



**Notice of Regular Meeting**  
**Oceano Community Services District - Board of Directors Agenda**  
**WEDNESDAY, MARCH 13, 2024 – 6:00 P.M.**  
**Oceano Community Services District Board Room**  
**1655 Front Street Oceano, CA**

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

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

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

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. FLAG SALUTE**
- 4. AGENDA REVIEW**
- 5. CLOSED SESSION REPORT FROM THE SPECIAL MEETING OF MARCH 13, 2024**
- 6. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

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

**7. SPECIAL PRESENTATIONS & REPORTS:**

**A. PRESENTATION by SLOCOG on the Oceano Pedestrian and Bicycle Safety Action Plan and the Local Roads First Transportation Tax Initiative**

**B. STAFF REPORTS:**

- i. Sheriff's South Station – Commander Ian Doughty
- ii. FCFA Operations – FCFA Staff
- iii. Operations – Utility System Manager Tony Marraccino
- iv. OCSD Interim General Manager – Paavo Ogren

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

- i. President Varni (Regional Water Mgt Group, State Water Subcontractors, Airport Land Use)
- ii. Vice President Joyce-Suneson (Parks & Recreation Advisory Committee, Budget & Finance Committee, CA Special District's Association)
- iii. Director Austin (South San Luis Obispo County Sanitation District, Zone 1/1A)
- iv. Director Gibson (Zone 3, Regional Water Quality Control Board)
- v. Director Villa (Water Resource Advisory Committee, Local Agency Formation Commission)

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

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

**8. CONSENT AGENDA ITEMS:**

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

- A. Review and Approve of the Minutes for the Special Meeting held on February 28, 2024
- B. Review and Approve of the Minutes for the Regular Meeting held on February 28, 2024
- C. Review and Approve of the Minutes for the Special Meeting held on March 5, 2024
- D. Review of Cash Disbursements

**9. BUSINESS ITEMS:**

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

- A. Consideration of recommendations for Capital Improvement Projects to approve two proposals for environmental support on water system improvements in the combined amount of \$16,400 and to approve proceeding with preparation and advertisement of a request for proposal on wastewater collection system improvements
- B. Discussion and direction on holding a town hall meeting regarding Central Coast Blue

**10. HEARING ITEMS:**

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

**11. RECEIVED WRITTEN COMMUNICATIONS:**

**12. LATE RECEIVED WRITTEN COMMUNICATIONS:**

**13. FUTURE AGENDA ITEMS:**

**14. FUTURE HEARING ITEMS:**

**15. CLOSED SESSION:**

**16. ADJOURNMENT:**

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

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



**Oceano Community Services District**  
**Summary Minutes**  
**Special Meeting Wednesday, February 28, 2024 – 5:00 P.M.**  
**Location: OCSD BOARD ROOM**

1. **CALL TO ORDER:** Called to order at approximately 5:00 P.M.
2. **ROLL CALL:** Board members present: Director Austin, Director Gibson, Director Villa, Vice President Joyce-Suneson, and President Varni.  
Staff present: Carey Casciola, Business & Accounting Manager, Paavo Ogren, Interim General Manager, and Robert Schultz, Legal Counsel.
3. **FLAG SALUTE:** Led by President Varni.
4. **PUBLIC COMMENT FOR ITEMS ON THE AGENDA:** None

President Varni adjourned the Board to closed session at 5:02 P.M.

**5. CLOSED SESSION:**

- A. Conference with Real Property Negotiator (Gov. Code §54956.8) It is the intention of the Board to meet in closed session to have a conference with its Real Property Negotiators concerning the following: Property Descriptions: APN 062-271-023:024; 062-051-021; 022, 062-271-006, 062-271-026, 062-271-001; 003; 027, and 062-261-022; 080. Agency Negotiators: Oceano Community Services District, Paavo Ogren, President Varni, and Director Austin. Parties with whom Negotiating: County of San Luis Obispo. Instructions to County Negotiator: Price, Terms, and Conditions.
- B. PUBLIC EMPLOYMENT pursuant to Gov. Code Sec. 54957(b)(1) -- Title: General Manager
- C. PUBLIC EMPLOYMENT pursuant to Gov. Code Sec. 54957(b)(1) -- Title: District Legal Counsel
- D. 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.,

The report out of closed session was done after item 5 of the Regular Board Meeting on February 28, 2024.

6. **ADJOURNMENT:** The Regular Board Meeting was called to order at 6:00 p.m.



**Oceano Community Services District**  
**Summary Minutes**  
**Regular Meeting Wednesday, February 28, 2024 – 6:00 P.M.**  
**Location: OCSD BOARD ROOM**

1. **CALL TO ORDER:** Called at approximately 6:00 p.m. by President Varni
2. **ROLL CALL:** Board members present: President Varni, Vice President Joyce-Suneson, Director Villa, Director Austin, and Director Gibson  
 Staff present: Paavo Ogren, Interim General Manager, Carey Casciola, Business & Accounting Manager; and Robert Schultz, Legal Counsel
3. **FLAG SALUTE:** Led by President Varni
4. **AGENDA REVIEW:** Agenda Item 9B was pulled from the agenda.
5. **CLOSED SESSION REPORT FROM THE SPECIAL MEETING OF FEBRUARY 28, 2024:**
  - A. Conference with Real Property Negotiator (Gov. Code §54956.8) It is the intention of the Board to meet in closed session to have a conference with its Real Property Negotiators concerning the following: Property Descriptions: APN 062-271-023:024; 062-051-021; 022, 062-271-006, 062-271-026, 062-271-001; 003; 027, and 062-261-022; 080. Agency Negotiators: Oceano Community Services District, Paavo Ogren, President Varni, and Director Austin. Parties with whom Negotiating: County of San Luis Obispo. Instructions to County Negotiator: Price, Terms, and Conditions.
  - B. PUBLIC EMPLOYMENT pursuant to Gov. Code Sec. 54957(b)(1) -- Title: General Manager
  - C. PUBLIC EMPLOYMENT pursuant to Gov. Code Sec. 54957(b)(1) -- Title: District Legal Counsel
  - D. Pursuant to Government Code 54956.9(a): Conference with legal counsel regarding Santa Maria Valley Water Conservation District v. City of Santa Maria, et al.,

No reportable action was taken on agenda items 5 A-D.

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

Jeff Edwards	In support of the District being proactive with the Central Coast Blue (CCB) project and obtaining a litigation waiver.
Brenda Auer	In support of the District being proactive with the CCB project; in support of community involvement.
Pamela Storton	In opposition of the CCB permit consolidation; in support of community outreach.
Debra Early	In support of understanding the future in water management. In opposition to the CCB Project
Victor Early	In support of the District protecting water rights. In opposition to the CCB Project.
Giselle Naylor	In support of a record-keeping and after hours calls to the Sheriff.
Julie Tacker	In support of the letter provided to the Board regarding agenda item 9B.

**7. SPECIAL PRESENTATIONS & REPORTS**

<b>7. SPECIAL PRESENTATIONS &amp; REPORTS</b>	<b>ACTION:</b>
a) Submittal of a Sewer System Management Plan (SSMP) 2024 Internal Audit covering Calendar Years 2022 & 2023	<p>After a presentation by Utilities Systems Manager, Tony Marraccino an opportunity for public comment and Board and staff discussion the item was received and filed.</p> <p>Public Comment:            Giselle Naylor – In support of work orders and public records at public agencies.</p>

**B. STAFF REPORTS:**

- i. **Sheriff’s South Station** – Absent. Sergeant Penaflor noted that Commander Doughty would present information at the next meeting.
- ii. **Five Cities Fire Authority** – FCFA Staff – Absent
- iii. **Operations** - Utility Systems Manager - Tony Marraccino  
 Lopez is 100.3% full and is spilling  
 9 work orders / 8 USAs / 8 customer service calls / 5 after hours call outs  
 Weekly and monthly samples  
 X-ray of tank 1 floor  
 Punchlist for Hwy 1 work  
 Door hangers and lock-offs  
 Replaced and air-vac  
 Worked on hot spots; weed abatement at the yard  
 New service truck is in service
- iv. **OCSD Interim General Manager** – Paavo Ogren  
 See page 25 of the agenda for the General Manager report.

**PUBLIC COMMENTS:**

Giselle Naylor	Provided comments regarding FCFA.
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**E. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:**

- i. Oceano Parks and Recreation Committee Minutes for the meeting held on January 9, 2024, and correspondence on Caltrans Improvements along Highway One and the railroad overpass between 4<sup>th</sup> Street and Pershing Drive – President Varni reported on the meeting with Caltrans.
- ii. **President Varni** (Regional Water Mgt Group, State Water Subcontractors, Airport Land Use) – None
- iii. **Vice President Joyce-Suneson** (Parks & Recreation Advisory Committee, Budget & Finance Committee, CA Special District’s Association) – Reported on the OPARC meeting on 2/13/24
- iv. **Director Austin** (South San Luis Obispo County Sanitation District, Zone 1/1A) – None
- v. **Director Gibson** (Zone 3, Regional Water Quality Control Board) – None
- vi. **Director Villa** (Water Resource Advisory Committee, Local Agency Formation Commission) – None

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

Pamela Storton	In opposition of the OCSD and SSLOCSD logos on the CCB website.
Debra Early	In support of community outreach for CCB.
Giselle Naylor	Provided comments regarding local bus stops and work on Hwy 1.
Bonnie Ernst	In support of a sidewalk on the East side of Hwy 1.
April Dury	Provided comment on OPARC committee, Finance committee and the airport land use reports.

<b>8. CONSENT AGENDA:</b>	<b>ACTION:</b>
b) Review of the Minutes for the Special Meeting held on February 14, 2024	After an opportunity for public comment and Board and staff discussion, a motion was made by Director Villa to approve the consent agenda as presented with a second from Director Austin with a 5-0 roll call vote.
c) Review of the Minutes for the Regular Meeting held on February 14, 2024	
d) Review of Cash Disbursements	
	Public Comment: None

<b>9A. BUSINESS ITEMS:</b>	<b>ACTION:</b>
Approval of a recommendation to adopt a resolution Designating the General Manager as the authorized representative to file an application and execute agreements for the Ken Mar Gardens and Halcyon Water System Improvements Project through the State Revolving Fund Financing Program	After an opportunity for public comment, Board and staff discussion Director Villa made a motion to approve the agenda item as presented, with a second from Vice President Joyce-Suneson with a 5-0 roll call vote.  Public Comment: Robert – Question regarding wells at Halcyon and Ken Mar Gardens.

<b>9B. BUSINESS ITEMS:</b>	<b>ACTION:</b>
Consider the Informed Consent For Waiver of Potential Conflict of Interest for the law firm of Adamski, Moroski, Madden, Cumberland, Green, LLC to Provide Legal Representation of Central Coast Blue Regional Recycled Water Authority	This item was pulled from the agenda.  Public Comment: April Dury – In support of exploring the next steps.

<b>9C. BUSINESS ITEMS:</b>	<b>ACTION:</b>
Preview on Developing a Strategic Plan for the District with Board Direction as Deemed Appropriate	After an opportunity for public comment and Board and staff discussion, President Varni made a motion to direct staff to move forward with the development of a Strategic Plan for the District with the new general manager, with a second from Director Austin with a 4-1 roll call vote. Director Gibson dissented  Public Comment: Julie Tacker – In support of a Strategic Plan. Pamela Storton – In support of a Strategic Plan. Debra Early – In support of a Strategic Plan. April Dury – In support of a Strategic Plan. Giselle Naylor – Provided comments regarding conflicts of interest.

10. **HEARING ITEMS:** None

11. **RECEIVED WRITTEN COMMUNICATION:** None

12. **LATE RECEIVED WRITTEN COMMUNICATIONS:** Received written communication from Julie Tacker and Chase Martin.

13. **FUTURE AGENDA ITEMS:**  
Presentation by SLOCOG at the Regular meeting on March 13, 2024.  
Oceano outreach meeting for Central Coast Blue.

14. **FUTURE HEARING ITEMS:** None

15. **CLOSED SESSION:** None

16. **ADJOURNMENT:** Director Austin motioned to adjourn the meeting at 8:10pm with a second from Director Gibson 5-0.



# Oceano Community Services District

## Summary Minutes

Special Meeting Wednesday, March 5, 2024 – 3:30 P.M.

Location: OCSD BOARD ROOM

1. **CALL TO ORDER:** Called to order at approximately 3:35 P.M.
2. **ROLL CALL:** Board members present: Director Gibson, Director Villa, Vice President Joyce-Suneson, and President Varni. Absent: Director Austin  
Staff present: Carey Casciola, Business & Accounting Manager and Robert Schultz, Legal Counsel.
3. **FLAG SALUTE:**
4. **PUBLIC COMMENT FOR ITEMS ON THE AGENDA:** None

Director Villa made a motion to adjourn the Board to closed session at 3:36 P.M. with a second from President with a 4-1 roll call, Director Austin absent.

Director Austin entered the meeting at 3:37 P.M.

5. **CLOSED SESSION:**
  - A. Conference with Real Property Negotiator (Gov. Code §54956.8) It is the intention of the Board to meet in closed session to have a conference with its Real Property Negotiators concerning the following: Property Descriptions: APN 062-271-023:024; 062-051-021; 022, 062-271-006, 062-271-026, 062-271-001; 003; 027, and 062-261-022; 080. Agency Negotiators: Oceano Community Services District, Paavo Ogren, President Varni, and Director Austin. Parties with whom Negotiating: County of San Luis Obispo. Instructions to County Negotiator: Price, Terms, and Conditions.
  - B. PUBLIC EMPLOYMENT pursuant to Gov. Code Sec. 54957(b)(1) -- Title: General Manager
  - C. PUBLIC EMPLOYMENT pursuant to Gov. Code Sec. 54957(b)(1) -- Title: District Legal Counsel
  - D. 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.,

The Board reconvened from closed session at 4:58 P.M.

No reportable action from closed session and the Board will hold a Special Meeting on Friday March 8, 2024 at 9:00 A.M. to continue the item.

6. **ADJOURNMENT:** The meeting was adjourned at 5:00 P.M.





# Oceano Community Services District

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

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

**Date:** March 13, 2024

**To:** Board of Directors

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

**Subject:** **Agenda Item #7(D): Recommendation to Review Cash Disbursements**

**Recommendation**

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

**Discussion**

The following is a summary of the attached cash disbursements:

Description	Check Sequence	Amounts
	60752 - 60776	
<b>Disbursements:</b>		
Regular Payable Register - paid 03/06/2024 *	60752 - 60771	\$ 28,064.47
Subtotal:		\$ 28,064.47
<b>Reoccurring Payments for Board Review (authorized by Resolution 2020-06):</b>		
Payroll Disbursements - PPE 02/24/2024	N/A	\$ 30,441.98
Board Member Stipends - November 2023 - February 2024	N/A	\$ 1,291.80
Reoccurring Utility Disbursements - paid 03/22/2024	60772 - 60776	\$ 1,430.06
Subtotal:		\$ 33,163.84
Grand Total:		\$ 61,228.31

\* Check #60764 is a system generated void where the check stub provides information continuation.

Check #60378, paid 8/2/2023, \$8290.00 never cashed-stop payment issued/check voided. Replaced with check #60765.

**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.

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: 060752 THRU 060771

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:	-----							
1-1001-000	3/06/2024	CHECK	060752	ARAMARK	163.66CR	OUTSTND	A	0/00/0000 01 5-4100-100 CLOTHING
1-1001-000	3/06/2024	CHECK	060753	BRISCO'S	106.26CR	OUTSTND	A	0/00/0000 02 5-4400-320 FIXED ASSETS: EQUIPMENT
1-1001-000	3/06/2024	CHECK	060754	BURDINE PRINTING	447.90CR	OUTSTND	A	0/00/0000 02 5-4400-205 OUTSIDE UB MAIL SERVICE 223.95 03 5-4500-205 OUTSIDE UB MAIL SERVICE 223.95
1-1001-000	3/06/2024	CHECK	060755	BURKE AND PACE OF ARROYO GRAND	23.16CR	OUTSTND	A	0/00/0000 02 5-4400-437 CIP - WATER TANK REHAB P
1-1001-000	3/06/2024	CHECK	060756	CARQUEST AUTO PARTS	126.87CR	OUTSTND	A	0/00/0000 02 5-4400-320 FIXED ASSETS: EQUIPMENT 104.08 12 5-4350-171 MAINTENANCE: VEHICLES 22.79
1-1001-000	3/06/2024	CHECK	060757	CLINICAL LAB OF SAN BERNARDINO	695.00CR	OUTSTND	A	0/00/0000 02 5-4400-220 PROFESSIONAL/SPECIAL SER
1-1001-000	3/06/2024	CHECK	060758	CORE & MAIN LP	5,780.78CR	OUTSTND	A	0/00/0000 02 5-4400-176 WATER METERS
1-1001-000	3/06/2024	CHECK	060759	DIVERSIFIED PROJECT SERVICES I	1,237.50CR	OUTSTND	A	0/00/0000 02 5-4400-226 ENGINEERING & OTHER REIM
1-1001-000	3/06/2024	CHECK	060760	SLO CO FARM SUPPLY CO INC, DBA	225.48CR	OUTSTND	A	0/00/0000 02 5-4400-320 FIXED ASSETS: EQUIPMENT 173.18 02 5-4400-437 CIP - WATER TANK REHAB P 52.30
1-1001-000	3/06/2024	CHECK	060761	ICONIX WATERWORKS (US) INC.	1,255.25CR	OUTSTND	A	0/00/0000 02 5-4400-175 SYSTEM PARTS/OPERATING S
1-1001-000	3/06/2024	CHECK	060762	J.B. DEWAR, INC.	434.49CR	OUTSTND	A	0/00/0000 12 5-4350-172 FUEL
1-1001-000	3/06/2024	CHECK	060763	MINER'S ACE HARDWARE, INC.	1,335.73CR	OUTSTND	A	0/00/0000 * SEE GL CODE DETAILS BELOW
1-1001-000	3/06/2024	CHECK	060764	VOID CHECK	0.00	OUTSTND	A	0/00/0000 SYSTEM VOIDED CHECK
1-1001-000	3/06/2024	CHECK	060765	MOSS, LEVY & HARTZHEIM	8,290.00CR	OUTSTND	A	0/00/0000 01 5-4100-218 AUDIT
1-1001-000	3/06/2024	CHECK	060766	MUNICIPAL MAINTENANCE EQUIPMEN	112.47CR	OUTSTND	A	0/00/0000 03 5-4500-175 SYSTEM PARTS/OPERATING S
1-1001-000	3/06/2024	CHECK	060767	RINCON CONSULTANTS, INC.	2,727.50CR	OUTSTND	A	0/00/0000 02 5-4400-220 PROFESSIONAL/SPECIAL SER
1-1001-000	3/06/2024	CHECK	060768	SLO AIR POLLUTION CONTROL DIST	1,475.91CR	OUTSTND	A	0/00/0000 02 5-4400-248 PERMITS, FEES, LICENSES
1-1001-000	3/06/2024	CHECK	060769	THE TRIBUNE	485.37CR	OUTSTND	A	0/00/0000 01 5-4100-235 BOOKS/JRLS/SUBS/SFTWRE
1-1001-000	3/06/2024	CHECK	060770	UNITED RENTALS (NORTH AMERICA)	1,172.65CR	OUTSTND	A	0/00/0000 02 5-4400-320 FIXED ASSETS: EQUIPMENT
1-1001-000	3/06/2024	CHECK	060771	WATER SYSTEMS CONSULTING, INC.	1,968.49CR	OUTSTND	A	0/00/0000 02 5-4400-380 NCMA TEC
TOTALS FOR ACCOUNT 1-1001-0				CHECK TOTAL:	28,064.47CR			
				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			
								*MINER'S ACE HARDWARE, INC. \$1,335.73 02 5-4400-175 SYSTEM PARTS/OPERATING S 201.61 03 5-4500-175 SYSTEM PARTS/OPERATING S 32.07 02 5-4400-320 FIXED ASSETS: EQUIPMENT 1024.50 02 5-4400-437 CIP - WATER TANK REHAB P 77.55

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: 060752 THRU 060771

ACCOUNT            --DATE--    --TYPE--    NUMBER    -----DESCRIPTION-----    ----AMOUNT---    STATUS    FOLIO    CLEAR DATE

TOTALS FOR POOLED CASH FUND	CHECK	TOTAL:	28,064.47CR
	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 March 13, 2024**

	(*)	
Gross Wages	2/10/2024	2/24/2024
Regular	\$27,360.60	\$26,214.58
Overtime Wages	\$506.92	\$772.19
Stand By	\$420.00	\$840.00
Total Wages	\$28,287.52	\$27,826.77
Disbursements		
Net Wages	\$21,204.30	\$21,184.26
State and Federal Agencies	\$5,970.66	\$5,670.04
CalPERS - Normal	\$3,430.95	\$3,430.95
SEIU - Union Fees	\$156.73	\$156.73
Total Disbursements processed with Payroll	\$30,762.64	\$30,441.98
Health (Disbursed with reoccurring bills)	\$5,908.71	\$0.00
Total District Payroll Related Costs	\$36,671.35	\$30,441.98

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

**Board Member Stipend Summary Report**  
**Board of Directors - Agenda Date March 13, 2024**

	(*)	
<b>Gross Stipends</b>	1/31/2024	2/29/2024
Board Member Stipends	<u>\$2,300.00</u>	<u>\$1,200.00</u>
Gross Stipends	<u>\$2,300.00</u>	<u>\$1,200.00</u>
<b>Disbursements</b>		
Net Stipends	\$2,124.05	\$1,108.20
State and Federal Agencies	\$351.90	\$183.60
Total Disbursements processed with Stipends	<u>\$2,475.95</u>	<u>\$1,291.80</u>

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

RECEIVED  
 FEB 07 2024



BOARD OF DIRECTOR'S  
 REGULAR & SPECIAL MEETING COMPENSATION FORM  
 BOARD MEETINGS: 11/08, 12/04, 12/13, 12/20, 2023

DIRECTORS	SIGNATURE	DATE	COMPENSATION
PRESIDENT _____			\$100.00
VICE PRESIDENT _____			\$100.00
DIRECTOR _____			\$100.00
DIRECTOR _____			\$100.00
DIRECTOR <b>VILLA</b> _____		2/07/2024	4 X \$100.00

Oceano Community Services District - BYLAW's

Section 8.1: Each Director is authorized to receive one hundred dollars (\$100.00) as compensation for each Regular or Special Meeting.

Section 8.2: In no event shall Director compensation exceed one hundred dollars (\$100.00) per day.

Section 8.3: Director compensation shall not exceed six hundred (\$600.00) in any one (1) calendar month.



BOARD OF DIRECTOR'S  
 REGULAR & SPECIAL MEETING COMPENSATION FORM  
 BOARD MEETING: FEBRUARY 14, 2024

DIRECTORS	SIGNATURE	DATE	COMPENSATION
PRESIDENT <u>VARNI</u>	<i>[Signature]</i>		\$100.00
VICE PRESIDENT <u>JOYCE-SUNESON</u>	<i>[Signature]</i>	2/14/24	\$100.00
DIRECTOR <u>AUSTIN</u>	<i>[Signature]</i>	2/14/24	\$100.00
DIRECTOR <u>GIBSON</u>			\$100.00
DIRECTOR <u>VILLA</u>	<i>[Signature]</i>	2/14/24	\$100.00

Oceano Community Services District - BYLAW'S

Section 8.1: Each Director is authorized to receive one hundred dollars (\$100.00) as compensation for each Regular or Special Meeting.

Section 8.2: In no event shall Director compensation exceed one hundred dollars (\$100.00) per day.

Section 8.3: Director compensation shall not exceed six hundred (\$600.00) in any one (1) calendar month.

RECEIVED

FEB 29 2024



BOARD OF DIRECTOR'S  
REGULAR & SPECIAL MEETING COMPENSATION FORM  
BOARD MEETING: FEBRUARY 28, 2024

DIRECTORS	SIGNATURE	DATE	COMPENSATION
PRESIDENT <u>VARNI</u>	<i>[Signature]</i>	2/28	\$100.00
VICE PRESIDENT <u>JOYCE-SUNESON</u>	<i>[Signature]</i>	2/28	\$100.00
DIRECTOR <u>AUSTIN</u>	<i>[Signature]</i>	2/28	\$100.00
DIRECTOR <u>GIBSON</u>	<i>[Signature]</i>	<del>2/28</del>	<del>\$100.00</del>
DIRECTOR <u>VILLA</u>	<i>[Signature]</i>	2/28	\$100.00

Oceano Community Services District - BYLAW's

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

CHECK DATE: 0/00/0000 THRU 99/99/9999  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 060772 THRU 060776

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	3/07/2024	CHECK	060772	MAP COMMUNICATIONS, INC. DBA A	304.81CR	OUTSTND	A	0/00/0000 01 5-4100-110 COMMUNICATIONS
1-1001-000	3/07/2024	CHECK	060773	CHARTER COMMUNICATIONS	150.00CR	OUTSTND	A	0/00/0000 01 5-4100-110 COMMUNICATIONS
1-1001-000	3/07/2024	CHECK	060774	COASTAL COPY, INC.	411.23CR	OUTSTND	A	0/00/0000 01 5-4100-220 PROFESSIONAL SERVICES 260.37 02 5-4400-205 OUTSIDE UB MAIL SERVICE 75.43 03 5-4500-205 OUTSIDE UB MAIL SERVICE 75.43
1-1001-000	3/07/2024	CHECK	060775	SO CAL GAS	211.57CR	OUTSTND	A	0/00/0000 01 5-4100-290 UTILITIES
1-1001-000	3/07/2024	CHECK	060776	VERIZON WIRELESS	352.45CR	OUTSTND	A	0/00/0000 *SEE BELOW
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	1,430.06CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		*VERIZON WIRELESS \$352.45
				MISCELLANEOUS	TOTAL:	0.00		02 5-4400-110 COMMUNICATIONS 240.65
				SERVICE CHARGE	TOTAL:	0.00		03 5-4500-110 COMMUNICATIONS 39.10
				EFT	TOTAL:	0.00		06 5-4900-110 COMMUNICATIONS 18.05
				BANK-DRAFT	TOTAL:	0.00		10 5-4300-110 COMMUNICATIONS 3.01
								01 5-4100-110 COMMUNICATIONS 51.64
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	1,430.06CR		
				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		

BANK	CHECK#	CK DATE/ UNPOST DATE	VENDOR	CHECK AMOUNT/ DISC. AMOUNT	ID	DESCRIPTION	ITEM AMOUNT	G/L ACCOUNT	DISTRIBUTION
AP	060378	8/03/2023 8/03/2023	01-1630	8,290.00 0.00		MOSS, LEVY & HARTZHEI			
							VENDOR ADVISED CHECK #60378 NEVER RECEIVED. STOP ORDER PLACED WITH BANK. CHECK UNPOSTED/VOIDED. REPLACEMENT CHECK #60765 ISSUED.		
					36827	MOSS, LEVY & HARTZHEI	8,290.00		
NOTE: ITEM DISPOSITION SELECTED WAS TO LEAVE ITEM IN THE SYSTEM TO BE PAID ON ANOTHER CHECK									
							99	-1-1001-000	8,290.00
							99	-2-2000-000	8,290.00CR
							99	-1-1501-000	8,290.00
							99	-2-2500-000	8,290.00CR
							01	-2-2100-000	8,290.00CR
							01	-1-1001-000	8,290.00

\*\*\* REPORT TOTALS \*\*\*

		CASH	DISCOUNT
TOTAL REVERSED TO A/P:	1	8,290.00	0.00
TOTAL REVERSED COMPLETELY:	0	0.00	0.00
*** GRAND TOTALS ***	: 1	8,290.00	0.00

\*\*\* POSTING PERIOD RECAP \*\*\*

FUND	POSTING PERIOD	DEBITS	CREDITS
01	8/2023	8,290.00	8,290.00CR
99	8/2023	16,580.00	16,580.00CR

\*\*\* G/L RECAP \*\*\*

G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
01 -1-1001-000	CLAIM ON POOLED CASH	8,290.00
01 -2-2100-000	ACCOUNTS PAYABLE POOLED	8,290.00CR
99 -1-1001-000	POOLED CASH OPERATING	8,290.00
99 -1-1501-000	DUE FROM GENERAL FUND	8,290.00
99 -2-2000-000	ACCOUNTS PAYABLE CONTROL	8,290.00CR
99 -2-2500-000	DUE TO OTHER FUNDS	8,290.00CR

\*\*\* NO ERRORS \*\*\*

\*\*\* END OF REPORT \*\*\*

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: 060764 THRU 060764

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	3/06/2024	CHECK	060764	VOID CHECK	0.00	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	0.00		
				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:	0.00		
				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

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**Date:** March 13, 2024

**To:** Board of Directors

**From:** Paavo Ogren, Interim General Manager

**Subject:** **Agenda Item #8A: Consideration of recommendations for Capital Improvement Projects to approve two proposals for environmental support on water system improvements in the combined amount of \$16,400 and to approve proceeding with preparation and advertisement of a request for proposal on wastewater collection system improvements**

## Recommendation

It is recommended that your Board:

1. Consider and approve the attached proposal from Rincon Consultants, Inc. in the amount of \$7,417.05, plus contingencies of \$1,482.95 for a total value of \$8,900 and authorize the President to execute a contract amendment and approve the use of contingencies.
2. Consider and approve the attached proposal from Cleath-Harris Geologists, Inc. in the amount of \$7,500 and authorize the President to sign.
3. Review and consider the draft request for proposal (RFP) "To Prepare a Wastewater Collection System Capital Improvement Program and Optional Services" and provide staff direction to a) prepare the final RFP and advertise or b) return to the Board with the final RFP for approval.

## Discussion

### Rincon Consultants

Rincon Consultants has prepared a final public draft of the Initial Statement Mitigated Negative Declaration (ISMND) for improvements to the District's water system. As previously reported to your Board, the ISMND is ready to be circulated for public review and comment. Subsequently, your Board will need to consider the public comments and incorporate appropriate edits into the draft ISMND for final approval. Substantial edits, although not anticipated, could result in the need to recirculate the ISMND for additional public review and comment. Once certified, the subsequent step will be an application for a Coastal Development Permit (CDP).



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Options for applying for the CDP may include a multi-step effort involving both the County of San Luis Obispo and the California Coastal Commission (CCC) or may be a consolidated permit application involving only the CCC. Additionally, the CDP application options may be based on a “project” approach, or a “public works plan” approach. The attached proposal from Rincon will help to determine recommendations on the options. Additionally, the proposal includes Rincon's efforts associated with an informal review of the ISMND by CCC prior to circulation for public review and comment. Informal consultations with CCC help identify any concerns prior to the formal application process and promote overall efficiency in the application process.

#### Cleath Harris-Geologists

The proposal from Cleath-Harris Geologists was requested to help evaluate where the project may encounter high groundwater. The ISMND identifies mitigation requirements when de-watering trenches are needed, based on California Environmental Quality Act standards and others included in the ISMND. Standards associated with coastal resources are, however, based on the Coastal Development Act. When those standards or CCC determinations differ from a CEQA document, the CCC has a “CEQA-equivalency” power to reconcile and take final action so that recirculation of certified CEQA determinations by local agencies does not need to go through a redundant process.

As a project detail, mitigating instances of high groundwater is a good example where informal consultation with CCC can be beneficial, but not the only example. Attention to the groundwater detail is important at this time, regardless of whether CCC has comments because it has the potential to be a significant issue in bidding and contracting for the project. When bid documents for construction provide greater clarity on how to meet a project’s mitigation requirements, it follows that there will be a reduced risk for change orders and/or claims. As a result, the proposal from Cleath-Harris will help with CDP efforts, if needed, but will certainly be important for the preparation of plans and specifications in the construction bidding phase of work.

#### Draft RFP for Wastewater System Capital Improvements

The attached draft RFP for wastewater system improvements has been prepared to initiate efforts similar to those that have been undertaken for the water system improvements. The current year's goals included developing the WWCIP and related analysis for the need to increase wastewater system rates and charges, which are currently \$10 per month per single-family equivalent unit. Although completing the envisioned work for the current fiscal year is not anticipated, initiating the RFP efforts will help ensure that the work is completed in the upcoming fiscal year.



## Other Agency Involvement

Numerous agencies are involved in environmental permitting for water system improvements and will also be involved in wastewater collection system improvements. Initiating work on the wastewater collection system improvements at this time will help ensure that current and ongoing environmental efforts for water system improvements can be “tiered on” for the wastewater collection system improvements.

## Other Financial Considerations

The Fiscal Year 2023-24 Water Fund budget has \$135,000 dedicated to Capital Improvement Project upgrades, and no budget adjustment is needed at this time.

## Results

The proposed work on water system improvements and the request for proposal for wastewater collection improvements at this time will help coordinate environmental phase efforts and promote project development efficiencies.

### Attachments:

- Rincon proposal for preliminary work on the Coastal Development Permit.
- Cleath-Harris proposal for evaluating groundwater depth evaluations.
- Draft Request for Proposal for a wastewater collection system capital improvements program.



**Rincon Consultants, Inc.**  
1530 Monterey Street, Suite D  
San Luis Obispo, California 93401  
805-547-0900

February 16, 2024  
Rincon Project No. 22-13146

Paavo Ogren, Interim General Manager  
Oceano Community Services District  
1655 Front Street, PO Box 599  
Oceano, California 93475  
Via email: [paavo@oceanocsd.org](mailto:paavo@oceanocsd.org)

**Subject: Amendment Request No. 3 - Proposal to Provide Additional Environmental Consulting Services for the Oceano Community Services District Waterline Improvement Project, Oceano, California**

Dear Mr. Ogren:

The purpose of this letter is to provide a proposal for additional services and amend the existing agreement for the Oceano Community Services District (OCSD) Waterline Improvement Project (project) between Rincon Consultants, Inc. (Rincon) and OCSD. On July 27, 2022, OCSD approved Rincon's proposal (dated June 28, 2022) to provide environmental consulting services for the proposed project. The not-to-exceed price for the original contract was \$99,933. Amendment No. 1 (approved February 17, 2023) and Amendment No. 2 (approved August 14, 2023) augmented Rincon's scope and cost to provide additional AB 52 and Section 106 consultation facilitation and support, at the request of the previous General Manager Will Clemens. Our current not-to-exceed contract amount is \$145,139.

Rincon's previous scope of work included the following assumption:

“County and Coastal Commission permitting are not included in our scope of work.”

On January 25, 2024, Rincon staff met virtually with OCSD staff to discuss the coastal permitting pathway for the project. As requested by Mr. Ogren at the meeting, this proposal contains additional scope and cost to conduct preliminary coastal permitting information gathering to inform the project's coastal permitting pathway.

## **Additional Scope of Work**

### **Task 6 Coastal Permitting Support**

#### **Task 6.1 Preliminary Coastal Permitting Information Gathering**

Because the project includes pipeline segments located within both the Coastal Commission's retained permit jurisdiction and the County's jurisdiction under its Certified Local Coastal Program (LCP), it is necessary to determine the proper permitting pathway for the project. As such, Rincon will facilitate coordination with both California Coastal Commission and the County of San Luis Obispo to determine the appropriate Coastal Development Permit (CDP) sequence, and whether the project requires two separate CDPs or if the project qualifies for a consolidated CDP process. Rincon's coastal permitting lead Chris Price will participate in two separate 1-hour virtual meetings with both County and CCC staff to discuss project details, determine CDP jurisdiction, identify any potential policy concerns, and obtain





preliminary feedback on ways to streamline the application process. Prior to these meetings, Rincon will prepare a brief written summary of the project, including project location information and maps, which will be provided to agency staff as background prior to the meetings. If necessary, this task will include two additional 1-hour meetings with agency staff to follow-up on any remaining questions and/or unresolved jurisdictional or submittal requirement issues.

Per phone conversation with Paavo Ogren and Rincon’s Project Manager Amanda Antonelli on February 7, 2024, we understand OCSD would like to offer Coastal Commission staff an opportunity to review and provide comments on the Public Review Draft IS-MND prior to public circulation. This task also provides up to 3 hours of Rincon staff time to prepare minor revisions to the Draft IS-MND in response to Coastal Commission comments prior to public circulation. Additional revisions can be provided under separate scope and cost, if needed.

**Optional Task 6.2 In-Person Meeting Attendance**

If requested by OCSD and confirmed with Coastal Commission staff, Rincon’s Coastal Permitting expert Chris Price will attend a 1-hour in-person meeting with OCSD and California Coastal Commission staff in Santa Cruz, California. The goal of meeting in person rather than virtually is to help establish a better working relationship with Coastal Commission staff to facilitate expedited permit processing. Costs associated with this task will include travel time, mileage, and per diem for overnight accommodation.

**Assumptions**

- This scope does not include preparation of permit application materials.
- No in-person meetings are included under Task 6.1.
- The optional in-person meeting attendance cost assumes a per diem lodging rate of \$143, pursuant to the U.S. General Services Administration (GSA) 2024 per diem rates for Santa Cruz County from January through May.

**Cost**

Rincon will prepare the above deliverables in accordance with the scope of services outlined herein for a cost not-to-exceed **\$7,417.05**, increasing the total contract amount from \$145,139 to **\$152,556.05**.

**Table 1 Cost Summary**

Task	Estimated Cost
<b>Task 6 Coastal Permitting Support</b>	
Task 6.1 Preliminary Coastal Permitting Information Gathering	\$3,768.00
Task 6.2 In-Person Meeting Attendance	\$3,649.05
<b>Total</b>	<b>\$7,417.05</b>

The proposed scope of services and associated costs are fully negotiable to meet the needs of OCSD. Additional work not included within our proposed work program will be completed upon written authorization in accordance with our Standard Fee Schedule for Professional Services or an otherwise mutually acceptable contract agreement.



This proposal is valid for a period of 30 days during which time all questions may be directed to Amanda Antonelli, Project Manager, at [aantonelli@rinconconsultants.com](mailto:aantonelli@rinconconsultants.com) or (805) 947-4864. Thank you for your consideration and for this additional opportunity to support your project.

Sincerely,

**Rincon Consultants, Inc.**

A handwritten signature in black ink that reads "Amanda Antonelli".

Amanda Antonelli, MESM  
Senior Environmental Planner/Project Manager

A handwritten signature in black ink that reads "Jennifer Jacobus".

Jennifer Jacobus, PhD  
Principal



February 15, 2024

Paavo Ogren  
Interim General Manager  
Oceano Community Services District  
1655 Front Street / P.O. Box 599  
Oceano, CA 93475

**Subject: Proposal for Groundwater Depth Evaluation in support of the Waterline Improvement Project, Oceano CSD.**

Dear Mr. Ogren:

Cleath-Harris Geologists (CHG) proposes to provide hydrogeologic services to evaluate depth to groundwater in the vicinity of the work areas for the Waterline Improvement Project (Project). The purpose of the evaluation is to identify potential areas where shallow groundwater (less than 5 feet depth) would coincide with planned waterline replacement locations.

## **SCOPE OF WORK**

The scope of work involves information and database review and reporting. The tasks associated with the scope of work are as follows:

- Review and compile available historical information on depth to groundwater in the vicinity of the planned waterline replacement locations from published reports and maps, the Central Coast Blue well database, and from in-house files.
- Based on the results of the review, prepare a brief memorandum summarizing the historical depth to water in the various Project locations, along with a map showing Project locations where there is a potential for a depth to water of less than 5 feet.

## **PROJECT SCHEDULE**

The scope of work is estimated to be completed within 4 weeks of authorization.

## **FEES AND CONDITIONS**

The above scope of work would be performed on an hourly rate plus expenses basis with Terms of Fees and Conditions attached to this proposal. The hourly rates are presented below. We estimate the budget for services would be \$7,500.



**SCHEDULE OF HOURLY RATES**

Principal Hydrogeologist	\$195
Senior Hydrogeologist	\$180
Project Geologist	\$165
Environmental Scientist	\$165
Staff Geologist II	\$145
Staff Geologist I	\$130

**EXPENSES**

Mileage            \$0.70/mile  
Other expenses at cost plus 10 percent handling

**AGREEMENT**

If the above scope of work and fees are acceptable, this proposal will serve as the basis for agreement with your signature affixed below.

CLEATH-HARRIS GEOLOGISTS, INC.

OCEANO CSD

Spencer J. Harris, President

\_\_\_\_\_

Signature

\_\_\_\_\_

Name

\_\_\_\_\_

Date

attachment



## TERMS OF FEES AND CONDITIONS

1. Invoices will be submitted monthly. The invoice is due and payable upon receipt.
2. In order to defray carrying charges resulting from delayed payments, simple interest at the rate of ten percent (10%) per annum (but not to exceed the maximum rate allowed by law) will be added to the unpaid balance of each invoice. The interest period shall commence 30 days after date of original invoice and shall terminate upon date of payment. Payments will be first credited to interest and then to principle. No interest charge would be added during the initial 30-day period following date of invoice.
3. The fee for services will be based on current hourly rates for specific classifications and expenses. Hourly rates and expenses included in the attached schedule are reevaluated on January 1 and July 1 of each year.
4. Documents including tracings, maps, and other original documents as instruments of service are and shall remain properties of the consultant except where by law or precedent these documents become public property.
5. If any portion of the work is terminated by the client, then the provisions of this Schedule of Fees and Conditions in regard to compensation and payment shall apply insofar as possible to that portion of the work not terminated or abandoned. If said termination occurs prior to completion of any phase of the project, the fee for services performed during such phase shall be based on the consultant's reasonable estimate of the portion of such phase completed prior to said termination, plus a reasonable amount to reimburse consultant for termination costs.
6. If either party becomes involved in litigation arising out of this contract or the performance thereof, the court in such litigation shall award reasonable costs and expenses, including attorney's fees, to the party justly entitled thereto.
7. All of the terms, conditions and provisions hereof shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns, provided, however, that no assignment of the contract shall be made without written consent of the parties to the agreement.

# Oceano Community Services District

## Request for Proposals for Engineering & Related Services

April 2024

# OCEANO COMMUNITY SERVICES DISTRICT

## REQUEST FOR PROPOSALS TO PREPARE A WASTEWATER COLLECTION SYSTEM CAPITAL IMPROVEMENT PROGRAM AND OPTIONAL SERVICES

### I. INTENT

Oceano Community Services District (OCSD) seeks a consulting firm to provide engineering & related services for the preparation of a Wastewater Capital Improvement Program (WWCIP). The District is a multi-service special district governed by a five member Board of Directors elected from within the community. The WWCIP includes various components relating to the District's wastewater collection system infrastructure.

The WWCIP scope of work includes identifying and evaluating collection system infrastructure including collection system pipes, a lift station, and related appurtenances.

In addition to developing the WWCIP, the District anticipates optional/supplemental engineering services for specific projects that will be implemented in Phase 1 of the WWCIP. Once a project list is developed and prioritized in the WWCIP, projects will be identified to proceed to the environmental, funding and design phases of work, and the District may utilize the firm that is awarded the work in this RFP for optional services.

### II. COMMUNITY OF OCEANO

Oceano Community Services District (OCSD) serves approximately 7,500 residents in the community with water, wastewater collection, and other municipal services. Information about the community of Oceano and OCSD is available on the district website (<http://oceanocsd.org/main/>). Inquiries for information may also be made pursuant to Section VI(B).

### III. SCOPE OF WORK

OCSD is interested in contracting with a qualified firm to provide engineering & related services for the following tasks:

- A. Scope of Work - Wastewater Collection System Capital Improvement Program (WWCIP):
  - i. Review of Existing Reference Documents
  - ii. Meeting with OCSD staff to review existing reference documents and to confirm with

- iii. Prepare a map and list of necessary improvements.
- iv. Prioritize necessary improvements:
  - High Priority Projects requiring replacement in Phase 1
  - Medium Priority Projects requiring replacement in Phase 2 (5-10 years)
  - Low Priority Projects requiring replacement (10 years and beyond)
- v. Prepare preliminary cost estimates for necessary improvements.

B. Reference Documents

Reference documents are identified below, with links to the documents on the OCSD website.

- vi. Sewer System Management Plan (SSMP)
- vii. Existing Infrastructure Atlas
- viii. Pier Avenue Lift Station Documentation

C. Supplemental/Optional Work

The District may choose to negotiate supplement/optional work for the following:

- i. Engineering support services during the WWCIP environmental phase.
- ii. Engineering services that may be needed to secure funding the WWCIP implementation.
- iii. Engineering design services.
- iv. Construction Management services.

IV. BUDGET

The consultant proposal should provide hours and costs for each task identified in the proposal.

V. SCHEDULE

The consultant proposal should include a schedule for completion of the WWCIP.



VI. REQUESTS FOR PROPOSALS

A. Proposal Timeline

Issue RFP	
Optional tour of OCSD Wastewater Facilities	
Deadline to pose all inquiries	
Answers to inquiries posted	
Proposals due	
Review of Proposals	
Interviews with firms, if applicable	
Award of contract by Board	
Contract Signed & Commence Work	

B. Inquiries

All inquiries concerning this Request for Proposal must be directed in writing to the Business and Accounting Manager of Oceano Community Services District, via email to [carey@oceanocsd.org](mailto:carey@oceanocsd.org). All inquiries must be submitted no later than \_\_\_\_\_. Responses to all inquiries will be posted on the district website ( <http://oceanocsd.org/main>) on \_\_\_\_\_.

C. Proposal Submission

Interested firms must submit a signed PDF version via email to [carey@oceanocsd.org](mailto:carey@oceanocsd.org) no later than \_\_\_\_\_. All proposals will be retained by OCSD upon submission.

- 1) Proposal Format and Content - Each proposal shall include as a minimum the following information:
  - i. Cover Letter that includes:
    - a. Signature of the individual who is authorized to bind the firm contractually
    - b. Confirmation of the receipt of the RFP, any addendums, and responses to inquiries
    - c. Statement that the proposal is valid for a 90 day period from

- the due date of the proposal
- d. Name, title, address, telephone number and e-mail address of the individual to whom correspondence and other contacts should be directed during the selection process
- e. An explanation of the firm's understanding of the desired work
- f. A narrative of the firm's background and history

ii. A Description of Qualifications:

- a. Each proposal shall include as a minimum the following information:
- b. Legal name of the firm
- c. Address, telephone number and website of the firm
- d. Firm's profile to include years in business, size of company, recognitions or awards received, etc.
- e. Names and resumes of officers, employees, principals and other individuals that will be assigned to this contract
- f. Firm's experience providing similar services to government agencies
- g. Brief description of how the firm will complete/meet the need of the District with respect to the Scope of Work
- h. Any additional information the firm feels is necessary in assessing its qualifications and experience
- i. Contact information of three (3) references from other government agencies or customers for whom the firm has provided similar services within the past three (3) years.

2) Cost Proposal

Submit a fee schedule in a separate document. The fee schedule will not be reviewed until after a review panel determines the qualified firms. The proposal shall include a schedule of all hourly rates for engineering and other services for all classifications of positions proposed to be necessary to carry out engineering & related services for OCSD.

## VII. SELECTION PROCESS

### A. Evaluation of Proposals

Proposals will be reviewed and evaluated based on the following:

- a. Relative experience of the proposer in providing engineering & related services for the District.
- b. Thoroughness of proposal.

- c. Ability of proposer firm to meet the needs of OCSD.
- d. Proposed Fees.
- e. Optional interviews with selected firms

B. Selected General Terms of the Agreement

Upon selection of a firm, contract negotiations will commence. If a contract cannot be negotiated for any reason, OCSD reserves the right to select another engineering firm. In submitting a proposal, the firm is representing that it possesses all licenses, certificates, or other qualifications required by all Federal, State or local agencies to do business in the State of California and the County of San Luis Obispo. Likewise, in submitting a proposal, the firm is also representing that it would maintain all necessary licenses, certificates and other qualifications needed to complete the Scope of Work.

Any firm selected will be considered an independent contractor. Under no circumstances will the firm, its contractors, employees or other agents become employees of OCSD.

If selected, the firm would be required to indemnify, defend, and hold harmless OCSD and its officers, officials, employees and volunteers from and against all liability, loss, damage, expense and costs (including attorney's fees) for any issues arising from the firm's performance of work under the anticipated contract to the extent provided by law in effect on \_\_\_\_\_. Termination of any contract would not release the firm from its obligations to so indemnify OCSD.

Any firm selected would likewise be obligated to obtain and maintain insurance under which OCSD, its officers, directors, employees, volunteers and agents shall be named as additional insured. Such insurance would include, but not necessarily be limited to, a general commercial liability policy, a commercial automobile liability policy, workers compensation, employer's liability insurance, and professional liability insurance. The selected firm would also be obligated to provide OCSD with Certificates of Insurance providing proof of the above requirements prior to commencing work under the anticipated agreement.

Even if selected, OCSD would reserve the right to terminate any agreement reached with the selected firm by notifying them in writing fifteen (15) days prior to such termination.



# Oceano Community Services District

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**Date:** March 13, 2024

**To:** Board of Directors

**From:** Paavo Ogren, Interim General Manager

**Subject:** **Agenda Item #8B: Discussion and direction on holding a town hall meeting regarding Central Coast Blue**

## Recommendation

It is recommended that your Board discuss and provide direction on holding a town hall meeting regarding Central Coast Blue.

## Discussion

Central Coast Blue (CCB) is a groundwater recharge project being developed by the City of Pismo Beach in collaboration with the cities of Arroyo Grande and Grover Beach. The three agencies have also entered into a joint powers of authority agreement for the operations of (CCB-JPA).

The project's status, in summary, is in its environmental phase. Although other work is ongoing as well, focusing on the environmental phase is important at this time because the environmental phase is the most significant opportunity for public review and input. The project Environmental Impact Report (EIR) has been certified, and an upcoming environmental work effort for CCB will be the application for a Coastal Development Permit (CDP) from the California Coastal Commission (CCC).

CCB updates have been provided to your Board on several occasions, and the project team has expressed interest in doing so again. They have also indicated that they have received numerous public inquiries and are sharing those with CCC staff as part of informal consultation before submitting the CDP application, a standard practice for significant and complex projects.

It is important to recognize that many of the issues involving CCB, and even those within Oceano, are not within the jurisdictional authority of your Board. It is not uncommon for members of the public to comment at your Board meetings on community meetings outside of your authority. While doing so helps promote a broader understanding of areas of public concern, it is important to clarify for the



public that formal discussions by your Board on projects pursued by other agencies should be limited to your jurisdictional authority.

Recognizing that your Board's role in reviewing CCB is limited, your Board may wish to consider a joint meeting with others. Based on a discussion with CCB-JPA staff, County of San Luis Obispo District 4 Supervisor Paulding has indicated he would host a community meeting. The county's advisory committee in Oceano (the Vitality Advisory Council of Oceano, or VACO) has also indicated an interest in participating in the update. As a result, a town hall meeting with representatives of CCB, CCB-JPA, your Board, and VACO, facilitated by Supervisor Paulding, would provide the best opportunity for a broad range of discussion, input, and questions and answers.

### **Other Agency Involvement**

CCB, the project, is led by the City of Pismo Beach in collaboration with the cities of Arroyo Grande and Grover Beach. CCB-JPA is a joint powers of authority created by the three cities for operating the project. The three cities and OCSB are the four municipalities within the Northern Cities Management Area (NCMA) of the Santa Maria Groundwater Basin – an adjudicated basin with stipulations that provide the framework for groundwater pumping and management.

### **Other Financial Considerations**

The cost of utilizing AGP for streaming the meeting is estimated to be \$1,200 - \$1,500.

### **Results**

Town hall meetings promote public outreach and participation in well-governed communities.