



September 25, 2009

**TO:** LOCSD Board of Directors  
**FROM:** Sandi Woods, Administrative Supervisor *SW*  
**SUBJECT:** Agenda Item 4.1C – 10/01/2009 Board Meeting  
District Administration Department Report

**President**

Joe Sparks

**Vice-President**

Marshall Ochylski

**Director**

Chuck Cesena  
Maria Kelly  
Steve Senet

**General Manager**

**Utilities Manager**

**Fire Chief**

Matt Jenkins

Administration Department Report for the month of September 2009

**Board of Director Office Hours**

Our LOCSD Directors began holding office hours on Saturdays from 9:00-11:00 AM in Suite #102 in the offices located at 2122 9<sup>th</sup> Street, Los Osos. We have advertised the LOCSD Director office hours in The Tribune, on Channel 20 and via postcard handouts at the 8/6/09 BOD Meeting. The postcards are available in the LOCSD lobby. Office hours will be once a month. The next scheduled date is: **October 10<sup>th</sup>**.

**Springbrook Utility Billing Software Upgrade**

The billing software is undergoing a major upgrade which began on Monday this week and will conclude on Friday 10/2/09. The software we received from San Luis Obispo County in 1999 has never undergone a major upgrade. The version we are currently working with is obsolete and no longer supported by the Springbrook technical group. The new version has more reporting capabilities than the obsolete version. We are looking forward to this upgrade being complete this week.

**Overhead Lighting Improved at South Bay Fire Station**

The same conversion from magnetic ballasts and T12 fluorescent lighting tubes to newer more energy efficient electronic ballasts and T8 fluorescent lighting tubes that was completed in August at the LOCSD has been completed at the South Bay Fire Station per Battalion Chief, Phill Veneris. Battalion Chief, Phill used the same company that the LOCSD used in August. This is totally funded by PG&E under their "Public Purpose Programs".

**CalPERS Educational Forum 2009**

I, as Administrative Supervisor, will be attending the Annual CalPERS Educational Forum October 26-28, 2009 in San Jose, CA.

The CalPERS Educational Forum is a 3-day conference offering 41 workshops and 19 information booths on various CalPERS topics. Calipers is switching to a new my|CalPERS system in April 2010. At the Educational Forum they will provide an interactive room set up to demonstrate this new system which will be mandatory in April 2010.

I will have the opportunity at this year's Forum to meet with the actuarial and reportable compensation staff as well as network with fellow employer representatives from throughout the State.



Offices At:

2122 9th Street  
Los Osos, California 93402

Mailing Address:

P.O. Box 6064  
Los Osos, California 93412

Phone 805/528-9370

Fax 805/528-9377

www.losososcscd.org