



## Notice of Special Meeting Oceano Community Services District - Board of Directors Agenda

WEDNESDAY, August 29, 2018 – 5:30 P.M.

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

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

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

1. CALL TO ORDER:

2. ROLL CALL:

3. FLAG SALUTE:

4. AGENDA REVIEW:

5. CLOSED SESSION:

- A. Pursuant to Government Code §54957.6: Conference with Labor Negotiators. Agency designated representative: General Manager, Paavo Ogren; Employee Organizations: a) Service Employees International Union 620 b) Unrepresented Management Positions
- B. Pursuant to Government Code section 54956.9(a): Conference with District Counsel regarding Oceano CSD v. GSI Soils Inc. et al
- C. Pursuant to Government Code section 54956.9(d)(4): Conference with District Counsel regarding anticipated litigation. Number of cases: one (1).
- D. Pursuant to Government Code §54956.9(e)(3): Conference with District Counsel regarding receipt of a claim pursuant to the Government Claims Act. Number of cases: one (1)

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 Gibson
- iii. President White
- iv. Vice President Austin
- v. Director Repogle

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.*

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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)

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

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

#### 8. CONSENT AGENDA ITEMS:

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

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.

Consideration of Recommendations to Approve a Memorandum of Understanding with the Service Employees International Union Local 620

#### 10. HEARING ITEMS:

Consideration of Recommendations to Approve the Final 2018/19 Budget, Encumbrances and Adjustments to the Approved Preliminary Budget

#### 11. RECEIVED WRITTEN COMMUNICATIONS:

#### 12. LATE RECEIVED WRITTEN COMMUNICATIONS:

13. **FUTURE AGENDA ITEMS:** District Policies Continued; update, Roles and Responsibilities with Related Agencies; Construction Documents, Five Cities Fire Authority 5, District Rules and Regulations, Seabreeze Mobile Home Park Continued, 2019 Goals and Priorities.

#### 14. FUTURE HEARING ITEMS:

#### 15. ADJOURNMENT:

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This agenda was prepared and posted pursuant to Government Code Section 54956. Agenda is posted at the Oceano Community Services District, 1655 Front Street, Oceano, CA. Agenda and reports can be accessed and downloaded from the Oceano Community Services District website at [www.oceanocsd.org](http://www.oceanocsd.org).

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# Oceano Community Services District

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

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

**Date:** August 29, 2018  
**To:** Board of Directors  
**From:** Carey Casciola, Business and Accounting Manager  
**Subject:** **Agenda Item #8: Recommendation to Approve Cash Disbursements**

**Recommendation**

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

**Discussion**

The following is a summary of the attached cash disbursements:

Description	Check Sequence	Amounts
<b>Disbursements Requiring Board Approval prior to Payment:</b>		
Regular Payable Register – paid 08/29/2018		\$57,286.72
Subtotal:		\$57,286.72
<b>Reoccurring Payments for Board Review (authorized by Resolution 2016-07):</b>		
Payroll Disbursements – 08/04/2018	N/A	\$27,218.14
Reoccurring Utility Disbursements – paid 08/08/2018	57149 - 57157	\$10,216.02
Reoccurring Health/Benefits – paid 08/08/2018	57158 - 57159	\$201.03
Subtotal:		\$37,635.19
<b>Grand Total:</b>		<b>\$94,921.91</b>

*\*Checks 57060 – 57161 were listed on the 08/08/2018 Agenda.*

**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.

8/24/2018 2:05 PM  
 COMPANY: 99 - POOLED CASH FUND  
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING  
 TYPE: All  
 STATUS: All  
 FOLIO: All

CHECK RECONCILIATION REGISTER

CHECK DATE: 0/00/0000 THRU 99/99/9999  
 CLEAR DATE: 0/00/0000 THRU 99/99/9999  
 STATEMENT: 0/00/0000 THRU 99/99/9999  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 057166 THRU 057196

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:	-----							
1-1001-000	8/24/2018	CHECK	057166	TYLER TECHNOLOGIES	5,171.10CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057167	PETTY CASH	4.13CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057168	CANNON	14,395.00CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057169	BRENNTAG PACIFIC, INC.	456.15CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057170	WHITE, KAREN M.	250.00CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057171	USA BLUEBOOK	1,225.75CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057172	FASTENAL COMPANY	259.29CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057173	DIVERSIFIED PROJECT SERVICES I	700.00CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057174	ARROYO GRANDE CHEVROLET	69.41CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057175	ADAMSKI MOROSKI MADDEN CUMBERL	12,089.00CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057176	BURDINE PRINTING & GRAPHICS	2,271.77CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057177	APODACA PAVING INC.	8,000.00CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057178	ARAMARK	329.43CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057179	CENTRAL COAST TECHNOLOGY CONSU	160.00CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057180	R & T EMBROIDERY, INC.	180.27CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057181	GSI WATER SOLUTIONS, INC.	3,125.10CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057182	EVERYWHERE RIGHT NOW, INC.	135.00CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057183	SHRED-IT USA JV LLC	66.97CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057184	L.I.T.B., INC	160.00CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057185	CLINICAL LAB OF SAN BERNARDINO	680.00CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057186	RABOBANK VISA CARD	43.27CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057187	J.B. DEWAR, INC.	559.37CR	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: 057166 THRU 057196

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	8/24/2018	CHECK	057188	FLUID RESOURCE MANAGEMENT	540.00CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057189	GRAND AWARDS	30.17CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057190	MINER'S ACE HARDWARE, INC.	121.62CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057191	SHORELINE LANDSCAPE & MAINT. I	410.00CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057192	THE TRIBUNE	77.44CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057193	UNITED RENTALS (NORTH AMERICA)	370.30CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057194	MOSS, LEVY & HARTZHEIM	3,000.00CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057195	AQUA-METRIC	1,572.43CR	OUTSTND	A	0/00/0000
1-1001-000	8/24/2018	CHECK	057196	TERRA VERDE ENVIRONMENTAL CONS	833.75CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	57,286.72CR		
				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:	57,286.72CR		
				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 August 29, 2018**

	(*)	
<u>Gross Wages</u>	7/21/2018	8/4/2018
Regular	\$22,483.65	\$22,362.40
Overtime Wages	\$1,457.19	\$1,478.73
Stand By	\$700.00	\$700.00
Gross Wages	\$24,640.84	\$24,541.13
 <b><u>Disbursements</u></b>		
Net Wages	\$19,254.22	\$19,443.59
State and Federal Agencies	\$4,449.41	\$3,873.49
CalPERS - Normal	\$3,904.96	\$3,901.06
Total Disbursements processed with Payroll	\$27,608.59	\$27,218.14
 Health & Other (Disbursed with reoccurring bills)	 \$3,553.40	 \$3,553.40
Total District Payroll Related Costs	\$31,161.99	\$30,771.54

(\*) 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: 057149 THRU 057157

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	8/08/2018	CHECK	057149	ADVANTAGE ANSWERING PLUS, INC	215.90CR	OUTSTND	A	0/00/0000
1-1001-000	8/08/2018	CHECK	057150	AGP VIDEO INC.	1,245.00CR	OUTSTND	A	0/00/0000
1-1001-000	8/08/2018	CHECK	057151	CHARTER COMMUNICATIONS	130.00CR	OUTSTND	A	0/00/0000
1-1001-000	8/08/2018	CHECK	057152	DIGITAL WEST NETWORKS, INC.	50.00CR	OUTSTND	A	0/00/0000
1-1001-000	8/08/2018	CHECK	057153	DIGITAL WEST NETWORKS, INC.	436.94CR	OUTSTND	A	0/00/0000
1-1001-000	8/08/2018	CHECK	057154	VERIZON WIRELESS	204.63CR	OUTSTND	A	0/00/0000
1-1001-000	8/08/2018	CHECK	057155	PACIFIC GAS & ELECTRIC	7,754.23CR	OUTSTND	A	0/00/0000
1-1001-000	8/08/2018	CHECK	057156	SO CAL GAS	89.82CR	OUTSTND	A	0/00/0000
1-1001-000	8/08/2018	CHECK	057157	STANLEY CONVERGENT SECURITY SO	89.50CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	10,216.02CR		
				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:	10,216.02CR		
				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: 057158 THRU 057159

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	8/08/2018	CHECK	057158	TASC -CLIENT INVOICES	54.67CR	OUTSTND	A	0/00/0000
1-1001-000	8/08/2018	CHECK	057159	SEIU LOCAL 620	146.36CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	201.03CR		
				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:	201.03CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		





# Oceano Community Services District

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

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

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**Date:** August 29, 2018  
**To:** Board of Directors  
**From:** Paavo Ogren, General Manager  
**Subject:** Agenda Item #9: Consideration of Recommendations to Approve a Memorandum of Understanding with the Service Employees International Union Local 620

## Recommendations

It is recommended that your Board approve the attached Memorandum of Understanding (MOU) with the Service Employees International Union Local 620.

## Discussion

### Background

The District's non-management employees are represented by Service Employees International Union Local 620 (SEIU). The existing Memorandum of Understanding (MOU) between the District and SEIU expired on June 30, 2018 and negotiations have been ongoing to develop a new MOU. Attached is the MOU that has been developed as a result of those negotiations. It provides for a five-year term ending June 30, 2023. It includes wage increases and benefit improvements.

In addition to the employees represented by SEIU, the District also has one management positions, other than the General Manager; the Business and Accounting Manager (BAM). The District's policies provide that similar wage and benefits modifications will be provided to the District's BAM. The District's contract with the General Manager does not provide for any further wage increases, but does provide that health benefits will increase consistent with other employees.

### Wage Increases

Wage modifications incorporated into the attached MOU are based on an annual cost of living adjustment of 3%, which will be effective on July 1st of each year. The prior MOU included wage increases based on a salary comparison to other agencies and an annual cost of living increases based on the Consumer Price Index (CPI) with a minimum of 2%. Since wage



## Oceano Community Services District

Board of Directors Meeting

increases based on salary comparisons was incorporated into the prior MOU to help ensure that employees are paid similar to positions with other agencies, the attached MOU only addresses annual cost of living increases. The change from annual costs increases based on the CPI and a guaranteed minimum to a fixed 3% helps to avoid significant unanticipated changes. If the CPI methodology had continued, the wage increase effective July 1, 2018 would have been closer to 3.5%

### Benefit Increases

More significantly, benefit increases for the monthly health and related insurance costs is set to increase in response to rising cost of health insurance and comparable programs funded by other local agencies. Unlike other local agencies, however, the District does not provide post employment (retirement) health insurance benefits. These retirement period health costs are impacting local agency budgets throughout California and continuing to avoid exposure to those costs is important for the District's long-term fiscal condition. The increase in health and related benefits is being phased in over three years, as provided below.

<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>
<ul style="list-style-type: none"><li>• Employee Only - \$850</li><li>• Employee +(1) - \$ 1,200</li><li>• Employee + (2+) - \$ 1,450</li></ul>	<ul style="list-style-type: none"><li>• Employee Only - \$900</li><li>• Employee +(1) - \$ 1,400</li><li>• Employee + (2+) - \$ 1,750</li></ul>	<ul style="list-style-type: none"><li>• Employee Only - \$950</li><li>• Employee +(1) - \$ 1,600</li><li>• Employee + (2+) - \$ 2,000</li></ul>

Other provisions that have been modified include "Working out of Class" and "Allowance for Clothing." Those items help address employee needs or equity issues but have a relatively negligible impact financially.

As previously mentioned, the attached MOU is a result of several months of negotiations with SEIU 620. During negotiations on the prior MOU that recently expired, it was apparent that the wage comparisons illustrated that the District compensation to employees was "below comparisons." The previous MOU provided for a multi-year approach to bringing wages within mid-range of comparable agencies for comparable duties and did not seek to bring wages up to comparables immediately. Likewise, in the attached MOU, health benefits are phased in over multiple years.



## **Other Agency Involvement**

Service Employees International Union, Local 620 provides representation for non-management employees and participated in the meet and confer process leading the development of the attached Memorandum of Understanding.

## **Other Financial Considerations**

Detailed provisions of the attached MOU were previously summarized in this staff report. The cost impacts are incorporated into the Final 2108/19 budget.

## **Results**

Approval of the attached Memorandum of Understanding with SEIU is the result of a meet and confer process that has led to mutually agreeable terms and supports well governed communities. Consideration of personnel related issues also promotes effective administration of the District.

## **Attachments:**

- Memorandum of Understanding with Service Employees International Union, Local 620

OCEANO COMMUNITY SERVICES DISTRICT  
AND  
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 620  
**MEMORANDUM OF UNDERSTANDING**  
FOR THE PERIOD BETWEEN THE DATE OF RATIFICATION AND JUNE 30th, 2018

1. DESIGNATION OF THE PARTIES

This Memorandum of Understanding ("M.O.U.") is made by and between the Oceano Community Services District, a California Special District, hereinafter called the District, and the Service Employees International Union, CLC, Local 620, hereinafter called the Union.

2. RECOGNITION

The Union unit was recognized by State Mediation and Conciliation Services on June 3rd, 2013.

3. REPRESENTATION

A. The District and the Union agree that Union Officers and Representatives shall be allowed to meet with District Representatives for the purposes of meeting and conferring in good faith. If meetings occur during working hours, a reasonable number of participating employees shall receive reasonable time off without loss of compensation or any other benefit when formally meeting and conferring with representatives of the District.

B. The Union agrees to provide the District Employee Relations Officer with a list of Union Officers and Representatives who are authorized to Meet and Confer in good faith and to keep the list up to date.

C. The District and Union agree that, upon approval of the General Manager to release employees from their normal duties, Union staff representatives shall be given access to working locations during hours of work to conduct grievance investigations. A staff representative is defined as a paid full-time or part-time employee of the Union.

4. UNION SECURITY

Provision of Information - The Union shall furnish any information needed by the District to fulfill the provisions of this Article.

A. Due Deductions - Any of the above described payment obligations shall be processed by the District in the usual and customary manner and time frames.

- B. Leave Without Pay - Employees on an unpaid leave of absence for an entire pay period or more shall have dues suspended.
- C. Indemnification/Hold Harmless Clause - The Union agrees to fully indemnify, defend and hold harmless the District and its officers, employees and agents against any and all claims, proceedings, settlements and/or liability regarding the legality of this Article or any action taken or not taken by or on behalf of the District under this Section.
- D. Maintenance of Membership - All regular unit employees on the effective date of this MOU are members of the Union in good standing and all such employees who thereafter voluntarily become members of the Union shall maintain their membership in the Union in good standing during the term of this MOU, subject however, to the right to resign from membership during Pay Period 17 annually. The union will notify the district immediately when a member drops their membership and becomes a non-member. Under no circumstances will the District withhold dues from non-members.
- E. Resignation requests submitted to the District shall be referred to the Union. When resignation requests are received outside the window period, the Union will promptly provide such members a letter explaining the maintenance of membership provision, along with a copy of this section of the MOU. Non-members may change their status to member at any time subject to the provisions of Local 620's By-Laws.

5. UNION STEWARDS

- A. The District agrees that the Union may appoint union stewards. The Union shall furnish the District Employee Relations Officer with a current written list identifying by name and work location the stewards of the Union.
- B. One union steward shall be authorized when participating in the investigation and processing of a grievance to take a reasonable amount of District time without loss of compensation or benefits to perform these duties, in accordance with Article 3C of this MOU.

6. USE OF DISTRICT FACILITIES

- A. The parties agree that the Union shall have the right to use District bulletin board space allocated for Union literature and notices at the various work sites. This includes allowance of notices of Union meetings, social gatherings, and minutes of Union meetings. All Union notices shall clearly state that they are prepared and authorized by the Union staff representative. Items posted on District bulletin board space shall not contain anything that may be reasonably construed as maligning the District or its representatives.

- B. Upon prior arrangement with the District General Manager or designee the District may provide a meeting room (if available) at no cost to the Union during non-working hours for the purpose of conducting meetings. The Union agrees to fully indemnify, defend and hold harmless the District and its officers, employees and agents against any and all claims, proceedings, settlements and/or liability arising as a result of meetings conducted on District property.
7. NEW HIRE INFORMATION As required by law, the District will supply names, addresses, phone numbers and e-mail addresses monthly and when employees are hired.
8. MANAGEMENT RIGHTS RESERVED- Relegation of Management Rights  
The District retains, solely and exclusively, all rights and authority of Management which have not been expressly abridged or limited by the various provisions of: (1) The Rules, Policies, Procedures, Resolutions, Ordinances or Bylaws of the Oceano Community Services District Board of Directors as they now exist or may subsequently be amended; or of (2) this Memorandum of Understanding.
- A. Specific Management Rights Reserved – The sole and exclusive rights and authority of Management, which are not to be abridged by this Memorandum of Understanding, shall include but shall not be limited to, the following:
- i. The right to determine the existence or non-existence of facts that are the basis for management decision.
  - ii. The right to determine the nature, manner, and extent of services to be provided to the public, methods of financing, and types or equipment to be used.
  - iii. The right to establish, continue, discontinue, or modify policies, practices, or procedures (subject to provisions of Meyers-Milias-Brown Act).
  - iv. The right to determine, and to re-determine from time to time, the number, relocation, and types of its operations, and the methods, processes and materials to be employed, including the right to introduce new or improved methods or facilities; to discontinue processes or operations or to discontinue their performance by employees; to determine the number of hours per day or per week operations shall be carried on, and the schedules thereof (subject to provisions of Meyers-Milias-Brown Act).

- v. The right to select, determine and schedule the number and types of employees required.
- vi. The right to assign work to such employees in accordance with requirements determined by management consistent with provisions provided in District's Policy, Procedures & Rules.
- vii. The right to establish and change work schedules and assignments (subject to provisions of Meyers-Milias-Brown Act).
- viii. The right to transfer, reclassify, promote, or demote employees, or to layoff, terminate, or otherwise relieve employees from duty for lack of work or other lawful reasons; to determine the facts of lack of work.
- ix. The right to make and enforce safety rules and work rules for the maintenance of discipline, and to take disciplinary action.
- x. The right to determine and exercise the procedures and standards of selection for employment and promotion.
- xi. The right to establish and enforce dress and grooming standards.
- xii. The right to determine the content and intent of job classifications.
- xiii. The right to determine the style and/or types of District-issued wearing apparel, equipment or technology to be used.
- xiv. The District shall reserve all other prerogatives and responsibilities normally inherent in management, provided the same are not contrary to the Memorandum of Understanding (subject to provisions in Meyers-Milias-Brown Act). (Sections A- 1-14)

9. EMPLOYEES' RIGHTS

- A. Employees of the District shall have the right, subject to the Rules, Policies, Procedures, Resolutions, Ordinances or Bylaws of the Oceano Community Services District Board of Directors as they now exist or may subsequently be amended, to join and be represented by an organization of their own choice and participate in their employment with the District.
- B. Employees of the District shall also have the right to refuse to join or participate in the activities of employee organizations and have the right to represent themselves individually in their employment relations with the District.
- C. No employee shall be interfered with, intimidated, restrained, coerced or discriminated against by the District or any employee organization because of his/her exercise of these rights.

- D. Employees represented by this agreement are not “at will” employees and as such have rights codified not only under federal and state law, but also under the terms of this M.O.U.

10. UNION RIGHTS

- A. Leave for Union Business – The District shall allow an employee to take leave for Union business if the General Manager determines that such leave will not be disruptive of District business. One employee per calendar year shall be designated to attend Union Board meetings. Such employee, with prior approval of the employee’s supervisor, may attend Union Board meetings.
- B. Names of Unit Members – As permitted by law, the District will give the Union a list of names, addresses, telephone numbers and e-mail addresses, classifications and work locations of unit members upon request by the Union. The District will not charge for the list.
- C. Agenda – The Agendas for District Board Meetings will be available to the Union on the District website, in the same manner as to the public.

11. NON-DISCRIMINATION

- A. The District and the Union agree that the provisions of this agreement shall be applied equally to all employees without favor or discrimination because of race, creed, age, national origin, sexual preference, political or religious affiliations, or disability.
- B. The District and the Union agree that neither will unlawfully interfere, intimidate, restrain, coerce, or discriminate against any employee in his/her free choice to participate or not participate in Union activities, or to join or not to join the Union.

12. PERSONNEL FILES

- A. Inspection of Files: Material in the personnel file of a unit member which may serve as a basis for affecting the status of his/her employment will be made available for inspection by the employee involved.
- B. Comments and Review: When information of a derogatory nature is placed in his/her personnel file a unit member will be given notice and an opportunity to review and comment on that material. An employee will have the right to have his/her own written comments attached to any such derogatory statement, within a reasonable time after the item is placed in his/her personnel file.



C. Authorization to Examine Files: A unit member shall have the right to authorize, in writing, a Union staff representative to examine his/her personnel files.

13. PROMOTIONS, APPLICATIONS AND APPLICANTS

See District policy.

14. WORKING OUT OF POSITION / SELF PERFORMANCE COMPENSATION ADJUSTMENTS

A. Working Out of Position

Employees directed by their supervisor and assigned to work in a higher salary range position for 5 consecutive work hours or more in any pay period shall be paid in the step of the higher salary range that is deemed by the General Manager to best reflect the work performed, but no less than a 5% increment over their regular rate of pay, for the entire period that they are required to work out of classification except that the higher salary range cannot be exceeded. The determination of whether an employee has worked out of position will be made by the General Manager in his reasonable discretion and any such decision will not be arbitrary or capricious. The General Manager's determination shall be final.

B. Self-Performance Compensation Adjustments

On District projects wherein the District would normally be required to hire private contractors but instead self-performs a project following adoption of a Board Resolution pursuant to section 22035, 22038(a), or 22038(c) of the Public Contracts Code, the Utility System Supervisor, the Water System Operators and the Operators In Training implementing the project shall receive a 15% increase in pay for the hours worked to perform and complete the project.

15. LAYOFF AND REINSTATEMENT POLICY

A. LAYOFF POLICY

When, in the judgment of the Board, it becomes necessary to make a reduction in the work force, layoffs shall be based on seniority within the classification targeted for elimination whenever possible. The District shall provide thirty (30 days) written notice to the Union and the employee(s) affected. Employees subject to layoff shall be eligible to voluntarily demote to a lower classification based on seniority in the lower classification. Reinstatement from layoff shall be based in seniority in the classification where the vacancy occurs. Eligibility for reinstatement by an employee laid off shall be for a period of twenty- four (24) months from the date of layoff.

## B. BUMPING RIGHTS

When a covered employee accepts a promotion or reassignment within covered classifications and fails to successfully complete the probationary period for that new promotion or assignment, the affected employee shall have the right to return to the previously held classification, or its replacement if applicable, subject to seniority with the District, based on the employee's original date of hire.

## C. REINSTATEMENT POLICY

A former covered employee who has separated from his/her employment with the District in good standing may request reinstatement to his/her previously held position with the District within two years (24 months) of such severance. Under these conditions, reinstatement may be granted by the General Manager, provided there is a vacancy in the previously held classification at the time of the request. If reinstatement is granted within two (2) months of the employee's separation of employment, reinstated employee shall be retain his/her original date of hire (the reinstatement date) for seniority purposes, and shall have leave accruals established at the rates in place at the time of the termination in good standing. If reinstatement is granted after two (2) months of the employee's separation of employment, the reinstated employee shall be assigned a new date of hire (the reinstatement date) for seniority purposes, and shall have leave accruals established at the rates in place at the time of the termination in good standing. Regardless of the reinstatement date, the health care reimbursement program shall be based upon the new hire date. Such reinstated employee shall serve the typical probationary period for the classification filled through reinstatement.

## 16. APPEAL FROM MAJOR DISCIPLINE

Under the rules of progressive discipline, the following disciplinary actions in order must be taken.

- 1) Verbal Reprimand
- 2) Written Reprimand
- 3) Suspension
- 4) Demotion
- 5) Reduction in Pay
- 6) Discharge

Under this Policy a regular employee who receives major discipline (defined as any suspension, demotion, reduction in pay, or discharge) may appeal a final

Notice of Discipline by delivering their response either verbally or in writing within 10 working days of the notice being received from the supervisor.

Following the acceptance of the appeal the General Manager shall set up and commence a hearing on the appeal within twenty (20) working days unless otherwise waived by both parties. The appellant may appear personally, produce evidence, and have a representative of their choice available at the hearing at employee's expense.

The General Manager shall conduct the Appeal Hearing or, at his/her discretion, may have the hearing conducted by an Arbitrator chosen from a list of 5 names provided by the State Mediation and Conciliation Service to hear and render a decision on the matter. Any such matter shall be advisory only and may be appealed to the General Manager. The appeal must be filed with the General Manager within thirty (30) working days of the written decision of the arbitrator.

The General Manager's decision shall be final.

#### 17. GRIEVANCE PROCEDURE

A. Purpose: It is the purpose of this Article to provide an avenue of communication through which an employee or groups of employees may have their complaint heard and decided in an orderly and fair manner. An employee or an employee group may be represented, by their exclusive representative, in their dealings with the District under this Article.

B. Definition of Grievance: A grievance is a complaint of an employee or group of employees concerning the interpretation or application of:

- i. The administration of the conditions of employment, including job description, salary, and benefits in force between the District and the employee.
- ii. Working conditions within the control of the General Manager, including the District's Policies, Procedures and Rules, and for which no other procedures for orderly solution of such complaints exist.

C. Informal Discussion: Any employee, or group of employees, shall first discuss the alleged grievance with the immediate supervisor within twelve (12) working days of the event comprising the alleged grievance. If the employee is still dissatisfied with the supervisor's solution to the complaint, the grievance may be presented into the grievance procedure.

Procedure: The grievance procedure shall be as follows:

1. If a complaint or grievance has not been resolved at the informal discussion stage, the grievant may submit his/her complaint in writing to the General Manager within five (5) working days of the informal discussion. Within ten (10) working days of receipt of such grievance, the General Manager shall investigate and provide a written response to the grievance.
2. If, within five (5) working days of receipt of the General Manager's written response to the grievance, the employee is still dissatisfied with the resolution proposed, the employee may appeal in writing to the General Manager for a hearing before the District Board. The General Manager, upon receipt of the written appeal to the Board shall schedule an executive closed session of the Board (unless the appellant requests in writing an open session). The session may be at the Board's next regular meeting or at any time within 30 working days of the General Manager's receipt of the written appeal to the Board so long as the employee is given five (5) working days' notice of said session. The employee may present his/her opinion and present facts to the Board and the Board shall hear District evidence and the recommendation of the General Manager. The Board may continue the hearing if this is deemed necessary. The Board shall render its decision within thirty (30) working days from the close of the hearing. The Board's decision shall be final.

18. HOURS OF WORK

A. Work Schedule:

Covered employees shall be assigned to work 80 hours in each two-week payroll period consisting of 10 work-days of eight hours each. Assignment of work days and scheduled days off under this schedule shall be at the discretion of the District. Changes of work schedule while at the discretion of management will require a minimum of 72 hours' notice unless the schedule change is due to an emergency declared by the General Manager that would significantly affect operations.

B. Emergency Response:

In the event of a declared emergency, the General Manager or his/her designee shall have the authority to suspend all leave and cause all employees to return to duty.

C. Paydays:

Paydays shall be bi-weekly on alternate Fridays. If a payday falls on a holiday, paychecks will be issued the last workday prior to the designated payday.

19. OVERTIME

In addition to their regular time bi-weekly pay, which may include holiday pay or other paid leave, covered employees will receive overtime pay at a rate of 1.5 times the regular hourly rate of pay for all hours worked in addition to the assigned work schedule. Overtime is defined as hours worked in excess of the regular daily work schedule or in excess of the assigned 40 hour week. Paid leave shall be considered time worked for the purposes of computing overtime hours.

If an employee works on a holiday, in addition to the straight time standard holiday pay, all actual hours worked on that holiday shall be compensated at the overtime rate of 1.5 times the actual hours worked.

Authorization for overtime work must be given in advance by the General Manager if the need for such overtime work can be anticipated during normal working hours. During evenings and weekends, the employee on stand-by duty is authorized to perform essential emergency work and to approve the overtime hours of one additional employee to assist when necessary. If more than one additional employee is needed to assist, then approval must be obtained from a supervisor or the General Manager.

20. COMPENSATORY TIME

Definition: For purposes of this M.O.U., compensatory time off ("CTO") is time earned for overtime hours worked but not cashed out (as opposed to "paid leave time" which encompasses all paid leave categories including, but not limited to CTO, Standard Holiday Pay, Float Holiday Pay, Vacation Leave, Sick Leave, Paid Administrative Leave, etc.).

Compensatory time balances as of the first full pay period in June of each year shall automatically be converted to a cash payment to the employee on the last paycheck in June unless State or Federal regulations indicate differently, or extenuating circumstances warrant the General Manager to authorize a carry-over amount not to exceed 40 hours upon request of an employee. Requests for carry-overs must be submitted in writing to the General Manager no later than June 15th of each year.

21. STANDBY PAY

Certain employees will be required to be on standby for rapid response to District operational problems or emergencies after hours, weekends or holidays. Such standby duty will normally be rotated among employees in a department, as determined by the Department Managers. Standby duty is normally assigned for one week at a time, thus requiring standby outside of duty hours on 5 weekdays plus standby on 2 week-end days. Effective upon ratification, for each day's standby assignment an employee will be paid \$50.00 per day. The \$50.00 is a flat daily stipend and is not subject to overtime calculations.

This is in addition to the employee's pay for regular duty work schedule and is also in addition to any overtime actually worked. Thus, if an employee on standby must respond to a problem that results in time actually worked in excess of a 40 hour week, the standby employee will be paid for the time actually worked at one and one-half times the regular rate. An employee on standby duty will be required to wear a pager or cell phone and remain in the local area where the pager or cell phone is active and he/she can respond on site within 30 minutes. The standby employee may pursue any personal activity that leaves him/her available to promptly, safely and competently respond to calls for response to operational problems or emergencies.

22. AFTER HOURS CALL-BACK

Each non-exempt employee who responds to a call-back after normal work hours, including on-call workers, shall be compensated for a minimum of 2 hours for each response. If actual work exceeds 2 hours, then all time worked will be accounted for and paid on an hour for hour basis. If the time worked on call-back qualifies as overtime, then the hours worked will be compensated at one-and-one-half times the regular rate. This call-back section applies to call-back on regular work days or on weekends and holidays.

23. HOLIDAYS

The following are the standard paid holidays observed by this District:

- January 1 (New Year's Day)
- Martin Luther King Day
- President's Day
- Memorial Day
- July 4 (Independence Day)
- Labor Day
- Columbus Day
- Veterans Day

Thanksgiving Day

The Friday immediately following Thanksgiving Day

The last four hours regularly scheduled working hours of Christmas Eve

Christmas Day

The four regularly scheduled working hours immediately preceding New Year's Eve.

In addition, all regular OCSD employees shall have two floating Holidays per year. Float holiday time shall be provided each employee employed by the District on July 1 of each year, provided the employee was employed continuously by the District on or before the previous January 1st. Float holiday hours will be accrued on July 1st, of each year.

- A. No employee, except an employee on paid leave, will be eligible for regular holiday pay unless he or she shall have worked the regularly scheduled shift preceding and following the designated holiday.
- B. Unless otherwise provided in this Article, when a holiday listed herein falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day listed, and when a holiday falls on a Saturday the preceding Friday shall be deemed to be the holiday in lieu of the day listed. If the holiday falls on an employee's Standard Day Off, the employee is to take the holiday on their regular scheduled work day either immediately preceding or following their Standard Day Off.
- C. Regular part-time employees shall receive holiday pay on a pro rata basis according to hours worked. This does not apply to temporary employees.
- D. Float Holiday balances as of the first full pay period in June of each year shall automatically be converted to a cash payment to the employee on the last paycheck in June unless State or Federal regulations indicate differently.

24. VACATION

Except as specifically contradicted by this M.O.U., the District policies regarding vacation are provided in the District Policies and Procedures Manual and incorporated herein.

Employees shall earn and accrue vacation time on an annual basis in the following manner:

- From the date of employment through the fourth anniversary date of hire at the rate of one working day per month of paid employment (12 working days).
- After the fourth anniversary date of hire through the ninth anniversary date of hire, at a rate of one and one-fourth working days per month of paid employment (15 working days).
- After the ninth anniversary date of hire, vacation time shall be accrued at the rate of one and two-thirds working days per month of paid employment (20 working days).
- In no event shall employees accrue more than 320 hours of vacation.

25. SICK LEAVE

- A. Each regular scheduled full-time employee will earn sick leave from the date of employment, at the rate of 3.7 hours per biweekly pay period (96 hours/year). Regular part-time employees shall receive sick leave on a pro rata basis according to hours worked. This does not apply to temporary employees. Up to 180 days of unused sick leave may be accumulated.
- B. Sick leave may be used for such things as: personal illness or injury; required attendance of an employee upon a sick or injured spouse, child or other immediate family member residing with the employee; medical or dental appointments.
- C. Upon termination of a full-time or regular part-time employee in good standing (i.e., resignation/retirement excluding disciplinary termination and resignation/retirement in lieu of disciplinary termination), he/she will be paid for 100% of accumulated, but unused sick leave, up to a maximum accrual amount of 180 days.
- D. Employees may voluntarily transfer up to forty (40) hours of unused sick leave per fiscal year in one (1) hour increments to a "sick leave bank" under the conditions established herein. The sick leave transfer shall be on an hour for hour basis and subject to the following conditions:
  - i. The employee donating the sick leave must have a minimum of eighty (80) hours of accrued sick leave available after the donation. No transfers of sick leave shall be allowed when the donating employee is terminated, separated or retires from the District within nine (9) months after the



donation. All transfers to the “sick leave bank” shall be non-reversible and donations shall be processed on the District’s Personnel Action Form in the same manner as any other leave request.

- ii. Employees eligible to receive sick leave hours from the “sick leave bank” must have been employed by the District for a minimum of eighteen (18) months, have exhausted all paid leave and are suffering from a long term illness or injury that will result in the loss of work for a period of at least twenty consecutive (20) working days. These “sick leave bank” provisions shall extend to the required attendance of an employee for the care of a spouse, child or other immediate family member residing with the employee. The General Manager shall review, approve, modify or deny requests for the use of the “sick leave bank” based on the employee requests and the criteria established in this Section.
- iii. Employees utilizing the “sick leave bank” may integrate these benefits with the provisions of Section 35 of this Memorandum of understanding for State Disability Insurance, as well as Worker’s Compensation, provided however that the total compensation from these sources combined shall not exceed the employee’s base salary.
- iv. The District reserves the right to request additional information on the nature of the injury or illness and/or require verification from a medical doctor regarding the diagnosis prior to making an eligibility determination.

E. Twenty four (24) hours of sick leave may be converted to vacation or pay if no sick leave is used by an employee during the calendar year provided that the employee was employed continuously from January 1st through December 31st. The employee must request the conversion during the month of January for the previous calendar year. Failure to request the conversion during January will result in ineligibility for conversion for the previous calendar year. All requests for conversion are non-reversible and shall require prior approval by the General Manager.

## 26. BEREAVEMENT LEAVE

A unit member shall be eligible for a temporary leave of absence without loss of salary upon the death of any member of the immediate family. Such leave is available for each incident but shall be limited to 3 days (24 hours), where the death and service are within the State of California and up to five days (40 hours) where the death or service is outside the State. Bereavement Leave is limited to 40 hours annually and shall be exhausted when a total of 40 hours have been

used in any calendar year. If bereavement leave has been exhausted, a covered employee may elect to use other paid leave including sick leave, if necessary, for this purpose. "Immediate family member" is defined below. The employee shall include their familial relationship to the deceased on their Personnel Action Form.

27. DEFINITION OF IMMEDIATE FAMILY FOR BEREAVEMENT LEAVE

"Member(s) of Immediate Family" as used for Bereavement Leave only shall mean mother, father, husband, wife, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, guardian with whom employee has lived. The definition includes "In-Law" relationships in each case and "Step" relationships in the case of parents and children.

28. JURY DUTY

Employees of the District who are called or required to serve as a trial juror upon notification and appropriate verification submitted to his/her supervisor shall be entitled to be absent from his/her duties with the District during the period of such service or while necessarily being present in court as a result of such call. The employee's normal pay shall be continued during jury duty. The employee shall turn over his/her jury duty pay to the District. Temporary employees shall not be paid during their absence from work on jury duty.

29. ALLOWANCES

A. Employees in the operations and maintenance unit shall receive an annual boot or safety shoe allowance of \$250 payable in July of each year.

B. Employees in the operations and maintenance unit shall be provided uniforms once annually, as follows:

- 11 shirts either long sleeve or short sleeve per employee preference
- 11 pairs of pants (maximum cost of \$50 each)
- 1 jacket
- Hats as needed

Operations and Maintenance Employees shall be required to wear these items while on duty.

Administrative Office Employees shall be provided two (2) shirts each annually. Employees shall maintain their uniforms and other clothing worn on the job in neat and clean condition.

C. The District shall provide an on-going Training & Education Allowance for employees who have received recognized certifications and education above what is required for their job classification. Recognized certificates shall include but not be limited to State Department of Health Services (DHS) Operator Grades above Level II in Wastewater, Water and Laboratory; California Water Environment Association (CWEA), Collection Grades above Level II, American Water Works Association (AWWA) Certifications, Associate of Arts/Science Degrees, Bachelors in Arts/Science Degrees, Spanish Language Certification and other related training and education from a certified institution approved by the General Manager for certificates and/or degrees obtained after July 1, 1997. Such reimbursement shall not be retroactive to signing of the initial collective bargaining agreement and shall be in accordance with the schedule identified below. In order to be eligible, the employee must have obtained the certificate and/or degree while employed by the District and has had prior approval from the General Manager that the training and/or education program qualifies under this allowance. An employee shall only be eligible for reimbursement in the fiscal year in which the training and/or education was completed. Such allowance is not cumulative and may not be carried over from one fiscal year to the next. The maximum allowance in any one fiscal year shall not exceed four hundred dollars \$400.00 per employee.

The following allowances shall be allocated based on satisfactory completion of course work and/or receipt of the appropriate certification:

Water, Wastewater, Laboratory & Collection System Certificates:

Level I – (D1, T1)	\$100
Level II – (D2, T2)	\$200
Level III (D3)	\$300
Level IV (D4)	\$400
Associate of Arts/Science:	\$250
Bachelors of Arts/Science:	\$350
Spanish Language Classes above entry level:	\$100
AWWA & other programs approved by the General Manager	\$100
Backflow Certification	\$100

In addition to the Allowances set forth above, the District will pay for certification and/or re-certification if necessary for the employee's current position and up to one step above what is required for the employee's current position subject to the General Manager's discretion and according to budgetary constraints on training and certification. The District will pay for employee travel costs relating to training and certification if the District

requires the training and/or certification. In situations where training is optional, then the General Manager is authorized to pay for employee travel costs or to authorize cost sharing, including the determination of working hours associated with travel, with the employee. It is within the General Manager's sole and absolute discretion to determine travel expense allocation related to optional training and any such determination is final and non-appealable.

30. HEALTH

For all regular employees working full time, the district will pay 100% of the premiums for the employee only (EE) coverage up to \$950 per month, for the employee with one dependent (ED) up to \$1,600 per month, and for the employee with more than one dependent (EF) up to \$2,000 per month ("Benefit Payment Cap"). In the event an employee elects a plan option for himself or herself, inclusive of dental, vision and life insurance plans, in excess of the Benefit Payment Cap, the employee shall pay the cost for that plan in excess of the Benefit Payment Cap. If the employee and/or dependent cost of coverage does not meet the Benefit Payment Cap amount, the remaining dollars available (the amount between the actual cost and \$950 for employees only (EE), or \$1,600 for employee with one dependent (D), or \$2,000 for employees with more than one dependent (EF)) may be deferred to a health savings account to be used for medical expenses on a "use it or lose it basis" that will reset to zero at the beginning of each calendar year. *See Exhibit A for Examples of Benefit Payments.* Domestic partners (as defined by Family Code Section 297 and registered with the State of California) shall be included as dependents and eligible for the specific benefits described in Articles 31, 32, 33, and 34. The parties mutually understand and agree that the Benefit Payment Caps identified herein shall be phased in over the first three (3) years of the Term as follows:

**2018/19**

EE - \$850

ED - \$1,200

EF - \$ 1,450

**2019/20**

EE - \$900

ED - \$1,400

EF - \$ 1,750

**20120/21**

EE - \$950

ED - \$1,600

EF - \$ 2,000

31. DENTAL INSURANCE

The current Dental Insurance policy shall continue to be provided for each unit member and his/her dependents. The District shall pay 100% of the cost of employee and dependent coverage for such plan up to the Benefit Payment Cap. Any amount over the Benefit Payment Cap will be paid by the employee.

32. VISION CARE

The current Vision care policy plan shall be provided for each unit member and his/her dependents. The District shall pay 100% of the cost of employee and dependent coverage for such plan up to the Benefit Payment Cap. Any amount over the Benefit Payment Cap will be paid by the employee.

33. LIFE INSURANCE

The District shall provide accidental death insurance and pay to the insurance carrier 100% of all employees' premiums payable up to the Benefit Payment Cap. All eligible employees shall be covered by a life insurance plan with double indemnity. Coverage will be \$100,000 with the employee taxed on the cost of the premium exceeding \$50,000 of coverage.

34. RETIREMENT

The District provides a retirement program for all regular employees working half-time or more. The Retirement Program may be provided through contract with the California Public Employees Retirement System (CAL P.E.R.S.) as is currently provided and may be integrated with Federal Social Security Program, as is currently provided. For Employees hired before January 1st, 2013, the District pays both the District's share and 100% of the employee's share of regular payments into CAL P.E.R.S.

The District shall provide the CAL P.E.R.S. 2 percent at 55 retirement plan for covered employees hired prior to January 1st, 2013, including single highest year computation and credit for unused sick leave.

The District per the Public Employees Pension Reform Act (P.E.P.R.A.) shall provide the P.E.R.S. 2% @62 retirement plan for covered employees hired on or after January 1st, 2013 unless they qualify for the 2 percent at55 formula as a "Classic" employee as defined by P.E.P.R.A.

For employees hired after January 1, 2013 who are not Classic employees, the Employee contribution shall not exceed half the normal cost of the plan for this formula as defined by P.E.P.R.A.

To the extent that the provisions of this Section 34 contradict with the requirements of State Law, State Law will control.

35. STATE DISABILITY INSURANCE (SDI)

The District shall provide for the integration of State Disability Insurance benefits with sick leave or vacation time on a pro-rata basis. This procedure shall not allow the employee to receive more than he/she would have received if the employee were on duty, but shall allow the employee to receive a full salary for as long as his/her sick leave/vacation reserves allow through integration.

36. PERMANENT PART-TIME EMPLOYEES

Part time employees covered by this agreement shall not be eligible for the benefits set forth in this Section 36 unless and until they have worked six (6) consecutive months for the District or One Thousand (1,000) hours, whichever comes first. All other part time employees are not eligible.

- A. An average of under 24 hours per week will receive a pro-rata portion of vacation, sick leave and holiday pay only as recognized for new hires.
- B. An average of over 24 hours per week will receive a pro-rata portion of leave i.e., vacation, sick leave and holiday pay as recognized for new hires. No health benefits.
- C. An average of over 30 hours per week will receive a pro-rata portion of health benefits, dental benefits, vacation, sick leave, and holiday, as recognized for new hires and P.E.R.S. retirement in pro-rata portion, or as required by law.

37. ADVANCEMENT IN SALARY

The salary range as set forth for each position is divided into seven (7) steps (Steps A through G) that shall be applied as follows. The ranges usually reflect approximately 5% between steps in the range; however between Step A and Step B and Step B and Step C, the range will usually reflect approximately 2.5% between steps in the range. In addition, after 10 years in service, employees shall receive an additional 5% in addition to their regular rate of pay for longevity pay.

- A. Normally a newly appointed employee is placed upon the "A" step (bottom step) of his/her salary range. However, upon determination of the General Manager that the needs of the District service and the qualifications of the newly appointed employees warrant such placement, the employee may be started on any step of the salary range.
  - i. Step Increases. Progression from one step of the salary range to the next shall be based upon a satisfactory written employee evaluation of the employee's performance by the General Manager. Progression from "A"

step to “B” step will normally be at the satisfactory completion of a 6 month probationary period. If the probationary period is extended to 12 months, at the discretion of the General Manager, the initial step increase from “A” to “B” step will not be granted until the satisfactory completion of the extended probationary period. Progression from “B” step to “C” step will be upon the satisfactory performance review and merit increase recommendation by the employee’s Supervisor to the General Manager, and the General Manager’s concurrence. All other step increases (“C” to “D” step), and above will be at one year intervals between steps, but only upon satisfactory performance review and merit increase determination by the General Manager. (Note that a probationer who was initially appointed above the “B” step may satisfactorily complete probation in 6 months, but will not be eligible for merit step increase until one year from initial employment unless the General Manager determines that outstanding performance during probation warrants a merit increase at the completion of the probationary period). See *Exhibit B Example of Step Increase Timeline*

38. PROMOTIONAL ADVANCES

Whenever a full-time employee is promoted to a higher position in the District’s service he/she will be placed on a step in the salary range of the new positions which will approximately result in at least a 5% increase in pay compared to the employee’s existing pay range. If the top of the new position’s salary range (“G” step) does not allow such 5% improvement, then the promotion shall be made to the “G” step of the promotional position’s range. Notwithstanding the foregoing, the General Manager retains the right to increase pay in all promotional circumstances above 5% upon a reasonable evaluation of an employee’s performance and merit.

39. RATES OF PAY

Effective the first full payroll period in July 2018 and for each first full payroll period in July of each year of the Term, base salary ranges of unit members will be increased by 3% per annum.

40. INCORPORATION OF INDEPENDENT DOCUMENTS

Only policies or ordinances that are specifically referred to in this M.O.U. shall be considered part of this M.O.U.

41. TERM OF MEMORANDUM OF UNDERSTANDING

The term of this M.O.U. (“Term”) shall be from the date of ratification through June 30th, 2023. If either party requests modification or extension of the M.O.U.

by April 1, 2023, then Meeting and Conferring shall commence no later than May 1, 2023 to strive for such modification or extension. Provided, however, on mutual agreement of the parties, items subject to the meet and confer process may be opened for discussion during the term with the exception of wages and retirement benefits. Terms of this MOU applicable to wages and benefits will be retroactively applied to July 1, 2018.

42. CONTRACTING OUT

If it will result in the reduction of normal hours, the District will notify the Union 30 days in advance of Board action if it intends to contract out the functions currently performed by employees within the unit. Nothing in this section shall be construed to limit the rights of the Board of Directors to contract outside work in its sole discretion.

43. DISTRICT POLICIES AND PROCEDURES

The District and Union agree to reopen negotiations on revised District Policies and Procedures falling within the scope of representation during the first year of the Agreement.

44. SEVERABILITY CLAUSE

If any article or section of this M.O.U. shall be found invalid or unlawful by reason of existing or subsequently enacted legislation or by judicial authority, all other articles or sections of this M.O.U. shall remain in full force and effect for the duration of this M.O.U.



IN WITNESS WHEREOF, the undersigned have signed this Memorandum of Understanding as of the date first above written.

**OCEANO COMMUNITY SERVICES DISTRICT**

BY: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/2018  
OCSD President

Approved as to FORM:

BY: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/2018  
OCSD General Counsel

**SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 620**

BY: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/2018

**EXHIBIT A**

**Examples of Benefit Payments After Fully Phased In**

	Employee	Dependents	Vision	Dental	Life	District's Share	Employee Share	Health Savings Account
<b>1</b>	\$300	-0-	\$30	\$40	\$30	\$400	-0-	\$400 to max
<b>2</b>	\$300	\$300	\$60	\$80	\$60	\$800	-0-	-0-
<b>3</b>	\$300	\$400	\$60	\$80	\$60	\$800	\$100	-0-
<b>4</b>	\$300	\$600	\$30	\$40	\$30	\$800	\$200	-0-
<b>5</b>	\$300	\$100	\$30	\$40	\$30	\$500	-0-	\$300 to max
<b>6</b>	\$300	\$200	\$30	\$40	\$30	\$600	-0-	\$200 to max

**EXHIBIT B**

**Step Increase Timeline Example**

<u>Step A to B</u>	<u>At end of probationary period (usually 6 months) unless extended</u>
<u>Step B to C</u>	<u>Six months from end of probationary period</u>
<u>All other steps</u>	<u>One year from prior step increase</u>



# 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:** August 29, 2018

**To:** Board of Directors

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

**Via:** Paavo Ogren, General Manager

**Subject:** **Agenda Item #10: Consideration of Recommendations to Approve the Final 2018/19 Budget, Encumbrances and Adjustments to the Approved Preliminary Budget**

## Recommendation

It is recommended that your Board:

1. Approve the attached Final 2018/19 budget including encumbrances as described in Exhibit "A."
2. Consider Approval of the following budget adjustments:
  - a. Increase expenditures in the Sewer Fund by \$7,500 to pay for the calendar year 2018 Fats Oil and Grease (FOG) program utilizing Sewer Fund unassigned reserves.
  - b. Increase expenditures in the Garbage Fund by \$10,000 to fund the Fall Clean-up for residents and property owners utilizing Garbage Fund unassigned reserves.
  - c. Increase expenditures in the Garbage Fund by \$10,000 to fund One Cool Earth educational programs at Oceano Elementary School utilizing Garbage Fund unassigned reserves.

## Discussion

The 2018/19 Preliminary Budget that was approved on June 25, 2018 and included the revenue and expenditures amounts illustrated in the attached fund-level budget schedules. The encumbrances described in Exhibit "A" of the Final Budget have also been added and highlighted in those schedules. Recognizing encumbrances in the final budget is important for the following reasons:

- Costs incurred in implementing capital projects and related work usually covers multiple fiscal years and the unexpended amounts at the end of a fiscal year need to "roll-over" into the subsequent fiscal year.
- The unexpended budget associated with contracts for professional services needs to roll-over into the subsequent fiscal year.



- Parts and supplies that have been budgeted and ordered, but not received, by the end of the fiscal year need to be encumbered to allow the budget to roll-over into the subsequent fiscal year.
- Grant revenues that will be used to fund multi-year efforts need to roll-over to the subsequent fiscal year to provide funding for the related expenditures.

Exhibit "A" describes each item encumbered, the related budget, and the estimate of the amount of the encumbrance. The estimates are subject to change once the District's year-end audit is complete in the coming months. No significant changes are anticipated.

## Reserves

The primary purpose of adopting the final budget is to establish District financial reserves. Staff has completed significant technical analysis associated with final accounting in preparing for the fiscal year 2017/18 audit. Although the accounting "closing" efforts are not complete, the technical analysis provides best estimates for reserve balances at June 30, 2018, which are reflected in the Final Budget as "beginning balances." These amounts are not anticipated to significantly change once the audit is complete in the coming months. The fiscal year 2017/18 budget variances were reviewed with the Board on June 27, 2018.

The District's reserves in Final Budget are included in the Summary Section and include beginning balances, additions and cancellations, and estimated ending reserve balances at June 30, 2019. Actual ending reserve balances at the end of the fiscal year will vary from estimates. Differences are normally based on budget versus actual revenues and expenditures, which are commonly referred to as budget "variances."

During the recently completed fiscal year, staff prepared an extensive reserve analysis for Board review. On February 22, 2018 a report on the District's reserves was presented to describe significant changes that were resulting from the changes in accounting for the Sheriff substation. The accounting for the substation had been previously treated as a joint venture between the water fund and the sewer fund even though it is not used for providing either water or sewer services. In working with the District's auditors, staff re-evaluated the 15 year history of the accounting for the substation and determined that it should be reclassified as a Governmental Fund asset, and not as an Enterprise Fund asset. The reclassification efforts included significant modification of inter-fund loans including the formal adoption of loan repayment and amortization schedules. The changes, as previously approved, resulted in significant changes to District reserves and the attached Final Budget now reflects the most accurate accounting of District reserves since the substation's construction was completed in 2002.

The reserve amounts included in the Final Budget are consistent with the February 22, 2018 reserve analysis and the June 27, 2018 budget analysis presented to your Board for the fiscal year that recently ended on June 30, 2018.



## Other Agency Involvement

The County Auditor and the Local Agency Formation Commission are provided copies of the District's annual budget once approved. Numerous other agencies are involved in the development of the District's budget including the Five Cities Fire Authority and the County of San Luis Obispo.

## Other Financial Considerations

Three adjustments to the expenditures approved in the Preliminary Budget on June 27, 2018 are proposed for Board consideration.

- a) Increase expenditures in the Sewer Fund by \$7,500 to pay for the calendar year 2018 Fats Oil and Grease (FOG) program utilizing Sewer Fund unassigned reserves.

The District's Sewer System Management Plan (SSMP) requires inspection of food service establishments twice per calendar year. The staff of the South San Luis Obispo County Sanitation District who previously provided the inspection service moved out of the area resulting in the need for consultant services for 2018. The availability of Ocean CSD staff to self-perform the inspections is constrained due to the upcoming work on the Airpark Drive utility relocation project and other ongoing work responsibilities. In order to comply with the SSMP, a purchase order was issued to a local firm that performs FOG inspections for other local jurisdictions. Staff will evaluate the ability to self-perform the work in 2019.

- b) Increase expenditures in the Garbage Fund by \$10,000 to fund the Fall Clean-up for residents and property owners utilizing Garbage Fund unassigned reserves

For the past two years, the District has helped to fund the "Fall Clean-up" event which will be the week of September 17th - 21st. The costs are paid from franchise fee revenues that are collected from customers and which provide the District with the ability to give-back to customers in a manner that promotes health and safety.

- c) Increase expenditures in the Garbage Fund by \$10,000 to fund One Cool Earth educational programs at Oceano Elementary School.

On August 23, 2017, One Cool Earth, a local non-profit, presented its "Earth Genius" program to the Board, which approved support of slightly less than \$10,000 in the prior fiscal year. A budget adjustment will help ensure the continuation of the program. Alternatively, staff of One Cool Earth indicated that they are available to attend a future Board meeting to provide an overview of the educational efforts and results of the prior year activities.



# Oceano Community Services District

Board of Directors Meeting

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Each adjustment will have negligible impact on District reserves.

Details on the District Reserves will be covered in a powerpoint presentation during the Budget hearing.

## Results

The review of the Final 2018/19 budget and reserves helps to support good financial management and a well governed community.

Attachments:

- 2018/19 Final Budget
  - Exhibit "A" - Encumbrances
  - Exhibit "B" - Payment and Compensation Plan

# 2018-2019 FINAL OCSD BUDGET



# BUDGET SUMMARY



OCEANO COMMUNITY SERVICES DISTRICT  
 BUDGET SUMMARY - FINAL  
 FINAL BUDGET FOR FISCAL YEAR 2018/19

	General	Administration	Fire	Lighting	Total General Fund	Equipment	Facilities	Total Governmental Funds	Water	Sewer	Garbage	Total Enterprise Funds	Grand Total
<b>REVENUES</b>													
<b>OPERATING REVENUES</b>													
Service Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,338,141	\$400,000	\$0	\$2,738,141	\$2,738,141
Customer Fees					\$0		\$3,800	\$3,800	\$39,868	\$1,949	\$96,003	\$137,820	\$141,620
Outside Users					\$0			\$0	\$25,000			\$25,000	\$25,000
Rental Income					\$0	\$29,090	\$140,640	\$169,730				\$0	\$169,730
Other Operating Revenues	\$1,540				\$1,540			\$1,540			\$8,027	\$8,027	\$9,567
<b>Total Operating Revenues</b>	<b>\$1,540</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,540</b>	<b>\$29,090</b>	<b>\$144,440</b>	<b>\$175,070</b>	<b>\$2,403,009</b>	<b>\$401,949</b>	<b>\$104,030</b>	<b>\$2,908,988</b>	<b>\$3,084,058</b>
<b>NON OPERATING REVENUES</b>													
Property Taxes	\$997,150				\$997,150	\$0	\$0	\$997,150				\$0	\$997,150
Public Facilities Fees					\$0		\$15,000	\$15,000				\$0	\$15,000
Development Fees					\$0			\$0	\$50,151	\$2,000		\$52,151	\$52,151
Interfund Transfers In	\$20,063				\$20,063		\$31,500	\$51,563		\$113,940	\$7,500	\$121,440	\$173,003
Administrative Cost Reimbursement		\$927,999			\$927,999			\$927,999				\$0	\$927,999
Operating Crew Overhead		\$242,001			\$242,001			\$242,001				\$0	\$0
Interest Income					\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Encumbered Revenues</b>	<b>\$47,391</b>		<b>\$0</b>		<b>\$47,391</b>	<b>\$0</b>	<b>\$0</b>	<b>\$47,391</b>	<b>\$154,767</b>			<b>\$154,767</b>	<b>\$202,158</b>
<b>Total Non Operating Revenues</b>	<b>\$1,064,604</b>	<b>\$1,170,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,234,604</b>	<b>\$0</b>	<b>\$46,500</b>	<b>\$2,281,104</b>	<b>\$204,918</b>	<b>\$115,940</b>	<b>\$7,500</b>	<b>\$328,358</b>	<b>\$2,367,461</b>
<b>TOTAL REVENUES</b>	<b>\$1,066,144</b>	<b>\$1,170,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,236,144</b>	<b>\$29,090</b>	<b>\$190,940</b>	<b>\$2,456,174</b>	<b>\$2,607,927</b>	<b>\$517,889</b>	<b>\$111,530</b>	<b>\$3,237,346</b>	<b>\$5,451,519</b>
<b>EXPENDITURES</b>													
<b>OPERATING EXPENDITURES</b>													
Personnel	\$0	\$649,868	\$8,753	\$1,453	\$660,074	\$0	\$2,907	\$662,981	\$237,298	\$94,140	\$29,961	\$361,399	\$1,024,380
Services and Supplies	\$0	\$278,131	\$992,987	\$38,500	\$1,309,618	\$16,000	\$18,050	\$1,343,668	\$1,629,050	\$52,500	\$8,950	\$1,690,500	\$3,034,168
Administrative Cost Allocations			\$27,840	\$9,280	\$37,120		\$18,560	\$55,680	\$556,799	\$278,400	\$37,120	\$872,319	\$1,172,319
Operating Crew Overhead		\$242,001	\$1,210	\$1,210	\$244,421		\$2,420	\$246,841	\$154,881	\$58,080	\$24,200	\$237,161	\$438,161
Other	\$0				\$0	\$0		\$0	\$40,500	\$11,545	\$1,000	\$53,045	\$53,045
<b>Total Operating Expenditures</b>	<b>\$0</b>	<b>\$1,170,000</b>	<b>\$1,030,790</b>	<b>\$50,443</b>	<b>\$2,251,233</b>	<b>\$16,000</b>	<b>\$41,937</b>	<b>\$2,006,649</b>	<b>\$2,618,528</b>	<b>\$494,665</b>	<b>\$101,231</b>	<b>\$2,104,944</b>	<b>\$4,111,593</b>
<b>NON OPERATING EXPENDITURES</b>													
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Improvements					\$0			\$0		\$0	\$0	\$0	\$0
Debt Service					\$0	\$9,067		\$9,067				\$0	\$9,067
Interfund Transfers Out					\$0		\$134,003	\$134,003	\$55,545			\$55,545	\$189,548
Contingencies					\$0			\$0				\$0	\$0
<b>Encumbered Expenditures</b>		<b>\$47,391</b>			<b>\$47,391</b>			<b>\$47,391</b>	<b>\$275,100</b>	<b>\$110,421</b>	<b>\$1,471</b>	<b>\$386,992</b>	<b>\$434,383</b>
<b>Total Non-Operating Expenditures</b>	<b>\$0</b>	<b>\$47,391</b>	<b>\$0</b>	<b>\$0</b>	<b>\$47,391</b>	<b>\$9,067</b>	<b>\$134,003</b>	<b>\$190,461</b>	<b>\$330,645</b>	<b>\$110,421</b>	<b>\$1,471</b>	<b>\$442,537</b>	<b>\$632,998</b>
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$1,217,391</b>	<b>\$1,030,790</b>	<b>\$50,443</b>	<b>\$2,298,624</b>	<b>\$25,067</b>	<b>\$175,940</b>	<b>\$2,197,110</b>	<b>\$2,949,173</b>	<b>\$605,086</b>	<b>\$102,702</b>	<b>\$2,547,481</b>	<b>\$4,744,591</b>
<b>Sources Over / (Under) Uses</b>	<b>\$1,066,144</b>	<b>(\$47,391)</b>	<b>(\$1,030,790)</b>	<b>(\$50,443)</b>	<b>(\$62,480)</b>	<b>\$4,023</b>	<b>\$15,000</b>	<b>(\$43,457)</b>	<b>(\$341,246)</b>	<b>(\$87,197)</b>	<b>\$8,828</b>	<b>(\$419,615)</b>	<b>(\$463,072)</b>
<b>Encumbrances</b>	<b>(\$47,391)</b>	<b>\$47,391</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$120,333</b>	<b>\$110,421</b>	<b>\$1,471</b>	<b>\$232,225</b>	<b>\$232,225</b>
<b>2018/19 Sources Over / (Under) Uses</b>	<b>\$1,018,753</b>	<b>\$0</b>	<b>(\$1,030,790)</b>	<b>(\$50,443)</b>	<b>(\$62,480)</b>	<b>\$4,023</b>	<b>\$15,000</b>	<b>(\$43,457)</b>	<b>(\$220,913)</b>	<b>\$23,224</b>	<b>\$10,299</b>	<b>(\$187,390)</b>	<b>(\$230,847)</b>

<b>ESTIMATED FUND BALANCE AVAILABLE</b>	\$127,367	\$0	\$0	\$0	\$127,367	(\$3,430)	\$98,188	\$222,125	\$709,206	\$153,730	(\$13,889)	\$849,047	\$1,071,172
<b>Reserve (Requirements) / Additions</b>	\$1,146,120	\$0	(\$1,030,790)	(\$50,443)	\$64,887	\$593	\$113,188	\$178,668	\$488,293	\$176,954	(\$3,590)	\$661,657	\$840,325
<b>RESERVES</b>													
<b>RESERVES - BEGINNING BALANCES</b>					\$165,477	\$19,576	\$337,451	\$522,504	\$942,900	\$800,099	\$340,718	\$2,083,717	\$2,606,221
<b>ADDITIONS TO AND USE OF RESERVES</b>													
Additions to Reserves					\$230,364	\$4,023	\$168,188	\$402,575	\$939,915	\$774,009	\$211,655	\$1,925,579	\$2,328,154
Use of Reserves					(\$165,477)	(\$3,430)	(\$55,000)	(\$223,907)	(\$451,622)	(\$597,055)	(\$215,245)	(\$1,263,922)	(\$1,487,829)
<b>NET CHANGE IN RESERVES</b>					\$64,887	\$593	\$113,188	\$178,668	\$488,293	\$176,954	(\$3,590)	\$661,657	\$840,325
<b>ESTIMATED ENDING RESERVES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$230,364</b>	<b>\$20,169</b>	<b>\$450,639</b>	<b>\$701,172</b>	<b>\$1,431,193</b>	<b>\$977,053</b>	<b>\$337,128</b>	<b>\$2,745,374</b>	<b>\$3,446,546</b>



OCEANO COMMUNITY SERVICES DISTRICT  
 BUDGET SUMMARY - Reserves  
 FISCAL YEAR 2018-2019

	Governmental	Administration	Fire	Lighting	Total General Fund	Equipment	Facilities	Total General Fund	Water	Sewer	Garbage	Total Enterprise Funds	Total
<b>RESERVE DESIGNATIONS</b>													
<b>BEGINNING RESERVES</b>													
Type	R=Restricted; C=Commitment												
R Facility Fees   Acc Leave  Water Bonds	-	-	-	-	\$ -	-	190,973	\$ 190,973	-	-	-	\$ -	\$ 190,973
C Infrastructure	70,066	-	-	-	\$ 70,066	-	30,000	\$ 100,066	311,828	145,571	25,000	482,399	582,465
C Emergency	-	-	-	-	\$ -	-	-	\$ -	-	-	-	-	-
C Minimum	-	-	-	-	\$ -	-	-	\$ -	-	-	-	-	-
R Joint Venture Deposits	-	-	-	-	\$ -	-	-	\$ -	201,255	-	-	201,255	201,255
C Equipment Replacement	45,963	-	-	-	\$ 45,963	19,576	-	\$ 65,539	-	-	29,010	29,010	94,549
C Contingencies	-	-	-	-	\$ -	-	36,336	\$ 36,336	110,318	5,420	19,335	135,073	171,409
U Unassigned (Ent) / Commitment (GF)	49,448	-	-	-	\$ 49,448	-	80,142	\$ 129,590	319,499	649,108	267,373	1,235,980	1,365,570
<b>Total Beginning Reserves</b>	<b>\$ 165,477</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 165,477</b>	<b>\$ 19,576</b>	<b>\$ 337,451</b>	<b>\$ 522,504</b>	<b>\$ 942,900</b>	<b>\$ 800,099</b>	<b>\$ 340,718</b>	<b>\$ 2,083,717</b>	<b>\$ 2,606,221</b>
<b>RESERVES INCREASES</b>													
R Facility Fees   Acc Leave  Water Bonds	-	-	-	-	\$ -	-	\$ 66,711	\$ 66,711	\$ 24,057	\$ -	\$ -	\$ 24,057	\$ 90,768
C Infrastructure	-	-	-	-	\$ -	-	100,000	\$ 100,000	38,172	204,429	125,000	367,601	467,601
C Emergency	-	-	-	-	\$ -	-	-	\$ -	300,000	300,000	-	600,000	600,000
C Minimum	230,364	-	-	-	\$ 230,364	-	-	\$ 230,364	400,000	75,000	20,000	495,000	725,364
R Joint Venture Deposits	-	-	-	-	\$ -	-	-	\$ -	2,671	-	-	2,671	2,671
C Equipment Replacement	-	-	-	-	\$ -	4,023	-	\$ 4,023	130,000	100,000	45,990	275,990	280,013
C Contingencies	-	-	-	-	\$ -	-	-	\$ -	24,682	94,580	20,665	139,927	139,927
U Unassigned (Ent) / Commitment (GF)	-	-	-	-	\$ -	-	1,477	\$ 1,477	20,333	-	-	20,333	21,810
<b>Total Reserve Increases</b>	<b>\$ 230,364</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 230,364</b>	<b>\$ 4,023</b>	<b>\$ 168,188</b>	<b>\$ 402,575</b>	<b>\$ 939,915</b>	<b>\$ 774,009</b>	<b>\$ 211,655</b>	<b>\$ 1,925,579</b>	<b>\$ 2,328,154</b>
<b>RESERVES CANCELLATIONS</b>													
R Facility Fees   Acc Leave  Water Bonds	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -	\$ -
C Infrastructure	(70,066)	-	-	-	\$ (70,066)	-	-	\$ (70,066)	-	-	-	-	(70,066)
C Emergency	-	-	-	-	\$ -	-	-	\$ -	-	-	-	-	-
C Minimum	-	-	-	-	\$ -	-	-	\$ -	-	-	-	-	-
R Joint Venture Deposits	-	-	-	-	\$ -	-	-	\$ -	(203,926)	-	-	(203,926)	(203,926)
C Equipment Replacement	(45,963)	-	-	-	\$ (45,963)	(3,430)	-	\$ (49,393)	-	-	-	-	(49,393)
C Contingencies	-	-	-	-	\$ -	-	(1,336)	\$ (1,336)	-	-	-	-	(1,336)
U Unassigned (Ent) / Commitment (GF)	(49,448)	-	-	-	\$ (49,448)	-	(53,664)	\$ (103,112)	(247,696)	(597,055)	(215,245)	(1,059,996)	(1,163,108)
<b>Total Reserve Decreases</b>	<b>\$ (165,477)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (165,477)</b>	<b>\$ (3,430)</b>	<b>\$ (55,000)</b>	<b>\$ (223,907)</b>	<b>\$ (451,622)</b>	<b>\$ (597,055)</b>	<b>\$ (215,245)</b>	<b>\$ (1,263,922)</b>	<b>\$ (1,487,829)</b>
<b>ENDING RESERVES</b>													
R Facility Fees   Acc Leave  Water Bonds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 257,684	\$ 257,684	\$ 24,057	\$ -	\$ -	\$ 24,057	\$ 281,741
C Infrastructure	-	-	-	-	-	-	130,000	130,000	350,000	350,000	150,000	850,000	980,000
C Emergency	-	-	-	-	-	-	-	-	300,000	300,000	-	600,000	600,000
C Minimum	230,364	-	-	-	230,364	-	-	230,364	400,000	75,000	20,000	495,000	725,364
R Joint Venture Deposits	-	-	-	-	-	-	-	-	-	-	-	-	-
C Equipment Replacement	-	-	-	-	-	20,169	-	20,169	130,000	100,000	75,000	305,000	325,169
C Contingencies	-	-	-	-	-	-	35,000	35,000	135,000	100,000	40,000	275,000	310,000
U Unassigned (Ent) / Commitment (GF)	-	-	-	-	-	-	27,955	27,955	92,136	52,053	52,128	196,317	224,272
<b>Total Ending Reserves</b>	<b>\$ 230,364</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 230,364</b>	<b>\$ 20,169</b>	<b>\$ 450,639</b>	<b>\$ 701,172</b>	<b>\$ 1,431,193</b>	<b>\$ 977,053</b>	<b>\$ 337,128</b>	<b>\$ 2,745,374</b>	<b>\$ 3,446,546</b>



# GENERAL FUND



**GENERAL FUND  
REVENUE WORKSHEET  
FISCAL YEAR 2018/19**

<b>Revenues and Other Sources:</b>	<b>Final 2018/19 Budget</b>	<b>Projected 2019/20 Budget</b>
Prop Tax: Current Secured	970,850	990,250
Prop Tax: Current Unsecured	21,000	21,400
Prop Tax: Prior Secured	0	0
Prop Tax: Prior Unsecured	0	0
Unitary Taxes	14,500	15,000
Penalties and Interest (From County)	0	0
Delinquent Chgs Prop Tax Roll: Garbage	0	0
Homeowners' Prop Tax Relief	6,300	6,500
Will Serve Letter Fee	0	0
Firework Permit Fees	1,540	1,540
CO Collection Chg: SB2557	(15,500)	(16,000)
Transfer in From Facilities Fund	20,063	20,639
<b>Encumbrance:</b> Grant Revenue (LHMG Board Approved 4/26/2017)	47,391	
<b>Total Revenues</b>	<b>1,066,144</b>	<b>1,039,329</b>



# ADMINISTRATIVE BUDGET



**ADMINISTRATIVE BUDGET  
EXPENDITURE WORKSHEET  
FISCAL YEAR 2018/19**

<b>Operations &amp; Maintenance:</b>		<b>Final 2018/19 Budget</b>	<b>Projected 2019/20 Budget</b>
Expenditure Accounts 4100			
<b>Personnel</b>			
010	Wages and Salaries	465,936	432,569
020	Overtime	8,301	11,088
061	PERS	53,996	34,758
	PERS UAL Payment	31,683	39,810
070	SUI (Unemp Ins)	2,170	2,170
071	Medicare Employer Portion	6,436	6,396
072	FICA	1,883	1,939
075	Workers Compensation Ins	6,563	6,793
090	Employee Insurances	72,000	73,500
097	Cell Phone Allowance	900	900
<b>Total Personnel Costs</b>		<b>649,868</b>	<b>609,923</b>
<b>Services and Supplies</b>			
110	Communications & Dispatch	8,700	9,000
150	Insurance (100% in Admin, then allocated, in 2015-16)	22,500	23,500
170	Maint: Equipment	3,600	3,600
173	Maint: Structures	10,250	10,250
180	Memberships	6,581	6,811
190+191	Over and Short + misc		
193	Bank Fees	4,500	4,700
200	Office Expense	6,750	7,000
205	Outside UB Mailing Expense	0	0
210	Postage	500	500
218	Audit	19,500	20,000
220	Professional Services (AGP, Chapparel, other)	19,000	19,000
221	Information Technology	7,500	7,500
223	Legal Services	87,000	90,000
226	Annual Software Maint.	14,000	14,500
225	Board Member Stipends	18,000	18,000
230	Legal Notices	2,500	2,500
235	Books/Journals/Subsc	1,500	1,500
241	Rents/Leases: Equip	3,000	3,000
247	LAFCO	16,500	17,500
248	Permits Licenses and Fees	1,000	1,000
250	Small Tools/EQ	0	0
260	Elections Expense	5,500	0
280	Private Vehicle Mileage	500	500
283	Job Advertising Expense	1,750	1,750
285	Classes/Seminars	5,500	5,500
286	Board Member Training/Travel/Expense	2,000	2,000
290	Utilities	10,000	10,500
<b>Total Services and Supplies</b>		<b>278,131</b>	<b>280,111</b>

**ADMINISTRATIVE BUDGET  
EXPENDITURE WORKSHEET  
FISCAL YEAR 2018/19**

Operations & Maintenance:		Final 2018/19 Budget	Projected 2019/20 Budget
Expenditure Accounts 4100			
<b>Other Expenditures</b>			
	Encumbrance: LHMGP Grant Board Approved 4/26/2017	47,391	
<b>Total Other Expenditures</b>		<b>47,391</b>	<b>0</b>
<b>Administrative Cost Allocations</b>			
376	Allocation/Adm Exp		
	Fire 3.0000%	(27,840)	(26,701)
	Lighting 1.0000%	(9,280)	(8,900)
	Water 60.0000%	(556,799)	(534,020)
	Sewer 30.0000%	(278,400)	(267,010)
	Garbage 4.0000%	(37,120)	(35,601)
	Facilities 2.0000%	(18,560)	(17,801)
<b>Operating Crew Overhead and Direct Labor Cost Allocations</b>			
	Leave Time	59,912	51,472
	Salaries & Wages - Admin hours	5,813	5,813
	CalPERS	50,116	49,721
	Medicare	6,241	6,144
	Payroll Taxes	4,000	4,200
	SUI	2,170	1,953
	Employee Insurances	90,000	94,500
	Boot Allowance	1,000	1,000
	Clothing	4,500	4,700
	Standby	18,249	18,249
		<b>242,001</b>	<b>237,752</b>
	Fire 0.5000%	(1,210)	(1,189)
	Lighting 0.5000%	(1,210)	(1,189)
	Water 64.0000%	(154,881)	(152,161)
	Sewer 24.0000%	(58,080)	(57,060)
	Garbage 10.0000%	(24,200)	(23,775)
	Facilities 1.0000%	(2,420)	(2,378)
	100.0000%		
<b>Total</b>		<b>(927,999)</b>	<b>(890,033)</b>
<b>Reserve Designations</b>			
	Contingencies		
<b>Total Reserve Designations Cost</b>		<b>0</b>	<b>0</b>
<b>Total Expenditures</b>		<b>47,391</b>	<b>1</b>





# FIRE BUDGET



**FIRE BUDGET  
OPERATIONS AND MAINTENANCE WORKSHEET  
FISCAL YEAR 2018/19**

<b>Operations &amp; Maintenance:</b>		<b>Final</b>	<b>Projected</b>
Expenditure Accounts 4200		<b>2018/19 Budget</b>	<b>2019/20 Budget</b>
<b>Personnel</b>			
010	Wages and Salaries	1,453	1,453
020	Overtime	0	0
061	PERS Contribution	0	0
062	PERS UAL	7,300	7,300
070	SUI (Unemp Ins)	0	0
071	Medicare Employer Portion	0	0
072	FICA	0	0
090	Employee Insurances	0	0
<b>Total Personnel</b>		<b>8,753</b>	<b>8,753</b>
<b>Services and Supplies</b>			
077	JPA Quarterly Pmts	987,362	1,083,705
290	Utilities	5,125	5,125
291	Sandbags	500	500
<b>Total Services and Supplies</b>		<b>992,987</b>	<b>1,089,330</b>
<b>Other Expenditures</b>			
	Allocation/Adm Exp	27,840	26,701
	Operating Crew Overhead and Direct Labor Cost Allocations	1,210	1,189
<b>Total Other Expenditures</b>		<b>29,050</b>	<b>27,890</b>
<b>Reserve Designations</b>			
		0	0
<b>Total Reserves</b>		<b>0</b>	<b>0</b>
<b>Total Expenditures</b>		<b>1,030,790</b>	<b>1,125,973</b>





# LIGHTING BUDGET



**LIGHTING BUDGET  
OPERATIONS AND MAINTENANCE WORKSHEET  
FISCAL YEAR 2018/19**

<b>Operations &amp; Maintenance:</b>		<b>Final 2018/19 Budget</b>	<b>Projected 2019/20 Budget</b>
Expenditure Accounts 4195			
<b>Personnel</b>			
010	Wages and Salaries	1,453	1,453
020	Overtime	0	0
061	PERS	0	0
071	Medicare Employer Portion	0	0
090	Employee Insurances	0	0
<b>Total Personnel</b>		<b>1,453</b>	<b>1,453</b>
<b>Services and Supplies</b>			
175	Sys Parts/Oper Supplies	1,500	1,500
295	Lighting	37,000	38,000
<b>Total Services and Supplies</b>		<b>38,500</b>	<b>39,500</b>
<b>Other Expenditures</b>			
376	Allocation/Adm Exp	9,280	8,900
	Operating Crew Overhead and Direct Labor Cost Allocations	1,210	1,189
<b>Total Other Expenditures</b>		<b>10,490</b>	<b>10,089</b>
<b>Reserve Designations</b>			
	Equipment	0	0
<b>Total Expenditures</b>		<b>50,443</b>	<b>51,042</b>



# EQUIPMENT FUND



**EQUIPMENT FUND  
REVENUE WORKSHEET  
FISCAL YEAR 2018/19**

<b>Revenues and Other Sources:</b>		<b>Final 2018/19 Budget</b>	<b>Projected 2019/20 Budget</b>
<b>Revenues</b>			
	Insurance Proceeds	0	0
	Surplus Sale	0	0
<b>Total From Gov</b>		<b>0</b>	<b>0</b>
	Truck Rental from Water	6,545	6,545
	Vehicle Charges to Water	10,000	10,000
<b>Total From Water</b>		<b>16,545</b>	<b>16,545</b>
	Truck Rental from Sewer	6,545	6,545
	Vehicle Charges to Sewer	5,000	5,000
<b>Total From Sewer</b>		<b>11,545</b>	<b>11,545</b>
	Vehicle Charges to Garbage	1,000	1,000
<b>Total From Garbage</b>		<b>1,000</b>	<b>1,000</b>
<b>Total Revenues and Other Sources</b>		<b>29,090</b>	<b>29,090</b>

**EQUIPMENT BUDGET  
OPERATIONS AND MAINTENANCE WORKSHEET  
FISCAL YEAR 2018/19**

<b>Operations &amp; Maintenance:</b>		<b>Final Budget 2017/18</b>	<b>Projected Budget 2017/18</b>
<b>Services and Supplies</b>			
171	Maint Vehicles	6,500	6,750
172	Gas and Oil	9,500	9,850
<b>Total Services and Supplies</b>		<b>16,000</b>	<b>16,600</b>
<b>Other Expenditures</b>			
320	Equipment Lease	9,067	9,067
386	Interest Expense	0	0
<b>Total Other Expenditures</b>		<b>9,067</b>	<b>9,067</b>
<b>Reserve Designations</b>			
	Equipment Replacement	4,023	3,423
<b>Total Reserves</b>		<b>4,023</b>	<b>3,423</b>
<b>Total Expenditures</b>		<b>29,090</b>	<b>29,090</b>



# FACILITIES FUND



**FACILITIES FUND  
REVENUE WORKSHEET  
FISCAL YEAR 2018/19**

<b>Revenues and Other Sources:</b>		<b>Final 2018/19 Budget</b>	<b>Projected 2019/20 Budget</b>
<b>Revenues</b>			
3260	Sheriff Substation Rent	113,940	113,940
	New Fire Station	15,000	15,000
	Old Fire Station	11,700	11,700
	Public Facilities Fees	15,000	15,000
	Utility Reimbursements	3,800	3,900
	Interfund Repayment from Water	31,500	31,500
<b>Total Revenues and Other Sources</b>		<b>190,940</b>	<b>191,040</b>

**FACILITIES BUDGET  
OPERATIONS AND MAINTENANCE WORKSHEET  
FISCAL YEAR 2018/19**

<b>Operations &amp; Maintenance:</b>		<b>Final 2018/19 Budget</b>	<b>Projected 2019/20 Budget</b>
<b>Personnel</b>			
010	Wages and Salaries	2,907	2,905
020	Overtime	0	0
061	PERS	0	0
071	Medicare Employer Portion	0	0
090	Employee Insurances	0	0
<b>Total Personnel</b>		<b>2,907</b>	<b>2,905</b>
<b>Services and Supplies</b>			
163	Maint: Structures	15,000	15,500
173	Maint Structures	2,000	2,000
220	Professional Services	800	800
290	Utilities	250	250
<b>Total Services and Supplies</b>		<b>18,050</b>	<b>18,550</b>
<b>Other Expenditures</b>			
376	Allocation/Adm Exp	18,560	17,801
	Operating Crew Overhead and Direct Labor Cost Allocations	2,420	2,378
	Transfer to the General Fund	20,063	20,639
	Repayment to Sewer Fund	113,940	113,940
		<b>154,983</b>	<b>154,758</b>
<b>Reserve Designations</b>			
	Public Facilities Reserves	15,000	15,000
<b>Total Reserves</b>		<b>15,000</b>	<b>15,000</b>
<b>Total Expenditures</b>		<b>190,940</b>	<b>191,213</b>





# WATER FUND



**WATER FUND  
REVENUE WORKSHEET  
FISCAL YEAR 2018/19**

Revenues and Other Sources:	Final 2018/19 Budget	Projected 2019/20 Budget
Water Sales	1,848,109	1,909,097
Lopez Remediation: Sales	490,032	506,203
Water Connection Fees - Reimbursables	5,035	5,201
Water Front Footage Fees	16,320	16,320
UB Courtesy Notice Fees	758	783
UB Sec Notc/Door Hgr Fees	31,497	32,536
Capacity Charges	24,431	24,431
Connection / Meter Fees	5,400	5,400
Lopez / SWP Connection Fees	4,000	4,000
New UB A/C Setup	2,478	2,560
CYN Crest /Christie/ AG Wheeling	25,000	25,000
Revenue from other sources/FU (Grants)	0	0
Inspection Fees	100	100
<b>Encumbrance: WRRP Grant Revenue (Bdgt AJE 12/14/16)</b>	154,767	
<b>Total Revenues and Other Sources</b>	<b>2,607,927</b>	<b>2,531,631</b>

**WATER BUDGET  
OPERATIONS AND MAINTENANCE WORKSHEET  
FISCAL YEAR 2018/19**

<b>Operations &amp; Maintenance:</b>		<b>Final 2018/19 Budget</b>	<b>Projected 2019/20 Budget</b>
<b>Personnel</b>			
010	Wages and Salaries	188,931	188,846
020	Overtime	43,146	44,438
	Standby	0	0
061	PERS	0	0
071	Medicare Employer Portion	0	0
075	Workers Compensation Ins	5,221	5,404
090	Employee Insurances	0	0
<b>Total Personnel</b>		<b>237,298</b>	<b>238,688</b>
<b>Services and Supplies</b>			
110	Communications & Dispatch	2,800	2,900
163	Maint: Wtr/Swr Struct	5,500	6,000
170	Maint: Equipment	5,500	6,000
173	Maint: Structures	10,500	11,000
175	Sys Parts/Oper Supp	17,000	17,500
176	Water Meters	10,500	11,000
177	Safety Expense	550	550
178	Chemicals / Operating Supplies	650	700
180	Memberships	2,500	2,600
190	Misc	250	250
200	Office Expense	600	650
205	Outside UB Mailing Expense	8,750	9,000
220	Professional Services (Water Quality; Backflow Program)	17,500	18,000
221	Information Technology	550	600
222	Contract Engineering	5,500	6,000
226	Engineering & Other Reimburse	10,500	11,000
230	Legal Notices	1,100	1,100
231	Bad Debt	525	550
241	Rents/Leases: Equip	2,050	2,050
248	Permits, Fees, Licenses	7,850	8,125
250	Small Tools	2,500	2,750
285	Classes/Seminars	5,125	5,125
261	Water Supply - Lopez	490,750	508,000
262	Water Supply - State Water	925,000	975,000
362	Litigation: SMGB	27,500	28,000
380	NCMA Expense	37,500	38,500
290	Utilities	30,000	35,000
<b>Total Services and Supplies</b>		<b>1,629,050</b>	<b>1,707,950</b>

**WATER BUDGET  
OPERATIONS AND MAINTENANCE WORKSHEET  
FISCAL YEAR 2018/19**

<b>Operations &amp; Maintenance:</b>		<b>Final 2018/19 Budget</b>	<b>Projected 2019/20 Budget</b>
<b>Other Expenditures</b>			
297	Pass-Thru: Crest/Christie	25,500	26,000
301	Transfer to Equipment Fund (Fund 12)	16,545	16,545
	General Fund Loan Payment	31,500	31,500
391	Garbage Fund Loan Payment	7,500	7,500
499	Claims & Settlements	15,000	15,000
349	<b>Encumbrance:</b> HWY One - County Drainage Project (Board Approval 1/25/2017)	71,390	
	<b>Encumbrance:</b> WRRP Program (Bdgt AJE approved 12/14/16)	154,767	
	<b>Encumbrance:</b> Facility CIP - Utilities Yard (Budget Adj 7/12/17)	2,943	
	<b>Encumbrance:</b> Air Park Drive Bridge Replacement Project (1/25/17)	46,000	
<b>Total Other Expenditures</b>		<b>371,145</b>	<b>96,545</b>
<b>Admin Cost Allocation/Operating Crew Overhead</b>			
376	Allocation/Adm Exp	556,799	534,020
	Operating Crew Overhead and Direct Labor Cost Allocations	154,881	152,161
<b>Total</b>		<b>711,680</b>	<b>686,181</b>
<b>Reserve Designations</b>			
	Contingencies	0	0
<b>Total Reserves</b>		<b>0</b>	<b>0</b>
<b>Total Expenditures</b>		<b>2,949,173</b>	<b>2,729,364</b>



# SEWER FUND



**SEWER FUND  
REVENUE WORKSHEET  
FISCAL YEAR 2018/19**

Revenues and Other Sources:	Final 2018/19 Budget	Projected 2019/20 Budget
Sewer Sales	400,000	400,000
Connection Fees	2,000	2,000
Sanitation District Fees	0	0
Inspection Fees	100	100
FOG Program Inspections	1,849	1,914
Interest Income	0	0
Repayment from General Fund	113,940	113,940
<b>Total Revenues and CTotal Revenues</b>	<b>517,889</b>	<b>517,954</b>

**SEWER BUDGET  
OPERATIONS AND MAINTENANCE WORKSHEET  
FISCAL YEAR 2018/19**

<b>Operations &amp; Maintenance:</b>		<b>Final 2018/19 Budget</b>	<b>Projected 2019/20 Budget</b>
<b>Personnel</b>			
010	Wages and Salaries	72,666	72,633
020	Overtime	18,491	19,045
	Standby	0	0
061	PERS	0	0
071	Medicare Employer Portion	0	0
075	Workers Compensation Ins	2,983	3,087
090	Employee Insurances	0	0
<b>Total Personnel</b>		<b>94,140</b>	<b>94,765</b>
<b>Services and Supplies</b>			
100	Clothing	0	0
110	Communications & Dispatch	500	500
163	Maint: Wtr/Swr Struct	10,500	11,000
170	Maint: Equipment	3,250	3,500
173	Maint: Structures	1,500	1,600
175	Sys Parts/Oper Supp	8,000	8,250
177	Safety Expense	2,750	3,000
200	Office Expense	500	500
205	Outside UB Mailing Expense	8,750	9,000
220	Professional Services	2,500	2,500
222	Contract Engineering	2,750	3,000
226	Engineering & Other Reimburse	0	0
231	Bad Debt	250	250
241	Rents/Leases: Equip	2,500	2,500
248	Regulatory Permits and Fees	3,900	4,000
285	Classes/Seminars	2,750	2,850
290	Utilities	2,100	2,200
<b>Total Services and Supplies</b>		<b>52,500</b>	<b>54,650</b>
<b>Other Expenditures</b>			
301	Rental Payments to Equipment Fund	11,545	11,545
	<b>Encumbrance:</b> Facility CIP - Utilities Yard (Budget Adj 7/12/17)	2,943	
	<b>Encumbrance:</b> HWY One - Drainage Project Bdg AJE 1/25/2017	38,478	
	<b>Encumbrance:</b> Air Park Drive Bridge Replacement Project (Budget Adj 4/11/2018)	69,000	
<b>Total Other Expenditures</b>		<b>121,966</b>	<b>11,545</b>
<b>Admin Cost Allocation/Operating Crew Overhead</b>			
376	Allocation/Adm Exp	278,400	267,010
	Operating Crew Overhead and Direct Labor Cost Allocations	58,080	57,060
<b>Total</b>		<b>336,480</b>	<b>324,070</b>
<b>Reserve Designations</b>			
		0	0
		0	0
<b>Total Expenditures</b>		<b>605,086</b>	<b>485,030</b>





# GARBAGE FUND





**GARBAGE FUND  
REVENUE WORKSHEET  
FISCAL YEAR 2018/19**

<b>Revenues and Other Sources:</b>		<b>Final 2018/19 Budget</b>	<b>Projected 2019/20 Budget</b>
<b>Revenues</b>			
3501	Garbage Franchise Fees	96,003	99,363
	Landfill Savings Payment	8,027	8,308
	Interfund Loan Repayment from Water	7,500	7,500
<b>Total Revenues and Other Sources</b>		<b>111,530</b>	<b>115,171</b>

**GARBAGE BUDGET  
OPERATIONS AND MAINTENANCE WORKSHEET  
FISCAL YEAR 2018/19**

<b>Operations &amp; Maintenance:</b>		<b>Final 2018/19 Budget</b>	<b>Projected 2019/20 Budget</b>
<b>Personnel</b>			
010	Wages and Salaries	29,066	29,053
020	Overtime	0	0
061	PERS	0	0
071	Medicare Employer Portion	0	0
072	FICA & SUI	0	0
075	Workers Compensation Ins	895	895
090	Employee Insurances	0	0
<b>Total Personnel Cost</b>		<b>29,961</b>	<b>29,948</b>
<b>Services and Supplies</b>			
110	Communications & Dispatch	200	200
170	Maint: Equipment	500	550
175	Sys Parts/Oper Supp	1,500	1,500
200	Office Expense	1,000	1,000
210	Postage	500	500
220	Professional Services	2,000	2,000
230	Legal Notices	250	300
290	Utilities	500	500
291	School Outreach Programs	2,500	0
<b>Total Services and Supplies</b>		<b>8,950</b>	<b>6,550</b>
<b>Other Expenditures</b>			
	Charges from Equipment Fund	1,000	1,000
	<b>Encumbrance: 7/12/2017 - CIP Water Yard</b>	<b>1,471</b>	
<b>Total Other Expenditures Cost</b>		<b>2,471</b>	<b>1,000</b>

**GARBAGE BUDGET  
 OPERATIONS AND MAINTENANCE WORKSHEET  
 FISCAL YEAR 2018/19**

<b>Operations &amp; Maintenance:</b>		<b>Final 2018/19 Budget</b>	<b>Projected 2019/20 Budget</b>
<b>Admin Cost Allocation/Operating Crew Overhead</b>			
376	Allocation/Adm Exp	37,120	35,601
	Operating Crew Overhead and Direct Labor Cost Allocations	24,200	23,775
<b>Total</b>		<b>61,320</b>	<b>59,376</b>
<b>Reserve Designations</b>			
	Unassigned Reserves		
<b>Total Reserves</b>		<b>0</b>	<b>0</b>
<b>Total Expenditures</b>		<b>102,702</b>	<b>96,874</b>



# Oceano Community Services District

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

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

## EXHIBIT "A" – List of Encumbrances

- The Highway One/ 13<sup>th</sup> Street Drainage Project being implemented by the County of San Luis Obispo includes the requirement for the District to relocate some of its existing water and sewer pipelines. A budget adjustment was approved on January 25, 2017 and was encumbered in fiscal year 2017-18. The encumbrance needs to continue in fiscal year 2018-19. The County currently anticipates re-advertising bids in October 2018 since all bids were rejected in their original bidding effort. More recently, on July 25, 2018 a reimbursement agreement with the County was approved, which provides the District with the option of utilizing the County's contractor for the District's utility relocations. The District also has the option of bidding the work separately.

Water Fund Encumbrance	Revenues = \$ -0-	Expenditures = \$71,390	Net = \$71,390
Sewer Fund Encumbrance	Revenues = \$ -0-	Expenditures = \$38,478	Net = \$38,478

- The Water Resource Reliability Program includes multiple efforts to promote water supply sustainability. On December 14, 2016, a budget adjustment was approved including grants in the amount of \$198,397. As of June 30, 2018, program costs incurred were approximately \$43,630 with a remaining balances of \$154,767.

Water Fund Encumbrance	Revenues = \$ 154,767	Expenditures = \$154,767	Net = \$ -0-
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- The Local Hazard Mitigation Plan is being prepared in accordance with guidelines established by the Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services. The plan is being funded by a Local Hazard Mitigation Grant, which was approved with a budget adjustment on April 26, 2017, in the amount of \$47,391. No costs have been billed to the District.

General Fund Encumbrance	Revenues = \$47,391	Expenditures = \$47,391	Net = \$ -0-
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# Oceano Community Services District

Board of Directors Meeting

- The Utilities Yard Site Plan was approved with a budget adjustment on August 8<sup>th</sup>, 2017 in the amount of \$25,000 with \$10,000 from the Water Fund, \$10,000 from the Sewer Fund and \$5,000 from the Garbage Fund.

Water Fund Encumbrance	Revenues = \$ -0-	Expenditures = \$2,943	Net = \$2,943
Sewer Fund Encumbrance	Revenues = \$ -0-	Expenditures = \$2,943	Net = \$2,943
Garbage Fund Encumbrance	Revenues = \$ -0-	Expenditures = \$1,471	Net = \$1,471

- The Airpark Drive Bridge Replacement Project currently in construction by the County of San Luis Obispo includes the requirement for the District to relocate some of its existing water and sewer pipelines. A budget adjustment was approved on September 13, 2017. The District's work effort is scheduled for the Fall of 2018.

Water Fund Encumbrance	Revenues = \$ -0-	Expenditures = \$46,000	Net = \$46,000
Sewer Fund Encumbrance	Revenues = \$ -0-	Expenditures = \$69,000	Net = \$69,000

**OCEANO COMMUNITY SERVICES DISTRICT  
PLAN OF PAYMENT AND COMPENSATION  
SALARY SCHEDULE**  
For the Fiscal Year Ending June 30, 2019

Step Differential: Step:	A Step #1	2.50% B Step #2	2.50% C Step #3	5.00% D Step #4	5.00% E Step #5	5.00% F Step #6	5.00% G Step #7	5.00% Longevity Step #8
<b>General Manager</b>								
Hourly	\$94.23	\$96.59	\$99.00	-	-	-	-	-
Annual	\$196,000.00	\$200,900.00	\$205,923.00	-	-	-	-	-
<b>District Engineer/ Assistant General Manager (TBD - Estimated at \$135,000)</b>								
<b>Business and Accounting Manager I</b>								
Hourly	\$24.22	\$24.82	\$25.44	\$26.71	\$28.05	\$29.46	\$30.93	\$32.47
Annual	\$50,377.60	\$51,625.60	\$52,915.20	\$55,556.80	\$58,344.00	\$61,276.80	\$64,334.40	\$67,537.60
<b>Business and Accounting Manager II</b>								
Hourly	\$29.06	\$29.79	\$30.53	\$32.05	\$33.66	\$35.34	\$37.11	\$38.97
Annual	\$60,444.80	\$61,963.20	\$63,502.40	\$66,664.00	\$70,012.80	\$73,507.20	\$77,188.80	\$81,057.60
<b>Business and Accounting Manager III</b>								
Hourly	\$39.35	\$40.34	\$41.34	\$43.41	\$45.58	\$47.86	\$50.25	\$52.76
Annual	\$81,848.00	\$83,907.20	\$85,987.20	\$90,292.80	\$94,806.40	\$99,548.80	\$104,520.00	\$109,740.80
<b>Account Administrator I</b>								
Hourly	\$18.16	\$18.61	\$19.07	\$20.02	\$21.02	\$22.07	\$23.18	\$24.33
Annual	\$37,772.80	\$38,708.80	\$39,665.60	\$41,641.60	\$43,721.60	\$45,905.60	\$48,214.40	\$50,606.40
<b>Account Administrator II</b>								
Hourly	\$19.52	\$20.00	\$20.50	\$21.53	\$22.60	\$23.72	\$24.91	\$26.16
Annual	\$40,601.60	\$41,600.00	\$42,640.00	\$44,782.40	\$47,008.00	\$49,337.60	\$51,812.80	\$54,412.80
<b>Account Administrator III</b>								
Hourly	\$20.99	\$21.50	\$22.03	\$23.14	\$24.29	\$25.50	\$26.78	\$28.12
Annual	\$43,659.20	\$44,720.00	\$45,822.40	\$48,131.20	\$50,523.20	\$53,040.00	\$55,702.40	\$58,489.60
<b>Utilities System Supervisor</b>								
Hourly	\$29.96	\$30.71	\$31.48	\$33.05	\$34.70	\$36.42	\$38.26	\$40.17
Annual	\$62,316.80	\$63,876.80	\$65,478.40	\$68,744.00	\$72,176.00	\$75,753.60	\$79,580.80	\$83,553.60
<b>Utilities Operator I</b>								
Hourly	\$19.18	\$19.65	\$20.14	\$21.16	\$22.22	\$23.33	\$24.50	\$25.73
Annual	\$39,894.40	\$40,872.00	\$41,891.20	\$44,012.80	\$46,217.60	\$48,526.40	\$50,960.00	\$53,518.40
<b>Utilities Operator II</b>								
Hourly	\$20.61	\$21.13	\$21.65	\$22.75	\$23.88	\$25.07	\$26.34	\$27.66
Annual	\$42,868.80	\$43,950.40	\$45,032.00	\$47,320.00	\$49,670.40	\$52,145.60	\$54,787.20	\$57,532.80
<b>Utilities Operator III</b>								
Hourly	\$22.16	\$22.71	\$23.28	\$24.45	\$25.67	\$26.95	\$28.31	\$29.74
Annual	\$46,092.80	\$47,236.80	\$48,422.40	\$50,856.00	\$53,393.60	\$56,056.00	\$58,884.80	\$61,859.20
<b>Operator In Training</b>								
Hourly	\$17.84	\$18.28	\$18.75	\$19.68	\$20.66	\$21.70	\$21.75	\$23.93
Annual	\$37,107.20	\$38,022.40	\$39,000.00	\$40,934.40	\$42,972.80	\$45,136.00	\$45,240.00	\$49,774.40

Position Allocation List Approved Positions:	2017/18 PAL	Additions	Deletions	2018/19 PAL
General Manager	1	0	0	1
District Engineer/ Assistant General Manager	0	1		1
Business and Accounting Manager I/II/III	1			1
Account Administrator I/II/III	2			2
Temporary Part Time Account Administrator	1		-1	0
Permanent Part Time Account Administrator	0	1		1
Utilities System Supervisor	1			1
Utilities Operator I/II/III	2			2
Operator In Training	1			1
<b>Total</b>	<b>9</b>	<b>2</b>	<b>-1</b>	<b>10</b>

**THIS PLAN OF PAYMENT  
AND COMPENSATION IS  
SUBJECT TO CHANGE  
UPON THE APPROVAL OF  
THE NEW MEMORANDUM  
OF UNDERSTANDING WITH  
SERVICE EMPLOYEES  
INTERNATIONAL UNION  
LOCAL 620**

Notes:  
The Part Time Account Administrator I is limited to 24 hours per week.