



UTILITIES ADVISORY COMMITTEE MEETING

Wednesday, May 20, 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 5/20/2020
- Through the district website www.losososcscsd.org/contact-us by 12:00pm on 5/20/2020
- 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 April 15, 2020**
(Recommend Committee Approval)
Presented By: Administrative Services Manager Durban
3. **Basin Management Committee Update**
(Updates Only)
Presented By: Chairperson Cesena
4. **Utility Department Report**
Presented By: Utility Systems Manager Acosta
5. **Utilities Department Updates**
(Updates Only)
Presented By: Utility Systems Manager Acosta
6. **Preliminary Budget Presentation**
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, June 17, 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
May 20, 2020 at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p>1. Call to Order, Flag Salute 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 – Present Jan Harper, Committee Member – Present Leonard Moothart, Committee Member – Present Eric Silva, Committee Member – Present Matthew Fourcroy, Vice Chairperson – Present Chuck Cesena, Chairperson – Present</p> <p><u>Staff:</u> Ron Munds, General Manager Jose Acosta, Utility Systems Manager Laura Durban, Administrative Services Manager</p>	
<p>2. Approve UAC Minutes of April 15, 2020</p>	<p>Administrative Services Manager Durban presented the minutes for approval.</p> <p>Public Comment – None</p> <p>Committee Member Moothart mentioned that Agenda Item 9 had the wrong date for the next meeting.</p> <p>Administrative Services Manager Durban responded that she would fix that for the approved minutes.</p> <p>Committee Member Harper moved to approve the meeting minutes of April 15, 2020 correcting the date in Agenda Item 9. The motion was seconded by Committee Member Bishop and carried with the following vote:</p> <p>Ayes: Committee Member Harper, Bishop, Moothart, Silva Nays: None Abstain: None Absent: None</p>	<p>Action – File approved minutes correcting the date for the next UAC meeting in Agenda Item 9.</p>
<p>3. Basin Management Committee Update</p>	<p>General Manager Munds provided a summary of the Basin Management Committee Meeting commenting on the Financing Program, Stormwater Plan, Potential Grant Funding, Budget, a discussion on the Strategic/Implementation Plan, Annual Report, payment procedures, and the Agenda Packet being available on the website if the UAC would like more detailed information.</p> <p>Committee Member Bishop inquired if the BMC had discussed the impact on extraction from the Basin due to more use because of Corona Virus.</p> <p>Chairperson Cesena inquired if the JPA Discussion occurred.</p> <p>General Manager Munds responded that the BMC has not discussed impact due to COVID-19 and that LOCSO water usage is slightly up but not as drastic as expected; there was no discussion on the JPA at the BMC meeting.</p> <p>Public Comment – None</p>	<p>Action – None</p>
<p>4. Utilities Department Report</p>	<p>Utility System Manager Acosta provided a summary of the March 2020 activities of the Utilities Department as submitted in the agenda packet reporting total water production; the District produced 12.6 million gallons, 54.5 gallons per day per person, an increase from last year; he reported on production and runtime at the well sites; water billing information, Utilities Department operations and maintenance including water sampling, service line update, monthly meter reading, service line upgrades, large meter replacements, groundskeeping, and rainfall totals.</p>	<p>Action – None</p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
4. Utilities Department Report (continued)	<p>Chairperson Cesena commented that April may have an uptick in water usage.</p> <p>Committee Member Moothart inquired on the prognosis of the South Bay Well.</p> <p>USM Acosta responded discussing the partial rehab and the full rehab for the South Bay Well.</p> <p>Public Comment – Julie Tacker inquired about the South Bay Well being out of service in March 2019 and March 2020; commented on Palisades percentage.</p> <p>USM Acosta responded why the well was down in March of 2019 and 2020.</p>	
5. Utilities Department Update	<p>Utility Systems Manager Acosta reported on updates regarding the 8th Street Water Yard Building, Lead and Copper Sampling, CCR completion, RFP's for 10th Street exterior coating and South Bay Well relining projects.</p> <p>General Manager Munds reported on updates regarding the South Bay Well interior, Program C Well, and SCADA Contract.</p> <p>Chairperson Cesena inquired about the Lead and Copper testing, the missed year of testing, and why the test must be done in the summer.</p> <p>USM Acosta responded that the Lead and Copper testing occurs once every three years and the District missed the small window last year, the District did not receive any fines but the State directed the District to collect this year; the test is done in July as it is a warmer month.</p> <p>Public Comment – Lynette Tornatzky commented that the Chamber of Commerce is currently closed and inquired how the CCR Report would be made available there.</p>	Action – None
6. Preliminary Budget Presentation	<p>General Manager Munds presented the Preliminary Budget.</p> <p>Committee Member Moothart inquired which Fund declined the 218 process; about Zone A property tax and if the rate study from 2019 took into consideration the decrease of Zone A Property Tax; how SCADA was split.</p> <p>General Manager Munds commented that Vista De Oro is due to payoff in 2022; on Water Reserves being healthy.</p> <p>Public Comment – Julie Tacker commented that Vista De Oro did not pass the 218 vote; on the Zone A Property tax percentage and that Water Fund should not receive any funding from it; inquired about the amount of decrease per house for Bayridge Property Tax</p> <p>Committee Member Harper moved to make a recommendation to the Board that they approve the Budget for Fund 200, 400, 500, & 800 as presented. The motion was seconded by Committee Member Moothart and carried with the following vote:</p> <p>Ayes: Committee Member Harper, Moothart, Bishop, Silva Nays: None Abstain: None Absent: None</p>	Action – Recommend the Board approve the Budget for Fund 200, 400, 500 & 800 as presented.
7. Public Comments on Items NOT on this Agenda	<p>Julie Tacker thanked General Manager Munds for the Budget being very understandable; commented on the Sewer Rate Increase and protest votes going to empty lots, and some protest ballots that had notes not being delivered to the Board of Supervisors.</p>	

AGENDA ITEM	DISCUSSION	FOLLOW-UP
8. Schedule Next UAC Meeting	The next meeting of the Utilities Advisory Committee is scheduled to be held on Wednesday, June 17, 2020 at 5:30 p.m., unless otherwise noticed.	
9. Closing Comments by UAC Committee Members	Committee Member Harper commented that if Zona A tax money is removed from the Water Fund, she would like to see the effect monetarily. Committee Member Moothart thanked the staff for the preparation for the meeting, for the great work on the Budget, and for the work done on the Grant.	
11. Adjournment	The meeting adjourned at 6:33 p.m.	



FINANCE ADVISORY COMMITTEE MEETING

Monday June 1, 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.

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- 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 March 2, 2020 & May 4, 2020**
(Recommend approval)
Presented By: Administrative Services Manager Durban
3. **Review of Board Item Regarding Approval of Warrant Register for May 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 April 30, 2020**
(Committee Review and Recommendations to the Board)
Presented By: General Manager Munds
5. **Review of the Final Budget for Fiscal Year 2020-2021**
(Committee Review and Recommendations to the Board)
Presented By: General Manager Munds
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, June 29, 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
June 1, 2020 at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order, Flag Salute and Roll Call	<p>Chairperson Ochylski called the meeting to order at 5:30 p.m.</p> <p><u>Roll Call:</u></p> <p>Sandra Cirilo, Committee Member – Present Lisa Gonzalez, Committee Member – Present Bea Jansen, Committee Member – Present Alyce Thorp, Committee Member – Present Christine Womack, Vice Chairperson – Arrived at 5:31 p.m. 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 March 2, 2020 and May 4, 2020	<p>Administrative Services Manager Durban 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 March 2, 2020 and May 4, 2020. The motion was seconded by Committee Member Gonzalez and the motion carried with the following vote:</p> <p>Ayes: Committee Member Jansen, Gonzalez, Thorp Nays: None Abstain: Committee Member Cirilo Absent: None</p>	Action: File Approved Minutes.
3. Review of Board Item Regarding Approval of Warrant Register for May 2020	<p>Administrative Services Manager Durban presented the Warrants for approval commenting on various items to explain charges that occurred.</p> <p>Committee Member Thorp inquired about the legal fees.</p> <p>Committee Member Cirilo inquired about the Badger Meter charge and the status of the meter replacement program.</p> <p>Public Comment – None.</p> <p>Committee Member Gonzalez made a recommendation that the Board approve the warrants of May 2020. The motion was seconded by Committee Member Thorp and the motion carried with the following vote:</p> <p>Ayes: Committee Member Gonzalez, Thorp, Cirilo, Jansen Nays: None Abstain: None Absent: None</p>	Action: The Committee recommended that the Board approve the Warrant Register for May 2020.
4. Review of Board Item Regarding Financial Reports for the Period Ending April 30, 2020	<p>General Manager Munds presented the Financial Reports for approval as presented in the packet.</p> <p>Committee Member Thorp inquired about GL 7238 for fund 301.</p> <p>Public Comment - None</p> <p>Committee Member Gonzalez made a recommendation that the Board receive and file the Financials of April 30, 2020. The motion was seconded by Committee Member Jansen and the motion carried with the following vote:</p> <p>Ayes: Committee Member Gonzalez, Jansen, Cirilo, Thorp Nays: None Abstain: None Absent: None</p>	Action: The Committee recommended that the Board receive and file the financials for the period ending April 30, 2020

AGENDA ITEM	DISCUSSION	FOLLOW-UP
5. Review of the Final Budget for Fiscal Year 2020/2021	<p>General Manager Munds presented the Final Budget for Fiscal Year 2020/2021 as presented in the agenda packet.</p> <p>Committee Member Cirilo inquired about the election cost in Fund 100; about the service fee increase for NBS in Fund 600; commented on Parks and Recreation.</p> <p>Committee Member Thorp inquired about the SCADA project.</p> <p>Public Comment – None</p> <p>Committee Member Gonzalez made a recommendation that the Board approve and file the Final Budget for Fiscal Year 2020/2021. The motion was seconded by Committee Member Jansen and the motion carried with the following vote:</p> <p>Ayes: Committee Member Gonzalez, Jansen, Cirilo, Thorp Nays: None Abstain: None Absent: None</p> <p>The Committee thanked General Manager Munds and Staff for a thorough and well-presented budget.</p>	<p>Action: The Committee recommended that the Board approve and file the Final Budget for Fiscal Year 2020</p>
6. Public Comments on Items NOT on this Agenda	<p>Lynette Tornatzky thanked the Committee for such a fun meeting.</p>	
7. Schedule Next FAC Meeting	<p>The next meeting of the Financial Advisory Committee is scheduled for Monday, June 29, 2020 unless otherwise noted.</p>	
8. Closing Comments by FAC Committee	<p>Chairperson Ochylski thanked Cheri Grimm for her many years of service, commenting that she was very dedicated, and made valuable contributions as an outstanding Committee member on the FAC.</p> <p>The Committee all agreed that Cheri Grimm would be missed from the Committee thanking her for her service.</p>	
9. Adjournment	<p>The meeting adjourned at 6:11 p.m.</p>	