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April 24, 2019

**TO:** LOCSD Board of Directors

**FROM:** Renee Osborne, General Manager

**SUBJECT: Agenda Item 9D – 5/2/2019 Board Meeting**

General Manager Activity for April 2019

**GENERAL STAFF ACTIVITIES**

* Admin, Water and Fire staff has been working on the 2019-2020 Fiscal Year Budget. We submitted the draft of the Water and Drainage budget to the Utilities Advisory Committee and a draft of the Administrative and Fire budget to the Finance Advisory Committee. Staff is collecting bids on capital improvements that will affect the budgets.
* Management staff is currently working with SLOCEA on the Employee MOU.
* The Bookkeeper and Auditor have been working with Ben Levine from Wulff, Hansen & Co on the proper adjustments needed to amend the District’s financials in order to reflect the refinancing of the Wastewater Bonds.
* Wallace Group is working on the tax rolls for Bayridge Estates, Vista De Oro, Drainage and the Fire Special Tax. They will be working under their current contract on a time and material basis, no additional contract is needed. The CPI increase is under Consent Agenda Item #11F. NBS has also started on the Wastewater Assessments.

**UPDATE 8TH STREET GRANT**

The District’s grant submittal for the 8th Street Well project was submitted for the Prop 1 round 1 grant. DWR has sent the grant guidelines for the Prop 1 Grant funding. They have not adjusted their original intention regarding invoice reimbursement. The projects cannot be reimbursed for any invoices prior to the final award date. This means that any invoice that we wish to be reimbursed for can’t be dated until after January 1, 2020. The grant sub-committee will review all the grant submittals at the end of May and determine how much each project will be receiving. Award approval from the County would then occur in June.

**LOW INCOME ASSISTANCE FUND UPDATE**

There are 82 properties that still need to be connected to the Wastewater plant. Of the 82 properties: 13 are in the process of connecting (i.e., obtained a recent building permit), 28 properties have expired building permits which may require enforcement, and 41 properties have an open Code Enforcement case associated with a Notice of Violation (NOV). Of the 41 properties with an NOV, 30 residents have not responded to the County.

At the December 2018 meeting, staff was given direction to keep the program open until all residents had completed their sewer lateral hook-up. In March, I received three calls from residents regarding our program.

One resident has completed the application process, has been approved for funds, has received three bids and has a date set for construction. 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 $119,015.64 remaining in the Community Foundation Fund Account and $3,241.19 in the Los Osos Low Income Assistance Fund checking account with the District. The remaining amount in the checking account will only cover the costs for one connection. I have asked the foundation for an additional $10,000 to cover the other two possible applications and the District’s time and expenses. The current bank statement and check register is attached.

Current expenses for Phase II are $1057.32. A detail account is attached. In June, before the close of the fiscal business year, I will reimburse the District for total time and expenses.

Attachments