



March 3, 2022

TO: LOCSD Board of Directors
FROM: Ron Munds, General Manager
Laura Durban, Administrative Services Manager
SUBJECT: **Agenda Item 6A- 03/03/2022 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
Eddy Moore

Battalion Chief
Paul Provence

DESCRIPTION

Attached are the approved minutes from meetings in February 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

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FINANCE ADVISORY COMMITTEE MEETING

Monday, January 3, 2022 at 5:30 p.m.

Pursuant to Resolution 2021-27, in compliance with AB361, members of the Committee, staff and public may participate in this meeting via teleconference and/or electronically. The LOCSO 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 01/03/2022
- Through the district website www.losososcsd.org/contact-us by 12:00pm on 01/03/2022
- 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 LOCSO
- 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 November 29, 2021**
(Recommend approval)
Presented By: Administrative Services Manager Durban
3. **Review of Board Item Reaffirming the District’s Investment Policy and Receive and File the Annual Investment Report**
(Committee Review and Recommendations to the Board)
Presented By: General Manager Munds
4. **Review of Board Item Regarding Approval of Warrant Register for December 2021**
(Committee Review and Recommendations to the Board)
Presented By: Administrative Services Manager Durban
5. **Review of Board Item Regarding Financial Reports for the Period Ending November 30, 2021**
(Committee Review and Recommendations to the Board)
Presented By: General Manager Munds
6. **General Manager Update**
(Discussion only)
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 FAC Meeting – Monday, January 31, 2022 at 5:30 p.m. unless otherwise noted**
9. **Closing Comments by FAC Committee Members**
10. **Adjournment**

**Los Osos Community Services District
Minutes of the Finance Advisory Committee Meeting
January 3, 2022 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.</p> <p><u>Roll Call:</u></p> <p>Sandra Cirilo, Committee Member – Present Lisa Gonzalez, Committee Member – Present Julian Metcalf, Committee Member - Present Alyce Thorp, Committee Member – Absent Marshall Ochylski, Vice Chairperson – Arrived at 5:41 p.m. Christine Womack, Chairperson – Present</p> <p><u>Staff:</u></p> <p>Ron Munds, General Manager Laura Durban, Administrative Services Manager Adrienne Geidel, District Bookkeeper</p>	
2. Approve FAC Meeting Minutes of November 29, 2021	<p>Chairperson Womack presented the minutes for approval.</p> <p>Public Comment - None</p> <p>Committee Member Gonzalez made a motion that the Committee approve the minutes of November 29, 2021. The motion was seconded by Committee Member Metcalf and passed with unanimous consent.</p>	Action: File Approved Minutes
3. Review of Board Item Reaffirming the District's Investment Policy and Receive and File the Annual Investment Report	<p>General Manager Munds presented the District Investment Policy and Annual Investment Report.</p> <p>The Committee discussed investment policy and other forms of investments.</p> <p>Public Comment - None</p> <p>Committee Member Gonzalez made a recommendation to the Board that the Board adopt Resolution 2022-03 reaffirming the District's Investment Policy and receive and file the District's Annual Investment Report. The motion was seconded by Committee Member Gonzalez and passed with unanimous consent.</p>	Action: The Committee recommended that the Board adopt Resolution 2022-03 reaffirming the District's Investment Policy and receive and file the District's Annual Investment Report..
4. Review of Board Item Regarding Approval of Warrant Register for December 2021	<p>General Manager Munds presented the Warrants for review.</p> <p>The committee discussed bill pay options, street lighting cost and how BMC fees are calculated.</p> <p>Public Comment – None</p> <p>Committee Member Metcalf made a recommendation that the Board approve the Warrants of December 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 December 2021.
5. Review of Board Item Regarding Financial Reports for the Period Ending November 30, 2021	<p>General Manager Munds presented the Financial Reports for approval as presented in the packet commenting on each fund.</p> <p>Public Comment – None</p> <p>Committee Member Cirilo made a recommendation that the Board receive and file the Financials of November 30, 2021. The motion was seconded by Committee Member Metcalf and the motion carried with unanimous consent.</p>	Action: The Committee recommended that the Board receive and file the Financials for the period ending November 30, 2021.
6. General Manager Update	<p>General Manager Munds presented commenting on the District Audit, Capital Projects, Administrative Services Manager Recruitment, Purchasing Policy and 5-Year Rate Analysis.</p> <p>Public Comment – None</p>	Action: None

AGENDA ITEM	DISCUSSION	FOLLOW-UP
7. Public Comments on Items NOT on this Agenda	None	
8. Schedule Next FAC Meeting	The next meeting of the Financial Advisory Committee is scheduled for Monday January 31, 2022 unless otherwise noted.	
9. Closing Comments by FAC Committee	The Committee thanks the Administrative Services Manager Durban for her work for the District.	
10. Adjournment	The meeting adjourned at 6:15 p.m.	



PARKS & RECREATION ADVISORY COMMITTEE MEETING

Tuesday, December 14, 2021 at 5:30 p.m.

Pursuant to Resolution 2021-27, in compliance with AB361, members of the Committee, 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/139650283>
(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 **139 650 283**

All persons desiring to speak during any Public Comment can submit a comment by:

- Through email at ldurban@losososcscsd.org by 5:00pm on 12/14/2021
- Through the district website www.losososcscsd.org/contact-us by 12:00pm on 12/14/2021
- Through teleconference by phone at (929) 205-6099 or (301) 715-8592 and enter **139 650 283**
- 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/139650283>

AGENDA

- 1. Opening at 5:30 p.m. – Call to Order and Roll Call**
- 2. Approve Parks and Recreation Committee Meeting Minutes of October 19, 2021**
(Recommend approval)
Presented by: Administrative Services Manager Durban
- 3. Dog Park Status Review – Review of the Dog Park Conceptual Plan Public Comments and Project Update**
Presented by: General Manager Munds
- 4. 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.
- 5. Schedule Next Parks and Recreation Committee Meeting** – The next meeting will be held on Tuesday, February 15, 2022 at 5:30 p.m. unless otherwise noted.
- 6. Closing Comments by Parks and Recreation Committee Members**
- 7. Adjournment**

**Los Osos Community Services District
Minutes of the Parks & Recreation Advisory Committee Meeting
December 14, 2021 at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p>1. Call to Order, Flag Salute, and Roll Call</p>	<p>Chairperson Fourcroy called the meeting to order at 5:30 p.m. and introduced new Committee Member Gary Katayama.</p> <p><u>Roll Call:</u> Alissa Feldman, Committee Member – Present William Fitzgerald, Committee Member - Present Gary Katayama, Committee Member - Present 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 Laura Durban, Administrative Services Manager</p>	
<p>2. Approve Parks and Recreation Committee Meeting Minutes of October 19, 2021</p>	<p>Chairperson Fourcroy presented the draft minutes to the Committee for approval.</p> <p>Public Comment – None</p> <p>Committee Member Lueker moved to approve the meeting minutes of October 19, 2021. The motion was seconded by Committee Member Feldman and carried with unanimous consent.</p>	<p>Action: File Approved Minutes.</p>
<p>3. Dog Park Status Review</p>	<p>General Manager Munds provided a presentation and update which is available on the District Website.</p> <p>The Committee discussed the Habitat Conservation Plan and Community Plan; Wallace Group service time available; a community garden and groups interested; parking; public outreach and the draft one-page flyer; surfaces; restroom; County Master Plan; long-term Lease Agreement; management of the property; public comments on the Dog Park submitted prior to the meeting; landscaping.</p> <p>Public Comment – Linde Owen commented on parking; community garden; surfaces; restroom; the neighbors.</p> <p>Austin voiced support for a straight-forward Dog Park plan and moving people from using the Middle School; using native sand as surface.</p> <p>Haydee Pampel commented on using native sand and not using wood chips; voiced support for a community garden.</p> <p>Administrative Manager Durban read comments typed in from anonymous commenting on using sand; Margaret Lindt inquired about purple pipe.</p> <p>General Manager Munds commented on the site being in the Golden State water service area.</p> <p>The Committee discussed a community garden; expanding the dog park since the parking requirement will be less than expected; surfaces and borders; one-page flyer.</p> <p>General Manager Munds commented on the one-page flyer noting that parking will be downsized and that a new concept plan will be worked on.</p>	<p>Action: None</p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
4. Public Comment on Items NOT on the Agenda	<p>Linde Owen commented on the Community Plan & Habitat Conservation Plan; erosion on sidewalk next to Dog Park location; inquired if the County well at the park location is in upper aquifer.</p> <p>General Manager Munds responded that the County well is in the upper aquifer.</p>	
5. Schedule Next Parks and Recreation Committee Meeting	The next Parks and Recreation Advisory Committee meeting is scheduled to be held on February 15, 2022 at 5:30 p.m. unless otherwise noticed.	
8. Closing Comments by Parks and Recreation Committee Members	<p>General Manager Munds informed the committee that Administrative Services Manager Durban is stepping down from the District.</p> <p>Committee Member Katayama inquired about extending the Term-Sheet with County Parks and Recreation; about liability insurance for Parks and Recreation.</p>	
9. Adjournment	The meeting adjourned at 6:35 p.m.	



UTILITIES ADVISORY COMMITTEE MEETING

Wednesday, January 19, 2022 at 5:30 p.m.

Pursuant to Resolution 2022-01, in compliance with AB361, members of the Committee, 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 01/19/2022
- Through the district website www.losososcscsd.org/contact-us by 12:00pm on 01/19/2022
- 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 December 15, 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. Fiscal Year 2022-22 Mid Year Budget Adjustment Review for Funds 500 & 800**
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, January 19, 2022 at 5:30 p.m. unless otherwise noted.
- 9. Closing Comments by UAC Committee Members**
- 10. Adjournment**

**Minutes of the Utilities Advisory Committee Meeting
January 19, 2022 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 – Arrived 5:32 Pam Ouellette, Committee Member - Present Gene Scovell, 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 Margaret Falkner, Utility Systems Manager</p>	
<p>2. Approve UAC Minutes of December 15, 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 December 15, 2021. The motion was seconded by Committee Member Ouellette and carried with the following vote:</p> <p>Ayes: Bishop, Harper, Ouellette, Scovell Nays: None Abstain: None Absent: Moothart</p>	<p>Action – File approved minutes.</p>
<p>3. Basin Management Committee Update</p>	<p>General Manager Munds commented that the Basin Management Committee meeting was cancelled; provided updates on the Water Recycling Funding Program; Basin Metric Evaluation; Lower Aquifer Monitoring Well Improvement; Los Osos Creek Stream Gage Rating Curve; Lower Aquifer Nitrate Investigation; Organizational Funding Study.</p> <p>Committee Member Ouellette inquired why all septic systems were not abandoned or extracted from the ground.</p> <p>General Manager Munds responded that excluded from the Prohibition Zones were parcels of one acre or more located in Cabrillo Estates, areas East of the South Bay, and some from 13th Street to South Bay and Nipomo.</p> <p>President Cesena inquired what to expect from the Basin Metric Evaluation.</p> <p>General Manager Munds responded that the chloride metric is the primary metric of concern to obtain better data for predicting the chlorides in the Lower Aquifer.</p> <p>Public Comment – None</p>	<p>Action – None</p>
<p>4. Utility Department Report</p>	<p>Utility Systems Manager Falkner presented an overview available on the District website.</p> <p>The Committee discussed the significance of the decrease in residential customer usage and the Well Production graphs for 2020 & 2021.</p> <p>Public Comment – None</p>	<p>Action – None</p>
<p>5. Utilities Department Updates</p>	<p>General Manager Munds reported on the 8th Street Upper Aquifer Well; 16th Street South Tank Project; Program C Well; Water Resiliency Project update.</p> <p>Chairperson Cesena inquired about the time frame for the fiberoptic project.</p>	<p>Action – None</p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
	<p>General Manager Munds responded that the County is vested in the application process for the fiberoptic project, so if the project moves forward, it may add complications to a future pipeline project.</p> <p>Public Comment – None</p>	
<p>6, Fiscal Year 2022-22 Mid-Year Budget Adjustment Review for Funds 500 & 800</p>	<p>General Manager Munds presented the Mid-Year Budget Review made available in the PowerPoint presentation on the District website.</p> <p>The Committee discussed the mid-year budget adjustments and the budget.</p> <p>Public Comment – None</p> <p>Committee Member Moothart moved to recommend that the UAC recommend to the Board of Directors the adoption of the Mid-Year Budget adjustments as presented for Fund 500 and Fund 800. The motion was seconded by Committee Member Harper and carried with the following vote:</p> <p>Ayes: Committee Member Moothart, Harper, Bishop, Ouellette, Scovell Nays: None Abstain: None Absent: None</p>	<p>Action – Recommended to the Board to adopt the Mid-Year Budget adjustments as presented for Fund 500 and Fund 800.</p>
<p>7. Public Comments on Items NOT on this Agenda</p>	<p>Public Comment - None</p>	<p>Action – None</p>
<p>8. Schedule Next UAC Meeting</p>	<p>The next meeting of the Utilities Advisory Committee is scheduled to be held on Wednesday, February 16, 2022 at 5:30 p.m., unless otherwise noticed.</p>	
<p>9. Closing Comments by UAC Committee Members</p>	<p>Chairperson Cesena expressed his appreciation for the Committee Members.</p> <p>Committee Member Ouellette mentioned she is enjoying the meetings and learning a lot.</p> <p>Committee Member Bishop thanked General Manager Munds and Utility Systems Manager Falkner for their updates.</p> <p>Committee Member Moothart complimented on a good job on the budget.</p>	
<p>10. Adjournment</p>	<p>The meeting adjourned at 6:17 p.m.</p>	