



February 26, 2020

TO: LOCSO Board of Directors
FROM: Laura Durban, Administrative Services Manager
SUBJECT: **Agenda Item 6B – 03/05/2020 Board Meeting**
Approve Prior Meeting Minutes

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
Scott M. Jalbert

Battalion Chief
Greg Huang

DESCRIPTION

Attached are the minutes of the Board of Directors meeting held February 06, 2020 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 February 6, 2020.

Attachment

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

AGENDA ITEM	DISCUSSION OR ACTION
<p>1. CALL TO ORDER/FLAG SALUTE/ROLL CALL</p>	<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>
<p>2. BOARD OFFICER ELECTION</p>	<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>
<p>3. PRESENTATION OF MID-YEAR 2019/2020 BUDGET</p>	<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>

AGENDA ITEM	DISCUSSION
	<p>President Cesena commented on the 8th Street Grant.</p> <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; public's 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>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>

AGENDA ITEM	DISCUSSION
<p>H. Utilities Advisory Committee Report</p> <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 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> <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>

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

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