



**Notice of Regular Meeting**  
**Oceano Community Services District - Board of Directors Agenda**  
**WEDNESDAY, April 26, 2017 – 5:30 P.M.**  
**Oceano Community Services District Board Room**  
**1655 Front Street, Oceano, CA**

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

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

1. **CALL TO ORDER:** (At 6:00 since no closed session items are on the agenda)
2. **ROLL CALL:**
3. **FLAG SALUTE:**
4. **AGENDA REVIEW:**
5. **CLOSED SESSION:**
6. **PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA: (NOT BEGINNING BEFORE 6:00 PM)**

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

7. **SPECIAL PRESENTATIONS & REPORTS:**

**A. STAFF REPORTS:**

- i. Operations - Field Supervisor Tony Marraccino
- ii. FCFA Operations - Chief Steve Lieberman
- iii. OCSD General Manager
- iv. Sheriff's South Station - Commander Stuart MacDonald OCSD

**B. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:**

- i. Director Angello
- ii. Director Brunet
- iii. President White
- iv. Vice President Austin
- v. Director Coalwell

**C. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:**

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

## 8. CONSENT AGENDA ITEMS:

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

- A. Review and Approval of Minutes for the Regular Meeting on April 12, 2017
- B. Review and Approval of Cash Disbursements
- C. Request to Approve a Revised Purchase Order for Handheld Meter Reading Devices in the amount of \$10,491.15.
- D. Consideration of a Recommendation to Approve a Letter of Support to the California Coastal Commission for the Redundancy Project proposed by the South San Luis Obispo County Sanitation District.
- E. Update on Inter-Fund Debt and the Reclassification of Real Property (the Sheriff's Station) from an asset of the Water and Sewer Funds to an asset of the Governmental Fund, and Approval of a Resolution to establish terms of repayment of District Inter-Fund Debt

## 9. BUSINESS ITEMS:

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

- A. Consideration of a Recommendation to Approve a Resolution Designating the General Manager and the Business and Accounting Manager as authorized representatives for a grant in the amount of \$47,930.94 to prepared a Local Hazard Mitigation Plan and corresponding budget adjustment.
- B. Review and Discussion of the Five Cities Fire Authority (FCFA) Preliminary Budget and Direction to President White and Director Coalwell as the primary and alternate appointees to the FCFA Governing Board
- C. Consideration of request to support maintenance of landscaping developed during the Highway One revitalization project including consideration of a letter of support for the County's funding applications.
- D. Discussion of the Special District Leadership Academy Conference attended by Board Members and staff April 23–26, 2017 in San Luis Obispo with direction to staff as the Board deems appropriate

## 10. UTILITY ITEMS:

## 11. HEARING ITEMS:

## 12. RECEIVED WRITTEN COMMUNICATIONS:

## 13. LATE RECEIVED WRITTEN COMMUNICATIONS:

## 14. FUTURE AGENDA ITEMS: District Policies Continued; Professional Service Proposals; Roles and Responsibilities with Related Agencies.

## 15. FUTURE HEARING ITEMS: May 10, 2017 Public Facility Fees

## 16. ADJOURNMENT:

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

**ASISTENCIA A DISCAPACITADO** Si usted está incapacitado de ninguna manera y necesita alojamiento para participar en la reunión de la Junta, por favor llame a la Secretaría de la Junta al (805) 481-6730 para recibir asistencia por lo menos tres (3) días antes de la reunión para que los arreglos necesarios puedan ser hechos.



# Oceano Community Services District

## Summary Minutes

Regular Meeting Wednesday, April 12, 2017 – 5:30 P.M.

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

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1. **CALL TO ORDER:** at 6:30 p.m. by President White
2. **FLAG SALUTE:** led by President White
3. **ROLL CALL:** All Board members present Director Brunet, Director Coalwell, Vice President Austin, President White. Also present, District Legal Counsel Jeff Minnery, Business and Accounting Manager Carey Casciola Board Secretary Celia Ruiz. Director absent Angello.
4. **AGENDA REVIEW:** Agenda approved as presented.  
Director Angello arrived at 5:35 pm
5. **CLOSED SESSION:** was entered at approximately 5:36pm. Open session was resumed at approximate 6:00 pm
  - A. **Pursuant to Government Code §54957.6:** Conference with Labor Negotiators. Agency designated representative: General Manager, Paavo Ogren; Employee Organizations: a) Service Employees International Union 620  
No public comment.  
No reportable action. Direction given to staff.
6. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA(NOT BEGINNING BEFORE 6:00 PM) :**  
Public comment was received by Patricia Price, Shirley Gibson, and Terry Clare.
7. **SPECIAL PRESENTATIONS & REPORTS:**
  - a. **STAFF REPORTS:**
    - i. Operations - Field Supervisor Tony Marraccino reported 16 work orders, 6 USA's, 13 service orders, 4 after hour call outs, no SSO's for the month of March, Lopez is currently 61.2% full, locating clean outs, cleaned out lift station, lock offs, meter reads, re-reads, door hangers, correction to CCR, emergency water break at County Park, replaced meters, valve turning, sewer cleaning.
    - ii. FCFA - Chief Steve Lieberman – None
    - iii. OCSD General Manager / Zone 3 Advisory Committee - None
    - iv. Sheriff's South Station - Commander Stewart MacDonald – None
  - b. **BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:**
    - i. Director Angello - None
    - ii. Director Brunet – reported on Zone 3 Advisory, and IRWG
    - iii. President White – attended Board of Supervisors Meeting, and South County Homeless task force
    - iv. Vice President Austin – reported on SSLOCSD
    - v. Director Coalwell – reported on WRAC
  - c. **PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:**  
Public comment was received by John Clemmons.

<b>8 CONSENT AGENDA:</b>	<b>ACTION:</b>
<p>a. Review and Approval of Minutes for the Regular Meeting on March 8, 2017</p> <p>b. Review and Approval of Cash Disbursements</p> <p>c. Submittal for approval an Intent to Serve Letter to Robert Dorazio; 2140 Beach; Assessor's Parcel No. 062-116-025</p> <p>d. Submittal for approval an Intent to Serve Letter to Tyler &amp; Krysta Seals; 1376 21<sup>st</sup> Street; Assessor's Parcel No. 062-261-023</p> <p>e. Submittal for approval an Intent to Serve Letter to Donovan Veira; Lot 21 corner of Tamera &amp; 23<sup>rd</sup> Street; Assessor's Parcel No. 062-023-043</p> <p>f. Submittal for approval an Intent to Serve Letter to Larry Moles; 311 Juanita; Assessor's Parcel No. 061-021-051</p> <p>g. Approval of a Recommendation to Set May 15, 2017 as the Application Deadline for Fireworks Permits</p>	<p>After an opportunity for public comment and brief Board discussion, staff recommendations were approved with a motion from Director Angello, a second by Director Coalwell and a 5-0 vote.</p> <p>No public comment.</p>

<b>9 A BUSINESS ITEM:</b>	<b>ACTION:</b>
<p>Introduction of a Resolution Approving the Report on Public Facilities Fees dated April 12, 2017 and making findings required by the Mitigation Fee Act and setting of a Public Hearing on May 10, 2017 to consider its approval</p>	<p>After an opportunity for public comment and brief Board discussion, staff recommendations were approved with a motion from President White, a second by Director Coalwell and a 5-0 vote.</p> <p>No public comment.</p>

<b>9 B BUSINESS ITEM:</b>	<b>ACTION:</b>
<p>Submittal of a Sewer System Management Plan (SSMP) 2016 Internal Audit covering Calendar Years 2015 &amp; 2016</p>	<p>After an opportunity for public comment and brief Board discussion, receive and file no action taken.</p> <p>No public comment.</p>

<b>9 C BUSINESS ITEM:</b>	<b>ACTION:</b>
<p>Review of the District's Budget Status as of March 31, 2017 and authorize the General Manager to issue purchase orders to replace the HVAC (\$13,159) unit, meter reading equipment (\$9,740) and provide an upgrade the District's website (\$9,500)</p>	<p>After an opportunity for public comment and brief Board discussion, staff recommendations were approved with a motion from Director Coalwell, a second by Director Angello and 5-0 vote.</p> <p>Public comment was received by Patricia Price, and John Clemmons.</p>

10. **UTILITY ITEMS:** None

11. **HEARING ITEMS:** None

12. **RECEIVED WRITTEN COMMUNICATIONS:**

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

14. **FUTURE AGENDA ITEMS:** District Policies Continued; Professional Service Proposals; SSLOCSD

15. **FUTURE HEARING ITEMS:** May 10, 2017 Public Facilities Fees

16. **ADJOURNMENT:** at approximately 7:23pm



# Oceano Community Services District

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

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

**Date:** April 26, 2017

**To:** Board of Directors

**From:** Carey Casciola, Business and Accounting Manager

**Subject:** **Agenda Item #8(B): Consideration of a Recommendation to Approve Cash Disbursements**

## Recommendation

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

## Discussion

The following is a summary of the attached cash disbursements:

Description	Amounts	
<b><u>Disbursements Requiring Board Approval prior to Payment:</u></b>		
Regular Payable Register – paid 04/26/2017	\$	203,773.85
Direct Payable Register – Refund to Santa Maria Four Wheelers	\$	250.00
	Sub-Total	\$ 204,023.85
<b><u>Reoccurring Payments for Board Review (authorized by Resolution 2016-07):</u></b>		
Payroll Gross Wages (period ending 04/15/2017)	\$	22,585.99
Reoccurring Health & Benefits (SEIU) – paid 04/12/2017	\$	137.02
Reoccurring Utility Disbursements – paid 04/12/2017	\$	1,601.22
	\$	
	\$	
	\$	
	\$	
	Sub-Total	\$ 24,324.23
	<b>Grand Total</b>	<b>\$ 228,348.08</b>

**Other Agency Involvement:** n/a

**Other Financial Considerations:** Amounts are within the authorized Fund level budgets.

## Results

The Board's review of cash disbursements is an integral component of the District's system of internal controls and promotes a well governed community.

-----ID-----			GROSS	P.O. #		
ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0180	ARAMARK					
I-532357843		ARAMARK	91.25			
4/19/2017	AP	DUE: 4/19/2017 DISC: 4/19/2017		1099: N		
		ARAMARK		01 5-4100-100	CLOTHING	91.25
		=== VENDOR TOTALS ===	91.25			
01-0258	BRUNET, ANDREW J.					
I-022017		BRUNET, ANDREW J.	200.00			
4/19/2017	AP	DUE: 4/19/2017 DISC: 4/19/2017		1099: N		
		BRUNET, ANDREW J.		01 5-4100-225	BOARD STIPENDS	200.00
		STUB COMMENTS: FEB 2017 BOD MTGS				
I-032017		BRUNET, ANDREW J.	250.00			
4/19/2017	AP	DUE: 4/19/2017 DISC: 4/19/2017		1099: N		
		BRUNET, ANDREW J.		01 5-4100-225	BOARD STIPENDS	200.00
		BRUNET, ANDREW J.		01 5-4100-225	BOARD STIPENDS	50.00
		STUB COMMENTS: MAR 2017 BOD/COMMITTEE MTGS				
		=== VENDOR TOTALS ===	450.00			
01-0214	CENTRAL COAST TECHNOLOGY CONSU					
I-0000958		CENTRAL COAST TECHNOLOGY CONS	220.00			
4/19/2017	AP	DUE: 4/19/2017 DISC: 4/19/2017		1099: N		
		CENTRAL COAST TECHNOLOGY CONSU		01 5-4100-221	INFORMATION TECHNOLOGY	220.00
		=== VENDOR TOTALS ===	220.00			
01-1540	CHAPARRAL BUSINESS MACHINES, I					
I-412839		CHAPARRAL BUSINESS MACHINES,	445.11			
4/19/2017	AP	DUE: 5/19/2017 DISC: 5/19/2017		1099: N		
		CHAPARRAL BUSINESS MACHINES, I		01 5-4100-220	PROFESSIONAL/SPECIAL SER	250.11
		CHAPARRAL BUSINESS MACHINES, I		01 5-4100-220	PROFESSIONAL/SPECIAL SER	195.00
		=== VENDOR TOTALS ===	445.11			

PACKET: 01371 REGULAR Payables  
 VENDOR SET: 01 OCEANO CSD, CA  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-1094		CLINICAL LAB OF SAN BERNARDINO				
I-955879		CLINICAL LAB OF SAN BERNARDIN	705.00			
4/19/2017	AP	DUE: 5/19/2017 DISC: 5/19/2017		1099: N		
		CLINICAL LAB OF SAN BERNARDINO		02 5-4400-220	PROFESSIONAL/SPECIAL SER	705.00
		=== VENDOR TOTALS ===	705.00			
=====						
01-0147		DIVERSIFIED PROJECT SERVICES I				
I-9541498		DIVERSIFIED PROJECT SERVICES	350.00			
4/19/2017	AP	DUE: 4/19/2017 DISC: 4/19/2017		1099: N		
		DIVERSIFIED PROJECT SERVICES I		03 5-4500-222	CONTRACTED ENGINEERING	280.00
		DIVERSIFIED PROJECT SERVICES I		02 5-4400-222	CONTRACTED ENGINEERING	70.00
		STUB COMMENTS: OCSD				
I-9541500		DIVERSIFIED PROJECT SERVICES	280.00			
4/19/2017	AP	DUE: 4/19/2017 DISC: 4/19/2017		1099: N		
		DIVERSIFIED PROJECT SERVICES I		02 5-4400-226	ENGINEERING & OTHER REIM	140.00
		DIVERSIFIED PROJECT SERVICES I		03 5-4500-226	ENGINEERING & OTHER REIM	140.00
		STUB COMMENTS: CHRISTIE/BEACH ST.				
I-9541502		DIVERSIFIED PROJECT SERVICES	980.00			
4/19/2017	AP	DUE: 4/19/2017 DISC: 4/19/2017		1099: N		
		DIVERSIFIED PROJECT SERVICES I		02 5-4400-349	DRAINAGE IMPROVEMENT PRO	980.00
		STUB COMMENTS: DRAINAGE PROJECT				
		=== VENDOR TOTALS ===	1,610.00			
=====						
01-1162		FIVE CITIES FIRE AUTHORITY				
I-FCFA-2017-012		FIVE CITIES FIRE AUTHORITY	194,991.25			
4/19/2017	AP	DUE: 5/19/2017 DISC: 5/19/2017		1099: N		
		FIVE CITIES FIRE AUTHORITY		01 5-4200-077	JPA-QUARTERLY PAYMENTS	194,991.25
		STUB COMMENTS: JPA 2ND QTR 2017				
		=== VENDOR TOTALS ===	194,991.25			

-----ID-----			GROSS	P.O. #		
ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0161		FUGRO CONSULTANTS, INC.				
I-04.62150073-5		FUGRO CONSULTANTS, INC.	496.65			
4/19/2017	AP	DUE: 4/19/2017 DISC: 4/19/2017		1099: N		
		FUGRO CONSULTANTS, INC.		02 5-4400-380	NCMA TEC	496.65
		=== VENDOR TOTALS ===	496.65			
=====						
01-0263		GSI WATER SOLUTIONS, INC.				
I-0672.001-6		GSI WATER SOLUTIONS, INC.	2,305.26			
4/19/2017	AP	DUE: 4/19/2017 DISC: 4/19/2017		1099: N		
		GSI WATER SOLUTIONS, INC.		02 5-4400-380	NCMA TEC	2,305.26
I-CONT1		GSI WATER SOLUTIONS, INC.	419.27			
4/19/2017	AP	DUE: 4/19/2017 DISC: 4/19/2017		1099: N		
		GSI WATER SOLUTIONS, INC.		02 5-4400-380	NCMA TEC	419.27
		STUB COMMENTS: CONTINGENCY: TRANSDUCER REPLACEMENT				
		=== VENDOR TOTALS ===	2,724.53			
=====						
01-0250		INDUSTRIAL CHEM LABS				
I-218238		INDUSTRIAL CHEM LABS	194.50			
4/19/2017	AP	DUE: 4/19/2017 DISC: 4/19/2017		1099: N		
		INDUSTRIAL CHEM LABS		03 5-4500-175	SYSTEM PARTS/OPERATING S	194.50
		=== VENDOR TOTALS ===	194.50			
=====						
01-1136		J.B. DEWAR, INC.				
I-843176		J.B. DEWAR, INC.	248.27			
4/19/2017	AP	DUE: 5/19/2017 DISC: 5/19/2017		1099: N		
		J.B. DEWAR, INC.		12 5-4350-172	FUEL	248.27
		=== VENDOR TOTALS ===	248.27			
=====						
01-0096		MARK SCHWIND ELECTRIC INC.				
I-17-070		MARK SCHWIND ELECTRIC INC.	302.00			
4/19/2017	AP	DUE: 4/19/2017 DISC: 4/19/2017		1099: N		
		MARK SCHWIND ELECTRIC INC.		01 5-4195-175	OPERATING SUPPLIES	302.00
		=== VENDOR TOTALS ===	302.00			



-----ID-----			GROSS	P.O. #		
ITEM DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-1292		MINER'S ACE HARDWARE, INC.				
I-317897		MINER'S ACE HARDWARE, INC.	16.15			
4/21/2017	AP	DUE: 5/21/2017 DISC: 5/21/2017		1099: N		
		MINER'S ACE HARDWARE, INC.		03 5-4500-163	MAINT: SEWER STRUCTURES/	16.15
		=== VENDOR TOTALS ===	16.15			
=====						
01-0027		PETTY CASH				
I-201704191815		PETTY CASH	1.74			
4/19/2017	AP	DUE: 4/19/2017 DISC: 4/19/2017		1099: N		
		PETTY CASH		01 5-4100-210	POSTAGE	1.74
		=== VENDOR TOTALS ===	1.74			
=====						
01-0249		R & T EMBROIDERY, INC.				
I-21201		R & T EMBROIDERY, INC.	58.45			
4/21/2017	AP	DUE: 4/21/2017 DISC: 4/21/2017		1099: N		
		R & T EMBROIDERY, INC.		01 5-4100-200	OFFICE EXPENSE	58.45
		=== VENDOR TOTALS ===	58.45			
=====						
01-1114		RABOBANK VISA CARD				
I-04282017		RABOBANK VISA CARD	827.57			
4/19/2017	AP	DUE: 5/19/2017 DISC: 5/19/2017		1099: N		
		RABOBANK VISA CARD		01 5-4100-248	PERMITS, FEES LICENSES	21.00
		RABOBANK VISA CARD		01 5-4100-235	BOOKS/JRLS/SUBS/SFTWRE	179.00
		RABOBANK VISA CARD		01 5-4100-235	BOOKS/JRLS/SUBS/SFTWRE	270.00
		RABOBANK VISA CARD		01 5-4100-285	CLASSES/SEMINARS/TRAININ	10.00
		RABOBANK VISA CARD		01 5-4100-286	BOARD MEMBER TRAVEL	20.00
		RABOBANK VISA CARD		01 5-4195-295	STREET LIGHTING	245.12
		RABOBANK VISA CARD		01 5-4100-200	OFFICE EXPENSE	39.12
		RABOBANK VISA CARD		01 5-4100-193	BANK FEES	39.00
		RABOBANK VISA CARD		01 5-4100-192	P/R: PENALTIES & INTERES	4.33
		=== VENDOR TOTALS ===	827.57			
=====						
01-0215		WINEMA INDUSTRIAL & SAFETY SUP				
I-1060		WINEMA INDUSTRIAL & SAFETY SU	391.38			
4/21/2017	AP	DUE: 4/21/2017 DISC: 4/21/2017		1099: N		
		WINEMA INDUSTRIAL & SAFETY SUP		03 5-4500-177	SAFETY EXPENSE	391.38
		=== VENDOR TOTALS ===	391.38			
		=== PACKET TOTALS ===	203,773.85			

PACKET: 01374 Direct Payables - REFUND

VENDOR SET: 01 OCEANO CSD, CA

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	ITM DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-1	ONE TIME VENDOR						
I-SM4WHEELERS17	4/21/2017	RFND:	SANTA MARIA FOUR WHEELER	250.00			
	AP	DUE:	4/21/2017 DISC: 4/21/2017		1099: N		
	STUB COMMENTS: SINGLE DAY USE CLEANING DEPOSIT REFUND						
			RFND:SANTA MARIA FOUR WHEELERS		01 2-2200-000	DEPOSITS	250.00
	=== VENDOR TOTALS ===			250.00			
	=== PACKET TOTALS ===			250.00			

Oceano Community Services District  
 Fiscal Year 2016-2017  
 Payroll Hours Summary

Payroll Period 4/2/17 to 4/15/17

Pay Date 4/20/17

	HOURS PER TIMESHEET										GROSS WAGES	RATE	PERS HOURS	PERS EE	PERS ER	TOTAL PERS	
	REG	VAC/ ADMIN	SICK	HOLI DAY	FLOAT HOLIDAY	OT	OT2	CTO EARN	CTO USE	TOTAL HOURS							STAND BY *
Account Administrator III	80.00	0.00	0.00	0.00	0.00	3.50	0.00	0.00	0.00	83.50		2,282.14	26.77	80.00	149.91	179.40	329.31
General Manager (salary)	60.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00		7,920.00	99.00	80.00	554.40	663.46	1,217.86
Account Administrator II	69.50	0.00	10.50	0.00	0.00	0.00	0.00	0.00	0.00	80.00		1,896.80	23.71	80.00	118.55	124.34	242.89
Business and Accounting Manager I	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00		2,355.20	29.44	80.00	147.20	154.38	301.58
Utility Field Supervisor	69.00	0.00	11.00	0.00	0.00	6.00	0.00	0.00	0.00	86.00	250.00	3,335.63	34.67	80.00	194.15	232.34	426.49
Utility Systems Operator III	70.50	0.00	9.50	0.00	0.00	4.00	0.00	12.00	0.00	96.00	350.00	2,667.70	26.95	80.00	150.92	180.61	331.53
Utility Systems Operator III	80.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	82.00	100.00	2,128.52	24.44	80.00	122.20	128.16	250.36
<b>Total Wages</b>												22,585.99	560.00	1,437.33	1,662.69	3,100.03	
											700.00						

\* Stand by hours are paid at \$50.00 per day.

SUBTOTAL 509.00 20.00 31.00 0.00 0.00 15.50 12.00 0.00 587.50 587.50

Prepared By: Celia Ruiz Date: 4/20/17

PACKET: 01361 Regular Payments - SEIU

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
01-0194	SEIU LOCAL 620									
	I SE2201704051809	UNION DUES	AP		R	4/06/2017		137.02 137.02	137.02CR	
				REG. CHECK				137.02 137.02	137.02CR 0.00	0.00

PACKET: 01359 Utility  
 VENDOR SET: 01 OCEANO CSD, CA  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-1010		ADVANTAGE ANSWERING PLUS, INC				
I-676504012017		ADVANTAGE ANSWERING PLUS, INC	152.00			
4/07/2017	AP	DUE: 5/07/2017 DISC: 5/07/2017		1099: N		
		ADVANTAGE ANSWERING PLUS, INC		01 5-4100-110	COMMUNICATIONS	152.00
		STUB COMMENTS: APRIL 2017 SERVICE				
		=== VENDOR TOTALS ===	152.00			
=====						
01-1138		DIGITAL WEST NETWORKS, INC.				
I-1679921		DIGITAL WEST NETWORKS, INC.	50.00			
4/07/2017	AP	DUE: 5/07/2017 DISC: 5/07/2017		1099: N		
		DIGITAL WEST NETWORKS, INC.		01 5-4100-221	INFORMATION TECHNOLOGY	50.00
		STUB COMMENTS: APRIL 2017 WEB HOSTING				
		=== VENDOR TOTALS ===	50.00			
=====						
01-0172		HIRIARTE'S INDOOR CLEANING SER				
I-Q12017		HIRIARTE'S INDOOR CLEANING SE	825.00			
4/07/2017	AP	DUE: 4/07/2017 DISC: 4/07/2017		1099: Y		
		HIRIARTE'S INDOOR CLEANING SER		01 5-4100-173	MAINT:STRUCTURES/IMPROVE	825.00
		STUB COMMENTS: JAN-MAR 2017 / Q1 CLEANING				
		=== VENDOR TOTALS ===	825.00			
=====						
01-0190		NORCAST TELECOM NETWORKS				
I-1893170401		NORCAST TELECOM NETWORKS	382.53			
4/07/2017	AP	DUE: 4/07/2017 DISC: 4/07/2017		1099: N		
		NORCAST TELECOM NETWORKS		01 5-4100-110	COMMUNICATIONS	382.53
		STUB COMMENTS: APRIL 2017				
		=== VENDOR TOTALS ===	382.53			

PACKET: 01359 Utility  
 VENDOR SET: 01 OCEANO CSD, CA  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-1504		STANLEY CONVERGENT SECURITY SO				
I-14447358		STANLEY CONVERGENT SECURITY S	86.52			
4/12/2017	AP	DUE: 5/12/2017 DISC: 5/12/2017		1099: N		
		STANLEY CONVERGENT SECURITY SO		01 5-4200-110	COMMUNICATIONS	42.00
		STANLEY CONVERGENT SECURITY SO		02 5-4400-110	COMMUNICATIONS	44.52
		STUB COMMENTS: MAY 2017				
		=== VENDOR TOTALS ===	86.52			
=====						
01-1484		THE GAS COMPANY				
I-APR1655-17		THE GAS COMPANY	53.90			
4/06/2017	AP	DUE: 5/06/2017 DISC: 5/06/2017		1099: N		
		THE GAS COMPANY		01 5-4100-290	UTILITIES	53.90
		STUB COMMENTS: OCSD/FCFA				
I-APR1689-17		THE GAS COMPANY	35.98			
4/06/2017	AP	DUE: 5/06/2017 DISC: 5/06/2017		1099: N		
		THE GAS COMPANY		01 5-4100-290	UTILITIES	35.98
		STUB COMMENTS: VILLAGE AA GROUP				
I-APR1935-17		THE GAS COMPANY	15.29			
4/12/2017	AP	DUE: 5/12/2017 DISC: 5/12/2017		1099: N		
		THE GAS COMPANY		01 5-4100-290	UTILITIES	15.29
		STUB COMMENTS: OCSD YARD				
		=== VENDOR TOTALS ===	105.17			
		=== PACKET TOTALS ===	1,601.22			



# Oceano Community Services District

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

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

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**Date:** April 26, 2017

**To:** Board of Directors

**From:** Carey Casciola, Business and Accounting Manager

**Subject:** **Agenda Item #8C: Request to Approve a Revised Purchase Order for Handheld Meter Reading Devices in the amount of \$10,491.15.**

## Recommendation

It is recommended that your Board approve the revised purchase order provided by the vendor on April 20, 2017.

## Discussion

On April 12, 2016 the Board approved the authorization of a purchase order to Elecsys for the new meter reading hand held meter reading devices in the amount of \$9,740.00. The original quote did not include sales tax or shipping. When staff went to issue the purchase order an additional \$751.15 was required for shipping and sales tax bringing the final total cost to \$10,491.15

**Other Agency Involvement:** n/a

**Other Financial Considerations:** As reported to your Board during the 3<sup>rd</sup> quarter budget review on April 12, 2017 the amounts are within the authorized Fund level budgets.

## Results

The Board's review of purchase orders is an integral component of the District's system of internal controls and promotes a well governed community.

Attachments:

- Revised Quote from Elecsys issued April 20, 2017
- Board Approved Quote from Elecsys issued November 14, 2016

TRADE IN OFFER



**Elecsys Corporation**

846 N. Mart-Way Court  
 Olathe, Kansas 66061  
 +1 913-982-5672 Sales/Phone  
 +1 913 982-5766 Sales/Fax

Email:  
[mike.pressgrove@elecsyscorp.com](mailto:mike.pressgrove@elecsyscorp.com)

SHIP TO:
Attn: Nicole Miller
Oceano Community Services District
1655 Front Street
Oceano, CA 93445

BILL TO:
Oceano Community Services District
1655 Front Street
Oceano, CA 93445

Quote #	MP11142016-OCEANO
Date	4-20-2017
Sales Rep	Mike Pressgrove
Delivery Date	See Below
Customer #	522804
Contact Name	Nicole Miller
Customer Ph. #	(805) 481-6730

Part Number	Description	Qty	Maint. Each	Annual Maintenance Total	Unit Price (\$ USD)	Total (\$ USD)
R140000-3014-23	FW950 Handheld, UMS Raised Keypad	3	\$30.00	\$1,080.00	\$2,495.00	\$7,485.00
Limited Time Trade In Offer	Trade In – FW500 Handhelds	3			-\$500.00	-\$1,500.00
R131001-001	FW-HL Single Bay Charging Cradle	3	\$4.50	\$162.00	\$295.00	\$885.00
R500220-000	Active Sync Cable	1	--	--	\$175.00	\$175.00
WARRANTY	Includes 15 Month Hardware Warranty	-			--	--
UMS	UMS 7.0 Upgrade License Fee Includes 15 Months of Free Support	1	\$120.00	\$1,440.00	--	--
UMS INSTALL	On-Site Installation and Training UMS 7.0	1			\$2,695.00	\$2,695.00
Shipping		1				\$45.00
Tax		1				\$706.15

Prices in US dollars and are valid for 60 days from issuance.

<b>TOTAL</b>	<b>\$10,491.15</b>
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Payment Terms: NET 30

Trade In Offer Notes: Only available one time per customer and only on handheld model as shown on quote.

Installation and Training: Scheduled as support staff is available.

Hardware Shipping Terms: 8 Weeks ARO. Customer is responsible for all shipping cost, duties and applicable taxes. Freight charged at time of delivery.

UMS Notes: UMS 7.0 is a Microsoft® Sequel Sever based product and requires a Windows XP Pro (minimum). Please contact Radix Product Support for a list of all UMS 7.0 hardware and SW requirements. **Some features in the previous versions of UMS software may not be included in UMS 7.0.**

\*\* After the initial warranty period of 15 months after shipping, monthly maintenance fees are invoiced 60 days in advance and due monthly 30 days before the maintenance period begins. Sales tax, if applicable, will be applied. Elecsys Standard Terms and Conditions apply, available upon request or on our website at <http://www.elecsyscorp.com/termsAndConditions>.







**Elecsys Corporation**

846 N. Mart-Way Court  
 Olathe, Kansas 66061  
 +1 913-982-5672 Sales/Phone  
 +1 913 982-5766 Sales/Fax  
 Email:

[mike.pressgrove@elecsyscorp.com](mailto:mike.pressgrove@elecsyscorp.com)

<b>SHIP TO:</b>
Attn: Celia
Oceano Community Services District
1655 Front Street
Oceano, CA 93445

<b>BILL TO:</b>
Oceano Community Services District
1655 Front Street
Oceano, CA 93445

Quote #	MP11142016-OCEANO
Date	11-14-2016
Sales Rep	Mike Pressgrove
Delivery Date	See Below
Customer #	522804
Contact Name	Celia
Customer Ph. #	805-481-6730

Part Number	Description	Qty	Maint. Each	Annual Maintenance Total	Unit Price (\$ USD)	Total (\$ USD)
R140000-3014-23	FW950 Handheld, UMS Raised Keypad	3	\$30.00	\$1,080.00	\$2,495.00	\$7,485.00
Limited Time Trade In Offer	Trade In – FW500 Handhelds	3			-\$500.00	-\$1,500.00
R131001-001	FW-HL Single Bay Charging Cradle	3	\$4.50	\$162.00	\$295.00	\$885.00
R500220-000	Active Sync Cable	1	--	--	\$175.00	\$175.00
WARRANTY	Includes 15 Month Hardware Warranty	-			--	--
UMS	UMS 7.0 Upgrade License Fee Includes 15 Months of Free Support	1	\$120.00	\$1,440.00	--	--
UMS INSTALL	On-Site Installation and Training UMS 7.0	1			\$2,695.00	\$2,695.00

<b>Total</b>	<b>\$9,740.00</b>
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Prices in US dollars and are valid for 60 days from issuance.

Payment Terms: NET 30

Trade In Offer Notes: Only available one time per customer and only on handheld model as shown on quote.

Installation and Training: Scheduled as support staff is available.

Hardware Shipping Terms: 6-8 Weeks ARO. Customer is responsible for all shipping cost, duties and applicable taxes. Freight charged at time of delivery.

UMS Notes: UMS 7.0 is a Microsoft® Sequel Sever based product and requires a Windows XP Pro (minimum). Please contact Radix Product Support for a list of all UMS 7.0 hardware and SW requirements. **Some features in the previous versions of UMS software may not be included in UMS 7.0.**

\*\* After the initial warranty period of 15 months after shipping, monthly maintenance fees are invoiced 60 days in advance and due monthly 30 days before the maintenance period begins. Sales tax, if applicable, will be applied. Elecsys Standard Terms and Conditions apply, available upon request or on our website at <http://www.elecsyscorp.com/termsAndConditions>.

To confirm your order, please provide a Purchase Order Number and sign below:

Customer Authorized Signature	Date:
Name (Please Print)	Purchase Order Number





## Oceano Community Services District

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

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

---

**Date:** April 26, 2017

**To:** Board of Directors

**From:** Paavo Ogren, General Manager

**Subject:** **Agenda Item #8(D):** Consideration of a Recommendation to approve a letter of support to the California Coastal Commission for the Redundancy Project proposed by the South San Luis Obispo County Sanitation District.

### Recommendation

It is recommended that your Board approve the attached letter of support to the California Coastal Commission for the Redundancy Project proposed by the South San Luis Obispo County Sanitation District.

### Discussion

On February 22, 2017, your Board received a presentation from Gerhardt Hubner, Administrator of the South San Luis Obispo County Sanitation District (SSLOCSO).

The South San Luis Obispo County Sanitation District (SSLOCSO) owns and operates a wastewater treatment facility (WWTF) that is permitted through the State of California to treat wastewater flows from the communities of Arroyo Grande, Grover Beach and Oceano. The WWTF treats the wastewater flows with primary and secondary treatment to meet State discharge requirements for the current ocean discharge system. The secondary treatment process is completed through a disinfection process to treat wastewater through the use of a system of mechanical screens, primary clarifiers, fixed film reactor (FFR), one secondary clarifier, and chlorination.

A "redundant" secondary treatment process is necessary at the WWTF to ensure that any effluent discharged through the current ocean outfall continues to meet the State mandated treatment requirements. An additional secondary treatment process is currently in the permitting and preliminary design development stage. This proposed project, referred to as the "Redundancy Project," will provide additional secondary treatment processes.



According to the attached information from the SSLOCSD, the District has evaluated the need for a project since 2005 that would construct and operate additional or redundant secondary treatment processes at the District WWTP. In 2010, the Board of Directors (Board) for the SSLOCSD held a public hearing and adopted a Resolution and Mitigated Negative Declaration allowing the Redundancy Project to move forward. In 2016, the Board approved a rate increase to support funding for the project as well as initiated the process for permitting and design. In September of 2016, the Board adopted a Resolution approving an Addendum to the Mitigated Negative Declaration for the Redundancy Project.

The SSLOCSD has applied to the California Coastal Commission for a Coastal Development Permit that would allow the Redundancy Project to move forward and has requested letters of support from the local communities served by the WWTF.

The following is the estimated schedule for the project:

- ✓ Mid-2017 Project Permitting Complete
- ✓ 2018 Project Design Complete
- ✓ 2019/20 Project Construction Complete

### **Other Agency Involvement**

The Regional Water Board regulates wastewater agencies. The California Coastal Commission is the agency that will consider the project's Coast Development Permit. The cities of Grover Beach and Pismo Beach have approved similar letters of support. The city of Arroyo Grande is considering a similar letter of support at its meeting of April 25, 2017.

### **Other Financial Considerations**

There is no direct fiscal cost to the Oceano Community Services District.

### **Results**

Compliance with waste discharge requirements helps to ensure healthy communities.

Attachments:

- Letter of Support
- Project Information



## Oceano Community Services District

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

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

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John Ainsworth  
Executive Director  
California Coastal Commission  
45 Fremont Street, #2000  
San Francisco, CA 94105

Email: [John.Ainsworth@coastal.ca.gov](mailto:John.Ainsworth@coastal.ca.gov)

April 26, 2017

Subject: **COASTAL DEVELOPMENT PERMIT (CDP) APPLICATION NO. 3-016-0233 –  
SSLOCSO WASTEWATER SECONDARY TREATMENT FACILITY  
REDUNDANCY PROJECT – LETTER OF SUPPORT**

Dear Mr. Ainsworth:

On behalf of the Oceano Community Services District (OCSD), I am pleased to submit this letter of support for the South San Luis Obispo County Sanitation District's (District) Redundancy Project. We urge the Coastal Commission to approve the Coastal Development Permit that would allow the project to move forward.

As you know, the existing Wastewater Treatment Plan (WWTP) operated by the District is a critical and necessary facility that processes wastewater generated from our community as well as other municipalities in the region. Its continued safe operation is crucial to maintenance of public health and safety not only within our community, but within much of the greater Five Cities region.

The intent of the project is to provide redundant facilities within the framework of the existing WWTP to allow for ongoing maintenance without interrupting ongoing operations. These backup facilities are also important in the context of the long-term operation of the WWTP and in the event of potential failure of the facilities for which they are intended to provide redundancy. The Redundancy Project would in no way increase the plant's capacity that could potentially induce population growth and development. Instead, it would help safeguard the existing operations that are necessary to each community that it serves, including our community. The District has our full support in moving this project forward as quickly as possible, and we urge the Coastal Commission to approve the Coastal Development Permit needed to facilitate this action.



## Oceano Community Services District

Board of Directors Meeting

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We appreciate your diligent efforts related to this project, and please don't hesitate to contact us to further discuss our perspective on this matter.

Sincerely,

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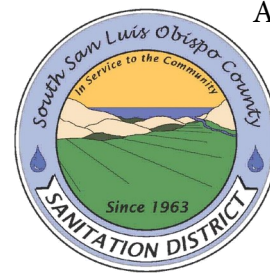
Karen M. White, Board President

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Linda M. Austin, Board Vice President

cc: Daniel Robinson, Coastal Planner, Coastal Commission,  
[Daniel.Robinson@coastal.ca.gov](mailto:Daniel.Robinson@coastal.ca.gov)

# South SLO County Sanitation District



## ENSURING TREATMENT EFFICIENCY District Wastewater Redundancy Project

### What is it?

The District operates a wastewater treatment plant (WWTP) that serves the communities of Arroyo Grande, Grover Beach, and Oceano. Currently the plant is permitted to treat and discharge 5 million gallons (dry weather), and 9 million gallons (peak wet weather) of domestic wastewater per day.

Regulatory and industry standards, increased influent loading, and lack of redundant secondary treatment processes require the plant to upgrade its facilities so that existing secondary units can be removed from service when maintenance is required.

### Board Action

Since 2005 the District has evaluated the need for a project that would construct and operate additional or redundant secondary treatment processes at the District WWTP.

In 2010 the Board held a public hearing and adopted a Resolution for such a project.

During 2015 and 2016 the Board pursued and approved funding for the project as well as initiated the process for permitting and design.

In September the Board adopted a Resolution approving the District Long Range Secondary Treatment Process Redundancy Project.

### Analysis

In early 2016 the Board authorized the District to obtain consulting services to further analyze Project needs.

During this time the District submitted California Environmental Quality Act (CEQA) documentation and it was determined that the Project would have no significant impact on the environment.

Board approval of the September Resolution declared that no further review for the Project was required.

**See schedule on the reverse side.**

**For more information: [www.sslocsd.org](http://www.sslocsd.org) | [info@sslocsd.us](mailto:info@sslocsd.us)**

# South SLO County Sanitation District



## ENSURING TREATMENT EFFICIENCY District Wastewater Redundancy Project

### What is it?

The District operates a wastewater treatment plant (WWTP) that serves the communities of Arroyo Grande, Grover Beach, and Oceano. Currently the plant is permitted to treat and discharge 5 million gallons (dry weather), and 9 million gallons (peak wet weather) of domestic wastewater per day.

Regulatory and industry standards, increased influent loading, and lack of redundant secondary treatment processes require the plant to upgrade its facilities so that existing secondary units can be removed from service when maintenance is required.

### Board Action

Since 2005 the District has evaluated the need for a project that would construct and operate additional or redundant secondary treatment processes at the District WWTP.

In 2010 the Board held a public hearing and adopted a Resolution for such a project.

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Board approval of the September Resolution declared that no further review for the Project was required.

**See schedule on the reverse side.**

**For more information: [www.sslocsd.org](http://www.sslocsd.org) | [info@sslocsd.us](mailto:info@sslocsd.us)**

# ENSURING TREATMENT EFFICIENCY

## District Wastewater Redundancy Project

### ESTIMATED SCHEDULE

Mid-2017	Project Permitting Complete
2017	Project Design Complete
2018	Project Construction Complete

### More information on the other side.

To hear or learn more on how you can participate in future discussions and decisions on this Project please contact us at:



**South SLO County Sanitation District**  
1600 Aloha Place, Oceano, CA 93445  
805 489-6666 | info@sslocsd.net  
www.sslocsd.org



1600 Aloha Place  
Oceano, CA 93445

**South SLO County Sanitation District**

Presorted Standard  
US Postage Paid

# ENSURING TREATMENT EFFICIENCY

## District Wastewater Redundancy Project

### ESTIMATED SCHEDULE

Mid-2017	Project Permitting Complete
2017	Project Design Complete
2018	Project Construction Complete

### More information on the other side.

To hear or learn more on how you can participate in future discussions and decisions on this Project please contact us at:



**South SLO County Sanitation District**  
1600 Aloha Place, Oceano, CA 93445  
805 489-6666 | info@sslocsd.net  
www.sslocsd.org  
April 26, 2017 - Page 23 of 74



1600 Aloha Place  
Oceano, CA 93445

**South SLO County Sanitation District**

Presorted Standard  
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## Oceano Community Services District

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

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

---

**Date:** April 26, 2017

**To:** Board of Directors

**From:** Paavo Ogren, General Manager

**Subject:** **Agenda Item #8(E): Update on Inter-Fund Debt and the Reclassification of Real Property (the Sheriff's Station) from an asset of the Water and Sewer Funds to an asset of the Governmental Fund, and Approval of a Resolution to establish terms of repayment of District Inter-Fund Debt**

### Recommendation

It is recommended that your Board:

1. Receive an update on the re-classification of real property (the Sheriff Building) from a Water Fund and Sewer Fund asset to the Facilities Fund (as a Governmental Fund asset).
2. Approve the attached resolution establishing the terms for repayment of District's Inter-fund Debt.

### Discussion

On April 13, 2016 your Board approved the re-classification of real property (the Sheriff Building) from a Water Fund and Sewer Fund asset to a Governmental Fund asset and the reclassification of funding for the building's original construction as inter-fund debt. The staff report for the April 13, 2016 agenda can be located at:

<http://oceanocsd.org/agendas/04132016%20Combined%20Agenda%20Packet.pdf>

Included in the April 2016 staff report was the history of inter-fund loans since 2002. The most significant issue identified was the funding of the District's facility that was constructed and leased to the County for the Oceano Sheriff station.

In August 2002, the District completed the construction of the building leased to the County Sheriff at a cost of \$1,379,362.56. Funding of the construction was contributed by the Water Fund (30%) and the Sewer Fund (70%).





Reviewing the District’s historical funding of the Sheriff’s Building and other inter-fund debt in 2016 was completed to help ensure repayment of inter-fund debt and improve accountability of District assets.

The following is a summary of issues identified and previously reported to your Board:

- Construction of the Sheriff’s Building was funded by the Water Fund (30%) and the Sewer Fund (70%).
- The accounting classification of the Sheriff’s Building, as an asset, has historically been split between the Water Fund (30%) and the Sewer Fund (70%).
- Lease revenues and maintenance costs have been split between the Water Fund (30%) and Sewer Fund (70%).
- Although the historical asset-classification has been consistent with the sources of funding for construction, a change in accounting was approved because it is preferable to classify the facility as a Governmental Funds asset because the Sheriff’s Building is not utilized for the delivery of water or sewer services.
- Under the original 2002 funding plan, the Water and Sewer Funds were intended to be fully reimbursed by the end of the current 20 year lease with the County. Estimates prepared in 2016, however, indicated that the original 2002 plan was not working and significant unreimbursed construction costs would still be due to the Water and Sewer Funds at the end of the 20 year lease.

	Unreimbursed Balance Remaining after 20 years (Original Plan)	Unreimbursed Balance Remaining after 20 years (2016 Estimates)
Water Fund	\$ 42.92	\$ 175,559
Sewer Fund	\$100.15	\$ 409,730

In 2016, staff identified that the discrepancy from the original 2002 plan existed because costs allocated to the Sheriff’s Building had significantly increased in prior years and reduced the rate of “principal repayment.” Staff also expressed the position that any financial risk for full reimbursement to the Water or Sewer Funds should be a burden of the Governmental Fund, and not the Water and Sewer Funds since the Sheriff’s Building is not used in water or sewer operations.

The solution approved by the Board involved two (2) steps.



Solution – Step One

The following table illustrates 1) the inter-fund balances as of July 1, 2014, 2) the unreimbursed construction costs for the Sheriff Building, and 3) how they would change with the proposed reclassification. The July 1, 2014 date represented the beginning date for the 2014-15 audit.

Description	Balances	Reclassification	Adjusted Balances
Water Fund Balance due to Governmental Fund	\$ 772,937	< \$ 262,030 >	\$ 510,907
Water Fund Balance due to Garbage Fund	\$ 60,149	\$ - 0 -	\$ 60,149
Water Fund - Unreimbursed Construction Costs for the Sheriff Building (Originally \$397,609)	\$ 262,030	< \$ 262,030 >	\$ - 0 -
Sewer Fund - Unreimbursed Construction Costs for the Sheriff Building (Originally \$927,754)	\$ 611,404	\$ - 0 -	\$ 611,404

In summary, the reclassification illustrated that the Water Fund’s debt to the Governmental Fund, which was incurred from fiscal years 2010-11 through 2013-14, could be reduced by the amount that the Water Fund had not been reimbursed for its original funding of the Sheriff’s Building.

Solution – Step Two

With a Water Fund interfund obligation to the Governmental Fund equal to \$ 510,907, after the reclassification, options to amortize the repayment were analyzed so that Water Fund repayment to the Governmental Fund could commence. As a result, \$31,500 per year is included in the current year Water Fund Budget to begin repayment to the Governmental Fund. Together with revenues from the County for the Sheriff Building, it was projected that the Sewer Fund would be fully repaid by the end of the current 20 year lease term for the Sheriff Building.

Thereafter, the Governmental Fund will be the sole beneficiary of future lease payments from the facility and the sole beneficiary of subsequent repayments by the Water Fund.

Lastly, the options for the Water Fund’s obligation to repay the Garbage Fund were also evaluated and \$7,500 is included in the current year Water Fund Budget to commence repayment.



2017 Update

As previously reported to your Board, the 2014-15 audit included significant changes due to financial reporting requirements established for pensions by the Governmental Accounting Standards Board (GASB 68). At the time, it was determined that the inter-fund reclassifications would be included in the subsequent 2015-16 audit, and the Board approved the current audit efforts with funding for this effort. As a result, the analysis that had been completed for July 1, 2014 has now been updated to July 1, 2015. The amounts previously reported have changed due to additional principal payments during fiscal year 2014-15. The repayment provisions approved in the current year budget do not need to change and the amortization schedules established in the attached resolution are consistent with the Board’s approved action on April 13, 2016.

The following illustrates the amounts that have been updated from July 1, 2014 to July 1, 2015.

Description	Balances	Reclassification	Adjusted Balances
Water Fund Balance due to Governmental Fund	\$ 772,937	<del>←\$ 262,030→</del> <u>\$ 253,690</u>	<del>\$ 510,907</del> <u>\$ 519,247</u>
Water Fund Balance due to Garbage Fund	\$ 60,149	\$ - 0 -	\$ 60,149
Water Fund - Unreimbursed Construction Costs for the Sheriff Building (Originally \$397,609)	<del>\$ 262,030</del> <u>\$ 253,690</u>	<del>←\$ 262,030→</del> <u>\$253,690</u>	\$ - 0 -
Sewer Fund - Unreimbursed Construction Costs for the Sheriff Building (Originally \$927,754)	<del>\$ 611,404</del> <u>\$ 591,943</u>	\$ - 0 -	<del>\$ 611,404</del> <u>\$ 591,943</u>

The attached resolution has been prepared to document the amounts at July 1, 2015, (based on the 2014-15 audit) and to formalize the terms of repayment of the District’s inter-fund debt. Amortization schedules are attached.

The interest rates used to commence on July 1, 2015 depend on the inter-fund loan. The amount due to the Sewer Fund from the Governmental Fund is based on 6% interest since that was the interest rate used to determine the lease payments by the County. The other inter-fund debt is based on the interest rate that would otherwise be earned by the District so that the inter-fund debt would essentially be “interest rate neutral.” Estimates in the amortization tables assume 2% although actual interest earnings have been approximately 0.2% in recent years. Actual interest will be calculated on a quarterly basis.



## Other Agency Involvement

The County Auditor monitors special districts on audit and other compliance requirements.

## Other Financial Considerations

Financial information prior to June 30, 2014, contained in the analysis for this agenda item, has been subject to audits in prior fiscal years. The analysis has not, however, been specifically audited and will be part of the audit for fiscal year 2015-16. The analysis is therefore subject to change and the resolution provides that amounts may change if deemed appropriate by the District auditor.

## Results

Reviewing the history of inter-fund transactions since 2002 was important to address the District's need to reestablish the integrity of its Governmental Fund Accounting system. The recommended actions, and Board direction on repaying inter-fund debts, is likewise important for a well governed community.

Attachments:

- Resolution
  - Exhibit "A" Amortization Table – Governmental Fund Repayment to Sewer Fund
  - Exhibit "B" Amortization Table – Water Fund Repayment to Governmental Fund
  - Exhibit "C" Amortization Table – Water Fund Repayment to Garbage Fund

OCEANO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2017 \_\_\_\_

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OCEANO COMMUNITY SERVICES DISTRICT APPROVING THE REPAYMENT OF INTERFUND DEBT**

**WHEREAS**, from fiscal year 2002-03 through 2013-14, the Oceano Community Services District (“District”) approved several inter-fund loans; and

**WHEREAS**, the District’s construction of real property improvements completed on August 15, 2002 and leased to the County for the Sheriff was originally accounted as an asset of the Water Fund and Sewer Fund without recording inter-fund indebtedness; and

**WHEREAS**, during the fiscal year 2015-16 audit, the District has contracted with an independent auditor to recognize a change in accounting for the purpose of establishing inter-fund indebtedness; and

**WHEREAS**, the District has also incurred other inter-fund indebtedness between the Water Fund and the Governmental Fund and between the Water Fund and the Garbage Fund; and

**WHEREAS**, the District intends to formally establish the terms for repayment of its inter-fund indebtedness including the principal amounts owed at July 1, 2015, annual payment amounts, and rates of interest.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE OCEANO COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

1. The District hereby approves the following principal amounts at July 1, 2015:
  - a) The Amount of \$591,943.06 due to the Sewer Fund from the Governmental Fund.
  - b) The Amount of \$519,247.00 due to the Governmental Fund from the Water Fund.
  - c) The Amount of \$60,149.00 due to the Garbage Fund from the Water Fund.
2. The District hereby establishes the following interest rates on in its inter-fund debt:
  - a) The interest rate on inter-fund debt to finance the Sheriff’s Building at 6% based on the rate used in calculating the lease payments for the facility.
  - b) The interest rate on all other inter-fund debt shall equal the rate of interest that the District is earning on its investments.

3. The District hereby approves the following annual payments commencing in fiscal year 2016-17 until each inter-fund loan is paid in full:
  - a) The amount of \$113,940 from the Governmental Fund to the Sewer Fund.
  - b) The amount of \$31,500 from the Water Fund to the Governmental Fund.
  - c) The amount of \$7,500 from the Water Fund to the Garbage Fund.
  - d) Once either of the Water Fund inter-fund loans has been paid-off, the annual payment to pay the other Water Fund loan shall increase to \$39,000.
  
4. The attached amortization tables are hereby approved with the estimated fiscal year that each inter-fund loan will be paid-off:
  - a) Exhibit "A" – Amortization Schedule for Repayment of Inter-fund Debt owed by the Governmental Fund to the Sewer Fund.
  - b) Exhibit "B" – Amortization Schedule for Repayment of Inter-fund Debt owed by the Water Fund to the Governmental Fund.
  - c) Exhibit "C" – Amortization Schedule for Repayment of Inter-fund Debt owed by the Water Fund to the Garbage Fund.
  
5. The inter-fund balances illustrated in the attached Amortization Schedule may be adjusted if determined by the District's Auditor. If any such adjustment could delay full repayment of any of the inter-fund loans to a subsequent fiscal year, then modification of annual payment amounts shall be considered by the Board of Directors during its annual budget hearing.
  
6. In the event that interest rates increase above the amounts illustrated in the attached exhibits and require an increase in the annual payment amount so that full repayment is not delayed to subsequent fiscal years, then modification of annual payment amounts shall be considered by the Board of Directors during its annual budget hearing.

Upon the motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_ and upon the following roll call vote, to wit:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

The foregoing Resolution is hereby passed and adopted this \_\_\_ day of \_\_\_, 2017.

\_\_\_\_\_ ATTEST: \_\_\_\_\_

Karen White, PRESIDENT

EXHIBIT "A"  
 AMORTIZATION SCHEDULE FOR REPAYMENT OF INTERFUND DEBT  
 OWED BY GOVERNMENTAL FUND TO SEWER FUND

Beginning Date: 07/01/2015  
 Beginning Balance: \$ 591,943.06  
 Interest Rate 6.00%  
 Balance at 7/1/2016 \$ 627,459.64  
 Annual Payment \$ 113,940.00

	Annual Payment	Interest	Principal Reduction	End of Fiscal Year
				\$ 627,459.64 Balance at
Fiscal Year 2016/17	\$ 113,940.00	\$ 37,647.58	\$ 76,292.42	\$ 551,167.22
Fiscal Year 2017/18	\$ 113,940.00	\$ 33,070.03	\$ 80,869.97	\$ 470,297.26
Fiscal Year 2018/19	\$ 113,940.00	\$ 28,217.84	\$ 85,722.16	\$ 384,575.09
Fiscal Year 2019/20	\$ 113,940.00	\$ 23,074.51	\$ 90,865.49	\$ 293,709.60
Fiscal Year 2020/21	\$ 113,940.00	\$ 17,622.58	\$ 96,317.42	\$ 197,392.17
Fiscal Year 2021/22	\$ 113,940.00	\$ 11,843.53	\$ 102,096.47	\$ 95,295.70
Fiscal Year 2022/23	\$ 95,295.70		\$ 95,295.70	\$ 0.00

Note: Interest is calculated as though each payment is made on the last day of each fiscal year except the 2022/23 payment, which is intended on the first day of the fiscal year since the Sheriff's current lease is through August 15, 2022. (i.e. the Sewer Fund will be paid off on 7/1/2022).

EXHIBIT "B"  
 AMORTIZATION SCHEDULE FOR REPAYMENT OF INTERFUND DEBT  
 OWED BY WATER FUND TO GOVERNMENTAL FUND

Beginning Date: 07/01/2015  
 Beginning Balance: \$ 519,247.00  
 Interest Rate 2.00%  
 Balance at 7/1/2016 \$ 529,631.94  
 Annual Payment \$ 31,500.00

	Annual Payment	Interest	Principal Reduction	End of Fiscal Year
				\$ 529,631.94 Balance at
Fiscal Year 2016/17	\$ 31,500.00	\$ 10,592.64	\$ 20,907.36	\$ 508,724.58
Fiscal Year 2017/18	\$ 31,500.00	\$ 10,174.49	\$ 21,325.51	\$ 487,399.07
Fiscal Year 2018/19	\$ 31,500.00	\$ 9,747.98	\$ 21,752.02	\$ 465,647.05
Fiscal Year 2019/20	\$ 31,500.00	\$ 9,312.94	\$ 22,187.06	\$ 443,459.99
Fiscal Year 2020/21	\$ 31,500.00	\$ 8,869.20	\$ 22,630.80	\$ 420,829.19
Fiscal Year 2021/22	\$ 31,500.00	\$ 8,416.58	\$ 23,083.42	\$ 397,745.78
Fiscal Year 2022/23	\$ 31,500.00	\$ 7,954.92	\$ 23,545.08	\$ 374,200.69
Fiscal Year 2023/24	\$ 31,500.00	\$ 7,484.01	\$ 24,015.99	\$ 350,184.71
Fiscal Year 2024/25	\$ 31,500.00	\$ 7,003.69	\$ 24,496.31	\$ 325,688.40
Fiscal Year 2025/26	\$ 39,000.00	\$ 6,513.77	\$ 32,486.23	\$ 293,202.17
Fiscal Year 2026/27	\$ 39,000.00	\$ 5,864.04	\$ 33,135.96	\$ 260,066.21
Fiscal Year 2027/28	\$ 39,000.00	\$ 5,201.32	\$ 33,798.68	\$ 226,267.54
Fiscal Year 2028/29	\$ 39,000.00	\$ 4,525.35	\$ 34,474.65	\$ 191,792.89
Fiscal Year 2029/30	\$ 39,000.00	\$ 3,835.86	\$ 35,164.14	\$ 156,628.74
Fiscal Year 2030/31	\$ 39,000.00	\$ 3,132.57	\$ 35,867.43	\$ 120,761.32
Fiscal Year 2031/32	\$ 39,000.00	\$ 2,415.23	\$ 36,584.77	\$ 84,176.55
Fiscal Year 2032/33	\$ 39,000.00	\$ 1,683.53	\$ 37,316.47	\$ 46,860.08
Fiscal Year 2033/34	\$ 39,000.00	\$ 937.20	\$ 38,062.80	\$ 8,797.28
Fiscal Year 2034/35	\$ 8,973.22	\$ 175.95	\$ 8,797.27	\$ 0.00

Notes:

1. Interest is calculated based on an assumed interest rate of 2%.
2. Actual interest will be charged based on the rate of interest earned by the District on its investments.
3. Payments increase \$7,500 per year once the Water Fund inter-fund loan from the Garbage Fund has been paid-off.



EXHIBIT "C"  
 AMORTIZATION SCHEDULE FOR REPAYMENT OF INTERFUND DEBT  
 OWED BY WATER FUND TO GARBAGE FUND

Beginning Date: 07/01/2015  
 Beginning Balance: \$ 60,149.00  
 Interest Rate 2.00%  
 Balance at 7/1/2016 \$ 61,351.98  
 Annual Payment \$ 7,500.00

	Annual Payment	Interest	Principal Reduction	Balance at End of Fiscal Year
				\$ 61,351.98
Fiscal Year 2016/17	\$ 7,500.00	\$ 1,227.04	\$ 6,272.96	\$ 55,079.02
Fiscal Year 2017/18	\$ 7,500.00	\$ 1,101.58	\$ 6,398.42	\$ 48,680.60
Fiscal Year 2018/19	\$ 7,500.00	\$ 973.61	\$ 6,526.39	\$ 42,154.21
Fiscal Year 2019/20	\$ 7,500.00	\$ 843.08	\$ 6,656.92	\$ 35,497.30
Fiscal Year 2020/21	\$ 7,500.00	\$ 709.95	\$ 6,790.05	\$ 28,707.24
Fiscal Year 2021/22	\$ 7,500.00	\$ 574.14	\$ 6,925.86	\$ 21,781.39
Fiscal Year 2022/23	\$ 7,500.00	\$ 435.63	\$ 7,064.37	\$ 14,717.01
Fiscal Year 2023/24	\$ 7,500.00	\$ 294.34	\$ 7,205.66	\$ 7,511.36
Fiscal Year 2024/25	\$ 7,661.58	\$ 150.23	\$ 7,511.35	\$ 0.00

Note: Interest is calculated based on an assumed interest rate of 2%.  
 Actual interest will be charged based on the rate of interest earned by the District  
 on its investments.



## Oceano Community Services District

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

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

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**Date:** April 26, 2017

**To:** Board of Directors

**From:** Paavo Ogren, General Manager

**Subject:** **Agenda Item # 9(A) : Consideration of a Recommendation to Approve a Resolution Designating the General Manager and the Business and Accounting Manager as authorized representatives for a grant in the amount of \$47,930.94 to prepared a Local Hazard Mitigation Plan and corresponding budget adjustment.**

### Recommendation

It is recommended that your Board:

1. Approve a the attached resolution designating the General Manager and the Business and Accounting Manager as authorized representatives for a Local Hazard Mitigation Grant.
2. Approve a budget adjustment increasing grant revenues and appropriations in the Governmental Fund by \$47,930.94.
3. Authorize unexpended appropriations and unrealized grant revenues to roll-forward into subsequent year budgets.

### Discussion

The District has been awarded a grant in the amount of \$47,390.94 to prepare a Local Hazard Mitigation Plan. In April 2016, the General Manager submitted a Statement of Work (Attachment "B") to the California Office of Emergency Services (Cal OES). On June 22, 2016, the District received notification from Cal OES that the District's submittal would be included in the Cal OES application to the Federal Emergency Management Agency (FEMA). On April 14, 2017, the District received formal notification of the grant award.

As identified in the Statement of Work, preparing the Oceano LHMP will include several work components and the hiring of a consultant to prepare the plan. The grant funding is anticipated to



cover the costs of the consultant and staff efforts will cover the “local share” of the costs to prepare the plan.

The plan preparation includes the following five (5) parts:

- 1) Participation of Agencies, Stakeholders and the Public
- 2) Hazard Identification and Risk/Vulnerability Assessment
- 3) Mitigation Strategies
- 4) Plan Adoption
- 5) Plan Maintenance

The Statement of Work emphasizes that multiple agencies have jurisdiction within the boundaries of Oceano. In other similar situations, multi-agency LHMPs have been prepared. The District did not, however, participate in the prior multi-agency effort led by the Five Cities Fire Authority.

The FEMA/Cal OES grant provides the District with the opportunity to prepare a plan specifically focused on Oceano at this time, which will also enhance participation in future multi-agency efforts. A meeting was recently held by the County Office of Emergency Services to discuss the preparation of a multi-agency plan in the next 3-5 years. The timing of preparing the Oceano LHMP at this time will precede those future efforts.

In order to enhance future multi-agency efforts, and since a multi-agency plan is not being considered at this time, the Statement of Work instead proposed a multi-hazard strategy. The Ocean LHMP will identify the hazards under the jurisdiction of other agencies and promote multi-agency coordination.

In summary, the Oceano LHMP will include the following:

- Hazard mitigation efforts under specific jurisdiction of the Oceano CSD and
- Information on the hazards within Oceano that are within the jurisdiction of other agencies.

Within the Scope of Work, the multi-hazard strategy was expressed as:

*“Following a multi-hazard strategy, the Oceano LHMP will help ensure inter-agency responses are coordinated with Oceano CSD. The Oceano LHMP will provide a single reference document for the community explaining the multiple local agencies with jurisdictional powers and responsibilities that exist for the community’s safety and well-being.”*



Next steps in preparing the LHMP is a kick-off meeting with Cal OES, who will schedule a visit to the community once the attached resolution is provided along with other documentation relating to various grant conditions. Although numerous conditions are established by Cal OES, FEMA and the Department of Homeland Security (DHS), staff has not identified any conditions which would jeopardize compliance with the grant.

Subsequent to meeting with Cal OES, staff will prepare a request for proposal to prepare the LHMP. The LHMP must be completed and submitted with close-out documents to Cal OES by May 31, 2019.

### **Other Agency Involvement**

Other local agencies with jurisdiction in Oceano include the following:

- County of San Luis Obispo
- San Luis Obispo County Flood Control and Water Conservation District
- South San Luis Obispo County Sanitation District
- Five Cities Fire Authority
- Lucia Mar Unified School District

### **Other Financial Considerations**

The LHMP cost estimate is \$63,188, which includes the grant share of \$47,391 (75%) and the District share of \$15,797 (25%). District costs are already covered in the budget since staff time will be “in-kind” services charged to accounting codes established to track cost of the plan preparation.

### **Results**

Obtaining grant revenues and preparing the LHMP supports well-governed and safe communities.

Attachments:

- Resolution
- Oceano Map
- Statement of Work

**DESIGNATION OF SUBRECIPIENT'S AGENT RESOLUTION  
Flood Mitigation Assistance Program**

BE IT RESOLVED BY THE \_\_\_\_\_ OF THE \_\_\_\_\_  
(Governing Body) (Name of Applicant)

THAT \_\_\_\_\_, OR  
(Title of Authorized Agent)  
\_\_\_\_\_, OR  
(Title of Authorized Agent)  
\_\_\_\_\_  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the \_\_\_\_\_, a public entity  
(Name of Subrecipient)  
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance administered by the California Governor's Office of Emergency Services.

THAT the \_\_\_\_\_, a public entity established under the laws of the State of California,  
(Name of Subrecipient)  
hereby authorizes its agent(s) to provide to the California Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

- This is a universal resolution and is effective for all open and futures Grants up to three (3) years following the date of approval below.
- This is a Grant specific resolution and is effective for only Grant name/number(s) \_\_\_\_\_

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Name and Title of Governing Body Representative)  
\_\_\_\_\_  
(Name and Title of Governing Body Representative)  
\_\_\_\_\_  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
(Name) (Title)  
\_\_\_\_\_, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the \_\_\_\_\_ of the \_\_\_\_\_  
(Governing Body) (Name of Applicant)

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Signature) (Title)

## **Cal OES Form 130** **Instructions**

**A new Designation of Subrecipient's Agent Resolution is required if the previously submitted document is older than three (3) years from the last date of Board/Council approval.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

### **Resolution Section:**

**Governing Body:** This is the individual or group responsible for appointing and approving the Authorized Agents. Examples include: Board of Directors, City Council, Board of Supervisors, etc.

**Name of Subrecipient:** This is the official name of the non-profit, agency, city, county or special district that has applied for the grant. Examples include: City of Sacramento; Sacramento County; or Los Angeles Unified School District.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding grants applied for by the Subrecipient. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency (e.g.; City Clerk, the Authorized Agent, Secretary to the Director) and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names and titles of the Authorized Agents should be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

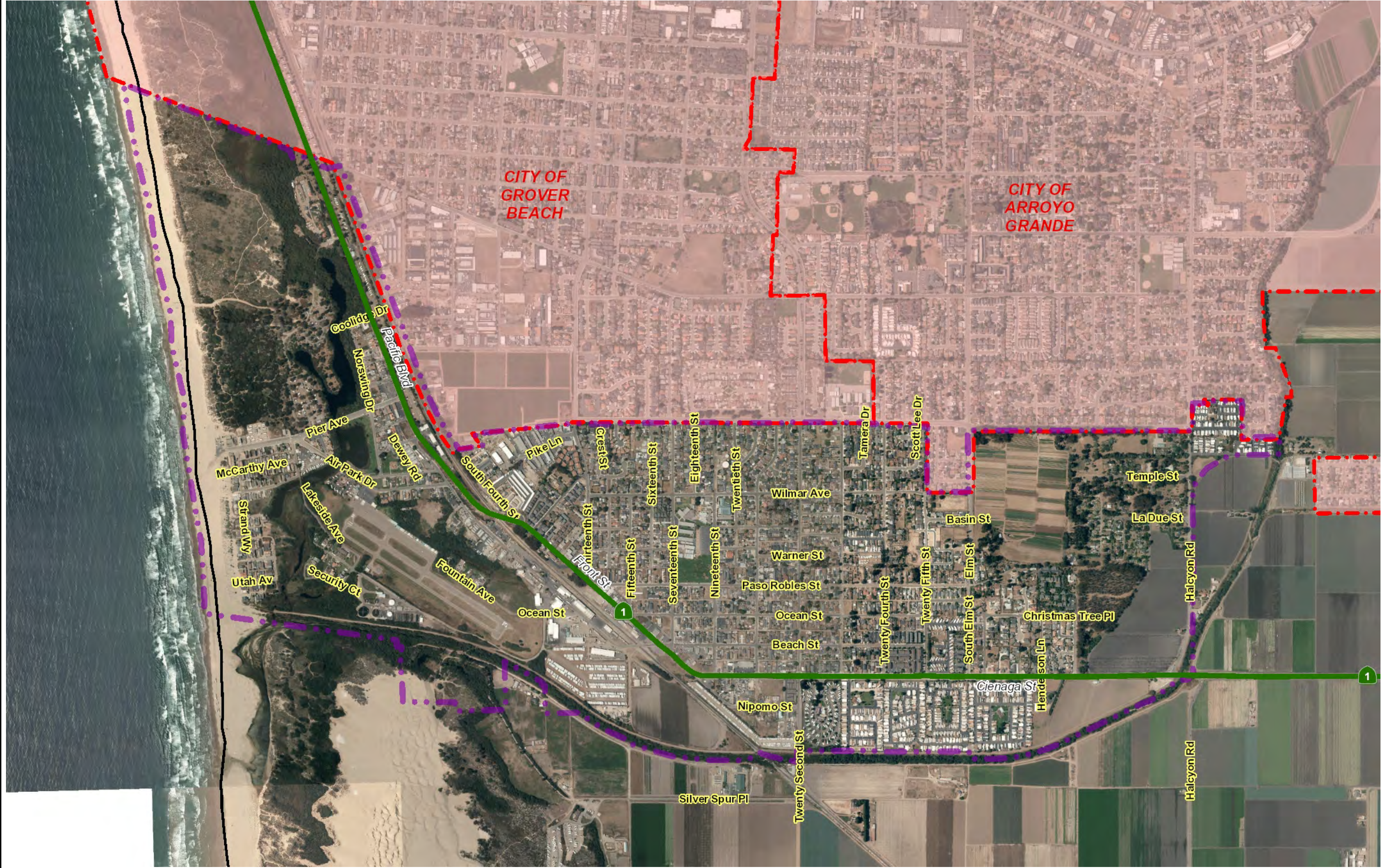
**Governing Body Representative:** These are the names and titles of the approving board members. Examples include: Chairman of the Board, Superintendent, etc. The names and titles cannot be one of the designated Authorized Agents.

### **Certification Section:**

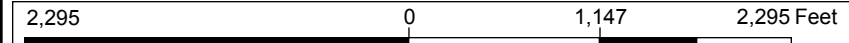
**Name and Title:** This is the individual that was in attendance and recorded the Resolution creation and approval. Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person cannot be one of the designated Authorized Agents to eliminate "Self Certification."



# Oceano CSD



- Legend**
- State Hwys
    - US Highway
    - State Highway
    - Ramp
  - Roads - County Maintained
  - Community Services Districts (CSD)
  - County Boundary
  - City Limits



The County of San Luis Obispo does not assume liability for any damages caused by errors or omissions in the data and makes no warranty of any kind, express or implied, that these data are accurate and reliable.

Map for Reference Purposes Only



OCEANO COMMUNITY SERVICES DISTRICT (Oceano CSD)  
PROCESS FOR IMPLEMENTING THE PLANNING ACTIVITY  
PREPARATION OF A LOCAL HAZARD MITIGATION PLAN (LHMP)

Consistent with the California Office of Emergency Services (Cal OES) state hazard mitigation planning, the Oceano CSD (OCSD) will follow a three-fold planning process, including the following intent:

- 1) To gather hazard, vulnerability and mitigation information at the local level for coordination with the San Luis Obispo County Office of Emergency Services (County OES), with Cal OES and use in state-level planning, and for coordination with other local agencies that are responsible for responding to community emergencies and implementing pre-disaster mitigation strategies;
- 2) To ensure that information and planning is coordinated to the greatest extent practical and across local jurisdictional boundaries;
- 3) To ensure that the Oceano CSD engages its residents, property owners and businesses in identifying hazards and vulnerabilities while developing mitigation strategies across jurisdictional boundaries.

Preparation of the Oceano CSD LHMP will include a Plan Area co-terminus with the boundaries of Oceano CSD. Oceano CSD is an independent special district in the unincorporated area of San Luis Obispo County. Within Oceano, and the Plan Area, multiple agencies have jurisdiction over various governmental services. The Oceano CSD is responsible for water, wastewater collection, street lighting, recreation, and emergency services. Emergency services are primarily implemented through the Five Cities Fire Authority (FCFA), a joint powers authority created by the cities of Arroyo Grande and Grover Beach and the Oceano CSD. As a JPA, the FCFA implements those services identified in the JPA agreement. The Oceano CSD still maintains its broader jurisdiction and is therefore pursuing preparation of the Oceano CSD LHMP.

Other local agencies with jurisdiction in Oceano include the following:

- County of San Luis Obispo
- San Luis Obispo County Flood Control and Water Conservation District
- South San Luis Obispo County Sanitation District
- Five Cities Fire Authority

The Oceano LHMP will include 1) hazard mitigation efforts under specific jurisdiction of the Oceano CSD and 2) information on the hazards within Oceano that are within the jurisdiction of other agencies.

Other local agencies with jurisdiction in Oceano include the following:

- County of San Luis Obispo
- San Luis Obispo County Flood Control and Water Conservation District
- South San Luis Obispo County Sanitation District
- Five Cities Fire Authority



Plan preparation will include participation of agencies, stakeholders and the public. Although the Plan Area includes jurisdiction of other agencies with existing adopted LHMP's, the Oceano CSD LHMP is intended to be a stand-alone plan specifically addressing hazards within the jurisdiction of Ocean CSD. To maximize its value as a public information resource for the community, inclusion of information of other jurisdictions will be included in the Plan document as more fully described in this plan preparation process outline. Since the LHMP's prepared by other jurisdictions have been previously adopted, it is the intent of the Oceano CSD LHMP to be incorporated into the plans of other jurisdictions when those plans are updated and if practical. As a low-income community, the Oceano CSD does not have the capability to prepare a multi-jurisdictional plan. The Planning Activity will nevertheless identify the multiple agencies with jurisdiction within the Oceano CSD Plan Area.

Following a multi-hazard strategy, the Oceano LHMP will help ensure inter-agency responses are coordinated with Oceano CSD. The Oceano LHMP will provide a single reference document for the community explaining the multiple local agencies with jurisdictional powers and responsibilities that exist for the community's safety and well-being.

## PART ONE - PARTICIPATION OF AGENCIES, STAKEHOLDERS AND THE PUBLIC

Plan development will include the following:

1. Consultant selection:

The Oceano CSD will select a consultant to assist the General Manager in plan preparation based upon those who have an understanding of local hazards, LHMPs prepared by other local agencies, and who is experienced working with stakeholders, the public and other related agencies.

2. Review of other agency LHMPs and interviews with representatives of those agencies including:

- a. The County of San Luis Obispo Office of Emergency Services, and related Departments within the County of San Luis Obispo.
- b. The San Luis Obispo County Flood Control and Water Conservation District, (which has flood control and levee maintenance responsibilities).
- c. The Lucia Mar Unified School District.
- d. The Five Cities Fire Authority (which has emergency response jurisdiction within Oceano CA).
- e. The South San Luis Obispo County Sanitation District (which has wastewater treatment responsibilities within Oceano CA).

3. Community Outreach will include:

- a. Development of a comprehensive outreach strategy.
- b. Public Information mailed to all residences and businesses within Oceano as a notice of a kick-off meeting, including those risks that are known.
- c. A Kick-off Town Hall meeting, including an invitation and application to participate on the Local Planning Team (LPT).
- d. Appointment of the LPT by the Oceano CSD Board of Directors.

- e. Ongoing community outreach through the Oceano CSD's website and a Facebook Account.
- f. Periodic town hall meetings during milestones in the LHMP development process.
- g. Distribution of a draft LHMP for public comment.
- h. Completion of the Final LHMP after Cal OES/FEMA review and comments.

4. The LPT working efforts will include:

- a. Coordination and review of hazards and plans with the following organizations and groups:

- i. San Luis Obispo County Office of Emergency Services (County OES)

County OES is the local single point of contact with the County of San Luis Obispo to help ensure that all risks to Oceano have been identified. County OES will also help identify other agencies to coordinate details for inclusion in the Oceano LHMP. For example, the County Sheriff maintains the local reverse 911 system. County Public Works is responsible for roads, and water resource issues, including flood control through the San Luis Obispo County Flood Control and Water Conservation District. The County Department of Planning and Building is responsible for community zoning, including day care facilities, nursing homes, and hazardous materials facilities. Shelter and welfare during emergencies is coordinated through County OES with Red Cross and related agencies. Evacuations are coordinated through County Sheriff and the San Luis Obispo County Regional Transit Authority including pick up locations, non-ambulatory residents, and evacuation routes. Other details are also coordinated through County OES and will be included in the Oceano LHMP.

- ii. The Oceano Advisory Committee (OAC)

The OAC is an advisory body appointed by the San Luis Obispo County Board of Supervisors for issues of County jurisdiction within Oceano. It includes representatives of the Oceano CSD, the Lucia Mar Unified School District, and members of the public. The OAC meets on the 4<sup>th</sup> Monday of every month with a published agenda to promote community awareness and input on a variety of County efforts.

- iii. The Five Cities Fire Authority (FCFA)

The FCFA is a Joint Powers Authority (JPA) created by the cities of Arroyo Grande and Grover Beach, and the Oceano Community Services District. Each agency has one member appointed to the FCFA Board of Directors. The FCFA prepared a multi-jurisdictional plan for certain local agencies including the cities of Arroyo Grande and Grover Beach, the Lucia Mar School District, and the South San Luis Obispo County Sanitation District. Unfortunately, the FCFA JPA agreement does not specifically assign the responsibility of LHMP preparation with the FCFA; therefore, prior LHMP efforts have been based on discretionary funding and participation, and as

a disadvantaged community, Oceano CSD was unable to fund or participate in prior efforts. By coordinating the Oceano LHMP with FCFA at this time, it will help ensure that future updates to the multi-jurisdictional plan can also include Oceano.

iv. Lucia Mar Unified School District (LMUSD)

The Oceano LHMP will be coordinated with the LMUSD to help ensure that the plan has appropriate references to school district responses if a disaster occurs while classes are in session. Although this information is provided by the school district, the Oceano LHMP is intended to be a single reference document to provide public information on the community's various hazards so that parents can quickly respond when concerned about their child's care in an emergency.

- b. The LPT will hold a public meeting at the Oceano Advisory Committee to provide public education on the information and responsibilities of other agencies prior to the preparation of the draft plan for the purpose of:
  - i. Soliciting input from citizens and professionals with knowledge of hazards.
  - ii. Soliciting input on the feasibility of existing and potential strategies.
- c. The LPT will hold a public meeting at the Oceano Advisory Committee on the draft Oceano LHMP and proposed mitigation projects.
- d. The LPT will be reconvened periodically for plan updates and mitigation projects.

## PART TWO - HAZARD IDENTIFICATION AND RISK/VULNERABILITY ASSESSMENT

Oceano risks both natural and human made hazards. Flooding in 2010 affected several residences adjacent to wetlands and low lying lagoons during coastal storms. The wastewater treatment plant serving multiple communities owned and operated by the South San Luis Obispo County Sanitation District (SSLOCSD), also flooded in 2010. The treatment plant is located in the lagoon area of Oceano, it released uncontrolled sewage during the 2010 event, and has been the subject of State Water Board enforcement proceedings. In 2003, the San Simeon earthquake created significant subsurface infrastructure damage to the Oceano CSD's water and wastewater infrastructure caused by liquefaction. In 2001, a levee breach flooded adjacent farmland. While the community did not flood from that specific breach, the levee system itself is not certified and is an ongoing risk during storm events.

In addition to actual flooding, earthquake and coastal storm events since 2000, Oceano faces several additional hazards. Climate change, tsunamis, drought, fire, dam and levee failures, train derailments, nuclear, special events, and industrial exposure to toxic gas releases are known risks. The Oceano LHMP planning activities will include specific efforts to identify hazards and assess the community's risks and vulnerability.

The Oceano CSD LHMP planning activities will include the following efforts for hazard identification and risk/vulnerability assessment, in coordination with the LHMP Consultant and the Oceano CSD General Manager:

1. Review of Guidance Resources - The Local Planning Team appointed by the Oceano CSD Board of Directors will initiate its efforts through study sessions on background and guidance documents published by Cal OES and the Federal Emergency Management Agency (FEMA), including but not limited to the following:
  - a. The California State Hazard Mitigation Plan (SHMP)
  - b. FEMA publications, including guidance documents and regulations such as the Local Mitigation Planning Handbook, the Multi-Hazard Mitigation Planning Guide, Local Mitigation Plan Review and "How-To" Guides, the Plan Integration Guide and other related publications.
2. Review of Local Plans - After completing its review and study sessions on background and guidance documents, the LPT will review local agency plans, including but not limited to the following:
  - a. County of San Luis Obispo Local Hazard Mitigation Plan.
  - b. The San Luis Obispo County Flood Control and Water Conservation District Local Hazard Mitigation Plan.
  - c. Local Hazard Mitigation Plans of other neighboring local agencies.
  - d. Emergency Response Plans prepared by the County of San Luis Obispo for the Diablo Canyon Nuclear Power Plant, Dam and Levee Failures, Tsunamis, Storms, General Emergencies, Evacuation Assistance and related publications.
3. Hazard Identification - After completing its review of local publications, the LPT will prepare a list of hazards that have been identified specifically relating to Oceano.
  - a. Hazard Matrix - The LHMP consultant will prepare a matrix of the identified hazards which identifies reference documents and which local agency has jurisdictional responsibility for each of the identified hazards.
  - b. LPT Review - The LPT will review the hazard matrix.
    - i. The LPT will confirm inclusion of the natural disaster categories included in the Cal OES SHMP.
    - ii. The LPT will include other hazards not listed as determined by local history and knowledge.
    - iii. The LPT will include human made hazards.
    - iv. The LPT will prioritize the hazards.
  - c. Hazard Maps - The LHMP Consultant will prepare Hazard Maps and a comprehensive inventory including the following:
    - i. Critical Facilities
    - ii. Repetitive Flood Loss and Substantial Damage Structures
    - iii. Depiction of locations, zoning, and usage
  - d. Interviews with Local Agencies – Key member(s) of the LPT, the OCSD General Manager and the LHMP Consultant will meet with the local agencies to review the Hazard Matrix and Hazard Maps to confirm accuracy and

existing mitigation strategies identified both those agencies with jurisdiction for hazards within Oceano.

4. Vulnerability Assessment – After completing identification of hazards, the LHMP Consultant, the Oceano CSD General Manager and the LPT will prepare a Vulnerability Assessment including the following:
  - a. Buildings, infrastructure and critical facilities located in hazard areas – types and numbers of each.
  - b. Existing multiple hazard protection measures within Oceano including measures under the National Flood Insurance Program (NFIP)
  - c. A description of each measure and the method of enforcement and/or point of contact responsible for implementation of the measure and the local agency responsible for implementation.
  - d. Historical performance of each measure and a description of improvements or changes needed.
  - e. General description of land uses and development trends to incorporate future land use decisions.
  
5. Vulnerability Assessments Optional Requirements – After completing the Vulnerability Assessments, the LHMP Consultant and OCSD General Manager will review optional requirements for applicability and incorporation into the OCSD LHMP.

(SPECIAL NOTE): Oceano CSD General Manager Paavo Ogren was a keynote speaker in the Plenary session of NOAA's Biennial Social Coast Forum (Feb 9-11, 2016 in Charleston, SC). Optional vulnerability assessments were reviewed during the conference and will be among the options considered for the Oceano CSD LHMP.

### PART THREE – MITIGATION STRATEGIES

Development of mitigation strategies will follow the FEMA Local Mitigation Planning Handbook including establishing goals and objectives, mitigation actions and an action plan.

1. Goals and Objectives – Goals and Objectives will be based on Risk Assessment findings, Outreach findings, Goals included in the Local Hazardous Mitigation Plans approved for other local agencies with jurisdiction in the Oceano CSD Plan Area.
  
2. Mitigation Actions – Mitigation actions will include those that are identified and within the jurisdiction of Oceano CSD and those that are within the jurisdiction of other local agencies.
  - a. Other Agency Jurisdiction – The Oceano CSD LHMP will identify the mitigation actions of other local agencies with jurisdiction within the Ocean CSD Plan Area. After completion of the Hazard Matrix and Hazard Maps, the LHMP Consultant, Oceano General Manager and key members of the LPT will meet with the other agencies and review whether changes or improvements to existing Mitigation Actions developed by the other agencies are warranted. If so, those recommendations will be included in the Oceano CSD LHMP.

- b. Oceano CSD Mitigation Actions – Mitigation actions to reduce long-term vulnerability will include local plans and regulations, infrastructure projects, natural system protection and education and awareness programs. The following elements described in the FEMA Local Mitigation Planning Handbook will be utilized to prepare and communicate the Implementation Action Plan for the Oceano CSD LHMP.
  - i. Review of Risk Assessment
  - ii. Assessment of Capabilities
  - iii. Benefit Cost Review
  - iv. Evaluation Criteria
  - v. Action Prioritization
  - vi. Preparation of an Implementation Action Plan
  - vii. Communication of the Mitigation Action Plan

#### PART FOUR – PLAN ADOPTION

The Oceano CSD Board of Directors will adopt the Oceano CSD LHMP. Although the Ocean CSD LHMP will include information contained in LHMPs prepared by other agencies to enhance communication and outreach to Oceano residents, property owners and businesses, the Oceano CSD LHMP is not a Multi-Jurisdictional Plan. Consequently, no other agencies will be adopting the Oceano CSD LHMP. Prior to Plan adoption, the Oceano CSD Board of Directors will hold a public hearing on the public review draft Plan in order to receive final public comments and input. Since the LPT will be holding town hall meetings during the planning process, stakeholders, other agencies and the public will have multiple opportunities for input before the public hearing on the public review draft Plan. Nevertheless, the public hearing on the draft plan will be publicized to ensure community outreach. The public review draft plan will be modified after final public comment to prepare the draft Plan for Cal OES and FEMA Review. Once the Cal OES and FEMA Review process and modifications, if any, are complete and Approval Pending Adoption is received, the Oceano CSD will adopt the plan by Resolution.

#### PART FIVE – PLAN MAINTENANCE

The Oceano CSD LHMP will include a section on Plan Maintenance including a schedule for monitoring, evaluating, and updating it within a 5 year cycle. The Plan will also include strategies for inclusion of the Oceano LHMP within a Multi-Agency LHMP such as that which was prepared by the Five Cities Fire Authority. As a result, the Plan Maintenance may take one of two forms depending on the willingness of other agencies to include Oceano CSD in their future plan updates. Preparation of the Oceano CSD LHMP is needed to catch Oceano up with the status of other local agency LHMP's.

Whether the Oceano CSD LHMP is updated as a stand-alone plan or incorporated into a future multi-jurisdictional plan, it will identify Plan Maintenance Procedures including the following:

1. Monitoring of Implementation Strategies and Actions
2. Evaluation of Effectiveness
3. Continued Public Involvement including use of the Oceano CSD LHMP Facebook
4. Plan updates not less than every five (5) years.
5. Updates of other agency LHMP's will be linked through the Oceano CSD Website within 30 days of those Plan updates.
6. Annual Plan summaries will be mailed to residents, property owners and businesses at the same time that the Oceano CSD is distributing its annual Consumer Confidence Report, including data on compliance with public health and safety drinking water standards, as required by the California State Water Board.



# Oceano Community Services District

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

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

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**Date:** April 26, 2017  
**To:** Board of Directors  
**From:** Paavo Ogren, General Manager  
**Subject:** **Agenda Item #9B: Review and Discussion of the Five Cities Fire Authority (FCFA) Preliminary Budget and Direction to President White and Director Coalwell as the primary and alternate appointees to the FCFA Governing Board**

## Recommendation

It is recommended that your Board review and discuss the Five Cities Fire Authority (FCFA) Preliminary Budget and provide direction in support of the budget to President White and Director Coalwell as the primary and alternate appointees to the FCFA Governing Board.

## Discussion

Attached is the staff report and the preliminary FCFA budget for 2017-18 which was included in the authority's agenda of March 17, 2017.

Overall, the proposed cost for the District is \$808,898, which is an increase of \$28,933 (3.7%) over the current year amount of \$779,965. The proposed cost is \$2,434 greater than the amount of \$806,464 included in the 2017/18 District Budget, which was approved on August 24, 2016 as part of a two year budget action. The proposed amount is within the District's funding capabilities since property tax estimates provided by the County are also anticipated to exceed the amounts included in the 2017/18 budget.

Noteworthy items follow:

- The Budget includes the debt costs for the two replacement fire engines.
- Replacement of the Self-Contained Breathing Apparatus assumes a grant will be received. If not, the FCFA staff report states that an additional contribution of \$65,870 will be required from OCSD. The additional contribution will cause the 2017/18 to be \$94,803 (12.2%) greater than the current year budget and the ability for OCSD to fund the additional increase is uncertain.
- The FCFA staff report indicates that the population numbers for Oceano, which are factored into the funding allocations, "has been the topic of some discussion, but ultimately no resolution to-date." The District, however, authorized an amendment to the FCFA Joint Powers Agreement on June 10, 2015 "to establish the District's 'intervening year' population estimates."





# Oceano Community Services District

Board of Directors Meeting

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## **Other Agency Involvement**

The Cities of Grover Beach and Arroyo Grande are the other agencies receiving services from the Five Cities Fire Authority.

## **Other Financial Considerations**

n/a

## **Results**

Reviewing, discussing and providing direction to Board appointees on the 2017-18 FCFA Preliminary Budget supports a healthy, safe and well-governed community.

Attachments:

- ✓ FCFA Staff Report
- ✓ Preliminary 2017-18 Five Cities Fire Authority Budget



## STAFF REPORT

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**TO:** Chair and Board Members                      **MEETING DATE:** March 17, 2017

**FROM:** Stephen Lieberman, Executive Officer/Fire Chief  
Debbie Malicoat, Treasurer

**SUBJECT:** Consideration of Fiscal Year 2017-18 Preliminary Budget

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### RECOMMENDATION

It is recommended that the Board of Directors review the Fiscal Year (FY) 2017-18 Preliminary Budget and provide feedback to staff.

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The attached Preliminary Budget represents movement toward a fully-funded sustainable fire service, but still does not address major fleet and equipment replacement needs. As discussed in more detail, the preliminary budget incorporates funding for some minor new initiatives, reflects the most recent direction of the Board of Directors to acquire an additional fire engine replacement, updates salary and benefit assumptions for both represented and unrepresented employees, and provides modest cost escalation of ongoing expenses. At the same time, staff has tried to remain sensitive to the financial constraints of the three partner agencies. Each expenditure line item has been reviewed and analyzed for historical trends and future impacts. Most operation and maintenance line item budgets remain unchanged from the prior fiscal year.

### BACKGROUND

The FY 2017-18 Preliminary Budget is 4.9% higher than the original FY 2016-17 Budget. It results in contribution increases from the partner agencies as follows:

<b>Total Allocation</b>	<b>FY 17-18 Prelim</b>	<b>FY 16-17</b>	<b>\$ Increase</b>	<b>% Increase</b>
<b>Arroyo Grande</b>	<b>\$ 2,063,300</b>	<b>\$ 1,981,217</b>	<b>\$ 82,083</b>	<b>4.1%</b>
<b>Grover Beach</b>	<b>\$ 1,492,432</b>	<b>\$ 1,401,418</b>	<b>\$ 91,014</b>	<b>6.5%</b>
<b>OCSD</b>	<b>\$ 808,898</b>	<b>\$ 779,965</b>	<b>\$ 28,933</b>	<b>3.7%</b>
	<b>\$ 4,364,630</b>	<b>\$ 4,162,600</b>	<b>\$ 202,030</b>	<b>4.9%</b>

Major assumptions included in the preliminary budget include:

- Salary and benefits in accordance with the adopted resolutions and agreements in effect for the fiscal year
  - Debt service payments for the first replacement engine, which are allocated to all three partner agencies
-

- Debt service payments for the second replacement engine, which are allocated only to the City of Grover Beach and Ocean Community Services District as the City of Arroyo Grande elected to pay cash and not participate in the debt financing of the replacement engine
- An additional \$15,000 required to provide uniforms and personal protective equipment
- Implementation of staffing software, replacement of current Firehouse software and other technology improvements identified in the strategic plan

In addition to these factors, the FY 2017-18 preliminary budget continues to use the allocation formula specified in the original JPA agreement to apportion costs between the three participating agencies. Specifically, one fourth of the costs are “assessed among the Jurisdictions in proportion to the population in each Jurisdiction as most recently determined by the U.S. Census and any intervening estimates prepared by the California Department of Finance with the Fire Chief prepares each annual budget.” This provision in the JPA agreement has been the topic of some discussion, but ultimately no resolution to-date. In essence, it means that as the population increases within the FCFA boundaries, the funding formula updates the population numbers for the cities of Arroyo Grande and Grover Beach, as those are updated with “intervening estimates prepared by the California Department of Finance” but the Department of Finance does not provide annual updates for unincorporated areas, such as OCSD’s population changes. Therefore, the funding formula is still using the population of OCSD as of the 2010 census, but has been updated for January 2016 numbers from the Department of Finance (the most recent available). Based on the current allocation formula, the overall percentage of costs has shifted slightly, as reflected below. This is due mostly to a slight change in calls for service within each community.

	Preliminary 2017-18	Current Allocation	Change
Arroyo Grande	47%	48%	(1%)
Grover Beach	34%	33%	1%
OCSD	19%	19%	0

As the Board is aware, staff has submitted a grant application to provide replacements for the Authority’s self-contained breathing apparatus (SCBA’s). The results of the grant are still unknown at this time. The preliminary budget assumes that the Authority is ultimately successful in receiving the grant. However, if the grant is not received, an additional contribution from the agencies will be required as below:

Arroyo Grande	\$170,755
Grover Beach	121,575
OCSD	<u>65,870</u>
Total	\$358,200

Finally, the Preliminary Budget does not reflect the replacement of a utility truck. Due to the urgency of the replacement (one of the trucks is inoperable) it will most likely come to the Board for appropriation of funding before the end of the 2016-17 fiscal year. The Board has previously designated \$55,000 of the Authority’s fund balance for vehicle replacements. This designated fund balance would be reduced by the replacement of the utility truck, if approved. Due to the timing of this replacement, an exact cost figure is still being developed and will likely be presented to the Board in May.

The Grover Beach City Council recently received a five year fiscal forecast and the Arroyo Grande City Council will soon receive a similar forecast. In each of the communities served by FCFA there are some unique circumstances, but all of them are facing fiscal constraints. Revenue generation and rising pension costs will continue to constrain the funding available for FCFA. The strategic plan suggests opportunities for self-generated revenue and entrepreneurial activities, which ultimately may or may not be pursued. In the interim, staff remains mindful of the financial condition of the three partner agencies as the FY 2017-18 Budget is developed. This is balanced against the operational and capital costs of providing for an all-risk fire service.

## **FISCAL IMPACT**

The proposed budget will result in expenditures of \$4.4 million and an undesignated fund balance at the end of FY 2017-18 of approximately \$200,000.

## **ALTERNATIVES**

The following alternatives are provided for the Board's consideration:

1. Approve the Preliminary Budget and direct staff to bring an appropriating resolution to the Board.
2. Do not approve the Preliminary Budget and provide further direction to staff.

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## **ATTACHMENTS**

FY 2017-18 Preliminary Budget

## **PREPARED BY**

D. Malicoat, Treasurer

**FIVE CITIES FIRE AUTHORITY**  
**BUDGET SUMMARY**  
**PRELIMINARY BUDGET**  
For the Fiscal Year Ending June 30, 2018

	Actual			Fiscal Year 2017			Budget
	2014	2015	2016	Original Budget	Amended Budget	Estimated Actual	2018
Beginning Fund Balance	\$ 366,827	\$ 394,289	\$ 231,367	\$ 216,664	\$ 232,821	\$ 232,821	\$ 260,221
Revenues	4,499,090	3,919,715	4,144,525	4,184,900	4,356,200	4,356,200	4,384,930
Expenditures:							
Salaries & Benefits	3,656,018	3,570,863	3,557,700	3,452,400	3,575,800	3,575,800	3,608,100
Services & Supplies	501,153	442,629	490,739	596,600	617,100	617,100	594,100
Equipment Replacement	314,457	69,145	675,475	69,500	623,800	623,800	81,500
Debt Service				66,400	66,400	66,400	101,230
Total Expenditures	<u>4,471,628</u>	<u>4,082,637</u>	<u>4,723,914</u>	<u>4,184,900</u>	<u>4,883,100</u>	<u>4,883,100</u>	<u>4,384,930</u>
Prior period adjustment							
Other financing sources (uses)			580,843		554,300	554,300	
Change in Fund Balance	<u>27,462</u>	<u>(162,922)</u>	<u>1,454</u>	<u>-</u>	<u>27,400</u>	<u>27,400</u>	<u>(0)</u>
Ending Fund Balance	<u>\$ 394,289</u>	<u>\$ 231,367</u>	<u>\$ 232,821</u>	<u>\$ 216,664</u>	<u>\$ 260,221</u>	<u>\$ 260,221</u>	<u>\$ 260,221</u>
Designated Reserve	\$ -	\$ -	\$ 55,000	\$ -	\$ 55,000	\$ 55,000	\$ 55,000
Undesignated Fund Balance	<u>394,289</u>	<u>231,367</u>	<u>177,821</u>	<u>216,664</u>	<u>205,221</u>	<u>205,221</u>	<u>205,221</u>
Total Fund Balance	<u>\$ 394,289</u>	<u>\$ 231,367</u>	<u>\$ 232,821</u>	<u>\$ 216,664</u>	<u>\$ 260,221</u>	<u>\$ 260,221</u>	<u>\$ 260,221</u>

**FIVE CITIES FIRE AUTHORITY**  
**PRELIMINARY BUDGET**  
For the Fiscal Year Ending June 30, 2018

ACT	ACCOUNT NAME	Actual			CY Estimated			BUDGET	
		2014	2015	2016	Current Budget 2017	Estimated 2017	Actual vs Budget	2018	2018 Budget vs 2017 Budget
<b>REVENUES</b>									
4301	INTEREST	\$ 155	\$ 733	\$ 1,981	\$ 700	\$ 700	\$ -	\$ 700	-
4422	ARROYO GRANDE FIRE REIMBURSEMENT	1,551,420	1,582,448	1,846,134	1,981,217	1,981,217	(0)	2,062,347	81,130
4443	GROVER BEACH FIRE REIMBURSEMENT	1,206,660	1,230,793	1,284,929	1,401,418	1,401,418	0	1,491,753	90,335
4444	OCEANO FIRE REIMBURSEMENT	709,520	723,710	754,337	779,965	779,965	(0)	808,530	28,565
4458	STATE GRANT	254,970	-	-	-	-	-	-	-
4491	SAFER GRANT	535,327	100,089	-	-	-	-	-	-
4462	LOCAL GRANT		47,598	10,361	-	-	-	-	-
4726	FIRE IMPACT FEES	4,116	4,220	4,398	1,000	1,000	-	1,000	-
4729	FIRE-FIRST RESPONDER SUPPORT	21,231	21,619	21,954	20,600	20,600	-	20,600	-
4730	FIRE-STRIKE TEAM REIMBURSEMENT	147,191	171,977	158,255	149,200	149,200	-	-	(149,200)
4803	SALES-EQUIPMENT/MATERIALS			24,000	-	-	-	-	-
4807	EXPENSE RECOVERY	68,500	36,528	38,176	22,100	22,100	-	-	(22,100)
4816	PROCEEDS FROM DEBT ISSUANCE			580,843	554,300	554,300	-	-	-
					-	-	-	-	-
	GRAND TOTAL REVENUES	\$ 4,499,090	\$ 3,919,715	\$ 4,725,368	\$ 4,910,500	\$ 4,910,500	\$ 0	\$ 4,384,930	\$ 28,730

**FIVE CITIES FIRE AUTHORITY**  
**PRELIMINARY BUDGET**  
For the Fiscal Year Ending June 30, 2018

ACT	ACCOUNT NAME	Actual			BUDGET			2018 Budget vs 2017 Budget	
		2014	2015	2016	Current Budget 2017	Estimated 2017	CY Estimated Actual vs Budget		2018
<b>EXPENDITURES</b>									
5101	SALARIES FULL-TIME	1,231,330	1,285,796	1,273,174	1,615,900	1,615,900	-	1,711,200	95,300
5102	SALARIES PERMANENT PART-TIME	21,650	1,750	21,118	43,900	43,900	-	16,400	(27,500)
5103	SALARIES TEMPORARY PART-TIME	403,254	352,662	384,069	368,000	368,000	-	368,000	-
5105	SALARIES OVERTIME	364,216	463,755	418,473	201,800	201,800	-	266,800	65,000
5106	SALARIES - STRIKE TEAM OVERTIME	-	-	100,890	113,700	113,700	-	-	-
5108	HOLIDAY PAY	62,551	70,202	73,976	64,200	64,200	-	69,400	5,200
5109	SICK LEAVE PAY	30,122	45,684	45,248	-	-	-	-	-
5110	ANNUAL LEAVE BUY BACK	6,300	6,393	3,565	7,000	7,000	-	7,000	-
5111	VACATION BUY BACK	17,916	42,800	36,793	40,000	40,000	-	45,000	5,000
5112	SICK LEAVE BUY BACK	4,209	2,557	2,736	4,000	4,000	-	4,000	-
5113	VACATION LEAVE PAY	30,966	23,866	58,531	-	-	-	-	-
5114	COMPENSATION PAY	26,623	34,221	43,923	-	-	-	-	-
5115	ANNUAL LEAVE	4,659	10,016	19,296	-	-	-	-	-
5121	PERS RETIREMENT	417,332	447,843	436,063	487,400	487,400	-	441,700	(45,700)
5122	SOCIAL SECURITY	147,369	162,048	163,531	158,100	158,100	-	161,700	3,600
5123	PARS RETIREMENT	5,435	4,250	5,735	6,200	6,200	-	5,800	(400)
5126	STATE DISABILITY INS. (SDI)	15,418	15,540	14,369	12,300	12,300	-	12,200	(100)
5127	DEFERRED COMPENSATION	905	1,895	2,420	3,000	3,000	-	3,000	-
5131	HEALTH INSURANCE	201,435	259,022	300,319	300,300	300,300	-	345,800	45,500
5132	DENTAL INSURANCE	20,157	20,616	21,425	20,800	20,800	-	20,800	-
5133	VISION INSURANCE	4,382	4,609	5,096	5,200	5,200	-	5,400	200
5134	LIFE INSURANCE	1,920	2,134	2,203	2,400	2,400	-	2,400	-
5135	LONG TERM DISABILITY INSURANCE	6,084	6,722	7,090	8,400	8,400	-	8,400	-
5136	RETIREES HEALTH INSURANCE	5,121	5,163	5,337	6,500	6,500	-	6,500	-
5141	WORKERS COMPENSATION	80,077	106,262	104,300	101,000	101,000	-	101,000	-
5142	UNEMPLOYMENT INSURANCE	6,270	46,827	7,599	5,000	5,000	-	5,000	-
5143	UNIFORM ALLOWANCE	4,512	3,249	-	-	-	-	-	-
5147	EMPLOYEE ASSISTANCE PROGRAM	479	913	421	700	700	-	600	(100)

**FIVE CITIES FIRE AUTHORITY**  
**PRELIMINARY BUDGET**  
For the Fiscal Year Ending June 30, 2018

ACT	ACCOUNT NAME	Actual			CY Estimated			BUDGET	
		2014	2015	2016	Current Budget 2017	Estimated 2017	Actual vs Budget	2018	2018 Budget vs 2017 Budget
	<b>Subtotal Salaries &amp; Benefits</b>	<b>3,120,692</b>	<b>3,426,795</b>	<b>3,557,700</b>	<b>3,575,800</b>	<b>3,575,800</b>	<b>-</b>	<b>3,608,100</b>	<b>146,000</b>
5201	SUPPLIES - OFFICE	6,979	8,482	5,980	7,000	7,000	-	<b>7,000</b>	-
5206	SUPPLIES - EMS	5,497	8,770	7,511	10,000	10,000	-	<b>10,000</b>	-
5208	POSTAGE/MAILING	1,550	2,637	1,967	1,800	1,800	-	<b>1,800</b>	-
5255	SPECIAL DEPARTMENT SUPPLIES	18,157	24,472	13,757	20,000	20,000	-	<b>20,000</b>	-
XXXX	UNIFORMS							<b>20,000</b>	20,000
5272	PROTECTIVE/SAFETY CLOTHING	22,359	19,094	27,591	60,500	60,500	-	<b>35,000</b>	(25,500)
5273	SMALL TOOLS	1,714	1,868	3,254	3,000	3,000	-	<b>3,000</b>	-
5301	ADVERTISING	396	325	697	1,000	1,000	-	<b>1,000</b>	-
5303	CONTRACTUAL SERVICES	185,088	84,457	116,423	109,000	109,000	-	<b>101,000</b>	(8,000)
5306	PRINTING SERVICES	1,895	3,015	1,429	4,000	4,000	-	<b>4,000</b>	-
5315	PRE-EMPLOYMENT PHYSICALS	1,645	2,172	1,687	9,200	9,200	-	<b>9,200</b>	-
5316	JOB RECRUITMENT EXPENSE	74	237	1,477	2,000	2,000	-	<b>2,000</b>	-
5324	FORENSIC MANDATE SERVICES	1,759	789	1,450	1,800	1,800	-	<b>1,800</b>	-
5325	HAZMAT/SAFETY PROGRAM	3,000	4,329	14,500	15,500	15,500	-	<b>15,500</b>	-
5401	UTILITIES	35,332	40,553	41,339	40,000	40,000	-	<b>45,000</b>	5,000
5403	TELECOMMUNICATIONS	11,440	16,397	29,269	30,000	30,000	-	<b>30,000</b>	-
5501	CONFERENCE/TRAINING	18,181	17,294	18,444	12,000	12,000	-	<b>12,000</b>	-
5512	TRAVEL	-	-	-	3,000	3,000	-	<b>3,500</b>	500
5503	MEMBERSHIPS & SUBSCRIPTIONS	2,862	2,532	3,048	3,700	3,700	-	<b>3,700</b>	-
5504	PUBLIC RELATIONS	6,414	3,835	7,158	6,000	6,000	-	<b>6,000</b>	-
5508	MISC EXPENSE	2,334	3,324	1,650	2,500	2,500	-	<b>2,500</b>	-
5553	RENT-BUILDING AND LAND	15,000	15,000	15,000	15,000	15,000	-	<b>15,000</b>	-
5555	BANK CHARGES		45	-	300	300	-	<b>300</b>	-
5576	LIABILITY INSURANCE-JPA SHARE	16,634	15,886	12,884	18,000	18,000	-	<b>18,000</b>	-
5599	WEED ABATEMENT	11,530	7,647	8,573	12,000	12,000	-	<b>12,000</b>	-
5601	MAINTENANCE - VEHICLES	54,312	90,529	91,689	100,000	100,000	-	<b>100,000</b>	-



**FIVE CITIES FIRE AUTHORITY**  
**PRELIMINARY BUDGET**  
For the Fiscal Year Ending June 30, 2018

ACT	ACCOUNT NAME	Actual			BUDGET			2018 Budget vs 2017 Budget	
		2014	2015	2016	Current Budget 2017	Estimated 2017	CY Estimated Actual vs Budget		2018
5602	MAINTENANCE - OFFICE EQUIPMENT	1,173	704	3,591	3,600	3,600	-	3,600	-
5603	MAINTENANCE - MACH & EQUIP	14,401	9,098	8,730	68,000	68,000	-	53,000	(15,000)
5604	MAINTENANCE - BUILDINGS	7,250	5,924	9,886	8,000	8,000	-	8,000	-
5605	MAINTENANCE - GROUNDS	23	326	582	2,000	2,000	-	2,000	-
5606	MAINTENANCE - RADIO COMMUNICATIONS	8,372	11,740	8,087	8,200	8,200	-	8,200	-
5608	GAS & OIL	45,782	41,148	33,086	40,000	40,000	-	40,000	-
<b>Subtotal Services &amp; Supplies</b>		<b>501,153</b>	<b>442,629</b>	<b>490,739</b>	<b>617,100</b>	<b>617,100</b>	<b>-</b>	<b>594,100</b>	<b>(23,000)</b>
5803	LEASE PURCHASE PAYMENTS				66,400	66,400	-	101,230	34,830
<b>Subtotal Debt Service</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>66,400</b>	<b>66,400</b>	<b>-</b>	<b>101,230</b>	<b>34,830</b>
6101	DATA PROCESSING EQUIPMENT	232,667	7,454	1,544	10,000	10,000	-	16,000	6,000
6103	COMPUTER LICENSING SOFTWARE	15,007	19,525	21,815	44,000	44,000	-	50,000	6,000
6201	MACHINERY & EQUIPMENT	66,783	42,166	10,180	15,500	15,500	-	15,500	-
6301	VEHICLES			641,936	554,300	554,300			
<b>Subtotal Equip Replacement</b>		<b>314,457</b>	<b>69,145</b>	<b>675,475</b>	<b>623,800</b>	<b>623,800</b>	<b>-</b>	<b>81,500</b>	<b>12,000</b>
<b>GRAND TOTAL EXPENDITURES</b>		<b>\$ 4,471,628</b>	<b>\$ 4,082,637</b>	<b>\$ 4,723,914</b>	<b>\$ 4,883,100</b>	<b>\$ 4,883,100</b>	<b>\$ -</b>	<b>\$ 4,384,930</b>	<b>135,000</b>

**FCFA Cost Allocation**

2017-18 Expenditure budget	4,384,930
less costs recovered through fees/charges	(22,300)
less HazMat costs (allocate directly)	(12,000)
less debt service 2nd engine (allocate directly)	<u>(34,830)</u>
Expenditure budget to allocate to jurisdictions	4,315,800

25% of budget to allocate                      \$    1,078,950

Funding Formula:

1) 25% based on proportion of population		%
Arroyo Grande	17,731	46%
Grover Beach	13,397	35%
OCSD	<u>7,286</u>	19%
Total Population	38,414	
Allocation:		
Arroyo Grande	\$    498,018	
Grover Beach	\$    376,287	
OCSD	\$    204,645	

2) 25% based on proportion of assessed value		
Arroyo Grande	2,707,856,604	56%
Grover Beach	1,507,554,753	31%
OCSD	<u>609,604,595</u>	13%
Total Assessed Value	4,825,015,952	
Allocation:		
Arroyo Grande	605,520	
Grover Beach	337,113	
OCSD	136,317	

3) 25% based on fixed proportion - service levels at inception of JPA		
Arroyo Grande	36.5%	
Grover Beach	36.5%	
OCSD	27.0%	
Allocation:		
Arroyo Grande	393,817	
Grover Beach	393,817	
OCSD	291,317	

4) 25% based on proportion of service calls

Arroyo Grande	1,815	52%
Grover Beach	1,159	33%
OCSD	523	15%
Total service calls	<u>3,497</u>	

Allocation:

Arroyo Grande	559,993
Grover Beach	357,593
OCSD	161,364

Haz Mat direct allocation

Arroyo Grande	5,000
Grover Beach	5,000
OCSD	2,000

Debt service - 2nd engine allocation

Arroyo Grande	-
Grover Beach	21,943
OCSD	12,887

**Total Allocation**

<b>Arroyo Grande</b>	<b>2,062,347</b>	<b>Allocation</b>	<b>47%</b>
<b>Grover Beach</b>	<b>1,491,753</b>		<b>34%</b>
<b>OCSD</b>	<b>808,530</b>		<b>19%</b>
	<b><u>4,362,630</u></b>		



## Oceano Community Services District

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

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

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**Date:** April 26, 2017

**To:** Board of Directors

**From:** Paavo Ogren, General Manager

**Subject:** **Agenda Item # 9(C): Consideration of request to support maintenance of landscaping developed during the Highway One revitalization project including consideration of a letter of support for the County's funding applications.**

### **Recommendation**

It is recommended that your Board discuss options on supporting maintenance of landscaping developed during the Highway One revitalization project and provide staff direction as you deem appropriate including a letter of support for the County's funding applications.

### **Discussion**

The attached cost estimates and illustrations have been provided by a County consultant working on the Highway One revitalization project. The project has been reviewed by the Oceano Advisory Council. The request from the County is to consider having OCS D provide maintenance of the landscaping and a letter of support for grant applications.

The District's current powers, as approved by the Local Agency Formation Commission (LAFCo), do not include landscape maintenance. Staff discussed the issues with LAFCo staff who did not envision challenges if the District wanted to seek LAFCo authorization.

Consistent with County policy in other unincorporated communities, landscape maintenance is considered a community amenity and not a cost that should be paid from the County road fund on an ongoing basis. The County is generally willing to incur one-time costs associated with a capital project and is therefore willing to include the initial landscaping costs within their project costs. In San Miguel and Los Osos, as examples, the maintenance is provided by local associations. Likewise, the District could choose to seek LAFCo approval and also seek local associations to help provide the actual maintenance efforts.



## **Other Agency Involvement**

The County of San Luis Obispo and Caltrans are implementing the Highway One revitalization project. Timing of the project is uncertain since funding has not been fully established. The Local Agency Formation Commission would need to authorize the District to provide landscape maintenance services.

## **Other Financial Considerations**

The current cost estimate for landscape maintenance is \$10,860 per year. In comparison, the District pays approximately \$4,920 per year for landscape maintenance on the two District properties where the Fire Station, Sheriff Station and District offices are located.

## **Results**

Considering the request promotes inter-agency coordination, well governed communities, and may provide an opportunity for the District to promote its “clean and green” efforts.

### Attachments:

- Cost Estimate
- Landscaping illustrations

Oceano Revitalization Plan  
 Landscape Improvements Maintenance Estimate

Item	Quantity	Maint Hours	X/Year	Rate	Annual Maintenance	Description
Sidewalk Planter (large)	5	5	12	\$ 60.00	\$ 3,600.00	1 Worker/1 hour/Container
Sidewalk Planter (small)	8	4	12	\$ 60.00	\$ 2,880.00	1 Worker/1 hour/Container
Drought Tolerant Landscape	1,550 SF	16	3	\$ 60.00	\$ 2,880.00	2 Workers/ half Day
Bioretention in Curb Bulbs	240 SF	3	3	\$ 60.00	\$ 540.00	2 Workers/ half Day
Bioretention along Highway 1	10,300 SF	16	1	\$ 60.00	\$ 960.00	2 Workers/one day
					\$ 10,860.00	

Assumptions:

County will purchase replacement plant material

No Irrigation

County intent is to identify a local group(s) to assist with maintenance

# FRONT STREET, OCEANO



# REVITALIZATION PLAN IMPLEMENTATION



# DRAFT FINAL IMPLEMENTATION LIST

- Revitalization Plan Identified the following Landscape Improvements:
  - 8 Small Drought Tolerant, Low Maintenance Planters Along Business District
  - 5 Larger Planters at 17<sup>th</sup> Street Temporary Closure Public Space
  - 1,550 SF of Drought Tolerant, Very Low Maintenance Plantings along the west side, unimproved edge of Highway 1
  - 240 SF of Bioretention/Stormwater Landscape in Bulbouts at Paso Robles and 13th
  - 10,300 SF of Bioretention/Stormwater Landscape along the western edge of Highway 1 after new sidewalk improvements are installed



# COMMUNITY ENHANCEMENTS

## Pedestrian Amenities

The draft plan locates pedestrian amenities along the east side of Front Street including:

- 8 Small Low Maintenance Planters along Business District
- 5 Larger Low Maintenance Planters at the 17<sup>th</sup> Street Closure

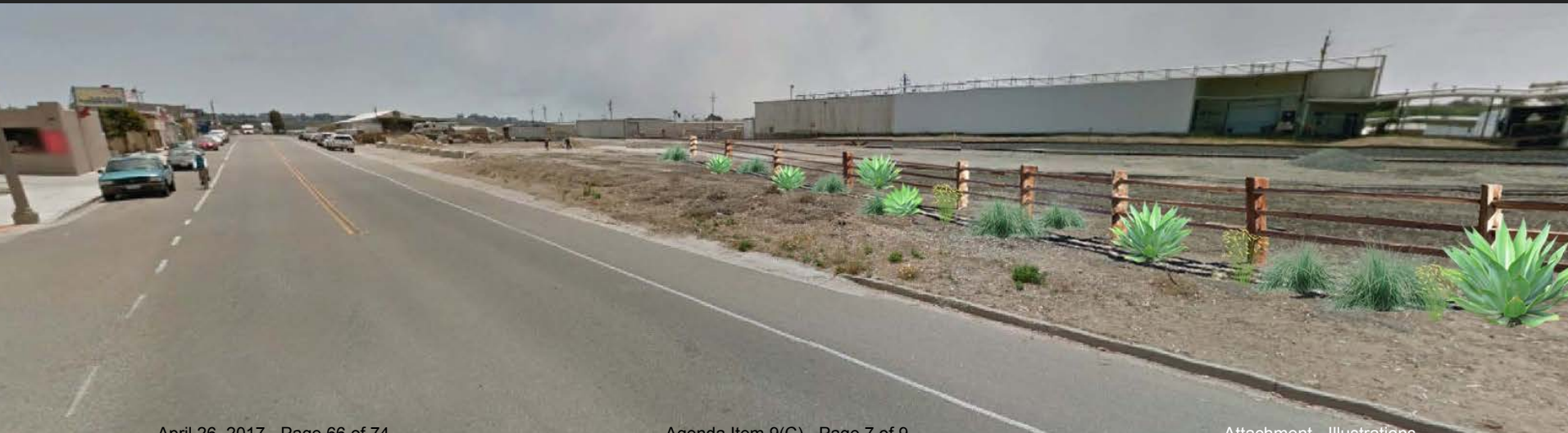


# COMMUNITY ENHANCEMENTS

## Landscape Improvements West Side

Install a split rail fence and landscaping along vacant portion of the west side of Front Street

- 1,550 SF
- No irrigation allowed by Caltrans
- Requires a partner commitment for maintenance
- Maintenance anticipated 1-3 times/year



# COMMUNITY ENHANCEMENTS

## Landscape Improvements Curb Bulbs at

Install a bioretention stormwater plantings in bulb outs at Paso Robles and 13th

- 240 SF
- No irrigation allowed by Caltrans
- Requires a partner commitment for maintenance
- Maintenance anticipated 1-3 times/year





# COMMUNITY ENHANCEMENTS

## Landscape Improvements along West Side

Install bioretention stormwater plantings along edge of Highway 1 when new bike lane and sidewalk are installed

- 10,300 SF
- Very low level of maintenance roadside landscape
- No irrigation allowed by Caltrans
- Requires a partner commitment for maintenance
- Maintenance anticipated 1 time/year





# Oceano Community Services District

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**Date:** April 26, 2017

**To:** Board of Directors

**From:** Paavo Ogren, General Manager

**Subject:** **Agenda Item #9(D): Discussion of the Special District Leadership Academy Conference attended by Board Members and staff April 23–26, 2017 in San Luis Obispo with direction to staff as the Board deems appropriate.**

## **Recommendation**

It is recommended that your Board discuss topics addressed during the conference and provide direction to staff that you deem appropriate.

## **Discussion**

Attached is the conference brochure.

## **Other Agency Involvement**

n/a

## **Other Financial Considerations**

The cost for attendance at the conference, including Board members and district management and supervision staff was \$3,400. Staff applied for conference scholarships and obtained a discount of \$1,400, which resulted in a net cost of \$2,000. With eight (8) attendees, the net cost per attendee was \$250.

## **Results**

Attending the leadership conference, discussion of topics, and direction to staff promotes a well governed community.

Attachments:

- Conference brochure

**3** opportunities  
for training  
THROUGHOUT THE STATE!



CSDA's  
Special District  
Leadership Academy

FEB. 26 - MAR. 1, 2017 - LA JOLLA

APR. 23-26, 2017 - SAN LUIS OBISPO

JULY 9-12, 2017 - NAPA

# SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE



*A Comprehensive Governance Leadership Conference  
for Elected and Appointed Directors/Trustees.*



presented by  
CSDA and  
co-sponsored  
by SDRMA

# SDLA

Participate in the **Special District Leadership Academy Conference** and complete all four modules of the Academy during the course of two and a half days.

This conference content is based on CSDA's Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.

CSDA has created this conference to provide new board members with immediate training, to offer newly elected board presidents the training they need to lead effectively, and to provide experienced board members with current practices and information about the key concerns facing special districts.



*Whether you're new to the board or someone who has served for many years, this conference provides essential tools and information to effectively govern your district!*



#### **SDRMA Credit Incentive Points**

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the Special District Leadership Academy Conference reducing SDRMA member's annual contribution amount.



“As a new board member, I truly enjoyed attending the Governance Foundations workshop. The material was informative, and I recommend this workshop to anyone serving as an elected official.”

– Shiva Frentzen, Director, Cameron Park Community Services District

## Why attend?

Local boards are the reason why local control is local. Special district boards are the voices of the community and they are also a large reason why special districts exist. The truth is that every elected or appointed public official needs to worry about governance; governance is what boards do. It’s what they bring to the table. Governance is taking the wishes, needs, and desires of the community and transforming them into policies that govern the district.

### Attendees will learn:

- Working as a team: The roles of the board and staff in your district.
- Attributes and characteristics of highly effective boards.
- How culture, norms, values, and operating styles influence the district.
- Specific jobs that the board must perform.
- How individual values, skills, and knowledge help shape how effective boards operate.
- The importance of moving from “I” to “we” as the governance team.
- The board’s role in setting direction for the district.
- The board’s role in finance and fiscal accountability.
- Much more!

## Where to stay



**February 26 – March 1, 2017**  
**Embassy Suites La Jolla**  
 4550 La Jolla Village Drive  
 San Diego, CA 92122

### ROOM RESERVATIONS

Room reservations are available at CSDA rate of \$159 plus tax, single or double occupancy by calling 1-800-362-2779 and using the group code XLE. The CSDA rate also includes discounted parking and complimentary guest room internet. The room reservation cut-off is January 27, 2017, however, space is limited and may sell out before this date.

### EARLY BIRD DISCOUNT

The early bird discount for this location requires registration on or before Friday, January 27, 2017.

### CANCELLATIONS

*Cancellations must be in writing and received by CSDA no later than February 13, 2017 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after February 13, 2017. Substitutions are acceptable and must be done in writing no later than February 20 at 5:00 p.m. Please submit any cancellation notice or substitution requests to [meganh@csda.net](mailto:meganh@csda.net) or fax to 916-520-2465.*



**April 23 – 26, 2017**  
**Embassy Suites San Luis Obispo**  
 333 Madonna Road  
 San Luis Obispo, CA 93405

### ROOM RESERVATIONS

Room reservations are available at CSDA rate of \$120 plus tax, single or double occupancy by calling 805-549-0800 and using the group code XCO. There is complimentary self-parking at this location. The room reservation cut-off is March 24, 2017, however, space is limited and may sell out before this date.

### EARLY BIRD DISCOUNT

The early bird discount for this location requires registration on or before Friday, March 24, 2017.

### CANCELLATIONS

*Cancellations must be in writing and received by CSDA no later than April 10, 2017 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after April 10, 2017. Substitutions are acceptable and must be done in writing no later than April 17 at 5:00 p.m. Please submit any cancellation notice or substitution requests to [meganh@csda.net](mailto:meganh@csda.net) or fax to 916-520-2465.*



**July 9 – 12, 2017**  
**Embassy Suites Napa Valley**  
 1075 California Blvd.  
 Napa, CA 94559

### ROOM RESERVATIONS

Room reservations are available at CSDA rate of \$169 plus tax, single or double occupancy by calling 1-800-HILTONS and using the group code CAS. The room reservation cut-off is June 9, 2017, however, space is limited and may sell out before this date.

### EARLY BIRD DISCOUNT

The early bird discount for this location requires registration on or before Friday, June 9, 2017.

### CANCELLATIONS

*Cancellations must be in writing and received by CSDA no later than June 26, 2017 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after June 26, 2017. Substitutions are acceptable and must be done in writing no later than July 3 at 5:00 p.m. Please submit any cancellation notice or substitution requests to [meganh@csda.net](mailto:meganh@csda.net) or fax to 916-520-2465.*



## Demonstrate your commitment to good governance.

During the course of this conference, you will complete the entire Academy.

### SUNDAY

5:30 – 7:00 p.m.

#### REGISTRATION AND NETWORKING RECEPTION



Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

### MONDAY

8:30 a.m. – 12:30 p.m. *(Break for all attendees from 10:00 - 10:30 a.m.)*

#### BUILDING A FOUNDATION FOR GOOD GOVERNANCE

In this informational session, the instructor will lay the ground work for good governance in your district. Attendees will discover:

- Why good governance is so important to the overall well-being of the district.
- The traits of effective board members.
- What good governance means and how to effectively put it into practice
- How to move your board from “I” to “we,” including how to become an effective team, establish team standards, and essential conditions for team building.

*This session covers Module 1 of the Special District Leadership Academy: Governance Foundations.*

**“quote”** **“Helped clarify my role as a new director.”**  
– D. Albright, Director, Greater Vallejo Recreation District

12:30 – 1:30 p.m.

#### LUNCH PROVIDED *(all attendees)*

1:45 – 4:30 p.m. *(Break for all attendees from 3:00 - 3:30 p.m.)*

#### FULFILLING YOUR DISTRICT'S MISSION - CHARTING THE COURSE

This session will highlight the importance of setting the direction for your district. Learn the critical components of direction setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district's mission, vision, values, and strategic goals and how to communicate those objectives to your constituents.

*This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.*

5:30 – 7:00 p.m

#### SIP AND SAVOR EVENING RECEPTION

*Join us for a lively evening of networking and refreshments.*

*Sponsored by Special District Risk Management Authority*



You must attend all education sessions to earn your graduation certificate at the conclusion of the conference.

## TUESDAY

8:30 – 10:00 a.m.

### GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH

This session looks at common communication breakdowns and potential areas for improvement in public agency communications. It will discuss proper and effective communication methods to be aware of as a governing official including:

- Identifying audiences.
- Responding to public input.
- Media relations.
- Legislative outreach and advocacy.

*This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.*

10:00 – 10:30 a.m.

**BREAK** (all attendees)

10:30 a.m. – 12:00 p.m.

### DEFINING BOARD AND STAFF ROLES AND RELATIONSHIPS PART 1

This conference session will teach participants how to determine the Human Resource health of their district and what areas to focus on as a board and individual governing official including:

- Identifying the board's role in human resources.
- Recognizing HR red flags and positive indicators.
- Developing and maintaining essential HR policies.
- Covering confidentiality and legal liabilities.
- Evaluating the general manager.

*This session covers Module 4 of the Special District Leadership Academy: Board's Role in Human Resources.*

12:00 – 1:00 p.m.

**LUNCH PROVIDED** (all attendees)

1:15 – 4:00 p.m. (Break for all attendees from 2:45 - 3:00 p.m.)

### DEFINING BOARD AND STAFF ROLES AND RELATIONSHIPS PART 2

## OPEN EVENING

## WEDNESDAY

8:30 a.m. – 12:00 p.m. (Break for all attendees from 10:00 - 10:30 a.m.)

### SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?

This session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts. Attendees will learn:

- How to ask the right questions.
- How to link the finance process to the district mission and goals.
- Budget process, budget assessment, and communicating budget information to the public.
- How to develop and analyze capital improvement plans and reserve guidelines.

*This session covers Module 3 of the Special District Leadership Academy: Board's Role in Finance and Fiscal Accountability.*

12:00 – 12:30 p.m.

### GRADUATION - CERTIFICATE DISTRIBUTION

At the completion of the conference attendees will be awarded a certificate of completion for the Special District Leadership Academy.

**Attendees must attend all education sessions to receive credit.**



“The workshop on Setting Direction/Community Leadership was out-standing. The instructor defined roles and responsibilities which were essential to productive and conscientious board members. The Leadership Academy should be a requirement for all new board members.”

– Dave Kulchin, Board Member, Leucadia Wastewater District