Agenda Item: 12B

Date: December 3, 2026

Los Osos Community Services District
STAFF REPORT

TO: Board of Directors, LOCSD

FROM: Greg Kwolek, General Manager
Laura Durban, Administrative Services Manager

SUBJECT: **Approve Prior Meeting Minutes**

STAFF RECOMMENDATION:

Staff recommends the Board approve the minutes of the Board of Directors meeting held November 5, 2026

ATTACHMENTS

1. 11/05/2026 Draft Board of Directors Meeting Minutes

ASM: _LD_	AGM/DE: ____
DGC: ____	GM: _GK

DRAFT - Los Osos Community Services District – Board of Directors
Minutes of the Special Meeting of November 5, 2026

AGENDA ITEM	DISCUSSION OR ACTION
1. CALL TO ORDER ROLL CALL	President Fourcroy called the meeting to order at 5:30 p.m. and led the Flag Salute. Administrative Services Manager Durban announced that Director Cesena is participating remotely in today's meeting pursuant to California Government Code § 54953.8.3, under the Just Cause provisions of the Brown Act due to a qualifying physical condition. Director Fourcroy confirmed participation of Director Cesena via audio and video. Roll Call: Tom Cross, Director – Present Richard Hubbard, Director – Present Christine Womack, Director – Present Chuck Cesena, Vice President – Present Remotely Matthew Fourcroy, President – Present The following Staff was present: Greg Kwolek, General Manager Eric Riddiough, Assistant General Manager/District Engineer Craig Steele, District Counsel Laura Durban, Administrative Services Manager
2. ANNOUNCEMENT OF CLOSED SESSION ITEMS **A. Public employee performance evaluation pursuant to Government Code Section 54957(b)(1) Position: General Manager**	President Fourcroy announced Closed Session [Pursuant to Government Code §54957(b)(1)] Public Comment - None
3. PUBLIC COMMENT ON CLOSED SESSION ITEMS	None
4. ADJOURN TO CLOSED SESSION	President Fourcroy adjourned to Closed Session at 5:31 p.m.
5. ADJOURNMENT	The meeting was adjourned at 5:55 p.m. – Any Reportable Action will be announced at the November 5, 2026, Regular Board Meeting

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DRAFT - Los Osos Community Services District – Board of Directors
Minutes of the Regular Meeting of November 5, 2026

AGENDA ITEM	DISCUSSION OR ACTION
1. CALL TO ORDER ROLL CALL	President Fourcroy called the meeting to order at 6:00 p.m. and led the Flag Salute. Roll Call: Tom Cross, Director – Present Richard Hubbard, Director – Present Christine Womack, Director – Present Chuck Cesena, Vice President – Present (participating remotely pursuant to Government Code §54953.8 due to just cause related to a qualifying physical condition) Matthew Fourcroy, President – Present The following Staff was present: Greg Kwolek, General Manager Eric Riddiough, Assistant General Manager and District Engineer Criag Steele, District Counsel Laura Durban, Administrative Services Manager
2. Not Used	Not Used
3. Not Used	Not Used
4. Not Used	Not Used
5. REPORT OUT OF CLOSED SESSION FROM OCTOBER 15, 2026, AND NOVEMBER 5, 2026	District Counsel reported that the Board met in Closed Session during the November 5, 2026, Special Meeting, with all Board members present and Director Cesena participating remotely. No reportable action was taken. District Counsel also reported that the Board met in Closed Session on October 15, 2026, and no reportable action was taken.
6. PUBLIC SAFETY REPORTS **A. Fire Department Report**	Battalion Chief Lorenzo reported 129 calls in October 2026, including 102 medical aids, 4 vehicle accidents, 14 public assists, 5 hazardous conditions, 2 residential structure fires, and 2 false fire alarm calls. Special programs/projects include 7 new reserve firefighters; applications are still being accepted, and the October 17 open house. Commented on reserve firefighter applications continues to be accepted, preparation for the mid-year budget review has begun, Station 15 hosted a successful open house on October 17, reserve firefighters participated in a training burn with Cal Fire and surrounding agencies on September 30, Station 15 participated in the 47th Annual Oktoberfest in Baywood Park on October 25, and the 15th Annual Seasons of Hope Food and Toy Drive is underway through December 11. The Board discussed mutual aid activity.
B. Sheriff Department Report	Commander Abbas reported that staffing shortages prevented the preparation of the monthly call statistics.
C. California Highway Patrol Report	No Report Public Comment – None
7. GENERAL ACTION ITEMS **A. Revisions to the Intent-To-Serve/Will Serve Water Connection Policy and Guidelines**	Assistant General Manager/District Engineer Riddiough presented the proposed revisions including adding a Conditional Intent-to-Serve step to clarify the preliminary process required by the County; clarifying the distinction between Conditional Intent-to-Serve, Intent-to-Serve, and Will-Serve; incorporating language connecting the process to the District's Water Shortage Contingency Plan; clarifying that Stage 3 and higher water shortage stages restrict the issuance of new Intent-to-Serve applications; removing the fixed June review timeline to allow consideration of Basin Management Committee findings, growth recommendations, and other relevant information when available and; updating and clarifying existing policy language. The Board discussed the timing and implications of issuing Intent-to-Serve letters and how changes in the District's water shortage stage could affect applications already in process and will District fees be modified. Staff clarified that the proposed policy revisions formalize the Conditional Intent-to-Serve process and provide additional transparency to applicants.

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AGENDA ITEM	DISCUSSION OR ACTION
7. GENERAL ACTION ITEMS CONTINUED	Public Comment – Deborah Howe commented on clear language, Conditional Intent-to-Serve can open the door to the County to collect fees although little to no Title 19 credits are available. Patrick McGibney commented on the purveyors 0% growth rate recommendation, severity of precipitation and ground absorption and level of severity should be based on sustainability. Richard Margetson commented on the County working on an In-Lieu fee and trying to abandon the Title 19 requirements, and Title 19 needing to be clarified. **Director Womack moved to recommend to the San Luis Obispo County Board of Supervisors to appoint Thomas Maier to the Los Osos Community Services District Board of Directors District Area 2 seat. The motion was seconded by Director Cross and the motion passed with the following vote:** **Ayes: Directors Womack, Cross, Hubbard, Cesena, Fourcroy** **Nos:** **Abstain:** **Absent:**
B. 2025-2026 Water Supply and Status Report and Water Shortage Contingency Plan Review	Assistant General Manager/District Engineer Riddiough presented the annual water supply and status report and reviewed the District's Water Shortage Contingency Plan (WSCP). The presentation included, District water system information and project updates, the Water Report, climactic triggers for entering and exiting the WSCP, recommendation and alternatives. Director Cesena commented on two tech memos that have come out and consideration of Stage III, but to not stop someone already in process of building. The Board discussed having clear criteria in the WSCP, effects of State III, and an analysis on effects for staffing, financial and potential legal implications. Public Comment – Patrick McGibney commented on the basin being in overdraft, on unmetered wells, and severity needs to be based on sustainability. Richard Margetson commented on continuing with additional analysis, BMC recommending 0%, and penalties in the policy. Katherine Coron commented on metrics only being the CSD's and not all purveyors, and not having the whole picture. The Board discussed. **Director Cross moved to review water shortage contingency plan and current metrics metrics, and approve remaining in stage II conservation of the water shortage contingency plan as declared by Resolution 2024-06 of the June 6, 2024, District Board meeting, The motion was seconded by Director Womack and the motion did not pass with the following vote:** **Ayes:** **Nos: Directors Cross, Hubbard, Womack, Cesena, Fourcroy** **Abstain:** **Absent:** The Board discussed wanting an analysis to come back to the Board at a future meeting. **Director Cross moved to direct staff to do an analysis on the consequences of moving to Stage III and bring it back to the Board in the next 90 days. The motion was seconded by Director Cesena and the motion passed with the following vote:** **Ayes: Directors Cross, Cesena, Hubbard, Womack, Fourcroy** **Nos:** **Abstain:** **Absent:**

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AGENDA ITEM	DISCUSSION OR ACTION
7. GENERAL ACTION ITEMS CONTINUED **C. Emergency Plan Review and El Niño winter Preparations**	General Manager Kwolek provided a background, key changes to the updated draft Emergency Plan and introduced the County Office of Emergency Services Director Scotty Jalbert. County Office of Emergency Services Director Scotty Jalbert provided information regarding County emergency preparedness and El Niño planning efforts. The presentation included County coordination among fire, law enforcement, public works, cities, and special districts; public preparedness resources; AlertSLO notifications; and preparations for potential flooding, power outages, and other storm-related emergencies. General Manager Kwolek commented on immediate winter preparation the CSD staff are doing including infrastructure and emergency readiness. The Board discussed commenting on emergency preparations, previous incidents, sandbags, and community response during emergencies. Public Comment – Richard Maargetson commented on the Emergency Plan, back up power at the Community Center, Non-perishable food and emergency food availability, helping those in need with pre-filled sandbags. **Director Womack moved to direct staff to bring the updated draft annex to the Emergency Services Advisory Committee and return to the Board after staff and stake holder review. The motion was seconded by Director Hubbard and the motion passed with the following vote:** **Ayes: Directors Womack, Hubbard, Cross, Cesena, Fourcroy** **Nos:** **Abstain:** **Absent:**
RECESS CALLED	President Fourcroy called for a short recess at 8:40pm. The Meeting reconvened at 8:48pm
D. Consideration of Cabrillo Estates Sewer Project	General Manager Kwolek presented commenting on background, why the project is being considered, potential water quality and basin impacts, CSD staff capacity and priorities, cost recovery, potential funding options, grants and low-interest financing, start-up funding, County coordination, Cabrillo Basin Repair being incorporated, recommended steps, and fiscal impact. The Board discussed the merits of the project, the District's limited staffing capacity, and the importance of identifying an appropriate agency to lead the effort as the District is not the appropriate lead agency at this time. Public Comment – Deborah Howe commented that the County is the one that owns the Sewer, and is the one that created the LAMP, and should be the one handling the project. Maryanne Davis, President of the Cabrillo POA, thanked the District for the thoroughness of the report and consideration, commented that the residents want to move forward and hopes the County will take the project. Richard Margetson commented on the history, the cost to Cabrillo originally, the potential escalation of cost as the project can take years to move forward, and that this should be a County project. Director Cross moved that the CSD supports the Cabrillo Estates connection project in a way consistent with its capacity and direct staff to put minimal staff time and resources into it until the Board prioritizes it. The motion was not seconded and therefor was not considered by the Board. **Director Womack moved that the District does not take on the Cabrillo Estates Sewer Project. The motion was seconded by Director Hubbard and the motion passed with the following vote:** **Ayes: Directors Womack, Hubbard, Cesena, Fourcroy** **Nos: Director Cross** **Abstain:** **Absent:**
8. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA	None

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AGENDA ITEM	DISCUSSION OR ACTION
9. ADMINISTRATIVE AND COMMITTEE REPORTS	
A. Utilities Department Report	Written Report
B. General Manager Report	General Manager Kwolek commented on a 6.3% Solid Waste Rate Adjustment for 2027.
C. Los Osos Community Advisory Council (LOCAC) Report	Director Cross provided a written report and commented on the discussion about the County's response for El Niño preparations and approval of a development on Butte.
D. Utilities Advisory Committee Meeting Report	Vice President Cesena reported that the Water Supply and Will-Serve is what was discussed.
E. Finance Advisory Committee Meeting Report	Director Womack reported the FAC recommended receiving and filing the financials, warrants and the quarterly investment report.
F. Directors' Announcements of District and Community Interest and Reports on Attendance at Public Meetings, Training Programs, Conferences, and Seminars	Director Cross commented on attending the Fire Station Open House.
G. Response to Previously Asked Questions	None
10. PUBLIC COMMENT FOR ITEMS ON THE ADMINISTRATIVE AND COMMITTEE REPORTS AND THE CONSENT AGENDA	None
11. CONSENT AGENDA **A. Receive Administrative Committee Reports, and Approved Committee Minutes** **B. Approve Meeting Minutes of October 1, 2026** **C. Approve Warrant Register for September 2026 & October 2026** **D. Receive Financial Report for Period Ending August 31, 2026 & September 31, 2026.** **E. Approve LOCSD Board of Directors 2027 Meeting Schedule** **F. Receive Quarterly Investment Report for Q3 2026** **G. Consideration of Board Member Compensation**	**Director Cross moved that the Board receive and file the presented Administrative Committee Reports and approve the Consent Agenda. The motion was seconded by Director Womack and the motion passed with the following vote:** **Ayes: Directors Cross, Womack, Hubbard, Cesena, Fourcroy** **Nos:** **Abstain:** **Absent:**
12. DISCUSSION OF PULLED CONSENT ITEMS	None
13. FUTURE AGENDA ITEMS	Director Cross commented on writing a letter in support of the Cabrillo Estates Sewer Project. General Manager Kwolek commented he would send an email on behalf of the Board saying the CSD elected not to be lead on the project but is very supportive of the County taking another look at it.
14. CLOSING BOARD COMMENTS	None
15. ADJOURNMENT	The meeting was adjourned at 9:36 p.m.

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