



Notice of Regular Meeting
Oceano Community Services District - Board of Directors Agenda
WEDNESDAY, OCTOBER 9, 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 SEPTEMBER 20, 2024, AT 9:45 AM AND SEPTEMBER 23, 2024, AT 9:45 AM**
- 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)
- 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 September 18, 2024 Page 3
- B. Action: Review and Approve the Minutes for the Special Meeting held on September 20, 2024 Page 9
- C. Action: Review and Approve the Minutes for the Special Meeting held on September 23, 2024 Page 10
- D. Information: Review of Cash Disbursements Page 11

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. Information: Update on the Existing Ocean Community Services District (OCSD) Sewer System and the South San Luis Obispo County Sanitation District (SSLOCSD) Redundancy Project Page 17
- B. Action: Provide direction to staff regarding payments up to \$9,500 to the Local Agency Formation Commission (LAFCO) for expenses incurred to date and possible direct mailers. Page 31
- C. Action: Consideration of recommendations to award a professional contract for the District's Sanitary Sewer CIP Engineering & Related Services to Water Systems Consulting. Page 35
- D. Action: Review details 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 46

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 Community Services District

Summary Minutes – Special Board Meeting

Wednesday, September 18, 2024 – 6:00 PM

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, Director Villa, Vice President Joyce-Sunesson, and President Varni.
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:** Accepted as presented.
5. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA:**

Kim Rose	In support of civility among the Board of Directors
Julie Tacker	Provided information regarding a political action committee.

6. SPECIAL PRESENTATIONS & REPORTS

A. Presentation by the Science Discovery and the Integrated Waste Management Authority – Mike di Milo, Jordan Lane, and Peter Cron.

B. STAFF REPORTS:

i. Sheriff’s South Station – Sgt. Clint Bird

Aug 2024 (Calls for service were down approximately 50 calls under last year)
1 assault & battery / 45 disturbances / 1 burglary / 1 grand theft / 0 vandalism and mail theft / 36 assist other agencies / 7 suspicious circumstances / 50 enforcement stops / 22 arrests

ii. Five Cities Fire Authority – FCFA Chief Hallet - Absent

iii. Operations - Utility Systems Manager - Tony Marraccino

Lopez is at 94.6% full (46,827 AF) / 57 AF delivered and 0 pumped
0 SSOs for Aug 2024

9 work orders / 15 USAs / 7 customer service calls / 2 after-hours callout

Hydrant hit on 21st and Nipomo

The PG&E meter application for the Oceano Plaza is pending since the District will need permission from the property owner to apply. The electrician's estimate is 15K.

Continuing with samples and rounds / dead-end flushing / weed abatement at well 8 and tree removal.

Completed meter reading and service line inventory inspections. Staff will now work on entering all 2,200+ service lines into the portal.

2 Ready311 tickets for August

The Sheriff substation had a sewer backup, and utility staff were able to assist County Staff

Flow logger data collection at Oceano Elementary School completed – an estimated 8,000 gallons (2.5 AF) have run through the groundwater recharge infrastructure

iv. General Manager – Peter Brown

8/30/2024: Tony and GM hosted a sewer CIP field review where 2 parties attended

9/4/2024: Attended the GM coordination meeting (countywide special districts)

9/8 – 9/11: Carey and GM attended the CSDA Annual Conference

9/12/2024: Attended the Oceano Plaza ribbon-cutting ceremony

9/13/2024: Attended the State Water Contractor Advisory Committee

9/17/2024: Attended the OPARC Community Meeting

C. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

- i. **President Varni:** Regional Water Mgt Group, State Water Subcontractors, Airport Land Use – Reported on the Safe Routes to School meeting and the Parent Teacher Association Meeting (Oceano Elementary School)
- ii. **Vice President Joyce-Suneson:** Parks & Recreation Advisory Committee, Finance & Budget Committee, CA Special District’s Association
 - 1. Information: Review of the Minutes for the Oceano Parks and Recreation Meeting held on June 4, 2024, and August 6, 2024.
 - 2. Reported on the 9/17/2024 Community Meeting regarding a potential Oceano Plaza event.
- iii. **Director Austin:** South San Luis Obispo County Sanitation District, Zone 1/1A – Reported on the 9/17/2024 Zone1/1A meeting.
- iv. **Director Gibson:** Zone 3, Regional Water Quality Control Board – No reports
- v. **Director Villa:** Water Resource Advisory Committee, Local Agency Formation Commission – No reports

D. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS (STAFF REPORTS) AND COMMENT ON BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

Julie Tacker	Provided comments regarding the management and costs associated with the Oceano Plaza
April Dury	Asked for an update regarding the Oceano Airport. Asked for additional information regarding the next OPARC meeting.
Sunny Paz	Offered use of a generator for Plaza events

7. CONSENT AGENDA:	ACTION:
a) Review and Approve the Minutes of the Special Meeting held on August 28, 2024	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 Villa with a 5-0 roll call vote.
b) Review and Approve the Minutes of the Regular Board Meeting held on August 28, 2024	
c) Review of Cash Disbursements	
	Public Comment: None

8A. BUSINESS ITEMS:	ACTION:
Action: Review and Approval of a Resolution adopting the Property Tax Exchange Agreement and the Assignment and Amendment of the District’s Ongoing CalPERS Liabilities and Responsibilities Following the Withdrawal from the Five Cities Fire Authority Joint Exercise of Powers Agreement for the Divestiture of the District’s Fire Protection Services	After an opportunity for public comment and Board and staff discussion, President Varni motioned to adopt the Assignment and Amendment of the District’s Ongoing CalPERS Liabilities and Responsibilities Following the Withdrawal from the Five Cities Fire Authority Joint Exercise of Powers Agreement for the Divestiture of the District’s Fire Protection Services, with a second from Director Villa and a 5-0 roll call vote.
	Public Comment: Julie Tacker – Provided information on Public Facility Fees and past elections.

8B. BUSINESS ITEMS:	ACTION:
Action: Review details 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	After an opportunity for public comment and Board and staff discussion, Vice President Joyce-Suneson motioned to recommend option 2: Request that OPARC hold future meetings to gather and refine event planning details and return to the Board at its October 9, 2024, meeting, with a second from President Varni and a 5-0 roll call vote. Public Comment: Julie Tacker – In support of OPARC coordinating with Supervisor Paulding regarding an event.

8C. BUSINESS ITEMS:	ACTION:
Information: Review and discussion of the District’s participation in water transfers as a State Water Subcontractor within San Luis Obispo County	This information item was received and filed by the Board of Directors. Public Comment: None

8D. BUSINESS ITEMS:	ACTION:
Information: Review and discussion of the District’s Internal Controls and the Rural Community Assistance Corporation’s training program from July 17, 2024	This information item was received and filed by the Board of Directors. Public Comment: Julie Tacker – In support of payroll transparency.

9A. HEARING ITEMS:	ACTION:
Action: Consideration of an appeal by Ro Palius regarding a late fee and provide staff direction as deemed appropriate	After an opportunity for public comment and Board and staff discussion, Director Gibson moved to approve a credit of \$15.50 and advise the customer this is the final appeal, with a second from Director Villa and a 4-1 roll call vote. Vice President Joyce-Suneson dissented. Public Comment: Kim Rose – Inquired on local programs for low-income residents.

10. **RECEIVED WRITTEN COMMUNICATION:** None

11. **FUTURE AGENDA ITEMS:** None

12. **ADJOURNMENT:** President Varni adjourned the meeting at approximately 8:20 PM.

OPARC Did not have quorum on Sept 17, 2024 to conduct an meeting, therefore, there was no meeting of the committee and no meeting minutes were taken, etc.

However, those in attendance decided to move forward with some initial planning efforts for the Grand Opening event of the Oceano Plaza. Notes of those planning efforts are below.

Attendance: Eleven people total were in attendance at the meeting (one left after the OPARC quorum wasn't met):

OPARC Committee members: Beverly Joyce-Suneson, Charles Varni, Ray Monson, Wanda Monson, Alternate member – Allene Villa. OCSD staff: Peter Brown. Members of the public: Diane Casteneda, Karen White, Christina Casillas. District 4 Supervisor's office rep: James Sofranko.

1. **Dates and Times.** Suggested dates, Christina Casillas – Nov 1, Friday - mariachi theme, adjacent businesses.

- Second suggestion Ray Monson. Same - Dia de las Muertos
- Wanda Monson talking about Folklorico... same theme.
- Nov 2nd.

- Karen White... Vaco FYI trunk or treat. Halloween event Oct 31 Thursday is already being planned so we may not want dates so close to each other.

- James Sofranko, Supervisor Paulding's office is present

- Diane Casteneda Oceano Elementary School "don't overdo it for events" once a month is plenty.

- Charles Varni, there's been discussion about holding the grand opening celebration after the election? Could be better, can avoid conflicts with Nov 5 election.

- Ray Monson – Nov 16 (sat) or 17th – Sunday, could be good days. Peter Brown asked if the group has thoughts/preferences regarding times of day and Sat vs Sunday.

- Diane OES – 16th. Sat is better than Sunday.

- Christina Friday the 15th?

- Some suggested 10am – 2pm midmorning, Charles suggested 1-4pm (other comments, if food is involved, it's good to plan a time when folks come with appetites, i.e. lunch time... better for food/biz)

2. **Planning team participants.** Who will volunteer to comprise the event planning team? Wanda Monson, Diane Casteneda, (Karen White can't but suggested that maybe another Vaco member may want to participate), Beverly Joyce-Suneson, Ray Monson, Allene Villa. (Charles Varni and Christina Casillas volunteered to support the team as needed)

3. **Themes.** Oceans, waves, community gather place, town center, plaza central. Ribbon cutting touched on some of the themes of the plaza, artwork, etched quotations. Charles Varni- something more general? – building community, county programs, tabling, IWMA, music, party, can also launch fundraising for community track and soccer field Peter Brown mentioned a Zocalo concept, town center, gathering place. Karen White- suggested Harvest theme, fall, day of the dead. Beverly - Day of the Dead... if we have no speeches, can it be before the election? Nov 2 day of dead. Celebrate ancestors

4. **Event Program.** Entertainment, music, DJ , Mariachi depending on day, ballet folklorico, Lack of electricity an issue. If a DJ or other, they will need to bring own generator Food – food trucks? Competing w local biz...may not be well received Efrens, La Tapatia, Sylvesters... local impacted businesses were most affected and could be front and center in providing food. (Chachos/deli/Market) also considered. Idea for 100-150 \$5 grant funded vouchers that can be given away to attendees for adjacent business/food.

5. **Peter Brown** to look into OCSD/County 5a Permits/fees, b Insurance, c TCP/road closure, e. electricity wont happen anytime soon. Peter also to contact South county sanitary and or IWMA to provide 3 stream bins.. or 3-6 yard bins Cost. Donate services, provide trash/recycling, empty bins

Christina Casillas - Graffiti removal needed? Sylvesters, if private property then owner is responsible.

d. church parking lot, st. francis church, can that be used?

f. restrooms handrooms, costed out for the event date

g. planning committee to work on set up and clean up. To involved jr high and HS kids for set up and clean up, rotary, optimists, eagles club, elks club

kids activities, art

6. **Budget, Co. Grant** – OCSD approved applying for a District 4 grant for \$2500, but event details and OCSD Board action needed prior to submittal. Earliest is after Oct 9 OCSD Board meeting Other sources, Bejo, Deltina Coffee, sponsors, banners... ? publicity and promotion

7. **Next OPARC** Meeting date October 1st

James – promoting the event will matter. District 4 newsletter, KSBY, may useful to walk or bike promote.

Grant timeline – 30 days min... turnaround from the County perspective.

If it's a community resource event (tabling, non-profit, county dept/agencies), let me know asap so we can rally participants.

Action items:

Peter Brown to investigate item 5 details a. -c. .

Planning Committee:

- a. Convene follow up meetings – likely Sept 23 and Sept 27, finalize progress by Sept 30 for report to OPARC Oct 1st.
- b. Get quotes for portable potties, DJ's, other event participants for cost estimations.
- c. Do outreach with adjacent businesses to gauge interest
- d. Work on set up clean up volunteers list, willingness, availability 5 g.
- e. Seek Church input on parking 5 d.

James Sofranko – run idea up regarding \$5 vouchers in grant and other issues related to County participation.



**Oceano Community Services District
Summary Minutes – Special Board Meeting
Friday, September 20, 2024 – 9:45 AM
OCSD BOARD ROOM**

1. **CALL TO ORDER:** Called at approximately 10:08 a.m. by President Varni

2. **ROLL CALL:** Board members present: Director Gibson, Director Austin, Director Villa, Vice President Joyce-Suneson, and President Varni.
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. **PUBLIC COMMENT FOR ITEMS ON THE AGENDA:** None

6. **CLOSED SESSION:**
 - A. PUBLIC EMPLOYMENT pursuant to Gov. Code Sec. 54957(b)(1) -- Title: District Legal Counsel

President Varni adjourned the Board to closed session at 10:09 AM.

No reportable action out of closed session.

7. **ADJOURNMENT:** President Varni adjourned the meeting at 12:38 PM.



**Oceano Community Services District
Summary Minutes – Special Board Meeting
Friday, September 23, 2024 – 9:45 AM
OCSD BOARD ROOM**

1. **CALL TO ORDER:** Called at approximately 10:10 a.m. by President Varni
2. **ROLL CALL:** Board members present: Director Gibson, Director Austin, Director Villa, Vice President Joyce-Suneson, and President Varni.
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. **PUBLIC COMMENT FOR ITEMS ON THE AGENDA:** None
6. **CLOSED SESSION:**
 - A. **PUBLIC EMPLOYMENT** pursuant to Gov. Code Sec. 54957(b)(1) -- Title: District Legal Counsel

President Varni adjourned the Board to closed session at 10:10 AM.

No reportable action out of closed session.
7. **ADJOURNMENT:** President Varni adjourned the meeting at 1:00 PM.



Oceano Community Services District

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

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

Date: October 9, 2024

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

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

Recommendation

It is recommended that 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
	61147 - 61165	
Disbursements:		
Regular Payable Register - paid 09/18/2024	61152 - 61164	\$ 155,584.83
Subtotal:		\$ 155,584.83
Reoccurring Payments for Board Review (authorized by Resolution 2020-06):		
Payroll Disbursements - PPE 09/21/2024	N/A	\$ 36,320.95
Five Star Bank Mastercard Online Payment - paid 9/25/2024	N/A	\$ 3,962.15
Reoccurring Utility Disbursements - paid 09/18/2024	61147 - 61151	\$ 2,856.25
Reoccurring Utility Disbursements - paid 09/23/2024	61165	\$ 5,001.48
Subtotal:		\$ 48,140.83
Grand Total:		\$ 203,725.66

Other Agency Involvement

N/A

Other Financial Considerations

Amounts are within the authorized Fund level budgets.
 FIVE CITIES FIRE AUTHORITY \$142,166.67, FIRE SERVICES

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	9/18/2024	CHECK	061152	CASCIOLA, CAREY	772.62CR	OUTSTND	A	0/00/0000 01 5-4100-285 CLASSES/SEMINARS/TRAININ
1-1001-000	9/18/2024	CHECK	061153	CLINICAL LAB OF SAN BERNARDINO	465.00CR	OUTSTND	A	0/00/0000 02 5-4400-220 PROFESSIONAL/SPECIAL SER
1-1001-000	9/18/2024	CHECK	061154	COASTLINE EQUIPMENT	1,034.41CR	OUTSTND	A	0/00/0000 12 5-4350-171 MAINTENANCE: VEHICLES
1-1001-000	9/18/2024	CHECK	061155	FAMCON PIPE & SUPPLY, INC.	362.51CR	OUTSTND	A	0/00/0000 03 5-4500-175 SYSTEM PARTS/OPERATING S 201.63 02 5-4400-499 CLAIMS & SETTLEMENTS 160.88
1-1001-000	9/18/2024	CHECK	061156	FERGUSON ENTERPRISES, INC #135	1,724.58CR	OUTSTND	A	0/00/0000 02 5-4400-176 WATER METERS
1-1001-000	9/18/2024	CHECK	061157	FIVE CITIES FIRE AUTHORITY	142,166.67CR	OUTSTND	A	0/00/0000 01 5-4200-220 PROFESSIONAL SERVICES
1-1001-000	9/18/2024	CHECK	061158	ICONIX WATERWORKS (US) INC.	5,595.24CR	OUTSTND	A	0/00/0000 02 5-4400-499 CLAIMS & SETTLEMENTS
1-1001-000	9/18/2024	CHECK	061159	J.B. DEWAR, INC.	117.76CR	OUTSTND	A	0/00/0000 12 5-4350-172 FUEL
1-1001-000	9/18/2024	CHECK	061160	MINER'S ACE HARDWARE, INC.	546.99CR	OUTSTND	A	0/00/0000 02 5-4400-175 SYSTEM PARTS/OPERATING S 17.94 03 5-4500-175 SYSTEM PARTS/OPERATING S 17.94 10 5-4300-163 MAINT: STRUC/IMPROV 511.11
1-1001-000	9/18/2024	CHECK	061161	PRO-TECH LANDSCAPE MANAGEMENT,	205.00CR	OUTSTND	A	0/00/0000 01 5-4100-173 MAINT:STRUCTURES/IMPROVE 102.50 10 5-4300-173 SO: MAINT. STRUCTURES/IM 102.50
1-1001-000	9/18/2024	CHECK	061162	RINCON CONSULTANTS, INC.	555.50CR	OUTSTND	A	0/00/0000 02 5-4400-220 PROFESSIONAL/SPECIAL SER
1-1001-000	9/18/2024	CHECK	061163	THE JAM LAW GROUP APC	1,836.10CR	OUTSTND	A	0/00/0000 01 5-4100-223 LEGAL SERVICES
1-1001-000	9/18/2024	CHECK	061164	VESTIS GROUP, INC. DBA VESTIS	202.45CR	OUTSTND	A	0/00/0000 01 5-4100-100 CLOTHING
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	155,584.83CR		
				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:	155,584.83CR		
				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 October 9, 2024

	(*)	
Gross Wages	9/7/2024	9/21/2024
Regular	\$30,989.98	\$30,983.39
Overtime Wages	\$660.85	\$338.65
Stand By	\$840.00	\$480.00
Gross Wages	\$32,490.83	\$31,802.04
Cell Phone Allowance	\$62.50	\$62.50
Health Pay-Out	\$272.50	\$272.50
Total Wages	\$32,825.83	\$32,137.04
<u>Disbursements</u>		
Net Wages	\$24,246.39	\$23,727.33
State and Federal Agencies	\$6,537.42	\$6,357.70
CalPERS - Normal	\$6,068.12	\$6,068.12
SEIU - Union Fees	\$167.80	\$167.80
Total Disbursements processed with Payroll	\$37,019.73	\$36,320.95
Health (Disbursed with reoccurring bills)	\$5,948.22	\$5,948.22
Total District Payroll Related Costs	\$42,967.95	\$42,269.17

(*) 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 #
08/30/2024	WATER INDUSTRY TRAININ SUNNYVALE CA	\$350.00	CLASSES/SEMINARS/TRAINING FEE	02-5-4400-285
08/19/2024	SLO CLERK RECORDER SN LUIS OBISPCA	\$2,997.75	PERMITS, FEES LICENSES	02-5-4400-248
08/19/2024	AMS*SERVICE FEE 101653 LAKE MARY FL	\$1.49	PERMITS, FEES LICENSES	02-5-4400-248
08/17/2024	INTUIT *QBOOKS ONLINE CL.INTUIT.COMCA	\$65.00	PERMITS, FEES LICENSES	01-5-4100-248
08/17/2024	RENAISSANCE HOTELS PAL INDIAN WELLS CA	\$247.54	CLASSES/SEMINARS/TRAINING FEE	01-5-4100-285
08/13/2024	CHECKDEPOT SPRING HILL TN	\$87.81	OFFICE EXPENSE	01-5-4100-200
08/02/2024	ADOBE INC. 4085366000 CA	\$19.99	PERMITS, FEES LICENSES	01-5-4100-248
08/02/2024	ZOOM.US 888-799-9666 SAN JOSE CA	\$47.59	OFFICE EXPENSE	01-5-4100-200
07/31/2024	TST*ALVARADO STREET BR MONTEREY CA	\$22.66	CLASSES/SEMINARS/TRAINING FEE	01-5-4100-285
08/01/2024	STARBUCKS STORE 16079 MONTEREY CA	\$21.95	CLASSES/SEMINARS/TRAINING FEE	01-5-4100-285
08/01/2024	ROUND TABLE PIZZA MONTEREY CA	\$39.02	CLASSES/SEMINARS/TRAINING FEE	01-5-4100-285
07/31/2024	PORTOLA HOTEL AND SPA MONTEREY CA	\$61.35	CLASSES/SEMINARS/TRAINING FEE	01-5-4100-285

Total ACH - 09/25/2024

\$3,962.15

10/09/2024 Board Meeting - Five Star Bank Mastercard Online Payment - paid 09/25/2024	\$3,962.15
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COMPANY: 99 - POOLED CASH FUND
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 061147 THRU 061151

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	9/18/2024	CHECK	061147	LIVE, LLC DBA ADVANTAGE ANSWER	778.96CR	OUTSTND	A	0/00/0000 01 5-4100-110 COMMUNICATIONS
1-1001-000	9/18/2024	CHECK	061148	AGP VIDEO INC.	1,570.00CR	OUTSTND	A	0/00/0000 01 5-4100-220 PROFESSIONAL SERVICES
1-1001-000	9/18/2024	CHECK	061149	DE LAGE LANDEN FINANCIAL SERVI	213.43CR	OUTSTND	A	0/00/0000 01 5-4100-220 PROFESSIONAL SERVICES
1-1001-000	9/18/2024	CHECK	061150	DIGITAL WEST NETWORKS, INC.	277.51CR	OUTSTND	A	0/00/0000 01 5-4100-110 COMMUNICATIONS
1-1001-000	9/18/2024	CHECK	061151	SO CAL GAS	16.35CR	OUTSTND	A	0/00/0000 01 5-4100-290 UTILITIES
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	2,856.25CR		
				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:	2,856.25CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE	
CHECK: -----									
1-1001-000	9/23/2024	CHECK	061165	PACIFIC GAS & ELECTRIC	5,001.48CR	OUTSTND	A	0/00/0000	01 5-4195-295 STREET LIGHTING 2,965.34
									02 5-4400-290 UTILITIES 993.91
TOTALS FOR ACCOUNT 1-1001-0									03 5-4500-290 UTILITIES 103.68
				CHECK	TOTAL:				01 5-4100-290 UTILITIES 89.45
				DEPOSIT	TOTAL:				01 5-4200-290 UTILITIES 10.52
				INTEREST	TOTAL:				01 5-4200-290 UTILITIES 134.38
				MISCELLANEOUS	TOTAL:				01 5-4100-290 UTILITIES 537.53
				SERVICE CHARGE	TOTAL:				01 5-4100-200 OFFICE EXPENSE 166.67
				EFT	TOTAL:				
				BANK-DRAFT	TOTAL:				
TOTALS FOR POOLED CASH FUND									
				CHECK	TOTAL:				
				DEPOSIT	TOTAL:				
				INTEREST	TOTAL:				
				MISCELLANEOUS	TOTAL:				
				SERVICE CHARGE	TOTAL:				
				EFT	TOTAL:				
				BANK-DRAFT	TOTAL:				



Oceano Community Services District

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

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

Date: October 9, 2024

To: Board of Directors

From: Peter Brown, General Manager

Subject: Agenda Item #9(A): Update on the Existing Oceano Community Services District (OCSD) Sewer System and the South San Luis Obispo County Sanitation District (SSLOCSD) Redundancy Project.

Recommendation: That the Board of Directors receive an informational update on the existing sewer system, rates, and Status of the SSLOCSD Redundancy Project.

Discussion – OCSD Sanitary Sewer Services

Oceano residents rely upon both OCSD and SSLOCSD for sewer services. OCSD is responsible for the maintenance and operations of the sewer conveyance system, and SSLOCSD operates the sewer treatment plant to ensure that effluent is treated to the required levels and that clean water is discharged into the ocean. Details of the process of secondary treatment are outlined in Attachment A (Treatment Plant). Oceano Community Services District is a special district that serves the community of Oceano. It has approximately 7,500 residents, and it provides services that include wastewater collection and conveyance to the South San Luis Obispo County Sanitation District's treatment plant. OCSD's sanitary sewer collection system consists of approximately 16 miles of gravity sewer pipes ranging in size from 6 to 12 inches in diameter. The District's system also includes a lift station and force main. OCSD is in the process of beginning the development a new Capital Improvement Program (CIP) which will inform a 2025 sewer rate study for Board consideration since capital, operational, revenue and staff needs have increased significantly since 2015.

It is important to note that the SSLOCSD is special district and a separate legal and operational entity with its own staff, budget and independent governing Board. Oceano residents have representation on the OCSD Board of Directors, which oversees the collection and conveyance system, and Oceano/Grover Beach/Arroyo Grande all have representation on the SSLOCSD Board via governing body appointments. The SSLOCSD Board directly oversees and governs the Wastewater Treatment Plant as in independent special sanitation district.

The OCSD Board last considered a sewer rate study in 2010 and adopted a five-year rate increase between 2011 and 2015, with bimonthly base rates for residential system users (i.e., most users) in 2011 increasing by 94% from \$9.25 to \$17.97 and between 0.5% and 3.2% up through 2015. Non-residential users (commercial users) pay the same base rate plus a volumetric charge for usage above 10 units (1 unit = 748 gallons = 100 cubic feet). Attachment B is a copy of the last rate increase notice from 2011. See the summary rate table below.

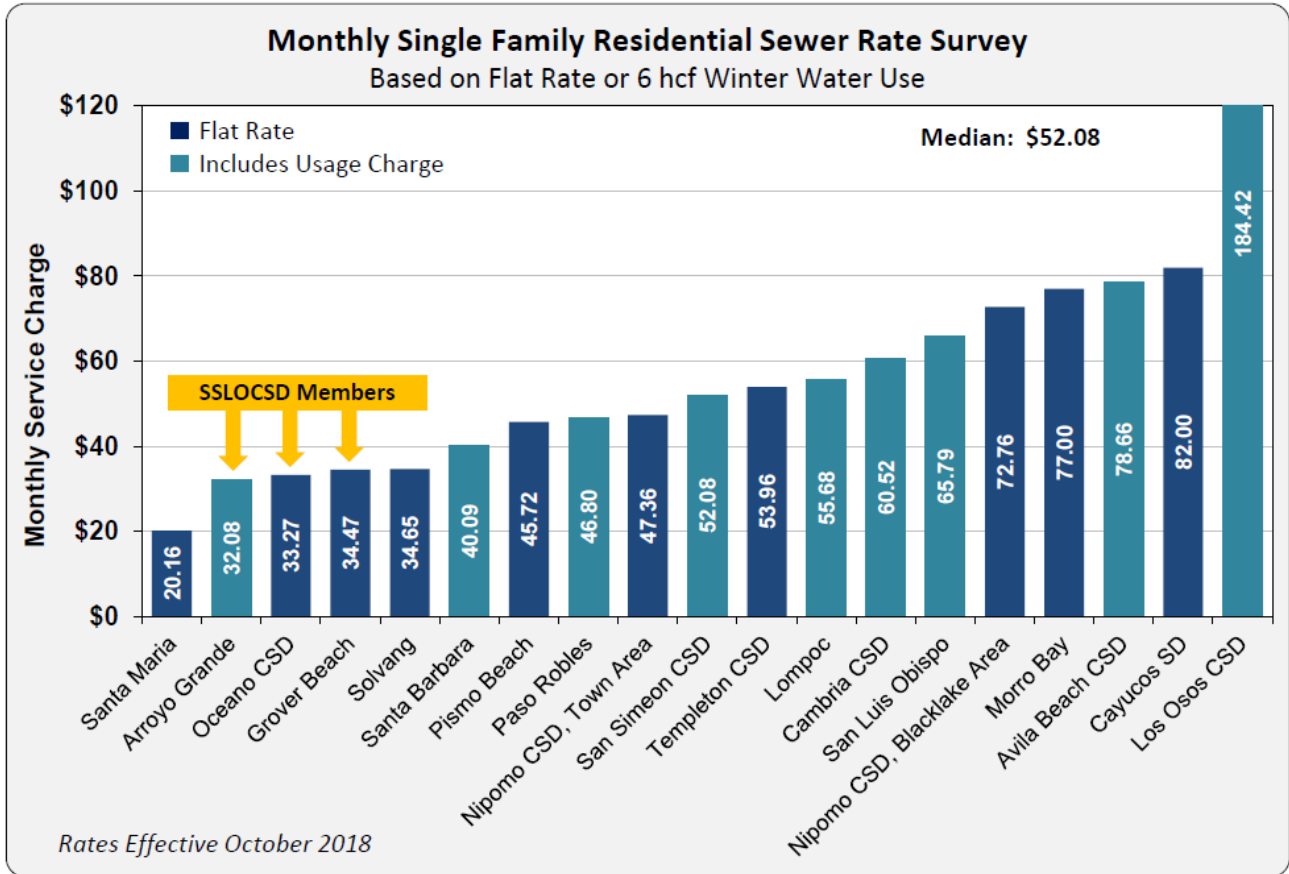


Oceano Community Services District

Board of Directors Meeting

OCSD Sewer Rates																	
Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	
Bi-monthly rate	\$ 9.25	\$ 17.97	\$ 18.21	\$ 18.79	\$ 18.89	\$ 19.49	\$ 19.49	\$ 19.49	\$ 19.49	\$ 19.49	\$ 19.49	\$ 19.49	\$ 19.49	\$ 19.49	\$ 19.49	\$ 19.49	
Percent increase		94.27%	1.34%	3.19%	0.53%	3.18%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
SSLOCS D Sewer Rates																	
Bi-monthly rate	\$ 29.72	\$ 29.72	\$ 29.72	\$ 29.72	\$ 29.72	\$ 29.72	\$ 39.20	\$ 43.12	\$ 47.04	\$ 50.96	\$ 50.96	\$ 50.96	\$ 50.96	\$ 50.96	\$ 50.96	\$ 50.96	
Percent increase		0.00%	0.00%	0.00%	0.00%	0.00%	31.90%	10.00%	9.09%	8.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Total sewer service cost to Oceano Housholds																	
Bi-monthly	\$ 38.97	\$ 47.69	\$ 47.93	\$ 48.51	\$ 48.61	\$ 49.21	\$ 58.69	\$ 62.61	\$ 66.53	\$ 70.45	\$ 70.45	\$ 70.45	\$ 70.45	\$ 70.45	\$ 70.45	\$ 70.45	
Annually	\$ 234	\$ 286	\$ 288	\$ 291	\$ 292	\$ 295	\$ 352	\$ 376	\$ 399	\$ 423	\$ 423	\$ 423	\$ 423	\$ 423	\$ 423	\$ 423	
Percent OCSD	24%	38%	38%	39%	39%	40%	33%	31%	29%	28%	28%	28%	28%	28%	28%	28%	

In 2015, Oceano ratepayers paid nearly the same amount for conveyance and treatment. The SSLOCS D total revenue from Oceano residents was \$500,000, which comprised 55% of total Oceano household expenditures for sewer service (treatment plus conveyance). OCSD revenue from service charges has remained steady between 2016 and 2025 at about \$400,000 per year, with the average rate-payer (residential household) paying about \$117 per year for conveyance (\$19.49 bi-monthly bill). Unlike the OCSD, the SSLOCS D has experienced significantly higher rates of revenue needs and has been consistent with rate increases. According to the latest budget, current SSLOCS D revenues from Oceano residents total \$1,000,000, and the most common residential customers pay a base charge of \$305.76 annually, which is collected on property tax rolls (\$50.96 bi-monthly bill). See the table above for details. Thus, most Oceano residential ratepayers pay a combined total of \$422.70 for both conveyance and treatment services, with about 28% of costs going toward conveyance and 72% going toward wastewater treatment. The table below shows a regional rate comparison that, although a few years old, still accurately portrays how low-cost and highly efficient sewer services are being delivered in the South County compared to our regional partners.



Discussion – SSLOCS D Redundancy Project Update

Following the regulatory direction of the Regional Water Quality Control Board, construction for the District’s Wastewater Treatment Plant (WWTP) Redundancy Project began in January 2021. The Project will allow major process units to be removed from service for maintenance or repairs without risking violation of effluent permit limits. The project includes two activated sludge aeration basins, one new secondary clarifier, pump stations, a waste-activated sludge thickener, floodproofing of critical facilities, rehabilitation of the existing secondary clarifier, and supporting facilities such as blowers, control centers, piping, electrical and instrumentation. These improvements represent the largest capital improvement undertaking since the facility's construction in 1964.

The Project had largely been successful, with total change orders at less than three percent, apart from anticipated schedule overrun going into the summer of 2023. On July 10, 2023, damage to the new secondary clarifier (secondary clarifier 2, "SC2") floor slab was discovered. Through investigations over the next few months, multiple cracks were found in the structural slab. As reported last fall, the Project Team determined the primary contributor to the structural failures were structural mathematic calculations used in the design of the floor slab.



There appear to have been errors in design assumptions and calculations that led to a floor design that could not adequately withstand the upward force of groundwater.

Table 1. Original and Proposed Revised WWTP Redundancy Project Budget

Description	Original Budget	Proposed Revised Project Budget		
		WWTP Redundancy (Main)	SC2 Damage & Rehabilitation	Proposed Revised Budget Total
Construction Costs	\$ 26,939,042	\$ 27,655,320	\$ 7,384,000	\$ 35,039,320
Construction Contingency	\$ 3,353,911	\$ 67,554	\$ 680,825	\$ 748,380
Subtotal Construction Cost + Contingency	\$ 30,292,953	\$ 27,722,875	\$ 8,064,826	\$ 35,787,700
Professional Services Costs	\$ 6,704,579	\$ 7,664,534	\$ 824,897	\$ 8,489,430
Professional Services Contingency	\$ 397,000	\$ 98,396	\$ 82,490	\$ 180,886
Subtotal Prof Services Cost + Contingency	\$ 7,101,579	\$ 7,762,930	\$ 907,387	\$ 8,670,316
Total	\$ 37,400,000	\$ 35,485,804	\$ 8,972,212	\$ 44,460,000
Recommended Total Budget Increase				\$ 7,060,000
<u>Notes:</u>				
1. Contingencies for the SC2 budget are included at 15% of the estimated cost of remaining construction work, and 10% of estimated professional services costs.				
2. Contingencies for the WWTP Redundancy (Main) budget are included at approximately 10% of the remaining work.				
3. WWTP Redundancy (Main) is the work required for the Project, not including work or services required for the SC2 damage and rehabilitation.				
4. Total Revised Project Budget is rounded up to nearest \$10,000.				

Other Agency Involvement

South San Luis Obispo County Sanitation District

Financial Considerations

N/A

Results

Attachment A: Explanation of Secondary Treatment at SSLOCSD

Attachment B: 2011 OCSD Rate Increase Notice

How does the SSLOCSD Treatment Plant work?

The wastewater collected within the District's Trunk Sewer Line begins the treatment process in the influent pumping plant. There it is passed through a Parshall metering flume to measure the quantity of influent wastewater to the plant. Currently, average annual daily flow at the plant is on the order of 2.88 million gallons per day (mgd), with peak day dry weather flow of approximately 3.37 mgd and peak hour wet weather flows of 8.03 mgd.

Once measured, the wastewater passes through an in-channel screen to mechanically separate and remove the larger debris. Typically, this debris consists of sticks, rags, large food particles, paper products, etc. The removed debris is collected, ground, and hauled offsite to a landfill for disposal. The screened wastewater is then distributed to the primary clarifiers by means of the four raw sewage pumping units located within the pumping station.

Prior to arrival at the clarifiers the wastewater enters the clarifier control box. Under normal operations, the control box is designed to separate the waste stream into equal parts for distribution into one of the two primary clarifiers. The control box has the added function of isolating flow to either of the independent clarifiers during periods of maintenance and repairs.

Clarification is achieved at the plant by means of two identical primary clarifiers; one constructed as part of the original 1965 project and the other as part of the 1990 expansion. Each primary clarifier is 55 feet in diameter with a side wall depth of 9 feet. These dimensions allow for a combined volume of 320,625 gallons. Under average annual daily flow, the combined overflow rate of the clarifiers is 610gpd/sf and the combined detention time between the clarifiers is 2.65 hours.

The clarifiers serve to separate a large portion of the suspended solids from the waste stream. This is achieved by maintaining quiescent flow throughout detention, allowing for the heavier solids (sludge) to sink to the bottom of the tank and the lighter solids (scum) to rise to the surface.

The sludge which accumulates on the bottom of the tank is raked continuously towards the center column by a steel raking mechanism. This raking mechanism forces the sludge out of the clarifier through a sludge pocket near the center of the tank. The scum is removed from the clarifier by means of a skimmer assembly attached to one of the arms of the raking mechanism. As the skimmer arm revolves around the tank, scum is guided into a trough attached to the inside of the launder wall. The scum trough removes the scum from the tank and combines it with the sludge removed by the rakes. The removed sludge and scum are pumped to the plant digesters for treatment. The clarified wastewater eventually discharges over the effluent weirs and flows to the fixed film reactor to receive secondary treatment.

Secondary treatment is achieved at the plant by means of a single, fixed film reactor (FFR), constructed as part of the 1986 improvement project. The FFR utilizes a bio-filtration process which removes the dissolved organic matter from the wastewater. The FFR is 117 feet in diameter with a plastic media depth of 12 feet. Wastewater is distributed over microorganisms which grow on the plastic media substrate. The microorganisms absorb the organic matter from the wastewater as their food supply, utilizing much of the suspended colloidal and dissolved organic substrate matter for bioassimilation. As organic matter and nutrients are absorbed from the wastewater, the film of microorganisms grows and thickens, periodically sloughing off the plastic media surface. Partially

decomposed organic matter, excess sloughed film, and dead film is carried off with the FFR effluent for further clarification in the secondary clarifier unit.

The secondary clarifier unit, constructed as part of the 1986 improvement project, performs much the same operation as the primary clarifier. The unit is 97 feet in diameter and has a side wall depth of 12 feet. These dimensions allow for a total volume of 665,000 gallons. Under average daily flow, the overflow rate of the clarifier is approximately 393gpd/sf and the detention time is 5.5 hours.

The final step in the treatment process at South San Luis Obispo Sanitation County District's Wastewater Treatment Plant is the disinfection of the treated effluent prior to release through the ocean outfall. This process occurs within the chlorine contact chamber and is achieved by the injection of sodium hypochlorite into the waste stream to kill the majority of all remaining bacteria. Once the wastewaters disinfected, it is discharged from the plant through the ocean outfall line.

For additional information on the ocean outfall line or the biosolids (sludge) handling and treatment at the District's Wastewater treatment plant, please click on the respective tabs.

**NOTICE OF PUBLIC HEARING ON PROPOSED
WATER AND SEWER RATE INCREASES**

Notice Date: January 07, 2011

Dear Record Owner:

This notice is to inform you that the Oceano Community Services District (OCSD) will hold public hearings regarding proposed increases to charges for customers receiving OCSD water and wastewater (sewer) services. The proposed water and sewer rate increases will be considered by the OCSD Board of Directors at the date, time, and location specified below. This Notice provides information about the reasons for the proposed rate increase and describes the process for protesting the proposed increase. If you would like to receive this notice in Spanish, please contact the OCSD at (805) 481-6730. **Si le gustaria recibir este document en Español, por favor llame a OCSD (805) 481-6730.**

PUBLIC HEARING FOR THE PROPOSED INCREASES TO WATER AND SEWER CHARGES WILL BE HELD ON:

Date: Wednesday, February 23, 2011
Time: 6:30 PM
Place: Oceano Community Services District, 1655 Front Street, Oceano, CA

This notice has been sent to all record owners that are directly responsible for payment of OCSD water and sewer charges. If adopted by the OCSD Board of Directors the proposed increases to water and sewer charges would become effective March 01, 2011.

Please Share This Notice With Tenants

BACKGROUND

The last time the rates for receiving water and wastewater services from OCSD were raised was in 1997. Since that time, the cost to OCSD of providing these services has risen 49%. During this time, the cost of labor (including water delivery and wastewater treatment personnel, maintenance crews, technicians and environmental analysts, financial and office staff), water charges, regulatory fees, energy to run facilities and equipment, and chemicals and other materials have all increased significantly more than revenues.

Nobody likes to see rates rise, particularly in these difficult economic times, but the plain fact is that OCSD does not anticipate receiving enough revenue to cover operating expenses associated with providing water and wastewater services over the next 5 years. OCSD must also be prepared to install new pumps when old ones fail, and replace aging or failing pipelines and other components of our system to reliably convey water, wastewater, and recycled water.

PURPOSE OF PROPOSED RATE INCREASE

The proposed rate increase covers the continuing cost of providing staff, materials and equipment necessary to operate the water and waste collection systems servicing Oceano residents.

BASIS OF PROPOSED RATES

The proposed rates are based on customer usage and the resulting projected demand on the water and wastewater systems; and include an estimate of operating and capital program costs over the next 05 years in order to adequately prepare the funds for upcoming expenses and avoid significant unexpected increases in rates. An average household usage of 20 units of consumption per month was utilized in calculating the proposed rate increase. The proposed rates were designed to fairly and equitably recover the cost of providing water and wastewater services from across all customer groups; attached is an example of the typical residential water rate calculations for various usage levels.

WRITTEN PROTEST

Sample Page 7

QUESTIONS?

Additional information may also be obtained by contacting the OCSD at (805)481-6730 or via email to the General Manager: raffaele@oceanocsd.org

PROPOSED WATER AND SEWER RATE INCREASES

Increases to the bi-monthly base rate and per unit (ccf) rate for water and sewer services are proposed for all customer classifications (Residential and Commercial) as follows: for the first year

WATER	Residential Bimonthly Existing Fixed Rate (Includes 6 Units)	Residential Bimonthly Proposed Fixed Rate (Includes 6 Units)
Usage (1 Unit = 100 Cu Ft = 748 Gal)	\$23.94	\$37.74
7-25 Units - per Unit Add	\$ 2.25	\$ 2.25 (No change)
Over 25 Units - per Unit Add	\$ 2.95	\$ 2.95 (No change)
Lopez Charge - All Units, per Unit Add	\$ 1.14	\$ 1.14 (No change)

WATER	Non-Residential Bimonthly Existing Rate (Includes 6 Units)	Non-Residential Bimonthly Proposed Rate (Includes 6 Units)
Meter Size		
5/8" x 3/4"	\$ 29.15 + consumption	\$ 42.95
3/4"	\$ 36.55	\$ 53.80
1"	\$ 58.40	\$ 86.00
1 1/2"	\$109.20	\$ 160.95
2"	\$172.30	\$ 253.85
3"	\$276.95	\$ 408.05
4"	\$473.80	\$ 698.05
6"	\$741.30	\$1092.23
All Sizes, 7-25 Units - per Unit Add	\$ 2.25	\$ 2.25 (No change)
All Sizes, Over 25 Units - per Unit Add	\$ 2.95	\$ 2.95 (No change)
Lopez Charge - All Units, per Unit Add	\$ 1.14	\$ 1.14 (No change)

SEWER	Residential Bimonthly Existing Rate	Residential Bimonthly Proposed Rate
All Residential Customers	\$ 9.25	\$ 17.97

SEWER	Non-Residential Bimonthly Existing Rate	Non-Residential Bimonthly Proposed Rate
Base Rate	\$ 9.25 (All Meters)	Based on Meter Size: \$17.97; \$20.15; \$26.69; \$41.95; \$60.79; \$92.09; \$150.95 or \$231.00
Usage Rate: Above 10 Units, per Unit	\$ 0.75	Included in Above

Typical Residential Water Rate Calculation

5 Units	Fixed	Consumption	Lopez	Total
Current	23.94 +	5 x 0 = 0	5 x 1.14	29.64
Proposed	37.74 +	5 x 0 = 0	5 x 1.14	43.44

10 Units	Fixed	Consumption	Lopez	Total
Current	23.94 +	(6 x 0) + (4 x 2.25)	10 x 1.14	44.34
Proposed	37.74 +	(6 x 0) + (4 x 2.25)	10 x 1.14	58.14

15 Units	Fixed	Consumption	Lopez	Total
Current	23.94 +	(6 x 0) + (9 x 2.25)	15 x 1.14	61.29
Proposed	37.74 +	(6 x 0) + (9 x 2.25)	15 x 1.14	75.09

20 Units	Fixed	Consumption	Lopez	Total	Average Household
Current	23.94 +	(6 x 0) + (14 x 2.25)	20 x 1.14	78.24	20 Units Rate
Proposed	37.74 +	(6 x 0) + (14 x 2.25)	20 x 1.14	92.04	Increase 8.5 percent

25 Units	Fixed	Consumption	Lopez	Total
Current	23.94 +	(6 x 0) + (19 x 2.25)	25 x 1.14	95.19
Proposed	37.74 +	(6 x 0) + (19 x 2.25)	25 x 1.14	108.99

30 Units	Fixed	Consumption	Lopez	Total
Current	23.94 +	(6 x 0) + (19 x 2.25) + (5 x 2.95)	30 x 1.14	115.64
Proposed	37.74 +	(6 x 0) + (19 x 2.25) + (5 x 2.95)	30 x 1.14	129.44

35 Units	Fixed	Consumption	Lopez	Total
Current	23.94 +	(6 x 0) + (19 x 2.25) + (10 x 2.95)	35 x 1.14	136.09
Proposed	37.74 +	(6 x 0) + (19 x 2.25) + (10 x 2.95)	35 x 1.14	149.89

Typical Residential Sewer Rate Calculation

Current	9.25 (All customers)
Proposed	17.97 (All customers)

Water Revenue Requirements	2010-11	2011-12	2012-13	2013-14	2014-15
O&M and minor capital	1033248	1076642	1122203	1155869	1190545
1979 Revenue Bonds	16800	16300	20600	18400	18400
CASDW Loan	62600	62600	62600	0	0
State Water Project Payments	735000	735000	735000	735000	735000
Capital Reserve (20% O&M at 5 years)	41329.92	43065.68	44888.12	46234.76	47621.8
Repay Non-Water Restricted Reserves	12500	25000	25000	25000	25000
Total	1901478	1958608	2010291	1980504	2016567

Water Sales Revenue, Existing Rates 1675500 1675500 1675813 1676126 1676439

Additional Requirement 225977.9 283107.7 334478.1 304377.8 340127.8

Divide by 2730 EDU's 82.77579 103.7024 122.5195 111.4937 124.5889

Divide by 12 months 6.897983 8.641871 10.20995 9.29114 10.38241

Exist Bimonthly 78.24

2/11 monthly increase 6.9

1/12 monthly increase 1.74

1/13 monthly increase 1.11 0

7/14 monthly increase 0.63

New Bimonthly 92.04 95.52 97.74 97.74 99

Commensurate Increases in Commercial Meter Charges

Sewer Revenue Requirements	2010-11	2011-12	2012-13	2013-14	2014-15
O&M and minor capital	309,215	300,926	309,954	319,253	328,830
Clean & Inspect (\$100,000 biennial)	50,000	50,000	50,000	50,000	50,000
Capital Reserve (20% O&M at 5 years)	12368.6	12037.04	12398.16	12770.12	13153.2
Repay Non-Sewer Restricted Reserves	12500	25000	25000	25000	25000
Total	384083.6	387963	397352.2	407023.1	416983.2
Sewer Revenue, Existing Flat Rate	145965	145965	145965	145965	145965
Sewer Revenue, Exist Capacity Rate (Est)	10,000	10,000	10,000	10,000	10,000
Lease: Sheriff's Facility	73,112	73,112	73,112	73,112	73,112
Connection Fees	12,000	12,000	12,000	20,000	20,000
Subtotal	241,077	241,077	241,077	249,077	249,077
Additional Requirement	143,007	146,886	156,275	157,946	167,906
Divide by 2630 EDU's	52.38337	53.80441	57.24365	57.85572	61.5041
Divide by 12 months	4.365281	4.483701	4.770304	4.82131	5.125342
Exist Bimonthly	9.25				
2/11 monthly increase	4.36				
7/11 monthly increase		0.12			
7/12 monthly Increase			0.29		
7/13 monthly Increase				0.05	
7/14 monthly Increase					0.3
New Bimonthly	17.97	18.21	18.79	18.89	19.49

Commensurate Increases in Commercial Capacity Charges

Sample

I protest the proposed OCSD water/sewer rate increase.

Name of record owner: _____

Address / APN: _____

Signature: _____

I authorize _____
to submit this protest of water/sewer rate increase to the OCSD on my
behalf.

Signature: _____



Oceano Community Services District
1655 Front Street, P.O. Box 599, Oceano, CA 93475 (805) 481-6730 FAX (805) 481-6886

PROPOSED
WATER & WASTEWATER
RATE INCREASE
PUBLIC HEARING
FEBRUARY 23, 2011 AT 6:30 PM
OCSD BOARD ROOM
ANY QUESTIONS CALL THE
GENERAL MANAGER
AT
805-481-6730

Respectfully submitted,

Raffaele F. Montemurro



Oceano Community Services District

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

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

Date: October 9, 2024

To: Board of Directors

From: Peter Brown, General Manager

Subject: **Agenda Item 9(B): Provide direction to staff regarding payments up to \$9,500 to the Local Agency Formation Commission (LAFCO) for expenses incurred to date and possible direct mailers.**

Recommendation

It is recommended that the Oceano Community Services Board direct staff to proceed with either option. 1 or 2:

1. Deposit another \$9,500 to LAFCO for staff time in processing the Fire Divestiture incurred to date. LAFCO was planning on using direct mailers (\$6,000) but has since learned that alternative means can meet legal informational requirements. An additional \$3,500 deposit is also needed to cover LAFCO staff costs.
2. Support staff recommendation to deposit only an additional \$3,500 for LAFCO staff costs, use alternative noticing methods such as website and newspaper advertising, and forego direct mailers.

Discussion

The District approved [Resolution 2023-03](#) initiating the divestiture proceedings through the Local Agency Formation Commission (LAFCO) for relinquishing Fire Protection Services on January 11, 2023. By initiating the transfer of services to the County of San Luis Obispo (County), the Plan for Service for the District's Divestiture of Fire Protection was developed by both the District and County. Following the completion of the Plan for Service, at its July 24, 2024, meeting, the Board took action to comply with a LAFCO required resolution endorsing the Plan for Service and an estimated \$9,500 to cover LAFCO staff costs and the legally required notices to the residents and property owners of Oceano for the LAFCO hearing regarding the divestiture protest proceedings.

In October of 2024, LAFCO staff provided an update on the protest proceeding process. Should the divestiture proposal be approved on October 17th at the LAFCO hearing, staff plan to follow the schedule in the table below. However, physical mailers are no longer needed as an alternative approach to noticing landowners/registered voters is possible. The OCSB Board was initially advised that direct mailers would be sent to approximately 6,000 residents at approximately \$6,000-\$7,000. This is consistent with standard LAFCO procedure. However, LAFCO and OCSB staff have recently learned that this is not required. Government Code Section 56157 (h) allows publishing a display advertisement of at least one-eighth page in a newspaper when the noticing exceeds 1,000 persons. In context to this proposal, LAFCO's legal counsel determined that compliance with 56157 (h) is appropriate. If the Board decides not to do direct mailers as previously discussed, there will be



Oceano Community Services District

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no costs associated with the protest proceeding with mailers and, thus a cost-savings to the District. LAFCO still requires an additional deposit of \$3,500 for staff time for the continued application processing. However, a portion of that may be returned if not fully exhausted. The total LAFCO staff time to date has been 68 hours since February 2023, with a total remaining balance of \$445.

Description	Dates
<p>LAFCO Hearing</p> <p><i>*30-day reconsideration period commences after commission consideration</i></p>	<p>Oct 17, 2024</p>
<p>LAFCO Protest Proceedings</p> <p><i>*public hearing for protest proceedings is scheduled within 35 days after Commission Approval</i></p>	<p>November 21, 2024</p>
<p>LAFCO Protest Results</p> <p><i>*Within 30 days petitions will be examined and a certificate of sufficiency or insufficiency will be released</i></p>	<p>December 19, 2024</p>
<p>If passed, and all COA are met LAFCO may file a Certificate of Completion (COC) that confirms the change.</p>	<p>December 2024</p>

LAFCO summary of staff hours:

38 hours @ \$110/hr- Executive Officer
 25 hours @ \$85/hr- Analyst
 5 hours @ \$50/hr- Clerk

Tasks Completed/In Progress:

- Pre-application OCSD GM Support to Will Clemens for Resolution of Application preparation
- Referrals to Affected Agencies of Application Submittal February 9, 2023
- Initial 30-day application completeness review March 7, 2023



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- Responses to Media Inquiries on Application, July 2023
- Study session item May 18, 2023
 - Staff report, preliminary alternative analysis
 - Presentation
 - Pre and post coordination
- Several meetings/calls with OCSD GM Will Clemens, January - October 2023
- Meeting with OCSD GM Paavo Ogren at OCSD Office - February 2, 2024
- Meeting with OCSD GM Peter Brown July 11, 2024
- Meetings/calls with City of Arroyo Grande Manager
- Several meetings/calls w/ County Staff CAO, ACAO, Budget Manager, Analyst, February 2023 - Present
- October 17, 2024 Staff Report
 - Noticing
 - Staff Report
 - Presentation
 - 56668 Factors and Analysis
 - CEQA Determination
 - Resolution

Tasks to be Completed necessitating the third deposit of \$3,500:

- Completion of Oct. 17, 2024 Hearing Staff Report
- Protest Process Noticing
- Protest Process Hearing
 - Staff Report
 - Land Value Analysis of Protestees
 - Verification with County Assessor
- Protest Process Result Certification Hearing

Other Agency Involvement

The District engaged with several agencies regarding the Plan for Service for emergency medical and fire services for the community including LAFCO, the County of San Luis Obispo, the Five Cities Fire Authority, the Cities of Arroyo Grande and Grover Beach. This item, however, relates only to LAFCO and OCSD.

Financial Considerations

The District initiated the divestiture of fire protection services in 2023, and a payment of \$3,500 was issued to LAFCO to cover staff time for processing the application. The upcoming protest proceedings hearing and additional staff work by LAFCO required a second deposit of \$3,500 in July 2024 and will require a third deposit of \$3,500 to cover staff time. At this point, the estimated \$6,000 to send Oceano residents and property owners notifications is optional, not required, and at the Boards discretion. If the District proceeds with direct mailers, LAFCO will follow up with the actual costs related to the noticing once they have been finalized. The Fiscal Year 2024-25 Fire Fund Budget and other appropriate budget items will be able to cover costs at either amount (\$3,500 or \$9,500).



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Results

Providing staff direction for Board preferences regarding expenditures to notice the residents and property owners is a necessary step in the LAFCO hearing for protest proceedings.



Oceano Community Services District

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

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

Date: October 9, 2024

To: Board of Directors

From: Peter Brown, General Manager

Subject: **Agenda Item # 9(C): Consideration of recommendations to award a professional contract for the District's Sanitary Sewer CIP Engineering & Related Services to Water Systems Consulting.**

Recommendation

It is recommended that the Oceano Community Services District Board:

1. Review proposals received on the District's Sanitary Sewer CIP Engineering & Related Services request for proposals.
2. Accept staff recommendation to award a Professional Services Contract to Water Systems Consulting (WSC) and direct the General Manager to negotiate the final details and costs of the contract (\$261,212) plus a 15% contingency for a total maximum contract of \$300,394, subject to District Counsel's approval, and authorize the President to execute the contract.
3. Absent final concurrence with WSC on contract details, authorize the General Manager to begin negotiations with MKN and Associates for a total maximum contract amount not to exceed \$300,394, subject to District Counsel's approval, and authorize the President to execute the MKN contract.

Discussion

Oceano residents rely on OCSD for sewer collection and conveyance services. OCSD is responsible for the maintenance and operations of the sewer conveyance system and ensuring that all effluent is transported to the wastewater treatment plant for treatment and discharge. Oceano Community Services District serves the community of Oceano and its approximately 7,500 residents with core water utility and wastewater services. OCSD's sanitary sewer collection system consists of approximately 16 miles of gravity sewer pipes ranging in size from 6 to 12 inches in diameter. Most of these pipes are old and comprised of vitrified clay pipe (VCP), which is no longer an acceptable material for constructing sewer pipes. The District's system also includes an aging lift station and force main. The lift station needs redesign, improved access/capacity, and relocation away from the County right of way. Staff is also aware of areas of sewer pipes with significant root intrusion, which causes problems with both potential sewer spills and stormwater infiltration. OCSD is ready to begin developing a new comprehensive Capital Improvement Program (CIP) to determine costs and prioritize the ranking of near-, mid-, and long-term sewer improvement projects within our existing system. This 2025 CIP is best performed by outside



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consultants who specialize in assessing wastewater systems and recommending different infrastructure rehabilitation and replacement. Once completed in 2025, the CIP will inform a 2025 sewer rate study for Board consideration since capital, operational, construction costs, and staffing needs have increased significantly over the last decade while revenues have remained stagnant.

On March 13, 2024, the OCSD Board authorized a [request for proposal](#) (Agenda item 9A) to be advertised for the preparation of the Wastewater Collections System Capital Improvement Program and Related Services. Staff worked to update and provide details for draft Requests for Proposals during the month of July and [issued the RFP on August 8, 2024](#). Several requests for information were received, and appropriate addendums were issued. A tour of the District's facilities and hot spots occurred on August 30th and proposals were due September 20, 2024. Three qualified engineering firms submitted proposals, which are available for review on the District's [Bids & Proposals website](#). The proposals were reviewed by OCSD staff and ranked independently by partners from Grover Beach, Arroyo Grande, and the South San Luis Obispo County Sanitary District. Two of the three proposals were deemed superior and further interviews were conducted on October 3rd, 2024, with the top two consultants. In the end, both teams are well equipped to provide OCSD with excellent professional services to develop the CIP.

The WSC team came out slightly ahead in terms of their oral presentation, planning skills, and examples of similar work in like communities. Both teams bring expertise in much-needed grant funding opportunities for CIP loans and grants that the District may be competitive in seeking. Since the District follows the State of California's process for Qualifications-Based Selection (QBS), the procurement process and costs were not considered in the project rankings. Therefore, the next step is to begin contract/fee negotiations with the firm of choice. Following that process, the District has the option to enter an Engineering Services Contract with WSC, or move on to the next qualified firm, in this case MKN. Staff is therefore seeking Board direction to begin negotiations and finalize terms.

Other Agency Involvement

Partner agencies assisted in reviewing, ranking, and making recommendations for consultant selection. The South San Luis Obispo County Sanitation District (SSLOCSD) is a partner agency that stands to benefit from the OCSD Sanitary Sewer CIP improvements as one of the goals of the project is to prioritize infrastructure replacement/rehabilitation, which will reduce the likelihood of sanitary sewer overflows (SSOs) as well as "Inflow and Infiltration" (I&I). Fortunately, OCSD has an excellent track record of minimal SSOs, although that can change without proper investment. One of the benefits of better sewer system integrity and reduced I&I is that less stormwater gets into the sanitary system, which, during storm events, has the potential to overburden or overwhelm treatment capacity and efficacy. Therefore, direct benefits exist for our partners at the SSLOCSD.

Financial Considerations

The District's FY 2024-25 budget includes \$30,000 in the Wastewater Fund for professional services. Those funds were anticipated to be used for a sewer rate study. The Wastewater Fund reserves decreased by \$118,929



Oceano Community Services District

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between 2023 and 2024 and are anticipated to drop by another \$199,497 in the current year. Therefore, the Wastewater Fund reserves will decrease from \$1,215,199 to \$1,015,702 by June 2025. This is indicative of a lack of capital need evaluation and rate assessments, as well as forgone increases in ratepayers. The District has increasingly needed to use reserves for operations. Reserves are typically used for CIP improvements and emergency needs rather than operations. Lastly, Wastewater Fund reserves are the only viable source available to fund this Capital Improvement Program and some of the near-term recommendations that come out of the CIP. If awarded at the \$300,394 level, Wastewater Fund reserves would be further reduced to \$715,308.

Results

Identifying and evaluating the District's collection system infrastructure, including collection system pipes, a lift station, and related appurtenances, are essential for the upcoming 2025 wastewater rate study. This includes a data-driven discussion of construction costs and prioritization of needed improvements. The rate study would not be supported or justifiable without developing this CIP. Additionally, if the District does not invest the \$300,000 in this CIP at this time, it is apt to face increasing costs in the future, an increase in SSOs, further deterioration of infrastructure, and worsening sewer services for residents. Awarding the contract for professional services to a qualified consultant will ensure that a sewer CIP can be developed and completed in 2025 and will be critical to the District returning to generating new revenue for the construction of needed capital investments in our sewer infrastructure.

Attachment A: [MKN](#)

Attachment B: [WSC](#)

Attachment C: [Four Creeks](#)

Attachment D: Draft professional services contract

Attachment E: Draft resolution

AGREEMENT FOR CONSULTANT SERVICES,

THIS AGREEMENT made and entered into on _____, 2024 by and between the Oceano Community Services District, a special district, collectively hereinafter referred to as DISTRICT and _____, hereinafter referred to as CONSULTANT.

RECITALS

The DISTRICT desires to retain said services of the CONSULTANT on an independent Contractor basis for _____, more specifically identified in the Proposal, Scope of Work and Fee Schedule, jointly attached as Exhibit A to this Agreement, herein referred to as the PROJECT, subject to the terms and conditions as hereinafter set forth.

Therefore, in consideration of the mutual agreements contained herein, the DISTRICT and the CONSULTANT agree as follows:

ARTICLE I. SCOPE OF SERVICES

The CONSULTANT shall complete said PROJECT as specified in Exhibit A, and in accordance with local, State and Federal laws.

ARTICLE II. AUTHORIZATION AND COMMENCEMENT OF PERFORMANCE

The services of the CONSULTANT are authorized by the DISTRICT.

ARTICLE III. COMPENSATION AND PAYMENT

The compensation for the services rendered by the CONSULTANT under this Agreement shall be as provided in Exhibit A. Work shall be performed on a base contract, not to exceed basis of \$_____ in accordance with Exhibit A, with a contingency fee of \$_____ for a total project fee of \$_____. The DISTRICT's share, including the contingency fee, will not exceed \$_____. The DISTRICT is solely responsible for the DISTRICT's share of the total project cost. The DISTRICT shall not be responsible for any other payment to CONSULTANT, including the proportional share of any other participating agency, whether for default, late payment, or any other complication arising from the CONSULTANT's agreements with the other participating agencies.

The CONSULTANT shall invoice the DISTRICT for the District's share on a monthly basis, and the DISTRICT will pay the CONSULTANT on a monthly basis per billings from the CONSULTANT unless otherwise identified in this agreement. The CONSULTANT will submit invoices monthly or upon completion of a specified scope of service in accordance with the CONSULTANT's standard invoicing practices.

Payment is due upon receipt of the invoice. Payments will be made by either check or electronic transfer to the address specified by the CONSULTANT, and will reference the CONSULTANT's invoice number.

Interest will accrue at the rate of 1% per month of the invoiced amount in excess of 30 days past the invoice date.

In the event of a disputed or contested invoice, only that portion so contested will be withheld from payment, and the undisputed amounts will be paid.

ARTICLE IV. TERM OF AGREEMENT

The term of the agreement is set out in Exhibit A and subject to extension if circumstances necessitate it and Parties agree to it in writing. This Agreement may be terminated by either the DISTRICT or the CONSULTANT with or without any reason, upon giving thirty (30) days written notice to other party. In the event of termination, CONSULTANT shall be paid for work performed to the termination date.

Upon termination, CONSULTANT immediately shall turn over to the District any and all copies of videotapes, studies, sketches, drawings, computations, and other data, whether or not completed, prepared by CONSULTANT, and for which CONSULTANT has received reasonable compensation, or given to CONSULTANT in connection with this Agreement. Such materials shall become the DISTRICT's permanent property, provided, however, CONSULTANT shall not be liable for the DISTRICT's use of incomplete materials or for the DISTRICT's use of complete documents if used for other than the project or scope of services contemplated by this Agreement.

Both parties agree to submit any claims, disputes or controversies arising out of or in relation to the interpretation, application, or enforcement of this Agreement to non-binding mediation pursuant to the Rules for Commercial Mediation of the American Arbitration Association, as a condition precedent to litigation or any other form of dispute resolution.

The prevailing party in any action between the parties to this Agreement brought to enforce the terms of this Agreement or arising out of this Agreement shall recover from the other party its reasonable costs and attorney's fees expended in connection with such an action.

ARTICLE V. INSURANCE

A. The CONSULTANT shall obtain and maintain during the performance of any services under this Agreement the following insurance coverage, issued by a company satisfactory to the DISTRICT.

- 1) Commercial general liability insurance including a contractual liability endorsement in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage for each claimant for general liability, including a non-owned automobile endorsement;

- 2) Errors and omissions insurance to a minimum coverage of \$500,000, with neither the CONSULTANT nor listed sub-consultants having less than \$500,000 individually;
 - 3) Workers' compensation insurance in compliance with the laws of the State of California.
- B. Certificates of insurance evidencing the coverages required by the clauses set forth above shall be filed with the DISTRICT prior to the effective date of this Agreement. This is a condition precedent to the formation of any obligation by the DISTRICT to compensate CONSULTANT under this Agreement.
 - C. All insurance policies required by this section shall not be canceled, limited or non-renewed without first giving 30 days written notice to the DISTRICT.
 - D. The CONSULTANT agrees that the commercial general liability insurance policy shall be endorsed to name the DISTRICT, its Board of Directors, officers and employees as additional insured and to provide that the coverages provided to the DISTRICT shall be primary and not contributing to or in excess of any existing the DISTRICT's insurance coverages.
 - E. All insurance standards applicable to the CONSULTANT shall also be applicable to the CONSULTANT'S subconsultants. The CONSULTANT agrees to maintain appropriate agreements with subconsultants and to provide proper evidence of coverage upon receipt of a written request from the DISTRICT.

ARTICLE VI. INDEPENDENT CONTRACTOR/PERSONAL SERVICE

The CONSULTANT shall perform the services hereunder as an independent contractor and shall not be considered an employee of the DISTRICT for any purposes. The CONSULTANT is not entitled to any District benefits, including PERS, unemployment compensation, health insurance, or any other benefit. Only personnel listed in Exhibit A shall perform services called for under this Agreement and shall not employ or otherwise incur an obligation to pay persons, specialists, experts, or subconsultants for services in connection with the services to be performed under this Agreement without prior written approval of the DISTRICT.

ARTICLE VII. ASSISTANCE BY DISTRICT

Subject to other provisions of this Agreement, the DISTRICT shall provide the CONSULTANT with copies of any specifications, maps, drawings, records, or other documentation, which are required by the CONSULTANT in order to perform the services specified herein. The DISTRICT shall provide all further reasonably necessary information to the CONSULTANT upon the CONSULTANT's request.

ARTICLE VIII. INDEMNIFICATION

CONSULTANT agrees to indemnify and save harmless the DISTRICT and its Board members, officers, employees and agents from:

Third Party Claims. Any and all claims and demands made against the DISTRICT or its Board members, officers, employees or agents by reason of any injury to or death of or damage to any

person or entity, of any nature whatsoever, arising out of CONSULTANT's performance of services under this Agreement however caused, excepting, however, any such claims and demands which are the result of the sole negligence or willful misconduct of the DISTRICT or its Board members, officers, employees or agents;

DISTRICT Property Damage Claims. Any and all damage to or destruction of the property of the DISTRICT, its Board members, offices, employees or agents or used by or in the CONSULTANT's care, custody, or control, arising out of CONSULTANT's performance of services under this Agreement however caused, excepting, however, any such claims and demands which are the result of the sole negligence or willful misconduct of the DISTRICT or its Board members, officers, employees or agents;

CONSULTANT Employee, Subconsultant and Agent Claims. Any and all claims and demands which may be made against the DISTRICT or its Board members, officers, employees or agents by reason of any injury to or death of or damage suffered or sustained by any CONSULTANT employee, subcontractor or agent under this Agreement, arising out of CONSULTANT's performance under this Agreement however caused, excepting, however, any such claims and demands which are the result of the sole negligence or willful misconduct of the DISTRICT or its Board members, officers, employees or agents.

ARTICLE IX. ASSIGNMENT

This Agreement shall not be assigned by either party without the prior written approval of the other.

ARTICLE X. NON-DISCRIMINATION

The CONSULTANT will refrain from discriminatory employment actions or practices on the basis of the race, color, age, sex, sexual orientation, religious creed, national origin, or ancestry of any employee or applicant for employment.

ARTICLE XI. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties hereto relating to the subject matter hereof and supersedes any previous agreements or understandings.

AGREEMENT FOR CONSULTANT SERVICES,

SIGNATURE PAGE

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement effective as of the day and year first written above.

OCEANO COMMUNITY SERVICES DISTRICT

Board of Directors President

Date

Attest:

General Manager

Date

Approved as to Form:

DISTRICT's Legal Counsel

Date

CONSULTANT

Signature

Date

Name

Title

Exhibit A

OCEANO COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2024 - ____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OCEANO COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL MANAGER TO NEGOTIATE AND AWARD THE DISTRICT SANITARY SEWER CIP ENGINEERING & RELATED SERVICES CONSULTING CONTRACT

WHEREAS, on March 13, 2024, the Board of Directors directed District staff to issue a Request for Proposals for the Development of a Sanitary Sewer Capital Improvement Plan - Engineering & Related Services; and

WHEREAS, the District received responses to the Request for Proposals and, in collaboration with outside partners at the Cities of Arroyo Grande and Grover Beach and the South San Luis Obispo County Sanitation District (SSLOCSD), conducted interviews with the applicants; and

WHEREAS, the Board of Directors authorizes a budget adjustment of \$300,394 from the wastewater reserve funds to pay for the Sanitary Sewer Capital Improvement Plan - Engineering & Related Services;

WHEREAS, the Board of Directors authorizes the General Manager to:

1. Negotiate the final details and costs of a services contract with Water Systems Consulting (WSC) for \$261,212 plus a 15% contingency for a total maximum contract of \$ 300,394, subject to District Counsel approval, and authorize the President to execute the contract.
2. Absent final concurrence with an awarded consultant and contract details with WSC, authorize the General Manager to begin negotiations with the next consultant firm, MKN Associates for a total maximum contract amount not to exceed \$300,394, subject to District Counsel approval, and authorize the President to execute the contract.

THEREFORE, BE IT RESOLVED THAT the Board of Directors hereby authorizes the General Manager to negotiate and award the District Sanitary Sewer CIP Engineering & Related Services consulting contract.

PASSED AND ADOPTED by the Board of Directors of the Oceano Community Services District on October 9, 2024, by the following vote:

AYES:

NAYES:

ABSENT:

ABSTAIN:

President, Board of Directors of the
Oceano Community Services District

ATTEST:

Board Secretary of the
Oceano Community Services District

APPROVED AS TO FORM:

Robert W. Schultz, District Legal Counsel



Oceano Community Services District

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

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

Date: October 9, 2024

To: Board of Directors

From: Peter Brown, General Manager

Subject: **Agenda Item #9(D): Consider submitting a San Luis Obispo County Community Project Grant Application for the Community Celebration of the new Oceano Plaza and consider funding certain OPARC activities using the existing OPARC Budget.**

Recommendation

It is recommended that the Oceano Community Services Board of Directors provide staff direction to move forward with either option 1 or 2 and either option 3 or 4:

1. Consider OPARC recommendations from their October 1st meeting and finalize details to apply for the San Luis Obispo County Community Project Grant project of \$2,500 for the Community Celebration of the Oceano Plaza.
2. Request that OPARC and event planning committee members hold future meetings to gather and refine event planning details, consider a different event date, and return to the Board at a future meeting.
3. Authorize the purchase of a pop-up tent and banner for OPARC in an amount not to exceed \$500 and authorize future OPARC-related expenditures through December 31, 2025, in an amount not to exceed \$2,500.
4. Authorize the purchase of a pop-up tent and banner for OPARC in an amount not to exceed \$500.

Discussion

The County of San Luis Obispo has a Community Project Funds Policy guiding its event grant program. Community project grants fund one-time public projects deemed beneficial to the County of San Luis Obispo residents 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 goals that are beneficial to the County.

At the August 28th OCSB Board meeting, the Board voted 5-0 to approve the submittal of the community project grant seeking \$2,500 from County District 4 to support the grand opening of Oceano Plaza. However, the board did not have sufficient information to fill out the grant application. The Board also expressed interest in broad community input on how and when the Oceano Plaza grand opening occurs.

At its September 3, 2024, meeting, OPARC members discussed playing a role in helping to gather community input as to how a community grand opening event would take place, including date, time, participants,



Oceano Community Services District

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organizers, and event details. Additionally, at the September 3, 2024, meeting, OPARC made a motion requesting the Board authorize the purchase of a 10x10 foot pop-up tent for OPARC events and other expenditures related to OPARC activities, its mission, and community outreach using the existing adopted budget, not to exceed a total of \$3,000. The original OPARC budget was approximately \$19,000, and the current balance is closer to \$13,000.

OPARC held a special meeting on September 17, 2024, to begin discussing event options and consider recommendations to the Board on the event's details. At its September 18th meeting, the Board requested that OPARC and the event planning committee members continue work to determine detailed event recommendations for future Board consideration and for the County grant application.

At the October 1, 2024, OPARC meeting, a motion was made recommending that the Board support a County grant application for the Oceano Plaza inaugural event with the following budget and details:

Proposed Budget: \$2,500 of grant funds, some in-kind staff time (about 10 hours).
Date: Saturday, November 16th, from Noon to 3 pm.
Theme: Celebrate the Community of Oceano

Proposed Budget	\$ 2,500
Sanitation - portable toilets with ADA accessibility and handwashing station	\$ 500
Sanitation - Three-stream waste, recycling, and organics collection and clean-up	\$ 500
Permitting - County of SLO	\$ 500
Food vouchers (Food for the event and local business support (Efren's, La Tapatia Market, and Sylvesters) one hundred \$5 food vouchers to be purchased by the grant and given to attendees upon arrival	\$ 500
Entertainment - Music DJ	\$ 400
Misc.	\$ 100
Event Budget Total	\$ 2,500

The main question before the Board is whether it has enough event information (date, time, activities, theme, entertainment, etc.) and whether it supports the proposed date and other recommendations from OPARC to submit the grant application in October for the proposed November 16th event date.

Other Agency Involvement

The County of San Luis Obispo is the granting agency.

Financial Considerations

Part of the costs will cover the encroachment permit requirements if the grant is awarded. 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 workload priorities.



Oceano Community Services District

Board of Directors Meeting

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