



March 4, 2021

**TO:** LOCSO Board of Directors

**FROM:** Ron Munds, General Manager  
Laura Durban, Administrative Services Manager

**SUBJECT: Agenda Item 6A- 03/04/2021 Board Meeting**  
Receive Administrative, Committee Reports, and Approved  
Committee Minutes

**President**  
Christine M. Womack

**Vice President**  
Matthew D. Fourcroy

**Directors**  
Charles L. Cesena  
Troy C. Gatchell  
Marshall E. Ochylski

**General Manager**  
Ron Munds

**District Accountant**  
Robert Stilts, CPA

**Unit Chief**  
Eddy Moore

**Battalion Chief**  
Paul Provence

**DESCRIPTION**

Attached are the approved minutes from meetings in February 2021.

**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 presented Administrative, Committee Reports and Approved Committee Minutes***

Attachment

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## FINANCE ADVISORY COMMITTEE MEETING

Monday January 04, 2021 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@losososcsd.org](mailto:ldurban@losososcsd.org) by 12:00pm on 01/04/2021
- Through the district website [www.losososcsd.org/contact-us](http://www.losososcsd.org/contact-us) by 12:00pm on 01/04/2021
- 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. **PRESENTATION** – Fiscal Year 2019/2020 Audit Report –Moss, Levy & Hartzheim, LLP  
[Recommend review/discuss and recommendation to the Board to receive and file Final Fiscal Year 2019/2020 Audit Report]
3. **Approve FAC Meeting Minutes of November 30, 2020**  
**(Recommend approval)**  
Presented By: Administrative Services Manager Durban
4. **Review of Board Item Regarding Approval of Warrant Register for December 2020**  
**(Committee Review and Recommendations to the Board)**  
Presented By: Administrative Services Manager Durban
5. **Review of Board Item Regarding Financial Reports for the Period Ending November 30, 2020**  
**(Committee Review and Recommendations to the Board)**  
Presented By: General Manager Munds
6. **Utilities Department Updates**  
Information Only
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 FAC Meeting** – Monday, February 01, 2021 at 5:30 p.m. unless otherwise noted
9. **Closing Comments by FAC Committee Members**
10. **Adjournment**

**Los Osos Community Services District  
Minutes of the Finance Advisory Committee Meeting  
January 4, 2021 at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<b>1. Call to Order and Roll Call</b>	<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 – Present            Bea Jansen, Committee Member – Absent            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>	
<b>2. Presentation – Fiscal Year 2019/2020 Audit Report</b>	<p>General Manager Munds introduced the Draft Audit to the Finance Advisory Committee and C.P.A. Travis Hole, a Partner at Moss, Levy and Hartzheim LLP, to present the Draft Audit for 2019-2020 to the FAC Committee.</p> <p>C.P.A. Hole gave an overview of the Draft Audit and commended the staff for the great work they did this year.</p> <p>Chairperson Ochylski commended the staff as there have been issues in the past.</p> <p>Committee Member Thorp emailed in for the record that: the CSD should be pleased about the audit, certainly a good path for the CSD to be on.</p> <p>Public Comment - None</p> <p><b>Committee Member Gonzalez made a motion that the Committee recommends that the Board receive and file the District’s Fiscal Year 2019-2020 Financial Audit. The motion was seconded by Committee Member Cirilo and passed by unanimous consent.</b></p>	<b>Action: The Committee recommended that the Board receive and file the District’s Fiscal Year 2019-2020 Financial Audit</b>
<b>3. Approve FAC Meeting Minutes of November 30, 2020</b>	<p>Administrative Services Manager Durban presented the minutes for approval.</p> <p>Public Comment - None</p> <p><b>Committee Member Gonzalez made a motion that the Committee approve the minutes of November 30, 2020. The motion was seconded by Committee Member Cirilo and the motion passed unanimously.</b></p>	<b>Action: File Approved Minutes.</b>
<b>4. Review of Board Item Regarding Approval of Warrant Register for December 2020</b>	<p>Administrative Services Manager Durban presented the Warrants for review.</p> <p>Committee Member Gonzalez inquired about check 30243 to Home Depot for boat shop supplies.</p> <p>Committee Member Cirilo inquired about the warrant to AGP video.</p> <p>Public Comment – Julie Tacker commented on Directors Compensation and the boat shop repair voucher and if the CSD/CalFire contract speaks to that.</p> <p><b>Committee Member Gonzalez made a recommendation that the Board approve the Warrants of December 2020. The motion was seconded by Committee Member Cirilo and the motion carried with unanimous consent.</b></p>	<b>Action: The Committee recommended that the Board approve the Warrant Register for December 2020.</b>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<b>5. Review of Board Item Regarding Financial Reports for the Period Ending November 30, 2020</b>	<p>General Manager Munds presented the Financial Reports for approval as presented in the packet, commenting that the mid-year budget adjustments will be brought to the next FAC meeting.</p> <p>Public Comment – Julie Tacker inquired about repurposing the Low Income Assistance Fund</p> <p>General Manager Munds commented on a meeting he had with the Executive Directors from the Morro Bay Estuary Program and The Community Foundation. Their position is that the funds are for sewer related low income costs. The District will talk with the County about a way to use the funds for low income assistance.</p> <p><b>Committee Member Cirilo made a recommendation that the Board receive and file the Financials of November 30, 2020. The motion was seconded by Committee Member Gonzalez and the motion carried with unanimous consent.</b></p>	<b>Action: The Committee recommended that the Board receive and file the Financials for the period ending November 30, 2020.</b>
<b>6. Utilities Department Update</b>	<p>General Manager Munds presented the Utility Department Update as presented in the packet</p> <p>Public Comment – Lynette Tornatzky inquired how long does the tank coatings last as the 16<sup>th</sup> Street Tanks where done in 2010.</p> <p>General Manager Munds responded that due to the corrosive nature of our climate, 10 years is good for tank coatings based on 16<sup>th</sup> Street Tanks location and exposure on that hill; commented that the District is trying to implement more frequent inspections and do preventative maintenance.</p>	<b>Action: None</b>
<b>7. Public Comments on Items NOT on this Agenda</b>	None	
<b>8. Schedule Next FAC Meeting</b>	The next meeting of the Financial Advisory Committee is scheduled for Monday, February 1, 2021 unless otherwise noted.	
<b>9. Closing Comments by FAC Committee</b>	<p>Committee Member Gonzalez commented that if anyone in the community is looking for assistance to reach out to Los Osos Cares and Estero Bay Womenade have financial assistance available, as well as a community dinner every Thursday starting at 4:30pm at the Community Center.</p> <p>Chairperson Ochylski thanked the Committee for their service over the years.</p>	
<b>10. Adjournment</b>	The meeting adjourned at 6:14 p.m.	



## UTILITIES ADVISORY COMMITTEE MEETING

Wednesday, January 20, 2021 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.

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- 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 December 16, 2020**  
*(Recommend Committee Approval)*  
Presented By: Administrative Services Manager Durban
3. **Consider a Request to Amend a Conditional Intent to Serve Letter to Establish Water Service.**  
*(Provide Recommendation to the Board)*  
Presented By: General Manager Munds
4. **Basin Management Committee Update**  
*(Updates Only)*  
Presented By: General Manager Munds
5. **Utility Department Report**  
Presented By: Utility Systems Manager Falkner
6. **Utilities Department Updates**  
Presented By: Utility Systems Manager Falkner  
General Manager Munds
7. **Review of Board Item 2020/2021 Mid-Year Budget Adjustments Fund 500 & Fund 800**  
*(Committee Review and Recommendations to the Board)*  
Presented By: General Manager Munds
8. **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.
9. **Schedule Next UAC Meeting** – The next UAC Meeting will be held Wednesday, January 20, 2020 at 5:30 p.m. unless otherwise noted.
10. **Closing Comments by UAC Committee Members**
11. **Adjournment**

**Minutes of the Utilities Advisory Committee Meeting  
January 20, 2021 at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p><b>1. Call to Order and Roll Call</b></p>	<p>Chairperson Cesena called the meeting to order at 5:30 p.m.</p> <p><u>Roll Call:</u>            James Bishop, Committee Member – Present            Jan Harper, Committee Member – Present            Leonard Moothart, Committee Member – Arrived at 5:32            Eric Silva, Committee Member – Present            Matthew Fourcroy, Vice Chairperson – Arrived at 5:31            Chuck Cesena, Chairperson – Present</p> <p><u>Staff:</u>            Ron Munds, General Manager            Laura Durban, Administrative Services Manager</p>	
<p><b>2. Approve UAC Minutes of December 16, 2020</b></p>	<p>Chairperson Cesena presented the minutes for approval.</p> <p>Public Comment – None</p> <p><b>Committee Member Harper moved to approve the meeting minutes of December 16, 2020. The motion was seconded by Committee Member Harper and carried with unanimous consent.</b></p>	<p><b>Action – File approved minutes.</b></p>
<p><b>3. Consider a Request to Amend a Conditional Intent to Serve Letter to Establish Water Service</b></p>	<p>General Manager Munds presented the PowerPoint presentation which is made available on the Districts website.</p> <p>The Committee discussed the permitting and variance process through the County; the parcel size and location; the District water meter; if other parcels would fall into this category; using the well versus District water.</p> <p>Public Comment – Ray Krause commented on the history of the project and the process he has been going through with the County making himself available to any question the committee may have.</p> <p><b>Committee Member Harper moved to recommend to the Board to amend the Conditional Intent to Service Letter to allow for a metered connection to the District’s water system prior to exiting Stage III. The motion was seconded by Committee Member Moothart and carried with the following vote:</b></p> <p><b>Ayes: Committee Member Harper, Moothart, Bishop, Silva</b>  <b>Nays: None</b>  <b>Abstain: None</b>  <b>Absent: None</b></p>	<p><b>Action – Recommend to the Board to amend the Conditional Intent to allow for a metered connection to the District’s water system prior to exiting Stage III.</b></p>
<p><b>4. Basin Management Committee Update</b></p>	<p>General Manager Munds gave a verbal report on BMC Meeting discussing the draft Monitoring Report and the Wild Coast Farms.</p> <p>The Committee discussed one of monitoring wells.</p> <p>Public Comment - None</p>	<p><b>Action – None</b></p>
<p><b>5. Utilities Department Report</b></p>	<p>Utility Systems Manager Falkner provided a summary from December 2020 which is made available in the PowerPoint presentation on the Districts Website.</p> <p>Chairperson Cesena commented on consumption.</p> <p>Committee Member Moothart commented about doing a Water Conservation Campaign.</p> <p>Bishop inquired if increase is related to drought and high temperatures.</p> <p>Public Comment – None</p>	<p><b>Action – None</b></p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<b>6. Utilities Department Update</b>	<p>General Manager Munds presented the Department Updates which is made available on the PowerPoint presentation on the Districts Website commenting that 10<sup>th</sup> Street Well will go back into service on January 21, 2021.</p> <p>Committee Member Harper inquired if there is anything the District can do to better maintain the water tanks.</p> <p>General Manager Munds responded that the District is inspecting every 5 years and is hoping to have a better program in place in the near future.</p> <p>Public Comment – None</p>	<u>Action</u> – None
<b>7. Review of Board Item 2020/2021 Mid-Year Budget Adjustments Fund 500 &amp; Fund 800</b>	<p>General Manager Munds presented the PowerPoint presentation which is made available on the District Website.</p> <p>Committee Member Moothart inquired about the 16<sup>th</sup> Street water tank</p> <p>Public Comment - None</p> <p>Chairperson Cesena commented on a potential CPI increase.</p> <p>Committee Member Harper inquired if General Manager Munds has and concerns.</p> <p>General Manager Munds responded that the District can afford these expenses but he does not want the cash flow to be low in case there is an unexpected expense.</p> <p>Committee Member Bishop voiced support with decision to shuffle funds but emphasized the importance of SCADA in the future.</p> <p><b>Committee Member Moothart moved to recommend to the Board to amend the adoption of the Mid-Year budget adjustments as presented. The motion was seconded by Committee Member Harper and carried with the following vote:</b></p> <p><b>Ayes: Committee Member Moothart, Harper, Bishop, Silva</b>  <b>Nays: None</b>  <b>Abstain: None</b>  <b>Absent: None</b></p>	<u>Action</u> – Recommend to the Board of Directors the adoption of the Mid-Year budget adjustments as presented.
<b>8. Public Comments on Items NOT on this Agenda</b>	None	
<b>9. Schedule Next UAC Meeting</b>	The next meeting of the Utilities Advisory Committee is scheduled to be held on Wednesday, February 17, 2021 at 5:30 p.m., unless otherwise noticed.	
<b>10. Closing Comments by UAC Committee Members</b>	Chairperson Cesena and General Manager Munds thanks the Committee for their time and questions during this UAC meeting.	
<b>11. Adjournment</b>	The meeting adjourned at 6:53 p.m.	



## EMERGENCY SERVICES ADVISORY COMMITTEE MEETING

Thursday, May 23, 2019 at 5:30 p.m.  
Station 15 – South Bay Fire Department  
2315 Bayview Heights Drive, Los Osos, CA

### COMMITTEE MEMBERS

Vicki Milledge, Chairperson  
Chuck Cesena, Vice Chairperson  
Craig Baltimore, Member  
Emily Miggins, Member  
Bob Neumann, Member  
Gary Orback, Member  
Warren Sargent, Member

### STAFF

Renee Osborne, General Manager  
George Huang, Battalion Chief  
Ann Kudart, Administrative Services Manager  
Carrie Young, Administrative Assistant

## AGENDA

1. **Open at 5:30 p.m. – Call to Order, Flag Salute, Roll Call**
2. **Approve ESAC Minutes of March 22, 2019**  
*(Recommend Committee approval)*  
Presented by: Administrative Services Manager Kudart
3. **Fire Department Updates**  
*(Updates only, no action necessary)*  
Presented by: Chief Huang
4. **Review of Fund 301 Financials for the Period Ending March 31, 2019**  
*(Committee review, no action necessary)*  
Presented by: General Manager Osborne
5. **Update Regarding Abatement of Hazardous Vegetation**  
*(Update only, no action necessary)*  
Presented by: Chief Huang
6. **Update Regarding Tentatively Scheduled Community Town Hall Meeting on June 15, 2019**  
*(Update only, no action necessary)*  
Presented by: Committee Member Miggins
7. **Tour of Station 15-South Bay Regarding FY 2019/20 Fund 301 Capital Improvement Projects (CIP)**  
*(Committee review and discussion, no action necessary)*  
Presented by: Chief Huang
8. **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.
9. **Schedule Next ESAC Meeting**
10. **Closing Comments by ESAC Committee Members**
11. **Adjournment**



**Los Osos Community Services District  
Minutes of the Emergency Services Advisory Committee Meeting  
May 23, 2019 at 1:00 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<b>1. Call to Order, Flag Salute and Roll Call</b>	<p>Chairperson Milledge called the meeting to order at 5:31 p.m. and led the flag salute.</p> <p><u>Roll Call:</u>            Craig Baltimore, Committee Member – Present            Emily Miggins, Committee Member – Present            Bob Neumann, Committee Member – Present            Gary Orback, Committee Member – Present            Warren Sargent, Committee Member – Present            Vice Chairperson Cesena – Absent            Chairperson Milledge – Present</p> <p><u>Staff:</u>            Renee Osborne, General Manager            Ann Kudart, Administrative Services Manager            George Huang, Battalion Chief            Carrie Young, Administrative Assistant</p>	
<b>3. Approve ESAC Minutes of March 22, 2019</b>	<p>Chairperson Milledge opened the floor for comments regarding the minutes.</p> <p>Public Comment – None.</p> <p><b>Committee Member Neumann made a motion to approve the minutes of March 22, 2019. The motion was seconded by Committee Member Miggins and passed by unanimous consent.</b></p>	<b>Action – File approved minutes.</b>
<b>3. Fire Department Updates</b>	<p>Captain Huang warmly welcomed the committee and public to the Station; that he, Captain Danny Ciecek, and Administrative Assistant Carrie Young were looking forward to having everyone tour the Station later in the meeting to provide a look at the resources they have to serve the community; reported on the recent Los Osos Fire Safe Council meeting and that numerous grants have been approved with many of those funds allocated to Los Osos; and, that crews will soon begin conducting fire prevention clearance around Los Osos.</p> <p>Committee Members Neumann and Miggins briefly reported on the recent Fire Safe Council meeting and that there were a number of grants awarded to SLO County to fund projects.</p> <p>Public Comment – Richard Margetson commented on the status of the fire engine.</p> <p>Chief Huang reported that the process is moving along and that it can take up to a year to 18 months to review the specs, send out, receive, and award the bid, and then finalize.</p> <p>Sylvie Asselin commented on PG&amp;E shutting down the grid.</p>	<b>Action – None, updates only.</b>
<b>4. Review of Fund 301 Financials for the Period Ending March 31, 2019</b>	<p>General Manager Osborne and Chief Huang reviewed the Revenues and Expenditures for Fund 301 Fire as submitted with the agenda packet with the Committee as they requested at their last meeting, discussing increases to salaries and other operational expenses. Chief Huang reported on Schedule A increases.</p> <p>Public Comment – Richard Margetson commented that shift coverage would be over budget and if it had been factored into next years' budget and asked if ESAC or FAC would provide input regarding the surplus in Fund 301. He commented on the allocation of property tax to Fire from Water and believed that ESAC not reviewing the Fire budget is a disservice to the community.</p>	<b>Action – Review only, no action necessary.</b>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<b>5. Update Regarding Abatement of Hazardous Vegetation</b>	<p>Chief Huang reported that this year's inspections will begin earlier and that a letter will go out within the next week to residents to remind them to clear their hazardous vegetation sooner rather than later.</p> <p>Public Comment – Deborah Ross voiced her concerns regarding the dangers of overgrown Monterey Cypress hanging over properties, poles, wires, and the roads.</p> <p>Sylvie Asselin commented on empty lots and that this is an urgent issue and action needs to be taken now.</p> <p>Chief Huang reported that there is a process to be followed beginning with inspections, then the letters to residents and property owners, and then the property owners do their due diligence.</p>	<b>Action – None, update only.</b>
<b>6. Update Regarding Tentatively Scheduled Community Town Hall Meeting on June 15, 2019</b>	<p>Committee Member Miggins reported that there will be a Town Hall Meeting regarding Emergency and Fire Preparedness in Los Osos on Saturday, June 15<sup>th</sup> at 10:00 a.m. at the South Bay Training Center, 880 Manzanita Drive.</p>	<b>Action – None, update only.</b>
<b>7. Tour of Fire Station 15-South Bay Regarding FY 2019/2020 Fund 301 Capital Improvement Projects (CIP)</b>	<p>Chief Huang and Captain Ciecek provided the committee and the public an extensive tour of the fire station, inside and out, discussing improvement projects, the vehicles and replacement schedules, and educating the group regarding the lifesaving equipment used by paramedics and firefighters and answering their questions throughout the tour.</p>	<b>Action – None, update only.</b>
<b>8. Public Comments NOT on this Agenda</b>	<p>Deborah Ross offered her assistance to Committee Member Miggins with the Town Hall meeting and asked if there would be an evacuation plan discussed at that meeting.</p> <p>Sylvie Asselin asked how the District is preparing for emergencies should PG&amp;E takes us off the grid. She commented on her involvement with SLO Climate Coalition and how can they work with the District if there is a catastrophe.</p>	
<b>9. Schedule Next ESAC Meeting</b>	<p>The next Emergency Services Advisory Committee meeting to be determined as the Chief's schedule is made available.</p>	
<b>10. Closing Comments by ESAC Members</b>	<p>Committee Member Sargant commented on a tour of the Black Hawk helicopter.</p> <p>Committee Member Baltimore commented on follow-up at the end of the meetings.</p> <p>Committee Member Miggins commented that information regarding the Town Hall Meeting will be posted on Facebook.</p>	
<b>11. Adjournment</b>	<p>The meeting adjourned at 7:39 p.m.</p>	