



UTILITIES ADVISORY COMMITTEE SPECIAL MEETING

Wednesday, January 16, 2019 at 5:30 p.m.
Los Osos Community Services District Office
2122 9th Street, Suite 106, Los Osos, CA

COMMITTEE MEMBERS

Chuck Cesena, Chairperson
Vicki Milledge, Alternate Chairperson
Jan Harper, Member
Gene Heyer, Member
Leonard Moothart, Member
Ron Munds, Member
Eric Silva, Member

STAFF

Renee Osborne, General Manager
Jose Acosta, Utility Systems Manager
Marti Brand, Administrative Clerk

AGENDA

- 1. Opening at 5:30 p.m.**
Call to Order, Flag Salute, Roll Call
- 2. Review of Fiscal Year 18/19 Draft Mid-Year Budget Adjustments Funds 200, 400, 500, 600, and 800**
(Committee Recommendations to the Board)
Presented By: General Manager Osborne
- 3. Approve UAC Meeting Minutes of November 14, 2018**
(Recommend Committee Approval)
Presented By: Administrative Clerk Brand
- 4. January 16, 2019 Basin Management Committee Meeting Update**
(Review and Discussion)
Presented By: Chairperson Cesena
- 5. Utilities Department Updates**
(Review and Discussion)
Presented By: Utility Systems Manager Acosta
- 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** – Wednesday, February 20, 2019 at 5:30 p.m. unless otherwise noted.
- 8. Closing Comments by UAC Committee Members**
- 9. Adjournment**

ITEM 2

**REVIEW OF FISCAL YEAR 18/19 DRAFT
MID-YEAR BUDGET ADJUSTMENTS
FUNDS 200, 400, 500, 600 AND 800**



January 11, 2019

TO: Utility Advisory Committee
FROM: Renee Osborne, General Manager
Jose Acosta, Utility Systems Manager

SUBJECT: **Item 2 – 1/16/2019 Utilities Advisory Committee Meeting**
Review of 2018/2019 Draft Mid-Year Budget Adjustments
Funds 200, 400, 500, 600 and 800

President
Marshall E. Ochylski

Vice President
Charles L. Cesena

Directors
Matthew D. Fourcroy
Vicki L. Milledge
Christine M. Womack

General Manager
Renee Osborne

District Accountant
Robert Stilts, CPA

Unit Chief
Scott M. Jalbert

Battalion Chief
Greg Alex

Mailing Address:
P.O. Box 6064
Los Osos, CA 93412

Offices:
2122 9th Street, Suite 102
Los Osos, CA 93402

Phone: 805/528-9370
FAX: 805/528-9377

www.losososcscsd.org

DISCUSSION

Attached is the 2018-2019 Draft Mid-Year Budget with a short summary of adjustments to each fund.

Fund 200 – Bayridge Estates

Expenses in Bayridge Estates have decreased since the County took over the collection system. The District is still responsible for taking care of drainage in that area, which is charged to Fund 800 Drainage. As previously reported to your Committee, Bayridge Estates has 12 septic tanks that need to be decommissioned. Staff has received a few quotes to start this process. The prices quoted are between \$20,000 and \$30,000. Bayridge Estates currently has some "cash funds" that should cover the full cost of the project. Bayridge Estates had \$50,825 in reserves at the end of the 2017/2018 Audit.

The other costs associated with this fund are street lighting and the loan to the Water Fund which are covered by the assessments.

Fund 400 – Vista De Oro

Since the County took over the collection system at Vista De Oro, there are two expenses associated with this fund; street lighting and the loan to the Water Fund. These expenses are covered by the current assessments.

The Vista De Oro fund has no changes.

Fund 500 – Water

The Water Fund continues to experience revenues that are adequate to cover most operation and maintenance costs within the Water Department's operating budget. A few line items will need some minor adjustments to cover costs that have been presented by projects or operating costs of the water department.

A request for a \$2,000 decrease in computer hardware is being requested as all computers are operating satisfactorily and purchase can be delayed until next budget. The \$2,000 being saved in computer hardware will be transferred into computer software to cover costs associated with meter reading software. An increase of \$1,000 is being requested in the water conservation program in order to continue purchasing conservation items for the remainder of this fiscal year.

An increase of \$4,000 in R&M building and structures is being requested to replace a gate and some fencing at the 3rd Street well compound and building repairs at the Palisades well site.

The Water budget total expenditures have increased from \$2,997,337.80 to \$3,003,987.80. An increase of \$6,650.

Fund 600 – Wastewater

There has been a minor adjustment made to the Wastewater fund. We have had some research/legal fees associated with refinancing of the Bonds. The change in the legal line item is an increase from \$500 to \$1000.

Total expenditures have changed from \$40,857.55 to \$41,407.55.

Fund 800 – Drainage

The Drainage fund has two requests for modifications. An increase of \$50 in R&M extinguishers is requested to cover the costs of testing of fire extinguishers at the drainage sites. The second request is an increase of \$1,300 within R&M buildings & structures, this will cover the estimated costs for staff to construct awnings covering the newly installed panels at the drainage facilities.

Total expenditures have changed from \$166,336.44 to \$167,686.44. Drainage reserves will be used to balance Fund 800 2018-2019 fiscal budget.

SUMMARY

Staff is asking for changes or recommendations to the 2018-2019 Mid-Year Budget Adjustments. The Finance Advisory Committee (FAC) reviewed the document at their December Meeting. FAC will have the opportunity to review the final Mid-Year Adjustments prior to the Board's February 4th meeting for review.

DRAFT 200 - BAYRIDGE ESTATES

		Current Period Actual (Oct)	YTD	Total Budget - Original	Mid Year Adjustment	Notes
REVENUE						
Property Taxes						
4035	Property Taxes	8.92	26.89	9,052.00	9,052.00	
	Total Property Taxes	8.92	26.89	9,052.00	9,052.00	
Special Taxes & Assessments						
4550	Lighting & Septic Assessments	0.00	0.00	54,831.00	54,831.00	
	Total Special Taxes & Assessments	0.00	0.00	54,831.00	54,831.00	
Use of Money & Property						
4505	HO Prop Tax Relief	0.00	0.00	57.00	57.00	
4510	Investment Income on funds	0.04	0.04	0.00	0.00	
	Total Use of Money & Property	0.04	0.04	57.00	57.00	
	Total Revenues	8.96	26.93	63,940.00	63,940.00	
EXPENDITURES						
Services & Supplies						
Insurance, Licenses & Regulatory Fees						
6345	Property Taxes & Assessments Costs	0.00	0.00	500.00	500.00	
7325	Insurance	0.00	0.00	800.00	800.00	
	Total Ins., Lic. & Regulatory Fees	0.00	0.00	1,300.00	1,300.00	
Legal & Professional						
7320	Professional & Consulting Services	0.00	145.00	700.00	700.00	
7326	Legal Services	0.00	0.00	500.00	500.00	
	Total Legal & Professional	0.00	145.00	1,200.00	1,200.00	
Rent & Utilities						
8670	Street Lighting	519.37	2,075.86	6,224.16	6,224.16	
	Tank Decomission				30,000.00	(Estimate)
	Total Rent & Utilities	519.37	2,075.86	6,224.16	36,224.16	
	Total Services & Supplies	519.37	2,220.86	8,724.16	38,724.16	
Debt Service						
9804	Payment on Internal Loans	0.00	0.00	27,964.56	27,964.56	
	Total Debt Service	0.00	0.00	27,964.56	27,964.56	
TRANSFERS						
9511	Interfund Transfer Out	0.00	0.00	2,721.61	2,721.61	
	Total Transfers	0.00	0.00	2,721.61	2,721.61	
	Total Expenditures	519.37	2,220.86	39,410.33	69,410.33	
	Net Revenues over Expenditures	(510.41)	(2,193.93)	24,529.67	(5,470.33)	

DRAFT 400 - VISTA DE ORO

		Current Period Actual (Oct)	YTD	Total Budget - Original	Mid Year Adjustment	Notes
<u>REVENUES</u>						
Special Taxes & Assessments						
4550	Lighting & Septic Assessments	0.00	0.00	15,768.00	15,768.00	
	Total Special Taxes & Assessments	0.00	0.00	15,768.00	15,768.00	
	Total Revenues	0.00	0.00	15,768.00	15,768.00	
<u>EXPENDITURES</u>						
Services & Supplies						
Insurance, Licenses & Regulatory Fees						
6345	Property Taxes & Assessments Costs	0.00	0.00	500.00	500.00	
7325	Insurance	0.00	0.00	500.00	500.00	
	Total Ins., Lic. & Regulatory Fees	0.00	0.00	1,000.00	1,000.00	
Legal & Professional						
7320	Professional & Consulting	0.00	145.00	700.00	700.00	
7326	Legal Services	0.00	0.00	300.00	300.00	
	Total Legal & Professional	0.00	145.00	1,000.00	1,000.00	
Rent & Utilities						
8670	Street Lighting	205.71	822.21	2,460.00	2,460.00	
	Total Rent & Utilities	205.71	822.21	2,460.00	2,460.00	
	Total Services & Supplies	205.71	967.21	4,460.00	4,460.00	
Debt Service						
9804	Payment on Internal Loans	0.00	0.00	6,711.49	6,711.49	
	Total Debt Service	0.00	0.00	6,711.49	6,711.49	
<u>TRANSFERS</u>						
9511	Interfund Transfer Out	0.00	0.00	2,721.61	2,721.61	
	Total Transfers	0.00	0.00	2,721.61	2,721.61	
	Total Expenditures	205.71	967.21	13,893.10	13,893.10	
Net Revenues over Expenditures		(205.71)	(967.21)	1,874.90	1,874.90	

DRAFT 500 - WATER

		Current Period Actual (Oct)	YTD	Total Budget - Original	Mid Year Adjustment	Notes
REVENUES						
Property Taxes						
4035	Property Taxes	234.46	706.07	149,788.75	149,788.75	
	Total Property Taxes	234.46	706.07	149,788.75	149,788.75	
Service Charges & Fees						
4030	Residential Single Family	228,902.33	757,380.92	2,135,000.00	2,135,000.00	
4102	Residential-Multi -Family-Water Sales	13,997.75	75,879.61	199,900.00	199,900.00	
4103	Commercial, Home Care, Retail-Water Sales	38,370.50	123,254.95	321,000.00	321,000.00	
4104	Irrigation- Water Sales	394.25	11,756.00	53,000.00	53,000.00	
4114	Water Other Service Revenues	(295.00)	(559.75)	1,000.00	1,000.00	
4931	Water Activation Fees	450.00	2,700.00	6,000.00	6,000.00	
4932	Penalties	2,379.36	8,898.23	20,000.00	20,000.00	
4933	Door Hangers/Lockout Notices	2,270.00	6,410.00	10,000.00	10,000.00	
4937	NSF Fees	25.00	100.00	500.00	500.00	
	Total Service Charges & Fees	286,494.19	985,819.96	2,746,400.00	2,746,400.00	
Other Revenues						
4105	Recycled Water Revenue	0.00	0.00	57,000.00	57,000.00	
4930	Other Revenue	(747.96)	2,256.66	1,000.00	1,000.00	
	Total Other Revenues	(747.96)	2,256.66	58,000.00	58,000.00	
Use of Money & Property						
4504	Interest Income	0.00	0.00	2,964.00	2,964.00	
4505	HO Prop Tax Relief	0.00	0.00	1,509.00	1,509.00	
4510	Investment Income on funds	1.03	280.95	4,000.00	4,000.00	
	Interfund Loan Payments to Water	0.00	0.00	34,676.05	34,676.05	Not listed in actual Rev/Exp report
	Total Use of Money & Property	1.03	280.95	43,149.05	43,149.05	
	Total Revenues	285,981.72	989,063.64	2,997,337.80	2,997,337.80	

500 - WATER

		Current Period		Total Budget	Mid Year	
		Actual (Oct)	YTD	- Original	Adjustment	Notes
EXPENDITURES						
Personnel						
Salaries/Wages						
8018	Holiday Pay	0.00	3,783.48	25,000.00	25,000.00	
8045	Overtime Pay	111.90	111.90	4,000.00	4,000.00	
8050	Administrative Leave Pay	408.87	1,791.25	3,680.00	3,680.00	
8051	Floating Holiday Pay	170.08	1,022.86	5,000.00	5,000.00	
8054	Salaries & Wages - Regular	31,041.30	120,766.31	356,316.15	356,316.15	
8056	Retroactive Pay	0.00	460.80	1,000.00	1,000.00	
8060	Sick Leave Pay	1,543.30	5,061.68	24,150.00	24,150.00	
8063	Standby Pay	1,514.50	6,291.25	14,700.00	14,700.00	
8066	Comp Time	1,219.65	4,463.42	11,550.00	11,550.00	
8081	Vacation Pay	3,588.72	13,219.89	39,900.00	39,900.00	
Total Salaries/Wages		39,598.32	156,972.84	485,296.15	485,296.15	
Payroll Taxes & Benefits						
5030	Life Insurance - ER	114.00	456.00	1,700.00	1,700.00	
5031	Disability Insurance	30.10	120.07	500.00	500.00	
5035	AD & D Insurance	30.00	120.00	0.00	0.00	
5040	LTD Insurance	211.90	845.17	3,300.00	3,300.00	
5050	Medicare - ER	573.31	2,278.70	10,356.00	10,356.00	
5060	Cafeteria Plan - ER	5,712.54	19,431.29	65,000.00	65,000.00	
5070	Retirement ER - Regular	6,546.82	26,697.09	67,000.00	67,000.00	
5075	Retirees Medical - ER	135.07	562.25	1,620.00	1,620.00	
5120	Workers Comp Insurance - ER	0.00	15,767.18	24,440.00	24,440.00	
5124	Retirement - ER - Tier 2	336.36	1,718.65	3,720.00	3,720.00	
Total Payroll Taxes & Benefits		13,690.10	67,996.40	177,636.00	177,636.00	
Employment Services						
5100	Unemployment Insurance - ER	51.28	51.28	5,500.00	5,500.00	
6230	Medical Exam	0.00	0.00	150.00	150.00	
Total Employment Services		51.28	51.28	5,650.00	5,650.00	
Total Personnel		53,339.70	225,020.52	668,582.15	668,582.15	

500 - WATER

		Current Period Actual (Oct)	YTD	Total Budget - Original	Mid Year Adjustment	Notes
Services & Supplies						
Clothing & Uniform						
7246	Uniform & Gear	245.05	335.19	2,600.00	2,600.00	
7248	Uniform Safety Boots	0.00	171.60	1,000.00	1,000.00	
Total Clothing & Uniform		245.05	506.79	3,600.00	3,600.00	
Contract						
6100	Labor & Support-IT Services	0.00	0.00	300.00	300.00	
6110	IT Purchased Services	255.78	1,023.44	5,400.00	5,400.00	
7250	Water Quality Testing	0.00	6,370.00	28,000.00	28,000.00	
7255	Security Services	0.00	187.22	8,000.00	8,000.00	
7301	Contract Maint Services	0.00	0.00	1,000.00	1,000.00	
7321	Janitorial Cleaning & Supplies	45.84	206.28	850.00	850.00	
Total Contract Services		301.62	7,786.94	43,550.00	43,550.00	
Equipment & Tools						
6438	Disinfection Feed Pumps	331.96	879.10	800.00	1,200.00	Increase \$400
7242	Minor Tools, Accessories & Field Machines	22.57	330.80	3,500.00	3,500.00	
7253	Rent - Equipment	0.00	0.00	1,000.00	1,000.00	
7256	Meter Purchases & Replacements	12,158.93	31,228.91	75,000.00	75,000.00	
Total Equipment & Tools		12,513.46	32,438.81	80,300.00	80,700.00	
Financial Services						
7309	Late Fees	29.00	(16.31)	50.00	50.00	
7310	Bank Service Charges	13.56	13.56	0.00	0.00	
Total Financial Services		42.56	(2.75)	50.00	50.00	
Ins., Lic. & Regulatory Fees						
6120	Computer Licenses	0.00	0.00	200.00	200.00	
6340	Misc Fees	0.00	0.00	3,000.00	3,000.00	
6342	Fees - Regulatory	0.00	2,869.66	18,000.00	18,000.00	

500 - WATER

		Current Period		Total Budget	Mid Year	
		Actual (Oct)	YTD	- Original	Adjustment	Notes
6345	Property Taxes & Assess. Costs	0.00	0.00	6,300.00	6,300.00	
7325	Insurance	0.00	34,272.96	33,000.00	33000	
Total Ins., Lic. & Regulatory Fees		0.00	37,142.62	60,500.00	60,500.00	
Legal & Professional						
7318	Professional & Consulting BMC	0.00	3,376.30	50,654.00	50,654.00	
7320	Professional & Consulting Services	286.00	550.00	30,000.00	30,000.00	
7326	Legal Services	2,135.00	8,855.00	11,000.00	11,000.00	
7336	Legal Services-ISJ	0.00	0.00	1,000.00	1,000.00	
Total Legal & Professional		2,421.00	12,781.30	92,654.00	92,654.00	
Office/Operations						
6130	Computer Hardware	0.00	0.00	3,000.00	1,000.00	Decrease \$2,000
6140	Computer Software	1,440.00	6,448.27	2,000.00	4,000.00	Increase \$2,000
7140	General Supplies & Minor Equipment	0.00	541.71	1,000.00	1,000.00	
7160	Postage, Shipping & Mail Supplies	939.74	4,630.43	17,000.00	17,000.00	
7180	Billing Supplies, Forms & Printing	110.55	110.55	2,200.00	2,200.00	
7226	Membership & Dues	0.00	420.00	3,000.00	3,000.00	
7230	Misc Small Parts & Supplies	1,162.05	1,361.11	1,000.00	1,500.00	Increase \$500
7237	Process Control & Treatment Supplies	0.00	873.59	4,000.00	4,000.00	
7239	Water Treatment Chemicals	0.00	1,501.85	8,000.00	8,000.00	
7249	Safety Supplies	0.00	182.79	3,000.00	3,000.00	
Total Office/Operations		3,652.34	16,070.30	44,200.00	44,700.00	
Other Expense						
7330	Misc Operating Expenses	0.00	0.00	250.00	250.00	
7348	Water Conservation Program	1,069.77	1,639.79	2,000.00	3,000.00	
Total Other Expense		1,069.77	1,639.79	2,250.00	3,250.00	Increase \$1000

500 - WATER

		Current Period		Total Budget	Mid Year	
		Actual (Oct)	YTD	- Original	Adjustment	Notes
Rent & Utilities						
6000	Cell Phones	248.42	1,009.25	3,000.00	3,000.00	
6025	Telephone	752.89	2,981.56	8,200.00	8,200.00	
7352	Rent - Offices & Other Structures	0.00	0.00	2,900.00	2,900.00	
8610	Electric	7,967.02	35,782.00	95,000.00	95,000.00	
8620	Gas Service	0.00	0.00	250.00	250.00	
8630	Trash Services	37.52	1,027.70	4,000.00	4,000.00	
8644	Disposal Services	778.25	9,471.25	28,500.00	28,500.00	
8670	Street Lighting	32.03	127.25	400.00	400.00	
Total Rent & Utilities		9,816.13	50,399.01	142,250.00	142,250.00	
Repairs & Maintenance						
6405	R & M - Extinguishers	0.00	311.89	350.00	350.00	
6422	R & M - Hydrants	0.00	575.85	350.00	1,100.00	Increase \$750
6640	R & M - Equip & Other Non-Structural Fixed Assets	0.00	160.72	500.00	500.00	
6641	R & M - Wells	0.00	71.80	1,000.00	1,000.00	
6750	R & M - Minor Tools & Equipment	0.00	118.48	2,000.00	2,400.00	Increase \$400
6800	R & M - Grounds & Collection Systems	0.00	0.00	1,000.00	600.00	Decrease \$400
6830	Paving & Concrete	0.00	0.00	8,000.00	8,000.00	
6900	R & M - Buildings & Structures	68.16	859.40	2,000.00	6,000.00	Increase \$4,000
7241	R & M - Water Distribution System	864.83	2,446.12	20,000.00	20,000.00	
Total Repairs & Maintenance		932.99	4,544.26	35,200.00	39,950.00	
Travel & Training						
7323	Books, Publications & Subscriptions	0.00	0.00	250.00	250.00	
7324	Education & Training Fees	249.00	494.50	5,900.00	5,900.00	
8410	Certifications	0.00	0.00	500.00	500.00	
8510	Lodging & Meals - Local	0.00	0.00	2,000.00	2,000.00	

500 - WATER

		Current Period Actual (Oct)	YTD	Total Budget - Original	Mid Year Adjustment	Notes
8539	Meals	0.00	0.00	700.00	700.00	
8550	Mileage Reimbursement & Parking	0.00	35.97	700.00	700.00	
Total Travel & Training		249.00	530.47	10,050.00	10,050.00	
Vehicle Maintenance & Repairs						
7006	Tuneup/Oil/Main tenance	92.22	229.90	1,600.00	1,600.00	
7211	Misc Fuel & Diesel	0.00	446.88	2,300.00	2,300.00	
7220	Gasoline	0.00	1,268.58	5,000.00	5,000.00	
7228	Markings & Other Misc Services	0.00	0.00	500.00	500.00	
7232	Vehicle Repairs - Parts, Tires & Lubricants	0.00	255.68	5,000.00	5,000.00	
Total Vehicle Maintenance & Repairs		92.22	2,201.04	14,400.00	14,400.00	
Total Services & Supplies		31,336.14	166,038.58	529,004.00	535,654.00	
Capital Outlay						
9006	Infrastructure CIP	6,187.35	74,581.40	502,524.00	502,524.00	
9059	Vehicles, Equipment, & Fixtures	32,602.28	32,602.28	0.00		
Total Capital Outlay		38,789.63	107,183.68	502,524.00	502,524.00	
Debt Service						
9022	Debt Service - Principal	0.00	160,870.79	160,871.00	160,871.00	
9023	Debt Service - Interest & Annual Fee	0.00	53,613.47	104,773.00	104,773.00	
9024	Loan Administration Fee	0.00	10,546.91	10,547.00	10,547.00	
Total Debt Service		0.00	225,031.17	276,191.00	276,191.00	
Reserves						
9571	*Capital Outlay Reserve	0.00	0.00	498,641.34	498,641.34	
9572	*General Contingency (Operations) Reserve	0.00	0.00	57,000.00	57,000.00	
Total Reserves		0.00	0.00	555,641.34	555,641.34	

500 - WATER

		Current Period Actual (Oct)	YTD	Total Budget - Original	Mid Year Adjustment	Notes
<u>TRANSFERS</u>						
9511	Interfund Transfer Out	0.00	0.00	465,395.31	465,395.31	
	Total Transfers	0.00	0.00	465,395.31	465,395.31	
	Total Expenditures	123,465.47	723,273.95	2,997,337.80	3,003,987.80	
Net Revenues over Expenditures		162,516.25	265,789.69	(0.00)	(6,650.00)	

DRAFT 600 - WASTEWATER

		Current Period		Total	Year Adjustr	
		Actual (Oct)	YTD	Budget -		Notes
				Original		
REVENUES						
Service Charges & Fees						
4062	Wastewater Admin Charge	0.00	0.00	44,246.40	44,246.40	
Total Service Charges & Fees		0.00	0.00	44,246.40	44,246.40	
Total Revenues		0.00	0.00	44,246.40	44,246.40	
EXPENDITURES						
Services & Supplies						
Insurance, Licenses & Regulatory Fees						
6343	Lien & Notary Fees	0.00	31.49	0.00	50.00	
6345	Property Taxes & Assessments Costs	0.00	0.00	270.00	270.00	
Total Ins., Licenses &		0.00	31.49	270.00	320.00	
Legal & Professional						
7320	Professional & Consulting Services	2,553.39	5,061.49	12,365.94	12,365.94	
7326	Legal Services	0.00	0.00	500.00	1,000.00	Legal services due to bond information
Total Legal & Professional		2,553.39	5,061.49	12,865.94	13,365.94	
Total Services & Supplies		2,553.39	5,092.98	13,135.94	13,685.94	
Debt Service						
9805	Repayment Bond Reserve	0.00	0.00	25,000.00	25,000.00	
Total Debt Service		0.00	0.00	25,000.00	25,000.00	
TRANSFERS						
9511	Interfund Transfer Out	0.00	0.00	2,721.61	2,721.61	
Total Transfers		0.00	0.00	2,721.61	2,721.61	
Total Expenditures		2,553.39	5,092.98	40,857.55	41,407.55	
Net Revenues over Expenditures		(2,553.39)	(5,092.98)	3,388.85	2,838.85	

DRAFT 800 - DRAINAGE

		Current Period Actual (Oct)	YTD	Total Budget - Original	Mid Year Adjustment	Notes
<u>REVENUES</u>						
Property Taxes						
4034	Property Tax Revenue from Water	0.00	0.00	29,957.75	29,957.75	
4035	Property Taxes	23.66	71.24	24,015.00	24,015.00	
	Total Property Taxes	23.66	71.24	53,972.75	53,972.75	
Special Taxes & Assessments						
4400	Drainage Assessments	0.00	0.00	95,440.00	95,440.00	
	Total Special Taxes & Assessments	0.00	0.00	95,440.00	95,440.00	
Other Revenues						
4935	Sale-Specs/Plans & Non-Capital Items	18.00	22.50	0.00	0.00	
	Total Other Revenues	18.00	22.50	0.00	0.00	
Use of Money & Property						
4505	HO Prop Tax Relief	0.00	0.00	152.00	152.00	
4510	Investment Income on funds	0.10	0.10	300.00	300.00	
	Total Use of Money & Property	0.10	0.10	452.00	452.00	
	Total Revenues	41.76	93.84	149,864.75	149,864.75	
<u>EXPENDITURES</u>						
Personnel						
Salaries/Wages						
8045	Overtime Pay	0.00	0.00	200.00	200.00	
8054	Salaries & Wages - Regular	510.24	1,017.52	16,000.00	16,000.00	
	Total Salaries/Wages	510.24	1,017.52	16,200.00	16,200.00	
	Total Personnel	510.24	1,017.52	16,200.00	16,200.00	
Services & Supplies						
Equipment & Tools						
6390	Equipment	0.00	0.00	300.00	300.00	
7242	Minor Tools, Accessories & Field Machines	0.00	0.00	200.00	200.00	
	Total Equipment & Tools	0.00	0.00	500.00	500.00	

800 - Drainage

		Current Period Actual (Oct)	YTD	Total Budget - Original	Mid Year Adjustment	Notes
Insurance, Licenses & Regulatory Fees						
6342	Fees - Regulatory	0.00	0.00	7,000.00	7,000.00	
6345	Property Taxes & Assessments Costs	0.00	0.00	200.00	200.00	
7325	Insurance	0.00	0.00	3,500.00	3,500.00	
	Total Insurance, Licenses & Regulatory Fees	0.00	0.00	10,700.00	10,700.00	
Legal & Professional						
7320	Professional & Consulting Services	0.00	181.25	2,000.00	2,000.00	
7326	Legal Services	0.00	35.00	1,000.00	1,000.00	
	Total Legal & Professional	0.00	216.25	3,000.00	3,000.00	
Office/Operations						
7140	General Supplies & Minor Equipment	0.00	9.62	50.00	50.00	
7226	Membership & Dues	0.00	0.00	200.00	200.00	
7230	Misc Small Parts & Supplies	0.00	132.31	500.00	500.00	
7249	Safety Supplies	0.00	0.00	100.00	100.00	
	Total Office/Operations	0.00	141.93	850.00	850.00	
Other Expense						
7346	Promotional Expenses - Event	0.00	250.00	300.00	300.00	
	Total Other Expense	0.00	250.00	300.00	300.00	
Rent & Utilities						
6000	Cell Phones	138.94	554.47	1,700.00	1,700.00	
6025	Telephone	20.80	82.66	250.00	250.00	
8610	Electric	134.11	554.83	2,200.00	2,200.00	
8670	Street Lighting	74.34	296.09	1,000.00	1,000.00	
	Total Rent & Utilities	368.19	1,488.05	5,150.00	5,150.00	
Repairs & Maintenance						
6405	R & M - Extinguishers	0.00	36.68	0.00	50.00	Increase \$50
6640	R & M - Equip & Other Non-Structural Fixed Assets	212.83	212.83	1,000.00	1,000.00	
6750	R & M - Minor Tools & Equipment	0.00	0.00	500.00	500.00	

800 - Drainage

		Current Period Actual (Oct)	YTD	Total Budget - Original	Mid Year Adjustment	Notes
6800	R & M - Grounds & Collection Systems	0.00	32.16	2,000.00	2,000.00	
6900	R & M - Buildings & Structures	0.00	432.27	200.00	1,500.00	Increase \$1300
Total Repairs & Maintenance		212.83	713.94	3,700.00	5,050.00	
Travel & Training						
7324	Education & Training Fees	0.00	0.00	2,200.00	2,200.00	
8410	Certifications	0.00	0.00	100.00	100.00	
8475	Training Materials	0.00	0.00	500.00	500.00	
8510	Lodging & Meals - Local	0.00	0.00	500.00	500.00	
8539	Meals	0.00	0.00	100.00	100.00	
8550	Mileage Reimbursement & Parking	0.00	0.00	300.00	300.00	
Total Travel & Training		0.00	0.00	3,700.00	3,700.00	
Vehicle Maintenance & Repairs						
7211	Misc Fuel & Diesel	0.00	111.72	550.00	550.00	
7220	Gasoline	0.00	317.15	800.00	800.00	
Total Vehicle Maintenance & Repairs		0.00	428.87	1,350.00	1,350.00	
Total Services & Supplies		581.02	3,239.04	29,250.00	30,600.00	
Capital Outlay						
9006	Infrastructure CIP	749.71	33,217.11	110,000.00	110,000.00	
Total Capital Outlay		749.71	33,217.11	110,000.00	110,000.00	
TRANSFERS						
9511	Interfund Transfer Out	0.00	0.00	10,886.44	10,886.44	
Total Transfers		0.00	0.00	10,886.44	10,886.44	
Total Expenditures		1,840.97	37,473.67	166,336.44	167,686.44	

Net Revenues over Expenditures (1,799.21) (37,379.83) (16,471.69) (17,821.69)

ITEM 3

**APPROVE UAC MINUTES OF
NOVEMBER 14, 2018**

**Los Osos Community Services District
DRAFT Minutes of the Utilities Advisory Committee Meeting
November 14, 2018 at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p>1. Call to Order, Flag Salute and Roll Call</p>	<p>Chairperson Cesena called the meeting to order at 5:32 p.m. and led the flag salute.</p> <p><u>Roll Call:</u> Jan Harper, Committee Member – Arrived 5:37 p.m. Gene Heyer, Committee Member – Present Leonard Moothart, Committee Member – Present Ron Munds, Committee Member – Arrived at 5:51 p.m. Eric Silva, Committee Member – Present Chuck Cesena, Chairperson – Present</p> <p><u>Staff:</u> Renee Osborne, General Manager Jose Acosta, Utility Systems Manager Marti Brand, Administrative Clerk</p>	
<p>2. Approve UAC Minutes of October 17, 2018</p>	<p>Administrative Clerk Brand presented the minutes for Committee approval.</p> <p>Public Comment - None</p> <p>Committee Member Moothart moved that the Committee approve the UAC minutes of October 17, 2018. The motion was seconded by Committee Member Heyer and carried 3-0.</p>	<p>Action – File approved minutes.</p>
<p>3. Update Water Conservation Program</p>	<p>General Manager Osborne reported that the Water Conservation Program's focus on the Basin is out of the elementary school curriculum and that the Board voted to keep the program within their current curriculum; the elementary schools will create logos using the new slogan topic and that the middle school students will continue to produce videos with increased focus on conservation; reported that she was not directed to track her time spent on the project in 2018; and, that with the program format in place there will be minimal time needed for the 2019 campaign.</p> <p>Public Comment – Linde Owen disagreed with the topic change at the elementary schools.</p> <p>Julie Tacker commented that the General Manager will be available to pursue grants and potential new conservation technologies.</p> <p>Richard Margetson commented that the County water rebate program has not had sufficient rebate information available.</p> <p>Jeff Edwards supported water conservation potential in the community through the private sector.</p> <p>The Committee requested that the County Rebate information and rebate applications be displayed in the front lobby of the District, develop a slide on Channel 20, provide flyer inserts for bills, and possible rebate information on invoices.</p>	<p>Action – The Committee request for County rebate information and rebate applications be displayed in the front lobby of the District, run a slide on Channel 20, provide flyer inserts in water bills, and possible rebate information on invoices.</p>
<p>5. UAC Comments Regarding Cleath Harris Report on Los Osos Basin Plan Metric Trends</p>	<p>Chairperson Cesena moved Item 5 to be heard at this point in the meeting. He reported that the draft letter had slight changes and requested further discussion; that he had voiced his support today at the BMC regarding an example of well scenarios that would demonstrate well outcomes to be included in the letter.</p> <p>The Committee discussed edits in the language of the new draft letter to further ensure the understandability of the technical items and support for the wells.</p>	<p>Action – Chairperson Cesena will compile a comment letter for committee review and reply.</p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p>5. UAC Comments Regarding Cleath Harris Report on Los Osos Basin Plan Metric Trends (Continued)</p>	<p>Public Comments -- Jeff Edwards opposed the Cleath Harris letter as it diminished the need for wells; comment on the assumptions of precipitation; that the wells were part of the CIP that resulted in a rate increase; and, opposed Mr. Goodrich's letter on behalf of Los Osos Basin Ground Water Committee.</p> <p>Julie Tacker commented that the Palisade Well needs to be turned off; she disagreed with Mr. Goodrich's letter; and, that the County has communicated with the community.</p> <p>Linde Owen disagreed with the summarized ranking of the Recycled Water Distribution list and opposed not using the upper aquifer.</p> <p>Carolyn Neal commented on public availability of the draft letter; that additional community input is needed; and, that the draft letter should be postponed.</p> <p>Richard Margetson commented that the ranking is correct but hard to understand without the mitigation factors provided and that a recommendation is needed for the recycled water program.</p> <p>Linde Owen commented on a potential workshop with the community and that District Engineer Miller would be addressing well site selection.</p> <p>Julie Tacker commented that mitigation factors should be included in the recommendation letter.</p> <p>Chairperson Cesena responded that this is a draft letter that the Committee is presenting at the next Board meeting; that this letter is in the packet for public review; that there will be additional community meetings on this item; and, that the mitigation factors requested are in the draft letter.</p> <p>The Committee discussed Mr. Goodrich's letter to the Board; edited the language of the revised draft letter in support of a proposed second well.</p>	
<p>4. Utilities Department Updates</p>	<p>Utility Systems Manager Acosta reported that the District Engineer is working with the County to finalize the plans and permits for the 8th Street Water Yard Building Project; that an inspection dive was conducted at the 10th Street tank flushing out water and sediments and that the contractor recommended repairs on the interior ladder, entry hatch, and cathodic protection caps. Mr. Acosta reported that they are currently compiling an RFP for review by the Committee for Bayridge Estate Septic tank; that drainage panels and well meters have been purchased and expected to be installed by the end of the week; that the State requirement for lead and copper sampling at schools has been completed at Baywood Elementary School and will complete Los Osos Middle School after winter break. He reported that he represented the District at the Chamber's Octoberfest and that the public appreciated the conservation tools and that the community was interested in a variety of water topics.</p> <p>Public Comments - Richard Margetson asked about additional costs of the 8th Street Building project.</p> <p>Linde Owen inquired if the water flushed out of the 10th Street tank could have been put into a water truck and reused.</p> <p>Mr. Acosta responded that the additional cost for the 8th Street Building project is \$2000 to \$3000 and that we did not consider a water truck due to additional costs for the dive project.</p>	<p>Action – The Committee recommended that the Board approve the purchase of the equipment.</p>
<p>6. Public Comments on Items Not on this Agenda</p>	<p>Julie Tacker opposed the private use of drinking water for construction use and sought the Committee's assistance to request County Planning Department make mandatory the use of non-potable water for construction.</p>	

AGENDA ITEM	DISCUSSION	FOLLOW-UP
6. Public Comments on Items Not on this Agenda (continued)	<p>Utility Systems Manager Acosta responded that the District does not issue permits for construction purposes.</p> <p>Jeff Edwards disagreed with the politics involved with the Program C well and addressed concerns regarding the Los Osos Ground Water Committee's opposition to the test well, production well, and other long standing projects.</p> <p>Linde Owen supported previous comments regarding non-potable water in in Los Osos for construction and opposed the use of unmetered wells in the basin area.</p> <p>Carolyn Nelson commented on water conservation; the Basin; and, the John Doe letters sent by the County.</p>	
7. Schedule UAC Meeting	Chairperson Cesena canceled the meeting of December 19 th , 2018	
8. Closing Comments by UAC Committee Members	Chairperson Cesena wished everyone a happy holiday.	
10. Adjournment	The meeting adjourned at 6:38 p.m.	