



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

WEDNESDAY, March 11, 2020 – 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. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

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

### 6. SPECIAL PRESENTATIONS & REPORTS:

#### A. STAFF REPORTS:

- i. 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 #6 – Special Presentations and Reports. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.*

### 7. CONSENT AGENDA ITEMS:

**Public comment** Members of the public wishing to speak on consent agenda items may do so when recognized by the Presiding Officer. 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 February 26, 2020
- B. Review and Approval of Cash Disbursements
- C. Consideration of a letter of opposition on proposed legislation
- D. Recommendation to Approve the General, Auto and other Liability Insurance Coverage for 2020 and authorize payment in the amount of \$25,224

**8. 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. Review and consideration of District Code 15.10 Sale of Fireworks
- B. Consideration of 2020 District Priorities and Goals with Board Direction as deemed appropriate

**9. HEARING ITEMS:**

**10. RECEIVED WRITTEN COMMUNICATIONS:**

**11. LATE RECEIVED WRITTEN COMMUNICATIONS:**

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

**13. FUTURE HEARING ITEMS:**

**14. CLOSED SESSION:**

**15. ADJOURNMENT:**

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



# Oceano Community Services District

## Summary Minutes

Regular Meeting Wednesday, February 26, 2020 – 6:00 P.M.

Oceano Community Services District Board Room

1655 Front Street, Oceano, CA

- 1.C **ALL 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 Will Clemens, Legal Counsel Jeff Minnery, Business and Accounting Manager Carey Casciola, and Board Secretary Celia Ruiz.

4.A **GENDA REVIEW:**

A motion was made to move Agenda Items 8B & 8C after Agenda Item 6 and to move item 6(iv) after item 4 by Vice President White and a second from Director Replogle, roll call vote 5-0.  
No public comment.

6(iv). Sheriff's South Station - Commander Michael Manuele – reported on January 2020 calls for service and reports. See attached.

5. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA:**

Public comment was received from:

April, Five Cities	Commented on hourly staff attending meetings.
Lucia Casalnuovo, Oceano	Commented on speaking clearly into the microphones and Board members that are appointed or elected have equal rights.
Bonnie Ernst, Oceano	Commented on the draft EIR re: Parks and Recreation and the meeting is on April 14, 2020.

6. **SPECIAL PRESENTATIONS & REPORTS:**

A. **STAFF REPORTS:**

- i. Operations - Field Supervisor Tony Marraccino – reported on 7 work orders, 5 customer calls, 2 after hour call outs, 8 usa's, Lopez currently at 51.2%, daily rounds, weekly rounds, samples, APCD endorse program, SSMP update, meter change outs, hydrant maintenance.
- ii. FCFA - Chief Steve Lieberman – None
- iii. OCSD General Manager – Will Clemens – reported on the Norswing and Pershing project NOP has been issued, County overlay project update, administration reviews of the LAFCO and NCMA report, Zone 3 Technical meeting Friday.

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

- i. Director Villa – reported on OBCA
- ii. Director Gibson – None
- iii. Vice President White – reported on FCFA
- iv. President Austin – None, Zone 1 1A Meeting March 17, 2020
- v. Director Replogle – None

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

Public comment was received from:

Lucia Casalnuovo, Oceano	In support of the beautification of Oceano on Hwy 1 and a letter of support.
Bonnie Ernst, Oceano	Commented on two of the historical lights not working
Mary Lucey, Oceano	Commented on Zone 3 report, the Lopez contracts, and options for solar lighting.
Charles Varni, Oceano	Commented on all of the different taxes collected in Oceano and then those taxes that are spent back in Oceano.

<b>8B BUSINESS ITEM:</b>	<b>ACTION:</b>
Resolution to Amend the District By-Laws	<p>After an opportunity for public comment and Board discussion, no action on item 8(b) and to bring the bylaws back at a future meeting.</p> <p>Public comment received from:            Julie Tacker – in support of building new bylaws with a committee with additional comments.            Brad Snook, Five Cites – regarding past board actions with additional comments.            Kathrine Schwinghammer – in support of the previous speaker’s comments.            Mary Lucey, Oceano – in support of updating the bylaws with additional comments.            April, Five Cities – in opposition of the rules of decorum and enforcement with additional comments.            Charles Varni, Oceano – in opposition of the proposed section 6.3 of the bylaws with additional comments.            Bonnie Ernst, Oceano – in opposition to the proposed section 6.3 of the bylaws with additional comments.            Sheryl Storton, Arroyo Grande – in opposition of section 8.8 with additional comments.</p>

<b>8C BUSINESS ITEM:</b>	<b>ACTION:</b>
2020 Committee Assignment Reconsideration	<p>After an opportunity for public comment and Board discussion,</p> <p>A motion was made to amend committee assignments (see attached) with a motion from Vice President White, a second from Director Gibson, a 3-2 roll call vote. Director Villa and Director Replogle dissented.</p> <p>Public comment received from:            Kathrine Schwinghammer, Oceano- In support of reconsidering the 2020 committee assignments with additional comments.            April Dury, Five Cities – In support of reconsidering the 2020 committee assignments with additional comments.            Charles Varni, Oceano - In support of reconsidering the 2020 committee assignments with additional comments.            Mary Lucey, Oceano - In support of reconsidering the 2020 committee assignments with additional comments.            Julie Tacker - In support of reconsidering the 2020 committee assignments with additional comments.            Brad Snook, Five Cities - In support of reconsidering the 2020 committee</p>

	<p>assignments with additional comments. Lucia Casalnuovo, Oceano - In support of reconsidering the 2020 committee assignments with additional comments.</p> <p>A motion was made to reconsider 2020 committee assignments with a motion from Director Villa, a second from Director Replogle, a 4-1 roll call vote. Director Gibson dissented.</p> <p>Public comment received from: Mary Lucey, Oceano – In support of reconsidering the 2020 committee assignments with additional comments. Julie Tacker – In support of reconsidering the 2020 committee assignments with additional comments. Lucia Casalnuovo - In support of reconsidering the 2020 committee assignments with additional comments. April, Five Cities - In support of reconsidering the 2020 committee assignments with additional comments. Bonnie Ernst, Oceano - In support of reconsidering the 2020 committee assignments with additional comments. Rebekah Venturini, Oceano - In support of reconsidering the 2020 committee assignments with additional comments.</p> <p>A motion was made to return to the motion made originally to modify 2020 committees (see attached) with a motion from Vice President White, a second from Director Gibson, a 3-2 roll call. Director Villa and Director Replogle dissented. No public comment.</p>
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<b>7 CONSENT AGENDA:</b>	<b>ACTION:</b>
<p>a. Review and Approval of Minutes for February 12, 2020</p> <p>b. Review and Approval of Cash Disbursements</p> <p>c. Consideration of a recommendation to approve a budget adjustment increasing the project budget for the Oceano Generator Project by \$8,555 for change order #3 and design engineering support in the amount of \$3,729.84 from Facilities Fund contingencies and \$4,824.83 from public facilities reserves</p>	<p>After an opportunity for public comment and Board discussion, staff recommendations in items 8(b), 8(c), and with amendments to 8(a) were approved with a motion from Vice President White, a second from Director Villa, 5-0 roll call vote. No public comment.</p>

**Board recessed from 8:35 – 8:43 pm**

<b>8A BUSINESS ITEM:</b>	<b>ACTION:</b>
<p>Consideration of a recommendation to approve the 2020 Update to the Sewer System Management Plan (SSMP)</p>	<p>A presentation was given by Anthony Marraccino and Casey Stewart</p> <p>After an opportunity for public comment and Board discussion, staff recommendations were approved with amendments with a motion from Director Gibson, a second from Vice President White, 5-0 roll call vote.</p> <p>Public comment received from: Julie Tacker – In support of updating the wastewater collection system study and I&amp;I study with additional comments.</p>

9. **HEARING ITEMS:** None
10. **RECEIVED WRITTEN COMMUNICATIONS:** Pamela Hooker, Brad Snook, Robyn Harris
11. **LATE RECEIVED WRITTEN COMMUNICATIONS:**
12. **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, 2020 Committee Assignments, Central Coast Blue
13. **FUTURE HEARING ITEMS:**
14. **ADJOURNMENT:** at approximately 9:30 pm

Oceano Community Service District Meeting

February 26, 2020

Time Period: January 2020		Station	Nipomo	Oceano
Calls For Service:		1886	853	430
CFS: Last Year		1905	918	446
Change		-1%	-7%	-3%
Reports:		322	154	81
Reports: Last Year		353	157	79
Change		-9%	-2%	+1%
Assault/Battery:		Family disturbance. A walking patient grabbed the dentist. Adult son punched mother. Domestic violence.		
CFS	7			
Reports	4			
Disturbance:		Initially reported as a disturbance resulted in a prowler being detained by resident. Female screaming and yelling, running around acting crazy. Subject located and arrested for public intoxication.		
CFS	43			
Reports	3			
Burglary:		Laundromat had two machines drilled out and the surveillance camera tampered with.		
CFS	2			
Reports	1			
Theft:		Armed robbery at the Oceano Market. Subject was at location to buy phone from victim. Subject grabbed phone and ran from the location. Grab and run beer theft.		
CFS	9			
Reports	7			
Vandalism		Window shot out. Damage to a vehicle as a result of a theft.		
CFS	3			
Reports	2			
Trespassing:		Caller thought he heard snoring inside a vacant residence. Deputies located two subjects and arrested them.		
CFS	6			
Reports	1			
Phone Scam:				
CFS	2			
Reports	0			
Suspicious Circs:				
CFS	13			
Reports	0			

Other Notable Comments: Increase in vandalism in area. Sheriff's Auxillary Volunteer Patrol will handle public property graffiti removal. Call graffiti hotline at (805) 788-6067.

# 2020 COMMITTEE & SUBJECT MATTER ASSIGNMENTS

As of February 26, 2020

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





# Oceano Community Services District

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

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

Date: March 11, 2020

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

Subject: **Agenda Item #7B: 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
	58272 - 58296	
<b>Disbursements Requiring Board Approval prior to Payment:</b>		
Regular Payable Register - paid 03/11/2020	58277 - 58295	\$ 18,235.45
U/B Deposit Refund (Jenei)	58296	\$ 750.00
Subtotal:		\$ 18,985.45
<b>Reocrring Payments for Board Review (authorized by Resolution 2018-11):</b>		
Payroll Disbursements - PPE 02/15/2020	N/A	\$ 30,162.73
Payroll Disbursements - PPE 02/29/2020	N/A	\$ 30,171.51
Reoccurring Utility Disbursements - paid 02/26/2020	58272 - 58273	\$ 503.03
Reoccurring Health Disbursements - paid 02/26/2020	58274 - 58276	\$ 10,250.19
Subtotal:		\$ 71,087.46
Grand Total:		\$ 90,072.91

## 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	3/05/2020	CHECK	058277	DIVERSIFIED PROJECT SERVICES I	1,680.00CR	OUTSTND	A	0/00/0000	Norswing Pershing Project
1-1001-000	3/05/2020	CHECK	058278	ADAMSKI MOROSKI MADDEN CUMBERL	9,044.00CR	OUTSTND	A	0/00/0000	Legal
1-1001-000	3/05/2020	CHECK	058279	BURDINE PRINTING & GRAPHICS	395.98CR	OUTSTND	A	0/00/0000	
1-1001-000	3/05/2020	CHECK	058280	ARAMARK	220.40CR	OUTSTND	A	0/00/0000	
1-1001-000	3/05/2020	CHECK	058281	CAREY CASCIOLA	50.62CR	OUTSTND	A	0/00/0000	
1-1001-000	3/05/2020	CHECK	058282	EVERYWHERE RIGHT NOW, INC.	360.00CR	OUTSTND	A	0/00/0000	
1-1001-000	3/05/2020	CHECK	058283	REPLOGLE, CYNTHIA	200.00CR	OUTSTND	A	0/00/0000	
1-1001-000	3/05/2020	CHECK	058284	FAMCON PIPE & SUPPLY, INC.	2,502.68CR	OUTSTND	A	0/00/0000	Air Park System Maintenance
1-1001-000	3/05/2020	CHECK	058285	BRENT SARKISON DBA CALTECH COM	30.00CR	OUTSTND	A	0/00/0000	
1-1001-000	3/05/2020	CHECK	058286	CLINICAL LAB OF SAN BERNARDINO	620.00CR	OUTSTND	A	0/00/0000	
1-1001-000	3/05/2020	CHECK	058287	J.B. DEWAR, INC.	116.25CR	OUTSTND	A	0/00/0000	
1-1001-000	3/05/2020	CHECK	058288	MIER BROS.	366.36CR	OUTSTND	A	0/00/0000	
1-1001-000	3/05/2020	CHECK	058289	MINER'S ACE HARDWARE, INC.	145.58CR	OUTSTND	A	0/00/0000	
1-1001-000	3/05/2020	CHECK	058290	SLO AIR POLLUTION CONTROL DIST	1,355.39CR	OUTSTND	A	0/00/0000	Equipment Operating Permit
1-1001-000	3/05/2020	CHECK	058291	PRO-TECH LANDSCAPE MANAGEMENT,	410.00CR	OUTSTND	A	0/00/0000	
1-1001-000	3/05/2020	CHECK	058292	SOUTH COUNTY SANITARY SERV	100.71CR	OUTSTND	A	0/00/0000	
1-1001-000	3/05/2020	CHECK	058293	CARQUEST AUTO PARTS	119.49CR	OUTSTND	A	0/00/0000	
1-1001-000	3/05/2020	CHECK	058294	AQUA-METRIC	327.99CR	OUTSTND	A	0/00/0000	
1-1001-000	3/05/2020	CHECK	058295	EARTH SYSTEMS PACIFIC	190.00CR	OUTSTND	A	0/00/0000	
TOTALS FOR ACCOUNT 1-1001-0				CHECK TOTAL:	18,235.45CR				
				DEPOSIT TOTAL:	0.00				
				INTEREST TOTAL:	0.00				
				MISCELLANEOUS TOTAL:	0.00				
				SERVICE CHARGE TOTAL:	0.00				
				EFT TOTAL:	0.00				
				BANK-DRAFT TOTAL:	0.00				

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

CHECK DATE: 0/00/0000 THRU 99/99/9999  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 058277 THRU 058295

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
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TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:			
				DEPOSIT	TOTAL:	18,235.45CR		
				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: 058296 THRU 058296

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	3/05/2020	CHECK	058296	KELLY & RICHARD JENEI	750.00CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	750.00CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	750.00CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

**Payroll Summary Report**  
**Board of Directors - Agenda Date March 11, 2020**

	(*)		
Gross Wages	2/1/2020	2/15/2020	2/29/2020
Regular	\$25,886.83	\$26,156.06	\$25,886.83
Overtime Wages	\$278.32	\$367.28	\$638.92
Stand By	\$350.00	\$600.00	\$550.00
Gross Wages	\$26,515.15	\$27,123.34	\$27,075.75
Cell Phone Allowance	\$75.00	\$0.00	\$75.00
Total Wages	\$26,590.15	\$27,123.34	\$27,150.75
Disbursements			
Net Wages	\$20,686.60	\$21,162.26	\$21,233.46
State and Federal Agencies	\$4,833.20	\$4,904.66	\$4,855.07
CalPERS - Normal	\$3,934.26	\$3,947.09	\$3,934.26
SEIU - Union Fees	\$148.72	\$148.72	\$148.72
Total Disbursements processed with Payroll	\$29,602.78	\$30,162.73	\$30,171.51
Health (Disbursed with reoccurring bills)	\$5,966.99	\$5,966.99	\$5,966.99
Total District Payroll Related Costs	\$35,569.77	\$36,129.72	\$36,138.50

(\*) 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: 058272 THRU 058273

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	2/26/2020	CHECK	058272	DE LAGE LANDEN FINANCIAL SERVI	150.15CR	OUTSTND	A	0/00/0000
1-1001-000	2/26/2020	CHECK	058273	COASTAL COPY, INC.	352.88CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	503.03CR		
				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:	503.03CR		
				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: 058274 THRU 058276

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	2/26/2020	CHECK	058274	BLUE SHIELD OF CALIFORNIA	8,831.80CR	OUTSTND	A	0/00/0000
1-1001-000	2/26/2020	CHECK	058275	TASC -CLIENT INVOICES	56.21CR	OUTSTND	A	0/00/0000
1-1001-000	2/26/2020	CHECK	058276	PRINCIPAL LIFE INSURANCE COMPA	1,362.18CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	10,250.19CR		
				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:	10,250.19CR		
				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

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**Date:** March 11, 2020  
**To:** Board of Directors  
**From:** Will Clemens, General Manager  
**Subject:** **Agenda Item #7(C)** Consideration of a letter of opposition on proposed legislation

### Recommendation

It is recommended that your Board approve the attached letter of opposition to proposed legislation AB 2093 (Gloria).

### Discussion

The District is a member of the California Special Districts Association (CSDA), which provides a variety of programs including education and training. CSDA also tracks proposed legislation, which at this time of year, helps those agencies that choose to provide letters of support or opposition.

CSDA is encouraging districts to act by submitting letters of opposition to AB 2093 (Gloria). The bill has not yet been scheduled for a hearing in the Assembly Judiciary Committee but will likely be heard by the end of March.

Assembly Bill 2093 (Gloria) will require all public agencies, including special districts, to retain all emails related to the public's business for two years. The practical effect of this is that every public agency will need to keep all emails, sent and received, including out-of-office and spam emails for two years. The bill states that this is to be done in furtherance of the California Public Records Act (CPRA) to ensure that the State will not need to reimburse public agencies for any additional costs associated with this new mandate. AB 2093 is identical to a bill from last year, AB 1184 (Gloria, 2019), which was opposed by CSDA and vetoed by Governor Newsom. The Governor's veto Message stated:

*"I AM RETURNING ASSEMBLY BILL 1184 WITHOUT MY SIGNATURE. THIS BILL WOULD REQUIRE STATE AND LOCAL PUBLIC AGENCIES TO RETAIN EVERY PUBLIC RECORD TRANSMITTED BY E-MAIL FOR AT LEAST TWO YEARS. THIS BILL DOES NOT STRIKE THE APPROPRIATE BALANCE BETWEEN THE BENEFITS*





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*OF GREATER TRANSPARENCY THROUGH THE PUBLIC'S ACCESS TO PUBLIC RECORDS, AND THE BURDENS OF A DRAMATIC INCREASE IN RECORDS-RETENTION REQUIREMENTS, INCLUDING ASSOCIATED PERSONNEL AND DATA-MANAGEMENT COSTS TO TAXPAYER. THEREFORE, I AM UNABLE TO SIGN THIS BILL."*

The impact of AB 2093 will require many agencies to purchase additional servers to store the massive amounts of data contained in the emails. Additionally, many agencies will likely need to hire additional staff to respond to CPRA requests in order to review and filter through all the additional emails agencies are maintaining. AB 2093 will also likely result in lengthened response times to CPRA requests.

While we all support transparency, this bill does not create greater transparency, it is simply a data retention bill. AB 2093 makes no changes to what agencies are required to disclose or what is exempt from disclosure under the CPRA. Draft documents and internal memos remain exempt from disclosure should an agency wish to exercise that exemption.

This bill will have negative impacts on all public agencies that aren't currently retaining all their emails for two years.

**Other Agency Involvement**

N/A

**Financial Considerations**

N/A

**Results**

Considering proposed legislation supports a well governed community.

Attachment:

- Letter of opposition to AB 2093 (Gloria)



## Oceano Community Services District

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

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

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March 11, 2020

The Honorable Todd Gloria  
California State Assembly  
State Capitol  
Sacramento, CA 95814

**RE: Assembly Bill 2093 (Gloria) – Oppose [As Introduced]**

Dear Assembly Member Gloria:

The Oceano Community Services District is respectfully opposed to your Assembly Bill 2093, which will require all public agencies to maintain all transmitted emails related to agency business for at least two years. Our agency provides water, wastewater, fire, solid waste, street lighting, parks and recreation services to our small disadvantaged community in Oceano, CA. Our community struggles financially, and your bill would add further burden to the cost of providing essential services.

To be clear, this is not a transparency bill, it is a data storage bill. The public will have no greater access to public records under AB 2093, nor will they have less. This bill creates no new disclosures or exemptions of records. This bill only mandates that public agencies retain all emails related to agency business for two years and avoids the constitutionally-required mandate subvention process declaring that the provisions of the bill are in furtherance of the California Public Records Act (CPRA).

While this measure is intended to improve public access to government records, in practice it will merely increase the burdens for both public agencies and CPRA requesters. The vast majority of emails consist of auto-replies, spam, and insignificant routine communications of minimal public interest. As the bulk of these emails increases, the burden to search through them and locate responsive records in the event of a CPRA request rises accordingly. Under the CPRA, the requester may be required to bear the cost of this data extraction - and indiscriminately mandating that emails be retained will thus make CPRA requests more expensive, perversely impeding public access. Moreover, for those costs that cannot be passed on to the requester, the public agency has no source for reimbursement, and must divert funds from other public programs. Compelling public agencies to retain masses of routine emails - which neither the sender nor recipient otherwise thought important enough to save - imposes significant burdens on all concerned for minimal public benefit. This point is corroborated by the Department of



## Oceano Community Services District

Board of Directors Meeting

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Finance’s analysis of AB 1184 (Gloria, 2019), a bill that is completely identical to AB 2093 that was vetoed by Governor Newsom. In their analysis of AB 1184, the Department of Finance wrote that “[t]he retention of non-pertinent e-mails and the need to search through those e-mails, particularly for less specific CPRA requests, increases the amount of time needed to complete CPRA requests. This makes compliance with the CPRA more difficult in these instances and *produces worse outcomes for persons and entities submitting those requests* [emphases added].”

To further underscore this point, the Governor’s veto message of AB 1184 read “[t]his bill does not strike the appropriate balance between the benefits of greater transparency through the public's access to public records, and the burdens of a dramatic increase in records-retention requirements, including associated personnel and data-management costs to taxpayer.”

AB 2093 will add millions of dollars in costs annually to the state and local agencies, including school districts. Public agencies will be forced to pay for additional data storage space as well as hire additional staff to sort through the millions of emails that are exempt from disclosure under the CPRA but mandated to be retained under AB 2093 in order to respond to public records act requests. Without the ability to be reimbursed for this costly unfunded mandate, public agencies will be forced to either raise fees and taxes or cut services to the communities they serve.

It is for these reasons that the Oceano Community Services District must respectfully oppose AB 2093 (Gloria). Should you have any questions about our position, please feel free to contact us.

Sincerely,

**Linda Austin**  
President

CC: Raquel Mason, Legislative Assistant, Office of Assembly Member Todd Gloria  
Dillon Gibbons, Senior Legislative Representative, California Special Districts Association



# Oceano Community Services District

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

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

**Date:** March 11, 2020

**To:** Board of Directors

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

**Subject:** **Agenda Item #7(D): Recommendation to Approve the General, Auto and other Liability Insurance Coverage for 2020 and authorize payment in the amount of \$25,224**

## Recommendation

It is recommended that your Board:

- A. Approve the attached insurance proposals for the renewal of the general, auto and other liability coverage and approve the proposal from the Joint Powers Risk and Insurance Management Authority (JPRIMA) in the annual amount of \$25,224.
- B. Authorize a check disbursement of \$25,224 for insurance coverage.

## Discussion

The District's liability insurance broker has been Tolman & Wiker, Insurance Services, LLC since approximately 2001. They have recently completed their review of liability insurance options for the District and have submitted cost proposals that are included in the attachments.

The renewal of District's liability insurance for 2020 will total \$25,224, which is an increase of \$1,497 (6%) in comparison to the District's 2019 cost of \$23,727. In 2017 the District saved 8.6% by moving from the WaterPlus Program to JPRIMA.

The following is a summary of liability insurance costs for each of the past eleven years, and for 2001 when Tolman & Wiker became the District's liability insurance broker. The current quote is 63% of the 2013 cost of insurance, which was \$40,201.

<u>Year</u>	<u>Cost</u>	<u>Insurance Company</u>
2020	\$25,224	JPRIMA (Quote)
2019	\$23,727	JPRIMA
2018	\$22,232	JPRIMA
2017	\$20,967	JPRIMA



# Oceano Community Services District

Board of Directors Meeting

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2016	\$22,941	Alteris
2015	\$22,307	Alteris
2014	\$22,914	Alteris
2013	\$40,201	Philadelphia
2012	\$37,456	Philadelphia
2011	\$37,427	Philadelphia
2010	\$37,325	Philadelphia
2009	\$26,079	Rural Special District (Alteris is the re-creation)

Staff reached out to Special District Risk Management Authority (SDRMA) for a cost estimate. The SDRMA proposal from last year was well over the JPRIMA proposal and staff at SDRMA indicated that the current year costs estimate would be higher.

## Other Agency Involvement

N/A

## Other Financial Considerations

N/A

## Results

Approval of liability insurance is necessary for District operations, and to protect the community from financial risks associated with operations and administration of District facilities and equipment.

Attachment: Insurance Proposal by JPRIMA



**CALIFORNIA ASSOCIATION OF MUTUAL WATER COMPANIES  
JOINT POWERS RISK AND INSURANCE MANAGEMENT AUTHORITY (JPRIMA)**

**COVERAGE PROPOSAL  
Oceano Community Services District**

**COVERAGE PERIOD  
4/1/2020 - 4/1/2021**

**PRESENTED BY:  
Tolman & Wiker Insurance Services LLC**



**Insurance Administrator  
[www.alliedpublicrisk.com](http://www.alliedpublicrisk.com)  
Allied Community Insurance Services, LLC  
CA License Number: 0L01269  
National Producer Number: 17536322**



**PREMIUM SUMMARY**

**NOTE:** This proposal is prepared from information supplied to us on the application submitted by you or insurance broker. It may or may not contain all terms requested on the application. Coverage is provided by the JPRIMA Memorandum of Coverage (MOC) and subject to its terms, exclusions, conditions and limitations. A specimen MOC is available for your review, as is the JPRIMA Member Agreement. Enrollment in the JPRIMA requires execution of the JPRIMA Member Agreement as well as membership in the California Association of Mutual Water Companies (Cal Mutuals).

PAGE	COVERAGE SECTION		PREMIUM
3-7	<b>SECTION 1. PROPERTY</b> (Property, Equipment Breakdown & Mobile Equipment)	\$	<b>6,175.00</b>
8	<b>SECTION 2. COMMERCIAL CRIME</b>	\$	<b>500.00</b>
9-10	<b>SECTION 3. COMMERCIAL GENERAL LIABILITY</b>	\$	<b>5,491.00</b>
11	<b>SECTION 4. PUBLIC OFFICIALS &amp; MANAGEMENT LIABILITY</b> (Wrongful Acts, Employment Practices & Employee Benefits, Privacy and Network Risk)	\$	<b>2,532.00</b>
12	<b>SECTION 5. BUSINESS AUTO</b>	\$	<b>4,139.00</b>
13	<b>SECTION 6. COMMERCIAL EXCESS LIABILITY</b>	\$	<b>4,001.00</b>
		<b>MEMBER CONTRIBUTION</b>	<b>\$ 22,838.00</b>
		<b>JPRIMA ADMINISTRATION FEES</b>	<b>\$ 2,386.00</b>
		<b>TOTAL AMOUNT DUE*</b>	<b>\$ 25,224.00</b>
*Payment is due within thirty (30) days of binding.			

**NOTES:**

The JPRIMA MOC has a common anniversary date of April 1, 2020.

**Terrorism coverage is automatically included for Property and General Liability.**

**Our terms do not include coverage for "Volunteer Program for cleaning up of alleys & parks for the district." This coverage will be afforded for an additional \$400 in premium (plus \$40 fees).**

**COVERAGE PROPOSAL FOR MEMBER: Oceano Community Services District**

**EFFECTIVE DATE: 4/1/2020 - 4/1/2021**

**DISCLAIMER:** Actual coverage is subject to the language of the MOC as issued.



**SECTION 1. PROPERTY\***

**\*PROPERTY IS INCLUDED IN THE PROPOSAL: Yes**

**ISSUER:**

- California Association of Mutual Water Companies  
Joint Powers Risk and Insurance Management Authority (JPRIMA)
- No Joint and Several Liability for Members
- 100% Reinsured

**REINSURER:**

- Allied World Insurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

**FORM:**

- Proprietary & Integrated

**LIMITS:**

<b>Blanket Property:</b> (Real Property & Business Personal Property)	<b>\$4,993,708</b>
<b>Blanket Coverage Extension:</b> A separate blanket limit that applies to the following coverages: Business Income, Extended Business Income, Commandeered Property, Civil Authority, Extra Expense, Tenant Leasehold Interest, Electronic Data, Preservation of Property.	<b>\$1,000,000</b>
<b>Equipment Breakdown / Boiler &amp; Machinery:</b>	<b>Included</b>
<b>Mobile Equipment</b> (scheduled):	<b>\$206,131</b>
<b>Mobile Equipment</b> (unscheduled, maximum \$10,000 any one item):	<b>\$25,000</b>
<b>Mobile Equipment</b> (borrowed, rented & leased):	<b>N/A</b>
<b>Flood Zone X:</b> (shaded/unshaded)	<b>N/A</b>

**DEDUCTIBLES:**

- \$1,000** Property
- \$1,000** Mobile Equipment
- \$1,000** Equipment Breakdown (aboveground & less than 50 feet belowground)
- \$2,500** Equipment Breakdown (greater than 50 feet belowground)
- N/A** Flood Zone X (per occurrence)

**COVERAGE HIGHLIGHTS:**

- Blanket Property Limits & Blanket Coverage Extension Limits
- No Coinsurance Penalty
- Equipment Breakdown
- Foundations as Covered Property

**VALUATION:**

- Replacement Cost: Real Property & Business Personal Property
- Actual Cash Value: Mobile Equipment
- Actual Loss Sustained: Loss of Income & Expenses
- Market Price: Fine Arts

**KEY EXCLUSIONS:**

- Earthquake & Earth Movement
- Flood (unless coverage is designated above, such coverage would be limited to locations in Zone X only)

**COVERAGE PROPOSAL FOR MEMBER: Oceano Community Services District**

**EFFECTIVE DATE: 4/1/2020 - 4/1/2021**

**DISCLAIMER:** Actual coverage is subject to the language of the MOC as issued.



**SPECIAL COVERAGES:**

- **New Locations or Newly Constructed Property:**  
Pays up to \$1,000,000 for your new real property while being built on or off described premises as well as real property you acquire, lease or operate at locations other than the described premises; and business personal property located at new premises.
- **Utility Services – Direct Damage, Business Income & Expense:**  
Pays up to \$250,000 for covered property damaged by an interruption in utility service to the described premises. The interruption in utility service must result from direct physical loss or damage by a Covered Cause of Loss and does not apply to loss or damage to electronic data, including destruction or corruption of electronic data. Separate limits apply to Direct Damage and Business Income/Expense.
- **Pollution Remediation Expenses:**  
Pays up to \$100,000 or \$250,000 for remediation expenses resulting from a Covered Causes of Loss or Specified Cause of Loss occurring during the coverage period and reported within 180 days. Covered Causes of Loss means risks of direct physical loss unless the loss is excluded or limited by the Property Coverage Form. Specified Cause of Loss means the following: fire; lightning; explosion; windstorm or hail; smoke; aircraft or vehicles; riot or civil commotion; vandalism; leakage from fire extinguishing equipment; sinkhole collapse; volcanic action; falling objects; weight of snow; ice or sleet; water damage; and equipment breakdown.
- **SCADA Upgrades:**  
Pays up to \$100,000 to upgrade your scheduled SCADA system after direct physical loss from a Covered Cause of Loss. The upgrade is in addition to its replacement cost. SCADA means the Supervisory Control and Data Acquisition system used in water and wastewater treatment and distribution to monitor leaks, waterflow, water analysis, and other measurable items necessary to maintain operations.
- **Contract Penalties:**  
Pays up to \$100,000 for contract penalties you are required to pay due to your failure to deliver your product according to contract terms solely as a result of direct physical loss or damage by a Covered Cause of Loss to Covered Property.
- **Contamination:**  
Pays up to \$250,000 for loss or damage to covered property because of contamination as a result of a Covered Cause of Loss. Contamination means direct damage to real property and business personal property caused by contact or mixture with ammonia, chlorine, or any chemical used in the water and / or wastewater treatment process.
- **Property In Transit:**  
Pays up to \$100,000 for direct physical loss or damage to covered property while in transit more than 1000 feet from the described premises. Shipments by mail must be registered for covered to apply. Electronic data processing property and fine arts are excluded.
- **Unintentional Errors:**  
Pays up to \$250,000 for any unintentional error or omission you make in determining or reporting values or in describing the covered property or covered locations.

**COVERAGE PROPOSAL FOR MEMBER: Oceano Community Services District**

**EFFECTIVE DATE: 4/1/2020 - 4/1/2021**

**DISCLAIMER:** Actual coverage is subject to the language of the MOC as issued.

Page 4 of 13

The MOC may contain limits, exclusions, and limitations that are not detailed in this proposal.

## KEY DEFINITIONS

### ■ **Real Property:**

The buildings, items or structures described in the Declarations that you own or that you have leased or rented from others in which you have an insurable interest. This includes:

- Aboveground piping;
- Aboveground and belowground penstock;
- Additions under construction;
- Alterations and repairs to the buildings or structures;
- Buildings;
- Business personal property owned by you that is used to maintain or service the real property or structure or its premises, including fire-extinguishing equipment; outdoor furniture, floor coverings and appliances used for refrigerating, ventilating, cooking, dishwashing or laundering;
- Completed additions;
- Exterior signs, meaning neon, automatic, mechanical, electric or other signs either attached to the outside of a building or structure, or standing free in the open;
- Fixtures, including outdoor fixtures;
- Foundations;
- Glass which is part of a building or structure;
- Light standards;
- Materials, equipment, supplies and temporary structures you own or for which you are responsible, on the premises or in the open (including property inside vehicles) within 1000 feet of the premises, used for making additions, alterations or repairs to buildings or structures at the premises;
- Paved surfaces such as sidewalks, patios or parking lots;
- Permanently installed machinery and equipment;
- Permanent storage tanks;
- Solar panels;
- Submersible pumps, pump motors and engines;
- Underground piping located on or within 100 feet of premises described in the Declarations;
- Underground vaults and machinery.

### ■ **Business Personal Property:**

The property you own that is used in your business including:

- Furniture and fixtures;
- Machinery and equipment;
- Computer equipment;
- Communication equipment;
- Labor materials or services furnished or arranged by you on personal property of others;
- Stock;
- Your use interest as tenant in improvements and betterments.
- Leased personal property for which you have a contractual responsibility to insure.

### ■ **Pollution Conditions:**

The discharge, dispersal, release, seepage, migration, or escape of any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, fumes, acids, alkalis, chemicals, minerals, chemical elements and waste. Waste includes materials to be recycled, reconditioned or reclaimed.

**KEY DEFINITIONS** (continued)

■ **Remediation Expenses:**

Expenses incurred for or in connection with the investigation, monitoring, removal, disposal, treatment, or neutralization of pollution conditions to the extent required by: (1) Federal, state or local laws, regulations or statutes, or any subsequent amendments thereof enacted to address pollution conditions; and (2) a legally executed state voluntary program governing the cleanup of "pollution conditions."

■ **Outdoor Property:**

Fixed or permanent structures that are outside covered real property including but not limited to:

- Historical markers or flagpoles;
- Sirens, antennas, towers, satellite dishes, or similar structures and their associated equipment;
- Exterior signs not located at a premises;
- Fences or retaining walls;
- Storage sheds, garages, pavilions or other similar buildings or structures not located at a premises;
- Dumpsters, concrete trash containers, or permanent recycling bins; or
- Hydrants.

■ **Equipment Breakdown:**

Direct damage to mechanical, electrical or pressure systems as follows:

- Mechanical breakdown including rupture or bursting caused by centrifugal force;
- Artificially generated electrical current, including electrical arcing, that disturbs electrical devices, appliances or wires;
- Explosion of steam boilers, steam piping, steam engines or steam turbines owned or leased by you, or operated under your control;
- Loss or damage to steam boilers, steam pipes, steam engines or steam turbines; or
- Loss or damage to hot water boilers or other water heating equipment;
- If covered electrical equipment requires drying out as a result of a flood, we will pay for the direct expenses for such drying out.
- None of the following are covered objects as respects to equipment breakdown:
  - a. Insulating or refractory material;
  - b. Buried vessel or piping;
  - c. Sewer piping, piping forming a part of a fire protection system or water piping other than:
    - (1) Feed water piping between any boiler and its feed pump or injector;
    - (2) Boiler condensate return piping; or
    - (3) Water piping forming a part of refrigerating and air conditioning vessels and piping used for cooling, humidifying or space heating purposes;
  - d. Structure, foundation, cabinet or compartment containing the object;
  - e. Power shovel, dragline, excavator, vehicle, aircraft, floating vessel or structure, penstock, draft tube or well-casing;
  - f. Conveyor, crane, elevator, escalator or hoist, but not excluding any electrical machine or electrical apparatus mounted on or used with this equipment; and
  - g. Felt, wire, screen, die, extrusion, late, swing hammer, grinding disc, cutting blade, cable chain, belt, rope, clutch late, brake pad, non-metallic part or any part or tool subject to frequent, periodic replacement.



**PROPERTY SUBLIMITS:**

Coverage			Limit		
Accounts Receivable	X	\$500,000	<input type="checkbox"/>	\$1,000,000	\$2,000,000
Valuable Papers and Records	X	\$500,000	<input type="checkbox"/>	\$1,000,000	\$2,000,000
Contamination	X	\$250,000			
Tools and Equipment Owned by Your Employees	X	\$5,000	<input type="checkbox"/>	\$10,000	\$25,000
Personal Effects and Property of Others	X	\$5,000	<input type="checkbox"/>	\$10,000	\$25,000
New Locations or Newly Constructed Property		\$1,000,000			
Business Personal Property at New Locations		\$1,000,000			
Backup/Overflow of Water from Sewer, Drain, Sump		\$250,000			
Utility Services - Direct Damage		\$250,000			
Utility Services –		\$250,000			
Business Income and Extra Expense					
Dependent Business Premises		\$250,000			
Property at Other Locations		\$250,000			
Pollution Remediation Expense (specified cause of loss)		\$250,000			
Outdoor Property (unscheduled)		\$100,000			
Contract Penalties		\$100,000			
Pollution Remediation Expense (covered cause of loss)		\$100,000			
Property in Transit		\$100,000			
SCADA Upgrades		\$100,000			
Indoor and Outdoor Signs (unscheduled)		\$50,000			
Limited Coverage for “Fungus”, Wet Rot or Dry Rot		\$50,000			
Fine Arts		\$25,000			
Fire Department Service Charge		\$25,000			
Fire Protection Devices		\$25,000			
Key and Lock Replacement Expenses		\$25,000			
Trees, Shrubs & Plants (maximum \$1,000 any one item)		\$25,000			
Arson Reward		\$10,000			
Rental Reimbursement – Mobile Equipment		\$10,000			
Cost of Inventory or Adjustment		\$5,000			
Non-Owned Detached Trailers		\$5,000			
Water Contamination Notification Expenses		\$5,000			
Patterns, Dies, Molds, Forms		\$2,500			
Debris Removal		25% of scheduled limit plus \$250,000			
Ordinance or Law Provision		100% of scheduled limit plus 25%			

**NOTES:**

Contribution is calculated from attached property schedule; review property schedule for coverage and limit adequacy.

**Flood and Earthquake coverages are excluded.**

**COVERAGE PROPOSAL FOR MEMBER: Oceano Community Services District**

**EFFECTIVE DATE: 4/1/2020 - 4/1/2021**

**DISCLAIMER:** Actual coverage is subject to the language of the MOC as issued.



**SECTION 2. COMMERCIAL CRIME\***

**\*COMMERCIAL CRIME IS INCLUDED IN THE PROPOSAL: Yes**

**ISSUER:**

- California Association of Mutual Water Companies  
Joint Powers Risk and Insurance Management Authority (JPRIMA)
- No Joint and Several Liability for Members
- 100% Reinsured

**REINSURER:**

- Allied World Insurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

**FORM:**

- Proprietary & Integrated

**RATING BASIS:**

- On file with underwriter
- Non auditable

**LIMITS:**

COVERAGE GROUP SELECTED	EMPLOYEE THEFT	FORGERY OR ALTERATION	INSIDE THE PREMISES Theft of Money and Securities	INSIDE THE PREMISES Robbery or Safe Burglary or Other Property	OUTSIDE THE PREMISES	COMPUTER FRAUD	FUNDS TRANSFER FRAUD	MONEY ORDERS & COUNTERFEIT PAPER CURRENCY
	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
X	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
	\$500,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
	\$1,000,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
	\$2,000,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000

**DEDUCTIBLE:**

\$1,000 each claim

**DESIGNATED EMPLOYEE BENEFIT PLAN(S):**

**COVERAGE HIGHLIGHTS:**

- Separate Limits Apply to Each Coverage
- Coverage Extended to Directors and Authorized Volunteers
- Faithful Performance

**NOTES:**

**COVERAGE PROPOSAL FOR MEMBER: Oceano Community Services District**

**EFFECTIVE DATE: 4/1/2020 - 4/1/2021**

**DISCLAIMER: Actual coverage is subject to the language of the MOC as issued.**



**SECTION 3. GENERAL LIABILITY\***

**\*GENERAL LIABILITY IS INCLUDED IN THE PROPOSAL: Yes**

**ISSUER:**

- California Association of Mutual Water Companies  
Joint Powers Risk and Insurance Management Authority (JPRIMA)
- No Joint and Several Liability for Members
- 100% Reinsured

**REINSURER:**

- Allied World Insurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

**FORM:**

- Occurrence
- Defense Costs Outside the Limit
- Proprietary & Integrated

**RATING BASIS:**

- On file with underwriter
- Non auditable

**LIMITS:**

Per Occurrence	<b>\$ 1,000,000</b>
General Aggregate	<b>\$10,000,000</b>
Products & Completed Operations Aggregate	<b>\$10,000,000</b>
Personal & Advertising Injury Limit	<b>\$ 1,000,000</b>
Damage to Premises Rented to You	<b>\$ 1,000,000</b>
Medical Payments	<b>\$ 10,000</b>

**DEDUCTIBLE:**

N/A

**COVERAGE HIGHLIGHTS:**

- Duty to Defend
- Broad Definition of Enrolled Named Member
- Blanket Additional Enrolled Named Member
- Water & Wastewater Testing Errors & Omissions
- Expanded Pollution Liability
- Failure to Supply (no ISO limitation)
- Lead (potable water)
- Waterborne Asbestos (potable water)
- Product Recall
- Impaired Property
- Fungi & Bacteria

**OPTIONAL COVERAGES:**

- Hired & Non Owned Automobile Liability
- Employee Benefits Liability
- Dam, Levee & Dike Structural Failure

**COVERAGE PROPOSAL FOR MEMBER: Oceano Community Services District**

**EFFECTIVE DATE: 4/1/2020 - 4/1/2021**

**DISCLAIMER:** Actual coverage is subject to the language of the MOC as issued.

## SPECIAL COVERAGES:

- **Water & Wastewater Testing Errors & Omissions:**  
Coverage is provided for damages arising out of an act, error or omission which arises from your water or wastewater testing.
- **Failure To Supply:**  
Coverage is provided for bodily injury or property damage arising out of the failure of any Enrolled Named Member to adequately supply water.
- **Waterborne Asbestos:**  
Coverage is provided for bodily injury or property damage from waterborne asbestos arising out of potable water which is provided by you to others.
- **Contractual Liability - Railroads:**  
Coverage is provided for any contract or agreement that indemnifies a railroad for bodily injury or property damage arising out of construction or demolition operations, within 50 feet of any railroad property and affecting any railroad bridge or trestle, tracks, road-beds, tunnel, underpass or crossing.
- **Pollution:**  
Coverage is provided for bodily injury or property damage which occurs or takes place as a result of your operations and arises out of the following:
  - Potable water which you supply to others;
  - Chemicals you use in your water or wastewater treatment process;
  - Natural gas or propane gas you use in your water or wastewater treatment process;
  - Urgent response for the protection of property, human life, health or safety conducted away from premises owned by or rented to or regularly occupied by you;
  - Your application of pesticide or herbicide chemicals if such application meets all standards of any statute, ordinance, regulation or license requirement of any federal, state or local government;
  - Smoke drift from controlled or prescribed burning that has been authorized and permitted by an appropriate regulatory agency.
  - Fuels, lubricants or other operating fluids needed to perform the normal electrical, hydraulic or mechanical functions necessary for the operation of mobile equipment or its parts
  - Escape or back-up of sewage or waste water from any sewage treatment facility or fixed conduit or piping that you own, operate, lease, control or for which you have the right of way, but only if property damage occurs away from land you own or lease.
  - Sudden and accidental events that are neither expected nor intended by an Enrolled Named Member. However, no coverage is provided under this exception for petroleum underground storage tanks.
- **Damage to Impaired Property or Property Not Physically Injured**  
Coverage is provided for bodily injury or property damage arising from your potable water, nonpotable water, or wastewater as well as any loss of use of other property arising out of sudden and accidental physical injury to “your product” or “your work” after it has been put to its intended use.
- **Fungi or Bacteria**  
Coverage is provided for bodily injury or property damage arising from any “fungi” or bacteria that are, are on, or are contained in a good or product intended for consumption; or to any injury or damage arising out of or caused by your water, irrigation, or wastewater intake, outtake, reclamation, treatment and distribution processes.
- **Recall of Products, Work or Impaired Property**  
Coverage applies to any injury or damage arising out of or caused by your potable water, nonpotable water, or wastewater for the loss of use, withdrawal, recall, inspection, repair, replacement, adjustment, removal or disposal of: “Your product”; “Your work”; or “Impaired property”; if such product, work, or property is withdrawn or recalled from the market or from use by any person or organization because of a known or suspected defect, deficiency, inadequacy or dangerous condition in it.

## NOTES:



**SECTION 4. PUBLIC OFFICIALS & MANAGEMENT LIABILITY\***

**\*PUBLIC OFFICIALS & MANAGEMENT LIABILITY IS INCLUDED IN THE PROPOSAL: Yes**

**ISSUER:**

- California Association of Mutual Water Companies  
Joint Powers Risk and Insurance Management Authority (JPRIMA)
- No Joint and Several Liability for Members
- 100% Reinsured

**REINSURER:**

- Allied World Insurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

**FORM:**

- Proprietary & Integrated
- Occurrence
- Defense Costs Outside the Limits

**RATING BASIS:**

- On file with underwriter
- Non auditable

**LIMITS:**

Wrongful Acts	<b>\$1,000,000</b> per act
Employment Practices (including third party discrimination)	<b>\$1,000,000</b> per offense
Employee Benefit Plans	<b>\$1,000,000</b> per act
Injunctive Relief	<b>\$5,000</b> per act
	<b>\$10,000,000</b> aggregate limit

**PRIVACY LIABILITY AND NETWORK RISK<sup>1</sup>:**

Privacy & Network Security Wrongful Acts	<b>N/A</b> per act
Breach Consultation Services	<b>N/A</b> per offense
Breach Response Services	<b>N/A</b> per offense
Public Relations & Data Forensics	<b>N/A</b> per act

<sup>1</sup>Coverage provided for Privacy Liability & Network Risk Coverage is issued on a claims made basis with defense inside the limit of liability. Privacy Retroactive Date:N/A. Privacy Deductible: None.  
 \*\$1,000,000 maximum annual aggregate applies per Enrolled Named Member, with a \$2,000,000 coverage form aggregate applicable to all participating Enrolled Named Members.

**SPECIAL COVERAGE:**

- Inverse Condemnation

**RETROACTIVE DATE:**

N/A

**DEDUCTIBLE:**

**\$1,000 each claim including expenses**

**COVERAGE HIGHLIGHTS:**

- Duty To Defend
- Broad Definition of Enrolled Named Member including Past and Future Employees
- Outside Directorship

**NOTES:**

**COVERAGE PROPOSAL FOR MEMBER: Oceano Community Services District**

**EFFECTIVE DATE: 4/1/2020 - 4/1/2021**

**DISCLAIMER:** Actual coverage is subject to the language of the MOC as issued.





**SECTION 5. BUSINESS AUTO\***

**\*BUSINESS AUTO IS INCLUDED IN THE PROPOSAL: Yes**

**ISSUER:**

- California Association of Mutual Water Companies  
Joint Powers Risk and Insurance Management Authority (JPRIMA)
- No Joint and Several Liability for Members
- 100% Reinsured

**REINSURER:**

- Allied World Insurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

**FORM:**

- Proprietary & Integrated
- Occurrence
- Defense Costs Outside the Limits

**PORTFOLIO:**

Coverage	Symbol	Limit
Combined Single Limit for Bodily Injury & Property Damage (each accident)	1	\$1,000,000
Hired Auto Liability	8	\$1,000,000
Non-Owned Auto Liability	9	\$1,000,000
Medical Payments	2	\$5,000
Uninsured / Underinsured Motorists	2	\$1,000,000
Hired Physical Damage	8	\$100,000
Owned Physical Damage – Comprehensive	2	ACV
Owned Physical Damage – Collision	2	ACV
Towing & Rental Car Reimbursement (covered accident)		\$75 per Day up to 30 Days
Fleet Automatic		Included

**DEDUCTIBLE:**

**Liability: None**  
**Comprehensive: \$500**  
**Collision: \$500**

**NOTES:**

**Please refer to auto terms provided for per unit coverage.**



**SECTION 6. EXCESS LIABILITY\***

**\*EXCESS LIABILITY IS INCLUDED IN THE PROPOSAL: Yes**

**ISSUER:**

- California Association of Mutual Water Companies  
Joint Powers Risk and Insurance Management Authority (JPRIMA)
- No Joint and Several Liability for Members
- 100% Reinsured

**REINSURER:**

- Allied World Insurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

**FORM:**

- Following Form
- Occurrence
- Defense Costs Outside the Limits

**LIMITS:**

**\$5,000,000/\$5,000,000**

**SCHEDULED UNDERLYING POLICIES:**

Commercial General Liability - Yes  
 Hired and Non-Owned Auto Liability - Yes  
 Owned Auto Liability - Yes  
 Public Officials & Management Liability - Yes  
 Wrongful Acts - Yes  
 Employment Practices - Yes  
 Employee Benefit Plans - Yes  
 Employers' Liability: *(minimum underlying limit requirement of \$500,000 / \$500,000 / \$500,000)* - Yes  
 Other:

**NOTABLE EXCLUSION:**

- Workers' Compensation
- Uninsured Motorists / Underinsured Motorists
- Underlying Limits < \$1,000,000 except for Employers' Liability

**NOTES:**

Employers' Liability subject to JPRIMA security requirements.



## Oceano Community Services District

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

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

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**Date:** March 11, 2020

**To:** Board of Directors

**From:** Will Clemens, General Manager

**Subject:** **Agenda Item #8(A):** Review and consideration of District Code 15.10 Sale of Fireworks

### Recommendation

It is recommended that your Board review and discuss District Code 15.10 relating to the sale of "safe and sane" fireworks in Oceano and provide staff direction as deemed appropriate.

### Discussion

Attached is District Code 15.10 which was originally adopted in 1991 and which has been modified over the years by resolution as allowed for in section 15.10.040 F. Modifications have been limited to the fees charged, insurance requirements, the annual number of permits allowed, and way permits are granted.

Annually, the District accepts and approves applications for organizations to operate "Safe and Sane" fireworks stands. Adopted procedures provide that "The District will reserve an application for succeeding years for those vendors that comply with all District Rules and Regulations for the sale of Safe and Sane Fireworks" and that, until amended, the District will issue up to five (5) permits. In 2019, the following organizations obtained approval from the District:

- The Anchor of Faith Apostolic Church
- The Church of God of Prophecy
- The Five Cities Aerie No. 4153 F.O.E.
- Open Door Pre-School



## Oceano Community Services District

Board of Directors Meeting

Applications include information on how each will use revenues for community benefits:

Anchor of Faith Apostolic Church	Residents seeking help, homeless, single parent families, send children to summer camps
Church of God of Prophecy	Food provided to the community, insurance and gasoline for van
Five Cities Aerie No. 4153 F.O.E.	Give to local charities in Oceano
Open Door Pre-School	Building repairs, new play structure, helps on lowering tuition for children

### Other Agency Involvement

The Fire Chief of Five Cities Fire Authority (FCFA) is the designated official for the regulations. Oceano CSD staff facilitates the efforts with FCFA and coordinates final recommendations for your Board's consideration annually.

### Other Financial Considerations

Each applicant is charged an administrative/application fee of \$385 and a refundable clean-up fee of \$500. Each applicant must also provide a public liability and property damage insurance policy.

### Results

The sale of Safe and Sane fireworks in accordance with established regulations helps to ensure a safe and well governed community.

### Attachments:

- District Code 15.10

## **15.10 Sale Of Fireworks**

### **15.10.010 Sale Of Fireworks Definitions**

### **15.10.020 Application**

### **15.10.030 Investigation And Report**

### **15.10.040 Grant Or Denial Of Permit**

### **15.10.050 Designation Of Location For Sale Of Safe And Sane Fireworks**

### **15.10.060 Duration Of Permit**

### **15.10.070 Salespersons**

### **15.10.080 Violations**

### **15.10.090 Penalties**

## **15.10.010 Sale Of Fireworks Definitions**

"Safe and sane fireworks" shall mean those fireworks defined as "safe and sane" in California Health and Safety Code § 12529 and classified by the State Fire Marshal as "safe and sane" in accordance with the Health and Safety Code § 12562.

## **15.10.020 Application**

Any person, as defined in the Health and Safety Code § 12523, desiring to sell at retail safe and sane fireworks within the District must first make written application for a permit to the Fire Chief. The applicant must be 21 years of age or older. The application for permits shall be made in writing at least twenty-three days (23) days prior to the proposed sale and contain the following information:

- A. The name, age, address, and telephone number of the applicant.
- B. The organization that the applicant represents.
- C. The proposed location of the booth and the land owner's consent to the use of the proposed location.
- D. Evidence of a valid license to perform those acts specified on the application for a permit as defined in Health and Safety Code § 12517.
- E. A statement that the applicant will obtain all necessary permits and licenses including business licenses to perform those acts specified on the application for a permit.
- F. A deposit of \$50.00 as a process/administrative fee. In the event the permit is not issued to the applicant, the deposit will be refunded.

## **15.10.030 Investigation And Report**

The Fire Chief shall undertake an investigation and submit a report of his/her findings and recommendation concerning the issuance of the permit, together with the reasons therefor, to the Board of Directors.

## **15.10.040 Grant Or Denial Of Permit**

The Board of Directors may grant or deny the permit, subject to such reasonable conditions, if any, as it shall prescribe. Such conditions shall include, but not be limited to:

- A. The permittee shall deposit a clean-up fee of \$500.00 which may be refunded in whole or in part, as determined by the District, if the sale location is properly cleaned up as determined by District.
- B. The permittee must require that each purchaser of safe and sane fireworks sign a statement that

such purchaser is sixteen (16) years of age or older.

- C. Notwithstanding any other provision of law, the permittee shall furnish to the Fire Chief a policy of public liability and property damage insurance, with a deductible acceptable to the Fire Chief, with limits of bodily injury of not less than fifty thousand dollars (\$50,000.00) for one person or one hundred thousand dollars (\$100,000.00) for each occurrence annually and with a limit of property damage liability of not less than twenty-five thousand dollars (\$25,000.00) for each occurrence as payment for damages to persons or property which may result from or be caused by, and negligence on the part of the permittee or his or its agents, servants, employees, or subcontractors. The District and its officers, directors, and employees shall be named as additional insureds under such public liability policy. A certificate of insurance shall be presented consistent with the above prior to sale and shall provide that the insurer will not cancel the coverage without fifteen (15) days prior written notice to the Fire Chief.
- D. The permittee has obtained all necessary permits and licenses referenced in CSDC 13.10.020 Paragraph E.
- E. The number of permits is limited annually to seven (7).
- F. In addition to the conditions set forth in this section, the District, by resolution may set additional fees, regulations and conditions for granting permits.

#### **15.10.050 Designation Of Location For Sale Of Safe And Sane Fireworks**

Any permit issued pursuant to CSDC 13.10.040 shall designate the location at which the permittee may sell at retail safe and sane fireworks.

#### **15.10.060 Duration Of Permit**

The term of the permit shall coincide with the valid period of the license. This provision shall not prohibit the revocation of the permit by the Fire Chief for just cause where a fire nuisance exists or where personal injury may occur or where the permittee is in violation of District's rules and regulations.

#### **15.10.070 Salespersons**

No person under the age of 18 shall sell, or handle for sale, any safe and sane fireworks.

#### **15.10.080 Violations**

In addition to any other violations provided by law, the following shall constitute violations related to the possession, storage, sale at retail, and use of safe and sane fireworks within the District:

- A. It is unlawful for any person to sell, or offer for sale, safe and sane fireworks at any time outside of the period specified in the Health and Safety Code § 12599, said period being from noon on June 28 to noon on July 6.
- B. It is unlawful for any person to store for sale any safe and sane fireworks without having in his/her possession a valid permit as required by this chapter.
- C. It is unlawful for any person to store or possess any safe and sane fireworks for which a license is required and which has been revoked or surrendered or any license which has not been renewed and such storage or possession is held beyond the period provided for in the Health and Safety Code § 12604.
- D. It is unlawful for any person to store, sell, or discharge any safe and sane fireworks in or within one hundred (100) feet of a location where gasoline or any other Class 1 flammable liquids are stored or dispensed.

- E. It is unlawful for any person to place, throw, discharge or ignite, or fire any safe and sane fireworks at any person or group of persons where there is a likelihood of injury to any such person.
- F. It is unlawful for any person to sell or transfer any safe and sane fireworks to a consumer or user thereof other than at a fixed place of business of a retailer for which a license and permit have been issued.
- G. It is unlawful for any person to allow or permit a fire nuisance, as defined in the Health and Safety Code § 12510, to exist on any premises where any safe and sane fireworks are sold or stored.
- H. It is unlawful for any person to conduct a public display without possessing a valid permit for this purpose.
- I. It is unlawful for any person to advertise to sell safe and sane fireworks without a valid license and permit.
- J. It is unlawful for any person to sell, give, or deliver any safe and sane fireworks to a person who is under sixteen (16) years of age.
- K. It is unlawful for any person to perform any act, or transact or attempt to transact any business, with an expired license or an expired permit where a license or permit is required for the performance of such act or transaction.

#### **15.10.090 Penalties**

Except as provided in the Health and Safety Code § 12702, any person who violates any provision of CSDC 13.10.020, or any regulations issued pursuant thereto, is guilty of misdemeanor, and upon conviction shall be punished by a fine of not less than five hundred dollars (\$500.00) or more than one thousand dollars (\$1,000.00), or by imprisonment in the San Luis Obispo County Jail for not exceeding one year, or by both such fine and imprisonment.



# Oceano Community Services District

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

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

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**Date:** March 11, 2020

**To:** Board of Directors

**From:** Will Clemens, General Manager

**Subject:** **Agenda Item # 8(B): Consideration of 2020 District Priorities and Goals with Board Direction as deemed appropriate.**

## **Recommendation**

It is recommended that your Board discuss and consider the District priorities and goals for 2020 and provide direction as deemed appropriate.

## **Discussion**

Attachment "A" provides an overview of the status of the District's accomplishments and existing priorities. In general, the existing priorities reflect a variety of needs associated with the basic community services provided by the District. Overall, progress continues on these priorities and much was accomplished during 2019. However, there is much that needs to be done in 2020.

The following is a list of "categories" that have been utilized by the District in previous priority setting discussions:

- Capital Projects
- Professional Services
- Operations
- Customer Accounts
- Contracts
- Water Rates and Conservation
- Risk Management
- Administration
- Accounting/Finance
- Budgets
- Other





Attachment "B" provides a bullet list of priorities associated with the categories listed above. As can be seen from the list, there is more workload identified than is reasonable to accomplish in any given year by a small District with limited resources. Therefore, the need to prioritize that workload and set reasonable goals for 2020 is paramount in assuring that critical tasks are not overlooked, and goals left unaccomplished.

Staff is recommending that the Board set three top priorities chosen from the bullet list in Attachment "B" for 2020 as follows:

- **Fire Service Options and Implementation**
- **Water Rate Review and Proposition 218 Process**
- **Water System CIP Implementation**

By setting these top priorities, the most critical services and tasks will be sure to have focus and resources directed toward accomplishing those, however, that does not mean that other listed priorities on Attachment "B" will not get done. Many of those will be accomplished as well, but only as resources are available and timing allows.

### **Other Agency Involvement**

Numerous other agencies are involved with District efforts.

### **Other Financial Considerations**

Current budget and staff resources continue to be limited and should be considered while setting District priorities in 2020.

### **Results**

Establishing priorities and reviewing the results of previously set goals promotes a well governed community.

Attachments:

- Attachment "A"
- Attachment "B"

## Attachment "A"

### Accomplishments and Update on Existing District Priorities

#### Five Cities Fire Authority (FCFA) JPA Amendments and Funding Plan

Extensive work efforts were made working with the partner agencies (Cities of Arroyo Grande and Grover Beach) to update the funding formula for the JPA and approving amendments to the JPA which were completed in 2019. In addition, multiple Board discussions took place on how to fund Oceano's share of JPA costs. A special tax measure was placed on the ballot for March 3, 2020 to allow the community to decide on funding Oceano's participation in the FCFA. Based on either outcome of that measure, further extensive staff work will be required in 2020 related to emergency medical and fire services.

#### Develop the District's Multi-Year Capital Improvement Program (CIP) with Funding Alternatives

The Water Resource Reliability Program (WRRP) funded by a Proposition 84 grant includes development of water system CIP recommendations. The WRRP was completed in 2019 and implementation will begin in 2020. Development of funding alternatives will be a major work effort in 2020 to address grant opportunities, local funding requirements, and phasing of work efforts. Proposition 1 grant funds have been secured to complete the design of 11 priority 1 and 2 projects from the CIP and Design should be complete by December 2020.

In addition to the CIP and WRRP work, the District's existing system has encountered breaks and leaks that are requiring waterline replacements in advance of the overall capital improvement program. The following is an update on previously reported critical projects.

<b>Project</b>	<b>Status</b>
Emergency Generator Project	Complete
Highway One Utility Relocation Project	Complete
Norswing/Pershing waterline replacement project	Under construction with anticipated completion in May 2020
Highway One waterline replacement project (west of 21st Street)	Design and encroachment permit complete and funding/construction phase to be addressed in 2020

#### Update the District's Policies and Complete the District Codification

The District's update to policies and completion of the District code encompasses review of over 700 resolutions and approximately 50 ordinances. The efforts include utilizing the policy handbook published by the California Special Districts Association and overall review of the District's rules and regulations. The publication of a District Code was completed in 2019 including references to

the resolutions and ordinances that reflect Board approved action. The Discontinuance of Residential Water Service Policy was adopted in 2019 to comply with SB 998 and becomes effective April 1, 2020.

The next steps include updating human resource policies and the District's rules and regulations. Priorities for Board discussion on updating the rules and regulations include the following:

- Overall review of rules and regulations with the Board of Directors
- Service and maintenance standards in private development including apartment and condominium complexes, mobile home parks and other multi-residential complexes
- Service and maintenance standards for laterals and appurtenant facilities
- Code compliance requirements upon sale of property
- Enforcement for non-compliance with District standards
- Conditions on new development

### Social Media

A District Social Media Policy was completed in 2019 and a District Facebook page and posting on Nextdoor have been implemented. In addition, live streaming and video archiving of Board meetings were implemented in 2019.

### Solid Waste

The bulky item clean-up program was refined recently to allow District funded pickup for customers twice per year on regular pickup days instead of once per year on a certain day. Customers are still limited to 5 bulky items per year, but they can schedule the pickup on any two regular pickup days in the year. In addition, the District Franchise Fee charged to customers was reduced from 10% to 5% of the garbage bill.

### Miscellaneous

A grant funded Local Hazard Mitigation Plan (LHMP) was completed and approved for the District in 2019. The County is currently creating a multi-jurisdictional LHMP which will include the District's LHMP. This will again require Board approval in 2020, however, it will also extend the applicability period for the Plan.

Painting of the Old Firehouse was recently completed. Next steps would include a Request for Proposals to paint murals on the walls if the Board so desired.

Staff was reorganized to convert the Utilities System Supervisor to Utilities System Manager and Utilities System Operator to Lead Operator during the FY 19/20 budget process. With the retirement of the General Manager in 2019, the District undertook a successful recruitment and transition to a new General Manager in December 2019.

## **Attachment "B"**

### **Categorical Priorities**

The following is a list of “categories” that have been utilized by the District in prior goal setting discussions.

- Capital Projects
  - Water System CIP Implementation
  - Low Impact Development Projects
  - Options for utility yard upgrades
- Professional Services
  - Sewer System Capital Improvement Program
  - Solid Waste Rate Review by Statler
  - Audit by Moss, Levy Hartzheim LLP
  - District Engineering by DPSI
  - District Counsel by AMMCG
- Operations
  - Training
  - Water and sewer easements
  - Engineering standards
  - Solid waste programs
  - Lift Station
  - Waterline replacement projects
  - SCADA, GIS and smart meters
  - Documentation of non-standard situations
- Customer Accounts
  - Credit Card Payments, E-bills, Online Payments
  - New legislation (2020) - Non-payment of bills
  - Fees on service calls
  - Fees for non-compliance with District standards
  - Clarification & documentation of out of District customers
- Contracts
  - Lopez Water supply contract amendment
  - Sheriff's Building Lease
  - Other contract compliance review
- Water Rates and Conservation
  - Post Drought Rate transition

- Risk Management
  - Obtain insurance quotes from multiple providers
  - Safety Program
- Administration
  - Election alternatives to at-large elections
  - Update to policies / rules and regulations
    - Retrofit on sale requirements for non-standard situations
  - Records retention efforts & old fire station
  - Succession Management
- Accounting/Finance
  - Tracking Public Facilities Fees with Will-Serve Letters / New Development
  - Water and Sewer rate reviews and Proposition 218 Process
  - Fees on new development including mixed use development
  - Fire Service Options and Implementation
  - Debt Policies
  - Cost Accounting Implementation
- Budgets
  - Multi-year budget projections
  - Multi-year capital improvement budgets
  - Incorporating budgets in Tyler accounting software
  - Develop strategies to meet standards for Excellence in Budget Reporting
  - Refinement of District reserve policies
- Other
  - The Place
  - RFP for recreation at the Community Center
  - RFP for murals on Old Fire Station
  - Landscape maintenance
  - Community garden
  - Legislative platform