



April 1, 2021

TO: LOCSD Board of Directors

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

SUBJECT: Agenda Item 7A- 04/01/2021 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 March 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

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FINANCE ADVISORY COMMITTEE MEETING

Monday February 1, 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 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 02/01/2021
- Through the district website www.losososcscsd.org/contact-us by 12:00pm on 02/01/2021
- 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. **PRESENTATION** – Brown Act Training
3. **Approve FAC Meeting Minutes of January 4, 2021**
(Recommend approval)
Presented By: Administrative Services Manager Durban
4. **Review of Board Item 2020/2021 Mid-Year Budget Adjustments**
(Committee Review and Recommendations to the Board)
Presented By: General Manager Munds
5. **Review the Board Item Regarding authorize issuance of Request for Proposals for District Audit Services**
(Committee Review)
Presented By: General Manager Munds
6. **Review of Board Item Regarding Approval of Warrant Register for January 2021**
(Committee Review and Recommendations to the Board)
Presented By: Administrative Services Manager Durban
7. **Review of Board Item Regarding Financial Reports for the Period Ending December 31, 2020**
(Committee Review and Recommendations to the Board)
Presented By: General Manager Munds
8. **Utilities Department Updates**
Information Only
9. **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.
10. **Schedule Next FAC Meeting** – Monday, March 01, 2021 at 5:30 p.m. unless otherwise noted
11. **Closing Comments by FAC Committee Members**
12. **Adjournment**

**Los Osos Community Services District
Minutes of the Finance Advisory Committee Meeting
February 01, 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 Alyce Thorp, Committee Member – Absent Marshall Ochylski, Vice Chairperson – Present Christine Womack, Chairperson – Present</p> <p><u>Staff:</u></p> <p>Ron Munds, General Manager Laura Durban, Administrative Services Manager</p>	
2. Presentation – Brown Act Training	<p>Director Ochylski presented to the Committee a presentation on the Brown Act, including questions that each Committee Member needed to respond to and informing them of the current changes in place due to Executive Order N-29-20 and Assembly Bill 992.</p> <p>Public Comment - None</p>	Action: None
3. Approve FAC Meeting Minutes of January 4, 2021	<p>Administrative Services Manager Durban 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 4, 2021. The motion was seconded by Committee Member Jansen and the motion passed unanimously.</p>	Action: File Approved Minutes.
4. Review of Board Item 2020-2021 Mid-Year Budget Adjustments	<p>General Manager Munds presented the Mid-Year Budget Adjustments as seen in the Power Point presentation available on the District website.</p> <p>Public Comment – None</p> <p>Committee Member Jansen made a motion that the Committee recommend that the Board approve the Mid-Year Adjustment Requests as presented for Funds 100, 200, 301, 500, 600, 800 and 900. The motion was seconded by Committee Member Cirilo and the motion passed unanimously.</p>	Action: The Committee recommended that the Board approve the Mid-Year Adjustment Requests as presented for Funds 100, 200, 301, 500, 600, 800 and 900.
5. Review Item Regarding Authorize Issuance of Request for Proposal for District Audit Services	<p>General Manager Munds presented the RFP for District Audit Services as seen in the Power Point presentation available on the District website.</p> <p>The Committee discussed the RFP for District Audit Services.</p> <p>Committee Member Gonzalez and Committee Member Cirilo volunteered to be on the consultant selection working group.</p> <p>Committee Member Gonzalez made a motion that the Committee approve the issuance of the attached RFP for Audit Services and Select Committee Member Gonzalez and Committee Member Cirilo to participate on the consultant section of the working group. The motion was seconded by Committee Member Jansen and the motion passed unanimously.</p>	Action: Approve the issuance of the attached RFP for Audit Services and Select Committee Member Gonzalez and Committee Member Cirilo to participate on the consultant section of the working group.
6. Review of Board Item Regarding Approval of Warrant Register for January 2021	<p>Administrative Services Manager Durban presented the Warrants for review.</p> <p>Public Comment – None</p> <p>Committee Member Jansen made a recommendation that the Board approve the Warrants of January 2021. 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 January 2021.

AGENDA ITEM	DISCUSSION	FOLLOW-UP
7. Review of Board Item Regarding Financial Reports for the Period Ending December 31, 2020	<p>General Manager Munds presented the Financial Reports for approval as presented in the packet.</p> <p>Public Comment – None</p> <p>Committee Member Cirilo made a recommendation that the Board receive and file the Financials of December 31, 2020. The motion was seconded by Committee Member Jansen 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, 2020.
8. Utilities Department Update	<p>General Manager Munds presented the Utility Department Update as presented in the packet commenting on the 16th Street Tanks.</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 1, 2021 unless otherwise noted.	
11. Closing Comments by FAC Committee	<p>Committee Member Gonzalez voiced excitement for Chairperson Womack to be Chair of the FAC committee, and thanked the staff for the great staff reports.</p> <p>Vice Chairperson Ochylski commented that he knows Chairperson Womack will do an outstanding job as the FAC's new Chair.</p>	
12. Adjournment	The meeting adjourned at 6:31 p.m.	



UTILITIES ADVISORY COMMITTEE MEETING

Wednesday, February 17, 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 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 02/17/2021
- Through the district website www.losososcscsd.org/contact-us by 12:00pm on 02/17/2021
- 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 January 20, 2021**
(Recommend Committee Approval)
Presented By: Administrative Services Manager Durban
3. **Brown Act Training**
Presented By: Director Ochylski
4. **Present Board Approved 2021 Work Plan for UAC**
Presented By: Chairperson Cesena/General Manager Munds
5. **Basin Management Committee Update**
(Updates Only)
Presented By: General Manager Munds
6. **Utility Department Report**
Presented By: Utility Systems Manager Falkner
7. **Utilities Department Updates & CIP Review**
Presented By: Utility Systems Manager Falkner/General Manager Munds
8. **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.
9. **Schedule Next UAC Meeting** – The next UAC Meeting will be held Wednesday, March 17, 2021 at 5:30 p.m. unless otherwise noted.
10. **Closing Comments by UAC Committee Members**
11. **Adjournment**

**Minutes of the Utilities Advisory Committee Meeting
February 17, 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 5:32 p.m.</p> <p><u>Roll Call:</u> James Bishop, Committee Member – Present Jan Harper, Committee Member – Present Leonard Moothart, Committee Member – Present Eric Silva, Committee Member – Absent Matthew Fourcroy, Vice Chairperson – Absent Chuck Cesena, Chairperson – Present</p> <p><u>Staff:</u> Ron Munds, General Manager Laura Durban, Administrative Services Manager</p>	
<p>2. Approve UAC Minutes of January 20, 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 January 20, 2021. The motion was seconded by Committee Member Moothart and carried with unanimous consent.</p>	<p>Action – File approved minutes.</p>
<p>3. Presentation – Brown Act Training</p>	<p>Director Ochylski presented to the Committee a presentation on the Brown Act, including questions that each Committee Member needed to respond to and informing them of the current changes in place due to Executive Order N-29-20 and Assembly Bill 992.</p> <p>Public Comment - None</p>	<p>Action: None</p>
<p>4. Present Board Approved 2021 Work Plan for UAC</p>	<p>General Manager Munds presented the 2021 Work Plan for UAC.</p> <p>The Committee discussed the work plan.</p> <p>Public Comment – None</p>	<p>Action: None</p>
<p>5. Basin Management Committee Update</p>	<p>General Manager Munds commented that the BMC meeting was canceled for February; on the Planning Commission approval of the Cannabis operation but added a condition that the water plan will come to the BMC for review and comment.</p> <p>Chairperson Cesena inquired why the meeting was canceled.</p> <p>General Manager Munds responded that the main item planned for the BMC meeting was the Organization and Financing Study, and due to a lack of opportunity for the staff level meeting, the BMC meeting was canceled.</p> <p>Public Comment – Julie Tacker commented on the contract the BMC has with WSC being fee based and not hourly.</p>	<p>Action – None</p>
<p>6. Utilities Department Report</p>	<p>General Manager Munds provided a summary from January 2021 which is made available in the PowerPoint presentation on the Districts Website.</p> <p>Committee Member Moothart inquired about the Nitrate Removal system.</p> <p>Chairperson Cesena inquired about other Nitrate Removal systems.</p> <p>The Committee discussed rainfall, rain absorption, recharge of the Basin and drought contingency.</p> <p>Public Comment – None</p>	<p>Action – None</p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
7. Utilities Department Update	<p>General Manager Munds presented the Department Updates including Capital Improvement Projects, which is made available in the Staff Report and on the PowerPoint presentation on the Districts Website.</p> <p>Committee Member Harper inquired about 10th Street Well issues.</p> <p>General Manager Munds responded that the District is unsure if the issues are due to a power surge or some new equipment not being installed correctly.</p> <p>The Committee discussed the items on the Capital Improvement Projects list.</p> <p>Public Comment – None</p>	Action – None
8. Public Comments on Items NOT on this Agenda	None	
9. Schedule Next UAC Meeting	The next meeting of the Utilities Advisory Committee is scheduled to be held on Wednesday, March 17, 2021 at 5:30 p.m., unless otherwise noticed.	
10. Closing Comments by UAC Committee Members	<p>Chairperson Cesena and General Manager Munds thanked the Committee for their time and questions during this UAC meeting.</p> <p>Committee Member Moothart thanked General Manager Munds and staff for their hard work.</p>	
11. Adjournment	The meeting adjourned at 6:42 p.m.	



SPECIAL PARKS & RECREATION ADVISORY COMMITTEE MEETING

Tuesday, September 22, 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/139650283>
(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 139 650 283

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

- Through email at ldurban@losososcscsd.org by 12:00pm on 9/22/2020
- Through the district website www.losososcscsd.org/contact-us by 12:00pm on 9/22/2020
- Through teleconference by phone at (929) 205-6099 or (301) 715-8592 and enter **139 650 283**
- 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/139650283>

AGENDA

- 1. Opening at 5:30 p.m. – Call to Order and Roll Call**
- 2. Approve Parks and Recreation Committee Meeting Minutes of August 18, 2020**
(Recommend approval)
Presented by: Administrative Services Manager Durban
- 3. Ferrell St. Pathway - Update & Discussion**
Presented by: General Manager Munds
- 4. 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.
- 5. Schedule Next Parks and Recreation Committee Meeting** – The next meeting will be held on Tuesday, October 20, 2020 at 5:30 p.m. unless otherwise noted.
- 6. Closing Comments by Parks and Recreation Committee Members**
- 7. Adjournment**

**Los Osos Community Services District
Minutes of the Special Parks & Recreation Advisory Committee Meeting
September 22, 2020 at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order, Flag Salute, and Roll Call	<p>Chairperson Fourcroy called the meeting to order at 5:30 p.m.</p> <p><u>Roll Call:</u> Alissa Feldman, Committee Member – Present William Fitzgerald, Committee Member - Present Christina Grimm, Committee Member – Absent Andrea Lueker, Committee Member – Absent Shaunna Sullivan, Committee Member – Present Christine Womack, Vice Chairperson – Present Matthew Fourcroy, Chairperson – Present</p> <p><u>Staff:</u> Ron Munds, General Manager Laura Durban, Administrative Services Manager</p>	
2. Approve Parks and Recreation Committee Meeting Minutes of August 18, 2020	<p>Chairperson Fourcroy presented the draft minutes to the Committee for approval.</p> <p>Public Comment – None</p> <p>Committee Member Fitzgerald moved to approve the meeting minutes of August 18, 2020. The motion was seconded by Committee Member Feldman and carried with the following vote:</p> <p>Ayes: Committee Member Fitzgerald, Feldman, Sullivan Nays: None Abstain: None Absent: Committee Member Grimm, Lueker</p>	Action: File Approved Minutes.
3. Ferrell Avenue Pathway Discussion	<p>General Manager Munds presented the PowerPoint presentation that is made available on the website.</p> <p>The Committee discussed the presentation, cost, timeline, landscaping and permitting for Ferrell Avenue Pathway.</p> <p>Public Comment – None</p> <p>Committee Member Sullivan made a recommendation that the Board of Directors approve the Ferrell Avenue Pathway Project as designed and move forward with soliciting bids for construction. The motion was seconded by Committee Member Fitzgerald and the motion carried with the following vote:</p> <p>Ayes: Committee Member Sullivan, Fitzgerald, Feldman Nays: None Abstain: None Absent: Committee Member Grimm, Lueker</p>	Action: Recommend to the Board that they approve the Ferrell Avenue Pathway Project as designed and move forward with soliciting bids for construction.
4. Public Comment on Items NOT on the Agenda	None	
5. Schedule Next Parks and Recreation Committee Meeting	The next Parks and Recreation Advisory Committee meeting is scheduled to be held on October 20, 2020 at 5:30 p.m. unless otherwise noticed.	
6. Closing Comments by Parks and Recreation Committee Members	<p>Committee Member Fitzgerald commented on how excited he is that the Parks and Recreation department is reaching this milestone.</p> <p>Committee Member Sullivan and Vice Chairperson Womack commented “Good Work” on the project.</p>	
7. Adjournment	The meeting adjourned at 5:56 p.m.	