



Oceano Community Services District

Summary Minutes – Regular Board Meeting

Wednesday, March 12, 2025, 6:00 P.M.

OCSD BOARD ROOM

1. **CALL TO ORDER:** The meeting was called to order at approximately 6:00 p.m. by President Gibson
2. **ROLL CALL:** Board members present: Director Austin, Director Joyce-Suneson, Director Villa, Vice President Rose, and President Gibson.
Staff present: Peter Brown, General Manager; Carey Casciola, Business & Accounting Manager; and Rob Schultz, Legal Counsel.
3. **FLAG SALUTE:** Led by President Gibson
4. **AGENDA REVIEW:** Peter Brown requested the following: Agenda Items 7G, 7D, and 7E to follow after Agenda Item 7A. Director Austin motioned to approve the agenda review with those changes, with a second from Director Villa and a 5-0 roll call vote.
5. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA:**

Gina McMahon	Expressed concerns about the fire Station 3 closure, road conditions and trees on S. 4 th Street, and firework sales.
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SPECIAL PRESENTATIONS & REPORTS

A. STAFF REPORTS:

- i. **Sheriff's South Station** – Sergeant Bird
Commander McDaniel has been in contact with State Parks regarding a travel trailer on Maui Circle – it will be removed/cleaned up shortly.
Calls for Service in February 2024 were 302
Calls for Service in February 2025 were 340
1 felony assault and battery / 3 disturbance calls / 0 burglary / 1 theft / 0 mail theft / 0 vandalism / 10 AOA (Assist Other Agency) / 6 suspicious circumstances / 1 suspicious vehicle / 47 law enforcement stops, resulting in 12 arrests.
- ii. **Five Cities Fire Authority** – FCFA Chief Hallet – absent
- iii. **Operations** - Utility Systems Manager Tony Marraccino
Lopez is 93% full (45,995 AF) 37 AF delivered from Lopez, and 4 AF pumped
11 work orders / 19 customer service calls / 9 USAs / 7 after-hours call-outs (4 were related to power failures; 1 was for a turn-on due to service disconnection; 1 was for a watermain break on Hwy 1, and 1 was for an irrigation repair on Hwy 1).
Smogged all vehicles and submitted the required annual report to the Bureau of Automotive Repairs (BAR)
Well House 4 – all piping has been disassembled / 4 tons of scrap metal was recycled
Sewer jetting for CCTV for the upcoming CIP project – all looks good except for a sewer lateral spot on Tierra Nueva Lane which has caused 2 SSOs, which we will dig up and disconnect from our collection system.
APCD inspection at Well 8 to verify emission inventory logs
Wilmar & 25th – manhole brought to grade / Finished concrete on 21st Street after new service installation
Door hangers / Lock Offs / Paved 24th street from repair to watermain
Demolished well 3 and restroom including concrete pad – 4 trips of concrete of recycling
New service on Beach St. for fire suppression
1st of the month equipment runs / weekly & monthly samples / daily rounds
Trenched at the yard for new office modular
Relocated alarm functions to Well House #4
3 Ready311 Tickets for Feb / 22nd Street S of Hwy 1 – had a contractor do a clean-up
Cross Connection requirement upcoming and will be challenging for staff

iv. General Manager – Peter Brown

Staff have been busy with trainings, preparations at the water yard and sewer jetting for CCTV. Attended two Zone3 TAC meetings and one finance TAC meeting for Zone3 – Lopez costs will be increasing. Attended several meetings regarding the Multi-jurisdictional hazard plans and Oceano’s needs will be addressed within that plan. Staff will be submitting 2 grant requests to Salud Carbajal’s office – one for our water system and one for our sewer system capital improvement. Attended several NCMA meetings. Last week Director Villa and I attended the WRAC meeting where new state water policies are being discussed. Interviewed by KSBY regarding the fundraising efforts for a track at the Oceano Elementary School.

B. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

- i. **President Gibson** (Zone 3 and RWQCB) – reported on the 3/5/2025 SSLOCSD meeting
- ii. **Vice President Rose** (RWMG, State Water Contractors, and Airport Land Use) - No reports
- iii. **Director Austin** (SSLOCSD and Zone 1/1A) – No reports
- iv. **Director Villa** (WRAC and Finance & Budget Committee) – reported on the 3/4/2025 OPARC meeting and the 3/5/2025 WRAC meeting.
- v. **Director Joyce-Suneson** (OPARC and CSDA) – reported on a fundraiser held at Oceano Elementary School (OES) and a donation presentation.

C. PUBLIC COMMENT ON BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS: None

6. CONSENT AGENDA:	ACTION:
a) Action: Review and Approve the Minutes for the Special Meeting held on February 12, 2025.	Director Austin asked that Agenda Item 6E be pulled for discussion.
b) Information: Cash Disbursements	
c) Action: Annual review of the District’s Investment Policy and Consideration of a Recommendation to approve a resolution adopting the District’s Investment Policy	After an opportunity for public comment and Board and staff discussion, Director Austin motioned to approve consent agenda items 6A-D and 6F as presented with a second from Director Villa with a 5-0 roll call vote.
d) Information: Submittal of the District’s Fiscal Year 2024-25 Quarter 2 Investment Report ending December 31, 2024	Public Comment: Julie Tacker – In support of a policy on lunches for staff. Gina McMahon – In support of sourcing grants for infrastructure costs.
e) Information: Update on the prohibition of all fireworks for sale, usage, and weed abatement in Oceano	
f) Action: Second Reading of An Ordinance Rescinding District Code 15 – Medical Emergency and Fire Response Services.	

6E. CONSENT AGENDA:	ACTION:
<p>Information: Update on the prohibition of all fireworks for sale, usage, and weed abatement in Oceano</p>	<p>After an opportunity for public comment and Board and staff discussion, the Board has requested that the General Manager inquire with the County of San Luis Obispo and FCFA regarding options for fireworks booths and weed abatement options.</p> <p>Public Comment: Greg Noe – In support of non-profit fireworks booths in Oceano to continue to support those in need. Julie Tacker – In support of weed abatement in Oceano and the District starting a new abatement program. Gina McMahon – In support of BOS Paulding hosting a town hall meeting at a different time other than the District’s meetings for better attendance and in support of fire services in Oceano. Alicia Douglas – In support of fire services back in Oceano and more outreach to those about the changes of fire services in Oceano. Mike Sherdahl – In support of non-profit fireworks booths in Oceano. Esther Meyer – In support of non-profit fireworks booths in Oceano.</p>

7A. BUSINESS ITEMS:	ACTION:
<p>Information: Purpose and Need of Water and Sewer Rates (Rates101)</p>	<p>After a presentation by Shawn Koorn of HDR an opportunity for public comment and Board and staff discussion, the Board gave informal direction to include a funding option to build a new District office under capital reserves.</p> <p>Public Comment: Julie Tacker – In support of a separate discussion regarding a new building space for the District.</p>

7G. BUSINESS ITEMS:	ACTION:
<p>Action: Review and discussion of OPARC Committee Member applications</p>	<p>After an opportunity for public comment and Board and staff discussion, Director Austin motioned to approve Andy Stenson, Wanda Monson, and Dwayne Brummet for two-year terms as OPARC committee members, with a second from President Gibson and a 5-0 roll call vote.</p> <p>President Gibson motioned to approve Ray Monson and Sunny Paz for OPARC at-large committee members, with a second from Vice President Rose and a 4-1 roll call vote. Director Joyce-Suneson dissented</p> <p>Public Comment: None</p>

7D. BUSINESS ITEMS:	ACTION:
<p>Action: Discussion and consideration of the Oceano Community Services Board creating a new Capital Improvement Program Advisory Committee</p> <p>It is recommended that the Oceano Community Services Board discuss and consider:</p> <ol style="list-style-type: none"> 1. Transition the Oceano Finance and Budget Committee to an Oceano Capital Improvement Program Committee and adopt a resolution to establish the bylaws. 2. Appointing two members of the OCSD Board to serve on the CIP Advisory Committee. 3. Direct Staff to seek applications for additional committee members and return to the Board for full committee appointments in April 2025. 	<ol style="list-style-type: none"> 1. After an opportunity for public comment and Board and staff discussion, Director Austin motioned to transition the Oceano Finance and Budget Committee to the Capital Improvement Program Advisory Committee and adopted the attached resolution to establish the bylaws as amended by the Board, with a second from President Gibson and a 4-1 roll call vote. Director Joyce-Suneson dissented 2. After an opportunity for public comment and Board and staff discussion, Vice President Rose motioned to appoint Director Austin and President Gibson to serve on the CIP Advisory Committee, with a second from Director Austin and a 4-1 roll call vote. Director Joyce-Suneson dissented 3. After an opportunity for public comment and Board and staff discussion, Director Austin motioned to direct Staff to seek applications for additional committee members and return to the Board for full committee appointments in April 2025, with a second from President Gibson and a 5-0 roll call vote. <p>Public Comment: Julie Tacker – Proposed options and ideas for the new committee.</p>

Vice President Rose exited the meeting at 7:40 PM.

7E. BUSINESS ITEMS:	ACTION:
<p>Action: Development of an OCSD Strategic Planning Document</p>	<p>After an opportunity for public comment and Board and staff discussion the Board provided direction to the General Manager to bring this item back at a future date with a cost analysis for consideration.</p> <p>Public Comment: None</p>

7B. BUSINESS ITEMS:	ACTION:
<p>Action: Consideration and approval of Election for the Integrated Waste Management Authority (IWMA) Special District Representative Ballot and Election for LAFCO Special District Board Representative; Candidate Votes; Submittal of Votes</p>	<p>After an opportunity for public comment and Board and staff discussion, Director Austin motioned to nominate Robert Enns for the IWMA District Representative, with a second from President Gibson with a 4-0 roll call vote. Vice President Rose absent.</p> <p>After an opportunity for public comment and Board and staff discussion, Director Austin motioned to nominate Ed Eby for the LAFCo seat through 2028, with a second from President Gibson with a 4-0 roll call vote. Vice President Rose absent.</p> <p>After an opportunity for public comment and Board and staff discussion, Director Villa motioned to nominate Navid Fardanesh for the LAFCo seat through 2026, with a second from President Gibson with a 4-0 roll call vote. Vice President Rose absent.</p> <p>Public Comment: None</p>

7C. BUSINESS ITEMS:	ACTION:
<p>Action: Review and discussion of the District's participation in the Delta Conveyance Project Planning/Design as a State Water Subcontractor within San Luis Obispo County.</p>	<p>After an opportunity for public comment and Board and staff discussion, Director Austin motioned to participate in the Delta Conveyance Project Planning/Design as a State Water Subcontractor within San Luis Obispo County, with a second from President Gibson with a 4-0 roll call vote. Vice President Rose absent</p> <p>Public Comment: None</p>

7F. BUSINESS ITEMS:	ACTION:
<p>Action: Review of the District's Budget Status as of December 31, 2024, and provide staff direction for the upcoming Budget Workshop on March 26, 2025, at 2:00 PM</p>	<p>After an opportunity for public comment and Board and staff discussion, the Board approved the upcoming budget workshop in March 26, 2025. Vice President Rose absent</p> <p>Public Comment: None</p>

8. **HEARING ITEMS:** None

9. **RECEIVED WRITTEN COMMUNICATIONS:** None

10. **FUTURE AGENDA ITEMS:** None

President Gibson adjourned the meeting to closed session at 8:20 PM.

11. **CLOSED SESSION:**

- a. **Pursuant to Government Code §54957 - Performance evaluation** – District Legal Counsel

12. **ADJOURNMENT:** President Gibson adjourned the meeting at approximately 8:35 PM

OCEANO COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 2025-

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OCEANO COMMUNITY ADOPTING THE BYLAWS OF THE OCEANO CAPITAL IMPROVEMENT PROJECTS COMMITTEE

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

WHEREAS, the Board, in its regular meeting on March 12, 2025, authorized the creation of a Capital Improvement Program (CIP) advisory committee to advise the Board of Directors on its capital improvement projects, finances and related fiscal issues, grants to support CIP projects; and,

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

WHEREAS, the Board desires to enumerate the duties and policies of the Oceano Capital Improvement Program Committee.

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

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

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PASSED AND ADOPTED by the Board of Directors of the Oceano Community Services District on _____, 2025, by the following vote:

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AYES:

NAYES:

ABSENT:

ABSTAIN:

President, Board of Directors of the

Oceano Community Services District

ATTEST:

Board Secretary of the
Oceano Community Services District

APPROVED AS TO FORM:

Robert Schultz, District Counsel

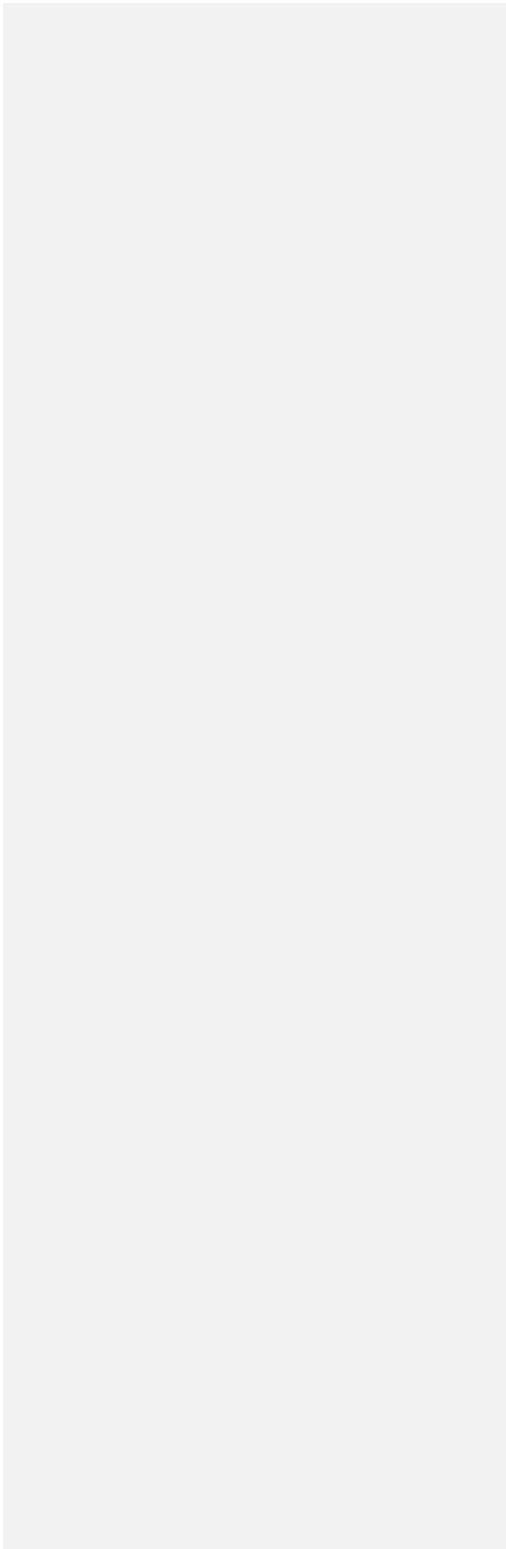


EXHIBIT A

BYLAWS FOR THE CAPITAL IMPROVEMENT PROJECTS COMMITTEE
OF THE OCEANO COMMUNITY SERVICES DISTRICT ("OCIP")

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SECTION I. DUTIES OF THE COMMITTEE

1. The purpose of the Oceano Capital Improvement Program Committee ("OCIP" or "Committee") is to advise the Board of Directors of the Oceano Community Services District ("District") regarding the District's capital improvement program and related issues.

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2. Pursuant to state law and the District's Bylaws, OCIP is an advisory committee to the District's Board of Directors ("Board"), and therefore shall not commit the District to any policy, act or expenditure";

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3. OCIP shall conduct the following activities and develop recommendations to the Board for its consideration:

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a. Review the proposed Annual Preliminary and Final Budgets.

b. Review the Quarterly Budget updates.

c. Review water and sewer CIP programs and projects.

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d. Researching grants related to the District's services, and review the applications for grants, recommending contracting with grant writers, and any/all funding sources that may help to enhance the maintenance and construction of the District's capital assets;

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e. Meet at least quarterly to receive updates on the status of capital projects and capital improvement plans; and

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f. Conduct an annual review of CIP projects underway, completed and anticipated in the coming year(s); and,

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Review the Annual Audit and related audit findings and recommendations

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g. Review proposed Bid Packages and plans and drawings

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SECTION II. POLICIES & PROCEDURES

1. In accordance with state law and the District's Bylaws, OCIP shall operate as a standing committee for purposes of the Brown Act and shall conduct all meetings of the committee as public meetings in accordance with all applicable requirements of the Brown Act.
2. OCIP shall coordinate with the District's General Manager, or the General Manager's designee, to prepare agendas and related materials for all committee meetings, which shall be posted on the District's website and physically posted at the District office.
3. OCSD staff shall maintain minutes for each of the committee's meetings and included with the meeting materials for the next regular meeting of the Board of Directors for its review; this shall be in addition to the verbal report which will be made by a Director-committee member at that meeting.

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SECTION III. COMMITTEE MEMBERSHIP

1. Membership of the Committee shall consist of the following:
 - a. Two members of the Board, one of whom shall be designated by the Board to serve as chair of the Committee;
 - b. One individual from the South San Luis Obispo County Sanitation District
 - c. One individual from the Five Cities Fire Authority,
 - d. Up to three individuals from the community or members with institutional knowledge of the community or District.
2. The Board shall appoint its members to OCIP at the same time each year, together with its appointment of President, Vice President and other committee memberships.
3. The Board may remove a member of the Committee at any time, with or without cause, by a majority vote of the Board.
4. Members of the Board may receive compensation for their service in accordance with applicable state law and District policy.

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