



April 7, 2022

**TO:** LOCSO Board of Directors

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

**SUBJECT: Agenda Item 9A- 04/07/2022 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 March 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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## EMERGENCY SERVICES ADVISORY COMMITTEE MEETING

Thursday, November 18, 2021 at 5:30 p.m.

Pursuant to Resolution 2021-26, in compliance with AB361, Committee Members, 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://us02web.zoom.us/j/85196670841>  
(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 **851 9667 0841**

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 11/18/2021
- Through the district website [www.losososcscsd.org/contact-us](http://www.losososcscsd.org/contact-us) by 5:00pm on 11/18/2021
- Through teleconference by phone at (929) 205-6099 or (301) 715-8592 and enter **851 9667 0841**
- Through mail by 5:00 PM on the day prior to the Committee meeting sent to LOCSD
- Through teleconference meeting at <https://us02web.zoom.us/j/85196670841>

## AGENDA

1. **Open at 5:30 p.m. – Call to Order, Roll Call**
2. **Approve ESAC Minutes of May 20, 2021**  
*(Recommend Committee approval)*  
Presented by: Administrative Services Manager Durban
3. **Fire Department Update**  
*(Updates only, no action necessary)*  
Presented by: Battalion Chief Provence
4. **Presentation by Chief Moore**  
*(Presentation and Discussion)*  
Presented by: Chief Moore w/ Deputy Chief Swanson and Battalion Chief Provence
5. **Discussion of Future Resource Needs for South Bay Fire**  
*(Discussion/Committee Direction)*  
Presented By: General Manager Munds
6. **Fund 301 FY 2021-21 First Quarter Budget Review**  
*(Committee Review)*  
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 ESAC Meeting** – Thursday, February 17, 2022 at 5:30 p.m. unless otherwise noted
9. **Closing Comments by ESAC Committee Members**
10. **Adjournment**

**Los Osos Community Services District  
Minutes of the Emergency Services Advisory Committee Meeting  
November 18, 2021 at 5:30 p.m.**

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<b>1. Call to Order and Roll Call</b>	<p>Chairperson Ochylski called the meeting to order at 5:30 p.m.</p> <p><u>Roll Call:</u>            Craig Baltimore, Committee Member – Arrived at 5:42 p.m.            Stephanie Dininni, Committee Member – Absent            Bob Neumann, Committee Member – Present            Gary Orback, Committee Member – Present            Warren Sargent, Committee Member – Present            Vice Chairperson Troy Gatchell – Present            Chairperson Marshall Ochylski – Present</p> <p><u>Staff:</u>            Ron Munds, General Manager            Laura Durban, Administrative Services Manager            Paul Provence, Battalion Chief            Tom Swanson, CalFIRE Division Chief</p>	
<b>2. Approve ESAC Minutes of May 20, 2021</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 May 20, 2021. The motion was seconded by Committee Member Orback and passed by unanimous consent.</b></p>	<b>Action – File approved minutes.</b>
<b>3. Fire Department Update</b>	<p>Battalion Chief Provence discussed call statistics commenting on medical calls, Palisades calls, Covid protocols, Sidewalk CPR, 12 new Reserve Fire Fighters have been hired, and the Fire Engine getting outfitted and tools mounted but we are still waiting on some delayed equipment for the new Fire Engine.</p> <p>Public Comment – None</p>	<b>Action – None</b>
<b>4. Presentation by Chief Moore</b>	Continued to future meeting	<b>Action – Continued to a future meeting.</b>
<b>5. Discussion of Future Resource Needs for South Bay Fire</b>	<p>General Manager Munds made a presentation commenting on the Special Fire Tax and the future needs.</p> <p>The Committee discussed infrastructure and safety compliance of the current Fire Station; retrofitting the current station and/or potential for a new station; engaging the community/focus group; grant opportunities; level of expectation/protection; review what needs are in the Community now and forecast what the needs will be long-term.</p> <p>Public Comment – Richard Margetson provided a history of how the original Special Fire Tax was passed; commented on how Los Osos has one of the best levels of response for an unincorporated area; on outreach ideas.</p> <p>General Manager Munds commented on working on a strategy and requested the Committee Members to reach out with any ideas or strategies they may have for forecasting the community needs and outreach.</p>	<b>Action – To be brought back to a future meeting</b>
<b>6. Fund 301 FY 2021-22 First Quarter Budget Review</b>	<p>General Manager Munds presented the First Quarter Budget Review for Fund 301.</p> <p>Public Comment – Richard Margetson commented on CPI; all District Fire Vehicles being purchased with cash.</p>	<b>Action – None</b>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<b>7. Public Comments NOT on this Agenda</b>	Richard Margetson commented that People Helping People honored General Manager Ron Munds with a Lifetime Achievement Award and Director Chuck Cesena as Person of the Year at their annual awards dinner.	
<b>8. Schedule Next ESAC Meeting</b>	The next Emergency Services Advisory Committee meeting is scheduled for February 17, 2022 at 5:30 p.m.	
<b>9. Closing Comments by ESAC Members</b>	Vice Chairperson Gatchell thanked the Committee for their input and their time.  Chairperson Ochylski thanked the Committee.  Committee Member Orback wished everyone a Merry Christmas and Happy Hanukkah.	
<b>10. Adjournment</b>	The meeting adjourned at 6:24 p.m.	



## FINANCE ADVISORY COMMITTEE MEETING

Monday, January 31, 2022 at 5:30 p.m.

Pursuant to Resolution 2022-01, 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 01/31/2022
- Through the district website [www.losososcscsd.org/contact-us](http://www.losososcscsd.org/contact-us) by 12:00pm on 01/31/2022
- 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. **PRESENTATION** – Brown Act Training
3. **Approve FAC Meeting Minutes of January 3, 2022**  
*(Recommend approval)*  
Presented By: Administrative Services Manager Durban
4. **Review of Board Item 2021/2022 Mid-Year Budget Adjustments**  
*(Committee Review and Recommendations to the Board)*  
Presented By: General Manager Munds
5. **Review of Board Item Regarding Approval of Warrant Register for January 2022**  
*(Committee Review and Recommendations to the Board)*  
Presented By: Administrative Services Manager Durban
6. **Review of Board Item Regarding Financial Reports for the Period Ending December 31, 2021**  
*(Committee Review and Recommendations to the Board)*  
Presented By: General Manager Munds
7. **General Manager Update**  
*(Discussion only)*  
Presented By: General Manager Munds
8. **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.
9. **Schedule Next FAC Meeting** – Monday, February 28, 2022 at 5:30 p.m. unless otherwise noted
10. **Closing Comments by FAC Committee Members**
11. **Adjournment**

**Los Osos Community Services District  
Minutes of the Finance Advisory Committee Meeting  
January 31, 2022 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 5:31 p.m.</p> <p><u>Roll Call:</u></p> <p>Sandra Cirilo, Committee Member – Absent            Lisa Gonzalez, Committee Member – Present            Julian Metcalf, Committee Member - Present            Alyce Thorp, Committee Member – Absent            Marshall Ochylski, Vice Chairperson – Present            Christine Womack, Chairperson – Present</p> <p><u>Staff:</u></p> <p>Ron Munds, General Manager            Laura Durban, Administrative Services Manager            Adrienne Geidel, District Bookkeeper</p>	
<b>2. Presentation – Brown Act Training</b>	<p>Director Ochylski presented to the Committee a presentation on the Brown Act, including questions that each Committee Member needed to respond to and informing them of the current changes in place due to Executive Order N-29-20, Assembly Bill 992 and Assembly Bill 361.</p> <p>Public Comment - None</p>	<b>Action: None</b>
<b>3. Approve FAC Meeting Minutes of January 3, 2022</b>	<p>Chairperson Womack presented the minutes for approval.</p> <p>Public Comment - None</p> <p><b>Committee Member Metcalf made a motion that the Committee approve the minutes of January 3, 2022. The motion was seconded by Committee Member Gonzalez and passed with unanimous consent.</b></p>	<b>Action: File Approved Minutes</b>
<b>4. Review of Board Item 2021-2022 Mid-Year Budget Adjustments</b>	<p>General Manager Munds presented the Mid-Year Budget Adjustments as seen in the Power Point presentation available on the District website.</p> <p>Public Comment – None</p> <p><b>Committee Member Gonzalez made a motion that the Committee recommend that the Board approve the Mid-Year Adjustment Requests as presented for Funds 100, 200, 301, 500, 600, 800 and 900. The motion was seconded by Committee Member Metcalf and the motion passed unanimously.</b></p>	<b>Action: The Committee recommended that the Board approve the Mid-Year Adjustment Requests as presented for Funds 100, 200, 301, 500, 600, 800 and 900.</b>
<b>5. Review of Board Item Regarding Approval of Warrant Register for January 2022</b>	<p>Administrative Services Manager Durban 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 January 2022. 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 January 2022.</b>
<b>6. Review of Board Item Regarding Financial Reports for the Period Ending December 31, 2021</b>	<p>General Manager Munds presented the Financial Reports for approval as presented in the packet.</p> <p>Public Comment – None</p> <p><b>Committee Member Cirilo made a recommendation that the Board receive and file the Financials of December 31, 2021. The motion was seconded by Committee Member Metcalf 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 December 31, 2021.</b>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<b>7. General Manager Update</b>	<p>General Manager Munds presented, commenting on the 8<sup>th</sup> Street Upper Aquifer Well project; 16<sup>th</sup> Street South Tank project; Program C Well Project; 5-Year Water Rate Study; Solid Waste Franchise Agreement.</p> <p>The Committee discussed the General Manager Report</p> <p>Public Comment – None</p>	<b>Action: None</b>
<b>8. Public Comments on Items NOT on this Agenda</b>	Lynette Tornatzky thanked the Committee and the Staff.	
<b>9. Schedule Next FAC Meeting</b>	The next meeting of the Financial Advisory Committee is scheduled for Monday February 28, 2022 unless otherwise noted.	
<b>10. Closing Comments by FAC Committee</b>	<p>The Committee thanked the Staff.</p> <p>Chairperson Womack thanked the Committee and Staff.</p>	
<b>11. Adjournment</b>	The meeting adjourned at 6:48 p.m.	



## UTILITIES ADVISORY COMMITTEE MEETING

Wednesday, February 16, 2022 at 5:30 p.m.

Pursuant to Resolution 2022-07, 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 02/16/2022
- Through the district website [www.losososcscsd.org/contact-us](http://www.losososcscsd.org/contact-us) by 12:00pm on 02/16/2022
- 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. Brown Act Training**  
Presented By: Director Marshall Ochylski
- 3. Approve UAC Meeting Minutes of January 19, 2022  
(Recommend Committee Approval)**  
Presented By: Administrative Services Manager Durban
- 4. Water Rate Study Update**  
Presented By: General Manager Munds
- 5. Basin Management Committee Update**  
Presented By: General Manager Munds
- 6. Utility Department Report**  
Presented By: Utility Systems Manager Falkner
- 7. Utilities Department Updates**  
Presented By: Utility Systems Manager Falkner/General Manager Munds
- 8. Present Board Approved 2022 Work Plan for UAC**  
Presented By: Chairperson Cesena/General Manager Munds
- 9. 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.
- 10. Schedule Next UAC Meeting –** The next UAC Meeting will be held Wednesday, March 16, 2022 at 5:30 p.m. unless otherwise noted.
- 11. Closing Comments by UAC Committee Members**
- 12. Adjournment**



**Minutes of the Utilities Advisory Committee Meeting  
February 16, 2022 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 5:31 p.m.</p> <p><u>Roll Call:</u>            James Bishop, Committee Member – Present            Jan Harper, Committee Member – Present            Leonard Moothart, Committee Member – Present            Committee Member Ouellette – Present            Gene Scovell, Committee Member – Present            Matthew Fourcroy, Vice Chairperson – Absent            Chuck Cesena, Chairperson – Present</p> <p><u>Staff:</u>            Ron Munds, General Manager            Laura Durban, Administrative Services Manager</p>	
<p><b>2. Presentation - Brown Act Training</b></p>	<p>Director Ochylski presented to the Committee a presentation on the Brown Act, including questions that each Committee Member needed to respond to and informing them of the current changes in place due to Executive Order N-29-20, Assembly Bill 992 and Assembly Bill 361.</p> <p>Public Comment – None</p>	<p><b><u>Action</u> – None</b></p>
<p><b>3. Approve UAC Minutes of January 19, 2022</b></p>	<p>Chairperson Cesena presented the minutes for approval.</p> <p>Public Comment – None</p> <p><b>Committee Member Bishop moved to approve the meeting minutes of January 19, 2022. The motion was seconded by Committee Member Harper and carried with unanimous consent.</b></p>	<p><b><u>Action</u> – File approved minutes.</b></p>
<p><b>4. Water Rate Study Update</b></p>	<p>General Manager Munds presented on the Water Rate Study Update introducing Rob Miller, District Engineer, who was available for questions.</p> <p>The Committee discussed the rate study decision points including; rate increases; reserve policies; future Capital Projects; Zone A property tax; Water sales/consumption; inflation rate; Base Fee; average customer bill; how percentages were calculated.</p> <p>Public Comment – None</p>	<p><b><u>Action</u> – None</b></p>
<p><b>5. Basin Management Committee Update</b></p>	<p>General Manager Munds presented a PowerPoint presentation on the BMC meeting. Details on the current work efforts include Water Recycling Funding Program; Basin Metric Evaluation; Lower Aquifer Monitoring Well Improvement; Los Osos Creek Stream Gage Rating Curve; Lower aquifer Nitrate Investigation; Organizational Funding Study.</p> <p>Public Comment - None</p>	<p><b><u>Action</u> – None</b></p>
<p><b>5. Utilities Department Report</b></p>	<p>Utility Systems Manager Falkner presented an overview available on the district website. The report includes details of water production, water billing, and rainfall.</p> <p>Public Comment – None</p>	<p><b><u>Action</u> – None</b></p>
<p><b>7. Utilities Department Update</b></p>	<p>General Manager Munds reported on the 8<sup>th</sup> St. Upper Aquifer Well, 16th Street South Tank Rehab and Coating Project and Program C Well.</p> <p>The Committee discussed the Minor Use Permit concerning Program C Well.</p> <p>Public Comment – None</p>	<p><b><u>Action</u> – None</b></p>

AGENDA ITEM	DISCUSSION	FOLLOW-UP
<b>8. Present Board Approved 2022 Work Plan for UAC</b>	General Manager Munds presented the 2021 Work Plan for PRAC.  Public Comment – None	
<b>9. Public Comments on Items NOT on this Agenda</b>	None	<b>Action – None</b>
<b>10. Schedule Next UAC Meeting</b>	The next meeting of the Utilities Advisory Committee is scheduled to be held on Wednesday, March 16, 2022 at 5:30 p.m., unless otherwise noticed.	
<b>11. Closing Comments by UAC Committee Members</b>	Committee Members Moothart and Bishop thanked the Rate Study Committee.  Committee Member Harper requested updates on a JPA for the Basin Management Committee.  Chairperson Cesena commented the water rate increase is less than the previous third proposal which was not implemented.	
<b>12. Adjournment</b>	The meeting adjourned at 7:12 p.m.	