



August 29, 2018

**TO:** LOCSO Board of Directors  
**FROM:** Renee Osborne, General Manager  
**SUBJECT:** **Agenda Item 9D – 9/6/2018 Board Meeting**  
General Manager Activity for August 2018

**President**  
Vicki L. Milledge

**Vice President**  
Marshall E. Ochylski

**Directors**  
Charles L. Cesena  
Louis G. Tornatzky  
Christine 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

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2122 9<sup>th</sup> Street, Suite 102  
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[www.losososcscd.org](http://www.losososcscd.org)

### **STAFF**

Staff is preparing for the 2017-2018 Audit. The preliminary field work with our Auditor was performed on August 23<sup>rd</sup> and 24<sup>th</sup>. The Auditor felt that the field work went well and was happy with the outcome. The remainder of the Audit will be conducted on October 18<sup>th</sup> and 19<sup>th</sup>.

The Bookkeeper and I have been working on entering the 2018-2019 Fiscal budget into the District's accounting system (MIP) and have completed this task on time for the July Financial Reports. The July 2018 Revenue and Expenditure Report has been submitted under Agenda Item 11D Financial Reports.

### **CONSERVATION CAMPAIGN**

There was a total of \$132.00 leftover in the Chamber Water Conservation Budget. With very little funds, we were able to buy sixty refrigerator magnets with the winning conservation logos on them. The magnets went fast. Staff would like to add the water conservation "reminder magnets" as part of the conservation resource items available at the District.

### **PARKS AND RECREATION**

The Parks and Recreation Committee has been reviewing options to remove the rubber chips from the County Park. A recommendation will be presented to the Board under Agenda Item 12A.

### **PROP 1 GRANT FOR 8<sup>TH</sup> STREET WELL**

Staff has submitted a grant application for the construction portion of the 8<sup>th</sup> Street Well project. The project fits the State/IRWM guidelines and scores well. We will know if our project qualifies for funds this Fall. The County is still waiting to hear from the State regarding parameters for the time frame of invoice reimbursement. This will be determined in late November 2018.

### **TAX ROLLS**

Attached is the updated tax rolls from Wallace Group. There were a few rejected parcels on the assessment lists. We are no longer able to collect on "common area" parcels as we have in the past. This process change has been slowly occurring over the past five years. This decision was made by the County, due to the difficulty in collecting. These changes are minor and will be changed during the Mid-Year Budget process. The changes were as follows: Fire decreased by \$33.46; Drainage decreased by \$112.00; Bayridge Estates and Vista De Oro were not affected.

## **LOS OSOS LOW INCOME ASSISTANCE FUND**

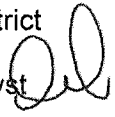
Letters to the grant recipients have been mailed. The recipients have been directed to start obtaining bids. One of the ten applicants was removed from our grant award list. The County had denied her application last year. Within this last month, the County has been in contact with the applicant and has now accepted her application.

Regarding 2017-2018 staff time and expenses, the Auditor felt that the best way to process the reimbursement to the District for time and expenses associated with the Los Osos Low Income Assistance fund was to create a revenue account that would pass through the Administration Fund. Attached is the time and expenses associated with distribution of the Los Osos Low Income Assistance Fund. The expenses have been approved by Lexi Bell, Executive Director from Morro Bay National Estuary Program and the Community Foundation. The reimbursement total of \$824.98 will be recorded in the 2017-2018 Administration Fund (100) Fiscal Budget. A detailed expense sheet is attached.

Phase 3 of the Los Osos Low Income Assistance Fund will be discussed under General Action Item 12B.

Attachments

# MEMORANDUM

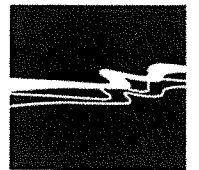
Date: August 9, 2018  
To: Renee Osborne, General Manger  
Los Osos Community Services District  
From: Lonnie Lepore, Senior Project Analyst   
Subject: Los Osos Community Services Special Districts  
FY 2018-19 Tax Rolls

Attached you will find copies of each of the four (4) special districts final proof sheets for the tax rolls. We have verified that all of the corrections were incorporated into the 2018-19 tax rolls. Here is a summary of the **final** submittal:

<u>Fund No.</u>	<u>District</u>	<u>Parcel Count</u>	<u>Amount</u>
1759	9B – Fire Protection	5,944	\$561,523.54
1760	9E – Vista De Oro	73	\$15,768.00
1761	9F – Bayridge Estates	147	\$54,831.00
1731	9J – Drainage	5,958	\$95,328.00

Please let me know if you have any questions regarding the final submittal for your FY 2018-19 Tax Rolls. Once again, it has been a pleasure working with you and your staff on this.

Cc: Rob Miller, Wallace Group



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[www.wallacegroup.us](http://www.wallacegroup.us)

DATE 08/07/18  
TIME 18.06.27

ROLL YEAR 2018/19

FUND: 1759 - LO B FIRE SPECIAL TX

FEE ASSESSMENT	AMOUNT
074,511,037	85.70
074,511,038	85.70
074,511,039	85.70
074,511,040	85.70
074,511,041	85.70
074,511,042	85.70
074,511,043	85.70
074,511,044	85.70
074,511,045	85.70
074,511,047	85.70

\*\*\*\* FUND TOTAL 561,523.54 ✓  
\*\*\*\* FUND ASSMT COUNT 5,944 ✓

PRINT NAME: BONNIE E LEPORE  
SIGNATURE: Bonnie E Lepore  
PHONE#: (805) 544-4011  
DATE: 8/9/18

ROLL YEAR 2018/19

FUND: 1760 - LO E VSTO SEP/LT CHG

FEE ASSESSMENT	AMOUNT
074,042,045	216.00
074,042,046	216.00
074,042,047	216.00
074,042,048	216.00
074,042,049	216.00
074,042,050	216.00
074,042,051	216.00
074,042,052	216.00
074,042,053	216.00
074,042,054	216.00
074,042,055	216.00
074,042,056	216.00
074,042,057	216.00
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074,042,065	216.00
074,042,066	216.00
074,042,067	216.00
074,042,068	216.00
074,042,069	216.00
074,042,070	216.00
074,042,071	216.00
074,042,072	216.00
074,042,073	216.00
074,042,074	216.00
074,042,075	216.00
074,042,076	216.00

\*\*\*\* FUND TOTAL 15,768.00 ✓  
\*\*\*\* FUND ASSMT COUNT 73

PRINT NAME:           LONNIE E. LEDORE            
SIGNATURE:           *Lonnie E Ledore*            
PHONE #:           (805) 544-4011            
DATE:           8/7/18

DATE 08/02/18  
TIME 19.48.51

ROLL YEAR 2018/19

FUND: 1761 - LO F BAYRDG SEP/LTG

FEE ASSESSMENT	AMOUNT
074,511,029	373.00
074,511,030	373.00
074,511,031	373.00
074,511,032	373.00
074,511,033	373.00
074,511,034	373.00
074,511,035	373.00
074,511,036	373.00
074,511,037	373.00
074,511,038	373.00
074,511,039	373.00
074,511,040	373.00
074,511,041	373.00
074,511,042	373.00
074,511,043	373.00
074,511,044	373.00
074,511,045	373.00
074,511,047	373.00

\*\*\*\* FUND TOTAL 54,831.00 ✓  
\*\*\*\* FUND ASSMT COUNT 147

PRINT NAME: Lonnie E. Lepore  
SIGNATURE: *Lonnie E. Lepore*  
PHONE #: (805) 544-4011  
DATE: 8/7/18

DATE 08/02/18  
TIME 19.48.51

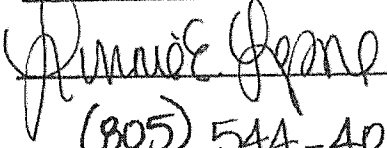
ROLL YEAR 2018/19

FUND: 1731 - LO J DRAINAGE CHG

FEE ASSESSMENT	AMOUNT
074,511,023	16.00
074,511,024	16.00
074,511,025	16.00
074,511,026	16.00
074,511,027	16.00
074,511,028	16.00
074,511,029	16.00
074,511,030	16.00
074,511,031	16.00
074,511,032	16.00
074,511,033	16.00
074,511,034	16.00
074,511,035	16.00
074,511,036	16.00
074,511,037	16.00
074,511,038	16.00
074,511,039	16.00
074,511,040	16.00
074,511,041	16.00
074,511,042	16.00
074,511,043	16.00
074,511,044	16.00
074,511,045	16.00
074,511,047	16.00

\*\*\*\* FUND TOTAL  
\*\*\*\* FUND ASSMT COUNT

95,328.00 ✓  
5,958 ✓

PRINT NAME: LONNIE E. LEPORE  
SIGNATURE:   
PHONE#: (805) 544-4011  
DATE: 8/7/18

LOS OSOS LOW INCOME ASSISTANCE FUND

PHASE 1

Time and Expenses

Staff member	Date	Time	\$Amount	Description
GM	8/15/2017	30 min	\$20.00	Phone call w/ Bruce Gibson's office
GM	8/28/2017	2 hours	\$80.00	Meeting with County
GM	9/20/2017	1 hour	\$40.00	Meeting with Community Foundation
GM	9/25/2017	1 hour	\$40.00	Meeting with NMBEP - Lexi
GM	10/9/2017	3 hours	\$120.00	Application and flyer prep
GM	10/12/2017	30 min	\$20.00	Meeting with Community Foundation
GM	11/6/2017	1 hour	\$40.00	Application and flyer prep
GM	11/15/2017	30 min	\$20.00	Meeting community Foundation
GM	11/28/2017	2 hours	\$80.00	Prep of Board report
GM	1/30/2018	30 min	\$20.00	process and close out app 2
GM	2/1/2018	30 min	\$20.00	process and close out app 6
GM	2/28/2018	30 min	\$20.00	process and close out app 1
GM	various	2 hour	\$80.00	issues with app 3
GM	3/14/2018	30 min	\$20.00	process and close out app 5
GM	3/19/2018	30 min	\$20.00	process and close out app 3

**Time Phase 1 expense \$640.00**

Expenses	Amount	Description
Postage phase 1	\$115.15	245 @ 47 cents each initial mailing
paper	\$3.68	245 @ 1.5 cents per
Envelopes	\$66.15	245 @ 27 cents an envelope
<b>Total Expenses</b>	<b>\$184.98</b>	

**Total Time and Expenses \$824.98**