



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 PM

Oceano
Wednesday

September 08, 2010

BOARD MEMBERS

Vern Dahl, President
Mary K. Lucey, Director
Lori J. Angello, Director

Pamela Dean, Vice President
Jim Hill, Director

SECRETARY TO THE BOARD

Raffaele F. Montemurro
General Manager

FIRE CHIEF

Chief Michael E. Hubert

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 Comment *
5. Review and Approval of Minutes
 - a. July 14, 2010
 - b. August 11, 2010
 - c. August 25, 2010

6. Report for July, 2010 Commander Ken Conway, Sheriff's South Station

7. Cash Disbursements
Recommend Approval of Bills as submitted

8. Administrative Items
 - a. Discussion District Investment Policy
 1. Recommend one new Signature card for all three Time Deposits at Rabobank with all The Board Members Vern Dahl, Pamela Dean, Jim Hill, Mary K. Lucey, Lori J. Angello and General Manager Raffaele F. Montemurro Signatures

 2. Update on DORMANT ACCOUNTS: At Rabobank, N.A.
Account Number 0154167654 (OCEANO COMMUNITY SERVICE DIST)
Account Number 0154167652 (OCEANO COMMUNITY SERVICE DIST
AS TRTEE ON BEHALF OF ATT – SITE)
Account Number 0154167655 (OCEANO COMMUNITY SERVICE DIST)

 - b. Discussion District Accounting and past Audit processes
Accountants' Report from Glenn, Burdette, Phillips & Bryson

 - c. Member Agency Agreement between SLO County Sanitation District and AG, GB, & OCSD
Recommend Approval in Compliance with Statewide General Waste Discharge Requirements

 - d. Discussion Upcoming Fire Code
The Fire Chief will make a presentation about the upcoming Fire Code adoption process.

 - e. Discussion Board Room Activity and usage
Reservations, Holds, Cancelations, Cost of usage, Rental, and future use.

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. Will Serve and Fire Safety Plan Letters: Eva Verdin (OCSD Project #6383)
Recommend approval Detached Storage Building APN 061-112-025, 061-112-026
Old Juan's Cantina

10. Reports of District Representatives *

This item gives the President and Board Members the opportunity to present reports to other members regarding committees, commissions, boards, or special projects on which they may be participating.

- a. PRESIDENT VERN DAHL
(1) SSLOCSD 09 – 01 - 2010
(2) OAC
(3) Other
- b. VICE PRESIDENT PAMELA DEAN
(1) Other
- c. DIRECTOR JIM HILL
(1) Other
- d. DIRECTOR MARY LUCEY
(1) Zone 3 Advisory
(2) Other
- e. DIRECTOR LORI ANGELLO
(1) Other

11. General Manager Items/Discussion *
 - a. Meter up date
 - b. Other
 - c.

12. Public Comment *

13. Board Member Discussion *

14. Board Member items for the next Board Meeting Agenda*

15. 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 at 805-481-6730.

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

OCEANO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES

July 14, 2010

Wednesday

Oceano

The Meeting was called to order by President Dahl at 6:35 p.m.

1. Roll Call

Present: President Dahl, Vice President Dean, Director Angello, Director Hill,
Director Lucey

Absent: None

Staff Present: Raffaele F. Montemurro, Board Secretary/General Manager
CarolAnn Pardo, Acting Deputy Secretary to the Board

Staff Absent: Mike Hubert, Fire Chief
Craig Angello, Fire Captain
Alex Simas, District Legal Counsel

2. Flag Salute

President Dahl led the flag salute.

3. Public Comment *

Katrina Dulunkski, Nipomo Resident and committee member of the Mesa for Clean Air and Oceano for Clean Air handed out an action alert which stated that the ODSVRA activities create a health hazard and decrease the quality of life and property values.

Nell Langford, Oceano, presented a 3 minute video of a woman speaking about the cause and effect of particulate matter

Carole Henson, Halcyon, stated she will be running for the Oceano Community Services District Board of Directors.

4. Board Member Comment *

None

5. Review and Approval of Minutes

a. April 28, 2010

The Board unanimously would like the April 28, 2010 minutes brought back with corrections

b. June 23, 2010

The Board unanimously would like the June 23, 2010 minutes brought back with corrections

6. Reports

Commander Ken Conway, presented the June, 2010 Sheriff's South Station report

GM Montemurro stated there was no June, 2010 Fire Department report to be given at this time

7. Consideration of Warrants

GM Montemurro recommended approval of the warrants as presented.

Ms Henson spoke in favor of the great reduction in the District bills and the in lue of fees with the County, and asked about the state water fees.

OCEANO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES

July 14, 2010

Wednesday

Oceano

After public comment, Board discussion, a motion by Director Hill, second by Director Lucey the approval of the warrants as presented by GM Montemurro, was adopted by voice vote 5-0

8. Utility Items

a. Cleaning and Inspection of District Sewer and Water Lines

GM Montemurro presented item

After public comment, Board discussion, a motion by VP Dean, second by Director Hill and the following roll call vote:

Ayes: VP Dean, Director Hill, VP Dean, Director Angello, Director Lucey, President Dahl

Nays: None

the following motion was adopted: Continual Disclosure of the Emergency Declared by the Board of Directors Concerning the Cleaning and Inspection of the District Sewer and Water Mains following the San Simeon earthquake

President Dahl recessed at 7:45 pm

President Dahl returned from recess at 7:56 pm

President Dahl called a sudden break at 8:10 pm

President Dahl returned from break 8:12 pm

b. Fee Letter: Takken (OCSD) #6340.17

GM Montemurro presented item and recommended approval

Ms Henson spoke about monetary interests while sitting on the Board

Ms Bedell spoke about the front footage fees

After public comment, Board discussion, a motion by Director Hill, second by Director Lucey, and the following roll call vote:

Ayes: Director Hill, Director Lucey, Director Angello

Noes: VP Dean, President Dahl

the following motion was adopted: the approval of the Corrected Fee Letter for OCSD Project # 6340.17

c. Fee Letter: Takken (OCSD) #6340.18

GM Montemurro presented item and recommended approval

After public comment, Board discussion, a motion by Director Hill, second by Director Lucey, and the following roll call vote:

Ayes: Director Hill, Director Lucey, Director Angello

Noes: VP Dean, President Dahl

the following motion was adopted: the approval of the Corrected Fee Letter for OCSD

OCEANO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES

July 14, 2010

Wednesday

Oceano

Project # 6340.18

d. Fee Letter: Takken (OCSD) #6340.20

GM Montemurro presented item and recommended approval

After public comment, Board discussion, a motion by Director Hill, second by Director Lucey, and the following roll call vote:

Ayes: Director Hill, Director Lucey, Director Angello

Noes: VP Dean, President Dahl

the following motion was adopted: the approval of the Corrected Fee Letter for OCSD Project # 6340.20

e. Fee Letter: Director Pamela Dean's (OCSD) # 6195.84

GM Montemurro presented item and the following options were recommended either pulling out the water meter or refund the money

VP Dean recused herself

Ms Henson spoke about the OCSD ordinance

Ms Henson does not agree with the monetary issue regarding VP Dean and the front footage fees

After public comment, Board discussion, a motion by Director Hill, second by Director Lucey, and the following roll call vote:

Ayes: Director Hill, Director Lucey, Director Angello

Noes: President Dahl

the following motion was adopted: to remove the water meter, cap or disable the sewer lateral, refund the \$7,026.68, and *that the applicant be able to come back to the District and make a new application as anybody else would at the District with no addition fees but at the current rates and not be subject to if will served once cannot be served again or anything of that nature*

President Dahl recessed at 9:21 pm

President Dahl returned from recess at 9:31 pm

9. Administrative Items

a. Budget 2010-2011 Public Hearing

After public comment, Board discussion, a motion by Director Hill, second by Director Lucey, and the following roll call vote:

Ayes: Director Hill, Director Lucey, Director Angello

Noes: VP Dean, President Dahl

the following resolution was adopted: a resolution adopting the 2010-2011 Fiscal Year Budget

OCEANO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES

July 14, 2010

Wednesday

Oceano

President Dahl recused himself

- c. Solid Waste Collection Franchise Agreement
GM Montemurro recommended approval of the agreement

After public comment, Board discussion, a motion by Director Hill, second by Director Angello, and the following roll call vote:

Ayes: Director Hill, Director Angello, Director Lucey, VP Dean

Noes:

the following motion was adopted: the Solid Waste Franchise Agreement as presented by the GM Montemurro

11. Reports of District Representatives *

- a. **PRESIDENT VERN DAHL**
President Dahl presented the report from the July 7, 2010 SSLOCSD
- b. **VICE PRESIDENT PAMELA DEAN**
No report given
- c. **DIRECTOR JIM HILL**
Director Hill presented the report from the July 9, 2010 JPA
- d. **DIRECTOR MARY LUCEY**
No report given
- e. **DIRECTOR LORI ANGELLO**
No report given

12. General Manager Items/Discussion *

- a. GM Montemurro stated that the County has informed that the District will receive more of the allotted water and will consume more of the state water
- b. GM Montemurro stated the fire insurance will be cancelled July 10, 2010 and a refund is expected
- c. GM Montemurro stated the plan is spend \$45,000 that has been allocated in the budget for new water meters
- d. GM Montemurro stated that the County Clerk has sent out the 470 Form and each Board Member needs to fill it out and have it returned by July 31, 2010
GM Montemurro stated that system for the new software has been installed and is ready for Tyler Technology to access our computers

13. Public Comment *

Ms Henson commented on VP Dean OCSD project 6195.84 capacity fees and tracking the administrative fees

Kathy Young commented on the water rates increase

14. Board Member Discussion *

Director Lucey requested the GM Montemurro keep a running record of administrative fees on a removal of a meter

OCEANO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES

July 14, 2010

Wednesday

Oceano

President Dahl stated that he received the annual water report late and would like to have an update if there was any fine incurred for the report going out later

President Dahl requested that the appropriations be revised and be brought back at the next meeting

14. Board Member items for the next Board Meeting Agenda*
The Board directs staff that the next scheduled Board meeting July 28th be cancelled.

15. Written Communications
None

Adjournment at 10:31 pm

OCEANO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
August 11, 2010

Wednesday

Oceano

The Meeting was called to order by President Dahl at 6:35 p.m.

1. Roll Call

Present: President Dahl, Vice President Dean, Director Angello, Director Hill,
Director Lucey

Absent: None

Staff Present: Raffaele F. Montemurro, Board Secretary/General Manager
CarolAnn Pardo, Acting Deputy Secretary to the Board

Staff Absent: Mike Hubert, Fire Chief
Alex Simas, District Legal Counsel

2. Flag Salute

President Dahl led the flag salute.

3. Public Comment *

None

4. Board Member Comment *

None

5. Review and Approval of Minutes

a. April 28, 2010

After public comment, Board discussion, a motion by Director Hill, second by Director Lucey and the following roll call vote:

Ayes: Director Hill, Director Lucey, Director Angello

Nays: VP Dean, President Dahl

the following motion was adopted: the approval of the April 28, 2010 minutes as presented

b. June 23, 2010

After public comment, Board discussion, a motion by Director Hill, second by Director Lucey and the following roll call vote:

Ayes: Director Hill, Director Lucey, Director Angello

Nays: VP Dean, President Dahl

the following motion was adopted: the approval of the June 23, 2010 minutes

c. July 14, 2010

The Board unanimously stated that they would like the July 14, 2010 minutes brought back with the corrected date

6. Reports

Deputy Taylor Rubatzky presented the July, 2010 Sheriff's South Station report

OCEANO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES

August 11, 2010

Wednesday

Oceano

7. Administrative Items

- a. John Wallace, DE, presented alternatives for reducing OCSD Water Supply costs Potential sale of portion of Lopez Entitlement.

Rick Searcy, Oceano, asked about water pipeline size and the capacity, he addressed the CCWA and the selling of state water

Karen White, Halcyon, asked about the sale of permanent verses temporary water

Larry Bross, Oceano, stated that giving water away is not the right thing do and sides with temporary water

Carole Henson, Halcyon stated Lopez water should be first given away and sides with providing temporary sale of water

Dave Angello, Oceano, sides with the temporary sale of water

GM Montemurro stated that the presentation is to consider and look at alternative ways to balance the budget and sale the surplus water on a temporary basis

Mr. Searcy would like to have OSCD be subsidized for having the groundwater still in the ground

Ms Henson addressed the ground water basis, Arroyo Grande and Grover Beach sharing the basin

President Dahl recessed at 8:20 pm

President Dahl returned from recess at 8:32 pm

- b. GM Montemurro discovered and presented five time deposit accounts that have matured and will mature in the amount of \$367,962.45

Mr. Bross would like to see the Board motion to investigate further

After public comment, Board discussion, a motion by Director Hill, second by Director Angello and the following roll call vote:

Ayes: Director Hill, Director Angello, Director Lucey, President Dahl

Nays: None

Abstain: VP Dean

the following motion was adopted: to report findings to Attorney General and County District Attorney for further investigation

8. Consideration of Warrants

GM Montemurro recommended approval of the warrants as presented.

VP Dean recused herself for the following motion for warrant number 50979

After public comment, Board discussion, a motion by Director Hill, second by President Dahl the approval of warrant number 50979 for Pamela Dean was adopted by voice vote 4-0 with one *recusal*

OCEANO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES

August 11, 2010

Wednesday

Oceano

After public comment, Board discussion, a motion by Director Lucey, second by Director Hill and the following roll call vote:

Ayes: Director Lucey, Director Hill, VP Dean, Director Angello,
President Dahl

Nays: None

the following motion was adopted: approval of the *remaining* warrants as presented by GM Montemurro

9. Utility Items

a. Cleaning and Inspection of District Sewer and Water Lines

GM Montemurro presented item

After public comment, Board discussion, a motion by Director Hill, second by Director Angello and the following roll call vote:

Ayes: Director Hill, Director Angello, VP Dean, Director Lucey,
President Dahl

Nays: None

the following motion was adopted: Continual Disclosure of the Emergency Declared by the Board of Directors Concerning the Cleaning and Inspection of the District Sewer and Water Mains following the San Simeon earthquake

b. Will Serve Letter: OCSD Project # 6702 Coker Ellsworth/Tract 2424 APN 075-011-041

GM Montemurro presented item and recommended approval

The Board directs staff to provide more information and bring back for approval at the next meeting

Ms Henson addressed county fees that need to be looked at every January.

10. Reports of District Representatives *

a. PRESIDENT VERN DAHL

President Dahl presented the report from the August 2010 SSLOCSD

President Dahl presented the report from the July 19, 2010 Oceano Advisory Counsel

b. VICE PRESIDENT PAMELA DEAN

No report given

c. DIRECTOR JIM HILL

No report given

d. DIRECTOR MARY LUCEY

Director Lucey presented the report from the July 15, 2010 Zone 3 Advisory

e. DIRECTOR LORI ANGELLO

OCEANO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
August 11, 2010

Wednesday

Oceano

No report given

11. General Manager Items/Discussion *
 - a. GM Montemurro stated that the water rate study is not as far along however he is working on getting the information to complete the study
 - b. GM Montemurro stated the computer update is waiting for information from Sharron Nacaratti
 - c. GM Montemurro stated the staff provided a meter in service date excel spreadsheet that shows oldest meters to new meters
 - d. GM Montemurro concluded his report
12. Public Comment *

Ms Henson commented on meter updates, computer updating with Sharron Nacaratti, warrants be broken down
13. Board Member Discussion *

Director Hill thanked AGP for showing up on such short notice that happened from an unauthorized cancellation
14. Board Member items for the next Board Meeting Agenda*

Cokers Ellsworth will serve
Kirk and Simas closed session and discussion of their contract
Additional updates water rate and computer
Finance Committee audit update
15. Written Communications

None

Adjournment at 10:16 pm

**OCEANO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS MEETING
August 25, 2010**

Oceano

Wednesday

The meeting was called to order by President Dahl at 6:34 pm

1. Roll Call

Present: President Dahl, Director Angello, Director Hill, Director Lucey

Absent: Vice President Dean

Staff Present: Raffaele F. Montemurro, Board Secretary/General Manager
CarolAnn Pardo, Deputy Secretary to the Board
Alex Simas, District Legal Counsel
Mike Hubert, Fire Chief

Staff Absent: None

2. Flag Salute

President Dahl led the flag salute

3. Public Comment *

Nina Grabriel, Oceano, announced that she will run for the Lucia Mar Unified School District Board

Larry Bross, Oceano, addressed the Telegram Tribune article regarding the District's murky money

4. Board Member Comment *

None

5. Review and Approval of Minutes

a. July 14, 2010

The Board would like the following corrections to the July 14, 2010 minutes and presented at the next meeting:

Director Hill stated Page 3, Item 8d, check President Dahl roll call vote
Carole Hensen stated Page 3, Item 8e, check that the motion is stated correctly
Carole Hensen stated Page 3, Item 9a, check the Ayes and Noes

b. August 11, 2010

The Board would like the following corrections to the August 11, 2010 minutes and presented at the next meeting:

Director Hill stated Page 2, Item 8, "one abstaining" needs to read one recused
Director Hill stated Page 3, Item 8, sixth line from top "the warrants" needs to read the remaining warrants
Director Hill stated Page 4, Item 13, add (check AGP Video)

6. Cash Disbursements

GM Montemurro recommended approval of the cash disbursements as presented

After public comment, Board discussion, a motion by Director Hill, second by Director Angello the following motion was adopted to withdraw the Kirk and Simas check and reissue a corrected check, by voice vote 4-0 with VP Dean absent

After public comment, Board discussion, a motion by Director Hill, second by Director Lucey the following motion was adopted to approve the remaining cash disbursements as presented by GM Montemurro by voice vote 4-0 with VP Dean absent

7. Administrative Items

- a. Resolution NO. 2010 – 14 a resolution amending OCSD Conflict of Interest Code
GM Montemurro recommended approval

Ms Hensen addressed the conflict of interest code procedure and asked what the next steps are for staff

After public comment, Board discussion, a motion by Director Angello, second by Director Hill and the following roll call vote:

Ayes: Director Angello, Director Hill, Director Lucey, President Dahl

Nays: None

Absent: VP Dean

the following resolution was adopted: Resolution NO. 2010—14 A Resolution Among and Restating the Oceano Community Services District Conflict of Interest Code and President Dahl may sign the Resolution on behalf of the District

- b. Resolution NO. 2010 – 15 a resolution to forward the charges for weed removal to the County
GM Montemurro recommended approval

After public comment, Board discussion, a motion by Director Hill, second by Director Angello, and the following roll call vote:

Ayes: Director Hill, Director Angello, Director Lucey, President Dahl

Nays: None

Absent: VP Dean

the following resolution was adopted: Resolution NO. 2010—15 A Resolution of the Board of Directors of the Oceano Community Services District Rescinding and Restating Resolution 2010-03 and Confirming the Costs Associated with the Removal of Vegetation on Certain Properties to be a Public Nuisance and Directing Staff to Forward the Charges to the County Auditor for Collection and President Dahl may sign the Resolution on behalf of the District

- c. Resolution NO. 2010 – 16 a resolution to forward the charges for solid waste collection
GM Montemurro recommended approval

Director Angello recused herself

After public comment, Board discussion, a motion by Director Hill, second by President Dahl, and the following roll call vote:

Ayes: Director Hill, President Dahl, Director Lucey

Nays: None

Absent: VP Dean

the following motion was adopted: Resolution NO. 2010—16, Exhibit A, line item 3, Angello Estate, Parcel Number 061-113-026

After public comment, Board discussion, a motion by Director Hill, second by Director Lucey, and the following roll call vote:

Ayes: Director Hill, Director Lucey, Director Angello, President Dahl

Nays: None

Absent: VP Dean

the following remaining resolution was adopted: Resolution NO. 2010—16 A Resolution of the Board of Directors of the Oceano Community Services District Confirming the Charges Against Property Owners for the Collection of Delinquent Solid Waste Collection Charges and Directing Staff to Forward the Charges to the County Auditor for Collection and President Dahl may sign on behalf of the District

d. Fire Truck/Aerial Apparatus Cooperative Agreement

GM Montemurro recommended the consideration and approval

After public comment, Board discussion, a motion by Director Angello, second by Director Hill, and the following roll call vote:

Ayes: Director Angello, Director Hill, Director Lucey, President Dahl

Nays: None

Absent: VP Dean

the following agreement was adopted: The approval of Fire Truck/Aerial Apparatus Cooperative Agreement(the "AGREEMENT") by and Between the City of Grover Beach, the City of Arroyo Grande, and the Oceano Community Services District

e. Discussion District Investment Policy

GM Montemurro recommends approval

Mr Bross would like to know the how cash disbursements are handled

Ms Hensen addressed the safe guards of how money is handled

After public comment, Board discussion, a motion by Director Hill, second by Director Angello and the following roll call vote:

Ayes: Director Hill, Director Angello, Director Lucey, President Dahl

Nays: None

Absent: VP Dean

the following motion was adopted:

- That the District Investment Policy be established to include the remaining certificates of deposit as well as other funds: Government, LAIF, County, or the State
- That time deposits be first of all accounted to the Board in total, every 3 months
- That withdrawal or direction of funds be required to come before the Board at a regular meeting in public and approved by the Board by majority of the sitting Board at the time
- That the Bank and other depositors be informed that moving District funds requires at a minimum a signature of the General Manager and at least one Board Member
- That the sitting Board and General Manager have signature cards appropriately established with the financial institutions that use signature cards

President Dahl recessed 8:14 pm
President Dahl returned from recess at 8:26 pm

- f. Discussion District Accounting and past Audit processes
GM Montemurro presented the Independent Accountants' Report on Applying Agreed-Upon Procedures

President Dahl recused himself from closed session, item g. a.

Resessed for closed session 9:31pm
Returned from closed session 10:10 pm

- g. a. CLOSED SESSION, CONFERENCE WITH LEGAL COUNSEL-PENDING LITIGATION.
The Board received and filed
- b. CLOSED SESSION PUBLIC EMPLOYEE PERFORMANCE EVALUATION
The Board decided to postpone to a later date

8. Utility Items

- a. Cleaning and Inspection of District Sewer and Water Lines
GM Montemurro presented item

The Board directed GM Montemurro to find out if there are any funds available and how much it costs for the cleaning and inspection of district sewer and water lines

After public comment, Board discussion, a motion by Director Hill, second by Director Angello, and the following roll call vote:

Ayes: Director Hill, Director Angello, Director Lucey, President Dahl

Nays: None

Absent: VP Dean

the following motion was adopted: Continual Disclosure of the Emergency Declared by the Board of Directors Concerning the Cleaning and Inspection of the District Sewer and Water Mains following the San Simeon earthquake

- b. Fee Letter: OCSD Project# 6428.00 APN 062-114-016
GM Montemurro presented item and recommended approval

After public comment, Board discussion, a motion by Director Hill, second by Director Lucey and the following roll call vote:

Ayes: Director Hill, Director Lucey, Director Angello, President Dahl

Nays: None

Absent: VP Dean

the following motion was adopted: To refund the Water Connection Charges totaling \$10,013.04 and retain the Lateral Installation deposit \$6,420.00 until the Lateral Installation is completed for Project # 6428.00 APN 062-114-016

- c. Will Serve Letter: OCSD Project # 6702 Coker Ellsworth/Tract 2424 APN 075-011-041
GM Montemurro presented item and recommended approval

After public comment, Board discussion, a motion by Director Lucey, second by Director Hill and the following roll call vote:

Ayes: Director Lucey, Director Hill, Director Angello,
President Dahl

Nays: None

Absent: VP Dean

**the following motion was adopted: To extend will serve OCSD Project #
6702 Coker Ellsworth/Tract 2424 APN 075-011-041 from 8/26/2010 to 8/26/2011**

9. Reports of District Representatives *

a. **PRESIDENT VERN DAHL**

President Dahl presented the report from the August 18, 2010 SSLOCSD
President Dahl presented no report from the August 11, 2010 OAC

b. **VICE PRESIDENT PAMELA DEAN**

No report given

c. **DIRECTOR JIM HILL**

Director Hill presented the report for the Joint Powers Authority

d. **DIRECTOR MARY LUCEY**

No report given

e. **DIRECTOR LORI ANGELLO**

No report given

10. General Manager Items/Discussion *

a. Meter up date

GM Montemurro stated there needs to be 3 quotes prior to the purchase of the new meters

b. Wid's Plumbing up date

GM Montemurro stated the water yard guys will clean the lift station every week and there will be \$138.00 per visit

c. Other

11. Public Comment *

Ms Hensen thanked GM Montemurro for balancing the budget, addressed the \$800 Ferguson bill,

12. Board Member Discussion *

Director Hill thanked the GM Montemurro for getting a handle on District monies

13. Board Member items for the next Board Meeting Agenda*

14. Written Communications

GM Montemurro stated there was one from Garing, Taylor, and Associates

After public comment, Board discussion, a motion by Director Hill, second by Director Angello, and the following motion was adopted to adjourn the meeting at 10:27 pm

Adjournment



Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

\$9,553.36	DIRECT DEPOSIT P/R THRU 08/20/10	PR0802	2010-11
16,780.22	PRE-PAID DISBURSEMENTS THRU 09/01/10	EX1064	2010-11
45,124.70	REGULAR DISBURSEMENTS THRU 08/25/10	EX1065	2010-11
\$71,458.28	TOTAL PAYMENTS SUBMITTED		
	FOR APPROVAL 09-08-10		
	<u>VOIDED CHECKS:</u>		
(\$9,485.21)	# 051029 KIRK & SIMAS 08/25/10		
(\$888.56)	#051006 DELL MARKETING		
(\$10,373.77)	TOTAL VOIDED CHECKS		

P/R DATE 8/28/10
CHK DATE 9/03/10

OCEANO COMMUNITY SERVICES DISTRICT
DIRECT DEPOSIT LIST

RUN: 9/03/10
13:39:13

PAGE 1
PRDDEP

EMP#	NAME	DEDUCTION	DATE	CHECK#
1-2002	MONTEMURRO, RAFFAELE F	2,386.63	9/03/10	51044
1-2210	DIAZ, ALMA L	1,438.67	9/03/10	51045
1-2220	PARDO, CAROL ANN	972.74	9/03/10	51046
2-3150	TORRES, MAXIMIANO A	1,554.64	9/03/10	51048
2-3182	SILVEIRA, DANIEL P	1,221.33	9/03/10	51049
2-3194	LANGSTAFF, STEVEN A	1,127.28	9/03/10	51050
1-2230	RUIZ, CELIA Z	852.07	9/03/10	51047
7	-EMPS CODED FOR DIRDEP	9,553.36	TOTAL DIRECT DEPOSIT	
7	-EMPS WITH DEDUCTION			

DIRECT DEPOSIT FOR PAYROLL 09-03-10

PAYEE	VEND.NO.	CHECK DATE	CHECK #	CHECK AMT	PREPAID
ANTHEM BLUE CROSS	3950	90110	51052	7289.00	0
PACIFIC GAS & ELECTRIC	24453	90110	51055	4503.03	0
FIRST TEXAS BANK	13535	90110	51054	3041.11	0
PRINCIPAL MUTUAL LIFE INS CO	26100	90110	51056	1705.44	0
J.B. DEWAR, INC.	11150	90110	51053	207.23	0
AMERITAS LIFE INSURANCE	1484	90110	51051	34.41	0
				16780.22	*

6 RECORDS PROCESSED

PAYEE	DETAIL OF DEMANDS	VEND. NO.	INV. NO.	ACCOUNT	DEPT NAME	CHECK NO.	CHECK AMOUNT	JOB/PROJECT	KEY #
09/10 AMERITAS	VISION LIFE INSURANCE	01484	102818800001	01-2166-004	PAYROLL	051051	34.41 34.41		20
09/10 ANTHEM	PREM BLUE CROSS	03950	396469	01-2166-001	PAYROLL	051052	7,289.00 7,289.00		250
16-AUG J.B. DEWAR, INC.	FUEL 30016 FUEL 30017	11150	738885 738885	02-4400-172 03-4500-172	WATER SEWER	051053	115.67 91.56 207.23	41680172 51780172	30 40
NEW SYSTEM LEASE: SEPT FIRST TEXAS BANK		13535	2010041-04	01-4100-321	ADMINISTRA	051054	3,041.11 3,041.11		10
08/21 ST LIGHTS			6158009002	01-4195-295	LIGHTING D		566.90		50
08/21 ST LIGHTS			6158009004	01-4195-295	LIGHTING D		492.55		60
08/21 ST LIGHTS			6158009008	01-4195-295	LIGHTING D		231.14		70
08/21 ST LIGHTS			6158009014	01-4195-295	LIGHTING D		720.58		80
08/21 ST LIGHTS			6158009016	01-4195-295	LIGHTING D		8.48		90
08/21 ST LIGHTS			6158009022	01-4195-295	LIGHTING D		82.37		100
08/21 ST LIGHTS			6158009026	01-4195-295	LIGHTING D		342.30		110
08/21 ST LIGHTS			6158009028	01-4195-295	LIGHTING D		89.72		120
08/21 ST LIGHTS			6158009748	01-4195-295	LIGHTING D		85.68		130
08/21 ST LIGHTS			6158009351	01-4195-295	LIGHTING D		13.08		140
08/15 1655 FRONT			6158009015	01-4100-290	ADMINISTRA		826.39		150
08/16 1685 FRONT			6158009020	02-4400-290	WATER		224.80		160
08/16 LIFT STAT			6158009030	03-4500-290	SEWER		50.47		170
08/15 1687 FRONT			6158009401	01-4200-290	FIRE		101.07		180
08/15 MODULAR			6158009846	01-4200-290	FIRE		70.95		190
08/16 1935 WILMAR			6158009939	02-4400-290	WATER		596.55		200
PACIFIC GAS & ELECTRIC		24453				051055	4,503.03		
09/10 DENTAL PREM			101235310001	01-2166-002	PAYROLL		733.46		210
08/10 DENTAL PREM			101235310001	01-2166-002	PAYROLL		733.46		220
09/10 LIFE INS			101235310001	01-2166-003	PAYROLL		119.26		230
08/10 LIFE INS			101235310001	01-2166-003	PAYROLL		119.26		240
PRINCIPAL MUTUAL LIFE INS CO		26100				051056	1,705.44		
CHECKS WRITTEN							16,780.22		
* PREPAID ITEMS							.00	*	
TOTAL DEMANDS PAID							16,780.22		

PAYEE	VEND.NO.	CHECK DATE	CHECK #	CHECK AMT	PREPAID
GARING TAYLOR & ASSOCIATES	94121	90810	51080	10013.04	0
SSLOCSD	32274	90810	51072	9258.15	0
STATE COMPENSATION INS. FUND	32472	90810	51073	8161.84	0
GIBBS TRUCK CENTERS	14525	90810	51061	5994.61	0
KIRK & SIMAS	18780	90810	51065	5233.37	0
CSG SYSTEMS	10475	90810	51060	1597.11	0
GROVER BEACH, CITY OF	15246	90810	51062	1518.00	0
WRIGHT, IV HAROLD L.	91038	90810	51078	937.50	0
SHORELINE LANDSCAPE AND	31400	90810	51070	410.00	0
DAHL, VERN	10300	90810	51059	300.00	0
MINER'S ACE HARDWARE, INC.	21087	90810	51066	266.63	0
ULTREX BUSINESS PRODUCTS	34400	90810	51075	216.08	0
JIM HILL	16200	90810	51064	200.00	0
ELECSYS INTERNATIONAL CORP	94526	90810	51081	163.00	0
RICHARD JONES DBA	36349	90810	51077	138.00	0
ADVANTAGE ANSWERING PLUS, INC	599	90810	51057	137.95	0
VERIZON WIRELESS	15500	90810	51063	117.81	0
OFFICEMAX INCORPORATED	24065	90810	51067	109.96	0
QUILL CORPORATION	25743	90810	51068	80.11	0
CARQUEST	31875	90810	51071	73.02	0
MONTEMURRO, RAFFAELE F.	91222	90810	51079	53.10	0
CHARTER COMMUNICATIONS	7500	90810	51058	49.99	0
LEE CENTRAL COAST NEWSPAPERS	26250	90810	51069	39.00	0
TORRES, MAXIMIANO	33590	90810	51074	36.43	0
VALLEY AUTO SERVICE	35046	90810	51076	20.00	0
				45124.70	*

25 RECORDS PROCESSED

PAYEE	DETAIL OF DEMANDS VEND. NO.	INV. NO.	ACCOUNT	DEPT NAME	CHECK NO.	CHECK AMOUNT	JOB/PROJECT	KEY #
08/10 ANSWER SERV ADVANTAGE ANSWERING PLUS,	INC00599	114943	02-4400-110	WATER	051057	137.95 137.95		270
SERV THRU 093010 CHARTER COMMUNICATIONS	07500	093010	01-4100-200	ADMINISTRA	051058	49.99 49.99		70
B/S: 2 REG B/S:1 REG DAHL, VERN	10300	083110 073110	01-4100-225 01-4100-225	ADMINISTRA ADMINISTRA	051059	200.00 100.00 300.00	118860225 118860225	240 250
1306: 08/10 POSTAGE 1306:08/10 POSTAGE 1306:08/10 PROF SERV 1306:08/10 PROF SERV CSG SYSTEMS	10475	66893 66893 66893 66893	02-4400-210 03-4500-210 02-4400-220 03-4500-220	WATER SEWER WATER SEWER	051060	463.64 463.65 334.91 334.91 1,597.11	130680210 130680210 130660220 130660220	280 290 300 310
R&M:VEHICLES R&M:VEHICLES R7M:VEHICLES GIBBS TRUCK CENTERS	14525	37065 37095 37133	01-4200-171 01-4200-171 01-4200-171	FIRE FIRE FIRE	051061	4,403.41 1,278.94 312.26 5,994.61		20 30 40
DISPATCHING GROVER BEACH, CITY OF	15246	093010	01-4200-110	FIRE	051062	1,518.00 1,518.00		140
08/22 CELL SERV 08/22 CELL SERV VERIZON WIRELESS	15500	899872990 899872990	02-4400-111 01-4100-111	WATER ADMINISTRA	051063	107.08 10.73 117.81		110 120
B/S; 2 REG JIM HILL	16200	083110	01-4100-225	ADMINISTRA	051064	200.00 200.00	118560225	230
1248-01 ADM 1248-02:FIRE 1248-05:WATER 1248-03:GARBAGE KIRK & SIMAS	18780	123628 123628 123628 123628	01-4100-223 01-4200-223 02-4400-223 06-4900-223	ADMINISTRA FIRE WATER GARBAGE	051065	3,062.87 730.50 880.00 560.00 5,233.37		510 520 530 540
OPER SUPP OPER SUPP OPER SUPP		K28383 K29355 K31660	01-4100-200 01-4100-200 01-4100-200	ADMINISTRA ADMINISTRA ADMINISTRA		38.64 33.68 9.77		420 430 440

PAYEE	DETAIL OF DEMANDS	VEND. NO.	INV. NO.	ACCOUNT	DEPT NAME	CHECK NO.	CHECK AMOUNT	JOB/PROJECT	KEY #
OPER SUPP			K30296	02-4400-175	WATER		2.16		450
OPER SUPP			K30429	02-4400-175	WATER		60.74		460
OPER SUPP			K30661	02-4400-175	WATER		15.21		470
OPER SUPP			K31446	02-4400-175	WATER		58.70		480
OPER SUPP			K31825	02-4400-175	WATER		59.73		490
LESS: DISCOUNT				02-4400-175	WATER		12.00		500
MINER'S ACE HARDWARE, INC.		21087				051066	266.63		
OPER SUPP			430681	01-4100-200	ADMINISTRA		109.96		130
OFFICEMAX INCORPORATED		24065				051067	109.96		
OFF SUPP			7536987	01-4100-200	ADMINISTRA		28.13		410
OFF SUPP			7527971	01-4100-200	ADMINISTRA		51.98		550
QUILL CORPORATION		25743				051068	80.11		
1200:W/A LEGAL NOTICE			148071	01-4100-235	ADMINISTRA		39.00		260
LEE CENTRAL COAST NEWSPAPERS		26250				051069	39.00		
9173:08/10 1655 FRONT			1224	01-4100-173	ADMINISTRA		172.20	917360173	190
1225:08/10 1687 FRONT			1224	01-4200-173	FIRE		20.50	122560173	200
4173:08/10 1685 FRONT			1224	02-4400-163	WATER		65.60	417360163	210
9701:08/10 1681 FRONT			1224	10-4300-173	FUNDED CON		151.70	970160173	220
SHORELINE LANDSCAPE AND		31400				051070	410.00		
OPER SUPP			429870	01-4200-171	FIRE		22.36		50
OPER SUPP			430126	01-4200-171	FIRE		50.66		60
CARQUEST		31875				051071	73.02		
063010:WDR ASST			063010	03-4500-220	SEWER		49.50		150
053010:FOG PROG			053010	03-4500-220	SEWER		474.00		160
063010:FOG PROG			063010	03-4500-220	SEWER		16.50		170
073110:COLLECTIONS			073110	03-4500-297	SEWER		8,718.15		180
SSLOCSD		32274				051072	9,258.15		
PREM:AUG 2010			590828-10	01-2168-000	PAYROLL		4,080.92		340
PREM:SEPT 2010			590828-10	01-2168-000	PAYROLL		4,080.92		350
STATE COMPENSATION INS. FUND		32472				051073	8,161.84		
MAINT:TILE DIS OFF			071210	01-4100-173	ADMINISTRA		36.43		100
TORRES, MAXIMIANO		33590				051074	36.43		
0151:MO BIZHUB C451/12			116685	01-4100-170	ADMINISTRA		216.08	15180170	320

PAYEE	DETAIL OF DEMANDS VEND. NO.	INV. NO.	ACCOUNT	DEPT NAME	CHECK NO.	CHECK AMOUNT	JOB/PROJECT	KEY #
ULTREX BUSINESS PRODUCTS	34400				051075	216.08		
0415:R&M 30015 VALLEY AUTO SERVICE	35046	082510	02-4400-171	WATER	051076	20.00 20.00	41560171	400
08/09 LIFT STATION		14247	03-4500-220	SEWER		138.00	57360220	370
08/17 LIFT STATION		14264	03-4500-220	SEWER		138.00	57360220	380
07/19 LIFT STATION		50920	03-4500-220	SEWER		138.00 CR	57360220	390
RICHARD JONES DBA	36349				051077	138.00		
PROF SERV:12.5 HRS WRIGHT, IV HAROLD L.	91038	083010	01-4100-220	ADMINISTRA	051078	937.50 937.50		10
OFF SUPP POSTAGE		081810 090110	01-4100-200 01-4100-210	ADMINISTRA ADMINISTRA		4.89 48.21 53.10		80 90
MONTEMURRO, RAFFAELE F.	91222				051079			
HSY MTR DEP:PROJ#642800 GARING TAYLOR & ASSOCIATES	94121	642800	02-2200-000	LIABILITY	051080	10,013.04 10,013.04		330
0427:10/10 SERV ELECSYS INTERNATIONAL CORP	94526	090082	02-4400-170	WATER	051081	163.00 163.00	42780170	360
CHECKS WRITTEN						45,124.70		
* PREPAID ITEMS						.00		*
TOTAL DEMANDS PAID						45,124.70		

Principals:
David W. Phillips, CPA
David A. Bryson, CPA
Jeanne A. Potter, CPA
Daniel J. O'Hare, CPA
Kathi Niffenegger, CPA
Fred W. Bogart, CPA
Allen E. Eschenbach, CPA
Michael T. Glaudel, CPA
R. Lance Cowart, CPA
David J. Merlo, CPA



Emeritus:
Fred L. Glenn
Stephen A. Burdette
Bradford M. Hair, CPA

Keith V. Lapp (1932-2008)

**CERTIFIED PUBLIC ACCOUNTANTS
TAX AND BUSINESS ADVISORS**

**Independent Accountants' Report
On Applying Agreed-Upon Procedures**

**Board of Directors
Oceano Community Services District**

We have performed the agreed-upon-procedures enumerated in the attached schedule, which were agreed to by the Oceano Community Services District solely to assist you in evaluating whether checks and credit card charges are proper and approved expenses of the District. The District's management is responsible for the checks and credit card charges of the District. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the scope and procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described in the attached schedule either for the purpose for which this report has been requested or for any other purpose.

The agreed-upon-procedures and findings are in the attached schedule.

We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion or limited assurance on the checks and credit card charges of the District. Accordingly, we do not express such an opinion or limited assurance. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management and Board of Directors of Oceano Community Services District and is not intended to be and should not be used by anyone other than these specified parties.

Glenn, Burdette, Phillips & Bryson

**Glenn, Burdette, Phillips & Bryson
Certified Public Accountants
A Professional Corporation
San Luis Obispo, California**

August 10, 2010

102 South Vine Street, Suite A
Paso Robles, CA 93446
PH 805/237-3995 • FAX 805/239-9332

1150 Palm Street
San Luis Obispo, CA 93401
PH 805/544-1441 • FAX 805/544-4351

2222 South Broadway, Suite A
Santa Maria, CA 93454
PH 805/922-4010 • FAX 805/922-4286

**Oceano Community Services District
Agreed-Upon Procedures and Findings**

Disbursement Checks

For the fourth quarter of fiscal year June 30, 2009 (April-June 2009), we compared the disbursements (checks, payroll direct deposit, payroll ACH for taxes, other wire transfers, etc.) that cleared the bank with the listings of disbursements that were approved for payment by the board. We obtained the supporting documentation for each disbursement check that cleared the bank but was not approved by the board.

We tested 438 transactions that cleared the bank statement during the quarter and observed the following:

1. There were 134 transactions that were disbursed and cleared the bank statement prior to going to the board for approval. These were payroll related disbursements (employee direct deposit) except for 8 checks to vendors. See attached list.
2. There were 41 transactions that were disbursed and cleared the bank statement but did not go to the board for approval. Of the total, there were 12 checks to vendors and 29 payroll related disbursements (taxes, PERS, fees, deductions, workers compensation, etc.). See attached list.

Disbursement Recommendations

- A. The check number preprinted on the checks differs from the “warrant” number that is printed by the accounting software on the checks. This makes it cumbersome and difficult to reconcile the bank statements and to compare activity to check lists that are presented to the board for approval. The District’s checks are drawn on a local bank against District funds, not through the County of San Luis Obispo Treasury. As such, they are checks, not warrants, and it is not necessary to track separate warrant numbers. We verified this with the County of San Luis Obispo Auditor-Controller’s Office. We recommend that the District no longer use warrant numbers on the checks and that the check numbers printed by the current accounting software be aligned with the pre-printed check number.
- B. We recommend that the payroll related disbursements (taxes, PERS, fees, deductions, workers compensation, etc.), be entered in the current accounting software as disbursements at the same time that payroll is entered and that the list of payroll related disbursements be provided to the board for approval at the same time as other check approvals.
- C. In addition to the attached lists, we can provide copies of supporting documentation for disbursements that were not approved by the board. Some or all of these disbursements might be valid District disbursements that were not subject to the board approval, however, we recommend that the District review this support to determine if any are improper disbursements which need additional follow up. We also recommend that the District assess the current process for providing disbursement lists to the board for approval to determine if controls are in place to capture all disbursement lists for board approval.

Oceano Community Services District
Agreed-Upon Procedures and Findings
Page 2

Credit Card Charges

For the fourth quarter of fiscal year June 30, 2009 (April-June 2009), we obtained all credit card statements and the supporting documentation. If any credit cards did not have activity with statements during that period, we selected statements during a previous quarter to test. We tested 44 individual charges to credit cards (see attached list) and observed the following:

1. There were nine (9) charges that did not have supporting documentation excluding the recurring charges noted below in #2. Without supporting documentation, we were unable to determine whether or not these were valid expenses of the District.
 - a. Four (4) were for Reservation Rewards program with notation in file that it should be canceled, however we were not able to determine whether it was later canceled.
 - b. One (1) had an approved supply request but no vendor invoice.
 - c. One (1) had no hotel receipts attached, however we noted that meeting was held at that hotel.
2. There were nine (9) recurring charges for AOL and Netscape Virtual Office which did not have support so we were unable to determine whether these were valid Internet charges of the District. The dates these items were charged to the credit card were not consistent but over the three month period there were three (3) AOL charges and six (6) Netscape charges.
3. There were seven (7) charges for local meeting expense. All except one (1) were supported by receipts and notation of purpose, however the District does not have a written policy on food or meals at local meetings. One (1) had no supporting documentation so we were unable to determine the purpose.
4. There were four (4) charges for local meals which were for District employees, board members, and/or other organization employees to discuss District business. All except one (1) were supported by receipts and notation of purpose, however the District does not have a written policy on employee meals and entertainment. One (1) had supporting documentation with list of employees and board member, but no indication of business purpose.
5. There was one (1) finance charge for late payment of credit card during the months we tested. We also noted other late fees and finance charges on other statements in the file folders that we did not test.
6. We tested 11 monthly credit card statements. The District procedure is to document approval on the statement rather than on the individual supporting documentation. Six (6) of the statements did not have any indication of approval.
7. We were unable to determine the business purpose of the above charges in #1 and #2 with no supporting documentation. We also could not determine the business purpose of the following:
 - a. Fuel charge that did not indicate whether it was for District vehicle or employee personal auto.
 - b. Framing expense did not indicate business purpose.
8. We were unable to determine the proper general ledger account coding of the above charges in #1 and #2 with no supporting documentation. We also could not determine the reasonableness of general ledger account coding of the following:
 - a. One instance local meals charged to board member travel.
 - b. Two instances local meals charged to classes/seminars.
 - c. One instance local meals charged to office expense.
 - d. Two instances food for local meetings charged to classes/seminars.

**Oceano Community Services District
Agreed-Upon Procedures and Findings
Page 3**

- e. Two instances food for local meetings charged to office expense.
- f. One instance finance charge charged to system parts/operational supplies.
- g. One instance fuel charged to operational supplies, although fuel has own general ledger account.

Credit Card Recommendations

- A. We recommend the District evaluate the number of credit cards actually needed for operations. Canceling extra credit cards would make it easier to monitor controls over credit card transactions.
- B. We recommend that additional effort be made to obtain supporting documentation and note business purpose for credit card charges. These should be requested from users of the credit cards and if support is not provided, a notation should be made. The person approving the monthly credit card statements should take additional care in verifying support, or a written explanation of why no support, is attached to statement. We further recommend that this review and approval be documented with initials on each statement.
- C. We recommend the District verify all recurring charges to credit cards and identify the expected monthly charge date. If additional charges fall outside the normally recurring charges, they should be investigated.
- D. We recommend the District adopt a written policy on meals and entertainment, including when the District will pay for employee meals and food at local meetings.
- E. We recommend the District make every effort to pay credit card statements timely to avoid late fees and finance charges.
- F. The current accounting software allows general ledger coding to be assigned to a credit card charge and then for the person processing the payment to input a description of the account on the check. This allows the numeric general ledger coding to be inconsistent from the printed description that the reviewer /check signer sees when determining approval. In many cases, the typed description is appropriate but the actual general ledger account coding is not reasonable. This also allows a greater possibility that District staff could intentionally or inadvertently miscode a charge and not have it apparent to the reviewer without careful translation of the general ledger account numbers. Under the current accounting software, we recommend that the District only type the name of the general ledger account and this should be reviewed along with the approval of the statement. The District should also verify that the new accounting software will print the general ledger account description on the checks rather than allowing the description to be input.
- G. We observed that several checks were dated 7/31/08 to pay for credit card invoices which were dated in August and September 2008. District staff indicated that the current accounting software allows check dates only up to 13 months past the last fiscal year that has been completed and closed. Because the 6/30/07 fiscal year took over a year to complete the accounting and close the year, the District continued to date all checks 7/31/08 until the 6/30/07 fiscal year was closed in the accounting software. This is confusing to have incorrect dates on checks within the accounting system and it is not possible to determine the actual dates disbursed. District management has stated this is not an issue subsequent to 7/31/10 and all checks are now being written with the current date although the 6/30/09 fiscal year has not yet been closed in the accounting software. However, we recommend that the District make every effort to bring the accounting records current and close the 6/30/09 fiscal year in the accounting software so the audit can go forward and the District can transition to new accounting software.

OCSD

Disbursement was written, and cleared the bank prior to board approval.

Per Board Agenda					Per Bank Statement			Agreed to Board Agenda
Warrant	Recipient	Amount	Date Written	Date Approved	Check #	Recipient	Amount	
48023	FIA Card Services	\$810.87	4/2/09	4/8/2009	48945	FIA Card Services	\$810.87	4/4/2009
48026	County of SLO	\$647.60	4/2/09	4/8/2009	48948	County of SLO	\$647.60	4/7/2009
48027	ZNZ Automotive III	\$155.00	4/2/09	4/8/2009	48949	ZNZ Automotive III	\$155.00	4/7/2009
48044	Barbara Mann	\$600.00	4/2/09	4/8/2009	49268	Barbara Mann	\$600.00	4/5/2009
49080	JB Dewar, Inc.	\$244.49	4/17/09	4/22/2009	49307	JB Dewar, Inc.	\$244.49	4/20/2009
49134	JB Dewar, Inc.	\$535.67	5/4/09	5/13/2009	49379	JB Dewar, Inc.	\$535.67	5/11/2009
49135	Miner's Ace Hardware	\$255.20	5/4/09	5/13/2009	49380	Miner's Ace Hardware	\$255.20	5/12/2009
49141	Car Quest	\$211.64	5/4/09	5/13/2009	49387	Car Quest	\$211.64	5/12/2009

page # 5 of 10

OCSD

No approval by the board associated with disbursement

Check Date	Preprinted Check #	Printed Check #	Payee	Account	Description of Account on Check	Detail		Supporting Description
						Transaction Date	Amount	
	48857	48939	SWCA Environmental Consultants			4/1/2009	2,972.24	No supporting documentation available
	48619	49106	US Postmaster			4/28/2009	514.89	No supporting documentation available
5/31/2009	49549	49287	Colonial Life and Accident	01-2166-005	6/10-7/10/09 EMPLEE	5/31/2009	72.50	Insurance premium invoice - Gina and Philip Davis
5/31/2009	49550	49288	Dahl, Vern	01-4100-225	B/S: 2 REG	5/31/2009	200.00	Email referring to Zones
				01-4100-225	B/S: SPEC	5/5/2009	100.00	1/1a Outreach meeting
				01-4100-225	B/S: 1 OAC	5/18/2009	50.00	
							<u>350.00</u>	
5/31/2009	49551	49289	J.B Dewar	1-4200-172	Fuel 6100	5/31/2009	26.12	Cardlock invoice - Grover beach
				2-4400-172	Fuel 30015	5/31/2009	71.71	
				2-4400-172	Fuel 30016	5/31/2009	97.31	
				3-4500-172	Fuel 30015	5/31/2009	132.22	
							<u>327.36</u>	
5/31/2009	49552	49290	City of Grover Beach	1-4200-200	Off Supp	5/31/2009	64.26	Fire department - shift calendars
5/31/2009	49553	49291	Miner's Ace Hardware			5/31/2009	181.96	No supporting documentation available
5/31/2009	49554	49292	PG&E	1-4195-295	ST Lights	5/20/2009	567.50	PG&E invoices - electric
				1-4195-295	ST Lights	5/20/2009	493.12	
				1-4195-295	ST Lights	5/20/2009	236.30	
				1-4195-295	ST Lights	5/20/2009	722.84	
				1-4195-295	ST Lights	5/20/2009	8.84	
				1-4195-295	ST Lights	5/20/2009	82.45	
				1-4195-295	ST Lights	5/20/2009	342.65	
				1-4195-295	ST Lights	5/20/2009	89.79	
				1-4195-295	ST Lights	5/20/2009	85.76	
				1-4195-295	ST Lights	5/20/2009	13.09	
				1-4100-290	1655 Front	5/13/2009	790.23	
				2-4400-290	1685 Front	5/13/2009	1,655.97	
				3-4500-290	Lift Stat	5/14/2009	44.26	
				1-4200-290	1687 Front	5/13/2009	60.78	
				1-4200-290	Modular	5/13/2009	51.18	
				2-4400-290	1935 Wilmar	5/14/2009	1,006.76	
							<u>6,251.52</u>	

Page 6 of 10

5/31/2009	49555	49293 FIA Card Services	1-4100-200	Off/Comp	4/26,5/2,5/14	47.97	Reservation awards & AOL service
			2-4400-285	Books/Training mats	5/5/2009	87.57	Fred Pryor Seminars
			1-4100-285	REG: Guardado/Excel, SLO	5/5/2009	128.00	Fred Pryor Seminars
			2-440-285	REG: Torres/Excel, SLO	5/5/2009	128.00	Fred Pryor Seminars
						<u>391.54</u>	
5/31/2009	49556	49294 FIA Card Services	1-4100-285	Staff Mtg Expense	5/31/2009	100.51	Gina's Italian Cuisine - Arroyo Grande
5/31/2009	49559	49295 County of SLO Pension Trust	1-2182-000	Employee and employer contributions		2,972.05	Employee/Employer Contributions
5/31/2009	49560	49296 U.S. Bank	2-4400-396	SWD: PRIN	5/31/2009	23,616.73	US Bank invoice Loan Payment due 6/1
			2-4400-397	SWD: INT	5/31/2009	7,672.15	US Bank invoice Loan Payment due 6/1
						<u>31,288.88</u>	
4/2/2009	Direct S/C	Online Stop Pay				15.00	Online Stop Pay
4/2/2009	Direct S/C	Online Stop Pay				15.00	Online Stop Pay
4/9/2009	Debit Memo					88.38	ACH return McGinley NSF Funds
4/17/2009	ACH					3,292.77	CA public employee pers Pymt
4/22/2009	ACH					128.79	Oceano Wtr pmt offset transact
4/24/2009	Debit Memo					65.00	Online banking per Ach batch fee
5/29/2009	ACH					4,059.18	Oceano Comm Qtr Fed Tx Offset
5/29/2009	ACH					1,157.34	Oceano Comm Mthly Dep offset
5/29/2009	Debit memo					55.00	Online Banking PerACH batch fee
5/29/2009	ACH					45.00	Oceano Comm Oceano FF
6/1/2009	ACH					115.74	Oceano Comm Qtr Fed Tx Offset
6/1/2009	ACH					8.34	Oceano Comm Mthly Dep offset
6/2/2009	ACH					4,098.50	State Fund Bills
6/2/2009	ACH					97.75	Oceano comm Qtr pmt offset
6/2/2009	ACH					87.10	Oceano comm Qtr pmt offset

Page # 17 of 10

6/11/2009 ACH
6/11/2009 ACH
6/15/2009 ACH
6/16/2009 ACH
6/16/2009 ACH
6/17/2009 ACH
6/18/2009 ACH
6/24/2009 ACH
6/24/2009 ACH
6/25/2009 ACH
6/25/2009 ACH
6/25/2009 ACH
6/26/2009 ACH
6/29/2009 ACH

3,782.61 Oceano Comm Qtr fed tx
1,042.52 Oceano Comm Mthly Dep
232.24 State of CA - EPE Chil Sup
3,464.22 CA Public EmPLY PERS pmy
108.21 Oceano Comm Qtr Pmt
3,384.10 CA Public EmPLY PERS pmy
3,332.75 CA Public EmPLY PERS pmy
3,813.56 Oceano Comm Qtr Fed tx
1,088.99 Oceano Comm Mnthly Dep
1,947.26 Oceano Comm OCSD payroll
44.76 Oceano Comm Qtr Fed Tc
16.69 Oceano Comm Mthly Dep
55.47 Oceano Comm OCSD payroll
85.28 Oceano Comm Qtr Pmt

page 8 of 10

OCSD
All credit card payments tested

Check Date	Preprinted Check #	Printed Check #	Payee	Account Name on GL	Description of Account on Check	Transaction Vendor Name	Detail			Finding #
							Transaction Date	Amount	Supporting Description	
Gina Davis credit card vendor #25796 cc # ending 6727:										
6/30/2009	49655	49397	FIA Card Services	classes/seminars	Oper Supp	Carquest AG	5/19/2009	29.90	No support-notation that need to find out	1, 7, 8
				classes/seminars	Books/Training Mats	Fred Pryor Seminars	5/20/2009	89.74	Excel interactive tutorials	
				board member travel	Meeting Expense	Old Juans Cantina	5/20/2009	41.37	Meal Admin Assistant & president regarding agenda	4, 8a
				office expense	Office Supplies	Reservation Rewards	5/26/2009	12.00	No support-notation that need to cancel	1a, 7, 8
				office expense	Office/Computer exp	Netscape Virtual Office	5/28/2009	14.95	recurring, no support	2, 7, 8
				office expense	Office/Computer exp	Netscape Virtual Office	5/28/2009	5.90	recurring, no support	2, 7, 8
				office expense	Office Supplies	Office Max	5/29/2009	51.70	No support	1, 7, 8
				office expense	Office/Computer exp	AOL service	6/14/2009	11.99	recurring, no support	2, 7, 8
								257.55		
5/31/2009 49555 49293 FIA Card Services										
				office expense	Office/Computer exp	Reservation Rewards	4/26/2009	12.00	No support	1a, 7, 8
				office expense	Office/Computer exp	AOL service	5/2/2009	23.98	No support	2, 7, 8
				classes/seminars	Books/Training Mats	Fred Pryor Seminars	5/5/2009	87.57	Excel interactive tutorials (different invoice than in 5/09)	
				classes/seminars	Registration training	Fred Pryor Seminars	5/5/2009	79.00	Excel seminars	
				classes/seminars	Registration training	Fred Pryor Seminars	5/5/2009	79.00	Excel seminars	
				classes/seminars	Registration training	Fred Pryor Seminars	5/5/2009	49.00	Excel seminars	
				classes/seminars	Registration training	Fred Pryor Seminars	5/5/2009	49.00	Excel seminars	
				office expense	Office/Computer exp	AOL service	5/14/2009	11.99	recurring, no support	2, 7, 8
								391.54		
5/4/2009 49382 49137 FIA Card Services										
				office expense	Office/Computer exp	Reservation Rewards	3/26/2009	12.00	No support	1a, 7, 8
				sys parts/oper supplies	Office/Oper Supp	Life Star Rescue	4/2/2009	113.59	replace light on Code 3 lightbar-supply request form only	1b, 7, 8
				office expense	Office/Computer exp	Netscape Virtual Office	4/11/2009	14.95	recurring, no support	2, 7, 8
				office expense	Office/Computer exp	Netscape Virtual Office	4/11/2009	5.90	recurring, no support	2, 7, 8
								146.44		6
4/2/2009 48945 48023 FIA Card Services										
				clothing	Clothing	Range Master	2/25/2009	128.90	Fire uniform pants	
				office expense	Office/Computer exp	Reservation Rewards	2/26/2009	12.00	No support	1a, 7, 8
				classes/seminars	Meeting Expense	Old Juans Cantina	2/26/2009	102.39	Meal Interview panel lunch	3, 8d
				classes/seminars	Meeting Expense	Old Juans Cantina	2/26/2009	151.45	Meal Candidates night with board	3, 8d
				office expense	Office Supplies	Ultimate Office Inc	2/27/2009	87.39	Fire department desk organizer	
				office expense	Office Supplies	Ultimate Office Inc	2/27/2009	270.63	Admin desk organizers	
				classes/seminars	Meeting Expense	Coco's Restaurant	3/4/2009	37.26	Meal Board president, General Manager, Admin Asst.	4, 8b
				office expense	Office/Computer exp	Netscape Virtual Office	3/11/2009	14.95	recurring, no support	2, 7, 8
				office expense	Office/Computer exp	Netscape Virtual Office	3/11/2009	5.90	recurring, no support	2, 7, 8
								810.87		
Phillip Davis credit card vendor #25798 cc # ending 6776:										
6/30/2009	49656	49398	FIA Card Services	office expense	Office Supplies	Day Timers	5/21/2009	34.57	Day Timer Planner refill	
No other months in test period so selected one earlier month:										
7/31/2008	48221	48159	FIA Card Services	sys parts/oper supplies	Oper Supp	Oceano Valero	8/4/2008	130.24	Fuel	7a, 8g
				classes/seminars	08/09 Torres CRWA	Courtyard by Marriott	8/7/2008	372.02	Hotel	
				sys parts/oper supplies	Finance Charge	Finance Charge	8/20/2008	3.67	Finance Charge	5, 8f
								505.93		6

Page 9 of 10

Patrick O'Reilly credit card vendor #25797 cc # ending 1257:

No months in test period so selected one earlier month:

7/31/2008	48220	48158 FIA Card Services	office expense	Meeting Expense	Trader Joes	7/17/2008	11.96	cookies by Patrick, meeting expense	3, 8e
			office expense	Meeting Expense	Mama's Meatball	7/17/2008	34.55	Meal GM with City Manager Grover Beach	4, 8c
			office expense	Office Supplies	Village Framing	8/5/2008	162.20	Framing blue ribbon with seal	7b
			office expense	Office Supplies	Village Framing	8/13/2008	537.50	framing Williamsburg, red ribbons	7b
							746.21		6
7/31/2008	47979	46729 FIA Card Services	office expense	Fire Oversight Expense	Wal-mart	6/20/2008	5.08	Water for fire oversight committee	3, 8e
			classes/seminars	Meeting expense CSDA	Great American Melodram	7/8/2008	40.00	Meeting expense CSDA	3
			classes/seminars	Meeting expense CSDA	Old Juans Cantina	7/8/2008	40.00	Meeting expense CSDA	3
							85.08		6

Mary Lucey credit card vendor #25805 cc # ending 6991:

4/2/2009	48947	48025 FIA Card Services	books/journals/subscr	Books	Special District Institute	2/20/2009	54.25	books	
			board member travel	Hotel-SDI Conf	Hyatt Hotels	2/21/2009	157.10	No hotel receipts attached but this was hotel for SDI	1c, 7, 8
							211.35		6

No other months in test period or earlier in fiscal year

Kevin Walsh credit card vendor #25799 cc # ending 3300:

4/2/2009	48946	48024 FIA Card Services	classes/seminars	Meeting expense	Old Juans Cantina	3/18/2009	46.63	Meal Board president, General Manager, Admin Asst. regarding adenda	4, 8b
No months in test period so selected one earlier month:									
2/5/2009	48652	48753 FIA Card Services	classes/seminars	Meeting expense	Old Juans Cantina	12/18/2008	141.79	No support	1, 3, 6, 7, 8

Page # 10 of 10



Rabobank

Rabobank, N.A.
Post Office Box 1845
El Centro, California 92244-1845

ACCOUNT NUMBER: 0154167654

FOR PERSONAL ASSISTANCE CALL:
1-888-945-6600



OZ 01 036
OCEANO COMMUNITY SERVICE DIST
PO BOX 599
OCEANO CA 93475-0599

00687
csd4a



DORMANT NOTICE

UNDER STATE REGULATIONS, AN ACCOUNT IS CONSIDERED DORMANT WHEN THERE IS NO ACTIVITY FOR A PERIOD OF TWO YEARS. OUR RECORDS INDICATE THAT AS OF 08-26-10, YOUR ACCOUNT NUMBER 0154167654 HAS NOT HAD ACTIVITY SINCE 08-25-08.

BECAUSE CUSTOMER CONTACT IS CONSIDERED ACTIVITY, PLEASE SIGN AND RETURN THIS NOTICE BY MAIL OR TO YOUR NEAREST RABOBANK BRANCH OR CALL OUR CUSTOMER CARE CENTER AT 1-888-945-6600. UPON IDENTIFICATION, WE WILL REMOVE THE DORMANT STATUS FROM YOUR ACCOUNT.

OCEANO COMMUNITY SERVICE DIST
PO BOX 599
OCEANO CA 93475-0599

ACCOUNT NUMBER: 0154167654

PLEASE SIGN AND RETURN BOTTOM PORTION TO:

RABOBANK, NA
P.O. BOX 6002
ARROYO GRANDE, CA 93421
CLIENT SERVICES SANTA MARIA

YES, PLEASE REACTIVATE THE ABOVE REFERENCED ACCOUNT.

Jaffar L. [Signature] 09-01-2010

SIGNATURE

DATE

www.rabobankamerica.com

Copy of document found at Agenda Item 09 08 2010 8.b.2.





Rabobank, N.A.
 Post Office Box 1845
 El Centro, California 92244-1845

ACCOUNT NUMBER: 0154167652

FOR PERSONAL ASSISTANCE CALL:
 1-888-945-6600



OZ 01 036
 OCEANO COMMUNITY SERVICE DIST
 AS TRTEE ON BEHALF OF ATT-SITE
 PO BOX 599
 OCEANO CA 93475-0599

00686
 csd4a



DORMANT NOTICE

UNDER STATE REGULATIONS, AN ACCOUNT IS CONSIDERED DORMANT WHEN THERE IS NO ACTIVITY FOR A PERIOD OF TWO YEARS. OUR RECORDS INDICATE THAT AS OF 08-26-10, YOUR ACCOUNT NUMBER 0154167652 HAS NOT HAD ACTIVITY SINCE 08-25-08.

BECAUSE CUSTOMER CONTACT IS CONSIDERED ACTIVITY, PLEASE SIGN AND RETURN THIS NOTICE BY MAIL OR TO YOUR NEAREST RABOBANK BRANCH OR CALL OUR CUSTOMER CARE CENTER AT 1-888-945-6600. UPON IDENTIFICATION, WE WILL REMOVE THE DORMANT STATUS FROM YOUR ACCOUNT.

OCEANO COMMUNITY SERVICE DIST
 AS TRTEE ON BEHALF OF ATT-SITE
 PO BOX 599
 OCEANO CA 93475-0599

ACCOUNT NUMBER: 0154167652

PLEASE SIGN AND RETURN BOTTOM PORTION TO:

RABOBANK, NA
 P.O. BOX 6002
 ARROYO GRANDE, CA 93421
 CLIENT SERVICES SANTA MARIA

YES, PLEASE REACTIVATE THE ABOVE REFERENCED ACCOUNT.

Jaffale L. Williams 09-01-2010

SIGNATURE

DATE



www.rabobankamerica.com



Rabobank, N.A.
Post Office Box 1845
El Centro, California 92244-1845

ACCOUNT NUMBER: 0154167655

FOR PERSONAL ASSISTANCE CALL:
1-888-945-6600



OZ 01 036
OCEANO COMMUNITY SERVICE DIST
PO BOX 599
OCEANO CA 93475-0599

00688
csd4a



DORMANT NOTICE

UNDER STATE REGULATIONS, AN ACCOUNT IS CONSIDERED DORMANT WHEN THERE IS NO ACTIVITY FOR A PERIOD OF TWO YEARS. OUR RECORDS INDICATE THAT AS OF 08-26-10, YOUR ACCOUNT NUMBER 0154167655 HAS NOT HAD ACTIVITY SINCE 08-25-08.

BECAUSE CUSTOMER CONTACT IS CONSIDERED ACTIVITY, PLEASE SIGN AND RETURN THIS NOTICE BY MAIL OR TO YOUR NEAREST RABOBANK BRANCH OR CALL OUR CUSTOMER CARE CENTER AT 1-888-945-6600. UPON IDENTIFICATION, WE WILL REMOVE THE DORMANT STATUS FROM YOUR ACCOUNT.

OCEANO COMMUNITY SERVICE DIST
PO BOX 599
OCEANO CA 93475-0599

ACCOUNT NUMBER: 0154167655

PLEASE SIGN AND RETURN BOTTOM PORTION TO:

RABOBANK, NA
P.O. BOX 6002
ARROYO GRANDE, CA 93421
CLIENT SERVICES SANTA MARIA

YES, PLEASE REACTIVATE THE ABOVE REFERENCED ACCOUNT.

Raffaele J. [Signature] 09-01-2010

SIGNATURE

DATE



www.rabobankamerica.com

Copy of document found at www.NoNewWipTax.com

**MEMBER AGENCY AGREEMENT IN REGARDS TO
COMPLIANCE WITH
STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS
FOR SANITARY SEWER SYSTEMS
STATE WATER RESOURCES CONTROL BOARD
ORDERS 2006-0003-DWQ and 2008-0002-EXEC**

This Agreement reached this _____ day of _____, 2010 between the **SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT** and the **CITY OF ARROYO GRANDE**, the **CITY OF GROVER BEACH** and the **OCEANO COMMUNITY SERVICES DISTRICT**.

WHEREAS, the **SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT (DISTRICT)** service area encompasses the cities of Arroyo Grande and Grover Beach and the Oceano Community Services District (**MEMBER AGENCIES**); and,

WHEREAS, the **DISTRICT** provides wastewater treatment services for the residents of these **MEMBER AGENCIES**; and,

WHEREAS, the **STATE WATER RESOURCES CONTROL BOARD (SWRCB)** has adopted waste discharge requirements for the **MEMBER AGENCIES**; and,

WHEREAS, amongst those waste discharge requirements is the development and implementation of a Sewer System Management Plan (**SSMP**) for each **MEMBER AGENCY**; and,

WHEREAS, a Fats, Oils, and Grease (**FOG**) control program and **SSMP** program audits are mandatory elements of the **SSMP**; and,

WHEREAS, **SSMP** program audits consist of biennial audits on the effectiveness of and compliance with the **SSMP**, and the preparation of an audit report to be kept on file; and,

WHEREAS, the **DISTRICT** has experience in the development and implementation of **FOG** control programs, program audits, and report preparation; and,

WHEREAS, it is recognized there would be cost savings due to the **DISTRICT'S** experience in the development and implementation of **FOG** control programs, and it is further recognized there would be a cost savings achieved were the **DISTRICT** to perform the **SSMP** program audits and prepare the reports for the **MEMBER AGENCIES**.

NOW, THEREFORE, it is agreed by and between the parties hereto in regards to compliance with State Water Resources Control Board Orders 2006-0003-DWQ and 2008-0002-EXEC (State Board Orders, attached as Exhibit A) as follows:

1. The **DISTRICT** will continue to develop and implement a **FOG** control program for each **MEMBER AGENCY**.
2. The **DISTRICT** will inspect food service establishments as required in each Agencies **SSMP**.
3. The **MEMBER AGENCIES** will collect non-compliance fees in the amount adopted by resolution by the District. **FOG** non-compliance fees will be used to offset the costs of the **FOG** Program to the **MEMBER AGENCIES**.

4. The DISTRICT will report inspection findings to each MEMBER AGENCY at the beginning of each month if the Agreement is renewed.
5. The DISTRICT will perform SSMP program audits and prepare a report for the files of each MEMBER AGENCY as directed by the State Board Orders. The report will include the status of the FOG control program inspections and overall effectiveness of and compliance with the SSMP for each MEMBER AGENCY.
6. Each MEMBER AGENCY agrees that it is responsible for all other compliance requirements imposed by the State Board Orders, copies of which are attached hereto as Exhibit A and incorporated by reference.
7. Each MEMBER AGENCY is responsible for the District's actual cost in administering the FOG control program, inspections, SSMP support, SSMP program audits and report preparation described in this Agreement. It is anticipated that in FY 2010-11 and FY 2011-12 the District will be reimbursed by each MEMBER AGENCY for its pro rata cost based upon the number of facilities in the program as described in this Agreement in the amount not to exceed the costs outline below. In subsequent years, if the Agreement is extended, the cost will continue to be prorated based on the number of facilities inspected that year.

FY 2010-11

Member Agency	FOG Facilities Included	FOG Program Hours	SSMP Hours	Estimated FOG and SSMP Program Hours	Estimated Annual Program Costs
City of Arroyo Grande	54	154	48	202	\$ 18,000
City of Grover Beach	54	154	48	202	\$ 18,000
Oceano Community Services District	16	49	48	97	\$ 9,000
Estimated Facilities and Hours	124	357	144	Estimated FOG and SSMP Program Hours	\$ 45,000

FY 2011-12

Member Agency	FOG Facilities Included	FOG Program Hours	*SSMP Hours	Estimated FOG and SSMP Program Hours	Estimated Annual Program Costs
City of Arroyo Grande	54	154	78	232	\$ 21,000
City of Grover Beach	54	154	78	232	\$ 21,000
Oceano Community Services District	16	49	78	127	\$ 11,500
Estimated Facilities and Hours	124	357	234	Estimated FOG and SSMP Program Hours	\$53,500

* SSMP Hours are greater than FY 2010-11 due to SSMP biennial audit requirement due this year for all MEMBER AGENCIES

The terms of this agreement shall be for two fiscal years, subject to biennial renewal based on mutual written agreement of the Parties. Program fees are based upon costs incurred by the DISTRICT. The pro rata share of program costs shall be amended every two years.

IN WITNESS WHEREOF, DISTRICT and MEMBER AGENCIES have executed this Agreement the date first written above.

SOUTH SAN LUIS OBISPO SANITARY DISTRICT

By: _____
John L. Wallace, District Administrator

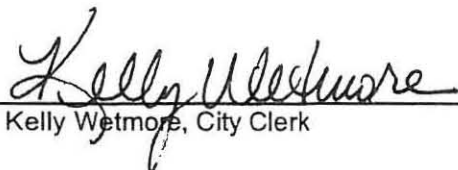
Approved as to Form:

By: _____
Michael Seitz, District Legal Counsel

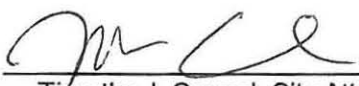
CITY OF ARROYO GRANDE

By: 
Tony Ferraro, Mayor Arroyo Grande

Attest:

By: 
Kelly Wetmore, City Clerk

Approved as to Form:

By: 
Timothy J. Carmel, City Attorney

CITY OF GROVER BEACH

By: _____
John P. Shoals, Mayor

Attest:

By: _____
Donna L. McMahon, City Clerk

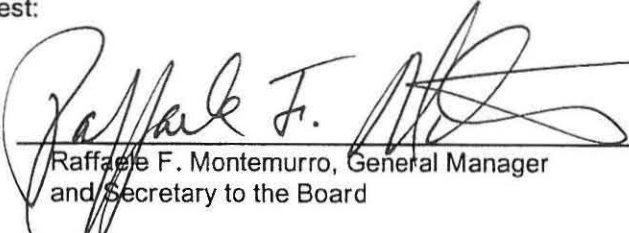
Approved as to Form:

By: _____
Martin D. Koczanowicz, City Attorney

OCEANO COMMUNITY SERVICES DISTRICT

By: _____
Vern Dahl, President

Attest:

By:  _____
Raffaele F. Montemurro, General Manager
and Secretary to the Board

Approved as to Form:

By: _____
Alex Simas, District Legal Counsel

EXHIBIT A

STATE WATER RESOURCES CONTROL BOARD
ORDER NO. 2006-0003-DWQ

STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS
FOR
SANITARY SEWER SYSTEMS

The State Water Resources Control Board, hereinafter referred to as "State Water Board", finds that:

1. All federal and state agencies, municipalities, counties, districts, and other public entities that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility in the State of California are required to comply with the terms of this Order. Such entities are hereinafter referred to as "Enrollees".
2. Sanitary sewer overflows (SSOs) are overflows from sanitary sewer systems of domestic wastewater, as well as industrial and commercial wastewater, depending on the pattern of land uses in the area served by the sanitary sewer system. SSOs often contain high levels of suspended solids, pathogenic organisms, toxic pollutants, nutrients, oxygen-demanding organic compounds, oil and grease and other pollutants. SSOs may cause a public nuisance, particularly when raw untreated wastewater is discharged to areas with high public exposure, such as streets or surface waters used for drinking, fishing, or body contact recreation. SSOs may pollute surface or ground waters, threaten public health, adversely affect aquatic life, and impair the recreational use and aesthetic enjoyment of surface waters.
3. Sanitary sewer systems experience periodic failures resulting in discharges that may affect waters of the state. There are many factors (including factors related to geology, design, construction methods and materials, age of the system, population growth, and system operation and maintenance), which affect the likelihood of an SSO. A proactive approach that requires Enrollees to ensure a system-wide operation, maintenance, and management plan is in place will reduce the number and frequency of SSOs within the state. This approach will in turn decrease the risk to human health and the environment caused by SSOs.
4. Major causes of SSOs include: grease blockages, root blockages, sewer line flood damage, manhole structure failures, vandalism, pump station mechanical failures, power outages, excessive storm or ground water inflow/infiltration, debris blockages, sanitary sewer system age and construction material failures, lack of proper operation and maintenance, insufficient capacity and contractor-caused damages. Many SSOs are preventable with adequate and appropriate facilities, source control measures and operation and maintenance of the sanitary sewer system.

SEWER SYSTEM MANAGEMENT PLANS

5. To facilitate proper funding and management of sanitary sewer systems, each Enrollee must develop and implement a system-specific Sewer System Management Plan (SSMP). To be effective, SSMPs must include provisions to provide proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management and cost benefit analysis. Additionally, an SSMP must contain a spill response plan that establishes standard procedures for immediate response to an SSO in a manner designed to minimize water quality impacts and potential nuisance conditions.
6. Many local public agencies in California have already developed SSMPs and implemented measures to reduce SSOs. These entities can build upon their existing efforts to establish a comprehensive SSMP consistent with this Order. Others, however, still require technical assistance and, in some cases, funding to improve sanitary sewer system operation and maintenance in order to reduce SSOs.
7. SSMP certification by technically qualified and experienced persons can provide a useful and cost-effective means for ensuring that SSMPs are developed and implemented appropriately.
8. It is the State Water Board's intent to gather additional information on the causes and sources of SSOs to augment existing information and to determine the full extent of SSOs and consequent public health and/or environmental impacts occurring in the State.
9. Both uniform SSO reporting and a centralized statewide electronic database are needed to collect information to allow the State Water Board and Regional Water Quality Control Boards (Regional Water Boards) to effectively analyze the extent of SSOs statewide and their potential impacts on beneficial uses and public health. The monitoring and reporting program required by this Order and the attached Monitoring and Reporting Program No. 2006-0003-DWQ, are necessary to assure compliance with these waste discharge requirements (WDRs).
10. Information regarding SSOs must be provided to Regional Water Boards and other regulatory agencies in a timely manner and be made available to the public in a complete, concise, and timely fashion.
11. Some Regional Water Boards have issued WDRs or WDRs that serve as National Pollution Discharge Elimination System (NPDES) permits to sanitary sewer system owners/operators within their jurisdictions. This Order establishes minimum requirements to prevent SSOs. Although it is the State Water Board's intent that this Order be the primary regulatory mechanism for sanitary sewer systems statewide, Regional Water Boards may issue more stringent or more

prescriptive WDRs for sanitary sewer systems. Upon issuance or reissuance of a Regional Water Board's WDRs for a system subject to this Order, the Regional Water Board shall coordinate its requirements with stated requirements within this Order, to identify requirements that are more stringent, to remove requirements that are less stringent than this Order, and to provide consistency in reporting.

REGULATORY CONSIDERATIONS

12. California Water Code section 13263 provides that the State Water Board may prescribe general WDRs for a category of discharges if the State Water Board finds or determines that:

- The discharges are produced by the same or similar operations;
- The discharges involve the same or similar types of waste;
- The discharges require the same or similar treatment standards; and
- The discharges are more appropriately regulated under general discharge requirements than individual discharge requirements.

This Order establishes requirements for a class of operations, facilities, and discharges that are similar throughout the state.

13. The issuance of general WDRs to the Enrollees will:

- a) Reduce the administrative burden of issuing individual WDRs to each Enrollee;
- b) Provide for a unified statewide approach for the reporting and database tracking of SSOs;
- c) Establish consistent and uniform requirements for SSMP development and implementation;
- d) Provide statewide consistency in reporting; and
- e) Facilitate consistent enforcement for violations.

14. The beneficial uses of surface waters that can be impaired by SSOs include, but are not limited to, aquatic life, drinking water supply, body contact and non-contact recreation, and aesthetics. The beneficial uses of ground water that can be impaired include, but are not limited to, drinking water and agricultural supply. Surface and ground waters throughout the state support these uses to varying degrees.

15. The implementation of requirements set forth in this Order will ensure the reasonable protection of past, present, and probable future beneficial uses of water and the prevention of nuisance. The requirements implement the water quality control plans (Basin Plans) for each region and take into account the environmental characteristics of hydrographic units within the state. Additionally, the State Water Board has considered water quality conditions that could reasonably be achieved through the coordinated control of all factors that affect

water quality in the area, costs associated with compliance with these requirements, the need for developing housing within California, and the need to develop and use recycled water.

16. The Federal Clean Water Act largely prohibits any discharge of pollutants from a point source to waters of the United States except as authorized under an NPDES permit. In general, any point source discharge of sewage effluent to waters of the United States must comply with technology-based, secondary treatment standards, at a minimum, and any more stringent requirements necessary to meet applicable water quality standards and other requirements. Hence, the unpermitted discharge of wastewater from a sanitary sewer system to waters of the United States is illegal under the Clean Water Act. In addition, many Basin Plans adopted by the Regional Water Boards contain discharge prohibitions that apply to the discharge of untreated or partially treated wastewater. Finally, the California Water Code generally prohibits the discharge of waste to land prior to the filing of any required report of waste discharge and the subsequent issuance of either WDRs or a waiver of WDRs.
17. California Water Code section 13263 requires a water board to, after any necessary hearing, prescribe requirements as to the nature of any proposed discharge, existing discharge, or material change in an existing discharge. The requirements shall, among other things, take into consideration the need to prevent nuisance.
18. California Water Code section 13050, subdivision (m), defines nuisance as anything which meets all of the following requirements:
 - a. Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property.
 - b. Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.
 - c. Occurs during, or as a result of, the treatment or disposal of wastes.
19. This Order is consistent with State Water Board Resolution No. 68-16 (Statement of Policy with Respect to Maintaining High Quality of Waters in California) in that the Order imposes conditions to prevent impacts to water quality, does not allow the degradation of water quality, will not unreasonably affect beneficial uses of water, and will not result in water quality less than prescribed in State Water Board or Regional Water Board plans and policies.
20. The action to adopt this General Order is exempt from the California Environmental Quality Act (Public Resources Code §21000 et seq.) because it is an action taken by a regulatory agency to assure the protection of the environment and the regulatory process involves procedures for protection of the environment. (Cal. Code Regs., tit. 14, §15308). In addition, the action to adopt

this Order is exempt from CEQA pursuant to Cal.Code Regs., title 14, §15301 to the extent that it applies to existing sanitary sewer collection systems that constitute "existing facilities" as that term is used in Section 15301, and §15302, to the extent that it results in the repair or replacement of existing systems involving negligible or no expansion of capacity.

21. The Fact Sheet, which is incorporated by reference in the Order, contains supplemental information that was also considered in establishing these requirements.
22. The State Water Board has notified all affected public agencies and all known interested persons of the intent to prescribe general WDRs that require Enrollees to develop SSMPs and to report all SSOs.
23. The State Water Board conducted a public hearing on February 8, 2006, to receive oral and written comments on the draft order. The State Water Board received and considered, at its May 2, 2006, meeting, additional public comments on substantial changes made to the proposed general WDRs following the February 8, 2006, public hearing. The State Water Board has considered all comments pertaining to the proposed general WDRs.

IT IS HEREBY ORDERED, that pursuant to California Water Code section 13263, the Enrollees, their agents, successors, and assigns, in order to meet the provisions contained in Division 7 of the California Water Code and regulations adopted hereunder, shall comply with the following:

A. DEFINITIONS

1. **Sanitary sewer overflow (SSO)** - Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include:
 - (i) Overflows or releases of untreated or partially treated wastewater that reach waters of the United States;
 - (ii) Overflows or releases of untreated or partially treated wastewater that do not reach waters of the United States; and
 - (iii) Wastewater backups into buildings and on private property that are caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system.
2. **Sanitary sewer system** – Any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant headworks used to collect and convey wastewater to the publicly owned treatment facility. Temporary storage and conveyance facilities (such as vaults, temporary piping, construction trenches, wet wells, impoundments, tanks, etc.) are considered to be part of the sanitary sewer system, and discharges into these temporary storage facilities are not considered to be SSOs.

For purposes of this Order, sanitary sewer systems include only those systems owned by public agencies that are comprised of more than one mile of pipes or sewer lines.

3. **Enrollee** - A federal or state agency, municipality, county, district, and other public entity that owns or operates a sanitary sewer system, as defined in the general WDRs, and that has submitted a complete and approved application for coverage under this Order.
4. **SSO Reporting System** – Online spill reporting system that is hosted, controlled, and maintained by the State Water Board. The web address for this site is <http://ciwqs.waterboards.ca.gov>. This online database is maintained on a secure site and is controlled by unique usernames and passwords.
5. **Untreated or partially treated wastewater** – Any volume of waste discharged from the sanitary sewer system upstream of a wastewater treatment plant headworks.
6. **Satellite collection system** – The portion, if any, of a sanitary sewer system owned or operated by a different public agency than the agency that owns and operates the wastewater treatment facility to which the sanitary sewer system is tributary.
7. **Nuisance** - California Water Code section 13050, subdivision (m), defines nuisance as anything which meets all of the following requirements:
 - a. Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property.
 - b. Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.
 - c. Occurs during, or as a result of, the treatment or disposal of wastes.

B. APPLICATION REQUIREMENTS

1. **Deadlines for Application** – All public agencies that currently own or operate sanitary sewer systems within the State of California must apply for coverage under the general WDRs within six (6) months of the date of adoption of the general WDRs. Additionally, public agencies that acquire or assume responsibility for operating sanitary sewer systems after the date of adoption of this Order must apply for coverage under the general WDRs at least three (3) months prior to operation of those facilities.
2. **Applications under the general WDRs** – In order to apply for coverage pursuant to the general WDRs, a legally authorized representative for each agency must submit a complete application package. Within sixty (60) days of adoption of the general WDRs, State Water Board staff will send specific instructions on how to

apply for coverage under the general WDRs to all known public agencies that own sanitary sewer systems. Agencies that do not receive notice may obtain applications and instructions online on the Water Board's website.

3. Coverage under the general WDRs – Permit coverage will be in effect once a complete application package has been submitted and approved by the State Water Board's Division of Water Quality.

C. PROHIBITIONS

1. Any SSO that results in a discharge of untreated or partially treated wastewater to waters of the United States is prohibited.
2. Any SSO that results in a discharge of untreated or partially treated wastewater that creates a nuisance as defined in California Water Code Section 13050(m) is prohibited.

D. PROVISIONS

1. The Enrollee must comply with all conditions of this Order. Any noncompliance with this Order constitutes a violation of the California Water Code and is grounds for enforcement action.
2. It is the intent of the State Water Board that sanitary sewer systems be regulated in a manner consistent with the general WDRs. Nothing in the general WDRs shall be:
 - (i) Interpreted or applied in a manner inconsistent with the Federal Clean Water Act, or supersede a more specific or more stringent state or federal requirement in an existing permit, regulation, or administrative/judicial order or Consent Decree;
 - (ii) Interpreted or applied to authorize an SSO that is illegal under either the Clean Water Act, an applicable Basin Plan prohibition or water quality standard, or the California Water Code;
 - (iii) Interpreted or applied to prohibit a Regional Water Board from issuing an individual NPDES permit or WDR, superseding this general WDR, for a sanitary sewer system, authorized under the Clean Water Act or California Water Code; or
 - (iv) Interpreted or applied to supersede any more specific or more stringent WDRs or enforcement order issued by a Regional Water Board.
3. The Enrollee shall take all feasible steps to eliminate SSOs. In the event that an SSO does occur, the Enrollee shall take all feasible steps to contain and mitigate the impacts of an SSO.
4. In the event of an SSO, the Enrollee shall take all feasible steps to prevent untreated or partially treated wastewater from discharging from storm drains into

flood control channels or waters of the United States by blocking the storm drainage system and by removing the wastewater from the storm drains.

5. All SSOs must be reported in accordance with Section G of the general WDRs.
6. In any enforcement action, the State and/or Regional Water Boards will consider the appropriate factors under the duly adopted State Water Board Enforcement Policy. And, consistent with the Enforcement Policy, the State and/or Regional Water Boards must consider the Enrollee's efforts to contain, control, and mitigate SSOs when considering the California Water Code Section 13327 factors. In assessing these factors, the State and/or Regional Water Boards will also consider whether:
 - (i) The Enrollee has complied with the requirements of this Order, including requirements for reporting and developing and implementing a SSMP;
 - (ii) The Enrollee can identify the cause or likely cause of the discharge event;
 - (iii) There were no feasible alternatives to the discharge, such as temporary storage or retention of untreated wastewater, reduction of inflow and infiltration, use of adequate backup equipment, collecting and hauling of untreated wastewater to a treatment facility, or an increase in the capacity of the system as necessary to contain the design storm event identified in the SSMP. It is inappropriate to consider the lack of feasible alternatives, if the Enrollee does not implement a periodic or continuing process to identify and correct problems.
 - (iv) The discharge was exceptional, unintentional, temporary, and caused by factors beyond the reasonable control of the Enrollee;
 - (v) The discharge could have been prevented by the exercise of reasonable control described in a certified SSMP for:
 - Proper management, operation and maintenance;
 - Adequate treatment facilities, sanitary sewer system facilities, and/or components with an appropriate design capacity, to reasonably prevent SSOs (e.g., adequately enlarging treatment or collection facilities to accommodate growth, infiltration and inflow (I/I), etc.);
 - Preventive maintenance (including cleaning and fats, oils, and grease (FOG) control);
 - Installation of adequate backup equipment; and
 - Inflow and infiltration prevention and control to the extent practicable.
 - (vi) The sanitary sewer system design capacity is appropriate to reasonably prevent SSOs.

- (vii) The Enrollee took all reasonable steps to stop and mitigate the impact of the discharge as soon as possible.
7. When a sanitary sewer overflow occurs, the Enrollee shall take all feasible steps and necessary remedial actions to 1) control or limit the volume of untreated or partially treated wastewater discharged, 2) terminate the discharge, and 3) recover as much of the wastewater discharged as possible for proper disposal, including any wash down water.

The Enrollee shall implement all remedial actions to the extent they may be applicable to the discharge and not inconsistent with an emergency response plan, including the following:

- (i) Interception and rerouting of untreated or partially treated wastewater flows around the wastewater line failure;
 - (ii) Vacuum truck recovery of sanitary sewer overflows and wash down water;
 - (iii) Cleanup of debris at the overflow site;
 - (iv) System modifications to prevent another SSO at the same location;
 - (v) Adequate sampling to determine the nature and impact of the release; and
 - (vi) Adequate public notification to protect the public from exposure to the SSO.
8. The Enrollee shall properly, manage, operate, and maintain all parts of the sanitary sewer system owned or operated by the Enrollee, and shall ensure that the system operators (including employees, contractors, or other agents) are adequately trained and possess adequate knowledge, skills, and abilities.
9. The Enrollee shall allocate adequate resources for the operation, maintenance, and repair of its sanitary sewer system, by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures. These procedures must be in compliance with applicable laws and regulations and comply with generally acceptable accounting practices.
10. The Enrollee shall provide adequate capacity to convey base flows and peak flows, including flows related to wet weather events. Capacity shall meet or exceed the design criteria as defined in the Enrollee's System Evaluation and Capacity Assurance Plan for all parts of the sanitary sewer system owned or operated by the Enrollee.
11. The Enrollee shall develop and implement a written Sewer System Management Plan (SSMP) and make it available to the State and/or Regional Water Board upon request. A copy of this document must be publicly available at the Enrollee's office and/or available on the Internet. This SSMP must be approved by the Enrollee's governing board at a public meeting.

12. In accordance with the California Business and Professions Code sections 6735, 7835, and 7835.1, all engineering and geologic evaluations and judgments shall be performed by or under the direction of registered professionals competent and proficient in the fields pertinent to the required activities. Specific elements of the SSMP that require professional evaluation and judgments shall be prepared by or under the direction of appropriately qualified professionals, and shall bear the professional(s)' signature and stamp.
13. The mandatory elements of the SSMP are specified below. However, if the Enrollee believes that any element of this section is not appropriate or applicable to the Enrollee's sanitary sewer system, the SSMP program does not need to address that element. The Enrollee must justify why that element is not applicable. The SSMP must be approved by the deadlines listed in the SSMP Time Schedule below.

Sewer System Management Plan (SSMP)

- (i) **Goal:** The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.
- (ii) **Organization:** The SSMP must identify:
 - (a) The name of the responsible or authorized representative as described in Section J of this Order.
 - (b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and
 - (c) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).
- (iii) **Legal Authority:** Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:
 - (a) Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.);

- (b) Require that sewers and connections be properly designed and constructed;
 - (c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
 - (d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and
 - (e) Enforce any violation of its sewer ordinances.
- (iv) **Operation and Maintenance Program.** The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:
- (a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities;
 - (b) Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;
 - (c) Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
 - (d) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained; and

- (e) Provide equipment and replacement part inventories, including identification of critical replacement parts.

(v) **Design and Performance Provisions:**

- (a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and .
- (b) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

(vi) **Overflow Emergency Response Plan** - Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- (a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- (b) A program to ensure an appropriate response to all overflows;
- (c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;
- (d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- (e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- (f) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

(vii) **FOG Control Program:** Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

- (a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- (b) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
- (c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- (d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
- (e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;
- (f) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
- (g) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.

(viii) **System Evaluation and Capacity Assurance Plan:** The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:

- (a) **Evaluation:** Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs

that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;

- (b) **Design Criteria:** Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and
- (c) **Capacity Enhancement Measures:** The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
- (d) **Schedule:** The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.

(ix) **Monitoring, Measurement, and Program Modifications:** The Enrollee shall:

- (a) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
- (b) Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
- (c) Assess the success of the preventative maintenance program;
- (d) Update program elements, as appropriate, based on monitoring or performance evaluations; and
- (e) Identify and illustrate SSO trends, including: frequency, location, and volume.

(x) **SSMP Program Audits** - As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the

Enrollee's compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.

- (xi) **Communication Program** – The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.

The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.

14. Both the SSMP and the Enrollee's program to implement the SSMP must be certified by the Enrollee to be in compliance with the requirements set forth above and must be presented to the Enrollee's governing board for approval at a public meeting. The Enrollee shall certify that the SSMP, and subparts thereof, are in compliance with the general WDRs within the time frames identified in the time schedule provided in subsection D.15, below.

In order to complete this certification, the Enrollee's authorized representative must complete the certification portion in the Online SSO Database Questionnaire by checking the appropriate milestone box, printing and signing the automated form, and sending the form to:

State Water Resources Control Board
Division of Water Quality
Attn: SSO Program Manager
P.O. Box 100
Sacramento, CA 95812

The SSMP must be updated every five (5) years, and must include any significant program changes. Re-certification by the governing board of the Enrollee is required in accordance with D.14 when significant updates to the SSMP are made. To complete the re-certification process, the Enrollee shall enter the data in the Online SSO Database and mail the form to the State Water Board, as described above.

15. The Enrollee shall comply with these requirements according to the following schedule. This time schedule does not supersede existing requirements or time schedules associated with other permits or regulatory requirements.

Sewer System Management Plan Time Schedule

Task and Associated Section	Completion Date			
	Population > 100,000	Population between 100,000 and 10,000	Population between 10,000 and 2,500	Population < 2,500
Application for Permit Coverage Section C	6 months after WDRs Adoption			
Reporting Program Section G	6 months after WDRs Adoption ¹			
SSMP Development Plan and Schedule No specific Section	9 months after WDRs Adoption ²	12 months after WDRs Adoption ²	15 months after WDRs Adoption ²	18 months after WDRs Adoption ²
Goals and Organization Structure Section D 13 (i) & (ii)	12 months after WDRs Adoption ²		18 months after WDRs Adoption ²	
Overflow Emergency Response Program Section D 13 (vi)	24 months after WDRs Adoption ²	30 months after WDRs Adoption ²	36 months after WDRs Adoption ²	39 months after WDRs Adoption ²
Legal Authority Section D 13 (iii)				
Operation and Maintenance Program Section D 13 (iv)				
Grease Control Program Section D 13 (vii)	36 months after WDRs Adoption	39 months after WDRs Adoption	48 months after WDRs Adoption	51 months after WDRs Adoption
Design and Performance Section D 13 (v)				
System Evaluation and Capacity Assurance Plan Section D 13 (viii)				
Final SSMP, incorporating all of the SSMP requirements Section D 13				

1. In the event that by July 1, 2006 the Executive Director is able to execute a memorandum of agreement (MOA) with the California Water Environment Association (CWEA) or discharger representatives outlining a strategy and time schedule for CWEA or another entity to provide statewide training on the adopted monitoring program, SSO database electronic reporting, and SSMP development, consistent with this Order, then the schedule of Reporting Program Section G shall be replaced with the following schedule:

Reporting Program Section G	
Regional Boards 4, 8, and 9	8 months after WDRs Adoption
Regional Boards 1, 2, and 3	12 months after WDRs Adoption
Regional Boards 5, 6, and 7	16 months after WDRs Adoption

If this MOU is not executed by July 1, 2006, the reporting program time schedule will remain six (6) months for all regions and agency size categories.

2. In the event that the Executive Director executes the MOA identified in note 1 by July 1, 2006, then the deadline for this task shall be extended by six (6) months. The time schedule identified in the MOA must be consistent with the extended time schedule provided by this note. If the MOA is not executed by July 1, 2006, the six (6) month time extension will not be granted.

E. WDRs and SSMP AVAILABILITY

1. A copy of the general WDRs and the certified SSMP shall be maintained at appropriate locations (such as the Enrollee's offices, facilities, and/or Internet homepage) and shall be available to sanitary sewer system operating and maintenance personnel at all times.

F. ENTRY AND INSPECTION

1. The Enrollee shall allow the State or Regional Water Boards or their authorized representative, upon presentation of credentials and other documents as may be required by law, to:
 - a. Enter upon the Enrollee's premises where a regulated facility or activity is located or conducted, or where records are kept under the conditions of this Order;
 - b. Have access to and copy, at reasonable times, any records that must be kept under the conditions of this Order;

- c. Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this Order; and
- d. Sample or monitor at reasonable times, for the purposes of assuring compliance with this Order or as otherwise authorized by the California Water Code, any substances or parameters at any location.

G. GENERAL MONITORING AND REPORTING REQUIREMENTS

1. The Enrollee shall furnish to the State or Regional Water Board, within a reasonable time, any information that the State or Regional Water Board may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this Order. The Enrollee shall also furnish to the Executive Director of the State Water Board or Executive Officer of the applicable Regional Water Board, upon request, copies of records required to be kept by this Order.
2. The Enrollee shall comply with the attached Monitoring and Reporting Program No. 2006-0003 and future revisions thereto, as specified by the Executive Director. Monitoring results shall be reported at the intervals specified in Monitoring and Reporting Program No. 2006-0003. Unless superseded by a specific enforcement Order for a specific Enrollee, these reporting requirements are intended to replace other mandatory routine written reports associated with SSOs.
3. All Enrollees must obtain SSO Database accounts and receive a "Username" and "Password" by registering through the California Integrated Water Quality System (CIWQS). These accounts will allow controlled and secure entry into the SSO Database. Additionally, within 30 days of receiving an account and prior to recording spills into the SSO Database, all Enrollees must complete the "Collection System Questionnaire", which collects pertinent information regarding a Enrollee's collection system. The "Collection System Questionnaire" must be updated at least every 12 months.
4. Pursuant to Health and Safety Code section 5411.5, any person who, without regard to intent or negligence, causes or permits any untreated wastewater or other waste to be discharged in or on any waters of the State, or discharged in or deposited where it is, or probably will be, discharged in or on any surface waters of the State, as soon as that person has knowledge of the discharge, shall immediately notify the local health officer of the discharge. Discharges of untreated or partially treated wastewater to storm drains and drainage channels, whether man-made or natural or concrete-lined, shall be reported as required above.

Any SSO greater than 1,000 gallons discharged in or on any waters of the State, or discharged in or deposited where it is, or probably will be, discharged in or on any surface waters of the State shall also be reported to the Office of Emergency Services pursuant to California Water Code section 13271.

H. CHANGE IN OWNERSHIP

1. This Order is not transferable to any person or party, except after notice to the Executive Director. The Enrollee shall submit this notice in writing at least 30 days in advance of any proposed transfer. The notice must include a written agreement between the existing and new Enrollee containing a specific date for the transfer of this Order's responsibility and coverage between the existing Enrollee and the new Enrollee. This agreement shall include an acknowledgement that the existing Enrollee is liable for violations up to the transfer date and that the new Enrollee is liable from the transfer date forward.

I. INCOMPLETE REPORTS

1. If an Enrollee becomes aware that it failed to submit any relevant facts in any report required under this Order, the Enrollee shall promptly submit such facts or information by formally amending the report in the Online SSO Database.

J. REPORT DECLARATION

1. All applications, reports, or information shall be signed and certified as follows:
 - (i) All reports required by this Order and other information required by the State or Regional Water Board shall be signed and certified by a person designated, for a municipality, state, federal or other public agency, as either a principal executive officer or ranking elected official, or by a duly authorized representative of that person, as described in paragraph (ii) of this provision. (For purposes of electronic reporting, an electronic signature and accompanying certification, which is in compliance with the Online SSO database procedures, meet this certification requirement.)
 - (ii) An individual is a duly authorized representative only if:
 - (a) The authorization is made in writing by a person described in paragraph (i) of this provision; and
 - (b) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity.

K. CIVIL MONETARY REMEDIES FOR DISCHARGE VIOLATIONS

1. The California Water Code provides various enforcement options, including civil monetary remedies, for violations of this Order.
2. The California Water Code also provides that any person failing or refusing to furnish technical or monitoring program reports, as required under this Order, or

falsifying any information provided in the technical or monitoring reports is subject to civil monetary penalties.

L. SEVERABILITY

1. The provisions of this Order are severable, and if any provision of this Order, or the application of any provision of this Order to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this Order, shall not be affected thereby.
2. This order does not convey any property rights of any sort or any exclusive privileges. The requirements prescribed herein do not authorize the commission of any act causing injury to persons or property, nor protect the Enrollee from liability under federal, state or local laws, nor create a vested right for the Enrollee to continue the waste discharge.

CERTIFICATION

The undersigned Clerk to the State Water Board does hereby certify that the foregoing is a full, true, and correct copy of general WDRs duly and regularly adopted at a meeting of the State Water Resources Control Board held on May 2, 2006.

AYE: Tam M. Doduc
Gerald D. Secundy

NO: Arthur G. Baggett

ABSENT: None

ABSTAIN: None



Song Her
Clerk to the Board

STATE WATER RESOURCES CONTROL BOARD

MONITORING AND REPORTING PROGRAM NO. 2006-0003-DWQ STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITARY SEWER SYSTEMS

This Monitoring and Reporting Program (MRP) establishes monitoring, record keeping, reporting and public notification requirements for Order No. 2006-2003-DWQ, "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems." Revisions to this MRP may be made at any time by the Executive Director, and may include a reduction or increase in the monitoring and reporting.

A. SANITARY SEWER OVERFLOW REPORTING

SSO Categories

1. Category 1 - All discharges of sewage resulting from a failure in the Enrollee's sanitary sewer system that:
 - A. Equal or exceed 1000 gallons, or
 - B. Result in a discharge to a drainage channel and/or surface water; or
 - C. Discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system.
2. Category 2 – All other discharges of sewage resulting from a failure in the Enrollee's sanitary sewer system.
3. Private Lateral Sewage Discharges – Sewage discharges that are caused by blockages or other problems within a privately owned lateral.

SSO Reporting Timeframes

4. Category 1 SSOs – All SSOs that meet the above criteria for Category 1 SSOs must be reported as soon as: (1) the Enrollee has knowledge of the discharge, (2) reporting is possible, and (3) reporting can be provided without substantially impeding cleanup or other emergency measures. Initial reporting of Category 1 SSOs must be reported to the Online SSO System as soon as possible but no later than 3 business days after the Enrollee is made aware of the SSO. Minimum information that must be contained in the 3-day report must include all information identified in section 9 below, except for item 9.K. A final certified report must be completed through the Online SSO System, within 15 calendar days of the conclusion of SSO response and remediation. Additional information may be added to the certified report, in the form of an attachment, at any time.

The above reporting requirements do not preclude other emergency notification requirements and timeframes mandated by other regulatory agencies (local

County Health Officers, local Director of Environmental Health, Regional Water Boards, or Office of Emergency Services (OES)) or State law.

5. Category 2 SSOs – All SSOs that meet the above criteria for Category 2 SSOs must be reported to the Online SSO Database within 30 days after the end of the calendar month in which the SSO occurs (e.g. all SSOs occurring in the month of January must be entered into the database by March 1st).
6. Private Lateral Sewage Discharges – All sewage discharges that meet the above criteria for Private Lateral sewage discharges may be reported to the Online SSO Database based upon the Enrollee's discretion. If a Private Lateral sewage discharge is recorded in the SSO Database, the Enrollee must identify the sewage discharge as occurring and caused by a private lateral, and a responsible party (other than the Enrollee) should be identified, if known.
7. If there are no SSOs during the calendar month, the Enrollee will provide, within 30 days after the end of each calendar month, a statement through the Online SSO Database certifying that there were no SSOs for the designated month.
8. In the event that the SSO Online Database is not available, the enrollee must fax all required information to the appropriate Regional Water Board office in accordance with the time schedules identified above. In such event, the Enrollee must also enter all required information into the Online SSO Database as soon as practical.

Mandatory Information to be Included in SSO Online Reporting

All Enrollees must obtain SSO Database accounts and receive a "Username" and "Password" by registering through the California Integrated Water Quality System (CIWQS). These accounts will allow controlled and secure entry into the SSO Database. Additionally, within thirty (30) days of receiving an account and prior to recording SSOs into the SSO Database, all Enrollees must complete the "Collection System Questionnaire", which collects pertinent information regarding an Enrollee's collection system. The "Collection System Questionnaire" must be updated at least every 12 months.

At a minimum, the following mandatory information must be included prior to finalizing and certifying an SSO report for each category of SSO:

9. Category 2 SSOs:
 - A. Location of SSO by entering GPS coordinates;
 - B. Applicable Regional Water Board, i.e. identify the region in which the SSO occurred;
 - C. County where SSO occurred;
 - D. Whether or not the SSO entered a drainage channel and/or surface water;
 - E. Whether or not the SSO was discharged to a storm drain pipe that was not fully captured and returned to the sanitary sewer system;

- F. Estimated SSO volume in gallons;
- G. SSO source (manhole, cleanout, etc.);
- H. SSO cause (mainline blockage, roots, etc.);
- I. Time of SSO notification or discovery;
- J. Estimated operator arrival time;
- K. SSO destination;
- L. Estimated SSO end time; and
- M. SSO Certification. Upon SSO Certification, the SSO Database will issue a Final SSO Identification (ID) Number.

10. Private Lateral Sewage Discharges:

- A. All information listed above (if applicable and known), as well as;
- B. Identification of sewage discharge as a private lateral sewage discharge; and
- C. Responsible party contact information (if known).

11. Category 1 SSOs:

- A. All information listed for Category 2 SSOs, as well as;
- B. Estimated SSO volume that reached surface water, drainage channel, or not recovered from a storm drain;
- C. Estimated SSO amount recovered;
- D. Response and corrective action taken;
- E. If samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA must be selected.
- F. Parameters that samples were analyzed for (if applicable);
- G. Identification of whether or not health warnings were posted;
- H. Beaches impacted (if applicable). If no beach was impacted, NA must be selected;
- I. Whether or not there is an ongoing investigation;
- J. Steps taken or planned to reduce, eliminate, and prevent reoccurrence of the overflow and a schedule of major milestones for those steps;
- K. OES control number (if applicable);
- L. Date OES was called (if applicable);
- M. Time OES was called (if applicable);
- N. Identification of whether or not County Health Officers were called;
- O. Date County Health Officer was called (if applicable); and
- P. Time County Health Officer was called (if applicable).

Reporting to Other Regulatory Agencies

These reporting requirements do not preclude an Enrollee from reporting SSOs to other regulatory agencies pursuant to California state law. These reporting requirements do not replace other Regional Water Board telephone reporting requirements for SSOs.

1. The Enrollee shall report SSOs to OES, in accordance with California Water Code Section 13271.

Office of Emergency Services
Phone (800) 852-7550

2. The Enrollee shall report SSOs to County Health officials in accordance with California Health and Safety Code Section 5410 et seq.
3. The SSO database will automatically generate an e-mail notification with customized information about the SSO upon initial reporting of the SSO and final certification for all Category 1 SSOs. E-mails will be sent to the appropriate County Health Officer and/or Environmental Health Department if the county desires this information, and the appropriate Regional Water Board.

B. Record Keeping

1. Individual SSO records shall be maintained by the Enrollee for a minimum of five years from the date of the SSO. This period may be extended when requested by a Regional Water Board Executive Officer.
3. All records shall be made available for review upon State or Regional Water Board staff's request.
4. All monitoring instruments and devices that are used by the Enrollee to fulfill the prescribed monitoring and reporting program shall be properly maintained and calibrated as necessary to ensure their continued accuracy;
5. The Enrollee shall retain records of all SSOs, such as, but not limited to and when applicable:
 - a. Record of Certified report, as submitted to the online SSO database;
 - b. All original recordings for continuous monitoring instrumentation;
 - c. Service call records and complaint logs of calls received by the Enrollee;
 - d. SSO calls;
 - e. SSO records;
 - f. Steps that have been and will be taken to prevent the SSO from recurring and a schedule to implement those steps.
 - g. Work orders, work completed, and any other maintenance records from the previous 5 years which are associated with responses and investigations of system problems related to SSOs;
 - h. A list and description of complaints from customers or others from the previous 5 years; and
 - i. Documentation of performance and implementation measures for the previous 5 years.
6. If water quality samples are required by an environmental or health regulatory agency or State law, or if voluntary monitoring is conducted by the Enrollee or its agent(s), as a result of any SSO, records of monitoring information shall include:

- a. The date, exact place, and time of sampling or measurements;
- b. The individual(s) who performed the sampling or measurements;
- c. The date(s) analyses were performed;
- d. The individual(s) who performed the analyses;
- e. The analytical technique or method used; and,
- f. The results of such analyses.

C. Certification

1. All final reports must be certified by an authorized person as required by Provision J of the Order.
2. Registration of authorized individuals, who may certify reports, will be in accordance with the CIWQS' protocols for reporting.

Monitoring and Reporting Program No. 2006-0003 will become effective on the date of adoption by the State Water Board.

CERTIFICATION

The undersigned Clerk to the Board does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the State Water Board held on May 2, 2006.



Song Her
Clerk to the Board

STATE OF CALIFORNIA
STATE WATER RESOURCES CONTROL BOARD

ORDER NO. WQ 2008-0002-EXEC

ADOPTING AMENDED MONITORING AND REPORTING REQUIREMENTS FOR
STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS FOR SANITARY SEWER
SYSTEMS

The State of California, Water Resources Control Board (State Water Board) finds:

1. The State Water Board is authorized to prescribe statewide general waste discharge requirements for categories of discharges that involve the same or similar operations and the same or similar types of waste pursuant to Water Code 13263, subdivision (i).
2. The State Water Board on May 2, 2006, adopted Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Order No. 2006-0003-DWQ, pursuant to that authority.
3. The State Water Board on May 2, 2006, adopted Monitoring and Reporting Requirements to implement the General Waste Discharge Requirements for Sanitary Sewer Systems.
4. State Water Board Order No. 2006-0003-DWQ, paragraph G.2., and the Monitoring and Reporting Requirements, both provide that the Executive Director may modify the terms of the Monitoring and Reporting Requirements at any time.
5. The time allowed in those Monitoring and Reporting Requirements for the filing of the initial report of an overflow is too long to adequately protect the public health and safety or the beneficial uses of the waters of the state when there is a sewage collection system spill. An additional notification requirement is necessary and appropriate to ensure the Office of Emergency Services, local public health officials, and the applicable regional water quality control board are apprised of a spill that reaches a drainage channel or surface water.
6. Further, the burden of providing a notification as soon as possible is de minimis and will allow response agencies to take action as soon as possible to protect public health and safety and beneficial uses of the waters of the state.

IT IS HEREBY ORDERED THAT:

Pursuant to the authority delegated by Resolution No. 2002-0104 and Order No. 2006-0003-DWQ, the Monitoring and Reporting Requirements for Statewide General Waste Discharge Requirements for Sanitary Sewer Systems No. 2006-0003-DWQ is hereby amended as shown in Attachment A, with new text indicated by double-underline.

Dated: February 20, 2008



Dorothy Rice
Executive Director

ATTACHMENT A

STATE WATER RESOURCES CONTROL BOARD
MONITORING AND REPORTING PROGRAM NO. 2006-0003-DWQ
(AS REVISED BY ORDER NO. WQ 2008-0002-EXEC)

STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENTS
FOR
SANITARY SEWER SYSTEMS

This Monitoring and Reporting Program (MRP) establishes monitoring, record keeping, reporting and public notification requirements for Order No. 2006-2003-DWQ, "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems." Revisions to this MRP may be made at any time by the Executive Director, and may include a reduction or increase in the monitoring and reporting.

NOTIFICATION

Although State and Regional Water Board staff do not have duties as first responders, this Monitoring and Reporting Program is an appropriate mechanism to ensure that the agencies that do have first responder duties are notified in a timely manner in order to protect public health and beneficial uses.

1. For any discharges of sewage that results in a discharge to a drainage channel or a surface water, the Discharger shall, as soon as possible, but not later than two (2) hours after becoming aware of the discharge, notify the State Office of Emergency Services, the local health officer or directors of environmental health with jurisdiction over affected water bodies, and the appropriate Regional Water Quality Control Board.
2. As soon as possible, but no later than twenty-four (24) hours after becoming aware of a discharge to a drainage channel or a surface water, the Discharger shall submit to the appropriate Regional Water Quality Control Board a certification that the State Office of Emergency Services and the local health officer or directors of environmental health with jurisdiction over the affected water bodies have been notified of the discharge.

A. SANITARY SEWER OVERFLOW REPORTING

SSO Categories

1. Category 1 - All discharges of sewage resulting from a failure in the Enrollee's sanitary sewer system that:
 - A. Equal or exceed 1000 gallons, or
 - B. Result in a discharge to a drainage channel and/or surface water; or
 - C. Discharge to a storm drainpipe that was not fully captured and returned to the sanitary sewer system.

2. Category 2 – All other discharges of sewage resulting from a failure in the Enrollee's sanitary sewer system.
3. Private Lateral Sewage Discharges – Sewage discharges that are caused by blockages or other problems within a privately owned lateral.

SSO Reporting Timeframes

4. Category 1 SSOs – Except as provided above, all SSOs that meet the above criteria for Category 1 SSOs must be reported as soon as: (1) the Enrollee has knowledge of the discharge, (2) reporting is possible, and (3) reporting can be provided without substantially impeding cleanup or other emergency measures. Initial reporting of Category 1 SSOs must be reported to the Online SSO System as soon as possible but no later than 3 business days after the Enrollee is made aware of the SSO. Minimum information that must be contained in the 3-day report must include all information identified in section 9 below, except for item 9.K. A final certified report must be completed through the Online SSO System, within 15 calendar days of the conclusion of SSO response and remediation. Additional information may be added to the certified report, in the form of an attachment, at any time.

The above reporting requirements are in addition to do not preclude other emergency notification requirements and timeframes mandated by other regulatory agencies (local County Health Officers, local Director of Environmental Health, Regional Water Boards, or Office of Emergency Services (OES)) or State law.

5. Category 2 SSOs – All SSOs that meet the above criteria for Category 2 SSOs must be reported to the Online SSO Database within 30 days after the end of the calendar month in which the SSO occurs (e.g. all SSOs occurring in the month of January must be entered into the database by March 1st).
6. Private Lateral Sewage Discharges – All sewage discharges that meet the above criteria for Private Lateral sewage discharges may be reported to the Online SSO Database based upon the Enrollee's discretion. If a Private Lateral sewage discharge is recorded in the SSO Database, the Enrollee must identify the sewage discharge as occurring and caused by a private lateral, and a responsible party (other than the Enrollee) should be identified, if known.
7. If there are no SSOs during the calendar month, the Enrollee will provide, within 30 days after the end of each calendar month, a statement through the Online SSO Database certifying that there were no SSOs for the designated month.
8. In the event that the SSO Online Database is not available, the enrollee must fax all required information to the appropriate Regional Water Board office in

accordance with the time schedules identified above. In such event, the Enrollee must also enter all required information into the Online SSO Database as soon as practical.

Mandatory Information to be Included in SSO Online Reporting

All Enrollees must obtain SSO Database accounts and receive a "Username" and "Password" by registering through the California Integrated Water Quality System (CIWQS). These accounts will allow controlled and secure entry into the SSO Database. Additionally, within thirty (30) days of receiving an account and prior to recording SSOs into the SSO Database, all Enrollees must complete the "Collection System Questionnaire", which collects pertinent information regarding an Enrollee's collection system. The "Collection System Questionnaire" must be updated at least every 12 months.

At a minimum, the following mandatory information must be included prior to finalizing and certifying an SSO report for each category of SSO:

9. Category 2 SSOs:

- A. Location of SSO by entering GPS coordinates;
- B. Applicable Regional Water Board, i.e. identify the region in which the SSO occurred;
- C. County where SSO occurred;
- D. Whether or not the SSO entered a drainage channel and/or surface water;
- E. Whether or not the SSO was discharged to a storm drain pipe that was not fully captured and returned to the sanitary sewer system;
- F. Estimated SSO volume in gallons;
- G. SSO source (manhole, cleanout, etc.);
- H. SSO cause (mainline blockage, roots, etc.);
- I. Time of SSO notification or discovery;
- J. Estimated operator arrival time;
- K. SSO destination;
- L. Estimated SSO end time; and
- M. SSO Certification. Upon SSO Certification, the SSO Database will issue a Final SSO Identification (ID) Number.

10. Private Lateral Sewage Discharges:

- A. All information listed above (if applicable and known), as well as;
- B. Identification of sewage discharge as a private lateral sewage discharge; and
- C. Responsible party contact information (if known).

11. Category 1 SSOs:

- A. All information listed for Category 2 SSOs, as well as;
- B. Estimated SSO volume that reached surface water, drainage channel, or not recovered from a storm drain;
- C. Estimated SSO amount recovered;
- D. Response and corrective action taken;
- E. If samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA must be selected.
- F. Parameters that samples were analyzed for (if applicable);
- G. Identification of whether or not health warnings were posted;
- H. Beaches impacted (if applicable). If no beach was impacted, NA must be selected;
- I. Whether or not there is an ongoing investigation;
- J. Steps taken or planned to reduce, eliminate, and prevent reoccurrence of the overflow and a schedule of major milestones for those steps;
- K. OES control number (if applicable);
- L. Date OES was called (if applicable);
- M. Time OES was called (if applicable);
- N. Identification of whether or not County Health Officers were called;
- O. Date County Health Officer was called (if applicable); and
- P. Time County Health Officer was called (if applicable).

Reporting to Other Regulatory Agencies

These reporting requirements do not preclude an Enrollee from reporting SSOs to other regulatory agencies pursuant California state law. These reporting requirements do not replace other Regional Water Board telephone reporting requirements for SSOs.

1. The Enrollee shall report SSOs to OES, in accordance with California Water Code Section 13271.

Office of Emergency Services
Phone (800) 852-7550

2. The Enrollee shall report SSOs to County Health officials in accordance with California Health and Safety Code Section 5410 et seq.
3. The SSO database will automatically generate an e-mail notification with customized information about the SSO upon initial reporting of the SSO and final certification for all Category 1 SSOs. E-mails will be sent to the appropriate County Health Officer and/or Environmental Health Department if the county desires this information, and the appropriate Regional Water Board.

B. Record Keeping

1. Individual SSO records shall be maintained by the Enrollee for a minimum of five years from the date of the SSO. This period may be extended when requested by a Regional Water Board Executive Officer.

[2. Omitted.]

3. All records shall be made available for review upon State or Regional Water Board staff's request.
4. All monitoring instruments and devices that are used by the Enrollee to fulfill the prescribed monitoring and reporting program shall be properly maintained and calibrated as necessary to ensure their continued accuracy;
5. The Enrollee shall retain records of all SSOs, such as, but not limited to and when applicable:
 - a. Record of Certified report, as submitted to the online SSO database;
 - b. All original recordings for continuous monitoring instrumentation;
 - c. Service call records and complaint logs of calls received by the Enrollee;
 - d. SSO calls;
 - e. SSO records;
 - f. Steps that have been and will be taken to prevent the SSO from recurring and a schedule to implement those steps.
 - g. Work orders, work completed, and any other maintenance records from the previous 5 years which are associated with responses and investigations of system problems related to SSOs;
 - h. A list and description of complaints from customers or others from the previous 5 years; and
 - i. Documentation of performance and implementation measures for the previous 5 years.
6. If water quality samples are required by an environmental or health regulatory agency or State law, or if voluntary monitoring is conducted by the Enrollee or its agent(s), as a result of any SSO, records of monitoring information shall include:
 - a. The date, exact place, and time of sampling or measurements;
 - b. The individual(s) who performed the sampling or measurements;
 - c. The date(s) analyses were performed;
 - d. The individual(s) who performed the analyses;
 - e. The analytical technique or method used; and,
 - f. The results of such analyses.


C. Certification

1. All final reports must be certified by an authorized person as required by Provision J of the Order.
2. Registration of authorized individuals, who may certify reports, will be in accordance with the CIWQS' protocols for reporting.

Monitoring and Reporting Program No. 2006-0003 will become effective on the date of adoption by the State Water Board. The notification requirements added by Order No. WQ 2008-0002-EXEC will become effective upon issuance by the Executive Director.

CERTIFICATION

The undersigned Clerk to the Board does hereby certify that the foregoing is a full, true, and correct copy of an order amended by the Executive Director of the State Water Board.



Jeanne Townsend
Clerk to the Board



Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

Sep. 8, 2010

Eva Verdin
649 Pier Ave.
Oceano, CA 93445

**SUBJECT: APN 061-112-025,061-112-026;OCSD PROJECT #6383;SLO CO # DRC2009-00080;
OWNER/PROJECT: Eva Verdin/ Detached Storage Building**

Dear Mr. Verdin:

Oceano Community Services District will serve the detached storage building proposed for APN 061-112-025, 061-112-026 subject to the following conditions:

1. Obtain valid OCSD and SSLOCSD permits. There are no fees due to OCSD.
2. Show onsite water and sewer services and cleanouts on plot plan.
3. Offsite improvements for water, sewer, street lighting, and/or fire protection may be required and will be determined when engineered plans are submitted for District review.
4. A fire safety plan will be required.
5. If any of the District facilities are required to be moved, raised, or in any way altered or changed because of required conditions of the District or any other agency having jurisdiction over the proposed development, the owner, developer, contractor, or agent responsible shall bring such facilities up to a minimum District standard of design and access.
6. If District facilities (such as water and/or sewer lines) extend into or across the subject property, you will be required to prepare and submit appropriate easement documents and/or encroachment permits for acceptance by the District's Board of Directors and recording with the County Clerk-Recorder.
7. All projects will require final inspections by OCSD.

Curbs, gutters, and sidewalks will be required pursuant to County Ordinance 22.05.106 at owner's expense.

This will serve letter will expire Sep. 8, 2011, and is nontransferable. The District reserves the right to review service at the time permits are issued. If you have any questions, please contact the office at (805) 481-6730.

Respectfully submitted,

OCEANO COMMUNITY SERVICES DISTRICT

Raffaele F. Montemurro, General Manager
RFM/cr



Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

Sep. 8, 2010

Sue Kowal
SLO County Planning & Building Department
976 Osos St.. Room 200
San Luis Obispo, CA 93408

**SUBJECT: FIRE SAFETY PLAN APN 061-112-025, 061-112-026
OCSD PROJ# 6383.00; SLO CO PERMIT # 2009-00080
OWNER/PROJECT: EVA VERDIN/DETACHED STORAGE BUILDING**

Dear Ms. Kowal:

After reviewing information concerning the above building permit application, OCSD has determined that this project's Fire Safety Plan is in compliance with all present standards of the Oceano Community Services District Fire Department.

If you have any questions, or require further information, please feel free to call.

Respectfully submitted,

OCEANO COMMUNITY SERVICES DISTRICT


John Bova, Fire Captain
For Raffaele F. Montemurro, General Manager



Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

Sep. 8, 2010

Eva Verdin
649 Pier Ave.
Oceano, CA 93445

SUBJECT: APN 061-112-025, 061-112-026; OCSD PROJ #6383
OWNER/PROJECT: VERDIN/ DETACHED STORAGE BUILDING

Dear Mr. Verdin:

The Fire Department has reviewed the Fire Safety Plan for the above captioned building permit. All Fire Department requirements have been satisfied, and the Fire Safety Plan is approved.

If you have any questions, or require further information, please feel free to call.

Respectfully submitted,

OCEANO COMMUNITY SERVICES DISTRICT

Raffaele F. Montemurro, General Manager

Date : August 3, 2010
To : Oceano Community Services District
P.O. Box 599
Oceano, CA 93475
From : **Laura Gough**
Studio2G Architects, LLP
355 Pacific Street, Suite A
San Luis Obispo, California 93401
Project / Job No. : **Old Juan's Cantina - Dry Storage**
Subject : Will Serve Request for Detached Storage Bldg and Employee Restroom;
APN's 061-112-025, 061-112-026



To whom It May Concern,

Attached is a set of plans for the Detached Storage Bldg; APN's 061-112-025, 061-112-026. I am requesting a will serve letter for water, sewer, and fire protection. Please provide an estimate of fees that will be required by OCSD for this project, also.

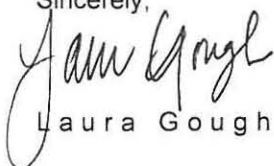
I have attached the completed Fire Safety Plan questionnaire, along with a plot plan showing the proposed location for the water and sewer services.

I am the agent of the property (architect) and am in the process of obtaining a Building Permit as required by the County of San Luis Obispo. This project has already received Planning Approval through a Minor Use Permit; Permit #DRC2009-00080

The owner's name is Eva Verdin. Address: P.O. Box 1127, Oceano, Ca 93445. Phone #:805-489-5680

If you have any questions, or need additional information, please call me at 805-594-0771, ext. 112.

Sincerely,


Laura Gough

August 5, 2010

Oceano Community Services District
P. O. Box 599
Oceano, CA 93475-0599

Subject: WILL SERVE REQUEST FOR SFR; APN 061-112-026/061-112-025
OWNER: EVA VERDIN 489-5680
649 PIER AVE

Gentlemen:


Attached is a set of plans for the ~~RESTROOM/STORAGE~~ I am proposing to build on APN 061-112-026/061. I am requesting a will serve letter for water, sewer, fire protection and street lighting services. Please provide an estimate of fees that will be required by OCSD for this project, also.

I have attached the completed Fire Safety Plan questionnaire, along with a plot plan showing the proposed location for the water and sewer services.

I am the current owner of the property and am in the processing of obtaining a Minor Use Permit as required by the County of San Luis Obispo prior to submittal of plans for Plan Check and issuance of a building permit.

If you have any questions, or need additional information, please call me

Yours truly,


KRIS REISWIG
REISWIG & REISWIG CONST.
137 N. 8TH ST.
GROVER BEACH, CA 93433
710-6896

Enclosures



Oceano Community Services District

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

(805) 481-6730

FAX (805) 481-6836

FIRE SAFETY INFORMATION

APPLICANT INFORMATION

OCSD Project # 6303 APN # 061-112-026/061-112-025 SLO County # _____

Owner's Name Eva Verdin

Address 649 Pier Ave. City Oceano Zip 93445

Work Phone (805) 489-5680 Home () _____

TYPE OF CONSTRUCTION

SFR _____ Commercial Type VB Residential/Commercial _____ Industrial _____

PROJECT LOCATION OR ADDRESS

649 Pier Ave., Oceano, CA 93445

CONSTRUCTION INFORMATION

Is this project new construction? Yes X No _____

Add-on to existing structure? Yes _____ No X

If yes, what type? Remodel _____ Other Detached Storage Building

PROJECT SIZE

Total square footage if new construction: 1st Floor 176 sqft 2nd Floor _____ Garage _____

Total square footage if remodel or add-on: 1st Floor _____ 2nd Floor _____ Garage _____

Is there any structure(s) within 10 feet of this project? Yes _____ No X

If yes, how many and what is the total square footage of each: _____

Are you planning to install a fire/life safety residential sprinkler system in your home? Yes _____ No N/A

FIRE DEPARTMENT ACCESS

Will any portion of the access road or driveway exceed a 12% grade? Yes _____ No X

Is any portion of the access road less than 20 feet wide? Yes _____ No X

Is any portion of the proposed structure more than 150 feet from the access road? Yes _____ No X

Is any part of the proposed structure three stories or more high? Yes _____ No X

WATER SUPPLY (FIRE FLOW)

Will your project be served by the OCSD water system? Yes X No _____

Is there a well on the property? Yes _____ No X

How far, in feet, is the residence from the nearest hydrant? approx. 100 ft.

COMMENTS

Please provide any information you feel will be helpful in our fire safety evaluation.

A PLOT PLAN IS REQUIRED WITH THIS APPLICATION. THE PLAN SHALL INCLUDE AN AREA MAP, ACCESS ROAD, DRIVEWAY, TURNOUTS, PROPOSED AND EXISTING BUILDINGS, AND THE LOCATION OF THE HYDRANT OR FIRE DEPARTMENT CONNECTION.

"Fire/Life Safety Requirements" is attached. A copy of these requirements shall remain on the project site until final inspection or certification of occupancy has been issued.

If you have any questions, feel free to contact Oceano Community Services District at 1655 Front Street, Oceano, CA, 93445, or by calling (805) 481-6730

Juan Angel Studio 24 8.3.10
Signature of Applicant/Agent Date

FOR OCSD USE ONLY:

1. What is the observed fire flow of nearest hydrant? _____

2. Is the proposed structure served by an all-weather road? Yes _____ No _____

Surface of access road: Asphalt _____ Redrock _____ Other _____

Completed by _____ Date _____

OCEANO COMMUNITY SERVICES DISTRICT
FIRE SAFETY PLAN
ATTACHMENT A

22.05.082 - FIRE SAFETY PLAN

b. Fire Safety Plan Content:

1. Urban and village areas: A fire safety plan is to identify the location of the fire hydrant nearest to the site; the location of any emergency firefighting equipment or water supplies on the proposed site; the location of any explosive or flammable materials; and means of access to all structures available for firefighting equipment.
2. Rural areas: A fire safety plan is to include the location of: available water storage; any storage of fuel, explosives, flammable or combustible liquids and gases; and identification of the extent of proposed vegetative fuel reduction areas.
3. Exception of content requirements: Where the applicable fire protection agency determines that information provided with the project application and plans is sufficient to enable fire safety review without the need for a separate fire safety plan, the information required by subsections b(1) and b(2) of this section need not be supplied. A letter verifying the adequacy of application information shall be submitted to the Planning and Building Department.

[County of San Luis Obispo, Amended 1991, Ord. 2523]

OCSD: #4100:TR01(09/98)

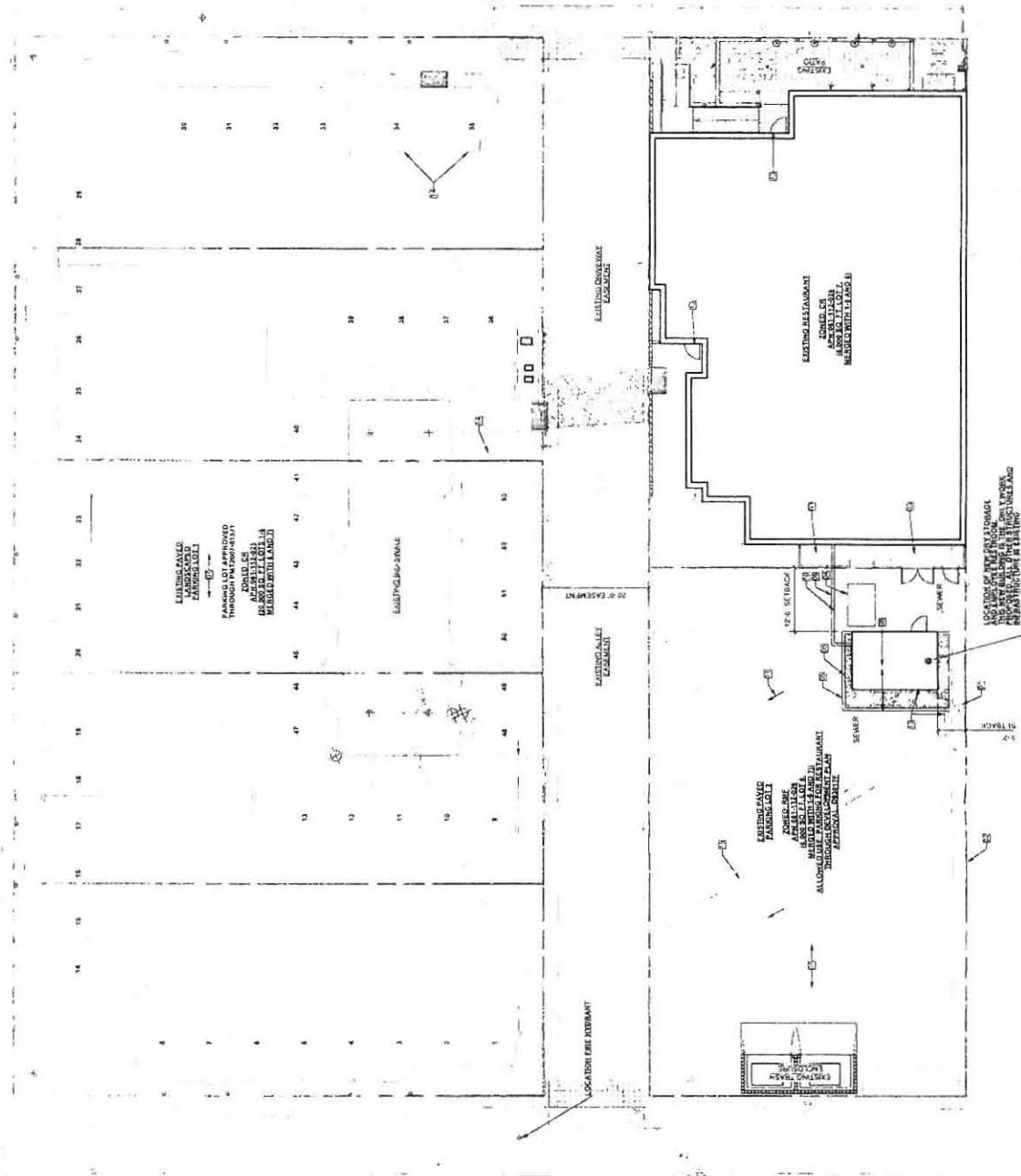
PILOT PLAN KEYNOTES

1. EXISTING LOCATION OF SIGN
2. EXISTING WOOD FENCE
3. EXISTING DRIVEWAY
4. EXISTING DRIVEWAY TRAP FOR RESTAURANT
5. EXISTING DRIVEWAY TRAP FOR RESTAURANT
6. NEW EXISTING DRIVEWAY TRAP FOR RESTAURANT
7. NEW EXISTING DRIVEWAY TRAP FOR RESTAURANT
8. ASPHALT DRIVEWAY TRAP FOR RESTAURANT
9. ASPHALT DRIVEWAY TRAP FOR RESTAURANT
10. PROVIDE FOR WATER FROM EXISTING RESTAURANT
11. PROVIDE FOR WATER FROM EXISTING RESTAURANT
12. CONNECT TO EXISTING SEWER - PROVIDE CLEANOUT
13. EXISTING CUSTOMER ENTRY TO RESTAURANT
14. EXISTING CUSTOMER ENTRY TO RESTAURANT
15. EXISTING SEWER LINE

PACIFIC BLVD. (HWY 1) 80'0" WIDE

MONROE DR. 60'0" WIDE

PIER AVE 60'0" WIDE



PILOT PLAN-OLD JUAN'S CANTINA, DRY STORAGE/EMPLOYEE RESTROOM BUILDING