



**Notice of Regular Meeting**  
**Oceano Community Services District - Board of Directors Agenda**  
**WEDNESDAY, March 08, 2017 – 6:30 P.M.**  
**Oceano Community Services District Board Room**  
**1655 Front Street, Oceano, CA**

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

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

- 1. CALL TO ORDER:**
- 2. ROLL CALL:**
- 3. FLAG SALUTE:**
- 4. AGENDA REVIEW:**
- 5. PUBLIC COMMENT FOR ITEMS 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 - Field Supervisor Tony Marraccino
- ii. FCFA Operations - Chief Steve Lieberman
- iii. OCSD General Manager
- iv. Sheriff's South Station - Commander Stuart MacDonald OCSD

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

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

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

*This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Agenda Item #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 the Regular Meeting on February 22, 2017
- B. Review and Approval of Cash Disbursements
- C. Submittal for approval an Intent to Serve Letter to Cindy Doll; 2480 Paso Robles; Assessor's Parcel No. 062-102-025
- D. Submittal for approval an Intent to Serve Letter to Conchal Enterprises, LLC; 1935 & 1945 Casitas; Assessor's Parcel No. 062-305-014
- E. Consideration of a Recommendation to Approve a Single Day Use Permit for use of District Facilities on April 8, 2017 for Santa Maria 4-Wheelers
- F. Consideration of a Recommendation to Approve a By-Law Amendment modifying the time of the District's regular meetings

## 8. BUSINESS ITEMS:

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

- A. Consideration of an Update on Capital Project efforts and direction as the Board deems appropriate

## 9. UTILITY ITEMS:

## 10. HEARING ITEMS:

## 11. RECEIVED WRITTEN COMMUNICATIONS:

## 12. LATE RECEIVED WRITTEN COMMUNICATIONS:

## 13. CLOSED SESSION:

- A. Pursuant to Government Code §54957.6: Conference with Labor Negotiators. Agency designated representative: General Manager, Paavo Ogren; Employee Organizations: a) Service Employees International Union 620
- B. Pursuant to Government Code §54956.9 (d)(2): Conference with District Counsel regarding anticipated litigation. Number of cases: one (1).

## 14. FUTURE AGENDA ITEMS: District Policies Continued; SSMP Audit; Professional Service Proposals; Zone 3 Budget & Q3 Budget Review, Public Facilities Plan

## 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.

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

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



# Oceano Community Services District

## Summary Minutes

Regular Meeting Wednesday, February 22, 2017 – 6:30 P.M.

Oceano Community Services District Board Room

1655 Front Street, Oceano, CA

1. **CALL TO ORDER:** at 6:30 p.m. by President White
2. **FLAG SALUTE:** led by President White
3. **ROLL CALL:** All Board members present Director Brunet, Director Coalwell, Director Angello, President White. Also present, General Manager Ogren, District Legal Counsel Jeff Minnery, Business and Accounting Manager Carey Casciola and Board Secretary Celia Ruiz. Director absent Vice President Austin.
4. **AGENDA REVIEW:** Agenda approved as presented.
5. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA:** No public comment.
6. **SPECIAL PRESENTATIONS & REPORTS:**
  - a. **STAFF REPORTS:**
    - i. Operations - Field Supervisor Tony Marraccino reported 6 work orders, 4 USA's, 11 customer service calls, Lopez is currently at 53.8% full, inspecting if residents have a clean out on property is 1/3 done, preventative maintenance, APCD Inspection, dead end flushing
    - ii. FCFA - Chief Steve Lieberman – None
    - iii. OCSD General Manager / Zone 3 Advisory Committee - General Manager Ogren informed if any resident has any down trees contact Public Work at 805-781-5252, County OES requested damage report due to weather OCSD hasn't had any damage
    - iv. Sheriff's South Station - Commander Jay Donovan - None
  - b. **BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:**
    - i. Director Angello - None
    - ii. Director Brunet – None
    - iii. President White – reported on FCFA, and Zone 1 1A
    - iv. Vice President Austin - Absent
    - v. Director Coalwell – reported on WRAC
  - c. **PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:**  
Public comment was received by Julie Tacker.

7 CONSENT AGENDA:	ACTION:
A. Review and Approval of Minutes for the Regular Meeting on February 08, 2017	After an opportunity for public comment and brief Board discussion, staff recommendations were approved with a motion from Director Brunet, a second by Director Angello and a 4-0 vote. No public comment.
B. Review and Approval of Cash Disbursements	

8 A BUSINESS ITEM:	ACTION:
Consideration of Recommendation to Approve an Agreement with the County of San Luis Obispo for the Public Facilities Fees relating to firefighting and emergency response services	After an opportunity for public comment and brief Board discussion, staff recommendations were approved with a motion from Director Coalwell, a second by Director Angello and a 4-0 vote. Public comment was received by Julie Tacker.

<b>8 B BUSINESS ITEM:</b>	<b>ACTION:</b>
Review of the San Luis Obispo County 2014-16 Resource Summary Report Public Review Draft and approve providing comments to the Water Resources Advisory Committee and the County Board of Supervisors	After an opportunity for public comment and brief Board discussion, staff recommendations were approved with a modification to the letter with a motion from Director Brunet, a second by Director Coalwell and a 4-0 vote. No public comment.

<b>8 C BUSINESS ITEM:</b>	<b>ACTION:</b>
Consideration of an Update on the Emergency Generator Project and Direction to Staff	After an opportunity for public comment and brief Board discussion, no formal action taken. No public comment.

9. **UTILITY ITEMS:** None

10. **HEARING ITEMS:** None

11. **RECEIVED WRITTEN COMMUNICATIONS:** None

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

13. **CLOSED SESSION:** was entered at approximately 8:26pm. Open session was resumed at approximate 8:50pm  
No public comment.

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.,  
No reportable action

14. **FUTURE AGENDA ITEMS:** District Policies Continued; SSMP Audit; Professional Service Proposals; Zone 3 Budget & Q3 Budget Review

15. **FUTURE HEARING ITEMS:** None

16. **ADJOURNMENT:** at approximately 8:50pm



# Oceano Community Services District

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

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

**Date:** March 8, 2017

**To:** Board of Directors

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

**Subject:** **Agenda Item #7B: Consideration of a 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	Amounts	
<b><u>Disbursements Requiring Board Approval prior to Payment:</u></b>		
Regular Payable Register – 03/08/2017	\$	17,654.70
CHC Reimbursement Agreement Deposit Refund – 03/08/2017	\$	168,823.26
	Sub-Total	\$ 186,478.26
<b><u>Reoccurring Payments for Board Review (authorized by Resolution 2016-07):</u></b>		
Payroll Gross Wages (period ending 02/23/2017)	\$	23,135.79
Reoccurring Health & Benefit Disbursements – Paid 02/22/2017	\$	137.02
Reoccurring Health & Benefit Disbursements – Paid 02/22/2017	\$	5,769.46
Reoccurring Utility Disbursements – Paid 02/22/2017	\$	755.60
	Sub-Total	\$ 29,797.87
	<b>Grand Total</b>	<b>\$ 216,275.83</b>

**Other Agency Involvement:** n/a

**Other Financial Considerations:** Amounts are within the authorized Fund level budgets.

## Results

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

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-1022		AMERICAN FLAG & GIFT				
I-150459A		AMERICAN FLAG & GIFT	48.49			
2/27/2017	AP	DUE: 3/29/2017 DISC: 3/29/2017		1099: N		
		AMERICAN FLAG & GIFT		01 5-4200-200	OFFICE EXPENSE	48.49
		=== VENDOR TOTALS ===	48.49			
=====						
01-0180		ARAMARK				
I-532213946		ARAMARK	60.50			
2/27/2017	AP	DUE: 2/27/2017 DISC: 2/27/2017		1099: N		
		ARAMARK		01 5-4100-100	CLOTHING	60.50
I-532248100		ARAMARK	60.50			
2/27/2017	AP	DUE: 2/27/2017 DISC: 2/27/2017		1099: N		
		ARAMARK		01 5-4100-100	CLOTHING	60.50
		=== VENDOR TOTALS ===	121.00			
=====						
01-0148		ARROYO GRANDE CHEVROLET				
I-CTCS12625		ARROYO GRANDE CHEVROLET	215.20			
2/27/2017	AP	DUE: 2/27/2017 DISC: 2/27/2017		1099: N		
		ARROYO GRANDE CHEVROLET		02 5-4400-171	MAINTENANCE: VEHICLES	107.60
		ARROYO GRANDE CHEVROLET		03 5-4500-171	MAINTENANCE: VEHICLES	107.60
		=== VENDOR TOTALS ===	215.20			
=====						
01-0265		ASIGNCO CUSTOM SIGNS				
I-02180		ASIGNCO CUSTOM SIGNS	51.72			
2/27/2017	AP	DUE: 2/27/2017 DISC: 2/27/2017		1099: N		
		ASIGNCO CUSTOM SIGNS		06 5-4900-220	PROFESSIONAL/SPECIAL SER	51.72
		=== VENDOR TOTALS ===	51.72			
=====						
01-0258		BRUNET, ANDREW J.				
I-012017		BRUNET, ANDREW J.	400.00			
2/27/2017	AP	DUE: 2/27/2017 DISC: 2/27/2017		1099: N		
		BRUNET, ANDREW J.		01 5-4100-225	BOARD STIPENDS	300.00
		BRUNET, ANDREW J.		01 5-4100-225	BOARD STIPENDS	100.00
		STUB COMMENTS: JAN 2017 BOD & COMMITTEE				
		=== VENDOR TOTALS ===	400.00			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0153		BURDINE PRINTING & GRAPHICS				
I-32356		BURDINE PRINTING & GRAPHICS	591.71	20161718		
3/01/2017	AP	DUE: 3/01/2017 DISC: 3/01/2017		1099: N		
		BURDINE PRINTING & GRAPHICS		01 5-4100-205	OUTSIDE UB MAIL SERVICE	591.71
		STUB COMMENTS: SUPPLY - ENVELOPES				
		=== VENDOR TOTALS ===	591.71			
=====						
01-0170		CENTRAL COAST PRINTING				
I-61238		CENTRAL COAST PRINTING	384.91			
3/02/2017	AP	DUE: 3/02/2017 DISC: 3/02/2017		1099: Y		
		CENTRAL COAST PRINTING		01 5-4100-205	OUTSIDE UB MAIL SERVICE	384.91
		STUB COMMENTS: 2ND NOTICES				
		=== VENDOR TOTALS ===	384.91			
=====						
01-0214		CENTRAL COAST TECHNOLOGY CONSU				
I-0000881		CENTRAL COAST TECHNOLOGY CONS	160.00			
2/27/2017	AP	DUE: 2/27/2017 DISC: 2/27/2017		1099: N		
		CENTRAL COAST TECHNOLOGY CONSU		01 5-4100-221	INFORMATION TECHNOLOGY	160.00
I-0000899		CENTRAL COAST TECHNOLOGY CONS	316.06			
3/01/2017	AP	DUE: 3/01/2017 DISC: 3/01/2017		1099: N		
		CENTRAL COAST TECHNOLOGY CONSU		01 5-4100-221	INFORMATION TECHNOLOGY	134.38
		CENTRAL COAST TECHNOLOGY CONSU		01 5-4100-221	INFORMATION TECHNOLOGY	181.68
		STUB COMMENTS: MARCH 2017				
		=== VENDOR TOTALS ===	476.06			
=====						
01-0257		COALWELL, JAMES				
I-012017		COALWELL, JAMES	371.95			
2/27/2017	AP	DUE: 2/27/2017 DISC: 2/27/2017		1099: Y		
		COALWELL, JAMES		01 5-4100-225	BOARD STIPENDS	200.00
		COALWELL, JAMES		01 5-4100-225	BOARD STIPENDS	150.00
		COALWELL, JAMES		01 5-4100-286	BOARD MEMBER TRAVEL	7.00
		COALWELL, JAMES		01 5-4100-286	BOARD MEMBER TRAVEL	14.95
		STUB COMMENTS: JAN 2017 BOD/COMMITTEE/TRAVEL				
		=== VENDOR TOTALS ===	371.95			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0058	DICKSON					
I-1027184		DICKSON	198.89			
3/03/2017	AP	DUE: 3/03/2017 DISC: 3/03/2017		1099: N		
		DICKSON		02 5-4400-200	OFFICE EXPENSE	198.89
		=== VENDOR TOTALS ===	198.89			
=====						
01-1150	FERGUSON ENTERPRISES, INC #135					
I-4299540		FERGUSON ENTERPRISES, INC #13	772.54			
2/27/2017	AP	DUE: 3/29/2017 DISC: 3/29/2017		1099: N		
		FERGUSON ENTERPRISES, INC #135		02 5-4400-226	ENGINEERING & OTHER REIM	772.54
		STUB COMMENTS: 1564 THE PIKE				
		=== VENDOR TOTALS ===	772.54			
=====						
01-1202	GROVER BEACH, CITY OF					
I-030117		GROVER BEACH, CITY OF	2,367.17			
2/27/2017	AP	DUE: 3/29/2017 DISC: 3/29/2017		1099: N		
		GROVER BEACH, CITY OF		01 5-4200-110	COMMUNICATIONS	2,367.17
		STUB COMMENTS: MARCH 2017 DISPATCHING SERVICES FEES				
		=== VENDOR TOTALS ===	2,367.17			
=====						
01-0263	GSI WATER SOLUTIONS, INC.					
I-0648.001-1		GSI WATER SOLUTIONS, INC.	2,234.02			
3/02/2017	AP	DUE: 3/02/2017 DISC: 3/02/2017		1099: N		
		GSI WATER SOLUTIONS, INC.		02 5-4400-380	NCMA TEC	2,234.02
I-0648.001-2		GSI WATER SOLUTIONS, INC.	758.63			
3/02/2017	AP	DUE: 3/02/2017 DISC: 3/02/2017		1099: N		
		GSI WATER SOLUTIONS, INC.		02 5-4400-380	NCMA TEC	758.63
I-0648.001-3		GSI WATER SOLUTIONS, INC.	955.20			
3/02/2017	AP	DUE: 3/02/2017 DISC: 3/02/2017		1099: N		
		GSI WATER SOLUTIONS, INC.		02 5-4400-380	NCMA TEC	955.20
		=== VENDOR TOTALS ===	3,947.85			



-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-1136	J.B. DEWAR, INC.					
I-839382		J.B. DEWAR, INC.	161.12			
3/02/2017	AP	DUE: 4/01/2017 DISC: 4/01/2017		1099: N		
		J.B. DEWAR, INC.		12 5-4350-172	FUEL	161.12
		=== VENDOR TOTALS ===	161.12			
=====						
01-0120	JOHNBOY'S TOWING INC.					
I-32998		JOHNBOY'S TOWING INC.	50.00			
2/27/2017	AP	DUE: 2/27/2017 DISC: 2/27/2017		1099: N		
		JOHNBOY'S TOWING INC.		02 5-4400-171	MAINTENANCE: VEHICLES	25.00
		JOHNBOY'S TOWING INC.		03 5-4500-171	MAINTENANCE: VEHICLES	25.00
		=== VENDOR TOTALS ===	50.00			
=====						
01-1292	MINER'S ACE HARDWARE, INC.					
I-311201		MINER'S ACE HARDWARE, INC.	40.54			
2/27/2017	AP	DUE: 3/29/2017 DISC: 3/29/2017		1099: N		
		MINER'S ACE HARDWARE, INC.		02 5-4400-175	SYSTEM PARTS/OPERATING S	21.69
		MINER'S ACE HARDWARE, INC.		03 5-4500-175	SYSTEM PARTS/OPERATING S	21.70
		MINER'S ACE HARDWARE, INC.		02 5-4400-175	SYSTEM PARTS/OPERATING S	1.42CR
		MINER'S ACE HARDWARE, INC.		03 5-4500-175	SYSTEM PARTS/OPERATING S	1.43CR
I-312639		MINER'S ACE HARDWARE, INC.	38.31			
3/03/2017	AP	DUE: 4/02/2017 DISC: 4/02/2017		1099: N		
		MINER'S ACE HARDWARE, INC.		02 5-4400-175	SYSTEM PARTS/OPERATING S	38.31
		=== VENDOR TOTALS ===	78.85			
=====						
01-0027	PETTY CASH					
I-201702271800		PETTY CASH	32.95			
2/27/2017	AP	DUE: 2/27/2017 DISC: 2/27/2017		1099: N		
		PETTY CASH		06 5-4900-210	POSTAGE	32.95
I-201702271801		PETTY CASH	13.18			
2/27/2017	AP	DUE: 2/27/2017 DISC: 2/27/2017		1099: N		
		PETTY CASH		06 5-4900-210	POSTAGE	13.18
		=== VENDOR TOTALS ===	46.13			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-1360		QUILL CORPORATION				
I-4295359		QUILL CORPORATION	22.44			
2/27/2017	AP	DUE: 3/29/2017 DISC: 3/29/2017		1099: N		
		QUILL CORPORATION		01 5-4100-200	OFFICE EXPENSE	22.44
=====						
I-4371302		QUILL CORPORATION	22.44			
2/27/2017	AP	DUE: 3/29/2017 DISC: 3/29/2017		1099: N		
		QUILL CORPORATION		01 5-4100-200	OFFICE EXPENSE	22.44
		=== VENDOR TOTALS ===	44.88			
=====						
01-0266		SAFETY NOW SOLUTIONS				
I-154		SAFETY NOW SOLUTIONS	600.00			
2/27/2017	AP	DUE: 2/27/2017 DISC: 2/27/2017		1099: N		
		SAFETY NOW SOLUTIONS		06 5-4900-219	SPECIAL ADMIN EXPENSE	600.00
		=== VENDOR TOTALS ===	600.00			
=====						
01-1424		SLO AIR POLLUTION CONTROL DIST				
I-18151		SLO AIR POLLUTION CONTROL DIS	1,355.39			
2/27/2017	AP	DUE: 3/29/2017 DISC: 3/29/2017		1099: N		
		SLO AIR POLLUTION CONTROL DIST		02 5-4400-248	PERMITS, FEES, LICENSES	1,355.39
		=== VENDOR TOTALS ===	1,355.39			
=====						
01-0114		SLO CO CLERK RECORDER				
I-11082016		SLO CO CLERK RECORDER	4,870.84			
2/27/2017	AP	DUE: 2/27/2017 DISC: 2/27/2017		1099: N		
		SLO CO CLERK RECORDER		01 5-4100-260	ELECTION EXPENSES	4,870.84
		STUB COMMENTS: 11/8/2016 STATEMENT OF CHARGES				
		PRESIDENTIAL GENERAL ELECTION				
		=== VENDOR TOTALS ===	4,870.84			
=====						
01-0192		TASC -CLIENT INVOICES				
I-IN977465		TASC -CLIENT INVOICES	250.00			
2/27/2017	AP	DUE: 2/27/2017 DISC: 2/27/2017		1099: N		
		TASC -CLIENT INVOICES		01 5-4100-090	INS: GROUP HEALTH/LIFE	250.00
		=== VENDOR TOTALS ===	250.00			

PACKET: 01323 Regular Payables 03082017

VENDOR SET: 01 OCEANO CSD, CA

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0073		WHITE, KAREN M.				
I-022017		WHITE, KAREN M.	250.00			
2/27/2017	AP	DUE: 2/27/2017 DISC: 2/27/2017		1099: Y		
		WHITE, KAREN M.		01 5-4100-225	BOARD STIPENDS	200.00
		WHITE, KAREN M.		01 5-4100-225	BOARD STIPENDS	50.00
STUB COMMENTS: FEB 2017 BOD AND COMMITTEE						
=== VENDOR TOTALS ===			250.00			
=== PACKET TOTALS ===			17,654.70			

PACKET: 01326 Direct Payables CHC REFUN

VENDOR SET: 01 OCEANO CSD, CA

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	ITM DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-1			ONE TIME VENDOR				
I-CHC RA REFUND	3/03/2017		:CHC OF THE CENTRAL COAST, IN	168,823.26			
		AP	DUE: 3/03/2017 DISC: 3/03/2017		1099: N		
			STUB COMMENTS: REIMBURSEMENT AGREEMENT DEPOSIT REFUND				
			REFUND: CHC OF THE CENTRAL COA		02 1-1102-000	A/R - REFUNDS	168,823.26
			=== VENDOR TOTALS ===	168,823.26			
			=== PACKET TOTALS ===	168,823.26			

Oceano Community Services District  
 Fiscal Year 2016-2017  
 Payroll Hours Summary

Payroll Period 2/5/17 to 2/18/17

Pay Date 2/23/17

	HOURS PER TIMESHEET										STAND BY *	GROSS WAGES	RATE	PERS HOURS	PERS EE	PERS ER	TOTAL PERS	
	REG	VAC/ ADMIN	SICK	HOLI DAY	FLOAT HOLIDAY	OT	OT2	CTO EARN	CTO USE	TOTAL HOURS								
Account Administrator III	80.00	0.00	0.00	0.00	0.00	4.00	0.25	0.00	0.00	84.25		2,315.61	26.77	80.00	149.91	179.40	329.31	
General Manager (salary)	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00		7,920.00	99.00	80.00	554.40	663.46	1,217.86	
Account Administrator II	79.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00		1,896.80	23.71	80.00	118.55	124.34	242.89	
Business and Accounting Manager I	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00		2,355.20	29.44	80.00	147.20	154.38	301.58	
Solid Waste Coordinator	36.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.75		551.25	15.00					
Utility Field Supervisor	80.00	0.00	0.00	0.00	0.00	7.50	0.00	0.00	0.00	87.50	200.00	3,363.64	34.67	80.00	194.15	232.34	426.49	
Utility Systems Operator III	76.00	0.00	4.00	0.00	0.00	4.00	0.00	2.00	0.00	86.00	350.00	2,667.70	26.95	80.00	150.92	180.61	331.53	
Utility Systems Operator III	48.00	19.50	0.00	0.00	12.50	0.00	0.00	0.00	0.00	80.00	150.00	2,105.20	24.44	80.00	122.20	128.16	250.36	
<b>Total Wages</b>													23,175.39		560.00	1,437.33	1,662.69	3,100.03

\* Stand by hours are paid at \$50.00 per day.

700.00

SUBTOTAL 559.75 19.50 5.00 0.00 12.50 15.50 2.00 0.00 614.50 614.25

Prepared By: Celia Ruiz Date: 2/23/17

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0194	SEIU LOCAL 620				
I-201702141798	SEIU LOCAL 620	137.02			
2/14/2017	AP		1099: N		
	DUE: 2/14/2017 DISC: 2/14/2017		01 2-2178-001	SEIU LOCAL 620 DUES	59.19
	SEIU LOCAL 620		02 2-2178-001	SEIU LOCAL 620 DUES	45.32
	SEIU LOCAL 620		03 2-2178-001	SEIU LOCAL 620 DUES	32.51
	=== VENDOR TOTALS ===	137.02			
	=== PACKET TOTALS ===	137.02			

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
-----										
01-0060	THE LINCOLN NATIONAL LIFE I									
I	DNT201702081795	DENTAL	AP		R	2/09/2017		308.45 308.45	308.45CR	
I	DNT201702221799	DENTAL	AP		R	2/23/2017		308.45 308.45	308.45CR	
I	INS201702081795	LONG TERM DISABILITY	AP		R	2/09/2017		91.34 91.34	91.34CR	
I	INS201702221799	LONG TERM DISABILITY	AP		R	2/23/2017		97.97 97.97	97.97CR	
I	LIF201702081795	LIFE INS.	AP		R	2/09/2017		98.65 98.65	98.65CR	
I	LIF201702221799	LIFE INS.	AP		R	2/23/2017		98.65 98.65	98.65CR	
								REG. CHECK		
								1,003.51 1,003.51	1,003.51CR 0.00	0.00
-----										
01-0063	VSP VISION									
I	VIS201702081795	VISION INS.	AP		R	2/09/2017		52.90 52.90	52.90CR	
I	VIS201702221799	VISION INS.	AP		R	2/23/2017		52.90 52.90	52.90CR	
								REG. CHECK		
								105.80 105.80	105.80CR 0.00	0.00
-----										
01-1056	ANTHEM BLUE CROSS									
I	HEA201702081795	HEALTH INSURANCE	AP		R	2/09/2017		2,330.08 2,330.08	2,330.08CR	
I	HEA201702221799	HEALTH INSURANCE	AP		R	2/23/2017		2,330.07 2,330.07	2,330.07CR	
								REG. CHECK		
								4,660.15 4,660.15	4,660.15CR 0.00	0.00
-----										

===== R E P O R T T O T A L S =====

F U N D D I S T R I B U T I O N

FUND NO#	FUND NAME	AMOUNT
01	GENERAL FUND	3,514.83CR
02	WATER FUND	1,481.36CR
03	SEWER	773.27CR
** TOTALS **		5,769.46CR

----- TYPE OF CHECK TOTALS -----

	NUMBER	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
HAND CHECKS		0.00	0.00	0.00
		0.00	0.00	
DRAFTS		0.00	0.00	0.00
		0.00	0.00	
REG-CHECKS		5,769.46	5,769.46CR	0.00
		5,769.46	0.00	
EFT		0.00	0.00	0.00
		0.00	0.00	
NON-CHECKS		0.00	0.00	0.00
		0.00	0.00	
ALL CHECKS		5,769.46	5,769.46CR	0.00
		5,769.46	0.00	

TOTAL CHECKS TO PRINT: 3

-----

ERRORS: 0 WARNINGS: 0



-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0206		RABOBANK EQUIPMENT LEASE				
I-53278017		RABOBANK EQUIPMENT LEASE	755.60			
2/14/2017	AP	DUE: 2/14/2017 DISC: 2/14/2017		1099: N		
		RABOBANK EQUIPMENT LEASE		12 5-4350-320	EQUIPMENT LEASE	755.60
		=== VENDOR TOTALS ===	755.60			
		=== PACKET TOTALS ===	755.60			



# Oceano Community Services District

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

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

**Date:** March 08, 2017  
**To:** Board of Directors  
**From:** Celia Ruiz, Will Serve Coordinator  
**Via:** Paavo Ogren, General Manager  
**Subject:** **Agenda Item # 7C:** Submittal for approval an Intent to Serve Letter to Cindy Doll; 2480 Paso Robles; Assessor's Parcel No. 062-102-025

## Recommendation

That your Board authorize the General Manager or his designee to send the attached Intent to Serve Letter to Cindy Doll; 2480 Paso Robles; Assessor's Parcel No. 062-102-025

## Discussion

Mrs. Doll submitted a request for a will-serve letter on February 15, 2017 and staff has prepared the attached "intent to serve" letter for your Board's consideration. Staff has not identified any special concerns for the proposed development that would require any special conditions or denial of the request.

## Current Status

The owner is in process of obtaining building permits from the County. Owner is proposing an addition of a granny unit.

## Other Agency Involvement

The County of San Luis Obispo issues building permits for land development in Oceano. The issuance of will-serve letters and conditions of development is also

NAME OF APPLICANT	CINDY DOLL
APPLICATION DATE RECEIVED	FEBRUARY 15, 2017
ADDRESS	2480 PASO ROBLES
ASSESSORS PARCEL NUMBER	062-102-025
TYPE OF USE	GRANNY UNIT
CONFIRMATION OF OWNERSHIP	YES
OFFSITE IMPROVEMENTS?	
REIMBURSEMENT AGREEMENT?	YES
PREVIOUS WILL SERVE ISSUED	
EXPIRATION DATE	
FEES REQUIRED	\$ 8,414.96
SSLOCD FEE SIGN-OFF REQUIRED?	NO
FOG PROGRAM REQUIRED?	NO
SSLOCD SIUP REQUIRED?	NO
LETTER FROM FCFA?	NO



# Oceano Community Services District

Board of Directors Meeting

coordinated with the Five Cities Fire Authority and the South San Luis Obispo County Sanitation District.

## Other Financial Considerations

Description	Estimate
<b>Water Connection Fees</b>	
Meter 1"	\$ 1,350.00
State Water Project/Lopez Dam Improvement Charge	\$ 1,000.00
Inspection Fee (\$ 25 per SFR Equivalent Unit)	\$ 25.00
Capacity Charge	\$ 5,514.96
<b>Total</b>	<b>\$ 7,889.96</b>
<b>Sewer Connection Fees</b>	
Sewer Connection Fee	\$ 500.00
Inspection Fee (\$ 25 per SFR Equivalent Unit)	\$ 25.00
<b>Total</b>	<b>\$ 525.00</b>
<b>Total Water and Sewer Estimated Fees</b>	<b>\$ 8,414.96</b>

## Results

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

Attachments:

- Will serve request from Cindy Doll



# Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

## INTENT-TO-SERVE APPLICATION

1. This is an application for: **Water and Sewer**

2. SLO County Planning Department/Tract or Development No.: 2480 Paso Robles St.

3. Attach a copy of SLO County application.

Note: District Intent-to-Serve letters expire twelve (12) months from date of issue, unless the project's County application is deemed complete.

4. Project location: 2480 Paso Robles St, Oceano, CA 93445

5. Assessor's Parcel Number (APN) of lot(s) to be served: 062-102-025

6. Owner Name: CINDY DOLL

7. Mailing Address: PO Box 1253 Grover Beach, CA 93483

8. Email: Doll@PismoCoastRealtors.com

9. Phone: 712-3743 FAX: 489-6594

10. Agent's Information (Architect or Engineer):

Name: N/A

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

11. Type of Project: (check box)

- Single-family dwelling units Granny Unit
- Multi-family dwelling units
- Commercial
- Mixed use (Commercial and Residential)

12. Site Plan:

All projects, submit full set of plans. Show parcel layout, water and sewer laterals, and general off-site improvements, as applicable.

13. Agreement:

The Applicant agrees that in accordance with generally accepted construction practices, Applicant shall assume sole and complete responsibility for the condition of the job site during the course of the project, including the safety of persons and property; that this requirement shall apply continuously and not be limited to normal working hours; and the Applicant shall defend, indemnify, and hold the District and District's agents, employees and consultants harmless from any and all claims, demands, damages, costs, expenses (including attorney's fees) judgments or liabilities arising out of the performance or attempted performance of the work on this project; except those claims, demands, damages, costs, expenses (including attorney's fees) judgments or liabilities resulting from the negligence or willful misconduct of the District.

Nothing in the foregoing indemnity provision shall be construed to require Applicant to indemnify District against any responsibility or liability or contravention of Civil Code §2782.

Comply with all District Rules and Regulations.

**Application Processing Fee.....\$ 30.00 per structure and/or separate residential unit, whichever is greater.**

Date 2/15/17 Signed Cindy Doll  
(Must be signed by owner or owner's agent)

Print Name CINDY DOLL

March 8, 2017

Cindy Doll  
PO Box 1253  
Grover Beach, CA 93483

**SUBJECT: Intent to Serve Letter – Water and Wastewater Collection  
APN 062-102-025; OCSD PROJECT #6516 OWNER/PROJECT: Doll/Granny Unit**

Dear Mrs. Doll:

The purpose of this letter is in response to your request for a will serve letter dated February 15, 2017 and to provide you with a confirmation that it is the intent of the Oceano Community Services District (OCSD) to serve you water and provide you wastewater collections services for the project described in this letter.

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

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

Oceano Community Services District intends to serve the single family residence development proposed for 2480 Paso Robles St subject to the following conditions:

1. Payment of \$ 8,414.96 is due to OCSD.
2. Approval by OCSD of the following items on the project's plans and specifications submitted to the County of San Luis Obispo:
  - a. Onsite water and sewer services and cleanouts.
  - b. Offsite improvements if applicable. If off-site improvements are required, you must provide engineered plans and submit them to the District for review and approval, which may also include requirements from the FCFA and street lighting. You will also be required to execute a reimbursement agreement to cover costs of the OCSD on a time and materials basis.

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

This intent to serve letter will expire March 8, 2018 and is nontransferable. If you have any questions, please contact the office at (805) 481-6730.

Respectfully submitted,

OCEANO COMMUNITY SERVICES DISTRICT

Celia Ruiz, Will Serve Coordinator



# Oceano Community Services District

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

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

**Date:** March 8, 2017

**To:** Board of Directors

**From:** Celia Ruiz, Will Serve Coordinator

**Via:** Paavo Ogren, General Manager

**Subject:** **Agenda Item #7D:** Submittal for approval an Intent to Serve Letter to Conchal Enterprises, LLC; 1935 & 1945 Casitas; Assessor’s Parcel No. 062-305-014

### Recommendation

That your Board authorize the General Manager or his designee to send the attached Intent to Serve Letter Extension to Conchal Enterprises, LLC; 1935 & 1945 Casitas; Assessor’s Parcel No. 062-305-014

### Discussion

Conchal Enterprises, LLC submitted a request for a will-serve letter extension on March 2, 2017 and staff has prepared the attached “intent to serve” letter for your Board’s consideration. Staff has not identified any special concerns for the proposed development that would require any special conditions or denial of the request.

### Current Status

The owner is in process of obtaining building permits from the County. Owner will be dividing parcel in three lots. Existing home has been remodeled and the other lots will be new single family residences. All residences will need a 1" meter for sprinklers.

NAME OF APPLICANT	CONCHAL ENTERPRISES, LLC
APPLICATION DATE RECEIVED	March 2, 2017
ADDRESS	1935 & 1945 CASITAS
ASSESSORS PARCEL NUMBER	062-305-014
TYPE OF USE	2 SFR
CONFIRMATION OF OWNERSHIP	YES
OFFSITE IMPROVEMENTS ?	YES
REIMBURSEMENT AGREEMENT ?	YES
PREVIOUS WILL SERVE ISSUED	YES
EXPIRATION DATE	FEBRUARY 11, 2016
FEES REQUIRED	\$ 38,735.88 HAVE BEEN PAID
SSLOCS D FEE SIGN-OFF REQUIRED?	YES
FOG PROGRAM REQUIRED?	NO
SSLOCS D SIUP REQUIRED?	NO
LETTER FROM FCFA?	YES





### Other Agency Involvement

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

### Other Financial Considerations

Fees due before building permits. All fees have been paid.

Description	Estimate
<b><i>Service Connection Fees</i></b>	
Meter 1"	\$ 4,050.00
Front Footage Charge	\$ 15,177.60
State Water Project/Lopez Dam Improvement Charge	\$ 3,000.00
Inspection Fee	75.00
Capacity Charges	\$ 14,858.28
<b>Total Estimated Water Fees</b>	<b>\$ 37,160.88</b>
Sewer Connection Fee	\$ 1,500.00
Inspection Fee	\$ 75.00
<b>Total Estimated Sewer Fees</b>	<b>\$ 1,575.00</b>
<b><i>Total Estimated Water and Sewer Fees</i></b>	<b><i>\$ 38,735.88</i></b>

### Results

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

Attachments:

- Will serve request from Conchal Enterprises, LLC



# Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

## INTENT-TO-SERVE APPLICATION

1. This is an application for: **Water and Sewer**

2. SLO County Planning Department/Tract or Development No.: PMT 2015 - 02837

3. Attach a copy of SLO County application.

Note: District Intent-to-Serve letters expire twelve (12) months from date of issue, unless the project's County application is deemed complete.

4. Project location: 1935 Castles

5. Assessor's Parcel Number (APN) of lot(s) to be served: TBD - March 31, 2017

6. Owner Name: CONCRETE ENTERPRISES

7. Mailing Address: 469 Village Glen A.G

8. Email: bl@fisher.com

9. Phone: 805.709.4293 FAX: \_\_\_\_\_

10. Agent's Information (Architect or Engineer):

Name: Beachfront Builders

Address: 1156 Pile Lane 6 Oceano

Email: bl@fisher.com

Phone: 709.4293 FAX: \_\_\_\_\_

11. Type of Project: (check box)

- Single-family dwelling units
- Multi-family dwelling units
- Commercial
- Mixed use (Commercial and Residential)

12. Site Plan:

All projects, submit full set of plans. Show parcel layout, water and sewer laterals, and general off-site improvements, as applicable.

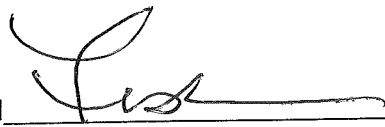
13. Agreement:

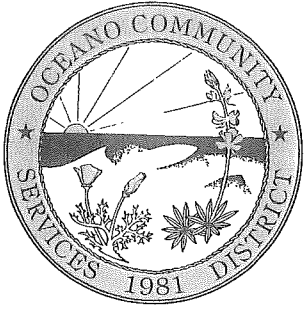
The Applicant agrees that in accordance with generally accepted construction practices, Applicant shall assume sole and complete responsibility for the condition of the job site during the course of the project, including the safety of persons and property; that this requirement shall apply continuously and not be limited to normal working hours; and the Applicant shall defend, indemnify, and hold the District and District's agents, employees and consultants harmless from any and all claims, demands, damages, costs, expenses (including attorney's fees) judgments or liabilities arising out of the performance or attempted performance of the work on this project; except those claims, demands, damages, costs, expenses (including attorney's fees) judgments or liabilities resulting from the negligence or willful misconduct of the District.

Nothing in the foregoing indemnity provision shall be construed to require Applicant to indemnify District against any responsibility or liability or contravention of Civil Code §2782.

Comply with all District Rules and Regulations.

Application Processing Fee.....\$ 30.00 per structure and/or separate residential unit, whichever is greater.

Date 3/2/17 Signed   
(Must be signed by owner or owner's agent)  
Print Name MICHAEL FISHER



# Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

## INTENT-TO-SERVE APPLICATION

1. This is an application for: **Water and Sewer**

2. SLO County Planning Department/Tract or Development No. PMT 2015-02835

3. Attach a copy of SLO County application.

Note: District Intent-to-Serve letters expire twelve (12) months from date of issue, unless the project's County application is deemed complete.

4. Project location: 1945 CASITA'S

5. Assessor's Parcel Number (APN) of lot(s) to be served: TBD MARCH 31, 2017

6. Owner Name: Central Enterprises

7. Mailing Address: 369 Village Glen A.G.

8. Email: bl@central.com

9. Phone: 805-709-4293

FAX: \_\_\_\_\_

10. Agent's Information (Architect or Engineer):

Name: Back Front Builders

Address: 1151 Pike Lane C Oceano

Email: bl@central.com

Phone: 805-709-4293

FAX: \_\_\_\_\_

11. Type of Project: (check box)

- Single-family dwelling units
- Multi-family dwelling units
- Commercial
- Mixed use (Commercial and Residential)

12. Site Plan:

All projects, submit full set of plans. Show parcel layout, water and sewer laterals, and general off-site improvements, as applicable.

13. Agreement:

The Applicant agrees that in accordance with generally accepted construction practices, Applicant shall assume sole and complete responsibility for the condition of the job site during the course of the project, including the safety of persons and property; that this requirement shall apply continuously and not be limited to normal working hours; and the Applicant shall defend, indemnify, and hold the District and District's agents, employees and consultants harmless from any and all claims, demands, damages, costs, expenses (including attorney's fees) judgments or liabilities arising out of the performance or attempted performance of the work on this project; except those claims, demands, damages, costs, expenses (including attorney's fees) judgments or liabilities resulting from the negligence or willful misconduct of the District.

Nothing in the foregoing indemnity provision shall be construed to require Applicant to indemnify District against any responsibility or liability or contravention of Civil Code §2782.

Comply with all District Rules and Regulations.

**Application Processing Fee.....\$ 30.00 per structure and/or separate residential unit, whichever is greater.**

Date 3/2/12

Signed [Signature]

(Must be signed by owner or owner's agent)

Print Name Michael Fisher

March 8, 2017

Conchal Enterprises, LLC  
369 Village Glen  
Arroyo Grande, CA. 93420

**SUBJECT: Intent to Serve Letter – Water and Wastewater Collection  
APN 062-305-014; OCSD PROJECT # 6476 OWNER/PROJECT: Conchal Enterprises, LLC /  
SFR**

Dear Conchal Enterprises:

The purpose of this letter is in response to your request for a will serve letter dated March 2, 2017 and to provide you with a confirmation that it is the intent of the Oceano Community Services District (OCSD) to serve you water and provide you wastewater collections services for the project described in this letter.

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

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

Oceano Community Services District intends to serve the single family resident's development proposed for 1935 Casitas subject to the following conditions:

1. Payment of all fees have been paid to OCSD.
2. Approval by OCSD of the following items on the project's plans and specifications submitted to the County of San Luis Obispo:
  - a. Onsite water and sewer services and cleanouts.
  - b. Offsite improvements if applicable. If off-site improvements are required, you must provide engineered plans and submit them to the District for review and approval, which may also include requirements from the FCFA and street lighting. You will also be required to execute a reimbursement agreement to cover costs of the OCSD on a time and materials basis.

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

This intent to serve letter will expire March 8,2018 and is nontransferable. If you have any questions, please contact the office at (805) 481-6730.

Respectfully submitted,

OCEANO COMMUNITY SERVICES DISTRICT

Celia Ruiz, Will Serve Coordinator

March 8, 2017

Conchal Enterprises, LLC  
369 Village Glen  
Arroyo Grande, CA. 93420

**SUBJECT: Intent to Serve Letter – Water and Wastewater Collection  
APN 062-305-014; OCSD PROJECT # 6476 OWNER/PROJECT: Conchal Enterprises, LLC /  
SFR**

Dear Conchal Enterprises:

The purpose of this letter is in response to your request for a will serve letter dated March 2, 2017 and to provide you with a confirmation that it is the intent of the Oceano Community Services District (OCSD) to serve you water and provide you wastewater collections services for the project described in this letter.

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

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

Oceano Community Services District intends to serve the single family resident's development proposed for 1945 Casitas subject to the following conditions:

1. Payment of all fees have been paid to OCSD.
2. Approval by OCSD of the following items on the project's plans and specifications submitted to the County of San Luis Obispo:
  - a. Onsite water and sewer services and cleanouts.
  - b. Offsite improvements if applicable. If off-site improvements are required, you must provide engineered plans and submit them to the District for review and approval, which may also include requirements from the FCFA and street lighting. You will also be required to execute a reimbursement agreement to cover costs of the OCSD on a time and materials basis.



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

This intent to serve letter will expire March 8,2018 and is nontransferable. If you have any questions, please contact the office at (805) 481-6730.

Respectfully submitted,

OCEANO COMMUNITY SERVICES DISTRICT

Celia Ruiz, Will Serve Coordinator



## Oceano Community Services District

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

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

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**Date:** March 8, 2017

**To:** Board of Directors

**From:** Nicole Miller, Accounts Administrator II

**Subject:** Agenda Item #7E: Consideration of a recommendation to approve a Single Day Use Permit for use of District facilities on April 8, 2017 for Santa Maria 4-Wheelers

### **Recommendation**

It is recommended that your Board approve the attached Single Day Use Permit for April 8, 2017 for the Santa Maria 4-Wheelers.

### **Discussion**

Santa Maria 4-Wheelers is a club of the California Association of 4 Wheel Clubs, Inc. The attached Single Day Use permit has been prepared for your Board to consider. An Acord insurance certificate and endorsement naming the District as additional insured is being obtained from the Club and will be confirmed with their insurance broker. Additionally, the Club has paid the required \$250.00 deposit.

### **Other Agency Involvement**

n/a

### **Other Financial Considerations**

n/a

### **Results**

Providing access and use of the District facilities to non-profit organizations helps to promote the community of Oceano.

Attachments: Single Day Use Permit



# Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475  
(805) 481-6730 FAX (805) 481-6836

FEB 22 RECD

FEB 22 RECD

## SINGLE – DAY FACILITY USE PERMIT

**Date of Use:** April 8<sup>th</sup> 2017 from 8:00 (a.m./p.m.) to 3:00 (a.m./p.m.) (“Term of Use”)

**Individual/Group Name:** Santa Maria 4 wheelers (“Permittee”)

**Contact Name:** John Stewart

**Address:** 412 milky way Lompoc, CA 93436

**Phone:** 805-733-0813 **FAX:** \_\_\_\_\_ **Email:** Jswrongway@aol.com

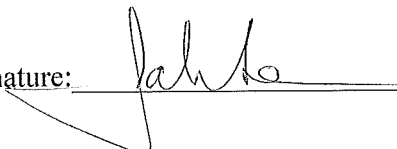
### Type of Event:

**Facility:** The Oceano Community Services District Board Room, kitchen, bathrooms, and a limited outside area (“Facility”).

- 1. Agreement.** Permittee agrees to use the Facility with permission of the Oceano Community Services District (“District”) according to the terms of this Single-Day Facility Use Permit (“Permit”).
- 2. Facility Space.** The space under this permit is the District Board Room, the adjoining kitchen, the bathrooms, and the outside area between the District Board Room and the Five Cities Fire Authority Station. Permittee affirmatively represents that it has seen or otherwise understands the physical locations, rooms and facilities and acknowledges that the Facility is suitable for its intended purpose. Permittee understands and agrees that it shall not in any way interfere, disrupt or block access to the Fire Station. While Permittee may use the parking area for parking, it understands that the parking area shall not be used for any other purpose. A \$250.00 cleaning deposit is required along with this application.
- 3. Insurance.** A certificate of insurance is required. Permittee must procure, at its own expense, a Comprehensive General Liability Insurance policy in the amount of \$1,000,000 naming the Oceano Community Services District as an additional insured. The certificate of insurance must be received by the District at least twenty four (24) hours prior to the event.
- 4. County Permit.** Permittee must also obtain, at its own expense, any and all permits required by the County of San Luis Obispo. Evidence of the County Permit must be received by the District at least twenty four (24) hours prior to the event.

5. **Conditions of Use.** Permittee's activities must be compatible with the use of the building and activities adjacent to the Facility and building. This includes but is not limited to playing music or making any noise at a level that is unreasonable under the circumstances. Amplified live music is not permitted at the Facility. Smoking and the use of tobacco is not permitted anywhere in the building.
6. **Children.** Children under the age of 12 years must be accompanied by an adult at all times. Functions or activities for minors must be chaperoned by at least one responsible individual who is 21 years of age or older.
7. **Animals.** Dogs, cats, birds, or other pets are not allowed in the Facility at any time with the exception of service animals individually trained to provide assistance to individuals with a disability.
8. **Cleaning.** Permittee is responsible for cleaning the Facility before the end of Term of Use. This includes removing all trash and disposing in outside trash bins. Cleaning equipment is not provided as part of this Permit. The Facility must be cleaned and returned to the District in the condition it was in prior to the Term of Use.
9. **Damages.** Permittee is responsible for any loss or damage to the Facility, adjoining facilities, building common areas, or building exterior or grounds. This includes all damages to any equipment, fixtures, surfaces, including the ceiling, floors and floor finishes, or any other property.
10. **LIMITATION OF LIABILITY.** THE DISTRICT'S IS NOT LIABLE TO PERMITTEE OR ANY OF ITS GUESTS OR MEMBERS FOR DAMAGES ARISING FROM USE OF THE FACILITY FOR ANY REASON AND UNDER ANY THEORY OF LAW WHATSOEVER. PERMITTEE AGREES TO DEFEND AND HOLD HARMLESS DISTRICT FROM ANY AND ALL CLAIMS, CAUSES OF ACTION, OR DAMAGES RELATED TO OR ARISING OUT OF ITS USE OF THE FACILITY PURSUANT TO THIS PERMIT.
11. **Liability for Guests.** Permittee is, and hereby acknowledges that it is, liable for the actions and behavior of its members and guests during the Term of Use and at any other times such guest or member is on or around the Facility space as a result of Permittee's use of the Facility. The District will not be liable for the safety of Permittee's members or guests. Permittee agrees to indemnify and hold harmless the District from all liability arising from the activities of its members and guests during the Term of Use.

Permittee agrees to abide by the terms of this Single-Day Facility Use Permit. I, on behalf of Sainte Marie 4wheels, accept responsibility for meeting all requirements stated herein.

Authorized Signature:  Date: 2-22-17

Approved for submittal to Board of Directors

\_\_\_\_\_  
General Manager



# 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 8, 2017

**To:** Board of Directors

**From:** Paavo Ogren, General Manager

**Subject:** **Agenda Item #7F: Consideration of a Recommendation to Approve a By-Law Amendment modifying the time of the District's regular meetings.**

## Recommendation

It is recommended that your Board approve a By-Law amendment modifying the time of the District's regular meetings, as illustrated in Exhibit "A," and summarized as follows:

1. Amend Section 2.1 to provide for a meeting start time of 5:30p.m. for closed session, with regular open session items commencing no sooner than 6:00p.m.
2. Amend Section 2.12 to provide that the meeting will be adjourned at 9:00p.m., unless a motion is passed by a 2/3rds vote to extend the meeting.

## Discussion

The District's By-Laws have been reviewed during the January 25<sup>th</sup> and February 8<sup>th</sup> meetings in 2017. Tentative Board direction has been provided and formal amendments will be combined with other District policy updates in the coming months. At this time, amending the existing By-Laws to change the time of Regular Board Meetings is proposed consistent with Board discussion on February 8<sup>th</sup>.

**Other Agency Involvement** - n/a.

**Other Financial Considerations** - n/a.

## Results

Promoting efficient meetings helps to promote well governed communities.

Attachments:

- Exhibit "A" – Existing By-Laws with Redline / Strikeout edits to illustrate proposed edits.

**OCEANO COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS – BYLAWS**

**1. OFFICERS OF THE BOARD OF DIRECTORS.**

1.1 The officers of the Board are the President and Vice President.

1.2 The President and Vice President shall be elected annually during the first regular meeting in December, after any newly elected Board members are seated (Government Code Section 61043). The term of office for the President and Vice-President of the Board shall commence immediately after the election.

1.3 The President of the Board shall serve as presiding officer at all Board meetings. The President shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

1.4 In the absence of the President, the Vice-President of the Board shall serve as presiding officer over all meetings of the Board. If the President and Vice-President of the Board are both absent, the remaining members present shall select one of themselves to act as presiding officer of the meeting.

1.5 The Board may at any time determine, by majority vote of all members, that the President has demonstrated an inability to serve. Upon such determination, the Vice President shall preside instead of the President.

1.6 The Board may at any time determine, by majority vote of all members, that the Vice President, when acting as the presiding officer pursuant to Section 1.5 above, has demonstrated an inability to serve. Upon such determination, the Board shall, by majority vote, elect another member to be the presiding officer.

**2. MEETINGS**

2.1 Regular meetings of the Board of Directors (the Board) shall commence at 5:30 with closed session, and with the regular open session items commencing no sooner than – ~~6:30~~ 6:00 p.m. on the second and fourth Wednesday of each calendar month in the Board room at the District Office currently located at 1655 Front Street, Oceano, CA 93475

2.2 Members of the Board shall attend all regular and special meetings of the Board unless there is good cause for absence.

2.3 The General Manager, in cooperation with the Board at the prior meeting shall prepare an agenda for each regular and special meeting of the Board. Any Director, before or during a regular meeting, may request that the General Manager place an item on the agenda. The General Manager may also put emergent District business on the agenda. Items being placed on any agenda are subject to Brown Act regulations.

2.4 No action or discussion may be taken on an item not on the posted agenda. However, matters deemed to be emergencies or of an urgent nature may be added to the agenda of a regular meeting under the procedures of the Brown Act. Pursuant to the Brown Act and at regular meetings:

(a) Board Members may briefly respond to statements or questions from the public; and

(b) Board Members may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting; and

(c) The President or a majority of the Board itself may direct staff to place a matter on a future agenda.

2.5 The presiding officer shall conduct all meetings in a manner consistent with the policies of the District and the Brown Act. He/she shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board. He/she shall announce the Board's final decision on all subjects. He/she shall vote on all questions; and on roll call his/her name shall be called last.

2.6 A majority of the Board shall constitute a quorum for the transaction of business. While a majority of the Board is sufficient to do business, motions must be passed unanimously if only three Board members are present. Only those Board members present at a meeting may vote on business conducted at that meeting.

2.7 If a quorum does not arrive within fifteen (15) minutes of the time the meeting has been scheduled, it shall be determined that a quorum is not present. When there is no quorum for a regular meeting, the President, Vice President, or any Board member shall adjourn such meeting or, if no Board member is present, the District secretary shall adjourn the meeting.

2.8 A roll call vote shall be taken upon the passage of all ordinances, resolutions, and other matters established by Board policy or state law that require solicitation of bids, and all matters involving more than a seven thousand five hundred dollar (\$7,500.00) expenditure by the District. The roll call vote shall be entered in the minutes of the Board meeting showing those Board members voting aye, those voting no, and those not voting or absent. A roll call vote shall be taken and recorded on any vote not passed unanimously by the Board. Unless a Board member states that he or she is not voting because of a conflict of interest, his or her silence or abstention shall be deemed and recorded as an affirmative vote.

2.9 Any person attending a meeting of the Board may record the proceedings with an audio or video tape recorder or a still or motion picture camera unless the recording causes unreasonable noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings or would impair the ability of the public to observe the proceedings. All video tape recorders, still, and/or motion picture cameras shall remain stationary and shall be located and operated from behind the public speakers' podium once the meeting begins.

2.10 During each meeting, time shall be set aside to receive public comment in accordance with the Brown Act and District policy. Public comment shall be directed to the Board as a whole and not to any member individually or to the public.

2.11 If an individual or group willfully interrupts a meeting, fails to adhere to the District's policies pertaining to public comment, or otherwise creates an unreasonable disruption to the proceedings, the meeting may be stopped and the room may be cleared. In such circumstances, members of the media must be allowed to remain and only matters on the agenda can be discussed.

2.12 No regular meeting will be conducted past ~~9:30~~ 9:00 p.m. At that time the meeting will be continued, to a time and place acceptable to a majority of the Board Members present, to consider any items where action is necessary prior to the next regular Board meeting. If a second meeting is held and continues until 9:30 p.m., then the meeting will be adjourned and remaining agenda items continued to the next regular Board meeting. Adjournment at ~~9:30~~ 9:00 p.m. may be disregarded by means of a motion to suspend the rules, if seconded and approved by a vote of two-thirds of the Board Members present.

### 3. COMMITTEES

3.1 The Board may create Committees that are reflective of the District's business and its enumerated powers at its discretion. Committees shall be advisory committees to the Board and shall not commit the District to any policy, act or expenditure. The duties of the committees shall be outlined at the time of creation.

3.2 All committee meetings shall be conducted as public meetings in accordance with the Brown Act.

3.3 No committee shall include in its membership more than two (2) Board members.

3.4 An alternate member may be assigned by the Board in advance for those meetings where a regular member is unable to attend.

### 4. PREPARATION OF MINUTES AND MAINTENANCE OF TAPES.

4.1 The minutes of the Board shall be kept by the District Secretary and shall be neatly produced and kept in a file created for that purpose, with a record of each particular type of business transacted set off in paragraphs with proper subheadings. However, the District Secretary shall be required to make a record only of such business as was actually passed upon by a vote of the Board and, except as provided in Section 4.2 below, shall not be required to record any remarks of Board Members or any other person. The Minutes shall record all of the votes taken for the passage of all ordinances, resolutions or motions.

4.2 Any Director may request that brief comments pertinent to an agenda item be included in the minutes, but only at the meeting in which the item is discussed.



4.3 The District Secretary shall attempt to record the names and place of residence of persons addressing the Board, the title of the subject matter to which their remarks related, and whether they spoke in support or opposition to such matter.

4.4 Whenever the Board acts in a quasi-judicial proceeding, such as in assessment matters, the District Secretary shall compile a summary of the testimony of the witnesses.

4.5 Any audio or visual recording of a District meeting made for whatever purpose at the direction of the District shall be subject to inspection pursuant to the California Public Records Act. Audio and/or visual recordings will be posted on the District's website for 30 days before being taken down. Physical copies of the audio/visual recordings will be retained in the District archive for five (5) years and may be destroyed thereafter.

4.6 Nothing herein shall be deemed to create a requirement that minutes from the meeting be taken, or tape or film recordings be made, of any closed sessions of the Board.

4.7 All correspondence should have Name and Address of record to be entered in the minutes.

## 5. MEMBERS OF THE BOARD OF DIRECTORS.

5.1 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.

5.2 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and options, but in a respectful manner.

5.3 Once the Board takes action, Directors should commit to supporting the action and should not obstruct implementation of the action.

5.4 Any vacancy in the office of a member elected to the Board shall be filled pursuant to Government Code Section 1780.

## 6. AUTHORITY OF DIRECTORS.

6.1 The full Board of Directors, in actions taken pursuant to The Brown Act, retain absolute power to set policy, direct staff, and conduct the business of the District.

6.2 The Board is the unit of authority within the District. Apart from their normal functions as a part of the Board, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.

6.3 Directors do not represent any fractional segment of the community. Rather, they are part of the body which represents and acts for the community as a whole.

6.4 The primary responsibility of the Board is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are the responsibility of the professional staff members of the District. Directors should not obstruct the professional staff in the performance of their duties.

6.5 The Board at a regular or special meeting may authorize a Director or staff to speak or communicate on behalf of the District or represent the District at a meeting or related function. Otherwise, Board members attending such events as described above shall make it clear that they are speaking on their own behalf and not representing the District or its Board of Directors.

## 7. DIRECTOR GUIDELINES.

7.1 It is the intent of the Board of Directors to:

(a) Maintain control and direction of the District by action of the Board of Directors taken pursuant to the Brown Act;

(b) Allow Board Members access to information relative to the running of the District;

(c) Protect staff from undue influence, threats, harassment, and/or pressure from individual Board Members or members of the public;

(d) Allow staff to execute priorities given by the Board of Directors and management without fear of reprisal.

7.2 Individual Board members, by making a request to the General Manager shall have access to information relative to the operation of the District, including but not limited to statistical information, information serving as a basis for certain actions of staff or as justification for staff recommendations. Board Members shall receive the cooperation and candor of the General Manager in being provided with the requested information. If the General Manager cannot timely provide the requested information because it is not presently available or its production would cause an interruption in work schedules or workloads, then the General Manager shall inform the Board member why the information is not available or cannot be made available in a timely manner, and when it may be made available.

7.3 If the information still cannot be provided the General Manager shall, or the Board Members shall direct the General Manager to, place an item on the Board agenda for direction as to the Board's desire and method of providing the information.

7.4 In handling complaints from residents, property owners within the District or other constituents, Directors are encouraged to listen carefully to the concerns, but the complaint should be referred to the General Manager for processing and appropriate response.

7.5 Directors, when seeking clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programs, should refer said concerns directly to the General Manager.

7.6 When approached by District personnel concerning specific District policy, Directors should direct inquiries to the General Manager.

7.7 Directors and the General Manager should develop a working relationship so that current issues, concerns and District projects can be discussed comfortably and openly.

7.8 When responding to constituent requests and concerns, Directors should respond to individuals in a positive manner and route their questions to the General Manager.

7.9 Sitting Directors should not enter into Litigation against the District. Should a Director enter into litigation against the District, it will be presumed that said Director has a conflict of interest on all matters presented to the Board for discussion and action.

## **8. DIRECTOR COMPENSATION.**

8.1 Each Director is authorized to receive one hundred dollars (\$100.00) as compensation for each regular or special meeting of the Board and fifty dollars (\$50.00) for each committee meeting attended by him or her.

8.2 In no event shall Director compensation exceed one hundred dollars (\$100.00) per day.

8.3 Director compensation shall not exceed six hundred (\$600.00) in any one (1) calendar month.

## **9. EXPENSE REIMBURSEMENT**

9.1 Each Board Member is entitled to reimbursement for their actual and necessary traveling and incidental expenses incurred in the performance of the duties required and authorized by the Board. Personal phone calls are not reimbursed.

(a) It is the policy of the District to exercise prudence with respect to hotel or motel accommodations. It is also the policy of the District for Board members and staff to stay at the hotel or motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible.

(b) Any Director traveling on District business shall receive transportation and lodging expenses, and ordinary expenses such as meals and tips. If a Director is called upon to personally pay District business expenses during travel, the Director shall maintain all receipts from any such District business trips. Such receipts will be used to calculate the amount of reimbursement.

(c) Mileage reimbursement for use of privately owned vehicles used for District business shall be as established by the Internal Revenue Service.

## **10. CORRESPONDENCE DISTRIBUTION POLICY.**

**10.1** The following letters and other documents shall be accumulated and delivered to the Board on Friday of each week.

(a) All letters approved by the Board and/or signed by the President on behalf of the District.

(b) All correspondence received by the District that are of District-wide concern as reasonably determined by the General Manager.

## **11. CONFLICTS OF INTEREST AND RELATED POLICY.**

**11.1** State laws exist which attempt to eliminate any action by a Board Member or the District which may reflect a conflict of interest. The purpose of such laws and regulations is to insure that all actions are taken in the public interest. The following provides a brief policy summary of various conflict related laws. Directors are encouraged to consult with the Fair Political Practices Commission (the "FPPC") at (916) 322-5660, prior to the day of the meeting if they have a question about a particular agenda item.

**11.2** Each Director is encouraged to review the District's Conflicts of Interest Code on a regular basis. The general rule is that an official may not participate in making a governmental decision if it is reasonably foreseeable that the decision will have a material financial effect on the official or a member of his or her immediate family or on an economic interest of the official, and the effect is distinguishable from the effect on the public generally. If real property in which the Director has an interest is located within 500 feet of the boundaries of the property affected by decision, that interest is deemed to be directly involved in the decision. Additionally, FPPC rules generally require a disqualified Board member to leave the room during the discussion of the matter.

**11.3** The prohibitions of Government Code Section 1090 provide that the District may not contract with any business in which a Board member has a financial interest.

**11.4** The basic rule is that public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or inconsistent action, to the detriment of either public office, the discharge of the duties of the two offices by one person is incompatible with the affected office and the official must step down from one of the offices.

## **12. EVALUATION OF CONSULTANTS.**

The District Consultants, including the District's Legal Counsel and Consulting Engineer, shall be evaluated annually during the months of May or June.

## **13. CONTINUING EDUCATION.**

13.1 Board Members are required to attend training on ethics and sexual harassment every other year on an alternating schedule. Board members are also required to attend training on the National Incident Management System (NIMS).

13.2 Members of the Board and the General Manager are encouraged to attend educational conferences and professional meetings to improve District operation, such as Special District Administration, Finance and Governance, and other programs that emphasize employee relationships.

13.3 Subject to budgetary constraints, there is no limit on the number of Directors attending a particular conference or seminar when their attendance is beneficial to the District and in compliance with the Brown Act.

#### **14. RELATIONSHIP AND CONDUCT BETWEEN BOARD MEMBERS AND STAFF**

14.1 The Board of Directors recognizes that the primary function of staff is to execute Board policy and to keep the Board of Directors informed.

14.2 Members of the Board of Directors shall not attempt to pressure and/or influence staff decisions, recommendations, workloads, schedules, and priorities.

14.3 Staff shall take guidance and direction only from action taken by the Board of Directors or from appropriate management supervisors as may be the case. Staff shall reject any attempts by an individual Board Member to influence or otherwise pressure them into making, changing or otherwise affecting staff decisions or recommendations, or changing work schedules and priorities. Staff shall report such attempts, without fear of reprisal, to the General Manager, or to the President or the Vice President of the Board of Directors, who shall take appropriate action.

14.4 In the event that an employee has been the subject of any unlawful conduct from a Board Member, the employee shall report such conduct in writing and without fear of reprisal to the President or the Vice President of the Board of Directors, or to the Grand Jury directly, who shall investigate the complaint and take further necessary action.

#### **15. FIDUCIARY RESPONSIBILITY**

15.1 No member of the Board of Directors shall serve as the District treasurer.

15.2 The General Manager shall be responsible for supervision of the District's finances.

15.3 The Board of Directors shall adopt by resolution a system of accounting and auditing that shall completely and at all times show the District's financial condition. The system of accounting shall adhere to generally accepted accounting principles (Government Code Section 61053).

15.4 Any portion of the District's money may be deposited in the county treasury of San Luis Obispo County or the treasury of the State of California. The Board shall, by resolution, designate a bank as the depository of all District money not deposited with the County or State Treasury.

15.5 The General Manager shall make quarterly or more frequent written reports to the Board of Directors, as the Board shall determine, regarding the receipts and disbursements and balances in the accounts of the District.

15.6 The Board will review and approve the District Investment Policy on an annual basis.

15.7 The budget shall be prepared annually for Board approval by the following procedures:

(a) On or before June 1<sup>st</sup> of each year, the Board of Directors should adopt a preliminary budget that conforms to generally accepted accounting procedures applicable to special districts. The preliminary budget shall be prepared by the General Manager.

(b) On or before July 1<sup>st</sup> of each year, the Board of Directors shall publish a notice in a newspaper of general circulation stating the date, time, and place when the Board will meet to adopt the final budget, and that the preliminary budget is available for inspection at the District office.

(c) On or before September 1<sup>st</sup> of each year, the Board of Directors shall adopt a final budget that conforms to generally accepted accounting procedures applicable to special districts.

(d) The procedures for adopting a budget shall comply with Government Code Section 61110.

15.8 Audits shall be conducted as soon after the end of the Fiscal Year as possible, preferably within 120 days.

## 16. PUBLICATION OF POLICY

16.1 Copies of this Policy shall be distributed to:

(a) All current District employees and new employees at the time of hire.

(b) All current Directors of the District and new Directors at the time they take office.

(c) Staff will provide orientation for new Directors.

**16.2** The General Manager shall be available to answer questions of District employees regarding the District Policy on relationship and conduct between Board Members and staff.

**17. RESTRICTIONS ON BYLAWS**

These Bylaws shall govern the Board in all cases to which they are applicable and not otherwise inconsistent with State and Federal laws.



# 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 8, 2017

**To:** Board of Directors

**From:** Paavo Ogren, General Manager

**Subject:** **Agenda Item #8(A): Consideration of an Update on Capital Project efforts and direction as the Board deems appropriate.**

## **Recommendation**

It is recommended that your Board consider an update on Capital Project efforts and provide direction to staff as the Board deems appropriate.

## **Discussion**

Several reasons support development of capital improvement plans for the District and why it is one of the District's primary goals for 2017. The following is a list of activities that staff is pursuing consistent with prior Board direction.

- Development of the Water Resource Reliability Program.
- Evaluation of the Utilities Yard facilities for upgrades and/or replacement.
- Development of the wastewater lateral maintenance/replacement program.
- Development of the Public Facilities Plan for the fire station and equipment.
- Evaluation of emergency power for facilities and the District's groundwater wells.
- Utility Relocation Projects required by the County.

In addition, the following is a list of some of the specific facilities that staff intends on evaluating concurrent with those items previously reviewed with the Board:

- Replacement options for the Pier Avenue wastewater lift station.
- Replacement of the Office HVAC (Heating, Ventilation and Air Conditioning).
- Evaluation of the roof for the Administrative Office and Fire Station.





- Coordination with the Energy Section of the County of San Luis Obispo on possible funding for project and community energy efficiency proposals.

As part of these overall efforts, project tasks, schedules and budget estimates are being developed along with templates for efficient project management.

### **Development of a Water Resource Reliability Program (WRRP)**

On May 27, 2015, your Board approved a resolution authorizing a grant application for Proposition 84 funds to help with development of a Water Resource Reliability Program. Although the grant was approved by the California Department of Water Resources (DWR) in late 2015, grant agreements were delayed until late 2016 due to a significant increase in DWR grant related workloads throughout the State. On January 25, 2017, the County and DWR held a kick-off meeting with the grant recipients and work efforts are being initiated.

Next steps include obtaining final proposals from consultants. On March 9, 2016, your Board authorized circulation of requests for proposals. On May 25, 2016, your Board approved all of the firm's inclusion on a "short-list." Developing the final scope of work on the various components of the WRRP, described below, will be provided to those consultants on the short list by the end of the month so that final proposals and fee estimates can be obtained. It is anticipated that recommendations on approving the consultant contracts will be brought to your Board in May 2017.

Attachment "A" illustrates the tasks, sub-tasks and deliverables for development of the Water Resource Reliability Program, which is being funded from \$198,397 in Proposition 84 grants. Attachment "B" is the "Work Plan" approved by DWR. In addition to the grant funding, \$68,363 of District staff efforts has been estimated for project administration (\$36,700) and technical support (\$31,663), which is within existing budgets.

Discussed in greater detail in the attachment, the WRRP has three primary work efforts.

1. Feasibility Study – Recycled Water Injection Well Study. This component of the WRRP will address options for injection wells of reclaimed wastewater currently under consideration by the City of Pismo Beach and the South San Luis Obispo County Sanitation District. Sub-tasks include comparison of alternative sites based on criteria to be established. Staff anticipates identifying the current utility yard as the primary option to be used for comparison of alternatives.

The State of California is working on regulations to allow direct potable re-use. Although the District's current water supplies do not envision reliance on reclaimed water in the foreseeable future, including a criterion in the alternative analysis for conversion to direct potable re-use is appropriate for long-range resource contingencies. More information can be located at the following website of the National Water Research Institute.

<http://nwri-usa.org/directpotable.htm>



A second criterion that staff anticipates including in the alternative analysis is the proximity of potential sites to existing private wells. This criterion is needed since current regulations restrict the location of reclaimed water injection wells in comparison to other wells. A survey will need to be sent to property owners to determine the existing location of private wells, or at a minimum, to those property owners in close proximity to possible sites for injection wells.

Other criteria will be recommended by the consultant engaged to provide the analysis. At this time, and provided that a scope and fee can be successfully negotiated, staff anticipates recommending a sole-source consultant contract with the firm that is currently working on similar analysis for Regional Groundwater Sustainability Project based on the expertise they have already developed.

2. Feasibility Study – Low Impact Development Plan. This component of the WRRP will include an update to the County's 2004 Drainage and Flood Control Study for Oceano. Although the District does not have drainage or flood control jurisdiction, the District's water resource authority does allow for consideration of groundwater recharge facilities. The County's 2004 Study generally did not include Low Impact Development (LID) standards that have since become incorporated in many drainage planning efforts throughout California. Benefits of LID include enhanced groundwater recharge, reduced run-off of poor quality run-off into creeks and other natural surface waters, and potential community beautification.

LID guides can be found through an internet search, including the following:

[http://www.sbck.org/pdf/Channelkeeper\\_LID\\_Report.pdf](http://www.sbck.org/pdf/Channelkeeper_LID_Report.pdf)

Although the 2004 study did not include a focus on LID standards, some techniques are included. For example, sub-surface percolation facilities are included in the 2004 Study, and several have been constructed in Oceano.

Anticipated outcomes include updating the inventory of existing sub-surface percolation facilities, identifying additional locations where improvement to groundwater recharge may be enhanced while reducing flooding impacts, and other LID features. The community's inconsistent development of curb gutters and sidewalks will be also addressed.

3. Feasibility Study – Leak Detection and Management Plan. This component of the WRRP will include an addendum to the District's 2009 Master Water Study including a Capital Improvement Plan to prioritize water system projects. It is the most significant component of the WRRP and will directly lead to development of a long-term funding plan for water system infrastructure. The work plan also includes field surveys to detect leaks, development of a program for on-going leak detection, outreach to customers on how to detect leaks on private property, identification of equipment that may be needed for on-going maintenance, and related efforts.



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**Evaluation of the Utilities Yard facilities for upgrades and/or replacement.**

On September 14, 2016 your Board authorized obtaining proposals to evaluate facilities at the Utility Yard. The initial effort has resulted in one proposal, but additional consultants have been identified and two more proposals will be sought by the end of the month. Staff identified an estimate of \$25,000 to prepare the evaluation, which would require a budget adjustment from the water, sewer and garbage funds. During the 3<sup>rd</sup> quarter budget report in April, staff will identify whether the work can be covered within the existing budgets, or whether use of contingencies and/or reserves would be needed. In addition, staff is working with RCAC to evaluate whether funding from the State Water Board may be available to help with the Utility Yard planning and/or implementation costs. Although a great level of uncertainty exists in obtaining additional grants, staff should be able to provide an update on those efforts during the 3<sup>rd</sup> Quarter budget review.

**Development of the wastewater lateral maintenance/replacement program.**

On March 9, 2016 your Board considered a policy position on whether the District would maintain laterals within the public right of way. Sewer laterals on private property are the responsibility of property owners, and the District engineering standards require a "clean-out" on the property line, which is generally more accurately described as the right-of-way line since real property boundaries typically extend to the middle of streets and alleys. The discussion was important because many communities require property owners to maintain laterals all the way to the sewer collection line. Although the Board did not take final action, informal direction was provided to evaluate the on-going cost of the District maintaining laterals within the public right of way.

District staff has been documenting properties without clean-outs as the first step. Approximately 1/3 of the properties have been surveyed. In conjunction with the 2017 update to the Sewer System Management Plan (SSMP), staff will also identify and document laterals that are currently requiring a high level of jetting, and other wastewater system "hotspots" to provide the basis for cost estimates and final consideration by your Board. Updating the SSMP is anticipated in the next couple months, and greater specificity on remaining tasks and scheduling will be provided at that time.

**Development of the Public Facilities Plan for the fire station, equipment, and the emergency generator.**

More recently, on February 22, 2017 your Board approved an agreement with the County of San Luis Obispo pertaining to Public Facilities Fees (PFF) dedicated to fire related facilities and equipment. Next steps include development of a resolution with specific findings in accordance with Government Code Section 66000 et seq.,. Concurrently, staff is undertaking final evaluation of generator options. Tentatively, it appears that the emergency generator for the fire station, sheriff substation and administrative office will be separate from addressing emergency power for the District's groundwater wells (subsequently discussed). In addition to PFF findings required pursuant to the County agreement, final review with the County Energy Section will determine if energy efficiency incentives could help provide some project funding. Staff anticipates returning to your Board in May with final recommendations, including authorization to bid the project.



## **Emergency power for the District's groundwater wells.**

As also reported to your Board on February 22, 2107, staff is also evaluating emergency power to the District's groundwater wells. In part, this evaluation was being pursued to determine whether it would be beneficial to have a single generator provide emergency power to both Well #8 and the fire station and other facilities. Based on a review with a consulting engineer and an electrical contractor subsequent to your Board's February 22<sup>nd</sup> meeting, it appears more likely that a trailer-mounted portable generator for Well #8, which could also be used at the Utility Yard for Wells #4 and #6, and the booster pumps, will be more beneficial. Next steps include confirming the cost of portable generators, estimating the cost of re-wiring existing electrical panels to connect to a generator, and confirming permitting requirements.

Recommendations on emergency power for the District's groundwater wells will be provided to your Board concurrent with those for the fire station other facilities in May. If separate projects are recommended, funding considerations for the groundwater wells will be addressed during Board consideration of the District's 2017-18 budget.

## **Utility Relocation Projects required by the County.**

The District has been mandated by the County to relocate utilities that conflict with two county projects – the Highway One/13th Street Drainage Project and the Airpark Drive Bridge Replacement Project.

On January 25, 2017 your Board approved a Utility Relocation Agreement with the County, budget adjustments totaling \$109,868, and payment in an equal amount to the County. At that time, your Board also authorized the General Manager to pursue obtaining alternative bids. Feasibility of obtaining alternative bids is however uncertain. In addition to additional permitting requirements, timing considerations are challenging. A status update from the District's engineer is forthcoming, and a verbal update will be provided during discussion of this agenda item. The County Board of Supervisors approved the Utility Relocation Agreement on February 28, 2017, and County staff anticipates that they will provide a recommendation on April 4, 2017 to bid the project.

The Airpark Bridge replacement project is anticipated in 2018.

## **Other Capital Project Efforts:**

- Replacement options for the Pier Avenue wastewater lift station. Staff is undertaking preliminary efforts to understand options and costs for upgrading or replacing the sewer lift station on Pier Avenue. Existing pumps were installed in 1998 & 1999 and are proprietary. Concerns exist regarding the cost of replacing the existing pumps because they are proprietary. The County Energy Section has indicated



that they have funding for an engineering evaluation of pump options as part of energy incentive programs for improving energy efficiency. As a result, it appears that technical assistance, without charge, may be in the near future to initiate engineering evaluations. Depending on the outcome of the initial effort, staff will also seek input from the engineer (Water Systems Consultants is under contract with the County to provide this service) to determine subsequent steps and possible costs. Most likely, staff will provide and update on fiscal considerations during 2017-18 budget discussions.

- Replacement of the Office HVAC (Heating, Ventilation and Air Conditioning). The District's air conditioning unit has failed. The HVAC system was installed with the building's construction in early 1980's, and the compressor was replaced around 2003. Staff has obtained 3 bids, which vary from \$6,500 – \$9,300 due to the aging of the overall HVAC system and different options on replacement of specific components of equipment. The County's Energy Section is providing technical assistance, free of charge, to help develop final recommendations and to determine if any energy efficiency incentives are available to help pay costs of replacement. The existing facility budget has sufficient funding and recommendations will be provided during the 3<sup>rd</sup> quarter budget review in April, unless the replacement cost is under \$7,500, in which case the General Manager may award a purchase order.
- Evaluation of the roof for the Administrative Office and Fire Station. During recent storms a very minor leak in the fire station was identified along with other indications of future potential leaks in the administrative office. Staff has contacted roofing contractors, but since notable leaks have not yet occurred, the contractors deferred a visit due to other clients with more pressing needs. Staff will be following up with the contractors and will provide a verbal update during discussion of this agenda item.
- Coordination with the Energy Section of the County of San Luis Obispo. As previously noted, staff is obtaining technical assistance from the County's energy section on possible funding for the emergency generator, the pumps at the sewer lift stations, and the HVAC system. Preliminary feedback indicates that funding for the emergency generator and HVAC system are less likely and for pumps at the lift station may be more likely. Even without funding, though, the County Energy Section has been very helpful in supporting technical evaluation of alternatives. In addition, they are submitting a grant application to the California Energy Commission to help fund an update to their Climate Action Plan (referred to in the County General Plan as the EnergyWise Plan), and through coordination with District staff, are also pursuing funding for a Zero Net Energy Neighborhood study for Oceano. The County application should be available for public review prior to the Board meeting, and a verbal update will be provided during the discussion of this agenda item.



## Other Agency Involvement

The County Department of Public Works has led local efforts on obtaining Proposition 84 and Proposition 1 grants through the Countywide Regional Water Management Group. The County Energy Section of the Department of Planning and Building is providing technical assistance relating to energy efficiency incentives. The California Department of Water Resources administers Proposition 84 and Proposition 1 grants. The California State Water Board is providing funding for the California Rural Water Association and the Rural Community Assistance Corporation technical assistance.

## Other Financial Considerations

The State Water Board has also authorized the California Rural Water Association (CRWA) and the Rural Community Assistance Corporation (RCAC) to provide technical assistance for work associated with the WRRP. In doing so, the grant funds of \$198,397 included some work that CRWA will perform, and may help the District obtain additional engineering services related to the Capital Improvement Plan. RCAC technical assistance should help with developing funding applications to the State Water Board. Lastly, \$177,750 in funding from Proposition 1 is anticipated later in 2017 to help fund engineering, environmental and other technical efforts upon completion of the WRRP so that high priority projects can be construction (shovel) ready. Future funding from Proposition 1 of \$150,000 - \$200,000 may also be available for project implementation.

In developing the overall CIP program, developing the funding plan will seek to maximize State and Federal grants and low-interest loans. It should be recognized that the community cost will need to be funded from District customers and staff will discuss options including assessments and water rates. Since the 2015 rate ordinance provides funding for the District's water system operational costs, consideration of a separate charge for infrastructure will be discussed for Board feedback. Other issues to consider in developing a funding plan include multi-year phasing, use of development fees, debt financing versus pay-go funding, and establishing policies to ensure that funding established for infrastructure is accounted for and tracked accordingly.

## Results

Developing a viable long term infrastructure program has been deferred for many years and doing so at this time will help ensure that the District's assets are maintained and upgraded in a timely manner.

### Attachments:

- Attachment "A" – WRRP Illustration
- Attachment "B" – WRRP Work Plan approved by the Department of Water Resources



**EXHIBIT A  
WORK PLAN**

**PROJECT 2: OCSD'S STUDY PLAN FOR WATER RESOURCES RELIABILITY PROGRAM (WRRP)**

**PROJECT DESCRIPTION:** The OCSD WRRP study consists of three components: Recycled Water Injection Well study, the LID study, and the Leak Detection and Management Program. The work elements of each of these components are presented below.

**BUDGET CATEGORY (A): DIRECT PROJECT ADMINISTRATION**

**TASK 1: PROJECT MANAGEMENT**

This task will be performed by the OCSD General Manager to keep the Project scope, budget, and schedule on track, to execute and manage consultant contracts, and to communicate Project progress with FCWCD staff, OCSD Board members, and stakeholders. Task includes managing the Funding Agreement including compliance with Grant Agreement requirements, preparation, and submission of supporting Grant documents, and coordination with FCWCD. This task also involves preparing invoices and relevant supporting documentation for submittal to State via FCWCD. This task also includes administrative responsibilities associated with the Project such as coordinating with partnering agencies, and managing Project consultants/contractors.

**Deliverables:**

- Environmental Information Form (EIF)
- Financial Statements
- Invoices
- Consultant Agreements
- Other Applicable Project Deliverables

**TASK 2: LABOR COMPLIANCE PROGRAM**

As there is no construction associated with this Project, no labor compliance program will be required.

**TASK 3: REPORTING**

Prepare progress reports detailing work completed during reporting period as outlined in Exhibit G of this Funding Agreement. Submit reports to the FCWCD for review and inclusion in a progress report to be submitted to FCWCD for review and inclusion in a progress report to be submitted to State.

Prepare Draft Project Completion Report and submit to State via FCWCD for State Project Manager's comment and review no later than 60 days after Project completion. Prepare Final Report addressing FCWCD/State's comments. The report shall be prepared and presented in accordance with the provision of Exhibit G.

**Deliverables:**

- Project Progress Reports
- Draft Project Completion Report
- Final Project Completion Report

**BUDGET CATEGORY (B): LAND PURCHASE/EASEMENT**

No land purchase or easement acquisitions associated with this Project.



**BUDGET CATEGORY (C): PLANNING/DESIGN/ENGINEERING AND ENVIRONMENTAL DOCUMENTATION**

As there is no construction associated with this project, CEQA and a Project Monitoring Plan are not required.

**TASK 4: PROPERTY ASSESSMENT AND RIGHT-OF-WAY/EASEMENT CONSIDERATIONS**

As part of this task, land purchase and easement issues will be identified and evaluated to prioritize preferred injection well sites and identify required easements for proposed Low Impact Development (LID) work efforts. Tasks include identification of available public and private property, as well as cost estimates for property acquisition. Easements and right-of-ways, required to construct the proposed program elements, will be identified. Required Encroachment Permits and Inter-Agency Agreements will be identified.

**Deliverables:**

- Project Progress Reports
- Draft Project Completion Report

**TASK 5: FEASIBILITY STUDY - RECYCLED WATER INJECTION WELL STUDY**

This task consists of efforts to identify the optimal recycled water injection well locations in Oceano to enhance the reliability of water supplies by recharging the groundwater basin, improving groundwater quality with the injection of highly treated recycled water, and preventing salt water intrusion. Efforts include:

- Review available background documents;
- Develop evaluation criteria;
- Coordinate with City of Pismo Beach (Pismo) and South San Luis Obispo County Sanitation District (SSLOCSD) to integrate proposed OCSD wells into the Pismo or SSLOCSD systems;
- Identify proposed injection well sites and prepare a cost-benefit comparison matrix to evaluate alternatives;
- Evaluate and rank proposed injection well sites and prepare a draft Study Technical Memorandum (TM) summarizing the findings
- Preparation of Final Study TM

**Deliverables:**

- Draft Feasibility Study Technical Memo
- Final Feasibility Study Technical Memo

**TASK 6: FEASIBILITY STUDY – LOW IMPACT DEVELOPMENT PLAN**

This task consists of efforts to update the existing 2004 Drainage and Flood Control Study to incorporate LID standards and to identify optimal programs and projects within Oceano to enhance stormwater recharge and to reduce non-point source pollution. Efforts to complete this study include:

- Review available background documents and update the 2004 study with a table to include any new LID techniques being implemented since the 2004 study.
- Identify potential LIDS, develop project criteria and assess potential LIDs and summarize findings in a Draft LID Feasibility TM for presentation to the OCSD Board and stakeholders;
- Coordinate with FCWCD to discuss LID opportunities and to identify agreement(s) that will be required for the OCSD to act as the lead agency in implementing LID improvements to enhance groundwater recharge;
- Prepare Final LID Feasibility Study TM and Presentation for the OCSD Board

**Deliverables:**

- Table Summarizing 2004 Report Updates
- Draft LID Feasibility Study Technical Memo
- Final LID Feasibility Study Technical Memo
- OCSD Board Presentation

**TASK 7: FEASIBILITY STUDY – LEAK DETECTION AND MANAGEMENT PLAN**

This task consists of the development of a Leak Detection and Management Plan and an addendum to the 2009 Master Water Study (MWS)(including a Capital Improvement Plan (CIP)) that will enable OCSD to prioritize system projects to reliably minimize and capture water system losses thereby increasing in-system water:

- Review Available Background Documents and develop Maps to identify potential leak areas and areas of repaired/replaced pipes;
- System Loss Calculations - This task includes the review of existing spreadsheets and procedures used by OCSD in monitoring water production versus water sales, and other factors, to determine unaccounted water losses. Data will be reviewed to determine water production and consumption, in order to determine leakage estimates. Recommendations will be provided on additional data needs/evaluations to develop accurate water loss calculations in the future;
- Coordinate to Identify System Projects - OCSD staff and its consultant will discuss water system projects, identified since 2009, for implementation to reduce in-system leaks. Based on a review of maintenance efforts, additional potential projects will be identified to be added to the 2009 MWS project list. Alternatives will be developed for consideration to provide support to residents/property owners for private property leak detection;
- Conduct field surveys to look for surface expressing of leaks, identify instantaneous water production measurement methods, develop a metering program, and prepare recommendations and costs for tracking water losses, including proposed new equipment;
- Prepare Leak Detection and Management Plan;
- Develop Draft 2009 Master Water Study and CIP Addendum based on technical findings, revisions will be made to the 2009 MWS and the corresponding CIP. The findings will be presented to the OCSD Board of Directors for review and direction.
- Develop Final 2009 Master Water Study and CIP Addendum present to the OCSD Board of Directors.

**Deliverables:**

- Maps of Potential Leaks and Repaired Pipes
- Tables and Maps Summarizing Field Investigation of Leaks
- Leak Detection and Management Plan
- Draft Addendum to update Master Water Study and CIP
- Final Addendum to update Master Water Study and CIP

**TASK 8: COORDINATED PUBLIC OUTREACH PROGRAM**

OCSD will implement a community based outreach program, to reach out to the community, including Town Hall Meetings, stakeholder meetings, Board Meetings, and creation of flyers/brochures to educate the stakeholders of the feasibility studies. The OCSD website will be updated to include presented materials. In addition, multilingual materials will be prepared by OCSD staff. OCSD will coordinate the outreach program to target all three studies. A

coordinated stakeholder workshop, presenting the findings of the three proposed studies, will be conducted to solicit input on the evaluation criteria, proposed projects, and project ranking. Stakeholders include service area customers, Pismo, and SSLOCS.

**Deliverables:**

- Website Updates
- Town Hall Meeting Presentations and Minutes (up to 2 meetings)
- Multilingual Outreach Materials
- Specific Stakeholder Meetings (up to 2)

**BUDGET CATEGORY (D) CONSTRUCTION/IMPLEMENTATION**

The WRRP is a study and does not include any construction elements.