

Agenda Item 10A

Receive Administrative, Committee Reports, and Approved Committee Minutes



FINANCE ADVISORY COMMITTEE MEETING

Monday November 02, 2020 at 5:30 p.m.

Pursuant to Governor Newsom's Executive Order N-29-20, and State and County Shelter at Home orders, Committee Members, 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://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@losososcscsd.org by 12:00pm on 11/02/2020
- Through the district website www.losososcscsd.org/contact-us by 12:00pm on 11/02/2020
- 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 LOCSD
- 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 September 28, 2020**
(Recommend approval)
Presented By: Administrative Services Manager Durban
3. **Review of Board Item Regarding Approval of Warrant Register for October 2020**
(Committee Review and Recommendations to the Board)
Presented By: Administrative Services Manager Durban
4. **Review of Board Item Regarding Financial Reports for the Period Ending September 30, 2020**
(Committee Review and Recommendations to the Board)
Presented By: General Manager Munds
5. **Utilities Department Updates**
Information Only
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 FAC Meeting** – Monday, November 30, 2020 at 5:30 p.m. unless otherwise noted
8. **Closing Comments by FAC Committee Members**
9. **Adjournment**

**Los Osos Community Services District
Minutes of the Finance Advisory Committee Meeting
November 02, 2020 at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order and Roll Call	<p>Chairperson Ochylski called the meeting to order at 5:33 p.m.</p> <p><u>Roll Call:</u></p> <p>Sandra Cirilo, Committee Member – Present Lisa Gonzalez, Committee Member – Absent Bea Jansen, Committee Member – Present Alyce Thorp, Committee Member – Absent Christine Womack, Vice Chairperson – Present Marshall Ochylski, Chairperson – Present</p> <p><u>Staff:</u></p> <p>Ron Munds, General Manager Laura Durban, Administrative Services Manager</p>	
2. Approve FAC Meeting Minutes of September 28, 2020	<p>Chairperson Ochylski presented the minutes for approval.</p> <p>Public Comment - None</p> <p>Committee Member Jansen made a motion that the Committee approve the minutes of September 28, 2020. The motion was seconded by Committee Member Cirilo and the motion carried with unanimous consent.</p>	Action: File Approved Minutes.
3. Review of Board Item Regarding Approval of Warrant Register for October 2020	<p>Administrative Services Manager Durban presented the Warrants for review.</p> <p>Committee Member Cirilo inquired about Final Bill Overpayment Warrants and the TechXpress Warrant.</p> <p>Admin Services Manager Durban responded about the Final Bill Overpayment refund to CSD customers, and the TechXpress contract.</p> <p>Public Comment – Julie Tacker commented on the Property Tax payment, the Annual US Bank charge, and Credit Card Statement.</p> <p>April Dury inquired about basic monthly utility bills on the credit card statement, Directors Compensation in the Warrants, CSDA Warrant, annual US Bank Warrant, AGP Warrant for three months of service, CPA rates and service.</p> <p>General Manager Munds responded that the US Bank fee is an annual fee that is for the administration of our account for the Wastewater Bond.</p> <p>Administrative Services Manager Durban responded that Directors are required to be paid as employees per Government Code and therefore are not seen in the Warrant Register; the AGP Warrant had three months billed at once due to a hiccup on their end; will research CSDA’s annual charge to confirm the correct amount was paid and bring it back at the next meeting.</p> <p>Committee Member Jansen made a recommendation that the Board approve the Warrants of October 2020. The motion was seconded by Committee Member Cirilo and the motion carried with unanimous consent.</p>	Action: The Committee recommended that the Board approve the Warrant Register for October 2020.
4. Review of Board Item Regarding Financial Reports for the Period Ending September 30, 2020	<p>General Manager Munds presented the Financial Reports for approval as presented in the packet commenting on General Ledger (GL) 4932 and 4933 for Fund 500.</p> <p>Committee Member Jansen inquired where the US Bank Annual Service charge will be listed in the Financial Reports.</p>	Action: The Committee recommended that the Board receive and file the Financials for the period ending September 30, 2020. Staff to return with information on GL 7322.

AGENDA ITEM	DISCUSSION	FOLLOW-UP
4. Review of Board Item Regarding Financial Reports for the Period Ending September 30, 2020 (continued)	<p>Public Comment – April Dury inquired about Directors Compensation, commenting that GL 7322 showing nothing has been paid to Directors.</p> <p>Julie Tacker commented on Directors Compensation, GL 7322 for Directors Compensation; Low Income Assistance Fund; Emergency Services Meeting.</p> <p>General Manager Munds commented on the Low Income Assistance Fund account informing the Committee of a discussion had with the Community Foundation and the National Estuary that the money can only be used for low income sewer customers; on talking with Battalion Chief Provence about starting ESAC at the beginning of 2021.</p> <p>Administrative Services Manager commented that she will research GL 7322 and figure out why it's not being recorded correctly.</p> <p>Committee Member Cirilo commented on Directors Compensation.</p> <p>General Manager responded and commented on Directors Compensation.</p> <p>Committee Member Jansen made a recommendation that the Board receive and file the Financials of September 30, 2020 with the Staff bringing back the information on GL 7322. The motion was seconded by Committee Member Cirilo and the motion carried with unanimous consent.</p>	
5. Utilities Department Update	<p>General Manager Munds commented on the 10th Street Well rehabilitation as there will be a financial cost related to the work to be done; on 3rd Street Well being in operation.</p> <p>Public Comment – None</p>	Action: None
6. Public Comments on Items NOT on this Agenda	<p>Julie Tacker commented on Director's Compensation.</p>	
7. Schedule Next FAC Meeting	<p>The next meeting of the Financial Advisory Committee is scheduled for Monday, November 30, 2020 unless otherwise noted.</p>	
8. Closing Comments by FAC Committee	<p>Committee Member Cirilo commented on wanting success and what is best for Los Osos and wanting the Committee to be able to move forward.</p> <p>Committee Member Jansen commented on her excitement that 3rd Street Well being used after five years.</p>	
9. Adjournment	<p>The meeting adjourned at 6:13 p.m.</p>	



UTILITIES ADVISORY COMMITTEE MEETING

Wednesday, November 18, 2020 at 5:30 p.m.

Pursuant to Governor Newsom's Executive Order N-29-20, and State and County Shelter at Home orders, Committee Members, 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 11/18/2020
- Through the district website www.losososcscsd.org/contact-us by 12:00pm on 11/18/2020
- 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 October 21, 2020**
(Recommend Committee Approval)
Presented By: Administrative Services Manager Durban
3. **Basin Management Committee Update**
(Updates Only)
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. **Utilities Quarterly Financials (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, November 18, 2020 at 5:30 p.m. unless otherwise noted.
9. **Closing Comments by UAC Committee Members**
10. **Adjournment**

**Minutes of the Utilities Advisory Committee Meeting
November 18, 2020 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 – Arrived at 5:32 p.m. Jan Harper, Committee Member – Present Leonard Moothart, Committee Member – Arrived at 5:38 p.m. Eric Silva, 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 Rob Miller, District Engineer</p>	
<p>3. Approve UAC Minutes of October 21, 2020</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 October 21, 2020. The motion was seconded by Committee Member Silva and carried with the following vote:</p> <p>Ayes: Committee Member Harper, Silva, Bishop 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 BMC staff are working on the budget, a funding study and prioritizing planning initiatives; on a meeting with the County Staff on December 2, 2020 to discuss recycled water.</p> <p>Chairperson Cesena commented that he was encouraged that the County will discuss the recycled water use with the BMC staff.</p> <p>Public Comment - None</p>	<p>Action – None</p>
<p>4. Utilities Department Report</p>	<p>Utility Systems Manager Falkner provided a summary from September 2020 which is made available in the PowerPoint presentation on the Districts Website.</p> <p>Public Comment – None</p>	<p>Action – None</p>
<p>5. Utilities Department Update</p>	<p>General Manager Munds presented the Department Updates which is made available on the PowerPoint presentation on the Districts Website.</p> <p>Committee Member Bishop inquired about the history of the 3rd Street Well; what aquifer zone 3rd Street well is in.</p> <p>Committee Member Moothart commented that before 3rd Street Well was put out of service it was one of the cleanest wells the District had.</p> <p>Chairperson Cesena inquired about the cost for a new well motor at 3rd Street.</p> <p>General Manager Munds gave a brief history of the 3rd Street Well, and the additional testing the District has done to be able to put the Well back into service; commented on the estimated cost for a new Motor will be approximately \$10,000-\$12,000; the District systematically doing inspections on wells and tanks to make sure the District knows the scope of the work needed and to budget accordingly.</p> <p>Public Comment – None</p>	<p>Action – None</p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
6. Utilities Quarterly Financial Update	<p>General Manager Munds presented the Utilities Quarterly Financial Updates which is made available on the PowerPoint presentation on the Districts Website, commenting that the District is on budget except for the repairs for wells which has been discussed.</p> <p>Committee Member Moothard inquired about GL 6140 for Computer Software and GL 9059 for Vehicles.</p> <p>Public Comment – None</p>	Action – None
7. Public Comments on Items NOT on this Agenda	<p>None</p> <p>Chairperson Cesena commented on a draft letter to be sent to the Board of Supervisors about the Community Plan Update and Growth Management Ordinance.</p> <p>General Manager Munds commented that he will have the draft letter sent to the UAC for review and suggestions before it is taken to the Board meeting on December 3, 2020.</p> <p>Committee Member Harper inquired if the District could share the letter with the public to let the community know the District standpoint before the Board of Supervisors meeting.</p> <p>Committee Member Moothard inquired how the District is doing with COVID-19.</p>	Action – General Manager Munds to email the District's draft letter to the UAC Committee Members for review and suggestions.
8. Schedule Next UAC Meeting	The next meeting of the Utilities Advisory Committee is scheduled to be held on Wednesday, December 16, 2020 at 5:30 p.m., unless otherwise noticed.	
9. Closing Comments by UAC Committee Members	Committee Member Moothart thanked Staff for their hard work.	
10. Adjournment	The meeting adjourned at 6:10 p.m.	