



July 24, 2019

TO: LOCSD Board of Directors
FROM: Renee Osborne, General Manager
SUBJECT: Agenda Item 9D – 8/1/2019 Board Meeting
General Manager Activity for July 2019

President
Marshall E. Ochylski

Vice President
Charles L. Cesena

Directors
Matthew D. Fourcroy
Vicki L. Milledge
Christine M. Womack

General Manager
Renee Osborne

District Accountant
Robert Stilts, CPA

Unit Chief
Scott M. Jalbert

Battalion Chief
George Huang

Mailing Address:
P.O. Box 6064
Los Osos, CA 93412

Offices:
2122 9th Street, Suite 110
Los Osos, CA 93402

Phone: 805/528-9370
FAX: 805/528-9377

www.losososcscsd.org

GENERAL STAFF ACTIVITIES

Staff has been working on the transition between General Managers. I have been meeting with Ron Munds to discuss current duties, updates on reports and current projects in progress. We have several meetings planned to insure a smooth transition. Mr. Munds has been scheduled for training and agencies have been notified and given updated contact information.

LOW INCOME ASSISTANCE FUND

At the December 2018 meeting, staff was given direction to keep the Low Income Assistance Fund Program for sewer laterals open until all residents had completed their sewer lateral hook-up. In June, I received two calls from residents. One resident is in the process of completing their application. At the time of this report, I had not received any other applications. The County is actively advising the residents of our program.

There is a remaining \$109,015.64 in the Community Foundation Fund Account and \$10,477.89 in the Los Osos Low Income Assistance Fund checking account with the District. A check has been written to the Los Osos CSD for the District's time and expenses in the amount of \$1,068.87. The current bank statement, foundation statement, check register and detailed account of time and expenses is attached. The check to the District has been deposited and is included in the June Revenue vs Expense Report.

PG&E POSSIBLE ELECTRICITY SHUT DOWN

The County has been working with the Cities, Special Districts and Emergencies Service providers on how to prepare the residents in case of any electricity shut down. Staff has prepared a flyer that can be distributed to the public to help them prepare for any possible shut down. Our District water facilities are equipped with generators and should have no interruption of services.

Attachments

Renee Osborne

From: Len Smolburd <len@cfsloco.org>
Sent: Thursday, July 25, 2019 3:09 PM
To: Renee Osborne
Subject: RE: Change of Leadership at LOCSD

Hello Renee,

Our finance department is working on producing the semi-annual statements for all of our funds now. Those will go out within the next two weeks. In the meantime I can share with you the current fund balance and activity for the fund between 1/1/19 and 6/30/19.

- Current Fund Balance: \$109,015.64
- Activity 1/1/19-6/30/19
 - \$10,000 distribution on 5/8/19

I hope this is helpful.

Best,

-Len

Len Smolburd
Grants Manager
805-543-2323
www.cfsloco.org

THE *Community*
FOUNDATION
SAN LUIS OBISPO COUNTY

Staff member	Date	Time	\$Amount	Description
Phase 2				
GM	4/9/2018	1.5 hours	\$69.31	Application and flyer prep
GM	4/23/2018	1.5 hour	\$69.31	FAC and Board report Prep for phase 2
GM	5/11/2018	2 hours	\$92.42	Application and letter prep
GM	6/1/2018	30 min	\$23.10	County contact
GM	6/5/2018	1 hour	\$46.21	Application and letter prep
Admin Clerk	6/15/2018	3 min	\$1.35	postage mailing
GM	6/15/2018	1 hour	\$46.21	flyer distribution
Admin Clerk	6/26/2018	15 min	\$6.75	postal mailing
GM	6/26/2018	30 min	\$23.10	County contact
GM	7/19/2018	3 hour	\$138.63	Report Prep
GM	7/20/2018	2 hour	\$92.42	Application prep for review
GM	7/24/2018	1 hour	\$46.21	Prepared report
GM	8/6/2018	1 hour	\$46.21	Prepared/send letters
GM	8/14/2018	20 min	\$15.40	Worked with App 10
GM	8/30/2018	10 min	\$7.70	Processed and closed out App 10
GM	9/6/2018	15 min	\$11.55	Calls to applicants for bids
GM	9/11/2018	20 min	\$15.40	Prepare packets for distribution
GM	9/12/2018	30 mins	\$23.10	Called applicants regarding bids, closed out app 15
GM	10/4/2018	10 mins	\$7.70	Processed completed App 12
GM	10/18/2018	30 mins	\$23.10	Process and close out App 11 & 13
GM	11/1/2018	10 min	\$7.70	Processed completed App 18
GM	11/14/2018	45 min	\$34.65	Processed completed App 14 & 19
GM	1/3/2019	10 min	\$7.70	Processed completed App 09
GM	3/5/2019	30 min	\$23.10	Prepared expenses/time
GM	3/18/2019	15 min	\$11.55	Process App 20
GM	4/9/2019	20 min	\$15.40	Review Bids App 20
GM	6/25/2019	15 min	\$11.55	Processed App 21, help with App 22

Time Phase 2 expense \$916.83

Expenses	Amount	Description
Postage Phase 2	\$56.87	121@ 47 cents each initial mailing
Paper	\$3.63	for initial mailing 242 pieces 1.5 cents per
Envelope	\$65.34	242 pieces @ 27 cents per
Paper	\$0.90	for packets 60 pieces 1.5 cents per
Envelopes	\$6.30	30 large envelopes. 21 cents per
Paper	\$0.30	20 pieces at 1.5 cents
postage	\$9.40	20 pieces at 47 cents
envelopes	\$4.20	20 pieces at 21 cents
paper	\$0.90	60 pieces at 1.5 cents for packets
envelopes	\$4.20	20 large envelopes. 21 cents per env. For packets
Total Expenses	\$152.04	

Total Time and Expenses \$1,068.87

LOS OSOS COMMUNITY SERVICES DISTRICT

Low Income Assistance Fund

Check Register

Date	Check #	Name	Description	Amount	Balance
1/30/2018			Deposit	\$10,000.00	\$10,000.00
2/1/2018	1	Mesa Construction	Applicant #2	\$3,500.00	\$6,500.00
2/1/2018	2	Tutt Tree & Crane Service	Applicant #6	\$2,075.00	\$4,425.00
2/28/2018	3	Tutt Tree & Crane Service	Applicant #1	\$3,000.00	\$1,425.00
3/5/2018			Deposit	\$30,000.00	\$31,425.00
3/13/2018	4	Gellerman Construction	Applicant #5	\$2,350.00	\$29,075.00
3/19/2018	5	Gellerman Construction	Applicant #3	\$7,235.00	\$21,840.00
				Bank Balance	\$21,840.00
8/30/2018	6	Story Construction	Applicant #10	\$2,200.00	\$19,640.00
9/12/2018	7	Gellerman Construction	Applicant #15	\$3,334.24	\$16,305.76
10/4/2018	8	Gellerman Construction	Applicant #12	\$2,495.00	\$13,810.76
10/17/2018	9	Mesa Construcion	Applicant #11	\$3,200.00	\$10,610.76
10/18/2018	10	Water Boys	Applicant #13	\$4,200.00	\$6,410.76
11/1/2018	11	Gellerman Construction	Applicant #18	\$2,650.00	\$3,760.76
11/9/2018	12	Los Osos CSD	Phase 1 Admin Expenses	\$924.41	\$2,836.35
11/19/2018			Deposit	\$10,000.00	\$12,836.35
11/14/2018	13	Tutt Tree and Crane Service	Applicant #19	\$2,775.00	\$10,061.35
11/14/2018	14	Gellerman Construction	Applicant #14	\$3,055.16	\$7,006.19
1/3/2019	15	Gellerman Construction	Application #9	\$3,765.00	\$3,241.19
5/6/2019	16	Gellerman Construction	Application #20	\$2,763.30	\$477.89
5/9/2019			Deposit	\$10,000.00	\$10,477.89
7/23/2019	17	Los Osos CSD	Phase 2 Admin Expenses	\$1,068.87	\$9,409.02
				Balance	\$9,409.02



PACIFIC PREMIER BANK

P.O. Box 25171
Santa Ana, CA 92799-9810

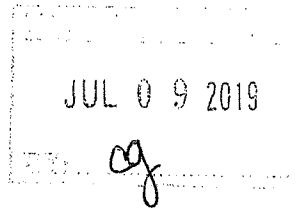
STATEMENT OF ACCOUNT ACTIVITY

866-353-1476
www.ppbi.com

00009773-0019545-0001-0001-TIMR8006410628193156

**LOS OSOS COMMUNITY SERVICES DISTRICT
LOW INCOME ASSISTANCE FUNDS ACCOUNT
PO BOX 6064
LOS OSOS CA 93412-6064**

Page 1 of 1
Branch 033
Account Number:
Date 06/28/19
EM



EXECUTIVE 250 CHECKING

Acct

Summary of Activity Since Your Last Statement

Beginning Balance	6/01/19	10,477.89
Deposits / Misc Credits	0	.00
Withdrawals / Misc Debits	0	.00
** Ending Balance	6/30/19	10,477.89**
Service Charge		.00
Average Collected Balance		10,477

00009773-0019545-0001-0001-TIMR80064106
J156100009773-000019547



PREPARING FOR PUBLIC SAFETY POWER SHUTOFF

Pacific Gas and Electric (PG&E) has made an effort to notify all electrical customers of the potential need to implement Public Safety Power Shutoff (PSPS) events. These possible electrical shutoffs could potentially impact the community of Los Osos in the coming months. Electricity for Los Osos is transmitted through high voltage PG&E electrical infrastructure. To protect communities from the threat of wildfires PG&E will be implementing the PSPS as precautionary measures this coming fire season. If the threat of fire danger conditions threaten the electrical infrastructure, PG&E will be shutting off power at the high risk transmission lines, resulting in power outages for Los Osos.

PG&E has informed the government agencies that the PSPS events could last a minimal of 48 hours with potential for longer periods. Some factors that could initiate the PSPS are:



HIGH WINDS (including red flag warnings)



LOW HUMIDITY



DRY VEGETATION (on the ground and live fuels)



FIRE THREAT (to electrical infrastructure)



ON-THE-GROUND REAL TIME OBSERVATIONS

Los Osos Community Services District (LOCSD) and other government agencies will be given minimal notification of the PSPS and will take action immediately. The priority of the LOCSD is to ensure the customers of the LOCSD Water District will be provided with a safe adequate supply of potable water. The LOCSD has the ability to produce and maintain a 3-5 day supply of water for its customers. During these outages it will be **imperative for customers to conserve water usage and minimize waste**. Some ways to conserve usage are:

- Shutoff all irrigation systems
- Do not water outdoor lawns or wash vehicles
- Flush toilets less frequently
- If possible delay usage of washing machines and dishwashers

Residents of Los Osos should also take other precautionary measures to ensure they are prepared for a PSPS event. For information about other utilities and other information to help prepare for these events:

- Review PG&E's website to better understand how you can prepare yourself and your family for these outages https://www.pge.com/en_US/safety/emergency-preparedness/natural-disaster/wildfires/public-safety-power-shutoff-faq.page
- Sign up for alerts and more information prepareforpowerdown.com
<https://prepareforpowerdown.com/>
- Information regarding San Luis Obispo County Utilities Division, information regarding wastewater services <https://www.slocity.org/government/department-directory/utilities-department/wastewater/wastewater-treatment>
- Sign up alerts from CalFire on wildfires and wildfire preparedness information <https://www.readyforwildfire.org/more/ready-for-wildfire-app/>
- Visit the County of San Luis Obispo Office of Emergency Services webpage for information regarding reverse 911, NOAA Weather information and more <https://www.slocounty.ca.gov/Departments/Office-of-Emergency-Services/Services/Public-Alert-and-Notification.aspx>
- Golden State Water customers can obtain contact information and more at <https://www.gswater.com/los-osos/>