



**Notice of Regular Meeting**  
**Oceano Community Services District - Board of Directors Agenda**  
**WEDNESDAY, December 13, 2017 – 5:30 P.M.**  
**Oceano Community Services District Board Room**  
**1655 Front Street, Oceano, CA**

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

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

1. **CALL TO ORDER:**
2. **ROLL CALL:**
3. **FLAG SALUTE:**
4. **AGENDA REVIEW:**
5. **CLOSED SESSION:** Pursuant to Government Code §54956.9 (d)(2): Conference with District Counsel regarding anticipated litigation. Number of cases: one (1).

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

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

7. **SPECIAL PRESENTATIONS & REPORTS:**

**A. STAFF REPORTS:**

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

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

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

**C. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:**

*This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Agenda Item #7 – Special Presentations and Reports. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.*

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

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

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

**8. CONSENT AGENDA ITEMS:**

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

- A. Review and Approval of Minutes for the Special Meeting on November 13, 2017
- B. Review and Approval of Cash Disbursements
- C. Submittal for approval an Intent to Serve Letter extension to Coker Ellsworth; Halcyon and Temple; Assessor's Parcel No. 075-011-041

**9. BUSINESS ITEMS:**

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

- A. Election of District Officers; Appointment of Alternate to the South San Luis Obispo County Sanitation District; 2018 Committee Assignments
- B. Annual review of the District's Investment Policy and Consideration of a Recommendation to approve a resolution establishing the District's 2018 Investment Policy.
- C. Approval of a Recommendation Authorizing the General Manager to Issue Requests for Proposals for Professional Services to prepare the Local Hazard Mitigation Plan
- D. Approval of a Recommendation selecting the proposal from Cannon Associates for preparation of the Water Resource Reliability Program and authorizing the Board President to approve a professional services agreement in an amount not to exceed \$198,367
- E. Update on the utility yard site plan with and review of alternatives

**10. HEARING ITEMS:**

**11. RECEIVED WRITTEN COMMUNICATIONS:**

**12. LATE RECEIVED WRITTEN COMMUNICATIONS:**

**13. FUTURE AGENDA ITEMS:** District Policies Continued; Regional Groundwater Sustainability Project (RGSP) update, Roles and Responsibilities with Related Agencies; Emergency Generator, Construction Documents, Five Cities Fire Authority 5 Year Strategic Plan.

**14. FUTURE HEARING ITEMS:**

**15. ADJOURNMENT:**

**AGENDA ADDENDUM MATERIALS:** Consultant Proposals for Item 9(D).

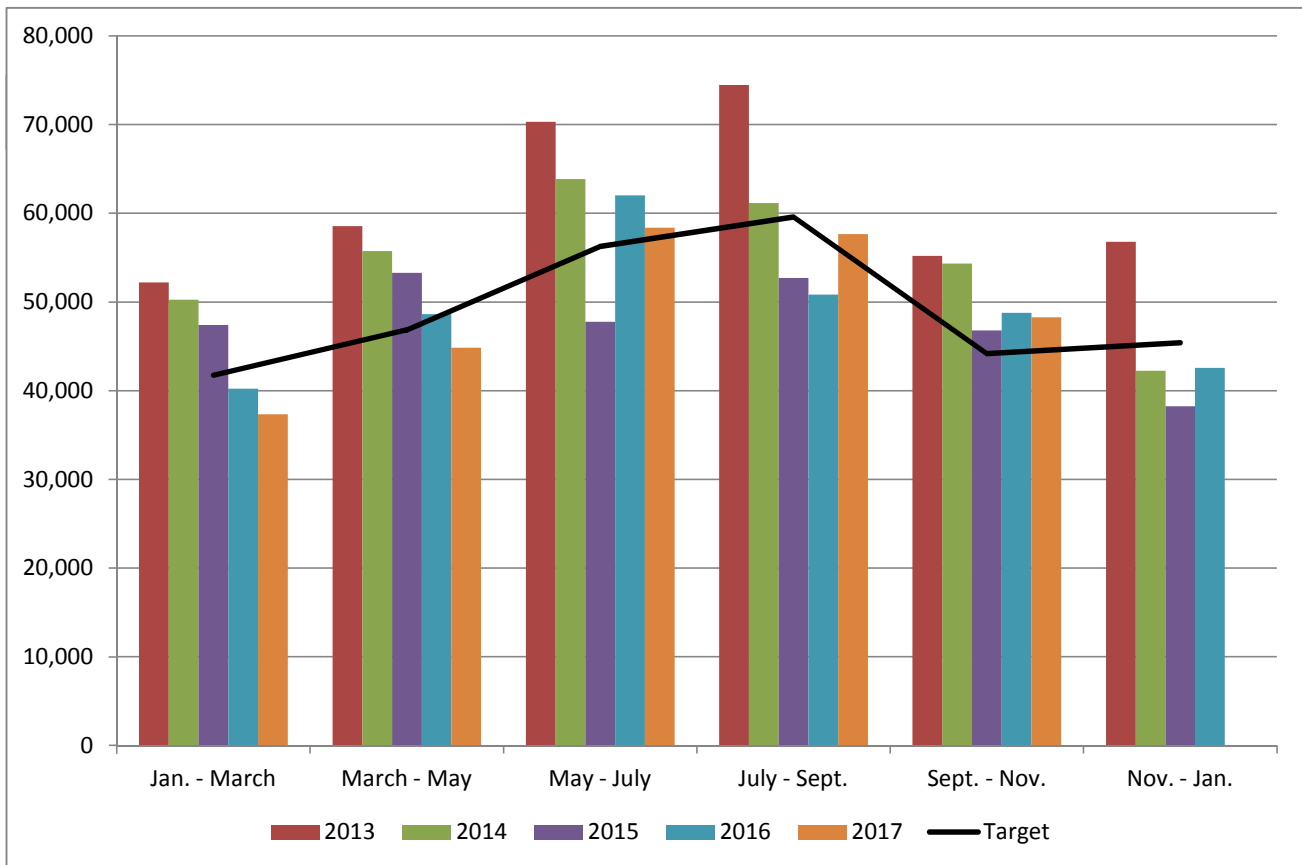
**Oceano Community Services District**  
**Summary of Billing**  
**December 13, 2017**

BILLING PERIOD	Account 100 Water Charges	% by Billing Period	Account 150 Lopez Charges	% by Billing Period	Total Water Sales	% by Billing Period
<b>REVENUE TARGETS (ORDINANCE 2015-01)</b>						
1-Jul	\$ 306,975	18.67%	\$ 86,485	19.50%	\$ 393,460	18.85%
1-Sep	\$ 297,391	18.09%	\$ 82,839	18.68%	\$ 380,230	18.22%
1-Nov	\$ 274,693	16.71%	\$ 73,676	16.62%	\$ 348,369	16.69%
1-Jan	\$ 232,725	14.16%	\$ 57,411	12.95%	\$ 290,136	13.90%
1-Mar	\$ 255,744	15.56%	\$ 67,614	15.25%	\$ 323,358	15.49%
1-May	\$ 276,427	16.81%	\$ 75,376	17.00%	\$ 351,803	16.85%
	\$ 1,643,955	100.00%	\$ 443,401	100.00%	\$ 2,087,356	100.00%
<b>ACTUAL REVENUES - Billing Periods in Fiscal Year 2015-16</b>						
Jul-15	\$ 263,681	17.00%	\$ 72,506	17.45%	\$ 336,187	17.10%
Sep-15	\$ 279,405	18.02%	\$ 79,924	19.23%	\$ 359,329	18.27%
Nov-15	\$ 264,093	17.03%	\$ 70,878	17.06%	\$ 334,971	17.04%
Jan-16	\$ 232,675	15.00%	\$ 57,855	13.92%	\$ 290,531	14.78%
Mar-16	\$ 240,091	15.48%	\$ 60,895	14.65%	\$ 300,986	15.31%
May-16	\$ 270,832	17.46%	\$ 73,517	17.69%	\$ 344,349	17.51%
	\$ 1,550,778	100.00%	\$ 415,575	100.00%	\$ 1,966,353	100.00%
<b>ACTUAL REVENUES - Billing Periods in Fiscal Year 2016-17</b>						
Jul-16	\$ 305,447	18.77%	\$ 85,020	19.29%	\$ 390,467	18.88%
Sep-16	\$ 287,947	17.69%	\$ 80,661	18.30%	\$ 368,608	17.82%
Nov-16	\$ 278,409	17.11%	\$ 77,288	17.54%	\$ 355,697	17.20%
Jan-17	\$ 253,887	15.60%	\$ 67,374	15.29%	\$ 321,261	15.54%
Mar-17	\$ 237,038	14.57%	\$ 59,148	13.42%	\$ 296,186	14.32%
May-17	\$ 264,566	16.26%	\$ 71,171	16.15%	\$ 335,738	16.24%
	\$ 1,627,293	100.00%	\$ 440,662	100.00%	\$ 2,067,956	100.00%
<b>ACTUAL REVENUES - Billing Periods in Fiscal Year 2017-18</b>						
Jul-17	\$ 323,448		\$ 95,612		\$ 419,060	
Sep-17	\$ 320,795		\$ 94,231		\$ 415,025	
Nov-17	\$ 284,384		\$ 78,823		\$ 363,208	
Jan-18						
Mar-18						
May-18						
	\$ 928,627		\$ 268,666		\$ 1,197,293	

**Oceano Community Services District**  
**Summary of Consumption**  
**2013-2017**

	<u>Target</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Jan. - March	41,756	52,195	50,258	47,406	40,228	37,357
March - May	46,856	58,570	55,757	53,288	48,634	44,856
May - July	56,254	70,318	63,857	47,755	62,034	58,363
July - Sept.	59,571	74,464	61,165	52,731	50,840	57,639
Sept. - Nov.	44,176	55,220	54,349	46,815	48,776	48,286
Nov. - Jan.	45,423	56,779	42,268	38,243	42,579	
	<b>294,037</b>	<b>367,546</b>	<b>327,654</b>	<b>286,238</b>	<b>293,091</b>	<b>246,501</b>
Conservation Achieved	20.00%	100%	10.85%	22.12%	20.26%	

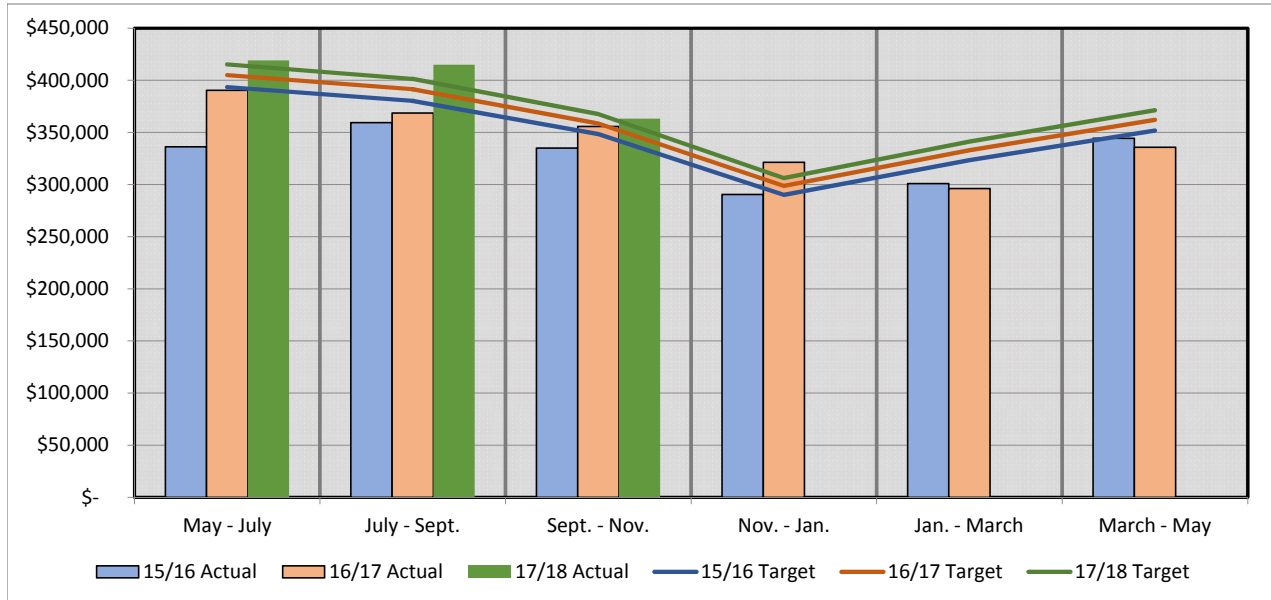
Quantities: 1 unit = 100 cubic feet = 748 gallons



**Oceano Community Services District**  
**Revenue Comparisons - Target to Actual**  
**Billing Periods Ending in: November 2017**  
**Fiscal Years 2015/16, 2016/17, Partial 2017/18**

	<u>15/16 Target</u>	<u>15/16 Actual</u>	<u>16/17 Target</u>	<u>16/17 Actual</u>	<u>17/18 Target</u>	<u>17/18 Actual</u>
May - July	\$ 393,460	\$ 336,187	\$ 405,040	\$ 390,467	\$ 415,276	\$ 419,060
July - Sept.	\$ 380,230	\$ 359,329	\$ 391,420	\$ 368,608	\$ 401,313	\$ 415,025
Sept. - Nov.	\$ 348,369	\$ 334,971	\$ 358,621	\$ 355,697	\$ 367,685	\$ 363,208
Nov. - Jan.	\$ 290,136	\$ 290,531	\$ 298,675	\$ 321,261	\$ 306,223	\$ -
Jan. - March	\$ 323,358	\$ 300,986	\$ 332,874	\$ 296,186	\$ 341,287	\$ -
March - May	\$ 351,803	\$ 344,349	\$ 362,157	\$ 335,738	\$ 371,309	\$ -
Totals	<u>\$ 2,087,356</u>	<u>\$ 1,966,353</u>	<u>\$ 2,148,787</u>	<u>\$ 2,067,956</u>	<u>\$ 2,203,093</u>	<u>\$ 1,197,293</u>
Shortfall		<u>\$ (121,003)</u>		<u>\$ (80,831)</u>		<u>\$ 13,019</u>

Cumulative Revenue Shortfall: \$ (188,814)





# Oceano Community Services District

## Summary Minutes

Special Meeting Monday, November 13, 2017 – 3:00 P.M.

Oceano Community Services District Board Room

1655 Front Street, Oceano, CA

1. **CALL TO ORDER:** at 3:00 p.m. by President White
2. **FLAG SALUTE:** led by President White
3. **ROLL CALL:** Board members present Director Brunet, Director Angello, Director Coalwell, President White. Also present, District Legal Counsel Jeff Minnery, Business and Accounting Manager Carey Casciola and Board Secretary Celia Ruiz. Board member absent Vice President Austin.
4. **AGENDA REVIEW:** Agenda approved with modification to Item 8b with a motion from Director Brunet, a second by Director Angello and a 4-0 vote.
5. **CLOSED SESSION:** None
6. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA (NOT BEGINNING BEFORE 6:00 PM):**  
No public comment
7. **SPECIAL PRESENTATIONS & REPORTS:**
  - a. **STAFF REPORTS:**
    - i. Operations - Field Supervisor Tony Marraccino reported 9 work orders, 12 USA's, 12 service orders, 1 after hour call out, 0 SSO's in the month of October, samples, meter swaps, trash pick up, got rid of asphalt and concrete, door hangers, lock offs, meet with engineer regarding well 8 emergency generator.
    - ii. FCFA - Chief Steve Lieberman – None
    - iii. OCSD General Manager – General Manager Ogren reported on phone system problems, invite Board members to preview new website before it goes live, Vice President was named as Grover Beach Parade Grand Marshall.
    - iv. Sheriff's South Station - Commander Stewart MacDonald – None
  - b. **BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:**
    - i. Director Angello - None
    - ii. Director Brunet – None
    - iii. President White – None
    - iv. Vice President Austin – Absent
    - v. Director Coalwell – reported on WRAC
  - c. **PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:**  
No public comment.

8 CONSENT AGENDA:	ACTION:
a. Review and Approval of Minutes for the Regular Meeting on October 25, 2017	After an opportunity for public comment and brief Board discussion, staff recommendations were approved with a modification to Item 8b an addition of the attached warrants for \$ 9,150.19 total disbursement approval to \$ 102,141.23 with a motion from Director Coalwell, a second by Director Brunet and a 4-0 vote. No public comment.
b. Review and Approval of Cash Disbursements	

<b>9 A BUSINESS ITEM:</b>	<b>ACTION:</b>
Submittal for approval an Intent to Serve Letter extension to Elena Gallegos; 2168 Paso Robles; Assessor's Parcel No. 062-092-020	After an opportunity for public comment and brief Board discussion, staff recommendations were approved with a motion from President White, a second by Director Brunet and a 4-0 vote. No public comment.
<b>9 B BUSINESS ITEM:</b>	<b>ACTION:</b>
Consideration of a Request to approve reduced front footage fees from Scott Trompeter; 1560 S. Elm St.; Assessor's Parcel No. 062-074-014	After an opportunity for public comment and brief Board discussion, staff recommendations were approved with a modification to average lots 2-10 and use the average for lots 1,11, and 12 with a motion from Director Coalwell, a second by Director Brunet and a 4-0 vote. Scott Trompeter spoke about the project. No public comment.
<b>9 C BUSINESS ITEM:</b>	<b>ACTION:</b>
Receive and file the June 30, 2016 Audited Financial Statements and Independent Auditors Report prepared by Caliber Audit and Attest, LLP and consideration of a recommendation to authorize the General Manager to distribute a Request for Proposal (RFP) for audit services	After an opportunity for public comment and brief Board discussion, received and filed. No public comment.
<b>9 D BUSINESS ITEM:</b>	<b>ACTION:</b>
Consideration to approve budget adjustments in the amount of \$69,165 for Five Cities Fire Authority and \$1,360 for backhoe appurtenances	After an opportunity for public comment and brief Board discussion, staff recommendations were approved with a motion from Director Brunet, a second by Director Angello and a 4-0 vote. No public comment.
<b>9 E BUSINESS ITEM:</b>	<b>ACTION:</b>
Review of results of the Median Household Income (MHI) Survey prepared by the Rural Communities Assistance Corporation (RCAC) and a consideration of letter in support to the Rural Community Assistance Partnership (RCAP)	After an opportunity for public comment and brief Board discussion, survey was received and filed. A motion was made to consider the President to execute letter of support with a motion from Director Coalwell, a second by Director Angello and a 4-0 vote. No public comment.
<b>9 F BUSINESS ITEM:</b>	<b>ACTION:</b>
Updates on the Regional Groundwater Sustainability Project and the Sanitation District Redundancy Project	After an opportunity for public comment and brief Board discussion, no action taken. Rick Sweet representing the SSLOCSD gave a presentation. No public comment.

10. **HEARING ITEMS:** None

11. **RECEIVED WRITTEN COMMUNICATIONS:** None

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

13. **FUTURE AGENDA ITEMS:** Recommendation to cancel Regular Meeting of November 22, 2017, Recommendation to cancel Regular Meeting of December 27, 2017  
A motion was made to cancel meetings from Director Brunet, a second by President White and a 4-0 vote.

District Policies Continued; Regional Groundwater Sustainability Project (RGSP) update, LHMP RFP; Roles and Responsibilities with Related Agencies; Emergency Generator, Construction Documents.

14. **FUTURE HEARING ITEMS:** None

15. **ADJOURNMENT:** at approximately 5:47 pm

**Added Warrants**

	<b>Vendor</b>	<b>G/L Account</b>	<b>Account Name</b>	<b>Distribution</b>
1	Apodaca Paving	02-5-4400-226	Engineering & Other Reimbursement	\$ 650.00
2	Apodaca Paving	02-5-4400-173	Maintenance/Shared Structure	\$ 1,300.00
3	Aramark	01-5-4100-100	Clothing	\$ 60.50
4	AG Chevrolet	12-5-4350-171	Maintenance - Vehichles	\$ 51.00
5	AG Chevrolet	12-5-4350-171	Maintenance - Vehichles	\$ 51.00
6	AG Chevrolet	12-5-4350-171	Maintenance - Vehichles	\$ 212.67
7	AG Chevrolet	12-5-4350-171	Maintenance - Vehichles	\$ 55.92
		02-5-4400-349		
9	Cannon	03-5-4500-349	Drainage Improvement Project	\$ 2,160.00
10	DPSI	02-5-4400-349	Contracted Engineering	\$ 450.00
11	DPSI	02-5-4400-222	Drainage Improvement Project	\$ 280.00
12	Quill	01-5-4100-200	Office Expense	\$ 201.05
		01-5-4100-248		
13	Rabobank	01-5-4100-193	Permits Fees & Licenses	\$ 33.00
		01-5-4100-173		
		10-5-4300-173		
14	Shoreline	01-5-4200173	Maintenance/Structures Improvement	\$ 410.00
15	SLO Co Public Health Dept.	02-5-4400-220	Professional Services	\$ 359.00
16	SLO Co Public Health Dept.	02-5-4400-220	Professional Services	\$ 394.00
17	SLO CO Tax Collector	01-5-4100-290	Utilities	\$ 118.28
18	SLO CO Tax Collector	01-5-4100-290	Utilities	\$ 118.28
19	SLO CO Tax Collector	01-5-4100-290	Utilities	\$ 103.42
20	SLO CO Tax Collector	01-5-4100-290	Utilities	\$ 118.28
21	The Tribune	02-5-4400-230	Legal Notices	\$ 482.79
22	The Zenith	01-5-4100-075	Compensation Insurance	\$ 1,541.00
				<b>\$ 9,150.19</b>

<b>Total Warrants Added for 11/13/2017</b>	<b>\$ 9,150.19</b>
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# Oceano Community Services District

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

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

**Date:** December 13, 2017

**To:** Board of Directors

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

**Subject:** Agenda Item #8B: Recommendation to Approve Cash Disbursements

## Recommendation

It is recommended that your Board approve the attached cash disbursements.

## Discussion

The following is a summary of the attached cash disbursements:

Description	Check Sequence*	Amounts
	55522 - 56683	
<b><u>Disbursements Requiring Board Approval prior to Payment:</u></b>		
Regular Payable Register – paid 12/13/2017	56650 - 56680	\$244,317.45
Reimbursement Agreement Deposit Refund – paid 12/13/2017	56681	\$2,125.36
Utility Account Refund for Hydrant Deposit – paid 12/13/2017	56682	\$505.00
Payment to SSLOCS (Note #1)	56683	\$25,930.81
Subtotal:		\$272,878.62
<b><u>Reoccurring Payments for Board Review (authorized by Resolution 2016-07):</u></b>		
Payroll Disbursements – pay period ending 11/11/2017	N/A	\$26,395.90
Payroll Disbursements – pay period ending 11/30/2017	N/A	\$28,328.82
Reoccurring Utility Disbursements – paid 10/25/2017	55522-56630	\$6,732.68
Reoccurring Health/Benefits – paid 10/25/2017	56631-56632	\$196.77
Reoccurring Health/Benefits – paid 12/1/2017	56647-65549	\$1,451.55
Subtotal:		\$63,105.72
Payment to Tony Marraccino (Note #2)	N/A	\$318.18
<b>Grand Total:</b>		<b>\$336,302.52</b>

\*Checks 55608-56621 voided due to batch/printing issues. Checks 56633-56646 were the added warrants approved and paid during the 11/13/2017 BOD Meeting.

### Notes:

- (1) Payment for the remaining sewer revenues due to the SSLOCS (payment deferred until after completion of the 2015/16 audit and approved write-off of bad debt on September 13, 2017).
- (2) The requested payment is for retro-active pay back to the pay period including the employees anniversary date (October 18<sup>th</sup>) for a 5% merit increase that was approved late. If approved, the payment will be reflected in the District's next payroll.



# Oceano Community Services District

Board of Directors Meeting

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**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.

12/08/2017 2:40 PM  
 COMPANY: 99 - POOLED CASH FUND  
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING  
 TYPE: All  
 STATUS: All  
 FOLIO: All

CHECK RECONCILIATION REGISTER

CHECK DATE: 0/00/0000 THRU 99/99/9999  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 056650 THRU 056680

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:	-----							
1-1001-000	12/08/2017	CHECK	056650	PETTY CASH	7.75CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056651	CALIBER AUDIT & ATTEST, LLP	2,225.00CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056652	CASEY STEWART	80.00CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056653	DICKSON	114.99CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056654	WHITE, KAREN M.	150.00CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056655	MARK SCHWIND ELECTRIC INC.	1,650.00CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056656	FASTENAL COMPANY	385.99CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056657	ADAMSKI MOROSKI MADDEN CUMBERL	5,676.00CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056658	CENTRAL COAST PRINTING	1,735.37CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056659	ARAMARK	189.07CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056660	CENTRAL COAST TECHNOLOGY CONSU	316.06CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056661	SCOTT O'BRIEN FIRE & SAFETY CO	249.84CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056662	R & T EMBROIDERY, INC.	216.32CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056663	COALWELL, JAMES	150.00CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056664	BRUNET, ANDREW J.	350.00CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056665	ZENITH INSURANCE COMPANY	1,541.00CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056666	GSI WATER SOLUTIONS, INC.	2,226.19CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056667	SAFETY NOW SOLUTIONS LLC	450.00CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056668	DE LAGE LANDEN FINANCIAL SERVI	230.59CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056669	DALOR CARPET CARE	625.00CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056670	CITY OF ARROYO GRANDE	4,843.56CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056671	CSDA	6,408.00CR	OUTSTND	A	0/00/0000

12/08/2017 2:40 PM  
 COMPANY: 99 - POOLED CASH FUND  
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING  
 TYPE: All  
 STATUS: All  
 FOLIO: All

CHECK RECONCILIATION REGISTER

PAGE: 2  
 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: 056650 THRU 056680

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	12/08/2017	CHECK	056672	CLINICAL LAB OF SAN BERNARDINO	775.00CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056673	J.B. DEWAR, INC.	619.33CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056674	FERGUSON ENTERPRISES, INC #135	131.35CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056675	GROVER BEACH, CITY OF	2,367.17CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056676	MINER'S ACE HARDWARE, INC.	19.37CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056677	SLO CO DEPT OF PUBLIC WORKS	206,492.02CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056678	CHAPARRAL BUSINESS MACHINES, I	229.92CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056679	RRM DESIGN GROUP	3,500.48CR	OUTSTND	A	0/00/0000
1-1001-000	12/08/2017	CHECK	056680	COASTAL COPY, INC.	362.08CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	244,317.45CR		
				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:	244,317.45CR		
				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: 056681 THRU 056681

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	12/08/2017	CHECK	056681	TYLER SEALS	2,125.36CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	2,125.36CR		
				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:	2,125.36CR		
				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: 056682 THRU 056682

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	12/08/2017	CHECK	056682	MICHAEL FISHER	505.00CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	505.00CR		
				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:	505.00CR		
				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: 056683 THRU 056683

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	12/08/2017	CHECK	056683	SSLOCSD	25,930.81CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	25,930.81CR		
				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:	25,930.81CR		
				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 December 13, 2017**

	(*)			
<u>Gross Wages</u>	Pay Period Ending:	10/28/2017	11/11/2017	11/30/2017
Regular		\$22,460.33	\$22,426.30	\$22,568.69
Overtime Wages		\$1,398.24	\$609.20	\$1,954.68
Stand By		\$700.00	\$700.00	\$700.00
		\$24,558.57	\$23,735.50	\$25,223.37
<u>Disbursements</u>				
Net Wages		\$18,347.03	\$17,605.21	\$18,903.15
State and Federal Agencies		\$5,577.72	\$5,304.44	\$5,945.47
CalPERS - Normal		\$3,486.25	\$3,486.25	\$3,480.20
		\$27,411.00	\$26,395.90	\$28,328.82
Health & Other (Disbursed with reoccurring bills)		\$3,418.97	\$3,583.89	\$143.44
		\$30,829.97	\$29,979.79	\$28,472.26

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



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: 056622 THRU 056630

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
<b>CHECK:</b>								
1-1001-000	11/13/2017	CHECK	056622	NORCAST TELECOM NETWORKS	393.37CR	OUTSTND	A	0/00/0000
1-1001-000	11/13/2017	CHECK	056623	ADVANTAGE ANSWERING PLUS, INC	249.11CR	OUTSTND	A	0/00/0000
1-1001-000	11/13/2017	CHECK	056624	AGP VIDEO INC.	1,170.00CR	OUTSTND	A	0/00/0000
1-1001-000	11/13/2017	CHECK	056625	CHARTER COMMUNICATIONS	130.00CR	OUTSTND	A	0/00/0000
1-1001-000	11/13/2017	CHECK	056626	DIGITAL WEST NETWORKS, INC.	50.00CR	OUTSTND	A	0/00/0000
1-1001-000	11/13/2017	CHECK	056627	VERIZON WIRELESS	206.63CR	OUTSTND	A	0/00/0000
1-1001-000	11/13/2017	CHECK	056628	PACIFIC GAS & ELECTRIC	4,356.41CR	OUTSTND	A	0/00/0000
1-1001-000	11/13/2017	CHECK	056629	THE GAS COMPANY	87.66CR	OUTSTND	A	0/00/0000
1-1001-000	11/13/2017	CHECK	056630	STANLEY CONVERGENT SECURITY SO	89.50CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	6,732.68CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	6,732.68CR		
				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: 056631 THRU 056632

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	11/13/2017	CHECK	056631	TASC -CLIENT INVOICES	53.33CR	OUTSTND	A	0/00/0000
1-1001-000	11/13/2017	CHECK	056632	SEIU LOCAL 620	143.44CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	196.77CR		
				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:	196.77CR		
				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: 056647 THRU 056649

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	12/01/2017	CHECK	056647	THE LINCOLN NATIONAL LIFE INSU	1,058.87CR	OUTSTND	A	0/00/0000
1-1001-000	12/01/2017	CHECK	056648	VSP VISION	105.80CR	OUTSTND	A	0/00/0000
1-1001-000	12/01/2017	CHECK	056649	SEIU LOCAL 620	286.88CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	1,451.55CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	1,451.55CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		



# Oceano Community Services District

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

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

**Date:** December 13, 2017  
**To:** Board of Directors  
**From:** Celia Ruiz, Will Serve Coordinator  
**Via:** Paavo Ogren, General Manager  
**Subject:** **Agenda Item #8C:** Submittal for approval an Intent to Serve Letter extension to Coker Ellsworth; Halcyon and Temple; Assessor's Parcel No. 075-011-041

## Recommendation

That your Board authorize the General Manager or his designee to send the attached Intent to Serve Letter to Coker Ellsworth; Halcyon and Temple; Assessor's Parcel No. 075-011-041

## Discussion

Mr. Ellsworth submitted a request for a will-serve letter extension on November 7, 2017 attached and staff has prepared the attached "intent to serve" letter for your Board's consideration. The proposed development will require line extensions and attached Intent to Serve letter includes applicable conditions.

## Current Status

The owner is in process of obtaining building permits from the County. Currently the parcel is an empty lot. Property owner is proposing 7 residential units with a mini storage development. Original will serve was approved November 12, 2004 and has gotten extensions ever since.

NAME OF APPLICANT	COKER ELLSWORTH
APPLICATION DATE RECEIVED	NOVEMBER 7, 2017
ADDRESS	HALCYON AND TEMPLE
ASSESSORS PARCEL NUMBER	075-011-041
TYPE OF USE	MIXED USE DEVELOPMENT
CONFIRMATION OF OWNERSHIP	YES
OFFSITE IMPROVEMENTS?	YES
REIMBURSEMENT AGREEMENT?	YES
PREVIOUS WILL SERVE ISSUED	DECEMBER 14, 2016
EXPIRATION DATE	DECEMBER 14, 2017
FEES REQUIRED	TO BE DETERMINED
SSLOCD FEE SIGN-OFF REQUIRED?	YES
FOG PROGRAM REQUIRED?	NO
SSLOCD SIUP REQUIRED?	NO
LETTER FROM FCFA?	NO



## **Other Agency Involvement**

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

## **Other Financial Considerations**

Fees will be determined as project gets closer to being finished. Currently there is a \$ 1,000.00 credit to go towards hookup fees.

## **Results**

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

### Attachments:

- Will serve extension request from Coker Ellsworth
- Intent to Serve Letter



# Oceano Community Services District

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

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

## Intent to Serve Extension Application

1. Owner Name: COKER ELLSWORTH
2. Mailing Address: PO Box 1238 ARROYO GRANDE 93421
3. Phone: 481-7071
4. OCSD Project #: 6702
5. Project location: HALCYON RD., A.G.
6. Assessor's Parcel Number (APN): 075-011-041
7. Type of Project: (check box)
  - Single-family dwelling units
  - Multiple-family dwelling units
  - Commercial
  - Mixed use (Commercial and Residential)

Application processing fee ..... \$240 ..... \$ 30.00 per structure and/or separate residential unit, whichever is greater.

Date: 11-7-17 Signed: [Signature]  
(must be signed by owner or owner's agent)

Print Name: COKER ELLSWORTH

December 13, 2017

Coker Ellsworth  
PO Box 1238  
Arroyo Grande, CA 93420

**SUBJECT: Intent to Serve Letter – Water and Wastewater Collection  
APN 075-011-041; OCSD PROJECT #6702 OWNER/PROJECT: Coker Ellsworth/ Tract 2424**

Dear Mr. Ellsworth:

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

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

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

Oceano Community Services District intends to serve the mixed-use development proposed on Halcyon and Temple subject to the following conditions:

1. Water and Sewer revenue to be determined as project gets closer to being finished. Currently there is a \$ 1,000.00 credit to go towards hookup fees.
2. Approval by OCSD of the following items on the project's plans and specifications submitted to the County of San Luis Obispo:
  - a. Onsite water and sewer services and cleanouts.
  - b. Offsite improvements including necessary line extensions. Since off-site improvements are required, you must provide engineered plans and submit them to the District for review and approval, which may also include requirements from the FCFA and street lighting. You will also be required to execute a reimbursement agreement to cover costs of the OCSD on a time and materials basis.

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

This intent to serve letter will expire December 13, 2018 and is nontransferable. If you have any questions, please contact the office at (805) 481-6730.

Respectfully submitted,

OCEANO COMMUNITY SERVICES DISTRICT

Celia Ruiz, Will Serve Coordinator





# Oceano Community Services District

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

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

---

**Date:** December 13, 2017

**To:** Board of Directors

**From:** Paavo Ogren, General Manager

**Subject:** **Agenda Item # 9A – Election of District Officers; Appointment of Alternate to the South San Luis Obispo County Sanitation District; 2018 Committee Assignments**

## Recommendation

It is recommended that your Board:

1. Conduct the election of the President and Vice President in accordance with Government Code Section 61043(a) and the District's by-laws.
2. Appoint the alternate member to the South San Luis Obispo County Sanitation District.
3. Appoint board members to Committee Assignments

## Discussion

Government Code Section 61043(a) requires that the District Offices of President and Vice President are determined within 45 days after the general election and that a board of directors may elect the officers of the board annually. The District's by-laws provide that your Board will annually elect the President and Vice President during the first regular meeting in December.

Also attached is the roster of the current year Committee Assignments. Discussion of 2018 assignments should also include consideration of establishing an ad hoc committee for upcoming meet and confer efforts on the Memorandum of Understanding with Service Employees International Union Local 620.



There are four types of committee assignments:

1. Committee assignments to other agency Boards and Committees
2. Liaison assignments with other Boards and Committees
3. OCSD Standing Committees - None
4. OCSD Ad Hoc Committees

Committee Assignments to other agency Boards and Committees

These assignments provide appointees with formal authority to act on behalf of the community. The roles are either as a final decision-maker or they represent an advisory role.

Assignment	Final Decision Making Role	Advisory Role
<i>South San Luis Obispo County Sanitation District Board of Directors</i>	<b>X</b>	
<i>Five Cities Fire Authority Board of Directors</i>	<b>X</b>	
<i>Water Resource Advisory Committee (WRAC) For the San Luis Obispo County Flood Control and Water Conservation District – Countywide Water Resources</i>		<b>X</b>
<i>Regional Water Management Group (RWMG) For the San Luis Obispo County Integrated Regional Water Management Plan (IRWMP)</i>		<b>X</b>
<i>Zone 3 Advisory Committee For the San Luis Obispo County Flood Control and Water Conservation District (Lopez Water Supply Project)*</i>		<b>X</b>
<i>State Water Advisory Committee For the San Luis Obispo County Flood Control and Water Conservation District</i>		<b>X</b>
<i>Oceano Advisory Committee For the County of San Luis Obispo</i>		<b>X</b>

\* Note: The Zone 3 Advisory Committee has formal decision-making role to modify delivery of water under the Low Reservoir Response Plan during drought emergencies.



# Oceano Community Services District

Board of Directors Meeting

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## **Other Agency Involvement**

n/a

## **Other Financial Considerations**

n/a

## **Results**

Election of the President and Vice President in accordance with the District's by-laws helps to promote well governed communities.

Attachments: 2017 Committee Assignments

# 2017 COMMITTEE & SUBJECT MATTER ASSIGNMENTS

COMMITTEE ASSIGNMENTS TO OTHER AGENCY BOARDS AND COMMITTEES				Subject Matter Assignments / Expertise
SSLOCSD	Austin	White	1 <sup>st</sup> & 3 <sup>rd</sup> Wed/6:00/Jan.-June OCSD/July-Dec. Arroyo Grande City Council Chamber 215 E. Branch Arroyo Grande, CA 93420	Reclaimed Water
Five Cities Fire Authority	White	Coalwell	3 <sup>rd</sup> Fri./2:00/Grover Beach City Council Chamber 154 S. 8th St. Grover Beach, CA 93433	Emergency Services
Water Resource Advisory Comm. (WRAC)	Coalwell	Brunet	1 <sup>st</sup> Wed/1:30/SLO County Library Room 995 Palm St. San Luis Obispo, CA 93401	Regional Water Programs
Regional Water Mgt. Group (RWMG – IRWMP)	Brunet	Coalwell	9:00/SLO County Library Room 995 Palm St. San Luis Obispo, CA 93401	Regional Water Programs
Zone 3 (Lopez Water)	Brunet	Coalwell	3 <sup>rd</sup> Thurs Odd/6:30/Varies	Water Supply Contracts
State Water	Coalwell	Brunet	Varies	Water Supply Contracts
Oceano Advisory	White	n/a	4 <sup>th</sup> Mon/4:00/OCSD	County Land Use
RFP Ad Hoc Committee	Angello	Brunet	Approve 5/10/2017	
LIAISON AND SUBJECT MATTER ASSIGNMENTS				
Supervisor Liaison	Austin	Varies		
Airport Land Use	Angello	3 <sup>rd</sup> Wed /1:30/County Government Center Board of Supervisors Chamber 1055 Monterey St Room D170 San Luis Obispo, CA 93401		
CA (Local) Special District's Association	White	Varies (Usually Noon Fri) every other month		
Zone 1/1A	White	3 <sup>rd</sup> Tues Odd/3:00/Sheriff South Patrol Station 1681 Front St. (Highway 1) Oceano, CA 93445		
LAFCO	White	3 <sup>rd</sup> Thur/9:00/ County Government Center Board of Supervisors Chamber 1055 Monterey St San Luis Obispo, CA 93401		
RWQCB	Angello	Odd Months/Varies		
NCMA	Brunet	Subject Matter Assignment		
RGSP (Regional Groundwater Sustainability Project)	Coalwell	Subject Matter Assignment; Meetings with other agencies varies		
SLOCOG Sedimentation	White	Varies		
Budgets, Fees and Customer Rates and Charges	Angello	Subject Matter Assignment		
Real Property Lease and Franchises	Angello	Subject Matter Assignment		
Capital Improvement Program	Angello	Subject Matter Assignment		
Rules, Regulations, Policies and Procedures, including SEIU MOU	Brunet	Subject Matter Assignment		
District Plans and Projects	Brunet & Angello	Subject Matter Assignment		



# Oceano Community Services District

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

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

---

**Date:** December 13, 2017

**To:** Board of Directors

**From:** Paavo Ogren, General Manager

**Subject:** **Agenda Item #9(B): Annual review of the District's Investment Policy and Consideration of a Recommendation to approve a resolution establishing the District's 2018 Investment Policy.**

## Recommendation

It is recommended that your Board adopt the attached resolution establishing the District's 2018 Investment Policy.

## Discussion

California Government Code Section 53646(A)(2) requires local government entities adopt an annual investment policy, which states:

*In the case of any other local agency, the treasurer or chief fiscal officer of the local agency may annually render to the legislative body of that local agency and any oversight committee of that local agency a statement of investment policy, which the legislative body of the local agency shall consider at a public meeting. Any change in the policy shall also be considered by the legislative body of the local agency at a public meeting.*

The attached resolution will change the District's Investment Policy. The primary change is to eliminate staff's authority to choose investment options and instead requires specific approval of investments by the Board of Directors. The prior investment policy states that the Board "finds that it is impractical (for the Board) to take individual action authorizing the investment of such funds into permissible investments under the Government Code". In seeming conflict with that statement, however, the policy also states that "the Finance Officer/Treasurer shall obtain the Board's approval for directing transactions between investment institutions." Taking the two provisions together, it seems as though the Board delegated to staff the authority to establish investments, but not to transfer funds from one investment institution to another.

The proposed policy will not allow staff to establish new investment or bank accounts without Board approval, but does allow staff to transfer between accounts. Transferring between accounts is needed to ensure that



funds are in the checking account to pay bills when due, and to ensure that restricted funds received (such as Public Facilities Fees) are transferred into the Rabobank account that is specifically designated for those fees.

Lastly, the proposed resolution also authorizes the General Manager with the ability to delegate the District's Finance Office/Treasurer responsibility to the Business and Accounting Manager.

### **Other Agency Involvement**

The County of San Luis Obispo collects property tax revenues and is the depository of District funds.

### **Other Financial Considerations**

n/a

### **Results**

Review the existing investment policy in accordance with the Government Code and considering the attached resolution promotes well governed communities.

#### Attachments:

- Proposed Resolution – 2018 Investment Policy
- Edited Resolution – Redline / Strikeout Version comparison to existing investment policy

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

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OCEANO COMMUNITY SERVICES DISTRICT ADOPTING THE YEAR 2018 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 2018 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 2018 Investment Policy; and,

**BE IT FURTHER RESOLVED** that the District hereby adopts a Statement of Investment Policy attached hereto as Exhibit A, Year 2018 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, 2017.

ATTEST:

**RESOLUTION 2017-\_\_\_\_**  
**EXHIBIT A**

**YEAR 2018 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. Rabobank, an FDIC insured Bank, in the accounts specified by the Board of Directors, including those accounts ending in 0161, 1101, 5783, 7655. Any additional accounts or investments in Rabobank 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.

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.

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

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OCEANO COMMUNITY SERVICES DISTRICT ADOPTING THE YEAR 20184 DISTRICT INVESTMENT POLICY

WHEREAS, the Board of Directors of the Ocean~~oa~~ 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 20184 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 ~~take individual~~

~~action authorizing the investment of such funds into permissible investments under the Government Code, as well as the District's financial policy, and finds and determines, 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 should be authorized to invest such funds 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 Ocean~~oa~~ 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 20184 Investment Policy; and,

BE IT FURTHER RESOLVED that the District hereby adopts a Statement of Investment Policy attached hereto as Exhibit A, Year 20184 Investment Policy, which supersedes any previously adopted or utilized policies and that this Policy be effective immediately.

On motion by President Guerrero, seconded by Director Blackburn and carried on the following roll call vote, to wit:

AYES: ~~President Guerrero, Directors Blackburn, Angello and White~~

NAYES:

ABSENT:

ABSTAIN: ~~Vice President Lucey~~

The foregoing Resolution is hereby passed and adopted this ~~22<sup>nd</sup>~~ day of January, 20174.



MATTHEW GUERRERO, ESQ., PRESIDENT

ATTEST:

  
Lonnie Curtis, General Manager

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**RESOLUTION 20174-04**  
**EXHIBIT A**

**YEAR 20184 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, ~~acting as The Finance Officer/Treasurer, may shall appoint a staff member the Business and Accounting Manager to act as the District Finance Officer/Treasurer in his/her absence. The staff member shall have, as a minimum, a certificate in accounting or payroll accounting from a Community College or equivalent, and be subject to Board approval. The Finance Officer/Treasurer shall obtain the Board's approval for directing transactions between investment institutions. The District's Finance Officer/Treasurer shall serve at the Board's pleasure.~~

**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**

~~The Finance Officer/Treasurer will manage the portfolio pursuant to the "Prudent investor Standard."~~

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.

**8. 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. The Local Agency Investment Fund created by the California State Treasury (California Government Code Section 16429.1).~~
- ~~3. Rabobank, an FDIC insured Bank that are designated as District depositories by resolution of the Board of Directors (California Government Code Section 61737.02), in the accounts specified by the Board of Directors, including those accounts ending in 0161, 1101, 5783, 7655. Any additional accounts or investments in Rabobank require advanced approval by the Board of Directors.~~
4. ~~As per state law (GC 164291.1, 53601, 53601.8, 53635 & 53638), public funds may be deposited into collateralized bank deposits with up to a five (5) year maturity with no limit on the percentage of the overall portfolio of the public agency. It is the policy of the Oceano Community District, in accordance with state law, to have the opportunity to place funds as deemed appropriate by the Board of Directors with a bank depository when such a deposit will ensure that by doing so, the OCSD will preserve the safety of the funds, maintain the necessary liquidity to meet its operational needs and earn a rate of return that the Board deems acceptable.~~
5. Such other financial institutions or securities that may be designated specifically approved by the Board of Directors from time to time in compliance with California and Federal law.

**8. 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:

1. Inverse floaters, range notes, or interest only strips that are derived from a pool of mortgages.
2. Any security that could result in a zero interest accrual if held to maturity.
3. 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.
4. 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.



# Oceano Community Services District

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

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

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**Date:** December 13, 2017

**To:** Board of Directors

**From:** Paavo Ogren, General Manager

**Subject:** **Agenda Item # 9(C): Approval of a Recommendation Authorizing the General Manager to Issue Requests for Proposals for Professional Services to prepare the Local Hazard Mitigation Plan**

## **Recommendation**

It is recommended that your Board authorize the General Manager to issue the attached requests for proposals (RFP) for professional services to prepare the Local Hazard Mitigation Plan (LHMP).

## **Discussion**

The Board approved an ad-hoc committee of Directors Angello and Brunet to work with the General Manager on Requests for Proposals (RFP). The RFP for the LHMP is not yet complete, but is based on the attached scope of work approved by the California Office of Emergency Services (CalOES) and the Federal Emergency Management Agency (FEMA). The next steps will include the General Manager preparing the final draft of the RFP for review by the ad-hoc committee and distribution to consultants.

## **Other Agency Involvement**

In addition to CalOES and FEMA, the County of San Luis Obispo is working with other local agencies in preparing a multi-agency regional LHMP. Recent discussions with County staff have indicated the willingness to coordinate efforts so that the District LHMP can also be incorporated into the regional LHMP.

## **Other Financial Considerations**

The LHMP grant is in the amount of \$47,390.94. The District's local share of costs is \$15,797.10 will be funded through in-kind services provided by District staff.

## **Results**

Issuing the RFP and engaging consultants to prepare the LHMP will help ensure that addressing community risks and public outreach will be complete in 2018. The deadline for completion is August 30, 2019, which also includes review period for state and federal agencies.

## **Attachments:**

- LHMP Statement of Work



OCEANO COMMUNITY SERVICES DISTRICT (Oceano CSD)  
PROCESS FOR IMPLEMENTING THE PLANNING ACTIVITY  
PREPARATION OF A LOCAL HAZARD MITIGATION PLAN (LHMP)

Consistent with the California Office of Emergency Services (Cal OES) state hazard mitigation planning, the Oceano CSD (OCSD) will follow a three-fold planning process, including the following intent:

- 1) To gather hazard, vulnerability and mitigation information at the local level for coordination with the San Luis Obispo County Office of Emergency Services (County OES), with Cal OES and use in state-level planning, and for coordination with other local agencies that are responsible for responding to community emergencies and implementing pre-disaster mitigation strategies;
- 2) To ensure that information and planning is coordinated to the greatest extent practical and across local jurisdictional boundaries;
- 3) To ensure that the Oceano CSD engages its residents, property owners and businesses in identifying hazards and vulnerabilities while developing mitigation strategies across jurisdictional boundaries.

Preparation of the Oceano CSD LHMP will include a Plan Area co-terminus with the boundaries of Oceano CSD. Oceano CSD is an independent special district in the unincorporated area of San Luis Obispo County. Within Oceano, and the Plan Area, multiple agencies have jurisdiction over various governmental services. The Oceano CSD is responsible for water, wastewater collection, street lighting, recreation, and emergency services. Emergency services are primarily implemented through the Five Cities Fire Authority (FCFA), a joint powers authority created by the cities of Arroyo Grande and Grover Beach and the Oceano CSD. As a JPA, the FCFA implements those services identified in the JPA agreement. The Oceano CSD still maintains its broader jurisdiction and is therefore pursuing preparation of the Oceano CSD LHMP.

Other local agencies with jurisdiction in Oceano include the following:

- County of San Luis Obispo
- San Luis Obispo County Flood Control and Water Conservation District
- South San Luis Obispo County Sanitation District
- Five Cities Fire Authority

The Oceano LHMP will include 1) hazard mitigation efforts under specific jurisdiction of the Oceano CSD and 2) information on the hazards within Oceano that are within the jurisdiction of other agencies.

Other local agencies with jurisdiction in Oceano include the following:

- County of San Luis Obispo
- San Luis Obispo County Flood Control and Water Conservation District
- South San Luis Obispo County Sanitation District
- Five Cities Fire Authority

Plan preparation will include participation of agencies, stakeholders and the public. Although the Plan Area includes jurisdiction of other agencies with existing adopted LHMP's, the Oceano CSD LHMP is intended to be a stand-alone plan specifically addressing hazards within the jurisdiction of Ocean CSD. To maximize its value as a public information resource for the community, inclusion of information of other jurisdictions will be included in the Plan document as more fully described in this plan preparation process outline. Since the LHMP's prepared by other jurisdictions have been previously adopted, it is the intent of the Oceano CSD LHMP to be incorporated into the plans of other jurisdictions when those plans are updated and if practical. As a low-income community, the Oceano CSD does not have the capability to prepare a multi-jurisdictional plan. The Planning Activity will nevertheless identify the multiple agencies with jurisdiction within the Oceano CSD Plan Area.

Following a multi-hazard strategy, the Oceano LHMP will help ensure inter-agency responses are coordinated with Oceano CSD. The Oceano LHMP will provide a single reference document for the community explaining the multiple local agencies with jurisdictional powers and responsibilities that exist for the community's safety and well-being.

## PART ONE - PARTICIPATION OF AGENCIES, STAKEHOLDERS AND THE PUBLIC

Plan development will include the following:

1. Consultant selection:

The Oceano CSD will select a consultant to assist the General Manager in plan preparation based upon those who have an understanding of local hazards, LHMPs prepared by other local agencies, and who is experienced working with stakeholders, the public and other related agencies.

2. Review of other agency LHMPs and interviews with representatives of those agencies including:

- a. The County of San Luis Obispo Office of Emergency Services, and related Departments within the County of San Luis Obispo.
- b. The San Luis Obispo County Flood Control and Water Conservation District, (which has flood control and levee maintenance responsibilities).
- c. The Lucia Mar Unified School District.
- d. The Five Cities Fire Authority (which has emergency response jurisdiction within Oceano CA).
- e. The South San Luis Obispo County Sanitation District (which has wastewater treatment responsibilities within Oceano CA).

3. Community Outreach will include:

- a. Development of a comprehensive outreach strategy.
- b. Public Information mailed to all residences and businesses within Oceano as a notice of a kick-off meeting, including those risks that are known.
- c. A Kick-off Town Hall meeting, including an invitation and application to participate on the Local Planning Team (LPT).
- d. Appointment of the LPT by the Oceano CSD Board of Directors.

- e. Ongoing community outreach through the Oceano CSD's website and a Facebook Account.
- f. Periodic town hall meetings during milestones in the LHMP development process.
- g. Distribution of a draft LHMP for public comment.
- h. Completion of the Final LHMP after Cal OES/FEMA review and comments.

4. The LPT working efforts will include:

- a. Coordination and review of hazards and plans with the following organizations and groups:

- i. San Luis Obispo County Office of Emergency Services (County OES)

County OES is the local single point of contact with the County of San Luis Obispo to help ensure that all risks to Oceano have been identified. County OES will also help identify other agencies to coordinate details for inclusion in the Oceano LHMP. For example, the County Sheriff maintains the local reverse 911 system. County Public Works is responsible for roads, and water resource issues, including flood control through the San Luis Obispo County Flood Control and Water Conservation District. The County Department of Planning and Building is responsible for community zoning, including day care facilities, nursing homes, and hazardous materials facilities. Shelter and welfare during emergencies is coordinated through County OES with Red Cross and related agencies. Evacuations are coordinated through County Sheriff and the San Luis Obispo County Regional Transit Authority including pick up locations, non-ambulatory residents, and evacuation routes. Other details are also coordinated through County OES and will be included in the Oceano LHMP.

- ii. The Oceano Advisory Committee (OAC)

The OAC is an advisory body appointed by the San Luis Obispo County Board of Supervisors for issues of County jurisdiction within Oceano. It includes representatives of the Oceano CSD, the Lucia Mar Unified School District, and members of the public. The OAC meets on the 4<sup>th</sup> Monday of every month with a published agenda to promote community awareness and input on a variety of County efforts.

- iii. The Five Cities Fire Authority (FCFA)

The FCFA is a Joint Powers Authority (JPA) created by the cities of Arroyo Grande and Grover Beach, and the Oceano Community Services District. Each agency has one member appointed to the FCFA Board of Directors. The FCFA prepared a multi-jurisdictional plan for certain local agencies including the cities of Arroyo Grande and Grover Beach, the Lucia Mar School District, and the South San Luis Obispo County Sanitation District. Unfortunately, the FCFA JPA agreement does not specifically assign the responsibility of LHMP preparation with the FCFA; therefore, prior LHMP efforts have been based on discretionary funding and participation, and as

a disadvantaged community, Oceano CSD was unable to fund or participate in prior efforts. By coordinating the Oceano LHMP with FCFA at this time, it will help ensure that future updates to the multi-jurisdictional plan can also include Oceano.

iv. Lucia Mar Unified School District (LMUSD)

The Oceano LHMP will be coordinated with the LMUSD to help ensure that the plan has appropriate references to school district responses if a disaster occurs while classes are in session. Although this information is provided by the school district, the Oceano LHMP is intended to be a single reference document to provide public information on the community's various hazards so that parents can quickly respond when concerned about their child's care in an emergency.

- b. The LPT will hold a public meeting at the Oceano Advisory Committee to provide public education on the information and responsibilities of other agencies prior to the preparation of the draft plan for the purpose of:
  - i. Soliciting input from citizens and professionals with knowledge of hazards.
  - ii. Soliciting input on the feasibility of existing and potential strategies.
- c. The LPT will hold a public meeting at the Oceano Advisory Committee on the draft Oceano LHMP and proposed mitigation projects.
- d. The LPT will be reconvened periodically for plan updates and mitigation projects.

## PART TWO - HAZARD IDENTIFICATION AND RISK/VULNERABILITY ASSESSMENT

Oceano risks both natural and human made hazards. Flooding in 2010 affected several residences adjacent to wetlands and low lying lagoons during coastal storms. The wastewater treatment plant serving multiple communities owned and operated by the South San Luis Obispo County Sanitation District (SSLOCSD), also flooded in 2010. The treatment plant is located in the lagoon area of Oceano, it released uncontrolled sewage during the 2010 event, and has been the subject of State Water Board enforcement proceedings. In 2003, the San Simeon earthquake created significant subsurface infrastructure damage to the Oceano CSD's water and wastewater infrastructure caused by liquefaction. In 2001, a levee breach flooded adjacent farmland. While the community did not flood from that specific breach, the levee system itself is not certified and is an ongoing risk during storm events.

In addition to actual flooding, earthquake and coastal storm events since 2000, Oceano faces several additional hazards. Climate change, tsunamis, drought, fire, dam and levee failures, train derailments, nuclear, special events, and industrial exposure to toxic gas releases are known risks. The Oceano LHMP planning activities will include specific efforts to identify hazards and assess the community's risks and vulnerability.

The Oceano CSD LHMP planning activities will include the following efforts for hazard identification and risk/vulnerability assessment, in coordination with the LHMP Consultant and the Oceano CSD General Manager:

1. Review of Guidance Resources - The Local Planning Team appointed by the Oceano CSD Board of Directors will initiate its efforts through study sessions on background and guidance documents published by Cal OES and the Federal Emergency Management Agency (FEMA), including but not limited to the following:
  - a. The California State Hazard Mitigation Plan (SHMP)
  - b. FEMA publications, including guidance documents and regulations such as the Local Mitigation Planning Handbook, the Multi-Hazard Mitigation Planning Guide, Local Mitigation Plan Review and “How-To” Guides, the Plan Integration Guide and other related publications.
2. Review of Local Plans - After completing its review and study sessions on background and guidance documents, the LPT will review local agency plans, including but not limited to the following:
  - a. County of San Luis Obispo Local Hazard Mitigation Plan.
  - b. The San Luis Obispo County Flood Control and Water Conservation District Local Hazard Mitigation Plan.
  - c. Local Hazard Mitigation Plans of other neighboring local agencies.
  - d. Emergency Response Plans prepared by the County of San Luis Obispo for the Diablo Canyon Nuclear Power Plant, Dam and Levee Failures, Tsunamis, Storms, General Emergencies, Evacuation Assistance and related publications.
3. Hazard Identification - After completing its review of local publications, the LPT will prepare a list of hazards that have been identified specifically relating to Oceano.
  - a. Hazard Matrix - The LHMP consultant will prepare a matrix of the identified hazards which identifies reference documents and which local agency has jurisdictional responsibility for each of the identified hazards.
  - b. LPT Review - The LPT will review the hazard matrix.
    - i. The LPT will confirm inclusion of the natural disaster categories included in the Cal OES SHMP.
    - ii. The LPT will include other hazards not listed as determined by local history and knowledge.
    - iii. The LPT will include human made hazards.
    - iv. The LPT will prioritize the hazards.
  - c. Hazard Maps - The LHMP Consultant will prepare Hazard Maps and a comprehensive inventory including the following:
    - i. Critical Facilities
    - ii. Repetitive Flood Loss and Substantial Damage Structures
    - iii. Depiction of locations, zoning, and usage
  - d. Interviews with Local Agencies – Key member(s) of the LPT, the OCSD General Manager and the LHMP Consultant will meet with the local agencies to review the Hazard Matrix and Hazard Maps to confirm accuracy and

existing mitigation strategies identified both those agencies with jurisdiction for hazards within Oceano.

4. Vulnerability Assessment – After completing identification of hazards, the LHMP Consultant, the Oceano CSD General Manager and the LPT will prepare a Vulnerability Assessment including the following:
  - a. Buildings, infrastructure and critical facilities located in hazard areas – types and numbers of each.
  - b. Existing multiple hazard protection measures within Oceano including measures under the National Flood Insurance Program (NFIP)
  - c. A description of each measure and the method of enforcement and/or point of contact responsible for implementation of the measure and the local agency responsible for implementation.
  - d. Historical performance of each measure and a description of improvements or changes needed.
  - e. General description of land uses and development trends to incorporate future land use decisions.
  
5. Vulnerability Assessments Optional Requirements – After completing the Vulnerability Assessments, the LHMP Consultant and OCSD General Manager will review optional requirements for applicability and incorporation into the OCSD LHMP.

(SPECIAL NOTE): Oceano CSD General Manager Paavo Ogren was a keynote speaker in the Plenary session of NOAA's Biennial Social Coast Forum (Feb 9-11, 2016 in Charleston, SC). Optional vulnerability assessments were reviewed during the conference and will be among the options considered for the Oceano CSD LHMP.

### PART THREE – MITIGATION STRATEGIES

Development of mitigation strategies will follow the FEMA Local Mitigation Planning Handbook including establishing goals and objectives, mitigation actions and an action plan.

1. Goals and Objectives – Goals and Objectives will be based on Risk Assessment findings, Outreach findings, Goals included in the Local Hazardous Mitigation Plans approved for other local agencies with jurisdiction in the Oceano CSD Plan Area.
  
2. Mitigation Actions – Mitigation actions will include those that are identified and within the jurisdiction of Oceano CSD and those that are within the jurisdiction of other local agencies.
  - a. Other Agency Jurisdiction – The Oceano CSD LHMP will identify the mitigation actions of other local agencies with jurisdiction within the Ocean CSD Plan Area. After completion of the Hazard Matrix and Hazard Maps, the LHMP Consultant, Oceano General Manager and key members of the LPT will meet with the other agencies and review whether changes or improvements to existing Mitigation Actions developed by the other agencies are warranted. If so, those recommendations will be included in the Oceano CSD LHMP.

- b. Oceano CSD Mitigation Actions – Mitigation actions to reduce long-term vulnerability will include local plans and regulations, infrastructure projects, natural system protection and education and awareness programs. The following elements described in the FEMA Local Mitigation Planning Handbook will be utilized to prepare and communicate the Implementation Action Plan for the Oceano CSD LHMP.
  - i. Review of Risk Assessment
  - ii. Assessment of Capabilities
  - iii. Benefit Cost Review
  - iv. Evaluation Criteria
  - v. Action Prioritization
  - vi. Preparation of an Implementation Action Plan
  - vii. Communication of the Mitigation Action Plan

#### PART FOUR – PLAN ADOPTION

The Oceano CSD Board of Directors will adopt the Oceano CSD LHMP. Although the Ocean CSD LHMP will include information contained in LHMPs prepared by other agencies to enhance communication and outreach to Oceano residents, property owners and businesses, the Oceano CSD LHMP is not a Multi-Jurisdictional Plan. Consequently, no other agencies will be adopting the Oceano CSD LHMP. Prior to Plan adoption, the Oceano CSD Board of Directors will hold a public hearing on the public review draft Plan in order to receive final public comments and input. Since the LPT will be holding town hall meetings during the planning process, stakeholders, other agencies and the public will have multiple opportunities for input before the public hearing on the public review draft Plan. Nevertheless, the public hearing on the draft plan will be publicized to ensure community outreach. The public review draft plan will be modified after final public comment to prepare the draft Plan for Cal OES and FEMA Review. Once the Cal OES and FEMA Review process and modifications, if any, are complete and Approval Pending Adoption is received, the Oceano CSD will adopt the plan by Resolution.

#### PART FIVE – PLAN MAINTENANCE

The Oceano CSD LHMP will include a section on Plan Maintenance including a schedule for monitoring, evaluating, and updating it within a 5 year cycle. The Plan will also include strategies for inclusion of the Oceano LHMP within a Multi-Agency LHMP such as that which was prepared by the Five Cities Fire Authority. As a result, the Plan Maintenance may take one of two forms depending on the willingness of other agencies to include Oceano CSD in their future plan updates. Preparation of the Oceano CSD LHMP is needed to catch Oceano up with the status of other local agency LHMP's.

Whether the Oceano CSD LHMP is updated as a stand-alone plan or incorporated into a future multi-jurisdictional plan, it will identify Plan Maintenance Procedures including the following:

1. Monitoring of Implementation Strategies and Actions
2. Evaluation of Effectiveness
3. Continued Public Involvement including use of the Oceano CSD LHMP Facebook
4. Plan updates not less than every five (5) years.
5. Updates of other agency LHMP's will be linked through the Oceano CSD Website within 30 days of those Plan updates.
6. Annual Plan summaries will be mailed to residents, property owners and businesses at the same time that the Oceano CSD is distributing its annual Consumer Confidence Report, including data on compliance with public health and safety drinking water standards, as required by the California State Water Board.





# Oceano Community Services District

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

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

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**Date:** December 13, 2017

**To:** Board of Directors

**From:** Paavo Ogren, General Manager

**Subject:** **Agenda Item # 9(D): Approval of a Recommendation selecting the proposal from Cannon Associates for preparation of the Water Resource Reliability Program and authorizing the Board President to approve a professional services agreement in an amount not to exceed \$198,367**

## Recommendation

It is recommended that your Board select the proposal from Cannon Associates for preparation of the Water Resource Reliability Program and authorize the Board President to approve a professional services agreement in an amount not to exceed \$198,367.

## Discussion

On October 11, 2017 your Board approved the distribution of a Request for Proposals (RFP) for preparing the WRRP, which is substantially funded by a Proposition 84 grant obtained from the State's Integrated Regional Water Management (IRWM) program in the amount of \$198,367. In addition, optional design services were included in the RFP with funding provided by a Proposition 1 grant in the amount of \$177,750. Award of design work will be only after satisfactory completion of the WRRP work, and after an amendment of the Proposition 1 grant to specify which projects will move forward with design.

Altogether, the total WRRP program effort will exceed ½ million dollars, including staff costs, consultants and technical assistance funded by the State Water Board. Most importantly, once complete later in 2018, the District will be in a position to implement a multi-year capital improvement program and address needs that have developed over many years.

The WRRP includes the following three (3) components:

1. Recycled Water Injection Well Site Plan (Optional)
2. Low Impact Development (LID) Plan
3. Leak Detection and Management Plan

The scope of work approved in the IRWM grant provides the basis for the scope covered by the RFP.



For the recycled water component, the intent of the site evaluation is to augment existing work efforts of the Regional Groundwater Sustainability Project. The District's efforts in the WRRP will focus on potential sites for reclaimed water within Oceano.

The Low Impact Development (LID) plan is intended to promote improved groundwater recharge and to develop recommendations on possible updates to the County's 2004 drainage study.

The Leak Detection and Management Plan is intended to help establish an ongoing leak detection program and will update the capital improvements project list included in the District's 2009 Master Water Plan.

### Short-Listed Firms

In 2016, your Board approved a Request for Proposals (RFP) to seek engineering consulting firms that are interested in providing services to the District. Currently, DPSI is the District's on-call engineer based on a non-exclusive agreement. The following is a list of firms that were short-listed by your Board, and which were provided the RFP.

- Cannon Associates – Proposal Provided
- Garing Taylor & Associates – Declined to Propose
- MNS Engineers, Inc. – Declined to Propose
- Water Systems Consulting, Inc. – Proposal Provided
- DPSI – Declined to Propose

The two proposals received are posted to the District's Website as well as available for review at the District office. Both firms have good experience working with the District. Cannon is the design engineer for the County's Highway One Drainage Project and for the District's utility relocation projects, which are required by the County project. In that capacity, Cannon has been taking the lead in developing the District's construction documents – many of the provisions of which are applicable to future WRRP projects. In addition, their work with the County on community drainage issues aligns with the LID component of the WRRP. Likewise, WSC's work with other agencies has also provided them with a good understanding of District issues and work experience. WSC has been leading efforts of the Regional Groundwater Sustainability Project (RGSP) and has been providing staff extension services to the three neighboring cities relating the Northern Cities Management Area.

The proposals were reviewed by the ad-hoc committee of Directors Angello and Brunet established May 10, 2017, and by the General Manager and the Utility Systems Supervisor. Although the WSC proposal included compelling recommendations proposing to develop an Asset Management System, the review team unanimously recommends selection of the Cannon proposal based on a greater overall alignment with District needs, a superior proposal relating to the LID component, and work on the Oceano



## Oceano Community Services District

Board of Directors Meeting

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Revitalization Project for the County. If the recommendations are approved by your Board, the next step will be to develop the professional services agreement.

### Schedule

Commencing in January 2018, the proposed Cannon schedule illustrates completion in mid-July. The WSC proposal illustrates completion in mid-September. Both schedules are reasonable timing estimates and the differences were not significant to effect the recommendation.

### Other Agency Involvement

Grants have been awarded by the State. The County prepared the 2004 Drainage Plan. The City of Pismo Beach and the South San Luis Obispo County Sanitation District are leading the development of recycled water.

### Other Financial Considerations

The Proposition 84 grant for the WRRP totals \$198,367. The Proposition 1 grant for design services is \$177,750. The recommendation supporting the Cannon proposal is based on the content of the proposal and not costs. Both proposals were within the budget in the RFP. As is customary with proposals for professional services, the final contract with Cannon will include additional details on the scope of work.

### Results

Issuing the RFP and engaging consultants to prepare the WRRP will help ensure that addressing various water resource issues, and especially the deferred infrastructure program, will be complete in 2018.

Note: The RFP's for the WRRP will be separately distributed and posted to the District's website.



## Oceano Community Services District

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**Date:** December 13, 2017

**To:** Board of Directors

**From:** Paavo Ogren, General Manager

**Subject:** Agenda Item #9(E): Update on the utility yard site plan with and review of alternatives

### Recommendation

It is recommended that your Board receive and discuss the status of the site plan development.

### Discussion

On August 9, 2017 your Board approved a proposal to prepare a site plan and develop cost estimates for the utilities yard from RRM Design Group. Attached is the approved scope of work, which includes the following tasks.

1. As-Built Verification - completed
2. Program Development - completed
3. Schematic Design – Architectural – in process
4. Schematic Design – Design – In process
5. Project Coordination and Cost Estimate – Upcoming

Also attached are the Task 3 conceptual site plans. Staff will provide a verbal discussion of the conceptual plans during the meeting. Option A3, which was developed after review of Options A1 and A2, is staffs' preferred concept.

### Other Agency Involvement

No other agencies are involved at this time. The outcomes of the work effort will be incorporated into the District's infrastructure program and permit requirements from other agencies will be reviewed at such time that project efforts are initiated.

### Other Financial Considerations

Fees for the work by RRM and sub-consultants are established at not-to-exceed \$25,000.



## Results

Preparing the utilities yard site plan and cost estimates will address several issues including District needs, the impact that existing facilities have on street aesthetics, and opportunities to work with neighboring property owners on improving access, parking and landscaping.

### Attachments:

- Site Concepts
- Scope of Work











## SCOPE OF SERVICES

### Task A.1: As-Built Verification

Record drawings provided by OCSD will be reviewed by RRM architect and engineers and updated as needed based on field observation and photo survey.

***Deliverables:***

- *Review CAD files provided by Client, reformat for use during design studies*
- *Field observations and photo survey*
- *Update as-built plans as needed*
- *Prepare base plan graphics for use during Schematic Design*

### Task A.2: Program Development

RRM architects will work with OCSD to develop Program documents to define space requirements and identify any special equipment and operational needs. The Program will be presented for Client review and refined as needed for Final Draft Project Program.

***Deliverables:***

- *Attend programming meetings with OCSD project team*
- *Develop preliminary Program to document space needs, required adjacencies, and any special design features*
- *Prepare Final Draft Program based on Client review and comment*

### Task A.3: Schematic Design – Architectural

RRM architects will develop a series of site plan diagrams and building mass studies based on Client-approved Project Program. Options will be presented for Client input, and the preferred layout will be further refined into Schematic Plans that are suitable for construction cost analysis.

***Deliverables:***

- *Develop Conceptual Site Plan studies*
- *Develop conceptual building mass studies*
- *Present Concept Plans for review by OCSD project team*
- *Refinements to preferred space plan alternative*
- *Schematic Architectural Plans*



**Task A.4: Schematic Design – Civil**

RRM civil engineers will evaluate existing site conditions and develop a conceptual design for stormwater management improvements needed for proposed facility upgrades. Following conceptual review by OCSD project team, the civil design will be further refined into a Schematic Plan suitable for construction cost analysis.

***Deliverables:***

- *Investigate and document existing site conditions*
- *Develop Conceptual Drainage Plans*
- *Schematic Civil Plans*

**Task A.5: Project Coordination and Cost Estimate**

RRM will retain a subconsultant to prepare preliminary construction cost analysis and integrate that information with Schematic Plans to provide OCSD with a comprehensive Feasibility Study Report.

***Deliverables:***

- *Statement of Probable Construction Cost*
- *Draft and final report for the Feasibility Study*

**FEE SUMMARY**

TASK	DESCRIPTION	T&M (see footnote)
<b>Basic Services</b>		
A.1	As-Built Verification	\$ 2,500
A.2	Program Development	\$ 2,500
A.3	Schematic Design – Architectural	\$ 10,000
A.4	Schematic Design – Civil	\$ 5,000
A.5	Project Coordination and Cost Estimate	\$ 4,500
<b>SUMMARY OF FEES:</b>		<b>\$ 24,500</b>
<b>Estimated Reimbursable Expenses:</b>		<b>\$ 500</b>
<b>ESTIMATED PROJECT TOTAL:</b>		<b>\$ 25,000</b>