



Notice of Regular Meeting
Oceano Community Services District - Board of Directors Agenda
WEDNESDAY, AUGUST 28, 2024 – 6:00 P.M.
Oceano Community Services District Board Room
1655 Front Street Oceano, CA

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

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

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

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. FLAG SALUTE**
- 4. AGENDA REVIEW**
- 5. CLOSED SESSION REPORT FROM THE SPECIAL MEETING OF AUGUST 28, 2024**
- 6. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

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

7. SPECIAL PRESENTATIONS & REPORTS:

A. STAFF REPORTS:

- i. Sheriff's South Station – Commander Ian Doughty
- ii. FCFA Operations – Fire Chief Scott Hallett
- iii. Operations – Utility System Manager Tony Marraccino
- iv. OCSD - General Manager Peter Brown

B. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

- i. President Varni (Regional Water Mgt Group, State Water Subcontractors, Airport Land Use)
- ii. Vice President Joyce-Sunesson (Parks & Recreation Advisory Committee, Finance & Budget Committee, CA Special District's Association)
 1. Information: Review of the Minutes for the Oceano Finance and Budget Committee Meeting held on May 23, 2024 [Page 3](#)
- iii. Director Austin (South San Luis Obispo County Sanitation District, Zone 1/1A)
- iv. Director Gibson (Zone 3, Regional Water Quality Control Board)
- v. Director Villa (Water Resource Advisory Committee, Local Agency Formation Commission)

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

8. CONSENT AGENDA ITEMS:

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

- A. Action: Review and Approve the Minutes for the Special Meeting held on August 14, 2024 [Page 4](#)
- B. Action: Review and Approve the Minutes for the Regular Meeting held on August 14, 2024 [Page 5](#)
- C. Information: Review of Cash Disbursements [Page 9](#)
- D. Action: Adoption of a Resolution for District Support for Assembly Constitutional Amendment No. 1 related to District Infrastructure, including FCFA Fire Station #3 rehabilitation. [Page 20](#)
- E. Action: Adoption of the Notice of Completion (NOC) for the Water Storage Tank Rehabilitation Project (Contract No. 2023-03) [Page 28](#)

9. BUSINESS ITEMS:

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

- A. Action: Consideration of a Recommendation to Approve the Final FY 2024-25 Budget [Page 31](#)
- B. Information: Update on Per- and polyfluoroalkyl substances (PFAS) Regulations for Drinking Water and Wastewater Systems. [Page 80](#)
- C. Information: Review and discussion of the July 3, 2024, Sanitary Survey Inspection Report completed by the State Water Resources Control Board Division of Drinking Water [Page 108](#)
- D. Action: Approve Grant Writing Consultant Services for the Small Community Funding Program by Drinking Water State Revolving Fund and other grant writing services. [Page 127](#)
- E. Action: Consider and discuss the 2024 Committee Assignments [Page 192](#)
- F. Information: Review Lucia Mar Unified School District (LMUSD) as the fiscal sponsor for fundraising and donations related to the Oceano Parks and Recreation Committee (OPARC) projects. [Page 195](#)
- G. Action: Review and consideration of the Oceano Community Services District applying for the San Luis Obispo County Community Project Grant Application for the Community Celebration of the Oceano Plaza [Page 197](#)

10. HEARING ITEMS:

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

11. RECEIVED WRITTEN COMMUNICATIONS:

12. FUTURE AGENDA ITEMS:

13. ADJOURNMENT:

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

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



Oceano Finance and Budget Committee Meeting

Summary Minutes

Thursday, May 23, 2024 – 1:00 P.M.
Oceano Community Services District

1. **Call To Order:** OCSO President Varni called the meeting to order at 1:00 PM.
2. **Roll Call:** Vice President Joyce-Suneson, President Varni, and Carey Casciola, Business & Accounting Manager.
3. **Agenda Review:** Accepted as presented
4. **Public Comment on Matters Not On the Agenda:** None
5. **Consent Agenda Items:** None

5A Consent Items	Discussion/Action:
Review and Approve the minutes for the Oceano Parks and Recreation Committee Meeting of March 21, 2024.	After an opportunity for public comment and Committee discussion, President Varni moved to approve the consent agenda, with a second from Vice President Joyce-Suneson and a 2-0 roll call vote. Public Comment: None

6A Business Items	Discussion/Action:
Workshop on the 2024-25 Budget with Committee direction as deemed appropriate.	After a presentation by Carey Casciola, an opportunity for public comment and Committee discussion, the Committee gave staff direction to move forward with the recommendations to the Board of Directors. Public Comment: None

6B Business Items	Discussion/Action:
Review of the District's Budget Status as of March 31, 2024, and approve a budget adjustment for the Parks California Grant for the Field Trips to State Parks and Beaches Grant to the Parks and Recreation Fund	After a presentation by Carey Casciola, an opportunity for public comment and Committee discussion, the Committee gave staff direction to move forward with the recommendations to the Board of Directors. Public Comment: None

7. **Items for Next Agenda:** Review Parks and Recreation Budget during the 4th Quarter Budget Review.
8. **Adjournment:** Meeting adjourned by President Varni at 2:42 P.M.



Oceano Community Services District
Summary Minutes – Special Board Meeting
Wednesday, August 14, 2024 – 5:00 PM
OCSD BOARD ROOM

1. **CALL TO ORDER:** Called to order at approximately 5:02 PM by President Varni.
2. **ROLL CALL:** Board members present: President Varni, Vice President Joyce-Suneson, Director Austin, and Director Gibson. Absent: Director Villa.
Staff present: Peter Brown, General Manager, Carey Casciola, Business & Accounting Manager, and Robert Schultz, Legal Counsel
3. **FLAG SALUTE:** Led by President Varni
4. **AGENDA REVIEW:** Agenda approved as presented
5. **PUBLIC COMMENT FOR ITEMS ON THE AGENDA:** None
6. **CLOSED SESSION:**
 - A. A PUBLIC EMPLOYMENT pursuant to Gov. Code Sec. 54957(b)(1) -- Title: District Legal Counsel
 - B. Pursuant to Government Code 54956.9(a): Conference with legal counsel regarding Santa Maria Valley Water Conservation District v. City of Santa Maria, et al.,

President Varni adjourned the Board to closed session at 5:03 PM.

The report out of the closed session was done in item 5 of the Regular Board Meeting at 6 p.m. on August 14, 2024: There was no reportable action from the closed session.

7. **ADJOURNMENT:** President Varni adjourned the meeting at 5:52 PM



Oceano Community Services District
Summary Minutes – Regular Board Meeting
Wednesday, August 14, 2024 – 6:00 P.M.
OCSD BOARD ROOM

1. **CALL TO ORDER:** Called at approximately 6:00 p.m. by President Varni
2. **ROLL CALL:** Board members present: Director Gibson, Director Austin, Vice President Joyce-Suneson, and President Varni. Absent: Director Villa
Staff present: Peter Brown, General Manager; Carey Casciola, Business & Accounting Manager; and Rob Schultz, Legal Counsel.
3. **FLAG SALUTE:** Led by President Varni
4. **AGENDA REVIEW:** Accepted as presented
5. **REPORT OUT OF CLOSED SESSION:**
 - A. PUBLIC EMPLOYMENT pursuant to Gov. Code Sec. 54957(b)(1) -- Title: District Legal Counsel
 - B. Pursuant to Government Code 54956.9(a): Conference with legal counsel regarding Santa Maria Valley Water Conservation District v. City of Santa Maria, et al.,

No reportable action was taken by the Board of Directors.

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

Julie Tacker	Requested a status update on the case with the DA office.
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7. **SPECIAL PRESENTATIONS & REPORTS**

A. STAFF REPORTS:

- i. **Sheriff's South Station** – Sr. Deputy Kyle Nudson
July 2024 Stats for Oceano
498 Calls for service (543 prior year)
Calls included domestic violence, theft, burglary, suspicious circumstances, and enforcement stops.
Phone scams are on the rise – people calling about warrants for missing jury duty and posing as people from local internet companies.
A vacate notice has been posted on the levy for transient.
There was a residential burglary on 17th and Ocean St. where a male suspect was caught in a home and arrested.
- ii. **Five Cities Fire Authority** – FCFA Chief Hallet
A special board meeting will be held on 9/16/2024 at the Arroyo Grande Council chamber to approve an amendment between the County of SLO and FCFA for CalPERS pension liability. There is a LAFCo meeting on October 17, 2024, to finalize the agreement for fire protection services in Oceano.
Recruitment – there were 4 vacancies, and recruitment is moving forward.
Standards of Coverage – The proposal deadline is approaching, and several firms have already submitted it.
Total Calls to Date: 2,950 (492 were in Oceano)

- iii. **Operations** - Utility Systems Manager - Tony Marraccino – Absent.
 Update provided by Peter Brown, General Manager
 Lopez is at 96.7% (47,865 AF) / 61.95 AF State Water / 0 Lopez
 0 SSO's for July 2024
 Weekly and monthly samples completed
 First of the month equipment runs and equipment repairs completed
 11 work orders / 26 USAs / 9 customer service calls / 1 after hours call out
 Power outage last Friday – used emergency generator to power the lift station
 Well 7 has been disconnected from power as it will be decommissioned
 Utility operators completed a hot tap for Fairgrove Elementary School
 Several service lines were replaced and a manhole was repaired
 A 4" water meter was replaced on Hwy 1
 Flushing and weed abatement continue and "No Dumping" signs were placed at Well 8
- iv. **General Manager** – Peter Brown
 The RFP for engineering services (Wastewater CIP) is completed and posted.
 The 5-year water rate study expires 7/1/2025 and is currently being reviewed by staff for the next assessment.
 Attended the CASA (California Association of Sanitation Agencies) conference in Monterey.
 The main topic was recycled water on a national level.
 8/1 staff met with the County of Santa Barbara regarding a new internet broadband relay facility that will help improve broadband within Oceano.
 8/6 met with John Diodati, SLO Co Public Works Director – asked for a list of investments the County has made in Oceano. Once received, the list will be brought to the Board.
 8/7 attended the monthly General Manager's meeting and discussed the solid waste rate application.
 8/12 attended the NCMA technical group meeting for strategic planning. A RFP is coming out as the 3-year agreement with WSC is set to expire.
 Working with Co of SLO Public Works on an encroachment permit template for the Oceano Plaza. This will be a 1-year pilot program for the District to assist the County with the maintenance of the plaza.
- v. **OCSD – District Counsel** – Rob Schultz
 Brown Act/ Conflict of Interest Presentation

PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS (STAFF REPORTS):

Julie Tacker	In support of Brown Act training, provided information and asked about special meetings.
April Dury	In support of Brown Act training. In opposition of closed session.

B. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

- i. **President Varni:** Regional Water Mgt Group, State Water Subcontractors, Airport Land Use – No reports
- ii. **Vice President Joyce-Suneson:** Parks & Recreation Advisory Committee, Finance & Budget Committee, CA Special District's Association – Reported on the August 6th OPARC meeting being cancelled due to lack of quorum; Reported on the Oceano Memorial Park renovation meeting.
- iii. **Director Austin:** South San Luis Obispo County Sanitation District, Zone 1/1A – Reported on the 8/7/2024 SSLOCSD meeting
- iv. **Director Gibson:** Zone 3, Regional Water Quality Control Board – No reports

- v. **Director Villa:** Water Resource Advisory Committee, Local Agency Formation Commission – Absent

PUBLIC COMMENT ON BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS: None

8. CONSENT AGENDA:	ACTION:
<ul style="list-style-type: none"> a) Review and Approve the Minutes for the Regular Meeting held on July 24, 2024 b) Review of Cash Disbursements c) Information: Submittal of the District’s Fiscal Year 2023-24 Quarter 4 Investment Report ending June 30, 2024 d) Action: Approve the Oceano Community Services District applying for the 2025 Route to Parks Grant Program for the Oceano Elementary School e) Action: Approval of a Letter of Intent to the Association of Monterey Bay Area Governments regarding the potential use of OCSD property as a host site for future public electric vehicle charging, at no cost to the OCSD 	<p>After an opportunity for public comment and Board and staff discussion, a motion was made by Director Austin to approve the consent agenda as presented with a second from Director Gibson with a 4-0 roll call vote. Absent: Director Villa</p> <p>Public Comment: April Dury – In support of attending the CSDA Conference. In opposition of Ecologistics or another agency taking donations for OPARC.</p>

9A. BUSINESS ITEMS:	ACTION:
<p>Action: Accept Resignation and Appoint and Alternate to SSLOCSD and Consider and discuss the 2024 Committee Assignments</p>	<p>After an opportunity for public comment and Board and staff discussion, Vice President Joyce-Sunson motioned to accept President Varni’s resignation letter as an alternate to SSLOCSD, with a second from Director Austin and a 4-0 roll call vote. Absent: Director Villa</p> <p>Public Comment: None</p> <p>A second motion was made by Director Austin to appoint Director Gibson as an alternate to SSLOCSD with a second from President Varni and a 4-0 roll call vote. Absent: Director Villa</p> <p>Public Comment: None</p>

9B. BUSINESS ITEMS:	ACTION:
<p>Information: Review of Assembly Constitutional Amendment No. 1 related to District Infrastructure, including FCFA Fire Station #3 rehabilitation</p>	<p>This information item was received and filed by the Board of Directors.</p> <p>Public Comment: None</p>

9C. BUSINESS ITEMS:	ACTION:
Action: Review of the Fiscal Year 2023-24 Budget Status as of June 30, 2024, and approve the year-end encumbrances	After a presentation by Carey Casciola, an opportunity for public comment and Board and staff discussion, a motion was made by President Varni to approve the year-end encumbrances with a second from Director Gibson with a 4-0 roll call vote. Absent: Director Villa Public Comment: None

10A. HEARING ITEMS:	ACTION:
Action: Review and adoption of the Final Initial Study and Mitigated Negative Declaration (IS-MND) for the District's Waterline Improvement Project	After an opportunity for public comment and Board and staff discussion, a motion was made by Director Gibson approve the resolution adopting Final Initial Study and Mitigated Negative Declaration (IS-MND) and the Mitigation Monitoring and Reporting Program for the District's Waterline Improvement Project, with a second from President Varni with a 4-0 roll call vote. Absent: Director Villa Public Comment: None

- 11. **RECEIVED WRITTEN COMMUNICATION:** Correspondence from Ecologistics
- 12. **LATE RECEIVED WRITTEN COMMUNICATIONS:** None
- 13. **FUTURE AGENDA ITEMS:** ACA No.1 resolution; Policy on committee reports; alternate appointment for OPARC; Media Policy; Wastewater project(s)/CIP
- 14. **FUTURE HEARING ITEMS:** None
- 15. **CLOSED SESSION:** None
- 16. **ADJOURNMENT:** Vice President Joyce-Suneson adjourned the meeting at approximately 8:30 PM.



Oceano Community Services District

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

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

Date: August 28, 2024

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

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

Recommendation

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

Discussion

The following is a summary of the attached cash disbursements. The table captures the payments from last meeting to this meeting.

Description	Check Sequence	Amounts
	61064 - 61121	
Disbursements:		
Regular Payable Register - paid 08/14/2024	61071 - 61102	\$ 222,566.70
Utility Billing Account - Final Bill, Refund Due (1) - paid 8/21/2024	61103	\$ 5.23
Utility Billing Account - Final Bill, Refund Due (6) - paid 8/21/2024	61104 - 61109	\$ 750.14
Regular Payable Register - paid 08/22/2024	61116 - 61121	\$ 47,371.11
Subtotal:		\$ 270,693.18
Reoccurring Payments for Board Review (authorized by Resolution 2020-06):		
Payroll Disbursements - PPE 08/10/2024	N/A	\$ 36,911.44
Five Star Bank Mastercard Online Payment - paid 8/14/2024	N/A	\$ 3,687.58
Reoccurring Utility Disbursements - paid 08/13/2024	61064 - 61070	\$ 2,854.74
Reoccurring Utility Disbursements - paid 08/21/2024	61110	\$ 4,905.63
Reoccurring Health Disbursements - paid 08/21/2024	61111 - 61115	\$ 9,739.59
Subtotal:		\$ 58,098.98
Grand Total:		\$ 328,792.16

Other Agency Involvement

N/A

Other Financial Considerations

Amounts are within the authorized Fund level budgets.

CROSNO CONSTRUCTION, INC \$18,368.25, Water Tank Rehabilitation Project

FIVE CITIES FIRE AUTHORITY \$142,166.67, Fire Services

ROBERT SCHULTZ \$13,981.50, Legal Services April thru June 2024

STATEWIDE TRAFFIC SAFETY & SIG \$13,307.50, Emergency Sewer Lateral Repair

R. BAKER, INC. \$41,000.00, 21st Street Cross & Valve Replacement

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.

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:	-----							
1-1001-000	8/14/2024	CHECK	061071	B&K VALVES & EQUIPMENT, INC.	886.54CR	OUTSTND	A	0/00/0000 02 5-4400-173 MAINT: SHARED STRUCTURE/
1-1001-000	8/14/2024	CHECK	061072	BURDINE PRINTING	1,653.53CR	OUTSTND	A	0/00/0000 01 5-4100-210 POSTAGE
1-1001-000	8/14/2024	CHECK	061073	BRENT SARKISON DBA CALTEC COMP	30.00CR	OUTSTND	A	0/00/0000 01 5-4100-221 INFORMATION TECHNOLOGY
1-1001-000	8/14/2024	CHECK	061074	CASCIOLA, CAREY	224.45CR	OUTSTND	A	0/00/0000 01 5-4100-285 CLASSES/SEMINARS/TRAININ
1-1001-000	8/14/2024	CHECK	061075	CITY OF ARROYO GRANDE	4,757.74CR	OUTSTND	A	0/00/0000 02 5-4400-297 PASS-THRU: CREST/CHRISTI
1-1001-000	8/14/2024	CHECK	061076	CIVICPLUS, LLC	2,409.75CR	OUTSTND	A	0/00/0000 01 5-4100-248 PERMITS, FEES LICENSES
1-1001-000	8/14/2024	CHECK	061077	CLINICAL LAB OF SAN BERNARDINO	505.00CR	OUTSTND	A	0/00/0000 02 5-4400-220 PROFESSIONAL/SPECIAL SER
1-1001-000	8/14/2024	CHECK	061078	CORE & MAIN LP	4,788.71CR	OUTSTND	A	0/00/0000 02 5-4400-176 WATER METERS
1-1001-000	8/14/2024	CHECK	061079	CROSNO CONSTRUCTION, INC	18,368.25CR	OUTSTND	A	0/00/0000 02 5-4400-437 CIP - WATER TANK REHAB P
1-1001-000	8/14/2024	CHECK	061080	DIVERSIFIED PROJECT SERVICES I	1,872.50CR	OUTSTND	A	0/00/0000 03 5-4500-220 PROFESSIONAL SERVICES 615.00 02 5-4400-226 ENGINEERING & OTHER REIM 1257.50
1-1001-000	8/14/2024	CHECK	061081	FAMCON PIPE & SUPPLY, INC.	163.02CR	OUTSTND	A	0/00/0000 02 5-4400-175 SYSTEM PARTS/OPERATING S
1-1001-000	8/14/2024	CHECK	061082	FIVE CITIES FIRE AUTHORITY	142,166.67CR	OUTSTND	A	0/00/0000 01 5-4200-220 PROFESSIONAL SERVICES
1-1001-000	8/14/2024	CHECK	061083	ICONIX WATERWORKS (US) INC.	750.75CR	OUTSTND	A	0/00/0000 02 5-4400-175 SYSTEM PARTS/OPERATING S
1-1001-000	8/14/2024	CHECK	061084	J.B. DEWAR, INC.	411.67CR	OUTSTND	A	0/00/0000 12 5-4350-172 FUEL
1-1001-000	8/14/2024	CHECK	061085	MCCLATCHY COMPANY LLC	767.04CR	OUTSTND	A	0/00/0000 02 5-4400-230 LEGAL NOTICES 369.74 01 5-4100-230 REQUIRED LEGAL NOTICES 397.30
1-1001-000	8/14/2024	CHECK	061086	PREMIER SUPPLY LLC, DBA MIER B	910.49CR	OUTSTND	A	0/00/0000 03 5-4500-163 MAINT: SEWER STRUCTURES/ 624.95 02 5-4400-164 Paving 285.54
1-1001-000	8/14/2024	CHECK	061087	MINER'S ACE HARDWARE, INC.	399.42CR	OUTSTND	A	0/00/0000 * SEE BELOW
1-1001-000	8/14/2024	CHECK	061088	NVIRO	645.00CR	OUTSTND	A	0/00/0000 02 5-4400-163 MAINT: STRUCTURES/IMPRVS
1-1001-000	8/14/2024	CHECK	061089	PRO-TECH LANDSCAPE MANAGEMENT,	410.00CR	OUTSTND	A	0/00/0000 01 5-4100-173 MAINT:STRUCTURES/IMPROVE 205.00 10 5-4300-173 SO: MAINT. STRUCTURES/IM 205.00
1-1001-000	8/14/2024	CHECK	061090	QUILL CORPORATION	398.54CR	OUTSTND	A	0/00/0000 01 5-4100-200 OFFICE EXPENSE
1-1001-000	8/14/2024	CHECK	061091	R&R ROLL-OFF LLC	999.51CR	OUTSTND	A	0/00/0000 06 5-4900-220 PROFESSIONAL SERV
1-1001-000	8/14/2024	CHECK	061092	RINCON CONSULTANTS, INC.	557.75CR	OUTSTND	A	0/00/0000 02 5-4400-220 PROFESSIONAL/SPECIAL SER

*MINER'S ACE HARDWARE, INC. \$399.42
 02 5-4400-175 SYSTEM PARTS/OPERATING S \$ 29.10CR
 12 5-4350-172 FUEL \$ 60.88
 01 5-4195-175 OPERATING SUPPLIES \$313.07
 06 5-4900-175 OPERATING SUPPLIES \$ 54.57

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: 061071 THRU 061102

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	8/14/2024	CHECK	061093	ROBERT SCHULTZ	13,981.50CR	OUTSTND	A	0/00/0000 01 5-4100-223 LEGAL SERVICES
1-1001-000	8/14/2024	CHECK	061094	SLO - LAFCO	3,500.00CR	OUTSTND	A	0/00/0000 01 5-4200-220 PROFESSIONAL SERVICES
1-1001-000	8/14/2024	CHECK	061095	SPICE INTEGRATION CORP	945.00CR	OUTSTND	A	0/00/0000 02 5-4400-163 MAINT: STRUCTURES/IMPRVS
1-1001-000	8/14/2024	CHECK	061096	STATEWIDE TRAFFIC SAFETY & SIG	13,307.50CR	OUTSTND	A	0/00/0000 03 5-4500-177 SAFETY EXPENSE
1-1001-000	8/14/2024	CHECK	061097	THE JAM LAW GROUP APC	1,952.20CR	OUTSTND	A	0/00/0000 01 5-4100-223 LEGAL SERVICES
1-1001-000	8/14/2024	CHECK	061098	TROESH COLEMAN PACIFIC	434.42CR	OUTSTND	A	0/00/0000 02 5-4400-163 MAINT: STRUCTURES/IMPRVS 217.21 03 5-4500-163 MAINT: SEWER STRUCTURES/ 217.21
1-1001-000	8/14/2024	CHECK	061099	HD SUPPLY, INC. DBA USABLUERBOO	116.86CR	OUTSTND	A	0/00/0000 03 5-4500-175 SYSTEM PARTS/OPERATING S
1-1001-000	8/14/2024	CHECK	061100	VESTIS GROUP, INC. DBA VESTIS	297.93CR	OUTSTND	A	0/00/0000 01 5-4100-100 CLOTHING
1-1001-000	8/14/2024	CHECK	061101	WATER SYSTEMS CONSULTING, INC.	2,179.96CR	OUTSTND	A	0/00/0000 02 5-4400-380 NCMA TEC
1-1001-000	8/14/2024	CHECK	061102	ZENITH INSURANCE COMPANY	1,775.00CR	OUTSTND	A	0/00/0000 01 5-4100-075 COMPENSATION INSURANCE
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	222,566.70CR		
				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:	222,566.70CR		
				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: 061103 THRU 061103

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	8/21/2024	CHECK	061103	GOULD, RICHARD	5.23CR	OUTSTND	A	0/00/0000 02 1-1102-000 A/R - REFUNDS
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	5.23CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	5.23CR		
				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: 061104 THRU 061109

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
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1-1001-000	8/21/2024	CHECK	061104	TAFOYA, RACHEL	120.00CR	OUTSTND	A	0/00/0000 02 1-1102-000 A/R - REFUNDS
1-1001-000	8/21/2024	CHECK	061105	BROOKING, JESSICA	403.46CR	OUTSTND	A	0/00/0000 02 1-1102-000 A/R - REFUNDS
1-1001-000	8/21/2024	CHECK	061106	GRIEB, GARY	64.56CR	OUTSTND	A	0/00/0000 02 1-1102-000 A/R - REFUNDS
1-1001-000	8/21/2024	CHECK	061107	UZUNISMAIL, LAURAN	44.69CR	OUTSTND	A	0/00/0000 02 1-1102-000 A/R - REFUNDS
1-1001-000	8/21/2024	CHECK	061108	CEPEDA, AUDRIE	88.03CR	OUTSTND	A	0/00/0000 02 1-1102-000 A/R - REFUNDS
1-1001-000	8/21/2024	CHECK	061109	VUKOVICH, LINDA	29.40CR	OUTSTND	A	0/00/0000 02 1-1102-000 A/R - REFUNDS
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	750.14CR		
				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:	750.14CR		
				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: 061116 THRU 061121

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	8/22/2024	CHECK	061116	GROUNDWATER SOLUTIONS INC, DBA	5,438.98CR	OUTSTND	A	0/00/0000 02 5-4400-380 NCMA TEC
1-1001-000	8/22/2024	CHECK	061117	J.B. DEWAR, INC.	316.93CR	OUTSTND	A	0/00/0000 12 5-4350-172 FUEL
1-1001-000	8/22/2024	CHECK	061118	OPTIMIZED INVESTMENT PARTNERS	393.22CR	OUTSTND	A	0/00/0000 01 5-4100-220 PROFESSIONAL SERVICES
1-1001-000	8/22/2024	CHECK	061119	QUILL CORPORATION	141.52CR	OUTSTND	A	0/00/0000 01 5-4100-200 OFFICE EXPENSE
1-1001-000	8/22/2024	CHECK	061120	R. BAKER, INC.	41,000.00CR	OUTSTND	A	0/00/0000 02 5-4400-320 FIXED ASSETS: EQUIPMENT
1-1001-000	8/22/2024	CHECK	061121	WONDERFUL THINGS, INC, DBA THE	80.46CR	OUTSTND	A	0/00/0000 01 5-4200-200 OFFICE EXPENSE

TOTALS FOR ACCOUNT 1-1001-0

CHECK	TOTAL:	47,371.11CR
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:	47,371.11CR
DEPOSIT	TOTAL:	0.00
INTEREST	TOTAL:	0.00
MISCELLANEOUS	TOTAL:	0.00
SERVICE CHARGE	TOTAL:	0.00
EFT	TOTAL:	0.00
BANK-DRAFT	TOTAL:	0.00

Payroll Summary Report
Board of Directors - Agenda Date August 28, 2024

	(*)	
<u>Gross Wages</u>	7/27/2024	8/10/2024
Regular	\$30,986.71	\$30,784.77
Overtime Wages	\$664.25	\$771.45
Stand By	\$420.00	\$840.00
	<u>\$32,070.96</u>	<u>\$32,396.22</u>
Cell Phone Allowance	\$62.50	\$62.50
Health Pay-Out	<u>\$272.50</u>	<u>\$272.50</u>
Total Wages	<u>\$32,405.96</u>	<u>\$32,731.22</u>

<u>Disbursements</u>		
Net Wages	\$23,851.50	\$24,132.54
State and Federal Agencies	\$6,456.36	\$6,492.98
CalPERS - Normal	\$6,118.12	\$6,118.12
SEIU - Union Fees	<u>\$167.80</u>	<u>\$167.80</u>
Total Disbursements processed with Payroll	<u>\$36,593.78</u>	<u>\$36,911.44</u>
Health (Disbursed with reoccurring bills)	\$5,948.22	\$5,948.22
Total District Payroll Related Costs	<u>\$42,542.00</u>	<u>\$42,859.66</u>

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

Oceano Community Services District
Five Star Bank Mastercard

A/P Mastercard Credit Card Disbursement

Date	Name	Amount	Description	GL Account #
07/22/2024	CALIFORNIA ASSOCIATION SACRAMENTO CA	\$695.00	CLASSES/SEMINARS/TRAINING FEES	01-5-4100-285
07/22/2024	AGODA.COM INTERNET DF	\$362.02	CLASSES/SEMINARS/TRAINING FEES	01-5-4100-285
07/22/2024	PORTOLA HOTEL AND SPA MONTEREY CA	\$587.07	CLASSES/SEMINARS/TRAINING FEES	01-5-4100-285
07/18/2024	TST* COMPANION BAKESHO APTOS CA	\$12.43	CLASSES/SEMINARS/TRAINING FEES	01-5-4100-285
07/18/2024	INTUIT *QBOOKS ONLINE CL.INTUIT.COMCA	\$60.00	PERMITS, FEES LICENSES	01-5-4100-248
07/17/2024	TST* COMPANION BAKESHO APTOS CA	\$18.27	CLASSES/SEMINARS/TRAINING FEES	01-5-4100-285
07/17/2024	TAQUERIA LOS PERICOS APTOS CA	\$37.46	CLASSES/SEMINARS/TRAINING FEES	01-5-4100-285
07/16/2024	SEACLIFF INN TAPESTRY APTOS CA	\$237.37	CLASSES/SEMINARS/TRAINING FEES	02-5-4400-285
07/15/2024	MONTEREY'S FISH HOUSE MONTEREY CA	\$80.37	CLASSES/SEMINARS/TRAINING FEES	01-5-4100-285
07/08/2024	CALIFORNIA SPECIAL DIS SACRAMENTO CA	\$1,550.00	CLASSES/SEMINARS/TRAINING FEES	01-5-4100-285
07/02/2024	ZOOM.US 888-799-9666 SAN JOSE CA	\$47.59	OFFICE EXPENSE	01-5-4100-200

Total ACH - 08/14/2024 \$3,687.58

08/28/2024 Board Meeting - Five Star Bank Mastercard Online Payment - paid 08/14/2024	\$3,687.58
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ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:	-----							
1-1001-000	8/13/2024	CHECK	061064	AGP VIDEO INC.	1,570.00CR	OUTSTND	A	0/00/0000 01 5-4100-220 PROFESSIONAL SERVICES
1-1001-000	8/13/2024	CHECK	061065	CHARTER COMMUNICATIONS	150.00CR	OUTSTND	A	0/00/0000 01 5-4100-110 COMMUNICATIONS
1-1001-000	8/13/2024	CHECK	061066	COASTAL COPY, INC.	260.37CR	OUTSTND	A	0/00/0000 01 5-4100-220 PROFESSIONAL SERVICES
1-1001-000	8/13/2024	CHECK	061067	DE LAGE LANDEN FINANCIAL SERVI	213.43CR	OUTSTND	A	0/00/0000 01 5-4100-220 PROFESSIONAL SERVICES
1-1001-000	8/13/2024	CHECK	061068	DIGITAL WEST NETWORKS, INC.	277.84CR	OUTSTND	A	0/00/0000 01 5-4100-110 COMMUNICATIONS
1-1001-000	8/13/2024	CHECK	061069	SO CAL GAS	93.10CR	OUTSTND	A	0/00/0000 01 5-4100-290 UTILITIES
1-1001-000	8/13/2024	CHECK	061070	VERIZON WIRELESS	290.00CR	OUTSTND	A	0/00/0000 02 5-4400-110 COMMUNICATIONS 190.69 03 5-4500-110 COMMUNICATIONS 30.99 06 5-4900-110 COMMUNICATIONS 14.30 10 5-4300-110 COMMUNICATIONS 2.38 01 5-4100-110 COMMUNICATIONS 51.64
TOTALS FOR ACCOUNT 1-1001-0				CHECK TOTAL:	2,854.74CR			
				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:	2,854.74CR			
				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: 061110 THRU 061110

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
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1-1001-000	8/21/2024	CHECK	061110	PACIFIC GAS & ELECTRIC	4,905.63CR	OUTSTND	A	0/00/0000
								01 5-4195-295 STREET LIGHTING 2,959.76
								02 5-4400-290 UTILITIES 970.87
								03 5-4500-290 UTILITIES 116.95
								01 5-4100-290 UTILITIES 81.52
								01 5-4200-290 UTILITIES 9.86
								01 5-4200-290 UTILITIES 120.00
								01 5-4100-290 UTILITIES 480.00
								01 5-4100-200 OFFICE EXPENSE 166.67
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	4,905.63CR		
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				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:	4,905.63CR		
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				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
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1-1001-000	8/21/2024	CHECK	061111	COLONIAL LIFE AND ACCIDENT	170.98CR	OUTSTND	A	0/00/0000 01-2-2166-005 INS: VOLUNTARY
1-1001-000	8/21/2024	CHECK	061112	FRMS CALIFORNIA BANK & TRUST F	8,432.32CR	OUTSTND	A	0/00/0000 01-5-4100-090 INS: GROUP HEALTH/LIFE \$4,476.75 01-5-4100-603 UTILITY CREW-EMP INS \$3,955.57
1-1001-000	8/21/2024	CHECK	061113	HUMANA INSURANCE CO.	724.54CR	OUTSTND	A	0/00/0000 01-5-4100-090 INS: GROUP HEALTH/LIFE \$383.45 01-5-4100-603 UTILITY CREW-EMP INS \$341.09
1-1001-000	8/21/2024	CHECK	061114	PRINCIPAL LIFE INSURANCE COMPA	355.54CR	OUTSTND	A	0/00/0000 01-5-4100-090 INS: GROUP HEALTH/LIFE \$182.74 01-5-4100-603 UTILITY CREW-EMP INS \$172.80
1-1001-000	8/21/2024	CHECK	061115	TASC -CLIENT INVOICES	56.21CR	OUTSTND	A	0/00/0000 01-5-4100-090 INS: GROUP HEALTH/LIFE
TOTALS FOR ACCOUNT 1-1001-0				CHECK TOTAL:	9,739.59CR			
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				INTEREST TOTAL:	0.00			
				MISCELLANEOUS TOTAL:	0.00			
				SERVICE CHARGE TOTAL:	0.00			
				EFT TOTAL:	0.00			
				BANK-DRAFT TOTAL:	0.00			
TOTALS FOR POOLED CASH FUND				CHECK TOTAL:	9,739.59CR			
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				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

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

Date: August 28, 2024

To: Board of Directors

From: Peter Brown, General Manager
Carey Casciola, Business and Accounting Manager

Subject: **Agenda Item 8(D): District Support for Assembly Constitutional Amendment No. 1 related to District Infrastructure, including FCFA Fire Station #3 rehabilitation.**

Recommendation

It is recommended that the Oceano Community Services District (District) Board adopt a resolution of support California Assembly Constitutional Amendment (ACA) No. 1 (Proposition 5) in relation to district infrastructure.

Discussion

Local measures A-20 and A-22 were placed on the 2020 and 2022 elections which gave Oceano voters the choice to approve a special tax to increase funding for emergency medical and fire protection services and both measures fell short of the required supermajority 66.7% voter approval, achieving 66%, and 61% respectively. As a result, the OCSD divestiture process is underway such that the County of San Luis Obispo will be taking over the Five Cities Fire Authority contract payments and responsibilities. Board members have asked about a potential third ballot measure for voter consideration. And while a similar special fire tax is not likely to pass in the future, should the statewide ACA1 measure pass in November of 2024, there does exist a possibility for local voters to consider a new public works infrastructure tax measure. A potential new ballot measure in 2026 could be focused on fire equipment, rehabilitation of the Fire Station 3 and possible reconversion back from OCSD office to full fire station service, as well as the construction of a new OCSD business office on district-owned land on the corner of 13th and Front Streets.

Last year, the California legislature took steps to place ACA No. 1 (aka - CA Proposition 5) on the statewide ballot in November 2024. The bill would lower the necessary voter threshold from the supermajority (66.7%) to 55% to approve local general obligation bonds and special taxes for affordable housing and public infrastructure projects. If passes by statewide voters, the new provision under Proposition 5 would give the District an opportunity to request the voters to decide whether they support the idea of funding public works infrastructure improvements to rehabilitate and bring back into service Oceano Fire Station #3 and consider the potential construction of a voter funded new OCSD Administration Office on district-owned property.



Other Agency Involvement

The District consolidates elections with the County of San Luis Obispo.

Financial Considerations

Placing a measure on the consolidated election ballot can range from \$15,000-\$20,000.

Results

Reviewing new special tax requirements provides the Board with prudent information about future funding opportunities for public infrastructure projects. The Board taking a position of support for the proposed legislation makes clear the multitude of future funding opportunities available to OCSD and aligns the District with many other public agencies statewide.

Attachments:

1. ACA No. 1 Fact Sheet
2. ACA No. 1 Bill Text
3. Resolution of Support for CA Proposition 5



ACA 1 – 55% Vote for Local Affordable Housing and Public Infrastructure

Assembly Coauthors: Chiu (PC), Berman, Bloom, Bonta, Burke, Chu, Cooper, Eggman, Frazier, Eduardo Garcia, Gipson, Gloria, Gonzalez, Grayson, Holden, Jones-Sawyer, Kalra, Levine, Low, McCarty, Mullin, Nazarian, Quirk, Luz Rivas, Robert Rivas, Blanca Rubio, Santiago, Stone, Ting, Weber, Wicks, Wood
Senate Coauthors: Wiener (PC), Beall, Hill, Skinner

SUMMARY

ACA 1 will lower the necessary voter threshold from a two-thirds supermajority to 55 percent to approve local general obligation (GO) bonds and special taxes for affordable housing and public infrastructure projects.

ACA 1 is targeted to the urgent needs of local communities. This measure gives local governments a more realistic financing option to fund an increase in the supply of affordable housing, and to address the numerous local public infrastructure challenges cities, counties, and special districts are facing.

BACKGROUND

The California Constitution requires a two-thirds vote at the local level for both GO bonds and special taxes.

However, local school districts must only achieve 55 percent voter approval for school bonds to fund construction, reconstruction, rehabilitation, replacement of school facilities, furnishing of schools, or the acquisition or lease of real property.

From 2001 to 2013, over 2,200 local revenue measures have been placed before voters concerning school, city, county, or special district taxes or bonds. Majority vote tax measures have proven to be much more likely to pass, while just half of two-thirds vote measures succeeded. School bonds with a 55 percent have been the most successful, with four out of every five passing. In contrast, just half of two-thirds vote measures succeeded. A 55 percent voter threshold for special taxes would have made a dramatic difference. Nearly 80 percent of all two-thirds supermajority measures garnered more than 55 percent of “yes” votes.

1) AFFORDABLE HOUSING NEED

According to the Department of Housing & Community Development (HCD), in the last 10 years California has built an average of 80,000 homes per year, while the need to keep up with the housing need is approximately 180,000 homes per year. There is a shortfall of over one million rental homes affordable to extremely low and very low-income households.

2) LACK OF FUNDING FOR PUBLIC INFRASTRUCTURE

Cities, counties, and special districts face numerous challenges in securing funding for important local public infrastructure projects, including:

Water. Much of the state’s water supply, wastewater, and flood control infrastructure is aging. Rebuilding typically requires costly upgrades to meet increasingly high standards for water quality and infrastructure safety. In the last few decades, new mandates on managing stormwater runoff and climate change have added increased costs and heightened levels of management complexity. The water sector has historically relied heavily on locally generated revenues, which means that Proposition 13 (1978), Proposition 218 (1996), and Proposition 26 (2010), have made it increasingly difficult for local agencies to raise funds.

Parks and Recreation. According to the Statewide Comprehensive Outdoor Plan of 2015, 62 percent of Californians live in areas with less than 3 acres of parkland per 1,000 residents (the recognized standard for adequate parks). Additionally, 9 million people do not have a park within a half mile of their home.

Other Local Needs. Our local governments across the state know best what specific priorities matter most in their communities. For some, funding the costs of a new library or other public building is a means to create local engagement and encourage learning. For others, funding the expansion of broadband is a concern that can seem financially impossible. Strained public safety and emergency response resources in many regions could also benefit from much needed investment. Plus, with discussions underway in Washington D.C. about a possible federal infrastructure initiative, the ability to provide matching-dollars for federal grants is critical to being competitive for new grants.

3) IMPACT OF TWO-THIRDS VOTER REQUIREMENT

The California Constitution limits the opportunity for communities to decide to tax themselves to provide funding for local projects that meet goals and laws approved by the majority. One-third of local voters have the power to overrule fiscal decisions.

THIS BILL:

ACA 1 will lower the constitutional vote threshold to 55 percent for both GO bonds and special taxes, when proposed specifically for the construction, reconstruction, rehabilitation, or replacement of public infrastructure, affordable housing, or supportive housing. The bill will also specify requirements for voter protection, public notice, and financial accountability.

In practice, local officials propose a local bond or special tax, and then the voters in that community decide whether they support the idea or not. The voters would still need to overwhelmingly (with 55 percent of the vote) support a bond or special tax in order for it to be approved. ACA 1 will level the playing field and create parity between school districts and cities, counties, and special districts, so that all local governments have a viable financing tool to address community needs.

ACA 1 defines “public infrastructure” to include:

- Projects to provide water or protect water quality, sanitary sewer, treat wastewater or reduce pollution from storm water runoff;
- Protect property from impacts of sea level rise;
- Public buildings, including fire and police facilities;
- Parks, open space, and recreation facilities;
- Improvements to transit and streets and highways;
- Flood control;
- Public library facilities;
- Broadband expansion in underserved areas;
- Local hospital construction;
- Public safety buildings, facilities, and equipment;
- Public library facilities.

ACA 1 defines “affordable housing” and “supportive housing” to include:

- Housing developments that provide workforce housing affordable to households earning up to 150% of countywide median income;
- Housing developments that provide housing affordable to lower, low, or very low-income households, as those terms are defined in state law;
- Targeted housing that is linked to services that assist residents in retaining the housing, improving their health status, and maximizing their ability to live and, when possible, work in the community.

This bill proposes an amendment to the California Constitution, which means that if passed by the Legislature, the proposal would then go to the ballot for voter approval during the next statewide election.

SUPPORT:

- California Professional Firefighters (cosponsor)
- Housing California (cosponsor)
- State Building and Construction Trades Council (cosponsor)
- California Labor Federation (cosponsor)
- Alpine Village-Sequoia Crest Community Services District
- American Planning Association California
- Association of Bay Area Governments
- Association of California Healthcare Districts
- Bay Area Council
- Bay Area Housing Advocacy Coalition
- Bear Valley Community Services District
- Beaumont Library District
- Beaumont-Cherry Valley Water District
- Brooktrails Township Community Services District
- Burbank Housing
- California Apartment Association
- California Association of Council of Governments
- California Association of Housing Authorities (CAHA)
- California Association of Nonprofits
- California Association of Recreation & Park Districts
- California Association of Sanitation Agencies
- California Coalition for Rural Housing
- California Contract Cities
- California Fire Chiefs Association
- California Housing Consortium
- California Housing Partnership
- California Library Association
- California Library Services Board
- California Nurses Association
- California Park & Recreation Society
- California Rural Legal Assistance Foundation (CRLAF)
- California Special Districts Association
- California State Association of Counties (CSAC)
- California State Association of Electrical Workers
- California State Council of Laborers
- California State Pipe Trades Council
- California Transit Association
- California State Treasurer, Fiona Ma
- Cameron Park Community Services District
- Chicano Federation of San Diego County
- Chico Area Recreation and Park District
- Chino Valley Fire District
- Cities Association of Santa Clara
- City of Alameda
- City of Albany
- City of Arvin
- City of Burbank
- City of Camarillo
- City of Ceres
- City of Chowchilla
- City of Davis
- City of East Palo Alto
- City of Emeryville
- City of Goleta
- City of Gustine
- City of Laguna Beach

SUPPORT (continued)

City of Lathrop
City of Lodi
City of Long Beach
City of Manteca
City of Marin
City of Merced
City of Milpitas
City of Moorpark
City of Napa
City of Novato
City of Oakland
City of Oceanside
City of Placentia
City of Ripon
City of Riverbank
City of San Luis Obispo
City of Santa Monica
City of Stockton
City of Ventura
City of Walnut Creek
City of West Hollywood
City/County Association of Governments of San Mateo
County
Coalition for a New Community Library and Resource Center
Conejo Recreation District
County Mono
County of Marin
County of Monterey
County of Napa
County of Santa Clara
County of Solano
County of Yolo
Crestline Sanitation District
Cucamonga Valley Water District
Desert Recreation District
EAH Housing
East Bay for Everyone
East Bay Housing Organizations
East Bay Municipal Utilities District
East Bay Regional Park District
East Contra Costa Fire Protection District
Eden Housing
Environmental Defense Fund
Fallbrook Public Utility District
Fallbrook Regional Health District
Feather River Recreation and Park District
Fire Districts Association of California
Foundation for Monterey County Free Libraries
Fresno Mosquito and Vector Control District
Fulton-El Camino Recreation and Park District
Goleta West Sanitary District
Greater Merced Chamber of Commerce
Habitat for Humanity East Bay/Silicon Valley
Hayward Area Recreation and Park District
International Union of Elevator Constructors
International Union of Operating Engineers

League of California Cities
League of Women Voters of California
Los Angeles County Metropolitan Transportation Authority
Marin County Transit District
Marin County Council of Mayors and Councilmembers
Metropolitan Transportation Commission
Midpeninsula Regional Open Space District
MuniServices
Non-Profit Housing Association of Northern California
North Bay Leadership Council
North County Fire Protection District
North Tahoe Fire Protection District
Oceano Community Services District
Olivenhain Municipal Water District
Orange County Cemetery District
Palomar Health
Palos Verdes Library District
Pleasant Valley Recreation and Park District
Professional Engineers in California Government (PECG)
Salinas Valley Memorial Healthcare System
San Diego City Council President, Georgette Gómez
San Diego Habitat for Humanity
San Joaquin County Hispanic Chamber of Commerce
San Mateo County Transit District (SamTrans)
San Ramon Valley Fire Protection District
Santa Clara Valley Water District
Santa Ynez Community Services District
Shafter Parks and Recreation District
Silicon Valley @ Home
Silicon Valley Leadership Group
Solano Irrigation District
Solano Transportation Authority
South Coast Water District
Southern California Association of NonProfit Housing
SPUR (San Francisco Bay Area Planning and Urban Research
Association)
Rural County Representatives of California (RCRC)
Stege Sanitary District
The Two Hundred
Town of Discovery Bay Community Services District
Town of Yountville
United Contractors
Urban Counties of California
Ventura Council of Governments
Western Center on Law and Poverty
Western States Council Sheet Metal, Air, Rail, and
Transportation

Introduced by Assembly Members Aguiar-Curry, Berman, and Haney Haney, Lee, and Wicks
(Principal coauthor: Senator Wiener)

(Coauthors: Assembly Members Addis, Arambula, Bennett, Boerner, Bryan, Juan Carrillo, Friedman, Garcia, Grayson, Hart, Holden, Jackson, Kalra, Lowenthal, McCarty, Stephanie Nguyen, Ortega, Luz Rivas, Robert Rivas, Blanca Rubio, Santiago, Ting, Villapudua, Ward, and Wood) Weber, Wilson, Wood, and Zbur)

December 05, 2022

A resolution to propose to the people of the State of California an amendment to the Constitution of the State, by amending Sections 1 and 4 of Article XIII A thereof, by amending Section 2 of, and by adding Section 2.5 to, Article XIII C thereof, by amending Section 3 of Article XIII D thereof, and by amending Section 18 of Article XVI thereof, relating to local finance.

LEGISLATIVE COUNSEL'S DIGEST

ACA 1, as amended, Aguiar-Curry. Local government financing: affordable housing and public infrastructure: voter approval.

(1) The California Constitution prohibits the ad valorem tax rate on real property from exceeding 1% of the full cash value of the property, subject to certain exceptions.

This measure would create an additional exception to the 1% limit that would authorize a city, county, city and county, or special district to levy an ad valorem tax to service bonded indebtedness incurred to fund the construction, reconstruction, rehabilitation, or replacement of public infrastructure, affordable housing, or permanent supportive housing, or the acquisition or lease of real property for those purposes, if the proposition proposing that tax is approved by 55% of the voters of the city, county, or city and county, or special district, as applicable, and the proposition includes specified accountability requirements. The measure would specify that these provisions apply to any city, county, city and county, or special district measure imposing an ad valorem tax to pay the interest and redemption charges on bonded indebtedness for these purposes that is submitted at the same election as this measure.

(2) The California Constitution conditions the imposition of a special tax by a local government upon the approval of $\frac{2}{3}$ of the voters of the local government voting on that tax.

This measure would authorize a local government to impose, extend, or increase a sales and use tax or transactions and use tax imposed in accordance with specified law or a parcel tax, as defined, for the purposes of funding the construction, reconstruction, rehabilitation, or replacement of public infrastructure, affordable housing, or permanent supportive housing, or the acquisition or lease of real property for those purposes, if the proposition proposing that tax is approved by a majority vote of the membership of the governing board of the local government and by 55% of its voters voting on the proposition and the proposition includes specified accountability requirements. This measure would also make conforming changes to related provisions. The measure would specify that these provisions apply to any local measure imposing, extending, or increasing a sales and use tax, transactions and use tax, or parcel tax for these purposes that is submitted at the same election as this measure.

(3) The California Constitution prohibits specified local government agencies from incurring any indebtedness exceeding in any year the income and revenue provided in that year, without the assent of $\frac{2}{3}$ of the voters and subject to other conditions. In the case of a school district, community college district, or county office of education, the California Constitution permits a proposition for the incurrence of indebtedness in the form of general obligation bonds for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities, to be adopted upon the approval of 55% of the voters of the district or county, as appropriate, voting on the proposition at an election.

This measure would expressly prohibit a special district, other than a board of education or school district, from incurring any indebtedness or liability exceeding any applicable statutory limit, as prescribed by the statutes governing the special district. The measure would also similarly require the approval of 55% of the voters of the city, county, city and county, or special district, as applicable, to incur bonded indebtedness, exceeding in any year the income and revenue provided in that year, that is in the form of general obligation bonds issued to fund the construction, reconstruction, rehabilitation, or replacement of public infrastructure, affordable housing, or permanent supportive housing projects, if the proposition proposing that bond includes specified accountability requirements. The measure would specify that this 55% threshold applies to any proposition for the incurrence of indebtedness by a city, county, city and county, or special district for these purposes that is submitted at the same election as this measure.

Digest Key

Vote: 2/3 Appropriation: no Fiscal Committee: no Local Program: no

Bill Text

Resolved by the Assembly, the Senate concurring, That the Legislature of the State of California at its 2023–24 Regular Session commencing on the fifth day of December 2022, two-thirds of the membership of each house concurring, hereby proposes to the people of the State of California, that the Constitution of the State be amended as follows:

First— That Section 1 of Article XIII A thereof is amended to read:

SECTION 1. (a) The maximum amount of any ad valorem tax on real property shall not exceed 1 percent of the full cash value of that property. The 1 percent tax shall be collected by the counties and apportioned according to law to the districts within the counties.

(b) The limitation provided for in subdivision (a) shall not apply to ad valorem taxes or special assessments to pay the interest and redemption charges on any of the following:

- (1) Indebtedness approved by the voters before July 1, 1978.
- (2) Bonded indebtedness to fund the acquisition or improvement of real property approved on or after July 1, 1978, by two-thirds of the votes cast by the voters voting on the proposition.
- (3) Bonded indebtedness incurred by a school district, community college district, or county office of education for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities, approved by 55 percent of the voters of the district or county, as appropriate, voting on the proposition on or after November 8, 2000. This paragraph shall apply only if the proposition approved by the voters and resulting in the bonded indebtedness includes all of the following accountability requirements:
 - (A) A requirement that the proceeds from the sale of the bonds be used only for the purposes specified in this paragraph, and not for any other purpose, including teacher and administrator salaries and other school operating expenses.
 - (B) A list of the specific school facilities projects to be funded and certification that the school district board, community college board, or county office of education has evaluated safety, class size reduction, and information technology needs in developing that list.
 - (C) A requirement that the school district board, community college board, or county office of education conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed.
 - (D) A requirement that the school district board, community college board, or county office of education conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects.
- (4) (A) Bonded indebtedness incurred by a city, county, city and county, or special district for the construction, reconstruction, rehabilitation, or replacement of public infrastructure, affordable housing, or permanent supportive housing for persons at risk of chronic homelessness, including persons with mental illness, or the acquisition or lease of real property for public infrastructure, affordable housing, or permanent supportive housing for persons at risk of chronic homelessness, including persons with mental illness, approved by 55 percent of the voters of the city, county, city and county, or special district, as appropriate, voting on the proposition on or after the effective date of the measure adding this paragraph. This paragraph shall apply only if the proposition approved by the voters and resulting in the bonded indebtedness includes all of the following accountability requirements:
 - (i) A requirement that the proceeds from the sale of the bonds be used only for the purposes specified in this paragraph, and not for any other purpose, including city, county, city and county, or special district employee salaries and other operating expenses.
 - (ii) The specific local program or ordinance through which projects will be funded and a certification that the city, county, city and county, or special district has evaluated alternative funding sources.
 - (iii) A requirement that the city, county, city and county, or special district conduct an annual, independent performance audit to ensure that the funds have been expended pursuant to the local program or ordinance specified in clause (ii).
 - (iv) A requirement that the city, county, city and county, or special district conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the public infrastructure or affordable housing projects, as applicable.
 - (v) A requirement that the city, county, city and county, or special district post the audits required by clauses (iii) and (iv) in a manner that is easily accessible to the public.
 - (vi) A requirement that the city, county, city and county, or special district appoint a citizens' oversight committee to ensure that bond proceeds are expended only for the purposes described in the measure approved by the voters.

(B) For purposes of this paragraph:

- (i) "Affordable housing" shall include housing developments, or portions of housing developments, that provide workforce housing affordable to households earning up to 150 percent of countywide median income, and housing developments, or portions of housing developments, that provide housing affordable to lower, low-, or very low income households, as those terms are defined in state law.
- (ii) "At risk of chronic homelessness" includes, but is not limited to, persons who are at high risk of long-term or intermittent homelessness, including persons with mental illness exiting institutionalized settings, including, but not limited to, jail and mental health facilities, who were homeless prior to admission, transition age youth experiencing homelessness or with significant barriers to housing stability, and others, as defined in program guidelines.
- (iii) "Permanent supportive housing" means housing with no limit on length of stay, that is occupied by the target population, and that is linked to onsite or offsite services that assist residents in retaining the housing, improving their health status, and maximizing their ability to live and, when possible, work in the community. "Permanent supportive housing" includes associated facilities, if those facilities are used to provide services to housing residents.
- (iv) "Public infrastructure" shall include, but is not limited to, projects that provide any of the following:
 - (I) Water or ~~protect~~ protection of water quality.
 - (II) Sanitary sewer.
 - (III) Treatment of wastewater or reduction of pollution from stormwater runoff.
 - (IV) Protection of property from impacts of sea level rise.
 - (V) Parks and recreation facilities.
 - (VI) Open space.
 - (VII) Improvements to transit and streets and highways.
 - (VIII) Flood control.
 - (IX) Broadband internet access service expansion in underserved areas.
 - (X) Local hospital construction.
 - (XI) Public safety buildings or facilities, equipment related to fire suppression, emergency response equipment, or interoperable communications equipment for direct and exclusive use by fire, emergency response, ~~policy~~, police, or sheriff personnel.
 - (XII) Public library facilities.

(v) "Special district" has the same meaning as provided in subdivision (c) of Section 1 of Article XIII C and specifically includes a transit district, a regional transportation commission, and an association of governments, except that "special district" does not include a school district, redevelopment agency, or successor agency to a dissolved redevelopment agency.

(C) This paragraph shall apply to any city, county, city and county, or special district measure imposing an ad valorem tax to pay the interest and redemption charges on bonded indebtedness for those purposes described in this paragraph that is submitted at the same election as the measure adding this paragraph.

(c) (1) Notwithstanding any other provisions of law or of this Constitution, a school district, community college district, or county office of education may levy a 55-percent vote ad valorem tax pursuant to paragraph (3) of subdivision (b).

(2) Notwithstanding any other provisions of law or of this Constitution, a city, county, city and county, or special district may levy a 55-percent vote ad valorem tax pursuant to paragraph (4) of subdivision (b).

Second— That Section 4 of Article XIII A thereof is amended to read:

SEC. 4. Except as provided by Section 2.5 of Article XIII C, a city, county, or special district, by a two-thirds vote of its voters voting on the proposition, may impose a special tax within that city, county, or special district, except an ad valorem tax on real property or a transactions tax or sales tax on the sale of real property within that city, county, or special district.

Third— That Section 2 of Article XIII C thereof is amended to read:

SEC. 2. Notwithstanding any other provision of this Constitution:

- (a) Any tax imposed by a local government is either a general tax or a special tax. A special district or agency, including a school district, has no authority to levy a general tax.
- (b) A local government may not impose, extend, or increase any general tax unless and until that tax is submitted to the electorate and approved by a majority vote. A general tax is not deemed to have been increased if it is imposed at a rate not higher than the maximum rate so approved. The election required by this subdivision shall be consolidated with a regularly scheduled general election for members of the governing body of the local government, except in cases of emergency declared by a unanimous vote of the governing body.

(c) Any general tax imposed, extended, or increased, without voter approval, by any local government on or after January 1, 1995, and before the effective date of this article, may continue to be imposed only if that general tax is approved by a majority vote of the voters voting in an election on the issue of the imposition, which election shall be held no later than November 6, 1996, and in compliance with subdivision (b).

(d) Except as provided by Section 2.5, a local government may not impose, extend, or increase any special tax unless and until that tax is submitted to the electorate and approved by a two-thirds vote. A special tax is not deemed to have been increased if it is imposed at a rate not higher than the maximum rate so approved.

Fourth— That Section 2.5 is added to Article XIII C thereof, to read:

SEC. 2.5. (a) The imposition, extension, or increase of a sales and use tax imposed in accordance with the Bradley-Burns Uniform Local Sales and Use Tax Law (Part 1.5 (commencing with Section 7200) of Division 2 of the Revenue and Taxation Code) or a successor law, a transactions and use tax imposed in accordance with the Transactions and Use Tax Law (Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code) or a successor law, or a parcel tax imposed by a local government for the purpose of funding the construction, reconstruction, rehabilitation, or replacement of public infrastructure, affordable housing, or permanent supportive housing for persons at risk of chronic homelessness, including persons with mental illness, or the acquisition or lease of real property for public infrastructure, affordable housing, or permanent supportive housing for persons at risk of chronic homelessness, including persons with mental illness, is subject to approval by 55 percent of the voters in the local government voting on the proposition, if both of the following conditions are met:

- (1) The proposition is approved by a majority vote of the membership of the governing board of the local government.
- (2) The proposition contains all of the following accountability requirements:
 - (A) A requirement that the proceeds of the tax only be used for the purposes specified in the proposition, and not for any other purpose, including general employee salaries and other operating expenses of the local government.
 - (B) The specific local program or ordinance through which projects will be funded and a certification that the city, county, city and county, or special district has evaluated alternative funding sources.
 - (C) A requirement that the local government conduct an annual, independent performance audit to ensure that the proceeds of the special tax have been expended pursuant to the local program or ordinance specified in subparagraph (B).
 - (D) A requirement that the local government conduct an annual, independent financial audit of the proceeds from the tax during the lifetime of that tax.
 - (E) A requirement that the local government post the audits required by subparagraphs (C) and (D) in a manner that is easily accessible to the public.
 - (F) A requirement that the local government appoint a citizens' oversight committee to ensure the proceeds of the special tax are expended only for the purposes described in the measure approved by the voters.

(b) For purposes of this section, the following terms have the following meanings:

- (1) "Affordable housing" shall include housing developments, or portions of housing developments, that provide workforce housing affordable to households earning up to 150 percent of countywide median income, and housing developments, or portions of housing developments, that provide housing affordable to lower, low-, or very low income households, as those terms are defined in state law.
- (2) "At risk of chronic homelessness" includes, but is not limited to, persons who are at high risk of long-term or intermittent homelessness, including persons with mental illness exiting institutionalized settings, including, but not limited to, jail and mental health facilities, who were homeless prior to admission, transition age youth experiencing homelessness or with significant barriers to housing stability, and others, as defined in program guidelines.
- (3) "Permanent supportive housing" means housing with no limit on length of stay, that is occupied by the target population, and that is linked to onsite or offsite services that assist residents in retaining the housing, improving their health status, and maximizing their ability to live and, when possible, work in the community. "Permanent supportive housing" includes associated facilities, if those facilities are used to provide services to housing residents.
- (4) "Local government" has the same meaning as provided in subdivision (b) of Section 1 of this article and specifically includes a transit district, a regional transportation commission, and an association of governments.
- (5) "Public infrastructure" shall include, but is not limited to, the projects that provide any of the following:
 - (A) Water or ~~protect~~ protection of water quality.
 - (B) Sanitary sewer.
 - (C) Treatment of wastewater or reduction of pollution from stormwater runoff.
 - (D) Protection of property from impacts of sea level rise.
 - (E) Parks and recreation facilities.
 - (F) Open space.
 - (G) Improvements to transit and streets and highways.
 - (H) Flood control.
 - (I) Broadband internet access service expansion in underserved areas.
 - (J) Local hospital construction.
 - (K) Public safety buildings or facilities, equipment related to fire suppression, emergency response equipment, or interoperable communications equipment for direct and exclusive use by fire, emergency response, ~~policy~~, police, or sheriff personnel.
 - (L) Public library facilities.

(c) This section shall apply to any local measure imposing, extending, or increasing a sales and use tax imposed pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law, a transactions and use tax imposed in accordance with the Transactions and Use Tax Law, or a parcel tax imposed by a local government for those purposes described in subdivision (a) that is submitted at the same election as the measure adding this section.

Fifth— That Section 3 of Article XIII D thereof is amended to read:

SEC. 3. (a) An agency shall not assess a tax, assessment, fee, or charge upon any parcel of property or upon any person as an incident of property ownership except:

- (1) The ad valorem property tax imposed pursuant to Article XIII and Article XIII A.
- (2) Any special tax receiving a two-thirds vote pursuant to Section 4 of Article XIII A or receiving a 55-percent approval pursuant to Section 2.5 of Article XIII C.
- (3) Assessments as provided by this article.
- (4) Fees or charges for property-related services as provided by this article.

(b) For purposes of this article, fees for the provision of electrical or gas service are not deemed charges or fees imposed as an incident of property ownership.

Sixth— That Section 18 of Article XVI thereof is amended to read:

SEC. 18. (a) A county, city, town, township, board of education, or school district, shall not incur any indebtedness or liability in any manner or for any purpose exceeding in any year the income and revenue provided for that year, without the assent of two-thirds of the voters of the public entity voting at an election to be held for that purpose, except that with respect to any such public entity that is authorized to incur indebtedness for public school purposes, any proposition for the incurrence of indebtedness in the form of general obligation bonds for the purpose of repairing, constructing, or replacing public school buildings determined, in the manner prescribed by law, to be structurally unsafe for school use, shall be adopted upon the approval of a majority of the voters of the public entity voting on the proposition at the election; nor unless before or at the time of incurring such indebtedness provision shall be made for the collection of an annual tax sufficient to pay the interest on such indebtedness as it falls due, and to provide for a sinking fund for the payment of the principal thereof, on or before maturity, which shall not exceed ~~forty~~ 40 years from the time of contracting the indebtedness. A special district, other than a board of education or school district, shall not incur any indebtedness or liability exceeding any applicable statutory limit, as prescribed by the statutes governing the special district as they currently read or may thereafter be amended by the Legislature.

(b) (1) Notwithstanding subdivision (a), any proposition for the incurrence of indebtedness in the form of general obligation bonds for the purposes described in paragraph (3) or (4) of subdivision (b) of Section 1 of Article XIII A shall be adopted upon the approval of 55 percent of the voters of the school district, community college district, county office of education, city, county, city and county, or other special district, as appropriate, voting on the proposition at an election. This subdivision shall apply to a proposition for the incurrence of indebtedness in the form of general obligation bonds for the purposes specified in this subdivision only if the proposition meets all of the accountability requirements of paragraph (3) or (4) of subdivision (b), as appropriate, of Section 1 of Article XIII A.

(2) The amendments made to this subdivision by the measure adding this paragraph shall apply to any proposition for the incurrence of indebtedness in the form of general obligation bonds pursuant to this subdivision for the purposes described in paragraph (4) of subdivision (b) of Section 1 of Article XIII A that is submitted at the same election as the measure adding this paragraph.

(c) When two or more propositions for incurring any indebtedness or liability are submitted at the same election, the votes cast for and against each proposition shall be counted separately, and if two-thirds or a majority or 55 percent of the voters, as the case may be, voting on any one of those propositions, vote in favor thereof, the proposition shall be deemed adopted.

**OCEANO COMMUNITY SERVICES DISTRICT
RESOLUTION NO: 2024 - ____**

**A RESOLUTION BY THE BOARD OF DIRECTORS OF THE OCEANO COMMUNITY
SERVICES DISTRICT IN SUPPORT OF ASSEMBLY CONSTITUTION AMENDMENT
NO. 1 RELATED TO DISTRICT INFRASTRUCTURE**

WHEREAS, the Oceano Community Services District was formed in 1981 by a reorganization dissolving County Service Area No. 13, Oceano Lighting District, Oceano Beach Lighting District, Oceano Sanitary District, Oceano Fire Protection District; and

WHEREAS, in 2020 and 2022 the Oceano Community Services District Board of Directors initiated two local measures, A-20 and A-22, giving the Oceano voters the choice to approve a special tax to increase funding for emergency medical and fire protection service; and

WHEREAS, both measures fell short of the required supermajority of 66.7% voter approval, achieving 66% in 2020 and 61% in 2022; and

WHEREAS, while a similar special fire tax is not likely to pass in the future, should the statewide ACA1 measure (CA Proposition 5) pass in November of 2024, there does exist a possibility for local voters to consider a new public works infrastructure tax measure; and

WHEREAS, the California legislature took steps to place ACA No. 1 (CA Proposition 5) on the statewide ballot in November 2024 to lower the necessary voter threshold from the supermajority (66.7%) to 55% to approve local general obligation bonds and special taxes for affordable housing and public infrastructure projects; and

WHEREAS, the new provision under Proposition 5 would give the District an opportunity to request the voters to decide whether they support the idea of funding public works infrastructure improvements to rehabilitate and bring back into service Oceano Fire Station #3, and consider the potential construction of a new OCSD Administration Office on district-owned property thus reducing ratepayer lease expenses; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Oceano Community Services District that:

1. The foregoing recitals are true and correct.
2. The Oceano Community Services District Board of Directors officially take the position of “support” for the passage of CA Proposition 5, or ACA No. 1.

PASSED AND ADOPTED by the Board of Directors of the Oceano Community Services District on August 28, 2024, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

President, Board of Directors
of the Oceano Community Services District

ATTEST:

Board Secretary of the
Oceano Community Services District

APPROVED AS TO FORM:

Robert Schultz, District Counsel



Oceano Community Services District

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

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

Date: August 28, 2024

To: Board of Directors

From: Peter Brown, General Manager

Subject: **Agenda Item #8(E):** Adoption of the Notice of Completion (NOC) for the Water Storage Tank Rehabilitation Project (Contract No. 2023-03)

Recommendation

It is recommended that the Board of the Oceano Community Services District Certify the Notice of Completion for the Water Storage Tank Rehabilitation Project (Contract No. 2023-03) and authorize the General Manager to sign and submit the NOC.

Discussion

The District was awarded funds as a subrecipient under the County of San Luis Obispo for the 2022 Community Development Block Grant (CDBG) to support the Water Reservoir Rehabilitation Project. The project rehabilitated and repaired the existing 297,000-gallon water tank located at the District-owned water yard at 1935 Wilmar Avenue, Oceano, CA 93445. A timeline of the project milestones:

- October 27, 2021: The Board approved a grant application for a water tank rehabilitation project through the County of San Luis Obispo Community Development Block Grant public facilities program
- October 29, 2021: The Grant application was submitted
- April 13, 2022: The Board approved a letter of support
- July 7, 2022: The Notice of Award received for CDBG funds totaling \$225,000
- November 11, 2022: NEPA (National Environmental Policy Act) clearance received
- February 22, 2023: The Board:
 - Approved a budget adjustment in the amount of \$325,000 in the Water Fund from CDBG grant revenues (\$225k) and District water fund reserves (\$100k)
 - Found that the Project is exempt from Section 21000 et seq. of the California Public Resources Code (CEQA) and directed the General Manager to sign the Notice of Exemption and file with the County Clerk/Recorder
 - Approved the contract with Advanced Technical Services, Inc. for design and construction management Consultant Services in the amount of \$96,952
- March 17, 2023: Grant Agreement executed



Oceano Community Services District

Board of Directors Meeting

- October 11, 2023: the Board adopted the Plans and Specifications and gave authorization to go out to bid
- December 13, 2023: the Board awarded the Construction Contract to Crosno Construction Inc. in the amount of \$583,630 plus a 10% contingency for a total contract of \$641,993 with a budget adjustment of \$416,993 in District funds to supplement the \$225k in CDBG dollars.

The contract is now complete, and all approvals have been received to issue the Notice of Completion for the Project.

Other Agency Involvement

The County of San Luis Obispo granting agency.

Financial Considerations

The Project is under budget after a change order for caulking of \$4,240. See the table below:

Construction Contract Costs	Design/ Construction Management	Total Project Costs	Budgeted CDBG Funds	2/22/2023 Budgeted Adjustment Water Fund	12/13/2023 Budget Adjustment Water Fund	Difference
<u>\$ 587,870</u>	<u>\$ 96,952</u>	<u>\$ 684,822</u>	\$ 225,000	\$ 100,000	\$ 416,993	\$ 57,171

Results

Issuing a Notice of Completion for projects supports finalizing the project for the contractor and District.

Attachment:

1. Notice of Completion

RECORDING REQUESTED BY:

Oceano Community Services District

WHEN RECORDED MAIL TO:

Peter Brown
Oceano Community Services District
1655 Front Street
Oceano, CA 93445

NOTICE OF COMPLETION

THIS IS TO CERTIFY that the Contract entered into on January 4, 2024 by and between the Oceano Community Services District, 1655 Front St., Oceano, CA 93445, hereinafter referred to as Owner, and Crosno Construction Inc., 819 Sheridan Rd, CA 93420, hereinafter referred to as Contractor, for all work necessary to complete the project of the Water Storage Tank Rehabilitation Project Contract No 2023-03, Oceano, California 93445 has been duly and substantially completed in accordance with the requirements of the plans, specifications, and contract documents and I hereby acknowledge the completion and acceptance on the 13th day of August , 2024, on behalf of the Owner.

Oceano Community Services District

Peter Brown, General Manager
Authorized Agent

STATE OF CALIFORNIA)
)ss.
COUNTY OF SAN LUIS OBISPO)

Peter Brown, General Manager of the Oceano Community Services District, being duly sworn says:

That he is the General Manager and Authorized Agent for the Oceano Community Services District; that the District that executed the foregoing Notice of the interest or estate in the property herein described; that he makes this verification on behalf of the District, and that he has read said Notice and knows the contents thereof, and that the facts therein stated are true.

I hereby certify under the Penalty of perjury under the laws of the State of California that the forgoing is true and correct.

Executed at Oceano, California this 29th day of August 2024.

Signature: _____
Peter Brown, General Manager



Oceano Community Services District

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

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

Date: August 28, 2024

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

Subject: **Agenda Item #9(A): Consideration of a Recommendation to Approve the Final FY 2024-25 Budget**

Recommendation

It is recommended that the Oceano Community Services Board approve the Final Budget for Fiscal Year (FY) 2024-2025.

Discussion

The FY 2024-25 Preliminary Budget approved on June 26, 2024, with [Resolution 2024-08](#), established the revenue and expenditure plans illustrated in the attached budget schedules (Attachment A), which now also include encumbrances (Attachment B) for contracts and related grant revenues that carry-over from FY 2023-24, and reserves (Attachment C). Since the approval of the Preliminary Budget established the revenue and expenditure plans, the primary purpose of adopting the final budget is to establish the District's financial reserves for FY 2024-25.

Reserve amounts are based on the initial closing of accounting records on June 30, 2024. Some adjustments may occur once the final accounting closing and audit are complete in the next few months. Significant adjustments are not expected since the initial closing has evaluated the accounting of significant items.

The District's detailed reserves in the Final Budget are included in Attachment C. The exhibit illustrating reserves includes beginning balances, the Fund Balance Available (FBA) and encumbrances from FY 2023-24, additions, cancellations, and estimated ending reserve balances on June 30, 2025. It also provides the reserve details for each fund. Establishing the details is a Board discretionary decision, except for restricted reserves which have legal conditions for their use. The District's primary restricted reserves are for Public Facilities Fees, which will be issued to the County of San Luis Obispo once the District has divested fire and emergency services. Ending reserve balances on June 30, 2025, will vary from estimates based on revenues and expenditure variances that develop during FY 2024-25.



Oceano Community Services District

Board of Directors Meeting

The following table illustrates a summary of reserves for each fund:

Fund	Estimated Beginning July 1, 2024	Increase/(Decrease)	Divestiture of Fire/Emergency Services	Estimated Ending June 30, 2025
General	\$ 219,255	\$ (145,886)	\$ 0	\$ 73,369
Facilities	249,712	144,737	(339,712)	54,737
Total General	\$ 468,967	\$ (1,149)	\$ (339,712)	\$ 128,106
Water	\$ 909,405	\$ 1,613,371	\$ 0	\$ 2,522,776
Wastewater	1,211,599	(87,301)	0	1,124,298
Solid Waste	121,740	(7,645)	0	114,095
Equipment	40,290	4,024	0	44,314
Total Enterprise	\$ 2,283,034	\$ 1,522,449	\$ 0	\$ 3,805,484
District Totals	\$ 2,752,001	\$ 1,521,300	\$ (339,712)	\$ 3,933,589

The following are the primary items related to the Final Budget reserves:

1. The decrease in General Fund reserves of \$145,886 resulted from the Five Cities Fire Authority Contract increasing to a monthly cost of \$142,167 through December 2024.
2. The decrease in Facilities Fund reserves of \$194,975 is a result of the divestiture in Fire and Emergency services to the County of San Luis Obispo. The Public Facilities Fees reserves of \$249,712 and \$90,000 for facility improvements from FY 2023-24 will be issued to the County of San Luis Obispo based on the County's Plan for Service.
3. The Water Fund reserves will increase by \$1,613,371 based on the FBA and the encumber grant revenues from the prior year totaling \$1,223,197.
4. The Wastewater Fund will decrease reserves by \$87,301 based on the current fixed rate structure and deficit in operating costs, a drop of 7.2%.
5. The Solid Waste Fund reserves will decrease by \$7,645 based on the prior year FBA and Resolution 2020-02 that reduced the franchise fee payment from South County Sanitary from 10% to 5%.



Other Agency Involvement

Once approved, the county auditor and the Local Agency Formation Commission are provided with copies of the District's annual budget. Numerous other agencies, including the Five Cities Fire Authority and the County of San Luis Obispo, are involved in developing the district's budget.

Other Financial Considerations

Grant revenues continue to be necessary for the District. The Water Fund has received \$875,000 for the Water Resource Reliability Program, \$1.9 Million for the Stormwater Capture and Groundwater Recharge Project, \$1.15 Million for additional waterlines from Proposition 1 grant funds, and recently \$1 Million from Carbajal Community Project Funding. The Solid Waste Fund has received \$21,650 from the Integrated Waste Management Authorities Technical Assistance Grant Program and the County Off-Highway Vehicle fund, and \$11,650 from the County of San Luis Obispo Off-Highway Motor Vehicle Grant Program.

The upcoming water and wastewater rate studies will establish funding for the long-term capital improvement plans and utility staffing/operations, which will be funded through a combination of pay-as-you-go, grant funds, and debt-financed projects.

Results

Reviewing the Final 2024-25 budget and reserves helps support financial transparency and a well-governed community.

Attachments:

- A. FY 2024-25 Final Budget
- B. Encumbrances from FY 2023-24
- C. Summary of Reserves FY 2024-25

OCSD FY 2024-2025 FINAL BUDGET



BUDGET SUMMARY





GENERAL FUND





**OCEANO COMMUNITY SERVICES DISTRICT
GENERAL FUND
SUMMARY**

ACCOUNT NO.	GENERAL FUND (GF)	FINAL BUDGET FY 2024/25
SOURCES OF FUNDS		
	Fire	\$0
	Lighting (County Property Tax Estimate \$53,716)	\$0
	Parks & Recreation	\$0
	Facilities	\$76,893
	Admin	\$2,052,418
	Total Sources of Funds	\$2,129,312
USES OF FUNDS		
	Fire (6 months)	\$893,971
	Lighting	\$53,716
	Parks & Recreation	\$31,553
	Facilities	\$40,524
	Admin	\$1,341,645
	Total Expenditures	\$2,361,409
OPERATING SURPLUS/(DEFICIT)		
	Fire	(\$893,971)
	Lighting	(\$53,716)
	Parks & Recreation	(\$31,553)
	Facilities	\$36,369
	Admin	\$710,773
	OPERATING SURPLUS/(DEFICIT)	(\$232,098)
TRANSFERS & ENCUMBRANCES		
	Transfers In - From Water & Garbage Funds	31,500
	(Transfers Out)	0
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds)	(7,111)
	NET TRANSFERS & ENCUMBRANCES	\$24,389
RESERVES		
	Prior Year FBA	(206,560)
	(Use of Reserves)	(1,149)
	Additions to Reserves	0
	Other Adjustments - PFF's and Sheriff Facility Improvements	(339,712)
	RESERVES - INCREASE / (DECREASE)	(\$547,421)
NET BUDGETARY SOURCES/USES		
		(\$339,712)
RESERVES		
	Beginning Reserves & Prior Year FBA	\$675,527
	Operating Surplus / (Deficit)	(\$232,098)
	Transfers & Encumbrances	\$24,389
	Other Adjustments - PFF's and Sheriff Facility Improvements to County of SLO	(\$339,712)
	ENDING RESERVES	\$128,106



ADMINISTRATIVE BUDGET





**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
ADMINISTRATIVE DEPARTMENT - GENERAL FUND - 01**

ACCOUNT NO.	GENERAL FUND (GF) ADMINISTRATIVE DEPARTMENT - 01	FINAL BUDGET FY 2024/25
SOURCES OF FUNDS		
	Revenues	\$710,773
	Other Sources of Funds	\$1,341,645
	Total Sources of Funds	\$2,052,418
USES OF FUNDS		
PERSONNEL SERVICES		
	Salaries & Wages	\$480,500
	Benefits	\$197,450
	Personnel Services	\$677,950
	Services & Supplies	\$423,585
	Operating Crew Benefits Allocation	\$240,110
	Administrative Cost	\$0
	Total Expenditures	\$1,341,645
	OPERATING SURPLUS/(DEFICIT)	\$710,773
TRANSFERS & ENCUMBRANCES		
	Transfers In - From Facilities Fund	0
	(Transfers Out) - Fire, Lighting, Parks & Rec (Property Taxes)	(979,240)
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds)	(7,111)
	NET TRANSFERS & ENCUMBRANCES	(\$986,351)
RESERVES		
	Prior FBA	(129,692)
	(Use of Reserves)	(145,886)
	Additions to Reserves	0
	Other Adjustments	0
	RESERVES - INCREASE / (DECREASE)	(\$275,578)
	NET BUDGETARY SOURCES/USES	\$0
RESERVES		
	Beginning Reserves & Prior Year FBA	348,947
	Operating Surplus / (Deficit)	710,773
	Transfers & Encumbrances	(986,351)
	ENDING RESERVES	73,369



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
ADMINISTRATIVE DEPARTMENT - GENERAL FUND - 01**

ACCOUNT NO.	GENERAL FUND (GF) ADMINISTRATIVE DEPARTMENT - 01	FINAL BUDGET FY 2024/25
SOURCES OF FUNDS		
REVENUES		
01-4-3100-000	Property Taxes: Current Year - Secured	714,086
01-4-3300-000	Interest Income	6,996
01-4-3557-000	CO Charge: SB 2557	(10,308)
Total Revenues		\$710,773
OTHER SOURCES OF FUNDS		
	Allocated Administrative Overhead	1,101,535
	Allocated Operating Crew Overhead	240,110
Total Other Sources of Funds		\$1,341,645
Total Sources of Funds		\$2,052,418
USES OF FUNDS		
SALARIES & WAGES		
01-5-4100-010	Salary & Wages	475,000
01-5-4100-020	Overtime	5,500
Total Salaries & Wages		\$480,500
BENEFITS		
01-5-4100-061	PERS Contribution	60,000
01-5-4100-062	PERS UAL Payment	24,000
01-5-4100-070	SUI	2,200
01-5-4100-071	Medicare	7,000
01-5-4100-072	FICA	2,450
01-5-4100-075	Compensation Insurance	5,500
01-5-4100-090	Insurance	95,400
01-5-4100-097	Cell Phone Allowance	900
Total Benefits		\$197,450
Total Personnel Services		\$677,950



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
ADMINISTRATIVE DEPARTMENT - GENERAL FUND - 01**

ACCOUNT NO.	GENERAL FUND (GF) ADMINISTRATIVE DEPARTMENT - 01	FINAL BUDGET FY 2024/25
SERVICES & SUPPLIES		
01-5-4100-110	Communications & Dispatch	11,320
01-5-4100-150	Insurance	42,500
01-5-4100-170	Maintenance: Equipment	3,810
01-5-4100-173	Maint: Structures/ Improvements	13,500
01-5-4100-180	Memberships	9,500
01-5-4100-193	Bank Fees	6,200
01-5-4100-200	Office Expense	8,200
01-5-4100-200	Office Lease	61,950
01-5-4100-205	Outside UB Mail Service	950
01-5-4100-210	Postage	2,575
01-5-4100-218	Audit	27,000
01-5-4100-220	Professional Services	38,750
01-5-4100-221	Information Technology	5,000
01-5-4100-223	Legal Services	85,000
01-5-4100-225	Board Stipends	12,000
01-5-4100-226	Annual Software Maintenance	26,750
01-5-4100-230	Required Legal Notice	1,200
01-5-4100-235	Books/ Journals/ Subscriptions/ Software	5,000
01-5-4100-247	LAFCO Annual Charge	13,500
01-5-4100-248	Permits, Fees, Licenses	6,500
01-5-4100-260	Election Expense	11,000
01-5-4100-280	Private Vehicle/ Milage Expense	530
01-5-4100-283	Job Advertising Expense	1,200
01-5-4100-285	Classes/ Seminars/ Training Fee	14,450
01-5-4100-286	Board Member Travel	2,200
01-5-4100-290	Utilities	13,000
Total Services & Supplies		\$423,585



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
ADMINISTRATIVE DEPARTMENT - GENERAL FUND - 01**

ACCOUNT NO.	GENERAL FUND (GF) ADMINISTRATIVE DEPARTMENT - 01	FINAL BUDGET FY 2024/25
	Operating Crew Benefits & Direct Labor Cost Allocations	
	Leave time	59,000
	Salaries & Wages (Admin)	6,670
	PERS Contribution	42,000
	Medicare	5,800
	P/R Fed & State Taxes	4,500
	SUI	1,750
	Insurance	95,400
	Boot Allowance	1,500
	Clothing	7,050
	Standby	16,440
	Total Operating Crew Benefits	\$240,110
	Total Expenditures	\$1,341,645
	OPERATING SURPLUS/(DEFICIT)	\$710,773
	TRANSFERS & ENCUMBRANCES	
	Transfers In	0
	(Transfers Out) - Fire, Lighting, Parks & Rec (Property Taxes)	(979,240)
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds)	(7,111)
	NET TRANSFERS & ENCUMBRANCES	(\$986,351)
	RESERVES	
	Prior Year FBA	(129,692)
	(Use of Reserves)	(145,886)
	Additions to Reserves	0
	Other Adjustments	0
	RESERVES - INCREASE / (DECREASE)	(\$275,578)
	NET BUDGETARY SOURCES/USES	\$0
	RESERVES	
	Beginning Reserves & Prior Year FBA	\$348,947
	Operating Surplus / (Deficit)	\$710,773
	Transfers & Encumbrances	(\$986,351)
	ENDING RESERVES	\$73,369



FIRE BUDGET





**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
FIRE DEPARTMENT - GENERAL FUND - 01**

ACCOUNT NO.	GENERAL FUND (GF) FIRE DEPARTMENT - 01	FINAL BUDGET FY 2024/25
SOURCES OF FUNDS		
	Revenues	\$0
	Other Sources of Funds	\$0
	Total Sources of Funds	\$0
USES OF FUNDS		
	Salaries & Wages	\$2,000
	Benefits	\$2,441
	Personnel Services	\$4,441
	Services & Supplies	\$867,500
	Capital Overlay	\$0
	Administrative Cost Allocation	\$22,031
	Total Expenditures	\$893,971
OPERATING SURPLUS/(DEFICIT)		(\$893,971)
TRANSFERS & ENCUMBRANCES		
	Transfers In - From General Fund	893,971
	(Transfers Out)	0
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds)	0
	NET TRANSFERS & ENCUMBRANCES	\$893,971



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
FIRE DEPARTMENT - GENERAL FUND - 01**

ACCOUNT NO.	GENERAL FUND (GF) FIRE DEPARTMENT - 01	FINAL BUDGET FY 2024/25
SOURCES OF FUNDS		
REVENUES		
		0
	Total Revenues	\$0
OTHER SOURCES OF FUNDS		
		0
	Total Other Sources of Funds	\$0
	Total Sources of Funds	\$0
USES OF FUNDS		
PERSONNEL SERVICES		
SALARIES & WAGES		
01-5-4200-010	Salary & Wages	2,000
	Total Salaries & Wages	\$2,000
BENEFITS		
01-5-4200-062	PERS UAL Payment	1,240
	Operating Crew Benefits Allocation	1,201
	Total Benefits	\$2,441
	Total Personnel Services	\$4,441
SERVICES & SUPPLIES		
	Contract Fire and Emergency Services	853,000
01-5-4200-110	Communication	1,000
01-5-4200-220	Professional Services	7,500
01-5-4200-290	Utilities	5,000
01-5-4200-291	Sandbags	1,000
	Total Services & Supplies	\$867,500



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
FIRE DEPARTMENT - GENERAL FUND - 01**

ACCOUNT NO.	GENERAL FUND (GF) FIRE DEPARTMENT - 01	FINAL BUDGET FY 2024/25
CAPITAL OVERLAY		
		0
	Total Capital Overlay	\$0
ADMINISTRATIVE COST ALLOCATION		
01-5-4200-376	Allocated Overhead - Admin	22,031
	Total Administrative Cost Allocation	\$22,031
	Total Expenditures	\$893,971
OPERATING SURPLUS/(DEFICIT)		(\$893,971)
TRANSFERS & ENCUMBRANCES		
	Transfers In - Property Taxes	893,971
	(Transfers Out) - Water & Wastewater Funds	0
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds)	0
	NET TRANSFERS & ENCUMBRANCES	\$893,971



LIGHTING BUDGET





**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
LIGHTING - GENERAL FUND - 01**

ACCOUNT NO.	GENERAL FUND (GF) LIGHTING - 01	FINAL BUDGET FY 2024/25
SOURCES OF FUNDS		
	Revenues	\$0
	Other Sources of Funds	\$0
	Total Sources of Funds	\$0
USES OF FUNDS		
	Salaries & Wages	\$2,000
	Benefits	\$1,201
	Personnel Services	\$3,201
	Services & Supplies	\$39,500
	Capital Outlay	\$0
	Administrative Cost	\$11,015
	Total Expenditures	\$53,716
OPERATING SURPLUS/(DEFICIT)		(\$53,716)
TRANSFERS & ENCUMBRANCES		
	Transfers In - From General Fund	53,716
	(Transfers Out)	0
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds)	0
NET TRANSFERS & ENCUMBRANCES		\$53,716



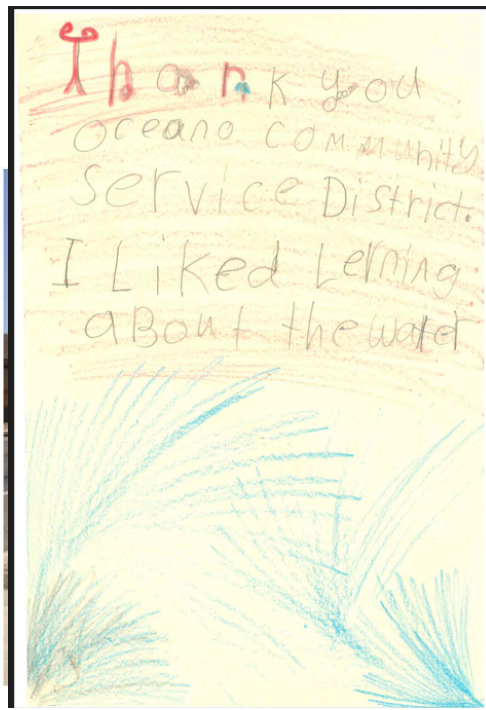
**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
LIGHTING - GENERAL FUND - FUND 01**

ACCOUNT NO.	GENERAL FUND (GF) LIGHTING - 01	FINAL BUDGET FY 2024/25
SOURCES OF FUNDS		
REVENUES		
		0
Total Revenues		\$0
OTHER SOURCES OF FUNDS		
Total Other Sources of Funds		\$0
Total Sources of Funds		\$0
USES OF FUNDS		
PERSONNEL SERVICES		
SALARIES & WAGES		
01-5-4195-010	Salaries & Wages	2,000
01-5-4195-020	Overtime Wages	0
Total Salaries & Wages		\$2,000
BENEFITS		
	Operating Crew Benefits Allocation	1,201
Total Benefits		\$1,201
Total Personnel Services		\$3,201
SERVICES & SUPPLIES		
01-5-4195-175	Operating Supplies	2,500
01-5-4195-295	Street Lighting	37,000
Total Services & Supplies		\$39,500
CAPITAL OUTLAY		
		0
Total Capital Outlay		\$0
ADMINISTRATIVE COST ALLOCATION		
01-5-4195-376	Administrative Cost Allocation	11,015
Total Administrative Cost Allocation		\$11,015
Total Expenditures		\$53,716



**OCEANO COMMUNITY SERVICES DISTRICT
 FUND LEVEL ANALYSIS
 LIGHTING - GENERAL FUND - FUND 01**

ACCOUNT NO.	GENERAL FUND (GF) LIGHTING - 01	FINAL BUDGET FY 2024/25
OPERATING SURPLUS/(DEFICIT)		(\$53,716)
TRANSFERS & ENCUMBRANCES		
	Transfers In - Property Taxes	53,716
	(Transfers Out)	0
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated)	0
NET TRANSFERS & ENCUMBRANCES		\$53,716



PARKS & RECREATION BUDGET





**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
PARKS & RECREATION - GENERAL FUND - 01**

ACCOUNT NO.	GENERAL FUND (GF) PARKS AND RECREATION DEPARTMENT - 01	FINAL BUDGET FY 2024/25
SOURCES OF FUNDS		
	Revenues	\$0
	Other Sources of Funds	\$0
	Total Sources of Funds	\$0
USES OF FUNDS		
	Salaries & Wages	\$0
	Benefits	\$0
	Personnel Services	\$0
	Services & Supplies	\$15,030
	Capital Overlay	\$0
	Administrative Cost Allocation	\$16,523
	Total Expenditures	\$31,553
OPERATING SURPLUS/(DEFICIT)		(\$31,553)
TRANSFERS & ENCUMBRANCES		
	Transfers In - Property Taxes	38,664
	(Transfers Out)	0
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds)	(7,111)
NET TRANSFERS & ENCUMBRANCES		\$31,553



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
PARKS & RECREATION - GENERAL FUND - FUND 01**

ACCOUNT NO.	GENERAL FUND (GF) PARKS & RECREATION - 01	FINAL BUDGET FY 2024/25
SOURCES OF FUNDS		
REVENUES		
Total Revenues		\$0
OTHER SOURCES OF FUNDS		
01-4-3900-012	Parks Ca Grant Revenues	0
Total Other Sources of Funds		\$0
Total Sources of Funds		\$0
USES OF FUNDS		
PERSONNEL SERVICES		
SALARIES & WAGES		
01-5-4850-010	Salaries & Wages	0
Total Salaries & Wages		\$0
BENEFITS		
01-5-4850-377	Operating Crew Benefits Allocation	0
Total Benefits		\$0
Total Personnel Services		\$0
SERVICES & SUPPLIES		
01-5-4850-301	Oceano Parks & Recreation Events	13,730
		1,300
Total Services & Supplies		\$15,030
CAPITAL OUTLAY		
Total Capital Outlay		\$0
ADMINISTRATIVE COST ALLOCATION		
01-5-4850-376	Administrative Cost Allocation	16,523
Total Administrative Cost Allocation		\$16,523
Total Expenditures		\$31,553
OPERATING SURPLUS/(DEFICIT)		(\$31,553)
TRANSFERS & ENCUMBRANCES		
Transfers In - Property Taxes		38,664
(Transfers Out)		0
Encumbrances - Sources of Funding		0
Encumbrances - (Designated)		(7,111)
NET TRANSFERS & ENCUMBRANCES		\$31,553



FACILITIES FUND





**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
FACILITIES - FUND 10**

ACCOUNT NO.	GENERAL FUND (GF) FACILITIES - 10	FINAL BUDGET FY 2024/25
SOURCES OF FUNDS		
	Revenues	\$76,893
	Other Sources of Funds	\$0
	Total Sources of Funds	\$76,893
USES OF FUNDS		
	Salaries & Wages	\$4,000
	Benefits	\$2,401
	Personnel Services	\$6,401
	Services & Supplies	\$17,600
	Capital Outlay	\$0
	Administrative Cost	\$16,523
	Total Expenditures	\$40,524
	OPERATING SURPLUS/(DEFICIT)	\$36,369
TRANSFERS & ENCUMBRANCES		
	Transfers In - From Water Fund	31,500
	(Transfers Out)	0
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds)	0
	NET TRANSFERS & ENCUMBRANCES	\$31,500
RESERVES		
	Prior Year FBA	(76,868)
	(Use of Reserves)	0
	Additions to Reserves	144,737
	Other Adjustments - PFF's and Sheriff Facility Improvements	(339,712)
	RESERVES - INCREASE / (DECREASE)	(\$271,843)
	NET BUDGETARY SOURCES/USES	\$339,712
RESERVES		
	Beginning Reserves & Prior Year FBA	\$326,580
	Operating Surplus / (Deficit)	\$36,369
	Transfers & Encumbrances	\$31,500
	Other Adjustments - PFF's and Sheriff Facility Improvements	(339,712)
	ENDING RESERVES	\$54,737



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
FACILITIES - FUND 10**

ACCOUNT NO.	GENERAL FUND (GF) FACILITIES - 10	FINAL BUDGET FY 2024/25
SOURCES OF FUNDS		
REVENUES		
10-4-3257-000	Utility Reimbursement	1,200
10-4-3258-000	Old Fire Station Rent	12,000
10-4-3260-000	Lease - Sheriff Facility	63,693
Total Revenues		\$76,893
OTHER SOURCES OF FUNDS		
Total Other Sources of Funds		\$0
Total Sources of Funds		\$76,893
USES OF FUNDS		
SALARIES & WAGES		
10-5-4300-010	Salary & Wages	4,000
Total Salaries & Wages		\$4,000
BENEFITS		
	Operating Crew Overhead	2,401
Total Benefits		\$2,401
Total Personnel Services		\$6,401
SERVICES & SUPPLIES		
10-5-4300-163	Maint: Structure/ Improvements	12,500
10-5-4300-173	So: Maint. Structures/ Improvements	5,100
Total Services & Supplies		\$17,600
CAPITAL OUTLAY		
10-5-4300-320	Fixed Assets	0
Total Capital Outlay		\$0



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
FACILITIES - FUND 10**

ACCOUNT NO.	GENERAL FUND (GF) FACILITIES - 10	FINAL BUDGET FY 2024/25
ADMINISTRATIVE COST ALLOCATION		
10-5-4300-376	Admin Allocation	16,523
Total Administrative Cost Allocation		\$16,523
Total Expenditures		\$40,524
OPERATING SURPLUS/(DEFICIT)		\$36,369
TRANSFERS & ENCUMBRANCES		
Transfers In - From Water Fund		31,500
(Transfers Out)		0
Encumbrances - Sources of Funding		0
Encumbrances - (Designated Funds)		0
NET TRANSFERS & ENCUMBRANCES		\$31,500
RESERVES		
Prior Year FBA		(76,868)
(Use of Reserves)		0
Additions to Reserves		144,737
Other Adjustments - PFF's and Sheriff's Carpet to County of SLO		(339,712)
RESERVES - INCREASE / (DECREASE)		(\$271,843)
NET BUDGETARY SOURCES/USES		\$339,712
RESERVES		
Beginning Reserves & Prior Year FBA		\$326,580
Operating Surplus / (Deficit)		\$36,369
Transfers & Encumbrances		\$31,500
PFF's and Sheriff's Carpet to County of SLO		(339,712)
ENDING RESERVES		\$54,737



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
ENTERPRISE FUNDS**

ACCOUNT NO.	ENTERPRISE FUNDS	FINAL BUDGET FY 2024/25
SOURCES OF FUNDS		
	Water Rate Revenue	\$3,402,557
	Wastewater Rate Revenue	\$454,057
	Solid Waste Franchisee Fee Revenue	\$74,540
	Equipment (Funded by the three Enterprise Funds)	\$92,024
	Total Sources of Funds	\$4,023,178
USES OF FUNDS		
	Water	\$3,257,621
	Wastewater	\$617,032
	Solid Waste	\$109,087
	Equipment	\$88,000
	Total Expenditures	\$4,071,741
OPERATING SURPLUS/(DEFICIT)		
	Water	\$144,936
	Wastewater	(\$162,975)
	Solid Waste	(\$34,547)
	Equipment	\$4,024
	OPERATING SURPLUS/(DEFICIT)	(\$48,563)
TRANSFERS & ENCUMBRANCES		
	Transfers In	9,396
	(Transfers Out)	(131,024)
	Encumbrances - Sources of Funding	1,887,629
	Encumbrances - (Designated Funds)	(664,432)
	NET TRANSFERS & ENCUMBRANCES	\$1,101,569
RESERVES		
	(Use of Reserves)	(170,192)
	Additions to Reserves	
	Other Adjustments	
	RESERVES - INCREASE / (DECREASE)	(\$639,633)
	NET BUDGETARY SOURCES/USES	(\$1,692,639)
RESERVES		
Beginning Reserves		
	Water	1,244,087
	Wastewater	1,323,795
	Solid Waste	144,304
	Equipment	40,290
	Beginning Reserves	2,752,476
Operating Surplus / (Deficit)		
	Water	\$144,936
	Wastewater	(\$162,975)
	Solid Waste	(\$34,547)
	Equipment	\$4,024
	Operating Surplus / (Deficit)	(48,563)
Transfers & Encumbrances		
	Water	\$1,133,753
	Wastewater	(\$36,522)
	Solid Waste	\$4,338
	Equipment	\$0
	Transfers & Encumbrances	1,101,569
	ENDING RESERVES	\$3,805,482



WATER FUND





**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
WATER FUND - 02**

ACCOUNT NO.	WATER FUND WATER DEPARTMENT - 02	FINAL BUDGET FY 2024/25
SOURCES OF FUNDS		
	Revenues (Water Rate Revenue)	\$3,402,557
	Other Sources of Funds	\$0
	Total Sources of Funds	\$3,402,557
USES OF FUNDS		
	Salaries & Wages	\$235,000
	Benefits	\$161,370
	Personnel Services	\$396,370
	Services & Supplies	\$1,996,330
	Capital Outlay	\$150,000
	Debt Service	\$54,000
	Administrative Cost	\$660,921
	Total Expenditures	\$3,257,621
	OPERATING SURPLUS/(DEFICIT)	\$144,936
	TRANSFERS & ENCUMBRANCES	
	Transfers In - From General & Solid Waste Funds	1,896
	(Transfers Out) - To General, Solid Waste, Equipment	(91,340)
	Encumbrances - Sources of Funding	1,887,629
	Encumbrances - (Designated Funds)	(664,432)
	NET TRANSFERS & ENCUMBRANCES	\$1,133,753
	RESERVES	
	Prior Year FBA	(334,682)
	(Use of Reserves)	0
	Additions to Reserves	1,613,371
	Other Adjustments	0
	RESERVES - INCREASE / (DECREASE)	\$1,278,689
	NET BUDGETARY SOURCES/USES	\$0
RESERVES		
	Beginning Reserves & Prior Year FBA	\$1,244,087
	Operating Surplus / (Deficit)	\$144,936
	Transfers & Encumbrances	\$1,133,753
	ENDING RESERVES	\$2,522,776



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
WATER FUND - 02**

ACCOUNT NO.	WATER FUND WATER DEPARTMENT - 02	FINAL BUDGET FY 2024/25
SOURCES OF FUNDS		
REVENUES		
02-4-3200-000	Water Rate Revenue	3,150,000
02-4-3206-000	Front Footage Fees	24,480
02-4-3207-000	Sales: U/B Courtesy Notice	3,700
02-4-3208-000	Delinquent U/B Acct Fees	70,750
02-4-3209-000	Capacity Charges	40,704
02-4-3210-00	Meter Fees	8,100
02-4-3211-000	Lopez Connection Fees	6,000
02-4-3212-000	New Account Setup Fee	6,000
02-4-3217-297	Wheeling/Fire Protection	25,000
02-4-3230-350	Reimbursement - New Development	11,150
02-4-3255-000	Inspection Fees	300
02-4-3300-000	Interest Income	51,373
02-4-3224-000	Backflow Fees	5,000
Total Revenues		\$3,402,557
OTHER SOURCES OF FUNDS		
Total Other Sources of Funds		\$0
Total Sources of Funds		\$3,402,557
USES OF FUNDS		
PERSONNEL SERVICES		
UTILITIES STAFF: SALARIES & WAGES		
02-5-4400-010	Salaries and Wages	220,000
02-5-4400-020	Overtime	15,000
Total Salaries & Wages		\$235,000
UTILITIES STAFF: BENEFITS		
02-5-4400-075	Workers Compensation Insurance	7,700
	Operating Crew Benefits Allocation	153,670
Total Benefits		\$161,370
Total Personnel Services		\$396,370



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
WATER FUND - 02**

ACCOUNT NO.	WATER FUND WATER DEPARTMENT - 02	FINAL BUDGET FY 2024/25
SERVICES & SUPPLIES		
02-5-4400-110	Communications	3,000
02-5-4400-163	Maint: Structures/ Improvements	15,000
02-5-4400-164	Paving	5,200
02-5-4400-170	Maintenance - Equipment	3,500
02-5-4400-173	Maint: Shared Structures/ Improvements	10,000
02-5-4400-175	System Parts/ Operating Supplies	14,500
02-5-4400-176	Water Meters	26,000
02-5-4400-177	Safety Expense	1,050
02-5-4400-178	Chemicals	7,200
02-5-4400-180	Membership	3,750
02-5-4400-200	Office Expense	1,000
02-5-4400-205	Outside UB Mail Service	10,400
02-5-4400-220	Professional Services	26,000
02-5-4400-221	Information Technology	575
02-5-4400-222	Contracted Engineering	5,000
02-5-4400-226	Engineering & Other Reimbursements	10,815
02-5-4400-230	Legal Notices	1,000
02-5-4400-241	Rents/ Leases - Equipment	1,450
02-5-4400-248	Permits, Fees, Licenses	15,050
02-5-4400-250	Small Tools and Instruments	1,000
02-5-4400-285	Classes/ Seminars	1,000
02-5-4400-261	Water Supply - Lopez	553,575
02-5-4400-262	Water Supply - State Water	1,151,000
02-5-4400-290	Utilities - Groundwater Pumping	35,000
02-5-4400-297	Pass-Thru: Crest/Christie/AG	26,265
02-5-4400-380	NCMA TG	58,000
02-5-4400-387	Interest Expense - Interfund	2,500
02-5-4400-499	Claim & Settlements	7,500
Total Services & Supplies		\$1,996,330
CAPITAL OUTLAY		
	Annual CIP Projects	150,000
Total Capital Outlay		\$150,000
DEBT SERVICE		
	CalPERS UAL Funding	54,000
Total Debt Service		\$54,000



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
WATER FUND - 02**

ACCOUNT NO.	WATER FUND WATER DEPARTMENT - 02	FINAL BUDGET FY 2024/25
	ADMINISTRATIVE COST ALLOCATION	
02-5-4400-376	Administrative Cost Allocation	660,921
	Total Administrative Cost Allocation	\$660,921
	Total Expenditures	\$3,257,621
OPERATING SURPLUS/(DEFICIT)		\$144,936
	TRANSFERS & ENCUMBRANCES	
	Transfers In- From Solid Waste Fund	1,896
	(Transfers Out) - To General , Solid Waste, Equipment	(91,340)
	Encumbrances - Sources of Funding	1,887,629
	Encumbrances - (Designated Funds)	(664,432)
	NET TRANSFERS & ENCUMBRANCES	\$1,133,753
	RESERVES	
	Prior Year FBA	(334,682)
	(Use of Reserves)	0
	Additions to Reserves	1,613,371
	Other Adjustments	0
	RESERVES - INCREASE / (DECREASE)	\$1,278,689
NET BUDGETARY SOURCES/USES		(\$0)
	RESERVES	
	Beginning Reserves & Prior Year FBA	\$1,244,087
	Operating Surplus / (Deficit)	\$144,936
	Transfers & Encumbrances	\$1,133,753
	ENDING RESERVES	\$2,522,776



Waste water FUND





**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
WASTEWATER DEPARTMENT - FUND - 03**

ACCOUNT NO.	WASTEWATER FUND WASTEWATER DEPARTMENT - 03	FINAL BUDGET FY 2024/25
SOURCES OF FUNDS		
	Revenues (Wastewater Rates)	\$454,057
	Other Sources of Funds	\$0
	Total Sources of Funds	\$454,057
USES OF FUNDS		
	Salaries & Wages	\$96,500
	Benefits	\$62,026
	Personnel Services	\$158,526
	Services & Supplies	\$101,065
	Capital Outlay	\$0
	Debt Service	\$26,980
	Administrative Cost	\$330,461
	Total Expenditures	\$617,032
OPERATING SURPLUS/(DEFICIT)		(\$162,975)
TRANSFERS & ENCUMBRANCES		
	Transfers In	0
	(Transfers Out) - To Equipment Fund	(36,522)
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds)	0
NET TRANSFERS & ENCUMBRANCES		(\$36,522)
RESERVES		
	Prior Year FBA	(112,196)
	(Use of Reserves)	(87,301)
	Additions to Reserves	0
	Other Adjustments	0
RESERVES - INCREASE / (DECREASE)		(\$199,497)
NET BUDGETARY SOURCES/USES		\$0
RESERVES		
	Beginning Reserves & Prior Year FBA	\$1,323,795
	Operating Surplus / (Deficit)	(162,975)
	Transfers & Encumbrances	(36,522)
ENDING RESERVES		\$1,124,298



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
WASTEWATER DEPARTMENT - FUND 03**

ACCOUNT NO.	WASTEWATER FUND WASTEWATER DEPARTMENT - 03	FINAL BUDGET FY 2024/25
SOURCES OF FUNDS		
REVENUES		
03-4-3210-000	Wastewater Rate Revenue	400,000
03-4-3211-000	Wastewater Connections	2,000
03-4-3255-000	Inspection Fees	100
03-4-3256-000	FOG Program	4,100
03-4-3257-000	Interest Income	47,857
Total Revenues		\$454,057
OTHER SOURCES OF FUNDS		
Total Other Sources of Funds		\$0
Total Sources of Funds		\$454,057
USES OF FUNDS		
PERSONNEL SERVICES		
UTILITIES STAFF: SALARIES & WAGES		
03-5-4500-010	Salaries and Wages	84,000
03-5-4500-020	Overtime	12,500
Total Salaries & Wages		\$96,500
UTILITIES STAFF: BENEFITS		
03-5-4500-075	Workers Compensation Insurance	4,400
	Operating Crew Benefits Allocation	57,626
Total Benefits		\$62,026
Total Personnel Services		\$158,526



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
WASTEWATER DEPARTMENT - FUND 03**

ACCOUNT NO.	WASTEWATER FUND WASTEWATER DEPARTMENT - 03	FINAL BUDGET FY 2024/25
SERVICES & SUPPLIES		
03-5-4500-110	Communication	515
03-5-4500-163	Maint: Sewer Structures/ Improvements	10,000
03-5-4500-170	Maintenance: Equipment	4,800
03-5-4500-171	Maintenance: Vehicles	3,600
03-5-4500-172	Gas and Oil	3,500
03-5-4500-173	Maint: Structures/ Improvements	5,135
03-5-4500-175	System Parts/ Operating Supplies	8,240
03-5-4500-177	Safety Expense	2,850
03-5-4500-180	Memberships	1,050
03-5-4500-200	Office Expense	515
03-5-4500-205	Outside UB Mailing Expense	9,600
03-5-4500-220	Professional Services	32,575
03-5-4500-222	Contracted Engineering	2,835
03-5-4500-241	Rents & Leases/ Equipment	3,000
03-5-4500-248	Regulatory Permits & Fees	5,200
03-5-4500-285	Classes/ Seminars/ Training Fees	2,800
03-5-4500-290	Utilities	2,600
03-5-4500-390	Bad Debt Expense	350
03-5-4500-499	Claims & Settlements	1,900
Total Services & Supplies		\$101,065
CAPITAL OUTLAY		
Total Capital Outlay		\$0
DEBT SERVICE		
	CalPERS UAL Funding	26,980
Total Debt Service		\$26,980



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
WASTEWATER DEPARTMENT - FUND 03**

ACCOUNT NO.	WASTEWATER FUND WASTEWATER DEPARTMENT - 03	FINAL BUDGET FY 2024/25
ADMINISTRATIVE COST ALLOCATION		
03-5-4500-376	Administrative Cost Allocation	330,461
Total Administrative Cost Allocation		\$330,461
Total Expenditures		\$617,032
OPERATING SURPLUS/(DEFICIT)		(\$162,975)
TRANSFERS & ENCUMBRANCES		
Transfers In - From Solid Waste Fund		0
(Transfers Out) - Equipment Fund		(36,522)
Encumbrances - Sources of Funding		0
Encumbrances - (Designated Funds)		0
NET TRANSFERS & ENCUMBRANCES		(\$36,522)
RESERVES		
Prior Year FBA		(112,196)
(Use of Reserves)		(87,301)
Additions to Reserves		
Other Adjustments		0
RESERVES - INCREASE / (DECREASE)		(\$199,497)
NET BUDGETARY SOURCES/USES		(\$0)
RESERVES		
Beginning Reserves & Prior Year FBA		\$1,323,795
Operating Surplus / (Deficit)		(\$162,975)
Transfers & Encumbrances		(\$36,522)
ENDING RESERVES		\$1,124,298



SOLID WASTE FUND





**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
SOLID WASTE FUND - 06**

ACCOUNT NO.	SOLID WASTE FUND SOLID WASTE DEPARTMENT - 06	FINAL BUDGET FY 2024/25
SOURCES OF FUNDS		
	Revenues (Franchisee Fees)	\$74,540
	Other Sources of Funds	\$0
	Total Sources of Funds	\$74,540
USES OF FUNDS		
	Salaries & Wages	\$20,000
	Benefits	\$25,011
	Personnel Services	\$45,011
	Services & Supplies	\$20,015
	Capital Outlay	\$0
	Administrative Cost	\$44,061
	Total Expenditures	\$109,087
OPERATING SURPLUS/(DEFICIT)		(\$34,547)
TRANSFERS & ENCUMBRANCES		
	Transfers In - From Water Fund	7,500
	(Transfers Out) - Equipment Fund	(3,162)
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds)	0
	NET TRANSFERS & ENCUMBRANCES	\$4,338
RESERVES		
	Prior Year FBA	(22,564)
	(Use of Reserves)	(7,645)
	Additions to Reserves	0
	Other Adjustments	0
	RESERVES - INCREASE / (DECREASE)	(\$30,209)
NET BUDGETARY SOURCES/USES		(\$0)
RESERVES		
	Beginning Reserves & Prior Year FBA	\$144,304
	Operating Surplus / (Deficit)	(\$34,547)
	Transfers & Encumbrances	\$4,338
	ENDING RESERVES	\$114,095



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
SOLID WASTE FUND - 06**

ACCOUNT NO.	SOLID WASTE FUND SOLID WASTE DEPARTMENT - 06	FINAL BUDGET FY 2024/25
SOURCES OF FUNDS		
REVENUES		
06-4-3300-003	Interest Income	7,480
06-4-3501-000	Franchise Fees	55,575
06-4-3501-741	Landfill Savings Payment	11,485
Total Revenues		\$74,540
OTHER SOURCES OF FUNDS		
Total Other Sources of Funds		\$0
Total Sources of Funds		\$74,540
USES OF FUNDS		
PERSONNEL SERVICES		
UTILITIES STAFF: SALARIES & WAGES		
06-5-4900-010	Salaries & Wages	20,000
Total Salaries & Wages		\$20,000
UTILITIES STAFF: BENEFITS		
06-5-4900-075	Compensation Insurance	1,000
	Operating Crew Benefits Allocation	24,011
Total Benefits		\$25,011
Total Personnel Services		\$45,011
SERVICES & SUPPLIES		
06-5-4900-110	Communication	1,000
06-5-4900-173	Maint - Shared Structures/ Improvements	550
06-5-4900-175	Operating Supplies	300
06-5-4900-200	Office Expense	300
06-5-4900-210	Postage	300
06-5-4900-220	Professional Services	7,000
06-5-4900-290	Utilities	565
06-5-4900-291	School Outreach Programs	10,000
Total Services & Supplies		\$20,015



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
SOLID WASTE FUND - 06**

ACCOUNT NO.	SOLID WASTE FUND SOLID WASTE DEPARTMENT - 06	FINAL BUDGET FY 2024/25
	CAPITAL OUTLAY	
	Total Capital Outlay	\$0
	ADMINISTRATIVE COST ALLOCATION	
06-5-4900-376	Administrative Cost Allocation	44,061
	Total Administrative Cost Allocation	\$44,061
	Total Expenditures	\$109,087
	OPERATING SURPLUS/(DEFICIT)	(\$34,547)
	TRANSFERS & ENCUMBRANCES	
	Transfers In - From Water Fund	7,500
	(Transfers Out) - Equipment Fund	(3,162)
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds)	0
	NET TRANSFERS & ENCUMBRANCES	\$4,338
	RESERVES	
	Prior Year FBA	(22,564)
	(Use of Reserves)	(7,645)
	Additions to Reserves	
	Other Adjustments	
	RESERVES - INCREASE / (DECREASE)	(\$30,209)
	NET BUDGETARY SOURCES/USES	(\$0)
	RESERVES	
	Beginning Reserves & Prior Year FBA	\$144,304
	Operating Surplus / (Deficit)	(\$34,547)
	Transfers & Encumbrances	\$4,338
	ENDING RESERVES	\$114,095



EQUIPMENT FUND





**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
EQUIPMENT FUND - 12**

ACCOUNT NO.	EQUIPMENT FUND - 12	FINAL BUDGET FY 2024/25
SOURCES OF FUNDS		
	Revenues	\$92,024
	Other Sources of Funds	\$0
	Total Sources of Funds	\$92,024
USES OF FUNDS		
	Salaries & Wages	\$0
	Benefits	\$0
	Personnel Services	\$0
	Services & Supplies	\$23,000
	Capital Outlay	\$65,000
	Debt Service	\$0
	Total Expenditures	\$88,000
OPERATING SURPLUS/(DEFICIT)		\$4,024
TRANSFERS & ENCUMBRANCES		
	Transfers In	0
	(Transfers Out)	0
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds)	0
NET TRANSFERS & ENCUMBRANCES		\$0
RESERVES		
	(Use of Reserves)	0
	Additions to Reserves	4,024
	Other Adjustments	0
RESERVES - INCREASE / (DECREASE)		\$4,024
NET BUDGETARY SOURCES/USES		\$0
RESERVES		
	Beginning Reserves & Prior Year FBA	\$40,290
	Operating Surplus / (Deficit)	\$4,024
	Transfers & Encumbrances	\$0
ENDING RESERVES		\$44,314



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
EQUIPMENT FUND - 12**

ACCOUNT NO.	EQUIPMENT FUND - 12	FINAL BUDGET FY 2024/25
SOURCES OF FUNDS		
REVENUES		
12-4-3800-001	Lease Revenue from Water	52,340
12-4-3800-002	Lease Revenue from Sewer	36,522
12-4-3800-005	Lease Revenue from Garbage	3,162
Total Revenues		\$92,024
OTHER SOURCES OF FUNDS		
Total Other Sources of Funds		\$0
Total Sources of Funds		\$92,024
USES OF FUNDS		
SALARIES & WAGES		
Total Salaries & Wages		\$0
BENEFITS		
Total Benefits		\$0
Total Personnel Services		\$0
SERVICES & SUPPLIES		
12-5-4350-171	Maintenance - Vehicles	8,000
12-5-4350-172	Fuel	15,000
Total Services & Supplies		\$23,000
CAPITAL OUTLAY		
12-5-4350-320	Fixed Assets - EV Service Truck	65,000
Total Capital Outlay		\$65,000



**OCEANO COMMUNITY SERVICES DISTRICT
FUND LEVEL ANALYSIS
EQUIPMENT FUND - 12**

ACCOUNT NO.	EQUIPMENT FUND - 12	FINAL BUDGET FY 2024/25
	DEBT SERVICE	
	Total Debt Service	\$0
	Total Expenditures	\$88,000
OPERATING SURPLUS/(DEFICIT)		\$4,024
	TRANSFERS & ENCUMBRANCES	
	Transfers In	0
	(Transfers Out)	0
	Encumbrances - Sources of Funding	0
	Encumbrances - (Designated Funds)	0
	NET TRANSFERS & ENCUMBRANCES	\$0
	RESERVES	
	(Use of Reserves)	0
	Additions to Reserves	4,024
	Other Adjustments	0
	RESERVES - INCREASE / (DECREASE)	\$4,024
NET BUDGETARY SOURCES/USES		\$0
	RESERVES	
	Beginning Reserves & Prior Year FBA	\$40,290
	Operating Surplus / (Deficit)	\$4,024
	Transfers & Encumbrances	\$0
	ENDING RESERVES	\$44,314

**OCEANO COMMUNITY SERVICES DISTRICT
PLAN OF PAYMENT AND COMPENSATION
SALARY SCHEDULE**
For the Fiscal Year Ending June 30, 2025

Step Differential: Step:	A Step #1	2.50% B Step #2	2.50% C Step #3	5.00% D Step #4	5.00% E Step #5	5.00% F Step #6	5.00% G Step #7	5.00% Longevity Step #8
General Manager								
Hourly	\$ 77.82	\$ 79.77	\$ 81.76	\$ 85.85	\$ 90.14	\$ 94.65	\$ 99.38	N/A
Annual	\$161,866	\$165,913	\$170,061	\$178,564	\$187,492	\$196,867	\$206,710	
Business and Accounting Manager I								
Hourly	\$ 30.06	\$ 30.81	\$ 31.58	\$ 33.16	\$ 34.82	\$ 36.56	\$ 38.39	\$ 40.31
Annual	\$62,525	\$64,085	\$65,686	\$68,973	\$72,426	\$76,045	\$79,851	\$83,845
Business and Accounting Manager II								
Hourly	\$ 36.05	\$ 36.95	\$ 37.87	\$ 39.76	\$ 41.75	\$ 43.84	\$ 46.03	\$ 48.33
Annual	\$74,984	\$76,856	\$78,770	\$82,701	\$86,840	\$91,187	\$95,742	\$100,526
Business and Accounting Manager III								
Hourly	\$ 48.83	\$ 50.05	\$ 51.30	\$ 53.87	\$ 56.56	\$ 59.39	\$ 62.36	\$ 65.48
Annual	\$101,566	\$104,104	\$106,704	\$112,050	\$117,645	\$123,531	\$129,709	\$136,198
Account Administrator I								
Hourly	\$ 22.54	\$ 23.10	\$ 23.68	\$ 24.86	\$ 26.10	\$ 27.41	\$ 28.78	\$ 30.22
Annual	\$46,883	\$48,048	\$49,254	\$51,709	\$54,288	\$57,013	\$59,862	\$62,858
Account Administrator II								
Hourly	\$ 24.22	\$ 24.83	\$ 25.45	\$ 26.72	\$ 28.06	\$ 29.46	\$ 30.93	\$ 32.48
Annual	\$50,378	\$51,646	\$52,936	\$55,578	\$58,365	\$61,277	\$64,334	\$67,558
Account Administrator III								
Hourly	\$ 26.05	\$ 26.70	\$ 27.37	\$ 28.74	\$ 30.18	\$ 31.69	\$ 33.27	\$ 34.93
Annual	\$54,184	\$55,536	\$56,930	\$59,779	\$62,774	\$65,915	\$69,202	\$72,654
Utilities System Manager								
Hourly	\$ 48.83	\$ 50.05	\$ 51.30	\$ 53.87	\$ 56.56	\$ 59.39	\$ 62.36	\$ 65.48
Annual	\$101,566	\$104,104	\$106,704	\$112,050	\$117,645	\$123,531	\$129,709	\$136,198
Lead Operator								
Hourly	\$ 31.74	\$ 32.53	\$ 33.34	\$ 35.01	\$ 36.76	\$ 38.60	\$ 40.53	\$ 42.56
Annual	\$66,019	\$67,662	\$69,347	\$72,821	\$76,461	\$80,288	\$84,302	\$88,525
Utilities Operator I								
Hourly	\$ 23.81	\$ 24.41	\$ 25.02	\$ 26.27	\$ 27.58	\$ 28.96	\$ 30.41	\$ 31.93
Annual	\$49,525	\$50,773	\$52,042	\$54,642	\$57,366	\$60,237	\$63,253	\$66,414
Utilities Operator II								
Hourly	\$ 25.58	\$ 26.22	\$ 26.88	\$ 28.22	\$ 29.63	\$ 31.11	\$ 32.67	\$ 34.30
Annual	\$53,206	\$54,538	\$55,910	\$58,698	\$61,630	\$64,709	\$67,954	\$71,344
Utilities Operator III								
Hourly	\$ 27.50	\$ 28.19	\$ 28.89	\$ 30.33	\$ 31.85	\$ 33.44	\$ 35.11	\$ 36.87
Annual	\$57,200	\$58,635	\$60,091	\$63,086	\$66,248	\$69,555	\$73,029	\$76,690
Operator In Training								
Hourly	\$ 22.15	\$ 22.70	\$ 23.27	\$ 24.43	\$ 25.65	\$ 26.93	\$ 28.28	\$ 29.69
Annual	\$ 46,072	\$ 47,216	\$ 48,402	\$ 50,814	\$ 53,352	\$ 56,014	\$ 58,822	\$ 61,755
Position Allocation List Approved Positions:								
	Permanent	Temporary	Full Time	Part Time	Part Time Hours			
General Manager	1	0	1	0	n/a			
Business and Accounting Manager I/II/III	1	0	1	0	n/a			
Account Administrator I/II/III	3	0	2	1	=< 24/wk			
Utilities System Manager	1	0	1	0	n/a			
Lead Operator/ Utilities Operator I/II/III / OIT	3	0	3	0	n/a			
Total	9	0	8	1	n/a			



Oceano Community Services District

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

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

EXHIBIT "B" – List of Encumbrances

- A professional services agreement with GSI Water Solutions Inc. was issued to prepare the 2023 Annual Report for the Northern Cities Management Area in the amount of \$41,297 with a contingency of \$3,717 for a total contract amount of \$45,014. The remaining amount outstanding on this contract is \$7,026 and will roll forward to FY 2024-25.
- During FY 2023-24 Water Systems Consulting, Inc was hired to provide staff extension services for the Northern Cities Management Area Technical Group and to assist with the updating of the 2002 Management Agreement. The remaining outstanding balance of \$3,050 will roll forward to FY 2024-25.
- The Proposition 1 grant revenues for the Stormwater Capture and Groundwater Recharge Project of \$2,580,090 were budgeted with a contract with Cannon for consultant services in the amount of \$607,300 in FY 2021-22. In June 2024, an amendment was prepared by the State Water Board to exclude the improvements to 19th St and lower the total to \$1,999,390. The remaining grant revenues of \$1,662,629 and expenditures of \$294,827 will roll forward to FY 2024-25.
- The Community Development Block Grant revenues for the Water Tank Rehabilitation Project of \$225,000 were budgeted with a contract with Advanced Technical Services, Inc for consultant services for \$96,952 in FY 2022-23. The project was awarded to Crosno Construction for a total cost of \$583,630 with contingencies of \$58,363 in FY 2023-24. The grant revenues of \$225,000 and remaining expenditures of \$249,784 will roll forward to FY 2024-25.
- A professional service agreement with Rincon Consultants, Inc to complete the National Environmental Protection Act (NEPA) and California Environmental Quality Act process for the waterline upgrades projects, to provide additional AB 52 and Section 106 support, and provide coastal permitting support were budgeted in FY 2023-24. The remaining balance of \$29,190 will roll forward to FY 2024-25.
- A professional service agreement with Cannon, Inc to update the Preliminary Engineering Report for USDA's review of the District's capital improvement projects of \$17,000 was budgeted in FY 2023-24.
- A professional service agreement with MNS Engineers for grant writing services for capital improvement projects in the water system of \$22,555 was budgeted in FY 2023-24.
- The Parks Ca Field Trips to State Parks and Beaches Grant revenue and expenditures were budgeted in FY 2023-24. The remaining balance of \$7,111 will roll forward to FY 2024-25.



Oceano Community Services District

Board of Directors Meeting

- A purchase order to R. Baker to remove and replace four 12" valves for \$41,000 was budgeted in FY 2023-24.

OCEANO COMMUNITY SERVICES DISTRICT
 BUDGET SUMMARY - RESERVES
 FISCAL YEAR 2024-25

	Governmental	Administration	Fire	Lighting	Parks & Recreation	Total Governmental Fund	Facilities	Total General Fund	Water	Wastewater	Solid Waste	Equipment	Total Enterprise Funds	Total
RESERVE DESIGNATIONS														
BEGINNING RESERVES														
Type R=Restricted; C=Commitment														
Fund Balance Available	\$ 129,692					\$ 129,692	\$ 76,868	\$ 206,560	\$ 334,682	\$ 112,196	\$ 22,564	\$ -	\$ 469,442	\$ 676,002
FY 23-24 Encumbrances					\$ (7,111)	\$ (7,111)		\$ (7,111)	\$ 1,223,197			\$ -	\$ 1,223,197	\$ 1,216,086
R Facility Fees Acc Leave Water Bonds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 249,712	\$ 249,712	\$ 24,057	\$ -	\$ -	\$ -	\$ 24,057	\$ 273,769
C Corp Yard Facilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C Infrastructure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 47,497	\$ -	\$ 397,497	\$ 397,497
C Emergency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 400,000	\$ -	\$ -	\$ 500,000	\$ 500,000
C Minimum	\$ 219,255	\$ -	\$ -	\$ -	\$ -	\$ 219,255	\$ -	\$ 219,255	\$ 785,000	\$ 125,000	\$ 30,000	\$ -	\$ 940,000	\$ 1,159,255
C Equipment Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 38,332	\$ 40,290	\$ 178,622	\$ 178,622
C Contingencies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 348	\$ 47,600	\$ 5,911	\$ -	\$ 53,859	\$ 53,859
U Unassigned (Ent) / Commitment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 188,999	\$ -	\$ -	\$ 188,999	\$ 188,999
Total Beginning Reserves	\$ 219,255	\$ -	\$ -	\$ -	\$ -	\$ 219,255	\$ 249,712	\$ 468,967	\$ 909,405	\$ 1,211,599	\$ 121,740	\$ 40,290	\$ 2,283,034	\$ 2,752,001
RESERVES INCREASES														
R Facility Fees Acc Leave Water Bonds						\$ -	\$ -	\$ -					\$ -	\$ -
C Corp Yard Facilities						\$ -	\$ -	\$ -	773,371				773,371	773,371
C Infrastructure						\$ -	\$ -	\$ -	105,000				105,000	105,000
C Emergency						\$ -	\$ -	\$ -	500,000				500,000	500,000
C Minimum						\$ -	144,737	\$ 144,737	100,000				100,000	244,737
C Equipment Replacement						\$ -	\$ -	\$ -				4,024	4,024	4,024
C Contingencies						\$ -	\$ -	\$ -	50,000				50,000	50,000
U Unassigned (Ent) / Commitment						\$ -	\$ -	\$ -	85,000				85,000	85,000
Total Reserve Increases	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144,737	\$ 144,737	\$ 1,613,371	\$ -	\$ -	\$ 4,024	\$ 1,617,395	\$ 1,762,132
RESERVES CANCELLATIONS														
R Facility Fees Acc Leave Water Bonds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (249,712)	\$ (249,712)					\$ -	\$ (249,712)
C Corp Yard Facilities						\$ -	\$ -	\$ -					\$ -	\$ -
C Infrastructure						\$ -	\$ -	\$ -			(7,645)		(7,645)	(7,645)
C Emergency						\$ -	\$ -	\$ -					\$ -	\$ -
C Minimum	(145,886)					(145,886)	(90,000)	(235,886)					-	(235,886)
C Equipment Replacement						\$ -	\$ -	\$ -					\$ -	\$ -
C Contingencies						\$ -	\$ -	\$ -					\$ -	\$ -
U Unassigned (Ent) / Commitment						\$ -	\$ -	\$ -		(87,301)			(87,301)	(87,301)
Total Reserve Decreases	\$ (145,886)	\$ -	\$ -	\$ -	\$ -	\$ (145,886)	\$ (339,712)	\$ (485,598)	\$ -	\$ (87,301)	\$ (7,645)	\$ -	\$ (94,946)	\$ (580,544)
ENDING RESERVES														
R Facility Fees Acc Leave Water Bonds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,057	\$ -	\$ -	\$ -	\$ 24,057	\$ 24,057
C Corp Yard Facilities						\$ -	\$ -	\$ -	773,371				773,371	773,371
C Infrastructure						\$ -	\$ -	\$ -	105,000	350,000	39,852		494,852	494,852
C Emergency						\$ -	\$ -	\$ -	600,000	400,000	-		1,000,000	1,000,000
C Minimum	73,369					73,369	54,737	128,106	885,000	125,000	30,000		1,040,000	1,168,106
C Equipment Replacement						\$ -	\$ -	\$ -		100,000	38,332	44,314	182,646	182,646
C Contingencies						\$ -	\$ -	\$ -	50,348	47,600	5,911		103,859	103,859
U Unassigned (Ent) / Commitment (GF)						\$ -	\$ -	\$ -	85,000	101,698			186,698	186,698
Total Ending Reserves	\$ 73,369	\$ -	\$ -	\$ -	\$ -	\$ 73,369	\$ 54,737	\$ 128,106	\$ 2,522,776	\$ 1,124,298	\$ 114,095	\$ 44,314	\$ 3,805,484	\$ 3,933,589



Oceano Community Services District

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Date: August 28, 2024

To: Board of Directors

From: Peter Brown, General Manger

Subject: **Agenda Item #9(B):** Informational Update on Per- and polyfluoroalkyl substances (PFAS) Regulations for Drinking Water and Wastewater Systems.

Recommendation

It is recommended that the Board of the Oceano Community Services District review and discuss the evolving state of PFAS regulation and monitoring requirements.

Discussion

According to the State Water Resources Control Board, Per- and polyfluoroalkyl substances (PFAS) are a group of more than 14,000 human-made substances ([U.S. EPA CompTox](#)) that are not naturally occurring and are resistant to heat, water, and oil. Due to their unique chemistry, PFAS have been widely used as surface coatings and protectant formulations in consumer, commercial, and industrial products such as carpet, home textiles, clothing (gortex), food packaging, and non-stick cookware. PFAS have also been used for industrial applications, such as a surfactant in chrome plating and for emergency response applications, such as in firefighting foam. In typical conditions, PFAS – also referred to as “forever chemicals,” are resistant to degradation and do not break down in the environment.

Exposure to PFAS may result in adverse health effects including developmental effects to fetuses during pregnancy, cancer, liver effects, immune effects, thyroid effects, and other effects (such as cholesterol changes). In several national studies, PFAS have been found in the blood serum of nearly all people tested.

PFAS has been detected in air, water, wastewater, fish, and soil worldwide. PFAS are especially present in and around manufacturing facilities that use or produce PFAS. Some PFAS are volatile and can be carried long distances through the air. PFAS have been detected in many parts of the world, including oceans and the Arctic, indicating that long-range transport is possible.

People can be exposed to PFAS through food, food packaging, consumer products, house dust, and drinking water. Four major sources of PFAS in drinking water are fire training and response sites; industrial sites; landfills; and wastewater treatment plants and biosolids. Once in groundwater, PFAS can be easily transported large distances, tend to accumulate in groundwater, and can contaminate sources of drinking water. Contaminated drinking water has led to high levels of exposure to PFAS for some populations residing near manufacturing facilities that use or have used PFAS in their manufacturing process.



PFAS Regulations for California Drinking Water

Public Health Goals and Maximum Contaminant Levels:

On April 10, 2024, the United States Environmental Protection Agency (U.S. EPA) announced [final National Primary Drinking Water Regulation \(NPDWR\) for six PFAS](#), establishing legally enforceable Maximum Contaminant Levels (MCLs). The PFAS compounds PFOA, PFOS, PFHxS, PFNA, HFPO-DA (commonly known as GenX) are regulated as contaminants with individual MCLs. The PFAS compounds PFHxS, PFNA, PFBS, and HFPO-DA (GenX) are regulated as a PFAS mixture with a Hazard Index (HI) MCL. The regulation proposed by U.S. EPA will require public water systems such as ours, to monitor for these PFAS, notify the public of the levels of these PFAS, and reduce the levels of these PFAS in drinking water if they exceed the standards.

The Hazard Index is made up of a sum of fractions. Each fraction compares the level of each PFAS measured in the water to the highest level below which there is no risk of health effects. The Hazard Index MCL is set at 1 and applies to any mixture containing two or more of PFHxS, PFNA, PFBS, and HFPO-DA (GenX) is set at 1. For more information on the Hazard Index MCL, see [U.S. EPA's Hazard Index MCL fact sheet](#).

The timeline for rule implementation provided by U.S. EPA is as follows:

- Within **three years** of rule promulgation (2024 - 2027):
 - Initial monitoring must be complete. OCSD's initial PFAS monitoring occurred in 2023 on two separate locations and came back negative, as shown in our CCR. EPA will inform staff of the next round of testing, likely in 2025, and that testing is expected to be funded by EPA.
- Starting **three years** following rule promulgation (2027 - 2029):
 - Results of initial monitoring must be included in [Consumer Confidence Reports \(i.e., 2023 OCSD Annual Water Quality Report\)](#). This resulted from the CA State Water Resource Control Board Order (Attachment B).
 - Regular monitoring for compliance must begin, and results of compliance monitoring must be included in Consumer Confidence Reports
 - Public notification for monitoring and testing violations
- Starting **five years** following rule promulgation (starting 2029):
 - Comply with all MCLs
 - Public notification for MCL violations



For further information about this regulation and resources for both the general public and public water systems (including fact sheets, frequently asked questions, and communications toolkits), please see [U.S. EPA's webpage for the Final PFAS National Primary Drinking Water Regulation](#).

For California, the development of standards for PFOA, PFOS, PFHxS, PFNA, HFPO-DA (GenX), PFBS, and other PFAS are among the priorities of the Division of Drinking Water (DDW). Updates to the rulemaking process for PFAS in California will be posted [at the PFAS MCL rulemaking record webpage](#).

On April 5, 2024, the [Office of Environmental Health and Hazard Assessment \(OEHHA\)](#) adopted Public Health Goals (PHGs) for two PFAS: [PFOA and PFOS](#). The PHG for PFOA is 0.007 nanograms per liter (ng/L) or parts per trillion (ppt). The PHG for PFOS is 1 ng/L or ppt. PHGs are established by OEHHA and are the concentration of drinking water contaminants that pose no significant health risk, based on current risk assessment principles, practices, and methods. OEHHA establishes PHGs pursuant to [HSC §116365\(c\)](#) for contaminants with MCLs, and for those for which MCLs will be adopted. [HSC §116365\(a\)](#) requires a contaminant's MCL to be established at a level as close to its' PHG as is technologically and economically feasible, placing primary emphasis on the protection of public health. In this way, PHGs serve as the basis for the development of MCLs. In addition to the PHGs for PFOA and PFOS, the Division of Drinking Water has also requested that OEHHA include evaluations as to evaluate whether PFAS can be grouped together for regulatory purposes or based on specific characteristics or features of the chemicals.

Other Agency Involvement

State Water Resources Control Board, Environmental Protection Agency.

Financial Considerations

One of the main issues currently facing water and wastewater utilities like OCSO is the disconnect between the industrial sources of PFAs, whereby billions of dollars in profits have been made over decades by the private sector, and the likely costs of clean up and regulation which may be borne by tax and ratepayers. Attachment A is a fact sheet on PFAS myths, one of which is that costs to clean up PFAS can easily be borne by water utilities.

Recently, the Environmental Protection Agency is designating two PFAS chemicals as "hazardous substances" under the government's [Superfund law](#), allowing federal regulators to force polluters to pay for cleanup of the toxic so-called "forever chemicals." EPA singled out the two chemicals, PFOS and PFOA, as particularly harmful, stating in recent press release that "there is no level of exposure to these contaminants without risk of health impacts."

EPA officials said [they will focus](#) on "holding responsible those who significantly contributed to the release of PFAS into the environment," including companies that manufacture PFAS or use it in manufacturing processes, federal facilities and "other industrial parties." Environmental regulators said they do not intend to sue farmers, water utilities, airports or fire departments that may have inadvertently polluted drinking water supplies by using



Oceano Community Services District

Board of Directors Meeting

PFAS-laden products. The news comes as a relief to local water utilities, who have expressed concern that they might be held liable for PFAS in wastewater. Attachment C is a coalition report correcting PFAS misperceptions to clean ups.

Results

Keeping staff, the Board, and the public apprised of the importance of PFAs regulations for utility agencies is critical to public health and safety. Staff will continue to work with the state to monitor, test and mitigate PFAs contamination in our two water systems.

Attachment A: CA Water Board Fact Sheet

Attachment B: CA State Water Board Order DW 2020-0003-DDW

Attachment C: Coalition Report



Fact Sheet

Per- and Polyfluoroalkyl Substances (PFAS) Fact Sheet

State Water Resources Control Board
Division of Drinking Water

May 2024

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List of Acronyms & Abbreviations

Acronyms/Abbreviations	Definitions
DDW	Division of Drinking Water
MCL	Maximum Contaminants Level
NPDWR	National Primary Drinking Water Regulation
OEHHA	Office of Environmental Health Hazard Assessment
PFAS	Per- and Polyfluoroalkyl Substances
PHG	Public Health Goal
State Water Board	State Water Resources Control Board
US EPA	The U.S. Environmental Protection Agency

Overview

This fact sheet provides information about Per- and Polyfluoroalkyl Substances (PFAS) and State Water Resources Control Board (State Water Board), Division of Drinking Water actions to manage PFAS issues in drinking water in California.

PFAS Background

1. PFAS definition

PFAS, or Per- and Polyfluoroalkyl Substances, are a large group of man-made substances that do not occur naturally in the environment and are resistant to heat, water, oil, grease, and stains. Since the 1940s, PFAS have been used in industry and consumer products, such as non-stick cookware, waterproof clothing, stain-resistant fabrics and carpets, some firefighting foams, and products that resist grease, water, and oil. PFAS can be found in a variety of consumer products and in groundwater.

2. PFAS concerns

Long term exposure to PFAS is potentially harmful to health. A recent review from the [U.S. Centers for Disease Control and Prevention \(CDC\)](#) outlines that over a long time PFAS may:

- Decrease fertility and birth weight.
- Weaken a body's ability to fight disease.
- Increase the risk for some cancers, asthma, thyroid disease, and liver damage.
- Increase cholesterol levels (which can increase the risk for heart attack or stroke).

Because of the potential health risks of PFAS, the State Water Board requires monitoring PFAS to protect drinking water quality. Monitoring PFAS in drinking water ensures that your water remains safe to drink and helps the State Water Board to protect public health.

3. PFAS found in the environment

PFAS can be found in air, water, and soil in and around manufacturing facilities. Although these releases have been declining since companies began phasing out the production and use of several PFAS in the early 2000s, PFAS are very stable in the environment and are resistant to breaking down. They remain in the environment and the human body for long periods of time. Some PFAS are volatile and can be carried long distances through the air, which may lead to contamination of soil and groundwater far from the source of the PFAS emission.

4. Sources of PFAS

The primary sources of PFAS are: fire training/fire response sites, industrial sites landfills, and wastewater treatment plants/biosolids. The following picture shows examples of products containing PFAS.



Figure 1. Examples of consumer products containing PFAS.

5. Human exposure to PFAS

The main ways that PFAS get into people’s bodies are through:

- **Drinking water:** Contaminated drinking water has led to high levels of exposure to PFAS for some populations residing near manufacturing facilities that have used PFAS.
- **Food:** Food produced in water or soil contaminated with PFAS, such as vegetables fish, meat, and eggs may contain PFAS due to bioaccumulation and crop uptake. Also, food packaging made with PFAS can lead to PFAS transfer to food.
- **Consumer Products:** Hand-to-mouth contact with consumer products made with PFAS, such as carpets and textiles, or cosmetics and lotions.
- **Inhalation:** Breathing in contaminated air or household dust can expose people to PFAS. Both outdoor and indoor air or dust may contain PFAS. PFAS in outdoor air may be because of manufacturing releases. Clothing, textiles, and carpets treated with PFAS may result in higher concentrations of some PFAS in indoor air.

PFAS chemicals are not easily absorbed through the skin; therefore, dermal exposure is considered a less significant route of exposure for the general population.

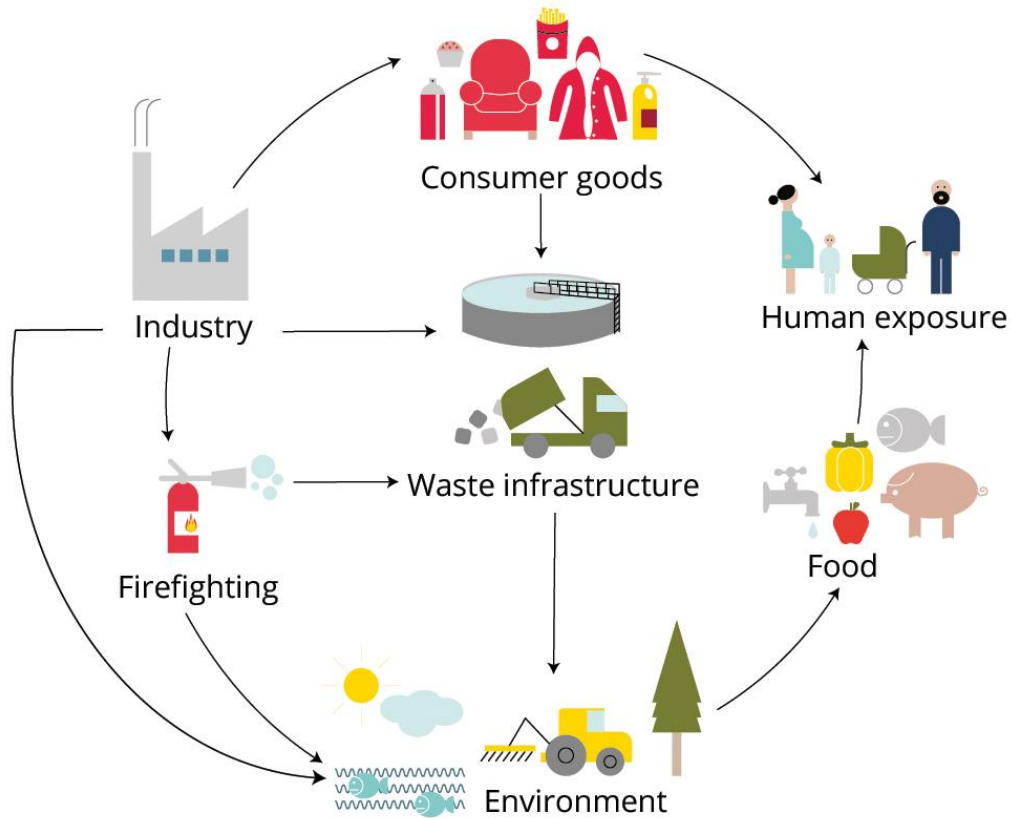


Figure 2. PFAS exposure pathways to the environment and human. Image is adopted from <https://extension.umaine.edu/livestock/dairy/pfas-and-dairy-animals/>

6. PFAS in drinking water

PFAS can get into drinking water when products containing them are used or spilled onto the ground or into lakes and rivers. Once in groundwater, PFAS are easily transported large distances and can contaminate drinking wells. PFAS in the air can also end up in rivers and lakes used for drinking water. Additional information regarding PFAS fate and transport in the environment may be found on the [Interstate Technology Regulatory Council](https://pfas-1.itrcweb.org/) (<https://pfas-1.itrcweb.org/>).

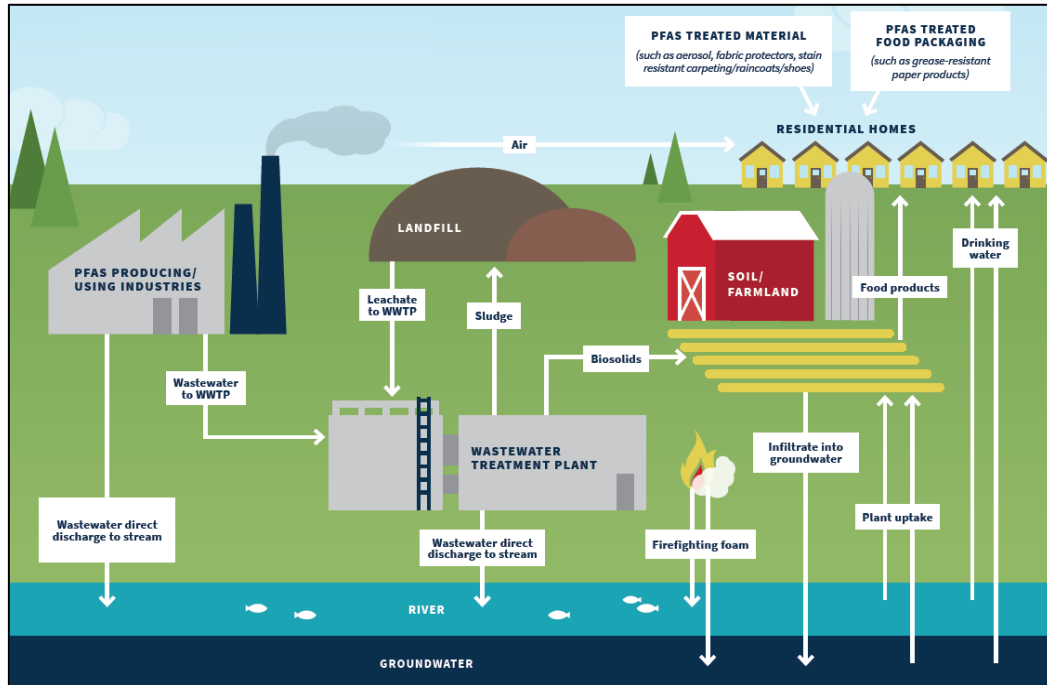


Figure 3. PFAS sources and pathways to drinking water. Image is adopted from <https://health.hawaii.gov/heer/environmental-health/highlighted-projects/pfas/>

7. PFAS production in the United States

The U.S. Environmental Protection Agency (US EPA) has announced that eight major PFAS producers have phased out PFAS from emissions and products. However, manufacturers have developed replacement substances in the PFAS family. Additionally, there could be some imported goods containing these substances.

8. PFAS exposure reduction

Preventing exposure to PFAS is not practical due to the widespread historic and current use of PFAS, which are commonly used in consumer products throughout the world. Exposure can be reduced by avoiding or limiting exposure with some products, as follows:

- Use non-stick coated cookware according to manufacturer guidelines (not all non-stick coatings contain PFAS).
- Use stainless steel or cast-iron cookware in place of non-stick coated items.
- Avoid oil and water-resistant food packaging.
- Avoid stain resistant coatings on carpet, furniture and clothing.

- Avoid water repellants on clothing.
- Use personal care products without “PTFE” or “Fluoro” ingredients.
- Wipe or clean household surfaces with a damp cloth regularly.

The Food and Drug Administration (FDA) recommends that people should eat different types of foods to maintain a healthy diet. They mentioned that the findings from the first tests conducted on various foods didn't show a need to avoid specific foods because of PFAS contamination. More information may be obtained from the [Food and Drug Administration](https://www.fda.gov/food/process-contaminants-food/questions-and-answers-pfas-food) (<https://www.fda.gov/food/process-contaminants-food/questions-and-answers-pfas-food>).

Efforts by the California State Water Resources Control Board (State Water Board) to Address PFAS

9. Efforts to identify the sources of PFAS in California

Since 2019, the State Water Board, Division of Drinking Water (DDW) has been strategically planning and issuing statewide investigative orders to identify the occurrence of PFAS in areas of the highest potential impact to the environment and drinking water. These areas include industrial use of PFAS in fire-fighting foams, at certain industrial applications, and at those industries impacted secondarily by PFAS.

Based on statewide sampling efforts, PFAS has been mostly identified in areas of industrial use of firefighting foams containing PFAS at airports, bulk fuel terminals, refineries, and when PFAS-containing mist suppressants have been used as part of plating processes. However, PFAS has also been identified in landfills and at wastewater treatment plants, because they are receiving PFAS secondarily in waste streams.

10. State Water Board efforts to manage PFAS issues in drinking water

The DDW has issued [several investigation orders](https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/pfas_ddw_general_order) (https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/pfas_ddw_general_order) to public water systems requiring testing for PFAS. Most recently, General Order DW 2024-0002-DDW (2024 Order) has been issued to public water systems for monitoring PFAS in community public water systems serving disadvantaged and severely disadvantaged communities. The purpose of this monitoring is to understand PFAS impacts on drinking water in these communities.

California State Assembly Bill 756 (codified as Health and Safety Code section 116378) authorizes the State Water Board to more broadly order public water systems to monitor for PFAS and report their detections. Additional and more assessment might be required in the coming years.

In combination with investigating industrial sources, public water systems have been sampling wells in the vicinity of these areas per State Water Board General Order [DW 2022-0001-DDW](https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/pfas_ddw_general_order/) (https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/pfas_ddw_general_order/).

Additionally, the DDW has issued notification levels and response levels for four common PFAS compounds listed in Table 1. Additional notification and response levels could be issued in the future based on occurrence and recommendations from Office of Environmental Health Hazard Assessment (OEHHA) on the potential risks to human health.

Table 1. Four PFAS constituents with Notification and Response levels in nanograms per liter or parts per trillion.

PFAS Constituent	Notification Level (ng/L or ppt)	Response Level (ng/L or ppt)
Perfluorobutanesulfonic acid (PFBS)	500	5,000
Perfluorohexanesulfonic acid (PFHxS)	3	20
Perfluorooctanesulfonic acid (PFOS)	6.5	40
Perfluorooctanoic acid (PFOA)	5.1	10

11. Notification level and Response level

Notification levels are health-based advisory levels established by the DDW for chemicals in drinking water that lack maximum contaminant levels (MCLs). When chemicals are found at concentrations greater than their notification levels, certain requirements and recommendations apply. The law’s notification requirements apply to:

- Wholesale water systems, who must notify their governing bodies and the water systems that are directly supplied with that drinking water.
- Retail water systems, who must notify their governing bodies and the governing bodies of any local agencies (i.e., city or county, or a city and county) whose jurisdictions include areas supplied with their drinking water.

- Wholesale and retail water systems regulated by the California Public Utilities Commission, who must also notify the commission.

Response level is the level at which DDW recommends removal of a drinking water source from service. When a confirmed detection exceeds the response level, a community water system or a nontransient noncommunity public water system is required to:

- Report that detection in the water system's annual consumer confidence report.
- Take a water source where detected levels exceed the response level out of use or provide public notification (as specified in Health and Safety §116378) within 30 days of the confirmed detection.

12. PFAS Notification level or Response level exceedance requirements

Currently, there are only four PFAS with notification levels (refer to Table 1). Additional notification levels could be established for other PFAS as more data and information become available.

If the water system voluntarily samples the well and performs the analytical testing and the results of a PFAS detection are confirmed to exceed its respective notification level, the water system must report the detection within 30 days after the water system is first informed by the laboratory of a confirmed detection of the contaminant that exceeds the notification level.

For the 2024 Order, if the results of a PFAS detection are confirmed to exceed its respective notification level, the State Water Board will already have been notified of the results since the State Water Board's contractor is performing the analytical testing. Therefore, the water system does not need to report the exceedance to the State Water Board.

If the results of a PFAS exceeds a response level, the water system must either (1) take the source out of service immediately; (2) utilize treatment or blending; or (3) provide public notification of the response level exceedance. Additionally, the exceedance of the response level must be reported in the annual consumer confidence report.

13. US EPA issuance of PFAS maximum contaminant levels (MCLs) for drinking water

US EPA published the final federal PFAS Rule establishing the Maximum Contaminants Levels (MCLs) as part of the National Primary Drinking Water Regulation (NPDWR) per Safe Drinking Water Act for regulating drinking water contaminants on April 26, 2024. These levels are set using health-protective standards for the specific PFAS in drinking water, feasibility of laboratory analysis and treatment, and an analysis of the costs and benefits. Water systems must comply with monitoring and related reporting and public notification requirements. Water systems must also follow the MCLs and provide public notification to consumers if the MCLs are violated. Table 2 presents the MCLs. For more information, visit EPA’s website at <https://www.epa.gov/sdwa/and-polyfluoroalkyl-substances-pfas>.

Table 2. PFAS constituents with EPA MCLs in nanograms per liter or parts per trillion.

Compound	EPA MCL
PFOA	4.0 ppt
PFOS	4.0 ppt
PFHxS	10 ppt
PFNA	10 ppt
HFPO-DA (commonly known as GenX Chemicals)	10 ppt
Mixtures containing two or more of PFHxS, PFNA, HFPO-DA, and PFBS	1 (unitless) Hazard Index*

*USEPA established MCLs for PFAS mixtures containing at least two or more of PFHxS, PFNA, HFPO-DA, and PFBS using a Hazard Index MCL to account for the combined and co-occurring levels of these PFAS in drinking water. For more details about Hazard Index refer to the EPA’s factsheet at:

https://www.epa.gov/system/files/documents/2024-04/pfas-ncdwr_fact-sheet_hazard-index_4.8.24.pdf

14. US EPA PFAS MCLs impact on California public water systems compliance

In the final federal PFAS rule establishing MCLs for PFOA, PFOS, PFNA, PFHxS, PFBS, and HFPO-DA (Table 2), the initial monitoring period was set to 3 years (2027) and the compliance period was set to 5 years (2029) after the final rule is promulgated (April 26, 2024).

The DDW must evaluate whether the US EPA MCLs are protective of public health based on the uses of drinking water in California. If DDW is to set their own MCLs they must be equal to or more restrictive than the MCLs set by US EPA. California Health & Safety Code §116365(a) requires a contaminant’s MCL

to be established at a level as close to its Public Health Goal (PHG) as is technologically and economically feasible, placing primary emphasis on the protection of public health. PHGs are established by the Office of Environmental Health Hazard Assessment (OEHHA) and then adopted by the DDW.

**STATE OF CALIFORNIA
STATE WATER RESOURCES CONTROL BOARD
DIVISION OF DRINKING WATER**

ORDER DW 2020-0003-DDW

**GENERAL ORDER REQUIRING MONITORING FOR PER AND
POLYFLUOROALKYL SUBSTANCES
CALIFORNIA HEALTH AND SAFETY CODE SECTION 116378**

The State Water Resources Control Board (“State Water Board” or “Board”), acting by and through its Division of Drinking Water (“Division”), hereby issues General Order No. DW 2020-0003-DDW (hereinafter “Order”) pursuant to section 116378 of the Health and Safety Code, as set forth below:

1. WHEREAS, Assembly Bill 756 (2019-Garcia), approved by the Governor on July 31, 2019 and codified as Health and Safety Code section 116378, authorizes the State Water Board to require public water systems to monitor for per and polyfluoroalkyl substances (“PFAS”), in accordance with conditions set by the Board; and
2. WHEREAS, Health and Safety Code section 116378, subdivision (a) requires a laboratory that has accreditation or certification pursuant to Article 3 (commencing with section 100825) of Chapter 4 of Part 1 of Division 101 of the Health and Safety Code perform the analysis of any material required by an order issued pursuant to Health and Safety Code section 116378; and
3. WHEREAS, an order issued pursuant to Health and Safety Code section 116378 may apply to an individual public water system, specific groups of water systems, or to all public water systems; and

4. WHEREAS, pursuant to Health and Safety Code section 116378, Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code does not apply to an order issued to groups of public water systems or all public water systems; and
5. WHEREAS, Health and Safety Code section 116378, subdivision (c)(1) states that if monitoring results in a confirmed detection, then a community water system or a nontransient-noncommunity water system must report that detection in the annual consumer confidence report. Section 116378, subdivision (c)(1) further states that unless the water source is taken out of use or new data becomes available to show that the applicable response level is no longer being exceeded, the community or nontransient-noncommunity water system will provide notice of the exceedance of the response level in the water system's consumer confidence report; and
6. WHEREAS, Health and Safety Code section 116378, subdivision (c)(2) states that in addition to the notice required by subdivision (c)(1), for PFAS with notification levels, a community water system or nontransient-noncommunity water system must report a detection which exceeds the notification level as required by Health and Safety Code section 116455; and
7. WHEREAS, Health and Safety Code section 116378, subdivision (c)(3) states that for PFAS with response levels where detected levels of a substance exceed the response level, a community water system or nontransient-noncommunity public water system must take the water source out of use, provide treatment or blending of the source, or provide public notification as specified therein; and
8. WHEREAS, among other things, Health and Safety Code section 116455 requires that within 30 days of a confirmed detection of a contaminant found in drinking water delivered by a public water system for human consumption that is in excess of a notification level set by the State Water Board, the public water

system which supplies water directly to the end user must notify the public water system's governing body and the governing body of any local agency whose jurisdiction includes areas supplied with drinking water by the water system. A local agency means a city or county. If the water system is a water company regulated by the California Public Utilities Commission ("Commission"), then the water system must also notify the Commission; and

9. WHEREAS, on August 22, 2019, pursuant to Health and Safety Code section 116455, the State Water Board: (1) updated the notification level for perfluorooctanoic acid ("PFOA") from 0.000014 mg/L to 0.0000051 mg/L, and specified EPA Methods 537.1 or 537 Rev. 1.1 as the analytical methods; (2) updated the notification level for perfluorooctanesulfonic acid ("PFOS") from 0.000013 mg/L to 0.0000065, and specified EPA Methods 537.1 or 537 Rev. 1.1 as the analytical methods; and
10. WHEREAS, on August 22, 2019, the Division requested the development of Public Health Goals (PHG) from the Office of Environmental Health and Hazard Assessment (OEHHA) for PFOA and PFOS; and
11. WHEREAS, on February 6, 2020, pursuant to Health and Safety Code section 116455, the State Water Board: (1) changed the response levels from a total combined PFOA and PFOS concentration of 0.000070 mg/l to 0.000010 mg/L for PFOA and 0.000040 mg/L for PFOS; and specified EPA Method 537.1; and
12. WHEREAS, during the first quarter of calendar year 2019, the State Water Board issued orders to select public water systems requiring monitoring for PFAS in drinking water supplies (2019 PFAS monitoring orders); and
13. WHEREAS, based on the review of the water quality monitoring results received from the 2019 PFAS monitoring orders, the Board has determined that it is necessary to expand monitoring to sources located within the vicinity of the PFAS detections; and

14. WHEREAS, by and through this Order, the State Water Board is exercising its authority under Health and Safety Code section 116378 to require those public water systems listed in Exhibit A to this Order to monitor for PFAS in accordance with the conditions set forth below.

THEREFORE, the State Water Board, by and through its Division of Drinking Water, hereby orders that the public water systems listed in Exhibit A to this Order monitor for PFAS as follows:

1. On or before December 31, 2020, collect a sample from the sources listed in Exhibit A to be analyzed for PFAS. Samples must be collected at least once each calendar quarter thereafter.
2. Samples collected must be analyzed using a laboratory accredited by the California Environmental Laboratory Accreditation Program (ELAP) for analysis of PFAS using EPA Method 537.1. The laboratory must conduct and report a complete analysis for all PFAS analytes under EPA Method 537.1.
3. A PFAS detection is a positive finding of a quantifiable amount above the established detection level requirement for any PFAS analyte tested pursuant to this Order. For the purposes of meeting the requirements in Health and Safety Code section 116378, the established detection level requirement for each PFAS analyte will be identified as the Consumer Confidence Report Detection Level (CCRDL). The detection level requirement for each PFAS constituent for which monitoring is required in this Order is identified by the State Water Board and attached to this Order.
4. If a laboratory reports the detection of PFAS in any sample at a concentration greater than the established detection level, the water system will have the option of collecting one or two confirmation samples within 30 days of being notified of the initial detected result by the laboratory.

5. If a PFAS detection is followed by a confirmation sample with a result less than the detection level, a second confirmation sample may be taken by the water system. Both the first and second confirmation samples must be collected within 30 days of the notification by the laboratory of the initial detected sample result. An initial detected result will be disregarded if both confirmation samples do not show the detection of the PFAS contaminant. If no confirmation sample – or only one confirmation sample – is collected, the initial detection must be presumed to be confirmed.
6. If the PFAS detection is confirmed, results of the initial and confirmation samples will be averaged within that quarter to determine if the confirmed detection is greater than the applicable notification level and/or response level. A result below the established detection level will be assigned a value of zero when averaging.
7. If the PFAS detection is confirmed, the detection must be reported in the water system's annual consumer confidence report.
8. If four consecutive quarters of testing results are below those listed on the CCRDL attached, the public water system may submit a request to their DDW District Engineer for a modification or reduction in monitoring.
9. If the results of a PFAS detection are confirmed to exceed a notification level, the water system must report the detection as required by Health and Safety Code section 116455. The section 116455 notification is required within 30 days after the water system is first informed by the laboratory of a confirmed detection of the contaminant that exceeds the notification level. As required by section 116455, if the public water system is a retail water system, then the person operating the retail water system must notify the retail water system's governing body and the governing body of any local agency whose jurisdiction includes areas supplied with drinking water by the retail water system. If the public water

system is a wholesale water system, then the person operating the wholesale water system must notify the wholesale water system's governing body and the water systems that are directly supplied with that drinking water.

10. To determine whether monitoring shows an exceedance of a response level, the water system must calculate a quarterly running annual average (QRAA). The QRAA means the average of sample results taken at an individual source, treatment effluent, or delivered water locations for the identified source during four calendar quarters. The QRAA is re-calculated each quarter using the most recent four quarters of results. A single sample may result in the exceedance of the response level. If any sample would cause the QRAA to exceed a response level, the water source would be deemed to have exceeded the response level. If sampling has just begun and there are less than 4 quarters of results to average, then the other quarters will be considered to have a zero value and the quarterly results would be divided by four. If a system takes more than one sample in a quarter, the average of all the results for that quarter must be used when calculating the running annual average. If a system fails to complete four consecutive quarters of monitoring, the running annual average must be based on an average of the available data by dividing the available data by the number of quarters for which data is available.
11. If any monitoring undertaken pursuant to this Order results in a QRAA of PFAS in the water entering the distribution system that exceeds a response level, the water system must either (1) take the source out of service immediately; (2) utilize treatment or blending; or (3) provide public notification of the response level exceedance. Additionally, the exceedance of the response level must be reported in the annual consumer confidence report.

12. In addition to the sources listed in this Order, public water systems that provide treatment (example, blending, granular activated carbon, ion exchange or reverse osmosis treatment) can also sample the treated or delivered water to determine notification requirements. If treated water or delivered water samples are proposed to be collected, please contact the local DDW district office for input on sampling location and configuration.
13. Public notification for community or nontransient-noncommunity water system that are delivering water exceeding a response level must meet the requirements of Health and Safety Code section 116378 and either take the source out of use or complete the public notification requirements.
14. The results of all analyses conducted pursuant to this Order must be reported to the Board by the analyzing laboratory using the EDT (Electronic Data Transfer) process in accordance with Section 64469 of Title 22 of the California Code of Regulations. Analytical results must be reported no later than the 10th day of the month following completion of the analysis.

The State Water Board reserves the right to make modifications to this Order as it may deem necessary to protect public health and safety. Such modifications must be issued as amendments to this Order and must be effective upon issuance.

SEVERABILITY

The requirements of this Order are severable, and each public water system listed in Exhibit A must comply with each and every provision thereof notwithstanding the effectiveness of any provision.

FURTHER ENFORCEMENT ACTION

The California Safe Drinking Water Act authorizes the State Water Board to issue a citation or order with assessment of administrative penalties to a public water system for violation or continued violation of the requirements of the California Safe Drinking Water Act or any regulation, permit, standard, citation, or order issued or adopted thereunder including. The California Safe Drinking Water Act also authorizes the State Water Board to take action to suspend or revoke a permit that has been issued to a public water system if the public water system has violated applicable law or regulations or has failed to comply with an order of the State Water Board, and to petition the superior court to take various enforcement measures against a public water system that has failed to comply with an order of the State Water Board.



Darrin Polhemus, Deputy Director
State Water Resources Control Board
Division of Drinking Water

August 27, 2020

Date

Exhibit A – List of Sources Subject to General Order DW 2020-0003-DDW (for DDW Section)

Exhibit B - Consumer Confidence Report Detection Levels (CCRD)

Exhibit C – Health and Safety Code Section 116378 Excerpt

Correcting PFAS Myths: Misperceptions Risk Higher Clean-up Costs for Water Ratepayers



Regulating forever chemicals, also known as per- and polyfluoroalkyl substances (PFAS), presents enormous challenges for lawmakers and regulators due to their unique characteristics.

In the stampede to address this complex issue, Congress and EPA have often applied faulty cost projections to remediation, ignored or downplayed input from the water sector, and created policies that hamper accountability as part of regulations that will inevitably determine who pays for the clean-up of harmful PFAS pollution. New, fact-based regulations that trace back the history of PFAS must be crafted to hold the real polluters accountable.

Forever chemicals have been used in various industrial and consumer products for decades. They are resistant to heat, water, and oil, making them ideal for applications such as firefighting foam, non-stick coatings, waterproofing materials, and more. The extensive use of PFAS in numerous industries makes it difficult to control their release and prevent further contamination.

Complex regulatory landscape – Regulating forever chemicals is complicated due to the wide range of PFAS compounds with different properties and potential risks. US EPA is on a path to implement regulations and guidelines for specific PFAS compounds, instead of taking a more comprehensive approach. Many states are also moving ahead with different PFAS regulations that are separate from what is happening at the federal level. This lack of harmonized regulations will lead to inconsistencies in holding PFAS polluters accountable and enforcing effective control measures.

Treatment and remediation – Removing PFAS from drinking water sources and as part of the wastewater treatment and stormwater management process is technically challenging and costly. Conventional treatment methods like filtration and activated carbon adsorption are not always effective in completely removing PFAS from water. Developing efficient and scalable treatment technologies is crucial to mitigate the ongoing contamination and ensure safe drinking water supplies.

Given the persistence, bioaccumulation and potential health risks associated with forever chemicals, the Water Coalition Against PFAS – a group of leading associations representing every corner of the water sector (drinking water, wastewater, stormwater, and rural utilities) believes that correcting the myths of PFAS and addressing the regulatory challenges is vital to protecting human health and the environment effectively.

PFAS Myth #1

The cost to clean up forever chemicals can be easily borne by water sector utilities and their customers

New research from the water sector and state regulators indicate that the costs to address PFAS will be much higher than Congress and EPA anticipate. These figures represent new estimates, which show that PFAS clean-up costs are actually much higher than current EPA projections being used to inform PFAS regulation in the pipeline. If nothing is done, these costs will ultimately be paid for by drinking water, clean water, and rural water utility providers and their customers – meaning that the American public will essentially be subsidizing the private, for-profit companies that made and profited from PFAS chemicals.

Drinking Water – According to a report commissioned by the American Water Works Association (AWWA) and prepared by Black & Veatch, **drinking water utilities will need to invest more than \$50 billion to install and operate treatment technology over the next 20 years in order to comply with new PFAS standards.** Additional analysis by Hazen & Sawyer estimates that a hazardous substance designation for PFOA and PFOS under CERCLA could add another \$3.5 billion per year in disposal costs for the water sector.

Wastewater – New information from a survey conducted by the National Association of Clean Water Agencies (NACWA) suggests that **operational costs for individual clean water utilities will increase by up to 60% as a direct result of new PFAS regulations.** Total amounts can vary from utility to utility and depend on the specific regulations implemented. Additionally, [a recent study](#) from Minnesota showed total wastewater costs to remove PFAS to be between \$14 and \$28 billion over 20 years in that state alone. Extrapolating this number to a national level, it is clear that wastewater utilities alone are looking at tens of billions of dollars a year in additional costs to address PFAS – all of which must be passed on to ratepayers.

Various technologies can be employed for PFAS remediation, and once the remediation technology is chosen, the design and construction of treatment systems come into play. This includes designing the system layout, purchasing necessary equipment, and constructing the infrastructure required for the treatment process. The complexity and scale of the treatment system can significantly influence the overall costs.

PFAS remediation will also require long-term operation and maintenance of drinking water and wastewater treatment systems to ensure effective and continuous treatment. This will involve regular monitoring, system maintenance, replacement of consumables (such

as activated carbon filters), and disposal of waste generated during the treatment process. The costs associated with ongoing operation and maintenance can be substantial, particularly for large-scale and long-term remediation projects.

The disposal of PFAS-contaminated waste posed a much larger cost consideration. The generated waste during remediation needs to be properly managed and disposed of in accordance with applicable regulations. Also, the treatment and disposal of PFAS-contaminated waste can be expensive due to the specialized processes and facilities required.

Finally, compliance with relevant legal and regulatory requirements can add to the overall clean-up costs. This includes obtaining necessary permits, complying with waste management regulations, and meeting reporting obligations.

The bottom line is that PFAS clean-up costs for water sector utilities – which never produced nor profited from PFAS in the first place – will be substantial, especially for large-scale or long-term remediation projects.

PFAS Myth #2

New EPA regulations will help clean water utilities to curtail costs associated with PFAS remediation

Instead of helping the water sector with the growing PFAS clean-up cost burden, a new rule proposal from EPA created to identify PFAS substances in drinking water may wind up shifting the financial burden even more onto clean water utilities and ratepayers.

EPA's new piecemeal approach will set new regulations for six PFAS compounds, including the two leading chemicals, perfluorooctanoic acid (PFOA) and perfluorobutane sulfonic acid (PFOS). With the new rule in place, water utilities will need to monitor for all six chemicals and treat water if concentrations exceed the maximum contaminant level (MCL). Water industry experts agree that implementing a new federal MCL will require additional treatment technology, which will result in added costs for utilities.

A broad-based cost projection by EPA, pegged to the new rule, estimates the annual cost for PFAS clean-up could be anywhere between \$772 million to \$1.2 billion, with economic benefits between \$908 million and \$1.2 billion. Even with such a wide-ranging estimate, leading water associations vehemently disagree with this assessment.

In March 2023, the American Water Works Association (AWWA) released new information showing the national cost for treatment systems to remove PFOA and PFOS to levels by the EPA rule would exceed \$3.8 billion annually. The EPA rule as proposed would require more than 5,000 water systems to develop new water sources or install advanced treatment technologies. Another 2,500 water systems in states with established standards would need to adjust their existing PFAS treatment systems.

As for accountability, the Water Coalition Against PFAS believes the proposed hazardous substance designation of PFOS and PFOA under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) is intended to uphold a "polluter pays" principle, whereby those responsible for releasing hazardous substances into the environment are held liable for the cost of cleaning up contaminated sites. However, absent a statutory exemption from PFAS liability for water sector utilities, polluters will continue to pass these costs on to American households and families, effectively creating a "public pays" principle under CERCLA.

Experts from across the water sector have expressed concerns to EPA, but the Agency believes it does not have the authority to provide any formal legal shield, leaving water systems with potential protection from EPA that would be formalized through a policy memorandum, at best.

For this reason, the only viable option for water systems and ultimately the public is for Congress to provide a statutory exemption from PFAS liability for water sector utilities under CERCLA.

PFAS Myth #3

Drinking water, wastewater and stormwater utilities are sources or "polluters" of PFAS

The responsibility for cleaning up PFAS is currently being shared among various stakeholders, including government agencies, the water sector, and occasionally the private sector companies that created them, which often creates a misperception among policymakers and the public that utilities are point sources for PFAS. **Despite this shared responsibility and the optics of it for lawmakers and the public, drinking water and clean water utilities themselves do not produce forever chemicals.**

PFAS compounds are discharged into water bodies as part of industrial processes or from manufacturing facilities. They can also be discharged from industrial facilities into municipal sewer systems. Additionally, PFAS chemicals are discharged from homes, where they can be found in all kinds of domestic products, into sewer systems. Wastewater treatment facilities then become passive receivers of these chemicals, which they have no role in producing or profiting from. There is no current technology that can feasibly and affordably remove PFAS during the wastewater treatment process, and the chemicals are ultimately discharged from wastewater treatment plants to local receiving water bodies.

If these water bodies serve as sources of drinking water, the PFAS can be taken up by water utilities during the treatment process. In addition, PFAS can contaminate groundwater due to releases, accidental spills, or improper disposal practices. Water utilities that rely on groundwater sources may unintentionally extract water containing PFAS and subsequently distribute it to consumers.

For these reasons, water utilities strive to provide safe drinking water to consumers and are subject to new regulatory standards for water quality. As awareness about PFAS contamination increases, water utilities will be responsible for implementing more complex measures to detect, monitor, and treat PFAS in their water supplies to ensure compliance with regulations and minimize consumer exposure.

Bearing in mind the obligation of the water sector to ensure clean water and to protect public health and the environment, the industries that have historically used PFAS or are directly responsible for dangerous contamination must be expected to contribute to the clean-up costs. That's why industries that manufactured or used PFAS-containing products, such as chemical manufacturers, textile manufacturers, and manufacturers of firefighting foam, must be held financially responsible for clean-up efforts.

It's important to note that the allocation of clean-up costs can vary depending on the jurisdiction and specific circumstances of each PFAS contamination case. The legal and regulatory framework, along with the level of government involvement and the ability to identify responsible parties, can significantly impact the distribution of financial responsibility.

PFAS MYTH #4

Water utilities – and the communities they serve – will not be saddled with legal liability for PFAS cleanups

When it comes to PFAS cleanups, environmentalists, members of Congress, and the US EPA all say the same thing: polluters should pay to get these "forever chemicals" out of our water and off our lands. And, in theory, the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) – the federal statute designed to make responsible parties pay for cleanups of hazardous substances – is a good tool to achieve that goal. The reality of

CERCLA liability, however, is much more complicated. Clean water utilities collect, manage, treat, and sustainably reuse the billions of gallons of wastewater and stormwater and tons of biosolids generated throughout the country each day. These services are foundational for our modern society, but they also often fall within CERCLA's broad categorizations of "disposal" and "releases," and therefore can lead to clean water utilities being incongruously labeled as CERCLA "potentially responsible parties" (PRPs).

On the flip side, the chemical companies that created PFAS and profited from their sale often do not – in the legalese of CERCLA – ultimately "dispose" of them, but instead sell them as a "useful product." Ironically, this fact may allow the biggest "polluters" of them all – PFAS manufacturers – to escape paying for clean-ups conducted under CERCLA. In other words, CERCLA may lead to the very communities that have suffered from PFAS pollution paying for its clean-up through increased utility bills, while polluters with teams of lawyers skirt legal liability and get around paying their fair share.

EPA has indicated that it will use its CERCLA enforcement discretion to go after polluters and help shield utilities from this outcome. Public utilities appreciate this, and EPA can provide some relief under CERCLA using its discretion. But in spite of what environmentalists may say, these protections have holes big enough for PFAS manufacturers to drive trucks through, because CERCLA provides third parties – including polluters – with statutory rights to bring suits and foist cleanup costs on any PRP, like water utilities. In many cases, EPA can't do anything to stop it. And utilities make juicy targets. They are reliable sources of funding that polluters are more than willing to use to defray their own costs.

Bottom line: absent action from Congress to change the way CERCLA works in the context of PFAS, there is a significant risk that clean water utilities and the public they serve will be burdened with the costs of PFAS cleanups and legacy pollution, not polluters.

PFAS Myth #5

New technologies being developed will mitigate PFAS clean-up costs for the water sector in the future

While the field is still evolving, policymakers have started to focus on innovative technologies for PFAS remediation. To address PFAS in drinking water, the water sector is working to implement advanced treatment processes to remove or reduce PFAS concentrations, ensuring the provision of clean and safe drinking water to consumers. **However, new technologies are not a silver bullet for the utilities, and they can be very expensive. Also, the cost of remediation technologies can vary dramatically, depending on the extent of contamination, the selected remediation method, and the scale of the project.**

Advanced oxidation processes (AOPs) involve the use of chemical reactions to break down and destroy PFAS compounds. Techniques such as ultraviolet (UV) light, ozone, or hydrogen peroxide are applied to generate highly reactive radicals that can degrade PFAS molecules. AOPs have shown effectiveness in treating PFAS-contaminated water, although further research is needed to optimize the process and ensure complete degradation.

Electrochemical methods use an electric current to induce reactions that can degrade or remove PFAS compounds. Electrochemical oxidation and electrocoagulation are two approaches that have been investigated for PFAS remediation. These techniques can be effective in treating both water and soil contaminated with PFAS.

Researchers are developing novel adsorbent materials specifically designed to capture PFAS from water sources. These materials have high affinity and selectivity for PFAS, allowing for efficient removal. Examples include modified clays, activated carbon-based materials, and nanomaterials. Research efforts focus on enhancing adsorption capacity, stability, and cost-effectiveness of these materials.

Membrane-based separation processes, such as reverse osmosis (RO) and nanofiltration (NF), have been effective in removing PFAS from contaminated water. These technologies work by selectively rejecting PFAS compounds while allowing clean water to pass through. Advances in membrane materials and processes aim to improve PFAS removal efficiency and reduce energy consumption.

It's worth noting that while these technologies show promise, each has its own limitations, and their effectiveness may depend on the specific PFAS compounds, concentrations, and site conditions. Continued research and development are essential to optimize these technologies and make them commercially viable for large-scale PFAS clean-up efforts.

Other cost factors to consider include research and development efforts. Investing in innovation and improving the efficiency and effectiveness of existing technologies can help reduce overall expenses. PFAS remediation also obviously requires perpetual operation and maintenance to ensure effective treatment. The costs associated with operating treatment systems, including energy, chemicals, consumables, and personnel, can be substantial, particularly for long-term remediation projects.

Lawmakers and media must work to debunk the common myths associated with PFAS so that Americans from all walks of life understand who is responsible and what must transpire to fix this massive problem. While the costs associated with PFAS remediation can be significant, it's important to weigh them against the potential risks of contamination to human health and the environment. That's why Congress and EPA must work together and listen to water industry experts to ensure that the American public is not forever on the hook for cleaning-up forever chemicals.



Oceano Community Services District

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

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

Date: August 28, 2024

To: Board of Directors

From: Peter Brown, General Manager
Tony Marraccino, Utilities System Manager

Subject: **Agenda Item #9(C): Review and discussion of the July 3, 2024, Sanitary Survey Inspection Report completed by the State Water Resources Control Board Division of Drinking Water**

Recommendation

It is recommended that the Board of the Oceano Community Services District review and discuss the July 3, 2024, Sanitary Survey Inspection Report completed by the State Water Resources Control Board Division of Drinking Water.

Discussion

Inspections are vital tools for protecting public health and ensuring that public water systems consistently deliver safe drinking water. The Federal Environmental Protection Agency (USEPA) mandates that community water systems be inspected every three years to ensure compliance with the [Safe Drinking Water Act \(SDWA\)](#). The Division of Drinking Water (DDW) under the State Water Resources Control Board (State Water Board) conducts these inspections and documents the findings in sanitary survey reports.

A sanitary survey is a comprehensive review and inspection to evaluate the adequacy of the water system to provide safe drinking water. The comprehensive evaluation and inspection must include 1) sources of supply, 2) treatment facilities, 3) distribution system, 4) finished water storage, 5) pumps, pump facilities, and controls, 6) monitoring (sampling/lab testing), reporting, and data verification, 7) system management and operation, and 8) operator compliance with State requirements. The sanitary survey includes an in-office file review and a physical field visit inspection.

The District is responsible for operating, repairing, and maintaining its water facilities, except for the Lopez Project, which is owned and maintained by the County of San Luis Obispo. The previous sanitary survey inspection occurred on June 3, 2021, and the most recent inspection occurred on June 7, 2024, which meets the requirement of being inspected every three years. The Sanitary Survey Inspection Report from July 3, 2024, is included as "Attachment A" to this staff report as well as responses from staff as to the points brought up in the report. More information can be found on the California Water Boards' Annual Performance Report - Fiscal Year 2021-22 [webpage](#).



Summary of Key Findings & Responses

Tank 1: The tank has been rehabilitated and is currently back online and serving the community.

Tank 2: The tank's inspection was completed, and a list of items to address is currently in progress (tank coating, access improvements).

Well #06: This well has been offline since 2019; regardless, the items noted in the report are being addressed, and there are no concerns.

Cross-Connection (Backflow): The District is required to submit a Cross-Connection Control Plan to the DDW by July 1, 2025. The District has a plan in place and contracts with a Cross-Connection Specialist, Matt Giuffrida, with the County of San Luis Obispo. This requirement will be met through collaboration with Mr. Giuffrida.

Lopez Project flow control valve: The District is required to regularly inspect the vault to ensure adequate drainage and to prevent standing water. The District has a submersible pump for when any water accumulates.

Water outages: The District is required to always maintain a minimum operating pressure of 20 psi and have a plan in place for agency and public notifications in the event a water outage occurs. The District currently has a protocol in place in the event of an emergency. Notifications will take place to appropriate agencies and affected customers.

Lead and Copper: 2021 EPA revisions to the Federal Lead and Copper Rule (LCR) require the submittal of updated service line inventories. Utility staff currently has 2 out of 3 routes completed and will meet the deadline of October 16, 2024 by completing inventory of the entire system.

Summary of Recommendations

Groundwater treatment: The District is required to monitor total and free chlorine/total ammonia at our storage tanks. The District has all the equipment necessary to meet this requirement, regularly monitors and is in compliance.

Booster pump: The DDW recommends the hydropneumatic tank be inspected every 5 years. The pump was recently inspected, and the report was submitted to the DDW. The next inspection will take place on time.

PFAS (Per- and polyfluoroalkyl substances): The DDW recommends the District stay current on State regulations regarding PFAS. The District is in compliance with regular testing through the EPA as part of the UCMR.

Other Agency Involvement



State Water Resources Control Board Division of Drinking Water.

Other Financial Considerations

The District purchased a portable analyzer for \$4,600 to allow staff to analyze chlorine and ammonia mixing in storage/distribution tanks one and two.

Results

Regular repairs, improvements, maintenance, and inspections are essential to maintain transparency and protect public health.

Attachments

- Attachment A – Sanitary Survey Inspection Report Summary



State Water Resources Control Board Division of Drinking Water

July 3, 2024

Oceano Community Services District
Attn: Anthony Marraccino, Utilities System Manager
1655 Front Street
Oceano, CA 93445

System Number CA4010005 – 2024 Sanitary Survey

Dear Mr. Marraccino,

On June 7, 2024, the Division of Drinking Water (DDW) conducted a sanitary survey of the Oceano Community Services District (OCSD) potable water system with the assistance of the Utilities System Manager and his staff. The findings of this sanitary survey inspection are detailed in the enclosed Sanitary Survey Report. Please acknowledge receipt of this Report by July 15, 2024.

Below is a list of required items DDW has found. Please review and respond accordingly.

1. Tank 1 is undergoing rehabilitation, which consisted of an interior and exterior recoat and the addition of a staircase and roof guardrails. OCSD anticipates the rehabilitation to be completed in July 2024. OCSD must perform a 5-day soak test and VOC and coliform sampling and submit results to DDW prior to releasing water to the distribution system.

All requirements have been met with the exception of VOC results. Requires 10 days and should be completed late July 2024. Tank 1 rehab completion and NOC anticipated in August 2024.

2. The flow control valve for surface water from the Lopez Project is located in an uncovered below-grade vault. OCSD is required to monitor and inspect the vaults on a routine basis to ensure adequate drainage is occurring and prevent standing water from accumulating in the vault.

OCSD staff daily monitors the valve and is able to use a submersible pump for when standing water accumulates in the vault.

3. Tank 2 has obvious exterior corrosion on the roof, vent, and sides of the tank near the roof. Exterior corrosion issues were noted on the access ladder and roof guardrails. Within 60 days of this report, OCSD is required to submit a plan and time schedule for an exterior recoat at Tank 1. OCSD is also required to provide adequate and safe access of the roof and roof hatch for tank inspection and maintenance.

The inspection for Tank 2 is completed and has a small punch list of items to complete. The required submittal plan and time schedule for exterior recoating of

the tank will be completed within 60 days of July 3, 2024. Additionally, some rehabilitation is required to comply with OSHA. Staff is seeking a comprehensive quote for all Tank 2 repairs.

4. OCSD noted (mainline?) water outages in 2021, 2022, and 2023 due to water main breaks. DDW recommends OCSD notify DDW immediately when an unplanned event causes the distribution system to drop below 5 psi, as this would require issuance of a Boil Water Notice or other public notification. OCSD is required to maintain a minimum operating pressure of 20 psi at all times.

OCSD has a protocol in place to maintain 20 psi and issue all proper notifications in the event of an emergency line break, causing the system to drop below 5 psi. Public notification should take place for affected customers only (not districtwide) in the event of a drop below 5 psi.

5. On January 15, 2021, the US EPA issued revisions to the federal Lead and Copper Rule (LCR). US EPA's new Lead and Copper Rule Revisions (LCRR) aim to strengthen the LCR to better protect communities and children in elementary schools and childcare facilities from the impacts of lead exposure. The US EPA also maintains a compliance date of October 16, 2024, for updated lead service line inventories. OCSD is required to submit an updated lead service line inventory to DDW by October 16, 2024.

OCSD is currently inspecting and identifying service lines for both District and private. October 16th deadline will be met, 1 of 3 meter reading routes have been completed. Boxes are being dug up at the meters to document service line material.

6. The State Water Board has developed a Cross-Connection Control Policy Handbook (CCCPH) that was adopted on December 19, 2023, and will be effective July 1, 2024. Standards described in the CCCPH will be applicable to all California Public Water Systems, as defined in California's Health and Safety Code (CHSC, Section 116275(h)) and compliance with the CCCPH is mandatory. Public water systems are required to submit a Cross Connection Control Plan to DWW within one year after the effective date of the CCCPH. In accordance with the CCCPH, OCSD is required to submit a Cross Connection Control Plan to DDW by July 1, 2025.

OCSD has a cross-connection control program in place, and contracted a cross-connection control specialist, Matt Giuffrida, who is certified with AWWA. OCSD has incorporated cross connection control requirements in Chapter 6.12.100 of its Code of Ordinances. OCSD is required to regularly survey its service area for new potential hazards and cross connections, and is continuing to do so as needed at regular intervals.

7. Well 06 exceeds the secondary MCLs for iron. To reduce iron levels, groundwater from Well 06 must be blended with imported surface water at the storage tanks. OCSD is required to provide a monthly blending report to DDW. The blending report must include production numbers from Well 06 and the Lopez Project turnout, monthly iron results from Well 06, and weekly iron results taken from the Tank 2.

Well 06 hasn't been used for production since 2019. However, this item is currently being addressed and there are no concerns. If/when Well 06 is used, the well and the tank are sampled and proper blending occurs.

Below is a list of recommendations. A response is not required for recommendations.

1. Groundwater treatment includes disinfection with chlorine. OCSD blends its disinfected well water with imported surface water supplies at its storage tanks. Because OCSD blends chloraminated surface water with free-chlorinated groundwater at its storage tanks, DDW strongly recommends OCSD monitor for total and free chlorine and total ammonia at its storage tanks weekly to ensure an adequate chlorine to ammonia ratio is maintained.

The necessary equipment to meet this requirement was recently purchased and is currently being utilized with no concerns. OCSD is currently monitoring total and free chlorine/total ammonia at our storage tanks.

2. OCSD operates one booster pump station located at its maintenance yard, which is used to transfer water to the distribution system from the storage tanks. The pump station consists of four pumps and a 5,466-gallon hydropneumatic tank. DDW recommends the hydropneumatic tank be inspected every 5 years.

The tank was recently inspected and the report has been submitted to the DDW. The District has a plan to maintain the inspection schedule every five years.


3. On April 10, 2024, EPA announced the final National Primary Drinking Water Regulation (NPDWR), establishing MCLs for PFOA, PFOS, PFHxS, PFNA, and HFPO-DA as contaminants with individual MCLs, and PFAS mixtures containing at least two or more of PFHxS, PFNA, HFPO-DA, and PFBS using a Hazard Index MCL. DDW recommends OCSD stay current on State regulations regarding PFAS.

The first round of PFAS has been completed. The next scheduled test through the EPA is in 2025 and is part of the UCMAR (Unregulated Contaminant Monitoring Rule) which comes out every five years. OCSD will look into potential 2024 testing for PFAS, if possible, this will occur.

OCSD's assistance provided during the preparation of this sanitary survey report is greatly appreciated. If you have any questions, please contact Laureen Tan at (805) 566-1317 (laureen.tan@waterboards.ca.gov) or me at (805) 566-1326 (jason.cunningham@waterboards.ca.gov).

Oceano Community Services District
July 3, 2024

Sincerely,



Date:
2024.07.03
11:49:10
-07'00'

Water Boards
Jason Cunningham, P.E., District Engineer
Santa Barbara District
Division of Drinking Water
State Water Resources Control Board

Enclosure 1: Sanitary Survey Report

cc: San Luis Obispo County Environmental Health Services



State Water Resources Control Board
Division of Drinking Water

Sanitary Survey Inspection Report
For
Oceano Community Services District
San Luis Obispo County
CA4010005

State Water Resources Control Board
Division of Drinking Water
Central California Field Operations Branch
Laureen Tan, P.E., Water Resource Control Engineer
July 3, 2024

I. Introduction

On June 7, 2024, Laureen Tan, P.E., Water Resource Control Engineer of the Santa Barbara District, Division of Drinking Water (hereinafter known as DDW) of the State Water Resources Control Board (SWRCB) inspected the Oceano Community Services District (hereinafter OCSD) water system. Tony Marraccino, Utilities Systems Manager, and his staff were in attendance. The last inspection was conducted on June 3, 2021.

The purpose of this sanitary survey inspection report is to document the inspection of OCSD's water system, to describe the facilities and operational practices as they exist today, and to describe any deficiencies needing follow-up.

1.1 Sources of Information

Information for this sanitary survey inspection report was obtained from OCSD personnel, DDW files, and a field inspection of the water system.

1.2 Brief Description of System

OCSD is classified as a community water system located in San Luis Obispo County, and operates under the authority of Domestic Water Permit listed below:

Table with 3 columns: Permit Number, Date Issued, Purpose. Rows include permit 04-06-17P-002 (Full Permit) and 4010005PA-001 (Permit amendment to inactivate Well 04).

According to the 2023 Electronic Annual Report (EAR), OCSD reported that there are approximately 7,601 permanent residents served through 2,207 service connections. OCSD's water system consists of two active wells, one interconnection (turnout) with the Lopez Project water system for receiving water, and a distribution system with approximately 1.3 million gallons (MG) of finished water storage. OCSD also has an emergency interconnection with the City of Grover Beach. Sewer services and wastewater treatment for its service area are provided by the South San Luis Obispo County Sanitation District, which is located in the community of Oceano.

II. INVESTIGATION FINDINGS

2.2 Sources

OCSD maintains two active groundwater wells and imports treated surface water from San Luis Obispo County (County) through the Lopez Project water system. Collectively, OCSD’s wells can provide up to about 1,300 gallons per minute (gpm). The Lopez Project can provide OCSD treated surface water at flows up to 600 gpm. OCSD has a contractual water supply entitlement with the County for a total of 750 acre feet (244 MG) per year, which is subject to Lopez Lake (also called Lopez Reservoir) water levels. Because OCSD does not utilize its full surface water allotment, OCSD sells a portion of its allotment to Canyon Crest Mutual Benefit Water Company and two mobile home parks, which receive water through the City of Arroyo Grande’s distribution system. OCSD has also restricted groundwater production to 225 AF per year to maintain stability in groundwater levels.

OCSD primarily uses Lopez Project water and supplements the water supply with well water when needed.

Incorrect above. Correct: CCWA = 750 AF / Lopez = 303 AF

2.2.1 Adequacy of Supply

The table below provides the population, number of service connections, active sources of supply in OCSD, as well as the total annual supplies. OCSD’s population and number of service connections have been mostly stable since 2013.

Year	Reported Population	No. Service Conn.	Annual Production Totals			Percent Surface Water	Gallons per Capita-Day (GPCD)
			Ground Water (MG)	Imported Surface Water (MG)	Total Supply (MG)		
2013	7,289	2,168	29.3	270	299	90.2%	112.40
2014	7,673	2,177	85.5	175	259	67.4%	89.75
2015	8,125	2,168	40.7	186	227	82.0%	74.21
2016	8,118	2,184	1.6	219	221	99.3%	72.35
2017	7,530	2,184	6.7	228	234	97.1%	83.07
2018	7,533	2,188	77.3	152	229	66.2%	81.07
2019	7,560	2,195	48.0	164	212	77.3%	74.88
2020	7,487	2,203	6.3	236	242	97.4%	86.53
2021	7,487	2,217	27.6	206	234	88.2%	83.27
2022	7,601	2,228	58.7	151	210	72.1%	73.86
2023	7,601	2,207	17.4	205	222	92.2%	78.41

Source: EARs, 2013 – 2022. SAFER Clearinghouse Portal, 2023.

Per the California Waterworks Standards all public water systems are required to record the production from their sources on a monthly basis. The Maximum Day Demand (MDD) was provided by OCSD in the EAR reports. The Peak Hour Demand (PHD) was estimated using the reported maximum day demand and a peaking factor of 1.5. OCSD’s maximum monthly demand, MDDs, and PHDs during the last 11 years are below.

Year	Average Flow (GPM)	Maximum Daily Demand (MGD)	Maximum Daily Demand (GPM)	Peak Hourly Demand (GPM)
2013	569	1.14	792	1,188
2014	494	0.92	640	961
2015	432	0.97	672	1,008
2016	420	1.08*	750*	1,126*
2017	446	1.20*	831*	1,246*

Year	Average Flow (GPM)	Maximum Daily Demand (MGD)	Maximum Daily Demand (GPM)	Peak Hourly Demand (GPM)
2018	436	1.15*	798*	1,197*
2019	403	1.30	905	1,358
2020	461	0.92	636	954
2021	445	0.87	604	906
2022	400	1.40	973	1,460
2023	423	0.79	547	821

Source: EARs, 2013 – 2022. SAFER Clearinghouse Portal, 2023.

*The 2016-2018 values were estimated using peaking factors, as shown below.

$$\text{Max Day Demand (MDD)} = \frac{\text{Max Month (MG)}}{\frac{\text{days}}{31 \text{ month}}} * (1.5)$$

$$\text{Peak Hour Demand (PHD)} = \text{Max Day Demand (GPM)} * (1.5)$$

According to the California Waterworks Standards, public water systems are required to have water sources that have the capacity to meet the MDD at all times, and a public water system serving more than 1,000 service connections are required to be able to meet four hours of PHD. Currently, the combined capacities of OCSD’s wells (1,300 gpm), Lopez Project interconnection (600 gpm), and finished water storage (1.3 MG) meet the estimated MDD and PHD values.

Drought Impact and Preparedness

The State will continue to update water conservation measures depending on current weather conditions. Therefore, the States measures continue to change based on current conditions. DDW recommends that OCSD stay informed by visiting the State’s Water Conservation Portal at https://www.waterboards.ca.gov/water_issues/programs/conservation_portal/.

2.2.2 Source of Supply – Purchased Surface Water

OCSD purchases treated surface water from the Lopez Project, which obtains its water supply from the Lopez Reservoir and State Project Water (SPW) from the Central Coast Water Authority (CCWA). The amount of water OCSD can receive (entitlement) from the Lopez Project is determined by the County.

The Lopez Project consists of a reservoir formed by a dam constructed on the Arroyo Grande Creek in 1969 and receives surface water from a 43,000-acre area of the upper portion of the Arroyo Grande Creek Watershed. The Lopez Reservoir has a total storage capacity of 49,388 acre feet and provides recreational activities, including boating, fishing, picnicking, and overnight camping, which are inspected regularly. Swimming and water contact areas are located in designated areas down-stream of the intake structure and at the opposite end of the Reservoir. Water from the Reservoir is initially released and stored at the 844-acre foot Terminal Reservoir for approximately 30 to 40 days before treatment in the Lopez Project Water Treatment Plant (LPWTP). The LPWTP provides conventional treatment consisting of coagulation, flocculation, dissolved air floatation system, membrane filtration, chlorination, and chloramination in accordance with Surface Water Treatment Rule (SWTR) requirements. The LPWTP receives a 4-log Giardia removal and a 0.5-log virus and *Cryptosporidium* inactivation credit to meet SWTR requirements. The treated water from the LPWTP is then blended with SPW from CCWA to meet SPW allocation requirements for other water systems.

CCWA operates and maintains a conventional treatment plant, Polonio Pass Treatment Plant (PPTP), which can produce 43 MGD. The treatment processes include pre-chlorination (standby), coagulation, flocculation, sedimentation, filtration, chlorination and chloramination. PPTP receives

a 2.5-log Giardia removal and a 2-log virus and *Cryptosporidium* inactivation credit to meet SWTR requirements. Water is delivered through 131 miles of treated water transmission lines operated and maintained by CCWA.

Purchased surface water is delivered to OCSD’s tanks via the Brisco turnout located in Arroyo Grande. The Brisco turnout is owned, operated, and maintained by the County. The Brisco turnout is also metered, which is monitored and reported to OCSD by the County. OCSD maintains regular correspondence with County staff for supply delivery. OCSD can adjust surface water flow from a valve located at their maintenance yard. The flow control valve for surface water from the Lopez Project is located in an uncovered below-grade vault. **OCSD is required to monitor and inspect the vault on a routine basis to ensure adequate drainage is occurring and prevent standing water from accumulating in the vault.**

OCSD has a submersible pump for when standing water accumulates in the vault.

2.2.3 Source of Supply – Groundwater

OCSD’s Wells 06 and 08 pump groundwater from the Santa Maria Valley Groundwater Basin (SMV Basin), which is adjudicated and managed by the Northern Cities Management Agency (NCMA). OCSD has a **SMV Basin water allocation of 750 AFY**. The SMV Basin groundwater is mostly unconfined except in the coastal portion where it is confined. OCSD has reduced groundwater production to reduce the decline of the groundwater levels and avoid seawater intrusion into the SMV Basin. Groundwater levels are regularly monitored by the County on a quarterly basis as part of the NCMA’s monitoring program. The primary threat for the SMV Basin groundwater supply is water quality degradation due to seawater intrusion.

Incorrect above. Correct: SMV allocation to OCSD is 900 AFY. Recent typical usage amid NCMA cities is 25% of allocation (225 AF), OCSD recent usage has been 50 AF or less.

OCSD primarily uses Well 08 for groundwater supply. OCSD has a spare pump motor available for Well 08. Well 06 can only produce flows up to 300 gpm and serves as a backup to Well 08 which can produce approximately 1,000 gpm. Each well is located within a locked fenced area. Air vacuum releases on each of the wells are properly screened. The wells can discharge into stormwater containment basins or the storm drain.

Per SB 552, OCSD is required to report monthly production volumes on a quarterly basis (due by the 30th of the following month) through the State’s SAFER Clearinghouse website,

<https://wbappsrv.waterboards.ca.gov/safer/>.

Other Well characteristics are summarized in the table below.

Well ID	Year Drilled	Total Depth (ft bgs)	Casing Type and Size (in)	Annular Seal Depth (ft bgs)	Depth to Screen (ft bgs)	Pump Type	Approx. Flow Rate (gpm)
Well 06	1979	606	12-inch steel	73	305	75-HP Vertical Turbine	300
Well 08	1984	540	12-inch steel	50	380	25-HP Vertical Turbine	1,000

Incorrect above, not 25 HP. Correct - Well 08 pump type is 125-HP Vertical Turbine

Well 04 was inactivated as a supply source in December 2021. Well 04 was inoperable due to sediment issues and has been physically disconnected from the water system. Well 07 was previously inactivated due to poor production flow and has been physically disconnected from the water system.

2.3 Source of Supply – Emergency Interconnections

OCSD maintains a permanent one-way interconnection with the City of Grover Beach for emergency supply. OCSD plans to add a permanent interconnection with the City of Arroyo Grande.

2.4 Treatment

Groundwater treatment includes disinfection with chlorine. OCSD blends its disinfected well water with imported surface water supplies at its storage tanks.

2.4.1 Disinfection

Disinfection treatment is provided by the injection of 12.5% sodium hypochlorite and the well discharge line for Wells 06 and 08. Chemical storage facilities are located near the wells and include double wall polyethylene tanks for sodium hypochlorite and dedicated chemical feed pumps. All chemicals are NSF/ANSI 60 certified. Chemical injection is set with a target total chlorine residual of 0.5 to 1.0 mg/L. **Because OCSD blends chloraminated surface water with free-chlorinated groundwater at its storage tanks, DDW strongly recommends OCSD monitor for total and free chlorine and total ammonia at its storage tanks weekly to ensure an adequate chlorine to ammonia ratio is maintained.** The ideal chlorine to ammonia ratios should not exceed 5:1 in the tanks and distribution system, unless the water system is converting to a free-chlorinated supply. An excess of free chlorine in the presence of chloramines can result in loss of effective chlorine residual.

The necessary equipment to meet this requirement was previously purchased and is currently being utilized with no concerns.

OCSD also indicated Lopez Project switches from chloramines to free chlorine once a year for maintenance. OCSD should adjust its tank volumes and chemical dosing processes accordingly when this disinfection switchover occurs to prevent chlorine residual losses in the distribution system.

2.4.2 Groundwater Blending

Well 06 has iron levels that exceed the secondary MCL. OCSD is required to blend Well 06 with imported surface water to reduce the levels of iron. OCSD is required to provide a monthly blending report to DDW. The blending report must include production numbers from Well 06 and the Lopez Project turnout, and weekly iron results taken from the Tank 2.

OCSD is no longer required to submit a monthly blending report for nitrate and selenium, as these constituents are non-detect in Wells 06 and 08.

2.5 Storage Facilities

OCSD's finished water storage consists of two treated water storage tanks, providing a total storage capacity of approximately 1.3 MG. Tanks 1 and 2 receive water from OCSD's wells and surface water from the Lopez Project and the tanks float together. OCSD maintains a 5-year inspection/cleaning schedule for the reservoirs.

The tank site is located at OCSD's maintenance yard, which is fenced and secured. Tank 1 is undergoing rehabilitation, which consisted of an interior and exterior recoat and the addition of a staircase and roof guardrails. OCSD anticipates the rehabilitation to be completed in July 2024. **OCSD must perform a 5-day soak test and VOC and coliform sampling and submit results to DDW prior to releasing water to the distribution system.**

All requirements have been met with the exception of VOC results.

Tank 2 was inspected by Advantage Technical Services, Inc. (ATS), in November 2022. ATS indicated the interior of Tank 2 was in good condition and minimal sediment was observed. During this inspection, Tank 2 has obvious exterior corrosion on the roof, vent, and sides of the tank near the roof. Exterior corrosion issues were noted on the access ladder and roof guardrails. **Within 60 days of this report, OCSD is required to submit a plan and time schedule for an exterior recoat at Tank 1. OCSD is also required to provide adequate and safe access of the roof and roof hatch for tank inspection and maintenance.**

The tank was recently inspected and there is a plan in place to address OSHA compliance.

Tank characteristics are shown in the table below.

Storage Facility Name	Capacity (MG)	Year Installed	Construction	Date of last inspection	Inlet/Outlet
Tank 1	0.3	1991	Welded Steel	7/22/2020	Separate
Tank 2	1	1979	Welded Steel	11/17/2022	Separate

2.6 Distribution System

OCSD’s distribution system consists of one pressure zone. The distribution system consists of mains made of asbestos cement, cast iron, PVC, and steel ranging in diameter from 2 to 12 inches. Distribution system pressures range from 45 to 85 pounds per square inch (psi), which is maintained by the storage tanks and booster pump station. OCSD maintains 24 dead ends and 460 valves. Dead ends are flushed annually and as needed. Valves are exercised annually and as needed.

OCSD shall continue to maintain ten feet horizontal and one-foot vertical separation between water and sewer lines, in accordance with Title 22 Section 64572 Water Main Separation. Maps of the distribution system shall be maintained and kept current.

Problems encountered in the distribution system are shown below. OCSD investigated and corrected problems accordingly. OCSD noted water outages in 2021, 2022, and 2023 due to water main breaks. DDW recommends OCSD notify DDW immediately when an unplanned event causes the distribution system to drop below 5 psi, as this would require the issuance of a Boil Water Notice or other public notification. **OCSD is required to maintain a minimum operating pressure of 20 psi at all times.**

The District is currently in compliance and has an established protocol for notifications.

Distribution System Problem	2021	2022	2023
Service Connection Breaks/Leaks	6	7	10
Main Breaks/Leaks	0	3	2
Water Outage	4	5	1
Boil Water Orders	0	0	0
Total	10	15	13

OCSD is in the process of incorporating two small nearby water systems (Halcyon Water Company and Ken Mar Gardens) into its service area as part of a SAFER consolidation project. OCSD indicated the addition of these water systems will improve water quality issues near the Halcyon area in its distribution system.

2.6.1 Booster Pump Stations

OCSD operates one booster pump station located at its maintenance yard, which is used to transfer water to the distribution system from the storage tanks. The pump station consists of four pumps with individual pumping capacities that range from 275 to 450 gpm and a 5,466-gallon hydropneumatic tank. DDW recommends the hydropneumatic tank be inspected every 5 years.

See attached report. The District is on pace for inspections every 5 years.

The primary pump is equipped with a variable frequency drive (VFD). The three electrical pumps are equipped with a backup power generator. The fire pump is powered using a natural gas motor that is routinely checked.

# of Pumps	Pump Sizes and Capacities	Delivers Water from	Delivers Water to
4	15 HP - 275 gpm 20 HP - 375 gpm 20 HP - 375 gpm - VFD (lead) unknown size (fire) - 450 gpm	Tanks 1 and 2	Distribution System

2.6.2 Lead Service Line Inventory Requirement

OCSD certified in 2018 that service lines within its distribution system consist of plastic (PVC, polyethylene, and polybutylene), copper, and galvanized steel material. OCSD has not reported any lead service lines within its service area.

On January 15, 2021, the US EPA issued revisions to the federal Lead and Copper Rule (LCR). US EPA’s new Lead and Copper Rule Revisions (LCRR) aim to strengthen the LCR to better

protect communities and children in elementary schools and childcare facilities from the impacts of lead exposure. The US EPA also maintains a compliance date of October 16, 2024, for updated lead service line inventories. **OCSD is required to submit an updated lead service line inventory to DDW by October 16, 2024.** More information can be found by visiting:

https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/leadandcopperrule.html.

The District is currently in the process of identifying all lines, which will be completed by the deadline.

2.7 Cross-Connection Control Program

The State Water Board has developed a Cross-Connection Control Policy Handbook (CCCPH) that was adopted on December 19, 2023, and will be effective July 1, 2024. Standards described in the CCCPH will be applicable to all California Public Water Systems, as defined in California’s Health and Safety Code (CHSC, Section 116275(h)) and compliance with the CCCPH is mandatory. Public water systems are required to submit a Cross Connection Control Plan to DDW within one year after the effective date of the CCCPH. **In accordance with the CCCPH, OCSD is required to submit a Cross Connection Control Plan to DDW by July 1, 2025.** Other cross connection control requirements include having authority to enforce cross connection control regulations, conducting an initial hazard assessment and routinely updating the hazard assessment, and annual testing of all backflow prevention devices in the water system in accordance with the CCCPH. More information and the final CCCPH can be found by visiting:

https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/cccp.html

OCSD has a cross-connection control program in place, and contracted a cross-connection control specialist, Matt Giuffrida, who is certified with AWWA. OCSD has incorporated cross connection control requirements in Chapter 6.12.100 of its Code of Ordinances. OCSD is required to regularly survey its service area for new potential hazards and cross connections.

The District will be working with the County of San Luis Obispo Public Health (Cross Connection) to submit the Cross Connection Plan to DDW by the deadline.

Below is a summary of backflow prevention testing from 2021 to 2023.

Year	Service Connection Devices			
	Total Number	Number Devices Tested	Number Replaced	% Tested/ Replaced
2021	164	159	7	97%
2022	164	164	6	100%
2023	167	160	12	96%

*As reported in Annual Reports provided by OCSD

From 2021 to 2023, over 96% of the total backflow devices were tested each year. OCSD is required to ensure that all of the necessary backflow prevention devices are tested annually and if any of the backflow prevention devices fail, they are required to be repaired or replaced and then tested again. OCSD shall continue to implement and enforce its cross-connection control program.

2.8 Emergency Notification Plan

OCSD has an Emergency Notification Plan (ENP) on file with DDW dated June 18, 2024. The ENP shall be updated whenever necessary, although DDW recommends submitting the ENP on an annual basis to ensure that the information remains current.

2.9 Emergency Response Plan

OCSD has an Emergency Response Plan (ERP) on file with DDW dated June 2021. The ERP should list the actions OCSD would undertake in the event of emergencies, disasters, or other system problems (bacteriological, etc.).

The State’s Revised Total Coliform Rule (rTCR) became effective on July 1, 2021. Per the rTCR and based on the population reported in the 2023 EAR (7,601), OCSD is now required to collect a minimum of 9 samples per month. Due to its use of a surface water source, OCSD is required to collect bacteriological samples throughout its distribution system on a weekly basis. OCSD has an updated Bacteriological Sample Siting Plan (BSSP) on file with DDW dated June 17, 2024, and entails the collection of approximately 12 to 15 samples per month or 3 samples per week at 12 locations throughout the distribution system.

2.11 Complaints

OCSD maintains records of all complaints received and actions taken to correct the problems related to complaints. Below is a summary of the types of complaints received by OCSD. OCSD addressed the complaints received.

Type of Complaint	2021	2022	2023
Taste & Odor	3	4	1
Color	5	2	0
Pressure Issues	4	7	0
Total No. Complaints	12	13	1

2.12 Consumer Confidence Report (CCR)

OCSD is required to distribute a CCR to each customer in their service area by July 1st of each year and certify CCR distribution by October 1st of each year. From 2021 to 2023, OCSD mailed and publicly posted online its CCRs to its customers and submitted its CCRs to DDW by the deadline each year.

2.13 Electronic Annual Report (EAR)

The California Health and Safety Code Section 116530 states that all public water systems shall submit a technical report as required by DDW on an annual basis. DDW requires all water systems to submit the Electronic Annual Report (EAR), summarizing population served and number of service connections, water produced and used status of various monitoring requirements and operator certification, system improvements and other information. OCSD submitted its EARs by the deadline each year.

2.14 Monthly Compliance Reporting

Required monthly reports are to be submitted to DDW via email (dwpdist06@waterboards.ca.gov) using the document links shown below. Monitoring and reporting requirements are further discussed below.

Document Link	Report Item
TCR	Monthly TCR Report
LCR	Lead and Copper Tap Sampling Form. Lab results should be submitted electronically by the lab using Lab-to-State or CLIP portal
PN	Any Public Notification Documents
SWTR	Surface Water Treatment Rule Monitoring Summary
MRDL	Quarterly MRDL Form
DBP	Disinfection By-Product Report. Laboratory must also submit data electronically via CLIP portal.

Document Link	Report Item
CCR	Annual CCR – use email if unable to upload CCR onto EAR portal website
WTP	Monthly Treatment Plant (Blending) Reports.
NO2	Monthly Nitrification monitoring reports.
Lab Reports	<i>Laboratories must upload chemical results using the CLIP portal. Submit bacteriological data as TCR (distribution system).</i>

III. WATER QUALITY MONITORING

3.1 Surface Water Treatment Rule (SWTR) Monitoring

Because OCSD purchases treated surface water, OCSD is required to comply with SWTR disinfectant residual maintenance and monitoring requirements in the distribution system. From 2021 to 2023, OCSD monitored chlorine residuals in two sampling sites within its distribution system weekly. OCSD also analyzes HPCs at each location on a weekly basis.

From January 2023 to May 2024, one sampling location, 1649 Helena, has total chlorine residuals that have ranged from 0.2 to 0.61 mg/L. OCSD indicated this location is located near a dead end in the distribution system with low water usage and is flushed every quarter. Total chlorine residuals throughout the distribution system have ranged from 0.2 to 2.6 mg/L. HPCs have ranged from non-detect to 109 cfu/mL. One location, 1990 Henderson, had HPC result of greater than 5,700 cfu/mL. OCSD subsequently flushed the waterline and recollected a sample, which was non-detect for HPC.

OCSD submits monthly summaries and complies with the SWTR requirements.

3.2 Iron/Manganese Treatment Monitoring

Well 06 exceeds the secondary MCLs for iron. To reduce iron levels, groundwater from Well 06 must be blended with imported surface water at the storage tanks. **OCSD is required to sample Well 06 monthly for iron and the resulting blend for iron weekly when Well 06 is in operation.**

OCSD is required to provide a monthly blending report to DDW. The blending report must include production numbers from Well 06 and the Lopez Project turnout, monthly iron results from Well 06, and weekly iron results taken from the Tank 2.

OCSD is no longer required to submit a monthly blending report for nitrate and selenium, as these constituents are non-detect in Wells 06 and 08.

3.3 Sources – Chemical Monitoring Schedule and Results

All source water quality monitoring compliance is based on DDW’s Drinking Water Watch database (<https://sdwis.waterboards.ca.gov/PDWW/>). All chemical water quality monitoring from the sources must be submitted to DDW via electronic data transfer into the California Laboratory Intake Portal (CLIP).

OCSD is required to routinely monitor its groundwater sources for general physical parameters, general minerals, inorganic chemicals, radiological chemicals, volatile organic compounds (VOCs), synthetic organic compounds (SOCs), and coliform bacteria. Below is a summary of constituents detected in OCSD’s groundwater sources.

Source Chemical Monitoring Summary - Detected Constituents, Primary Drinking Water Standards
Most recent result shown below. Source - SDWIS Database

Source Name	Arsenic (ug/L)	Fluoride (mg/L)
	MCL: 10	MCL: 2
Well 06	2.1	0.29
Well 08	2.1	0.15

Source Chemical Monitoring Summary - Detected Regulated Constituents
Most recent result shown below. Source - SDWIS Database

Source Name	Chloride (mg/L)	Sp. Cond (uS/cm)	Iron (mg/L)	Manganese (ug/L)	Sulfate (mg/)	TDS (mg/L)
	sMCL: 500	sMCL: 1600	sMCL: 300	sMCL:50	sMCL: 500	sMCL: 1000
Well 06	22	1,000	650	38	140	630
Well 08	37	1,100	160	32	170	680

Source Chemical Monitoring Summary - General Physical Constituents
Most recent result shown below. Source - SDWIS Database

Source Name	Color (units)	Turbidity (ntu)	Odor
	sMCL: 15	sMCL: 5	sMCL:3
Well 06	Non-detect (ND)	0.90	3
Well 08	Non-detect (ND)	0.95	1

3.3.1 Inorganic Chemicals, General Mineral and General Physical

In general, groundwater from each active source must be sampled for inorganic chemicals, general mineral (GM) and general physical (GP) at least once every three years.

Well 06 exceeds the secondary MCLs for iron and is required to be sampled on a monthly basis when in operation for treatment (blending) monitoring.

3.3.2 Nitrate

Wells 06 and 08 are non-detect for nitrate. Nitrate is required to be monitored annually at OCSD's groundwater sources.

3.3.3 Volatile Organic Chemicals (VOC)

Monitoring for VOCs is required once every three years. All VOCs were non-detect for all of OCSD's active sources in the most recent samples.

3.3.4 Synthetic Organic Chemicals (SOC) and 1,2,3-Trichloropropane

OCSD is required to sample for SOCs (atrazine and simazine) once every compliance cycle (every 9 years). OCSD is required to sample for 1,2,3-trichloropropane every three years. All non-vulnerable SOCs and 1,2,3-trichloropropane were non-detect for OCSD's groundwater wells during sampling done in the most recent compliance period. DDW has waived monitoring for all other non-vulnerable SOC constituents for the next compliance cycle.

3.3.5 PFAS

DDW issued PFAS Monitoring Order No. 2022-0001-DDW to OCSD, dated November 3, 2022, requiring quarterly sampling for PFAS at Well 08 beginning in first quarter 2023. DDW issued PFAS Monitoring Order No. DW 2024-0002-DDW, dated March 4, 2024, requiring PFAS testing at Wells 06 and 08.

Well 08 was sampled for four consecutive quarters in 2023, and all PFAS compounds were non-detect.

On April 10, 2024, EPA announced the final National Primary Drinking Water Regulation (NPDWR), establishing MCLs for PFOA, PFOS, PFHxS, PFNA, and HFPO-DA as contaminants with individual MCLs, and PFAS mixtures containing at least two or more of PFHxS, PFNA, HFPO-DA, and PFBS using a Hazard Index MCL. DDW recommends OCSD stay current on State regulations regarding PFAS. More information can be found by visiting the following website:

<https://www.waterboards.ca.gov/pfas/>.

3.3.6 Radiological Monitoring

The monitoring frequency for radionuclides (gross alpha, uranium, and radium) at each source is determined by the gross alpha (GA) monitoring result from the most recent compliance period. Based on these results, OCSD is required to monitor for GA and/or uranium at the groundwater sources at the frequencies listed below.

Source	Previous Sample Date	GA Result (pCi/L)	Last Uranium (U) Result	Monitoring Required	Frequency	Next Sample Due
Well 06	6/8/2021	ND	Not sampled	GA	9 YR	Jun-30
Well 08	11/16/2023	6.4	7.1	GA + U	6 YR	Nov-29

GA + U - Gross Alpha and Uranium

3.4 Bacteriological Monitoring – Raw Source Water

The bacteriological samples from the well sources must be collected at a location prior to treatment and chlorination and shall be analyzed for total coliform (TC) and *E. coli* (EC) bacteria on a quarterly basis. OCSD did not sample its raw groundwater sources from July 2021 to March 2024. Quarterly sampling was initiated in June 2024. Monthly sampling is required if a well source tests positive for TC. OCSD is required to turn off the well source and notify DDW if a well source tests positive for EC. If no coliforms are detected for a minimum of three consecutive months, OCSD can submit a request to DDW to return to quarterly monitoring.

See attached public notice – The District is currently in compliance.

3.5 Bacteriological Monitoring – Distribution System

In accordance with the RTCR, OCSD is required to collect 9 samples per month throughout the distribution system. Beginning in July 2024, OCSD is required to collect 9 samples per month. OCSD indicated that staff will collect 3 samples per week, or 12 to 15 samples per month. Routine sample locations will be revised to increase spatial distribution of the samples throughout the distribution system.

All samples collected from the distribution system from January 2021 to May 2024 were negative for TC and EC.

3.6 Lead and Copper Rule Monitoring

For compliance with the Lead and Copper Rule, OCSD is required to monitor a minimum of 20 samples collected from customers' taps every three years. OCSD completed the last triennial lead and copper sample tap monitoring in August 2023 and collected 20 samples. The 90th percentile lead and copper concentrations were below the respective Action Levels. The next triennial monitoring for lead and copper is required to be collected between the summer months of June 1st and September 30th of 2026.

3.7 Stage 2 Disinfection Byproduct Monitoring

Since continuous disinfection (chloramination and chlorination) treatment is provided, OCSD is required to comply with the Disinfection Byproduct (DBP) Rule. To comply with the Stage 2 DBP Rule monitoring requirements, OCSD is required to collect two samples each quarter for trihalomethanes (TTHM) and haloacetic acids (HAA5s). The respective Operational Evaluation

Levels (OEL) and Locational Running Annual Average are below the respective MCLs for TTHMs and HAA5s. OCSD is compliant with the DBP Rule.

3.8 Nitrification Monitoring

OCSD monitors its tanks weekly for total chlorine and has an active nitrification monitoring program for the tanks. OCSD targets a total chlorine residual above 1 mg/L in the tanks, and the tanks are sampled for nitrite when total chlorine levels drop below 1 mg/L. OCSD will be submitting monthly nitrification reports to DDW beginning in July 2024.

3.9 Maximum Residual Disinfectant Level (MRDL)

OCSD is required to measure residual disinfectant (chlorine) at the bacteriological sample locations in the distribution system concurrently with bacteriological sample collection and collects between 8 and 10 samples per month. OCSD monitors residual chlorine levels on a weekly basis and is compliant with the MRDL.

IV. OPERATOR COMPLIANCE WITH STATE REQUIREMENTS

Water suppliers are required to designate at least one chief operator and at least one shift operator for the operation of its water treatment facility, distribution system, or both. These operators must meet certification requirements based on the water system's treatment facility and distribution system classifications. A chief operator has overall responsibility for the day-to-day, hands-on, operation of a water treatment facility or a distribution system. A shift operator is in direct charge of the operation of a water treatment facility or distribution system for a specified period of the day.

OCSD's distribution system is classified as a D2 distribution system, which requires a chief operator with at least a D2 certification and shift operators with at least a D1 certification. OCSD's highest classified treatment facility is now classified as a T1, which requires a chief operator with at least a T1 certification, and shift operators with at least a T1 certification. Based on the 2023 EAR, OCSD's chief distribution and treatment operator (Anthony Marraccino) holds current D3 and T3 certifications. OCSD's shift operators also hold current D2/D3 and T2 certifications.

V. SYSTEM MANAGEMENT AND OPERATIONS

OCSD is responsible for operating, repairing, and maintaining all of its water facilities except for the Lopez Project (Brisco) turnout, which are owned and maintained by the County. Drinking water operations are under the management of the Utility Systems Manager (Anthony Marraccino).

OCSD staff indicated general manager turnover in 2023 and 2024. OCSD recently installed a new general manager in June 2024.

VI. SYSTEM APPRAISAL

Overall, OCSD's water supply facilities are in good sanitary condition and appear to be operating satisfactorily under competent supervision of the Utilities System Manager. Tank 2 requires some exterior rehabilitation. A review of OCSD's reports and routine water quality monitoring results indicates OCSD meets drinking water standards.



Oceano Community Services District

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

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

Date: August 28, 2024

To: Board of Directors

From: Peter Brown, General Manager

Subject: **Agenda Item #9(D):** Approve Grant Writing Consultant Services for the Small Community Funding Program by Drinking Water State Revolving Fund and other grant writing services.

Recommendation

It is recommended that the Oceano Community Services District Board approve a professional services agreement with Rick Engineering for an amount not to exceed \$25,000 for tasks 1 and 2 and authorize the General Manager to use Rick Engineering for on-call grant writing services during FY 2025 up to \$7,000 (task 3).

Discussion

The Drinking Water State Revolving Fund provides the Small Community Funding Program to help small disadvantaged communities with funds for eligible drinking water capital improvement projects. The attached application guidelines indicate that the program is to increase water supply sustainability through investments in existing infrastructure. MNS Engineers and Rick Engineering have provided the attached proposals to secure outside grant funding to prepare final design plans and construction funds for the District's high-priority capital improvement projects in the water system. MNS's proposal was for similar services to their March proposal for about \$26,025, while Rick Engineering's proposal is more comprehensive, flexible, and less costly. Staff is recommending the District enter into a professional services agreement not to exceed \$25,000 with Rick Engineering and have the ability to request on-call grant writing services from Rick Engineering through June 30, 2025 (\$7,000).

Other Agency Involvement

The CA State Water Board is the granting agency for the existing grant, and the USDA is a potential funding agency.

Financial Considerations

The grant-securing work will be covered by the encumbrance from FY 2023-24 in the Water Fund (\$22,555) and will remain within the authorized fund-level budgets. Any needed additional funds will come from the Water CIP adopted budget line item, which currently has \$150,000 budgeted for this fiscal year.

Results

Pursuing grant revenues and project implementation supports a well-governed and livable community. The District requested \$3 million from the Community Project Funding Program (via Salud



Oceano Community Services District

Board of Directors Meeting

Carbajal's office) and secured \$ 1 million for the Waterline CIP improvement project. Therefore, seeking further grant assistance for this project will save ratepayer expenditures for this Waterline CIP project as well as other District capital infrastructure and equipment needs.

Attachments:

- Proposal by Rick Engineering, Inc.
- Proposal by MNS Engineers, Inc.



August 21, 2024

Peter Brown
General Manager
Oceano Community Services District
1655 Front Street, PO BOX 599
Oceano, CA 93475
peter@oceanocsd.org

SUBJECT: PROPOSAL FOR (1) PREPARING DRINKING WATER STATE REVOLVING FUND, SMALL COMMUNITY FUNDING PROGRAM, GRANT APPLICATION, (2) GRANT SEARCH FOR FUNDING 1-2 ELECTRIC VEHICLES, AND (3) ON-CALL GRANT WRITING SERVICES FOR OCEANO COMMUNITY SERVICES DISTRICT

Dear Mr. Brown,

Thank you for the opportunity to submit a proposal for: (1) preparing a Drinking Water State Revolving Fund, Small Community Funding Program, grant application, (2) searching for an appropriate grant for 1-2 electric vehicles, and (3) providing on-call grant writing services for Oceano Community Services District.

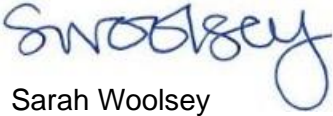
Attached you will find the scope of work, with estimated hours per consultant task, current billing rates, and the Small Community Funding Program – Application Process. Our fee will be on a time and materials basis pursuant to our current schedule of hourly rates, with a not-to-exceed amount of \$25,000 for tasks (1) and (2). Task (3), on-call grant writing services, is separate and will be billed on a time and materials basis. Task (3) can be added for a not-to-exceed amount of \$7,000.

Any printing and miscellaneous expenses are extra and in addition to the labor fee. Not included are any items not specifically referred to above. Fees will be billed monthly as the work progresses and the net amount shall be due within thirty (30) days from the date of receipt of the invoice in the City's office.

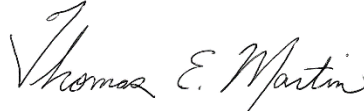
Standard Terms and Provisions are assumed to be provided by Oceano Community Services District and once reviewed and agreed to, will be incorporated with this scope into a Contract Agreement.

If you have any questions regarding this proposal, please contact us at (805) 504-0707 or via email at swoolsey@rickengineering.com and tmartin@rickengineering.com. If you would like us to proceed with the work as outlined above, please let us know what next steps we need to take.

Thank you,



Sarah Woolsey
Grant Writing Specialist



Tom Martin, PE
Associate Principal

Scope of Work:

(1) PREPARING DRINKING WATER STATE REVOLVING FUND, SMALL COMMUNITY FUNDING PROGRAM, GRANT APPLICATION FOR OCEANO COMMUNITY SERVICES DISTRICT

1. Consultant will host in-person or virtual kick-off meeting between Consultant and Community Services District staff, within 1 week of proposal approval or contract execution (~4 hours)
2. District staff will provide background information to Consultant, within 2 weeks of kick-off meeting
3. Consultant will send District staff list of any additional information needed for pre-application, within one week of receiving background information from Community Services District (~5-10 hours)
4. District staff will provide additional information to Consultant, within 2 weeks of Consultant request
5. Consultant will prepare pre-application on behalf of District and share with District staff within one week of due date (~15 hours)
6. District staff will review and provide Consultant comments and/or edits within 48 hours of pre-application due date
7. Consultant will adjust pre-application and submit before due date. Consultant will provide final pre-application to District staff. (~10 hours)
8. Following initial screening for the Small Community Funding Program, Consultant will prepare grant application as directed by the State Water Resources Control Board Division of Financial Assistance. Consultant will provide District complete draft of grant application at least one week before the final deadline (~45-50 hours)
9. District staff will review and provide Consultant comments and/or edits within 48 hours of application due date
10. Consultant will adjust application and submit before due date. Consultant will provide final application to District staff. (~10 hours)

(2) GRANT SEARCH FOR FUNDING 1-2 ELECTRIC VEHICLES

1. Consultant will host in-person or virtual kick-off meeting between Consultant and Community Services District staff, within 2 weeks of proposal approval (~4 hours)
2. District staff will provide background information to Consultant, within 2 weeks of kick-off meeting
3. Consultant will research grant opportunities available to the District for 1-2 electric vehicles within 3 weeks of receiving background information (~10 hours)
4. Consultant will send District staff list of any additional information needed to determine grant application eligibility and suitability (~4 hours)
5. District staff will respond to Consultant's request for additional information within 2 weeks of request
6. Consultant will advise District staff on best fit grant opportunity by email, with explanation (~3 hours)

Consultant will provide all services, (1) and (2) on a Time and Materials basis, according to the hourly rates attached, with a not-to-exceed amount of \$25,000. Task (3), on-call grant writing services, is separate and will be billed on a time and materials basis.

(3) ON-CALL GRANT WRITING SERVICES

Consultant will be available to the District for on-call grant writing services following or in-conjunction with tasks (1) and (2). Task (3) can be added for a not-to-exceed amount of \$7,000. Should the District offer the work of preparing the grant found to be most suitable in task (2) to the Consultant, the Consultant offers the following scope:

1. District staff will provide Consultant "go ahead," to prepare grant application
2. Consultant will send District staff list of any additional information needed for grant application – including list of stakeholders for potential letters of support (if applicable) – within two weeks of "go ahead" (~3 hours)
3. Consultant will prepare draft letters of support and send to stakeholders to attach to their letterhead and sign, within 2 weeks of receiving list of stakeholders from District, if applicable (~7 hours)
4. Consultant will provide District complete draft of grant application at least 1 week before the final deadline (~30-35 hours)
5. District staff will review and provide Consultant comments and/or edits within 48 hours of application due date
6. Consultant will adjust application and submit before due date. Consultant will provide final application to District staff. (~10 hours)

Billing Rates

Consultant will submit monthly invoices on a time and materials basis pursuant to the following schedule:

Title	Hourly Rate	Approx. % Time on Contract
Grant Writing Specialist	\$175	80%
Administrative Assistant/Manager	\$85	5%
Assistant GIS Analyst	\$125	<5%
Associate GIS Analyst	\$145	<5%
Principal GIS Analyst	\$150	<5%
Assistant GIS Project Manager	\$160	<5%
Assistant Engineering Designer	\$135	<5%
Associate Engineering Designer	\$150	<5%
Principal Engineering Designer	\$170	<5%
Assistant Project Engineer/Manager	\$190	<5%
Associate Principal	\$270	<5%

Any printing and miscellaneous expenses are extra and in addition to the labor fee. Not included are any items not specifically referred to herein.

Small Community Funding Program - Application Process

Small Community Funding is available to help small disadvantage communities (small DACs), providing drinking water service to less than 10,000 people or wastewater service to less than 20,000 people and having a median household income (MHI) of less than 80% the statewide MHI, with technical assistance needs, interim water supplies, and implement eligible drinking water or wastewater capital improvement projects.

The Small Community Funding Program continuously accepts applications starting with a simple pre-application:

1. Pre-Application

- The pre-application includes a set of general questions regarding the facility/system, project description, and type of funding/assistance being requested.
- Pre-Applications received prior to the 20th of the month will be reviewed and DFA staff contact the applicant by the 10th of the following month (for example pre-applications received by May 20th will be reviewed by DFA staff and the applicant will be contacted by June 10th).
- To apply for funding, complete the pre-application online via the [Financial Assistance Application Tool](#) (FAAST) Select the RFP, titled “Small Community Funding Program, Pre-Application.

2. Initial Eligibility Screening

- After a pre-application is submitted, DFA staff will conduct an initial eligibility screening for the Small Community Funding Program. Depending on the type of project, DFA staff will direct the applicant to the appropriate funding program.
- Applicants appearing to meet the eligibility criteria for a capital improvement project will be invited to submit complete applications (planning or construction).
- If the project doesn't fit under our standard drinking water or wastewater application process (technical assistance, interim water supply, Administrator, etc.), but is still eligible for Small Community Funding, DFA staff will contact the applicant to discuss next steps.
- A final eligibility determination will be conducted by DFA staff prior to the applicant receiving funding.

3. Planning/Construction Applications

- [Subscribe to our email lists under "Financial Assistance \(Grants & Loans\)"](#)

Contacts

General Inquiries

Telephone: (916) 327-9978

Fax: (916) 341-5296

Office of Sustainable Water Solutions

Email: DFA-OSWS@waterboards.ca.gov

[Other Contact Information](#)

(Page last updated 2/17/22)

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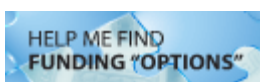
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The State Water Board is one of six environmental entities operating under the authority of the California Environmental Protection Agency

[CalEPA](#) | [ARB](#) | [CalRecycle](#) | [DPR](#) | [DTSC](#) | [OEHHA](#) | **[SWRCB](#)**



SENT VIA EMAIL

June 26, 2024

Oceano Community Services District
Attention: Peter Brown, General Manager
1655 Front Street
Oceano, CA 93445

SUBJECT: Fee Proposal–Grant Writing Services. Drinking Water State Revolving Fund, Small Community Funding Program

Dear Mr. Brown,

Thank you for the opportunity to provide grant writing services in conjunction with the Waterline Improvement Project. MNS Engineers seeks to assist Oceano Community Services District (OCSD) with preparation of a Drinking Water State Revolving Fund (DWSRF) planning application.

Enclosed is our proposal to provide these services for a total fee of \$26,025. We look forward to working with OCSD and helping deliver a successful DWSRF planning application.

Sincerely,
MNS Engineers, Inc.

Greg Jaquez, PE
Principal Project Manager / Grant Management
Government Services Division
323.484.5737 *DIRECT*
gjaquez@mnsengineers.com

Enclosed: Grant Writing Fee Proposal
GAJ

Project Understanding

MNS Engineers (MNS) understands OCSD is seeking consultant support to provide grant writing services in conjunction with the proposed Waterline Improvement Project (Project). MNS understands OCSD has secured \$ from the USDA Water & Waste Disposal Loan & Grant Program(?). OCSD will be seeking supplementary funding from the DWSR to advance the Project through the design stage. The preliminary total project cost estimate is \$.

Project Approach/Scope of Work

The MNS approach to grant writing is to establish a mutual understanding between the MNS grant writing team and OCSD staff on committed collaboration in the development of the grant application. The funding pursuit needs to be made a priority among all involved up to the submittal deadline and beyond. A successful, quality grant writing product depends on a team approach between MNS and OCSD staff. MNS will work closely and efficiently with OCSD staff to collect and utilize the most up to date and readily available information and data necessary to formulate the application package in order to conform to the DWSRF's funding requirements.

The following describes the task to be completed by MNS to produce a planning application to the DWSRF. The tasks conform to the enclosed fee table which further details deliverable sub-elements. Also, shown on the enclosed fee table is a column labeled "OCSD Tasks" which identifies the sub-elements of each task that need to be addressed by OCSD staff through preparation of forms, narrative content, or provision of filed documentation.

TASK 1 – PROJECT MANAGEMENT

MNS will act as the coordinating point for the development of the funding application under the direction of OCSD staff. The MNS Project Manager (PM) will maintain a project file in which all project documents including draft and final application materials and attachments will be stored. The MNS PM will be responsible for budget control and overall guidance and supervision of project delivery. The MNS PM will hold a virtual kickoff meeting with OCSD staff to discuss the understanding of the MNS project scope and the understanding of OCSD Tasks which are necessary to complete the application. Additional meetings with OCSD staff may occur during the grant writing process. MNS will hold internal progress check-in meetings to ensure progress on task assignments. MNS will interact, as needed, with SWRCB staff to clarify content requirements of the application and convey questions to the SWRCB staff either posed by MNS or OCSD staff.



Deliverables. Agenda, meeting minutes, email reports on MNS communications with SWRCB staff.

TASK 2 – GENERAL INFORMATION PACKAGE

MNS will request OCSD staff to provide information relevant to the project that is known to be available and useful in furthering the development of the funding application. The request for information will be prepared as a matrix of items submitted by email to which OCSD can respond. MNS will independently research

information for responding to content requirements of the application. Information will be drawn from collected documents and continued collaboration with OCSD staff to prepare all components of the application.

If OCSD is eligible for Small Community Funding sub-program category of the DWSRF, a pre-application may be required to further confirm eligibility and obtain direction from SWRCB staff.

The **General Information Package** is a combination of online forms, prepared in the FAAST system, and supporting attachments. The forms and attachments comprising this package are further outlined in the enclosed fee table and described in detail in the enclosed General Information Package Instructions. MNS will prepare both online forms and PDF copies as a separate record.



Deliverable. Information request matrix with tabulation of collected information, online Pre-Application, completed General Information Package with PDF copies.

TASK 3 – TECHNICAL PACKAGE

The **Technical Package** is a combination of online forms, prepared in the FAAST system, and supporting attachments. The forms and attachments comprising this package are further outlined in the enclosed fee table and described in detail in the enclosed Technical Package Instructions. MNS will prepare both online forms and PDF copies as a separate record.



Deliverable. Completed Technical Package with PDF copies.

TASK 4 – ENVIRONMENTAL PACKAGE

The **Environmental Package** is a combination of online forms, prepared in the FAAST system, and supporting attachments. The forms and attachments comprising this package are further outlined in the enclosed fee table and described in detail in the enclosed Environmental Package Instructions. MNS will prepare both online forms and PDF copies as a separate record.



Deliverable. Completed Environmental Package with PDF copies.

TASK 5 – FINANCIAL SECURITY PACKAGE

The **Financial Security Package** is a combination of online forms, prepared in the FAAST system, and supporting attachments. The forms and attachments comprising this package are further outlined in the enclosed fee table and described in detail in the enclosed Financial Security Package Instructions. MNS will prepare both online forms and PDF copies as a separate record.



Deliverable. Completed Financial Security Package with PDF copies.

TASK 6 – POST SUBMITTAL COMMUNICATIONS WITH SWRCB

SWRCB may contact OCSD with questions about the application after their submittal. MNS will support OCSD by providing responses to SWRCB's questions in emails, making any necessary changes to submitted documents, or submitting any new documentation requested.

Deliverables. Response emails and document changes.

Fee Proposal

The proposed fee to provide these services is \$26,025 as shown in the enclosed fee proposal table.



<p style="text-align: center;">Oceano Community Services District Waterline Improvement Project SWRCB Drinking Water State Revolving Fund Small Community Funding Application - Planning</p>								
		Hours	Project Manager \$275	Supervising Engineer \$255	Grant Writer \$180	Assistant Grant Writer \$145	Total Resource Hours	Total Resource Costs
Task 1 – Project Management								
Project Management, Internal (MNS) Coordination Meetings		4.0	2.0	4.0	4.0	14.0	\$2,910	
Kickoff Meeting and Ongoing Meetings/Communications		6.0	2.0	4.0	4.0	16.0	\$3,460	
Subtotal		10.0	4.0	8.0	8.0	30.0	\$6,370	
Task 2 – General Information Package								
Information Collection		0.5		2.0	4.0	6.5	\$1,078	
Section I - Applicant Information					1.5	1.5	\$218	
Section II - Project Information and Proposed Schedules		0.5			3.0	3.5	\$573	
Section III – Managerial Information					1.5	1.5	\$218	
Attachments								
G1 – Water Supply Permit and Enforcement Orders					0.5	0.5	\$73	X
G4 – Organization Chart (if applicable)					2.5	2.5	\$363	X
G5 – Pending Litigation, Sale, or Audit/Investigation (if applicable)						0.0	\$0	X
G6 – Lease Agreement (if applicable)						0.0	\$0	X
G7 – Service Area Map					0.5	0.5	\$73	X
G8 – Operating Agreement (if applicable)						0.0	\$0	X
G11 – Potential DWSRF Flags Worksheet		2.0			0.5	2.5	\$623	X
G12 – Authorized Representative Resolution/Ordinance (publicly owned entities)					1.0	1.0	\$145	
G16 – Government Agency Taxpayer ID Form (publicly owned entities)						0.0	\$0	X
Subtotal		3.0	0.0	2.0	15.0	20.0	\$3,360	
Task 3 – Technical Package								
Section I – Technical Information (with Attachment T1)		0.5		4.0		4.5	\$858	
Section II – Project Summary (with Attachments T2-5)		2.0		4.0		6.0	\$1,270	
Section III – Water Rights (with Attachment T6)		1.0				1.0	\$275	
Section IV – Comprehensive Response to Climate Change (with Attachment T7)		0.5		3.0		3.5	\$678	
Section V – Drought Planning (with Attachment T8)				0.5		0.5	\$90	
Attachments								
T1 – Schematic/Map of System and Facilities				0.5		0.5	\$90	X
T2 – Supporting Documents of the Problem				0.5		0.5	\$90	X
T3 – Scope of Work		8.0	12.0			20.0	\$5,260	
T4 – Engineering Report (If available)				0.5		0.5	\$90	
T5 – Professional Engineering Services Contract				0.5		0.5	\$90	
T6 – Water Rights Documentation				1.0		1.0	\$180	
T7 – Supporting Documents for Climate Change Response				5.0		5.0	\$900	
T8 – Documentation for Compliance with Drought Planning				0.5		0.5	\$90	
Subtotal		12.0	12.0	20.0	0.0	44.0	\$9,960	
Task 4 – Environmental Package								
Section I - CEQA Status				0.5		0.5	\$90	
Section II - General Information				1.0		1.0	\$180	
Attachments								
E1 – CEQA Document (if applicable)				0.5		0.5	\$90	
E2 – Parcel or Project Schematic Map			4.0			4.0	\$1,020	
E3 – Unusual Circumstances (if applicable)		1.0		3.0		4.0	\$815	
Subtotal		1.0	4.0	5.0	0.0	10.0	\$2,195	
Task 5 – Financial Security Package								
1. Amount of Assistance Requested					0.5	0.5	\$73	X
2. Other Project Funding Sources					0.5	0.5	\$73	X
3. Current Year Median Household Income					0.5	0.5	\$73	
4. Population/Residences					2.0	2.0	\$290	
5. Active Service Connections					1.0	1.0	\$145	
6. Discussion of Material Events, Material Obligation Conditions, and Any Debt Limit					1.0	1.0	\$145	X
7. Rate Study					0.5	0.5	\$73	X
8. Debt Management Policy					0.5	0.5	\$73	X
Attachments								
F1- Audited Financial Statements					0.5	0.5	\$73	X
F2 - Budget Projections					0.5	0.5	\$73	X
F3a – Authorizing Resolution/Ordinance (for use by publicly owned entities)					2.0	2.0	\$290	X
F4 – Rate Adoption Resolution, Copy of Rates, and Public Notice of Proposition 218 Meeting					0.5	0.5	\$73	X
F5 – Schedule of All Material Debt or No Debt Letter					0.5	0.5	\$73	X
F6- Debt Management Policy (if applicable)					0.5	0.5	\$73	X
F7 – New Special Tax, Assessment District, or service charge projections (if applicable)					0.5	0.5	\$73	
F8 – Relevant Service, Management, Operating, or Joint Powers Agreements (if applicable)					0.5	0.5	\$73	
Subtotal		0.0	0.0	0.0	12.0	12.0	\$1,740	
Task 6 – Post Submittal Communications with SWRCB								
Post Submittal Communications with SWRCB		4.0		4.0	4.0	12.0	\$2,400	
Subtotal		4.0	0.0	4.0	4.0	12.0	\$2,400	
Total Proposed Fee		30.0	20.0	39.0	39.0	128.0	\$26,025	
		Cost	\$8,250	\$5,100	\$7,020	\$5,655	\$26,025	



STATE WATER RESOURCES CONTROL BOARD
Division of Financial Assistance
P. O. Box 944212, Sacramento, CA 94244-2120

GENERAL INFORMATION PACKAGE

The General Application and attachments may be submitted in one of three ways. Applicants are encouraged to utilize the Financial Assistance Application Submittal Tool (FAAST) to streamline the application submittal and review process, but if that will create a hardship, email or mail can be utilized instead:

- 1.) Apply online via the FAAST: <https://faast.waterboards.ca.gov>

To submit a DWSRF Application in FAAST, you must complete all the tabs in FAAST and attach (at minimum) the General Information Package. (Note: Once the DWSRF Application has been uploaded, you must still complete the application by clicking on the “Submit” button.) Once the DWSRF Application is submitted in FAAST, a project manager will be assigned to help the applicant complete the application process.

To submit additional documents for the same project, **do not** start a new application. Instead, click on the Submitted Applications link on the Main Menu and choose the project from the list of previously submitted applications. Open the Attachments tab, and then the Post-Submission sub-tab. Choose a document from the Attachment Category dropdown list and then select the file to upload. The project manager will receive an email notification letting them know you have submitted additional information for review.

If you need assistance, you can also contact the FAAST Help Desk, which is staffed Monday through Friday 8am through 5pm, at 1-866-434-1083 or FAAST_ADMIN@waterboards.ca.gov.

- 2.) To submit a DWSRF Application via email, please use the following email address:

DrinkingWaterSRF@waterboards.ca.gov

- 3.) To submit a DWSRF Application via mail, please use the following address:

State Water Resources Control Board
Division of Financial Assistance
P.O. Box 944212
Sacramento, CA 94244-2120

General Application Instructions

Check the box to indicate the type of project (planning or construction) needing financial assistance.

Section I - Applicant Information

Applicant Name – Enter the entity that will be the legal signatory to a financing agreement.

Street Address, City, State, Zip – Enter the applicant’s physical street address. The Zip+4 Code can be found at <https://tools.usps.com/go/ZipLookupAction>.

Mailing Address, City, State, Zip – Enter the applicant’s mailing address, if different from the street address.

Applicant Total Population – Enter the total applicant service area population.

Applicant Total Number of Service Connections – Provide the total number of active service connections that are currently and directly served by the water system. This includes all residential, industrial, commercial, and other connections.

Current year median household income (MHI) – Enter the current year median household income of the applicant or project service area. An official MHI Determination will be conducted during the review of this General Application Package.

Congressional District(s) – Enter the Congressional district(s) where the project will be physically located. If the project will span multiple Congressional Districts (i.e., a pipeline project), list all affected districts. A map of California Congressional Districts can be found at <https://www.house.gov/representatives/find-your-representative>.

State Senate District(s) & State Assembly District(s) – Enter the State Senate district(s) and State Assembly district(s) where the project will be physically located. Refer to <http://findyourrep.legislature.ca.gov/>.

Unique Entity Identifier (UEI) No. – This number is required to receive a financial assistance agreement. If the applicant does not have a UEI number, more information is available at <https://sam.gov/content/entity-registration>.

Federal Tax ID No. – Enter the Federal tax identification number of the applicant.

Authorized Representative Name, Title – Identify the person who has the authority to represent the applicant and sign documents pertaining to the funding application. If the applicant is a public agency or has a governing board, the application must include a copy of a resolution adopted by the governing body designating its authorized representative and authorizing the submission of an application. If the applicant does not have a governing board, then it must provide documentation supporting the authorization of the authorized representative. It is advisable to designate the title of the position authorized to sign and submit an application rather than naming a specific person. The funding application must be signed by the authorized representative.

Auth. Rep. Phone & Email - Enter the authorized representative’s telephone number and email address.

Contact Person Name – Enter the name of the person who is the day-to-day contact for the project. This

person should be able to answer general questions about the project and application.

Contact Person Phone & Email – Enter the contact person’s telephone number and email.

Local Counsel Name – Enter the name of the applicant’s general counsel. Borrowers with existing bond debt will also need to provide contact information for bond counsel.

Local Counsel Phone & Email – Enter the local counsel’s telephone number and email.

Section II - Project Information and Proposed Schedules

Project Title – Enter the title or name of the project. This name should match that on the CEQA documents, resolution, and any other existing documents.

Project Description and Objectives – Provide a brief description of the project and its objectives.

Current Status of Plans and Specifications – Provide the current status in percent complete.

Amount of Financial Assistance Requested – Provide the amount of financial assistance requested.

Total Project Cost (If More Than the Amount of Assistance Requested) – Provide the total project cost.

Water Supply Permit Number – Enter permit number and attach a copy of the water supply permit, along with any enforcement orders (label as **Attachment G1**).

Population Served by Project – Enter the population served by the Project.

Estimated Project Schedule – Provide an estimated or actual date for the following:

- Adopt Environmental Documents
- 100% Plans & Specifications
- Start of Construction/Implementation
- Complete Construction/Implementation

Consultation with Other Agencies – Provide the following:

- Name of other federal or state agencies involved in this project (e.g. planning, CEQA/NEPA consultation, funding, etc.)
- Contact information for the named agencies
- Brief descriptions of the status of these consultations

Partnering Agencies – Provide the name and contact information of all other agencies that have an interest in the project, their contact information if known, and brief description of their roles.

Other Funding Sources – Provide a list of other funding sources for this project. Include the amount and an estimate date on which the funding will be available.

Section III – Managerial Information

Classification of Water System – Check the box that represents your type of system. If you are unsure of the classification of your system, refer to the system’s domestic water supply permit or refer to the *Decision Tree for Classification of Water Systems* flow chart located at

https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/docs/class_dec_tree.pdf.

Ownership and Organization of the Water System – Check the box(es) that corresponds to the ownership of your water system.

Municipalities – If the Applicant is a Municipality, indicate if the Applicant is a Charter City.

Privately-owned entities - Non-community water systems are only eligible for DWSRF funding if they qualify as a non-profit entity. Non-profit owners of non-community water systems must include the appropriate IRS non-profit ID number and Tax-Exempt Status form IRS 501(c).

Privately owned systems must include a copy of the fictitious name statement, if they are operated under a name that is different than their owner's legal name, and must provide a copy of their owner's organizational documents, and federal tax returns or other financial document (label as **Attachment G2**).

The following is a list of organizational and financial documents for different types of for-profit or non-profit private water systems:

Limited Liability Company

- Applicable federal tax return for the last 3 years (e.g., Form 1040 (sole proprietor), Form 1065 (partnership), or Form 1120 (corporation))
- Articles of Organization, with all amendments, certified by Secretary of State (CA)
- Executed Operating Agreement
- Fictitious Business Name (FBN) Statement (if using any name other than the exact name that is on record with the Secretary of State's Office)
- Secretary of State Entity/File Number

Partnership

- Partnership Agreement(s)
- Statement of Partnership Authority (Form GP-1), filed with Secretary of State
- Federal tax return for the last 3 years (e.g., Form 1065)
- Majority owner's last three years of personal tax returns
- Fictitious Business Name (FBN) Statement (if using a name that does not include the surname of each general partner or a name that suggests the existence of additional owners such as "Company," "& Company," "& Son," "& Sons," "& Associates," "Brothers," and the like)

For-Profit Corporation

- Articles of Incorporation, with all amendments, certified by Secretary of State (CA)
- Bylaws
- Fictitious Business Name (FBN) Statement (if using any name other than the exact name that is on record with the Secretary of State's Office)
- Federal tax return for the last 3 years (e.g., Form 1120 (C-Corp) or Form 1120S (S-Corp))

Non-Profit Corporation

- Articles of Incorporation, with all amendments, certified by Secretary of State (CA)
- Bylaws
- IRS Tax Exempt Determination IRS 501(c)
- Latest Annual Report filed with the California Registry of Charitable Trusts
- Filed Fictitious Business Name Certificate (DBA) (if applicable)
- Federal tax return of organization exempt from income tax Form 990 – most recent 3 years

Sole Proprietorship

- Filed Fictitious Business Name (FBN) Statement (if using any name that does not include the last

- name (surname) of the owner, or which implies additional owners)
- Federal tax return Form 1040, including schedules – most recent 3 years

Trusts

- Trust or Certification of Trust, signed by all currently acting trustees – discuss with DFA prior to submitting
- For revocable trust, federal tax return of grantor Form 1040, including schedules – most recent 3 years
- For irrevocable trust, Form 1041 – most recent 3 years

Corporations, LLCs, and Partnerships – If your water system is a Corporation (e.g. mutual water company; incorporated homeowners association), Limited Liability Company, or Partnership, list your water system’s California Secretary of State Entity Number as well as your water system’s filing status with the California Secretary of State. Information relating to a Corporation’s, Limited Liability Company’s, or Partnership’s filings with the Secretary of State can be found at the following website: <https://sos.ca.gov/business- programs/business-entities/>.

Does the California Public Utility Commission (CPUC) regulate your system? – Indicate whether your water system is regulated by the CPUC. Include (1) the CPUC resolution that authorized acquisition/construction/extension of your system; (2) the most recent annual report filed with the CPUC; (3) the most recent general rate case documents; (4) CPUC audit reports, if any; and (5) a list of all actions or matters associated with your system that are currently pending before the CPUC, as well as all filings associated with those actions or matters. Water systems regulated by the CPUC must submit any required CPUC approval or notification to enter into a funding agreement for DWSRF financing. (label as **Attachment G3**)

Names, titles and duties of key officers or decision-making personnel – Provide the name, title, and duties of key officers or decision-making personnel of the water system. Submit an organization chart showing the names, titles, and the reporting relationship of all key persons involved with the operation of the water system. The organization chart does not need to describe all personnel employed by the system, only those persons that have primary responsibilities for making decisions that affect the operation of the water system. Submit an organizational chart showing parent, subsidiary, or otherwise affiliated entity structures, or submit a certification that there are none (label as **Attachment G4**).

Is there any pending litigation, sale of system property, or audit/investigation? – Indicate if there is any litigation, sale of system property, or audit/investigation pending with respect to the water system’s assets or water rights or relative to the operation of the water system or the proposed project. Litigation or audits/investigations involving operators, officers, and decision-making personnel should be included. If yes, submit a description of the matter and potential costs or liabilities, (label as **Attachment G5**).

Is the applicant leasing land or major water system facilities? – Indicate if the applicant is leasing land or **any** major water system facilities. If yes, describe the terms of the lease and submit a copy of the lease agreement (label as **Attachment G6**). If the lease is critical to the location or operation of the proposed project facilities, the term of the lease is expected to extend through the useful life of the project and cannot be shorter than the loan repayment period of the DWSRF financing.

Include a general map of the service area/boundaries – The map must include service boundaries, and existing source(s), storage, treatment, and distribution system. (label as **Attachment G7**)

Does the applicant have a contract with a private firm or another agency? – Indicate if the applicant has a

contract with a private firm or another agency for the operation of the facility to be financed. If yes, indicate the name of the firm or agency and term (in years) of the agreement and submit a copy of the agreement (label as **Attachment G8**).

Prior to the State Water Board’s approval of the project, specific water conservation and urban water management requirements must be achieved.

1. Urban Water Suppliers – Urban Water Suppliers (defined as a water supplier, either publicly or privately owned, that directly or indirectly provides potable municipal water to more than 3,000 customers or that supplies more than 3,000 acre-feet of potable water annually at retail for municipal purposes) must submit proof of Urban Water Management Plan (UWMP) submittals to the Department of Water Resources (label as **Attachment G9**):
2. Certification for Compliance with Water Metering Form – Water Code section 529.5 requires urban water purveyors to meet metering requirements. If you are an urban water supplier (i.e., supply to more than 3,000 customers or supplying more than 3,000 acre-feet annually), you must comply with this requirement. Please consult with your legal counsel and review section 529.5 of the Water Code before completing this certification (**Attachment G10**).

Potential Flags – To avoid potential delays later in the application process, it is required that the applicant complete and submit this worksheet to alert the Division staff of any issues that may potentially affect the application review. (**Attachment G11**)

Authorized Representative Resolution/Ordinance – (for use by publicly owned entities): Submit this attachment here only if not submitting the Financial Security Package. This resolution or ordinance designates the Authorized Representative(s) for the project, who will have the authority to sign and submit the DWSRF application materials, certify compliance with applicable state and federal laws, execute the financial assistance agreement and amendments, and certify disbursement requests.

- To minimize the potential for problems, use of the exact language in the template resolution is recommended.
- Enter the title of the Authorized Representative, NOT a person’s name.
- Do not modify the words financing or financial assistance to other terms such as “loan”, “grant”, or “principal forgiveness”. Use of these terms may create legal complications; the terms “financing” and “financial assistance” are broad enough to be applicable to all of the above. (**Attachment G12**)

Corporate Resolution to Apply, Borrow and Grant Security (for use by private applicants) – This resolution designates the Authorized Representative(s) for the project, who will have the authority to sign and submit the DWSRF application materials, certify compliance with applicable state and federal laws, execute the financial assistance agreement and amendments, certify disbursement requests, grant security interest, and authorize State Water Resources Control Board to perform any acts necessary to perfect security.

- To minimize the potential for problems, use of the exact language in the template resolution is recommended.
- Enter the title of the Authorized Representative, NOT a person’s name. (**Attachment G13**)

Other Entity Type – If you are a limited partnership, general partnership, trust, or sole proprietor identify your authority for designating an Authorized Representative and include relevant governance documents that provide for that authority. If you are a trust, include the Trust or Certification of Trust. (**Attachment G14**)

Payee Data Record, STD 204 (for use by private applicants) – Complete and submit this attachment located at: <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>. (**Attachment G15**)

Government Agency Taxpayer ID Form (for use by public applicants) – Complete and submit this attachment located at: <https://business.ca.gov/wp-content/uploads/2021/09/Government-Agency-Taxpayer-ID-Form-1.pdf>. (**Attachment G16**)

Section IV – Attachments

- G1** – Water Supply Permit and Enforcement Orders
- G2** – Ownership Documentation, for private entities
- G3** – CPUC Documentation (if applicable)
- G4** – Organization Chart (if applicable)
- G5** – Pending Litigation, Sale, or Audit/Investigation (if applicable)
- G6** – Lease Agreement (if applicable)
- G7** – Service Area Map
- G8** – Operating Agreement (if applicable)
- G9** – Urban Water Supplier Conservation Document (if applicable)
- G10** – Certification for Compliance with Water Metering Form
- G11** – Potential DWSRF Flags Worksheet
- G12** – Authorized Representative Resolution/Ordinance (publicly owned entities)
- G13** – Corporate Resolution (for private entities)
- G14** – Other Entity Type
- G15** – Payee Data Record, STD 204 (for private entities)
- G16** – Government Agency Taxpayer ID Form (publicly owned entities)

Certification and Signature of Authorized Representative

- ✓ Print the name and title of the authorized representative.
- ✓ Sign and date the application.

General Application Package

PLANNING

CONSTRUCTION

I. APPLICANT INFORMATION			
Applicant Name:			
Street Address:	City:	State:	Zip+4 Code:
Mailing Address:	City:	State:	Zip+4 Code:
Applicant Total Population:			
Applicant Total Number of Service Connections: Residential:		Commercial:	
Industrial:		Other:	
Current year median household income (MHI):			
Congressional District(s):			
State Senate District(s):			
State Assembly District(s):			
Data Universal Numbering System (DUNS) No.:		Federal Tax ID No.:	
Authorized Representative Name:		Title:	
Phone No.:		Email Address:	
Contact Person Name:			
Phone No.:		Email Address:	
Local Counsel Name:			
Phone No.:		Email Address:	
II. PROJECT INFORMATION AND PROPOSED SCHEDULE			
Project Title:			
Project Description and Objectives:			
Current Status of Plans & Specifications, Percent (%):			
Estimated Amount of Financial Assistance Requested:			
Total Project Cost (If More Than the Amount of Assistance Requested):			
Water Supply Permit Number (Attachment G1):			

Population Served by Project:		Estimated or Actual Date
Currently Estimated Project Schedule:	Adopt Environmental Documents: 100% Plans & Specifications: Start of Construction/Implementation: Complete Construction/Implementation:	
Consultation with Other Agencies Please list other federal and state agencies that have been involved in this project (e.g. planning, CEQA/NEPA consultation, funding, etc.), their contact information if known, and estimated dates for resolution of any issues.		
Partnering Agencies Please list all other agencies that have an interest in this project, their contact information if known, and brief descriptions of their roles.		
Other Funding Sources List any other funding sources for this project, along with the amount of additional funding and date of availability		
III. MANAGERIAL INFORMATION		
Classification of Water System: <input type="checkbox"/> Community <input type="checkbox"/> Non-transient non-community <input type="checkbox"/> Transient non-community <input type="checkbox"/> Not currently classified as a public water system		

Indicate the Ownership of the Water System (check all that apply):

- Include the ownership documentation (See instructions for further information) (label as **Attachment G2**)

Public Ownership

Municipality County Agency Special District State Agency

Public School Other:

Private Ownership

Corporation Limited Liability Company Partnership Sole Proprietorship

Non-profit Organization Other:

- If the water system is privately-owned, indicate the name and title of the individual with authority to engage the water system in a DWSRF financing agreement. Click or tap here to enter text.
- If the Water System is a Municipality, is the Water System a Charter City? Yes No
- If the Water System is a Corporation, Limited Liability Company, or Partnership, complete the following:
 - A. California Secretary of State Entity Number:
 - B. Status with California Secretary of State:
Active Suspended Forfeited Dissolved

Is the Water System regulated by the California Public Utilities Commission (CPUC)? Yes No

If **yes**, the Water System must obtain CPUC approval. Attach the documentation identified in the Application instructions (label as **Attachment G3**).

List the names, titles and duties of key officers and attach an organization chart providing this information.

List the names and affiliation of all parent, subsidiary, or otherwise affiliated entities and attach a chart providing this information. If none, indicate that here. N/A (label as **Attachment G4**)

Is there any litigation, sale, or audit/investigation pending relative to the operation of the water system or the proposed project or key personnel or officers?

Yes No

If **yes**, attach a description of the litigation and the potential costs (label as **Attachment G5**).

Is the Water System leasing land or major water system facilities? Yes No

If **yes**, describe the terms of the lease or attach a copy of the lease agreement (label as **Attachment G6**). (NOTE: If the lease is critical to the location or operation of the proposed project facilities, the term of the lease should be as long as the useful life of the proposed project facilities and cannot be shorter than the loan repayment period.)

Include a general map of the service area/boundaries (label as **Attachment G7**):

[For Construction Projects Only] Does the Water System have a contract with a private firm or another agency for the operation of the facility to be financed? Yes No

If **yes**, provide the name of the firm or agency and term (in years) of the agreement and attach a copy of the agreement (label as **Attachment G8**)

Water Conservation

1. Are you an urban water supplier as defined in Water Code Section 10617?

YES NO

If **yes**, submit a copy of your Urban Water Management Plan per Water Code Section 10653 (Label as **Attachment G9**).

2. Attach Certification for Compliance with Water Metering Form (label as **Attachment G10**).

IV. ATTACHMENTS

<input type="checkbox"/>	G1 – Water Supply Permit and Enforcement Orders
<input type="checkbox"/>	G2 – Ownership Documentation
<input type="checkbox"/>	G3 – CPUC Documentation (if applicable)
<input type="checkbox"/>	G4 – Organization Chart(s) (if applicable)
<input type="checkbox"/>	G5 – Pending Litigation, Sale, or Audit/Investigation (if applicable)
<input type="checkbox"/>	G6 – Lease Agreement (if applicable)
<input type="checkbox"/>	G7 – Service Area Map
<input type="checkbox"/>	G8 – Operating Agreement
<input type="checkbox"/>	G9 – Urban Water Supplier Conservation Document (if applicable)
<input type="checkbox"/>	G10 – Certification for Compliance with Water Metering Form
<input type="checkbox"/>	G11 – Potential DWSRF Flags Worksheet
<input type="checkbox"/>	G12 – Authorized Representative Resolution/Ordinance (publicly owned entities)
<input type="checkbox"/>	G13 – Corporate Resolution (for private entities)
<input type="checkbox"/>	G14 – Other Entity Type

CERTIFICATION AND SIGNATURE OF AUTHORIZED REPRESENTATIVE

To the best of my knowledge and belief, I certify that I am authorized to submit this application; the information provided in this application is true and correct; the documentation has been duly authorized by the governing body of the applicant; and the entity possesses the legal authority to apply for the financing and enter into a financing agreement with the State Water Resources Control Board and to finance and construct the proposed facilities.

Name of Authorized Representative:

Title:

Signature of Authorized Representative:

Date:

CERTIFICATION FOR COMPLIANCE WITH WATER METERING REQUIREMENTS FOR FUNDING APPLICATIONS



Funding Agency Name:	State Water Resources Control Board
Funding Program Name:	Drinking Water State Revolving Fund
Applicant (Agency Name):	

Please check one of the boxes below and sign and date this form.

- As the authorized representative for the applicant agency, I certify under penalty of perjury that the agency is not an urban water supplier, as that term is understood pursuant to the provisions of section 529.5 of the Water Code, and that the applicant agency is in compliance with Water Code, section 525, requiring a suitable water meter to be installed as a condition of new water service.
- As the authorized representative for the applicant agency, I certify under penalty of perjury that the applicant agency has fully complied with the provisions of Division 1, Chapter 8, Article 3.5 of the California Water Code (sections 525 through 529.7 inclusive), as applicable and that the ordinances, rules, or regulations submitted with this certification as listed below have been duly adopted and are in effect as of this date.

I understand that the Funding Agency will rely on this signed certification in order to approve funding and that false and/or inaccurate representations in this Certification Statement may result in loss of all funds awarded to the applicant for its project. Additionally, for the aforementioned reasons, the Funding Agency may withhold disbursement of project funds, and/or pursue any other applicable legal remedy.

Name of Authorized Representative: _____	Title: _____
Signature of Authorized Representative: _____	Date: _____



Drinking Water State Revolving Fund (DWSRF) Program Potential DWSRF **Flags** Worksheet

To avoid potential delays later in your DWSRF application process, we recommend you review the following list of questions and statements, and place a check (✓) beside each question or statement where your answer is “yes” or “true”.

If you answer “yes” or “true” to any of the questions or statements on this worksheet, we recommend that you discuss the specifics of your answers with the State Water Board, Division of Financial Assistance staff at your earliest opportunity so we can identify issues up front that may require supplementary information or additional review time. Although it is not a required application attachment, we recommend you submit this worksheet with your “General Information Package”.

Applicant (Entity) Name

Project Title:

Contact Person:

Phone:

✓ if Yes or True	<u>LEGAL</u> Question / Statement
	1.a. If you anticipate grant-only funding, after reviewing and discussing with your attorney(s), do you have any concerns regarding your ability to comply with the Exhibit C Standard Terms and Conditions used for all DFA funding agreements? Terms and conditions: https://www.waterboards.ca.gov/water_issues/programs/grants_loans/general_terms.html 1. b. If you anticipate repayable financing from the Board (i.e., a loan), after reviewing and discussing the form of agreement and forms of opinion of counsel, do you have any concerns regarding your ability to comply with the Board’s standard terms and conditions or provide opinion(s) of counsel?
	2. Is there doubt about whether your governing statutes allow you to finance your project through the DWSRF?
	3. Is there existing or pending litigation with respect to your system’s assets, water rights, or regarding the source of repayment or implementation of the project?
	4. Are there any existing or pending inquiries or investigations of your agency, members of the board of directors, or key management by outside entities, for example, the Grand Jury?
	5. Was there a significant level of protests during the most recent rate setting process?
	6. Is there an existing or pending rate rollback initiative on an upcoming ballot, or are there any efforts within the community to initiate a rate rollback? Have rates been rolled back in the past due to a voter initiative?
	7. Has there been or is there currently significant disagreement within the community about the project?
	8. Will the project involve a public-private partnership?



Drinking Water State Revolving Fund (DWSRF) Program
Potential DWSRF Flags Worksheet

	9. Are you a small community or a dependent special district anticipating that some or all of your financial assistance will be a repayable loan?
	10. Are you a State agency, a Native American Tribe, a federal entity, or a non-governmental entity?
	11. Are you a Joint Powers Authority or are there agreements with other entities related to the project?
	12. Do you need to purchase or otherwise obtain legal access rights to the project property for the term of the financing to implement the project?
	13. Are you not the owner of all of the system's property?
	14. Are there liens on any of the system's property?
	15. Do your property rights for any of the property needed for the Project extend for less than 33 years from the date of the application or are subject to revocation?
	16. Does the application include the purchase of land or other assets?
	17. Do you expect to use eminent domain so that you can implement your project?
	18. If you are a private entity, are you not in good standing with the California Secretary of State and the Franchise Tax Board?
	19. If you are a private entity, are you domiciled and registered outside of California?



Drinking Water State Revolving Fund (DWSRF) Program Potential DWSRF **Flags** Worksheet

✓ if Yes or True	<u>TECHNICAL</u> Question / Statement
	1. Do you anticipate that the plans & specifications will be out for bids within the next 6 to 12 months (i.e., likely before receiving an executed financing agreement)?
	2. The project bidding is complete, but the specifications did not include the Build America, Buy America (BABA), the American Iron and Steel, Disadvantaged Business Enterprises, or Davis-Bacon requirements.
	3. You are an urban water supplier and your project is a water management project as defined by Water Code section 10631 (AB 1420). You have not received a compliance letter from the Department of Water Resources.
	4. Is this a regionalization project, or will the project be a joint effort with other agencies?
	5. The plans and specifications have not been reviewed and/or approved by the Division of Drinking Water for permitting purposes.
	6. Do you have policies and procedures to solicit, evaluate, and select candidates for professional services using a fair, competitive selection process based on demonstrated competence and professional qualifications, consistent with California Government Code section 4526.
	7. Do you anticipate the project will be implemented in phases with multiple bids?
	8. Do you anticipate the project will be implemented with a Design-Build delivery method?

✓ if Yes or True	<u>ENVIRONMENTAL</u> Question / Statement
	1. The environmental documents have not been prepared for the proposed project.
	2. The environmental documents were not prepared to meet "federal cross-cutting" requirements.
	3. Will the project impact any cultural resources?
	4. Will the project impact any state or federally listed species?
	5. Will the project require consultations with the United States Fish and Wildlife Service or the National Marine Fisheries Service?
	6. Will the project's air quality emissions (construction and operation) exceed the federal de minimis levels, and require a general conformity determination?
	7. Will the project require a Clean Water Act Section 404 permit and a Section 401 Certification?



Drinking Water State Revolving Fund (DWSRF) Program
Potential DWSRF Flags Worksheet

	8. Is there any significant controversy related to the project's environmental documents?
	9. Were the project's environmental documents approved more than five years from the expected date of the DWSRF financing agreement?
	10. If the water system is private and there is no local discretion, has the water system discussed with the local agency about carrying out the CEQA lead agency role?
	11. Is it anticipated that the Lead Agency for the potential construction project will be an agency other than the Applicant?



Drinking Water State Revolving Fund (DWSRF) Program Potential DWSRF **Flags** Worksheet

✓ if Yes or True	<u>FINANCIAL</u> Question / Statement
	1. Is the entity's status "Suspended" with the Secretary of State?
	2. If non-profit, is the entity unable to provide a copy of its tax exemption confirmation statement from the IRS? If not non-profit, please enter "N/A" in the box.
	3. Are you missing any portion of the necessary Project funding aside from what is being sought as part of this application? Please enter "N/A" in the box if no additional funding sources are necessary.
	4. Has the entity ever failed to make timely and sufficient payments on its existing loans within the past 10 years? If none, please enter "N/A" in the box.
	5. Are you planning to pledge a repayment source other than Net Revenues of your water enterprise, as defined in Appendix E to the DWSRF Policy?
	6. Are your annual revenues currently insufficient to cover annual expenses?
	7. Will you be requesting approval of your DWSRF financing before rates, assessments, or other charges used to support repayment are adopted?
	8. Do you have outstanding fines or penalties due to non-compliance with a permit or order?
	9. Do you have existing debt that relies on the same source of revenue as the source you plan to pledge for repayment of the DWSRF financing?
	10. Will the Project be co-funded with funding other than the Drinking Water State Revolving Fund?
	11. Was the last rate study completed over five years ago?
	12. Do your existing debt covenants affect your ability to incur new parity debt, and/or are non-compliant with existing debt covenants?
	13. Are you currently out of compliance or have you been out of compliance with covenants in your existing debt in the preceding 5 years?
	14. Have you had a prior material event such as a bankruptcy, default, unscheduled draw on reserve funds, substitution of insurers on their failure to perform, or unscheduled draw on a credit enhancement in the preceding 10 years?
	15. Are you subject to a lien on any portion of the system property?
	16. If you are a government entity, do you have a local debt limit?
	17. Have you taken actions in anticipation of the sale of significant system assets?
	18. Have you taken actions in anticipation of restructuring or dissolution?
	19. Have you taken actions in anticipation of filing for bankruptcy protection or other insolvency proceedings?



Drinking Water State Revolving Fund (DWSRF) Program Potential DWSRF **Flags** Worksheet

Name of Authorized Representative: _____

Title: _____

Signature of Authorized Representative: _____

Date: _____

AUTHORIZED REPRESENTATIVE RESOLUTION/ORDINANCE

RESOLUTION NO: _____

WHEREAS _____
(insert appropriate findings)

RESOLVED BY THE _____ OF THE
(insert name of Governing Board of the Entity)
_____ (the "Entity"), AS FOLLOWS:
(insert Entity name)

The _____ (the "Authorized Representative") or designee is
(insert Title of Authorized Representative)
hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance
Application for a financing agreement from the State Water Resources Control Board for the planning,
design, and construction of _____ (the
"Project"). (insert Project Name)

This Authorized Representative, or his/her designee, is designated to provide the assurances,
certifications, and commitments required for the financial assistance application, including executing a
financial assistance agreement from the State Water Resources Control Board and any amendments or
changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the Entity in carrying out
the Entity's responsibilities under the financing agreement, including certifying disbursement requests on
behalf of the Entity and compliance with applicable state and federal laws.

Ayes [Boards Members voting yes]
Nos [Board Members voting no]

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly
adopted at a meeting of the _____
held _____
(insert name of Governing Board of the Entity)
on _____
(Date)

(Name, Signature, and Seal of the Clerk or Authorized Record Keeper of the Governing Board of the
Agency)

[This is a sample template of a corporate resolution designating authority to apply, borrow, and grant security for financing, as applicable. The specific language will vary based on the type of the applicant and on the requirements of the corporation's articles of incorporation, bylaws and other corporate documents, and should be prepared in consultation with the corporation's attorney. Note that prior to the State Water Resources Control Board executing a financial assistance agreement, it may be required that the applicant's board of directors adopt a resolution authorizing the agreement as issued.]

_____ [Date]

RESOLUTION No. ____

RESOLUTION OF THE BOARD OF DIRECTORS OF

[Applicant entity's legal name]

DESIGNATING AUTHORITY TO

TO APPLY, BORROW AND TO GRANT SECURITY

WHEREAS, _____, is a California [for-profit/ non-profit] *[Applicant entity's legal name]* corporation in good standing with the California Secretary of State (the "Company");

WHEREAS, the Company owns and operates a community water system known as _____ with [] connections;

WHEREAS, the Company [is/ is not] a water corporation subject to regulation by the California Public Utilities Commission;

WHEREAS, the Company [is/ is not] a mutual water company as defined in Section 14300 of the Corp. Code;

WHEREAS, the Company seeks financing from the State Water Resources Control Board ("State Water Board") for a project commonly known as _____ ("Project");

WHEREAS, the Project has a clear and definite public purpose, and will benefits customers of the water system and not the investors;

WHEREAS, the Board of Directors adopted a Project budget; and

WHEREAS, prior to the State Water Board issuing a financing agreement, the Board of Directors is required to establish a dedicated source of revenue to repay the DWSRF loan and authorizing an officer to execute all corresponding agreements, amendments, and certifications.

1. NOW, THEREFORE BE IT RESOLVED, that the _____ is hereby (insert title of Authorized Representative) authorized and directed to sign and file, for and on behalf of the Company, an application for financial assistance from the State Water Board for the planning, design, and/or construction of the Project;
2. BE IT FURTHER RESOLVED, that the Authorized Representative is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Board and any amendments or changes thereto;
3. BE IT FURTHER RESOLVED, that the Authorized Representative is hereby authorized to incur Indebtedness not to exceed \$ _____ pursuant to the DWSRF financing

agreement (The term "Indebtedness" as used herein means all debts, obligations and liabilities, currently existing or now or hereafter made, incurred or created in connection with the financing);

- 4. BE IT FURTHER RESOLVED, that the Authorized Representative is hereby authorized to grant security interests in, pledge, assign, transfer, endorse, mortgage or otherwise hypothecate to the State Water Board, and execute security or pledge agreements, financial statements and other security interest perfection documentation, mortgages and deeds of trust on, and give trust receipts for, any or all property or assets of the Company as may be agreed upon by the Authorized Representative, or his/her designee, as collateral security for any or all of the Indebtedness, and to grant and execute renewals, extensions or modifications thereof, and to authorize the State Water Board to perform any act necessary to perfect security, including but not limited to filing a Uniform Commercial Code (UCC-1) lien with the Secretary of State;
- 5. RESOLVED FURTHER, that the Authorized Representatives or designee is, authorized to represent the Company in carrying out the Company's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Company and compliance with applicable state and federal laws;
- 6. RESOLVED FURTHER, that the Secretary of this Company is authorized to certify to the State Water Board a copy of this resolution and the name and signature of the Authorized Representative hereby authorized to act hereunder, and the State Water Board is hereby authorized to rely upon such certificate until formally advised by a like certificate of any change therein, and is hereby authorized to rely on any such additional certificates; and
- 7. RESOLVED FURTHER, that the authority granted hereunder shall be deemed retroactive. All acts authorized hereunder and performed prior to the date of this Resolution are hereby ratified and affirmed. The State Water Board is authorized to rely upon this Resolution until written notice to the contrary, executed by the Board of Directors, is received by the State Water Board. The State Water Board shall be entitled to act in reliance upon the matters contained herein, notwithstanding anything to the contrary contained in the formation documents of the _____ or in any other document.
(Applicant entity's legal name)

PASSED AND ADOPTED this ____ th day of _____, 20____, by the following vote:

- AYES: _____
[Full names of Board Members]
- NOES: _____
[None or full names of Board Members]
- ABSTAIN: _____
[None or full names of abstaining Board Members]
- ABSENT: _____
[None or full names of Board Members]

CERTIFICATION

I, _____, do hereby certify that I am the duly elected and qualified Secretary and the keeper of the records and corporate seal of _____, a corporation organized and existing under the laws of the State of California (the "Company"), and that the foregoing is a true and correct copy of Resolution No. _____ duly adopted by the Board of Directors of said Company at the Regular Meeting of said Board held on the ____th day of _____ 20____, in accordance with law and the by- laws of the Company, and that such resolutions are now in full force and effect, unamended, unaltered and unrepealed.

I FURTHER CERTIFY THAT the following person has been duly appointed or elected and is now acting as officer or employee of the Company in the stated capacity:

_____	_____	_____	_____
<i>(Print Name)</i>	<i>(Title)</i>	<i>(Date)</i>	<i>(Signature)</i>
_____	_____	_____	_____
<i>(Print Name)</i>	<i>(Title)</i>	<i>(Date)</i>	<i>(Signature)</i>
_____	_____	_____	_____
<i>(Print Name)</i>	<i>(Title)</i>	<i>(Date)</i>	<i>(Signature)</i>

IN WITNESS WHEREOF, I have subscribed my name as Secretary as of _____ 20_____.
(Date)

[Signature]
_____, Secretary
[Name]

_____, a California corporation
[Applicant's entity's legal name]

Technical Application Instructions (Planning)

The Technical Package is intended to provide detailed technical information about the project. The Technical Package must include a description of the water treatment facilities, the problem being addressed, and a detailed Scope of Work (SOW). In addition, the applicant must demonstrate that the water system has the required water rights for the project. This section provides information on how to complete the Technical Package for a planning application.

Project Name – Enter the title or name of the project. This name should match that on the California Environmental Quality Act (CEQA) documents, resolutions, and any other existing documents.

Water System Number – Enter the seven-digit number assigned to your drinking water system. You can visit Drinking Water Watch to obtain the number for your water system: <https://sdwis.waterboards.ca.gov/pdww/>

Applicant Name – Enter the entity that will be the legal signatory to a financing agreement. This should match the name provided in the General Information Package.

Type of Project – Check all project types that apply. If you select “other,” you must enter a description in the space provided.

Section I – Technical Information

Description of Water System Facilities (Attachment T1) – Describe the water system and its facilities. Include thorough details of source(s), storage, treatment, and the distribution system. Attach a schematic/map of the system which includes existing facilities. Identify local Groundwater Sustainability Agencies (GSAs) per the Sustainable Groundwater Management Act (if applicable). (**Attachment T1**)

Section II – Project Summary

Problem Description (Attachment T2) – Describe the problem being addressed by the project and attach documents delineating the problem that is being addressed. Such supporting documents include but are not limited to the water quality data (last two years), most recent compliance orders, violations, citations, and sanitary surveys. If the Compliance Order is related to a Maximum Contaminant Level (MCL) exceedance, indicate the contaminant. Briefly discuss potential solutions to be investigated as part of this project. If a single solution will be studied in this project, provide an explanation why alternatives have been eliminated.

Scope of Work (Attachment T3) – Provide a Scope of Work (SOW) that includes each task to be performed during the planning project and label as Attachment T3. The SOW should outline all tasks necessary to complete a DWSRF construction application. Each task should include corresponding milestones and deliverables that are consistent with the construction application requirements. The SOW should also contain a time schedule and cost estimate broken down by task. The contents of the SOW must include, but are not limited to, the following:

1. **Project Background** –The SOW must include a description of the water system and its facilities, including details relating to sources, storage, treatment, and distribution. Describe the water system’s present condition, suitability for continued use, adequacy of water supply, current water system capacity, age of facilities, and water quality. In addition, include a description of the problem being addressed by the project.
2. **Tasks (Milestones)** – Each project is unique, therefore the tasks included in the SOW must be specific

to the proposed planning project. The applicant is responsible for determining the tasks that must be completed as part of the planning project which would lead to the submittal of a complete Construction Application (https://www.waterboards.ca.gov/drinking_water/services/funding/SRFForms.html) including all necessary parts of the Technical, Environmental, and Financial Packages.

3. **Deliverables** – The applicant must determine appropriate deliverables for each task and complete those accurately and in a timely manner. The applicant, in coordination with the assigned project manager, must determine the format of the deliverables and the appropriate entity to which each deliverable needs to be submitted. Often, deliverables are required to be sent to the Division of Financial Assistance, the Division of Drinking Water District Office, or a Local Primacy Agency (LPA) county.
4. **Time Schedule** – The applicant must provide a project schedule for the planning project. The project schedule should outline the expected time of completion for each task. The timeframes should be expressed in months from the anticipated date of execution of a financing agreement, rather than specific dates. The applicant should note that tasks may need to be developed sequentially to ensure all deliverables are up to date. The time schedule must represent the timing of tasks required to complete a project. The applicant should determine the best methodology to present the time schedule based on the complexity of the project. Common project scheduling tools, including a Gantt chart, can be used to present the proposed project schedule.
5. **Cost Estimate** – The applicant must provide a detailed cost breakdown of the entire planning project by different task. The cost estimate basis must represent the best prediction of the cost for quantities, resources, deliverables, risks, and uncertainties in the scope of work. In addition, the cost estimate must be consistent with the project information available at the specific time when the cost estimate is developed. The applicant may provide a more detailed cost estimate as the project advances through the approval process. Contingency for uncertainties and risks are subject to approval by the assigned project manager. With the approval of the assigned project manager, the applicant is responsible for effectively estimating, controlling, and managing the project budget. This ensures the project moves forward in a timely manner.
6. **Greenhouse Gas (GHG) Reduction Efforts** – Provide a detailed description of any project components that will reduce GHG emissions (e.g., solar photovoltaic (PV) electricity, replacing existing pumps with a more energy efficient electric pump, variable frequency drive (VFD) on a pump motor to better match output needs and improve pump efficiency, energy efficiency retrofits, and/or water saving, etc.)

Engineering Report (Attachment T4) – If available, provide an Engineering Report, or similar document, that is related to the project for which the applicant is seeking funding. The contents of the Engineering Report are intended to provide the Division of Financial Assistance with sufficient information to evaluate whether the project is eligible for DWSRF financing, meets applicable technical requirements, and is likely to meet applicable objectives and standards.

Professional Engineering Services Contract (Attachment T5) – Attach a copy of the professional engineering services contract for each engineering consultant contracted for the project. The professional services contract will form the basis for reimbursement of costs incurred relating to the project. Lack of supporting documentation may result in the denial of a claim. California Law requires that a professional engineer utilize a written contract when providing professional engineering services. The contract shall be executed by both the professional engineer and their client prior to commencing work. California law requires that the written contract for engineering services shall include, but not limited to, all of the following:

- A description of the services to be provided by the professional engineer
- A description of any basis of compensation applicable to the contract, and the method of payment agreed upon by the parties

- Name, address, and license or certificate number of the professional engineer, and the name and address of the client
- A description of the procedure that the professional engineer and the client will use to accommodate additional services
- A description of the procedure to be used by any party to terminate the contract

A written contract for engineering services should also include a scope of work, costs, and deliverable due dates.

Section III – Water Rights (Attachment T6)

Description of Water Rights – Describe the nature of the water rights applicable to your water source. Discuss the status of any existing or proposed water acquisitions. Attach water rights documentation related to your water source associated to the project. This may include documents such as permits, licenses, letters of authority, or other agreements showing all water rights owned or controlled by the system.

If you have questions regarding whether a petition is required you may contact the Division of Water Rights at (916) 341-5300 or dwr@waterboards.ca.gov.

1. **Surface Water** – If the water source for this project is surface water, indicate whether the source of the water is a stream or other surface water body, or subterranean stream flowing through a known and definite channel to another location. If the applicant holds sufficient water rights for the project, provide a copy of water rights and label as Attachment 6. Indicate whether the applicant holds an Appropriative or Riparian water right. Refer to the State Water Board’s Water Rights website for further details: https://www.waterboards.ca.gov/waterrights/board_info/water_rights_process.shtml#law
 - Appropriative – If the applicant has an appropriative water right, indicate whether it is a Pre-1914 or a permitted/licensed water right. If Pre-1914, provide a statement that water rights were established prior to 1914, and enter the statement number in the file provided in the construction application. If after 1914, provide a copy of the SWRCB water rights permit or license, and enter the permit or license number provided in the construction application.
 - Riparian – Provide a statement that water is derived from a surface source pursuant to a riparian right and include a map showing location relative to extraction point.
2. **Groundwater** – If the water source for this project is groundwater, indicate whether the source is an unadjudicated or adjudicated source.
 - Unadjudicated Basin: Provide a statement that the groundwater is extracted from a basin that is not adjudicated. Provide copies of the deeds for the parcels of each unadjudicated groundwater source used by the system.
 - Adjudicated Basin: Attach the deed for the parcels of each adjudicated groundwater source that notes the adjudication or provide documentation of the Basin Water Master’s terms of the adjudication as they relate to the water system’s right to extract water from the adjudicated basin.
3. **Purchased Water** – Provide a copy of the water service agreement for purchased water that specifies the duration of the authorization. Be aware that for SWRCB funded projects the long-term use agreements for purchased water must extend for the life of the loan or a minimum of 20 years for grant funded projects. In the construction application, enter the name of the wholesaler and length of the purchasing agreement.

Water Diversion Reporting – Check (✓) the box indicating if you are a water diverter in compliance with Water Code Section 5103. For information see:

Section IV – Comprehensive Response to Climate Change (Attachment T7)

Complete this section if a proposed facility has already been selected. Otherwise, applicants will need to include this analysis for the selected construction project in the Engineering Report submitted as part of the planning project.

1. **Vulnerability** – Provide a detailed description of all effects of climate changes that the proposed facilities are susceptible to. Include critical threshold conditions that may cause damage to the facility or result in loss of services.
2. **Adaptation** – Provide a detailed description of all applied adaptation measures considered by the applicant. Include adaptation measures deemed unnecessary and explain why such measures were eliminated.
3. **Mitigation** – Provide a detailed description of all mitigation measures considered by the applicant. Include mitigation measures deemed unnecessary and explain why such measures were eliminated.
4. **Definitions** – Climate change vulnerability, mitigation, and adaptation are defined below:
 - a. **Vulnerability**: This term is used to identify effects of climate change that the facility may be susceptible to. Some effects overlap. For example, a treatment facility built on the coast may be severely vulnerable to sea level rise. It would be a poor investment for the State to invest in a treatment facility with an expected useful life of 50 years when the facility is projected to be under water in 20 years due to sea level rise. Coincidentally, as sea level rises, the neighboring groundwater aquifers may be vulnerable to saltwater intrusion and water quality issues. The two effects are related, and both should be discussed in the attachment. Other examples of vulnerability include, water supply depletion, adverse water supply quality, flooding/storm surges, drought, and wildfires.
 - b. **Adaptation**: This term is used to identify measures taken as a direct response to climate change effects. Multiple measures can be taken in response to a single vulnerability. For example, in response to sea level rise an agency may investigate constructing sea walls or levees in order to prevent flooding. Flood contingencies should also be explored to protect the facility if the levees fail or in the event of severe storm surges.
 - c. **Mitigation**: This term is used to identify measures taken to slow or stop changes caused by greenhouse gas emissions in the atmosphere. Measures identified in adaptation may also be used for mitigation. For example, water conservation may be an adaptation response to drought vulnerability but a mitigation measure by reducing the energy consumed to move excessive volumes of water. Green roofing as an adaptation measure will help to reduce the heat island effect of an urban community, and as a mitigation measure will reduce the energy consumed to heat and cool the building.

Section V – Drought Planning (Attachment T8)

Check (✓) the box indicating if you are a Small Water Supplier or Non-Transient Non-Community Water System in compliance with California Water Code Section 10609.60 through Section 10609.63.

Check (✓) the box indicating if this project includes components to come into compliance with California Water Code Section 10609.60 through Section 10609.63.

For information see: https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220SB552

Provide supporting documentation for all compliance, deficiencies, and plans to comply.

Section VI – Attachment Checklist

All attachments must be submitted to consider this application package complete. Below is a list of the required attachments:

- T1** –Schematic/Map of System and Facilities
- T2** – Supporting Documents of the Problem
- T3** – Scope of Work (see application instructions)
- T4** – Engineering Report (If available)
- T5** –Professional Engineering Services Contract
- T6** – Water Rights Documentation
- T7** – Supporting Documents for Climate Change Response
- T8** – Documentation for Compliance with Drought Planning

TECHNICAL PACKAGE (PLANNING)

It is important that you read and understand the Application Information and Instructions before you complete this application. Submit this application along with required attachments through the [Financial Assistance Application Submittal Tool \(FAAST\)](#). All fields are required.

Project Name:
Water System Number:
Applicant (Entity) Name:
Type of Project: <input type="checkbox"/> Treatment <input type="checkbox"/> Distribution/Transmission <input type="checkbox"/> Water Supply <input type="checkbox"/> Water Shortage <input type="checkbox"/> Other

I. TECHNICAL INFORMATION

Describe the water system and its facilities. Include details relating to source, storage, treatment, and distribution system. Attach a schematic/map of the system which includes existing facilities (label as **Attachment T1**).

II. PROJECT SUMMARY

1. **Problem Description:** Describe the problem being addressed by the planning project and attach supporting documents of the problem (label as **Attachment T2**).

2. Attach a **Scope of Work** for the Project (label as **Attachment T3**).
3. Attach an Engineering Report or similar Technical report if available (label as **Attachment T4**).
4. Attach a copy of the applicable professional engineering services contract (label as **Attachment T5**).

III. WATER RIGHTS

DESCRIPTION OF WATER SOURCE (label as Attachment T6):

1. **Surface Water** – Is the source of water for this project a stream or other surface water body, or subterranean stream flowing through a known and definite channel to another location?
 - No (If No, proceed to question 2.)
 - Yes - If Yes,
2. Does the entity currently hold sufficient water rights for the project?
 - Yes – Provide a copy of the water right(s) (label as **Attachment T6**).
 - No – Proceed to question 1.b and 1.c.
3. If a new water right permit is required, has an application for a water right been filed with the State Water Board, Division of Water Rights?
 - Yes – Provide a copy of the water right application (label as **Attachment T6**).
Provide the status of the Petition for Change or the Order Number and Date of the Order Approving the Change:
 - No – Provide the date you anticipate submitting the water right application:
 - N/A
4. Is a change to a water right or transfer required to implement the project, and has a Petition for Change been filed with the State Water Board, Division of Water Rights?
 - Yes – Provide a copy of the Petition for Change (label as Attachment T6).
 - No – Provide the date you anticipate submitting the Petition for Change:
5. **Groundwater** – Is the groundwater an adjudicated or unadjudicated source?
 - Unadjudicated (Provide documentation and label as **Attachment T6**).
 - Adjudicated (Provide documentation and label as **Attachment T6**).
6. **Purchased Water** – Is the water for this project purchased?
 - Yes No (If Yes, provide purchasing agreement and label as **Attachment T6**).
 Name of Wholesaler:
 What is the length of purchasing agreement?

WATER DIVERSION REPORTING

Are you a water diverter in compliance with Water Code Section 5103?

- YES NO

For information see: https://www.waterboards.ca.gov/waterrights/water_issues/programs/diversion_use/

Environmental Package (Planning)

Detailed information, including statutes and guidelines on the California Environmental Quality Act (CEQA), can be obtained at <http://resources.ca.gov/ceqa/>. A CEQA Process Flowchart that shows interaction points between lead and responsible agencies can be found at

http://www.waterboards.ca.gov/water_issues/programs/grants_loans/docs/environmental_review/ceqa_process_flow_chart.pdf.

Applicant (Entity) Name – Enter the entity that will be the legal signatory to a financing agreement.

Project Title – Enter the title of the project.

Project Number – Enter the assigned DWSRF project number.

Contact Person and Phone – Enter the name and phone number of the day-to-day contact for the project. This person should be able to answer general questions about the project and application.

I. CEQA Status

1. Indicate if a CEQA document has been completed which identifies any portion of the planning project.

If yes, submit the document name, lead agency approval date, and State Clearinghouse Number. Also attach a copy of the final document and the Notice of Exemption/Determination (**Attachment E1**).

2. Indicate if a CEQA lead agency has been identified for the planning project. (If the applicant is a **public agency**, then they are their own CEQA lead agency and must file a Notice of Exemption stating the water system will be utilizing Drinking Water State Revolving Funds to conduct a planning study.)

If yes, list the CEQA lead agency and attach a copy of the Notice of Exemption that was filed at OPR and the County (**Attachment E1**).

Exemptions are described as:

- **Statutory** – no ground disturbing activities
Feasibility and Planning Studies (Cal. Code Regs, title 14, article 18, section 15262)
- **Categorical – project** includes pilot studies, test wells, grading boreholes, etc.
Class 6, Information Collection (Cal. Code Regs, title 14, article 19, section 15306)

II. General Information

1. Describe any grading, excavation, pilot wells, or other ground-breaking activities that may be a part of the planning project. Include a parcel or project schematic map (**Attachment E2**).
2. List and describe any other related permits and/or other public approvals required including those requiring local or state approvals.
3. Indicate if the project is located in any of the designated areas listed.
4. Indicate if the project involves any of the listed unusual circumstances. For “yes” answers, discuss the possibility of significant environmental impact resulting from the unusual circumstance. Use attachments if necessary (**Attachment E3**).

Attachment Checklist

- ✓ E1 – CEQA Document (if applicable)
- ✓ E2 – Parcel or Project Schematic Map
- ✓ E3 – Unusual Circumstances (if applicable)

Environmental Planning Application

Applicant (Entity) Name:

Project Title:

Project Number:

Contact Person:

Phone:

I. California Environmental Quality Act (CEQA) Status

1. Has a CEQA document been completed which identifies any portion of the planning project?

NOTE: All funded projects must be circulated at the Office of Planning and Research, State Clearinghouse (OPR)

- Yes - Document name:
Lead agency approval date:
State Clearinghouse Number:

Attach a copy of the Notice of Exemption (label as Attachment E1).

- No

2. Has a CEQA lead agency been identified for the planning project?

Note: If the applicant is a public agency, then they are their own CEQA lead agency and must file a Notice of Exemption stating the water system will be utilizing State Revolving Funds to conduct a planning study.

Yes - CEQA lead agency:

Attach a copy of the Notice of Exemption that was filed at OPR and the County (label as Attachment E1).

The following exemptions can be applied to planning / feasibility studies:

- Statutory Exemption (no ground disturbing activities)
Feasibility and Planning Studies (Cal. Code Regs, title 14, article 18, section 15262)
- Categorical Exemption (if project includes pilot studies, test wells, grading, boreholes, etc.)
Class 6, Information Collection (Cal. Code Regs, title 14, article 19, section 15306)

NOTE: This exemption class may need further evaluation if the planning project is located in an area where the project could result in impacts to an environmental resource of hazardous or critical concern.

No - For private, mutual and investor-owned utilities, the State Water Board may be the CEQA Lead Agency and will file a Notice of Exemption to conduct a planning study.

II. General Information

1. Describe any grading, excavation, pilot wells, or other ground-breaking activities that may be a part of the planning project. Include a parcel or project schematic map (label as **Attachment E2**).

2. List and describe any other related permits and/or other public approvals required including those requiring local or state approvals.

3. Is the project located in an area designated as:

- | | Yes | No | |
|----|--------------------------|--------------------------|---|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | Critical habitat for special status species |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | Critical habitat for an endangered species |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | Unique habitat (<i>e.g., wildlife refuge, deer wintering range</i>) |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | Important farmland |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | Wetlands |
| f. | <input type="checkbox"/> | <input type="checkbox"/> | Wild and scenic rivers |
| g. | <input type="checkbox"/> | <input type="checkbox"/> | Officially designated scenic area |
| h. | <input type="checkbox"/> | <input type="checkbox"/> | Archeological sites |
| i. | <input type="checkbox"/> | <input type="checkbox"/> | Floodplains |
| j. | <input type="checkbox"/> | <input type="checkbox"/> | Hazardous Waste and Substances Site |

Explain:

4. Unusual Circumstances: Evaluate the following elements to determine if there are any unusual circumstances. For any "Yes" answers discuss the possibility of significant environmental impact resulting from the unusual circumstance. Use attachments if necessary, or reference any attached documents (label as **Attachment E3**).

- | | Yes | No | |
|----|--------------------------|--------------------------|---|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | In an area of undisturbed, unique, or high-quality habitat |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | On or adjacent to wildlife migration routes |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | In an area of unique recreational facilities or resources |
| d. | <input type="checkbox"/> | <input type="checkbox"/> | On or adjacent to a unique stream or water body |
| e. | <input type="checkbox"/> | <input type="checkbox"/> | Involves removal of mature, scenic trees |
| f. | <input type="checkbox"/> | <input type="checkbox"/> | Involves grading in a waterway or wetland |
| g. | <input type="checkbox"/> | <input type="checkbox"/> | Involves a substantial alteration of ground contours |
| h. | <input type="checkbox"/> | <input type="checkbox"/> | Involves new or increased use of a critically depleted groundwater basin or groundwater basin subject to salinity intrusion |
| i. | <input type="checkbox"/> | <input type="checkbox"/> | In an area with important mineral resources |
| j. | <input type="checkbox"/> | <input type="checkbox"/> | Involves production of significant amounts of solid wastes or litter |
| k. | <input type="checkbox"/> | <input type="checkbox"/> | Involves substantial new or increased emission of dust, ash, smoke, fumes, odors, or other pollutants |
| l. | <input type="checkbox"/> | <input type="checkbox"/> | Involves substantial change in noise or vibration levels in vicinity (beyond the property line) |
| m. | <input type="checkbox"/> | <input type="checkbox"/> | In an area of sensitive noise receptors |
| n. | <input type="checkbox"/> | <input type="checkbox"/> | On slopes of 10 percent or more or on highly erodible soil |
| o. | <input type="checkbox"/> | <input type="checkbox"/> | In an officially mapped area of severe geologic hazard |
| p. | <input type="checkbox"/> | <input type="checkbox"/> | Involves new or increased use or disposal of hazardous materials, flammables, or explosives |
| q. | <input type="checkbox"/> | <input type="checkbox"/> | Involves substantial change in demand for municipal services |
| r. | <input type="checkbox"/> | <input type="checkbox"/> | Involves traffic impacts in an area with traffic problems |
| s. | <input type="checkbox"/> | <input type="checkbox"/> | Involves substantial increase in fuel consumption (electricity, oil, natural gas, etc.) |
| t. | <input type="checkbox"/> | <input type="checkbox"/> | On United States Forest Service land |

Explain:

Attachment Checklist

Check the box next to each item attached to your application.

- E1 – CEQA Document (if applicable)
- E2 – Parcel or Project Schematic Map
- E3 – Unusual Circumstances (if applicable)



STATE WATER RESOURCES CONTROL BOARD
 Division of Financial Assistance
 P. O. Box 944212, Sacramento, CA 94244-2120



Financial Security Package Instructions

Applicant (Entity) Legal Name – Enter the full name of the entity that will be the legal signatory to a financing agreement.

Proposed Security – Enter the revenues and fund(s) you will use to repay the DWSRF financing.

Project Title – Enter the title of the project.

Contact Person and Phone – Enter the name and phone number of the day-to-day contact for the project. This person should be able to answer financial questions about the project and application.

1. Financing Amount Requested

Estimate the project costs to be funded with State Water Board DWSRF funds. This amount should match the Amount of Assistance Requested in Section 1 of the General Information Package.

2. Other Project Funding Sources

Describe how the total project will be financed.

- ✓ Enter the name(s) and type(s) of all funding sources.
- ✓ Enter the amount of funds you expect to receive from each source.
- ✓ Check the appropriate box to indicate whether the other sources of financing have been applied for, approved by the funding agency, or received by the applicant.
- ✓ Submit copies of other funding sources commitment or debt documents.

Example: DWSRF financing \$1,000,000
USDA grant \$ 500,000
Applicant Agency portion \$ 250,000

3. Current Year Median Household Income: Determination by Division

Enter the estimated Median Household Income (MHI) for the proposed project service area, using the most recent income survey. If an income survey is not available, MHI estimates may be found at the Census Bureau website at <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml#none>. Enter “Median Household Income in the Past 12 Months” and the municipality name into the Quick Search box. If you cannot locate data for your community, you may contact the Division at DrinkingWaterSRF@waterboards.ca.gov for additional assistance. **MHI determinations are considered preliminary and will be finalized once the complete application is reviewed.**

4. Current Year Estimated Population Served

Enter the estimated population of the water system service area.

5. Active Service Connections

If active water service connections are currently and directly served by the water system, enter the following for each applicable connection type:

- ✓ Number of active water service connections that are currently and directly served by the water system
- ✓ Projected average monthly service charge that will be in place after the proposed project is completed
- ✓ Average monthly billing for the last 12 months

Rate increase effective date for projected monthly service charges – Enter the estimated date that the projected monthly service charges will go into effect.

6. Discussion of Material Events, Material Obligation Conditions, and Any Debt Limit

Identify any current, prior, or pending material events such as bankruptcy, defaults, litigation, grand jury findings, unscheduled draws on reserve funds, substitution of insurers or their failure to perform, unscheduled draws on credit enhancements, actions taken in anticipation of filing Chapter 9, rating changes, relevant conditions in material obligations, and any local debt limit.

7. Water Rate Study

Indicate whether a water rate study has ever been performed on your water system as well as the date of the study and subsequent findings. If you respond yes, please submit a complete copy of the Water Rate Study.

ATTACHMENTS

F1- Audited Financial Statements: Provide COMPLETE audited financial statements for the most-recent three fiscal years. If the applicant is not required to complete audited financial statements, the applicant should provide the three most-recent years of Federal and State tax returns.

Identify any restricted funds and the reason for the restrictions as well as all sources of security to be pledged. If using real property, provide at least two appraisals of the value, how the value was determined, and whether the property is currently pledged as security on any other debt.

F2 - Budget Projections (Revenue/Expense): Provide projections for at least the next two fiscal years. This item is not required if the applicant is applying for 100% percent grant/principal forgiveness funding.

Sample of Projections

Operating Revenue	Projections 2020/21	Projections 2021/22
Water Sales	\$2,552,866	\$2,680,509
Utility Billing Charges	\$830,000	\$871,500
Water Discharge Fee	\$15,000	\$15,750
Connection Fees	\$475,000	\$498,750
Other Income	\$25,000	\$26,250
Other Non-Operating Revenue		
Interest Income	\$7,000	\$7,350
Property Tax	\$1,200,300	\$1,260,315
Other Misc. Income	\$2,000	\$2,100
Total Revenue	\$5,107,166	\$5,362,524

Operating Expenses		
Salaries	\$1,500,000	\$1,575,000
Water Purchases	\$1,200,000	\$1,260,000
Operating Supplies	\$500,000	\$525,000
Repair and Maintenance	\$78,000	\$81,900
Professional Fees	\$30,000	\$31,500
Legal	\$20,000	\$21,000
Lease/Rents	\$950,000	\$997,500
Utility Billing Service	\$300,000	\$315,000
Total Operating Expenses	\$4,578,000	\$4,806,900
Net Revenue	\$529,166	\$555,624
Existing Debt Service	\$93,000	\$93,000
Total Net Revenue after Debt Service	\$436,166	\$462,624

F3a – Authorizing Resolution/Ordinance (for use by publicly owned entities): This resolution or ordinance designates the Authorized Representative(s) for the project, who will have the authority to sign and submit the DWSRF application materials, certify compliance with applicable state and federal laws, execute the financial assistance agreement and amendments, and certify disbursement requests.

- ❖ To minimize the potential for problems, use the exact language in the template resolution.
- ❖ Enter the title of the Authorized Representative, NOT a person’s name.
- ❖ Do not modify the words financing or financial assistance to other terms such as “loan”, “grant”, or “principal forgiveness”. Use of these terms will create legal complications; the terms “financing” and “financial assistance” are broad enough to be applicable to all of the above.

F3b – Corporate Resolution to Apply, Borrow and Grant Security (for use by private applicants): This resolution designates the Authorized Representative(s) for the project, who will have the authority to sign and submit the DWSRF application materials, certify compliance with applicable state and federal laws, execute the financial assistance agreement and amendments, certify disbursement requests, grant security interest, and authorize State Water Resources Control Board to perform any acts necessary to perfect security.

- ❖ To minimize the potential for problems, use the exact language in the template resolution.
- ❖ Enter the title of the Authorized Representative, NOT a person’s name.

F3c –Other Entity Type: If you are a limited partnership, general partnership, trust, or sole proprietor please contact the Division of Financial Assistance for guidance on the documentation required for designating an Authorized Representative.

F4 – Rate Adoption Resolution, Copy of Rates, and Public Notice of Proposition 218 Meeting: Attach a copy of the most recent board resolution, ordinance, or similar document which approved the rates currently in place, a copy of the rates, and a copy of the Proposition 218 public meeting notice.

F5 – Schedule of Related Debt and Debt Document Copies: Submit a schedule of all material debt secured by the Pledged Revenues and Fund(s), along with a copy of each relevant debt document (e.g., loans, private placements, bond indentures, installment sale agreements, etc.). If there are any pending debts, provide draft or estimated information. This schedule will be an exhibit to the DWSRF financing agreement and will rank related debt according to priority in relation to the proposed DWSRF debt (senior, parity, or subordinate tier). If

the applicant has no other debt (except other DWSRF debt), the Authorized Representative must provide a letter stating this. In most cases, the DWSRF debt will be on parity with related debt.

F6- Debt Management Policy: Applicant needs to submit a copy of their debt management policy. Guidance on Complying with SB 1029 Release Date: December 28, 2016-
<http://www.treasurer.ca.gov/cdiac/sb1029/guidance.pdf>.

This item is not required if the applicant is applying for 100% percent grant/principal forgiveness funding.

F7 – New Special Tax, Assessment District, or service charge projections: If applicable, provide budget projections based on proposed taxes, fees, charges or assessments (*No template exists*). Label the projections as Attachment F9.

F8 – Relevant Service, Management, Operating, or Joint Powers Agreements: If applicable, provide a copy of any relevant, service, management, operating or joint powers agreements and any amendments (*No template exists*). Label the agreement as Attachment F10.

F9 - District Certification of Interim Report (For School Districts Only): School Districts should provide a complete copy of their most-recent District Certification of Interim Report, including the signed Criteria and Standards Review Section.

FINANCIAL SECURITY PACKAGE (PLANNING)

Applicant (Entity) Legal Name:	
Pledged Revenues And Fund(s) For The Project:	
Project Title:	
Contact Person:	Phone:

1. Amount of Assistance Requested: \$

2. Other Project Funding Sources

Name and Type of Funding Sources	Amount	Applied	Approved	Received
	\$			
	\$			
	\$			

3. Current Year Median Household Income: \$

5a. Current Year Estimated Population Served:

5b. Current Year Estimated Number of Residences:

**5c. Current Year Estimated Number of Permanently Occupied Residences:
(Only required if applying for grant funding/principal forgiveness)**

6. Active Service Connections Not Applicable

Service Connection Type	Number of Service Connections	Average Monthly Billing (Last 12 months) Per Connection
Residential		\$
Commercial		\$
Industrial		\$
Other		\$
TOTAL		\$

Rate increase effective date for projected monthly service charges:

7. Discussion of Material Events, Material Obligation Conditions, and Any Debt Limit

Identify any current prior material events such as bankruptcy, defaults, litigation, grand jury findings, unscheduled draws on reserve funds, substitution of insurers or their failure to perform, unscheduled draws on credit enhancements, actions taken in anticipation of filing Chapter 9, rating changes, relevant conditions in material obligations, and any local debt limit.

8. Rate Study

Has a rate study been conducted for your system? Yes No

If **yes**, please submit a complete copy of the Rate Study.

9. Debt Management Policy

Please provide a copy of your Debt Management Policy (If Applicable).

ATTACHMENTS (Check the box next to each item attached to your application.)

- F1 – AUDITED FINANCIAL STATEMENTS OR TAX RETURNS (3 Years)**
- F2 – BUDGET PROJECTIONS (REVENUE/EXPENSE) (2 years – or more if needed)
(See Sample in Application Instructions)**
- F3a – AUTHORIZING RESOLUTION**
- F3b – CORPORATE RESOLUTION**
- F3c – OTHER ENTITY TYPE**
- F4 – RATE ADOPTION RESOLUTION, COPY OF RATES, AND PUBLIC NOTICE OF
PROPOSITION 218 MEETING**
- F5 – SCHEDULE OF ALL MATERIAL DEBT OR NO DEBT LETTER
(See Application Instructions)**
- F6 – DEBT MANAGEMENT POLICY (If Applicable)**
- F7 – NEW SPECIAL TAX, ASSESSMENT DISTRICT, OR SERVICE CHARGE
PROJECTIONS (If Applicable)**
- F8 – RELEVANT SERVICE, MANAGEMENT, OPERATING, OR JOINT POWERS
AGREEMENTS (If Applicable)**
- F9 – SCHOOL DISTRICT CERTIFICATION OF INTERIM REPORT (If Applicable)**

AUTHORIZING RESOLUTION/ORDINANCE

RESOLUTION NO: _____

WHEREAS _____
(insert appropriate findings)

RESOLVED BY THE _____ OF THE
(insert name of Governing Board of the Entity)

_____ (the "Entity"), AS FOLLOWS:
(insert Entity name)

The _____ (the "Authorized Representative") or designee is
(insert Title of Authorized Representative)

hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of _____ (the "Project").
(insert Project Name)

This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the Entity in carrying out the Entity's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Entity and compliance with applicable state and federal laws.

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the _____ held
(insert name of Governing Board of the Entity)

on _____.
(Date)

(Name, Signature, and Seal of the Clerk or Authorized Record Keeper of the Governing Board of the Agency)

**SAMPLE
CORPORATE RESOLUTION
TO APPLY, BORROW AND TO GRANT SECURITY**

I, _____, do hereby certify that I am the duly elected and qualified Secretary and the keeper of the records and corporate seal of _____, a corporation organized and existing under the laws of the State of California (the "Corporation"), and that the following is a true and correct copy of certain resolutions duly adopted by the Board of Directors thereof, in accordance with law and the by-laws of the Corporation, and that such resolutions are now in full force and effect, unamended, unaltered and unrepealed:

WHEREAS, the Corporation seeks financing from the State Water Resources Control Board under the Drinking Water State Revolving Fund ("DWSRF") for a project commonly known as _____ ("Project");

WHEREAS, the Board of Directors adopted a Project budget; and

WHEREAS, prior to the State Water Resources Control Board executing a financing agreement, the Board of Directors is required to establish a dedicated source of revenue to repay the DWSRF loan and authorizing an officer to execute all financing agreements, amendments, certifications, and claims for reimbursement.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the _____ ("the Authorized Representative") is
(insert title of Authorized Representative)
hereby authorized to sign and file, for and on behalf of the Corporation, an application for financial assistance from the State Water Board for the planning, design, and/or construction of the Project;

BE IT FURTHER RESOLVED AND ORDERED, that the Authorized Representative is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto;

BE IT FURTHER RESOLVED AND ORDERED, that the Authorized Representative is hereby authorized to incur Indebtedness not to exceed \$_____ pursuant to the DWSRF financing agreement (The term "Indebtedness" as used herein means all debts, obligations and liabilities, currently existing or now or hereafter made, incurred or created in connection with the financing);

BE IT FURTHER RESOLVED AND ORDERED, that the Authorized Representative is hereby authorized to grant security interests in, pledge, assign, transfer, endorse, mortgage or otherwise hypothecate to the State Water Resources Control Board, and execute security or pledge agreements, financial statements and other security interest perfection documentation, mortgages and deeds of trust on, and give trust receipts for, any or all property or assets of the Corporation as may be agreed upon by the Authorized Representative, or his/her designee, as collateral security for any or all of the Indebtedness, and to grant and execute renewals, extensions or modifications thereof, and to authorize the State Water Resources Control Board to perform any act necessary to perfect security, including but not limited to filing a Uniform Commercial Code (UCC-1) lien with the Secretary of State;

BE IT FURTHER RESOLVED AND ORDERED, that the Authorized Representative is authorized to represent the Corporation in carrying out the Corporation's responsibilities under

the financing agreement, including certifying disbursement requests on behalf of the Corporation and compliance with applicable state and federal laws;

BE IT FURTHER RESOLVED, that the Secretary or any other officer of this Corporation is authorized to certify to the State Water Resources Control Board a copy of these resolutions and the name and signature of the Authorized Representative hereby authorized to act hereunder, and the State Water Resources Control Board is hereby authorized to rely upon such certificate until formally advised by a like certificate of any change therein, and is hereby authorized to rely on any such additional certificates; and

BE IT FURTHER RESOLVED AND ORDERED, the authority granted hereunder shall be deemed retroactive. All acts authorized hereunder and performed prior to the date of this Resolution are hereby ratified and affirmed. The State Water Resources Control Board is authorized to rely upon this Resolution until written notice to the contrary, executed by each of the undersigned, is received by the State Water Resources Control Board. The State Water Resources Control Board shall be entitled to act in reliance upon the matters contained herein, notwithstanding anything to the contrary contained in the formation documents of the _____ or in any other document.
(Applicant entity's legal name)

I FURTHER CERTIFY THAT the following person has been appointed or elected and is now acting as officer or employee of the Corporation in the capacity set beside his name:

_____ (Print Name) _____ (Date) _____ (Signature)

IN WITNESS WHEREOF, I have subscribed my name as Secretary as of _____, 20____.
(Date)

Secretary

_____, a California corporation

SCHEDULE OF SYSTEM OBLIGATIONS

Except for the following and the Obligation evidenced by this Agreement, the Recipient certifies that it has no outstanding System Obligations and that it is in compliance with all applicable additional debt provisions of the following:

The following related debts are senior to the proposed DWSRF financing:

Name of Lender and Title of Debt or Loan Number	Debt Security or Source of Revenue	Debt Service Coverage Requirement	Original Debt Amount	Current Balance	Payment Amount	Interest Rate	Debt Term & Maturity Date
			\$	\$	\$		/
			\$	\$	\$		/
			\$	\$	\$		/

The following related debts are on parity to the proposed Financing Agreement:

Name of Lender and Title of Debt or Loan Number	Debt Security or Source of Revenue	Debt Service Coverage Requirement	Original Debt Amount	Current Balance	Payment Amount	Interest Rate	Debt Term & Maturity Date
			\$	\$	\$		/
			\$	\$	\$		/
			\$	\$	\$		/
			\$	\$	\$		/
			\$	\$	\$		/

The following related debts are subordinate to the proposed Financing Agreement:

Name of Lender and Title of Debt or Loan Number	Debt Security or Source of Revenue	Debt Service Coverage Requirement	Original Debt Amount	Current Balance	Payment Amount	Interest Rate	Debt Term & Maturity Date
			\$	\$	\$		/
			\$	\$	\$		/
			\$	\$	\$		/
			\$	\$	\$		/
			\$	\$	\$		/

Attach copies of the debt documents associated with the above debts.



Oceano Community Services District

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

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

Date: August 28, 2024

To: Board of Directors

From: Peter Brown, General Manager
Carey Casciola, Accounting and Business Manager

Subject: Agenda Item 9(E) –Consider and discuss the 2024 Committee Assignments

Recommendation

It is recommended that the Oceano Community Services District Board review, discuss, and take action to update Board Members Committee Assignments.

Discussion

Attached is the current year's Committee Assignments roster as of August 14, 2024. The Board should consider assigning an alternate to the District's Oceano Parks and Recreation Committee. If scheduling conflicts arise in the future, it would be prudent to have an alternate for all committee/board assignments.

There are four types of committee assignments:

1. Committee assignments to other agency Boards and Committees
2. OCSD Ad Hoc Committees
3. Liaison assignments with other Boards and Committees
4. OCSD Standing Committees

Committee Assignments to other agency Boards and Committees

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



Oceano Community Services District

Board of Directors Meeting

Assignment	Final Decision-Making Role	Advisory Role
<i>South San Luis Obispo County Sanitation District 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 Subcontractors Advisory Committee</i> For the San Luis Obispo County Flood Control and Water Conservation District		X
<i>Parks and Recreation 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.

Other Agency Involvement

n/a

Other Financial Considerations

n/a

Results

Reviewing the District’s committee assignments in accordance with the District’s by-laws helps to promote a well-governed community.

Attachments:

1. 2024 Committee Assignments as of August 14, 2024

2024 COMMITTEE & SUBJECT MATTER ASSIGNMENTS

COMMITTEE ASSIGNMENTS TO OTHER AGENCY BOARDS AND COMMITTEES				Subject Matter Assignments / Expertise	
Committee	Primary	Alternate(s)			
SSLOCSD	Austin	Gibson		1 st Wed / 6:00 PM Mar-Jun / City of Arroyo Grande City Council Chamber 215 E. Branch, Arroyo Grande July-Oct / Oceano CSD Board Room 1655 Front St., Oceano Nov-Feb / City of Grover Beach City Council Chamber 154 S. 8 th Street, Grover Beach	Wastewater
Water Resource Advisory Comm. (WRAC)	Villa	General Manager		1 st Wed / 1:30 PM SLO City Council Chamber 990 Palm St. San Luis Obispo, CA 93401	Regional Water Programs
Regional Water Mgt. Group (RWMG – IRWMP)	Varni	General Manager		1 st Wed / 10:00 AM SLO County New Government Center, Room 161/162 1055 Monterey Street, San Luis Obispo, CA 93401	Regional Water Programs
Zone 3 Advisory Committee (Lopez Water)	Gibson	Joyce-Suneson		3 rd Thurs Odd/6:30 PM Varies	Water Supply Contracts
Zone 3 TAC (Lopez Water)	General Manager	Utilities Manager			
State Water Subcontractors	General Manager	Varni		Varies	Water Supply Contracts
Parks & Recreation Advisory Committee	Joyce-Suneson	Varni		Varies	Parks & Recreation
Budget & Finance Committee	Joyce-Suneson	Varni		Varies	Finance
Central Coast Blue Committee	Austin	Varni		Varies	Regional Water Programs & Outreach
				LIAISON AND SUBJECT MATTER ASSIGNMENTS	
Airport Land Use		Varni		3 rd Wed / 1:30PM County Government Center Board of Supervisors Chamber 1055 Monterey St Room D170 San Luis Obispo, CA 93401 (Currently Held Virtually)	
CA Special District's Association (Local)		Joyce-Suneson		Varies (Usually Noon Fri) every other month	
Zone 1/1A		Austin		3 rd Tues Odd / 3:00PM Sheriff South Patrol Station 1681 Front St. (Highway 1) Oceano, CA 93445	
LAFCO		Villa		3 rd Thur / 9:00AM County Government Center Board of Supervisors Chamber 1055 Monterey St San Luis Obispo, CA 93401 (Currently Held Virtually)	
RWQCB		Gibson		Odd Months/Varies	
NCMA Technical Group		General Manager	Utilities Manager	Subject Matter Assignment	



Oceano Community Services District

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

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

Date: August 28, 2024

To: Board of Directors

From: Peter Brown, General Manager

Subject: **Agenda Item #9(F):** Review and discuss the transfer of County CDBG Grant funds from OCSD to Lucia Mar Unified School District (LMUSD) to serve as the fiscal sponsor for fundraising and donations related to the community walking and jogging track.

Recommendation

Review and discuss information on the County of San Luis Obispo designating Lucia Mar Unified School District (LMUSD) as the direct recipient of CDBG funding related to implementing a community track and having LMUSD or the Parent Teacher Organization (PTO) provide fiscal sponsorship for fundraising and donations, thus eliminating the need to use Ecologistics.

Discussion

The proposed project would build a decomposed granite walking and jogging track on LMUSD property at the Oceano Elementary School. The prior direction provided to staff by the OSCD Board of Directors was to enter into a contract with Ecologistics for fundraising services. Staff met with LMUSD to discuss the possibility of LMUSD providing fiscal sponsorship and serving as the lead agency for the community project. This led to LMUSD agreeing to serve as the lead agency, and OCSD, via OPARC, would serve in fundraising, advocacy, and advisory roles.

Since LMUSD owns the land where the track is set to be built, OCSD staff requested a minor change in the grant structure such that LMUSD is the direct recipient of the proposed \$25,704 in CBO-PHG funds. If not awarded directly to LMUSD, OCSD would have to transfer the grant funds to the school district and administrative costs savings can be realized with this change in grant allocation. Lastly, since LMUSD will be best positioned to receive other funds in the form of future grants and private donations and will also manage the construction of the track on school district-owned land, this proposed change enables them to be a single clearing house for funding and project management. OPARC will continue to serve an advocacy role, will assist in fundraising, and OCSD staff can have a technical advisory role on implementing the capital improvement.

Per staff request, on [August 20, 2024 the County Board of Supervisors](#) approved to transfer the Community Based Organizations Grant and Preventative Health Grant (CBO-PHG) of \$25,704 from OCSD to LMUSD.

The primary project over the next 12 months will be to raise at least \$150,000 to build a walking/jogging track at Oceano Elementary School, which is also apt to include improvements and upgrades on the infield for school and community soccer fields. It is possible that total costs will exceed this fund estimate, and a portion of



the CDBG grant will go towards project scoping and detailed design work. The new infrastructure will be available to both the school and community when school is not in session.

Other Agency Involvement

Lucia Mar Unified School District will be the fiscal sponsor, and the County of San Luis Obispo will be the granting agency.

Other Financial Considerations

Significant staff and legal time would be needed to manage the donation of private funds as well as to set up the required framework, legal review, and allocation of resources to conduct the fundraising, collection, and implementation of donations. Doing so also has the potential to take away limited staff time and resources that may be better directed to our core utility service-providing work. Staff and legal duties related to fundraising may also include:

- (1) maintaining the accounting records;
- (2) establishing a separate fund to provide the necessary accounting required by law;
- (3) creating donor agreements and guidelines for solicitation of funds;
- (4) maintaining subsidiary records to track the status of funds that were restricted by the donor for specific programs or events;
- (5) developing policies to address the disposition of donations restricted for activities that may be delayed or canceled and for those occasions when the funds received exceed the costs of the event or activity; and
- (6) providing separate financial reports.

Results

Participating in the new arrangement with LMUSD would allow for the best use of District resources, would be the most efficient and lowest cost, enables the fundraising to go directly to the lead agency, and therefore project completion can happen in the least amount of time with limited administrative costs.



Oceano Community Services District

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

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

Date: August 28, 2024

To: Board of Directors

From: Peter Brown, General Manager
Carey Casciola, Accounting and Business Manager

Subject: Agenda Item #9(G): Review and consideration of the Oceano Community Services District applying for the San Luis Obispo County Community Project Grant Application for the Community Celebration of the Oceano Plaza.

Recommendation

That the Oceano Community Services District Board consider applying for the San Luis Obispo County Community Project Grant project in the amount of \$2,500 for the Community Celebration of the Oceano Plaza for October 6, 2024.

Discussion

The County of San Luis Obispo provides the Community Project Funds Policy (Attachment A). The purpose of community project grants is to fund one-time public projects deemed beneficial to residents of the County of San Luis Obispo by the County Board of Supervisors. The County funds may be used for events of a community services district or other qualified public agency, including a County agency or department that will achieve a certain goal that is beneficial to the County.

With the creation of the Oceano Plaza right-of-way improvements nearly completed by Caltrans, the California Department of Transportation has tentatively scheduled the Oceano Plaza ribbon-cutting celebration on September 12, 2024, at 11 a.m. Discussions have begun between OPARC members and County staff regarding a community celebration event occurring on October 6, 2024.

OCSD staff has made significant progress in working with Caltrans and San Luis Obispo County Public Works staff regarding maintenance responsibility, traffic control plans, encroachment permit issuance, event management, and completion of details such as finished electrical services and ownership of water/electrical meters. The current plan is for the County to issue OCSD a semi-annual and then annual encroachment permit that can then be issued to interested community groups so long as they can meet permit, liability, insurance, indemnification, traffic control and solid waste/recycling requirements. It is currently unknown how much work effort this will necessitate therefore a trial period through 2025 will take place to gauge level of work and demand.

Other Agency Involvement

The County of San Luis Obispo is the granting agency.



Financial Considerations

If the grant is awarded, part of the costs would go to cover the encroachment permit requirements which includes things like insurance and traffic control. Other costs could go towards event planning, implementation and community benefits. Some staff time would be needed to assist in planning and implementation, which may impact other work load priorities.

Attachments:

- A. County of SLO Board of Supervisors District Community Project Funds Policy
- B. Community Project Grant Application



County of San Luis Obispo

Katcho Achadjian Government Center, RM. D430 • San Luis Obispo, California 93408 • (805) 781-5011

COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS DISTRICT COMMUNITY PROJECT FUNDS POLICY

- 1) The purpose of community project grants is to fund one-time public projects deemed to be of benefit to the County of San Luis Obispo by the County Board of Supervisors. County funds may be used for the specific purpose of funding a particular project and/or event of a non-profit organization, city, school district, Board recognized advisory body and/or commission, community services district, or other qualified public agency including a County agency or department that will achieve a certain goal which is beneficial to the County. The County may not, however, make donations, pay for past events, past good works or "match funds" raised by a certain group because such donations are considered a gift of public funds and are specifically prohibited by state law.
- 2) Organizations must either have non-profit designation at time of grant application submission or be a public agencies such as a city, school district, Board recognized advisory body and/or commission, community services district, or County agency or department.
- 3) The project which the County is funding may actually be only part of a project currently being carried out by a group or organization. For example, community project funds may pay for 300 meals for seniors, with additional meals being provided through a different funding source. The County's project would be the 300 meals and one "service unit" would be each meal or each senior that is served.
- 4) Although the cost of insurance, salaries and equipment may be a part of the project (i.e. necessary to carry out the project); community project grant funding should not be used solely to pay for insurance, salaries, or equipment to run the program. The project description should concentrate on the final outcome or benefit that the event or program will provide to the community and what will be achieved with the grant funding.
- 5) It is important that the project description be very specific, as it may be audited for verification that it has been carried out in accordance with the terms of the agreement with the County. Thus, for example, carrying out the "good work" of the county band is not an acceptable project. The project must be defined in terms of the number of band performances, time and dates of the performance, number of people who will benefit from the performance, cost per performance, etc. and how County residents will benefit from the project.

- 6) Each applicant must complete an application for community project funds. One (1) copy of the application, including a project/program budget, should be submitted to the Board of Supervisors. The Board of Supervisors will then review all grant applications and will authorize a specific level of contribution, if any, for the project. Once a funding level is determined, a contract specifying the terms and conditions for funding of the project will be sent to each agency or organization for signature.
- 7) Grant applications for events with specific dates must be submitted, at a minimum, 30 days in advance of the date of the event. As noted in #1 above, County funds cannot be granted for events that have already occurred. However, the Board, at its discretion, may consider, on a case by case basis, an application submitted past the 30 day deadline.
- 8) After a signed agreement is returned by the applicant, County Counsel will review and sign the agreement as to form and legal effect. Final approval and processing of the agreement will be done according to the following guidelines:
 - 1) For funding amounts of \$3,000 (per supervisor) or less:
 - a) Signature by the County Administrative Officer, or designee, on behalf of the County;
 - b) At a Board member's direction, placement of the agreement on the Board of Supervisors' agenda for approval
 - 2) For funding amounts of over \$3,000 (per supervisor):
 - a) Placement on the Board of Supervisors' agenda for Board approval.

Monies to fund the project will be issued by the Auditor-Controller following approval of the agreement by either the County Administrative Officer, (or designee), or by the Board of Supervisors.
- 9) In situations where the funds being requested are to pay a County Fee (e.g. rental of a County Park or building), the organization or agency requesting project funds must also complete the standard application. Following approval of the application and authorization of specific funding, monies will be transferred, via journal entry, to the appropriate department in accordance with County accounting procedures.
- 10) Programs or projects that receive County funds in the annual budgetary process, are not eligible to apply for district community project funds in the same fiscal year in which funds are received for the project. However, the Board, at its discretion, may consider, on a case by case basis, funding such a project from district community project funds, if an organization can demonstrate an emergency need.

APPLICATION FOR SAN LUIS OBISPO COUNTY
COMMUNITY PROJECT GRANT APPLICATION

Grant applications for events with specific dates must be submitted at least 30 days in advance of the date of the event. Per policy, County funds cannot be granted for events that have already occurred.

All questions are required to be answered. If not applicable, please indicate N/A.

Completed application should be sent to the Board of Supervisors can be emailed to Boardofsups@co.slo.ca.us or mailed to/dropped off at 1055 Monterey Street, D430, San Luis Obispo CA 93408.

DATE OF EVENT: _____

Amount of funding requested: _____

(A project/program budget is required to be included with the grant application.)

1. Organization Information:

Agency name: _____

Address: _____

Phone number: _____

Contact person: _____

E-mail address: _____

2. What is the mission/purpose of your organization?

3. **Specifically** describe what County funds will be used for (in other words – what are the County funds paying for?). Describe the proposed project's goal(s) and objectives in **meaningful, measurable terms** (e.g. number of band performances, time and date of performances, number of children attending performances at no cost). Discuss the needs not met for which County funds will be used and include a description of the target population. A budget with a breakdown of expenses and income for the project is required.

4. List all communities that will be affected by the proposed project.

5. Is your organization a first-time applicant? _____; if not, please list total amount of community project grant funds received for the past three years:

YEAR	AMOUNT
_____	_____
_____	_____
_____	_____

6. For this project request, if applicable, please list **all funding received from County sources other than community project grant funds:**

7. How does the project contribute to the County's goals of a safe, healthy, livable, prosperous and well-governed community?

8. Discuss the ways in which your agency works in coordination with other agencies in San Luis Obispo County and identify those "key" agencies.

9. Please include a copy of Articles of Incorporation for your organization, roster of Board members and Internal Revenue Service Tax Exempt Status Letter.

APPLICANT'S STATEMENT

I have reviewed the foregoing application submitted by _____ (insert name of organization here) proposing a contractual project to the County of San Luis Obispo. I understand that the contract which the County will enter into with the organization requires that the organization be responsible for any damage claims or other liabilities arising out of the performance of the contract. Applicant is able to provide proof of insurance to the County of San Luis Obispo, with the County of San Luis Obispo named as an additional insured on the policy for the project. Additionally, the applicant understands that he/she is entering into a contract with the County of San Luis Obispo for the performance of service for the County and that the County is not making a charitable gift to the applicant. I have reviewed this application on behalf of the organization named hereinabove. I am informed and believe that the applicant organization can and will carry out the project as described.

I declare under penalty of perjury that the foregoing is true and correct. Executed at, _____, California, on this _____ day of _____, 20__.

By (Signature): _____

Print Name: _____

Title: _____

cpf application 1-4-24
community proj file