

**Los Osos Community Services District
Minutes of the Facilities Advisory Committee Meeting
June 29, 2017 at 5:30 p.m. at the District Office**

| AGENDA ITEM | DISCUSSION | FOLLOW-UP |
|--|---|--|
| 1. Call to Order, Flag Salute and Roll Call | <p>Chairperson Ochylski called the meeting to order at 5:30 p.m. and led the flag salute.</p> <p><u>Roll Call:</u> Michael Burns, Committee Member – Absent Lisa Gonzalez, Committee Member – Absent Cheri Grimm, Committee Member – Present Christine Womack, Committee Member – Present Marshall Ochylski, Chairperson – Present</p> <p><u>Staff:</u> Renee Osborne, General Manager Greg Alex, Battalion Chief Ann Kudart, Administrative Services Manager</p> | |
| 2. Approval of FAC Meeting Minutes of May 25, 2017 | <p>Public Comment – None.</p> <p>The Committee approved the minutes as presented.</p> | Action: File approved minutes. |
| 3. Review of Board Item Regarding June 2017 Warrant Register for Disbursement | <p>Public Comment – None.</p> <p>The Committee recommended that the Board approve the June 2017 warrants for disbursement.</p> | Action: The Committee recommend that the Board approve the June 2017 warrants for disbursement. |
| 4. Review of Board Item Regarding Proposed FY 2017/2018 Budget Adoption | <p>Regarding the Cost Allocation fund transfers, General Manager Osborne reported that UAC recommended that there should be an allocation draw from the Bayridge and Vista de Oro funds and the 2017/2018 percentage set at .5%.</p> | Action: The Committee recommended that corrections discussed be made and that the Board adopt the proposed FY 17/18 budget. |
| Fund 100 | <p>Public Comment – Richard Margetson commented on the 85.5% from Water as the recent rate study used 80% and the increase could make a difference in future revenues.</p> <p>The Committee recommended that the allocation draw from Water remain at 85.5% for this budget but reevaluate for FY 2018/2019 to stay within the projections made by the Rate Study Group.</p> | |
| Fund 200 | <p>The Committee reviewed the Bayridge Fund 200 and discussed the negative rollover from 16/17; the \$125,000 loan repayment to Water; lower salaries due to the expected transfer to the County; and, if there should be a loan to cover the deficit.</p> <p>Public Comment – Richard Margetson commented on the assessment interest calculation; that the Fund's total operating expenses is incorrect as \$8,511 in Materials, Supplies and Services was added twice; and that a loan to cover the deficit is unnecessary.</p> | |
| Fund 301 | <p>Chief Alex reported that the major cost to Fire is Schedule A Contract; property taxes from Water have been adjusted with a rollover of \$24,639 with the ability to put \$4,000 into Fire Mitigation Reserve and Vehicle Sinking Fund.</p> <p>Public Comment – Richard Margetson commented that Fire does not roll over surplus to be part of the revenue stream in next year's budget but allocates to the Vehicle Sinking Fund.</p> | |

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| <p>Fund 400</p> <p>Fund 500</p> <p>Fund 600</p> <p>Fund 800</p> <p>Fund 900</p> | <p>Linde Owen – commented on the monthly sewer bill and the equipment for the new vehicle.</p> <p>General Manager Osborne reported that the \$30,000 loan had been paid off. Chairperson Ochylski reported that this fund is similar to Bayridge with Vista de Oro being transferred to the County.</p> <p>Public Comment – Richard Margetson commented on the rollover numbers being inaccurate for FY15/16 and not reflecting the actual fund balance; and believes the \$30,000 loan is still outstanding.</p> <p>The Committee discussed the interest from the \$125,000 loan needing to show in the fund's revenue; correct spelling errors; correct Line Item 4114 error; consistency with language throughout the funds.</p> <p>Public Comment – Richard Margetson commented that debt service should not be shown in the reserve category but as an expense line item as debt service; and that Capital Outlay should be shown as a transfer in of reserves as well as an offset on the expense side.</p> <p>Linde Owen commented on disposal costs and costs in repairs and maintenance.</p> <p>General Manager Osborne reported on the additional NBS costs for completing past reporting and that this fund will sustain itself.</p> <p>Public Comment – Richard Margetson asked if the administrative fee would be the same as it was on last year's assessments.</p> <p>General Manager Osborne reported that the Admin Allocation increased to 2% and training was increased.</p> <p>Public Comment – Richard Margetson commented on the total fund expenses and questioned the 15/16 roll over amount.</p> <p>Linde Owen commented on Capital Outlay costs.</p> <p>Chairperson Ochylski reported that the Fund Cash Balance are funds set aside in LAIF from the one-time property tax assessment.</p> <p>The Committee recommended that once the corrections from this Committee's review are made that the Board adopt the proposed FY 2017/2018 budget.</p> | |
| <p>6. Public Comments on Items NOT on Agenda</p> | <p>Richard Margetson commented that the format was getting better but there needs to be a total expense line.</p> <p>Linde Owen disappointed to hear of the resignations of Jeff Edwards and Julie Tacker from their committees.</p> | |
| <p>7. Schedule Next Meeting</p> | <p>No meeting was scheduled at this time.</p> | |
| <p>8. Closing Comments by FAC Committee Members</p> | <p>None.</p> | |
| <p>9. Adjournment</p> | <p>The meeting adjourned at 7:04 p.m.</p> | |