



July 1, 2021

**TO:** LOCSO Board of Directors

**FROM:** Ron Munds, General Manager  
Laura Durban, Administrative Services Manager

**SUBJECT: Agenda Item 7A- 07/01/2021 Board Meeting**  
Receive Administrative, Committee Reports, and Approved  
Committee Minutes

**President**  
Christine M. Womack

**Vice President**  
Matthew D. Fourcroy

**Directors**  
Charles L. Cesena  
Troy C. Gatchell  
Marshall E. Ochylski

**General Manager**  
Ron Munds

**District Accountant**  
Robert Stilts, CPA

**Unit Chief**  
Eddy Moore

**Battalion Chief**  
Paul Provence

**DESCRIPTION**

Attached are the approved minutes from meetings in June 2021.

**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 presented Administrative, Committee Reports and Approved Committee Minutes***

Attachment

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## UTILITIES ADVISORY COMMITTEE MEETING

Wednesday, May 19, 2021 at 5:30 p.m.

Pursuant to Governor Newsom's Executive Order N-29-20, and State and County Shelter at Home orders, Committee Members, staff and public may participate in this meeting via teleconference and/or electronically. The LOCSD Boardroom will NOT be open for accessing the meeting.

For quick access, go to <https://us04web.zoom.us/j/114611628>  
(This link will help connect both your browser and telephone to the call)  
**OR** dial 1 (929) 205-6099 or 1 (301) 715-8592 and enter **114 611 628**

All persons desiring to speak during any Public Comment can submit a comment by:

- Through email at [ldurban@losososcscsd.org](mailto:ldurban@losososcscsd.org) by 12:00pm on 05/19/2021
- Through the district website [www.losososcscsd.org/contact-us](http://www.losososcscsd.org/contact-us) by 12:00pm on 05/19/2021
- Through teleconference by phone at (929) 205-6099 or (301) 715-8592 and enter **114 611 628**
- Through mail by 5:00 PM on the day prior to the Committee meeting sent to LOCSD
- Through teleconference meeting at <https://us04web.zoom.us/j/114611628>

## AGENDA

- 1. Opening at 5:30 p.m.**  
Call to Order, Roll Call
- 2. Approve UAC Meeting Minutes of April 21, 2021**  
*(Recommend Committee Approval)*  
Presented By: Administrative Services Manager Durban
- 3. Basin Management Committee Update**  
Presented By: General Manager Munds
- 4. Accessory Dwelling Unit (ADU) Update**  
Presented By: General Manager Munds
- 5. Utility Department Report**  
Presented By: Utility Systems Manager Falkner
- 6. Utilities Department Updates**  
Presented By: Utility Systems Manager Falkner/General Manager Munds
- 7. Final Budget Update 2021/2022 Budget for Fund 500 & Fund 800**  
*(Committee Review and Recommendations to the Board)*  
Presented By: General Manager Munds
- 8. 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.
- 9. Schedule Next UAC Meeting** – The next UAC Meeting will be held Wednesday, June 16, 2021 at 5:30 p.m. unless otherwise noted.
- 10. Closing Comments by UAC Committee Members**
- 11. Adjournment**

**Minutes of the Utilities Advisory Committee Meeting  
May 19, 2021 at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<b>1. Call to Order and Roll Call</b>	<p>Chairperson Cesena called the meeting to order at 5:30 p.m.</p> <p><u>Roll Call:</u>            James Bishop, Committee Member – Absent            Jan Harper, Committee Member – Present            Leonard Moothart, Committee Member – Absent            Eric Silva, Committee Member – Present            Matthew Fourcroy, Vice Chairperson – Present            Chuck Cesena, Chairperson – Present</p> <p><u>Staff:</u>            Ron Munds, General Manager            Laura Durban, Administrative Services Manager</p>	
<b>2. Approve UAC Minutes of March 17, 2021</b>	<p>Chairperson Cesena presented the minutes for approval.</p> <p>Public Comment – None</p> <p><b>Committee Member Harper moved to approve the meeting minutes of March 17, 2021. The motion was seconded by Committee Member Silva and carried with unanimous consent.</b></p>	<b>Action – File approved minutes.</b>
<b>3. Basin Management Committee Update</b>	<p>General Manager Munds presented a PowerPoint presentation on the BMC meeting which is made available on the District website.</p> <p>Chairperson Cesena commented on the BMC Directors having an active discussion on the 2020 Monitoring report and other agenda items; the County budgeting for the Transient Model.</p> <p>Public Comment – Jeff Edwards commented on the County working on Title 19 updates, Transient Model, Recycling to Broderson, and inquired why the change; 2020 Monitoring report; sea-water intrusion; Palisades Well; Cannabis growth and Water Management Plan.</p> <p>Chairperson Cesena commented on the positive shift I attitude at the County.</p>	<b>Action – None</b>
<b>4. Accessory Dwelling Unit (ADU) Update</b>	<p>General Manager Munds presented a PowerPoint presentation which is made available on the District Website. Commented that the three purveyors have been discussing their concerns regarding water availability for ADUs and are getting unified in approach on how to manage the Basin.</p> <p>Public Comment – Jeff Edwards commented on the Coastal Commission; Community Plan; Title 19 update; Water conservation.</p>	<b>Action – None</b>
<b>5. Utilities Department Report</b>	<p>Utility Systems Manager Falkner presented a summary from April 2021 which is made available in the PowerPoint presentation on the Districts Website.</p> <p>Public Comment – None</p>	<b>Action – None</b>
<b>6. Utilities Department Update</b>	<p>General Manager Munds presented the Department Updates which is made available in the Staff Report and on the PowerPoint presentation on the Districts Website.</p> <p>Public Comment – None</p>	<b>Action – None</b>
<b>7. Review of Board Item 2021/2022 Budget for Fund 500 &amp; Fund 800</b>	<p>General Manager Munds Presented the Budget Review which is made available in the Staff Report and on the PowerPoint presentation on the Districts Website.</p> <p>Public Comment – None</p>	<b>Action – None</b>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<b>8. Public Comments on Items NOT on this Agenda</b>	None	
<b>9. Schedule Next UAC Meeting</b>	The next meeting of the Utilities Advisory Committee is scheduled to be held on Wednesday, June 16, 2021 at 5:30 p.m., unless otherwise noticed.	
<b>10. Closing Comments by UAC Committee Members</b>	Committee Member Harper inquired about wells that are not metered.  General Manager Munds responded that the unmetered wells are not in the jurisdiction of the CSD or BMC and commented on how the formula used to estimate the water usage.	
<b>11. Adjournment</b>	The meeting adjourned at 6:16 p.m.	



## FINANCE ADVISORY COMMITTEE MEETING

Tuesday June 01, 2021 at 5:30 p.m.

Pursuant to Governor Newsom's Executive Order N-29-20, and State and County Shelter at Home orders, Committee Members, staff and public may participate in this meeting via teleconference and/or electronically. The LOCSD Boardroom will NOT be open for accessing the meeting.

For quick access, go to <https://us02web.zoom.us/j/84300453957>  
(This link will help connect both your browser and telephone to the call)  
**OR dial 1 (929) 205-6099 or 1 (301) 715-8592 and enter 843 0045 3957**

All persons desiring to speak during any Public Comment can submit a comment by:

- Through email at [ldurban@losososcscsd.org](mailto:ldurban@losososcscsd.org) by 12:00pm on 06/01/2021
- Through the district website [www.losososcscsd.org/contact-us](http://www.losososcscsd.org/contact-us) by 12:00pm on 06/01/2021
- Through teleconference by phone at (929) 205-6099 or (301) 715-8592 and enter **843 0045 3957**
- Through mail by 5:00 PM on the day prior to the Committee meeting sent to LOCSD
- Through teleconference meeting at <https://us02web.zoom.us/j/84300453957>

## AGENDA

1. **Opening at 5:30 p.m. – Call To Order and Roll Call**
2. **Approve FAC Meeting Minutes of May 03, 2021**  
*(Recommend approval)*  
Presented By: Administrative Services Manager Durban
3. **Review of Board Item Regarding Approval of Warrant Register for May 2021**  
*(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 April 30, 2021**  
*(Committee Review and Recommendations to the Board)*  
Presented By: General Manager Munds
5. **Review of the Final Budget for Fiscal Year 2021-2022**  
*(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, June 28, 2021 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  
May 3, 2021 at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<b>1. Call to Order and Roll Call</b>	<p>Chairperson Womack called the meeting to order at 5:30 p.m.</p> <p><u>Roll Call:</u></p> <p>Sandra Cirilo, Committee Member – Present            Lisa Gonzalez, Committee Member – Present            Bea Jansen, Committee Member – Absent            Julian Metcalf, Committee Member - Present            Alyce Thorp, Committee Member – Arrived at 5:34 p.m.            Marshall Ochylski, Vice Chairperson – Present            Christine Womack, Chairperson – Present</p> <p><u>Staff:</u></p> <p>Ron Munds, General Manager            Laura Durban, Administrative Services Manager</p>	
<b>2. Approve FAC Meeting Minutes of March 29, 2021</b>	<p>Chairperson Womack presented the minutes for approval.</p> <p>Public Comment - None</p> <p><b>Committee Member Gonzalez made a motion that the Committee approve the minutes of March 29, 2021. The motion was seconded by Committee Member Cirilo and the motion passed 3-0 with one abstained.</b></p>	<b>Action:</b> File Approved Minutes
<b>3. Review of Board Item Regarding Approval of Warrant Register for April 2021</b>	<p>Chairperson Womack presented the Warrants for review.</p> <p>Public Comment – None</p> <p><b>Committee Member Gonzalez made a recommendation that the Board approve the Warrants of April 2021. The motion was seconded by Committee Member Cirilo and the motion carried with unanimous consent.</b></p>	<b>Action:</b> The Committee recommended that the Board approve the Warrant Register for April 2021.
<b>4. Review of Board Item Regarding Financial Reports for the Period Ending March 31, 2021</b>	<p>General Manager Munds presented the Financial Reports for approval as presented in the packet.</p> <p>Public Comment – None</p> <p><b>Committee Member Cirilo made a recommendation that the Board receive and file the Financials of March 31, 2021. The motion was seconded by Committee Member Thorp and the motion carried with unanimous consent.</b></p>	<b>Action:</b> The Committee recommended that the Board receive and file the Financials for the period ending March 31, 2021.
<b>5. Review of Board Item Preliminary Budget for Fiscal Year 2021-2022</b>	<p>General Manager Munds presented the Preliminary Budget for Fiscal Year 2021/2022 as presented in the Agenda Packet discussing the changes that are planned for the next Fiscal Year.</p> <p>The Committee discussed California Voting Rights Act (CVRA) and financially what it means to the District.</p> <p>The Committee inquired about COLA for staff and decrease in some line items on the Fund 500 Water Budget.</p> <p>Public Comment – None</p> <p><b>Committee Member Gonzalez made a recommendation that the Board receive the preliminary budget as presented. The motion was seconded by Committee Member Cirilo and the motion carried with unanimous consent.</b></p>	<b>Action:</b> The Committee recommended that the Board review and receive the preliminary budget.

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<b>6. Review of Board Item Approval or Audit Services</b>	<p>General Manager Munds presented the Audit Service Proposals as made available on the District Website commenting on the Pros and Cons the working group brought up during review.</p> <p>Committee Member Gonzalez commented that both Fechter &amp; Company and Moss, Levy &amp; Hartzheim were both equally ranked mentioning that the decision should be based on if the Board wants a fresh set of eyes for review.</p> <p>Committee Member Cirilo agreed with Committee Member Gonzalez commenting that if the District wanted a change then her recommendation is Fechter &amp; Company.</p> <p>Committee Member Metcalf inquired about planned criteria for evaluating before the District gets proposals.</p> <p>General Manager Munds responded that there was a scoring sheet based on what was in the request for proposals.</p> <p>Public Comment – None</p> <p><b>Committee Member Gonzalez made a recommendation that the Board select either Moss, Levy &amp; Hartheim or Fechter &amp; Company if the District would like a new set of eyes for auditing services. The motion was seconded by Committee Member Thorp and the motion carried with unanimous consent.</b></p>	<b>Action: The Committee recommended that the Board select either Moss, Levy &amp; Hartzheim or Fechter &amp; Company if the District would like a new set of eyes.</b>
<b>7. Review of Board Item Resolution 2021-10 Regarding District Fees</b>	<p>General Manager Munds presented the Board Item Resolution 2021-10 regarding District Fees, commenting on the new proposed fees and that District Fees have not been updated since 2003.</p> <p>Committee Member Thorp commented on the timing of the fees and the sticker shock on a couple of the proposed updated fees.</p> <p>Committee Member Julian inquired if having the fees looked at annually can be done in policy.</p> <p>General Manager Munds commented on a policy for the annual review of the fees; the two fees that have gone up significantly is the actual cost to the District.</p> <p>Public Comment - None</p> <p><b>Committee Member Metcalf made a recommendation to the Board that the Board adopt Resolution 2021-10 to update the LOCSD Fee Schedule as proposed in Exhibit A. The motion was seconded by Committee Member Gonzalez and the motion carried with a 3-1 vote.</b></p>	<b>Action: The Committee recommended that the Board review and receive the preliminary budget.</b>
<b>8. Public Comments on Items NOT on this Agenda</b>	None	
<b>9. Schedule Next FAC Meeting</b>	The next meeting of the Financial Advisory Committee is scheduled for Tuesday June 1, 2021 unless otherwise noted.	
<b>10. Closing Comments by FAC Committee</b>	<p>General Manager Munds thanked the Committee for their time reviewing and questions/comments on the various reports.</p> <p>Chairperson Womack and Vice Chairperson Ochylski commented on this being a very productive meeting.</p>	
<b>11. Adjournment</b>	The meeting adjourned at 7:01 p.m.	