



Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

AGENDA BOARD OF DIRECTORS MEETING

1655 Front Street
6:30 P.M.

April 23, 2008

Oceano
Wednesday

BOARD MEMBERS

Jim Hill, President
Vern Dahl, Director
Barbara J. Mann, Director

Bill Bookout, Vice President
Pamela Dean, Director

SECRETARY TO THE BOARD

Patrick J. O'Reilly, General Manager

DEPUTY SECRETARY TO THE BOARD

Gina A. Davis, Administrative Assistant

FIRE CHIEF

Chief Mike Hubert

UTILITY OPERATIONS SUPERVISOR

Philip T. Davis

ALL ITEMS APPEARING ON THE AGENDA ARE SUBJECT TO BOARD ACTION

1. Roll Call
2. Flag Salute
3. Public Comment *
Any member of the public may address the Board on any item of interest within the jurisdiction of the Board. The Board will listen to all communications; however, in compliance with the Brown Act, the Board cannot act on items not on the agenda.
4. Board Member Items/Discussion *
5. Review and Approval of Minutes
 - a. April 9, 2008
6. Reports
 - a. Reports of District Department Heads
 - (1) Report of Administrative Assistant
 - (2) Report of Utility Operations Supervisor
 - (3) Report of Fire Department Operations
7. Fire Items
None

RULES FOR PRESENTING TESTIMONY

All persons who wish to present testimony to the Board of Directors in a public hearing must observe the following rules:

1. When beginning to speak, first identify yourself and place of residence. This is required for the public record. Board of Directors' meetings are tape recorded.
2. All remarks must be addressed to the Chair. Conversation or debate between the speaker at the podium and a member of the audience is not permitted.
3. Please keep your remarks as brief as possible. Focus your testimony on the most important facts you wish to be considered. Avoid duplicating testimony provided by others.
4. It is important that all participants conduct themselves with courtesy, dignity and respect.
5. Whenever possible, written testimony should be presented as well as oral. Written testimony can be submitted in advance of the actual hearing date.

8. Utility Items
 - a. Cleaning and Inspection of District Sewer and Water Lines
Continual Disclosure of the Emergency declared by the Board of Directors concerning the Cleaning and Inspection of the District Sewer and Water Mains.

9. Administrative Items
 - a. Quarterly Investment Report
Review and accept the Quarterly Cash Investment Report.

 - b. Committee Assignments*
Confirmation of Committee Assignments for Zone 3 proposed by President Hill.

 - c. Financial Reserves*
Report on the status of District Financial Reserves.

 - d. Financial Audit for Fiscal Year ending June 30, 2007*
Report on the status of the Financial Audit for the Fiscal Year ending June 30, 2008.

 - e. General Manager Performance Evaluation
Consider Form to be used by the Board of Directors to evaluate the performance of the General Manager.

10. Reports of District Representatives *
This item gives the President and Board Members the opportunity to present reports to other members regarding committees, commissions, boards, or special projects on which they may be participating.
 - a. **PRESIDENT JIM HILL**
 - (1) Fire Committee 04 15 2008
 - (2) Ethics Training 04 16 2008
 - (3) SSLOCSD 04 16 2008
 - (4) Other

 - b. **VICE PRESIDENT BILL BOOKOUT**
 - (1) Ethics Training 04 16 2008
 - (2) Fire Oversight Committee 04 18 2008
 - (3) Other

 - c. **DIRECTOR VERN DAHL**
 - (1) Zones 1/1A 04 15 2008
 - (2) ALUC 04 16 2008
 - (3) Ethics Training 04 16 2008
 - (4) OAC 04 21 2008
 - (5) Other

- d. **DIRECTOR PAMELA DEAN**
 - (1) Ethics Training 04 16 2008
 - (2) Other

- e. **DIRECTOR BARBARA MANN**
 - (1) Fire Committee 04 15 2008
 - (2) Ethics Training 04 16 2008
 - (3) District Liability 04 09 2008
 - (4) Other

- 11. General Manager Items/Discussion*
 - a. Other

- 12. Board Member Discussion*

- 13. Executive Session
 - a. CONFERENCE WITH REAL PROPERTY NEGOTIATOR – WATER RIGHTS AGREEMENT
CLOSED SESSION – A closed session pursuant to Government Code Section 54956.8 to meet with the agency's negotiator concerning property negotiations and to grant authority regarding terms. The property involved is an interest in the District's water entitlements. The person or persons with whom the agency negotiator may negotiate is the authorized agent for the City of Arroyo Grande.

- 14. Consideration of Warrants

- 15. Public Comment *

- 16. Written Communications
(Correspondence for the Board Received After Preparation of this Agenda is Presented by the General Manager)

Adjournment

* Oral Presentation/Discussion

ALL ITEMS APPEARING ON THE AGENDA ARE SUBJECT TO BOARD ACTION

Consistent with the American with Disabilities Act and California Government Code §54954.2 requests for disability related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires the modification or accommodation in order to participate at the referenced public meeting by contacting the District General Manager or Administrative Assistant at 805-481-6730.

**P.O. Box 599/Oceano, CA 93475
1655 Front Street/Oceano, CA 93445
(805) 481-6730 / FAX (805) 481-6836
www.oceanocsd.org ocsd@oceanocsd.org**

**OCEANO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES**

WEDNESDAY

April 9, 2008

OCEANO

The meeting was called to order by President Hill at 6:30 P.M.

1. Roll Call

Present: President Hill, Vice President Bookout, Director Dahl, Director Mann,
Director Dean

Absent: None

Staff Present: Patrick O'Reilly, Secretary to the Board/ General Manager, Gina A.
Davis, Deputy Secretary to the Board/ Administrative Assistant,
Philip T. Davis, Utility Operations Supervisor, John Bova, Fire
Captain, Alex Simas, District Legal Counsel, Ryan Fothergill, District
Legal Counsel

Staff Absent: None

2. Flag Salute

President Hill led the flag salute.

3. Public Comment

Bill Senna, Oceano resident, asked that a street light be installed to replace the one
removed by the developer at the end of Basin Street.

Jeanette Padilla, Oceano resident, stated that she did not believe it was right for the
office to be closed on Cezar Chavez Day. President Hill explained that it was a
state holiday which is authorized by District policy.

Brian Haskall, Commander, Sheriff's Station South presented his monthly report.

4. Board Member Items/Discussion

Director Mann reported that the County Board of Supervisors will discuss the sale of
the Oceano Dunes to the State at its meeting next Tuesday.

Director Dean reported that CalTRANS recognized its Workers Memorial day to
recognize the 170 CalTRANS workers killed in construction zones.

Vice President Bookout reiterated the importance of people from Oceano attending
the meeting of the County Board of Supervisors next Tuesday when they discuss
the possible sale of the Oceano Dunes to the State.

President Hill reminded people that Spring Cleanup week is from April 21st through
April 25th.

5. Review and Approval of Minutes

a. March 26, 2008

Paragraph 13 of the minutes were corrected to show that Vice President
Bookout recused himself but did not leave the room.

**On motion by Director Dahl, and second by President Bookout, the
Minutes of March 12th were approved as amended by unanimous voice
vote.**

OCEANO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES

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6. Fire Items

a. Weed Abatement Program

AA Davis presented the Fire Hazard Reduction Program for 2008. Director Mann suggested that the notice be included on the next set of water invoices.

During Public Comment, Maria Chavez, Oceano resident, requested that alleys be included in the program. GM O'Reilly advised her that the property owners adjacent to the alleys are responsible for alleys and assured her that they were included in the program.

Thereafter, after public comment, upon motion by Director Mann, second by Director Dean, and on the following roll call vote, to wit:

AYES: Director Mann, Director Dean, Vice President Bookout, Director Dahl, President Hill

NOES: None

ABSENT: None

The Board approved the Hazard Reduction Calendar for 2008; approved OCSD Resolution 2008-06, a Resolution Declaring Weeds on Certain Properties to be a Public Nuisance; scheduled a Public Hearing for Protests for June 11, 2008 at 6:30 pm in the OCSD Board Room; and directed staff to commence mailing notices.

b. Fireworks Program

GM O'Reilly presented the Fireworks Program for 2008. Board discussion centered around whether prospective participating organizations should be judged based on the quality of support they provide to the Oceano community; on whether the same organizations should return each year or whether organizations should be chosen randomly based on a lottery system; and whether organizations who violate safety and/or fire codes should be allowed to return in subsequent years.

During Public Comment, Antonio Maldonado, Oceano resident, stated that she prefers that the same organizations be allowed to return each year. Dave Angello, Oceano resident, stated that past practice was that once an organization was approved, it was automatically approved from then on until the organization decided to withdraw. Bill Senna, Oceano resident, said his experience was that it was difficult to get participants sometimes in the past and that organizations were allowed to continue once they had been selected. Tom Walen, Oceano resident representing three youth sports organizations, said he preferred a lottery system each year and that the organizations he represents would earmark funds being raised for scholarships. Michael Effeddgue, pastor of a local church, stated he preferred a lottery system with new organizations each year.

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President Hill stated that he understands that the organizations that have been doing this for a while rely on the funds made each year and felt they should be given some sort of notice if they were not going to be approved in the future.

Director Dean suggested she liked the lottery system, limiting the program to 5 organizations and having organizations that violate the fire code be denied a permit.

Thereafter, after public comment, upon motion by Director Dean, second by Vice President Bookout, and on the following roll call vote, to wit:

**AYES: Director Dean, Vice President Bookout, Director Dahl,
President Hill**

NOES: None

ABSTAIN: Director Mann

ABSENT: None

The Board directed staff to provide an application form to the five organizations who participated in the program last year and assure them of a permit if they apply by the established deadline; to accept applications from other organizations in case an existing organization did not apply again this year; to screen organizations to ensure the organizations were active in Oceano and funds were being used in the Oceano community; to limit the total number of permits issued to five; and to exclude from future consideration any organization that violated fire code at any time during the season.

- c. Fire Oversight Committee
President Hill appointed Vice President Bookout to be the primary member to the Fire Oversight Committee. He appointed Director Mann to be the alternate member.

Thereafter, after a request for public comment, (none being given), the appointments were approved by unanimous voice vote.

7. Utility Items

- a. Cleaning and Inspection of District Sewer and Water Lines
Staff presented the staff report and recommended that the Board continue the declaration of the emergency.

Thereafter, after a request for public comment, (none being given), upon motion by Director Dean, second by Director Mann, and on the following roll call vote, to wit:

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AYES: Director Dean, Director Mann, Vice President Bookout, Director Dahl, President Hill

NOES: None

ABSENT: None

The Board approved the continuance of the declaration of emergency.

8. Administrative Items

a. Rules of Order

Vice President Bookout moved that the Rules of Order be amended to elect the President and Vice President each year in December and to allow any Director to request an election to replace the President or Vice President at any regular meeting of the Board of Directors.

Director Mann asked District Legal Counsel Simas for his opinion on this change. He stipulated that it makes the District look silly and recommended against it. However, he also stipulated that it is proper in its legal form.

President Hill stated that Directors should have more respect for one another and this change would cause dissension.

Director Dahl stated that he supported the change because he feels it is inappropriate for the existing Board to decide who will be the President and Vice President for the next Board.

During Public Comment, the following Oceano residents spoke against the change: Jeanette Padilla, Dave Angello, Glenda Austin, Bill Senna, and Antonia Maldonado.

Thereafter, after public comment, upon motion by Vice President Bookout, second by Director Dean, and on the following roll call vote, to wit:

AYES: Vice President Bookout, Director Dean, Director Dahl

NOES: President Hill, , Director Mann

ABSENT: None

The Board approved the recommended change to Paragraph 1.4 of the Rules of Order and the addition of Paragraph 1.5 to the Rules of Order.

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b. District Legal Counsel Retainer Agreement Renewal and Codification of District Ordinances and Resolutions

Vice President Bookout recused himself and left the room because he is involved with litigation with the District, among other agencies, concerning flooding and drainage problems concerning his Oceano Nursery property located at the intersection of 13th Avenue and Highway 1.

GM O'Reilly presented the staff report recommending that a new contract with District Legal Counsel be approved. District Legal Counsel Simas reviewed the pertinent contents in the new contract.

Director Dean pointed out that codification of our ordinances and resolutions was one of the primary goals for the District for the year. President Hill concurred.

District Legal Counsel Simas pointed out that the paragraph 7a should have the word "hundred" removed.

Thereafter, after a request for public comment, (none being given), upon motion by Director Dean, second by Director Mann, and on the following roll call vote, to wit:

AYES: Director Dean, Director Mann, Director Dahl, President Hill

NOES: None

ABSENT: None (Vice President Bookout recused)

The Board approved the Agreement for CSD Attorney Services with Kirk & Simas.

Vice President Bookhouse returned and resumed his position on the Board.

President Hill declared a ten minute break at 8:04 PM.

President Hill called the meeting back to order at 8:18 PM.

c. Drainage and Flood Control Issues in Oceano

Vice President Bookout recused himself and left the room because he is involved with litigation with the District, among other agencies, concerning flooding and drainage problems concerning his Oceano Nursery property located at the intersection of 13th Avenue and Highway 1.

GM O'Reilly presented the staff report. He noted two typographical errors requiring correction. The last line of the twelfth "WhereAs" should read "Creek is

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the recipient of Oceano's". The last "WhereAs" should have a period after the word "owners" and the following "and" should be deleted.

President Hill said he felt the fourth "WhereAs" was incorrect and should be removed.

Thereafter, after a request for public comment, (none being given), upon motion by President Hill, second by Director Dean, and on the following roll call vote, to wit:

AYES: President Hill, Director Dean, Director Dahl, Director Mann,

NOES: None

ABSENT: None (Vice President Bookout recused)

The Board approved Resolution 2008-07, as amended, SUPPORTING EFFORTS OF INDIVIDUAL MEMBERS OF THE OCEANO COMMUNITY TO RESOLVE FLOODING CONDITIONS IN THE OCEANO COMMUNITY.

Vice President Bookout returned to the dais.

d. General Manager Performance Evaluation

This item was tabled to the next meeting by unanimous consensus of the Directors.

9. Reports of District Representatives

a. President Hill

President Hill deferred to Director Mann to report for the District Fire Committee meeting of 4/1/2008. He reported on the SSLOCSD meeting of 4/2/2008.

b. Vice President Bookout

Vice President Bookout had no reports.

c. Director Dahl

Director Dahl had no reports

d. Director Dean

Director Dean had no reports.

e. Director Mann

Director Mann reported on the Fire Committee meeting of 4/1/2008.

President Hill opened the floor to Public Comment. There was none.

10. General Manager Items/ Discussion

GM O'Reilly reported that the Closed Session item from the previous Board meeting has been resolved without the need for a Closed Session at this meeting. He reported that the District had internet connectivity problems for the past week that

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had only been corrected today. He reported that PG&E has advised that it will begin work on the street light on Melody Lane on April 16th. He announced that the Special Districts Legislative Day for 2008 will be held Monday, May 12th. He apologized to District employees for using the term "run of the mill" when referring to legal training that would be available to District employees.

11. Board Member Items/ Discussion

Director Dahl announced that he had received an anonymous letter and appreciated the time and thought that the drafter used and thanked the drafter for submitting it. Director Mann said that one page of the warrant list was still too small for her to read.

President Hill agreed about the need for readable warrant lists. He recognized that Morgan Torrell of San Luis Obispo County was doing a good job processing our sewer repairs. He also stated that he is concerned about the delay in obtaining the financial audit.

There was no public comment.

12. Consideration of Warrants

Thereafter, after a request for public comment, (none being given), upon motion by Director Mann, second by Director Dahl, the Board approved the warrants by unanimous voice vote.

13. Public Comment

None

14. Written Communication

None

The meeting was adjourned by President Hill at 8:38 pm.

Patrick O'Reilly, Secretary to the Board



Oceano Community Services District

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

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April 23, 2008

TO: Board of Directors, OCSD

FROM: Patrick J. O'Reilly, General Manager *PJO*

SUBJECT: CLEANING AND INSPECTION OF DISTRICT SEWER AND WATER LINES

1. Public Contracts Code Section 22050(c)(1) requires that if the governing body orders any action after the emergency has been declared, the governing body shall review the emergency action at its next regularly-scheduled meeting and at every regularly-scheduled meeting thereafter until the action is terminated, to determine, by four-fifths vote, that there is need to continue the action.

THE RECOMMENDED ACTION BEFORE YOUR BOARD is to: by Board discussion, public comment, motion, second, and roll call vote, determine, by four-fifths vote, that there is a need to continue the action.

Agenda Item 04 23 2008 8.a.



Oceano Community Services District

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April 23, 2008

TO: Board of Directors, OCSD

FROM: Patrick J. O'Reilly, General Manager *PJO*

SUBJECT: GENERAL MANAGER PERFORMANCE EVALUATION

1. At the meeting of the Board of Directors on March 26, 2008, Director Mann requested that an agenda item be included for the meeting of the Board of Directors on April 9, 2008 that would allow the Directors to discuss evaluation forms that might be used to evaluate the General Manager. Action on this item was tabled on April 9th for discussion at the next regularly scheduled Board meeting.
2. Attachment A is the form suggested by President Hill on March 26, 2008.
3. Attachment B is the form suggested by GM O'Reilly.
4. Attachment C is the Job Description for the General Manager.
5. Attachment D includes paragraph 10 of the General Manager's contract which discusses performance evaluation of the General Manager.

THE RECOMMENDED ACTION BEFORE YOUR BOARD is to: by Board discussion and public comment, develop a consensus on a form, criteria and process to be used to evaluate the performance of the General Manager.

Agenda Item 04 23 2008 9.e.

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Oceano Community Services District
Evaluation Form - General Manager

NAME: Patrick O'Reilly

PERFORMANCE PERIOD: August 2007 - March 2008

PERFORMANCE AREAS

1. Effectiveness in leading OCSD and following directions of the Board:

Exceeds expectations Meets expectations Below expectations

Comments: _____

2. Progress toward completion of Mid Year Budget Review:

Exceeds expectations Meets expectations Below expectations

Comments: _____

3. Efficiency and Effectiveness of Office Management:

Exceeds expectations Meets expectations Below expectations

Comments: _____

4. Effectiveness in Developing District Budget:

Exceeds expectations Meets expectations Below expectations

Comments: _____

5. Effectiveness and Timeliness in Conduct of District Business:

Exceeds expectations Meets expectations Below expectations

Comments: _____

6. Policy Development:

Exceeds expectations Meets expectations Below expectations

Comments: _____

7. Communication and Public Outreach:

Exceeds expectations Meets expectations Below expectations

Comments: _____

8. Effectiveness of Communication with Board:

Exceeds expectations Meets expectations Below expectations

Comments: _____

9. Clarity and Effectiveness of Staff Reports and Presentations to Board:

Exceeds expectations Meets expectations Below expectations

Comments: _____

10. Personnel Management and Employee Relations:

Exceeds expectations Meets expectations Below expectations

Comments: _____

Overall Performance:

Exceeds expectations Meets expectations Below expectations

Comments: _____

Director Name _____ Signature _____ Date _____

OCEANO COMMUNITY SERVICES DISTRICT

GM EVALUATION FORM

1. KEY ACTIVITIES IN JOB DESCRIPTION

- a. BOARD ACTIVITIES (SATISFACTORY UNSATISFACTORY)
- b. BUDGETS (SATISFACTORY UNSATISFACTORY)
- c. FINANCING (SATISFACTORY UNSATISFACTORY)
- d. STAFFING (SATISFACTORY UNSATISFACTORY)
- e. QUALITY ASSURANCE (SATISFACTORY UNSATISFACTORY)
- f. CUSTOMER RELATIONS (SATISFACTORY UNSATISFACTORY)
- g. INFORMATION SYSTEMS (SATISFACTORY UNSATISFACTORY)
- h. REQUIREMENTS (SATISFACTORY UNSATISFACTORY)

2. ESTABLISHED GOALS

3. OVERALL PERFORMANCE

SATISFACTORY UNSATISFACTORY

DIRECTOR _____

DATE _____

GM EVALUATION FORM

Components of BOARD ACTIVITIES

- Ensures that the Board is adequately briefed on all relevant matters at all times.
- Prepares Board meeting agendas and minutes, reports, briefs, plans, and background documentation as required for Board consideration or approval. Submits all attendant documentation to Board members in advance of the meetings, as directed by the Board.
- Attends Board meetings, records minutes, makes presentations as directed, and provides advice.
- Initiates actions directed by the Board and required by District policies. Coordinates and monitors these assigned tasks to completion. Such actions may include initiating special studies, contracts and service agreements.
- Attends other internal and external meetings, conferences, and training as directed by the Board.

Components of BUDGETS

- Establishes, maintains, and administers District accounting policies, procedures and applications in compliance with regulatory mandates, government best practices, and subject to Board approval.
- Prepares, submits for approval, explains, controls, and administers the District budget in accordance with District policies and procedures as per priorities and objectives set by the Board.
- Prepares District wide capital improvement planning and budgets in accordance with District policies and procedures as per priorities and objectives set by the Board.
- Administers disbursements from all budgets in accordance with District policies and procedures.

Components of FINANCING

- Prepares policies and procedures governing financing activities that comply with regulatory requirements, government best practices, and submits them for Board approval.
- Coordinates grant funding research and application processes.
- Oversees investment of funds.
- Oversees financing of capital budgets.

GM EVALUATION FORM

Components of STAFFING

- Prepares and implements Human Resources policies and procedures, subject to Board approval. Such policies and procedures shall include:
 - Hiring, termination, promotion, rewards and recognition, performance reviews and employee feedback, and benefits administration.
 - Labor relations including grievance administration.
 - Compliance with State and Federal labor laws for notifications and postings as well as mandated training and reporting for safety, sexual harassment, family and medical leave, and other requirements.
- With the approval of the Board, and within budgeted limits, ensures the appropriate staffing levels for service delivery in the District.
- Hires, promotes, disciplines, terminates and supervises employees.
- The GM represents the District in employment matters including pay, benefits, and grievance resolution.

Components of QUALITY ASSURANCE

- Prepares, recommends, maintains, and reviews District policies subject to Board approval to assure they are current, pertinent, and effective in carrying out the mandates of the District.
- Prepares, maintains, and administers the execution of procedures that effectively implement the District policies.
- Promotes "Safety First" as a primary concern in all District activities. Assures that a strong safety culture pervades the staff by reinforcing safety with programs, practices, training, rewards, and incentives designed to eliminate accidents and injuries.
- Monitors the delivery of core District services to ensure they are safe, efficient, and cost effective. Continuously seeks improvement in practices and procedures that will maximize efficiency, economy, and productivity.

Components of CUSTOMER RELATIONS

- Prepares and implements policies and procedures for customer relations.
- Sets the example and reinforces customer service as the top priority of staff and managers who have direct contact with the District's constituents.
- Maintains cordial relations with all persons in contact with the District and expects the same of all District employees.
- Courteously responds to public requests for information or explanations. Promptly resolves complaints and proactively explains options and appeals procedures when

GM EVALUATION FORM

disputes arise.

- Encourages citizen participation in the District.
- Identifies and evaluates opportunities to measure and improve customer service ratings and comments.

Components of INFORMATION SYSTEMS

- Prepares and implements policies and procedures to control and maintain District information systems.
- Implements measures to protect customer information and District records from accident or malicious tampering.
- Recommends and budgets for adequate hardware, software, networks, and related technology to efficiently and safely conduct District business.

REQUIREMENTS

- Must become a certified California Community Services District Manager within two years of employment
- Must have valid California drivers license
- Must be bondable in the State of California

JOB DESCRIPTION

POSITION TITLE: General Manager ("GM")
STATUS: Full Time/Contract
DEPARTMENT: Administration
FLSA: Exempt
SALARY: Annual, D.O.E.
BENEFITS: CalPers, Benefit Package

OVERVIEW

Oceano Community Services District (the "District") is a fiscally-sound, multi-service special District which provides the 7,600 residents and businesses within the boundaries of its 1.7 square mile area with water and sewer services, fire protection, street lighting, refuse collection and parks and recreation program.

The District staff consists of 36 employees, 13 of which are full time. The GM acts as the chief executive officer of the District and serves at the pleasure of the Board.

KEY RESPONSIBILITIES

- 1) Act as executive officer for the District under the direction of the Board of Directors (the "Board").
- 2) The GM administers the operations and works of the District, subject to approval of the Board.
- 3) Engages in day-to-day management of the District and all District employees.
- 4) Has charge, responsibility and control over all accounts, budgets, staff, and property of the District.
- 5) Hires, manages, promotes, recognizes, disciplines and terminates employees and manages labor relations.

KEY ACTIVITIES

Board Activities

- Ensures that the Board is adequately briefed on all relevant matters at all times.
- Prepares Board meeting agendas and minutes, reports, briefs, plans, and background documentation as required for Board consideration or approval. Submits all attendant documentation to Board members in advance of the meetings, as directed by the Board.
- Attends Board meetings, records minutes, makes presentations as directed, and provides advice.
- Initiates actions directed by the Board and required by District policies. Coordinates and monitors these assigned tasks to completion. Such actions may include initiating special studies, contracts and service agreements.
- Attends other internal and external meetings, conferences, and training as directed by the Board.

Budgets

- Establishes, maintains, and administers District accounting policies, procedures and applications in compliance with regulatory mandates, government best practices, and subject to Board approval.
- Prepares, submits for approval, explains, controls, and administers the District budget in accordance with District policies and procedures as per priorities and objectives set by the Board.
- Prepares District wide capital improvement planning and budgets in accordance with District policies and procedures as per priorities and objectives set by the Board.
- Administers disbursements from all budgets in accordance with District policies and procedures.

Financing

- Prepares policies and procedures governing financing activities that comply with regulatory requirements, government best practices, and submits them for Board approval.
- Coordinates grant funding research and application processes.
- Oversees investment of funds.
- Oversees financing of capital budgets.

Staffing

- Prepares and implements Human Resources policies and procedures, subject to Board approval. Such policies and procedures shall include:
 - Hiring, termination, promotion, rewards and recognition, performance reviews and employee feedback, and benefits administration.
 - Labor relations including grievance administration.
 - Compliance with State and Federal labor laws for notifications and postings as well as mandated training and reporting for safety, sexual harassment, family and medical leave, and other requirements.
- With the approval of the Board, and within budgeted limits, ensures the appropriate staffing levels for service delivery in the District.
- Hires, promotes, disciplines, terminates and supervises employees.
- The GM represents the District in employment matters including pay, benefits, and grievance resolution.

Quality Assurance

- Prepares, recommends, maintains, and reviews District policies subject to Board approval to assure they are current, pertinent, and effective in carrying out the mandates of the District.
- Prepares, maintains, and administers the execution of procedures that effectively implement the District policies.
- Promotes “Safety First” as a primary concern in all District activities. Assures that a strong safety culture pervades the staff by reinforcing safety with programs, practices, training, rewards, and incentives designed to eliminate accidents and injuries.
- Monitors the delivery of core District services to ensure they are safe, efficient, and cost effective. Continuously seeks improvement in practices and procedures that will maximize efficiency, economy, and productivity.

Customer Relations

- Prepares and implements policies and procedures for customer relations.
- Sets the example and reinforces customer service as the top priority of staff and managers who have direct contact with the District's constituents.
- Maintains cordial relations with all persons in contact with the District and expects the same of all District employees.
- Courteously responds to public requests for information or explanations. Promptly resolves complaints and proactively explains options and appeals procedures when disputes arise.
- Encourages citizen participation in the District.
- Identifies and evaluates opportunities to measure and improve customer service ratings and comments.

Information Systems

- Prepares and implements policies and procedures to control and maintain District information systems.
- Implements measures to protect customer information and District records from accident or malicious tampering.
- Recommends and budgets for adequate hardware, software, networks, and related technology to efficiently and safely conduct District business.

KEY RELATIONSHIPS

- Community residents, business owners, other customers and the general public
- Board of Directors (5)
- Administrative Assistant and Staff (4)
- Water & Sewer Supervisor and employees (4)
- Fire Chief and Firefighters (22)
- District Legal Counsel, Engineer and other consultants
- Representatives of other local, state and federal governments
- Representatives of local community groups and other organizations

QUALIFICATIONS

Formal Education and Experience

- A bachelor's degree in accounting, business administration, management, public administration, engineering, or a related field.
- Five years relevant management experience.

Other Skills/Knowledge

- Demonstrated skills in team leadership and development.
- Ability to read, analyze and interpret financial statements and statistical data.
- Skills in oral and written communication and presentations
- Ability to deal effectively with staff, board members and the public with tact and diplomacy.
- Familiarity with the legal and technical aspects associated with providing governmental utility services, including fire.
- Understanding of computer applications for business and utility operations.
- Ability to speak Spanish a plus.

Requirements

- Must become a certified California Community Services District Manager within two years of employment
- Must have valid California drivers license
- Must be bondable in the State of California

MANAGER the sum of **three hundred dollars (\$300.00)** per month plus mileage reimbursement.

10. PERFORMANCE EVALUATION.

a. The Board shall review and evaluate Employee's performance annually during June of each year in accordance with specific criteria developed jointly by the Board and Employee. Said criteria may be added to or deleted from as the Board may from time to time determine. Further, the Board President shall provide Employee with a summary written statement of the Board's findings and provide Employee with an adequate opportunity to discuss his evaluation with the Board.

b. Annually, the Board and Employee shall define such goals and performance objectives which they determine necessary for Employer's proper operation, and in the attainment of the Board's policy objectives and shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced to writing. They shall generally be attainable within the time limitations as specified and the annual operating and capital budgets and appropriations provided.

11. TERMINATION.

a. Except as otherwise provided herein, Employer may terminate this Agreement on two (2) months written notice to Employee. Unless otherwise agreed by the parties, Employee shall continue to work and receive all compensation and benefits during the notice period. Alternatively, the Board, in its sole discretion, may immediately terminate Employee by written notice to that effect and in such event, Employer shall pay Employee a lump sum cash payment equal to six (6) months base salary. Provided however, that if Employee is terminated for good cause, then Employer shall have no obligation to pay such severance pay. For the purposes of this Agreement, "good cause" includes, but is not limited to each of the following:

- i. A material breach of the terms of this Agreement.
- ii. A failure to perform his duties in a professional and responsible manner consistent with generally accepted professional standards.
- iii. Conduct unbecoming the position of General Manager or likely to bring discredit or embarrassment to the District.
- iv. Removal from office by a Grand Jury.
- v. Intentional or gross misconduct.

b. If Employee voluntarily resigns his position, Employee shall provide Employer with two (2) months advance notice unless the parties agree otherwise.

c. Except as otherwise provided herein, this Agreement expressly is declared to create an "at will" employment and is terminable at any time by either party without notice.

12. BONDING. Employer shall bear the full cost of any fidelity or other bonds required of Employee by law to perform his duties.



OCEANO COMMUNITY SERVICES DISTRICT

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

805/481-6730

fax 805/481-6836

April 23, 2008

TO: Patrick J. O'Reilly, General Manager

FROM: Cindy J. Winter, Girl Friday

SUBJECT: **ANNUAL INVESTMENT REPORT/DISTRICT INVESTMENT POLICY
QUARTER ENDED MARCH 31, 2008**

In accordance with the District's Board-approved investment portfolio, all District investments are with the following agencies:

There are sufficient funds to meet the next 30 days' obligations.

TYPE OF INTEREST	INSTITUTION	DATE OF MATURITY	CASH BALANCE	QUARTERLY INTEREST PAID AND RATE
Pooled Investments:				
	SLO County Fund 41005-00000	Demand	\$ 684,161.19	\$ x,xxx.xx X.xx%
	LAIF	Demand	* \$ 401,225.21	\$ 4,116.91 4.18%
Non-FDIC Investments:				
Mutual Fund Account Sweep Account	Rabobank	Demand	* \$ 219,036.26	\$ 3,048.68 3.29%
FDIC Investments:				
Facilities Fees	Rabobank	CD	* \$ 227,437.10	\$ 1,909.40 2.90%
Checking Account Operating	Rabobank	Demand	<u>\$ 100,000.00</u>	0.00 <u>0.00%</u>
Quarterly Interest				<u>\$ 9,074.99</u>
TOTAL BALANCE FUNDS ON DEPOSIT AT 03-31-2008			<u>\$ 1,631,859.76</u>	

* (Includes interest for the quarter ended March 31, 2008)
(Balance at 03-31-07 Quarter End - \$1,568,981.00)

Agenda Item 04 23 2008 9.a.



Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

April 9, 2008

To: Patrick O'Reilly, General Manager

From: Philip T. Davis, Utility Operations Supervisor

SUBJECT: DEPARTMENT REPORT FOR THE MONTH OF MARCH 2008

The District crew installed 2 new sewer laterals during the month. They also located and exposed the water and sewer mains in several places in the easement between Juanita and Sandpiper. This job was necessary to assist the District Consulting Engineer (DCE) in preparing accurate plans for the proposed sewer main repair project.

In the Water Department two leaks were reported during the month. One was a failure in a 2-inch PVC fitting and the other was located inside the customer's property. There were two power failures during March. One was just a short one, but the other lasted for over 45 minutes. We started the Rolls Royce generator, but while we were making the switch over to generator power, the electricity came back on.

We had a few anxious moments at the Wilmar Water Yard one morning when we found that the pump controller had failed. The controller also handles several of the alarm sensors. We were not aware of any problems until we arrived at work and the tanks were low! It took over a week to get the necessary repair parts. During that time we had to live without our alarm systems. We also had to operate booster pumps, the wells and the Lopez supply valve manually. In addition, due to the dry weather and to the several hot days during the month, the fluctuations in water usage were extreme. It is very important that we keep ahead of any changing water demands. It is always important to keep a safe supply of water on hand. Due to equipment and controller failures, we had to run the pumps longer and many late night and early morning visits to the water yard were necessary.

Routine jobs completed in March included weekly collection of water system samples for analyses, hanging the 48-hour door hangers, completing the non-pay turn-offs, and reading the system water meters. Other jobs completed were maintenance on the chlorination system at Well 8, routine water meter maintenance, and maintenance on Engine 5. The Rolls Royce generator was out of service for four days when its water pump on the Rolls Royce failed.

Agenda Item 6. a. (1)

Patrick J. O'Reilly
April 9, 2008
Page two

The District crew also installed approximately 75 feet of underground conduit necessary for PG&E to install a new street light on Christmas Tree Place at Melody Lane.

The District produced 75.45 acre feet of water during March, 2008. This was calculated as 48 acre feet of State water, 7.59 acre feet of Lopez water, and 19.85 acre feet of ground water. The total amount of water produced in March 2008 was 36.7 % more than was produced in February, 2008, and it was 12.9 % more than was produced one year ago in March, 2007.



Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

WARRANT SUMMARY

\$6,210.50	FIREFIGHTER PAYROLL THRU 033108	PR0402A
21,154.37	REGULAR PAYROLL THRU 041208	PR0402B
640.66	FINAL PAYROLL THRU 042608/SUMPTER	PR0403
<u>30,366.72</u>	REGULAR WARRANTS THRU 022708	EX0849
<u>\$31,007.38</u>	TOTAL WARRANTS SUBMITTED	
	FOR APPROVAL: 042309	

\$0.00 **WARRANTS VOIDED**

CK.#	LAST NAME	F	M	REGULAR	O.T.	OTHER	AUTO/BUS	GROSS	NET PAY
46224	GALPEAULT	E	D	468.00	.00	.00	.00	468.00	408.45
46225	DUNBAR	G	A	120.00	.00	.00	.00	120.00	89.86
46226	GARCIA			137.69	.00	.00	.00	137.69	116.05
46227	KALATA	P	J	1656.00	.00	.00	.00	1656.00	1342.40
46228	STEELE	A	J	396.00	.00	.00	.00	396.00	345.02
46229	SCHMIDT	H	E	770.00	.00	.00	.00	770.00	694.43
46230	CORSIGLIA	S	L	250.00	.00	.00	.00	250.00	218.87
46231	LANE	L	R	1672.00	.00	.00	.00	1672.00	1364.01
46232	LOCOCO	I	D	511.50	.00	.00	.00	511.50	468.28
46233	HUNT	N	A	379.50	.00	.00	.00	379.50	347.43
46234	WELKER			396.00	.00	.00	.00	396.00	362.54
46235	BENNET	H	M	528.00	.00	.00	.00	528.00	452.66
				7284.69	.00	.00	.00	7284.69	6210.50 *

12 RECORDS PROCESSED

FIREFIGHTER PAYROLL FOR THE PAY PERIOD ENDING 03 31 2008 (PR0402A)

CK.#	LAST NAME	F M	REGULAR	O.T.	OTHER	AUTO/BUS	GROSS	NET PAY
46281	SUMPTER	H M	605.34	.00	51.78	.00	657.12	640.66
			605.34	.00	51.78	.00	657.12	640.66 *

1 RECORDS PROCESSED

FINAL CHECK/SUMPTER
PAYROLL FOR THE PAY PERIOD ENDING 04 26 2008 (PR0403)

CK.#	LAST NAME	F M	REGULAR	O.T.	OTHER	AUTO/BUS	GROSS	NET PAY
46237	O'REILLY	F U	3365.60	.00	332.50	150.00	3848.10	2900.36
46238	DAVIS	M U	2327.84	.00	.00	.00	2327.84	1843.38
46239	WINTER	M U	2077.51	.00	38.63	.00	2116.14	1386.38
46240	REA	M U	1274.40	.00	.00	.00	1274.40	1092.15
46241	SUMPTER	M U	1274.40	.00	.00	.00	1274.40	1046.22
46242	DAVIS	M U	2477.52	.00	.00	.00	2477.52	1820.92
46243	TORRES	M U	1735.68	325.44	.00	.00	2061.12	1796.61
46244	SILVEIRA	M U	1617.84	364.02	.00	.00	1981.86	1238.26
46245	LANGSTAFF	M U	1323.76	49.64	.00	.00	1373.40	895.17
46246	LEATHERS	M U	2436.56	1028.58	.00	.00	3465.14	2561.89
46247	BOVA	M U	2370.20	.00	.00	.00	2370.20	1792.60
46248	RODLIN	M U	612.00	.00	.00	.00	612.00	523.59
46249	ANGELLO	M U	2321.37	474.08	.00	.00	2795.45	1838.72
46250	FUKUHARA	M U	456.50	.00	.00	.00	456.50	418.12
			25671.18	2241.76	371.13	150.00	28434.07	21154.37 *

14 RECORDS PROCESSED

REGULAR (PERS) PAYROLL FOR THE PAY PERIOD ENDING 04 12 2008 (PR0402B)

PAGE 3 OF 8

PAYEE	VEND.NO.	CHECK DATE	CHECK #	CHECK AMT	PREPAID
WALLACE GROUP	35541	42308	46277	13336.67	0
KIRK & SIMAS	18780	42308	46264	3509.41	0
CITY OF ARROYO GRANDE	2083	42308	46253	1852.56	0
AGP VIDEO	700	42308	46252	1230.00	0
NOSSAMAN, GUTHNER, KNOX ETAL	23375	42308	46266	1156.53	0
A.C.E., INC. 3424	17200	42308	46263	1125.00	0
RICHARD JONES DBA	36349	42308	46278	1104.00	0
STAPLES BUSINESS ADVANTAGE	32425	42308	46273	1013.89	0
BURDINE PRINTING	4548	42308	46256	680.93	0
GARING TAYLOR & ASSOC.	14464	42308	46261	592.50	0
J.B. DEWAR, INC.	11150	42308	46259	581.48	0
CLINICAL LABORATORY OF	8135	42308	46258	530.00	0
PITNEY BOWES GLOBAL FINANCIAL	25741	42308	46267	444.02	0
SHORELINE LANDSCAPE AND	31400	42308	46270	439.61	0
SAN LUIS OBISPO, COUNTY OF	28314	42308	46268	374.90	0
FSC ELECTRICAL SERVICES	14040	42308	46260	358.38	0
THE GAS COMPANY	31878	42308	46272	283.54	0
ULTREX BUSINESS PRODUCTS	34400	42308	46276	280.76	0
VERIZON WIRELESS	15500	42308	46262	249.93	0
MISSION LINEN SUPPLY	21186	42308	46265	205.22	0
HSM ELECTRONIC PROTECTION SERV	33040	42308	46275	168.00	0
BLACKBURN MANUFACTURING CO	3740	42308	46255	147.57	0
SAN LUIS OBISPO, COUNTY OF	28611	42308	46269	145.46	0
ADVANTAGE ANSWERING PLUS, INC	599	42308	46251	131.95	0
AVAYA, INC	2375	42308	46254	121.41	0
CARQUEST	31875	42308	46271	97.32	0
REA, GINA	91212	42308	46279	96.22	0
CHARTER COMMUNICATIONS	7500	42308	46257	47.99	0
KALATA, PAUL J.	91213	42308	46280	38.75	0
SUMPTER, HEATHER	32775	42308	46274	22.72	0
				30366.72	*

30 RECORDS PROCESSED

PAYEE	DETAIL OF DEMANDS	VEND.NO.	INV.NO.	ACCOUNT	DEPT NAME	CHECK NO.	CHECK AMOUNT	JOB/PROJECT	KEY #
03/08 ANSWER SERV ADVANTAGE ANSWERING PLUS, INC		00599	94462	02-4400-110	WATER	046251	131.95 131.95		40
02-13-08 VIDEO SERV			2715	01-4100-220	ADMINISTRA		585.00		10
02-13-08 VIDEO SERV OT			2715	01-4100-220	ADMINISTRA		60.00		20
02-27-08 VIDEO SERV			2715	01-4100-220	ADMINISTRA		585.00		30
AGP VIDEO		00700				046252	1,230.00		
6701:CYN CREST WHEEL			08-014	02-4400-297	WATER		1,784.40	670160297	50
6704:CHRISTIE FAM WHEEL			08-014	02-4400-297	WATER		68.16	670460297	60
CITY OF ARROYO GRANDE		02083				046253	1,852.56		
MAINT THRU 03/14-06/12/08 AVAYA, INC			2727017117	01-4100-111	ADMINISTRA	046254	121.41 121.41		70
OPER SUPP BLACKBURN MANUFACTURING CO			C045486-0	02-4400-175	WATER	046255	147.57 147.57		80
2200 WARRANTS			8644	01-4100-200	ADMINISTRA		602.43		90
1200:W/A POST CARDS			8732	01-4200-220	FIRE		78.50	120080200	100
BURDINE PRINTING		04548				046256	680.93		
SERV THRU 043008 CHARTER COMMUNICATIONS			200141448301	01-4100-200	ADMINISTRA	046257	47.99 47.99		110
03/08 PROF SERV			754192	02-4400-220	WATER		480.00		120
REG-M.TORRES			50208	02-4400-285	WATER		25.00	315080285	130
REG-S.LANGSTAF			050208	02-4400-285	WATER		25.00	319480285	140
CLINICAL LABORATORY OF		08135				046258	530.00		
03/31 FUEL 6100			962579	01-4200-172	FIRE		98.71	20980172	160
03/31 FUEL 30009			962579	03-4500-172	SEWER		107.38	50980172	170
03/31 FUEL 30015			962579	02-4400-172	WATER		100.15	41580172	180
03/31 FUEL 30016			962579	02-4400-172	WATER		185.17	41680172	190
03/31 FUEL 30017			962579	03-4500-172	SEWER		90.07	51780172	200
J.B. DEWAR, INC.		11150				046259	581.48		
R&M ALARM PANEL FSC ELECTRICAL SERVICES			160	02-4400-163	WATER	046260	358.38 358.38		150
SWR W OF RAILROAD/CDBG			8646	03-4500-355	SEWER		592.50		210

PAYEE	DETAIL OF DEMANDS	VEND.NO.	INV.NO.	ACCOUNT	DEPT NAME	CHECK NO.	CHECK AMOUNT	JOB/PROJECT	KEY #
GARING TAYLOR & ASSOC.		14464				046261	592.50		
	03/22 CELL SERV		0624574869	01-4100-111	ADMINISTRA		64.89		220
	03/22 CELL SERV		0615933173	01-4200-111	FIRE		57.32		230
	03/22 CELL SERV		0624574869	02-4400-111	WATER		127.72		240
VERIZON WIRELESS		15500				046262	249.93		
	R&M NETWORK		2115	01-4100-170	ADMINISTRA		600.00		250
	R&M NETWORK		2116	01-4100-170	ADMINISTRA		325.00		260
	R&M NETWORK		2117	01-4100-170	ADMINISTRA		200.00		270
A.C.E., INC. 3424		17200				046263	1,125.00		
	033108 RETAINER		114050	01-4100-223	ADMINISTRA		3,500.00		280
	4100:THRU 033108		114050	01-4100-223	ADMINISTRA		9.41		290
KIRK & SIMAS		18780				046264	3,509.41		
	03/08 CLOTHING/TOWELS		30708	02-4400-100	WATER		205.22		300
MISSION LINEN SUPPLY		21186				046265	205.22		
	02/08 LIT SERV:22.50%		219253	09-4994-362	WATER LITI		1,156.53	949960362	310
NOSSAMAN, GUTHNER, KNOX ETAL		23375				046266	1,156.53		
	QTRLY CHGS 04/10-7/10/08		3784147	01-4100-210	ADMINISTRA		444.02		390
PITNEY BOWES GLOBAL FINANCIAL		25741				046267	444.02		
	1200:W/A APN LABELS		41212	01-4200-200	FIRE		187.45	120080200	370
	ANNUAL APN LIST		41212	01-4100-200	ADMINISTRA		187.45		380
SAN LUIS OBISPO, COUNTY OF		28314				046268	374.90		
	X-CONN SERV:01-02/08		IN0057531	02-4400-220	WATER		145.46		440
SAN LUIS OBISPO, COUNTY OF		28611				046269	145.46		
	9173:03/08 1655 FRONT		33108	01-4100-173	ADMINISTRA		184.63	917360173	450
	1225:03/08 1687 FRONT		033108	01-4200-173	FIRE		21.99	122560173	460
	4173:03/08 1685 FRONT		033108	02-4400-163	WATER		70.34	417360163	470
	9701:03/08 1681 FRONT		033108	10-4300-173	FUNDED CON		162.65	970160173	480
SHORELINE LANDSCAPE AND		31400				046270	439.61		
	R&M:VEHICLE		7314-234121	01-4200-171	FIRE		24.55		490

PAYEE	DETAIL OF DEMANDS	VEND.NO.	INV.NO.	ACCOUNT	DEPT NAME	CHECK NO.	CHECK AMOUNT	JOB/PROJECT	KEY #
R&M:VEHICLE			7314-237117	02-4400-171	WATER		25.17		500
OPER SUPP			7314-237367	02-4400-175	WATER		24.55		510
OPER SUPP			7314-237361	02-4400-175	WATER		23.05		520
CARQUEST		31875				046271	97.32		
03/14 1655 FRONT			14371606006	01-4100-290	ADMINISTRA		79.08		780
03/14 1689 FRONT			15211606007	01-4200-290	FIRE		55.72		790
03/13 1935 FRONT			01761523008	02-4400-290	WATER		148.74		800
THE GAS COMPANY		31878				046272	283.54		
OFF SUPP			30999708117	01-4100-200	ADMINISTRA		97.54		530
OFF SUPP			30999157784	01-4100-200	ADMINISTRA		112.45		540
OFF SUPP			30999944406	01-4100-200	ADMINISTRA		184.73		550
OFF SUPP			30999944407	01-4100-200	ADMINISTRA		12.86		560
OFF SUPP			3100238754	01-4100-200	ADMINISTRA		348.35		570
OFF SUPP			3100238755	01-4100-200	ADMINISTRA		177.83		580
OFF SUPP			3100484007	01-4100-200	ADMINISTRA		80.13		590
STAPLES BUSINESS ADVANTAGE		32425				046273	1,013.89		
MILEAGE			033108	01-4100-280	ADMINISTRA		13.50		600
MILEAGE			043008	01-4100-280	ADMINISTRA		9.22		610
SUMPTER, HEATHER		32775				046274	22.72		
0441:05/08 ALARM SERV			5516813	02-4400-110	WATER		42.00	44180220	400
0440:05/08 ALARM SERV			5516813	02-4400-110	WATER		42.00	44080220	410
0573:05/08 ALARM SERV			5516813	03-4500-110	SEWER		42.00	57380220	420
9273:05/08 ALARM SERV			5516813	01-4200-110	FIRE		42.00	927380220	430
HSM ELECTRONIC PROTECTION	SER33040					046275	168.00		
0151:MO BIZHUB C451			83606	01-4100-170	ADMINISTRA		280.76		620
ULTREX BUSINESS PRODUCTS		34400				046276	280.76		
SWR W OF RAILROAD/CDBG			24858	03-4500-355	SEWER		11,462.35		630
17TH & BEACH ALLEY			24858	03-4500-222	SEWER		491.57	859960220	640
SAND TRAP:STATE PARK			24857	03-4500-222	SEWER		834.75		650
ADMIN:033108			24857	02-4400-222	WATER		548.00		660
WALLACE GROUP		35541				046277	13,336.67		
01/07 LIFT STAT MAINT			12567	03-4500-220	SEWER		138.00	57360220	670
01/15 LIFT STAT MAINT			12592	03-4500-220	SEWER		138.00	57360220	680
01/23 LIFT STAT MAINT			12612	03-4500-220	SEWER		138.00	57360220	690
01/31 LIFT STAT MAINT			12629	03-4500-220	SEWER		138.00		700

4/23/08
0849

OCEANO COMMUNITY SERVICES DISTRICT
REGISTER OF DEMANDS

RUN: 4/17/08
15:54:04

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APWR02-U1

PAYEE	DETAIL OF DEMANDS	VEND.NO.	INV.NO.	ACCOUNT	DEPT NAME	CHECK NO.	CHECK AMOUNT	JOB/PROJECT	KEY #
03/05	LIFT STAT MAINT		12680	03-4500-220	SEWER		138.00		710
03/13	LIFT STAT MAINT		12698	03-4500-220	SEWER		138.00		720
03/21	LIFT STAT MAINT		12715	03-4500-220	SEWER		138.00		730
03/31	LIFT STAT MAINT		12737	03-4500-220	SEWER		138.00		740
RICHARD JONES DBA		36349				046278	1,104.00		
MILEAGE			022908	01-4100-280	ADMINISTRA		49.76		750
MILEAGE			033108	01-4100-280	ADMINISTRA		46.46		760
REA, GINA		91212				046279	96.22		
OFF SUPP			040708	01-4200-200	FIRE		38.75		770
KALATA, PAUL J.		91213				046280	38.75		
CHECKS WRITTEN							30,366.72		
* PREPAID ITEMS							.00	*	
TOTAL DEMANDS PAID							30,366.72		