




December 18, 2017

TO: LOCSD Board of Directors
FROM: Ann Kudart, Administrative Services Manager 
SUBJECT: **Agenda Item 11B – 1/18/2018 Board Meeting**
Approve Prior Meeting Minutes

President
Jon-Erik G. Storm

Vice President
Vicki L. Milledge

Directors
Charles L. Cesena
Marshall E. Ochylski
Louis G. Tornatzky

General Manager
Renee Osborne

District Accountant
Robert Stilts, CPA

Unit Chief
Scott M. Jalbert

Battalion Chief
Greg Alex

DESCRIPTION

Attached are minutes from your Board's Regular Meeting held December 7, 2017 for your approval.

STAFF RECOMMENDATION

This item will be approved along with the Consent Calendar unless it is pulled by a Director for separate consideration. If so, Staff recommends that the Board adopt the following motion:

Motion: I move that the Board approve the minutes of the December 7, 2017.

Attachment

Mailing Address:
P.O. Box 6064
Los Osos, CA 93412

Offices:
2122 9th Street, Suite 102
Los Osos, CA 93402

Phone: 805/528-9370
FAX: 805/528-9377

www.lososocsd.org

**Los Osos Community Services District
DRAFT Minutes of the Regular Meeting of December 7, 2017**

| AGENDA ITEM | DISCUSSION OR ACTION |
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| <p>1. CALL TO ORDER/FLAG SALUTE/SILENT OBSERVANCE/ROLL CALL</p> | <p>President Storm called the meeting to order at 6:02 p.m. and led the flag salute.</p> <p>Roll Call: Charles Cesena, Director – Present Marshall Ochylski, Director – Present Louis Tornatzky, Director – Present Vicki Milledge, Vice President – Present Jon-Erik Storm, President – Absent</p> <p>The following Staff were present: Renee Osborne, General Manager Roy Hanley, District Legal Counsel Ann Kudart, Administrative Services Manager</p> |
| <p>2. ANNOUNCEMENT OF CLOSED SESSION ITEMS</p> | <p>Vice President Milledge announced that the Board would convene to Closed Session for the following:</p> <p>A. <u>REAL PROPERTY MATTERS (Government Code §54956.8)</u> Conference with Real Property Negotiator Property: APN 074-229-027 (a portion of the County Property on Palisades Avenue) Agency Negotiator: Renee Osborne, General Manager and Roy Hanley, District Counsel Negotiating Parties: San Luis Obispo County Instruction to Negotiator: Price and Terms of Lease</p> <p>B. <u>CONFERENCE WITH LABOR NEGOTIATORS [Government Code 54957.6]</u> Agency designated representatives: General Manager Renee Osborne and District Counsel Roy Hanley Employee designated representative: San Luis Obispo County Employees' Association</p> <p>C. <u>CONFERENCE WITH LEGAL COUNSEL-LIABILITY CLAIM [Government Code 94961]</u> Claimant: Jason Zatt, Utility Compliance Technician II Agency Claimed Against: Los Osos Community Services District</p> <p>Public Comment: Julie Tacker supported a dog park but opposed the District being the lead agency.</p> <p>The Board adjourned to Closed Session at 6:08 p.m.</p> |
| <p>3. PUBLIC COMMENT</p> <p>4. ADJOURN TO CLOSED SESSION</p> | |
| <p>5. RECONVENE TO OPEN SESSION</p> | <p>The Board reconvened to Open Session at 7:01 p.m. President Storm led the flag salute and asked for a moment of silence.</p> <p>Roll Call: Chuck Cesena, Director – Present Marshall Ochylski, Director – Present Lou Tornatzky, Director – Present Vicki Milledge, Vice President – Present Jon-Erik Storm, President - Absent</p> <p>The following Staff were present: Renee Osborne, General Manager Roy Hanley, District Legal Counsel Greg Alex, Battalion Chief Jose Acosta, Utility Systems Manager Ann Kudart, Administrative Services Manager</p> |
| <p>6. REPORT OUT OF CLOSED SESSION MEETING</p> | <p>Legal Counsel Hanley announced that there was no reportable action and that Item 2A would be going back to the Parks and Recreation Committee.</p> |
| <p>7. PRESENTATION Community Action Partnership of San Luis Obispo (CAPSLO)</p> | <p>CAPSLO Deputy Director Grace McIntosh provided a PowerPoint presentation and discussion regarding CAPSLO, a non-profit agency focused on helping and changing lives through serving 30,000 persons across Central and Southern CA; committed to eliminating poverty through a group of community-based programs; discussed client statistics; reported on the services provided including education and early childhood development, medical, dental, and mental health, nutrition, as well as services for adults and families; she provided information on energy services, homeless services, and adult wellness and prevention screening.</p> |

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| 8. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA | <p>Julie Tacker expressed her thoughts and prayers to the Beaver family on the death of Al Beaver; opposed the continuing cancellations of ESAC meetings; and commented that the jetting of the collection systems in Bayridge and Vista did not come before the Board.</p> <p>Linde Owen commented that there was a lack of process regarding Agenda Item 12A.</p> <p>Steve Best commented on the activities of the Parks and Recreation Committee regarding the proposed dog park and inquired as to what the scope will be between the District and non-profit.</p> <p>Richard Margetson commented on the 12th Annual Needs 'N Wishes Fundraiser immediately following the Annual Chamber of Commerce Christmas Parade on December 9th at the South Bay Community Center from 10 a.m. until 7:00 p.m. He commented on the opening of the shelter at 40 Prado next June or July and that once opened will need to be sustained.</p> |
| 9. ADMINISTRATIVE AND COMMITTEE REPORTS | |
| A. Fire Department Report | Chief Alex reported that Station 15 responded to 108 calls in October 2017 and provided a summary of the Fire Department special programs and projects and other fire prevention activities as submitted in the agenda packet. |
| B. Sheriff Department Report | Sheriff Deputy David Haddock provided a report of the Sheriff Department's activities from November 2 nd through December 5 th with 242 calls for service including suspicious vehicles, phone scams, vandalism, animal cruelty, theft, burglary, and disturbing peace. |
| C. Utilities Department Report | Utility Systems Manager Acosta provided a report on the October 2017 activities of the Utilities Department as submitted in the agenda packet. |
| D. General Manager Report | General Manager Osborne provided a summary of the GM's activities for November 2017 as submitted in the agenda packet. |
| E. Los Osos Community Advisory Council (LOCAC) | Lynette Tornatzky, LOCAC Secretary, reported on the new website at www.locac.info and provided an update on the items discussed by the Council at their November 29, 2017 meeting. |
| F. Los Osos/Baywood Park Chamber of Commerce Report | Steve Vinson announced the winners of the Bear Contest; announced the 2 nd Annual Community Christmas Tree Lighting and Fundraiser at 5:00 p.m. on December 8 th ; the 30 th Annual Christmas Parade on December 9 th at 10:00 a.m. followed by the Needs 'N Wishes Fundraiser at the Community Center; and, the Chamber's 2018 Community Awards Dinner and Chamber Installation will be held on January 19 th at Cuesta Community College. |
| G. Utilities Advisory Committee Report | Director Cesena reported on the November 15 th UAC meeting in which the Committee heard updates regarding the Utilities Department projects from Utility Systems Manager Acosta; that the December meeting was canceled and that the next committee meeting will be held Wednesday, January 17 th . |
| H. Parks and Recreation Advisory Committee Report | Director Tornatzky reported on the December 5 th Parks & Recreation meeting in which the Committee discussed its accomplishments in 2017; heard an update regarding the Community Dog Park and the members' findings regarding nonprofit organizations; and, discussed the Committee's goals for 2018. The next meeting will be held Tuesday, February 6 th . |
| I. Financial Advisory Committee Report | Director Ochylski reported on the December 4 th FAC meeting reporting that the Committee is very appreciative of the work District Bookkeeper Geidel has been doing in answering questions and clarifying issues; the Committee recommended Board approval of the November 2017 warrant register and the Revenues and Expenditures Report; questions regarding the allocation and restrictions of water conservation funds; and questions regarding the status of the Audit. |
| J. Directors' Announcements of District and Community Interest and Reports on Attendance at Public Meetings, Training Programs, Conferences, and Seminars | Director Cesena reported on his attendance at the November 15 th Basin Management meeting in which the Committee discussed conservation plan and that rebates available are still available. |
| K. Response to Previously Asked Questions | None |

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| <p>10. PUBLIC COMMENT ON THE ADMINISTRATIVE AND COMMITTEE REPORTS AND THE CONSENT AGENDA</p> | <p>Richard Margetson recommended reconvening the Rate Study Group to look at the revenue numbers; and, the impact of additional bedrooms and bathrooms on water usage.</p> <p>Julie Tacker commented that the addition of bedrooms and bathrooms mattered when there was a moratorium and that it should still matter; that Agenda Item 11G is being approved retroactively; and, on the GM report regarding the Water Conservation Project.</p> <p>Linde Owen commented on the rising water usage and the need to limit home additions and new farming activities.</p> <p>Lynette Tornatzky commented on the necessity of adequate cell service to support the needs of the Fire Department.</p> <p>Steve Best commented on grants for the dog park and the need to conserve water.</p> |
| <p>11. CONSENT AGENDA</p> <p>A. Receive Administrative and Committee Reports</p> <p>B. Approve Meeting Minutes of April 6, 2017; May 4, 2017; October 12, 2017; October 24, 2017; November 2, 2017; and November 15, 2017</p> <p>C. Approve Warrant Register for November 2017</p> <p>D Receive Financial Reports for the Period Ending October 2017</p> <p>E. Adopt Resolution Approving the MOU between LOCSD and SLOCEA for the Miscellaneous Employees Bargaining Unit through June 30, 2018</p> <p>F. Approval and Award of Design Services Amendment to MNS Engineering 8th Street Well Equipping Project</p> <p>G. Ratify Contract with Alpha Electric Services for the Purchase and installation of the Electrical Panel at 8th Street Drainage Facility</p> <p>H. Approve Board of Directors Meeting Schedule for 2018</p> | <p>A motion was made by Director Ochylski to receive and file the Administrative and Committee Reports and to approve the items on the Consent Agenda. The motion was seconded by Director Cesena and carried with the following vote:</p> <p>Ayes: Directors Ochylski, Cesena, Tornatzky, Milledge Nays: None Abstain: None Absent: Storm</p> |
| <p>12. GENERAL ACTION ITEMS</p> <p>A. Adopt Resolution Establishing a Checking Account to Accept the SLO Community Foundation Funds for LO Low Income Assistance and Approve Applications</p> | <p>Director Ochylski reported that following discussion at the FAC meeting and discussions with the grantors of the funds, the recommendation was to use the Affordable Housing Standards adopted by the County and updated on an annual basis, Exhibit A in the revised staff report. He further reported that the District used those standards to determine the applicants that qualified as either extremely low income, very low income, or low income and recommended approval of those six applications and that the remaining funds goes back to FAC for discussion as to how the monies would be expended.</p> <p>Public Comment – Julie Tacker commented that the criteria should have been set in an open process and opposed awarding the applicants at this time.</p> <p>Linde Owen opposed the process and that the County should administer the funds not the District.</p> <p>Lynette Tornatzky supported approval of the applications.</p> <p>Richard Margetson commented on the need to discuss the impact on those applicants if they don't qualify.</p> <p>Steve Best – supported approval and commented on his need for assistance.</p> |

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| <p>12. GENERAL ACTION ITEMS A. Adopt Resolution Establishing a Checking Account to Accept the SLO Community Foundation Funds for LO Low Income Assistance and Approve Applications</p> | <p>Supervisor Gibson reported that the numbers on Exhibit A to the revised staff report were not HUD qualifying numbers but the criteria the County puts forward to determine what level of affordable housing an individual would qualify for; that the CBDG funds that the County is administrating to lower income applicants have a whole range of other qualifying issues; that the intent of the County in having the District administer these funds would be the most efficient way to take care of those people who might otherwise fall through the cracks; thanked the District for the teamwork in taking care of a range of individuals in Los Osos; and, reported that the applicants did not fit the criteria necessary to qualify for the HUD program.</p> <p>A motion was made by Director Ochylski to adopt Resolution 2017-28 establishing a checking account in the name of “Los Osos Low Income Assistance Fund” at Pacific Premier Bank; to approve the six applications at or below the County’s Affordable Housing Standards for Low Income to receive funds from the Los Osos Low Income Assistance Fund for sewer lateral connections upon County permit approval of completion with invoices paid directly to each contractor only; and that upon completion of the sewer laterals, the General Manager will work with the Finance Advisory Committee to bring to the Board suggestions regarding the remaining funds. The motion was seconded by Director Tornatzky and carried with the following vote:</p> <p>Ayes: Directors Ochylski, Tornatzky, Cesena, Milledge Nays: None Abstain: None Absent: Storm</p> |
| <p>13. DISCUSSION OF PULLED CONSENT ITEMS</p> | <p>None</p> |
| <p>14. FUTURE AGENDA ITEMS</p> | <p>Director Cesena requested a discussion regarding the Fire Department’s 4.0 Staffing.</p> <p>Director Ochylski requested Committee Work Plans be placed on the agenda.</p> |
| <p>15. CLOSING BOARD COMMENTS</p> | <p>Director Ochylski announced the Christmas Tree Lighting at South Bay Community Park at 5:00 p.m. on Friday, December 8th; and Christmas Tree Removal will be the week of January 8th-12th on your normal day of collection service.</p> <p>Director Cesena reminded the public to continue conserving water; and, that the Needs ‘N Wishers Holiday Fundraiser will be on Saturday, December 9th following the Christmas Parade at 10 a.m.</p> |
| <p>16. ADJOURNMENT</p> | <p>The meeting adjourned at 9:58 p.m.</p> |