



June 03, 2021

**TO:** LOCSD Board of Directors  
**FROM:** Laura Durban, Administrative Services Manager  
**SUBJECT:** **Agenda Item 6B – 06/03/2021 Board Meeting**  
Approve Prior Meeting 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 minutes of the Board of Directors meeting held May 06, 2021 for your approval.

**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 minutes of the Board of Directors meeting held May 06, 2021.***

Attachment  
05/06/2021 Board of Directors Minutes

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**Los Osos Community Services District**  
**DRAFT - Minutes of the Regular Meeting of May 6, 2021**

AGENDA ITEM	DISCUSSION OR ACTION
<p><b>1. CALL TO ORDER/ ROLL CALL</b></p>	<p>Vice President Fourcroy called the meeting to order at 5:15 p.m.</p> <p>Roll Call:            Chuck Cesena, Director – Present            Troy Gatchell, Director– Present            Marshall Ochylski, Director- Present            Matthew Fourcroy, Vice President – Present            Christine Womack, President – Absent</p> <p>The following Staff was present:            Ron Munds, General Manager            Jeffrey Minnery, District Counsel            Laura Durban, Administrative Services Manager</p>
<p><b>2. ANNOUNCEMENT OF CLOSED SESSION</b></p> <p><b>A. Conference with Labor Negotiators</b></p>	<p>District Counsel Minnery made the announcement of closed session</p> <p>Public Comment - None</p> <p>The Board adjourned to closed session at 5:18 p.m.</p>
<p><b>3. CALL TO ORDER/ ROLL CALL</b></p>	<p>Vice President Fourcroy called the meeting to order at 6:01 p.m.</p> <p>Roll Call:            Chuck Cesena, Director – Present            Troy Gatchell, Director– Present            Marshall Ochylski, Director- Present            Matthew Fourcroy, Vice President – Present            Christine Womack, President – Absent</p> <p>The following Staff was present:            Ron Munds, General Manager            Jeffrey Minnery, District Counsel            Laura Durban, Administrative Services Manager            Margaret Falkner, Utility Systems Manager</p>
<p><b>4. REPORT OUT OF CLOSED SESSION</b></p>	<p>District Counsel Minnery reported out of closed session that the Board of Directors approved a proposed 2.5% increase for all Non-Exempt Employees. The vote was 4-0 with one absent.</p>
<p><b>5. GENERAL ACTION ITEM</b></p> <p><b>A. Fiscal Year 2021-2022 Preliminary Budget Review</b></p>	<p>General Manager Munds presented the Preliminary Budget for Fiscal Year 2021/2022 as presented in the Agenda Packet discussing Zone A Property Tax Allocation and the changes that are planned for the new Fiscal Year and CVRA expenses using fund balance.</p> <p>The Board discussed the Zone A allocation commenting on distributing it amongst Fire, Water and Parks &amp; Recreation. Voiced support on Parks and Recreation still needing a small amount to allocate for maintenance and to keep the fund whole.</p> <p>Public Comment on Zone A Property Tax Allocation – Julie Tacker commented that the funds from Zone A should be moved to Fire (301), that Water (500) should not receive any funds, and that less be directed to Parks and Recreation (900).</p> <p>Public Comment – Julie Tacker commented on the inconsistencies on comments made that fund 500 has major expenses looming for the Program C Well Project that could use additional funding and also that Fund 500 is in good shape.</p> <p>Director Ochylski commented that the FAC voiced support for the budget.</p> <p>General Manager Munds commented on the work to be done for Program C Well over the next Fiscal Year. Fund 500 is healthy now but the District has not experienced these major capital expenditures from its Capital Outlay budget and the District will need to make sure the cash flow holds steady in the future.</p> <p><b>A motion was made by Vice President Fourcroy to allocate Zone A Property Tax 52.5% to Fund 301, 40% to Fund 500 and 7.5% to Fund 900, allocated Zone F to Drainage and set the date for the Public Hearing adoption of Fiscal Year 2021-2022 Budget for June 3, 2021. The motion was seconded by Director Cesena and carried with the following vote:</b></p> <p><b>Ayes: Directors Fourcroy, Cesena, Gatchell, Ochylski</b>  <b>Nays: None</b></p>

AGENDA ITEM	DISCUSSION
<p><b>B. Adopt Resolution 2021-10 Regarding District Fees</b></p>        <p><b>C. Award Bid and Approve Cost for Ferrell Avenue Pathway Project</b></p>	<p><b>Abstain: None</b>  <b>Absent: Womack</b></p> <p>General Manager Munds presented Resolution 2021-10 regarding District Fees commenting on District Fees that will be increasing.</p> <p>Public Comment - None</p> <p><b>A motion was made by Director Ochylski to adopt Resolution 2021-10 to update the LOCSD Fee Schedule as proposed in Exhibit A. The motion was seconded by Director Cesena and carried with the following vote:</b></p> <p><b>Ayes: Directors Ochylski, Cesena, Gatchell, Fourcroy</b>  <b>Nays: None</b>  <b>Abstain: None</b>  <b>Absent: Womack</b></p> <p>General Manager Munds presented the Ferrell Avenue Pathway Project history and the Bids received.</p> <p>Public Comment – Julie Tacker commented on the cost; needing a cost benefit analysis; on expense with change orders.</p> <p><b>A motion was made by Director Cesena to approve a revised budget amount of \$77,215 for the Ferrell Avenue Pathway Project which includes, construction, revised project management and permitting costs; approve the use of Fund 900 reserves to pay for the difference in operating cash available in fund balance and final project costs; and authorize the General Manager to execute a contract with R. Burke Corporation for an amount not to exceed \$49,400 for the construction of the Ferrell Avenue Pathway Project. The motion was seconded by Director Ochylski and carried with the following vote:</b></p> <p><b>Ayes: Directors Cesena, Ochylski, Gatchell, Fourcroy</b>  <b>Nays: None</b>  <b>Abstain: None</b>  <b>Absent: Womack</b></p>
<p><b>6. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA</b></p>	<p>None</p>
<p><b>7. ADMINISTRATIVE AND COMMITTEE REPORTS</b></p> <p><b>A. Fire Department Report</b></p> <p><b>B. Sheriff Department Report</b></p> <p><b>C. Utilities Department Report</b></p> <p><b>D. General Manager Report</b></p> <p><b>E. Los Osos/Baywood Park Chamber of Commerce</b></p> <p><b>F. Los Osos Community Advisory Council (LOCAC) Report</b></p> <p><b>G. Parks and Recreation Committee Meeting Report</b></p> <p><b>H. Utilities Advisory Committee Meeting Report</b></p>	<p>Battalion Chief Provence provided a summary of the Fire Department Report commenting on starting to loosen up on Covid-19; being more pro-active with Weed abatement in May and checking on empty lots; Community Chipping Event on May 16, 2021; and recruitment/hiring of more Reserve Fire Fighters.</p> <p>Sergeant Langston from the San Luis Obispo Sheriff's Office, provided a report of Sheriff Department activities for up to April 30, 2021 with 69 calls for service which included assaults, battery, disturbances, burglary, thefts, vandalism, mail theft, phone scams, suspicious circumstances, enforcement stops and preventative patrol activity; commented on Palisades area.</p> <p>General Manager Munds commented on 10<sup>th</sup> Street Well.</p> <p>General Manager Munds commented on residents calling if they need assistance for water bills; electric charging station; the District newsletter.</p> <p>Written Report Only</p> <p>Director Cesena commented on the presentation from the sustainability group at the LOCAC meeting.</p> <p>No Report</p> <p>Director Cesena gave a report on the April 21, 2021 meeting commenting on the Committee being involved and interested.</p>

AGENDA ITEM	DISCUSSION
<p><b>I. Finance Advisory Committee Meeting Report</b></p> <p><b>J. Directors' Announcements of District and Community Interest and Reports on Attendance at Public Meetings, Training Programs, Conferences, and Seminars</b></p> <p><b>K. Response to Previously Asked Questions</b></p>	<p>Director Ochylski provided a summary of the FAC meeting May 3, 2021 in which the Committee recommended to approve the Warrant Register and the Financial Reports.</p> <p>None</p> <p>None</p>
<p><b>8. PUBLIC COMMENT FOR ITEMS ON THE ADMINISTRATIVE AND COMMITTEE REPORTS AND THE CONSENT AGENDA</b></p>	<p>Director Ochylski pulled Agenda Item 9F Approval of Audit Services for discussion.</p> <p>Public Comment – Lynette Tornatzky commented that Dan Heimel, Executive Director of the BMC, will be at the May 27, 2021 meeting of LOCAC.</p>
<p><b>9. CONSENT AGENDA</b></p> <p><b>A. Receive Administrative, Committee Reports and Approved Committee Minutes</b></p> <p><b>B. Approve Meeting Minutes of April 1, 2021</b></p> <p><b>C. Approve Warrant Register for April 2021</b></p> <p><b>D. Receive Financial Report for Period Ending March 31, 2021</b></p> <p><b>E. Approve the Implementation of the Consumer Price Index (CPI) Increase to the Fire Special Tax for Fiscal Year 2021/2022</b></p> <p><b>9F. Approval of Audit Services</b></p>	<p><b>A motion was made by Director Ochylski that the Board receive and file the Administrative and Committee Reports and approve the Consent Agenda except Agenda Item 9F. The motion was seconded by Director Gatchell and carried with the following vote:</b></p> <p><b>Ayes: Directors Ochylski, Gatchell, Cesena, Fourcroy</b>  <b>Nays: None</b>  <b>Abstain: None</b>  <b>Absent: Womack</b></p>
<p><b>10. DISCUSSION OF PULLED CONSENT ITEMS</b></p> <p><b>9F. Approval of Audit Services</b></p>	<p>General Manager Munds provided a presentation on the Audit Service proposals commenting on the discussion at the FAC Meeting.</p> <p>Director Ochylski commented on the discussion at FAC.</p> <p>The Board discussed changing auditing firms and thanked Moss, Levy &amp; Hartzheim for all the hard work they have done for the District over their time working for the District.</p> <p>Public Comment - None</p> <p><b>A motion was made by Director Ochylski to approve a three-year contract with Fechter &amp; Company for auditing services for an amount not to exceed \$22,000 in year one and with a 2.5% increase in years two and three. The motion was seconded by Director Gatchell and carried with the following vote:</b></p> <p><b>Ayes: Directors Ochylski, Cesena, Gatchell, Fourcroy</b>  <b>Nays: None</b>  <b>Abstain: None</b>  <b>Absent: Womack</b></p>
<p><b>11. FUTURE AGENDA ITEMS</b></p>	
<p><b>12. CLOSING BOARD COMMENTS</b></p>	<p>Vice President Fourcroy commented on the Chipping Event on May 16, 2021.</p> <p>Director Ochylski thanked the Parks &amp; Recreation Committee for their work done to help improve the area.</p>
<p><b>13. ADJOURNMENT</b></p>	<p>The meeting was adjourned at 7:35 p.m.</p>