



January 29, 2020

TO: LOCSO Board of Directors
FROM: Laura Durban, Administrative Services Manager
SUBJECT: **Agenda Item 7B – 02/06/2020 Board Meeting**
Approve Prior Meeting Minutes

President
Marshall E. Ochylski

Vice President
Charles L. Cesena

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

General Manager
Ron Munds

District Accountant
Robert Stilts, CPA

Unit Chief
Scott M. Jalbert

Battalion Chief
Greg Huang

DESCRIPTION

Attached are the minutes of the Board of Directors meeting held January 09, 2020 for your approval.

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 minutes of the Board of Directors meeting held January 09, 2020.

Attachment

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

Los Osos Community Services District
DRAFT - Minutes of the Regular Meeting of January 09, 2020

AGENDA ITEM	DISCUSSION OR ACTION
1. CALL TO ORDER/FLAG SALUTE/ROLL CALL	<p>President Ochylski called the meeting to order at 7:02 p.m. and Director Womack led the flag salute.</p> <p>Roll Call: Matthew Fourcroy, Director – Present Vicki Milledge, Director – Present Christine Womack, Director – Present Chuck Cesena, Vice President – Absent Marshall Ochylski, President – Present</p> <p>The following staff was present: Ron Munds, General Manager Jeffrey Minnery, District Counsel Jose Acosta, Utility Systems Manager Laura Durban, Administrative Services Manager</p>
2. BOARD OFFICER ELECTION	<p>General Manager Munds presented the Board Bylaws about electing officers and discussed a proposal by Vice President Cesena to defer the election to a meeting where he would be in attendance. The proposal would allow for electing the Board Officers, Committee Chairperson and Vice Chairperson at that future meeting.</p> <p>Public Comment – Julie Tacker voiced support for postponing the election until Vice President Cesena could be in attendance.</p> <p>A motion was made by Director Womack that the Board defer the election of officers and keep current officers until a future Board Meeting when Vice President Cesena will be in attendance with the exception of the Bylaw committee which will consist of President Ochylski and Vice President Cesena. The motion was seconded by Director Milledge and carried by unanimous consent.</p>
3. PRESENTATION	<p>General Manager Munds introduced Alexander Hom from Moss Levy and Hartzheim and he presented the 2018-2019 Financial Audit.</p> <p>President Ochylski commented that the FAC recommended that the Board approve and file the 2018-2019 Financial Audit.</p> <p>GM Munds commented that he will speak with the lead Auditor Adam Guise about Director's Compensation.</p> <p>Public Comment – Julie Tacker commented that the Audit Finding did not say who approved their own charge; inquired and commented about Director's Compensation in this Audit.</p> <p>Linde Owen commented on the Audit Finding and Director's Compensation.</p> <p>GM Munds commented that all Directors Compensation forms will be included in the Finance Advisory Committee and Board Packets.</p> <p>President Ochylski commented that an Adhoc Committee will review Directors Compensation when the committee does a Bylaw review and a policy update.</p> <p>A motion was made by Director Fourcroy that the Board receive and file the fiscal year 2018-2019 financial audit. The motion was seconded by Director Womack and carried by unanimous consent</p>
4. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA	<p>Ron Dzuba gave a brief view of his history in regards to a high-water bill that was initially read on October 9th, an employee from LOCSO was sent to check on the water usage, knocked on door and left a courtesy notice on the rarely used front door about the high-water usage. On December 5, his neighbor noticed a leak on the service line going to Dzuba's home, informed him, and the owner got the leak fixed. A few days before Christmas he received a water bill for \$2022, he brought the bill to LOCSO where the bill was adjusted to \$1068 for a leak adjustment credit on the service line. He commented that a more comprehensive procedure for meter reading and follow-up action could have prevented water from going back into the local aquifer. He expressed frustration for being punished for not seeing the notice on the door.</p> <p>Linde Owen commented on the extreme leak activity that has gone unnoticed and urged the LOCSO to look into the Flume Meter.</p>

AGENDA ITEM	DISCUSSION
	<p>Julie Tacker commented on the postcard received from the County on the Sewer Rate Increase meeting at Monarch Grove Elementary on January 16th.</p> <p>President Ochylski commented that the Leak Program is something that the District will be looking into in our Policy update this year.</p>
<p>5. ADMINISTRATIVE AND COMMITTEE REPORTS</p> <p>A. Fire Department Report</p> <p>B. Sheriff Department Report</p> <p>C. Utilities Department Report</p> <p>D. General Manager Report</p> <p>F. Los Osos/Baywood Park Chamber of Commerce Report</p> <p>J. Finance Advisory Committee Report</p> <p>K. Directors' Announcements of District and Community Interest and Reports on Attendance at Public Meetings, Training Programs, Conferences, and Seminars</p> <p>H. Adhoc Committee on Bylaws</p> <p>L. Response to Previously Asked Questions</p>	<p>Carrie Young provided a summary of the Chief's Report for the month of December in which Station 15-South Bay responded to 130 calls, including 80 medical aids, 7 traffic collisions, 5 incidents reported as fire, 8 reported as hazardous, 19 public service assists, and 11 as false alarms; during the Month of December Chief Huang worked on updating the Fire Code which will be presented at the next Board Meeting; and Station 15-South Bay participated in Los Osos's annual Christmas Parade where they gave Santa a ride around town.</p> <p>None</p> <p>Utility System Manager Acosta provided a summary of the November 2019 activities of the Utilities Department as submitted in the agenda packet reporting total water production; the District produced 13.6 million gallons equated to an average daily demand of 455,000 gallons, 60.3 gallons per day per person, a decrease 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, meter change out program, performed follow up work from Leak Detection program, update on repair work done at 10th Street tank, completed a survey of our water facilities for SCADA recommendation, and rainfall totals.</p> <p>General Manager Munds provided a summary of activities for December 2019 as submitted with the agenda packet reporting on continued work on the Ferrell Street pathway project, attended a meeting with Director Fourcroy and Wallace Group to initiate work on a preliminary design for the future Dog Park where Matthew Walker from Wallace Group is volunteering 8 hours of his time to develop this plan, update on the Basin Management Committee Meeting from December 18th, and held a staff paid Holiday lunch where the CSD and Fire department all attended.</p> <p>President Ochylski commented on the Christmas Tree Lighting, Christmas Parade, Needs and Wishes, and thanked Mr. Krizer for the tree donation; On January 24th the Chamber will have their annual instillation and recognition of Citizen of the Year, Business of the Year and Volunteer of the Year and invited the community to attend.</p> <p>Chairperson Ochylski provided a summary of the January 6th FAC meeting in which the Committee received a preview of the Final Audit and recommended that the Board approve the financials and warrants.</p> <p>None</p> <p>President Ochylski appointed himself and Vice President Cesena to the Bylaw Adhoc Committee to go over the bylaws and bring them back at the next meeting.</p> <p>None</p>
<p>6. PUBLIC COMMENT FOR ITEMS ON THE ADMINISTRATIVE AND COMMITTEE REPORTS AND THE CONSENT AGENDA</p>	<p>Public Comment – Julie Tacker inquired if the Emergency Services Committee would look at the Fire Code update; commented on the Palisades Well; reiterated that the Finance Committee did ask the Auditor to look at compensation.</p>

