



Oceano Community Services District

Summary Minutes

Regular Meeting Wednesday, November 14, 2018 – 5:30 P.M.

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

1. **CALL TO ORDER:** at 5:30 p.m. by President White
2. **FLAG SALUTE:** led by President White
3. **ROLL CALL:** All Board members present: President White, Vice President Austin, Director Villa, Director Gibson and Director Replogle. Also present, General Manager Paavo Ogren, Business and Accounting Manager Carey Casciola, Legal Counsel Jeff Minnery and Account Administrator Nicole Miller.
4. **AGENDA REVIEW:** Agenda approved with amended item 8B – Cash Disbursements.
5. **CLOSED SESSION:** was entered at approximately 5:33pm. Open session was resumed at approximate 6:00pm
No public comment
 - a. **Pursuant to Government Code §54957:** Public Employment – General Manager; District Engineer / Assistant General Manager
No reportable action
6. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA (NOT BEGINNING BEFORE 6:00 PM):**
Public comment was received by Frank Barez, Joe Shacker and a resident from Honolulu Court.
7. **SPECIAL PRESENTATIONS & REPORTS:**
 - b. **STAFF REPORTS:**
 - i. Operations - Field Supervisor Tony Marraccino – Field Supervisor Marraccino reported 14 USAs, 10 Service Orders, 18 Work Orders, 2 after hour call outs. The Air Park Bridge project is nearing completion with the water main connection anticipated for next week. Some water complaints were received after an emergency line break occurred during this project. Sewer jetting is still taking place.
 - ii. FCFA - Chief Steve Lieberman – None
 - iii. OCSD General Manager – General Manager Ogren reported on TAC Zone3 contract amendments, LRRP, Central Coast Blue and the upcoming Oceano Community Outreach Event.
 - iv. Sheriff's South Station – Commander Stuart MacDonald – None
 - c. **BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:**
 - i. Director Villa– Reported her attendance at a CalPoly Studio Master Class focus group specializing in a strategic plan for Oceano.
 - ii. Director Gibson– None
 - iii. President White – Zone 11A
 - iv. Vice President Austin – None
 - v. Director Replogle – IRWVG, WRAC, IWMA
 - c. **PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:**
Public Comment was received by Joe Shacker

8 CONSENT AGENDA:	ACTION:
a. Review and Approval of Minutes for October 10, 2018 b. Review and Approval of Cash Disbursements	After an opportunity for public comment and brief Board discussion, staff recommendations were to approve as amended with the attached addition of \$8,350.88 to increase the total cash disbursements from \$305,864.36 to \$314,511.72 with a motion from Director Villa, and a second from Director Replogle and a 5-0 vote. No public comment.

9A BUSINESS ITEM:	ACTION:
Review and discussion of Draft Policies on District General Matters, the Board of Directors and Board Meetings with a discussion on Rules and Regulations and Board direction as deemed appropriate.	After brief Board discussion public comment received by Brenda Lowe.

- 10. **HEARING ITEMS:** None
- 11. **RECEIVED WRITTEN COMMUNICATIONS:** None
- 12. **LATE RECEIVED WRITTEN COMMUNICATIONS:** Email from Julie Tacker
- 13. **FUTURE AGENDA ITEMS:** District Policies Continued, Roles and Responsibilities with Related Agencies; Construction Documents (Norswing/Pershing & Highway One waterline replacement projects), Five Cities Fire Authority, District Rules and Regulations, Seabreeze Mobile Home Park Continued, 2019 Goals and Priorities second meeting in November, Board Meeting Orientation first meeting in December. 13th St/ HWY One Drainage Project, Deferred Infrastructure Program, Lopez Lake LRRP & Contract Amendments, Central Coast Blue, Landscape maintenance, Wastewater CIP, Recreation RFP. The Place Art Gallery.
- 14. **FUTURE HEARING ITEMS:** None
- 15. **ADJOURNMENT:** at approximately 8:35 pm



Oceano Community Services District

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

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

Date: November 14, 2018

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

Subject: Agenda Item #8(B): Recommendation to Approve Cash Disbursements - **REVISED**

Recommendation

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

Discussion

The following is a summary of the attached cash disbursements:

Description	Check Sequence	Amounts
	57319 - 57360*	
Disbursements Requiring Board Approval prior to Payment:		
Regular Payable Register – paid 11/14/2018	57327 - 57348	\$261,321.18
Added Warrants – paid 11/14/2018	57349 - 57360	\$8,350.66
	Subtotal:	\$269,671.84
Reoccurring Payments for Board Review (authorized by Resolution 2016-07):		
Payroll Disbursements – PPE 10/27/2018	N/A	\$27,114.78
Reoccurring Utility Disbursements – paid 10/19/2018	57319 - 57320	\$913.26
Reoccurring Health/Benefits – paid 10/24/2018	57321 - 57323	\$5,901.00
Reoccurring Utility Disbursements – paid 10/26/2018	57324 - 57326	\$10,614.14
	Subtotal:	\$44,839.88
	Grand Total:	\$314,511.72

*Check number 57157 from 8/8/2018 has been stopped and VOIDED. The vendor never received the check and the check never cleared. A new check, number 57369, has been issued to replace it.

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: 057349 THRU 057360

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	11/14/2018	CHECK	057349	BURDINE PRINTING & GRAPHICS	417.58CR	OUTSTND	A	0/00/0000
1-1001-000	11/14/2018	CHECK	057350	ARAMARK	93.58CR	OUTSTND	A	0/00/0000
1-1001-000	11/14/2018	CHECK	057351	SWRCB/ DRINKING WATER OP CERT	90.00CR	OUTSTND	A	0/00/0000
1-1001-000	11/14/2018	CHECK	057352	SWRCB/ DRINKING WATER OP CERT	60.00CR	OUTSTND	A	0/00/0000
1-1001-000	11/14/2018	CHECK	057353	GSI WATER SOLUTIONS, INC.	4,175.95CR	OUTSTND	A	0/00/0000
1-1001-000	11/14/2018	CHECK	057354	RABOBANK VISA CARD	94.06CR	OUTSTND	A	0/00/0000
1-1001-000	11/14/2018	CHECK	057355	DIGITAL WEST NETWORKS, INC.	2,684.74CR	OUTSTND	A	0/00/0000
1-1001-000	11/14/2018	CHECK	057356	MIER BROS.	161.63CR	OUTSTND	A	0/00/0000
1-1001-000	11/14/2018	CHECK	057357	MINER'S ACE HARDWARE, INC.	4.30CR	OUTSTND	A	0/00/0000
1-1001-000	11/14/2018	CHECK	057358	CARQUEST AUTO PARTS	1.71CR	OUTSTND	A	0/00/0000
1-1001-000	11/14/2018	CHECK	057359	UNITED RENTALS (NORTH AMERICA)	392.11CR	OUTSTND	A	0/00/0000
1-1001-000	11/14/2018	CHECK	057360	MAXIME DE JONGE	175.00CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	8,350.66CR		
				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:	8,350.66CR		
				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		