

**MINUTES OF REGULAR MEETING  
Avila Beach Community Services District  
Tuesday, February 11th, 2020  
1:00 P.M.**

**1. CALL TO ORDER**

President Kelley called the meeting of the Board of Directors of the Avila Beach Community Services District, to order at 1:05 P.M. on the above date, in the Avila Beach Community Services District Building, 100 San Luis Street, Avila Beach, California.

**2. ROLL CALL**

Board Members Present:	Lynn Helenius Kristin Berry Howie Kennett Pete Kelley
Board Members Absent:	Ara Najarian
Staff Present:	Brad Hagemann, General Manager and District Engineer Kristi Dibbern, Accounting Cara Aguiar, FRM
Staff Absent:	Mike Seitz, Legal Counsel

**3. PUBLIC COMMENTS - No Public Comments.**

**4. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

Cal Fire: Battalion Chief Lee reported 42 calls for service, eight were medical related. Cal Fire is taking advantage of some time for training prior to fire season. This includes medical certification, rescue practice from watercrafts with Diablo Urban Search and Rescue. Cal Fire received a grant for water communication devices including waterproof headsets. Chief Lee suggested that when hiking, be aware of landmarks in the event you may have to call for assistance. Always carry water and watch out for rattlesnakes.

Sheriff's Report: Sheriff Nelson reported 84 calls. No thefts, or burglaries were reported this month. Only 2 call for disturbances in Avila, no other calls required call outs.

**Director Najarian joined the meeting at 1:11 P.M.**

**B. Conferences, Meetings and General Communications**

GM Hagemann reported on the CSDA annual meeting at Broken Earth Winery in Paso Robles was a success. Speakers included: Wade Horton, SLO County Chief Administrative Officer Joe Guzzardi, SLO County Emergency Services Manager, Cole Karr, CSDA's Central Network Public Affairs Field Coordinator & David Church, LAFCO Executive Director.

## **5. CONSENT ITEMS**

Financial Report: President Kelley requested further explanation regarding the amount of the bill from FRM to repair the WWTP supernatant line. GM Hagemann stated the he will work with FRM staff to gather more information and report back to the Board.

Operations Report: GM Hagemann noted that the WWTP experienced a weekly BOD limit violation in early January due to a very high wastewater flows on January 1<sup>st</sup> and 2<sup>nd</sup>, 2020. The plant recovered and the monthly effluent permit limits were all met.

General Manager's Report: Vice President Helenius requested additional information be brought back to the Board regarding the Board of Supervisors future deliberations regarding the State Water Project Delta Conveyance Project. GM Hagemann will bring back more information at a future meeting prior to the County Board of Supervisors taking any formal action on the Delta Conveyance Project.

Director Helenius made a motion to approve Consent Items A through D. The motion was seconded by Director Berry and it passed with a roll call vote 5-0.

AYES: Lynn Helenius  
Kristin Berry  
Howie Kennett  
Ara Najarian  
Pete Kelley  
NOES: None  
ABSENT: None

**6. DISCUSSION OF PULLED CONSENT ITEMS: None**

**7. BUSINESS ITEMS:**

**A. Mid-Year Budget Review.**

GM Hagemann noted that at the 50% benchmark District income is at 55% of budget and expenses are at 60% of budget. Fiscal year tax revenues are anticipated to come in approximately \$10,000 above budget and water and sewer revenues are projected to be right on budget. Operating expenses are slightly above benchmark for the first half of the fiscal year due to pre-paying several large annual invoices. Barring any significant maintenance and repair projects in the second half of the fiscal year, staff anticipates the District will be able to direct approximately \$150,000 to the District's Reserve Fund accounts at year end. The Board received the report and took no formal action.

**B. Purchase of a Copy Machine**

GM Hagemann summarized the staff report and noted the approved FY 2019/20 included \$9,500 for he purchase of a new copy machine. Staff received quotes from three companies and staff recommends the District purchase the Konica Minolta machine from Ultrex. If the Board

approves moving forward with the purchase staff will likely “surplus” the Samsung and recommends the District donate the machine to a local non-profit organization. Director Najarian made a motion to approve the purchase of a new copy machine from Ultrex and donate existing copier to a local non-profit organization. The motion was seconded by Director Berry and it passed with a roll call vote 5-0

AYES: Lynn Helenius  
Kristin Berry  
Howie Kennett  
Ara Najarian  
Pete Kelley

NOES: None

ABSENT: None

**C. Nomination to fill California Special District Association, Board of Directors, Coastal Network Vacancy.**

The California Special Districts Association is seeking nominations for a special district board member or general manager from the Coastal Network who is interested in serving on the CSDA board for the remainder of the 2020 – 2022 term. The incumbent recently resigned from the position. GM Hagemann is currently serving as Vice President for the CSDA, San Luis Obispo County Chapter and is interested in serving on the CSDA board. GM Hagemann requested the Board’s nomination to be considered for the vacant seat. The motion was by Director Najarian to nominate GM Hagemann to the Coastal Network and seconded Director Berry. It passed with a roll call vote 5-0.

AYES: Ara Najarian  
Kristin Berry  
Lynn Helenius  
Howie Kennett  
Pete Kelley

NOES: None

ABSENT: None

**D. Purchase Replacement Dry Air Scrubber for the Wastewater Treatment Plant**

GM Hageman summarized the staff report noting that the approved FY 2019/20 Capital Improvement Program budget includes \$25,000 for “as needed” projects at the WWTP. Hagemann responded to Board questions recommended the Board authorize staff to place the order for the new scrubber unit.

Director Najarian made a motion to approve the purchase of a new Dry Air Scrubber for the Wastewater Treatment Plant from Syneco Systems at the not to exceed amount of \$7,000.00. The motion was seconded by Director Berry and it passed with a roll call vote 5-0.

AYES: Ara Najarian  
Kristin Berry  
Howie Kennett  
Lynn Helenius  
Pete Kelley  
NOES: None  
ABSENT: None

**E. Procedures Needed for Implementation of SB 998, Water Shut-Off Protection Act**

GM Hagemann explained that this is an information item regarding SB 998 and informed the Board that staff will work with legal counsel to bring back the policy and/or an Ordinance update in March as needed to comply with SB 998.

**8. COMMUNICATIONS/CORRESPONDENCE**

GM Hagemann reminded the Board to file their Form 700s. Hard copies are included or file online electronically. The deadline is April 1<sup>st</sup>, 2020.

**9. ADJOURNMENT:** The meeting was adjourned at 2:25 p.m.

**The next regular meeting of the Avila Beach Community Services District is scheduled for Tuesday, March 10th, 2020 at 1:00 PM at 100 San Luis Street, Avila Beach.**

These minutes are not official nor a permanent part of the records until approved by the Board of Directors at their next meeting.

Respectfully submitted,



Brad Hagemann, PE  
General Manager