



March 2, 2023

**TO:** LOCSO Board of Directors

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

**SUBJECT: Agenda Item 10A- 03/02/2023 Board Meeting**  
Receive Administrative, Committee Reports, and Approved  
Committee Minutes

**President**  
Charles L. Cesena

**Vice President**  
Marshall E. Ochylski

**Directors**  
Matthew D. Fourcroy  
Troy C. Gatchell  
Christine M. Womack

**General Manager**  
Ron Munds

**District Accountant**  
Robert Stilts, CPA

**Unit Chief**  
John Owens

**Battalion Chief**  
Paul Provence

**DESCRIPTION**

Attached are the approved minutes from meetings in February 2023.

**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

Emergency Services Advisory Committee Minutes 11/17/22  
Utilities Advisory Committee Minutes 01/18/2023

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**Los Osos Community Services District  
Minutes of the Emergency Services Advisory Committee Meeting  
Thursday, November 17, 2022 at 5:30 p.m.**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<b>1. Call to Order Roll Call</b>	<p>Chairperson Womack called the meeting to order at 5:30 p.m.</p> <p><u>Roll Call:</u>            Craig Baltimore, Committee Member – Present            Stephanie Dininni, Committee Member – Absent            Bob Neumann, Committee Member – Present            Gary Orback, Committee Member – Present            Warren Sargent, Committee Member – Present            Vice Chairperson Gatchell– Present            Chairperson Marshall Ochylski – Absent</p> <p><u>Staff:</u>            Ron Munds, General Manager            Laura Durban, Administrative Services Manager            Paul Provence, Battalion Chief</p>	
<b>2. Approve ESAC Minutes August 18, 2022</b>	<p>Administrative Services Manager Durban presented the minutes for approval.</p> <p>Public Comment – None.</p> <p><b>Committee Member Neumann made a motion to approve the minutes of August 18, 2022. The motion was seconded by Committee Member Orback and passed by unanimous consent.</b></p>	<b><u>Action</u> – File approved minutes.</b>
<b>3. Fire Department Update</b>	<p>Battalion Chief Provence reported on 130 calls that were responded to between September 22 and October 21, 2022, two new paramedics, Firefighter Jim Green retiring, Baywood Elementary event, improving public-interest reporting for Station 15, and the revised draft statistics page available on the district website.</p> <p>The Committee discussed the draft statistic page.</p> <p>Public Comment – Tom Wright commented on setting response time requirements for fire.</p> <p>Emily Miggins commented on the CSD handling public chipping events.</p> <p>General Manager Munds commented on the CSD's limited resources for running chipping events.</p> <p>The Committee discussed chipping event options.</p>	<b><u>Action</u> – None</b>
<b>4. Station 15 Building Condition Assessment Contract Award Update</b>	<p>General Manager Munds presented an update on the Building Condition Assessment objectives and proposed fees.</p> <p>Committee Member Baltimore commented on information not found in the background report, hazardous material testing, district goals and service standards.</p> <p>The Committee discussed the proposal, site assessment criteria, and master planning.</p> <p>Public Comment – Emily Miggins voiced support for upgrading Station 15.</p>	<b><u>Action</u> – None</b>
<b>5. Emergency Services Annual Work Plan and Strategic Plan Development Update</b>	<p>General Manager Munds presented an update on the Emergency Services Annual Work Plan and Strategic Plan Development.</p> <p>The Committee discussed the Standard of Cover, ambulance service, CERT training, AEDs, and road improvements.</p>	<b><u>Action</u> – None</b>

	<p>Public Comment – Emily Miggins commented on Fire Safe Council and CERT Training.</p> <p>General Manager Munds noted that ESAC is gaining momentum again and encouraged a visit to resume any dialogue.</p>	
<b>6. Fund 301 FY 2022-23 Quarterly Review</b>	<p>General Manager Munds presented the 2022-23 First Quarterly Budget Review for Fund 301.</p> <p>The Committee discussed the quarterly review and potential revenue generators.</p> <p>Public Comment – None</p>	<b><u>Action</u> – None</b>
<b>7. Public Comments NOT on this Agenda</b>	Public Comment – None	<b><u>Action</u> – None</b>
<b>8. Schedule Next ESAC Meeting</b>	The next Emergency Services Advisory Committee meeting is scheduled for Thursday, February 16, 2023, at 5:30 p.m.	
<b>9. Closing Comments by Committee ESAC Members</b>	<p>Committee Member Baltimore thanked Staff and the Committee.</p> <p>Vice Chairperson Gatchell thanked General Manager Munds and Battalion Chief Provence.</p> <p>General Manager thanked the Committee members for their attendance and input.</p>	
<b>10. Adjournment</b>	The meeting adjourned at 6:45 p.m.	

**Minutes of the Utilities Advisory Committee Meeting  
January 18, 2023 at 5:30 p.m. at the District Office**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<p><b>1. Call to Order Flag Salute Roll Call</b></p>	<p>Chairperson Cesena called the meeting to order at 5:30 p.m.</p> <p><u>Roll Call:</u> James Bishop, Committee Member – Present Jan Harper, Committee Member – Present Leonard Moothart, Committee Member – Present Pam Ouellette, Committee Member – Present Gene Scovell, Committee Member – Absent Chuck Cesena, Chairperson – Present Matthew Fourcroy, Vice-Chairperson – Absent</p> <p><u>Staff:</u> Ron Munds, General Manager Margaret Falkner, Utility Systems Manager Laura Durban, Administrative Services Manager</p>	
<p><b>2. Approve UAC Minutes of November 16, 2022</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 16, 2022. The motion was seconded by Committee Member Ouellette and carried with unanimous consent.</b></p>	<p><b>Action – File approved minutes.</b></p>
<p><b>3. Brown Act Training</b></p>	<p>Director Ochylski presented the Brown Act Presentation.</p> <p>Public Comment – None</p>	<p><b>Action – None</b></p>
<p><b>4. Basin Management Committee Update</b></p>	<p>General Manager Munds reported the December BMC meeting was cancelled and announced the completion of the rehabilitation of an old district well into a monitoring well at the Ferrell Street Yard.</p> <p>Public Comment – None</p>	<p><b>Action – None</b></p>
<p><b>5. Utility Department Report</b></p>	<p>Utility Systems Manager Falkner presented an overview of the Utility Department Report, which is available on the district website.</p> <p>Committee Member Moothart inquired if usage is down due to the rain.</p> <p>General Manager Munds commented that problems with the South Bay Lower well contributed to the longer runtimes of other wells.</p> <p>Public Comment – None</p>	<p><b>Action – None</b></p>
<p><b>6. Utilities Department Updates/Vista de Oro Incident Update</b></p>	<p>General Manager Munds reported on the Bay Oaks Well, 10<sup>th</sup> Street Transfer Pump Project, and updates on the Vista de Oro Incident.</p> <p>The Committee discussed the UAC report.</p> <p>Public Comment – None</p>	<p><b>Action – None</b></p>
<p><b>7. Fiscal Year 2022-23 Mid-Year Budget Adjustment Review for Funds 500 &amp; 800</b></p>	<p>General Manager Munds commented on major adjustment requests and impacts to budget Funds 500 and 800 and noted Fund 800 will be reworked.</p> <p>The Committee discussed the 2022-23 Mid-Year review.</p> <p>Public Comment – Margetson commented on the use of reserve accounts for interfund loans.</p> <p>The Committee discussed interfund loans.</p> <p><b>Committee Member Ouellette recommend that the UAC recommend to the Board of Directors the adoption of the Mid-Year budget adjustments for Fund 500 as presented. The motion was seconded by Committee Member Harper and passed with unanimous consent.</b></p>	<p><b>Action – Recommended to the Board to approve the Mid-Year Budget Adjustments for fund 500 as presented.</b></p>

<b>8. Public Comments on items NOT on this Agenda</b>	Public Comment – None	
<b>9. Schedule the Next UAC Meeting</b>	The next meeting of the Utilities Advisory Committee is scheduled to be held on Wednesday, February 15, 2023, at 5:30 p.m., unless otherwise noticed.	<b>Action – None</b>
<b>10. Closing Comments by UAC Committee Members</b>	<p>Vice President Fourcroy thanked General Manager Munds and commented on the flow of information concerning the Vista de Oro incident.</p> <p>Committee Member Moothart thanked General Manager Munds.</p>	
<b>11. Adjournment</b>	The meeting adjourned at 6:56 p.m.	