



Notice of Regular Meeting

Oceano Community Services District - Board of Directors Agenda

WEDNESDAY, February 12, 2020 – 6:00 P.M.

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

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

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

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **FLAG SALUTE**
4. **AGENDA REVIEW**
5. **CLOSED SESSION:**
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. STAFF REPORTS:

- i. Operations – Utility System Manager Tony Marraccino
- ii. FCFA Operations - Chief Steve Lieberman
- iii. OCSD General Manager – Will Clemens
- iv. Sheriff's South Station - Commander Michael Manuele

B. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

- i. Director Villa
- ii. Director Gibson
- iii. Vice President White
- iv. President Austin
- v. Director Replogle

C. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:

This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Agenda Item #7 – Special Presentations and Reports. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.

8. **CONSENT AGENDA ITEMS:**

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

- A. Review and Approval of Minutes for Regular Meeting December 11, 2019
- B. Review and Approval of Minutes for Regular Meeting January 22, 2020
- C. Review and Approval of Minutes for Special Meeting January 25, 2020
- D. Review and Approval 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. To facilitate public comment, we request persons wishing to speak to fill out a speak request form and give it to the General Manager. Public comment is limited to three (3) minutes.

- A. Presentation and Discussion on the California Voting Rights Act
- B. Review of the District's Budget Status as of December 31, 2019
- C. Introduction of Amendments to the District By-Laws with direction as the Board deems appropriate

10. HEARING ITEMS:

11. RECEIVED WRITTEN COMMUNICATIONS:

12. LATE RECEIVED WRITTEN COMMUNICATIONS:

13. FUTURE AGENDA ITEMS: District Policies, Roles and Responsibilities with Related Agencies, Five Cities Fire Authority, District Rules and Regulations, Cienega Seabreeze Park, Inc. Continued, Deferred Infrastructure Program, Lopez Water Contract Amendments, Wastewater CIP, The Place, EIR State Parks PWP, Old Firehouse Art, 2020 Committee Assignments, Central Coast Blue

14. FUTURE HEARING ITEMS:

15. ADJOURNMENT:

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



Oceano Community Services District

Summary Minutes

Regular Meeting Wednesday, December 11, 2019 – 6:00 P.M.

Oceano Community Services District Board Room

1655 Front Street, Oceano, CA

1. **CALL TO ORDER:** at 6:00 p.m. by President Austin
2. **FLAG SALUTE:** led by President Austin
3. **ROLL CALL:** Board members present: President Austin, Vice President White, Director Gibson, Director Villa, and Director Replogle. Also present, General Manager Will Clemens, Legal Counsel Jeff Minnery, Business and Accounting Manager Carey Casciola, and Board Secretary Celia Ruiz.
4. **AGENDA REVIEW:** Agenda approved as presented.
5. **RECOGNITION OF SERVICE TO THE DISTRICT, PAAVO OGREN**
Public comment was received ~~by from: Jim Coalwell, Michael Manuele, Jeff Lee, Steve Lieberman, Tony Marraccino, Will Clemens, and Paavo Ogren.~~

<u>Jim Coalwell, Oceano Resident</u>	<u>In support of item 5</u>
<u>Michael Manuele, Commander, Sheriff Dept.</u>	<u>In support of item 5</u>
<u>Jeff Lee, Mayor, City of Grover Beach</u>	<u>In support of item 5</u>
<u>Steve Lieberman, Fire Chief, Five Cities Fire Authority</u>	<u>In support of item 5</u>
<u>Tony Marraccino, Oceano Resident</u>	<u>In support of item 5</u>
<u>Will Clemens, OCSD General Manager</u>	<u>In support of item 5</u>
<u>Paavo Ogren, former OCSD General Manager</u>	<u>In support of item 5</u>

6. **CLOSED SESSION:** Closed session was entered at approximately 6:19pm. Open session was resumed at approximate 7:06pm
No reportable action
No public comment
7. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA (NOT BEGINNING BEFORE 7:00 PM):**
No public comment.
8. **SPECIAL PRESENTATIONS & REPORTS:**
 - A. **STAFF REPORTS:**
 - i. Operations - Field Supervisor Tony Marraccino – reported on 13 work orders, 18 USA's, 11 customer calls, 1 after hour call out, Lopez currently at 52.1%, no SSO's in the month of November, monthly and weekly samples, line break between 22nd and 23rd St in alley, FOG program, sewer jetting, Well 8 update, meter reads, 311 App 3 work orders, drainage project update.
 - ii. FCFA - Chief Steve Lieberman – None
 - iii. OCSD General Manager – Will Clemens – reported on transition work with Paavo Ogren, meet with AG, Grover Beach and Chief Lieberman, attended Zone 3 TAC.
 - iv. Sheriff's South Station - Commander Michael Manuele – None
 - B. **BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:**
 - i. Director Villa – attended State Parks Public Works Meeting
 - ii. Director Gibson – reported on Zone 3, and State Water Sub Contractors Committee
 - iii. Vice President White – reported on FCFA
 - iv. President Austin – reported on SSLOCSD

v. Director Replogle – reported on RWMG Meeting, OAC, and WRAC

c. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:

Public comment was received ~~by from:~~ Mary Lucey and Nancy Bull.

<u>Mary Lucey, Oceano Resident</u>	<u>Regarding the Zone 3 committee work.</u>
<u>Nancy Bull</u>	<u>Regarding the State Parks Public Works Meeting</u>
9 CONSENT AGENDA:	ACTION:
<p>a. Review and Approval of Minutes for November 13, 2019</p> <p>b. Review and Approval of Cash Disbursements</p> <p>c. Submittal for Approval of a Resolution to Close the District for normal operations on December 24, 2019 and December 31, 2019</p> <p>d. Recommendation to approve a budget adjustment in the amount of \$13,000 from Facilities Fund contingencies to paint the Old Fire Station at 1687 Front Street</p>	<p>After an opportunity for public comment and Board discussion, staff recommendations were approved as modified with the addition of \$ 16,283.62 for a total of \$ 150,918.02 with a motion from Vice President White, and a second from Director Gibson and a 5-0 roll call vote. No public comment.</p>
10A BUSINESS ITEM:	ACTION:
Update on the Low Impact Development Component of the Water Resource Reliability Program and approval of a letter of support	<p>After a presentation by John Evans and opportunity for public comment and Board discussion, no action taken.</p> <p>Public comment was received by from <u>Mary Lucey in opposition to parts of the Low Impact Development plan.</u></p>
10B BUSINESS ITEM:	ACTION:
Consideration of recommendations to approve a trial program for residential large / bulky item disposal and to provide staff with direction on reducing 2020 garbage rates	<p>After an opportunity for public comment and Board discussion, staff recommendations were approved to go with option #2 approval of the trial program for 2020 in lieu of the semi-annual bulky item pick-up during clean-up week at no cost to Oceano customers and to bring back a resolution to reduce franchise fee payments with a motion from Vice President White, and a second from Director Villa and a 5-0 roll call vote</p> <p>Public comment was received by from <u>Nancy Bull of Oceano in opposition of the garbage fee structure</u>, and <u>Mary Lucey of Oceano in opposition of the rate increases.</u></p>
10C BUSINESS ITEM:	ACTION:
Consideration of recommendations to authorize the General Manager to award the construction contract for the Norswing/ Pershing Waterline replacement Project (Project #2019-03) in accordance with District Ordinance 2016-01 and to approve a corresponding budget adjustment based on the lowest responsible and responsive bid	<p>After an opportunity for public comment and Board discussion, a motion authorizing the General Manager to award the construction contract to the lowest responsive and responsible bidder and approve a budget adjustment in the amount of \$195,000 from Director Gibson, and a second from Vice President White and a 5-0 roll call vote. No public comment.</p>
10D BUSINESS ITEM:	ACTION:
Election of District Officer and 2020 Committee Assignments	<p>After an opportunity for public comment and brief Board discussion, a nomination was made for Linda Austin as President and Karen White as Vice President with a motion from Director Gibson, and a second from Vice President White and a 5-0 roll call vote. A second motion was made to preclude Director Replogle from participating on any of the District Committees and Liaison and subject matters for the year 2020 with a motion from Vice President White, a second from Director Gibson and a 3-2 roll call vote. Director Villa and Director Replogle dissented.</p> <p>Director Replogle left meeting at approximately 8:40 pm</p> <p>A third motion was made to approve the attached list of 2020 committee & subject matter assignments with a motion from Vice President White, and a second from Director Gibson and a 4-0 roll call vote. Director Replogle absent.</p> <p>Public comment was received by from <u>Mary Lucey of Oceano regarding committee assignments.</u></p>

- 11. **HEARING ITEMS:** None
- 12. **RECEIVED WRITTEN COMMUNICATIONS:** None
- 13. **LATE RECEIVED WRITTEN COMMUNICATIONS:** None
- 14. **FUTURE AGENDA ITEMS:** District Policies, Roles and Responsibilities with Related Agencies, Five Cities Fire Authority, District Rules and Regulations, Cienaga Seabreeze Park, Inc. Continued, Deferred Infrastructure Program, Lopez Water Contract Amendments, Wastewater CIP, The Place, EIR State Parks PWP, Old Firehouse Art, Special Meeting on January 25th

Public comment was received ~~by from~~ Mary Lucey, and Brenda Lowe.

<u>Mary Lucey, Oceano Resident</u>	<u>In support of the community outreach at the special meeting</u>	
<u>Brenda Lowe, Oceano Resident</u>	<u>In support of the community outreach at the special meeting</u>	

- 15. **FUTURE HEARING ITEMS:** None
- 16. **ADJOURNMENT:** at approximately 9:00 pm

2020 COMMITTEE & SUBJECT MATTER ASSIGNMENTS

As of December 11, 2019

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



Oceano Community Services District
 Summary Minutes
 Regular Meeting Wednesday, January 22, 2020 – 6:00 P.M.
 Oceano Community Services District Board Room
 1655 Front Street, Oceano, CA

1. **CALL TO ORDER:** at 6:00 p.m. by President Austin
2. **FLAG SALUTE:** led by President Austin
3. **ROLL CALL:** Board members present: President Austin, Vice President White, Director Gibson, Director Villa, and Director Replogle. Also present, General Manager Will Clemens, Legal Counsel Jeff Minney, Business and Accounting Manager Carey Casciola, and Board Secretary Celia Ruiz.

4. **AGENDA REVIEW:**

Public comment received from:

Julie Tacker	Support of moving general public comment
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Vice President White moved to approve the agenda as presented, a second from Director Gibson, roll call vote 4-1, Director Replogle dissented.

5. **CLOSED SESSION:**

A. Pursuant to Government Code §54956.9 (d)(2): Conference with District Counsel regarding anticipated litigation. Number of cases: two (2).

Public comment was received from:

Julie Tacker	Opposition of the 2020 committee assignments
April Dury, Five Cities resident	Opposition of the 2020 committee assignments
Katherine Schwinghammer, Oceano resident	Opposition of the 2020 committee assignments
Amanda Sherlock, Oceano resident	Opposition of the 2020 committee assignments
Charles, Oceano resident	Opposition of the 2020 committee assignments
Robin Harris, Oceano resident	Opposition of the 2020 committee assignments
Rebekah Venturini, Oceano resident	Opposition of the 2020 committee assignments
Karl Kempton, Oceano resident	Opposition of the 2020 committee assignments
Jim Coalwell, Oceano resident	In support of the 2020 committee assignments
John Allen Connerly, Oceano	Opposition of the 2020 committee assignments
Sheryl Storton	Opposition of the 2020 committee assignments
Clark D'Souza, Oceano resident	In support of the 2020 committee assignments

The Board entered closed session at 6:30pm.

The Board returned to open session at 7:10pm.

Report out of closed session - 5-0 vote of the following:

1. Rejected a cure and correct order
2. At the first meeting in February review the bylaws
3. At the second meeting in February approve the revised bylaws and reconsider committee assignments

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

Public comment was received from:

April Dury, Five Cities resident	In support reconsideration of the 2020 committee assignments
Katherine Schwinghammer, Oceano resident	In support reconsideration of the 2020 committee assignments
Julie Tacker	In support reconsideration of the 2020 committee assignments

Mary Lucey, Oceano resident	In support of the reconsideration of the bylaws
Sheryl Storton	In support of the reconsideration of the 2020 committee assignments

7. SPECIAL PRESENTATIONS & REPORTS:

A. STAFF REPORTS:

- i. Operations - Field Supervisor Tony Marraccino – reported on 18 work orders, 15 USA's, 13 customer calls, 5 after hour call out, Lopez currently at 51.8%, no SSO's in the month of December, 11 acre ft from State Water, 303 acre ft from Lopez, monthly and weekly samples, line break on Norswing and Warner, FOG program, Emergency Generator is running, hazardous material inspection, meter reads, lock offs, door hangers, drainage project update.
- ii. FCFA - Chief Steve Lieberman – None
- iii. OCSD General Manager – Will Clemens – reported on transition Special Districts Managers meeting, SSLOSD Manager meeting, County Public Works on grant status, Social Media is online, District Engineer meeting, County Administrator meeting to discuss fire services, presented at the EVC group, presented at South County Chamber of Commerce, APCD air quality report results, Emergency Generator testing.
- iv. Sheriff's South Station - Commander Michael Manuele – None

B. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

- i. Director Villa – none
- ii. Director Gibson – reported on SSLOCSD
- iii. Vice President White – reported on FCFA, Zone IIA, OAC
- iv. President Austin – none
- v. Director Replogle – none

c. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:

Public comment was received from:

Rebekah Venturini, Oceano resident	Comments regarding Oceano Library
Julie Tacker	Comments regarding the (SSLOCSD) South San Luis Obispo Sanitation Districts meeting.
Mary Lucey, Oceano resident	Comments regarding the Zone IIA meeting
April Dury, Five Cities resident	Comments regarding (OAC) Oceano Advisory Council

8 CONSENT AGENDA:	ACTION:
a. Review and Approval of Minutes for December 11, 2019	Director Replogle pulled 8a and 8e.
b. Review and Approval of Cash Disbursements	After an opportunity for public comment and Board discussion, staff recommendations in agenda 8b, 8c, and 8d were approved with a motion from Vice President White, a second from Director Villa, 5-0 roll call vote. No public comment on agenda item 8b, 8c, and 8d.
c. Annual review of the District's Investment Policy and Consideration of a Recommendation to approve a resolution adopting the District's 2020 Investment Policy and submittal of the District Fiscal Year 2019-20 Quarter 2 Treasurer Report	
d. Consideration of a Recommendation approving Moss, Levy & Hartzheim, LLP as the District Auditors for	

<p>Fiscal Year 2019-20 through 2021-22 at a cost of \$19,875 - \$21,290 and receive and file the June 30, 2019 Audited Financial Statements and Independent Auditors Report prepared by Moss, Levy and Hartzheim, LLP</p> <p>e. Consideration of a recommendation to approve a budget adjustment increasing the project budget for the Oceano Generator Project by \$18,425 for change order #2 including design and structural engineering support in the amount of \$8,033.50 from Facilities Fund contingencies and \$10,391.50 from public facilities reserves</p>	<p>amending the minutes to comply with bylaws section 4.3 and to include the 2020 committee assignment list, and a second from Director Gibson, 5-0 roll call. Public comment was received from Julie Tacker regarding item 8a, April of Oceano regarding item 8a, and Nancy McNeal of Oceano regarding item 8a.</p> <p>Vice President White made a motion to approve staff recommendation in item 8e, and a second by Director Gibson, 5-0 roll call.</p> <p>No public comment on item 8e.</p>
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<p>9A BUSINESS ITEM:</p> <p>Consideration of recommendations to approve a resolution to support Measure A-20 for Oceano Emergency Medical and Fire Protection Services</p>	<p>ACTION:</p> <p>Director Replogle supports remaining in the Five Cites Fire Authority but cannot support a flat tax because it is regressive and unfair.</p> <p>After an opportunity for public comment and Board discussion Vice President White made a motion to approve staff recommendations in item 9A, and a second my Director Villa, 4-1 roll call, Director Replogle dissented</p> <p>Public comment received from: Julie Tacker - opposition of passing the resolution. Nancy McNeal, Oceano resident - regarding Director comments. Mary Lucey, Oceano resident - in support of Measure A-20.</p>
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<p>9B BUSINESS ITEM:</p> <p>Recommendation to review color options for the Old Fire Station at 1687 Front Street and make a final color selection</p>	<p>ACTION:</p> <p>After an opportunity for public comment and Board discussion, staff recommendations were approved to go with option #1 with a motion from Director Gibson and a second from Director Replogle and a 5-0 roll call vote.</p> <p>Public comment received from: Rebekah Venturini, Oceano resident - in support of option #1 Nancy McNeal, Oceano resident - in support of a combination of options #5 & #2, Mary Lucey, Oceano resident - in support of option #2.</p>
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<p>9C BUSINESS ITEM:</p> <p>Consideration of recommendations to approve a resolution reducing the Franchise fee payment from South County Sanitary Inc. as the Board deems appropriate</p>	<p>ACTION:</p> <p>After an opportunity for public comment and Board discussion, a motion from Director Gibson to approve a resolution reducing the franchise fee payment from South County Sanitary Inc by 5%, and a second from Vice President White and a 5-0 roll call vote.</p> <p>Public comment received from: Julie Tacker - in support of adopting a resolution. Rebekah Venturini, Oceano resident - in support of adopting a resolution.</p>
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The Board recessed at 8:50pm and returned at 8:55pm

9D BUSINESS ITEM:	ACTION:
Review and Consideration of a letter to State Parks regarding the Public Works Plan (PWP) Project Proposed Concepts and Options relating to the Oceano Dunes State Vehicular Recreation Area (ODSVRA)	<p>After an opportunity for public comment and brief Board discussion, a motion from President Austin to submit the attached revised letter to State Parks regarding the Public Works Plan, a second from Director Gibson and a 5-0 roll call vote.</p> <p>Public comment received from: Rebekah Venturini, Oceano resident - in support of submitting a letter with additions. Jeff Edwards - in support of submitting the revised letter with additions. Julie Tacker - in support of the revised letter with additions.</p>

President Austin made a motion to extent the meeting past 9:30pm, a second from Director Gibson and a 4-1 vote, Director Replogle dissented.

9E BUSINESS ITEM:	ACTION:
Review and Consideration of a letter to the City of Pismo Beach regarding their Notice of Preparation of a Draft Environmental Impact Report for the Central Coast Blue Project	<p>After an opportunity for public comment and brief Board discussion a motion from Vice President White to send the letter to the City of Pismo regarding their Notice of Preparation of a Draft environmental Impact Report for the Central Coast Blue Project with the amendment of deleting the last two lines of the letter, and a second from Vice President White and a 4-1 roll call vote, Director Replogle dissented.</p> <p>Public comment received from: Jeff Edwards - in opposition of the letter. Julie Tacker - in opposition of the letter.</p>

11. **HEARING ITEMS:** None

12. **RECEIVED WRITTEN COMMUNICATIONS:** Chelsea Potter, Kara Woodruff, James Miers, Annette Sheely, & Brenda Lowe

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

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

Central Coast Blue, Bylaws, 2020 Committee Assignments

15. **FUTURE HEARING ITEMS:**

16. **ADJOURNMENT:** at approximately 9:55 pm



Oceano Community Services District

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

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

January 23, 2020

Via email: info@OceanoDunesPWP.com

Subject: Comments on the Proposed Project Concepts and Options for the Oceano Dunes State Vehicular Recreation Area Public Works Plan.

To whom it may concern,

The Oceano Community Services District (OCSD) provides residents and businesses in Oceano with water, wastewater collection, trash and recycling, fire and emergency services, and street lighting services.

After reviewing the proposed Public Works Plan for the Oceano Dunes State Vehicular Recreation Area (ODSVRA), the OCSD submits the following comments.

The PWP proposes to close the Grand Avenue vehicle entrance. With no new, alternative entrance currently under consideration, this would push all ODSVRA traffic through the Pier Avenue entrance. The adverse impacts noted below would be exacerbated. Therefore, the OCSD opposes this proposal and recommends that State Parks perform an entrance study.

The Plan needs to address the impacts of operation of the ODSVRA on the community of Oceano, which include the following:

Increased trash and dumping. The OCSD must collect and dispose of this garbage at a cost to the Oceano rate payers.

Increased operational and safety impacts to District staff. The District's sewer lift station is located midway along Pier Avenue. When staff need to enter the wells for maintenance, access is sometimes blocked by vehicles waiting in line at the ODSVRA entrance. In addition, noxious exhaust fumes from idling vehicles in the line pose a health hazard to staff working in the wells' confined spaces.



Oceano Community Services District

Damage and risk to critical water and sewer infrastructure. A fire hydrant on Pier Ave located adjacent to an ATV rental store is repeatedly knocked over by vehicles improperly exiting the store, and the OCSD has had to replace this fire hydrant frequently. Maintenance of the wet well on Pier Avenue is needed more often due to clogging from improper items disposed of in the system. And the 2019 Local Hazard Mitigation Plan prepared for the OCSD identified operation of the Pier Avenue entrance as increasing the risk of sea level rise and tsunamis to critical infrastructure including the lift station.

Traffic impacts to fire and emergency services. At times fire trucks have had difficulty accessing the community west of Highway One.

Thank you for your consideration of these comments.

Sincerely,

A handwritten signature in blue ink that reads "Linda Austin".

Linda Austin, President



Oceano Community Services District

Summary Minutes

Special Meeting Saturday, January 25, 2020 – 3:00 P.M.

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

1. **CALL TO ORDER:** at 3:00 p.m. by President Austin
2. **ROLL CALL:** Board members present: President Austin, Vice President White, Director Gibson, Director Villa, and Director Replogle. Also present, General Manager Will Clemens, Legal Counsel Jeff Minney, Business and Accounting Manager Carey Casciola, and Account Administrator Nicole Miller
3. **FLAG SALUTE:** led by President Austin
4. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA:** No public comment.
5. **CLOSED SESSION:** None
6. **BUSINESS ITEM:** Informational presentations regarding Measure A-20 on the ballot for the March 3, 2020 consolidated election for voters within the Oceano Community Services District (OCSD) boundaries regarding a special tax for emergency medical and fire protection services

Chief Lieberman and General Manager Will Clemens presented and answered questions from the public.

Public comment was received from Troy Smith of Oceano, Mary Ochoa of Oceano, Gary Tucker of Oceano, Erik Ochoa of Oceano, Brenda Lowe of Oceano, Perry of Halcyon, Unknown resident of Oceano, Mary Wagner of Oceano, Unknown of Oceano.

Motion to receive and file public comment made by Karen White; second by Shirley Gibson.

Ayes: Director Gibson, President Austin, Vice President White

Noes: None

Absent: Director Villa left at approximately 4:22pm; Director Replogle left at approximately 4:46pm.

7. **ADJOURNMENT:** at approximately 5:03 pm



Oceano Community Services District

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

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

Date: February 12, 2020

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

Subject: Agenda Item #8D: Recommendation to Approve Cash Disbursements

Recommendation

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

Discussion

The following is a summary of the attached cash disbursements:

Description	Check Sequence	Amounts
	58215 - 58242	
Disbursements Requiring Board Approval prior to Payment:		
Regular Payable Register - paid 02/12/2020	58220 - 58242	\$ 321,304.09
Subtotal:		\$ 321,304.09
Reocrring Payments for Board Review (authorized by Resolution 2018-11):		
Payroll Disbursements - PPE 12/07/2019	N/A	\$ 30,047.24
Reoccurring Utility Disbursements - paid 01/22/2020	58215 - 58217	\$ 1,135.80
Reoccurring Health Disbursements - paid 01/22/2020	58218 - 58219	\$ 10,193.98
Subtotal:		\$ 41,377.02
Grand Total:		\$ 362,681.11

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.

2/06/2020 2:24 PM
 COMPANY: 99 - POOLED CASH FUND
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK RECONCILIATION REGISTER

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: 058220 THRU 058242

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE	
CHECK:	-----								
1-1001-000	2/06/2020	CHECK	058220	CENTRAL COAST FENCE	29.88CR	OUTSTND	A	0/00/0000	
1-1001-000	2/06/2020	CHECK	058221	WHITE, KAREN M.	250.00CR	OUTSTND	A	0/00/0000	
1-1001-000	2/06/2020	CHECK	058222	BACKYARD IMPROVEMENT CENTER	256.39CR	OUTSTND	A	0/00/0000	
1-1001-000	2/06/2020	CHECK	058223	USA BLUEBOOK	35.52CR	OUTSTND	A	0/00/0000	
1-1001-000	2/06/2020	CHECK	058224	DIVERSIFIED PROJECT SERVICES I	875.00CR	OUTSTND	A	0/00/0000	
1-1001-000	2/06/2020	CHECK	058225	ADAMSKI MOROSKI MADDEN CUMBERL	12,680.08CR	OUTSTND	A	0/00/0000	LEGAL
1-1001-000	2/06/2020	CHECK	058226	BURDINE PRINTING & GRAPHICS	2,698.40CR	OUTSTND	A	0/00/0000	U/B BILLING
1-1001-000	2/06/2020	CHECK	058227	ARAMARK	665.98CR	OUTSTND	A	0/00/0000	
1-1001-000	2/06/2020	CHECK	058228	R & T EMBROIDERY, INC.	224.08CR	OUTSTND	A	0/00/0000	
1-1001-000	2/06/2020	CHECK	058229	EVERYWHERE RIGHT NOW, INC.	120.00CR	OUTSTND	A	0/00/0000	
1-1001-000	2/06/2020	CHECK	058230	CALIFORNIA ASSOCIATION OF MUTU	500.00CR	OUTSTND	A	0/00/0000	
1-1001-000	2/06/2020	CHECK	058231	REPLOGLE, CYNTHIA	200.00CR	OUTSTND	A	0/00/0000	
1-1001-000	2/06/2020	CHECK	058232	FAMCON PIPE & SUPPLY, INC.	96.53CR	OUTSTND	A	0/00/0000	
1-1001-000	2/06/2020	CHECK	058233	MARWAL CONSTRUCTION INC.	2,775.00CR	OUTSTND	A	0/00/0000	EMERGENCY GENERATOR
1-1001-000	2/06/2020	CHECK	058234	CITY OF ARROYO GRANDE	2,113.46CR	OUTSTND	A	0/00/0000	WHEELING SERVICES
1-1001-000	2/06/2020	CHECK	058235	CLINICAL LAB OF SAN BERNARDINO	360.00CR	OUTSTND	A	0/00/0000	
1-1001-000	2/06/2020	CHECK	058236	J.B. DEWAR, INC.	455.92CR	OUTSTND	A	0/00/0000	
1-1001-000	2/06/2020	CHECK	058237	FIVE CITIES FIRE AUTHORITY	284,537.00CR	OUTSTND	A	0/00/0000	FCFA
1-1001-000	2/06/2020	CHECK	058238	MIER BROS.	177.79CR	OUTSTND	A	0/00/0000	
1-1001-000	2/06/2020	CHECK	058239	MINER'S ACE HARDWARE, INC.	92.23CR	OUTSTND	A	0/00/0000	
1-1001-000	2/06/2020	CHECK	058240	QUILL CORPORATION	119.33CR	OUTSTND	A	0/00/0000	
1-1001-000	2/06/2020	CHECK	058241	WILSON ENGINEERING	8,565.00CR	OUTSTND	A	0/00/0000	EMERGENCY GENERATOR

2/06/2020 2:24 PM
 COMPANY: 99 - POOLED CASH FUND
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK RECONCILIATION REGISTER

PAGE: 2
 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: 058220 THRU 058242

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	2/06/2020	CHECK	058242	EARTH SYSTEMS PACIFIC	3,476.50CR	OUTSTND	A	0/00/0000
EMERGENCY GENERATOR								
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	321,304.09CR		
				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:	321,304.09CR		
				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 February 12, 2020

	(*)	
Gross Wages	1/4/2020	1/18/2020
Regular	\$25,556.91	\$25,975.12
Overtime Wages	\$477.32	\$446.08
Stand By	\$450.00	\$600.00
	<u>\$26,484.23</u>	<u>\$27,021.20</u>
Cell Phone Allowance	<u>\$75.00</u>	<u>\$0.00</u>
Total Wages	<u><u>\$26,559.23</u></u>	<u><u>\$27,021.20</u></u>
<u>Disbursements</u>		
Net Wages	\$20,205.58	\$20,515.70
State and Federal Agencies	\$5,262.39	\$5,447.60
CalPERS - Normal	\$3,934.26	\$3,935.22
SEIU - Union Fees	<u>\$148.72</u>	<u>\$148.72</u>
Total Disbursements processed with Payroll	<u>\$29,550.95</u>	<u>\$30,047.24</u>
Health (Disbursed with reoccurring bills)	\$5,966.99	\$5,966.99
	<u>\$5,966.99</u>	<u>\$5,966.99</u>
Total District Payroll Related Costs	<u><u>\$35,517.94</u></u>	<u><u>\$36,014.23</u></u>

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

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

CHECK DATE: 0/00/0000 THRU 99/99/9999
CLEAR DATE: 0/00/0000 THRU 99/99/9999
STATEMENT: 0/00/0000 THRU 99/99/9999
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 058215 THRU 058217

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	1/22/2020	CHECK	058215	RABOBANK EQUIPMENT LEASE	755.60CR	OUTSTND	A	0/00/0000
1-1001-000	1/22/2020	CHECK	058216	DE LAGE LANDEN FINANCIAL SERVI	150.15CR	OUTSTND	A	0/00/0000
1-1001-000	1/22/2020	CHECK	058217	COASTAL COPY, INC.	230.05CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	1,135.80CR		
				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:	1,135.80CR		
				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		

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	1/22/2020	CHECK	058218	BLUE SHIELD OF CALIFORNIA	8,831.80CR	OUTSTND	A	0/00/0000
1-1001-000	1/22/2020	CHECK	058219	PRINCIPAL LIFE INSURANCE COMPA	1,362.18CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	10,193.98CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	10,193.98CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		



Oceano Community Services District

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

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

Date: February 12, 2020

To: Board of Directors

From: Will Clemens, General Manager

Subject: Agenda Item 9(a): Presentation and Discussion on the California Voting Rights Act

Recommendation

It is recommended that your Board:

1. Review and consider a presentation on the California Voting Rights Act (CVRA)
2. Adopt a Resolution to Consider Transitioning From At-Large Elections To Alternative Representative Elections

Discussion

District legal counsel and Cal Poly Political Science Professor Dr. Michael Latner will provide a presentation on the CVRA. Attached is a commentary written by Dr. Latner for the Tribune related to this discussion. As part of the District's diligence in conducting its business consistent with laws and regulations that promote well governed communities, the District is committed to remaining in compliance with the CVRA.

The Oceano Community Services District (District) currently elects its Board through an at-large electoral system in which each Board member may reside anywhere within the District's boundaries, is elected by the entire electorate, and the candidates with the most votes fill the open seats. This electoral system is known as the "multi-seat plurality electoral system."

The CVRA allows for legal challenges alleging that an at-large system has resulted in racially polarized voting within a jurisdiction and seeking a court order that a jurisdiction convert to a by-district election system. A by-district based electoral system is one in which a jurisdiction is divided into separate geographic districts, each with one representative who resides in the district and is elected only by the voters residing within the district. In a by-district system, voters within each district may vote for only one candidate. "Racially polarized voting" under the CVRA means voting in which there is a difference between the choice of candidates or other electoral choices that are preferred by voters in a protected class and in the choice of candidates and electoral choices preferred by voters in the 'rest of the electorate', and in which the candidates preferred by 'the rest of the electorate' defeat the candidates preferred by the protected class voters.



Moving to a by-district election system is the ‘safe harbor’ under the California Voting Rights Act that prevents a CVRA lawsuit alleging the dilution of protected class voting strength. There are disadvantages to such a system, however, including that by-district elections:

- are more likely to be uncontested;
- can polarize a District along racial and geographic boundaries;
- incentivize gerrymandering and encourage Board in-fighting.

(Attachment 1 identifies these and other major pros and cons of by-district elections.)

As a result, staff has started examining alternative approaches to ensuring that Oceano avoids diluting the voting strength of any protected class, without incurring the disadvantages of by-district elections and without subjecting the District to lawsuits under the CVRA. One possible approach is for the District to convert from its current at-large multi-seat plurality electoral system to one of several alternative electoral systems, such as “cumulative voting” or “ranked choice voting/instant runoff.” These alternative systems capture more information from each voter than just their first choice of candidates and increase the likelihood that the views of minorities are adequately represented consistently over time. Alternative election systems may enhance a District’s defense in a CVRA lawsuit, but none currently provides a safe harbor from being sued under the CVRA.

Other Agency Involvement

Any alternate electoral system the District may choose to pursue would have to be implemented by the County Clerk/Recorder and certified by the Secretary of State.

Other Financial Considerations

The cost to move from at-large District elections to an alternative is significant. The City of Grover Beach is moving to by-district voting and estimates the costs could be up to \$75,000. This covers the cost of consultants to draw district boundaries. Ongoing costs are also needed to potentially redraw district boundaries after each census or annexation. Moving to cumulative or ranked choice voting could also involve significant costs. The County Clerk/Recorder would have to update voting software to implement these alternatives and it is unclear who would pay the costs. However, the cost of a likely lawsuit related to the CVRA could eclipse any cost of conversion.



Results

Compliance with the CVRA helps to ensure a well governed community.

Attachment 1 – Pros and Cons

Attachment 2 – Tribune Article

Attachment 3 – Resolution

Pros

- Each geographic region of the jurisdiction is represented
- Each Board member represents neighborhood he/she likely knows best
- Viewpoints that might not be districtwide can get a voice on the elected body
- Minority candidates (racial or political) have a better opportunity to be elected if their supporters are geographically concentrated
- It will likely cost less to run for office, since districtwide campaigning is not required
- Candidates can personally contact a larger share of the electorate
- Each voter has a specific elected representative to contact for assistance
- A voter's ballot may be simplified, with fewer candidates to learn about
- Elections may be less expensive for the jurisdiction since only part of the jurisdiction is voting (unless a jurisdiction-wide measure or election is also on the ballot)
- Removes multi-million-dollar exposure to a potential lawsuit under the California Voting Rights Act

Cons

- Board members are incentivized to represent only the interests of their districts, not the whole jurisdiction
- Candidates may be elected with few votes
- Board members are likely to have less reason to seek agreement
- District lines must be reviewed and possibly redrawn after each census and significant annexation
- The best-qualified candidates may be concentrated in one district
- Not all voters may vote in each election cycle and thus are likely to be less informed and engaged
- Allows a majority of the elected body to ignore/minimize the needs of one or two districts
- Disgruntled voters can hold only their one elected official accountable by recall or refusing to re-elect, not the whole elected body
- Districts may be artificial geographic entities whose boundaries do not delineate clearly identifiable communities and, therefore, the entities have no particular relevance to citizens
- Each candidate needs to run for a specific district, and thus against a specific incumbent; this can decrease interest in running and leads to more uncontested elections
- The election in each district tends to be less competitive and achieves a lower turnout (due to incumbent advantages)
- Some districts may have difficulty finding a registered voter interested in running
- Tends to freeze political cleavages into place along racial and geographic boundaries
- Incentivizes gerrymandering, polarization, and Board in-fighting
- If protected classes are distributed randomly throughout the districts, and if there is only one successful candidate per district, this is indistinguishable from at-large voting



BY MICHAEL LATNER

County cities should explore all options before ditching 'at large' elections

Your city may be changing how elections work, and that will affect your vote

San Luis Obispo County is experiencing a flurry of legal challenges to the way cities operate elections.

Faced with accusations that they are violating voting rights protections, many cities, including Santa Maria, Paso Robles and soon Arroyo Grande, have already changed or plan to change their electoral systems

from at-large elections to single-seat districts.

Other cities could be next. The city of San Luis Obispo was recently served legal notice, and Atascadero and other cities will soon follow.

In single-seat district elections, instead of each voter having, say, three votes to cast if three seats on the council are up for election in a given year, voters will now be assigned to districts, where they will have a single vote and a single council representative for "their" district.

These changes are part of a statewide effort by a handful of attorneys whose incentive may be to address racial discrimination, or may be to receive \$30,000 in fees if they get an agreement from a city to switch.

SINGLE-SEAT DISTRICTS

Whatever the incentive, why do they urge cities to opt for single-seat districts, when there are a variety of other ways to ensure fair representation for racial minorities and all voters?

Here's why: A provision of the California Voting Rights Act

provides "safe harbor" for cities that adopt a single-seat district system. Safe harbor provisions protect against future liability or penalty under specific conditions, in this case if a city is showing "good faith" in achieving fair representation by adopting a district plan. As a result, fearing future lawsuits, city attorneys and councils are quick to accept single-seat district plans.

One small problem: District plans don't necessarily protect minority voting rights, so they can't protect a city from future

litigation if the adopted plan results in continued or new voting rights violations.

Assigning voters to districts can result in vote dilution as easily as it can remedy it, by creating permanent minority voters in those districts. In fact, we have a now well-known name for it, gerrymandering. Even cities with the best of intentions could end up diluting the votes of racial voting coalitions, in violation of the California Voting Rights Act.

Consider two of the area's newest council members, Maria Garcia of Paso Robles and Erica Stewart of San Luis Obispo, both women of color supported by diverse coalitions of voters, and both elected under at-large plurality systems.

SEE LATNER, 4D

FROM PAGE 1D

LATNER

Neither city is particularly diverse by California standards (both are majority white, non-Hispanic) and in neither city is it possible to create a majority-minority (non-white) district to concentrate the voting strength of non-whites. If the majority of non-white voters in each city supports Garcia and Stewart, and that support, along with "crossover" votes from white voters was enough to get them elected at-large, chopping the city into districts could actually dilute that support across districts. Ironically, both of those cities could return to all-white councils if they adopt district elections.

A forthcoming study of this switch to districts in "Urban Affairs Review" shows this can and has happened.

As we would expect, the overall impact of adopting districts in California has been positive, increasing non-white representation on councils by about one seat on average. This is because at-large plurality voting is literally the worst system for promoting minority representation: A white plurality voting as a bloc can win every seat.

However, among the five cities switching that look like San Luis Obispo in terms of being 70% or higher white non-Hispanic (Hemet, San Juan Ca-

pistrano, Turlock, Wildomar and Yucaipa) the average change was zero. Only San Juan Capistrano went from an all-white council to add a single minority seat, and Hemet actually went from an 80% white to a 100% white city council. Worse still, of 18 majority-minority cities that switched from at-large to district elections, four of those cities actually lost minority representation.

BETTER SYSTEMS

Fortunately, there are electoral systems that can ensure fair representation for all. For a five-seat council, for example, electing all five seats using the single transferable vote method, any coalition with about 17% of the vote February 12, 2020, Page 24 of 73

voters rank each candidate on the ballot (first, second, third, etc.). The threshold for election is set by dividing the total votes cast by the number of seats to be filled, plus one. Candidates winning more votes than the threshold are automatically elected and their "surplus" votes are transferred to second choices. Candidates with the least support are eliminated, and those votes are transferred to the next name on the ballot, until all seats are filled.

In that way, any minority group — whether racial, ideological or partisan — that meets the threshold will gain representation, regardless of where the voters live. Hundreds of cities across the world use this system, some (in Australia) for 100 years or

more.

Whatever system cities choose — and they should choose systems with the goal of each voter having equal influence — the public needs to be involved at every step. It is unfortunate that the California Voting Rights Act privileges a sub-optimal electoral system over alternatives, but voters themselves can correct that by requiring city councils to closely evaluate alternatives and make a choice to treat each voter equally. Political equality is the standard that democracy requires.

Michael Latner is professor of political science at Cal Poly and senior fellow at the Union of Concerned Scientists' Center for Science and Democracy.

RESOLUTION NO. 2020-__

**A RESOLUTION OF THE OCEANO COMMUNITY SERVICES DISTRICT
DECLARING ITS INTENTION TO CONSIDER TRANSITIONING FROM AT-LARGE
ELECTIONS TO ALTERNATIVE REPRESENTATIVE ELECTIONS**

RECITALS

WHEREAS, the Board of Directors of the Oceano Community Services District (the "District") is currently elected in "at-large" elections, in which each District member is elected by the registered voters of the entire District; and

WHEREAS, the California Voting Rights Act ("CVRA") prohibits any political subdivision from using any "at-large" method of election that "impairs the ability of a protected class to elect candidates of its choice or influence the outcome of an election, as a result of the dilution or the abridgement of the rights of voters who are members of the protected class..." (Elections Code section 14027); and

WHEREAS, the District desires that their elected officials fairly represent the community of Oceano as a whole; and

WHEREAS, the District is aware that other local agencies are transitioning from "at-large" election systems to "district-based" systems or other alternatives as may be deemed appropriate; and

WHEREAS, the District desires to carefully consider the advantages and disadvantages of changing its method of election from an "at-large" system to a "district-based" system, "cumulative voting" system, "ranked choice voting/instant runoff" system, or other alternative representative system.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Oceano Community Services District, as follows:

1. The District determines to carefully consider the option of transitioning from "at-large" elections to an alternative representative election method.
2. The Board of Directors direct staff to research and bring back information and options related to such a transition.

ADOPTED by the Board of Directors of the Oceano Community Services District on _____, by the following roll call votes:

AYES:
NOES:
ABSENT:
ABSTAINED:



Oceano Community Services District

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

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

Date: February 12, 2020

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

Subject: Agenda Item #9(b): Review of the District's Budget Status as of December 31, 2019

Recommendation

It is recommended that your Board review and discuss the District's budget status as of December 31, 2019 and provide direction to staff as you deem appropriate.

Discussion

The attached worksheets have been prepared to review the status of this year's budget. They have been designed to include the following:

- ✓ Current fiscal year actual revenues and expenditures as of December 31, 2019
- ✓ Current percentage of adopted budget
- ✓ Current fiscal year adopted budget
- ✓ Chronology of budget actions

In reviewing the worksheets, items of significance can be identified. The column containing the percentage of the 2019-20 budget utilized in the second quarter of fiscal year 2019-20 illustrates that revenues and costs are on track to remain within budget for each fund.

Expenditures:

There are a few expenses that are front loaded and paid at the beginning of the fiscal year. The budget worksheets indicated that the District has spent more than 50% of the overall budget for these items. The worksheets show that the year-end cost estimates for the following expenses are within budget.

The front-loaded expenses are as follows:

1. Water Supply from Lopez and State Water



2. CalPERS Unfunded Accrued Liability (UAL) for the Miscellaneous and Safety Plan members
3. Local Agency Formation Commission Expense (LAFCO)
4. Liability Insurance
5. Membership Expense (CRWA)
6. Annual Regulatory Permits (State Water Resource Control Board)
7. Boot Allowance Expense
8. Annual Software Maintenance

Other expenses appear to be running high in the General and Enterprise Funds, but are expected to level out during the fiscal year, including the following:

General Fund

1. Professional Services/ Permits, Fees, Licenses - the District's ordinances and resolutions were codified by Municode. The self-publishing software was a one-time cost as staff received training to maintain and update the software as ordinances and resolutions are adopted by your Board.

Professional Services Budget: \$23,000	Expensed @ 12/31: \$15,809 (69%)	Estimate - Year End: \$ 27,594	Over: \$4,594
Permits, Fees, Licenses Budget: \$1,803	Expensed @ 12/31: \$2,355 (229%)	Estimate - Year End: \$2,355	Over: \$1,352

2. Job Advertising Expense – during the second quarter of the fiscal year the previous General Manager retired. The costs associated with the job brochure and postings were accrued during this time.

Budget: \$1,803	Expensed @ 12/31: \$2,400 (133%)	Estimate - Year End: \$2,400	Over: \$597
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Water Fund

1. Water Meter Expense - during the first half of the year the utilities crew replaced old meters on multiple properties.

Budget:	Expensed @ 12/31:	Estimate - Year End:	Over:
\$10,815	\$11,156 (103%)	\$ 11,156	\$314

2. Fixed Assets – Equipment – the costs related to the emergency action for Well #8 to rewind and install the original motor were completed successfully.

Budget:	Expensed @ 12/31:	Estimate - Year End:	Over:
\$0	\$5,601	\$ 5,601	\$5,601

3. CIP – HWY One Relocation – District utility relocation costs required by the County Highway One Drainage Project were paid to the County in the prior year totaling \$169,290. Three 12” valves were required to be installed along Highway One during the construction of the project to isolate the waterline during construction so that customer service was not interrupted for an extended period of time. Staff obtained a quote from the County’s contractor in the amount of \$34,248.20. Resolution 2019-02 allowed the District the opportunity to self-perform the work. The utilities crew installed three valves in the first half the year and the costs related to the parts totaled \$19,535. Savings in the Water Fund are anticipated to cover these costs.

Budget:	Expensed @ 12/31:	Estimate - Year End:	Over:
\$-0-	\$19,535	\$ 19,535	\$19,535

Garbage Fund

4. Professional Services – the final cost to the District for the September Clean Up Week where the District covered the first five (5) bulky items for Oceano residents totaled to \$5,435. Over 450 bulky items were picked up by South County Sanitary Services, Inc. The Savings in the Garbage Fund are anticipated to cover these costs.

Budget:	Expensed @ 12/31:	Estimate - Year End:	Over:
\$7,000	\$7,867 (112%)	\$ 10,300	\$3,300



Revenues:

Revenues in the General and Enterprise Funds appear to be higher than the budgeted income for the fiscal year. This is based on the timing of the budget review:

1. Property Taxes – 60% of property taxes were paid in December with the remaining expected to come in April 2020. This is consistent with previous years based on the County’s collection system.
2. Water Sales - The revenue comparisons between the targeted revenue and the actual are attached from 2015 to January 2020. The bar graph illustrates the community’s ability to conserve even after the drought. At this time, the best estimate is the current budgeted revenues in the Water Fund.

Closely monitoring the budget in a conservative manner will help ensure remaining within budget. The 3rd quarter results, as of March 31, 2020, will be provided to your Board at your regular meeting in April 2020.

Other Agency Involvement

n/a

Other Financial Considerations

An item that may influence the budget in the future is presented in agenda item 9(a) regarding the alternatives to the District’s at-Large elections. Costs related to either option have not been included in this fiscal year budget.

Results

Establishing good budget monitoring procedures will help ensure that the District’s costs are managed in a financially prudent manner and promotes prosperous and well governed communities.

Attachments: Budget Worksheets
Water Revenue Data
Chronology of Budget Actions



GENERAL FUND





	A	C	D	J	K	M	N	O	P	Q	R	S	T	
1	OCEANO COMMUNITY SERVICES DISTRICT													
2	GENERAL FUND - QUARTER 2 REVIEW													
3	SUMMARY													
4	GENERAL FUND (GF)		FINAL		2019/20		2019/20		ACTUAL AT		ESTIMATED		2019/20	
5			FY 2019/2020		APPROVED		CURRENT		12/31/2019		ACTUAL		EST. BUDGET	
6					ADJUSTMENTS		BUDGET		50%		50%		VARIANCE	
7														
8	SOURCES OF FUNDS													
9														
10	Fire		\$0		\$0	\$0	\$0	\$0	0%	\$0	\$0	\$0	\$0	
11	Lighting		\$0		\$0	\$0	\$0	\$0	0%	\$0	\$0	\$0	\$0	
12	Facilities		\$159,555		\$0	\$159,555	\$77,945	\$159,555	49%	\$148,389	\$159,555	\$11,166	(\$11,166)	
13	Admin		\$2,196,650		\$0	\$2,196,650	\$1,227,120	\$2,196,650	56%	\$2,090,927	\$2,196,650	\$105,723	(\$105,723)	
14	Total Sources of Funds		\$2,356,205		\$0	\$2,356,205	\$1,305,065	\$2,356,205	58%	\$2,239,316	\$2,356,205	\$116,889	(\$116,889)	
15	USES OF FUNDS													
16														
17	Fire		\$1,184,088		\$0	\$1,184,088	\$594,147	\$1,184,088	50%	\$1,179,465	\$1,184,088	\$4,623	\$4,623	
18	Lighting		\$51,153		\$0	\$51,153	\$17,539	\$51,153	34%	\$33,833	\$51,153	\$17,320	\$17,320	
19	Facilities		\$42,267		\$53,300	\$95,567	\$30,157	\$95,567	32%	\$87,122	\$95,567	\$8,445	\$8,445	
20	Admin		\$1,145,929		\$0	\$1,145,929	\$575,944	\$1,145,929	50%	\$1,026,801	\$1,145,929	\$119,128	\$119,128	
21	Total Expenditures		\$2,423,437		\$53,300	\$2,476,737	\$1,217,786	\$2,476,737	49%	\$2,327,221	\$2,423,437	\$146,216	\$149,517	
22	OPERATING SURPLUS/(DEFICIT)													
23														
24	Fire		(\$1,184,088)		\$0	(\$1,184,088)	(\$594,147)	(\$1,184,088)		(\$1,179,465)	(\$1,184,088)	\$4,623	\$4,623	
25	Lighting		(\$51,153)		\$0	(\$51,153)	(\$17,539)	(\$51,153)		(\$33,833)	(\$51,153)	\$17,320	\$17,320	
26	Facilities		\$117,288		(\$53,300)	\$63,988	\$47,788	\$63,988		\$61,267	\$117,288	(\$2,720)	(\$2,720)	
27	Admin		\$1,050,721		\$0	\$1,050,721	\$651,177	\$1,050,721		\$1,064,126	\$1,050,721	\$13,405	\$13,405	
28	OPERATING SURPLUS/(DEFICIT)		(\$67,232)		(\$53,300)	(\$120,532)	\$87,279	(\$120,532)		(\$87,904)	(\$67,232)	\$32,628	\$32,628	
29	TRANSFERS & ENCUMBRANCES													
30	Transfers In - From Water Fund		31,500			31,500		31,500		31,500		0	0	
31	(Transfers Out) - To Wastewater		(113,940)			(113,940)		(113,940)		(113,940)		0	0	
32	Encumbrances - Sources of Funding		60,454			60,454		60,454		60,454		0	0	
33	Encumbrances - (Designated Funds)		(73,278)			(73,278)		(73,278)		(73,278)		0	0	
34	NET TRANSFERS & ENCUMBRANCES		(\$95,264)		\$0	(\$95,264)	\$0	(\$95,264)		(\$95,264)	(\$95,264)	\$0	\$0	



ADMINISTRATIVE BUDGET





	C	D	J	K	M	N	O	P	Q	R	S
1	OCEANO COMMUNITY SERVICES DISTRICT										
2	FUND LEVEL ANALYSIS - QUARTER 2 REVIEW										
3	ADMINISTRATIVE DEPARTMENT - GENERAL FUND - 01										
4	GENERAL FUND (GF)		FINAL	2019/20	2019/20	ACTUAL AT		ESTIMATED	2019/20		
5	ADMINISTRATIVE DEPARTMENT - 01		FY 2019/2020	APPROVED	CURRENT	12/31/2019	50%	ACTUAL	EST. BUDGET		
6				ADJUSTMENTS	BUDGET				VARIANCE		
7											
8	SOURCES OF FUNDS										
9											
10	Revenues	\$1,050,721	\$0	\$1,050,721	\$651,177	62%	\$1,064,126	\$13,405			
11	Other Sources of Funds	\$1,145,929	\$0	\$1,145,929	\$575,944	50%	\$1,026,801	(\$119,128)			
12	Total Sources of Funds	\$2,196,650	\$0	\$2,196,650	\$1,227,120	56%	\$2,090,927	(\$105,723)			
13	USES OF FUNDS										
14											
15											
16	Salaries & Wages	\$460,650	\$0	\$460,650	\$241,262	52%	\$443,802	\$16,848			
17	Benefits	\$193,972	\$0	\$193,972	\$99,701	51%	\$160,984	\$32,988			
18	Personnel Services	\$654,622	\$0	\$654,622	\$340,963	52%	\$604,786	\$49,835			
19	Services & Supplies	\$299,058	\$0	\$299,058	\$159,591	53%	\$272,236	\$26,822			
20	Operating Crew Benefits Allocation	\$192,250	\$0	\$192,250	\$75,390	39%	\$149,780	\$42,470			
21	Administrative Cost	\$0	\$0	\$0	\$0	0%	\$0	\$0			
22	Total Expenditures	\$1,145,929	\$0	\$1,145,929	\$575,944	50%	\$1,026,801	\$119,128			
23	OPERATING SURPLUS/(DEFICIT)	\$1,050,721	\$0	\$1,050,721	\$651,177		\$1,064,126	\$13,405			
24	TRANSFERS & ENCUMBRANCES										
25	Transfers In - From General Fund	151,267	0	151,267	0		151,267	0			
26	(Transfers Out)	(1,263,142)	0	(1,263,142)	(639,586)		(1,241,198)	(21,944)			
27	Encumbrances - Sources of Funding	22,096	0	22,096	0		22,096	0			
28	Encumbrances - (Designated Funds)	0	0	0	(31,138)		0	0			
29											
30	NET TRANSFERS & ENCUMBRANCES	(\$1,089,779)	\$0	(\$1,089,779)	(\$670,724)		(\$1,067,835)	(\$21,944)			



	A	C	D	J	K	M	N	O	P	Q	R	S
1	OCEANO COMMUNITY SERVICES DISTRICT											
2	FUND LEVEL ANALYSIS - QUARTER 2 REVIEW											
3	ADMINISTRATIVE DEPARTMENT - GENERAL FUND											
4			3%									
5	GENERAL FUND (GF)		FINAL		2019/20		2019/20		ACTUAL AT		2019/20	
6	ADMINISTRATIVE DEPARTMENT - 01		FY 2019/2020		APPROVED		CURRENT		12/31/2019		EST. BUDGET	
7					ADJUSTMENTS		BUDGET		50%		ACTUAL	
8	SOURCES OF FUNDS											
9	REVENUES											
10	Property Taxes: Current Year - Secured		1,022,013				1,022,013		581,065		57%	
11	Property Taxes: Current Year - Unsecured		22,667				22,667		36,768		162%	
12	Property Taxes: Prior Year - Secured		0				0		932		932	
13	Property Taxes: Prior Year - Unsecured		0				0		0		0	
14	Unitary Tax		14,193				14,193		19,470		137%	
15	Penalties & Interest		0				0		66		131	
16	Delinq Garbage Charges		0				0		449		449	
17	Homeowners' Prop Tax Relief		6,273				6,273		3,126		50%	
18	Will Serve Letter Fee		0				0		150		300	
20	Misc Income		0				0		168		168	
22	Firework Permit		1,540				1,540		0		0%	
28	Interest Income		0				0		8,984		8,984	
29	CO Charge: SB 2557		(15,965)				(15,965)		0		0%	
33	Total Revenues		\$1,050,721		\$0		\$1,050,721		\$651,177		62%	
34	OTHER SOURCES OF FUNDS											
36	Allocated Administrative Overhead		953,679				953,679		500,554		52%	
37	Allocated Operating Crew Overhead		192,250				192,250		75,390		39%	
39	Total Other Sources of Funds		\$1,145,929		\$0		\$1,145,929		\$575,944		50%	
40	Total Sources of Funds		\$2,196,650		\$0		\$2,196,650		\$1,227,120		56%	
41	USES OF FUNDS											
43	SALARIES & WAGES											
44	Salary & Wages		452,300				452,300		240,818		53%	
46	Overtime		8,350				8,350		443		5%	
48	Total Salaries & Wages		\$460,650		\$0		\$460,650		\$241,262		52%	
49	BENEFITS											
50	PERS Contribution		58,000				58,000		26,643		46%	
51	PERS UAL Payment		38,500				38,500		38,419		100%	
53	SUI		2,500				2,500		485		19%	
54	Medicare		6,400				6,400		3,709		58%	
55	FICA		1,650				1,650		766		46%	
57	Compensation Insurance		5,022				5,022		3,289		65%	
58	Insurance		81,000				81,000		25,865		32%	
59	Cell Phone Allowance		900				900		525		58%	
62	Total Benefits		\$193,972		\$0		\$193,972		\$99,701		51%	
63	Total Personnel Services		\$654,622		\$0		\$654,622		\$340,963		52%	
64	SERVICES & SUPPLIES											
65	Communications & Dispatch		8,950				8,950		5,096		57%	
68	Insurance		24,000				24,000		17,803		74%	
69	Maintenance: Equipment		3,700				3,700		434		12%	
70	Maint: Structures/ Improvements		10,500				10,500		2,558		24%	
71	Memberships		6,800				6,800		7,077		104%	
74	Bank Fees		4,650				4,650		2,245		48%	
75	Office Expense		6,950				6,950		3,220		46%	
77	Postage		2,500				2,500		64		3%	
78	Audit		19,820				19,820		9,000		45%	
80	Professional Services		23,000				23,000		15,809		69%	
81	Information Technology		10,000				10,000		4,900		49%	
82	Legal Services		89,650				89,650		41,791		47%	
83	Board Stipends		18,540				18,540		5,500		30%	
84	Annual Software Maintenance		14,420				14,420		16,084		112%	
85	Required Legal Notice		2,575				2,575		489		19%	
86	Books/ Journals/ Subscriptions/ Software		1,545				1,545		0		0%	
87	Rents/ Lease: Equipment		3,090				3,090		0		0%	
88	LAFCO Annual Charge		16,995				16,995		15,220		90%	
89	Permits, Fees, Lincenses		1,030				1,030		2,355		229%	
91	Election Expense		10,000				10,000		0		0%	
92	Private Vehicle/ Milage Expense		515				515		181		35%	
93	Job Advertising Expense		1,803				1,803		2,400		133%	
94	Classes/ Seminars/ Training Fee		5,665				5,665		2,164		38%	
95	Board Member Travel		2,060				2,060		160		8%	
96	Utilities		10,300				10,300		4,086		40%	
97	Pass-thru: Delinquent Garbage/ Tax Roll		0				0		956		1,912	
101	Total Services & Supplies		\$299,058		\$0		\$299,058		\$159,591		53%	




	A	C	D	J	K	M	N	O	P	Q	R	S	T
1	OCEANO COMMUNITY SERVICES DISTRICT												
2	FUND LEVEL ANALYSIS - QUARTER 2 REVIEW												
3	ADMINISTRATIVE DEPARTMENT - GENERAL FUN												
4			3%										
5	GENERAL FUND (GF)		FINAL		2019/20		2019/20		ACTUAL AT		2019/20		
6	ADMINISTRATIVE DEPARTMENT - 01		FY 2019/2020		APPROVED		CURRENT		12/31/2019		EST. BUDGET		
7					ADJUSTMENTS		BUDGET		50%		ESTIMATED		
8											ACTUAL		
9											VARIANCE		
103	Operating Crew Benefits & Direct Labor Cost Allocations												
104	Leave time		43,000			43,000		17,195	40%	34,390		8,610	
105	Salaries & Wages (Admin)		6,400			6,400		0	0%	0		6,400	
106	PERS Contribution		31,500			31,500		14,838	47%	29,676		1,824	
107	Medicare		4,700			4,700		1,873	40%	3,745		955	
108	P/R Fed & State Taxes		4,150			4,150		485	12%	970		3,180	
109	SUI		1,750			1,750		0	0%	0		1,750	
110	Insurance		74,500			74,500		29,401	39%	58,803		15,697	
111	Boot Allowance		1,000			1,000		1,000	100%	1,000		0	
112	Clothing		7,000			7,000		3,048	44%	6,096		904	
113	Standby		18,250			18,250		7,550	41%	15,100		3,150	
114													
116	Total Operating Crew Benefits		\$192,250		\$0	\$192,250		\$75,390	39%	\$149,780		\$42,470	
117													
118	ADMINISTRATIVE COST ALLOCATION												
119													
120													
121	Total Administrative Cost Allocation		\$0		\$0	\$0		\$0		\$0		\$0	
122	Total Expenditures		\$1,145,929		\$0	\$1,145,929		\$575,944	50%	\$1,026,801		\$119,128	
123													
124	OPERATING SURPLUS/(DEFICIT)		\$1,050,721		\$0	\$1,050,721		\$651,177		\$1,064,126		\$13,405	
125	TRANSFERS & ENCUMBRANCES												
126	Transfers In - Facilities Fund		151,267			151,267		0		151,267		0	
127	(Transfers Out) - Fire and Lighting		(1,263,142)			(1,263,142)		(639,586)		(1,241,198)		(21,944)	
128	Encumbrances - Sources of Funding		22,096			22,096		0		22,096		0	
129	Encumbrances - (Designated LHMP Funds)		0			0		(31,138)		0		0	
130													
131	NET TRANSFERS & ENCUMBRANCES		(\$1,089,779)		\$0	(\$1,089,779)		(\$670,724)		(\$1,067,835)		(\$21,944)	



FIRE BUDGET



	A	C	D	J	K	M	N	O	P	Q	R	S	T
1	OCEANO COMMUNITY SERVICES DISTRICT												
2	FUND LEVEL ANALYSIS - QUARTER 2 REVIEW												
3	FIRE DEPARTMENT - GENERAL FUND - 01												
4													
5	GENERAL FUND (GF)		FINAL	2019/20	2018/19	ACTUAL AT	ESTIMATED	2019/20					
6	FIRE DEPARTMENT - 01		FY 2019/2020	APPROVED	CURRENT	12/31/2019	ACTUAL	EST. BUDGET	50%	ACTUAL	VARIANCE		
7													
8	SOURCES OF FUNDS												
9													
10	Revenues		\$0	\$0	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	
11	Other Sources of Funds		\$0	\$0	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	
12	Total Sources of Funds		\$0	\$0	\$0	\$0	0%	\$0	\$0	\$0	\$0	\$0	
13	USES OF FUNDS												
14													
16	Salaries & Wages		\$1,000	\$0	\$1,000	\$0	0%	\$0	\$1,000	\$0	\$1,000	\$0	
17	Benefits		\$8,040	\$0	\$8,040	\$7,456	93%	\$7,828	\$212	\$0	\$212	\$0	
18	Personnel Services		\$9,040	\$0	\$9,040	\$7,456	93%	\$7,828	\$1,212	\$0	\$1,212	\$0	
19	Services & Supplies		\$1,146,438	\$0	\$1,146,438	\$571,674	50%	\$1,145,326	\$1,112	\$0	\$1,112	\$0	
20	Capital Overlay		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0	
21	Administrative Cost Allocation		\$28,610	\$0	\$28,610	\$15,017	52%	\$26,311	\$2,299	\$0	\$2,299	\$0	
22	Total Expenditures		\$1,184,088	\$0	\$1,184,088	\$594,147	50%	\$1,179,465	\$4,623	\$0	\$4,623	\$0	
23	OPERATING SURPLUS/(DEFICIT)		(\$1,184,088)	\$0	(\$1,184,088)	(\$594,147)		(\$1,179,465)	\$4,623	\$0	\$4,623	\$0	
38													



	C	D	J	K	M	N	O	P	Q	R	S
1	OCEANO COMMUNITY SERVICES DISTRICT										
2	FUND LEVEL ANALYSIS - QUARTER 2 REVIEW										
3	FIRE DEPARTMENT - GENERAL FUND - 01										
4		3%									
5	GENERAL FUND (GF)	FINAL	2019/20	2019/20	ACTUAL AT	ESTIMATED	2019/20				
6	FIRE DEPARTMENT - 01	FY 2019/2020	APPROVED	APPROVED	12/31/2019	ACTUAL	EST. BUDGET				
7			ADJUSTMENTS	BUDGET	50%		VARIANCE				
8	SOURCES OF FUNDS										
9	REVENUES										
10											
11					0						0
12	Total Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13	OTHER SOURCES OF FUNDS										
14		0			0						0
15	Total Other Sources of Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
16	Total Sources of Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
17											
18											
19	USES OF FUNDS										
20											
21	SALARIES & WAGES										
22	Salary & Wages	1,000			1,000	0	0%	0		1,000	
23	Overtime	0			0	0		0		0	
24	Total Salaries & Wages	\$1,000	\$0	\$1,000	\$0	0%	\$0	\$1,000			
25	BENEFITS										
26	PERS Contribution	0			0	0		0		0	
27	PERS UAL Payment	7,079			7,079	7,079	100%	7,079		0	
28	Medicare	0			0	0		0		0	
29	FICA	0			0	0		0		0	
30	Insurance	0			0	0		0		0	
31	Operating Crew Benefits Allocation	961			961	377	39%	749		212	
32	Total Benefits	\$8,040	\$0	\$8,040	\$7,456	93%	\$7,828	\$212			
33	Total Personnel Services	\$9,040	\$0	\$9,040	\$7,456	82%	\$7,828	\$1,212			
34	SERVICES & SUPPLIES										
35	JPA - Quarterly Payments	1,138,148			1,138,148	569,074	50%	1,138,148		0	
36	Communication	0			0	286		572		(572)	
37	Community Outreach	2,500			2,500	261	10%	2,500		0	
38	Operating Supplies	0			0	32		65		(65)	
39	Utilities	5,275			5,275	1,959	37%	3,917		1,358	
40	Sandbags	515			515	62	12%	124		391	
41	Total Services & Supplies	\$1,146,438	\$0	\$1,146,438	\$571,674	50%	\$1,145,326	\$1,112			
42	CAPITAL OVERLAY										
43											
44	Total Capital Overlay	\$0	\$0	\$0	\$0	\$0		\$0		\$0	
45	ADMINISTRATIVE COST ALLOCATION										
46	Allocated Overhead	28,610			28,610	15,017	52%	26,311		2,299	
47	Total Administrative Cost Allocation	\$28,610	\$0	\$28,610	\$15,017	52%	\$26,311	\$2,299			
48	Total Expenditures	\$1,184,088	\$0	\$1,184,088	\$594,147	50%	\$1,179,465	\$4,623			
49											
50	OPERATING SURPLUS/(DEFICIT)	(\$1,184,088)	\$0	(\$1,184,088)	(\$594,147)	(\$1,179,465)		\$4,623			
51	TRANSFERS & ENCUMBRANCES										
52	Transfers In - Property Taxes & Fac Fund	1,211,989			1,211,989	622,047		1,207,365		(4,624)	
53	(Transfers Out)	0			0	0		0		0	
54	Encumbrances - Sources of Funding	0			0	0		0		0	
55	Encumbrances - (Designated Funds)	(27,900)			(27,900)	(27,900)		(27,900)		0	
56	NET TRANSFERS & ENCUMBRANCES	\$1,184,089	\$0	\$1,184,089	\$594,147	\$1,179,465		(\$4,624)			



LIGHTING BUDGET





	A	C	D	J	K	M	N	O	P	Q	R	S	T
1	OCEANO COMMUNITY SERVICES DISTRICT												
2	FUND LEVEL ANALYSIS - QUARTER 2 REVIEW												
3	LIGHTING - GENERAL FUND - 01												
4	GENERAL FUND (GF)		FINAL	2019/20	2019/20	ACTUAL AT	ESTIMATED	2019/20					
5	LIGHTING - 01		FY 2019/2020	APPROVED	CURRENT	12/31/2019	ACTUAL	EST. BUDGET					
6				ADJUSTMENTS	BUDGET	50%		VARIANCE					
7													
8	SOURCES OF FUNDS												
9													
10	Revenues	\$0	\$0	\$0	\$0	0%	\$0	\$0					
11	Other Sources of Funds	\$0	\$0	\$0	\$0	0%	\$0	\$0					
12	Total Sources of Funds	\$0	\$0	\$0	\$0	0%	\$0	\$0					
13	USES OF FUNDS												
14													
15													
16	Salaries & Wages	\$1,000	\$0	\$1,000	\$0	0%	\$0	\$1,000					
17	Benefits	\$961	\$0	\$961	\$377	39%	\$749	\$212					
18	Personnel Services	\$1,961	\$0	\$1,961	\$377	39%	\$749	\$1,212					
19	Services & Supplies	\$39,655	\$0	\$39,655	\$12,157	31%	\$24,313	\$15,342					
20	Capital Outlay	\$0	\$0	\$0	\$0	0%	\$0	\$0					
21	Administrative Cost	\$9,537	\$0	\$9,537	\$5,006	52%	\$8,770	\$767					
22	Total Expenditures	\$51,153	\$0	\$51,153	\$17,539	34%	\$33,833	\$17,320					
23	OPERATING SURPLUS/(DEFICIT)	(\$51,153)	\$0	(\$51,153)	(\$17,539)		(\$33,833)	\$17,320					
38													



	A	C	D	J	K	M	N	O	P	Q	R	S	T
1	OCEANO COMMUNITY SERVICES DISTRICT												
2	FUND LEVEL ANALYSIS - QUARTER 2 REVIEW												
3	LIGHTING - GENERAL FUND - FUND 01												
4			3%										
5	GENERAL FUND (GF)		FINAL	2019/20	2019/20	ACTUAL AT		ESTIMATED	2019/20				
6	LIGHTING - 01		FY 2019/2020	APPROVED	CURRENT	12/31/2019	50%	ACTUAL	EST. BUDGET				
7				ADJUSTMENTS	BUDGET				VARIANCE				
8	SOURCES OF FUNDS												
9	REVENUES												
10													
11													
12	Total Revenues		\$0	\$0	\$0	\$0		\$0	\$0	\$0			
13	OTHER SOURCES OF FUNDS												
14													
15													
16													
17													
18													
19													
20													
21	Total Other Sources of Funds		\$0	\$0	\$0	\$0		\$0	\$0	\$0			
22	Total Sources of Funds		\$0	\$0	\$0	\$0		\$0	\$0	\$0			
23	USES OF FUNDS												
24	SALARIES & WAGES												
25													
26	Salaries & Wages		1,000		1,000		0	0%	0	1,000			
27	Overtime Wages		0		0		0		0	0			
28	Total Salaries & Wages		\$1,000	\$0	\$1,000	\$0	0%	\$0	\$1,000				
29	BENEFITS												
30													
31	Medicare		0		0		0		0	0			
32	PERs Contributions		0		0		0		0	0			
33	Insurance		0		0		0		0	0			
34	Operating Crew Benefits Allocation		961	0	961	377	39%	749	212				
35	Total Benefits		\$961	\$0	\$961	\$377	39%	\$749	\$212				
36	Total Personnel Services		\$1,961	\$0	\$1,961	\$377	19%	\$749	\$1,212				
37	SERVICES & SUPPLIES												
38													
39	Operating Supplies		1,545		1,545	0	0%	0	1,545				
40	Street Lighting		38,110		38,110	12,157	32%	24,313	13,797				
41	Total Services & Supplies		\$39,655	\$0	\$39,655	\$12,157	31%	\$24,313	\$15,342				
42	CAPITAL OUTLAY												
43													
44													
45	Total Capital Outlay		\$0	\$0	\$0	\$0		\$0	\$0	\$0			
46	ADMINISTRATIVE COST ALLOCATION												
47													
48	Administrative Cost Allocation		9,537		9,537	5,006	52%	8,770	767				
49	Total Administrative Cost Allocation		\$9,537	\$0	\$9,537	\$5,006	52%	\$8,770	\$767				
50	Total Expenditures		\$51,153	\$0	\$51,153	\$17,539	34%	\$33,833	\$17,320				
51	OPERATING SURPLUS/(DEFICIT)		(\$51,153)	\$0	(\$51,153)	(\$17,539)		(\$33,833)	\$17,320				
52	TRANSFERS & ENCUMBRANCES												
53													
54	Transfers In - Property Taxes		51,153	0	51,153	17,539		33,833	(17,320)				
55	(Transfers Out)		0		0	0		0	0				
56	Encumbrances - Sources of Funding		0		0	0		0	0				
57	Encumbrances - (Designated)		0		0	0		0	0				
58	NET TRANSFERS & ENCUMBRANCES		\$51,153	\$0	\$51,153	\$17,539		\$33,833	(\$17,320)				



FACILITIES FUND





	C	J	M	N	P	Q	R	S
1	OCEANO COMMUNITY SERVICES DISTRICT							
2	FUND LEVEL ANALYSIS - QUARTER 2 REVIEW							
3	FACILITIES - FUND 10							
4	GENERAL FUND (GF)	FINAL	2019/20	2019/20	ACTUAL AT		ESTIMATED	2019/20
5	FACILITIES - 10	FY 2019/2020	APPROVED	CURRENT	12/31/2019	50%	ACTUAL	EST. BUDGET
6			ADJUSTMENTS	BUDGET				VARIANCE
7								
8	SOURCES OF FUNDS							
9	Revenues	\$159,555	\$0	\$159,555	\$77,945	49%	\$148,389	(\$11,166)
10	Other Sources of Funds	\$0	\$0	\$0	\$0	0%	\$0	\$0
11	Total Sources of Funds	\$159,555	\$0	\$159,555	\$77,945	49%	\$148,389	(\$11,166)
12								
13	USES OF FUNDS							
14								
15	Salaries & Wages	\$2,000	\$0	\$2,000	\$1,460	73%	\$2,921	(\$921)
16	Benefits	\$1,923	\$0	\$1,923	\$754	39%	\$1,498	\$425
17	Personnel Services	\$3,923	\$0	\$3,923	\$2,214	56%	\$4,419	(\$496)
18	Services & Supplies	\$19,270	\$0	\$19,270	\$5,931	31%	\$11,862	\$7,408
19	Capital Outlay	\$0	\$53,300	\$53,300	\$12,000	23%	\$53,300	\$0
20	Administrative Cost	\$19,074	\$0	\$19,074	\$10,011	52%	\$17,540	\$1,534
21	Total Expenditures	\$42,267	\$53,300	\$95,567	\$30,157	32%	\$87,122	\$8,445
22								
23	OPERATING SURPLUS/(DEFICIT)	\$117,288	(\$53,300)	\$63,988	\$47,788		\$61,267	(\$2,720)
24	TRANSFERS & ENCUMBRANCES							
25	Transfers In - From General Fund	31,500	0	31,500	0		31,500	0
26	(Transfers Out)	(265,205)	0	(265,205)	0		(265,205)	0
27	Encumbrances - Sources of Funding	38,358	0	38,358	38,358		38,358	0
28	Encumbrances - (Designated Funds)	(45,378)	0	(45,378)	(34,714)		(45,378)	0
29	NET TRANSFERS & ENCUMBRANCES	(\$240,725)	\$0	(\$240,725)	\$3,644		(\$240,725)	\$0
30								



	A	C	D	J	K	M	N	O	P	Q	R	S
1	OCEANO COMMUNITY SERVICES DISTRICT											
2	FUND LEVEL ANALYSIS - QUARTER 2 REVIEW											
3	FACILITIES - FUND 10			3%								
4	GENERAL FUND (GF)				2019/20	2019/20						2019/20
5	FACILITIES - 10		FINAL		APPROVED	CURRENT		ACTUAL AT		ESTIMATED		EST. BUDGET
6			FY 2019/2020		ADJUSTMENTS	BUDGET		12/31/2019	50%	ACTUAL		VARIANCE
7												
8	SOURCES OF FUNDS											
9	REVENUES											
10	Utility Reimbursement		3,915			3,915		696	18%	1,392		(2,523)
11	Old Fire Station Rent		11,700			11,700		5,850	50%	11,700		0
12	Fire Rent		15,000			15,000		11,250	75%	15,000		0
13	Lease - Sheriff Facility		113,940			113,940		56,970	50%	113,940		0
14	Public Facilities Fees		15,000			15,000		3,179	21%	6,357		(8,643)
28	Total Revenues		\$159,555		\$0	\$159,555		\$77,945	49%	\$148,389		(\$11,166)
29	OTHER SOURCES OF FUNDS											
38	Total Other Sources of Funds		\$0		\$0	\$0		\$0		\$0		\$0
39	Total Sources of Funds		\$159,555		\$0	\$159,555		\$77,945	49%	\$148,389		(\$11,166)
40	USES OF FUNDS											
42	SALARIES & WAGES											
43	Salary & Wages		2,000			2,000		1,347	67%	2,694		(694)
44	Overtime		0			0		114		227		(227)
48	Total Salaries & Wages		\$2,000		\$0	\$2,000		\$1,460	73%	\$2,921		(\$921)
49	BENEFITS											
50	PERS - Retirement		0			0				0		0
51	Medicare		0			0				0		0
52	FICA		0			0				0		0
53	Boot Allowance		0			0				0		0
54	Medical Insurance		0			0				0		0
58	Operating Crew Overhead		1,923			1,923		754	39%	1,498		425
59	Total Benefits		\$1,923		\$0	\$1,923		\$754	39%	\$1,498		\$425
60	Total Personnel Services		\$3,923		\$0	\$3,923		\$2,214	56%	\$4,419		(\$496)
61	SERVICES & SUPPLIES											
62	Communication		0			0		13		26		(26)
65	Maint: Structure/ Improvements		15,450			15,450		4,947	32%	9,895		5,555
68	So: Maint. Structures/ Improvements		2,060			2,060			0%	0		2,060
71	Professional Services		1,500			1,500		775	52%	1,550		(50)
74	Utilities		260			260		196	75%	392		(132)
78	Total Services & Supplies		\$19,270		\$0	\$19,270		\$5,931	31%	\$11,862		\$7,408
79	CAPITAL OUTLAY											
80	Fixed Assets		0			0		0		0		0
83	Budget Adjustment - July 24, 2019 - Emergency Generator Project		0		5,178	5,178		0	0%	5,178		0
84	Budget Adjustment - September 25, 2019 - Emergency Generator Project		0		32,500	32,500		12,000	37%	32,500		0
85	Budget Adjustment - October 23, 2019 - Emergency Generator Project		0		2,622	2,622		0	0%	2,622		0
86	Budget Adjustment - December 11, 2019 - Old Fire Station Paint		0		13,000	13,000		0	0%	13,000		0
88	Total Capital Outlay		\$0		\$53,300	\$53,300		\$12,000	23%	\$53,300		\$0
89	ADMINISTRATIVE COST ALLOCATION											
90	Admin Allocation		19,074			19,074		10,011	52%	17,540		1,534
92	Total Administrative Cost Allocation		\$19,074		\$0	\$19,074		\$10,011	52%	\$17,540		\$1,534
93	Total Expenditures		\$42,267		\$53,300	\$95,567		\$30,157	32%	\$87,122		\$8,445
94												
95	OPERATING SURPLUS/(DEFICIT)		\$117,288		(\$53,300)	\$63,988		\$47,788		\$61,267		(\$2,720)
96	TRANSFERS & ENCUMBRANCES											
97	Transfers In - From Water Fund		31,500			31,500		0		31,500		0
98	(Transfers Out) - To General & Sewer		(265,205)			(265,205)		0		(265,205)		0
99	Encumbrances - Sources of Funding		38,358			38,358		38,358		38,358		0
100	Encumbrances - (Designated Funds)		(45,378)			(45,378)		(34,714)		(45,378)		0
102	NET TRANSFERS & ENCUMBRANCES		(\$240,725)		\$0	(\$240,725)		\$3,644		(\$240,725)		\$0



	C	D	J	K	M	N	Q	P	Q	R	S
1	OCEANO COMMUNITY SERVICES DISTRICT										
2	FUND LEVEL ANALYSIS - QUARTER 2 REVIEW										
3	ENTERPRISE FUNDS										
4	ENTERPRISE FUNDS	FINAL	2019/20	2019/20	ACTUAL AT	ESTIMATED	2019/20				
5		FY 2019/2020	APPROVED	CURRENT	12/31/2019	ACTUAL	EST. BUDGET	50%			
6			ADJUSTMENTS	BUDGET			VARIANCE				
7											
8	SOURCES OF FUNDS										
9											
10	Water	\$2,407,219	\$0	\$2,407,219	\$1,287,970	53%	\$2,421,455	\$14,236			
11	Wastewater	\$403,800	\$0	\$403,800	\$202,699	50%	\$404,686	\$886			
12	Garbage	\$109,836	\$0	\$109,836	\$65,167	59%	\$100,672	(\$9,164)			
13	Equipment	\$29,090	\$0	\$29,090	\$16,875	58%	\$29,727	\$637			
14	Total Sources of Funds	\$2,949,945	\$0	\$2,949,945	\$1,572,710	53%	\$2,956,540	\$6,595			
15	USES OF FUNDS										
16											
18	Water	\$2,868,220	\$230,000	\$3,098,220	\$1,487,139	48%	\$2,890,406	\$207,814			
19	Wastewater	\$476,516	\$0	\$476,516	\$214,771	45%	\$389,273	\$87,243			
20	Garbage	\$102,565	\$0	\$102,565	\$47,332	46%	\$84,667	\$17,898			
21	Equipment	\$25,067	\$0	\$25,067	\$12,852	51%	\$25,704	(\$637)			
22	Total Expenditures	\$3,472,368	\$230,000	\$3,702,368	\$1,762,095	51%	\$3,390,050	\$312,317			
23	OPERATING SURPLUS/(DEFICIT)										
24	Water	(\$461,001)	(\$230,000)	(\$691,001)	(\$199,170)		(\$468,951)	\$222,050			
25	Wastewater	(\$72,716)	\$0	(\$72,716)	(\$12,072)		\$15,413	\$88,129			
26	Garbage	\$7,271	\$0	\$7,271	\$17,835		\$16,005	\$8,734			
27	Equipment	\$4,023	\$0	\$4,023	\$4,023		\$4,023	(\$0)			
28	OPERATING SURPLUS/(DEFICIT)	(\$522,423)	(\$230,000)	(\$752,423)	(\$189,384)		(\$433,510)	\$318,913			
29	TRANSFERS & ENCUMBRANCES										
30	Transfers In - From General Fund	121,440	0	121,440	0		121,440	0			
31	(Transfers Out)	(67,999)	0	(67,999)	(16,875)		(68,727)	(728)			
32	Encumbrances - Sources of Funding	147,775	0	147,775	84,054		147,775	0			
33	Encumbrances - (Designated Funds)	(130,435)	0	(130,435)	(33,579)		(130,435)	0			
35	NET TRANSFERS & ENCUMBRANCES	\$70,781	\$0	\$70,781	\$33,600		\$70,053	(\$728)			
64											



WATER FUND





	A	C	B	J	K	M	N	O	P	Q	R	S	W
1	OCEANO COMMUNITY SERVICES DISTRICT												
2	FUND LEVEL ANALYSIS - QUARTER 2 REVIEW												
3	WATER FUND - 02												
4	WATER FUND			FINAL	2019/20	2019/20	ACTUAL AT	ESTIMATED	2019/20				
5	WATER DEPARTMENT - 02			FY 2019/2020	APPROVED	CURRENT	12/31/2019	ACTUAL	50%	EST. BUDGET	2019/20		
6					ADJUSTMENTS	BUDGET					VARIANCE		
7													
8	SOURCES OF FUNDS												
9													
10	Revenues	\$2,407,219	\$0	\$2,407,219	\$1,286,095	53%	\$2,419,580	\$12,361					
11	Other Sources of Funds	\$0	\$0	\$0	\$1,875	0%	\$1,875	\$1,875					
12	Total Sources of Funds	\$2,407,219	\$0	\$2,407,219	\$1,287,970	53%	\$2,421,455	\$14,236					
13	USES OF FUNDS												
14													
15	Salaries & Wages	\$184,000	\$0	\$184,000	\$84,349	46%	\$168,697	\$15,303					
16	Benefits	\$129,585	\$0	\$129,585	\$52,536	41%	\$104,433	\$25,152					
17	Personnel Services	\$313,585	\$0	\$313,585	\$136,885	44%	\$273,130	\$40,455					
18	Services & Supplies	\$1,982,428	\$35,000	\$2,017,428	\$1,030,388	51%	\$1,876,529	\$140,899					
19	Capital Outlay	\$0	\$195,000	\$195,000	\$19,535	10%	\$214,535	(\$19,535)					
20	Administrative Cost	\$572,207	\$0	\$572,207	\$300,332	52%	\$526,213	\$45,994					
21	Total Expenditures	\$2,868,220	\$230,000	\$3,098,220	\$1,487,139	48%	\$2,890,406	\$207,814					
22	OPERATING SURPLUS/(DEFICIT)	(\$461,001)	(\$230,000)	(\$691,001)	(\$199,170)		(\$468,951)	\$222,050					
23	TRANSFERS & ENCUMBRANCES												
24													
25	Transfers In - From General Fund	0	0	0	0		0	0					
26	(Transfers Out)	(55,454)	0	(55,454)	(9,598)		(55,908)	(454)					
27	Encumbrances - Sources of Funding	147,775	0	147,775	84,054		147,775	0					
28	Encumbrances - (Designated Funds)	(130,435)	0	(130,435)	(33,579)		(130,435)	0					
29	NET TRANSFERS & ENCUMBRANCES	(\$38,114)	\$0	(\$38,114)	\$40,877		(\$38,568)	(\$454)					
30													



	C	J	M	N	P	Q	R	S
	3%							
1	OCEANO COMMUNITY SERVICES DISTRICT							
2	FUND LEVEL ANALYSIS - QUARTER 2 REVIEW							
3	WATER FUND - 02							
4	WATER FUND		FINAL	2019/20	2019/20	ACTUAL AT	ESTIMATED	2019/20
5	WATER DEPARTMENT - 02		FY 2019/2020	APPROVED	CURRENT	12/31/2019	ACTUAL	EST. BUDGET
6				ADJUSTMENTS	BUDGET	50%		VARIANCE
7								
8	SOURCES OF FUNDS							
9	REVENUES							
10	Sales: Residential	1,799,000		1,799,000	968,247	54%	1,799,000	0
12	Sales: Lopez	493,000		493,000	277,497	56%	493,000	0
14	Front Footage Fees	16,320		16,320	0	0%	16,320	0
15	Sales: U/B Courtesy Notice	4,500		4,500	2,200	49%	4,399	(101)
16	Delinquent U/B Acct Fees	27,000		27,000	15,345	57%	30,690	3,690
17	Capacity Charges	25,164		25,164	0	0%	25,164	0
18	Meter Fees	5,400		5,400	618	11%	5,400	0
19	Lopez Connection Fees	4,000		4,000	0	0%	4,000	0
20	New Account Setup Fee	2,600		2,600	1,710	66%	3,420	820
21	Wheeling/Fire Protection	25,000		25,000	12,714	51%	25,428	428
22	Sales: Miscellaneous	0		0	240		0	0
23	Reimbursement - New Development	5,035		5,035	0	0%	5,035	0
24	Inspection Fees	200		200	0	0%	200	0
28	Claims & Settlements	0		0	7,524		7,524	7,524
30	Total Revenues	\$2,407,219	\$0	\$2,407,219	\$1,286,095	53%	\$2,419,580	\$12,361
31	OTHER SOURCES OF FUNDS							
38	Other Income - Airpark Bridge Drive Refund from County	0		0	1,875		1,875	1,875
41	Total Other Sources of Funds	\$0	\$0	\$0	\$1,875		\$1,875	\$1,875
42	Total Sources of Funds	\$2,407,219	\$0	\$2,407,219	\$1,287,970	54%	\$2,421,455	\$14,236
43	USES OF FUNDS							
45	SALARIES & WAGES							
46	Salaries and Wages	130,000		130,000	77,120	59%	154,239	(24,239)
47	Classic EE Contr by ER PERS	0		0	0		0	0
48	Overtime	41,000		41,000	7,229	18%	14,458	26,542
49	Lead Operator Contingency (Budget Workshop)	13,000		13,000		0%	0	13,000
51	Total Salaries & Wages	\$184,000	\$0	\$184,000	\$84,349	46%	\$168,697	\$15,303
52	BENEFITS							
53	PERs Contribution	0		0	0		0	0
54	Pension Expense	0		0	0		0	0
55	Medicare	0		0	0		0	0
56	Workers Compensation Insurance	6,545		6,545	4,287	65%	8,574	(2,029)
57	Boot Allowance	0		0	0		0	0
58	Insurance	0		0	0		0	0
59	Operating Crew Benefits Allocation	123,040		123,040	48,249	39%	95,859	27,181
61	Total Benefits	\$129,585	\$0	\$129,585	\$52,536	41%	\$104,433	\$25,152
62	Total Personnel Services	\$313,585	\$0	\$313,585	\$136,885	44%	\$273,130	\$40,455
63	SERVICES & SUPPLIES							
65	Communications	3,500		3,500	1,322	38%	2,643	857
67	Maint: Structures/ Improvements	8,900		8,900	4,229	48%	8,458	442
68	Paving	6,250		6,250	950	15%	1,900	4,350
69	Maintenance - Equipment	5,665		5,665	2,341	41%	4,682	983
72	Maint: Shared Structures/ Improvements	10,815		10,815	1,635	15%	3,270	7,545
73	System Parts/ Operating Supplies	17,510		17,510	3,182	18%	6,364	11,146
74	Water Meters	10,815		10,815	11,156	103%	11,156	(341)
75	Safety Expense	570		570	0	0%	0	570
76	Chemicals	3,800		3,800	676	18%	1,351	2,449
77	Membership	2,700		2,700	1,886	70%	3,772	(1,072)
81	Office Expense	620		620	39	6%	78	542
82	Outside UB Mail Service	9,000		9,000	3,632	40%	7,264	1,736
85	Professional Services	18,025		18,025	5,324	30%	10,648	7,377
86	Information Technology	575		575	0	0%	0	575
87	Contracted Engineering	5,665		5,665	18	0%	36	5,629
90	Engineering & Other Reimbursements	10,815		10,815	3,366	31%	6,731	4,084
91	Legal Notices	1,145		1,145	0	0%	0	1,145
92	Bad Debt Expense	545		545	0	0%	0	545
94	Rents/ Leases - Equipment	2,115		2,115	0	0%	0	2,115
96	Permits, Fees, Licenses	13,085		13,085	4,935	38%	9,870	3,215
97	Small Tools and Instruments	2,575		2,575	22	1%	44	2,531
98	Classes/ Seminars	10,279		10,279	1,984	19%	3,968	6,311
99	Water Supply - Lopez	505,069		505,069	252,534	50%	505,069	0
100	Water Supply - State Water	1,150,000		1,150,000	666,447	58%	1,150,000	0
101	Utilities	60,000		60,000	6,040	10%	12,081	47,919
102	Pass-Thru: Crest/Christie/AG	26,265		26,265	12,686	48%	25,372	893
103	Fixed Assets - Equipment	0		0	5,601		5,601	(5,601)
104	Budget Adjustment - Oct 23, 2019 - Well #4	0	35,000	35,000	5,850	17%	35,000	0
105	Litigation: SMGB	50,000		50,000	12,858	26%	25,715	24,285
107	NCMA Tec	38,625		38,625	13,780	36%	27,559	11,066
113	Claim & Settlements	7,500		7,500	7,896	105%	7,896	(396)
121	Total Services & Supplies	\$1,982,428	\$35,000	\$2,017,428	\$1,030,388	51%	\$1,876,529	\$140,899
122	CAPITAL OUTLAY							
129	CIP - HWY One Relocation	0		0	19,535		19,535	(19,535)
132	Budget Adjustment - Dec 11, 2019 - Norswing/ Pershing Waterline	0	195,000	195,000		0%	195,000	0
134	Total Capital Outlay	\$0	\$195,000	\$195,000	\$19,535	10%	\$214,535	(\$19,535)



	C	D	J	K	M	N	O	P	Q	R	S	W
1	OCEANO COMMUNITY SERVICES DISTRICT											
2	FUND LEVEL ANALYSIS - QUARTER 2 REVIEW											
3	WATER FUND - 02											
			3%									
4	WATER FUND		FINAL		2019/20		2019/20		ACTUAL AT		ESTIMATED	2019/20
5	WATER DEPARTMENT - 02		FY 2019/2020		APPROVED		CURRENT		12/31/2019		ACTUAL	EST. BUDGET
6					ADJUSTMENTS		BUDGET		50%			VARIANCE
7												
135	ADMINISTRATIVE COST ALLOCATION											
136	Administrative Cost Allocation		572,207			572,207		300,332	52%	526,213		45,994
137												
138	Total Administrative Cost Allocation		\$572,207		\$0	\$572,207		\$300,332	52%	\$526,213		\$45,994
139	Total Expenditures		\$2,868,220		\$230,000	\$3,098,220		\$1,487,139	48%	\$2,890,406		\$207,814
140												
141	OPERATING SURPLUS/(DEFICIT)											
			(\$461,001)		(\$230,000)	(\$691,001)		(\$199,170)		(\$468,951)		\$222,050
142	TRANSFERS & ENCUMBRANCES											
143	Transfers In		0			0		0				0
144	(Transfers Out) - To General, Garbage, Equipment		(55,454)			(55,454)		(9,598)		(55,908)		(454)
145	Encumbrances - Sources of Funding		147,775			147,775		84,054		147,775		0
146	Encumbrances - (Designated Funds)		(130,435)		0	(130,435)		(33,579)		(130,435)		0
147												
148	NET TRANSFERS & ENCUMBRANCES		(\$38,114)		\$0	(\$38,114)		\$40,877		(\$38,568)		(\$454)



WASTE WATER FUND





	A	C	D	J	K	M	N	O	P	Q	R	S	W
1	OCEANO COMMUNITY SERVICES DISTRICT												
2	FUND LEVEL ANALYSIS - QUARTER 2 REVIEW												
3	WASTEWATER DEPARTMENT - FUND - 03												
4	WASTEWATER FUND		FINAL	2019/20	2019/20	ACTUAL AT	ESTIMATED	2019/20					
5	WASTEWATER DEPARTMENT - 03		FY 2019/2020	APPROVED	CURRENT	12/31/2019	ACTUAL	EST. BUDGET					
6				ADJUSTMENTS	BUDGET	50%		VARIANCE					
7													
8	SOURCES OF FUNDS												
10	Revenues	\$403,800	\$0	\$403,800	\$199,887	50%	\$401,874	(\$1,926)					
11	Other Sources of Funds	\$0	\$0	\$0	\$2,812	0%	\$2,812	\$2,812					
12	Total Sources of Funds	\$403,800	\$0	\$403,800	\$202,699	50%	\$404,686	\$886					
13	USES OF FUNDS												
16	Salaries & Wages	\$72,500	\$0	\$72,500	\$30,969	43%	\$61,939	\$10,561					
17	Benefits	\$49,792	\$0	\$49,792	\$20,486	41%	\$40,731	\$9,061					
18	Personnel Services	\$122,292	\$0	\$122,292	\$51,455	42%	\$102,670	\$19,622					
19	Services & Supplies	\$68,120	\$0	\$68,120	\$12,825	19%	\$23,172	\$44,948					
20	Capital Outlay	\$0	\$0	\$0	\$325	0%	\$325	(\$325)					
21	Administrative Cost	\$286,104	\$0	\$286,104	\$150,166	52%	\$263,107	\$22,997					
22	Total Expenditures	\$476,516	\$0	\$476,516	\$214,771	45%	\$389,273	\$87,243					
23	OPERATING SURPLUS/(DEFICIT)	(\$72,716)	\$0	(\$72,716)	(\$12,072)		\$15,413	\$88,129					
24	TRANSFERS & ENCUMBRANCES												
25	Transfers In - From General Fund	113,940	0	113,940	0		113,940	0					
26	(Transfers Out)	(11,545)	0	(11,545)	(6,697)		(11,798)	(253)					
27	Encumbrances - Sources of Funding	0	0	0	0		0	0					
28	Encumbrances - (Designated Funds)	0	0	0	0		0	0					
30	NET TRANSFERS & ENCUMBRANCES	\$102,395	\$0	\$102,395	(\$6,697)		\$102,142	(\$253)					



	C	D	J	K	M	N	O	P	Q	R	S	W
1	OCEANO COMMUNITY SERVICES DISTRICT											
2	FUND LEVEL ANALYSIS - QUARTER 2 REVIEW											
3	WASTEWATER DEPARTMENT - FUND 03											
4	3%											
5	WASTEWATER FUND	FINAL	2019/20	2019/20	ACTUAL AT	ESTIMATED	2019/20					
6	WASTEWATER DEPARTMENT - 03	FY 2019/2020	APPROVED	CURRENT	12/31/2019	ACTUAL	EST. BUDGET					
7			ADJUSTMENTS	BUDGET	50%		VARIANCE					
8	SOURCES OF FUNDS											
9	REVENUES											
10	Sales - Sewer	400,000		400,000	197,307	49%	394,614	(5,386)				
12	Sewer Connections	2,000		2,000	0	0%	2,000	0				
14	Inspection Fees	100		100	0	0%	100	0				
15	FOG Program	1,700		1,700	2,580	152%	5,160	3,460				
33	Total Revenues	\$403,800	\$0	\$403,800	\$199,887	50%	\$401,874	(\$1,926)				
34	OTHER SOURCES OF FUNDS											
40	Other Income - Airpark Bridge Drive Refund from County	0		0	2,812		2,812	2,812				
43	Total Other Sources of Funds	\$0	\$0	\$0	\$2,812		\$2,812	\$2,812				
44	Total Sources of Funds	\$403,800	\$0	\$403,800	\$202,699	50%	\$404,686	\$886				
45	USES OF FUNDS											
47	SALARIES & WAGES											
48	Salaries and Wages	50,000		50,000	29,157	58%	58,314	(8,314)				
50	Overtime	17,500		17,500	1,812	10%	3,625	13,875				
51	Lead Operator Contingency (Budget Workshop)	5,000		5,000	0	0%	0	5,000				
53	Total Salaries & Wages	\$72,500	\$0	\$72,500	\$30,969	43%	\$61,939	\$10,561				
54	BENEFITS											
55	CalPERS	0		0	0		0	0				
56	Pension Expense (GASB 68)	0		0	0		0	0				
57	Medicare	0		0	0		0	0				
58	Workers Compensation Insurance	3,652		3,652	2,392	65%	4,784	(1,132)				
59	Boot Allowance	0		0	0		0	0				
60	Insurance	0		0	0		0	0				
61	Operating Crew Benefits Allocation	46,140		46,140	18,094	39%	35,947	10,193				
63	Total Benefits	\$49,792	\$0	\$49,792	\$20,486	41%	\$40,731	\$9,061				
64	Total Personnel Services	\$122,292	\$0	\$122,292	\$51,455	42%	\$102,670	\$19,622				
65	SERVICES & SUPPLIES											
67	Communication	515		515	167	32%	334	181				
69	Maint: Sewer Structures/ Improvements	17,000		17,000	418	2%	836	16,164				
70	Maintenance: Equipment	3,348		3,348	745	22%	1,490	1,858				
71	Maintenance: Vehicles	3,500		3,500	0	0%	0	3,500				
72	Gas and Oil	3,500		3,500	0	0%	0	3,500				
74	System Parts/ Operating Supplies	8,240		8,240	3,547	43%	7,095	1,145				
75	Safety Expense	2,850		2,850	0	0%	0	2,850				
76	Memberships	0		0	331		662	(662)				
79	Office Expense	515		515	31	6%	62	453				
80	Outside UB Mailing Expense	9,000		9,000	3,639	40%	7,278	1,722				
81	Professional Services	2,575		2,575	0	0%	0	2,575				
82	Contracted Engineering	2,833		2,833	18	1%	35	2,798				
85	Rents & Leases/ Equipment	2,575		2,575	0	0%	0	2,575				
87	Regulatory Permits & Fees	4,020		4,020	3,249	81%	4,020	0				
89	Classes/ Seminars/ Training Fees	2,800		2,800	181	6%	362	2,438				
90	Utilities	2,600		2,600	499	19%	998	1,602				
93	Bad Debt Expense	350		350	0	0%	0	350				
94	Claims & Settlements	1,900		1,900	0	0%	0	1,900				
96	Total Services & Supplies	\$68,120	\$0	\$68,120	\$12,825	19%	\$23,172	\$44,948				
97	CAPITAL OUTLAY											
99	CIP - Drainage Improvement Project			0	325		325	(325)				
104	Total Capital Outlay	\$0	\$0	\$0	\$325		\$325	(\$325)				
106	ADMINISTRATIVE COST ALLOCATION											
107	Administrative Cost Allocation	286,104		286,104	150,166	52%	263,107	22,997				
109	Total Administrative Cost Allocation	\$286,104	\$0	\$286,104	\$150,166	52%	\$263,107	\$22,997				
110	Total Expenditures	\$476,516	\$0	\$476,516	\$214,771	45%	\$389,273	\$87,243				
111	OPERATING SURPLUS/(DEFICIT)											
112		(\$72,716)	\$0	(\$72,716)	(\$12,072)		\$15,413	\$88,129				
113	TRANSFERS & ENCUMBRANCES											
114	Transfers In - From General Fund	113,940		113,940	0		113,940	0				
115	(Transfers Out) - Equipment Fund	(11,545)		(11,545)	(6,697)		(11,798)	(253)				
116	Encumbrances - Sources of Funding	0		0	0		0	0				
117	Encumbrances - (Designated Funds)	0		0	0		0	0				
118	NET TRANSFERS & ENCUMBRANCES	\$102,395	\$0	\$102,395	(\$6,697)		\$102,142	(\$253)				



GARBAGE FUND





	C	J	M	N	P	Q	R	S
1	OCEANO COMMUNITY SERVICES DISTRICT							
2	FUND LEVEL ANALYSIS - QUARTER 2 REVIEW							
3	GARBAGE FUND - 06							
4	GARBAGE FUND	FINAL	2019/20	2019/20	ACTUAL AT	ESTIMATED	2019/20	
5	GARBAGE DEPARTMENT - 06	FY 2019/2020	APPROVED	CURRENT	12/31/2019	ACTUAL	EST. BUDGET	
6			ADJUSTMENTS	BUDGET	50%		VARIANCE	
7								
8	SOURCES OF FUNDS							
9								
10	Revenues	\$109,836	\$0	\$109,836	\$65,167	59%	\$100,672	(\$9,164)
11	Other Sources of Funds	\$0	\$0	\$0	\$0	0%	\$0	\$0
12	Total Sources of Funds	\$109,836	\$0	\$109,836	\$65,167	59%	\$100,672	(\$9,164)
13	USES OF FUNDS							
14								
15	Salaries & Wages	\$22,000	\$0	\$22,000	\$5,557	25%	\$11,114	\$10,886
16	Benefits	\$20,138	\$0	\$20,138	\$8,137	40%	\$16,174	\$3,964
17	Personnel Services	\$42,138	\$0	\$42,138	\$13,694	32%	\$27,288	\$14,850
18	Services & Supplies	\$22,280	\$0	\$22,280	\$13,616	61%	\$22,298	(\$18)
19	Capital Outlay	\$0	\$0	\$0	\$0	0%	\$0	\$0
20	Administrative Cost	\$38,147	\$0	\$38,147	\$20,022	52%	\$35,081	\$3,066
21	Total Expenditures	\$102,565	\$0	\$102,565	\$47,332	46%	\$84,667	\$17,898
22								
23	OPERATING SURPLUS/(DEFICIT)	\$7,271	\$0	\$7,271	\$17,835		\$16,005	\$8,734
24	TRANSFERS & ENCUMBRANCES							
25	Transfers In - From General Fund	7,500	0	7,500	0		7,500	0
26	(Transfers Out)	(1,000)	0	(1,000)	(580)		(1,021)	(21)
27	Encumbrances - Sources of Funding	0	0	0	0		0	0
28	Encumbrances - (Designated Funds)	0	0	0	0		0	0
29	NET TRANSFERS & ENCUMBRANCES	\$6,500	\$0	\$6,500	(\$580)		\$6,479	(\$21)
30								



	C	D	J	K	M	N	O	P	Q	R	S	W
1	OCEANO COMMUNITY SERVICES DISTRICT											
2	FUND LEVEL ANALYSIS - QUARTER 2 REVIEW											
3	GARBAGE FUND - 06		3%									
4	GARBAGE FUND		FINAL	2019/20	2019/20	ACTUAL AT		ESTIMATED	2019/20			
5	GARBAGE DEPARTMENT - 06		FY 2019/2020	APPROVED	CURRENT	12/31/2019	50%	ACTUAL	EST. BUDGET			
6				ADJUSTMENTS	BUDGET				VARIANCE			
7												
8	SOURCES OF FUNDS											
9	REVENUES											
12	Franchise Fees		102,036		102,036	56,495	55%	92,000	(10,036)			
13	Landfill Savings Payment		7,800		7,800	8,672	111%	8,672	872			
23	Total Revenues		\$109,836	\$0	\$109,836	\$65,167	59%	\$100,672	(\$9,164)			
24	OTHER SOURCES OF FUNDS											
30			0		0			0	0			
32	Total Other Sources of Funds		\$0	\$0	\$0	\$0		\$0	\$0			
33	Total Sources of Funds		\$109,836	\$0	\$109,836	\$65,167	59%	\$100,672	(\$9,164)			
34	USES OF FUNDS											
36	SALARIES & WAGES											
37	Salaries & Wages		20,000		20,000	5,543	28%	11,086	8,914			
38	Classic EE Contr by ER PERS		0		0			0	0			
39	Overtime Wages		0		0	14		28	(28)			
40	Lead Operator Contingency (Budget Workshop)		2,000		2,000			0	2,000			
42	Total Salaries & Wages		\$22,000	\$0	\$22,000	\$5,557	25%	\$11,114	\$10,886			
43	BENEFITS											
44	PERS Contributions		0		0	0		0	0			
45	Pension Expense		0		0	0		0	0			
46	Medicare		0		0	0		0	0			
47	FICA		0		0	0		0	0			
48	Compensation Insurance		913		913	598	65%	1,196	(283)			
49	Boot Allowance		0		0	0		0	0			
50	Insurance		0		0	0		0	0			
54	Operating Crew Benefits Allocation		19,225		19,225	7,539	39%	14,978	4,247			
56	Total Benefits		\$20,138	\$0	\$20,138	\$8,137	40%	\$16,174	\$3,964			
57	Total Personnel Services		\$42,138	\$0	\$42,138	\$13,694	32%	\$27,288	\$14,850			
58	SERVICES & SUPPLIES											
60	Communication		900		900	77	9%	154	746			
62	Maintenance - Vehicles		515		515	0	0%	0	515			
65	Operating Supplies		1,545		1,545	306	20%	612	933			
67	Maint: Shared Structure/Improvements		0		0	355		710	(710)			
68	Office Expense		1,030		1,030	261	25%	522	508			
69	Postage		515		515	0	0%	0	515			
71	Professional Services		7,000		7,000	7,867	112%	10,300	(3,300)			
72	Legal Notices		260		260	0	0%	0	260			
74	Utilities		515		515	0	0%	0	515			
75	School Outreach Programs		10,000		10,000	4,750	48%	10,000	0			
78	Total Services & Supplies		\$22,280	\$0	\$22,280	\$13,616	61%	\$22,298	(\$18)			
79	CAPITAL OUTLAY											
86	Total Capital Outlay		\$0	\$0	\$0	\$0		\$0	\$0			
87	ADMINISTRATIVE COST ALLOCATION											
88	Administrative Cost Allocation		38,147		38,147	20,022	52%	35,081	3,066			
90	Total Administrative Cost Allocation		\$38,147	\$0	\$38,147	\$20,022	52%	\$35,081	\$3,066			
91	Total Expenditures		\$102,565	\$0	\$102,565	\$47,332	46%	\$84,667	\$17,898			
92												



	C	D	J	K	M	N	O	P	Q	R	S	W
1	OCEANO COMMUNITY SERVICES DISTRICT											
2	FUND LEVEL ANALYSIS - QUARTER 2 REVIEW											
3	GARBAGE FUND - 06		3%									
4	GARBAGE FUND		FINAL	2019/20	2019/20	ACTUAL AT		ESTIMATED	2019/20			
5	GARBAGE DEPARTMENT - 06		FY 2019/2020	APPROVED	CURRENT	12/31/2019	50%	ACTUAL	EST. BUDGET			
6				ADJUSTMENTS	BUDGET				VARIANCE			
7												
93	OPERATING SURPLUS/(DEFICIT)		\$7,271	\$0	\$7,271	\$17,835		\$16,005	\$8,734			
94	TRANSFERS & ENCUMBRANCES											
95	Transfers In - From Water Fund		7,500		7,500	0		7,500	0			
96	(Transfers Out) - Equipment Fund		(1,000)		(1,000)	(580)		(1,021)	(21)			
97	Encumbrances - Sources of Funding		0		0	0		0	0			
98	Encumbrances - (Designated Funds)		0		0	0		0	0			
100	NET TRANSFERS & ENCUMBRANCES		\$6,500	\$0	\$6,500	(\$580)		\$6,479	(\$21)			



EQUIPMENT FUND





	A	C	D	J	K	M	N	O	P	Q	R	S	W
1	OCEANO COMMUNITY SERVICES DISTRICT												
2	FUND LEVEL ANALYSIS - QUARTER 2 REVIEW												
3	EQUIPMENT FUND - 12												
4	EQUIPMENT FUND - 12		FINAL	2019/20	2019/20	ACTUAL AT	ESTIMATED	2019/20					
5			FY 2019/2020	APPROVED	CURRENT	12/31/2019	ACTUAL	EST. BUDGET					
6				ADJUSTMENTS	BUDGET	50%		VARIANCE					
7													
8	SOURCES OF FUNDS												
9													
10	Revenues	\$29,090	\$0	\$29,090	\$16,875	58%	\$29,727	\$637					
11	Other Sources of Funds	\$0	\$0	\$0	\$0	0%	\$0	\$0					
12	Total Sources of Funds	\$29,090	\$0	\$29,090	\$16,875	58%	\$29,727	\$637					
13	USES OF FUNDS												
14													
15													
16	Salaries & Wages	\$0	\$0	\$0	\$0	0%	\$0	\$0					
17	Benefits	\$0	\$0	\$0	\$0	0%	\$0	\$0					
18	Personnel Services	\$0	\$0	\$0	\$0	0%	\$0	\$0					
19	Services & Supplies	\$16,000	\$0	\$16,000	\$8,319	52%	\$16,638	(\$638)					
20	Capital Outlay	\$0	\$0	\$0	\$0	0%	\$0	\$0					
21	Debt Service	\$9,067	\$0	\$9,067	\$4,533	50%	\$9,066	\$1					
22	Total Expenditures	\$25,067	\$0	\$25,067	\$12,852	51%	\$25,704	(\$637)					
23	OPERATING SURPLUS/(DEFICIT)	\$4,023	\$0	\$4,023	\$4,023		\$4,023	(\$0)					



	A	C	D	J	K	M	N	O	P	Q	R	S	W
1	OCEANO COMMUNITY SERVICES DISTRICT												
2	FUND LEVEL ANALYSIS - QUARTER 2 REVIEW												
3	EQUIPMENT FUND - 12												
4	EQUIPMENT FUND - 12		FINAL	2019/20	2019/20	ACTUAL AT	50%	ESTIMATED	2019/20				
5			FY 2019/2020	APPROVED	CURRENT	12/31/2019		ACTUAL	EST. BUDGET				
6				ADJUSTMENTS	BUDGET				VARIANCE				
8	SOURCES OF FUNDS												
9	REVENUES												
10	Lease Revenue from Water		16,545		16,545	9,598	58%	16,908	363				
11	Lease Revenue from Sewer		11,545		11,545	6,697	58%	11,798	253				
12	Lease Revenue from Garbage		1,000		1,000	580	58%	1,021	21				
16	Total Revenues		\$29,090		\$29,090	\$16,875	58%	\$29,727	\$637				
17	OTHER SOURCES OF FUNDS												
18			0		0			0	0				
25	Total Other Sources of Funds		\$0		\$0	\$0		\$0	\$0				
26	Total Sources of Funds		\$29,090		\$29,090	\$16,875	58%	\$29,727	\$637				
27	USES OF FUNDS												
29	SALARIES & WAGES												
30			0		0	0		0	0				
37	Total Salaries & Wages		\$0		\$0	\$0		\$0	\$0				
38	BENEFITS												
39			0		0	0		0	0				
53	Total Benefits		\$0		\$0	\$0		\$0	\$0				
54	Total Personnel Services		\$0		\$0	\$0		\$0	\$0				
55	SERVICES & SUPPLIES												
56	Maintenance - Vehicles		6,500		6,500	4,059	62%	8,118	(1,618)				
57	Fuel		9,500		9,500	4,260	45%	8,520	980				
59	Total Services & Supplies		\$16,000		\$16,000	\$8,319	52%	\$16,638	(\$638)				
60	CAPITAL OUTLAY												
61	Fixed Assets		0		0				0				
63	Total Capital Outlay		\$0		\$0	\$0		\$0	\$0				
65	DEBT SERVICE												
66	Equipment Lease		9,067		9,067	4,533	50%	9,066	1				
69	Total Debt Service		\$9,067		\$9,067	\$4,533	50%	\$9,066	\$1				
71	Total Expenditures		\$25,067		\$25,067	\$12,852	51%	\$25,704	(\$637)				
72	OPERATING SURPLUS/(DEFICIT)												
73			\$4,023		\$0	\$4,023		\$4,023	\$4,023			(\$0)	

Oceano Community Services District

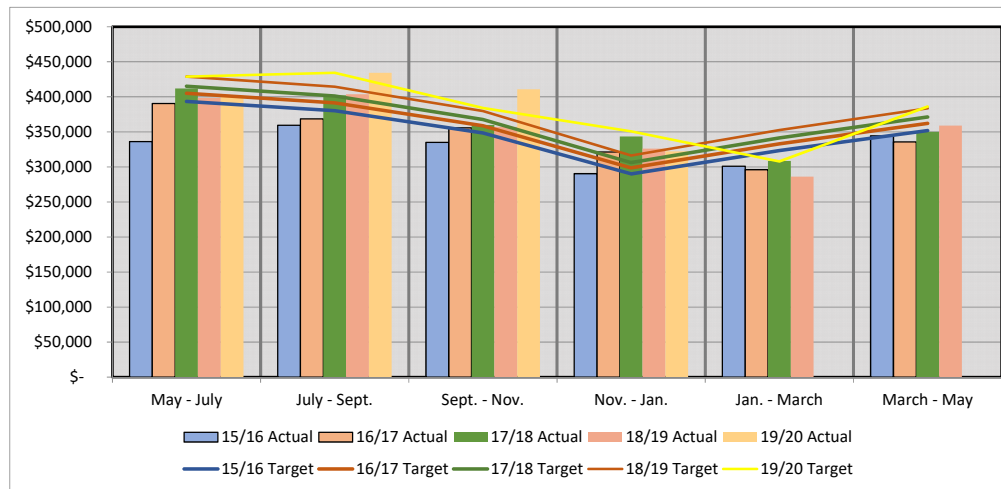
Water Revenue Comparisons - Target to Actual

Billing Periods Ending in:

Fiscal Years 2015/16, 2016/17, 2017/18, 2018/19, Parcial 2019/20

	<u>15/16 Target</u>	<u>15/16 Actual</u>	<u>16/17 Target</u>	<u>16/17 Actual</u>	<u>17/18 Target</u>	<u>17/18 Actual</u>	<u>18/19 Target</u>	<u>18/19 Actual</u>	<u>19/20 Target</u>	<u>19/20 Actual</u>
May - July	\$ 393,460	\$ 336,187	\$ 405,040	\$ 390,467	\$ 415,276	\$ 411,935	\$ 428,980	\$ 398,540	\$ 428,760	\$ 402,632
July - Sept.	\$ 380,230	\$ 359,329	\$ 391,420	\$ 368,608	\$ 401,313	\$ 402,095	\$ 414,556	\$ 403,771	\$ 434,388	\$ 434,372
Sept. - Nov.	\$ 348,369	\$ 334,971	\$ 358,621	\$ 355,697	\$ 367,685	\$ 359,870	\$ 379,819	\$ 357,085	\$ 384,162	\$ 410,825
Nov. - Jan.	\$ 290,136	\$ 290,531	\$ 298,675	\$ 321,261	\$ 306,223	\$ 343,440	\$ 316,328	\$ 326,018	\$ 350,739	\$ 322,124
Jan. - March	\$ 323,358	\$ 300,986	\$ 332,874	\$ 296,186	\$ 341,287	\$ 308,550	\$ 352,550	\$ 286,146	\$ 307,844	\$ -
March - May	\$ 351,803	\$ 344,349	\$ 362,157	\$ 335,738	\$ 371,309	\$ 350,089	\$ 383,563	\$ 358,893	\$ 386,107	\$ -
Totals	<u>\$ 2,087,356</u>	<u>\$ 1,966,353</u>	<u>\$ 2,148,787</u>	<u>\$ 2,067,956</u>	<u>\$ 2,203,093</u>	<u>\$ 2,175,978</u>	<u>\$ 2,275,795</u>	<u>\$ 2,130,454</u>	<u>\$ 2,292,000</u>	<u>\$ 1,569,953</u>
(Shortfall)/Overfall		<u>\$ (121,003)</u>		<u>\$ (80,831)</u>		<u>\$ (27,115)</u>		<u>\$ (145,341)</u>		<u>\$ (28,096)</u>

Cumulative Revenue Shortfall: \$ (402,386)



Oceano Community Services District
 Chronology of Budget Actions
 Fiscal Years 2019-20

Date	Action
FISCAL YEAR 2019-20 BUDGET ADJUSTMENTS	
June 26, 2019	Approved the Preliminary Budget for Fiscal Year 2019-20
August 28, 2019	Approved the Final Budget for Fiscal Year 2018-19
July 24, 2019	Approved a Budget Adjustment for \$5,178 utilizing Public Facilities Fees reserves for the 2019 Replacement Generator Project
September 25, 2019	Approved a budget adjustment increasing the project budget \$32,500 for construction inspection services; cancelling \$72,048 in Public Facilities Reserves and increasing facility fund contingencies \$39,548.
October 23, 2019	Approved a budget adjustment in the Water Fund of \$35,000 for Well #4 from infrastructure reserves.
October 23, 2019	Approved a budget adjustment of \$1,143.51 from Facilities Fund contingencies and \$1,478.85 from public facilities reserves.
December 11, 2019	Approved a budget adjustment of \$13,000 from Facilities Fund contingencies to paint the Old Fire Station at 1687 Front Street
December 11, 2019	Approved a budget adjustment of \$195,000 from Water Fund Infrastructure Reserves for the Norswing/ Pershing Waterline replacement project (Project #2019-03)
January 22, 2020	Approved a budget adjustment increasing the project budget for the Oceano Generator Project by \$18, 425 for change order #2 including design and structural engineering support in the amount of \$8,033.50 for Facilities Fund contingencies and \$10,391.50 from public facilities reserves.



Oceano Community Services District

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

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

Date: February 12, 2020

To: Board of Directors

From: Will Clemens, General Manager

Subject: **Agenda Item #9(c): Introduction of Amendments to the District By-Laws with direction as the Board deems appropriate**

Recommendation

It is recommended that your Board consider amendments to the District By-Laws and provide direction as your Board deems appropriate.

Discussion

Introduction of the amendments to the District's By-Laws at this time is intended as the first step in updating the By-Laws. After discussion and direction by your Board, staff will return with a resolution to adopt the amended By-Laws at the February 26, 2020 Board meeting. The purpose of amending the By-Laws at this time is to attempt to clarify the By-Laws related to recent Board discussions. In addition, amendments are recommended that will improve staff efficiencies and the conducting of District business.

Attached is a redline-strikeout version of the District's current by-laws showing the recommended changes for easy reference. A brief discussion of each recommended change follows:

By-Law 2.1

Consideration should be given to changing from two regular meetings a month to one. Your Board has been generally supportive of this concept in the past; however, it was decided that the current two meetings per month should be continued until the fire tax issue was resolved. With Measure A-20 on the March 3, 2020 ballot, this would be an ideal time to move to one meeting per month. In addition to the staff efficiencies of preparing for only one monthly meeting, it is estimated that the change would result in cost savings of \$27,000 annually. It is anticipated that the change would result in longer meetings, however, your Board would still have the ability to call for Special Meetings if needed. By way of comparison, ten of the fourteen Community Services Districts in the County meet once per month or less often.



By-Law 2.12

Related to the change in By-Law 2.1, consideration should be given to changing the adjournment time of the meetings and requirements for suspending the rules.

By-Law 3.2 and 3.5

Consideration should be given to changing language to distinguish standing committees from ad hoc committees. The recommended changes conform exactly to sample policy language provided by the California Special Districts Association (CSDA).

By-Law 4.3

Consideration should be given to changing language related to the taking of minutes. It is often difficult to ascertain whether a public commenter is speaking for or against a certain action or simply making a statement for consideration. With the ability for anyone to view a video recording of the Board meeting, the language recommended for deletion is unnecessary relieves staff from the burden of trying to interpret speakers' intentions.

By-Law 8.1

Consideration should be given to clarifying compensation for Board members and which meetings qualify for compensation. Based on Board input, the proposed language would change compensation from \$50 per meeting for any committee (undefined) meeting attended, to \$100 per month for any committee or liaison/subject matter meeting, regardless of which or how many committee or liaison/subject matter meetings are attended in the month.

Other items that Board members may wish to discuss relating to the existing By-Laws would also be appropriate for this discussion.



Oceano Community Services District

Board of Directors Meeting

Other Agency Involvement

Staff reviewed the by-laws of the South San Luis Obispo County Sanitation District and other Community Services Districts in the County as well as sample policies provided by the CSDA.

Other Financial Considerations

Adopting the recommended changes to the By-Laws is estimated to save \$27,000 annually in addition to increasing staff efficiencies.

Results

Review and update to the District's By-Laws promotes a well governed community.

Attachments:

- A. District By-Laws (Redline Strikeout)

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

1. OFFICERS OF THE BOARD OF DIRECTORS.

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

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

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

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

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

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

2. MEETINGS.

2.1. Regular meetings of the Board of Directors (the Board) shall commence on the second ~~and fourth~~ Wednesday of each calendar month in the Board room at the District Office currently located at 1655 Front Street, Oceano, CA, 93475. Regular meeting times shall be set annually pursuant to the current Director's schedules and/or preference with the consideration to the public's right to participate.

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

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

2.4. No action or discussion may be taken on an item not on the posted agenda. However, matters deemed to be emergencies or of an urgent nature may be added to the agenda of a

regular meeting under the procedures of the Brown Act. Pursuant to the Brown Act and at regular meetings:

- a) Board Members may briefly respond to statements or questions from the public; and
- b) Board Members may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting; and
- c) The President or a majority of the Board itself may direct staff to place a matter on a future agenda.

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

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

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

2.8. Roll call shall be taken on the passage of all business items before the Board. The roll call vote shall be entered in the minutes of the Board meeting showing those Board members voting aye, those voting no, and those not voting or absent. Unless a Board member states that he or she is not voting on an item because of a conflict of interest, his or her silence or abstention shall be deemed and recorded as an affirmative vote.

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

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

2.11. If an individual or group willfully interrupts a meeting, fails to adhere to the District's policies pertaining to public comment, or otherwise creates an unreasonable disruption to the proceedings, the meeting may be stopped and the room may be cleared. In such circumstances,

members of the media must be allowed to remain and only matters on the agenda can be discussed.

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

3. COMMITTEES.

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

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

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

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

3.5. The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

3.5.3.6. Committee assignments and District appointments will be coordinated with the election of the District officers annually. Upon a motion and a majority vote, committee assignments and appointments may be reconsidered at any time during the calendar year.

4. PREPARATION OF MINUTES AND MAINTENANCE OF TAPES.

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

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

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

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

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

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

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

5. MEMBERS OF THE BOARD OF DIRECTORS.

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

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

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

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

6. AUTHORITY OF DIRECTORS.

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

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

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

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

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

7. DIRECTOR GUIDELINES.

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

- a)** Maintain control and direction of the District by action of the Board of Directors taken pursuant to the Brown Act;
- b)** Allow Board Members access to information relative to the running of the District;
- c)** Protect staff from undue influence, threats, harassment, and/or pressure from individual Board Members or members of the public; and
- d)** Allow staff to execute priorities given by the Board of Directors and management without fear of reprisal.

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

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

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

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

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

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

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

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

8. DIRECTOR COMPENSATION.

8.1. Each Director is authorized to receive one hundred dollars (\$100.00) as compensation for each regular or special meeting of the Board and a total of fifty-one hundred dollars (~~\$50~~100.00) per month for ~~each any~~ committee or liaison/subject matter meeting attended by him or her as the appointed Board representative or as the alternate, regardless of which or how many committee or liaison/subject matter meetings are attended in the month. An alternate will be compensated only if attendance of the alternate at a committee is required because

- 1) the appointed representative is unable to attend or
- 2) the Board has directed the alternate to attend

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

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

9. EXPENSE REIMBURSEMENT.

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

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

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

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

10. CORRESPONDENCE DISTRIBUTION POLICY.

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

- a) All letters approved by the Board and/or signed by the President on behalf of the District.
- b) All correspondence received by the District that are of District-wide concern as reasonably determined by the General Manager.

11. CONFLICTS OF INTEREST AND RELATED POLICY.

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

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

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

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

12. EVALUATION OF CONSULTANTS.

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

13. CONTINUING EDUCATION.

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

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

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

14. RELATIONSHIP AND CONDUCT BETWEEN BOARD MEMBERS AND STAFF.

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

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

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

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

15. FIDUCIARY RESPONSIBILITY.

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

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

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

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

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

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

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

- a)** On or before June 1st of each year, the Board of Directors should adopt a preliminary budget that conforms to generally accepted accounting procedures

applicable to special districts. The preliminary budget shall be prepared by the General Manager.

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

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

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

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

16. PUBLICATION OF POLICY.

16.1. Copies of this Policy shall be distributed to:

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

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

c) Staff will provide orientation for new Directors.

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

17. RESTRICTIONS ON BYLAWS.

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