



# Oceano Community Services District

## Summary Minutes

Regular Meeting Wednesday, September 27, 2023 – 6:00 P.M.

Location: OCSD BOARD ROOM

1. **CALL TO ORDER:** Called at approximately 6:00 p.m. by President Villa
2. **ROLL CALL:** Board members present: President Villa, Vice President Gibson, Director Austin, Director Joyce-Suneson and Director Varni.  
Staff present: Will Clemens, General Manager, Carey Casciola, Business & Accounting Manager and Daniel Cheung, Legal Counsel.
3. **FLAG SALUTE:** Led by President Villa
4. **AGENDA REVIEW:** Agenda accepted as presented with a motion by Director Austin with a second from Vice President Gibson and a 5-0 roll call.

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

Julie Tacker	Provided comments regarding a Coastal Commission hearing for the Airport Project.
April Dury	Provided comment regarding reportable action from closed session.

6. **SPECIAL PRESENTATIONS & REPORTS**

A. **STAFF REPORTS:**

- i. **Sheriff's South Station** – Commander Keith Scott - Absent
- ii. **Five Cities Fire Authority** – Steve Lieberman, Fire Chief - Absent
- iii. **Operations** - Utility Systems Manager - Tony Marraccino  
Continuing with weekly and monthly samples.  
6 work orders; 11 USAs; 6 customer service calls and 0 after-hours call outs.  
Completed meter reading, comment codes, leak notifications, re-reads and vegetation clearing around meter boxes.  
Continuing with sewer jetting.  
The backflow assembly device that failed at the Sheriff's station has been replaced and re-tested and passed.  
Continuing with trash pickup.  
A roll-off was delivered to the Senior Center for a community cleanup.  
The required lead and copper testing results have all been completed and delivered to the residents who participated.
- iv. **OCSD General Manager** – Will Clemens  
Reminder for the public – C.A.R.E4PAWS will be back onsite tomorrow for a pet wellness clinic.  
Assisted Hearing Devices are being installed this Friday.

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

- i. **President Villa** – Oceano Beach Community Association clean up at Senior Center.
- ii. **Vice President Gibson** – reported on the Zone 3 Advisory Committee meeting.
- iii. **Director Austin** – None
- iv. **Director Joyce-Suneson** – None
- v. **Director Varni** – None

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

April Dury	In support of improvements to the boardroom sound system.
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<b>7. CONSENT AGENDA:</b>	<b>ACTION:</b>
<ul style="list-style-type: none"> <li>a) Review the of Minutes for the Special Meeting held on September 21, 2023</li> <li>b) Review the of Minutes for the Regular Meeting held on September 27, 2023</li> <li>c) Review of cash disbursements</li> </ul>	<p>Agenda Item 7D was pulled for separate discussion.</p> <p>After an opportunity for public comment, Board and staff discussion, Vice President Gibson made a motion to approve consent agenda items 7A – 7C with a second from Director Austin a 5-0 roll call vote.</p> <p>Public Comment:  Julie Tacker – Provided comment regarding staff and board training.  April Dury – Provided comments regarding expenditure procedures.</p>

<b>7D. CONSENT AGENDA:</b>	<b>ACTION:</b>
Adoption of Plans and Specifications and Authorization of Advertisement for Construction Bids for Electric Vehicle Charger Installation Project (Contract No. 2023-02)	<p>After an opportunity for public comment, Board and staff discussion, Director Varni made a motion to approve staff recommendations with a second from Vice President Gibson a 5-0 roll call vote.</p> <p>Public Comment:  Julie Tacker – In support of further review of this agenda item.  April Dury – In support of further review of this agenda item.</p>

<b>8A. BUSINESS ITEMS:</b>	<b>ACTION:</b>
Discussion and consideration of revisions to the bylaws regarding the Oceano Community Services District Board of Directors decision making processes	<p>After an opportunity for public comment, Board and staff discussion, Director Varni made a motion directing staff to review the Board recommendations and return with proposed revisions with a second from Director Joyce-Suneson and a 5-0 roll call vote.</p> <p>Public Comment:  Julie Tacker – Provided comment regarding Director stipends and policies and procedures.  April Dury – Provided comment on annual audits.</p>

<b>8B. BUSINESS ITEMS:</b>	<b>ACTION:</b>
Continuation of Item 8A from the Regular Meeting of September 13, 2023 - Discussion and consideration of OPARC duties, governing policies and procedures, and committee membership, and proposed resolution and bylaws concerning the same	<p>After an opportunity for public comment, Board and staff discussion, the item was continued and will be brought to the next Board Meeting.</p> <p>Public Comment: None</p>

9. **HEARING ITEMS:** None

10. **RECEIVED WRITTEN COMMUNICATIONS:** None

11. **LATE RECEIVED WRITTEN COMMUNICATIONS:** Correspondence from Julie Tacker

Public Comment:

Julie Tacker
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Read portions of the FPPC letter.
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**12. FUTURE AGENDA ITEMS:**

Director Joyce-Suneson made a motion to place expenditure controls on a future agenda with a second from Director Varni.

Director Varni requested that items 8A and 8B be continued to the next board meeting.

Director Varni made a motion to place an OPARC budget expenditure to sponsor a Dia de Los Muertos event at the Oceano Community Center on November 5<sup>th</sup> on a future agenda with a second from President Villa.

Director Varni made a motion to place a press release on a future agenda with a second from Director Joyce-Suneson.

Director Varni made a motion to place the hiring of an audit firm to review our policies and procedures on a future agenda with a second from Director Joyce-Suneson.

**13. FUTURE HEARING ITEMS:** None

**14. CLOSED SESSION ITEMS:** None

**15. ADJOURNMENT:** Director Varni made a motion to adjourn the meeting at 8:35pm with a second from Director Joyce-Suneson and a 5-0 roll call vote.