



April 4, 2024

TO: LOCSO Board of Directors
FROM: Ron Munds, General Manager
Laura Durban, Administrative Services Manager
SUBJECT: Agenda Item 10A – 04/04/2024 Board Meeting
Receive Administrative, Committee Reports, and Approved
Committee Minutes

President
Marshall E. Ochylski

Vice President
Christine M. Womack

Directors
Charles L. Cesena
Matthew D. Fourcroy
Troy C. Gatchell

General Manager
Ron Munds

District Accountant
Robert Stilts, CPA

Unit Chief
John Owens

Battalion Chief
Paul Provence

DESCRIPTION

Attached are the approved minutes from meetings in March 2024.

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

Finance Advisory Committee Minutes 01/29/2024
Utilities Advisory Committee Minutes 02/21/2024
Emergency Services Advisory Committee Minutes 11/16/2023

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**Los Osos Community Services District
Minutes of the Finance Advisory Committee Meeting
January 29, 2024 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 5:31 p.m. and led the flag salute.</p> <p><u>Roll Call:</u></p> <p>Chuck Cribbs, Committee Member – Present Gary J. Freiberg, Committee Member – Arrived at 6:28 p.m. Lisa Gonzalez, Committee Member – Present Lee Hood, Committee Member – Present Keith Swanson, Committee Member – Present Marshall Ochylski, Vice Chairperson – Present Christine, Womack, Chairperson – Present</p> <p><u>Staff:</u> Ron Munds, General Manager Laura Durban, Administrative Services Manager</p>	
2. Approve FAC Meeting Minutes of January 3, 2024	<p>Chairperson Womack presented the minutes for approval.</p> <p>Public Comment - None</p> <p>Committee Member Gonzalez made a motion that the Committee approve the minutes of January 3, 2024. The motion was seconded by Committee Member Swanson and the motion passed unanimously.</p>	Action: File Approved Minutes.
3. Presentation Brown Act Training	<p>The Brown Act Training was continued to a future meeting</p> <p>Public Comment – None</p>	Action: Continued to next meeting.
4. Review of Board Item 2023/2024 Mid-Year Budget Adjustments	<p>General Manager Munds presented the Mid-Year 2023/2024 Budget Adjustments for Funds 100, 301, 500, 650, 800 & 900.</p> <p>The Committee Discussed the adjustments presented.</p> <p>Vice Chairperson Ochylski inquired about the previous Fiscal Years refunds for Fund 301.</p> <p>Public Comment – Margetson commented on net revenue over expenses, interest from investments, commercial and irrigation revenue, transfer to Admin; inquired if the District has received an update from FEMA.</p> <p>General Manager Munds commented that FEMA is stuck in their environmental review.</p> <p>Committee Member Gonzalez made a motion that the Committee recommend to the Board that the Board approve the Mid-Year Adjustments requests as presented for Funds 100, 301, 500, 650, 800 and 900. The motion was seconded by Committee Member Cribbs and the motion passed unanimously.</p>	Action: Recommended to the Board that the Board approve the Mid-Year Adjustments requests as presented for Funds 100, 301, 500, 650, 800 and 900.
5. Review of Board Item Regarding Approval of Warrant Register for January 2024	<p>General Manager Munds presented the warrants.</p> <p>Public Comment – None</p> <p>Committee Member Swanson made a recommendation that the Board approve the Warrants of January 2024. The motion was seconded by Committee Member Hood and the motion carried with unanimous consent.</p>	Action: The Committee recommended that the Board approve the Warrant Register for January 2024.

AGENDA ITEM	DISCUSSION	FOLLOW-UP
6. Review of Board Item Regarding Financial Reports for the Period Ending December 31, 2023	<p>General Manager Munds presented the Financial Reports for approval.</p> <p>Public Comment – None</p> <p>Committee Member Gonzalez made a recommendation that the Board receive and file the Financials of December 31, 2023. The motion was seconded by Committee Member Cribbs and the motion carried with unanimous consent.</p>	Action: The Committee recommended that the Board receive and file the Financials for the period ending December 31, 2023.
7. Review of Board Item Quarterly and Annual Financial Report	<p>General Manager Munds presented the Quarterly Investment Report for Q4 2023 and the Annual Investment Report for 2023.</p> <p>The Committee discussed the two reports.</p> <p>Public Comment – Richard Margetson commented on one of the Federal Bonds and Interest Rates and inquired why the District purchased above PAR.</p> <p>Committee Member Hood made a recommendation that the Board receive and file the Quarterly Investment Report for the fourth quarter of 2023 and the Annual Investment report for 2023. The motion was seconded by Committee Member Gonzalez and the motion carried with unanimous consent.</p>	Action: Recommended to the Board that the Board receive and file the Quarterly Investment Report for the fourth quarter of 2023 and the Annual Investment report for 2023.
8. General Manager Update	<p>General Manager Munds provided an update on the 16th St. North tank, Program C Well, and the Fire Department Standard of Cover Study.</p> <p>Public Comment – None</p>	Action: None
9. Public Comments on Items NOT on this Agenda	None	
10. Schedule Next FAC Meeting	The next meeting of the Financial Advisory Committee is scheduled for Monday, March 4, 2024 unless otherwise noted.	
11. Closing Comments by FAC Committee	None	
12. Adjournment	The meeting adjourned at 6:55 p.m.	

**Los Osos Community Services District
Minutes of the Utilities Advisory Committee Meeting
February 21, 2024 at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order Flag Salute Roll Call	<p>Chairperson Cesena called the meeting to order at 5:32 p.m.</p> <p><u>Roll Call:</u> James Bishop, Committee Member – Absent Jan Harper, Committee Member – Present Leonard Moothart, Committee Member – Present Pam Ouellette, Committee Member – Present Matthew Tallone, Committee Member – Present Matthew Fourcroy, Vice-Chairperson – Absent Chuck Cesena, Chairperson – Present</p> <p><u>Staff:</u> Ron Munds, General Manager Margaret Falkner, Utility Systems Manager Laura Durban, Administrative Services Manager</p>	
2. Approve UAC Minutes of January 17, 2024	<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 January 17, 2024. The motion was seconded by Committee Member Ouellette and carried with a 3-0 vote with Committee Member Tallone abstaining.</p>	Action – File approved minutes.
4. Basin Management Committee Update	<p>Meeting was cancelled. Next meeting is March 20, 2024.</p> <p>Public Comment – None</p>	Action - None
3. Brown Act Training	<p>President Ochylski presented the Brown Act Training Presentation.</p> <p>Public Comment – None</p>	
5. Fiscal Year 2024-25 Capital Improvement Plan Project List Review	<p>General Manager Munds presented the 2024-25 Capital Improvement Plan Project Budget review.</p> <p>The Committee discussed the Capital Improvement projects.</p> <p>Public Comment – Richard Margetson inquired about the Program C Well grant; commented if the pay-as-you-go process, for projects is escalating higher than 5% the District should use reserves and complete projects</p> <p>The Committee discussed finance for CIP projects.</p>	Action – None
6. Utility Department Report	<p>Utility Systems Manager Falkner reported on January 2024's water production, well site production and runtime hours, water billing revenues, and rainfall totals.</p> <p>Public Comment – Richard Margetson inquired about the remaining balance of the grant.</p> <p>General Manager Munds responded \$300k.</p>	Action – None
7. Utilities Department Updates	<p>General Manager Munds provided updates on the 16th Street North Tank Project, Program C Well Water Transmission Main, the Well Equipping Phases, the South Bay Lower Aquifer Well Project, and the Recycled Water Facilities Grant/Transient Groundwater Model.</p> <p>Public Comment – None</p>	Action – None
8. Public Comments on items NOT on this Agenda	<p>Public Comment – Richard Margetson commented on the Board of Supervisors Retrofit Title 19 meeting on Tuesday and inquired if any purveyors will be attending the meeting.</p> <p>General Manager Munds responded that he will be attending.</p>	

AGENDA ITEM	DISCUSSION	FOLLOW-UP
9. Schedule the Next UAC Meeting	The next meeting of the Utilities Advisory Committee is scheduled to be held on Wednesday, March, 20, 2024, at 5:30 p.m. unless otherwise noticed.	
10. Closing Comments by UAC Committee Members	Committee Member Ouellette will be out and will have "just cause" to call in. Committee Member Harper encouraged everyone to vote on 3-5-24.	
11. Adjournment	The meeting adjourned at 6:50 p.m.	

**Los Osos Community Services District
Minutes of the Emergency Services Advisory Committee
Thursday, November 16, 2023 at 5:30 p.m.**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order Flag Salute Roll Call	<p>Chairperson Ochylski called the meeting to order at 5:31 p.m.</p> <p>Roll Call: Craig Baltimore, Committee Member – Absent Bob Neumann, Committee Member – Present Gary Orback, Committee Member – Present Thomas Tengdin, Committee Member – Present Vice Chairperson Gatchell– Absent Chairperson Marshall Ochylski – Ochylski</p> <p>Staff: Ron Munds, General Manager Laura Durban, Administrative Services Manager Carol Gilmer, Administrative Clerk II</p>	
2. Approve ESAC Minutes of August 17, 2023	<p>Administrative Services Manager Durban presented the minutes for approval.</p> <p>Public Comment – None</p> <p>Committee Member Tengdin made a motion to approve the minutes of August 17, 2023. The motion was seconded by Committee Member Neumann and passed with unanimous consent.</p>	Action – File Approved Minutes
3. Fire Department Update	<p>General Manager Munds reported Station 15 had been busy with several community events, commented on Stations personnel and number of incidents per month so far this calendar year.</p> <p>Committee Member Tengdin commented on the cooperation in communication between ham radio operators and the fire department.</p> <p>Public Comment – None</p>	Action – None
4. Update Standard of Cover Study Proposal	<p>General Manager Munds presented an update on the SOC study, including background, study elements, information requests, and an estimated schedule.</p> <p>Committee Member Tengdin commented that the SOC interview discussion focused on what was needed and where the District is with Service.</p> <p>Committee Member Orback commented on how the District compares to other agencies, future of the community and keeping a high level of service.</p> <p>Public Comment – None</p>	Action –None
5. Quarter 1 Fund 301 Budget Review	<p>General Manager Munds presented the first-quarter Fund 301 Budget Review.</p> <p>Chairperson Ochylski inquired about the status of the County true-up.</p> <p>General Manager Munds responded that negotiations are still on-going.</p> <p>Public Comment - Richard Margetson commented on the history of the District and how the district pays in cash, and inquired about the surplus and where it would go in the budget.</p> <p>General Manager Munds responded that the District may put some of the funds into the Vehicle Sinking Fund or Capital Outlay Reserve for the future Station 15 building remodel.</p>	Action –None

AGENDA ITEM	DISCUSSION	FOLLOW-UP
6. Cabrillo Stormwater Basin Status Report	<p>General Manager Munds provided an update on the Cabrillo Stormwater Basin, which included an incident timeline, actions taken, and cost and financial summary.</p> <p>Public Comment – None</p>	Action –None
7. Public Comments on Items NOT on this Agenda	Public Comment – None	Action – None
8. Schedule Next ESAC Meeting	The next Emergency Services Advisory Committee meeting is scheduled for Thursday, February 15, 2024, at 5:30 p.m. unless otherwise noted.	
9. Closing Comments by ESAC Committee Members	Public Comment – None	
10. Adjournment	The meeting adjourned at 5:56 p.m.	