



June 03, 2021

TO: LOCSO Board of Directors

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

SUBJECT: Agenda Item 6A- 06/03/2021 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 May 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

Mailing Address:
P.O. Box 6064
Los Osos, CA 93412

Offices:
2122 9th Street, Suite 110
Los Osos, CA 93402

Phone: 805/528-9370
FAX: 805/528-9377

www.losososcso.org



FINANCE ADVISORY COMMITTEE MEETING

Monday March 29, 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@losososcsd.org by 12:00pm on 03/29/2021
- Through the district website www.losososcsd.org/contact-us by 12:00pm on 03/29/2021
- 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 March 1, 2021**
(Recommend approval)
Presented By: Administrative Services Manager Durban
3. **Review of Board Item Regarding Approval of Warrant Register for March 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 February 28, 2021**
(Committee Review and Recommendations to the Board)
Presented By: General Manager Munds
5. **Utilities Department Updates**
Information Only
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 FAC Meeting – Monday, May 3, 2021 at 5:30 p.m. unless otherwise noted**
8. **Closing Comments by FAC Committee Members**
9. **Adjournment**

**Los Osos Community Services District
Minutes of the Finance Advisory Committee Meeting
March 29, 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 5:32 p.m. commenting that Julian Metcalf will be a new Finance Advisory Committee Member starting at the May 3, 2021 meeting.</p> <p><u>Roll Call:</u></p> <p>Sandra Cirilo, Committee Member – Absent Lisa Gonzalez, Committee Member – Present Bea Jansen, Committee Member – Present Alyce Thorp, Committee Member – Present Marshall Ochylski, Vice Chairperson – Absent 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 March 1, 2021	<p>Administrative Services Manager Durban presented the minutes for approval commenting that the last two agenda items are numbered incorrectly and will be adjusted in approved minutes.</p> <p>Public Comment - None</p> <p>Committee Member Gonzalez made a motion that the Committee approve the minutes of March 1, 2021. The motion was seconded by Committee Member Thorp and the motion passed unanimously.</p>	Action: File Approved Minutes
3. Review of Board Item Regarding Approval of Warrant Register for March 2021	<p>Administrative Services Manager Durban presented the Warrants for review.</p> <p>The Committee thanked the staff for having clean, organized and easy to read warrants.</p> <p>Committee Member Womack inquired about Check 30507 to USA Blue Book.</p> <p>General Manager Munds responded that they are a utility supplier and we purchased a pump for drainage.</p> <p>Public Comment – None</p> <p>Committee Member Jansen made a recommendation that the Board approve the Warrants of March 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 March 2021.
4. Review of Board Item Regarding Financial Reports for the Period Ending February 28, 2021	<p>General Manager Munds presented the Financial Reports for approval as presented in the packet.</p> <p>Committee Member Thorp inquired if there would be an open house once the new Fire Truck is purchased.</p> <p>Committee Member Gonzalez inquired about BMC and the Low-Income account.</p> <p>Public Comment – None</p> <p>General Manager Munds commented on the Low-Income Assistance Fund/Community Foundation and the steps taken to move forward with seeing how the District can use the funding available.</p> <p>Committee Member Gonzalez made a recommendation that the Board receive and file the Financials of February 28, 2021. 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 February 28, 2021.

AGENDA ITEM	DISCUSSION	FOLLOW-UP
5. Utility Department Updates	<p>General Manager Munds presented the Utilities Department updates and CIP Project Review as presented in the packet.</p> <p>The Committee discussed tank rehabilitation, preventative maintenance and the Water Quality Trust reserve.</p> <p>Public Comment – None</p>	
6. Public Comments on Items NOT on this Agenda	None	
7. Schedule Next FAC Meeting	The next meeting of the Financial Advisory Committee is scheduled for Monday, May 3, 2021 unless otherwise noted.	
8. Closing Comments by FAC Committee	<p>General Manager Munds commented that at the May 3, 2021 meeting the Finance Advisory Committee will be discussing the Auditor Proposal, Preliminary Budget for 2021/2022 and Updates to District Fees.</p> <p>Chairperson Womack commented that the May 31, 2021 meeting will fall on a holiday and inquired if the Committee would be okay with the meeting being on Tuesday June 1, 2021.</p> <p>The Committee voiced support for Tuesday June 1, 2021.</p> <p>Committee Member Jansen commented that she will not be able to attend the May 3, 2021 meeting.</p> <p>Chairperson Womack thanked the Committee and Staff.</p>	
9. Adjournment	The meeting adjourned at 6:19 p.m.	



UTILITIES ADVISORY COMMITTEE MEETING

Wednesday, April 21, 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 04/21/2021
- Through the district website www.losososcscsd.org/contact-us by 12:00pm on 04/21/2021
- 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 March 17, 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. **Review of Board Item 2021/2022 Budget for Fund 500 & Fund 800**
(Committee Review and Recommendations to the Board)
Presented By: General Manager Munds
7. **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.
8. **Schedule Next UAC Meeting** – The next UAC Meeting will be held Wednesday, May 19, 2021 at 5:30 p.m. unless otherwise noted.
9. **Closing Comments by UAC Committee Members**
10. **Adjournment**

**Minutes of the Utilities Advisory Committee Meeting
April 21, 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 5:30 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 – Present Matthew Fourcroy, Vice Chairperson – Present 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 March 17, 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 March 17, 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 commented that the BMC meeting was canceled and presented information that BMC Staff and SLO County Staff have been discussing regarding Accessory Dwelling Units (ADU), and introduced Airlin Singewald and Cory Hahn from the County to help answer any questions the UAC may have.</p> <p>The Committee with County Staff discussed ADUs in Los Osos including how many ADUs should the District expect, how many lots would be eligible, governance, growth limits, Coastal Commission, water connection for ADUs, impact fees, will-serve letters, 2 to 1 retrofit program, density limits/calculations, the different types of ADU development, purveyors working together, Title 19, water meters for ADU development, upcoming BMC meeting in May, and recommendations for the CSD letter to the Coastal Commission.</p> <p>Public Comment – Jeff Edwards commented on approximately 10 ADU applications at the Coastal Commission and their size; retrofit program; needing will serve for sewer service; unlikely to get approval before the Community Plan is considered.</p>	<p>Action – None</p>
<p>4. Utilities Department Report</p>	<p>Utility Systems Manager Falkner presented a summary from March 2021 which is made available in the PowerPoint presentation on the Districts Website.</p> <p>Committee Member Moothart inquired on criteria for how the District selects which wells to increase runtime for production.</p> <p>General Manager Munds responded that it depends on the sequence the wells are brought into service, the demand and the tank levels.</p> <p>Committee Member Harper inquired about the 8th Street Building.</p> <p>General Manager Munds commented that the crew have been pleased to have the new building and it's helping the water crew keep things properly stored and an area to work in.</p> <p>Public Comment – None</p>	<p>Action – None</p>
<p>5. Utilities Department Update</p>	<p>General Manager Munds presented the Department Updates which is made available in the Staff Report and on the PowerPoint presentation on the Districts Website.</p> <p>Public Comment – None</p>	<p>Action – None</p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
6. Review of Board Item 2021/2022 Budget for Fund 500 & Fund 800	<p>General Manager Munds Presented the Budget Review which is made available in the Staff Report and on the PowerPoint presentation on the Districts Website.</p> <p>Committee Member Moothart inquired about the Reserves and if they are holding steady, and inquired when the debt service would be finished.</p> <p>General Manager Munds commented on the Reserves for the general contingency, Debt Service, and a potential rate increase in the 2022/2023 Fiscal Year.</p> <p>Public Comment – Jeff Edwards commented on verifying sufficient funds for the Program C Well.</p> <p>General Manager Munds commented that the Program C Well and District Water Tanks are top priority.</p>	
7. Public Comments on Items NOT on this Agenda	<p>Julie Tacker commented on stopping pumping at the Palisades Well.</p>	
8. Schedule Next UAC Meeting	<p>The next meeting of the Utilities Advisory Committee is scheduled to be held on Wednesday, May 19, 2021 at 5:30 p.m., unless otherwise noticed.</p>	
9. Closing Comments by UAC Committee Members	<p>Chairperson Cesena inquired about a COVID update and live meetings.</p> <p>General Manager Munds responded that the District is working on a potential hybrid of online and in person depending on the State and County guidelines.</p> <p>The Committee thanked the County staff for being at the meeting to discuss the ADUs.</p> <p>Committee Member Harper inquired about the Sustainability Group presentation and getting input from the BMC.</p> <p>General Manager Munds responded that the BMC plans to address the issues brought up by the Sustainability Group at their next meeting.</p>	
10. Adjournment	<p>The meeting adjourned at 6:53 p.m.</p>	



EMERGENCY SERVICES ADVISORY COMMITTEE MEETING

Thursday, February 18, 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.

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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 02/18/2021
- Through the district website www.losososcso.org/contact-us by 12:00pm on 02/18/2021
- 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. **Brown Act Training**
Presented by: Chairperson Ochylski
3. **Approve ESAC Minutes of May 23, 2019**
(Recommend Committee approval)
Presented by: Administrative Services Manager Durban
4. **Fire Department/Cal Fire Presentation**
(Updates only, no action necessary)
Presented by: Chief Provence
5. **Present Board Approved 2021 Work Plan for ESAC**
(Information Only)
Presented By: Chairperson Ochylski/General Manager Munds
6. **Review of Fund 301 Financials for the Period Ending December 31, 2020**
(Committee review, no action necessary)
Presented by: General Manager Munds
7. **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.
8. **Schedule Next ESAC Meeting** – Thursday, May 20, 2021 at 5:30 p.m. unless otherwise noted
9. **Closing Comments by ESAC Committee Members**
10. **Adjournment**

**Los Osos Community Services District
Minutes of the Emergency Services Advisory Committee Meeting
February 18, 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 5:32 p.m.</p> <p><u>Roll Call:</u> Craig Baltimore, Committee Member – Present Stephanie Dininni, Committee Member – Absent Bob Neumann, Committee Member – Present Gary Orback, Committee Member – Present Warren Sargent, Committee Member – Present Vice Chairperson Troy Gatchell – Present Chairperson Marshall Ochylski – Present</p> <p><u>Staff:</u> Ron Munds, General Manager Laura Durban, Administrative Services Manager Paul Provence, Battalion Chief</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 ESAC Minutes of May 23, 2019	<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 May 23, 2019. The motion was seconded by Committee Member Orback and passed by unanimous consent.</p>	Action – File approved minutes.
4. Fire Department/ Cal Fire Presentation	<p>Battalion Chief Provence presented a PowerPoint presentation on Station-15 and CalFire which is made available on the District Website discussing State of CA cooperative efforts, County Fire Operations, Staffing, Statistics, Vehicles, Reserve Firefighter Program, and some responses over the last year.</p> <p>Committee Member Orback inquired if there is any compensation for calls to Montana De Oro State Park or if it's part of the workload.</p> <p>Battalion Chief Provence commented that there is no monetary compensation, it has minimal impacts to district. Currently the Fire Department is called to Montana De Oro about once a week and there is a standing order at Station-15 for medical aid calls to send only one piece of equipment, and for emergency to send both and a cover engine to come in behind to make sure that there is appropriate staffing at Station-15.</p> <p>Committee Member Baltimore commented on increase in calls and inquired if the current facility is meeting the needs, or if the District should be looking at expansion in the future.</p> <p>Battalion Chief Provence responded that this is the start of that discussion, as Los Osos grows the District will have to start thinking of a second station, as well as rebuilding or remodeling the current station as it ages; commented that the District and residents will need to weigh in on what they want from their Fire Department to help figure out future staffing and needs.</p> <p>Public Comment – None</p>	Action – None

AGENDA ITEM	DISCUSSION	FOLLOW-UP
5. Present Board Approved 2021 Work Plan for ESAC	<p>General Manager Munds presented the 2021 Work Plan for ESAC made available in the Staff Report.</p> <p>Vice Chairperson Gatchell commented on CERT (Community Emergency Response Team) involvement and materials.</p> <p>Committee Member Neumann commented that he is the CERT Program Coordinator for Estero Bay area and currently it is more about disaster preparedness and being able to help your neighbor.</p> <p>Committee Member Baltimore commented that at the next ESAC meeting the committee should concentrate on Work Plan Item #2 voicing that the order for the committee should be #2, #1 and #3, and that #4 should be worked on throughout.</p> <p>Public Comment – None</p>	Action – None
6. Review of Fund 301 Financials for the Period Ending December 31, 2020	<p>General Manager Munds presented the Financials as made available in the Staff Report on the District Website.</p> <p>Committee Member Orback inquired about a replacement/depreciation plan for emergency response vehicles.</p> <p>General Manager Munds responded that the District has a Vehicle Sinking Fund Schedule which depreciates the vehicle and requires a certain dollar amount to be put into reserve every year so that a replacement purchase can be made when the service life of the vehicle comes to an end.</p> <p>Committee Member Baltimore inquired where the funds from the sale of the depreciated truck go.</p> <p>General Manager Munds responded that the money received will go back into the Fire vehicle reserve account.</p> <p>Public Comment – None</p>	Action – None
7. Public Comments NOT on this Agenda	None	
8. Schedule Next ESAC Meeting	The next Emergency Services Advisory Committee meeting is scheduled for May 20, 2021 at 5:30 p.m.	
10. Closing Comments by ESAC Members	<p>Committee Member Baltimore and Vice Chairperson Gatchell commented that they will not be in attendance at the May 20, 2021 meeting.</p> <p>Chairperson Ochylski thanked the Committee, Staff and Fire Chief for presentations, discussions and questions asked during the meeting.</p>	
11. Adjournment	The meeting adjourned at 6:39 p.m.	