



**Notice of Regular Meeting**  
**Oceano Community Services District - Board of Directors Agenda**  
**WEDNESDAY, November 08, 2017 – 5:30 P.M.**  
Oceano Community Services District Board Room  
1655 Front Street, Oceano, CA

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

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

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

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

7. SPECIAL PRESENTATIONS & REPORTS:

A. STAFF REPORTS:

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

B. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

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

C. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:

*This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Agenda Item #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.*

## 8. CONSENT AGENDA ITEMS:

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

- A. Review and Approval of Minutes for the Regular Meeting on October 25, 2017
- B. Review and Approval of Cash Disbursements

## 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. Submittal for approval an Intent to Serve Letter extension to Elena Gallegos; 2168 Paso Robles; Assessor's Parcel No. 062-092-020
- B. Consideration of a Request to approve reduced front footage fees from Scott Trompeter; 1560 S. Elm St.; Assessor's Parcel No. 062-074-014
- C. Receive and file the June 30, 2016 Audited Financial Statements and Independent Auditors Report prepared by Caliber Audit and Attest, LLP
- D. Consideration to approve budget adjustments in the amount of \$69,165 for Five Cities Fire Authority and \$1,360 for backhoe appurtenances
- E. Review of results of the Median Household Income (MHI) Survey prepared by the Rural Communities Assistance Corporation (RCAC) and a consideration of letter in support to the Rural Community Assistance Partnership (RCAP)

## 10. HEARING ITEMS:

## 11. RECEIVED WRITTEN COMMUNICATIONS:

## 12. LATE RECEIVED WRITTEN COMMUNICATIONS:

13. **FUTURE AGENDA ITEMS:** Recommendation to cancel Regular Meeting of November 22, 2017, Recommendation to cancel Regular Meeting of December 27, 2017; District Policies Continued; Regional Groundwater Sustainability Project (RGSP) update, LHMP RFP; Roles and Responsibilities with Related Agencies; Emergency Generator, Construction Documents.

## 14. FUTURE HEARING ITEMS:

## 15. ADJOURNMENT:

**AGENDA ADDENDUM MATERIALS:** Year Ended June 30, 2016 Oceano CSD Audited Financial Statements and related information

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

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

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



**Oceano Community Services District**  
Summary Minutes  
Regular Meeting Wednesday, October 25, 2017 – 5:30 P.M.  
Oceano Community Services District Board Room  
1655 Front Street, Oceano, CA

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1. **CALL TO ORDER:** at 5:30 p.m. by President White
2. **FLAG SALUTE:** led by Director Coalwell
3. **ROLL CALL:** Board members present Director Brunet, Director Angello, Director Coalwell, President White. Also present, District Legal Counsel Jeff Minnery, General Manager Ogren, Business and Accounting Manager Carey Casciola and Board Secretary Celia Ruiz. Board member absent Vice President Austin.
4. **AGENDA REVIEW:** Agenda approved with modification to Item 8b with a motion from Director Coalwell, a second by Director Brunet and a 4-0 vote.
5. **CLOSED SESSION:** was entered at approximately 5:36pm. Open session was resumed at approximate 6:04pm  
No public comment
  - A. **Pursuant to Pursuant to Government Code 54956.9(d)(4):** Conference with legal counsel to determine whether to initiate litigation. Number of cases: 1.  
Reportable action: None
  - 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.,  
Reportable action: None
6. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA (NOT BEGINNING BEFORE 6:00 PM):**  
No public comment
7. **SPECIAL PRESENTATIONS & REPORTS:**
  - a. **STAFF REPORTS:**
    - i. Operations - Field Supervisor Tony Marraccino reported 9 work orders, 5 USA's, 10 service orders, 3 after hour call outs, Lopez currently at 54.5% full, meter changes, weed abatement, alley between Eftren's and La Tapatia water main replaced due to leak.
    - ii. FCFA - Chief Steve Lieberman – None
    - iii. OCSD General Manager – see report attached for an overview of General Manager report.
    - iv. Sheriff's South Station - Commander Stewart MacDonald – None
  - b. **BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:**
    - i. Director Angello - None
    - ii. Director Brunet – None
    - iii. President White – reported on Zone 1 1A, and SSLOCSD
    - iv. Vice President Austin – Absent
    - v. Director Coalwell – None
  - c. **PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:**  
No public comment.

<b>8 CONSENT AGENDA:</b>	<b>ACTION:</b>
<ul style="list-style-type: none"> <li>a. Review and Approval of Minutes for the Regular Meeting on October 11, 2017</li> <li>b. Review and Approval of Cash Disbursements</li> </ul>	<p>After an opportunity for public comment and brief Board discussion, staff recommendations were approved with a modification to Item 8b an addition of \$ 739.98 payable to RRM total disbursement approval of \$ 348,841.67 with a motion from Director Brunet, a second by Director Angello and a 4-0 vote.</p> <p>No public comment.</p>

<b>9 A BUSINESS ITEM:</b>	<b>ACTION:</b>
Review of the District's Budget Status as of September 30, 2017	<p>After an opportunity for public comment and brief Board discussion, received and filed.</p> <p>No public comment.</p>

<b>9 B BUSINESS ITEM:</b>	<b>ACTION:</b>
Review of the District's Fiscal Year 2017-18 Quarter 1 Treasurer Report	<p>After an opportunity for public comment and brief Board discussion, received and filed.</p> <p>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; Professional Service Proposals; Roles and Responsibilities with Related Agencies; Emergency Generator.
- 14. **FUTURE HEARING ITEMS:** None
- 15. **ADJOURNMENT:** at approximately 7:04 pm

## General Manager Report 10/25/2017

### Capital Improvements

- Next step on emergency generator is a survey of District property (permitting)
- Received two concepts on Utility Yard site plan from RRM
- Preparation of General Provisions for Bidding documents
  - Current and future projects
- RFP for Water System (WRRP) has been distributed
- 2 of 3 Technical Assistance efforts funded by the State Water Board are complete (leak detection and income survey). As a result, technical Assistance on funding applications should be initiated in the near future
- Next steps include developing local funding strategies concurrent with engineer's efforts on prioritizing projects and updating cost estimates

### Policies and Procedures

- Treasurer Policies need updating due to prudent investor rule
- Human Resource Policies need clean-up in advance of 2018 MOU negotiations
  - Review of Calpers health option is complete by staff – review with Board to occur during MOU discussions
- District Rules and Regulations
- Others

### Develop Training Program

- No update

### Operations

- Major maintenance
  - Example: Line repairs in alley behind Efrens (unplanned)
  - Tank roof repairs and diving (routine)
- Completion of SSMP requirements for 2017
- Lead and Copper Testing for schools
- Pending: Sewer access / Scada / Lift station
- Items in progress - evaluating level of effort and time requirements:
  - For routine maintenance
    - valve turning, water system directional flushing, hydrant maintenance (valves, painting, flow testing), meter box resets, raise manhole and valve lids to match road grade, street lights
  - For the Sewer Lateral Program - Clean-out installations

### Enforcement Program

- Multiple cases ongoing regarding minor violations
- Meeting with Supervisor Compton and County Code Enforcement scheduled in November

### **Audits & Accounting**

- 2016 Audit is in final report preparation.
  - Auditor is preparing the footnotes.
  - Audit adjustments are complete and entered into our accounting system (Tyler). # of audit aje's - summary; two items that required special attention – GASB 68 (annual) and the Sheriff's Building (one-time – final completion).
  - Also, completing the preparation of the MD&A, and Budget to Actual comparisons – two items that are required “supplemental information” to the financials but had not been prepared in prior years.
- 2017 Audit is underway
- Other items in progress:
  - Cash-flow reconciliations and determining inter-fund interest calculations
- Upcoming items:
  - Monthly billing reconciliations; pooled cash reconciliations

### **Grants**

- State Water Board Technical Assistance Grants (2 of 3) are complete
  - #1 - Leak Detection completed in May by CRWA (California Rural Water Association)
  - #2 - Household Income Survey recently completed RCAC (Rural Community Assistance Corporation)
  - #3 – Funding Applications - Timing tbd
- Local Hazard Mitigation Grant – rfp's need to be distributed soon.
- WRRP - Requests for proposals have been distributed

### **Human Resources**

- Part time administrative assistant for document management has been hired
- Advertising for the Solid Waste Coordinator/Operator in Training is upcoming
- Health renewal – “Open Enrollment Period” concludes 10/31.
- 457 Plan is established
- Staff attended a one-day CalPers health conference – option is understood for upcoming MOU discussions
- 2018 MOU negotiations

### **Website**

- Design is complete
- Next steps include narrative's on District services, finalizing photos, document transfers by consultant, Phase 2 training for staff (teach us how to upload)... end.
- Future uploading of historical documents will be ongoing.



# Oceano Community Services District

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

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

**Date:** November 8, 2017

**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* 56580 - 56607	Amounts
<b><u>Disbursements Requiring Board Approval prior to Payment:</u></b>		
Regular Payable Register – paid 11/08/2017	56586 - 56607	\$58,635.20
Subtotal:		\$58,635.20
<b><u>Reoccurring Payments for Board Review (authorized by Resolution 2016-07):</u></b>		
Payroll Gross Wages – pay period ending 10/28/2017	N/A	\$27,411.00
Reoccurring Utility Disbursements – paid 10/25/2017	56580 - 56581	\$1,025.32
Reoccurring Health/Benefits – paid 10/25/2017	56582 - 56585	\$5,919.52
Subtotal:		\$34,355.84
<b>Grand Total:</b>		<b>\$92,991.04</b>

*\*Checks 56578-56579 voided due to printing issues.*

**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.



11/03/2017 3:05 PM  
 COMPANY: 99 - POOLED CASH FUND  
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING  
 TYPE: All  
 STATUS: All  
 FOLIO: All

CHECK RECONCILIATION REGISTER

PAGE: 1  
 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: 056586 THRU 056607

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:	-----							
1-1001-000	11/03/2017	CHECK	056586	POSTMASTER	198.00CR	OUTSTND	A	0/00/0000
1-1001-000	11/03/2017	CHECK	056587	PETTY CASH	51.32CR	OUTSTND	A	0/00/0000
1-1001-000	11/03/2017	CHECK	056588	WHITE, KAREN M.	200.00CR	OUTSTND	A	0/00/0000
1-1001-000	11/03/2017	CHECK	056589	GATOR CRUSHING & RECYCLING	40.21CR	OUTSTND	A	0/00/0000
1-1001-000	11/03/2017	CHECK	056590	MARK SCHWIND ELECTRIC INC.	300.00CR	OUTSTND	A	0/00/0000
1-1001-000	11/03/2017	CHECK	056591	ADAMSKI MOROSKI MADDEN CUMBERL	9,042.00CR	OUTSTND	A	0/00/0000
1-1001-000	11/03/2017	CHECK	056592	CORIX WATER PRODUCTS (US) INC.	3,635.20CR	OUTSTND	A	0/00/0000
1-1001-000	11/03/2017	CHECK	056593	CENTRAL COAST PRINTING	366.58CR	OUTSTND	A	0/00/0000
1-1001-000	11/03/2017	CHECK	056594	ARAMARK	121.00CR	OUTSTND	A	0/00/0000
1-1001-000	11/03/2017	CHECK	056595	CENTRAL COAST TECHNOLOGY CONSU	836.06CR	OUTSTND	A	0/00/0000
1-1001-000	11/03/2017	CHECK	056596	COALWELL, JAMES	100.00CR	OUTSTND	A	0/00/0000
1-1001-000	11/03/2017	CHECK	056597	GSI WATER SOLUTIONS, INC.	5,726.46CR	OUTSTND	A	0/00/0000
1-1001-000	11/03/2017	CHECK	056598	TRUE CUSTOM ROOFING, INC.	32,569.80CR	OUTSTND	A	0/00/0000
1-1001-000	11/03/2017	CHECK	056599	J.B. DEWAR, INC.	294.20CR	OUTSTND	A	0/00/0000
1-1001-000	11/03/2017	CHECK	056600	FERGUSON ENTERPRISES, INC #135	2,718.50CR	OUTSTND	A	0/00/0000
1-1001-000	11/03/2017	CHECK	056601	MIER BROS.	177.79CR	OUTSTND	A	0/00/0000
1-1001-000	11/03/2017	CHECK	056602	MINER'S ACE HARDWARE, INC.	26.33CR	OUTSTND	A	0/00/0000
1-1001-000	11/03/2017	CHECK	056603	SLO CO PUBLIC HEALTH DEPT.	528.70CR	OUTSTND	A	0/00/0000
1-1001-000	11/03/2017	CHECK	056604	SHORELINE LANDSCAPE & MAINT. I	410.00CR	OUTSTND	A	0/00/0000
1-1001-000	11/03/2017	CHECK	056605	CARQUEST AUTO PARTS	42.99CR	OUTSTND	A	0/00/0000
1-1001-000	11/03/2017	CHECK	056606	UNITED RENTALS (NORTH AMERICA)	331.03CR	OUTSTND	A	0/00/0000
1-1001-000	11/03/2017	CHECK	056607	AQUA-METRIC	919.03CR	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: 056586 THRU 056607

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE	
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:				58,635.20CR
				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:				58,635.20CR
				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 November 8, 2017**

	(*)	
<u>Gross Wages</u>	10/14/2017	10/28/2017
Regular	\$21,823.66	\$22,460.33
Overtime Wages	\$1,726.14	\$1,398.24
Stand By	\$700.00	\$700.00
Gross Wages	\$24,249.80	\$24,558.57
 <u>Disbursements</u>		
Net Wages	\$17,912.04	\$18,347.03
State and Federal Agencies	\$5,584.99	\$5,577.72
CalPERS - Normal	\$3,486.25	\$3,486.25
Total Disbursements processed with Payroll	\$26,983.28	\$27,411.00
 Health & Other (Disbursed with reoccurring bills)	 \$3,418.97	 \$3,418.97
Total District Payroll Related Costs	\$30,402.25	\$30,829.97

(\*) 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: 056580 THRU 056581

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	10/25/2017	CHECK	056580	RABOBANK EQUIPMENT LEASE	755.60CR	OUTSTND	A	0/00/0000
1-1001-000	10/25/2017	CHECK	056581	ADVANTAGE ANSWERING PLUS, INC	269.72CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	1,025.32CR		
				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:	1,025.32CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

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

CHECK DATE: 0/00/0000 THRU 99/99/9999  
CLEAR DATE: 0/00/0000 THRU 99/99/9999  
STATEMENT: 0/00/0000 THRU 99/99/9999  
VOIDED DATE: 0/00/0000 THRU 99/99/9999  
AMOUNT: 0.00 THRU 999,999,999.99  
CHECK NUMBER: 056582 THRU 056585

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	10/25/2017	CHECK	056582	THE LINCOLN NATIONAL LIFE INSU	1,010.14CR	OUTSTND	A	0/00/0000
1-1001-000	10/25/2017	CHECK	056583	VSP VISION	105.80CR	OUTSTND	A	0/00/0000
1-1001-000	10/25/2017	CHECK	056584	SEIU LOCAL 620	143.44CR	OUTSTND	A	0/00/0000
1-1001-000	10/25/2017	CHECK	056585	ANTHEM BLUE CROSS	4,660.14CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	5,919.52CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	5,919.52CR		
				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:** November 8, 2017

**To:** Board of Directors

**From:** Celia Ruiz, Will Serve Coordinator

**Via:** Paavo Ogren, General Manager

**Subject:** **Agenda Item # 9A:** Submittal for approval an Intent to Serve Letter extension to Elena Gallegos; 2168 Paso Robles; Assessor's Parcel No. 062-092-020

## Recommendation

That your Board authorize the General Manager or his designee to send the attached Intent to Serve Letter extension to Elena Gallegos; 2168 Paso Robles; Assessor's Parcel No. 062-092-020 subject to a deed restriction if the owner connects the new unit to the existing sewer lateral.

## Discussion

Mrs. Gallegos submitted a request for a will-serve letter extension on October 24, 2017 attached and staff has prepared the attached "intent to serve" letter for your Board's consideration. Staff has identified special concerns for the proposed development that would require special conditions of the request. Owner would need to install sewer clean out at property line if there is no current clean out. Property owner also needs to install a separate water line designated to the back unit to meet NFPA 13D Fire Protection System requirements.

NAME OF APPLICANT	ELENA GALLEGOS
APPLICATION DATE RECEIVED	OCTOBER 24, 1017
ADDRESS	2168 PASO ROBLES
ASSESSORS PARCEL NUMBER	062-092-020
TYPE OF USE	SFR
CONFIRMATION OF OWNERSHIP	YES
OFFSITE IMPROVEMENTS?	YES
REIMBURSEMENT AGREEMENT	NO
PREVIOUS WILL SERVE ISSUED	OCTOBER 28, 2015
EXPIRATION DATE	OCTOBER 28, 2016
FEES REQUIRED	\$ 8,414.96 PAID 10/17/17
SSLOCD FEE SIGN-OFF REQUIRED?	YES
FOG PROGRAM REQUIRED?	NO
SSLOCD SIUP REQUIRED?	NO
LETTER FROM FCFA?	YES

## Current Status

The owner is in process of obtaining building permits from the County. Currently there is an existing SFR in the parcel. Owner is has installed a mobile home in the back of the lot.



## **Other Agency Involvement**

The County of San Luis Obispo issues building permits for land development in Oceano. The issuance of will-serve letters and conditions of development is also coordinated with the Five Cities Fire Authority and the South San Luis Obispo County Sanitation District.

## **Other Financial Considerations**

Owner needs to install separate water line and 1" meter per FCFA to meet NFPA 13D Fire Protection System requirement.

Fees have been paid to OCSD on October 17, 2017.

## **Results**

Providing will serve letters for new development is consistent with the County's General Plan and the interests of the property owner.

Attachments:

- Will serve extension request from Elena Gallegos



**Oceano Community Services District**  
 1655 Front Street, P.O. Box 599, Oceano, CA 93475  
 (805) 481-6730 FAX (805) 481-6836

## Intent to Serve Extension Application

1. Owner Name: Elena Gallegos
2. Mailing Address: 13716 22<sup>nd</sup> Oceano CA 93445
3. Phone: 825 458 4544
4. OCSD Project #: 10481
5. Project location: 2168 Paso Robles St. Oceano
6. Assessor's Parcel Number (APN): 002092020
7. Type of Project: (check box)
  - Single-family dwelling units
  - Multiple-family dwelling units
  - Commercial
  - Mixed use (Commercial and Residential)

Application processing fee ..... \$ 30.00 per structure and/or separate residential unit, whichever is greater.

OCEANO COMMUNITY SVC DIST  
 (805) 481-6730

REG#: 00076911 10/24/2017 3:44 PM  
 OPER: FD TERM: 010  
 REF#: elena

TRAN: 207.0000 WILL SERVE  
 GALLEGOS PROJ # 6481  
 WILL SERVE LTR FEE 30.00CR

TENDERED: 30.00 CASH  
 APPLIED: 30.00-

CHANGE: 0.00

Date: 10/24/17

Signed: [Signature]  
 (must be signed by owner or owner's agent)

Print Name: Elena Gallegos





# Oceano Community Services District

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

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

**Date:** November 8, 2017  
**To:** Board of Directors  
**From:** Celia Ruiz, Will Serve Coordinator  
**Via:** Paavo Ogren, General Manager  
**Subject:** **Agenda Item # 9B: Consideration of a Request to approve reduced front footage fees from Scott Trompeter; 1560 S. Elm St.; Assessor's Parcel No. 062-074-014**

## Recommendation

It is recommended that your Board review and consider the attached request for a reduction in front footage fees from Scott Trompeter; 1560 S Elm St.; Assessor's Parcel No. 062-074-014 and to approve the amount of the fees if reduced.

## Discussion

Mr. Trompeter submitted a request attached for an Intent-to-Serve letter on May 4, 2016 which was approved by your Board on May 11, 2016. The Tract is a 12 lot subdivision with lots varying in size.

There are 3 lots which front footage is more than 100 ft. Per Ordinance 2006-1 the fee per foot is \$ 81.60. Mr. Trompeter would like the Board to review the map and possibly reconsider the front footage fees for lots number 1, 11, and 12. Staff has prepared and attached an analysis of the fee impact.

NAME OF APPLICANT	SCOTT TROMPETER
APPLICATION DATE RECEIVED	MAY 4, 2016
ADDRESS	1560 S ELM ST
ASSESSORS PARCEL NUMBER	062-074-014
TYPE OF USE	12 SINGLE FAMILY RESIDENTS
CONFIRMATION OF OWNERSHIP	YES
OFFSITE IMPROVEMENTS?	YES
REIMBURSEMENT AGREEMENT?	YES
PREVIOUS WILL SERVE ISSUED	MAY 11, 2016
EXPIRATION DATE	MAY 11, 2017
FEES REQUIRED	\$ 8,414.96 PLUS FRONT FOOTAGE
SSLOCD FEE SIGN-OFF REQUIRED?	YES
FOG PROGRAM REQUIRED?	NO
SSLOCD SIUP REQUIRED?	NO
LETTER FROM FCFA?	NO

## Current Status

The owner has received approvals on the tract map from the County.

After approval of the tract map, completion of off-site improvements and payment of any/all required fees, the final will serve letters will be issued on a lot-by-lot basis.



### Other Agency Involvement

The County of San Luis Obispo will need to approve the tract map, and issue the individual building permits. The issuance of will-serve letters and conditions of development is also coordinated with the Five Cities Fire Authority and the South San Luis Obispo County Sanitation District.

### Other Financial Considerations

Final determination of fees for the individual lots cannot be determined until the front footage for each lot is determined. Those costs will be determined in accordance with Ordinance 2006-1.

Fees due before building permits:

Description	Estimate
<b><i>Service Connection Fees</i></b>	
Meter Connection Fee	\$ 1,350.00 per lot
Capacity	\$ 5,514.96 per lot
Lopez	\$ 1,000.00 per lot
Front Footage	To be determined by Board of Directors
Water and Sewer Inspection	\$ 50.00 per lot
Sewer Connection	\$ 500.00 per lot
<b><i>Total</i></b>	<b><i>\$ 8,414.96 plus front footage per lot</i></b>

### Results

Providing intent to serve letters for new development is consistent with the County's General Plan and the interests of the property owner.

Attachments:

- Fee Impact Analysis
- Request from S. Trompeter

# Oceano Community Services District

November 8, 2017

Trompeter Request for Fee Reduction

Analysis of Fee Impact

LOT	FRONT FOOTAGE LENGTH	FRONT FOOTAGE FEE	MINIMUM FRONT FOOTAGE FEE	DIFFERENCE	
LOT1	107	\$ 8,731.20	\$ 4,080.00	\$ (4,651.20)	X
LOT 2	60	\$ 4,896.00	\$ 4,080.00	\$ (816.00)	
LOT 3	46	\$ 4,080.00	\$ 4,080.00	\$ -	
LOT 4	28	\$ 4,080.00	\$ 4,080.00	\$ -	
LOT 5	58	\$ 4,732.80	\$ 4,080.00	\$ (652.80)	
LOT 6	55	\$ 4,488.00	\$ 4,080.00	\$ (408.00)	
LOT 7	55	\$ 4,488.00	\$ 4,080.00	\$ (408.00)	
LOT 8	51	\$ 4,161.60	\$ 4,080.00	\$ (81.60)	
LOT 9	52	\$ 4,243.20	\$ 4,080.00	\$ (163.20)	
LOT 10	61	\$ 4,977.60	\$ 4,080.00	\$ (897.60)	
LOT 11	119	\$ 9,710.40	\$ 4,080.00	\$ (5,630.40)	X
LOT 12	126	\$ 10,281.60	\$ 4,080.00	\$ (6,201.60)	X
TOTAL		<u>\$ 68,870.40</u>	<u>\$ 48,960.00</u>	<u>\$ (19,910.40)</u>	

**From:** Scott Trompeter  
**To:** [Celia Ruiz](#)  
**Subject:** Re: Intent to Serve Application  
**Date:** Friday, October 06, 2017 11:17:49 AM  
**Attachments:** [Ocean Ridge OCSD Parcel Frontage calculation map.pdf](#)

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Celia,

Per our conversation, the frontages from the tract map (my calculations attached) for the permit applications are as follows:

SLO County Permit#	Parcel #/Address	Front Footage
2016-07609	5/2545 Terrace Sands Lane	58.49'
2016-07610	6/2555 " "	55.50'
2016-07611	7/2565 " "	55.50'
2016-07612	8/2575 " "	51.54'

I took a look at your estimate sheet, and realized that the frontage is only a portion of the permit fee calculation, so my panic is back down to normal elevated level.

I reflected the rest of the lot frontages as I calculated them from the tables on the map, so if you can give me estimates for lots 1-4 and 9-12, I'd appreciate it. I don't know how we handle the fire turnaround lot 13...please let me know.

Thanks Celia,

Scott

**From:** [Scott Trompeter](#)  
**To:** [Paavo Ogren](#)  
**Subject:** Re: FW: Tract 3059 frontage fee on lots 1, 11, 12  
**Date:** Friday, October 20, 2017 1:40:06 PM  
**Attachments:** [FEE SFR.pdf](#)  
[Ocean Ridge OCSD Parcel Frontage calculation map.pdf](#)

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Paavo,

I'm writing with hat in hand to see if there is any relief possible on the subject lots with regard to frontage fees.

I included all frontage in calculations, but the long narrow section of lot 1 contains power box and air vac, which is not usable area. Lot 12 contains a narrow section as well as being a corner lot, as is lot 11, which has the same useable area as some of the other interior lots.

To have narrow, unusable, or redundant (corner lots), frontage distances cause the fee to almost double vs. the fee for an interior lot; is pretty hard to take...

I realize that we have one interior corner lot (4), which has a smaller frontage, but these other three lots seem to weight us to the high side...

Just thought it was worth the inquiry.

Thanks,

Scott

TRACT 146B 14/MAPS/23

TRACT 3059

BEING A SUBDIVISION OF PARCEL 1 OF LOT LINE ADJUSTMENT COAL-14-0081, EFFECTUATED BY CERTIFICATE OF COMPLIANCE RECORDED AS DOCUMENT NUMBER 2015-026971 IN THE RECORDER'S OFFICE OF SAN LUIS OBISPO COUNTY, STATE OF CALIFORNIA.

LEGEND

- FOUND MONUMENT AS NOTED
- ▲ FOUND MONUMENT WELL WITH 2" BRASS CAP SET IN CONCRETE
- SET 5/8" REBAR WITH PLASTIC CAP STAMPED LS 8372
- ⊙ SET NAIL IN CONCRETE WITH BRASS TAG STAMPED LS 8372 OFFSET 1.0 FOOT INTO THE STREET FROM THE TRUE CORNER ALONG A PROLONGATION OF THE COMMON SIDE LOT LINE, OR ON A RADIAL LINE AT THE BEGINNING/END OF CURVE, OR AS OTHERWISE NOTED (SEE DETAIL 2 ON THIS SHEET)
- (M) MEASURED
- (CFRM) CALCULATED FROM RECORD DATA
- (R1) 15/PM/44
- (R2) 29/MAPS/54
- (R3) 91/R/7
- (R4) COUNTY ROAD IMPROVEMENT PLANS, ROAD # 1121
- (R5) JOB # P12A166, DOC. # 50278-50283
- (R6) CERTIFICATE OF COMPLIANCE DOC # 2015-026971
- (R7) 19/R/57

- COUNTY RIGHT-OF-WAY PER 1788/OR/84
- ROAD, ACCESS, AND PUBLIC UTILITY EASEMENT PER 1828/OR/311
- ACCESS DENIAL LINE, PER THIS MAP
- PUBLIC UTILITY EASEMENT (P.U.E.), PER THIS MAP

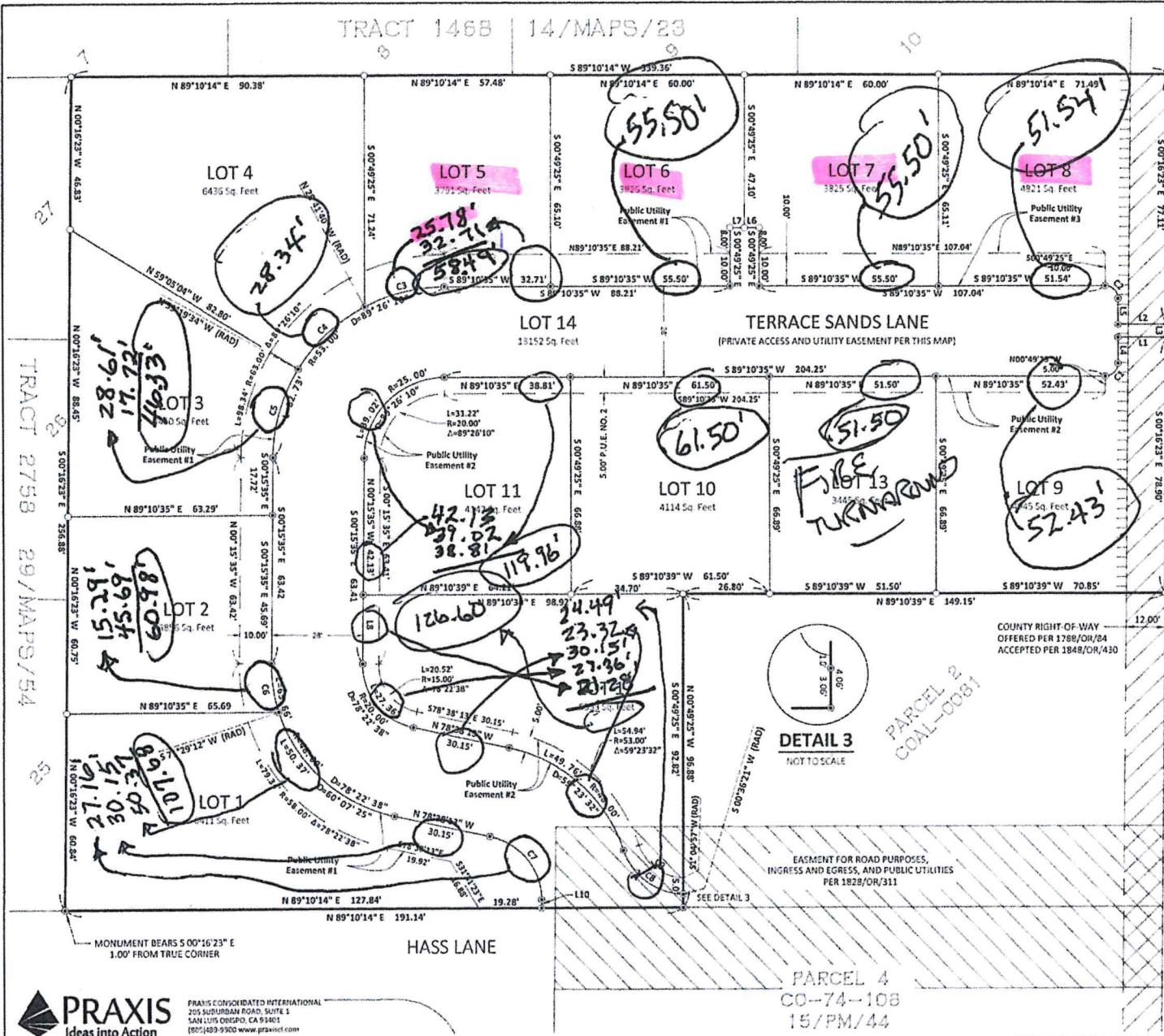
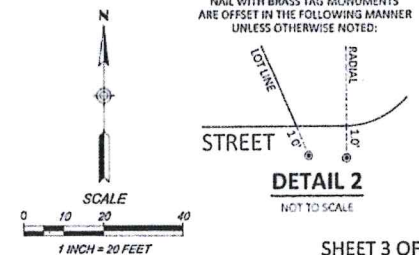
LINE TABLE

LINE	BEARING	DISTANCE
L1	S 89°09'46" W	15.17'
L2	S 89°09'46" W	15.21'
L3	N 00°16'23" W	4.00'
L4	S 00°49'25" E	8.00'
L5	S 00°49'25" E	8.00'
L6	S 89°10'35" W	4.50'
L7	S 89°10'35" W	4.50'
L8	S 00°15'35" E	21.28'
L9	S 00°49'25" E	3.04'
L10	N 00°49'46" W	2.58'
L11	S 00°49'25" E	5.00'

CURVE TABLE

CURVE	ARC LENGTH	RADIUS	DELTA ANGLE
C1	6.28'	4.00'	90°00'00"
C2	6.28'	4.00'	90°00'00"
C3	25.78'	53.00'	27°52'14"
C4	28.34'	53.00'	30°37'54"
C5	28.61'	53.00'	30°56'01"
C6	15.29'	48.00'	18°15'13"
C7	27.16'	20.00'	77°48'37"
C8	24.69'	23.00'	70°08'58"
C9	18.24'	15.00'	69°40'22"

NAIL WITH BRASS TAG MONUMENTS ARE OFFSET IN THE FOLLOWING MANNER UNLESS OTHERWISE NOTED:



LOT	WATER METER	FRONT FOOTAGE FEE	STATE WATER / LOPEZ DAM	CAPACITY	WATER INSPECTION	SEWER	SEWER INSPECTION	ESTIMATED FEES
IRRIGATION	\$ 1,350.00				\$ 25.00			\$ 1,375.00
LOT 1	\$ 1,350.00	\$ 8,731.20	\$ 1,000.00	\$ 5,514.96	\$ 25.00	\$ 500.00	\$ 25.00	\$ 17,146.16
LOT 2	\$ 1,350.00	\$ 4,896.00	\$ 1,000.00	\$ 5,514.96	\$ 25.00	\$ 500.00	\$ 25.00	\$ 13,310.96
LOT 3	\$ 1,350.00	\$ 4,080.00	\$ 1,000.00	\$ 5,514.96	\$ 25.00	\$ 500.00	\$ 25.00	\$ 12,494.96
LOT 4	\$ 1,350.00	\$ 4,080.00	\$ 1,000.00	\$ 5,514.96	\$ 25.00	\$ 500.00	\$ 25.00	\$ 12,494.96
LOT 5	\$ 1,350.00	\$ 4,732.80	\$ 1,000.00	\$ 5,514.96	\$ 25.00	\$ 500.00	\$ 25.00	\$ 13,147.76
LOT 6	\$ 1,350.00	\$ 4,488.00	\$ 1,000.00	\$ 5,514.96	\$ 25.00	\$ 500.00	\$ 25.00	\$ 12,902.96
LOT 7	\$ 1,350.00	\$ 4,488.00	\$ 1,000.00	\$ 5,514.96	\$ 25.00	\$ 500.00	\$ 25.00	\$ 12,902.96
LOT 8	\$ 1,350.00	\$ 4,161.60	\$ 1,000.00	\$ 5,514.96	\$ 25.00	\$ 500.00	\$ 25.00	\$ 12,576.56
LOT 9	\$ 1,350.00	\$ 4,243.20	\$ 1,000.00	\$ 5,514.96	\$ 25.00	\$ 500.00	\$ 25.00	\$ 12,658.16
LOT 10	\$ 1,350.00	\$ 4,977.60	\$ 1,000.00	\$ 5,514.96	\$ 25.00	\$ 500.00	\$ 25.00	\$ 13,392.56
LOT 11	\$ 1,350.00	\$ 9,710.40	\$ 1,000.00	\$ 5,514.96	\$ 25.00	\$ 500.00	\$ 25.00	\$ 18,125.36
LOT 12	\$ 1,350.00	\$ 10,281.60	\$ 1,000.00	\$ 5,514.96	\$ 25.00	\$ 500.00	\$ 25.00	\$ 18,696.56
<b>TOTAL</b>								<b>\$ 171,224.92</b>



# Oceano Community Services District

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

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

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**Date:** November 8, 2017

**To:** Board of Directors

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

**Via:** Paavo Ogren, General Manager

**Subject:** **Agenda Item #9C; Receive and file the June 30, 2016 Audited Financial Statements and Independent Auditors Report prepared by Caliber Audit and Attest, LLP**

## Recommendation

It is recommended that your Board review and discuss the June 30, 2016 Audited Financial Statements and Independent Auditors Report prepared by Caliber Audit and Attest, LLP.

## Discussion

The District's audit for the year ending June 30, 2016 has been completed and is currently being published. It will be separately distributed and posted on the District website. The following provides a summary of information that staff will present during the Board meeting.

Several key fiscal issues have been addressed in the audit which illustrates the District's commitment to establishing fiscal stability in recent years. In addition, the audited financial statements include new supplemental information that has not been previously included in the District's financial statements and audit.

This staff report covers the following topics relating to the audit and the financial statements:

- New Supplemental Information – the Management Discussion and Analysis
- Key Topics covered by the audit, including:
  - Accounting for the Sheriff Substation.
  - Accounting for long-term pension costs.
- Discussion of "Red Flag: Financial Indicators" which were presented at the leadership conference sponsored by the Special District Leadership Academy and attended by Board members and staff in April, 2017





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## Management Discussion and Analysis

Included in the "Independent Auditors' Report on the Financial Statements" is a "Management Discussion and Analysis" (MD&A). Although the MD&A is not part of the basic financial statements, the "Auditors Report on the Financial Statements" identifies that the MD&A:

*"... is required by the Governmental Accounting Standards Board (GASB), which considers it to be an essential part of financial reporting for placing the basic financial statements in appropriate operational, economic or historical context."*

Although the lack of an MD&A in prior years did not affect the auditor's opinion on the basic financial statements, its omission was disclosed by the auditors in their "Independent Report on the Financial Statements." Staff reviewed audits dating back to 2003 and did not find the MD&A in any of those financial statements. In addition to reasons cited by the GASB, the MD&A is important to help ensure that financial analysis express by management in the MD&A is reviewed by the auditors. The Auditors' Report describes that their work -

*"...consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements."*

As a result, preparation of the MD&A helps ensure the Board that the fiscal issues being addressed by the Board are described to the auditors in the MD&A. The auditors do not, however, express an opinion on the MD&A. Board members should therefore review the MD&A and discuss whether it seems consistent with Board actions and the Board's overall understanding of the status and outlook of the District.

In summary, the MD&A covers the following topics:

- District Services and Related Agencies
- Overview of the Financial Statements
- Financial Statement Analysis and Highlights
- Capital Assets
- Debt Activities
- Budget and Rates
- Future Outlook

Attachment "A" provides guidelines on information that should be included in the MD&A. Feedback on other issues that Board members might also want addressed in future year MD&A's should also be discussed since the work on the audit for the fiscal year ending June 30, 2017 is underway.



Key Topics - the Sheriff Substation and long-term pension costs

In particular, there were two special audit efforts from the 2015/16 year. Those items include the accounting of the Sheriff Building and reporting on long-term pension costs.

Sheriff Sub-Station

On April 13, 2016 the Board approved an inter-fund re-classification of the real property related to the Sheriff's Station. In the 2015/16 audit this change was reviewed by the auditor and has been implemented. Originally, the real property has been treated as a water and sewer fund shared asset. The real property is now treated as a governmental fund asset. Loan amortization schedules were approved by the Board of Directors in April, 2017 to ensure that the Water and Sewer Funds are entirely repaid, including interest.

Long-Term Pension Costs

The GASB 68 reporting related to pensions changed as a result of reallocating prior year Net Pension Liabilities, Deferred Outflow of Resources and Deferred Inflow of Resources. This caused for the Net Position of the District's Governmental and Enterprise Funds to be adjusted in comparison to the prior year. The change increased allocations to the Enterprise Funds and decreases the allocations to the Governmental Fund to better reflect administrative cost allocations that are charged to the Enterprise Funds.

Red Flag: Financial Indicators

During the District's attendance at the Special District Leadership Academy in April, 2017, training on financial statements included financial ratios to help gauge the fiscal health of a district. The following "Red Flag: Financial Indicators," which include both general indicators and financial ratios, were covered in training sessions:

General Indicators

Are reserves being depleted? Is the depletion planned?	Are reserves being used to fund operations?	Has the district borrowed money to meet operating expenses?
Is debt service as a percentage of operation expenses too high?	Do actuarial studies reveal a significant long-term impact on the finances of the district for pensions and post retirement health costs?	Has scheduled maintenance been deferred?
Is the District unable to finance projects that are critical to its mission?	Did the District receive an unfavorable audit and management letter?	Have District voters repeatedly failed to pass requests for fee increases?



## Financial Ratios

- Current Ratio (Current Assets divided by Current Liabilities)
- Revenue Coverage Ratio (Revenue divided by Operating Expenses)
- Debt to Equity Ratio (Net Position divided by Total Liabilities)

Once the published financial statements have been received, the ratios will be calculated and presented to the Board along with discussion of the other topics included in this staff report.

## Other Agency Involvement

The County Auditor will be provided a copy of the audit and related communication letters.

## Other Financial Considerations

Staff will also provide a discussion of the relationship between the audit and the budget during this items presentation.

## Results

Completion of the annual audit promotes independent evaluation of the District's accounting records and helps to ensure a well governed community.

## Attachments:

- Guidelines for MD&A

Note: The Audited Financial Statements and related information will be separately distributed and posted to the District's website.

PART I-MOST FREQUENT DISCLOSURES

Disclosures Made?  
Yes      No      N/A

**MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)**

Comment: Management has elected to omit the MD&A, the auditor's report was modified accordingly.

1. Does the MD&A:			
a. Precede the basic financial statements as required supplementary information? (GASBS No. 34, para. 8)	✓	—	—
b. Discuss current-year results in comparison with the prior year, placing emphasis on the current year? (GASBS No. 34, para. 9)	✓	—	—
c. Focus on the primary government, distinguishing between information for the primary government and that of its component units? (Inclusion of component unit information is a matter of professional judgment based on the individual component unit's significance to the total of all discretely presented component units and that component unit's relationship with the primary government.) (GASBS No. 34, para. 10)	✓	—	—
d. Exclude information on topics not listed under Question No. 2? (GASBS No. 37, para. 4)	—	—	✓
2. Are the following required items included in MD&A: (Inclusion of required information in the letter of transmittal does not meet this requirement.) (GASBS No. 34, paras. 11 and 145; GASBS No. 37, paras. 4–5; GASBS No. 63, paras. 7–8 and Appendix D; and GASB Cod. Sec. 2200.109)			
a. A brief discussion of the basic financial statements, including the relationships of the statements to each other, and the significant differences in the information they provide?	✓	—	—
b. The following condensed financial information derived from government-wide financial statements comparing the current year to the prior year, if relevant:			
(1) Total assets, distinguishing between capital and other assets?	✓	—	—
(2) Total deferred outflows of resources?	✓	—	—
(3) Total liabilities, distinguishing between long-term liabilities and other liabilities?	✓	—	—
(4) Total deferred inflows of resources?	✓	—	—
(5) Total net position, distinguishing among the net investment in capital assets; restricted amounts; and unrestricted amounts?	✓	—	—
(6) Program revenues, by major source?	✓	—	—
(7) General revenues, by major source?	✓	—	—
(8) Total revenues?	✓	—	—
(9) Program expenses, at a minimum by function?	✓	—	—
(10) Total expenses?	✓	—	—
(11) Excess (deficiency) before contributions to term and permanent endowments or permanent fund principal, special and extraordinary	✓	—	—

	Disclosures Made?		
	<u>Yes</u>	<u>No</u>	<u>N/A</u>
items, and transfers?			
(12) Contributions?	_____	_____	_____✓
(13) Special and extraordinary items?	_____	_____	_____✓
(14) Transfers?	_____✓	_____	_____
(15) Change in net position?	_____✓	_____	_____
(16) Ending net position?	_____✓	_____	_____
c. An analysis of the overall financial position and results of operations (addressing both governmental and business-type activities) to assess whether financial position has improved or deteriorated during the year, including reasons for significant changes from the prior year and important economic factors (such as changes in the tax or employment bases) that significantly affected operating results?	_____✓	_____	_____
d. An analysis of balances and transactions of individual funds, including the reasons for significant changes in fund balances or fund net position and whether restrictions, commitments, or other limitations significantly affect the availability of fund resources for future use?	_____✓	_____	_____
e. An analysis of significant variations between original and final budget amounts and between final budget amounts and actual budget results for the general fund, including reasons for those variations that are expected to have a significant effect on future services or liquidity?	_____✓	_____	_____
f. A description of significant capital asset and long-term debt activity, including a discussion of commitments made for capital expenditures, changes in credit ratings, and debt limitations that may affect the financing of planned facilities or services?	_____✓	_____	_____
g. A discussion of infrastructure assets (for governments that use the modified approach) including (1) significant changes in the assessed condition of eligible infrastructure assets, (2) how the current assessed condition compares with the condition level the government has established, and (3) any significant differences from the estimated annual amount to maintain/preserve eligible infrastructure assets compared with the actual amounts spent during the current period?	_____	_____	_____✓
h. A description of currently known facts, decisions, or conditions that are expected to have a significant effect on financial position (net position) or results of operations (revenues, expenses, and other changes in net position)?	_____	_____	_____✓
i. Other analysis necessary to meet the requirement for an objective and easily readable analysis of the government's financial activities based on currently known facts, decisions, and conditions? (Currently known facts include information known by management as of the date of the auditor's report.) (GASBS No. 34, para. 8)	_____	_____	_____✓
j. Refer readers to separately issued financial statements, if any, for component unit(s)? (GASBS No. 34, para. 10)	_____✓	_____	_____

**GOVERNMENT-WIDE FINANCIAL STATEMENTS (GWFS)**

**GENERAL**

1. Do the GWFS:



## 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:** November 8, 2017

**To:** Board of Directors

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

**Subject:** **Agenda Item #9D: Consideration to approve budget adjustments in the amount of \$69,165 for Five Cities Fire Authority and \$1,360 for backhoe appurtenances**

### Recommendation

It is recommended that your Board approve the following budget adjustments:

1. Cancel \$69,165 of General Fund Reserves for the replacement of the Self Contained Breathing Apparatus (SCBA) and Extrication Equipment for Fire Cities Fire Authority (FCFA).
2. Increase Equipment Fund expenditures in the amount of \$1,360; with transfers in from the Water and Sewer Fund of \$680.00 each for clips on the backhoe

### Discussion

#### Five Cities Fire Authority:

The District is apart of the Joint Powers Agreement with the City of Arroyo Grande and Grover Beach for emergency repeses services. The District pays a portion of property taxes to the FCFA on a quarterly basis for their services.

The attached May 26, 2017 FCFA staff report with the budget for fiscal year 2017/18 included a pending grant application for the replacement of the SCBA's. The equipment replacement was also identified in the attached except from the FCFA Five year Strategic Plan that was adopted September 22, 2017. The plan indentifies equipment needs for the fire department. The existing SCAB's are from 2002 to be replaced in the current year. The estimated total replacement cost for the capital equipment is \$358,200. The District's share cost of the equipment is estimated at \$65,870, the budget adjustment proposed includes a 5% increase for contingencies for a total of \$69,165.

The District has over \$235,000 in General Fund reserves excluding reserves related to the Facilities Fund. The proposed budget adjustment cancels the \$46,180 the District has in contingencies and \$22,985 in unassigned reserves for an ending balance of \$167,025 in General Fund reserves.



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## Backhoe Appurtenances:

Attached is a pending purchase order from Coastline Equipment for hooks to be attached to the backhoe. The hooks will be welded on the front loader bucket and a Skyhook will be attached to the back bucket of the backhoe. These attachments will help with operations ability to lift manhole covers and other heavy items. Operations will have the ability to turn the backhoe into a forklift to assist with the removal of road plates that cover the District's infrastructure during water or sewer system repairs. This is key to safety during customer installs. The requested adjustment of \$1,360 will be funded from the water and wastewater funds.

### **Other Agency Involvement**

The Five Cities Fire Authority Board will also need to approve budget adjustments.

### **Other Financial Considerations**

The District has built up reserves in the General Fund over the years by spending less in the General Fund than the property taxes collected. It is important to build these reserves up for when items like the SCBA need replacement, but not for normal operations and maintenance.

The hooks for the backhoe will benefit both the District's Water and Sewer systems. Consequently, the proposed funding includes inter-fund transfers from operating funds. No budget adjustments for the operating funds are proposed at this time since the amounts will be covered by the adopted budgets for those funds. Costs will continue to be monitored and reported to your Board on a quarterly basis. In the event that a budget adjustment is needed later in the fiscal year, each of the operating funds has sufficient contingency reserves to cover their share of the estimated costs.

### **Results**

The replacement of the equipment for FCFA will improve the service the District receives in emergency response. The addition of the hooks will help with the maintenance of the District's infrastructure.

#### Attachments:

- FCFA May 26, 2017 Staff Report
- FCFA Strategic Plan – Schedule E: Equipment Replacement
- General Fund Reserves
- Coastline Equipment Purchase Order
- Two Year Chronology of Budget Actions



## STAFF REPORT

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**TO:** Chair and Board Members **MEETING DATE:** May 26, 2017

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

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

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### RECOMMENDATION

It is recommended that the Board of Directors adopt a Resolution approving the Fiscal Year (FY) 2017-18 Budget.

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The attached Budget is unchanged from the Preliminary Budget presented to the Board in March. However, since that time, staff has updated the estimated revenues and expenses for FY 2016-17, which provides an estimated beginning fund balance for FY 2017-18.

### BACKGROUND

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

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

Major assumptions included in the budget include:

- Salary and benefits in accordance with the adopted resolutions and agreements in effect for the fiscal year
- Debt service payments for the first replacement engine, which are allocated to all three partner agencies
- Debt service payments for the second replacement engine, which are allocated only to the City of Grover Beach and Ocean Community Services District as the City of Arroyo Grande elected to pay cash and not participate in the debt financing of the replacement engine
- An additional \$15,000 required to provide uniforms and personal protective equipment



- Implementation of staffing software, replacement of current Firehouse software and other technology improvements identified in the strategic plan

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

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

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

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

In each of the communities served by FCFA there are some unique circumstances, but all of them are facing fiscal constraints. Revenue generation and rising pension costs will continue to constrain the funding available for the FCFA; a young, all risk emergency response organization that has never been adequately funded. The strategic plan suggests opportunities for self-generated revenue and entrepreneurial activities, which ultimately may or may not be pursued. In the interim, staff remains mindful of the financial condition of the three partner agencies. This is balanced against the operational and capital costs of providing for an all-risk fire service.

### **FISCAL IMPACT**

The proposed budget will result in expenditures of \$4.4 million and an undesignated fund balance at the end of FY 2017-18 of approximately \$130,000.

## **ALTERNATIVES**

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

1. Adopt a Resolution approving the Fiscal Year (FY) 2017-18 Budget.
  2. Do not approve the Budget and provide further direction to staff.
- 

## **ATTACHMENTS**

FY 2017-18 Budget

## **PREPARED BY**

D. Malicoat, Treasurer



## General Fund Reserves

	Beginning Reserves	Proposed FCFA Budget Adjustment	Ending Reserves
Infrastructure	\$70,066.00		\$70,066.00
Equipment Replacement	\$47,511.00		\$47,511.00
Contingencies	\$46,180.00	(\$46,180.00)	\$0.00
Unassigned	\$72,433.00	(\$22,985.00)	\$49,448.00
Total Ending Reserves	<u>\$236,190.00</u>	<u>(\$69,165.00)</u>	<u>\$167,025.00</u>

# PURCHASE ORDER # 2017-18-13

<b>VENDOR: Coastline Equipment</b> Name: Jaime Perez Address: 1950 Roemer Place City: Santa Maria, CA 93454 PH: 805-922-8329 Fax: 805-922-4582 Email: <a href="mailto:jaime.perez@coastlineequipment.com">jaime.perez@coastlineequipment.com</a>	<b>PURCHASE ORDER:</b> Weld fork hooks; Skyhook  12-5-4350-387
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------

<b>SHIPPING ADDRESS:</b> OCEANO COMMUNITY SERVICES DISTRICT C/O Tony Marraccino 1655 FRONT STREET OCEANO, CA 93445	<b>BILLING ADDRESS:</b> OCEANO COMMUNITY SERVICES DISTRICT P O BOX 599 OCEANO, CA 93475-0599 (805) 481-6730
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**DATE OF ISSUANCE:**

October 30, 2017

**SCOPE OF WORK:** John Deere 310EL Backhoe Loader – Please see Repair Estimate dated 10/18/2017  
Weld fork hooks on front loader bucket. Skyhook on backhoe linkage.

**COMPLETION REQUIREMENTS: N/A**

**AMOUNT: \$1,358.95**

This purchase order is subject to Terms and Conditions incorporated herein by reference on the attached documents.

---

Signature

Date



# COASTLINE Equipment

1950 Roemer Place  
Santa Maria, CA 93454  
Phone: (805) 922-8329  
Fax: (805) 922-4582  
www.coastlineequipment.com

Oxnard, CA (805) 485-2106  
Santa Ana, CA (714) 265-5500  
Sylmar, CA (818) 890-3353  
Bakersfield, CA (661) 399-3600  
Long Beach, CA (562) 272-7400  
Santa Maria, CA (805) 922-8329  
Meridian, ID (208) 888-3337  
Jerome, ID (208) 324-2900  
McCall, ID (208) 634-3903  
N. Las Vegas, NV (702) 399-2700  
Elko, NV (775) 777-7070



**JOHN DEERE**

Remit Payment To:  
P.O. Box 22732 Long Beach, CA 90801-5732

## PARTS QUOTATION

Invoice To Account No.: 69892



Deliver To:

Oceano Community Services District  
P O BOX 599  
OCEANO CA 93475  
US

Oceano Community Services District  
P O BOX 599  
OCEANO CA 93475

Home Ph: Mob Ph:805-440-9990  
Work Ph: 805-481-6730

Quotation No.: 499049  
Date: 10/18/2017  
Page: 1 of 1

Supplied Quantity	Back Order Quantity	Part Number	Part Description	Bin Loc	List Price	Net Price	Extended Price
1.00	0	46B/JD4IN1	FORK HOOKS	C2F	198.21	198.21	\$198.21
1.00	0	J32	SKYHOOK W/ CHAIN GRAB HOOK		399.47	399.47	\$399.47
1.00	0	3-37512-01	INCOMING FREIGHT CHG	PARTS DEP1	20.00	20.00	\$20.00

Customer PO No.: 310L  
Tax Exempt No.:  
Salesperson: CARLOS CORTEZ

Delivery Note:

Sub Total: \$617.68  
Sales Tax: \$0.00  
Total: \$617.68  
Deposit Received: \$0.00  
Balance Due: \$617.68

**EXCLUDES TAX**

Oceano Community Services District  
 Chronology of Budget Actions  
 Fiscal Years 2016-17 & 2017-18

<b>ENCUMBRANCES FROM 2016-17</b>	
Sept 14, 2016	Approved a contract with GSI Water Solutions for \$38,212 to the Water Fund
Nov. 9, 2016	Approved a contract with Caliber Audit for \$24,000 to the Government Fund
Apr. 26,2017	Approved purchase order of meter reading handhelds for \$10,491 from the Water Fund
Apr. 26, 2017	Approved purchase order for new website of \$9,500 the Government Fund
<b>FISCAL YEAR 2017-18 BUDGET ADJUSTMENT</b>	
July 12, 2017	<p>Approved a Budget Adjustment to the Fiscal Year 2017-18 of \$40,000 in the Facilities Fund for the roof with the following:</p> <ul style="list-style-type: none"> <li>a. \$20,000 from the Facilities Fund Contingencies Reserves</li> </ul> <p>Transfers in to the Facilities Fund from the following funds:</p> <ul style="list-style-type: none"> <li>b. \$217 from the Lighting Fund</li> <li>c. \$9,783 from the Water fund</li> <li>d. \$8,696 from the Sewer Fund</li> <li>e. \$1,304 from the Garbage Fund.</li> </ul>
August 8, 2017	Approved a Budget Adjustment to Fiscal Year 2017-18 of \$25,000 for the utilities yard site plan with \$10,000 from the Water Fund, \$10,000 from the Sewer Fund and \$5,000 from the Garbage Fund.
Sept. 13, 2017	Approved a Budget Adjustment to Fiscal Year 2017-18 of an increase of \$46,000 to water fund expenditures and a \$69,000 increase to sewer fund expenditures for the Utility Agreement with SLO County for the Airpark Drive Bridge Replacement Project. For both the water and sewer fund reserves will be cancelled for a remaining reserve balance of \$957,175 in water and \$819,443 in sewer.





# 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:** November 8, 2017

**To:** Board of Directors

**From:** Paavo Ogren, General Manager

**Subject:** **Agenda Item # 9E: Review of results of the Median Household Income (MHI) Survey prepared by the Rural Communities Assistance Corporation (RCAC) and a consideration of letter in support to the Rural Community Assistance Partnership (RCAP)**

## **Recommendation**

It is recommended that your Board review, discuss and consider the MHI survey results and authorize the President to execute the attached letter to the RCAP.

## **Discussion**

Through funding provided by the State Water Board's Division of Financial Assistance technical assistance program, RCAC completed a community MHI survey. The final report will be distributed once received. The attached letter from RCAC provides the survey results. The results of the survey will provide the District with a five year status that will continue eligibility of funding as a disadvantaged community.

Also attached is a letter to RCAP, which is the national organization that RCAC represents in western states. The letter expresses appreciation of the RCAC efforts and overall supports continued funding for RCAP.

## **Other Agency Involvement**

n/a

## **Other Financial Considerations**

The MHI survey will help ensure that the District is eligible for favorable funding options from both state and federal agencies for upcoming infrastructure needs.

## **Results**

The State Water Board's funding and the RCAC work efforts are promoting fiscal stability and a well governed community.

## **Attachments:**

- RCAC Letter – Results of MHI Survey
- Letter of Support to RCAP



**Corporate Office:**  
3120 Freeboard Drive, Suite 201  
West Sacramento, CA 95691  
(916) 447-2854 • Fax (916) 447-2878

October 17, 2017

Elvira Reyes  
State Water Resources Control Board - Division of Financial Assistance  
1001 I St. 16<sup>th</sup> Floor  
PO Box 944212  
Sacramento, CA 95814

**Subject: Oceano Community Service District Median Household Income Survey Results  
Prop 1 Agreement No. D1612801 / TA Work Plan No. 5011-A**

Dear Elvira:

The State Water Resources Control Board – Division of Financial Assistance requested that Rural Community Assistance Corporation (RCAC) perform an income survey of Oceano Community Service District (CSD) located in San Luis Obispo County. The purpose of this survey is to establish a median household income (MHI) level for state and federal funding programs and sources. This survey has been completed and the results are attached (see Chart 1, pages 2-15).

**The MHI for Oceano CSD is \$39,000 with a response rate of 12.9 percent.**

*Oceano CSD has 3,133 parcels; twenty-one (21) are vacant homes; one-hundred (100) are vacation homes; one hundred and thirty (130) are commercial; and one (1) is a vacant lot, leaving 2,881 parcels (households) to survey. The 371 responses account for a **12.9 percent response rate**. The number of households in a range between 2701 – more requires a sample size of 10 percent to meet State and Federal guidelines.*

The survey was designed and conducted per Multi Agency Guidelines for Median Household Income Surveys established for the State Water Resources Control Board – Clean Water/ Drinking Water State Revolving Fund (SRF), and United States Department of Agriculture – Rural Development.

Please free feel to contact me if you have additional questions or need further assistance. I can be reached at phone number: 916/447-9832 ext. 1064, or e-mail: [kstrong@rcac.org](mailto:kstrong@rcac.org).

Yours truly,

*Kimberley H. Strong*

Kimberley H. Strong  
Rural Development Specialist-  
Community & Environmental Services

Enclosure: Income Survey Report, MHI Data  
CC. Paavo Ogren, General Manager, Oceano Community Services District  
Brian Phillips, CA/NV Regional Manager, RCAC, Community & Environmental Services

**Chart 1: Median Household Income (MHI) Data  
 for Oceano Community Services District**

Survey Ascending Order	Survey Number	Primary Residence	# of People in Residence	Annual Income Dollars	Survey Date
1	OCN-1291	Yes	2	\$0	10/2/17
2	OCN-1229	Yes	1	\$649	10/4/17
3	OCN-0322	Yes	1	\$1,617	9/26/17
4	OCN-0476	Yes	1	\$2,500	9/26/17
5	OCN-1192	Yes	1	\$3,095	10/4/17
6	OCN-0648	Yes	1	\$4,000	10/4/17
7	OCN-0756	Yes	1	\$7,380	10/4/17
8	OCN-2427	Yes	2	\$7,560	9/29/17
9	OCN-0464	Yes	1	\$8,034	9/22/17
10	OCN-1359	Yes	1	\$9,185	9/29/17
11	OCN-2203	Yes	1	\$9,384	9/29/17
12	OCN-1912	Yes	1	\$10,000	9/29/17
13	OCN-0437	Yes	2	\$10,560	10/10/17
14	OCN-2441	Yes	1	\$10,989	9/25/17
15	OCN-2712	Yes	1	\$10,989	9/26/17
16	OCN-2062	Yes	1	\$11,028	10/10/17
17	OCN-2113	Yes	1	\$11,232	9/26/17
18	OCN-0358	Yes	4	\$11,400	10/4/17
19	OCN-1082	Yes	1	\$11,580	9/29/2017
20	OCN-0949	Yes	1	\$11,605	9/29/17
21	OCN-1704	Yes	2	\$11,796	9/29/17
22	OCN-0693	Yes	1	\$12,000	10/4/17
23	OCN-1023	Yes	3	\$12,000	10/10/2017
24	OCN-2271	Yes	1	\$12,000	10/4/17

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25	OCN-2646	Yes	1	\$12,300	10/10/17
26	OCN-0986	Yes	1	\$12,360	9/26/17
27	OCN-2283	Yes	4	\$13,000	9/26/17
28	OCN-0273	Yes	1	\$13,110	9/29/17
29	OCN-2139	Yes	1	\$13,200	9/29/17
30	OCN-2654	Yes	1	\$13,200	10/4/17
31	OCN-1205	Yes	1	\$13,800	9/26/17
32	OCN-2502	Yes	1	\$13,800	10/2/17
33	OCN-0090	Yes	1	\$14,352	10/10/17
34	OCN-0029	Yes	1	\$14,400	10/2/17
35	OCN-0958	Yes	3	\$14,400	10/4/17
36	OCN-2996	Yes	1	\$14,400	9/29/17
37	OCN-3053	Yes	1	\$14,520	10/4/17
38	OCN-1665	Yes	1	\$15,000	9/26/17
39	OCN-3116	Yes	1	\$15,000	10/10/17
40	OCN-1048	Yes	2	\$15,360	10/4/2017
41	OCN-0387	Yes	2	\$15,600	9/26/17
42	OCN-1392	Yes	2	\$15,900	9/29/17
43	OCN-1801	Yes	1	\$16,069	10/4/17
44	OCN-1146	Yes	3	\$16,080	10/10/17
45	OCN-1334	Yes	3	\$16,092	9/29/17
46	OCN-3026	Yes	1	\$16,284	10/4/17
47	OCN-0567	Yes	4	\$16,363	10/4/17
48	OCN-2095	Yes	1	\$16,800	10/10/17
49	OCN-0124	Yes	1	\$16,812	9/29/17
50	OCN-0256	Yes	1	\$17,000	10/4/17
51	OCN-3132	Yes	1	\$17,520	9/26/17
52	OCN-1385	Yes	2	\$17,600	9/29/17

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53	OCN-0084	Yes	1	\$18,000	10/2/17
54	OCN-0485	Yes	1	\$18,000	9/29/17
55	OCN-0764	Yes	2	\$18,000	10/2/17
56	OCN-0845	Yes	2	\$18,000	10/4/17
57	OCN-1422	Yes	2	\$18,000	9/29/17
58	OCN-2966	Yes	2	\$18,000	9/29/17
59	OCN-3018	Yes	7	\$18,000	9/29/17
60	OCN-2014	Yes	1	\$18,300	9/29/17
61	OCN-1460	Yes	2	\$18,789	10/10/17
62	OCN-1180	Yes	3	\$19,200	10/2/17
63	OCN-2133	Yes	4	\$19,200	9/29/17
64	OCN-1019	Yes	2	\$19,405	10/4/2017
65	OCN-0554	Yes	1	\$19,453	9/26/17
66	OCN-2146	Yes	1	\$19,800	9/26/17
67	OCN-2719	Yes	3	\$19,812	9/26/17
68	OCN-0151	Yes	1	\$20,000	10/4/17
69	OCN-0609	Yes	2	\$20,000	10/2/17
70	OCN-1526	Yes	3	\$20,000	10/10/17
71	OCN-0208	Yes	2	\$20,202	9/29/17
72	OCN-2617	Yes	1	\$20,364	9/26/17
73	OCN-0197	Yes	1	\$20,772	9/26/17
74	OCN-0793	Yes	3	\$21,000	10/4/17
75	OCN-1580	Yes	1	\$21,000	9/26/17
76	OCN-2253	Yes	1	\$21,000	10/2/17
77	OCN-0496	Yes	Unknown	\$21,048	10/2/17
78	OCN-1998	Yes	4	\$21,600	10/4/17
79	OCN-2674	Yes	1	\$21,600	9/29/17
80	OCN-1492	Yes	2	\$21,636	9/26/17

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81	OCN-1858	Yes	2	\$21,695	10/4/17
82	OCN-1760	Yes	1	\$21,768	9/26/17
83	OCN-2380	Yes	1	\$21,909	10/4/17
84	OCN-0643	Yes	1	\$22,000	10/2/17
85	OCN-0966	Yes	4	\$22,000	9/29/17
86	OCN-3030	Yes	1	\$22,000	10/4/17
87	OCN-1228	Yes	2	\$22,800	10/4/17
88	OCN-1727	Yes	1	\$22,800	9/29/17
89	OCN-0257	Yes	2	\$22,986	9/26/17
90	OCN-1316	Yes	Unknown	\$23,016	9/26/17
91	OCN-1795	Yes	2	\$23,376	10/2/17
92	OCN-0406	Yes	3	\$23,400	9/26/17
93	OCN-0182	Yes	2	\$23,712	9/29/17
94	OCN-2171	Yes	1	\$23,772	10/4/17
95	OCN-0265	Yes	3	\$24,000	10/10/17
96	OCN-0463	Yes	6	\$24,000	10/4/17
97	OCN-0467	Yes	3	\$24,000	10/2/17
98	OCN-1115	Yes	3	\$24,000	10/4/17
99	OCN-1733	Yes	2	\$24,000	9/29/17
100	OCN-1977	Yes	5	\$24,000	9/26/17
101	OCN-3038	Yes	2	\$24,000	9/29/17
102	OCN-3126	Yes	2	\$24,000	10/4/17
103	OCN-0119	Yes	1	\$24,035	10/4/17
104	OCN-0280	Yes	1	\$24,900	10/2/17
105	OCN-2979	Yes	1	\$24,948	10/4/17
106	OCN-1810	Yes	2	\$25,000	9/26/17
107	OCN-2220	Yes	1	\$25,000	10/2/17
108	OCN-2634	Yes	2	\$25,560	10/2/17

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109	OCN-0577	Yes	2	\$25,600	9/22/17
110	OCN-1827	Yes	1	\$25,680	10/4/17
111	OCN-2779	Yes	1	\$25,696	10/2/17
112	OCN-2459	Yes	2	\$25,700	9/29/17
113	OCN-2367	Yes	2	\$25,812	9/29/17
114	OCN-2790	Yes	1	\$25,863	9/26/17
115	OCN-0479	Yes	3	\$26,000	10/4/17
116	OCN-1266	Yes	2	\$26,400	10/4/17
117	OCN-1853	Yes	3	\$26,400	9/26/17
118	OCN-2068	Yes	1	\$26,400	9/29/17
119	OCN-0445	Yes	2	\$26,610	9/26/17
120	OCN-0719	Yes	2	\$26,700	9/29/17
121	OCN-2175	Yes	2	\$27,200	9/26/17
122	OCN-0852	Yes	Unknown	\$27,435	9/26/17
123	OCN-2545	Yes	1	\$27,507	10/10/17
124	OCN-2900	Yes	3	\$27,800	10/2/17
125	OCN-1251	Yes	3	\$27,875	10/4/17
126	OCN-1368	Yes	2	\$27,888	10/4/17
127	OCN-3093	Yes	2	\$28,187	10/2/17
128	OCN-2238	Yes	1	\$28,723	10/2/17
129	OCN-0032	Yes	3	\$28,800	9/29/17
130	OCN-0377	Yes	1	\$28,812	9/29/17
131	OCN-1456	Yes	1	\$28,900	10/2/17
132	OCN-3121	Yes	3	\$29,400	10/4/17
133	OCN-1994	Yes	3	\$29,585	9/29/17
134	OCN-2679	Yes	1	\$29,892	10/2/17
135	OCN-1013	Yes	2	\$30,000	9/26/2017
136	OCN-2293	Yes	1	\$30,000	9/29/17

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137	OCN-2503	Yes	1	\$30,000	9/26/17
138	OCN-2656	Yes	1	\$30,000	10/4/17
139	OCN-2714	Yes	1	\$30,072	10/4/17
140	OCN-2555	Yes	1	\$30,853	9/29/17
141	OCN-2914	Yes	1	\$30,953	9/26/17
142	OCN-0313	Yes	2	\$31,200	9/25/17
143	OCN-0320	Yes	7	\$31,200	10/10/17
144	OCN-2694	Yes	1	\$31,200	10/10/17
145	OCN-3076	Yes	2	\$31,200	9/26/17
146	OCN-2197	Yes	1	\$31,900	9/26/17
147	OCN-0121	Yes	4	\$32,000	9/26/17
148	OCN-1163	Yes	1	\$32,000	9/29/17
149	OCN-1968	Yes	2	\$32,000	9/26/17
150	OCN-2296	Yes	2	\$32,000	9/26/17
151	OCN-2387	Yes	5	\$32,000	9/29/17
152	OCN-1273	Yes	1	\$32,040	9/26/17
153	OCN-2772	Yes	1	\$32,496	10/10/17
154	OCN-2216	Yes	3	\$32,800	10/2/17
155	OCN-2210	Yes	5	\$33,000	10/2/17
156	OCN-2713	Yes	4	\$33,000	9/26/17
157	OCN-1712	Yes	3	\$33,060	9/29/17
158	OCN-2393	Yes	4	\$33,240	10/4/17
159	OCN-1583	Yes	2	\$34,500	10/4/17
160	OCN-0791	Yes	4	\$34,800	10/2/17
161	OCN-0101	Yes	5	\$35,000	10/4/17
162	OCN-0579	Yes	6	\$35,000	10/2/17
163	OCN-2222	Yes	2	\$35,000	9/29/17
164	OCN-3015	Yes	1	\$35,000	10/2/17



165	OCN-2871	Yes	2	\$35,088	10/4/17
166	OCN-2326	Yes	2	\$35,640	9/22/17
167	OCN-2254	Yes	1	\$35,928	9/26/17
168	OCN-1184	Yes	1	\$36,000	9/29/17
169	OCN-1414	Yes	2	\$36,000	9/29/17
170	OCN-1605	Yes	1	\$36,000	9/29/17
171	OCN-2281	Yes	3	\$36,000	9/26/17
172	OCN-2516	Yes	1	\$36,000	10/4/17
173	OCN-2700	Yes	3	\$36,000	10/4/17
174	OCN-2704	Yes	1	\$36,000	9/26/17
175	OCN-2978	Yes	4	\$36,000	10/4/17
176	OCN-1130	Yes	3	\$37,097	9/29/17
177	OCN-1341	Yes	2	\$37,145	10/2/17
178	OCN-0775	Yes	2	\$37,200	10/4/17
179	OCN-1362	Yes	1	\$37,484	10/2/17
180	OCN-0355	Yes	1	\$37,732	10/4/17
181	OCN-0500	Yes	1	\$38,000	10/10/17
182	OCN-0728	Yes	2	\$38,400	10/4/17
183	OCN-2923	Yes	2	\$38,400	10/4/17
184	OCN-2763	Yes	2	\$38,940	9/22/17
185	OCN-1724	Yes	1	\$39,000	10/4/17
186	OCN-2064	Yes	1	\$39,000	9/29/17
187	OCN-0405	Yes	5	\$40,000	9/26/17
188	OCN-0582	Yes	2	\$40,000	10/2/17
189	OCN-0770	Yes	2	\$40,000	10/10/17
190	OCN-1111	Yes	1	\$40,000	10/4/17
191	OCN-1253	Yes	4	\$40,000	10/4/17
192	OCN-1548	Yes	2	\$40,000	9/26/17

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193	OCN-3131	Yes	7	\$40,000	10/4/17
194	OCN-0960	Yes	5	\$40,800	10/10/17
195	OCN-2560	Yes	2	\$40,895	10/4/17
196	OCN-0356	Yes	5	\$41,000	9/26/17
197	OCN-2994	Yes	3	\$41,000	10/4/17
198	OCN-0040	Yes	2	\$41,500	9/29/17
199	OCN-1329	Yes	2	\$41,508	9/29/17
200	OCN-0354	Yes	1	\$41,934	10/4/17
201	OCN-0122	Yes	4	\$42,000	9/29/17
202	OCN-0633	Yes	2	\$42,600	10/2/17
203	OCN-1642	Yes	3	\$42,800	10/4/17
204	OCN-0205	Yes	6	\$43,200	10/4/17
205	OCN-1953	Yes	3	\$43,200	10/2/17
206	OCN-0992	Yes	4	\$44,000	9/26/17
207	OCN-0037	Yes	2	\$44,005	10/2/17
208	OCN-0270	Yes	2	\$44,184	9/26/17
209	OCN-2902	Yes	6	\$44,400	9/29/17
210	OCN-0858	Yes	2	\$44,500	10/2/17
211	OCN-2631	Yes	2	\$44,532	9/26/17
212	OCN-0965	Yes	7	\$44,567	9/26/17
213	OCN-3096	Yes	2	\$44,723	9/26/17
214	OCN-0709	Yes	1	\$44,824	10/2/17
215	OCN-2777	Yes	3	\$44,983	9/29/17
216	OCN-0784	Yes	3	\$45,000	10/4/17
217	OCN-1490	Yes	2	\$45,000	10/2/17
218	OCN-1764	Yes	2	\$45,000	9/26/17
219	OCN-0921	Yes	7	\$45,600	9/29/17
220	OCN-0574	Yes	2	\$46,316	10/2/17

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221	OCN-0715	Yes	1	\$46,632	9/22/17
222	OCN-1249	Yes	2	\$47,851	9/29/17
223	OCN-0330	Yes	1	\$48,000	10/4/17
224	OCN-0419	Yes	1	\$48,000	10/2/17
225	OCN-0705	Yes	2	\$48,000	10/2/17
226	OCN-0713	Yes	5	\$48,000	10/10/17
227	OCN-0919	Yes	1	\$48,000	9/29/17
228	OCN-1063	Yes	4	\$48,000	9/29/2017
229	OCN-1806	Yes	5	\$48,000	9/26/17
230	OCN-2177	Yes	2	\$48,000	9/26/17
231	OCN-2450	Yes	4	\$48,000	9/29/17
232	OCN-2486	Yes	2	\$48,000	10/4/17
233	OCN-2968	Yes	3	\$48,000	10/4/17
234	OCN-0613	Yes	2	\$48,173	10/4/17
235	OCN-1699	Yes	2	\$48,700	9/26/17
236	OCN-0694	Yes	2	\$49,056	10/2/17
237	OCN-1978	Yes	2	\$49,205	9/26/17
238	OCN-3055	Yes	2	\$49,569	9/26/17
239	OCN-0198	Yes	2	\$50,000	10/4/17
240	OCN-0856	Yes	1	\$50,000	10/4/17
241	OCN-1260	Yes	2	\$50,000	9/26/17
242	OCN-2251	Yes	2	\$50,000	10/10/17
243	OCN-2934	Yes	2	\$50,000	9/29/17
244	OCN-0111	Yes	4	\$50,400	10/2/17
245	OCN-0794	Yes	1	\$50,400	10/2/17
246	OCN-1643	Yes	2	\$51,000	9/29/17
247	OCN-3111	Yes	1	\$51,252	9/26/17
248	OCN-1070	Yes	2	\$51,650	10/4/2017

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249	OCN-1921	Yes	4	\$52,000	10/2/17
250	OCN-0796	Yes	2	\$52,965	10/4/17
251	OCN-2276	Yes	2	\$53,856	9/26/17
252	OCN-1009	Yes	2	\$54,000	9/26/2017
253	OCN-2233	Yes	3	\$54,000	10/4/17
254	OCN-2775	Yes	6	\$54,000	9/29/17
255	OCN-0565	Yes	6	\$55,000	10/4/17
256	OCN-1269	Yes	2	\$55,000	10/4/17
257	OCN-1693	Yes	7	\$55,450	10/2/17
258	OCN-0102	Yes	4	\$55,800	10/4/17
259	OCN-0014	Yes	4	\$56,400	10/4/17
260	OCN-2740	Yes	2	\$57,000	10/4/17
261	OCN-1174	Yes	3	\$58,000	10/4/17
262	OCN-0659	Yes	2	\$60,000	10/4/17
263	OCN-0699	Yes	2	\$60,000	10/2/17
264	OCN-0937	Yes	4	\$60,000	9/29/17
265	OCN-1096	Yes	2	\$60,000	10/10/2017
266	OCN-1431	Yes	2	\$60,000	9/29/17
267	OCN-1566	Yes	3	\$60,000	10/4/17
268	OCN-1812	Yes	2	\$60,000	10/4/17
269	OCN-2188	Yes	2	\$60,000	9/29/17
270	OCN-2788	Yes	1	\$60,000	9/26/17
271	OCN-2801	Yes	3	\$60,000	9/26/17
272	OCN-3091	Yes	2	\$60,000	9/26/17
273	OCN-3129	Yes	3	\$60,000	10/4/17
274	OCN-0804	Yes	1	\$61,092	10/4/17
275	OCN-1210	Yes	3	\$62,000	9/29/17
276	OCN-2287	Yes	2	\$62,000	9/26/17

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277	OCN-2583	Yes	2	\$62,651	9/26/17
278	OCN-0584	Yes	1	\$63,600	10/4/17
279	OCN-1326	Yes	4	\$64,106	10/4/17
280	OCN-0060	Yes	5	\$64,473	9/26/17
281	OCN-2851	Yes	2	\$64,900	9/26/17
282	OCN-0080	Yes	2	\$65,000	10/2/17
283	OCN-0126	Yes	2	\$65,000	10/4/17
284	OCN-0704	Yes	4	\$66,000	10/2/17
285	OCN-1025	Yes	2	\$66,000	9/26/2017
286	OCN-1396	Yes	3	\$66,000	9/26/17
287	OCN-2056	Yes	2	\$66,000	9/26/17
288	OCN-2954	Yes	2	\$66,000	9/29/17
289	OCN-0545	Yes	2	\$67,200	9/29/17
290	OCN-1430	Yes	1	\$67,800	9/26/17
291	OCN-1080	Yes	2	\$68,000	10/10/2017
292	OCN-0009	Yes	1	\$68,400	9/29/17
293	OCN-0444	Yes	1	\$69,546	10/2/17
294	OCN-0179	Yes	2	\$70,000	10/10/17
295	OCN-0200	Yes	1	\$70,000	9/29/17
296	OCN-0661	Yes	3	\$70,000	10/2/17
297	OCN-1243	Yes	6	\$70,000	10/4/17
298	OCN-1318	Yes	2	\$70,000	10/4/17
299	OCN-2697	Yes	2	\$70,500	9/26/17
300	OCN-0487	Yes	1	\$70,979	9/26/17
301	OCN-0486	Yes	1	\$72,000	10/4/17
302	OCN-1502	Yes	2	\$72,000	9/29/17
303	OCN-1578	Yes	4	\$72,000	10/2/17
304	OCN-2587	Yes	2	\$72,000	10/4/17

305	OCN-2845	Yes	6	\$72,000	9/26/17
306	OCN-2017	Yes	1	\$73,000	9/29/17
307	OCN-1050	Yes	2	\$75,000	10/4/2017
308	OCN-2798	Yes	2	\$75,000	9/26/17
309	OCN-1592	Yes	4	\$76,000	9/29/17
310	OCN-0824	Yes	2	\$76,270	10/4/17
311	OCN-1040	Yes	2	\$78,000	10/4/2017
312	OCN-0913	Yes	3	\$80,000	9/29/17
313	OCN-1415	Yes	4	\$80,000	9/29/17
314	OCN-2223	Yes	2	\$80,000	9/29/17
315	OCN-2497	Yes	1	\$80,000	9/29/17
316	OCN-2962	Yes	4	\$80,000	9/29/17
317	OCN-0526	Yes	2	\$81,752	10/4/17
318	OCN-1337	Yes	3	\$83,000	10/2/17
319	OCN-1554	Yes	2	\$84,000	9/26/17
320	OCN-1776	Yes	2	\$84,736	9/29/17
321	OCN-1092	Yes	6	\$85,000	9/29/2017
322	OCN-2457	Yes	1	\$85,000	9/29/17
323	OCN-0237	Yes	8	\$90,000	9/29/17
324	OCN-1042	Yes	2	\$90,000	9/26/2017
325	OCN-3099	Yes	3	\$90,000	9/26/17
326	OCN-0351	Yes	2	\$95,637	9/29/17
327	OCN-1496	Yes	2	\$96,000	10/4/17
328	OCN-2513	Yes	2	\$96,000	10/2/17
329	OCN-0027	Yes	3	\$100,000	9/26/17
330	OCN-0309	Yes	2	\$100,000	10/10/17
331	OCN-0510	Yes	4	\$100,000	10/4/17
332	OCN-0695	Yes	2	\$100,000	10/4/17

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333	OCN-0911	Yes	2	\$100,000	10/2/17
334	OCN-1535	Yes	3	\$100,000	10/4/17
335	OCN-2333	Yes	3	\$100,000	10/2/17
336	OCN-2728	Yes	2	\$100,000	9/29/17
337	OCN-1534	Yes	2	\$100,500	10/10/17
338	OCN-2160	Yes	6	\$103,200	9/29/17
339	OCN-1270	Yes	4	\$106,800	9/26/17
340	OCN-0215	Yes	3	\$110,000	9/26/17
341	OCN-1264	Yes	5	\$110,000	10/10/17
342	OCN-3022	Yes	2	\$110,000	10/4/17
343	OCN-1099	Yes	2	\$114,000	10/4/2017
344	OCN-0686	Yes	2	\$114,544	10/2/17
345	OCN-0776	Yes	4	\$115,200	10/4/17
346	OCN-0374	Yes	2	\$120,000	9/29/17
347	OCN-0977	Yes	1	\$120,000	9/29/17
348	OCN-1778	Yes	2	\$120,000	9/29/17
349	OCN-2274	Yes	2	\$120,000	9/29/17
350	OCN-3087	Yes	2	\$120,000	9/29/17
351	OCN-0812	Yes	2	\$121,000	9/26/17
352	OCN-0174	Yes	2	\$122,824	10/4/17
353	OCN-2667	Yes	3	\$125,000	10/4/17
354	OCN-1383	Yes	2	\$130,000	9/29/17
355	OCN-2857	Yes	2	\$130,000	10/4/17
356	OCN-2444	Yes	2	\$133,628	9/26/17
357	OCN-2872	Yes	2	\$135,000	10/2/17
358	OCN-2894	Yes	3	\$137,000	10/4/17
359	OCN-2376	Yes	2	\$145,000	10/4/17
360	OCN-0393	Yes	2	\$146,420	9/29/17

361	OCN-1446	Yes	2	\$150,000	10/2/17
362	OCN-2743	Yes	2	\$150,000	9/29/17
363	OCN-1616	Yes	3	\$160,800	10/4/17
364	OCN-1966	Yes	4	\$165,000	10/4/17
365	OCN-0440	Yes	2	\$170,000	10/4/17
366	OCN-1442	Yes	2	\$174,000	9/29/17
367	OCN-0367	Yes	2	\$184,000	9/26/17
368	OCN-0811	Yes	2	\$192,000	10/4/17
369	OCN-0051	Yes	3	\$200,000	9/29/17
370	OCN-1868	Yes	6	\$200,000	9/29/17
371	OCN-2552	Yes	4	\$211,363	9/26/17

**Ascending Order Survey Number 186, Survey Number OCN-2064, with a median household income of \$39,000. The Median Household Income for Oceano Community Service District is \$39,000.**

The 371 responses account for a **12.9 percent response rate**. The median household income for Oceano Community Services District is on line 186 (in ascending order), survey number OCN-2064 with a median household income of \$39,000.

**The median household income for Oceano Community Services District is \$39,000.**

*The results of this survey may be used to support loans and or grant applications to multiple funding agencies, for multiple types of projects benefiting residents within the survey area. Each funding agency has unique criteria for determining funding awards. A funding agency may look at the survey in terms of whether a community is disadvantaged, the percentage of low to moderate income people in the survey area, the MHI of the survey area in relation to State non-metro MHI's, or other criteria. These factors help a funder determine whether a project is eligible for funding, whether it is eligible for grants, what percentage of grant is available in a grant loan package, or what interest rates the project qualifies for in a loan. Eligibility of a project for funding changes with time, so the funding package available to a project this year might not be the same package available next year.*



(NAME OF COMMUNITY  
ADDRESS)

(DATE)  
EMAIL)

(PHONE FAX)

Mr. Nathan Ohle  
Rural Community Assistance Partnership  
1701 K Street, NW Suite 700  
Washington, DC 20006

Re: RCAP Assistance – **(insert community name)**

Dear Mr. Ohle:

I would like to take this opportunity to thank the Rural Community Assistance Partnership (RCAP) for its time, effort, and expertise in helping the economically disadvantaged community of Oceano, California address its income levels and eligibility for funding programs with regard to our water and wastewater deferred infrastructure program. Our community has greatly benefited from the services provided by RCAP, and specifically, the Rural Community Assistance Corporation (RCAC). We did not have the knowledge or resources necessary to adequately attack the issues until your RCAC representatives became involved.

#### **COMMUNITY DESCRIPTION**

**Oceano California is an unincorporated community within the County of San Luis Obispo. Its history has long been a part of supporting agricultural production of the Cienega Valley. The community includes Halcyon, a federally recognized intentionally formed historic district**

**Oceano / Halcyon is primarily a residential community of approximately 7,300 and approximately 50 acres of agriculture lands within Halcyon that is protected as a result of the federal designation. The community census from 2010 illustrated a strong diversity in population.**

**Public services are provided to the community by the County of San Luis Obispo and the Oceano Community Services District (CSD). The County provides health and human services, law enforcement, roads, drainage, land use planning and code enforcement services. The Oceano CSD provides fire protection and emergency services, water, wastewater collection, solid waste / recycling, and street lighting services. The Oceano CSD jurisdiction includes parks and recreation but no programs currently exist due to lack of funding.**

**Overall, public services to the community are limited in comparison to neighboring cities. Historical funding constraints have created a deferred infrastructure situation common to many disadvantaged communities. Compounding the situation is labor and maintenance requirements to repair continuing infrastructure failures and the impact on normal maintenance activities.**

RCAP provides us with the vital expertise and resources we need. Without your help, I don't know how Oceano Community Services District would be able to address many of its problems. I'm also certain that

there are many other small communities that have similar problems and would greatly benefit from the same type of services that we received. Therefore, the Oceano CSD certainly supports funding for

RCAC, as the local RCAP Technical Assistance Provider, has been assisting us with several issues, including:

- **Income Survey of the median household income (MHI) to determine whether or not Oceano CSD is considered a disadvantaged community and eligible for state and federal funding**
- **Upcoming funding applications and local costs**

In closing, with RCAP's assistance via RCAC we expect to ultimately correct our current problems and improve the efficiency and operation of our water and wastewater infrastructure and ongoing maintenance. The services that we are receiving through the partnerships are vital to rural communities like ours, who don't have the resources, expertise, staff capacity, and financial support they need to operate without assistance at this time. We appreciate the services and experienced assistance you have provided us, which are important to helping to ensure that our community will develop independent resiliency in the near future. We support continued funding of RCAP so that you may continue with your beneficial work to other rural communities across the country.

(NAME)

(TITLE AND COMMUNITY NAME)