



Notice of Regular Meeting Oceano Community Services District - Board of Directors Agenda

WEDNESDAY, August 28, 2019 – 6:00 P.M.

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

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

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

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

A. PUBLIC EMPLOYMENT. Pursuant to Government Code Section 54957(b)(1): Title: General Manager

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

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

7. **SPECIAL PRESENTATIONS & REPORTS:**

A. Update on Central Coast Blue by project team member(s)

B. 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

C. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

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

D. 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.

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

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.

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 Cash Disbursements

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. Consideration of a presentation on a proposed ordinance of the San Luis Obispo County Integrated Waste Management Authority to ban Polystyrene and to provide direction on comments as deemed appropriate by the Board.
- B. Consideration of Recommendations to Approve the Final 2019/20 Budget, the Payment and Compensation Plan, and job descriptions for the Utilities System Manager and the Lead Operator.
- C. Consideration of a recommendation to approve a proposal and professional services agreement with GSI Water Solutions Inc. to prepare the 2019 Annual Report for the Northern Cities Management Area in the amount of \$39,479 plus contingencies of \$3,540 for a total contract amount of \$43,016.
- D. Consideration of a recommendation authorizing the Board President to execute an agreement with One Cool Earth, a 501(c)(3) corporation, to provide \$9,980 in funding to support the Earth Genius educational program at Oceano Elementary School.

10. HEARING ITEMS:

11. RECEIVED WRITTEN COMMUNICATIONS:

12. LATE RECEIVED WRITTEN COMMUNICATIONS:

- 13. FUTURE AGENDA ITEMS:** District Polices, Roles and Responsibilities with Related Agencies, Construction Documents (Norswing/ Pershing & Highway One waterline replacement projects), Five Cities Fire Authority, District Rules and Regulations, Cienega Seabreeze Park, Inc. Continued, Deferred Infrastructure Program, Lopez Lake LRRP & Contract Amendments, Central Coast Blue, Wastewater CIP, The Place, EIR State Parks PWP, LID Presentation, Old Firehouse Art, IWMA Ordinance, 2020 Legislation regarding customer shut-offs

14. FUTURE HEARING ITEMS:

15. ADJOURNMENT:



Oceano Community Services District

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

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

Date: August 28, 2019

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

Subject: Agenda Item #8A: 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
	57917 - 57938	
Disbursements Requiring Board Approval prior to Payment:		
Regular Payable Register - paid 08/28/2019	57927 - 57938	\$ 12,697.47
Subtotal:		\$ 12,697.47
Reoccurring Payments for Board Review (authorized by Resolution 2018-11):		
Payroll Disbursements - PPE 08/17/2019 - To Be Posted 8/27/2019	N/A	
Reoccurring Utility Disbursements - paid 08/14/2019	57918 - 57926	\$ 8,040.62
Reoccurring Health Disbursements - paid 08/14/2019	57917	\$ 56.21
Subtotal:		\$ 8,096.83
Grand Total:		\$ 20,794.30

Other Agency Involvement

N/A

Other Financial Considerations

Amounts are within the authorized Fund level budgets.

Results

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

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

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 057927 THRU 057938

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	8/21/2019	CHECK	057927	PETTY CASH	23.56CR	OUTSTND	A	0/00/0000
1-1001-000	8/21/2019	CHECK	057928	COASTLINE EQUIPMENT	856.00CR	OUTSTND	A	0/00/0000
1-1001-000	8/21/2019	CHECK	057929	CRWA	1,122.00CR	OUTSTND	A	0/00/0000
1-1001-000	8/21/2019	CHECK	057930	MUNICIPAL MAINTENANCE EQUIPMEN	744.81CR	OUTSTND	A	0/00/0000
1-1001-000	8/21/2019	CHECK	057931	ADAMSKI MOROSKI MADDEN CUMBERL	7,217.00CR	OUTSTND	A	0/00/0000
1-1001-000	8/21/2019	CHECK	057932	ICONIX WATERWORKS (US) INC.	1,147.58CR	OUTSTND	A	0/00/0000
1-1001-000	8/21/2019	CHECK	057933	ARAMARK	253.76CR	OUTSTND	A	0/00/0000
1-1001-000	8/21/2019	CHECK	057934	CAREY CASCIOLA	423.74CR	OUTSTND	A	0/00/0000
1-1001-000	8/21/2019	CHECK	057935	CALPORTLAND CONSTRUCTION	173.21CR	OUTSTND	A	0/00/0000
1-1001-000	8/21/2019	CHECK	057936	J.B. DEWAR, INC.	335.37CR	OUTSTND	A	0/00/0000
1-1001-000	8/21/2019	CHECK	057937	MIER BROS.	96.98CR	OUTSTND	A	0/00/0000
1-1001-000	8/21/2019	CHECK	057938	MINER'S ACE HARDWARE, INC.	303.46CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	12,697.47CR		
				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:	12,697.47CR		
				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: 057918 THRU 057926

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	8/14/2019	CHECK	057918	ADVANTAGE ANSWERING PLUS, INC	271.32CR	OUTSTND	A	0/00/0000
1-1001-000	8/14/2019	CHECK	057919	AGP VIDEO INC.	1,645.00CR	OUTSTND	A	0/00/0000
1-1001-000	8/14/2019	CHECK	057920	CHARTER COMMUNICATIONS	130.00CR	OUTSTND	A	0/00/0000
1-1001-000	8/14/2019	CHECK	057921	DIGITAL WEST NETWORKS, INC.	607.27CR	OUTSTND	A	0/00/0000
1-1001-000	8/14/2019	CHECK	057922	VERIZON WIRELESS	185.04CR	OUTSTND	A	0/00/0000
1-1001-000	8/14/2019	CHECK	057923	PACIFIC GAS & ELECTRIC	4,794.50CR	OUTSTND	A	0/00/0000
1-1001-000	8/14/2019	CHECK	057924	SO CAL GAS	90.02CR	OUTSTND	A	0/00/0000
1-1001-000	8/14/2019	CHECK	057925	STANLEY CONVERGENT SECURITY SO	93.97CR	OUTSTND	A	0/00/0000
1-1001-000	8/14/2019	CHECK	057926	ELECSYS INTERNATIONAL CORP	223.50CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	8,040.62CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	8,040.62CR		
				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: 057917 THRU 057917

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	8/14/2019	CHECK	057917	TASC -CLIENT INVOICES	56.21CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	56.21CR		
				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:	56.21CR		
				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: August 28, 2019

To: Board of Directors

From: Paavo Ogren, General Manager

Subject: **Agenda Item # 9A:** Consideration of a presentation on a proposed ordinance of the San Luis Obispo County Integrated Waste Management Authority to ban Polystyrene and to provide direction on comments as deemed appropriate by the Board

Recommendation

It is recommended that your Board:

1. Receive a presentation on a proposed ordinance of the San Luis Obispo County Integrated Waste Management Authority to ban Polystyrene.
2. Provide direction on comments as deemed appropriate.

Discussion

The San Luis Obispo County Integrated Waste Management Authority (IWMA) was formed in 1994 through a joint powers agreement (JPA) between the county and local cities. Information on the IWMA can be found on their website <https://www.iwma.com/>. The JPA can be located at <https://www.iwma.com/wp-content/uploads/recyclist/userfiles/IWMA%20jpa%20agreement.pdf>

The purpose of IWMA is to achieve regional waste diversion goals. Previously, a plastic bag ban was enacted, and on July 10, 2019, the IWMA held a study session to consider providing direction on a ban on polystyrene. Minutes for the meeting indicate that the IWMA Board directed staff on the following:

“to prepare a polystyrene ban ordinance using San Luis Obispo County’s as a template, adding in the meat trays, egg cartons and marine devices and to separately begin working on a draft ordinance ban for single use plastics.”

An addendum to this agenda item provides the agenda materials and the minutes for the IWMA workshop. In addition, the draft ordinance is anticipated to be posted for consideration by the IWMA Executive Committee prior to the District’s Board meeting on August 28, 2019. Once the draft ordinance is available to the public, it will be posted to the District’s website as supplemental material and sent to Board members.



Oceano Community Services District

Board of Directors Meeting

Other Agency Involvement

Cities that have enacted ordinances banning polystyrene include Arroyo Grande, Grover Beach, Morro Bay, Pismo Beach and San Luis Obispo. The ordinances have differences and can be reviewed in the agenda addendum materials.

Financial Considerations

The District's franchise agreement for waste collection, hauling and recycling with South County Services Inc. are independent from the IWMA and the proposed polystyrene ban has no anticipated financial impact on the District.

Results

Considering a presentation on a proposed ordinance to ban polystyrene promotes a well governed, healthy and environmentally conscious community.

Attachments: See agenda addendum materials for the July 10, 2019 IWMA agenda materials and minutes.



Oceano Community Services District

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

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

Date: August 28, 2019

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

Via: Paavo Ogren, General Manager

Subject: **Agenda Item #9B: Consideration of Recommendations to Approve the Final 2019/20 Budget, the Payment and Compensation Plan, and job descriptions for the Utilities System Manager and the Lead Operator.**

Recommendation

It is recommended that your Board:

1. Approve the attached Final 2019/20 budget.
2. Approve the attached Payment and Compensation Plan.
3. Adopt the attached job descriptions for the Utilities System Manager and the Lead Operator.

Discussion

The 2019/20 Preliminary Budget approved on June 26, 2019 established the revenue and expenditure plans illustrated in the attached budget schedules, which now also include encumbrances for contracts and related grant revenues that carry-over from fiscal year 2018/19, and reserves. Since approval of the Preliminary Budget established the revenue and expenditure plans, the primary purpose of adopting the final budget is to establish the District's financial reserves for Fiscal Year 2018/2019.

Reserve amounts are based on the initial closing of accounting records at June 30, 2019. Some adjustments may occur once the final accounting closing is complete, along with the audit, in the next few months. Significant adjustments are not expected since the initial closing has evaluated the accounting of significant items.

The District's detailed reserves in the Final Budget are included in Exhibit "A." The exhibit illustrating reserves includes beginning balances, additions and cancellations, and estimated ending reserve balances at June 30, 2020. As mentioned, beginning balances may change as a result of the final accounting closing at June 30, 2019. It also provides the reserve details for each fund. Establishing the details is a Board discretionary decision, except restricted reserves which have legal conditions for their use. The District's primary restricted reserves are for Public Facilities Fees, which must be expended on allowable fire fund equipment and facilities.



Oceano Community Services District

Board of Directors Meeting

Ending reserve balances at June 30, 2020 will vary from estimates based on revenues and expenditure variances that develop during fiscal year 2019/20.

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

Fund	Estimated Beginning July 1, 2019	Increase/ (Decrease)	Estimated Ending June 30, 2020
General	\$ 202,464	\$ -0-	\$ 202,464
Facilities	403,997	(105,859)	298,140
Total General	\$ 606,461	(105,859)	\$ 500,604
Water	\$ 1,390,488	\$ (546,141)	844,347
Wastewater	969,553	111,838	1,081,391
Garbage	317,128	34,959	352,086
Equipment	20,169	4,023	24,192
Total Enterprise	\$ 2,697,338	\$ (395,321)	\$ 2,302,016
District Totals	\$ 3,303,799	\$ (501,180)	\$ 2,802,620

Note: The Equipment Fund was previously illustrated with the General Fund and is now illustrated with Enterprise Funds to be consistent with financial audits.

The following are the primary items to highlight relating to the reserves:

1. The decrease in General Fund reserves of \$105,859 is for increased costs of the Five Cities Fire Authority.
2. The decrease in Water Fund reserves is a result of multiple significant items impacting the fiscal year 2018/19 and 2019/20 budgets.
 - o Continuing water conservation efforts by the community resulting in revenue shortfalls
 - o Increases in State Water Costs
 - o Increases in the allocation of administrative costs to the Water Fund.
 - Correspondingly, the decrease in the allocation of administrative costs to the Wastewater Fund is resulting in an increase in Wastewater reserves.
3. One-time costs for utility relocation capital projects required by the County for the Airpark Drive Bridge replacement project and the Highway One Drainage Project have also impacted Water Fund reserves.
4. Wastewater, Garbage and Equipment Funds will increase reserves in fiscal year 2019/20.

Based on evaluating the District's budget status, several objectives will require policy decisions by your Board during the year.

1. Consideration of a special tax election item on the March 2020 ballot to help ensure sufficient funding is available for medical emergency and fire response. The amended Joint Powers of



Oceano Community Services District

Board of Directors Meeting

- Authority (JPA) Agreement for the Five Cities Fire Authority (FCFA) establishes a requirement for the election. If it does not pass, a further decrease in reserves will be needed to fund FCFA services in fiscal year 2020/21. The District's membership in FCFA will terminate on June 30, 2021. By then, the District will need to re-establish an independent fire department or divest its medical emergency and fire response services through the Local Agency Formation Commission. (LAFCo).
2. Consideration of detailed analysis of the Water Fund and an increase in rates and charges in accordance with Proposition 218.
 - To address increased operating costs associated with State Water and Administrative Cost allocations.
 - To address costs for a waterline replacement program for deferred infrastructure and other needed capital improvements.
 - To address costs that may be associated with the management of the groundwater basin including potential participation in Central Coast Blue.
 3. Consideration for providing a reduction in garbage rates by reducing franchise fees, which will:
 - Reduce Garbage Fund reserves.
 - Reduce garbage bills to customers and help offset other increases in District costs.
 4. Consideration of re-establishing billing services for the South San Luis Obispo County Sanitation District depending on community feedback relating to the special tax for medical emergency and fire response.

Lastly, reserve estimates for the Water Fund provided to your Board when the Preliminary Budget was adopted have significantly changed after the initial closing of accounting records for June 30, 2019. Staff is currently evaluating details and will review findings at the Board meeting. In addition, staff will provide a multiple year history of reserve balances based on audits for the past several years to illustrate trends and factors that are affecting reserves.

Other Agency Involvement

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

Other Financial Considerations

Grant revenues continue to be important for the District. Over the past couple years, the General Fund has received approximately \$85,000 for the emergency generator and Local Hazard Mitigation Plan and the Water Fund has received about \$375,000 for infrastructure. An additional grant of approximately \$275,000 is also anticipated in fiscal year 2019/20 which will help fund waterline replacement projects in Highway One.



Oceano Community Services District

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Results

The review of the Final 2019/20 budget and reserves helps to support financial transparency and a well governed community.

Attachments:

- A. Fiscal Year 2019/20 Final Budget
- B. Payment and Compensation Plan
- C. Utility System Manager and Lead Operator Job Descriptions

2019-2020 FINAL OCSD BUDGET



BUDGET SUMMARY



OCEANO COMMUNITY SERVICES DISTRICT
 BUDGET SUMMARY - Reserves
 FISCAL YEAR 2019-20

	Governmental	Administration	Fire	Lighting	Total General Fund	Facilities	Total General Fund	Water	Sewer	Garbage	Equipment	Total Enterprise Funds	Total
RESERVE DESIGNATIONS													
BEGINNING RESERVES													
Type R=Restricted; C=Commitment													
R	Facility Fees	\$ -	\$ -	\$ -	\$ -	\$ 211,042	\$ 211,042	\$ 24,057				\$ 24,057	\$ 235,099
C	Infrastructure	-	-	-	-	130,000	130,000	325,000	350,000	150,000		825,000	955,000
C	Emergency	-	-	-	-	-	-	300,000	300,000			600,000	600,000
C	Minimum	202,464	-	-	-	202,464	202,464	384,295	75,000	20,000		479,295	681,759
C	Equipment Replacement	-	-	-	-	-	-	130,000	100,000	75,000	20,169	325,169	325,169
C	Contingencies	-	-	-	-	35,000	35,000	135,000	100,000	40,000		275,000	310,000
U	Unassigned (Ent) / Commitment (GF)	-	-	-	-	27,955	27,955	92,136	44,553	32,128		168,817	196,772
	Total Beginning Reserves	\$ 202,464	\$ -	\$ -	\$ -	\$ 403,997	\$ 606,461	\$ 1,390,488	\$ 969,553	\$ 317,128	\$ 20,169	\$ 2,697,338	\$ 3,303,799
RESERVES INCREASES													
R	Facility Fees Acc Leave Water Bonds					\$ 20,055	\$ 20,055					\$ -	\$ 20,055
C	Infrastructure					-	-					-	-
C	Emergency					-	-		100,000			100,000	100,000
C	Minimum					-	-					-	-
C	Equipment Replacement					-	-				4,023	4,023	4,023
C	Contingencies					-	-					-	-
U	Unassigned (Ent) / Commitment (GF)					-	-		11,838	34,958		46,796	46,796
	Total Reserve Increases	\$ -	\$ -	\$ -	\$ -	\$ 20,055	\$ 20,055	\$ -	\$ 111,838	\$ 34,958	\$ 4,023	\$ 150,819	\$ 170,874
RESERVES CANCELLATIONS													
R	Facility Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -	\$ -
C	Infrastructure					-	(97,957)	(89,005)				(89,005)	(186,962)
C	Emergency					-	-	(100,000)				(100,000)	(100,000)
C	Minimum					-	-					-	-
C	Equipment Replacement					-	-	(130,000)				(130,000)	(130,000)
C	Contingencies					-	(27,955)	(135,000)				(135,000)	(162,955)
U	Unassigned (Ent) / Commitment (GF)					-	-	(92,136)				(92,136)	(92,136)
	Total Reserve Decreases	\$ -	\$ -	\$ -	\$ -	\$ (125,912)	\$ (125,912)	\$ (546,141)	\$ -	\$ -	\$ -	\$ (546,141)	\$ (672,053)
ENDING RESERVES													
R	Facility Fees	\$ -	\$ -	\$ -	\$ -	\$ 231,097	\$ 231,097	\$ 24,057	\$ -	\$ -	\$ -	\$ 24,057	\$ 255,154
C	Infrastructure	-	-	-	-	32,043	32,043	235,995	350,000	150,000	-	735,995	768,038
C	Emergency	-	-	-	-	-	-	200,000	400,000	-	-	600,000	600,000
C	Minimum	202,464	-	-	-	202,464	202,464	384,295	75,000	20,000	-	479,295	681,759
C	Equipment Replacement	-	-	-	-	-	-	-	100,000	75,000	24,192	199,192	199,192
C	Contingencies	-	-	-	-	7,045	7,045	-	100,000	40,000	-	140,000	147,045
U	Unassigned (Ent) / Commitment (GF)	-	-	-	-	27,955	27,955	-	56,391	67,086	-	123,477	151,432
	Total Ending Reserves	\$ 202,464	\$ -	\$ -	\$ -	\$ 298,140	\$ 500,604	\$ 844,347	\$ 1,081,391	\$ 352,086	\$ 24,192	\$ 2,302,016	\$ 2,802,620



GENERAL FUND





**OCEANO COMMUNITY SERVICES DISTRICT
GENERAL FUND
SUMMARY**

ACCOUNT NO.	GENERAL FUND (GF)	FINAL FY 2019/2020
SOURCES OF FUNDS		
	Fire	\$0
	Lighting	\$0
	Facilities	\$159,555
	Admin	\$2,196,650
	Total Sources of Funds	\$2,356,205
USES OF FUNDS		
	Fire	\$1,184,089
	Lighting	\$51,153
	Facilities	\$42,266
	Admin	\$1,145,929
	Total Expenditures	\$2,423,437
OPERATING SURPLUS/(DEFICIT)		
	Fire	(\$1,184,089)
	Lighting	(\$51,153)
	Facilities	\$117,289
	Admin	\$1,050,721
	OPERATING SURPLUS/(DEFICIT)	(\$67,232)
TRANSFERS & ENCUMBRANCES		
	Transfers In - From Water Fund	31,500
	(Transfers Out) - To Wastewater	(113,940)
	Encumbrances - Sources of Funding	60,454
	Encumbrances - (Designated Funds)	(73,278)
	NET TRANSFERS & ENCUMBRANCES	(\$95,264)
RESERVES		
	Use of Reserves	105,857
	(Additions to Reserves)	
	Use of Prior Year FBA	56,639
	Other Adjustments	
	RESERVES - INCREASE / (DECREASE)	\$162,496
NET BUDGETARY SOURCES/USES		
		\$0
RESERVES		
	Beginning Reserves	\$663,098
	Operating Surplus / (Deficit)	(\$67,232)
	Transfers & Encumbrances	(\$95,264)
	ENDING RESERVES	\$500,602



ADMINISTRATIVE BUDGET





**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS**

ADMINISTRATIVE DEPARTMENT - GENERAL FUND - 01

ACCOUNT NO.	GENERAL FUND (GF) ADMINISTRATIVE DEPARTMENT - 01	FINAL FY 2019/2020
SOURCES OF FUNDS		
	Revenues	\$1,050,721
	Other Sources of Funds	\$1,145,929
	Total Sources of Funds	\$2,196,650
USES OF FUNDS		
	Salaries & Wages	\$460,650
	Benefits	\$193,972
	Personnel Services	\$654,622
	Services & Supplies	\$299,058
	Operating Crew Benefits Allocation	\$192,250
	Administrative Cost	\$0
	Total Expenditures	\$1,145,929
OPERATING SURPLUS/(DEFICIT)		\$1,050,721
TRANSFERS & ENCUMBRANCES		
	Transfers In - From General Fund	151,267
	(Transfers Out)	(1,263,142)
	Encumbrances - Sources of Funding	22,096
	Encumbrances - (Designated Funds)	0
	NET TRANSFERS & ENCUMBRANCES	(\$1,089,779)
RESERVES		
	Use of Reserves	0
	(Additions to Reserves)	0
	Use of Prior Year FBA	39,058
	Other Adjustments	0
	RESERVES - INCREASE / (DECREASE)	\$39,058
NET BUDGETARY SOURCES/USES		\$0
RESERVES		
	Beginning Reserves	\$241,522
	Operating Surplus / (Deficit)	\$1,050,721
	Transfers & Encumbrances	(1,089,779)
	ENDING RESERVES	\$202,464



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS**

ADMINISTRATIVE DEPARTMENT - GENERAL FUND - 01

3%

ACCOUNT
NO.

GENERAL FUND (GF)
ADMINISTRATIVE DEPARTMENT - 01

FINAL
FY 2019/2020

SOURCES OF FUNDS

REVENUES		
01-4-3100-000	Property Taxes: Current Year - Secured	1,022,013
01-4-3101-000	Property Taxes: Current Year - Unsecured	22,667
01-4-3102-000	Property Taxes: Prior Year - Secured	0
01-4-3103-000	Property Taxes: Prior Year - Unsecured	0
	Unitary Tax	14,193
01-4-3105-000	Penalties & Interest	0
01-4-3106-000	Delinq Garbage Charges	0
01-4-3120-000	Homeowners' Prop Tax Relief	6,273
01-4-3213-100	Will Serve Letter Fee	0
01-4-3230-100	Misc. Income	0
01-4-3238-200	Firework Permit	1,540
01-4-3243-100	Reimbursements	0
01-4-3245-000	SSLOCSD Reimbursements	0
01-4-3260-100	IRS/EDD Refunds	0
01-4-3300-000	Interest Income	0
01-4-3557-000	CO Charge: SB 2557	(15,965)
01-4-3606-205	PG&E Energy Rebate	
Total Revenues		\$1,050,721
OTHER SOURCES OF FUNDS		
	Encumbrances - LHMP Grant Funds	0
	Allocated Administrative Overhead	953,679
	Allocated Operating Crew Overhead	192,250
Total Other Sources of Funds		\$1,145,929
Total Sources of Funds		\$2,196,650



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS**

ADMINISTRATIVE DEPARTMENT - GENERAL FUND - 01

3%

ACCOUNT
NO.

GENERAL FUND (GF)
ADMINISTRATIVE DEPARTMENT - 01

FINAL
FY 2019/2020

USES OF FUNDS

SALARIES & WAGES

01-5-4100-010	Salary & Wages	452,300
01-5-4100-012	W&S - Classic PERS EE Cont By District	0
01-5-4100-020	Overtime	8,350

Total Salaries & Wages

\$460,650

BENEFITS

01-5-4100-061	PERS Contribution	58,000
01-5-4100-062	PERS UAL Payment	38,500
01-5-4100-063	Pension Expense (GASB 68)	0
01-5-4100-070	SUI	2,500
01-5-4100-071	Medicare	6,400
01-5-4100-072	FICA	1,650
01-5-4100-192	P/R Fed & State Taxes	0
01-5-4100-075	Compensation Insurance	5,022
01-5-4100-090	Insurance	81,000
01-5-4100-097	Cell Phone Allowance	900
01-5-4100-099	Auto/Expense Allowance	0

Total Benefits

\$193,972

Total Personnel Services

\$654,622



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS**

ADMINISTRATIVE DEPARTMENT - GENERAL FUND - 01

3%

ACCOUNT
NO.

GENERAL FUND (GF)
ADMINISTRATIVE DEPARTMENT - 01

FINAL
FY 2019/2020

SERVICES & SUPPLIES		
01-5-4100-110	Communications & Dispatch	8,950
01-5-4100-100	Clothing	0
01-5-4100-090	Boot Allowance	0
01-5-4100-150	Insurance	24,000
01-5-4100-170	Maintenance: Equipment	3,700
01-5-4100-173	Maint: Structures/ Improvements	10,500
01-5-4100-180	Memberships	6,800
01-5-4100-190	Misc. Expense	0
01-5-4100-191	Over and Short	0
01-5-4100-193	Bank Fees	4,650
01-5-4100-200	Office Expense	6,950
01-5-4100-205	Outside UB Mail Service	0
01-5-4100-210	Postage	2,500
01-5-4100-218	Audit	19,820
01-5-4100-219	Special Admin Expense	0
01-5-4100-220	Professional Services	23,000
01-5-4100-221	Information Technology	10,000
01-5-4100-223	Legal Services	89,650
01-5-4100-225	Board Stipends	18,540
01-5-4100-226	Annual Software Maintenance	14,420
01-5-4100-230	Required Legal Notice	2,575
01-5-4100-235	Books/ Journals/ Subscriptions/ Software	1,545
01-5-4100-241	Rents/ Lease: Equipment	3,090
01-5-4100-247	LAFCO Annual Charge	16,995
01-5-4100-248	Permits, Fees, Licenses	1,030
01-5-4100-250	Small Tools/ Equipment	0
01-5-4100-260	Election Expense	10,000
01-5-4100-280	Private Vehicle/ Mileage Expense	515
01-5-4100-283	Job Advertising Expense	1,803
01-5-4100-285	Classes/ Seminars/ Training Fee	5,665
01-5-4100-286	Board Member Travel	2,060
01-5-4100-290	Utilities	10,300
01-5-4100-297	Pass-thru: Delinquent Garbage/ Tax Roll	0
01-5-4100-320	Fixed Assets - Phone System	0
01-5-4100-199	Claims & Settlements	0
	Total Services & Supplies	\$299,058



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS**

ADMINISTRATIVE DEPARTMENT - GENERAL FUND - 01

3%

ACCOUNT
NO.

GENERAL FUND (GF)
ADMINISTRATIVE DEPARTMENT - 01

FINAL
FY 2019/2020

	Operating Crew Benefits & Direct Labor Cost Allocations	
	Leave time	43,000
	Salaries & Wages (Admin)	6,400
	PERS Contribution	31,500
	Medicare	4,700
	P/R Fed & State Taxes	4,150
	SUI	1,750
	Insurance	74,500
	Boot Allowance	1,000
	Clothing	7,000
	Standby	18,250
	Total Operating Crew Benefits	\$192,250
	ADMINISTRATIVE COST ALLOCATION	
	Total Administrative Cost Allocation	\$0
	Total Expenditures	\$1,145,929
	OPERATING SURPLUS/(DEFICIT)	\$1,050,721
	TRANSFERS & ENCUMBRANCES	
	Transfers In - From Facilities Fund	151,267
	(Transfers Out) - To Fire Fund and Lighting Fund	(1,263,142)
	Encumbrances - Sources of Funding	22,096
	Encumbrances - (Designated LHMP Funds)	0
	NET TRANSFERS & ENCUMBRANCES	(\$1,089,779)
	RESERVES	
	Use of Reserves	0
	(Additions to Reserves)	
	Use of Prior Year FBA	39,058
	Other Adjustments	0
	RESERVES - INCREASE / (DECREASE)	\$39,058
	NET BUDGETARY SOURCES/USES	\$0
	RESERVES	
	Beginning Reserves	\$241,522
	Operating Surplus / (Deficit)	\$1,050,721
	Transfers & Encumbrances	(\$1,089,779)
	ENDING RESERVES	\$202,464



FIRE BUDGET





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

ACCOUNT NO.	GENERAL FUND (GF) FIRE DEPARTMENT - 01	FINAL FY 2019/2020
SOURCES OF FUNDS		
	Revenues	\$0
	Other Sources of Funds	\$0
	Total Sources of Funds	\$0
USES OF FUNDS		
	Salaries & Wages	\$1,000
	Benefits	\$8,040
	Personnel Services	\$9,040
	Services & Supplies	\$1,146,438
	Capital Overlay	\$0
	Administrative Cost Allocation	\$28,610
	Total Expenditures	\$1,184,089
OPERATING SURPLUS/(DEFICIT)		(\$1,184,089)



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

3%

ACCOUNT NO.

GENERAL FUND (GF)
FIRE DEPARTMENT - 01

FINAL
FY 2019/2020

SOURCES OF FUNDS

REVENUES

Total Revenues

\$0

OTHER SOURCES OF FUNDS

0

Total Other Sources of Funds

\$0

Total Sources of Funds

\$0

USES OF FUNDS

SALARIES & WAGES

01-5-4200-010 Salary & Wages

1,000

01-5-4200-020 Overtime

0

Total Salaries & Wages

\$1,000

BENEFITS

01-5-4200-061 PERS Contribution

0

01-5-4200-062 PERS UAL Payment

7,079

01-5-4200-062 Medicare

0

01-5-4200-075 FICA

0

01-5-4200-090 Insurance

0

Operating Crew Benefits Allocation

961

Total Benefits

\$8,040

Total Personnel Services

\$9,040

SERVICES & SUPPLIES

01-5-4200-077 JPA - Quarterly Payments

1,138,148

01-5-4200-100 Clothing

0

01-5-4200-110 Communication

0

Community Outreach

2,500

01-5-4200-150 Insurance

0

01-5-4200-170 Maintenance - Equipment

0

01-5-4200-173 Maintenance - Structure/ Improvements

0

01-5-4200-175 Operating Supplies

0

01-5-4200-200 Office Expense

0

01-5-4200-210 Postage

0

01-5-4200-220 Professional Services

0

01-5-4200-241 Rents & Leases - Equipment

0

01-5-4200-247 LAFCO Annual Charge

0

01-5-4200-290 Utilities

5,275

01-5-4200-291 Sandbags

515

01-5-4200-320 Fixed Assets - Equipment

0

01-5-4200-320 Hydrant R&M

0

Total Services & Supplies

\$1,146,438

CAPITAL OVERLAY

Total Capital Overlay

\$0



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS**

FIRE DEPARTMENT - GENERAL FUND - 01

3%

ACCOUNT
NO.

GENERAL FUND (GF)
FIRE DEPARTMENT - 01

FINAL
FY 2019/2020

	ADMINISTRATIVE COST ALLOCATION	
	Allocated Overhead	28,610
	Total Administrative Cost Allocation	\$28,610
	Total Expenditures	\$1,184,089
	OPERATING SURPLUS/(DEFICIT)	(\$1,184,089)
	TRANSFERS & ENCUMBRANCES	
	Transfers In - Property Taxes & Facilities Fund	1,211,989
	(Transfers Out)	0
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds)	(27,900)
	NET TRANSFERS & ENCUMBRANCES	\$1,184,089
	RESERVES	
	Use of Reserves	0
	(Additions to Reserves)	0
	Use of Prior Year FBA	0
	Other Adjustments	0
	RESERVES - INCREASE / (DECREASE)	\$0
	NET BUDGETARY SOURCES/(USES)	\$0



LIGHTING BUDGET





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

ACCOUNT NO.	GENERAL FUND (GF) LIGHTING - 01	FINAL FY 2019/2020
SOURCES OF FUNDS		
	Revenues	\$0
	Other Sources of Funds	\$0
	Total Sources of Funds	\$0
USES OF FUNDS		
	Salaries & Wages	\$1,000
	Benefits	\$961
	Personnel Services	\$1,961
	Services & Supplies	\$39,655
	Capital Outlay	\$0
	Administrative Cost	\$9,537
	Total Expenditures	\$51,153
OPERATING SURPLUS/(DEFICIT)		(\$51,153)



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS**

LIGHTING - GENERAL FUND - FUND 01

3%

ACCOUNT
NO.

GENERAL FUND (GF)
LIGHTING - 01

FINAL
FY 2019/2020

SOURCES OF FUNDS		
REVENUES		
	Total Revenues	\$0
OTHER SOURCES OF FUNDS		
	Total Other Sources of Funds	\$0
	Total Sources of Funds	\$0
USES OF FUNDS		
SALARIES & WAGES		
01-5-4195-010	Salaries & Wages	1,000
01-5-4195-020	Overtime Wages	0
	Total Salaries & Wages	\$1,000
BENEFITS		
01-5-4195-071	Medicare	0
01-5-4195-061	PERs Contributions	0
01-5-4195-090	Insurance	0
	Operating Crew Benefits Allocation	961
	Total Benefits	\$961
	Total Personnel Services	\$1,961
SERVICES & SUPPLIES		
01-5-4195-175	Operating Supplies	1,545
01-5-4195-150	Insurance	0
01-5-4195-295	Street Lighting	38,110
	Total Services & Supplies	\$39,655
CAPITAL OUTLAY		
	Total Capital Outlay	\$0
ADMINISTRATIVE COST ALLOCATION		
01-5-4195-376	Administrative Cost Allocation	9,537
	Total Administrative Cost Allocation	\$9,537
	Total Expenditures	\$51,153



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS**

LIGHTING - GENERAL FUND - FUND 01

3%

ACCOUNT
NO.

GENERAL FUND (GF)
LIGHTING - 01

FINAL
FY 2019/2020

OPERATING SURPLUS/(DEFICIT)		(\$51,153)
TRANSFERS & ENCUMBRANCES		
	Transfers In - Property Taxes	51,153
	(Transfers Out)	0
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated)	0
NET TRANSFERS & ENCUMBRANCES		\$51,153
RESERVES		
	Use of Reserves	0
	(Additions to Reserves)	0
	Other Adjustments	0
RESERVES - INCREASE / (DECREASE)		\$0
NET BUDGETARY SOURCES/USES		(\$0)



FACILITIES FUND





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

ACCOUNT NO.	GENERAL FUND (GF) FACILITIES - 10	FINAL FY 2019/2020
SOURCES OF FUNDS		
	Revenues	\$159,555
	Other Sources of Funds	\$0
	Total Sources of Funds	\$159,555
USES OF FUNDS		
	Salaries & Wages	\$2,000
	Benefits	\$1,923
	Personnel Services	\$3,923
	Services & Supplies	\$19,270
	Capital Outlay	\$0
	Administrative Cost	\$19,074
	Total Expenditures	\$42,266
OPERATING SURPLUS/(DEFICIT)		\$117,289
TRANSFERS & ENCUMBRANCES		
	Transfers In - From Water Fund	31,500
	(Transfers Out)	(265,205)
	Encumbrances - Sources of Funding	38,358
	Encumbrances - (Designated Funds)	(45,378)
	NET TRANSFERS & ENCUMBRANCES	(\$240,725)
RESERVES		
	Use of Reserves	105,857
	(Additions to Reserves)	
	Use of Prior Year FBA	17,579
	Other Adjustments	0
	RESERVES - INCREASE / (DECREASE)	\$123,436
NET BUDGETARY SOURCES/USES		\$0
RESERVES		
	Beginning Reserves	\$421,576
	Operating Surplus / (Deficit)	\$117,289
	Transfers & Encumbrances	(240,725)
	ENDING RESERVES	\$298,140



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

3%

ACCOUNT
NO.

GENERAL FUND (GF)
FACILITIES - 10

FINAL
FY 2019/2020

SOURCES OF FUNDS

REVENUES

10-4-3257-000	Utility Reimbursement	3,915
10-4-3258-000	Old Fire Station Rent	11,700
10-4-3259-000	Fire Rent	15,000
10-4-3260-000	Lease - Sheriff Facility	113,940
	Public Facilities Fees	15,000
10-4-3300-003	Interest Income	0

Total Revenues

\$159,555

OTHER SOURCES OF FUNDS

	Nuclear Power Preparedness - Emergency Generator	0
	Public Facilities Fees - Emergency Generator	0

Total Other Sources of Funds

\$0

Total Sources of Funds

\$159,555

USES OF FUNDS

SALARIES & WAGES

10-5-4300-010	Salary & Wages	2,000
10-5-4300-010	Overtime	0

Total Salaries & Wages

\$2,000

BENEFITS

10-5-4300-060	PERS - Retirement	0
10-5-4300-071	Medicare	0
10-5-4300-072	FICA	0
10-5-4300-080	Boot Allowance	0
10-5-4300-090	Medical Insurance	0
	Operating Crew Overhead	1,923

Total Benefits

\$1,923

Total Personnel Services

\$3,923

SERVICES & SUPPLIES

10-5-4300-110	Communication	0
10-5-4300-100	Clothing	0
10-5-4300-150	Insurance	0
10-5-4300-163	Maint: Structure/ Improvements	15,450
10-5-4300-171	Maint. Vehicles	0
10-5-4300-172	Oil and Gas	0
10-5-4300-173	So: Maint. Structures/ Improvements	2,060
10-5-4300-192	Over/Short	0
10-5-4300-219	Special Admin Expense	0
10-5-4300-220	Professional Services	1,500
10-5-4300-247	LAFCO Annual Charge	0
10-5-4300-248	Permits, Fees, Licenses	0
10-5-4300-290	Utilities	260
10-5-4300-366	Emergency Generator Project	0
10-5-4300-385	Depreciation Expense	0

Total Services & Supplies

\$19,270



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

3%

ACCOUNT NO.	GENERAL FUND (GF) FACILITIES - 10	FINAL FY 2019/2020
CAPITAL OUTLAY		
10-5-4300-320	Fixed Assets	0
Total Capital Outlay		\$0
ADMINISTRATIVE COST ALLOCATION		
10-5-4300-376	Admin Allocation	19,074
Total Administrative Cost Allocation		\$19,074
Total Expenditures		\$42,266
OPERATING SURPLUS/(DEFICIT)		\$117,289
TRANSFERS & ENCUMBRANCES		
	Transfers In - From Water Fund	31,500
	(Transfers Out) - To General & Sewer	(265,205)
	Encumbrances - Sources of Funding	38,358
	Encumbrances - (Designated Funds)	(45,378)
NET TRANSFERS & ENCUMBRANCES		(\$240,725)
RESERVES		
	Use of Reserves	105,857
	(Additions to Reserves)	
	Use of Prior Year FBA	17,579
	Other Adjustments	0
RESERVES - INCREASE / (DECREASE)		\$123,436
NET BUDGETARY SOURCES/USES		\$0
RESERVES		
	Beginning Reserves	\$421,576
	Operating Surplus / (Deficit)	\$117,289
	Transfers & Encumbrances	(\$240,725)
ENDING RESERVES		\$298,140



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

ACCOUNT NO.	ENTERPRISE FUNDS	FINAL FY 2019/2020
SOURCES OF FUNDS		
	Water	\$2,407,219
	Wastewater	\$403,800
	Garbage	\$109,836
	Equipment	\$29,090
Total Sources of Funds		\$2,949,945
USES OF FUNDS		
	Water	\$2,868,220
	Wastewater	\$476,516
	Garbage	\$102,565
	Equipment	\$25,067
Total Expenditures		\$3,472,368
OPERATING SURPLUS/(DEFICIT)		
	Water	(\$461,001)
	Wastewater	(\$72,716)
	Garbage	\$7,271
	Equipment	\$4,023
OPERATING SURPLUS/(DEFICIT)		(\$522,423)
TRANSFERS & ENCUMBRANCES		
	Transfers In - From General Fund	121,440
	(Transfers Out)	(67,999)
	Encumbrances - Sources of Funding	147,775
	Encumbrances - (Designated Funds)	(130,435)
NET TRANSFERS & ENCUMBRANCES		\$70,781
RESERVES		
	Use of Reserves	546,141
	(Additions to Reserves)	(150,820)
	Use of Prior Year FBA	35,133
	Other Adjustments	
RESERVES - INCREASE / (DECREASE)		\$430,454
NET BUDGETARY SOURCES/USES		(\$21,188)
RESERVES		
Beginning Reserves		
	Water	\$1,343,462.26
	Wastewater	\$1,051,712
	Garbage	\$338,316
	Equipment	\$20,169
Beginning Reserves		2,753,659
Operating Surplus / (Deficit)		
	Water	(\$461,001)
	Wastewater	(\$72,716)
	Garbage	\$7,271
	Equipment	\$4,023
Operating Surplus / (Deficit)		(522,423)
Transfers & Encumbrances		
	Water	(\$38,114)
	Wastewater	\$102,395
	Garbage	\$6,500
	Equipment	\$0
Transfers & Encumbrances		70,781
ENDING RESERVES		\$2,302,017



WATER FUND





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

ACCOUNT NO.	WATER FUND WATER DEPARTMENT - 02	FINAL FY 2019/2020
SOURCES OF FUNDS		
	Revenues	\$2,407,219
	Other Sources of Funds	\$0
	Total Sources of Funds	\$2,407,219
USES OF FUNDS		
	Salaries & Wages	\$184,000
	Benefits	\$129,585
	Personnel Services	\$313,585
	Services & Supplies	\$1,982,428
	Capital Outlay	\$0
	Administrative Cost	\$572,207
	Total Expenditures	\$2,868,220
OPERATING SURPLUS/(DEFICIT)		(\$461,001)
TRANSFERS & ENCUMBRANCES		
	Transfers In - From General Fund	0
	(Transfers Out) - Facilities, Garbage and Equipment	(55,454)
	Encumbrances - Sources of Funding	147,775
	Encumbrances - (Designated Funds)	(130,435)
NET TRANSFERS & ENCUMBRANCES		(\$38,114)
RESERVES		
	Use of Reserves	546,141
	(Additions to Reserves)	0
	Use of Prior Year FBA	(47,026)
	Other Adjustments	0
RESERVES - INCREASE / (DECREASE)		\$499,115
NET BUDGETARY SOURCES/USES		(\$0)
RESERVES		
	Beginning Reserves	\$1,343,462.26
	Operating Surplus / (Deficit)	(\$461,001.29)
	Transfers & Encumbrances	(\$38,113.74)
ENDING RESERVES		\$844,347



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS**

WATER FUND - 02

3%

ACCOUNT
NO.

WATER FUND
WATER DEPARTMENT - 02

FINAL
FY 2019/2020

SOURCES OF FUNDS

REVENUES

02-4-3200-000	Sales: Residential	1,799,000
02-4-3203-000	Revenue Accrual	0
02-4-3204-000	Sales: Lopez	493,000
02-4-3205-000	Connection Fees	0
02-4-3206-000	Front Footage Fees	16,320
02-4-3207-000	Sales: U/B Courtesy Notice	4,500
02-4-3208-000	Delinquent U/B Acct Fees	27,000
02-4-3209-000	Capacity Charges	25,164
02-4-3210-000	Meter Fees	5,400
02-4-3211-000	Lopez Connection Fees	4,000
02-4-3212-000	New Account Setup Fee	2,600
02-4-3217-297	Wheeling/Fire Protection	25,000
02-4-3230-000	Sales: Miscellaneous	0
02-4-3260-350	Reimbursement - New Development	5,035
02-4-3255-000	Inspection Fees	200
02-4-3300-000	Interest Income	0
02-4-3300-002	Interest - Co Restricted /WCI	0
02-4-3900-000	Other Income	0
02-4-3900-490	Claims & Settlements	0

Total Revenues

\$2,407,219

OTHER SOURCES OF FUNDS

02-4-3230-630	Well #5 Rehabilitation	0
	WRRP Grant Phase #1	0
	Waterline Replacement (Norswing/ HWY One)	0
	WRRP Grant Phase #2	0
	Use of County Deposit - State Water	0
	Rental Income (Sheriff Building Transfer 15/16)	0

Total Other Sources of Funds

\$0

Total Sources of Funds

\$2,407,219



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS**

WATER FUND - 02

3%

ACCOUNT
NO.

WATER FUND
WATER DEPARTMENT - 02

FINAL
FY 2019/2020

USES OF FUNDS

SALARIES & WAGES

02-5-4400-010	Salaries and Wages	130,000
02-5-4400-012	Classic EE Contr by ER PERS	0
02-5-4400-020	Overtime	41,000
	Lead Operator Contingency (Budget Workshop)	13,000

Total Salaries & Wages

\$184,000

BENEFITS

02-5-4400-061	PERs Contribution	0
02-5-4400-062	Pension Expense	0
02-5-4400-071	Medicare	0
02-5-4400-075	Workers Compensation Insurance	6,545
02-5-4400-080	Boot Allowance	
02-5-4400-090	Insurance	0
	Operating Crew Benefits Allocation	123,040

Total Benefits

\$129,585

Total Personnel Services

\$313,585

SERVICES & SUPPLIES

02-5-4400-100	Clothing	0
02-5-4400-110	Communications	3,500
02-5-4400-150	Insurance	0
02-5-4400-163	Maint: Structures/ Improvements	8,900
02-5-4400-164	Paving	6,250
02-5-4400-170	Maintenance - Equipment	5,665
02-5-4400-171	Maintenance: Vehicles	0
02-5-4400-171	Gas and Oil	
02-5-4400-173	Maint: Shared Structures/ Improvements	10,815
02-5-4400-175	System Parts/ Operating Supplies	17,510
02-5-4400-176	Water Meters	10,815
02-5-4400-177	Safety Expense	570
02-5-4400-178	Chemicals	3,800



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS**

WATER FUND - 02

3%

ACCOUNT
NO.

WATER FUND
WATER DEPARTMENT - 02

FINAL
FY 2019/2020

02-5-4400-180	Membership	2,700
02-5-4400-190	Misc. Expense	0
02-5-4400-191	Over and Short	0
02-5-4400-195	Customer Refund	0
02-5-4400-200	Office Expense	620
02-5-4400-205	Outside UB Mail Service	9,000
02-5-4400-210	Postage	0
02-5-4400-219	Special Admin Expense	
02-5-4400-220	Professional Services	18,025
02-5-4400-221	Information Technology	575
02-5-4400-222	Contracted Engineering	5,665
02-5-4400-224	Annual Software Maint	0
02-5-4400-225	Administrative Services	
02-5-4400-226	Engineering & Other Reimbursements	10,815
02-5-4400-230	Legal Notices	1,145
02-5-4400-231	Bad Debt Expense	545
02-5-4400-235	Books/ Journals/ Sub/ Software	0
02-5-4400-241	Rents/ Leases - Equipment	2,115
02-5-4400-247	LAFCO Charge	0
02-5-4400-248	Permits, Fees, Licenses	13,085
02-5-4400-250	Small Tools and Instruments	2,575
02-5-4400-285	Classes/ Seminars	10,279
02-5-4400-261	Water Supply - Lopez	505,069
02-5-4400-262	Water Supply - State Water	1,150,000
02-5-4400-290	Utilities	60,000
02-5-4400-297	Pass-Thru: Crest/Christie/AG	26,265
02-5-4400-320	Fixed Assets - Equipment	0
02-5-4400-362	Litigation: SMGB	50,000
02-5-4400-366	Storage Tank O&M	0
02-5-4400-380	NCMA Tec	38,625
02-5-4400-386	Interest Expense	0
02-5-4400-387	Interest Expense - Interfund	0
02-5-4400-393	Interest Expense - Water Bonds	0
02-5-4400-394	Software Lease Interest	0
02-5-4400-395	State Water Resources Control	0
02-5-4400-499	Claim & Settlements	7,500
Total Services & Supplies		\$1,982,428



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS**

WATER FUND - 02

3%

ACCOUNT NO.	WATER FUND WATER DEPARTMENT - 02	FINAL FY 2019/2020
CAPITAL OUTLAY		
02-5-4400-354	CIP - Overlay	0
02-5-4400-358	CPI - Lagoon Waterline	0
02-5-4400-440	CPI - Well #8	0
02-5-4400-441	CPI - Well #5	0
02-5-4400-442	CPI - Air Park Drive Relocation	0
02-5-4400-443	CPI - HWY One Relocation	0
02-5-4400-444	CPI - WRRP	0
02-5-4400-445	CPI - Facilities Yard	0
Total Capital Outlay		\$0
ADMINISTRATIVE COST ALLOCATION		
	Administrative Cost Allocation	572,207
Total Administrative Cost Allocation		\$572,207
Total Expenditures		\$2,868,220
OPERATING SURPLUS/(DEFICIT)		(\$461,001)
TRANSFERS & ENCUMBRANCES		
	Transfers In	0
	(Transfers Out) - To Facilities , Garbage, Equipment	(55,454)
	Encumbrances - Sources of Funding	147,775
	Encumbrances - (Designated Funds)	(130,435)
NET TRANSFERS & ENCUMBRANCES		(\$38,114)
RESERVES		
	Use of Reserves	546,141
	(Additions to Reserves)	0
	Use of Prior Year FBA	(47,026)
	Other Adjustments	0
RESERVES - INCREASE / (DECREASE)		\$499,115
NET BUDGETARY SOURCES/USES		(\$0)
RESERVES		
	Beginning Reserves	\$1,343,462.26
	Operating Surplus / (Deficit)	(\$461,001)
	Transfers & Encumbrances	(\$38,114)
ENDING RESERVES		\$844,347



WASTE WATER FUND





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

ACCOUNT NO.	WASTEWATER FUND WASTEWATER DEPARTMENT - 03	FINAL FY 2019/2020
SOURCES OF FUNDS		
	Revenues	\$403,800
	Other Sources of Funds	\$0
	Total Sources of Funds	\$403,800
USES OF FUNDS		
	Salaries & Wages	\$72,500
	Benefits	\$49,792
	Personnel Services	\$122,292
	Services & Supplies	\$68,120
	Capital Outlay	\$0
	Administrative Cost	\$286,104
	Total Expenditures	\$476,516
	OPERATING SURPLUS/(DEFICIT)	(\$72,716)
TRANSFERS & ENCUMBRANCES		
	Transfers In - From Facilities Fund	113,940
	(Transfers Out) - Equipment Fund	(11,545)
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds)	0
	NET TRANSFERS & ENCUMBRANCES	\$102,395
RESERVES		
	Use of Reserves	0
	(Additions to Reserves)	(111,838)
	Use of FBA	82,159
	Other Adjustments	0
	RESERVES - INCREASE / (DECREASE)	(\$29,679)
	NET BUDGETARY SOURCES/USES	\$0
RESERVES		
	Beginning Reserves	\$1,051,712
	Operating Surplus / (Deficit)	(72,716)
	Transfers & Encumbrances	102,395
	ENDING RESERVES	\$1,081,391



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

3%

ACCOUNT
NO.

WASTEWATER FUND
WASTEWATER DEPARTMENT - 03

FINAL
FY 2019/2020

SOURCES OF FUNDS

REVENUES		
03-4-3210-000	Sales - Sewer	400,000
03-4-3203-000	Revenue Accrual	0
03-4-3211-000	Sewer Connections	2,000
03-4-3215-000	Sanitation District Collection	0
03-4-3255-000	Inspection Fees	100
03-4-3256-000	FOG Program	1,700
Total Revenues		\$403,800
OTHER SOURCES OF FUNDS		
03-4-3900-000	Other Income	0
	Rental Income (Sheriff Building Transfer 15/16)	0
Total Other Sources of Funds		\$0
Total Sources of Funds		\$403,800

USES OF FUNDS

SALARIES & WAGES		
03-5-4500-010	Salaries and Wages	50,000
03-5-4500-012	Classic EE Contr by ER PERS	0
03-5-4500-020	Overtime	17,500
	Lead Operator Contingency (Budget Workshop)	5,000
Total Salaries & Wages		\$72,500
BENEFITS		
03-5-4500-061	CalPERS	0
03-5-4500-063	Pension Expense (GASB 68)	0
03-5-4500-071	Medicare	0
03-5-4500-071	Workers Compensation Insurance	3,652
03-5-4500-080	Boot Allowance	0
03-5-4500-090	Insurance	0
	Operating Crew Benefits Allocation	46,140
Total Benefits		\$49,792



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS**

WASTEWATER DEPARTMENT - FUND 03

3%

**ACCOUNT
NO.**

**WASTEWATER FUND
WASTEWATER DEPARTMENT - 03**

**FINAL
FY 2019/2020**

Total Personnel Services		\$122,292
SERVICES & SUPPLIES		
03-5-4500-100	Clothing	0
03-5-4500-110	Communication	515
03-5-4500-150	Insurance	0
03-5-4500-163	Maint: Sewer Structures/ Improvements	17,000
03-5-4500-170	Maintenance: Equipment	3,348
03-5-4500-171	Maintenance: Vehicles	3,500
03-5-4500-172	Gas and Oil	3,500
03-5-4500-173	Maint: Structures/ Improvements	0
03-5-4500-175	System Parts/ Operating Supplies	8,240
03-5-4500-177	Safety Expense	2,850
03-5-4500-180	Memberships	0
03-5-4500-190	Misc. Expense	0
03-5-4500-192	Over and Short	0
03-5-4500-200	Office Expense	515
03-5-4500-205	Outside UB Mailing Expense	9,000
03-5-4500-220	Professional Services	2,575
03-5-4500-222	Contracted Engineering	2,833
03-5-4500-224	Annual Software Maintenance	0
03-5-4500-226	Engineering & Other Reimbursables	0
03-5-4500-241	Rents & Leases/ Equipment	2,575
03-5-4500-247	LAFCO Annual Charges	
03-5-4500-248	Regulatory Permits & Fees	4,020
03-5-4500-250	Small Tools & Instruments	0
03-5-4500-285	Classes/ Seminars/ Training Fees	2,800
03-5-4500-290	Utilities	2,600
03-5-4500-297	Pass-Thru: SSLOCSD Rev	0
03-5-4500-320	Fixed Assets - Equipment	0
03-5-4500-390	Bad Debt Expense	350
03-5-4500-499	Claims & Settlements	1,900
Total Services & Supplies		\$68,120



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

3%

ACCOUNT
NO.

WASTEWATER FUND
WASTEWATER DEPARTMENT - 03

FINAL
FY 2019/2020

CAPITAL OUTLAY		
03-5-4500-354	CIP - Overlay	0
03-5-4500-442	CPI - Air Park Drive Relocation	0
03-5-4500-443	CPI - HWY One Relocation	0
03-5-4500-445	CPI - Facilities Yard	0
Total Capital Outlay		\$0
ADMINISTRATIVE COST ALLOCATION		
	Administrative Cost Allocation	286,104
Total Administrative Cost Allocation		\$286,104
Total Expenditures		\$476,516

OPERATING SURPLUS/(DEFICIT)		(\$72,716)
TRANSFERS & ENCUMBRANCES		
	Transfers In - From Facilities Fund	113,940
	(Transfers Out) - Equipment Fund	(11,545)
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds)	0
NET TRANSFERS & ENCUMBRANCES		\$102,395
RESERVES		
	Use of Reserves	
	(Additions to Reserves)	(111,838)
	Use of FBA	82,159
	Other Adjustments	
RESERVES - INCREASE / (DECREASE)		(\$29,679)
NET BUDGETARY SOURCES/USES		\$0

RESERVES		
	Beginning Reserves	\$1,051,712.00
	Operating Surplus / (Deficit)	(\$72,716)
	Transfers & Encumbrances	\$102,395
ENDING RESERVES		\$1,081,391



GARBAGE FUND





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

ACCOUNT NO.	GARBAGE FUND GARBAGE DEPARTMENT - 06	FINAL FY 2019/2020
SOURCES OF FUNDS		
	Revenues	\$109,836
	Other Sources of Funds	\$0
	Total Sources of Funds	\$109,836
USES OF FUNDS		
	Salaries & Wages	\$22,000
	Benefits	\$20,138
	Personnel Services	\$42,138
	Services & Supplies	\$22,280
	Capital Outlay	\$0
	Administrative Cost	\$38,147
	Total Expenditures	\$102,565
	OPERATING SURPLUS/(DEFICIT)	\$7,271
TRANSFERS & ENCUMBRANCES		
	Transfers In - From Water Fund	7,500
	(Transfers Out) - Equipment Fund	(1,000)
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds)	0
	NET TRANSFERS & ENCUMBRANCES	\$6,500
RESERVES		
	Use of Reserves	0
	(Additions to Reserves)	(34,959)
	Other Adjustments	0
	RESERVES - INCREASE / (DECREASE)	(34,959)
	NET BUDGETARY SOURCES/USES	(\$21,188)
RESERVES		
	Beginning Reserves	\$338,316
	Operating Surplus / (Deficit)	\$7,271
	Transfers & Encumbrances	\$6,500
	ENDING RESERVES	\$352,086



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS**

GARBAGE FUND - 06

3%

ACCOUNT
NO.

GARBAGE FUND
GARBAGE DEPARTMENT - 06

FINAL
FY 2019/2020

SOURCES OF FUNDS

REVENUES		
06-4-3300-000	Garbage: Misc. Income	0
06-4-3300-003	Interest	0
06-4-3501-000	Franchise Fees	102,036
06-4-3501-741	Landfill Savings Payment	7,800
Total Revenues		\$109,836
OTHER SOURCES OF FUNDS		
		0
Total Other Sources of Funds		\$0
Total Sources of Funds		\$109,836

USES OF FUNDS

SALARIES & WAGES		
06-5-4900-010	Salaries & Wages	20,000
06-5-4900-012	Classic EE Contr by ER PERS	0
06-5-4900-020	Overtime Wages	0
	Lead Operator Contingency (Budget Workshop)	2,000
Total Salaries & Wages		\$22,000
BENEFITS		
06-5-4900-061	PERS Contributions	0
06-5-4900-063	Pension Expense	0
06-5-4900-071	Medicare	0
06-5-4900-072	FICA	0
06-5-4900-075	Compensation Insurance	913
06-5-4900-080	Boot Allowance	
06-5-4900-090	Insurance	0
	Operating Crew Benefits Allocation	19,225
Total Benefits		\$20,138
Total Personnel Services		\$42,138



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

3%

ACCOUNT
NO.

GARBAGE FUND
GARBAGE DEPARTMENT - 06

FINAL
FY 2019/2020

SERVICES & SUPPLIES		
06-5-4900-100	Clothing	0
06-5-4900-110	Communication	900
06-5-4900-150	Insurance	0
06-5-4900-171	Maintenance - Vehicles	515
06-5-4900-172	Gas and Oil	0
06-5-4900-173	Maint - Shared Structures/ Improvements	0
06-5-4900-175	Operating Supplies	1,545
06-5-4900-192	Over and Short	0
06-5-4900-200	Office Expense	1,030
06-5-4900-210	Postage	515
06-5-4900-219	Special Admin Expense	0
06-5-4900-220	Professional Services	7,000
06-5-4900-230	Legal Notices	260
06-5-4900-247	LAFCO Annual Charge	0
06-5-4900-290	Utilities	515
	School Outreach Programs	10,000
Total Services & Supplies		\$22,280
CAPITAL OUTLAY		
06-5-4900-445	CPI - Facilities Yard	0
Total Capital Outlay		\$0
ADMINISTRATIVE COST ALLOCATION		
	Administrative Cost Allocation	38,147
Total Administrative Cost Allocation		\$38,147
Total Expenditures		\$102,565



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

3%

ACCOUNT
NO.

GARBAGE FUND
GARBAGE DEPARTMENT - 06

FINAL
FY 2019/2020

OPERATING SURPLUS/(DEFICIT)		\$7,271
TRANSFERS & ENCUMBRANCES		
	Transfers In - From Water Fund	7,500
	(Transfers Out) - Equipment Fund	(1,000)
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds)	0
NET TRANSFERS & ENCUMBRANCES		\$6,500
RESERVES		
	Use of Reserves	
	(Additions to Reserves)	(34,959)
	Use of FBA	21,188
	Other Adjustments	
RESERVES - INCREASE / (DECREASE)		(\$13,771)
NET BUDGETARY SOURCES/USES		(\$0)
RESERVES		
	Beginning Reserves	\$338,316
	Operating Surplus / (Deficit)	\$7,271
	Transfers & Encumbrances	\$6,500
ENDING RESERVES		\$352,086



EQUIPMENT FUND





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

ACCOUNT NO.	EQUIPMENT FUND - 12	FINAL FY 2019/2020
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SOURCES OF FUNDS

	Revenues	\$29,090
	Other Sources of Funds	\$0
	Total Sources of Funds	\$29,090

USES OF FUNDS

	Salaries & Wages	\$0
	Benefits	\$0
	Personnel Services	\$0
	Services & Supplies	\$16,000
	Capital Outlay	\$0
	Debt Service	\$9,067
	Total Expenditures	\$25,067

	OPERATING SURPLUS/(DEFICIT)	\$4,023
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	TRANSFERS & ENCUMBRANCES	
	Transfers In - From General Fund	0
	(Transfers Out)	0
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds)	0

	NET TRANSFERS & ENCUMBRANCES	\$0
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	RESERVES	
	Use of Reserves	0
	(Additions to Reserves)	(4,023)
	Other Adjustments	0

	RESERVES - INCREASE / (DECREASE)	(\$4,023)
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	NET BUDGETARY SOURCES/USES	\$0
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	RESERVES	
	Beginning Reserves	\$20,169
	Operating Surplus / (Deficit)	\$4,023
	Transfers & Encumbrances	\$0
	ENDING RESERVES	\$24,192



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

ACCOUNT NO.	EQUIPMENT FUND - 12	FINAL FY 2019/2020
SOURCES OF FUNDS		
REVENUES		
12-4-3800-001	Lease Revenue from Water	16,545
12-4-3800-002	Lease Revenue from Sewer	11,545
12-4-3800-005	Lease Revenue from Garbage	1,000
12-4-3800-003	Insurance Proceeds	0
12-4-3800-004	Surplus Sales	0
Total Revenues		\$29,090
OTHER SOURCES OF FUNDS		
		0
Total Other Sources of Funds		\$0
Total Sources of Funds		\$29,090
USES OF FUNDS		
SALARIES & WAGES		
		0
Total Salaries & Wages		\$0
BENEFITS		
		0
Total Benefits		\$0
Total Personnel Services		\$0
SERVICES & SUPPLIES		
12-5-4350-171	Maintenance - Vehicles	6,500
12-5-4350-172	Fuel	9,500
Total Services & Supplies		\$16,000
CAPITAL OUTLAY		
12-5-4350-320	Fixed Assets	0
Total Capital Outlay		\$0
DEBT SERVICE		
12-5-4350-320	Equipment Lease	9,067
12-5-4350-386	Interest Expense	0
Total Debt Service		\$9,067
Total Expenditures		\$25,067



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

ACCOUNT NO.	EQUIPMENT FUND - 12	FINAL FY 2019/2020
OPERATING SURPLUS/(DEFICIT)		\$4,023
TRANSFERS & ENCUMBRANCES		
	Transfers In - General Fund (Backhoe)	
	(Transfers Out)	
	Encumbrances - Sources of Funding	
	Encumbrances - (Designated Funds)	
NET TRANSFERS & ENCUMBRANCES		\$0
RESERVES		
	Use of Reserves	
	(Additions to Reserves)	(4,023)
	Other Adjustments	
RESERVES - INCREASE / (DECREASE)		(\$4,023)
NET BUDGETARY SOURCES/USES		\$0
RESERVES		
	Beginning Reserves	\$20,169.00
	Operating Surplus / (Deficit)	\$4,023
	Transfers & Encumbrances	\$0
ENDING RESERVES		\$24,192

**OCEANO COMMUNITY SERVICES DISTRICT
PLAN OF PAYMENT AND COMPENSATION
SALARY SCHEDULE
For the Fiscal Year Ending June 30, 2019**

Step Differential: Step:	A Step #1	2.50% B Step #2	2.50% C Step #3	5.00% D Step #4	5.00% E Step #5	5.00% F Step #6	5.00% G Step #7	5.00% Longevity Step #8
General Manager								
Hourly	\$94.23	\$96.59	\$99.00	-	-	-	-	-
Annual	\$196,000.00	\$200,900.00	\$205,923.00	-	-	-	-	-
Business and Accounting Manager I								
Hourly	\$ 24.95	\$ 25.57	\$ 26.21	\$ 27.52	\$ 28.90	\$ 30.34	\$ 31.86	\$ 33.45
Annual	\$51,896.00	\$53,186.00	\$54,517.00	\$57,242.00	\$60,112.00	\$63,107.00	\$66,264.00	\$69,576.00
Business and Accounting Manager II								
Hourly	\$ 29.93	\$ 30.68	\$ 31.45	\$ 33.02	\$ 34.67	\$ 36.40	\$ 38.22	\$ 40.13
Annual	\$62,254.00	\$63,814.00	\$65,416.00	\$68,682.00	\$72,114.00	\$75,712.00	\$79,504.00	\$83,470.00
Business and Accounting Manager III								
Hourly	\$ 40.53	\$ 41.54	\$ 42.58	\$ 44.71	\$ 46.95	\$ 49.30	\$ 51.76	\$ 54.35
Annual	\$84,302.00	\$86,403.00	\$88,566.00	\$92,997.00	\$97,656.00	\$102,544.00	\$107,656.00	\$113,048.00
Account Administrator I								
Hourly	\$ 18.70	\$ 19.17	\$ 19.64	\$ 20.62	\$ 21.65	\$ 22.73	\$ 23.88	\$ 25.06
Annual	\$38,896.00	\$39,874.00	\$40,851.00	\$42,890.00	\$45,032.00	\$47,278.00	\$49,670.00	\$52,125.00
Account Administrator II								
Hourly	\$ 20.11	\$ 20.60	\$ 21.12	\$ 22.18	\$ 23.28	\$ 24.43	\$ 25.66	\$ 26.94
Annual	\$41,829.00	\$42,848.00	\$43,930.00	\$46,134.00	\$48,422.00	\$50,814.00	\$53,373.00	\$56,035.00
Account Administrator III								
Hourly	\$ 21.62	\$ 22.15	\$ 22.69	\$ 23.83	\$ 25.02	\$ 26.27	\$ 27.58	\$ 28.96
Annual	\$44,970.00	\$46,072.00	\$47,195.00	\$49,566.00	\$52,042.00	\$54,642.00	\$57,366.00	\$60,237.00
Utilities System Manager								
Hourly	\$ 40.53	\$ 41.54	\$ 42.58	\$ 44.71	\$ 46.95	\$ 49.30	\$ 51.76	\$ 54.35
Annual	\$84,302.40	\$86,403.20	\$88,566.40	\$92,996.80	\$97,656.00	\$102,544.00	\$107,660.80	\$113,048.00
Lead Operator								
Hourly	\$ 26.35	\$ 27.01	\$ 27.69	\$ 29.07	\$ 30.52	\$ 32.05	\$ 33.65	\$ 35.33
Annual	\$54,808.00	\$56,180.80	\$57,595.20	\$60,465.60	\$63,481.60	\$66,664.00	\$70,000.00	\$73,486.40
Utilities Operator I								
Hourly	\$ 19.76	\$ 20.24	\$ 20.74	\$ 21.79	\$ 22.89	\$ 24.03	\$ 25.24	\$ 26.50
Annual	\$41,101.00	\$42,099.00	\$43,139.00	\$45,323.00	\$47,611.00	\$49,982.00	\$52,499.00	\$55,120.00
Utilities Operator II								
Hourly	\$ 21.23	\$ 21.76	\$ 22.30	\$ 23.43	\$ 24.60	\$ 25.82	\$ 27.13	\$ 28.49
Annual	\$44,158.00	\$45,261.00	\$46,384.00	\$48,734.00	\$51,168.00	\$53,706.00	\$56,430.00	\$59,259.00
Utilities Operator III								
Hourly	\$ 22.82	\$ 23.39	\$ 23.98	\$ 25.18	\$ 26.44	\$ 27.76	\$ 29.16	\$ 30.60
Annual	\$47,466.00	\$48,651.00	\$49,878.00	\$52,374.00	\$54,995.00	\$57,741.00	\$60,653.00	\$63,648.00
Operator In Training								
Hourly	\$ 18.38	\$ 18.83	\$ 19.31	\$ 20.27	\$ 21.28	\$ 22.35	\$ 23.46	\$ 24.65
Annual	\$ 38,230.40	\$ 39,166.40	\$ 40,164.80	\$42,161.60	\$44,262.40	\$ 46,488.00	\$ 48,796.80	\$ 51,272.00

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

OCEANO COMMUNITY SERVICES DISTRICT UTILITY SYSTEMS MANAGER

DEFINITION

Under general direction of the District General Manager, the Utility systems Manager is the “Chief Operator” of the District’s potable water and wastewater collection systems and is the individual designated in the permits issued by the State of California for operations of the systems; plans, organizes, directs, supervises and participates in the operation, maintenance, repair, rehabilitation, and light construction activities of the water and sewer systems and other District facilities; provides responsible and technical staff assistance with the development and administration of the District’s Capital Improvement Program; interfaces with other members of District staff, the Five Cities Fire Authority, the South San Luis Obispo County Sanitation District, members of the District’s Board of Directors, staff of regulatory agencies, other local agencies, contractors, consultants, and members of the public; performs related work as assigned including operations and maintenance of street lights and the District’s solid waste activities and responding to emergencies and other related duties.

ESSENTIAL FUNCTIONS

Essential and important responsibilities include knowledge of all aspects of regulatory requirements pertaining to the operation and maintenance of the District’s water and wastewater facilities including the ability to supervise staff in a manner that ensures compliance with regulatory requirements. Must also be able to maintain other District facilities, assist in preparation of plans and budgets for the District’s facilities, and represent the District in public and other meetings.

DISTINGUISHING CHARACTERISTICS

- Performs duties of a responsible and technical nature including, but not limited to; planning, coordinating, and directing the activities of the District relative to water, sewer, and other District facilities in compliance with regulatory requirements including customer compliance such as backflow and fats, oil and grease regulations
- Supervises field crew maintenance projects on a daily basis
- Ensures subordinate personnel are oriented in departmental procedures, legal and regulatory requirements pertaining to safety practices, systems operations, and other governing rules and regulations, including requirements of the Occupational Safety and Health Administration and related requirements
- Implements safety procedures as needed
- Evaluates maintenance activities and needs and recommends specific programs to meet the maintenance and repair requirements of water and sewer system
- Prepares weekly work schedules for field crew
- Directs and/or prepares the maintenance of records related to man hours expended, materials charged, etc.
- Maintains daily, monthly, and annual records of water production, water quality and other pertinent data for operational needs and regulatory compliance
- Employee training, including training of Utility Operator to perform daily operations on an independent basis
- Keeps construction logs and records of work performed by contractor
- Locates and ensures necessary corrections to cross connections to the District water system
- Responds to water and/or sewer emergency calls, evaluates and corrects problems
- Assists in preparation of annual budget
- Responds to complaints and requests for information from the public and staff
- Recommends personnel appointments, promotions, commendations and disciplinary action
- Prepares specifications for various equipment, materials, and supply purchases
- Assists State and/or County Health Departments with routine water system inspections
- Maintains a schedule of water quality sampling and testing, maintains a record of test results and compiles

OCEANO COMMUNITY SERVICES DISTRICT UTILITY SYSTEMS MANAGER

reports as required by regulatory requirements;

- Assists in the inspection of new water lines and other District facilities
- Maintains frequent and timely communications with the General Manager, and applicable County, State and Federal agencies; maintains professional relationships both in supervisory role and with members of other agencies and the public
- Coordinates with the District engineer on design, construction, planning and evaluations of District facilities
- Facilitate the District's Capital Improvement Project programming, scheduling, updating, and monitoring.
- Participate in meetings to coordinate issues related to infrastructure issues.
- Coordinate updates of infrastructure master plans and asset evaluation and replacement schedules.
- Identifies corrections and updates needed for water and sewer system maps
- Prepares and submits reports for regulatory compliance and District needs, including but not limited to water quality reports, Sanitary System Management Plan, consumer confidence reports
- Prepares maintenance and system operation reports for presentation at Board of Directors Meeting
- Other Duties as assigned

Knowledge of Federal and State Regulatory requirements to operate the District's water and wastewater systems; modern methods, equipment, materials, and work practices utilized in water, wastewater, and repair activities; personnel supervision, training, and performance evaluation techniques. Must possess ability to maintain a wide range of District fixed assets and equipment; principles and practices of construction management with emphasis on scheduling and construction techniques and methodologies; tactfully handle customer complaints by telephone and in person; establish and maintain effective working relationships with contractors, engineers, developers, County officials, and District staff; make independent judgments and decisions; supervise Utility Systems Operators.

MINIMUM LICENSE, CERTIFICATE AND EXPERIENCE REQUIREMENTS

Licenses and Certificates

Must possess a valid California Class A Driver's License, or have the ability to obtain a Class A license within six months of employment, with District training.

Must possess at time of employment and maintain continuously throughout employment a Water Distribution Operator Grade D2 certificate issued by the California State Water Resource Control Board; and a Water Treatment Operator Grade T2 certificate issued by the California State Water Resource Control Board. Must be able to meet changing licensing or certificate requirements if established by the State Water Resources Control Board for the District's water and wastewater systems. Must be able to demonstrate the ability to ensure District compliance with its Water Supply Permit and the Sewer System Management Plan.

Experience:

Five years of increasing responsibility in working with water and sewer systems; three years of supervisory experience.

WORKING CONDITIONS

Environmental Conditions

Field environment; exposure to weather; traffic and other hazardous conditions; extensive contact with the general public in a customer service environment..

Physical Conditions

**OCEANO COMMUNITY SERVICES DISTRICT
UTILITY SYSTEMS MANAGER**

Functions require maintaining physical condition necessary for strenuous physical activities; extensive physical labor.

OCEANO COMMUNITY SERVICES DISTRICT

LEAD OPERATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To lead, oversee and participate in the more complex and difficult work of staff responsible for maintenance operations and activities of the Utilities Division; to lead a work crew in a variety of maintenance duties in an assigned division of the Utilities Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Utilities Systems Manager and/or General Manager.

Exercises technical and functional direction over direct reports and staff.

This position is distinguished from the Utilities System Operators I/II/III series in the complexity and difficulty of the work activities and increased responsibility.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Includes the essential functions, distinguishing characteristics of the Utilities Systems Operators I/II/III.
2. Lead, plan, and participate in the work of staff responsible for a variety of maintenance activities within an assigned division of the Utilities Department.
3. Plan, direct, and participate in drafting preventive maintenance programs within an assigned division.
4. Direct the use and operation of utilities maintenance equipment and vehicles; operate equipment and vehicles as needed and as assigned.
5. Train assigned employees in their areas of work in utilities maintenance methods, techniques and in the set up and use of equipment.
6. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
7. Ensure the adherence to safe work practices and procedures.
8. Accurately assess and evaluate work and maintenance service requests.
9. Operate water meter maintenance program as assigned; read, test, set, change and repair water meters for accuracy and compliance with applicable standards.

10. Lead, plan and participate in the preparation of the District's Sewer System Management Plan and audits.
11. Lead, plan and participate in the permitting of the fats, oils and grease (FOG) Control Program.
12. Lead, plan and participate in the water quality testing and reporting.
13. Direct District concrete and asphalt jobs.
14. Maintain accurate records on installations and replacements; maintain inventory of supplies.
15. Respond to inquiries, provide information within area of assignment and resolve complaints in a courteous, professional and timely manner.
16. Respond and perform assigned duties in the event of a Federal, State or District declared emergency.

Marginal Functions:

1. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a utilities maintenance program within an assigned division.
 Methods and techniques of directing maintenance work crews.
 Operational characteristics of utilities maintenance vehicles, equipment and tools.
 Methods and techniques of concrete and asphalt maintenance.
 Methods and techniques of water meter testing and repair.
 Locations of water and sewer pipes.
 Methods and techniques of water sampling.
 Occupational hazards and standard safety practices.
 Pertinent Federal, State and local codes, laws and regulations.
 Water production, water distribution and sewer collection systems.

Ability to:

Lead, organize and review the work of staff in the area of work assigned.
 Independently perform the most difficult grounds maintenance work.

Interpret, explain and enforce Department policies and procedures.
 Operate a variety of utilities maintenance vehicles and equipment in a safe and effective manner.
 Perform water sampling as assigned and interpret water test results.
 Respond to requests and inquiries from the general public.
 Work independently in the absence of supervision.
 Understand and follow oral and written instructions.
 Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and cooperative working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in utilities maintenance, including one year of demonstrated ability to lead significant efforts on behalf of the utilities manager.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, an appropriate, valid Grade T2 Water Treatment Plant Operator and Grade D2 Water Distribution Operator Certificates.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site; exposure to computer screens; noise, dust, grease, smoke, fumes, gases; electrical energy; radiant energy; potentially hazardous chemicals; moving objects/vehicles; work in or with water; work around heavy construction equipment; work on slippery or uneven surfaces and exposure to inclement weather.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time; walking over slippery or uneven surfaces; frequently bending, stooping, kneeling, reaching, pulling, pushing; light to heavy lifting and carrying; operating motorized equipment and vehicles.



Oceano Community Services District

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

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

Date: August 28, 2019

To: Board of Directors

From: Paavo Ogren, General Manager

Subject: Agenda Item # 9(C): Consideration of a recommendation to approve a proposal and professional services agreement with GSI Water Solutions Inc. to prepare the 2019 Annual Report for the Northern Cities Management Area in the amount of \$39,479 plus contingencies of \$3,540 for a total contract amount of \$43,016.

Recommendation

It is recommended that your Board approve the attached proposal from GSI Water Solutions Inc. to prepare the 2019 Annual Report for the Northern Cities Management Area in the amount of \$39,479 plus contingencies of \$3,540 for a total contract amount of \$43,016 and direct the president to execute a professional services agreement consistent with the 2018 agreement and subject to approval by legal counsel.

Discussion

The preparation of an annual report for the Northern Cities Management Area (NCMA) is required by the Stipulations and Judgment for the Santa Maria Groundwater Basin. The proposal with GSI Water Solutions Inc. (GSI) is consistent with the professional service contract approved for preparation of the 2018 NCMA annual report. GSI was selected to prepare the annual reports as a result of the request for proposals (rfp) process that was conducted by NCMA in 2016, which covered annual reports for a total five-year period (through the 2020 Annual Report).

The following is a summary of work and reporting tasks, consistent with the 2018 scope of work:

<p><u>Work Efforts, including:</u></p> <ul style="list-style-type: none"> •Groundwater Monitoring •Groundwater Quality Testing •Groundwater Data Analysis •Groundwater Reporting •Hydrological Data Compilation •Water Demand and Availability Analysis •Project Meetings •Coordination with NMMA on groundwater contours 	<p><u>Report Preparation, including:</u></p> <ul style="list-style-type: none"> • Summary of 2019 Groundwater Monitoring • Changes in Groundwater Supplies • Threats to the Groundwater Basin • Tabulation of NCMA Water Use • Imported Water Availability and Use • Developed Water Availability and Use • Groundwater Use • SGMA Reporting
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Other Agency Involvement

The Cities of Arroyo Grande, Grover Beach, and Pismo Beach are the other agencies in the Northern Cities Management Area responsible for the preparation of the annual report. Staff of all of the NCMA agencies concur on the recommendation to approve the GSI proposal. GSI is drafting the professional services agreement, which will be provided to the Board and posted on the District website prior to the Board meeting if it is not received in time to include as an attachment to this Board letter.

Other Financial Considerations

The proposed cost of \$187,993 is approximately 5% higher than the cost of preparing the 2018 annual report plus contingencies of \$16,845 (9%). The District's share of the cost is \$39,479 plus contingencies of \$3,540 for a total contract amount of \$43,016. The District's approved budget includes a line-item cost of \$38,625. The difference of \$854 on the base fee plus contingencies is not expected to require a budget adjustment since \$5,193 in costs from the 2018 contract are unspent and roll over into the current year through an encumbrance. Of that amount, \$3,340 relate to contingencies which will be primarily unused and available for 2019 costs.

The allocation of costs between NCMA agencies is based on groundwater allocations.

Results

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

Attachments:

- ✓ GSI Professional Services Proposal



June 30, 2019

Daniel Heimel
Northern Cities Management Area Technical Group
c/o Water Systems Consulting, Inc.
805 Aerovista Lane, Suite 201
San Luis Obispo, CA 93401

Subject: Proposal for Northern Cities Management Area 2019 Annual Monitoring Report

Dear Mr. Heimel,

GSI Water Solutions, Inc. (GSI) is pleased to submit this revised proposal to the Northern Cities Management Area (NCMA) Technical Group (TG) for the preparation of the 2019 Annual Report.

Thorough and accurate quarterly monitoring and annual reporting are essential to meeting the terms of the adjudication of the Santa Maria Groundwater Basin, specifically the 2005 Stipulation requirements. GSI offers the continuity of expertise and personnel to make this happen: The key GSI personnel assigned to this project include **Paul Sorensen** and **Tim Nicely**, who have performed this work on behalf of the NCMA for the past 6 years; **Nate Page**, who has been responsible for overall data management and report preparation for the past 2 years; and **Andy Lapostol**, who has conducted the field monitoring events, worked on the data analysis, and prepared the quarterly reports for the past 3 years. As we have for 6 years, we will partner with **Sam Schaefer** and GEI Consultants, Inc. (GEI), to ensure continuity with the same comprehensive team. We will again use BC Laboratories, an Environmental Laboratory Accreditation Program (ELAP)-certified analytical testing laboratory, to perform the laboratory water quality analyses.

This proposal focuses on the scope of work needed to complete quarterly monitoring of the NCMA sentry wells and prepare the 2019 Annual Report.

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

Sincerely,
GSI Water Solutions, Inc.

A handwritten signature in black ink that reads "Paul A. Sorensen". The signature is written in a cursive, flowing style.

Paul A. Sorensen, PG, CHG, CEG
Principal Water Resource Consultant
psorensen@gsiws.com

Statement of Understanding and Scope of Work

Statement of Understanding

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

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

For the past 6 years, Paul Sorensen and Tim Nicely have assumed the lead roles to carry out the NCMA Annual Report projects, and we propose to continue those roles, as well as utilizing Nate Page and Andy Lapostol, who have been integrally involved for the past several years, for the 2019 Annual Report. The continuity of staff will bring a familiarity and efficiency to the process that allows us to continue our established procedures for gathering and managing data, preparing the quarterly monitoring reports and Annual Report, and providing technical expertise to the TG.

Scope of Work

The following scope of work is based on the requirements in the 2016 Request for Proposals (RFP), as well as our experience preparing the Annual Reports and associated quarterly monitoring reports since 2010. Additionally, we are drawing on our work in other areas of the SMGB and our years of experience conducting similar work for our clients.

Task 1.1: NCMA Groundwater Monitoring and Report Schedule

The current contract for technical services related to the 2018 Annual Report will terminate on August 31, 2019. Assuming a Notice to Proceed (NTP) and authorization of the 2019 Annual Report project will be issued on or about September 3, 2019, we will provide a detailed schedule of all tasks, anticipated meetings, and report preparation efforts within 14 days. We have included a general schedule later in this proposal; a final schedule will be prepared and submitted in mid-September.

Task 1.2: Meetings

The NCMA TG holds monthly meetings to share data and results and foster collaboration. Paul Sorensen, GSI's project manager, will generally participate in the regularly scheduled meetings; Nate Page will also attend most meetings and will attend in lieu of Paul if unavoidable conflicts arise. Paul will also participate in the SMGB Management Area Technical Subcommittee Meetings, as well as any other coordination meetings. As needed, Paul will work with the NCMA project manager to prepare agenda items and follow up on action items. Nate, Tim, and Sam Schaefer will participate in various meetings throughout the year when specifically beneficial to the project.

Task 1.3: NCMA Groundwater Monitoring and Water Quality Sampling

The NCMA is responsible for the collection of groundwater level measurements and water quality information from the NCMA monitoring network. The GSI team will complete four rounds of water level monitoring and water quality testing. The monitoring and testing will occur quarterly (October 2019, January 2020, April 2020, and July 2020) in coordination with the County of San Luis Obispo's semiannual groundwater monitoring cycle and the NCMA municipalities' historical groundwater monitoring schedule. We have conducted this work for the past 9 years and are thoroughly familiar with the process and procedures (and, perhaps more importantly, the potential problems and pitfalls).

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

- Coordinate with BC Laboratories for delivery of sample bottles and arrange for a courier to ensure timely delivery of the samples to the laboratory.
- Collect synoptic field measurements of depth to water (in accordance with ASTM Standard D4750-87) from all 16 monitoring wells including:
 - 32S/12E-24B01 through -24B03 (North Beach Campground)
 - 32S/13E-30F01 through -30F03 (Highway 1)
 - 32S/13E-30N01 through -30N03 (Pier Avenue)
 - 12N/23W-36L01 and -36L02 (Oceano Dunes)
 - Four Oceano CSD monitoring wells
 - 12N/35W-32C03 (County Monitoring Well #3)
- Collect representative water samples from each of the 16 monitoring wells at 6 sites for the constituents listed in the RFP.

We will conduct sampling events as we have done previously. The project hydrogeologist will perform the sampling of the 16 wells using a combination of ISCO-type peristaltic pumps and a Grundfos RediFlo2 electric submersible pump as appropriate for each well. Each well will be purged in accordance with ASTM D4448-1 until clear water is produced and field-measured water quality parameters stabilize. Then we will collect samples in containers with appropriate preservatives, place them in iced coolers immediately following collection, and maintain them at the appropriate temperature for transportation to BC Laboratories. We will complete chain-of-custody documentation for all samples.

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

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

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

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

Task 1.4: NCMA Groundwater Data Analysis

GSI team members will follow the same procedures and methodologies for data analysis that have been performed for the past 9 years. We will compile and review all data from quarterly groundwater measurements and laboratory analysis, as well as any applicable data collected by the County of San Luis Obispo. We also will collect and compile any data available from the NCMA agencies related to groundwater levels, well production, and water quality. The data will be evaluated and indications of potential hazards (such as well interference, water quality degradation, and seawater intrusion) will be identified. We will interpret data and will calculate and provide historical context of the Deep Well Index.

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

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

We will summarize all of the data and document the analysis in the quarterly monitoring report sent to the NCMA TG within 5 weeks of the end of each quarterly monitoring event, and all of the data for the calendar year 2019 will be summarized in the Annual Report.

Task 1.5: Hydrologic Data Compilation

Several sets of hydrologic data are essential for preparation of the Annual Report. We will use the methodology that we modified and adopted in 2015, which improved our understanding of and confidence in the rainfall and evapotranspiration data, and which subsequently improved our ability to calculate an agricultural irrigation applied water estimate. Although we have been working on these Annual Reports for many years, we continue to look for ways to improve upon our data sources

We will send an electronic copy of the Administrative Draft Annual Report to the NCMA municipalities and water rights counsel at least 12 weeks before the submittal date of the final report. All comments on this administrative draft report will be noted and incorporated into the final Annual Report. In addition, a version with “Track Changes” will be provided to the TG to show the modifications of the Administrative Draft Report to the Draft Report.

GSI will send a draft Annual Report via e-mail to the NCMA TG 6 weeks before the submittal date of the final Annual Report. As with the Administrative Draft Annual Report, we will compile all comments on this draft report and incorporate them into the final Annual Report. In addition, a version with “Track Changes” will be provided to the TG to show the modifications of the Draft Report to the final Annual Report.

Before April 30, 2020, we will deliver an electronic copy of the final 2019 Annual Report to the NCMA TG and the water rights counsel. The water rights counsel then will be responsible for submitting the Annual Report to the Court.

Task 1.8: SGMA Report Preparation and Submittal

New in 2016 was an obligation to submit an online report and attendant data pursuant to the requirements of SGMA. As discussed earlier, the most significant impact that this new requirement has on the normal NCMA reporting process is the need to calculate change in groundwater in storage. Additionally, the deadline for SGMA reporting is April 1 of each year, which is a full month earlier than the deadline to submit the Annual Report. We will take into account the SGMA reporting deadline while compiling and analyzing the Annual Report data. We will be responsible for submitting the data and complying with the SGMA reporting process by March 30, 2020 through the DWR website.

Schedule

Meeting the NCMA’s schedule is a top priority for the GSI team. We have done so for the past 6 years without missing any of the deadlines, and we fully intend to continue that punctuality as we move forward. We will adhere strictly to the schedule outlined in the RFP through close management of the team and communication and coordination with the NCMA project manager, NCMA members, and the County of San Luis Obispo. Should any schedule deviation occur, the GSI team will address it immediately and convey a solution to the NCMA project manager.

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

Event	Milestone/ Work Product	Anticipated Date(s)
Notice to Proceed		09/03/2019
TG Meetings		Monthly, every 2 nd Monday
Submittal to TG Committee	Detailed project schedule	09/17/2019
Submittal to TG Committee	Detailed draft report outline	10/15/2019
Groundwater Monitoring and Sampling Events	Data Collection..... Q4 report.....	10/08-10/2019 11/14/2019
	Data Collection..... Q1 report.....	01/07-09/2020 02/13/2020
	Data Collection..... Q2 report.....	04/07-09/2020 05/14/2020
	Data Collection..... Q3 report.....	07/07-09/2020 08/13/2020
NMMA and SMVWA coordination		TBD
Draft Water Level Contour Maps to TG	April 2019 and October 2019 Water Level Contour Maps	01/03/2020
Administrative Draft Annual Report	Admin Draft Annual Report to TG and water rights counsel	02/06/2020
	Comments back from TG	02/27/2020
Draft Annual Report	Draft Annual Report to TG	03/19/2020
	Comments back from TG	04/02/2020
SGMA Report	Submit online SGMA report to DWR	03/31/2020
Final Annual Report	Final Annual Report submitted to TG and counsel	04/30/2020

Fee Proposal

We will provide the services described above on a time and materials basis, with a **not-to-exceed base project fee of \$187,993**. The 2019 Annual Report project fee includes a nominal (<5%) increase over the 2018 Annual Report project costs to incorporate a 3% GSI fee schedule increase as well as increased water quality laboratory analysis costs and equipment rental costs. These costs are consistent and identical to the anticipated charges provided to you in March 2018 to allow you to plan future budgets.

For the 2016, 2017, and 2018 Annual Report projects, the NCMA agencies opted to include an 8% - 10% Technical Contingency Fee to the base cost of the project work. These potential fees, which will only be charged if directly requested and authorized by the TG, cover such out-of-scope fees such as transducer replacement, consultation related to the adjudication litigation, and additional hydrogeologic investigations and analyses. For 2019, a Technical Contingency Fee of \$16,845 is suggested (slightly less than 9% of base project fee), thus the **total project cost, including base project fee of \$187,993 plus Technical Contingency Fee of \$16,845, will not exceed \$204,838**.

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

Description	Labor Costs		Expenses	Subtotal
	GSI	GEI		
Task 1.1: Groundwater Monitoring and Report Schedule	\$905	-	-	\$905
Task 1.2: Meetings	\$33,100	\$3,080	\$1,254	\$37,434
Task 1.3: Groundwater Monitoring and Water Quality Sampling	\$36,680	-	\$27,339	\$64,019
Task 1.4: Groundwater Data Analysis	\$17,220	-	-	\$17,220
Task 1.5: Hydrologic Data Compilation	\$3,280	\$6,710	-	\$9,990
Task 1.6: Water Demand and Availability Analysis	\$10,880	\$5,610	-	\$16,490
Task 1.7: Annual Report Preparation	\$29,060	\$2,200	-	\$31,260
Task 1.8: SGMA Report Preparation and Submittal	\$10,675	-	-	\$10,675
Subtotal	\$141,800	\$17,600	\$28,593	\$187,993
Technical Contingency Fee				\$16,845
Total Project Cost				\$204,838

Expense Details Per Task				
Task	Expenses	Rate	Quantity	Total
Task 1.2	Mileage	\$0.58/mile	2162	\$1,253
Task 1.3	Water Quality Analysis	\$4,500/event	4	\$19,800 (includes 10% markup)
	Truck	\$150/day	12	\$1,800
	Generator and Pump Rental	\$800/event	4	\$3,520 (includes 10% markup)
	Field Crew per diem	\$185/day	12	\$2,220
Total Task 1.3:				\$28,593

Note: No other tasks have associated expenses.

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

	NCMA 2019 Annual Report Cost Breakdown (plus contingency)	Fraction
Arroyo Grande	\$63,500.	0.31
Grover Beach	\$65,548.	0.32
Oceano CSD	\$43,016.	0.21
Pismo Beach	\$32,774.	0.16
Total	\$204,838	1.00

Preparation of the 2020 NCMA Annual Report

The GSI team appreciates the opportunity to provide groundwater monitoring, water quality analysis, preparation of quarterly monitoring reports, preparation of the Annual Report, and submittal of the SGMA reporting requirements to DWR, as well as provide technical support services for the preparation of the 2020 Annual Report. We propose to use the approach outlined in Tasks 1.1 through 1.8 above. If any changes in the reporting process occur in any one year, we will review each specific task description with the NCMA project manager and the TG in June of each subsequent year so as to incorporate the changes that would improve the quality of the evaluations or the efficiency of the process. For planning purposes, we expect the level of effort in subsequent years will be roughly equivalent to the current effort proposed for the 2019 Annual Report, plus any nominal cost-of-living increase (typically 3% to 5%) as reflected in our fee schedule.

**AGREEMENT FOR CONSULTANT SERVICES,
PREPARATION OF THE 2019 ANNUAL REPORT FOR THE
NORTHERN CITIES MANAGEMENT AREA
GSI WATER SOLUTIONS, INC.**

THIS AGREEMENT made and entered into on _____, 2019 by and between the Oceano Community Services District, a special district, collectively hereinafter referred to as DISTRICT and GROUNDWATER SOLUTIONS, INC., dba GSI WATER SOLUTIONS, INC., hereinafter referred to as CONSULTANT.

RECITALS

The DISTRICT desires to retain said services of the CONSULTANT on an independent Contractor basis for preparation of the 2019 Annual Report for the Northern Cities Management Area, more specifically identified in the Proposal, Scope of Work and Fee Schedule, jointly attached as Exhibit A to this Agreement, herein referred to as the PROJECT, subject to the terms and conditions as hereinafter set forth.

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

ARTICLE I. SCOPE OF SERVICES

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

ARTICLE II. AUTHORIZATION AND COMMENCEMENT OF PERFORMANCE

The services of the CONSULTANT are authorized by the DISTRICT.

ARTICLE III. COMPENSATION AND PAYMENT

The compensation for the services rendered by the CONSULTANT under this Agreement shall be as provided in Exhibit A. Work shall be performed on a base contract, not to exceed basis of \$187,993 in accordance with Exhibit A, with a contingency fee of \$16,845 for a total project fee of \$204,838. The DISTRICT's share, including the contingency fee, will not exceed \$43,016. The DISTRICT is solely responsible for the DISTRICT's share of the total project cost. The DISTRICT shall not be responsible for any other payment to CONSULTANT, including the proportional share of any other participating agency, whether for default, late payment, or any other complication arising from the CONSULTANT's agreements with the other participating agencies.

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

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

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

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

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

ARTICLE IV. TERM OF AGREEMENT

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

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

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

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

ARTICLE V. INSURANCE

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

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

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

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

ARTICLE VI. INDEPENDENT CONTRACTOR/PERSONAL SERVICE

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

ARTICLE VII. ASSISTANCE BY DISTRICT

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

ARTICLE VIII. INDEMNIFICATION

CONSULTANT agrees to indemnify and save harmless the DISTRICT and its Board members, officers, employees and agents from:

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

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

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

ARTICLE IX. ASSIGNMENT

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

ARTICLE X. NON-DISCRIMINATION

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

ARTICLE XI. ENTIRE AGREEMENT

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

**AGREEMENT FOR CONSULTANT SERVICES,
PREPARATION OF THE 2019 ANNUAL REPORT FOR THE
NORTHERN CITIES MANAGEMENT AREA
GSI WATER SOLUTIONS, INC.**

SIGNATURE PAGE

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

OCEANO COMMUNITY SERVICES DISTRICT

Board of Directors President

Date

Attest:

General Manager

Date

Approved as to Form:

DISTRICT's Legal Counsel

Date

GSI WATER SOLUTIONS, INC.



August 23, 2019

Signature

Date

Paul A. Sorensen

Name

Principal Water Resources Consultant

Title

Exhibit A



Oceano Community Services District

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

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

Date: August 28, 2019

To: Board of Directors

From: Paavo Ogren, General Manager

Subject: **Agenda Item #9(D): Consideration of a recommendation authorizing the Board President to execute an agreement with One Cool Earth, a 501(c)(3) corporation, to provide \$9,980 in funding to support the Earth Genius educational program at Oceano Elementary School.**

Recommendation

It is recommended that your Board authorize the Board President to execute an agreement with One Cool Earth, a 501(c)(3) corporation, to provide \$9,980 in funding to support the Earth Genius educational program at Oceano Elementary School.

Discussion

One Cool Earth Inc. is a local non-profit organization that provides education and outreach at local schools and has been successful in helping obtain grants for several school districts within San Luis Obispo County. Attached is a request seeking funding to help cover some of the costs for an outdoor school garden program, "Earth Genius," at Oceano Elementary School.

If approved by your Board, it will be the third year of support for the program at Oceano elementary school. Funding for the proposal was approved with the Preliminary Budget on July 26, 2019. As a result, authorizing the Board President to execute an agreement with One Cool Earth would be needed at this time.

The attached proposal includes accomplishments during the past fiscal year and work efforts and the budget for the upcoming program year.

Other Agency Involvement

The Oceano Elementary School is a campus of the Lucia Mar Unified School District.

Other Financial Considerations

The funding request for Earth Genius from the District is in the amount of \$9,980. No other costs will be incurred by the District.



Oceano Community Services District

Board of Directors Meeting

Results

Supporting local non-profits efforts helps to ensure a more appealing and cost effective approach with education and outreach in contrast to solely using District staff and/or public relations consulting firms. The program efforts will help the District meet education and outreach obligations, included in existing grant agreements and promotes a well-governed community. Overall, the One Cool Earth proposal promotes a healthy community by supporting “healthy, happy and smart youth.”

Attachments: Fiscal Year 2019/20 Earth Genius update



One Cool Earth
P.O. Box 150
San Luis Obispo, CA 93406

Greg Ellis - Growth Officer
(760) 382-5164
greg@onecoolearth.org

August 15th, 2019

Dear Ocean CSD Directors,

Local nonprofit One Cool Earth and the school staff and students at Oceano Elementary school thank you for your continued support of outdoor, science-based education for youth in Oceano. Your approval of a 3rd year of funding for the program ensures that over 450 students will continue to improve their academics, health, and happiness while becoming environmental stewards in their community. With 90.1% of the students at the school qualified as socioeconomically disadvantaged based on household income, the dedication of this supplemental programming brings experiences and opportunities not readily available to many of these students.

Our goal is to make school gardens as ubiquitous as school libraries to grow literacy in environmental stewardship, science, and health. The garden also provides a positive nurturing environment that calms, focuses, and energizes students to improve their overall learning inside and out of doors. We have worked with the school to better integrate outdoor education, as well as providing direct education ourselves through our qualified and passionate educators. Here is a summary of our accomplishments to date as well as our goals for the coming year:

Accomplishments for 2018-2019

- Successful completion of the \$1M State Water Board Drought Response Outreach Program for Schools (DROPS) grant--the school district has installed all infrastructure (drought tolerant landscaping, turf removal, permeable pavers, water catchment and infiltration basins), and we have completed the complementary educational programming to teach students and the community about the new installations.
- 200 lessons taught (each lesson to a class of ~30 students) focused on water conservation and pollution prevention, food webs, habitat, watershed, gardening, species surveys, pollination, nutrition, carbon sequestration, water cycle, water audits, stormwater runoff, weather monitoring stations. Lessons reached mainly younger grades (K-3), but each student in the school received an average of 10 lessons.
- 1350 samples were tasted in the garden by students.
- 34 students traveled to the San Simeon Coastal Discovery Center to participate in water quality experiments and stewardship activities.
- We have obtained sufficient matching funds to replace the expired DROPS grant are available to fully fund our program from Sage Garden Program.

Goals for 2019-2020

Every Child Deserves A Place To Grow
www.onecoolearth.org

- Overall, we aim to use the garden as a laboratory that will increase student environmental stewardship behaviors, especially related to water and waste, while also supporting student health, academics and wellness.
- Provide 200 standards-supporting lessons based on food, water and waste (30 - 60 min. ea.), at an average of 10 classes per student.
- Conduct a school-wide waste audit and provide supporting lessons to reduce school waste, divert waste to recycling, reduce campus litter, and improve student understanding of waste systems.
- Revitalizing the vermicomposting (worm composting) program after the lead teacher retired last year.
- Grow 3 seasonal crops of healthy produce to demonstrate sustainable growing techniques and understand the connection between agricultural practices and the environment.
- Provide 1000 samples for tasting, from produce grown in our garden and procured regionally.
- We will be providing a program evaluation that assesses changes in student knowledge, skills, attitudes and behaviors related to food, water and waste issues.

Thank you for taking action to realize these impacts! Please reach out to us if you have any questions or would like a site visit. We will keep you updated on our progress throughout the year.

Greg Ellis
Growth Officer
One Cool Earth