

## General Manager Report 10/25/2017

### Capital Improvements

- Next step on emergency generator is a survey of District property (permitting)
- Received two concepts on Utility Yard site plan from RRM
- Preparation of General Provisions for Bidding documents
  - Current and future projects
- RFP for Water System (WRRP) has been distributed
- 2 of 3 Technical Assistance efforts funded by the State Water Board are complete (leak detection and income survey). As a result, technical Assistance on funding applications should be initiated in the near future
- Next steps include developing local funding strategies concurrent with engineer's efforts on prioritizing projects and updating cost estimates

### Policies and Procedures

- Treasurer Policies need updating due to prudent investor rule
- Human Resource Policies need clean-up in advance of 2018 MOU negotiations
  - Review of Calpers health option is complete by staff – review with Board to occur during MOU discussions
- District Rules and Regulations
- Others

### Develop Training Program

- No update

### Operations

- Major maintenance
  - Example: Line repairs in alley behind Efrems (unplanned)
  - Tank roof repairs and diving (routine)
- Completion of SSMP requirements for 2017
- Lead and Copper Testing for schools
- Pending: Sewer access / Scada / Lift station
- Items in progress - evaluating level of effort and time requirements:
  - For routine maintenance
    - valve turning, water system directional flushing, hydrant maintenance (valves, painting, flow testing), meter box resets, raise manhole and valve lids to match road grade, street lights
  - For the Sewer Lateral Program - Clean-out installations

### Enforcement Program

- Multiple cases ongoing regarding minor violations
- Meeting with Supervisor Compton and County Code Enforcement scheduled in November

### **Audits & Accounting**

- 2016 Audit is in final report preparation.
  - Auditor is preparing the footnotes.
  - Audit adjustments are complete and entered into our accounting system (Tyler).
    - Two adjustment identified by auditor (minor fixed asset & failed water meter revenue adjustment)
    - Two items that required special attention – GASB 68 (annual) and the Sheriff's Building (one-time – final completion).
  - Also, completing the preparation of the MD&A, and Budget to Actual comparisons – two items that are required “supplemental information” to the financials but had not been prepared in prior years.
- 2017 Audit is underway
- Other items in progress:
  - Cash-flow reconciliations and determining inter-fund interest calculations
- Upcoming items:
  - Monthly billing reconciliations; pooled cash reconciliations

### **Grants**

- State Water Board Technical Assistance Grants (2 of 3) are complete
  - #1 - Leak Detection completed in May by CRWA (California Rural Water Association)
  - #2 - Household Income Survey recently completed RCAC (Rural Community Assistance Corporation)
  - #3 – Funding Applications - Timing tbd
- Local Hazard Mitigation Grant – rfp's need to be distributed soon.
- WRRP - Requests for proposals have been distributed

### **Human Resources**

- Part time administrative assistant for document management has been hired
- Advertising for the Solid Waste Coordinator/Operator in Training is upcoming
- Health renewal – “Open Enrollment Period” concludes 10/31.
- 457 Plan is established
- Staff attended a one-day CalPers health conference – option is understood for upcoming MOU discussions
- 2018 MOU negotiations

### **Website**

- Design is complete
- Next steps include narrative's on District services, finalizing photos, document transfers by consultant, Phase 2 training for staff (teach us how to upload)... end.
- Future uploading of historical documents will be ongoing.













# Oceano Community Services District

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**Date:** October 25, 2017

**To:** Board of Directors

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

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

## 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
	56547 - 56577	
<b>Disbursements Requiring Board Approval prior to Payment:</b>		
Regular Payable Register – paid 10/25/2017	56556 - 56576	\$318,820.24
Added Regular Payable Register – paid 10/25/2017	56577	\$739.98
	Revised Subtotal:	\$319,560.22
<b>Reoccurring Payments for Board Review (authorized by Resolution 2016-07):</b>		
Payroll Gross Wages - period ending 10/14/2017	N/A	\$26,983.28
Reoccurring Utility Disbursements – paid 10/11/2017	56547 - 56553	\$2,101.40
Reoccurring Health/Benefits – paid 10/11/2017	56554 - 56555	\$196.77
	Subtotal:	\$29,281.45
	<b>Revised Grand Total:</b>	<b>\$348,841.67</b>

**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.

Added Warrants

	Vendor	G/L Account	Account Name	Distribution	Action
1	RRM Design Group	02-5-4400-445	CIP - Facilities Yard	\$ 295.99	
		03-5-4500-445	CIP - Facilities Yard	\$ 295.99	
		06-5-4500-445	CIP - Facilities Yard	\$ 148.00	
				<b>\$ 739.98</b>	

<b>Total Warrants Added for 10/25/2017</b>	<b>\$ 739.98</b>
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# Oceano Community Services District

## 2017-18 Treasurer Report - Quarter 1 - REVISED

<u>Account</u>	<u>Month</u>	<u>Beginning Balance</u>	<u>Credits</u>	<u>Debits</u>	<u>Ending Balance</u>	<u>Total</u>
<b><u>County of San Luis Obispo Accounts:</u></b>						
Oceano CSD - Water Rev - 31215 (Revenue Bond)	Jul-17	\$102.51	\$0.00	\$0.00	\$102.51	
	Aug-17	\$102.51	\$0.00	\$0.00	\$102.51	
	Sep-17	\$102.51	\$0.00	\$0.00	\$102.51	
Oceano CSD - 41005	Jul-17	\$2,283,639.46	\$0.00	(\$4,107.71)	\$2,279,531.75	
	Aug-17	\$2,279,531.75	\$1,450.78	\$0.00	\$2,280,982.53	
	Sep-17	\$2,280,982.53	\$4,053.42	\$0.00	\$2,285,035.95	
Oceano CSD - 41045 (Sanitary District Bond - Paid Off)	Jul-17	\$4.14	\$0.00	\$0.00	\$4.14	
	Aug-17	\$4.14	\$0.00	\$0.00	\$4.14	
	Sep-17	\$4.14	\$0.00	\$0.00	\$4.14	\$2,285,142.60
<b><u>Rabobank Accounts:</u></b>						
Public Checking - 1101	Jul-17	\$371,890.16	\$520,118.34	(\$565,453.28)	\$326,555.22	
	Aug-17	\$326,555.22	\$442,018.47	(\$397,238.94)	\$371,334.75	
	Sep-17	\$371,334.75	\$105,968.04	(\$295,846.35)	\$181,456.44	
Public Investment Money Market - 5783	Jul-17	\$619,103.90	\$78.17	(\$425,000.00)	\$194,182.07	
	Aug-17	\$194,182.07	\$32.99	\$0.00	\$194,215.06	
	Sep-17	\$194,215.06	\$30.86	\$0.00	\$194,245.92	
Public Fund CD - 7655 (Water Fund Deposit)	Jul-17	\$23,911.13	\$11.96	\$0.00	\$23,923.09	
	Aug-17	\$23,923.09	\$12.36	\$0.00	\$23,935.45	
	Sep-17	\$23,935.45	\$12.36	\$0.00	\$23,947.81	
Public Investment Money Market - 0161 (Public Facilities Fees)	Jul-17	\$209,535.92	\$35.59	\$0.00	\$209,571.51	
	Aug-17	\$209,571.51	\$35.60	\$0.00	\$209,607.11	
	Sep-17	\$209,607.11	\$33.31	\$0.00	\$209,640.42	\$609,290.59
<b>Total</b>					<b>\$2,894,433.19</b>	

Oceano Community Services District

Statement of Cash Flows - Proprietary Funds  
Year Ended June 30,  

	<u>Water Fund</u>	<u>Sewer Fund</u>	<u>Garbage Fund</u>	<u>Total</u>
<b>Cash flows from operating activities:</b>				
Receipts from customers	\$ 1,890,916	\$ 898,431	\$ 117,606	\$ 2,906,953
Payments to employees for services	(147,836)	(37,270)	(4,447)	(189,553)
Payments to suppliers	(1,272,690)	(798,830)	(36,199)	(2,107,719)
Net cash provided (used) by operating activities	<u>470,390</u>	<u>62,331</u>	<u>76,960</u>	<u>609,681</u>
<b>Cash flows from capital and related financing activities:</b>				
Purchases of property and equipment	(34,971)	(5,404)	-	(40,375)
Capital grant received	-	1,602	-	1,602
Payments on long-term debt	(15,000)	(15,332)	-	(30,332)
Payments on capital leases	(34,600)	-	-	(34,600)
Interest paid on long-term debt	(4,748)	(220)	-	(4,968)
Net cash provided (used) by capital and related financing activities	<u>(89,319)</u>	<u>(19,354)</u>	<u>-</u>	<u>(108,673)</u>
<b>Cash flows from investing activities:</b>				
Interest income	844	-	26	870
Rent income	34,182	79,758	-	113,940
Net cash provided (used) by investing activities	<u>35,026</u>	<u>79,758</u>	<u>26</u>	<u>114,810</u>
<b>Net increase (decrease) in cash and cash equivalents</b>	416,097	122,735	76,986	615,818
<b>Cash and cash equivalents, beginning of year</b>	<u>369,766</u>	<u>870,198</u>	<u>181,307</u>	<u>1,421,271</u>
<b>Cash and cash equivalents, end of year</b>	<u>\$ 785,863</u>	<u>\$ 992,933</u>	<u>\$ 258,293</u>	<u>\$ 2,037,089</u>

<b>Reconciliation of operating income (loss) to net cash provided (used) by operating activities:</b>				
Operating income (loss)	\$ (212,494)	\$ (98,067)	\$ 67,652	\$ (242,909)
<b>Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:</b>				
Depreciation/amortization	153,406	144,264	-	297,670
<b>Changes in assets and liabilities:</b>				
Accounts receivable	8,362	58,222	55	66,639
Inventory	191	(784)	-	(593)
Prepaid expenses	513,869	(8,978)	(520)	504,371
Deposits	(712)	-	-	(712)
Deferred outflows of resources for pension	(6,741)	(2,413)	(414)	(9,568)
Due to other funds	7,716	7,910	-	15,626
Accounts payable	(18)	(31,304)	(1,860)	(33,182)
Accrued wages	2,669	649	8	3,326
Customer deposits and unearned revenue	28,568	1,575	13,538	43,681
Net pension liability	(32,613)	(11,672)	(2,002)	(46,287)
Deferred inflows of resources for pension	8,187	2,929	503	11,619
Net cash provided by (used) by operating activities	<u>\$ 470,390</u>	<u>\$ 62,331</u>	<u>\$ 76,960</u>	<u>\$ 609,681</u>

See Notes to Financial Statements.