



February 4, 2021

TO: LOCSD Board of Directors
FROM: Ron Munds, General Manager
Laura Durban, Administrative Services Manager
SUBJECT: **Agenda Item 7A- 02/04/2021 Board Meeting**
Receive Administrative, Committee Reports, and Approved Committee Minutes

President
Christine M. Womack

Vice President
Matthew D. Fourcroy

Directors
Charles L. Cesena
Troy C. Gatchell
Marshall E. Ochylski

General Manager
Ron Munds

District Accountant
Robert Stilts, CPA

Unit Chief
Scott M. Jalbert

Battalion Chief
Paul Provence

DESCRIPTION

Attached are the approved minutes from meetings in January 2021.

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 presented Administrative, Committee Reports and Approved Committee Minutes

Attachment

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

Offices:
2122 9th Street, Suite 110
Los Osos, CA 93402

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

www.losososcscsd.org



FINANCE ADVISORY COMMITTEE MEETING

Monday November 30, 2020 at 5:30 p.m.

Pursuant to Governor Newsom's Executive Order N-29-20, and State and County Shelter at Home orders, Committee Members, staff and public may participate in this meeting via teleconference and/or electronically. The LOCSD Boardroom will NOT be open for accessing the meeting.

For quick access, go to <https://us02web.zoom.us/j/84300453957>
(This link will help connect both your browser and telephone to the call)
OR dial 1 (929) 205-6099 or 1 (301) 715-8592 and enter **843 0045 3957**

All persons desiring to speak during any Public Comment can submit a comment by:

- Through email at ldurban@losososcscd.org by 12:00pm on 11/30/2020
- Through the district website www.losososcscd.org/contact-us by 12:00pm on 11/30/2020
- Through teleconference by phone at (929) 205-6099 or (301) 715-8592 and enter **843 0045 3957**
- Through mail by 5:00 PM on the day prior to the Committee meeting sent to LOCSD
- Through teleconference meeting at <https://us02web.zoom.us/j/84300453957>

AGENDA

1. **Opening at 5:30 p.m. – Call To Order and Roll Call**
2. **Approve FAC Meeting Minutes of November 02, 2020**
(Recommend approval)
Presented By: Administrative Services Manager Durban
3. **Review of Board Item Regarding Approval of Warrant Register for November 2020**
(Committee Review and Recommendations to the Board)
Presented By: Administrative Services Manager Durban
4. **Review of Board Item Regarding Financial Reports for the Period Ending October 31, 2020**
(Committee Review and Recommendations to the Board)
Presented By: General Manager Munds
5. **Utilities Department Updates**
Information Only
6. **Public Comments on Items NOT on this Agenda:** At this time, the public may comment on items not on this agenda. Each commenter is limited to 3 minutes and shall address the Chairperson.
7. **Schedule Next FAC Meeting** – Monday, January 04, 2020 at 5:30 p.m. unless otherwise noted
8. **Closing Comments by FAC Committee Members**
9. **Adjournment**

**Los Osos Community Services District
Minutes of the Finance Advisory Committee Meeting
November 30, 2020 at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order and Roll Call	<p>Chairperson Ochylski called the meeting to order at 5:30 p.m.</p> <p><u>Roll Call:</u></p> <p>Sandra Cirilo, Committee Member – Present Lisa Gonzalez, Committee Member – Present Bea Jansen, Committee Member – Present Alyce Thorp, Committee Member – Absent Christine Womack, Vice Chairperson – Absent Marshall Ochylski, Chairperson – Present</p> <p><u>Staff:</u></p> <p>Ron Munds, General Manager Laura Durban, Administrative Services Manager</p>	
2. Approve FAC Meeting Minutes of November 02, 2020	<p>Chairperson Ochylski presented the minutes for approval.</p> <p>Public Comment - None</p> <p>Committee Member Jansen made a motion that the Committee approve the minutes of November 02, 2020. The motion was seconded by Committee Member Cirilo and the motion passed 2-0 with Committee member Gonzalez abstaining from the vote.</p>	Action: File Approved Minutes.
3. Review of Board Item Regarding Approval of Warrant Register for November 2020	<p>Administrative Services Manager Durban presented the Warrants for review, responded to previous questions about CSDA Membership Dues and District credit card usage.</p> <p>Committee Member Jansen inquired if the CSDA Membership Dues was a prepayment for 2021.</p> <p>Chairperson Ochylski inquired if the fund code could be included on the staff report.</p> <p>Administrative Services Manager Durban responded that the CSDA warrant is for a prepayment and that future staff reports will include the fund code as requested.</p> <p>Public Comment – None</p> <p>Committee Member Gonzalez inquired about Directors Compensation deadlines.</p> <p>Chairperson Ochylski responded that adding deadlines will be discussed when the Board reviews the District Bylaws at the beginning of 2021.</p> <p>Committee Member Jansen made a recommendation that the Board approve the Warrants of November 2020. The motion was seconded by Committee Member Gonzalez and the motion carried with unanimous consent.</p>	Action: The Committee recommended that the Board approve the Warrant Register for November 2020.
4. Review of Board Item Regarding Financial Reports for the Period Ending October 31, 2020	<p>General Manager Munds presented the Financial Reports for approval as presented in the packet, commenting on GL 6645 in Fund 500.</p> <p>Public Comment – None</p> <p>Committee Member Gonzalez inquired about other saving in the 500 Budget to offset GL 6645.</p> <p>General Manager Munds responded that at the Mid-Year Budget, the District will be able to shift some funds from GL 7241 and GL 7256 to help cover the overage in GL 6645.</p>	Action: The Committee recommended that the Board receive and file the Financials for the period ending October 31, 2020.

AGENDA ITEM	DISCUSSION	FOLLOW-UP
	<p>Committee Member Gonzalez made a recommendation that the Board receive and file the Financials of October 31, 2020. The motion was seconded by Committee Member Jansen and the motion carried with unanimous consent.</p>	
<p>5. Utilities Department Update</p>	<p>General Manager Munds presented the Utility Department Update as presented in the packet</p> <p>Public Comment – None</p> <p>Committee Member Gonzalez inquired how the District will fund the Program C Well.</p> <p>General Manager Munds responded that it will come from the District Reserves.</p>	<p>Action: None</p>
<p>6. Public Comments on Items NOT on this Agenda</p>	<p>Lynette Tornatzky thanked the Committee and Staff for a brief and concise meeting.</p>	
<p>7. Schedule Next FAC Meeting</p>	<p>The next meeting of the Financial Advisory Committee is scheduled for Monday, January 04, 2021 unless otherwise noted.</p>	
<p>8. Closing Comments by FAC Committee</p>	<p>General Manager Munds commented on the audit being delayed.</p> <p>Committee Member Gonzalez wished Happy Holidays to all.</p> <p>Chairperson Ochylski commented on the Holiday Chamber of Commerce events being canceled and the Lighting Up Los Osos Contest.</p>	
<p>9. Adjournment</p>	<p>The meeting adjourned at 6:03 p.m.</p>	



UTILITIES ADVISORY COMMITTEE MEETING

Wednesday, December 16, 2020 at 5:30 p.m.

Pursuant to Governor Newsom's Executive Order N-29-20, and State and County Shelter at Home orders, Committee Members, staff and public may participate in this meeting via teleconference and/or electronically. The LOCSD Boardroom will NOT be open for accessing the meeting.

For quick access, go to <https://us04web.zoom.us/j/114611628>
(This link will help connect both your browser and telephone to the call)
OR dial 1 (929) 205-6099 or 1 (301) 715-8592 and enter **114 611 628**

All persons desiring to speak during any Public Comment can submit a comment by:

- Through email at ldurban@losososcscsd.org by 12:00pm on 12/16/2020
- Through the district website www.losososcscsd.org/contact-us by 12:00pm on 12/16/2020
- Through teleconference by phone at (929) 205-6099 or (301) 715-8592 and enter **114 611 628**
- Through mail by 5:00 PM on the day prior to the Committee meeting sent to LOCSD
- Through teleconference meeting at <https://us04web.zoom.us/j/114611628>

AGENDA

1. **Opening at 5:30 p.m.**
Call to Order, Roll Call
2. **Approve UAC Meeting Minutes of November 18, 2020**
(Recommend Committee Approval)
Presented By: Administrative Services Manager Durban
3. **Basin Management Committee Update**
(Updates Only)
Presented By: General Manager Munds
4. **Utility Department Report**
Presented By: Utility Systems Manager Falkner
5. **Utilities Department Updates**
Presented By: Utility Systems Manager Falkner
General Manager Munds
6. **Public Comments on Items NOT on this Agenda:** At this time, the public may comment on items not on this agenda. Each commenter is limited to 3 minutes and shall address the Chairperson.
7. **Schedule Next UAC Meeting** – The next UAC Meeting will be held Wednesday, January 20, 2020 at 5:30 p.m. unless otherwise noted.
8. **Closing Comments by UAC Committee Members**
9. **Adjournment**

**Minutes of the Utilities Advisory Committee Meeting
December 16, 2020 at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p>1. Call to Order and Roll Call</p>	<p>Chairperson Cesena called the meeting to order at 5:31 p.m.</p> <p><u>Roll Call:</u> James Bishop, Committee Member – Absent. Jan Harper, Committee Member – Present Leonard Moothart, Committee Member – Present Eric Silva, Committee Member – Arrived at 5:38 p.m. Matthew Fourcroy, Vice Chairperson – Present Chuck Cesena, Chairperson – Present</p> <p><u>Staff:</u> Ron Munds, General Manager Laura Durban, Administrative Services Manager</p>	
<p>3. Approve UAC Minutes of November 18, 2020</p>	<p>Chairperson Cesena presented the minutes for approval.</p> <p>Public Comment – None</p> <p>Committee Member Moothart moved to approve the meeting minutes of November 18, 2020. The motion was seconded by Committee Member Harper and carried with the following vote:</p> <p>Ayes: Committee Member Moothart, Harper Nays: None Abstain: None Absent: Committee Member Bishop, Silva</p>	<p>Action – File approved minutes.</p>
<p>3. Basin Management Committee Update</p>	<p>General Manager Munds commented on BMC Meeting and the Board of Supervisors Meeting.</p> <p>The Committee discussed both meetings and next steps.</p> <p>Public Comment - None</p>	<p>Action – None</p>
<p>4. Utilities Department Report</p>	<p>Utility Systems Manager Falkner provided a summary from October 2020 which is made available in the PowerPoint presentation on the Districts Website.</p> <p>Chairperson Cesena commented on seeing next months numbers due to 3rd Street Well being back in service.</p> <p>Committee Member Moothart inquired if the Utilities Department Report could provide updated numbers from the previous month, and not two months previous.</p> <p>Public Comment – None</p>	<p>Action – None</p>
<p>5. Utilities Department Update</p>	<p>General Manager Munds presented the Department Updates which is made available on the PowerPoint presentation on the Districts Website.</p> <p>Committee Member Moothart inquired about 10th Street Well cost; 16th Street Tank rehab not originally budgeted; about a ribbon cutting ceremony for the 8th Street Water Yard Building.</p> <p>Vice Chairperson Fourcroy inquired about a Maintenance Program for District water tanks and wells.</p> <p>General Manager Munds responded that the District may have to bump a previous scheduled CIP project to ensure the safety of the District water tanks; that the inspection of the 16th Street Tank was part of procedures to inspect every 5 years.</p> <p>Public Comment – None</p>	<p>Action – None</p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
6. Public Comments on Items NOT on this Agenda	<p>Linde Owens commented on the Board of Supervisors Meeting; welcomed back Utility Systems Manager Falkner; inquired about water usage; congratulated the District on finishing the 8th Street Water Yard Building.</p> <p>President Cesena commented on the water useage.</p> <p>General Manager Munds commented that water useage went up slightly.</p>	<u>Action</u> – None
7. Schedule Next UAC Meeting	The next meeting of the Utilities Advisory Committee is scheduled to be held on Wednesday, January 20, 2021 at 5:30 p.m., unless otherwise noticed.	
8. Closing Comments by UAC Committee Members	<p>President Cesena mentioned having a future discussion about a minimal rate increase based on the Consumer Price Index (CPI) to cover repairs and ensure the District remains financially stable.</p> <p>General Manager Munds thanked the Committee for their work in 2020 and commented on 2021.</p> <p>The Committee thanked General Manager Munds and Staff for their hard work.</p>	
9. Adjournment	The meeting adjourned at 6:13 p.m.	