



Notice of Regular Meeting
Oceano Community Services District - Board of Directors Agenda
WEDNESDAY, APRIL 10, 2024 – 6:00 P.M.
Oceano Community Services District Board Room
1655 Front Street Oceano, CA

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

The Oceano Community Services District strongly encourages your active participation in the public process, which is the cornerstone of democracy. All persons desiring to speak during any Public Comment period are asked to fill out a "Board Appearance Form" to submit to the Board Secretary prior to the start of the meeting. If you wish to speak to an item NOT on the agenda, you may do so during the "Public Comment On Matters Not on the Agenda" period. Each individual speaker is limited to a presentation time of THREE (3) minutes per item. The time limits allocated to speakers may change to facilitate the Board meeting better. Time limits may not be yielded to or shared with other speakers.

The purpose of the Board meeting is to conduct the business of the community in an effective and efficient manner. For the benefit of the community, the Oceano Community Services District asks that you follow the Board meeting guidelines while attending Board meetings and treat everyone with respect and dignity. This is done by following meeting guidelines set forth in State law and Board policy. Disruptive conduct is not tolerated, including but not limited to addressing the Board without first being recognized; interrupting speakers, Board members, or staff; continuing to speak after the allotted time has expired; failing to relinquish the podium when directed to do so; and repetitiously addressing the same subject.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. FLAG SALUTE**
- 4. AGENDA REVIEW**
- 5. CLOSED SESSION REPORT FROM THE SPECIAL MEETING OF APRIL 4, 2024 AND APRIL 10, 2024**
- 6. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

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

7. SPECIAL PRESENTATIONS & REPORTS:

- A.** Oceano Elementary School regarding coordination with the District on Parks & Recreation related efforts –
Principal Joshua Herrera

B. STAFF REPORTS:

- i. Sheriff's South Station – Commander Ian Doughty
- ii. FCFA Operations – FCFA Staff
- iii. Operations – Utility System Manager Tony Marraccino
- iv. OCSO Interim General Manager – Paavo Ogren

C. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

- i. President Varni (Regional Water Mgt Group, State Water Subcontractors, Airport Land Use)
- ii. Vice President Joyce-Suneson (Parks & Recreation Advisory Committee, Budget & Finance Committee, CA Special District's Association)
 1. Oceano Parks and Recreation Committee meeting minutes for March 5, 2024
- iii. Director Austin (South San Luis Obispo County Sanitation District, Zone 1/1A)

- iv. Director Gibson (Zone 3, Regional Water Quality Control Board)
- v. Director Villa (Water Resource Advisory Committee, Local Agency Formation Commission)

D. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:

This public comment period provides an opportunity for members of the public to address the Board on matters discussed during 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 *Items appearing on the Consent Items are considered routine and may be approved by one motion. Any member of the Board may request to have an item removed from the Consent Items. If an item is pulled, the President has the sole discretion to determine when the item will be heard. Members of the public wishing to speak on Consent items may do so when recognized by the Presiding Officer. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.*

- A. Review and Approve of the Minutes for the Special Meeting held on March 27, 2024
- B. Review and Approve of the Minutes for the Regular Meeting held on March 27, 2024
- C. Review and Approve of the Minutes for the Special Meeting held on April 4, 2024
- D. Review of Cash Disbursements

9. BUSINESS ITEMS:

Public comment *Members of the public wishing to speak on business items may do so when recognized by the Presiding Officer. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes on each of the following items.*

- A. Discussion and Direction on Amendments to Ordinance 2006-01, Codified as Municipal Code Section 6.06.030, Relating to the Appeal of Water Services Fees to Allow Appeals to be Decided by the Finance and Budget Committee Prior to An Appeal to the Board of Directors.
- B. Review of Capital Project efforts and consideration of recommendations to approve consultant proposals for engineering services in the amount of \$17,000 and for environmental services in the amount of \$19,332 for water system improvements.
- C. Notification of a South County Sanitary Service Inc. Base Year Rate Application
- D. Discussion and consideration of hiring a mediator to work with the District
- E. Discussion and consideration of regional water resources planning for Oceano

10. HEARING ITEMS:

Public comment *Members of the public wishing to speak on hearing items may do so when recognized by the Presiding Officer. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes on each of the following items.*

- A. Public hearing on customer appeals by Ro Palius regarding late fees and Erik Benham regarding past due amounts and late fees; ratifying recommendations of the Oceano Finance and Budget Committee and/or alternative actions including direction on waiving additional late fees once customer appeals have been filed

11. RECEIVED WRITTEN COMMUNICATIONS:

12. LATE RECEIVED WRITTEN COMMUNICATIONS:

13. FUTURE AGENDA ITEMS:

14. FUTURE HEARING ITEMS:

15. CLOSED SESSION:

16. ADJOURNMENT:

This agenda was prepared and posted pursuant to Government Code Section 54954.2. The 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.

GENERAL MANAGER REPORT

OCEANO COMMUNITY SERVICES DISTRICT

Weeks of March 25-29 & April 1-5

- Agenda review with Board members
- Special & Regular Board meetings 3/27/2024
- Fire Divestiture meetings
- Meeting with Rincon and the Coastal Commission regarding CIP projects
- Meeting with GSI regarding the Groundwater Management Plan
- OFAB meeting 3/21/2024
- Agenda preparation for 4/10/2024 Regular Board meeting
- Special Board Meeting 4/4/2024
- General Manager's Monthly Meeting
- General Manager Recruitment
- CCB review
- Meeting with MNS regarding the grant application



Oceano Parks and Recreation Committee Meeting

Summary Minutes

Tuesday, March 5, 2024 – 1:00 P.M.
Oceano Community Services District

1. **Call To Order:** The meeting was called to order by Chair Joyce-Suneson at 1:00 PM.

2. **Roll Call:**

Beverly Joyce-Suneson, OPARC Chair	Wanda Monson, Safe Routes to School Chair
Charles Varni, Board President OCSD	Ray Monson, Member at Large
Andy Stenson, Director of Facilities, LMUSD	Jasmine Carranza-Dexter, Boys & Girls Club
Bruce Hilton, Co of SLO Parks Commissioner	Nicole Miller, Account Administrator OCSD

3. **Agenda Review:** Accepted with a revision to the roll call list.

4. **Public Comment on Matters Not On the Agenda:** None

April Dury	In support of OPARC information on the OCSD website
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5A Consent Agenda	Discussion/Action:
Review and Approval of Minutes for the Oceano Parks and Recreation Committee Meeting of February 13, 2024	The minutes were accepted as presented, with a motion from Mr. Varni, a second from Mr. Monson, and a 6-0 vote. Mr. Hilton abstained – absent at the prior meeting. Public Comment: April Dury – Provided comment on roll call and meeting time.

6A Business Items	Discussion/Action:
OPARC Foundation - Ecologistics	Presentation by Stacey Hunt of Ecologistics: <ul style="list-style-type: none"> • A possible interim solution for fundraising until a 501(c)3 foundation can be formed. • Ecologistics fee is 6%. • Flipcause platform is used. • Mr. Hilton noted that the County of SLO may also be able to receive and hold donations for OPARC and will research if donations to the County would be tax deductible. • Q&A discussion. Public Comment: April Dury – Provided information on 501(c)(3) and public donations.

6B Business Items	Discussion/Action:
Introduction to Strategic Planning, Goals and Objectives	<p>Presentation by Paavo Ogren, Interim General Manager, OCSD:</p> <ul style="list-style-type: none"> • Hiring of a permanent general manager. • Staff and committee tasks. • OPARC mission statement and goals. • Mr. Varni volunteered to draft the above mission statement and goals. • Mrs. Monson supported Mr. Varni's offer. • Mr. Hilton indicated that he would like to see OPARC and the County of SLO work together as the County will also be working on a strategic plan and would welcome input from Oceano. <p>Public Comment: Kerry Langford – In support of event planning for fundraising.</p>

6C Business Items	Discussion/Action:
Participate as a vendor at the Health for the Community Event on March 24, 2024	<p>Committee discussion regarding participating in the event:</p> <ul style="list-style-type: none"> • Opportunity to hand out OPARC information. • Opportunity to survey the community regarding desired recreation opportunities. • Opportunity to grow the contact/email list for OPARC. • Opportunity to recruit community members. • Discussed sharing a vendor table with Safe Routes to School. • Discussed translation needs. • Mr. Varni will donate one of his hand-crafted items for the raffle. <p>Public Comment: None</p>

6D Business Items	Discussion/Action:
OPARC/OES Track Fundraiser	<p>Committee discussion:</p> <ul style="list-style-type: none"> • Concept rendering secured by Mr. Stenson, and it should be available by the next meeting. • Mr. Stenson clarified that the school district (LMUSD) would be the contracting entity for funds/fundraising, which can come from multiple sources and would be tax deductible. <p>Public Comment: Kerry Langford – Asked clarifying questions regarding the project timeline and contact person.</p>

6E Business Items	Discussion/Action:
Safe Route to Beach Project	Committee discussion: <ul style="list-style-type: none"> • Mr. Varni noted that a speaker from the Beaver Brigade (Oso Flaco and Oceano Lagoon) was invited but could not attend. • Mrs. Monson provided an update on scheduled field trips and busing issues to Hearst Castle and noted that funds have been allocated to assist parents/guardians with the cost of fingerprinting. • Mrs. Carranza-Dexter asked if photos of field trips were available to share on social media or the OPARC page on the OCSD website (mainly, approval to share photos of students). Public Comment: None

7. Items for Next Agenda:

OPARC meeting time change; New 4th District Parks Commissioner representative; Bylaws review and revisions; OPARC on OCSD website; Oceano Day of the Child; Bike Rodeo; OPARC/OES Track Fundraiser

Mr. Monson made a motion to approve the creation of a community outreach handout for OPARC with a second by Mr. Varni. Motion passed.

The next OPARC meeting will be Tuesday, April 2, 2024, at 1:00 PM.

8. Adjournment at 2:32 PM.



Oceano Community Services District

Summary Minutes

Special Meeting Wednesday, March 27, 2024 – 5:00 P.M.

Location: OCSD BOARD ROOM

1. **CALL TO ORDER:** Called to order at approximately 5:00 P.M.
2. **ROLL CALL:** Board members present: Director Austin, Director Gibson, Director Villa, Vice President Joyce-Suneson, and President Varni.
Staff present: Carey Casciola, Business & Accounting Manager, Paavo Ogren, Interim General Manager, and Robert Schultz, Legal Counsel.
3. **FLAG SALUTE:** Led by President Varni.
4. **AGENDA REVIEW:** Agenda approved as presented.
5. **PUBLIC COMMENT FOR ITEMS ON THE AGENDA:** None

President Varni adjourned the Board to closed session at 5:02 P.M.

6. CLOSED SESSION:

- a. Conference with Real Property Negotiator (Gov. Code §54956.8) It is the intention of the Board to meet in closed session to have a conference with its Real Property Negotiators concerning the following: Property Descriptions: APN 062-271-023:024; 062-051-021; 022, 062-271-006, 062-271-026, 062-271-001; 003; 027, and 062-261-022; 080. Agency Negotiators: Oceano Community Services District, Paavo Ogren, President Varni, and Director Austin. Parties with whom Negotiating: County of San Luis Obispo. Instructions to County Negotiator: Price, Terms, and Conditions.
- b. PUBLIC EMPLOYMENT pursuant to Gov. Code Sec. 54957(b)(1) -- Title: General Manager
- c. PUBLIC EMPLOYMENT pursuant to Gov. Code Sec. 54957(b)(1) -- Title: District Legal Counsel
- d. 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.,

The report out of closed session was done in item 5 of the Regular Board Meeting on March 27, 2024.

7. **ADJOURNMENT:** President Varni adjourned the meeting at 5:58 P.M.



Oceano Community Services District
Summary Minutes
Regular Meeting Wednesday, March 27, 2024 – 6:00 P.M.
Location: OCSD BOARD ROOM

1. **CALL TO ORDER:** Called at approximately 6:00 p.m. by President Varni
2. **ROLL CALL:**
Board members present: President Varni, Vice President Joyce-Suneson, Director Gibson, Director Villa and Director Austin
Staff present: Paavo Ogren, Interim General Manager, Carey Casciola, Business & Accounting Manager; and Robert Schultz, Legal Counsel
3. **FLAG SALUTE:** Led by President Varni
4. **AGENDA REVIEW:** Approved as presented
5. **CLOSED SESSION REPORT FROM THE SPECIAL MEETING OF MARCH 27, 2024:**
 - A. Conference with Real Property Negotiator (Gov. Code §54956.8) It is the intention of the Board to meet in closed session to have a conference with its Real Property Negotiators concerning the following: Property Descriptions: APN 062-271-023:024; 062-051-021; 022, 062-271-006, 062-271-026, 062-271-001; 003; 027, and 062-261-022; 080. Agency Negotiators: Oceano Community Services District, Paavo Ogren, President Varni, and Director Austin. Parties with whom Negotiating: County of San Luis Obispo. Instructions to County Negotiator: Price, Terms, and Conditions.
 - B. PUBLIC EMPLOYMENT pursuant to Gov. Code Sec. 54957(b)(1) -- Title: General Manager
 - C. PUBLIC EMPLOYMENT pursuant to Gov. Code Sec. 54957(b)(1) -- Title: District Legal Counsel
 - D. 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 was taken by the Board of Directors.

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

Michael Sherdahl	In support of emergency and fire response out of Station 3 (Oceano).
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7. **SPECIAL PRESENTATIONS & REPORTS**

A. STAFF REPORTS:

- i. **Sheriff's South Station** – Commander Ian Doughty
Provided information on local residential burglaries and the unhoused population.
- ii. **Five Cities Fire Authority** – FCFA Staff – Interim Fire Chief Keith Aggson
The position of Battalion Chief was filled by Ryan Burn; Battalion Chief Rikki Heath retired in December 2023. Craig Angello was promoted to Battalion Chief, and Fire Chief recruitment is nearly complete.
Several new engine types have been purchased, and several are in service.
Oceano's one-year extension contract expires June 30, 2024. A multi-year extension contract has been submitted to the County of San Luis Obispo and is being reviewed.
Working on the 2024-2025 budget. Weed abatement inspections will begin the week of April 8th.
Structure fire on Rochelle Way – 6 min response time and no injuries.
- iii. **Operations** - Utility Systems Manager - Tony Marraccino
Lopez is at 100.2% and is full and spilling.
Continued with weekly and monthly samples and the service line material inventory.
6 work orders, 6 USAs, 5 customer service calls and 0 after hours call outs.
Meter reads, re-reads and leak notifications complete and meter replacements.
Completed weed abatement, first round of FOG inspections and upgrades to tank 2.
- iv. **OCSD Interim General Manager** – Paavo Ogren
A written General Manager report included in the agenda.

B. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

- i. **President Varni:** Regional Water Mgt Group, State Water Subcontractors, Airport Land Use – Reported on the Oceano Finance and Budget Committee (OFAB) meeting on 3/21/2024.
- ii. **Vice President Joyce-Suneson:** Parks & Recreation Advisory Committee, Finance & Budget Committee, CA Special District’s Association – Reported on the OFAB meeting on 3/21/2024.
- iii. **Director Austin:** South San Luis Obispo County Sanitation District, Zone 1/1A – None
- iv. **Director Gibson:** Zone 3, Regional Water Quality Control Board – Reported on a 3/21/2024 Zone 3 meeting.
- v. **Director Villa:** Water Resource Advisory Committee, Local Agency Formation Commission – None

C. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:

April Dury	In support of a report from FCFA at Board Meetings; Asked questions regarding OFAB;
Julie Tacker	In support of citizen participation as a part of OFAB. In opposition of appeals.

8. CONSENT AGENDA:	ACTION:
<ul style="list-style-type: none"> a) Review and Approve of the Minutes for the Special Meeting held on March 8, 2024 b) Review and Approve of the Minutes for the Special Meeting held on March 13, 2024 c) Review and Approve of the Minutes for the Regular Meeting held on March 13, 2024 d) Review of Cash Disbursements e) Annual review of the District’s Investment Policy and Consideration of a Recommendation to approve a resolution adopting the District’s Investment Policy f) Recommendation to Approve the Property, General, Auto, and other Liability Insurance Coverage for 2024 and authorize payment in the amount of \$44,752 g) Recommendation to Approve a Purchase Order for the replacement of four valves on 21st Street in the amount of \$41,000. 	<p>After an opportunity for public comment and Board and staff discussion, a motion was made by Director Austin to approve the consent agenda with a second from Vice President Joyce-Suneson with a 5-0 roll call vote.</p> <p>Public Comment: None</p>

9A. BUSINESS ITEMS:	ACTION:
Review of the District’s Budget Status as of December 31, 2023	<p>After a presentation by Carey Casciola, Business & Accounting Manager, an opportunity for public comment, and Board and staff discussion, the item was received and filed.</p> <p>Public Comment: April Dury – Provided feedback on straight line estimates. Julie Tacker – Provided feedback on legal fees.</p>

9B. BUSINESS ITEMS:	ACTION:
Approval of a proposal for \$22,555 for Grant Writing Consultant Services for a WaterSMART Planning and Project Design grant to the Bureau of Reclamation and Water Resources Planning Department.	After an opportunity for public comment, Board and staff discussion, a motion was made by Director Gibson to approve the proposal for \$22,555 for Grant Writing Consultant Services for a WaterSMART Planning and Project Design grant to the Bureau of Reclamation and Water Resources Planning Department with a second from Director Austin and a 5-0 roll call vote. Public Comment: None

9C. BUSINESS ITEMS:	ACTION:
Discussion of a press release on Central Coast Blue and development of comments in preparation for the upcoming town hall meeting	After an opportunity for public comment, Board and staff discussion, no action was taken. Public Comment: Victor Early – In opposition to the Central Coast Blue project. Julie Tacker – In support of water conservation; in support of Oceano selling a portion of state water allocation. Debra Early – In opposition to the Central Coast Blue project. April Dury – In support of a town hall meeting.

9D. BUSINESS ITEMS:	ACTION:
Review and discuss possible additional projects in Oceano for funding under the "Local Roads Only" County sales tax increase initiative and review received correspondence from SLOCOG and provide direction as deemed appropriate	After an opportunity for public comment and Board and staff discussion, a motion was made by Director Gibson to send a letter to SLOCOG Local Roads First projects for Oceano with suggestions regarding Warner, Vista, 19 th Street, 24 th Street, Ocean St., Beach St., and Paso Robles St. with a second from President Varni with a 5-0 roll call vote. Public Comment: Michael Sherdahl – In support of collaborating with Caltrans for safer pedestrian corridors.

- 10. **HEARING ITEMS:** None
- 11. **RECEIVED WRITTEN COMMUNICATION:** None
- 12. **LATE RECEIVED WRITTEN COMMUNICATIONS:** Local Roads Only - Charles Varni
- 13. **FUTURE AGENDA ITEMS:** OCSD mediator and Central Coast Blue/ Regional Water Planning updates
- 14. **FUTURE HEARING ITEMS:** None
- 15. **CLOSED SESSION:** None
- 16. **ADJOURNMENT:** President Varni adjourned the meeting at 7:55pm.



Oceano Community Services District

Summary Minutes

Special Meeting Thursday, April 4, 2024 – 10:00 A.M.

Location: OCSD BOARD ROOM

1. **CALL TO ORDER:** Called to order at approximately 5:00 P.M.
2. **ROLL CALL:** Board members present: Director Austin, Director Gibson, Director Villa, Vice President Joyce-Suneson, and President Varni.
Staff present: Carey Casciola, Business & Accounting Manager, Paavo Ogren, Interim General Manager, and Robert Schultz, Legal Counsel.
3. **FLAG SALUTE:** Led by President Varni.
4. **AGENDA REVIEW:** Agenda approved as presented.
5. **PUBLIC COMMENT FOR ITEMS ON THE AGENDA:** None

President Varni adjourned the Board to closed session at 10:02 A.M.

6. CLOSED SESSION:

- a. Conference with Real Property Negotiator (Gov. Code §54956.8) It is the intention of the Board to meet in closed session to have a conference with its Real Property Negotiators concerning the following: Property Descriptions: APN 062-271-023:024; 062-051-021; 022, 062-271-006, 062-271-026, 062-271-001; 003; 027, and 062-261-022; 080. Agency Negotiators: Oceano Community Services District, Paavo Ogren, President Varni, and Director Austin. Parties with whom Negotiating: County of San Luis Obispo. Instructions to County Negotiator: Price, Terms, and Conditions.
- b. 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 from closed session.

7. **ADJOURNMENT:** President Varni adjourned the meeting at 11:12 A.M.



Oceano Community Services District

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

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

Date: April 10, 2024

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

Subject: **Agenda Item #8(D): Recommendation to Review Cash Disbursements**

Recommendation

It is recommended that your board review the attached cash disbursements:

Discussion

The following is a summary of the attached cash disbursements:

Description	Check Sequence	Amounts
Disbursements:	60807 - 60819	
Regular Payable Register - paid 03/27/2024	60813 - 60819	\$ 159,152.58
Subtotal:		\$ 159,152.58
Reoccurring Payments for Board Review (authorized by Resolution 2020-06):		
Payroll Disbursements - PPE 03/23/2024	N/A	\$ 30,701.96
Board Member Stipends - March 2024	N/A	\$ 1,291.80
Reoccurring Utility Disbursements - paid 03/27/2024	60807 - 60808	\$ 564.22
Reoccurring Health Disbursements - paid 03/27/2024	60809 - 60812	\$ 9,683.38
Subtotal:		\$ 42,241.36
Grand Total:		\$ 201,393.94

Other Agency Involvement

N/A

Other Financial Considerations

Amounts are within the authorized Fund level budgets.

Results

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

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

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 060813 THRU 060819

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	3/27/2024	CHECK	060813	ARAMARK	104.44CR	OUTSTND	A	0/00/0000 01 5-4100-100 CLOTHING
1-1001-000	3/27/2024	CHECK	060814	ICONIX WATERWORKS (US) INC.	538.19CR	OUTSTND	A	0/00/0000 02 5-4400-320 FIXED ASSETS: EQUIPMENT
1-1001-000	3/27/2024	CHECK	060815	PREMIER SUPPLY LLC, DBA MIER B	199.34CR	OUTSTND	A	0/00/0000 02 5-4400-164 Paving
1-1001-000	3/27/2024	CHECK	060816	PETTY CASH	29.57CR	OUTSTND	A	0/00/0000 01 5-4100-210 POSTAGE
1-1001-000	3/27/2024	CHECK	060817	R. BURKE CORPORATION	157,586.00CR	OUTSTND	A	0/00/0000 02 5-4400-361 CIP - PROP1: STORMWATER
1-1001-000	3/27/2024	CHECK	060818	WONDERFUL THINGS, INC, DBA THE	64.51CR	OUTSTND	A	0/00/0000 01 5-4100-200 OFFICE EXPENSE
1-1001-000	3/27/2024	CHECK	060819	WATER SYSTEMS CONSULTING, INC.	630.53CR	OUTSTND	A	0/00/0000 02 5-4400-380 NCMA TEC
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	159,152.58CR		
				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:	159,152.58CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

Payroll Summary Report
Board of Directors - Agenda Date April 10, 2024

	(*)	
Gross Wages	3/9/2024	3/23/2024
Regular	\$26,956.78	\$26,882.25
Overtime Wages	\$637.30	\$505.47
Stand By	\$600.00	\$840.00
Total Wages	\$28,194.08	\$28,227.72
Disbursements		
Net Wages	\$21,111.22	\$21,121.13
State and Federal Agencies	\$5,968.94	\$5,993.15
CalPERS - Normal	\$3,430.95	\$3,430.95
SEIU - Union Fees	\$156.73	\$156.73
Total Disbursements processed with Payroll	\$30,667.84	\$30,701.96
 Health (Disbursed with reoccurring bills)	 \$5,908.71	 \$5,908.71
Total District Payroll Related Costs	\$36,576.55	\$36,610.67

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

**Board Member Stipend Summary Report
Board of Directors - Agenda Date April 10, 2024**

	(*)	
Gross Stipends	2/29/2024	3/31/2024
Board Member Stipends	<u>\$1,200.00</u>	<u>\$1,200.00</u>
Gross Stipends	<u>\$1,200.00</u>	<u>\$1,200.00</u>
Disbursements		
Net Stipends	\$1,108.20	\$1,108.20
State and Federal Agencies	\$183.60	\$183.60
Total Disbursements processed with Stipends	<u>\$1,291.80</u>	<u>\$1,291.80</u>

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

RECEIVED

MAR 06 2024



BOARD OF DIRECTOR'S
REGULAR & SPECIAL MEETING COMPENSATION FORM
BOARD MEETING: March 5, 2024

DIRECTORS	SIGNATURE	DATE	COMPENSATION
PRESIDENT <u>VARNI</u>	<i>[Signature]</i>	3/5/24	\$100.00
VICE PRESIDENT <u>JOYCE-SUNESON</u>	<i>[Signature]</i>	3/5/24	\$100.00
DIRECTOR <u>AUSTIN</u>	<i>[Signature]</i>		\$100.00
DIRECTOR <u>GIBSON</u>			\$100.00
DIRECTOR <u>VILLA</u>	<i>[Signature]</i>	3/5/24	\$100.00

Oceano Community Services District - BYLAW's

Section 8.1: Each Director is authorized to receive one hundred dollars (\$100.00) as compensation for each Regular or Special Meeting.

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

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



BOARD OF DIRECTOR'S
 REGULAR & SPECIAL MEETING COMPENSATION FORM
 BOARD MEETING: March 8, 2024

RECEIVED
 MAR 11 2024

DIRECTORS	SIGNATURE	DATE	COMPENSATION
PRESIDENT <u>VARNI</u>	<i>[Signature]</i>		\$100.00
VICE PRESIDENT <u>JOYCE-SUNESON</u>	<i>[Signature]</i>	3/08/2024	\$100.00
DIRECTOR <u>AUSTIN</u>			\$100.00
DIRECTOR <u>GIBSON</u>			\$100.00
DIRECTOR <u>VILLA</u>	<i>[Signature]</i>	3/08/2024 ^{IV}	\$100.00

Oceano Community Services District - BYLAW's

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RECEIVED

MAR 14 2024



BOARD OF DIRECTOR'S
REGULAR & SPECIAL MEETING COMPENSATION FORM
BOARD MEETING: MARCH 13, 2024

DIRECTORS	SIGNATURE	DATE	COMPENSATION
PRESIDENT <u>VARNI</u>	<i>[Signature]</i>	3/13/24	\$100.00
VICE PRESIDENT <u>JOYCE-SUNESON</u>	<i>[Signature]</i>	3/13	\$100.00
DIRECTOR <u>AUSTIN</u>	ABSENT		\$100.00
DIRECTOR <u>GIBSON</u>			\$100.00
DIRECTOR <u>VILLA</u>	ABSENT		\$100.00

Oceano Community Services District - BYLAW's

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RECEIVED
MAR 28 2024



BOARD OF DIRECTOR'S
REGULAR & SPECIAL MEETING COMPENSATION FORM
BOARD MEETING: MARCH 27, 2024

DIRECTORS	SIGNATURE	DATE	COMPENSATION
PRESIDENT <u>VARNI</u>	<i>[Signature]</i>	3/27/24	\$100.00
VICE PRESIDENT <u>JOYCE-SUNESON</u>	<i>Beverly Joyce Suneson</i>	3/27/24	\$100.00
DIRECTOR <u>AUSTIN</u>	<i>Linda Austin</i>	3/27/24	\$100.00
DIRECTOR <u>GIBSON</u>			\$100.00
DIRECTOR <u>VILLA</u>	<i>[Signature]</i>	3/27/24	\$100.00

Oceano Community Services District - BYLAW's

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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: 060807 THRU 060808

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE	
CHECK:									
1-1001-000	3/27/2024	CHECK	060807	CHARTER COMMUNICATIONS	150.00CR	OUTSTND	A	0/00/0000	01 5-4100-110 COMMUNICATIONS
1-1001-000	3/27/2024	CHECK	060808	COASTAL COPY, INC.	414.22CR	OUTSTND	A	0/00/0000	01 5-4100-220 PROFESSIONAL SERVICES 260.37 02 5-4400-205 OUTSIDE UB MAIL SERVICE 76.93 03 5-4500-205 OUTSIDE UB MAIL SERVICE 76.92
TOTALS FOR ACCOUNT 1-1001-0				CHECK TOTAL:	564.22CR				
				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:	564.22CR				
				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: 060809 THRU 060812

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE	
CHECK:									
1-1001-000	3/27/2024	CHECK	060809	COLONIAL LIFE AND ACCIDENT	170.98CR	OUTSTND	A	0/00/0000	01 2-2166-005 INS: VOLUNTARY
1-1001-000	3/27/2024	CHECK	060810	FRMS CALIFORNIA BANK & TRUST F	8,432.32CR	OUTSTND	A	0/00/0000	01-5-4100-090 INS: GROUP HEALTH/LIFE \$4261.41 01-5-4100-603 UTILITY CREW-EMP INS \$4170.91
1-1001-000	3/27/2024	CHECK	060811	HUMANA INSURANCE CO.	724.54CR	OUTSTND	A	0/00/0000	01-5-4100-090 INS: GROUP HEALTH/LIFE \$366.23 01-5-4100-603 UTILITY CREW-EMP INS \$358.31
1-1001-000	3/27/2024	CHECK	060812	PRINCIPAL LIFE INSURANCE COMPA	355.54CR	OUTSTND	A	0/00/0000	01-5-4100-090 INS: GROUP HEALTH/LIFE \$167.91 01-5-4100-603 UTILITY CREW-EMP INS \$187.63
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	9,683.38CR			
				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:	9,683.38CR			
				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

www.oceanocsd.org

Date: April 10, 2024

To: Board of Directors

From: Robert Schlutz, Interim District Legal Counsel

Subject: **Agenda Item #9(A):** Discussion and Direction on Amendments to Ordinance 2006-01, Codified as Municipal Code Section 6.06.030, Relating to the Appeal of Water Services Fees to Allow Appeals to be Decided by the Finance and Budget Committee Prior to An Appeal to the Board of Directors.

Recommendation

It is recommended that the Board direct Staff to set a Public Hearing for the Introduction and Adoption of the attached Ordinance Amending Ordinance 2006-01 Related to the Appeal of Water Services Fees.

Background

On February 14, 2024, The Board approved amendments to Ordinance 2006-01 to allow appeals of water service fees to be decided by the Finance and Budget Committee prior to an appeal to the Board of Directors. However, before an Ordinance can become effective, there must be a public hearing and adoption, followed by the publication of the ordinance in the newspaper. Then, there is a 30-day waiting period before the effective date of the Ordinance.

Discussion

Ordinance 2006-01, codified as Chapter 6 of the Municipal Code, is the District's "Rules and Regulations" related to Water Services. Article 3(3) of Ordinance 2006-01, codified as Municipal Code Section 6.06.030, is entitled "Relief from Application". Municipal Code Section 6.06.030 provides individuals with the right to appeal staff decisions on Water Services fees to the Board of Directors. The attached revision to the Ordinance provides that the Finance and Budget Committee will consider appeals before an appeal to the entire Board.

The purpose of providing an interim appeal process with the Finance and Budget Committee is to provide a more informal hearing to help resolve water fee disputes without Board intervention and reduce the staff time and cost required to process an appeal to the Board of Directors. This item is being forwarded to the Board as a discussion item instead of as a Public Hearing is due to the comments and concerns made at the District's last Board meeting.



Conclusion

Staff recommends that the Board direct Staff to set a Public Hearing for the Introduction of the attached Ordinance Amending Ordinance 2006-01 Related to the Appeal of Water Services Fees.

Other Agency Involvement

N/A

Other Financial Considerations

N/A

Results

Attachment:

1. Amendments to Ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE OCEANO COMMUNITY SERVICES DISTRICT MODIFYING ORDINANCE 2006-01

BE IT RESOLVED, DETERMINED AND ORDERED, by the Board of Directors of the District as follows:

SECTION 1

Ordinance 2006-01, Article 3(3) – Relief on Application
SHALL BE MODIFIED AS FOLLOWS:

When any person by reason of special circumstance or is in disagreement with any written action or decision made by the District staff, is of the opinion that any provision of the Ordinance is unjust or inequitable as applied to his or her premise or request, he or she may appeal the determination to the District Finance and Budget Committee by filing ~~make~~ a written application to the ~~Board~~District, stating the special circumstances, citing the provision complained of, and request modification or relief from that provision as applied to him or her. The appeal must be filed within 10 business days of the District's mailing of its determination. Upon receiving the notice of appeal, the District will set the matter to be heard at an upcoming Finance and Budget Committee Meeting and mail the appellant written notice of the time and place of the hearing at least 5 days before the meeting. If the Finance and Budget Committee's decision is adverse to the appellant, he or she will be advised of the right to further appeal before the District's Board of Directors. Any such appeal must be filed in writing within 10 business days after receipt of the Finance and Budget Committee's decision.

In the event of an appeal of the Finance and Budget Committee's decision, ~~the~~ District Secretary shall make every effort to set a hearing for the next regularly scheduled Board meeting and shall cause notice of such hearing to be given to the appellant no less than five days prior the hearing date unless notice is waved, in writing, by the appellant. The Board may continue the hearing from time to time. The findings of the Board shall be final. The Board shall rule upon the application with 45 days of ~~acceptance~~ of the written request or appeal unless the Board makes a finding that additional time to make its findings are needed. Nothing contained herein shall be construed as granting the appeal should the procedures detailed in this Ordinance not be strictly followed.

SECTION 2

This Ordinance will take effect and be in force thirty (30) days from the date of its passage, and before the expiration of fifteen (15) days after its passage, it will be posted in three public places with the names of the members of the Board of Directors voting for and against the same and will remain posted thereafter for at least one week.

INTRODUCED at a regular meeting of the Board of Directors held on the ____ day of _____, _____, and **PASSED, APPROVED and ADOPTED** by the Board of Directors of the Oceano Community Services District, this _____ day of _____, _____, by the following roll call vote, to wit:

AYES:

NOES: None

ABSENT: None

ABSTAINING: None



Oceano Community Services District

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

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

Date: April 10, 2024

To: Board of Directors

From: Paavo Ogren, Interim General Manager

Subject: **Agenda Item 9(B):** Review of Capital Project efforts and consideration of recommendations to approve consultant proposals for engineering services in the amount of \$17,000 and for environmental services in the amount of \$19,332 for water system improvements

Recommendation

It is recommended that your Board receive a presentation on various capital project efforts and

1. Approve a proposal from Cannon Corp to update the Preliminary Engineering Report for water system improvements, drainage system mapping, and general support associated with USDA funding efforts.
2. Approve a proposal from Rincon for preparing a Coastal Development Permit application for water system improvements.

Discussion

The drainage infiltration project implemented by the District at the Oceano Elementary School with grant funds provided by the State Water Board is substantially complete. A history and photos of the project will be presented.

The District's water system capital improvement efforts are the current focus of actionable items. Most recently, your Board approved three proposals:

- A proposal with Rincon Environmental for informal consultation with the staff of the California Coast Commission and the County of San Luis Obispo.
- A proposal with Cleath-Harris hydrogeologists to help identify project locations that may encounter high groundwater and require de-watering of trenches.
- A proposal with MNS Engineering for a "WaterSmart" grant application to help fund design services.

Updates on these efforts will be presented at the Board meeting.



At this time, additional proposals have been received from Cannon and Rincon for additional work needed for upcoming project efforts.

The Cannon proposal was requested based on conversation with staff of the USDA (United States Department of Agriculture) which has established funding programs for water system improvements under the Rural Development Program. USDA indicated a need for an updated Project Engineering Report (PER) which provides construction cost estimates and other relevant project information such as the various pipeline segments that will be replaced. Construction cost increases have been increasing and developing a funding application with USDA will require current information. The USDA guidelines on preparing a PER are attached and provide background on required information.

The Rincon proposal was requested to initiate application efforts for a Coastal Development Permit.

Other upcoming work for water system improvements will include:

Environmental

- Circulation of the public draft IS-MND (Initial Statement Mitigated Negative Declaration); receive public comments; revise as appropriate and certify.
- Obtaining a Coastal Development Permit
- Other required permits such as from the Air Pollution Control District

Funding

- Preparing a funding application with USDA – staff is attending a virtual training session on April 24, 2024
- Researching other funding opportunities (some of which have been identified by USDA in addition to the Rural Development Program).
- Preparing preliminary budgetary impacts and potential impacts on customer rates and charges.
- Securing project funding

Project Scope

- Board consideration of project scope and costs
- Contract for design services (plans and specifications)
- Contract for construction management services
- Preparation of Bid Documents



- Advertising bid documents; receiving bids; awarding contract.
- Development of a detailed project schedule

Lastly, staff will also provide an update on work associated with connecting the Halcyon System and Ken Mar Gardens to the District’s water system.

Other Agency Involvement

Numerous state and federal agencies are involved in environmental review and funding efforts. The County may be involved in efforts for the Coastal Development permit unless a consolidated permit is approved.

Other Financial Considerations

The cost of the Cannon and Rincon proposals are within the District’s current budget and funded from the CIP Upgrades All Projects line item:

FY 2023-24 Budget CIP Upgrades All Project	Rincon & Cleath – Harris Geologist contracts approved on 3/13/2024	R. Baker Overage Approved on 3/27/2024	MNS Proposal Approved on 3/27/2024	Rincon & Cannon contracts Proposed on 4/10/2024	Remaining Balance
<u>\$135,000</u>	<u>\$ 16,400</u>	<u>\$ 26,000</u>	<u>\$ 22,555</u>	<u>\$ 36,332</u>	<u>\$33,713</u>

Results

Receiving an update on capital project efforts and consultant proposals helps promote community infrastructure and services to residents and businesses.

Attachments: USDA PER Guidelines
 Cannon Proposal
 Rincon Proposal

Preliminary Engineering Report (PER)

1) PROJECT PLANNING

Describe the area of the proposed project. The description should include the following information:

- a) Location Maps: Provide maps of the proposed project area that are based on (1) a current aerial photograph, and (2) a USGS Topographical map that show the boundary of the existing service area(s).
- b) Environmental Resources Present: Provide maps, photographs, and/or a narrative description of environmental resources present in the project planning area that will affect the design of the project. Environmental review information that has already been developed to meet requirements of NEPA or a state equivalent review process can be used here to describe how the environmental findings will affect the design of the proposed project.
- c) Population Trends: Provide U.S. Census or other population data (include references) for the service area for at least the past two decades if available. Provide a population projection for the project planning area for a 20 year project design period. Base the population projection on historical records with justification from recognized sources.
- d) Community Engagement: Describe how the owner of the facility plans to engage the community in the project planning process. The project planning process should help the community develop an understanding of the need for the project, the utility operational service levels required, funding and revenue strategies to meet these requirements, along with other considerations.

2) EXISTING FACILITIES

Describe each component of the existing facility and include the following information:

- a) Facilities Layout Map: Provide a facilities layout that identifies the major system components. Identify the system components that are no longer in use or abandoned. Include photographs of major system components as needed to help describe the system.
- b) History: Use a table format to describe the major system components and when they were constructed, renovated, expanded, or removed from service. Discuss any current component failures and the cause for the failure. Describe any applicable historical regulatory violations of the system.
- c) Condition of Existing Facilities: Describe the present condition and the adequacy of the current facilities components for continued use. Describe the current conveyance, treatment, storage, and disposal capabilities of the system. Describe

the existing capacity of each component. Describe the current compliance with applicable federal, state, and local regulations and any current violations. Reference a system asset management plan if one exists.

- d) Financial Status of Existing Facilities: Provide a current rate schedule and a breakdown of the current annual O&M costs (with a breakout of current energy costs). Describe other capital improvement programs. Provide a tabulation of users by monthly usage categories for the most recent typical fiscal year. Describe existing debts and the annual debt service payments and required reserve accounts.
- e) Water/Energy/Waste Audits: If applicable to the project, discuss any water, energy, and/or waste audits which have been conducted and the findings. Describe the current water loss as a percentage of supply for all drinking water system projects.

3) **NEED FOR PROJECT**

Describe the need for the project in the following order of priority:

- a) Health, Sanitation, and Security: Describe any current regulatory violation letters and any other relevant correspondence regarding system issues with regulatory agencies. Include copies of such correspondence as an attachment to the PER.
- b) Infrastructure Issues: Describe the age and useful life concerns of system components and indicate those with the greatest impact. Describe water loss, inflow and infiltration, treatment or storage needs, management adequacy, inefficient designs, and other issues affecting the system. Describe any safety concerns.
- c) Reasonable Design Capacity: Describe a reasonable design capacity that is necessary to meet the projected growth needs during a 20 year planning period. Facilities proposed to be constructed to meet future growth needs should generally be supported by additional revenues. Consideration should be given to designing for phased capacity increases. Provide the number of future new customers that will be included in the proposed project.

4) **ALTERNATIVES CONSIDERED**

Project Need and Solution: Provide a brief summary of the need for the project based on information in the previous section and also provide a brief description of the proposed solution to the need that is described.

Describe Solution Alternatives: This section should contain a description of the alternatives that were considered in planning a solution to meet the identified need. The documentation of alternatives is required and is often a PER weakness. Please discuss this section with a USDA engineer before submitting the PER for review.

Consider applicable alternative approaches to ownership and management, system design (including resource efficient or green alternatives), and sharing of services, including various forms of partnerships.

The following alternatives should also be considered, if practicable: building new centralized facilities, optimizing the current facilities (no construction), developing centrally managed decentralized systems, including small cluster or individual systems, and developing an optimum combination of centralized and decentralized systems. Alternatives should be consistent with those considered in the NEPA, or state equivalent, environmental review.

Alternatives that were considered but were found to be technically not feasible should be described with an explanation of why they are not feasible and therefore do not require the full analysis described below.

Alternatives that are found to be technically feasible should include the following information and analysis:

- a) Description: Describe the system components for every technically feasible alternative, including source, conveyance, treatment, storage and distribution facilities. A feasible system may include a combination of centralized and decentralized (on-site or cluster) facilities.
- b) Design Criteria: State the design parameters used for evaluation purposes. These parameters should comply with federal, state, and agency design policies and regulatory requirements.
- c) Map: Provide a schematic layout map to scale and a process diagram if applicable. If applicable, include future expansion of the facility.
- d) Environmental Impacts: Provide information about how the specific alternative may impact the environment. Describe only those unique direct and indirect impacts on floodplains, wetlands, other important land resources, endangered species, historical and archaeological properties, etc., as they relate to each specific alternative evaluated. Include generation and management of residuals and wastes.
- e) Land Requirements: Identify sites and easements required. Further specify whether these properties are currently owned, to be acquired, leased, or have access agreements.
- f) Potential Construction Problems: Discuss concerns such as subsurface rock, high water table, limited access, existing resource or site impairment, or other conditions which may affect cost of construction or operation of facility.
- g) Sustainability Considerations: Sustainable utility management practices include environmental, social, and economic benefits that aid in creating a resilient utility.
- i) Water and Energy Efficiency: Discuss water reuse, water efficiency, water conservation, energy efficient design (i.e. reduction in electrical demand), and/or renewable generation of energy, and/or minimization of carbon footprint, if applicable to the alternative. Alternatively, discuss the water and energy usage for this option as compared to other alternatives.

- ii) Green Infrastructure: Discuss aspects of project that preserve or mimic natural processes to manage storm water, if applicable to the alternative. Address management of runoff volume and peak flows through infiltration, evapotranspiration, and/or harvest and use, if applicable.
 - iii) Other: Discuss any other aspects of sustainability (such as resiliency or operational simplicity) that are incorporated into the alternative, if applicable.
- h) Cost Estimates: Provide cost estimates for each technically feasible alternative, including a breakdown of the following costs associated with the project: construction, non-construction, and annual O&M costs. A construction contingency should be included as a non-construction cost. Include costs for compliance with the USDA American Iron and Steel (AIS) requirement as appropriate.

O&M costs should include a rough breakdown by O&M category (see example below) and not just a value for each alternative. Information from other sources, such as the recipient’s accountant or other known technical service providers, can be incorporated to assist in the development of this section. The cost derived will be used in the life cycle cost analysis described in Section 5 a.

Example O&M Cost Estimate	
Personnel (i.e. Salary, Benefits, Payroll Tax, Insurance, Training)	
Administrative Costs (e.g. office supplies, printing, etc.)	
Water Purchase or Waste Treatment Costs	
Insurance	
Energy Cost (Fuel and/or Electrical)	
Process Chemical	
Monitoring & Testing	
Professional Services	
Residuals Disposal	
Miscellaneous	
Total	

5) SELECTION OF AN ALTERNATIVE

The selection of an alternative uses data from the previous section, “Alternatives Considered” in a systematic analysis to identify a recommended alternative. The analysis should include consideration of both life cycle costs and non- monetary factors (i.e. triple bottom line analysis: financial, social, and environmental). If water reuse or conservation, energy efficient design, and/or renewable generation of energy components are included in the proposal provide an explanation of their cost effectiveness in this section.

- a) Life Cycle Cost Analysis: A life cycle present worth cost analysis is an engineering economics technique to evaluate present and future costs for the comparison of alternatives. This analysis should be completed to compare the technically feasible alternatives. Do not leave out alternatives because of anticipated costs; let the life cycle cost analysis show whether an alternative may have an acceptable cost.

The present worth analysis should meet the following requirements and should be repeated for each technically feasible alternative. Several analyses may be required if the project has different aspects, such as one analysis for different types of collection systems and another for different types of treatment. If a life cycle cost analysis is not considered applicable, then discuss with a USDA Engineer.

1. The analysis should convert all costs to present day dollars;
2. The planning period to be used is recommended to be 20-years, but may be any period determined reasonable by the engineer and concurred on by the state or federal agency;
3. The discount rate to be used should be the “real” discount rate taken from Appendix C of OMB circular A-94 and found at (www.whitehouse.gov/omb/circulars/a094/a94_appx-c.html);
4. The total capital cost (construction plus non-construction costs) should be included;
5. Annual O&M costs should be converted to present day dollars using a uniform series present worth (USPW) calculation;
6. The salvage value of the constructed project should be estimated using the anticipated life expectancy of the constructed items using straight line depreciation calculated at the end of the planning period and converted to present day dollars;
7. The present worth of the salvage value should be subtracted from the present worth costs;
8. The net present value (NPV) is then calculated for each technically feasible alternative as the sum of the capital cost (C) plus the present worth of the uniform series of annual O&M (USPW (O&M)) costs minus the single payment present worth of the salvage value (SPPW(S)):

$$NPV = C + USPW (O\&M) - SPPW (S)$$

9. A table showing the capital cost, annual O&M cost, salvage value, present worth of each of these values, and the NPV should be developed for state or federal agency review. All factors (major and minor components), discount rates, and planning periods used should be shown within the table. An example table is presented in Appendix A.

10. Short lived asset costs (See Appendix C for examples) should also be included in the life cycle cost analysis if determined appropriate by the consulting engineer or agency. Life cycles of short lived assets should be tailored to the facilities being constructed and be based on generally accepted design life. Different features in the system may have varied life cycles.
- b) Non-Monetary Factors: Non-monetary factors, including social and environmental aspects (e.g. sustainability considerations, operator training requirements, permit issues, community objections, reduction of greenhouse gas emissions, wetland relocation) should also be considered in determining which alternative is recommended and may be factored into the calculations.

6) **PROPOSED PROJECT**

This section should contain a fully developed description of the proposed project based on (and separate from) the preliminary description in the alternatives evaluation section. Include a schematic for any treatment processes, a layout of the system, and a location map of the proposed facilities. At least the following information should be included as applicable to the specific project:

a) Preliminary Project Design

i) Drinking Water

Water Supply: Include requirements for quality and quantity. Describe recommended source, including site and allocation allowed.

Treatment: Describe process in detail (including whether adding, replacing, or rehabilitating a process) and identify location of plant and site of any process discharges. Identify capacity of treatment plant (i.e. Maximum Daily Demand).

Storage: Identify size, type and location.

Pumping Stations: Identify size, type, location and any special power requirements. For rehabilitation projects, include description of components upgraded.

Distribution Layout: Identify general location of new pipe, replacement, or rehabilitation: lengths, sizes and key components.

ii) Wastewater/Reuse

Collection System/Reclaimed Water System Layout: Identify general location of new pipe, replacement or rehabilitation: lengths, sizes, and key components.

Pumping Stations: Identify size, type, site location, and any special power requirements. For rehabilitation projects, include description of components upgraded.

Treatment: Describe the treatment process in detail (including whether adding, replacing, or rehabilitating a process) and identify the location of any treatment units. Identify the capacity of the planned treatment plant (i.e. Average Daily Flow).

Disposal/Reuse: Clearly describe and show the planned treated effluent disposal/reuse/recycling location or area(s) on the proposed facility map. Describe the capacity of the planned disposal/reuse/recycling.

iii) Solid Waste

Collection: Describe process in detail and identify quantities of material (in both volume and weight), length of transport, location and type of transfer facilities, and any special handling requirements.

Storage: If any, describe capacity, type, and site location.

Processing: If any, describe capacity, type, and site location.

Disposal: Describe process in detail and identify permit requirements, quantities of material, recycling processes, location of plant, and site of any process discharges.

iv) Stormwater

Collection System Layout: Identify general location of new pipe, replacement or rehabilitation: lengths, sizes, and key components.

Pumping Stations: Identify size, type, location, and any special power requirements.

Treatment: Describe treatment process in detail. Identify location of treatment facilities and process discharges. Capacity of treatment process should also be addressed.

Storage: Identify size, type, location and frequency of operation.

Disposal/Reuse/Recycling: Describe the type of facilities and location.

Green Infrastructure: Provide the following information for green infrastructure alternatives:

- Control Measures Selected: Identify types of control measures selected (e.g., vegetated areas, planter boxes, permeable pavement, rainwater cisterns).
- Layout: Identify placement of green infrastructure control measures, flow paths, and drainage area for each control measure.
- Sizing: Identify surface area and water storage volume for each green infrastructure control measure. Where applicable, soil infiltration rate, evapotranspiration rate, and use rate (for rainwater harvesting) should also be addressed.
- Overflow: Describe overflow structures and locations for conveyance of larger precipitation events.

- b) Project Schedule: Identify proposed dates for submittal and anticipated approval of all required documents, land and easement acquisition, permit applications, advertisement for bids, loan closing, contract award, initiation of construction, substantial completion, final completion, and initiation of operation.
- c) Permit Requirements: Identify any construction, discharge and capacity permits that will/may be required as a result of the project.
- d) Sustainability Considerations (if applicable):
 - i) Water and Energy Efficiency: Describe aspects of the proposed project addressing water reuse, water efficiency, and water conservation, energy efficient design, and/or renewable generation of energy, if incorporated into the selected alternative.
 - ii) Green Infrastructure: Describe aspects of project that preserve or mimic natural processes to manage stormwater, if applicable to the selected alternative. Address management of runoff volume and peak flows through infiltration, evapotranspiration, and/or harvest and use, if applicable.
 - iii) Other: Describe other aspects of sustainability (such as resiliency or operational simplicity) that are incorporated into the selected alternative, if incorporated into the selected alternative.

- e) Total Project Cost Estimate: Use the attached Total Project Cost Estimate form in Appendix B to provide an Engineer’s estimate of the proposed project cost. Also provide a separate breakdown of the Construction cost estimate to be attached to the Total Project Cost Estimate form.

For projects containing both water and waste disposal systems, provide a separate cost estimate for each system as well as a grand total. If applicable, the cost estimate should be itemized to reflect cost sharing including apportionment between funding sources. The Engineer may rely on the owner for estimates of cost for items other than construction, equipment, and engineering.

- f) Annual Operating Budget: Provide a projected itemized annual operating budget for the system for the first year of operation after the project is completed. This information will be used to evaluate the financial capacity of the system. The Engineer can also use information from the Owner’s accountant and other technical service providers as appropriate.
 - i) Income: Provide information about all planned sources of income for the system including a proposed rate schedule. Complete a future income projection based on existing and proposed new users separately, using existing user billings, water treatment contracts, and other sources of income. Water use per residential connection may then be calculated based on the most recent U.S. Census, American Community Survey, or other data for the state or county of the average household size.

When large agricultural or commercial users are projected, the PER should identify those users and include facts to substantiate such projections and evaluate the impact of such users on the economic viability of the project.

- ii) Annual O&M Costs: Provide an itemized breakdown by expense category and estimate future costs realistically. Provide projected costs for operating the system as improved by the proposed project. The actual costs of other existing facilities of similar size and complexity can be used as a basis for the estimated costs. Include facts in the PER to substantiate O&M cost estimates. Include personnel costs, administrative costs, water purchase or treatment costs, accounting and auditing fees, legal fees, interest, utilities, energy costs, insurance, annual repairs and maintenance, monitoring and testing, supplies, chemicals, residuals disposal, office supplies, printing, professional services, and miscellaneous as applicable. Any income from renewable energy generation which is sold back to the electric utility should also be included, if applicable. Note the operator grade that will be required.
- iii) Debt Repayments: The request for USDA funding to complete the proposed project is to be based on loan only. Contact a USDA specialist for the appropriate interest rate to use for a 40 year loan and calculate the annual debt service payment to be described in this section. Also describe the applicant's other current debt service payments. USDA will evaluate the submitted application for grant funding and will then provide a project funding proposal to the applicant.
- iv) Reserves: Describe the existing and proposed loan obligation reserve requirements for the following:
 - Debt Service Reserve – Based on 10% of the total annual debt service for all of the applicant's loans.
 - Short-Lived Asset Reserve – Include a table for short-lived assets for the system (See Appendix C for examples). The table should include the asset, the expected year of replacement (5, 10, or 15 years), and the anticipated cost of each asset that would need replacement in 5, 10 or 15 years only. Short-lived assets include those items that are not covered under O&M.

7. CONCLUSIONS AND RECOMMENDATIONS

Provide any additional findings and recommendations that should be considered in development of the project. This may include recommendations for special studies, highlighting of the need for special coordination, a recommended plan of action to expedite project development, and any other necessary considerations.

APPENDIX A

Life Cycle Cost Analysis

Cost feasibility is to be determined by Life Cycle (Net Present Worth) cost analysis to compare the technically feasible alternatives for each project component using the format shown below. Provide an explanation if a Present Worth cost analysis is considered to be not applicable due to either the absence of technically feasible alternatives or alternatives that have similar O&M costs and similar Useful Lives (Salvage Value).

The Present Worth Cost Analysis is a basic evaluation of alternative costs utilizing the Present Worth Factors (P/A) and (P/F) as presented in the following example. The interest rate used in the analysis should be the "real" 20-year Federal discount rate from Appendix C of OMB Circular A-94 found at www.whitehouse.gov/omb/circulars/a094/a94_appx-c.html.

Project Component Alternatives	A CAPITAL COST*	B ANNUAL O&M	C P.W. O&M P/A, 1.2%, 20yrs. (PW Factor = 17.693)	D SALVAGE VALUE*	E P.W. SALVAGE P/F, 1.2%, 20 yrs. (PW Factor = 0.7888)	A+C-E NET PRESENT WORTH
ALTERNATIVE A	\$1,500,000	\$50,000	\$884,650	\$300,000	\$236,640	\$2.15 million
ALTERNATIVE B	\$2,000,000	\$30,000	\$530,790	\$400,000	\$315,520	\$2.21 million
ALTERNATIVE C	\$1,000,000	\$90,000	\$1,592,370	\$100,000	\$78,880	\$2.51 million

***NOTES**

**Capital Cost:* Includes total construction and non-construction costs to complete the project.

**Salvage Value:* Estimate based on the assumed life of an alternative. The Salvage Value can simply be straight-lined depreciated for the analysis period (typically 20 years). For example: a project with a 25 year useful life have a Salvage Value of 20% of the Capital Cost after 20 years.

Non-Monetary Factors

Non-monetary factors (e.g. facility sustainability, operator availability and training, permit issues, community objections, environmental impact, etc.) can also be considered, if applicable, when evaluating alternatives. These could be presented along with the project cost in a weighted matrix ranking system, as needed, in which the various criteria are assigned values based on the needs of the Owner. The report should clearly discuss the factors considered and the rationale for the selection of the project alternative

APPENDIX B

Project Cost Estimate

Sample Format - Delete or add line items as appropriate

ITEM		Amount
Property Purchase / Lease Agreements		\$
Easement Acquisition / Right of Way / Water Rights Agreements		\$
Bond Counsel		\$
Legal Counsel		\$
Interim Financing Expense		\$
Environmental Report Services		\$
Engineering Services	Subtotal	
- Study and Report (Planning) Phase	\$	
- Design Phase	\$	
- Bidding/Award Phase	\$	
- Construction Phase (w/o RPR)	\$	
- Resident Project Representative (RPR) Services (resident inspection)	\$	
- Permitting	\$	
- Regulatory Compliance Reports	\$	
- Geotechnical Services (as needed)	\$	
- Surveying (Construction Phase)	\$	
- Easement Acquisition/ROWS	\$	
- O & M Manual	\$	
- As Built Record Drawings	\$	
- Hydrogeologist (as needed)	\$	
- Other (describe)	\$	
Total - Engineering Services:		\$
Owner Direct Procurement Agreements (Equipment/Materials/Testing)	Subtotal	
- Materials Testing Lab (construction phase)	\$	
- Other (describe)	\$	
Total - Direct Procurement:		\$
Construction Contract (attach construction cost breakdown)		\$
Contingency (recommend 15% of construction cost)		\$
Total Project Cost Estimate:		\$

The following note is required at the bottom of the estimate:

"The estimated project cost is based on the understanding that the project is required to be in compliance with the USDA Rural Development American Iron and Steel (AIS) requirements."

Appendix C: Example List of Short-Lived Asset Infrastructure with an estimated useful life of 5, 10 or 15 years only.

Estimated Repair, Rehab, Replacement Expenses by Item within up to 20 Years from Installation)	
Drinking Water Utilities	Wastewater Utilities
<p>Source Related</p> <ul style="list-style-type: none"> Pumps Pump Controls Pump Motors Telemetry Intake/ Well screens Water Level Sensors Pressure Transducers 	<p>Treatment Related</p> <ul style="list-style-type: none"> Pump Pump Controls Pump Motors Chemical feed pumps Membrane Filters Fibers Field & Process Instrumentation Equipment UV lamps Centrifuges Aeration blowers Aeration diffusers and nozzles Trickling filters, RBCs, etc. Belt presses & driers Sludge Collecting and Dewatering Equipment Level Sensors Pressure Transducers Pump Controls Back-up power generator Chemical Leak Detection Equipment Flow meters SCADA Systems
<p>Treatment Related</p> <ul style="list-style-type: none"> Chemical feed pumps Altitude Valves Valve Actuators Field & Process Instrumentation Equipment Granular filter media Air compressors & control units Pumps Pump Motors Pump Controls Water Level Sensors Pressure Transducers Sludge Collection & Dewatering UV Lamps Membranes Back-up power generators Chemical Leak Detection Equipment Flow meters SCADA Systems 	<p>Collection System Related</p> <ul style="list-style-type: none"> Pump Pump Controls Pump Motors Trash racks/bar screens Sewer line rodding equipment Air compressors Vaults, lids, and access hatches Security devices and fencing Alarms & Telemetry Chemical Leak Detection Equipment
<p>Distribution System Related</p> <ul style="list-style-type: none"> Residential and Small Commercial Meters Meter boxes Hydrants & Blow offs Pressure reducing valves Cross connection control devices Altitude valves Alarms & Telemetry Vaults, lids, and access hatches Security devices and fencing Storage reservoir painting/patching 	



April 4, 2024

Mr. Paavo Ogren
Interim General Manager
Oceano Community Services District
1655 Front Street
Oceano, CA 93445

PROJECT: CIP FUNDING SUPPORT TASKS

Dear Mr. Ogren:

Please see attached our proposal to continue assisting the Oceano Community Services District (District) with the support for Grant Funding of the water main improvements project outlined in the Capital Improvements Program (CIP).

Thank you for the opportunity to work on this project with the District. If you have any questions, please don't hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Kielborn".

Mike Kielborn, PE
Principal Engineer
C 70112



SCOPE OF WORK

Task 1 – General Project Support

We will assist the District and provide general engineering support in the District’s pursuit of Grant Funding Assistance for the water main replacement projects outlined in the District’s updated CIP. We will provide assistance on an as-needed basis, including attending meetings, communicating with team members, providing guidance, technical support, and collaboration to allow the District to secure funding for the projects.

Task 2 – Preliminary Engineering Report (PER) Update

In 2022, a PER for the CIP project funding was completed for USDA. Since that time, some of the projects slated for the program have been completed, or removed due to other factors. Due to escalating costs in the past few years, the funding for the overall project will need to be adjusted so that adequate funding can be obtained to complete the project. Implementation of the CIP will span over several years, so cost escalations will be included to ensure the District has enough funding to complete the project. We will update the PER and resubmit to USDA for review and approval, and make any changes or updates required to the document.

Task 3 – Stormwater Basin Map Exhibit

We will prepare and submit an exhibit that shows the extents of the stormwater basins in Oceano. This exhibit will be used to determine potential locations where groundwater removed from the trench during installation of new water mains can be discharged. A draft exhibit will be submitted to the District for review and comments prior to a final exhibit being prepared.

DELIVERABLES

- PER Update
- Stormwater Basin Map Exhibit

ASSUMPTIONS

The following assumptions apply to this proposal:

- Cannon is not responsible and cannot be held accountable for the accuracy of As-Builts or Record Drawings provided by the Agencies or utility providers.
- All data prepared by others and provided to Cannon will be made available in a digital format, compatible with our system, and may be used by Cannon in performing its services and is entitled to rely upon the accuracy and completeness thereof.



- The District will pay for any fees required to obtain information necessary to compile the exhibit.

The following exclusions apply to this proposal:

- Title reports, boundary surveys, or other research to determine easements and private property ownership.
- Additional work will be billed on a Time and Materials basis or as an addendum to this proposal with prior written authorization from Client.

FEES

Fees are based on the rates per the enclosed fee schedule and do not include Agency checking or recording fees, or title company fees.

<i>Phase 1. General Project Support</i>	<i>\$7,000</i>
<i>Phase 2. Preliminary Engineering Report Update</i>	<i>\$5,000</i>
<i>Phase 3. Stormwater Basin Map Exhibit</i>	<i>\$5,000</i>
Time and Materials, Not-to-Exceed (T&M NTE):	\$17,000



2023/2024 Fee Schedule

Bill Rate Ranges
Subject to change

Assistant Resident Engineer	\$ 150 - \$ 197
Associate Engineer	\$ 168 - \$ 230
Associate Land Surveyor	\$ 205 - \$ 223
Associate Landscape Architect	\$ 169 - \$ 204
Automation Specialist	\$ 157 - \$ 200
Automation Technician	\$ 121 - \$ 142
CAD Tech	\$ 101 - \$ 136
CAD Manager	\$ 128 - \$ 159
Construction Inspector I - III	\$ 119 - \$ 191
Design Engineer	\$ 139 - \$ 184
Director/ Department Manager	\$ 200 - \$ 297
Engineer Tech	\$ 110 - \$ 144
Engineering Assistant I - II	\$ 113 - \$ 139
Grant Funding Manager I - II	\$ 151 - \$ 204
I&E Services Coordinator	\$ 108 - \$ 138
Information Systems Admin/Manager	\$ 128 - \$ 159
Land Surveyor	\$ 187 - \$ 225
Landscape Architect	\$ 125 - \$ 156
Landscape Designer I - II	\$ 103 - \$ 142
Lead Automation Specialist	\$ 167 - \$ 209
Lead Automation Technician	\$ 127 - \$ 164
Lead Designer	\$ 133 - \$ 175
Office Engineer / Document Control I-III	\$ 114 - \$ 164
Plan Check Engineer I - II	\$ 131 - \$ 192
Planner I - III	\$ 121 - \$ 168
Planning Assistant	\$ 98 - \$ 138
Principal Automation Specialist	\$ 176 - \$ 219
Principal Designer	\$ 127 - \$ 189
Principal Engineer	\$ 198 - \$ 277

Other Direct Charges

Black Line Plots	\$2.00 per page
Outside Reproduction	Cost + 15%
Mylar Plots	\$12.00 per sheet
Automation & Electrical Materials	Cost + 25% (+tax)
Subconsultant Fees	Cost + 10%
Technology Fee	\$30/Day
Color Plots	\$5.00 per page
Travel and Related Subsistence	Cost + 15%
Standard Mileage Rate	IRS Rate per mile
Airplane Mileage Rate	GSA Rate per mile

Project Designer	\$ 122 - \$ 169
Project Engineer	\$ 151 - \$ 199
Resident Engineer	\$ 191 - \$ 235
Sr. Associate Architect	\$ 209 - \$ 249
Sr. Associate Engineer	\$ 173 - \$ 265
Sr. Automation Specialist	\$ 172 - \$ 213
Sr. Automation Technician	\$ 142 - \$ 180
Sr. CAD Tech	\$ 113 - \$ 145
Sr. Consultant / Principal-in-Charge	\$ 266 - \$ 333
Sr. Land Surveyor	\$ 203 - \$ 263
Sr. Landscape Architect	\$ 183 - \$ 221
Sr. Plan Check Engineer	\$ 172 - \$ 217
Sr. Principal Designer	\$ 139 - \$ 212
Sr. Principal Engineer	\$ 210 - \$ 305
Sr. Project Designer	\$ 122 - \$ 182
Sr. Project Engineer	\$ 157 - \$ 215
Sr. Resident Engineer	\$ 196 - \$ 246
Survey Assistant	\$ 113 - \$ 142
Survey Technician I - V	\$ 139 - \$ 208
Technical Writer I - IV	\$ 113 - \$ 139

Survey Crew Rates - Regular

One-Man Field	\$ 207	\$ 222
Two-Man Field	\$ 289	\$ 304
Three-Man Field	\$ 380	\$ 395
Two-Man - HDS	\$ 332	\$ 347

Survey Crew Rates - Prevailing Wage

One-Man Field	\$ 255	\$ 271
Two-Man Field	\$ 367	\$ 389
Three-Man Field	\$ 523	\$ 539

Electrical - Prevailing Wage

Electrician	\$ 197	\$ 240
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Building and Construction Inspector - Prevailing Wage

BCI Construction Inspector	\$ 160	\$ 190
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Forensics Engineering / Expert Testimony Fee Schedule Available Upon Request.

Expenses, such as special equipment, shipping costs, travel other than by automobile, parking expenses, and permit fees will be billed at the actual cost plus 15%. If the client requests, or the client's schedule requires work to be done on an overtime basis, a multiplier of 1.5 will be applied to the stated rates for weekdays for daily hours in excess of 8 as well as weekends, and a multiplier of 2.0 for daily hours in excess of 12 and holidays. If the client requests field services to be provided outside of normal working hours, a multiplier of 1.5 will be applied to the stated rates. For prevailing wage projects, if the client requests field services to be provided on any given Sunday, a multiplier of 2.0 will be applied to the stated rates; on or around an observed holiday, other rates may be applied. Survey Crews and Automation Field staff are billed portal to portal. A minimum charge of four hours will be charged for any Automation Field Service calls outside of normal working hours. The stated rates are subject to change, typically on an annual basis.

(effective 10/1/2023)



ACCEPTANCE OF PROPOSAL

Proposal Date:	<u>April 4, 2024</u>
Client:	<u>Oceano Community Services District</u>
	<u>Attention:</u>
	<u>Mr. Paavo Ogren, Interim General Manager</u>
	<u>1655 Front Street</u>
	<u>Oceano, CA 93445</u>
Project:	<u>CIP Funding Support Tasks</u>
Scope of Work:	<u>Continued Grant Funding Assistance, PER Update, and Creation of Stormwater Basin Map Exhibit</u>
	<u>T&M Not to Exceed:</u>
	<u>\$17,00.00</u>

Appendix A details the terms for work. Cannon bills monthly for work in progress and payment is due within 10 calendar days of invoice date. Overdue amounts will be surcharged at 18 percent per annum or 1.5 percent monthly. Materials are charged at cost plus 25% (+ tax). Reimbursable Expenses are not included in fixed fee; see enclosed "Reimbursable Expense Schedule" for rates. The fees are based upon current California Prevailing Wages; please provide us with the DIR Project ID. If the client requests, or the client's schedule requires work to be done on an overtime basis, a multiplier of 1.5 will be applied to the above rates for weekdays for daily hours in excess of 8 as well as weekends and a multiplier of 2.0 for daily hours in excess of 12 and holidays.

Please indicate your acceptance of this proposal by signing below.

In witness whereof, the parties hereto have caused this agreement consisting of proposal letter, Appendix A and any other necessary and applicable documents to be executed of the date and year first above written. In Appendix A, Cannon Corporation hereinafter referred to as Cannon. The Client, as noted below, hereinafter referred to as Client.

Client:	<u>Oceano Community Services District</u>	<u>Cannon</u>
X	<u>Paavo Ogren</u>	<u>Larry P. Kraemer, PE</u> <u>Director, Public Infrastructure</u> <u>C 44813</u>
Date:	<u></u>	<u></u>



APPENDIX A: TERMS FOR CANNON SERVICES

Section 1: The Agreement

- 1.1 The agreement between the above noted parties consists of the following terms, the attached proposal and any exhibits or attachments noted in the proposal. Together these elements will constitute the entire agreement superseding any and all prior negotiations, correspondence, or agreements either written or oral. Any changes to this agreement must be mutually agreed to in writing.

Section 2: Standard of Care

- 2.1 Data, interpretations, and recommendations by Cannon will be based solely on information provided to Cannon. Cannon is responsible for those data, interpretations, and recommendations, but will not be responsible for other parties' interpretations or use of the information developed.
- 2.2 Services performed by Cannon under this agreement are expected by the Client to be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of this profession practicing contemporaneously under similar conditions in the locality of the project. No other warranty, expressed or implied, is made.
- 2.3 The Client agrees that Cannon may use and publish the Client's name and a general description of Cannon's services with respect to the project in describing Cannon's experience and qualifications to other Clients and prospective Clients. The Client also agrees that any patentable or copyrightable concepts developed by Cannon as a consequence of service hereunder are the sole and exclusive property of Cannon.
- 2.4 The Client recognizes that it is neither practical nor customary for Cannon to include all construction details in plans and specifications, creating a need for interpretation by Cannon or an individual who is under Cannon's supervision. The Client also recognizes that construction review permits Cannon to identify and correct quickly and at comparatively low cost professional errors or omissions that are revealed through construction, or errors or omissions committed by others due to misinterpretation of design documents, or due to other causes. For the foregoing reasons construction review is generally considered an essential element of a complete design professional service. Accordingly, if the Client directs Cannon not to provide construction monitoring, Cannon shall be held harmless for any and all acts, errors or omissions, except for those consequences which it reasonably could be concluded that Cannon's review services would not have prevented or mitigated.
- 2.5 Client acknowledges that Cannon is not responsible for the performance of work by third parties including, but not limited to, engineers, architects, contractors, subcontractors, or suppliers of Client.

Section 3: Billing and Payment

- 3.1 Client will pay Cannon on a monthly basis to be billed by Cannon. Prior to the start of the project, a retainer as specified in the proposal, is required. Invoices for the balance will be submitted to Client by Cannon and will be due and payable within 10 days of invoice date. If Client objects to all or any portion of any invoice, Client will so notify Cannon in writing within fourteen (14) days of the invoice date, identify the cause of the disagreement, and pay when due that portion of the invoice not in dispute. The parties will immediately make every effort to settle the disputed portion of the invoice. In the absence of written notification described above, the balance as stated on the invoice will be paid.
- 3.2 Invoices are delinquent if payment has not been received within thirty (30) days from date of invoice. Client will pay an additional charge of 1-1/2 (1.5) percent per month or 18% per year of any delinquent amount, excepting any portion of the invoiced amount in dispute and resolved in favor of Client. All time spent and expenses incurred (including any attorney's fees) in connection with collection of any delinquent amount will be paid by Client to Cannon per Cannon's current fee schedule. In the event Client fails to pay Cannon within sixty (60) days after invoices are rendered, Client agrees that Cannon will have the right to consider the failure to pay Cannon's invoice as a breach of this agreement.



- 3.3 Client agrees that if Client requests services not specified herein, Client agrees to timely pay for all such services as extra work. Cannon will notify the Client prior to performance of services which are not specified in this agreement.
- 3.4 Client agrees that payment to Cannon is in no way contingent on the results of work by Cannon or on the outcome of any litigation.
- 3.5 Preparation for and/or travel time to client requested meetings will be charged at the hourly rate.
- 3.6 Billing rates are subject to change, typically on an annual basis.

Section 4: Additional Services

- 4.1 Additional services include making revisions in drawings, specifications or other documents when such revisions are:
 - Inconsistent with approvals or instructions previously given by the Client, including revisions made necessary by adjustments in the Client's program or project budget;
 - Required by the enactment or revision of codes, laws or regulations subsequent to the preparation of such documents.
- 4.2 Additional services includes providing services required because of significant changes in the project including, but not limited to, size, quality, complexity, the Client's schedule, or the method of bidding or negotiating and contracting for construction.
- 4.3 Where unexpected developments increase the scope of work as defined herein and/or prove the assumptions of this proposal invalid, Cannon will make a reasonable effort to contact the Client to discuss the effects and adjustment of cost.

Section 5: Site Access and Site Conditions

- 5.1 Client will grant or obtain free access to the site for all equipment and personnel necessary for Cannon to perform the work set forth in this agreement. Client will notify any and all possessors of the project site that Client has granted Cannon free access to the site. Cannon will take reasonable precautions to minimize damage to the site, but it is understood by Client that, in the normal course of work, some damage may occur and the correction of such damage is not part of this agreement unless so specified in the proposal.

Section 6: Ownership of Documents

- 6.1 All reports, maps, plans, field data, field notes, estimates and other documents, whether in hard copy or machine readable form, which are prepared by Cannon as instruments of professional service, shall remain the property of Cannon. The Client may retain copies, including copies stored on magnetic tape or disk, for information and for reference in connection with the occupancy and use of the project.
- 6.2 Because of the possibility that information and data delivered in machine readable form may be altered, whether inadvertently or otherwise, Cannon reserves the right to retain the original tapes/disks and to remove from copies provided to the Client all identification reflecting the involvement of Cannon in their preparation. Cannon also reserves the right to retain hard copy originals of all project documentation delivered to the Client in machine readable form, which originals shall be referred to and shall govern in the event of any inconsistency between the two.
- 6.3 The Client recognizes that changes or modifications to Cannon's instruments of professional service introduced by anyone other than Cannon may result in adverse consequences which Cannon can neither predict nor control. Therefore, and in consideration of Cannon's agreement to deliver its instruments of professional service in machine readable form, the Client agrees, to the fullest extent permitted by law, to hold harmless and indemnify Cannon from and against all claims, liabilities, losses, damages, and costs, including but not limited to attorney's fees, arising out of or in any way connected with the modification, misinterpretation, misuse or reuse by others of the machine readable information and data provided by Cannon under this Agreement. The foregoing indemnification applies, without limitation, to any use of the project documents on other projects, for additions to this project, or for completion of this project by others, excepting only such use as may be authorized, in writing, by Cannon.



- 6.4 Client agrees that all reports and other work furnished to Client or his agents, which is not paid for, will be returned upon demand and will not be used by Client or others for any purpose whatsoever.

Section 7: Client Responsibilities

- 7.1 The Client shall provide full information including a program setting forth the Client's design objectives, constraints, and construction budget criteria.
- 7.2 The Client shall furnish a legal description, a certified land survey, and the services of a soil, structural, mechanical, electrical or other engineer or consultant services, and laboratory tests, inspections, or reports as required by law or as requested by Cannon to perform the functions and services required of this agreement. The information shall be furnished at the Client's expense and Cannon shall be entitled to rely upon the accuracy and completeness thereof.
- 7.3 The Client shall furnish all legal, accounting and insurance counseling services as may be necessary at any time for the project, including auditing services the Client may require to verify the Contractor's Applications for Payment or to ascertain how or for what purposes the Contractor uses the moneys paid by the Client. The information above shall be furnished at the Client's expense, and Cannon shall be entitled to rely upon the accuracy and completeness thereof.
- 7.4 If the Client observes or otherwise becomes aware of any fault or defect in the project or nonconformance with the Contract Documents, prompt written notice shall be given by the Client to Cannon.
- 7.5 The Client shall furnish information and shall review Cannon's work and provide decisions as expeditiously as necessary for the orderly progress of the project and of Cannon's services.

Section 8: Insurance

- 8.1 Cannon represents and warrants that it and its agents, staff and consultants employed by it, is and are protected by worker's compensation insurance and that Cannon has such coverage under public liability and property damage insurance policies which Cannon deems to be adequate. Certificates for all such policies of insurance shall be provided to Client upon request in writing. Within the limits and conditions of such insurance, Cannon agrees to indemnify and save Client harmless from and against any loss, damage or liability arising from any negligent acts by Cannon, its agents, staff, and consultants employed by it. Cannon shall not be responsible for any loss, damage or liability beyond the amounts, limits, and conditions of such insurance. Cannon shall not be responsible for any loss, damage, or liability arising from any acts by Client, its agents, staff, and other consultants employed by Client.

Section 9: Termination

- 9.1 This agreement may be terminated by either party seven (7) days after written notice in the event of any breach of any provision of this agreement or in the event of substantial failure of performance by the other party, or if Client suspends the work for more than three (3) months. In the event of termination, Cannon will be paid for services performed prior to the date of termination plus reasonable termination expenses including the cost of completing analyses, records and reports necessary to document job status at the time of termination.
- 9.2 Failure of the Client to make payments to Cannon when due in accordance with this agreement shall be considered substantial nonperformance and cause for termination. If the Client fails to make payment when due to Cannon for services and expenses, Cannon may, upon seven (7) days written notice to the Client, suspend performance of services under this agreement. Unless payment in full is received by Cannon within seven (7) days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, Cannon shall have no liability to the Client for delay, damage, loss of agency approvals, loss of financing, interest expenses, etc. caused to the Client because of such suspension of service.

Section 10: Disputes Resolution

- 10.1 All claims, disputes, and other matters in controversy between Cannon and Client arising out of or related to this agreement will be submitted to "alternative dispute resolution" (adr) such as mediation and/or



arbitration, before and as a condition precedent to other remedies provided by law. If and to the extent Client and Cannon have agreed on methods for resolving such disputes, then such methods will be set forth in the "alternative dispute resolution agreement" which, if attached, is incorporated and made a part of this agreement.

- 10.2 If a dispute at law related to the services provided under this agreement and that dispute requires litigation instead of adr as provided upon, then:
1. The claim will be brought and tried in judicial jurisdiction of the court of the county where Cannon's principal place of business is located and Client waives the right to remove the action to any other county or judicial jurisdiction, and
 2. The prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorney's fees, and other claim related expenses.

Section 11: Assigns

- 11.1 Cannon shall not assign this agreement in whole or in part nor shall it subcontract any portion of the work to be performed hereunder; except that Cannon may use the services of persons or(?) entities not in our employ when it is appropriate and customary to do so. Such persons and entities include, but are not necessarily limited to, specialized consultants and testing laboratories. Cannon's use of others for additional services shall not be unreasonably restricted by the Client provided Cannon notifies the Client in advance.

Section 12: Governing Law and Survival

- 12.1 The law of the State of California will govern the validity of these terms, their interpretation and performance.
- 12.2 If any of the provisions contained in this agreement are held illegal, invalid or unenforceable, the enforceability of the remaining provisions will not be impaired. Limitations of liability and indemnities will survive termination of this agreement for any cause.

Section 13: Limitation of Liability

- 13.1 To the fullest extent permitted by law, the total liability, in the aggregate, of Cannon and Cannon's officers, directors, employees, agents and independent professional associates and consultants, and any of them, to Client and anyone claiming by, through or under Client, for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to Cannon's services, the project or this agreement from any cause or causes whatsoever, including but not limited to the negligence, errors, omissions, strict liability or breach of contract of Cannon or Cannon's officers, directors, employees, agents and independent professional associates and consultants, or any of them, shall not exceed the total compensation received by Cannon under this agreement, or the total amount of \$50,000.00, whichever is greater.

Section 14: Hiring Cannon's Employees

- 14.1 From time to time, Clients who have come to know and work with our employees in the course of a project wish to hire them to work as the Client's own in-house employees. We pride ourselves on recruiting, hiring, and training the very best employees possible, and in assigning to projects our employees who best meet our Clients' individual needs. Our goal is to have our Clients view Cannon and its individual employees as indispensable.
- 14.2 Client agrees to pay Cannon a finder's fees equal to 12 months of the employee's current salary or wage for each of our employees whom the client(?) choose to hire, either directly or indirectly. Client acknowledges and agrees that the finder's fee is both fair and reasonable, and is equivalent to a recruiting or "headhunter's fee" that Client would expect to pay to a third party for locating and recruiting an employee of the caliber of the hired Cannon employee.
- 14.3 This Section 14 shall be limited to those of Cannon's employees with whom Client works or is introduced by Cannon during the course of this engagement, and shall be applicable to such employees both during



his/her employment with Cannon and for a period of six (6) months thereafter. This Section 14 shall survive the cancellation or expiration of this Agreement.

Section 15: Prevailing Wage

- 15.1 Cannon acknowledges the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. To the extent required by the California Labor Code, Cannon shall fully comply with and require its subconsultants to fully comply with such Prevailing Wage Laws.
- 15.2 Pursuant to Labor Code Sections 1725.5 and 1771.1, Cannon and all its subconsultants performing work subject to prevailing wage must be registered with the Department of Industrial Relations and submit their certified payroll records directly to the DIR. In order to do so, the awarding body needs to complete the PWC-100 (Public Works Project Registration) within five days of awarding the contract; and provide Cannon with the DIR Project ID prior to the start of Cannon's work.



Rincon Consultants, Inc.
1530 Monterey Street, Suite D
San Luis Obispo, California 93401
805-547-0900

April 4, 2024
Rincon Project No. 22-13146

Paavo Ogren, Interim General Manager
Oceano Community Services District
1655 Front Street, PO Box 599
Oceano, California 93475
Via email: paavo@oceanocsd.org

Subject: Amendment Request No. 4 - Proposal to Provide Additional Environmental Consulting Services for the Oceano Community Services District Waterline Improvement Project, Oceano, California

Dear Mr. Ogren:

The purpose of this letter is to provide a proposal for additional services and amend the existing agreement for the Oceano Community Services District (OCSD) Waterline Improvement Project (project) between Rincon Consultants, Inc. (Rincon) and OCSD. On July 27, 2022, OCSD approved Rincon's proposal (dated June 28, 2022) to provide environmental consulting services for the proposed project. The not-to-exceed price for the original contract was \$99,933. Amendment No. 1 (approved February 17, 2023) and Amendment No. 2 (approved August 14, 2023) augmented Rincon's scope and cost to provide additional AB 52 and Section 106 consultation facilitation and support, at the request of the previous General Manager Will Clemens. Amendment No. 3 (approved March 13, 2024) augmented Rincon's scope and cost to provide coastal permitting information gathering support. Our current not-to-exceed contract amount is \$152,556.

Rincon's previous scope of work included the following assumption:

“County and Coastal Commission permitting are not included in our scope of work.”

In March 2024, Rincon staff assisted OCSD in coordinating with California Coastal Commission (Coastal Commission) staff and County of San Luis Obispo (County) staff to introduce the project and gather preliminary input on the coastal permitting pathway. As requested by OCSD Interim General Manager Paavo Ogren, this proposal contains additional scope and cost to provide Coastal Development Permit (CDP) application support, as informed by our preliminary information gathering and input from Coastal Commission and County staff.

The project site is located in the Coastal Zone and falls within both the County of San Luis Obispo certified permit jurisdiction as well as the Coastal Commission's retained permit jurisdiction. Given this dual jurisdiction, Rincon met with Coastal Commission staff Devon Jackson and Ryan Moroney virtually on March 18, 2024, to discuss the opportunity for consolidating the permit processing. Coastal Commission staff agreed that consolidation is preferable.

Preliminary email feedback from County Senior Planner Nicole Ellis on March 19, 2024, also acknowledged consolidation is possible, and outlined the next steps for a consolidated CDP request. A consolidated CDP involves a two-step process whereby an application for consolidation is first sent to the County describing the project and requesting concurrence from the Board of Supervisors that consolidation is appropriate. If the County formally accepts the consolidation request, a CDP application is prepared and submitted to the Coastal Commission for processing.



Additional Scope of Work

Task 6 Coastal Permitting Support

Task 6.1, Preliminary Coastal Permitting Information Gathering, and Task 6.2, In-Person Meeting Attendance, were previously authorized. The following Tasks 6.3 and 6.4 are proposed new tasks to add to Rincon’s scope of work.

Task 6.3 Coastal Development Permit Application

Under this task, Rincon will populate the required application forms with the required detailed project information and analysis, accounting for emailed instruction from County Senior Planner Nicole Ellis on March 19, 2024. Rincon will provide the OCSD with completed application packages for review and comment prior to submittal to both County and the Coastal Commission. Rincon will first submit a consolidation request to the County. Assuming County concurrence for consolidation, Rincon will prepare a consolidated CDP application to submit to the Coastal Commission for CDP processing.

Below is an overview of the materials to be compiled for the project’s CDP application package, and the responsible entity for each:

1. **Consolidation request letter to San Luis Obispo County.** Rincon will compile this letter package, which will include: a letter requesting consolidation with supporting attachments; a copy of the Public Review Draft IS-MND; written acknowledgement from Coastal Commission staff concurring with a consolidated approach; as well as project description information, maps, and other relevant exhibits.
2. **CDP application.** Rincon will prepare all necessary information required for a Coastal Commission CDP application package per Coastal Commission submittal requirement. Rincon will leverage information already compiled for the CEQA documentation, such as project description information, project location figures, environmental documents, and technical environmental reports. Rincon coordinate with OCSD staff to obtain documentation needed to complete the application package, including but not limited to: proof of legal interest, copies of any other agency approvals, and declaration of applicable pending permit notices posted. Rincon assumes OCSD will be responsible for payment of filing fees and for providing stamped envelopes and shipping materials for the mailing list. Rincon can advise OCSD on the mailing list, if needed.

Rincon will respond to one round of comments from OCSD on each deliverable. Deliverables will be submitted to OCSD in electronic version (Word or PDF).

Throughout the duration of the CDP process, Rincon will coordinate internally and with OCSD staff. Rincon’s project manager will communicate with OCSD staff via email, and with up to four virtual meetings.

Assumptions

- This scope of work assumes the Coastal Commission and County will authorize OCSD to proceed with a consolidated CDP.
- The Coastal Commission will be the decision-making body for the consolidated CDP. In the event the County is the decision-making body for some of the project, a separate CDP application will be prepared and submitted for County processing. The submittal requirements for a County application will be essentially the same as Coastal Commission submittal requirements. Our scope



of work covers one application package; if two separate packages are required, additional scope and cost will be needed.

- Coastal Commission comments on the CDP application will focus on clarification of existing data and will require no additional environmental analysis.
- OCSD will provide payment for all permit application fees upon application submittal.
- Rincon will respond to one round of review comments by OCSD on the draft application materials prior to submittal to Coastal Commission and (if necessary) County.
- Application submittal documents will be submitted both electronically and in hard copy as required by Coastal Commission requirements.

Deliverables

- Draft application materials
- Final application packet submittal

Task 6.4 As-Needed Public Hearing Attendance

As needed, Rincon’s Project Manager, Coastal Permitting Specialist, and Senior Biologist will attend up to two public hearings: one with the County on the consolidation request and one with the Coastal Commission on the CDP. Rincon staff will prepare and deliver a presentation summarizing the project and the CDP process, if requested.

Assumptions

- Hearing attendance will be conducted virtually and will not exceed two hours each.
- Coastal Commission/County staff will provide a four-week lead time for hearing preparation.
- In the event the project goes through the County’s CDP approval process rather than obtaining a consolidated CDP from the Coastal Commission for the entire project, and the CDP is appealed to the Coastal Commission, this scope of work does not include assistance with preparing documents or attending Coastal Commission hearings related to an appeal. Such assistance can be provided under separate scope and cost.
- Meeting attendance, agenda, and meeting notes will be provided by Rincon (MS Word or PDF)

Deliverables

- Draft and final PowerPoint presentation
- Attendance and presentation at two public hearings.

Cost

Rincon will prepare the above deliverables in accordance with the scope of services outlined herein for a cost not-to-exceed **\$19,332**, increasing the total contract amount from \$152,556.05 to \$171,888.05.



Table 1 Cost Summary

Task		Estimated Cost
Task 6	Coastal Permitting Support	
Task 6.1	Coastal Development Permit Applications	\$14,690
Task 6.2	As-Needed Public Hearing Attendance	\$4,642
Total		\$19,332

The proposed scope of services and associated costs are fully negotiable to meet the needs of OCSD. Additional work not included within our proposed work program will be completed upon written authorization in accordance with our Standard Fee Schedule for Professional Services or an otherwise mutually acceptable contract agreement.

This proposal is valid for a period of 30 days during which time all questions may be directed to Amanda Antonelli, Project Manager, at aantonelli@rinconconsultants.com or (805) 947-4864. Thank you for your consideration and for this additional opportunity to support your project.

Sincerely,
Rincon Consultants, Inc.

Amanda Antonelli, MESM
Senior Environmental Planner/Project Manager

Jennifer Jacobus, PhD
Principal



Oceano Community Services District

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

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

Date: April 10, 2024

To: Board of Directors

From: Paavo Ogren, Interim General Manager

Subject: **Agenda Item 9(C): Notification of a South County Sanitary Service Inc. Base Year Rate Application**

Recommendation

It is recommended that your Board review and discuss the notification of a base year rate increase received from South County Sanitary Service Inc. (SCSS).

Discussion

The attached notification from SCSS identifies their intent to submit a base year rate application to the District with a proposed implementation date of October 1, 2024. The most recent base rate increase was approved by your Board on July 27, 2022. At that time, the increase was 21.03% and resulted in the following rates.

Single Family Residential Rates (Monthly)			
Container Size (Gallons)	32	64	96
Current Rate (2022)	\$14.98	\$21.56	\$42.19
Requested Rate (Approved)	\$18.13	\$26.09	\$51.06
Increase in 2022	\$3.15	\$4.53	\$8.87

Subsequently, two “interim year” rate increases went into effect of 9.1 % and 3.0 % effective January 1, 2023 and 2024, respectively, and resulted in the following rates.

Single Family Residential Rates (Monthly)			
Container Size (Gallons)	32	64	96
CPI Increase effective 1/1/2023	\$1.65	\$2.37	\$4.65
CPI Increase effective 1/1/2024	\$0.59	\$0.85	\$1.67
Current Rates	\$20.37	\$29.31	\$57.38

Base Year vs. Interim Year Rate Increases

The franchise agreement references a rate setting manual developed by the City of San Luis Obispo which provides procedures for the rate review and distinguishes base year and interim year rate increases. The base



Oceano Community Services District

Board of Directors Meeting

year rate increase occurs every third year and requires detailed review of costs. The interim year rate increases are based on increases in the consumer price index, which most recently occurred for 2023 and 2024. The proposed upcoming increase that will be submitted by SCSS will require detailed review, which has historically been coordinated with the Cities of Arroyo Grande, Grover Beach and Pismo Beach since SCSS costs are based on combined operations for the four communities.

The following are links to related documents:

- July 27, 2022 Protest Hearing Approving Base Year Rate Increase:
<https://ocsd.specialdistrict.org/files/c817019da/07272022+Agenda+Item+9A+-+SCSS+Prop+218.pdf>
 - Staff report
 - Resolution
 - Rate Tables
 - Consultant Rate Review
- 2010 Franchise Agreement –
<https://ocsd.specialdistrict.org/files/3be6dad19/2010+Amended+and+Restated+Franchise+Agreement+with+SCSS.pdf>
- 2016 Amendment –
<https://ocsd.specialdistrict.org/files/18b3f4741/2016+1st+Amendment+to+the+Amended+and+Restated+Franchise+Agreement+with+SCSS.pdf>
- 2022 Amendment – <https://ocsd.specialdistrict.org/files/133280190/2022-Second-Amendment-Franchise-Agreement-with-SCSS.pdf>
- City of SLO Rate Setting Process & Methodology Manual for Integrated Solid Waste -
<https://ocsd.specialdistrict.org/files/41361c255/City-of-San-Luis-Obispo-Rate-Setting-Process-and-Methodology-Manual-June-1994.pdf>

Other Agency Involvement

The cities of Arroyo Grande, Grover Beach and Pismo Beach are within the same SCSS service territory and cost center.

Other Financial Considerations

The District has a franchise right to collect 10% of gross revenues from SCSS (the “franchise fee”) but only collects 5% at this time to provide savings to the community.



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Results

Initial review of the notification from SCSS and references to recent rate increases helps to provide background information and promotes a well governed community.

Attached: SCSS Notification of Base Year Rate Application

From: [Jeff Clarin](#)
To: [Carey Casciola](#)
Cc: [Kyle Vradenburg](#); [Paavo Ogren](#)
Subject: Re: Base Year Rate Application Notification
Date: Tuesday, March 19, 2024 11:03:57 AM
Attachments: [image001.png](#)

Hi Carey,

Hope all is well. We wanted to send this email to notify you of the upcoming base year rate increase. We are currently in the process of preparing a base rate application which is expected to be significantly less than last base rate increase. We should be completed with the rate application in the next few weeks.

As you know, the franchise agreement is based on a 1993 rate manual that allows a base year increase every 3 years with CPI increases in between those years. The January 1, 2024 CPI was the last one allowed from our previous base rate request. The 1993 rate manual has been a point of contention in years past, with the garbage company really pushing to get the manual updated to current times and possibly simplify. There finally is a rate manual update committee that is being facilitated by the IWMA. The IWMA initially reached out to all the jurisdictions and only Los Osos CSD and the City of SLO wanted to be part of the committee. There was an RFQ that went out and the rate manual committee is in negotiations with a rate consultant. However, it is unlikely the new rate manual will be done and adopted into the franchise agreement before the base year rate application will need to be submitted. Hence, we will be preparing a base rate application based on the existing rate manual.

According to the existing rate manual, the base rate applications for 2025 will need to be submitted by June 1 with an October 1, 2024 implementation date. However, the existing rate manual preceded certain guidelines (i.e. Prop 218) and we have been finding out this timeline is taking much longer for review of the complex rate application that we are planning to submit a base year application at end of March/ early April to allow more time to review. The rate review process caused a significant delay that most jurisdictions included a partial retroactive rate increase. Ideally if we can get a rate application review process on time, we can avoid any retroactive rate increases, which was met with more scrutiny by the general public and elected leaders. Please note the garbage company continued to perform solid waste collections serviced at a loss. Most of the previous rate increases were caused by unfunded mandates due to SB 1383 and CARB rules, which is not the case this time.

We understand that rate increases are never looked upon fondly by the jurisdiction or general public but the solid waste industry was not insulated from general cost pressures. We pride ourselves in offering some of the lowest refuse collection rates as compared to other non-Waste Connections companies in the SLO County area, Santa Barbara County, Monterey County or LA or SF bay area, which are typically significantly higher. The previous significant base rate increase closed that gap, but we are still some of the lowest collection rates in the area. We do not have the exact amount of the rate increase yet as the complexity of preparing a rate application is a major undertaking as we have been working on it since January. However, we do not anticipate rate increases like the last base rate increase. Ideally, we are hoping the new rate manual would help simplify the

preparation, review, and implementation process.

Once we submit a base rate application, we would like to work with your jurisdiction on the potential review process. In years past, Bill Statler performed the base rate application reviews, but he mentioned the previous rate review was his last. Mr. Statler combined various jurisdictions review to be more cost effective. We would gladly work with the jurisdictions to help find qualified solid waste rate consultants that the jurisdiction can choose from should the jurisdiction not review internally.

Again we understand this timing may not be the best with your jurisdiction but we are willing to work as partners to help in any way we can. The Prop 218 hearing date for an October 1st implementation date could be done much earlier to avoid political pressures with the election or other jurisdiction matters.

If you would like to discuss in more detail, feel free to reach out to myself or our controller, Kyle Vradenburg. We value our partnership and want to help make this process a successful one.

Jeff

Jeffrey Clarin, P.E.
District Manager

Waste Connections
4388 Old Santa Fe Road
San Luis Obispo, CA 93401

Direct Line: (805) 547-6454
Cell Phone: (805) 748-8041 (*preferred*)
Email: jeff.clarin@WasteConnections.com



- SAN LUIS GARBAGE
- SOUTH COUNTY SANITARY
- MISSION COUNTRY DISPOSAL
- MORRO BAY GARBAGE
- COASTAL ROLLOFF

Safety • Integrity • Service



Oceano Community Services District

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

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

Date: April 10, 2024

To: Board of Directors

From: Carey Casciola, Business & Accounting Manager

Subject: Agenda Item #10(A): A public hearing on customer appeals by Ro Palius regarding late fees and Erik Benham regarding past due amounts and late fees; ratifying recommendations of the Oceano Finance and Budget Committee and/or alternative actions including direction on waiving additional late fees once customer appeals have been filed.

Recommendation

It is recommended that the Board review and discuss the following from the March 21, 2024, meeting of the Oceano Finance and Budget Committee (OFAB):

1. Approval of a partial credit to Ro Palius in the amount of \$172.48 as recommended by OFAB.
2. Denial of the appeal by Erik Benham as recommended by OFAB.
3. Direct staff to develop an amendment to waive additional late fees once a customer has filed an appeal as recommended by OFAB.

Discussion

At the [Oceano Finance and Budget Committee \(OFAB\)](#) meeting on March 21, 2024, the Committee considered two customer appeals. Subsequently, it was determined that Ordinance 2024-01 was not properly noticed. As a result, the Committee's formal actions are not in effect and their deliberations are now considered informal recommendations and require formal action by your Board. Both appellants have been notified of the public hearing on their appeals.

The first appeal in the attached correspondence (Attachment A) by Ms. Palius requested that late and door hanger fees assessed since October 2023 totaling \$194.95 be waived. OFAB acted to waive \$172.48 of late fees, which are all the late fees except the first charge of \$22.47. Additionally, OFAB recommended an update to section 6.10.030 of the District Code to waive additional late fees once the customer appeal has been filed with the District. Board action may include ratifying OFAB's credit, approving a partial credit, or denying the appeal. In regards to modifying the District Code to waive additional late fees once the customer appeal has been filed, your Board may give staff direction to move forward with OFAB's recommendations or provide direction as deemed appropriate.

The second appeal in the attached correspondence (Attachment C) by Mr. Benham requested that the past due amounts and fees totaling \$1,917.80 incurred by his previous tenant be waived. OFAB acted to



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deny the request to waive the past due balance. Board action may include ratifying OFAB's denial, approving the requested credit, or approving a partial credit.

Other Agency Involvement

N/A

Other Financial Considerations

If the Board is inclined to grant both adjustments based on the owner's request, this would result in a total credit of \$2,112.75.

Results

The Board's consideration of the request provides a full review of the situation, transparency and supports a well-governed community.

Attachments: A - Correspondence from Ro Palus
 B – Account 03-04739-02 Billing and Payment History
 C – Correspondence from Erik Benham
 D – Account 03-04737-01 Billing and Payment History
 E - District Codes

Carey Casciola

From: Ro Palius [REDACTED]
Sent: Monday, January 1, 2024 2:54 PM
To: Carey Casciola
Subject: Re: Dispute of late fees

Yes, I will. Sorry for the delay...

But for the record, I was very surprised and upset to have received yet another late bill from OCSD now asking for 124 something dollars in straight late fees.

This time the bill was paid 12/18/23, which is 2 days early....

So now OCSD is clearly just charging late fees for disputed late fees.

This is an unacceptable practice.

I am a disabled person trying to survive with a laundry list of limitations after twice being struck as a pedestrian by Drunk Drivers. My physical and emotional struggles are further compounded by only receiving \$1000/month from SSDI. This puts me about \$12,000 BELOW the poverty line for annual income.

For the record, OCSD is the ONLY essential utility that DOES NOT offer low income rate reduction or alternative rate structure....including internet!

I have attempted to dispute late fees charged to my account over the last several billing cycles by note and by phone, to no avail.

I believe a big part of the problem is OCSD changing its position without properly notifying everyone about their policy changes. I have lived at this address since 2002 and for nearly 20 years I've been dropping my bill in the slot on the 20th of the even months....oftentimes after hours, due to my limitations in getting out.

For all those years, that had been considered timely enough to avoid "late status" until sometime this past summer.

On my subsequent payment I dropped it in the slot between 4:30-5 pm and included a note stating that I had paid water bill in Full and was disputing late fees on my account.

Then there were more late fees assessed, I paid the next bill in the same manner but between 4-4:30 pm when you close (4:30) and still more late fees were assessed.

Due to my visual disability, I had someone review past recent bills with me and it was pointed out that just a few months ago you changed the bill due time to 4 PM.

After a lengthy conversation with Carey

It was explained that this was done to allow sufficient time to close your registers out by 4:30.

I have a major problem with this, OCSD simply changed its policy from one billing cycle to another! The change makes the bill due 30 minutes earlier so that you don't have to pay your staff to work longer hours on the bill due day?! That's just a ridiculous way to offset your business's operating costs. The fact that OCSD would make this change without even a courtesy phone call to notify all their clients of that change, frankly makes it appear as just another way to tack on fees to peoples accounts.

I know that water is a very precious resource but that doesn't make it right to be greedy or obtuse in your pricing and policies. Oceano was smart and/or fortunate enough to secure more water rights for our community than we actually

use, and since OCSD serves the lowest income community in the county, that should be taken into consideration when these types of situations arise.

I don't even have enough money to feed myself everyday, nor to put gas in the car to attend physical and occupational therapy sessions. I certainly don't have enough money to pay exorbitant penalty fees, especially when I feel so strongly that they were erroneously and unfairly assessed to my account.

Policy changes and procedural disputes aside, I now have a clear understanding of when OCSD expects the water bill payment.

I will continue to drop all future payments into the slot, however, I will now make sure it's dropped off by 4 PM on the 20th of even months.

I respectfully request that you void any n all fees on my account leaving me with a zero balance moving forward. I have paid for every drop of water used.

Thank you for your time and consideration.

Peace, love, flowers, and Glass!



Ro the GlassYogi

Namaste



> On Dec 28, 2023, at 1:20 PM, Carey Casciola <carey@oceanocsd.org> wrote:

> Hello,

>

> I wanted to follow up and let you know we will be posting the agenda next Thursday (January 4, 2024).

>

> Please let me know if you will be providing any additional documentation.

>

> Thanks,

> Carey

>

> -----Original Message-----

> From: Ro Palius [REDACTED]

> Sent: Tuesday, December 19, 2023 2:54 PM

> To: Carey Casciola <carey@oceanocsd.org>


> Subject: Dispute of late fees

>

> Hiya

> Thank you for today's return phone call and your time Carey.

>

> As we discussed, I'm sending you a brief  to formally notify OCSD that I have been attempting to dispute fees on my account, in order to prevent shut off my water. My actual water bills are paid in full, including yesterday's payment of \$214.35.

>

- >
- > Another 📄 will follow with more supporting details for board’s review.
- >
- >
- > Thanks again.
- >
- >
- >
- >
- >
- > Peace, love, flowers, and Glass!
- > 🕊️❤️🌸
- > Ro the GlassYogi
- > Namaste
- > 🙏

Date	Packet	Type	Receipt #	Reference	Debits	Credits	Balance
12/21/2023	009681	Late Charge			21.44		127.12
12/18/2023	009677	Payment	142514	8009		214.35	105.68
12/08/2023	009658	Cutoff		DOOR HANGER FEE	25.00		320.03
11/30/2023	009645	Bill		9/18-11/18 12/20	214.35		295.03
10/23/2023	009594	Payment	140968	8008		214.35	80.68
10/21/2023	009592	Late Charge			21.44		295.03
10/13/2023	009570	Cutoff		DOOR HANGER FEE	25.00		273.59
09/29/2023	009546	Bill		7/18- 9/18 10/20	214.35		248.59
08/22/2023	009500	Payment	139137	8004		164.02	34.24
08/22/2023	009497	Late Charge			16.40		198.26
07/31/2023	009461	Bill		5/18- 7/18 08/21	164.02		181.86
06/22/2023	009422	Payment	137360	7998		110.00	17.84
06/21/2023	009418	Late Charge			18.43		127.84
05/31/2023	009377	Adjustment		APPLY CREDITS			109.41
05/31/2023	009377	Bill		3/18- 5/18 06/20	184.24		109.41
04/21/2023	009323	Payment	135480	7991		78.00	74.83CR
03/30/2023	009273	Adjustment		APPLY CREDITS			3.17
03/30/2023	009273	Bill		1/18- 3/18 04/20	137.06		3.17
01/31/2023	009191	Adjustment		APPLY CREDITS			133.89CR
01/31/2023	009191	Bill		11/18- 1/18 02/21	150.54		133.89CR
01/06/2023	009164	Payment	132086	CapSLO ACH		526.92	284.43CR
01/06/2023	000000	Memo	132086	Ex CUT-PMT 526.92CR			242.49
12/21/2022	009134	Late Charge			19.77		242.49
12/20/2022	009130	Payment	131634	7989		309.43	222.72
12/14/2022	009115	Cutoff		DOOR HANGER FEE	25.00		532.15
11/29/2022	009086	Bill		9/18-11/18 12/20	197.72		507.15
10/21/2022	009042	Late Charge			22.47		309.43
09/30/2022	009012	Bill		7/18- 9/18 10/20	224.68		286.96
08/23/2022	008971	Payment	128259	7983		242.00	62.28
07/29/2022	008939	Bill		5/18- 7/18 08/22	304.28		304.28
06/21/2022	008907	Payment	126466	1338		216.79	0.00
05/31/2022	008872	Bill		3/18- 5/18 06/20	216.79		216.79
04/21/2022	008837	Payment	124509	7979		196.60	0.00
03/31/2022	008801	Bill		1/18- 3/18 04/20	196.60		196.60
02/23/2022	008770	Payment	122761	7974		165.96	0.00
01/31/2022	008732	Bill		11/18- 1/18 02/22	162.95		165.96
12/21/2021	008700	Payment	120894	7973		180.00	3.01
11/30/2021	008675	Adjustment		APPLY CREDITS			183.01
11/30/2021	008675	Bill		9/18-11/18 12/20	183.14		183.01
10/21/2021	008651	Payment	118881	1324		190.00	0.13CR
09/30/2021	008621	Bill		7/18- 9/18 10/20	189.87		189.87
08/23/2021	008589	Payment	117332	7958		164.49	0.00
07/30/2021	008562	Adjustment		APPLY CREDITS			164.49
07/30/2021	008562	Bill		5/18- 7/18 08/20	164.51		164.49
06/22/2021	008536	Payment	115628	7950		171.00	0.02CR
05/28/2021	008499	Bill		3/18- 5/18 06/21	170.98		170.98
04/21/2021	008473	Payment	113684	7948		145.10	0.00
03/31/2021	008449	Bill		1/18- 3/18 04/20	145.10		145.10
02/23/2021	008413	Payment	112168	7945		132.16	0.00
01/29/2021	008381	Bill		11/18- 1/18 02/22	132.16		132.16
12/23/2020	008360	Payment	110292	7943		157.78	0.00
11/30/2020	008338	Bill		9/18-11/18 12/21	157.78		157.78
10/23/2020	008333	Payment	108871	7941		133.98	0.00
09/30/2020	008320	Bill		7/18- 9/18 10/20	133.98		133.98
08/24/2020	008312	Payment	107112	7936		116.82	0.00
07/31/2020	008306	Adjustment		APPLY CREDITS			116.82
07/31/2020	008306	Bill		5/18- 7/18 08/20	128.15		116.82
06/29/2020	008297	Payment	105631	7929	April 10, 2024 - Page 67 of 75	120.00	Attachment B 11.33CR

Carey Casciola

From: Erik Benham <benhamerik@icloud.com>
Sent: Tuesday, January 2, 2024 6:02 PM
To: Paavo Ogren
Cc: Director Villa; Carey Casciola
Subject: Re: [REDACTED]

Good afternoon. Hope you had a nice holiday. There are several issues to review. Please place the issue on the next meeting as an agenda item.

1. A landlord receives the bill notifications and not shut off notices. I understand more now but was not clear regarding landlord rights and was not apprised of all the issues. Also, I went with the tenant to the OCSD to put into his name. I had no idea this step was not completed, not that it would have mattered, since apparently I'm still liable regardless when a tenant doesn't pay their water bill.

2. Because of tenants rights, as the landlord, I do not have the right to shut off water in a circumstance such as this. It appears State Law allows a tenant two months of notices prior to the OCSD turning off services.

3. I am requesting some type of reprieve:

A. The use of water which we will better understand if there are any leaks and work with the OCSD regarding regular water usage. If there was a leak, the ability to adjust the water bill.

B. Abatement of the water bill after the water was shut off from May 2023 forward.

C. Abatement of the late charges.

D. Abatement of the door hanger fees which appear to continue every two months.

E. Any additional assistance or direction the board can provide.

4. A reprieve as a result of my health condition since February 2020, which hopefully will be stabilized in 2024.

Thank you for your email.

Respectfully,
Erik
Sent from my iPhone

> On Dec 18, 2023, at 12:52 PM, Will Clemens <will@oceanocsd.org> wrote:

> Mr. Benham

>

> As we discussed on the phone, we will work with you to temporarily turn on the water at this address in order for you to get work done on the plumbing and painting of the property and get the property ready for rent. You will need to give us 24 hour notice of when the water needs to be on for just the time period these repairs will be made. However, we will not turn the water back on permanently until the water bill is paid in full.

>

> The points that you outline below have little to do with the service we provide to your property, but rather, involve your previous tenant/landlord relationship. Please state what specifically you are asking the Board of Directors to do for

you. For example, are you requesting that they waive the late fees on your account, etc. Once we know what you are asking our Board to do, we can put it on the agenda. The next regularly scheduled meeting is on January 10, 2023.

>

> Sincerely,

>

> Will Clemens

> General Manager

> will@oceanocsd.org

>

> Oceano Community Services District

> 1655 Front St., PO Box 599

> Oceano, CA. 93475

> Office (805) 481-6730

> Fax (805) 481-6836

>

> <http://oceanocsd.org/main/>

>

>

>

> -----Original Message-----

> From: Erik Benham

> Sent: Wednesday, December 13, 2023 5:37 PM

> To: Director Villa <directorvilla@oceanocsd.org>

> Cc: Will Clemens <will@oceanocsd.org>; cary@oceanocsd.org

> Subject: Re: [REDACTED]

>

> Good evening. As a reminder, I am requesting this issue be placed on the agenda

>

> Thank you.

> Sent from my iPhone

>

>> On Dec 13, 2023, at 3:51 PM, Erik Benham <benhamerik@icloud.com> wrote:

>>

>> Good afternoon Will and Carey. I had the pleasure of speaking with Mrs. Villa this morning, regarding the email below which I sent December 11th.

>>

>> As an additional set of points of discussion:

>>

>> 1. I currently have \$11.88 in the bank. This set of experiences has left me in a very embarrassing financial position.

>>

>> 2. I'm recovering from two major surgeries with complications in November and disabled. Prior to that is another story.

>>

>> 3. As stated below, I was forced to hire an attorney due to the unexceptionable conduct of the tenant to evict the tenant who destroyed my property, which was previously renovated and now requires additional complete improvements; paint, flooring, cabinets, etc! I still owe money for the eviction service.

>>

>> 4. I have reached out to agencies who have stated there is no assistance for rental properties which are not owner occupied; 5Cities CHC is one example.

>>

>> 5. I believe for situations such as this where owners fall through the cracks should be reviewed. There exists so many protections for renters, land lords just get forgotten.

>>
>> 6. My goal is to work closely with section 8 housing San Luis Obispo to continue to assist the community.

>>
>> Urgently, I am requesting the ability to have an immediate solution to turn on my water so my family can prepare the property for occupancy. It's my understanding I will not be able to address the board until next year due to the holidays. If there is any possible quick "interim" solution prior to addressing the board, it would be much appreciated so I can rent the property ASAP. We will agree to make a minimum good faith deposit while waiting for a proper board resolution regarding this matter.

>>
>> Happy Holidays,

>> Erik

>>

>>

>> Sent from my iPhone

>>

>>> On Dec 11, 2023, at 10:41 AM, Erik Benham <benhamerik@icloud.com> wrote:

>>> Good morning. I'm the owner of [REDACTED] I've owned the property for over 25 years. It's a rental. This past year and through Covid the tenants have proven very challenging.

>>> Even though I receive copies of bills, I do not receive hanger notices or when the services are terminated. This recent tenant, I have no idea how he fell through the cracks of not being on the account. Not that it matters since I've just learned that, regardless, the landlord is liable.

>>> Obviously, as a landlord and the extensive over reaching laws to protect renters, financially this is a significant burden! I was forced to go through the entire eviction process which equated to over \$21,000 in losses from rent and in excess of what is expected to exceed \$20,000 in physical damages to my property.

>>> The bills to the OCSD are currently \$1,671.47 and services, I understand were disconnected in May. Therefore, it appears there was excessive water usage, a meter fee, and hanger fees.

>>> I've spoken to the office, to no avail and am seeking direction to propose some type of assistance or reprieve from the board.

>>> I'm not angry but rather disappointed how these process appear to allow no assistance to a property owner who has followed the law and still receives unimaginable financial burden.

>>> Please respond via email or call me at (805) 720-0580.

>>> Thank you and look forward to your assistance.

>>> Erik

>>> Sent from my iPhone

Date	Packet	Type	Receipt #	Reference	Debits	Credits	Balance
01/31/2024	009727	Bill		11/18- 1/18 02/20	97.32		1,917.80
12/21/2023	009681	Late Charge			9.73		1,820.48
12/21/2023	009679	Cutoff		Disconnect Fee	50.96		1,810.75
12/21/2023	009657	Memo		Cutoff Posting			1,759.79
12/08/2023	009658	Cutoff		DOOR HANGER FEE	25.00		1,759.79
11/30/2023	009645	Bill		9/18-11/18 12/20	97.32		1,734.79
10/24/2023	009595	Cutoff		Disconnect Fee	50.96		1,637.47
10/24/2023	009592	Memo		Cutoff Posting			1,586.51
10/21/2023	009592	Late Charge			9.73		1,586.51
10/13/2023	009570	Cutoff		DOOR HANGER FEE	25.00		1,576.78
09/29/2023	009546	Bill		7/18- 9/18 10/20	97.32		1,551.78
08/24/2023	009501	Cutoff		Disconnect Fee	50.96		1,454.46
08/24/2023	009497	Memo		Cutoff Posting			1,403.50
08/22/2023	009497	Late Charge			9.51		1,403.50
08/16/2023	009482	Cutoff		DOOR HANGER FEE	25.00		1,393.99
07/31/2023	009461	Bill		5/18- 7/18 08/21	95.12		1,368.99
06/22/2023	009420	Cutoff		Disconnect Fee	50.96		1,273.87
08/22/2023	009418	Memo		Cutoff Posting			1,222.91
06/21/2023	009418	Late Charge			26.08		1,222.91
06/13/2023	009405	Cutoff		DOOR HANGER FEE	25.00		1,196.83
05/31/2023	009377	Bill		3/18- 5/18 06/20	260.78		1,171.83
04/26/2023	009325	Cutoff		Disconnect Fee	50.96		911.05
04/26/2023	009315	Memo		Cutoff Posting			860.09
04/24/2023	009315	Late Charge			31.47		860.09
04/19/2023	009306	Cutoff		DOOR HANGER FEE	25.00		828.62
03/30/2023	009273	Bill		1/18- 3/18 04/20	314.70		803.62
03/09/2023	009263	Payment	133968	2097		300.00	488.92
02/28/2023	009242	Payment	133861	CC 37816546		252.00	788.92
02/23/2023	009231	Late Charge			45.63		1,040.92
02/22/2023	009230	Cutoff		Disconnect Fee 12/22	50.96		995.29
02/22/2023	009134	Memo		Cutoff Posting			944.33
02/09/2023	009205	Cutoff		DOOR HANGER FEE	25.00		944.33
01/31/2023	009191	Bill		11/18- 1/18 02/21	456.24		919.33
01/04/2023	009162	Payment	132065	TENANTS		143.80	463.09
12/21/2022	009134	Late Charge			25.41		606.89
12/21/2022	009132	Cutoff		Disconnect Fee	50.96		581.48
12/21/2022	009042	Memo		Cutoff Posting			530.52
12/14/2022	009115	Cutoff		DOOR HANGER FEE	25.00		530.52
11/29/2022	009086	Bill		9/18-11/18 12/20	254.04		505.52
10/21/2022	009042	Late Charge			18.67		251.48
09/30/2022	009012	Bill		7/18- 9/18 10/20	186.64		232.81
07/29/2022	008939	Adjustment		APPLY CREDITS			46.17
07/29/2022	008939	Bill		5/18- 7/18 08/22	96.15		46.17
05/31/2022	008872	Adjustment		APPLY CREDITS			49.98CR
05/31/2022	008872	Bill		3/18- 5/18 06/20	88.47		49.98CR
03/31/2022	008801	Adjustment		APPLY CREDITS			138.45CR
03/31/2022	008801	Bill		1/18- 3/18 04/20	96.15		138.45CR
03/25/2022	008795	Payment	123175	755398600		234.60	234.60CR
02/28/2022	008774	Payment	122953	CC 34151258		285.56	0.00
02/28/2022	000000	Memo	122953	Ex CUT-PMT 285.56CR			285.56
02/28/2022	008772	Cutoff		RECONNECT FEE	50.96		285.56
02/23/2022	008765	Late Charge			9.62		234.60
02/17/2022	008758	Cutoff		DOOR HANGER FEE	25.00		224.98
01/31/2022	008732	Bill		11/18- 1/18 02/22	96.15		199.98
11/30/2021	008675	Bill		9/18-11/18 12/20	103.83		103.83
10/20/2021	008652	Payment	118609	1590		107.67	0.00
09/30/2021	008621	Bill		7/18- 9/18 10/20	107.67		107.67
08/19/2021	008589	Payment	117128	1585 April 10, 2024 - Page 71 of 75		98.91	0.00

6.06.020 Discontinuance Of Service For Violation Of Rules And Regulations

A customer shall be entitled to a reasonable notice of the intent of District to discontinue service for noncompliance or violation or infraction of any rule or regulation and to a reasonable opportunity to comply therewith or to cease the violation or infraction.

- A. No such notice or opportunity to comply with or cease a violation or infraction of any such rule and regulation need be given for those incidences in which the noncompliance, violation or infraction by the customer has created, is creating, or is likely to create on the customer's premises and/or in the water supply system of District, conditions dangerous and detrimental to property (including crops), public health, safety and welfare.
- B. Property owners are responsible for the actions of customers who occupy their property and cause the District to disconnect the water through the customer's noncompliance with the rules and regulations detailed herein and shall be held liable for all costs incurred. Said charges shall be estimated and paid prior to the resumption of service. This payment is subject to additional billing or refund to reflect the actual completed cost.

6.10.010 Discontinued Water Services

A customer's water service may be discontinued if a utility bill become delinquent.

- A. Charges not collected within twenty (20) days of billing shall be delinquent.
- B. If charges and penalties are not collected within twenty (20) days of billing, the General Manager is authorized to commence Service Termination Procedures pursuant to the Service Termination Procedures section below.
- C. The General Manager, at his or her discretion, may cause a meter reading to be made at any time; and thereupon, the bill for water and sewer used since the previous reading shall become immediately due and payable and shall become delinquent on the tenth (10th) day following the mailing or the presentation of the bill; and such account shall be subject to all applicable delinquency and termination procedures if the bill is not collected within the ten (10) day period.

6.10.060 Addition Of Unpaid Fees And Charges To The Tax Roll

On or before July 15 of each calendar year, the Secretary of the District shall prepare a list of persons owing connection fees, service charges, penalties and other charges. The Secretary, immediately upon preparing such a list shall follow the procedures for notice and hearing set forth in the California Government Code § 61621.2 et seq. and upon completion of same a delinquent list shall be transmitted before August 10th of such year to the County Auditor for additional to the assessment roll as provided for in the California Government Code § 61621.2 et seq.

6.10.020 Service Termination Procedures

- A. The owner or their authorized agent (not a tenant) shall be mailed a written notice (second notice) of the intent to shut-off water and an explanation of the reason for the termination of service. The second notice shall be mailed no earlier than twenty days from the date of mailing the District bill for services. Once this second notice is mailed, there will be a service charge (second notice fee) of 10%. No earlier than fifteen days after the second notice is mailed, a good faith effort will be made to contact an adult person residing at the premises in the form of a delinquency notice to be posted on the building where the service is to be disconnected. The posted notice shall state that unless the charges and penalties are paid within forty-eight hours, service will be discontinued. Once the delinquency notice is hung, there will be an additional \$25.00 service charge (delinquency fee).
- B. Should it ever become necessary to remove a water meter or to discontinue service for reasons other than maintenance, there shall be a \$50.96 service charge (reconnection fee) for its replacement. If water service has been turned off for failure to pay for service, the customer, before water is restored, shall in addition to being required to pay all amounts then due, pay in advance during normal business hours a reconnection charge of \$152.88. If the reconnection charge is not paid before 3:30 p.m. on any working day, then the water service may not be turned on until the next working day. If the customer desires their service to be turned on the same day they have paid all charges due, including the reconnection charge, and said payments have been made after 3:30 p.m. on a working day, then the reconnection charge shall be increased by the cost for call-out service. Call-out services are a minimum of two hours at time and one-half pay.
- C. A service charge (returned check fee) of \$30.00 for each returned check will be collected, subject to relief by the General Manager due to mitigating circumstances. In addition, the General Manager may require, at this or her discretion, payment in cash, certified check or other means acceptable to him or her, as bonafide payment.
- D. At the discretion of the General Manager, a sum balance not to exceed \$30.00 may be carried forward to the next bill.
- E. Returned Checks: A service charge (returned check fee) of \$30.00 for each returned check will be collected, subject to relief by the General Manager due to mitigating circumstances. In addition, the General Manager may require, at his/her discretion, payment in cash, certified check or other means acceptable to him/her, as bonafide payment.