



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

WEDNESDAY, September 12, 2018 – 5:30 P.M.
Oceano Community Services District Board Room
1655 Front Street, Oceano, CA

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

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

1. CALL TO ORDER:
2. ROLL CALL:
3. FLAG SALUTE:
4. AGENDA REVIEW:
5. CLOSED SESSION:
6. PUBLIC COMMENT 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 – Paavo Ogren
- iv. Sheriff's South Station - Commander Stuart MacDonald

B. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

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

C. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:

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

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

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

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.

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 July 25, August 8 and August 29, 2018
- B. Review and Approval of Cash Disbursements
- C. Submittal of the District's Public Facilities Fees Annual Report

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 a recommendation authorizing the Board President to execute an agreement with One Cool Earth, a 501(c)(3) corporation, to provide \$9,980 in funding to support the Earth Genius educational program at Oceano Elementary School.
- B. Consideration of a Recommendation to approve a resolution replacing Resolution 2018-01 and authorizing the President and General Manager to approve electronic payments to the County of San Luis Obispo and reporting requirements to the Board of Directors
- C. Consideration of a Recommendation to Set September 26, 2018 as the date to make an appointment filling the existing Board vacancy

10. HEARING ITEMS:

Consideration of an Appeal on a Fee Determination for a New Commercial Structure at 1827 Front Street - Assessor's Parcel Number 062-083-018

11. RECEIVED WRITTEN COMMUNICATIONS:

12. LATE RECEIVED WRITTEN COMMUNICATIONS:

13. FUTURE AGENDA ITEMS: District Policies Continued; update, Roles and Responsibilities with Related Agencies; Construction Documents, Five Cities Fire Authority 5, District Rules and Regulations, Seabreeze Mobile Home Park Continued, 2019 Goals and Priorities, Lucia Mar Lease Agreement, 13th St/ HWY One Drainage Project.

14. FUTURE HEARING ITEMS:

15. ADJOURNMENT:



Oceano Community Services District

Summary Minutes

Special Meeting Wednesday, July 25, 2018 – 5:30 P.M.

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

1. **CALL TO ORDER:** at 5:30 p.m. by President White
2. **FLAG SALUTE:** led by President White
3. **ROLL CALL:** All Board members present. Also present, General Manager Paavo Ogren, District Legal Counsel Jeff Minnery, Business and Accounting Manager Carey Casciola, and Board Secretary Celia Ruiz.
4. **AGENDA REVIEW:** Agenda approved as presented.
5. **CLOSED SESSION:** was entered at approximately 5:35pm. Open session was resumed at approximate 6:05pm
No public comment
 - A. **Pursuant to Government Code 54956.9(a):** Conference with legal counsel regarding Santa Maria Valley Water Conservation District v. City of Santa Maria, et al.,
No reportable action
 - B. **Pursuant to Government Code §54956.9 (d)(2):** Conference with District Counsel regarding anticipated litigation. Number of cases: one (1).
No reportable action
6. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA (NOT BEGINNING BEFORE 6:00 PM):**
Public comment was received by Darcy of The Place, and Cynthia Replogle.
7. **SPECIAL PRESENTATIONS & REPORTS:**
 - a. **STAFF REPORTS:**
 - i. Operations - Field Supervisor Tony Marraccino – Field Supervisor Marraccino reported on 6 USA's, 1 after hour call out, 5 customer service calls, 7 work orders, samples, meter reading, door hangers, shut offs, boosters back up, weed abatement, Air Park Dr. bridge project.
 - ii. FCFA - Chief Steve Lieberman – None
 - iii. OCSD General Manager – General Manager Ogren reported on Air Park bridge project, SSO at the Lagoon, repaving roads
 - iv. Sheriff's South Station – Commander Stuart MacDonald – None
 - b. **BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:**
 - i. Director Angello – None
 - ii. Director - Vacant – None
 - iii. President White – reported on Zone 1 1A, and SSLOCSD
 - iv. Vice President Austin – reported on OAC
 - v. Director - Vacant – None
 - c. **PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:**
No public comment.

8 CONSENT AGENDA:	ACTION:
<p>a. Review and Approval of Minutes for the Regular Meeting on July 11, 2018</p> <p>b. Review and Approval of Cash Disbursements</p> <p>c. Submittal of the District's Fiscal Year 2017-18 Quarter 4 Treasurer Report</p>	<p>After an opportunity for public comment and brief Board discussion, staff recommendations were approved with a motion from Vice President Austin, a second by Director Angello and a 5-0 vote.</p> <p>No public comment.</p>
9 A BUSINESS ITEM:	ACTION:
Update and discuss the filling of the two (2) Board vacancies and provide direction as deemed appropriate	<p>After an opportunity for public comment and brief Board discussion, no action taken.</p> <p>Public comment was received by Allene Villa, Lucia Casalino, and Cynthia Repleg.</p>
9 B BUSINESS ITEM:	ACTION:
Update and discuss drafting a Feasibility Agreement with The Place on PCH and provide direction as deemed appropriate	<p>After an opportunity for public comment and brief Board discussion, direction was given to staff to draft a feasibility agreement and coordinate with the County of San Luis Obispo with a motion from President White, a second by Vice President Austin and a 3-0 vote.</p> <p>Public comment was received by Darcy, Cynthia Repleg, Shirley Gibson, and John Bova.</p>
9 C BUSINESS ITEM:	ACTION:
Consideration of a recommendation to approve a revised Utility Relocation Agreement with the County of San Luis Obispo relating to the County's Highway One Drainage project and payment of a deposit in the amount of \$109,868	<p>After an opportunity for public comment and brief Board discussion, a motion was made to approve the revised agreement with a motion from Vice President Austin, a second by President White and a 3-0 roll call vote. A second motion was made to authorize the deposit payment required by section (d)1 in the amount of \$109,868 with a motion from Vice President Austin, a second by Director Angello and a 3-0 roll call vote.</p> <p>No public comment</p>
9 D BUSINESS ITEM:	ACTION:
Consideration of a recommendation to approve a professional services agreement with GSI Water Solutions Inc. to prepare the 2018 Annual Report for the Northern Cities Management Area in the amount of \$37,591 plus contingencies of \$3,370 for a total contract amount of \$40,961	<p>After an opportunity for public comment and brief Board discussion, staff recommendations were approved with a motion from Director Angello, a second by Vice President Austin and a 3-0 roll call vote.</p> <p>No public comment</p>

10. **HEARING ITEM:** None

11. **RECEIVED WRITTEN COMMUNICATIONS:** None

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

13. **FUTURE AGENDA ITEMS:** District Policies Continued; update, Roles and Responsibilities with Related Agencies; Construction Documents, Five Cities Fire Authority 5, District Rules and Regulations, Seabreeze Mobile Home Park Continued, The Place Art Gallery, 2019 goals and priorities, reconstituting parks and recs, OCSD Community Center contract, 13th St drainage project.

14. **FUTURE HEARING ITEMS:** None

15. **ADJOURNMENT:** at approximately 7:35 pm



Oceano Community Services District

Summary Minutes

Regular Meeting Wednesday, August 8, 2018 – 5:30 P.M.

Oceano Community Services District Board Room

1655 Front Street, Oceano, CA

1. **CALL TO ORDER:** at 5:30 p.m. by President White
2. **FLAG SALUTE:** led by President White
3. **ROLL CALL:** All Board members present. Also present, General Manager Paavo Ogren, District Legal Counsel Jeff Minnery, Business and Accounting Manager Carey Casciola, and Board Secretary Celia Ruiz.
4. **AGENDA REVIEW:** Agenda approved as presented.
5. **CLOSED SESSION:** was entered at approximately 5:38pm. Open session was resumed at approximate 6:45pm
No public comment
 - A. **Pursuant to Government Code §54957:** Performance evaluation – General Manager
No reportable action
 - B. **Pursuant to Government Code 54956.9(a):** Conference with legal counsel regarding Santa Maria Valley Water Conservation District v. City of Santa Maria, et al.,
No reportable action
 - C. **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 b) Unrepresented Management Positions
No reportable action
6. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA (NOT BEGINNING BEFORE 6:00 PM):**
Public comment was received by Aaron Hanke, and Darcy from The Place.
7. **SPECIAL PRESENTATIONS & REPORTS:**
 - a. **STAFF REPORTS:**
 - i. Operations - Field Supervisor Tony Marraccino – Field Supervisor Marraccino reported on 8 USA's, 2 after hour call out, 7 customer service calls, 7 work orders, Lopez currently at 46.4%, no SSO's in July, samples, meter swaps, comment codes, trash removal, weed abatement, lift station went down 8/3.
 - ii. FCFA - Chief Steve Lieberman – None
 - iii. OCSD General Manager – General Manager Ogren reported on LHMP, LMUSD Oceano Elementary hot tap tapping 8/9 at 10am, capitol project updates, emergency generator, update on asphalt overlay project for next year by County
 - iv. Sheriff's South Station – Commander Stuart MacDonald – None
 - b. **BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:**
 - i. Director Angello – None
 - ii. Director Gibson– None
 - iii. President White – None
 - iv. Vice President Austin – SSLOCSD
 - v. Director Replogle – None
 - c. **PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:**
No public comment.

8 CONSENT AGENDA:	ACTION:
<ul style="list-style-type: none"> a. Review and Approval of Cash Disbursements b. Review and Approval of Minutes for the Special Meeting on August 2, 2018 	<p>After an opportunity for public comment and brief Board discussion, staff recommendations were approved with the modification to Item 8a addition of \$ 5,824 payable to Wilson Engineering and The Zenith total disbursements to \$ 49,718.54 with a motion from Vice President Austin, a second by Director Angello and a 5-0 vote. No public comment.</p>
9 A BUSINESS ITEM:	ACTION:
<p>Review and discussion of District services and modification of the Board of Director's Committee Assignments as deemed appropriate</p>	<p>After an opportunity for public comment and brief Board discussion, the attached committee appointments were approved with a motion from Vice President Austin, a second by Director Replogle and a 5-0 vote. No public comment</p>
9 B BUSINESS ITEM:	ACTION:
<p>Consideration of a recommendation to cancel the August 22, 2018 regular meeting, to schedule a special meeting for August 29, 2018 and to reschedule the public hearing to consider adoption of the final 2018/19 budget from August 22, 2018 to August 29, 2018</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 Vice President Austin and a 5-0 vote. No public comment.</p>

- 10. **HEARING ITEMS:** None
- 11. **RECEIVED WRITTEN COMMUNICATIONS:** None
- 12. **LATE RECEIVED WRITTEN COMMUNICATIONS:** None
- 13. **FUTURE AGENDA ITEMS:** District Policies Continued; update, Roles and Responsibilities with Related Agencies; Construction Documents, Five Cities Fire Authority 5, District Rules and Regulations, Seabreeze Mobile Home Park Continued, The Place Art Gallery, 2019 goals and priorities
- 14. **FUTURE HEARING ITEMS:** None
- 15. **ADJOURNMENT:** at approximately 8:00 pm

2018 COMMITTEE & SUBJECT MATTER ASSIGNMENTS

COMMITTEE ASSIGNMENTS TO OTHER AGENCY BOARDS AND COMMITTEES				Subject Matter Assignments / Expertise
SSLOCSD	Austin	White	1 st & 3 rd Wed/6:00/Jan.-June OCSD/July-Dec. Arroyo Grande City Council Chamber 215 E. Branch Arroyo Grande, CA 93420	Reclaimed Water
Five Cities Fire Authority	White	Gibson	3 rd Fri./2:00/Grover Beach City Council Chamber 154 S. 8th St. Grover Beach, CA 93433	Emergency Services
Water Resource Advisory Comm. (WRAC)	Replogle	Gibson	1 st Wed/1:30/SLO County Library Room 995 Palm St. San Luis Obispo, CA 93401	Regional Water Programs
Regional Water Mgt. Group (RWMG – IRWMP)	Replogle	Gibson	1 st Wed/9:00/SLO County Library Room 995 Palm St. San Luis Obispo, CA 93401	Regional Water Programs
Zone 3 (Lopez Water)	Gibson	Replogle	3 rd Thurs Odd/6:30/Varies	Water Supply Contracts
State Water	Gibson	Replogle	Varies	Water Supply Contracts
Oceano Advisory	Replogle	n/a	4 th Mon/4:00/OCSD	County Land Use
RFP Ad Hoc Committee	Angello	Gibson	Approve 5/10/2017	
LIAISON AND SUBJECT MATTER ASSIGNMENTS				
Supervisor Liaison	Austin		Varies	
Airport Land Use	Angello & Gibson		3 rd Wed /1:30/County Government Center Board of Supervisors Chamber 1055 Monterey St Room D170 San Luis Obispo, CA 93401	
CA (Local) Special District's Association	White		Varies (Usually Noon Fri) every other month	
Zone 1/1A	White		3 rd Tues Odd/3:00/Sheriff South Patrol Station 1681 Front St. (Highway 1) Oceano, CA 93445	
LAFCO	White		3 rd Thur/9:00/ County Government Center Board of Supervisors Chamber 1055 Monterey St San Luis Obispo, CA 93401	
RWQCB	Angello		Odd Months/Varies	
NCMA	White & Replogle		Subject Matter Assignment	
RGSP (Regional Groundwater Sustainability Project)	White & Replogle		Subject Matter Assignment; Meetings with other agencies varies	
SLOCOG Sedimentation	White		Varies	
Budgets, Fees and Customer Rates and Charges	Angello		Subject Matter Assignment	
Real Property Lease and Franchises	Angello		Subject Matter Assignment	
Capital Improvement Program	Angello		Subject Matter Assignment	
Rules, Regulations, Policies and Procedures, including SEIU MOU	n/a		Subject Matter Assignment	
District Plans and Projects	Replogle & Angello		Subject Matter Assignment	
IWMA (Integrated Waste Management Advisory)	Replogle			



Oceano Community Services District
Summary Minutes
Special Meeting Wednesday, August 29, 2018 – 5:30 P.M.
Oceano Community Services District Board Room
1655 Front Street, Oceano, CA

1. **CALL TO ORDER:** at 5:30 p.m. by President White
2. **FLAG SALUTE:** led by President White
3. **ROLL CALL:** All Board members present. Also present, General Manager Paavo Ogren, District Legal Counsel Jeff Minnery, Business and Accounting Manager Carey Casciola, and Board Secretary Celia Ruiz.
4. **AGENDA REVIEW:** Agenda approved as presented.
5. **CLOSED SESSION:** was entered at approximately 5:35pm. Open session was resumed at approximate 6:00pm
No public comment
 - 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 b) Unrepresented Management Positions
No reportable action
 - B. **Pursuant to Government Code section 54956.9(a):** Conference with District Counsel regarding Oceano CSD v. GSI Soils Inc. et al
No reportable action
 - C. **Pursuant to Government Code section 54956.9(d)(4):** Conference with District Counsel regarding anticipated litigation. Number of cases: one (1).
No reportable action
 - D. **Pursuant to Government Code §54956.9(e)(3):** Conference with District Counsel regarding receipt of a claim pursuant to the Government Claims Act. Number of cases: one (1)
Action was given to reject the claim
6. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA (NOT BEGINNING BEFORE 6:00 PM):**
Public comment was received by Allene Villa.
7. **SPECIAL PRESENTATIONS & REPORTS:**
 - a. **STAFF REPORTS:**
 - i. Operations - Field Supervisor Tony Marraccino – Field Supervisor Marraccino reported on 12 USA's, 1 after hour call out, 18 customer service calls, 20 work orders, Lopez currently at 44.9%, samples, lift station motor being repaired, Well 8 maintenance, Melodrama sewer tie in, trash pickup, Elementary school tie in, sewer inspection on a new home, maintenance in office, sewer jetting, meter replacement, meter boxes raised.
 - ii. FCFA - Chief Steve Lieberman – None
 - iii. OCSD General Manager – General Manager Ogren gave an update on City Managers meeting with Fire Chief regarding FCFA, Central Coast Blue update, work in progress to schedule an open house either 10/27 or 11/17.
 - iv. Sheriff's South Station – Commander Stuart MacDonald – None

b. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

- i. Director Angello – None
- ii. Director Gibson– None
- iii. President White – None
- iv. Vice President Austin – None
- v. Director Repogle – Oceano Advisory

c. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:

No public comment.

8 CONSENT AGENDA:	ACTION:
Review and Approval of Cash Disbursements	After an opportunity for public comment and brief Board discussion, staff recommendations were approved with a motion from Vice President Austin, a second by Director Angello and a 5-0 vote. No public comment.

9 BUSINESS ITEM:	ACTION:
Consideration of Recommendations to Approve a Memorandum of Understanding with the Service Employees International Union Local 620	After an opportunity for public comment and brief Board discussion, staff recommendations were approved with a motion from President White, a second by Vice President Austin and a 5-0 vote. No public comment

10 HEARING ITEM:	ACTION:
Consideration of Recommendations to Approve the Final 2018/19 Budget, Encumbrances and Adjustments to the Approved Preliminary Budget	After public comment was received by Mary Lucey and brief Board discussion, a motion was made to approve the final budget as modified with a motion from Vice President Austin, a second by Director Angello and a 5-0 roll call vote. A second motion was made to approve the budget adjustments as followed: <ul style="list-style-type: none"> • Increase expenditures in the Sewer Fund by \$ 7, 500 for the 2018 FOG program • Increase expenditures in the Garbage Fund by \$ 10,000 for the fall clean up • Increase expenditures in the Garbage Fund by \$ 10,000 for one cool earth educational program With a motion from Vice President Austin, a second by Director Repogle and a 5-0 roll call vote.

11. **RECEIVED WRITTEN COMMUNICATIONS:** None

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

13. **FUTURE AGENDA ITEMS:** District Policies Continued; update, Roles and Responsibilities with Related Agencies; Construction Documents, Five Cities Fire Authority 5, District Rules and Regulations, Seabreeze Mobile Home Park Continued, The Place Art Gallery, 2019 Goals and Priorities, Lucia Mar Lease Agreement, 13th St/ HWY One Drainage Project.

Director Angello is moving out of the District’s boundaries and resigned as of August 29th.

14. **FUTURE HEARING ITEMS:** None

15. **ADJOURNMENT:** at approximately 7:35 pm



Oceano Community Services District

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

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

Date: September 12, 2018

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

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

Recommendation

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

Discussion

The following is a summary of the attached cash disbursements:

Description	Check Sequence	Amounts
	57162 - 57223	
Disbursements Requiring Board Approval prior to Payment:		
Regular Payable Register – paid 09/12/2018	57203 - 57223	\$59,804.91
Subtotal:		\$59,804.91
Reoccurring Payments for Board Review (authorized by Resolution 2016-07):		
Payroll Disbursements – PPE 08/18/2018	N/A	\$27,984.16
Payroll Disbursements – PPE 09/01/2018		\$27,654.10
Reoccurring Utility Disbursements – paid 08/29/2018	57197 - 57202	\$9,560.29
Reoccurring Health/Benefits – paid 08/20/2018	57162 - 57165	\$6,047.36
Subtotal:		\$71,245.91
Grand Total:		\$131,050.82

**57160 & 57161 were added warrants to the 08/29/2018 Board Meeting*

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.

9/7/2018 1:40 PM
 COMPANY: 99 - POOLED CASH FUND
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK RECONCILIATION REGISTER

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 057203 THRU 057223

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:	-----							
1-1001-000	9/07/2018	CHECK	057203	R&R ROLL-OFF LLC	518.62CR	OUTSTND	A	0/00/0000
1-1001-000	9/07/2018	CHECK	057204	PETTY CASH	50.59CR	OUTSTND	A	0/00/0000
1-1001-000	9/07/2018	CHECK	057205	CASEY STEWART	250.00CR	OUTSTND	A	0/00/0000
1-1001-000	9/07/2018	CHECK	057206	DICKSON	389.00CR	OUTSTND	A	0/00/0000
1-1001-000	9/07/2018	CHECK	057207	BRENNTAG PACIFIC, INC.	499.46CR	OUTSTND	A	0/00/0000
1-1001-000	9/07/2018	CHECK	057208	WHITE, KAREN M.	300.00CR	OUTSTND	A	0/00/0000
1-1001-000	9/07/2018	CHECK	057209	ANTHONY MARRACCINO	250.00CR	OUTSTND	A	0/00/0000
1-1001-000	9/07/2018	CHECK	057210	DIVERSIFIED PROJECT SERVICES I	3,080.00CR	OUTSTND	A	0/00/0000
1-1001-000	9/07/2018	CHECK	057211	BURDINE PRINTING & GRAPHICS	332.82CR	OUTSTND	A	0/00/0000
1-1001-000	9/07/2018	CHECK	057212	ARAMARK	256.54CR	OUTSTND	A	0/00/0000
1-1001-000	9/07/2018	CHECK	057213	CARLILE, JASON	250.00CR	OUTSTND	A	0/00/0000
1-1001-000	9/07/2018	CHECK	057214	CENTRAL COAST TECHNOLOGY CONSU	316.06CR	OUTSTND	A	0/00/0000
1-1001-000	9/07/2018	CHECK	057215	WINEMA INDUSTRIAL & SAFETY SUP	2,127.84CR	OUTSTND	A	0/00/0000
1-1001-000	9/07/2018	CHECK	057216	ZENITH INSURANCE COMPANY	630.00CR	OUTSTND	A	0/00/0000
1-1001-000	9/07/2018	CHECK	057217	CATEGORY FIVE PROFESSIONAL CON	47,137.56CR	OUTSTND	A	0/00/0000
1-1001-000	9/07/2018	CHECK	057218	CYNTHIA REPLOGLE	300.00CR	OUTSTND	A	0/00/0000
1-1001-000	9/07/2018	CHECK	057219	J.B. DEWAR, INC.	338.93CR	OUTSTND	A	0/00/0000
1-1001-000	9/07/2018	CHECK	057220	QUILL CORPORATION	325.61CR	OUTSTND	A	0/00/0000
1-1001-000	9/07/2018	CHECK	057221	SHORELINE LANDSCAPE & MAINT. I	410.00CR	OUTSTND	A	0/00/0000
1-1001-000	9/07/2018	CHECK	057222	CARQUEST AUTO PARTS	41.88CR	OUTSTND	A	0/00/0000
1-1001-000	9/07/2018	CHECK	057223	EARTH SYSTEMS PACIFIC	2,000.00CR	OUTSTND	A	0/00/0000

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

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 057203 THRU 057223

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL: 59,804.91CR			
				DEPOSIT	TOTAL: 0.00			
				INTEREST	TOTAL: 0.00			
				MISCELLANEOUS	TOTAL: 0.00			
				SERVICE CHARGE	TOTAL: 0.00			
				EFT	TOTAL: 0.00			
				BANK-DRAFT	TOTAL: 0.00			
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL: 59,804.91CR			
				DEPOSIT	TOTAL: 0.00			
				INTEREST	TOTAL: 0.00			
				MISCELLANEOUS	TOTAL: 0.00			
				SERVICE CHARGE	TOTAL: 0.00			
				EFT	TOTAL: 0.00			
				BANK-DRAFT	TOTAL: 0.00			

Payroll Summary Report
Board of Directors - Agenda Date September 12, 2018

	(*)		
Gross Wages	8/4/2018	8/18/2018	9/1/2018
Regular	\$22,362.40	\$22,352.04	\$22,835.93
Overtime Wages	\$1,478.73	\$1,107.88	\$1,007.03
Stand By	\$700.00	\$700.00	\$700.00
Gross Wages	\$24,541.13	\$24,159.92	\$24,542.96
Disbursements			
Net Wages	\$19,443.59	\$18,827.15	\$19,670.53
State and Federal Agencies	\$3,873.49	\$4,205.95	\$3,519.64
CalPERS - Normal	\$3,901.06	\$3,901.06	\$4,463.93
CalPERS - GASB 68	\$0.00	\$1,050.00	\$0.00
Total Disbursements processed with Payroll	\$27,218.14	\$27,984.16	\$27,654.10
Health & Other (Disbursed with reoccurring bills)	\$3,553.40	\$3,553.40	\$3,761.26
Total District Payroll Related Costs	\$30,771.54	\$31,537.56	\$31,415.36

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

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

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 057197 THRU 057202

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	8/29/2018	CHECK	057197	RABOBANK EQUIPMENT LEASE	755.60CR	OUTSTND	A	0/00/0000
1-1001-000	8/29/2018	CHECK	057198	DE LAGE LANDEN FINANCIAL SERVI	157.66CR	OUTSTND	A	0/00/0000
1-1001-000	8/29/2018	CHECK	057199	CHARTER COMMUNICATIONS	130.00CR	OUTSTND	A	0/00/0000
1-1001-000	8/29/2018	CHECK	057200	VERIZON WIRELESS	204.63CR	OUTSTND	A	0/00/0000
1-1001-000	8/29/2018	CHECK	057201	PACIFIC GAS & ELECTRIC	7,963.03CR	OUTSTND	A	0/00/0000
1-1001-000	8/29/2018	CHECK	057202	COASTAL COPY, INC.	349.37CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	9,560.29CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	9,560.29CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	8/20/2018	CHECK	057162	BLUE SHIELD OF CALIFORNIA	4,736.32CR	OUTSTND	A	0/00/0000
1-1001-000	8/20/2018	CHECK	057163	THE LINCOLN NATIONAL LIFE INSU	1,058.88CR	OUTSTND	A	0/00/0000
1-1001-000	8/20/2018	CHECK	057164	VSP VISION	105.80CR	OUTSTND	A	0/00/0000
1-1001-000	8/20/2018	CHECK	057165	SEIU LOCAL 620	146.36CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	6,047.36CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	6,047.36CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		



Oceano Community Services District

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

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

Date: September 12, 2018

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

Subject: Agenda Item # 8C: Submittal of the District's Public Facilities Fees Annual Report

Recommendation

It is recommended that your Board receive and file the District's Public Facilities Fees Report.

Discussion

Government Code Section 66000 et seq. authorizes local agencies to collect fees from development projects to mitigate the impact of new development on public facilities. The District approved the Public Facilities Fees (PFF) agreement with the County on February 22, 2017 to help ensure that the actions of both agencies are coordinated to comply with statutory requirements. The agreement identifies specific requirements, one of which is the attached report. The District is to submit annual reports that show the District's progress towards performing its obligations, including public information pursuant to Government Code Section 66006.

Other Agency Involvement

The County of San Luis Obispo

Other Financial Considerations

The PFF's are held in a separate Rabobank account that is included in each of District's Quarterly Treasurer Reports.

Results

Reporting the purpose and uses of PFF's and their relationship to new development meets the requirements of the County agreement and state laws and helps promote a well governed and safe community.

Attachment A – Public Facilities Fees Annual Report

Oceano Community Services District
Public Facilities Fees
Annual Report

Annual Report - Public Facilities Fees

The purpose of this report is to provide information required in the District's Public Facilities Fees Annual Report. The fees are collected by the County from new development pursuant to an agreement with the District to help pay the proportionate cost of facilities and equipment that are needed due to the impacts from new development. The fees collected for the District are deposited into a bank account that is exclusively dedicated for the fees so that they are not comingled with other District funds. The most recent Public Facilities Report was dated April 12, 2017 and was adopted at a public hearing on May 10, 2017. The District's fees are used solely for facilities and equipment needed for fire and emergency services.

Description of the Type of Fee in the Account

The Amount of the Fee: \$0.902 per square foot of development.

Fee Accounting

The following table summarizes fee accounting and anticipated date of completing work on facilities or equipment included in the plan.

	Fiscal Year 2016/17		Fiscal Year 2017/18	
Beginning Balance		\$ 189,273		\$ 213,644
Fees Collected		24,038		27,280
Interest Revenues		332		382
Expenditures:				
Permanent Housing	\$ 0		\$ 0	
Emergency Generator (FY 2018/19)	0		0	
Type 1 Fire Engine	0		0	
Type IV Fire Engine	\$ 0		\$ 0	
Total Expenditures		0		0
Ending Balance		\$ 213,644		\$ 241,305

Note: The fiscal year 2016/17 amounts have been subject to the District's annual audit. The annual audit for fiscal year 2017/18 is in process and any changes that may result from the audit will be made available in an update to this report.

Other Information

The District did not have any interfund loans, fee refunds, or allocation of fees for other purposes.



Oceano Community Services District

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

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

Date: September 12, 2018

To: Board of Directors

From: Paavo Ogren, General Manager

Subject: **Agenda Item #9(A): Consideration a recommendation authorizing the Board President to execute an agreement with One Cool Earth, a 501(c)(3) corporation, to provide \$9,980 in funding to support the Earth Genius educational program at Oceano Elementary School.**

Recommendation

It is recommended that your Board authorize the Board President to execute an agreement with One Cool Earth, a 501(c)(3) corporation, to provide \$9,980 in funding to support the Earth Genius educational program at Oceano Elementary School.

Discussion

One Cool Earth Inc. is a local non-profit organization that provides education and outreach at local schools and has been successful in helping obtain grants for several schools districts within San Luis Obispo County. Attached is a request seeking funding to help cover some of the costs for an outdoor school garden program, "Earth Genius," at Oceano Elementary School. On August 23, 2017, your Board approved funding and an agreement for fiscal year 2017-18 and the attached proposal seeks continuation of the program in 2018-19. At the District's recent final budget hearing on August 29, 2018, funding for the proposal was approved subject to a presentation by One Cool Earth. As a result, authorizing the Board President to execute an agreement with One Cool Earth would be needed at this time.

One Cool Earth will provide a presentation during the agenda item. The attached proposal includes accomplishments during the past fiscal year and work efforts and the budget for the upcoming program year. One Cool Earth will also be participating in the Oceano Open House that is scheduled for November 17, 2018 that is currently being coordinated with the Energy Team of the County of San Luis Obispo. The Open House and One Cool Earth's participation helps the District meet its education and outreach obligations, and specifically, outreach efforts at Oceano Elementary that are incorporated in the Proposition 1 scope of work that has recently been approved for the District.

Other Agency Involvement

The State of California has awarded grant funding to the District under Proposition 84 and Proposition 1, both relating to Integrated Regional Water Management efforts. The County of San Luis Obispo is the lead



Oceano Community Services District

Board of Directors Meeting

agency on the grant efforts and the District has approved the grant agreements. The Oceano Elementary School is a campus of the Lucia Mar Unified School District.

Other Financial Considerations

The funding request for Earth Genius from the District is in the amount of \$9,980. Total program costs are \$14,910. The remaining program funding needs are provided by charitable contributions and state grants.

Results

Supporting local non-profits efforts helps to ensure a more appealing and cost effective approach with education and outreach in contrast to solely using District staff and/or public relations consulting firms. The program efforts will help the District meet education and outreach obligations, included in existing grant agreements and promotes a well-governed community. Overall, the One Cool Earth proposal promotes a healthy community by supporting "healthy, happy and smart youth."

Attachments: Proposal for Earth Genius

One Cool Earth | Earth Genius Program

Oceano Elementary School Request for Continuation Funding

Aug. 22, 2018

1. Organization Background and Work Accomplished

One Cool Earth (OCE), a 501(c)3 nonprofit, operates exclusively in San Luis Obispo County. OCE believes that every child deserves a place to grow--physically, personally, and intellectually. Our school garden program, Earth Genius, creates and operates gardens as learning labs that power healthy, happy and smart youth.

Over the past fifteen years OCE has steadily expanded, refining our mission and adding partners to support garden-based educational opportunities at public schools throughout the county. OCE staff currently work directly with 1600 unique students/week on garden-related educational projects in 14 schools, focusing on elementary grade levels.

Last year, through funding from Oceano Community Service District, matched by California State Waterboard funding, we operated our Earth Genius program at Oceano Elementary School. Highlights of the year included:

- **Successful Waste Audit** - Oceano Elementary completed a day-long waste audit that involved students from six classrooms, involved sorting lunchtime waste for all students, and a final assembly showing students the breakdown of how much of one day's waste at the school is recyclable, compostable, and landfillable. The assemblies also included a PSA about dumping in the community.
- **Garden Beds Installed** - A total of 16 additional garden beds were installed at Oceano Elementary school, and the four crops were harvested.
- **Water, Waste and Food Lesson** - All students in the school were involved in monthly lessons related to low impact development, especially stormwater runoff, including topics such as marine debris, erosion, and the impacts of surface types on runoff (impermeable vs. permeable).
- **Watershed Field Trip** - A field trip to the San Simeon Coastal Discovery Center was hosted for one classroom, which included a Marine Debris cleanup, oceanography, and plankton labs.

2. Continuation Proposal

One Cool Earth requests \$9,980 to continue support for our outdoor education program, EarthGenius, at Oceano Elementary School in Oceano. Earth Genius (EG) facilitates student-led projects that create real-world impacts (water savings, waste reduction, food production), building student wellbeing by encouraging responsibility, teamwork, environmental stewardship, and pride for their campus. In addition, our program makes water conservation and waste reduction relevant and personal by tying these concepts to growing food in school gardens. All our lessons are tied to standards-based academics to support student learning in many subject areas, but especially science.

Greg Ellis | Grant Liaison | 760-382-5164 | greg@onecoolearth.org

Every child deserves a place to grow!

www.earthgenius.org

One Cool Earth | Earth Genius Program

Oceano Elementary School Request for Continuation Funding

Aug. 22, 2018

The Earth Genius program provides a dedicated, weekly outdoor educator to each school who works directly with approximately 500 students each week, teaching a series of 18 project-based lessons to students outdoors on campus. Example lessons include operating a school-wide vermicomposting and recycling program to reduce school waste hauling costs and provide fertilizer for garden beds, conducting home water audits, installing home water conservation fixtures, and building habitat gardens to reduce school water use, increase pollinators and beneficial predatory insects, and reduce pesticide use.

In addition, the lessons involve planting and harvesting vegetables, and our schedule produces 3 harvests per year at a school site. Harvested vegetables are used in cooking lessons and tastings. Excess vegetables are provided to the Food Services department to be included in school lunches.

Besides teaching lessons directly to students, the Earth Genius program builds schools' capacity to incorporate outdoor education as a standard practice. Our educators work with teachers to model student management and age-appropriate, standards-based lessons. In addition, working with students and volunteer community groups, we build and maintain outdoor education infrastructure, ensuring that compost systems, garden irrigation, soil, pathways, and other vital features are safe, attractive, and functional. We offer three regional teacher trainings per year as well as extension activities and curriculum to leverage teacher engagement in outdoor education beyond the Earth Genius program.

3. Program Need

School gardens address several local needs of County residents. Overall, our program has developed at the invitation of local school administrators, teachers, parents, and students. School gardens are a resource requested by the community. Of Oceano Elementary School's population of 460 students, 91% qualify as low-income based on eligibility for free/reduced lunches, 85% identify as non-white¹, and 39% have a health risk due to body composition according to state Physical Fitness tests. EarthGenius addresses several interrelated needs of students--environmental wellbeing, academics, and health--this holistic approach has proven more effective and engaging than addressing any one need in isolation from the others.

Environment

South San Luis Obispo county currently faces many environmental issues. Students represent key influencers in their family and community. By involving them in meaningful

¹ School Accountability Report Card <http://www.cde.ca.gov/ta/ac/sa/> Accessed Nov. 1st, 2016.

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Oceano Elementary School Request for Continuation Funding

Aug. 22, 2018

projects to improve their campuses, they gain knowledge, skills, attitudes and behaviors that they pass on to their families and communities.

The Earth Genius program encourages wise water-use. In an area of drought and groundwater overdraft, water conservation supports the stability of an area dependent on agricultural crops. Low-income residents are often hardest-hit by increasing utility prices, and water conservation provides direct financial savings. Overall, the current widespread community debate over water and land use presents an opportunity to inform decisions and promote both urban and agricultural watershed conservation behaviors through community education, using the schools as an entry point to discussion and action. Students versed in basic agricultural practices and urban water conservation techniques will be well-suited as watershed stewards now and in the future.

Furthermore, the EarthGenius program addresses school waste costs as well as state mandates to reduce waste. Our garden programs are linked with school-wide recycling and composting programs. We process the compost in bins using worms to produce fertilizer for our gardens. By recycling, we reduce school waste hauling costs by up to \$3000 per year per school, helping to justify schools in partially funding garden programs. Increased student waste-disposal awareness leads to reduced pollution from improper waste disposal.

The EarthGenius program takes place entirely outdoors, in school gardens, and encourages student familiarity and comfort in outdoor settings, encouraging outdoor activity and recreation on their own, which leads to appreciation for and stewardship of natural resources--if they connect with nature, they will protect nature.

Education

US students lag behind their international peers in Science (including Health), Technology, Engineering, and Math (STEM) education, and the gap is greatest for low-income students.² Science is a challenging subject for many students, even more so since elementary schools lack dedicated lab space where hands-on science projects can take place. In addition, multi-subject elementary teachers often lack strong background training in scientific subjects and science education pedagogy. Elementary science achievement is important, as success forms a basis for continued student learning in STEM subjects through middle school and high school. Basic science education will also allow students to make more informed and reasoned decisions in their personal and civic lives³.

² National Math + Science Initiative, "The STEM Crisis."

<https://www.nmsi.org/AboutNMSI/TheSTEMCrisis.aspx> Accessed: 29 November 2016.

³ Marincola, Elizabeth. "Why Is Public Science Education Important?" *Journal of Translational Medicine* 4 (2006): 7. *PMC*. Web. 30 Jan. 2017.

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Oceano Elementary School Request for Continuation Funding

Aug. 22, 2018

The Earth Genius program bridges textbook learning with the real world, and garden-based lessons aligned to classroom standards serve as effective⁴, engaging⁵, and low-cost laboratories as they model many of the basic concepts in earth science, life sciences, and physical sciences. Also, by providing teachers with training, coaching, and resources, and by maintaining gardens, the Earth Genius program increases the capacity of schools to teach science effectively.

Health

The Earth Genius program includes best-practices in nutrition education by involving students in every step of the food system, from growing and harvesting, to cooking, eating, and sharing and operating the program over the duration of the school year. Nutrition makes outdoor education personal and relevant, and ties resource conservation and outdoor appreciation and recreation to health, a critical feature of our program at schools like Oceano Elementary where nearly 40% of students are at risk of disease due to body composition.

The body of research has found that garden-based nutrition education programs are a more effective method for increasing nutrition knowledge, fruit and vegetable identification skills, and fruit and vegetable consumption than in-classroom nutrition education programs^{6,7,8}. Research also supports that garden-based interventions that involved consistent exposure to the garden over a longer period of time were more likely to increase consumption of fruits and vegetables¹². Three determinants lead to the most effective nutritional behavior change: 1) decrease fear of trying new foods (neophobia); 2) increase perception that it is socially acceptable to eat fruits and vegetables; and 3) increase self-efficacy in abilities to eat fruits and vegetables. The hands-on nature of our school garden program is a key component for nutritional behavior change in children because it directly connects them to new foods in a

⁴ Pigg, A., Waliczek, T., & Zajicek, J. (2006). Effects of a Gardening Program on the Academic Progress of Third, Fourth, and Fifth Grade Math and Science Students. *HortTechnology*, 16(2), 262-264.

⁵ Smith, L., & Motsenbocker, C. (2005). Impact of Hands-on Science through School Gardening in Louisiana Public Elementary Schools. *HortTechnology*, 15(3), 439-443.

⁶ Morgan, P., Warren, J., Lubans, D., Saunders, K., Quick, G., & Collins, C. (2010). The impact of nutrition education with and without a school garden on knowledge, vegetable intake and preferences and quality of school life among primary-school students. *Public Health Nutrition*, 13(11), 1931-1940.

⁷ McAleese, J. D., & Rankin, L. L. (2007). Garden-Based Nutrition Education Affects Fruit and Vegetable Consumption in Sixth-Grade Adolescents. *Journal of the American Dietetic Association [H.W. Wilson - GS]*, 107(4), 662.

⁸ Wright, W., & Rowell, L. (2010). Examining the effect of gardening on vegetable consumption among youth in kindergarten through fifth grade. *Wisconsin Medical Journal*. 3(109), 125-129.

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Oceano Elementary School Request for Continuation Funding

Aug. 22, 2018

supportive environment, offers many opportunities to taste and eat new foods, and provides skills that students can use to independently choose and prepare healthy foods⁹.

4. Collaboration

The EarthGenius program closely partners with public schools to thoroughly integrate garden education with curriculum. In addition, our program has formed partnerships with many local agencies.

We partner with the National Oceanic and Atmospheric Administration, Central Coast Salmon Enhancement, the Morro Bay Natural History Museum and the Resource Conservation District to enhance our science programming through the use of their facilities, funding, and technical expertise.

We have received funding and technical support from the Atascadero Unified School District, Coast Unified School District, Paso Robles Joint Unified School District, United Way, The Community Foundation San Luis Obispo County, County Public Health Department, the Food Bank Coalition, and UC Cooperative Extension for the health components of our garden-education programs. We also currently partner with the County Probation Department to provide garden-education and activities for Youth in Action, a gang-prevention program in Paso Robles. Through the State we wrote low-impact development grants for schools totalling \$2M.

In addition, we have partnered deeply with the communities we serve, taking the time to understand our student's needs and meet them where they are: culturally and linguistically. We have built our organization's cultural competency through diversity trainings, Spanish language lessons, and by soliciting input and advice from our diverse community partners, including teachers, social workers, and parents as we design and implement our programs.

⁹ Roche, E., Conner, D., Kolodinsky, J. M., Buckwalter, E., Berlin, L., & Powers, A. (2012). Social Cognitive Theory as a Framework for Considering Farm to School Programming. *Childhood Obesity*, 8(4), 357-363.

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Oceano Elementary School Request for Continuation Funding

Aug. 22, 2018

5. Proposed Scope of Work for Fiscal Year 2018 - 2019

Program/Project Summary:

Goal/Objective	Major Tasks (to achieve goal)	Timeline
<p>1) Improve health, academic achievement and wellbeing at underserved schools</p>	<p>1. Elementary students will participate in standards-based outdoor education for 60 minutes every week throughout the school year.</p> <p>2. Students will participate in project-based learning to maintain and improve their campus and create real environmental impacts.</p> <p>3. Students will participate in planting, tending, harvesting, preparing, eating, and sharing garden produce.</p>	<p><i>Sept. 2018 - June 2019 - Hold hour-long lessons at school sites every week for 3 to 4 classes per school.</i></p> <p><i>Complete student projects appropriate for each season (e.g. hoop-greenhouse construction in winter, spring native garden planting, fall waste audit and compost setup).</i></p>
<p>2) Build capacity for underserved elementary schools to provide outdoor education</p>	<p>1. Host seasonal teacher trainings to improve the confidence and ability of elementary school teachers to provide garden-based education.</p> <p>2. Provide coaching for teachers</p> <p>3. Distribute resources including standards-based garden curriculum and garden supplies to teachers.</p> <p>4. Engage and involve community members to improve school garden infrastructure, including parents, businesses, and partner organizations.</p>	<p><i>Seasonally (Fall, Winter, Spring) - Host one teacher training each season. Provide teacher resources at each training.</i></p> <p><i>Host community events to engage community in environmental and educational outcomes</i></p> <p><i>Sept. 2018 - May 2019 - Provide regular feedback and support to teachers who utilize the outdoor infrastructure independently.</i></p> <p><i>Monthly - Maintain communications via school newsletter, website, media to engage community</i></p>

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Oceano Elementary School Request for Continuation Funding

Aug. 22, 2018

Program OUTPUTS:

The program will reach **460** underserved students at Oceano Elementary School with intensive, year-long programming during the 2018 - 2019 school year. A total of **108** garden-based lessons per year will be taught.

10 teachers will receive garden-based teacher trainings as well as garden supplies and curriculum.

The school site will host **3** x harvest/planting events with students, **2** x community volunteer workdays, and **2** x community celebration events.

100 students will be involved in **3** x cooking lessons using garden produce.

460 students (total school population) will receive produce tastings during the school-year.

6. Program Budget: Oceano Elementary Earth Genius Budget: Aug. 2018 - Aug. 2019

	Description	Request from OCSD	Match	Total Cost
I. Personnel Expenses				
<u>Project Planning & Supervision</u>	Program and curriculum development, planning, evaluation, reporting, teacher support and educator supervision: 200 hrs @ \$20/hr;	\$2,980	\$1,020	\$4,000
<u>Direct Education Staff</u>	Educators teach weekly outdoor lessons to reach 460 students & maintain outdoor classrooms: 400 hrs @ \$20/hr;	\$7,000	\$1,000	\$8,000
<u>Payroll Expenses (13% Personnel)</u>	FICA, Worker's Compensation, Employment Insurances;	\$0	\$1,560	\$1,560
<u>Subtotal - Personnel</u>		<u>\$9,980</u>	<u>\$3,580</u>	<u>\$13,560</u>
III. Indirect (10% of Personnel & Operating)	Administrative costs: accounting, insurance, overhead, etc.	\$0	<u>\$1,350</u>	<u>\$1,350</u>
Total Expenses		<u>\$9,980</u>	<u>\$4,930</u>	<u>\$14,910</u>

Budget Narrative

Sources of Funding

Matching sources of funding for Oceano Elementary School's Earth Genius program include: the

Greg Ellis | Grant Liaison | 760-382-5164 | greg@onecoolearth.org

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Oceano Elementary School Request for Continuation Funding

Aug. 22, 2018

Glikbarg Foundation (\$4,000), the Drought Outreach Response Program for Schools (DROPS) State Water Grant (\$930).

Personnel

Project Planning and Supervision - Dan Cano and Dylan Jones will oversee staff hiring, training, plan and operate teacher trainings, distribute teacher support curriculum and supplies, coordinate educational programming, and complete training evaluation measurements and program implementation, develop and analyze evaluations, and do grant tracking and reporting (200 hrs x \$20/hour).

Garden Education Staff - Jenn Lawler-Marshall will teach students outdoors on lessons related to waste, water, and food (40 weeks, 10 hours/week, \$20/hour).

Operating Expenses

Garden Supplies - Garden supplies include mulch, soil, straw, tools, irrigation supplies, wheelbarrows, gloves, tool sheds, expendable materials for student demonstrations and projects, and other necessary materials (\$3000/garden/year).

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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: September 12, 2018

To: Board of Directors

From: Paavo Ogren, General Manager

Subject: **Agenda Item 9(B): Consideration of a Recommendation to approve a resolution replacing Resolution 2018-01 and authorizing the President and General Manager to approve electronic payments to the County of San Luis Obispo and reporting requirements to the Board of Directors**

Recommendation

It is recommended that your Board approve the attached resolution replacing Resolution 2018-01 and authorizing the President and General Manager to approve payments to the County of San Luis Obispo and reporting requirements to the Board of Directors

Discussion

The attached resolution has been prepared, and essentially incorporates a new component of the District's cash disbursement policy approved in Resolution 2018-01. Attached is a redline version of the proposed changes to Resolution 2018-01 and the final version of the resolution recommended for adoption.

Existing policy authorizes the General Manager to approve certain re-occurring payments for specific purposes, payees and vendors that are explicitly listed in the resolution. Existing practices require two members of the Board of Directors to sign checks for actual payments. The proposed changes only relate to payments made to the County of San Luis Obispo.

The majority of the District's cash is held by the County Treasury and authorizing electronic transfer will help ensure timely payment while providing administrative efficiencies. Internal controls implemented at the District and those implemented by the County of San Luis Obispo will help avoid improper payments. The resolution continues to require that all payments are included in the Board's agenda material and limits the General Manager's authority to only items that are within the approved budget.



Oceano Community Services District

Board of Directors Meeting

The following table provides a comparison of existing practices authorized by resolution 2018-01 and the change proposed in the attached resolution.

Type of Disbursement	Current Policy	Proposed Policy
Payroll	Pay and report to Board	No Change
Payroll Taxes & CalPERS	Pay and report to Board	No Change
Payroll Benefits	Pay and Report to Board	No Change
Re-Occurring Utility Payments	Pay and Report to Board	No Change
Lease Payments	Pay and Report to Board	No Change
Payments to the County of San Luis Obispo	Pay after Board approval	Pay and Report to the Board
All other payments (contractors, consultants, supplies, other agency payments, etc...)	Pay after Board approval	No Change

Other Agency Involvement

The County of San Luis Obispo has provided the attached form for authorized signatures.

Other Financial Considerations

n/a

Results

Consideration of the attached resolution will promote administrative efficiencies and a well governed community.

Attachments:

- Resolution amending and replacing Resolution 2018-01 authorizing the General Manager and Board President to approve certain re-occurring payments with reporting requirements to the Board of Directors.
- County Authorized Signatures Form.

OCEANO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2018- __

Resolution amending and replacing Resolution 2018-01
authorizing the General Manager and Board President to approve
certain re-occurring payments with reporting requirements to the
Board of Directors

WHEREAS, the Board of Directors of the Oceano Community Services District ("OCSD Board") approved Resolution 2016-07 on July 27, 2016 relating to the approval of cash disbursements; and

WHEREAS, the OCSD Board replaced Resolution 2016-17 by approving Resolution 2018-01 on January 24, 2018; and

WHEREAS, the OCSD has an established a practice of requiring two members of the Board of Directors to sign checks for payments to payees and vendors; and

WHEREAS, the Board of Directors intends to update the authority of the General Manager to approve electronic payments to the County of San Luis Obispo on normal and reoccurring items provided the amounts to be paid are within the District's approved budget; and

WHEREAS, the Board of Directors intends to provide the Board President with the authority to execute an "Authorized Signatures" form provided by the County of San Luis Obispo that identifies the names of the Board President or the General Manager as those who may approve electronic payments to the County; and

WHEREAS, the Board of Directors intends to clarify that all payments approved pursuant to this Resolution shall be reported to the Board of Directors; and

WHEREAS, the Board of Directors intends to clarify the authority of Board Members to sign checks and electronic authorization forms.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors as follows:

1. The General Manager is hereby authorized to approve payment of bi-weekly payroll, including related payments to employees, federal and state agencies for taxes and related disbursements, CalPERS for pension contributions, and payments for health, dental, vision, life insurance benefits, SEIU union dues and workers compensation insurance and electronic authorizations for amounts due to the County of San Luis Obispo provided the amounts to be paid are within the District's approved budget. All such payments shall be reported to the Board of Directors at the first regular meeting subsequent to the disbursements.
2. The Board President is authorized to execute an "Authorized Signatures" form provided by the County of San Luis Obispo that identifies the names of the Board President and the General Manager as those who may approve electronic payments to the County.
3. The General Manager is hereby authorized to approve payment to the following payees and vendors, with checks and/or electronic payment authorizations signed by two

members of the Board of Directors. All such payments shall be reported to the Board of Directors at the first regular meeting subsequent to the disbursements.

- a. Advantage Answering Services
- b. AGP Video, Inc.
- c. Charter Communications
- d. Coastal Copy, Inc.
- e. De Lage Landen Financial Services, Inc.
- f. Digital West
- g. Elecsys Corporation
- h. Hiriarte's Cleaning
- i. Norcast Telecom Networks
- j. Pacific Gas & Electric
- k. Rabobank Equipment Lease
- l. Stanley Convergent (excluding service calls)
- m. The Gas Company
- n. Verizon Wireless

Upon motion of _____, seconded by _____, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

the foregoing Resolution is hereby adopted this _____ day of _____, 2018.

President of the Board of Directors

ATTEST:

Secretary for the Board of Directors

(SEAL)

APPROVED AS TO FORM AND LEGAL EFFECT:

Jeffrey A. Minnery
District Counsel

By: _____

OCEANO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2018- __

Resolution amending and replacing Resolution
20186-017 authorizing the General Manager and
Board President to approve certain re-occurring
payments with reporting requirements to the
Board of Directors

WHEREAS, the Board of Directors of the Oceano Community Services District (“OCSD
Board”) approved Resolution 2016-07 on July 27, 2016 relating to the approval of cash
disbursements; and

WHEREAS, the OCSD Board replaced Resolution 2016-17 by approving Resolution 2018-
01 on January 24, 2018; and

WHEREAS, the OCSD has ~~also~~ established a practice of requiring two members of the
Board of Directors to sign checks for payments to payees and vendors; and

WHEREAS, the Board of Directors intends to update the authority of the General Manager
to approve electronic payments to the County of San Luis Obispo on normal and reoccurring items
provided the amounts to be paid are within the District's approved budget; and

WHEREAS, the Board of Directors intends to provide the Board President with the
authority to execute an "Authorized Signatures" form provided by the County of San Luis Obispo
that identifies the names of the Board President or the General Manager as those who may
approve electronic payments to the County; and

WHEREAS, the Board of Directors intends to clarify that all payments approved pursuant
to this Resolution by the General Manager shall be reported to the Board of Directors; and

WHEREAS, the Board of Directors intends to clarify the authority of Board Members to sign
checks and electronic authorization forms.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors as follows:

1. The General Manager is hereby authorized to approve payment of bi-weekly payroll,
including related payments to employees, federal and state agencies for taxes and
related disbursements, CalPERS for pension contributions, and payments for health,
dental, vision, life insurance benefits, SEIU union dues and workers compensation
insurance and electronic authorizations for amounts due to the County of San Luis
Obispo provided the amounts to be paid are within the District's approved budget. All
such payments shall be reported to the Board of Directors at the first regular meeting
subsequent to the disbursements.
- 4-2. The Board President is authorized to execute an "Authorized Signatures" form provided
by the County of San Luis Obispo that identifies the names of the Board President and
the General Manager as those who may approve electronic payments to the County.

2.3. The General Manager is hereby authorized to approve payment to the following payees and vendors, with checks and/or electronic payment authorizations signed by two members of the Board of Directors. All such payments shall be reported to the Board of Directors at the first regular meeting subsequent to the disbursements.

- a. Advantage Answering Services
- b. AGP Video, Inc.
- c. Charter Communications
- d. Coastal Copy, Inc.
- e. De Lage Landen Financial Services, Inc.
- f. Digital West
- g. Elecsys Corporation
- h. Hiriarte's Cleaning
- i. Norcast Telecom Networks
- j. Pacific Gas & Electric
- k. Rabobank Equipment Lease
- l. Stanley Convergent (excluding service calls)
- m. The Gas Company
- n. Verizon Wireless

Upon motion of _____, seconded by _____, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

the foregoing Resolution is hereby adopted this _____ day of _____, 2018.

President of the Board of Directors

ATTEST:

Secretary for the Board of Directors

(SEAL)

APPROVED AS TO FORM AND LEGAL EFFECT:

Jeffrey A. Minnery
District Counsel

By: _____



Authorized Signatures

Department:	Oceano Community Services District
Hereby authorizes the following persons to sign for this office in regard to the following services for fund or cost centers numbers:	
4100500000	

Name	Signature	Initials	Check the appropriate boxes:			
			Pickup warrants (vendor, travel, payroll, etc.)	Approve Travel Adv., Claims, Auth. to Draw Warrants	Approve Journal Entries	Approve use of County MasterCard
Karen M. White			X	X	X	
Paavo Ogren			X	X	X	

 Department Head or Agency Director Signature Date

 Print Name

*** Any applicable limitations should be attached ***



Oceano Community Services District

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

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

Date: September 12, 2018

To: Board of Directors

From: Paavo Ogren, General Manager

Subject: **Agenda Item #9(C):** Consideration of a Recommendation to Set September 26, 2018 as the date to make an appointment filling the existing Board vacancy

Recommendation

It is recommended that your Board set September 26, 2018 as the date to fill the existing Board vacancy.

Discussion

The District currently has a Board vacancy resulting from a Board member moving out of the District. Director Angello's seat on the Board was set to expire in December since she was not seeking reelection. Since the number of individuals seeking election to the Board in November equals the number of seats available, the County Clerk's office has informed the District that in lieu of an election, the San Luis Obispo County Board of Supervisors will make appointments on election day as part of the County's agenda. Those appointments will include incumbent Karen White and a new Board member Allene Villa. Director Repogle will also be reappointed for the remainder of the two year term that she is currently serving as a result of the resignation of Director Brunet.

In anticipation of the District's newest Board member Allene Villa, and instead of waiting for December for Ms. Villa to take her seat on the Board, the Board can appoint her to fill the existing vacancy and the entirety of the new Board can be active on September 26th. Although other individuals in the community who are registered voters can also seek an appointment, the appointments would only be valid through November. Appointing Ms. Villa will allow the new Board to begin working together over two months earlier than anticipated.



Oceano Community Services District

Board of Directors Meeting

A notice of the vacancy and appointment is required to be posted within the District boundaries for a minimum of 15 days prior to appointment. The notice is attached and was posted on September 7, 2018 at the following locations:

1. District's office on Front St
2. OCSD Website
3. Oceano post office
4. Triangle Park off of Highway One
5. State Parks kiosk at the entrance of Oceano Dunes SVRA.

Other Agency Involvement

The San Luis Obispo County Clerk's office conducts the elections for the District and will be recommending appointments for terms that begin in December, 2018.

Financial Considerations

The administration budget includes \$5,500 for the election costs in November. Since the number of individuals seeking election to the Board in November equals the number of seats available the District will save these costs in the General Fund.

Results

Appointing individuals to the vacant Board positions will help ensure a quorum of the Board of Directors and promotes a well governed community.

Attachment: Notice of Vacancies



September 7, 2018

**NOTICE OF VACANCY
on the
BOARD OF DIRECTORS
for the
OCEANO COMMUNITY SERVICES DISTRICT**

This notice is posted in accordance with California Government Code Sections 61042 and 1780.

The Oceano Community Services District Board of Directors (Governing Board) includes five elected officials who must reside in the community. The Governing Board currently has a vacancy. This notice is required to be posted for a minimum of 15 days before the Governing Board can make appointments to fill the vacancies.

The Term of Appointment:

The appointee for the vacancy will be appointed for a two (2) month term, through the General Election in November 2018.

Individuals who are interested in seeking an appointment to the Governing Board may wish to inform the District prior to September 26, 2018. **A Board of Directors meeting is scheduled to consider the appointment on September 26, 2018 at 5:30 p.m.** The meeting will be held at the Board Chambers at 1655 Front Street, Oceano California.

Please contact the District's General Manager at (805) 481-6730 with questions.



Oceano Community Services District

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

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

Date: September 12, 2018

To: Board of Directors

From: Paavo Ogren, General Manager

Subject: **Agenda Item #10:** Consideration of an Appeal on a Fee Determination for a New Commercial Structure at 1827 Front Street - Assessor's Parcel Number 062-083-018.

Recommendation

It is recommended that your Board:

1. Review and consider the attached methodology and fee determination by the General Manager.
2. Hear and consider the appeal of the applicant.
3. Either deny the appeal or continue the hearing to a future date to be specified.

Discussion

On May 10, 2017, an "Intent to Serve" letter for the development of a new commercial structure at 1827 Front Street was provided to the applicant. A Final Will Serve letter has not been issued and the applicant has appealed the General Manager's fee determination. The determination is based on District Ordinance 2006-1. The following documents are attached:

- Attachment "A" - Illustrates how the fee determination was calculated, including reductions authorized by the General Manager. The applicant has generally expressed the position that there should be zero fees.
- Attachment "B" - Documentation from the County of San Luis Obispo indicating that the structure will exceed 11,500 square feet.
- Attachment "C" - Applicable sheet from the applicant engineer's plans and specifications illustrating a 1&1/2 inch water service connection.
- Attachment "D" - The Intent to Serve letter issued by the District on May 10, 2017.
- Attachment "E" - Applicable sections of Ordinance 2006-1 and District Standards.



The applicant's right to appeal is based on Article 3(3) of Ordinance 2006-1, which states in part the following:

"When any person...is of the opinion that any provision of the Ordinance is unjust or inequitable as applied to his or her premise or request, he or she may make written application to the Board, stating the special circumstances, citing the provision complained of, and request modification or relief from that provision as applied to him or her."

The General Manager has waived the procedural requirement for the applicant to submit a written application (appeal) at this time since the applicant verbally expressed the position is that there should be zero fees. The applicant has stated that they do not want to change the size of the water meter that was serving the previous structure. As a result, the basis of the applicant's appeal is known and the need for additional written documentation is not needed at this time.

Pursuant to Ordinance 2006-1, Article 3(3), the procedural waiver not requiring a written appeal is allowable because it cannot be "construed as granting the appeal." Furthermore, the Board may continue the hearing and provide the applicant time to provide written documentation if issues or ideas are discussed that could justify further consideration of the appeal. For example, the Board could allow the applicant time to submit an alternative fee calculation including comparisons to fees imposed by other local agencies. Likewise, the applicant could request time to do so. It is difficult to imagine a scenario where the Board could justifiably waive all fees in contradiction of Ordinance 2006-1.

If the Board or the applicant wishes to continue the hearing to provide time for the applicant to submit written information and/or alternative fee calculations, then a deadline should be established along with a continuance of the hearing to a specified date.

The General Manager's Fee Determination

Ordinance 2006-1 is the basis for the fee determination. Some components of the fee are adjusted annually and current values are based on annual increases prescribed in the ordinance. Fee modifications must be expressly authorized by the General Manager pursuant to Article 7(3) or by the Board pursuant to Article 3(3).

The General Manager's fee determination is based on the following:

- 1) A review of Ordinance 2006-1 to determine a basic fee calculation, and
- 2) An evaluation of the development project to determine whether any fee reductions are appropriate.



The following is a summary of the General Manager's fee determination as reflected in Attachment "A."

Step #1 - Basic Fee Calculation based on Ordinance 2006-1		\$ 58,599.78
Step #2 - Fee Reductions		
(a) Waiver of Front Footage Charge	<\$5,304.00>	
(b) Credits for existing meter - Article 2(6)(b)	<\$28,501.46>	
Total Fee Reductions		<\$33,805.46>
General Manager's Fee Determination		\$ 24,794.32

In summary, for Non-Residential development and a 1&1/2 inch meter, Ordinance 2006-1, Article 2(6)(b) provides for a fee calculation based on seven (7) Single Family Residence (SFR) equivalencies. The General Manager waived front footage charges of \$5,304.00 since those are customarily charged on a parcel's original development but not duplicated when property is redeveloped. In addition, considering the parcels prior development, the General Manager authorized a credit of four (4) SFR equivalencies and assumed an existing 1 inch meter. Although the pre-existing meter was only 5/8ths inch, the credit for the larger meter was provided to the benefit of the applicant since the District no longer installs meters smaller than 1 inch. In essence, the applicant was provided a credit of \$28,501.46 to avoid fees for the existing undersized (non-standard) meter.

The Appeal

The applicant's plans illustrate that a new 1&1/2 inch service connection will serve the property. The applicant's desire to keep the existing 5/8th's inch meter appears to be based on the desire to avoid fees and Article 2(6)(b) calculations. The applicant's request would result in a 1&1/2 inch service line with a 5/8th's inch meter. District standards, however, provide that the size of the meter and the service shall be the same (Standard 4.12(B)).

Other points the applicant raised include the following:

- The project plans state that the existing meter will be relocated (implying that the continued use of the existing meter has been approved).

In response, the Board should recognize that the applicant's plans have not been approved by the District nor has the District issued a Final Will Serve letter. The plans simply identify the location of the new meter. The note on the plans "relocate existing water meter" is nothing more than a reference that the existing meter location will be abandoned or demolished and no longer used. To reiterate, the District has not approved the continued use of the existing meter since it would conflict with District standards.



- The applicant expressed the intent of installing a 1&1/2 inch service lateral based on potential future uses.

In response, the applicant's expressed intent actually supports the fee determination. The purpose of fees on new development addresses impacts on the District's water system, capacity and/or supplies. The construction of a 11,500 square foot commercial project will impact the District's water system, capacity and/or supplies. Applicable fees are determined and due to the District when the project is developed - not when, if or how the applicant chooses to fully utilize the project in the future.

In summary, if the Board wishes to continue the hearing to provide time for the applicant to submit a proposal for an alternative fee calculation, then a continuance of the hearing to a future date should be established along with a deadline for submittal of written information to the District.

Other Agency Involvement

The County of San Luis Obispo approves land development in Oceano and should not have issued a building permit prior to the District issuing a Final Will Serve letter. Although the applicant was informed, in advance and in writing (highlighted in Attachment "D") that a Final Will Serve letter must be obtained from the District before a building permit is obtained, the County has also acknowledged that their error contributed to premature issuance of the building permit. In essence, during the transition to new permitting software, the County issued some building permits prior to the District's issuance of Final Will Serve letters. To avoid hardships on the applicant, District staff has been accommodating the project's connection to the water and sewer systems during the project's construction and the fee determination is the primary unresolved issue.

The District has also requested the applicant to provide the District with the final plans approved by the County but has not yet received them.

Financial Considerations

The applicant's fees will need to be paid prior to the installation of the new water meter. The applicant's construction is currently utilizing water from the existing meter.

Although many local agencies charge a fee for appeals, the District does not do so. The cost of addressing the appeal is estimated at \$500 - \$1,000.

Results

Consideration of the fee determination and the appeal in a public hearing helps promote transparency and a well governed community.



Oceano Community Services District

Board of Directors Meeting

Attachments:

- Attachment "A" - Illustrates how the fee determination was calculated, including reductions authorized by the General Manager. The applicant has generally expressed the position that there should be zero fees.
- Attachment "B" - Is documentation from the County of San Luis Obispo indicating that the structure will exceed 11,500 square feet.
- Attachment "C" - Applicable sheet from the applicant engineer's plans and specifications illustrating a 1&1/2 inch water service connection.
- Attachment "D" - The Intent to Serve letter issued by the District on May 10, 2017.
- Attachment "E" - Applicable sections of Ordinance 2006-1 and District Standards.

**Oceano Community Services District
Development Fees - APN 062-083-018
Appeal Hearing - September 12, 2018**

		Step #1	Step #2	
	Ordinance 2006-1	Basic Fee Calculation	Fee Reductions	General Manager Fee Determination
<u>Water Service Connection Fees</u>	Reference			
Water Meter Charge (1 1/2 inch meters)	Article 2(4)	\$ 2,700.00	\$ -	\$ 2,700.00
Front Footage Charge (50 feet at \$81.60/ft. or \$4,080 minimum)	Article 2(4)	\$ 5,304.00	\$ (5,304.00)	waived
State Water Project/Lopez Dam Improvement Charge	Article 2(4)	\$ 7,000.00	\$ (4,000.00)	\$ 3,000.00
Inspection Fee (\$25 per SFR Equivalent Unit)	Article 2(5)	\$ 175.00	\$ (100.00)	\$ 75.00
Capacity Charges	Article 2(6)	\$ 40,645.08	\$ (23,225.76)	\$ 17,419.32
Total Estimated Water Fees		\$ 55,824.08	\$ (32,629.76)	\$ 23,194.32
	Ordinance 1984-1			
	Reference			
Sewer Connection Fee	Section 3	\$ 2,750.00	\$ (1,225.00)	\$ 1,525.00
Inspection Fee (\$25 per SFR Equivalent Unit)		\$ 25.70	\$ 49.30	\$ 75.00
Total Sewer Fees		\$ 2,775.70	\$ (1,175.70)	\$ 1,600.00
Total Combined Water and Sewer Fees		\$ 58,599.78	\$ (33,805.46)	\$ 24,794.32

Citizen Self Service

(http://www.slocounty.ca.gov/Departments/Planning-Building.aspx)

Plan Number: DRC2015-00126

Plan Details | Tab Elements | Main Menu

Type:	Minor Use Permit	IVR Number:	0
District:	District 4	Apply Date:	05/10/2016
Status:	Approved	Expire Date:	12/31/2018
		Complete Date:	
		Approval Expire Date:	12/31/2018

Description: 2-STORY MULTI-USE BUILDING PRIMARILY FOR STORAGE OF MELODRAMA COSTUMES AND PROPS (9,562SF) WITH RETAIL/OFFICE (2,159SF) ALONG FRONT STEET.

[Locations](#) |
 [Inspections](#) |
 [Fees](#) |
 [Sub-Records](#) |
 [Attachments](#) |
 [Contacts](#) |
 [Submittals](#) |
 [Holds](#) |
 [Meetings](#)

[More Info](#)

[Locations](#) | [Parcels](#) | [Next Tab](#) | [Plan Details](#) | [Main Menu](#)

Locations

Main	Address
------	---------

No records to display.

Parcels

Sort

Main	Parcel	Section	Township	Range
<input checked="" type="checkbox"/>	062-083-018			

Results per page 1 - 1 of 1 << < 1 > >>

Citizen Self Service

Good Morning, Guest ▾ ()

(http://www.slocounty.ca.gov/Departments/Planning-Building.aspx)

Permit Number: PMTC2016-07802

Permit Details | Tab Elements | Main Menu

Type:	Commercial - New Structure	IVR Number:	659817
Application Date:	06/13/2017		
Status:	Permit Issued	Issued Date:	03/02/2018
District:	District 4	Expiration Date:	02/25/2019
Square Feet:	0.00	Valuation:	\$882,638.10
		Finalized Date:	

Description: GROUND FLOOR - (3) OFFICES (2,159 SF) & STORAGE (3,836 SF), SECOND FLOOR STORAGE (5,525 SF) INCLUDES DEMO OF EXISTING STRUCTURE (PMT2016-07801 - MINOR GRADING) THIS PERMIT INCLUDES ALL DISABLED ACCESS COMPLIANCE - DRC2015-00126

Locations | Inspections | Fees | Sub-Records | Attachments | Contacts | Submittals | Holds | Meetings

More Info

Locations | Parcels | Next Tab | Permit Details | Main Menu

Locations

Main	Address
<input checked="" type="checkbox"/>	1827 FRONT ST OCEANO, CA 93445
<input type="checkbox"/>	1827 FRONT ST Unit/Suite: 103 OCEANO, CA 93445
<input type="checkbox"/>	1827 FRONT ST Unit/Suite: 101 OCEANO, CA 93445
<input type="checkbox"/>	1827 FRONT ST Unit/Suite: 102 OCEANO, CA 93445

Results per page 1 - 4 of 4 << < 1 > >>

Parcels

Sort

Main	Parcel	Section	Township	Range
<input checked="" type="checkbox"/>	062-083-018			



Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

May 10, 2017

John & Lynne Schlenker
Po Box 1026
Oceano, CA. 93475

**SUBJECT: Intent to Serve Letter – Water and Wastewater Collection
APN 062-083-019; OCSD PROJECT #6519 OWNER/PROJECT: Schlenker / Mix use**

Dear Mr. & Mrs. Schlenker:

The purpose of this letter is in response to your request for a will serve letter dated March 10, 2017 and to provide you with a confirmation that it is the intent of the Oceano Community Services District (OCSD) to serve you water and provide you wastewater collections services for the project described in this letter.

Please understand that prior to obtaining any building permit from the County of San Luis Obispo for the project, you must obtain a final will-serve letter from the District. In order to obtain a final will-serve letter, the conditions of this "intent to serve" letter must be fully satisfied, or otherwise waived or modified by the Board of Directors unless the General Manager is authorized to modify or waive. In addition, other agencies related to the OCSD, specifically the Five Cities Fire Authority (FCFA) and the South San Luis Obispo County Sanitation District (SSLOCSD) may also have conditions that you must satisfy and provide proof of doing so to the OCSD.

In the event that facts and circumstances associated with your application include errors or omissions, or for other reasons needed to ensure compliance with the OCSD ordinances, resolutions and/or rules and regulations, the OCSD reserves the right to modify the conditions prior to approval of the final will serve letter. In the event of non-compliance with the OCSD requirements, the OCSD reserves the right to take any and all actions necessary to ensure compliance and to also request that the County of San Luis Obispo take any and all actions to help ensure compliance, including but not limited to stop notices on construction activities.

Oceano Community Services District intends to serve the commercial/residential development proposed for 1827 Front St. subject to the following conditions:

1. Fees to be determined.
2. Approval by OCSD of the following items on the project's plans and specifications submitted to the County of San Luis Obispo:
 - a. Onsite water and sewer services and cleanouts.
 - b. Offsite improvements if applicable. If off-site improvements are required, you must provide engineered plans and submit them to the District for review and approval, which may also include requirements from the FCFA and street lighting. You will also be required to execute a reimbursement agreement to cover costs of the OCSD on a time and materials basis.
3. If any of the OCSD facilities are required to be modified because of required conditions of the District

or any other agency having jurisdiction over the proposed development, you are responsible for providing plans and specifications to the District for review and approval and for paying the costs of those modifications whether the work is done under your control or by the OCSD. You will also be required to execute a reimbursement agreement to cover costs of the OCSD on a time and materials basis.

4. If District facilities (such as water and/or sewer lines) extend into or across the subject property, you will be required to prepare and submit appropriate easement documents and/or encroachment permits for acceptance by the District's Board of Directors and recording with the County Clerk-Recorder.
5. You must provide letters from FCFA and SSLOCSD that indicates that they have reviewed your project and identifies any conditions that they require of the project. If no conditions are required by FCFA and/or SSLOCSD, the letter(s) must clearly state that no conditions are required.
6. All project improvements approved by OCSD will require final inspections by OCSD prior to the issuance of a final will serve letter.

This intent to serve letter will expire May 10, 2018 and is nontransferable. If you have any questions, please contact the office at (805) 481-6730.

Respectfully submitted,

OCEANO COMMUNITY SERVICES DISTRICT



Celia Ruiz, Will Serve Coordinator

under the management and control of the Board with daily operational control delegated to the General Manager, and no other persons except employees of the District shall have any right to operate said system and/or property in any manner.

Protection of Health: The District reserves the right to treat any and all water served through its system with such chemicals and processes, at such time, and in such amounts as it deems proper to safeguard public health. District further reserves the right to safeguard public drinking water supplies by preventing backflow into the District water system.

ARTICLE 2 Permit Application

Permit Application for Service Connection: Permit is an Agreement. The applicant's signature on any District or County permit shall constitute an agreement to comply with all provisions, terms and requirements of this and other ordinances, rules and regulations of the District and with the plans and specifications District has approved together with such corrections or modifications as may be made or permitted by the District, if any. Such agreements shall be binding upon the applicant and may be altered only by the District upon written request for the alteration by the applicant.

1. **Permits Required:** No public water main, or water service, or other facility or action requiring a permit from the District shall be installed, altered or repaired or begun until a permit is first obtained from District and all fees paid in accordance with the Provisions of this Ordinance.
 - a. **Powers and Authorities of Inspectors:** The Manager and any duly authorized representative of the District shall be permitted, upon showing evidence of his or her position, to enter private property for the purpose of inspection, re-inspection, observation, measurement, sampling, testing or otherwise performing such duties as may be necessary in the enforcement of the provisions of this Ordinance and the Rules and Regulations of the District.
 - b. **Requirements for Public Service Construction:** Prior to the construction of a public service for which the District has jurisdiction, plans, profiles and specifications shall be prepared by a registered engineer and submitted to the District for review and approval. All such documents submitted shall be prepared in accordance with, and review shall be based upon District's Standards and Specifications.
 - i. District staff shall make every effort to review and comment on any plans, profiles and specifications within ten business days from submittal.

- ii. Upon approval of the plans, profiles and specifications the General Manager or District Engineer shall sign and date the pertinent pages.
 - iii. No construction shall begin without plans, profiles and specifications approved and signed by the General Manager or District Engineer.
- c. **Subdivisions:** Prior to the granting of approval by the District for the recording of a final map or of installing any part of a public service under the jurisdiction of the District, the applicant shall have complied with all the requirements stated above and all other applicable provisions and pay all fees and meet all District requirements.
 - i. All public water lines shall be in streets or rights of way dedicated for public use or, if approved by the District, shall be in easements granted to the District. In the event that an easement is allowed by the District for the extension of any public service or the making of connections, the applicant shall procure and have accepted by the District a proper easement or grant right of way sufficient in size to allow the laying and maintenance of service connection. The cost of obtaining said easement or right of way shall be borne by the applicant.
 - ii. If a final map for a tract is recorded and the construction of public services for which the District has jurisdiction is not completed within the time allowed, the General Manager may extend the time limit or may, with Board approval, complete the work and take appropriate steps to enforce the provisions of any bond furnished by the subdivider.
- d. **Persons Authorized to Perform Work:** Only properly licensed contractors shall be authorized to perform the work of construction of public services to be maintained by the District. Applicant is responsible for assuring that their contractor conforms to the terms and conditions of the applicant's permit insofar as these terms and conditions apply to the work to be done by the contractor.
- e. **Compliance with All Applicable Laws and Rules and Regulations:** Any person constructing a public service to be operated and maintained by the District or any type of structure requiring approval or permit by District shall comply with all State, County District, South San Luis Obispo County Sanitation District and any other laws,

statutes, ordinances, rules and regulations pertaining to any and all aspects of said construction and shall obtain all permits and pay all fees required by the department having jurisdiction.

- f. **Protection of Excavation and Restoration:** The applicant shall maintain such barriers, lights and signs as are necessary to give warning to the public at all times that a public service to be operated and/or maintained by the District is under construction and of each dangerous condition to be encountered as a result thereof. He shall also likewise protect the public in the use of the adjacent public rights of way against any such conditions in connection with the construction of such public services. Streets, sidewalks, parkways and other property disturbed in the course of the work shall be reinstated in a manner satisfactory to the District. The applicant or contractor may be required to post a bond to guarantee that repairs to any property disturbed will be made.

- g. **Design and Construction Standards:** The minimum standards for design and construction of public services to be operated and maintained by the District shall be in accordance with the District Standards and Specifications except where requirements of the State, County or Federal government are more restrictive, in which case the more restrictive requirements shall apply. The administration, inspection, enforcement and acceptance shall be by the District. The District may permit modifications or may require higher standards. Before acceptance of any public service by the District such public service shall have been tested and all work shall have been completed in full compliance with District Standards and Specifications to the satisfaction of the District's Engineer, General Manager or authorized representative.

- h. **Inspection Fees:** Fees for inspection of building water and related facilities shall be as detailed below:
 - Single Family Dwelling.....\$50.00
 - Multiple Units.....\$25.00 per unit

- i. **Disposition of Fees:** All fees collected on behalf of the District shall be shown as revenue in the proper account and the funds deposited in the manner provided by the District.

- j. **All Costs Paid by Owner:** All costs and expenses incident to the installation and connection of water or other work for which a permit has been issued shall be borne by the owner. The owner shall

indemnify the District from any loss or damage that may directly or indirectly be occasioned by the work.

- k. **Street Excavation Permit Required:** A separate permit must be secured by applicant from the San Luis Obispo Department of Public Works, the State Department of Transportation or any other authority having jurisdiction over any public way in which applicant intends to perform any work related to District services.

- l. **Liability:** The District and its officers, agents and employees shall not be answerable for any liability or injury or death to any person or damage to any property arising during or growing out of performance of any work by any such applicant. The applicant shall be answerable for, and shall save the District and its officers, agents and employees harmless from any liability imposed by law upon the District and its officers, agents or employees, including all costs, expenses, fees and interest incurred in defending same or in seeking to enforce this provision. Applicant shall be solely liable for any defects in the performance of his work or any failure which may develop therein. Applicant shall obtain property and liability insurance in amounts necessary for proper coverage as established from time to time by District guidelines.

- m. **Liability for Violation of Ordinances, Rules and Regulations:** Any person found to be violating any provision of this or any other ordinance, rule or regulation of the District, may be served by the General Manager or other authorized person with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. All persons shall be held strictly responsible for any and all acts of agents and employees done under the provisions of this or any other ordinance, rule or regulation of the District. Upon the notification by the General Manager of any defect arising in any violation of this Ordinance, or any other ordinance, rule or regulation of the District, the person or persons having charge of said work shall immediately correct the same.

- n. **Continued Violation a Public Nuisance:** Continued habitation of any building or continued operation of any industrial facility in violation of the provisions of this or any other ordinance, rule or regulation of the District is hereby declared to be a public nuisance. The District may cause proceedings to be brought for the abatement of the occupancy of the building or industrial facility or at the discretion of the District, the District may abate the violation, in which case the cost of the abatement and any reasonable attorney's fees and administrative

fees shall be applied against the offending property as provided by law.

- o. **Disconnection for Violation:** As an alternative method of enforcing the provisions of this or any other ordinance, rule or regulation of the District, the General Manager shall have the power to disconnect the user or subdivision from the water mains of the District. Upon disconnection, the General Manager shall estimate the cost of disconnection and reconnection to the system, and such user shall deposit as the estimated cost before user is reconnected to the system. The General Manager shall refund any part of the deposit remaining after payment of all costs.
- p. **Habitation of Disconnected Premise Forbidden:** During the period of such disconnection, habitation of such premises by human beings shall constitute a public nuisance, thereupon the District may cause proceedings to be brought for the abatement of the Occupancy of said premises by human beings during the period of such disconnection. In such event, and as a condition of reconnection, there is to be paid to the District a reasonable attorneys's fee and cost of suit arising in said action, as well as reasonable administrative costs.
- q. **Means of Enforcement:** The District hereby declares that the foregoing procedures are established as a means of enforcement of the terms and conditions of its ordinances, rules and regulations and not as a penalty.
- r. **Violation of Ordinances, Rules and Regulations is a Misdemeanor:** Section 6523 of the California Health and Safety Code [as referenced by Government Code Section 61064] provides that a violation of an ordinance, rule or regulation of the District by any person is a misdemeanor punishable by a fine not to exceed one thousand dollars, imprisonment not to exceed one month, or both. Each and every connection or occupancy in violation of the ordinances, rules and regulations of the District shall be deemed a separate violation and each and every day or part of a day a violation of the ordinance, rule or regulation continues shall be deemed a separate offense hereunder and shall be punishable as such.
- s. **Violator Liable for any Expense, Loss or Damage to the District:** any person violating any of the provisions of the ordinances, rules and regulations of the District shall become liable to the District for any expense, loss or damage occasioned by the District by reason of such

violation.

2. **A permit application for service connection must be made for each newly constructed structure or remodel or addition of an existing structure on a form furnished by the District.** The fee for filing the application or renewal thereof is \$30.00 per structure and/or separate residential unit, whichever is greater. The permit shall specify the size of the service connection, the property to be served and the purpose for which the water is to be used. The information supplied by the applicant in such a permit shall be considered as authoritative and final. If any error in such application shall cause the installation of a service connection that is improper, either in size or location, the cost of all changes required shall be borne by the applicant.
 - a. **No Single Service:** Except as may be otherwise specifically approved by the Board, service to newly constructed building shall include both sewer and water. One service will not be provided without the other.
 - b. **Repayment Agreements:** In general, those applicants who require a water main extension in front of the property to be served shall pay the entire cost of such extension which in some cases may be partially reimbursable if other parties connect directly to the extended system. If reimbursement is requested the following must apply:
 - i. The extension must be at least two hundred (200) feet in length and have the potential to directly serve other property. In this case direct service means the ability to connect directly into the extension with a service connection to another property but without further extending the public system.
 - ii. District shall determine the prorated cost of the new connections. Such costs shall be based upon construction costs furnished by the applicant and as approved by the District.
 - iii. These main extension charges shall be detailed in an agreement approved by the Board. Said agreement shall not be in force more than ten years.
 - iv. District shall collect from those charges levied against the new connections a ten (10%) percent administration fee.
 - v. The public main extension under agreement may be further extended in accordance with the rules and regulations set forth

herein without obligation and reimbursement shall not be made by those new services connecting to the additional extension excepting when that additional extension conforms to the guidelines detailed in this section and is under a separate repayment agreement.

- c. **Annexation Rates:** For each acre or fractional part of an acre of the land included in the area proposed to be annexed, the sum of \$100 per acre shall be charged to defray the administrative and personnel costs to the District to process such annexation.
- 3. The term "service connection" as used herein shall be understood to designate the waterline and appurtenance installed between the connecting main and the meter and including a valve on the customer's side of the meter. All service connections will be on permanent District facilities and installed to the property line.
- 4. **Water Service Connection Fees:** Connection fees for new water service are established as follows:

<u>Size of Service</u>	<u>Fee to Install a New Water Service</u>
5/8" x 3/4" meter	\$675 installation charge + \$ 81.60/front foot with a minimum front foot charge of \$4,080 (minimum = \$4755.00)
3/4" meter	\$950 installation charge + \$ 81.60/front foot with a minimum front foot charge of \$4080 (minimum = \$5030.00)
1" meter	\$1,350 installation charge + \$ 81.60/front foot with a minimum front foot charge of \$4080 (minimum = \$ 5430.00)
1 1/2" meter	\$2,700 installation charge + \$ 81.60/front foot with a minimum front foot charge of \$4080 (minimum = \$ 6780.00)
2" meter	\$5,400 installation charge + \$ 81.60/front foot with a minimum front foot charge of \$4080 (minimum = 9480.00)
3" meter	\$10,800 installation charge + \$ 81.60/front foot with a minimum front foot charge of \$4080 (minimum = \$14,880.00)
4" meter	\$18,900 installation charge + \$ 81.60/front foot with a minimum front foot charge of \$4080 (minimum = \$22,980.00)
6" meter	\$43,200 installation charge + \$ 81.60/front foot with a minimum front foot charge of \$4080 (minimum = \$ 47,280.00)

5. **Additional Connection Fees:** To defray the expenditure impact of the California State Water Project and the Lopez Dam Improvement Revenue Bonds, the following additional fees are imposed:
- a. In addition to existing connection fees, a connection fee of \$1,000 for each equivalent single family dwelling is hereby established.
 - b. For this Section, equivalent single family dwelling shall mean, as applied to residential construction, any house or individual dwelling unit such as an apartment, mobile home, condominium or any living area containing a cooking facility. Any such unit being equal to one equivalent single family dwelling. By way of example, a 50 unit apartment complex or a 50 unit mobile home park shall mean to equal 50 equivalent single family dwellings.
 - c. For this Section, equivalent single family dwelling shall be equal to, as applied to commercial construction, each ten (10) gallons per minute average water demand or part thereof. By way of example, a commercial enterprise having a water demand of twenty-five gallons per minute shall mean to equal 3 equivalent single family dwellings.
 - d. This connection fee shall be in addition to any existing fees and shall be set aside in a separate account and used to defray the costs of purchasing supplemental water. Once user fees are adequate to cover water department operations and maintenance costs including any outstanding debt and water purchases, the fees may be used to defray water capital replacement or water capital improvement costs.
6. **Capacity Charges:** In addition to existing connection fees established above, effective January 1, 1993, a capacity charge in the amount of \$1,572 for each equivalent single family dwelling is hereby established.

On January 1, 1994, the capacity charge shall be increased by the then current SFR minimum bi-monthly water charge multiplied by six (\$1,572 +[13.50 x 6]).

On January 1, 1995, the capacity charge shall be increased by the then current SFR minimum bi-monthly water charge multiplied by six (\$1,653 +[14.50 x 6]).

On January 1 of all subsequent years, the capacity charge shall be increased by the then current SFR minimum bi-monthly water charge multiplied by six.

- a. **Single Family Dwellings.** For this Ordinance, "equivalent single family dwelling" shall mean, as applied to residential construction, any house

or individual dwelling unit such as an apartment, mobile home, condominium or any living area containing a cooking facility. Any such unit being equal to one equivalent single family dwelling. By way of example, a 50 unit apartment complex or a 50 unit mobile home park shall mean to equal 50 equivalent single family dwellings.

- b. **Non-Residential Construction.** For this Ordinance, as applied to non-residential construction, the single family dwelling equivalency factor shall be based upon the water meter size as follows:

<u>Required Meter Capacity</u>	<u>SFR Equivalencies</u>
10 gpm (5/8" meter)	1
15 gpm (3/4" meter)	2
25 gpm (1" meter)	4
50 gpm (1 1/2" meter)	7
80 gpm (2" meter)	11
160 gpm (3" meter)	23
250 gpm (4" meter)	36
500 gpm (6" meter)	71

The required meter capacity shall be the maximum meter flow rating of the meter, and the flow rating shall be determined on the basis of fixture unit calculations according to the Uniform Plumbing Code (UPC) adopted by the District. By way of example, a non-residential construction project requiring a one-inch meter shall have a single family dwelling equivalency factor equal to four times the current capacity charge to a single family residence. Any appeal of the required meter capacity which cannot be resolved at the administrative level shall be handled in accordance with Section 20.14 of the 1985 UPC or any subsequent code adopted by the District.

7. When the proper permit for water has been filed, all applicable fees paid, a service connection is installed, the meter set, and the water turned on, the charge for water service shall begin. After a property has been connected to a District service or services, charges shall continue to accrue whether the property is occupied or not unless the owner requests the District to remove the water meter. Once a meter is removed the property shall be subject to a reconnection fee would they require service.
8. **Out of District Service:** For those properties that are outside the District boundaries but are receiving District water and/or sewer services, not on an emergency basis, there will be a \$7.10 administrative charge per billing cycle.

ARTICLE 3
Application for Service

1. **Applications for service to use an existing service connection shall be made only in the property owner's name.** An application fee of \$30.00 shall be paid to the District at the time application for water service is made. Property owner assumes responsibility for services provided without regard to tenancy of premise. Said responsibility is ongoing until the owner notifies the District in writing that services are to be disconnected. At no time shall service be accounted for or listed by any name except that of the property owner. If property is transferred without proper application being made by the new owner within thirty days of the property being transferred, an application fee of \$50.00 shall be applied against the property Utility Account. Mid-period readings of meters shall not be made for occupancy changes.

2. **Discontinuance of Service for Violation of Rules and Regulations:** A customer shall be entitled to a reasonable notice of the intent of District to discontinue service for noncompliance or violation or infraction of any rule or regulation and to a reasonable opportunity to comply therewith or to cease the violation or infraction.
 - a.. No such notice or opportunity to comply with or cease a violation or infraction of any such rule and regulation need be given for those incidences in which the noncompliance, violation or infraction by the customer has created, is creating, or is likely to create on the customer's premises and/or in the water supply system of District, conditions dangerous and detrimental to property (including crops), public health, safety and welfare.

 - b. Property owners are responsible for the actions of customers who occupy their property and cause the District to disconnect the water through the customer's noncompliance with the rules and regulations detailed herein and shall be held liable for all costs incurred. Said charges shall be estimated and paid prior to the resumption of service. This payment is subject to additional billing or refund to reflect the actual completed cost.

3. **Relief on Application:** When any person by reason of special circumstance or is in disagreement with any action or decision made by the District staff, is of the opinion that any provision of the Ordinance is unjust or inequitable as applied to his or her premise or request, he or she may make written application to the Board, stating the special circumstances, citing the provision complained of, and request modification or relief from that provision as applied to him or her. The District Secretary shall make every effort to set

a hearing for the next regularly scheduled Board meeting and shall cause notice of such hearing to be given to the appellant no less than five days prior to the hearing date unless notice is waived, in writing, by the appellant. The Board may continue the hearing from time to time. The findings of the Board shall be final. The Board shall rule upon the application within 45 days of acceptance of the written request or appeal unless the Board makes a finding that additional time to make its findings are needed. Nothing contained herein shall be construed as granting the appeal should the procedures detailed in this Ordinance not be strictly followed.

4. **Relief on Own Motion:** The Board may, on its own motion, find by reason of special circumstances any provision of this regulation and Ordinance should be suspended or modified as applied to a particular premises or situation and may, by motion, order such suspension or modification for such premises during the period of such special circumstances, or any part thereof.
5. **Use of Water without Application:** Any customer taking possession of premises where the water supply has been shut off must make proper application to the District to have the water supply turned on. In the event water is delivered through the installation without the customer first having made such an application and paying the application fee, the customer will be held liable for all charges for water service rendered, the amount thereof to be determined, at the discretion of the District, either by meter reading or on the basis of the estimated consumption for the length of time, and/or estimated length of time service was received by the customer without proper application.
6. **Discontinuance of Water Service:** If, at any time water service is discontinued, a turn-on charge of \$30.00 will be paid to the District prior to the time the District will continue service.
7. **Pressure Conditions:** The District assumes no responsibility for loss or damage because of lack of water pressure and merely agrees to furnish such quantities and pressures as are available in its general distribution system. All connections, pumps, tanks, chlorinators or other appurtenances installed at any point in the water line between the meter and the customer's water outlets shall be the sole responsibility of the property owner, both as to the original installation and as to the maintenance and upkeep. Such installation must be approved by the District. Approval shall be based upon standard water works practice as promulgated by the American Waterworks Association and/or District Standard.

8. **Meter Locations:** The District shall approve all meter locations. Water service will be installed in size as determined by the District and at the location desired by the applicant where such requests are reasonable and compatible with function of the distribution system.
9. **Municipal, Industrial and Domestic Service Connections:** Except as otherwise herein provided, each house or building under separate ownership must be provided with its own service connection or connections. Two or more houses or buildings under one ownership and on the same lot or parcel may be supplied through one service connection under the conditions herein set forth or a separate service connection may be installed for each building.
 - a. The District reserves the right to limit the number of houses or buildings, or the area of the land under one ownership to be supplied by one service connection and to limit the number of service connections for any area served.
 - b. When property provided with a service connection is subdivided, the existing service connection shall be considered belonging to the lot or parcel of land which it directly enters.
 - c. A service connection shall not be used to supply water to adjoining property of a different owner or to supply water to property of the same owner on opposite sides of a street or alley, dedicated or offered for dedication. A service connection may supply water to a recreational vehicle or living unit trailer for a maximum of seventy-two (72) hours every ninety (90) days. An illegal service connection providing water service as described in this paragraph shall be subjected to a charge of \$100.00 per incident charged against the property supplying the water Utility Account.
10. **Multiple Unit Connections:** For service to planned unit developments, such as condominiums, apartments or trailer courts or services to parcels that contain more than one dwelling unit, providing that the parcel cannot be split in the future, and subject to the discretion of District staff, one service may be provided. If at any time the parcel is for any reason split the provisions of "Municipal, Industrial and Domestic Service Connections," above, apply.
11. **Service Connection Size and Location:** The District reserves the right to determine the size of the service connection and its location in relation to boundaries of the premise to be served. Any meter larger than one and one-half inches in size shall be:
 - a. compound meter only; and,

- b. Attached only to equal or larger size service leads.

The customer's pipe to the meter should not be laid until the service connection is installed. In the event the customer's on-site water lines are installed and the location at the meter does not correspond with that of the service connection, then the customer must bear any additional costs incurred to relocate the customer's pipe or make whatever changes are necessary.

- 12. **Service Connection Curb Cock and Valve:** Every service connection installed by the District shall be equipped with a curb cock or valve on both inlet and outlet side of the meter; the inlet valve or curb cock is the exclusive use of the District in controlling the use of water through the service connection and/or meter. If either of the above described curb cocks or valves should be damaged or worn-out through use by the customer to an extent requiring the replacement or repair, the District shall charge the customer for such replacement and/or repair.

**ARTICLE 4
District Billing Process**

- 1. Water meters shall be read and billings for water and sewer service shall be mailed once every two months. Where both water and sewer service are being provided at a given service address, both water and sewer charges shall appear on one bill. The District shall not bill water and sewer charges separately for service addresses receiving both services.

When a meter is covered or otherwise inaccessible, so that it cannot be read, an estimated bill or series of estimated bills, will be rendered. Accumulated errors, if any, in such estimates will be adjusted when the meter is first thereafter read. If an estimated reading is required, the recipient of the bill shall be notified at the time of the billing.

- a. **Minimum Bi-Monthly Charges
Non-Residential Accounts**

5/8" x 3/4" meter	\$ 29.15
3/4" meter	\$ 36.55
1" meter	\$ 58.40
1 1/2" meter	\$ 109.20
2" meter	\$ 172.30
3" meter	\$ 276.95
4" meter	\$ 473.80
6" meter	\$ 741.30

all of its applicable rules and regulations. Each District inspector, agent and employee shall be furnished with, and upon the request of any customer shall display, appropriate evidence of identification.

10. **Cross Connections:** Cross connections of any type which may permit a backflow of water from a supply other than that of the District into the District's mains are prohibited. Any connection constituting a potential backflow hazard is permissible only to the extent approved by the District and shall be protected by an approved backflow device. Since the hazard of potential pollution is created by operations on the property, the expense of installation and maintenance of said devices shall be paid by the customer. Such a connection shall at all times be subject to inspection for possibility of backflow.

ARTICLE 7

Promulgation and Enforcement of Water Service Requirements

1. The District shall promulgate, prescribe and enforce such water service requirements as may be necessary or convenient for the protection, control of the water service connections sold, supplied, delivered, distributed, and/or maintained pursuant to this Ordinance.
2. Each and every condition and requirement with respect to use, connection, disconnection, reconnection, and/or discontinuance of water, water service and/or water service connections provided for and set forth herein shall apply with equal force and effect to any failure or refusal of any person or corporation, public or private, to comply with any such water service requirements.
3. **There shall be no deviation from the requirements of this Ordinance except upon express authorization by the General Manager or his designated representative.**

ARTICLE 8

Meter Test:

1. Customer request for meter test
 - a. A customer, giving not less than one week's notice, may request the District to test the meter serving its premises.
 - b. The District shall require the customer to pay an amount to cover the reasonable cost of the test. The payment required shall be \$40.00.

- F. **Wet Conditions.** Whenever water is present in the trench, enough backfill shall be placed over the pipe to prevent floating. Any pipe that has floated shall be removed and relaid as directed by the District. No pipe shall be laid in wet trench conditions that preclude proper bedding, or when in the opinion of the District, the trench conditions or the weather are unsuitable for proper installation.

4.8 VALVES

All water valves shall be epoxy lined, resilient seated gate valves conforming to AWWA C-509 and these specifications. Valves 6 inch through 12 inches shall be Mueller, Clow, AVK, or approved equal. Valves larger than 12-inch shall be butterfly valves as approved by OCSD. Valve installations shall conform to Standard Drawing W-3.

4.9 FIRE HYDRANT ASSEMBLIES

Fire Hydrants shall be James Jones J-3765 with tamper proof tops. The main body shall be painted yellow. Fire hydrant installations shall conform to Standard Drawing W-1 and W-2.

4.10 BLOW-OFFS

Water line blow-offs shall be installed at all dead ends, at low points, or other places where sediments may collect. Where possible, fire hydrants shall be used as blow-offs. Blow-off assembly installations shall conform to Standard Drawing W-9.

4.11 AIR AND VACUUM RELEASE VALVES

Air and vacuum release valves (air/vacs) shall be installed at high points and where air pockets may form. Air/vac installations shall conform to Standard Drawing W-13.

4.12 WATER SERVICES

Separate water service meters shall be provided for each parcel of land. Homes (including secondary homes) or building under separate ownership or occupied by separate tenants shall also be provided with separate service connections. Exception: Guest houses (as defined by the County Building Code) shall not be required to have a separate water service.²

Water service connections shall conform to Standard Drawing W-5 and W-6.

- A. **Maintenance.** In accordance with adopted District policies, water service lines beyond the meter are owned and maintained by the Property Owner.
- B. **Size of Meter and Service.** The size of the water meter shall conform to the District's policies.
- C. **Connection to Existing Main (Tie-in).** OCSD and effected customer shall be given at least 24 hours written notice prior to any prepared shut down. OCSD will perform all

² As stated in OCSD Administrative Procedures, all water services that are installed and connected to existing District water facilities, shall be installed by OCSD Personnel.