

**Los Osos Community Services District
Minutes of the Regular Meeting of February 06, 2020**

AGENDA ITEM	DISCUSSION OR ACTION
1. CALL TO ORDER/FLAG SALUTE/ROLL CALL	<p>President Ochylski called the meeting to order at 7:00 p.m. and Vice President Cesena led the flag salute.</p> <p>Roll Call: Matthew Fourcroy, Director – Present Vicki Milledge, Director – Present Christine Womack, Director – Present Chuck Cesena, Vice President – Present 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>
2. BOARD OFFICER ELECTION	<p>President Ochylski commented about the one-month delay for Board Officer Elections was to wait for Vice President Cesena to be in attendance for the election, and called for nominations for the 2020 Board President.</p> <p>Director Womack nominated Vice President Cesena for President. Director Milledge seconded the nomination. Seeing no other nominations, the floor was opened to public comment.</p> <p>No public comment.</p> <p>President Ochylski called for a vote by acclamation to elect Vice President Cesena as 2020 Board President; the vote carried 5-0.</p> <p>Director Ochylski opened nominations for the 2020 Board Vice President. Director Fourcroy nominated Director Womack, and Director Milledge seconded the nomination. President Cesena nominated Director Fourcroy, and Director Ochylski seconded the nomination. Seeing no other nominations, the floor was open to public comment.</p> <p>No public comment.</p> <p>Director Womack commented that she is happy to serve.</p> <p>Director Fourcroy commented that he is happy to serve but believes Director Womack would do a great job.</p> <p>The Board voted by ballot; Administrative Services Manager Durban opened and read each vote aloud; and on a ballot vote of 5-0, Director Womack was elected 2019 Board Vice President.</p>
3. PRESENTATION OF MID-YEAR 2019/2020 BUDGET	<p>General Manager Munds presented the Board Item 2019/2020 Mid-Year Budget Adjustments that is included in the packet giving an opportunity for Directors and public to comment after going over each Fund; commenting that the FAC recommended the Board approve the changes.</p> <p>Fund 100</p> <p>President Cesena inquired about the Admin Clerk position.</p> <p>Director Ochylski commented on the reduction in Legal and Professional fees is due to the former General Manager Contract.</p> <p>Public Comment – Julie Tacker commented that the decision to hire General Manager Munds was the right thing to do and that the District will have savings due to his expertise and experience.</p> <p>Fund 200</p> <p>Director Ochylski thanked Staff and Utility Systems Manager Acosta for the lower cost for the Bayridge Septic Tanks decommissioning as the final cost was one-third of the original anticipated cost.</p> <p>Fund 500</p> <p>Director Ochylski inquired about amount in Water Reserves.</p> <p>President Cesena commented on the 8th Street Grant.</p>

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	<p>Public Comment – Richard Margetson commented on the revenue and the decision for the District to not increase their rates.</p> <p>Fund 600</p> <p>Director Ochylski inquired about the recycled water infrastructure in regards to the budget.</p> <p>General Manager Munds responded that the County is paying for the infrastructure.</p> <p>Director Ochylski made a motion that the Board Approve and File the District’s 2019/2020 Mid-Year Budget Adjustments as presented. The motion was seconded by Director Fourcroy and passed by unanimous consent.</p>
4. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA	<p>Richard Margetson updated the District on the Needs and Wishes Fundraiser, commenting that \$42,655 was raised, that over 11 Toy Barrels were filled, 100% of everything raised was donated, and thanked volunteers and entertainment; the Bell Ringing for PHP went very well, Los Osos raised the second highest amount of all cities in the County.</p> <p>Linde Owen commented on the County being short in annual budget, and on February 27th they will be presenting to the Board of Supervisors to raise the Sewer fee 19% over 5 years; meeting to discuss was not well attended due to late notice.</p> <p>Julie Tacker commented on the Sewer rate increase meeting that had low attendance; on the amount that would increase over 5 years; publics right to protest; inquired if the County could present to the Board.</p>
<p>5. ADMINISTRATIVE AND COMMITTEE REPORTS</p> <p>A. Fire Department Report</p> <p>B. Sheriff Department Report</p> <p>C. Utilities Department Report</p> <p>D. General Manager Report</p> <p>E. Los Osos Community Advisory Council (LOCAC) Report</p> <p>F. Los Osos/Baywood Park Chamber of Commerce Report</p> <p>G. Parks and Recreation Advisory Committee Meeting Report</p> <p>H. Utilities Advisory Committee Report</p>	<p>Chief Huang provided a summary of the Chief’s Report for the month of January in which Station 15-South Bay responded to 104 calls, including 56 medical aids, 7 traffic collisions, 4 incidents reported as fire, 4 reported as hazardous, 17 public service assists, and 13 as false alarms; during the Month of January Chief Huang worked on updating the Fire Code; there was a vehicle fire on Nipomo and South Bay Blvd on February 05, 2020; there is a pie chart in the report that shows the calls in 2019.</p> <p>Sargent Dave Merigoni provided a report of Sheriff Department activities for the month of January 2020 with 554 calls for service which included assaults, battery, disturbances, burglary, thefts, vandalism, phone scams, and suspicious circumstances.</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>General Manager Munds provided a summary of activities for January 2020 as submitted with the agenda packet reporting on the Los Osos Middle School Test Well work, the payroll software integration and District ENews Online Newsletter.</p> <p>Vice President Womack provided a summary of the report included in the Agenda Packet.</p> <p>Steve Vinson from the Chamber of Commerce reported on the Annual Installation Dinner and Community Awards; the new 2020 Board of the Chamber of Commerce was sworn in; getting ready for the Annual Business Expo on March 20th from 5:30-7:30pm with a tri-tip BBQ dinner for \$10 each.</p> <p>Director Fourcroy provided a summary of the report included in the Agenda Packet highlighting the concept plan for the Dog Park, and the Pocket Park Snail Study.</p> <p>Director Fourcroy provided a summary of the Utilities Advisory Committee meeting commenting that the main discussion was around leak credits, how to streamline, and solve issues at a staff level.</p>

AGENDA ITEM	DISCUSSION
<p>I. Finance Advisory Committee Report</p> <p>J. Appointment of District Advisory Committee Chairpersons and Vice Chairpersons and Appointment of District Representation to Outside Agencies by Board President</p> <p>K. Director Fourcroy's Appointment to Parks and Recreation Advisory Committee</p> <p>L. Directors' Announcements of District and Community Interest and Reports on Attendance at Public Meetings, Training Programs, Conferences, and Seminars</p> <p>M. Response to Previously Asked Questions</p>	<p>Director Ochylski provided a summary of the February 4th FAC meeting in which the Committee recommended that the Board approve for the Mid-Year Budget, the financials and warrants.</p> <p>President Cesena commented that we would roll over with current appointments for all committees and outside agencies.</p> <p>Director Fourcroy appointed Christina Grimm to the Parks and Recreation Advisory Committee.</p> <p>Director Ochylski provided a summary of the CSDA Annual Meeting that was held on January 30th, 2020. Presentation from County Administrator and Emergency Services; commented on items available to agencies for emergency services.</p> <p>General Manager Munds responded to a previous asked question on Directors Compensation.</p>
<p>6. PUBLIC COMMENT FOR ITEMS ON THE ADMINISTRATIVE AND COMMITTEE REPORTS AND THE CONSENT AGENDA</p>	<p>Public Comment – Julie Tacker commented on the response to previous asked question; discussed that 7A has not included the committee minutes and would like to see them in the packet.</p> <p>Linde Owen inquired who would manage the Dog Park; commented about having an article in Estero News and working on outreach for Dog Park; inquired about the Flume Meter in Los Osos.</p> <p>General Manager Munds responded that the District is having a meeting with the representatives of Flume on Tuesday February 11.</p>
<p>7. CONSENT AGENDA</p> <p>A. Receive Administrative, Committee Reports, and Approved Committee Minutes</p> <p>B. Approve Meeting Minutes of January 9, 2020</p> <p>C. Approve Warrant Register for January 2020</p> <p>D. Receive Financial Report for Period Ending December 31, 2019</p> <p>E. Introduction and First Reading by Title Only of an Ordinance Amending and Restating the District Fire Prevention Code Found in Title 4 of the District Code</p> <p>F. Termination of Agreement Affecting Real Property 1380 Santa Ynez McGrath</p> <p>G. Award contract to AECOM for Phase 1 SCADE evaluation services, in the amount not to exceed \$30,360; and authorize General Manager to execute said contract</p>	<p>A motion was made by Director Ochylski that the Board receive and file the Administrative and Committee Reports and approve the Consent Agenda. The motion was seconded by Director Milledge and carried with the following vote:</p> <p>Ayes: Directors Fourcroy, Milledge, Ochylski, Womack, Cesena Nays: None Abstain: None Absent: None</p>
<p>8. GENERAL ACTION ITEMS</p> <p>A. Customer Dispute Regarding High Water Bill at 572 Baywood Way, Los Osos</p>	<p>General Manager Munds presented a report as submitted in the Board Packet.</p> <p>Customer Schermerhorn commented on being water conscious; on plants on their property with drip irrigation; commenting on looking for leaks and finding none and water usage returning to normal; asked for similar consideration to other owners with no logical explanation for the increase.</p>

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<p>B. Customer Request for an Additional Credit to a High-Water Bill Received at 1690 16th Street</p>	<p>Director Fourcroy commented that a small leak for a large period of time can seem like a large amount of water. 76 Units over 60 days is only .6 gallons per minute and it is something that is barely flowing and a resident would most likely not see that. Meters are prone to under read versus over read, and that the water did go through the meter; UAC will look at this and needs to come up with some good plans so staff can use more discretion with these cases.</p> <p>Public Comment – Linde Owen inquired about payment plans on different leak issues.</p> <p>A motion was made by Director Ochylski that the Board go with the middle ground approach and apply a standard adjustment for a service line leak. The motion was seconded by Director Womack and carried by unanimous consent.</p> <p>General Manager Munds presented a report as submitted in the Board Packet.</p> <p>Customer Dzuba provided correspondence to the Board; requested further adjustment commenting on policies of other water agencies, courtesy notice, sending a letter to customers, shut off if extreme usage, and on the District’s notification policy.</p> <p>President Cesena commented on trying to call customer and meeting the resident half way already.</p> <p>Public Comment – Julie Tacker sympathized with Mr. Dzuba commenting that staff should have done more; the District needs a new policy to show the District is being more diligent.</p> <p>Linde Owen commented on a policy update; with billing trying to get more contact information; unsure if additional credit should be given.</p> <p>President Cesena commented that the customer needs to keep accurate information database for the District; inquired what the District’s legal parameters are to shutting off water.</p> <p>District Counsel Minnery commented that he is not sure if the District can shut off water with out direct contact with the customer; recommends adopting a policy in extreme circumstances that would let the District shut off water, but direct contact is preferable.</p> <p>Director Ochylski commented that the District should meet a middle ground with Mr. Dzuba.</p> <p>Vice President Womack would have received contact information if water was shut off.</p> <p>General Manager Munds responded that we are reluctant to turn off water because the District does not know what is going on in the house and there is a certain liability there if the District turns off the water.</p> <p>A motion was made by Director Fourcroy that the Board split the bill in half and give a statement credit of \$534.25. The motion was seconded by Director Ochylski and carried by unanimous consent.</p>
<p>C. Adopt Resolution Amending the Board Bylaws and Rules of Decorum for 2020</p>	<p>Director Ochylski presented the Bylaws as and Rules of Decorum as presented in the packet highlighting changing the meeting start time to 6pm, section 2.2. Directors Compensation 9.1 add language in the second to last line inserting language that the Director is representative of the District, and delete the last 4 words in 9.2</p> <p>Public Comment – Julie Tacker commented on 4.3.b, 4.3.d, removing 9.5, section 9, and 11.2.</p> <p>Linde Owen inquired about Directors writing a report to be presented when attending a meeting.</p> <p>Director Ochylski commented that the Committee Chair or Vice Chair has to write a report 11.1.c, agreed that 9.5 should be removed.</p> <p>A motion was made by Director Ochylski that the Board to Adopt Resolution 2020-01 amending the Board Bylaws and Rules of Decorum for 2020 with additional changes to 9.1, 9.2 and removing 9.5. The motion was seconded by Director Fourcroy and carried with the following vote:</p> <p>Ayes: Directors Ochylski, Fourcroy, Milledge, Womack, Cesena Nays: None Abstain: None</p>

AGENDA ITEM	DISCUSSION
	Absent: None
9. DISCUSSION OF PULLED CONSENT ITEMS	None
10. FUTURE AGENDA ITEMS	Director Ochylski recommended update for policy for leak adjustment. Director Fourcroy commented that it should go to UAC first.
11. CLOSING BOARD COMMENTS	None
12. ADJOURNMENT	The meeting adjourned at 8:58 p.m.