



September 27, 2019

TO: LOCSO Board of Directors
FROM: Laura Durban, Administrative Services Manager
SUBJECT: **Agenda Item 5B – 10/3/2019 Board Meeting**
Approve Prior Meeting Minutes

President
Marshall E. Ochylski

Vice President
Charles L. Cesena

Directors
Matthew D. Fourcroy
Vicki L. Milledge
Christine M. Womack

General Manager
Renee Osborne

District Accountant
Robert Stilts, CPA

Unit Chief
Scott M. Jalbert

Battalion Chief
Greg Huang

DESCRIPTION

Attached are the minutes of the Board of Directors meeting held August 1, 2019 and August 5, 2019 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 Board of Directors meeting held August 1, 2019 & August 5, 2019.

Attachment

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**Los Osos Community Services District
DRAFT Minutes of the Regular Meeting of August 1, 2019**

AGENDA ITEM	DISCUSSION OR ACTION
<p>1. CALL TO ORDER/FLAG SALUTE/SILENT OBSERVANCE/ROLL CALL</p>	<p>Vice President Cesena called the meeting to order at 6:32 p.m. and led the flag salute.</p> <p>Roll Call: Matthew Fourcroy, Director – Present Vicki Milledge, Director – Present Christine Womack, Director – Present Chuck Cesena, Vice President – Present Marshall Ochylski, President – Present</p> <p>The following staff was present: Renee Osborne, General Manager Jeffrey Minnery, District Counsel Ann Kudart, Administrative Services Manager Laura Durban, Administrative Services Manager</p>
<p>2. ANNOUNCEMENT OF CLOSED SESSION ITEMS</p> <p>3. PUBLIC COMMENT</p> <p>4. ADJOURN TO CLOSED SESSION</p>	<p>President Ochylski announced that the Board would convene to Closed Session for the following:</p> <p style="padding-left: 40px;">A. <u>CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION [Government Code §54956.9(d)(2)]</u> Significant Exposure to Litigation: 1 Potential Case</p> <p>Public Comment – None</p> <p>The Board adjourned to Closed Session at 6:35 p.m.</p>
<p>5. RECONVENE TO OPEN SESSION</p> <p>6. REPORT OUT OF CLOSED SESSION MEETING</p>	<p>The Board reconvened to Open Session at 7:09 p.m.</p> <p>District Counsel announced that the Board took no reportable action in Closed Session.</p>
<p>7. PRESENTATION OF CERTIFICATES OF RECOGNITION</p>	<p>President Ochylski presented General Manager Osborne and Administrative Services Manager Kudart with certificates of recognition; members of the Board, staff and the public congratulated them.</p>
<p>8. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA</p>	<p>Linde Owen commented on the Dog Park lease and requested an update; that LOCAC Traffic and Circulation looked at top priorities over the next 10 years; discussed the Palisades to Pine bike/walk lane; and, that LOCAC Tree and Landscape is working with the County to get trees planted.</p> <p>District Counsel Minnery commented that he has been in contact with the County in regards to the Dog Park and that we should have something moving forward very quickly.</p>
<p>9. ADMINISTRATIVE AND COMMITTEE REPORTS</p> <p>A. Fire Department Report</p> <p>B. Sheriff Department Report</p> <p>C. Utilities Department Report</p>	<p>Chief Huang provided a summary of the Chief's Report for July 2019 in which Station 15-South Bay responded to 123 calls, including 72 medical aids, 16 traffic collisions, 13 incidents were reported as fire, six as hazardous, eight as public service assists, and eight as false alarms. He provided a brief update regarding weed abatement; commented that his Administrative Assistant, Carrie Young, was recognized as a new Cal Fire employee at a recent badge pinning ceremony; discussed PulsePoint which is an app where you can see all emergencies within Los Osos; that the Fire Safety Fair will be held October 12th at 11:00 a.m.; and, that the painting at Station 15 – South Bay has been completed.</p> <p>Commander Nelson, Sheriff's Coast Station, provided a report of Sheriff Department activities for the month of July 2019 with 555 calls for service which included assaults, battery, disturbances, burglary, thefts, vandalism, phone scams, suspicious circumstances, and that on July 4th there were 19 calls for service, four of which were fireworks complaints.</p> <p>General Manager Osborne provided a summary of the June 2019 activities of the Utilities Department as submitted in the agenda packet reporting total water production; that water usage was 71.2 gallons per person per day, an increase from 69.6 gallons this same time last year; she reported on production and runtime hours by well site, water billing information, Utilities Department operations and maintenance including water sampling, analysis and reporting for all well sites, monthly meter reading, continued valve exercising, grounds keeping at all District facilities, continued residential meter replacements, and that staff worked on bringing South Bay wells back online.</p>

AGENDA ITEM	DISCUSSION

<p>9. ADMINISTRATIVE AND COMMITTEE REPORTS (continued)</p> <p>D. General Manager Report</p> <p>E. Los Osos Community Advisory Council (LOCAC)</p> <p>F. Los Osos/Baywood Park Chamber of Commerce Report</p> <p>G. Los Osos Fire Focus Group</p> <p>H. Parks and Recreation Advisory Committee Meeting Report</p> <p>I. Utilities Advisory Committee Report</p> <p>J. Finance Advisory Committee Report</p> <p>K. Directors' Announcements of District and Community Interest and Reports on Attendance at Public Meetings, Training Programs, Conferences, and Seminars</p> <p>L. Response to Previously Asked Questions</p>	<p>General Manager Osborne provided a summary of activities for July 2019 as submitted with the agenda packet reporting that staff has been meeting with Ron Munds for the General Manager transition; reported on the Low Income Assistance Fund and that an update from the County indicated that there are about 70 unconnected properties that need to complete their sewer laterals; and, reported on possible PG&E electricity shut downs.</p> <p>LOCAC Secretary Tornatzky reported on the Community Plan, the draft EIR, the HCP, and the 1st Street Project; that there is a position available on WRAC; that the next meeting for the Land Use Committee is August 5th at Sea Pines to discuss the proposal from Wild Coast Farms for a 22,000 square feet indoor cultivation of marijuana; that the Tree & Landscape Committee meets the second Monday of the month, Traffic and Circulation meets the third Monday of the month, and LOCAC meets the fourth Thursday of the month.</p> <p>Steve Vinson reported that the Chamber is holding an Open House with the Rotary Club and will be hosting a Build Your Own Ice Cream Sundae event on August 14th; that on September 11th there will be a joint Open House with the Morro Bay Chamber of Commerce; that the 41st Annual Oktoberfest and 14th Annual Car and Motorcycle Show will be held on October 27th from 9:00 a.m. to 5:30 p.m.; that the Businesses of the Month were Nardonne's Pizza and Grocery Store Outlet; and, that the South Bay Community Center is hosting a Bunco Night on August 16th.</p> <p>Chairperson Milledge provided a summary of the Los Osos Fire Focus Group meeting and reporting on Cabrillo Estates and the Firewise/NEAT program and the status of current and future projects.</p> <p>Chairperson Fourcroy provided a summary of the Parks and Recreation meeting held on July 16th which the Committee reviewed resources needed to get the dog park up and running; that Committee Member Fitzgerald provided the group with the background work and cost for a Santa Barbara dog park that recently opened; discussed the lease for the dog park; that the Pocket Park Group is working on a project description and a sketch drawing to propose what the pocket park will look like; heard an update regarding the pending snail studies; and, that the next meeting will be on September 17th at 5:30 p.m.</p> <p>Chairperson Cesena provided a summary of the July 17th UAC meeting in which the Committee reviewed the Capital Improvement Projects including the leak detection efforts; the progress on the utility yard and that we are waiting until January 1st to start on the 8th Street Well Project; the Committee discussed leak adjustment credits; and, that the next meeting will be held on August 21st at 5:30 p.m.</p> <p>Chairperson Ochylski provided a summary of the July 29th FAC meeting in which the Committee recommended that the Board approve Agenda Items 11C, 11D and 11E; and, that the next meeting will be Tuesday, September 3rd at 5:30 p.m.</p> <p>General Manager Osborne reported on the July 30th SLO Chapter CSDA meeting in which San Luis Obispo County Planning expects 10,810 new housing developments by 2025 and that Los Osos will be excluded from the new housing developments; and, that the District had a positive report as we did not take the rate increase this year.</p> <p>None</p>
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AGENDA ITEM	DISCUSSION
<p>10. PUBLIC COMMENT FOR ITEMS ON THE ADMINISTRATIVE AND COMMITTEE REPORTS AND THE CONSENT AGENDA</p>	<p>Vice President Cesena reported that in Consent Item 11, the waiver of conflict with S&T, indicated that the District is a JPA and District Counsel Minnery commented that he will amend the waiver.</p> <p>Vice President Cesena asked Warrant 29045 and 29046 be pulled from the Warrant Register for discussion. President Ochylski pulled Consent Agenda Item 11C for further discussion.</p> <p>Public Comment – Julie Tacker handed out the contract for Grace Environmental Services for discussion; commented on the Wild Coast Farms Cannabis project and that it will be a part of our Water Basin; inquired about an update on the election repayment; inquired about Diablo Canyon funds and how they will be used; asked what is a Morro Shores emergency status; commented on weed abatement asking how it will be implemented and how will the District recoup the administrative costs associated with the abatement.</p>

<p>10. PUBLIC COMMENT FOR ITEMS ON THE ADMINISTRATIVE AND COMMITTEE REPORTS AND THE CONSENT AGENDA (continued)</p>	<p>Linde Owen commented that the fire safety clearings look really healthy; that the City of San Luis Obispo is using a new leak detection product called Flume; and, voiced concern about the empty lots and that the County should post a wait list of those that are waiting to build.</p> <p>Ron Munds thanked Administrative Services Manager Kudart for her hard work over the last 14 years in keeping the Utilities Advisory Committee together; and, thanked General Manager Osborne for her time to help him through the General Manager transition.</p>
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<p>11. CONSENT AGENDA</p> <p>A. Receive Administrative and Committee Reports</p> <p>B. Approve Meeting Minutes of July 11, 2019</p> <p>C. Approve Warrant Register for July 2019</p> <p>D. Receive Financial Reports for the Periods Ending June 30, 2019</p> <p>E. Designate Interest Percentage between Water, Drainage, and Parks and Recreation in the Local Agency Investment Fund (LAIF) Account for Fiscal Year 2018/2019</p> <p>F. Adopt Resolution Deleting Outgoing General Manager and Adding Incoming General Manager on all District Bank Signature Cards</p> <p>G. Adopt Resolution Authorizing Issuance of Credit Card to General Manager Ron Munds</p> <p>H. Authorize Designated Officers for the Local Agency Investment Account (LAIF)</p> <p>I. Consider Waiver of Conflict with S&T Mutual Water Company</p> <p>J. Consider Waiver of Conflict between San Luis Obispo Unified School District and the Los Osos Community Services District Regarding Drilling Test Wells</p> <p>K. Approve Abatement by the District for Parcels in Violation</p>	<p>A motion was made by Director Fourcroy that the Board receive and file the Administrative and Committee Reports and approve the Consent Agenda excluding Agenda Item 11C. The motion was seconded by Vice President Cesena and carried with the following vote:</p> <p>Ayes: Directors Fourcroy, Cesena, Milledge, Womack, Ochylski Nays: None Abstain: None Absent: None</p>
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AGENDA ITEM	DISCUSSION
of the Hazardous Vegetation Ordinance	
12. GENERAL ACTION ITEMS A. Customer Dispute Regarding High Water Bill at 1510 11th Street, Los Osos	Board postponed General Action Item A due to the customer not being in attendance. Public Comment - None
13. DISCUSSION OF PULLED CONSENT ITEMS	President Ochylski recommended that the District authorize payment for the amount in the contract for Grace Environmental Services and to discuss with Grace Environmental Service for further clarification. He reported that he was unsure if a raise in the rate was formally approved. Public Comment – Julie Tacker commented that the increase for Grace Environmental Services needed to come through a contract amendment and will need to come before the public.
13. DISCUSSION OF PULLED CONSENT ITEMS (continued)	Linde Owen commented that if there is no contract then the 5% increase needs to be removed; and, inquired about Board Member compensation. A motion was made by President Ochylski that the Board approve the warrants in Agenda Item 11C with an adjustment to Item 29046 to \$8010.50 with that item to come back for discussion at the next Board meeting. The motion was seconded by Vice President Cesena and the motion was carried with unanimous consent.
14. FUTURE AGENDA ITEMS	President Ochylski commented that a report regarding Director's compensation will be brought to the Board's next meeting. District Counsel Minnery commented that he is looking into the election expenses and repayment.
15. CLOSING BOARD COMMENTS	Vice President Cesena thanked General Manager Osborne for her energy at the District as well as the work she put into the grant for the 8 th Street Well. Director Fourcroy thanked General Manager Osborne for her work in Parks and Recreation and how well she handled the transition. Director Womack commented that she enjoyed working with General Manager Osborne and wished her well. Director Milledge commented that she enjoyed working with General Manager Osborne. President Ochylski commented that the Board really appreciates all that General Manager Osborne has done for the District.
16. ADJOURNMENT	The meeting adjourned at 8:07 p.m.

**Los Osos Community Services District
DRAFT Minutes of the Special Meeting of August 5, 2019**

AGENDA ITEM	DISCUSSION OR ACTION
1. CALL TO ORDER/FLAG SALUTE /ROLL CALL	<p>President Ochylski called the meeting to order at 5:04 p.m. and led the flag salute.</p> <p>Roll Call: Matthew Fourcroy, Director – Absent Vicki Milledge, Director – Present Christine Womack, Director – Absent Chuck Cesena, Vice President – Present Marshall Ochylski, President – Present</p> <p>The following staff was present: Renee Osborne, General Manager Ann Kudart, Administrative Services Manager</p>
2. GENERAL ACTION ITEMS A. Consider and Discuss Term Sheet with the County of San Luis Obispo Regarding the Development of a Dog Park on Palisades Avenue	<p>President Ochylski announced that the Board had given previous Legal Counsel in closed session on June 7, 2018 direction to proceed with the County Attorney to finalize the terms for the Dog Park lease which fell through the cracks; some concerns have been raised to confirm the District will proceed to make sure the property is analyzed properly with the Habitat Conservation Plan (HCP), Environmental Impact Report (EIR) and the Community Plan.</p> <p>Public Comment – William Fitzgerald commented that the word ‘within’ in the Term Sheet should be “with”.</p> <p>Jeff Edwards inquired as to why a special meeting was being held for this matter; commented that the term sheet is not binding and pre-mature as a dog park should be the District’s lowest priority; that the Library wants to build on that land and that the dog park could move to where the Library is now located; and, supported dropping the dog park discussion until in a better condition to start the project.</p> <p>Linde Owen commented that the District needs to verify if lease is adequate for moving to the next stages; that the property is in limbo with the HCP and Community Plan; that there are issues with the parking lot, the lighting and other missing items; and, would like to see the lease secured.</p> <p>Dr. Pimentel commented that he would like nothing on that property and that neighbors should be notified before the meetings occur.</p> <p>Julie Tacker commented that the County owes the community a dog park and that the District should not be handling this; supported Mr. Edwards’ idea; that the EIR is driving this special meeting; that the burden of developing parking and access for a dog park is not something the District should be handling; and, inquired as to why a special meeting is being held that has costs associated with it.</p> <p>Richard Margetson inquired why the meeting could not wait until the next Board meeting; and, commented that the public has not seen a document on the cost of implementing the project.</p> <p>President Ochylski responded that there is no cost associated with this meeting and that the Directors that are present are waiving their stipend for the meeting; the Parks and Recreation Committee was adamant and recommended that this process move forward at that site; that Parks and Recreation is a power that the District has and has been trying to activate more; that the cost will be dealt with as the process moves forward; that this is only a term sheet not a binding lease and only locks in that the property is available to the District for a dog park; and, that as the process moves forward the neighbors will be involved in the process.</p> <p>Vice President Cesena commented that people have been pushing for this property to be developed; that neighbors will be notified when something real is happening; and, that this is not binding and there is no reason why we should not move forward.</p> <p>A motion was made by Vice President Cesena that the Board approve the Term Lease with the County with the amendment to change ‘within’ to ‘with’ in Paragraph 2. The motion was seconded by Director Milledge and the motion was carried with the following vote:</p> <p>Ayes: Directors Cesena, Milledge, Ochylski Nays: None Abstain: None Absent: Fourcroy, Womack</p>
3. ADJOURNMENT	The meeting adjourned at 5:34 p.m.