



Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

AGENDA BOARD OF DIRECTORS MEETING

1655 Front Street
6:30 P.M.

August 27, 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 2008-18, A Resolution Of Congratulations To Shaun Wathan For His Selection As ROOKIE OF THE YEAR – 2007.
 - b. Presentation of Resolution 2008-19, A Resolution Of Congratulations To Paul Kalata For His Selection As OCSD FIREFIGHTER OF THE YEAR – 2007.
6. Review and Approval of Minutes
 - a. August 13, 2008 (to be provided)
7. Reports
 - a. Reports of District Department Heads
 - (1) Report of Administrative Assistant (to be provided)
 - (2) Report of Utility Operations Supervisor (to be provided)
 - (3) Report of Fire Department Operations



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 - (3) Report of Fire Department Operations

8. Fire Items
 - a. Weed Abatement Protest

(1) Consider request for adjustment from Rebecca Galing. (to be provided)

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. Storm Water Management Plan

Consider recommendation of General Manager to adopt a Storm Water Management Plan.
 - c. Water Reliability Agreement with San Luis Obispo County

Consider recommendation of the General Manager to modify subject agreement.

10. Administrative Items
 - a. Financial Audit for Fiscal Year 2006-07

Staff will review the current status of the financial audit.
 - b. Review of District Powers

Discussion of powers held by the District; specifically Graffiti Abatement.

11. Adjourn to Closed Session
 - a. **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)

 - b. **CLOSED SESSION** – A closed session pursuant to Government Code Section 54957(b)(1) to conduct the annual performance evaluation of the District General Manager.

 - c. **CLOSED SESSION** – A closed session pursuant to Government Code Section 54957.6 to meet and confer with the District's designated representative regarding the compensation paid to its represented employees. The District's designated representative is Patrick O'Reilly.

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) SSLOCSD 08 6 2008
 - (2) Fire Committee 08 12 2008
 - (3) SSLOCSD 08 20 2008
 - (4) Fire Committee 08 26 2008
 - (5) Other
 - b. **VICE PRESIDENT BILL BOOKOUT**
 - (1) Water and Sewer Committee 07 30 2008
 - (2) Fire Oversight Committee 08 15 2008
 - (3) Water and Sewer Committee 08 21 2008
 - (4) Other
 - c. **DIRECTOR VERN DAHL**
 - (1) Water and Sewer Committee 07 30 2008
 - (2) OAC 08 4 2008
 - (3) 1/1A Committee 08 19 2008
 - (4) Water and Sewer Committee 08 21 2008
 - (6) OAC 08 25 2008
 - (7) Other
 - d. **DIRECTOR PAMELA DEAN**
 - (1) Other
 - e. **DIRECTOR BARBARA MANN**
 - (1) Fire Committee 08 12 2008
 - (2) Fire Committee 08 26 2008
 - (3) 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 ocsd@oceanocsd.org**



Oceano Community Services District

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August 27, 2008

TO: Patrick O'Reilly, General Manager
FROM: Gina A. Davis, Administrative Assistant *g*
SUBJECT: DEPARTMENT REPORT FOR THE MONTH OF JULY, 2008

During the month of July, Administrative staff prepared the regular biweekly and firefighter payrolls; the quarterly payroll tax returns; assisted with the preparation of four regular and one special meeting, plus the two regular Board meeting packets. Staff also submits the various operating supply and/or fixed asset orders for purchase on behalf of all District departments.

Administrative staff submitted information to the County regarding use of OCSD's facilities for the November 4, 2008 election; scheduled appointments and did vision screenings for the monthly DMV program; submitted the annual Campaign Statements to the County; prepared and submitted a Statement of Economic Interest for the Airport Land Use Commission; and provided support for the District's many other functions.

Several items approved by the Board were finalized by the General Manager and then submitted by staff including the Water Reliability Agreement for State Water and various permits, agreements, and other documents relating to the CDBG-funded sewer repair/replacement project.

Administration finalized the annual water Consumer Confidence Report by submitting the Certification Form to the State Environmental Health Department; finalized the monthly Nitrate report for the County and State, and processed other correspondence prepared by the Utility Operations Supervisor, including a letter responding to a request for information regarding a possible main extension for a proposed project in Halcyon, on The Pike. And, staff coordinated the final project inspections for the Fire and Utility Departments.

A significant amount of time was spent verifying the lots abated and calculating the charges for the Hazard Reduction Program. Subsequently, staff spent time at the counter and on the telephone with property owners calling with questions about their bills. The initial list of charges for weed abatement were submitted to the County, and the final proof document will be submitted on August 28, for placement on the Tax Roll. And to conclude the 2008 Fireworks program the cleaning deposit checks were returned to the vendor.

On July 14th, Rabobank transitioned all its automated documents to the new and improved system. Unfortunately, this means that staff, mainly our Office Manager Cindy Winter, spent many hours updating information; preparing new forms to submit so the automatic utility billing payments could be taken out of the accounts of various customers who have signed up for this

Patrick J. O'Reilly, General Manager
August 27, 2008
Page Two

Program; updating the process for direct deposit of payroll warrants, etc. Kudos to Cindy for her diligence and attention to all the details that need to be addressed to ensure that these programs used by OCSD on a regular basis will be smooth-running and accurate.

Cindy has also been spending a lot of time working with our newest Accounting Clerk, Cassey Sanchez, continuing the process of training her in the ins and outs of Utility Billing. This included such tasks as ensuring all new and existing account information was updated; adding new services to the system and re-sequencing of new and existing meters; and accurate downloads and uploads of data to the automated system. In addition, 148 utility billing door hangers were prepared on July 8, and posted at residences on July 9, 2008. Services were disconnected on July 14 for the 10 accounts which were not paid by the final deadline.

Currently, staff is preparing for the new CalPERS payroll reporting system and continues to work with County staff regarding the proposed CDBG funded sewer main repairs and/or replacements. And, we have been working with the Financial Analyst this past week and are definitely making progress on the audit work.



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August 27, 2008

TO: Patrick O'Reilly, General Manager
FROM: Gina A. Davis, Administrative Assistant *g'*
SUBJECT: SUPPLEMENTAL INFORMATION - MONTH OF JULY, 2008

During the month of July, 2008, Administrative staff processed the following letters prepared by the Utility Operations Supervisor:

WILL SERVE LETTERS

| | | |
|---------------|-------------------------|--------------------------------|
| DeWOLF | 16 th Street | SFR |
| CHAVEZ | Beach Street | Add util to existing comm unit |
| DACEY (FINAL) | Beach Street | 5-unit PUD |
| CHAFIN | The Pike, Halcyon | Parcel Map |

FIRE SAFETY PLAN LETTERS

| | | |
|--------|-------------------------|-----|
| DeWOLF | 16 th Street | SFR |
|--------|-------------------------|-----|

FEE LETTERS

| | | |
|--------|-------------------------|-----|
| DeWOLF | 16 th Street | SFR |
|--------|-------------------------|-----|

COUNTY PROJECT REFERRALS

None

OTHER CORRESPONDENCE

None

Agenda Item 2008 08 27 7. a.(1)&(2)

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Oceano Community Services District

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August 27, 2008

To: Patrick O'Reilly, General Manager *POP*

From: Philip T. Davis, Utility Operations Supervisor

SUBJECT: DEPARTMENT REPORT FOR THE MONTH OF JULY, 2008

In the Sewer system, there was one blockage reported during the month. We responded and determined that the problem was in the Pismo Beach force main and immediately notified the City of Pismo Beach.

This month, the District crew relocated 1 sewer lateral and a cleanout to conform with a section of new sidewalk that was under construction. Stand-by personnel responded to a power failure alarm at the Lift Station at 1 am on a Sunday morning. We also attended a meeting with the District Engineering firm concerning the status of the Fats, Oils and Grease (FOG) program.

In the Water Department the crew distributed 147 48-hour door hangers, completed the non-pay disconnects, read the water meters, and had to flush one of the deadend sections of the water system. Other jobs completed during July included replacing a polybutylene (PB) water service and working on scraping and cleaning rust and old paint off of the above-ground manifold, pipes and valves in the Well 8 Water Yard. Other jobs completed during the month were maintenance on the well chlorinators, and cutting weeds and cleaning up at both of the District well yards.

In addition to collecting the normal weekly and monthly water system samples for analyses, new regulations (the Stage 2 Disinfection Byproducts Rule), now require that we collect 14 additional water system samples quarterly, for TTHMs and HAA5s analyses. We took these samples for the first time in July, and were pleased to learn the results obtained were all below the State Standards for Maximum Contaminant Level (MCL).

During the month, one Will-Serve letter was issued for a proposed 5-unit condominium project on Beach Street. We also did research for, and responded to, questions from two property owners concerning the availability and location of the District's water and sewer facilities that will be needed for their proposed building projects.

Patrick J. O'Reilly
August 27, 2008
Page 2

The District produced 95.16 acre feet of water during July, 2008. This was calculated as 55.00 acre feet of State water, 20.10 acre feet of Lopez water, and 20.05 acre feet of ground water. The total amount of water produced in July, 2008 was 2.7% more than was produced in June, 2008, but it was 2.7% less than was produced one year ago during July, 2007.



Oceano Fire Department



REPORT for July 2008

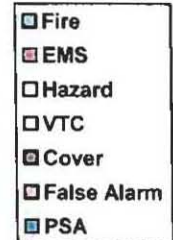
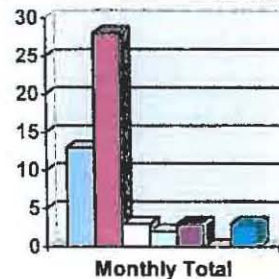
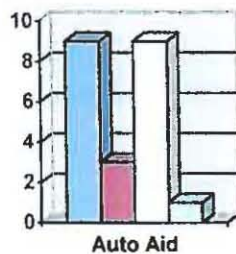
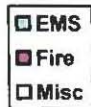
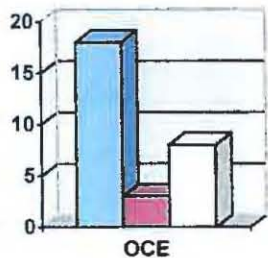
During the month of July, the department responded to a total of 52 calls. 29 were in Oceano, 9 were in Grover Beach, 3 were in Arroyo Grande, 9 were with Cal Fire and 1 on the beach. Of the 29 calls in Oceano, 18 were EMS related, 3 fire and 8 miscellaneous calls. This put the total as of this report to 433. At this time last year we were at 497.

E61's crew assisted Cal Fire with a vegetation fire west of the Oceano Campground on Pier Ave. It appeared to be started from a transient's warming fire. This happened in the height of Northern California fire storms. Just a few year to date totals for No Ca. over 3000 fires that have burned over 760,000 acres.

We have put the two new Zoll defibrillators in service; this allows three fire apparatus to have the capabilities for early defibrillation in the event of a person having a cardiac emergency.

The three departments training extensively on flag lot structure hose evolutions.

ALSO A TWO VEHICLE T/C IN FRONT OF MELODRAMA THAT REQUIRED THE USE OF OUR HYDRAULIC RESCUE TOOLS FOR EXTRICATION



AGENDA 08 27 2008 ITEM 7.a.3



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August 27, 2008

TO: Board of Directors, OCSD

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

SUBJECT: CLEANING AND INSPECTION OF DISTRICT SEWER AND WATER LINES

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

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

Agenda Item 08 27 2008 9.a.



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August 27, 2008

TO: Board of Directors, OCSD

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

SUBJECT: Storm Water Management Plan (SWMP)

1. Attached is a draft of the Storm Water Management Plan (SWMP).
2. The Regional Water Quality Control Board (RWQCB) and the County of San Luis Obispo determined that OCSD is required to develop a SWMP because of tourism and a population density of at least 1,000 people per square mile.
3. The County continues to retain responsibility for storm water, planning, land use, grading, building permits, and roads within the OCSD. However, OCSD has storm water responsibilities within the boundaries of our facilities, including both storm water basins.
4. Timeline (2008):
 - a. Sept 5 RWQCB requires draft of the SWMP
 - b. Sept 8 thru Oct 8 RWQCB will review SWMP
 - c. Oct 9 thru Dec 10 RWQCB will post SWMP and required revisions for public review

Final Approval by RWQCB is expected in the first months of 2009.

5. The Storm Water Management Plan was announced at the last meeting on August 13, 2008 and also made available for public comment at the front counter.
6. This SWMP includes current practices already being implemented at our facilities as well as a few additional requirements. The SWMP also indicates a commitment to promote storm water pollution prevention within the county.

Agenda Item 2008 08 27 9.b.

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THE RECOMMENDED ACTION BEFORE YOUR BOARD is to: by Board discussion, public comment, motion, second, and roll-call vote, direct the General Manager to submit the draft Storm Water Management Plan to the Regional Water Quality Control Board. Also, direct the General Manager to monitor the progress of the draft plan, and submit a final draft to this Board for approval based on public comment, board comment and reasonable, required revisions by the Regional Water Quality Control Board.

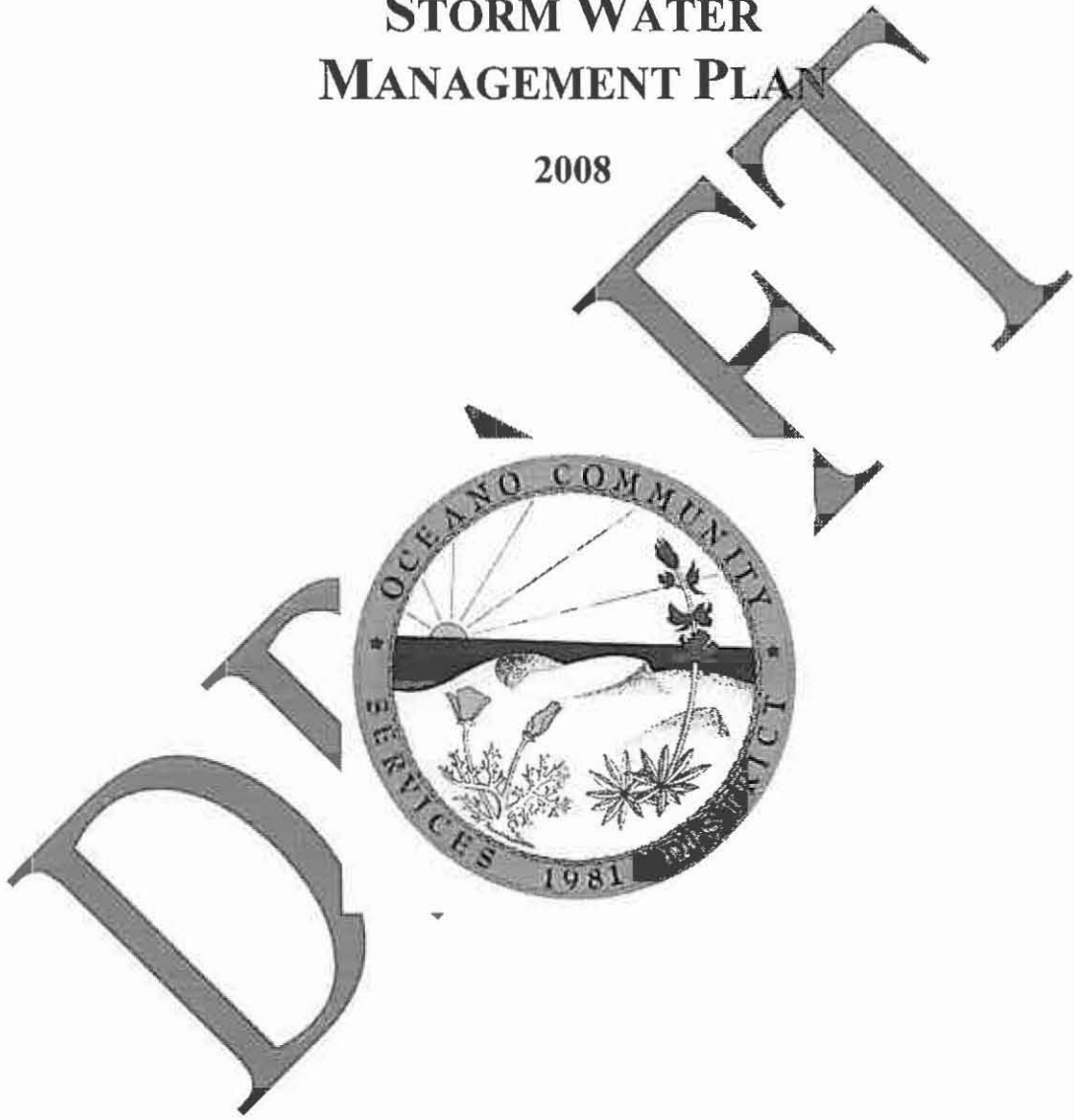
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OCEANO COMMUNITY SERVICES DISTRICT

**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.

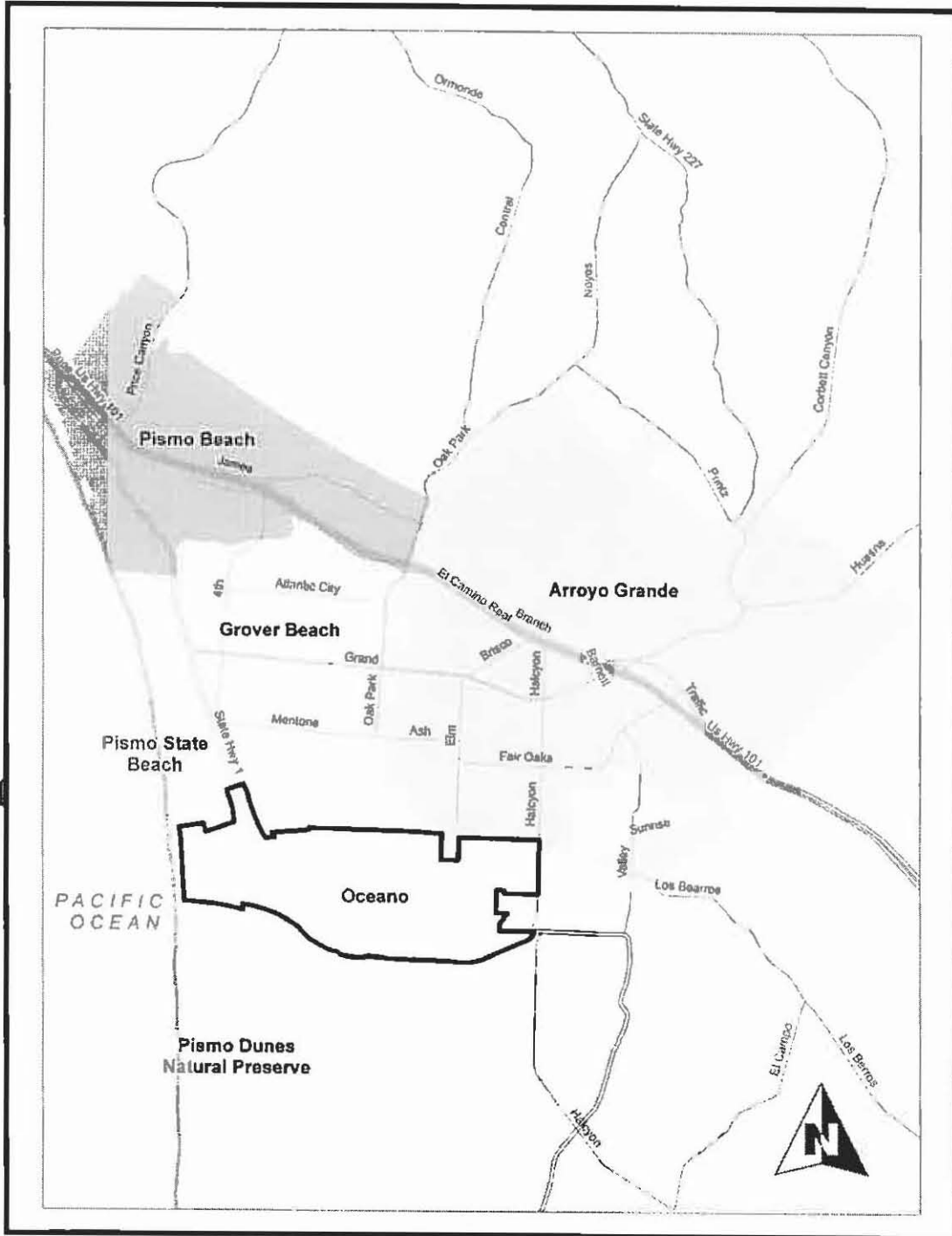
Oceano CSD Board of Directors appoints a General Manager responsible for day to day operations. The General Manager will be responsible for coordinating and implementing the Storm Water Management Plan (SWMP) with funds allocated by the Board of Directors.

Fiscal Resource

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/or 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)¹ 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.

¹ 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 based 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.

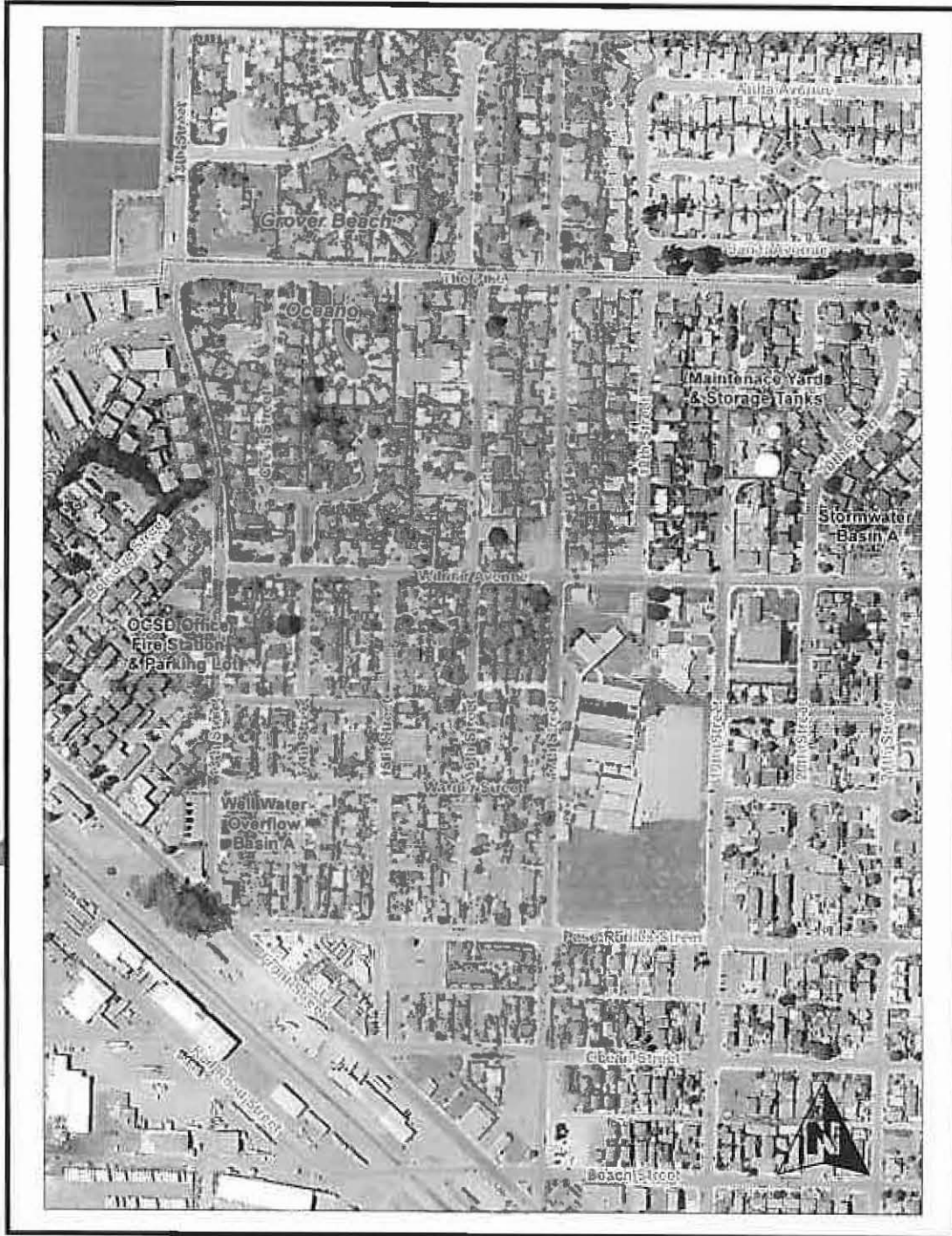
6. Pollution Prevention / Good Housekeeping

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 Participate 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 inhibit polluters by posting penalties. | Maintain records, reports and distribute them 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 Plan 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 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 checks 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 water 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, pollutant 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 programs should include a 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 illicit discharges. Self-inspection safety 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



Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

August 27, 2008

TO: Board of Directors, OCSD

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

SUBJECT: State Water Project (SWP) Reliability Program for 2008-2009

1. The California Department of Water Resources (DWR) operates and administers the State Water Project (SWP), through the San Luis Obispo County Flood Control District (SWP Contractor) of which OCSD is a participant (SWP Subcontractor). San Luis Obispo County has been in negotiations with the Central Coast Water Authority (CCWA) to implement a program that would allow the OCSD and other SWP subcontractors to transfer their surplus 2008-2009 SWP Allocation to CCWA in order to assist CCWA (Santa Barbara County) with drought level deliveries of State Water and to generate additional revenue for the subcontractors' unused SWP entitlements. The proposed program would also allow SWP Subcontractors to purchase temporary transfers of "program water" under this agreement in order to improve their 2008-2009 water supply reliability. The SWP Subcontractors would have the first option to purchase excess water prior to it being offered to CCWA.
2. On July 23, 2008, the District Board approved participation in this program under a Subcontractor Participation Contract provided as Attachment 1.
3. The last page of Attachment 1 is a Program Water Notice that advises all subcontractors that only 35% of SWP allocation will be available this calendar year. The second line on that page under Oceano CSD shows a "Delivery Request" amount. District staff interpreted this agreement to mean that amount of water could be requested from the County if needed. As it turns out, County staff has advised us that we are now obligated to receive 314 acre feet of water at a cost of \$160 per acre foot or a total cost of \$50,240 in both calendar years 2008 and 2009 (total cost over two years of \$100,480). The County has agreed that if the District acts before September 1, 2008, we can alter the amount of water we are obligated to purchase.
4. The primary cost to the District to pump ground water is the energy cost of pumping. It costs roughly \$90 per acre foot to pump using electric pumps and slightly less than that to use gas pumps. There are other costs associated with pumping including labor and equipment wear and tear but those costs are minimal especially in the short term.
5. Pumping capacities for the various wells are shown on Attachment 3. As shown on Attachment 3, if we run the pump on Well #8 for 12 hours every day, we can produce 60 acre feet per month. Or if we run the pump on Well 8 for 6 hours, on Well 5 for 8 hours and Well 6

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for 16 hours, we can pump 60 acre feet per month. There are high selenium levels in Well 5 which must be mixed with water from Well 6 so we must pump an equal amount of water from Wells 5 and 6 to maintain acceptable water quality. Other combinations of hours at these wells will also enable us to pump at least 60 acre feet per month. A typical scenario would be where we can produce 60 acre feet per month by running Well 8 for 6 hours per day, Well 5 for 4 hours per day and Well 6 for 8 hours per day.

6. Attachment 2 shows a history of water used so far in calendar year 2008 and the projected need for water in the District for the remainder of calendar year 2008 and all of 2009 and potential sources to satisfy that need. The top half of Attachment 2 is a history of water used so far in calendar year 2008 and a projection of water needed for the remainder of the calendar year. As shown on line 7, during January, February and March, all deliveries received were from our Lopez allocation due to work that had previously been done at the Lopez water treatment plant. From April to July, the District has received large amounts of SWP water. However, the amount of SWP water received during the rest of the year can be reduced to maintain the total received during the calendar year to 262 acre feet. To be able to do that, the District must increase pumping to between 31 and 42 acre feet per month for the remainder of the year.

7. The bottom half of Attachment 2 shows the projected requirement for water and projected sources for calendar year 2009. If we receive 35% of our SWP allocation again next year and do not take any "program" water, the District would need to pump between 13 and 42 acre feet of water per month. Staff believes increased pumping is a viable alternative to paying for "program" water.

4. There are essentially four alternatives to obtain all required water. All alternatives involve receiving our full allotment of 303 acre feet of water from Lopez Lake.

Alternative #1. If the District takes no action by September 1, 2008, the District will purchase 314 acre feet of "project" water from SLO County at a cost of \$50,240 each year. Total cost over two years of \$100,480.

Alternative #2. The District could purchase all required water from SLO County "project" water. That would be 145 acre feet in 2008 at a cost of \$23,200 and 388 acre feet in 2009 at a cost of \$62,080. Total cost over two years of \$85,280.

Alternative #3. The District could pump all required water from its groundwater allocation. That would be 145 acre feet in 2008 at a cost of \$13,050 and 388 acre feet in 2009 at a cost of \$34,920. Total cost over two years of \$47,970.

Alternative #4. The District could use some combination of "project" water from SLO County and groundwater.

THE RECOMMENDED ACTION BEFORE YOUR BOARD is to: by Board discussion, public comment, and voice vote, direct staff to submit a revised delivery request to the County specifying that no "program" water be delivered under the Water Reliability Program through the end of calendar year 2009.

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SUBCONTRACTOR PARTICIPATION CONTRACT

The parties to this Subcontractor Participation Contract ("Contract") are OCEANO COMMUNITY SVCS DIST (hereafter "Participating District Subcontractor") and the San Luis Obispo County Flood Control and Water Conservation District (hereafter the "District").

The parties hereby agree as follows:

1. Participation in 2008 And 2009 Central Coast Water Reliability Agreement.

(a) This Contract is based upon Attachment A of the 2008 and 2009 Central Coast Water Reliability Agreement (hereafter "2008/2009 Agreement") between the District and the Central Coast Water Authority ("Authority"), a copy of which has been provided to the Participating District Subcontractor. By signing this Contract, the Participating District Subcontractor accepts the District's offer to become a "Participating District Subcontractor" and a "Participant" under the 2008/2009 Agreement. By signing this Contract, the Participating District Subcontractor and the District accept all of the terms and conditions of the 2008/2009 Agreement applicable to Participants, District Subcontractors, and/or Participating District Subcontractors, and incur all said obligations and duties set forth in the 2008/2009 Agreement. All said terms and conditions of the 2008/2009 Agreement are hereby incorporated herein by reference as though fully set forth herein. When incorporating said terms and conditions, the word "Agreement" shall include both the 2008/2009 Agreement and this Contract.

(b) In the event the District and Authority ever amend the 2008/2009 Agreement, the District shall promptly notify the Participating District Subcontractor of any such amendments in writing. The terms and conditions of any such amendments shall automatically be incorporated by reference into this Contract unless the Participating District Subcontractor terminates this Contract within five business days of the District's written notice setting forth the text of the amendments.

(c) The District and the Participating District Subcontractor agree that the 2008/2009 Agreement, this Contract, and the contemplated temporary water transfers contemplated therein, are consistent with the "Excess Entitlement Policy" adopted by the District on January 14, 2003, which allows for temporary transfers of the District's SWP Allocation to other local water users under specific conditions.

Attachment B to the 2008 and 2009 Central Coast Water Reliability Agreement

OCSD ATTACHMENT 1

2. Term Of Contract.

This Contract goes into effect once this Contract has been executed by the parties hereto and the 2008/2009 Agreement has been executed by the District and the Authority. This Contract shall remain in effect only until December 31, 2009, unless terminated at some earlier date pursuant to the provisions herein. No right of renewal or right to enter extensions of this Contract, or to enter into any new water transfer agreements is granted or implied.

3. Request For Program Water.

As a Participant in the 2008/2009 Agreement, the Participating District Subcontractor understands that it is limited to receiving Program Water only up to 100% of its allowed Delivery Request for each calendar year this Contract is in effect. The Participating District Subcontractor shall make Water Payments to the District for delivered Program Water at the Program Water Rate set forth in Section 4.2 of the 2008/2009 Agreement, plus applicable Delivery Charges as set forth below. The District shall make deliveries of Program Water to Participating District Subcontractors in the same way that the District delivers District Subcontractor Allocation and District Subcontractor Drought Buffer Allocation water to District Subcontractors.

4. Transfer Of District Subcontractor Allocation And/Or Drought Buffer Allocation.

(a) By checking one or both of the boxes below, the Participating District Subcontractor hereby agrees to convert the following portions of its District Subcontractor Allocation and/or Drought Buffer Allocation to "Program Water" under the 2008/2009 Agreement so that said Water may be transferable to other Participant(s) under the 2008/2009 Agreement:

- The portion of our District Subcontractor Allocation not needed to deliver 100% of our 2008 and 2009 Delivery Requests shall be made available for transfer as Program Water pursuant to Section 2.1 of the 2008/2009 Agreement.
- The portion of our District Subcontractor Drought Buffer Allocation not needed to deliver 100% of our 2008 and 2009 Delivery Requests shall be made available for transfer as Program Water pursuant to Section 2.1 of the 2008/2009 Agreement.

The Participating District Subcontractor understands that any proportionate revenue credit it may be entitled to by checking one or both of the boxes above will be in accordance with Section 4.9 of the Agreement.

(b) The Participating District Subcontractor hereby delegates and/or assigns to the District any and all rights necessary for the District to transfer any of the above-designated portions of the District Subcontractor Allocation or Drought Buffer Allocation to other Participant(s) as Program Water under the 2008/2009 Agreement.

5. District Subcontractors' Delivery Charges.

In addition to Water Payments, Participating District Subcontractors shall be individually responsible for all SWP variable operation, maintenance, power, and replacement component charges and all off aqueduct power facilities reimbursement charges for the delivery of all Program Water transferred to it as those charges are applied in the District's SWP Contract (consistent with Article 14(a)(2)(iii, iv) of the Water Supply Agreement (hereafter "Delivery Charges")). Said Delivery Charges owed by Participating District Subcontractors for Program Water requested and received from the District will be incorporated into and paid to the District through the normal SWP billing process used for District Subcontractors.

6. Participating District Subcontractor Water Payments, Credits.

Water Payments owed by any Participating District Subcontractor for Program Water received from the District will be incorporated into and paid to the District through the normal SWP billing process used for District Subcontractors. Any credits owed to Participating District Subcontractors for transfers of District Subcontractor Allocation or Drought Buffer Allocation under this Program, or for adjustments for actual deliveries, will also be accounted for during the normal SWP billing process used for District Subcontractors. If a Participation Contract (Attachment A) indicates that portions of the Participating District Subcontractor's Allocation or Drought Buffer Allocation should be made available for transfer under this Agreement as Program Water, said Participating District Subcontractor will be credited for such water transferred to the Authority or another Participating District Subcontractor under this Agreement at the Program Water Rate.

7. Termination of Contract.

(a) This Contract shall only remain in effect as long as the 2008/2009 Agreement is still in effect, and shall terminate simultaneously with any valid termination of the 2008/2009 Agreement. The District and the Participating District Subcontractor each also have the unilateral right to terminate this Contract for any reason upon providing the other party 30 days advance written notice of such termination.

(b) In the event of a termination of this Contract, the "non-refundable payments" and "refundable payment" provisions of Section 7.3 and 7.4 of the 2008/2009 Agreement are herein incorporated herein by reference (with the word "Authority" being replaced with "Participating District Subcontractor," and the word "Agreement" being replaced with the word "Contract.") The obligations of the parties incurred pursuant to this Contract prior to the termination of this Contract shall survive the termination.

8. Indemnity.

(a) Definitions.

(i) "Claim" means any liability, loss, damages (including punitive damages), claim (including, but not limited to, CEQA claims), cause of action, petition, settlement payment, cost, expense, interest, award, judgment, diminution in value, fine,

fee, and penalty, or other charge, including any Litigation Expense (as defined below) regardless of whether the Claim relates to an informal claim, court action, arbitration, or other proceeding; and

(ii) "Litigation Expense" means any court filing fee, court cost, arbitration fee or cost, witness fee, and each other fee and cost of investigating and defending or asserting any Claim, including, without limitation, in each case, attorneys' fees, other professionals' fees, and disbursements.

(b) General Indemnity and Hold Harmless. At all times after execution of this Agreement, the Participating District Subcontractor shall indemnify, defend, and hold harmless the District and its directors, officers, agents, servants, and employees against any and all Claim(s) arising out of or relating to this Contract (regardless of whether or not the Claim(s) arises out of a third-party Claim), including, but not limited to any Claim(s) that the execution or performance of this Contract violates any applicable law or regulation, or that the execution or performance of this Contract is inconsistent with, or in violation of the 2008/2009 Agreement, or that the execution or performance of the 2008/2009 Agreement is inconsistent with, or in violation of, this Contract.

9. Other Terms And Conditions.

(a) All of the terms and conditions in Sections 9.1 through 9.17 are hereby incorporated by reference with the word "Authority" replaced with the words "Participating District Subcontractor," and with the word "Agreement" replaced with the word "Contract."

(b) Pursuant to Section 9.17 (entitled "Notice") of the 2008/2009 Agreement, any "Notice" to the Participating District Subcontractor under this Contract shall be at the address listed below:

OCEANO COMMUNITY SERVICES DISTRICT

1655 FRONT STREET

OCEANO, CA 93445

(c) A refund of any Water Payments made under this Contract shall be the Participating District Subcontractor's sole remedy for any breach of this Contract. The District shall not be liable for any other incidental, compensatory, consequential, or other damages caused to the Participating District Subcontractor or any other entity by breach of this Contract.

(d) No Construction Against Drafter. It is agreed by the parties that this Contract has been arrived at through negotiation, and that each party has had a full and fair opportunity to revise the terms of this Contract. Consequently, the normal rule of construction that any ambiguities are to be resolved against the drafting party shall not apply in construing or interpreting this Contract.

SAN LUIS OBISPO COUNTY FLOOD
CONTROL AND WATER CONSERVATION
DISTRICT

By _____
Paavo Ogren, Director of Public Works

Date _____

PARTICIPATING DISTRICT
SUBCONTRACTOR

OCEANO COMMUNITY SERVICES DISTRICT
Name of District Subcontractor

By _____

Print Name **JIM HILL, PRESIDENT**

Date **7/24/08**

APPROVED AS TO FORM AND LEGAL EFFECT:

R. WYATT CASH
County Counsel

By: _____
Deputy County Counsel

Dated: _____

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Program Water Notice

Attention: All 2008 and 2009 Central Coast Water Reliability Program Participants

Date: [DATE]

This Program Water Notice is provided pursuant to Section 2.1(e) of the 2008 and 2009 Central Coast Water Reliability Agreement ("Agreement").

The San Luis Obispo County Flood Control and Water Conservation District ("District") has performed a calculation of the amount of available 2008 Program Water for the 2008 and 2009 Central Coast Water Reliability Program pursuant to Section 2.1 of the Agreement. The table shows the District's current calculation and allocation of available Program Water. The calculation and amounts shown in this Program Water Notice supersede any previous Program Water Notice.

Pursuant to Section 2.1(f), the Authority has five days to respond to this notice with a Requested Transfer Schedule (Attachment D to the Agreement). The Requested Transfer Schedule must indicate the desired amount of Program Water and a proposed monthly transfer schedule.

Signed:

San Luis Obispo County Flood Control and Water Conservation District

Date

Requested 2008 Transfer Schedule
35% Allocation

This Requested Transfer Schedule is submitted on [Date] in response to the Program Water Notice submitted on [Date].

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| 2.1(e): Authority's Program Water Apportionment | 424 | 450 | 404 | 372 | 335 | 338 | 339 | 394 | 379 | 403 | 477 | 447 | 4760 |
| 2.1(f): Authority's Transfer Request | | | | | | | | | | | | | |

Requesting Agency:

Central Coast Water Authority

Date

District Confirmation:

San Luis Obispo County Flood Control and Water Conservation District

Date

Attachment D to the 2008 and 2009 Central Coast Water Reliability Program

2009 Program Water Rate

In accordance with Article 4.2, the Program Water Rate for each acre-foot of Program Water for all Participants shall be a Water Payment of \$____ (_____ dollars) per acre-foot for 2009 Program Water, plus applicable Delivery Charges as set forth in Article 6.

San Luis Obispo County Flood Control and Water Conservation District

Date

Central Coast Water Authority

Date

**OCEANO COMMUNITY SERVICES DISTRICT
SOURCES OF WATER IN ACRE FEET
Actual thru July 2008 and Projected after July 2008**

| | 2008 | 2008 | 2008 | 2008 | 2008 | 2008 | 2008 | 2008 | 2008 | 2008 | 2008 | 2008 | 2008 |
|------------------|------------|------------|------------|------------|------------|-------------|-------------|------------|------------|------------|------------|------------|--------------|
| | <u>Jan</u> | <u>Feb</u> | <u>Mar</u> | <u>Apr</u> | <u>May</u> | <u>June</u> | <u>July</u> | <u>Aug</u> | <u>Sep</u> | <u>Oct</u> | <u>Nov</u> | <u>Dec</u> | <u>Total</u> |
| Required | 60 | 54 | 78 | 80 | 90 | 93 | 95 | 95 | 85 | 75 | 75 | 75 | 955 |
| <u>Available</u> | | | | | | | | | | | | | |
| Lopez * | 56 | 50 | 58 | 15 | 18 | 17 | 29 | 39 | 33 | 34 | 22 | 37 | 408 |
| SWP ** | - | - | - | 47 | 55 | 55 | 46 | 20 | 10 | 10 | 14 | 5 | 262 |
| Groundwater *** | 5 | 3 | 20 | 17 | 18 | 21 | 20 | 36 | 42 | 31 | 39 | 33 | 285 |
| Total | 60 | 54 | 78 | 80 | 90 | 93 | 95 | 95 | 85 | 75 | 75 | 75 | 955 |

| | 2009 | 2009 | 2009 | 2009 | 2009 | 2009 | 2009 | 2009 | 2009 | 2009 | 2009 | 2009 | 2009 |
|------------------|------------|------------|------------|------------|------------|-------------|-------------|------------|------------|------------|------------|------------|--------------|
| | <u>Jan</u> | <u>Feb</u> | <u>Mar</u> | <u>Apr</u> | <u>May</u> | <u>June</u> | <u>July</u> | <u>Aug</u> | <u>Sep</u> | <u>Oct</u> | <u>Nov</u> | <u>Dec</u> | <u>Total</u> |
| Required | 60 | 54 | 78 | 80 | 90 | 93 | 95 | 95 | 85 | 75 | 75 | 75 | 955 |
| <u>Available</u> | | | | | | | | | | | | | |
| Lopez * | 20 | 19 | 20 | 20 | 31 | 30 | 31 | 31 | 30 | 31 | 20 | 20 | 303 |
| SWP ** | 22 | 22 | 22 | 22 | 22 | 22 | 22 | 22 | 22 | 22 | 22 | 22 | 264 |
| Groundwater *** | 18 | 13 | 36 | 38 | 37 | 41 | 42 | 42 | 33 | 22 | 33 | 33 | 388 |
| Total | 60 | 54 | 78 | 80 | 90 | 93 | 95 | 95 | 85 | 75 | 75 | 75 | 955 |

* OCSD has annual entitlement to 303 acre feet of water from Lopez Lake

** OCSD has annual entitlement to 750 acre feet of water from the State Water Project

*** OCSD has annual entitlement to pump 900 acre feet of groundwater

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ATTACHMENT 2

**OCEANO COMMUNITY SERVICES DISTRICT
WATER WELL CAPACITIES**

Well #8

900 gpm = 120 cu ft/min

43,560 cu ft = 1 AF

$43,560 / 120 = 363$ minutes to pump 1 AF (6 hours)

Running 6 hours per day = 30 AF per month (360 AF per year)

Running 12 hours per day = 60 AF per month (720 AF per year)

Well #5

750 gpm = 100 cu ft/min

$43,560 / 100 = 435$ minutes to pump 1 AF (7.25 hours)

Running 7.25 hours per day = 30 AF per month (360 AF per year)

Running 15 hours per day = 60 AF per month (720 AF per year)

Well #6

330 gpm = 44 cu ft/min

$43,560 / 44 = 990$ minutes to pump 1 AF (16.5 hours)

Running 8.25 hours per day = 15 AF per month (180 AF per year)

Running 16.5 hours per day = 30 AF per month (360 AF per year)



Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

August 27, 2008

TO: Patrick J. O'Reilly, General Manager 

FROM: Gina A. Davis, Administrative Assistant

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.

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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.

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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 27, 2008

TO: Board of Directors, OCSD

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

SUBJECT: Review of District Powers

1. Vice President Bookout requested a general discussion of District powers including the power to regulate graffiti abatement. Due to the late nature of the request, staff has not had time to develop a formal staff report. District Counsel will provide a summary of District powers during the meeting.

THE RECOMMENDED ACTION BEFORE YOUR BOARD is to: by Board discussion and public comment, review District powers and direct staff to take further action if considered appropriate.

Agenda Item 2008 08 27 10.**b**.



Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

WARRANT SUMMARY

| | | | |
|---------------------|---------------------------------|---------|----------------|
| \$357.75 | REGULAR PAYROLL THRU 073108 | PR0802A | 2008/09 |
| 21,254.09 | REGULAR PAYROLL THRU 081608 | PR0802B | 2008/09 |
| 80.45 | REGULAR WARRANTS THRU 073108 | EX0911 | 2007/08 |
| 30,757.04 | REGULAR WARRANTS THRU 073108 | EX0912 | 2008/09 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| \$ 52,449.33 | TOTAL WARRANTS SUBMITTED | | |
| | FOR APPROVAL 082708 | | |
| | | | |
| | | | |
| \$ - | VOIDED WARRANTS | | 2007-08 |
| | | | |
| | | | |
| | | | |
| | | | |

| CK.# | LAST NAME | F M | REGULAR | O.T. | OTHER | AUTO/BUS | GROSS | NET PAY |
|-------|-----------|-----|---------|------|-------|----------|---------|----------|
| 46792 | GARCIA | G | 137.69 | .00 | .00 | .00 | 137.69 | 116.05 |
| 46793 | KALATA | P J | 1728.00 | .00 | .00 | .00 | 1728.00 | .00 |
| 46794 | MCTIGUE | B H | 576.00 | .00 | .00 | .00 | 576.00 | .00 |
| 46795 | SCHMIDT | M E | 946.00 | .00 | .00 | .00 | 946.00 | .00 |
| 46796 | CORSIGLIA | S L | 957.00 | .00 | .00 | .00 | 957.00 | .00 |
| 46797 | LANE | J R | 1617.00 | .00 | .00 | .00 | 1617.00 | .00 |
| 46798 | LOCCO | T L | 132.00 | .00 | .00 | .00 | 132.00 | 120.85 |
| 46799 | FURTADO | C H | 132.00 | .00 | .00 | .00 | 132.00 | 120.85 |
| | | | 6225.69 | .00 | .00 | .00 | 6225.69 | 357.75 * |

8 RECORDS PROCESSED

FIREFIGHTER PAYROLL FOR THE PAY PERIOD ENDING 07 31 2008 (PR0802A)

| CK.# | LAST NAME | F | M | REGULAR | O.T. | OTHER | AUTO/BUS | GROSS | NET PAY |
|-------|-----------|---|---|----------|---------|--------|----------|----------|---------|
| 46805 | O'REILLY | P | J | 3365.60 | .00 | 332.50 | 150.00 | 3848.10 | .00 |
| 46806 | DAVIS | B | M | 2411.74 | .00 | .00 | .00 | 2411.74 | .00 |
| 46807 | WINTER | B | J | 2000.56 | .00 | .00 | .00 | 2000.56 | .00 |
| 46808 | REA | B | J | 1333.84 | .00 | .00 | .00 | 1333.84 | .00 |
| 46809 | SANCHEZ | B | J | 1316.95 | .00 | .00 | .00 | 1316.95 | .00 |
| 46810 | DAVIS | B | J | 2565.64 | .00 | .00 | .00 | 2565.64 | .00 |
| 46811 | TORRES | M | A | 1793.92 | 336.36 | .00 | .00 | 2130.28 | .00 |
| 46812 | SILVEIRA | M | D | 1674.96 | .00 | .00 | .00 | 1674.96 | .00 |
| 46813 | LANGSTAFF | S | A | 1437.52 | .00 | .00 | .00 | 1437.52 | .00 |
| 46814 | LEATHERS | B | M | 2517.54 | 1065.94 | .00 | .00 | 3583.48 | .00 |
| 46815 | BOVA | B | M | 2446.77 | .00 | .00 | .00 | 2446.77 | .00 |
| 46816 | RODLIN | J | M | 576.00 | .00 | .00 | .00 | 576.00 | .00 |
| 46817 | ANGELLO | B | M | 2200.31 | .00 | .00 | .00 | 2200.31 | .00 |
| 46818 | FURUERRA | B | R | 395.00 | .00 | .00 | .00 | 395.00 | .00 |
| | | | | 26040.37 | 1402.30 | 332.50 | 150.00 | 27925.17 | .00 |

14 RECORDS PROCESSED

PLUS AUTO PAY (page 2) 21,254.09

TOTAL NET PAYROLL \$ 21,254.09

REGULAR PAYROLL FOR THE PAY PERIOD ENDING 08 16 2008 (PR0802B)

P/R DATE 8/16/08
CHK DATE 8/22/08

OCEANO COMMUNITY SERVICES DISTRICT
DIRECT DEPOSIT LIST

RUN: 8/
13-

| EMP# | NAME | DEDUCTION | DATE | CHECK# | |
|--------|------------------------|-----------|----------------------|--------|----|
| 1-2000 | O'REILLY, PATRICK J | 2,900.36 | 8/22/08 | 46805 | |
| 1-2100 | DAVIS, GINA A | 1,902.59 | 8/22/08 | 46806 | |
| 1-2120 | WINTER, CINDY J | 1,335.59 | 8/22/08 | 46807 | |
| 1-2206 | REA, GINA J | 1,276.74 | 8/22/08 | 46808 | |
| 1-2207 | SOMPTER, HEATHER M | .00 | 8/22/08 | | NC |
| 1-2323 | ROMERO, VIRIDIANA M | .00 | 8/22/08 | | NC |
| 2-3100 | DAVIS, PHILIP T | 1,851.12 | 8/22/08 | 46810 | |
| 2-3150 | TORRES, MAXIMIANO A | 1,880.40 | 8/22/08 | 46811 | |
| 2-3382 | SILVEIRA, DANIEL P | 1,089.56 | 8/22/08 | 46812 | |
| 2-3194 | LANGSTAFF, STEVEN A | 983.24 | 8/22/08 | 46813 | |
| 2-4881 | LEATHERS, BRIAN W | .00 | 8/22/08 | | NC |
| 2-4891 | BOVA, JOHN M | .00 | 8/22/08 | | NC |
| 2-4908 | RODLIN, JIM M | .00 | 8/22/08 | | NC |
| 2-4931 | ANGELLO, CRAIG A | .00 | 8/22/08 | | NC |
| 2-4956 | KALATA, PAUL J | .00 | 8/22/08 | | NC |
| 2-4968 | MCTIGUE, BRET H | .00 | 8/22/08 | | NC |
| 2-4959 | MEISTER, DEVON S | .00 | 8/22/08 | | NC |
| 2-4972 | CIECEK, DANIEL C | .00 | 8/22/08 | | NC |
| 2-4973 | FUKUHARA, BRIAN R | .00 | 8/22/08 | | NC |
| 2-4979 | SCHMIDT, MICHAEL E | .00 | 8/22/08 | | NC |
| 2-4981 | CORSIGLIA, SCOTT L | .00 | 8/22/08 | | NC |
| 2-4982 | LANE, JEFFREY R | .00 | 8/22/08 | | NC |
| 2-4981 | LEATHERS, BRIAN W | 2,636.96 | 8/22/08 | 46814 | |
| 2-4891 | BOVA, JOHN M | 1,809.60 | 8/22/08 | 46815 | |
| 2-4908 | RODLIN, JIM M | 494.52 | 8/22/08 | 46816 | |
| 2-4931 | ANGELLO, CRAIG A | 1,681.22 | 8/22/08 | 46817 | |
| 2-4972 | CIECEK, DANIEL C | .00 | 8/22/08 | | NC |
| 2-4973 | FUKUHARA, BRIAN R | 365.21 | 8/22/08 | 46818 | |
| 1-2208 | SANCHEZ, CASSEY D | 1,046.54 | 8/22/08 | 46809 | |
| 29 | -EMPS CODED FOR DIRDEP | 21,254.09 | TOTAL DIRECT DEPOSIT | | |
| 14 | -EMPS WITH DEDUCTION | | | | |

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07/31/99

CHECK REGISTER---2 AMT SORT

PAGE

| PAYEE | VEND. NO. | CHECK DATE | CHECK # | CHECK AMT | PREPAID |
|-------|-----------|------------|---------|-----------|---------|
| OCSD | 23564 | 73108 | 46819 | 80.45 | 0 |
| | | | | 80.45 * | |

1 RECORDS PROCESSED

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7/31/08

OCEANO COMMUNITY SERVICES DISTRICT

RUN: 8/21/08

PAGE 1

REGISTER OF DEMANDS

8:50:34

APWR02-U1

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0911

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|-------|--------------------------------|----------|---------|--------------|--------------|---|---|
| PAYEE | DETAIL OF DEMANDS VEND. NO. | INV. NO. | ACCOUNT | DEPT NAME | CHECK NO. | | |

| | | | | | | | |
|---|-------------------------|-----------|-------------|-----------|--------|--|--|
| 4 | HYD MTR DEP: JOHN BROCK | 01-000010 | 02-2200-000 | LIABILITY | | | |
| 5 | OCSD | 23524 | | | 046819 | | |

CHECKS WRITTEN

* PREPAID ITEMS

TOTAL DEMANDS PAID

| PAYEE | VEND.NO. | CHECK DATE | CHECK # | CHECK AMT | PREPAID |
|--------------------------------|----------|------------|---------|-----------|---------|
| SSLOCS D | 32274 | 73108 | 48132 | 7887.01 | 0 |
| DYER'S DIESELRO, INC. | 11650 | 73108 | 48123 | 4296.85 | 0 |
| KIRK & SIMAS | 18780 | 73108 | 48127 | 4019.77 | 0 |
| FERGUSON ENTERPRISES, INC #632 | 13100 | 73108 | 48124 | 3624.39 | 0 |
| DATA PROSE, INC | 10475 | 73108 | 48120 | 1606.80 | 0 |
| CLINICAL LABORATORY OF | 8135 | 73108 | 48118 | 1490.00 | 0 |
| AQUA-METRIC SALES, CO | 91007 | 73108 | 48138 | 1289.08 | 0 |
| AGP VIDEO | 700 | 73108 | 48114 | 1170.00 | 0 |
| ULTREX BUSINESS PRODUCTS | 34400 | 73108 | 48137 | 1024.24 | 0 |
| STAPLES BUSINESS ADVANTAGE | 32425 | 73108 | 48133 | 689.98 | 0 |
| A.C.E., INC. 3424 | 17200 | 73108 | 48126 | 641.67 | 0 |
| MCMILLEN CONSTRUCTION | 20493 | 73108 | 48128 | 550.00 | 0 |
| BROCK, JOHN | 94075 | 73108 | 48139 | 419.95 | 0 |
| J.B. DEWAR, INC. | 11150 | 73108 | 48121 | 389.30 | 0 |
| AWWA | 2575 | 73108 | 48116 | 322.00 | 0 |
| CHRISTIANSON CHEVROLET | 8118 | 73108 | 48117 | 236.89 | 0 |
| AIRGAS | 820 | 73108 | 48115 | 190.04 | 0 |
| TODD ENGINEERS | 33570 | 73108 | 48135 | 178.63 | 0 |
| HSM ELECTRONIC PROTECTION SERV | 33040 | 73108 | 48134 | 168.00 | 0 |
| CURTIS, L.N. & SONS | 10098 | 73108 | 48119 | 164.36 | 0 |
| TORRES, MAXIMIANO | 33590 | 73108 | 48136 | 129.57 | 0 |
| CARQUEST | 31875 | 73108 | 48131 | 94.13 | 0 |
| AT&T YELLOW PAGES | 24157 | 73108 | 48130 | 54.00 | 0 |
| DIGITAL WEST NETWORKS | 11433 | 73108 | 48122 | 50.00 | 0 |
| HSBC BUSINESS SOLUTIONS | 24065 | 73108 | 48129 | 37.25 | 0 |
| GSA | 14555 | 73108 | 48125 | 33.13 | 0 |

30757.04 *

26 RECORDS PROCESSED

| PAYEE | DETAIL OF DEMANDS VEND. NO. | INV. NO. | ACCOUNT | DEPT NAME | CHECK NO. | CHECK AMOUNT | JOB/PROJECT | KEY # |
|---|--------------------------------|----------------------------------|--|----------------------------------|--------------|--|--|-------------------------|
| 07/08 VIDEO SERV AGP VIDEO | 00700 | 2992 | 01-4100-220 | ADMINISTRA | 048114 | 1,170.00 1,170.00 | | 10 |
| 08/08 OXYGEN AIRGAS | 00820 | 103518440 | 01-4200-175 | FIRE | 048115 | 190.04 190.04 | | 20 |
| ANNUAL MEMBERSHIP AWWA | 02575 | 2000649639 | 02-4400-180 | WATER | 048116 | 322.00 322.00 | | 30 |
| 0209: R&M C6100 CHRISTIANSON CHEVROLET | 08118 | 65131 | 01-4200-171 | FIRE | 048117 | 236.89 236.89 | 20980171 | 50 |
| 07/08 PROF SERV CLINICAL LABORATORY OF | 08135 | 755839 | 02-4400-220 | WATER | 048118 | 1,490.00 1,490.00 | | 60 |
| GRANT: CLOTHING CR:INV1156518-00 CURTIS, L.N. & SONS | 10098 | 1154078-05 156520-00 | 01-4200-320 01-4200-320 | FIRE FIRE | 048119 | 505.95 341.59 164.36 | | 70 80 |
| 1306: 07/08 POSTAGE 1306: 07/08 POSTAGE 1306: 07/08 PROF SERV 1306: 07/08 PROF SERV DATA PROSE, INC | 10475 | 50971 50971 50971 50971 | 02-4400-210 03-4500-210 02-4400-220 03-4500-220 | WATER SEWER WATER SEWER | 048120 | 421.12 421.12 382.28 382.28 1,606.80 | 130680210 130680210 130660220 130660220 | 90 100 110 120 |
| 08/15 FUEL 6100 08/15 FUEL 30016 08/15 FUEL 30017 J.B. DEWAR, INC. | 11150 | 975498 975498 975498 | 01-4200-172 02-4400-172 03-4500-172 | FIRE WATER SEWER | 048121 | 60.65 214.17 114.48 389.30 | 20980172 41680172 51780172 | 130 140 150 |
| WEB HOSTING 08+09 DIGITAL WEST NETWORKS | 11433 | 24038/24759 | 01-4100-220 | ADMINISTRA | 048122 | 50.00 50.00 | | 570 |
| 0212: R&M 1692 DYER'S DIESELRO, INC. | 11650 | 26360 | 01-4200-171 | FIRE | 048123 | 4,296.85 4,296.85 | 21280171 | 160 |
| OPER SUPP OPER SUPP OPER SUPP | | 1527616 1530082 1530616 | 02-4400-175 02-4400-175 02-4400-175 | WATER WATER WATER | | 2,476.23 393.84 448.65 | | 170 180 190 |

7/31/08
0912

OCEANO COMMUNITY SERVICES DISTRICT
REGISTER OF DEMANDS

RUN: 8/22/08
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PAGE 2
APWR02-U1

| PAYEE | DETAIL OF DEMANDS VEND. NO. | INV. NO. | ACCOUNT | DEPT NAME | CHECK NO. | CHECK AMOUNT | JOB/PROJECT | KEY # |
|----------------------------|--------------------------------|--------------|-------------|--------------|--------------|-----------------|-------------|-------|
| OPER SUPP | | 1527616-1 | 02-4400-175 | WATER | | 243.46 | | 200 |
| OPER SUPP | | 1529940 | 02-4400-175 | WATER | | 62.21 | | 210 |
| FERGUSON ENTERPRISES, INC | #6313100 | | | | 048124 | 3,624.39 | | |
| OPER SUPP | | E9813028 | 01-4200-175 | FIRE | | 33.13 | | 220 |
| GSA | 14555 | | | | 048125 | 33.13 | | |
| R&M NETWORK | | 2163 | 01-4100-170 | ADMINISTRA | | 641.67 | | 610 |
| A.C.E., INC. | 17200 | | | | 048126 | 641.67 | | |
| 073108 RETAINER | | 115838 | 01-4100-223 | ADMINISTRA | | 4,000.00 | | 230 |
| 4100: THRU 073108 | | 115838 | 01-4100-223 | ADMINISTRA | | 19.77 | | 240 |
| KIRK & SIMAS | 18780 | | | | 048127 | 4,019.77 | | |
| PROF SERV: 23RD & PIKE | | 6434 | 02-4400-220 | WATER | | 550.00 | | 580 |
| MCMILLEN CONSTRUCTION | 20493 | | | | 048128 | 550.00 | | |
| OFF SUPP | | 079300092290 | 01-4100-200 | ADMINISTRA | | 37.25 | | 260 |
| HSBC BUSINESS SOLUTIONS | 24065 | | | | 048129 | 37.25 | | |
| 07/08 | | 8103766616 | 02-4400-111 | WATER | | 27.00 | | 270 |
| 08/08 | | 8103766616 | 02-4400-111 | WATER | | 27.00 | | 600 |
| AT&T YELLOW PAGES | 24157 | | | | 048130 | 54.00 | | |
| R&M VEHICLES | | 7314-247806 | 01-4200-171 | FIRE | | 24.55 | 41680171 | 300 |
| R&M VEHICLES | | 7314-265262 | 01-4200-171 | FIRE | | 31.73 | 20980171 | 310 |
| R&M VEHICLES | | 7314-250348 | 02-4400-171 | WATER | | 22.15 | | 320 |
| R&M VEHICLES | | 7314-268111 | 02-4400-171 | WATER | | 3.23 | | 330 |
| 0416: R&M 30016 | | 7314-268043 | 02-4400-171 | WATER | | 9.35 | 41680171 | 340 |
| 0416: R&M 30016 | | 7314-268045 | 02-4400-171 | WATER | | 3.12 | 41680171 | 350 |
| CARQUEST | 31875 | | | | 048131 | 94.13 | | |
| 07/08 COLLECTIONS | | 073108 | 03-4500-297 | SEWER | | 7,887.01 | | 360 |
| SSLOCS | 32274 | | | | 048132 | 7,887.01 | | |
| OFF SUPP | | 3106330991 | 01-4100-200 | ADMINISTRA | | 105.08 | | 370 |
| OFF SUPP | | 3105784274 | 01-4100-200 | ADMINISTRA | | 204.30 | | 380 |
| OFF SUPP | | 3106830515 | 01-4100-200 | ADMINISTRA | | 380.60 | | 390 |
| STAPLES BUSINESS ADVANTAGE | 32425 | | | | 048133 | 689.98 | | |
| 09/08 ALARM SERV | | 5690660 | 02-4400-110 | WATER | | 42.00 | 44180220 | 400 |

| PAYEE | DETAIL OF DEMANDS VEND. NO. | INV. NO. | ACCOUNT | DEPT NAME | CHECK NO. | CHECK AMOUNT | JOB/PROJECT | KEY # |
|-------------------------------|--------------------------------|-------------|-------------|--------------|--------------|-----------------|-------------|-------|
| 09/08 | ALARM SERV | 5690660 | 02-4400-110 | WATER | | 42.00 | 44080220 | 410 |
| 09/08 | ALARM SERV | 5690660 | 03-4500-110 | SEWER | | 42.00 | 57380220 | 420 |
| 09/08 | ALARM SERV | 5690660 | 01-4200-110 | FIRE | | 42.00 | 927380220 | 430 |
| HSM ELECTRONIC | PROTECTION SER33040 | | | | 048134 | 168.00 | | |
| 8601: SAFE YIELD STUDY | | 46201 07-08 | 02-4400-220 | WATER | | 178.63 | 860160220 | 450 |
| TODD ENGINEERS | 33570 | | | | 048135 | 178.63 | | |
| D2 CLASS MILEAGE | | 080508 | 02-4400-180 | WATER | | 99.02 | | 470 |
| OPER SUPP | | 081808 | 02-4400-285 | WATER | | 30.55 | 315080285 | 480 |
| TORRES, MAXIMIANO | 33590 | | | | 048136 | 129.57 | | |
| 0151: MO BIZHUB C451-FINISHER | | 88542 | 01-4100-170 | ADMINISTRA | | 1,024.24 | 15180170 | 460 |
| ULTREX BUSINESS PRODUCTS | 34400 | | | | 048137 | 1,024.24 | | |
| 1" METER | | 0023696-IN | 02-4400-176 | WATER | | 1,289.08 | | 500 |
| AQUA-METRIC SALES, CO | 91007 | | | | 048138 | 1,289.08 | | |
| HYD MTR DEP: BROCK/6377 | | 0100810 | 02-2200-000 | LIABILITY | | 419.95 | | 590 |
| BROCK, JOHN | 94075 | | | | 048139 | 419.95 | | |
| CHECKS WRITTEN | | | | | | 30,757.04 | | |
| * PREPAID ITEMS | | | | | | .00 | | * |
| TOTAL DEMANDS PAID | | | | | | 30,757.04 | | |