



March 26, 2020

TO: LOCSO Board of Directors
FROM: Laura Durban, Administrative Services Manager
SUBJECT: **Agenda Item 7B – 04/02/2020 Board Meeting**
Approve Prior Meeting Minutes

President
Charles L. Cesena

Vice President
Christine M. Womack

Directors
Matthew D. Fourcroy
Vicki L. Milledge
Marshall E. Ochylski

General Manager
Ron Munds

District Accountant
Robert Stilts, CPA

Unit Chief
Scott M. Jalbert

Battalion Chief
Greg Huang

DESCRIPTION

Attached are the minutes of the Board of Directors meeting held March 05, 2020 and Special Board of Directors meeting held March 23, 2020 for your approval.

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 approve the minutes of the Board of Directors meeting held March 05, 2020 and March 23, 2020.

Attachments

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Los Osos Community Services District
DRAFT - Minutes of the Regular Meeting of March 05, 2020

AGENDA ITEM	DISCUSSION OR ACTION
<p>1. CALL TO ORDER/FLAG SALUTE/ROLL CALL</p>	<p>President Cesena called the meeting to order at 6:01 p.m. and Vice President Cesena led the flag salute.</p> <p>Roll Call: Matthew Fourcroy, Director – Absent Vicki Milledge, Director – Present Marshall Ochylski, Director – Absent Christine Womack, Director – Present Chuck Cesena, Vice President – Present</p> <p>The following staff was present: Ron Munds, General Manager Jeffrey Minnery, District Counsel Jose Acosta, Utility Systems Manager Laura Durban, Administrative Services Manager</p>
<p>2. PUBLIC HEARING A. Public Hearing to adopt Ordinance No, 2020-01 of the Los Osos Community Services District amending and restating Title 4 of the District Code.</p>	<p>General Manager Munds presented the report in the agenda inviting Fire Marshall Garret Veyna to speak.</p> <p>Fire Marshall Veyna presented the major changes in Title 4 of the District Code commenting on increased road grades, permits for outdoor events, fire hazard ordinance changes, and false alarms.</p> <p>Public Comment - None</p> <p>A motion was made by Vice President Womack that the Board to Adopt on second reading, Ordinance 2020-01 amending and restating Title 4 of the District Code. The motion was seconded by Director Milledge and carried with the following vote:</p> <p>Ayes: Directors Milledge, Womack, Cesena Nays: None Abstain: None Absent: Directors Ochylski, Fourcroy</p>
<p>3. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA</p>	<p>None</p>
<p>4. ADMINISTRATIVE AND COMMITTEE REPORTS</p> <p>A. Fire Department Report</p> <p>C. Utilities Department Report</p> <p>D. General Manager Report</p> <p>B. Sheriff Department Report</p> <p>E. Los Osos Community Advisory Council (LOCAC) Report</p>	<p>Chief Huang provided a summary of the Chief's Report for the month of February in which Station 15-South Bay responded to 114 calls, including 72 medical aids, 10 traffic collisions, 2 incidents reported as fire, 2 vehicle fires, 5 reported as hazardous, 10 public service assists, and 9 as false alarms; commented that fields are really dry and encouraged residents to weed abate around structures; thanked Board Members and General Manager Munds for support while at Station 15 - South Bay.</p> <p>Utility System Manager Acosta provided a summary of the January 2020 activities of the Utilities Department as submitted in the agenda packet reporting total water production; the District produced 11.5 million gallons equated to an average daily demand of 370,700 gallons, 49.6 gallons per day per person, a decrease from last year; he reported on production and runtime at the well sites; water billing information, Utilities Department operations and maintenance including water sampling, repair and service line update, monthly meter reading, meter change out program, performed water quality dead-end flushing, covered exposed water mainline, troubleshoot South Bay lower well issue, and rainfall totals.</p> <p>General Manager Munds provided a summary of activities for February 2020 as submitted with the agenda packet reporting on the favorable publicity for the Dog Park Conceptual Plan and that the District would be at the Chamber Business Expo promoting getting comments on the Dog Park Conceptual Plan; ENews Online newsletter and encouraged the public to sign up; the Los Osos Middle School Test Well report, and the staff level Basin Management Committee meeting.</p> <p>Sargent Dave Merigoni provided a report of Sheriff Department activities for the month of February 2020 with 486 calls for service which included assaults, battery, disturbances, burglary, thefts, vandalism, phone scams, and suspicious circumstances. The Sargent emphasized the importance of reporting phone scams so that the Sheriff Department can track it and that the Social Security Office will not call you.</p> <p>Vice President Womack provided a summary of the report included in the Agenda Packet commenting on the rate hike protest period which ends April 21st, considering a bond to update the County library system, and granny units.</p>

AGENDA ITEM	DISCUSSION
<p>4. ADMINISTRATIVE AND COMMITTEE REPORTS (continued)</p> <p>F. Los Osos/Baywood Park Chamber of Commerce Report</p> <p>G. Utilities Advisory Committee Report</p> <p>H. Finance Advisory Committee Report</p> <p>I. Directors' Announcements of District and Community Interest and Reports on Attendance at Public Meetings, Training Programs, Conferences, and Seminars</p> <p>M. Response to Previously Asked Questions</p>	<p>Lynette Tornatzky from the Chamber of Commerce reported on the Annual Business Expo on March 20th from 5:30-7:30pm with a tri-tip BBQ dinner for \$10 each; fully escorted tours of the French Rivera; Festival of Flavor 2020 on May 28th at South Bay Community Center, tickets will be \$15 pre-sale, \$20 at the door. Lobpchamber.org</p> <p>General Manager Munds provided a summary of the Utilities Advisory Committee meeting commenting that the main discussion was around Leak Credit Policy and Procedures, Flume rebate program, and upcoming Sewer Rate Increase.</p> <p>Vice President Womack provided a summary of the March 2nd FAC meeting in which the Committee recommended that the Board approve the financials and warrants; discussed the financial audit proposal and recommendation for one more year.</p> <p>None</p> <p>None</p>
<p>5. PUBLIC COMMENT FOR ITEMS ON THE ADMINISTRATIVE AND COMMITTEE REPORTS AND THE CONSENT AGENDA</p>	<p>None</p>
<p>6. CONSENT AGENDA</p> <p>A. Receive Administrative, Committee Reports, and Approved Committee Minutes</p> <p>B. Approve Meeting Minutes of February 6, 2020</p> <p>C. Approve Warrant Register for February 2020</p> <p>D. Receive Financial Report for Period Ending January 31, 2020</p> <p>E. Introduction and First Reading by Title Only of an Ordinance Amending Title 2.01.21 of the District Code</p> <p>F. Approve adding the Flume Smart Water System to the Water Conservation Rebate Program and a rebate in the amount of \$100 for customers who purchase and install the device.</p> <p>G. Approve purchase of Fire Engine from Vehicle Replacement Reserves not to exceed \$625,000.</p>	<p>President Cesena commented that the Flume Rebate will be processed through Flume and not the District.</p> <p>Vice President Womack inquired about outreach or advertisements.</p> <p>General Manager Munds commented on the Flume rebate program and that an outreach plan is in place.</p> <p>President Cesena commented on paying for the truck in cash; inquired if purchase of the Fire Truck had sales tax added to it and commented that the District would need a higher amount to not exceed because Sales Tax would put the purchase over \$625,000.</p> <p>A motion was made by President Cesena that the Board receive and file the Administrative and Committee Reports and approve the Consent Agenda. The motion was seconded by Vice President Womack and carried with the following vote:</p> <p>Ayes: Directors Milledge, Womack, Cesena Nays: None Abstain: None Absent: Directors Ochylski, Fourcroy</p>
<p>7. DISCUSSION OF PULLED CONSENT ITEMS</p>	<p>None</p>
<p>8. FUTURE AGENDA ITEMS</p>	<p>None</p>
<p>9. CLOSING BOARD COMMENTS</p>	<p>Vice President Womack inquired about electronic billing.</p> <p>Utility Systems Manager responded that there is a way to have your bill sent electronically.</p> <p>President Cesena thanked residents for conserving in this dry winter.</p>
<p>10. ADJOURNMENT</p>	<p>The meeting adjourned at 6:41 p.m.</p>

**Los Osos Community Services District
DRAFT - Minutes of the Special Meeting of March 23, 2020**

AGENDA ITEM	DISCUSSION OR ACTION
1. CALL TO ORDER/ROLL CALL	<p>President Cesena called the meeting to order at 5:02 p.m.</p> <p>Roll Call: Matthew Fourcroy, Director – Present Vicki Milledge, Director – Absent Marshall Ochylski, Director – Present Christine Womack, Director – Present Chuck Cesena, Vice President – Present</p> <p>The following staff was present: Ron Munds, General Manager Jeffrey Minnery, District Counsel Jennifer Blackburn, Paralegal to District Counsel Jose Acosta, Utility Systems Manager Laura Durban, Administrative Services Manager</p>
2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA	None
3. GENERAL ACTION ITEMS A. Adopt Resolution 2020-02 Declaration of Emergency and Resolution of the Los Osos Community Services District to Temporarily Authorize Increased Authority of the General Manager and approval of the LOCSD COVID-19 Response Plan	<p>President Cesena presented the Resolution as it was presented in the packet.</p> <p>Director Ochylski commented that the plan was thoroughly and well written.</p> <p>Director Fourcroy inquired about section Tier 2 regarding implementing all minimum essential functions.</p> <p>Vice President Womack inquired about redundancy plan for higher level employees</p> <p>General Manager Munds responded about telecommuting, mutual aid with other agencies, staffing, prioritizing tasks, cross training for all positions, and looking into alternative work schedules.</p> <p>Director Ochylski commented on if General Manager is out and who would manage in his absence.</p> <p>Legal Counsel Minnery commented that the resolution would permit the General Manager to delegate an acting General Manager.</p> <p>Public Comment - None</p> <p>A motion was made by Director Ochylski that the Board adopt Resolution 2020-02 Declaration of Emergency and Resolution of the Los Osos Community Services District to Temporarily Authorize Increased Authority of the General Manager and approval of the LOCSD COVID-19 Response Plan. The motion was seconded by Vice President Womack and carried with the following vote:</p> <p>Ayes: Directors Ochylski, Womack, Fourcroy, Cesena Nays: None Abstain: None Absent: Directors Milledge</p> <p>President Cesena commented that the next meeting is scheduled for April 2, 2020.</p> <p>Director Ochylski commented that FAC meeting on March 30, 2020 had been canceled.</p> <p>Vice President Womack voiced concern on the number of cases of COVID-19 and inquired if there is anything the District can do to help Los Osos residents and the community as a whole.</p> <p>Director Ochylski commented that educational function is the most important thing and getting items up on the Districts website.</p> <p>President Cesena commented that he is unsure of the authority to have the District do more; on putting County notices on the Public TV Channel and the District Website.</p>
4. ADJOURNMENT	The meeting adjourned at 5:19 p.m.