



October 30, 2018

TO: LOCSO Board of Directors  
FROM: Renee Osborne, General Manager

**SUBJECT: Item 12E – 11/1/2018 Board Meeting**  
Discussion Regarding Los Osos Low Income Assistance Fund  
General Manager's Costs and Program Update

**President**  
Vicki L. Milledge

**Vice President**  
Marshall E. Ochylski

**Directors**  
Charles L. Cesena  
Louis G. Tornatzky  
Christine M. Womack

**General Manager**  
Renee Osborne

**District Accountant**  
Robert Stilts, CPA

**Unit Chief**  
Scott M. Jalbert

**Battalion Chief**  
Greg Alex

**DESCRIPTION**

Update regarding the Los Osos Low Income Assistance Fund. Suggestion on General Manager's cost per hour.

**STAFF RECOMMENDATION**

***Motion: I recommend that the Committee recommend that the Board direct the District Bookkeeper to use the full amount of the Grace Environmental Contract cost of \$46.21 per hour as the General Manager's cost for time incurred towards the Los Osos Low Income Assistance fund expenses.***

***or***

***Motion: I recommend that the Committee recommend that the Board direct the bookkeeper to use the General Manager's hourly pay of \$40.00 per hour as the General Manager's cost for time incurred towards the Los Osos Low Income Assistance fund expenses.***

***or***

***Motion: I recommend that the Committee recommended that the Board donate the General Manager's time as a benefit for Los Osos by getting people hooked up to the sewer and not using the donated funds towards General Manager's time.***

**DISCUSSION**

Letters to the Phase 2 grant recipients were mailed out. The recipients have been directed to start obtaining bids. One of the ten applicants was removed from our grant award list. The County had denied her application last year. In August, the County had been in contact with the applicant and has now accepted her application. We have five of the nine applicants sewer laterals completed. All five applicants have chosen to abandon their septic tanks. The remaining four applicants have their bids turned in and are in the process of getting their permits.

Regarding 2017-2018 staff time and expenses, the Auditor felt that the best way to process the reimbursement to the District for time and expenses associated with the Los Osos Low Income Assistance fund was to create a revenue account that would pass through the Administration Fund. The Bookkeeper and I are following this direction.

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P.O. Box 6064  
Los Osos, CA 93412

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2122 9<sup>th</sup> Street, Suite 102  
Los Osos, CA 93402

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**FAX:** 805/528-9377

[www.losososcscsd.org](http://www.losososcscsd.org)

Attached is the time and expenses associated with distribution of the Los Osos Low Income Assistance Fund. The expenses have been approved by Lexi Bell, Executive Director from Morro Bay National Estuary Program. When it comes to the General Manager's charge, I originally used my actual wage of \$40.00 per hour. The Board had a question of whether or not this amount should be used or the total amount of the contract with Grace Environmental Services, \$46.21. A detailed expense sheet is attached.

In addition, the Board made a discussion at their September Board meeting that Phase 2 of the program would be extended to December 31, 2018. Packets have been dropped off at People Helping People, Los Osos Cares, and available at the District's front office. The date change has been made on the District website, a Facebook Post was created, reposted on Channel 20, and currently being listed on the Rotary message board. As of this report only one person had contacted me regarding the program.

### **SUMMARY**

The Board wanted the opinion of the Finance Advisory Committee (FAC) regarding the amount to use for the General Manager's hourly expense; \$40 per hour, the GM hourly wage or \$46.21 per hour, the full Grace Environmental contract amount. The difference between the two costs for the General Manager's time is \$99.43.

At the October 29, 2018 FAC meeting, the Committee unanimously voted to recommend to the Board of Directors that the Board donate the General Manager's time and expenses.

### **FINANCIAL IMPACT**

If the Board decides to follow the recommendation of FAC, the financial impact would be the General Manger's time, expenses such as paper, postage and envelopes. With expenses and the General Manager's wage, the cost is \$824.98. Expenses with the General Manager's full contract cost is \$924.41. A decision needs to be made immediately since the Auditors are currently auditing our financials for this time period.

Attachments

LOS OSOS LOW INCOME ASSISTANCE FUND

PHASE 1

Time and Expenses

Staff Member						
					\$40.00	\$46.21
					per hour	per hour
GM	8/15/2017	30 min	0.5	\$20.00	Phone call w/ Bruce Gibson's office	\$23.11
GM	8/28/2017	2 hours	2	\$80.00	Meeting with County	\$92.43
GM	9/20/2017	1 hour	1	\$40.00	Meeting with Community Foundation	\$46.21
GM	9/25/2017	1 hour	1	\$40.00	Meeting with NMBEP - Lexi	\$46.21
GM	10/9/2017	3 hours	3	\$120.00	Application and flyer prep	\$138.64
GM	10/12/2017	30 min	0.5	\$20.00	Meeting with Community Foundation	\$23.11
GM	11/6/2017	1 hour	1	\$40.00	Application and flyer prep	\$46.21
GM	11/15/2017	30 min	0.5	\$20.00	Meeting community Foundation	\$23.11
GM	11/28/2017	2 hours	2	\$80.00	Prep of Board report	\$92.43
GM	1/30/2018	30 min	0.5	\$20.00	process and close out app 2	\$23.11
GM	2/1/2018	30 min	0.5	\$20.00	process and close out app 6	\$23.11
GM	2/28/2018	30 min	0.5	\$20.00	process and close out app 1	\$23.11
GM	various	2 hour	2	\$80.00	issues with app 3	\$92.43
GM	3/14/2018	30 min	0.5	\$20.00	process and close out app 5	\$23.11
GM	3/19/2018	30 min	0.5	\$20.00	process and close out app 3	\$23.11
<b>Time Phase 1 expense</b>			<b>16</b>	<b>\$640.00</b>		<b>\$739.43</b>

Expenses	Amount	Description
Postage phase 1	\$115.15	initial mailing 245 letters @ 47 cents each
Paper	\$3.68	initial mailing 245 pieces of paper @ 1.5 cents per
Envelopes	\$66.15	initial mailing 245 envelopes @ 27 cents an envelope
<b>Total Expenses</b>	<b>\$184.98</b>	

**Total Time & Expen. with GM cost at \$40.00 per hour \$824.98**

**Total with GM cost at \$46.21 per hour \$924.41**



PACIFIC PREMIER BANK

P.O. Box 25171  
Santa Ana, CA 92799-9810

STATEMENT OF ACCOUNT ACTIVITY

866-353-1476  
www.ppbi.com

RECEIVED  
SEP 10 2018  
BY: *lu*



LOS OSOS COMMUNITY SERVICES DISTRICT  
LOW INCOME ASSISTANCE FUNDS ACCOUNT  
PO BOX 6064  
LOS OSOS CA 93412-6064

Page 1 of 1  
Branch 033  
Account Number: [REDACTED]  
Date 08/31/18

EM

EXECUTIVE 250 CHECKING [REDACTED]

Summary of Activity Since Your Last Statement

Beginning Balance	8/01/18	21,840.00
Deposits / Misc Credits	0	.00
Withdrawals / Misc Debits	0	.00
** Ending Balance	8/31/18	21,840.00**
Service Charge		.00
Average Collected Balance		21,840

CD Amount	Issued	Matures	Next Int	Rate	YTD Int	Term
52,661.69	4/18/13	4/18/19	9/18/18	1.8300	381.57	12 MO

00006974-0013947-0001-0001-TIMR8006410831181765000069741-000013949





PACIFIC PREMIER BANK

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Santa Ana, CA 92799-9810

STATEMENT OF ACCOUNT ACTIVITY

866-353-1476
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OCT 15 2018

Handwritten signature

LOS OSOS COMMUNITY SERVICES DISTRICT
LOW INCOME ASSISTANCE FUNDS ACCOUNT
PO BOX 6064
LOS OSOS CA 93412-6064

Page 1 of 2
Branch 033
Account Number:
Date 09/28/18

EM

EXECUTIVE 250 CHECKING

Summary of Activity Since Your Last Statement

Table with 3 columns: Description, Date, Amount. Rows include Beginning Balance (9/01/18, 21,840.00), Deposits / Misc Credits (0, .00), Withdrawals / Misc Debits (2, 5,534.24), Ending Balance (9/30/18, 16,305.76\*\*), Service Charge (.00), Average Collected Balance (18,637), Enclosures (2).

Checks in Check Number Order

Table with 9 columns: Date, Check No, Amount, Date, Check No, Amount, Date, Check No, Amount. Shows checks 6 and 7.

\* indicates a break in check number sequence

Daily Balance Summary

Table with 7 columns: Date, Balance, Date, Balance, Date, Balance. Includes CD Amount (52,743.54), Issued (4/18/13), Matures (4/18/19), Next Int (10/18/18), Rate (1.8300), YTD Int (463.42), Term (12 MO).

00017488-0040653-0001-0002-TIMR800641092818-00017488-000040655



LOS OSOS COMMUNITY SERVICES DISTRICT  
 LOW INCOME ASSISTANCE FUNDS ACCOUNT  
 PO BOX 6064  
 LOS OSOS CA 93412-6064  
 DATE 9/30/18  
 3222/8578-1

Pay to the Order of Stony Construction \$ 2,200  
two thousand two hundred dollars <sup>100</sup>/<sub>100</sub> DOLLARS

PACIFIC PREMIER BANK  
 818 MORRO BAY BLVD  
 MORRO BAY, CA 93942  
 Branch # 10  
 Vikiel Millidge  
 Daniel Osborne

09/04/2018 6 \$2,200.00

FRONT SIDE

THE FRONT SIDE OF THE CHECK MUST BE PRESENTED TO THE BANK OR FINANCIAL INSTITUTION TO WHICH THE CHECK IS BEING DEPOSITED. THE BANK OR FINANCIAL INSTITUTION WILL BE RESPONSIBLE FOR THE SAFETY OF THE CHECK AND ITS FUNDS. THE BANK OR FINANCIAL INSTITUTION WILL NOT BE RESPONSIBLE FOR THE SAFETY OF THE CHECK OR ITS FUNDS IF THE CHECK IS NOT PRESENTED TO THE BANK OR FINANCIAL INSTITUTION WITHIN THE TIME FRAME SPECIFIED BY THE BANK OR FINANCIAL INSTITUTION.

BACK SIDE

LOS OSOS COMMUNITY SERVICES DISTRICT  
 LOW INCOME ASSISTANCE FUNDS ACCOUNT  
 PO BOX 6064  
 LOS OSOS CA 93412-6064  
 DATE 9/12/18  
 3222/8578-1

Pay to the Order of Gellerman Const. \$ 3,334.24  
three thousand three hundred & thirty four dollars <sup>24</sup>/<sub>100</sub>

PACIFIC PREMIER BANK  
 818 MORRO BAY BLVD  
 MORRO BAY, CA 93942  
 Branch # 15  
 Vikiel Millidge  
 Daniel Osborne

09/20/2018 7 \$3,334.24

FRONT SIDE

THE FRONT SIDE OF THE CHECK MUST BE PRESENTED TO THE BANK OR FINANCIAL INSTITUTION TO WHICH THE CHECK IS BEING DEPOSITED. THE BANK OR FINANCIAL INSTITUTION WILL BE RESPONSIBLE FOR THE SAFETY OF THE CHECK AND ITS FUNDS. THE BANK OR FINANCIAL INSTITUTION WILL NOT BE RESPONSIBLE FOR THE SAFETY OF THE CHECK OR ITS FUNDS IF THE CHECK IS NOT PRESENTED TO THE BANK OR FINANCIAL INSTITUTION WITHIN THE TIME FRAME SPECIFIED BY THE BANK OR FINANCIAL INSTITUTION.

BACK SIDE

