



February 4, 2021

**TO:** LOCSD Board of Directors  
**FROM:** Laura Durban, Administrative Services Manager  
**SUBJECT:** **Agenda Item 7B – 02/04/2021 Board Meeting**  
Approve Prior Meeting Minutes

**President**  
Christine M. Womack

**Vice President**  
Matthew D. Fourcroy

**Directors**  
Charles L. Cesena  
Troy Gatchell  
Marshall E. Ochylski

**General Manager**  
Ron Munds

**District Accountant**  
Robert Stilts, CPA

**Unit Chief**  
Scott M. Jalbert

**Battalion Chief**  
Paul Provence

**DESCRIPTION**

Attached are the minutes of the Board of Directors meeting held January 07, 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 January 07, 2021.***

Attachment  
01/07/2021 Board of Directors Minutes

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**Los Osos Community Services District**  
**DRAFT - Minutes of the Regular Meeting of January 7, 2021**

AGENDA ITEM	DISCUSSION OR ACTION
<b>1. CALL TO ORDER/FLAG SALUTE/ROLL CALL</b>	<p>President Cesena called the meeting to order at 5:32 p.m.</p> <p>Roll Call:  Matthew Fourcroy, Director – Present  Troy Gatchell, Director– Present  Marshall Ochylski, Director – Present  Christine Womack, Vice President – Present  Chuck Cesena, President – Present</p> <p>The following Staff was present:  Ron Munds, General Manager  Jeffrey Minnery, District Counsel  Laura Durban, Administrative Services Manager</p>
<b>2. CLOSED SESSION</b>	<p>Public Comment – NONE</p> <p>District Counsel Minnery commented on the closed session topic.</p> <p>President Cesena adjourned to Closed Session at 5:35 p.m.</p>
<b>3. RECONVENE TO OPEN SESSION</b>	<p>President Cesena called the meeting to order at 6:00 p.m.</p> <p>Roll Call:  Matthew Fourcroy, Director – Present  Troy Gatchell, Director– Present  Marshall Ochylski, Director – Present  Christine Womack, Vice President – Present  Chuck Cesena, President – Present</p> <p>The following Staff was present:  Ron Munds, General Manager  Jeffrey Minnery, District Counsel  Laura Durban, Administrative Services Manager</p>
<b>4. REPORT OUT OF CLOSED SESSION</b>	<p>District Counsel Minnery announced “no reportable action” from Closed Session.</p>
<b>5. BOARD OFFICERS ELECTION</b> <b>A. Election of President for 2021</b>	<p>President Cesena moved to nominate Vice President Christine Womack for 2021 Board President. Director Ochylski seconded the nomination. No further nominations were received and nominations were closed.</p> <p>Public Comment - Julie Tacker thanked President Cesena for a job well done.</p> <p>Lynette Tornatzky thanked President Cesena and was pleased with the nomination.</p> <p><b>President Cesena called for a roll call voice vote to elect Vice President Womack for 2021 Board President. The motion passed declaring Christine Womack as 2021 Board President.</b></p> <p><b>Ayes: Directors Fourcroy, Gatchell, Ochylski, Womack, Cesena</b>  <b>Nays: None</b>  <b>Abstain: None</b>  <b>Absent: None</b></p>
<b>B. Election of Vice President for 2021</b>	<p>President Cesena moved to nominate Director Matthew Fourcroy for 2021 Board Vice President. Director Ochylski seconded the nomination. No further nominations were received and nominations were closed.</p> <p>Public Comment: Lynette Tornatzky expressed she was pleased with the nomination.</p> <p><b>President Cesena called for a roll call voice vote to elect Director Fourcroy for 2021 Board Vice President. The motion passed declaring Matthew Fourcroy as 2021 Board Vice President.</b></p> <p><b>Ayes: Directors Fourcroy, Gatchell, Ochylski, Womack, Cesena</b>  <b>Nays: None</b>  <b>Abstain: None</b>  <b>Absent: None</b></p>

AGENDA ITEM	DISCUSSION
<p><b>6. GENERAL ACTION ITEMS</b></p> <p><b>A. PRESENTATION – Fiscal Year 2019/2020 Audit Report</b></p>           <p><b>B. Adopt a Resolution to Address the California Voters Right Acts Requirements</b></p>	<p>General Manager Munds thanked District Accountant Adrienne Geidel, Administrative Services Manager Laura Durban and Utility Billing Specialist Alicia Zuniga for their professionalism and hard work as a team, then introduced Travis Hole from Moss Levy and Hartzheim LLP.</p> <p>Travis Hole provided a presentation of the 2019-2020 Financial Audit.</p> <p>Director Ochylski commented on how the FAC was appreciative of the work done by Staff and the Auditor.</p> <p>Director Cesena voiced appreciation that this Audit 'is good'.</p> <p>President Womack voiced appreciation for the Staff.</p> <p>Public Comment - Julie Tacker commented on past audit experiences and thanked the Staff.</p> <p><b>A motion was made by Director Ochylski that the Board receive and file the Fiscal year 2019/2020 Financial Audit. The motion was seconded by Director Fourcroy and carried with the following vote:</b></p> <p><b>Ayes: Directors Ochylski, Fourcroy, Cesena, Gatchell, Womack</b>  <b>Nays: None</b>  <b>Abstain: None</b>  <b>Absent: None</b></p> <p>General Manager Munds presented the PowerPoint presentation which is made available on the District Website.</p> <p>Public Comment: Lynette Tornatzky commented on LOCAC difficulties getting enough district representatives and voiced concern if there is not a candidate in a District for the CSD.</p> <p>Julie Tacker commented on the difficulties and commented about asking the Land Use Committee from LOCAC to assist with outreach/districting work.</p> <p>The Directors discussed the details in the difficulties of redistricting.</p> <p>General Manager Munds acknowledged the difficulties and commented on the possibility of reaching out to others in the District.</p> <p><b>Director Cesena moved that the Board Adopt Resolution 2021-01 declaring its Intention to Transition from At-Large to District-Based Elections by November 2022. The motion was seconded by Director Fourcroy.</b></p> <p><b>Ayes: Directors Cesena, Fourcroy, Gatchell, Ochylski, Womack</b>  <b>Nays: None</b>  <b>Abstain: None</b>  <b>Absent: None</b></p>
<p><b>7. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA</b></p>	<p>Public Comment - Julie Tacker commented on the District setting up web cameras or have a picture of the Board Members during meetings.</p> <p>Linde Owen commented on video during the Board Meetings and working with Estero News.</p>
<p><b>8. 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>Written Report Only</p> <p>Written Report Only</p> <p>Written Report Only</p> <p>General Manager Munds commented on the 10<sup>th</sup> Street Well.; the 16<sup>th</sup> Street Tank Inspection; Covid-19 response; a staff accolade of Nate Pall, Water Crew Leader; the Water Resources Advisory Committee (WRAC) looking at stormwater capture and will report back the results.</p> <p>Vice President Fourcroy inquired about the Covid-19 vaccine and which Tier the Crew fall into.</p> <p>General Manager Munds responded the Water Crew fall under Tier 1b.</p>

AGENDA ITEM	DISCUSSION
<p><b>8. ADMINISTRATIVE AND COMMITTEE REPORTS (continued)</b></p> <p><b>E. Los Osos/Baywood Park Chamber of Commerce Report</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><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. Appointment of District Advisory Committee Chairpersons and Vice Chairpersons and Appointment of District Representatives to Outside Agencies by the Board President</b></p> <p><b>L. Appointment by Board President of and Ad Hoc Committee to Review of the Board Bylaws</b></p> <p><b>M. Response to Previously Asked Questions</b></p>	<p>Written Report Only</p> <p>Director Cesena provided a summary of the LOCAC meeting held on December 10, 2020,</p> <p>No Report</p> <p>Director Cesena provided a summary of the UAC meeting held on January 15, 2021.</p> <p>Director Ochylski provided a summary of the FAC meeting held on January 4, 2021 in which the Committee recommended to approve the Warrant Register and the Financial Reports.</p> <p>Director Cesena commented on the Homelessness: Compassion and Action Forum occurring on January 26, 2021.</p> <p>President Womack summarized the appointments which are attached to the minutes.</p> <p>Vice President Fourcroy announced Sandra Cirilo for the Finance Advisory Committee (FAC), Jan Harper for the Utilities Advisory Committee (UAC) and Troy Gatchell appointed Alissa Feldman to the Parks and Recreation Committee. The Directors discussed other Committee memberships.</p> <p>President Womack appointed herself and Director Ochylski to the Ad Hoc Committee.</p> <p>None</p>
<p><b>9. PUBLIC COMMENT FOR ITEMS ON THE ADMINISTRATIVE AND COMMITTEE REPORTS AND THE CONSENT AGENDA</b></p>	<p>Public Comment - Linde Owen commented on the ESAC Committee and the Fire Safety Committee.</p> <p>Lynette Tornatzky commented on the Homeless Compassion and Action Community Forum which is Tuesday, January 26, 2021 from 6-8 pm.</p> <p>Julie Tacker inquired about Covid-19 in the Fire Department; about ESAC meetings; commented on the cost of the upcoming projects; the Legislative Advocacy Policy on the Consent Agenda</p> <p>General Manager Munds addressed the ESAC meetings with first one on February 18, 2021.</p> <p>Battalion Chief Paul Provence commented on the Covid-19 situation at the Fire Department.</p> <p>General Manager Munds responded to the Fund 500 Water Budget with an update that the 2021-2022 budget and capital plan are being prepared; commented on the possibility of a small rate increase in 2022; commented on the Legislative Advocacy Policy</p>
<p><b>10. CONSENT AGENDA</b></p> <p><b>A. Receive Administrative, Committee Reports and Approved Committee Minutes</b></p> <p><b>B. Approve Meeting Minutes of December 3, 2020</b></p> <p><b>C. Approve Warrant Register for December 2020</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. The motion was seconded by Director Cesena and carried with the following vote:</b></p> <p><b>Ayes: Directors Ochylski, Cesena, Gatchell, Fourcroy, Womack</b>  <b>Nays: None</b>  <b>Abstain: None</b>  <b>Absent: None</b></p>

AGENDA ITEM	DISCUSSION
<p><b>D. Receive Financial Report for Period Ending November 30, 2020</b></p> <p><b>E. Adopt Resolution Deleting Director Milledge as a Signer on All District Bank Accounts and Adding Director Gatchell as a Signer on All District Bank Accounts</b></p> <p><b>F. Adopt a Resolution Reaffirming the District's Investment Policy for 2021</b></p> <p><b>G. Adopt a Resolution Establishing Legislative Advocacy Platform for 2021</b></p> <p><b>H. Adopt Resolution Authorizing Issuance of Credit Card to Water Crew Leader, Nathaniel Pall</b></p>	
<b>11. DISCUSSION OF PULLED CONSENT ITEMS</b>	None
<b>12. FUTURE AGENDA ITEMS</b>	None
<b>13. CLOSING BOARD COMMENTS</b>	<p>Director Ochylski commented on the ESAC and requested Board members contact those they think might be interested in being an Appointee to the Committee.</p> <p>Director Cesena thanked the FAC and Staff for all the hard work on the Audit Report.</p> <p>President Womack thanked the Auditor for the presentation.</p>
<b>14. ADJOURNMENT</b>	The meeting was adjourned at 7:13 p.m.

## Standing Advisory Committee Appointments

**Emergency Services Advisory Committee** – Meets quarterly (beginning Feb. 2021) on the third Thursday of the month at 5:30 p.m.

Position	2021
Chairperson	Director Ochylski
Vice Chairperson	Director Gatchell

**Finance Advisory Committee** – Meets the Monday before the Board meeting at 5:30 p.m.

Position	2021
Chairperson	Director Womack
Vice Chairperson	Director Ochylski

**Parks & Recreation Advisory Committee** – Meets the Third Tuesday of the month at 5:30 p.m.

Position	2021
Chairperson	Director Fourcroy
Vice Chairperson	Director Gatchell

**Utilities Advisory Committee** – Meets the Third Wednesday of the month at 5:30 p.m.

Position	2021
Chairperson	Director Cesena
Vice Chairperson	Director Fourcroy

## Outside Agency Organization Appointments

**Basin Management Committee (BMC)** – Meets the Third Wednesday of the month at 1:30 p.m.

Position	2021
Appointed	Director Ochylski
Alternate	Director Cesena

**Community Action Partnership of San Luis Obispo (CAPSLO)** – Meets the Third Thursday of the month at 5:15 p.m.

Position	2021
Appointed	Director Cesena
Alternate	Director Fourcroy

**Fire Safe Counsel** – Meeting times vary

Position	2021
Appointed	Director Womack
Alternate	Director Fourcroy

**Los Osos Community Advisory Committee (LOCAC)** – Meets the fourth Thursday of the Month at 7 p.m.

Directors attend meeting on a rotating schedule

**Morro Bay National Estuary Program (MBNEP)** – Meets the third Wednesday of the Month Quarterly at 4 p.m.

Position	2021
Appointed	Director Ochylski
Alternate	Director Womack

**Water Resource Advisory Committee (WRAC)** – Meets the first Wednesday of the month at 1:30 p.m.

Position	2021
Appointed	Director Cesena
Alternate	General Manager Munds