



UTILITIES ADVISORY COMMITTEE MEETING

Wednesday, April 15, 2020 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 by 12:00pm on 4/15/2020
- Through the district website www.losososcscsd.org/contact-us by 12:00pm on 4/15/2020
- 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 February 19, 2020**
(Recommend Committee Approval)
Presented By: Administrative Services Manager Durban
3. **Brown Act Training**
Presented By: Director Ochylski
4. **Basin Management Committee Update**
(Updates Only)
Presented By: Chairperson Cesena
5. **Utility Department Report**
Presented By: Utility Systems Manager Acosta
6. **Utilities Department Updates**
(Updates Only)
Presented By: Utility Systems Manager Acosta
7. **Present Board Approved 2020 Work Plan for UAC**
Presented By: Chairperson Cesena/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, May 20, 2020 at 5:30 p.m. unless otherwise noted.
10. **Closing Comments by UAC Committee Members**
11. **Adjournment**

**DRAFT Minutes of the Utilities Advisory Committee Meeting
February 19, 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>Vice Chairperson Fourcroy called the meeting to order at 5:30 p.m. and led the flag salute.</p> <p><u>Roll Call:</u> 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</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 January 15, 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 and accept the minutes as presented. The motion was seconded by Committee Member Moothart and the motion carried by unanimous consent.</p>	<p>Action – File approved minutes.</p>
<p>3. Utilities Department Report</p>	<p>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.</p> <p>Public Comment – Richard Margetson inquired if the state formula could be presented in future reports.</p>	<p>Action – None</p>
<p>4. Utilities Department Update</p>	<p>Utility Systems Manager Acosta reported on updates regarding the 8th Street Water Yard Building, Southbay Lower Well, and Large Meter Repair/Replacement.</p> <p>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.</p> <p>USM Acosta commented on what a full rehab would entail for the Southbay Lower Well.</p> <p>Public Comment – Julie Tacker inquired if the 8th Street Water Yard Building had to have sprinklers and be ADA compliant.</p> <p>USM Acosta responded that it would have sprinklers and be ADA compliant.</p>	<p>Action – None</p>
<p>5. Flume Rebate Program</p>	<p>General Manager Munds presented the report that was submitted in the Agenda Packet commenting on the Flume Dashboard, rebate, and staff access.</p> <p>Committee Member Bishop commented on how non-invasive the product is, and how simple it is to install.</p>	<p>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.</p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p>5. Flume Rebate Program (Continued)</p>	<p>GM Munds commented that Flume reads the magnetic field that is in the meter.</p> <p>Committee Member Moothart inquired if it would need calibration; what would happen if Flume differs from the meter read.</p> <p>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.</p> <p>Utility Services Manager Acosta commented that Flume only reads gallons per day.</p> <p>Public Comment – Julie Tacker inquired if there are any other manufactueres that do this, and if sole sourcing can cause a legality issue.</p> <p>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.</p> <p>GM Munds responded that he is waiting on paperwork from Flume which has an agreement for the rebate.</p> <p>Committee Member Silva inquired if the rebate is specific only to Flume.</p> <p>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.</p> <p>USM Acosta responded that it would be 2024 at the earliest to start.</p> <p>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</p>	
<p>6. Leak Credit Adjustment</p>	<p>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.</p> <p>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.</p> <p>Public Comment – Linde Owen commented on the definitions; verbiage of 60 days from leak; special circumstances.</p> <p>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.</p> <p>Julie Tacker commented on Water Contingency Shortage Plan; leak adjustments are not necessary; procedure when district sees excessive use; grace period if our staff discovered a leak.</p> <p>Vice Chairperson Fourcroy commented that the staff procedure is a separate issue that would be discussed at a future meeting.</p>	<p>Action – 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.</p>

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 clarifying 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	<p>Jeff Edwards commented on the Tuesday February 25, 2020 Board of Supervisors meeting where an Ordinance 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.</p> <p>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.</p> <p>Linde Owen commented that the County is trying to cover an annual \$450,000 deficit, it has been run inefficiently, errors in building is not the communities responsibility and should not be responsible for the deficit when it is the County errors that cause the issue.</p>	
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.	



April 15, 2020

TO: LOCSD Utility Advisory Committee

FROM: Jose Acosta, Utility Systems Manager
Frank Asuncion, Water Resource Crew Leader
Alicia Zuniga, Utility Billing Specialist

SUBJECT: **Agenda Item 5- 4/15/2020 Utility Advisory Committee Meeting**
Utilities Department Report for **February 2020**

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
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WATER PRODUCTION INFORMATION

The total production for the month of **February 2020** was approximately **12.2 million gallons (MG)** this equates to an average daily demand of **436,600** gallons. This represents an **increase** in production from last year by approximately **18.34%**.

Using the state's formula to calculate residential usage per capita per day, for the month of **February 2020** our residential customers used 56.4 gallons per person per day, an increase from 49.4 gallons per person per day in February 2019.

PRODUCTION AND RUNTIME HOURS BY WELL SITE

The following tables break down the production by well site and runtime on the pump motors for the month of **February 2020**. Totals for last year are included for comparison:

Production (MG) February	2020	2019	% Change
Palisades	2.93	1.99	47.2
3 rd Street/Bayside	0	0	0
8 th Street/El Moro	4.68	4.12	13.6
10 th Street	4.04	3.73	8.3
South Bay (lower)	0.00	0.00	0.0
South Bay (upper)	0.57	0.49	16.3
TOTAL:	12.22	11.54	

Runtime (Hours) February	2020	2019
Palisades	142.0	95.0
3 rd Street/Bayside	0.1	0.1
8 th Street/El Moro	255.4	200.9
10 th Street	258.8	213.0
South Bay (lower)	0.0	0.0
South Bay (upper)	335.5	291.9
TOTAL:	991.8	800.9

WATER BILLING INFORMATION

Fifty-seven percent of the service area received bills for approximately **12.67 MG** consumption for the period of December 11, 2019 through February 11, 2020. This generated approximately **\$241,461.74** in revenue.

UTILITIES DEPARTMENT OPERATIONS AND MAINTENANCE

During the month of February 2020, the Utilities crew performed all required operations and maintenance tasks. The various tasks and facilities maintained are:

WATER DISTRIBUTION AND TREATMENT

- Daily, weekly, and monthly water quality sampling, analysis and reporting, for all well sites and throughout the distribution system.
- Monthly meter reading.
- Repair and service line upgrades at 1320 4th Street and 1953 9th Street.
- Commenced larger meter replacement/rebuild program, completed approximately 15 meters.
- Started annual valve exercising program.
- Completed replacement of well house siding at South Bay well.
- Grounds keeping at well and drainage sites

DRAINAGE WDID # 3 40M2000133

The District continue to operate and comply with the General National Pollutant Discharge Elimination System (NPDES) Permit for storm water discharges for small Municipal Separate Storm Sewer Systems (MS4). Storm water pollution prevention measures are available on the District's Drainage web page: <http://www.lososocsd.org/drainage-e293b4b>

RAINFALL TOTALS

The County has a link to rain and reservoir information: <http://wr.slocountywater.org/home.php> below is a table of historical rainfall totals from the Los Osos Landfill rain monitor. This has been arranged to coincide with our Water Shortage Contingency Plan Climate Trigger which is based on rainfall measured from April 1st through March 31st.

Station Name and Number													Los Osos Landfill # 727
*** All units are in inches ***													
Water Year	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	Total
2019-2020	0.08	1.53	0.00	0.00	0.08	0.00	0.00	2.13	4.37	0.20	0.04		8.43
2018-2019	0.79	0.00	0.00	0.00	0.00	0.00	0.43	3.75	1.14	6.14	6.90	3.94	23.09
2017 - 2018	0.55	0.27	0.00	0.00	0.00	0.16	0.16	0.47	0.12	3.78	0.16	7.95	13.62
2016 - 2017	0.20	0.00	0.00	0.00	0.00	0.00	1.65	2.76	3.39	9.02	7.65	1.34	26.01
2015 - 2016	0.67	0.12	0.00	1.93	0.00	0.08	0.08	1.26	1.85	5.04	0.86	4.85	16.74
2014 - 2015	0.71	0.00	0.00	0.00	0.00	0.00	0.00	0.28	5.20	0.08	0.91	0.43	7.61
2013 - 2014	0.31	0.12	0.04	0.00	0.00	0.00	0.24	0.28	0.12	0.00	4.06	1.42	6.59
2012 - 2013	2.24	0.00	0.00	0.00	0.00	0.00	1.18	1.69	2.64	1.02	0.67	0.43	9.87

RECOMMENDATION

Staff encourages the Board to ask any questions they may have with regard to the aforementioned report or any other related item that may be listed separately as an agenda item.

Attachments

FEBRUARY 2020	8th St./ El Moro Well	3rd St./ Bayside Well	10th St. Well	South Bay Well	South Bay Upper Well	Palisades Well	All Wells TOTAL	Last Years TOTAL	Percent% Differential
Total Gallons Produced, Mgal	4.6847	0.0000	4.0403	0.0000	0.5677	2.9315	12.2243	10.3296	18.34%
Average Daily Flow, Mgal							0.4366	0.3689	
Total Gallons to Waste (Filter Backwash), Mgal	0.0226			0.0000	0.0700		0.0926	0	
Total Gallons to Waste (System Flushing), Mgal							0.0000	0.0000	
Distribution System Losses (Water Line Breaks), Mgal							0.0000	0.0000	
Total Gallons Adjusted, Mgal	4.6621			0.0000			12.1316	10.3296	17.45%
Pump Runtime, total hours	255.4	0.1	258.8	0.0	335.5	142.0	991.8	800.9	23.84%
Daily Avg. Runtime, hours/day	9.1	0.0	9.2	0.0	12.0	5.1			
Energy Used, kWatts	10624	35	10894	2010		5168	28731	22555	27.38%
Eff. Ratio, kWatts/hr	41.60	0.00	42.09	0.00		36.39			
Chlorine Used, total gallons	68.9	0.0	30.7	6.9		19.2	125.6	97.3	29.10%
Aqua Mag, pounds	64.0		38.4	0.0		20.4	122.8	78.8	55.84%
Static water level, ft.	28.70	3.50	156.30	106.40	90.60	97.30			
Pump water level, ft.	147.00	N/A	247.40	N/A	114.80	186.10			
Draw-down level, ft.	118.30	N/A	91.10	N/A	24.20	88.80			
Gallons per minute	312	N/A	257	N/A	34	257			
Pressure, psi	96	N/A	45	N/A	61	55			

Well Log Summaries

LOCSD Water Data

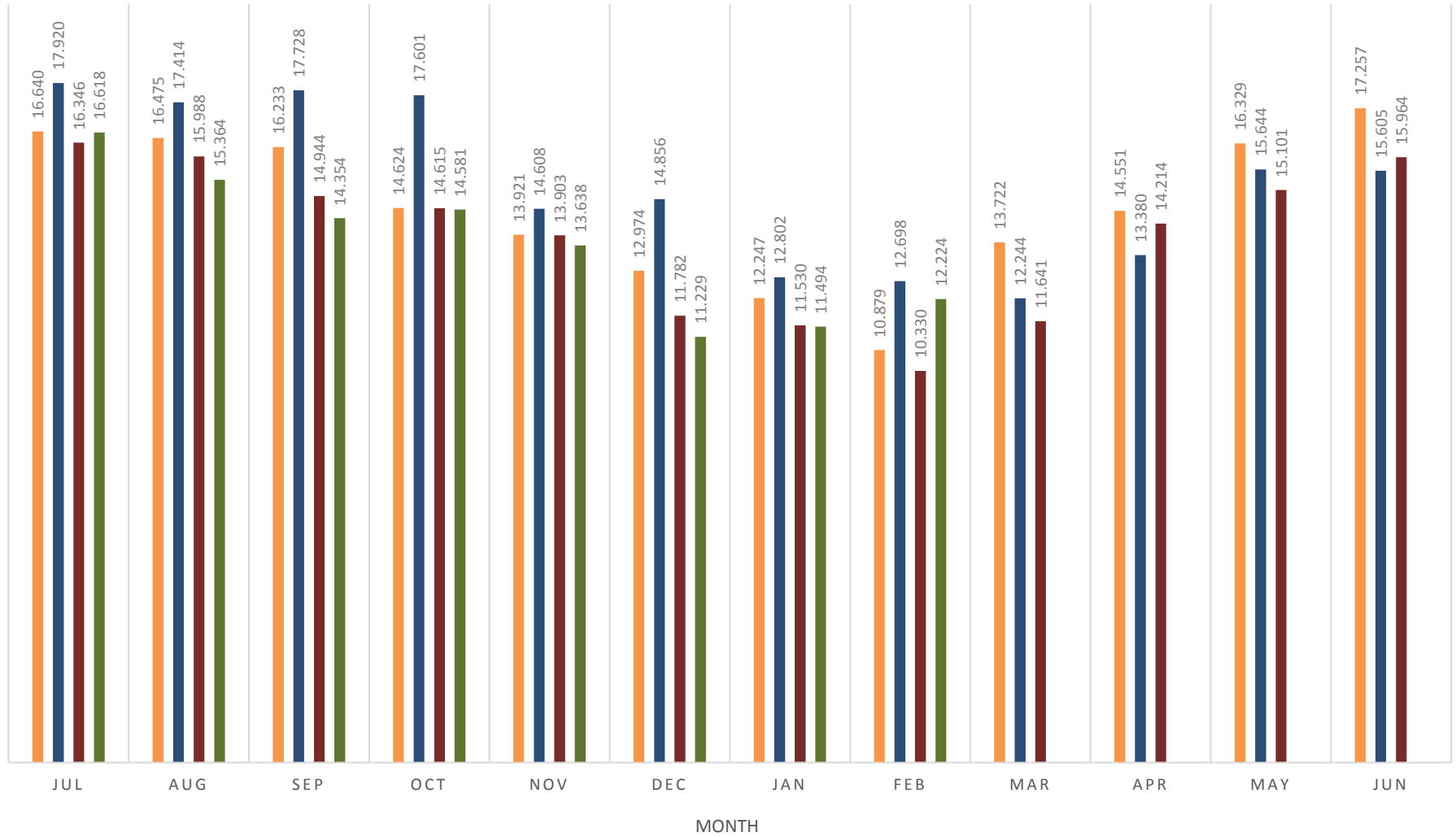
Water Production Data in Million Gallons				
	FY 12-13	FY 13-14	FY 14-15	FY 15-16
Jul	16.640	17.920	16.346	16.618
Aug	16.475	17.414	15.988	15.364
Sep	16.233	17.728	14.944	14.354
Oct	14.624	17.601	14.615	14.581
Nov	13.921	14.608	13.903	13.638
Dec	12.974	14.856	11.782	11.229
Jan	12.247	12.802	11.530	11.494
Feb	10.879	12.698	10.330	12.224
Mar	13.722	12.244	11.641	
Apr	14.551	13.380	14.214	
May	16.329	15.644	15.101	
Jun	17.257	15.605	15.964	
TOTAL	175.852	182.500	166.357	109.502

Consumption is billed for a two month period every month.
 Revenue is based on gallons billed - not cash received.
 Production is recorded daily.

HISTORICAL TO PRESENT LOCS D WELL PRODUCTION DATA

■ FY2016-2017
 ■ FY2017-2018
 ■ FY2018-2019
 ■ FY2019-2020

MILLION GALLONS (MG)



LOCSD Water Data

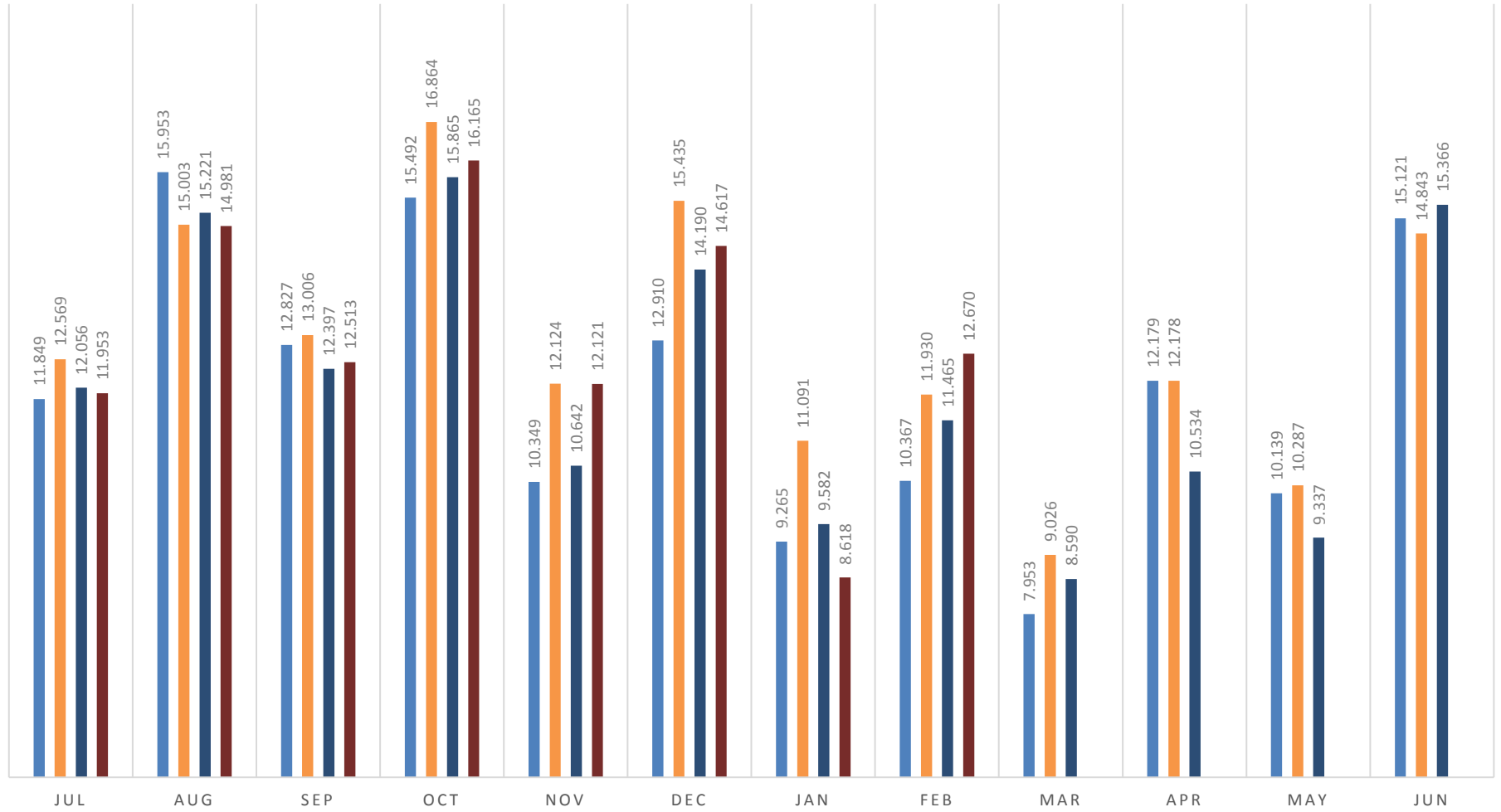
Water Consumption Data in Million Gallons						
% of Service Area	Billing Period		FY 16-17	FY 17-18	FY 18-19	FY 19-20
43	5/11 to 7/10	Jul	11.849	12.569	12.056	11.953
57	6/11 to 8/10	Aug	15.953	15.003	15.221	14.981
43	7/11 to 9/10	Sep	12.827	13.006	12.397	12.513
57	8/11 to 10/10	Oct	15.492	16.864	15.865	16.165
43	9/11 to 11/10	Nov	10.349	12.124	10.642	12.121
57	10/11 to 12/10	Dec	12.910	15.435	14.190	14.617
43	11/11 to 1/10	Jan	9.265	11.091	9.582	8.618
57	12/11 to 2/10	Feb	10.367	11.930	11.465	12.670
43	1/11 to 3/10	Mar	7.953	9.026	8.590	
57	2/11 to 4/10	Apr	12.179	12.178	10.534	
43	3/11 to 5/10	May	10.139	10.287	9.337	
57	4/11 to 6/10	Jun	15.121	14.843	15.366	
TOTAL			144.405	154.356	145.245	103.638

Consumption is billed for a two month period every month.
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 Production is recorded daily.

HISTORICAL TO PRESENT LOCS D WATER CONSUMPTION BASED ON BILLING

■ FY 16-17
 ■ FY 17-18
 ■ FY 18-19
 ■ FY 19-20

MILLION GALLONS (MG)



MONTH (READING CYCLE)

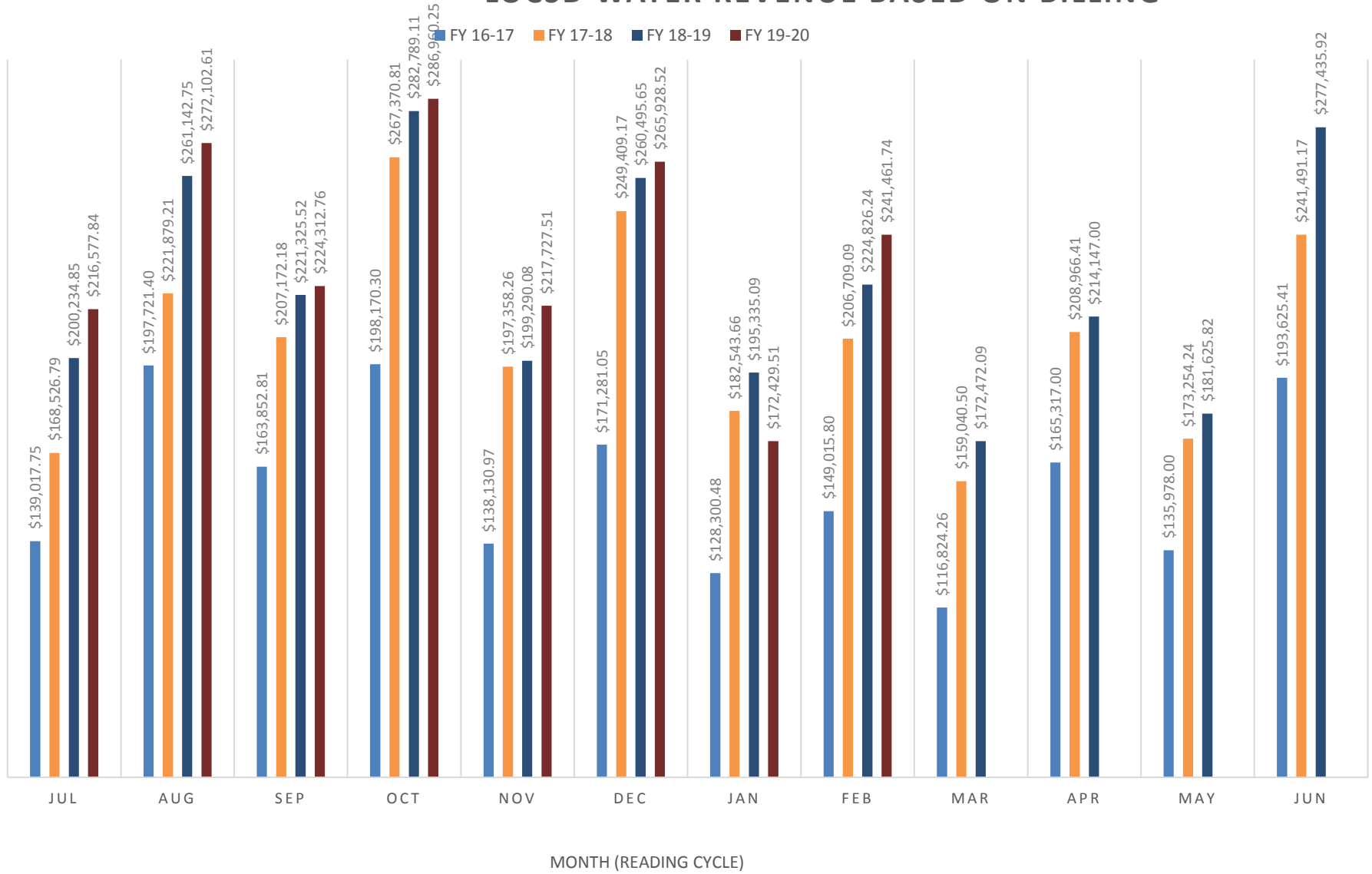
LOCS D Water Data

Water Revenue Data						
% of Service Area	Billing Period		FY 16-17	FY 17-18	FY 18-19	FY 19-20
43	5/11 to 7/10	Jul	\$139,017.75	\$168,526.79	\$200,234.85	\$216,577.84
57	6/11 to 8/10	Aug	\$197,721.40	\$221,879.21	\$261,142.75	\$272,102.61
43	7/11 to 9/10	Sep	\$163,852.81	\$207,172.18	\$221,325.52	\$224,312.76
57	8/11 to 10/10	Oct	\$198,170.30	\$267,370.81	\$282,789.11	\$286,960.25
43	9/11 to 11/10	Nov	\$138,130.97	\$197,358.26	\$199,290.08	\$217,727.51
57	10/11 to 12/10	Dec	\$171,281.05	\$249,409.17	\$260,495.65	\$265,928.52
43	11/11 to 1/10	Jan	\$128,300.48	\$182,543.66	\$195,335.09	\$172,429.51
57	12/11 to 2/10	Feb	\$149,015.80	\$206,709.09	\$224,826.24	\$241,461.74
43	1/11 to 3/10	Mar	\$116,824.26	\$159,040.50	\$172,472.09	
57	2/11 to 4/10	Apr	\$165,317.00	\$208,966.41	\$214,147.00	
43	3/11 to 5/10	May	\$135,978.00	\$173,254.24	\$181,625.82	
57	4/11 to 6/10	Jun	\$193,625.41	\$241,491.17	\$277,435.92	
		TOTAL	\$1,897,235.23	\$2,483,721.49	\$2,691,120.12	\$1,897,500.74

Consumption is billed for a two month period every month.
 Revenue is based on gallons billed - not cash received.
 Production is recorded daily.

HISTORICAL TO PRESENT LOCSD WATER REVENUE BASED ON BILLING

U. S. DOLLARS \$





UTILITIES ADVISORY COMMITTEE 2020 WORK PLAN

Recommendations for Utilities Advisory Committee in 2020:

President

Charles L. Cesena

Vice President

Christine M. Womack

Directors

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

General Manager

Renee Osborne

District Accountant

Robert Stilts, CPA

Unit Chief

Scott M. Jalbert

Battalion Chief

George Huang

1. Review and revise the CIP plan with staff, as needed
2. Review Utilities Budgets for Fiscal Year 2020/2021
3. Review and make recommendations and improvements to the District's Water Conservation Plan
4. Review and make recommendations to the Water Reserve Funds
5. Conduct UAC/FAC joint meetings regarding specific projects of interest and concern to both committees
6. Review and provide recommendations to the Board regarding the Basin Management Plan items, as needed

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