



August 6, 2020

**TO:** LOCSO Board of Directors  
**FROM:** Laura Durban, Administrative Services Manager  
**SUBJECT:** **Agenda Item 5B – 08/06/2020 Board Meeting**  
Approve Prior Meeting Minutes

**President**  
Charles L. Cesena

**Vice President**  
Christine M. Womack

**Directors**  
Matthew D. Fourcroy  
Vicki L. Milledge  
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 July 2, 2020 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 July 2, 2020.***

Attachments

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**DRAFT - Los Osos Community Services District  
Minutes of the Regular Meeting of July 2, 2020**

AGENDA ITEM	DISCUSSION OR ACTION
<p><b>1. CALL TO ORDER/ROLL CALL</b></p>	<p>President Cesena called the meeting to order at 6:00 p.m.</p> <p>Roll Call:            Matthew Fourcroy, Director – Present            Vicki Milledge, Director – Present            Marshall Ochylski, Director – Present            Christine Womack, Director – Absent            Chuck Cesena, Vice President – Present</p> <p>The following staff was present:            Ron Munds, General Manager            Jeffrey Minnery, District Counsel            Jose Acosta, Utility Systems Manager            Laura Durban, Administrative Services Manager</p>
<p><b>2. PUBLIC HEARING AND PRESENTATION</b></p> <p><b>A. Adopt Resolutions Submitting the Following Fiscal Year 2020/2021 Assessments, Collections and Special Tax Rolls to San Luis Obispo County for Collection:</b></p> <p><b>1. Bayridge Estates Annual Service Charge</b></p> <p><b>2. Vista de Oro Annual Service Charge</b></p> <p><b>3. Drainage Special Tax</b></p> <p><b>4. Fire Protection and Prevention Services Special Tax</b></p> <p><b>5. Wastewater District No. 1 Assessments</b></p> <p><b>6. District Past Due Water Accounts as Listed in the General Manager’s Report of Delinquent Water Charges</b></p> <p><b>B. Recognition of Service to the Los Osos Community Services District – Jose Acosta</b></p>	<p>General Manager Munds provided a brief summary of the item and recommended that the Board conduct a public hearing for the assessments and to consider all objections or protest in the tax rolls.</p> <p>Director Ochylski inquired about the reduction in Bayridge Estates Assessment.</p> <p>General Manager Munds responded that the Septic System Decommissioning had been completed for less than expected, the District will no longer need to collect on that part of the assessment and current assessment only covers lighting and administrative overhead.</p> <p>Public Comment – None</p> <p><b>Director Fourcroy moved that the Board adopt Resolution 2020-11, 2020-12, 2020-13, 2020-14, 2020-15 and 2020-16 to levy the charges, special taxes and assessments, as listed separately in Exhibit A, for Bayridge Estates, Vista de Oro, Fire Protection and Preventions Services, District No. 1 Wastewater Services, and District Delinquent Water Charges and direct staff to submit adopted resolutions and tax rolls to the County for collection. The motion was seconded by Director Milledge and carried with the following vote:</b></p> <p><b>Ayes: Directors Fourcroy, Milledge, Ochylski, Cesena</b>  <b>Nays: None</b>  <b>Abstain: None</b>  <b>Absent: Womack</b></p> <p>President Cesena presented and thanked Utilities System Manager, Jose Acosta, for his outstanding service to the District highlighting Bayridge Decommissioning, Wateryard Building, the leadership the department had under USM Acosta, and how he always advocated for the Crew.</p> <p>USM Acosta thanked the Board, the General Managers and the Utilities Advisory Committee commenting that he always felt supported in his position over the last three years.</p> <p>Director Milledge commented that she recognized excellence in USM Acosta within 15 minutes of interviewing him and that the new District is lucky to have him.</p> <p>Director Ochylski commented that USM Acosta has done an awesome job for Los Osos CSD, and thanked him for all his efforts and wished him the best in his upcoming venture.</p> <p>Director Fourcroy thanked USM Acosta for helping him coming up to speed in all the facilities that the District has and operates, and congratulated him on this new position.</p> <p>General Manager Munds read the certificate of appreciation, and thanked USM Acosta for the work and his leadership at the District.</p> <p>Public Comment – Jan Harper thanked USM Acosta and wished him luck.</p> <p>Lynette Tornatzky congratulated USM Acosta, and commented on his leadership, knowledge and his ability to share the information clearly with the public.</p> <p>Lou Tornatzky commented Semper Fi, and that USM Acosta will be a star wherever he goes.</p> <p>Julie Tacker wished USM Acosta well in future endeavors thanking him for his work at the District.</p>

AGENDA ITEM	DISCUSSION
<b>3. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA</b>	None
<b>4. ADMINISTRATIVE AND COMMITTEE REPORTS</b> <b>A. Fire Department Report</b>  <b>B. Sheriff Department Report</b>  <b>C. Utilities Department Report</b>  <b>D. General Manager Report</b>        <b>E. Los Osos/Baywood Park Chamber of Commerce Report</b>  <b>F. Los Osos Community Advisory Council (LOCAC) Report</b>  <b>G. Finance Advisory Committee Report</b>  <b>H. Directors' Announcements of District and Community Interest and Reports on Attendance at Public Meetings, Training Programs, Conferences, and Seminars</b>  <b>I. Response to Previously Asked Questions</b>	<p>Written Report only</p> <p>No Report</p> <p>Written Report only</p> <p>General Manager Munds presented his report commenting on the 8<sup>th</sup> Street Well Draft Award, Greening Los Osos, impact of waiving late fees, Los Osos Community Plan Update, and letter issued regarding concerns and needing more time and analysis to make sure water is sustainable into the future.</p> <p>Director Ochylski commented that since the BMC is not able to meet prior to the Planning Commission Hearing, that each purveyor submits a letter expressing their concerns that the plan is not being rushed and that the way forward is sustainable. The BMC will make recommendations prior to it going to the Board of Supervisors in the Fall.</p> <p>Written Report only</p> <p>Written Report only, emailed after packet was complete and made available on the website.</p> <p>Director Ochylski commented that the FAC recommended to the Board to approve the June 2020 Warrants and receive and file the Financials for the period ending May 31, 2020.</p> <p>Director Ochylski commented on the Basin Management Committee Meeting on June 17, 2020.</p> <p>None</p>
<b>5. PUBLIC COMMENT FOR ITEMS ON THE ADMINISTRATIVE AND COMMITTEE REPORTS AND THE CONSENT AGENDA</b>	<p>Director Ochylski inquired about Agenda Item 6G and asked General Manager Munds for rational of amending the Personnel Policy.</p> <p>General Manager Munds responded that currently all job descriptions are in the Personnel Policy which to change/update needs to be approved via Resolution; the District plans to separate the job descriptions from the Personnel Policy in the future so that when revisions or updates to positions occur, to cover the needs of the District, they do not have to be approved by Resolution; the USM position in 6G is to get a broader set of applicants that can hopefully help the District save money in the future.</p> <p>Public Comment - None</p>
<b>6. CONSENT AGENDA</b> <b>A. Receive Administrative, Committee Reports, and Approved Committee Minutes</b> <b>B. Approve Meeting Minutes of June 4, 2020</b> <b>C. Approve Warrant Register for June 2020</b> <b>D. Receive Financial Report for Period Ending May 31, 2020</b> <b>E. Not Used</b> <b>F. Authorize a Formal Bid Process and Executing a</b>	<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 Milledge and carried with the following vote:</b></p> <p><b>Ayes: Directors Ochylski, Milledge, Fourcroy, Cesena</b>  <b>Nays: None</b>  <b>Abstain: None</b>  <b>Absent: Director Womack</b></p>

AGENDA ITEM	DISCUSSION
<p>Related Contract for the Exterior Recoating of the 10<sup>th</sup> Street Tank</p> <p>G. Adopt Resolution Amending the Personnel Policy to Update the Position Description of Utility Services Manager</p> <p>H. Approve the Standard Operating Procedure for the District Reopening Plan</p> <p>I. Reaffirm CAL FIRE/SLO County Fire Department and LOCSD Cooperative Fire Protection Agreement and Update Schedules "A" through "E" to Reflect Changes in Services and Costs for Fiscal Year 2020/2021 as provided in Paragraph 5 of the Cooperative Fire Agreement Amendment 1</p> <p>J. Approve Proposal for the Landscape Architectural and Survey Services for the Ferrell Ave. Pathway Project</p> <p>K. Authorize a Formal Bid Process and Executing a Related Contract for the South Bay Well Site Water Transmission Main to Main Zone</p>	
<b>7. DISCUSSION OF PULLED CONSENT ITEMS</b>	None
<b>8. FUTURE AGENDA ITEMS</b>	None
<b>9. CLOSING BOARD COMMENTS</b>	Directors all gave one last thank you to Utility Systems Manager Jose Acosta.
<b>10. ADJOURNMENT</b>	The meeting adjourned at 6:40 p.m.