



March 6, 2025

**TO:** LOCSO Board of Directors

**FROM:** Ron Munds, General Manager  
Laura Durban, Administrative Services Manager

**SUBJECT: Agenda Item 7A – 03/06/2025 Board Meeting**  
Receive Administrative, Committee Reports, and Approved  
Committee Minutes

**President**  
Christine M. Womack

**Vice President**  
Matthew D. Fourcroy

**Directors**  
Charles Cesena  
Tom Cross  
Richard Hubbard

**General Manager**  
Ron Munds

**District Accountant**  
Robert Stilts, CPA

**Unit Chief**  
John Owens

**Battalion Chief**  
Paul Provence

**DESCRIPTION**

Attached are the approved minutes from meetings in February 2025.

**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

Parks and Recreation Committee Minutes 07/16/2024  
Emergency Services Advisory Committee Minutes 11/21/2024  
Finance Advisory Committee Minutes 01/06/2025  
Utilities Advisory Committee Minutes 01/15/2025

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**Los Osos Community Services District  
Minutes of the Parks & Recreation Advisory Committee Meeting  
July 16, 2024, at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<b>1. Call to Order, Flag Salute, and Roll Call</b>	<p>Chairperson Fourcroy called the meeting to order at 5:30 p.m.</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 – Present            Troy Gatchell, Vice Chairperson – Absent            Matthew Fourcroy, Chairperson – Present</p> <p><u>Staff:</u>            Ron Munds, General Manager            Laura Durban, Administrative Services Manager</p>	
<b>2. Approve Parks and Recreation Committee Meeting Minutes of November 14, 2023</b>	<p>Chairperson Fourcroy presented the draft minutes to the Committee for approval.</p> <p>Committee Member Sullivan requested that her comment on Agenda Item Four read “verifying there was a clear title to the Cuesta Inlet Property.”</p> <p>Public Comment – None</p> <p><b>Committee Member Sullivan moved to approve the meeting minutes of November 14, 2023, as amended. The motion was seconded by Committee Member Fitzgerald and carried with unanimous consent.</b></p>	<b>Action: File Approved Minutes as Amended</b>
<b>3. LOCAC/CSD Parks Meetings/Save Cuesta Inlet/Sunnyside School Status Updates</b>	<p>General Manager Munds presented and discussed LOCAC-CSD coordination on park space discussions, Save Cuesta Inlet initiatives, and Sunnyside School purchase.</p> <p>The Committee discussed public fundraising, Fish and Wildlife Service's interests, Master Plan, dog park, county involvement, and public meetings.</p> <p>Ron Roach, County Parks Commissioner, discussed the County's role in parks, funding, Sunnyside School purchase, and the importance of public attention.</p> <p>The Committee discussed completing the Cuesta Inlet appraisal, community commitments, and MEGA, a funding source.</p>	<b>Action: None</b>
<b>4. Public Comments on Items NOT on this Agenda</b>	<p>Public Comment – Chuck Cesena commented on the history and development of MEGA (Morro Estuary Greenbelt Alliance).</p>	
<b>5. Schedule the Next Parks and Recreation Committee Meeting</b>	<p>The next Parks and Recreation Advisory Committee meeting will be announced.</p>	
<b>6. Closing Comments by Parks and Recreation Committee Members</b>	<p>Chairperson Fourcroy thanked the Committee.</p> <p>Committee Member Katayama commented on having an engineer study on the site layout at the dog park location.</p>	
<b>7. Adjournment</b>	<p>The meeting was adjourned at 6:16 p.m.</p>	

**Los Osos Community Services District  
Minutes of the Emergency Services Advisory Committee  
Thursday, November 21, 2024, at 5:30 p.m.**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<b>1. Call to Order Flag Salute Roll Call</b>	<p>Chairperson Gatchell called the meeting to order at 5:30 p.m.</p> <p>Roll Call:            Craig Baltimore, Committee Member – Absent            Bob Neumann, Committee Member – Present            Gary Orback, Committee Member – Present            Thomas Tengdin, Committee Member – Absent            Vice Chairperson Marchall Ochylski– Arrived 5:47            Chairperson Troy Gatchell – Present</p> <p>Staff:            Ron Munds, General Manager            Paul Provence, Battalion Chief</p>	
<b>2. Approve ESAC Minutes of August 15, 2024</b>	<p>Chairperson Gatchell presented the minutes for approval.</p> <p>Public Comment – None</p> <p><b>Committee Member Orback made a motion to approve the minutes of August 15, 2024. The motion was seconded by Committee Member Baltimore and passed with unanimous consent.</b></p>	<b>Action – Filed Approved Minutes</b>
<b>3. Review of Fund 301 Financial Reports for the Period Ending September 30, 2024</b>	<p>General Manager Munds presented the Financial Report For July 1, 2024-September 30,2024 including discussing possible mid-year adjustments.</p> <p>Public Comment - Richard Margetson inquired about what the financial audit shows as a surplus for Fire.</p>	<b>Action – None</b>
<b>4. County Fire Overpayment Audit Results</b>	<p>General Manager Munds presented a background and the outcome of the overpayment audit results. Commented on needing to go into negotiations for a new contract.</p> <p>The Committee discussed and thanked General Manager Munds for his work.</p> <p>Public Comment - None</p>	<b>Action – None</b>
<b>5. Review Draft Emergency Services Strategic Plan Sections 1 – 3</b>	<p>General Manager Munds presented a review on the Emergency Services Strategic Plan which included the Purpose and Background, Station 15 History &amp; Assessment, and Emergency Services Deployment Assessment.</p> <p>Chief Provence discussed the Reserve program and the difficulty recruiting new Reserve Fire Fighters and the difficulty maintaining staff since 2023. Commented to maintain service District will have to look into 4 permanent personnel at the station.</p> <p>Committee discussed the strategic plan, CERT Program, how the industry has changed dramatically, fire academy, 72-hour work week to change to a 66-hour work week, Emergency Response Plan, San Luis Ambulance response time, increasing costs, EMD Program, Shelter Welfare site, and emergency generation at the Community Center.</p> <p>Public Comment – Richard Margetson commented on the fire tax and staffing history, level of service in Los Osos, voiced support for 4-0 staffing; commented on People Helping People assisting with cost for emergency generation at the Community Center.</p> <p>Deborah Howe commented on creating an Emergency Operation Center in Los Osos and how LOCAC can help get this in Los Osos.</p> <p>Gary Katayama inquired about the next steps to get emergency generation at the Community Center.</p>	<b>Action – None</b>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<b>5. Review Draft Emergency Services Strategic Plan Sections 1 – 3 (continued)</b>	Munds responded that the Community Center is a non-profit community organization, District has researched grant opportunities, cost for power hookup and generation, and will continue to work with LOCAC and People Helping People to get emergency generation moving forward.	
<b>6. Fire Department Update</b>	<p>Chief Provence reported on response areas, standard of coverage, report from calls over last month, reserve fire fighter training, structure fire training, working with Fish and Wildlife about fuel reduction on properties, working with Monarch Grove on fuel reduction, starting discussions about mosaic burning, recommended the Community check smoke detectors and emergency supplies and have an evacuation plan prepared.</p> <p>The Committee discussed the report.</p> <p>Public Comment – Richard Margetson commented on amount received for incidents in Service Area 9i being less than the cost, and if that can be addressed.</p>	<b>Action – None</b>
<b>7. Public Comments on Items NOT on this Agenda</b>	Public Comment – None	
<b>8. Schedule Next ESAC Meeting</b>	The next Emergency Services Advisory Committee meeting is scheduled for Thursday, February 20, 2025, at 5:30 p.m. unless otherwise noted.	
<b>9. Closing Comments by ESAC Committee Members</b>	Chairperson Gatchell thanks Chief Provence for all his work and commented that it will be his and Director Ochylski's last ESAC meeting.	
<b>10. Adjournment</b>	The meeting adjourned at 6:47 p.m.	

**Los Osos Community Services District  
Minutes of the Finance Advisory Committee Meeting  
January 6, 2025, at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p><b>1. Call to Order, Roll Call and Flag Salute</b></p>	<p>Chairperson Womack called the meeting to order at 5:30 p.m. and led the flag salute.</p> <p><u>Roll Call:</u></p> <p>Katherine Corson, Committee Member - Present  Gary J. Freiberg, Committee Member – Present  Lisa Gonzalez, Committee Member – Present  Lee Hood, Committee Member – Present  Keith Swanson, Committee Member – Present  Christine, Womack, Chairperson – Present</p> <p><u>Staff:</u></p> <p>Ron Munds, General Manager  Laura Durban, Administrative Services Manager</p>	
<p><b>2. Approve FAC Meeting Minutes of December 2, 2024</b></p>	<p>Chairperson Womack presented the minutes for approval.</p> <p>Public Comment – None</p> <p><b>Committee Member Corson made a motion that the Finance Advisory Committee approve the amended minutes of the FAC meeting held December 2, 2024. The motion was seconded by Committee Member Gonzalez and the motion passed unanimously.</b></p>	<p><b>Action:</b>  <b>File Approved Minutes</b></p>
<p><b>3. Review of Board Item Reaffirming the District's Investment Policy</b></p>	<p>General Manager Munds presented commenting on the minor typographical errors and the purpose and scope of the policy.</p> <p>The Committee discussed unexpected cash, extended absence of financial officers, the local agency investment fund, and standards of care and prudence.</p> <p>Committee Member Swanson recommended that in places where the District is named Agency it be replaced with District in the policy.</p> <p>Public Comment - None</p> <p><b>Committee Member Gonzalez recommended to the Board that the Board adopt Resolution 2025-02 reaffirming the District's Investment Policy with direction to include the suggested language changes. The motion was seconded by Committee Member Freiberg and the motion passed unanimously.</b></p>	<p><b>Action: The Committee recommended to the Board that the Board adopt Resolution 2025-02 reaffirming the District's Investment Policy with direction to include the suggested language changes.</b></p>
<p><b>4. Review of Board Item Regarding Approval of Warrant Register for December 2024</b></p>	<p>General Manager Munds presented the Warrants.</p> <p>The Committee discussed the Warrants.</p> <p>Public Comment – None</p> <p><b>Committee Member Freiberg recommended to the Board that the Board approve the Warrant Register for December 2024. The motion was seconded by Committee Member Swanson and the motion passed unanimously.</b></p>	<p><b>Action: The Committee recommended to the Board that the Board approve the Warrant Register for December 2024.</b></p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<b>5. Review of Board Item Regarding Financial Reports for the Period Ending November 30, 2024</b>	<p>General Manager Munds presented the Financials for each fund.</p> <p>The Committee discussed Financials.</p> <p>Public Comment – Richard Margetson inquired about the income from fire and water investments and the CalFIRE refund.</p> <p><b>Committee Member Swanson recommended to the Board that the Board receive and file the Financials for the period ending November 30, 2024. The motion was seconded by Committee Member Corson and the motion passed unanimously.</b></p>	<b>Action:</b> The Committee recommended to the Board that the Board receive and file the Financials for the period ending November 30, 2024.
<b>6. General Manager Update</b>	<p>General Manager Munds discussed the status of the Habitat Conservation Plan (HCP), the 23-24 Audit, the solid waste rate increase and rate setting methodology, and upcoming agenda items.</p> <p>The Committee discussed the updates.</p> <p>Public Comment – Richard Margetson inquired of the CalFire personnel numbers and reserve fire fighters, water rate structure and consumption.</p>	<b>Action:</b> None
<b>7. Public Comments on Items NOT on this Agenda</b>	None	
<b>8. Schedule Next FAC Meeting</b>	The next meeting of the Financial Advisory Committee is scheduled for Monday, February 3, 2025, at 5:30 p.m. unless otherwise noticed.	
<b>9. Closing Comments by FAC Committee</b>	President Womack thanked the Financial Committee.	
<b>10. Adjournment</b>	The meeting adjourned at 6:39 p.m.	

**Los Osos Community Services District  
Minutes of the Utilities Advisory Committee Meeting  
January 15, 2025, at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<b>1. Call to Order Flag Salute Roll Call</b>	<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 – Present Pam Ouellette, Committee Member – Present Matthew Tallone, Committee Member – Present Matthew Fourcroy, Vice-Chairperson – Absent Chuck Cesena, Chairperson – Present</p> <p><u>Staff:</u> Ron Munds, General Manager Margaret Falkner, Utility Systems Manager Laura Durban, Administrative Services Manager</p>	
<b>2. Approve UAC Minutes of December 18, 2024</b>	<p>Chairperson Cesena presented the minutes for approval.</p> <p>Public Comment – None</p> <p><b>Committee Member Ouelette moved to approve the meeting minutes of December 18, 2024. The motion was seconded by Committee Member Moothart and carried with unanimous Consent.</b></p>	<b>Action – File approved minutes.</b>
<b>3. Revised Intent/Will Serve Letter Policy and Procedures</b>	<p>General Manager Munds presented the revised policy for applying for District water service.</p> <p>The Committee discussed the policy and process, guidelines for Intent to Serve and mechanism to limit applications based on water constraints.</p> <p>Public Comment – None</p> <p><b>Committee Member Harper moved that the Utilities Advisory Committee recommend to the Board that the Board approves the revised policy, procedures and guidelines for Intent/Will Serve letter process as edited by the UAC. The motion was seconded by Committee Member Moothart and carried with unanimous Consent.</b></p>	<b>Action – Recommend revised policy, procedures and guidelines for Intent/Will Serve letter process to the Board</b>
<b>4. Basin Management Committee Update</b>	<p>General Manager Munds presented updates from the BMC meeting.</p> <p>Public Comment - None</p>	<b>Action - None</b>
<b>5. Utilities Department Report</b>	<p>Utility Systems Manager Falkner reported on December 2024's water production, well site production and runtime hours, water billing information, rainfall totals, and the call-out record.</p> <p>Public Comment - None</p>	<b>Action – None</b>
<b>6. Utilities Department Updates</b>	<p>General Manager Munds provided updates on the Program C Well project, Groundwater Monitoring Well Project, SCADA, and the FEMA/Cal OES Cabrillo Basin funding update.</p> <p>Public Comment – None</p>	<b>Action – None</b>
<b>7. Public Comments on items NOT on this Agenda</b>	Public Comment – None	<b>Action – None</b>
<b>8. Schedule the Next UAC Meeting</b>	The next meeting of the Utilities Advisory Committee is scheduled to be held on Wednesday, February 19, 2025, at 5:30 p.m. unless otherwise noticed.	
<b>9. Closing Comments by UAC Committee Members</b>	<p>Committee Member Moothart thanked General Manager Munds for Policy Revisions.</p> <p>General Manager Munds thanked the Committee for input.</p>	
<b>10. Adjournment</b>	The meeting was adjourned at 6:27 p.m.	