



January 3, 2019

TO: LOCSO Board of Directors
FROM: Renee Osborne, General Manager
SUBJECT: **Agenda Item 9D – 1/10/2019 Board Meeting**
General Manager Activity for December 2018

President
Vicki L. Milledge

Vice President
Marshall E. Ochylski

Directors
Charles L. Cesena
Matthew D. Fourcroy
Christine Womack

General Manager
Renee Osborne

District Accountant
Robert Stilts, CPA

Unit Chief
Scott M. Jalbert

Battalion Chief
Greg Alex

STAFF ACTIVITIES

- Staff has been working with the Auditors to have the Final 2017-2018 Audit completed for the January Meeting.
- Admin, Water and Fire staff have been working on the Mid-Year Budget Adjustments. The Utility Advisory Committee will review the document at their January meeting. The Board will review the final report at their February Board meeting.
- Staff has been working with the ad hoc committees on the Weed Abatement Ordinance and the refinancing of the Wastewater Bonds.

WATER CONSERVATION CAMPAIGN 2019

Both Monarch Grove Elementary and Baywood Elementary have received the entry forms for the logo competition. The entry deadline is January 31st. Once all the entry forms have been received, the Board of Directors will be contacted and will start reviewing the entries. Golden State Water Company is responsible for the conservation videos this year. They are coordinating with the Los Osos Middle School science and production classes. The video entry deadline is February 15th.

We plan on following the same process as last year. The Los Osos Baywood Park Chamber of Commerce will be responsible for soliciting, receiving and processing the donations for the prizes and the program. Once we have received all the donations, we will be able to determine how much money goes to prizes and banners.

LOS OSOS LOW INCOME ASSISTANCE FUND

All nine applicants have completed their sewer laterals and have chosen to abandon their septic tanks. At the Board's request, we extended the application process to December 31st. At this time, we have not received any new applications. Staff has asked the Community Foundation for an additional \$10,000 to help cover costs.

As of December 5, 2018, the sewer service area has a 97.2% connection status. There are 127 residents that are still not connected. Of the 127, 32 residents have obtained a permit to connect to the sewer and an additional 19 residents have filed for grant assistance. There are 26 residents that have recently communicated with the County regarding their non-compliance. There remains an additional 50 residents that have not communicated with the County. These 50 residents will be sent non-compliance letters from County Code Enforcement.

There is a remaining \$119,015.64 in the Community Foundation Fund and \$1,329.25 in the Los Osos Low Income Assistance Fund. Staff would like direction at this time on how to continue with this process. (See attachments)

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FRONT OFFICE LOCATION CHANGE

Staff is preparing to move the main office, Suite 102, to Suite 110. The new office has new carpet, new ceiling tiles, new lighting fixtures, kitchen, lunch room and fresh paint. The landlord was originally asking for a higher price than what we currently pay for Suite 102, but has agreed to keep the rent the same. The lease amendment is under Consent Agenda Item 11H.

Originally the District was going to build a kitchen for staff in the existing suite. The County has since asked for architectural design, and a sewer "vent pipe". Contractors were giving us verbal bids of approximately \$5,000 to \$8,000. This would still not include fixtures. In addition to building the kitchen, the suite is old and in desperate need of remodeling; carpet, paint, ceiling tiles. Moving to Suite 110 would save the District funds in the future and provide Staff with a cleaner environment. The expenses incurred for the move are as follows:

- Stone IT Solutions, installation and equipment purchase of fiber optic cables (for Channel 20), phone system, internet - \$5,475.30
- Coastal Copiers, to move the copiers - \$175
- AGP, to move the equipment for Channel 20 - \$400
- Coastal Carpets, clean carpets - \$300
- Staff is looking into adding a door to adjoin the two suites. At the time of this report, bids had not been received.

Approximate costs for move - \$6,350.30

In the Administration (Fund 100) Draft Mid-Year Adjustment, staff had asked for \$6,450 for the first phase of remodeling Suite 102.

LOS OSOS COMMUNITY SERVICES DISTRICT
 Low Income Assistance Fund

Date	Check #	Name	Description	Amount	Balance
1/30/2018			Deposit	\$10,000.00	\$10,000.00
2/1/2018	1	Mesa Construction	Applicant #2	\$3,500.00	\$6,500.00
2/1/2018	2	Tutt Tree & Crane Service	Applicant #6	\$2,075.00	\$4,425.00
2/28/2018	3	Tutt Tree & Crane Service	Applicant #1	\$3,000.00	\$1,425.00
3/5/2018			Deposit	\$30,000.00	\$31,425.00
3/13/2018	4	Gellerman Construction	Applicant #5	\$2,350.00	\$29,075.00
3/19/2018	5	Gellerman Construction	Applicant #3	\$7,235.00	\$21,840.00
				Bank Balance	\$21,840.00
8/30/2018	6	Story Construction	Applicant #10	\$2,200.00	\$19,640.00
9/12/2018	7	Gellerman Construction	Applicant #15	\$3,334.24	\$16,305.76
10/4/2018	8	Gellerman Construction	Applicant #12	\$2,495.00	\$13,810.76
10/17/2018	9	Mesa Construcion	Applicant #11	\$3,200.00	\$10,610.76
10/18/2018	10	Water Boys	Applicant #13	\$4,200.00	\$6,410.76
11/1/2018	11	Gellerman Construction	Applicant #18	\$2,650.00	\$3,760.76
11/9/2018	12	Los Osos CSD	Phase 1 Admin Expenses	\$2,836.35	\$924.41
11/19/2018			Deposit	\$10,000.00	\$10,924.41
11/14/2018	13	Tutt Tree and Crane Service	Applicant #19	\$2,775.00	\$8,149.41
11/14/2018	14	Gellerman Construction	Applicant #14	\$3,055.16	\$5,094.25
1/3/2019	15	Gellerman Construction	Application #9	\$3,765.00	\$1,329.25
				Bank Balance	\$1,329.25



June 30, 2018

Los Osos Community Services District Community Fund

Semi-Annual Statement of Fund Activity

Beginning Fund Balance	\$169,015.64
<u>Plus:</u>	
Gifts	0.00
Dividends and Interest	0.00
Realized Gains/Losses	0.00
Unrealized Gains/Losses	0.00
Other Income	<u>0.00</u>
Total Revenue	<u>\$0.00</u>
<u>Less:</u>	
Grants	40,000.00
Administrative Fees	0.00
Investment Management Fees	0.00
Other Expenses	<u>0.00</u>
Total Expenses	<u>\$40,000.00</u>
Ending Fund Balance	<u>\$129,015.64</u>