



November 30, 2019

**TO:** LOCSO Board of Directors  
**FROM:** Laura Durban, Administrative Services Manager  
**SUBJECT:** **Agenda Item 5B – 12/12/2019 Board Meeting**  
Approve Prior Meeting Minutes

**President**  
Marshall E. Ochylski

**Vice President**  
Charles L. Cesena

**Directors**  
Matthew D. Fourcroy  
Vicki L. Milledge  
Christine M. Womack

**General Manager**  
Ron Munds

**District Accountant**  
Robert Stilts, CPA

**Unit Chief**  
Scott M. Jalbert

**Battalion Chief**  
Greg Huang

**DESCRIPTION**

Attached are the minutes of the Board of Directors meeting held November 7, 2019 for your approval.

**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 approve the minutes of the Board of Directors meeting held November 7, 2019.***

Attachment

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**Los Osos Community Services District**  
**DRAFT - Minutes of the Regular Meeting of November 7, 2019**

AGENDA ITEM	DISCUSSION OR ACTION
<b>1. CALL TO ORDER/FLAG SALUTE/SILENT OBSERVANCE/ROLL CALL</b>	<p>President Ochylski called the meeting to order at 7:00 p.m. and Director Fourcroy led the flag salute.</p> <p>Roll Call:            Matthew Fourcroy, Director – Present            Vicki Milledge, Director – Present            Christine Womack, Director – Present            Chuck Cesena, Vice President – Absent            Marshall Ochylski, President – Present</p> <p>The following staff was present:            Ron Munds, General Manager            Jeffrey Minnery, District Counsel            Jose Acosta, Utility Systems Manager            Laura Durban, Administrative Services Manager</p>
<b>2. PUBLIC PRESENTATION</b>	<p>Chief George Huang and Station 15 presented Alicia Gonzalez, a local burn victim, a check from funds raised at the Fire Safety Fair.</p>
<b>3. PUBLIC HEARINGS</b> <b>A. Public Hearing to adopt Ordinance No. 2019-02 of the Los Osos Community Services District Amending and Restating Chapters 2.01 and 2.06 of TITLE 2 of the District Code to modify Discontinuance of Services Procedures, the Water Shortage Contingency Plan and make other minor edits and updates</b>	<p>General Manager Munds presented the Ordinance in the Agenda</p> <p>Public Comment – None</p> <p><b>Director Milledge moved to adopt, on second reading by title only, Ordinance No. 2019-02 Amending and Restating TITLE 2 of the District Code. The motion was seconded by Director Womack and carried with the following vote:</b></p> <p><b>Ayes: Directors Milledge, Womack, Fourcroy, Ochylski</b>  <b>Nays: None</b>  <b>Abstain: None</b>  <b>Absent: Cesena</b></p>
<b>4. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA</b>	<p>Richard Margetson commented on the upcoming 14<sup>th</sup> Annual Needs 'N Wishes Holiday Fundraiser on December 14<sup>th</sup> from 10am – 7pm at South Bay Community Center. Proceeds go to help SLO County's 40 Prado Homeless Services Center, SLO Noor Clinic, and PHP's Portable Shower Project. Residents can come visit with Santa, enjoy free cookies and refreshments, shop at Santa's Toy Store, Elf's Gift Store, Mrs. Claus's Baked Goofs &amp; Artisan Breads, bid at the Silent Auction, enter the Holiday Raffle and Children's Raffle, eat at Rudolph's Kitchen and enjoy the choirs, drummers, dancers and live music all day. If interested in donating, or for more details call 805-528-5800.</p>
<b>5. ADMINISTRATIVE AND COMMITTEE REPORTS</b> <b>A. Fire Department Report</b>  <b>B. Sheriff Department Report</b>  <b>C. Utilities Department Report</b>	<p>Chief Huang provided a summary of the Chief's Report for September 25<sup>th</sup> 2019-October 29<sup>th</sup> 2019 in which Station 15-South Bay responded to 150 calls, including 92 medical aids, 19 traffic collisions, 8 incidents were reported as fire, 18 as public service assists, and 6 as false alarms; Fire Captain Chris Peterson retired after 15 years; Operation Santa Claus is running at Station 15; there was a Fire Fighter at the Library and our quick response saved the library causing minimal damage to the exterior.</p> <p>Sargent Sandra Arousa, San Luis Obispo Sheriff's Office, provided a report of Sheriff Department activities for the month of October 2019 with 594 calls for service which included assaults, battery, disturbances, burglary, thefts, vandalism, phone scams, suspicious circumstances.</p> <p>Utility System Manager Acosta provided a summary of the September 2019 activities of the Utilities Department as submitted in the agenda packet reporting total water production; the District produced 14.5 million gallons equated to an average daily demand of 484,800 gallons, 64.9 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, analysis and reporting for all well sites, monthly meter reading, fire hydrant maintenance program, completed work on decommissioning of Bayridge septic tanks under budget, grounds keeping at all sites, maintenance and cleanout of South Bay brine tank, received and prepared 1000 gallon tank which will be used for flushing of main lines or fire hydrants so the District can reuse that water instead of putting it into the soil; Drainage facilities were maintained in September.</p>

AGENDA ITEM	DISCUSSION
<p><b>5. ADMINISTRATIVE AND COMMITTEE REPORTS (continued)</b></p> <p><b>D. General Manager Report</b></p> <p><b>E. Los Osos Community Advisory Council (LOCAC) Report</b></p> <p><b>F. Los Osos/Baywood Park Chamber of Commerce Report</b></p> <p><b>G. Utilities Advisory Committee Report</b></p> <p><b>J. Finance Advisory Committee Report</b></p> <p><b>K. Directors' Announcements of District and Community Interest and Reports on Attendance at Public Meetings, Training Programs, Conferences, and Seminars</b></p> <p><b>L. Response to Previously Asked Questions</b></p>	<p>General Manager Munds provided a summary of activities for October 2019 as submitted with the agenda packet reporting on the financial audit, update on the 8<sup>th</sup> Street Well Grant, on a presentation to the Los Osos Scenic Coast Realtors Association, and wastewater bond information.</p> <p>LOCAC Chair David Harris reported on the meeting from October 24<sup>th</sup> at Sea Pines Golf Resort; County Senior Planner Kerry Brown announced a Draft EIR meeting on October 28<sup>th</sup> and the Habitat Conservation Plan is available; a request to plant trees was made, a proposal to Board of Supervisors for an amended Road Fee Ordinance, Supervisor Gibson explained the Road Fee Ordinance is a fee attached to new development, and what would be required to pay a Road Fee; one Agenda Item approved is a 13,000 foot underground fiberoptic cable conduit which is the entire length of South Bay Blvd from Santa Isabela to Quintana and should be completed within a month of start date. Links for all items available at locac.info website.</p> <p>Steve Vinson from the Chamber of Commerce reported that Oktoberfest was a success; that Rexall is having an open house November 9, 2019, Beer at the Pier is every Monday from 4-7pm and will be moved indoors to La Palapa Restaurant; the Kiwanis Club of Los Osos is hosting a See's Candy Fundraiser to support kids in Los Osos and Morro Bay in an office near the Post Office; the 32<sup>nd</sup> Annual Christmas Parade is December 14<sup>th</sup> from 10am-12pm; Chamber is looking for more volunteers for 3 hours per-week to assist travelers visiting Los Osos.</p> <p>President Ochylski reported that on December 13<sup>th</sup> at 5pm there will be a tree lighting with entertainment at Palisades and Los Osos Valley Road.</p> <p>None</p> <p>Chairperson Ochylski provided a summary of the November 4<sup>th</sup> FAC meeting in which the Committee recommended that the Board approve the financials and warrants.</p> <p>None</p> <p>Legal Counsel Minnery responded to previous asked questions on election expenses</p>
<p><b>6. PUBLIC COMMENT FOR ITEMS ON THE ADMINISTRATIVE AND COMMITTEE REPORTS AND THE CONSENT AGENDA</b></p>	<p>Public Comment – Julie Tacker commented on getting something in writing that the District will not get billed for the previous election expenses; inquired on having a water basin education or a basin boot camp so residents know the issues to the District.</p> <p>Richard Margetson commented on the financials and asked that the revenue versus consumption be looked at and reported on in the future; inquired about when the draft audit be made available.</p> <p>President Ochylski responded that the law suit was dismissed.</p> <p>General Manager Munds responded that the auditor has indicated the first week of December the draft audit should be available and finalized by February.</p>

AGENDA ITEM	DISCUSSION
<p><b>7. CONSENT AGENDA</b>  <b>A. Receive Administrative, Committee Reports, and Approved Committee Minutes</b>  <b>B. Approve Meeting Minutes of October 03, 2019</b>  <b>C. Approve Warrant Register for October 2019</b>  <b>D. Receive Financial Report for Period Ending September 30, 2019</b>  <b>E. Adopt Resolution to Permit the Destruction or Disposal of Certain District Records, Documents, and Papers</b>  <b>F. Approve LOCSD Board of Directors 2020 Meeting Schedule</b>  <b>G. Award contract to Water Systems Consulting, Inc. for design and survey services for the South Bay Transmission Main Project</b>  <b>H. Adopt Resolution Supporting the Grant Application for the 8<sup>th</sup> Street Well Project, Authorizing the General Manager to Submit a Grant Proposal to the State of California's Department of Water Resources (DWR) and Execute an Agreement to Receive the Grant Funds, and Authorize the General Manager to Enter into an Agreement with San Luis Obispo County Flood Control and Water Conservation District (Flood Control District) to Pay for the LOCSD's Share of Costs</b>  <b>I. Approve Updated Fire Reserve Job Contract and Description</b>  <b>J. Award Program C Groundwater Test Well Contract to Filipponi and Thompson in the amount of \$54,500, with a 10% contingency for a total construction authorization of \$60,000</b></p>	<p>A motion was made by Director Fourcroy that the Board receive and file the Administrative and Committee Reports and approve the Consent Agenda. The motion was seconded by Director Womack and carried by unanimous consent.</p>
<p><b>8. GENERAL ACTION ITEMS</b>  <b>A. Customer Dispute Regarding High Water Bill at 1205 4<sup>th</sup> Street, Los Osos</b></p>	<p>General Manager Munds presented the report as submitted in the Agenda.</p> <p>Customer Lindgren commented on the things that have been done since September 2018 to verify that water was not being wasted, and to avoid a high bill again.</p> <p>Public Comment - None</p> <p>A motion was made by President Ochylski that the Board go with the middle ground approach and apply a standard adjustment for a service line leak with the condition that if it happens again the District would not consider an adjustment. The motion was seconded by Director Womack and carried by unanimous consent.</p>

