



May 06, 2021

TO: LOCSD Board of Directors

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

SUBJECT: Agenda Item 9A- 05/06/2021 Board Meeting
Receive Administrative, Committee Reports, and Approved
Committee Minutes

President
Christine M. Womack

Vice President
Matthew D. Fourcroy

Directors
Charles L. Cesena
Troy C. Gatchell
Marshall E. Ochylski

General Manager
Ron Munds

District Accountant
Robert Stilts, CPA

Unit Chief
Eddy Moore

Battalion Chief
Paul Provence

DESCRIPTION

Attached are the approved minutes from meetings in April 2021.

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

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FINANCE ADVISORY COMMITTEE MEETING

Monday March 1, 2021 at 5:30 p.m.

Pursuant to Governor Newsom's Executive Order N-29-20, and State and County Shelter at Home orders, Committee Members, staff and public may participate in this meeting via teleconference and/or electronically. The LOCSD Boardroom will NOT be open for accessing the meeting.

For quick access, go to <https://us02web.zoom.us/j/84300453957>
(This link will help connect both your browser and telephone to the call)
OR dial 1 (929) 205-6099 or 1 (301) 715-8592 and enter **843 0045 3957**

All persons desiring to speak during any Public Comment can submit a comment by:

- Through email at ldurban@losososcsd.org by 12:00pm on 03/01/2021
- Through the district website www.losososcsd.org/contact-us by 12:00pm on 03/01/2021
- Through teleconference by phone at (929) 205-6099 or (301) 715-8592 and enter **843 0045 3957**
- Through mail by 5:00 PM on the day prior to the Committee meeting sent to LOCSD
- Through teleconference meeting at <https://us02web.zoom.us/j/84300453957>

AGENDA

1. **Opening at 5:30 p.m. – Call To Order and Roll Call**
2. **Approve FAC Meeting Minutes of February 1, 2021**
(Recommend approval)
Presented By: Administrative Services Manager Durban
3. **Present Board Approved 2021 Work Plan for FAC**
Presented By: Chairperson Womack/General Manager Munds
4. **Review of Board Item Regarding Approval of Warrant Register for February 2021**
(Committee Review and Recommendations to the Board)
Presented By: Administrative Services Manager Durban
5. **Review of Board Item Regarding Financial Reports for the Period Ending January 31, 2021**
(Committee Review and Recommendations to the Board)
Presented By: General Manager Munds
6. **Public Comments on Items NOT on this Agenda:** At this time, the public may comment on items not on this agenda. Each commenter is limited to 3 minutes and shall address the Chairperson.
7. **Schedule Next FAC Meeting – Monday, March 29, 2021 at 5:30 p.m. unless otherwise noted**
8. **Closing Comments by FAC Committee Members**
9. **Adjournment**

**Los Osos Community Services District
Minutes of the Finance Advisory Committee Meeting
March 01, 2021 at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order and Roll Call	<p>Chairperson Womack called the meeting to order at 5:32 p.m.</p> <p><u>Roll Call:</u></p> <p>Sandra Cirilo, Committee Member – Present Lisa Gonzalez, Committee Member – Present Bea Jansen, Committee Member – Absent Alyce Thorp, 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>	
2. Approve FAC Meeting Minutes of February 1, 2021	<p>Administrative Services Manager Durban presented the minutes for approval.</p> <p>Vice Chairperson Ochylski commented that in section 11 the word ‘to’ should be ‘do’.</p> <p>Administrative Services Manager Durban commented that she would adjust that before posting the approved minutes.</p> <p>Public Comment - None</p> <p>Committee Member Gonzalez made a motion that the Committee approve the minutes of February 1, 2021 with the adjustment of ‘to’ to ‘do’ in Agenda Item 11. The motion was seconded by Committee Member Cirilo and the motion passed unanimously.</p>	Action: File Approved Minutes adjusting ‘to’ to ‘do’ in Agenda Item 11.
3. Present Board Approved 2021 Work Plan for FAC	<p>General Manager Munds presented the Board Approved 2021 Work Plan for FAC.</p> <p>Committee Member Gonzalez commented on Fiscal Policies and having procedures for everything the District does.</p> <p>Public Comment – Julie Tacker commented on the budget for the Ferrell Ave Pathway Project and a cost benefit for the pathway.</p> <p>The Committee discussed the Pathway Project.</p>	Action: None
4. Review of Board Item Regarding Approval of Warrant Register for February 2021	<p>Administrative Services Manager Durban presented the Warrants for review.</p> <p>Public Comment – None</p> <p>Committee Member Gonzalez made a recommendation that the Board approve the Warrants of February 2021. The motion was seconded by Committee Member Thorp and the motion carried with unanimous consent.</p>	Action: The Committee recommended that the Board approve the Warrant Register for February 2021.
5. Review of Board Item Regarding Financial Reports for the Period Ending January 31, 2021	<p>General Manager Munds presented the Financial Reports for approval as presented in the packet, inquiring if the FAC would like the cash summary brought quarterly to the Committee for the whole fiscal year.</p> <p>The Committee discussed the clean reports; the CalFire contract, cost of the contract, and cost of the Fire Truck; voiced support for having the cash summary for the current Fiscal Year quarterly.</p> <p>Public Comment – None</p> <p>Committee Member Cirilo made a recommendation that the Board receive and file the Financials of January 31, 2021. The motion was seconded by Committee Member Gonzalez and the motion carried with unanimous consent.</p>	Action: The Committee recommended that the Board receive and file the Financials for the period ending January 31, 2021.

AGENDA ITEM	DISCUSSION	FOLLOW-UP
6. Public Comments on Items NOT on this Agenda	None	
7. Schedule Next FAC Meeting	The next meeting of the Financial Advisory Committee is scheduled for Monday, March 29, 2021 unless otherwise noted.	
8. Closing Comments by FAC Committee	<p>Committee Member Cirilo inquired about late fees and customers falling behind in payments.</p> <p>General Manager Munds responded that he would provide the information at the next FAC meeting commenting that the District is doing good and that the staff is working on strategy and updating procedures for delinquent accounts due to not being able to lock out.</p> <p>Committee Member Gonzalez commented that Los Osos Cares and Estero Bay Womenade has funds available to help residents in need pay their utility bills.</p> <p>Vice Chairperson Ochylski and Chairperson Ochylski thanked the Staff and the Committee.</p>	
9. Adjournment	The meeting adjourned at 6:10 p.m.	



UTILITIES ADVISORY COMMITTEE MEETING

Wednesday, March 17, 2021 at 5:30 p.m.

Pursuant to Governor Newsom's Executive Order N-29-20, and State and County Shelter at Home orders, Committee Members, staff and public may participate in this meeting via teleconference and/or electronically. The LOCSO Boardroom will NOT be open for accessing the meeting.

For quick access, go to <https://us04web.zoom.us/j/114611628>
(This link will help connect both your browser and telephone to the call)
OR dial 1 (929) 205-6099 or 1 (301) 715-8592 and enter **114 611 628**

All persons desiring to speak during any Public Comment can submit a comment by:

- Through email at ldurban@losososcscsd.org by 12:00pm on 03/17/2021
- Through the district website www.losososcscsd.org/contact-us by 12:00pm on 03/17/2021
- Through teleconference by phone at (929) 205-6099 or (301) 715-8592 and enter **114 611 628**
- Through mail by 5:00 PM on the day prior to the Committee meeting sent to LOCSO
- Through teleconference meeting at <https://us04web.zoom.us/j/114611628>

AGENDA

1. **Opening at 5:30 p.m.**
Call to Order, Roll Call
2. **Approve UAC Meeting Minutes of February 17, 2021**
(Recommend Committee Approval)
Presented By: Administrative Services Manager Durban
3. **Basin Management Committee Update**
(Updates Only)
Presented By: General Manager Munds
4. **Utility Department Report**
Presented By: Utility Systems Manager Falkner
5. **Utilities Department Updates & CIP Review**
Presented By: Utility Systems Manager Falkner/General Manager Munds
6. **Public Comments on Items NOT on this Agenda:** At this time, the public may comment on items not on this agenda. Each commenter is limited to 3 minutes and shall address the Chairperson.
7. **Schedule Next UAC Meeting** – The next UAC Meeting will be held Wednesday, April 21, 2021 at 5:30 p.m. unless otherwise noted.
8. **Closing Comments by UAC Committee Members**
9. **Adjournment**

**Minutes of the Utilities Advisory Committee Meeting
March 17, 2021 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 Cesena called the meeting to order at 5:32 p.m.</p> <p><u>Roll Call:</u> James Bishop, Committee Member – Present Jan Harper, Committee Member – Present Leonard Moothart, Committee Member – Present Eric Silva, Committee Member – Absent Matthew Fourcroy, Vice Chairperson – Present Chuck Cesena, Chairperson – Present</p> <p><u>Staff:</u> Ron Munds, General Manager Laura Durban, Administrative Services Manager</p>	
<p>2. Approve UAC Minutes of February 17, 2021</p>	<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 February 17, 2021. The motion was seconded by Committee Member Moothart and carried with unanimous consent.</p>	<p>Action – File approved minutes.</p>
<p>3. Basin Management Committee Update</p>	<p>General Manager Munds commented that the BMC meeting was postponed to March 25, 2021; items on Accessory Dwelling Units and water use and the Funding Analysis will be on the April agenda.</p> <p>The Committee discussed Accessory Dwelling Units in Los Osos and development of new Units.</p> <p>Public Comment – None</p>	<p>Action – None</p>
<p>4. Utilities Department Report</p>	<p>Utility Systems Manager Falkner presented a summary from February 2021 which is made available in the PowerPoint presentation on the Districts Website.</p> <p>Chairperson Cesena commended the Utility Department for managing the wells as issues arised.</p> <p>Public Comment – None</p>	<p>Action – None</p>
<p>5. Utilities Department Update</p>	<p>General Manager Munds presented the Department Updates including Capital Improvement Projects, which is made available in the Staff Report and on the PowerPoint presentation on the Districts Website.</p> <p>The Committee discussed the 10th Street Well unbalance power issue; SCADA; auditing critical infrastructure; grants; rainfall; finances; voiced support for the prioritization of the Capital Improvement projects and the timeline.</p> <p>Public Comment – None</p>	<p>Action – None</p>
<p>6. Public Comments on Items NOT on this Agenda</p>	<p>None</p>	
<p>7. Schedule Next UAC Meeting</p>	<p>The next meeting of the Utilities Advisory Committee is scheduled to be held on Wednesday, April 21, 2021 at 5:30 p.m., unless otherwise noticed.</p>	
<p>8. Closing Comments by UAC Committee Members</p>	<p>Committee Member Bishop inquired when the District may go back to in person meetings.</p> <p>General Manager Munds commented on the Districts plan and a potential hybrid type meeting in the future.</p>	
<p>9. Adjournment</p>	<p>The meeting adjourned at 6:23 p.m.</p>	