



Notice of Regular Meeting Oceano Community Services District - Board of Directors Agenda

WEDNESDAY, February 26, 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. 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.

6. 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 Repogle

C. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:

This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Agenda Item #6 – Special Presentations and Reports. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.

7. CONSENT AGENDA ITEMS:

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

- A. Review and Approval of Minutes for February 12, 2020
- B. Review and Approval of Cash Disbursements
- C. Consideration of a recommendation to approve a budget adjustment increasing the project budget for the Oceano Generator Project by \$8,555 for change order #3 and design engineering support in the amount of \$3,729.84 from Facilities Fund contingencies and \$4,824.83 from public facilities reserves

8. 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. Consideration of a recommendation to approve the 2020 Update to the Sewer System Management Plan (SSMP)
- B. Resolution to Amend the District By-Laws
- C. 2020 Committee Assignment Reconsideration

9. HEARING ITEMS:

10. RECEIVED WRITTEN COMMUNICATIONS:

11. LATE RECEIVED WRITTEN COMMUNICATIONS:

12. 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, Fireworks Ordinance

13. FUTURE HEARING ITEMS:

14. CLOSED SESSION:

- A. Pursuant to Government Code 54956.9(a): Conference with legal counsel regarding Santa Maria Valley Water Conservation District v. City of Santa Maria, et al.,

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, February 12, 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 Minnery, Business and Accounting Manager Carey Casciola, and Board Secretary Celia Ruiz.
4. **AGENDA REVIEW:**
 No public comment.
 A motion was made to move Agenda Item 9A and 9C after Agenda Item 6 by Vice President White and a second from Director Replogle, roll call vote 5-0.
5. **CLOSED SESSION:** None
6. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA:**
 Public comment was received from:

Nancy Bull	In opposition of fireworks
Brenda Lowe, Oceano	In support of Measure A-20
Julie Tacker	In opposition of the public comment box on the agenda, a question regarding FCFA, and commented on Measure A-20.
Karl Kempton, Oceano	In support of placing Central Coast Blue as a future meeting.
Charles Varni, Oceano	In support of placing Central Coast Blue as a future meeting and in opposition of fireworks.

7. **SPECIAL PRESENTATIONS & REPORTS:**
 - A. **STAFF REPORTS:**
 - i. Operations - Field Supervisor Tony Marraccino – reported on 11 work orders, 7 customer calls, 1 after hour call out, Lopez currently at 51.5%, comment codes, equipment maintenance, hydrant on Railroad has been replaced, gave generator update.
 - ii. FCFA - Chief Steve Lieberman – None
 - iii. OCSD General Manager – Will Clemens – reported on being appointed as the CUCCAC special district representative, met with the County Water team, Proposition 1 Funding letter of support, attended CSDA Meeting, attended Zone 3 Technical meeting.
 - iv. Sheriff's South Station - Commander Michael Manuele – None
 - B. **BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:**
 - i. Director Villa – None
 - ii. Director Gibson – None
 - iii. Vice President White – None
 - iv. President Austin – reported on SSLOCSD
 - v. Director Replogle – None

b. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:

No Public Comment

9A BUSINESS ITEM:	ACTION:
Presentation and Discussion on the California Voting Rights Act and adoption of a resolution to consider transitioning from at-large elections to alternative representative elections	<p>A presentation was given by Michael Latner</p> <p>After an opportunity for public comment and Board discussion, staff recommendations were approved with a motion from Director Replogle, a second from Vice President White, 5-0 roll call vote.</p> <p>Public comment received from: Jeff Edwards – in support of a by-district election system with additional comments. Julie Tacker – in support of a by-district election system with additional comments.</p>

9C BUSINESS ITEM:	ACTION:
Introduction of Amendments to the District By-Laws with direction as the Board deems appropriate	<p>After an opportunity for public comment and Board discussion, the Board gave direction to move forward with the proposed changes to sections 2.12, 3.2, 3.5, and 4.3, bring back section 5.3 amended, develop a set of rules of decorum, and to bring back different options for section 8.1.</p> <p>Public comment received from: Eugene Flores, Oceano – in support of updating by-laws. Jeff Edwards – in support of continuing with two meetings a month and written reports of committee meetings. April, Five Cities – in support of continuing with two meeting a month and assignment of representatives to committee meetings. Julie Tacker - in support of continuing with two meetings a month, leaving the director compensation as it stands, and written reports of committee meetings. Brad Snook, Five Cities – In support of adding a reference to the US/ CA Constitution and Brown Act, removing section 3.5 and section 5.3 of the by-laws. Rebekah Venturini, Oceano – In support of developing rules of decorum and updating by-laws.</p>

8 CONSENT AGENDA:	ACTION:
<p>a. Review and Approval of Minutes for Regular Meeting December 11, 2019</p> <p>b. Review and Approval of Minutes for Regular Meeting January 22, 2020</p> <p>c. Review and Approval of Minutes for Special Meeting January 25, 2020</p> <p>d. Review and Approval of Cash Disbursements</p>	<p>After an opportunity for public comment and Board discussion, staff recommendations were approved with a motion from Vice President White, a second from Director Villa, 5-0 roll call vote.</p> <p>No public comment</p>

9B BUSINESS ITEM:	ACTION:
Review of the District's Budget Status as of December 31, 2019	<p>After an opportunity for public comment and Board discussion, the Board received and file the Budget status as of December 31, 2019.</p> <p>No public comment</p>

10. **HEARING ITEMS:** None
11. **RECEIVED WRITTEN COMMUNICATIONS:** Bonita Enerst, Jeanie Class, and Toni Berger.
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, Cienaga 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, Firework Ordinance
14. **FUTURE HEARING ITEMS:**
15. **ADJOURNMENT:** at approximately 9:11 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 26, 2020

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

Subject: **Agenda Item #7(B) : 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
	58243 - 58271*	
Disbursements Requiring Board Approval prior to Payment:		
Regular Payable Register - paid 02/26/2020	58252 - 58271	\$ 53,029.60
Subtotal:		\$ 53,029.60
Reocrring Payments for Board Review (authorized by Resolution 2018-11):		
Payroll Disbursements - PPE 02/01/2020	N/A	\$ 29,602.78
Reoccurring Utility Disbursements - paid 02/12/2020	58243 - 58251	\$ 7,316.67
Subtotal:		\$ 36,919.45
Grand Total:		\$ 89,949.05

* Check number 58258 is a system voided check to provide the stub for information continuation.

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.

2/20/2020 2:21 PM
 COMPANY: 99 - POOLED CASH FUND
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK RECONCILIATION REGISTER

PAGE: 1
 CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 058252 THRU 058271

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	2/20/2020	CHECK	058252	PETTY CASH	12.57CR	OUTSTND	A	0/00/0000
1-1001-000	2/20/2020	CHECK	058253	HEACOCK TRAILERS & TRUCK ACCES	160.55CR	OUTSTND	A	0/00/0000
1-1001-000	2/20/2020	CHECK	058254	ARAMARK	216.16CR	OUTSTND	A	0/00/0000
1-1001-000	2/20/2020	CHECK	058255	GSI WATER SOLUTIONS, INC.	11,199.67CR	OUTSTND	A	0/00/0000 NCMA 2019 - JAN 2020 SVCS
1-1001-000	2/20/2020	CHECK	058256	FAMCON PIPE & SUPPLY, INC.	1,298.80CR	OUTSTND	A	0/00/0000 INVENTORY
1-1001-000	2/20/2020	CHECK	058257	VILLA, ALLENE	1,100.00CR	OUTSTND	A	0/00/0000 BOARD STIPEND
1-1001-000	2/20/2020	CHECK	058258	VOID CHECK	0.00	OUTSTND	A	0/00/0000
1-1001-000	2/20/2020	CHECK	058259	BRENT SARKISON DBA CALTECH COM	1,140.22CR	OUTSTND	A	0/00/0000 COMPUTER SUPPORT
1-1001-000	2/20/2020	CHECK	058260	ALBOUM & ASSOCIATES LLC	2,046.24CR	OUTSTND	A	0/00/0000 SB 998 TRANSLATION SVCS
1-1001-000	2/20/2020	CHECK	058261	RABOBANK VISA CARD	4,069.01CR	OUTSTND	A	0/00/0000 TOOLS, COMPUTERS, TRAINING
1-1001-000	2/20/2020	CHECK	058262	J.B. DEWAR, INC.	406.83CR	OUTSTND	A	0/00/0000
1-1001-000	2/20/2020	CHECK	058263	MIER BROS.	522.59CR	OUTSTND	A	0/00/0000
1-1001-000	2/20/2020	CHECK	058264	MINER'S ACE HARDWARE, INC.	35.50CR	OUTSTND	A	0/00/0000
1-1001-000	2/20/2020	CHECK	058265	QUILL CORPORATION	66.77CR	OUTSTND	A	0/00/0000
1-1001-000	2/20/2020	CHECK	058266	SLO AIR POLLUTION CONTROL DIST	625.00CR	OUTSTND	A	0/00/0000
1-1001-000	2/20/2020	CHECK	058267	PRO-TECH LANDSCAPE MANAGEMENT,	410.00CR	OUTSTND	A	0/00/0000
1-1001-000	2/20/2020	CHECK	058268	CARQUEST AUTO PARTS	9.69CR	OUTSTND	A	0/00/0000
1-1001-000	2/20/2020	CHECK	058269	CRANDALL CONSTRUCTION	13,500.00CR	OUTSTND	A	0/00/0000 HYDRANT CLAIM
1-1001-000	2/20/2020	CHECK	058270	CUMMINS INC.	3,410.00CR	OUTSTND	A	0/00/0000 EMERGENCY GENERATOR
1-1001-000	2/20/2020	CHECK	058271	BROWDER PAINTING COMPANY INC.	12,800.00CR	OUTSTND	A	0/00/0000 PAINTING OF OLD FIRE STATION
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	53,029.60CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

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

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 058252 THRU 058271

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:			
				DEPOSIT	TOTAL:			53,029.60CR
				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 26, 2020

	(*)	
Gross Wages	1/18/2020	2/1/2020
Regular	\$25,975.12	\$25,886.83
Overtime Wages	\$446.08	\$278.32
Stand By	\$600.00	\$350.00
	<u>\$27,021.20</u>	<u>\$26,515.15</u>
Cell Phone Allowance	\$0.00	\$75.00
Total Wages	<u>\$27,021.20</u>	<u>\$26,590.15</u>
<u>Disbursements</u>		
Net Wages	\$20,515.70	\$20,686.60
State and Federal Agencies	\$5,447.60	\$4,833.20
CalPERS - Normal	\$3,935.22	\$3,934.26
SEIU - Union Fees	\$148.72	\$148.72
Total Disbursements processed with Payroll	<u>\$30,047.24</u>	<u>\$29,602.78</u>
Health (Disbursed with reoccurring bills)	\$5,966.99	\$5,966.99
Total District Payroll Related Costs	<u>\$36,014.23</u>	<u>\$35,569.77</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: 058243 THRU 058251

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	2/12/2020	CHECK	058243	ADVANTAGE ANSWERING PLUS, INC	237.42CR	OUTSTND	A	0/00/0000
1-1001-000	2/12/2020	CHECK	058244	AGP VIDEO INC.	1,690.00CR	OUTSTND	A	0/00/0000
1-1001-000	2/12/2020	CHECK	058245	CHARTER COMMUNICATIONS	150.00CR	OUTSTND	A	0/00/0000
1-1001-000	2/12/2020	CHECK	058246	DIGITAL WEST NETWORKS, INC.	595.48CR	OUTSTND	A	0/00/0000
1-1001-000	2/12/2020	CHECK	058247	VERIZON WIRELESS	238.14CR	OUTSTND	A	0/00/0000
1-1001-000	2/12/2020	CHECK	058248	PACIFIC GAS & ELECTRIC	3,913.27CR	OUTSTND	A	0/00/0000
1-1001-000	2/12/2020	CHECK	058249	SO CAL GAS	169.26CR	OUTSTND	A	0/00/0000
1-1001-000	2/12/2020	CHECK	058250	STANLEY CONVERGENT SECURITY SO	99.60CR	OUTSTND	A	0/00/0000
1-1001-000	2/12/2020	CHECK	058251	ELECSYS INTERNATIONAL CORP	223.50CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	7,316.67CR		
				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:	7,316.67CR		
				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 26, 2020

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

Subject: **Agenda Item #7(C):** Consideration of a recommendation to approve a budget adjustment increasing the project budget for the Oceano Generator Project by \$8,555 for change order #3 and design engineering support in the amount of \$3,729.84 from Facilities Fund contingencies and \$4,824.83 from public facilities reserves

Recommendation

It is recommended that your Board approve a budget adjustment increasing the project budget for the Oceano Generator Project by \$8,555 for change order #3 and design engineering support in the amount of \$3,729.84 from Facilities Fund contingencies and \$4,824.83 from public facilities reserves.

Discussion

On September 25, 2019 your Board approved a purchase order with MarWal Construction to provide construction management and inspection services required by the California State Essential Services Act (ESA). During the installation of the generator the construction management identified a third change order to the project design that will benefit the District facilities and the costs were obtained from the project contractor for \$5,354.67, which is included in attachment "A." The work is scheduled to be done in the next few weeks and should be the final item for completion.

Change #3 – Replacement of breaker and panels at the Fire Station and replacement of receptacles and addition of panels at the Sheriff's substation - \$5,354.67

The generator was tested and final additions are required to get the generator to power the Fire Station and the Sheriff substation. A breaker on the Fire Station panel is broken and needs to be replaced. Receptacles on the surge protection system failed during testing and are required to be replaced on the Sheriff substation. This change order requires the electrical engineer to design and calculate the load on the generator to ensure the emergency power will be adequate and that cost has been included in attachment "A" to Wilson Engineering for \$3,200.



Other Agency Involvement

Permits for the project were issued by the County Planning Department and the San Luis Obispo County Air Pollution Control District.

Financial Considerations

The proposed change orders would increase project costs from \$154,045 to \$162,600. The budget adjustment will decrease Facilities Fund contingencies by \$3,729.84 and public facilities reserves by \$4,824.83 based on the attached allocation of costs spreadsheet.

Results

Replacement of the standby generator will promote a safe community by helping to ensure power to the District, Fire Station and the Sheriff Substation.

Attachments:

- A. Change Order Request #3
- B. Allocation of Emergency Generator Costs



Oceano Community Services District

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

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

CHANGE ORDER

Project:	Emergency Generator	Change Order Number: Three (3)
Owner:	Oceano Community Services District 1655 Front Street Oceano, CA 93445	Date: February 13, 2020
Contractor:	Mark Schwind Electric, Inc. P.O. Box 2117 Nipomo, CA 93444	Project Number: 2019-01

CONFORMANCE WITH CONTRACT DOCUMENTS, DRAWINGS, AND SPECIFICATIONS

All Change Order work shall be in strict conformance with the Contract Documents, Drawings, and Specifications as they pertain to work of a similar nature.

<u>CRB NO.</u>	<u>DESCRIPTION</u>	<u>DEDUCT</u>	<u>ADD</u>
CRB 05	Fire Station - the 200 amp breaker on the meter/main panel was broken. Removed/replaced breaker which now required a new cover as the new breaker is a different size/configuration. (Time and Material Cost)		\$ 778.47
CRB 06	Genset - per the Cummins Start-up Representative the following revisions are required: a. Provide a separate circuit so the engine heater and battery charger are not on the same circuit. b. Replace the (n) installed 120v red lights with 12V red lights as the generator does not provide 120v power through the control panel.		\$ 813.76
CRB 07	Sheriff's substation - replace receptacles on the surge protection system. During start-up process (11) surge protected receptacles failed for an unidentifiable reason.		\$1,300.29

Change Order No. Three (3), 02.13.20
 Emergency Generator Project
 Project No: 2019-01
 Page 2

CRB 08 Sheriff's substation - add Panel S to the emergency power system so that the majority of the building will now function in an emergency. \$2,462.15

Subtotal Deductions <\$0>
 Subtotal Additions \$5,354.67
 Net Change \$5,354.67

Original Contract Sum \$51,820.00
 Net Change - All Previous Change Orders \$10,971.74
 Adjusted Contract Sum \$62,791.74
 Net Change - Change Order No. Three (3) \$ 5,354.67
 Adjusted Contract Sum Through Change Order No. Three (3) \$68,146.41

Commencement Date October 31, 2019
 Original Completion Date December 30, 2019
 Time Extension - All Previous Change Orders (24) calendar days
 Adjusted Completion Date Prior to This Change Order January 23, 2020
 Time Extension - Change Order No. Three (3) -0-
 Adjusted Completion Date January 23, 2020 *

(*) - Base contract work had been completed. The (4) CRB's are added scope. CRB 08 required a Plan Change Order to the SLO County Building Permit which has now been approved.


Recommended for Approval:


 _____ Date: 02.13.2020
 Construction Manager/Project Inspector

Approved:


 _____ Date: 2-13-2020
 Contractor - Mark Schwind Electric, Inc

Approved:


 _____ Date: 2/18/2020
 Oceano Community Services District

cc: 2019-01, CO 03, 02.13.20
 Documents associated with CO 03 - CRB 05 dated 12.23.19, MSE's response dated 02.11.20
 CRB 06 dated 12.23.19, MSE's response dated 01.10.20
 CRB 07 dated 12.23.19, MSE's response dated 01.10.20
 CRB 08 dated 02.06.20, MSE's response dated 02.11.20

Oceano Community Services District
Allocation of Emergency Generator Costs
as of 2/21/2020

	EXPENDITURES			Sheriff Sub-Station		Fire Station		REVENUES			
	Current Budget	Budget Adjustment	Total					General Fund	PFF	Grant	Total
Design & Permits (Prior Year Budgets)	\$ 10,320	\$ -	\$ 10,320	\$ 2,064	20%	\$ 8,256	80%	\$ 10,320			\$ 10,320
Construction Budget											
Generator - Cummings	\$ 38,358		\$ 38,358	\$ 7,672	20%	\$ 30,686	80%				
Concrete Pad - Schwind Electric	\$ 15,789		\$ 15,789	\$ 3,158	20%	\$ 12,631	80%				
Electrical Conduit - Schwind Electric	\$ 31,418		\$ 31,418	\$ 3,142	10%	\$ 28,276	90%				
Generator Install - Schwind Electric	\$ 4,613		\$ 4,613	\$ 923	20%	\$ 3,690	80%				
Inspection & RFI's - Marwal	\$ 32,500		\$ 32,500	\$ 6,500	20%	\$ 26,000	80%				
10/23/2019 Change Order #1 - Schwind Electric	\$ 2,622		\$ 2,622	\$ 524	20%	\$ 2,098	80%				
Inspection of Concrete - Earth Systems	\$ 3,000		\$ 3,000	\$ 600	20%	\$ 2,400	80%				
12/5/2019 Change Order #2 - Schwind Electric	\$ 8,350		\$ 8,350	\$ 1,670	20%	\$ 6,680	80%				
Change Orders #2 Design Support - Wilson Engineering	\$ 5,850		\$ 5,850	\$ 1,170	20%	\$ 4,680	80%				
Change Orders #2 Structural Support - Joshua Moody	\$ 1,225		\$ 1,225	\$ 245	20%	\$ 980	80%				
Change Orders #3 Design Support - Wilson Engineering		\$ 3,200	\$ 3,200	\$ 640	20%	\$ 2,560	80%				
2/13/2020 Change Order #3 - Schwind Electric		\$ 5,355	\$ 5,355	\$ 1,071	20%	\$ 4,284	80%				
Totals	\$ 143,725	\$ 8,555	\$ 152,280	\$ 27,314		\$ 124,966		\$ 16,271	\$ 89,096	\$ 38,358	\$ 143,725
Design, Permitting & Construction	\$ 154,045	\$ 8,555	\$ 162,600	\$ 29,378		\$ 133,222		\$ 26,591	\$ 89,096	\$ 38,358	\$ 154,045
Revenue Budget Adjustment								\$ 3,729.84	\$ 4,824.83		\$ 8,555

Allowable Percent Funded from Public Facilities Fees - Resolution 2017-03

70.5%

\$ 93,921.18



Oceano Community Services District

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

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

Date: February 26, 2020

To: Board of Directors

From: Tony Marraccino, Utilities Systems Manager
Casey Stewart, Lead Operator

Subject: **Agenda Item 8(A): Consideration of a recommendation to approve the 2020 Update to the Sewer System Management Plan (SSMP)**

Recommendation

It is recommended that your Board approve the 2020 Update to the Sewer System Management Plan.

Discussion

In April 2015 the Board of Directors approved the 2015 Sewer System Management Plan (SSMP) in accordance with regulatory requirements established by the State Water Board and administered by the Regional Water Board. The 2015 SSMP is available for review on the District's website. The overlying purpose of the SSMP regulations is to ensure that sewer system overflows are either eliminated or minimized. The regulatory requirements include a variety of maintenance and rehabilitation requirements, documentation, and monitoring. The following are the elements included in an SSMP:

1. Agency Goals
2. Agency Organization
3. Legal Authority
4. Operations and Maintenance
5. Design and Performance Provisions
6. Overflow Emergency Response Plan
7. Fats, Oils, and Grease (FOG) Control Program
8. Capacity Management
9. Monitoring, Measurement, and Program Modifications
10. Sewer System Management Plan Audit
11. Communication Program

The SSMP must be updated every five years and is due to the Regional Water Board in May 2020. The attached SSMP has been updated to current regulatory requirements. In addition, the 2020 SSMP



has been updated for items identified in the 2017 and 2019 internal audits and previously reported to your Board. The 2020 update to the SSMP includes a Change Log summarizing the updates from 2015.

Other Agency Involvement

The Regional Water Board is responsible for regulating the District's SSMP implementation. Cal Rural Water assisted staff with the State Water Boards SSMP requirements.

Other Financial Considerations

The Sewer System Master Plan was last completed in 2009 and the most notable facility of concern is the District's sole lift station on Pier Avenue. Similar to the Water Resource Reliability Plan that is currently being developed for the water system, the Sewer System Master plan will need to be updated.

Results

Updating the 2020 SSMP will help to ensure the District's compliance with regulatory requirements and efforts to prevent sewer system overflows. It also promotes safe, healthy and well governed communities.

Attachments:

- A. SSMP Change Log
- B. 2020 SSMP Update

SSMP Change Log
2020 UPDATE

Date	SSMP Element/ Section	Description of Change/ Revision Made
2/26/2020	All	Updated Utilities System Supervisor to Manager
2/26/2020	3 & 5	Updated the District's Ordinance 1984-2 to the new District Code 9.02.030 - 9.14.010 & 6.12.090 - 6.14.010
2/26/2020	3	Updated the South San Luis Obispo County Sanitation District Pretreatment Ordinance from 1994 to 2011-1
2/26/2020	4	Updated the pipeline on Airpark Drive Bridge.
2/26/2020	7	Updated the District implementing the entire FOG control program in 2019.

Oceano Community Services District



Mission Statement: to provide the citizens of the District quality, innovative, and cost-effective services, including water, sewer, fire protection, and street lighting services, and other miscellaneous items, through responsive and responsible local government to meet the changing needs of the community.

Sewer System Management Plan

2020 UPDATE

Last update: April 2015

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List of Acronyms

Cal EMA	California Emergency Management Agency (replaced State OES)
CAP	Capacity Assessment Plan
CCTV	Closed circuit television
CDFG	California Department of Fish and Game
CIP	Capital Improvement Plan
CIWQS	California Integrated Water Quality System
CWEA	California Water Environment Association
District	Oceano Community Services District
EH	Environmental Health
FOG	Fats, Oils and Grease
FSE	Food Services Establishment
mgd	Million Gallons per Day
NPDES	National Pollution Discharge Elimination System
OCSD	Oceano Community Services District
OERP	Overflow Emergency Response Plan
OES	Office of Emergency Services (County)
RWQCB	Regional Water Quality Control Board
SHECAP	Sewer Hydraulic Evaluation and Capacity Assessment Plan
SSLOCS	South San Luis Obispo County Sanitation District
SSMP	Sewer System Management Plan
SWRCB	State Water Resource Control Board
WDR	Waste Discharge Requirement

Introduction

Background

Oceano Community Services District (District) is an unincorporated coastal community on the south coast of San Luis Obispo County. The community is adjacent to the Cities of Grover Beach and Arroyo Grande to the north, agriculture to the east and south-east, the Oceano Dunes to the south-west and the Pacific Ocean to the west. The District has a population of approximately 7,600 residents, located by way of latitude 35.10 North and longitude 120.61 West and encompasses an area of approximately 1.7 square miles.

Figure 1: Aerial View of Oceano Community Services District



The purpose of this 2020 update to the Sewer System Management Plan (SSMP) is to provide for the 5 year update to the 2015 SSMP update. Consistent with the original 2010 SSMP and the 2015 SSMP update, the 2020 SSMP sets forth policies and practices to minimize the potential for sewer spills. It identifies how the District will respond to spills and regulatory reporting requirements to help ensure that the District is prompt when and if spills occur, including communication with other agencies and minimizing risks to public health and safety.

This SSMP is designed so that it will meet the regulatory requirements of both the RWQCB and the Statewide Waste Discharge Requirements. The organization of this document is consistent with the 11 SSMP "Elements." It also includes appendices that provide additional details. Some details are incorporated by reference when they are included in other official documents of the District, and when those other documents are formally updated more frequently than the SSMP. Other details that were included in the 2010 SSMP and excluded in the 2015 and 2020 update, these include education and other reference material that is maintained by the District in its

SSMP administrative files and available to regulatory agencies immediately upon request. By reducing the details in appendices, it is the District's position that the 2020 SSMP provides a better document for staff training and for use in an emergency.

The SSMP includes eleven sections, as follows:

1. Goals
2. Organization
3. Legal Authority
4. Operations and Maintenance
5. Design and Construction Standards
6. Overflow Emergency Response Plan
7. Fats, Oils & Grease Control Program
8. System Evaluation and Capacity Assurance Plan
9. Monitoring, Measurement and Program Modifications
10. Sewer System Management Plan Audits
11. Communication Plan

System Overview

The District maintains its own sewer collection system which encompasses over 22 miles of sewer mains with corresponding manholes, approximately two thousand and five (2,005) active service laterals, and one lift station. The district also provides service to two thousand seventy-two (2,072) active accounts. Of these, one thousand nine hundred sixty-three (1,963) are residential, one hundred one (101) are commercial, and eight (8) serve local Public Agencies. System Maps are maintained by the District Engineer.

The District is responsible for the wastewater collection and transport systems up to the point of discharge into the South San Luis Obispo County Sanitation District trunk system. The District recognizes its responsibility to protect public health and safety, and the environment, while carrying out its duties in operating the collection system, including the ongoing implementation of this SSMP.

Element 1 - Goals

The “Goals” of the SSMP were updated from the original 2010 SMMP to include objective performance measurements. Appendix “A” of the 2010 SSMP was eliminated since it was primarily focused on the original plan development. The purpose of adding objective performance measurements is to help ensure that the District is accountable to meet the ongoing requirements of the SSMP.

1.1 Regulatory Requirements

The summarized requirements for the Goals element of the SSMP are as follows:

RWQCB Requirement:

The Collection system agency must develop goals to manage and maintain all parts of the collections system. The goals should address the provisions of adequate capacity to convey peak wastewater flows, as well as a reduction in the frequency of sanitary sewer overflows (SSOs) and the mitigation of their impacts.

SWRCB Requirement:

The Collection system agency must develop goals to properly manage, operate and maintain all parts of its wastewater collection system in order to reduce and prevent SSOs, as well as to mitigate any SSOs that occur.

1.2 Goals Discussion

The Oceano Community Services District seeks to provide a dependable and properly maintained system for wastewater collection for its constituents by meeting the following goals:

- To be available and responsive to the needs of the public in reference to the public sewer system;
- To work cooperatively with local, state and federal agencies to reduce, mitigate and properly report SSOs;
- To properly manage and maintain the District public sewer system lines to minimize SSOs;
- To meet all applicable regulatory notification and reporting requirements; and
- To comply with the following objective performance measurements:
 - 100% of monthly CIWQS reports are submitted accurately and on time.
 - 100% of notifications and reportable spills, if any, are made timely and in accordance with the regulatory requirements.
 - 100% of work orders are completed, documented and filed in accordance with the SSMP.
 - 100% of FOG inspections are completed on time.
 - 100% of jetting and maintenance is completed, including for High Maintenance Areas.
 - An audit is placed on the Board of Directors agenda every other year, no later than February 28th, which provides the statistics on these objective performance measurements for the prior two calendar years.

Element 2 - Organization

The intent of this section of the SSMP is to identify the District staff responsible for the implementation of the SSMP, responding to SSO events, and meeting the SSO notification and reporting requirements. This section also includes the designation of the Legally Responsible Official (LRO) to comply with the SWRCB requirements for completing and certifying spill reporting.

Element 2: Organization Appendix “A”

Supporting information for Element 2 is included in Appendix A which contains the following:

- **Utility Operations Department Contact Numbers (updated as needed)**
- **District Board of Directors Members names (updated as needed)**
- **Chain of Communication of Sanitary Sewer Overflows (updated as needed)**
- **Organizational Chart (updated as needed)**

2.1 Regulatory Requirements

The summarized requirements for the Organization element of the SSMP are as follows:

RWQCB Requirement:

The collection system agency's SSMP must identify staff responsible for implementing measures outlined in the SSMP, including management, administration and maintenance positions, and identify the chain of communication for reporting and responding to SSOs.

SWRCB Requirement:

The collection system agency's SSMP must identify:

- The name of the responsible and authorized representative
- The names and telephone numbers for management, administrative and maintenance positions responsible for implementing specific measures in the SSMP program. Include lines of authority as shown in an organization chart or similar documents with a narrative explanation

2.2 Chain of Communications

The chain of communication for reporting SSOs, from receipt of a complaint or other information, including persons responsible for notifications to the California Office of Emergency Services and for reporting SSOs to CIWQS in accordance with “State of California Water Resources Control Board Order No. WQ 2013-0058-EXEC.” Copies of this SSMP and WQ 2013-0058-EXEC are maintained together in binders at the District's Administrative Office, Field Office, and each field vehicle to enhance access during emergencies.

2.3 Oceano Community Services District Organization

The District is governed by a five member body, known as the Board of Directors, with each Board Member normally serving a term of four (4) years. The Board of Directors is an elected body that makes decisions that are in the best interest of residents and the District. The Board of Directors establishes policy, sets goals and objectives, approves the annual budget, approves expenditures and performs other related functions.

The Utility Operations Manager is responsible for all Wastewater Collection operations and reports directly to the District General Manager who reports to the District Board of Directors.

The role of the Utility Operations Manager is the authorized representative responsible for implementation of the Sewer System Management Plan (SSMP), including, but not limited to the following:

- Preventative maintenance work
- Responding to spills if and when they occur
- Complying with all SSMP regulatory notification and reporting requirements.

The District General Manager is responsible for management oversight and ensuring that the Utility Operations Manager is implementing the SSMP, including but not limited to, the following:

- Ensuring that administrative procedures and work orders are documented and filed in an organized manner, and available for inspection immediately by regulatory agencies
- Ensuring that any items requiring consideration by the Board of Directors are timely
- Ensuring that the SSMP audits and plan updates are completed in a timely manner
- Ensuring the SSMP information on the District website is updated in a timely manner
- Ensuring that the Utility Operation Manager has met the District's responsibilities in preventative maintenance, responding to SSOs, and requirements for notification and reporting.

Other staff members include Utility System Operators and Administrative staff.

The District has operating staff on-call twenty four (24) hours per day.

Office & 24 Hr. Emergency

The Oceano Community Services District Office is open Monday through Friday from 8 am to 5 pm, excluding holidays. All emergency Utility Operations Department calls can be directed to the District's direct line and on-call staff will respond.

**Oceano Community Services District
1655 Front Street
Oceano, CA 93445
(805) 481-6730**

2.4 Responsibility for SSMP Implementation

The following table illustrates the responsibilities for implementing each of the SSMP Elements.

Table 2-1: Responsibility for SSMP Implementation by Element

Element	SSMP Description	Responsible Person(s)
1	Goals	General Manager
2	Organization	General Manager
3	Legal Authority	General Manager
4	Operations and Maintenance	Utility Operations Manager
5	Design and Performance Standards	Utility Operations Manager, District Engineer
6	Overflow Emergency Response Plan	Utility Operations Manager
7	Fats, Oils and Grease Control Plan	Utility Operations Manager
8	System Evaluation and Capacity Assurance Plan	Utility Operations Manager, District Engineer
9	Monitoring, Measurement and Program Modifications	General Manager
10	SSMP Audits	General Manager
11	Communication Plan	General Manager

2.5 Chain of Communication for Responding to SSOs

The Chain of Communication for responding to SSOs begins with contact to the Oceano Community Services District.

The Oceano Community Services District contact number is (805) 481-6730 and is answered 24/7 hours per day.

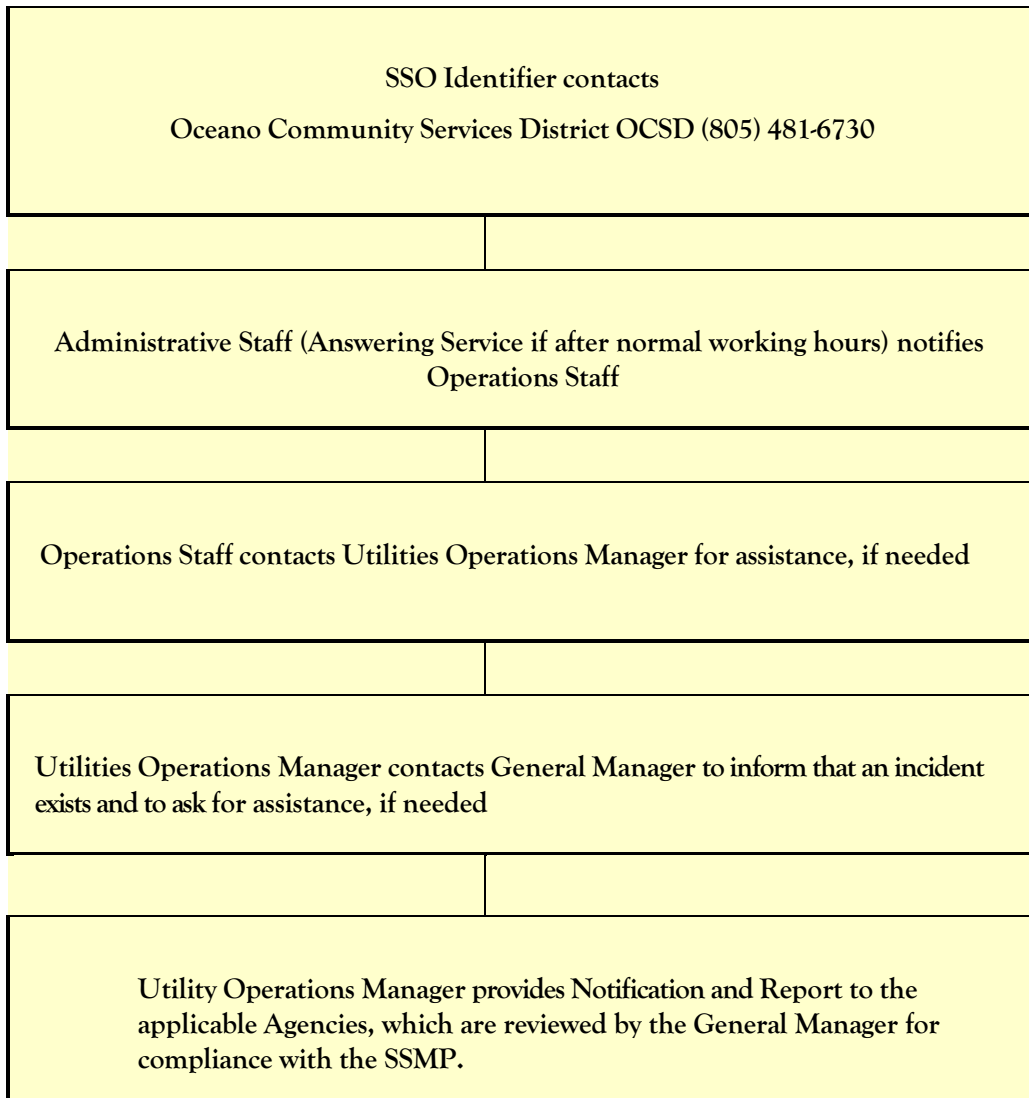
All after hours emergencies are forwarded to the on-call Utility System operator by the District's answering service.

Specific documentation has been developed and implemented for all operational staff's use in responding to calls including spills. Work orders are established for all calls, including documentation in the event of a spill. The spill documentation is then transferred to the State using the mandated on-line reporting system located at: <https://ciwqs.waterboards.ca.gov/>. Below are the step-by-step procedures that are followed in the event of a spill in order to protect the public and the waterways.

In the event of a possible wastewater spill, or when staff is contacted concerning odors, standing water or an overflowing manhole, the following steps are taken to verify the report and ensure the safety of the public:

1. The receiver of the call (District Staff) will obtain the location from the contact person and record any description they may have of the problem using all proper documentation. Additionally, District Staff will obtain the caller's name and phone number for any follow-up information.
 - a. Lift station alarms are set up with automatic dialers that call all four District field personnel.
2. The District Staff will contact the on-call Utility Operations personnel by phone immediately and direct staff to the described location. The sewer system overflow report is initiated and provided to the responding staff.
3. Operations Staff will proceed to the location to verify report.
4. The on-call Utility Operations personnel may request further support. If a staff member is dispatched they will keep administrative staff informed of progress as necessary.
5. Operations Staff will notify the Utility Operations Manager or their delegate.
6. The Utility Operations Manager or their delegate will notify the California Office of Emergency Services in the event of a spill equal to or greater than 1,000 gallons that contacts or is probable to contact surface water.
7. Upon completion of containment and clean-up, Utilities Operations Manager will use the Sewer System Overflow Report (SSOR) to complete the final spill report to the SWRCB CIWQS database, and the Regional Water Quality Control Board (RWQCB) (An example of the SSOR is found in Appendix C).

Figure 2-2 - Chain of Communication for Responding to SSOs



Element 3 – Legal Authority

The District established comprehensive Sanitary Sewer System Rules and Regulations through the adoption of Ordinance 1984-2 (District Code 9.02.030 – 9.14.010), which is on the District website and is available to the public by request.

Element 3: Legal Authority Appendix

There is no appendix associated with Element 3.

3.1 Regulatory Requirements

The District will demonstrate, through its sewer ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- Prevent illicit discharges into its sanitary sewer system (examples may include Inflow & Infiltration (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc.);
- Require that sewers and connections be properly designed and constructed;
- Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency; and
- Limit the discharge of fats, oils, grease and other debris that may cause blockages.

3.2 Legal Authority Discussion

The sections of the District's legal authority to prevent illicit discharges into the sewer system including I/I from laterals, storm water, unauthorized debris, etc. can be found in:

- District Code 9.02.030 - 9.14.010:
 - District Code 9.12.020 - Drainage into Sanitary Sewers Prohibited
 - District Code 9.12.030 - Types of Wastes Prohibited
 - District Code 9.12.040 - Other Wastes Prohibited
 - District Code 9.10.030 - Interceptors Required
 - District Code 9.04.030 - Design and Construction Requirements
 - District Code 9.12.090 - Manner of Connection of Building Sewer to Lateral Sewer
 - District Code 9.10.070 - All Work to be Inspected
- South San Luis Obispo County Sanitation District's 2011-1 Pretreatment Ordinance and Requirements
- South San Luis Obispo County Sanitation District's 2008-01 FOG Ordinance

The District is a satellite wastewater collection system which discharges into the South San Luis Obispo County Sanitation District's (SSLOCSO) trunk line.

3.3 Design and Construction

This section of Legal Authority defines requirements for the proper design and construction of sewers. The purpose of the Standards and Specifications is to provide minimum standards for the design, acceptable types and uses of materials, and the preparation of plans for construction, repair, or alteration of District sewer and water facilities.

- District Code 9.02.030 - 9.14.010:
 - District Code 9.06.020 - Permits required
 - District Code 9.02.030 - Uniform Plumbing Code
 - District Code 9.04.030 - Design and Construction Requirements
 - District Code 9.12.090 - Manner of Connection of Building Sewer to Lateral Sewer
 - District Code 9.10.070 - All Work to be Inspected

The sections above do not address the pipe size that should be used. The applicant must receive approval for all work proposed by the County of San Luis Obispo and the South San Luis Obispo Sanitation District prior to commencement of work.

The standards and specifications used are obtained from San Luis Obispo County or the State of California.

3.4 Ensure Access for Maintenance, Inspection and Repairs

The District's current Ordinance permits District Staff with proper identification to enter premises for inspection, sampling and testing.

- District Code 6.12.090 – Admittance of District's Employees to Customers' Premises

3.5 FOG Control

The District has developed a FOG Control and Inspection Program. The District, as a member agency, falls under the jurisdiction of the South San Luis Obispo County Sanitation District's FOG Ordinance. The FOG Ordinance and the District's FOG Control Program work in conjunction to govern the sewer system regarding FOG discharges.

- District Code 6.14.010 - Promulgating the Rules and Regulations of the Oceano Community Services District, District Code 9.12.060 - Interceptors Required
- Pretreatment Ordinance 2011-1 (South San Luis Obispo County Sanitation District)
- FOG Ordinance 2008-01 (South San Luis Obispo County Sanitation District)

See Element 7 for detailed information pertaining to the FOG Control Program.

3.6 Enforce Violations of its Sewer Ordinance

It is essential to protect the District from chronic violators of illegal discharges or manipulations of the sewer system. In the event that a person fails to comply with the current regulations, violations will be issued. The right to do so is found in:

- District Code 6.04.020:
 - Section M - Liability for Violation of Ordinances, Rules and Regulations
 - Section N - Continued Violation is a Public Nuisance
 - Section O - Disconnection for Violation
 - Section Q - Means of Enforcement

- Section R - Violations of Ordinances, Rules and Regulations is a Misdemeanor
- Section S - Violator Liable for Any Expense, Loss or Damage to the District

The above sections allow the District to serve a written notification for correction to any person who is in violation of the District Code, and that person will be held liable for any damages resulting from such violation.

3.7 Sewer Use Fees

Sewer fees are periodically reviewed for proper fee structure and applicability. This is further discussed in:

- District Code 9.08.020:

Section A– Rates and Fees

Rates, fees and charges assigned and collected and the terms, provisions and conditions to be effective respecting such rates for any service performed or provided by the District shall be fixed and established by the Board by separate ordinance. The Board also reserves the right to change the schedule of fees, rates and other charges at any time.

Element 4 – Operations and Maintenance

The Oceano Community Services District understands that the responsibility for the operation and maintenance of the collection system extends beyond that of the maintenance staff. An efficient system involves the joint cooperation of agency engineers, management, maintenance staff and the District's customers.

The District's operation and maintenance of its collection system ensures that the system is kept in good working condition. It requires that the system be regularly maintained, so that the wastewater enters the treatment plant in an efficient way. As maintenance staff performs regular repairs and upkeep, they provide practical experience and knowledge, which are vital to the operation of the sewer system.

Element 4: Operations and Maintenance

Supporting information for Element 4 is included in either an external document such as the District's Annual Budget, and hereby incorporated by reference, or in Appendix B which contains the following:

- **Capital Improvement Budget (See Annual Budget Fiscal Year 2019-20)**
- **High Maintenance Areas (HMA) and Sewer System Cleaning Schedule (Appendix B)**
- **Collection system map (Appendix B)**
- **Inventory List (Support Schedules for the District's Annual Audit)**
- **Investigative Form (Appendix B)**
- **Maintenance Work Order Form (Appendix B)**

4.1 Regulatory Requirements

The SSMP must include those elements listed below that are appropriate and applicable to the Agency's system:

4.1a Collection System Map

Each wastewater collection system agency shall maintain up-to-date maps of its wastewater collection system facilities, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater pumping and piping facilities.

4.1b Preventive Operation and Maintenance

Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventive Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders.

4.1c Rehabilitation and Replacement Plan

Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system of ranking the conditions of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects.

Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short and long-term plans plus a schedule for developing the funds needed for the capital improvement plan.

4.1d Training

Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained.

4.1e Inventory

Provide equipment and replacement part inventories, including identification of critical replacement parts.

4.2 Collection System Map – See Appendix B

The District maintains a collection system map that identifies all of the following features: location of the sewer lines, manholes, cleanouts, pipe sizes and pipe materials. The pump station and other special structures are also identified.

As-built plans and construction drawings are used to update the system map as it is altered or new appurtenances are added. The field crews and contractors make notations where installation deviates from construction documents and the District Engineer updates the drawings.

4.3 Preventative Operations & Maintenance

The District's maintenance Staff is trained to think of maintenance in terms of two different types.

Corrective maintenance referring to immediate maintenance: This can be an actual collapse of an existing sewer; stoppage due to roots, grease, or other foreign materials; or excessive inflow or infiltration. These conditions require immediate action to correct the problem and are further discussed in Section 6 – Overflow Emergency Response Plan.

Preventive maintenance which involves inspection of the sewer system and analysis of existing data to identify trouble areas: This provides guidance in developing the type, degree, and frequency of maintenance required.

4.3a Pipeline Maintenance

The Oceano Community Services District has developed a year-round pipeline maintenance program with an emphasis on preventive maintenance, including the following:

- Known trouble locations are identified on the collection system map as “Hot Spots” and are jetted twice per year, or more frequently as needed.
- Trouble areas are videotaped when needed.
- 15 miles of pipeline is jetted per year with video prepared when obstructions or other issues are observed during the jetting efforts. This preventative maintenance effort was initiated in 2014 in an overall effort to provide for more extensive jetting than previous years. As the District proceeds in this higher level of effort, it will be able to identify any additional high maintenance areas, as well as those that do not require as much maintenance, and develop a more efficient program over time.
- Based on cleaning and videos, the District determines which areas of the pipeline system would benefit the most from rehabilitation or replacement.

- The District also implements and oversees an active Fats, Oils, and Grease (FOG) Control Program.

The District's collection system includes a pipeline under the Airpark Drive Bridge that was at risk for corrosion and failure before it was replaced in 2018.

4.3b Manholes

The Oceano Community Services District uses visual manhole inspections as part of day to day maintenance. It is an inexpensive and quick method of detecting inflow / infiltration sources, the general structural condition of the manhole, and the accuracy of previous system mapping.

Visual and video inspections are used to determine the following:

- Location of manholes;
- Condition of cover and frame (defects of which may allow inflow);
- Determination if the cover is subject to ponding or surface run off;
- Potential areas that drain to any defects;
- Condition of benching, risers, grade rings and collar; and
- Condition of sewer pipe entering manhole.

Manhole repairs are required to correct structural deficiencies, effects of corrosion on the internal surface, and to eliminate the entrance of surface inflow or groundwater infiltration. Oceano Community Services District installs manhole inflow covers to minimize potential inflow when defects are discovered.

4.3c Lift Station Maintenance

The District maintains one (1) lift station with duplicate equipment and functions. This provides the flexibility necessary for continued operation during shutdowns due to scheduled maintenance or emergencies. Regular inspections are performed on the lift station that include the bearings, seals and scheduled lubrication, electrical equipment, instrumentation, wet well, screening devices, venting and general housekeeping. Field crews inspect the lift station regularly as part of other maintenance activities.

4.3d Investigation (Complaints)

The investigative form is used to record complaints from the public or from another governmental agency. This report becomes a permanent record and is subject to review. The operators ensure that entries are complete and accurate. The District makes every effort to respond immediately to all sewer-related complaints followed by prompt correction of any defective condition.

4.3e Maintenance Records

The District uses a maintenance request form. This form provides written documentation of specific work that is completed in the field. It includes the day and time the work was requested along with its location, description of the problem and the action that Staff took to resolve the problem. This tool is essential to the District. It allows a basic method of determining HMA locations or areas that may require more attention than previously known.

4.4 Rehab (Repair) and Replacement Program

There are a number of measures that can be adopted to keep the existing sewer collection system functional. These range from local rehabilitation to complete replacement of a section of the sewer.

Rehabilitation is employed when a section of the sewer collection system fails or appears to be about to fail, resulting in inflow/infiltration (I/I) problems, or the potential for blockage of flow. There are several repair methods available. The choice of method or combination of methods depends on the physical condition of the sewer system components (i.e., pipeline sections, manholes, and service connections) and the nature and magnitude of the problems. If the problem does not involve the structural integrity of the system's components or the need to increase the capacity of the existing system, rehabilitation can be an effective way of restoring the utility of the failing system component.

Replacement involves the removal of the existing damaged pipes or manholes and replacing them with new ones. The cost of this method, however, is generally much higher than rehabilitation alternatives, and the duration of work is generally longer.

The District considers many factors when deciding between rehabilitation and replacement. The District cleans and inspects the system regularly and the operations Staff determines if potential problems with the sewer system require rehabilitation or replacement. Lift Station repairs are normally done in-house. Mechanical repairs are performed at the maintenance yard. Minor electrical repairs are undertaken at the lift station by operations staff; otherwise, the District has two on-call electrical contractors when needed. In general, the District maintains in stock a recommended list of spare parts. Repairs requiring outside job contracts are those considered major or more complex in nature such as control systems, motors, variable speed drives, and valves and are subcontracted.

4.5 Capital Improvement Program (CIP)

A sewer system evaluation was completed in 2009 and results show no need for Capital Improvements at this time. Other than regular maintenance of the system and lift station, the collection is adequate for the services provided. Future evaluations will be performed.

4.6 Employee Training

Training is provided as a part of various programs and includes formal classroom training, informal on-the-job training and hands-on training. Training is facilitated by both district Staff and outside training workshops. On-the-Job cross training is pursued to ensure Staff has a proficient working knowledge of the sewer system. District Staff is cross-trained so that critical tasks can be done without interruption even when the crew members change. Task proficiency is a requirement for all job positions and promotions, and training records are maintained to monitor completed classes and to schedule employee training.

Utilities Operations Staff is initially trained in the proper operation and maintenance of all new major mobile equipment and facilities by the contractor/manufacturer. Written operation and maintenance manuals are used as a resource material for initial start-up training as well as new Staff training.

Safety training is an integral part of the District's program. Every Staff member receives formal training on the following topics:

- Confined space entry, as needed.
- Traffic Control, as needed
- Hazardous materials management, as needed
- Spill Containment techniques & related field measures that may need to be implemented in responding to a spill (based on current industry information)
- The SSMP itself:
 - Annually upon completion of Annual Performance Measurement Calculations):
 - To confirm annual preventative maintenance efforts
 - To confirm spill and other work order response protocols
 - To confirm documentation requirements
 - To confirm reporting protocols
 - To identify other annual training goals
 - To identify budget requests for the subsequent fiscal year.

The District implements and oversees an active Fats, Oils, and Grease (FOG) Control Program. As part of the FOG Control Program, the District authorized and provided funding for staff as Environmental Compliance Inspectors to review Best Management Practices by Food Service Establishments.

4.7 Equipment and Replacement Inventory

District crews maintain the pump station but do not perform repair or replacement of underground pipelines. Repair and replacement of underground pipelines is contracted out to licensed contractors who have the equipment, materials and staff to complete the work. Parts that are needed for preventive maintenance are identified ahead of time for each specific maintenance task. Parts are secured prior to the start of preventive maintenance.

Redundancy is provided for key pump station equipment and the pump station has backup power to minimize the risk of a complete shut-down. As a backup, the Utility Operations Manager has credit authority to purchase needed materials and supplies from local vendors of non-stock items when they are critically needed.

The District maintains equipment such as sump pumps, portable generators, traffic control and night lighting systems in a ready state for immediate deployment in an emergency. The District also shares resources with neighboring cities.

The District has a procedure for pre-qualifying manufacturers and equipment vendors and, in some cases, purchasing sole-source equipment to standardize equipment and parts. This additional procurement option reduces inventories, simplifies procurement procedures, and reduces training and operation and maintenance costs.

Contractor Training

The District's SSMP does not include measures for contractor training since the District does not issue building or other construction permits. (i.e. Cities and Counties issue building and construction permits). For Oceano, the County of San Luis Obispo issues building and other construction permits.

Element 5 – Design and Performance Standards

This Element of the SSMP covers the standards used by Oceano CSD to ensure proper design and construction of any additions to the collection system. Also covered is the procedure used for inspection and testing of repair and rehabilitation projects.

Element 5 – Design & Standards Appendix

There are no appendices associated with Element 5.

5.1 Regulatory Requirements

The SSMP must identify design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems.

The SSMP must identify the procedures and standards for inspection and testing of the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

5.2 Design and Construction Standards

Oceano CSD has developed Construction Standards and Specifications that are to be used on all construction in the District. In District Code 6.04.020 Section G, the requirements are set forth as follows: “The minimum standards for design and construction of sewer services to be operated and maintained by the District shall be in accordance with the District Standards and Specifications except where requirements of the State, County or Federal government are more restrictive, in which case the more restrictive requirement shall apply. The administration, inspection, enforcement and acceptance shall be by the District. The District may permit modifications or may require higher standards. Before acceptance of any public service by the District such public service shall have been tested and all work shall have been completed in full compliance with District Standards and Specifications to the satisfaction of the District’s Engineer, General Manager or authorized representative.”

5.3 Inspection Standards

All construction within the District will be inspected and tested for compliance with the District Standards and Specifications to the satisfaction of the District before being placed into service.

Element 6 – Overflow Emergency Response Plan

This element of the SSMP discusses the Overflow Emergency Response Plan (OERP) for the Oceano Community Services District.

The OERP addresses issues such as spill response, spill detection, mitigation, clean up, investigation, documentation and reporting.

Element 6 - OERP Appendix “C”

Supporting information for Element 6 is included in **Appendix C** which contains the following:

- **Chain of Communicating SSOs**
- **List of Agencies and Contact Information for Reporting SSOs (updated as needed).**
- **Sewer System Overflow Report (SSOR);**
- **Table 1 - SWB Order No. WQ 2013-0058-EXEC “Spill Categories and Definitions”**
- **Table 2 – SWB Order No. WQ 2013-0058-EXEC “Notification, Reporting, Monitoring and Record Keeping Requirements”**

6.1 Regulatory Requirements

The Agency must implement an OERP that identifies measures to protect public health and the environment. At a minimum, the plan will include the following:

- A program to ensure appropriate response to all overflows;
- Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities. All SSOs shall be reported in accordance with the California Water Code, other State Laws, and other applicable RWQCB WDR or permit requirements, and particularly State Water Board Order No. WQ 2013-0058-EXEC. The OERP Appendix identifies the contact information for officials who will receive immediate notification;
- Procedures to ensure that appropriate Staff and contractor personnel are aware of and follow the OERP and are appropriately trained;
- Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- A program to ensure that all reasonable steps are taken to contain untreated wastewater and prevent discharge of untreated wastewater to waters of the State and minimize or correct any adverse impact on the environment resulting from the SSO, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

6.2 Sewer System Overflow Notification

The District receives telephone calls at one main telephone number (805-481-6730) during business hours and emergency after hours. The District publishes this telephone number in the utility bills and on the District’s website, <http://www.oceanocsd.org/>

When District Staff members notice an SSO during the course of their regular activities, they are instructed to call in to the Utilities Operations Manager and to begin responding to the situation

immediately. The Utilities Operations Manager or delegated maintenance staff is available twenty-four (24) hours per day, seven (7) days per week and are trained on areas that may have the highest risk of overflow. In the event of a spill, containment followed by dry chlorine and wash-down protocol is used. If the event occurs during non-office hours, the District's 24 hour number will contact on-call staff.

6.3 Sewer System Overflow Response

During regular business hours, District office Staff dispatches one or more maintenance staff to respond to a potential SSO. The District's goal for responding to an SSO during business hours is immediate from the receipt of call. During non-business hours, a 24 hour phone number calls on-call staff to respond to a potential SSO. The District's goal for responding to an SSO during non-business hours is 30 minutes. The collection system on-call staff becomes the SSO first responder and is responsible for mitigation, documentation, most reporting, and follow-up.

District policy is to respond to all spills within the service area boundary, to provide mutual aid outside the District boundary, and to take all steps possible to prevent the spills from reaching the storm drains, flood control channels, or waters of the State. Element 2 addresses the organizational structure of the District and details the lines of authority along with the responsibilities of Staff during an emergency.

Utility Operations Staff has basic traffic control equipment, including safety tape and cones, for use in the event of an SSO. The Sherriff's Department can also be contacted to conduct crowd control, if necessary.

6.4 Chain of Communication for Responding to SSOs

See Element 2 for narrative on Chain of Command and Communication for Responding to SSOs.

Organization	Contact Person	Phone Number
California Office of Emergency Services (Contact within 2 hours Cat 1 SSO >1,000 With actual or probable surface water contact	Dispatch	(800) 852-7550

6.5 Reporting Procedures

The District is registered with the SWRCB CIWQS electronic sewage spill reporting system, and shall routinely utilize these procedures. An SSOR will be completed for all reportable spills. The information recorded on the SSOR is entered into CIWQS in accordance with the mandated reporting timelines. Copies of the SSOR are located in the District office.

All reporting shall comply with State Water Resources Control Board Order No. WQ 2013-0058-EXEC, which is hereby incorporated by reference. Copies are kept with this SSMP in District offices and vehicles. Table 1 & 2 are included in Appendix "D."

Sewage Spill Notifications and Reporting shall comply with the requirements of State Water Resources Control Board Order No. WQ 2013-0058-EXEC, which are hereby incorporated by reference. Copies are kept with this SSMP in District offices and vehicles.

6.6 Training

Currently, the District's four (4) member field crew does not have sufficient staff to handle a large scale SSO event. Although the District staffing is limited, it has three options for immediately obtaining support:

- i. On call private operators
- ii. Other local agencies participating in the CALWarn emergency response program (The District's Board approved its participation in 2014).
- iii. Emergency support from the County of San Luis Obispo's disaster planning program:
 - a. Countywide Hazardous Materials Response Team in the event of a spill that includes Hazardous Materials, or
 - b. The Incident Management Team for support in large scale events that cannot be contained by on-call private operators or from assistance response from other utilities providing mutual aid under the CALWarn agreement.

The OERP Appendix lists the contact information for emergency response assistance identified above.

6.7 Sewer System Overflow Impact Mitigation

The OERP covers spill mitigation and cleanup, including procedures for handling a prolonged SSO situation. The OERP also covers SSO responses for different situations, including wet weather overflows and force main breaks. Mitigation efforts include instructions for setting up parameters and control zones to contain SSOs and prevent sewage from reaching surface waters, storm drains, or other sensitive environmental areas. The OERP includes discussion about public notification procedures when an SSO has the potential to endanger public health.

Utility Operations Staff has basic traffic control equipment, including safety tape and cones, for use in the event of an SSO. The Sheriff's Department can also be contacted to conduct crowd control, if necessary.

The District takes all reasonable steps to contain sewage and prevent sewage discharges to surface waters and minimize or correct any adverse impact on the environment resulting from the SSO, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

The Utilities Operations Staff will use suitable materials to block catch basin entrances to storm drains and will also vacuum up spills and provide wash down water where appropriate. The District may use the storm drain system as a containment device, if needed. This is accomplished by using the outlet to the storm drain, blocking the spill and washing the area down with water and then vacuuming the line.

Element 7 – Fats, Oils and Grease Control Program

The Oceano Community Services District has an active FOG control and inspection program. To date, eighteen (18) facilities are enrolled in the FOG Control Program. The District is very proactive in addressing its high maintenance areas attributed to grease that have a history of minor blockages created by these substances.

Element 7 Operations and Maintenance Appendix

Supporting information for Element 7 is included in **Appendix D**:

- **List of Food Service Establishments (FSEs) (Appendix “D”).**
- **FOG inspection forms (Appendix “D”)**
- **Public Outreach Materials for both residential and commercial customers; Maintained by the District**
- **CalFOG List of approved Grease Haulers; Maintained by the District**

7.1 Regulatory Requirements

The FOG source control program includes the following as appropriate:

- Public education outreach material that promote proper disposal of FOG;
- An Ordinance establishing the legal authority of the District to prohibit FOG discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- Requirements to install grease removal devices (such as traps or interceptors) and the development of design standards for such devices, maintenance requirements, Best Management Practices (BMP) requirements, record keeping and reporting requirements;
- Authority to inspect grease producing facilities, enforcement authorities, and whether the District has sufficient staff to inspect and enforce the FOG ordinance;
- An identification of sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
- Development and implementation of source control measures, for all sources of FOG discharged to the sewer system.

7.2 FOG Control Program Discussion

The District implements a FOG control and inspection program. The District is responsible for any enforcement needed in situations where the FSE is not compliant after notifications of violation (NOVs) are issued. The District is also responsible for preventative maintenance requirements in High Maintenance Areas.

The goal of the FOG Control Program is to inspect all Food Service Establishments (FSEs), provide education to FSEs and reduce maintenance costs from grease related problems. Doing so should reduce the risk of Sanitary Sewer Overflows and increase the longevity of the collection system sewer lines.

The District’s FOG Control Program meets all the guidelines required by the State and Regional Water Quality Control Board and includes the following:

- Restaurants or any food service establishments (FSE) that maintains a food preparation area are required to obtain a FOG Permit.

- FSEs are inspected a minimum of twice per year. FSEs may be inspected more frequently as determined by District needs and/or as warranted by current stages of program compliance and past history.
- All FSEs are required to use best management practices (BMPs) to reduce grease discharged to the sewer system (e.g.; store waste grease in barrels to haul off site, scrape remaining food off plates and into trash receptacle before washing).
- Any FSE planning a remodel is required to include the installation of a grease trap/interceptor.
- All new construction of FSEs will require installation of a grease trap/interceptor, regardless of size or value (type of foods produced may negate the need for trap installation; a variance will be issued in lieu of a permit for trap installation).
- Variances shall be available to FSEs that do not generate grease and do not cause related sewer blockages.
- Food grinders are prohibited in all restaurants except where specifically allowed by the District.

Several options regarding program fees will be evaluated annually. Program fees are intended to help alleviate the burden of program costs and assist in facilitating a successful FOG Control Program. The District currently charges a fee up to \$60 bi-monthly that is added to sewer bills for program and inspection costs.

7.3 FOG Control Program Outreach

Each FSE within the District can obtain a Best Management Practices Booklet and training, Grease Hauler List, Cleaning Record Form (in English and Spanish), and a No Grease Poster. These items are available from inspectors when an FSE is inspected.

Residential outreach is also an important element for reducing the amount of FOG entering the collection system. While requiring grease traps and interceptors is not possible to the residential community, education is. The District has started implementing a residential outreach program through flyers in homeowners' utility bills. Flyers intended for sewer bill distribution may involve multiple topics in addition to FOG in order to provide public education in an economically feasible manner. For example, a flyer may incorporate FOG information along with a discussion of proper disposal of prescription medication.

The District's flyer development and distribution is an ongoing process.

7.4 Legal Authority

As a Member Agency the District has adopted South San Luis Obispo Sanitation District's FOG Control Ordinance – 2008-01.

The FOG Ordinance includes:

- Establishment of enforcement authority;
- Limits on types of wastes discharged to public sewers;
- Requirements on specific design and construction of grease interceptors and/or traps;
- Requirements for the installation of grease interceptors;
- Requirements for maintenance of grease interceptors;
- Enforcement; and
- Implementation measures, as appropriate.

If the District finds that a grease interceptor or gravity separating device installed prior to the effective date of the ordinance is incapable of adequately retaining the grease or oil in the wastewater flow, the District shall notify the user, in writing, that an adequate interceptor or gravity separating device must be installed within a specific, reasonable time period.

7.5 Identify HMA

The District's maintenance Staff continues to identify sections of the sewer collections system subject to grease blockages and establish a cleaning maintenance schedule for each section. The District has compiled a list of 'hot spots', or HMAs, within the community. These areas of concern have been put on an increased cleaning schedule and will be monitored annually for any required changes in cleaning frequency.

The District's Maintenance Staff maintains a sewer atlas indicating each manhole location. This data is used in conjunction with cleaning logs, in which Staff will note the date and time of flushing as well as debris type and severity.

Additional information about cleaning and maintenance is included in Element 4: Operations and Maintenance.

7.6 FOG Control Measures

The District has implemented FOG control measures for all sources of FOG discharged to the sewer system. One of the elements that is provided to FSEs or interested parties is the Best Management Practices (BMP) manual. This manual helps to provide guidance and suggestions to FSEs in reducing the amount of FOG discharged. Many of the simple inexpensive procedures can reduce the amount of FOG discharged by up to 90%.

The current list of BMPs consists of the following:

1. Train kitchen Staff and other employees about how they can help ensure BMPs are implemented;
2. Post "No Grease" signs above all sinks and on the front of dishwashers;
3. Use water temperatures less than 140° F in all sinks, especially the pre-rinse sink before the mechanical dishwasher;
4. Recycle waste cooking oil;
5. "Dry wipe" pots, pans, and dishware prior to dishwashing;
6. Dispose of food waste by recycling and/or solid waste removal;
7. Properly Maintain Grease Trap/Interceptors;

8. Witness grease trap or interceptor cleaning/maintenance activities to ensure the device is properly operating;
9. Clean under-the-sink grease traps weekly or according to your permit;
10. Clean grease interceptors quarterly or according to your permit;
11. Keep a maintenance log (recordkeeping);
12. Cover outdoor grease and oil storage containers;
13. Locate grease dumpsters and storage containers away from storm drain catch basins;
14. Use absorbent pads or other similar materials in the storm drain catch basins if grease dumpsters and containers must be located nearby (absorbent pads may be required if the basin is within 20 feet of grease dumpsters or containers or if there are signs of grease in the catch basin at any distance); and
15. Routinely clean kitchen exhaust system filters.

7.7 FOG Control Program Funding

The FOG Control Program is funded annually through the Wastewater Fund. The costs of the FOG Control Program are used to establish the District's fee for FSEs participating in the FOG program.

7.8 FOG Inspections and Results

The District inspects all FSEs that are located within its jurisdiction. Each is closely evaluated to determine if the FSE is in compliance with the current regulations. Facilities that contain high FOG menu items are inspected for properly working grease traps and/or interceptors. If a facility fails an inspection, they are given a reasonable amount of time to remedy the problem. At the end of that time, the Environmental Compliance Inspector will return to re-inspect the facility. To cover the cost of these re-inspects, a fine may be charged and should minimize the number of re-inspects required.

Facilities are also required to maintain proper documentation for each time their trap or interceptor is cleaned. These records must be made available for a minimum of three years on-site. In some cases, where a facility does not currently maintain a grease trap or interceptor, one may be required to be installed. This is based upon current regulatory requirements. The current Uniform Plumbing Code is also closely followed in determining type and size of the unit that will be required. Justification for trap versus interceptor installation is based upon foods served and prepared, number of drains within the facility, type of dishwasher (if any), and size and history of SSOs related to the establishment. Dye testing is also conducted, when necessary, to determine specific drainage.

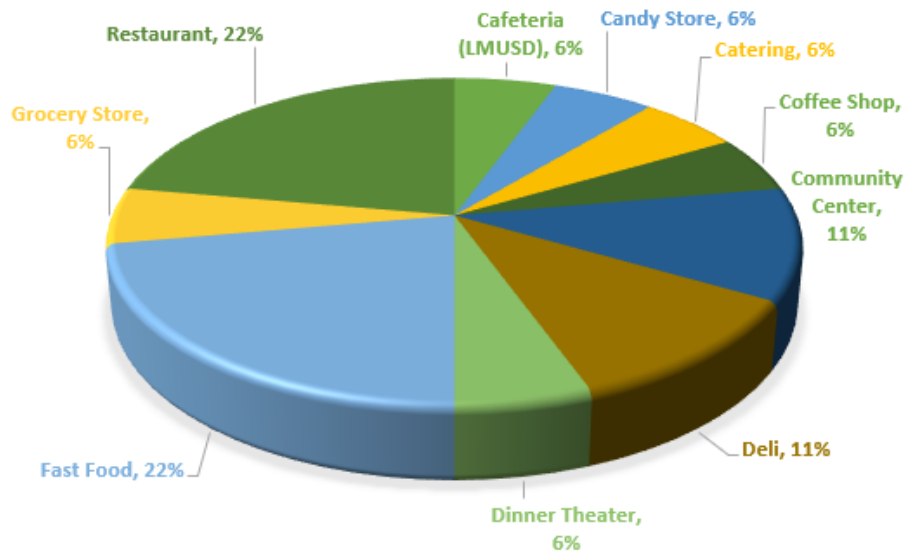
There are three types of permits currently being issued. The first is the standard FOG Permit. This permit is issued to all typical FSEs that discharge FOG into the sewer system in amounts estimated to be above 100ppm. Typically, this includes all facilities that have fryers, facilities that serve high quantities of creams, soups, cheeses and dairy or FSEs that perform meat cutting.

Alternatively, the Variance Permit (or in some cases an Interceptor Permit) is issued to FSEs that do not discharge high quantities of FOG. These facilities can include coffee houses, small sandwich shops, prepackaged grocery stores, or candy stores. Should a facility with a Variance Permit sell, the new owners must obtain a new permit. An evaluation of the menu items and BMPs in place will be performed and a new Permit will be issued at that time.

The charts below show the average type of facilities found within the District and the percentages of Standard Permits issued versus Variances. An itemized list of the FSE locations and permits is maintained by the District with inspection schedules, inspection reports and

other related information. Records will be updated on an ongoing basis to reflect any facility openings or closings and changes in permittees.

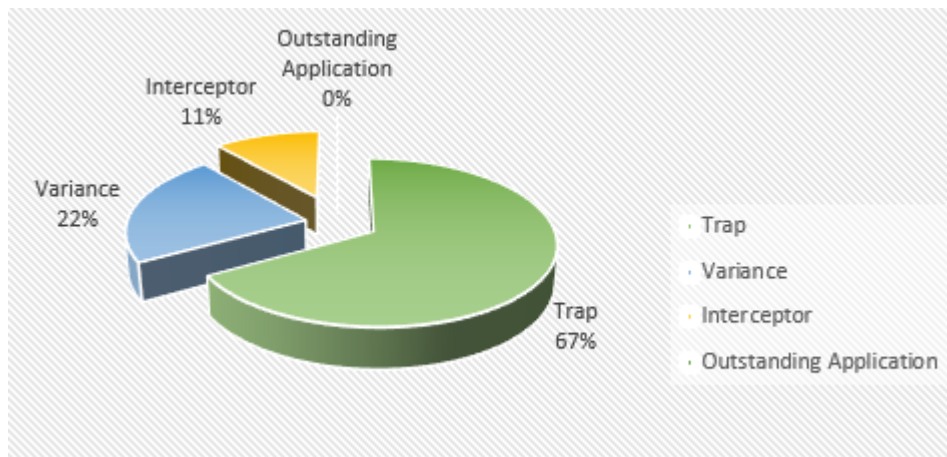
Figure 7-1 Types of Food Service Establishments



When an FSE is found to be out of compliance, the facility is re-inspected for compliance. Additionally, when Operations Staff is sent out on an emergency or is conducting regular maintenance and identifies high levels of FOG they notify the Environmental Compliance Inspector staff member. The FSE of concern is then inspected, regardless of last inspection date. The FSE is informed of the reason for the inspection and any required remedies to compliance issues are documented at that time. The inspector may be required to conduct a follow-up visit prior to returning the FSE to its regular facility visit schedule.

Facility inspection paperwork is maintained in the District Administrative office and is available electronically upon request.

Figure7-2 Permitted Food Service Establishments



The FOG Control Program is an ongoing process of education and compliance. The District is proud to be a part of it and is very grateful for its FSEs understanding the need for program success. Together, the District and its customers work to protect the collection system and the area's beautiful beaches and landscape, thereby promoting economic growth and prosperity.

Element 8 – System Evaluation and Capacity Assurance Plan

This element discusses the steps taken by the District to ensure adequate capacity for dry and wet weather peak flow conditions. This includes evaluation, design criteria and capacity enhancement measures.

Element 8: System Evaluation and Capacity Assurance Plan Appendix

Supporting information for Element 8 is included in **Appendix E** which contains the following:

- **Wastewater Collection System Study (2009)**

8.1 Regulatory Requirements

The requirements for the System Evaluation and Capacity Assurance element of the SSMP are summarized below:

1. Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge deficiency. The evaluation should provide estimates of peak flows associated with conditions similar to those causing overflow events, estimates of the treatment plant's key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;
2. Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified above to establish appropriate design criteria;
3. Capacity Enhancement Measures: The steps needed to establish a short and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP may include an implementation schedule and may also identify sources of funding; and
4. Schedule: The District will develop a schedule of completion dates for all portions of the capital improvement program developed in (1)-(3) above. This schedule may be reviewed and updated consistent with the SSMP requirements as described by the SWRCB GWDR.

8.2 System Hydraulic Evaluation and Capacity Assurance Plan

A Wastewater Collection System Study was completed for Oceano CSD in September of 2009 by Wallace Group. The study included estimates of peak flows for wet and dry weather conditions, recommendations for capacity enhancements and recommendations for capital improvements. The study included the following findings:

1. Lift Station: Existing pump capacity for this station is greater than buildout peak wet weather flow and thus no hydraulic upgrade recommendations are warranted. At this time no other capital improvements are warranted for this lift station;
2. Capital Improvements: At this time there are no identified system capacity concerns and therefore no capital improvement projects are recommended. It is recommended the District consider an annual budget line item for periodic and as-needed sewer maintenance. Periodic sewer cleaning/jetting should continue on an on-going basis and manholes should be inspected as needed, consistent with current practices for signs of sulfuric acid attack and general deterioration, as well as any issues with solids build up and debris; and

3. Gravity Collection System: No Capital Improvement Projects for the existing collection system are recommended at this time.

The conclusion of the study states that “The District has done an excellent job maintaining the collection system facilities. While periodic replacement of aging infrastructure will be required, a continued maintenance and inspection program will continue to further the lifetime of the system.”

Element 9 - Monitoring, Measurement and Program Modifications

This section of the SSMP discusses monitoring, measurement and program modifications employed by the District. The District may prepare and implement program modifications as appropriate to address deficiencies, or as preventative measures for improving the overall collection system. This section fulfills the Monitoring, Measurement and Program Modification requirements for both the RWQCB and SWRCB.

Element 9: Monitoring, Measurement and Program Modifications Appendix F

Supporting information for Element 9 is included in which contains the following:

- **Preventative Maintenance (PM) Program Documents (Appendix F)**
- **SSO Logs and Trend Data:** [https://oceanocsd.org/resources/operational-](https://oceanocsd.org/resources/operational-reports/sso-reports/)

[reports/sso-reports/](https://oceanocsd.org/resources/operational-reports/sso-reports/)

9.1 Regulatory Requirements

The Agency will develop a monitoring, measurement and modifications program to maintain the relevant information that can be used to establish and prioritize appropriate policies, procedures, processes and program funding within the SSMP. This program shall:

- Maintain relevant information that can be used to establish and prioritize appropriate processes within the SSMP;
- Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
- Assess the success of the preventative maintenance program;
- Update program elements, as appropriate, based on monitoring or performance evaluations; and
- Identify and illustrate SSO trends, including frequency, location, and volume.

9.2 Maintenance Records

The District uses a “work order” maintenance request form. This form provides written documentation of specific work that is completed in the field. It includes the day and time the work was requested along with its location, description of the problem and the action that Staff took to resolve the problem. Work orders are also established for preventative maintenance and rehabilitation efforts. The work orders are categorized according to type. Hard copies are filed in the District’s Administrative Office, in files that are organized by calendar year and by category, after review by the General Manager.

The work order system is essential to the District. It allows a basic method of determining HMA locations or areas that may require more attention than previously known. The District will maintain relevant information to establish and prioritize appropriate SSMP revisions or updates. If an SSO occurs within the District, the data collected and all relevant information will be documented. The Utility Operations Manager shall keep an annual record of the incidents and assumed causes of the spills. This information is reported monthly to the SWRCB via the CIWQS database. The information is also used to plan activities, programs and policies that are designed to help eliminate future SSOs.

9.3 Updates

The SSMP is a living document and will be updated as needed. The intention of the District is to use the SSMP for training, planning and regular maintenance of the collection system. As the document is used, any deficiencies or discrepancies should be observed and corrected. Staff

meetings are held on a regular basis and any changes that should be made will be discussed as appropriate.

9.4 Identifying Trends

The District plans to identify and illustrate SSO trends including frequency, location and volume as part of the SSMP updates. A trend of either frequency or volume could indicate a chronic problem that should be specifically identified within the collection system. Should the District identify an area prone to problems, known as “hot spots” or HMAs, maintenance and inspection services to these areas will be increased as discussed in Element 4. If increased maintenance is not enough, repair or replacement will be considered. The location of each work order is tracked to help identify trends and possible development of new High Maintenance Areas or repair and rehabilitation needs.

9.5 Program Modifications

The District shall update program elements, as appropriate, based on monitoring or performance evaluations. The SSMP and its elements will be updated in accordance with the results of the monitoring and staff recommendations. Performance evaluations are ongoing because the daily operation of the District includes all of the elements in this program.

Element 10 - Sewer System Management Plan Audits

This section discusses and outlines the procedure for conducting audits of the SSMP. Audits are to be performed every two years after completion of even number calendar years.

Element 10: SSMP Audits Appendix

Supporting information for Element 10 is included in **Appendix G** which contains the following:

- **Audit Report Form (Appendix G)**
- **10.1 Regulatory**

Requirements

As part of the SSMP, the District shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the District compliance with the SSMP requirements identified in the SWRCB General Order 2006-0003-DWQ, including identification of any deficiencies in the SSMP and steps to correct them.

10.2 SSMP Program Audits

The District will perform an internal audit using the Audit Report Form to evaluate its SSMP and its compliance with the SWRCB and RWQCB every two (2) years following the end of even number calendar years within 90 days of the completion of the calendar year. The District will prepare a report of the results of the audits, along with recommendations and suggested improvements which will be kept on file. Updates for the District's SSMP will be completed as warranted. The audit reports will be submitted to the Board of Directors on their agenda.

Element 11 - Communication Plan

This section discusses the communication program employed by the District. It provides multiple opportunities for interested parties to provide the District with input on the SSMP and associated programs.

Element 11: Communication Plan Appendix

There are no appendices associated with Element 11.

11.1 Regulatory Requirements

The District shall, on a regular basis, communicate with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public with the opportunity to provide input to the District's program both during development and prior to implementation.

11.2 Communication Program

The District's Utility Systems Manager provides status updates to the OCSD Board at the regular Board Meetings. The public is welcome to attend these meetings and comment on the SSMP and its implementation at that time. The Board will consider such comments and act accordingly. OCSD Board Meetings are held on the 2nd and 4th Wednesdays of each month at 6:00 p.m. in the OCSD meeting room at 1655 Front Street, Oceano. The District office is located directly across the street from the Oceano Depot, with parking in the rear. Board Meetings are also being televised on Charter Cable on Channel 21. In addition to status updates at regular Board meetings, the SSMP is posted in its draft form on the District website at www.oceanocsd.org.

As updates to the SSMP occur, staff training will be scheduled as necessary to ensure staff is kept current on the SSMP requirements and proper use.

Appendix A - Organization

Current District Emergency Contact Information:

Will Clemens, General Manager

1655 Front Street, Oceano, CA 93445
PO Box 599, Oceano, CA 93475
will@oceanocsd.org

Tel: (805) 481-6730
Fax: (805) 481-6836

Tony Marraccino, Utilities Operations Manager

1655 Front Street, Oceano, CA 93445
PO Box 599, Oceano, CA 93475
tony@oceanocsd.org

Tel: (805) 481-6730
Fax: (805) 481-6836

After Hours Contact Number – (805) 481-6730

Emergency Numbers - (805) 481-6730

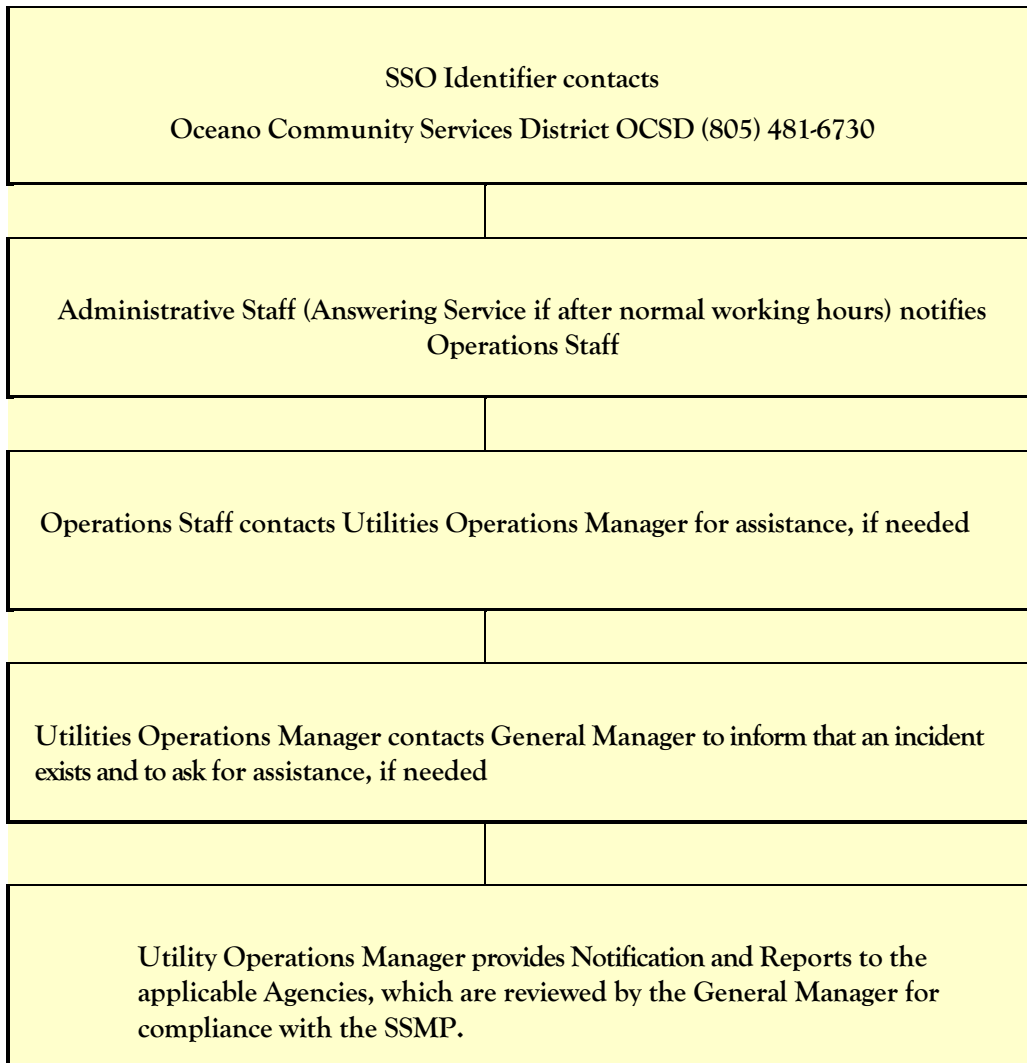
Oceano Community Services District
1655 Front Street, Oceano, CA 93445
PO Box 599, Oceano, CA 93475

Other Emergency Contact Numbers:
Sheriff Department Watch Commander (805) 781-4550

Current Board Members as of December 2018:

Linda M. Austin	President
Karen M. White	Vice President
Shirley Gibson	Director
Allene Villa	Director
Cynthia Replogle	Director

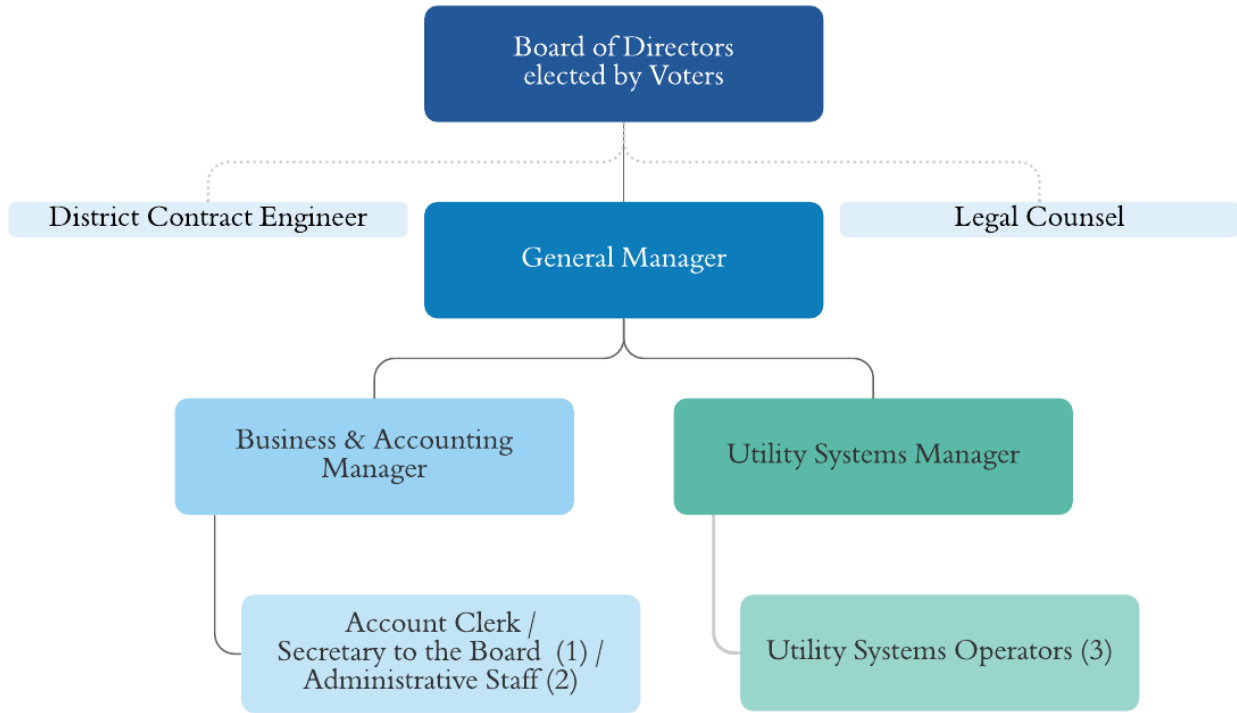
Chain of Communications in Responding to SSOs



Chain of Communication of Sewer System Overflow Notifications:

Organization	Contact Person	Phone Number
California Office of Emergency Services (Contact within 2 hours Cat 1 SSO >1,000 With actual or probable surface water contact)	Dispatch	(800) 852-7550

Oceano Community Services
District
December 2019



Appendix B – Operations & Maintenance



Capital Improvement Plan and Budget

As of the date of this 2020 SSMP, the District does not have a 5 year CIP Budget. Beginning with fiscal year 2020-21, the District will incorporate the 5 year CIP Budget into the District's Annual Budget.

The District's significant expenditures over the past five years include the following

- Vacuum / Jetter - Pipe Hunter 4500-RS01
- Utility Truck – F550 Dump Truck
- Video – Rigid Sea Snake RM200
- Rodder – Rigid K3800

High Maintenance Areas and Sewer System Cleaning Schedule

High Maintenance Areas (laterals, mainlines & manholes) are in the system maps maintained by the District Engineer.

Manhole Areas:

- A9-A, B & C, A8-A, B, C & D; P1-A, B & E & P5-A.
- A27-A - Avenida de Pelicanos roots in MH
- A22-C - 16th roots in MH
- R1-B - Tierra Nueva roots in MH

Mainline Areas:

- ZZ4 to YY1 - Hass roots
- H1-A to H1-B - 20th roots
- K1-C to K2 - Holden roots

Lateral Areas:

- 1381 S. 4th St.
- 1351 S. 4th St.
- 1323 19th St.
- 1761 Beach St.
- 1630 Warner
- 2160 Nipomo

The following maintenance activities occur on a regular basis:

- Quarterly wet well cleaning of the lift station, or more frequently if needed, based on weekly inspections to determine if removal of grease, sludge and sand is warranted to ensure proper operations; and
- The quarterly cleaning (or more frequently) includes grease and sludge removal and cleaning of trash and debris collection baskets.



OCEANO COMMUNITY SERVICES DISTRICT

INVESTIGATIVE FORM

DEPARTMENT: _____

DATE OF INCIDENT: _____ TIME: _____

LOCATION WHERE THIS INCIDENT OCCURRED: _____

DESCRIBE THE INCIDENT/DEFINE THE CAUSE: _____

NAMES(S) AND ADDRESS(ES) OF PERSON(S) AND/OR DESCRIPTION OF PROPERTY:

ACTION TAKEN:

COMMENTS: _____

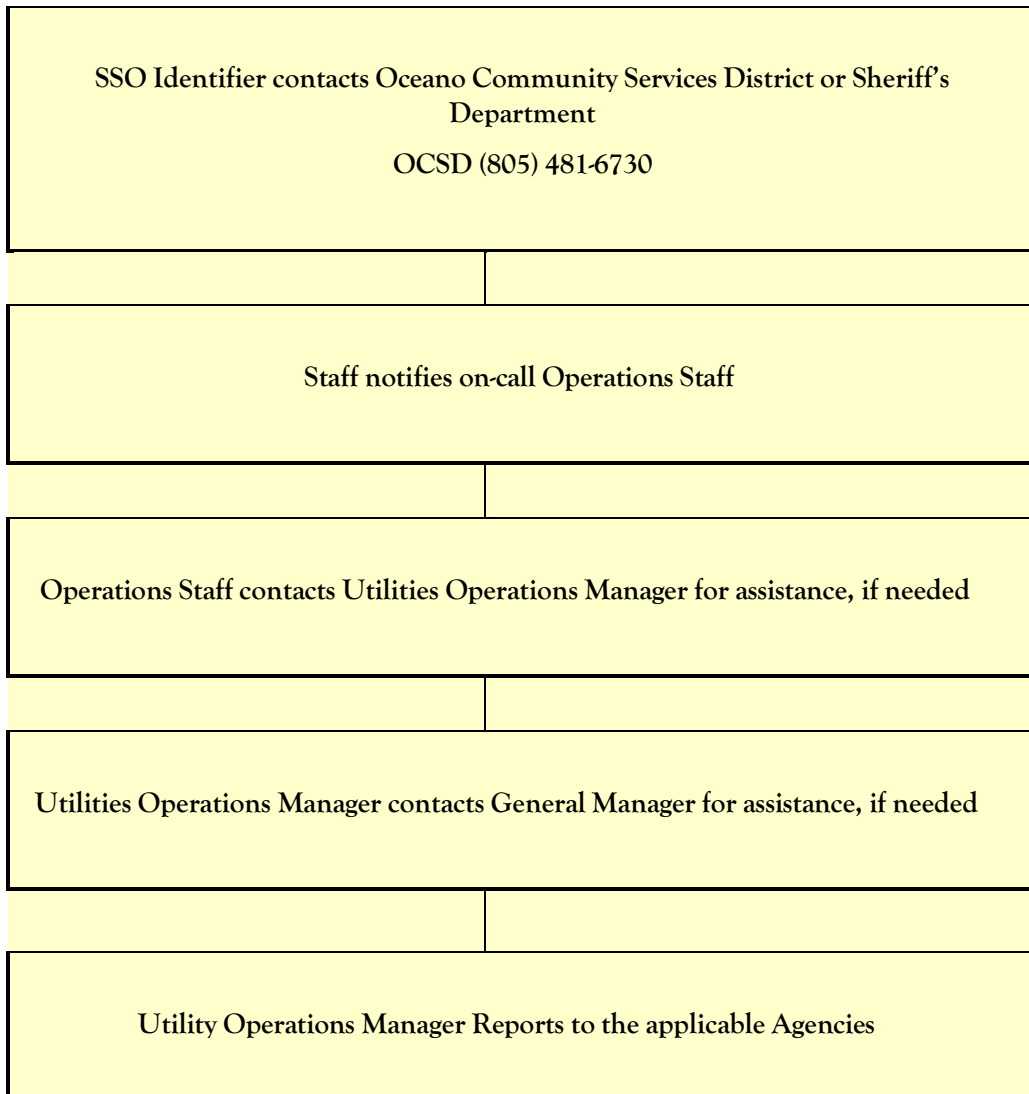
Worked By: _____

Signed: _____

Title: _____

Appendix C – Overflow Emergency Response Plan

Chain of Communication of Sewer System Overflows



Contact Information for Reporting SSOs

Organization	Contact Person	Phone Number
California Office of Emergency Services (Notify within 2 hours of a Category 1 spill discharge or probable discharge to surface water)	Dispatch	800-852-7550

Contact Information for Emergency Assistance:

On call Private Operators:

Fluid Resource Management: (805) 365-5157

Schwind Electric: (805) 459-2518 Mark

Auto Systems (Electrical): (805) 835-9595

Local Agencies Participating in CALWarn mutual aid program:

City of Arroyo Grande: Shane Taylor cell (805) 459-4859

South San Luis Obispo County Sanitation District: On call operator: (805) 489-6670

City of San Luis Obispo: Dave Hix (805) 781-7039 and Bud Nance cell (805) 459-4859

Other Emergency Assistance:

Five Cities Fire Authority (805) 473-5490, including requests for County Hazardous Materials Response Team

San Luis Obispo County Sheriff Watch Commander (805) 781-4553, including requests for assistance from the County Incident Management Team

Table 1 – Spill Categories and Definitions

CATEGORIES	DEFINITIONS [see Section A on page 5 of Order 2006-0003-DWQ, for Sanitary Sewer Overflow (SSO) definition]
CATEGORY 1	<p>Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that:</p> <ul style="list-style-type: none"> • Reach surface water and/or reach a drainage channel tributary to a surface water; or • Reach a Municipal Separate Storm Sewer System (MS4) and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the MS4 is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or groundwater infiltration basin (e.g., infiltration pit, percolation pond).
CATEGORY 2	<p>Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach surface water, a drainage channel, or a MS4 unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.</p>
CATEGORY 3	<p>All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.</p>
PRIVATE LATERAL SEWAGE DISCHARGE (PLSD)	<p>Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the California Integrated Water Quality System (CIWQS) Online SSO Database.</p>

Table 2 – Notification, Reporting, Monitoring, and Record Keeping Requirements

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION (see section B of MRP)	<ul style="list-style-type: none"> • Within two hours of becoming aware of any Category 1 SSO greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number. 	Call Cal OES at: (800) 852-7550
REPORTING (see section C of MRP)	<ul style="list-style-type: none"> • Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. • Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. • Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred. • SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters. • "No Spill" Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred. • Collection System Questionnaire: Update and certify every 12 months. 	Enter data into the CIWQS Online SSO Database (http://ciwqs.waterboards.ca.gov/), certified by enrollee's Legally Responsible Official(s).
WATER QUALITY MONITORING (see section D of MRP)	<ul style="list-style-type: none"> • Conduct water quality sampling within 48 hours after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters. 	Water quality results are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.
RECORD KEEPING (see section E of MRP)	<ul style="list-style-type: none"> • SSO event records. • Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP. • Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters. • Collection system telemetry records if relied upon to document and/or estimate SSO Volume. 	Self-maintained records shall be available during inspections or upon request.

Sewer System Overflow Report (SSOR)

SEWER SYSTEM OVERFLOW REPORT

CIWQS - SSO FORM

DISCHARGER

Oceano Community Services District
1655 Front Street P.O. Box 599, Oceano, Ca 93475
(805) 481-6730

SSO TYPE (Select Category 1 or 2)

1- Category 1 (>= 1000 Gals or reached a body of water) 2- Category 2 <1000 Gals, not discharged into a body of water)

SPILL NAME

NO SPILL CERTIFICATION

No Spill MM/DD/YY
Confirmation Number
Entered Date and Time MM/DD/YY Time: _____

SSO DESCRIPTION

Estimated Spill Start Date/Time: MM/DD/YY Time: _____
Date/Time Sewer System Agency was notified or discovered spill: MM/DD/YY Time: _____
Estimated Operator Arrival Date/Time: MM/DD/YY Time: _____
Estimate Spill End Date/Time: MM/DD/YY Time: _____
Estimated Date/Time Clean-Up Began: MM/DD/YY Time: _____
Estimate Date/Time Clean-Up Completed: MM/DD/YY Time: _____

Estimated Spill Volume (Gals)
Estimated Spill Rate (Gals per minute)

SSO LOCATION

Physical Location Details
Latitude of Spill Location _____

Longitude of Spill Location

Street Number	Street Direction	Ste/Apt#
Street Name		
City	State	Zip
Cross Street		
County	San Luis Obispo County	

Spill Location Description & Path of Spill

SPILL DETAILS

Spill Appearance Point:

(Circle all which are applicable)

- Building/Structure
- Force Main / Pressure system
- Gravity Sewer
- Manhole
- Other Sewer System Structure
- Pump Station
- Other (Specify)

If Other; required explanation:

Did Spill discharge to a drainage channel and/or surface water?

YES	_____	NO
-----	-------	----

Did the spill discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system?

YES	_____	NO
-----	-------	----

Was this a Private Lateral Spill?

YES	_____	NO	_____
-----	-------	----	-------

Name of responsible party (for private lateral spill only)

Final Spill Destination?

(Circle all which are applicable)

- Beach
- Building Structure
- Other Paved
- Surface Storm Drain

[Y / N] Follow up with property owner or other individual regarding spill cause and/or further prevention.

Street/Curb and gutter

Surface
Water

Unpaved
surface

Other
(Specify)

If Other; required
explanation:

Spill Cause:

*(Circle all which are
applicable)*

Debris

Flow exceeded capacity

Grease
(FOG)

Operator
Error

Pipe Structural
problem/failure

Pump Station Failure

Rainfall exceeded design

root
intrusion

vandalism

Other
(Specify)

If Other; required
explanation:

Were Public Health Warnings Posted:

YES

NO

Number of SSOs in Same Location in past
five (5) years:

If spilled caused by wet weather, choose
size of storm:

1, 2, 5, 10, 50, 100 >100 year
storm

Diameter of sewer pipe at the point of blockage or spill:

Material of sewer pipe at point of blockage or spill:

Estimated age of sewer pipe at point of blockage or spill:

Description of surrounding terrain:

flat

(Circle all which are applicable)

mixed

steep

SPILL RESPONSE:

Spill Response Activities (Can Select Multiple Answers)

cleaned Up (mitigation effects of the spill)

contained all or portion of spill

Inspected sewer using CCTV to determine cause

restored flow

returned all or portion of spill to sanitary sewer system

Other (Specify)

If Other; required explanation:

Visual Inspection results from impacted receiving water:

Overall Spill Description:

NOTIFICATION DETAILS

OES Control Number *(Required for Category 1: >= 1000 gallons and spilled reached surface water or storm drainpipe)*

OES Called Date/Time: MM/DD/YY _____ Time: _____
 RWQCB Notified Date/Time: MM/DD/YY _____ Time: _____
 (Circle Applicable Notification Methods) Fax Phone Letter _____

Other Agency Notified (OES, County Health, F&G, Other) _____
 Was the Spill report submitted via fax to the RQWCB: Yes _____ NO _____

Date and Time Spill Report of faxed: MM/DD/YY _____ Time: _____

Reported By (NAME): _____

SSO Report Submitted to RWQCB Representative: _____

CIWQS REPORTING

Signature of Responding Operator: _____

Report Entered into CIWQS: DATE TIME INTLS: _____

CIWQS / SSO EVENT ID: _____

Signature of Reporting Personnel: _____

Date: _____

Appendix “D” - Sample FOG Inspection Form



Oceano Community Services District
 In collaboration with South San Luis Obispo County Sanitation District
Fats, Oils and Grease (FOG) Inspection Form
 Tel: (805) 481-6730 | Fax: (805) 481-6836

Facility Name: _____ Inspect Re-inspect
 Contact: _____ Date of Inspection: _____
 Address: _____
 Telephone: _____ Permit #: _____ exp: _____
 Email: _____

Type of food service:

Full Serve Restaurant Caterer School
 Take-Out Grocery Other: _____
 Butcher Care Facility

Trap / Interceptor Inspection

▪ Does this facility have a grease trap or interceptor?
 Grease Trap Interceptor Location: _____
 None (violation) Variance Variance Requested

	Violation	No Violation	N/A
<u>General:</u> Maintenance documents available/current.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detergent is not being used <i>in excess</i> to decrease FOG.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals/Enzymes/Bacteria are not being used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Overall condition <input type="checkbox"/> cover <input type="checkbox"/> baffles <input type="checkbox"/> inlet tee <input type="checkbox"/> outlet tees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grease build-up is <25% of depth; discharge pipe is clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solids accumulation is <10% of depth; discharge pipe is clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing (vented flow control)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Trap:</u> Trap is easily accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dishwasher does not discharge to trap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharge Drain has Filter Screen.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Interceptor:</u> Downstream sewer lines are clear of solidifying grease and solids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effluent is clear of grease or solids pass-through.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

▪ Does this Facility use deep fryers? Yes No
 If yes, where is the recyclable grease stored (location)? _____
 Tight fitting lids Labeled On Solid Surface

Violations must be corrected within _____ days.

Comments: _____

Inspector Signature: _____ Facility Signature: _____
 Printed Name: _____ Printed Name: _____

FACILITY
Adams Burger
California Coast Candy Co.
Central Coast Senior Center
Central Market T-1
Central Market T-2
Chacho's Mexican Takeout
Efren's Deli
Five Cities Aerie No 4153 FOE (Eagle's)
Johnson's Market (Deli)
La Tapatia Market & Deli
LMUSD Oceano Community Center
LMUSD Oceano Elementary School
Los Tamales Poblanos
Oceano Five Cities Elks Lodge #2504
Old Juan's Cantina
Quintessa Coffee Roasters
Rock & Roll Diner
Sylvester's Burgers
The Great American Melodrama & Vaudeville

TECHNICAL MEMORANDUM

WASTEWATER COLLECTION SYSTEM STUDY
FOR
OCEANO COMMUNITY SERVICES DISTRICT

PREPARED BY:

WALLACE GROUP

September 16, 2009

TECHNICAL MEMORANDUM

This technical memorandum (TM) addresses the Oceano CSD's (District) wastewater collection system needs, addressing existing and future build-out needs. This TM provides information to identify system needs to budget accordingly, and assist with evaluation of sewer collection system rates.

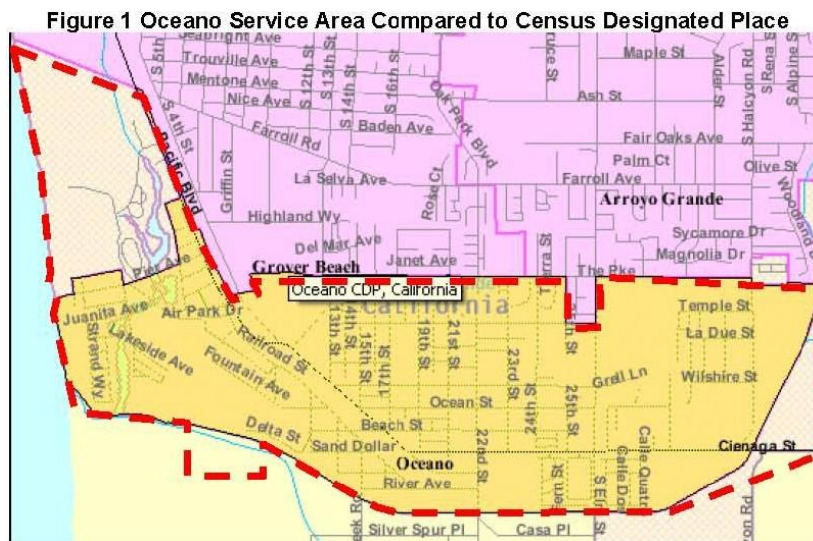
The District provides its customers with wastewater collection services: conveying wastewater to the South San Luis Obispo County Sanitation District (SSLOCS D) trunk sewer and wastewater treatment facilities. This TM focuses specifically on the Oceano CSD wastewater collection system.

LAND USE AND SERVICE POPULATION

Population

The population of the District service area for wastewater services has a large impact on the use of and demand for those services. Determining the service population is not always a simple process and estimates are key components to forecasting system and community needs. Population can be estimated with several different approaches. Consideration must also be given to those provided sewer service lying outside the official District boundary.

Figure 1 shows the Census Designated Place (CDP) in orange and the District's service area shown by the dashed red line. While they are not an exact match, most of the additional area included by the CDP is undeveloped. Also, there are other areas the District provides sewer service which are outside the District Boundary and the CDP. While the service population and the CDP are not the same, the 2000 census still provides a reasonable estimate of the typical household size (2.96) and a population of 7260 within the service area can still be used as a base point for population estimates.



Currently the District provides sewer collection for approximately 115 people on Paul Place and Russ Court (39 units) which is outside the District service area boundary. The current population served can be estimated several ways, detailed as follows:

1. 2005-2006 County General Plan: Appendix A of the 2005-2006 County General Plan (General Plan) estimated the population of Oceano at 7,446 in 2005 and projected it to be 7,826 in 2010. From this, it is reasonable to interpolate a population of 7,750 in 2009 within the District. By adding the population outside the District boundary we can estimate the total sewer service population to be 7,865.
2. Sewer Billing Information: The previous estimate is based on data projections rather than current information. The most up-to-date information the District has concerning its customers is billing information. Billing information can be used to estimate population by multiplying the household size of 2.96 by the 2,770 residential units with sewer service to obtain a total population served of 8,199 people. The internal District population can be back calculated by subtracting out the 115 customers outside the District to arrive at a population of 8,084.

Of the two population estimating methods described above and summarized in Table 1 the sewer service based approach uses information that is both current and produces the more conservative estimate so will be used as the basis of analysis throughout the remainder of this study.

Table 1 Current District Population

Estimation Method	District	Sewer Customers
General Plan	7,750	7,865
Sewer Billing	8,084	8,199

While the preceding approach works well to estimate current population, the District's population in 20 years and at build-out will also impact planning for collection system improvements.

Future Population

Though the G&T 2004 WMP estimates future population, the update population information warrants an updated approach and estimates. It is worth noting that population projections can be developed in a number of different ways, and thus discrepancies between County and District population estimates will exist.

The 2002 Oceano specific plan estimates the build-out population under the existing County General Plan to be 9,601. Although the Oceano specific plan recognizes that the build-out population is often never reached because it represents a maximum, the population provided water service can be larger than the build-out population because land use within the District can be rezoned, the service area of the District can expand, and the District can provide service to people outside its service area. Current sewer service agreements already add 115 users not included in the Oceano Specific Plan and there are no further agreements planned.

The General Plan contains population projections to 2030. From this data we can back calculate an average population growth rate of 0.67% that can be applied to the District's current population. By this method the current population of 8,199 (including the additional 115 customers outside the service boundary) will increase to 9,416 in 2030.

Since population projections by year are difficult, a build-out population estimate provides additional perspective of potential future demands. Further, these populations correlate to the construction of new units within the District service area. Even if the year's population is no longer representative of the District projected population, the number of new units since 2009 can be used to project collection system capacity. The build-out population for the District may be affected heavily by the rezoning of agricultural land for residential housing. Build-out population of the existing service area (plus the current agreement outside the service area) was calculated to be as much as 12,299. If the zoning changes, the District expands service area, and/or outside District agreements are carried out the effective build-out population served could be as much as 15,430. These build-out population projects are based on the 2004 G&T WMP and existing information. Several key populations and their corresponding unit equivalent are summarized in Table 2 and all other populations required for this report will be calculated from this data. This collection system analysis is based on a build-out population of 12,299.

Table 2 Calculated Populations

Year	Population	Additional Units
2000	7,260	-
2009	8,199	-
2010	8,253	18
2015	8,530	112
2030	9,416	411
Build-out same zoning	12,299	1,385
Build-out rezoning	15,430	2,443

A future planned development, the Coker-Ellsworth development, is envisioned to include seven units, plus a 20-unit mini storage facility. Wastewater from this future development will be collected via the City of Arroyo Grande's sewage collection system.

WASTEWATER FLOWS

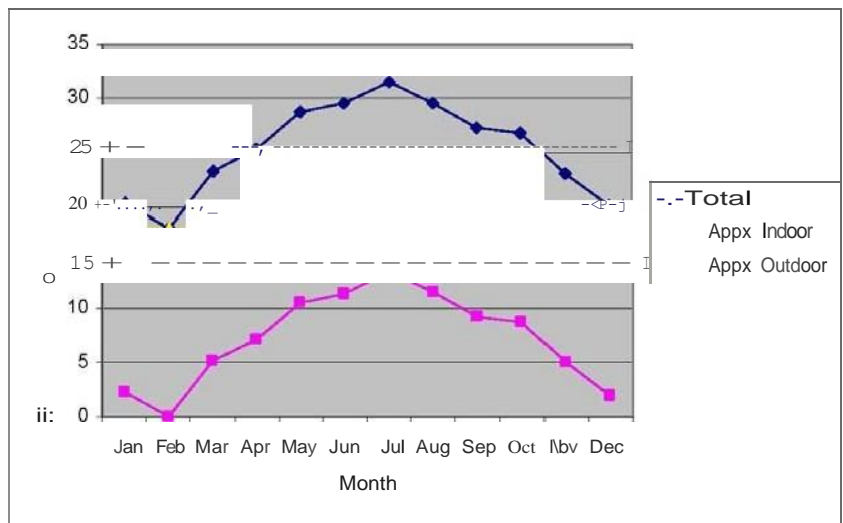
There are several wastewater production parameters used for the evaluation of a collection system under different conditions. For this analysis, average day, maximum day, and peak flows will be used to evaluate the hydraulic loading of the collection system. The time, intensity, and duration of these flows are typically described by a diurnal curve. Since wastewater flows are not metered like water demand, it is more challenging to determine the behavior of these flows. Although flow data is available at the treatment plant, the District shares the trunk collection system with two other cities making it difficult to determine the District's portion of the flow. In-line flow monitoring can also be done but is expensive for a system that has so many points of connection to the trunk collection system. For this reason wastewater parameters are estimated as follows.

1. SSLOCSD Long Range Plan: The 2002 Long Range Plan for SSLOCSD estimated per capita daily wastewater flows at 81 gpcd of wastewater flow. While OCSD, Grover Beach, and Arroyo Grande all contribute to SSLOCSD wastewater flows, one can reasonably assume that Oceano's per capita flow rates are comparable to its neighboring communities. The 81 gpcd represents an average daily flow for the District

and would equate to a present day flow of 0.66 MGD based on the preceding population estimates .

2. Water Use: Alternatively, per capita wastewater flows can be estimated from water use. The average 2007/2008 monthly water use is graphed in Figure 2. Assuming that the low water demand month of February is comprised predominantly of indoor water use, that indoor use is mostly discharged to the sewer, and that indoor water use does not appreciably change seasonally, the water demand in excess of the low demand rate during the rest of the year can be assumed to be for outdoor water use. Therefore, we can determine what fraction of water use is indoor and outdoor. From this analysis we can determine that approximately 72% of ADD and per capita water use is released to the collection system. Thus, average daily wastewater flows are 0.60 MGD and per capita wastewater flows are 67 gpcd. This per capita wastewater flow estimate is relatively low, even for communities with good water conservation programs.

Figure 2 Seasonal Flows



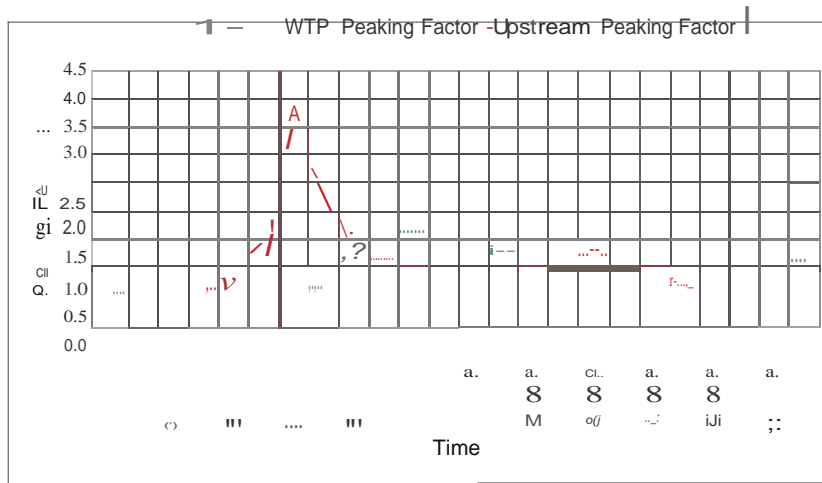
The two methods of estimating wastewater flow result in significantly different results. The 2002 long range plan is based on a study of multiple communities with different development patterns and therefore is not an ideal representation of the District's wastewater flows. The water demand approach assumes that there are no seasonal impacts on wastewater flows which may under or over estimate the actual flows. It also assumes that all of the February flow is discharged to the collection system, which will likely overestimate the flow. To determine a reasonable estimate for the purpose of analysis, the average of the two methods (74 gpcd) will be used for the collection system analysis.

Regardless of the per capita wastewater flows, a diurnal curve will explain how wastewater flows fluctuate throughout the day. Figure 3 illustrates the diurnal curve developed based on actual in-line flow readings at the SSLOCSD wastewater treatment plant (WWTP) in July 2000.

While this is not for the District directly, the shape of the diurnal curve will be similar. Figure 3 plots peaking factors over the course of a typical day at the WWTP that can be multiplied by daily flows to determine typical flows at that time of day.

However, this curve is based on flows as they enter the SSLOCSD WWTP. Typically, the further upstream a sewer is in relation to the WWTP, the earlier and more pronounced the peak will be. For this reason the peaking factors in Figure 3 are not representative of peaking factors in the upstream portions of the collection system. As an alternative, Metcalf and Eddy's Wastewater Treatment estimates a typical peaking factor for a community of the District's size to be 3.8 for peak hourly flow. This peaking factor is larger, as expected, and will be conservative enough to account for inflow and infiltration (as discussed below), so it will be used as a worst case scenario for the collection system evaluation. Using the peak hour flow peaking factor, the WWTP peaking factor data, and waste use behavior, an upstream diurnal curve was developed to be applied to daily average inflows illustrated in Figure 3.

Figure 3 Diurnal Curve of Peaking Factors



Inflow and Infiltration

Inflow and infiltration is excess water that enters into the wastewater collection system due to rainfall runoff or high groundwater seeping into manholes and collection system pipes. Inflow and infiltration can increase flows in a collection system two to three times or more in problem areas. It is important to determine the extent of inflow and infiltration in the District's collection system in order to size collection system piping and infrastructure. However, an I/I analysis was beyond the scope of this study. Thus, to account for I/I in the wastewater collection system model, a larger peaking factor discussed above will account for this.

Existing Wastewater Flows

Based on the existing population estimate (8,199) and per capita wastewater flows (74 gpcd) calculated above, the current average daily wastewater flow is approximately 0.6 MGD. Applying the peaking factor of 3.8 yields a peak hour flow of 2.3 MGD. The application of these

wastewater flows is based on proportionate amounts of water use records by meter type for different land use types.

Future Wastewater Flows

Based on the projected population build-out under existing zoning conditions (12,299) and per capita wastewater flows calculated above remaining constant in the future, the projected build-out wastewater flow is approximately 0.91 MGD. In the future the peaking factor is likely to be lower due to the increasing population. Applying the projected peaking factor of 3.6 yields a peak hour flow of 3.3 MGD.

COLLECTION SYSTEM

The Oceano collection system conveys wastewater from the District's service area to the SSLOCSD trunk lines. To accomplish this goal the District utilizes a single lift station and force main as well as a variety of gravity sewer sizes and materials. The distribution of these facilities is illustrated in Figure 4 (next page). The length of pipe corresponding to each pipe material is unknown but the vitrified clay pipe (VCP) is the primary material with some PVC in the newer developments. The lengths by size are summarized in Table 3.

Table 3 Collection System Diameter and Length

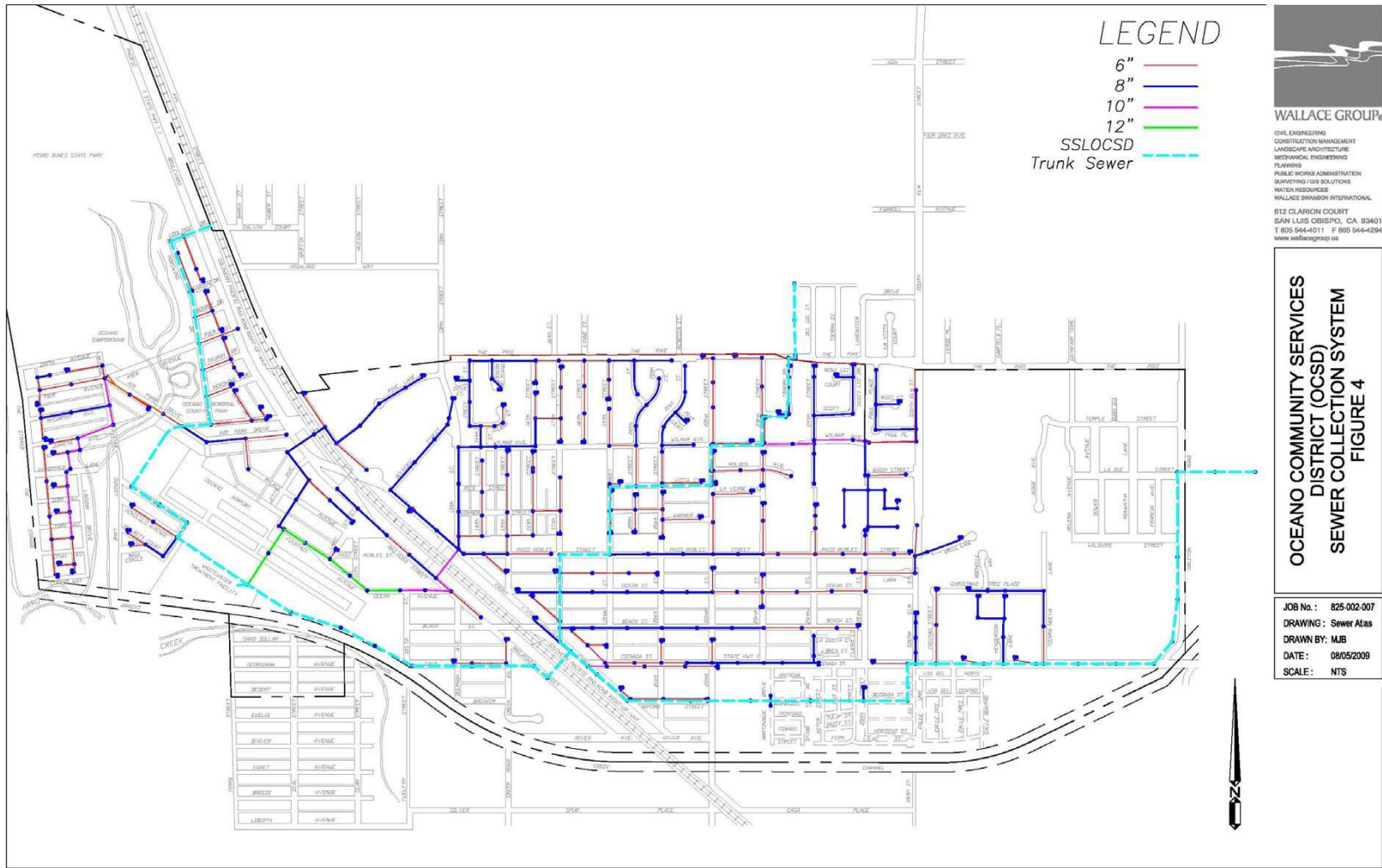
Diameter (in)	Length (ft)
6	47,740
8	31,350
10	4,820
12	2,030

Figure 5 illustrates the approximate tributary areas that convey wastewaters to the SSLOCSD trunk system. While there are several even smaller connection to the trunk these 32 areas suffice to show the various points of connection to the SSLOCSD trunk system.

In order to determine capacity constraints of the existing collection system, a model of the District's sewer system was prepared. With a sewer model, existing and projected flows can be applied to determine remaining capacity of collection system infrastructure. Background flows from outside the District's service (Grover Beach and Arroyo Grande) area were added to the trunk system to accurately represent the effect of backwater on shallow sewer lines. For the District sewer model, two separate scenarios were prepared:

Scenario 1 – existing wastewater flows, according to the current layout of the District's collection system.

Scenario 2 – future wastewater flows, according to the current layout of the District's collection system, and distributing future flows to areas of future development within the service area.



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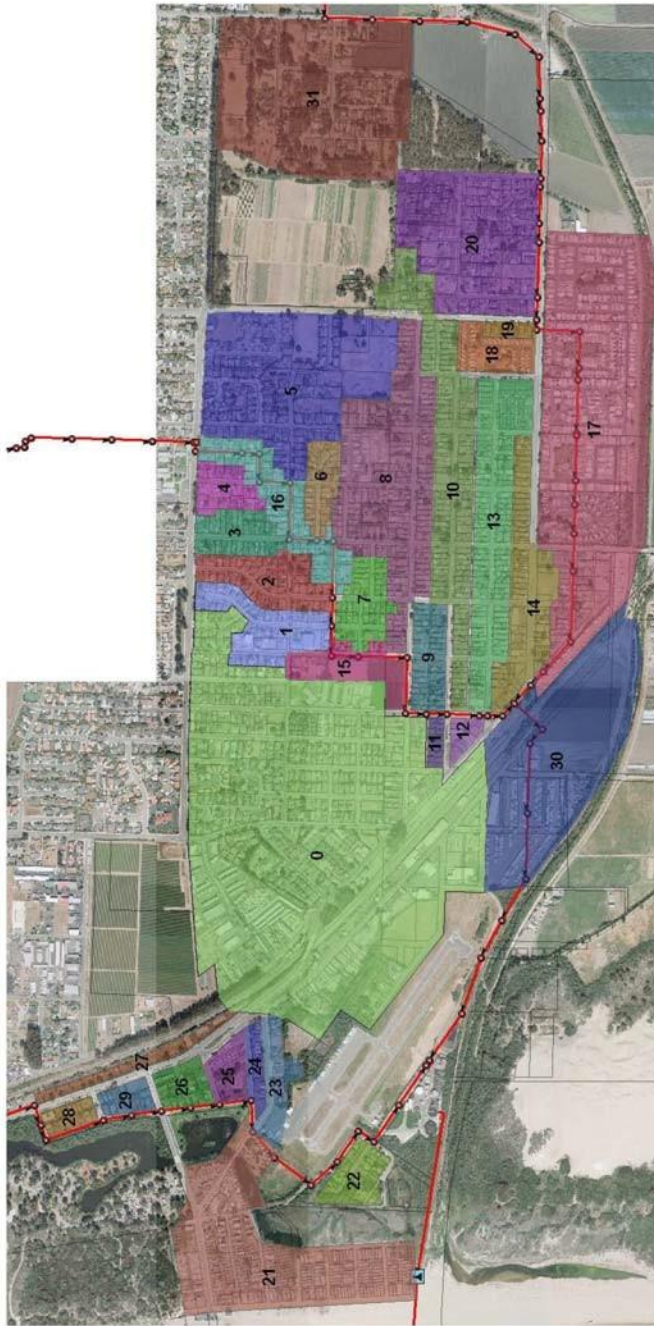
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**OCEANO COMMUNITY SERVICES
 DISTRICT (OCSD)
 SEWER COLLECTION SYSTEM
 FIGURE 4**

JOB No.: 625-002-007
 DRAWING: Sewer Atlas
 DRAWN BY: MJB
 DATE: 08/05/2009
 SCALE: NTS



Figure 5 District Tributary Areas to the SSLOCSD Trunk Sewer



Sufficient capacity in pipes is defined by the ratio of depth of flow under peak hour conditions to the diameter of the pipe (d/D). Acceptable d/D values are summarized in Table 4.

Table 4 Capacity Criteria

Pipe Diameter (in)	Acceptable d/D
6	0.5
8	0.5
10	0.75
12	0.75

Based on Table 4 criteria for existing and future conditions during peak hour wet weather flow conditions there are no improvements needed based on hydraulic capacity criteria.

LIFT STATION

Wallace Group evaluated the existing lift station located on Pier Avenue, west of the Oceano State Park. The lift station and associated force main was evaluated for service, operational and reliability parameters. The objective of this study was to identify near-term and long-term improvements to this lift station, if necessary, to serve the City through projected build-out. Hydraulic capacity and the ability of the lift station to service future needs was addressed as part of this evaluation. Recommended improvements and/or replacement, and corresponding capital costs were developed and incorporated into this evaluation. A follow up site visit was conducted with Oceano CSD staff on July 16, 2009.

Summary of Existing Lift Station

The existing conditions and design parameters for this lift station are summarized in Table 5. Hydraulic parameters are summarized in Table 6.

Table 5 Summary of Lift Station Conditions

Item	Description
Year Built	1966/67
Lift Station Type	S&L Wetwell w/Drypit and Vertical Non-Clog Pumps
Standby Power	Receptacle for Portable Generator
Alarms	Dial Up to Staff
Level Sensor	Bubbler for Pump Control. Float for High Level Alarm
Wetwell Material	Concrete
Wetwell Coating	Yes
Site Security/Fencing	None

Table 6 Summary of Hydraulic Characteristics

Item	Description
Pump Type	Vertical Non-CloQ
Pump Manufacturer/Model	Smith & Loveless/07-4213
No. of Pumps	2
Pump Motor HP	5'
Motor Speed, rpm	875 (constant)
Impeller Size	8 1/8"
Date of Last Pump Upgrade/Overhaul	November 2005/bearing service & replacement
Design Flow/Head (aom @ TDH)	200 at 13'
Pump Design Flow Condition	Simplex
Wetwell Operating Volume, Gallons	~500
Force Main Diameter, Inches	6
Pump Invert EL	-2.80
Force Main High Point EL	-9.0
Force Main Length, ft.	600
Force Main Velocity, ft/s, Simplex (Duplex ¹)	2.3/4.0

¹ Duplex operating conditions estimated from simplex pump curves. Duplex pump curves not provided by manufacturer.
 Pump motors upsized from 3 HP to 5 HP approximately 8 to 9 years ago. v.tlen Pacific Plaza Hotel was developed.

Existing and Future Demands

The existing and future wastewater flows/demands for this area were calculated based on the quantity of developed and undeveloped residential lots tributary to the lift station, State Park and other commercial areas. Infiltration/inflow data is not available; thus, reasonable estimates of wet weather flow were provided in Table 7.

Table 7 Flow Summary¹

Flow Parameter ¹	Value
Existing Dry Weather Peak Flow, aom	80
Existing Wet Weather Peak Flow, gpm	105
Future Dry Weather Peak Flow, aom	93
Future Wet Weather Peak Flow, gpm ¹	170

¹ Includes 35% diurnal peaking factor.

Lift Station General Evaluation (Non-hydraulic)

This evaluation included review of existing information, record drawings, and a site visit to the lift station. A summary of the pertinent non-hydraulic parameters of the lift stations is presented in Table 5.

The lift station is located on Pier Avenue, adjacent to Oceano State Park. The lift station receives flow from the park, and residential/tourist demands from this area. Sewage discharges through a 6-inch cast iron force main that flows southerly, crossing the lagoon/slough, then to Manhole T1-A, SSLOCSD trunk sewer.



- **Lift Station/Dry Pit:** The lift station and dry pit is a Smith & Loveless package lift station. The station was installed in 1966. Removing and replacing pumps can be difficult due to the depth of the dry pit, small opening, location of opening (not centered over pumps), and required confined space entry procedures. According to District staff, they generally contract out this type of service to pull the pumps from the drypit.
- **Wetwell:** The wetwell is a circular lined concrete wetwell. This wetwell was re-lined approximately one to two years ago, and is in good condition. Two gravity sewers discharge to this wetwell, and both have been equipped with stainless steel baskets to catch large debris (to avoid pump clogs). The baskets, which must be cleaned weekly, are working well to minimize the potential for large debris entering the wetwell and clogging the pumps.
- **Site Conditions:** The lift station is on the north shoulder of Pier Avenue, next to a PGE vault. The site is open (not fenced). Hatches are padlocked for security.
- **Site Power:** The lift station has a receptacle to receive a portable standby generator, which is stored at the City's water yard less than a mile away.
- **Telemetry/Alarms:** The station is equipped with an auto dialer, which telephones an alarm company when a high level or other alarm triggers at the lift station.



Lift Station Hydraulic Performance Evaluation

The hydraulic characteristics of the lift station were analyzed and deficiencies were noted. Design criteria that apply to the lift station and force main is summarized below. Table 6 summarizes the hydraulic parameters of the lift station.

- Force main velocities should be greater than 2.0 feet per second to maintain self cleaning properties but less than 6.0 feet per second to minimize head loss and water hammer.

Lift stations should be able to convey peak flows with the largest pump out of service. Station "capacity" is therefore calculated with the largest pump out of service.

- Lift station wet wells should be sized to limit the number of pump starts per hour to acceptable limits as defined by the pump manufacturer.
- Lift stations should have a means of conveying peak flows during a power outage. Lift stations serving a small number of customers could use wetwell storage to meet this requirement.

Force Main Velocities

As indicated in Table 7, the force main velocities, in simplex or duplex mode, are acceptable and within normal ranges.

Lift Station Wet Well Capacity

The lift station operating volume was calculated/estimated (due to the conical shape of the bottom of the wetwell, exact volumes could not be computed) and pump cycle times were computed for each station, based on peak dry and wet weather flows (running in simplex mode). Operating volumes do not account for storage volume available between the lead (simplex) pump on elevation and lag (duplex) pump on elevation. Table 8 summarizes the wetwell cycle time calculations.

According to staff, in the event of a power failure, the District generally has more than one hour of response time to provide the portable standby generator, before any potential spill may occur. This provides adequate time for the District to respond.

Table 8 Summary of Lift Station Cycle Times

Item	Value
Wetwell Operating Volume, gallons	-500
Cycles per Hour at Existing ADWF	2.6
Cycles per Hour at Max. Day Flow	3.1
Cycles per Hour at Existing PWWF	9.8
Cycles per Hour at Future PDWF	3.1
Cycles per Hour at Max. Day Flow	3.4
Cycles per Hour at Future PWWF	10.3

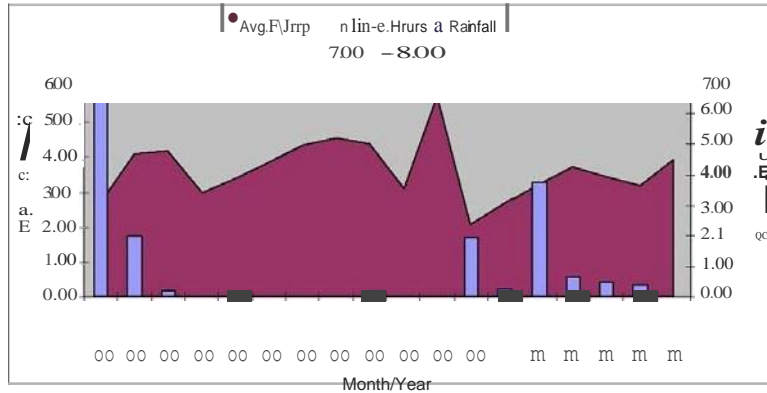
Lift station pumps should typically cycle not more than 5 to 6 times per hour during average and normal flow conditions, to limit pump starts and avoid motor burnout. This recommendation, however, should be based on the actual pump manufacturer's information. The general range of cycles for this lift station are normal and satisfactory. Only on very few occasions will the lift station cycle over 10 times per hour, and that will be during wet weather flow conditions with significant inflow. It should be noted again that I/I information is not available, thus this evaluation could only be based on assumed inflow values. Regardless, the lift station appears to have more than adequate capacity for existing and future years.

Review of Lift Station Pump Run Hours

Sometimes a plot of lift station pump run times can reveal trends with inflow/infiltration, or peak summer trends. January 2008 through June 2009 pump run times were calculated, and plotted versus monthly rainfall for the same period. Figure 6 depicts this data. From a review of the chart, no clear trend can be seen between precipitation and increased response to pump run

times; however, it appears that the summer tourist demands can be seen in summer months as run pump times increase.

Figure 6 Lift Station Run Times vs. Rainfall



Recommendations

Existing pump capacity for this station is greater than buildout peak wet weather flow, and thus no hydraulic upgrade recommendations are warranted. The lift station pump motors, impellers, bearings, and other components will continue to need service, maintenance, and replacements throughout the years to come. At this time, no other capital improvement recommendations are warranted for this lift station.

CAPITAL IMPROVEMENTS

At this time, there are no identified system capacity concerns and therefore no capital improvement projects are recommended. Other general recommendations are as follows:

- Sewer Videotaping - The District should consider an annual budget line item for periodic and as-needed sewer videotaping. Such review of existing collection system is part of the overall operation and maintenance program described in the Sewer System Management Plan (SSMP). At this time, focused inspections in "trouble-spots" areas is sufficient.
- Sewer Cleaning - Periodic sewer cleaning/jetting should be performed on an on-going basis.
- Manholes - Manholes should be inspected as needed consistent with current practices for signs of sulfuric acid attack and general deterioration, as well as any issues with solids build up and debris. If it is suspected that a manhole may be the source of inflow, gaskets or covers to minimize inflow through the manholes should be considered.

Lift Station

- No CIPs for the existing lift station are recommended at this time.

Gravity Collection System

- No CIPs for the existing collection system are recommended at this time.

Conclusion

The District has done an excellent job maintaining the collection system facilities. While periodic replacement of aging infrastructure will be required, a continued maintenance and inspection program will continue to further the lifetime of the system.

Appendix F

S E R V I C E O R D E R

JOB DATE: 2/20/2020 2:03 PM
JOB CODE: SEWER-SEWER BACK UP
GROUP: Water
STAFF: 1st Available

SERVICE ORDER #: 005530
JOB ACTION: METER INFO
ISSUED BY: nmiller
REQUESTED BY: OCSD CALL OUTS

LOCATION: DUMMY ACCOUNT
ACCT NO#: 01-11111-11 OCSD CALL OUTS

Table header with columns: SERVICE, ACTION, NEW STATE, CURRENT METER #, LAST READ, READING, NEW METER #, SET READING

COMPLETION NOTES: (followed by five dashed lines)

SUPERVISOR NOTES: (followed by five dashed lines)

COMPLETION DATE: (dashed line)
WORKED BY: (dashed line)
APPROVED BY: (dashed line)

Appendix G – Sewer System Management Plan Audits

Oceano Community Services District Sewer System Management Plan - Internal Audit Program

The audit program includes excerpts from State Water Board Order wqo2006_0003, Section D.13, which is the basis for “evaluating the effectiveness of the SSMP and the Enrollee’s compliance with the SSMP requirements” pursuant to Section D.13(x) entitled SSMP Program Audits.

This audit program was adopted by the Oceano Community Services District (OCSD) Board of Directors on January 28, 2015. It is incorporated as Appendix “F” in the 2015 OCSD Sewer System Management Plan.

Eleven Elements of the Sewer System Management Plan (SSMP)

SSMP’s include the following eleven elements unless the enrollee can justify why an elements is not applicable. The 2015 SSMP Update adopted by the OCSD Board of Directors on April 21, 2015 included all eleven elements.

- (i) Goals
- (ii) Organization
- (iii) Legal Authority
- (iv) Operation and Maintenance Program
- (v) Design and Performance Provisions
- (vi) Overflow Emergency Response Plan
- (vii) FOG Control Program
- (viii) System Evaluation and Capacity Assurance Plan
- (ix) Monitoring, Measurement, and Program Modifications
- (x) SSMP Program Audits
- (xi) Communication Program

Each element is audited by 1) evaluating the implementation of prior audit findings, and 2) evaluating the District’s implementation efforts during the audit period in comparison to the adopted SSMP. A narrative is provided for each element, including a discussion on audit steps, findings and a schedule to implement recommendations, if any.

Oceano Community Services District Sewer System Management Plan - Internal Audit Program

Element (i) – Goals

SSMP Requirement: Establishing Goals	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.		

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings:

Part Two: Comparison to Current SSMP

2(a) Audit Steps:

- i. Are the goals stated in the SSMP still appropriate and accurate?

The 2015 SSMP Update includes goals and objective performance measurements. The following are the stated goals and audit findings.

To be available and responsive to the needs of the public in reference to the public sewer system	
To work cooperatively with local, state and federal agencies to reduce, mitigate and properly report SSOs	
To properly manage and maintain the District public sewer system lines to minimize SSOs	
To meet all applicable regulatory notification and reporting requirements	

Oceano Community Services District Sewer System Management Plan - Internal Audit Program

The following table compares the objective performance measurements stated in the SSMP versus actual results during the audit period:

100% of monthly CIWQS reports are submitted accurate and on time.	
100% of work orders are completed, documented and filed in accordance with the SSMP.	
100% of any reportable spills are submitted in accordance with the reporting requirements.	
100% of FOG inspections are completed on time	
100% of jetting and maintenance is completed, including for High Maintenance Areas.	
An annual report is place on the Board of Directors agenda each year, no later than February 28 th that provides the statistics on these goals for the prior calendar year.	

2(b): Findings:

2(c): Schedule to Implement Recommendations, if any.

Oceano Community Services District Sewer System Management Plan - Internal Audit Program

Element (ii) – Organization

SSMP Requirement: The SSMP must identify individuals and chains of communication.	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
(a) The name of the responsible or authorized representative as described in Section J of this Order.		
(b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation		
(c) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES))		

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings:

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

- i. Is the SSMP up to date with agency organization and staffing contact information?
- ii. Are procedures established to comply with the SMMP?

Oceano Community Services District
Sewer System Management Plan - Internal Audit Program

2(b): Findings:

2(c): Schedule to Implement Recommendations, if any.

Oceano Community Services District Sewer System Management Plan - Internal Audit Program

Element (iii) - Legal Authority

SSMP Requirement: Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to implement the SSMP	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
(a) Prevent illicit discharges into its sanitary sewer system (examples may include I/I, storm water, chemical dumping, unauthorized debris and cut roots, etc.)		
(b) Require that sewers and connections be properly designed and constructed		
(c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency		
(d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages		
(e) Enforce any violation of its sewer ordinances		

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings:

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

- i. Does the SSMP contain up-to-date information about your agency's legal authority?

- ii. Does your agency have sufficient legal authority to control sewer use and maintenance as required?

2(b): Findings:

2(c): Schedule to Implement Recommendations, if any.

Oceano Community Services District Sewer System Management Plan - Internal Audit Program

Element (iv) – Operation and Maintenance Program

SSMP Requirement: The SSMP must include those elements listed.	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
(a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm-water conveyance facilities		
(b) Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders		
(c) Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan		
(d) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained		
(e) Provide equipment and replacement part inventories, including identification of critical replacement parts		

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Oceano Community Services District Sewer System Management Plan - Internal Audit Program

Part One: Implementation of Prior Audit Findings:

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

Are the District's collection system maps complete, up-to-date, and sufficiently detailed?	
Is the District's preventive maintenance program up-to-date and documented?	
Is the District's preventative maintenance program sufficient and effective in reducing and preventing SSO's and blockages?	
Are your agency's inspections and condition assessments up-to-date and documented?	
Are the District's scheduled inspections and condition assessment system effective in locating, identifying, and addressing deficiencies?	
Is the District's training program sufficient and documented?	

Oceano Community Services District Sewer System Management Plan - Internal Audit Program

Are the District's equipment and part inventory sufficient and documented?	
--	--

2(b): Findings:

2(c): Schedule to Implement Recommendations, if any.

Oceano Community Services District Sewer System Management Plan - Internal Audit Program

Element (v) - Design and Performance Provisions

SSMP Requirement	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
(a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems		
(b) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects		

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings:

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

- i. Are design and construction standards, as well as standards for inspection and testing of new and rehabilitated facilities, sufficiently comprehensive and up-to-date?
- ii. Are the District's conditions on new development sufficient and up-to-date when modifications to the District's system are needed to provide service to the development?

2(b): Findings:

2(c): Schedule to Implement Recommendations, if any.

Oceano Community Services District Sewer System Management Plan - Internal Audit Program

Element (vi) - Overflow Emergency Response Plan

SSMP Requirement: Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment.	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
(a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner		
(b) A program to ensure an appropriate response to all overflows		
(c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification		
(d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained		
(e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities		
(f) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge		

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings:

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

- i. Does the District maintain up-to-date information on its Overflow Emergency Response Plan?

Oceano Community Services District Sewer System Management Plan - Internal Audit Program

- ii. Considering the District's information, is the Overflow Emergency Response Plan effective in handling SSO's?

2(b): Findings:

2(c): Schedule to Implement Recommendations, if any.

Oceano Community Services District Sewer System Management Plan - Internal Audit Program

Element (vii) - FOG Control Program

SSMP Requirement: The Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
(a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG		
(b) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area		
(c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG		
(d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements		
(e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance		
(f) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section		
(g) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified above		

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings:

Oceano Community Services District Sewer System Management Plan - Internal Audit Program

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

i. Does the District maintain up-to-date information on its FOG control program?

ii. Is the FOG control program effective?

2(b): Findings:

2(c): Schedule to Implement Recommendations, if any.

Oceano Community Services District Sewer System Management Plan - Internal Audit Program

Element (viii) - System Evaluation and Capacity Assurance Plan

SSMP Requirement: The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event.	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
<p>(a) Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events</p>		
<p>(b) Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria</p>		
<p>(c) Capacity Enhancement Measures: The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding</p>		
<p>(d) Schedule: The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14</p>		

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings:

Oceano Community Services District Sewer System Management Plan - Internal Audit Program

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

- i. Does the District maintain up-to-date information about its capacity assessment?
- ii. Has the District completed a capacity assessment and identified and addressed any hydraulic deficiencies in the system?

2(b): Findings:

2(c): Schedule to Implement Recommendations, if any.

Oceano Community Services District Sewer System Management Plan - Internal Audit Program

Element (ix) - Monitoring, Measurement, and Program Modifications

SSMP Requirement	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities		
Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP		
Assess the success of the preventative maintenance program		
Update program elements, as appropriate, based on monitoring or performance evaluations		
Identify and illustrate SSO trends, including: frequency, location, and volume		

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings:

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

- i. Does the District maintain up-to-date information about its data collection and organization?
- ii. Is the District's data collection and organization sufficient to evaluate the effectiveness of your SSMP?

2(b): Findings:

2(c): Schedule to Implement Recommendations, if any.

Oceano Community Services District Sewer System Management Plan - Internal Audit Program

Element (x) - SSMP Program Audits

SSMP Requirement	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
The Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.		

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings:

Part Two: Comparison to Current SSMP

2(a): Audit Steps:

Are the District's audits being completed in a timely manner with sufficient detail and findings to ensure that the SSMP is updated in a timely manner and that any changes to the District's policies, procedures and practices are implemented in a timely manner?

Will this SSMP Audit be submitted with the Annual Report to the Regional Water Board by March 15?

2(b): Findings:

.

2(c): Schedule to Implement Recommendations, if any.

Oceano Community Services District Sewer System Management Plan - Internal Audit Program

Element (xi) - Communication Program

SSMP Requirement	Were Prior Audit Findings Implemented? (y/n)	Current Findings (C/NC/R)
The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented		
The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee’s sanitary sewer system		

Findings: C = Compliant NC = Non-Compliant R = Recommendations

Part One: Implementation of Prior Audit Findings:

Part Two: Comparison to Current SSMP

- 2(a): Audit Steps:
 - i. Does the District maintain up-to-date information about its public outreach activities?
 - ii. Does the District maintain up-to-date information about its communications with satellite and tributary agencies.
 - iii. Does the District effectively communicate with the public and other agencies about the SSMP, and address feedback?
- 2(b): Findings:
- 2(c): Schedule to Implement Recommendations, if any.



Oceano Community Services District

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Date: February 26, 2020
To: Board of Directors
From: Will Clemens, General Manager
Subject: **Agenda Item #8(b): Resolution to Amend the District By-Laws**

Recommendation

It is recommended that your Board adopt a resolution to amend the District By-Laws.

Discussion

At the February 12, 2020 Board meeting, amendments to the District's By-Laws were introduced and direction was provided to staff to return and finalize the amendments at this 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.

A clean version of the amended By-Laws is attached with the Resolution. Also 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

After consideration of moving to one regular meeting a month, board direction was given to continue with the current regular meeting schedule of two meetings per month.

By-Law 2.9

Board direction was given to add language prohibiting animals from the Board room except for leashed service animals.

Original By-Law 2.10 and 2.11

These two by-laws are now included in By-Law section 4 under Public Comment and Rules of Decorum.

By-Law 2.10 (formerly 2.12)

Board direction was given to change the requirements for suspending the rules from a 2/3 majority to a simple majority.



By-Law 3.2 and 3.5

Board direction was given to change 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

Board direction was given to establish Rules of Decorum for Public Comment. A new section to address this request was added. This section was based on a section of the By-Laws of the Los Osos Community Services District for Public Comment and Rules of Decorum.

By-Law 5.3 (formerly 4.3)

Board direction was given to change 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. This relieves staff from the burden of trying to interpret speakers' intentions.

By-Law 6.3 (formerly 5.3) and 6.4

Board direction was given to strengthen and better define this By-Law. The Board desired a more precise example of what it means to "obstruct implementation" of Board actions. The Board also directed that consequences of violating this By-Law be included as well as consequences of divulging information discussed in closed session. Recommended language to address Board direction has been added to this By-Law.

By-Law 9.1 (formerly 8.1)

The Board discussed clarifying compensation for Board members and which meetings qualify for compensation, but no consensus was reached. Board direction was to bring back options for further discussion. The original recommended language has been retained and 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. This language would limit the possibility that a Director would be financially impacted based on committee assignments.



Other options for consideration are:

Option 1

Each Director is authorized to receive one hundred dollars (\$100.00) as compensation for each regular or special meeting of the Board and twenty-five dollars (\$25.00) for any committee or liaison/subject matter meeting attended by him or her as the appointed Board representative or as the alternate.

Option 2

Each Director is authorized to receive one hundred dollars (\$100.00) as compensation for each regular or special meeting of the Board and no compensation for any committee or liaison/subject matter meeting attended by him or her as the appointed Board representative or as the alternate.

Option 3

Each Director is authorized to receive one hundred dollars (\$100.00) as compensation for each regular or special meeting of the Board and fifty dollars (\$50.00) for any voting committee or twenty-five dollars (\$25.00) for any other meeting attended by him or her as the appointed Board representative or as the alternate.

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 will have minimal financial impact.

Results

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

Attachments:

- A. Resolution
- B. District By-Laws (Redline Strikeout)

RESOLUTION NO. 2020-__

**A RESOLUTION OF THE OCEANO COMMUNITY SERVICES DISTRICT
ADOPTING AMENDED BOARD OF DIRECTOR BYLAWS**

RECITALS

WHEREAS, the Board of Directors of the Oceano Community Services District (the "District") is dedicated to providing efficient and effective leadership; and

WHEREAS, Government Code Section 61045(f) requires the Board of Directors to adopt rules or bylaws for its proceedings.

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

1. The Oceano Community Services District Board of Directors Bylaws are attached hereto as Exhibit "A."
2. All prior versions of the Board of Directors Bylaws are hereby rescinded and superseded.

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

AYES:

NOES:

ABSENT:

ABSTAINED:

**EXHIBIT A
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. No animals, except for leashed service animals, shall be allowed in the Board room.

2.10. 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 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.

3.6. 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. PUBLIC COMMENT AND RULES OF DECORUM.

4.1. Policy. The purpose of oral presentation at meetings of the Board of Directors, as well as written presentations, is to formally communicate to the Board of Directors on matters (1) listed on the Agenda, or (2) matters that are within the jurisdiction of the Board of Directors during general public comment. Such presentations are helpful to the Board of Directors in its decision-making process. The Board of Directors welcomes information and expressions of opinion from members of the public on any item which it may be considering. However, the Board of Directors is not required to provide a public forum for remarks or conduct in violation of the Rules of Decorum.

4.2. Public Comment. Each public commenter shall be limited to 3 minutes unless shortened or extended by the President with consideration of the length of the Agenda and the nature of the agenda item.

4.3. Rules of Decorum. The rules of decorum, below, shall apply to public comment and attendance at District meetings.

- a) Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet, clapping and talking (other than giving public comment) or other acts which disrupts the orderly conduct of the meeting of the Board of Directors

- b) Members of the audience who wish to address the Board of Directors on a particular item on the Agenda shall line up behind the podium or sit in the front two (2) rows next to the podium.
- c) No person shall address the Board of Directors without first being recognized by the President.
- d) Persons addressing the Board of Directors are requested to state their name and their general place of residence.
- e) Public comment and public testimony shall be directed to the Board President and shall be addressed to the Board of Directors as a whole. Persons addressing the Board of Directors shall not engage in a dialogue with individual Directors, District staff or members of the audience. The President shall determine whether, or in what manner, the District will respond to questions.
- f) Persons addressing the Board of Directors are limited to one opportunity per Agenda item unless otherwise directed by the President in his/her discretion.
- g) A person cannot defer his/her time allocation to another person.
- h) When a group or organization wishes to address the Board on the same subject, the Chairperson may request that a spokesperson be chosen to speak for that group. The spokesperson's three (3) minute time allocation may be extended by the Board President in his/her discretion.
- i) Persons addressing the Board of Directors shall confine the subject matter of their comments to the Agenda item being considered by the Board of Directors.
- j) Each person addressing the Board of Directors shall do so in an orderly and civil manner and shall not engage in conduct which disrupts the orderly conduct of the meeting of the Board of Directors.
- k) Persons who reference or read from documents such as reports, exhibits, or letters as part of his/her comment to the Board of Directors is requested to lodge the document (or a copy) with the District Secretary at the end of the comment, to allow the document to be appropriately referenced in the meeting Minutes and to allow District staff the opportunity to review and respond to the document.

4.4. Enforcement of Rules of Decorum. Any person who violates the Rules of Decorum may, at the discretion of the Board President, be removed from the meeting. The Rules of Decorum shall be enforced in the following manner:

- a) Warning. The Board President shall warn the person who is violating the rules of decorum.
- b) Expulsion. If after receiving a warning from the Board President, the person persists in violating the rules of decorum the Board President shall order the person to leave the Board of Directors' meeting room for the remainder of the meeting.

- c) Assisted Removal. If such person does not voluntarily remove himself/herself, the President may order any law enforcement officer who is on duty at the meeting, or who may be summoned to the meeting, to remove the person from the Board of Directors' meeting room.
- d) Restoration of Order. If order cannot be restored by the removal of individuals who are disrupting the meeting, the meeting of the Board of Directors will be continued under the provisions of Government Code §54957.9

4.5. Limitations (Government Code §59454.3(c)) The Rules of Decorum shall not be interpreted to prohibit public criticism of the policies, procedures, programs or services of the District, or the acts or omissions of the District Board of Directors.

5. PREPARATION OF MINUTES AND MAINTENANCE OF TAPES.

5.1. 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.

5.2. 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.

5.3. 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.

5.4. 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.

5.5. 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.

5.6. 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.

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

6. MEMBERS OF THE BOARD OF DIRECTORS.

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

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

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

- a)** Obstructing implementation of the action includes making any public statement, as a representative of the Board, in opposition to any action of the Board, whether at a public meeting or gathering, to the media, or on social media.
- b)** If credible evidence is presented to the President of any Director making a public statement, as a representative of the Board, in opposition to any action of the Board, the President may place an agenda item on the next regular meeting of the Board to consider removing that Director from all committee/liaison/subject matter assignments.

6.4. Directors shall not divulge any discussion of the Board held in closed session.

- a)** If credible evidence is presented to the President of any Director divulging information discussed in a closed session of the Board, the President may place an agenda item on the next regular meeting of the Board to consider the need to censure that Director.

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

7. AUTHORITY OF DIRECTORS.

7.1. 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.

7.2. 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.

7.3. 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.

7.4. 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.

7.5. 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.

8. DIRECTOR GUIDELINES.

8.1. 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.

8.2. 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.

8.3. 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.

8.4. 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.

8.5. 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.

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

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

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

8.9. 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.

9. DIRECTOR COMPENSATION.

9.1. 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 one hundred dollars (\$100.00) per month for 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

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

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

10. EXPENSE REIMBURSEMENT.

10.1. 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.

11. CORRESPONDENCE DISTRIBUTION POLICY.

11.1. 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.

12. CONFLICTS OF INTEREST AND RELATED POLICY.

12.1. 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.

12.2. 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.

12.3. 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.

12.4. 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.

13. 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.

14. CONTINUING EDUCATION.

14.1. 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).

14.2. 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.

14.3. 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.

15. RELATIONSHIP AND CONDUCT BETWEEN BOARD MEMBERS AND STAFF.

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

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

15.3. 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.

15.4. 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.

16. FIDUCIARY RESPONSIBILITY.

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

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

16.3. 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).

16.4. 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.

16.5. 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.

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

16.7. 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.

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

17. PUBLICATION OF POLICY.

17.1. 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.

17.2. 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.

18. RESTRICTIONS ON BYLAWS.

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

**OCEANO COMMUNITY SERVICES DISTRICT
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. No animals, except for leashed service animals, shall be allowed in the Board room.

~~**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.~~

2-12-2.10. 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. PUBLIC COMMENT AND RULES OF DECORUM.

4.1. Policy. The purpose of oral presentation at meetings of the Board of Directors, as well as written presentations, is to formally communicate to the Board of Directors on matters (1) listed on the Agenda, or (2) matters that are within the jurisdiction of the Board of Directors during general public comment. Such presentations are helpful to the Board of Directors in its decision-making process. The Board of Directors welcomes information and expressions of opinion from members of the public on any item which it may be considering. However, the Board of Directors is not required to provide a public forum for remarks or conduct in violation of the Rules of Decorum.

4.2. Public Comment. Each public commenter shall be limited to 3 minutes unless shortened or extended by the President with consideration of the length of the Agenda and the nature of the agenda item.

4.3. Rules of Decorum. The rules of decorum, below, shall apply to public comment and attendance at District meetings.

- a) Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet, clapping and talking (other than giving public comment) or other acts which disrupts the orderly conduct of the meeting of the Board of Directors
- b) Members of the audience who wish to address the Board of Directors on a particular item on the Agenda shall line up behind the podium or sit in the front two (2) rows next to the podium.
- c) No person shall address the Board of Directors without first being recognized by the President.
- d) Persons addressing the Board of Directors are requested to state their name and their general place of residence.
- e) Public comment and public testimony shall be directed to the Board President and shall be addressed to the Board of Directors as a whole. Persons addressing the Board of Directors shall not engage in a dialogue with individual Directors, District staff or members of the audience. The President shall determine whether, or in what manner, the District will respond to questions.
- f) Persons addressing the Board of Directors are limited to one opportunity per Agenda item unless otherwise directed by the President in his/her discretion.
- g) A person cannot defer his/her time allocation to another person.
- h) When a group or organization wishes to address the Board on the same subject, the Chairperson may request that a spokesperson be chosen to speak for that group. The spokesperson's three (3) minute time allocation may be extended by the Board President in his/her discretion.
- i) Persons addressing the Board of Directors shall confine the subject matter of their comments to the Agenda item being considered by the Board of Directors.
- j) Each person addressing the Board of Directors shall do so in an orderly and civil manner and shall not engage in conduct which disrupts the orderly conduct of the meeting of the Board of Directors.
- k) Persons who reference or read from documents such as reports, exhibits, or letters as part of his/her comment to the Board of Directors is requested to lodge the document (or a copy) with the District Secretary at the end of the comment, to allow the document to be appropriately referenced in the meeting Minutes and to allow District staff the opportunity to review and respond to the document.

4.4. Enforcement of Rules of Decorum. Any person who violates the Rules of Decorum may, at the discretion of the Board President, be removed from the meeting. The Rules of Decorum shall be enforced in the following manner:

- a) Warning. The Board President shall warn the person who is violating the rules of decorum.
- b) Expulsion. If after receiving a warning from the Board President, the person persists in violating the rules of decorum the Board President shall order the person to leave the Board of Directors' meeting room for the remainder of the meeting.
- c) Assisted Removal. If such person does not voluntarily remove himself/herself, the President may order any law enforcement officer who is on duty at the meeting, or who may be summoned to the meeting, to remove the person from the Board of Directors' meeting room.
- d) Restoration of Order. If order cannot be restored by the removal of individuals who are disrupting the meeting, the meeting of the Board of Directors will be continued under the provisions of Government Code §54957.9

4.5. Limitations (Government Code §59454.3(c)) The Rules of Decorum shall not be interpreted to prohibit public criticism of the policies, procedures, programs or services of the District, or the acts or omissions of the District Board of Directors.

4.5. PREPARATION OF MINUTES AND MAINTENANCE OF TAPES.

4.4.5.1. 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.

4.2.5.2. 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.

4.3.5.3. 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.

4.4.5.4. 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.

4.5.5.5. 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.

4.6.5.6. 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.

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

5.6. MEMBERS OF THE BOARD OF DIRECTORS.

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

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

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

- a) Obstructing implementation of the action includes making any public statement, as a representative of the Board, in opposition to any action of the Board, whether at a public meeting or gathering, to the media, or on social media.
- b) If credible evidence is presented to the President of any Director making a public statement, as a representative of the Board, in opposition to any action of the Board, the President may place an agenda item on the next regular meeting of the Board to consider removing that Director from all committee/liaison/subject matter assignments.

6.4. Directors shall not divulge any discussion of the Board held in closed session.

- 5.3.a) If credible evidence is presented to the President of any Director divulging information discussed in a closed session of the Board, the President may place an agenda item on the next regular meeting of the Board to consider the need to censure that Director.

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

6.7. AUTHORITY OF DIRECTORS.

6.1.7.1. 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.

6.2.7.2. 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.

6.3.7.3. 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.

6.4.7.4. 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.

6.5.7.5. 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.

7.8. DIRECTOR GUIDELINES.

7.1.8.1. 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.

7.2.8.2. 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.

7.3.8.3. 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.

7.4.8.4. 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.

7.5.8.5. 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.

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

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

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

7.9.8.9. 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.

8.9. DIRECTOR COMPENSATION.

8.1.9.1. 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 (\$50100.00) 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

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

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

9.10. EXPENSE REIMBURSEMENT.

9.1.10.1. 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.

40.11. CORRESPONDENCE DISTRIBUTION POLICY.

40.1.11.1. 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.

41.12. CONFLICTS OF INTEREST AND RELATED POLICY.

41.1.12.1. 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.

41.2.12.2. 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.

41.3.12.3. 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.

41.4.12.4. 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.

42.13. 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.

43.14. CONTINUING EDUCATION.

~~13.1.14.1.~~ 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).

~~13.2.14.2.~~ 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.

~~13.3.14.3.~~ 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.

~~14.15.~~ **RELATIONSHIP AND CONDUCT BETWEEN BOARD MEMBERS AND STAFF.**

~~14.1.15.1.~~ The Board of Directors recognizes that the primary function of staff is to execute Board policy and to keep the Board of Directors informed.

~~14.2.15.2.~~ Members of the Board of Directors shall not attempt to pressure and/or influence staff decisions, recommendations, workloads, schedules, and priorities.

~~14.3.15.3.~~ 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.

~~14.4.15.4.~~ 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.

~~15.16.~~ **FIDUCIARY RESPONSIBILITY.**

~~15.1.16.1.~~ No member of the Board of Directors shall serve as the District treasurer.

~~15.2.16.2.~~ The General Manager shall be responsible for supervision of the District's finances.

~~15.3.16.3.~~ 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).

~~15.4.16.4.~~ 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.

~~45.5.16.5.~~ 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.

~~45.6.16.6.~~ The Board will review and approve the District Investment Policy on an annual basis.

~~45.7.16.7.~~ 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.

~~45.8.16.8.~~ Audits shall be conducted as soon after the end of the Fiscal Year as possible, preferably within 120 days.

~~46.17.~~ PUBLICATION OF POLICY.

~~46.1.17.1.~~ 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.

~~46.2.17.2.~~ 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.

~~47.18.~~ RESTRICTIONS ON BYLAWS.

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



Oceano Community Services District

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

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

Date: February 26, 2020
To: Board of Directors
From: Will Clemens, General Manager
Subject: Agenda Item #8(C) –2020 Committee Assignment Reconsideration

Recommendation

It is recommended that the Board reconsider appointment of board members to 2020 Committee Assignments

Discussion

The Board made 2020 committee assignments at the December 11, 2019 meeting. The District's by-laws provide that committee assignments and appointments may be reconsidered at any time during the calendar year. Attached is the roster of the 2020 Committee Assignments.

There are four types of committee assignments:

1. Committee assignments to other agency Boards and Committees
2. Liaison assignments with other Boards and Committees
3. OCSD Standing Committees - None
4. OCSD Ad Hoc Committees

In addition, there are liaison and subject matter assignments that may involve occasional meeting attendance but have no formal decision or advisory roles on behalf of the Board and community.



Committee Assignments to other agency Boards and Committees

These assignments provide appointees with formal authority to act on behalf of the community. The roles are either as a final decision-maker or they represent an advisory role.

Assignment	Final Decision Making Role	Advisory Role
<i>South San Luis Obispo County Sanitation District Board of Directors</i>	X	
<i>Five Cities Fire Authority Board of Directors</i>	X	
<i>Water Resource Advisory Committee (WRAC)</i> For the San Luis Obispo County Flood Control and Water Conservation District – Countywide Water Resources		X
<i>Regional Water Management Group (RWMG)</i> For the San Luis Obispo County Integrated Regional Water Management Plan (IRWMP)		X
<i>Zone 3 Advisory Committee</i> For the San Luis Obispo County Flood Control and Water Conservation District (Lopez Water Supply Project)*		X
<i>State Water Advisory Committee</i> For the San Luis Obispo County Flood Control and Water Conservation District		X
<i>Oceano Advisory Committee</i> For the County of San Luis Obispo		X
<i>Code Enforcement</i> For the County of San Luis Obispo		X
<i>RFP Ad Hoc Committee</i> For the District		X
<i>Social Media Ad Hoc Committee</i> For the District		X
<i>Old Firehouse Art Ad Hoc Committee</i> For the District		X

* Note: The Zone 3 Advisory Committee has formal decision-making role to modify delivery of water under the Low Reservoir Response Plan during drought emergencies.



Oceano Community Services District

Board of Directors Meeting

Other Agency Involvement

n/a

Other Financial Considerations

n/a

Results

Committee assignments in accordance with the District's by-laws helps to promote a well governed community.

Attachments: 2020 Committee Assignments

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			