



June 04, 2020

TO: LOCSD Board of Directors

FROM: Charles Cesena, President

SUBJECT: Agenda Item #4G - UAC Meeting Summary, May 20, 2020

The committee met online via zoom and was called to order at 5:30 with all members in attendance.

President

Charles L. Cesena

Minutes from the April 15, 2020 meeting were approved.

Vice President

Christine M. Womack

General Manager Ron Munds provided a summary of that afternoon's Basin Management Committee meeting. A draft of the 2019 Annual Monitoring Report indicated that although we had met the Basin Yield Metric for the fourth year in a row, the Water Level and Chloride Metrics deteriorated, as did the Seawater intrusion front. The BMC's major focus at the meeting was on a Strategic Planning initiative to establish a common baseline understanding of the roles and responsibilities of the committee members and to guide future actions and investments. We need a defined funding plan for future infrastructure improvements, hopefully one that involves private well owners outside the prohibition zone. One possible outcome would be the possible formation of a Joint Powers Authority or JPA.

Directors

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

General Manager

Ron Munds

Utility Systems manager Jose Acosta provided a report for the month of March regarding water use, financial data and statistics relative to Water Department operations. He also provided an update on the department's maintenance activities and projects. Of special note, we have finally broken ground on the new Water Department building.

District Accountant

Robert Stilts, CPA

Unit Chief

Scott M. Jalbert

Battalion Chief

Paul Provence

Mr. Munds presented the proposed 2020-21 budgets for funds 200 (Bayridge Estates), 400 (Vista de Oro), 500 (Water) and 800 (Drainage). All funds were in excellent position, the Bayridge Estate loan from fund 500 will be paid off this year and Vista de Oro's in June of 2022. For Fund 500, insurance and personnel costs rose significantly, partially due to the decision to fund 50% of the Administrative Clerk's position from this fund. We also added \$215,000 in capital expenditures, including a new utility truck and other necessary equipment. All reserves remain fully funded even though the LOCSD Board had voted to reduce the amount of Zone A property taxes that had been going to the Fund 500 revenues from 50% to 35%, a loss of approximately \$40,000. This money was evenly divided between the Fire (300) and Parks and Recreation (900) Funds. The committee expressed some concern about this action being taken without committee review and asked that any changes to next year's Zone A allocation be reviewed by the committee prior to Board action. The committee then voted to recommend approval of the four fund budgets that were reviewed. The next UAC meeting is scheduled for June 17, 2020 at 5:30.

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

The next scheduled meeting is on June 17, 2020.

www.losososcsd.org

- Attachment 04/15/20 Agenda and Approved Minutes

**Minutes of the Utilities Advisory Committee Meeting
April 15, 2020 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 5:30 p.m.</p> <p><u>Roll Call:</u> James Bishop, Committee Member – Present Jan Harper, Committee Member – Present Leonard Moothart, Committee Member – Present Eric Silva, Committee Member – Absent Matthew Fourcroy, Vice Chairperson – Absent Chuck Cesena, Chairperson – Present</p> <p><u>Staff:</u> Ron Munds, General Manager Jose Acosta, Utility Systems Manager Laura Durban, Administrative Services Manager</p> | |
| <p>2. Approve UAC Minutes of February 19, 2020</p> | <p>Administrative Services Manager Durban presented the minutes for approval.</p> <p>Public Comment – None</p> <p>Committee Member Harper moved to approve the meeting minutes of February 19, 2020. The motion was seconded by Committee Member Moothart and carried with the following vote:</p> <p>Ayes: Committee Member Harper, Moothart, Bishop Nays: None Abstain: None Absent: Committee Member Silva</p> | <p>Action – File approved minutes.</p> |
| <p>3. Brown Act Training</p> | <p>Director Ochylski presented to the Committee a presentation on the Brown Act, including questions that each Committee Member needed to respond to and informing them of the current changes in place due to Executive Order N-29-20.</p> | <p>Action – None</p> |
| <p>4. Basin Management Committee Update</p> | <p>General Manager Munds provided a summary of the Basin Management Committee Meeting commenting on the budget; the Transient Model versus Static Model; the overall cost for the Transient Model; on direction of the BMC; that the BMC authorized the Annual Report for the Basin Plan to be released in draft form; discussed some of the metrics that will be in the Basin Plan Draft Report.</p> <p>Committee Member Moothart inquired if the goals in the report are for overall or right now; if there has been talks about reevaluating goals.</p> <p>GM Munds responded the goals are for overall and that in theory all the goals should be met overtime; commented on the nitrate levels.</p> <p>Committee Member Bishop inquired as to how the metrics look compared to previous years.</p> <p>GM Munds responded that overall showing improvement and that the sea water intrusion boundary has moved back.</p> <p>Committee Member Harper inquired that if the BMC members/agencies work together would this require a 218 vote if the agencies could not fund the Transient Model.</p> <p>GM Munds responded that was the original intent, but due to the costs associated with the Sewer project and rate increases, the committee has been reluctant to move in that direction. A 218 vote would bring in the properties that are not part of a water purveyor and include those properties in paying for BMC costs including the Transient Model cost.</p> <p>Public Comment - None</p> | <p>Action – None</p> |

| AGENDA ITEM | DISCUSSION | FOLLOW-UP |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 5. Utilities Department Report | <p>Utility System Manager Acosta provided a summary of the February 2020 activities of the Utilities Department as submitted in the agenda packet reporting total water production; the District produced 12.2 million gallons, 56.4 gallons per day per person, an increase 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, larger meter replacement build out program, and rainfall totals.</p> <p>Public Comment – None</p> | <u>Action</u> – None |
| 6. Utilities Department Update | <p>Utility Systems Manager Acosta reported on updates regarding the 8th Street Water Yard Building, Southbay Lower Well, High Useage Policy, Smart Meter Reading and Work Order System, Electronic Annual Report, Cross Training amongst staff, Consumer Confidence Report data has been submitted, and the Flume Rebate Program.</p> <p>General Manager Munds thanked the committee for all their input on the High Useage Policy; commented on the staff response to COVID-19 and the plan implemented to assure safety while at work.</p> <p>Committee Member Bishop thanked GM Munds for implementing cross training and being pro-active during the Pandemic.</p> <p>Committee Member Moothart commented that staggering schedule is effective.</p> <p>GM Munds commented that a lot of District buisness has been done through calls, webinars and Zoom; reported on the Site A Test Well and the plan to move forward will be on the May Board meeting and will be brought forward to the UAC in the May meeting.</p> <p>Chairperson Cesena inquired about the Southbay Lower Well cost.</p> <p>USM Acosta responded that for the partial rehab the District did stay within budget, that the full rehab would be discussed in the next budget process.</p> <p>Committee Member Harper inquired if there are any next steps for the Septic Tank after being back filled.</p> <p>USM Acosta responded that they have been back filled and abandoned accordingly and no further work will be needed.</p> <p>Public Comment - None</p> | <u>Action</u> – None |
| 7. Present Board Approved 2020 Work Plan for UAC | <p>General Manager Munds presented the 2020 Work Plan that was approved by the Board at the April 2, 2020 Board Meeting.</p> <p>Chairperson Cesena commented that he liked how it is written and that it shows flexibility.</p> <p>Committee Member Moothart commented that the plan is comprehensive and sees significance in being involved in the CIP plan.</p> <p>Committee Member Harper inquired if item 3 and 4 on the Work Plan would be on a future Agenda.</p> <p>GM Munds commented that the budget will unfold in May; at the May UAC meeting the UAC will be discussing the reserve accounts; on reviving the Water Conservation Program and developing a better plan.</p> <p>Public Comment – Lynette Tornatzky commented that she has purchased the Flume and will get it installed soon; on the meeting being easy to follow and thanked the Committee.</p> | <u>Action</u> – None |

| AGENDA ITEM | DISCUSSION | FOLLOW-UP |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 8. Public Comments on Items NOT on this Agenda | None | |
| 9. Schedule Next UAC Meeting | The next meeting of the Utilities Advisory Committee is scheduled to be held on Wednesday, March 18 <u>May 20</u> , 2020 at 5:30 p.m., unless otherwise noticed. | |
| 10. Closing Comments by UAC Committee Members | <p>Committee Member Moothart inquired if the committee is fully staffed.</p> <p>General Manager Munds responded that Director Fourcroy still has an appointment to make.</p> <p>Committee Member Harper thanked General Manager Munds and Staff for their work.</p> | |
| 11. Adjournment | The meeting adjourned at 6:27 p.m. | |