Agenda Item: 13A

Date: December 3, 2026

Los Osos Community Services District
STAFF REPORT

TO: Board of Directors, LOCSD

FROM: Laura Durban, Administrative Services Manager

SUBJECT: Receive Administrative, Committee Reports, and Approved Committee Minutes

STAFF RECOMMENDATION

Staff recommends the Board of Directors receive and file the presented Administrative Committee Reports and Approved Committee Minutes.

ATTACHMENTS

1. Finance Advisory Committee Minutes 08/31/2026
2. Utilities Advisory Committee Minutes 10/21/2026
3. Emergency Services Advisory Committee Minutes 05/21/2026
4. Emergency Services Advisory Committee Minutes 08/20/2026

ASM: _LD_	AGM/DE: ____
DGC: ____	GM: ___

Los Osos Community Services District
Minutes of the Finance Advisory Committee Meeting
August 31, 2026, at 5:30 p.m. at the District Office

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order, Roll Call and Flag Salute	Chairperson Womack called the meeting to order at 5:36 p.m. and led the flag salute. Roll Call: Katherine Corson, Committee Member - Absent Gary J. Freiberg, Committee Member – Present Lisa Gonzalez, Committee Member – Present Lee Hood, Committee Member – Present Keith Swanson, Committee Member – Present Tom Cross, Vice Chairperson – Present Christine, Womack, Chairperson – Present Staff: Greg Kwolek, General Manager Eric Riddiough, Assistant General Manager/Engineer Laura Durban, Administrative Services Manager	
2. Approve FAC Meeting Minutes of August 3, 2026	Chairperson Womack presented the minutes for approval. Public Comment – None **Committee Member Freiberg made a motion that the Finance Advisory Committee approve the minutes of the FAC meeting held August 3, 2026. The motion was seconded by Committee Member Gonzalez and the motion passed with a unanimous vote.**	**Action: File Approved Minutes**
3. Review of Board Item Regarding Approval of Warrant Register for August 2026	General Manager Kwolek presented the Warrants. The Committee discussed. Public Comment – None **Committee Member Swanson recommended to the Board that the Board approve the Warrant Register for August 2026. The motion was seconded by Committee Member Hood and the motion passed unanimously.**	**Action: The Committee recommended to the Board that the Board approve the Warrant Register for August 2026.**
4. Review of Board Item Regarding Financial Reports for the Period Ending July 31, 2026.	General Manager Kwolek presented the Financials for each fund. The Committee discussed the financials. Public Comment – Richard Margetson commented on a mid-year budget adjustment, water revenue, the fire surplus, and the utility yard building. The Committee inquired about LAFCO Fees and Fund 900 for Sunnyside School. General Manager Kwolek commented that CSD does not own Sunnyside yet and hopes everything will line up when tax revenue comes in January. Zone A funds are available for any due diligence needs as we move in. **Committee Member Hood recommended to the Board that the Board receive and file the Financials for the period ending July 31, 2026. The motion was seconded by Committee Member Freiberg and the motion passed unanimously.**	**Action: The Committee recommended to the Board that the Board receive and file the Financials for the period ending July 31, 2026.**
5. General Manager Report	General Manager Kwolek commented on the official retirement of Ron Munds, preparations for the annual audit, the water resiliency intertie project, the BMC and the residential growth rate. He also introduced Eric Riddiough, Assistant General Manager/District Engineer.	**Action: None**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
	Public Comment - Richard Margetson inquired about cost estimates for the intertie pipeline design process and inquired about funding options; commented on BMC meeting including the basin yield metric, and the County looking at process to remove Title 19 and change to an in-lieu fee for development.	
6. Public Comments on Items NOT on this Agenda	Richard Margetson thanked Ron Munds for what he has done for the District and the community.	**Action: None**
7. Schedule for Next FAC Meeting	The next meeting of the Financial Advisory Committee is scheduled for Monday, September 28, 2026, at 5:30 p.m. unless otherwise noticed.	
8. Closing Comments by FAC Committee	None	
9. Adjournment	The meeting adjourned at 6:19 p.m.	

Los Osos Community Services District
Minutes of the Utilities Advisory Committee Meeting
October 21, 2026, at 5:30 p.m. at the District Office

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order Flag Salute Roll Call	Chairperson Cesena called the meeting to order at 5:30 p.m. Roll Call: 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 Staff: Greg Kwolek, General Manager Eric Riddiough, Assistant General Manager District Engineer Laura Durban, Administrative Services Manager	
2. Approve UAC Minutes of September 16, 2026	Chairperson Cesena presented the minutes for approval. Public Comment – None **Committee Member Bishop moved to approve the meeting minutes of September 16, 2026. The motion was seconded by Committee Member Harper and the motion passed with unanimous consent.**	**Action –File approved minutes.**
3. 2025-2026 Water Supply and Status Report and Water Shortage Contingency Plan Review & Recommendation to Board of Directors	Assistant General Manager District Engineer Riddiough presented updates on water supply, water systems and CIP projects, the Water Supply Resiliency Intertie Project, water production and consumption, rainfall totals, and a review of the Water Shortage Contingency Plan, including climate triggers and stages. The Committee discussed idle wells, booster pumps, water level metrics, climate triggers and stages. Public Comment – Jeff Edwards commented on Attachment #2, retaining Stage 2, the decrease in water use, historical water levels, the State water project, and continued issuance of will-serve letters. Richard Margetson commented on number of customers, looking at rainfall average and not anomalies, and being cautious when calculating the factors that influence the decision to proceed to stage 2 or 3. General Manager Kwolek commented on the Intertie Project and obtaining permits as the next steps.	
4. Utilities Department Report	Assistant General Manager/District Engineer Eric Riddiough presented the September 2026 report, production and runtime hours, water billing information, recycled water usage, drainage, YTD rainfall, after-hours callouts, water and well production, and pump optimization. Public Comment – Richard Margetwon commented on revenue, and emergency generation for wells.	**Action – None**
5. Utilities Department Updates	General Manager Kwolek commented on chromium-6 compliance, will-serve process review, Baywood Elementary School project, and El Niño winter preparations. The Committee discussed testing locations for sampling, chromium-6 compliance, sandbags, and generator maintenance. Public Comment – Jeff Edwards commented on the Baywood Elementary School project, upgrading water pipelines for fire flow, requesting the school be financially responsibility for the pipeline infrastructure, no obligation for curb/gutter for 11th Street frontage improvements and it being a 3-year project. Julie Tacker commented on flooding problems around Baywood Elementary School and irrigation overspray being one of the contributors. The plan suggests a 30-inch storm drain	**Action – None**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
	necessary to convey flows from the school on Santa Maria to the bay, and this being the time to get that infrastructure addressed so it reduces what is down at El Moro, that the school can be a partner in the solution. Lynette Tornatzky Commented on sandbags deteriorating. Richard Margetson inquired about the County's role in clearing drains, and commented emergency preparedness, the Community Cert trailer, and the separate emergency food supplies provided by People Helping People. General Manager Kowlek commented that the crew has seen the County in Los Osos, what Public Works is doing, and the Baywood Elementary School pipeline. Also, there is a plan to take before and after photos of a storm event.	
6. Public Comments on items NOT on this Agenda	None	
7. Schedule the Next UAC Meeting	The next meeting of the Utilities Advisory Committee is scheduled to be held on Wednesday, November 18, 2026, at 5:30 p.m. unless otherwise noticed.	
8. Closing Comments by UAC Committee Members	Committee Member Harper reminded everyone to vote.	
9. Adjournment	The meeting was adjourned at 7:33 p.m.	

Los Osos Community Services District
Minutes of the Emergency Services Advisory Committee
Thursday, May 21, 2026, at 5:30 p.m.

AGENDA ITEM	DISCUSSION	FOLLOW-UP
	Vote	
1. Call to Order Flag Salute Roll Call	Chairperson Womack called the meeting to order at 5:30 p.m. Roll Call: Craig Baltimore, Committee Member – Present Bob Neumann, Committee Member – Present Gary Orback, Committee Member – Present Thomas Tengdin, Committee Member – Present Vice Chairperson Tom Cross – Present Chairperson Christine Womack – Present Staff: Greg Kwolek, General Manager Ron Munds, Interim General Manager Laura Durban, Administrative Services Manager	
2. Approve ESAC Minutes of February 19, 2026	Chairperson Womack presented the minutes for approval. Public Comment – None **Committee Member Neuman made a motion to approve the minutes of February 19, 2026. The motion was seconded by Committee Member Tengdin and passed with unanimous consent.**	**Action – Filed Approved Minutes**
3. Fire Department Update	Interim General Manager Munds provided updates on emergency activities, fire department updates, and special programs and projects for Station 15 from March 1 to May 13. Public Comment – None	**Action – None**
4. Review of Board Approved ESAC Work Plan for 2026	Interim General Manager Munds presented the recommendations for the ESAC 2026 Work Plan. Public Comment – None	**Action – None**
5. Cal Fire Contract	Interim General Manager Munds presented and commented on the proposals from Cal Fire (direct contract) and the City of Morro Bay, including the 3-person versus 4-person models, the Cal Fire interim proposal, and next steps. Committee Member Tengdin commented on dispatch cost. Committee Member Orback inquired about the dispatchers' work location. Interim General Manager Munds responded that the new dispatch center is in Templeton. Committee Member Baltimore inquired about whether the 3.5% escalation is a fixed rate or a projection, the Morro Bay relationship and future projections, and whether uptrends will be kept at the top level for a potential special fire tax increase. Interim General Manager Munds commented that the expected increase will be fixed and will be closer to 5%; the relationship with Morro Bay would be like the CalFire relationship; and the fire tax increase will support future growth and maintenance. Committee Member Neuman voiced his support for those involved in the contract and commented that Morro Bay Fire is excellent, but that CalFire has the necessary resources; commented on the County's fire call volume; Los Osos demographics; ambulance service; and Emergency Medical Dispatch (EMD).	**Action – None**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
	The committee discussed mutual aid from CalFire vs Morro Bay. Public Comment – Richard Margetson commented on what CalFire brings, changing the .6% to 60%, and on annual escalation in the contract. Gary Katayama inquired about the difference in contract pricing between the old and new contracts. Interim General Manager Munds commented on cost escalation. Committee Member Baltimore commented on the 3.5% escalation.	
6. Fund 301 FY 2026-27 Budget Review	Interim General Manager Munds presented Fund 301 Fiscal Year 2026-27 Draft Budget commenting on major requests and summary. Committee Member Baltimore inquired about mechanisms to increase tax beyond CPI. Interim General Manager Munds responded that a Prop 218 vote would be required. Committee Member Orback commented that a 2/3rd majority is required for the fire tax. Public Comment – Vice Chairperson Cross noted that the budget had adjusted from a negative operating budget to positive. Richard Margetson inquired about the General Contingency Reserves, the Public Facility Fees, and commented on the Fire Mitigation Fund. **Committee Member Neumann made a motion to recommend to the Board that the Board adopt the Fund 301 budget as presented. The motion was seconded by Committee Member Orback and passed with unanimous consent.**	**Action – The Committee recommended to the Board that the Board adopt the Fund 301 budget as presented**
7. Update on Station 15 Remodel/New Construction Costs Estimates	Interim General Manager Munds presented and commented on the Station 15 assessment report by Omni Design and options for considering updates to the Station 15 building. Committee Neumann voiced support for option 2, and for the location, inquired about the life cycle of a new building and the placement of power lines in front of the station versus underground. Committee Member Baltimore commented that the standard lifespan of a new building is 40 to 50 years with minimal care, but it could be extended with proper maintenance. General Manager Kwolek commented that moving the powerline underground in front of the Station would require forming an underground district. The County may have credits, which makes it worth investigating. Committee Member Tengdin commented on the use of energy-efficient equipment. Committee Member Baltimore commented on his experience with PGE concerning underground power lines in 2001, power line hazards, and looking at seismic standards for hospitals. Committee Member Orback commented on a new fire station and inquired whether the footprint of the current lot would be adequate for a new station and where the station be relocated if the District goes with option 2, and commented on the impact of high fuel costs	**Action – None**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
	Interim General Manager Munds stated that the current site is optimal; most sites have no space, except for down Palisades. There is potential for demolition or reconstruction, and part of option 2 is to expand to the north side and build storage. CalFire officials noted that temporary accommodations can be arranged. Committee Member Neumann commented that typically a new station can get a grant or a low-interest rate loan. Interim General Manager Munds commented that there is not much grant funding currently but is researching it. Public Comment – Jeff Edwards commented on building new being a better decision than modernizing; the items missing from the update; recruiting and retaining firefighters needs to be considered; phasing is more costly and disruptive; building new in 18 months; contracting methodology; engineering process; turnkey project, and life cycle costs; the District should obtain a second and third opinion; figure $1000 per square foot for new construction; and include costs such as staffing in fire tax increases. Richard Margetson commented that option 2 has already increased in cost and inquired whether a decision is needed this fiscal year. He noted the need for ample information to present to the community and that a remodel could be financed with the reserves and unassigned cash. Interim General Manager Munds commented that it is an important move for the District to make a decision this year towards whichever project we decide on as cost escalation is also important to consider. Committee Member Neumann inquired if OMNI has fire station experience. Interim General Manager Munds responded that OMNI handled the Paso Robles fire station and other projects, which was one of the reasons we chose them for the assessment. Committee Baltimore commented on the priority of this, the need to figure out anchoring of architectural items.	
8. Public Comments on Items NOT on this Agenda	Public Comment – None	
9. Schedule Next ESAC Meeting	The next Emergency Services Advisory Committee meeting is scheduled for Thursday, August 20, 2026, at 5:30 p.m. unless otherwise noted.	
10. Closing Comments by ESAC Committee Members	Committee Member Baltimore welcomed General Manager Kwolek. Chairperson Womack thanked the Committee and the Public.	
11. Adjournment	The meeting adjourned at 6:53 p.m.	

Los Osos Community Services District
Minutes of the Emergency Services Advisory Committee
Thursday, August 20, 2026, at 5:30 p.m.

AGENDA ITEM	DISCUSSION	FOLLOW-UP
	Vote	
1. Call to Order Flag Salute Roll Call	Chairperson Womack called the meeting to order at 5:30 p.m. Roll Call: Craig Baltimore, Committee Member – Absent Tony Fiorello, Committee Member - Present Bob Neumann, Committee Member – Absent Gary Orback, Committee Member – Present Thomas Tengdin, Committee Member – Absent Vice Chairperson Tom Cross – Present Chairperson Christine Womack – Present Staff: Greg Kwolek, General Manager Ron Munds, Interim General Manager Laura Durban, Administrative Services Manager	
2. Approve ESAC Minutes of May 21, 2026	The approval of the minutes will be continued until the next ESAC meeting. Public Comment – None	**Action – None**
3. Fire Department Update	Division Chief Roger Rinehart provided updates on emergency activities, fire department updates, and special programs and projects for Station 15 from June 1 to August 11. The Committee Discussed. Public Comment – Deborah Howe thanked CalFire and commented on their efforts in clearing Montana de Oro.	**Action – None**
4. Firewise USA® Program	General Manager Kwolek introduced the Firewise USA® program for Committee discussion, noting that the topic had been raised by Director Tom Cross at a Board meeting. The Committee received presentations from: • Baxter Boyington, Fire Safe Council, who discussed the Firewise USA® program, the process for establishing neighborhood Firewise communities, and the role of the County Fire Safe Council. • Dustin Heck, Community Risk Reduction Captain, who discussed defensible space, home hardening, and the Fire Department's support for community wildfire prevention. • Greg Alex, retired Cal Fire Battalion Chief and Fire Safe Counsel community consultant, who discussed grant funding, community wildfire protection planning, evacuation modeling, and opportunities for Los Osos to reestablish its Fire Safe Council focus group. Presenters explained that Firewise communities are resident-led organizations and that two or three interested residents can begin the process. The Fire Safe Council can assist with organizing, planning, and identifying funding opportunities. Also discussed possible Firewise community boundaries in Los Osos, evacuation challenges, the importance of knowing evacuation zones, and the upcoming chipping event. Committee members asked questions and provided comments regarding defensible space, the area behind Vista de Oro, evacuation routes, and the need to engage neighborhoods with limited access and evacuation options. Public Comment – Vice Chairperson Tom Cross inquired how Los Osos could reestablish its Fire Safe Counsil focus group.	**Action – None**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
	Richard Margetson commented on the importance of evacuation planning for neighborhoods with limited access, especially those with only one entrance and exit. Many of the neighborhoods of concern are 55-and-older communities that may need additional assistance during an evacuation. General Manager Kwolek suggested that the District could assist with outreach through its website, social media, and public announcements. Committee member Orback recommended contacting the Bay News to encourage residents to participate.	
5. Fund 301 FY 2025-26 Budget Report	Administrative Services Manager Durban presented an unofficial year-end summary of Fund 301 revenues and expenditures. Commenting on budget variances, the final fourth-quarter statement from Cal Fire was still pending but estimated statement amount to be approximately $520,000, and that Fund 301 was in a healthy financial position, with a little over $2 million in unassigned cash. Public Comment – Vice Chairperson Cross noted that the budget had adjusted from a negative operating budget to positive. Richard Margetson inquired about the Ambulance Agreement payment and the status of negotiations for a new ambulance agreement. Administrative Services Manager Durban responded that the District receives approximately $22,000 per quarter and the budget only showed 75% of the amount received. A mid-year adjustment will be made to fix for the future fiscal years. General Manager Kwolek commented on the RFP for ambulance services was in progress.	**Action – None**
6. Public Comments on Items NOT on this Agenda	Public Comment – Deborah Howe spoke about emergency preparedness for the coming winter season. She expressed concern that the community center, which serves as an evacuation center, did not yet have permanent backup power. She also encouraged continued preparation for potential flooding. The General Manager Kwolek reported that a meeting was scheduled for the following day to discuss backup power.	
7. Schedule Next ESAC Meeting	The next Emergency Services Advisory Committee meeting is scheduled for Thursday, November 19, 2026, at 5:30 p.m. unless otherwise noted.	
8. Closing Comments by ESAC Committee Members	Chairperson Womack welcomed Committee Member Fiorello and thanked presenters, ESAC members and the public for participation. Committee Member Fiorello commented on the presentations and resources.	
9. Adjournment	The meeting adjourned at 6:42 p.m.	