



August 30, 2017

**TO:** Honorable LOCSO Board of Directors  
**FROM:** Renee Osborne, General Manager  
**SUBJECT:** **Agenda Item 9D – 9/7/2017 Board Meeting**  
General Manager Activities for August 2017

**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**  
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**Battalion Chief**  
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### GENERAL

- Staff has completed the IRS and Social Security 2015 payroll reporting corrections. We were informed that there were some changes needed to the 2016 payroll reporting and advised to wait for further instructions.
- Legal Counsel and General Manager continued 2017/2018 contract negotiations with SLOCEA.

### PARKS & RECREATION

- Staff has received the lease for the Dog Park from the County. District Counsel and General Manager are working on the changes.
- The Parks and Recreation Committee is currently working on items for a Request for Proposal for the non-profits that are willing to operate the Dog Park.

### BOOKKEEPING/ACCOUNTING

- We have been working on closing out and cleaning up past entries to the 2016/2017 Fiscal Year expenditures/budget.
- We received the 2016/2017 Fiscal Year End Property Tax balance sheet from the County and working on confirming the totals for each fund.
- I have asked the District Auditor, Adam Guise, to do a field test to help us recognize any problems we might have with the Audit we have scheduled in October. He had some suggestions on future practices that will help the District with cleaner bookkeeping. Mr. Guise also spent some time with our Bookkeeper and had some suggestions for him.
- During the field visit from the Auditor we found that Vista de Oro still owes about \$1500 on their loan. One of the Auditor's goals in October will be to audit the loan payments from Vista de Oro to assure accuracy of the amount due and close that loan account at the end of the 2017/2018 fiscal year.
- Some community members assisted us with the closing of the fiscal year expenditures/budget.
- The 2017/2018 Budget has been entered into MIP and is being used to produce the actuals for July 2017. This budget will be presented to the Finance Committee in October for review and recommendations.