



Notice of Regular Meeting
Oceano Community Services District - Board of Directors Agenda
WEDNESDAY, December 11, 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. **RECOGNITION OF SERVICE TO THE DISTRICT, PAAVO OGREN**
6. **CLOSED SESSION:**

- A. **Pursuant to Government Code 54956.9(a):** Conference with legal counsel regarding Santa Maria Valley Water Conservation District v. City of Santa Maria, et al.,

7. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA (NOT BEGINNING BEFORE 7:00PM)**

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.

8. **SPECIAL PRESENTATIONS & REPORTS:**

- A. **STAFF REPORTS:**

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

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

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

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

This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Agenda Item #8 – Special Presentations and Reports. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.

9. CONSENT AGENDA ITEMS:

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

- A. Review and Approval of Minutes for November 13, 2019
- B. Review and Approval of Cash Disbursements
- C. Submittal for Approval of a Resolution to Close the District for normal operations on December 24, 2019 and December 31, 2019
- D. Recommendation to approve a budget adjustment in the amount of \$13,000 from Facilities Fund contingencies to paint the Old Fire Station at 1687 Front Street

10. BUSINESS ITEMS:

Public comment Members of the public wishing to speak on business 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. Update on the Low Impact Development Component of the Water Resource Reliability Program and approval of a letter of support
- B. Consideration of recommendations to approve a trial program for residential large / bulky item disposal and to provide staff with direction on reducing 2020 garbage rates
- C. Consideration of recommendations to authorize the General Manager to award the construction contract for the Norswing/ Pershing Waterline replacement Project (Project #2019-03) in accordance with District Ordinance 2016-01 and to approve a corresponding budget adjustment based on the lowest responsible and responsive bid
- D. Election of District Officer and 2020 Committee Assignments

11. HEARING ITEMS:

12. RECEIVED WRITTEN COMMUNICATIONS:

13. LATE RECEIVED WRITTEN COMMUNICATIONS:

14. FUTURE AGENDA ITEMS: District Policies, Roles and Responsibilities with Related Agencies, Five Cities Fire Authority, District Rules and Regulations, Cienaga Seabreeze Park, Inc. Continued, Deferred Infrastructure Program, Lopez Water Contract Amendments, Wastewater CIP, The Place, EIR State Parks PWP, Old Firehouse Art

15. FUTURE HEARING ITEMS:

16. ADJOURNMENT:

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

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



Oceano Community Services District

Summary Minutes

Regular Meeting Wednesday, November 13, 2019 – 6:00 P.M.

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

1. **CALL TO ORDER:** at 6:00 p.m. by President Austin
2. **FLAG SALUTE:** led by President Austin
3. **ROLL CALL:** Board members present: President Austin, Vice President White, Director Gibson, Director Villa, and Director Replogle. Also present, General Manager Paavo Ogren, Legal Counsel Jeff Minnery, Business and Accounting Manager Carey Casciola.
4. **AGENDA REVIEW:** Agenda approved as presented with the addition to 8b.
5. **CLOSED SESSION:** None
6. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA (NOT BEGINNING BEFORE 6:00 PM):**
Public comment was received by Barbara Harmon.
7. **SPECIAL PRESENTATIONS & REPORTS:**
 - A. **STAFF REPORTS:**
 - i. Operations - Field Supervisor Tony Marraccino – reported on 17 work orders, 22 USA's, 16 customer calls, 7 after hour call outs, samples, lock offs, meter change outs, roll of on Delta, Well #8 is now working, generator pad will be poured Friday, sewer cleaning, drought presentation class, Well # 4 was camered, lift station motor cleaned, drainage project 12 inch line is in service under HWY 1, sample class in Bakersfield, dead-end flushing.
 - ii. FCFA - Chief Steve Lieberman – None
 - iii. OCSD General Manager – Paavo Ogren – reported on Mr. Clemens transition into the next General Manager, SCS Meeting, Measure A for the special fire tax with County was filed, grant resolution, State Parks PWP Meeting.
 - iv. Sheriff's South Station - Commander Michael Manuele – None
 - B. **BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:**
 - i. Director Villa – None
 - ii. Director Gibson – None
 - iii. Vice President White – None
 - iv. President Austin – reported on SSLOCSD
 - v. Director Replogle – None
 - c. **PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:**
No public comment.

8 CONSENT AGENDA:	ACTION:
<p>a. Review and Approval of Minutes for October 23, 2019</p> <p>b. Review and Approval of Cash Disbursements</p> <p>c. Approval of recommendations to Write-Off Uncollectible Utility Charges and Late Fees in the amount of \$5,919.55 and to Publish a Notice in the Tribune unclaimed Customer Credits over 3 years old</p> <p>d. Submittal of the District's Fiscal Year 2019-20 Quarter 1 Treasurer Report</p> <p>e. Approval of recommendation to adopt a resolution Designating the General Manager as the authorized representative to file an application and execute agreements for the 2019 Proposition 1 Integrated Regional Water Management Implementation Grant Program</p>	<p>After an opportunity for public comment and Board discussion, staff recommendations were approved as modified in item 8b with the addition of two customer refunds for \$ 2,784.39 for a total of \$ 380,295.83 with a motion from Vice President White, and a second from Director Gibson and a 5-0 roll call vote.</p> <p>No public comment.</p>

9A BUSINESS ITEM:	ACTION:
<p>Review of the District's Budget Status as of September 30, 2019</p>	<p>After an opportunity for public comment and Board discussion, the item was received and filed.</p> <p>No public comment.</p>

9B BUSINESS ITEM:	ACTION:
<p>Review of painting proposals for the Old Fire Station at 1687 Front Street and consider providing direction to the General Manager to approve the proposal deemed preferable by the Board</p>	<p>After an opportunity for public comment and Board discussion, a motion was made to authorize the General Manger to issue a purchase order to the lowest bid subject to lead removal and prevail wage requirements from Director Gibson, and a second from Vice President Whit and a 5-0 roll call vote</p> <p>No public comment.</p>

9C BUSINESS ITEM:	ACTION:
<p>Consideration of a recommendation to the State Water Subcontractors Advisory Committee supporting participation in preliminary efforts of the State Water Delta Conveyance Project</p>	<p>After an opportunity for public comment and Board discussion, staff recommendations were approved with a motion from Vice President White, and a second from Director Villa and a 4-1 roll call vote, Director Replogle dissented.</p> <p>No public comment.</p>

10. **HEARING ITEMS:** None
11. **RECEIVED WRITTEN COMMUNICATIONS:** None
12. **LATE RECEIVED WRITTEN COMMUNICATIONS:** None
13. **FUTURE AGENDA ITEMS:** District Polices, Roles and Responsibilities with Related Agencies, Norswing/ Pershing Bid Award, Five Cities Fire Authority, District Rules and Regulations, Cienaga Seabreeze Park, Inc. Continued, Deferred Infrastructure Program, Lopez Water Contract Amendments, Central Coast Blue, Wastewater CIP, The Place, EIR State Parks PWP, LID Presentation, Old Firehouse Art, California Voting Rights Act
14. **FUTURE HEARING ITEMS:** None
15. **ADJOURNMENT:** at approximately 7:45 pm



Oceano Community Services District

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

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

Date: December 11, 2019

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

Subject: **Agenda Item #9B: 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
	58099 - 58137	
Disbursements Requiring Board Approval prior to Payment:		
Regular Payable Register - paid 12/12/2019	58109 - 58137	\$ 66,325.86
Subtotal:		\$ 66,325.86
Reoccurring Payments for Board Review (authorized by Resolution 2018-11):		
Payroll Disbursements - PPE 11/09/2019	N/A	\$ 30,418.17
Payroll Disbursements - PPE 11/23/2019	N/A	\$ 30,375.30
Reoccurring Utility Disbursements - paid 11/13/2019	58099 - 58107	\$ 7,728.57
Reoccurring Health Disbursements - paid 11/13/2019	58108	\$ 56.21
Subtotal:		\$ 68,578.25
Grand Total:		\$ 134,904.11

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.

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE	
CHECK:	-----								
1-1001-000	11/13/2019	CHECK	058107	ELECSYS INTERNATIONAL CORP	213.50CR	OUTSTND	A	0/00/0000	
1-1001-000	11/13/2019	CHECK	058108	TASC -CLIENT INVOICES	56.21CR	OUTSTND	A	0/00/0000	
1-1001-000	12/05/2019	CHECK	058109	R&R ROLL-OFF LLC	684.56CR	OUTSTND	A	0/00/0000	
1-1001-000	12/05/2019	CHECK	058110	BRISCO'S	5.16CR	OUTSTND	A	0/00/0000	
1-1001-000	12/05/2019	CHECK	058111	CANNON	2,979.00CR	OUTSTND	A	0/00/0000	WRRP PROJECT
1-1001-000	12/05/2019	CHECK	058112	WHITE, KAREN M.	150.00CR	OUTSTND	A	0/00/0000	
1-1001-000	12/05/2019	CHECK	058113	MARK SCHWIND ELECTRIC INC.	24,006.10CR	OUTSTND	A	0/00/0000	GENERATOR
1-1001-000	12/05/2019	CHECK	058114	ARROYO GRANDE CHEVROLET	723.09CR	OUTSTND	A	0/00/0000	
1-1001-000	12/05/2019	CHECK	058115	BURDINE PRINTING & GRAPHICS	2,333.43CR	OUTSTND	A	0/00/0000	BILLS
1-1001-000	12/05/2019	CHECK	058116	ARAMARK	401.48CR	OUTSTND	A	0/00/0000	
1-1001-000	12/05/2019	CHECK	058117	ANNA MILLER	242.47CR	OUTSTND	A	0/00/0000	
1-1001-000	12/05/2019	CHECK	058118	ZENITH INSURANCE COMPANY	1,617.00CR	OUTSTND	A	0/00/0000	WORKERS' COMP INSURANCE
1-1001-000	12/05/2019	CHECK	058119	GSI WATER SOLUTIONS, INC.	2,228.39CR	OUTSTND	A	0/00/0000	NCMA
1-1001-000	12/05/2019	CHECK	058120	INTEGRA CHEMICAL COMPANY	675.73CR	OUTSTND	A	0/00/0000	
1-1001-000	12/05/2019	CHECK	058121	REPLOGLE, CYNTHIA	200.00CR	OUTSTND	A	0/00/0000	
1-1001-000	12/05/2019	CHECK	058122	BRENT SARKISON DBA CALTECH COM	765.15CR	OUTSTND	A	0/00/0000	
1-1001-000	12/05/2019	CHECK	058123	MARWAL CONSTRUCTION INC.	10,425.00CR	OUTSTND	A	0/00/0000	GENERATOR
1-1001-000	12/05/2019	CHECK	058124	CITY OF ARROYO GRANDE	3,794.42CR	OUTSTND	A	0/00/0000	WHEELING SERVICES
1-1001-000	12/05/2019	CHECK	058125	CLINICAL LAB OF SAN BERNARDINO	1,160.00CR	OUTSTND	A	0/00/0000	WATER QUALITY TESTING
1-1001-000	12/05/2019	CHECK	058126	J.B. DEWAR, INC.	1,024.27CR	OUTSTND	A	0/00/0000	GAS
1-1001-000	12/05/2019	CHECK	058127	HAMON OVERHEAD DOOR, INC.	1,118.83CR	OUTSTND	A	0/00/0000	FIRE - BAY DOOR
1-1001-000	12/05/2019	CHECK	058128	MIER BROS.	220.89CR	OUTSTND	A	0/00/0000	

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: 058107 THRU 058137

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	12/05/2019	CHECK	058129	MINER'S ACE HARDWARE, INC.	223.87CR	OUTSTND	A	0/00/0000
1-1001-000	12/05/2019	CHECK	058130	QUILL CORPORATION	224.25CR	OUTSTND	A	0/00/0000
1-1001-000	12/05/2019	CHECK	058131	SLO CO PUBLIC HEALTH DEPT.	870.00CR	OUTSTND	A	0/00/0000
1-1001-000	12/05/2019	CHECK	058132	SOUTH COUNTY SANITARY SERV	5,434.12CR	OUTSTND	A	0/00/0000 CLEAN UP WEEK
1-1001-000	12/05/2019	CHECK	058133	SWRCB ACCOUNTING OFFICE	3,249.00CR	OUTSTND	A	0/00/0000 ANNUAL PERMIT FEES
1-1001-000	12/05/2019	CHECK	058134	THE TRIBUNE	181.50CR	OUTSTND	A	0/00/0000
1-1001-000	12/05/2019	CHECK	058135	AQUA-METRIC	168.67CR	OUTSTND	A	0/00/0000
1-1001-000	12/05/2019	CHECK	058136	RUIZ, CELIA	53.52CR	OUTSTND	A	0/00/0000
1-1001-000	12/05/2019	CHECK	058137	EARTH SYSTEMS PACIFIC	896.25CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	66,325.86CR		
				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:	66,325.86CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

Payroll Summary Report
Board of Directors - Agenda Date December 11, 2019

	(*)		
Gross Wages	10/26/2019	11/9/2019	11/23/2019
Regular	\$26,413.14	\$26,162.93	\$25,865.92
Overtime Wages	\$967.85	\$377.70	\$581.47
Stand By	\$600.00	\$400.00	\$600.00
Gross Wages	\$27,980.99	\$26,940.63	\$27,047.39
Cell Phone Allowance	\$0.00	\$75.00	\$0.00
Total Wages	\$27,980.99	\$27,015.63	\$27,047.39
Disbursements			
Net Wages	\$20,624.96	\$19,821.56	\$19,772.96
State and Federal Agencies	\$5,969.28	\$5,481.34	\$5,536.61
CalPERS - Normal	\$5,025.36	\$4,966.55	\$4,917.01
SEIU - Union Fees	\$147.59	\$148.72	\$148.72
Total Disbursements processed with Payroll	\$31,767.19	\$30,418.17	\$30,375.30
Health (Disbursed with reoccurring bills)	\$0.00	\$4,964.24	\$4,964.24
Total District Payroll Related Costs	\$31,767.19	\$35,382.41	\$35,339.54

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

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

CHECK DATE: 0/00/0000 THRU 99/99/9999
CLEAR DATE: 0/00/0000 THRU 99/99/9999
STATEMENT: 0/00/0000 THRU 99/99/9999
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 058099 THRU 058107

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	11/13/2019	CHECK	058099	ADVANTAGE ANSWERING PLUS, INC	262.21CR	OUTSTND	A	0/00/0000
1-1001-000	11/13/2019	CHECK	058100	AGP VIDEO INC.	1,570.00CR	OUTSTND	A	0/00/0000
1-1001-000	11/13/2019	CHECK	058101	CHARTER COMMUNICATIONS	150.00CR	OUTSTND	A	0/00/0000
1-1001-000	11/13/2019	CHECK	058102	DIGITAL WEST NETWORKS, INC.	619.87CR	OUTSTND	A	0/00/0000
1-1001-000	11/13/2019	CHECK	058103	VERIZON WIRELESS	138.87CR	OUTSTND	A	0/00/0000
1-1001-000	11/13/2019	CHECK	058104	PACIFIC GAS & ELECTRIC	4,581.80CR	OUTSTND	A	0/00/0000
1-1001-000	11/13/2019	CHECK	058105	SO CAL GAS	95.60CR	OUTSTND	A	0/00/0000
1-1001-000	11/13/2019	CHECK	058106	STANLEY CONVERGENT SECURITY SO	96.72CR	OUTSTND	A	0/00/0000
1-1001-000	11/13/2019	CHECK	058107	ELECSYS INTERNATIONAL CORP	213.50CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	7,728.57CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	7,728.57CR		
				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: 058108 THRU 058108

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	11/13/2019	CHECK	058108	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: December 11, 2019

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

Subject: **Agenda Item 9(C):** Submittal for Approval of a Resolution to Close the District for normal operations on December 24, 2019 and December 31, 2019.

Recommendation

It is recommended that your Board adopt the attached resolution which will close the District for normal operations on December 24, 2018 and December 31, 2018.

Discussion

The two days recommended for closure are established by the Memorandum of Understanding with the District's union as half days (or 4 hours of holiday pay) for District staff. Christmas Eve and New Years Eve are both on Tuesdays this year. District staff has requested that the District close for normal operations on these days. Since minimal activity with the public is expected on these days, and District operating staff will remain on standby duty in the event of emergencies, minimal impact is expected. District staff will need to take vacation, other paid time off (but not sick leave), or time off without pay on the identified days of closure if approved by your Board.

Other Agency Involvement

The District's union has provided correspondence in support of the District closures.

Other Financial Considerations

The proposed action will save the District's utility costs and other operating costs during the period of the closure.

Results

Closure for normal operations will provide costs savings to District customers on days when minimal operating activity with the public is expected and promotes well governed communities.

Attachment: Resolution

**OCEANO COMMUNITY SERVICES DISTRICT
RESOLUTION NO: 2019 - __**

**A RESOLUTION CLOSING DISTRICT OFFICES DECEMBER 24, 2019 AND
DECEMBER 31, 2019**

WHEREAS, the Oceano Community Services District (hereinafter referred to as “District”) operates a community water system, a community wastewater system, and provides other services for the community; and

WHEREAS, the District recognizes December 24, 2019 and December 31, 2018 as half day (4 hours) holidays; and,

WHEREAS, December 24, 2019 and December 31, 2019 are both on Tuesdays and are the days before Christmas and New Year’s Day, which are recognized as full day (8 hour) holidays; and

WHEREAS, District employees have requested that the District close for normal operations, including closure of the office, on December 24, 2019 and December 31, 2019; and,

WHEREAS, no significant need exists for the District to be open for normal operating purposes on December 24, 2019 and December 31, 2019 because they are the day before holidays which traditionally have little operating or customer activities; and

WHEREAS, closing the District for normal operations, including closure of the office, December 24, 2019 and December 31, 2019 will provide cost savings to the District by reducing utility costs, and other operating costs that would be normally incurred; and

WHEREAS, the District will have operators “on-call” on December 24, 2019 and December 31, 2018 available to respond to emergencies; and

WHEREAS, the District has correspondence from the Service Employees International Union (SEIU) Local 620 in support of the District closure; and

WHEREAS, it is in the public interest to close the District for normal operating purposes, including the closure of the office, on December 24, 2019 and December 31, 2019.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Directors of the Oceano Community Services District, as follows:

1. That the District will be closed for normal operating purposes, including closure of the office, on December 24, 2019 and December 31, 2019.
2. District employees may take vacation time, paid time off other than sick leave and/or leave without pay on December 24, 2019 and December 31, 2019.
3. Standby operator(s) will be available for emergencies.

PASSED AND ADOPTED by the Board of Directors of the Oceano Community Services District on December 11, 2019 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

President, Board of Directors
of the Oceano Community Services District

ATTEST:

Board Secretary of the
Oceano Community Services

APPROVED AS TO FORM:

Jeffrey A. Minnery, District Counsel



Oceano Community Services District

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

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

Date: December 11, 2019

To: Board of Directors

From: Nicole Miller, Administration

Via: Carey Casciola, Business and Accounting Manager

Subject: **Agenda Item #9(D):** Recommendation to approve a budget adjustment in the amount of \$13,000 from Facilities Fund contingencies to paint the Old Fire Station at 1687 Front Street

Recommendation

It is recommended that your Board approve a budget adjustment in the amount of \$13,000 from Facilities Fund contingencies to paint the Old Fire Station at 1687 Front Street.

Discussion

In June of 2019 the Board of Directors discussed the Old Fire Station and the desire for an art or mural project to be done on the building and created an ad hoc committee to proceed. A "Lead Building Inspection" was completed and it was determined that lead paint is present on portions of the building. At the November 13, 2019 meeting, the Board was provided with three proposals to paint the outside of the building and gave staff direction to confirm that the lowest bidder's proposals included lead paint removal and prevailing wages. After confirming with the bidders, the lowest proposal is from Browder Painting Co. who is lead certified to repainting buildings that have existing lead based paints.

Other Agency Involvement

The County of San Luis Obispo Planning Department reviews Oceano's use of real property and will help determine any permits that may be required.

Financial Considerations

The bid from Browder Painting Co. is \$12,998. Existing reserves available for the project include \$27,955 designated for contingencies. The District currently leases a portion of the Old Fire Station to The Village Group for \$975 a month.

Results

Approval of the budget adjustment will provide funding to paint the Old Fire Station at 1687 Front St. The community development of District facilities promotes a well governed community.



Oceano Community Services District

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

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

Date: December 11, 2019

To: Board of Directors

From: Paavo Ogren, General Manager

Subject: **Agenda Item # 10(A):** Update on the Low Impact Development Component of the Water Resource Reliability Program and approval of a letter of support

Recommendation

It is recommended that your Board:

- A. Receive an update on the Low Impact Development component of the Water Resource Reliability Program including a presentation by the Council for Watershed Health and Cannon Corp.
- B. Approve a letter of support.

Discussion

On several prior occasions, your Board received updates on the District's Water Resource Reliability Program (WRRP) which has been funded from a Proposition 84 grant awarded by the Department of Water Resources (DWR). Most recently, on July 10, 2019, your Board approved a motion supporting a grant application for projects at Oceano Elementary School and on 19th Street between Beach and Paso Robles streets. At this time, an update on design efforts will be provided and consideration of a formal letter of support are important.

Background

The WRRP includes three components that are generally described as follows:

1. A "Low Impact Development" (LID) component to identify potential stormwater capture and recharge projects within Oceano.
2. A water system leak detection component with an update to the water system capital improvement program.
3. A groundwater recharge component to evaluate options of injecting recycled water within the community of Oceano.

After completion of the LID component, the District was awarded funding under the State Water Board's (SWB) Technical Assistance (TA) program for preliminary design efforts and development of a grant application for funds from Proposition 1, a water bond approved by California voters in 2014. The TA work is directly funded by the SWB and the District does not incur costs, nor is it required to meet compliance requirements that are customary with grants.



Oceano Community Services District

Board of Directors Meeting

The "Oceano Low Impact Development Plan Final Feasibility Study," dated February 13, 2019, and funded from Proposition 84 can be reviewed at: [Oceano LID Feasibility Study 2019](#)

The Council for Watershed Health and Cannon Corp will provide your Board with a presentation on the current LID efforts funded through the State Water Board's TA program. Attached is the draft presentation.

Other Agency Involvement

The State Water Board's Technical Assistance program directly funds the costs of organizations and consultants, which are not incurred by the District.

Financial Considerations

Based on Oceano's income status, the community can obtain a discounted local match of 5% on eligible project costs. The attached presentation provides cost estimates for the project alternatives. The following table illustrates the estimated costs for the projects which are recommended for inclusion in a grant application.

Project	Estimated Costs	5% Match (Approximate)
Oceano Elementary School Subsurface Infiltration Galleries	\$ 1,650,000	\$ 80,000
19 th Street Bioretention and Greenstreet Improvements	\$ 2,230,000	\$ 110,000
<u>Totals</u>	<u>\$ 3,880,000</u>	<u>\$ 190,000</u>

Annual operations and maintenance costs are estimated at less than \$7,500.

The February 2019 Feasibility Study was funded 100% by Proposition 84 at a cost of \$47,660.

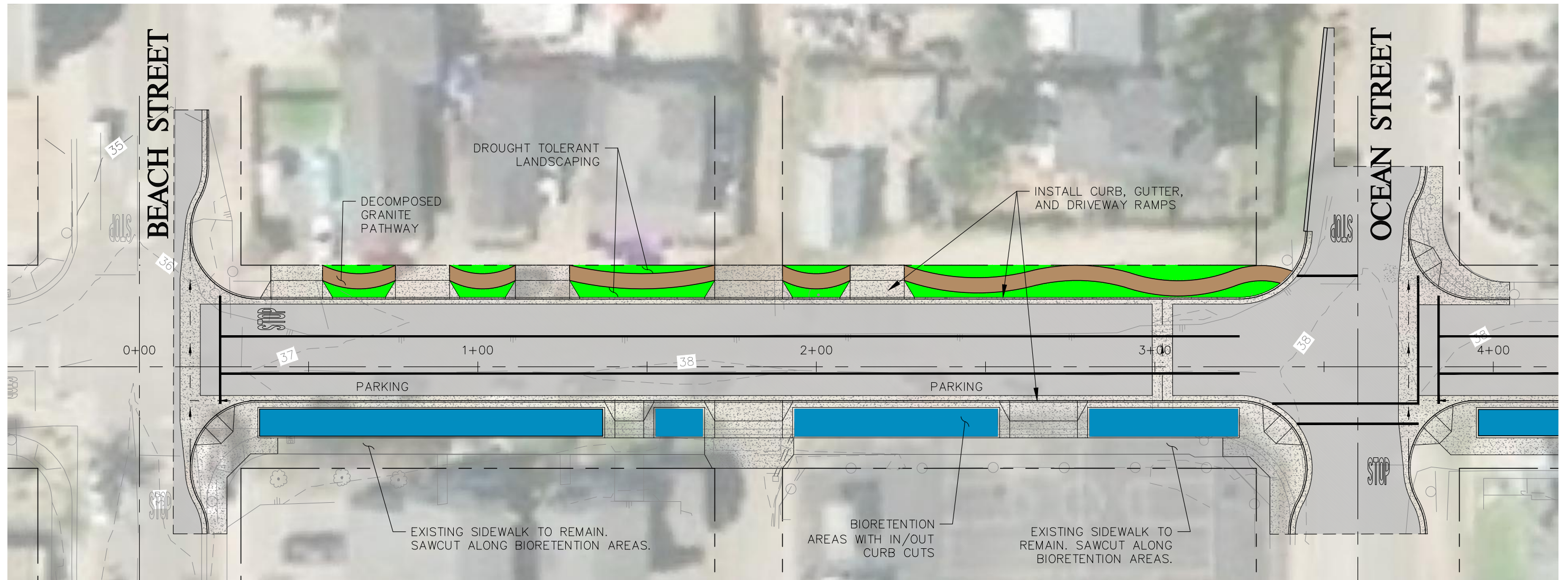
Results

Updating your Board on WRRP-LID efforts promotes a well governed community. Pursuing grant revenues and project development supports a healthy and livable community.

Attachment:

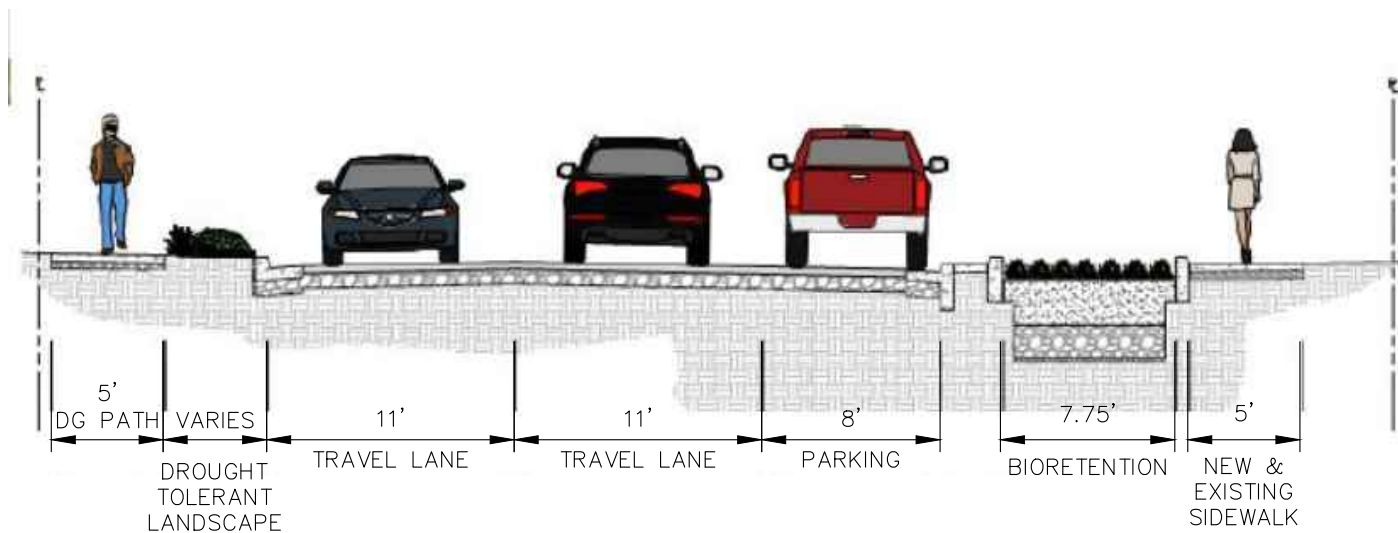
- Proposition 1 Stormwater – 19th Street Plan View

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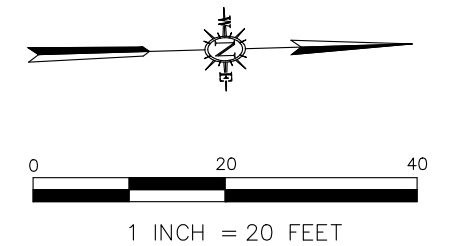


19TH STREET – PLAN VIEW

SCALE HORIZ 1"=30'



19TH STREET – PROPOSED ALTERNATIVE STREET SECTION

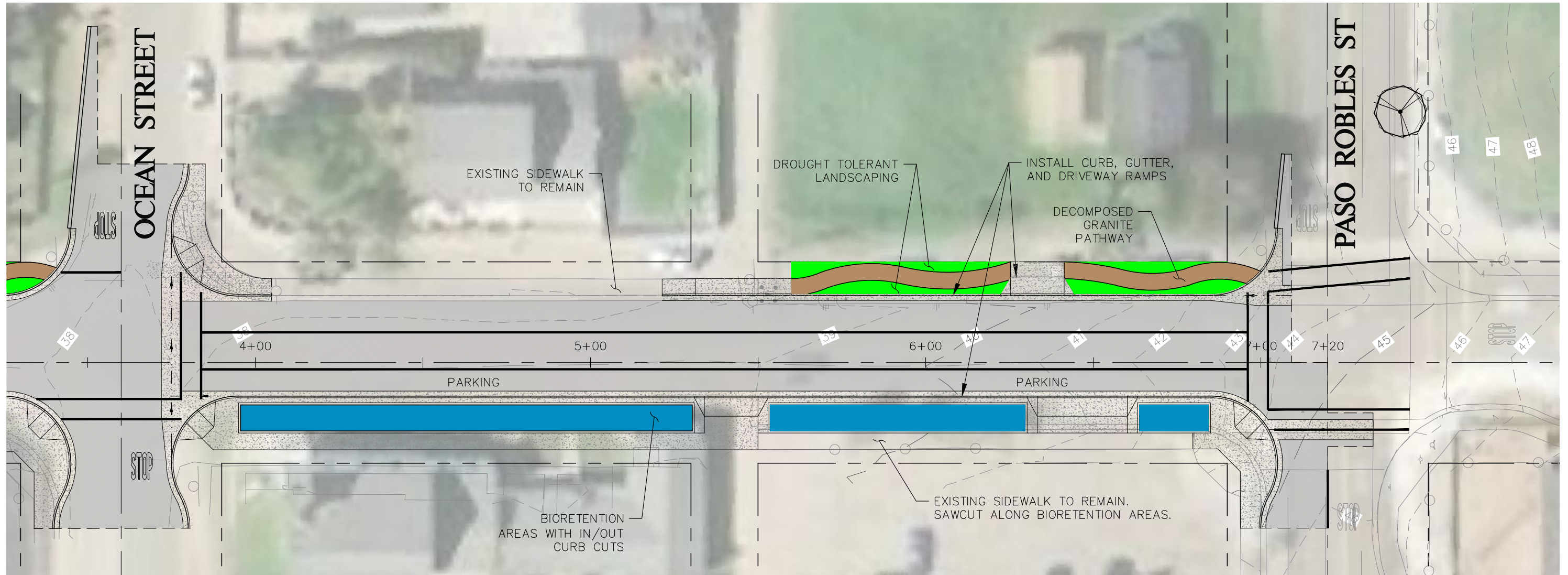


1050 Southwood Drive
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P 805.544.7437 F 805.544.3863

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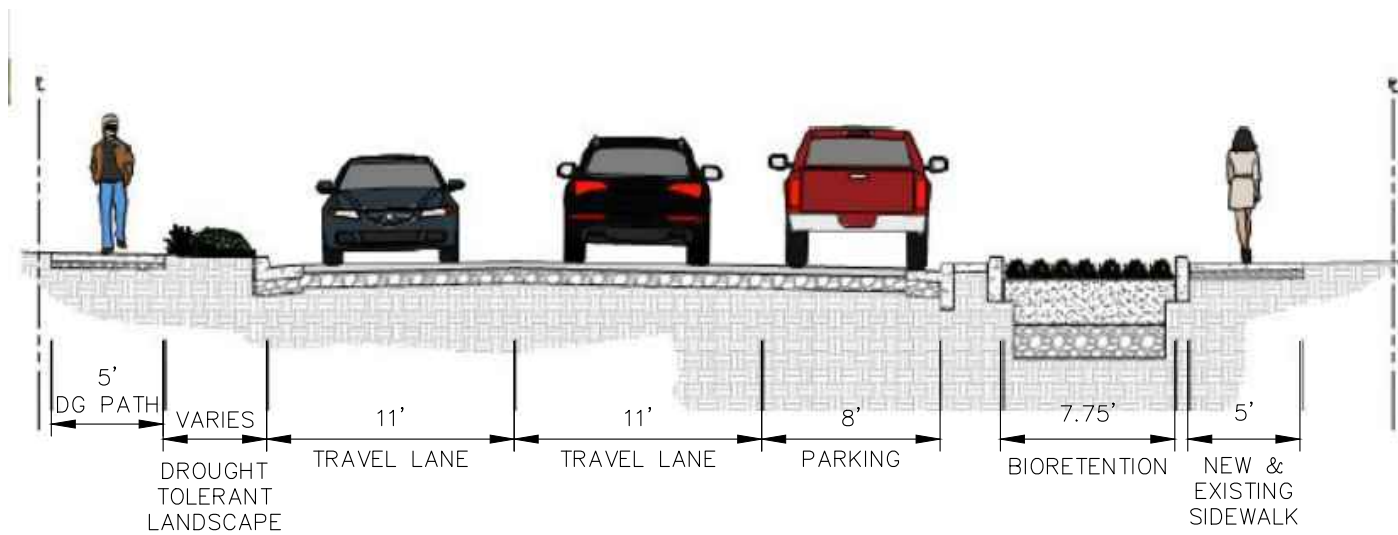
OCEANO COMMUNITY SERVICES DISTRICT PROP 1 – TECHNICAL ASSISTANCE 19TH STREET EXHIBIT OCEANO, CA		
DRAWN BY	DATE	CA JOB NO.
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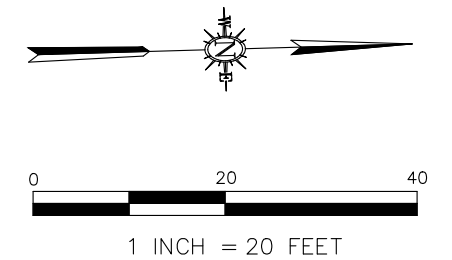


19TH STREET – PLAN VIEW

SCALE HORIZ 1"=30'



19TH STREET – PROPOSED ALTERNATIVE STREET SECTION



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OCEANO COMMUNITY SERVICES DISTRICT PROP 1 – TECHNICAL ASSISTANCE 19TH STREET EXHIBIT OCEANO, CA		
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CHECKED BY	SCALE	SHEET
	AS SHOWN	2 OF 2



Oceano Community Services District

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

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

Date: December 11, 2019

To: Board of Directors

From: Paavo Ogren, General Manager (ret)

Via: Carey Casciola, Business and Accounting Manager

Subject: Agenda Item # 10(B): Consideration of recommendations to approve a trial program for residential large / bulky item disposal and to provide staff with direction on reducing 2020 garbage rates

Recommendation

It is recommended that your Board:

1. Review Exhibit "A" describing a proposed trial program for large / bulky item disposal.
2. Consider approval of the trial program for 2020 in lieu of the semi-annual bulky item pick-up during clean-up week at no cost to Oceano customers.
3. Provide staff with direction, if any, on reducing 2020 garbage rates.

Discussion

South County Sanitary Service Inc. (SCSS) provides Solid Waste, Recycling and Green Waste collection services for the community of Oceano pursuant to a franchise agreement dated July 14, 2010, which was subsequently amended on July 29, 2016. At this time, Board consideration of 1) a trial program for residential large item disposal and 2) reducing 2020 garbage rates will help establish 2020 improvements in customer services while reducing customer costs.

Large Item Disposal Program

On July 24, 2019, your Board approved free disposal of up to five (5) bulky items for the residents of Oceano and Halcyon during the September 2019 Clean-Up Week. It was the fourth year that the District has provided free disposal of large items during the September clean-up week by covering the extra charges for customer's large items. The District costs are funded from franchise fees paid by SCSS to the District. Those franchise fees are generated from customers and property owners as part of the normal bills that they pay for solid waste and recycling services. The funding arrangements established in the franchise agreements provide a mechanism for your Board to direct specific solid waste and recycling efforts, and incentives, based on the needs of the community.



The program has grown over the past two years resulting in a significant number of bulky items disposed through the District's funding program. Discussions between staff and SCSS representatives led to the proposed program options in Exhibit "A." The "vouchers" would allow customers to have bulky items picked up during the year and would replace the spring and fall clean-up events. In addition to providing greater flexibility and quicker service for customers, it will also help resolve the unintended consequences of the current bulky item program. The clean-up has been so successful that it has been increasingly difficult to implement the fall clean-up week as several large items have been left curbside into the following week.

Reducing Garbage Rates

On June 26, 2019, garbage rates increased 10.1%. The following is a brief summary of the primary components of the increase, which were explained in greater detail in a report presented to your Board at that meeting.

- 4.5% increase for costs of recycling via material recovery facilities. The international market for recyclable materials has been significantly impacted when China began restricting recyclables in 2017 and banned them altogether in 2018.
- 2.2% increase for truck depreciation.
- 1.6% increase for investments in food and green waste recycling.
- 1.8% increase for all other costs including labor, fuel, ongoing maintenance, and other pass-through costs.

In addition, the annual rate increase that goes into effect in January 2020 is 1.7%. The District receives franchise fees from SCSS, which are 10% of gross revenues. The cumulative rate increase since June 2019 is 11.8%, which will increase District revenues 1.18% (11.8% x 10%). To eliminate the impact of the 2020 rate increase, your Board would need to reduce franchise fees by 1.7%.

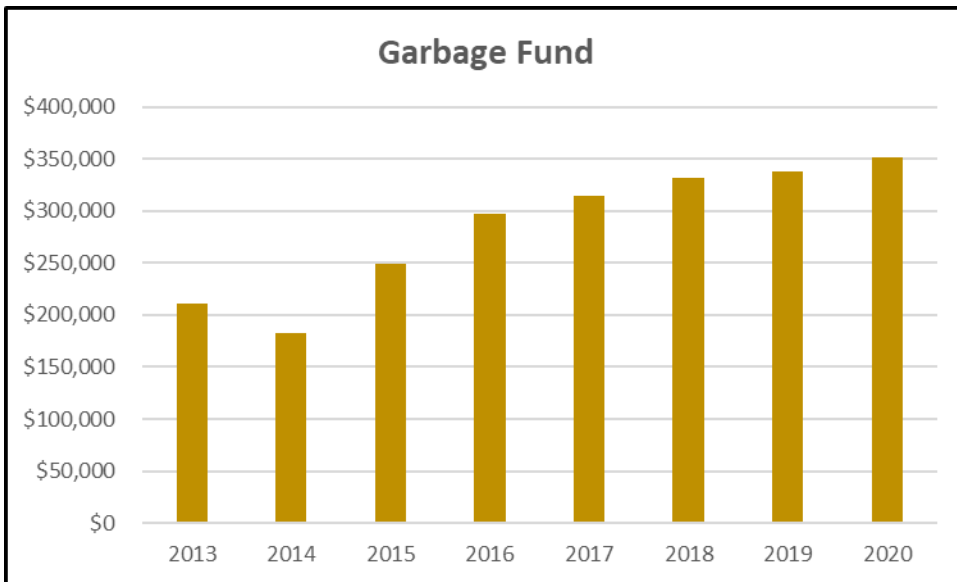
While discussing a possible decrease in garbage rates by decreasing franchise fees, your Board may also wish to consider existing garbage fund reserves. Reserves for fiscal year 2019/20 are estimated to increase to approximately \$350,000. It is estimate that a decrease of 1.7% in franchise fees will have no impact on reserves since the 2019/20 operating budget was adopted with an operating surplus that would essentially be eliminated with a 1.7% decrease. The following charts illustrate the impact on reserves that should be anticipated if the Board desires to reduce franchise fees greater than 1.7%.



Oceano Community Services District
 Garbage Fund Rate Reduction Scenarios
 Reserve Impact Estimates
 11-Dec-19

Existing Franchise Fees = **10%**

Reduction Scenarios	Effective Fee %	Annual Reserve Impact	3-Year Reserve Impact	5-Year Reserve Impact
-1%	9%			
-1.7%	8.3%	\$ -	\$ -	\$ -
-2%	8%	\$ (3,022)	\$ (9,066)	\$ (15,111)
-3%	7%	\$ (13,096)	\$ (39,288)	\$ (65,480)
-4%	6%	\$ (23,170)	\$ (69,509)	\$ (115,849)
-5%	5%	\$ (33,244)	\$ (99,731)	\$ (166,218)



Board discussion and direction is needed so that staff and legal counsel can prepare a resolution for the Board's formal consideration in January 2020.

Other Agency Involvement

N/A



Oceano Community Services District

Board of Directors Meeting

Financial Considerations

The District receives franchise fees and other income of approximately \$110,000 per year from SCSS, which funds programs associated with illegal dumping and community clean-up efforts.

Results

Considering a trial program for large / bulky items and garbage rate reductions promotes improved public service and a well governed community.

Attachments:

- Exhibit "A" – Options for large / bulky item pick-up.

Exhibit "A"

2020 Bulky Item Disposal Program

Two options exist to replace the existing large / bulky item disposal program that is associated with the semi-annual community clean-up weeks. The existing program includes a charge to customers for disposal of bulky items, which the District has paid for the fall clean-up over the past four years.

Option #1:

- Call SCSS, Inc.'s customer service up to two times per calendar year to schedule a bulky item pick-up on a regular trash service day at the discounted clean up rate.
- Five items would be paid for by the District only on the first pick up of the year.
- Each additional item would be chargeable based on the clean up pick up rate.

Option #2:

- Call SCSS, Inc.'s customer service up to two times per calendar year to schedule a bulky item pick up on a regular trash service day at the discounted clean up rate.
- Five items would be paid for by the District. The five items could be on the first pick up, the second pick up or split between the two pick up days.
- SCSS, Inc. customer service can advise the customer how many items they used year to date when they schedule the pick-up.



Oceano Community Services District

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

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

Date: December 11, 2019

To: Board of Directors

From: Paavo Ogren, General Manager (ret)

Via: Will Clemens, General Manager

Subject: **Agenda Item # 10(C): Consideration of recommendations to authorize the General Manager to award the construction contract for the Norswing/ Pershing Waterline replacement Project (Project #2019-03) in accordance with District Ordinance 2016-01 and to approve a corresponding budget adjustment based on the lowest responsible and responsive bid**

Recommendation

It is recommended that your Board:

1. Review bids received on the Norswing and Pershing Waterline Replacement Project.
2. Authorize the General Manager to award the construction contract to replace the waterline on Norswing and Pershing in accordance with District Ordinance 2016-01.
3. Approve a budget adjustment based on the lowest responsible and responsive bid.

Discussion

The Norswing / Pershing waterline replacement project is needed to reduce leaks and improve system pressures and flows. The benefits will include improved customer service and flows for fire related emergencies. The waterline is located under roads where the County is intending to place an asphalt overlay in April 2020. Cannon Associates performed the design for this waterline replacement project.

On February 27, 2019, your Board authorized advertising for bids. The project schedule has been delayed since that time to coordinate with the County's road overlay project, which itself has been delayed. Coordination is desired to potentially reduce the cost of pavement restoration for the



project. As the project is being completed, the County will be inspecting pavement restoration and we will seek to avoid restoration work in areas that the County would subsequently remove, or grind out, as part of their overlay work. Those determinations, however, are made in part based on field conditions evaluated through inspection efforts and are only possible during the construction phase. The project bid schedule pays asphalt on a per-ton basis and any reduction in actual tonnage of pavement will produce direct project savings. Environmental benefits also exist when we reduce the production, transportation and placement of asphalt.

Construction bids are scheduled to be received after the preparation of the agenda. The summary of bids received will be posted to the District website and brought to the meeting for review.

On November 9, 2016 your Board approved ordinance 2016-01 pursuant to Public Contract Code Section 22000 et seq., which provides bidding procedures in accordance with the Uniform Public Construction Cost Accounting Act. The ordinance allows your Board to authorize the General Manager to award the construction contract. Authorizing the General Manager for the Norswing/Pershing project will help project timing and coordination with the County. Contract award cannot be done by the Board at this time since District staff must confirm insurance, bonding, licensing, and other details prior to final contract award. The apparent low bidder will be recommended at the Board meeting, but the final determination is subject to final due diligence efforts. Additionally, a bid protest could be received and the District would need to follow established policy on addressing protests before final award of the construction contract.

As an option to the recommendations, a special meeting of the Board can be scheduled once due diligence efforts have been completed and bid protests, if any, have been addressed. Deferring action until your Board meeting on January 8, 2020 is also possible but not recommended at this time because it will delay project efforts by approximately 3 weeks.

Other Agency Involvement

The County of San Luis Obispo has issued the encroachment permit for the project.

Financial Considerations

A budget adjustment will be brought to your Board based on bid results.



Oceano Community Services District

Board of Directors Meeting

Results

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



Oceano Community Services District

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

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

Date: December 11, 2019
To: Board of Directors
From: Will Clemens, General Manager
Subject: Agenda Item #10(D) – Election of District Officer and 2020 Committee Assignments

Recommendation

It is recommended that your Board:

1. Conduct the election of the President and Vice President in accordance with Government Code Section 61043(a) and the District's by-laws.
2. Appoint board members to Committee Assignments

Discussion

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

There are four types of committee assignments:

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

Committee Assignments to other agency Boards and Committees

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



Oceano Community Services District

Board of Directors Meeting

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

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



Oceano Community Services District

Board of Directors Meeting

Other Agency Involvement

n/a

Other Financial Considerations

n/a

Results

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

Attachments: 2019 Committee Assignments

2019 COMMITTEE & SUBJECT MATTER ASSIGNMENTS

As of June 26, 2019

COMMITTEE ASSIGNMENTS TO OTHER AGENCY BOARDS AND COMMITTEES				Subject Matter Assignments / Expertise
SSLOCSD	Austin	Replogle	1 st & 3 rd Wed/6:00/Jan.-June OCSD/July-Dec. Arroyo Grande City Council Chamber 215 E. Branch Arroyo Grande, CA 93420	Wastewater
Five Cities Fire Authority	White	Villa	3 rd Fri./2:00/Grover Beach City Council Chamber 154 S. 8th St. Grover Beach, CA 93433	Emergency Services
Water Resource Advisory Comm. (WRAC)	Replogle	Gibson	1 st Wed/1:30/SLO County Library Room 995 Palm St. San Luis Obispo, CA 93401	Regional Water Programs
Regional Water Mgt. Group (RWMG – IRWMP)	Replogle	Gibson	1 st Wed/9:00/SLO County Library Room 995 Palm St. San Luis Obispo, CA 93401	Regional Water Programs
Zone 3 (Lopez Water)	Gibson	Replogle	3 rd Thurs Odd/6:30/Varies	Water Supply Contracts
State Water	Gibson	Replogle	Varies	Water Supply Contracts
Oceano Advisory	Replogle	n/a	3 rd Thursday/5:30/OCSD	County Land Use
RFP Ad Hoc Committee	Gibson	Austin	Approved 5/10/2017	
Code Enforcement	Villa	White		
Social Media Technology Outreach	Replogle	Villa		
Old Firehouse Art Ad Hoc Committee	Austin	Gibson	Approved 6/26/2019	
LIAISON AND SUBJECT MATTER ASSIGNMENTS				
Supervisor Liaison	Austin		Varies	
Airport Land Use	Gibson		3 rd Wed /1:30/County Government Center Board of Supervisors Chamber 1055 Monterey St Room D170 San Luis Obispo, CA 93401	
CA (Local) Special District's Association	Austin		Varies (Usually Noon Fri) every other month	
Zone 1/1A	Replogle		3 rd Tues Odd/3:00/Sheriff South Patrol Station 1681 Front St. (Highway 1) Oceano, CA 93445	
LAFCO	Austin		3 rd Thur/9:00/ County Government Center Board of Supervisors Chamber 1055 Monterey St San Luis Obispo, CA 93401	
RWQCB	Gibson		Odd Months/Varies	
NCMA	Gibson & White		Subject Matter Assignment	
Central Coast Blue	Villa & Replogle		Subject Matter Assignment; Meetings with other agencies varies	
SLOCOG Sedimentation	White		Varies	
Budgets, Fees and Customer Rates and Charges	Villa & Gibson		Subject Matter Assignment	
IWMA (Integrated Waste Management Advisory)	Villa			