



# Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6886

## AGENDA BOARD OF DIRECTORS MEETING

1655 Front Street  
6:30 P.M.

August 13, 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. Award Presentations \*
  - a. Presentation of Resolution 2008-10 to Phil Davis For Services to the Oceano Community.
  - b. Presentation of Resolution 2008-18, A Resolution Of Congratulations To Shaun Wathan For His Selection As ROOKIE OF THE YEAR – 2007.
  - c. Presentation of Resolution 2008-19, A Resolution Of Congratulations To Paul Kalata For His Selection As OCSD FIREFIGHTER OF THE YEAR – 2007.
  - d. Presentation of Resolution 2008-20, a Resolution Of Congratulations To Brian Fukuhara For His Selection As The RECIPIENT OF THE MANUEL VARGAS AWARD - 2007.

### 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.

- e. Presentation of Resolution 2008-21, A Resolution Of Congratulations To Brian Fukuhara For His Selection As The Recipient Of The CHIEF'S DEDICATION AWARD - 2007.
  
6. Review and Approval of Minutes
  - a. July 9, 2008
  - b. July 23, 2008
  
7. Reports
  - a. Brian Hascall, Commander, Sheriff's South Station \*
  
8. Fire Items
  - a. Strike Team Assignments for Full-Time Firefighters  
Consider recommendation of General Manager to authorize the assignment of full-time firefighters to strike teams operating out of the county.
  
  - b. Public Facility Fees  
Discuss use of Public Facility Fees collected in support of Fire Department operations.
  
9. 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.
  
  - b. Proposed South San Luis Obispo County Sanitation District Fats, Oils and Grease (FOG) Ordinance  
Develop comments on proposed ordinance.
  
  - c. Request for Water Service From Grande Mobile Manor and Halcyon Estates  
Consideration of Water and Sewer Committee recommendation to sell water to Grande Mobile Manor and Halcyon Estates mobile home parks.
  
  - d. Storm Water Management Plan  
Public Notice of availability of Draft Storm Water Management Plan
  
10. Administrative Items
  - a. Re-Adoption of District Investment Policy  
Consider Recommendation of General Manager to re-adopt the District Investment Policy.

- b. Employee Vacation Accrual  
Consider recommendation of General Manager to amend Personnel Policies and Procedures to consider "Prior Service" when calculating vacation accrual.
- c. Financial Audit for Fiscal Year 2006-07  
Staff will review the current status of the financial audit.
- d. Financial Analyst  
Consider recommendation of General Manager to increase the budget for Administration during Fiscal Year 2008-09 by \$7,000 to hire a financial analyst.
- e. Committee Assignments  
Consider recommendation of Ad Hoc Committee to change the District Rules of Order regarding committee assignments.

11. Adjourn to Executive Session

**EXECUTIVE SESSION**

- a. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION.  
**CLOSED SESSION** – A closed session pursuant to Government Code Section 54956.9(b) to meet with agency's legal counsel concerning pending litigation. (Bookout v. State of California, et al.; San Luis Obispo County Superior Court Case # CV 060384)

**Return to Open Session**

12. 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) SSLOCSO 08 6 2008
  - (2) Fire Committee 08 12 2008
  - (3) Other
- b. **VICE PRESIDENT BILL BOOKOUT**
  - (1) Water and Sewer Committee 07 30 2008
  - (2) Other
- c. **DIRECTOR VERN DAHL**
  - (1) Water and Sewer Committee 07 30 2008
  - (2) OAC 08 4 2008
  - (3) Other

- d. **DIRECTOR PAMELA DEAN**
  - (1) Other
- e. **DIRECTOR BARBARA MANN**
  - (1) Fire Committee 08 12 2008
  - (2) Other
- 13. General Manager Items/Discussion\*
  - a. Other
- 14. Board Member Discussion\*
- 15. Consideration of Warrants
- 16. Public Comment \*
- 17. 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](http://www.oceanocsd.org) [ocsd@oceanocsd.org](mailto:ocsd@oceanocsd.org)**

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

**WEDNESDAY**

**July 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,

Absent: Director Dean

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, Ryan Fothergill, District Legal Counsel

Staff Absent: None

2. Flag Salute

President Hill led the flag salute.

3. Public Comment

None

4. Board Member Items/Discussion

None

5. Review and Approval of Minutes

a. June 11, 2008

b. June 25, 2008

c. June 30, 2005

For clarification, President Hill read the budget amounts authorized June 25th by Resolution 2008-11 as follows:

General Fund	\$651,650
Street Lighting	\$52,706
Fire Department	\$795,075
Water Fund	\$1,938,962
Sewer Fund	\$1,723,151
Garbage Fund	\$70,222
Litigation Fund	\$20,000
Sheriff's Facility	\$5,900

President Hill then asked District Legal Counsel if it is appropriate for Director Bookout to vote on the budget since he is involved in a lawsuit with the District. Ryan Fothergill said he would research the matter and get back to the Board.

**After a request for public comment, there being none, on motion by Director Mann, and second by President Hill, the Minutes of June 11<sup>th</sup>, June 25<sup>th</sup> and June 30<sup>th</sup> were approved by unanimous voice vote (Director Dean absent).**

**OCEANO COMMUNITY SERVICES DISTRICT  
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**July 9, 2008**

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**6. Reports**

**a. Brian Hascall, Commander, Sheriff's South Station**

Commander Hascall reported the arrest of two people for theft of copper wire. The South Station made 10 arrests and issued 6 citations on July 4<sup>th</sup>. There has been an increase in vehicle thefts in Oceano with 8 occurring last weekend; he encourages people to lock their car doors or park in garages.

After a request for public comment, none being given, President Hill thanked Commander Hascall for his report.

**7. Fire Items**

**a. Weed Abatement Public Hearing**

GM O'Reilly reported that Weed Abatement has been completed by the contractor. 25 properties were abated at a cost of \$4,948. The property owners were invoiced \$8,175.

President Hill opened the Public Hearing. He asked three times if anyone wanted to contest an invoice and no one responded at any time. President Hill then closed the Public Hearing.

Vice President Bookout recused himself because his Oceano Nursery is within 500 feet of APN 62118005.

Director Dahl asked staff if all the affected property owners had been notified about their right to protest at tonight's meeting and staff replied that all property owners had been notified.

**Thereafter, upon motion by Director Dahl, second by Director Mann, and on the following roll call vote, to wit:**

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

**NOES: None**

**ABSENT: Director Dean**

**RECUSED: Vice President Bookout**

**THE BOARD APPROVED OCSD RESOLUTION 2008-15 CONFIRMING THE COSTS ASSOCIATED WITH THE REMOVAL OF WEEDS FROM VARIOUS PARCELS OF LAND AND DIRECTING STAFF TO FORWARD THE CHARGES TO THE COUNTY AUDITOR FOR COLLECTION.**

Vice President Bookout resumed his position on the dais.

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8. Utility Items

a. Cleaning and Inspection of District Sewer and Water Lines.

President Hill introduced this continuing item.

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

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

**NOES: None**

**ABSENT: Director Dean**

**The Board approved the continuance of the declaration of emergency.**

b. Delinquent Garbage Collection / Resolution 2008-16

GM O'Reilly reported that 37 properties were delinquent in payments for Solid Waste Collection totaling \$6,604. He reported that OCSD Ordinance 1999-1 authorizes delinquent charges to be added to the property tax roles.

President Hill opened the Public Hearing. He asked three times if anyone wanted to contest an invoice and no one responded at any time. President Hill then closed the Public Hearing.

**Thereafter, upon motion by Vice President Bookout , second by Director Mann, and on the following roll call vote, to wit:**

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

**NOES: None**

**ABSENT: Director Dean**

**THE BOARD APPROVED OCSD RESOLUTION 2008-16 CONFIRMING THE CHARGES AGAINST PROPERTY OWNERS FOR THE COLLECTION OF DELINQUENT SOLID WASTE COLLECTION CHARGES AND DIRECTING STAFF TO FORWARD THE CHARGES TO THE COUNTY AUDITOR FOR COLLECTION.**



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- c. Proposed Monitoring Program for the Northern Cities Management Area  
GM O'Reilly reported that Todd Engineers have produced a Monitoring Program for the Northern Cities Management Area that complies with the requirements of the "Judgment after Trial" for the Santa Maria Groundwater Basin Lawsuit. The monitoring program must be submitted to the Court no later than July 23, 2008.

**Thereafter, upon motion by Vice President Bookout , second by Director Dahl, and on the following roll call vote, to wit:**

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

**NOES: None**

**ABSENT: Director Dean**

**THE BOARD APPROVED THE MONITORING PROGRAM FOR THE NORTHERN CITIES MANAGEMENT AREA.**

9. Administrative Items

a. Committee Assignments

GM O'Reilly presented the changes to the Rules of Order proposed by the Ad Hoc Committee on Committee Assignments comprised of Directors Dahl and Dean.

Vice President Bookout felt that the motion should be tabled until both members of the sub-committee could be present to discuss their recommendations. Director Mann and President Hill felt the item should be voted on at the current meeting.

Director Mann stated that she felt the majority of the Directors were being manipulated by the General Manager specifically to get her removed from the Fire Committee. She stated that a staff member had told her that he had said that. The General Manager responded that he had not said any such thing.

During Public Comment, Jeanette Padilla, owner of Oceano Market & Gas, and Lin Hill, Oceano resident, spoke against the recommended changes.

President Hill stated that he is resigning from the three "Core" committees that he currently serves on so other Directors can have a place on those committees.

District Legal Counsel Ryan Fothergill clarified that if the motion resulted in a split vote (2 for and 2 against), it would be considered a failed motion. The only Directors who could bring the item back for consideration would be the two Directors who voted against the motion or the absent Director.

No action was taken on this item.

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b. Claim

Director Bookout recused himself because he filed the subject claim concerning his Oceano Nursery property.

District Legal Counsel Fothergill presented an amended claim filed by attorney John W. Belsher, acting on Bill Bookout's behalf, on June 27, 2008. The amended claim adds five new "incident" dates to the previous claim. The California Tort Claims Act provides procedures for handling claims against public agencies. Previous claims and amended claims submitted by Mr. Bookout were all rejected in a timely manner.

During Public Comment, Jeanette Padilla, owner of Oceano Market & Gas, and Silvia Martinez, Oceano resident, spoke in support of rejecting the claim.

**Thereafter, upon motion by Director Mann, second by Director Dahl, and on the following roll call vote, to wit:**

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

**NOES: None**

**ABSENT: Director Dean**

**RECUSED: Vice President Bookout**

**The Board took the following action:**

**As to the untimely claims (February 22, 2007 and December 18, 2007), instructed staff to send the statutory notice regarding presentation of the late claim; and**

**As to the timely claims (January 4, 2008; January 24, 2008 and February 3, 2008), rejected the claims and instructed staff to send the statutory rejection notice.**

10. Reports of District Representatives

a. President Hill

President Hill reported on the SSLOCSD meeting of 7/2/2008; that the Fire Committee meeting scheduled for 7/8/2008 had been cancelled; on the Coastal Commission meeting of 7/9/2008 and on the OCSD Board Special meeting on 6/30/2008.

b. Vice President Bookout

None

c. Director Dahl

None

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d. Director Dean  
Director Dean was absent.

e. Director Mann  
None

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

11. General Manager Items/ Discussion  
GM O'Reilly reported that San Luis Obispo County had recently entered into a contract to have all streets in Oceano with curbs swept on a monthly basis.

12. Board Member Items/ Discussion  
Director Mann pointed out that the amounts had not been read in public at the previous Board meeting when the Resolution adopting the budget was approved.

Vice President Bookout stated that he felt comments or questions about staff should be sent to the Personnel Committee.

President Hill asked if staff had contacted Rich McKleeney about his concerns expressed at the Board meeting of June 11<sup>th</sup> that he was charged excessively for weed abatement of his property last year. Staff responded that he had been contacted.

13. Consideration of Warrants  
President Hill presented the warrants for consideration.

AA Davis clarified one line of the description on the warrant for Director Mann.

**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 (4-0)(Director Dean absent).**

14. Public Comment  
None

16. Written Communication  
None

The meeting was adjourned by President Hill at 8:58 pm.

Patrick O'Reilly, Secretary to the Board

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

**WEDNESDAY**

**July 23, 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 Dean

Absent: Director Mann

Staff Present: Patrick O'Reilly, Secretary to the Board/ General Manager, Alex Simas, District Legal Counsel, Craig Angello, Fire Captain

Staff Absent: Gina A. Davis, Deputy Secretary to the Board/ Administrative Assistant, Philip T. Davis, Utility Operations Supervisor

2. Flag Salute

President Hill led the flag salute.

3. Public Comment

Helen Salsbury, Oceano resident, stated she felt the District could reduce costs by posting the Annual Water Quality Report on the Web site instead of mailing to residents. GM O'Reilly explained that it is a State requirement that the reports be mailed.

4. Board Member Items/Discussion

Director Dean noted that a street sweeper had come by her house last week and suggested that residents be given notice when the streets will be swept so they can move their cars. GM O'Reilly responded that he was working on having a notice posted on utility invoices each month.

5. Review and Approval of Minutes

a. July 9, 2008

President Hill noted that the third paragraph in Agenda Item 9a should be corrected. The third line should begin "the Fire Committee." instead of "her committees."

President Hill noted that the fifth paragraph in Agenda Item 9a should be corrected. The sentence should read as follows: "President Hill stated that he is resigning from the three "Core Committees" that he currently serves on so other Directors can have a place on the committees."

**After a request for public comment, there being none, President Hill moved that the Minutes of July 9<sup>th</sup> be approved as amended but there was no second.**

6. Reports

a1. Report of Administrative Assistant

GM O'Reilly presented the report for the month of June.

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- a2. Report of Utility Operations Supervisor  
GM O'Reilly presented the report for the month of June.
  
- A3. Report of Fire Department Operations  
Fire Captain Angello presented the report for the month of June.

After a request for public comment, none being given, President Hill directed that the reports be received and filed.

7. Fire Items

- a. OCSD Board of Directors Acknowledgement of Contributions Made by District Firefighters as Recognized by Members of the OCSD Fire Department for the Year 2007

All Directors expressed appreciation to all Fire Department personnel for the excellent support they provide the community.

**After a request for public comment, there being none, upon motion by Director Dean, second by Director Dahl, and on the following roll call vote, to wit:**

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

**NOES: None**

**ABSENT: Director Mann**

**THE BOARD APPROVED OCSD RESOLUTION 2008-19 A RESOLUTION OF CONGRATULATIONS TO PAUL KALATA FOR HIS SELECTION AS OCSD FIREFIGHTER OF THE YEAR – 2007.**

**After a request for public comment, there being none, upon motion by Vice President Bookout, second by Director Dahl, and on the following roll call vote, to wit:**

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

**NOES: None**

**ABSENT: Director Mann**

**THE BOARD APPROVED OCSD RESOLUTION 2008-18 A RESOLUTION OF CONGRATULATIONS TO SHAUN WATHAN FOR HIS SELECTION AS ROOKIE OF THE YEAR - 2007.**

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**After a request for public comment, there being none, upon motion by Director Dahl, second by Vice President Bookout, and on the following roll call vote, to wit:**

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

**NOES: None**

**ABSENT: Director Mann**

**THE BOARD APPROVED OCSD RESOLUTION 2008-20 A RESOLUTION OF CONGRATULATIONS TO BRIAN FUKAHARA FOR HIS SELECTION AS THE RECIPIENT OF THE MANUEL VARGAS AWARD – 2007.**

**After a request for public comment, there being none, 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**

**ABSENT: Director Mann**

**THE BOARD APPROVED OCSD RESOLUTION 2008-21 A RESOLUTION OF CONGRATULATIONS TO BRIAN FUKAHARA FOR HIS SELECTION AS THE RECIPIENT OF THE CHIEF'S DEDICATION AWARD – 2007.**

**b. Agreement for Joint Fire Management, Administrative, and Training Services and Equipment**

GM O'Reilly presented an Agreement for Joint Fire Management, Administrative, and Training Services and Equipment with the Cities of Arroyo Grande and Grover Beach for a period of three years commencing July 1, 2008.

Fire Chief Hubert stated his appreciation to the firefighters at all three agencies for making the four month trial agreement work so well and making this three year commitment to joint fire operations a desirable agreement.

**After a request for public comment, there being none, 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,  
President Hill**

**NOES: None**

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**ABSENT: Director Mann**

**THE BOARD APPROVED AN EXTENSION OF THE AGREEMENT FOR JOINT FIRE MANAGEMENT, ADMINISTRATIVE, AND TRAINING SERVICES AND EQUIPMENT FOR THREE YEARS.**

8. Utility Items

- a. Cleaning and Inspection of District Sewer and Water Lines.  
President Hill introduced this continuing item.

**After a request for public comment, there being none, upon motion by Director Dean, second by Director Dahl, and on the following roll call vote, to wit:**

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

**NOES: None**

**ABSENT: Director Mann**

**The Board approved the continuance of the declaration of emergency.**

- b. Water Reliability Agreement with County of San Luis Obispo  
District Engineer Wallace presented the Water Reliability Agreement to the Board. He pointed out that a slightly different version of this agreement was approved by the Board in January of this year and that the two main changes were that it is now a two year agreement (calendar years 2008 and 2009) and that there are now two agreements. There is an agreement between the Counties of San Luis Obispo and Santa Barbara and there is a separate agreement between the County of San Luis Obispo and its subcontractors. He also reported that the County Board of Supervisors has already approved both agreements. He also reported that at the present time, 35% of the District's "State Water" allocation is available and the District has only asked for 25%. If the difference is sold under this agreement at approximately \$160 per acre foot, the District will receive approximately \$12,000 in revenue.

**After a request for public comment, there being none, upon motion by Director Dean, second by Director Dahl, and on the following roll call vote, to wit:**

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

**NOES: None**

**ABSENT: Director Mann**

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**THE BOARD AUTHORIZED THE BOARD PRESIDENT TO SIGN THE  
SUBCONTRACTOR PARTICIPATION CONTRACT FOR 2008-2009.**

- c. Proposal for the preparation of a Restoration Plan for Segments 3 and 15 of the Oceano Sewer Repair Project

District Engineer Wallace presented the requirement by Fish and Game to develop a Restoration Plan for Segments 3 and 15 of the Sewer Repair Project and recommended that the Morro Group be contracted with to develop that plan for a fixed cost of \$3,200.

**After a request for public comment, there being none, 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**

**ABSENT: Director Mann**

**THE BOARD APPROVED THE SERVICES AGREEMENT WITH MORRO GROUP FOR  
DEVELOPMENT OF A RESTORATION PLAN THAT ADDRESSES THE FISH AND  
GAME REQUIREMENTS LISTED IN CONDITION 34 OF THE STREAM ALTERATION  
AGREEMENT.**

9. Administrative Items

- a. Employee Vacation Accrual

President Hill announced that Director Mann has requested that this item be tabled until the next meeting of the Board of Directors so she can participate in the decision.

No action was taken on this item.

- b. Committee Assignments

President Hill announced that Director Mann has requested that this item be tabled until the next meeting of the Board of Directors so she can participate in the decision.

No action was taken on this item.

11. Reports of District Representatives

- a. President Hill

President Hill reported on the Fire Committee meeting of 7/22/08, on the SSLOCSD meeting of 7/16/2008, and that he briefly attended the beginning of the Personnel Committee meeting of 7/15/08.



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- b. Vice President Bookout  
Vice President Bookout reported on the meeting of the Local Chapter of CSDA Annual meeting of 7/11/08, on the Water and Sewer Committee meeting of 7/15/08 and on the Personnel Committee meeting of 7/15/08.
- c. Director Dahl  
Director Dahl reported on the meeting of the Water and Sewer Committee of 7/15/08, on the OAC meeting of 7/21/08 and on the Zones 1/1A committee meeting of 7/22/08.
- d. Director Dean  
Director Dean reported on the Personnel Committee meeting of 7/15/08 and on the Zone 3 committee meeting of 7/17/08.
- e. Director Mann  
Director Mann was absent.

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

12. General Manager Items/ Discussion  
GM O'Reilly reported that the City Manager of the City of Arroyo Grande has requested that the President of our Board, a member of our Water and Sewer Committee and the GM meet with him and his Mayor to discuss the possibility of the City purchasing water from the District. A meeting has tentatively been scheduled for August 1<sup>st</sup>. Both President Hill and Director Dahl indicated they would be available to attend the meeting.

In response to a question from Vice President Bookout, GM O'Reilly stated that District Legal Counsel Simas has opined that it is appropriate for Vice President Bookout to vote on the District budget for FY 08-09 despite the fact he is involved in a lawsuit against the District. President Hill had requested an opinion on this issue at the last Board meeting.

13. Board Member Items/ Discussion  
Director Dean stated that a member of the public had talked about how the lack of streetlights impacts safety in the Oceano community and recommended the Community Enhancement Committee consider actions the District can take concerning street lights.

14. Consideration of Warrants  
President Hill presented the warrants for consideration.

Vice President Bookout recused himself from consideration of the warrant for Kirk & Simas due to his lawsuit against the District.

**Thereafter, after a request for public comment, (none being given), upon motion by Director Dahl, second by Director Dean, the Board approved the**

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**warrant for Kirk & Simas by unanimous voice vote (3-0)(Director Mann absent and Vice President Bookout recused).**

Vice President Bookout returned to his position on the Board.

**Thereafter, after a request for public comment, (none being given), upon motion by Director Dahl, second by Director Dean, the Board approved the warrants by unanimous voice vote (4-0)(Director Mann absent).**

15. Public Comment

President Hill opened the meeting to general comments from the public and also to comments concerning the closed session which is next on the agenda. There was no public comment on either.

10. Conference with District's Designated Representative Regarding the Compensation Paid to its Represented Employees. The District's designated representative is Patrick O'Reilly.

District Legal Counsel Simas reported that no action was taken during the closed session.

16. Written Communication  
None

The meeting was adjourned by President Hill at 8:17 pm.

Patrick O'Reilly, Secretary to the Board



# Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

August 13, 2008

TO: Board of Directors, OCSD

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

**SUBJECT: Strike Team Assignments for Full-Time Firefighters**

1. The District has a "Brush" fire engine specifically designed to combat wild land fires. This engine could be useful in scenarios similar to the one recently confronting the State of California where more than 2,100 wild land fires were raging in the state at one time. Our structure engine could also be requested for structure protection. District practice has prohibited full-time firefighters from deploying with those units. Staff believes that practice should be changed to allow full-time firefighters to deploy with the units when requested for "Out of County Strike Team" assignments which are reimbursable. This is an opportunity to get invaluable experience for our full-time firefighters as well providing much needed mutual aid to other areas of the State.
2. Staff recommends that a policy be established to allow one full-time firefighter along with one or more reserve firefighters to deploy when requested for "Out of County Strike Team Assignments" which are reimbursable. These assignments typically last two weeks but can be extended for longer durations. During the absence of the full-time firefighter, the two remaining full-time firefighters will cover the shifts of the absent firefighter. The overtime to cover those shifts is reimbursed by the State as part of the assignment. The State also pays the full cost of the firefighters sent out on the assignment as well as reimbursing the District for the cost of the fire engine and an administrative fee.
3. All requests for assignments will be processed through Fire Chiefs Hubert and Heath. Both Chiefs are well aware of the need to ensure we have proper coverage locally before dispatching any units or personnel to other counties. They will ensure that adequate staffing is available to backfill for any personnel before recommending a deployment. They will also get authority from the District General Manager before agreeing to any deployment.
4. The Fire Committee recommended approval of this action on July 22, 2008.

**THE RECOMMENDED ACTION BEFORE YOUR BOARD is to:** by Board discussion, public comment, motion, second and voice vote, authorize the General Manager to establish a District policy that supports the assignment of Full-Time Firefighters to "Out of County Strike Teams" when appropriate.

Agenda Item 8 13 2008 8.a.

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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

August 13, 2008

TO: Board of Directors, OCSD

FROM: Patrick J. O'Reilly, General Manager

**SUBJECT: Public Facility Fees**

1. San Luis Obispo County has an ordinance (Title 18) that authorizes the collection and expenditure of Public Facility Fees in accordance with California Government Code 66000 et seq. Public Facility Fees are collected to ensure that new development pays for the cost of additional public facilities required to provide public services to the communities being developed. In accordance with Title 18, the County collects Public Facility Fees from developers in the County.

2. The applicable California Code (Government Code 66000 et seq.) requires that the "facilities" for which the fees are collected must be identified before the fees are established and must be linked to each property that has fees assessed. The County has a "Public Facilities Financing Plan For Unincorporated Area Facilities" that identifies the facilities that can be purchased using Public Facility Fees. One of the public facility fees collected by the County is for fire fighting and emergency response services. The permitted facilities for fire fighting and emergency response services include new stations, new fire service vehicles, water tenders, engines and rescue vehicles.

3. On February 1, 2005, the District entered into an agreement with the County authorizing the District to receive and expend the Public Facility Fees for Fire Protection that are collected within District boundaries. That agreement requires the District to identify by resolution the purpose of the fees and the eligible uses for the fees. That agreement also requires the District to immediately expend the fees or identify the approximate date of such expenditure. The District has not adopted a resolution identifying the projected use of these fees. In a letter to the County dated November 5, 2007, the District advised the County that the fees were intended to be used to expand fire house facilities and were expected to be expended no later than Fiscal Year 2012.

**THE RECOMMENDED ACTION BEFORE YOUR BOARD is to:** by Board discussion, public comment, motion, second and voice vote, provide direction to staff concerning the content of the resolution required by the Agreement Between The County of San Luis Obispo And The Oceano Community Services District.

Agenda Item 8 13 2008 8.b.

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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

August 13, 2008

TO: Board of Directors, OCSD

FROM: Patrick J. O'Reilly, General Manager

**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 08 13 2008 9.a.



# Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6886

August 13, 2008

TO: Board of Directors, OCSD

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

**SUBJECT: Proposed South San Luis Obispo Sanitation District (SSLOCSD) Fats, Oils and Grease Ordinance**

1. On June 13, 2007, this Board approved an Interagency Agreement authorizing South San Luis Obispo County Sanitation District (SSLOCSD) to administer compliance with California Regional Water Quality Control Board Waste Discharge Requirements Order R3-2004-0062. This required implementation of a Fats, Oils and Grease (FOG) Control Program for all Food Service Establishments located within the District service area.
2. On September 26, 2007, this Board approved Ordinance 2007-2 implementing a \$20 bi-monthly sewer surcharge for each business included in the program to partially offset the cost of the required annual inspections.
3. SSLOCSD staff has developed a proposed SSLOCSD FOG ordinance. Once adopted, the SSLOCSD Ordinance would be adopted by each member agency by incorporation. SSLOCSD staff has requested that its member agencies review the ordinance before adoption by the SSLOCSD Board. The proposed ordinance was reviewed by the Water and Sewer Committee on July 15, 2008. The only comment from that committee was that it seemed a little harsh to impose a potential prison sentence for violation. An email from Michael Seitz dated July 16, 2008 is attached which discusses enforcement procedures contained in the ordinance. Mr. Seitz is legal counsel for SSLOCSD.
4. A copy of the proposed ordinance is attached which includes comments from District Legal Counsel.

**THE RECOMMENDED ACTION BEFORE YOUR BOARD is to:** by Board discussion, public comment, motion, second and voice vote, make recommendations concerning the content and language of the proposed ordinance and authorize the General Manager to provide all recommendations to the SSLOCSD staff.

Agenda Item 8 13 2008 9.b.

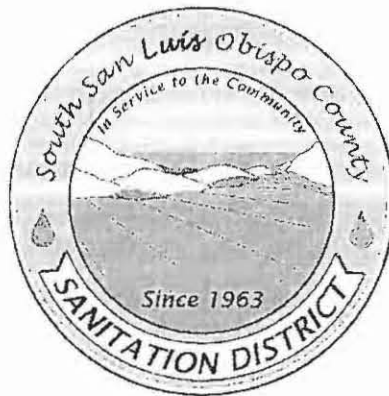
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DRAFT

**REVIEWED**

*By Alex Simas at 9:35 am, Jul 19, 2008*

South San Luis Obispo County  
Sanitation District  
Fats, Oils, and Grease (FOG) Ordinance



June 2008

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DRAFT

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DRAFT

South San Luis Obispo County Sanitation District Ordinance No. ?????

An Ordinance to the Board of Directors for the South San Luis Obispo County Sanitation District Establishing Fats, Oils, and Grease Regulations for the use of District Food Service Establishments.

The Governing Board of South San Luis Obispo County Sanitation District ordains the Ordinance as follows:

## ARTICLE 1 – GENERAL PROVISIONS

### 1.1 PURPOSE AND SCOPE

- A. The purpose of this Ordinance is to facilitate the maximum beneficial public use of the South San Luis Obispo County Sanitation District's (District) sewer services and facilities while preventing blockages of the sewer facilities resulting from discharges of Fats, Oils and Grease (FOG) to sewer trunk lines, and to specify appropriate FOG discharge requirements for Food Service Establishments.
- B. This Ordinance governs all Food Service Establishments that discharge directly into the District's sewer system. Facilities that discharge into the sewer systems upstream of the District's sewer system that are owned and operated by the Member Agencies and are governed by the applicable Member Agency Ordinances and Codes.
- C. This FOG Ordinance is intended to be consistent with all rules, policies and other applicable governmental actions of the District. This Ordinance is not intended to contradict or repeal any rule, regulation, Ordinance, or other governmental action of the District. This Ordinance supplements the District's existing rules, policies and other governmental actions, and addresses specifically the discharges of FOG into the wastewater system to the District.
- D. Any **user** subject to this FOG Ordinance is hereby advised to review and strictly comply with all other rules, regulations, policies and other governmental actions of the District which may be construed as applicable to FOG discharges into the wastewater system to the District. In particular, any **user** subject to this FOG Ordinance is still required to meet and satisfy all of the provisions of the District's Pretreatment Ordinance 1994-1, including the general sewer use requirements set forth therein.
- E. This Ordinance sets uniform requirements for FOG discharges to the District's sanitary sewer system and enables the District to comply with all applicable State and Federal laws, including, but not limited to, the Clean Water Act.

"User" is a defined term in Section 1.2. Sometimes it is capitalized and sometimes it is not. Should be consistent.

DRAFT

All other subsections of this section are numbered (A, B, C, etc.) and has nothing????

The Objectives of this Ordinance are:

1. To aid in the prevention of sanitary sewer blockages and overflows from the contribution and accumulation of fats, oils, and greases into such sewer system from industrial and commercial establishments, particularly food preparation and serving facilities.
2. To prevent the introduction into the District's Sanitary Sewer System, discharges that will interfere with the operation of the system which includes, but is not limited to, any gravity type sanitary sewer system, force main system, or the POTW.
3. To protect both the District's Sanitary Sewer System, its personnel, and members of the general public who may be affected by the sewer blockages and obstructions.
4. To improve the opportunity to reclaim and recycle all fats, oils, and grease from the Users grease trap or interceptor.
5. To provide for fees which equitably distribute the cost of testing for fats, oils, and grease at the Users grease trap or interceptor.
6. To enable the District to comply with its NPDES permit and non-discharge requirement conditions, sludge use and disposal requirements, and any other Federal or State laws to which the District is subject.

add "of"

I don't think that "NPDES" is defined anywhere

Should be plural POSSESSIVE (Users')

F. This Ordinance provides for the regulation of all fats, oils, and grease discharges to the District's Sanitary Sewer System. This Ordinance establishes administrative review procedures; monitoring; potential testing and regulation of the amount of the Users fats, oils, and grease discharge; and provides for the setting of fees for the equitable distribution of costs resulting from the program established.

G. Except as otherwise provided, the District shall administer, implement, and enforce the provisions of this Ordinance. Any powers granted to or duties imposed upon the District may be delegated by the District Administrator or District Engineer to Member Agencies.

Shouldn't something be added to the effect that the delegation is only effective if consented to and then, only within their respective jurisdictions?

## 1.2 DEFINITIONS

Unless a provision explicitly states otherwise, the following terms and phrases, as used in this Ordinance, shall have the meanings hereinafter designated.

**Act or "the Act"** The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. & 1251 et. seq.

**Approval Authority** The South San Luis Obispo County Sanitation District Administrator, or his/her designee, as representative of the Member Agencies. The City of Arroyo Grande Public Works Director or his /her designee. The City of Grover Beach Public Works Superintendent or his /her designee. The Oceano Community Services District General Manager or his /her designee.

**Authorized Representative of the User** The manager or person in charge of day to day operation of the establishment or any other person who performs similar Ordinance or decision-making functions for the establishment.

**Best Management Practices** Schedules of activities, prohibitions of practices, maintenance procedures and other management practices to prevent or reduce the introduction of FOG to the Sewer facilities as more specifically provided in Section 4.3 of this Ordinance.

Shouldn't this be 4.4? But note misnumbering in Article 4. Maybe it should be 4.5

**Board** The District Board of the South San Luis Obispo County Sanitation District.

**Building Sewer** A sewer lateral conveying Wastewater from the premises of a User to the District's sanitary sewer system.

Add hard return after "District"

**District** The South San Luis Obispo County Sanitation District, its Administrator, or his/her designee.

Add hard return after "this Ordinance"

**District Administrator** The person designated by the District to supervise the operation of the District's sanitary sewer system or his designee, and who is charged with certain duties and responsibility by this Ordinance.

**Domestic Sewage/Wastewater** The liquid waste generated from bathrooms, toilets rooms, kitchens and home laundries, and other similar facilities.

**Effective Date** January 08

???????????

**Environmental Protection Agency or EPA** The U.S. Environmental Protection Agency or, where appropriate, the Regional Water Quality Control Division Director, or other duly authorized official of said agency.

<b>Fats, Oils, and Greases (FOG)</b>	Organic polar compounds derived from animal and/or plant sources that contain multiple carbon chain triglyceride molecules. These substances are detectable and measurable using analytical test procedures established in 40 CFR 136, as may be amended from time to time. All are sometimes referred to herein as “Grease” or “Greases.”
<b>District FOG Control Program Administrator</b>	The District Engineer or his/her designee of the South San Luis Obispo County Sanitation District.
<b>Food Service Establishments</b>	Those establishments primarily engaged in activities of preparing, serving, or otherwise making available for consumption foodstuffs and that use one or more of the following preparation activities: cooking by frying (all methods), baking (all methods), grilling, sautéing, rotisserie cooking, broiling (all methods), boiling, blanching, roasting, toasting, or poaching. Also included are infrared heating, searing, barbecuing, and other food preparation activity that produces a hot, non-drinkable food product in or on a receptacle that requires washing. Examples of some Food Service Establishments are, but are not limited to, full service restaurants, fast food establishments, delis, cafeterias (including church and school facilities where commercial equipment is installed and the frequency of use indicates more than occasional use), meat distributors, butchering, food processing facilities, grocery stores with food preparation/service areas, bakeries, caterers, and/or similar types of operations.
<b>Grab Sample</b>	A sample which is taken from a waste stream without regard to the flow in the waste stream and over a period of time not to exceed fifteen (15) minutes.
<b>Grease Control Device</b>	Any grease interceptor, grease trap or other mechanism, device, or process, which attaches to, or is applied to wastewater plumbing fixtures and lines, the purpose of which is to trap or collect or treat FOG prior to it being discharged onto the sewer system. “Grease Control Device” may also include any other proven method to reduce FOG subject to the approval of the District.
<b>Grease Interceptor (Gravity Grease Interceptor)</b>	A device for separating and retaining waterborne fats, oils and grease prior to the wastewater exiting the interceptor and entering the District’s sanitary sewer collection system. These devices also serve to collect settleable solids, generated by and

from food preparation activities, prior to the water exiting the trap and entering the District's sanitary sewer collection system. Grease Interceptors are large grease collectors located outside a Food Service Establishment typically covered by a manhole cover.

**Grease Trap  
(Hydro mechanical  
Grease Interceptor)**

A device for separating and retaining waterborne fats, oils and grease prior to the wastewater exiting the trap and entering the District's sanitary sewer collection system. These devices also serve to collect settleable solids, generated by and from food preparation activities, prior to the water exiting the trap and entering the District's sanitary sewer collection system. Grease Traps are small grease collectors typically located inside a Food Service Establishment near the dishwashing area.

Treatment is not a defined term. Why capitalized?

**Interference**

A discharge, which alone or in conjunction from other sources, inhibits or disrupts the District's Treatment processes, operation, sludge processes, use or disposal; and therefore, is a cause of a violation of the District's NPDES permit.

Change to "with"

"Sewage" is not a defined term. Why capitalized?

Interference can also be applicable to the prevention of beneficial Sewage sludge use or disposal resulting in a violation with any of the following statutory/regulatory provisions or permits issued under, or any more stringent State or local regulations: Section 405 of the Clean Water Act; the Solid Waste Disposal Act, including Title II commonly referred to as the Resource Conservation and Recovery Act (RCRA); and State regulations contained in any State sludge management plan prepared pursuant to Subtitle D of the Solid Waste Disposal Act; the Clean Air Act; the Toxic Substances Control Act; and the Marine Protection, Research, and Sanctuaries Act.

Change to "or"

**Member Agencies**

The City of Arroyo Grande, City of Grover Beach, Oceano Community Services District.

**Minimum Design  
Capability**

The design features of a Grease Trap/Interceptor and its ability or volume required to effectively intercept and retain Greases from grease-laden wastewaters discharged to the District's sanitary sewer collection system.

**Pass Through**

"District Treatment Facility", "Waters of the State" and "Discharge" are not defined terms. Why capitalized?

A discharge which exits the District Treatment Facility into Waters of the State in quantities or concentrations which alone or in conjunction with a Discharge or Discharges from other sources, is a cause of a violation of any requirement and/or limit established in the District's NPDES permit(s), including an increase in the magnitude or duration of a violation.

**POTW** Publically Owned Treatment Works

**Ordinance** The South San Luis Obispo County Sanitation District: Fats, Oils & Grease (FOG) Ordinance effective January 2008.

January 2008?

**Regulatory Agencies** Regulatory Agencies shall mean those agencies having regulatory jurisdiction over the operations of the District, including, but not limited to:

- United States Environmental Protection Agency.
- California State Water Resources Control Board (SWRCB).
- California Regional Water Quality Control Board, Region 3 (RWQCB).
- California Department of Health Services (DOHS).

**Remodel**

"SSO" is not defined until Section 2.9. Shouldn't you define it in here in Section 1.2?

A physical change or operational change causing generation of the amount of FOG discharge to the sewer system by the Food Service Establishment in an amount that also or collectively causes or creates a potential for SSO's to occur: or exceeding a cost of \$50,000 to a Food Service Establishment that requires a building permit, and involves any one or combination of the following:

1. Under slab plumbing in the food processing area.
2. A 30% increase in net public seating area.
3. A 30% increase in size of kitchen area.
4. Any change in the size or type of food preparation equipment.

**SSLOCSD**

South San Luis Obispo County Sanitation District or any duly authorized representative thereof.

Should be "periods"

**Significant Non-Compliance/ Notice of Violation (NOV)**

A status of a User's non-compliance is defined as follows:

Should be "or"

insert comma after discharges.

1. Chronic violations of this Ordinance's FOG Discharge requirements for consecutive period of time.
2. Any other violation of a discharge that the District determines has caused alone or in combination with other discharges the endangering of health of District personnel or the general public.
3. Any discharge that has caused imminent endangerment to human health, welfare, to the environment, or has resulted in the District's exercise of its emergency authority to halt or prevent such a discharge.

insert comma after "caused"

<b>State</b>	The State of California or any duly authorized representative thereof.
<b>User</b>	Any person or company that contributes causes or permits the contribution of wastewater into the District's sanitary sewer collection system or proposes such a contribution.
<b>Wastewater</b>	The liquid and water-carried from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, together which contributes to the District's sanitary sewer collection system.

Insert comma after "contributes"

Words used in this Ordinance in the singular may include the plural and the plural in the singular. Use of masculine or feminine may be used interchangeably. Shall is mandatory; May is permissive or discretionary.

## ARTICLE 2 – GENERAL LIMITATIONS, PROHIBITIONS, AND REQUIREMENTS ON FATS, OILS, AND GREASE (“FOG”) DISCHARGES

### 2.1 FOG DISCHARGE LIMITATION

No Food Service Establishment shall discharge or cause to be discharged into the sewer system, FOG that may accumulate and/or cause or contribute to blockages in the sewer system or at the sewer system lateral which connects to the Food Service Establishment to the sewer system.

### 2.2 GENERAL PROHIBITION

- A. Introduction of any additives into a Food Service Establishment's wastewater system for the purpose of emulsifying FOG is prohibited, unless a specific written authorization from the District is obtained.
- B. Disposal of waste cooking oil into the sewer system is prohibited. All waste cooking oils shall be collected and stored properly in receptacles such as barrels or drums for recycling or other acceptable methods of disposal.
- C. Discharge of food grinders to any grease trap or grease interceptor is prohibited.
- D. Discharge of wastewater with temperatures in excess of current California Retail Food Code (CalCode) to any grease control device including grease traps and grease interceptors, is prohibited.

These terms all are defined. Shouldn't they be capitalized here?



- E. The use of biological additives for grease remediation or as a supplement to interceptor maintenance is prohibited unless a specific written authorization from the District is obtained. Defined terms - Capitalize?
- F. Discharge waste from toilets, urinals, wash basins, and other fixtures containing fecal materials to grease traps is prohibited.
- G. Operation of grease interceptors or grease traps with FOG and solids accumulation exceeding 25% of the total operating depth is prohibited.

**2.3 FOG DISCHARGE PROHIBITION**

- A. No person shall discharge, or cause to discharge any wastewater from Food Service Establishments directly or indirectly into the wastewater collection system without first obtaining a FOG Wastewater Discharge Permit or Variance.
- B. Within 60 days of the effective date of this Ordinance, all Food Service Establishments in the District shall file an application for a FOG Wastewater Permit or Variance with the District. Any person who wishes to open or operate a pre-existing Food Service Establishment as a new owner following the effective date of this Ordinance shall apply for and obtain a FOG Wastewater Discharge Permit or Variance prior to opening or operating such Food Service Establishment. Change to "made within"
- C. Any Food Service Establishment proposing to change the volume or characteristics of an existing discharge is required to inform the District. A determination regarding as to whether or not a new permit should be issued shall be determined in a reasonable amount of time. If the proposed change requires a revision in a current local permit or requires that a different type of permit be issued, the User shall apply to the District for an appropriate FOG Discharge Permit within forty-five (45) days of receiving notification of such requirement. Change to "or variance is required"

**2.4 BEST MANAGEMENT PRACTICES REQUIRED**

All Food Services Establishments shall implement Best Management Practices in its operation to minimize the discharge of FOG to the sewer system. Detailed requirements for Best Management Practices are specified in Article 4.4 of this Ordinance. This may include kitchen practices and employee training essential in minimizing FOG discharge. Incorrect Section number

**2.5 FOG PRETREATMENT REQUIRED**

All Food Service Establishments are required to install, operate and maintain an approved type and adequately sized grease interceptor or grease trap. The device used shall be Defined terms. Should be capitalized.

adequate to separate and remove FOG contained in the wastewater discharge from the Food Service Establishment prior to discharge to the collection system. Any fixtures, equipment and drain lines located in the food preparation and clean up areas of Food Service Establishments that are sources of FOG discharges shall be plumbed to a **grease interceptor or grease trap**. Compliance shall be determined using the following guidelines:

New Construction of Food Service Establishments

All new construction of Food Service Establishments shall include and install **grease interceptors or grease traps** prior to commencing discharges of wastewater to the sewer system, unless a variance is issued.

Existing Food Service Establishments

A. For existing Food Service Establishments, ~~the~~ requirement to install and to properly operate and maintain a **grease interceptor** may be conditionally stayed, that is, delayed in its implementation by the District FOG Control Program Administrator for a maximum period of one year from the effective date of this Ordinance (1-year implementation period). The District finds that one year is a reasonable implementation period for existing Food Service Establishments that are operating without a **grease interceptor**.

Insert comma before "by"

B. Existing Food Service Establishments, which have caused or contributed to grease-related blockage in the sewer system, or which have sewer laterals connected to hot spots, or which have been determined to contribute significant FOG to the sewer system by the District FOG Control Program Administrator based on inspection or sampling, shall be deemed to have reasonable potential to adversely impact the sewer system, and shall install **grease interceptors** within 60 days upon notification by the District.

"hot spots" not defined.

C. Existing Food Service Establishments undergoing remodeling or a change in operations as defined in Section 1.2 of this Ordinance shall be required to install a **grease interceptor**.

Defined terms that should be capitalized

**2.6 VARIANCE OR EXCLUSION OF GREASE INTERCEPTOR**

A variance from installation of a **grease trap/interceptor** may be granted for Food Service Establishments determined to have negligible FOG discharge and insignificant impact to the sewer system.

A variance may also be issued from **grease trap/interceptor** requirements when an alternative technology that is, at least, equally effective in controlling the FOG discharge. This variance is granted to Food Service Establishments demonstrating that it is impossible or impracticable to install, operate or maintain a **grease trap/interceptor**. The

District FOG Control Program Administrator determination to grant a variance will be based upon, but not limited to, evaluation of the following conditions:

- A. There is no adequate space for installation and/or maintenance of a **grease interceptor**.
- B. There is no adequate slope for gravity flow between kitchen plumbing fixtures and the **grease interceptor** and/or between the **grease trap/interceptor** and the private collection lines or the public sewer.
- C. The Food Service Establishment can justify that the alternative pretreatment technology is equivalent or better than a **grease trap/interceptor** in controlling its FOG discharge. In addition, the Food Service Establishment must be able to demonstrate, after installation of the proposed alternative pretreatment, its effectiveness to control FOG discharge through downstream monitoring of the sewer system, for at least three months, at its own expense. A variance may be granted if the results show no visible accumulation of FOG in its lateral and/or tributary downstream sewer lines.

Defined terms that should be capitalized

## 2.7 EXCLUSION FROM INSTALLATION OF GREASE TRAP/INTERCEPTOR

An exclusion from installation of a **grease trap/interceptor** shall be granted for Food Service Establishments when a facility is not connected to the public sewer system.

Defined term that should be capitalized

## 2.8 APPLICATION FOR VARIANCE OR EXCLUSION REQUIREMENT FOR GREASE TRAP/INTERCEPTOR

- A. A Food Service Establishment may submit an application for **Variance** or **Exclusion** from the **grease trap/interceptor** requirement to the District FOG Control Program Administrator. The Food Service Establishment bears the burden of demonstrating, to the District Administrator reasonable satisfaction, that the installation of a **grease trap/interceptor** is not feasible or applicable. Upon determination by the District FOG Control Program Administrator reasons are sufficient to justify a Variance or Exclusion, the permit will be issued or revised. If an exclusion is determined to be prudent, the facility will be removed from the Districts FOG Program.
- B. A **Variance** shall contain terms and conditions that serve as basis for its issuance. A **variance** may be revoked at any time when any of the terms and conditions for its issuance is not satisfied or if the conditions upon which the **Variance** was based change, so that justification no longer exists. The **Variance** shall be valid for one year as long as the Food Service Establishment remains in compliance with their terms and conditions until the expiration date specified in the **Variance**.

"Variance" is not defined. Why capitalized?

"Exclusion" is not defined. Why capitalized?

## 2.9 GREASE DISPOSAL MITIGATION

All FOG Interceptors and or Grease Traps shall be cleaned on a regular basis at the user's expense to ensure efficient operation of the interceptor. This Ordinance requires that all Interceptors be cleaned no less than once every ninety (90) days and Grease Traps be cleaned a minimum of every seven (7) days. The necessary frequency of cleaning will vary greatly depending on the nature of the establishment.

Why is "interceptor" capitalized in one location and not the other?

A. Authorized District personnel shall be allowed access to Grease Interceptors and or Grease Traps within or near the facility for the purpose of inspection and/or to verify compliance with this Ordinance.

B. Maintenance of below ground Grease Interceptors shall be performed only by a licensed Grease Interceptor cleaning service at the Food Service Establishments expense. Smaller under-the-counter Grease Traps can be cleaned by an approved licensed Grease Trap cleaning service or by in-house staff of the Food Service Establishment.

Defined terms. Should be capitalized.

C. Notwithstanding the one-year implementation period established in Section 2.5, Food Service Establishments found to have contributed to a Sewer System Overflow (SSO) or any sewer system interference resulting from the discharge of wastewater or waste containing FOG, shall be ordered to install and maintain a grease interceptor, grease trap or other approved grease control device, and may be subject to a plan to abate the nuisance and prevent any future health hazards created by sewer line failures and blockages, SSOs or any other sewer system interferences. SSOs may cause threat and injury to public health, safety, and welfare of life and property and are hereby declared public nuisances. Furthermore, sewer lateral failures and SSOs caused by Food Service Establishments alone or collectively, are the responsibility of the private property owner or Food Service Establishment.

Should define in Section 1.2

If the District or Member Agency must act immediately to contain and clean up a SSO caused by blockage of a private or public sewer lateral or system serving a Food Service Establishment, or at the request of the property owner or operator of the Food Service Establishment, or because of the failure of the property owner or Food Service Establishment to abate the condition causing immediate threat of injury to the health, safety, welfare, or property of the public, the District's and/or Member Agency's costs for such abatement may be entirely borne by the property owner or operator of the Food Service Establishment.

Should be "shall"

Which is it? The property owner or the operator?

## ARTICLE 3 – FOG WASTEWATER DISCHARGE PERMITS FOR FOOD SERVICE ESTABLISHMENTS

### 3.1 FOG WASTEWATER DISCHARGE PERMIT REQUIRED

- A. Food Service Establishments currently discharging wastewater containing FOG into the District's sewer system shall obtain a FOG Wastewater Discharge Permit or Variance from the District.
- B. FOG Wastewater Discharge Permit or Variance shall be expressly subject to all provisions of this Ordinance and all other regulations, charges for use, and fees established by the District. The conditions of FOG Wastewater Discharge Permit or Variance shall be enforced by the District in accordance with this Ordinance and applicable to any State and Federal Regulations.
- C. Any ~~FOG Discharge~~ proposing to change the volume or characteristics of an existing ~~Discharge~~ shall request consideration from the District as to whether or not a new application should be filed and shall provide sufficient information on the proposed change to enable the District to determine whether a new application is needed. If the proposed change requires a revision in a current local permit or requires that a different type of permit be issued, the User shall apply to the District for an appropriate FOG Discharge Permit within forty-five (45) days of receiving notification of such requirement.
- D. There shall be four types of FOG discharge Permits granted to Food Service Establishments by the District:
1. Interim Permit: Upon the effective date of this Ordinance, all Food Service Establishments in the District will be subject to the conditions for a FOG Wastewater Discharge Permit as described in this Ordinance. For a period of twelve (12) months following adoption, all Food Service Establishments will be granted a blanket Interim Permit until such time as the District's FOG Control Program staff inspects them. Notwithstanding the foregoing, each Food Service Establishment shall comply with the provisions of Article 2, and prior to the expiration of the twelve month interim permit period, each Food Service Establishment must have obtained a regular Permit, Exclusion, or Variance in order to continue to discharge wastewater into the District's sewer system.
  2. Regular Permit: Regular Permits will be issued upon the proper installation and maintenance of a grease interceptor as described in Section 2.5.
  3. Variance: A variance permit issued upon implementation of Best Management Practices minimal FOG production and/or alternative pretreatment technology

"Discharge" and "Discharge" are not defined anywhere

Defined term. Should be capitalized

insert "will be"

insert comma

Defined terms  
Should be  
capitalized

that is, at least, equally effective in controlling the FOG discharge in lieu of a grease interceptor as described in 2.6.

- 4. Exclusion: Exclusions will only be issued when a facility does not meet the criteria for requiring a FOG Permit as stated in Section 2.6.
- 5. Proper installation and maintenance of a grease interceptor or grease trap and application for a Regular Permit shall be the standard method of compliance with this Ordinance.

**3.2 FOG WASTEWATER DISCHARGE PERMIT APPLICATION**

A. Any person required to obtain a FOG Wastewater Discharge Permit shall complete and file with the District prior to commencing or continuing discharges, a FOG Participant Data and Application Form prescribed by the District. The applicable fees shall accompany the application. The applicant shall submit, in units and terms appropriate for evaluation, the following information at a minimum:

- 1. Name, physical and mailing address, telephone number, description of the Food Service Establishment, operation, cuisine, service activities and number of patrons using the applicant's services.
- 2. (Which ever is applicable) Name, address of any and all principals/owners/major shareholders of the Food Service Establishment; Business License.
- 3. Practices currently in use to reduce FOG.
- 4. Any other information as specified in the Participant Data and Application form.
- 5. Applicants may be required to submit facility plans, plumbing plans, and details to show all sewers, FOG control device, grease interceptor or other pretreatment equipment and appurtenances by size, and location, for evaluation. Defined terms Should be capitalized

B. Other information related to the applicant's business operations and potential discharge may be requested to properly evaluate the permit application.

C. After evaluation of the furnished data, the District may issue a FOG Wastewater Discharge Permit, subject to terms and conditions set forth in this Ordinance and as otherwise determined by the FOG Control Program Administrator to be appropriate to protect the District's sewer system.

### **3.3 FOG WASTEWATER DISCHARGE PERMIT CONDITIONS**

The issuance of a FOG Wastewater Discharge Permit may contain any of the Following conditions or limits:

- A. Limits on discharge of FOG.
  - B. Requirements for proper operation and maintenance of grease interceptors and other grease control devices.
  - C. Requirements for implementation of Best Management Practices and installation of adequate grease interceptor and/or grease control device.
  - D. Requirements for maintaining logs and/or records, including wastehauling records and waste manifests on-site.
  - E. Requirements for the Food Service Establishment to construct operate and maintain, at its own expense, FOG control device.
  - F. Additional requirements as otherwise determined to be reasonably appropriate by the District FOG Control Program Administrator to protect the District's system or as specified by other Regulatory Agencies.
  - G. Other terms and conditions, which may be reasonably applicable to ensure compliance with this Ordinance.
- Defined terms that should be capitalized
- Do the Member Agencies really separately set their fees or does the San District set a single fee?

### **3.4 FOG WASTEWATER DISCHARGE PERMIT APPLICATION FEE**

- A. The FOG Wastewater Discharge Application Permit fee shall be paid by the applicant in an amount adopted by resolution or ordinance of Board Members to the appropriate Member Agency within the District. Payment of the application permit fee must be received at the time of filing the application for the permit. All delinquent fees must be paid prior to issuance of renewal permits.
- B. The District shall adopt reasonable fees for reimbursement of costs, which may include:
  - 1. Fees for FOG Ordinance Permit Forms including the cost of processing such forms.
  - 2. Fees for monitoring, inspection, and surveillance procedures including the cost of collection and analyzing a User's Discharge, and reviewing monitoring reports submitted by Users.

3. Fees for reviewing and responding to accidental Discharge procedures and construction.
4. Fees for filing appeals.
5. Other fees as the District and/or Member Agency may deem necessary to carry out the requirements contained herein.

These fees shall relate solely to the matters covered by this Ordinance and are separate from all other fees, fines, and penalties chargeable by the District.

### **3.5 FOG WASTEWATER DISCHARGE PERMIT MODIFICATION OF TERM & CONDITIONS**

- A. The terms and conditions of an issued permit may be subject to modification and change by the sole determination of the District FOG Control Program Administrator during the life of the permit based on:

insert "of FOGs"  
before "of"

1. The quantity a Food Service Establishment discharges.
  2. Changes in the requirements of Regulatory Agencies which affect the District; or
  3. A determination by the District FOG Control Program Administrator that such modification is appropriate to further the objectives of this Ordinance.
- B. The User may request a modification to the terms and conditions of an issued permit. The request shall be in writing stating the requested change, and include reasons for the change. The District FOG Control Program Administrator shall review the request, make a determination on the request, and respond in writing.
- C. The User shall be informed of any change in the permit limits, conditions, or requirements at least forty-five days (45) prior to the effective date of the change. Any changes shall include a reasonable time schedule for compliance.



**3.6 FOG WASTEWATER DISCHARGE PERMIT DURATION AND RENEWAL**

FOG Wastewater Discharge Permits shall be issued annually. At least 30 days prior to the expiration of the permit, the **user** shall apply for renewal of the permit in accordance with the provisions of Article 3.

Change to "this"

Defined term. Should be capitalized

**3.7 NON-TRANSFERABILITY OF PERMITS**

FOG Wastewater Discharge Permits issued under this section of the Ordinance are for a specific Food Service Establishment, for a specific operation and create no vested rights. No permit holder shall assign, transfer, or sell any FOG Wastewater Discharge Permit issued under these neither Ordinance nor use any such permit for or on any premises or for facilities or operations or discharges not expressly encompassed within the underlying permit. No permit can be transferred to a new owner or operator or to a new facility.

**3.8 FOG WASTEWATER DISCHARGE PERMIT CHARGE OF USE**

The permit charge shall cover the cost to the District and appropriate Member Agency for providing FOG implementation, monitoring, inspection and court costs. The fee shall be established by Resolution or Ordinance by the Member Agency or District.

**ARTICLE 4 – FACILITY REQUIREMENTS**

Which is it? Seems to me it has to be one or the other, but not both.

**4.1 GREASE INTERCEPTOR REQUIREMENTS**

A. All Food Service Establishments shall discharge wastewater acceptable to the District, under the requirements and standards established herein before discharging to any public sewer. Any Food Service Establishment required to provide FOG pretreatment shall install, operate, and maintain an approved type and adequately sized **grease interceptor** necessary to maintain compliance with the objectives of this Ordinance.

Defined terms. Should be capitalized

B. **Grease interceptor** sizing and installation shall conform to the current edition of the Uniform Plumbing Code. **Grease interceptors** shall be constructed in accordance with the design approved by the District FOG Control Program Administrator and shall have a minimum of two compartments with fittings designed for grease retention.

C. The **grease interceptor** shall be installed at a location where it shall be at all times easily accessible for inspection, cleaning, and removal of accumulated grease.

- D. Access manholes, with a minimum diameter of 24 inches, shall be provided over each grease interceptor chamber and sanitary tee. The access manholes shall extend at least to finished grade and be designed and maintained to prevent water inflow or infiltration. The manholes shall also have readily removable covers to facilitate inspection, grease removal, and wastewater sampling activities.

#### **4.2 GREASE INTERCEPTOR MAINTENANCE REQUIREMENTS**

- A. Grease Interceptors shall be maintained in efficient operating condition by periodic removal of the full content of the interceptor which includes wastewater accumulated FOG, floating materials, sludge and solids.

- B. All existing and newly installed grease interceptors shall be maintained in a manner consistent with maintenance frequency approved by the FOG Control Program Administrator pursuant to this section.

- C. No FOG that has accumulated in a grease interceptor shall be allowed to pass into any sewer lateral, sewer system, storm drain or public right of way during maintenance activities.

- D. Food Service Establishments with grease interceptors shall be required to submit data and information necessary to establish the maintenance frequency of grease interceptors.

- E. The maintenance frequency for all Food Service Establishments with a grease interceptor shall be determined in one of the following methods:

- F. Grease interceptors shall be fully pumped out and cleaned at a frequency such that the combined FOG and solids accumulation does not exceed 25% of the total designed hydraulic depth of the grease interceptor. This is to ensure that the minimum hydraulic retention time and required available hydraulic volume is maintained to effectively intercept and retain FOG discharged to the sewer system. All Food Service Establishments with a Grease Interceptor shall maintain their grease interceptor no less than every ninety (90) days.

- G. Grease interceptors shall be fully pumped out and cleaned quarterly when the frequency described in (1) has not been established.

- H. If the grease interceptor, at any time, contains FOG and solids accumulation that does not meet the requirements described in (1) the Food Service Establishment shall be required to have the grease interceptor serviced immediately such that all fats, oils, grease, sludge, and other materials are completely removed from the grease interceptor. If deemed necessary, the District FOG Control Program Administrator may also increase the maintenance frequency of the grease interceptor from the current frequency.

Defined terms should be capitalized.

Defined terms should be capitalized.

- I. Wastewater, accumulated FOG, floating materials, sludge/solids, and other materials removed from the **grease interceptor** shall be disposed off site properly by wastehaulers in accordance with all applicable federal, state and/or local laws.

**4.3 GREASE TRAP REQUIREMENTS**

- A. Sizing and installation of **grease traps** shall conform to the current edition of the California Plumbing Code.
- B. **Grease traps** shall be inspected periodically to check for leaking seams and pipes, and for effective operation of the baffles and flow regulating device. **Grease traps** and their baffles shall be maintained free of all FOG and waste. Removable baffles shall be removed and cleaned during the maintenance process.
- C. Food waste disposal units shall not be connected to or discharged into any **grease trap**.
- D. **Grease traps** shall be provided with an approved type of vented Flow Control Device (FCD), in conformance with the current edition of the **UPC**.
  - 1. FCDs shall be designed and installed so that the total flow through such a device or devices shall at no time be greater than the rated flow of the **grease trap**.
  - 2. No FCDs, having adjustable or removable parts shall be approved by the District.
  - 3. The vented FCDs shall be located such that no system vent shall be between the flow control device and the **grease trap inlet**.
  - 4. No vent or air inlet of the FCD shall connect with the sanitary drainage vent, as required by the UPC, or shall terminate through the roof of the building, and shall not terminate to the free atmosphere inside the building.
  - 5. A vent shall be installed downstream of the **grease trap** in accordance with the requirements set forth in the current edition of the UPC.

Defined terms. Should be capitalized

"UPC" not defined anywhere

Defined terms. Should be capitalized

Defined terms. Should be capitalized

Both Sections are numbered "4.3"

**4.3 GREASE TRAP MAINTENANCE REQUIREMENTS**

- A. **Grease traps** shall be maintained in efficient operating conditions by removing accumulated grease on a weekly basis.
- B. **Grease traps** shall be maintained free of all food solids and any FOG waste removed during the cleaning and scraping process.

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#### **4.4 REQUIREMENTS FOR BEST MANAGEMENT PRACTICES**

- A. All Food Service Establishments shall implement Best Management Practices in accordance with the requirements and guidelines established by the District under its FOG Control Program in an effort to minimize the discharge of FOG to the sewer system.
- B. All Food Service Establishments shall be required, at a minimum, to comply with the following Best Management Practices, when applicable:

##### Employee training

Defined term. Should be capitalized

Employees of the food service establishment shall be trained by ownership/management periodically as established in the permit, on the following subjects:

1. How to —dry wipe pots, pans, dishware and work areas before washing to remove grease.
2. The location and use of absorption products to clean under fryer baskets and other locations where grease may be spilled or dripped.
3. How to properly dispose of grease or oils from cooking equipment into a grease receptacle such as a barrel or drum without spilling.
4. Best Management Practices and/or No Grease Posters shall be posted conspicuously in the food preparation and dishwashing areas at all times.

### **ARTICLE 5 – MONITORING, REPORTING, NOTIFICATION, AND INSPECTION REQUIREMENT**

#### **5.1 MONITORING AND REPORTING REQUIREMENTS**

- A. The District FOG Control Program Administrator may require visual monitoring at the sole expense of the User to observe the actual conditions of the Food Service Establishment’s sewer lateral and sewer lines downstream.
- B. The District FOG Control Program Administrator may require reports for self-monitoring of wastewater constituents and FOG characteristics of the User needed for determining compliance with any conditions or requirements as specified in the FOG Wastewater Discharge Permit or this Ordinance. Monitoring reports of the analysis of wastewater constituents and FOG characteristics shall be in a manner and form approved by the District FOG Control Program Administrator

and shall be submitted upon request of the District FOG Control Program Administrator. Failure by the User to perform any required monitoring, or to maintain monitoring reports required by the District FOG Control Program Administrator constitutes a violation of this Ordinance and be cause for the District to initiate all necessary tasks and analysis to determine wastewater constituents for compliance with any conditions and requirements specified in the FOG Wastewater Discharge Permit or in this Ordinance. The User shall be responsible for any and all expenses of the District in undertaking such monitoring analyses and preparation of reports.

- C. Other reports may be required such as compliance schedule progress reports, FOG Control Monitoring Reports, and any other reports deemed reasonably appropriate by the FOG Control Program Administrator to ensure compliance with this Ordinance.


## **5.2 RECORD KEEPING REQUIREMENTS**

- A. The User shall be required to keep all manifests (if provided), receipts and invoices of all cleaning, maintenance, grease removal of/from the grease control device, disposal carrier and disposal site location for no less than three years. The User shall, upon request, make the manifests, receipts and invoices available to any District representative, or inspector. These records may include:
- B. A logbook of grease interceptor, grease trap or grease control device cleaning and maintenance practices.
- C. A record of Best Management Practices being implemented including employee training.
- D. Records of sampling data and sludge height monitoring for FOG and solids accumulation in the grease interceptors.
- E. Records of any spills and/or cleaning of the lateral or sewer system.
- F. Any other information deemed appropriate by the District FOG Control Program Administrator to ensure compliance with this Ordinance.

Defined terms. Should be capitalized

### **5.3 FALSIFYING INFORMATION OR TAMPERING WITH PROCESS**

It shall be unlawful to make any false statement, representation, record, report, plan or other document that is filed with the District, or to tamper with or knowingly render inoperable any **grease control device** monitoring device or method or access point required under this Ordinance.

 **Defined term. Should be capitalized.**

### **5.4 RIGHT OF ENTRY: INSPECTION AND SAMPLING**

- A. The District personnel and/or other authorized representatives of the District shall have the right to enter the premises of any User to determine whether the User is complying with all requirements of this Ordinance or order issued hereunder. Users shall allow the District ready access to all parts of the premises for the purposes of inspection, sampling, records examination, and the performance of any additional duties.
- B. Should a User have security measures in force which require proper identification and clearance before entry into its premises, the User shall make necessary arrangements with its security guards so that, upon presentation of suitable identification, the District will be permitted to enter without delay for the purposes of performing specific responsibilities as set forth above.
- C. The District shall have the right to set up on the User's property, or require installation of, such devices as are necessary to conduct sampling and/or metering of the User's operations.
- D. Any temporary or permanent obstruction preventing safe and easy access to the facility area to be inspected and/or sampled shall be promptly removed by the User at the written or verbal request of the District and shall not be replaced. The costs of clearing such access shall be borne by the User.
- E. Unreasonable delays in allowing the District access to the User's premises shall be a violation of this Ordinance.

### **5.5 RIGHT TO INSPECT**

If the District has been refused access to a building, structure, or property, or any part thereof, and is able to demonstrate probable cause to believe that there may be a violation of this Ordinance, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program of the District designed to verify compliance with this Ordinance or any permit or order issued hereunder, or to protect the overall public health, safety and welfare of the community, then the District may undertake a judicial enforcement activity by filing a misdemeanor citation.

**5.6 NOTIFICATION OF SPILL**

change to "it"

- A. In the event a User is unable to comply with any permit condition due to a breakdown of equipment, accidents, or human error or the User has reasonable opportunity to know that his/her/its discharge will exceed the discharge provisions of the FOG Wastewater Discharge Permit or this Ordinance, the discharger shall immediately notify the appropriate Member Agency by telephone at the number specified in the Permit. If the material discharged to the sewer has the potential to cause or result in sewer blockages or SSOs, the discharger shall immediately notify the member agency in which the User resides. Confirmation of this notification shall be made in writing to the District FOG Control Program Administrator at the address specified in the Permit no later than five working days from the date of the incident. The written notification shall state the date of the incident, the reasons for the discharge or spill, what steps were taken to immediately correct the problem, and what steps are being taken to prevent the problem from recurring.
- B. Such notification shall not relieve the User of any expense, loss, damage or other liability which may be incurred as a result of damage or loss to the District or any other damage or loss to person or property; nor shall such notification relieve the User of any fees or other liability which may be imposed by this Ordinance or other applicable law.

Quoted text  
Should be  
capitalized

**5.7 NOTIFICATION OF REMODEL OR EXPANSION**

Users shall notify the District at least 60 days in advance prior to any facility expansion/remodeling, or process modifications that may result in new or substantially increased FOG discharges or a change in the nature of the discharge. Users shall notify the District in writing of the proposed expansion or remodeling and shall submit any information requested by the District for evaluation of the effect the expansion/re-model may have on the Sewer System.

**ARTICLE 6 – Enforcement**

**6.1 GENERAL PROCEDURE**

The District, at its discretion, may utilize any one, combination, or all enforcement remedies provided in Article 6 in response to any permit or Ordinance violations.

**6.2 DETERMINATION OF NONCOMPLIANCE WITH FOG WASTEWATER DISCHARGE PERMIT CONDITIONS**

Sampling and Inspection Procedures

- A. Sampling and inspection of Food Service Establishments shall be conducted in the time, place, manner, and frequency determined at the sole discretion of the District FOG Control Program Administrator.
- B. Noncompliance with permit discharge conditions, or any discharge provisions of this Ordinance may be determined by an inspection of grease control device, grease interceptor and associated manifest and documentation; dye testing; and analysis of a grab or composite sample of the effluent of a Food Service Establishment.
- C. Any sample taken from an approved sample point is considered to be representative of the discharge to the public sewer. All costs associated with sampling shall be at the Users expense.

Defined terms. Should be capitalized

Notification of Non-Compliance (NON)

When the District finds that a User has violated any provision of this Ordinance or order, the District may serve upon that User a written Notice of Non-Compliance and will have 30 days to reach compliance.

Notification of Violation (NOV)

When the District finds that a User has violated the conditions set forth as part of the Notice of Non-Compliance, and/or continues to violate, any provision of this Ordinance, or order issued hereunder, any other FOG Ordinance Standard or Requirement, the District may serve upon that User a written Notice of Violation. The User will then correct the specified violation within a 14 day corrective timeline provided by the District. A plan for corrective actions may also be submitted by the User to the District. Submission of this plan in no way relieves the User of liability for any violations occurring before or after receipt of the Notice of Violation.

Noncompliance Fee

Any User determined to be in noncompliance with the terms and conditions specified in Article 4 and Article 5 or with any provision of this Ordinance shall pay a noncompliance fee. The purpose of the noncompliance fee is to compensate the District for costs of additional inspections and follow-up, sampling, monitoring, laboratory analysis, treatment, disposal, and administrative



processing incurred as a result of the continued non-compliance, and shall be in addition to and not in lieu of any penalties as may be assessed. Non Compliance fees shall be in the amount adopted individually by resolution of the District and Member Agencies at their discretion.

**6.3 PERMIT SUSPENSION**

Should not the fee be accrued by one or the other and not both?

A. The District may immediately suspend a FOG Wastewater Discharge Permit after any informal notice to the User has been issued, or when such suspension is necessary to stop an actual or threatened Discharge which reasonably appears to present or cause imminent or substantial endangerment to the health or welfare of Persons.

B. The District may also immediately suspend a FOG Wastewater Discharge Permit, after notice and opportunity to respond to such notice, that threatens to interfere with the operation of the Sewer Collection and Treatment System, or which presents, or may present, an endangerment to the environment.

These terms are not defined. Why capitalized?

C. Any User notified of a suspension of Discharge shall immediately stop or eliminate its contribution. In the event of a User's failure to immediately comply voluntarily with the suspension order, the applicable Member Agency shall take such steps as deemed necessary, including immediate severance of the sewer connection, to prevent or minimize damage to the Sewer Collection and Treatment System, its Receiving Waters or endangerment to any Persons. The Member Agency may allow the User to recommence its Discharge when the User has demonstrated to the satisfaction of the District that the period of endangerment has passed.

**6.4 PERMIT REVOCATION**

Revocation

The FOG Control Program Administrator may revoke any permit when it is determined that a User:

- A. Knowingly provides a false statement, representation, record, report, or other document to the District or Member Agency.
- B. Refuses to provide records, reports, plans, or other documents required.
- C. Falsifies, tampers with, or knowingly renders inaccurate any monitoring device or sample collection method.
- D. Fails to comply with the terms and conditions of permit suspension.

- E. Discharges effluent to the District's sewer system while its permit is suspended.
- F. Refuses reasonable access to the User's premises for the purpose of inspection and monitoring.
- G. Does not make timely payment of all amounts owed to the Member Agency for user charges, permit fees, or any other fees imposed pursuant to this Ordinance.
- H. Causes interference, sewer blockages, or SSOs with the District collection, treatment, or disposal system.
- I. Violates Grease Interceptor or Trap Maintenance, which results in unapproved discharge quantity and composition.

Why is "maintenance" capitalized?

Approval

- A. When the FOG Control Program Administrator has reason to believe that grounds exist for the revocation of a permit, he/she shall give written notice to the User.
- B. In the event the FOG Control Program Administrator determines to not revoke the permit, he/she may order other enforcement actions, including, but not limited to, a temporary suspension of the permit, under terms and conditions that he/she deems appropriate.

Effect

- A. Upon an order of revocation by the FOG Control Program Administrator becoming final, the User shall lose all rights to discharge wastewater containing FOG directly or indirectly into the District's system. The District and its member agencies shall additionally have the right to shut off water service to the affected property that is subject to the order of revocation.

Should be moved to only one tab stop to be consistent with other sections

1. Lien Rights. The District and/or member agency shall have the right to place a lien on the property affected by the order of revocation to cover all costs, administrative and including legal, as a part of that lien.

- B. Any owner or responsible management employee of the User shall be bound by the order of revocation.
- C. Any future application for a permit at any location within the Member Agencies and District by any person associated with an order of revocation will be considered after fully reviewing the records of the revoked permit, which records may be the basis for denial of a new permit. An order of permit revocation issued by the FOG Control Program Administrator shall be final in all respects on the

Shouldn't this read "Each owner and responsible management employee"

sixteenth (16th) day after it is mailed to the User unless a request for hearing is filed no later than 4:30 p.m. on the fifteenth (15th) day following such mailing.

**6.5 BYPASS**

What is "bypass"? It is not defined anywhere.

A. **Bypass** is prohibited, and the District may take an enforcement action against a User for a Bypass, unless authorized by the District or unless:

1. Bypass was unavoidable to prevent loss of life, serious personal injury, or Severe Property Damage.
2. There were no feasible alternatives to the Bypass, such as the use of auxiliary interceptor facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering to prevent a Bypass which occurred during normal periods of equipment downtime or preventative maintenance.

B. The User submitted notices as required under Section (4) below.

C. A User may allow any Bypass to occur which does not cause FOG Ordinance Standards or Requirements to be violated, but only if it is also for essential maintenance to assure efficient operation. These Bypasses are not subject to the provision of **paragraph (4) of this Section.**

"Standards" or "Requirements" are not defined anywhere.

There is no "paragraph 4 of this section."

D. If a User knows in advance of the need for a Bypass, it shall submit prior notice to the District, at least ten (10) days before the date of the Bypass, if possible.

E. A User shall submit oral notice to the District of an unanticipated Bypass that exceeds applicable FOG Ordinance **Standards** within twenty-four (24) hours from the time it becomes aware of the Bypass. A written submission shall also be provided within five (5) days of the time the User becomes aware of the Bypass. The written submission shall contain a description of the Bypass and its cause; the duration of the Bypass, including exact dates and times, and, if the Bypass has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the Bypass. The District may waive the written report on a case-by-case basis if the oral report has been received within twenty-four (24) hours.

## ARTICLE 7 - JUDICIAL ENFORCEMENT REMEDIES

### 7.1 CRIMINAL PROSECUTION

Defined term. Should be capitalized.

The Board of Directors of the South San Luis Obispo County Sanitation District, along with the City Council or District Board of each member agency intends to secure compliance with the provisions of this Code. To the extent that such compliance may be achieved by less drastic methods of enforcement, the following alternate, separate and distinct methods may be utilized. Each method set forth is intended to be mutually exclusive and does not prevent concurrent or consecutive methods being use to achieve compliance against continuing violations. Each and every day that such violation exists constitutes a separate offense. Notwithstanding any other provision of this Code, each violation of the provisions of this Code may be enforced alternatively as follows:

Change to "Ordinance" not "Code"

A. Infraction.

Any person violating any of the provisions or failing to comply with any of the mandatory requirements of this Code may be prosecuted for an infraction. Written citations for infractions may be issued by the District Fog Control Program Administrator or his or her designee.

B. Misdemeanor.

Any person violating any of the provisions or failing to comply with any of the mandatory requirements of this Code may be prosecuted for a misdemeanor. Written citations for misdemeanors may be issued by the District's attorney. Each and every misdemeanor violation is punishable by a fine not exceeding one thousand dollars (\$1,000.00) or imprisonment for a term not exceeding six (6) months, or both such fine and imprisonment.

Change to "Member Agency's legal counsel."

C. Civil Action.

The District's attorney, or any member's City attorney, by and at the request of the City Council, or community services district board, may institute an action in any court of competent jurisdiction to restrain, enjoin, or abate the conditions to be found in violation as provisions of this Code, as provided by law.

### 7.2 REMEDIES NONEXCLUSIVE

"Ordinance" not "Code"

The remedies contained in this Ordinance are not exclusive. The District may take any, all, or a combination of these actions against a Non-compliant User. Enforcement of the FOG Ordinance violations will generally be in accordance with the District's enforcement response plan. However, the District may take other action against any User when the circumstances warrant. Further, the District is empowered to take more than one enforcement action against any Non-compliant User.

DRAFT

## **ARTICLE 8 – FALSIFYING INFORMATION; DAMAGES TO MONITORING EQUIPMENT**

Any Person who knowingly makes any false statements, representation or certification in any application, record, report, plan, or other document filed or required to be maintained pursuant to this Ordinance, or who falsifies, tampers with or knowingly renders inaccurate any monitoring device or method required under this Ordinance, shall, upon conviction, be punished in accordance with District's Pretreatment Ordinance, Article V, Sections 27, 28 & 29.

DPAFT

## **APPENDIX A**

**SSLOCSD Survey**

**SSLOCSD Permit Application**

**Patrick O'Reilly**

**From:** Patrick O'Reilly [patrick@oceanocsd.org]  
**Sent:** Thursday, July 17, 2008 9:39 AM  
**To:** 'Mike'  
**Cc:** 'Alex Simas'; 'Bill Bookout'; 'Vern Dahl'; 'gina@oceanocsd.org'  
**Subject:** RE: FOG code enforcement

Thanks for the information.

Patrick O'Reilly  
General Manager  
Oceano Community Services District  
Office Phone 805-481-6730 Cell Phone 805-458-5139

---

**From:** Mike [mailto:Mike@shipseyandseitz.com]  
**Sent:** Wednesday, July 16, 2008 8:40 PM  
**To:** patrick@oceanocsd.org  
**Subject:** FW: FOG code enforcement

---

**From:** Mike  
**Sent:** Wednesday, July 16, 2008 8:38 PM  
**To:** 'Patrick O'Reilly'  
**Cc:** 'Joy Castaing'  
**Subject:** FOG code enforcement

Mr. O'Reilly:

Joy forwarded your email to her in regard to code enforcement alternatives contained in the FOG ordinance. Generally all municipal codes are enforced by alternative means including a finding that violations of the code may be handled as misdemeanors. I am the code enforcement attorney for Paso Robles and appear regularly in court on code enforcement matters.

The FOG ordinance contains a number of enforcement options short of enforcement by citation and all means short of citation will be used first to gain compliance. Enforcement by citation would be used in cases where the establishment has refused to follow the code and all alternatives have been utilized without success.

I would be happy to discuss this further with you or OCSD's legal counsel.

Michael W. Seitz

---

\*\*\*\*\* CONFIDENTIALITY NOTE\*\*\*\*\*

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**Patrick O'Reilly**

---

**From:** Joy Castaing [JoyC@wallacegroup.us]  
**Sent:** Wednesday, July 16, 2008 4:00 PM  
**To:** Patrick@OceanoCSD.Org  
**Subject:** RE: FOG Ordinance

Patrick-

I think originally we had it added because we felt that we couldn't turn off their water so there was no real "teeth" other than a fine. Also, we followed suit with Pretreatment which included imprisonment. I sent an e-mail to our Lawyer to see if I could get a clear definition for why. I will let you know.

**Joy Castaing**  
**Project Analyst II**

**WALLACE GROUP**

612 CLARION CT.  
SAN LUIS OBISPO  
CALIFORNIA 93401  
T 805 544-4011 ext.121  
F 805 544-4294

[joyc@wallacegroup.us](mailto:joyc@wallacegroup.us)

 Please consider the environment before printing this email.

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**From:** Patrick O'Reilly [mailto:patrick@oceanocsd.org]  
**Sent:** Wednesday, July 16, 2008 11:26 AM  
**To:** Joy Castaing  
**Cc:** 'Alex Simas'  
**Subject:** FOG Ordinance

Joy,

Our Water/Sewer Committee discussed the proposed FOG Ordinance last night. It mostly looks okay although they do not like the idea of possible imprisonment as result of this ordinance. Is that necessary?

Patrick O'Reilly  
General Manager  
Oceano Community Services District  
Office Phone 805-481-6730 Cell Phone 805-458-5139

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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

August 13, 2008

TO: Board of Directors, OCSD

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

**SUBJECT: REQUEST FOR WATER SERVICE FROM GRANDE MOBILE MANOR AND HALCYON ESTATES**

1. Attached are letters from Charles and Marilyn Knollenberg who own Grande Mobile Manor and Jerry Collins who owns Halcyon Estates. Both businesses are small rent controlled, senior mobile home parks providing relatively low cost housing to senior citizens. The letters request that the District provide water to the parks at the least expensive option available.

2. In October 2003, the City of Arroyo Grande entered into a temporary agreement with Grande Mobile Manor and Halcyon Estates to provide temporary water service since the wells in the parks were deteriorating and infiltrated with high levels of nitrates. The parks require a total of approximately eight acre feet per year. The parks are actually located in the County but are in the City of Arroyo Grande's sphere of influence. Because the parks are not in the City of Arroyo Grande, the Local Agency Formation Commission (LAFCO) had to approve the agreements as "outside user agreements". The agreements were for five years intending to give the parks adequate time to find another permanent source of water. The City of Arroyo Grande attempted to get credit under the Water Management Agreement (Gentlemen's Agreement) for well water no longer being utilized by the parks believing there would be no net impact on safe yield. However, some parties to the Water Management Agreement would not approve this option.

3. The following options exist to resolve the mobile home parks' water needs.

a. The mobile home park owners may upgrade the existing wells. This alternative could be accomplished however; the owners prefer other options due to the level of monitoring required and potential liability created by recent State regulations adopted involving water quality.

b. Credit could be given to the City of Arroyo Grande under the Water Management Agreement (Gentlemen's Agreement) for well water no longer being utilized by the parks if it is assumed there would be no net impact on safe yield. This alternative has already proven unacceptable to several participants in the Water Management Agreement.

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c. The parks could annex into the City of Arroyo Grande and continue to receive water from the City. However, the City's policy requires annexed property to provide an adequate water supply. It is possible that requirement could be waved.

d. The parks could remain in the sphere of influence of the City of Arroyo Grande and OCSD could provide (sell) water to the City for the parks. The existing agreement between the parks and the City of Arroyo Grande could remain in place. The park owners would prefer that this be a long term arrangement.

e. The parks could annex into the sphere of influence of the Oceano Community Services District and receive water from the District. If the parks annex into OCSD, there are two methods under which water could be provided. The first alternative would be for the District to provide water which could be "wheeled" to the parks through the existing infrastructure of the City of Arroyo Grande. The second alternative would be to require the parks to pay for water piping to connect to the District water distribution system. The first alternative is preferred by the park owners because it would be much less expensive than the second alternative.

4. If the parks were to be built within District boundaries today, Grande Mobile Manor would have to pay \$169,884 in developer fees and Halcyon Estates would be required to pay \$128,880 in developer fees as shown on Attachment 1. Developer fees are established in Ordinance 2006-1 and are discussed below.

Annexation Fees. Annexation Fees are established to recover the administrative costs to the District of processing annexation documentation. The fee is \$100 per acre.

Water Service Connection Fees. These fees are established to recover the costs to the District of installing meters and for maintenance of the water main in front of the property. For a three inch meter, the installation charge is \$10,800 and the minimum front footage charge is \$4,080.

State Water Project/Lopez Bond Fees. These fees are established to help defray the cost of State Water Project and Lopez Dam bonds. The fee is \$1,000 for each equivalent dwelling unit (EDU).

Capacity Charges. These fees are to recover the minimum bi-monthly water expenses for subscribing to the State Water Project and Lopez Reservoir. The fee increases each year to ensure the development project pays for all fees associated with those sources of water since their inception. The current fee is \$3,556 for each equivalent dwelling unit (EDU).

5. The Water and Sewer Committee discussed this issue at meetings on July 15, 2007 and July 30, 2007 and recommends that water be provided to the two mobile home parks on the following conditions.

Annexation. The parks be required to annex into the District's Sphere of Influence.

Water Piping Infrastructure. The parks be allowed to continue to receive water through the water distribution system of the City of Arroyo Grande. The District will sell water directly to the parks and "wheel" the water through the distribution system of the City of Arroyo Grande. The City of Arroyo Grande will charge a "wheeling" fee to the parks for this service. District Water Service Connection Fees should not be collected since the District

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is not connecting any services.

State Water Project / Lopez Connection Fees and Capacity Charges. These fees should be reduced to reflect the fact that experience has shown that these parks use less water than the typical equivalent dwelling unit (EDU). The typical single family residence (EDU) uses one-third (.33) of an acre foot of water per year. The connection and capacity fees were most likely based on this industry standard. However, the parks use only 7.2 acre feet of water annually for fifty-nine units or slightly over one-tenth (.12) of an acre foot per unit. Staff proposes that these fees be reduced to one-third of the existing fees commensurate with the actual amount of water used by these units.

6. The net impact of Staff's recommendations are shown on Attachment 2. The revised development fees for Grande Mobile Manor will be \$54,105 and for Halcyon Estates will be \$43,571.

7. The monthly cost of water to the parks will be about the same as they are currently paying as shown on Attachment 3.

**THE RECOMMENDED ACTION BEFORE YOUR BOARD is to:** by Board discussion, public comment, motion, second, and roll-call vote, direct the General Manager to prepare agreements for approval by the Board at a future date with both parks that require the parks to annex into the sphere of influence of the Oceano Community Services District; direct the General Manager to enter into an agreement with the City of Arroyo Grande to use City infrastructure to "wheel" water to the parks; and direct the General Manager to prepare agreements with both parks that establish development fees as shown on Attachment 2.

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06/10/2008

TO: Oceano Community Services District (attention Patrick O'Reilly)

From: Charles and Marilyn Knollenberg / Grande Mobile Manor 655 S. Halcyon

RE: Request for water service



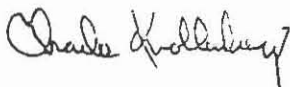
Grande Mobile Manor is unable to pump water from its pump and well because its water does not currently meet minimum health standards. For the last five years we have been receiving water from the City of Arroyo Grande with a temporary, out of area, water agreement (Grande Manor, although surrounded by the city on three sides, is currently still in the County). The City of Arroyo Grande has informed us that it will not be providing water to out of area users in the future. We are therefore in need of water as our agreement expires at the end of 2008.


We are therefore requesting water service from Oceano Water District. However we would like to continue to receive that water through our current hookup with Arroyo Grande. The city of Arroyo Grande has indicated it is willing to continue the delivery of water through their system if we enter an agreement with Oceano Water District.

Grande Mobile Manor is a 34 space, senior, rent controlled park providing very inexpensive spaces for seniors, many of these residents are on low, fixed incomes. The park had a large expense when it hooked up to the City of AG to obtain water and if it has expenses again in changing to Oceano Water District it would have to pass those costs on to these low income seniors in the form of space rent increases.

We are therefore requesting an agreement that would not require the park to extend a pipeline from Oceano. We would also like to remain in the Arroyo Grande sphere of influence, if possible, because we would someday like to work with the City of AG to improve the Pike / Halcyon intersection that we believe is a danger to our Residents.

Sincerely,

  
Charles Knollenberg

  
Marilyn Knollenberg

Grande Mobile Manor  
655 S. Halcyon  
Arroyo Grande CA 93420  
805-489-8207

**Patrick O'Reilly**

**From:** Jerry Collins [realtorjer@sbcglobal.net]  
**Sent:** Wednesday, June 18, 2008 11:56 AM  
**To:** patrick@oceanocsd.org  
**Cc:** knollenberg@earthlink.net  
**Subject:** Request for water service

Oceano Water District  
Patrick O'Reilly

Dear Mr. O'Reilly,

As you are aware, Halcyon Estates ( mobile home park) has had to stop pumping water from our own well, as our water fails to meet current minimum health standards. When this happened approx 5 years ago, the former owners of the park (then known as Double J) entered into a temporary agreement with the city of Arroyo Grande. This agreement provided for us to hook up (at considerable expense) to city water. This seemed the natural thing as we are surrounded on three sides by the city. Arroyo Grande has now informed us they no longer wish to supply water to "out of area users". We now need another source of water.

Please consider this letter as our request for water service from Oceano Water District. Since we are already hooked up to Arroyo Grande, we would like delivery to continue through their system. The City of Arroyo Grande has indicated they are willing to do this if we could enter into an agreement with Oceano.

We originally felt the natural progression would be to annex to the City of Arroyo Grande, but since they have no rent control residents have balked. Halcyon Estates consists of 25 spaces and our water needs are small. Should we have to hook up to your system, that would be an additional expense that would have to be passed on to residents.

We make this request for you to supply us water through the Arroyo Grande system, as it seems like a common sense approach. We are currently in the Arroyo Grande sphere of influence and would like to remain so as we see that as the most natural due to our proximity.

Sincerely,

Jerry L. Collins (owner)  
Halcyon Estates 727 S. Halcyon Road Arroyo Grande, Ca.  
Mailing Address 6820 N. Maine Ave. Clovis, Ca. 93619  
Phone 559-779-5222

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OCSD ORDINANCE 2006-1 (Water Service Charges)

**ATTACHMENT 1**

**ILLUSTRATION #1**

Grande Mobile Manor has 34 spaces.  
Halcyon Estates has 25 spaces.

<u>Grande Mobile Manor</u>	<u>Halcyon Estates</u>	
\$ 100	\$ 100	1 <u>Annexation Fee</u> \$ 100 per acre
\$ 10,800	\$ 10,800	2 <u>Water Service Connection Fee</u> \$ 10,800 installation charge
\$ 4,080	\$ 4,080	\$ 4,080 minimum front footage charge (for maintenance of water main)
\$ 34,000	\$ 25,000	3 State Water Project / Lopez Connection Fee (Bonds) \$ 1,000 for each EDU
\$ 120,904	\$ 88,900	4 Capacity Charge (increased by total bi-monthly water charges each year) \$ 3,556 for each EDU
<b><u>\$ 169,884</u></b>	<b><u>\$ 128,880</u></b>	<b>TOTAL DEVELOPMENT FEES</b>

**ILLUSTRATION #2**

**ATTACHMENT 2**

SERVICES ALREADY CONNECTED

SERVICE STANDARD IS THAT 1 ACRE FOOT OF WATER WILL SERVICE 3 HOUSEHOLDS (EDUs) PER YEAR

7.2 ACRE FEET OF USAGE EQUALS 22 HOUSEHOLDS (EDUs)

- 4.00 Acre Feet used by Grande Mobile Manor
- 12.00 EDUs for Grande Mobile Manor (Acre Feet x 3)
- 3.20 Acre Feet used by Halcyon Estates
- 9.60 EDUs for Halcyon Estates (Acre Feet x 3)

Grande Mobile Manor	Halcyon Estates	
\$ 100	\$ 100	1 <u>Annexation Fee</u> \$ 100 per acre
\$ -	\$ -	2 <u>Water Service Connection Fee (NOT REQUIRED)</u> \$ 10,800 installation charge
\$ -	\$ -	\$ 4,080 minimum front footage charge (for maintenance of water main)
\$ 11,333	\$ 8,333	3 State Water Project / Lopez Connection Fee (Bonds) \$ 1,000 for each EDU (Grande = 12 EDUs and Halcyon = 9.6 EDUs)
\$ 42,672	\$ 34,138	4 Capacity Charge (increased by total bi-monthly water charges each year) \$ 3,556 for each EDU (Grande = 12 EDUs and Halcyon = 9.6 EDUs)
<b><u>\$ 54,105</u></b>	<b><u>\$ 42,571</u></b>	<b>TOTAL DEVELOPMENT FEES</b>

**BI-MONTHLY WATER CHARGES: GRANDE MOBILE MANOR EXAMPLE (276 UNITS USED)**

**ATTACHMENT 3**

**ARROYO GRANDE**

**OCEANO CSD**

<u>Units</u>	<u>Unit Charge</u>	<u>Cost</u>
12	1.39	16.68
20	1.54	30.80
31	1.75	54.25
213	2.12	451.56
276		553.29
Fixed Fee		56.90
Fixed Fee 3" meter		67.03
Total Water		677.22
Lopez Charge		1,607.06
Total Charge		2,284.28
<b>BI-MONTHLY DIFFERENCE</b>		<b>713.64</b>
<b>ANNUAL DIFFERENCE</b>		<b>4,281.84</b>

<u>Units</u>	<u>Unit Charge</u>	<u>Cost</u>
204	3.99	813.96
72	2.25	162.00
276		975.96
		353.28 Wheeling Charge = \$1.28 per EDU (To AG)
		-
Total Water		1,329.24
Lopez Charge		241.40 \$7.10 per EDU
Total Charge		1,570.64

**NOTE: AN INCREASE IN RATES OF 25% WOULD MAKE THE OCSD RATE EQUAL \$1,960**





# Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

August 13, 2008

TO: Board of Directors, OCSD

FROM: Patrick J. O'Reilly, General Manager 

**SUBJECT: Storm Water Management Plan**

1. The District is required to prepare a Storm Water Management Plan for approval by the Regional Water Quality Control Board. A draft plan has been prepared by our District Engineer (Wallace Group). A copy of the draft plan is attached. A copy of a Table of Required Revisions is also attached. The draft plan and proposed revisions will be discussed as an agenda item at the meeting of the Board of Directors on August 27, 2008. The draft plan and proposed revisions will be available for public viewing in the District office beginning August 8, 2008.

**THE RECOMMENDED ACTION BEFORE YOUR BOARD is to:** None; provided for information only.

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OCEANO COMMUNITY SERVICES DISTRICT

**STORM WATER  
MANAGEMENT PLAN**

**2008**



## **STORM WATER MANAGEMENT PLAN**

### **1.0 Background**

The United States Environmental Protection Agency (EPA) expanded existing Phase I Storm Water Programs to include small District separate storm sewer operators (MS4). This program is known as the *National Pollutant Discharge Elimination System (NPDES) Phase II Final Rule*.

The State Water Regional Control Board (SWRCB) determined that Oceano is subject to the NPDES Phase II Final Rule requirements because of tourism and a “high population density” of at least 1,000 people per square mile. As of the 2000 census, Oceano’s population density was 4,774 people per square mile, with a total population of 7,260.

Oceano Community Services District (Oceano CSD) is a public agency that provides specific services; fire, street lighting, sewer and water. The County retains responsibility for storm water, planning, land use, grading, building permits, and roads within the district.

### **2.0 Management Resources**

Oceano CSD is governed by a five member body, known as the Board of Directors, serving terms of four (4) years. The Board is elected at large by the electorate within the Oceano CSD boundaries. The Board establishes policy, sets goals and objectives, approves the annual budget, approves expenditures and performs other related functions.

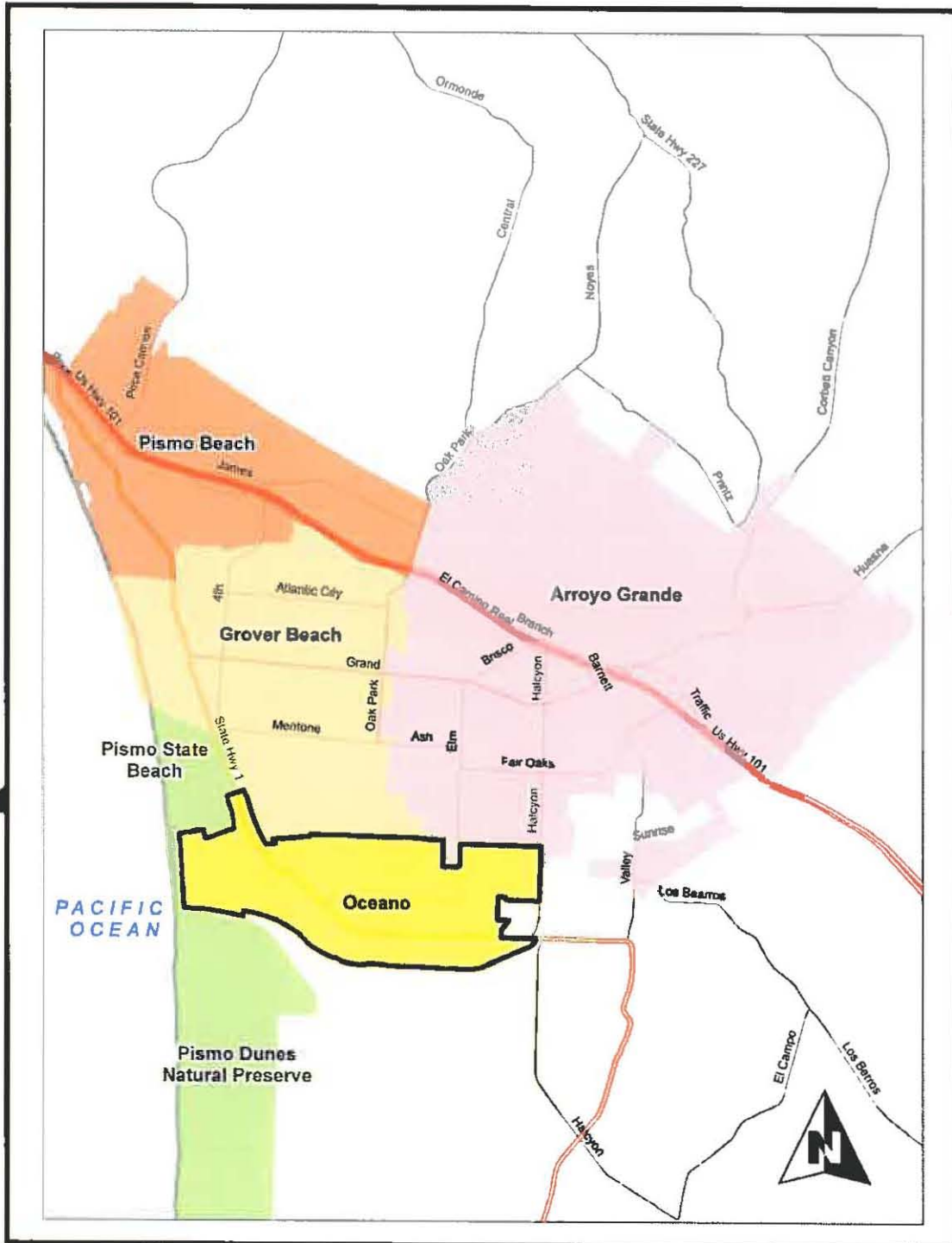
Oceano CSD Board of Directors appoints a General Manager responsible for day to day operations. The General Manager will be responsible for coordinating and implementing the Storm Water Management Plan (SWMP) with funds allocated by the Board of Directors.

### **3.0 Fiscal Resources**

Oceano CSD water and wastewater services are “fee for services”. Existing Best Management Practices (BMP) are subsidized from these fees. Oceano CSD intends to coordinate efforts and resources with the County of San Luis Obispo, neighboring cities of Arroyo Grande and Grover Beach, Lucia Mar School District, non-profit and volunteer organizations to minimize the fees associated with implementing the Storm Water Management Plan.

#### 4.0 Vicinity Map

The Community of Oceano lies within the unincorporated, coastal area of San Luis Obispo County, just South of Grover Beach, West of Arroyo Grande and East of Pismo State Beach.



## 5.0 Phase II Final Rule Overview

Phase II Final Rule, requires that operators of small District separate storm sewer systems (MS4) design a Storm Water Management Plan (SWMP) to:

- Reduce the discharge of pollutants to the “maximum extent practicable”
- Protect water quality
- Satisfy the appropriate water quality requirements of the Clean Water Act.

In order to meet these requirements, the EPA developed six minimum control measures to be included in the Storm Water Management Plan.

1. Public Education and Outreach
2. Public Participation and Involvement
3. Illicit Discharge Detection and Elimination
4. Construction Site Runoff Control
5. Post-Construction Runoff Control
6. Pollution Prevention / Good Housekeeping

## 6.0 County and CSD Storm Water Management Responsibilities

San Luis Obispo County’s Storm Water Management Plan, Table 1.2 limits Oceano CSD storm water responsibilities to only two of the six Minimum Control Measures (MCM).

**Table 1.2. County and CSD Stormwater Management Responsibilities**

CSD	MCM1 Public Education & Outreach	MCM2 Public Participation & Involvement	MCM3 Illicit Discharge Detection & Elimination	MCM4 Construction Site Runoff Control	MCM5 Post- Construction Stormwater Management	MCM6 Pollution Prevention Good House- keeping for Municipal Operations
Oceano	County	County	County except for water and waste- water services	County	County	County for roads and all other County owned facilities. OCSD for OCSD owned facilities.

**MCM3** - Illicit Discharge Detection and Elimination for water and wastewater

**MCM6** - Pollution Prevention / Good Housekeeping for OCSD owned facilities.

The County of San Luis Obispo retains jurisdiction over all other aspects of storm water management within Oceano CSD. This limited responsibility does not preclude Oceano CSD from coordinating with other private or public organization’s to fulfill the goals of storm water management. Oceano CSD will encourage and assist, whenever practical, other’s efforts to improve *Public Education, Outreach, Participation and Involvement.*

## 7.0 Storm Water Management Control Measures

### 1. Public Education and Outreach

These functions are performed by the County of San Luis Obispo, public agencies, non-profits and other volunteer organizations. Public education efforts aim to project information to the audience, while the goal of a public participation is to encourage volunteerism, public comment, input on policy, and activism in the community. The County of San Luis Obispo has produced a set of public outreach materials for distribution to Oceano residents and has made public appearances to local schools and community groups.

### 2. Public Participation and Involvement

These functions are performed by the County of San Luis Obispo, public agencies, non-profits and other volunteer organizations. The minimum requirements of Public Participation / Involvement are to provide opportunities for citizens to participate in program development and implementation, including effectively publicizing public hearings and encouraging citizen representatives on a storm water management panel.

### 3. Illicit Discharge Detection and Elimination

The minimum requirements of Illicit Discharge Detection and Elimination are to develop and implement a plan to detect and eliminate illicit discharges to the storm sewer system. The County will be the enforcement authority for Best Management Practices (BMP)<sup>1</sup> as outlined in their SWMP.

Oceano CSD will be responsible for Illicit Discharge Detection and Elimination from their facilities, including the water and wastewater systems.

### 4. Construction Site Runoff Control

These functions are performed by the County of San Luis Obispo. The minimum requirements of construction Site Runoff Control are to develop, implement, and enforce an erosion and sediment control program for construction activities that disturb one or more acres of land.

Oceano CSD does not issue or enforce construction permits. The District must submit permit applications to the County for District construction projects.

Therefore, the District has not included any new BMPs in the SWMP. BMPs for Construction Site Runoff Control will be represented in the County of San Luis Obispo's SWMP.

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<sup>1</sup> Policies or practices that prevent, reduce, or mitigate the impacts of storm water runoff. These methods can be structural (e.g., basins) or non-structural (e.g., policies). BMPs classified as "non-structural" are those on behavioral changes rather than engineered

## 5. Post-Construction Runoff Control

These functions are performed by the County of San Luis Obispo. The minimum requirements for Post-Construction Runoff Control are to develop, implement, and enforce programs to address discharges of post-construction storm water runoff from new development and redevelopment areas. Applicable controls could include preventative actions such as protecting sensitive areas (e.g. wetlands) or the use of structural BMP such as grassed swales or porous pavement.

Oceano CSD does not issue or enforce construction permits. The District must submit permit applications to the County for District construction projects. Therefore, the District has not included any new BMP in the SWMP. BMP for Post-Construction Runoff Control will be presented in the County of San Luis Obispo's SWMP.

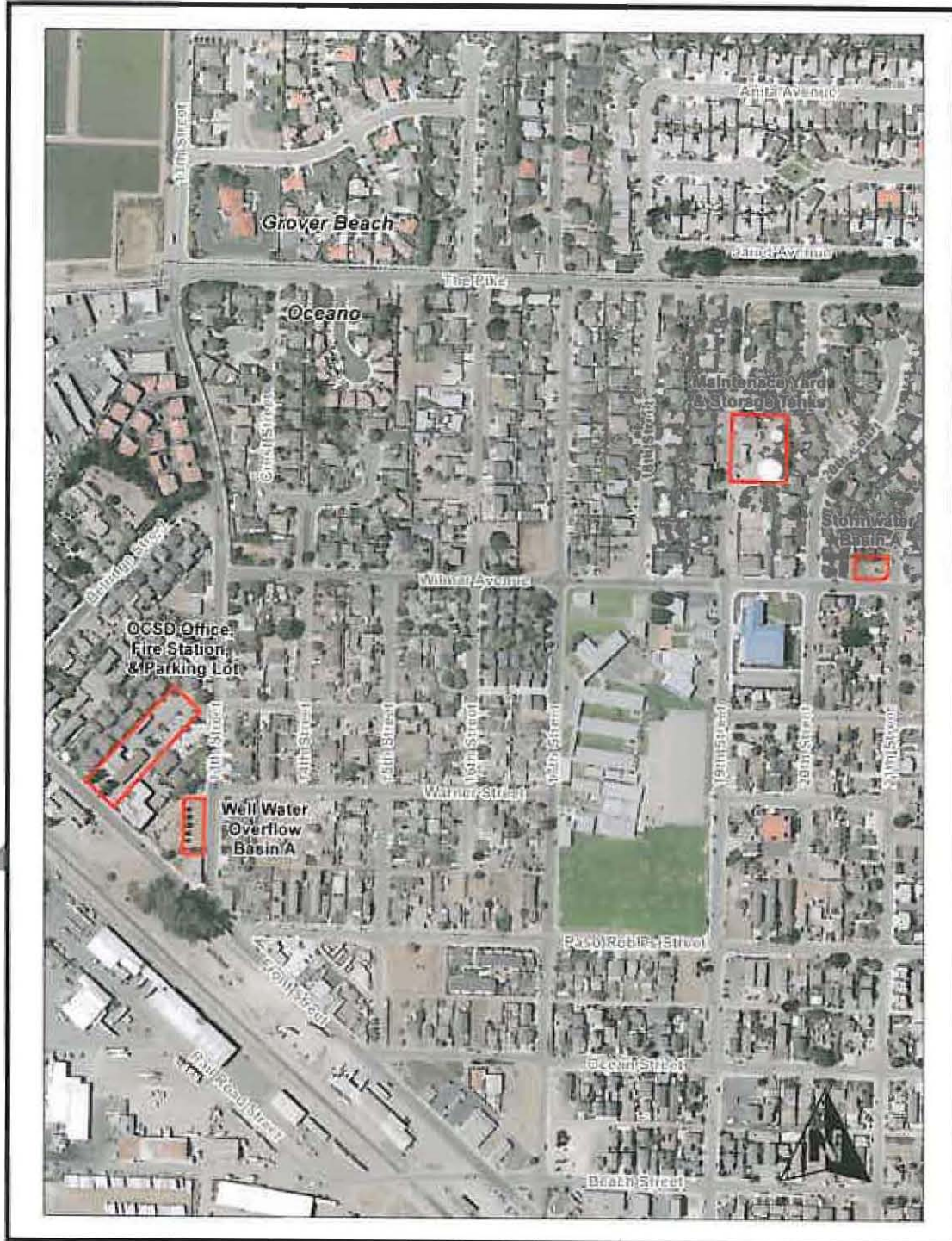
## 6. Pollution Prevention / Good Housekeeping

Oceano CSD provides Pollution Prevention and Good Housekeeping by implementing Best Management Practices (BMP) for their facilities. These facilities include;

- One stormwater basins
- One well water overflow basin
- The District Office and Fire Station
- Maintenance yard
- Water and wastewater systems

**See Facility Map and Minimum Control Measures on following pages**

## 8.0 Facility Map





## 9.0 Minimum Control Measures

1. Public Education and Outreach (PE)					
ID #	Best Management Practices	BMP Objective	Measurable Goals	Timetable	Implemented by:
PE1	Cooperate with the County of San Luis Obispo, other agencies and groups to distribute outreach materials, when practical, in Oceano CSD scheduled mailings.	To share resources and reduce the source of storm water pollutants by distributing printed materials.	The CSD will include County (other agencies) produced stormwater brochures to CSD water service customers.	Coordinate with County's 5 year plan	Administrative Staff
PE2	Provide links to county website storm water information.	Provide another way to inform the public about storm water prevention	Oceano CSD adds link to County website during update.	Implement with 2008 / 2009 website update	Administrative Staff
2. Public Participation and Involvement (PP)					
ID #	Best Management Practices (BMP)	BMP Objective	Measurable Goals	Timetable	Implemented by:
PP1	Cooperate with County, other agencies and groups to promote public participation in Coastal Cleanup Day and Creek Cleanups.	Promote community support for SWMP and to reduce pollution from litter, trash, and illegal dumping.	Keep apprised of SLO County Partnership for Water Quality meetings and participate in local clean-up days.	Coordinate with SLO county's 5 year plan	Administrative Staff
PP2	Post signs at storm water basin asking for public assistance in reporting pollution threats and activities. Establish a system for enforcement and penalties.	To give the public the opportunity to be proactive in stopping storm water pollution and prohibit polluters by posting penalties.	Post records, maps and district letters regarding public reports. System established for enforcement and penalties.	Implement 2009 / 2010 fiscal year.	Administrative Staff
3. Illicit Discharge Detection and Elimination (IL)					
ID #	Best Management Practices (BMP)	BMP Objective	Measurable Goals	Timetable	Implemented by:
IL1	Develop Sanitary Sewer Overflow Plans as part of Sewer System Management Plan (SSMP).	To reduce pollutants in storm water runoff from sanitary sewer overflows and spills from Oceano CSD operated water and wastewater systems.	Log sanitary sewer overflows, responses and time to implement corrective and preventive measures.	2009	Administrative Staff and Maintenance Staff
IL2	Develop a plan to help reduce the risk of spills and improve response and cleanup when they occur in the maintenance yard.	To reduce pollutants in storm water runoff from maintenance yard and above ground storage tanks.	Track hazardous spills and implement standard clean-up procedures plus corrective and preventive measures	Implement in 2008 / 2009 fiscal year.	Administrative Staff, Fire Department and Maintenance Staff.
4. Construction Site Runoff					
ID #	Best Management Practices (BMP)	BMP Objective	Measurable Goals	Timetable	Implemented by:
Oceano CSD does not issue or enforce construction permits. These functions are performed by the County of San Luis Obispo. The District must submit permit applications to the County for District construction projects. Therefore, the District has not included any new BMPs in the SWMP. BMPs for Construction Site Runoff Control will be presented in the County of San Luis Obispo's SWMP.					

9.0 Minimum Control Measures (continued)

5. Post Construction Runoff Control					
ID #	Best Management Practices (BMP)	BMP Objective	Measurable Goals	Timetable	Implemented by:
<p>Oceano CSD does not issue or enforce construction permits. These functions are performed by the County of San Luis Obispo. The District must submit permit applications to the County for District construction projects. Therefore, the District has not included any new BMPs in the SWMP. BMPs for Post-Construction Runoff Control will be presented in the County of San Luis Obispo's SWMP.</p>					
6. Pollution Prevention / Good Housekeeping (GH)					
ID #	Best Management Practices (BMP)	BMP Objective	Measurable Goals	Timetable	Implemented by:
GH1	Monitor hazardous materials storage and spill prevention procedures to avoid entrance into County storm water systems from Oceano CSD facilities.	To reduce the possibility of pollutants entering County storm water system.	Include check list for proper hazardous materials storage and spill prevention.	Implement in 2008 / 2009 fiscal year.	Maintenance Staff
GH2	Develop procedures to prevent maintenance yard storm water runoff pollution from vehicle washing and fuel dispensing.	To prevent storm water runoff pollution from District vehicle washing, fuel dispensing and maintenance facilities.	Inspect for compliance on an ongoing basis. Include frequency and documentation.	Implement in 2008 / 2009 fiscal year.	Maintenance Staff
GH3	Develop procedures to prevent water line and hydrant flushing that might impact storm water runoff, including water discharged during flushing activities associated with line disinfections.	To prevent flushing runoff pollution from maintenance related line and hydrant flushing.	Develop a flow chart for line and hydrant flushing to use as a determination for the disposal of chlorinated water.	Implement in 2009 / 2010 fiscal year.	Maintenance Staff and Fire Department
GH4	Develop basin maintenance tasks and schedule to reduce basin impact to storm water systems	Through quarterly inspections, non-storm water discharges can be discovered and subsequently stopped. Maintenance needs can be identified, pollutants and erosion problems can be detected.	Develop a quarterly basin maintenance checklist to help identify any visual pollutants and erosion problems that can be detected and eliminated.	Implement in 2008 / 2009 fiscal year.	Maintenance Staff
GH5	Conduct Oceano CSD facility Stormwater Pollution Prevention inspections including, but not limited to Oceano CSD office, fire station, maintenance yard, vehicle and service equipment.	To reduce pollutants in stormwater runoff from Oceano CSD facilities.	Develop an annual self-inspection checklist for district facilities to identify any visual pollutants and erosion problems that can be detected and eliminated.	Implement in 2009 / 2010 fiscal year.	Administrative Staff and Maintenance Staff
GH6	Store vehicle and maintenance equipment in a designated area that protects the stormwater system from vehicle and equipment leaks and spills	To prevent stormwater runoff pollution from District vehicle and equipment leaks and spills.	Include checks for vehicle and equipment leak / spill prevention on the inspection checklist described in GH5 above.	Implement in 2008 / 2009 fiscal year.	Maintenance Staff

6. Pollution Prevention / Good Housekeeping (GH)					
ID #	Best Management Practices (BMP)	BMP Objective	Measurable Goals	Timetable	Implemented by:
GH7	Develop a training program for employees that incorporates an overview of spill prevention and the Storm Water Management Plan.	To help Oceano CSD employees understand the purpose and benefit of the local and county Storm Water Management Plan	District employee training programs should be designed to teach staff about potential sources of stormwater contamination and ways to minimize the water quality impact of district activities, such as basin maintenance, hydrant line flushing, vehicle and building maintenance. Training program should include general stormwater awareness message, pollution prevention/good housekeeping measures, Spill Response and Prevention. Finally, District field staff should be trained to recognize, track, and report illegal discharges. Self-inspection checklist will help determine the effectiveness of training.	Begin in 2008 / 2009 and implement in 2009 / 2010 fiscal year.	Administrative Staff and Maintenance Staff

DRAFT

**DRAFT**  
**TABLE of REQUIRED REVISIONS**  
**Oceano CSD Draft SWMP February 2009 – February 2014**

Acronyms/Abbreviations:

- NA - Not Applicable
- BMP - Best Management Practice
- SWMP - Storm Water Management Program
- MS4 - Municipal Separate Storm Sewer Systems

Table 1: Suggested Revision – Changes

Item Number	SWMP Section	BMP ID#	Subject	Problem	Revisions
1	1.0	NA	<b>Background</b> The Oceano CSD responsibilities are mandated by the County and can not deviate from this list. However, the basins are included as part of Oceano CSD facilities later in the BMPs.	The third paragraph lists the CSD and the County's stormwater management responsibilities. This description does not specify that the CSD is also responsible for multiple stormwater basins.	Specify all of the CSD's responsibilities in this section.
2	8.0	NA	<b>Facility Map</b> Water treatment is mostly done at Lopez treatment plant. Wastewater treatment is performed by the South San Luis Obispo Sanitation District. Neither is part of the Oceano CSD.	The map does not show the location of the water and wastewater treatment plants.	Please indicate the location of all CSD controlled facilities, including the water and wastewater treatment plants, on the Facility Map.
3	9.1	PE1	<b>Education outreach effectiveness</b> The Oceano CSD SWMP offers their assistance (i.e. County developed brochures in local mailing), when practical. Oceano CSD will not be developing any Public Ed or Outreach. But, the Oceano CSD would mail out brochures to everyone in the CSD that receives a water bill. 100% distribution. Oceano will ultimately rely on the County to determine the	The County SWMP designates the County as the responsible party for Public Education and Outreach, but the CSD's SWMP explains the CSD will participate in some outreach programs. If the CSD takes responsibility for educating Oceano's public on stormwater issues, the CSD must explain in their SWMP the education material topics and target audiences and how the CSD plans to	If the CSD is responsible for a portion of the Public Education and Outreach program, the CSD's SWMP must provide more details about the program. Though, if the CSD is only responsible for distribution of education materials, and acts as the liaison between the County and Oceano, the CSD must include more details about the effectiveness of their distribution modes. For example, if the CSD is mailing brochures, how does the CSD measure the portion of the community

Item Number	SWMP Section	BMP ID#	Subject	Problem	Revisions
			impact the brochures have on the Oceano CSD. The desired outcome is that Oceano is offering resources to the County (and other Agencies) to help defray mailing costs for the County and to support the stormwater efforts in Oceano.	measure effectiveness of these programs.	actually reading and digesting the brochures' materials? Eventually, the County will take responsibility for verifying the brochures influenced the public to change their activities enough to improve the management of water quantity and quality leaving a site.
4	9.1	PE2	<b>Website effectiveness</b> Altered wording to include links from Oceano CSD website to the County Stormwater website. Eliminated 30% requirement. This is another volunteer effort that Oceano wants to do in hopes of promoting the County's stormwater program. Oceano CSD will rely on the county to determine how effective their website is.	Unclear how the CSD or County will verify the website reaches 30% of the population.	If the CSD and County choose to use this measurable goal, explain how the CSD and County plan to verify the website will reach 30% of the population.
5	9.2	PP2	<b>Posted signs at basins</b> Added language in regard to penalties. Oceano CSD Board of Directors will have to establish penalty amounts. Oceano's lack of enforcement powers will make the CSD dependent on County resources to collect and enforce fines, which may hinder the effectiveness of posted penalties.	The signs posted on the stormwater basins inform the public about illegal discharge reporting, but this BMP does not specify if the signs will explain penalties for illegal discharges.	Specify that the CSD will post penalties for illegal discharges into the basins, or that the CSD will use another method to educate the public about these penalties.
6	9.3	NA	<b>Non-stormwater discharges</b> Oceano CSD does not foresee any of the 17 non storm water discharges impacting the storm water system except for water line and hydrant flushing.	The Pollution Prevention/Good Housekeeping Section addresses water line flushing. Additionally, the CSD must clearly address any of the other 17 non-stormwater discharges, listed in the General Permit, that the CSD may potentially discharge to the MS4.	Demonstrate how the CSD will manage any non-stormwater discharge the CSD may potentially discharge to the MS4.

Item Number	SWMP Section	BMP ID#	Subject	Problem	Revisions
7	9.6	NA	<p><b>Inspections</b>                      Added GH5 to the Oceano CSD SWMP. Inspection details and checklist will be developed as part of the measurable goals. Also, as mentioned in Item 2 – the CSD does not have a water or wastewater treatment plant.</p>	<p>The SWMP does not detail inspections for CSD-owned and operated facilities (i.e., retention basins, CSD Office, fire station, maintenance yard, and water and wastewater treatment plants).</p>	<p>Specify frequency, time of year that regular inspections occur, and tracking method for problem areas. City should re-inspect problem areas during wet season.</p>
8	9.6	NA	<p><b>Municipal maintenance procedures</b>                      See GH4 – Oceano CSD will develop a basin maintenance task and schedule to reduce basin impact to storm water systems as part of their measurable goals.</p>	<p>The SWMP does not clearly address procedures for cleaning retention basins or procedures for properly removing collected waste.</p>	<p>Include maintenance procedures for cleaning the basins and properly removing collected waste.</p>
9	9.6	NA	<p><b>Vehicle and equipment storage</b>                      Added GH5 to address this item</p>	<p>The SWMP does not specify a designated area for vehicle and maintenance equipment storage at CSD-maintained facilities.</p>	<p>Add details to an existing BMP, or create a new BMP, to ensure the CSD will store vehicle and maintenance equipment in a designated area.</p>
10	9.6	GH5	<p><b>Municipal staff training</b>                      Added GH7 to address this item</p>	<p>The SWMP must clearly explain the CSD staff training topics. Stating that the training program will educate staff about the SWMP is not explicit enough.</p>	<p>Provide more detail about municipal staff training topics (i.e., proper vehicle washing, conducting inspections, retention basin cleaning, and fleet and building maintenance) and how the CSD will ensure that CSD staff understand CSD maintenance and inspection procedures.</p>



# Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

August 13, 2008

TO: Board of Directors, OCSD

FROM: Patrick J. O'Reilly, General Manager

SUBJECT: **Re-Adoption of District Investment Policy** *PJO*

1. Attached pursuant to the Investment Policy adopted by the OCSD Board of Directors as Resolution 1997-4, is the Annual Investment Report.
2. The Investment Policy adopted by the OCSD Board of Directors on February 12, 1997, requires that the Board either re-adopt the District's current Investment Policy or amend the District's current Investment Policy. A copy of the policy is attached. Staff has reviewed the current investment policy and finds that it should be modified to include a comprehensive Reserve Policy.

**THE RECOMMENDED ACTION BEFORE YOUR BOARD is to:** by Board discussion, public comment, motion, second and voice vote, Re-adopt the current Investment Policy.

Agenda Item 8 13 2008 10.a.

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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

August 13, 2008

TO: Patrick J. O'Reilly, General Manager

FROM: Cindy J. Winter, Girl Friday

**SUBJECT: ANNUAL INVESTMENT REPORT/DISTRICT INVESTMENT POLICY  
QUARTER ENDED JUNE 30, 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
<b>Pooled Investments:</b>	SLO County Fund 41005-00000	Demand	* \$ 964,357.04	\$ 7,134.74 3.21%
	LAIF	Demand	* \$ 404,317.82	\$ 3,092.62 3.11%
<b>Non-FDIC Investments:</b>				
Mutual Fund Account Sweep Account	Rabobank	Demand	* \$ 353,833.60	\$ 1,562.30 2.05%
<b>FDIC Investments:</b>				
Facilities Fees	Rabobank	CD	* \$ 229,114.05	\$ 1,674.35 2.90%
Checking Account Operating	Rabobank	Demand	\$ <u>100,000.00</u>	0.00 <u>0.00%</u>
Quarterly Interest				\$ <u>13,464.01</u>
<b>TOTAL BALANCE FUNDS ON DEPOSIT AT 06-30-2008</b>			<b>\$ <u>2,051,622.51</u></b>	

\* (Includes interest for the quarter ended June 30, 2008)  
(Balance at 06-30-07 Quarter End - \$1,946,401.26)

Agenda Item 08 13 2008 9.a.



OCEANO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 1997 - 4

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE OCEANO COMMUNITY SERVICES DISTRICT  
ADOPTING A STATEMENT OF FINANCIAL POLICY  
FOR SAID DISTRICT

WHEREAS, the Board of Directors of the Oceano Community Services District ("District") believes that public funds should be invested in financial instruments and institutions in accordance with State law and District guidelines; and,

WHEREAS, District funds will be available from time to time for the purpose of investing in financial instruments in accordance with the 1997 Investment Policy (Exhibit A) and deposited in interest bearing accounts, in banks or financial institutions having offices within said State; and,

WHEREAS, the Board of Directors finds that it is impractical to take individual action authorizing the investment of such funds which are permissible investments under the government code, as well as the District's financial policy, and finds and determines that the District Finance Officer/Treasurer should be authorized to invest such funds in accordance with the provisions of the District's current Investment Policy and the California Government Code.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Oceano Community Services District that the District Finance Officer/Treasurer is hereby authorized to deposit for safe keeping all money belonging to, or in the custody of, the District pursuant to Exhibit A, the District's Investment Policy; and,

BE IT FURTHER RESOLVED that the District hereby adopts a Statement of Investment Policy attached hereto as Exhibit A, 1997 Investment Policy, which supersedes any previously adopted or utilized policies and that this Policy be effective immediately.

Upon the motion of Director Baughman, seconded by Director Angello, and on the following roll call vote, to wit:

AYES: Director Baughman, Director Angello, Director Brannon  
Director Gallardo, President Searcy

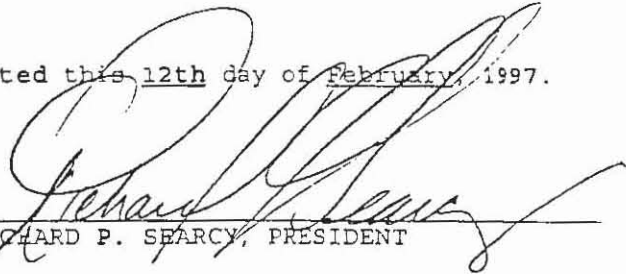
NOES: None

ABSENT: None

ABSTAINING: None

the foregoing Resolution is hereby adopted this 12th day of February, 1997.

ATTEST:

  
RICHARD P. SEARCY, PRESIDENT

  
C. J. WINTER, DEPUTY BOARD SECRETARY

1997 INVESTMENT POLICY

OCEANO COMMUNITY SERVICES DISTRICT

1. INTRODUCTION

The purpose of this written Investment Policy is to establish the guidelines for the prudent investment of Oceano Community Services District funds (herein referred to as District funds). The objectives of this Policy are safety, liquidity, yield, and compliance with state and federal laws and policies.

District funds are to be managed with a high degree of care and prudence. Though all investments contain a degree of risk, the proper concern for prudence, maintenance of high level of ethical standards, and proper delegation of authority reduces the potential for any realized loss.

This Policy establishes the standards under which the District's Finance Officer/Treasurer will conduct business with financial institutions with regard to the investment process.

2. FINANCE OFFICER/TREASURER

The Board of Directors appoints the General Manager as the District Finance Officer/Treasurer. The District's Administrative Assistant shall serve as the District Finance Officer/Treasurer in the absence of the District's General Manager and shall obtain the Board President's approval for directing transactions between investment institutions. The District's Finance Officer/Treasurer shall serve at the Board's pleasure.

3. SCOPE

The District investment portfolio shall consist of money held in a sinking fund of, or surplus money in, the District's treasury not required for the immediate necessities of the District. The District's investment portfolio shall be invested in accordance with this Policy.

4. OBJECTIVES

The primary objectives are safety, liquidity, and yield as stated in paragraphs 4.A.- 4.D. below, and in compliance with California and Federal law.

Adopted by the Board on February 12, 1997

A. SAFETY

The investment portfolio shall be managed in a manner that ensures the preservation of capital. The objective is to minimize credit risk and interest rate risk.

B. LIQUIDITY

The investment portfolio shall remain sufficiently liquid to meet all operating requirements. This shall be accomplished by structuring the investment portfolio so that investments mature concurrent with cash needs.

C. YIELD

Yield shall be a consideration only after the requirement of safety and liquidity have been met.

D. COMPLIANCE

This Investment Policy is written to be in compliance with California and Federal law.

5. STANDARDS OF CARE

A. PRUDENCE

The Finance Officer/Treasurer will manage the portfolio pursuant to the "Prudent Investor Standard." When investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds in the District's investment portfolio, the Finance Officer/Treasurer shall act with care, skill, prudence, and diligence under the circumstances then prevailing, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District.

B. DISCLOSURES

The Finance Officer/Treasurer shall disclose any material interest in financial institutions with which he/she conducts the District business.

6. INVESTMENTS AUTHORITY

Adopted by the Board on February 12, 1997

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A. PERMITTED INVESTMENTS

The District Finance Officer/Treasurer is authorized to invest in the following institutions:

1. County pooled funds (California Government Code Section 61730).
2. The Local Agency Investment Fund created by the California State Treasury (California Government Code Section 16429.1).
3. One or more FDIC insured Banks and/or Savings and Loan Associations that are designated as District depositories by resolution of the Board of Directors (California Government Code Section 61737.02).
4. Such other financial institutions or securities that may be designated by the Board of Directors from time to time in compliance with California and Federal law.

B. PROHIBITED INVESTMENTS

The District's Finance Officer/Treasurer shall not invest in:

1. Inverse floaters, range notes, or interest only strips that are derived from a pool of mortgages.
2. Any security that could result in a zero interest accrual if held to maturity.
3. A state or federal credit union, if a member of the District's Board of Directors or an administrative officer also serves on the Board of Directors, or any committee appointed by the Board of Directors, or the credit committee or supervisory committee of the state or federal credit union.

C. DIVERSIFICATION

Investments, other than investments referenced in paragraphs A (1) and (2) above, will be diversified to avoid losses that may be associated with any one investment.

7. REPORTS

A. QUARTERLY REPORT

The Finance Officer/Treasurer shall file a quarterly report that identifies the District's investments and their compliance with the District's Investment Policy.

Adopted by the Board on February 12, 1997

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The quarterly report must be filed with the District's auditor and considered by the District's Board of Directors within thirty (30) days after the end of each quarter (i.e., by May 1, August 1, November 1, and February 1) (California Government Code Section 53646). Required elements of the quarterly report are as follows:

1. Type of Investment
2. Institution
3. Date of Maturity (if applicable)
4. Amount of Deposit or Cost of the Security
5. Current Market Value of Securities with Maturity in Excess of Twelve Months (if applicable)
6. Rate of Interest
7. Statement Relating the Report to the Statement of Investment Policy
8. Statement that there are Sufficient Funds to Meet the Next 30 Days' Obligations
9. Accrued Interest (if applicable)

B. ANNUAL REPORT

Prior to February 1 of each year, the Finance Officer/Treasurer shall file and submit an annual report to the District's auditor and Board of Directors which will contain the same information required in the quarterly report.

The annual report will include a recommendation to the Board of Directors to either:

1. Readopt the District's then current annual Investment Policy.
2. Amend the District's then current Investment Policy.

C. LIMITED QUARTERLY REPORT

If the District has placed all of its investments in the Local Agency Investment Fund (LAIF), created by California Government Code Section 16429.1, or in Federal Deposit Insurance Corporation, insured accounts in a bank or savings and loan association, in a County investment pool, or any combination of these, the Finance Officer/Treasurer may submit to the Board of Directors and the auditor of the District the most recent statement or statements received by the District from these institutions in lieu of the information required in paragraph 7.A., above. This special

Adopted by the Board on February 12, 1997

reporting policy does not relieve the Finance Officer/Treasurer of the obligation to prepare an annual investment statement as identified in paragraph 7.B., above.

Adopted by the Board on February 12, 1997

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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

August 13, 2008

TO: Board of Directors, OCSD

FROM: Patrick J. O'Reilly, General Manager 

**SUBJECT: Employee Vacation Accrual**

1. District employees earn two weeks of paid vacation each year for the first five years of employment. Paid vacation increases to three weeks during the sixth year of employment and to four weeks during the tenth year of employment. The existing policy refers to periods of continuous employment.

2. In order to encourage previous employees to return to work for the District when the opportunity presents itself, staff recommends that District policy be changed to consider all periods of District employment when determining eligibility for vacation accrual. Staff believes this is a very cost efficient method to encourage prior employees to return to work for the District and to reward them if they do return. The Personnel Committee considered this issue on July 15, 2008 and recommends approval of the change in policy.

3. The District currently has an employee who worked for the District approximately four years and then left District employment for a while. That employee returned to work for the District a little over a year ago. If a change in policy is adopted, that employee will immediately begin accruing three weeks of vacation instead of two weeks.

**THE RECOMMENDED ACTION BEFORE YOUR BOARD is to:** by Board discussion, public comment, motion, second and roll call vote, establish a District policy that recognizes all periods of employment when determining the number of days of vacation employees will be entitled to each year.

Agenda Item 8 13 2008 10.b.

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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

August 13, 2008

**TO:** Patrick J. O'Reilly, General Manager

**FROM:** Gina A. Davis, Administrative Assistant *g*

**SUBJECT: STATUS OF THE AUDIT FOR FISCAL YEAR ENDED JUNE 30, 2007**

As requested, staff has reviewed the events of the past 18 months in order to determine why the audit for FYE June 30, 2007, is still in process. One of the biggest hurdles with this and past years has been the ability of staff to have dedicated time to work on preparation for the audit.

Continual interruptions are never helpful, and considering the circumstances of the past year and a half, this has been more of a challenge than ever. The two tenured staffers in Administration picked up the slack when tasks needed to be done and we did not have other staff trained and available to do them.

Several issues had a big impact on Administration. The first was the termination of a General Manager who had been with the District for almost ten years. Change is inevitable, but this particular incident left morale at an all-time low. Fortunately, the Board was able to obtain the services of an experienced former City Manager who was familiar with how governmental agencies operate.

During the Interim General Manager's (IGM) tenure, a lot of things were happening in this Department. We were all helping the IGM get acclimated and up to speed on what was going on at the District, and assisted with the budget preparation and a lot of the administrative details relating to the search for a new General Manager.

The District secured the services of the new General Manager and again, staff assisted by providing files and background information for current projects, copies of the current Policies and Procedures, Water Master Plan, District Standards and Specs, et cetera.

During this period, we were using a temporary personnel service agency to provide a replacement for the Secretary Clerk who had moved to Hawaii. It was October when the General Manager had new job descriptions approved by the Board and staff began the hiring process for two Accounting Clerks.

By the end of November, our first Accounting Clerk (AC) had begun working for the District, and the second AC started two weeks later. This meant that considerable time would be spent with training.



Patrick J. O'Reilly, General Manager  
August 13, 2008  
Page Two

For the first time, Utility Billing (U/B) training began with the AC. U/B means detailed and time-intensive, something the District has never had the luxury to afford in the past. This is a huge impact when staff turned over so rapidly. Unfortunately, after about five months, our second AC moved to Sacramento and we began the five-week process of finding and hiring a replacement. While the workloads were increased for the tenured staff, training continued. Now that the District has terminated "at-will" staffing, things are expected to turn around.

During the past eighteen months, several Admin staff were off for extended periods of time. These things happen, but when you have continually changing staff it is more difficult to get things back to normal. However, much was accomplished during this time, also. For example, Staff assisted with the resolution of the PERS issues; relocating the historical documents to the Old Fire Station; assisting a new Interim Fire Chief; completing the Weed Abatement and Fireworks Programs; responding to the various needs of developers and contractors; and an increased number of public document requests were researched.

Specific to the audit, staff had been told since the mid-90's, that the auditors would do the actual "closing" of the books, and staff would compile and supply support data as requested. In the past, staff had been unable to get help with the "how to" issues. Now the District is fortunate to have a GM with audit experience; however, staff did not take advantage of this expertise in a timely manner.

Staff understands the frustration of the Board and the General Manager regarding the delays in completing the Fiscal Year Ended June 30, 2007 audit. Staff is doing their best to complete the current audit, taking advantage of the resources now available, as expediently as possible, so we can move ahead with the audit for the Fiscal Year Ended June 30, 2008.



# Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

August 13, 2008

TO: Board of Directors, OCSD

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

SUBJECT: **Financial Analyst** *PJO*

1. The initial field work for the financial audit of District financial records for the Fiscal Year 2006-07 was conducted during the week beginning July 21, 2008. The financial records could not be adequately reconciled because many of the required journal entries have not been made. During previous audits, these entries were apparently made by the auditors themselves. \$7,800 was included in the operating budget for the current fiscal year to hire a part-time bookkeeper to keep District financial records current; however, that person can not be expected to reconcile prior year financial transactions. A fairly knowledgeable governmental accountant is required to reconcile the financial transactions for both Fiscal Years 2006-07 and 2007-08. It is also anticipated that this analyst will be able to establish procedures to ensure required journal entries are made in the future and reliable financial reports can be available.

District staff contacted several firms which provide temporary employees with government experience to public agencies. The only firm able to provide a suitable candidate for this job is MuniTemps. They can provide Harold Wright who was most recently the Director of Finance/Controller for the Housing Authority of the City of San Luis Obispo. His resume indicates that he should be able to assist the District in reconciling its financial records. A copy of his resume is attached. The cost to the District of using Mr. Wright is \$43 per hour or \$1,720 for a forty hour week.

Staff recommends that a qualified financial analyst be hired to reconcile District financial records and develop procedures to ensure accurate records will be maintained in a timely manner in the future. Since the analyst will be working closely with District staff, it is recommended that the analyst initially be hired for 30 hours per week. If the analyst works for six weeks, the total cost to the District will be \$7,800. The analyst would be expected to provide the General Manager with a daily update and to provide the Board with a written update at every Board meeting.

**THE RECOMMENDED ACTION BEFORE YOUR BOARD is to:** by Board discussion, public comment, motion, second and roll call vote, approve a budget increase of \$7,800 to the Fiscal Year 2008-09 budget for Administration to fund a financial analyst to assist with financial record reconciliation and authorize the General Manager to hire a financial analyst within the limits of the budget increase.

Agenda Item 8 13 2008 10.d.

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## Harold L. Wright IV

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- **Objective**

I am seeking permanent long-term employment in a position that will present challenge and stability to my career. I am a loyal, hard working and a detail oriented individual who is good with people. I work well alone, as well as a part of a team or as a leader. I have proven myself as a successful employee at an executive level at the San Luis Obispo Housing Authority and have been not only successful, but comfortable with the demands that an upper management position requires.

- **Education**

BS in Business Administration, Concentration in Accounting and a Minor in Ag-Business, California Polytechnic State University, 1992

- **Employment**

2002-2008 *Housing Authority of the City of San Luis Obispo*

*July 2006-May 2008      Director of Finance, Controller*

As the Director of Finance I was responsible for the preparation and monitoring of a \$20 million dollar budget and analyzed and approved company-wide financial statements. I reported directly to the Executive Director and Board of Commissioners on the budgets and financial status of HASLO as well as reported information to the Department of Housing and Urban Development (HUD). I acted in place of the Executive Director during her absence and had signing authority for contracts and other agency related business. I managed the finance department which consisted of four finance staff and two public information assistants. During job changes within the agency, I assumed multiple roles and continued my position while managing to keep up with the workload. I worked one-on-one with the outside auditor for HASLO, the non-profit corporations and the limited partnerships as well as Housing Authority's board of commissioners. I was also responsible for the annual budgets for two non-profit companies and seven limited partnerships that the Housing Authority managed. I prepared the budgets and reporting on numerous Federal Grants as well as County grants that HASLO administered. I created and transmitted the W-2 and 1099 files to the Social Security Administration and the IRS respectively. I was the trustee for the employee retirement plan and was instrumental in executive decision making within the agency, including the adoption of CalPERS 457 plan to the Housing Authority. In addition to my CFO roles, I was also head of IT and

conducted any repairs, oversaw security and solved all technical issues.

*September 2002-July 2006 Accounting Manager*

As the Accounting Manager I was responsible for the preparation of the monthly journal entries and financial statement preparation for review for HASLO, the Non-profit Corporations and the limited partnerships. I was also responsible for preparing year-end work files for tax accountants as well as our auditors. I also completed monthly reports and fund draws from HUD for various programs and grants that we administered, as well as monthly and quarterly reporting and monthly draws for County and DSS Housing Grants. I approved all check runs and quarterly payroll and worker's compensation reports and processed WC claims within the agency. I handled the day to day operations questions from other Finance Department staff as well as technical difficulties with any computer related problems. I prepared analytical data pertaining to salaries for budgeting purposes and allocation of those salaries to the different programs that HASLO administered. Other duties included monthly bank reconciliations, annual property tax exemption filing, property tax returns, assisted in the preparation of business preformed for future acquisitions, facilitated the approval process of the City of San Luis Obispo's housing lotteries, prepared quarterly reports for the investor (Limited Partner) for the Limited Partnerships and assisted with gathering information for attorneys for the preparation of applications for the California Tax Credit Allocation Committee. I advanced to the Director of Finance based on my skill, ability to manage and supervise and ability to learn new jobs quickly.

*March 2002-September 2006 Accountant*

As the Accountant for the Housing Authority I was responsible for the preparation of the monthly journal entries and financial statement preparation for review for HASLO, the Non-profit Corporations and the limited partnerships. I prepared monthly and quarterly reports and monthly draws to the County and DSS for their housing assistance grants. I was promoted to Accounting Manager at my six month review based on the trust gained by the Finance Director in me and my superior job performance.

1995 - 2002 *Accounts Payable, Morris and Garritano Insurance, SLO*

I performed a variety of accounting tasks, such as operating payables, Insurance company payables, direct billing commission input, computer input for Morris and Garritano profit sharing plan, property tax returns, 1099 preparation, training of co-workers in payable functions, office equipment repairs and maintenance, maintained stored files and other miscellaneous office maintenance. I was cross trained in accounts receivable and have made collection calls. For the principal's partnership, Laurel Associates, I did the accounts payable and receivable, computer data entry and financial statement preparation.

1994 - 1995 *Bookkeeper, Fordens, San Luis Obispo*

As a temporary employee, I was in charge of accounts payable and receivable, payroll, daily cash receipts and banking, filing quarterly payroll tax returns, bank reconciliations and yearly financial comparisons.

1990 -1992

1993-1994 *Accounting Assistant, Steven W. Clifton, CPA, Atascadero*

Assisted Mr. Clifton in bank reconciliations, financial statement preparation, GL data input, property tax returns, income tax preparations and tax data input.

1986-1994 *Manager, Sam Trett Chevron, San Luis Obispo*

I managed daily books and deposits, trained employees, managed inventory, Ryder rental schedules and reported weekly income. I also repaired tires and scheduled and ordered gasoline deliveries. I received recognition as employee of the quarter on two occasions.

- **Leadership and Management Skills and Experience**
  - Over 9 years experience in staff management, 6 of them in an executive or upper management position
  - Management experience includes hiring and training of new employees, conducting reviews and disciplinary actions and distributing fair workloads to create a balanced department. I also conducted conflict resolution strategies to resolve inner office conflicts.
  - Leadership skills include the proven ability to motivate and acknowledge staff in their achievements and the use of strategies to promote positive morale among employees.

- I achieved the designation of Public Housing Manager Certification, which is needed for a Management position at Housing Authorities across the nation.
  
- Computer Skills
  - Proficient in all Microsoft Applications, Peachtree Accounting Software, Applied Systems Insurance Software, the Internet, WASP, All Time Treasury, Real Estate Assessment Center, HUD reporting software, PHAS, eLOCCS, SAGIS, GAAP, VMS and PIC
  
  - I am experienced in information technologies am skilled in solving network problems and diagnosing a variety of computer problems. I also am familiar in and have managed complex agency-wide phone systems.



# Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

August 13, 2008

TO: Board of Directors, OCSD

FROM: Patrick J. O'Reilly, General Manager

**SUBJECT: CHANGE TO PROCEDURE FOR COMMITTEE ASSIGNMENTS**

1. At the meeting of the District Board of Directors on June 11, 2008, President Hill appointed an Ad Hoc Committee to review the process for assigning Directors to various committees. The Ad Hoc Committee was comprised of Directors Dahl and Dean.

2. The Ad Hoc Committee met on June 19, 2008 and made the following recommendations at the meeting of the District Board of Directors on June 25, 2008:

- The committee recommended that more Directors be involved in the core committees of the District and recommended the following changes to the Rules of Order to accomplish that objective;
- Define "Core" committees as the Finance, Fire and Personnel Committees and representation on the SSLOCSD Board;
- Require that every Director be assigned to at least one "Core" committee;
- Require that no Director can serve on more than two "Core" committees;
- Require that a member of the Fire Committee be assigned to the Fire Oversight Committee unless both decline the appointment;
- Require that no Director can serve on the same Committee two years in a row unless approved by a majority vote of all Directors;
- Require that "non-Core" committee assignments be rotated each year if a Director requests assignment to a specific committee; and
- Require the President to appoint committee members for each year in January based on written requests from each Director;

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- Require committee assignments for the current year to be changed in accordance with these revised rules as soon as possible considering the first six months of the year to be the same as a previous year.
- 3. The procedures for making committee assignments are included in the District Rules of Order. A draft of proposed changes to the paragraph 1.4 of the Rules of Order which incorporate the above recommendations is provided as Exhibit "A" to Attachment 1.
- 4. If the Board elects to change the Rules of Order, the adopted changes should be adopted by Resolution 2008-17 provided as Attachment 1.

**THE RECOMMENDED ACTION BEFORE YOUR BOARD is to:** by Board discussion and public comment, determine if the recommended changes are desirable; and if desirable, by motion, second, and roll call vote, adopt OCSD Resolution 2008-17, **A RESOLUTION OF THE OCEANO COMMUNITY SERVICES DISTRICT AMENDING RULES OF ORDER TO GOVERN CERTAIN OPERATIONS AND FUNCTIONS OF THE BOARD OF DIRECTORS.**



ATTACHMENT 1

OCEANO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2008 - 17

A RESOLUTION OF THE OCEANO COMMUNITY SERVICES DISTRICT AMENDING  
RULES OF ORDER TO GOVERN CERTAIN OPERATIONS AND FUNCTIONS OF THE  
BOARD OF DIRECTORS

**WHEREAS**, the Oceano Community Services District (the "District") Board of Directors (the "Board") has adopted Rules of Order (the "Rules") to govern certain Board operations and functions; and

**WHEREAS**, a specially appointed Ad Hoc Committee recommended that Paragraph 1.4 of the Rules be modified to the form and content contained in the attached Exhibit "A"; and

**WHEREAS**, the Board has reviewed and approves the form of Paragraph 1.4 of the Rules contained in the attached Exhibit "A";

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED** by the District Board of Directors, Oceano Community Services District, San Luis Obispo County, California, that paragraph 1.4 of the Rules of Order is amended in the form attached. For purposes of effectuating a transition and anything in the adopted Rules notwithstanding, committee assignments shall be realigned and reappointed in accordance with the revised rule within 30 days after adoption of this resolution.

Upon motion of \_\_\_\_\_, second by \_\_\_\_\_, and on the following roll call vote, to wit:

AYES:  
NOES:  
ABSENT:

the foregoing resolution is hereby adopted this 23rd day of July, 2008.

\_\_\_\_\_  
James Hill  
President

ATTEST:

\_\_\_\_\_  
Patrick O'Reilly  
Board Secretary

1.4 The President and Vice President of the Board shall be elected annually at the last regular meeting of each calendar year as follows.

(a) The determination and seating of the President and Vice President shall be the first order of business after the call to order, roll call, flag salute, and if appropriate, certification of election and seating of new board members.

(b) The call for nominations for President shall be opened by the President and nominations shall be received by voice. No nomination needs to be seconded.

(c) Nominations shall be closed upon an approved motion.

(d) An absent candidate may not be nominated and elected unless such candidate has submitted in writing his/her desire to serve.

(e) Nothing herein shall prohibit a Board member from declining to serve as a Board officer, in which case, the determination of the officer in question shall be made without regard to the declining person.

(f) The elected President takes possession of his/her office immediately and his/her term commences immediately.

(g) After the President is determined, the Vice President shall be determined in the same manner as the President. The elected Vice President takes possession of his/her office immediately and his/her terms commences immediately.

(h) Committee, interagency, and other third party body appointments shall be made by the new President during the first meeting in January **or when requested by a majority of the Directors**, subject to approval of the Board.

(1) No committee shall include in its membership more than two (2) Board members.

**(2) "Core" appointments shall be to the Finance Committee, the Fire Committee, the Personnel Committee and the representative to the South San Luis Obispo County Sanitary District (SSLOCSD).**

**(3) At least one "Core" appointment will be made to each Director unless a Director declines the appointment.**

**(4) No more than two "Core" appointments will be made to any one Director.**

1.4 The President and Vice President of the Board shall be elected annually at the last regular meeting of each calendar year as follows.

(a) The determination and seating of the President and Vice President shall be the first order of business after the call to order, roll call, flag salute, and if appropriate, certification of election and seating of new board members.

(b) The call for nominations for President shall be opened by the President and nominations shall be received by voice. No nomination needs to be seconded.

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(1) No committee shall include in its membership more than two (2) Board members.

(2) **“Core” appointments shall be to the Finance Committee, the Fire Committee, the Personnel Committee and the representative to the South San Luis Obispo County Sanitary District (SSLOCSD).**

(3) **At least one “Core” appointment will be made to each Director unless a Director declines the appointment.**

(4) **No more than two “Core” appointments will be made to any one Director.**

**(5) “Core” appointments will be rotated annually with no Director assigned to the same “Core” committee or the SSLOCSD two years in a row unless approved by a majority of the Directors.**

**(6) Other appointments will be rotated on an annual basis if a Director requests assignment to a specific committee.**

**(7) Assignment to the Fire Oversight Committee will be made to a member of the Fire Committee unless both primary members of the Fire Committee decline appointment.**

(8) The President shall be appointed as an alternate member to all standing committees. The Vice President shall be appointed as an alternate for those meetings where the President serves as a regular member or where the President is unable, due to scheduling or other conflicts, to attend a committee meeting as an alternate.

(9) The General Manager, or his/her designee, shall be an ex-officio member of all committees.



# Oceano Community Services District

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

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## WARRANT SUMMARY

\$31,628.29	REGULAR WARRANTS THRU 073108	EX0877	2007-08
8,889.30	REGULAR WARRANTS THRU 073108	EX0905	2008-09
5,969.69	REGULAR PAYROLL THRU 063008	PR0701A	2007-08
25,921.59	REGULAR PAYROLL THRU 071908	PR0702	2008-09
25,632.88	REGULAR PAYROLL THRU 070508	PR0701B	2008-09
25,263.98	REGULAR PAYROLL THRU 080208	PR0801	2008-09
8,057.02	REGULAR WARRANTS THRU 073108	EX0906	2008-09
<b>\$ 131,362.75</b>	<b>TOTAL WARRANTS SUBMITTED</b>		
	<b>FOR APPROVAL 081308</b>		

CK.#	LAST NAME	F M	REGULAR	D.T.	OTHER	AUTO/BUS	GROSS	NET PAY
46656	GALIFEAULT	E D	258.00	.00	.00	.00	258.00	243.66
46657	GARCIA	G D	137.69	.00	.00	.00	137.69	116.05
46658	KALATA	P L	1332.00	.00	.00	.00	1332.00	.00
46659	SCHMIDT	M F	957.00	.00	.00	.00	957.00	.00
46660	CORSIGLIA	S L	1386.00	.00	.00	.00	1386.00	.00
46661	LANE	J R	1617.00	.00	.00	.00	1617.00	.00
46662	LOEGB	T L	122.00	.00	.00	.00	122.00	120.85
46663	LOHKART	E H	120.00	.00	.00	.00	120.00	109.86
			5969.69	.00	.00	.00	5969.69	590.42 #

8 RECORDS PROCESSED

FIREFIGHTER PAYROLL FOR THE PAY PERIOD ENDING 06 30 2008 (PR0701A)

CK.#	LAST NAME	F	M	REGULAR	O.T.	OTHER	AUTO/BUS	GROSS	NET PAY
46711	O'REILLY	F	J	3365.60	.00	332.50	150.00	3848.10	.00
46712	DAVIS	G	A	2411.76	.00	.00	.00	2411.76	.00
46713	WINTER	C	J	2000.56	.00	.00	.00	2000.56	.00
46714	REA	G	J	1215.65	25.33	.00	.00	1240.98	.00
46715	SANCHEZ	C	D	1350.72	12.66	.00	.00	1363.38	.00
46716	DAVIS	F	T	2566.64	.00	.00	.00	2566.64	.00
46717	TORRES	M	A	1793.92	420.45	.00	.00	2214.37	.00
46718	SILVEIRA	D	P	1674.96	188.44	.00	.00	1863.40	.00
46719	LANGSTAFF	S	A	1437.52	.00	.00	.00	1437.52	.00
46720	LEATHERS	B	W	2517.54	1306.63	.00	.00	3824.17	.00
46721	BOVA	J	M	2311.23	.00	.00	.00	2311.23	.00
46722	RODLIN	J	M	756.00	.00	.00	.00	756.00	.00
46723	ANGELLO	C	A	2178.49	.00	.00	.00	2178.49	.00
46724	FUKUHARA	B	R	341.00	.00	.00	.00	341.00	.00
				25921.59	1953.51	332.50	150.00	28357.60	.00

14 RECORDS PROCESSED

REGULAR PAYROLL FOR THE PAY PERIOD ENDING 07 19 2008 (PR0702)

CK.#	LAST NAME	F M	REGULAR	O.T.	OTHER	AUTO/BUS	GROSS	NET PAY
46664	O'REILLY	F J	3365.60	.00	332.50	150.00	3848.10	.00
46665	DAVIS	G A	2327.84	.00	3158.98	.00	5586.82	.00
46666	WINTER	C J	1930.88	.00	.00	.00	1930.88	.00
46667	REA	G J	1274.40	17.92	.00	.00	1292.32	.00
46668	SANCHEZ	C D	1266.44	.00	.00	.00	1266.44	.00
46669	DAVIS	P T	2477.52	.00	4707.19	.00	7184.81	.00
46670	TORRES	M A	1735.68	211.54	.00	.00	1947.22	.00
46671	SILVEIRA	D P	1617.84	242.68	.00	.00	1860.52	.00
46672	LANGSTAFF	S A	1323.76	.00	.00	.00	1323.76	.00
46673	LEATHERS	B W	2363.34	.00	.00	.00	2363.34	.00
46674	BOVA	L M	2252.74	.00	.00	.00	2252.74	.00
46675	RODLIN	L M	1008.00	.00	.00	.00	1008.00	.00
46676	ANGELLO	C A	2314.84	979.76	.00	.00	3294.60	.00
46677	FUKUHARA	B A	374.00	.00	.00	.00	374.00	.00
			25632.88	1451.90	8298.77	150.00	35533.55	.00 *

14 RECORDS PROCESSED

REGULAR PAYROLL FOR THE PAY PERIOD ENDING 07 05 2008 (PR0701B)



PAYEE	DETAIL OF DEMANDS	VEND. NO.	INV. NO.	ACCOUNT	DEPT NAME	CHECK NO.	CHECK AMOUNT	JOB/PROJECT	KEY #
A T & T	080708 8054892124	00255	805489212449	01-4100-111	ADMINISTRA	046725	117.20 117.20		310
	08/10-09-10/08 EMPLEE		E9930363	01-2166-005	PAYROLL		33.25		290
COLONIAL LIFE AND ACCIDENT	08/10-09/10/08 EMPLEE	08351	E9930363	01-2166-005	PAYROLL	046726	39.25 72.50		300
J.B. DEWAR, INC.	07/15 FUEL 30015		972608	02-4400-172	WATER		128.78	41580172	10
	07/15 FUEL 30016		972608	02-4400-172	WATER		144.55	41680172	20
	07/15 FUEL 30017		972608	03-4500-172	SEWER		132.83	51780172	30
		11150				046727	406.16		
	07/21 ST LIGHTS		6158009002	01-4195-295	LIGHTING D		550.97		40
	07/21 ST LIGHTS		6158009004	01-4195-295	LIGHTING D		477.67		50
	07/21 ST LIGHTS		6158009008	01-4195-295	LIGHTING D		228.28		60
	07/21 ST LIGHTS		6158009014	01-4195-295	LIGHTING D		700.42		70
	07/21 ST LIGHTS		6158009016	01-4195-295	LIGHTING D		8.23		80
	07/21 ST LIGHTS		6158009022	01-4195-295	LIGHTING D		80.24		90
	07/21 ST LIGHTS		6158009026	01-4195-295	LIGHTING D		332.41		100
	07/21 ST LIGHTS		6158009028	01-4195-295	LIGHTING D		87.64		110
	07/21 ST LIGHTS		6158009748	01-4195-295	LIGHTING D		83.55		120
	07/21 ST LIGHTS		6158009351	01-4195-295	LIGHTING D		12.71		130
	07/14 1655 FRONT		6158009015	01-4100-290	ADMINISTRA		974.08		140
	07/15 1685 FRONT		6158009020	02-4400-290	WATER		1,688.08		150
	07/15 LIFT STAT		6158009030	03-4500-290	SEWER		57.24		160
	07/14 1687 FRONT		6158009401	01-4200-290	FIRE		75.69		170
	07/14 MODULAR		6158009846	01-4200-290	FIRE		71.52		180
PACIFIC GAS & ELECTRIC	07/15 1935 WILMAR	24453	6158009939	02-4400-290	WATER	046728	924.04 6,352.77		190
FIA CARD SERVICES	FIRE OVERSIGHT EXP		062008	01-4200-200	FIRE		5.08		200
	MTG EXPENSE CSDA	25797	070808	01-4100-285	ADMINISTRA	046729	80.00 85.08		210
FIA CARD SERVICES	OPER SUPP		071108	02-4400-175	WATER		104.02		220
	CREDIT		071208	02-4400-175	WATER		104.02 CR		230
	OPER SUPP		070208	02-4400-175	WATER		25.95		240
		25798				046730	25.95		
	07/08 DENTAL PREM		P489101	01-2166-002	PAYROLL		668.46		250
	07/08 LIFE INS		P428901	01-2166-003	PAYROLL		112.92		260
	08/08 DENTAL PREM		P428901	01-2166-002	PAYROLL		898.04		270
	08/08 LIFE INS		P428901	01-2166-003	PAYROLL		150.22		280

PAYEE	DETAIL OF DEMANDS VEND.NO.	INV.NO.	ACCOUNT	DEPT NAME	CHECK NO.	CHECK AMOUNT	JOB/PROJECT	KEY #
PRINCIPAL MUTUAL LIFE INS CO	26100				046731	1,829.64		
						CHECKS WRITTEN		
						8,889.30		
						* PREPAID ITEMS		
						.00	*	
						TOTAL DEMANDS PAID		
						8,889.30		

07/31/08

CHECK REGISTER--\$ AMT SORT

PAGE 1

PAYEE	VEND.NO.	CHECK DATE	CHECK #	CHECK AMT	PREPAID
PACIFIC GAS & ELECTRIC	24453	73108	46728	6352.77	0
PRINCIPAL MUTUAL LIFE INS CO	26100	73108	46731	1829.64	0
J.B. DEWAR, INC.	11150	73108	46727	406.16	0
A T & T	255	73108	46725	117.20	0
FIA CARD SERVICES	25797	73108	46729	85.08	0
COLONIAL LIFE AND ACCIDENT	8351	73108	46726	72.50	0
FIA CARD SERVICES	25798	73108	46730	25.95	0
				8889.30	*

7 RECORDS PROCESSED

CK.#	LAST NAME	F	M	REGULAR	O.T.	OTHER	AUTO/BUS	GROSS	NET	PAY
46778	O'REILLY	P	J	3365.60	.00	4707.78	150.00	8223.38	.00	.00
46779	DAVIS	G	A	2411.76	.00	.00	.00	2411.76	.00	.00
46780	WINTER	C	J	2000.56	.00	.00	.00	2000.56	.00	.00
46781	REA	C	J	1215.65	.00	.00	.00	1215.65	.00	.00
46782	SANCHEZ	C	D	1333.84	.00	.00	.00	1333.84	.00	.00
46783	DAVIS	P	T	2566.64	.00	.00	.00	2566.64	.00	.00
46784	TORRES	M	A	1793.92	319.54	.00	.00	2113.46	.00	.00
46785	SILVEIRA	D	P	1674.96	314.06	.00	.00	1989.02	.00	.00
46786	LANGSTAFF	S	A	718.76	.00	.00	.00	718.76	.00	.00
46787	LEATHERS	B	W	2517.54	481.39	.00	.00	2998.93	.00	.00
46788	BOVA	J	M	2517.54	1891.18	.00	.00	4408.72	.00	.00
46789	RODLIN	J	M	288.00	.00	.00	.00	288.00	.00	.00
46790	ANGELLO	C	A	2331.21	.00	.00	.00	2331.21	.00	.00
46791	FUKUHARA	B	R	528.00	.00	.00	.00	528.00	.00	.00
				25263.98	3006.17	4707.78	150.00	33127.93	.00	*

14 RECORDS PROCESSED

REGULAR PAYROLL FOR THE PAY PERIOD ENDING 08 02 2008 (PR0801)

PAYEE	DETAIL OF DEMANDS	VEND.NO.	INV.NO.	ACCOUNT	DEPT NAME	CHECK NO.	CHECK AMOUNT	JOB/PROJECT	KEY #
HSBC BUSINESS SOLUTIONS		24065				046745	78.78		
OFF/COMP			062008	01-4100-200	ADMINISTRA		32.84		230
OPER SUPP:RESCUE EQ			063008	01-4200-175	FIRE		655.75		240
OPER SUPP:RESCUE EQ			063008	01-4200-100	FIRE		131.65		250
OFF SUPP			071708	02-4400-200	WATER		33.50	315080200	260
FIA CARD SERVICES		25796			7/31/08	046735	853.74	*	
07-08 BALANCE DUE:LOPEZ SAN LUIS OBISPO, COUNTY OF		28215	446	02-4400-260	WATER	046746	180.00 180.00		270
X-CONN SERV: 05+06/08 SAN LUIS OBISPO, COUNTY OF		28611	IN0058400	02-4400-220	WATER	046747	384.72 384.72		280
0416:R&M 30016 CARQUEST		31875	7314-255489	02-4400-171	WATER	046748	63.10 63.10	41680171	290
WDR ASST:05/08-06/30/08 FOG PROG:05/08-06/30/08 SSLOCSD		32274	071408 071408	03-4500-297 03-4500-220	SEWER SEWER	046749	35.25 2,825.18 2,860.43		300 310
8601:SAFE YIELD STUDY SERV TODD ENGINEERS		33570	46201 06-08	02-4400-220	WATER	046750	388.12 388.12	860160220	320
06/02 LIFT STAT MAINT 06/12 LIFT STAT MAINT 06/20 LIFT STAT MAINT 06/28 LIFT STAT MAINT RICHARD JONES DBA		36349		03-4500-220 03-4500-220 03-4500-220 03-4500-220	SEWER SEWER SEWER SEWER	046751	138.00 138.00 138.00 138.00 552.00	57360220 57360220 57360220 57360220	330 340 350 360
PROF SERV PROF SERV DORAZIO TRUCKING		91005	072008 072008	02-4400-220 03-4500-220	WATER SEWER	046752	1,308.69 1,308.70 2,617.39		370 380
AUDIT FYE 063007 MOSS, LEVY & HARTZHEIM		91034	3721	01-4100-220	ADMINISTRA	046753	8,000.00 8,000.00		390
0246:2 BK RADIO/ACCS SILVERADO AVIONICS, INC		92510	2879	01-4200-321	FIRE	046754	2,227.68 2,227.68		400
CHECKS WRITTEN							30,774.55		
* PREPAID ITEMS							853.74	*	
TOTAL DEMANDS PAID							31,628.29		

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CITY OF ARROYO GRANDE	6701:CYN CREST WHEEL MAY-JULY 02083	08-037	02-4400-297	WATER	046736	1,923.60 1,923.60	670160297	10
GRANT:HELMETS CURTIS, L.N. & SONS	10098	1156518-00	01-4200-320	FIRE	046737	168.60 168.60		20
1306:05/08 POSTAGE		50007	02-4400-210	WATER		111.31	130680210	30
1306:05/08 POSTAGE		50007	03-4500-210	SEWER		111.32	130680210	40
1306:05/08 POSTAGE		50007	02-4400-220	WATER		304.38	130660220	50
1306:05/08 PROF SERV		50007	03-4500-220	SEWER		304.39	130660220	60
DATA PROSE, INC	10475				046738	831.40		
OPER SUPP		1521143	02-4400-175	WATER		123.91		70
OPER SUPP		1521143	02-4400-175	WATER		167.81		80
OPER SUPP:CR		CM119821	02-4400-175	WATER		309.01	CR	90
OPER SUPP:CR		CM119821	03-4500-175	SEWER		436.14	CR	100
OPER SUPP		1464970	02-4400-175	WATER		431.00		110
OPER SUPP		1464970	03-4500-175	SEWER		75.22		120
FERGUSON ENTERPRISES, INC #6313100					046739	52.79		
ANGELLO-TURN OUT CLOTHING FISHER SCIENTIFIC	13750	A81640607	01-4200-100	FIRE	046740	1,922.82 1,922.82		130
GRANT:CLOTHING GSA	14555	E9790138	01-4200-100	FIRE	046741	3,273.90 3,273.90		140
1121:D/P SERV 04/01-06/30/08 NACCARATI, SHARON M.	22550	0630080CSD	01-4100-221	ADMINISTRA	046742	3,045.00 3,045.00	112160221	150
06/08 LIT SERV:22.50% NOSSAMAN, GUTHNER, KNOX ETAL	23375	223533	09-4994-362	WATER LITI	046743	1,600.59 1,600.59	949960362	160
07/17 1655 FRONT		03054671	01-4100-290	ADMINISTRA		368.35		170
07/17 1687 FRONT		04058850	01-4200-290	FIRE		124.82	122580290	180
07/17 1685 FRONT		03047700	02-4400-290	WATER		58.40		190
07/22 1935 WILMAR		968190000	02-4400-290	WATER		21.77		200
07/18 TOWN TRIANGLE	23562	03045960	06-4900-290	GARBAGE	046744	30.29 603.63	81180290	210
O.C.S.D.								
OFF SUPP		079300092290	01-4100-200	ADMINISTRA		78.78		220

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07/08 ANSWER SERV ADVANTAGE ANSWERING PLUS, INC	00599	97199	02-4400-110	WATER	046755	137.95 137.95		130
08/08 VISION AMERITAS LIFE INSURANCE	01484	102818000001	01-2166-004	PAYROLL 7/31/08	046732	139.84 139.84	*	10
B/S: 2 REG B/S: 1 PERSONNEL B/S: 2 WATER/SEWER BOOKOUT, BILL	04070	073108 071508 073108	01-4100-225 01-4100-225 01-4100-225	ADMINISTRA ADMINISTRA ADMINISTRA	046756	200.00 50.00 100.00 350.00	118660225 118760225 118760225	210 220 230
1000 DP LASER CKS OFF SUPP OFF SUPP OFF SUPP OFF SUPP CARD REPRINTS BURDINE PRINTING	04548	9323 9208 9208 9208 9208 9458	01-4100-221 01-4200-200 01-4100-200 02-4400-200 01-4100-200	ADMINISTRA FIRE ADMINISTRA WATER ADMINISTRA	046757	222.40 104.11 93.43 32.06 254.86 706.86		290 300 310 320 330
SERV THRU 083108 CHARTER COMMUNICATIONS	07500	200141448301	01-4100-200	ADMINISTRA	046758	47.99 47.99		340
B/S: 2 REG B/S: 1 OAC B/S: 1 ZONES 1/1A B/S: 2 WATER/SEWER DAHL, VERN	10300	073108 072108 072208 073108	01-4100-225 01-4100-225 01-4100-225 01-4100-225	ADMINISTRA ADMINISTRA ADMINISTRA ADMINISTRA	046759	200.00 50.00 50.00 100.00 400.00	118860225 118860225 118860225	140 150 160 170
B/S: 1 REG B/S: 1 PERSONNEL B/S: 1 ZONE 3 DEAN, PAMELA	11120	072308 071508 071708	01-4100-225 01-4100-225 01-4100-225	ADMINISTRA ADMINISTRA ADMINISTRA	046760	100.00 50.00 50.00 200.00	119160225 119160225 119160225	180 190 200
07/31 FUEL 07/31 FUEL J.B. DEWAR, INC.	11150	974053 974053	02-4400-172 03-4500-172	WATER SEWER	046761	283.20 126.93 410.13	41680172 51780172	350 360
07/08 SERV/SUPP EXECUTIVE JANITORIAL	12975	35310	01-4100-173	ADMINISTRA	046762	209.53 209.53		370
OPER SUPP		JH5661	02-4400-175	WATER		421.48		380

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PAYEE	DETAIL OF DEMANDS	VEND. NO.	INV. NO.	ACCOUNT	DEPT NAME	CHECK NO.	CHECK AMOUNT	JOB/PROJECT	KEY #
GRAPHIC CONTROLS CORPORATION		14775				046763	421.48		
DISPATCHING GROVER BEACH, CITY OF		15246	080108	01-4200-110	FIRE	046764	1,518.00		400
B/S: 2 REG B/S: 2 FIRE JIM HILL		16200	073108 073108	01-4100-225 01-4100-225	ADMINISTRA ADMINISTRA	046765	200.00 100.00 300.00	118560225 118560225	270 280
OPER SUPP LIFE ASSIST		19700	476835	01-4200-175	FIRE	046766	59.98 59.98		390
B/S: 1 REG B/S: 2 FIRE B/S: 1 CSDA MANN, BARBARA		20130	070908 073108 071108	01-4100-225 01-4100-225 01-4100-225	ADMINISTRA ADMINISTRA ADMINISTRA	046767	100.00 100.00 50.00 250.00	119060225 119060225 119060225	240 250 260
OPER SUPP			962383	02-4400-175	WATER		145.98		20
0448: R&M WELL 8			962366	02-4400-163	WATER		39.63	44880163	30
4173: R&M FS/OC			962615	01-4100-173	ADMINISTRA		29.99	417380173	40
0448: R&M WELL 8			962807	02-4400-163	WATER		5.46	44880163	50
OPER SUPP			962809	02-4400-175	WATER		28.00		60
9273: R&M MODULAR			963127	01-4200-173	FIRE		21.53	927380173	70
4273: R&M FS/OC			963856	01-4200-173	FIRE		13.45	417380173	80
4173: R&M FS/OC			965102	01-4100-173	ADMINISTRA		32.31	417380173	90
0448: R&M WELL 8			965166	02-4400-163	WATER		72.29	44880163	100
DISCOUNT			111990	02-4400-175	WATER		11.36		110
MINER'S ACE HARDWARE, INC.		21087				7/31/08 046733	377.28		*
07/08 CLOTHING/TOWELS MISSION LINEN SUPPLY		21186	73108	02-4400-100	WATER	046768	231.57 231.57		410
2008/09 REG TORRES:CRWA FIA CARD SERVICES		25796	071608	02-4400-285	WATER	7/31/08 046734	250.00 250.00	315060285	120
9173: 07/08 1655 FRONT				01-4100-173	ADMINISTRA		182.17	917360173	420
1225: 07/08 1687 FRONT				01-4200-173	FIRE		21.69	122560173	430
4173: 07/08 1685 FRONT				02-4400-163	WATER		69.40	417360163	440
9701: 07/08 1681 FRONT				10-4300-173	FUNDED CON	046769	160.48	970160173	450
SHORELINE LANDSCAPE AND		31400					433.74		
OFF SUPP			3105528431	01-4100-200	ADMINISTRA		100.87		460



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OFF SUPP			3105784274	01-4100-200	ADMINISTRA		22.78		470
OFF SUPP			3106035722	01-4100-200	ADMINISTRA		80.57		480
OFF SUPP			3106035723	01-4200-200	FIRE		106.37		490
OFF SUPP			3105528431	01-4100-200	ADMINISTRA		9.32		500
OFF SUPP			3106035723	01-4100-200	ADMINISTRA		116.98		510
STAPLES BUSINESS ADVANTAGE		32425				046770	436.89		
08/08 ALARM SERV			5592690	02-4400-110	WATER		42.00	44180220	520
08/08 ALARM SERV			5592690	02-4400-110	WATER		42.00	44080220	530
08/08 ALARM SERV			5592690	03-4500-110	SEWER		42.00	57380220	540
08/08 ALARM SERV			5592690	01-4200-110	FIRE		42.00	927380220	550
HSM ELECTRONIC PROTECTION	SER33040					046771	168.00		
0151: MO BIZHUB C451		87954		01-4100-170	ADMINISTRA		304.91	15180170	560
ULTREX BUSINESS PRODUCTS		34400				046772	304.91		
ANNUAL MEMBERSHIP		80070672		02-4400-180	WATER		150.00		570
UNDERGROUND SERVICE ALERT		34475				046773	150.00		
07/08 LIFT STAT MAINT		12914		03-4500-220	SEWER		138.00	57360220	580
07/16 LIFT STAT MAINT		12929		03-4500-220	SEWER		138.00	57360220	590
07/23 LIFT STAT MAINT		12943		03-4500-220	SEWER		138.00	57360220	600
RICHARD JONES DBA		36349				046774	414.00		
OVRPD: HERON CREST DEV	W/S	6220.00		01-3213-100	REVENUE		60.00		630
WESTLAND ENGINEERING, INC		91033				046775	60.00		
MILEAGE		073108		01-4100-280	ADMINISTRA		53.71		610
REA, GINA		91212				046776	53.71		
MILEAGE		073108		01-4100-280	ADMINISTRA		25.16		620
SANCHEZ, CASSEY		91216				046777	25.16		
CHECKS WRITTEN							7,289.90		
* PREPAID ITEMS							767.12	*	
TOTAL DEMANDS PAID							8,057.02		

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PAYEE	DETAIL OF DEMANDS VEND.NO.	INV.NO.	ACCOUNT	DEPT NAME	CHECK NO.	CHECK AMOUNT	JOB/PROJECT	KEY #
CITY OF ARROYO GRANDE	6701:CYN CREST WHEEL MAY-JULY 02083	08-037	02-4400-297	WATER	046736	1,923.60 1,923.60	670160297	10
GRANT:HELMETS CURTIS, L.N. & SONS	10098	1156518-00	01-4200-320	FIRE	046737	168.60 168.60		20
1306:05/08 POSTAGE		50007	02-4400-210	WATER		111.31	130680210	30
1306:05/08 POSTAGE		50007	03-4500-210	SEWER		111.32	130680210	40
1306:05/08 POSTAGE		50007	02-4400-220	WATER		304.38	130660220	50
1306:05/08 PROF SERV		50007	03-4500-220	SEWER		304.39	130660220	60
DATA PROSE, INC	10475				046738	831.40		
OPER SUPP		1521143	02-4400-175	WATER		123.91		70
OPER SUPP		1521143	02-4400-175	WATER		167.81		80
OEPR SUPP:CR		CM119821	02-4400-175	WATER		309.01	CR	90
OPER SUPP:CR		CM119821	03-4500-175	SEWER		436.14	CR	100
OPER SUPP		1464970	02-4400-175	WATER		431.00		110
OPER SUPP		1464970	03-4500-175	SEWER		75.22		120
FERGUSON ENTERPRISES, INC #6313100					046739	52.79		
ANGELLO-TURN OUT CLOTHING FISHER SCIENTIFIC	13750	A81640607	01-4200-100	FIRE	046740	1,922.82 1,922.82		130
GRANT:CLOTHING GSA	14555	E9790138	01-4200-100	FIRE	046741	3,273.90 3,273.90		140
1121:D/P SERV 04/01-06/30/08 NACCARATI, SHARON M.	22550	0630080CSD	01-4100-221	ADMINISTRA	046742	3,045.00 3,045.00	112160221	150
06/08 LIT SERV:22.50% NOSSAMAN, GUTHNER, KNOX ETAL	23375	223533	09-4994-362	WATER LITI	046743	1,600.59 1,600.59	949960362	160
07/17 1655 FRONT		03054671	01-4100-290	ADMINISTRA		368.35		170
07/17 1687 FRONT		04058850	01-4200-290	FIRE		124.82	122580290	180
07/17 1685 FRONT		03047700	02-4400-290	WATER		58.40		190
07/22 1935 WILMAR		968190000	02-4400-290	WATER		21.77		200
07/18 TOWN TRIANGLE		03045960	06-4900-290	GARBAGE		30.29	81180290	210
O.C.S.D.	23562				046744	603.63		
OFF SUPP		079300092290	01-4100-200	ADMINISTRA		78.78		220

PAYEE	DETAIL OF DEMANDS	VEND.NO.	INV.NO.	ACCOUNT	DEPT NAME	CHECK NO.	CHECK AMOUNT	JOB/PROJECT	KEY #
HSEC BUSINESS SOLUTIONS		24065				046745	78.78		
OFF/COMP			062008	01-4100-200	ADMINISTRA		32.84		230
OPER SUPP:RESCUE EQ			063008	01-4200-175	FIRE		655.75		240
OPER SUPP:RESCUE EQ			063008	01-4200-100	FIRE		131.65		250
OFF SUPP			071708	02-4400-200	WATER		33.50		260
FIA CARD SERVICES		25796			7/31/08	046735	853.74	* 315080200	
07-08 BALANCE DUE:LOPEZ		446		02-4400-260	WATER		180.00		270
SAN LUIS OBISPO, COUNTY OF		28215				046746	180.00		
X-CONN SERV: 05+06/08			IN0058400	02-4400-220	WATER		384.72		280
SAN LUIS OBISPO, COUNTY OF		28611				046747	384.72		
0416:R&M 30016			7314-255489	02-4400-171	WATER		63.10	41680171	290
CARQUEST		31875				046748	63.10		
WDR ASST:05/08-06/30/08			071408	03-4500-297	SEWER		35.25		300
FOG PROG:05/08-06/30/08			071408	03-4500-220	SEWER		2,825.18		310
SSLOCSD		32274				046749	2,860.43		
8601:SAFE YIELD STUDY SERV			46201 06-08	02-4400-220	WATER		388.12	860160220	320
TODD ENGINEERS		33570				046750	388.12		
06/02 LIFT STAT MAINT				03-4500-220	SEWER		138.00	57360220	330
06/12 LIFT STAT MAINT				03-4500-220	SEWER		138.00	57360220	340
06/20 LIFT STAT MAINT				03-4500-220	SEWER		138.00	57360220	350
06/28 LIFT STAT MAINT				03-4500-220	SEWER		138.00	57360220	360
RICHARD JONES DBA		36349				046751	552.00		
PROF SERV			072008	02-4400-220	WATER		1,308.69		370
PROF SERV			072008	03-4500-220	SEWER		1,308.70		380
DORAZIO TRUCKING		91005				046752	2,617.39		
AUDIT FYE 063007			3721	01-4100-220	ADMINISTRA		8,000.00		390
MOSS, LEVY & HARTZHEIM		91034				046753	8,000.00		
0246:2 BK RADIO/ACCS			2879	01-4200-321	FIRE		2,227.68		400
SILVERADO AVIONICS, INC		92510				046754	2,227.68		
CHECKS WRITTEN							30,774.55		
* PREPAID ITEMS							853.74	*	
TOTAL DEMANDS PAID							31,628.29		

PAYEE	DETAIL OF DEMANDS	VEND. NO.	INV. NO.	ACCOUNT	DEPT NAME	CHECK NO.	CHECK AMOUNT	JOB/PROJECT	KEY #
(OLD) 070108 AT&T	8054816730	00250	304831293001	01-4100-111	ADMINISTRA	046694	233.30 233.30		10
070108	8054816730		80548167302	01-4100-111	ADMINISTRA		368.13		20
070108	8054810085		805481008558	02-4400-111	WATER		53.86		30
070108	8054817760		805481776058	03-4500-111	SEWER		57.07		40
A T & T		00255				046695	479.06		
R&M PRINTERS ACTION FAX & PRINTER		00269	080715A4	01-4100-221	ADMINISTRA	046696	60.00 60.00	15460170	50
OFF SUPP ARROYO GRANDE, CITY OF		02085	08-01	01-4200-200	FIRE	046697	61.75 61.75		60
07/08 BATT CHIEF			200901-117	01-4200-220	FIRE		1,829.64	422060220	70
07/08 FIRE CHIEF			200901-117	01-4200-220	FIRE		2,514.54	422160220	80
ARROYO GRANDE, CITY OF		02086				046698	4,344.18		
08/08 PREM BLUE CROSS OF CALIFORNIA		03950	396469	01-2166-001	PAYROLL	046699	8,088.00 8,088.00		90
EMS FORMS BURDINE PRINTING		04548	9309	01-4200-200	FIRE	046700	267.44 267.44		100
2008 ANNUAL MEMBERSHIP CA CHAMBER OF COMMERCE		05140	47287-015	01-4100-180	ADMINISTRA	046701	123.44 123.44		110
07/10/08 EMPLEE			E9930363	01-2166-005	PAYROLL		33.25		120
07/10/08 EMPLEE			E9930363	01-2166-005	PAYROLL		39.25		270
COLONIAL LIFE AND ACCIDENT		08351				046702	72.50		
9173: R&M FS/OC DAVE'S ELECTRIC		10550	5848	01-4100-173	ADMINISTRA	046703	175.63 175.63	917360173	130
06/30 FUEL 30015			971190	02-4400-172	WATER		126.08	41580172	140
06/30 FUEL 30016			971190	02-4400-172	WATER		144.99	41680172	150
06/30 FUEL 30017			971190	03-4500-172	SEWER		128.33	51780172	160
J.B. DEWAR, INC.		11150				046704	399.40		
OEPR SUPP		1359		02-4400-175	WATER		294.93		170

PAYEE	DETAIL OF DEMANDS VEND. NO.	INV. NO.	ACCOUNT	DEPT NAME	CHECK NO.	CHECK AMOUNT	JOB/PROJECT	KEY #
KAHN'S CONCRETE SAWING	18650				046705	294.93		
9173: R&M FS/OC KNECHT'S PLUMBING & HEATING	18800	TM24310	01-4100-173	ADMINISTRA	046706	150.50 150.50	917360173	180
LAFCO:2008-09 LAFCO: 2008-09 SAN LUIS OBISPO, COUNTY OF	28350	063008 063008	01-3547-195 01-3547-200	REVENUE REVENUE	046707	991.00 13,160.00 14,151.00		190 200
07/14 1655 FRONT 07/14 1689 FRONT 07/11 1935 WILMAR THE GAS COMPANY	31878	14371606006 15211606007 01761523008	01-4100-290 01-4200-290 02-4400-290	ADMINISTRA FIRE WATER	046708	51.01 44.26 466.10 561.37		210 220 230
ANNUAL MEMBERSHIP LIEBERT CASSIDY WHITMORE	91027	89275	01-4100-180	ADMINISTRA	046709	3,200.00 3,200.00		240
2007 CA FIRE & BLDG CODES 2007 CA FIRE & BLDG CODES BUILDERS BOOKSOURCE, BERKELEY	92509	2009-0701 2009-0701	01-4200-235 02-4400-235	FIRE WATER	046710	594.51 439.09 1,033.60		250 260
CHECKS WRITTEN						33,696.10		
* PREPAID ITEMS						.00		*
TOTAL DEMANDS PAID						33,696.10		