



February 6, 2025

TO: LOCSD Board of Directors

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

SUBJECT: **Agenda Item 7A – 02/06/2025 Board Meeting**
Receive Administrative, Committee Reports, and Approved
Committee Minutes

President
Christine M. Womack

Vice President
Matthew D. Fourcroy

Directors
Charles Cesena
Tom Cross
Richard Hubbard

General Manager
Ron Munds

District Accountant
Robert Stilts, CPA

Unit Chief
John Owens

Battalion Chief
Paul Provence

DESCRIPTION

Attached are the approved minutes from meetings in January 2025.

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 receive and file the presented Administrative, Committee Reports and Approved Committee Minutes

Attachment

Finance Advisory Committee Minutes 12/02/2024
Utilities Advisory Committee Minutes 12/18/2024

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**Los Osos Community Services District
Minutes of the Finance Advisory Committee Meeting
December 2, 2024, at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p>1. Call to Order and Roll Call</p>	<p>Chairperson Womack called the meeting to order at 5:30 p.m. and led the flag salute.</p> <p><u>Roll Call:</u></p> <p>Katherine Corson, Committee Member - Present Gary J. Freiberg, Committee Member – Present Lisa Gonzalez, Committee Member – Present Lee Hood, Committee Member – Present Keith Swanson, Committee Member – Present Marshall Ochylski, Vice Chairperson – Present Christine, Womack, Chairperson – Present</p> <p><u>Staff:</u></p> <p>Ron Munds, General Manager Laura Durban, Administrative Services Manager</p>	
<p>2. Approve FAC Meeting Minutes of November 4, 2024</p>	<p>Chairperson Womack presented the minutes for approval.</p> <p>Public Comment – None</p> <p>Committee Member Freiberg made a motion that the Finance Advisory Committee approve the amended minutes of the FAC meeting held November 4, 2024. The motion was seconded by Committee Member Gonzalez and the motion passed unanimously.</p>	<p style="text-align: center;"><u>Action:</u> File Approved Minutes</p>
<p>3. PRESENTATION – Fiscal Year 2023/2024 Audit Report – Fechter & Company</p>	<p>General Manager Munds presented key points from the 2023/2024 audit, which showed no deficiencies in internal controls. He introduced Sandy Sup from Fechter and Company CPA and District Accountant, Adrienne Geidel.</p> <p>Sandy Sup commented on a smooth audit in which requests were met on time, proposed corrections were accepted, and a clean opinion was issued with no findings. Sandy Sup shared a summary of results by fund.</p> <p>Committee Member Swanson inquired about caps on and uses of investments.</p> <p>Chairperson Womack inquired about pension liabilities.</p> <p>Public Comment – None</p> <p>Committee Member Gonzalez recommended to the Board that the Board receive and file the fiscal year 2023-2024 financial audit as presented. The motion was seconded by Committee Member Hood and the motion passed unanimously.</p>	<p style="text-align: center;"><u>Action:</u> The Committee recommended to the Board that the Board receive and file the fiscal year 2023-2024 financial audit as presented.</p>
<p>4. Review of Board Item Regarding Approval of Warrant Register for November 2024</p>	<p>General Manager Munds presented the Warrants.</p> <p>The Committee discussed the Warrants.</p> <p>Public Comment – None</p> <p>Committee Member Corson recommended to the Board that the Board approve the Warrant Register for November 2024. The motion was seconded by Committee Member Swanson and the motion passed unanimously.</p>	<p style="text-align: center;"><u>Action:</u> The Committee recommended to the Board that the Board approve the Warrant Register for November 2024.</p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
5. Review of Board Item Regarding Financial Reports for the Period Ending October 31, 2024	<p>General Manager Munds presented the Financials for each fund.</p> <p>The Committee discussed Financials.</p> <p>Public Comment – None</p> <p>Committee Member Hood recommended to the Board that the Board receive and file the Financials for the period ending October 31, 2024. The motion was seconded by Committee Member Gonzalez and the motion passed unanimously.</p>	Action: The Committee recommended to the Board that the Board receive and file the Financials for the period ending October 31, 2024.
6. General Manager Update	<p>General Manager Munds discussed the Habitat Conservation Plan (HCP) status, the FEMA/Cal OES Cabrillo Basing funding update, 10th Street water tank issues, and upcoming agenda items.</p> <p>The Committee discussed the updates.</p> <p>Public Comment – Richard Margetson commented on the audit.</p> <p>The Committee discussed.</p>	Action: None
7. Public Comments on Items NOT on this Agenda	<p>Public Comment – Richard Margetson commented on the Needs and Wishes fundraiser on December 14th: \$10,000 in matching funds, free hot dogs, drummers, and the Operation Santa Claus bins for toy donations.</p> <p>Vice Chairperson Ochylski commented that the Christmas tree lighting ceremony is now in Baywood, December 7th, from 4 p.m. to 6 p.m.</p> <p>Committee Member Freiberg commented on the tree lighting ceremony and the holiday parade on December 14th at 10 a.m.</p> <p>Vice Chairperson Ochylski commented on his resignation and thanked those who have served and are serving.</p> <p>The Committee thanked Vice Chairperson Ochylski for his service.</p>	
8. Schedule Next FAC Meeting	The next meeting of the Financial Advisory Committee is scheduled for Monday, January 6, 2025, at 5:30 p.m. unless otherwise noticed.	
9. Closing Comments by FAC Committee	The Committee wished everyone happy holidays and thanked Vice Chairperson Ochylski for all that he has done.	
10. Adjournment	The meeting adjourned at 6:28 p.m.	

**Los Osos Community Services District
Minutes of the Utilities Advisory Committee Meeting
December 18, 2024, at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order Flag Salute Roll Call	<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 Pam Ouellette, Committee Member – Present Matthew Tallone, Committee Member – Absent Matthew Fourcroy, Vice-Chairperson – Absent Chuck Cesena, Chairperson – Present</p> <p><u>Staff:</u> Ron Munds, General Manager Margaret Falkner, Utility Systems Manager</p>	
2. Approve UAC Minutes of November 20, 2024	<p>Chairperson Cesena presented the minutes for approval.</p> <p>Public Comment – None</p> <p>Committee Member Harper moved to approve the meeting minutes of November 20, 2024. The motion was seconded by Committee Member Bishop and carried with a 3 – 0 – 1 Abstained.</p>	<u>Action –</u> File approved minutes.
3. Basin Management Committee Update	<p>General Manager Munds presented updates from the BMC meeting.</p> <p>Public Comment - None</p>	<u>Action - None</u>
4. Revised Intent/Will Serve Letter Policy and Procedures	<p>General Manager Munds presented the Proposed Policy Statement for applying for District water service, water-neutral development, a summary of Intent/Will Serve letter processes, and the need to update fees.</p> <p>The Committee discussed water-neutral development, data that show if it is trending in the right direction, and annual reports.</p> <p>General Manager Munds will bring back fees and application to a future meeting.</p> <p>Public Comment - None</p>	
5. Utilities Department Report	<p>Utility Systems Manager Falkner reported on November's 2024's water production, well site production and runtime hours, water billing information, rainfall totals, and the call-out record.</p> <p>Public Comment - None</p>	<u>Action – None</u>
6. Utilities Department Updates	<p>General Manager Munds provided updates on the Program C Well project, Groundwater Monitoring Well Project, 10th Street tank, FEMA/Cal OES Cabrillo Basin funding update, and the WRDA Grant that is in the news.</p> <p>Public Comment – None</p>	<u>Action – None</u>
7. Public Comments on items NOT on this Agenda	Public Comment – None	<u>Action – None</u>
8. Schedule the Next UAC Meeting	The next meeting of the Utilities Advisory Committee is scheduled to be held on Wednesday, January 15, 2025, at 5:30 p.m. unless otherwise noticed.	
9. Closing Comments by UAC Committee Members	<p>Chairperson Cesena thanked the Committee.</p> <p>General Manager Munds thanked the Committee</p> <p>Committee Member Moothart thanked Staff.</p>	
10. Adjournment	The meeting was adjourned at 6:27 p.m.	