



May 25, 2017

TO: Honorable LOCSD Board of Directors
FROM: Renee Osborne, General Manager
SUBJECT: **Agenda Item 4D – 6/1/2017 Board Meeting**
General Manager Activity for May 2017

President

Jon-Erik G. Storm

Vice President

Vicki L. Milledge

Directors

Charles L. Cesena
Marshall E. Ochylski
Louis G. Tornatzky

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Renee Osborne

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STAFF

- Staff has been working with all Departments on the 2016-2017 Budget adjustments for input into the MIP (District Accounting) system. Once this process is complete, staff can discontinue use of "side accounting" spreadsheets. All reports will be generated through MIP as it was originally intended.
- All Staff, Water Resource Crew Chief, Engineering, Accountant and Auditors have been contributing to the preparation of the 2017-2018 Proposed Budget. Attached in Agenda Item 7B, is the Draft Budget for 2017-2018 for Board review.
- Staff is continuing work with the Auditors to complete an "Interim Fieldwork Assessment" for 2016-2017 in order to prepare/schedule the 2016-2017 Audit in August.
- With the absence of the Utilities Supervisor, all staff has been assisting with this position's work load.
- A lot of staff time has been spent on public records request for the month of May.
- Staff received training on better utilization of the website. Additional staff members have also been trained on website maintenance.
- Staff received CPR/First Aid Training.

WATER/DRAINAGE

- The motor sensor has been replaced at the 3rd Street Well.
- Staff has been working on updating quotes for the Capital Improvement Projects.
- Water Crew received CPR/First Aid Training.

FIRE

- Staff has been assisting Fire with their 2017-2018 budget.
- Staff is currently auditing the Fire Mitigation Fund to assure balance.
- Wallace Group has calculated the proposed annual CPI increase for 2017-2018, attached as Agenda Item 6G for your approval.

PARKS & REC

- Staff has been in contact with the County regarding the lease for the Dog Park. We have been informed that County Staff has started on the lease.

GENERAL

- I have reached out to Rabobank regarding the service charges. The Branch Manager reached out to their Treasury and Finance Department. They have not gotten back to me at the date of this report.
- NBS and Wallace Group will be preparing the FY17/18 tax rolls and will be presented for collection at your Board's July 6th meeting. NBS only prepares the information regarding the Wastewater assessments and delinquencies. Wallace Group prepares all other assessments and special taxes.