



February 3, 2022

**TO:** LOCSO Board of Directors

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

**SUBJECT: Agenda Item 7A- 02/03/2022 Board Meeting**  
Receive Administrative, Committee Reports, and Approved  
Committee Minutes

**President**  
Matthew D. Fourcroy

**Vice President**  
Charles L. Cesena

**Directors**  
Troy C. Gatchell  
Marshall E. Ochylski  
Christine M. Womack

**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 January 2022.

**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, December 15, 2021 at 5:30 p.m.

Pursuant to Resolution 2021-27, in compliance with AB361, members of the Committee, 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 12/15/2021
- Through the district website [www.losososcscsd.org/contact-us](http://www.losososcscsd.org/contact-us) by 12:00pm on 12/15/2021
- 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 November 17, 2021**  
*(Recommend Committee Approval)*  
Presented By: Administrative Services Manager Durban
3. **Basin Management Committee Update**  
Presented By: General Manager Munds
4. **Utility Department Report**  
Presented By: Utility Systems Manager Falkner
5. **Utilities Department Updates**  
Presented By: Utility Systems Manager Falkner/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 UAC Meeting** – The next UAC Meeting will be held Wednesday, January 19, 2022 at 5:30 p.m. unless otherwise noted.
8. **Closing Comments by UAC Committee Members**
9. **Adjournment**

**Minutes of the Utilities Advisory Committee Meeting  
December 15, 2021 at 5:30 p.m. at the District Office**

| AGENDA ITEM   | DISCUSSION   | FOLLOW-UP  |
|---|--|--|
| <p><b>1. Call to Order and Roll Call</b></p>              | <p>Chairperson Cesena called the meeting to order at 5:33 p.m.</p> <p><u>Roll Call:</u><br/>           James Bishop, Committee Member – Absent<br/>           Jan Harper, Committee Member – Present<br/>           Leonard Moothart, Committee Member – Arrived 5:37<br/>           Pam Ouellette, Committee Member - Present<br/>           Gene Scovell, Committee Member - Present<br/>           Matthew Fourcroy, Vice Chairperson – Present<br/>           Chuck Cesena, Chairperson – Present</p> <p>Gene Scovell and Pam Ouellette introduced themselves as new Committee Members.</p> <p><u>Staff:</u><br/>           Ron Munds, General Manager<br/>           Laura Durban, Administrative Services Manager<br/>           Margaret Falkner, Utility Systems Manager</p> |  |
| <p><b>2. Approve UAC Minutes Of November 17, 2021</b></p> | <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 November 17, 2021. The motion was seconded by Committee Member Moothart and carried with the following vote:</b></p> <p><b>Ayes: Harper, Moothart, Scovell</b><br/> <b>Nays: None</b><br/> <b>Abstain: Ouellette</b><br/> <b>Absent: None</b></p>   | <p><b><u>Action</u> – File approved minutes.</b></p> |
| <p><b>3. Basin Management Committee Update</b></p>        | <p>General Manager Munds presented a recap from the Basin Management Committee (BMC) meeting commenting on the Executive Directors Report and the BMC 2022 Budget.</p> <p>The Committee inquired about wells and transducers; discussed the BMC 2022 Budget items.</p> <p>Committee Member Moothart inquired if Supervisor Bruce Gibson is remaining in his position.</p> <p>General Manager Munds responded that there was no discussion regarding Supervisor Gibson position.</p> <p>Public Comment – None</p>   | <p><b><u>Action</u> – None</b></p>                   |
| <p><b>4. Utility Department Report</b></p>                | <p>Utility Systems Manager Falkner presented an overview which is available on the District website.</p> <p>The Committee discussed the South Bay Upper Aquifer being out of service due to the Nitrate Analyzer needing repairs.</p> <p>Public Comment – None</p>   | <p><b><u>Action</u> – None</b></p>                   |
| <p><b>5. Utilities Department Updates</b></p>             | <p>General Manager Munds reported on the Program C Well Project; 8th Street Upper Aquifer Well; 16<sup>th</sup> Street South Tank Project.; 5-year CIP Plan.</p> <p>The Committee discussed the updates and specific items on the 5-year CIP Plan.</p> <p>Public Comment – None</p>  | <p><b><u>Action</u> – None</b></p>                   |

| AGENDA ITEM   | DISCUSSION  | FOLLOW-UP            |
|---|---|----------------------|
| <b>6. Public Comments on Items NOT on this Agenda</b> | Public Comment - None   | <u>Action</u> – None |
| <b>7. Schedule Next UAC Meeting</b>                   | The next meeting of the Utilities Advisory Committee is scheduled to be held on Wednesday, January 19, 2022 at 5:30 p.m., unless otherwise noticed.   |                      |
| <b>8. Closing Comments by UAC Committee Members</b>   | <p>Committee Member Moothart welcomed the new Committee Members and wished everyone Happy Holidays.</p> <p>Chairperson Cesena thanked the Committee for their time.</p> <p>Committee Member Scovell wished all a Merry Christmas.</p> |                      |
| <b>9. Adjournment</b>                                 | The meeting adjourned at 6:34 p.m.  |                      |



## FINANCE ADVISORY COMMITTEE MEETING

Monday, November 29, 2021 at 5:30 p.m.

Pursuant to Resolution 2021-26, in compliance with AB361, members of the Committee, staff and public may participate in this meeting via teleconference and/or electronically. The LOCSO 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 11/29/2021
- Through the district website [www.losososcscsd.org/contact-us](http://www.losososcscsd.org/contact-us) by 12:00pm on 11/29/2021
- 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 LOCSO
- 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 November 1, 2021**  
*(Recommend approval)*  
Presented By: Administrative Services Manager Durban
3. **PRESENTATION – Fiscal Year 2020/2021 Audit Report – Fechter & Company**  
*(Recommend Committee review/discuss and provide recommendation to the Board to receive and file Final Fiscal Year 2020/2021 Audit Report)*  
(Presented By: General Manager Munds and Audit Manager Sandy Sup)
4. **Review of Board Item Regarding Approval of Warrant Register for November 2021**  
*(Committee Review and Recommendations to the Board)*  
Presented By: Administrative Services Manager Durban
5. **Review of Board Item Regarding Financial Reports for the Period Ending October 31, 2021**  
*(Committee Review and Recommendations to the Board)*  
Presented By: General Manager Munds
6. **General Manager Update**  
*(Discussion only)*  
Presented By: General Manager Munds
7. **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.
8. **Schedule Next FAC Meeting – Monday, January 3, 2022 at 5:30 p.m. unless otherwise noted**
9. **Closing Comments by FAC Committee Members**
10. **Adjournment**

**Los Osos Community Services District  
Minutes of the Finance Advisory Committee Meeting  
November 29, 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<br/>           Lisa Gonzalez, Committee Member – Present<br/>           Julian Metcalf, Committee Member - Present<br/>           Alyce Thorp, Committee Member – Absent<br/>           Marshall Ochylski, Vice Chairperson – Arrived at 5:41 p.m.<br/>           Christine Womack, Chairperson – Present</p> <p><u>Staff:</u></p> <p>Ron Munds, General Manager<br/>           Laura Durban, Administrative Services Manager<br/>           Adrienne Geidel, District Bookkeeper</p> |  |
| <b>2. Approve FAC Meeting Minutes of November 1, 2021</b>   | <p>Chairperson Womack presented the minutes for approval.</p> <p>Public Comment - None</p> <p><b>Committee Member Cirilo made a motion that the Committee approve the minutes of November 1, 2021. The motion was seconded by Committee Member Gonzalez and passed with unanimous consent.</b></p>   | <b>Action: File Approved Minutes</b>   |
| <b>3. Presentation – Fiscal Year 2020/2021 Audit Report</b>                                       | <p>General Manager Munds presented commenting that the Auditors did not identify any deficiencies in internal controls; introduced District Auditor Sandy Sup for Fechter &amp; Company CPA to answer any questions.</p> <p>The Committee discussed investment income, pre-pay of liabilities, pension plans.</p> <p>Public Comment - None</p> <p><b>Committee Member Metcalf made a recommendation to the Board that the Board receive and file the fiscal year 2020/2021 financial audit as presented. The motion was seconded by Committee Member Gonzalez and passed with unanimous consent.</b></p>                       | <b>Action: The Committee recommended that the Board receive and file the Fiscal Year 2020/2021 Financial Audit as presented.</b> |
| <b>4. Review of Board Item Regarding Approval of Warrant Register for November 2021</b>           | <p>General Manager Munds presented the Warrants for review.</p> <p>Public Comment – None</p> <p><b>Committee Member Metcalf made a recommendation that the Board approve the Warrants of November 2021. The motion was seconded by Committee Member Gonzalez and the motion carried with unanimous consent.</b></p>  | <b>Action: The Committee recommended that the Board approve the Warrant Register for November 2021.</b>                          |
| <b>5. Review of Board Item Regarding Financial Reports for the Period Ending October 31, 2021</b> | <p>General Manager Munds presented the Financial Reports for approval as presented in the packet commenting on each fund.</p> <p>The Committee discussed the Financials.</p> <p>Public Comment – None</p> <p><b>Committee Member Cirilo made a recommendation that the Board receive and file the Financials of October 31, 2021. The motion was seconded by Committee Member Gonzalez and the motion carried with unanimous consent.</b></p>  | <b>Action: The Committee recommended that the Board receive and file the Financials for the period ending October 31, 2021.</b>  |
| <b>6. General Manager Update</b>  | <p>General Manager Munds presented commenting on the Dog Park; Program C Well; 8<sup>th</sup> Street Upper Aquifer Well; 16<sup>th</sup> South Street Tank.</p> <p>The Committee inquired about the Dog Park.</p> <p>Public Comment – None</p>   | <b>Action: None</b>  |

| AGENDA ITEM   | DISCUSSION   | FOLLOW-UP |
|---|--|-----------|
| <b>7. Public Comments on Items NOT on this Agenda</b> | None   |           |
| <b>8. Schedule Next FAC Meeting</b>                   | The next meeting of the Financial Advisory Committee is scheduled for Monday January 3, 2022 unless otherwise noted.   |           |
| <b>9. Closing Comments by FAC Committee</b>           | <p>Vice Chairperson Ochylski commented on the Chamber of Commerce Christmas Parade and Tree Lighting.</p> <p>General Manager Munds commented on the People Helping People fundraiser after the Christmas Parade at the Community Center.</p> <p>Chairperson Womack thanked the FAC and staff for their time and effort.</p> <p>Committee Member Gonzalez wished Happy Holidays to all.</p> |           |
| <b>10. Adjournment</b>                                | The meeting adjourned at 6:17 p.m.   |           |