



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.

JANUARY 14, 2009

Oceano
Wednesday

BOARD MEMBERS

Barbara J. Mann, President
Vern Dahl, Director
Mary K. Lucey, Director

Jim Hill, Vice President
Pamela Dean, Director

SECRETARY TO THE BOARD

Kevin D. Walsh
Interim 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. **Presentations are limited to three (3) minutes.**
4. Board Member Items/Discussion *
5. Review of Minutes *
 - a. October 6, 2008
 - b. October 29, 2008
 - c. November 12, 2008
 - d. November 19, 2008
 - e. December 10, 2008

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.

6. Reports
 - a. Brian Hascall, Commander, Sheriff's South Station *
 - b. Officer Pedro Arroyo, Co. Probation Department *
Presentation regarding the new "Youth in Action" program for Oceano and Nipomo which provides gang prevention and early intervention
7. Fire Items
 - a. 2008 Assistance to Firefighters Grant
Consideration of General Manager's recommendation to approve acceptance of the FEMA grant to be used to acquire an Exhaust Removal System for the Apparatus Room (Amount of award and matching amount to be provided by the District have changed)
 - b. Joint Dispatch Study
Consideration of approval to expend \$4,000 as District's share of Joint Dispatch Study
8. Utility Items
 - a. Cleaning and Inspection of District Sewer and Water Lines
Continual disclosure of the Emergency declared by the Board of Directors concerning the Cleaning and Inspection of the District Sewer and Water Mains
 - b. The Morro Group - Biological Monitoring for CDBG Sewer Project
Consideration of General Manager's recommendation to approve a change order for \$7,500 resulting from the expansion of the scope of services
9. Administrative Items
 - a. Committee Assignments
Confirmation of Committee Assignments proposed by President Mann
 - b. Codification Project
Update on the OCSD District Code, a Codification of the general ordinances and applicable resolutions of OCSD
 - c. LAFCO Nomination Request for Templeton CSD Director David Brooks
Consideration of the request by the Board of Directors, Templeton CSD, to support David Brooks as the North County LAFCO representative
 - d. Establishment of District Goals for Fiscal Year 2009-2010
Consideration of General Manager's recommendation to set January 20, 2009, at 6:00 pm in the District Board Room as the time and place to establish District Goals for 2009-2010

9. Administrative Items (Continued)

e. Recruitment of a General Manager

Discussion regarding process to be used to proceed with the recruitment of a General Manager

10. Adjourn to Closed Session

- a. CLOSED SESSION – A closed session pursuant to Government Code Section 54956.9(b) to meet with the District'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 64957.6 to meet and confer with the District's designated representative regarding the compensation paid to its represented employees. The District's designated representative is Kevin Walsh.
- c. CLOSED SESSION – A closed session pursuant to Government Code Section 54957(b)(1) to consider the appointment or employment of a public employee. The position under consideration is Interim General Manager.

Return to Open Session

11. 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 BARBARA MANN

- (1) Fire Committee: 01 13 2009
- (2) SSLOCSD: 01 07 2009
- (3) Other

b. VICE PRESIDENT JIM HILL

- (1) SSLOCSD: 12 17 2008 and 01 07 2009
- (2) Other

c. DIRECTOR VERN DAHL

- (1) ALUC: 12 17 2008
- (2) OAC: 12 15 2008 (Cancelled)
- (3) Other

11. Reports of District Representatives *
 - d. DIRECTOR PAMELA DEAN
 - (1) Fire Committee: 01 13 2009
 - (2) Other
 - e. DIRECTOR MARY LUCEY
 - (1) Other
 13. General Manager Items/Discussion*
 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
ocsd@ix.netcom.com / www.nvo.com/oceanocsd**



Oceano Community Services District

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

(805) 481-6790

FAX (805) 481-6836

DATE: January 14, 2009
TO: Board of Directors, OCSD
FROM: Kevin D. Walsh, Interim General Manager
SUBJECT: **2008 ASSISTANCE TO FIREFIGHTERS GRANT
GRANT # EMW-2008-FO-02153**

Background

The District submitted a grant application to the Federal Emergency Management Agency (FEMA) for an exhaust removal system for the apparatus room. \$2,000 was budgeted in the 2008-09 budget to provide for the District's matching funds.

The February, 2008, cost proposal from the supplier of \$39,914 is still valid. However, we have been advised by FEMA that the Federal share has been reduced from \$37,919 to \$33,250. The District's matching share has increased from \$1,995 to \$6,664, a difference of \$4,669.

Discussion

Because of their response deadlines, it was necessary to indicate to FEMA that OCSD would accept the reduced grant amount prior to giving the Board an opportunity for review. The alternative would have been to not accept the grant, and not construct the project. If the Board would like to not receive the grant, there is likely an avenue to do that, as no expenditures for the project have been made, and no funds have been received yet. It is possible, however, that if the Board decides to reject the grant funds, it may diminish the District's likelihood of being awarded other grant funds in the future.

The difference in the amount awarded by FEMA, results in an increase in the District's matching share. This increase will need to come from the \$10,000 budgeted for Fire Department contingencies, or from reserves.

THE RECOMMENDED ACTION BEFORE YOUR BOARD is to: by Board discussion, public comment, motion, second, and roll call vote, accept the Grant for \$33,250 and authorize the transfer of \$4,664 from Contingency (01-4100-380) to Fixed Assets (01-4200-320).

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Award Package

U.S. Department of Homeland Security
Washington D.C. 20472



FEMA

Mr. John Bova
Oceano Community Services District Fire Department
P.O. Box 599
Oceano, California 93475-0599

Re: Grant No.EMW-2008-FO-02153

Dear Mr. Bova:

On behalf of the Federal Emergency Management Agency (FEMA) and the Department of Homeland Security (DHS), I am pleased to inform you that your grant application submitted under the FY 2008 Assistance to Firefighters Grant has been approved. FEMA's Grant Programs Directorate, in consultation with the U.S. Fire Administration, carries out the Federal responsibilities of administering your grant. The approved project costs total to \$35,000.00. The Federal share is 95 percent or \$33,250.00 of the approved amount and your share of the costs is 5 percent or \$1,750.00.

As part of your award package, you will find Grant Agreement Articles. Please make sure you read and understand the Articles as they outline the terms and conditions of your Grant award. Maintain a copy of these documents for your official file. **You establish acceptance of the Grant and Grant Agreement Articles when you request and receive any of the Federal Grant funds awarded to you.** By accepting the grant, you agree not to deviate from the approved scope of work without prior written approval from DHS.

If your SF 1199A has been reviewed and approved, you will be able to request payments online. Remember, you should basically request funds when you have an immediate cash need (i.e. you have a bill in-hand that is due within 30 days).

If you have any questions or concerns regarding the awards process or how to request your grant funds, please call the helpdesk at 1-866-274-0960.

Sincerely,

A handwritten signature in black ink that reads "R. David Paulison".

R. David Paulison
Administrator

Agreement Articles



FEMA

U.S. Department of Homeland Security
Washington, D.C. 20531

AGREEMENT ARTICLES

ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - Operations and Safety program

GRANTEE: Oceano Community Services District Fire Department

PROGRAM: Operations and Safety

AGREEMENT NUMBER: EMW-2008-FO-02153

AMENDMENT NUMBER:

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Article I - Project Description

The purpose of the Assistance to Firefighters Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, DHS has determined that the grantee's project submitted as part of the grantee's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the program's purpose and worthy of award. Therefore, the grantee shall perform the work described in the approved grant application as itemized in the request details section of the application and further described in the grant application's narrative. These sections of the application are made a part of these grant agreement articles by reference. The grantee may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval from DHS.

However, in keeping with this year's program guidance, grantees that have grant funds left over after completing the approved scope of work prior to the end of the period of performance have three options for the use of the

https://portal.fema.gov/firegrant/jsp/fire_admin/awards/spec/view_award_package.do?agree... 1/5/2009

excess funds: 1) they may return the unused funds to the Federal government, 2) they may use a maximum of \$5,000 to expand the activities for which they were awarded, or 3) create or expand an existing fire prevention program. Grantees are encouraged to review the program guidance for more information on this topic.

Article II - Grantee Concurrence

By requesting and receiving Federal grant funds provided by this grant program, the grantee accepts and agrees to abide by the terms and conditions of the grant as set forth in this document and the documents identified below. By receiving funds under this grant, grantees agree that they will use the funds provided through the Fiscal Year 2008 Assistance to Firefighters Grant Program in accordance with these Articles of Agreement and the program guidelines provided in the Fiscal Year 2008 Assistance to Firefighters Grants program guidance. The grantee agrees that Federal funds under this award will be used to supplement, but not supplant, State or local funds for first responder preparedness. All documents submitted as part of the application are made a part of this agreement by reference.

Article III - Period of Performance

The period of performance shall be from **23-DEC-08 to 22-DEC-09**.

The grant funds are available to the grantee for obligation only during the period of performance of the grant award. The grantee is not authorized to incur new obligations after the expiration date unless the grantee has requested, and DHS has approved, a new expiration date. The grantee has 90 days after period of performance to incur costs associated with closeout or to pay for obligations incurred during period of performance. Award expenditures are for the purposes detailed in the approved grant application only. The grantee cannot transfer funds or assets purchased with grant funds to other agencies or departments without prior written approval from DHS.

Article IV - Amount Awarded

The amount of the award is detailed on the Obligating Document for Award attached to these articles. Following are the budgeted estimates for each object classes of this grant (including Federal share plus grantee match):

Personnel	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$35,000.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$35,000.00

Article V - Requests for Advances or Reimbursements

Grant payments under the Assistance to Firefighters Grant Program are made on an advance or reimbursable basis for immediate cash needs. In order to request funds, the grantee must logon to the Fire Grant System using their user id/password (used to submit the application) the grantee fills out the on-line Request for Advance or Reimbursement. If an authorized user needs access to the application but does not have the user id or password, they may be obtained by calling the help desk at 1-866-274-0960.

Article VI - Budget Changes

https://portal.fema.gov/firegrant/jsp/fire_admin/awards/spec/view_award_package.do?agree... 1/5/2009

With prior DHS approval, grantees may make changes in funding levels between the object classes (as detailed in Article IV above), in order to accomplish the grant's scope of work. The grant's scope of work is outlined in the project narrative and in the request details of the grant application. The provisions of this article are not applicable to changes in the budgeted line-items listed in the request details section of the application as the line-items in the request details section (i.e., scope of work) cannot be changed.

Article VII - Financial Reporting

The Request for Advance or Reimbursement mentioned above will also be used for interim financial reporting purposes. At the end of the performance period, or upon completion of the grantee's program narrative, the grantee must complete, on-line, a final financial report that is required to close out the grant. The Financial Status Report is due within 90 days after the end of the performance period.

Article VIII - Performance Reports

The grantee must submit a semi-annual and a final performance report to DHS. The final performance report should provide a short narrative on what the grantee accomplished with the grant funds and any benefits derived there from. If a grantee's performance period is extended beyond the initial 12-month period, a periodic performance report is due every six month increment until closeout.

Article IX - DHS Officials

Program Officer: Tom Harrington, Deputy Director of the Grants Program Office, is the Program Officer for this grant program. The Program Officer is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application.

Grants Assistance Officer: ARLENE RAMSEY is the Assistance Officer for this grant program. The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters.

Grants Management Branch POC: Walter Pickett is the point of contact for this grant award and shall be contacted for all financial and administrative grant business matters. If you have any questions regarding your grant please call 202-786-9524.

Article X - Other Terms and Conditions

A. Pre-award costs directly applicable to the awarded grant are allowable if approved in writing by the DHS program office. In order to be reimbursed for items purchased prior to award, grantees must submit a payment request and provide rationale for incurring the costs prior to award. All pre-award expenses should have been disclosed during the award negotiation process. Failure to disclose pre-award expenses during the award negotiation process may affect the costs' eligibility.

B. Quotes obtained prior to submittal of the application - for the purposes of applying for this grant - are not considered to be sufficient to satisfy the requirements for competition as outlined in OMB Circular A-110 below. All bidding activities implemented for competition must be sought and obtained after award, i.e., during the period of performance. Grantees may be jeopardizing their awards if the requirements set forth are not adhered to.

Article XI - General Provisions

The following are hereby incorporated into this agreement by reference:

The program's annual Program Guidance.

44 CFR, Emergency Management and Assistance

- Part 7 Nondiscrimination in Federally-Assisted Programs
- Part 13 Uniform administrative requirements for grants and cooperative agreements to state and local governments
- Part 17 Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-free Workplace (Grants)
- Part 18 New Restrictions on Lobbying

31 CFR 205.6 Funding Techniques

OMB Circular A-21 Cost Principles for Educational Institutions

OMB Circular A-87 Cost Principles for State/local Governments, Indian tribes

OMB Circular A-122 Cost Principles for Non-Profit Organizations

- OMB Circular A-102 Uniform Administrative Requirements for Grants and Agreements With State and Local Governments Assistance to Firefighters Grant Application and Assurances contained therein.
- OMB Circular A-110 Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other NonProfit Organizations Assistance to Firefighters Grant Application and Assurances contained therein.

Article XII- Audit Requirements

All grantees must follow the audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. The main requirement of this OMB Circular is that grantees that expend \$500,000.00 or more in Federal funds (from all Federal sources) must have a single audit performed in accordance with the circular.

As a condition of receiving funding under this grant program, you must agree to maintain grant files and supporting documentation for three years upon the official closeout of your grant. You must also agree to make your grant files, books, and records available for an audit by DHS, the General Accounting Office (GAO), or their duly authorized representatives to assess the accomplishments of the grant program or to ensure compliance with any requirement of the grant program.

Article XIII- Additional Requirements (if applicable)

Vehicle Awardees:

Vehicle awardees for FY 2008 will be required to include an advance payment bond as part of the contract with their vehicle manufacturer. An advance payment bond is like an insurance policy that protects you in the event that the manufacturer with whom you contracted to build your vehicle cannot fulfill the contract, i.e., cannot finish building your vehicle for any reason. An advance payment bond is a financial tool used to guarantee that, in the event of manufacturer/contractor default, funds will be available to finish the construction of your vehicle and ensure its proper operation. From the vehicle grantee's point of view, the insolvency of a contractor during the construction of a vehicle will most likely result in delayed completion of the vehicle, additional expenses for a different manufacturer/contractor to finish the work, or even loss of grant funds. For this reason, we now require manufacturers/contractors to provide a bond from an independent bank, insurance company or bonding agency so that the vehicle grantees can recover damages they may sustain if the manufacturer/contractors default during the construction of a vehicle. The amount of the bond should be equal to, or greater than, the sum of any payments, compensation and/or consideration provided prior to the delivery of the vehicle. If no down payment is required in the purchase contract, an advance payment bond is not required.

Regardless of whether a performance bond is obtained, each vehicle purchase contract must include a performance clause. The performance clause stipulates a certain date when the vehicle will be delivered by the vendor. If the vendor does not deliver the vehicle by the date stipulated in the performance clause, penalties are administered to the vendor. These penalties should be of a severity sufficient to provide the vendor with incentive to deliver the vehicle at the earliest possible date but no less than \$100 per day.

Regional Hosts:

Grantees that are the hosts of regional projects as provided for in the annual program guidance are accountable for the equipment purchased with grant funds and disbursed to other first-responder organizations under a memorandum of understanding. Responsibility for maintenance of the equipment may be placed in the hands of the recipient if specifically delineated in the memorandum of understanding between the host and the recipient.

Modification to Facilities Requirements:

Modification to facility projects (including renovations associated with equipment installations) are subject to all applicable environmental and historic preservation requirements. Applicants seeking assistance to modify their facilities or to install equipment requiring renovations may undergo additional screening. Specifically, DHS is required to ascertain to what degree the proposed modifications and renovations might affect an applicant's facility relative to the National Environmental Policy Act, National Historic Preservation Act of 1966, National Flood Insurance Program regulations, and any other applicable laws and Executive Orders. No project that involves a modification to facility can proceed – except for project planning – prior to formal written approval from DHS. If your award includes a modification to a facility, you are responsible for contacting the Program Office so you can be given direction on how to proceed; your contact in the AFG Program Office is Stephen.pezzetti@dhs.gov. Noncompliance with these provisions may jeopardize an applicant's award and subsequent funding.

Grants Management Adjustments to Original Application (if applicable):

This grant award was reduced by \$4,914. The approved amount for the exhaust system is \$35,000 instead of the \$39,914 listed in the initial application. The reduction has already been made in the grant award and application as agreed by John Bova via e-mail on 12-18-08. The total project cost was reduced from \$39,914 to \$35,000. The federal share was reduced from \$37,919 to \$33,250. The applicant's match was reduced from \$1,995 to \$1,750. All other costs after reduction appear reasonable.

**FEDERAL EMERGENCY MANAGEMENT AGENCY
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT**

1a. AGREEMENT NO. EMW-2008-FO-02153	2. AMENDMENT NO. 0	3. RECIPIENT NO. 95-3639481	4. TYPE OF ACTION AWARD	5. CONTROL NO. W462110N
6. RECIPIENT NAME AND ADDRESS Oceano Community Services District Fire Department 1655 Front St. Oceano California, 93445-9407	7. ISSUING OFFICE AND ADDRESS Grants Management, Operations Directorate 245 Murray Lane - Building 410, SW Washington DC, 20528-7000 POC: Walter Pickett 202-786-9524	8. PAYMENT OFFICE AND ADDRESS FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472		
9. NAME OF RECIPIENT PROJECT OFFICER John Bova	PHONE NO. 8054816730	10. NAME OF PROJECT COORDINATOR Tom Harrington	PHONE NO. 1-866-274-0960	
11. EFFECTIVE DATE OF THIS ACTION 23-DEC-08	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:23-DEC-08 To:22-DEC-09	

Budget Period
From:01-OCT-08 To:30-SEP-09

15. DESCRIPTION OF ACTION

a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXXX- XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMMULATIVE NON- FEDERAL COMMITMENT
AFG	97.044	2009-M8-0001GF-25000000-4101-D	\$0.00	\$33,250.00	\$33,250.00	\$1,750.00
TOTALS			\$0.00	\$33,250.00	\$33,250.00	\$1,750.00

b. To describe changes other than funding data or financial changes, attach schedule and check here.
N/A

16a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

Assistance to Firefighters Grant recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)
N/A

DATE
N/A

18. FEMA SIGNATORY OFFICIAL (Name and Title)
Andrea Gordon

DATE
20-DEC-08

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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

DATE: January 14, 2009
TO: Board of Directors, OCSD
FROM: Kevin D. Walsh, Interim General Manager
SUBJECT: **CONSIDERATION OF JOINT FIRE DISPATCH STUDY**

Background

In 2008, the District approved a Joint Fire Management, Administrative and Training Services, and Equipment Sharing Agreement with the Cities of Arroyo Grande and Grover Beach. The Cities provide training and administrative services to OCSD through the Fire and Battalion Chief positions. The Fire Oversight Committee administers the Agreement.

OCSD also contracts separately with the City of Grover Beach for Fire dispatch.

At the December 10, 2008 meeting, the Board heard a report from the Fire Oversight Committee and concurred with the direction of the Committee to continue to pursue full consolidation of fire services for the three entities, most likely through a Joint Powers Agency.

The staff of the three agencies have been working to prepare cost estimates and funding recommendations for the consolidated operations. A part of this is obviously consolidated dispatch operations. At their December 12, 2008 meeting, the Fire Oversight Committee recommended that each of the agencies share jointly in funding a study to better determine consolidated operations dispatch costs, and provide an analysis of alternatives for providing dispatch services to consolidated fire operations.

Discussion

Joint dispatch operations could improve service levels and reduce costs by utilizing staff more efficiently. The study will determine necessary staffing levels; identify equipment, facility and organizational issues; and provide an objective analysis of dispatch alternatives. The attached Request for Proposals (RFP) will be sent to qualified firms. Because cost savings can be realized through a larger, more regional dispatch operation, the RFP will also request a breakout of the incremental cost for including other jurisdictions in SLO County in the study.

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Those other jurisdictions will then be invited to participate in the study, based on the cost of including them in it. If some, or all decline to financially participate, then the study will not include those agencies in the analysis.

The estimated cost of the study is \$35,000. This is a low-end estimate, and is only for an analysis of dispatch services for the three agencies – Arroyo Grande, Grover Beach, and OCSD. Other jurisdictions would pay additional amounts to be included if they so desire. Under a formula based of population and service calls, \$4,000 would be paid by OCSD, \$13,500 by Grover Beach, and \$17,500 by Arroyo Grande. The Grover Beach and Arroyo Grande costs are disproportionately higher, because at this time they would like to also include police dispatch in the study. Again, the reasoning is that the larger the dispatch operation, the more cost effective it becomes. Since OCSD does not have that function, we are not paying for that portion of the study. (Nor would we in the future pay for any police dispatch costs.)

A Dispatch Study will be beneficial even under current conditions to determine what cost savings are possible. It is not known how long the study will take – that information will be provided through the RFP process.

THE RECOMMENDED ACTION BEFORE YOUR BOARD is to: by Board discussion, public comment, motion, second, and roll call vote, approve the District's participation in the Joint Dispatch Study, and authorize the expenditure of \$4,000 from Professional Services (01-4200-220).

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**CITY OF ARROYO GRANDE
CITY OF GROVER BEACH
OCEANO COMMUNITY SERVICES DISTRICT
JOINT DISPATCH STUDY**

REQUEST FOR PROPOSALS

I. PROPOSAL INTENT

The agencies are seeking consultant services to prepare a study on providing police and fire joint dispatch services.

II. BACKGROUND

The City of Arroyo Grande, City of Grover Beach and Oceano Community Services District (OCSD) are located on the Central Coast of California midway between Los Angeles and San Francisco. The jurisdictions comprise a total of 9.4 square miles and serve a population of approximately 38,000 people.

The Cities of Arroyo Grande and Grover Beach have been operating under a joint fire services agreement since 2004, under which the departments share administration and training. In 2008, the agreement was expanded to share reserves, equipment and to add OCSD. The arrangement is coordinated by a Fire Oversight Committee, which consists of an elected official and manager from each agency and the Fire Chief.

The agencies are now developing plans for full consolidation under the formation of a Joint Powers Authority (JPA). A key determination in that effort is how dispatch services will be provided.

Currently, the cities of Arroyo Grande and Grover Beach each operate independent dispatch centers that serve both Police and Fire. OCSD dispatch for Fire is contracted with the City of Grover Beach. Police services and dispatch in OCSD are provided by the San Luis Obispo County Sheriff's Department.

Call volume data for the three jurisdictions in 2007 include the following:

	<i>Police</i>	<i>Fire</i>	<i>Total</i>
Arroyo Grande	14,979	1,650	16,629
Grover Beach	17,986	1,392	19,378
OCSD		812	812
Total	32,965	3,854	36,819

The goal of a joint operation is to increase service levels, while improving cost efficiency. The primary intent of the study is to determine staffing levels and costs associated with jointly providing dispatch services, as well as the advantages, disadvantages and recommendations regarding all available alternatives for service delivery. It should be assumed that Police dispatch

services for OCSD will continue to be provided by the County of San Luis Obispo. The study should include alternatives that evaluate consolidation of just fire dispatch for the three agencies, as well as the inclusion of Police dispatch for Arroyo Grande and Grover Beach. In addition, the study may include alternatives involving inclusion of other agencies within San Luis Obispo County. A total of \$35,000 has been budgeted for preparation of the study, which is exclusive of costs associated with any additional agencies that may participate.

III. SCOPE OF WORK

Consultant shall perform the following services:

- A. Meet with staff from the agencies to review existing operations, goals and issues.
- B. Compile all necessary data and information.
- C. Identify options for joint dispatch services, including potential provision of service by participating agencies, as well as contracting service with other existing regional agencies.
- D. Determine the staffing levels and costs associated with each alternative.
- E. Identify technical and equipment related issues related to each of the alternatives. The objective is not to provide detailed communications equipment recommendations. Analysis requested is limited to identifying significant communication system deficiencies that will need to be addressed in order to accomplish each of the objectives.
- F. Provide other analysis and determinations recommended by Consultant to be necessary and beneficial for jurisdictions in order to provide the basis for conclusions and decisions.
- G. Determine the advantages and disadvantages of each of the alternatives, including an analysis of residual personnel impacts resulting from consolidation, along with recommendations for preferred alternative(s).
- H. Meet with staff to review draft findings and recommendations and make final changes in response to staff comments.
- I. Present findings and recommendations to the Fire Oversight Committee.
- J. Present findings and recommendations to a joint meeting of elected officials from each of the participating agencies.
- K. If other cities agree to participate, the consultant shall provide an additional alternative and analysis of costs and staffing to provide dispatch services to each of the additional jurisdictions.

IV. PROPOSAL FORMAT AND CONTENT

Firms desiring to respond shall make their proposals brief and concise, yet with sufficient detail to allow for a thorough evaluation. Each proposal shall include as a minimum the following information in this format:

A. Introduction

Present an introduction to the proposal describing the firm's understanding of the desired work and experience as it relates to this project. List all proposed subconsultants, if any.

B. Qualifications

Include a brief description of the firm's background, experience with similar projects, and resumes of key personnel proposed to work on the project. Provide the same for each subconsultant, if applicable.

C. Work Plan

Provide a description of the work plan proposed to carry out the tasks set forth in Section III - Scope of Work.

D. Costs

Submit a cost proposal, which includes the proposed hours and cost amount for each task and the overall cost proposal to complete the Scope of Work items A through J. Proposals shall include a list of personnel proposed to work on the project, allocations of time for each person and hourly rates for those personnel. Cost proposals are to include all costs. For Scope of Work Item K, applicants shall provide the incremental cost of providing the staffing and cost analysis for an additional option for each other city that agrees to participate in the study.

V. SELECTION PROCESS

A review committee will make recommendation to the Fire Oversight Committee for award of the contract. An oral interview by the panel may be requested. Proposals will be evaluated and rated based upon the following criteria:

- A. Relative experience and qualifications
- B. Technical merits of the proposal
- C. Ability of proposed approach to meet the needs of the agencies
- D. Cost effectiveness

VI. SUBMITTAL

A. Submit a total of 5 copies to:

Steven Adams
City Manager, City of Arroyo Grande
P.O. Box 550
214 E. Branch Street
Arroyo Grande, CA 93421

B. The proposal must be received at the above address by the closing date and time. Firms mailing or shipping their proposals must allow sufficient delivery time to ensure timely receipt of their proposals by the time specified. Late proposals will not be accepted.

C. **Closing Date: All proposals must be received by Friday, February 13, 2009 at 5:00 p.m.**

E. The City reserves the right to reject any or all proposals for any or no reason.

E. For more information, please contact Steven Adams at 805-473-5404.



Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6886

January 14, 2009

TO: Board of Directors, OCSD

FROM: Kevin D. Walsh, General Manager

SUBJECT: CLEANING AND INSPECTION OF DISTRICT SEWER AND WATER LINES

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 01 14 2009 8.a.



Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

DATE: January 14, 2009
TO: Board of Directors, OCSD
FROM: Kevin D. Walsh, Interim General Manager
SUBJECT: **CDBG SEWER PROJECT BIOLOGICAL MONITORING**

Background

This agenda item is with regard to the Community Development Block Grant (CDBG) the District was awarded for the Oceano Sewer Repair and Replacement Project. This project is a result of damage suffered during the San Simeon Earthquake on December 22, 2003. See attached documents.

Discussion

All environmental work has been completed, including a determination that the California red-legged frog has not been observed in the project area. However, because the project area is adjacent to potential red-legged frog habitat (no frogs have been observed in this habitat either), the District will be required to do increased monitoring during construction. This will add an additional \$7,500 to the monitoring contract with the Morro Group.

Because of deadlines, it was necessary to approve the change order last Wednesday when I became aware of the issue. The alternative would have been to not approve the change order, which would jeopardize the grant and construction of the project. I notice that the Board has no policy on change orders, other than what may exist in the contract itself. Therefore, it is not clear in existing District policies just what the limit of the authority of the manager is to approve change orders, if indeed there is any authority. I suggest the District resolve this in current the codification work. Because of the lack of clear authority regarding this change order, it would be good practice for the Board to also approve the change order.

THE RECOMMENDED ACTION BEFORE YOUR BOARD is to: by Board discussion, public comment, motion, second, and roll call vote, approve the Change Order for \$7,500 to cover additional monitoring work by the Morro Group.

Agenda Item 01 14 2009 8.b.

T:\Agendas\BdMtgAgendas\2009\01 14 2009\Biological Monitoring



SERVICE AGREEMENT CHANGE ORDER

San Luis Obispo Office
1422 Monterey Street, Suite C200
San Luis Obispo, California 93401
Tel 805.543.7095 Fax 805.543.2367
Tax I.D. Number 860483317

Project Name: Oceano Sewer Repair Monitoring
Client: Oceano Sewer Community Services District
SWCA Project Manager: Travis Belt

Project Number: 15108
Date : December 29, 2008

The purpose of this Change Order is to reflect certain modifications to the contract for services ("Agreement") entered into between SWCA, Incorporated ("SWCA") and the client identified above ("Client") pursuant to which SWCA agreed to provide certain services to Client. SWCA and Client agree to the following modifications:

Changes in Scope of SWCA Services: The following describes any changes in the scope of services to be provided by SWCA: [describe any additional services, reductions in scope or other modifications]

Per the request of Jeremy Freund at Wallace Group, SWCA has provided this Service Agreement Change Order to reflect changes to the SWCA Scope of Work dated October 21, 2008. The requested changes include the addition of preconstruction surveys on Segments 5, 8, 9, 11, 12, 14, 17, 21, 22, 24, 25, 27, and 29 of the Oceano Sewer Repair Project. See attached revised scope of work for details.

Changes in Fees for SWCA Services: The following describes any changes in the amount of fees payable to SWCA: [describe any additional fees, reductions or other modifications; describe whether additional fees are to be billable as provided in original contract or on another basis (e.g., fixed fee or time and materials)]

The above services adds \$7,500.00 to the existing contract amount;making a new time anmd materials not to exceed contract amount of \$26,500.00.

Changes in SWCA Cost Reimbursement: The following describes any changes in costs reimbursable to SWCA: [describe any changes in the nature or amount of reimbursable costs]

None

Changes in Payment Terms: The following describes any changes in payment terms for fees and costs payable to SWCA: [indicate whether payment terms are same as original contract or whether payment terms are being modified]

None

Other Changes: The following describes any other changes in the terms of the Agreement: [describe any other significant changes such as changes in estimated completion date]

None

Except as modified by this Change Order, the terms of the Agreement shall remain in full force and effect. This Change Order is hereby incorporated into the Agreement.

COPY



SWCA Incorporated, an Arizona corporation
By: *[Signature]*
(signature)

Name: Bill Henry, AICP

Title: Office Director

Date: December 29, 2008

Client: *Oceano Community Services District*

By: *[Signature]*
(signature)

Name: *Kevin Walsh*

Title: *General Manager*

Date: *7 January 2009*

Mark Owens

From: Jeremy Freund
Sent: Monday, December 29, 2008 3:19 PM
To: Mark Owens; 'mtorell@co.slo.ca.us'; Doug Groshart
Subject: Fw: Oceano Sewer Repair and Replacement Project

Importance: High

Fyi- usfws authorization of using morro group as the biologist.

Jeremy F
Jeremy Freund
Supervising Planner

----- Original Message -----

From: Julie_Vanderwier@fws.gov <Julie_Vanderwier@fws.gov>
To: Jeremy Freund
Cc: David_Simmons@fws.gov <David_Simmons@fws.gov>; Roger_Root@rl.fws.gov
<Roger_Root@rl.fws.gov>; tbelt@swca.com <tbelt@swca.com>
Sent: Mon Dec 29 15:14:29 2008
Subject: Oceano Sewer Repair and Replacement Project

in reply, respond to: 81440-2009-TA-0093

This electronic correspondence responds to your request for the Ventura Fish and Wildlife Service's (VFWO) review and approval of four biologists from The Morro Group/SWCA to conduct biological monitoring for the Oceano Sewer Repair and Replacement project ("project"). The project is funded by the Department of Housing and Urban Development ("HUD") and will be implemented by the Oceano Community Service District ("District").

In our letter to Morgan Torrell, dated July 9, 2007, the VFWO confirmed the potential for presence of four federally listed species to occur within the project area: the threatened California red-legged frog (*Rana aurora draytonii*; CRLF), the endangered Gambel's watercress (*Nasturtium [Rorippa] gambelii*), endangered Nipomo Mesa lupine (*Lupinus nipomensis*), and endangered La Graciosa thistle (*Cirsium loncholepis*). The project site is also proximal to critical habitat for La Graciosa thistle located just south of Arroyo Grande Creek. In the letter, we recommended that if HUD determined that federally listed species and/or critical habitat were likely to be adversely affected they should request, in writing, formal consultation with the VFWO, pursuant to section 7 of the Endangered Species Act of 1973, as amended. We also presented the option to use the informal consultation process to exchange information and/or resolve any potential conflicts with respect to federally endangered or threatened species and/or critical habitat prior to initiating a request for formal consultation.

After the letter was sent, staff from VFWO determined the project site to be located between two of the last known populations marsh sandwort (*Arenaria paludicola*), a federally endangered plant species. This species is extremely rare, difficult to identify, and should have been initially included as a species with potential to occur in the project site. It is found in or adjacent to, freshwater marsh habitat and thus, could be present near several of the sewer pipeline segments.

In their botanical resources survey report, biologists from The Morro Group/SWCA did not include La Graciosa thistle or marsh sandwort as having the potential to occur in the project area. This raised some concern regarding the adequacy of the botanical survey effort and the potential for the project to result in adverse effects to these species. The mitigated negative declaration (ED 07-011) prepared pursuant to the California Environmental Quality Act, and other documents prepared by The Morro Group/SWCA for this project, acknowledged the potential for impacts to areas that could provide habitat for those federally listed species discussed above, even though none were identified during the site assessment. These concerns, as well as those regarding potential impacts to CRLF and its habitat, prompted a conference phone call on December 19, 2008 between you, John

Claxton and Travis Belt of The Morro Group/SWCA, Mark Owens (the project engineer), and Roger Root and David Simmons of the VFWO.

Staff from The Morro Group/SWCA and Mr. Owens provided greater detail relative to the project area and described those five sewer segments determined to be close enough to CRLF habitat to warrant concern over the potential for impacts to occur during project implementation. Also during the call, Mr. Claxton and Mr. Belt, by way of clarification, provided more information regarding the botanical surveyors' methodology (e.g., use of floristic surveys) and qualifications (e.g., their ability to distinguish between species within relevant genera). As a result, we have determined that the survey methods and personnel qualifications were adequate to identify those federally listed plant species that have the potential to occur within the project area.

At the end of the conference call, we confirmed that construction will begin first on those sewer segments that are outside of potential habitat for any federally listed species and subsequently progress towards those areas with the potential to provide habitat for these species.

Concurrently, HUD will initiate formal consultation with the VFWO regarding CRLF. In order to help facilitate progress, we will approve qualified biologists to monitor for the presence of federally listed species in the project area. It was agreed that if any federally listed species are identified within the project area during the monitoring activities, all work activities will cease until: 1) the species leaves the area (i.e., moves out of harm's way) of its own accord, or 2) HUD completes its consultation with the VFWO. This strategy is necessary because until completion of the consultation process, we are unable to exempt any activities that could result in take (e.g., capture, handling, relocation).

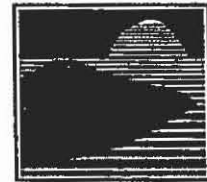
We reviewed the resumes and qualifications submitted for Travis Belt, John Claxton, Fabio Fortunat, and Barrett Holland. Mr. Belt and Mr. Claxton have had past approvals to monitor for CRLF and are approved to independently monitor for the species in association with the Oceano Sewer Repair and Replacement Project. Mr. Fortunat and Mr. Holland have successfully completed a CRLF workshop and are also approved to act as independent monitors for CRLF for this project. Please note that absent authorization or exemption, no person may engage in any activity that could result in take (e.g., capture, handling, or relocation) of federally-listed species in association with this project.

We appreciate the opportunity to provide comments on your project and look forward to working with you and HUD to avoid and/or minimize potential adverse effect to federally listed species within the project area. If you have any questions, please contact Mr. David Simmons, Fish & Wildlife Biologist, at (805) 644-1766, extension 368.

Julie M. Vanderwier, Senior Fish & Wildlife Biologist for Roger P. Root, Assistant Field Supervisor U.S. Fish & Wildlife Service, Ventura Fish & Wildlife Office
2493 Portola Road, Suite B
Ventura, CA 93003
805.644.1766 extension 222
805.644.3958
julie_vanderwier@fws.gov

December 29, 2008

Mr. Kevin Walsh,
Oceano Community Services District
PO Box 599
1655 Front Street
Oceano, CA 93445



**MORRO
GROUP, INC.**
A DIVISION OF
SWCA
ENVIRONMENTAL CONSULTANTS

SUBJECT: *Revised Scope for Biological Monitoring Services on the Oceano Sewer Repair and Replacement Project in Oceano, San Luis Obispo County, California (15108)*

Dear Mr. Walsh:

Jeremy Freund at Wallace Group has requested SWCA to provide a cost estimate to conduct preconstruction surveys on Segments 5, 8, 9, 11, 12, 14, 17, 21, 22, 24, 25, 27, and 29 of the Oceano Sewer Repair Project. The purpose of the surveys is to verify the absence of special-status species in the work areas. SWCA has provided this revised Scope of Work (SOW) to reflect changes to the SOW dated October 21, 2008, which included monitoring activities associated with Segments 1, 2, 3, 7, and 15. This SOW and cost estimate are based on the estimated project schedule provided by R. Baker Inc.

R. Baker's estimated project schedule indicates that they will implement construction activities on the thirteen segments in nine tasks. SWCA proposes to conduct nine preconstruction surveys for special-status species at the appropriate Segments prior to any site disturbances (at least 24 hours prior to mobilization). Upon completion of each pre-construction survey, SWCA will prepare a brief report identifying the results of the survey and any potential for project activities to result in "take" of protected species. The report will also identify any need for special considerations that a particular segment may need (e.g. exclusionary fencing). The report will be provided to Wallace Group, so that they and the Oceano Community Services District can plan their activities accordingly. Based on our experience on construction projects, we realize that project dynamics may result in the need for the biologist to conduct periodic site visits. SWCA will remain on-call throughout the duration of these thirteen segments to conduct unexpected site visits on an as needed basis.

Based on the R. Baker schedule and the above mentioned assumptions, SWCA anticipates the need to conduct nine preconstruction surveys and the associated reports. A time and materials budget of \$7,500.00 needs to be added to the existing \$19,000 budget for SWCA to conduct the additional surveys and reports. This budget will provide for nine surveys, associated reports, and two unanticipated site visits. Please review the attached "Services Agreement Change Order," and direct any questions to Travis Belt at (805) 543-7095, extension 108. If you would like SWCA to proceed with the additional tasks, please sign the Services Agreement Change Order, keep a copy for your records, and return a signed copy to SWCA.

Sincerely,
MORRO GROUP/SWCA



Bill Henry, AICP
Office Director



SERVICE AGREEMENT CHANGE ORDER

San Luis Obispo Office
1422 Monterey Street, Suite C200
San Luis Obispo, California 93401
Tel 805.543.7095 Fax 805.543.2367
Tax I.D. Number 860483317

Project Name: Oceano Sewer Repair Monitoring
Client: Oceano Sewer Community Services District
SWCA Project Manager: Travis Belt

Project Number: 15108
Date : December 29, 2008

The purpose of this Change Order is to reflect certain modifications to the contract for services ("Agreement") entered into between SWCA, Incorporated ("SWCA") and the client identified above ("Client") pursuant to which SWCA agreed to provide certain services to Client. SWCA and Client agree to the following modifications:

Changes in Scope of SWCA Services: The following describes any changes in the scope of services to be provided by SWCA: [describe any additional services, reductions in scope or other modifications]

Per the request of Jeremy Freund at Wallace Group, SWCA has provided this Service Agreement Change Order to reflect changes to the SWCA Scope of Work dated October 21, 2008. The requested changes include the addition of preconstruction surveys on Segments 5, 8, 9, 11, 12, 14, 17, 21, 22, 24, 25, 27, and 29 of the Oceano Sewer Repair Project. See attached revised scope of work for details.

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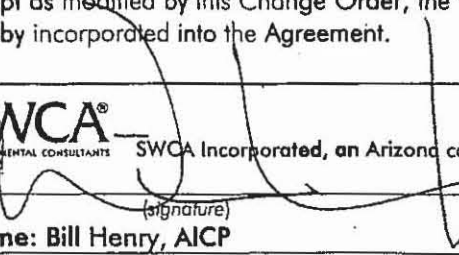
None

Other Changes: The following describes any other changes in the terms of the Agreement: [describe any other significant changes such as changes in estimated completion date]

None

Except as modified by this Change Order, the terms of the Agreement shall remain in full force and effect. This Change Order is hereby incorporated into the Agreement.

SWCA[®]
ENVIRONMENTAL CONSULTANTS
SWCA Incorporated, an Arizona corporation

By: 
(signature)

Name: Bill Henry, AICP

Title: Office Director

Date: December 29, 2008

Client: _____

By: _____

(signature)

Name: _____

Title: _____

Date: _____



United States Department of the Interior



FISH AND WILDLIFE SERVICE
Ventura Fish and Wildlife Office
2493 Portola Road, Suite B
Ventura, California 93003

IN REPLY REFER TO:
PAS 186.2759.7361

July 24, 2007

Geoff Hoetker
Senior Biologist/Wetlands Specialist
Morro Group, Inc.
1422 Monterey Street, Suite C200
San Luis Obispo, California 93401

Subject: California Red-legged Frog Habitat Assessment for the Oceano Sewer Replacement Project in San Luis Obispo County, California.

Dear Mr. Hoetker,

We have reviewed the California red-legged frog (*Rana aurora draytonii*) habitat assessment, dated May 15, 2007, that you submitted to our office regarding the Oceano Sewer Replacement project. We received this assessment in our office on May 22, 2007. The Oceano Community Services District (District) proposes to replace individual segments of sewer pipeline that were damaged during the San Simeon Earthquake on December 22, 2003.

The U.S. Fish and Wildlife Service's (Service) responsibilities include administering the Endangered Species Act of 1973, as amended (Act), including sections 7, 9, and 10. Section 9 of the Act prohibits the taking of any federally listed endangered or threatened species. Section 3(18) of the Act defines take to mean to harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, or collect, or to attempt to engage in any such conduct. Service regulations (50 Code of Federal Regulations 17.3) define harm to include significant habitat modification or degradation which actually kills or injures wildlife by significantly impairing essential behavioral patterns, including breeding, feeding, or sheltering. Harassment is defined by the Service as an intentional or negligent action that creates the likelihood of injury to wildlife by annoying it to such an extent as to significantly disrupt normal behavioral patterns which include, but are not limited to, breeding, feeding, or sheltering. Exemptions to the prohibitions against take may be obtained through coordination with the Service in two ways: through interagency consultation for projects with Federal involvement pursuant to section 7 of the Act or through the issuance of an incidental take permit under section 10(a)(1)(B) of the Act.

The proposed project area encompasses 4 square miles; 29 distinct pipeline segments occur within the project area. Only a portion of one of the pipeline segments (Segment 1) occurs adjacent to potential habitat for California red-legged frogs. Most of Segment 1 occurs within an asphalted roadway (Juanita Avenue) or non-native annual grassland/ruderal habitat; however, the southern terminus of the segment is approximately 5 feet from Oceano Lagoon. The remaining segments occur either within roadways or not within suitable habitat.

Habitats within 1 mile of the project site include open water, willow riparian scrub, freshwater marsh, coastal dune scrub, non-native annual grassland/ruderal, agricultural fields, and residential development. Three major aquatic habitats are also within 1 mile of the project site: Oceano Lagoon, Meadow Creek, and Arroyo Grande Creek. Other smaller drainages exist within 1 mile of the project site, but were not observable by aerial photographs or not accessible due to private ownership restrictions.

Mr. Jon Claxton of Morro Group, Inc. conducted the habitat assessment on April 26, 2007. In addition, you searched the California Natural Diversity Database and contacted the California Department of Parks and Recreation to determine if California red-legged frogs have been observed within the project area. You reported that no California red-legged frogs have been observed in the lagoon. However, California red-legged frogs are known to occur within 1 mile of the project area, in Arroyo Grande Creek, which is approximately 0.5 mile from Segment 1.

Based on the information that you provided, we do not recommend conducting protocol-level surveys for California red-legged frogs because although California red-legged frogs have the potential to occur in the lagoon and are known from less than 1 mile away in Arroyo Grande Creek, we do not expect them to occur within the upland habitat where Segment 1 exists. This upland area consists almost entirely of ruderal plant species and would provide poor breeding and foraging habitat. Furthermore, only a small portion of Segment 1 occurs near potential California red-legged frog habitat.

If you have any questions, please contact Nic Huber of my staff at (805) 644-1766, extension 249.

Sincerely,



Chris Dellith
Team Lead/Senior Biologist



Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

January 14, 2009

TO: Board of Directors, OCSD
FROM: Kevin D. Walsh, General Manager
SUBJECT: COMMITTEE ASSIGNMENTS

Listed below are the proposed outside committee assignments that members of your Board or staff will serve upon by Presidential appointment during calendar year 2009. These appointments by the Board President are subject to Board approval.

Core Committees (Two Directors)

Fire*	Mann	&	Dean
Finance	Hill	&	Dean
Personnel	Lucey	&	Dahl
Water & Sewer	Hill	&	Lucey
Community Enhancement**	Lucey	&	Dahl

Essential Committees (Director/Staff with Alternates)

	<u>Primary</u>	<u>Alternate</u>	<u>Time & Place</u>
Airport Land Use	Lucey	Dahl	3 rd Wed / 1:30 / SLO
CA (Local) Special District	Mann		Varies (Usually Noon Fri)
Oceano Advisory	Dahl	Lucey	3 rd Mon / 6:30 / OCSD
SSLOCSD	Hill	Mann	1 st & 3 rd Wed / 6:00 / OCSD
Supervisor Liaison	Mann		Varies
Zone 3	Dean	Lucey	3 rd Thurs Odd / 6:30 / Varies
Zone 3 Technical	P. Davis		1 st Thurs / 10:00 / AG
WRAC	Mann	GM	1 st Wed / 1:30 / SLO
Zone 1/1A	Dahl	Mann	3 rd Tues of odd month/ 3:00 / OCSD
Fire Consolidation	Dean	Dahl	TBA

* Includes Garbage/Street Lighting/Alleys/Parks & Recreation

THE RECOMMENDED ACTION BEFORE YOUR BOARD is to: by Board discussion, public comment, motion, second, and roll call vote, approve the Committee assignments proposed by President Mann.

Agenda Item 01 14 2009 9.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

DATE: January 14, 2009
TO: Board of Directors, OCSD
FROM: Kevin D. Walsh, Interim General Manager
SUBJECT: **Codification of Ordinances and Resolutions**

Background

A first draft of the Proposed District Code was distributed on October 22, 2008.

Discussion

This item is on the agenda so that the Board can discuss and possibly give conceptual approval to the Code. It is anticipated that a formal ordinance adopting the Code will be an agenda item for the January 24, 2009 meeting.

In the memo for Agenda Item No. 8B I mentioned the possible need for a code section regarding change orders. I would suggest the following be added to the draft code at this time:

“The general manager shall have the authority to approve requests for construction contract change orders provided that a single change order for a given contract not exceed twenty-five thousand dollars (\$25,000) or ten (10) percent of the total contract price, whichever is less. The total of all change orders for a given contract shall not exceed fifty-thousand dollars, or twenty (20) percent, whichever is less.”

Recommendation

Give direction to staff, if any.

T:\Agendas\BdMtgAgendas\2009\01 14 2009 Codification.doc

Agenda Item 01 14 2009 9.b.



Oceano Community Services District

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

(805) 481-6780

FAX (805) 481-6836

DATE: January 14, 2009
TO: Board of Directors, OCSD
FROM: Kevin D. Walsh, Interim General Manager
SUBJECT: **LAFCO NOMINATION REQUEST – SPECIAL DISTRICT REPRESENTATIVE**

Background

See attached letter from Templeton Community Services District.

Discussion

President Mann has asked that this matter be placed on the agenda so that the Board could take a position in support of the nomination to Templeton Community Services Director David Brooks as the Special District Representative to LAFCO.

The Special District Selection Committee will be meeting on February 20, 2009 to consider the appointment of a LAFCO representative. Traditionally the special districts in the County have agreed among themselves that there should be a north County and south County representative to LAFCO. Our own Barbara Mann represents the south County. David Brooks is now serving as the north County representative.

THE RECOMMENDED ACTION BEFORE YOUR BOARD is to: by Board discussion, public comment, authorize the President of the Board to support the reappointment of David Brooks as the LAFCO special districts representative.

Agenda Item 01 14 2009 9.c.

T:\Agendas\BdMtgAgendas\2009\01 14 2009\LAFCO Nomination Ltr.doc

BOARD OF DIRECTORS

David Brooks
President

Judith Dietch
Vice-President

Robert Bergman
Director

John T. Gannon, Jr.
Director

Kevin Hunt
Director



STAFF

William Van Orden
Acting General Manager

Laurie A. Ion
Administrative &
Recreation Supervisor

Jay Short
Utilities Supervisor

Greg O'Sullivan
Fire Chief

TEMPLETON COMMUNITY SERVICES DISTRICT

P.O. BOX 780 • 420 CROCKER STREET • TEMPLETON, CA 93465 • (805) 434-4900 • FAX: (805) 434-4820

December 12, 2008

President, Board of Directors
Oceano CSD
P.O. Box 599
Oceano, CA 93445



Re: LAFCO Nomination Request for TCSD Director David Brooks

Dear Board President,

As you may be aware, on Friday February 20, 2009, the Special District Selection Committee will be meeting to consider the appointment of a LAFCO representative. Mr. David Brooks, a Director on the Board for the Templeton Community Services District, has served as your North County LAFCO representative for the past four years.

At a Special Board Meeting on December 9, 2008, the TCSD Board voted to request that each of the Special Districts, within San Luis Obispo County, reappoint David Brooks as the North County representative. The Templeton Community Services District Board of Directors believes that David has served admirably in the position, is knowledgeable about LAFCO and its operations, and will continue to serve the needs of Special Districts throughout the County of San Luis Obispo.

On behalf of the Templeton Community Services District Board, I would like to thank you for your support of David Brooks for reappointment as your LAFCO representative.

Sincerely,


William G. Van Orden, Acting General Manager

WGV:vbm



Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

January 14, 2009

TO: Board of Directors, OCSD
FROM: Kevin Walsh, General Manager
SUBJECT: DISCUSSION REGARDING A PROPOSED GOAL SETTING PROCESS

The time to begin developing a proposed budget for fiscal year 2009-2010 will soon be here. The Board goal setting process is an important part of the budget development.

It is suggested that the Board choose a time to conduct the goal setting process. It is important that the time selected be separate from any other agenda items. This is an opportunity for the new Board to come together as a cohesive body to determine its vision for the future.

The main focus of the goal setting will relate to the budget preparation; however, other non-budgetary goals may come out. It is possible that some of these other issues could be used to help improve Board and Staff interactions as well as District processes and procedures.

Staff would suggest that Tuesday, January 20th, be considered for this meeting.

Agenda Item 01 14 2009 9.d.



Oceano Community Services District

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January 14, 2009

TO: Board of Directors, OCSD

FROM: Kevin Walsh, General Manager

SUBJECT: PROCESS AND PROPOSED DATES FOR GENERAL MANAGER INTERVIEWS

Background

The District began the recruitment process for General Manager in October, 2008. The position was advertised in various professional publications and on CSD-specific websites so insure statewide exposure.

The original filing deadline was extended in order to allow time for Director Lucey to be seated on the Board and provide for her participation.

Discussion

In order to begin the review process, staff is proposing a course of action to establish some of the dates and functions.

Staff suggests that a Special Board Meeting be scheduled for Monday, February 9th to review the applications and determine which of the candidates to schedule for further consideration. This review may be done in Closed Session. Staff will send out letters to the applicants advising them when the Board will begin this review and asking them to confirm that they are still interested in participating.

The next step would be to invite the selected candidates to be interviewed by a panel of local professionals from nearby agencies on Thursday, February 26th. Staff also suggests that the Board consider meeting the candidates and their partners at a District-hosted dinner the evening of Thursday, February 26th.

Staff would finally recommend that the Board conduct interviews of the finalists on Friday, February 27th and make a tentative selection or ranking at that time. This interview could also be conducted in Closed Session.

Finally, staff would recommend that they **be directed to complete an appropriate background check and begin negotiations with the successful applicant.**

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