



UTILITIES ADVISORY COMMITTEE MEETING

Wednesday, July 17, 2019 at 5:30 p.m.
Los Osos Community Services District Office
2122 9th Street, Suite 106, Los Osos, CA

COMMITTEE MEMBERS

Chuck Cesena, Chairperson
Matthew Fourcroy, Vice Chairperson
James Bishop, Member
Jan Harper, Member
Leonard Moothart, Member
Ron Munds, Member
Eric Silva, Member

STAFF

Renee Osborne, General Manager
Jose Acosta, Utility Systems Manager
Ann Kudart, Administrative Services Manager
Laura Durban, Administrative Services Manager

AGENDA

1. **Opening at 5:30 p.m.**
Call to Order, Flag Salute, Roll Call
2. **Approve UAC Meeting Minutes of June 25, 2019**
(Recommend Committee Approval)
Presented By: Administrative Services Manager Kudart
3. **Basin Management Committee July 17, 2019 Meeting Update**
(Updates Only)
Presented By: Chairperson Cesena
4. **Utilities Department Updates**
(Updates Only)
Presented By: Utility Systems Manager Acosta
5. **Review of Board Item Regarding Modification to District Code Title 2, Section 2.01.20**
(Review, Discussion and Recommendations to the Board)
Presented By: Utility Systems Manager Acosta
6. **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.
7. **Schedule Next UAC Meeting** – The next UAC Meeting will be held Wednesday, August 21, 2019 at 5:30 p.m. unless otherwise noted.
8. **Closing Comments by UAC Committee Members**
9. **Adjournment**

ITEM 2

**APPROVE UAC MEETING MINUTES
OF
JUNE 25, 2019**

Los Osos Community Services District
DRAFT Minutes of the Utilities Advisory Committee Special Meeting
June 25, 2019 at 5:30 p.m. at the District Office

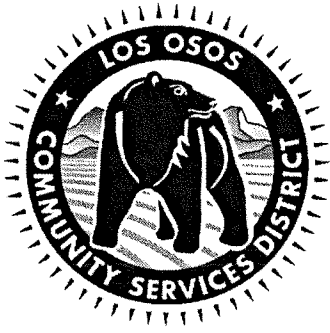
AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order, Flag Salute and Roll Call	<p>Chairperson Cesena called the meeting to order at 5:32 p.m. and led the flag salute.</p> <p><u>Roll Call:</u> James Bishop, Committee Member – Absent Jan Harper, Committee Member – Present Leonard Moothart, Committee Member – Present Ron Munds, Committee Member – Absent Eric Silva, Committee Member – Absent Matthew Fourcroy, Vice Chairperson – Absent Chuck Cesena, Chairperson – Present</p> <p><u>Staff:</u> Jose Acosta, Utility Systems Manager Ann Kudart, Administrative Services Manager</p>	
2. Approve UAC Minutes of May 15, 2019	<p>Chairperson Cesena presented the minutes for approval.</p> <p>Public Comment – None.</p> <p>Committee Member Moothart moved to approve and accept the minutes as presented.</p>	Action – File approved minutes.
3. Basin Management Committee June 19, 2019 Meeting Update	<p>Chairperson Cesena reported that BMC met to approve the final draft of the LO Basin Plan Groundwater Monitoring Program 2018 Annual Monitoring Report and that the key comments regarded leakage between aquifers.</p> <p>Public Comment – None.</p>	Action – No action.
4. Utilities Department Update	<p>Utility Systems Manager Acosta reported that at this time all but two of Bayridge Estates septic tanks had been pumped and that the second phase of decommissioning is to fill with either sand or slurry at a cost of \$30k-\$35k or complete in-house at approximately \$30k; that once Alpha Fire submits plans for fire sprinklers at the 8th Street Water Yard Building Project they will be forwarded to contractor and District Engineer to complete permitting process; that a total of 40 leak adjustments were credited at a total amount of \$17,464.35; that District Engineer is compiling an RFP for the South Bay Well Site Project with a release date of July 1; that staff will meet with Nipomo CSD as they recently purchased a SCADA system with the same preferred controls and will begin working on an RFP in coordination with District Engineer. He reported on recent equipment purchases; that two quotes to complete work on the 10th Street Reservoir had been received to date, one for \$234k and one for \$21k; and, that four quotes ranging from \$7K to \$20k have been received to date to complete the Leak Detection project.</p> <p>Public Comment – Richard Margetson inquired as to the estimated amount on the CIP List for the repairs on the 10th Street tank and if the decommissioning of the tanks at Bayridge Estates by staff will be charged to Bayridge Estates.</p>	Action – No action.
5. Review of Board Item Regarding Modification to District Code Title 2, Section 2.01.20	<p>Utility Systems Manager Acosta reported that UAC requested staff bring back this section for review; that at this time only a break on the customer's main line, which is the service between the meter and the house only, qualify for leak credits; and, with the removal of the language regarding leak credits from Stage III of the Water Shortage Contingency Plan that only that language regarding suspension of credits will be removed from 2.01.20.</p> <p>Public Comment – Richard Margetson commented that the Water Rate Group discussed this was well.</p>	Action – This item will be brought back at the next UAC meeting for further discussion and recommendations.

AGENDA ITEM	DISCUSSION	FOLLOW-UP
6. Public Comments on Items NOT on this Agenda	Richard Margetson commented on the positive feedback from the community regarding the Board not increasing the water rates.	
7. Schedule Next UAC Meeting	The next meeting of the Utilities Advisory Committee is scheduled to be held on Wednesday, July 17, 2019 at 5:30 p.m., unless otherwise noticed.	
8. Closing Comments by UAC Committee Members	Committee Member Harper will be unavailable to attend the July meeting.	
9. Adjournment	The meeting adjourned at 6:03 p.m.	

DRAFT

ITEM 5

**REVIEW OF BOARD ITEM REGARDING
MODIFICATION TO DISTRICT CODE
TITLE 2, SECTION 2.01.20**



July 11, 2019

TO: LOCSD Utility Advisory Committee
FROM: Jose Acosta, Utility Systems Manager *JA*
SUBJECT: **Agenda Item 5 – 7/17/2019 Utilities Advisory Committee Special Meeting**
Review of Board Item Regarding Modification to District Code Title 2, Section 2.01.20

President
Marshall E. Ochylski

Vice President
Charles L. Cesena

Directors
Matthew D. Fourcroy
Vicki L. Milledge
Christine M. Womack

General Manager
Renee Osborne

District Accountant
Robert Stilts, CPA

Unit Chief
Scott M. Jalbert

Battalion Chief
George Huang

Mailing Address:
P.O. Box 6064
Los Osos, CA 93412

Offices:
2122 9th Street, Suite 110
Los Osos, CA 93402

Phone: 805/528-9370
FAX: 805/528-9377

www.losososcsd.org

DESCRIPTION

At the May 15, 2019 UAC meeting, your committee requested staff bring back this section of Title 2 for review of how and the type of leaks that qualify for leak credits. At your June 25, 2019 UAC meeting, as only two members present, staff was asked to bring this item back at this meeting to review.

STAFF RECOMMENDATION

Motion: I move that the Committee recommend that staff modify District Code Title 2, Section 2.01.20, as discussed, for presentation to the Board of Directors for their approval.

DISCUSSION

At the May 15, 2019 UAC meeting, the committee reviewed the District Water Shortage Contingency Plan and recommended removal of “no leak credits will be awarded”, from Stage III of the plan. Included in this discussion was the review of District Code Title 2, Section 2.01.20 Credits for Fixing Water Leak.

The Committee had a discussion regarding the type of leaks that qualify for leak credits. Currently, the section states, “The customer may apply if they have experienced a water leak in their service line and can prove that such leak has been promptly corrected. Customer service lines are defined as the line from the water meter on the customer’s side to the home. Exemptions from credits include leaks to irrigation systems, toilets, and faucets.”

The Committee requested that staff place this issue on the agenda for their next scheduled meeting, to discuss which types of leaks should qualify for leak credits.

With the recommendation to remove the language regarding leak credits from Stage III of the Water Shortage Contingency Plan, the District will need to modify Section 2.01.20 to remove the following language:

D. All credits are suspended completely if and when the District reaches Stage III of the Water Shortage Contingency Plan.

FINANCIAL IMPACT

The financial impact will directly correlate to the decision of modifying Section 2.01.20. If other leaks are included this will decrease the revenue otherwise realized by the District.

Attachments

2.01.20 Credits for Fixing Water Leak (Adopted 12/4/2014)

A. Application: The General Manager shall make available to any customer an application form that customers can use to apply for a credit. The customer may apply if the current bill is 50% greater than normal usage during the same period the prior year. Prior to being considered for a leak adjustment, the customer must pay an amount equal to the same usage as the previous year or same usage as previous bill if they have not owned the home for a year. The customer may apply if they have experienced a water leak in their service line and can prove that such leak has been promptly corrected. Customer service lines are defined as the line from the water meter on the customer's side to the home. Exemptions from credits include leaks in irrigation systems, toilets, and faucets. The application shall include:

- The date of discovery of the leak;
- The date of repair;
- Evidence such as dated plumbing bills and receipts for materials and supplies related to the leak repair; and
- The signature of the water customer.

B. Process: The General Manager shall review all application forms received by customers. The General Manager shall approve a credit of up to 50% of the differential of the highest billing period invoice during the tenure of the leak and the average of all invoices for said customer over the last twelve-month period if the General Manager, in his/her discretion, finds:

1. The leak was related to a physical break in the customer's service line; and
2. The leak was promptly repaired after the discovery; and
3. The customer has not received an LOCSD water leak credit during the preceding twenty-four (24) month period.

C. Disputes: Any customer that disputes a determination by the General Manager may seek Board of Directors review of said determination by paying the established fee and making written application to the Board of Directors, in care of the General Manager, within ten (10) business days of the General Manager's decision. The decision of the Board of Directors shall be final.

D. All credits are suspended completely if and when the District reaches Stage III of the Water Shortage Contingency Plan.

E. No leak adjustments will be given for incidents due to sewer lateral connection work.