



February 4, 2021

TO: LOCSD Board of Directors
FROM: Ron Munds, General Manager
SUBJECT: **Agenda Item 7E – 02/04/2021 Board Meeting**
Approve 2021 Advisory Committee Work Plans

President
Christine M. Womack

Vice President
Matthew D. Fourcroy

Directors
Charles L. Cesena
Troy Gatchell
Marshall E. Ochylski

General Manager
Ron Munds

District Accountant
Robert Stilts, CPA

Unit Chief
Scott M. Jalbert

Battalion Chief
Paul Provence

DESCRIPTION

Attached are the work plans for the Board's 2021 Emergency Services, Finance, Parks and Recreation and Utilities Advisory Committees.

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 work plans for the 2021 Emergency Services, Finance, Parks and Recreation, and Utilities Advisory Committees.

DISCUSSION

The attached work plans are tasks that the Board has set for each of their advisory committees. There may occasionally be items that the committees would like to discuss that are not on their work plans which need to be approved by the Board.

The process for adding an item to a committee's work plan is for the Committee Chairperson to request that the Board add these items to their work plan. If the item is not something that the Board would prefer to address themselves, the item can be added.

Attachments

Mailing Address:
P.O. Box 6064
Los Osos, CA 93412

Offices:
2122 9th Street, Suite 110
Los Osos, CA 93402

Phone: 805/528-9370
FAX: 805/528-9377

www.losososcscsd.org



EMERGENCY SERVICES ADVISORY COMMITTEE 2021 WORK PLAN

Recommendations for Emergency Services Advisory Committee in 2021:

President

Christine M. Womack

Vice President

Matthew D. Fourcroy

Directors

Charles L. Cesena
Troy C. Gatchell
Marshall E. Ochylski

General Manager

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District Accountant

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Paul Provence

1. Review Cal Fire Agreement Schedules A through E and make recommendations for updating as appropriate
2. Develop a community survey to better understand the community's expectations for Station 15 regarding both current and future levels of service
3. Provide a quarterly review of the Fund 301 budget and financial statements for Fiscal Year 2021-22
4. Create a social media plan to improve the dissemination of information regarding Station 15 emergency services and programs during the COVID-19 restrictions

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FINANCE ADVISORY COMMITTEE 2021 WORK PLAN

Recommendations for Finance Advisory Committee in 2021:

President

Christine M. Womack

Vice President

Matthew D. Fourcroy

Directors

Charles L. Cesena
Troy C. Gatchell
Marshall E. Ochylski

General Manager

Ron Munds

District Accountant

Robert Stilts, CPA

Unit Chief

Scott M. Jalbert

Battalion Chief

Paul Provence

1. Review Warrant Register and monthly income and expenditure statements prior to Board Meetings
2. Review mid-year budget adjustments for the 2020/21 Fiscal Year for all District funds
3. Review and provide input into the Fiscal Year 2021/22 budget for all funds
4. Review Audit for Fiscal Year 2020/2021
5. Review possible disposal of District assets/property determined to be surplus to District needs
6. Annually review Investment Policy
7. Conduct FAC/UAC joint meetings regarding specific projects of interest and concern to both committees
8. Review potential agenda items that have financial impact to the District
9. Review District's Fiscal Policies including an updating of the District's Purchasing Policy

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PARKS AND RECREATION ADVISORY COMMITTEE 2021 WORK PLAN

Recommendations for Parks and Recreation Committee in 2021:

1. Dog Park scope of work, budget, time frame and design. This was put on hold because of the COVID-19 pandemic restrictions.
2. Ferrell Street pathway improvement project construction phase oversight
3. Review the Parks and Recreation sections of the Los Osos Community Plan update to accept input from the community and provide feedback to the County for implementation
4. Review Fund 900 budget for Fiscal Year 2020-21

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UTILITIES ADVISORY COMMITTEE 2021 WORK PLAN

Recommendations for Utilities Advisory Committee in 2021:

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Vice President

Matthew D. Fourcroy

Directors

Charles L. Cesena
Troy C. Gatchell
Marshall E. Ochylski

General Manager

Ron Munds

District Accountant

Robert Stilts, CPA

Unit Chief

Scott M. Jalbert

Battalion Chief

Paul Provence

1. Review and revise the CIP plan with staff, as needed
2. Review mid-year Budget adjustments for Funds 500 and 800
3. Review Utilities Budget for Fiscal Year 2021/2022
4. Review and make recommendations and improvements to the District's Water Conservation Plan
5. Review quarterly financial statements for Funds 500 and 800
6. Review updated Safety Plan for Utilities
7. Conduct UAC/FAC joint meetings regarding specific projects of interest and concern to both committees
8. Review and provide recommendations to the Board regarding the Basin Management Plan items, as needed

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