



December 2, 2021

TO: LOCSD Board of Directors

FROM: Ron Munds, General Manager
Laura Durban, Administrative Services Manager

SUBJECT: Agenda Item 6A- 12/02/2021 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
Eddy Moore

Battalion Chief
Paul Provence

DESCRIPTION

Attached are the approved minutes from meetings in November 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 receive and file the presented Administrative, Committee Reports and Approved Committee Minutes

Attachment

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FINANCE ADVISORY COMMITTEE MEETING

Monday, October 4, 2021 at 5:30 p.m.

Pursuant to Resolution 2021-23, in compliance with AB361, 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@losososcscsd.org by 12:00pm on 10/04/2021
- Through the district website www.losososcscsd.org/contact-us by 12:00pm on 10/04/2021
- 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 August 30, 2021**
(Recommend approval)
Presented By: Administrative Services Manager Durban
3. **Review of Board Item Regarding Approval of Warrant Register for September 2021**
(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 August 31, 2021**
(Committee Review and Recommendations to the Board)
Presented By: General Manager Munds
5. **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.
6. **Schedule Next FAC Meeting – Monday, November 1, 2021 at 5:30 p.m. unless otherwise noted**
7. **Closing Comments by FAC Committee Members**
8. **Adjournment**

**Los Osos Community Services District
Minutes of the Finance Advisory Committee Meeting
October 4, 2021 at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order and Roll Call	<p>Chairperson Womack 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 Julian Metcalf, Committee Member - Present Alyce Thorp, Committee Member – Absent Marshall Ochylski, Vice Chairperson – Arrived at 5:33 p.m. Christine Womack, 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 August 30, 2021	<p>Chairperson Womack presented the minutes for approval.</p> <p>Public Comment - None</p> <p>Committee Member Metcalf made a motion that the Committee approve the minutes of August 30, 2021. The motion was seconded by Committee Member Gonzalez and passed with unanimous consent.</p>	Action: File Approved Minutes
3. Review of Board Item Regarding Approval of Warrant Register for September 2021	<p>Chairperson Womack presented the Warrants for review.</p> <p>Public Comment – None</p> <p>Committee Member Gonzalez inquired about warrants for refunds.</p> <p>General Manager Munds commented on the process to have work paid in advance for projects and then the district refunds the difference or creates a final invoice when completed.</p> <p>Committee Member Gonzalez made a recommendation that the Board approve the Warrants of September 2021. The motion was seconded by Committee Member Jansen and the motion carried with unanimous consent.</p>	Action: The Committee recommended that the Board approve the Warrant Register for September 2021.
4. Review of Board Item Regarding Financial Reports for the Period Ending August 31, 2021	<p>General Manager Munds presented the Financial Reports for approval as presented in the packet commenting on each fund.</p> <p>The Committee discussed paperless billing and the Dog Park.</p> <p>Public Comment – None</p> <p>Committee Member Metcalf made a recommendation that the Board receive and file the Financials of August 31, 2021. The motion was seconded by Committee Member Cirilo and the motion carried with unanimous consent.</p>	Action: The Committee recommended that the Board receive and file the Financials for the period ending August 31, 2021.
5. Public Comments on Items NOT on this Agenda	None	
6. Schedule Next FAC Meeting	The next meeting of the Financial Advisory Committee is scheduled for Monday November 1, 2021 unless otherwise noted.	
7. Closing Comments by FAC Committee	<p>Committee Member Jansen let the committee know that she is stepping down from the FAC.</p> <p>The Committee thanked Bea Jansen for her time of service on the FAC and to the Community.</p> <p>Chairperson Womack thanked the Staff and the Committee Members.</p>	
8. Adjournment	The meeting adjourned at 6:04 p.m.	



UTILITIES ADVISORY COMMITTEE MEETING

Wednesday, October 20, 2021 at 5:30 p.m.

Pursuant to Resolution 2021-24, in compliance with AB361, members of the Committee, 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 10/20/2021
- Through the district website www.losososcscsd.org/contact-us by 12:00pm on 10/20/2021
- 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 September 15, 2021**
(Recommend Committee Approval)
Presented By: Administrative Services Manager Durban
- 3. Basin Management Committee Update**
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, November 17, 2021 at 5:30 p.m. unless otherwise noted.
- 8. Closing Comments by UAC Committee Members**
- 9. Adjournment**

**Minutes of the Utilities Advisory Committee Meeting
October 20, 2021 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 Matthew Fourcroy, Vice Chairperson – Absent Chuck Cesena, Chairperson – Present</p> <p><u>Staff:</u> Ron Munds, General Manager Laura Durban, Administrative Services Manager Margaret Falkner, Utility Systems Manager</p>	
<p>2. Approve UAC Minutes of September 15, 2021</p>	<p>Chairperson Cesena presented the minutes for approval.</p> <p>Public Comment – None</p> <p>Committee Member Harper moved to approve the meeting minutes of September 15, 2021. The motion was seconded by Committee Member Moothart and carried with unanimous consent.</p>	<p>Action – File approved minutes.</p>
<p>3. Basin Management Committee Update</p>	<p>General Manager Munds provided a presentation on the sustainable yieldx Methodology discussing two recommended changes to the assumptions.</p> <p>Committee Member Moothart inquired how far the estimated location of the seawater intrusion front can move under the steady state model versus the transient model.</p> <p>General Manager Munds commented that it is hard to tell, but the BMC will be moving to a transient model will be a better tool estimate the location of the seawater intrusion front.</p> <p>Committee Member Harper asked General Manager Munds if he was comfortable with the changes.</p> <p>General Manager Munds responded that the recommendation aligns better with the metrics and the transient model will be a step into better technology.</p> <p>The Committee discussed the Basin Management Committee updates.</p> <p>Chairperson Cesena commented on bringing agriculture into the discussion; mentioned a New Times article that left impressions that things are getting worse.</p> <p>General Manager Munds responded that things are not as dire as the article presented, the facts are that things are better but we do need to be looking at a Plan B.</p> <p>Public Comment – None</p>	<p>Action – None</p>
<p>4. Utility Department Report</p>	<p>Utility Systems Manager Falkner presented an overview which is available on the District website.</p> <p>Committee Member Moothart inquired if the water conservation message is getting out to the Public; about the restrictors Golden State Water is placing on customer lines; if there is a minimum run time to keep Palisades viable.</p> <p>Utility Systems Manager Falkner responded that the District is doing what can be done to promote conservation; that the Crew runs Palisades well at a minimum to insure they are able to do sampling.</p>	<p>Action – None</p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
	<p>General Manager Munds responded that Golden States outreach regarding water restrictors is a common water agency threat to encourage conservation; commented that if the BMC approves the new Sustainable Yield Calculation, the District will have to decrease pumping the 8th Street Well.</p> <p>Chairperson Cesena commented on the Flume device and rebate; inquired what comes next for conservation programs if the drought continues.</p> <p>General Manager Munds responded there would be more enforcement, set allocations and penalties.</p> <p>Public Comment – None</p>	
5. Utilities Department Update	<p>General Manager Munds reported on the Program C Well Project; 8th Street Upper Aquifer Well; 16th Street South Tank Project; upcoming work projects such as the CIP Five Year Program Update, Water Rate Study, Water Conservation Program Update, Water Shortage Contingency Plan Review.</p> <p>Chairperson Cesena inquired as to if there is money to proceed with the Program C Well.</p> <p>Committee Member Moothart inquired what impact does the County Planning have on the District's plan to proceed with the Program C Well; about the water rate study</p> <p>Vice Chairperson Fourcroy inquired if there was anything concerning the Wells that the District should be more proactive about to avoid issues.</p> <p>General Manager Munds responded that the District has the funding to proceed with or without the grant for the Program C Well; that the environmental work can hold up the permit has already been completed, and he will learn more in a meeting on Tuesday; commented on the use of spreadsheet created from a previous water rate study and work with the billing program to obtain more data; that he is working on an annual well maintenance program.</p> <p>Public Comment - None</p>	Action – None
6. Public Comments on Items NOT on this Agenda	Public Comment - None	Action – None
7. Schedule Next UAC Meeting	The next meeting of the Utilities Advisory Committee is scheduled to be held on Wednesday, November 17, 2021 at 5:30 p.m., unless otherwise noticed.	
8. Closing Comments by UAC Committee Members	<p>Committee Member Moothart thanked the staff for the hard work.</p> <p>Chairperson Cesena thanked General Manager Munds for all he is doing and the importance of being out in the Community.</p>	
9. Adjournment	The meeting adjourned at 6:20 p.m.	



EMERGENCY SERVICES ADVISORY COMMITTEE MEETING

Thursday, May 20, 2021 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 LOCSO Boardroom will NOT be open for accessing the meeting.

For quick access, go to <https://us02web.zoom.us/j/85196670841>
(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 **851 9667 0841**

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

- Through email at ldurban@losososcso.org by 12:00pm on 05/20/2021
- Through the district website www.losososcso.org/contact-us by 12:00pm on 05/20/2021
- Through teleconference by phone at (929) 205-6099 or (301) 715-8592 and enter **851 9667 0841**
- Through mail by 5:00 PM on the day prior to the Committee meeting sent to LOCSO
- Through teleconference meeting at <https://us02web.zoom.us/j/85196670841>

AGENDA

- 1. Open at 5:30 p.m. – Call to Order, Roll Call**
- 2. Approve ESAC Minutes of February 18, 2021**
(Recommend Committee approval)
Presented by: Administrative Services Manager Durban
- 3. Fire Department/Cal Fire Updates**
(Updates only, no action necessary)
Presented by: Chief Provence
- 4. Review of Board Item 2021/2022 Budget for Fund 301**
(Committee Review and Recommendations to the Board)
Presented By: General Manager Munds
- 5. Development of a Emergency Services Community Survey and Outreach Plan to Understand the Community Expectations and Service Levels for Station 15**
(Discussion)
Presented By: Chief Provence/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 ESAC Meeting** – Thursday, August 19, 2021 at 5:30 p.m. unless otherwise noted
- 8. Closing Comments by ESAC Committee Members**
- 9. Adjournment**

**Los Osos Community Services District
Minutes of the Emergency Services Advisory Committee Meeting
May 20, 2021 at 5:30 p.m.**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order and Roll Call	<p>Chairperson Ochylski called the meeting to order at 5:33 p.m.</p> <p><u>Roll Call:</u> Craig Baltimore, Committee Member – Present Stephanie Dininni, Committee Member – Present Bob Neumann, Committee Member – Present Gary Orback, Committee Member – Present Warren Sargent, Committee Member – Present Vice Chairperson Troy Gatchell – Absent Chairperson Marshall Ochylski – Present</p> <p><u>Staff:</u> Ron Munds, General Manager Laura Durban, Administrative Services Manager Paul Provence, Battalion Chief</p>	
2. Approve ESAC Minutes of February 18, 2021	<p>Chairperson Ochylski presented the minutes for approval.</p> <p>Public Comment – None.</p> <p>Committee Member Neumann made a motion to approve the minutes of February 18, 2021. The motion was seconded by Committee Member Baltimore and passed by unanimous consent.</p>	Action – File approved minutes.
4. Review of Board Item 2021-2022 Budget for Fund 301	<p>Chairperson Ochylski moved Agenda item 4 up to be discussed before Agenda Item 3.</p> <p>General Manager Munds presented the Budget for Fund 301 which is made available on the District Website.</p> <p>Public Comment – None</p> <p>Committee Member Baltimore inquired about a budget for fire protection/fire clearance for the land.</p> <p>General Manager Munds responded that the Fire Clearance for the CSD Basins is a part of the Drainage Budget.</p> <p>The Committee discussed the vehicle replacement schedule, insurance, and staggering replacement vehicles.</p> <p>Committee Member Baltimore made a motion recommending to the Board that the Board approve the budget for Fund 301 as presented. The motion was seconded by Committee Member Orback and passed by unanimous consent.</p>	Action – Recommend to the Board to approve the budget for Fund 301 as presented.
3. Fire Department/ Cal Fire Presentation	<p>Battalion Chief Provence discussed call statistics, chipping event, weed abatement, Palisades, Urban Camping and the schedule to receive the new Fire Truck.</p> <p>Public Comment – None</p>	Action – None
5. Development of an Emergency Services Community Survey and Outreach Plan to Understand the Community Expectations and Service Levels for Station 15	<p>General Manager Munds made a presentation which is made available on the District Website.</p> <p>Battalion Chief Provence commented on discovering what the expectations of the community are for the Fire Department.</p> <p>Public Comment – None</p> <p>Committee Member Newman voiced that this is a 'feel-good' item and did not support the potential cost or staff time for an item like this; commented</p>	Action – To be brought back to a future meeting.

AGENDA ITEM	DISCUSSION	FOLLOW-UP
	<p>that he has seen multiple items like this in the past and has not seen much change come from surveys, except for communities in need.</p> <p>General Manager Munds commented that this is to assist in trying to anticipate issues early for the District and Community; about needs that will be coming up.</p> <p>Committee Member Baltimore commented that the survey purpose would need to gage current support of Fire Service, trends, and if the Community would support increase in taxes now for expansion of services in the future.</p> <p>Committee Member Orback commented that it should gage the service provided, be short and not costly.</p> <p>Committee Member Dininni commented that the Community should have warning; to include statistics to plant the seed to make the Community aware of what services are being provided so that they will support a tax increase in the future when needed.</p> <p>The Committee discussed different distribution ideas for a survey.</p> <p>General Manager Munds commented that he would bring the item back to a future meeting and requested that the Committee Members email him if they have any additional input.</p>	
6. Public Comments NOT on this Agenda	None	
7. Schedule Next ESAC Meeting	The next Emergency Services Advisory Committee meeting is scheduled for August 19, 2021 at 5:30 p.m.	
8. Closing Comments by ESAC Members	<p>Committee Member Baltimore commented that he liked the make-up of the Committee.</p> <p>Committee Member Neuman commented that he will visit with Ron to discuss the Survey further.</p> <p>Committee Member Orback commented that the survey could be of value if tailored correctly.</p> <p>Chairperson Ochylski thanked the Committee for their service.</p>	
9. Adjournment	The meeting adjourned at 6:50 p.m.	