



Notice of Regular Meeting
Oceano Community Services District - Board of Directors Agenda
WEDNESDAY, July 12, 2017 – 5:30 P.M.
Oceano Community Services District Board Room
1655 Front Street, Oceano, CA

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

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

1. CALL TO ORDER:
2. ROLL CALL:
3. FLAG SALUTE:
4. AGENDA REVIEW:
5. CLOSED SESSION: Pursuant to Government Code §54957: Performance evaluation – General Manager
6. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA: **(NOT BEGINNING BEFORE 6:00 PM)**

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

7. SPECIAL PRESENTATIONS & REPORTS:

A. STAFF REPORTS:

- i. Operations - Field Supervisor Tony Marraccino
- ii. FCFA Operations - Chief Steve Lieberman
- iii. OCSD General Manager – Paavo Ogren
- iv. Sheriff's South Station - Commander Stuart MacDonald

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

8. CONSENT AGENDA ITEMS:

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

- A. Review and Approval of Minutes for the Regular Meeting on June 28, 2017
- B. Review and Approval of Cash Disbursements

9. BUSINESS ITEMS:

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

- A. Notice of a Public Workshop on Integrated Regional Water Resource Management at the Oceano CSD Board Room, 1655 Front Street, on Thursday July 13th from 6 – 8 p.m.
- B. Consideration to approve a purchase order to repair the roof at 1655 Front Street with a budget adjustment in the amount of \$40,000
- C. Review and Discussion of the Leak Detection Report from the California Rural Water Association
- D. Generator Project Update – Verbal Update Only With Board Direction As Deemed Appropriate
- E. Consideration of a resolution to re-adopt resolution 2013-6 regarding the District's Public Request Policy

10. **HEARING ITEMS:** Consideration of a recommendation to approve a resolution to collect delinquent accounts on 2017-18 property tax bills

11. **RECEIVED WRITTEN COMMUNICATIONS:**

12. **LATE RECEIVED WRITTEN COMMUNICATIONS:**

13. **FUTURE AGENDA ITEMS:** District Policies Continued; Professional Service Proposals; Roles and Responsibilities with Related Agencies; Emergency Generator.

14. **FUTURE HEARING ITEMS:** Budgets; July 26 rescinding District Resolution 2014-15 relating to the drought emergency

15. **ADJOURNMENT:**

AGENDA ADDENDUM MATERIALS:

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

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

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, June 28, 2017 – 5:30 P.M.
 Oceano Community Services District Board Room
 1655 Front Street, Oceano, CA

1. **CALL TO ORDER:** at 6:00 p.m. by President White (No closed session items)
2. **FLAG SALUTE:** led by President White
3. **ROLL CALL:** Board members present Director Angello, Director Brunet, Vice President Austin, President White. Also present, General Manager Paavo Ogren, District Legal Counsel Jeff Minnery, Business and Accounting Manager Carey Casciola. Director Coalwell absent.
4. **AGENDA REVIEW:** Agenda approved as presented.
5. **CLOSED SESSION:** None
6. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA (NOT BEGINNING BEFORE 6:00 PM):**
No public comment.
7. **SPECIAL PRESENTATIONS & REPORTS:**
 - a. **STAFF REPORTS:**
 - i. Operations - Field Supervisor Tony Marraccino reported 8 work orders, 9 USA's, 6 service orders, 8 miles of sewer cleaning.
 - ii. FCFA - Chief Steve Lieberman – None
 - iii. OCSD General Manager Paavo Ogren– reported generator project status, SWB and income survey for disadvantage community, GM article about salaries annual evaluation next meeting
 - iv. Sheriff's South Station - Commander Stewart MacDonald – None
 - b. **BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:**
 - i. Director Angello - None
 - ii. Director Brunet – reported on IRWM
 - iii. President White – reported on FCFA, and Oceano Advisory
 - iv. Vice President Austin – reported on SSLOCSD
 - v. Director Coalwell – absent
 - c. **PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:**
No public comment.

8 CONSENT AGENDA:	ACTION:
a. Review and Approval of Minutes for the Regular Meeting on June 14, 2017	After an opportunity for public comment and brief Board discussion, staff recommendations were approved with a motion from Vice President Austin, a second by Director Angello and a 4-0 vote; except that Director Brunet abstained from 8(a) since he did not attend the June 14 th meeting. No public comment.
b. Review and Approval of Cash Disbursements	

9 A BUSINESS ITEM:	ACTION:
Consideration of a Recommendation to Approve a Resolutions determining the fiscal year 2017/18 Appropriation Limitation pursuant to Article XIII(b) of the State Constitution	After an opportunity for public comment and brief Board discussion, staff recommendations were approved with a motion from Vice President Austin, a second by Director Angello and a 4-0 vote. No public comment.

9 B BUSINESS ITEM:	ACTION:
Review of Fiscal Year 2016-17 Budget Status, approval of the use of contingencies for the Northern Cities Management Area annual report, final budget adjustments, and encumbrances for previously approved contracts	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.
9 C BUSINESS ITEM:	ACTION:
Review and Discussion of the 2017/18 Budget Adopted on August 24, 2016	After an opportunity for public comment and brief Board discussion, receive and file no action taken. No public comment.
9 D BUSINESS ITEM:	ACTION:
Consideration of a Recommendation to Approve the Final Pay-Off of the Water Fund Revenue Bonds	After an opportunity for public comment and brief Board discussion, staff recommendations were approved with a motion from Director Angello, a second by Vice President Austin and a 4-0 vote. No public comment.
9 E BUSINESS ITEM:	ACTION:
Status Update on the District's 2015-16 Audit	After an opportunity for public comment and brief Board discussion, receive and file no action taken. No public comment.

10. **HEARING ITEMS:** None

11. **RECEIVED WRITTEN COMMUNICATIONS:** Letter from the State Division of Safety of Dams regarding evaluation of Lopez Dam Spillway

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

13. **FUTURE AGENDA ITEMS:** District Policies Continued; Professional Service Proposals; Roles and Responsibilities with Related Agencies, Emergency Generator

14. **FUTURE HEARING ITEMS:** Budgets; July 26 rescinding District Resolution 2014-15 relating to the drought emergency

15. **ADJOURNMENT:** at approximately 8:10 pm



Oceano Community Services District

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

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

Date: July 12, 2017

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

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

Recommendation

It is recommended that your Board approve the attached cash disbursements.

Discussion

The following is a summary of the attached cash disbursements:

Description	Check Sequence	Amounts
<u>Disbursements Requiring Board Approval prior to Payment:</u>		
Regular Payable Register – paid 07/12/17	56346 - 56365	\$31,199.35
Subtotal:		\$31,199.35
<u>Reoccurring Payments for Board Review (authorized by Resolution 2016-07):</u>		
Payroll Gross Wages - period ending 06/24/17	N/A	\$19,775.07
Reoccurring Health/Benefits – paid 06/28/17	56340 - 56343	\$5,913.10
Reoccurring Utility Disbursements – paid 06/28/17	56335 - 56339	\$6,176.84
Subtotal:		\$31,865.01
Grand Total:		\$63,064.36

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.

7/7/2017 12:32 PM
 COMPANY: 99 - POOLED CASH FUND
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK RECONCILIATION REGISTER

PAGE: 1
 CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 056346 THRU 056365

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	7/07/2017	CHECK	056346	PETTY CASH	49.58CR	OUTSTND	A	0/00/0000
1-1001-000	7/07/2017	CHECK	056347	CASEY STEWART	250.00CR	OUTSTND	A	0/00/0000
1-1001-000	7/07/2017	CHECK	056348	WHITE, KAREN M.	250.00CR	OUTSTND	A	0/00/0000
1-1001-000	7/07/2017	CHECK	056349	ANTHONY MARRACCINO	250.00CR	OUTSTND	A	0/00/0000
1-1001-000	7/07/2017	CHECK	056350	MUNICIPAL MAINTENANCE EQUIPMEN	3,183.00CR	OUTSTND	A	0/00/0000
1-1001-000	7/07/2017	CHECK	056351	CENTRAL COAST PRINTING	317.45CR	OUTSTND	A	0/00/0000
1-1001-000	7/07/2017	CHECK	056352	ARAMARK	185.02CR	OUTSTND	A	0/00/0000
1-1001-000	7/07/2017	CHECK	056353	CARLILE, JASON	250.00CR	OUTSTND	A	0/00/0000
1-1001-000	7/07/2017	CHECK	056354	CENTRAL COAST TECHNOLOGY CONSU	476.06CR	OUTSTND	A	0/00/0000
1-1001-000	7/07/2017	CHECK	056355	MR. BACKFLOW	165.00CR	OUTSTND	A	0/00/0000
1-1001-000	7/07/2017	CHECK	056356	ZENITH INSURANCE COMPANY	1,541.00CR	OUTSTND	A	0/00/0000
1-1001-000	7/07/2017	CHECK	056357	J.B. DEWAR, INC.	123.49CR	OUTSTND	A	0/00/0000
1-1001-000	7/07/2017	CHECK	056358	FERGUSON ENTERPRISES, INC #135	307.70CR	OUTSTND	A	0/00/0000
1-1001-000	7/07/2017	CHECK	056359	MINER'S ACE HARDWARE, INC.	190.24CR	OUTSTND	A	0/00/0000
1-1001-000	7/07/2017	CHECK	056360	SLO CO AUDITOR-CONTROLLER	15,279.92CR	OUTSTND	A	0/00/0000
1-1001-000	7/07/2017	CHECK	056361	SHORELINE LANDSCAPE & MAINT. I	410.00CR	OUTSTND	A	0/00/0000
1-1001-000	7/07/2017	CHECK	056362	CARQUEST AUTO PARTS	3.86CR	OUTSTND	A	0/00/0000
1-1001-000	7/07/2017	CHECK	056363	THE GAS COMPANY	68.95CR	OUTSTND	A	0/00/0000
1-1001-000	7/07/2017	CHECK	056364	SSLOCS	310.00CR	OUTSTND	A	0/00/0000
1-1001-000	7/07/2017	CHECK	056365	ELECSYS INTERNATIONAL CORP	7,588.08CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	31,199.35CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

Pay Period Ending

6/24/2017

Wages:

Net Wages Paid to Employees	\$16,711.23
Employee Paid Ductions for Taxes & Benefits	\$6,012.12
Gross Wages*	<u>\$22,723.35</u> *

District Costs:

CalPERS	\$2,734.11
Health Benefits	\$0.00
Federal & State Taxes	\$329.73
Distirct Paid Benefits and Taxes	<u>\$3,063.84</u>
Total Personnal Costs this Payroll	<u><u>\$19,775.07</u></u>

*Gross Wages Breakdown:

Regular	\$21,534.43
Overtime Wages	\$488.92
Stand By	\$700.00
Gross Wages*	<u>\$22,723.35</u> *

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

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 056340 THRU 056343

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	6/28/2017	CHECK	056340	THE LINCOLN NATIONAL LIFE INSU	1,010.14CR	OUTSTND	A	0/00/0000
1-1001-000	6/28/2017	CHECK	056341	VSP VISION	105.80CR	OUTSTND	A	0/00/0000
1-1001-000	6/28/2017	CHECK	056342	SEIU LOCAL 620	137.02CR	OUTSTND	A	0/00/0000
1-1001-000	6/28/2017	CHECK	056343	ANTHEM BLUE CROSS	4,660.14CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	5,913.10CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	5,913.10CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

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

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 056335 THRU 056339

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	6/28/2017	CHECK	056335	HIRIARTE'S INDOOR CLEANING SER	825.00CR	OUTSTND	A	0/00/0000
1-1001-000	6/28/2017	CHECK	056336	RABOBANK EQUIPMENT LEASE	755.60CR	OUTSTND	A	0/00/0000
1-1001-000	6/28/2017	CHECK	056337	CHARTER COMMUNICATIONS	130.00CR	OUTSTND	A	0/00/0000
1-1001-000	6/28/2017	CHECK	056338	PACIFIC GAS & ELECTRIC	4,358.78CR	OUTSTND	A	0/00/0000
1-1001-000	6/28/2017	CHECK	056339	THE GAS COMPANY	107.46CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	6,176.84CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	6,176.84CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		



Oceano Community Services District

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

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

Date: July 12, 2017

To: Board of Directors

From: Paavo Ogren, General Manager

Subject: **Agenda Item #9A: Notice of a Public Workshop on Integrated Regional Water Resource Management at the Oceano CSD Board Room, 1655 Front Street, on Thursday July 13th from 6 – 8 p.m.**

Recommendation

It is recommended that your Board discuss comments, concerns and questions you may have on Integrated Regional Water Management (IRWM) and provide direction to staff as you deem appropriate.

Discussion

Attached is an informational flyer provided by the County of San Luis Obispo regarding upcoming IRWM workshops that they are holding throughout the County. They have previously issued press releases, and this agenda item is intended to further notify the public of the opportunity to participate in discussions on regional water resource efforts.

In addition, interested individuals may also provide input through the following survey link:

<https://www.surveymonkey.com/r/SLO-IRWM-20170622>

Other Agency Involvement

The IRWM program is implemented through a Memorandum of Understanding approved by approximately 30 organizations in the county including all seven (7) cities, local community services districts and other special districts, and non-governmental organizations and water purveyors. The County of San Luis Obispo, through the Flood Control and Water Conservation District, is the lead agency. The State Department of Water Resources and the State Water Resource Control Board also act on IRWM issues affecting Oceano.



Other Financial Considerations

The costs of conducting the workshop is nominal.

Results

Coordinating IRWM efforts with the County and other local agencies helps to ensure that regional water resource efforts provide support to local communities by promoting sustainable and reliable water supplies.

Attachments:

- Notice of July 2017 Public Workshops



San Luis Obispo County
Integrated Regional Water Management (IRWM)

Creating a united framework among San Luis Obispo County Stakeholders for sustainable water resource management

IRWM Goals

Water Supply • Ecosystem and Watershed • Groundwater Monitoring & Management • Flood Management • Water Resources Management & Communication

Public Workshops – July 2017

Purpose of the Workshops

- Engaging stakeholders on the Integrated Regional Water Management (IRWM) program and plan update process
- Identifying critical water issues in various communities throughout San Luis Obispo County

TOPICS

Overview Presentation

- IRWM Plan Update Process
- IRWM Goals & Objectives
- Resource Management Strategies (RMS)
- Implementation Projects
- Integration

Workshop Activity

- Identifying the **critical water issues** in your community
- Identifying the solutions
- Discussing opportunities for integration
- Prioritizing objectives, strategies, and projects

Monday July 10	10 AM – 12 PM	Veterans Memorial Building, 209 Surf St., Morro Bay
Monday July 10	2 PM – 4 PM	Nipomo CSD, 148 South Wilson St., Nipomo
Monday July 10	6 PM – 8 PM	SLO Library Community Room, 995 Palm St., San Luis Obispo
Wednesday July 12	10 AM – 12 PM	Los Osos CSD, 2122 9 th St., Suite 106, Los Osos
Wednesday July 12	2 PM – 4 PM	Cavalier Banquet Room, 250 San Simeon Ave., San Simeon
Thursday July 13	10 AM – 12 PM	Templeton Community Center, 601 South Main St., Templeton
Thursday July 13	6 PM – 8 PM	Oceano CSD, 1655 Front St., Oceano
Saturday July 15	1 PM – 3 PM	Templeton CSD, 420 Crocker St., Templeton

Tell us about the **important water issues** in your community. Take the online survey: surveymonkey.com/r/SLO-IRWM-20170622

slocountywater.org/irwm

For more information, please contact:
Mladen Bandov, IRWM Program Manager
Email: mbandov@co.slo.ca.us
Phone: (805) 781-5116



Oceano Community Services District

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

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

Date: July 12, 2017

To: Board of Directors

From: Paavo Ogren, General Manager

Subject: **Agenda Item #9B: Consideration to approve a purchase order to repair the roof at 1655 Front Street with a budget adjustment in the amount of \$40,000.**

Recommendation

It is recommended that your Board:

- A. Approve the bid from True Custom Roofing Inc. in the amount of \$36,188 and direct the President to execute a purchase order.
- B. Approve a budget adjustment in the Facilities Fund in the amount of \$40,000; with \$20,000 from the Facilities Fund Contingencies Reserves, and transfers in from other funds in the amounts of \$217 from the Lighting Fund; \$9,783 from the Water Fund; \$8,696 from the Sewer Fund; and \$1,304 from the Garbage Fund.
- C. Authorize the President to approve a change order for water damage / dry rot, if any.

Discussion

Attached are quotes provided to repair the roof for the Fire Station and Administrative Building at 1655 Front Street. Although only two quotes were received, District staff solicited quotes from a total of eight (8) roofing contractors. True Custom Roofing provided the lowest quote. As specified, if water damage or dry rot is found in the wood decking, a change order will be needed at \$45 per sheet of new decking.

The project contingency of \$3,812 is the difference between the recommended budget adjustment of \$40,000 and the quote of \$36,188. The contingency is slightly higher than 10% of the quote, and will provide funding for slightly more than 80 sheets of new roof decking at the quoted cost of \$45 per sheet. In total, the contingency will provide for about 2,700 square feet of roof decking if needed. If necessary repairs exceed the contingency, a special meeting of the Board may be required.



Other Agency Involvement

n/a

Other Financial Considerations

The repairs benefit both the Fire Station and the Administrative Offices. Consequently, the proposed funding includes utilizing Facilities Fund contingency reserves as well as inter-fund transfers from operating funds, excluding the Fire Fund.

- The Fire Fund costs are paid by the Governmental Fund and the Facilities Fund is a component of the Governmental Fund. The funding proposal to utilize Facilities Fund contingency reserves recognizes that approximately 50% of the repairs benefit the Fire station and the Fire Fund has insufficient budget to cover the costs.
- The remaining 50% of the budget adjustment is proposed to be funded via inter-fund transfers. The amounts have been calculated based on the Administrative Cost allocation percentages, excluding the Fire Fund.

No budget adjustments for the operating funds are proposed at this time since the amounts will likely be covered by the adopted budgets for those funds. Costs will continue to be monitored and reported to your Board on a quarterly basis. In the event that a budget adjustment is needed later in the fiscal year, each of the operating funds has sufficient contingency reserves to cover their share of the estimated costs.

Results

Repairing the roof helps to extend the useful life of District facilities.

Attachments:

- Repair Quotes



True Custom Roofing, Inc.
PO Box 1356
Arroyo Grande, CA 93421
Phone: (805) 771-0217
Fax: (805) 834-0016
CA License# 1001357

June 20, 2017

To: Oceano Community Services District Attn: Nicole Miller
Phone: 805.481.6730
Email: nicole@oceanocsd.org
Property Address: 1655 Front Street, Oceano, CA

Inspection Summary: Roof has original three tab shingles on sloped section. Flat section is original tar and gravel. Both areas of roof have exceeded their life expectancy and need to be removed and replaced. See attached photos.

Specifications of Work to be Performed (siding):

- Tear off /remove existing comp shingles and tar and gravel. All wood decking will be inspected for water damage/dry-rot. Any damaged wood that is found will need to be replaced prior to inspection per California Code, at an additional cost of \$45.00 per sheet (materials and labor), which will be billed separately after discussing with OCSD.

X _____
initial here

- Flat deck area—install ½ inch ISO board rigid insulation mechanically fastening to roof deck with 3-inch plates and 2-inch screws and build new curbing for skylight. Install two layers FR-10 fire rated slip sheeting along with 80-mil TPO (white) membrane, mechanically fastening all overlaps and heat welding minimum of 1 inch and sealing all penetrations with polyurethane sealant.
- Sloped section of roof deck---install synthetic underlayment to entire roof deck area along with 3x4 inch metal drip edge and 30-year Malarkey laminated shingles (OCSD's choice of color) and all new pipe flashings and seal with polyurethane sealant and paint to match shingles.

All job debris hauling, safety equipment, tools/equipment and material to be furnished by True Custom Roofing

The work described above will take an estimated 7-days to complete after work begins, weather permitting.



True Custom Roofing, Inc.
PO Box 1356
Arroyo Grande, CA 93421
Phone: (805) 771-0217
Fax: (805) 834-0016
CA License# 1001357

Warranty **35-Year Material and 5-Year Labor**

No other work/materials will be performed or provided unless a change order/contract has been agreed upon and signed. True Custom Roofing is not responsible for any satellite, internet and/or antenna realignment charges if homeowner has not removed/relocated prior to roof installation. Under no circumstance is True Custom Roofing responsible for existing damages to the building.

Price includes materials, labor, equipment, safety equipment, permits, and taxes where applicable, to successfully load and install materials

• **Total Price** _____ **\$36,188.00**

10% due at signing: \$3,618.80 **Remainder due upon completion: \$32,569.20**

This quote is valid for 60 days from this date after which we reserve the right to modify the quote due to fluctuations in material and delivery costs or to any changes in specifications.

Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and are hereby accepted. True Custom Roofing Inc. is authorized to do the work as specified. Payment will be made as follows: an installment of **10%** is due upon signing for material, delivery, and initial labor costs. Remainder is due upon completion of the work specified above. Any unpaid balance remaining fifteen days after final invoice is subject to a service charge of 1.5% per month.

If the homeowner/contractor cancels after signing and accepting the terms of this proposal, True Custom Roofing reserves the right to charge a cancellation fee with a minimum charge of 10% of the total bid price. The initial down payment is nonrefundable.

If the bid contains payment installments, the project will not begin until the first installment is received. If there are multiple installments they are to be paid as specified in the proposal. If a payment is missed True Custom Roofing reserves the right to cease all operations on the project. If the final payment is not received at the time specified in the proposal True Custom Roofing reserves the



True Custom Roofing, Inc.
PO Box 1356
Arroyo Grande, CA 93421
Phone: (805) 771-0217
Fax: (805) 834-0016
CA License# 1001357

right to place a lien against the property and interest will accrue on any outstanding balance at a rate of 29.5% per month.

Note: True Custom Roofing is not responsible for any damages caused by or resulting from painters, maintenance workers, satellite, cable, or Internet personnel climbing on and/or installing equipment on the roof. The warranty also does not cover damage resulting from tree limbs or other debris falling on the roof area. If inspection of leak/faulty area reveals that the damage was caused by one of the reasons listed above or due to a faulty product, additional charges will apply.

Homeowner is to contact True Custom Roofing immediately if any roof leak or other problem is discovered so we can make any necessary repairs quickly and limit the amount of collateral damage.

Accepted on: X _____
Date

Property: **1655 Front Street, Oceano**

Signature: X _____
Owner/Contractor/Project Manager

Print: X _____

Signature: _____
True Custom Roofing Representative

Print: John H Tillotson _____ 6.20.17
Date

When accepting this proposal, please sign where indicated and mail, fax or e-mail this contact along with the initial down payment to:

John Tillotson – owner/operator
True Custom Roofing Inc.
PO Box 1356
Arroyo Grande, CA 93421
Fax: 805-834-0016
Johnt.tcr2015@gmail.com



True Custom Roofing, Inc.
PO Box 1356
Arroyo Grande, CA 93421
Phone: (805) 771-0217
Fax: (805) 834-0016
CA License# 1001357

This time of year with the threat of "El Nino" scheduling is very tight. Rain and inclement weather may push job start dates and completion times. Please respond quickly for the greatest availability. Thank you.

We now accept credit cards!





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CA License# 1001357





Contractors License #254025

March 23, 2017

Oceano Community Services District
Attn: Nicole Miller
1655 Front Street
Oceano, CA 93448

Phone: (805) 481-6730
Email: Nicole@oceanocsd.org

RE: Re-roofing specification and budget figure

AREA OF WORK: Flat roof over fire station only

JOB ADDRESS: Same as above

Direct cost of local permit fees, *if applicable*, to be added to this bid.

James A. Quaglino, Inc. State of California Public Works Registration Number: 1000008664

SPECIFICATIONS:

I. PREPARATION

NOTE: All roofing work to be performed using James A. Quaglino, Inc. employees and equipment

- A. Remove metal parapet cap. Stack and save for re-installation (See alternate for new metal cap)
- B. Remove one layer existing built up roofing
- C. Remove existing vent jacks and eave flashing
- D. Sweep roof
- E. Rotten or deteriorated sheathing or fascia, if any, to be replaced on a Time and Material Basis or by others
- F. Any obsolete equipment, antennas, etc. that we can eliminate during removal process is recommended to clean up roof surface
- G. Raise skylight curb that is currently too low to roof deck

II. SHEETMETAL

- A. Roof Jacks: Factory made pipe boots
- B. Field fabricate flashing for solid lines/utility pipes
- C. Scuppers: Shop made from 24 gauge galvanized TPO clad metal.



III. SINGLE PLY ROOF

- A. Mechanically fasten one layer 1/4" x 4' x 8' Fireboard
- B. Mechanically fasten one layer white 60 mil TPO membrane and heat weld seams
- C. Weld joint patches on all T-Joints
- D. Roof in walls to top/base flash with single ply membrane
- E. Install salvaged metal cap at top of parapet walls (See alternate for new metal cap)
- F. Terminate membrane at top of wall
- G. Furnish and install new insulated curb mounted skylight
- H. This roof complies with Title 24 Cool Roof Requirements
- I. Haul away roofing debris and leave the work area broom clean

QUOTATION:

BUDGET FIGURE..... \$ 20,000.00

Alternate #1: To upgrade to 80 mil TPO

ADD TO BASE BID..... \$ 2,145.00 YES NO

Alternate #3: To furnish and install a new 24 gauge metal cap on the parapet walls

ADD TO BASE BID..... \$ 1,150.00 YES NO

NOTE: Bid based on California State Prevailing Wage Rates

Thank you for the opportunity to quote on this project. If you have any questions, please call me at (805) 543-0560. The quotation is limited to 10 days acceptance

Quaglino Roofing

Jim Quaglino
JQ/ab



Contractors License #254025

March 23, 2017

Oceano Community Services District
Attn: Nicole Miller
1655 Front Street
Oceano, CA 93448

Phone: (805) 481-6730
Email: Nicole@oceanocsd.org

RE: Re-roofing specification and budget figure

AREA OF WORK: Asphalt shingle slopes including mansard

JOB ADDRESS: Same as above

Direct cost of local permit fees, *if applicable*, to be added to this bid.

James A. Quaglino, Inc. State of California Public Works Registration Number: 1000008664

SPECIFICATIONS:

I. PREPARATION

NOTE: All roofing work to be performed using James A. Quaglino, Inc. employees and equipment

- A. Remove one layer existing asphalt shingle roofs
- B. Remove existing vent jacks and eave flashing
- C. Remove metal parapet cap. Stack and save for re-installation
- D. Sweep roof
- E. Clean attic fan flashings – to be reused

II. CARPENTRY

- A. Rotten or deteriorated sheathing or fascia, if any, to be replaced on a Time and Material Basis or by others

III. SHEETMETAL

- A. Trim metal: 2" x 2" 28-gauge anodized
- B. Roof Jacks: Standard: One – 1 ½", five – 2"
- C. Two-piece Aluminum Jacks: Three – 4", two – 5"
- D. Valley: V crimped anodized 18"
- E. Furnish and install new 4 x 4 metal at roof to side wall elevation as necessary
- F. Paint all standard flashings to blend with the roofing



IV. SHINGLE ROOF

- A. Shingles: Certainteed Landmark or Malarkey Highlander
- B. Underlayment: 15 lb. felt (Two layers on main section due to low slope)
- C. Trim: Architectural Hip and Ridge
- D. Fasteners: Non-corrosive roofing nails
- E. Color: To be selected by owner
- F. Fire Rating: UL Class A
- G. Leave the area broom clean

QUOTATION:

BUDGET FIGURE \$ 24,500.00

Alternate #1: To upgrade to a Certainteed Landmark Pro Architectural Shingle

ADD TO BASE BID \$ 2,600.00 YES NO

Alternate #2: To upgrade to a Certainteed Landmark Premium Architectural Shingle

ADD TO BASE BID \$ 4,650.00 YES NO

NOTE: Bid based on California State Prevailing Wage Rates

Thank you for the opportunity to quote on this project. If you have any questions, please call me at (805) 543-0560.

Quaglino Roofing

Jim Quaglino
JQ/ab



Oceano Community Services District

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

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

Date: July 12, 2017

To: Board of Directors

From: Paavo Ogren, General Manager

Subject: **Agenda Item #9C: Review and Discussion of the Leak Detection Report from the California Rural Water Association**

Recommendation

It is recommended that your Board review and discuss the Leak Detection Report from the California Water Resource Association (CRWA)

Discussion

During the week of April 17, 2017, the CRWA conducted leak detection surveys for the District's water supply system. CRWA was funded through the State Water Board's Technical Assistance program. The efforts are being coordinated with the more extensive leak detection efforts that is a component of the Proposition 84 grant obtained by the District.

Overall, CRWA and District staff tested 1.785 miles of piping, or about 7-8% of the approximately 23 miles of District's water pipelines. No leaks were detected. The efforts focused on pipelines that met the following criteria:

- 4-6" in size; except that the 12" mainline from the water yard was also tested.
- Areas near the beach that have required repairs.
- Relatively older pipelines.
- Not those already identified for replacement due to inadequate system looping or fire flows.

In addition to the testing, CRWA also trained District staff. As part of follow-up efforts, CRWA is providing guidance on potential leak detection equipment that would be suitable for District needs, and which may be grant funded through Proposition 84.



Other Agency Involvement

The California State Water Board funded the CRWA, which would otherwise cost the District \$4,000 - \$6,000.

Other Financial Considerations

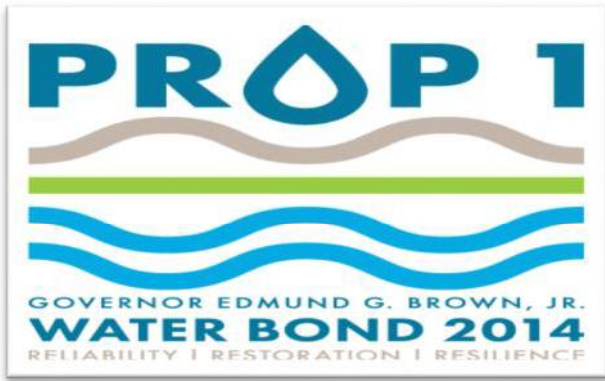
The ability to utilize Proposition 84 grant funds to purchase leak detection equipment requires a cost benefit analysis that illustrates it is less expensive to buy equipment and perform the work in comparison to hiring a contractor to perform the work. CRWA is also providing cost information to assist the District in preparing the cost-benefit analysis.

Results

Developing the District's leak detection and monitoring program promotes responsible and sustainable resource management.

Attachments:

- Excerpts from the CRWA Leak Detection Report



Technical Assistance Leak Detection

California Rural Water Association



Date

4/18/2017
Tim Healy
Leak Detection
Water Efficiency Specialist
Day 1 Critical Zone Survey

Water System

Oceano Community Services District (4010005)
1655 Front St
Oceano CA 93445
805-481-6730
AR 5011



Water System Inventory



Water System	Oceano Community Services District
Street	1655 Front St
City	Oceano CA 93445
MHI (< \$49,191)	48,629
Population	8125
Connections	2196
Year Est.	1979
Flat Rate/Tiered	Tiered
Maps/As-builts/GIS	Maps
Dirt Roads/Paved	Paved
Sewer/Septic	Sewer
System Operator	Tony Marraccino

Wells	Qty. 3	Avg. Depth	Surface Water				Treatment Plant			
Main Pipe	Size		Miles	Asbestos	Ductile Iron	Steel	Cast Iron	PVC (C-900)	CMLC	
	2	4 6 8 10 12	23	✓		✓		✓		
Service	Size		Poly	Copper	Galvanized	HDPE	PVC	Driscoll	Other	
	½	¾ 1 1½ 2		✓	✓	✓	✓	✓		
Valve	Size		Qty.	Gate	Butterfly	Globe	Check	Ball	Plug	
	2	4 6 8 10 12	450	✓	✓			✓		
Hydrant	Size		Qty.	Wharf-Head	Blow-Off	Commercial	Residential	Meter		
	2	4 6	260	✓	✓		✓			
Meter	Size		Qty.	AMR/AMI	P/D	Smart	Turbine	Compound	Mag	
	¾	1 1½ 2 4 6	2196		✓			✓		
Air Relief & Vacuum	Size		Qty.	Booster Pump & Hydro Pneumatic		Qty.	Storage Tanks		Qty.	
	¾	1 1½ 2	20			4/1			2	
Backflow Valve	Size		Qty.	Pressure Reducing Valve			Size		Qty.	
	¾	1 1½ 2 4	137				2 4 6 8		1 zone	

Comments: Tanks are in need of painting. Meters are 20+ years old and do not have AMR. No SCADA so every alarm needs to be reset at location of alarm.

Recommendations: Tanks need painting. Meters upgraded with AMR. SCADA system for district wide coverage

Daily Log

Water System:	Oceano Community Services District	California Rural Water Association
Leak Detection Team Member:	Tim Healy	Leak Detection Specialist
Equipment Used:	FCS Correlator - FCS Acoustic Ground Mic - Data Loggers – Google Map/System Map	
System PSI:	40-60	Pressure Zone: 1 zone

Street Address of both Correlators / Cross Street	Hydrant	System Valve	Curb Stop	Diameter / Material	Length / Footage
1317 Scott Lee Drive to the corner of Scott Lee Drive and The Pike +		2		6" Asbestos	225'
1317 Scott Lee Drive down Mona Lee Court thur easement to 1317 24th +		2		6" Asbestos	400'
1317 Scott Lee Drive to 1341 Scott Lee Drive +		2		6" Asbestos	236'
1347 Scott Lee Drive to 24 Street and Scott Lee Drive +		2		6" Asbestos	497'
24 Street and Scott Lee Drive to 1316 24th Street +		2		6" Asbestos	368'
1316 24th Street to The Pike		2		6" Asbestos	232'
17th Street and Beach Street to the laundry mat at 1824 Front Street +		2		4" Steel	328'
1316 21st Street to The Pike		2		6" Asbestos	183'
1316 21st Street thur easement to 1329 20th Court +		2		6" Asbestos	600'
1329 20th Court to 1358 20th Court		2		6" Asbestos	305'
1358 20th Court to 1394 20th Court		2		6" Asbestos	359'

Leak Report

Date: 4/18/2017

System: Oceano Community Services District

Leak Detection members: Tim Healy

Equipment Used: FCS Correlator and FCS Acoustic Ground Mic

Map Reference: Google Map/System Map

Street and/or Block Numbers: Scoot Lee Drive, Mona Lee Court, 24th Street, 17th Street, Front Street, 21st Street, 20th Court

Leak Number	Address of Suspected Leak	Utility or Customer (U or C)	Leak Pinpointed (Y or N)	Leak to be Rechecked (Y or N)	Leak Repaired (Y or N)	Not a Leak? (Date)
N/A						

	Meters / Curb Stop	Hydrants	Valves	Test Rods	Other
Indicate Number of Manual Listening Points Used	0	0	22	0	0
Indicate Number of Leak Noise Loggers Listening Points Used	0	0	0	0	0

Miles of Mains Surveyed: .707 Survey Time: (Hours) 6

Number of Leaks Suspected: 0 Rechecked: (Numbers) 0

Number of Leaks Pinpointed: 0 Pinpointing Time: (Hours) 0

Remarks:

Please Note: This information is provided by "CRWA" as EDUCATIONAL and is NOT intended to replace the advice and direction given by your Regulator.

Daily Log

Water System: Oceano Community Service District (Day 2) 4/19/2017 California Rural Water Association
Leak Detection Team Member: Abel Silva Leak Detection Specialist
Equipment Used: FCS Correlator - FCS Acoustic Ground Mic - Data Loggers – Google Map/System Map
System PSI: 40-60 Pressure Zone:

Street Address of both Correlators / Cross Street	Hydrant	System Valve	Curb Stop	Diameter / Material	Length / Footage
22nd to La Verne		2		6"/AC	519/Ft
The Pike to 20th		2		6"/AC	498/Ft
The Yard to The Pike		2		6"/AC	444/Ft
19th to Wilmar		2		6"/AC	462/Ft
The Pike to Pauls Place		2		6"/AC	492/Ft
Pauls Place to Russ CT		2		6"/AC	229/Ft
Pauls Place to Russ CT		2		6"/AC	229/Ft
Pauls Place to South Elm		2		6"/AC	635/Ft
Pier Ave to Pier Ave		2		6"/AC	440/Ft
Pier Ave to Pier Ave		2		6"/AC	464/Ft

Leak Report

Date: 4/19/2017

System: Oceano Community Service District

Leak Detection members: Abel Silva

Equipment Used: FCS Correlator and FCS Acoustic Ground Mic

Map Reference: Google Map/System Map

Street and/or Block Numbers: 22nd, La Verne, 20th, The Pike, Wilmar, Pauls Place , Russ Ct, South Elm, Pier Av.

Leak Number	Address of Suspected Leak	Utility or Customer (U or C)	Leak Pinpointed (Y or N)	Leak to be Rechecked (Y or N)	Leak Repaired (Y or N)	Not a Leak? (Date)

	Meters / Curb Stop	Hydrants	Valves	Test Rods	Other
Indicate Number of Manual Listening Points Used			20		
Indicate Number of Leak Noise Loggers Listening Points Used					

Miles of Mains Surveyed: .835 Survey Time: (Hours) 6

Number of Leaks Suspected: Rechecked: (Numbers)

Number of Leaks Pinpointed: Pinpointing Time: (Hours)

Remarks: No leaks were found.

Please Note: This information is provided by "CRWA" as EDUCATIONAL and is NOT intended to replace the advice and direction given by your Regulator.

Leak Report

Date: 4/20/2017

System: Oceano Community Service District

Leak Detection members: Abel Silva

Equipment Used: FCS Correlator and FCS Acoustic Ground Mic

Map Reference: Google Map/System Map

Street and/or Block Numbers: Strand, Utah, Alley, Railroad, Beach

Leak Number	Address of Suspected Leak	Utility or Customer (U or C)	Leak Pinpointed (Y or N)	Leak to be Rechecked (Y or N)	Leak Repaired (Y or N)	Not a Leak? (Date)

	Meters / Curb Stop	Hydrants	Valves	Test Rods	Other
Indicate Number of Manual Listening Points Used			8		
Indicate Number of Leak Noise Loggers Listening Points Used					

Miles of Mains Surveyed: **.240** Survey Time: (Hours) 4

Number of Leaks Suspected: Rechecked: (Numbers)

Number of Leaks Pinpointed: Pinpointing Time: (Hours)

Remarks: **No leaks found**

Please Note: This information is provided by "CRWA" as EDUCATIONAL and is NOT intended to replace the advice and direction given by your Regulator.



Oceano Community Services District

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

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

Date: July 12, 2017

To: Board of Directors

From: Paavo Ogren, General Manager

Subject: **Agenda Item #9E: Consideration of a resolution to re-adopt resolution 2013-6 regarding the District's Public Request Policy.**

Recommendation

It is recommended that your Board adopt a resolution re-adopting resolution 2013-6 regarding the District's Public Records Policy.

Discussion

District staff has recently been scanning past agendas so that they are readily accessible in electronic format as part of an overall effort to improve document management. During this effort, staff noted that resolution 2013-6 was not fully executed. In addition, the documentation regarding its adoption was incomplete. As a result, re-adoption will help ensure that the District can clearly illustrate that the public records policy is in effect.

Background

On May 22, 2013, the Board of Directors considered adopting resolution 2013-6. The staff report and draft resolution is included as Attachment "B." The minutes of the meeting identify that the proposed charge of \$0.25 per copy was questioned, and the item was continued to June 12, 2013. The signed copy of resolution 2013-6 is included as an attachment to the proposed resolution to re-adopt. The executed resolution provides for a \$0.20 charge per page. The resolution was not, however, fully executed. Lastly, minutes of the June 12, 2013 meeting could not be located in either hardcopy or electronic format. Nevertheless, the change in the draft resolution from \$0.25 per page to the executed resolution with \$0.20 per page, and the minutes from May 22, 2013 provide evidence that the Board concluded the matter.

Staff has reviewed the matter to the extent practical. We do not have a recommendation to change the apparent action from 2013. If the Board is inclined to consider updating the policy, then doing so



would require a future agenda item. At this time, approval of the attached resolution is intended to rectify the District's existing lack of complete documentation. A public records request has also been submitted on this specific item, and Board consideration at this time also helps to respond to that request since documentation that seemingly should exist cannot be located.

Lastly, in regards to incomplete documentation, staff modified processes and procedures prior to discovering this item. Beginning in 2014, the documentation of agendas follows a more disciplined process and is organized consistently on the network. In specific regards to resolutions, resolution numbers are now assigned prior to adoption, which helps to ensure that resolutions are numbered correctly, fully executed and documented after adoption.

Other Agency Involvement

n/a

Other Financial Considerations

Although the May 22, 2013 staff report provides support that actual cost for responding to public records requests is higher than \$0.20 per copy, staff recognizes that the apparent Board direction took the fiscal evidence into consideration in 2013 and chose to charge \$0.20 per page.

Results

Consideration of the attached resolution helps to establish proper documentation and supports a well governed community.

Attachments:

- A. Resolution re-adopting Resolution 2013-6
 - o Exhibit A - Resolution 2013-6
- B. May 22, 2013 staff report

**OCEANO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2013-06
(AMENDS RESOLUTION 2005-23)**

**A RESOLUTION OF THE OCEANO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS ADOPTING A PUBLIC RECORDS REQUEST
POLICY AND PROCEDURE AND A "REQUEST FOR PUBLIC RECORDS"
FORM**

WHEREAS, the Oceano Community Services District Board of Directors recognizes the public's right to access information concerning the conduct of the people's business; and

WHEREAS, The California Public Records Act permits local agencies to adopt regulations containing the procedures to be followed when making records available to the public; and

WHEREAS, the Oceano Community Services District Board of Directors is mindful of the constitutional right to privacy for individuals and it is the intent of the Board to promulgate a policy that strikes an appropriate balance between open government and the individual's right of privacy;

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

1. The Oceano Community Services District Policies and Procedures Regarding Requests for Public Records attached hereto as Exhibit "A" is hereby approved and adopted. Any and all prior versions of an Oceano Community Services District policy or procedure for requesting public records, including those specifying any amounts for copying expenses or any other matters set forth in Exhibit A, are hereby repealed.
2. The Oceano Community Services District "Request for Public Records" form attached hereto as Exhibit "B" is hereby approved for immediate use. Any other versions of a Public Record Request form are hereby repealed.

On motion by _____, seconded by _____, and carried on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

the foregoing Resolution is hereby passed and adopted this _____ day of _____



MATTHEW GUERRERO, PRESIDENT

ATTEST:

DEPUTY BOARD SECRETARY

Exhibit A

**OCEANO COMMUNITY SERVICES DISTRICT POLICIES AND
PROCEDURES REGARDING REQUESTS FOR PUBLIC RECORDS**

OCEANO COMMUNITY SERVICES DISTRICT POLICIES AND PROCEDURES REGARDING REQUESTS FOR PUBLIC RECORDS		
EFFECTIVE DATE:	GENERAL MANAGER:	BOARD MEMBER:

I. INTENT

Oceano Community Services District (OCSD) recognizes that the public’s right to access information concerning the conduct of the people’s business is a fundamental and necessary right. A record shall not be withheld from disclosure unless it is exempt under applicable laws, OCSD does not possess the record, or the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record.

The California Public Records Act permits local agencies to adopt regulations stating the procedures to be followed when making their records available to the public. To that end, OCSD’s Board of Directors desires to establish a formal written policy affirming the public’s right to access accessible records and to set forth the procedures by which such records will be made available to the public.

OCSD is mindful of the constitutional right of privacy accorded to individuals and it is the intent of the Board of Directors to promulgate a policy that strikes an appropriate balance between the objectives of open government and the individual’s right of privacy.

II. ACCESSING OCSD RECORDS

Records Available for Inspection and Copying

“Records available for inspection and copying” include certain writings containing information relating to the conduct of OCSD business that are *prepared, owned, used, or retained* by OCSD. The records may also include electronic records, video, or audio recordings.

Locating and Identifying Records

OCSD has certain documents that are available for inspection during regular business hours. However, certain other documents are not readily available and may require OCSD’s staff to conduct a search for the documents sought which will add to the anticipated time for production. Moreover, said records will also be analyzed to redact any private information or to determine whether the records are exempt from disclosure under the terms of the California Public Record Act.

Requesting records in writing on the “Oceano Community Services District Public Records Request Form” will streamline the response process and help ensure that the correct records are provided. Accordingly, OCSD asks that each person seeking records that are not readily available during regular business hours, please utilize that form which is available at the OCSD front office and on the website.

Persons requesting documents should also take care to *be specific* when making said requests. The public is encouraged to include details such as dates, times, subject matter, resolution numbers, names or persons, etc. *Non-specific requests that, in the view of OCSD, will take an undue amount of time to research or compile will be rejected.*

Form of Records Provided

Records shall be made available in their original form or by a true and correct copy. In general, if a person wishes to examine an original record, such examination must be done in the presence of an OCSD staff member. As such, if a member of the public wishes to examine original documents, as opposed to receiving copies of the same, an appointment will need to be scheduled with the OCSD front office staff. If copies of the documents are sought, each page costs .20 cents for copying expenses.

Time for Response

Upon receipt of a request for records, the OCSD shall make the records promptly available to the requestor if such records are among those that are regularly available during normal business hours. In cases where the records are not readily accessible or additional time is needed to determine whether the request in whole or in part seeks copies of disclosable records, OCSD will have ten (10) calendar days to provide a *response* and possible production of records to the person making the request. The ten (10) day time period shall be calculated from the date the request is received.

In some circumstances, OCSD may extend its time to produce the subject records by either fourteen (14) days or longer depending on the breadth of the request and the staff available to fulfill the request. Should this occur, OCSD will inform the requestor in writing of the extension within the initial ten (10) day period, setting forth the reasons for the extension, along with the estimated date of the City’s further response.

If a written request for information is denied in whole or in part, OCSD will make such denial in writing.

Fees and Charges

OCSD will charge .20 cents per page for any copying expenses. OCSD will also charge for duplication costs in any direct costs incurred in other mediums requested. To the extent OCSD can make copies of CD’s or DVD’s, those costs shall be the direct costs of reproducing the record as well as the cost of the disk. Likewise, if copies of records sought must be mailed to the person making the request, OCSD will charge that person or

entity for the postage fees incurred in fulfilling the request. If the item cannot be copied by OCSD staff for any reason, arrangements will be made with the person requesting the information to examine the subject record at the OCSD office.

Requestors of emails shall pay .20 cents per reproduction. However, OCSD will not charge for access to those records that are regularly available during normal business hours.



Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

OCEANO COMMUNITY SERVICES DISTRICT

REQUEST FOR PUBLIC RECORDS

The California Public Records Act (Government Code 6250, et seq.) was enacted to ensure public access to public records. This form will enable us to accurately and efficiently fill your request.

Copies are \$.20 (Twenty cents) per page in either electronic format or paper.

Please take care to be specific with your request below (include dates, resolution numbers, subject matter, etc.) Non-specific requests may be rejected if they require an undue amount of research or compilation time.

Name of Person Making Request (print): _____

Address and telephone number: _____

Date of Request: _____

Description of Requested Material: _____

Signature _____

FOR STAFF USE ONLY

Name of Staff Completing Request: _____

Time Spent: _____ # of pages produced: _____

Charge(if any): _____

Distribution: _____ Pick-up

_____ US Mail at _____ Address above or _____

**OCEANO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2013-06
(AMENDS RESOLUTION 2005-23)**

**A RESOLUTION OF THE OCEANO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS ADOPTING A PUBLIC RECORDS REQUEST
POLICY AND PROCEDURE AND A "REQUEST FOR PUBLIC RECORDS"
FORM**

WHEREAS, the Oceano Community Services District Board of Directors recognizes the public's right to access information concerning the conduct of the people's business; and

WHEREAS, The California Public Records Act permits local agencies to adopt regulations containing the procedures to be followed when making records available to the public; and

WHEREAS, the Oceano Community Services District Board of Directors is mindful of the constitutional right to privacy for individuals and it is the intent of the Board to promulgate a policy that strikes an appropriate balance between open government and the individual's right of privacy;

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

1. The Oceano Community Services District Policies and Procedures Regarding Requests for Public Records attached hereto as Exhibit "A" is hereby approved and adopted. Any and all prior versions of an Oceano Community Services District policy or procedure for requesting public records, including those specifying any amounts for copying expenses or any other matters set forth in Exhibit A, are hereby repealed.
2. The Oceano Community Services District "Request for Public Records" form attached hereto as Exhibit "B" is hereby approved for immediate use. Any other versions of a Public Record Request form are hereby repealed.

On motion by _____, seconded by _____, and carried on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

the foregoing Resolution is hereby passed and adopted this _____ day of _____



MATTHEW GUERRERO, PRESIDENT

ATTEST:

DEPUTY BOARD SECRETARY

Exhibit A

**OCEANO COMMUNITY SERVICES DISTRICT POLICIES AND
PROCEDURES REGARDING REQUESTS FOR PUBLIC RECORDS**

OCEANO COMMUNITY SERVICES DISTRICT POLICIES AND PROCEDURES REGARDING REQUESTS FOR PUBLIC RECORDS		
EFFECTIVE DATE:	GENERAL MANAGER:	BOARD MEMBER:

I. INTENT

Oceano Community Services District (OCSD) recognizes that the public's right to access information concerning the conduct of the people's business is a fundamental and necessary right. A record shall not be withheld from disclosure unless it is exempt under applicable laws, OCSD does not possess the record, or the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record.

The California Public Records Act permits local agencies to adopt regulations stating the procedures to be followed when making their records available to the public. To that end, OCSD's Board of Directors desires to establish a formal written policy affirming the public's right to access accessible records and to set forth the procedures by which such records will be made available to the public.

OCSD is mindful of the constitutional right of privacy accorded to individuals and it is the intent of the Board of Directors to promulgate a policy that strikes an appropriate balance between the objectives of open government and the individual's right of privacy.

II. ACCESSING OCSD RECORDS

Records Available for Inspection and Copying

"Records available for inspection and copying" include certain writings containing information relating to the conduct of OCSD business that are *prepared, owned, used, or retained* by OCSD. The records may also include electronic records, video, or audio recordings.

Locating and Identifying Records

OCSD has certain documents that are available for inspection during regular business hours. However, certain other documents are not readily available and may require OCSD's staff to conduct a search for the documents sought which will add to the anticipated time for production. Moreover, said records will also be analyzed to redact any private information or to determine whether the records are exempt from disclosure under the terms of the California Public Record Act.

Requesting records in writing on the "Oceano Community Services District Public Records Request Form" will streamline the response process and help ensure that the correct records are provided. Accordingly, OCSD asks that each person seeking records that are not readily available during regular business hours, please utilize that form which is available at the OCSD front office and on the website.

Persons requesting documents should also take care to *be specific* when making said requests. The public is encouraged to include details such as dates, times, subject matter, resolution numbers, names or persons, etc. *Non-specific requests that, in the view of OCSD, will take an undue amount of time to research or compile will be rejected.*

Form of Records Provided

Records shall be made available in their original form or by a true and correct copy. In general, if a person wishes to examine an original record, such examination must be done in the presence of an OCSD staff member. As such, if a member of the public wishes to examine original documents, as opposed to receiving copies of the same, an appointment will need to be scheduled with the OCSD front office staff. If copies of the documents are sought, each page costs .20 cents for copying expenses.

Time for Response

Upon receipt of a request for records, the OCSD shall make the records promptly available to the requestor if such records are among those that are regularly available during normal business hours. In cases where the records are not readily accessible or additional time is needed to determine whether the request in whole or in part seeks copies of disclosable records, OCSD will have ten (10) calendar days to provide a *response* and possible production of records to the person making the request. The ten (10) day time period shall be calculated from the date the request is received.

In some circumstances, OCSD may extend its time to produce the subject records by either fourteen (14) days or longer depending on the breadth of the request and the staff available to fulfill the request. Should this occur, OCSD will inform the requestor in writing of the extension within the initial ten (10) day period, setting forth the reasons for the extension, along with the estimated date of the City's further response.

If a written request for information is denied in whole or in part, OCSD will make such denial in writing.

Fees and Charges

OCSD will charge .20 cents per page for any copying expenses. OCSD will also charge for duplication costs in any direct costs incurred in other mediums requested. To the extent OCSD can make copies of CD's or DVD's, those costs shall be the direct costs of reproducing the record as well as the cost of the disk. Likewise, if copies of records sought must be mailed to the person making the request, OCSD will charge that person or

entity for the postage fees incurred in fulfilling the request. If the item cannot be copied by OCSD staff for any reason, arrangements will be made with the person requesting the information to examine the subject record at the OCSD office.

Requestors of emails shall pay .20 cents per reproduction. However, OCSD will not charge for access to those records that are regularly available during normal business hours.



Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

OCEANO COMMUNITY SERVICES DISTRICT

REQUEST FOR PUBLIC RECORDS

The California Public Records Act (Government Code 6250, et seq.) was enacted to ensure public access to public records. This form will enable us to accurately and efficiently fill your request.

Copies are \$.20 (Twenty cents) per page in either electronic format or paper.

Please take care to be specific with your request below (include dates, resolution numbers, subject matter, etc.) Non-specific requests may be rejected if they require an undue amount of research or compilation time.

Name of Person Making Request (print): _____

Address and telephone number: _____

Date of Request: _____

Description of Requested Material: _____

Signature _____

FOR STAFF USE ONLY

Name of Staff Completing Request: _____

Time Spent: _____ # of pages produced: _____

Charge(if any): _____

Distribution: _____ Pick-up

_____ US Mail at _____ Address above or _____



Oceano Community Services District

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Staff Report

TO: Board of Directors

FROM: Joslyn Hodson, Accounting / Chase Martin, DLC

DATE: May 22, 2013

SUBJECT: Agenda Item # 10B Record Request Procedure

Item # 10B

- i. **RECOMMENDATION** – Staff recommends that the Board approve the proposed resolution and the underlying policy and procedure for fulfilling public records requests.
- ii. **FISCAL IMPACT** – The total fiscal impact to the District would be zero to post the policy on the website. The income expected by the District in money received in response to public records requests would be negligible since the intent is to recover the direct costs of reproducing the records.
- iii. **SUMMARY** – The District currently does not have a written policy pertaining to public records requests. As a result, public record requests are often made in a variety of ways including over email, telephone, in person or in writing. The result is that it has been difficult for staff to ensure accurate and timely responses to requests for public records.

Staff suggests utilizing the public records request form contained at Exhibit "B" to the proposed resolution. This form will enable staff to retain the request in order to avoid duplication, as well as monitor the number of pages utilized to fulfill said requests. The form will likewise provide the staff with some much needed predictability in terms of where to expect public record requests to come from which will ideally make response times faster and more consistent.

Staff also recommends that the Board adopt the policy proposed in Exhibit "A" to the resolution. This policy will give both the public and the OCSD staff a guideline to follow when requests for public records come in.

Cost of reproduction

In anticipation of a discussion pertaining to the proper fees to charge a person requesting reproduction of a public record, staff has prepared the following summary of information on that issue. OCSD is permitted to charge for the direct costs of

duplicating a record which does not include recapturing staff time for searches, but would include the staff time for actually duplicating the records (along with other direct costs such as paper, copy machine costs, etc.). This would also include the cost of duplicating a record into an electronic format and the costs of producing electronic records that require data compilation, *extraction*, or programming to produce.

The amount charged was originally proposed to be \$.25 per page. There has been some public concern for this figure. The calculation for \$.25, given the parameters of the public records act, was reasoned as follows:

1) The cost to OCSD for a sheet of paper is approximately \$.01 (this figure was derived from the approximate, and slightly lower than average, cost of a ream of paper at \$5.00. There are 500 sheets in a ream which means each sheet is \$.01).

2) OCSD leases its copy machine for \$218.53 per month. For the last 10 months, the district has printed an average of 5,564 black and white copies per month on its copy machine. \$218.53 divided by 5,564 pages is an average of approximately \$.04 per page.

3) The employee who would be tasked with the responsibility to reproduce any record sought earns \$17.45 per hour. Broken down into one minute increments, that same employee earns \$.29 per minute.

In summary, the figure of \$.25 was calculated based on costs of paper, copier usage, and staff time calculated at one minute for reproduction. The actual total based on the calculations above is \$.34 cents. However, this figure was reduced to \$.25 based on the assumption that a staff member would be able to reproduce more than sheet per minute in most cases, but also assuming that reproduction time may range anywhere from 1 to 5 minutes (based on discussion with staff). There is an adequate basis to charge \$.25 per page to reproduce records.

It is my understanding that there have been some concerns raised from the community that \$.10 would be a more appropriate charge for public records. Based on my understanding of what it costs OCSD to reproduce records, either cost could be justified and either would be appropriate. As stated, the aim is not to earn money. Rather, it is to offset the direct costs of reproducing records in public record requests.

“Required” use of the request form

OCSD is permitted to request that members of the public use a public records request form. They cannot *require* the use of such a form as a condition to producing the records. However, use of the form would cut down on confusion and ideally shorten production times. It would also give the staff an easier way to track charges.

Electronic records

Duplication charges for electronic records are likewise limited to the direct costs of producing the electronic copy. However, requesters can be charged for programming or computer services costs if the production requires data compilation, extraction, or programming. Requestors of emails are entitled to non-privileged communications, but producing such communications involves extracting them from certain email strings and compiling them into records that can be sent electronically. Government Code Section 6253.9 suggests that OCSD can recover for such compilations or extractions. Moreover, reproducing and sending an electronic record is still a duplication of that same record which would seem to suggest that OCSD would be entitled to charge for the direct cost of doing so (which, as discussed above, includes the staff time needed to actually engage in the reproduction). That being the case, the only costs not associated with reproducing an electronic record are the cost of the copy machine and the paper. In terms of staff time, the costs would be the same and potentially higher since sending emails will most often will need to be done by higher paid staff members. Here again, a cost of \$.25 or \$.10 per item reproduced seems appropriate. For example, if an employee earning \$30.00 per hour takes 30 seconds to send an electronic document that would cost the District \$.25 cents alone.

Conclusion

Staff recommends adoption of the resolution at issue here. In terms of costs, the Board would be safe to adopt a cost of \$.25 per page or \$.10 per page. Staff is also hopeful that members of the community will speak on this issue and share their viewpoints and reasoning.

**OCEANO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2013-06
(AMENDS RESOLUTION 2005-23)**

**A RESOLUTION OF THE OCEANO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS ADOPTING A PUBLIC RECORDS REQUEST
POLICY AND PROCEDURE AND A "REQUEST FOR PUBLIC RECORDS"
FORM**

WHEREAS, the Oceano Community Services District Board of Directors recognizes the public's right to access information concerning the conduct of the people's business; and

WHEREAS, The California Public Records Act permits local agencies to adopt regulations containing the procedures to be followed when making records available to the public; and

WHEREAS, the Oceano Community Services District Board of Directors is mindful of the constitutional right to privacy for individuals and it is the intent of the Board to promulgate a policy that strikes an appropriate balance between open government and the individual's right of privacy;

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

1. The Oceano Community Services District Policies and Procedures Regarding Requests for Public Records attached hereto as Exhibit "A" is hereby approved and adopted. Any and all prior versions of an Oceano Community Services District policy or procedure for requesting public records, including those specifying any amounts for copying expenses or any other matters set forth in Exhibit A, are hereby repealed.
2. The Oceano Community Services District "Request for Public Records" form attached hereto as Exhibit "B" is hereby approved for immediate use. Any other versions of a Public Record Request form are hereby repealed.

On motion by _____, seconded by _____, and carried on
the following
roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

the foregoing Resolution is hereby passed and adopted this _____ day of May, 2013.

MATTHEW GUERRERO, PRESIDENT

ATTEST:

DEPUTY BOARD SECRETARY

Exhibit A

**OCEANO COMMUNITY SERVICES DISTRICT POLICIES AND
PROCEDURES REGARDING REQUESTS FOR PUBLIC RECORDS**

OCEANO COMMUNITY SERVICES DISTRICT POLICIES AND PROCEDURES REGARDING REQUESTS FOR PUBLIC RECORDS		
EFFECTIVE DATE:	GENERAL MANAGER:	BOARD MEMBER:

I. INTENT

Oceano Community Services District (OCSD) recognizes that the public’s right to access information concerning the conduct of the people’s business is a fundamental and necessary right. A record shall not be withheld from disclosure unless it is exempt under applicable laws, OCSD does not possess the record, or the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record.

The California Public Records Act permits local agencies to adopt regulations stating the procedures to be followed when making their records available to the public. To that end, OCSD’s Board of Directors desires to establish a formal written policy affirming the public’s right to access accessible records and to set forth the procedures by which such records will be made available to the public.

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Persons requesting documents should also take care to *be specific* when making said requests. The public is encouraged to include details such as dates, times, subject matter, resolution numbers, names or persons, etc. *Non-specific requests that, in the view of OCSD, will take an undue amount of time to research or compile will be rejected.*

Form of Records Provided

Records shall be made available in their original form or by a true and correct copy. In general, if a person wishes to examine an original record, such examination must be done in the presence of an OCSD staff member. As such, if a member of the public wishes to examine original documents, as opposed to receiving copies of the same, an appointment will need to be scheduled with the OCSD front office staff. If copies of the documents are sought, each page costs .25 cents for copying expenses.

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In some circumstances, OCSD may extend its time to produce the subject records by either fourteen (14) days or longer depending on the breadth of the request and the staff available to fulfill the request. Should this occur, OCSD will inform the requestor in writing of the extension within the initial ten (10) day period, setting forth the reasons for the extension, along with the estimated date of the City’s further response.

If a written request for information is denied in whole or in part, OCSD will make such denial in writing.

Fees and Charges

OCSD will charge .25 cents per page for any copying expenses. OCSD will also charge for duplication costs in any direct costs incurred in other mediums requested. To the extent OCSD can make copies of CD’s or DVD’s, those costs shall be the direct costs of reproducing the record as well as the cost of the disk. If the item cannot be copied by

OCSD staff for any reason, arrangements will be made with the person requesting the information to examine the subject record at the OCSD office.

Requestors of emails shall pay .25 cents per reproduction. However, OCSD will not charge for access to those records that are regularly available during normal business hours.

Exhibit B

OCEANO COMMUNITY SERVICES DISTRICT

REQUEST FOR PUBLIC RECORDS

The California Public Records Act (Government Code 6250, et seq.) was enacted to ensure public access to public records. This form will enable us to accurately and efficiently fill your request.

Copies are \$.25 (Twenty-five cents) per page in either electronic format or paper.

Please take care to be specific with your request below (include dates, resolution numbers, subject matter, etc.) Non-specific requests may be rejected if they require an undue amount of research or compilation time.

Name of Person Making Request (print): _____

Address and telephone number: _____

Date of Request: _____

Description of Requested Material: _____

Signature

FOR STAFF USE ONLY

Name of Staff Completing Request: _____

Time Spent: _____

Charge(if any): _____

Method of Distribution: _____ Pick-up

_____ US Mail (at address above) _____



Oceano Community Services District

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

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

Date: July 12, 2017

To: Board of Directors

From: Celia Ruiz, Account Administrator III

Via: Paavo Ogren, General Manager

Subject: Agenda Item #10; Consideration of a recommendation to approve a resolution to collect delinquent accounts on 2017-18 property tax bills.

Recommendation

It is recommended that your Board approve the attached Resolution to collect delinquent accounts on 2017-18 property tax bills.

Discussion

By approving the staff recommendations, the District will follow the 2017/18 tax roll timeline provided by the County Auditor. This is the sixth year the District will participate in placing delinquent accounts and other charges on property tax bills. Each year a number of ratepayers fail to pay for the services the District provides. State law enables the District to collect delinquent charges on property tax bills. Along with the attached report on delinquent charges, staff has attached the 2017/18 tax roll timeline and a sample of the letter we sent to ratepayers.

Notices of the public hearing were published in the Tribune on June 28, 2017 and July 5, 2017. Property owners were also noticed that the last date to pay is July 14, 2017. Any payments made on or before July 14 will be deleted from the list prior to submitting to the County Auditor.

Other Agency Involvement

County of San Luis Obispo Auditor/Controller's Office will be collecting the delinquent bills with property taxes.

Other Financial Considerations

The County also adds its charge for collection to the property tax bill. As a result, the District is not charged County costs.



Results

Coordination with the County on delinquent accounts is cost effective and promotes well governed communities.

Attachments:

- Resolution
- Report on charges and delinquencies – OCSD
- Report on charges and delinquencies – Garbage
- Tax roll 2017-18 tax roll timeline

OCEANO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2017-____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OCEANO COMMUNITY SERVICES DISTRICT DIRECTING STAFF TO PLACE A LIEN ON PROPERTIES PURSUANT TO GOVERNMENT CODE 61110 ET SEQ.

WHEREAS, Government Code section 61115 provides the Board of Directors may recover any charges and penalties for services and facilities that the District provides by recording in the office of the County Recorder a report of the charges and penalties due, and the name and last known address of the person liable for those charges and penalties; and that from the time of recordation of the report, the amount of the charges and penalties constitutes a lien against all real property of the delinquent property owner in the county; and

WHEREAS, the Oceano Community Services District (“District”) has determined that it is appropriate to collect the charges, delinquencies, and any related penalties for the affected properties on the tax roll in the same manner as property taxes in accordance with California Government Code Section 61115(b); and

WHEREAS, the General Manager of the District has prepared and filed a written report (“Report”) with the Board of Directors of the District that describes these certain parcels of real property subject to the charges, delinquencies, and any related penalties to be imposed thereon; and

WHEREAS, the General Manager of the District has (1) caused notice of the filing of the Report proposing to have such charges, delinquencies, and any related penalties to be collected on the tax roll in the same manner as property taxes; and (2) caused notice of the time and date of hearing to consider such Report by (a) mailing notice to each affected property owner and (b) publishing notice in a newspaper of general circulation, all in accordance with California Government Code Section 61115(b); and

WHEREAS, at the time stated in the notice, the Board of Directors conducted the public hearing and considered all objections and protests to the Report and revised the charges, delinquencies, and any related penalties deemed appropriate by the Board of Directors following the hearing; and

WHEREAS, the District has determined to adopt the Report, as revised or unrevised, and collect the charges, delinquencies, and any related penalties on the tax roll, which charges, delinquencies, and any related penalties shall constitute a lien against the parcel or parcels of land described in the Report in accordance with California Government Code Sections 61115 *et seq.*

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE OCEANO COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

1. The District Board of Directors finds and determines that the charges, delinquencies, and any related penalties shall be imposed on and shall constitute a lien against each parcel or parcels of land as set forth and described in the Report.
2. The General Manager is authorized to modify the Report to reflect any payments received after the date of the public hearing and prior to filing this Resolution and Report pursuant to Section 3 below.
3. On or before August 12, 2017, the General Manager shall file the Report with the auditor of San Luis Obispo County who shall enter the amount of the charges, delinquencies, and any related penalties against each of the affected parcels of real property as they appear on the current assessment roll. The County Tax Collector shall include the amount of the charges on the tax bills for each affect parcel of real property and collected the charges in the same manner as property taxes pursuant to Government Code 61115(b).

Upon the motion of _____, seconded by _____
and upon the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

The foregoing Resolution is hereby passed and adopted this ___ day of _____, 2017.

Karen White, President

ATTEST:

REPORT ON CHARGES AND DELINQUENCES - OCSD

TAX ROLL 2017/2018

Account #	Name	Current	2 Months	4 Months	6 Months	8 Months	Balance
01-00880-00	CAMARA, MANUEL	\$ 133.86	\$ 138.86	\$ 138.86	\$ 138.86	\$ 840.32	\$ 1,390.76
02-04270-01	GALVEZ, REGINA	\$ 66.93	\$ 71.93	\$ 71.93	\$ 71.93	\$ 893.58	\$ 1,176.30
04-06754-00	BEZERA, FRANK JR. HEIRS	\$ 66.93	\$ 71.93	\$ 71.93	\$ 71.93	\$ 359.98	\$ 642.70
	BULTMANN, PETER			\$ 1,535.23		\$ 962.58	\$ 2,497.81
					TOTAL		<u>\$ 5,707.57</u>

100-WATER	\$ 4,294.58
150-LOPEZ	\$ 28.78
200-SEWER	\$ 745.28
250-SAN DISTRICT	\$ 38.93
400-COURTESY NOTICE	\$ -
700-PENALTY	\$ 115.00
701-DHFEE	\$ 275.00
705-RECFEE	\$ 210.00
996-UAC	\$ -
 TOTAL	 <u>\$ 5,707.57</u>

**REPORT ON CHARGES AND DELINQUENCES - GARBAGE
TAX ROLL 2017/2018**

Customer Name	Service Address		APN	Total
MYERS, DAVID	2010 PASO ROBLES ST		62088017	\$ 515.48
RODRIGUES, DONNA	388 PIER AVE		61012018	\$ 408.52
BOGDAN, WILLIAM	1539 FOUNTAIN AVE		61046045	\$ 609.16
CASEY, BARBARA	1511 15TH ST		62041031	\$ 308.14
HUGHES, BROOKE	2166 VISTA ST		62065021	\$ 215.66
NUNEZ, SEBASTIAN	1920 CIENAGA ST		62115002	\$ 264.52
UC, JAVIER	2279 BEACH ST		62096026	\$ 239.34
JOHNSON, ALLAN	1720 THE PIKE		62013014	\$ 226.36

Total \$ 2,787.18

2017/2018 TAX ROLL PROCEDURES

06/05/17	PREPARE and MAIL LETTERS (30 DAYS = JUNE 06, 2017)
06/06/17	MAIL NOTICE OF PUBLIC HEARING TO PROPERTY OWNERS & PROVIDE TO TRIBUNE WITH DIRECTION FOR PUBLICATION ON 6/28 AND 7/5
06/21/17	COMPLETE DRAFT AGENDA MATERIAL FOR 6/28 REGULAR MEETING
06/23/17	COMPLETE FINAL AGENDA MATERIAL FOR 6/28 REGULAR MEETING
06/28/17	FILE REPORT OF CHARGES AND DELINQUENCIES TO BE COLLECTED ON TAX ROLL PURSUANT TO GOV'T CODE SECTION 61115(b)
06/28/17	FIRST NEWSPAPER NOTICE FOR PUBLIC HEARING ON 7/12 REGULAR MEETING PER GOVERNMENT CODE SECTION 61115(b) AND 6066
07/03/17	COMPLETE DRAFT AGENDA MATERIAL FOR 7/12 REGULAR MEETING
07/05/17	SECOND NEWSPAPER NOTICE FOR PUBLIC HEARING ON 7/12 REGULAR MEETING PER GOVERNMENT CODE SECTION 61115(b) AND 6066
07/06/17	COMPLETE FINAL AGENDA MATERIAL FOR 7/12 REGULAR MEETING (RESOLUTION)
07/12/17	BOARD OF DIRECTORS MEETING: NOTICE OF PUBLIC HEARING
07/14/17	PAYMENT DUE
07/17/17	RESOLUTION CONFIRMING THE CHARGES AGAINST PROPERTY OWNERS WITH REPORT AND SUBMIT TO COUNTY AUDITOR
08/03/17	FINAL FUND PROOF SUBMISSION TO SLO COUNTY FOR ROLL YEAR 2017/2018: WATER/SEWER, AND TRASH
08/16/17	FINAL DEADLINE FOR ALL DIRECT CHARGE FUNDS TO BE SIGNED APPROVED AND RETURNED TO THE AUDITOR-CONTROLLER'S OFFICE