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
Paul Provence

May 7, 2020

TO: LOCSD Board of Directors

FROM: Laura Durban, Administrative Services Manager

SUBJECT: **Agenda Item 6A – 05/07/2020 Board Meeting**
Receive Administrative, Committee Reports and Approved Committee Minutes

DESCRIPTION

The administrative and committee reports are in Section 4 of the Board Packet. Attached are the Approved Committee Minutes and the Agenda for that approved meeting.

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 administrative, committee reports and committee minutes.

Attachments

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

Offices:
2122 9th Street, Suite 110
Los Osos, CA 93402

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

www.losososcsd.org

PARKS & RECREATION ADVISORY COMMITTEE MEETING

Tuesday, November 19, 2019 at 5:30 p.m.
Los Osos Community Services District Office
2122 9th Street, Suite 106, Los Osos, CA

COMMITTEE MEMBERS
Matthew Fourcroy, Chairperson
Christine Womack, Vice Chairperson
Alissa Feldman, Member
William Fitzgerald, Member
Jennifer Foronjy, Member
Andrea Lueker, Member
Shaunna Sullivan, Member

STAFF
Ron Munds, General Manager
Laura Durban, Administrative Services Manager

AGENDA

1. **Opening at 5:30 p.m. – Call to Order; Flag Salute; and Roll Call**

2. **Approve Parks and Recreation Committee Meeting Minutes of July 16, 2019**
   (Recommend approval)
   Presented by: Administrative Services Manager Durban

3. **Dog Park - Update & Discussion**
   Presented by: Chairperson Fourcroy
   A. Location vs. New Library
   B. Progress Report
   C. Santa Barbara Dog Park Materials Overview

4. **Ferrell St. Pathway and Pocket Park - Update & Discussion**
   Presented by: Chairperson Fourcroy
   A. Snail Study
   B. Pathway Part of Circulation Plan
   C. Progress Report

5. **Parks and Recreation Community Calendar – Concept Discussion**
   Presented by: Chairperson Fourcroy

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 Parks and Recreation Committee Meeting** – The next meeting will be held on Tuesday, January 21, 2019 at 5:30 p.m. unless otherwise noted.

8. **Closing Comments by Parks and Recreation Committee Members**

9. **Adjournment**

Los Osos Community Services District
Minutes of the Parks & Recreation Advisory Committee Meeting
November 19, 2019 at 5:30 p.m. at the District Office

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order, Flag Salute, and Roll Call	Chairperson Fourcroy called the meeting to order at 5:30 p.m. and led the flag salute. Roll Call: Alissa Feldman, Committee Member – Present William Fitzgerald, Committee Member - Present Jennifer Foronjy, Committee Member – Absent Andrea Lueker, Committee Member – Absent Shaunna Sullivan, Committee Member – Absent Christine Womack, Vice Chairperson – Absent Matthew Fourcroy, Chairperson – Present Staff: Ron Munds, General Manager Laura Durban, Administrative Services Manager	
2. Approve Parks and Recreation Committee Meeting Minutes of July 16, 2019	Administrative Services Manager Durban presented the draft minutes to the Committee for approval. Public Comment – None **Committee Member Fitzgerald moved to approve the meeting minutes of July 16, 2019 and the motion was seconded by Committee Member Feldman and was carried by unanimous consent.**	**Action: File minutes.**
3. Dog Park Discussion **a. Location vs. New Library** **b. Progress Report** **c. Santa Barbara Dog Park Materials Overview**	General Manager Munds commented on the first public workshop for the Library, the clear favorite was the existing library site; Library to pursue the existing site to renovate and extending. Chairperson Fourcroy commented that the District is working on fostering relationship with CSD Parks and Recreation and the County Parks and Recreations; that a Landscape Architect at Wallace Group has Volunteer/Community Service hours that will hopefully be used to help us create a visual tool of what we are proposing for the Dog Park and how much capital it will take to pull the Dog Park off; one of the biggest challenges will be what we can permit and how do we hand off the park and who will maintain it. Committee Member Fitzgerald presented his report as submitted in the Agenda Packet including size, cost, who will administer, criteria for RFP proposals, vandalism/theft, and what will be included at the park. General Manager Munds commented that the organization that will run it is one of the most important things. Public Comment – Yael Korin inquired about having one space versus having different spaces based on size of dog. Margaret Lent commented on having an extra fence down the middle to separate the two sections. Pat Imatil inquired if District is at the infancy stage on how big the Dog Park will be; will there be more discussion before the size is decided in this forum. Chairperson Fourcroy responded that we are at the infancy stage, the size has not been presented yet, Wallace Group will be helping with the size as well as any land barriers for what we would need between the Dog Park and other properties. General Manager Munds responded that further discussions would be during the Parks and Recreation Meeting.	

AGENDA ITEM	DISCUSSION	FOLLOW-UP
3. Dog Park Discussion (continued)	Linde Owen commented that she would like to donate diagrams to Wallace Group to try to protect native plants; start looking for an organization that can form to start advocating and learning what the District needs to do; liabilities should be included on the list and disclaimers; and on fundraising.	
4. Ferrell St. Pathway and Pocket Park Discussion **a. Snail Study** **b. Pathway Part of Circulation Plan** **c. Progress Report**	Chairperson Fourcroy gave a brief history of the Pocket Park; commented of phasing the Pocket Park into two, a path way and a pocket park; commented that a snail study is pending rain. Committee Member Feldman provided a diagram made available to the committee and the public for the Pocket Park; commented on the pathway going through the lot; that many members of the community like to navigate Los Osos without a car and improving this pathway would accommodate many residents; improving upon what's there with native plants and benches; suggested making it an adopt-a-park situation; initiated communication with Cal Poly to see if a class or student project could take on a simple diagram for the lot. Chairperson Fourcroy expressed support for getting help from Cal Poly; commented that he brought the pathway to attention of a wider audience by bringing it to LOCAC, Traffic & Circulation, and the Bicycle Advisory Committee and what the best solution for the whole community would be. Public Comment - John Lin inquired on the length of trail at the Pocket Park; is there a budget for the path and trees. Chairperson Fourcroy commented that this pathway is not a main street and is safer for riding; there is a Parks and Recreation budget and we are looking for projects to utilize that money, this pathway would be a superior alternative for the community. Paul Hershfield commented that having a nice place to go in that part of town would be nice, with a native garden you could put tags on the plants and make it an educational opportunity. Pat Imatil inquired if the thought process is to put the path down and then beautify the park as time goes. Linde Owen commented that Traffic & Circulation would like the pathway to go through; granite is more environmentally friendly; make the pathway as wide as we can get away with; to start planting when we can; to notify the neighbors ahead of time. Christina Grimm inquired on what materials would hold up against gophers; commented the District should go with something more solid. Committee Member Feldman commented on the walkway on Santa Isabela. Margaret Lent inquired if the pocket park is just north of the sandy trail that is in the lot and if the pocket park would fill the whole parcel or just the portion of it. Yael Korin commented that if the District goes through the trouble of improving the pathway that it should be multi-purpose; inquired if LOCAC Tree & Landscape will be involved. Chairperson Fourcroy responded that a preliminary plan will be needed first.	
5. Parks and Recreation Community Calendar Discussion	Chairperson Fourcroy commented that the description is not the best, we are going to discuss the Parks and Recreation Resource Page; asked Christina Grimm to present this Agenda Item.	

AGENDA ITEM	DISCUSSION	FOLLOW-UP
	Christina Grimm reported that while the District is waiting for the HCP and the Community plan to develop that the District should work on the Recreation part of Parks and Recreation. Recommends creating a Parks and Recreation Resource Page on the District website, where the District hosts a hub on information for all the various things that are happening and going on in our town. The District would start very carefully rolling out items seasonally and would start with natural resources and facilities. An example is camping, state parks, parks that are in Los Osos, organized sports leagues and clubs. Information that would help residents with Parks and Recreation, including information on being able to kayak from the Cuesta Inlet, and solicit community feedback for items that the community would like supported more in our community. General Manager Munds commented that this webpage would be hosted on the CSD website and the District would work with volunteers to keep that website fresh as well as start using social media and email newsletters; that the district would promote things that are in other areas that promote community value. Public Comment –Yael Korin voiced support but inquired how we would let the community know it is there. Christina Grimm commented that there are so many places to get information and sometimes it can be hard to find the correct information that a person is looking for; the goal would be to make this a reliable resource so that the community would begin to trust that they can come to this one place to find the resources that they need. Linde Owens supported the idea and commented to connect with the Chamber of Commerce and put out an information sheet so residents can find the information.	
6. Public Comment on Items NOT on the Agenda	Yael Korin commented on LOCAC Tree & Landscape and planting trees in the community; inquired about planting on CSD properties; working on planting trees at the community center; formed a 501(c)3 so they can fundraise for trees and promote community involvement. Margaret Lent commented Los Osos Bear Roots Tree & Landscape Group can apply for grants but need permission from property owner to do the planting; inquired if any District properties could be beautified. Chairperson Fourcroy responded that most properties the CSD own are industrial and we are under strict limitation on what the District can have on some of the properties. Linde Owen commented on the Nipomo and South Bay Blvd landscaping to hold the bank in place; commented on the Sunnyside lot to get an agreement to let the public have access to use the area.	
7. Schedule Next Parks and Recreation Committee Meeting	The next Parks and Recreation Advisory Committee meeting is scheduled to be held on January 21, 2019 at 5:30 p.m. unless otherwise noticed.	
8. Closing Comments by Parks and Recreation Committee Members		
9. Adjournment	The meeting adjourned at 6:39 p.m.	

FINANCE ADVISORY COMMITTEE MEETING

Monday, January 6, 2020 at 5:30 p.m.
Los Osos Community Services District Office
2122 9th Street, Suite 106, Los Osos, CA

COMMITTEE MEMBERS
Marshall Ochylski, Chairperson
Christine Womack, Vice Chairperson
Sandra Cirilo, Member
Lisa Gonzalez, Member
Cheri Grimm, Member
Bea Jansen, Member
Alyce Thorp, Member

STAFF
Ron Munds, General Manager
Laura Durban, Administrative Services Manager

AGENDA

1. **Opening at 5:30 p.m. – Call To Order; Flag Salute; and Roll Call**

2. **Approve FAC Meeting Minutes of December 9, 2019**
   (Recommend approval)
   Presented By: Administrative Services Manager Durban

3. **Review of Board Item Regarding Approval of Warrant Register for December 2019**
   (Committee Review and Recommendations to the Board)
   Presented By: Administrative Services Manager Durban

4. **Review of Board Item Regarding Financial Reports for the Period Ending November 30, 2019**
   (Committee Review and Recommendations to the Board)
   Presented By: General Manager Munds

5. **Review of Board Item to Receive and File the District's Fiscal Year 2018-2019 Financial Audit**
   (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, February 3, 2020 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
January 06, 2020 at 5:30 p.m. at the District Office

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order, Flag Salute and Roll Call	Chairperson Ochylski called the meeting to order at 5:31 p.m. and Committee Member Thorp lead the flag salute. Roll Call: Sandra Cirilo, Committee Member – Absent Lisa Gonzalez, Committee Member – Present Cheri Grimm, Committee Member – Absent Bea Jansen, Committee Member – Present Alyce Thorp, Committee Member – Present Christine Womack, Vice Chairperson – Present Marshall Ochylski, Chairperson – Present Staff: Ron Munds, General Manager Laura Durban, Administrative Services Manager	
2. Approve FAC Meeting Minutes of December 9, 2019	Administrative Services Manager Durban presented the minutes for approval. Committee Member Gonzalez commented that her last name was spelled incorrectly in two sections of the minutes and recommended running a spell check on names in the future. Committee Member Jansen commented that Committee Member Cirilo's last name only has one L and it was misspelled in item 2. **Committee Member Gonzalez made a motion that the Committee approve the minutes of December 9, 2019. The motion was seconded by Committee Member Jansen and the motion carried by unanimous consent.**	**Action: File Approved Minutes.**
3. Review of Board Item Regarding Approval of Warrant Register for December 2019	Administrative Services Manager Durban presented the Warrants for approval. Committee Member Jansen inquired what the gym equipment was for. ASM Durban responded that it is for the Fire Department. General Manager Munds commented that page 3, check number 29424 to Filipponi and Thompson was an emergency repair that was made to 8th Street Well; that page 4, check 29445 to Superior Tank Solutions was for refurbishment of 10th Street Reservoir. Committee Member Gonzalez inquired about other budgeted improvements for this year. GM Munds responded the District is working on the SCADA project, the Water Line project, and the Program C test well. Public Comment – Julie Tacker inquired about the Tree Removal on Loma. GM Munds responded that the District had to have a eucalyptus tree removed because it was causing issues to the property. **Committee Member Jansen made a motion that the Committee recommend that the Board approve the warrants of December 2019. The motion was seconded by Committee Member Gonzalez and passed by unanimous consent.**	**Action: The Committee recommended that the Board approve the Warrant Register for December 2019.**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
4. Review of Board Item Regarding Financial Reports for the Period Ending November 30, 2019	General Manager Munds presented the Financial Reports for approval, commenting that all the Funds except Fund 100, are on track; planning to have adjustments at the next FAC meeting; Fund 100 is suffering from a few things which include increase in GM salary, Admin Clerk position was not budgeted accurately, also some missed assumptions on Admin Leave and Holiday pay; Legal Services is also a little over extended. Public Comment – Julie Tacker inquired when the District would see the Mid-Year budget, and recommended looking at the Parks and Recreation allocation from the Property Tax and see if that can be adjusted to Fire and Water so that it can filter back to Fund 100 to cover the expenses. **Committee Member Gonzalez made a motion that the Committee recommend that the Board receive and file the Financials of November 30, 2019. The motion was seconded by Committee Member Jansen and passed by unanimous consent.**	**Action: The Committee recommended that the Board receive and file the financials for the period ending November 30, 2019**
5. Review of Board Item to Receive and File the District's Fiscal Year 2018-2019 Financial Audit	General Manager Munds presented the Board Item to Receive and File the District's Fiscal Year 2018-2019 Financial Audit commenting on the Finding that is included in the packet, and that it was a good Audit. Public Comment – Julie Tacker inquired about the credit card/debit card policy; inquired if the Auditor looked at Director's Compensation and if there was any discussion with the Auditor or if they discovered any errors. Committee Member Gonzalez inquired if we are reconciling to the CC statements; if there is a missing receipt, what is the policy. Committee Member Thorp inquired if there is a policy in place for how much the limits are for the employees with credit cards. Administrative Services Manager Durban responded that each card has a limit, and will look to see if the District has a written policy and will get it back to the Committee. Committee Member Gonzalez inquired about the retuned item on the Warrants that was to be refunded, discussed using a personal Amazon account when purchasing for the business; inquired if the District has an Amazon account to avoid accidental purchases from happening again. GM Munds responded that the Auditor did not ask any question about Director's Compensation, and he will inquire with the Auditor if that was looked into. **Committee Member Thorp made a motion that the Committee recommends that the Board Receive and File the District's Fiscal Year 2018-2019 Financial Audit. The motion was seconded by Committee Member Gonzalez and passed by unanimous consent.**	**Action: The Committee recommended that the Board Receive and File the District's Fiscal Year 2018-2019 Financial Audit**
6. Public Comments on Items NOT on this Agenda	Public Comment – None	
7. Schedule Next FAC Meeting	The next meeting of the Financial Advisory Committee is scheduled for Monday, February 3, 2020 unless otherwise noted.	
8. Closing Comments by FAC Committee	Committee Member Gonzalez inquired if Moss, Levy and Hartzheim LLP are scheduled for the next Audit. GM Munds responded we do not have them scheduled yet; commented that the District can keep the same firm as long as the principle auditor is not the same.	
9. Adjournment	The meeting adjourned at 5:58 p.m.	

PARKS & RECREATION ADVISORY COMMITTEE MEETING

Tuesday, January 21, 2020 at 5:30 p.m.
Los Osos Community Services District Office
2122 9th Street, Suite 106, Los Osos, CA

COMMITTEE MEMBERS
Matthew Fourcroy, Chairperson
Christine Womack, Vice Chairperson
Alissa Feldman, Member
William Fitzgerald, Member
Andrea Lueker, Member
Shaunna Sullivan, Member

STAFF
Ron Munds, General Manager
Laura Durban, Administrative Services Manager

AGENDA

1. **Opening at 5:30 p.m. – Call to Order; Flag Salute; and Roll Call**

2. **Approve Parks and Recreation Committee Meeting Minutes of November 19, 2019** ***(Recommend approval)***
   Presented by: Administrative Services Manager Durban

3. **Dog Park - Update & Discussion**
   Presented by: Chairperson Fourcroy
   A. Progress Report

4. **Ferrell St. Pathway and Pocket Park - Update & Discussion**
   Presented by: Chairperson Fourcroy
   A. Snail Study
   B. Pathway Part of Circulation Plan
   C. Progress Report

5. **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.

6. **Schedule Next Parks and Recreation Committee Meeting** – The next meeting will be held on Tuesday, March 17, 2020 at 5:30 p.m. unless otherwise noted.

7. **Closing Comments by Parks and Recreation Committee Members**

8. **Adjournment**

Los Osos Community Services District
Minutes of the Parks & Recreation Advisory Committee Meeting
January 21, 2020 at 5:30 p.m. at the District Office

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order, Flag Salute, and Roll Call	Chairperson Fourcroy called the meeting to order at 5:30 p.m. and led the flag salute. Roll Call: Alissa Feldman, Committee Member – Absent William Fitzgerald, Committee Member - Present Jennifer Foronjy, Committee Member – Absent Andrea Lueker, Committee Member – Arrived 5:39 Shaunna Sullivan, Committee Member – Arrived 5:47 Christine Womack, Vice Chairperson – Absent Matthew Fourcroy, Chairperson – Present Staff: Ron Munds, General Manager Laura Durban, Administrative Services Manager Carol Gilmer, Administrative Clerk	
2. Approve Parks and Recreation Committee Meeting Minutes of November 19, 2019	Administrative Services Manager Durban presented the draft minutes to the Committee for approval. Public Comment – None **Committee Member Fitzgerald moved to approve the meeting minutes of November 19, 2019. The minutes will be brought back to the next meeting.**	**Action: Bring Minutes back to next meeting.**
3. Dog Park Discussion **a. Progress Report**	Chairperson Fourcroy presented the Dog Park Concept Site Plan that Matthew Parker of the Wallace Group generously donated commenting on the park using the 20,000 square foot lot, being divided into two areas, one large breed area and one small breed area, 30' setbacks, screening and shade trees, ornamental shrubs, hydroseed mix for erosion control, pre-fab restroom, slope erosion control, large berm to help block sound, 19 parking spaces and one ADA parking space; much of the concept plan thinking went in to considering the neighbors; next steps include defining actual surface, landscaping, obtaining community input and organize suggestions for future decisions. General Manager Munds commented that Matthew Parker stated this concept plan is a good place to start and plan is based on the elevations of the lot. Public Comment - Linde Owen inquired about parking spaces commenting that she would like less parking spaces giving more space for dog park; recommended 2 ADA parking spaces. General Manager Munds commented he was unsure if there are parking requirements and will look into it; the District will compile comments from the community. Christina Grimm commented on using the CSD Website to post the Concept Plan for the public to view and comment, and post the link to various other websites to solicit suggestions and ideas from the community. Administrative Services Manager Durban commented using the CSD website is possible. Linde Owen suggested an article being placed in the Estero News giving details about the dog park; commented in favor of using website to solicit community suggestions regarding the dog park concept plan; on shrubbery for the landscaping. Linde Owen commented on maintenance regarding native plants and landscaping; on public bathroom.	

AGENDA ITEM	DISCUSSION	FOLLOW-UP
3. Dog Park Discussion (continued)	Committee Member Lueker inquired about the surface. Chairperson Fourcroy commented that the Dog Park Committee would work on surfaces; directed staff to create a webpage on the website for community input. The Committee and the public discussed the pros and cons to having more or less parking.	
4. Ferrell St. Pathway and Pocket Park Discussion **a. Snail Study** **b. Pathway Part of Circulation Plan** **c. Progress Report**	General Manager Munds contracted with a local Biologist, Dwayne Oberhoff, to perform the snail survey, and snails where found; commented that the pocket park will have to be on hold until Habitat Conservation Plan is finished; commented that Dwayne felt it was possible to propose the pathway project with certain mitigations; the report has been submitted to Fish and Wildlife Service for approval. Committee Member Lueker inquired if having a barrier would be a benefit to the snail habitat because it would keep residents off the habitat. General Manager Munds commented on using ropes designating the path or possibly signage. Committee Member Lueker inquired if we were waiting on Fish and Wildlife to proceed. General Manager Munds commented that the District's hope is that Fish and Wildlife will make a determination that the District can move forward. Committee Member Sullivan inquired about the time frame for the HCP Report. General Manager Munds responded probably 1 year, commenting on government response time frames as well as County processes and the HCP being linked with the Los Osos Community Plan. Committee Member Sullivan asked if we can proceed with the pathway without waiting for another year for the HCP report. Chairperson Fourcroy commented the District is hoping Fish and Wildlife will move forward as the District is not making a new path but improving a current path. Public Comment - Linde Owen commented on the pathway and possible pocket park in the future giving an example of the Santa Isabel pathway made with decomposed granite.	
5. Public Comment on Items NOT on the Agenda	Chairperson Fourcroy commented that the District should have the community comments compiled for the Parks & Recreation Committee to go through at the next meeting.	
6. Schedule Next Parks and Recreation Committee Meeting	The next Parks and Recreation Advisory Committee meeting is scheduled to be held on March 17, 2019 at 5:30 p.m. unless otherwise noticed. Chairperson Fourcroy commented that Committee Member, Jennifer Foronjy has stepped down and that Christine Grimm will be appointed at next Board Meeting.	
7. Closing Comments by Parks and Recreation Committee Members	NONE	
8. Adjournment	The meeting adjourned at 6:15 p.m.	

FINANCE ADVISORY COMMITTEE MEETING

Tuesday, February 4, 2020 at 5:30 p.m.
Los Osos Community Services District Office
2122 9th Street, Suite 106, Los Osos, CA

COMMITTEE MEMBERS
Marshall Ochylski, Chairperson
Christine Womack, Vice Chairperson
Sandra Cirilo, Member
Lisa Gonzalez, Member
Cheri Grimm, Member
Bea Jansen, Member
Alyce Thorp, Member

STAFF
Ron Munds, General Manager
Laura Durban, Administrative Services Manager

AGENDA

1. **Opening at 5:30 p.m. – Call To Order; Flag Salute; and Roll Call**

2. **Approve FAC Meeting Minutes of January 6, 2020**
   (Recommend approval)
   Presented By: Administrative Services Manager Durban

3. **Review of Board Item Regarding Approval of Warrant Register for January 2020**
   (Committee Review and Recommendations to the Board)
   Presented By: Administrative Services Manager Durban

4. **Review of Board Item Regarding Financial Reports for the Period Ending December 31, 2019**
   (Committee Review and Recommendations to the Board)
   Presented By: General Manager Munds

5. **Review of Board Item 2019/2020 Mid-Year Budget Adjustments**
   (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 2, 2020 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
February 04, 2020 at 5:30 p.m. at the District Office

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order, Flag Salute and Roll Call	Chairperson Ochylski called the meeting to order at 5:30 p.m. and Vice Chairperson Womack lead the flag salute. Roll Call: Sandra Cirilo, Committee Member – Present Lisa Gonzalez, Committee Member – Absent Cheri Grimm, Committee Member – Absent Bea Jansen, Committee Member – Absent Alyce Thorp, Committee Member – Present Christine Womack, Vice Chairperson – Present Marshall Ochylski, Chairperson – Present Staff: Ron Munds, General Manager Laura Durban, Administrative Services Manager	
2. Approve FAC Meeting Minutes of January 6, 2020	Administrative Services Manager Durban presented the minutes for approval. **Committee Member Thorp made a motion that the Committee approve the minutes of January 6, 2020. Committee Member Cirilo recusing herself from the vote.**	**Action: Bring Minutes to next FAC meeting for approval.**
3. Review of Board Item Regarding Approval of Warrant Register for January 2020	Administrative Services Manager Durban presented the Warrants for approval. General Manager Munds commented on warrants for Criterion, Badger Meters, Moss Levy & Hartzheim LLP, and U.S. Bank. Committee Member Cirilo inquired about check 28464 for Office Depot. Vice Chairperson Womack inquired about Tribune and Mission Linen charges. Public Comment – Julie Tacker inquired about rebate for water heater; inquired about Director's Compensation. **Committee Member Thorp made a motion that the Committee recommend that the Board approve the warrants of January 2020. The motion was seconded by Committee Member Cirilo and passed by unanimous consent.**	**Action: The Committee recommended that the Board approve the Warrant Register for January 2019.**
4. Review of Board Item Regarding Financial Reports for the Period Ending December 31, 2019	General Manager Munds presented the Financial Reports for approval as presented in the packet. Committee Member Thorp inquired about Vacation Accruals. Administrative Services Manager Durban responded on the hours an employee receives and the amount an employee is allowed to accrue. Public Comment – Julie Tacker inquired about the Low-Income Assistance account and wants to know what the District will do with the remaining money. General Manager Munds responded that it is something that will have to be brought back to the Board. **Committee Member Thorp made a motion that the Committee recommend that the Board receive and file the Financials of December 31, 2019. The motion was seconded by Committee Member Cirilo and passed by unanimous consent.**	**Action: The Committee recommended that the Board receive and file the financials for the period ending December 31, 2019**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
5. Review of Board Item 2019/2020 Mid-Year Budget Adjustments	General Manager Munds presented the Board Item 2019/2020 Mid-Year Budget Adjustments that is included in the packet giving an opportunity for committee and public to comment after going over each Fund. Public Comment – Richard Margetson inquired if Budget is approved will the accounting system automatically adjust the monthly draws from the different fund accounts to Administration. Committee Member Cirilo inquired about an upcoming purchase of a Fire Engine. Julie Tacker inquired about the Diablo Grant and if other Funds at the District will be receiving funds from the Diablo Grant. Richard Margetson inquired about the amount in Drainage Reserves being close to the number that was reduced when expenses were taken from Drainage in a previous year; about the Reserve being trued-up for the future. Chairperson Ochylski inquired if Dog Park expenditures are on hold. Julie Tacker commented on Parks and Recreation Fund surplus coming from a portion of the taxes; on if that percentage will be a trend or change to another fund until the District has a strategic plan. Richard Margetson agreed with Julie Tacker and commented that Parks and Recreation funding should be a topic in budget hearings. Julie Tacker commented on Director's Compensation. **Committee Member Thorp made a motion that the Committee recommends that the Board Approve and File the District's 2019/2020 Mid-Year Budget Adjustments. The motion was seconded by Committee Member Cirilo and passed by unanimous consent.**	**Action: The Committee recommended that the Board Approve and File the District's 2019/2020 Mid-Year Budget Adjustments**
6. Public Comments on Items NOT on this Agenda	President Ochylski commented on the importance of writing 2020 and not just 20 on a check. Julie Tacker commented about the Sewer Rate increase, the meeting had late notice, low turnout, and not recorded for the public; inquired about the CSD offering an opportunity to have an open forum in the future for those looking for more details.	
7. Schedule Next FAC Meeting	The next meeting of the Financial Advisory Committee is scheduled for Monday, March 2, 2020 unless otherwise noted.	
8. Closing Comments by FAC Committee	Committee Member Thorp commented on the Mid-Year Budget being a much easier format to read and understand.	
9. Adjournment	The meeting adjourned at 6:13 p.m.	

UTILITIES ADVISORY COMMITTEE MEETING

Wednesday, February 19, 2020 at 5:30 p.m.
Los Osos Community Services District Office
2122 9th Street, Suite 106, Los Osos, CA

COMMITTEE MEMBERS
Chuck Cesena, Chairperson
Matthew Fourcroy, Vice Chairperson
James Bishop, Member
Jan Harper, Member
Leonard Moothart, Member
Eric Silva, Member

STAFF
Ron Munds, General Manager
Jose Acosta, Utility Systems Manager
Laura Durban, Administrative Services Manager

AGENDA

1. **Opening at 5:30 p.m.**
   Call to Order, Flag Salute, Roll Call

2. **Approve UAC Meeting Minutes of January 15, 2020**
   (Recommend Committee Approval)
   Presented By: Administrative Services Manager Durban

3. **Utility Department Report**
   Presented By: Utility Systems Manager Acosta

4. **Utilities Department Updates**
   (Updates Only)
   Presented By: Utility Systems Manager Acosta

5. **Flume Rebate Program**
   (Discussion and Recommendation)
   Presented By: General Manager Munds

6. **Leak Credit Adjustment**
   (Discussion and Recommendation)
   Presented By: General Manager Munds

7. **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.

8. **Schedule Next UAC Meeting –** The next UAC Meeting will be held Wednesday, March 18, 2020 at 5:30 p.m. unless otherwise noted.

9. **Closing Comments by UAC Committee Members**

10. **Adjournment**

Minutes of the Utilities Advisory Committee Meeting
February 19, 2020 at 5:30 p.m. at the District Office

AGENDA ITEM	DISCUSSION	FOLLOW-UP
1. Call to Order, Flag Salute and Roll Call	Vice Chairperson Fourcroy called the meeting to order at 5:30 p.m. and led the flag salute. Roll Call: James Bishop, Committee Member – Arrived at 5:34 PM Jan Harper, Committee Member – Present Leonard Moothart, Committee Member – Present Eric Silva, Committee Member – Present Matthew Fourcroy, Vice Chairperson – Present Chuck Cesena, Chairperson – Absent Staff: Ron Munds, General Manager Jose Acosta, Utility Systems Manager Laura Durban, Administrative Services Manager	
2. Approve UAC Minutes of January 15, 2020	Administrative Services Manager Durban presented the minutes for approval. Public Comment – None **Committee Member Harper moved to approve and accept the minutes as presented. The motion was seconded by Committee Member Moothart and the motion carried by unanimous consent.**	**Action – File approved minutes.**
3. Utilities Department Report	Utility System Manager Acosta provided a summary of the December 2019 activities of the Utilities Department as submitted in the agenda packet reporting total water production; the District produced 11.2 million gallons equated to an average daily demand of 362,200 gallons, 48.5 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, service line update, monthly meter reading, meter change out program, leak repair at 1315 5th St., update on repair work done at 8th Street Well, and rainfall totals. Public Comment – Richard Margetson inquired if the state formula could be presented in future reports.	**Action – None**
4. Utilities Department Update	Utility Systems Manager Acosta reported on updates reguarding the 8th Street Water Yard Building, Southbay Lower Well, and Large Meter Repair/Replacement. General Manager Munds commented on Southbay Lower Well project is only a partial rehab and a full rehab would become a Capital Improvement Project that the District will look at in next fiscal years budget. USM Acosta commented on what a full rehab would entail for the Southbay Lower Well. Public Comment – Julie Tacker inquired if the 8th Street Water Yard Building had to have sprinklers and be ADA compliant. USM Acosta responded that it would have sprinklers and be ADA compliant.	**Action – None**
5. Flume Rebate Program	General Manager Munds presented the report that was submitted in the Agenda Packet commenting on the Flume Dashboard, rebate, and staff access. Committee Member Bishop commented on how non-invasive the product is, and how simple it is to install.	**Action – Recommends that the Board adopt the Flume Rebate at $100 to the Water Conservation Rebate Program for each device that is installed in the District.**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
5. Flume Rebate Program (Continued)	GM Munds commented that Flume reads the magnetic field that is in the meter. Committee Member Moothart inquired if it would need calibration; what would happen if Flume differs from the meter read. GM Munds commented that the Flume rebate would be added into the current water rebate conservation program and that there would be no additional cost; that the customer can set up paramaters to alarm them. Utility Services Manager Acosta commented that Flume only reads gallons per day. Public Comment – Julie Tacker inquired if there are any other manufactueres that do this, and if sole sourcing can cause a legality issue. Jeff Edwards inquired if the district would be entereing into an agreement and commented that the rebate program should be consolidated with the Title 19 County program. GM Munds responded that he is waiting on paperwork from Flume which has an agreement for the rebate. Committee Member Silva inquired if the rebate is specific only to Flume. Vice Chairperson Fourcroy inquired if part of the incentive for the Flume rebate is for the District to have the ability to monitor; inquired when the district would have automated meters that can do this. USM Acosta responded that it would be 2024 at the earliest to start. **Committee Member Moothart moved to recommend that the Board include the Flume Rebate at $100 to the Water Conservation Rebate Program for each device that is installed in the District. The motion was seconded by Committee Member Bishop and the motion carried by unanimous consent**	
6. Leak Credit Adjustment	General Manager Munds presented the report that was made available to the Committee and the Public at the meeting commenting on having the policy be concise, provide flexibility to staff, and remain fair to the customer; this would be a stand-alone policy that the Board would adopt a resolution to approve, adjustments to Title 2 would be made to point to this policy so that Title 2 would not have to be amended each time a policy change takes place. The Committee discussed the Leak Credit Policy, changing the Standard leak credit from 12 months to 24 months, discussing the verbiage that needs updating/clarification, adding a clearer explanation of Standard Side Leak and Property Side Leak, the percentage that should be required for being higher than normal to consider a Property Side Leak. Public Comment – Linde Owen commented on the definitions; verbiage of 60 days from leak; special circumstances. Lynette Tornatzky inquired if this will apply to Flume customers; commented that instead of 60 days, saying 30 days from bill when requesting an adjustment. Julie Tacker commented on Water Contigency Shortage Plan; leak adjustments are not necessary; procedure when district sees excessive use; grace period if our staff discovered a leak. Vice Chairperson Fourcroy commented that the staff procedure is a separate issue that would be discussed at a future meeting.	**<u>Action</u> – Bring Leak Credit Adjustment discussion back to a future UAC meeting with updates to clarify verbiage and to update Standard Leak Credit to 24 months and Property Leak Credit to 48 months with requirement being 100% higher than normal usage.**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
6. Leak Credit Adjustment (continued)	GM Munds responded that leak credits are 60 days from issuance of bill; this policy is to give further authority for staff to make adjustments on reasonable requests while being fair to all our customers, a policy can not be made to cover all circumstances; commented that he will bring the policy back to UAC after clarifing verbiage, changing the months a customer can apply for a credit and the requirements of high usage.	
7. Public Comments on Items NOT on this Agenda	Jeff Edwards commented on the Tuesday February 25, 2020 Board of Supervisors meeting where an Ordinace will be introduced and then pursue the 218 process to elevate service charges for waste water charges, County had one community meeting about the five year rate increase and voiced concern about another rate increase right when that's finished. Julie Tacker commented that the Ordinance is the first item on the consent calendar that kicks off the 45 day window, the presentation will be the day all the 218 ballots will have to be turned in by, outreach for previous meeting and having the Ordinance on consent is not adequate, residents need to know why this is happening. Linde Owen commented that the County is trying to cover an annual $450,000 deficet, it has been run inefficently, errors in building is not the communities responsibility and should not be responsible for the defecit when it is the County errors that cause the issue.	
8. Schedule Next UAC Meeting	The next meeting of the Utilities Advisory Committee is scheduled to be held on Wednesday, March 18, 2020 at 5:30 p.m., unless otherwise noticed.	
9. Closing Comments by UAC Committee Members	Committee Member Harper thanked General Manager Munds for the work he did on the leak credit information.	
10. Adjournment	The meeting adjourned at 6:58 p.m.	