



December 1, 2022

TO: LOCSO Board of Directors

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

SUBJECT: Agenda Item 6A- 12/01/2022 Board Meeting
Receive Administrative, Committee Reports, and Approved
Committee Minutes

President
Matthew D. Fourcroy

Vice President
Charles L. Cesena

Directors
Troy C. Gatchell
Marshall E. Ochylski
Christine M. Womack

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 November 2022.

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 08/01/22, 08/29/22 & 10/03/22
Utilities Advisory Committee Minutes 10/19/22
Parks and Recreation Advisory Committee Minutes 08/16/22
Emergency Services Advisory Committee Minute 08/18/22

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**Los Osos Community Services District
Minutes of the Finance Advisory Committee Meeting
August 1, 2022, at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order, Flag Salute and Roll Call	<p>Vice-Chairperson Ochylski called the meeting to order at 5:33 p.m.</p> <p><u>Roll Call:</u></p> <p>Sandra Cirilo, Committee Member – Present Lisa Gonzalez, Committee Member – Present Alyce Thorp, Committee Member – Absent Marshall Ochylski, Vice-Chairperson – Present Christine Womack, Chairperson – Absent</p> <p><u>Staff:</u></p> <p>Ron Munds, General Manager Laura Durban, Administrative Services Manager Carol Gilmer, Administrative Clerk</p>	
2. Approve FAC Meeting Minutes of May 31, 2022 & June 27, 2022	<p>Vice-Chairperson Ochylski presented the minutes for approval.</p> <p>Committee Member Gonzalez requested a correction to the minutes of May 31, 2022, and June 27, 2022.</p> <p>Public Comment - None</p> <p>Committee Member Gonzalez made a motion that the Committee approve the minutes of May 31, 2022, and June 27, 2022. The motion was seconded by Committee Member Cirilo and passed with unanimous consent.</p>	Action: The Committee recommended that the Board approve the minutes of May 31, 2022, to June 27, 2022.
3. Review of Board Item Regarding Approval of Warrant Register for July 2022.	<p>General Manager Munds presented the Warrants for review.</p> <p>Committee members discussed the accounts payable processes and the rise in costs.</p> <p>Public Comment – None</p> <p>Committee Member Cirilo made a recommendation that the Board approve the Warrants of July 2022. The motion was seconded by Committee Member Gonzalez and passed with unanimous consent.</p>	Action: The Committee recommended that the Board approve the Warrant Register for July 2022.
4. Review of Board Item Regarding Financial Reports for the period ending June 30, 2022	<p>General Manager Munds presented the Financial Reports commenting on each fund as presented in the packet.</p> <p>The Committee discussed the financials.</p> <p>Public Comment – None</p> <p>Committee Member Gonzalez made a recommendation that the Board receive and file the Financials of June 30, 2022. The motion was seconded by Committee Member Cirilo and passed with unanimous consent.</p>	Action: The Committee recommended that the Board receive and file the Financials for the period ending June 30, 2022
5. Banking Controls Update	<p>Manager Munds presented the latest updates on financial reporting and banking controls.</p> <p>Public Comment - None</p>	
6. Second Quarter 2022 Investment Report	<p>General Manager Munds presented the 2nd Quarter Investment Report.</p> <p>The Committee discussed the Investment Report.</p> <p>Public Comment – None</p> <p>Committee Member Cirilo made a recommendation that the Board receive and file the Quarterly Investment Report for the second quarter of 2022. The motion was seconded by Committee Member Gonzalez and passed with unanimous consent.</p>	Action: The Committee recommended that the Board receive and file the Quarterly Investment Report for the second quarter of 2022.

AGENDA ITEM	DISCUSSION	FOLLOW-UP
7. General Manager Update	<p>General Manager Munds commented on the Los Osos Water Resiliency effort, save Cuesta Inlet Initiative, the Morro Bay Chamber Governmental Affairs Committee presentation, and the Utilities CIP which includes the 8th Street Upper Aquifer Well, 16th Street Tan Project, Program C Well, dog park, the Purchasing Policy, and drought awareness.</p> <p>The Committee discussed the dog park, homeless population0</p> <p>Public Comment – None</p>	Action: None
8. Public Comments on Items NOT on this Agenda	Public Comment – None	
9. Schedule Next FAC Meeting	The next meeting of the Financial Advisory Committee is scheduled for Monday, August 29, 2022, at 5:30 p.m. unless otherwise noted.	
10. Closing Comments by FAC Committee	Chairman Gonzalez reported that the party for Carol Hall with Salud Carbajal in attendance had a great turnout.	
10. Adjournment	The meeting adjourned at 6:28 p.m.	

**Los Osos Community Services District
Minutes of the Finance Advisory Committee Meeting
August 29, 2022, at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order Flag Salute Roll Call	<p>Chairperson Womack called the meeting to order at 5:32 p.m.</p> <p><u>Roll Call:</u></p> <p>Sandra Cirilo, Committee Member – Present Lisa Gonzalez, Committee Member – Absent 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 Julian Metcalf, Administrative Services Manager</p>	
2. Approve FAC Meeting Minutes of August 1, 2022	<p>Chairperson Womack presented the minutes for approval.</p> <p>Public Comment - None</p>	Action: No Action
3. Review of Board Item Regarding Approval of Warrant Register for August 2022.	<p>General Manager Munds presented the Warrants for review.</p> <p>Public Comment – None</p> <p>Committee Member Cirilo made a recommendation that the Board approve the Warrants of August 2022.</p>	Action: The Committee recommended that the Board approve the Warrant Register for August 2022.
4. Review of Board Item Regarding Financial Reports for the period ending July 31, 2022	<p>General Manager Munds presented the Financial Reports commenting on each fund as presented in the packet.</p> <p>The Committee discussed the financials including a possible miss categorizing of a lien fee recovery in Fund 602.</p> <p>Public Comment – None</p> <p>Committee Member Cirilo made a recommendation that the Board receive and file the Financials of July 31, 2022.</p>	Action: Committee Member Cirilo recommended that the Board receive and file the Financials for the period ending July 31, 2022
5. Procurement Policy	<p>General Manager Munds reviewed the actions needed to adopt the Uniform Public Construction Cost Accounting Act into Title 1 of the District's Code, review a Resolution that will be subject to the Act, and review the Draft Procurement Policy.</p> <p>The Committee discussed the new procurement method, including the time and money saved, as well as the role of the State Controller.</p> <p>Committee Member Cirilo made a recommendation that the Board:</p> <ol style="list-style-type: none"> 1. Approve the introduction and first reading of Ordinance Number 2022-02 by title only adding to Title 1 of the District's Code incorporating provisions of the California Uniform Public Construction Cost Accounting Act (Attachment 1). 2. Review the draft Procurement Policy and provide direction to staff. <p>Public Comment – None</p>	Action: Committee Member Cirilo recommended that the Board approve the first reading of Ordinance Number 2022-02 adding to Title 1 provisions of the California Uniform Public Construction Cost Accounting Act.
6. Payroll System	<p>General Manager Munds presented the history of the District's payroll software along with a recommendation to use the payroll modules from our current MIP Accounting System.</p> <p>The Committee discussed the pros and cons of implementing a new payroll software system.</p> <p>Public Comment – None</p>	Action: Committee Member Cirilo recommended that the Board authorize the purchase of Payroll Modules, transfer of monies to fund the costs, and authorize

AGENDA ITEM	DISCUSSION	FOLLOW-UP
	<p><i>Committee Member Cirlio made a recommendation that the Board:</i></p> <ol style="list-style-type: none"> <i>1. Authorize the Purchase of Payroll Modules for the MIP Accounting System and Their Implementation in An Amount Not to Exceed \$31,185; and</i> <i>2. The Transfer Of \$16,185 from the Administrative Reserves for Information Technology Account and \$15,000 from the Election Cost (GL 7343) to fund the software and system integration costs; and</i> <i>3. Authorize the General Manager to enter into an agreement with the selected vendor.</i> 	<p>the General Manager to enter into an agreement with MIP.</p>
7. General Manager Update	<p>General Manager Munds reported on the completion of the 8th Street Well and 16th Street South Tank projects, the start of the Bay Oaks Well drilling, the new projects at 16th Street North Tank and new equipment storage building, the State drought report, the Save Cuesta Inlet Initiative, the CalRecycle meeting, and the Regional Solid Waste Rate meeting.</p> <p>Public Comment – None</p>	Action: None
8. Public Comments on Items NOT on this Agenda	Public Comment – None	
9. Schedule Next FAC Meeting	The next meeting of the Financial Advisory Committee is scheduled for Monday, October 3, 2022, at 5:30 p.m. unless otherwise noted.	
10. Closing Comments by FAC Committee	Committee Member Cirlio commented on the next October meeting.	
11. Adjournment	The meeting adjourned at 6:31 p.m.	

**Los Osos Community Services District
Minutes of the Finance Advisory Committee Meeting
October 3, 2022, at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order Flag Salute Roll Call	<p>Chairperson Womack called the meeting to order at 5:34 p.m.</p> <p><u>Roll Call:</u></p> <p>Sandra Cirilo, Committee Member – Absent Lisa Gonzalez, Committee Member – Present Alyce Thorp, Committee Member – Absent Marshall Ochylski, Vice-Chairperson – Arrived at 5:34 pm 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 August 29, 2022	<p>Chairperson Womack presented the minutes for approval.</p> <p>Chairwoman Womack requested a correction to the August 29, 2022 meeting minutes. Approval of the minutes was postponed to the November 1, 2022 meeting.</p> <p>Public Comment - None</p>	Action: Minutes to return to November 1, 2022, FAC meeting
3. Review of Board Item Regarding Approval of Warrant Register for September 2022.	<p>General Manager Munds presented the Warrants for review.</p> <p>Public Comment – None</p> <p>Committee Member Gonzalez made a recommendation that the Board approve the Warrants of September 2022.</p>	Action: The Committee recommended that the Board approve the Warrant Register for September 2022.
4. Review of Board Item Regarding Financial Reports for the period ending August 31, 2022	<p>General Manager Munds presented the Financial Reports including comments on salaries, LAFCO fees, insurance, auditing services, education & training, a CalFire refund, bad-debt expenses, the fire station AT&T bills, and the Request for Proposals for the fire station building condition assessment.</p> <p>Public Comment – None</p> <p>Committee Member Gonzalez made a recommendation that the Board receive and file the Financials of August 31, 2022.</p>	Action: The Committee recommended that the Board receive and file the Financials for the period ending August 31, 2022
5. General Manager Update	<p>General Manager Munds discussed updates on the Bay Oaks Well, the Procurement Policy, the new payroll system, and the new FAC Committee member Rick LeVeque.</p> <p>The Committee discussed the Bay Oaks Well, the new payroll system, and welcomed Rick LeVeque to the Committee.</p> <p>Public Comment – None</p>	Action: None
6. Public Comments on Items NOT on this Agenda	Public Comment – None	
7. Schedule Next FAC Meeting	Chairperson Womack cancelled the October 31, 2022 FAC meeting and tentatively scheduled a special meeting of the Financial Advisory Committee for Tuesday, November 1, 2022 at 5:30 p.m. unless otherwise noted.	
8. Closing Comments by FAC Committee	Committee Members thanked General Manager Munds and staff for providing a clear agenda and reports.	
9. Adjournment	The meeting adjourned at 6:13 p.m.	

**Los Osos Community Services District
Minutes of the Parks & Recreation Advisory Committee Meeting
August 16, 2022 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 – Absent William Fitzgerald, Committee Member - Present Gary Katayama, Committee Member - Absent Andrea Lueker, Committee Member – Present Shaunna Sullivan, Committee Member – Absent Troy Gatchell, Vice Chairperson – Absent Matthew Fourcroy, Chairperson – Present</p> <p><u>Staff:</u> Ron Munds, General Manager Julian Metcalf, Administrative Services Manager</p>	
2. Approve Parks and Recreation Committee Meeting Minutes of June 21, 2022	<p>Chairperson Fourcroy presented the draft minutes to the Committee for approval.</p> <p>Public Comment – None</p> <p>Committee Member Fitzgerald requested a correction on the June 21, 2022 minutes.</p> <p>Committee Member Fitzgerald moved to approve the meeting minutes of June 21, 2022. The motion was seconded by Committee Member Lueker and carried with unanimous consent.</p>	Action: File Approved Minutes.
3. Save Cuesta Inlet Initiative	<p>Committee Member Lueker gave a presentation concerning the Save Cuesta Inlet Project based on the recent news that the 13-plus acre parcel is being offered for sale.</p> <p>The Committee discussed possibilities of ownership, management, and fundraising for the Cuesta Inlet Initiative</p> <p>Public Comment – Pam Hostetter commented as being in favor of the initiative and inquired about managing entities and the list price.</p> <p>General Manager Munds responded regarding management possibilities and that the list price is 1 million dollars for the 13-acre parcel. General Manager Munds commented that the District needs to see where the Save Cuesta Inlet Initiative is going, and the District will be able to see if and where they can get involved.</p>	Action: None
4. Dog Park Status Review – Funding Update	<p>General Manager Munds presented a recap of the June 21, 2022 meeting regarding the funding of the dog park design costs, and other outstanding issues.</p> <p>The Committee discussed the available funds from this year’s budget and the options of when to request the funds from the Board.</p> <p>Public Comment – Pam Hostetter suggested reaching out to the Kiwanis for assistance as part of the dog park project.</p> <p>The Committee discussed priorities for the dog park and timelines for making decisions.</p>	
5. Public Comments on Items NOT on this Agenda	<p>Becky McFarland requested assistance from the CSD in obtaining help from the County concerning the security at Palisades Ave and the Park.</p> <p>Pam Hostetter re-emphasized the request for assistance from the CSD concerning the security at Palisades Ave and the Park.</p>	

AGENDA ITEM	DISCUSSION	FOLLOW-UP
	General Manager Munds suggested coming to the next Board meeting on September 1, 2022, at 6 pm, and provide the same comments to see if the Board directs Ron to get more involved.	
6. Schedule the Next Parks and Recreation Committee Meeting	The next Parks and Recreation Advisory Committee meeting is scheduled to be held on October 18, 2022 at 5:30 p.m. unless otherwise noticed.	
7. Closing Comments by Parks and Recreation Committee Members	None	
8. Adjournment	The meeting adjourned at 6:31 p.m.	

**Minutes of the Utilities Advisory Committee Meeting
October 19, 2022 at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p>1. Call to Order, Flag Salute, 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 – Absent Pam Ouellette, Committee Member – Present Gene Scovell, Committee Member – Absent 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>	
<p>2. Approve UAC Minutes of September 21, 2022</p>	<p>Chairperson Cesena presented the minutes for approval.</p> <p>Public Comment – None</p> <p>Committee Member Ouellette moved to approve the meeting minutes of September 21, 2022. The motion was seconded by Committee Member Harper and carried with unanimous consent.</p>	<p><u>Action</u> – File approved minutes.</p>
<p>3. Basin Management Committee Update</p>	<p>General Manager Munds discussed the Executive Directors' report, the 2023 sustainable yield, the funding and organization study follow-up, the draft 2023 fiscal year budget, and the Phase 2 Lower Aquifer Nitrate investigation.</p> <p>The Committee discussed the pros and cons of the JPA and educating the public.</p> <p>Committee Member Bishop summarized the presentation to the Regional Water Board.</p> <p>Public Comment – Becky McFarland discussed the metrics, sustainability, and Nitrates.</p>	<p><u>Action</u> – None</p>
<p>4. Utility Department Report</p>	<p>Utility Systems Manager Falkner presented an overview of the Utility Department Report, which is available on the district website.</p> <p>The Committee discussed the fluctuating amount of water per person per day.</p> <p>General Manager Munds discussed the production and run-time hours by well sites.</p> <p>Public Comment – Becky McFarland commented on wells and advocated for promoting water conservation message.</p>	<p><u>Action</u> – None</p>
<p>5. Utilities Department Updates</p>	<p>General Manager Munds reported on the 8th Street upper aquifer well, the Bay Oaks well, the 16th Street North tank rehab, the heavy equipment storage building, and the Board action update on the intertie project.</p> <p>Public Comment – Becky McFarland commented on the intertie project, and the state water project, and Water conservation.</p> <p>Chairperson Cesena noted that grants would be part of the project funding and thanked Utility Systems Manager Faulkner for her grant-writing efforts.</p>	<p><u>Action</u> – None</p>
<p>6. Public Comments on items NOT on this Agenda</p>	<p>Public Comment – Becky McFarland commented on the inter-tie project and how the District would receive water.</p> <p>General Manager Munds responded that water is delivered directly into the system, which helps with basin recovery,</p>	<p><u>Action</u> – None</p>

7. Schedule the Next UAC Meeting	The next meeting of the Utilities Advisory Committee is scheduled to be held on Wednesday, November 16, 2022, at 5:30 p.m., unless otherwise noticed.	
8. Closing Comments by UAC Committee Members	Committee Member Harper commented to not forget to vote. Chairperson Cesena thanked the Committee.	
9. Adjournment	The meeting adjourned at 6:25 p.m.	

Los Osos Community Services District
Minutes of the Emergency Services Advisory Committee Special Meeting
Thursday, August 18, 2022 at 5:30 p.m.

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order Roll Call	<p>Chairperson Womack called the meeting to order at 5:30 p.m.</p> <p><u>Roll Call:</u> Craig Baltimore, Committee Member – Present Stephanie Dininni, Committee Member – Present Bob Neumann, Committee Member – Present Gary Orback, Committee Member – Present Warren Sargent, Committee Member – Absent Vice Chairperson Fourcroy– Absent Chairperson Christine Womack – Present</p> <p><u>Staff:</u> Ron Munds, General Manager Julian Metcalf, Administrative Services Manager Carol Gilmer, Administrative Clerk</p>	
2. Approve ESAC Minutes March 22, 2022	<p>Administrative Services Manager Metcalf presented the minutes for approval.</p> <p>Public Comment – None.</p> <p>Committee Member Baltimore made a motion to approve the minutes of March 22, 2022 The motion was seconded by Committee Member Dininni and passed by unanimous consent.</p>	<u>Action</u> – File approved minutes.
3. Fire Department Update	<p>Battalion Chief Provence reported on responding to 167 calls between June 22, and July 21, 2022, weed abatement inspections, sidewalk CPR events, chipping events and completing a fire fuels reduction project in the Bay Oaks neighborhood.</p> <p>The Committee discussed the Vista de Oro fuel reductions.</p> <p>Public Comment – None</p>	<u>Action</u> – None
4. Station 15 Building Condition Assessment Request for Proposal	<p>General Manager Munds presented the objectives of the request for proposals (RFP), the factors for evaluating the building, and the scope of services that the Consultant team will be responsible for overseeing.</p> <p>The Committee discussed an older assessment of SLO County buildings as well as general support for the RFP.</p> <p>Public Comment – None</p>	
5. Standard of Cover Request for Proposal	<p>General Manager Munds reviewed the strategic plan for evaluating current emergency levels of service by developing a scope of work for consultant services for a Standard of Cover (COC) study.</p> <p>Public Comment – None</p>	
6. Fund 301 FY 2021-22 First Quarter Budget Review	<p>General Manager Munds presented the 2022-23 Budget Review for Fund 301.</p> <p>The Committee discussed the CalFIRE labor MOU, the time frame for a maintenance agreement, and the CalFIRE budget discrepancy.</p> <p>Public Comment – None</p>	<u>Action</u> – None
7. Public Comments NOT on this Agenda	Public Comment – None	<u>Action</u> – None
8. Schedule Next ESAC Meeting	The next Emergency Services Advisory Committee meeting is scheduled for Thursday, November 17, 2022, at 5:30 p.m.	
9. Closing Comments by ESAC Members	General Manager thanked the Committee members for their attendance and input.	
10. Adjournment	The meeting adjourned at 6:11 p.m.	