



Notice of Regular Meeting
Oceano Community Services District - Board of Directors Agenda
WEDNESDAY, JANUARY 24, 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.

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. 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 their remarks to a total of SIX (6) minutes. This time may be allowed between items in one-minute increments up to three minutes. Time limits may not be yielded to or shared with other speakers.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. FLAG SALUTE**
- 4. AGENDA REVIEW**
- 5. 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.

6. SPECIAL PRESENTATIONS & REPORTS:

A. 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

B. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

- i. President Varni (Regional Water Mgt Group, State Water Subcontractors, Airport Land Use)
- ii. Vice President Joyce-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)

C. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:

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

7. 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. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.

- A. Review of the Minutes for the Regular Meeting held on January 10, 2024
- B. Review of Cash Disbursements
- C. Approval of a contract appointing The JAM Law Group as special District Legal Counsel and authorize the President to execute

8. 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.

- A. Discussion and consideration of efforts to recruit a permanent General Manager with Board direction as deemed appropriate including direction on a revised salary schedule for the position.

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.

- B. Discussion and consideration of efforts undertaken by the Oceano Parks and Recreation Committee (OPARC) with Board direction as deemed appropriate on the following subject matters:
 - 1. A track for the Oceano Elementary School
 - 2. Funding of recreational efforts from donations via a non-profit, including consideration of a 501(C)(3) tax-exempt organization.
 - 3. Improvements along Highway One and the railroad overpass between 4th Street and Pershing Drive.
 - 4. Review of OPARC Minutes.

9. 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.

10. RECEIVED WRITTEN COMMUNICATIONS:

11. LATE RECEIVED WRITTEN COMMUNICATIONS:

12. FUTURE AGENDA ITEMS:

13. FUTURE HEARING ITEMS:

14. CLOSED SESSION:

15. ADJOURNMENT:

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

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

GENERAL MANAGER REPORT

OCEANO COMMUNITY SERVICES DISTRICT

Week of January 8-12

- Weekly Board Meetings - Review of Agenda & Board Packet.
- BOD Meeting 1/10/24
- Introductory call with WSC regarding NCMA efforts.
- Introductory call with Rincon regarding environmental efforts for the USDA funding of water system improvements.
- Initiated review of fire divestiture documentation.
- Initial discussions on Caltrans work regarding Triangle Park & vicinity
- Follow-up with customers on appeals relating to water bills (2 cases)
- Introductory Meeting on the Tank Rehabilitation Project.
- Review of Invoices
- Introductory review of water fund budget.
- Call regarding right of way regarding Halcyon
- Review of Parks and Recreation To-Do's

Week of January 15-19

- Celebrated MLK
- Work on General Manager recruitment materials
- Meetings with Board members
- Review of OPARC efforts
- Agenda preparation
- Preparation for and meeting with County on Fire Divestiture
- Capital project efforts
 - Groundwater Recharge
 - Halcyon/Ken Mar Gardens
 - Storage Tank
 - Rincon Draft ISMND (Initial Study Mitigated Negative Declaration)



Oceano Community Services District
Summary Minutes
Regular Meeting Wednesday, January 24, 2024 – 6:00 P.M.
Location: OCSD BOARD ROOM

1. **CALL TO ORDER:** Called at approximately 6:12 p.m. by President Varni
2. **ROLL CALL:** Board members present: President Varni, Vice President Joyce-Suneson, and Director Villa
 Board members absent: 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:** President Varni moved agenda item 6A ahead of agenda item 5.
6. **SPECIAL PRESENTATIONS & REPORTS**
 - A. Presentation on OCSD’s Code of Civility – Presentation by President Varni, Paavo Ogren, Robert Schulz and Ian Doughty.

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

Mark McGuire	Expressed concerns regarding the sand by Strand Way.
Julie Tacker	In support of the Board of Directors Oath of Office. In opposition to the redaction of signatures. In support of selling water to the City of Arroyo Grande.
Kerry Langford	In support of the Board supporting Spanish programs or creating a committee.
Sonny Paz	In support of access to the Oceano Dunes.
Mike	In support of removing the sand on Strand Way.

6. **SPECIAL PRESENTATIONS & REPORTS**

A. **STAFF REPORTS:**

- i. **Sheriff’s South Station** – Commander Ian Doughty
 368 Calls for Service (369 CFS in 2023)
 4 Assault & Battery / 29 Disturbances / 5 Burglaries / 5 Thefts / 1 Vandalism / 1 Mail Theft / 27 Assist Other Agencies / 7 Suspicious Circumstances / 83 Enforcement Stops / 1 Narcan Use / 13 Arrests
 The Rural Crime Deputy and Community Action Team Deputy are back at the South Station.
 Please check Readyslo.org for zones and storm prep information.
 Appreciation to the community for dropping off bicycles for the honor farm to refurbish and distribute.
- ii. **Five Cities Fire Authority** – FCFA Staff - Absent
- iii. **Operations** - Utility Systems Manager - Tony Marrassino
 Lopez is at 96.1% full (47,468 AF)
 0 pumping; taking State Water only
 Continuing with weekly and monthly samples, trash pickup.
 16 Work Orders / 21 USAs / 12 Customer Service Calls / 6 After Hour Call Outs
 Lock-offs for past-due accounts.
 Repaired an angle stop broken by a customer on 23rd Street.
 Repaired a second break at 2300 Cienaga
 Replacing valves and pipes on the water storage tank prior to its rehabilitation.
 Replaced a broken air compressor.
 A piece of heavy equipment on the sand by Strand Way broke a spigot on private property – it was handled by the time we responded.
 Worked with an out-of-the-area homeowner to temporarily turn the water off for leaking irrigation so it can be repaired.

- iv. **OCSD Interim General Manager – Paavo Ogren**
 County meeting about divestiture. Established weekly meetings with Board Members.
 Reviewed appeals related to water bills.
 Explained how the District can support residents on Strand Way regarding sand, which is outside of our purview. Mr. Schultz clarified the state laws surrounding elections and how they affect people who own vacation homes here in Oceano.

C. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

- i. **President Varni** – Reported on the 1/9/2024 OPARC meeting
- ii. **Vice President Joyce-Suneson** – Reported on an OPARC meeting with the Beaver Brigade
- iii. **Director Austin** – Absent
- iv. **Director Gibson** – Absent
- v. **Director Villa** – None

PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:

April Dury	In support of a written General Manager report for each agenda packet. In support of adding OPARC meeting minutes to the OCSD agenda packet.
Pam Spicer	Expressed concerns about the roads and potholes in Oceano.
Ann Quinn, League of Women Voters	Provide comments regarding the Code of Civility and what the LOWV is working on pertaining to this topic.

7. CONSENT AGENDA:	ACTION:
<ul style="list-style-type: none"> a) Review the of Minutes for the Special Meeting held on December 4, 2023 b) Review of the Minutes for the Regular Meeting held on December 13, 2024 c) Review of the Minutes for the Special Meeting held on December 20, 2023 d) Review of Cash Disbursements e) Approval of a Resolution adopting the 2023 County Joinder Amendment to the Second Amended and Restated Joint Powers Agreement for the San Luis Obispo County Integrated Waste Management Authority f) Approval of the Award Letter for the Electronic Vehicle Infrastructure Project ID AB617-2023-02 Installation of Two (2) Dual Port Level 2 Electric Vehicle Chargers at 1935 Wilmar Avenue in Oceano at the Oceano Community Services District's (OCSD) Water Yard awarding \$7,895 and authorize the Board President to execute a grant agreement. g) Approval of a contract appointing The JAM Law Group as special District Legal Counsel Vice President Joyce-Suneson requested this item be pulled for discussion – See Business Item 8C 	<p>Vice President Joyce-Suneson requested 7G to be pulled for consideration after 8B.</p> <p>After an opportunity for public comment and board and staff discussion, a motion was made by Director Villa to approve consent agenda items 7A-7F, with a second from Vice President Joyce-Suneson and a 3-0 roll call vote. Absent: Director Austin and Director Gibson</p> <p>Public Comment: April Dury – Requested a correction to the minutes. Commented on Board stipend requests. Julie Tacker - Commented on payroll report.</p>

8A. BUSINESS ITEMS:	ACTION:
Discussion and approval of the District Expenditure Control Guidelines	<p>After an opportunity for public comment and board and staff discussion, a motion was made by Director Villa to approve the two proposed amendments: one to the Regular & Special Meeting Compensation Form and the other for a two-signature requirement of all checks to the District Expenditure Control Guidelines with a second from Vice President Joyce-Suneson and a 3-0 roll call vote.</p> <p>Absent: Director Austin and Director Gibson</p> <p>Public Comment: April Dury – In support of the guidelines. In support of two signatures.</p>

8B. BUSINESS ITEMS:	ACTION:
Discussion and appointment of the 2024 Committee Assignments	<p>After an opportunity for public comment and board and staff discussion, a motion was made by Vice President Joyce-Suneson to approve the 2024 Committee Assignments as described by the General Manager (attached), with a second from President Varni and a 3-0 roll call vote.</p> <p>Absent: Director Austin and Director Gibson</p> <p>Public Comment: Julie Tacker – In support of standing committees. April Dury – In support of standing committees and CSDA representation. Kerry Langford – In opposition of the airport representation.</p>

8C. BUSINESS ITEMS:	ACTION:
Agenda Item 7G moved to 8C - Approval of a contract appointing The JAM Law Group as special District Legal Counsel	<p>After an opportunity for public comment, the Board gave consensus to bring back the item as a future agenda item.</p> <p>Public Comment: April Dury – In opposition of JAM Law Group representing the District. Julie Tacker – In opposition of JAM Law Group representing the District at this time.</p>

9. HEARING ITEMS: None

10. RECEIVED WRITTEN COMMUNICATION:

a. Received Communication from Vice President Joyce-Suneson

11. LATE RECEIVED WRITTEN COMMUNICATIONS: Received written communication from Julie Tacker

12. FUTURE AGENDA ITEMS: President Varni requested the JAM Law Group contract and OPARC Safe Routes to Beach Project.

13. FUTURE HEARING ITEMS: None

14. CLOSED SESSION ITEMS:

- 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. 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.** Conference with Legal Counsel-Liability Claims (Government Code §54956.9(d)(2),(e)(3))
 - 1. Claimant: Mona Maria Dells Vasquez; Agency claimed against: OCSD
 - 2. Claimant: R. Burke Construction; Agency claimed against: OCSD
 - 3. Claimant: R. Burke Construction; Agency claimed against: OCSD
 - 4. Claimant: Will Clemens; Agency claimed against: OCSD

14. PUBLIC COMMENT ON CLOSED SESSION:

Julie Tacker	In support of the claims being attached and selling water to Arroyo Grande.
April Dury	In support of rejecting claim 14D1.

Director Villa motioned to adjourn to closed session with a second from President Varni and a 3-0 roll call vote. Absent: Director Austin and Director Gibson.

The Board adjourned to closed session at 8:10 pm.

President Varni announced the return from closed session at approximately 9:30 pm.

Report out of closed session:

- 14A-C: No reportable action
- 14D(1-4): The Board rejected all claims

15. ADJOURNMENT: Director Villa motioned to adjourn the meeting at 9:35pm with a second from President Varni and a 3-0 roll call vote. Absent: Director Austin and Director Gibson

2024 COMMITTEE & SUBJECT MATTER ASSIGNMENTS

COMMITTEE ASSIGNMENTS TO OTHER AGENCY BOARDS AND COMMITTEES				Subject Matter Assignments / Expertise
SSLOCSO	Austin	Varni	1 st Wed / 6:00 PM Mar-Jun / City of Arroyo Grande City Council Chamber 215 E. Branch, Arroyo Grande July-Oct / Oceano CSD Board Room 1655 Front St., Oceano Nov-Feb / City of Grover Beach City Council Chamber 154 S. 8 th Street, Grover Beach	Wastewater
Water Resource Advisory Comm. (WRAC)	Villa	Joyce-Sunesson	1 st Wed / 1:30 PM SLO City Council Chamber 990 Palm St. San Luis Obispo, CA 93401	Regional Water Programs
Regional Water Mgt. Group (RWMG – IRWMP)	Varni	General Manager	1 st Wed / 10:00 AM SLO County New Government Center, Room 161/162 1055 Monterey Street, San Luis Obispo, CA 93401	Regional Water Programs
Zone 3 (Lopez Water)	Gibson	Joyce-Sunesson	3 rd Thurs Odd/6:30 PM Varies	Water Supply Contracts
State Water Subcontractors	Varni	General Manager	Varies	Water Supply Contracts
Parks & Recreation Advisory Committee	Joyce-Sunesson	Varni	Varies	Parks & Recreation
Budget & Finance Committee	Joyce-Sunesson	Varni	Varies	Finance
LIAISON AND SUBJECT MATTER ASSIGNMENTS				
Airport Land Use		Varni	3 rd Wed / 1:30PM County Government Center Board of Supervisors Chamber 1055 Monterey St Room D170 San Luis Obispo, CA 93401 (Currently Held Virtually)	
CA Special District's Association (Local)		Joyce-Sunesson	Varies (Usually Noon Fri) every other month	
Zone 1/1A		Austin	3 rd Tues Odd / 3:00PM Sheriff South Patrol Station 1681 Front St. (Highway 1) Oceano, CA 93445	
LAFCO		Villa	3 rd Thur / 9:00AM County Government Center Board of Supervisors Chamber 1055 Monterey St San Luis Obispo, CA 93401 (Currently Held Virtually)	
RWQCB		Gibson	Odd Months/Varies	
NCMA		General Manager	Subject Matter Assignment	

COMMITTEE ASSIGNMENTS IN GREEN ARE ELIGIBLE FOR OCSO COMPENSATION PER GOV'T CODE 61047



Oceano Community Services District

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

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

Date: January 24, 2024

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

Subject: **Agenda Item #7(B): 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
	60633 - 60664	
Disbursements:		
Regular Payable Register - paid 1/10/2024	60633 - 60652	\$ 33,990.77
Utility Billing - Final Bill, Refund Due - paid 1/10/2024	60653 - 60654	\$ 138.67
Utility Billing - Erroneous Payment, Refund Due - paid 1/10/2024	60655	\$ 215.73
Subtotal:		\$ 34,345.17
Reoccurring Payments for Board Review (authorized by Resolution 2020-06):		
Payroll Disbursements - PPE 12/30/2023	N/A	\$ 35,789.84
Payroll Disbursements - PPE 12/31/2023	N/A	\$ 55,717.72
Board Member Stipends - May 2023 - Dec 2023	N/A	\$ 1,614.75
Five Star Bank Mastercard Online Payment - paid 01/18/2024	N/A	\$ 107.59
Reoccurring Utility Disbursements - paid 01/10/2024	60656 - 60663	\$ 2,817.58
Reoccurring Health Disbursements - paid 12/21/2023	60664	\$ 618.21
Subtotal:		\$ 96,665.69
Grand Total:		\$ 131,010.86

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: 060633 THRU 060652

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:	-----							
1-1001-000	1/10/2024	CHECK	060633	ARAMARK	210.90CR	OUTSTND	A	0/00/0000 01 5-4100-100 CLOTHING
1-1001-000	1/10/2024	CHECK	060634	BURDINE PRINTING	496.77CR	OUTSTND	A	0/00/0000 02 5-4400-205 OUTSIDE UB MAIL SERVICE 221.62 03 5-4500-205 OUTSIDE UB MAIL SERVICE 221.62 01 5-4100-200 OFFICE EXPENSE 53.53
1-1001-000	1/10/2024	CHECK	060635	BRENT SARKISON DBA CALTEC COMP	30.00CR	OUTSTND	A	0/00/0000 01 5-4100-221 INFORMATION TECHNOLOGY
1-1001-000	1/10/2024	CHECK	060636	CLINICAL LAB OF SAN BERNARDINO	515.00CR	OUTSTND	A	0/00/0000 02 5-4400-220 PROFESSIONAL/SPECIAL SER
1-1001-000	1/10/2024	CHECK	060637	CONTRACTOR'S MAINTENANCE SERVI	70.47CR	OUTSTND	A	0/00/0000 02 5-4400-226 ENGINEERING & OTHER REIM
1-1001-000	1/10/2024	CHECK	060638	MICHAEL D. HAMILTON, DBA DOUGL	2,058.45CR	OUTSTND	A	0/00/0000 10 5-4300-163 MAINT: STRUC/IMPROV
1-1001-000	1/10/2024	CHECK	060639	DIVERSIFIED PROJECT SERVICES I	1,927.50CR	OUTSTND	A	0/00/0000 02 5-4400-226 ENGINEERING & OTHER REIM 902.50 02 5-4400-226 ENGINEERING & OTHER REIM 1,025.00
1-1001-000	1/10/2024	CHECK	060640	FAMCON PIPE & SUPPLY, INC.	1,104.68CR	OUTSTND	A	0/00/0000 02 5-4400-175 SYSTEM PARTS/OPERATING S
1-1001-000	1/10/2024	CHECK	060641	GROUNDWATER SOLUTIONS INC, DBA	3,444.63CR	OUTSTND	A	0/00/0000 02 5-4400-380 NCMA TEC
1-1001-000	1/10/2024	CHECK	060642	ICONIX WATERWORKS (US) INC.	13,054.55CR	OUTSTND	A	0/00/0000 02 5-4400-175 SYSTEM PARTS/OPERATING S 35.38 02 5-4400-226 ENGINEERING & OTHER REIM 140.86 02 5-4400-320 FIXED ASSETS: EQUIPMENT 12,878.31
1-1001-000	1/10/2024	CHECK	060643	J.B. DEWAR, INC.	106.44CR	OUTSTND	A	0/00/0000 12 5-4350-172 FUEL
1-1001-000	1/10/2024	CHECK	060644	LUCIA MAR UNIFIED SCHOOL DISTR	191.88CR	OUTSTND	A	0/00/0000 01 5-4850-301 EVENTS
1-1001-000	1/10/2024	CHECK	060645	PREMIER SUPPLY LLC, DBA MIER B	134.69CR	OUTSTND	A	0/00/0000 02 5-4400-226 ENGINEERING & OTHER REIM
1-1001-000	1/10/2024	CHECK	060646	OPTIMIZED INVESTMENT PARTNERS	504.79CR	OUTSTND	A	0/00/0000 01 5-4100-220 PROFESSIONAL SERVICES
1-1001-000	1/10/2024	CHECK	060647	PRO-TECH LANDSCAPE MANAGEMENT,	410.00CR	OUTSTND	A	0/00/0000 01 5-4100-173 MAINT:STRUCTURES/IMPROVE 205.00 10 5-4300-173 SO: MAINT. STRUCTURES/IM 205.00
1-1001-000	1/10/2024	CHECK	060648	QUILL CORPORATION	264.46CR	OUTSTND	A	0/00/0000 01 5-4100-200 OFFICE EXPENSE
1-1001-000	1/10/2024	CHECK	060649	RIDGELINE MUNICIPAL STRATEGIES	155.00CR	OUTSTND	A	0/00/0000 01 5-4200-220 PROFESSIONAL SERVICES
1-1001-000	1/10/2024	CHECK	060650	SWRCB ACCOUNTING OFFICE	7,408.52CR	OUTSTND	A	0/00/0000 02 5-4400-248 PERMITS, FEES, LICENSES
1-1001-000	1/10/2024	CHECK	060651	WATER SYSTEMS CONSULTING, INC.	195.04CR	OUTSTND	A	0/00/0000 02 5-4400-380 NCMA TEC
1-1001-000	1/10/2024	CHECK	060652	ZENITH INSURANCE COMPANY	1,707.00CR	OUTSTND	A	0/00/0000 01 5-4100-075 COMPENSATION INSURANCE
TOTALS FOR ACCOUNT 1-1001-0				CHECK TOTAL:	33,990.77CR			
				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: 060633 THRU 060652

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

TOTALS FOR POOLED CASH FUND	CHECK	TOTAL:	33,990.77CR
	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: 060653 THRU 060654

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE	
CHECK:	-----								
1-1001-000	1/10/2024	CHECK	060653	DIRKS, CAROL SHEDRIC	46.52CR	OUTSTND	A	0/00/0000 02 1-1102-000	A/R - REFUNDS
1-1001-000	1/10/2024	CHECK	060654	GAL, HILDY	92.15CR	OUTSTND	A	0/00/0000 02 1-1102-000	A/R - REFUNDS
TOTALS FOR ACCOUNT 1-1001-0				CHECK TOTAL:	138.67CR				
				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:	138.67CR				
				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				

1/10/2024 2:31 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: 060655 THRU 060655

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE	
CHECK: -----									
1-1001-000	1/10/2024	CHECK	060655	HUERTH, KRISTY	215.73CR	OUTSTND	A	0/00/0000 02 1-1102-000	A/R - REFUNDS
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	215.73CR			
				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:	215.73CR			
				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 January 24, 2024

	(*)		(**)
<u>Gross Wages</u>	12/16/2023	12/30/2023	12/31/2023
Regular	\$29,787.81	\$30,068.30	\$54,921.36
Overtime Wages	\$592.13	\$913.60	\$0.00
Stand By	\$480.00	\$780.00	\$0.00
	<u>\$30,859.94</u>	<u>\$31,761.90</u>	<u>\$54,921.36</u>
Cell Phone Allowance	\$0.00	\$0.00	\$0.00
Total Wages	<u>\$30,859.94</u>	<u>\$31,761.90</u>	<u>\$54,921.36</u>

<u>Disbursements</u>			
Net Wages	\$20,238.29	\$24,745.65	\$31,104.93
State and Federal Agencies	\$4,064.11	\$5,937.90	\$24,612.79
CalPERS - Normal	\$9,908.07	\$4,949.56	\$0.00
SEIU - Union Fees	\$156.73	\$156.73	\$0.00
Total Disbursements processed with Payroll	<u>\$34,367.20</u>	<u>\$35,789.84</u>	<u>\$55,717.72</u>
Health (Disbursed with reoccurring bills)	\$7,094.49	\$5,908.71	\$0.00
Total District Payroll Related Costs	<u>\$41,461.69</u>	<u>\$41,698.55</u>	<u>\$55,717.72</u>

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

(**) Retired General Manager's leave time.

Board Member Stipend Summary Report
Board of Directors - Agenda Date January 24, 2024

	(*)	
Gross Stipends	11/30/2023	12/31/2023
Board Member Stipends	\$800.00	\$1,500.00
Gross Stipends	\$800.00	\$1,500.00

Disbursements		
Net Stipends	\$738.80	\$1,346.85
State and Federal Agencies	\$122.40	\$267.90
Total Disbursements processed with Stipends	\$861.20	\$1,614.75

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



Oceano Community Services District

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

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

RECEIVED

DEC 20 2023

DIRECTOR'S MONTHLY REQUEST FOR COMPENSATION FOR MEETING ATTENDANCE

NAME: Linda Austin

DATE: 12-19-23

FOR THE MONTH OF: Apr 26, 2023 thru Nov 8, 2023

8.1 Each Director is authorized to receive one hundred dollars (\$100.00) as compensation for each regular or special meeting of the Board and fifty dollars (\$50.00) for each committee meeting attended by him or her.

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

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

MEETING DATES: 04/26/2023, 05/10/2023, 5/24/2023, 06/14/2023, 06/28/2023, 07/12/2023, 07/26/2023, 08/09/2023, 08/23/2023, 09/06/2023, 09/13/2023, 09/27/2023, 10/11/2023, 10/25/2023, 11/08/2023

No. of Meetings 15 x \$100.00 = \$ 1,500.00

COMMITTEE MEETING(S) OR OTHER REIMBURSEMENT(S)

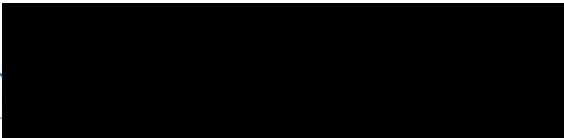
DATE: _____ MEETING: _____ AMOUNT: \$ _____

DATE: _____ MEETING: _____ AMOUNT: \$ _____

DATE: _____ MEETING: _____ AMOUNT: \$ _____

DATE: _____ MEETING: _____ AMOUNT: \$ _____

TOTAL COMPENSATION: \$ 1500⁰⁰

SIGNATURE: 

Oceano Community Services District
 Five Star Bank Mastercard

A/P Mastercard Credit Card Disbursement

Date	Name	Amount	Description	GL Account #
12/17/2023	INTUIT *QBOOKS ONLINE CL.INTUIT.COMCA	\$60.00	PERMITS, FEES LICENSES	01-5-4100-248
12/02/2023	ZOOM.US 888-799-9666 SAN JOSE CA	\$47.59	OFFICE EXPENSE	01-5-4100-200

Total ACH - 01/18/2024 \$107.59

01/24/2024 Board Meeting - Five Star Bank Mastercard Online Payment - paid 01/18/2024	\$107.59
--	-----------------

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: 060656 THRU 060663

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:	-----							
1-1001-000	1/10/2024	CHECK	060656	MAP COMMUNICATIONS, INC. DBA A	357.11CR	OUTSTND	A	0/00/0000 01 5-4100-110 COMMUNICATIONS
1-1001-000	1/10/2024	CHECK	060657	AGP VIDEO INC.	675.00CR	OUTSTND	A	0/00/0000 01 5-4100-220 PROFESSIONAL SERVICES
1-1001-000	1/10/2024	CHECK	060658	CHARTER COMMUNICATIONS	150.00CR	OUTSTND	A	0/00/0000 01 5-4100-110 COMMUNICATIONS
1-1001-000	1/10/2024	CHECK	060659	COASTAL COPY, INC.	560.74CR	OUTSTND	A	0/00/0000 01 5-4100-220 PROFESSIONAL SERVICES 260.37 02 5-4400-205 OUTSIDE UB MAIL SERVICE 150.19 03 5-4500-205 OUTSIDE UB MAIL SERVICE 150.18
1-1001-000	1/10/2024	CHECK	060660	DE LAGE LANDEN FINANCIAL SERVI	224.11CR	OUTSTND	A	0/00/0000 01 5-4100-220 PROFESSIONAL SERVICES
1-1001-000	1/10/2024	CHECK	060661	DIGITAL WEST NETWORKS, INC.	421.86CR	OUTSTND	A	0/00/0000 01 5-4100-110 COMMUNICATIONS
1-1001-000	1/10/2024	CHECK	060662	SO CAL GAS	193.24CR	OUTSTND	A	0/00/0000 01 5-4100-290 UTILITIES
1-1001-000	1/10/2024	CHECK	060663	VERIZON WIRELESS	235.52CR	OUTSTND	A	0/00/0000 02 5-4400-110 COMMUNICATIONS 188.42 03 5-4500-110 COMMUNICATIONS 30.62 06 5-4900-110 COMMUNICATIONS 14.13 10 5-4300-110 COMMUNICATIONS 2.35
TOTALS FOR ACCOUNT 1-1001-0				CHECK TOTAL:	2,817.58CR			
				DEPOSIT TOTAL:	0.00			
				INTEREST TOTAL:	0.00			
				MISCELLANEOUS TOTAL:	0.00			
				SERVICE CHARGE TOTAL:	0.00			
				EFT TOTAL:	0.00			
				BANK-DRAFT TOTAL:	0.00			
TOTALS FOR POOLED CASH FUND				CHECK TOTAL:	2,817.58CR			
				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: 060664 THRU 060664

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	1/10/2024	CHECK	060664	TASC -CLIENT INVOICES	618.21CR	OUTSTND	A	0/00/0000 01 5-4100-090 INS: GROUP HEALTH/LIFE
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	618.21CR		
				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:	618.21CR		
				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

www.oceanocsd.org

Date: January 24, 2024

To: Board of Directors

From: Robert Schultz, District Legal Counsel

Subject: Item 7(C): Approval of a contract appointing The JAM Law Group as special District Legal Counsel and authorize the President to execute

Recommendation

It is recommended that your Board approve the contract appointing The JAM Law Group as special District Legal Counsel and authorize the President to execute.

Discussion

At the special meeting on December 20, 2023, the Board hired Robert Schlutz as interim District Legal Counsel. Without a motion, the Board gave direction to obtain The JAM Law Group as special counsel regarding water issues.

The District needs special counsel to represent it in the litigation entitled In Re Santa Maria Valley Groundwater Litigation. Although your Interim District Counsel has the experience and expertise to handle the litigation, he would need to spend a tremendous amount of time and cost to the District reviewing the files and getting up to speed on the status of the litigation. Since the Interim District Counsel will only be with the District for 6 to 9 months, he is of the opinion that the District would be better served by obtaining JAMS to handle this litigation as Jeff Minnery is familiar with the litigation and will not require any extra cost to the District reviewing the files.

Other Agency Involvement

N/A

Other Financial Considerations

The attorneys at JAM Law Group are \$215 per hour.

Results

Hiring a District Legal Counsel promotes a prosperous, safe, healthy, and well-governed community.

Attachment: Contract

AGREEMENT FOR CONSULTANT LEGAL SERVICES

THIS AGREEMENT is entered into on this 24th day of January 2024 by and between the Oceano Community Services District, herein called the "District," and JAM Law Group, engaged in providing legal services, herein called the "Consultant."

RECITALS

- A. The District desires to engage the Consultant to provide legal services as requested relating to advice, review and representation in the litigation entitled In re Santa Maria Valley Groundwater Litigation based on the Consultant's experience and qualifications to perform the desired work.
- B. The District understands it is hiring the law firm. However, Jeffrey A. Minnery ("Attorney") will be the only attorney authorized to provide legal services for the District unless authorized by the District.
- C. The Consultant represents and affirms that it is qualified and willing to perform the desired work pursuant to this Agreement.

AGREEMENTS

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

- 1. Scope of Services. The Consultant shall provide the following services: (A) Legal services to the District as requested by the Board of Directors relating to advice, review, and representation in regard to Groundwater Litigation. (B) other related legal issues as requested by the Board of Directors.
- 2. Time of Performance. The services of the Consultant are to commence upon the initial date of this Agreement.
- 3. Compliance with Laws. The Consultant shall comply with all applicable laws, codes, ordinances, and regulations governing federal, state, and local laws. Consultant represents and warrants to District that it has all licenses, permits, qualifications, and approvals of whatsoever nature which are legally required for Consultant to practice its profession.
- 4. Information/Report Handling. All documents furnished to the Consultant by the District, and all reports and supportive data prepared by the Consultant under this Agreement are the District's property and shall be delivered to the District upon the completion of the Consultant's services or at the DISTRICT's written request. All reports, information, data, and exhibits prepared or assembled by the Consultant in connection with the performance of its services pursuant to this Agreement are confidential until released by the District to the public, and the Consultant shall not make any of these documents or information available to any individual or organization not employed by the Consultant or the District without the written consent of the District before such release.

5. Compensation. Compensation for the Consultant's professional services shall be at an hourly rate of \$215.00 per hour. Other than hourly charges for attorney services, any expense over \$250.00 shall require pre-approval by the District.
6. Billing. Billing shall be provided showing the total amount due and accompanied by a detailed explanation of the work performed, by whom, and on what date. Payment shall be net thirty (30) days. All invoices and statements to the DISTRICT shall be addressed as follows:

Invoices:

Oceano Community Services District
PO Box 599, Oceano, CA 93475-0599

7. Availability of Records. Consultant shall maintain the records supporting this billing for not less than three years following completion of the work under this Agreement. Consultant shall make these records available to authorized personnel of the District at the Consultant's offices during business hours upon written request of the District.
8. Independent Contractor. In the performance of the work and services agreed to be performed, it is understood that the Consultant shall act as and be an independent contractor and not an agent or employee of the District. As an independent contractor, he/she shall not obtain any rights to retirement benefits or other benefits that accrue to District employee(s). With prior written consent, the Consultant may perform some obligations under this Agreement by subcontracting but may not delegate ultimate responsibility for performance or assign or transfer interests under this Agreement.
9. Conflict of Interest. Consultant understands that its professional responsibilities are solely to the District. The Consultant has and shall not obtain any holding or interest within the District boundaries. Consultant has no business holdings or agreements with any individual member of the Staff or management of the District or its representatives nor shall it enter into any such holdings or agreements. Consultant warrants that it does not presently and shall not acquire any direct or indirect interest adverse to those of the District in the subject of this Agreement, and it shall immediately disassociate itself from such an interest should it discover it has done so and shall, at the District's sole discretion, divest itself of such interest. Consultant shall not knowingly and shall take reasonable steps to ensure that it does not employ a person having such an interest in the performance of this Agreement. If after employment of a person, Consultant discovers it has employed a person with a direct or indirect interest that would conflict with its performance of this Agreement, Consultant shall promptly notify District of this employment relationship, and shall, at the District's sole discretion, sever any such employment relationship.
10. Insurance. The Consultant will maintain errors and omissions insurance in compliance with the District's requirements and as applicable to the legal services provided.
11. Indemnification. The Consultant shall save, keep and hold harmless indemnify and defend the District its officers, agent, employees, and volunteers from all damages, liabilities, penalties, costs, or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason of, or in the course of performing work which may be occasioned by a willful or negligent act or omissions of the Consultant, or any of the Consultant's officers, employees, or agents or any subconsultant.

12. Waiver. No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder, nor does waiver of a breach or default under this Agreement constitute a continuing waiver of a subsequent breach of the same or any other provision of this Agreement.
13. Governing Law. This Agreement, regardless of where executed, shall be governed by and construed to the laws of the State of California. The venue for any action regarding this Agreement shall be the Superior Court of the County of San Luis Obispo.
14. Termination of Agreement. The District and the Consultant shall have the right to terminate this agreement with or without cause by giving not less than fifteen (15) days' written notice of termination. In the event of termination, the Consultant shall deliver to the District all plans, files, documents, and reports performed to date by the Consultant. In the event of such termination, the Consultant shall be paid for all costs advanced and any outstanding balance of attorneys' fees. The District will remain responsible for any costs incurred on the District's behalf and remaining unpaid attorney's fees at the time of termination.
15. Amendment. No modification, waiver, mutual termination, or amendment of this Agreement is effective unless made in writing and signed by the District and the Consultant.
16. Entire Agreement. This Agreement constitutes the complete and exclusive statement of the Agreement between the District and Consultant. No terms, conditions, understandings, or agreements purporting to modify or vary this Agreement, unless hereafter made in writing and signed by the party to be bound, shall be binding on either party.

IN WITNESS WHEREOF, the District and Consultant have executed this Agreement as of the date indicated on page one.

THE JAM LAW GROUP ("Consultant")

By: Jeffery A. Minnery, Attorney

Oceano Community Services District ("District")

By: Charles Varni, Board President

Approved as to form:

Robert Schultz, Interim District Legal Counsel



Oceano Community Services District

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

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

Date: January 24, 2024

To: Board of Directors

From: Paavo Ogren, Interim General Manager

Subject: **Agenda Item #8A:** Discussion and consideration of efforts to recruit a permanent General Manager with Board direction as deemed appropriate including direction on a revised salary schedule for the position.

Recommendation

It is recommended that your Board discuss and consider efforts to recruit a permanent General Manager with Board direction as deemed appropriate, including direction on a revised salary schedule for the position.

Discussion

With the Board's previous authorization to recruit a permanent General Manager and ongoing discussions relating thereto in closed session, certain efforts require Board consideration in open session. Currently, the following are included for Board review and consideration:

- A. Consider approval of a revised salary schedule.
 - a. Attachment "A" includes a salary survey of General Manager positions of comparable agencies in San Luis Obispo County.
 - b. The current District General Manager salary is \$206,710
 - c. The recommended salary range is \$170,061 - \$206,710
 - i. The recommended salary range provides for a five-step progression with 5% increases from Step #1 to Step #5.
 - ii. The recommended salary range is consistent with salaries paid by comparable agencies in San Luis Obispo County.
- B. Discussion and preliminary direction on establishing District goals and objectives, and coordination of those efforts with the general management recruitment.
- C. Discussion on capital projects management and the anticipated capacity of a new permanent general manager on those efforts with preliminary direction as the Board deems appropriate.
- D. Discussion on the utilization of a permanent recruiting firm for the general manager recruitment.
- E. Anticipated timing for recruitment efforts.



Other Agency Involvement

N/A

Financial Considerations

N/A

Results

Reviewing, discussing, and providing direction on general manager recruitment efforts promotes an effective and well-governed organization.

Attachment: GM Salary Survey

Agency	Salary
Nipomo CSD	\$ 198,658.00
Los Osos CSD	\$ 188,785.00
Cambria CSD	\$ 182,245.00
Cayucos Sanitary	\$ 228,692.00
SSLOCSD	\$ 177,872.00
San Miguel CSD	\$ 118,182.00
California Valley CSD	\$ 47,289.00
Heritage Ranch CSD	\$ 180,628.00
Templeton CSD	\$ 193,808.00
Mission Hills CSD	\$ 126,170.00
Atascadero Mutual Water	\$161,533 to \$224,295
Vandenberg Village CSD	187,174.00

Oceano CSD (Current)	\$	206,710	
Step #4 (Proposed)	\$		196,867
Step #3 (Proposed)	\$		187,492
Step #2 (Proposed)	\$		178,564
Step #1 (Proposed)	\$		170,061



Oceano Community Services District

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

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

Date: January 24, 2024

To: Board of Directors

From: Paavo Ogren, Interim General Manager

Agenda Item #8B: Discussion and consideration of efforts undertaken by the Oceano Parks and Recreation Committee (OPARC) with Board direction as deemed appropriate on the following subject matters:

1. A track for the Oceano Elementary School
2. Funding of recreational efforts from donations via a non-profit, including consideration of a 501(C)(3) tax-exempt organization.
3. Improvements along Highway One and the railroad overpass between 4th Street and Pershing Drive.
4. Review of OPARC Minutes

Recommendation

It is recommended that your Board consider and review the status of efforts undertaken by the Oceano Parks and Recreation Committee with Board direction as deemed appropriate.

Discussion

With the allocation of funds for Parks and Recreation in the 2023-2024 Budget for the current fiscal year, the Board also created the Parks and Recreation Committee (OPARC) including formalization of committee Bylaws including duties, policies and procedures, and membership (Attachment "A"). As required by the Bylaws, the approved (i.e. "maintained") committee minutes are included in this agenda item for Board review (Attachment "B"). As required by the By-Laws, In the future, the approved committee minutes will be included in the agenda material for your Board's regular meeting that follows the committee approval of those minutes.

At this time, discussion and consideration by your Board of efforts undertaken by OPARC include the following:

- A. A track for the Oceano Elementary School
 - a. Status of current discussions
 - b. Coordination with Lucia Mar School District
 - c. Future consideration of an OCSD resolution in support.
- B. Funding of recreational efforts from donations via a non-profit, including consideration of a 501(C)(3) tax exempt organization.



- C. Improvements along Highway One and the railroad overpass between 4th street and Pershing Drive.

Other Agency Involvement

Lucia Mar Unified School District, Oceano Elementary School Parent Teachers Association, and a Regional Advisory Committee representing the community of Oceano.

Financial Considerations

N/A

Results

Reviewing, discussing, and providing direction on OPARC efforts promotes a livable and well-governed community.

Attachments: Attachment A - Bylaws
Attachment B - OPARC Minutes

OCEANO COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2023 - 12

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OCEANO COMMUNITY
ADOPTING THE BYLAWS OF THE OCEANO PARKS AND RECREATION COMMITTEE**

WHEREAS, the California Community Services District Law, Cal. Gov. Code § 61000 *et seq.*, which enumerates the types of services and facilities that may be provided by a community services district, specifically authorizes a district’s exercise of a Parks and Recreation power to:

- (1) “Acquire, construct, improve, maintain, and operate recreation facilities, including, but not limited to, parks and open space, in the same manner as a recreation and park district... [and]
- (2) Organize, promote, conduct, and advertise programs of community recreation, in the same manner as a recreation and park district...”;

WHEREAS, the Board of Directors (“Board”) of the Oceano Community Services District (the “District”) desires to exercise these powers in a manner that is transparent, collaborative, and accountable to the residents of Oceano;

WHEREAS, the District’s Bylaws allow the Board to, “...create Committees that are reflective of the District’s business and its enumerated powers at its discretion [which] shall be advisory committees to the Board and shall not commit the District to any policy, act or expenditure”;

WHEREAS, the Board, in its regular meeting on February 22, 2023, authorized the creation of “a parks and recreation advisory committee to advise the Board of Directors on projects and programs relevant to recreation and parks in Oceano”;

WHEREAS, the Ralph M. Brown Act, Gov. Code § 54950 *et seq.*, requires “[a] commission, committee, board, or other body of a local agency, whether permanent or temporary, decision-making or advisory, created by charter, ordinance, resolution, or formal action of a legislative body...” to comply with certain requirements regarding open and public meetings;

WHEREAS, the Board desires to enumerate the duties and policies of the Oceano Parks and Recreation Committee.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Oceano Community Services District adopts Bylaws for the Oceano Parks and Recreation Committee, which are attached as Exhibit A to this resolution.

BE IT FURTHER RESOLVED that the District General Manager or their designee is directed to assist the chair and members of OPARC to allow the committee to conduct its work as described in this resolution and to ensure compliance with all applicable requirements under the committee bylaws adopted by this resolution.

PASSED AND ADOPTED by the Board of Directors of the Oceano Community Services District on November 8, 2023, by the following vote:

AYES: See attached meeting minutes

NAYES: See attached meeting minutes

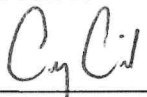
ABSENT: None

ABSTAIN: None



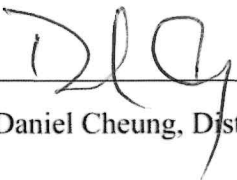
President, Board of Directors of the
Oceano Community Services District

ATTEST:



Board Secretary of the
Oceano Community Services District

APPROVED AS TO FORM:



Daniel Cheung, District Counsel

EXHIBIT A
BYLAWS FOR THE PARKS AND RECREATION ADVISORY COMMITTEE
OF THE OCEANO COMMUNITY SERVICES DISTRICT (“OPARC”)

SECTION I. DUTIES OF THE COMMITTEE

1. The purpose of the Oceano Parks and Recreation Committee (“OPARC” or “Committee”) is to advise the Board of Directors of the Oceano Community Services District (“District”) regarding the exercise of the District’s Parks and Recreation powers as those powers are enumerated in state law.
2. Pursuant to state law and the District’s Bylaws, OPARC is an advisory committee to the District’s Board of Directors (“Board”), and therefore shall not commit the District to any policy, act or expenditure”;
3. Within 30 days after the appointment of Directors from the Board to serve on the OPARC, or no less than annually, OPARC shall submit a brief description of its proposed activities for the year to the Board for its approval. These activities may include:
 - a. Making suggestions regarding the planning and design process for proposed programs for parks and recreation within Oceano and presenting related recommendations to the Board;
 - b. Researching grants related to the District’s parks and recreation power and, at the direction of the Board, preparing applications for grants, recommending contracting with grant writers, and other funding sources;
 - c. Meeting with other public and private not-for-profit organizations to explore offering events or activities for Oceano, or to apply for grant funding;
 - d. Advising the Board on proposed policies and guidelines for use of District resources, including property owned by the District, for parks and recreation; and
 - e. Proposing programs that provide physical, cultural, and educational opportunities for residents of Oceano to the Board.

SECTION II. POLICIES & PROCEDURES

1. In accordance with state law and the District’s Bylaws, OPARC shall operate as a standing committee for purposes of the Brown Act and shall conduct all meetings of the committee as public meetings in accordance with all applicable requirements of the Brown Act.

2. OPARC shall coordinate with the District's General Manager, or the General Manager's designee, to prepare agendas and related materials for all committee meetings, which shall be posted on the District's website and physically posted at the District office.
3. OPARC shall maintain minutes for each of the committee's meetings and included with the meeting materials for the next regular meeting of the Board of Directors for its review; this shall be in addition to the verbal report which will be made by a Director-committee member at that meeting.
4. OPARC may receive funding for its operations from the OCSD General fund, from appropriate Enterprise accounts, from grants, and from private or public donations, as approved by a majority of Directors.

SECTION III. COMMITTEE MEMBERSHIP

1. Membership of the Committee shall consist of the following:
 - a. Two members of the Board, one of whom shall be designated by the Board of to serve as chair of the Committee;
 - b. One individual representing the Lucia Mar Unified School District;
 - c. One individual from the San Luis Obispo County Parks and Recreation Commission
 - d. One individual representing the Oceano Elementary School Parent Teacher Association;
 - e. One representative from the local County Advisory Council for the residents of Oceano;
 - f. One representative from the Oceano Beach Community Association
 - g. One representative from the South County Boys and Girls Club
 - h. One representative from the South County Senior Center
 - i. Four at-large residents of the District.
2. The Board shall accept applications for membership on the committee in January of each year and shall approve the appointment of any Committee members no later than March of each year. Organizations may designate an alternate who can serve as a replacement in the absence of the designated Committee member.
3. The Board may remove a member of the Committee at any time, with or without cause, by a majority vote of the Board.
4. Members of the Committee may not receive compensation from the District for their service on the Committee, except that members of the Board may receive compensation for their service in accordance with applicable state law and District policy.



Oceano Parks and Recreation Committee

Amended Summary Minutes

Committee Meeting Tuesday, November 7, 2023 – 1:00 P.M.

Location: Oceano Community Center

ATTENDEES: Members present: Charles Varni, Beverly Joyce-Suneson, Ray Monson, Wanda Monson, Jasmine Carranza, Rebecca Britton, George Colendish, Mary Shulz, Nina Borja, Debra Allen, April Dury, Margaret (County Library) and Nancy Sierra (County Library).

1. OLD BUSINESS:	
1.	Update on OPARC as a OCSD Standing Committee. Resolution and By Laws up for review and possible action at upcoming OCSD meeting.
2.	Update on State Parks grant application to fund student field trips at Oceano Elementary School. Will be notified in early December.
3.	Review of Dia de los Muertos event on Nov 5. The event was a learning experience with lower attendance than expected. Those who did attend (approximately 35 persons) did enjoy the event and expressed appreciation for its existence. General feeling was to do another next year before rather than after the actual day; focus on shrines; award prizes for shrines; emphasize cultural history and meaning of event. Thank you to Wanda Monson from OES PTA who led the organization of this event.

2. NEW BUSINESS ITEMS:	ACTION:
Walking/Jogging track at OES	<ul style="list-style-type: none"> The LMUSD has expressed support for this new school and community recreational infrastructure. They are not committing funding to its construction (our job) but they are making a large in-kind donation with the dedication of the space for the facility. Community questions were addressed and answered. Basically, the track is like any other school piece of infrastructure and there will be no changes in policies or rules in school operations as a result. It will be available for public use after school, on holidays and weekends, and during school vacations. LMUSD will be responsible for maintenance and management of the facility. Design and layout were discussed with recognition of how different uses of the space (Track, soccer fields, baseball field) need to be coordinated in the layout. School and community fundraising, along with grant writing will be the primary method of raising funds. This will involve mobilization of all Oceano volunteer organizations, businesses, and individuals. At the time cost is estimated at between \$150,000 and \$200,000. Suggested title for fundraiser were Oceano Walk, Run, Fun; Oceano Fun, Walk, Run; Oceano Walk, Run, Community Fun. This topic will need to be agendized for discussion at the OCSD Board meeting and approval

3. NEXT MEETING: December 5, 2023 at 1:00P.M. at the NEW LOCATION: Oceano Community Services District Boardroom 1655 Front St Oceano, CA 93445.



Oceano Parks and Recreation Committee Meeting

Summary Minutes

Tuesday, December 5, 2023 – 1:00 P.M.
Oceano Community Services District

1. Call To Order: Meeting called to order by Mr. Varni at 1:05 PM.
2. Roll Call: Attendees present - Charles Varni, Beverly Joyce-Suneson, Andy Stenson, Ray Monson, Wanda Monson, Jeanne Harper (Habitat for Humanity)
3. Flag Salute (to be removed from future meetings)
4. Agenda Review: A motion was made by Mr. Varni to approve the agenda with a second from Mrs. Monson. Motion passed.
5. Public Comment: None

Consent Agenda	Discussion/Action
6A: Review and Approval of Minutes for the Oceano Parks and Recreation Committee Meeting of November 7, 2023.	Mrs. Joyce-Suneson made a motion to approve the minutes as amended with a second from Mrs. Monson. Motion passed. Mr. Stenson abstained as he was not present at the November 7, 2023, meeting.

Old Business	Discussion/Action
7A: Update on planning for possible walking/jogging track at Oceano Elementary School (OES). Possible vote to recommend to OCSD for approval.	Mr. Varni made a motion to approve the recommendation to the OCSD Board of Directors to approve the project of a walking/jogging track at Oceano Elementary School (OES) and that OPARC be the lead agency for fundraising, with a second from Mrs. Joyce-Suneson. Motion passed with a note from Mr. Stenson that Lucia Mar Unified School District (LMUSD) would maintain ownership and maintenance of the track through an MOU (Memorandum of Understanding).
7B: Discussion of fundraising possibilities for OES track if approved by OCSD.	Discussion of forming a non-profit 501(3)(c) section to OCSD's parks and recreation program. Discussion of how much the track will cost, intake of donated funds (online, cash/check) and procedure if project goal amount is not met. Funds will be earmarked for this project only.

New Business	Discussion/Action
8A: Community Member appointments to OPARC in January. Need a minimum of four applicants.	An announcement will be made at the December 13 th OCSD Regular Board meeting.
8B: Possible grant request to Senator Laird for guardrail between North end of train track overpass on Highway 1 and Pershing Street on Highway 1.	Mr. Varni will research the potential cost for this project.
8C: Funding possibilities for OPARC including a Foundation like Templeton CSD has.	Discussed in 7B.

9. Adjournment at 1:49 PM. The next OPARC meeting will be on January 9, 2023, at 1:00 PM.