Settlement Agreement (2002), Settlement Stipulation (2005), and Judgment After Trial (2008).

One of the obligations of the 2005 Stipulation requires the NCMA to produce an Annual Report. Per the stipulation, the report must summarize results of the NCMA's groundwater monitoring program, document changes in groundwater supplies, and identify threats to the groundwater resource. The report also must include a tabulation of area-wide water production by documenting the availability and use of imported water, return flow entitlement and use, availability and use of other developed water, and groundwater extractions.

Two of our project team members (Paul and Sam) have been working on these reports since 2010. In more recent years, Nate has moved into the project manager role and Dave has assumed the role of principal in charge. Paul is routinely briefed on important NCMA issues and remains available as a key senior advisor to the project. Lee continues to lead field efforts. We are proposing the same team of experienced professionals to bring a familiarity and efficiency to the process that allows us to continue our established procedures for gathering and managing data, preparing the quarterly monitoring reports and annual reports, and providing technical expertise to the TG. At the same time, the GSI team is committed to continue looking for ways to improve data collection and analysis and will engage the TG regularly to ensure the ongoing collection and reporting of meaningful data.

Scope of Work

The following scope of work is based on the requirements in the 2021 Annual Report Request for Proposals (RFP), as well as our experience preparing the Annual Reports and associated quarterly monitoring reports since 2010. Additionally, we are drawing on our work in other areas of the SMGB and our years of experience conducting similar work for our clients.

Task 1.1: NCMA Groundwater Monitoring and Report Schedule

The current contract for technical services related to the 2021 Annual Report will terminate on August 31, 2022. Assuming a Notice to Proceed (NTP) and authorization of the 2022 Annual Report project will be issued on or before September 1, 2022, we will provide a detailed schedule of all tasks, anticipated meetings, and report preparation efforts within 14 days. We have included a general schedule later in this proposal; a final schedule will be prepared and submitted in mid-September.

Task 1.2: Meetings

The NCMA TG holds monthly meetings to share data and results and foster collaboration. Nate Page, GSI's project manager, will generally participate in the regularly scheduled meetings; Dave O'Rourke will also attend most meetings and will attend in lieu of Nate if unavoidable conflicts arise. Nate and/or Dave will also participate in the SMGB Management Area Technical Subcommittee Meetings, as well as any other coordination meetings. As needed, Nate and/or Dave will work with the NCMA

project manager to prepare agenda items and follow up on action items. Paul Sorensen and Sam Schaefer will participate in various meetings throughout the year when specifically beneficial to the project.

Task 1.3: NCMA Groundwater Monitoring and Water Quality Sampling

The NCMA is responsible for the collection of groundwater level measurements and water quality information from the NCMA monitoring network. The GSI team will complete four rounds of water level monitoring and water quality testing. The monitoring and testing will occur quarterly (October 2022, January 2023, April 2023, and July 2023) in coordination with the County of San Luis Obispo's semiannual groundwater monitoring cycle and the NCMA municipalities' groundwater monitoring schedule. We have conducted this work for the past 12 years and are thoroughly familiar with the process and procedures (and, perhaps more importantly, the potential problems and pitfalls).

During each sampling event, we will collect groundwater depth measurements in accordance with American Society for Testing and Materials (ASTM) Standard D4750-87, and groundwater water quality samples in accordance with ASTM standard D4448-1. We will use a variety of methods including low-flow methods in the case of the Oceano CSD monitoring wells. For each quarterly sampling event, field personnel will:

- Coordinate with Pace Analytical (formerly BC Laboratories) for delivery of sample bottles and arrange for a courier to ensure timely delivery of the samples to the laboratory.
- Collect synoptic field measurements of depth to water (in accordance with ASTM Standard D4750-87) from all 15 monitoring wells¹ including:
 - 32S/12E-24B01 through -24B03 (North Beach Campground)
 - 32S/13E-30F01 through -30F03 (Highway 1)
 - 32S/13E-30N01 through -30N03 (Pier Avenue)
 - 12N/23W-36L01 and -36L02 (Oceano Dunes)
 - Three Oceano CSD monitoring wells¹
 - 12N/35W-32C03 (County Monitoring Well #3)
- Collect representative water samples from each of the 15 monitoring wells¹ at 6 sites for the constituents listed in the RFP (note that the three shallow sentry wells—24B01, 30F01, and 30N01—are sampled for water quality during the second and fourth quarters only).

We will conduct sampling events as we have done previously. We will perform the sampling of the wells using a combination of ISCO-type peristaltic pumps and a Grundfos RediFlo2, or similar, electric submersible pump as appropriate for each well. Each well will be purged in accordance with ASTM D4448-1 until clear water is produced and field-measured water quality parameters stabilize. Then we will collect samples in containers with appropriate preservatives, place them in iced coolers immediately following collection, and maintain them at the appropriate temperature for transportation to Pace Analytical. We will complete chain-of-custody documentation for all samples.

¹ As of Q1 2022 the Oceano CSD MW-Yellow well has been removed from the monitoring program due to deterioration of the well.

As part of our standard QA/QC procedures, we will review data collected from the field and laboratory reports. We will red-flag and address any data not in compliance with ASTM standards for accuracy or reliability and collect new data as necessary. We will enter all data that satisfies our QA/QC procedures into the NCMA database. The data also will be evaluated by the GSI team (as discussed in Task 1.4) and compiled into a quarterly monitoring report for submittal to the TG.

Transducers that measure pressure (water level), temperature, and electrical conductivity are installed in several wells, including:

- 32S/12E-24B03 (North Beach Campground deep well)
- 32S/13E-30F03 (Highway 1 deep well)
- 32S/13E-30N02 (Pier Avenue deep well)
- 12N/23W-36L01 (Oceano Dunes middle well)
- 12N/23W-36L02 (Oceano Dunes deep well)
- 12N/35W-32C03 (County Monitoring Well #3)

Data from these transducers will be downloaded during quarterly monitoring. The transducers will be calibrated as needed, the data compensated for atmospheric pressure variation, and then referenced to the project elevation model. These data will be subjected to QA/QC procedures, then entered in the NCMA database.

Task 1.4: NCMA Groundwater Data Analysis

GSI team members will follow the same procedures and methodologies for data analysis that have been performed for the past 12 years. We will compile and review all data from quarterly groundwater measurements and laboratory analysis, as well as any applicable data collected by the County of San Luis Obispo. We also will collect and compile any data available from the NCMA agencies related to groundwater levels, well production, and water quality. The data will be evaluated and indications of potential hazards (such as well interference, water quality degradation, and seawater intrusion) will be identified. We will interpret data and will calculate and provide historical context of the Deep Well Index².

We will continue the collaborative efforts with the Nipomo Mesa Management Area (NMMA) TG to use basin-wide water level data (north of the Santa Maria River) to generate hydrographs and contour maps for the Annual Report displaying spring and fall conditions.

Time-series plots of historical water quality data for key constituents will be generated at representative wells to show changes over time for those constituents, with special attention paid to coastal wells. The water quality data will be compiled, analyzed, and presented in various ways (time concentration plots and Piper [trilinear] diagrams).

² The Deep Well Index is the average of synoptic groundwater elevation measurements in the three deep sentry wells 24B03, 30F03, and 30N02. This index was developed by the NCMA in 2007 to gauge the ability of the aquifer to withhold potential landward migration of seawater. A Deep Well Index value above 7.5 feet North American Vertical Datum 1988 (NAVD 88) generally indicates that sufficient freshwater flow occurs from the east to the coastline to prevent seawater intrusion.

We will summarize all of the data and document the analysis in the quarterly monitoring report sent to the NCMA TG within 5 weeks of the end of each quarterly monitoring event, and all of the data for the calendar year 2022 will be summarized in the Annual Report.

Task 1.5: Hydrologic Data Compilation

Several sets of hydrologic data are essential for preparation of the Annual Report. We will use the methodology that we modified and adopted in 2015, which improved our understanding of and confidence in the rainfall and evapotranspiration data, and which subsequently improved our ability to calculate an agricultural irrigation applied water estimate. Although we have been working on these Annual Reports for many years, we continue to look for ways to improve upon our data sources and methodology to create better or more efficient analysis. If we identify areas of improvement, we will consult with the NCMA project manager and either incorporate those improvements directly in our work or suggest the changes for subsequent Annual Reports, as appropriate.

Task 1.6: NCMA Water Demand and Availability Analysis

We will prepare a detailed analysis of water production, delivery, and availability within the NCMA. The data collection and analysis methodologies will be sufficient to determine land and water uses in the NCMA, sources of supply to meet those uses, groundwater availability, the amount and disposition of developed water supplies, and the amount and disposition of any other water supply sources within the NCMA. The approach and tabulation of results will be included in the Annual Report.

For preparation of the 2022 Annual Report, we intend to generally follow the established method that we have developed during the past several years for the NCMA monitoring program. In April 2016, however (for the 2015 Annual Report), we modified the approach to calculate applied irrigation for agricultural demand by developing a rigorous model using the Integrated Water Flow Model Demand Calculator (IDC). We believe that this methodology is much more representative of actual conditions because it accounts for specific climate conditions for the given year, soil properties specific to the area of interest, and the resulting spatial variation in evapotranspiration.

The NCMA has three major sources of water supply, which will be discussed and quantified in the 2022 Annual Report:

- **Lopez Reservoir.** All four municipalities in the NCMA receive water from Lopez Reservoir. We will compile data on the volume of the reservoir deliveries for each municipality and enter the data into the NCMA database.
- **State Water Project (SWP).** The City of Pismo Beach and Oceano CSD receive water from the SWP. Data on the volume of water delivered to these municipalities will be compiled in the NCMA database.
- **Groundwater.** NCMA records groundwater pumping data by location and volume. Non-urban domestic and agricultural groundwater pumping is estimated. These data will be compiled in the NCMA database.

Threats to Water Supply

Identified threats to NCMA's water supply include statewide and local drought, potential reduction in amounts or reliability of SWP deliveries, the potential for declining water in Lopez Reservoir caused by drought, and seawater intrusion.

Several factors can affect availability and quality of water supplies. To understand the threats, we will track several factors and incorporate the potential threats, as appropriate:

- Local environmental issues
- Groundwater production and pumping in the NMMA, with resultant implications of subsurface inflow into the NCMA
- Phased importation of supplemental supplies into the NMMA
- Land use changes

Task 1.7: 2022 NCMA Annual Report Preparation

Our first task related to the Annual Report preparation will be to prepare a schedule that details the monitoring events, meetings, report drafts, and final report submittal (as previously described in Task 1.1 of this proposal). This schedule will be submitted to the TG within 14 days of receiving the notice to proceed. Within 6 weeks of the NTP, we will prepare a draft outline of the 2022 Annual Report and submit it to the NCMA TG and the water rights counsel.

Building on our experience during the past 12 years, GSI will prepare an Administrative Draft Annual Report for the NCMA TG. The report will be based on data collected and analysis performed as described above, other data that may become available, and ongoing discussions with the NCMA TG and the NCMA project manager. The general outline of the Annual Report is expected to be:

- Executive Summary
- Introduction
- Basin Setting
 - Precipitation
 - Evapotranspiration
 - Geology and Hydrogeology
 - Groundwater Flow
- Groundwater Conditions
 - Groundwater Levels
 - Change in Groundwater in Storage
 - Water Quality
- Water Supply and Production/Delivery
 - Water Supply
 - Water Use
- Comparison of Water Supply v. Water Production
- Threats to Water Supply
- Management Activities

SGMA added a requirement to calculate change in groundwater in storage, effective with the submittal of the 2016 Annual Report. We will likely follow the same methodology used in the 2021 Annual Report, in which we analyzed water levels in the Alluvial Aquifer (occurring within the Cienega

Valley) separately from water levels in the Deep Aquifer (consisting of the Paso Robles Formation and the Careaga Sandstone). As the project progresses, we will continue to assess whether there are any additional data available and whether the calculation methodology can be improved (such as through use of the evolving Phase 1C groundwater flow model).

We recognize that other related information may be important to the NCMA TG, and we will incorporate additional information as appropriate.

We will send an electronic copy of the Administrative Draft Annual Report to the NCMA municipalities and water rights counsel at least 12 weeks before the submittal date of the Final Annual Report. All comments on the Administrative Draft will be noted and incorporated into the Draft Annual Report. In addition, a version with tracked changes will be provided to the TG to show the revisions that were made.

GSI will send an electronic copy of the Draft Annual Report to the NCMA TG 6 weeks before the submittal date of the Final Annual Report. As with the Administrative Draft Annual Report, we will compile all comments and incorporate them into the Final Annual Report. In addition, we will provide a version with tracked changes to the TG to show the modifications that were made.

Before April 28, 2023 (April 30 is a Sunday), we will deliver an electronic copy of the Final 2022 Annual Report to the NCMA TG and the water rights counsel. The water rights counsel then will be responsible for submitting the Annual Report to the Court.

Task 1.8: SGMA Report Preparation and Submittal

The RFP did not include this task; however, it is a necessary component of the annual reporting process, so we have included it both here and in the fee estimate. New in 2016 was an obligation to submit an online report and attendant data pursuant to the requirements of SGMA. As discussed earlier, the most significant impact that this requirement has on the normal NCMA reporting process is the need to calculate change in groundwater in storage. Additionally, the deadline for SGMA reporting is April 1 of each year, which is a full month earlier than the deadline to submit the Annual Report. We will take into account the SGMA reporting deadline when compiling and analyzing the Annual Report data. We will be responsible for submitting the data and complying with the SGMA reporting process by March 31, 2023, through the DWR website.

Schedule

Meeting the NCMA's schedule is a top priority for the GSI team. We have done so for the past 7 years without missing any of the deadlines, and we fully intend to continue that punctuality as we move forward. We will adhere strictly to the schedule outlined in the RFP through close management of the team and communication and coordination with the NCMA project manager, NCMA members, and the County of San Luis Obispo. Should any schedule deviation occur, the GSI team will address it immediately and convey a solution to the NCMA project manager.

A general schedule is outlined on the following page. We will provide a more detailed schedule of all tasks, anticipated meetings, and report preparation efforts within 14 days of the NTP, and we will prepare and submit a detailed report outline within 6 weeks of the NTP.

Event	Milestone/Work Product	Anticipated Date(s)
Notice to Proceed		Sept. 5, 2022
TG Meetings		Every 2 nd Monday of the month
Submittal to TG Committee	Detailed project schedule	Sept. 19, 2022
Submittal to TG Committee	Detailed draft report outline	Oct. 17, 2022
Groundwater Monitoring and Sampling Events	Data collection	Oct. 4–6, 2022
	Q4 report	Nov. 10, 2022
	Data collection	Jan. 3–5, 2023
	Q1 report	Feb. 9, 2023
	Data collection	Apr. 4–6, 2023
	Q2 report	May 11, 2023
	Data collection	July 4–6, 2023
	Q3 report	Aug. 10, 2023
NMAA and SMVWA coordination		TBD
Draft Water Level Contour Maps to TG	April 2022 and October 2022 water level contour maps	Jan. 2, 2023
Administrative Draft Annual Report	Admin. Draft to TG and water rights counsel	Feb. 3, 2023
	Comments back from TG	Feb. 24, 2023
Draft Annual Report	Draft to TG	Mar. 17, 2023
	Comments back from TG	Mar. 31, 2023
SGMA Report	Submit online SGMA report to DWR	Mar. 31, 2023
Final Annual Report	Final Annual Report submitted to TG and water rights counsel	Apr. 28, 2023

Fee Proposal

We will provide the services described above on a time and materials basis, with a not-to-exceed base project fee of \$189,070. The 2022 Annual Report project fee includes a nominal (~3%) increase over the 2021 Annual Report project costs. These costs are consistent and identical to the anticipated charges provided in the 2021 Annual Report Proposal, submitted in August 2021.

For the 2016 through 2021 Annual Report projects, the NCMA agencies opted to include an 8–10% technical contingency fee in addition to the base cost of the project work. These potential fees, which will only be charged if directly requested and authorized by the TG, cover out-of-scope fees such as transducer replacement, unexpected and extra consultation related to the adjudication litigation, and any additional requested hydrogeologic investigations and analyses. For 2022, we have suggested a technical contingency fee of \$17,000 (approximately 9% of base project fee). The total project cost, including base project fee of \$189,070 plus technical contingency fee of \$17,000, will not exceed \$206,070.

Please also note that, as mentioned earlier, Task 1.8 was not specified in the RFP as a required component of the work. If it is not to be included as a required task, then the total estimated fee is reduced by \$7,692.

The following tables provide a cost breakdown by task, as well as details about associated expenses. Further detail about our proposed fee is available upon request.

Description	Labor Costs		Expenses	Subtotal
	GSI	GEI		
Task 1.1: Groundwater Monitoring and Report Schedule	\$745	-	-	\$745
Task 1.2: Meetings	\$34,603	\$3,267	\$1,345	\$39,255
Task 1.3: Groundwater Monitoring and Water Quality Sampling	\$38,517	-	\$27,339	\$65,816
Task 1.4: Groundwater Data Analysis	\$16,309	-	-	\$16,309
Task 1.5: Hydrologic Data Compilation	\$3,774	\$7,120	-	\$10,893
Task 1.6: Water Demand and Availability Analysis	\$12,333	\$5,952	-	\$18,285
Task 1.7: Annual Report Preparation	\$27,712	\$2,334	-	\$30,046
Task 1.8: SGMA Report Preparation and Submittal	\$7,719	-	-	\$7,719
Subtotal	\$141,713	\$18,673	\$28,684	\$189,070
Technical Contingency Fee				\$17,000
Total Project Cost				\$206,070

Expense Details Per Task				
Task	Expenses	Rate	Quantity	Total
Task 1.2	Mileage	\$0.62/mile	2169	\$1,345
Task 1.3	Water Quality Analysis	\$4,500/event	4	\$19,800 (includes 10% markup)
	Truck	\$150/day	12	\$1,800
	Generator and Pump Rental	\$800/event	4	\$3,519 (includes 10% markup)
	Field Crew per diem	\$185/day	12	\$2,220
Total :				\$28,684

Note: No other tasks have associated expenses.

The cost of the work will be prorated among the NCMA group pursuant to the normal cost sharing agreement based on the fraction of groundwater allocation. The pro-rata basis for project fee cost-sharing is shown below:

	Base Project Fee	Contingency Fee	Total Project Fee (including contingency)	Fraction
Arroyo Grande	\$58,611.7	\$5,270	\$63,882	0.31
Grover Beach	\$60,502.4	\$5,440	\$65,942	0.32
Oceano CSD	\$39,704.7	\$3,570	\$43,275	0.21
Pismo Beach	\$30,251.2	\$2,720	\$32,971	0.16
Total	\$189,070	\$17,000	\$206,070	1.00



Oceano Community Services District

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

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

Date: August 24, 2022

To: Board of Directors

From: Will Clemens, General Manager

Subject: Agenda Item # 7(D): Consideration of recommendations to award the construction contract for the Hwy 1 / Alleyway at 19th Waterline Replacement Project (Project #2022-01) to Specialty Construction, Inc. as the lowest responsible and responsive bid and to approve a budget adjustment in the amount of \$297,000.

Recommendation

It is recommended that your Board:

1. Review bids received on the Hwy 1 / Alleyway at 19th Waterline Replacement Project (Project #2022-01).
2. Award the Construction Contract to Specialty Construction, Inc. in the amount of \$457,154 plus a 10% contingency for a total maximum contract of \$502,869 and authorize the President to execute. (A copy of the Construction Contract is on file and available for inspection at the District Office)
3. Approve a budget adjustment in the amount of \$297,000 from either additional grant revenue or Water Fund reserves.

Discussion

Project #2022-01 is needed to reduce leaks and improve system pressures and flows. The benefits will include improved customer service and flows for fire related emergencies. The waterline is located under Highway 1 which CalTrans is intending to place an asphalt overlay in 2023. Cannon, Inc.



performed the design for this waterline replacement project and will also provide construction management services.

On May 25, 2022, your Board authorized advertising for bids. Construction bids were opened on June 24, 2022, and the contract must be awarded within 90 days of bid opening. The summary of bids received is attached. The low bid came in nearly \$100,000 over the engineer's estimate and over \$260,000 over the original estimates made in 2019 which served as the basis for the grant request for this project. Delays by both the State and County in finalizing the grant agreement through the Prop 1 Integrated Water Management Program Implementation Grant was a factor in cost escalations. The subsequent pandemic and related supply chain disruptions have driven bid prices higher along with skyrocketing inflation over the past several years.

Other Agency Involvement

The County of San Luis Obispo and CalTrans has issued the encroachment permits for the project. The State Department of Water Resources DWR is the granting agency.

Financial Considerations

The Project is currently budgeted at \$300,000. Total Project costs are estimated to be 597,000. A budget adjustment of \$297,000 is now necessary to complete the Project. The balance of the needed funding has been requested in grant funding through the Small Community Drought Relief Program of DWR. At the time of this staff report it is unknown if that grant funding will be awarded, but DWR has indicated a decision will be made before the end of August. Based on the high priority need for this Project and in order not to lose out on the existing grant funding allocated to this Project, staff is recommending that the Project be completed regardless of the award of additional grant funding. Water Fund reserves are sufficient to fund the balance of the Project as indicated in the Final Budget item also on the agenda for this meeting.

Results

Replacement of the waterlines will promote a safe community by reducing system leaks and provide improving water delivery to customers. Coordination with CalTrans efforts promotes a well-governed community.

Attachment

- Bid Results

Oceano Community Service District
 Project 2022-01
 HWY One/ Alleyway at 19th Waterline Replacement Project
 Bid Summary

6/24/2022 @ 3:15 p.m.

Bidder	Bid Amount	Bond/Cash/Check	Addenda Acknowledgement
Raminha	496,895.00	x	x
R Lopez Jr. + Sons	498,956.95	x	x
Seaman Construction	987,902.65	x	x
JML	607,651.00	x	x
Specialty Construction	457,154.00	x	x
Brough	470,745.00	x	x


 Business and Accounting Manager 6/24/22
 Date


 General Manager 6/24/22
 Date

BID FORM - BID ITEM LIST FOR: HWY 1/CIENAGA STREET (Location 1)

BASE BID

ITEM NO.	DESCRIPTION OF ITEM	APPROX. QUANTITY	UNIT OF MEASURE	UNIT PRICE (IN FIGURES) DOLLARS. CENTS	TOTAL AMOUNT DOLLARS. CENTS
1	Mobilization (Assumed as ~5%)	1	Lump Sum	14,238	14,238
2	Traffic Control for all project work areas for the duration of the project.	1	Lump Sum	20,500	20,500
3	WPCP	1	Lump Sum	3,000	3,000
4	Furnish and Install Transition Coupling	1	Each	7,800	7,800
5	Furnish and Install 8" PVC C900 Main	712	Linear Feet	144	102,528
6	Furnish and Install 8" PVC C900 Main (for future connection)	40	Linear Feet	219	8,760
7	Remove Existing 90 Degree Elbow	1	Each	154	154
8	Furnish and Install 8" Gate Valve with Valve Box	4	Each	1,700	6,800
9	Furnish and Install 8" Blind Flange	1	Each	240	240
10	Furnish and Install Blow Off	1	Each	7,100	7,100
11	Install Caltrans Stop Bar	1	Each	114	114
12	Install Caltrans Type IV Arrow with Thermoplastic/Prime	5	Each	130	650
13	Replace All Caltrans Damaged Striping to Match Existing	700	Linear Feet	1.82	1,274
14	Reconstruct Sidewalk, Curb and Gutter	6	Each	2,700	16,200
15	Install New Service Lateral and Meter with Existing Box (Per W-5)	8	Each	2,800	22,400
16	Cut and Abandon Existing Water Mains (2")	1	Each	580	580
17	Pavement Restoration	7120	Square Feet	8.50	60,520
TOTAL LOCATION 1 BASE BID					27 RB 6/24 272,858

BID FORM - BID ITEM LIST FOR: CABRILLO HWY ALLEY AT 19TH STREET (Location 2)

BASE BID

ITEM NO.	DESCRIPTION OF ITEM	APPROX. QUANTITY	UNIT OF MEASURE	UNIT PRICE (IN FIGURES) DOLLARS. CENTS	TOTAL AMOUNT DOLLARS. CENTS
1	Mobilization (Assumed as ~5%)	1	Lump Sum	14,000	14,000
2	Traffic Control	1	Lump Sum	1,800	1,800
3	WPCP	1	Lump Sum	2,700	2,700
4	Furnish and Install Transition Coupling	3	Each	1200	3,600
5	Furnish and Install 8" PVC C900 Main	265	Linear Feet	168	44,520
6	Furnish and Install 12" PVC C900 Main	186	Linear Feet	204	37,944
7	Remove Existing Gate Valves	5	Each	641	3,205
8	Furnish and Install 8" Gate Valve with Valve Box	4	Each	2,300	9,200
9	Furnish and Install 12" Gate Valve with Valve Box	2	Each	3,500	7,000
10	Furnish and Install Restrained Transition Coupling	1	Each	800	800
11	Furnish and Install 8"x4" Reducer	1	Each	440	440
12	Furnish and Install 12"x8" Reducer	1	Each	700	700
13	Reconstruct Sidewalk, Curb and Gutter	1	Each	2,700	2,700
14	Install New Service Lateral and Meter and Box (Per W-5)	13	Each	2,700	35,100
15	Cut and Abandon Existing Water Mains (2" and 12")	2	Each	356	712
16	Pavement Restoration	1,325	Square Feet	15	19,875
TOTAL LOCATION 2 BASE BID					184,296

ADDITIVE BID ITEM 1 - None						
ITEM NO.	CODE NO.	DESCRIPTION OF ITEM	APPROX. QUANTITY	UNIT OF MEASURE	UNIT PRICE (IN FIGURES) DOLLARS. CENTS	TOTAL AMOUNT DOLLARS. CENTS
TOTAL ADDITIVE BID						
GRAND TOTAL LOCATION 1 PLUS LOCATION 2 BASE BID PLUS ADDITIVE BID ITEMS						457,154

Name of bidder Specialty Construction, Inc.

Signature of bidder 

Printed Name and Title Rudolph C. Bachmann, President/Secretary

Date 6/24/2022



Oceano Community Services District

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

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

Date: August 24, 2022

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

Subject: **Agenda Item #7(E): Consideration of a Recommendation to approve a resolution amending the District's 2022 Investment Policy to include Five Star Bank as a permitted investment institution and a resolution to designate certain banks or savings loan associations as depositories**

Recommendation

It is recommended that your Board:

1. Adopt the attached resolution amending the District's 2022 Investment Policy to include Five Star Bank as a permitted investment institution.
2. Adopt the attached resolution to designate certain banks or savings loan association as depositories

Discussion

During 2022 the Federal Reserve has increased the interest rates by a combined 2.25% points. The District's current depositories do not provide public investment money market accounts (PIMMA) to take advantage of this potential revenue stream. Five Star Bank provides governmental agencies with cash management solutions designed for specially for California special districts to benefit on the rising rates without committing to long term certificate of deposits. By establishing a PIMMA the District's funds will be insured and fully collateralized per California Law.

Other Agency Involvement

The County of San Luis Obispo who collects the District's property tax revenues and is a depository of District funds currently uses Five Star Bank.

Other Financial Considerations

By establishing a public money market account, the District is estimated to earn interest up to 1.5% a month with no fees.

Results

Modifying the existing investment policy in accordance with the Government Code and considering the attached resolution promotes a well governed community.



Oceano Community Services District

Board of Directors Meeting

Attachments:

- Attachment A - Edited Resolution – Redline / Strikeout Version comparison to 2022 Investment Policy
- Attachment B – Resolution to Designate Certain Banks

**OCEANO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2022- _____**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OCEANO COMMUNITY SERVICES DISTRICT ~~ADOPTING-AMENDING~~ THE YEAR 2022 DISTRICT INVESTMENT POLICY

WHEREAS, the Board of Directors of the Oceano Community Services District ("District") has a fiduciary responsibility to assure that public funds are invested in financial instruments and institutions in accordance with State and Federal law and District guidelines; and,

WHEREAS, District funds will be available from time to time that would be beneficial to invest in financial instruments in accordance with the Year 2022 Investment Policy (Exhibit A) and deposited in interest bearing accounts, in banks or financial institutions having offices within the State; and,

WHEREAS, the Board of Directors finds that it is impractical to expect that the District will hire and provide continuous training to the District Finance Officer/Treasurer to meet the "Prudent Investor Standard" requirements established in Government Code Section 53600.3, and that the District Board of Directors shall authorize investments in accordance with the provisions of the District's current Investment Policy and the California Government Code.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Oceano Community Services District that the District Finance Officer/Treasurer is hereby authorized to deposit for safe keeping all money belonging to, or in the custody of, the District pursuant to Exhibit A, the District's Year 2022 Investment Policy; and,

BE IT FURTHER RESOLVED that the District hereby ~~adopts-amends the a~~ Statement of Investment Policy attached here to as Exhibit A, Year 2022 Investment Policy, which supersedes any previously adopted or utilized policies and that this Policy be effective immediately.

On motion by _____, seconded by _____ and carried on the following roll call vote, to wit:

AYES:
NAYES:
ABSENT:
ABSTAIN:

The foregoing Resolution is hereby passed and adopted this ____ day of ~~January~~August, 2022.

ATTEST:

President, Board of Directors
of the Oceano Community Services District

RESOLUTION 2022-____
EXHIBIT A

YEAR 2022 INVESTMENT POLICY
OCEANO COMMUNITY SERVICES DISTRICT

1. INTRODUCTION

The purpose of this Investment Policy is to establish the guidelines for the prudent investment of Oceano Community Services District funds (herein referred to as District funds).

District funds are to be managed with a high degree of care and prudence. Though all investments contain a degree of risk, the proper concern for prudence, high ethical standards, and proper delegation of authority reduces the potential for any realized loss.

This Policy establishes the standards under which the District's Finance Officer/Treasurer will conduct business with financial institutions with regard to the investment process.

2. FINANCE OFFICER/TREASURER

The Board of Directors appoints the General Manager as the District Finance Officer/Treasurer. The General Manager may appoint the Business and Accounting Manager to act as the District Finance Officer/Treasurer.

3. SCOPE

The District investment portfolio shall consist of money in the District's treasury not required for the immediate necessities of the District. The District funds shall be invested in accordance with this Policy.

4. OBJECTIVES

The primary objectives are safety, liquidity, and yield as stated in paragraphs 4.A. - 4.D. below, and in compliance with California and Federal law.

A. SAFETY

The investment portfolio shall be managed in a manner that ensures the preservation of capital. The objective is to minimize credit risk and interest rate risk.

B. LIQUIDITY

The investment portfolio shall remain sufficiently liquid to meet all operating requirements. This shall be accomplished by structuring the investment portfolio so that investments mature concurrently with cash needs.

- C. **YIELD**
Yield shall be a consideration only after the requirement of safety and liquidity have been met.
- D. **COMPLIANCE**
This Investment Policy is written to be in compliance with California and Federal law.

5. **STANDARDS OF CARE**

- A. **PRUDENCE**
When investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds in the District's investment portfolio, the Finance Officer/Treasurer shall act with care, skill, prudence, and diligence under the circumstances then prevailing, that a prudent person acting in a like capacity and familiarity with those matters would use in the management of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District.
- B. **DISCLOSURES**
The Finance Officer/Treasurer shall disclose any material interest in financial institutions with which he/she conducts the District business.

6. **INVESTMENTS AUTHORITY**

A. **PERMITTED INVESTMENTS**

The District Finance Officer/Treasurer is authorized to invest in the following institutions:

1. County pooled funds (California Government Code Section 61730).
2. Mechanics Bank, ~~and Chase, and Five Star Bank both~~ all FDIC insured Banks, ~~in the accounts specified by the Board of Directors, including those accounts ending in 0161, 1101, 7655 at Mechanics Bank and a checking account at Chase to be established and approved by the Board during 2022. Any additional accounts or investments in Mechanics Bank or Chase require advanced approval by the Board of Directors.~~
3. Such other financial institutions or securities that may be specifically approved by the Board of Directors from time to time in compliance with California and Federal law.
4. Local Agency Investment Fund (California Government Code Section 16429.1) in the accounts approved by the Board of Directors.

B. **PROHIBITED INVESTMENTS**

The District's Finance Officer/Treasurer shall not invest in any investment not specifically authorized by the Board of Directors, and in no event shall the Board of Directors authorize any of the following:

- C. Inverse floaters, range notes, or interest only strips that are derived from a pool of mortgages.
- D. Any security that could result in a zero interest accrual if held to maturity.
- E. A state or federal credit union, if a member of the District's Board of Directors or an administrative officer also serves on the Board of Directors, or any committee appointed by the Board of Directors, or the credit committee or supervisory committee of the state or federal credit union.
- F. Any instrument rated lower than Bank investment grade.

C. DIVERSIFICATION

Investments, other than investments referenced in paragraphs A. (1) and (2) above, should be diversified to avoid losses that may be associated with any one investment.

7. REPORTS

A. QUARTERLY REPORT

The Finance Officer/Treasurer shall file a quarterly report that identifies the District's investments and their compliance with the District's Investment Policy. The quarterly report shall be filed with the District's auditor and considered by the District's Board of Directors within thirty (30) days after the end of each quarter (i.e., by May 1, August 1, November 1, and February 1) (California Government Code Section 53646). Required elements of the quarterly report are as follows:

- 1. Type of Investment
- 2. Institution
- 3. Date of Maturity (if applicable)
- 4. Amount of Deposit or Cost of the Security
- 5. Current Market Value of Securities with Maturity in Excess of Twelve Months (if applicable)
- 6. Rate of Interest
- 7. Statement Relating the Report to the Statement of Investment Policy
- 8. Statement that there are Sufficient Funds to Meet the Next 30 Days' Obligations
- 9. Accrued Interest (if applicable)

B. ANNUAL REPORT

Prior to February 1 of each year, the Finance Officer/Treasurer shall file and submit an annual report to the District's auditor and Board of Directors which will contain the same information required in the quarterly report.

The annual report will include a recommendation to the Board of Directors to either:

1. Readopt the District's then current annual Investment Policy.
2. Amend the District's then current Investment Policy.

C. LIMITED QUARTERLY REPORT

If the District has placed all of its investments in the Local Agency Investment Fund (LAIF), created by California Government Code Section 16429.1, or in Federal Deposit Insurance Corporation, insured accounts in a bank, in a County investment pool, or any combination of these, the Finance Officer/Treasurer may submit to the Board of Directors and the auditor of the District the most recent statement or statements received by the District from these institutions in lieu of the information required in paragraph 7.A., above. This special reporting policy does not relieve the Finance Officer/Treasurer of the obligation to prepare an annual investment statement as identified in paragraph 7.B., above.

RESOLUTION NO. 2022-

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OCEANO
COMMUNITY SERVICES DISTRICT DESIGNATING CERTAIN BANKS
OR SAVINGS LOAN ASSOCIATIONS AS DEPOSITORIES**

WHEREAS, the District desires to designate certain FDIC insured banks or savings and loan associations as District Depositories in accordance with the District's Investment Policy.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Oceano Community Services District, as follows:

The following FDIC insured banks and savings and loan associations are designated as future possible depositories of any and all District funds:

- A. Mechanics Bank
- B. Chase
- C. Five Star Bank

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

AYES:

NOES:

ABSENT:

ABSTAINED:

President, Board of Directors
of the Oceano Community Services District

ATTEST:

Board Secretary of the
Oceano Community Services

APPROVED AS TO FORM:

Jeffrey A. Minnery, District Counsel



Oceano Community Services District

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

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

Date: August 24, 2022

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

Subject: **Agenda Item #9(A): Consideration of a Recommendation to Approve the Final 2022/23 Budget**

Recommendation

It is recommended that your Board approve the attached Final 2022/23 budget.

Discussion

The 2022/23 Preliminary Budget approved on June 22, 2022, established the revenue and expenditure plans illustrated in the attached budget schedules (Exhibit A), which now also include encumbrances (Exhibit B) for contracts and related grant revenues that carry-over from fiscal year 2021/22, and reserves (Exhibit C). Since approval of the Preliminary Budget established the revenue and expenditure plans, the primary purpose of adopting the final budget is to establish the District's financial reserves for Fiscal Year 2022/23.

Reserve amounts are based on the initial closing of accounting records on June 30, 2022. Some adjustments may occur once the final accounting closing is complete, along with the audit, in the next few months. Significant adjustments are not expected since the initial closing has evaluated the accounting of significant items.

The District's detailed reserves in the Final Budget are included in Exhibit C. The exhibit illustrating reserves includes beginning balances (including fund balance available and encumbrances), additions, cancellations, and estimated ending reserve balances on June 30, 2023. As mentioned, beginning balances may change because of the final accounting closing on June 30, 2022. It also provides the reserve details for each fund. Establishing the details is a Board discretionary decision, except for restricted reserves which have legal conditions for their use. The District's primary restricted reserves are for Public Facilities Fees, which must be expended on allowable fire fund equipment and facilities. Ending reserve balances on June 30, 2023, will vary from estimates based on revenues and expenditure variances that develop during fiscal year 2022/23.



Oceano Community Services District

Board of Directors Meeting

The following table illustrates a summary of reserves for each fund:

Fund	Estimated Beginning July 1, 2022	Increase/ (Decrease)	Estimated Ending June 30, 2023
General	\$ 144,399	\$ 63,320	\$ 207,719
Facilities	135,574	15,000	150,574
Total General	\$ 279,973	\$ 78,320	\$ 358,293
Water	\$ 1,044,559	450,231	\$ 1,494,790
Wastewater	1,222,787	45,022	1,267,809
Garbage	241,601	(37,354)	204,247
Equipment	32,240	4,025	36,265
Total Enterprise	\$ 2,541,187	\$ 461,924	\$ 3,003,111
District Totals	\$ 2,821,160	\$ 540,244	\$ 3,361,404

The following are the primary items related to the Final Budget reserves:

1. The increase in General Fund reserves of \$63,320 is a result of utilizing last year's fund balance available (FBA) from the prior year.
2. The Water Fund reserves will increase by \$450,231 based on the FBA from the prior year and the new water rates established with Ordinance 2020-01.
3. The Wastewater Fund will increase reserves by \$45,022 based on the FBA from the prior year. It is important to note that this is the final year of interfund loan between the Facilities Fund and Wastewater Fund for the construction of the Sheriff's Substation and the operating deficit in the Wastewater Fund before the interfund transfer is (\$140,191).
4. The Garbage Fund reserves will decrease by (\$37,354) based on the prior year FBA and Resolution 2020-02 that reduced the franchise fee payment from South County Sanitary from 10% to 5%.

Other Agency Involvement

The County Auditor and the Local Agency Formation Commission are provided copies of the District's annual budget once approved. Numerous other agencies are involved in the development of the District's budget including the Five Cities Fire Authority and the County of San Luis Obispo.



Other Financial Considerations

Grant revenues continue to be important for the District. Over the past couple years, the General Fund has received approximately \$85,000 for the emergency generator and Local Hazard Mitigation Plan, the Water Fund has received about \$875,000 for the Water Resource Reliability Program and about \$2.5 Million for the Stormwater Capture and Groundwater Recharge Project. The Garbage Fund received \$10,000 for the Integrated Waste Management Authorities Technical Assistance Grant Program. The most recent adopted water rates established funding for the long-term capital improvement plans which will be funded through a combination of pay-as-you-go, grant funds, and debt financed projects.

Results

The review of the Final 2022/23 budget and reserves helps to support financial transparency and a well governed community.

Attachments:

- A. Fiscal Year 2022/23 Final Budget
- B. Encumbrances
- C. Summary of Reserves FY 2022/23

OCSD
FY 2022-2023
FINAL BUDGET



BUDGET SUMMARY





GENERAL FUND





**OCEANO COMMUNITY SERVICES DISTRICT
GENERAL FUND
SUMMARY**

ACCOUNT NO.	GENERAL FUND (GF)	FINAL BUDGET FY 2022/23
SOURCES OF FUNDS		
	Fire	\$0
	Lighting	\$0
	Facilities	\$165,375
	Admin	\$2,333,586
	Total Sources of Funds	\$2,498,961
USES OF FUNDS		
	Fire	\$1,183,977
	Lighting	\$45,845
	Facilities	\$39,644
	Admin	\$1,145,967
	Total Expenditures	\$2,415,433
OPERATING SURPLUS/(DEFICIT)		
	Fire	(\$1,183,977)
	Lighting	(\$45,845)
	Facilities	\$125,731
	Admin	\$1,187,619
	OPERATING SURPLUS/(DEFICIT)	\$83,528
TRANSFERS & ENCUMBRANCES		
	Transfers In - From Water Fund	31,500
	(Transfers Out) - To Water and Wastewater	(\$109,441)
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds)	0
	NET TRANSFERS & ENCUMBRANCES	(\$77,941)
RESERVES		
	Prior Year FBA	(72,733)
	(Use of Reserves)	0
	Additions to Reserves	78,320
	Other Adjustments	0
	RESERVES - INCREASE / (DECREASE)	\$5,587
NET BUDGETARY SOURCES/USES		
		\$0
RESERVES		
	Beginning Reserves	\$352,705
	Operating Surplus / (Deficit)	\$83,528
	Transfers & Encumbrances	(\$77,941)
ENDING RESERVES		\$358,292



ADMINISTRATIVE BUDGET





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

ACCOUNT NO.	GENERAL FUND (GF) ADMINISTRATIVE DEPARTMENT - 01	FINAL BUDGET FY 2022/23
SOURCES OF FUNDS		
	Revenues	\$1,187,619
	Other Sources of Funds	\$1,145,967
	Total Sources of Funds	\$2,333,586
USES OF FUNDS		
	Salaries & Wages	\$451,000
	Benefits	\$163,322
	Personnel Services	\$614,322
	Services & Supplies	\$309,645
	Operating Crew Benefits Allocation	\$222,000
	Administrative Cost	\$0
	Total Expenditures	\$1,145,967
OPERATING SURPLUS/(DEFICIT)		\$1,187,619
TRANSFERS & ENCUMBRANCES		
	Transfers In - From Facilities Fund	45,514
	(Transfers Out) - Fire & Lighting	(1,242,545)
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds)	0
NET TRANSFERS & ENCUMBRANCES		(\$1,197,031)
RESERVES		
	Prior FBA	(72,732)
	(Use of Reserves)	0
	Additions to Reserves	63,320
	Other Adjustments	0
RESERVES - INCREASE / (DECREASE)		(\$9,412)
NET BUDGETARY SOURCES/USES		\$0
RESERVES		
	Beginning Reserves	217,131
	Operating Surplus / (Deficit)	1,187,619
	Transfers & Encumbrances	(1,197,031)
ENDING RESERVES		207,719



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

ACCOUNT NO.	GENERAL FUND (GF) ADMINISTRATIVE DEPARTMENT - 01	FINAL BUDGET FY 2022/23
SOURCES OF FUNDS		
REVENUES		
01-4-3100-000	Property Taxes: Current Year - Secured	1,150,098
01-4-3101-000	Property Taxes: Current Year - Unsecured	36,778
01-4-3120-000	Homeowners' Prop Tax Relief	6,141
01-4-3121-000	SB 1090	10,064
01-4-3238-200	Fireworks Permit	1,697
01-4-3557-000	CO Charge: SB 2557	(17,159)
Total Revenues		\$1,187,619
OTHER SOURCES OF FUNDS		
	Allocated Administrative Overhead	923,967
	Allocated Operating Crew Overhead	222,000
Total Other Sources of Funds		\$1,145,967
Total Sources of Funds		\$2,333,586
USES OF FUNDS		
SALARIES & WAGES		
01-5-4100-010	Salary & Wages	442,000
01-5-4100-020	Overtime	9,000
Total Salaries & Wages		\$451,000
BENEFITS		
01-5-4100-061	PERS Contribution	65,000
01-5-4100-062	PERS UAL Payment	5,752
01-5-4100-070	SUI	2,170
01-5-4100-071	Medicare	7,300
01-5-4100-072	FICA	2,200
01-5-4100-075	Compensation Insurance	5,000
01-5-4100-090	Insurance	75,000
01-5-4100-097	Cell Phone Allowance	900
Total Benefits		\$163,322
Total Personnel Services		\$614,322



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

ACCOUNT NO.	GENERAL FUND (GF) ADMINISTRATIVE DEPARTMENT - 01	FINAL BUDGET FY 2022/23
SERVICES & SUPPLIES		
01-5-4100-110	Communications & Dispatch	10,800
01-5-4100-150	Insurance	32,000
01-5-4100-170	Maintenance: Equipment	3,810
01-5-4100-173	Maint: Structures/ Improvements	10,815
01-5-4100-180	Memberships	8,300
01-5-4100-193	Bank Fees	5,950
01-5-4100-200	Office Expense	7,175
01-5-4100-210	Postage	2,575
01-5-4100-218	Audit	21,290
01-5-4100-220	Professional Services	34,000
01-5-4100-221	Information Technology	5,000
01-5-4100-223	Legal Services	75,000
01-5-4100-225	Board Stipends	12,000
01-5-4100-226	Annual Software Maintenance	19,200
01-5-4100-230	Required Legal Notice	1,200
01-5-4100-235	Books/ Journals/ Subscriptions/ Software	1,700
01-5-4100-247	LAFCO Annual Charge	11,900
01-5-4100-248	Permits, Fees, Lincenses	2,500
01-5-4100-260	Election Expense	24,000
01-5-4100-280	Private Vehicle/ Milage Expense	530
01-5-4100-285	Classes/ Seminars/ Training Fee	6,200
01-5-4100-286	Board Member Travel	2,200
01-5-4100-290	Utilities	11,500
Total Services & Supplies		\$309,645
Operating Crew Benefits & Direct Labor Cost Allocations		
	Leave time	54,000
	Salaries & Wages (Admin)	7,500
	PERS Contribution	44,000
	Medicare	5,400
	P/R Fed & State Taxes	4,500
	SUI	1,750
	Insurance	83,400
	Boot Allowance	1,250
	Clothing	6,500
	Standby	13,700
Total Operating Crew Benefits		\$222,000
Total Expenditures		\$1,145,967



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

ACCOUNT NO.	GENERAL FUND (GF) ADMINISTRATIVE DEPARTMENT - 01	FINAL BUDGET FY 2022/23
OPERATING SURPLUS/(DEFICIT)		\$1,187,619
TRANSFERS & ENCUMBRANCES		
	Transfers In - Facilities Fund (Transfers Out) - Fire and Lighting Encumbrances - Sources of Funding Encumbrances - (Designated Funds)	45,514 (1,242,545) 0 0
NET TRANSFERS & ENCUMBRANCES		(\$1,197,031)
RESERVES		
	Prior Year FBA (Use of Reserves) Additions to Reserves Other Adjustments	(72,732) 0 63,320 0
RESERVES - INCREASE / (DECREASE)		(\$9,412)
NET BUDGETARY SOURCES/USES		\$0
RESERVES		
	Beginning Reserves Operating Surplus / (Deficit) Transfers & Encumbrances	\$217,131 \$1,187,619 (\$1,197,031)
ENDING RESERVES		\$207,719



FIRE BUDGET





**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
FIRE DEPARTMENT - GENERAL FUND - 01**

ACCOUNT NO.	GENERAL FUND (GF) FIRE DEPARTMENT - 01	FINAL BUDGET FY 2022/23
SOURCES OF FUNDS		
	Revenues	\$0
	Other Sources of Funds	\$0
	Total Sources of Funds	\$0
USES OF FUNDS		
	Salaries & Wages	\$1,900
	Benefits	\$1,110
	Personnel Services	\$3,010
	Services & Supplies	\$1,153,248
	Capital Overlay	\$0
	Administrative Cost Allocation	\$27,719
	Total Expenditures	\$1,183,977
OPERATING SURPLUS/(DEFICIT)		(\$1,183,977)



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
FIRE DEPARTMENT - GENERAL FUND - 01**

ACCOUNT NO.	GENERAL FUND (GF) FIRE DEPARTMENT - 01	FINAL BUDGET FY 2022/23
SOURCES OF FUNDS		
REVENUES		
		0
Total Revenues		\$0
OTHER SOURCES OF FUNDS		
		0
Total Other Sources of Funds		\$0
Total Sources of Funds		\$0
USES OF FUNDS		
SALARIES & WAGES		
01-5-4200-010	Salary & Wages	1,900
01-5-4200-020	Overtime	0
Total Salaries & Wages		\$1,900
BENEFITS		
01-5-4200-062	PERS UAL Payment	0
	Operating Crew Benefits Allocation	1,110
Total Benefits		\$1,110
Total Personnel Services		\$3,010
SERVICES & SUPPLIES		
01-5-4200-077	JPA - Quarterly Payments	1,138,148
	Community Outreach	2,000
01-5-4200-220	Professional Services	7,500
01-5-4200-290	Utilities	5,000
01-5-4200-291	Sandbags	600
Total Services & Supplies		\$1,153,248
CAPITAL OVERLAY		
		0
Total Capital Overlay		\$0
ADMINISTRATIVE COST ALLOCATION		
01-5-4200-376	Allocated Overhead - Admin	27,719
Total Administrative Cost Allocation		\$27,719
Total Expenditures		\$1,183,977



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
FIRE DEPARTMENT - GENERAL FUND - 01**

ACCOUNT NO.	GENERAL FUND (GF) FIRE DEPARTMENT - 01	FINAL BUDGET FY 2022/23
OPERATING SURPLUS/(DEFICIT)		(\$1,183,977)
TRANSFERS & ENCUMBRANCES		
	Transfers In - Property Taxes & Fac Fund	1,195,990
	(Transfers Out) - Water & Wastewater	(12,013)
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds)	0
NET TRANSFERS & ENCUMBRANCES		\$1,183,977
RESERVES		
	(Use of Reserves)	0
	Additions to Reserves	0
	Other Adjustments	0
RESERVES - INCREASE / (DECREASE)		\$0
NET BUDGETARY SOURCES/(USES)		(\$0)



LIGHTING BUDGET





**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
LIGHTING - GENERAL FUND - 01**

ACCOUNT NO.	GENERAL FUND (GF) LIGHTING - 01	FINAL BUDGET FY 2022/23
SOURCES OF FUNDS		
	Revenues	\$0
	Other Sources of Funds	\$0
	Total Sources of Funds	\$0
USES OF FUNDS		
	Salaries & Wages	\$1,900
	Benefits	\$1,110
	Personnel Services	\$3,010
	Services & Supplies	\$33,595
	Capital Outlay	\$0
	Administrative Cost	\$9,240
	Total Expenditures	\$45,845
OPERATING SURPLUS/(DEFICIT)		(\$45,845)



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
LIGHTING - GENERAL FUND - FUND 01**

ACCOUNT NO.	GENERAL FUND (GF) LIGHTING - 01	FINAL BUDGET FY 2022/23
SOURCES OF FUNDS		
REVENUES		
		0
Total Revenues		\$0
OTHER SOURCES OF FUNDS		
		\$0
Total Other Sources of Funds		\$0
Total Sources of Funds		\$0
USES OF FUNDS		
SALARIES & WAGES		
01-5-4195-010	Salaries & Wages	1,900
01-5-4195-020	Overtime Wages	0
Total Salaries & Wages		\$1,900
BENEFITS		
	Operating Crew Benefits Allocation	1,110
Total Benefits		\$1,110
Total Personnel Services		\$3,010
SERVICES & SUPPLIES		
01-5-4195-175	Operating Supplies	1,595
01-5-4195-295	Street Lighting	32,000
Total Services & Supplies		\$33,595
CAPITAL OUTLAY		
		0
Total Capital Outlay		\$0
ADMINISTRATIVE COST ALLOCATION		
01-5-4195-376	Administrative Cost Allocation	9,240
Total Administrative Cost Allocation		\$9,240
Total Expenditures		\$45,845



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
LIGHTING - GENERAL FUND - FUND 01**

ACCOUNT NO.	GENERAL FUND (GF) LIGHTING - 01	FINAL BUDGET FY 2022/23
OPERATING SURPLUS/(DEFICIT)		(\$45,845)
TRANSFERS & ENCUMBRANCES		
	Transfers In - Property Taxes	46,555
	(Transfers Out) - Water & Wastewater	(711)
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated)	0
NET TRANSFERS & ENCUMBRANCES		\$45,844
RESERVES		
	(Use of Reserves)	0
	Additions to Reserves	0
	Other Adjustments	0
RESERVES - INCREASE / (DECREASE)		\$0
NET BUDGETARY SOURCES/USES		(\$0)



FACILITIES FUND





**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
FACILITIES - FUND 10**

ACCOUNT NO.	GENERAL FUND (GF) FACILITIES - 10	FINAL BUDGET FY 2022/2023
SOURCES OF FUNDS		
	Revenues	\$165,375
	Other Sources of Funds	\$0
	Total Sources of Funds	\$165,375
USES OF FUNDS		
	Salaries & Wages	\$3,700
	Benefits	\$2,220
	Personnel Services	\$5,920
	Services & Supplies	\$15,245
	Capital Outlay	\$0
	Administrative Cost	\$18,479
	Total Expenditures	\$39,644
OPERATING SURPLUS/(DEFICIT)		\$125,731
TRANSFERS & ENCUMBRANCES		
	Transfers In - From General Fund	31,500
	(Transfers Out) - To General, Water & Wastewater	(142,231)
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds)	0
	NET TRANSFERS & ENCUMBRANCES	(\$110,731)
RESERVES		
	Prior Year FBA	0
	(Use of Reserves)	0
	Additions to Reserves	15,000
	Other Adjustments	0
	RESERVES - INCREASE / (DECREASE)	\$15,000
NET BUDGETARY SOURCES/USES		(\$0)
RESERVES		
	Beginning Reserves	\$135,574
	Operating Surplus / (Deficit)	\$125,731
	Transfers & Encumbrances	(\$110,731)
	ENDING RESERVES	\$150,574



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
FACILITIES - FUND 10**

ACCOUNT NO.	GENERAL FUND (GF) FACILITIES - 10	FINAL BUDGET FY 2022/23
SOURCES OF FUNDS		
REVENUES		
10-4-3257-000	Utility Reimbursement	1,200
10-4-3258-000	Old Fire Station Rent	12,000
10-4-3259-000	Fire Rent	15,000
10-4-3260-000	Lease - Sheriff Facility	122,175
	Public Facilities Fees	15,000
Total Revenues		\$165,375
OTHER SOURCES OF FUNDS		
	Nuclear Power Preparedness - Emergency Generator	0
Total Other Sources of Funds		\$0
Total Sources of Funds		\$165,375
USES OF FUNDS		
SALARIES & WAGES		
10-5-4300-010	Salary & Wages	3,700
10-5-4300-010	Overtime	0
Total Salaries & Wages		\$3,700
BENEFITS		
	Operating Crew Overhead	2,220
Total Benefits		\$2,220
Total Personnel Services		\$5,920
SERVICES & SUPPLIES		
10-5-4300-163	Maint: Structure/ Improvements	10,000
10-5-4300-173	So: Maint. Structures/ Improvements	3,700
10-5-4300-220	Professional Services	1,545
Total Services & Supplies		\$15,245
CAPITAL OUTLAY		
10-5-4300-320	Fixed Assets	0
Total Capital Outlay		\$0
ADMINISTRATIVE COST ALLOCATION		
10-5-4300-376	Admin Allocation	18,479
Total Administrative Cost Allocation		\$18,479
Total Expenditures		\$39,644



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
FACILITIES - FUND 10**

ACCOUNT NO.	GENERAL FUND (GF) FACILITIES - 10	FINAL BUDGET FY 2022/23
OPERATING SURPLUS/(DEFICIT)		\$125,731
TRANSFERS & ENCUMBRANCES		
	Transfers In - From Water Fund	31,500
	(Transfers Out) - To General, Water & Wastewater	(142,231)
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds)	0
NET TRANSFERS & ENCUMBRANCES		(\$110,731)
RESERVES		
	Prior Year FBA	0
	(Use of Reserves)	0
	Additions to Reserves	15,000
	Other Adjustments	0
RESERVES - INCREASE / (DECREASE)		\$15,000
NET BUDGETARY SOURCES/USES		(\$0)
RESERVES		
	Beginning Reserves	\$135,574
	Operating Surplus / (Deficit)	\$125,731
	Transfers & Encumbrances	(\$110,731)
ENDING RESERVES		\$150,574



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
ENTERPRISE FUNDS**

ACCOUNT NO.	ENTERPRISE FUNDS	FINAL BUDGET FY 2022/23
SOURCES OF FUNDS		
	Water	\$3,099,268
	Wastewater	\$406,200
	Garbage	\$58,935
	Equipment	\$36,825
Total Sources of Funds		\$3,601,228
USES OF FUNDS		
	Water	\$3,033,997
	Wastewater	\$546,391
	Garbage	\$116,939
	Equipment	\$32,800
Total Expenditures		\$3,730,126
OPERATING SURPLUS/(DEFICIT)		
	Water	\$65,271
	Wastewater	(\$140,191)
	Garbage	(\$58,003)
	Equipment	\$4,025
OPERATING SURPLUS/(DEFICIT)		(\$128,898)
TRANSFERS & ENCUMBRANCES		
	Transfers In - From General Fund	119,783
	(Transfers Out)	(78,667)
	Encumbrances - Sources of Funding	2,601,751
	Encumbrances - (Designated Funds)	(2,807,651)
NET TRANSFERS & ENCUMBRANCES		(\$164,784)
RESERVES		
	Prior Year FBA	(755,606)
	(Use of Reserves)	(37,354)
	Additions to Reserves	499,278
	Other Adjustments	0
RESERVES - INCREASE / (DECREASE)		(\$293,682)
NET BUDGETARY SOURCES/USES		(\$0)
RESERVES		
Beginning Reserves		
	Water	1,665,707
	Wastewater	1,321,657
	Garbage	277,190
	Equipment	32,240
Beginning Reserves		3,296,794
Operating Surplus / (Deficit)		
	Water	\$65,271
	Wastewater	(\$140,191)
	Garbage	(\$58,003)
	Equipment	\$4,025
Operating Surplus / (Deficit)		(128,898)
Transfers & Encumbrances		
	Water	(\$236,188)
	Wastewater	\$86,343
	Garbage	(\$14,939)
	Equipment	\$0
Transfers & Encumbrances		(164,784)
ENDING RESERVES		\$3,003,112



WATER FUND





**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
WATER FUND - 02**

ACCOUNT NO.	WATER FUND WATER DEPARTMENT - 02	FINAL BUDGET FY 2022/23
SOURCES OF FUNDS		
	Revenues	\$3,099,268
	Other Sources of Funds	\$0
	Total Sources of Funds	\$3,099,268
USES OF FUNDS		
	Salaries & Wages	\$234,000
	Benefits	\$149,580
	Personnel Services	\$383,580
	Services & Supplies	\$1,892,075
	Capital Outlay	\$150,000
	Debt Service	\$53,961
	Administrative Cost	\$554,380
	Total Expenditures	\$3,033,997
OPERATING SURPLUS/(DEFICIT)		\$65,271
TRANSFERS & ENCUMBRANCES		
	Transfers In - From General & Garbage	11,325
	(Transfers Out) - To General, Garbage, Equipment	(59,945)
	Encumbrances - Sources of Funding - Prop 1 - Grants	2,601,751
	Encumbrances - (Designated Funds) - Cannon - USDA & Prop 1 Grants, GSI - NCMA, WSC - NCMA, Swan - Well#8 & Handhelds	(2,789,319)
	NET TRANSFERS & ENCUMBRANCES	(\$236,188)
RESERVES		
	Prior Year FBA	(621,148)
	(Use of Reserves)	0
	Additions to Reserves	450,231
	Other Adjustments	0
	RESERVES - INCREASE / (DECREASE)	(\$170,917)
NET BUDGETARY SOURCES/USES		(\$0)
RESERVES		
	Beginning Reserves	\$1,665,707
	Operating Surplus / (Deficit)	\$65,271
	Transfers & Encumbrances	(\$236,188)
	ENDING RESERVES	\$1,494,790



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
WATER FUND - 02**

ACCOUNT NO.	WATER FUND WATER DEPARTMENT - 02	FINAL BUDGET FY 2022/23
SOURCES OF FUNDS		
REVENUES		
02-4-3200-000	Water Sales	2,971,660
02-4-3206-000	Front Footage Fees	16,320
02-4-3207-000	Sales: U/B Courtesy Notice	4,500
02-4-3208-000	Delinquent U/B Acct Fees	27,000
02-4-3209-000	Capacity Charges	27,498
02-4-3210-00	Meter Fees	5,400
02-4-3211-000	Lopez Connection Fees	4,000
02-4-3212-000	New Account Setup Fee	3,240
02-4-3217-297	Wheeling/Fire Protection	25,000
02-4-3230-350	Reimbursement - New Development	11,150
02-4-3255-000	Inspection Fees	200
02-4-3224-000	Backflow Fees	3,300
Total Revenues		\$3,099,268
OTHER SOURCES OF FUNDS		
Total Other Sources of Funds		\$0
Total Sources of Funds		\$3,099,268
USES OF FUNDS		
SALARIES & WAGES		
02-5-4400-010	Salaries and Wages	205,000
02-5-4400-020	Overtime	29,000
Total Salaries & Wages		\$234,000
BENEFITS		
02-5-4400-075	Workers Compensation Insurance	7,500
	Operating Crew Benefits Allocation	142,080
Total Benefits		\$149,580
Total Personnel Services		\$383,580



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
WATER FUND - 02**

ACCOUNT NO.	WATER FUND WATER DEPARTMENT - 02	FINAL BUDGET FY 2022/23
SERVICES & SUPPLIES		
02-5-4400-110	Communications	3,500
02-5-4400-163	Maint: Structures/ Improvments	8,900
02-5-4400-164	Paving	3,000
02-5-4400-170	Maintenance - Equipment	3,200
02-5-4400-173	Maint: Shared Structures/ Improvements	10,815
02-5-4400-175	System Parts/ Operating Supplies	17,510
02-5-4400-176	Water Meters	24,000
02-5-4400-177	Saftey Expense	570
02-5-4400-178	Chemicals	5,000
02-5-4400-180	Membership	3,600
02-5-4400-200	Office Expense	620
02-5-4400-205	Outside UB Mail Service	10,500
02-5-4400-220	Professional Services	42,745
02-5-4400-221	Infromation Technology	575
02-5-4400-222	Contracted Engineering	5,665
02-5-4400-226	Engineering & Other Reimbursements	10,815
02-5-4400-230	Legal Notices	1,250
02-5-4400-231	Bad Debt Expense	575
02-5-4400-241	Rents/ Leases - Equipment	2,200
02-5-4400-248	Permits, Fees, Licenses	10,500
02-5-4400-250	Small Tools and Instruments	2,650
02-5-4400-285	Classes/ Seminars	3,000
02-5-4400-261	Water Supply - Lopez	531,120
02-5-4400-262	Water Supply - State Water	1,080,000
02-5-4400-290	Utilities	30,000
02-5-4400-297	Pass-Thru: Crest/Christie/AG	26,265
02-5-4400-380	NCMA Tec	46,000
02-5-4400-499	Claim & Settelments	7,500
Total Services & Supplies		\$1,892,075
CAPITAL OUTLAY		
	Annual CIP Projects	150,000
Total Capital Outlay		\$150,000
DEBT SERVICE		
	CalPERs UAL Funding	53,961
Total Debt Service		\$53,961
ADMINISTRATIVE COST ALLOCATION		
02-5-4400-376	Administrative Cost Allocation	554,380
Total Administrative Cost Allocation		\$554,380
Total Expenditures		\$3,033,997



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
WATER FUND - 02**

ACCOUNT NO.	WATER FUND WATER DEPARTMENT - 02	FINAL BUDGET FY 2022/23
OPERATING SURPLUS/(DEFICIT)		\$65,271
TRANSFERS & ENCUMBRANCES		
	Transfers In- From General & Garbage	11,325
	(Transfers Out) - To General , Garbage, Equipment	(59,945)
	Encumbrances - Sources of Funding - Prop 1 - Grants	2,601,751
	Encumbrances - (Designated Funds) - Cannon - USDA & Prop 1 Grants, GSI - NCMA, WSC - NCMA, Swan - Well#8 & Handhelds	(2,789,319)
NET TRANSFERS & ENCUMBRANCES		(\$236,188)
RESERVES		
	Prior Year FBA (Use of Reserves)	(621,148)
	Additions to Reserves	450,231
	Other Adjustments	
RESERVES - INCREASE / (DECREASE)		(\$170,917)
NET BUDGETARY SOURCES/USES		\$0
RESERVES		
	Beginning Reserves	\$1,665,707
	Operating Surplus / (Deficit)	\$65,271
	Transfers & Encumbrances	(\$236,188)
ENDING RESERVES		\$1,494,790



WASTE WATER FUND





**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
WASTEWATER DEPARTMENT - FUND - 03**

ACCOUNT NO.	WASTEWATER FUND WASTEWATER DEPARTMENT - 03	FINAL BUDGET FY 2022/23
SOURCES OF FUNDS		
	Revenues	\$406,200
	Other Sources of Funds	\$0
	Total Sources of Funds	\$406,200
USES OF FUNDS		
	Salaries & Wages	\$91,500
	Benefits	\$57,480
	Personnel Services	\$148,980
	Services & Supplies	\$68,240
	Capital Outlay	\$25,000
	Debt Service	\$26,981
	Administrative Cost	\$277,190
	Total Expenditures	\$546,391
OPERATING SURPLUS/(DEFICIT)		(\$140,191)
TRANSFERS & ENCUMBRANCES		
	Transfers In - From General Fund	100,958
	(Transfers Out) - To Equipment Fund	(14,615)
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds)	0
	NET TRANSFERS & ENCUMBRANCES	\$86,343
RESERVES		
	Prior Year FBA	(98,870)
	(Use of Reserves)	0
	Additions to Reserves	45,022
	Other Adjustments	0
	RESERVES - INCREASE / (DECREASE)	(\$53,848)
NET BUDGETARY SOURCES/USES		(\$0)
RESERVES		
	Beginning Reserves	\$1,321,657
	Operating Surplus / (Deficit)	(\$140,191)
	Transfers & Encumbrances	\$86,343
	ENDING RESERVES	\$1,267,809



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
WASTEWATER DEPARTMENT - FUND 03**

ACCOUNT NO.	WASTEWATER FUND WASTEWATER DEPARTMENT - 03	FINAL BUDGET FY 2022/23
SOURCES OF FUNDS		
REVENUES		
03-4-3210-000	Sales - Sewer	400,000
03-4-3211-000	Sewer Connections	2,000
03-4-3255-000	Inspection Fees	100
03-4-3256-000	FOG Program	4,100
Total Revenues		\$406,200
OTHER SOURCES OF FUNDS		
Total Other Sources of Funds		\$0
Total Sources of Funds		\$406,200
USES OF FUNDS		
SALARIES & WAGES		
03-5-4500-010	Salaries and Wages	79,000
03-5-4500-020	Overtime	12,500
Total Salaries & Wages		\$91,500
BENEFITS		
03-5-4500-075	Workers Compensation Insurance	4,200
	Operating Crew Benefits Allocation	53,280
Total Benefits		\$57,480
Total Personnel Services		\$148,980



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
WASTEWATER DEPARTMENT - FUND 03**

ACCOUNT NO.	WASTEWATER FUND WASTEWATER DEPARTMENT - 03	FINAL BUDGET FY 2022/23
SERVICES & SUPPLIES		
03-5-4500-110	Communication	515
03-5-4500-163	Maint: Sewer Structures/ Improvements	10,000
03-5-4500-170	Maintenance: Equipment	3,400
03-5-4500-171	Maintenance: Vehicles	3,600
03-5-4500-172	Gas and Oil	3,500
03-5-4500-173	Maint: Structures/ Improvements	5,135
03-5-4500-175	System Parts/ Operating Supplies	8,240
03-5-4500-177	Safety Expense	2,850
03-5-4500-180	Memberships	1,050
03-5-4500-200	Office Expense	515
03-5-4500-205	Outside UB Mailing Expense	9,300
03-5-4500-220	Professional Services	2,575
03-5-4500-222	Contracted Engineering	2,835
03-5-4500-241	Rents & Leases/ Equipment	2,575
03-5-4500-248	Regulatory Permits & Fees	4,500
03-5-4500-285	Classes/ Seminars/ Training Fees	2,800
03-5-4500-290	Utilities	2,600
03-5-4500-390	Bad Debt Expense	350
03 5 4500 499	Claims & Settlements	1,900
Total Services & Supplies		\$68,240
CAPITAL OUTLAY		
	CIP - Wastewater Collection System Study	25,000
Total Capital Outlay		\$25,000
DEBT SERVICE		
	CalPERs UAL Funding	26,981
Total Debt Service		\$26,981
ADMINISTRATIVE COST ALLOCATION		
	Administrative Cost Allocation	277,190
Total Administrative Cost Allocation		\$277,190
Total Expenditures		\$546,391



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
WASTEWATER DEPARTMENT - FUND 03**

ACCOUNT NO.	WASTEWATER FUND WASTEWATER DEPARTMENT - 03	FINAL BUDGET FY 2022/23
OPERATING SURPLUS/(DEFICIT)		(\$140,191)
TRANSFERS & ENCUMBRANCES		
	Transfers In - From General Fund & Garbage (Transfers Out) - Equipment Fund Encumbrances - Sources of Funding Encumbrances - (Designated Funds)	100,958 (14,615) 0 0
NET TRANSFERS & ENCUMBRANCES		\$86,343
RESERVES		
	Prior Year FBA (Use of Reserves) Additions to Reserves Other Adjustments	(98,870) 0 45,022 0
RESERVES - INCREASE / (DECREASE)		(\$53,848)
NET BUDGETARY SOURCES/USES		\$0
RESERVES		
	Beginning Reserves Operating Surplus / (Deficit) Transfers & Encumbrances	\$1,321,657 (140,191) 86,343
ENDING RESERVES		\$1,267,809



GARBAGE FUND





**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
GARBAGE FUND - 06**

ACCOUNT NO.	GARBAGE FUND GARBAGE DEPARTMENT - 06	FINAL BUDGET FY 2021/22
SOURCES OF FUNDS		
	Revenues	\$58,935
	Other Sources of Funds	\$0
	Total Sources of Funds	\$58,935
USES OF FUNDS		
	Salaries & Wages	\$32,000
	Benefits	\$23,200
	Personnel Services	\$55,200
	Services & Supplies	\$24,780
	Capital Outlay	\$0
	Administrative Cost	\$36,959
	Total Expenditures	\$116,939
OPERATING SURPLUS/(DEFICIT)		(\$58,003)
TRANSFERS & ENCUMBRANCES		
	Transfers In - From General Fund	7,500
	(Transfers Out)	(4,107)
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds) - SCSS - July Retroactivity	(18,332)
	NET TRANSFERS & ENCUMBRANCES	(\$14,939)
RESERVES		
	Prior Year FBA	(35,589)
	(Use of Reserves)	(37,354)
	Additions to Reserves	0
	Other Adjustments	0
	RESERVES - INCREASE / (DECREASE)	(\$72,943)
NET BUDGETARY SOURCES/USES		\$0
RESERVES		
	Beginning Reserves	\$277,190
	Operating Surplus / (Deficit)	(\$58,003)
	Transfers & Encumbrances	(\$14,939)
	ENDING RESERVES	\$204,247



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
GARBAGE FUND - 06**

ACCOUNT NO.	GARBAGE FUND GARBAGE DEPARTMENT - 06	FINAL BUDGET FY 2022/23
SOURCES OF FUNDS		
REVENUES		
06-4-3501-000	Franchise Fees	50,000
06-4-3501-741	Landfill Savings Payment	8,935
Total Revenues		\$58,935
OTHER SOURCES OF FUNDS		
Total Other Sources of Funds		\$0
Total Sources of Funds		\$58,935
USES OF FUNDS		
SALARIES & WAGES		
06-5-4900-010	Salaries & Wages	32,000
06-5-4900-020	Overtime Wages	0
Total Salaries & Wages		\$32,000
BENEFITS		
06-5-4900-075	Compensation Insurance	1,000
	Operating Crew Benefits Allocation	22,200
Total Benefits		\$23,200
Total Personnel Services		\$55,200
SERVICES & SUPPLIES		
06-5-4900-110	Communication	1,000
06-5-4900-171	Maintenance - Vehicles	530
06-5-4900-173	Maint - Shared Structures/ Improvements	550
06-5-4900-175	Operating Supplies	1,600
06-5-4900-200	Office Expense	1,065
06-5-4900-210	Postage	530
06-5-4900-220	Professional Services	8,940
06-5-4900-290	Utilities	565
06-5-4900-291	School Outreach Programs	10,000
Total Services & Supplies		\$24,780
CAPITAL OUTLAY		
Total Capital Outlay		\$0
ADMINISTRATIVE COST ALLOCATION		
06-5-4900-376	Administrative Cost Allocation	36,959
Total Administrative Cost Allocation		\$36,959
Total Expenditures		\$116,939



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
GARBAGE FUND - 06**

ACCOUNT NO.	GARBAGE FUND GARBAGE DEPARTMENT - 06	FINAL BUDGET FY 2022/23
OPERATING SURPLUS/(DEFICIT)		(\$58,003)
TRANSFERS & ENCUMBRANCES		
	Transfers In - From Water Fund	7,500
	(Transfers Out) - Water, Wastewater, Equipment Fund	(4,107)
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds) - SCSS - July Retroactivity	(18,332)
NET TRANSFERS & ENCUMBRANCES		(\$14,939)
RESERVES		
	Prior Year FBA	(35,589)
	(Use of Reserves)	(37,354)
	Additions to Reserves	0
	Other Adjustments	0
RESERVES - INCREASE / (DECREASE)		(\$72,943)
NET BUDGETARY SOURCES/USES		\$0
RESERVES		
	Beginning Reserves	\$277,190
	Operating Surplus / (Deficit)	(\$58,003)
	Transfers & Encumbrances	(\$14,939)
ENDING RESERVES		\$204,247



EQUIPMENT FUND





**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
EQUIPMENT FUND - 12**

ACCOUNT NO.	EQUIPMENT FUND - 12	FINAL BUDGET FY 2022/23
SOURCES OF FUNDS		
	Revenues	\$36,825
	Other Sources of Funds	\$0
	Total Sources of Funds	\$36,825
USES OF FUNDS		
	Salaries & Wages	\$0
	Benefits	\$0
	Personnel Services	\$0
	Services & Supplies	\$17,800
	Capital Outlay	\$0
	Debt Service	\$15,000
	Total Expenditures	\$32,800
OPERATING SURPLUS/(DEFICIT)		\$4,025
TRANSFERS & ENCUMBRANCES		
	Transfers In - From General Fund	0
	(Transfers Out)	0
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds)	0
NET TRANSFERS & ENCUMBRANCES		\$0
RESERVES		
	(Use of Reserves)	0
	Additions to Reserves	4,025
	Other Adjustments	0
RESERVES - INCREASE / (DECREASE)		\$4,025
NET BUDGETARY SOURCES/USES		\$0
RESERVES		
	Beginning Reserves	\$32,240
	Operating Surplus / (Deficit)	\$4,025
	Transfers & Encumbrances	\$0
ENDING RESERVES		\$36,265



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
EQUIPMENT FUND - 12**

ACCOUNT NO.	EQUIPMENT FUND - 12	FINAL BUDGET FY 2022/23
SOURCES OF FUNDS		
REVENUES		
12-4-3800-001	Lease Revenue from Water	20,945
12-4-3800-002	Lease Revenue from Sewer	14,615
12-4-3800-005	Lease Revenue from Garbage	1,265
Total Revenues		\$36,825
OTHER SOURCES OF FUNDS		
Total Other Sources of Funds		\$0
Total Sources of Funds		\$36,825
USES OF FUNDS		
SALARIES & WAGES		
		0
Total Salaries & Wages		\$0
BENEFITS		
		0
Total Benefits		\$0
Total Personnel Services		\$0
SERVICES & SUPPLIES		
12-5-4350-171	Maintenance - Vehicles	8,000
12-5-4350-172	Fuel	9,800
Total Services & Supplies		\$17,800
CAPITAL OUTLAY		
12-5-4350-320	Fixed Assets	0
Total Capital Outlay		\$0
DEBT SERVICE		
12-5-4350-320	Equipment Lease	15,000
Total Debt Service		\$15,000
Total Expenditures		\$32,800



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
EQUIPMENT FUND - 12**

ACCOUNT NO.	EQUIPMENT FUND - 12	FINAL BUDGET FY 2022/23
OPERATING SURPLUS/(DEFICIT)		\$4,025
TRANSFERS & ENCUMBRANCES		
	Transfers In	0
	(Transfers Out)	0
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds)	0
NET TRANSFERS & ENCUMBRANCES		\$0
RESERVES		
	(Use of Reserves)	0
	(Additions to Reserves)	4,025
	Other Adjustments	0
RESERVES - INCREASE / (DECREASE)		\$4,025
NET BUDGETARY SOURCES/USES		\$0
RESERVES		
	Beginning Reserves	\$32,240
	Operating Surplus / (Deficit)	\$4,025
	Transfers & Encumbrances	\$0
ENDING RESERVES		\$36,265

**OCEANO COMMUNITY SERVICES DISTRICT
PLAN OF PAYMENT AND COMPENSATION
SALARY SCHEDULE**
For the Fiscal Year Ending June 30, 2023

Step Differential: Step:	A Step #1	2.50% B Step #2	2.50% C Step #3	5.00% D Step #4	5.00% E Step #5	5.00% F Step #6	5.00% G Step #7	5.00% Longevity Step #8
General Manager								
Hourly	\$ 81.73	\$ 84.18	\$ 86.71	\$ 89.31	-	-	-	-
Annual	\$170,000	\$175,100	\$180,353	\$ 185,764	-	-	-	-
Business and Accounting Manager I								
Hourly	\$ 27.26	\$ 27.94	\$ 28.64	\$ 30.08	\$ 31.58	\$ 33.16	\$ 34.81	\$ 36.54
Annual	\$56,701	\$58,115	\$59,571	\$62,566	\$65,686	\$68,973	\$72,405	\$76,003
Business and Accounting Manager II								
Hourly	\$ 32.70	\$ 33.53	\$ 34.36	\$ 36.08	\$ 37.88	\$ 39.77	\$ 41.77	\$ 43.85
Annual	\$68,016	\$69,742	\$71,469	\$75,046	\$78,790	\$82,722	\$86,882	\$91,208
Business and Accounting Manager III								
Hourly	\$ 44.29	\$ 45.39	\$ 46.54	\$ 48.85	\$ 51.30	\$ 53.87	\$ 56.56	\$ 59.39
Annual	\$92,123	\$94,411	\$96,803	\$101,608	\$106,704	\$112,050	\$117,645	\$123,531
Account Administrator I								
Hourly	\$ 20.44	\$ 20.95	\$ 21.47	\$ 22.54	\$ 23.66	\$ 24.83	\$ 26.10	\$ 27.38
Annual	\$42,515	\$43,576	\$44,658	\$46,883	\$49,213	\$51,646	\$54,288	\$56,950
Account Administrator II								
Hourly	\$ 21.97	\$ 22.52	\$ 23.07	\$ 24.25	\$ 25.44	\$ 26.69	\$ 28.04	\$ 29.44
Annual	\$45,698	\$46,842	\$47,986	\$50,440	\$52,915	\$55,515	\$58,323	\$61,235
Account Administrator III								
Hourly	\$ 23.63	\$ 24.19	\$ 24.79	\$ 26.04	\$ 27.34	\$ 28.71	\$ 30.14	\$ 31.64
Annual	\$49,150	\$50,315	\$51,563	\$54,163	\$56,867	\$59,717	\$62,691	\$65,811
Utilities System Manager								
Hourly	\$ 44.29	\$ 45.39	\$ 46.54	\$ 48.85	\$ 51.30	\$ 53.87	\$ 56.56	\$ 59.39
Annual	\$92,123	\$94,411	\$96,803	\$101,608	\$106,704	\$112,050	\$117,645	\$123,531
Lead Operator								
Hourly	\$ 28.79	\$ 29.51	\$ 30.26	\$ 31.77	\$ 33.35	\$ 35.02	\$ 36.77	\$ 38.60
Annual	\$59,883	\$61,381	\$62,941	\$66,082	\$69,368	\$72,842	\$76,482	\$80,288
Utilities Operator I								
Hourly	\$ 21.59	\$ 22.12	\$ 22.66	\$ 23.80	\$ 25.02	\$ 26.25	\$ 27.58	\$ 28.96
Annual	\$44,907	\$46,010	\$47,133	\$49,504	\$52,042	\$54,600	\$57,366	\$60,237
Utilities Operator II								
Hourly	\$ 23.21	\$ 23.77	\$ 24.37	\$ 25.60	\$ 26.88	\$ 28.21	\$ 29.64	\$ 31.13
Annual	\$48,277	\$49,442	\$50,690	\$53,248	\$55,910	\$58,677	\$61,651	\$64,750
Utilities Operator III								
Hourly	\$ 24.94	\$ 25.55	\$ 26.20	\$ 27.52	\$ 28.89	\$ 30.33	\$ 31.86	\$ 33.44
Annual	\$51,875	\$53,144	\$54,496	\$57,242	\$60,091	\$63,086	\$66,269	\$69,555
Operator In Training								
Hourly	\$ 20.09	\$ 20.57	\$ 21.10	\$ 22.16	\$ 23.26	\$ 24.42	\$ 25.63	\$ 26.93
Annual	\$ 41,787	\$ 42,786	\$ 43,888	\$ 46,093	\$ 48,381	\$ 50,794	\$ 53,310	\$ 56,014

Position Allocation List Approved Positions:	Permanent	Temporary	Full Time	Part Time	Part Time Hours
General Manager	1	0	1	0	n/a
Business and Accounting Manager I/II/III	1	0	1	0	n/a
Account Administrator I/II/III	3	0	2	1	=< 24/wk
Utilities System Manager	1	0	1	0	n/a
Lead Operator/ Utilities Operator I/II/III / OIT	3	0	3	0	n/a
Total	9	0	8	1	n/a



Oceano Community Services District

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

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

EXHIBIT "A" – List of Encumbrances

- The Preliminary Engineering Report, being prepared by Cannon that is required to obtain low interest loans from the United States Department of Agriculture for funding the capital improvement projects included in the WRRP, has a remaining balance of \$1,890 that will roll over to FY 2022-23.
- A professional services agreement with GSI Water Solutions Inc. was issued to prepare the 2021 Annual Report for the Northern Cities Management Area in the amount of \$38,547 with a contingency of \$3,276 for a total contract amount of \$41,823. The remaining amount outstanding on this contract is \$13,894 and will roll forward to FY 2022-23.
- During FY 2021-22 Water Systems Consulting, Inc was hired to provide a staff extension services for the Northern Cities Management Area Technical Group and to assist with the updating of the 2002 Management Agreement. The remaining outstanding balance for this is \$5,932 and will roll forward to FY 2022-23.
- During FY 2021-22 the District issued Swan Analytical Instruments a purchase order for a chorine analyzer for Well #8 and the remaining balance of \$5,200 will roll forward to FY 2022-23.
- During FY 2021-22 the Districted replaced the handhelds for reading meters and the remaining cost of \$5,795 will roll forward to 2022-23.
- The Proposition 1 grant revenues for the Stormwater Capture and Groundwater Recharge Project of \$2,580,090 were budgeted with a contract with Cannon for consultant services in the amount of \$607,300 in FY 2021-22. The remaining balance of \$2,461,830 will roll forward to FY 2022-23.
- The Proposition 1 grant revenues for the Water Resource Reliability Program Project #1-1 and #1-9 of \$300,000 were budgeted with a contract with Cannon for consultant services in the amount of \$84,903 in FY 2021-22. The remaining balance of \$294,778 will roll forward to FY 2022-23.
- At the June 8, 2022, meeting a budget adjustment was approved to reduce Garbage Fund reserves by \$55,000 to pay South County Sanitary Services for solid waste retroactive charges for the period of May 2022– July 2022. The remaining balance of \$18,332 related to the month of July 2022 will roll forward to FY 2022-23.

OCEANO COMMUNITY SERVICES DISTRICT
 BUDGET SUMMARY - Reserves
 FISCAL YEAR 2022-23

	Governmental	Administration	Fire	Lighting	Total Governmental Fund	Facilities	Total General Fund	Water	Wastewater	Garbage	Equipment	Total Enterprise Funds	Total
RESERVE DESIGNATIONS													
BEGINNING RESERVES													
Type R=Restricted; C=Commitment													
Fund Balance Available	\$ 72,732				\$ 72,732		\$ 72,732	\$ 621,148	\$ 98,870	\$ 35,839	\$ -	\$ 755,607	\$ 828,339
FY 21-22 Encumbrances	\$ -				\$ -		\$ -	\$ (187,568)	\$ -	\$ (18,332)	\$ -	\$ (205,900)	\$ (205,900)
R Facility Fees Acc Leave Water Bonds						\$ 135,574	\$ 135,574	\$ 24,057	\$ -	\$ -	\$ -	\$ 24,057	\$ 159,631
C Infrastructure						\$ -	\$ -	\$ 270,502	\$ 350,000	\$ 150,000	\$ -	\$ 770,502	\$ 770,502
C Emergency						\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ 400,000	\$ 400,000
C Minimum	\$ 144,399				\$ 144,399	\$ -	\$ 144,399	\$ 750,000	\$ 125,000	\$ 30,000	\$ -	\$ 905,000	\$ 1,049,399
C Equipment Replacement						\$ -	\$ -	\$ -	\$ 100,000	\$ 38,332	\$ 32,240	\$ 170,572	\$ 170,572
C Contingencies						\$ -	\$ -	\$ -	\$ 100,000	\$ 23,269	\$ -	\$ 123,269	\$ 123,269
U Unassigned (Ent) / Commitment (GF)						\$ -	\$ -	\$ -	\$ 147,787	\$ -	\$ -	\$ 147,787	\$ 147,787
Total Beginning Reserves	\$ 144,399	\$ -	\$ -	\$ -	\$ 144,399	\$ 135,574	\$ 279,973	\$ 1,044,559	\$ 1,222,787	\$ 241,601	\$ 32,240	\$ 2,541,187	\$ 2,821,160
RESERVES INCREASES													
R Facility Fees Acc Leave Water Bonds						\$ 15,000	\$ 15,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000
C Infrastructure						\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
C Emergency						\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000	\$ 35,000
C Minimum	\$ 63,320				\$ 63,320	\$ -	\$ 63,320	\$ -	\$ -	\$ -	\$ 4,025	\$ 4,025	\$ 98,320
C Equipment Replacement						\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
C Contingencies						\$ -	\$ -	\$ 65,231	\$ 45,022	\$ -	\$ -	\$ 110,253	\$ 110,253
U Unassigned (Ent) / Commitment (GF)						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Reserve Increases	\$ 63,320	\$ -	\$ -	\$ -	\$ 63,320	\$ 15,000	\$ 78,320	\$ 450,231	\$ 45,022	\$ -	\$ 4,025	\$ 499,278	\$ 577,598
RESERVES CANCELLATIONS													
R Facility Fees Acc Leave Water Bonds						\$ -	\$ -	\$ -	\$ -	\$ (37,354)	\$ -	\$ (37,354)	\$ (37,354)
C Infrastructure						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C Emergency						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C Minimum						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C Equipment Replacement						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C Contingencies						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
U Unassigned (Ent) / Commitment (GF)						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Reserve Decreases	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (37,354)	\$ -	\$ (37,354)	\$ (37,354)
ENDING RESERVES													
R Facility Fees Acc Leave Water Bonds						\$ 150,574	\$ 150,574	\$ 24,057	\$ 350,000	\$ 112,646	\$ -	\$ 24,057	\$ 174,631
C Infrastructure						\$ -	\$ -	\$ 420,502	\$ 400,000	\$ 112,646	\$ -	\$ 883,148	\$ 883,148
C Emergency						\$ -	\$ -	\$ 100,000	\$ 400,000	\$ -	\$ -	\$ 500,000	\$ 500,000
C Minimum	\$ 207,719				\$ 207,719	\$ -	\$ 207,719	\$ 785,000	\$ 125,000	\$ 30,000	\$ -	\$ 940,000	\$ 1,147,719
C Equipment Replacement						\$ -	\$ -	\$ -	\$ 100,000	\$ 38,332	\$ 36,265	\$ 174,597	\$ 174,597
C Contingencies						\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 23,269	\$ -	\$ 223,269	\$ 223,269
U Unassigned (Ent) / Commitment (GF)						\$ -	\$ -	\$ 65,231	\$ 192,809	\$ -	\$ -	\$ 258,041	\$ 258,041
Total Ending Reserves	\$ 207,719	\$ -	\$ -	\$ -	\$ 207,719	\$ 150,574	\$ 358,293	\$ 1,494,790	\$ 1,267,809	\$ 204,247	\$ 36,265	\$ 3,003,112	\$ 3,361,404