

AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424
Meeting Room and Office – 100 San Luis Street, Avila Beach
Telephone (805) 595-2664 FAX (805) 595-7623
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BOARD MEETING

12:00 PM Wednesday, February 13th, 2019

BOARD MEETING LOCATION

**100 SAN LUIS STREET
AVILA BEACH, CALIFORNIA**

1. CALL TO ORDER: 11:00 A.M.

2. ROLL CALL: Board Members:

Pete Kelley, President
Lynn Helenius, Vice President
Ara Najarian, Director
Kristen Berry, Director

3. PUBLIC COMMENT

Members of the public wishing to comment or bring forward any items concerning District operations **which do not appear on today's agenda** may address the Board now. Please state name and address before addressing the Board and **limit presentations to 3 minutes**. State law does not allow Board action on items not appearing on the agenda.

4. INFORMATION AND DISCUSSION ITEMS

Items of District interest which may be placed on later agendas, or where staff needs to inform Board.

A. County Reports

1. SLO County Sheriff Department
2. CalFire/County Fire Department

B. Reports on Attended Conferences, Meetings, and General Communications of District Interest

5. CONSENT ITEMS:

These items are approved with one motion. Directors may briefly discuss any item, or may pull any item, which is then added to the business agenda.

- A. Minutes of December 12, 2018 Special Meeting
- B. Monthly Financial Review for December & January
- C. General Manager and District Engineer Report
- D. Water and Wastewater Superintendent Reports for December and January

6. **DISCUSSION OF PULLED CONSENT ITEMS**

At this time, items pulled for discussion from the Consent Agenda, if any, will be heard.

7. **BUSINESS ITEMS:** Items where Board action is called for.

- A. Mid-Year Budget Review
(Action Required: Receive Report and Provide Direction to Staff)
- B. Review of District By-Laws
(Action Required: Receive Report; Review By-Laws; Direct Staff to Return With Any Proposed Changes for Approval at a Later Meeting)
- C. Status Report on the Wastewater Treatment Plant Alternatives Report
(Action Required: Information Item, Receive Report and Provide Direction to Staff)
- D. Upgrade the El Dorado Water and Sewer Billing System
(Action Required: Receive Report and Direct Staff to Upgrade Billing Software or Provide Other Direction to Staff)
- E. Consider Retaining a Consultant to Conduct a Cost of Services Study and Prepare a Draft Water and Sewer Rate Analysis
(Action Required: Information Item, Receive Report and Provide Direction to Staff)
- F. District Assistance With Save our Schoolhouse Organization
(Action Required: Information Item, Receive Report and Provide Direction to Staff)

8. **COMMUNICATIONS/ COORESPONDENCE**

At this time, any Director or Staff, may ask questions for clarification, make any announcements, or report briefly on any activities or suggest items for future agendas.

9. **ADJOURN**

Next regularly scheduled meeting is on Wednesday, March 13th, 2019 at 11:00 AM

Any writing or document pertaining to an open session item on this agenda which is distributed to a majority of the Board after the posting of this agenda will be available for public inspection at the time the subject writing or document is distributed. The writing or document will be available for public review in the District Administration Office, 100 San Luis Street, Avila Beach, CA during normal business hours. Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District at 805-595-2664.

MINUTES OF REGULAR MEETING
December 12th, 2018

1. CALL TO ORDER

President Pete Kelley called the regular meeting of the Board of Directors of the Avila Beach Community Services District, to order at 11:00 a.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: Pete Kelley
 Lynn Helenius
 Kristin Berry
 Ara Najarian

Absent: None

Staff Present: Brad Hagemann, General Manager and District Engineer
 Kristi Dibbern, Accounting Clerk
 Cara Aguiar, Operations FRM
 Mike Seitz, Legal Counsel

3. PUBLIC COMMENTS

Ms. Anne Brown, of Avila Beach wished everyone a "Merry Christmas".

The Oath of Office was taken by all four of the elected Directors of Avila Beach CSD. Director Kristin Berry will serve a 2 year term ending December 31st, 2020. Directors Peter Kelley, Lynn Helenius, and Ara Najarian will serve 4 year terms ending December 31st, 2022. One position on the Board remains vacant. GM Hagemann announced the Garbage Man's Annual Holiday Reception is Friday, December 14th from 6:30 – 8:30 PM at the Madonna Expo Center.

4. INFORMATION AND DISCUSSION ITEMS

A. County Reports

Cal Fire:

Battalion Chief Lee reported 43 calls during November, 21 of those were for medical assistance. Cal Fire is currently downsizing equipment and staff due to recent rainfall and lack of fire danger during the winter season. Vegetation management and clearing is taking place near the Bob Jones trail. Lee reported the Lighthouse controlled burn is on hold until the winds shift. Cal Fire will be present at the Polar Bear Dip on Tuesday, January 1st at noon on Avila Beach. Also Cal Poly students are assisting Cal Fire with G.I.S. mapping. Chief Lee reminded the Board and

public to close the interior doors to your homes at night. This can prevent fire from spreading from room to room if a fire breaks out.

SLO Sheriff:

Commander Michael Manuele reported 86 calls for service. A six percent increase during November compared to last year's data. Higher than normal public intoxication calls were due to a concert in town, 3 assault and battery calls, 1 petty theft and 3 burglaries were also reported.

B. Reports on Conferences, Meetings and General Communications.

Peter Kelley mentioned that he attended the County Planning Review Board meeting regarding the Avila Schoolhouse project. Anne Brown, Avila Beach mentioned that she was also interested in this project.

5. CONSENT ITEMS

President Kelley introduced the consent items and inquired if any member of the Board or public wished to address any items. Legal Counsel, Mike Seitz suggested the Item "A" the November Special Meeting Minutes be removed from the consent items to a separate agenda item.

ITEM A: Minutes of November 14th, 2018 Regular Meeting was removed from Consent:

- B. Monthly Financial Review for November
- C. General Manager and District Engineer Report
- D. Water and Wastewater Superintendent Report for November

GM Hagemann reported the county tax revenues increase in November and December; Connection Fees were "cleaned up" based on a double billing and an adjustment for Sullivan when the project was reduced to 2 houses vs. 3 houses as initially proposed. The Zone 3 TAC met on November 15th, 2018. The meeting included the topic of Cloud Seeding. Preventative Maintenance at WWTP and Plans for taking primary clarifier off-line for inspection and preventative maintenance are taking place. No violations for the month of November were reported. A motion was made by Director Najarian to accept the Consent Items minus Item "A". Vice President Helenius seconded the motion and it passed with a roll call vote 4-0.

AYES: Ara Najarian
 Lynn Helenius
 Pete Kelley
 Kristin Berry

NOES: None

ABSENT: None

6. **DISCUSSION OF PULLED CONSENT ITEMS.**

Item A: Minutes from November 14th, 2018 Special Meeting. A motion was made by President Kelley to adopt the Item “A”, and seconded by Director Berry it passed with a roll call vote 3-0. (Vice President Helenius did not vote.)

AYES: Pete Kelley
 Kristin Berry
 Ara Najarian

NOES: None

ABSENT: None

7. **BUSINESS ITEMS:** Items where Board action is called for.

A. Election of Officers and Board Committee Appointments

Director Pete Kelley was nominated for President by Director Najarian. No further nominations were taken for President. Lynn Helenius was nominated for the office of Vice President by Director Najarian. No further nominations were taken. Via Acclamation Director Kelley was elected President and Director Helenius was elected Vice President for a one year term. After some discussion among the Board members the following committee appointments were made via acclamation:

Finance: Lynn Helenius and Ara Najarian
Personnel: Peter Kelley and Kristin Berry
Facilities: Peter Kelley and Kristin Berry
Drought Conditions: Lynn Helenius and Ara Najarian

B. Designate a voting Director and Nomination of Alternate Special District LAFCO Representative

GM Hagemann introduced the item and stated the Board of Directors are requested to delegate a District voting representative for the upcoming CSDA annual meeting, approve the Alternative Quorum Procedure and if interested complete the nomination form for the LAFCO Special District Representative. President Kelley nominated Kristin Berry to represent Avila at the CSDA annual meeting as the District’s voting representative on January 25th, 2019 and made the motion to approve the Alternative Quorum Procedure. Director Najarian seconded the motion and it passed with a roll call vote 4-0.

AYES: Pete Kelley
 Ara Najarian
 Lynn Helenius
 Kristin Berry

NOES: None

ABSENT: None

C. Board Consideration of Opting-In to the PG&E Sponsored LED Retrofit Program for Decorative Street Lights

Hagemann introduced the item as a follow-up item from the November Board Meeting and provided a brief summary of previous Board actions on this topic. Staff's recommendation was to Opt-In to the decorative street lights retrofitting program. The Board did not want to Opt-In at this time but preferred to be put on the "PG&E Retrofit Waiting List". President Kelley made a motion to be put on the waiting list for the decorative light program. Director Najarian seconded the motion and it passed with a roll call vote 4-0.

AYES: Pete Kelley
Ara Najarian
Lynn Helenius
Kristin Berry

NOES: None

ABSENT: None

D. Public Hearing and Second Reading of an Ordinance Regarding Placement and Removal of Garbage and Recycled Materials Containers Ordinance No 2018-01 Placement of Garbage Containers.

GM Hageman introduced the item and stated that the Board directed staff and Legal Counsel to prepare a draft Ordinance that will require customers to place the garbage containers on the curb NO EARLIER 24 hours prior to pick-up and requires customer to bring containers in off the street NO LATER than 12 hours after pick-up. The Board reviewed the preliminary draft of this Ordinance at the October 2018 Board meeting. Staff made some changes regarding the penalties section of the Ordinance. The first reading of the Ordinance took place at the November 2018 Board Meeting. Today's meeting is to provide the Draft Ordinance for a Second Reading. The ordinance was read by Title Only by President Kelley. The floor was Opened for Public Hearing to take public comment. President Kelley commented that if the Ordinance is not strict enough changes can be made later.

The Public Hearing was Closed. Director Najarian made the motion to adopt Ordinance No. 2018-01. Director Helenius seconded the motion and it passed with a roll call vote 4-0.

AYES: Pete Kelley
Lynn Helenius
Ara Najarian
Kristin Berry

NOES: None

ABSENT: None

E. Award Contract for Engineering Services for Investigation and Preliminary Design Work for the San Miguel Sewer Line Replacement Project.

GM Hageman introduced the item by reminding the Board that the 2010 Collections System Master Plan recommended replacement of approximately 900 LF of gravity sewer collection line along San Miguel Street due to “insufficient capacity”. Staff included this project in FY 2018/19 – FY 2019/20 Capital improvement program budget. However, with an estimated construction cost of \$500 – \$600k and major disruption to one of the main roads in and out of Avila staff determined it would be prudent to evaluate the current conditions and future demands of the collection line to make sure the project as proposed is warranted. Staff met with the GTA Engineers and they suggested some investigative work that would provide current information for the scope and preliminary design of the project.

Staff recommends the Board retain GTA to perform the Testing and Oversight work as outlined in their proposal for an amount not to exceed (NTE) \$21,300.

President Kelley made the motion to award the contract to GTA for a not to exceed amount of \$21,300. Director Najarian seconded the motion and it passed with a roll call vote 4-0.

AYES: Pete Kelley
Ara Najarian
Lynn Helenius
Kristin Berry

NOES: None

ABSENT: None

8. COMMUNICATIONS:

ADJOURNMENT: The meeting was adjourned at 1:15 p.m.

The next regular meeting of the Avila Beach Community Services District is scheduled for Wednesday, January 9th, 2018 at 11:00 AM 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

AVILA BEACH
COMMUNITY SERVICES DISTRICT
Post Office Box 309, Avila Beach, CA 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 13, 2019

SUBJECT: Monthly Financial Review for December 2018 and January 2019

Recommendation:

Receive and file report.

Overall Monthly Summary

During December the District made deposits in the amount of \$347,880.97 and experienced \$158,179.35 in expenses (cash basis). Tax revenue for this time of year is typically high. Income in December included \$257,195.07 in County tax income, \$70,612.22 in monthly water and sewer fees.

During the month of January, the District deposited \$91,036.13 and incurred \$295,677.92 in expenses (cash basis). Income in January included \$14,519.08 in County tax income and \$71,795.29 in monthly water and sewer fees. Monthly expenses for January were high this month due to our annual payment of \$208,589.00 to Cal Fire for FY 2018/19 contracted fire protection. Detailed financial reports including a Balance Sheets, Deposits by Fund, Checks by Fund, as well as, a Profit and Loss Sheets for December and January are provided for your information.

Utility Service Billing

The District billed approximately \$80,150.71 in water and sewer service charges in December. Customer Rate Assistance amounted in a reduction of billing charges to the District in the amount of \$512.36. In January the District billed approximately \$78,897.93 in water and sewer service charges.

Operation and Maintenance

The Fluid Resource Management (FRM) Statement for December 2018 is attached. The January statement for FRM was unavailable at the time of Board Packet production.

Avila Beach Community Services District
Balance Sheet
As of December 31, 2018

	Dec 31, 18
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Summary	
1005 · Customer Cash	535.94
1008 · Petty Cash	135.46
1010 · Pacific Premier Checking	684,299.11
1050 · LAIF	2,993,391.49
Total 1000 · Cash Summary	3,678,362.00
Total Checking/Savings	3,678,362.00
Accounts Receivable	
1200 · *Accounts Receivable	239,847.45
Total Accounts Receivable	239,847.45
Other Current Assets	
1250 · Receivables	
1255 · Interest Receivable	5,144.80
1270 · Taxes Receivable	7,820.07
1280 · Water & Sewer Billings	109,832.16
Total 1250 · Receivables	122,797.03
1400 · Prepaid Summary	
1410 · Prepaid Insurance	7,938.34
1420 · Prepaid State Water	37,428.60
1400 · Prepaid Summary - Other	-0.01
Total 1400 · Prepaid Summary	45,366.93
Total Other Current Assets	168,163.96
Total Current Assets	4,086,373.41
Fixed Assets	
1600 · Fixed Assets & Acc. Depr.	
1605 · Office Equipment	
1606 · Copier Samsung 2012	8,233.58
1609 · Office Equipment Accum Depr	-8,233.59
Total 1605 · Office Equipment	-0.01
1610 · Fixed Asset -Office & Admin.	
1612 · Office Furniture cost	4,526.21
1614 · Office Furniture Accum Dep.	-4,526.21
Total 1610 · Fixed Asset -Office & Admin.	0.00
1620 · Fixed Assets - Sanitary	
1622 · Land	60,314.10
1626 · Collection Assets	
1627 · Collection Assets Cost	1,318,875.26
1628 · Collect Assets Accum Depr	-399,237.22

Avila Beach Community Services District
Balance Sheet
As of December 31, 2018

	<u>Dec 31, 18</u>
Total 1626 · Collection Assets	919,638.04
1630 · Disposal Equipment	
1631 · Disposal Equip Cost	523,122.64
1632 · Disposal Equip Accum Depr	<u>-264,042.83</u>
Total 1630 · Disposal Equipment	259,079.81
1635 · Treatment Plant	
1636 · Treatment Plant Original	105,000.00
1637 · Treatment Plant Addition	2,049,098.30
1638 · Treatment Plant Accum Dep	<u>-1,043,684.59</u>
Total 1635 · Treatment Plant	1,110,413.71
1642 · Treatment Equipment	
1643 · Treatment Equip Cost	1,000,455.00
1644 · Treatment Equip Accum Depr	-524,698.87
1642 · Treatment Equipment - Other	<u>205,485.61</u>
Total 1642 · Treatment Equipment	<u>681,241.74</u>
Total 1620 · Fixed Assets - Sanitary	3,030,687.40
1650 · Fixed Assets - Water	
1652 · Equipment	
1653 · Equipment Cost	21,136.28
1654 · Equipment Accum Depr	<u>-21,136.28</u>
Total 1652 · Equipment	0.00
1656 · Distribution Assets	
1657 · Distribution Assets Cost	1,140,860.50
1658 · Dist Assets Accum Depr	<u>-590,709.56</u>
Total 1656 · Distribution Assets	<u>550,150.94</u>
Total 1650 · Fixed Assets - Water	550,150.94
1680 · Structures - Fixed Asset	
1681 · Structures GFAAG - Sani & FA	29,810.00
1682 · Gen / Fire Accum Dep	<u>-29,810.00</u>
Total 1680 · Structures - Fixed Asset	0.00
1690 · Construction in Progress	<u>123,333.82</u>
Total 1600 · Fixed Assets & Acc. Depr.	<u>3,704,172.15</u>
Total Fixed Assets	3,704,172.15
Other Assets	
1800 · Deferred Outflows of Resources	<u>39,579.00</u>
Total Other Assets	<u>39,579.00</u>
TOTAL ASSETS	<u><u>7,830,124.56</u></u>
LIABILITIES & EQUITY	
Liabilities	

12:03 PM
01/03/19
Accrual Basis

Avila Beach Community Services District
Balance Sheet
As of December 31, 2018

	Dec 31, 18
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	93,166.70
Total Accounts Payable	93,166.70
Other Current Liabilities	
2200 · Payroll Liabilities	
2260 · Vacation Payable	221.90
2262 · Sick Pay Accrued	1,464.50
2201 · Accrued Payroll	3,693.88
2240 · Health Insurance	
2241 · Employee	0.01
Total 2240 · Health Insurance	0.01
2250 · PERS Liability	127.26
Total 2200 · Payroll Liabilities	5,507.55
2300 · Deposits Held	
2303 · Water Deposits Held	7,580.00
Total 2300 · Deposits Held	7,580.00
Total Other Current Liabilities	13,087.55
Total Current Liabilities	106,254.25
Long Term Liabilities	
2400 · Net Pension Liability	126,121.00
2500 · Deferred Inflows of Resources	16,201.00
Total Long Term Liabilities	142,322.00
Total Liabilities	248,576.25
Equity	
3900 · Retained Earnings	7,285,389.38
Net Income	296,158.93
Total Equity	7,581,548.31
TOTAL LIABILITIES & EQUITY	7,830,124.56

Avila Beach Community Services District
Profit & Loss
December 2018

	Dec 18
Ordinary Income/Expense	
Income	
4000 · Income Summary	
4010 · Operating Revenue	70,612.22
4012 · Solid Waste Franchise Fee	1,236.62
4020 · Contract Services-Ambulance	1,034.75
4030 · County Taxes	257,195.07
4100 · Misc Income	29.70
Total 4000 · Income Summary	330,108.36
Total Income	330,108.36
Gross Profit	330,108.36
Expense	
5100 · Merchant Credit Card Fees TIB	456.72
5200 · Payroll Expenses	
5210 · Gross Wages	
5211 · Regular Pay	2,357.52
5012 · Holiday Pay	160.74
5014 · Sick Pay	174.13
5016 · Vacation Pay	214.32
Total 5210 · Gross Wages	2,906.71
5230 · Payroll Taxes	50.85
5240 · Health & Medical Exp.	
5242 · Health Ins / Other	600.00
Total 5240 · Health & Medical Exp.	600.00
5250 · PERS Company Pd Expense	
5256 · PERS Co Pd Kristi	222.59
Total 5250 · PERS Company Pd Expense	222.59
5280 · Payroll Administration & Misc.	125.16
Total 5200 · Payroll Expenses	3,905.31
6000 · Administrative Overheads	
6102 · Accounting	440.00
6103 · Accounting Audit	1,060.00
6135 · Legal	1,250.40
6140 · Office Supplies & Postage	367.30
6150 · Rate Assistance	760.00
6170 · Website	200.00
Total 6000 · Administrative Overheads	4,077.70

12:02 PM
01/03/19
Accrual Basis

Avila Beach Community Services District
Profit & Loss
December 2018

	<u>Dec 18</u>
6500 · Operating Expenses	
6503 · Chemicals	5,863.03
6505 · Contract Labor O & M	19,021.24
6506 · Contract Labor GM	11,000.00
6520 · Equipment Repair & Maint.	
6522 · Equip. Rep. & Maint-Avila & HD	10,239.35
6524 · Equip. Rep. & Maint. Avila Only	40.00
6520 · Equipment Repair & Maint. - Other	15,785.58
	<u>26,064.93</u>
Total 6520 · Equipment Repair & Maint.	26,064.93
6530 · Generator Maintenance	165.00
6535 · Insurance P/L	1,323.04
6540 · Lab Tests	3,015.70
6542 · Maintenance	395.80
6555 · Permits & Fees	5,534.10
6570 · Safety Gear	93.28
6580 · Solids Handling	1,245.00
6585 · Telephone / Internet	505.67
6590 · Utilities	3,578.75
	<u>77,805.54</u>
Total 6500 · Operating Expenses	77,805.54
6800 · Water	
6805 · State Water	74,149.40
	<u>74,149.40</u>
Total 6800 · Water	74,149.40
Total Expense	<u>160,394.67</u>
Net Ordinary Income	169,713.69
Other Income/Expense	
Other Expense	
8246 · WW Sewer Line Rplmt San Miguel	1,297.50
8200 · Non-Operating Expenses	
8230 · Capital Purchases in Prog Sani	
8245 · WW-10 WWTP Alt. Study	1,618.81
	<u>1,618.81</u>
Total 8230 · Capital Purchases in Prog Sani	1,618.81
Total 8200 · Non-Operating Expenses	1,618.81
Total Other Expense	<u>2,916.31</u>
Net Other Income	<u>-2,916.31</u>
Net Income	<u><u>166,797.38</u></u>

Avila Beach Community Services District
Checks by Fund w/Accounts

December 2018

01/03/19

Type	Date	Num	Name	Memo	Account	Amount	Balance
General / Admin							
Check	12/03/2018	EFT	Bankcard MTOT Disc	Inv. 1986 11/29/18	5100 · Merchant Credit Card Fe...	456.72	456.72
Check	12/05/2018	2204	Nikki Engle Bookkeeping	Inv. 4289 12/3/18	6102 · Accounting	220.00	676.72
Check	12/05/2018	2205	Creative Technologies, Inc.	FY 2017/18 Audit	6140 · Office Supplies & Postage	170.64	847.36
Check	12/05/2018	2214	Fedak & Brown, LLP		6103 · Accounting Audit	1,060.00	1,907.36
Check	12/05/2018	EFT	Adobe.com		6140 · Office Supplies & Postage	14.99	1,922.35
Check	12/06/2018		U.S. Postal Service	Board packets	6140 · Office Supplies & Postage	12.98	1,935.33
Check	12/07/2018	2216	Coastline Cleaning Co.	Office Maintenance - Nov 2018 Inv. 1897	6542 · Maintenance	165.00	2,100.33
Check	12/10/2018	2211	Hagemann & Associates	Inv. # 1041 Nov 25th, - Dec. 8th, 2018 40% Gen./...	6506 · Contract Labor GM	2,200.00	4,300.33
Check	12/10/2018	EFT	Cal Tec Computers	computer repairs	6524 · Equip. Rep. & Maint. Avila...	40.00	4,340.33
Check	12/11/2018	2220	Shipsey & Seitz	Law Library	6135 · Legal	80.00	4,420.33
Check	12/11/2018	2220	Shipsey & Seitz	Review of Agenda and Meeting Prep	6135 · Legal	959.00	5,379.33
Check	12/11/2018		Central Coast Window Cleaners		6542 · Maintenance	205.00	5,584.33
Check	12/13/2018	EFT	Public Employees Retirement System	Kristi 11/16 - 11/30/18	2250 · PERS Liability	157.40	5,741.73
Check	12/13/2018	EFT	Public Employees Retirement System	Kristi 11/16 - 11/30/18	2250 · PERS Liability	47.02	5,788.75
Check	12/13/2018	EFT	Public Employees Retirement System	Kristi 12/1 - 12/15/18	2250 · PERS Liability	167.44	5,956.19
Check	12/13/2018	EFT	Public Employees Retirement System	Kristi 12/1 - 12/15/18	2250 · PERS Liability	28.22	5,984.41
Check	12/14/2018		U.S. Postal Service	Oath of Office to County	6140 · Office Supplies & Postage	1.21	5,985.62
Check	12/15/2018	EFT	Charter	Acct #. 8245100980033571	6585 · Telephone / Internet	199.95	6,185.57
Check	12/20/2018	2223	Creative Technologies, Inc.	Inv. 4320 12/19/18	6140 · Office Supplies & Postage	167.48	6,353.05
Check	12/28/2018	2228	Nikki Engle Bookkeeping	Inv. 1990 12/6/18	6102 · Accounting	220.00	6,573.05
Check	12/28/2018	2229	Hagemann & Associates	Inv. 1042 Dec 8th-22nd, 2018 40% Admin./Gen.	6506 · Contract Labor GM	2,200.00	8,773.05
Check	12/31/2018	EFT	Digital Deployment	monthly ABCSD Streamline	6170 · Website	200.00	8,973.05
Total General / Admin						8,973.05	8,973.05
Lights							
Check	12/03/2018	EFT	PG&E	Town Lights acct # 0690976984-3	6590 · Utilities	479.68	479.68
Check	12/03/2018	EFT	PG&E	Colony Lights acct # 5992155362-0	6590 · Utilities	93.46	573.14
Check	12/24/2018	EFT	PG&E	Front St. Lights acct# 5796765606-7	6590 · Utilities	375.10	948.24
Check	12/31/2018	EFT	PG&E	Colony Lights acct # 5992155362-0	6590 · Utilities	93.46	1,041.70
Check	12/31/2018	EFT	PG&E	Town Lights acct # 0690976984-3	6590 · Utilities	479.66	1,521.36
Total Lights						1,521.36	1,521.36
Sanitary							
Check	12/04/2018	2202	Brenntag Pacific, Inc.	BPI 2965144 11/22/18	6503 · Chemicals	1,223.83	1,223.83
Check	12/05/2018	2203	South County Sanitary Service	2 Yd Dumpster	6590 · Utilities	119.73	1,343.56
Check	12/05/2018	2206	Abalone Coast Analytical, Inc.	Statement 12/03/2018 Inv. 4331	6540 · Lab Tests	3,015.70	4,359.26
Check	12/05/2018	2207	USA Bluebook	Gloves Inv. 742799 11/20/18	6522 · Equip. Rep. & Maint-Avil...	223.05	4,582.31
Check	12/05/2018	2208	State Water Board	WWTP Permit Inv. WD-0143149 7/11/18-6/30/19 ...	6555 · Permits & Fees	3,070.00	7,652.31
Check	12/05/2018	2209	State Water Board	Inv. WD-0139205 7/11/18-6/30/19 342417 Collecti...	6555 · Permits & Fees	2,286.00	9,938.31
Check	12/05/2018	2212	Speed's, Inc.	Inv. 59920 11/13/18	6580 · Solids Handling	1,245.00	11,183.31
Check	12/05/2018	2213	Brenntag Pacific, Inc.	BPI 295146 11/29/18	6503 · Chemicals	1,310.66	12,493.97
Check	12/07/2018	2215	Fluid Resource Management, Inc.	Nov Ops. Sanitary Inv. F17717	6505 · Contract Labor O & M	14,267.81	26,761.78
Check	12/07/2018	2215	Fluid Resource Management, Inc.	Inv. A 17623 Fire Extinguisher Inspection	6570 · Safety Gear	93.28	26,855.06
Check	12/07/2018	2215	Fluid Resource Management, Inc.	Inv. W17367 Contactor Replacement FFR-Sec. S...	6522 · Equip. Rep. & Maint-Avil...	2,067.50	28,922.56
Check	12/07/2018	2217	Michael Nunley & Assoc.	WWTP Alternatives Study Inv. 5008	8245 · WW-10 WWTP Alt. Study	1,618.81	30,541.37
Check	12/07/2018	2218	Brenntag Pacific, Inc.	BPI 2965143 11/15/18	6503 · Chemicals	1,082.81	31,624.18
Check	12/10/2018	2211	Hagemann & Associates	40% Sani.	6506 · Contract Labor GM	2,200.00	33,824.18
Check	12/11/2018	2219	Garing, Taylor & Associates, Inc.	Inv. 15647 11/30/18 San Miguel Sewer Line Repl...	8246 · WW Sewer Line Replmt S...	1,297.50	35,121.68
Check	12/17/2018	EFT	AT&T	acct # x 0885 Internet	6585 · Telephone / Internet	75.50	35,197.18

Avila Beach Community Services District
Checks by Fund w/Accounts

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December 2018

Type	Date	Num	Name	Memo	Account	Amount	Balance
Check	12/20/2018	2222	Multi. W Systems	Inv. 31831504 Submersible Pumps FFR Feed P...	6522 · Equip. Rep. & Maint-Avil...	7,948.80	43,145.98
Check	12/20/2018	2224	San Luis Powerhouse, Inc.	Inv. 40548 Quarterly Testing of Generator	6530 · Generator Maintenance	165.00	43,310.98
Check	12/20/2018	2225	Brenntag Pacific, Inc.	BPI 2978214 12/06/18	6503 · Chemicals	1,065.86	44,376.84
Check	12/20/2018	2225	Brenntag Pacific, Inc.	BPI 2978215 12/13/18	6503 · Chemicals	1,057.39	45,434.23
Check	12/24/2018	EFT	PG&E	Lift Station acct# 6338432238-2	6590 · Utilities	77.36	45,511.59
Check	12/24/2018	EFT	PG&E	Waste Water Plant acct # 6380034236-0 3rd & ...	6590 · Utilities	1,860.30	47,371.89
Check	12/28/2018	EFT	AT&T	acct # 805 595-9416 904 5	6585 · Telephone / Internet	235.08	47,606.97
Check	12/28/2018	2226	Farm Supply	Bat Proof Primary Clarifier	6542 · Maintenance	25.80	47,632.77
Check	12/28/2018	2229	Hagemann & Associates	40% Sani	6506 · Contract Labor GM	2,200.00	49,832.77
Total Sanitary							49,832.77
Solid Waste							
Check	12/11/2018	2220	Shipsey & Seitz	Trash Ordinance	6135 · Legal	211.40	211.40
Total Solid Waste							211.40
Water							
Check	12/05/2018	2210	Home Depot	Supplies to Paint the Building at the Tank Site	2350 · Home Depot CC	451.78	451.78
Check	12/07/2018	2215	Fluid Resource Management, Inc.	Nov Ops. Water Inv. F17717	6505 · Contract Labor O & M	4,753.43	5,205.21
Check	12/07/2018	2215	Fluid Resource Management, Inc.	Inv. A17616 Chemicals	6503 · Chemicals	122.48	5,327.69
Check	12/07/2018	2215	Fluid Resource Management, Inc.	Inv. W17257-2 Water Tank	6520 · Equipment Repair & Maint.	7,586.21	12,913.90
Check	12/07/2018	2215	Fluid Resource Management, Inc.	Inv. W17257-1 SCADA Relocation Water Tank	6520 · Equipment Repair & Maint.	8,199.37	21,113.27
Check	12/10/2018	2211	Hagemann & Associates	20% Water	6506 · Contract Labor GM	1,100.00	22,213.27
Check	12/20/2018	2221	SLO County Public Works	Inv. 2697 State Water	6805 · State Water	67,151.40	89,364.67
Check	12/20/2018	2221	SLO County Public Works	Inv. 2697 State Water Drought Buffer	6805 · State Water	6,998.00	96,362.67
Check	12/28/2018	2227	County of San Luis Obispo	Cross Connections Inv # IN0119724	6555 · Permits & Fees	178.10	96,540.77
Check	12/28/2018	2229	Hagemann & Associates	20% Water	6506 · Contract Labor GM	1,100.00	97,640.77
Total Water							97,640.77
TOTAL							158,179.35

Avila Beach Community Services District
Deposits by Fund
 December 2018

01/03/19

Type	Date	Memo	Split	Amount	Balance
General / Admin					
Deposit	12/06/2018	TCF FY 19 NOV 18 - IMPR # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-29,940.77	-29,940.77
Deposit	12/07/2018	Daniel \$ 95, Margarita \$ 100, Laura Lee \$ 100	1010 · Pacific Premier Ch...	-295.00	-30,235.77
Deposit	12/10/2018	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen .70, Water .25, Lights ...	1010 · Pacific Premier Ch...	-17,912.13	-48,147.90
Deposit	12/13/2018	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen .70, Water .25, Lights ...	1010 · Pacific Premier Ch...	-14,054.19	-62,202.09
Deposit	12/17/2018	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen .70, Water .25, Lights ...	1010 · Pacific Premier Ch...	-1,329.07	-63,531.16
Deposit	12/17/2018	S L Ambulance Contract Services	1010 · Pacific Premier Ch...	-1,034.75	-64,565.91
Deposit	12/20/2018	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen .70, Water .25, Lights ...	1010 · Pacific Premier Ch...	-13,480.33	-78,046.24
Total General / Admin				-78,046.24	-78,046.24
Lights					
Deposit	12/06/2018	TCF FY 19 NOV 18 - IMPR # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-2,138.63	-2,138.63
Deposit	12/10/2018	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen .70, Water .25, Lights ...	1010 · Pacific Premier Ch...	-1,279.43	-3,418.06
Deposit	12/13/2018	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen .70, Water .25, Lights ...	1010 · Pacific Premier Ch...	-1,003.87	-4,421.93
Deposit	12/17/2018	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen .70, Water .25, Lights ...	1010 · Pacific Premier Ch...	-94.93	-4,516.86
Deposit	12/20/2018	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen .70, Water .25, Lights ...	1010 · Pacific Premier Ch...	-962.88	-5,479.74
Total Lights				-5,479.74	-5,479.74
Sanitary					
Deposit	12/03/2018	Sani Rec	1010 · Pacific Premier Ch...	-8,074.51	-8,074.51
Deposit	12/03/2018	Rate Assistance	1010 · Pacific Premier Ch...	0.00	-8,074.51
Deposit	12/03/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-8,074.51
Deposit	12/03/2018	1/2 Other 2	1010 · Pacific Premier Ch...	20.27	-8,054.24
Deposit	12/04/2018	Sani Rec	1010 · Pacific Premier Ch...	-1,234.00	-9,288.24
Deposit	12/04/2018	Rate Assistance	1010 · Pacific Premier Ch...	23.75	-9,264.49
Deposit	12/04/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-9,264.49
Deposit	12/04/2018	1/2 Other 2	1010 · Pacific Premier Ch...	49.83	-9,214.66
Deposit	12/06/2018	Sani Rec	1010 · Pacific Premier Ch...	-1,343.15	-10,557.81
Deposit	12/06/2018	Rate Assistance	1010 · Pacific Premier Ch...	59.37	-10,498.44
Deposit	12/06/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-10,498.44
Deposit	12/06/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-10,498.44
Deposit	12/06/2018	TCF FY 19 NOV 18 - WASTE	1010 · Pacific Premier Ch...	-42,830.91	-53,329.35
Deposit	12/07/2018	Sani Rec	1010 · Pacific Premier Ch...	-3,200.20	-56,529.55
Deposit	12/07/2018	Rate Assistance	1010 · Pacific Premier Ch...	35.62	-56,493.93
Deposit	12/07/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-56,493.93
Deposit	12/07/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-56,493.93
Deposit	12/10/2018	Sani Rec	1010 · Pacific Premier Ch...	0.00	-56,493.93
Deposit	12/10/2018	Rate Assistance	1010 · Pacific Premier Ch...	-1,890.44	-58,384.37
Deposit	12/10/2018	1/2 Other 1	1010 · Pacific Premier Ch...	38.00	-58,346.37
Deposit	12/10/2018		1010 · Pacific Premier Ch...	0.00	-58,346.37

Avila Beach Community Services District
Deposits by Fund
 December 2018

01/03/19

Type	Date	Memo	Split	Amount	Balance
Deposit	12/10/2018	1/2 Other 2	1010 · Pacific Premier Ch...	-58.76	-58,405.13
Deposit	12/10/2018	000162 Community Park Restrooms 10/26 - 11/25/18	1010 · Pacific Premier Ch...	-349.44	-58,754.57
Deposit	12/10/2018	ACH Booked 12/10/18 Community Park Restrooms 10/26 - 11/25/18	1010 · Pacific Premier Ch...	349.44	-58,405.13
Deposit	12/10/2018	F: 0895 A: 0760 CURR SECURED TAX	1010 · Pacific Premier Ch...	-25,622.88	-84,028.01
Deposit	12/11/2018	Sani Rec	1010 · Pacific Premier Ch...	-1,932.49	-85,960.50
Deposit	12/11/2018	Rate Assistance	1010 · Pacific Premier Ch...	11.87	-85,948.63
Deposit	12/11/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-85,948.63
Deposit	12/11/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-85,948.63
Deposit	12/12/2018	Sani Rec	1010 · Pacific Premier Ch...	-2,070.90	-88,019.53
Deposit	12/12/2018	Rate Assistance	1010 · Pacific Premier Ch...	11.87	-88,007.66
Deposit	12/12/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-88,007.66
Deposit	12/12/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-88,007.66
Deposit	12/13/2018	F: 0895 A: 0760 CURR SECURED TAX	1010 · Pacific Premier Ch...	-20,104.19	-108,111.85
Deposit	12/14/2018	Sani Rec	1010 · Pacific Premier Ch...	-2,831.83	-110,943.68
Deposit	12/14/2018	Rate Assistance	1010 · Pacific Premier Ch...	35.62	-110,908.06
Deposit	12/14/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-110,908.06
Deposit	12/14/2018	1/2 Other 2	1010 · Pacific Premier Ch...	333.95	-110,574.11
Deposit	12/17/2018	F: 0895 A: 0760 CURR SECURED TAX	1010 · Pacific Premier Ch...	-39,758.83	-150,332.94
Deposit	12/17/2018	Sani Rec	1010 · Pacific Premier Ch...	-10,070.56	-160,403.50
Deposit	12/17/2018	Rate Assistance	1010 · Pacific Premier Ch...	11.87	-160,391.63
Deposit	12/17/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-160,391.63
Deposit	12/17/2018	1/2 Other 2	1010 · Pacific Premier Ch...	-97.97	-160,489.60
Deposit	12/18/2018	Sani Rec	1010 · Pacific Premier Ch...	-4,071.45	-164,561.05
Deposit	12/18/2018	Rate Assistance	1010 · Pacific Premier Ch...	11.87	-164,549.18
Deposit	12/18/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-164,549.18
Deposit	12/18/2018	1/2 Other 2	1010 · Pacific Premier Ch...	-140.57	-164,689.75
Deposit	12/19/2018	AT&T Refund	1010 · Pacific Premier Ch...	-4.86	-164,694.61
Deposit	12/19/2018	Sani Rec	1010 · Pacific Premier Ch...	-2,922.30	-167,616.91
Deposit	12/19/2018	Rate Assistance	1010 · Pacific Premier Ch...	11.87	-167,605.04
Deposit	12/19/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-167,605.04
Deposit	12/19/2018	1/2 Other 2	1010 · Pacific Premier Ch...	21.52	-167,583.52
Deposit	12/20/2018	Sani Rec	1010 · Pacific Premier Ch...	-308.75	-167,892.27
Deposit	12/20/2018	Rate Assistance	1010 · Pacific Premier Ch...	35.62	-167,856.65
Deposit	12/20/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-167,856.65
Deposit	12/20/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-167,856.65
Deposit	12/20/2018	F: 0895 A: 0760 CURR SECURED TAX	1010 · Pacific Premier Ch...	-19,283.29	-187,139.94
Deposit	12/21/2018	Sani Rec	1010 · Pacific Premier Ch...	-534.63	-187,674.57
Deposit	12/21/2018	Rate Assistance	1010 · Pacific Premier Ch...	11.87	-187,662.70
Deposit	12/21/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-187,662.70
Deposit	12/21/2018	1/2 Other 2	1010 · Pacific Premier Ch...	-540.70	-188,203.40
Deposit	12/27/2018	Sani Rec	1010 · Pacific Premier Ch...	-519.74	-188,723.14

Avila Beach Community Services District
Deposits by Fund
 December 2018

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Type	Date	Memo	Split	Amount	Balance
Deposit	12/27/2018	Rate Assistance	1010 · Pacific Premier Ch...	11.87	-188,711.27
Deposit	12/27/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-188,711.27
Deposit	12/27/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.50	-188,710.77
Deposit	12/28/2018	Sani Rec	1010 · Pacific Premier Ch...	-583.95	-189,294.72
Deposit	12/28/2018	Rate Assistance	1010 · Pacific Premier Ch...	0.00	-189,294.72
Deposit	12/28/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-189,294.72
Deposit	12/28/2018	1/2 Other 2	1010 · Pacific Premier Ch...	-116.30	-189,411.02
Deposit	12/31/2018	\$ 937.75 CC BALANCE ADJ CCs	1010 · Pacific Premier Ch...	-468.87	-189,879.89
Total Sanitary				-189,879.89	-189,879.89
Solid Waste					
Deposit	12/06/2018	Waste Connections Franchise Fee SW	1010 · Pacific Premier Ch...	-1,236.62	-1,236.62
Total Solid Waste				-1,236.62	-1,236.62
Water					
Deposit	12/03/2018	Water Rec	1010 · Pacific Premier Ch...	-4,737.28	-4,737.28
Deposit	12/03/2018	Rate Assistance	1010 · Pacific Premier Ch...	0.00	-4,737.28
Deposit	12/03/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-4,737.28
Deposit	12/03/2018	1/2 Other 2	1010 · Pacific Premier Ch...	20.28	-4,717.00
Deposit	12/03/2018	adj to bank statement deposit	1010 · Pacific Premier Ch...	0.20	-4,716.80
Deposit	12/04/2018	Water Rec	1010 · Pacific Premier Ch...	-940.76	-5,657.56
Deposit	12/04/2018	Rate Assistance	1010 · Pacific Premier Ch...	23.75	-5,633.81
Deposit	12/04/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-5,633.81
Deposit	12/04/2018	1/2 Other 2	1010 · Pacific Premier Ch...	49.83	-5,583.98
Deposit	12/06/2018	Water Rec	1010 · Pacific Premier Ch...	-1,065.05	-6,649.03
Deposit	12/06/2018	Rate Assistance	1010 · Pacific Premier Ch...	59.38	-6,589.65
Deposit	12/06/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-6,589.65
Deposit	12/06/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-6,589.65
Deposit	12/06/2018	TCF FY 19 NOV 18 - IMPR # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-10,693.13	-17,282.78
Deposit	12/07/2018	Water Rec	1010 · Pacific Premier Ch...	-3,033.60	-20,316.38
Deposit	12/07/2018	Rate Assistance	1010 · Pacific Premier Ch...	35.63	-20,280.75
Deposit	12/07/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-20,280.75
Deposit	12/07/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-20,280.75
Deposit	12/07/2018	Water Rec - Note: ACH \$ 3,310.29 = \$ 3,188.04 SLOCO + \$ 122.25 ...	1010 · Pacific Premier Ch...	-4,325.35	-24,606.10
Deposit	12/10/2018	Rate Assistance	1010 · Pacific Premier Ch...	38.00	-24,568.10
Deposit	12/10/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-24,568.10
Deposit	12/10/2018	1/2 Other 2	1010 · Pacific Premier Ch...	-58.76	-24,626.86
Deposit	12/10/2018	001622 San Juan Park Irrigation 10/26 - 11/25/18	1010 · Pacific Premier Ch...	-1,561.80	-26,188.66
Deposit	12/10/2018	001483 Front St Irrigation 10/26 - 11/25/18	1010 · Pacific Premier Ch...	-1,037.40	-27,226.06

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Avila Beach Community Services District
Deposits by Fund
 December 2018

Type	Date	Memo	Split	Amount	Balance
Deposit	12/10/2018	000162 Community Park Restrooms 10/26 - 11/25/18	1010 · Pacific Premier Ch...	-239.40	-27,465.46
Deposit	12/10/2018	ACH Booked 12/10/18 San Juan Park Irrigation 10/26 - 11/25/18	1010 · Pacific Premier Ch...	1,561.80	-25,903.66
Deposit	12/10/2018	ACH Booked 12/10/18 Front St Irrigation 10/26 - 11/25/18	1010 · Pacific Premier Ch...	1,037.40	-24,866.26
Deposit	12/10/2018	ACH Booked 12/10/18 Community Park Restrooms 10/26 - 11/25/18	1010 · Pacific Premier Ch...	239.40	-24,626.86
Deposit	12/10/2018	adj to \$ 1,870.38 Deposited	1010 · Pacific Premier Ch...	-0.01	-24,626.87
Deposit	12/10/2018	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen .70, Water .25, Lights ...	1010 · Pacific Premier Ch...	-6,397.19	-31,024.06
Deposit	12/11/2018	Water Rec	1010 · Pacific Premier Ch...	-1,858.20	-32,882.26
Deposit	12/11/2018	Rate Assistance	1010 · Pacific Premier Ch...	11.88	-32,870.38
Deposit	12/11/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-32,870.38
Deposit	12/11/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-32,870.38
Deposit	12/12/2018	Water Rec	1010 · Pacific Premier Ch...	-2,371.20	-35,241.58
Deposit	12/12/2018	Rate Assistance	1010 · Pacific Premier Ch...	11.88	-35,229.70
Deposit	12/12/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-35,229.70
Deposit	12/12/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-35,229.70
Deposit	12/13/2018	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen .70, Water .25, Lights ...	1010 · Pacific Premier Ch...	-5,019.35	-40,249.05
Deposit	12/14/2018	Water Rec	1010 · Pacific Premier Ch...	-4,140.00	-44,389.05
Deposit	12/14/2018	Rate Assistance	1010 · Pacific Premier Ch...	35.63	-44,353.42
Deposit	12/14/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-44,353.42
Deposit	12/14/2018	1/2 Other 2	1010 · Pacific Premier Ch...	333.95	-44,019.47
Deposit	12/17/2018	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen .70, Water .25, Lights ...	1010 · Pacific Premier Ch...	-474.67	-44,494.14
Deposit	12/17/2018	Water Rec	1010 · Pacific Premier Ch...	-10,511.31	-55,005.45
Deposit	12/17/2018	Rate Assistance	1010 · Pacific Premier Ch...	11.88	-54,993.57
Deposit	12/17/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-54,993.57
Deposit	12/17/2018	1/2 Other 2	1010 · Pacific Premier Ch...	-97.98	-55,091.55
Deposit	12/18/2018	Water Rec	1010 · Pacific Premier Ch...	-3,629.80	-58,721.35
Deposit	12/18/2018	Rate Assistance	1010 · Pacific Premier Ch...	11.88	-58,709.47
Deposit	12/18/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-58,709.47
Deposit	12/18/2018	1/2 Other 2	1010 · Pacific Premier Ch...	-140.58	-58,850.05
Deposit	12/19/2018	Water Rec	1010 · Pacific Premier Ch...	-5,390.64	-64,240.69
Deposit	12/19/2018	Rate Assistance	1010 · Pacific Premier Ch...	11.88	-64,228.81
Deposit	12/19/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-64,228.81
Deposit	12/19/2018	1/2 Other 2	1010 · Pacific Premier Ch...	21.52	-64,207.29
Deposit	12/20/2018	Water Rec	1010 · Pacific Premier Ch...	-285.00	-64,492.29
Deposit	12/20/2018	Rate Assistance	1010 · Pacific Premier Ch...	35.63	-64,456.66
Deposit	12/20/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-64,456.66
Deposit	12/20/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-64,456.66
Deposit	12/20/2018	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen .70, Water .25, Lights ...	1010 · Pacific Premier Ch...	-4,814.40	-69,271.06
Deposit	12/21/2018	Water Rec	1010 · Pacific Premier Ch...	-535.80	-69,806.86
Deposit	12/21/2018	Rate Assistance	1010 · Pacific Premier Ch...	11.88	-69,794.98
Deposit	12/21/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-69,794.98
Deposit	12/21/2018	1/2 Other 2	1010 · Pacific Premier Ch...	-540.70	-70,335.68

Avila Beach Community Services District
Deposits by Fund
December 2018

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Type	Date	Memo	Split	Amount	Balance
Deposit	12/27/2018	Water Rec	1010 · Pacific Premier Ch...	-1,341.20	-71,676.88
Deposit	12/27/2018	Rate Assistance	1010 · Pacific Premier Ch...	11.88	-71,665.00
Deposit	12/27/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-71,665.00
Deposit	12/27/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.50	-71,664.50
Deposit	12/28/2018	Water Rec	1010 · Pacific Premier Ch...	-988.80	-72,653.30
Deposit	12/28/2018	Rate Assistance	1010 · Pacific Premier Ch...	0.00	-72,653.30
Deposit	12/28/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-72,653.30
Deposit	12/28/2018	1/2 Other 2	1010 · Pacific Premier Ch...	-116.30	-72,769.60
Deposit	12/31/2018	\$ 937.75 CC BALANCE ADJ CCs	1010 · Pacific Premier Ch...	-468.88	-73,238.48
Total Water				-73,238.48	
TOTAL				-347,880.97	-347,880.97



FLUID RESOURCE MANAGEMENT

www.frm-ops.com CA Lic #937346
 OPERATIONS . MAINTENANCE . MECHANICAL
 2385 Precision Drive
 Arroyo Grande, CA 93420

Statement

Date
12/31/18

Phone # 805.597.7100 Fax # 805.597.7171

California Certified Small Business #1120142

To:
Avila Beach Community Services District P.O. Box 309 191 San Miguel Street Avila Beach, CA 93424

				Amount Due	Amount Enc.
				\$23,026.05	
Date	Transaction			Amount	Balance
12/31/18	348F11001 Monthly OPS/Maint- INV #F17819. Orig. Amount \$19,021.24.			19,021.24	19,021.24
12/31/18	348F11001 Monthly OPS/Maint:348FWW11001 Wastewater:348AWW17002 Add Services Wastewater- INV #A17760. Orig. Amount \$256.95.			256.95	19,278.19
11/30/18	W17465 Backfill Trench at Plant- INV #W17465. Orig. Amount \$3,378.25.			3,378.25	22,656.44
12/18/18	W17583 Tank Mixer Automation- INV #W17583. Orig. Amount \$369.61.			369.61	23,026.05
</					

Avila Beach Community Services District
Balance Sheet
As of January 31, 2019

	Jan 31, 19
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Summary	
1005 · Customer Cash	97.19
1008 · Petty Cash	135.46
1010 · Pacific Premier Checking	546,060.33
1050 · LAIF	3,011,479.95
Total 1000 · Cash Summary	3,557,772.93
Total Checking/Savings	3,557,772.93
Accounts Receivable	
1200 · *Accounts Receivable	222,256.32
Total Accounts Receivable	222,256.32
Other Current Assets	
1250 · Receivables	
1255 · Interest Receivable	5,144.80
1270 · Taxes Receivable	7,820.07
1280 · Water & Sewer Billings	109,626.48
Total 1250 · Receivables	122,591.35
1400 · Prepaid Summary	
1410 · Prepaid Insurance	6,615.30
1420 · Prepaid State Water	37,428.60
1400 · Prepaid Summary - Other	-0.01
Total 1400 · Prepaid Summary	44,043.89
Total Other Current Assets	166,635.24
Total Current Assets	3,946,664.49
Fixed Assets	
1600 · Fixed Assets & Acc. Depr.	
1605 · Office Equipment	
1606 · Copier Samsung 2012	8,233.58
1609 · Office Equipment Accum Depr	-8,233.59
Total 1605 · Office Equipment	-0.01
1610 · Fixed Asset -Office & Admin.	
1612 · Office Furniture cost	4,526.21
1614 · Office Furniture Accum Dep.	-4,526.21
Total 1610 · Fixed Asset -Office & Admin.	0.00
1620 · Fixed Assets - Sanitary	
1622 · Land	60,314.10
1626 · Collection Assets	
1627 · Collection Assets Cost	1,318,875.26
1628 · Collect Assets Accum Depr	-399,237.22

Avila Beach Community Services District
Balance Sheet
As of January 31, 2019

	<u>Jan 31, 19</u>
Total 1626 · Collection Assets	919,638.04
1630 · Disposal Equipment	
1631 · Disposal Equip Cost	523,122.64
1632 · Disposal Equip Accum Depr	<u>-264,042.83</u>
Total 1630 · Disposal Equipment	259,079.81
1635 · Treatment Plant	
1636 · Treatment Plant Original	105,000.00
1637 · Treatment Plant Addition	2,049,098.30
1638 · Treatment Plant Accum Dep	<u>-1,043,684.59</u>
Total 1635 · Treatment Plant	1,110,413.71
1642 · Treatment Equipment	
1643 · Treatment Equip Cost	1,000,455.00
1644 · Treatment Equip Accum Depr	-524,698.87
1642 · Treatment Equipment - Other	<u>205,485.61</u>
Total 1642 · Treatment Equipment	<u>681,241.74</u>
Total 1620 · Fixed Assets - Sanitary	3,030,687.40
1650 · Fixed Assets - Water	
1652 · Equipment	
1653 · Equipment Cost	21,136.28
1654 · Equipment Accum Depr	<u>-21,136.28</u>
Total 1652 · Equipment	0.00
1656 · Distribution Assets	
1657 · Distribution Assets Cost	1,140,860.50
1658 · Dist Assets Accum Depr	<u>-590,709.56</u>
Total 1656 · Distribution Assets	<u>550,150.94</u>
Total 1650 · Fixed Assets - Water	550,150.94
1680 · Structures - Fixed Asset	
1681 · Structures GFAAG - Sani & FA	29,810.00
1682 · Gen / Fire Accum Dep	<u>-29,810.00</u>
Total 1680 · Structures - Fixed Asset	0.00
1690 · Construction in Progress	<u>123,333.82</u>
Total 1600 · Fixed Assets & Acc. Depr.	<u>3,704,172.15</u>
Total Fixed Assets	3,704,172.15
Other Assets	
1800 · Deferred Outflows of Resources	<u>39,579.00</u>
Total Other Assets	<u>39,579.00</u>
TOTAL ASSETS	<u>7,690,415.64</u>
LIABILITIES & EQUITY	
Liabilities	

Avila Beach Community Services District
Balance Sheet
As of January 31, 2019

	Jan 31, 19
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	93,166.70
Total Accounts Payable	93,166.70
Other Current Liabilities	
2200 · Payroll Liabilities	
2260 · Vacation Payable	221.90
2262 · Sick Pay Accrued	1,464.50
2201 · Accrued Payroll	3,693.88
2240 · Health Insurance	
2241 · Employee	0.01
Total 2240 · Health Insurance	0.01
2250 · PERS Liability	230.22
Total 2200 · Payroll Liabilities	5,610.51
2300 · Deposits Held	
2303 · Water Deposits Held	7,480.00
2305 · Connection Fees Held	0.01
Total 2300 · Deposits Held	7,480.01
Total Other Current Liabilities	13,090.52
Total Current Liabilities	106,257.22
Long Term Liabilities	
2400 · Net Pension Liability	126,121.00
2500 · Deferred Inflows of Resources	16,201.00
Total Long Term Liabilities	142,322.00
Total Liabilities	248,579.22
Equity	
3900 · Retained Earnings	7,285,389.38
Net Income	156,447.04
Total Equity	7,441,836.42
TOTAL LIABILITIES & EQUITY	7,690,415.64

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02/06/19
Accrual Basis

Avila Beach Community Services District
Profit & Loss
January 2019

	Jan 19
Ordinary Income/Expense	
Income	
4000 · Income Summary	
4010 · Operating Revenue	71,795.29
4012 · Solid Waste Franchise Fee	2,698.19
4030 · County Taxes	14,519.08
4050 · Harbor Charges	
4052 · Front Street Lighting	242.00
4053 · WWTP O&M	14,387.00
Total 4050 · Harbor Charges	14,629.00
4060 · Installation Fees	1,600.00
4600 · Interest Income	18,088.46
Total 4000 · Income Summary	123,330.02
Total Income	123,330.02
Gross Profit	123,330.02
Expense	
5100 · Merchant Credit Card Fees TIB	327.73
5200 · Payroll Expenses	
5210 · Gross Wages	
5211 · Regular Pay	3,234.89
5012 · Holiday Pay	321.48
5014 · Sick Pay	0.00
5016 · Vacation Pay	0.00
Total 5210 · Gross Wages	3,556.37
5230 · Payroll Taxes	126.78
5240 · Health & Medical Exp.	
5242 · Health Ins / Other	600.00
Total 5240 · Health & Medical Exp.	600.00
5250 · PERS Company Pd Expense	
5256 · PERS Co Pd Kristi	292.09
Total 5250 · PERS Company Pd Expense	292.09
5280 · Payroll Administration & Misc.	251.16
Total 5200 · Payroll Expenses	4,826.40
6000 · Administrative Overheads	
6102 · Accounting	687.50
6135 · Legal	225.40
6140 · Office Supplies & Postage	500.27

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Accrual Basis

Avila Beach Community Services District
Profit & Loss
January 2019

	Jan 19
6150 · Rate Assistance	779.00
6160 · Training	237.41
6170 · Website	200.00
Total 6000 · Administrative Overheads	2,629.58
6500 · Operating Expenses	
6503 · Chemicals	6,098.04
6505 · Contract Labor O & M	19,021.24
6506 · Contract Labor GM	16,500.00
6518 · Equipment Expense	0.00
6520 · Equipment Repair & Maint.	
6522 · Equip. Rep. & Maint-Avila & HD	9,509.11
6524 · Equip. Rep. & Maint. Avila Only	40.00
Total 6520 · Equipment Repair & Maint.	9,549.11
6535 · Insurance P/L	1,323.04
6540 · Lab Tests	3,020.20
6542 · Maintenance	165.00
6550 · Operating Supplies	3,984.88
6555 · Permits & Fees	3,630.00
6580 · Solids Handling	6,055.00
6585 · Telephone / Internet	530.65
6590 · Utilities	2,551.78
Total 6500 · Operating Expenses	72,428.94
6600 · Cal Fire Contract Labor	208,589.00
6800 · Water	
6805 · State Water	1,999.39
Total 6800 · Water	1,999.39
Total Expense	290,801.04
Net Ordinary Income	-167,471.02
Other Income/Expense	
Other Income	
7200 · Non-Operating Income	
7210 · Connection Fees	16,277.00
Total 7200 · Non-Operating Income	16,277.00
Total Other Income	16,277.00
Other Expense	
8246 · WW Sewer Line Rplmt San Miguel	5,201.70
8000 · Other Expenses	
8050 · New Assets to be Added & Deprec	1,756.92

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Accrual Basis

Avila Beach Community Services District
Profit & Loss
January 2019

	Jan 19
Total 8000 · Other Expenses	1,756.92
8200 · Non-Operating Expenses	
8230 · Capital Purchases in Prog Sani	
8245 · WW-10 WWTP Alt. Study	2,347.25
8233 · WW-3 Brine Waste	495.00
Total 8230 · Capital Purchases in Prog Sani	2,842.25
Total 8200 · Non-Operating Expenses	2,842.25
Total Other Expense	9,800.87
Net Other Income	6,476.13
Net Income	-160,994.89

Avila Beach Community Services District
Deposits by Fund
 January 2019

02/06/19

Type	Date	Memo	Split	Amount	Balance
General / Admin					
Deposit	01/10/2019	TCF FY 19 DEC ME - IMPR # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-3,065.38	-3,065.38
Deposit	01/10/2019	Laura Lee \$ 100, Augie \$ 100, Joe H. \$ 250, Eamon \$ 120, Austin \$ 3...	1010 · Pacific Premier Ch...	-1,083.75	-4,149.13
Deposit	01/30/2019	CSDA Reimbursement Costco & Oriental Trading	1010 · Pacific Premier Ch...	-116.54	-4,265.67
Deposit	01/31/2019	F: 0895 A: 0760: CURR SECURED TAX - Gen .70, Water .25, Lights ...	1010 · Pacific Premier Ch...	-2,014.75	-6,280.42
Total General / Admin				-6,280.42	-6,280.42
Lights					
Deposit	01/10/2019	TCF FY 19 DEC ME - IMPR # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-218.96	-218.96
Deposit	01/31/2019	F: 0895 A: 0760: CURR SECURED TAX - Gen .70, Water .25, Lights ...	1010 · Pacific Premier Ch...	-143.91	-362.87
Total Lights				-362.87	-362.87
Sanitary					
Deposit	01/02/2019	Sani Rec	1010 · Pacific Premier Ch...	-648.30	-648.30
Deposit	01/02/2019	Rate Assistance	1010 · Pacific Premier Ch...	35.62	-612.68
Deposit	01/02/2019	1/2 Other 1	1010 · Pacific Premier Ch...	-75.00	-687.68
Deposit	01/02/2019	1/2 Other 2	1010 · Pacific Premier Ch...	-529.72	-1,217.40
Deposit	01/03/2019	Sani Rec	1010 · Pacific Premier Ch...	-61.75	-1,279.15
Deposit	01/03/2019	Rate Assistance	1010 · Pacific Premier Ch...	11.87	-1,267.28
Deposit	01/03/2019	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-1,267.28
Deposit	01/03/2019	1/2 Other 2	1010 · Pacific Premier Ch...	-106.87	-1,374.15
Deposit	01/07/2019	Sani Rec	1010 · Pacific Premier Ch...	-852.40	-2,226.55
Deposit	01/07/2019	Rate Assistance	1010 · Pacific Premier Ch...	0.00	-2,226.55
Deposit	01/07/2019	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-2,226.55
Deposit	01/07/2019	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-2,226.55
Deposit	01/09/2019	Sani Rec	1010 · Pacific Premier Ch...	-1,818.22	-4,044.77
Deposit	01/09/2019	Rate Assistance	1010 · Pacific Premier Ch...	59.37	-3,985.40
Deposit	01/09/2019	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-3,985.40
Deposit	01/09/2019	1/2 Other 2	1010 · Pacific Premier Ch...	-9.87	-3,995.27
Deposit	01/10/2019	Sani Rec	1010 · Pacific Premier Ch...	-1,183.41	-5,178.68
Deposit	01/10/2019	Rate Assistance	1010 · Pacific Premier Ch...	11.87	-5,166.81
Deposit	01/10/2019	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-5,166.81
Deposit	01/10/2019	1/2 Other 2	1010 · Pacific Premier Ch...	1.90	-5,164.91
Deposit	01/10/2019	TCF FY 19 DEC ME - WASTE	1010 · Pacific Premier Ch...	-4,387.38	-9,552.29
Deposit	01/11/2019	Sani Rec	1010 · Pacific Premier Ch...	-2,339.89	-11,892.18
Deposit	01/11/2019	Rate Assistance	1010 · Pacific Premier Ch...	23.75	-11,868.43
Deposit	01/11/2019	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-11,868.43
Deposit	01/11/2019	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-11,868.43
Deposit	01/14/2019	Sani Rec	1010 · Pacific Premier Ch...	-1,040.25	-12,908.68

Avila Beach Community Services District
Deposits by Fund
January 2019

02/06/19

Type	Date	Memo	Split	Amount	Balance
Deposit	01/14/2019	Rate Assistance	1010 · Pacific Premier Ch...	23.75	-12,884.93
Deposit	01/14/2019	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-12,884.93
Deposit	01/14/2019	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-12,884.93
Deposit	01/14/2019	000162 Community Park Restrooms 11/25 - 12/28/18	1010 · Pacific Premier Ch...	-216.32	-13,101.25
Deposit	01/15/2019	Sani Rec	1010 · Pacific Premier Ch...	-1,512.72	-14,613.97
Deposit	01/15/2019	Rate Assistance	1010 · Pacific Premier Ch...	0.00	-14,613.97
Deposit	01/15/2019	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-14,613.97
Deposit	01/15/2019	1/2 Other 2	1010 · Pacific Premier Ch...	-0.20	-14,614.17
Deposit	01/15/2019	ACH SLOCO booked 1/14/19 Community Park Restroom 11/25 - 12/...	1010 · Pacific Premier Ch...	216.32	-14,397.85
Deposit	01/16/2019	Sani Rec	1010 · Pacific Premier Ch...	-3,653.13	-18,050.98
Deposit	01/16/2019	Rate Assistance	1010 · Pacific Premier Ch...	35.62	-18,015.36
Deposit	01/16/2019	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-18,015.36
Deposit	01/16/2019	1/2 Other 2	1010 · Pacific Premier Ch...	100.00	-17,915.36
Deposit	01/18/2019	Sani Rec	1010 · Pacific Premier Ch...	-9,223.00	-27,138.36
Deposit	01/18/2019	Rate Assistance	1010 · Pacific Premier Ch...	59.37	-27,078.99
Deposit	01/18/2019	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-27,078.99
Deposit	01/18/2019	1/2 Other 2	1010 · Pacific Premier Ch...	52.67	-27,026.32
Deposit	01/23/2019	Sani Rec	1010 · Pacific Premier Ch...	-2,159.22	-29,185.54
Deposit	01/23/2019	Rate Assistance	1010 · Pacific Premier Ch...	35.62	-29,149.92
Deposit	01/23/2019	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-29,149.92
Deposit	01/23/2019	1/2 Other 2	1010 · Pacific Premier Ch...	9.37	-29,140.55
Deposit	01/25/2019	Sani Rec	1010 · Pacific Premier Ch...	-8,278.97	-37,419.52
Deposit	01/25/2019	Rate Assistance	1010 · Pacific Premier Ch...	35.62	-37,383.90
Deposit	01/25/2019	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-37,383.90
Deposit	01/25/2019	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-37,383.90
Deposit	01/28/2019	Sani Rec	1010 · Pacific Premier Ch...	-2,881.79	-40,265.69
Deposit	01/28/2019	Rate Assistance	1010 · Pacific Premier Ch...	35.62	-40,230.07
Deposit	01/28/2019	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-40,230.07
Deposit	01/28/2019	1/2 Other 2	1010 · Pacific Premier Ch...	-103.05	-40,333.12
Deposit	01/30/2019	Sani Rec	1010 · Pacific Premier Ch...	-1,042.85	-41,375.97
Deposit	01/30/2019	Rate Assistance	1010 · Pacific Premier Ch...	23.75	-41,352.22
Deposit	01/30/2019	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-41,352.22
Deposit	01/30/2019	1/2 Other 2	1010 · Pacific Premier Ch...	87.07	-41,265.15
Deposit	01/31/2019	Sani Rec	1010 · Pacific Premier Ch...	-580.45	-41,845.60
Deposit	01/31/2019	Rate Assistance	1010 · Pacific Premier Ch...	23.75	-41,821.85
Deposit	01/31/2019	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-41,821.85
Deposit	01/31/2019	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-41,821.85
Deposit	01/31/2019	F: 0895 A: 0760: AVILA BEACH IMP # 1	1010 · Pacific Premier Ch...	-2,874.37	-44,696.22
Total Sanitary				-44,696.22	-44,696.22

Avila Beach Community Services District
Deposits by Fund
January 2019

02/06/19

Type	Date	Memo	Split	Amount	Balance
Solid Waste					
Deposit	01/08/2019	Waste Connections Franchise Fee SW	1010 · Pacific Premier Ch...	-1,610.46	-1,610.46
Deposit	01/28/2019	Waste Connections Franchise Fee SW	1010 · Pacific Premier Ch...	-1,087.73	-2,698.19
Total Solid Waste				-2,698.19	-2,698.19
Water					
Deposit	01/02/2019	Water Rec	1010 · Pacific Premier Ch...	-602.25	-602.25
Deposit	01/02/2019	Rate Assistance	1010 · Pacific Premier Ch...	35.63	-566.62
Deposit	01/02/2019	1/2 Other 1	1010 · Pacific Premier Ch...	-75.00	-641.62
Deposit	01/02/2019	1/2 Other 2	1010 · Pacific Premier Ch...	-529.73	-1,171.35
Deposit	01/03/2019	Water Rec	1010 · Pacific Premier Ch...	-57.00	-1,228.35
Deposit	01/03/2019	Rate Assistance	1010 · Pacific Premier Ch...	11.88	-1,216.47
Deposit	01/03/2019	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-1,216.47
Deposit	01/03/2019	1/2 Other 2	1010 · Pacific Premier Ch...	-106.88	-1,323.35
Deposit	01/07/2019	Water Rec	1010 · Pacific Premier Ch...	-991.80	-2,315.15
Deposit	01/07/2019	Rate Assistance	1010 · Pacific Premier Ch...	0.00	-2,315.15
Deposit	01/07/2019	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-2,315.15
Deposit	01/07/2019	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-2,315.15
Deposit	01/07/2019	Water Rec	1010 · Pacific Premier Ch...	0.00	-2,315.15
Deposit	01/09/2019	Rate Assistance	1010 · Pacific Premier Ch...	-1,541.05	-3,856.20
Deposit	01/09/2019	1/2 Other 1	1010 · Pacific Premier Ch...	59.38	-3,796.82
Deposit	01/09/2019	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-3,796.82
Deposit	01/09/2019	Water Rec	1010 · Pacific Premier Ch...	-9.88	-3,806.70
Deposit	01/10/2019	Rate Assistance	1010 · Pacific Premier Ch...	-715.60	-4,522.30
Deposit	01/10/2019	1/2 Other 1	1010 · Pacific Premier Ch...	11.88	-4,510.42
Deposit	01/10/2019	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-4,510.42
Deposit	01/10/2019	TCF FY 19 DEC ME - IMPR # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	1.91	-4,508.51
Deposit	01/11/2019	Water Rec	1010 · Pacific Premier Ch...	-1,094.78	-5,603.29
Deposit	01/11/2019	Rate Assistance	1010 · Pacific Premier Ch...	-1,834.20	-7,437.49
Deposit	01/11/2019	1/2 Other 1	1010 · Pacific Premier Ch...	23.75	-7,413.74
Deposit	01/11/2019	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-7,413.74
Deposit	01/14/2019	Water Rec	1010 · Pacific Premier Ch...	0.00	-7,413.74
Deposit	01/14/2019	Rate Assistance	1010 · Pacific Premier Ch...	-1,588.05	-9,001.79
Deposit	01/14/2019	1/2 Other 1	1010 · Pacific Premier Ch...	23.75	-8,978.04
Deposit	01/14/2019	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-8,978.04
Deposit	01/14/2019	001622 San Juan Park Irrigation 11/25 - 12/28/18	1010 · Pacific Premier Ch...	0.00	-8,978.04
Deposit	01/14/2019	001483 Front St Irrigation 11/25 - 12/28/18	1010 · Pacific Premier Ch...	-706.80	-9,684.84
Deposit	01/14/2019	000162 Community Park Restrooms 11/25 - 12/28/18	1010 · Pacific Premier Ch...	-57.00	-9,741.84
Deposit	01/15/2019	Water Rec	1010 · Pacific Premier Ch...	-148.20	-9,890.04
Deposit	01/15/2019	Rate Assistance	1010 · Pacific Premier Ch...	-2,048.20	-11,938.24
			1010 · Pacific Premier Ch...	0.00	-11,938.24

Avila Beach Community Services District
Deposits by Fund
January 2019

02/06/19

Type	Date	Memo	Split	Amount	Balance
Deposit	01/15/2019	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-11,938.24
Deposit	01/15/2019	1/2 Other 2	1010 · Pacific Premier Ch...	-0.21	-11,938.45
Deposit	01/15/2019	ACH SLOCO booked 1/14/19 Community Park Restroom 11/25 - 12/...	1010 · Pacific Premier Ch...	148.20	-11,790.25
Deposit	01/15/2019	ACH SLOCO booked 1/14/19 Front St Irrigation 11/25 - 12/28/18	1010 · Pacific Premier Ch...	57.00	-11,733.25
Deposit	01/15/2019	ACH SLOCO booked 1/14/19 San Juan Park Irrigation 11/25 - 12/28/18	1010 · Pacific Premier Ch...	706.80	-11,026.45
Deposit	01/16/2019	Water Rec	1010 · Pacific Premier Ch...	-4,741.64	-15,768.09
Deposit	01/16/2019	Rate Assistance	1010 · Pacific Premier Ch...	35.63	-15,732.46
Deposit	01/16/2019	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-15,732.46
Deposit	01/16/2019	1/2 Other 2	1010 · Pacific Premier Ch...	100.00	-15,632.46
Deposit	01/16/2019	adj to deposit amt per KD's note	1010 · Pacific Premier Ch...	0.08	-15,632.38
Deposit	01/18/2019	Water Rec	1010 · Pacific Premier Ch...	-7,261.80	-22,894.18
Deposit	01/18/2019	Rate Assistance	1010 · Pacific Premier Ch...	59.38	-22,834.80
Deposit	01/18/2019	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-22,834.80
Deposit	01/18/2019	1/2 Other 2	1010 · Pacific Premier Ch...	52.68	-22,782.12
Deposit	01/23/2019	Water Rec	1010 · Pacific Premier Ch...	-1,612.15	-24,394.27
Deposit	01/23/2019	Rate Assistance	1010 · Pacific Premier Ch...	35.63	-24,358.64
Deposit	01/23/2019	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-24,358.64
Deposit	01/23/2019	1/2 Other 2	1010 · Pacific Premier Ch...	9.38	-24,349.26
Deposit	01/25/2019	Water Rec	1010 · Pacific Premier Ch...	-7,854.80	-32,204.06
Deposit	01/25/2019	Rate Assistance	1010 · Pacific Premier Ch...	35.63	-32,168.43
Deposit	01/25/2019	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-32,168.43
Deposit	01/25/2019	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-32,168.43
Deposit	01/28/2019	Water Rec	1010 · Pacific Premier Ch...	-3,204.91	-35,373.34
Deposit	01/28/2019	Rate Assistance	1010 · Pacific Premier Ch...	35.63	-35,337.71
Deposit	01/28/2019	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-35,337.71
Deposit	01/28/2019	1/2 Other 2	1010 · Pacific Premier Ch...	-103.05	-35,440.76
Deposit	01/30/2019	Water Rec	1010 · Pacific Premier Ch...	-531.90	-35,972.66
Deposit	01/30/2019	Rate Assistance	1010 · Pacific Premier Ch...	23.75	-35,948.91
Deposit	01/30/2019	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-35,948.91
Deposit	01/30/2019	1/2 Other 2	1010 · Pacific Premier Ch...	87.08	-35,861.83
Deposit	01/31/2019	Water Rec	1010 · Pacific Premier Ch...	-440.80	-36,302.63
Deposit	01/31/2019	Rate Assistance	1010 · Pacific Premier Ch...	23.75	-36,278.88
Deposit	01/31/2019	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-36,278.88
Deposit	01/31/2019	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-36,278.88
Deposit	01/31/2019	F: 0895 A: 0760: CURR SECURED TAX - Gen .70, Water .25, Lights ...	1010 · Pacific Premier Ch...	-719.55	-36,998.43
Total Water				-36,998.43	-36,998.43
TOTAL				-91,036.13	-91,036.13

Avila Beach Community Services District
Checks by Fund w/Accounts
January 2019

02/06/19

Type	Date	Num	Name	Memo	Account	Amount	Balance
General / Admin							
Check	01/02/2019	EFT	Bankcard MTOT Disc	Office Supplies (New Printer)	5100 · Merchant Credit Card Fe...	327.73	327.73
Check	01/03/2019	2237	Staples	Inv. 2002 12/27/18	6140 · Office Supplies & Postage	83.47	411.20
Check	01/03/2019	2232	Nikki Engle Bookkeeping	Fire Protection Jan - June 2018 2nd Semi Annual...	6102 · Accounting	220.00	631.20
Check	01/03/2019	2231	SLO CO Fire Department		6600 · Cal Fire Contract Labor	208,589.00	209,220.20
Check	01/05/2019	EFT	Adobe.com	Admin 40%	6140 · Office Supplies & Postage	14.99	209,235.19
Check	01/07/2019	2239	Hagemann & Associates	Inv. 2006 1/3/19	6506 · Contract Labor GM	2,200.00	211,435.19
Check	01/08/2019	2243	Nikki Engle Bookkeeping	Account: 126380 12/31/18 Paint for Sidewalk Ad...	6102 · Accounting	220.00	211,655.19
Check	01/08/2019	2244	Miners Ace Hardware	CSDA dinner - to be reimbursed	6550 · Operating Supplies	51.45	211,706.64
Check	01/09/2019		OrientalTrading.com	Ethics Training for Lynn Helenius	6160 · Training	49.92	211,756.56
Check	01/10/2019	2245	Templeton CSD	computer repairs	6160 · Training	50.00	211,806.56
Check	01/10/2019	EFT	Cal Tec Computers	CSDA Donation	6524 · Equip. Rep. & Maint. Avila...	40.00	211,846.56
Check	01/11/2019		Central Coast Aquarium	CSDA	6160 · Training	32.00	211,878.56
Check	01/11/2019		Ocean Grill	Office Maintenance - 1-6-19 Inv. 1901	6160 · Training	50.00	211,928.56
Check	01/15/2019	2248	Coastline Cleaning Co.	Review of Meeting Agenda	6542 · Maintenance	165.00	212,093.56
Check	01/15/2019	2251	Shipsey & Seitz	Meeting Prep	6135 · Legal	70.40	212,163.96
Check	01/15/2019	2251	Shipsey & Seitz	Law Library	6135 · Legal	75.00	212,238.96
Check	01/15/2019	EFT	Public Employees Retirement System	Kristi 12/16 - 12/31/18	6135 · Legal	80.00	212,318.96
Check	01/15/2019	EFT	Public Employees Retirement System	Kristi 12/16 - 12/31/18	2250 · PERS Liability	127.26	212,446.22
Check	01/15/2019	EFT	Public Employees Retirement System	Kristi 1/1 - 1/15/19	5256 · PERS Co Pd Kristi	59.63	212,505.85
Check	01/15/2019	EFT	Public Employees Retirement System	Kristi 1/1 - 1/15/19	2250 · PERS Liability	174.14	212,679.99
Check	01/16/2019		CSDA San Luis Obispo County Chapter	Kristi 1/1 - 1/15/19	5256 · PERS Co Pd Kristi	30.28	212,710.27
Check	01/18/2019	2253	CSDA San Luis Obispo County Chapter	Brad, Kristi, Pete, & Kristin CSDA Annual Meetin...	6160 · Training	5.41	212,715.68
Check	01/23/2019	2255	Hagemann & Associates	Inv. #1046 1/6 - 1/19/2019 Gen/Admin. 40%	6160 · Training	100.00	212,815.68
Check	01/24/2019	EFT	Charter	Acct # 8245100980033571	6506 · Contract Labor GM	2,200.00	215,015.68
Check	01/24/2019		Costco	CSDA - to be reimbursed	6585 · Telephone / Internet	204.95	215,220.63
Check	01/30/2019		U.S. Postal Service	1099s	6160 · Training	66.62	215,287.25
Check	01/31/2019	2256	Nikki Engle Bookkeeping	Inv # 2030 1/29/19	6140 · Office Supplies & Postage	3.90	215,291.15
Check	01/31/2019	2258	Staples	Office Supplies	6102 · Accounting	247.50	215,538.65
Check	01/31/2019	2259	Chaparral Business Supplies	Inv. # 433835 1/15/19	6140 · Office Supplies & Postage	228.86	215,767.51
Check	01/31/2019	2261	Creative Technologies, Inc.	Inv. # 4422 1/25/19	6550 · Operating Supplies	356.89	216,124.40
Check	01/31/2019	2263	Hagemann & Associates	Inv. 1047 Jan 20th - Feb 2nd, 2019 -40% Gen/...	6140 · Office Supplies & Postage	169.05	216,293.45
Check	01/31/2019	2264	Thomas Fertel	Water District Deposit Refund after Move Out	6506 · Contract Labor GM	2,200.00	218,493.45
Check	01/31/2019	EFT	Digital Deployment	monthly ABCSD Streamline	2303 · Water Deposits Held	100.00	218,593.45
Total General / Admin							218,793.45
Lights							
Check	01/23/2019	EFT	PG&E	Front St. Lights acct# 5796765606-7	6590 · Utilities	395.57	395.57
Total Lights							395.57
Sanitary							
Check	01/03/2019	2236	USA Bluebook	Inv. 742799 11/20/18 Secondary Clairifier	6522 · Equip. Rep. & Maint-Avil...	3,333.67	3,333.67
Check	01/03/2019	2235	SLO CO Air Pollution Control District	service fee Air pollution permit fee	6555 · Permits & Fees	1,494.00	4,827.67
Check	01/03/2019	2230	Michael Nunley & Assoc.	Inv # 5093 WWTP Alternatives Study	8245 · WW-10 WWTP Alt. Study	2,347.25	7,174.92
Check	01/03/2019	2230	Michael Nunley & Assoc.	Inv # 5092 Brine Study	8233 · WW-3 Brine Waste	495.00	7,669.92
Check	01/03/2019	2238	Brenntag Pacific, Inc.	Inv # BPI904196 12/20/18	6503 · Chemicals	1,065.86	8,735.78
Check	01/07/2019	2239	Hagemann & Associates	Dec 23rd, 2018 - Jan 5th, 2019 Sani 40%	6506 · Contract Labor GM	2,200.00	10,935.78
Check	01/08/2019	2240	Brenntag Pacific, Inc.	Inv # BPI905589 12/27/18	6503 · Chemicals	1,135.75	12,071.53
Check	01/08/2019	2241	South County Sanitary Service	2 Yd Dumpster	6590 · Utilities	119.73	12,191.26

02/06/19

Avila Beach Community Services District
Checks by Fund w/Accounts

January 2019

Type	Date	Num	Name	Memo	Account	Amount	Balance
Check	01/08/2019	2242	Abalone Coast Analytical, Inc.	Statement 1/4/19 Inv 4482	6540 · Lab Tests	3,020.20	15,211.46
Check	01/08/2019	2244	Miners Ace Hardware	WWTP Supplies	6550 · Operating Supplies	149.13	15,360.59
Check	01/10/2019	2246	Garing, Taylor & Associates, Inc.	Inv. 15722 San Miguel St. Sewer Line Project	8246 · WW Sewer Line Rplmt S...	5,201.70	20,562.29
Check	01/10/2019	2247	Speed's, Inc.	Inv. 60063 11/27/18 & 12/11/18	6580 · Solids Handling	2,420.00	22,982.29
Check	01/11/2019		United Carports LLC	Fire Truck storage	8050 · New Assets to be Added ...	1,756.92	24,739.21
Check	01/15/2019	2249	Brenntag Pacific, Inc.	Inv # BPI907238 1/3/19	6503 · Chemicals	1,344.56	26,083.77
Check	01/15/2019	2250	California Electric Supply	Contractors Inv. 7826-761631 11/29/18	6522 · Equip. Rep. & Maint-Avil...	2,427.58	28,511.35
Check	01/15/2019	2252	Fluid Resource Management, Inc.	Nov Ops. Sanitary Inv. F17819	6505 · Contract Labor O & M	14,267.81	42,779.16
Check	01/15/2019	2252	Fluid Resource Management, Inc.	Backfill Trench at WWTP	6522 · Equip. Rep. & Maint-Avil...	3,378.25	46,157.41
Check	01/17/2019	EFT	AT&T	acct # x 0885 Internet	6585 · Telephone / Internet	90.50	46,247.91
Check	01/18/2019	2254	Speed's, Inc.	Inv. 60135 12/27/19	6580 · Solids Handling	1,195.00	47,442.91
Check	01/22/2019	EFT	PG&E	Lift Station acct# 6338432238-2	6590 · Utilities	84.18	47,527.09
Check	01/23/2019	2255	Hagemann & Associates	Sanitary 40%	6506 · Contract Labor GM	2,200.00	49,727.09
Check	01/23/2019	EFT	PG&E	Waste Water Plant acct # 6380034236-0 3rd & ...	6590 · Utilities	1,952.30	51,679.39
Check	01/29/2019	EFT	AT&T	acct # 805 595-9416 904 5	6585 · Telephone / Internet	235.20	51,914.59
Check	01/31/2019	2257	Speed's, Inc.	Inv. 60211 1/22/19	6580 · Solids Handling	1,245.00	53,159.59
Check	01/31/2019	2257	Speed's, Inc.	Inv. 60186 1/8/19	6580 · Solids Handling	1,195.00	54,354.59
Check	01/31/2019	2260	Brenntag Pacific, Inc.	Inv # BPI909103 1/10/19	6503 · Chemicals	1,192.02	55,546.61
Check	01/31/2019	2260	Brenntag Pacific, Inc.	Inv# BPI911219 1/17/19	6503 · Chemicals	1,102.90	56,649.51
Check	01/31/2019	2263	Hagemann & Associates	40% Sani	6506 · Contract Labor GM	2,200.00	58,849.51
Check	01/31/2019	ADJ	BALANCE ADJUSTMENT	\$ 1,396.60 CC BALANCE ADJ CCs	1280 · Water & Sewer Billings	698.30	59,547.81
Total Sanitary						59,547.81	59,547.81
Water							
Check	01/03/2019	2234	SLO County Public Works	Inv. 2719 Q3 State Water	6805 · State Water	940.32	940.32
Check	01/03/2019	2234	SLO County Public Works	Inv. 2719 Q4 State Water	6805 · State Water	1,059.07	1,999.39
Check	01/03/2019	2233	SWRCB	Inv # SM-1020998 FY 7/1/18 - 6/30/19 Communit...	6555 · Permits & Fees	2,136.00	4,135.39
Check	01/07/2019	2239	Hagemann & Associates	Water 20%	6506 · Contract Labor GM	1,100.00	5,235.39
Check	01/08/2019	2244	Miners Ace Hardware	Padlocks Water System	6550 · Operating Supplies	73.12	5,308.51
Check	01/15/2019	2252	Fluid Resource Management, Inc.	Nov Ops. Water Inv. F17819	6505 · Contract Labor O & M	4,753.43	10,061.94
Check	01/15/2019	2252	Fluid Resource Management, Inc.	Inv. A17760 Chemicals	6503 · Chemicals	256.95	10,318.89
Check	01/15/2019	2252	Fluid Resource Management, Inc.	Tank Mixer Automation	6522 · Equip. Rep. & Maint-Avil...	369.61	10,688.50
Check	01/23/2019	2255	Hagemann & Associates	Water 20%	6506 · Contract Labor GM	1,100.00	11,788.50
Check	01/31/2019	2262	Aqua-Metric Sales, Inc.	Inv. 0072300 1/24/19 3/4 SL IPERL 12, 6 1 inch i...	6518 · Equipment Expense	0.00	11,788.50
Check	01/31/2019	2263	Hagemann & Associates	20% Water	6506 · Contract Labor GM	1,100.00	12,888.50
Check	01/31/2019	2265	Aqua-Metric Sales, Inc.	Water Meters	6550 · Operating Supplies	3,354.29	16,242.79
Check	01/31/2019	ADJ	BALANCE ADJUSTMENT	\$ 1,396.60 CC BALANCE ADJ CCs	1280 · Water & Sewer Billings	698.30	16,941.09
Total Water						16,941.09	16,941.09
TOTAL						295,677.92	295,677.92

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager

DATE: February 13, 2019

SUBJECT: General Manager/District Engineer Report

Zone 3 Technical Advisory Committee and Advisory Committee

The Zone 3 Technical Advisory Committee (TAC) met on Wednesday, December 12, 2018, and Wednesday January 9, 2019 at the Arroyo Grande City Hall offices. The Meeting Agendas and materials are attached to this report. As of this writing Lopez Lake is at an elevation of 484 feet, 44% capacity and has approximately 21,800 acre feet of water in storage (a 2,000 AF increase from the December Report). Rain Accumulation at the Lopez dam since July 1, 2018 is approximately 15.4 inches (up 11" from the December General Manager's report). The recent rains have significantly improved the local reservoir volumes and the huge snow pack will significantly increase the State Water Project deliveries.

As noted in previous reports, prior to the recent rains, the lake level was hovering on one of the "trigger" points (20,000 AF) for the Low Reservoir Response Plan (LRRP). The other LRRP trigger point is the SLO County Board of Supervisors must also declare a water shortage emergency. The TAC and the Advisory Committee have recommended we wait until June to make a decision regarding implementation of the LRRP. With the recent rains and forecasted rain for February, I believe the Lopez Reservoir will be above 20,000 AF in June and we will not be looking at triggering the LRRP this water year.

Staff also attended the January 17, 2019, Zone 3 Advisory Committee Meeting. The Meeting Agenda is attached to this report. In addition, the County has circulated the proposed FY 2019-20 Zone 3 budget. The budget proposes a 3.1% increase in contractor billings, from \$7,148,822 to \$7,372,212. The transmittal memo and table of contents of the proposed budget is provided as an attachment to this staff report.

Solid Waste Rate Request Application

The Board will recall that the District's garbage collection and disposal contractor, South County Sanitation Services (SCSS) requested a 13% rate increase in late 2018. Several of the other SCSS agencies retained the services of William Statler to conduct an in depth analysis of the rate request. Mr. Statler completed the first draft of his analysis and met with SCSS and agency staff on January 15, 2019 to discuss the analysis. Statler prepared a January 16, 2019 meeting follow-up memo to Waste Connections and is now waiting for their response. Statler anticipates that with a timely response he should be able to final his report by the end of February. Staff will

bring this item back to the Board at the March or April meeting depending on when Statler completes his report.

Primary Clarifier Inspection and Preventative Maintenance

As noted in the December General Manager's report and the Operations report, we needed to take the primary clarifier out of service this winter for cleaning, inspection and spot recoating. When we take the primary clarifier off-line, the influent is re-routed to the "A" Side of the secondary clarifier and it acts as the interim primary clarifier. The primary clarifier was drained over a three day period starting on Saturday January 26. On Monday January 28, FRM Operations and Maintenance staff completed the cleaning and draining process and inspected the underwater and moving parts of the clarifier.

The inspection resulted in the following findings: a minor amount of recoating on the clarifier arms was needed; a significant amount of recoating is needed on the interior of the center drum; the scraper mechanisms that rotate along the bottom of the clarifier were worn out and needed to be replaced; and the scraper support arms needed to be replaced with adjustable supports to keep the scraper mechanisms from rubbing on the clarifier floor. Since we only had about three days to complete the clarifier rehab work, FRM sent to Maintenance crews to the plant to complete the needed work. The coating work on the inside of center drum was not critical to the operation of the clarifier and therefore it was deferred. It will take 5 – 7 working days to prep the surface and apply the coating materials. FRM O & M staff completed the minor re-coating work on Tuesday and initiated the process to fabricate new scrapers and the scraper support arms. On Wednesday and Thursday FRM staff did the preparation work for valve replacement and installed the newly fabricated scraper support arms and scrapers.

We started filling the primary clarifier on Friday morning. By routing all the wastewater influent to the primary clarifier we create a 6 – 9 hour "bubble" in the treatment flow that allows us to work on valves and other items that are normally in service. During this flow bubble FRM staff replaced 8 or 9 ball valves and check valves that have been in service since 1994. The valve work and inspection and cleaning of the influent wet well pumps was completed by around 4:00 PM and the plant was back on-line by Friday evening. I have attached a several photos that I took during the process.

FRM Operations and Maintenance staff did a great job on completing these tasks under a very strict timeline and the anticipated storm event on Friday afternoon and evening. There is always a risk of upsetting the treatment process when we take a unit process off-line. We have not yet received the weekly effluent sample results from last week. I will keep the Board advised if we experienced any effluent violations during this process.

Special District Risk Management Authority (SDRMA) Board of Directors Nomination

On January 24, 2019, SDRMA provided a letter to President Kelley that provided notice for nominations for the SDRMA Board of Directors 2019 election. The letter is attached. Board members interested being nominated for election to the SDRMA Board should advise me ASAP so we can prepare a staff report and resolution for the March Board of Directors meeting.

Updated Estimated Tax Revenue for FY 2018/19 and FY 2019/20

On January 16, 2019, the County Tax Assessors Office provided updated estimated tax revenue for Fiscal year 2018/19 and preliminary tax revenue estimates for Fiscal Year 2019/20. Tax revenues for the District for FY 2018/19 are now estimated at \$642,802. This is \$42,000 more than our budget estimate of \$601,000. Tax revenues for FY 2019/20 are estimated at \$662,436.

Status Report on the Metal Building Project at the Water Tank Site

Staff has completed the specification and ordering process for the metal building project at the water tank site. We have made a 10% down payment to get on the contractor's schedule. Unfortunately the contractor is very backed up on installations. We are currently scheduled for a late March install. I will keep the Board updated if we get moved up on the installation schedule.

Updated Project Development Guidelines and Preliminary Will Serve Application Process

At the October 2018 Board meeting the Board adopted Resolution Nos. 2018-09 and 2018-10 revising the Will Serve process to require project proponents pay the Connection Fees in full prior to or at the time of issuance of the County Building Permit. Staff has now updated the District's Project Development Guidelines and Application Process to include this requirement. The updated guidelines are attached to this report.



**ZONE 3
TECHNICAL ADVISORY COMMITTEE**



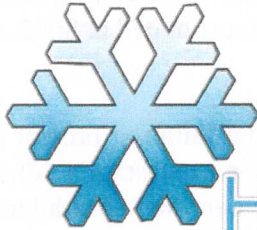
Wednesday December 12, 2018

9:00 - 11:00 AM

ARROYO GRANDE CITY HALL

300 BRANCH STREET

2nd FLOOR CONFERENCE ROOM



Happy Holidays!



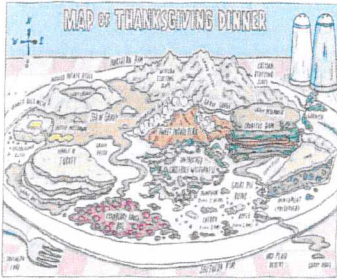
Agenda

1. Announcements	All
2. General Operations and Water Report <ul style="list-style-type: none">• Monthly Operations Report• Lopez Dam Storage Projections• Submittal of Annual Requests for Water	Jill Ogren
3. Cloud Seeding Update	Jill
4. Access Easement Request – see Staff Report <ul style="list-style-type: none">• Goodman Request (parcel formerly owned by Castanedas)	Jill
5. Review of Revised 5-year CIP Plan	Jill/Kristi
6. LRRP Enactment <ul style="list-style-type: none">• Criteria for Advisory Committee	All
7. Agenda items next month? <ul style="list-style-type: none">• Taste and Odor Issues alternatives• Strategy for use of District Reserves	All

Attachments:

- A. Summary Notes - November
- B. Lopez Monthly Operations Report - November
- C. Lopez Reservoir Storage Projection Chart
- D. 5-year CIP Plan (revised)
- E. Goodman Easement Staff Report

Next Meeting Date January 9, 2018



ZONE 3

TECHNICAL ADVISORY COMMITTEE

WEDNESDAY November 14, 2018 (9:00-11:00 AM)

SUMMARY NOTES - DRAFT

ARROYO GRANDE CITY HALL

Attendees: Shane Taylor (Arroyo Grande), Brandon Shea (Pismo), Greg Ray (Grover Beach), Jim Garing, Paavo Ogren (OCSD), Brad Hagemann (ABCSD), John Wallace, Dan Migliazzo (SMMWC), Jill Ogren (PW Dept), David Spiegel (PW Dept), Kristi Smith (PW Dept), Jenny Williamson (PW Dept), Ray Dienzo (PW Dept.), Katie Drexhage (PW Dept)

• Announcements –

- Rich Rose (PW Util.) utilized a CMC crew and finished cleaning perimeter ditch around Lopez Terminal Reservoir.
- OCSD is hosting a community event on Saturday Nov. 17th.

• General Operations and Water Supply Report

- Lake Elev. = 480.63 ft, Storage = 19,994 AF @ 40% capacity; Downstream releases are at 4.1 MGD (instantaneous reading); WTP at 5.0 MGD; SWP at 0 MGD. Rainfall to date 0.67.
- Jill Ogren noted TAC's decision to continue with further analysis with Engie program was to be in bold on October's Summary Notes.
- Jill Ogren discussed the Lopez Dam Storage and Monthly Operations Report. A revised report will be sent out to TAC members reflecting Pismo Beach's use of 18.4 AF of their Surplus water.
- On November 16th, Environmental will be checking Arroyo Grande Creek for status update on the Steelhead Trout and how downstream releases will be adjusted.

• HCP – FY 19/20 Budget for Instream Studies

- Katie Drexhage of County Public Works Environmental Division discussed a request for budget in FY 19/20 for instream studies.
- Original 2015 proposal has been revised and current estimate is \$90,755 to conduct surveys over the next 1-2 years.
- Jill Ogren stated that TAC will discuss implementing proposal into 19/20 FY Zone 3 budget or to delay.

• FY 19/20 Proposed CIP Budget Request

- FY 19/20 budget for Non-Routine O&M and Capital Outlay discussed.
- Jill Ogren recommended removing Pigging project from CIP schedule and use remaining money to fund unanticipated work.
- Domestic and Fire Flow tanks repair work discussed, currently a Fire flow quantity analysis is scheduled for December. Scope of work for repairs needed will not be known until January or February.
- TAC discussed priority of the Structural Assessment of the Terminal Reservoir Dam and need for additional Geo-studies analysis report. Jill Ogren suggested moving scope of work to FY 20/21 budget.
- Cost associated with pursuing legislation to allow abandoning the Terminal Reservoir will be investigated including environmental ramifications. Not high priority at this time.
- Jill Ogren proposed utilizing Agency Reserves to fund equipment replacement at Lopez to cover large equipment replacements. Fund would accumulate overtime instead of being used in it's current form as a billing balance fund.

- **Cloud Seeding Cost Analysis**

- Ray Dienzo discussed cloud seeding options and the cost analysis of each. Estimates provided to TAC are excerpted from the Cloud Seeding Feasibility Study released in March 2017. **TAC supported the recommendation to pursue the Aircraft Only option and if possible to initiate this year.** This option would increase precipitation with minimal implementation time and readily provide partnering opportunities.
- Zone 3 Advisory Committee meeting to be held tomorrow Nov. 15th where Cloud Seeding will be presented for a vote.

- **LRRP Revision vs Contract Changes –**

- TAC discussed when to initiate the LRRP which requires asking the Board of Supervisors to declare a local emergency.
- **TAC will develop criteria at December TAC meeting to present to the Adv. Committee**
- Paavo Ogren discussed concerns over County Council's determination and the appeals court ruling in relation to the LRRP. Contract amendment options discussed concerning storage rights at Lopez and considerations for other contract amendments currently on hold. It was decided to hold a special meeting in December that would focus solely on discussion of possible contract amendments.

- **Agenda Items Next month –**

Next meeting December 12, 2018

Summary Notes Prepared by Jenny Williamson

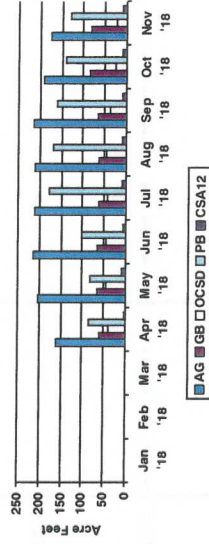
San Luis Obispo County Flood Control and Water District

Zone 3 - Lopez Project - Monthly Operations Report

November, 2018

Lopez Water Deliveries										State Water Deliveries												
Contractor	This Month										This Month										Total Water Deliveries This Month	
	Entitlement		Surplus		Total	Entitlement		Surplus		Annual Request	Usage	% of Annual Request	SWP Deliveries	Change in Storage	January to Present							
	Usage	%	Usage	%		Usage	%	Usage	% of Annual Request						SWP Deliveries	This Month State Water	SWP Deliveries					
																		Request	Request			
Arroyo Grande	2290	564.00	2854.00	175.55	7.7%	0.00	0.0%	0.00	0.0%	1574.21	55.2%	0.00	0.0%	0.00	0.0%	0.00	175.55	21.27				
Oceano CSD	303	75.00	378.00	21.27	7.0%	0.00	0.0%	0.00	0.0%	301.40	99.5%	0.00	0.0%	0.00	0.0%	0.00	80.98	80.98				
Grover Beach	800	197.00	997.00	80.98	10.1%	0.00	0.0%	0.00	0.0%	544.61	68.1%	0.00	0.0%	0.00	0.0%	0.00	130.55	130.55				
Pismo Beach	892	220.00	1112.00	0.00	0.0%	130.55	59.3%	892.00	100.0%	1041.41	93.7%	205	0.00	0.0%	100.0%	205.00	79.35	79.35				
CSA 12	245	60.00	305.00	7.92	3.2%	0.00	0.0%	0.00	0.0%	57.33	23.4%	0.00	0.0%	0.00	18.8%	0.00	14.12	14.12				
San Miguelito																	9.02	9.02				
Total	4530	1116.00	5646.00	285.72	6.3%	130.55	11.7%	3369.55	74.4%	149.41	13.4%	3518.96	62.3%	408.96	15.22	3.7%	28	12.78	386.42	94.5%	610.00	431.49

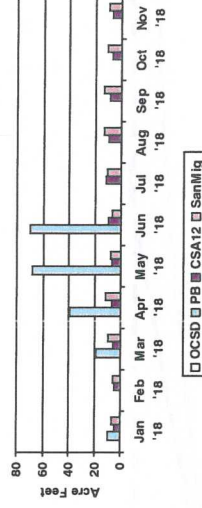
April to Present Lopez Entitlement+Surplus Water Usage



Note: Deliveries are in acre feet. One acre foot = 325, 850 gallons or 43, 560 cubic feet. Safe yield is 8,730 acre feet.

Lopez Dam Operations	This Month	Year to Date
Lake Elevation (full at 522.37 feet)	480.12	-42.25
Storage (full at 49200 acre feet)	19749	40.1%
Rainfall	3.06	3.73
Downstream Release (4200 acre feet/year)	377.78	2930.79
Spillage (acre feet)	0	0.00

January to Present State Water Usage

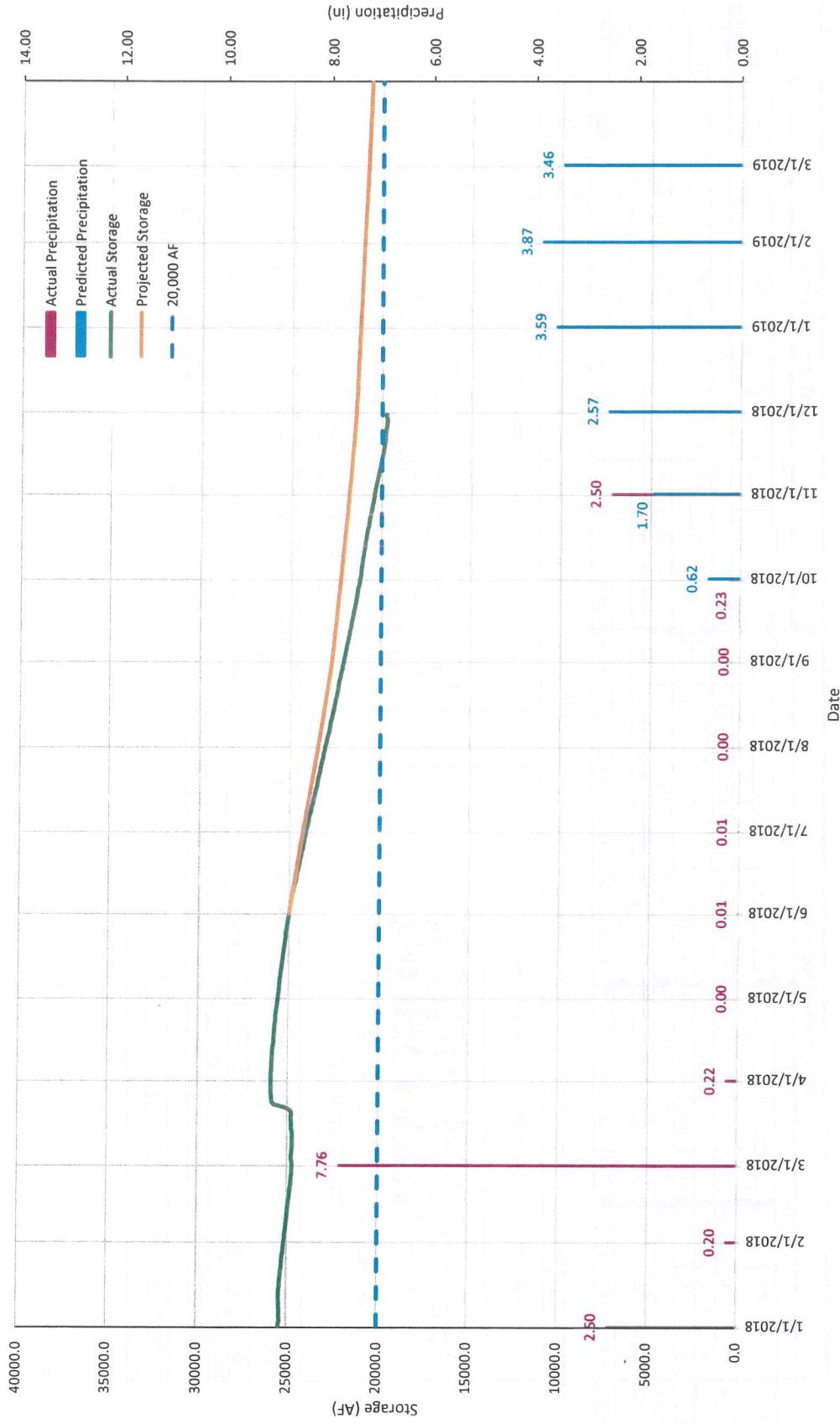


"Year to Date" is January to present for State water, April to present for Lopez deliveries, and July to present for rainfall.

Comments: Surplus water shown is as designated per BOS May 15, 2018 Declaration of Surplus Water.

- 1) Oceano supplied State Water to Canyon Crest via Arroyo Grande's Edna turn out. A total of 1.98 AF delivered to Canyon Crest was added to Oceano's State Water usage this month and 1.98 AF was subtracted from Arroyo Grande's usage this month.

LOPEZ RESERVOIR STORAGE PROJECTION



- Note:
- Storage projection is based on predicted rainfall from longrangeweather.com, historic inflow based on predicted rainfall, 18-19 downstream release requests, and municipal usage.
 - Municipal Usage is based on 2010-2017 average monthly deliveries.

**ZONE 3
TECHNICAL ADVISORY COMMITTEE**



Wednesday January 9, 2018

9:00 - 11:00 AM

**ARROYO GRANDE CITY HALL
300 BRANCH STREET
2nd FLOOR CONFERENCE ROOM**

Agenda

1. Announcements	All
2. General Operations and Water Report <ul style="list-style-type: none">• Monthly Operations Report• Lopez Dam Storage Projections• Submittal of Annual Requests for Water	Jill
3. CIP Budget Review Final Draft <ul style="list-style-type: none">• Target for combined CIP and Non-Routine O&M	Kristi Smith
4. Cloud Seeding Update <ul style="list-style-type: none">• Meeting with Public Works Director	Jill
5. CIP Update <ul style="list-style-type: none">• Bypass pipeline assessment	Jill
6. Spillway Assessment – Update <ul style="list-style-type: none">• Executive Summary from draft report	Jill
7. Agenda items next month? <ul style="list-style-type: none">• Taste and Odor Issues - Alternatives• Strategy for use of District Reserves	All

Attachments:

- A. Summary Notes - December
- B. Lopez Monthly Operations Report-December (to be distributed at meeting)
- C. Lopez Reservoir Storage Projection Chart (to be distributed at meeting)
- D. Revised Draft CIP budget
- E. CIP Update

Next Meeting Date: Feb 13, 2019

ZONE 3



TECHNICAL ADVISORY COMMITTEE

WEDNESDAY December 12, 2018 (9:00-11:00 AM)



SUMMARY NOTES - DRAFT

ARROYO GRANDE CITY HALL

Attendees: Shane Taylor (Arroyo Grande), Brandon Shea (Pismo), Greg Ray (Grover Beach), Jim Garing, Paavo Ogren (OCSD), Brad Hagemann (ABCSD), John Wallace, Jill Ogren (PW Dept), Brian McClean (PW Dept), Dan Heimel (by phone).

1. Announcements –

- None

2. General Operations and Water Supply Report

- Jill distributed a revised monthly operations report. Even with State Water Project shut down in November we still took more SWP water than what was delivered. State Water Stored at Lopez went up by 14 AF. Pismo is only agency taking their Surplus. Downstream releases are being further reduced from 4.3 MGD to 3.7 MGD. Further reductions will take place, additional monitoring of creek after releases are lowered is now taking place.
- Lake Elev. = 479.92 ft, Storage = 19,655 AF @ 40% capacity; Downstream releases are at 3.4 MGD (instantaneous reading); WTP at 3.1 MGD; SWP at 0.874 MGD. Rainfall to date 4.13 inches
- Summary notes – OCSD pointed out that the notes were not clear regarding what OCSD's concerns were with respect to County Counsels determination that contract amendments would be needed in order to change the existing LRRP. No correction to the summary notes was requested
- The storage projection chart was briefly discussed. It was noted that although we did receive rain we did not see any appreciable rise in storage partly due to not reaching saturation in the watershed. Garing questioned the usefulness of the orange projection line. Staff will review the chart to see if improvements can be made. AG requested it be left as is for his Counsel reports.
- Jill reminded contractors to send in their water requests for WY 19/20

3. Cloud Seeding Update

- Advisory Committee held special meeting and voted to move forward for approval with Board of Supervisors. Discussed possible extra monitoring for accumulation of silver iodide due to committee member concern.
- Jill stated they were unable to get Board business time in January but can get time for February 26th. TAC was very disappointed in this timing. However, this will give Zone 3 time to reach out to the BOS. Discussed need for letters of support from each agency to strengthen support.
- Other challenges discussed with implementing a program this winter were 1) 30-day wait period for challenge to MND Document; 2) Procurement of Contract - bids and contract approval to BOS; 3) set up time for the chosen contractor. With these challenges TAC agreed that it would be difficult to take advantage of winter storms this year. At best we could get 2 months of possible storm seeding.
- Garing suggested that the B/L should emphasize that the BOS action would only be for Lopez not Salinas even though the MND addresses Salinas as well.
- Greg Ray (Grover) suggested we take a slower approach of getting the program ready for implementation for next year since we will have better momentum for approval if rainfall for this year is less than expected.
- OCSD suggested bringing to the AC in January the expected date at which we will take item to the BOS. A later date in April or May will give time for Zone 3 to get the message to the BOS of the importance of this effort to Zone 3. Staff to present possible dates at the next TAC meeting.
- ***TAC will meet with PW Director in the next week to discuss how best to discuss cloudseeding with each of the Board members.***

- Discussion on when Suspension Criteria should be developed either at time of approval of the MND or after.

4. Access Easement Request

- Discussion on easement request of the Goodman's. The issue is the precedent of giving an access easement across District property.
- Jim Garing stated that while Garing Taylor Associates is the engineer hired by the applicant on the proposed plans he has not had any financial interest in the company since 2006. He made comments and left the room due to potential conflict of interest. He stated that some property owners who became land locked as a result of the building of the dam that county staff told them they would work with them to get access.
- OCSD does not have a problem with District granting an access easement for residential property as long as it is restricted to serve only his parcel. Tie it into the Sanitary Survey such that it is not an incompatible use.
- ***TAC is advising that the applicant be given pre-authorization for an easement so they can proceed with planning but subject to further review by Zone 3/TAC of the CEQA document and conditions for development to evaluate consistency with the sanitary survey and Lopez operations.***
- ***TAC requested to review a draft of the January staff report to the Advisory Committee.***

5. Review of Revised 5-year CIP Plan

- Jim Garing re-entered the meeting
- TAC reviewed the revised CIP Plan. Requested modifications to the spreadsheet. Request to add three additional columns - prior year, current year, and total expenditures
- ***Request for finance to propose an annual target for the combined total of Capital and Non-routine O&M.***
- Shane commented that expenditures shown for 20/21 are unacceptable. Jill stated that the left abutment cost of \$1.2 million is up for discussion. ***TAC requested that a risk assessment study be done before committing funding to the repairs.***
- AG stated they are OK with \$250,000 annual capital outlay (not including non-routine O&M)
- ***TAC endorsed the \$660,000 total for capital outlay and non-routine O&M. The proposed agency contributions of \$15,000 will be decided once they see the whole budget picture.***

6. LRRP Enactment –

- Jill announced that County Counsel stated that waivers of contract provisions, from each of the agencies as was previously done in 2014, would not have to be obtained again if Zone 3 decides to enact the LRRP again.
- Jill reiterated process for entering into the LRRP 1) BOS declares local drought emergency for Zone 3 and reservoir is below 20,000 AF.
- Discussion ensued regarding what the criteria would be to enter the LRRP and when to begin the process of going to the BOS.
- ***TAC recommending the following decision criteria for endorsement by the Advisory Committee: If storage level is below 20,000 AF on June 1st request the BOS declare a local Zone 3 drought emergency. Target BOS date would be in the end of June or July and request the LRRP to be enacted retroactive to April 1st.***

7. Other Items –

- Jill stated that DSOD had tentatively approved our inundation maps. Work on EAPS is next.
- Special Contract change meeting will be rescheduled.

8. Agenda Items Next month –

- Taste and Odor issues alternatives
- Strategy for use of District Reserves

- Cloudseeding
- CIP Budget

Next meeting January 9, 2019

Summary Notes Prepared by Jill Ogren



ZONE 3 ADVISORY COMMITTEE

San Luis Obispo County Flood Control and Water Conservation District

AGENDA

Thursday, January 17, 2019 6:30 P.M.
City of Grover Beach Council Chambers
154 S. Eighth Street, Grover Beach, California 93455

- I. CALL TO ORDER AND ROLL CALL
- II. PUBLIC COMMENT
This is an opportunity for members of the public to address the Committee on items that are not on the Agenda
- III. APPROVAL OF MEETING MINUTES
 - A. November 15, 2018 Regular Meeting - [Attachment](#)
 - B. November 29, 2018 Special Meeting - [Attachment](#)
- IV. OPERATIONS REPORT
 - A. Water Plant Operations, Reservoir Storage, Downstream Releases - [Verbal Update](#)
 - B. Projected Reservoir Levels - [Attachment](#)
 - C. November & December Monthly Operations Report - [Attachment](#)
- V. INFORMATION ITEMS
 - A. Climate Update - [Attachment](#)
 - B. Low Reservoir Response Plan – Criteria for Enactment - [Staff Report Attachment](#)
 - C. Distribute Proposed FY 19/20 Budget - [Distributed at Meeting](#)
- VI. CAPITAL PROJECTS UPDATE
 - A. Lopez Spillway Assessment Update - [Verbal Update](#)
 - B. Bi-Monthly Update - [Attachment](#)
- VII. ACTION ITEMS (No Subsequent Board of Supervisors Action Required)
- VIII. ACTION ITEMS (Board of Supervisors Action is Subsequently Required)
 - A. Cloudseeding - Update on Schedule - [Verbal Update](#)
 - B. Flood Control District Easement Request – Goodman - [Staff Report Attachment](#)
- IX. FUTURE AGENDA ITEMS
 - A. Contract Changes
 - B. Cloud Seeding
 - C. Low Reservoir Response Plan (LRRP)
- X. COMMITTEE MEMBER COMMENTS

Next Regular Meeting is Tentatively Scheduled for
March 21, 2019 at 6:30 PM at City of Arroyo Grande Council Chambers
Agendas accessible online at SLOCountyWater.org

**SAN LUIS OBISPO COUNTY FLOOD CONTROL
AND WATER CONSERVATION DISTRICT
ZONE 3 ADVISORY COMMITTEE
DRAFT MEETING MINUTES
THURSDAY NOVEMBER 15, 2018**

- I. Call to Order and Roll Call** -- The Zone 3 Advisory Committee Meeting was called to order at 6:30 PM at the Arroyo Grande City Council Chambers by Committee Chair and Member at Large Representative, Jim Garing.

County Public Works Utilities Division Program Manager and Secretary to the Advisory Committee, Andrea Montes, called roll. Members in attendance were:

- Brad Hagemann, Avila Beach Community Services District
- Kristen Barneich, City of Arroyo Grande
- Marcia Guthrie, City of Pismo Beach
- Mariam Shah, City of Grover Beach
- Jim Garing, Member at Large
- Shirley Gibson, Oceano Community Services District

- II. Public Comment** -- No public comment given. Ms. Montes indicated *Agenda Item VI. D.* was moved to *Item XI. Action Items (Board of Supervisors Action is Subsequently Required)*

- III. Approval of Meeting Minutes of September 20, 2018** -- Member Barneich motioned approval; Member Shah second. All approved; quorum was met, and motion passed.

- IV. Approval of 2019 Meeting Schedule** -- Member Barneich motioned approval; Member Hagemann second. All approved and motion passed.

V. Operations Report

A. Water Plant Operations, Reservoir Storage, Downstream Releases -- Ms. Montes indicated: Lopez Lake elevation was 480.57 feet; storage was 19,965 acre-feet (AF), which is 40% capacity; rainfall to date, since July 1, 2018, was .67 inches; plant production was 5.113 million gallons per day (MGD); downstream release was 4.125 MGD; and State Water was 0 MGD.

No public comment was given.

B. Projected Reservoir Levels -- Jill Ogren, Engineer with the Public Works Utilities Division, indicated the Lopez reservoir dipped below the 20,000 acre-foot mark, which is one trigger of entering the Low Reservoir Response Plan (LRRP).

No public comment was given.

C. September & October Monthly Operations Report -- Ms. Ogren indicated the total water deliveries, including State Water, for the month of September was 500 acre-foot (AF). The total water deliveries for the month of October was 467 AF.

Stored State Water for September was 1,300 AF and in November was 1,340 AF. Ms. Ogren indicated Stored State Water levels would decrease somewhat due to the two-week State Water Project shutdown to perform maintenance in November.

No public comment was given.

VI. Information Items

A. Climate Update -- Ms. Montes indicated that according to the United States Drought Monitor, the County continues to experience abnormally dry, moderate drought and severe drought conditions as it has since March of 2018. According to National Oceanic and Atmospheric Administration, there was a 60% to 70% chance of above average temperatures when compared to the month of November in prior years. There was no rainfall forecasted for September. No public comment was given.

B. Lopez Spillway Assessment Update -- Ms. Ogren gave an update of the Department of Water Resources (DWRs') Division Safety of Dams' (DSODs') required assessment of the Lopez Spillway, in response to the Oroville Dam failure.

Ms. Ogren stated GEI Consultants completed the desktop assessment of the spillway and a report will be developed and received in December or January. It is anticipated recommendations will be made to proceed with a physical assessment of the spillway, which will be an unknown, unbudgeted cost.

C. 1st Quarter Budget Status -- County Public Works Finance Division and Flood Control Zone 3 Accountant, Kristi Smith, distributed the 1st Quarter Fiscal Year 2018/19 (FY 18/19) budget report for Flood Control Zone 3 for the period of July 1 through September 30, 2018. Ms. Smith indicated expenses through September 30, (the end of the 1st Quarter) totaled 16% of the annual FY budget.

Ms. Smith reviewed graphs and indicated at the end of the FY:

- Routine Operations and Maintenance (O&M) costs totaled 21% of the OM budget, resulting in a balance of approximately \$3.1 million available for the remainder of the FY;
- Non-Routine O&M costs totaled 5% of the budget, resulting in a balance of \$724,000 available for the remainder of the FY; and
- Capital Outlay costs totaled 0% of the budget, resulting in a balance of \$752,000 available for the remainder of the FY.

Ms. Smith indicated FY 2017/18 billing adjustments were mailed along with the second installment of the FY 2018/19 billings due January 1, 2019.

No public comment was given.

D. Low Reservoir Response Plan Update -- Ms. Ogren indicated the Lopez Reservoir level was at 19,000 AF. As discussed earlier, a level of 20,000 AF or lower is one trigger to enter the LRRP. Another trigger is an "Emergency Declaration" by the County Board of Supervisors. According to Ms. Ogren the Zone 3 Technical Advisory Committee (TAC) comprised of technical operations staff from Zone 3 Agencies, recommended discussions of the LRRP and a local "Emergency Declaration" continue in January 2019 when staff has a better idea of what the rainfall amounts will be, with the intent of possibly reentering the LRRP at the beginning of the water year in April 2019.

No public comment was given.

VII. Capital Projects Update

A. Bi-Monthly Update -- Ms. Ogren presented a brief update of the Capital Projects listed below.

- **Spillway Assessment** -- The desktop [report] assessment of the Lopez Dam Spillway will be developed and received in December 2018 or January 2019. It is anticipated recommendations will be made to proceed with a physical assessment of the spillway, which will be an unknown, unbudgeted cost.
- **Structural Assessment of Terminal Reservoir Dam** -- Preliminary findings suggested additional geotechnical investigation needs to be completed to understand the soil below the terminal reservoir. A quote was received in the amount of \$90,000 to perform this work, budgeted for FY 2019/20.
- **Domestic and Fire Flow Tanks Repair at Lopez Water Treatment Plant** -- An assessment was completed on the condition of the tanks. The Domestic Tank is in fair condition. The Fire Flow Tank is in poor condition. Staff is working with a fire flow engineer to determine the quantity of water (fire flow) needed. Once determined, staff will discuss next steps.
- **Lopez Water Treatment Plant Leach Field Repair/Replacement** -- A site for a new leach field is being explored.
- **Existing Bypass Pipeline Condition Assessment**-- Staff is investigating possibility of using an existing backup pipeline to deliver State Water directly to the Lopez Water Treatment Plant.

No public comment was given.

VIII. Action Items (No Subsequent Board of Supervisors Action Required)

No Action Items discussed.

IX. Action Items (Board of Supervisors Action is Subsequently Required)

Cloud Seeding Update -- County Public Works Water Resources Division Engineer, Ray Dienzo, presented an overview of the proposed Cloud Seeding Program. According to Mr. Dienzo, cloud seeding is a result of a "seeding agent" made of silver iodide combined with the formation of water droplets, which then causes rainfall. The "seeding agent" can be distributed from a ground-based seeding agent flare, or flares attached to an aircraft wing.

Mr. Dienzo indicated a feasibility study was conducted in 2016 and was completed in March 2017. The study was presented to the TAC. Figures included in the study suggested a 9% to 17% increase in rainfall as a result of cloud seeding. TAC members agreed with these numbers as they matched with the 15% increase in rainfall resulting from a trial Cloud Seeding Program initiated in the South County during the 1990s. Mr. Dienzo indicated, through the proposed Cloud Seeding Program, creeks and tributaries would receive an increase in water and groundwater levels would increase.

The TAC recommended moving forward with identifying any environmental impacts under the California Environmental Quality Act (CEQA), the first stage in approval of a Cloud Seeding Program. Because of minimal impacts to the environment, a Mitigated Negative Declaration (MND) was completed and was scheduled to go before

the County Board of Supervisors (BOS) in June 2017. Due to the BOS' questions and concerns regarding cloud seeding, the item was pulled from the BOS' agenda. Mr. Dienzo reiterated the need for demonstrated support from Zone 3 Agencies in order to move the item forward to the BOS.

Mr. Dienzo reviewed the methods used in cloud seeding including: 1) ground only sites; 2) aircraft only; and 3) a combination of ground sites and aircraft. He also reviewed the various costs and rainfall production associated with the methods of cloud seeding. According to Mr. Dienzo, when this information was presented to the TAC, the TAC unanimously endorsed the aircraft only option for a (5) five-month period during the winter. He recommended the Advisory Committee approve this option which would eliminate the immediate need to install ground sites and could present potential cost sharing between the San Luis Obispo County Flood Control Zone and Santa Barbara County whose Cloud Seeding Program has been in place since 1981.

Discussion occurred regarding potential environmental impacts, water and soil testing, cloud seeding data and whether the Cloud Seeding Program could begin this winter. Although some members expressed interest in moving forward with the Program, others expressed interest in obtaining more information from the MND and Santa Barbara County before approving a recommendation. The Committee chose to schedule a "Special Meeting" to continue the discussion. Member Barneich motioned to schedule a "Special Meeting" within (2) two to (3) three weeks to discuss only the Cloud Seeding Program; all members approved. County Staff and Advisory Committee Members discussed holding the "Special Meeting" on November 29, 2018. Ms. Montes indicated she will reserve a venue and will inform Members of date and location.

X. Future Agenda Items

A. Contract Changes

B. Cloud Seeding

C. Revisions to the Low Reservoir Response Plan (LRRP)

XI. Committee Member Comments -- No comments made.

Meeting Adjourned at 7:41 PM

Respectfully Submitted,

Andrea M Montes

County of San Luis Obispo Public Works Department

**SAN LUIS OBISPO COUNTY FLOOD CONTROL
AND WATER CONSERVATION DISTRICT
ZONE 3 ADVISORY COMMITTEE
DRAFT SPECIAL MEETING MINUTES
THURSDAY NOVEMBER 29, 2018**

- I. **Call to Order and Roll Call** -- The Zone 3 Advisory Committee "Special Meeting" was called to order at 6:30 PM at the Arroyo Grande Council Chambers by Committee Chair and Member at Large Representative, Jim Garing, who stated the purpose of the "Special Meeting" was to discuss a potential Cloud Seeding Program.

County Public Works Utilities Division Program Manager and Secretary to the Advisory Committee, Andrea Montes, called roll. Members in attendance were:

- Kristen Barneich, City of Arroyo Grande
- Marcia Guthrie, City of Pismo Beach
- Jim Garing, Member at Large
- Shirley Gibson, Oceano Community Services District
- Brad Hagemann, Avila Beach Community Services District
- Jeff Lee, City of Grover Beach
- Brian Talley, Agriculture Representative

- II. **Public Comment** -- No public comment given.

III. **Action Items (Board of Supervisors Action is Subsequently Required)**

A. **Motion to pursue a Cloud Seeding Program for the Winter of 2018/19 contingent on Board of Supervisors' approval and certification of a Mitigated Negative Declaration of the Cloud Seeding Program** -- County Public Works Water Resources Division Engineer, Ray Dienzo, presented a proposed Cloud Seeding Program—a continuing item from the November 15, 2018 Flood Control Zone 3 Advisory Committee Meeting. Mr. Dienzo indicated the purpose of the "Special Meeting" was to further discuss details and concerns raised from the November 15 meeting.

Matthew Scrudato, Program Manager with the County of Santa Barbara Cloud Seeding Program was present to answer any questions the Committee had related to Santa Barbara's Cloud Seeding Program that has been in place since 1981.

Mr. Dienzo indicated that although the Mitigated Negative Declaration (MND) for the proposed Cloud Seeding Program included both the Salinas Watershed and the Lopez Watershed, the focus of the proposed Cloud Seeding Program is to target the Lopez Lake Watershed.

According to Mr. Dienzo, cloud seeding is a result of a "seeding agent" made of silver iodide combined with the formation of water droplets from clouds at about 10,000 feet causing rainfall. The "seeding agent" can be distributed from a ground-based seeding agent flare, or flares attached to an aircraft wing.

Mr. Dienzo indicated a trial Cloud Seeding Program was initiated in the 1990s for about (3) three years in the South County which resulted in about a 15% increase in rainfall.

The County of San Luis Obispo's 2012 Master Water Plan includes cloud seeding as a potential supply option to be pursued by the County. Because the trial Cloud Seeding Program produced an increase in rainfall, in 2016 the Zone 3 Advisory Committee directed County Staff to pursue a Cloud Seeding Feasibility Study that was completed in March 2017. The study was presented to the Zone 3 Technical Advisory Committee (TAC), who recommended to move forward with the MND and bring the topic before the County Board of Supervisors (BOS), scheduled to be presented in June 2017. Due to BOS' questions and concerns about cloud seeding, the item was pulled from the BOS' agenda. Mr. Dienzo reiterated the need for demonstrated support from Zone 3 Agencies in order to move the item forward to the BOS.

Mr. Dienzo presented the Committee with various costs associated with the proposed Cloud Seeding Program in relation to the number of acre-feet (AF) of water that is projected to flow into the Lopez Reservoir as a result of the Program. Costs ranged from \$37 per acre-foot for a 9% increase in rainfall, which equates to 2,946 AF; to \$20 per acre-foot for a 17% increase in rainfall, equating to 5,500 AF. These figures were included in the feasibility study.

Mr. Dienzo indicated, through the proposed Cloud Seeding Program, creeks and tributaries would receive an increase in water, and groundwater levels would increase. Start up costs would begin at \$155,000 for (4) ground-based seeding agent flares. However, Mr. Dienzo recommended cloud seeding via aircraft with costs at \$268,000 for a (5) five-month aircraft only program to eliminate the need to install ground-based units and save time.

Mr. Dienzo indicated the recommended action by the Committee was to: 1) support approval by the County Board of Supervisors (BOS) of the Mitigated Negative Declaration (MND); and 2) pending BOS approval of the MND, pursue an aircraft Cloud Seeding Program. Mr. Dienzo indicated if the Committee approved the recommended action, the proposed Cloud Seeding Program would be taken to the BOS on January 15, 2019 as a Public Hearing.

Discussion focused on the program logistics, such as who would decide when the Cloud Seeding Program's annual season ends and how the Program's success would be measured. Mr. Dienzo stated the "suspension criteria" would be developed when the Program officially begins and would include who/how to bring the Program to a seasonal end. Mr. Scrudato indicated the Santa Barbara County Cloud Seeding Program was measured by analyzing data gathered over (20) twenty years. It was discussed that based on the feasibility study, cloud seeding would bring an estimated 9% to 17% increase in rainfall annually.

Member Gibson indicated she would support the aircraft only program. Member Barneich indicated after reading the materials provided by County Staff, she also supports the aircraft only program. Mr. Dienzo suggested, if the Committee found the Cloud Seeding Program favorable, eventually moving forward with ground-based units, due to the lower cost vs. aircraft. There is a possibility that the County of Santa Barbara and the San Luis Obispo County Flood Control and Water Conservation District could share the costs associated with Cloud Seeding.

Member Talley inquired who the "System Administrator" of the Program would be. Mr. Dienzo indicated the Flood Control District would contract with a Meteorologist to

recognize weather patterns and County Staff would administer the Program and would have final say based on recommendations by the Meteorologist.

Further discussion occurred regarding the effects of silver iodide. Mr. Scrudato indicated silver iodide is not water soluble and does not break down in soil. The Committee discussed sampling soil at the beginning of the program and over time.

There was no public comment.

Member Lee motioned to *pursue cloud seeding for winter 18/19, considering aircraft only for a (5) five-month period contingent upon Board approval and contingent on the Mitigated Negative Declaration.* Member Hagemann second. Roll call vote took place; all approved and the motion passed. Staff was directed to pursue baseline testing cost and scope through discussions with the TAC prior to bringing the item back to discuss with the Advisory Committee.

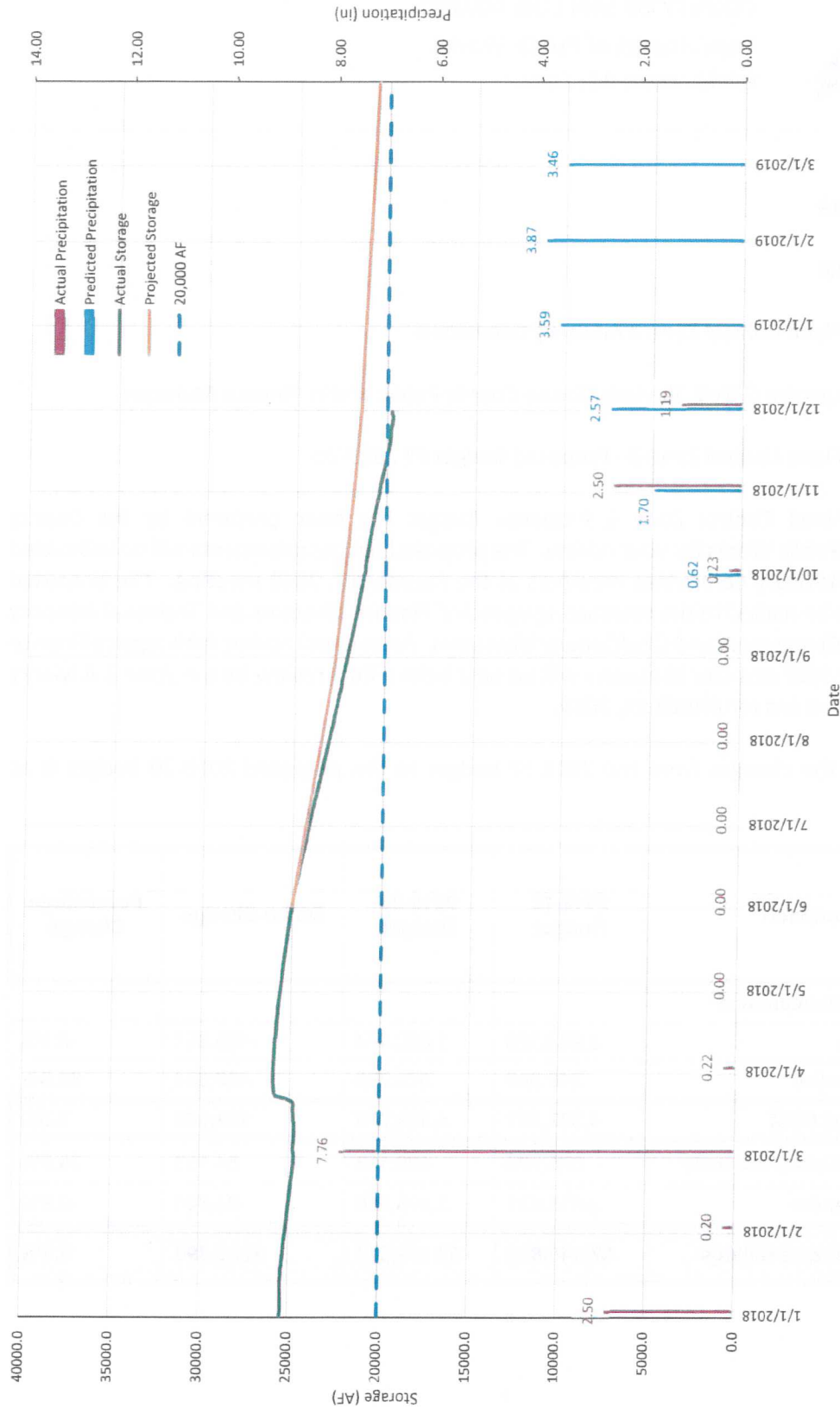
IV. Committee Member Comments -- Member Hagemann closed with thanking Staff and Mr. Scrudato for the cloud seeding information.

Meeting Adjourned at 7:21 PM

Respectfully Submitted,

Andrea M Montes
County of San Luis Obispo Public Works Department

LOPEZ RESERVOIR STORAGE PROJECTION



- Note:
1. Storage projection is based on predicted rainfall from longrangeweather.com, historic inflow based on predicted rainfall, 18-19 downstream release requests, and municipal usage.
 2. Municipal Usage is based on 2010-2017 average monthly deliveries.



COUNTY OF SAN LUIS OBISPO
Department of Public Works
Colt Esenwein, P.E., Director

January 17, 2019

MEMORANDUM

TO: Flood Control Zone 3 Advisory Committee

FROM: Lynette O'Neil, San Luis Obispo County Public Works Finance Manager

SUBJECT: Flood Control Zone 3 - Proposed Budget FY 2019-20

The 2019-20 Flood Control Zone 3 Proposed Budget has been prepared by the County Department of Public Works for your review. The proposed budget documents will be submitted to the Zone 3 Advisory Committee members at the January 17, 2019 meeting. The proposed budget will also be mailed to the contracting agencies' Finance Directors and Technical Advisory Committee (TAC) members and City/General Managers. An in-depth review with agency Finance Staff, Technical Staff and City Managers will be held before final review by the Zone 3 Advisory Committee, scheduled for **March 21, 2019**.

A summary of the changes from the 2018-19 budget to the proposed 2019-20 budget is as follows:

Description	2018-19 Budget	2019-20 Budget	Dollar Change	Percentage Change
Operations & Maintenance				
Billable Routine	3,993,325	3,892,474	-100,851	-2.5%
Billable Non-Routine	313,866	576,799	262,933	83.8%
Total O&M	4,307,191	4,469,273	162,082	3.8%
Billable Capital Outlay/Reserves	325,000	409,153	84,153	25.9%
Billable Debt Service	2,516,631	2,493,786	-22,845	-0.9%
Total Contractor Billings	\$7,148,822	\$7,372,212	\$223,390	3.1%

Flood Control Zone 3

Proposed Budget



For
Fiscal Year

2019-20



FLOOD CONTROL ZONE 3 2019-20 PROPOSED BUDGET

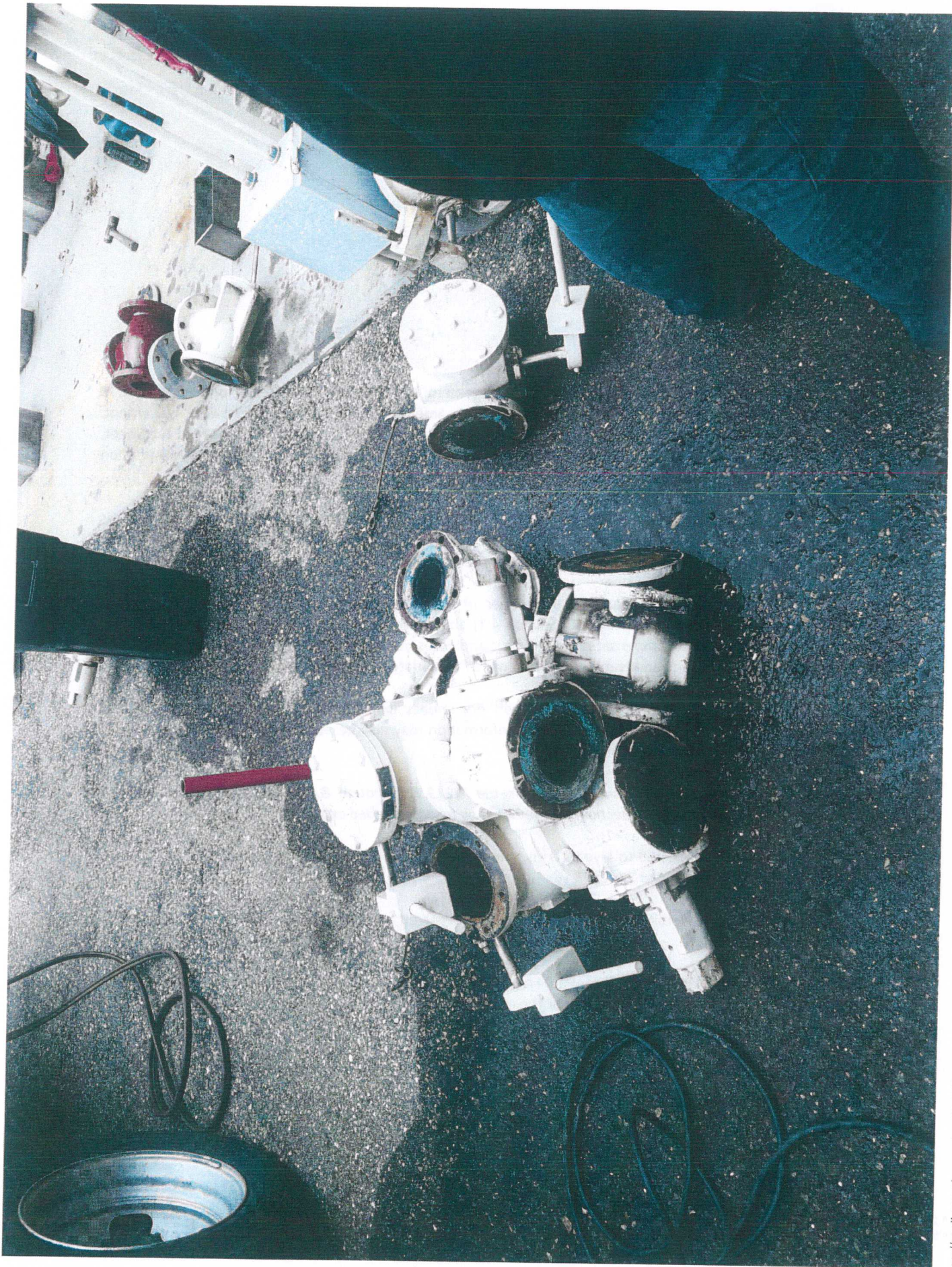
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Notification of Nominations – 2019 Election
SDRMA Board of Directors

January 24, 2019

Mr. Peter Kelley
Board President
Avila Beach Community Services District
Post Office Box 309
Avila Beach, California 93424-0309

Dear Mr. Kelley:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2019 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information is enclosed: Nomination Packet Checklist, Board of Director Fact Sheet, Nomination/Election Schedule, SDRMA Election Policy No. 2017-10, sample Resolution for Candidate Nomination and Candidate's Statement of Qualifications Form.

General Election Information - Three Director seats are up for election. The nomination filing deadline is Wednesday, May 1, 2019. Ballots will be mailed to all SDRMA member agencies in mid-May. Mail-in ballots will be due back to SDRMA not later than 4:30 p.m. Wednesday, August 21, 2019.

Nominee Qualifications - Nominees must be a member of the agency's governing body or a management employee (see SDRMA Election Policy 2017-10, Section 4.1) and be an active member agency of both SDRMA's Property/Liability and Workers' Compensation Programs. Candidates must be nominated by Resolution from their member agency's governing body and complete and submit a "Candidate's Statement of Qualifications".

Nomination Documents and Information - Nomination documents (Nominating Resolution and Candidate's Statement of Qualifications) and nomination guideline information may also be obtained on SDRMA's website at www.sdrma.org. To obtain documents electronically:

From the SDRMA homepage, scroll down and click on the "2019 Nomination & Election Information" box. All necessary nomination documents and election information may be downloaded and printed.

Term of Office – Directors are elected to 4-year terms. The term of office for the newly elected Directors will begin January 1, 2020 and expire December 31, 2023.

Nomination Filing Deadline – Nomination documents must be received in SDRMA's office no later than 4:30 P.M. on Wednesday, May 1, 2019.

Please contact SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790, if you have any questions regarding the 2019 SDRMA Board of Director Nominations or the election process.

Sincerely,
Special District Risk Management Authority



Laura S. Gill
Chief Executive Officer

USING January GF Revenue Estimate data
2018/19 AB8 & UNITARY FACTORS,
AND RDA INCREMENT ADJ'D FOR ERAF.

COUNTY OF SAN LUIS OBISPO
JANUARY PRELIMINARY PROPERTY TAX REVENUE ESTIMATES
FOR FISCAL YEAR 2018/2019

January 16, 2019

Adjust estimates for assessed value growth trends in your specific area.

ESTIMATED REVENUE BASED ON A/V (Adjusted for Sec Roll Corrections & Unsec Delinquencies)													
FUND	AGENCY	2018/2019 AB-8 FACTORS	UNSEC		HOMEOWNERS		LESS RDAS	2018/2019 ESTIMATED LOCAL TAX REVENUE	UNITARY REVENUE \$29,126,620	2018/2019 UNITARY FACTOR	UNITARY RAILROAD REVENUE \$97,610	2018/2019 UNITARY RAILROAD FACTOR	2018/2019 TOTAL ESTIMATED TAX REVENUE
			ACCT 4000005	0% Growth ACCT 4000025	0% Growth ACCT 4200075	0% Growth ACCT 4000015							
0845	CAYUCOS-MB CEMETERY	0.07225%	375,203	8,227	2,414			385,844	25,451	0.08738%	52		411,347
0847	PASO ROBLES CEMETERY	0.09948%	516,611	11,328	3,323		(52,216)	479,047	8,039	0.02760%	85		487,171
0851	SAN MIGUEL CEMETERY	0.01716%	89,114	1,954	573			91,641	1,640	0.00563%	33		93,314
0852	SANTA MARGARITA CEM	0.00725%	37,650	826	242			38,718	1,806	0.00620%	18		40,542
0853	SHANDON CEMETERY	0.00344%	17,864	392	115			18,371	1,215	0.00417%	2		19,588
0854	TEMPLETON CEMETERY	0.02232%	115,910	2,542	746			119,198	1,835	0.00630%	22		121,055
0895	AVILA BEACH CSD	0.05256%	272,950	5,985	1,756			280,691	78,030	0.26790%	36		358,757
0896	AVILA CO WTR ID #1	0.05249%	272,587	5,977	1,754			280,317	3,693	0.01268%	35		284,045
1205	CAYUCOS ELEM	0.50939%	2,645,322	58,006	17,017			2,720,344	44,651	0.15330%	354		2,765,349
1211	CUYAMA JT UNIFIED	0.05397%	280,273	6,146	1,803			288,221	32,936	0.11308%	37		321,194
1217	PLESANT VALLEY ELEM	0.09577%	497,345	10,906	3,199			511,450	6,044	0.02075%	69		517,563
1221	SAN MIGUEL ELEM	0.45081%	2,341,109	51,335	15,060			2,407,504	37,914	0.13017%	875		2,446,293
1223	COAST UNIFIED	1.87545%	9,739,431	213,563	62,652			10,015,645	149,839	0.51444%	1,433		10,166,917
1225	PASO UNIFIED	7.18151%	37,294,419	817,778	239,908		(2,321,218)	36,030,888	513,869	1.76426%	6,524		36,551,281
1227	SANTA MARIA HIGH	0.00018%	935	20	6			961	29	0.00010%	0		990
1228	S MARIA/BONITA UNION	0.00023%	1,194	26	8			1,228	35	0.00012%	0		1,263
1231	TEMPLETON UNIFIED	1.87880%	9,756,828	213,944	62,764			10,033,536	140,757	0.48326%	1,794		10,176,087
1234	S L COASTAL UNIFIED	12.19950%	63,353,427	1,389,190	407,541			65,150,158	10,228,057	35.11584%	12,753		75,390,968
1253	LUCIA MAR UNIFIED	11.00269%	57,138,253	1,252,906	367,560		(2,278,161)	56,480,558	791,134	2.71619%	9,688		57,281,380
1273	ATASCADERO UNIFIED	4.44931%	23,105,786	506,655	148,635		(2,155,083)	21,605,993	499,932	1.71641%	4,654		22,110,579
1293	SHANDON UNIFIED	0.25720%	1,335,670	29,288	8,592			1,373,550	71,113	0.24415%	183		1,444,846
1303	SLO CO COMM COLLEGE	6.89938%	35,829,285	785,651	230,483		(1,062,926)	35,782,494	2,201,326	7.55778%	6,615		37,990,435
1308	CO SCH SRV (Co Off of Ed)	4.09072%	21,243,586	465,821	136,656		(629,915)	21,216,149	1,305,816	4.48324%	3,921		22,525,886
1309	HANCOCK COMM COLL	0.00692%	35,936	788	231			36,956	4,223	0.01450%	5		41,184
01115	ERAF												
0236	PASO ROBLES RDA	12.06662%	62,663,365	1,374,059	403,102		(996,296)	63,444,230	45,004	0.00000%	7,071		63,451,301
0237	FIVE CITIES RDA						5,999,332	5,999,332		0.15451%	793		6,045,129
0238	GROVER BEACH RDA						1,797,493	1,797,493		0.04675%	225		1,811,335
0239	ARROYO GRANDE RDA						1,624,883	1,624,883		0.04315%	204		1,637,655
0251	ATASCADERO RDA						2,276,936	2,276,936		0.04736%	270		2,291,000
0252	GBIE RDA						5,145,394	5,145,394		0.12940%	620		5,183,704
							589,897	589,897		0.00990%	51		592,832

JANUARY 2019 ESTIMATES
 USING PY EQUALIZED ROLL VALUES
 PY ABB & UNITARY FACTORS.
 AND RDA INCREMENT ADJ'D FOR ERAF.

COUNTY OF SAN LUIS OBISPO
 JANUARY PRELIMINARY PROPERTY TAX REVENUE ESTIMATES
 FOR FISCAL YEAR 2019/2020

**Adjust estimates for assessed value
 growth trends in your specific area.**

January 16, 2019

January 16, 2019		ESTIMATED REVENUE BASED ON A/V										2019/2020		2018/2019		2019/2020	
FUND	AGENCY	2018/2019 AB-8 FACTORS	(Adjusted for Sec Roll Corrections & Unsec Delinquencies)					5% Growth		ESTIMATED LOCAL TAX REVENUE	UNITARY REVENUE \$26,213,958 Acct 4000007	UNITARY RAILROAD REVENUE \$97,610 Acct 4000007	UNITARY RAILROAD FACTOR	UNITARY RAILROAD FACTOR	TOTAL ESTIMATED TAX REVENUE		
			5% Growth Acct 4000005	SECURED	0% Growth Acct 4000025	UNSEC	HOMEOWNERS Acct 4200075	LESS RDAS Acct 4000015									
0845	CAYUCOS-MB CEMETERY	0.07225%	393,816	8,735	2,417			404,967	22,906	0.08738%	52	0.05308%	427,925				
0847	PASO ROBLES CEMETERY	0.09948%	542,239	12,026	3,328	(54,827)		502,767	7,235	0.02760%	85	0.08703%	510,087				
0851	SAN MIGUEL CEMETERY	0.01716%	93,535	2,075	574			96,183	1,476	0.00563%	33	0.03370%	97,692				
0852	SANTA MARGARITA CEM	0.00725%	39,518	876	243			40,637	1,625	0.00620%	18	0.01810%	42,280				
0853	SHANDON CEMETERY	0.00344%	18,751	416	115			19,281	1,093	0.00417%	2	0.00246%	20,376				
0854	TEMPLETON CEMETERY	0.02232%	121,660	2,698	747			125,105	1,651	0.00630%	22	0.02248%	126,778				
0895	AVILA BEACH CSD	0.05256%	286,491	6,354	1,758			294,603	70,227	0.26790%	36	0.03710%	364,866				
0896	AVILA CO WTR ID #1	0.05249%	286,109	6,346	1,756			294,211	3,324	0.01268%	35	0.03622%	297,570				
1205	CAYUCOS ELEM	0.50939%	2,776,550	61,582	17,042			2,855,174	40,186	0.15330%	354	0.36287%	2,895,714				
1211	CUYAMA JT UNIFIED	0.05397%	294,176	6,525	1,806			302,506	29,643	0.11308%	37	0.03813%	332,186				
1217	PLEASANT VALLEY ELEM	0.09577%	522,017	11,578	3,204			536,799	5,439	0.02075%	69	0.07057%	542,307				
1221	SAN MIGUEL ELEM	0.45081%	2,457,246	54,500	15,083			2,526,828	34,123	0.13017%	875	0.89678%	2,561,826				
1223	COAST UNIFIED	1.87545%	10,222,580	226,728	62,746			10,512,054	134,855	0.51444%	1,433	1.46764%	10,648,342				
1225	PASO UNIFIED	7.18151%	39,144,505	868,192	240,268	(2,437,279)		37,815,687	462,482	1.76426%	6,524	6.68382%	38,284,693				
1227	SANTA MARIA HIGH	0.00018%	981	22	6			1,009	26	0.00010%	0	0.00017%	1,035				
1228	S MARIA/BONITA UNION	0.00023%	1,254	28	8			1,289	31	0.00012%	0	0.00021%	1,320				
1231	TEMPLETON UNIFIED	1.87880%	10,240,840	227,133	62,858			10,530,831	126,682	0.48326%	1,794	1.83748%	10,659,307				
1234	S L COASTAL UNIFIED	12.19950%	66,496,236	1,474,831	408,153			68,379,220	9,205,252	35.11584%	12,753	13.06542%	77,597,225				
1253	LUCIA MAR UNIFIED	11.00269%	59,972,743	1,330,145	368,112	(2,392,069)		59,278,931	712,021	2.71619%	9,688	9.92493%	60,000,640				
1273	ATASCADERO UNIFIED	4.44931%	24,252,008	537,889	148,858	(2,262,837)		22,675,918	449,939	1.71641%	4,654	4.76797%	23,130,511				
1293	SHANDON UNIFIED	0.25720%	1,401,929	31,094	8,605			1,441,628	64,001	0.24415%	183	0.18732%	1,505,812				
1303	SLO CO COMM COLLEGE	6.89938%	37,606,689	834,085	230,829	(1,116,072)		37,555,531	1,981,193	7.55778%	6,615	6.77681%	39,543,339				
1308	CO SCH SRV (Co Off of Ed)	4.09072%	22,297,429	494,538	136,861	(661,411)		22,267,418	1,175,235	4.48324%	3,921	4.01718%	23,446,574				
1309	HANCOCK COMM COLL	0.00692%	37,719	837	232			38,787	3,801	0.01450%	5	0.00489%	42,593				
0115	ERAF	12.06662%	65,771,943	1,458,767	403,707	(1,046,111)		66,588,306	0	0.00000%	7,071	7.24395%	66,595,377				
0236	PASO ROBLES RDA					6,299,299		6,299,299	40,503	0.15451%	793	0.81260%	6,340,595				
0237	FIVE CITIES RDA					1,887,368		1,887,368	12,255	0.04675%	225	0.23063%	1,899,848				
0238	GROVER BEACH RDA					1,706,127		1,706,127	11,311	0.04315%	204	0.20849%	1,717,642				
0239	ARROYO GRANDE RDA					2,390,783		2,390,783	12,415	0.04736%	270	0.27625%	2,403,468				
0251	ATASCADERO RDA					5,402,664		5,402,664	33,921	0.12940%	620	0.63472%	5,437,205				
0252	GBIE RDA					619,392		619,392	2,595	0.00990%	51	0.05225%	622,038				



AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA 93424

Project Development Guidelines Avila Beach CSD

Listed below is the District's process to assist staff and the project applicant through the steps necessary to receive water and sewer services within the service area of the Avila Beach Community Services District.

1. The property owner or project applicant (or their agent) shall submit a Preliminary Will Serve Application and associated application fee. A copy of the preliminary project plans must be included with the application.
2. The Preliminary Will Serve Application must include a \$1,000 application fee for review and processing of the application. District staff will prepare a staff report and draft Preliminary Will Serve (PWS) letter for public comment and Board consideration. The staff report and PWS will inform the Board and interested parties of the project needs and if water and sewer capacity is available to serve the project. The PWS application must be received no later than three weeks prior to the regularly scheduled monthly Board meeting. Estimated water and sewer connection fees will be included in the staff report and draft PWS letter.
3. If the District Board issues a Preliminary Will Serve, the applicant may need to meet with the District's Engineer to determine if any infrastructure improvements will be required as part of the project approval. An Engineering Checking and Inspection Agreement may be required to provide for District cost recovery of engineering and inspection costs. The District Engineer will provide a list of development conditions as needed.
4. The applicant may request a Final Will Serve after the building plans have been reviewed and approved by the County Planning Department. District staff will administratively issue the Final Will Serve provided all project conditions have been met and the Connection Fees have been paid in full.

5. For efficiency in issuing the Final Will Serve, the applicant is encouraged to provide the following items to the District at the earliest opportunity:
 - a. A copy of the project utility plans submitted to the County Planning Department.
 - b. An estimate of the number and size of water meters, for the project. Each individual use typically will require a separate water meter.
 - c. A request for a construction water (hydrant meter) if necessary.
6. Pursuant Resolution Nos. 2018-09 and 2018-10, Connection Fees shall be paid in full prior to or at the time of issuance of the County Building Permit.
7. Regular inspections by District representatives may be necessary. The applicant is responsible for scheduling all inspections with District staff by contacting the District office at (805) 595-2664. Connections to the District systems must be inspected by District representatives and will require notice of at least 2 working days in advance of connection.
8. Water meter installations should be made prior to securing the customer side of the water line to the structure. Applicants should contact District staff at least 48 hours prior to need of water. Meters may be installed prior to actual water need if it is more convenient for the applicant and the District. In this case, installed meters will be “locked out” by the District until the applicant needs water.
9. Once the meter is installed the minimum monthly water and sewer service charge will be charged to the applicant. In the event of a “locked out” meter, billing will commence upon removal of the lock and activation of the meter.
10. Field inspection and “punch list” items must be completed prior to finalization of project.
11. If needed, the District Engineer will provide a letter of “Final Acceptance” for infrastructure installed as a condition of the project.
13. Upon completion of the project the applicant shall provide an electronic file of “as built” plans for the District’s records.

Avila Beach Community Services District
PRELIMINARY WILL SERVE APPLICATION

1. Owner Name: _____
2. Business Address: _____
3. Mailing Address: _____
4. Phone Number: _____
5. Agent's Name(Architect or Engineer): _____
6. Mailing Address: _____
7. Phone Number: _____
8. Assessor's Parcel Number(APN) of lot(s) to be served: _____
9. Project's Location: _____

10. San Luis Obispo County Planning Department/Tract Development No.: _____

11. Number of Residential Units: _____ Number of Bedrooms: _____

12. Type of Use:

- ☐ Single Family Residence _ Duplex _ Triplex _ Multi-Family
- ☐ Subdivision
- ☐ Commercial
- ☐ Multi-use (Project Description) _____
Type _____
- ☐ Remodel: (Project Description) _____

13. Applications for multi-use projects, commercial projects, projects that exceed two (2) residential units, or multi-family projects will not be approved until the following have been submitted to the District for its review:

- r. Two (2) separate sets of site plans that show the approximate square footage of each unit, the site topography and an estimate of the number of water fixtures to serve each unit in the project; and
- s. An engineer or architect's estimate of monthly water and sewer and demand (in gallons per month) for the project.

14. The Applicant agrees that in accordance with generally accepted construction practices, Applicant shall assume sole and complete responsibility for the condition of the job site during the course of the project, including the safety of persons and property; that this requirement shall apply continuously and not be limited to normal working hours; and the Applicant shall defend, indemnify, and hold the District and District's agents, employees and consultants harmless from any and all claims, demands, damages, costs, expenses (including attorney's fees) judgements or liabilities arising out of the performance or attempted performance of the work on this project; except those claims, demands, damages, costs, expenses (including attorney's fees) judgements or liabilities resulting from the negligence or willful misconduct of the District.

Nothing in the foregoing indemnity provision shall be construed to require Applicant to indemnify District against any responsibility or liability or contravention of Civil Code §2782.

The undersigned acknowledges receipt of the Avila Beach Community Services District Application for District Service Policy and Guidelines (attached).

Date _____

(Must be signed by owner or owner's agent)

Print name



FLUID RESOURCE MANAGEMENT

OPERATIONS • MAINTENANCE • MECHANICAL

January 3, 2019

Avila Beach Community Services District
100 San Luis Street
Avila Beach, CA 93424

SUBJECT: DECEMBER 2018 MONTHLY FACILITY REPORT FOR THE AVILA BEACH COMMUNITY SERVICES DISTRICT WASTEWATER TREATMENT PLANT, WATER SYSTEM AND COLLECTION SYSTEM

WASTEWATER TREATMENT PLANT

The lift station and identified hot spots in the collection system were cleaned out as part of routine quarterly preventative maintenance and in preparation for video work and testing on the sewer mainline.

Operations staff discovered a noise generated from the Fixed Film Reactor (FFR) drive mechanism. Staff verified alignment of the drive system and tested the unit. FRM worked with the original equipment manufacturer to purchase rebuild components to keep in stock.

Areas within the wastewater plant that are known to accumulate solids continue to be manually cleaned on a regular basis. The Chlorine Contact Chamber floor is vacuumed out on a weekly basis. These solids, if left to decompose, can have a negative effect on the effluent quality leaving the facility.

WATER SYSTEM

The small water storage tank continues to be used as standby, with FRM staff monitoring the water quality in the tank and flushing as needed. FRM Staff continues to monitor the chlorine residuals and provide additional chlorine as needed.

COMPLIANCE RECORD AND PLANT PERFORMANCE

Staff compiled the data to complete the monthly Self-Monitoring Report and Discharge Monitoring Report in California Integrated Water Quality System (CIWQS). Once approved, the reports are uploaded into CIWQS and certified by ABCSD Staff.

Routine inspections were conducted by the Air Pollution Control District (APCD) and the State Water Resources Control Board (SWRCB) in December. Both inspections went smoothly, and requested follow-up information was provided to the regulators in attendance.

Plant Design for Influent BOD is 270 mg/L. The permit limit for Effluent TSS and BOD is a Monthly Average of 40 mg/L with a Daily Maximum of 90 mg/L.

Sincerely,

FLUID RESOURCE MANAGEMENT



Krista Ackermann Young
Operations Manager

ATTACHMENTS

- Self-Monitoring Report
- ABCSD Average Daily WWTP Effluent Flow (2016-2018)
- ABCSD Monthly Total WWTP Effluent Flow (2016-2018)
- Port San Luis Monthly Total Flow (2016-2018)
- Monthly Average Influent BOD (2016-2018)
- Monthly Average Effluent BOD (2016-2018)
- Monthly Water Purchased From Lopez (2016-2018)
- ABCSD Monthly Water Sold (2016-2018)

Avila Beach CSD Wastewater Treatment Facility

Monthly report due last day of following month
Annual report due January 30

Month: DECEMBER 2018

Date	Daily Flow (MGD)			Effluent Monitoring		
	Total	Max (gpm)	Avg (gpm)	Biweekly Total Coliform	Biweekly Fecal Coliform	Daily Chlorine Residual
1	0.038540	87	27			<0.02
2	0.044207	82	30			<0.02
3	0.033576	74	23			<0.02
4	0.032556	74	23	<2	<2	<0.02
5	0.036214	82	25			<0.02
6	0.034728	89	24	2	<2	<0.02
7	0.038243	94	27			<0.02
8	0.047265	89	3			<0.02
9	0.043506	90	39			<0.02
10	0.032573	68	23			<0.02
11	0.032956	79	23	<2	<2	<0.02
12	0.034295	82	24			<0.02
13	0.031349	73	22	<2	<2	<0.02
14	0.042087	79	29			<0.02
15	0.055479	81	39			<0.02
16	0.044745	89	31			<0.02
17	0.045477	95	32			<0.02
18	0.034186	72	24	2	2	<0.02
19	0.036271	80	25			<0.02
20	0.036263	67	25	<2	<2	<0.02
21	0.040039	108	28			<0.02
22	0.046588	88	32			<0.02
23	0.049237	99	34			<0.02
24	0.046936	112	33			<0.02
25	0.046325	86	32	<2	<2	<0.02
26	0.049520	92	35			<0.02
27	0.053404	95	37	<2	<2	<0.02
28	0.054569	113	38			<0.02
29	0.059558	105	41			<0.02
30	0.061995	117	43			<0.02
31	0.059935	111	42			<0.02
Min	0.031349	67	3	<2	<2	<0.02
Mean	0.043310	89	29	<2	<2	<0.02
Max	0.061995	117	43	2	2	<0.02
Total	1.342622	Effluent daily (dry weather) flow NTE 0.2 MGD (mean).				

Effluent and Influent Monitoring

Date	Biweekly Effluent BOD (24 HC)	Biweekly Effluent TSS (24 HC)	Biweekly Influent BOD (24 HC)	Biweekly Influent TSS (24 HC)	Monthly Effluent Oil & Grease (Grab)
12/2/18	21	9	114	524	
12/6/18	17	10	301	327	
12/9/18	30	14	290	250	
12/13/18	25	14	305	288	
12/16/18	33	16	453	272	
12/20/18	20	12	398	356	3.2 DNQ
12/23/18	27	13	213	66	
12/27/18	12	31	555	384	
12/30/18	47	21	521	410	
Min	12	9	114	66	3.2 DNQ
Mean	25.8	15.6	350.0	319.7	3.2 DNQ
Max	47	31	555	524	3.2 DNQ
BOD Removal: 92.6%			TSS Removal: 95.1%		

Effluent Monitoring

Date	Weekly Set. Solids (Grab)	Weekly Turbidity (Grab)	Weekly pH (Grab)	Weekly Temp °F (Grab)
12/6/18	<0.1	23.2	6.5	66
12/13/18	<0.1	20	6.6	64
12/20/18	<0.1	18.1	6.6	65
12/27/18	<0.1	22.3	6.6	63
Min	<0.1	18.1	6.5	63
Mean	<0.1	20.9	6.6	64.5
Max	<0.1	23.2	6.6	66

Effluent Limits

Parameter	Units	Monthly Avg	Weekly Avg	Daily Max
BOD	mg/L	40	60	90
Suspended Solids	mg/L	40	60	90
Oil and Grease	mg/L	25	40	75
Turbidity	NTU	75	100	225
Total Coliform	MPN/100 mL	7 Sample Median: 23		
		More than once in 30 days: 240		
		Daily Maximum: 2,400		
Chlorine Residual	mg/L	6 Month Median: 0.3		1.2
pH	pH units	Between 6.0 - 9.0		
Settleable Solids	mL/L	1.0	1.5	3.0
BOD/TSS Removal	%	≥ 75%	***	***

I certify under penalty of perjury that the foregoing is true and accurate and that the sampling procedure and analysis used are as specified in the Waste Discharge Order for this facility.

Influent Brine Received

Date	Volume (Gallons)
	N/A

Sludge Removal

Date	Gallons
12/11/18	4,500
12/27/18	4,500

SIGNATURE: _____

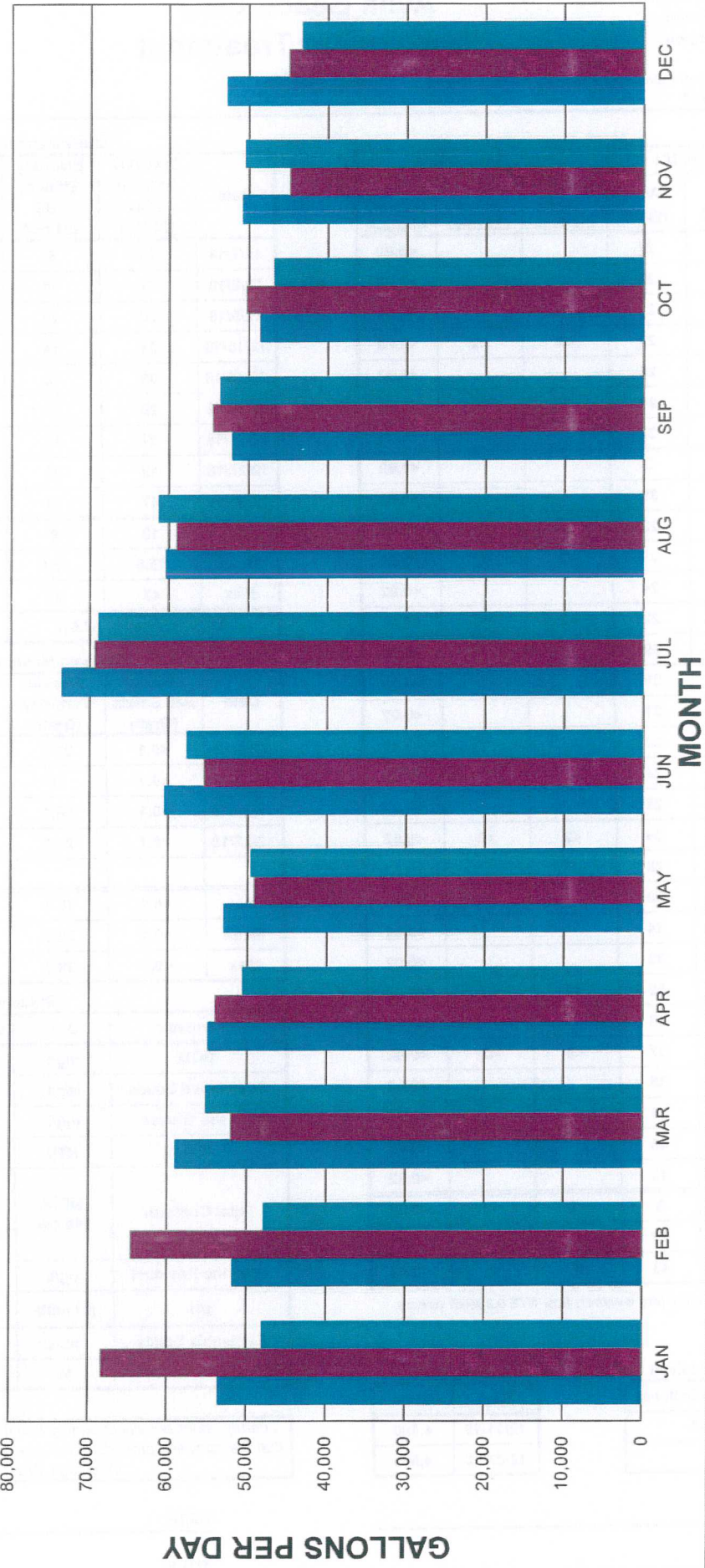
DATE: _____

PRINTED NAME: _____

TITLE: _____

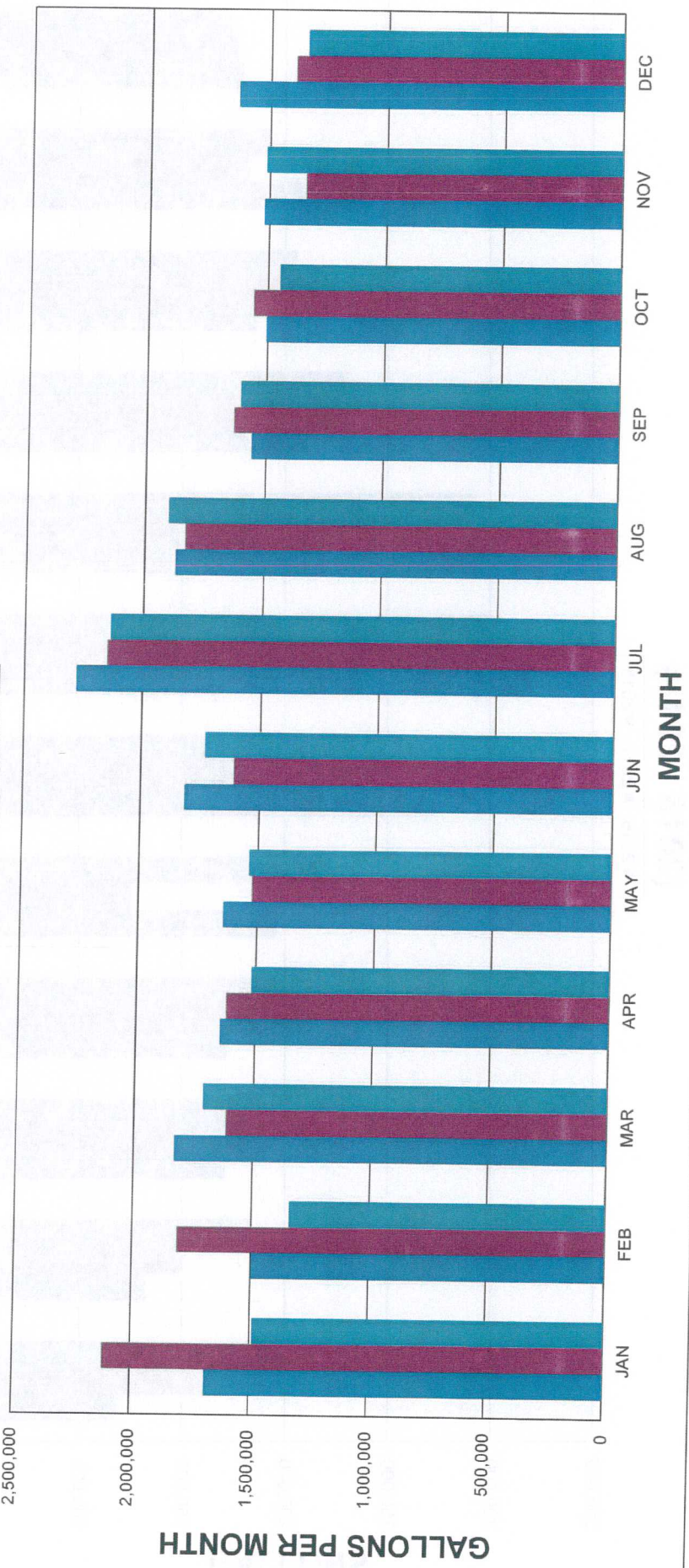
ABCSD AVERAGE DAILY WWTP EFFLUENT FLOW (2016 - 2018)

■ 2016 ■ 2017 ■ 2018



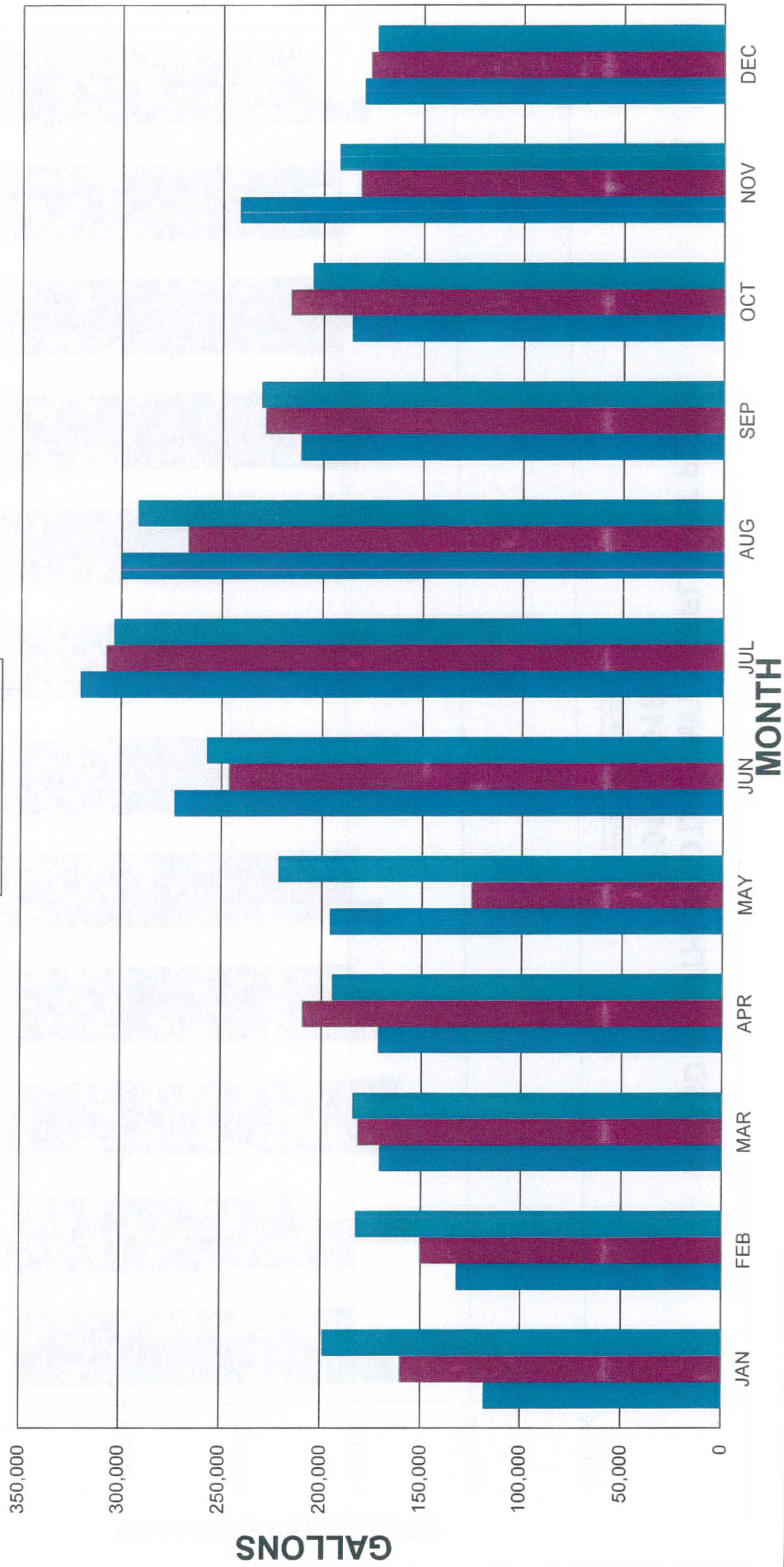
ABCSD MONTHLY TOTAL WWTP EFFLUENT FLOW (2016 - 2018)

■ 2016 ■ 2017 ■ 2018

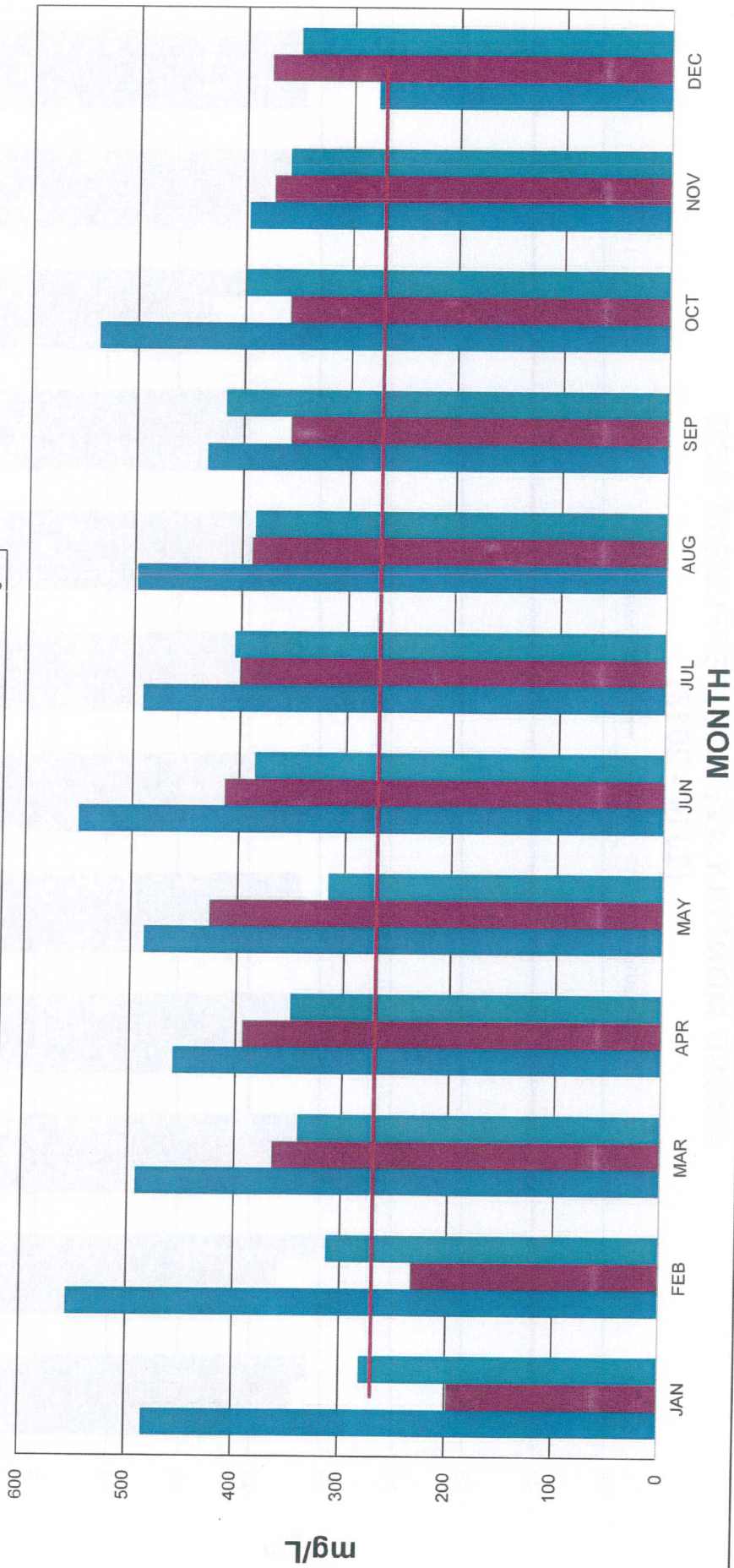


PORT SAN LUIS MONTHLY TOTAL FLOW (2016 - 2018)

■ 2016 ■ 2017 ■ 2018



ABCSD MONTHLY AVERAGE INFLUENT BOD (2016 - 2018)

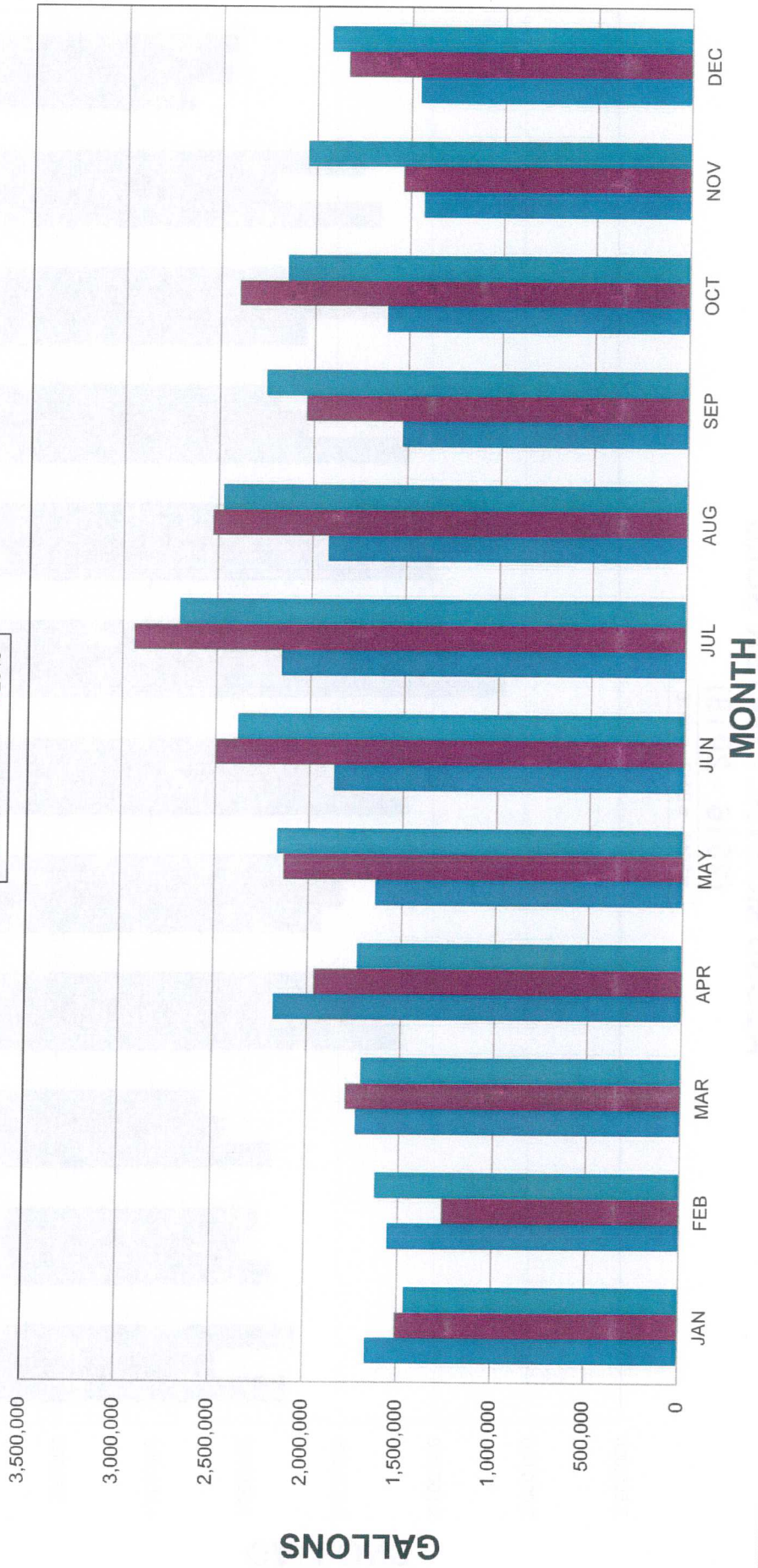


ABCSD MONTHLY AVERAGE EFFLUENT BOD (2016 - 2018)



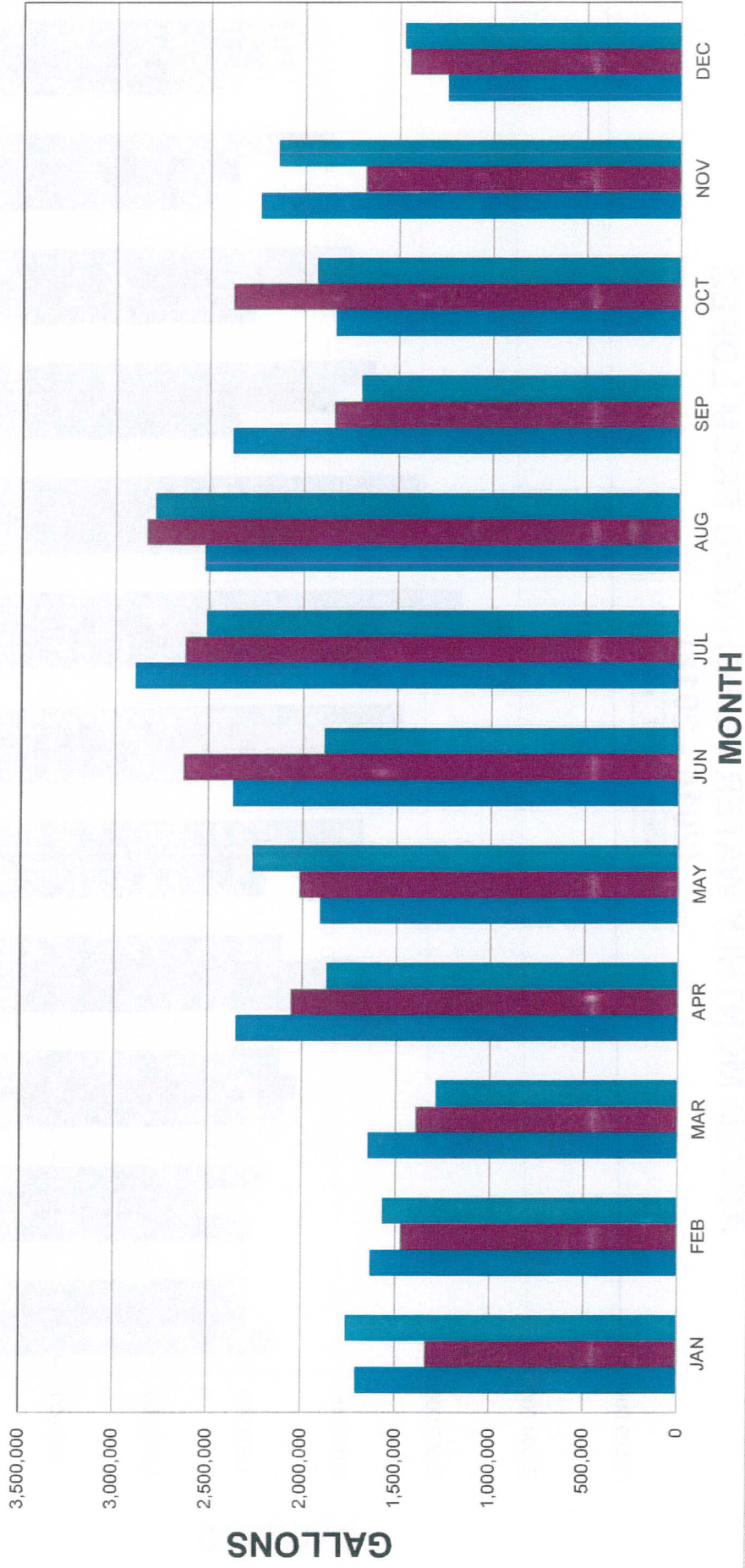
ABCSD MONTHLY WATER PURCHASED FROM LOPEZ (2016 - 2018)

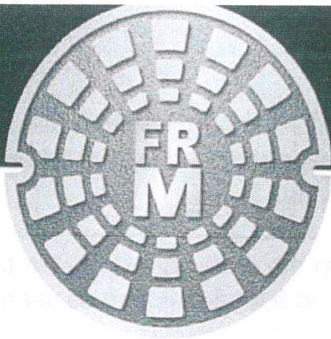
■ 2016 ■ 2017 ■ 2018



ABCSD MONTHLY WATER SOLD (2016 - 2018)

■ 2016 ■ 2017 ■ 2018





FLUID RESOURCE MANAGEMENT

OPERATIONS • MAINTENANCE • MECHANICAL

February 5, 2019

Avila Beach Community Services District
100 San Luis Street
Avila Beach, CA 93424

SUBJECT: JANUARY 2019 MONTHLY FACILITY REPORT FOR THE AVILA BEACH COMMUNITY SERVICES DISTRICT WASTEWATER TREATMENT PLANT, WATER SYSTEM AND COLLECTION SYSTEM

WASTEWATER TREATMENT PLANT

Staff replaced both Fixed Film Reactor (FFR) Recirculation pumps that the District purchased. The pumps had been in service for 8 years and showed evidence of significant wear on the impellers and volute. Contactors and overloads to the FFR/Recirculation/Secondary Sedimentation pumps were also replaced. The existing contactors have been in service since 1996 and have been intermittently failing to engage after cycling off.

Staff provided assistance to the consulting engineering firm tasked with conducting the Sewer Flow Monitoring Study. Staff installed flow monitoring equipment on manholes and compiled potable water use, effluent flow data, and lift station pump graphs to assist with the study.

Avila Beach experienced an extended power outage of 7 hours on the evening of January 17, 2019. The system was monitored remotely via SCADA and power automatically transferred to both the lift station and plant generators during the outage. The district was able to save approximately \$3,000 in labor and vehicle costs by not having to send out two employees to manually run the lift station pumps during the outage.

Staff drained and cleaned the primary clarifier to inspect the sub-surface components for operation and corrosion. Once the clarifier was drained, evidence was found that sludge flights have been contacting the concrete floor. The root cause of the failure was determined to be bolt hole elongation without a means of reducing slack. Within a couple days, staff fabricated parts out of stainless steel to replace the failed components, fabricated and installed new stainless steel flights on the sludge collector, fabricated and installed a new stainless steel support arm for the scum collector mechanism, and replaced the squeegee on the scum collector.

While the clarifier was down, the collector assembly was inspected for corrosion and multiple areas on the assembly were touched up. Staff found the interior of the influent bucket has a coating failure and the coatings are missing. The steel structure's integrity appears to be sufficient and staff is recommending the District to have this repaired at a later date.

During the clarifier refill process, staff replaced a total of 17 valves that were slated for replacement. Using this fill period saved the district thousands of dollars of effort to isolate processes individually to accomplish the repairs.

Areas within the wastewater plant that are known to accumulate solids continue to be manually cleaned on a regular basis. The Chlorine Contact Chamber floor is vacuumed out on a weekly basis. These solids, if left to decompose, can have a negative effect on the effluent quality leaving the facility.

WATER SYSTEM

A fire hydrant on the corner of San Miguel and 1st Street was hit by a delivery truck in mid-January. Within minutes, staff mobilized to close the valve and temporarily isolate the hydrant. The hydrant was repaired, flushed, checked for leaks, and a bacteriological sample was collected before the hydrant was returned to service.

The small water storage tank continues to be used as standby, with FRM staff monitoring the water quality in the tank and flushing as needed. FRM Staff continues to monitor the chlorine residuals and provide additional chlorine as needed.

COMPLIANCE RECORD AND PLANT PERFORMANCE

Staff compiled the data to complete the monthly and 2018 annual Self-Monitoring Reports and Discharge Monitoring Reports in California Integrated Water Quality System (CIWQS). Once approved, the reports are uploaded into CIWQS and certified by ABCSD Staff.

Plant Design for Influent BOD is 270 mg/L. The permit limit for Effluent TSS and BOD is a Monthly Average of 40 mg/L with a Daily Maximum of 90 mg/L.

Sincerely,

FLUID RESOURCE MANAGEMENT



Krista Ackermann Young
Operations Manager

ATTACHMENTS

- Self-Monitoring Report
- ABCSD Average Daily WWTP Effluent Flow (2017-2019)
- ABCSD Monthly Total WWTP Effluent Flow (2017-2019)
- Port San Luis Monthly Total Flow (2017-2019)
- Monthly Average Influent BOD (2017-2019)
- Monthly Average Effluent BOD (2017-2019)
- Monthly Water Purchased From Lopez (2017-2019)
- ABCSD Monthly Water Sold (2017-2019)

Avila Beach CSD Wastewater Treatment Facility

Monthly report due last day of following month
Annual report due January 30

Month: JANUARY 2019

Date	Daily Flow (MGD)			Effluent Monitoring		
	Total	Max (gpm)	Avg (gpm)	Biweekly Total Coliform	Biweekly Fecal Coliform	Daily Chlorine Residual
1	0.058640	120	41	130	14	<0.02
2	0.055221	94	38			<0.02
3	0.052719	103	37			<0.02
4	0.052600	96	37	<2	<2	<0.02
5	0.055638	98	39			<0.02
6	0.057002	96	40			<0.02
7	0.051744	90	36			<0.02
8	0.043872	106	31	<2	<2	<0.02
9	0.044603	89	31			<0.02
10	0.042291	79	29	4	<2	<0.02
11	0.046204	112	32			<0.02
12	0.067654	95	47			<0.02
13	0.054817	97	38			<0.02
14	0.043582	82	30			<0.02
15	0.039047	73	27	<2	<2	<0.02
16	0.040465	81	28			<0.02
17	0.053818	86	37	2	2	<0.02
18	0.052462	86	37			<0.02
19	0.062904	100	44			<0.02
20	0.065385	90	45			<0.02
21	0.053152	98	37			<0.02
22	0.039966	87	28	<2	<2	<0.02
23	0.039519	77	28			<0.02
24	0.039948	80	28	<2	<2	<0.02
25	0.047814	83	33			<0.02
26	0.060312	176	42			<0.02
27	0.069830	116	48			<0.02
28	0.065682	121	46			<0.02
29	0.038733	87	27	<2	<2	<0.02
30	0.040230	83	28			<0.02
31	0.044632	88	31	<2	<2	<0.02
Min	0.038733	73	27	<2	<2	<0.02
Mean	0.050983	96	35	14	<2	<0.02
Max	0.069830	176	48	130	14	<0.02
Total	1.580486					

Effluent daily (dry weather) flow NTE 0.2 MGD (mean).

Influent Brine Received	
Date	Volume (Gallons)
	N/A

Sludge Removal	
Date	Gallons
1/8/19	4,500
1/22/19	4,500
1/25/19	4,500

I certify under penalty of perjury that the foregoing is true and accurate and that the sampling procedure and analysis used are as specified in the Waste Discharge Order for this facility.

SIGNATURE: _____

PRINTED NAME: _____

DATE: _____

TITLE: _____

Effluent and Influent Monitoring

Date	Biweekly Effluent BOD (24 HC)	Biweekly Effluent TSS (24 HC)	Biweekly Influent BOD (24 HC)	Biweekly Influent TSS (24 HC)	Monthly Effluent Oil & Grease (Grab)
1/4/19	41	24	395	328	
1/6/19	40	29	274	272	
1/10/19	22	13	270	325	
1/13/19	26	14	198	70	
1/16/19	18				
1/17/19	18	9	311	507	2.0 DNQ
1/20/19	32	16	224	76	
1/23/19	26				
1/24/19	24	12	282	223	
1/26/19	43	12	245	82	
1/31/19	23	14	371	336	
Min	18	9	198	70	2.0 DNQ
Mean	28.5	15.9	285.6	246.6	2.0 DNQ
Max	43	29	395	507	2.0 DNQ
BOD Removal: 90.0%			TSS Removal: 93.6%		

Effluent Monitoring

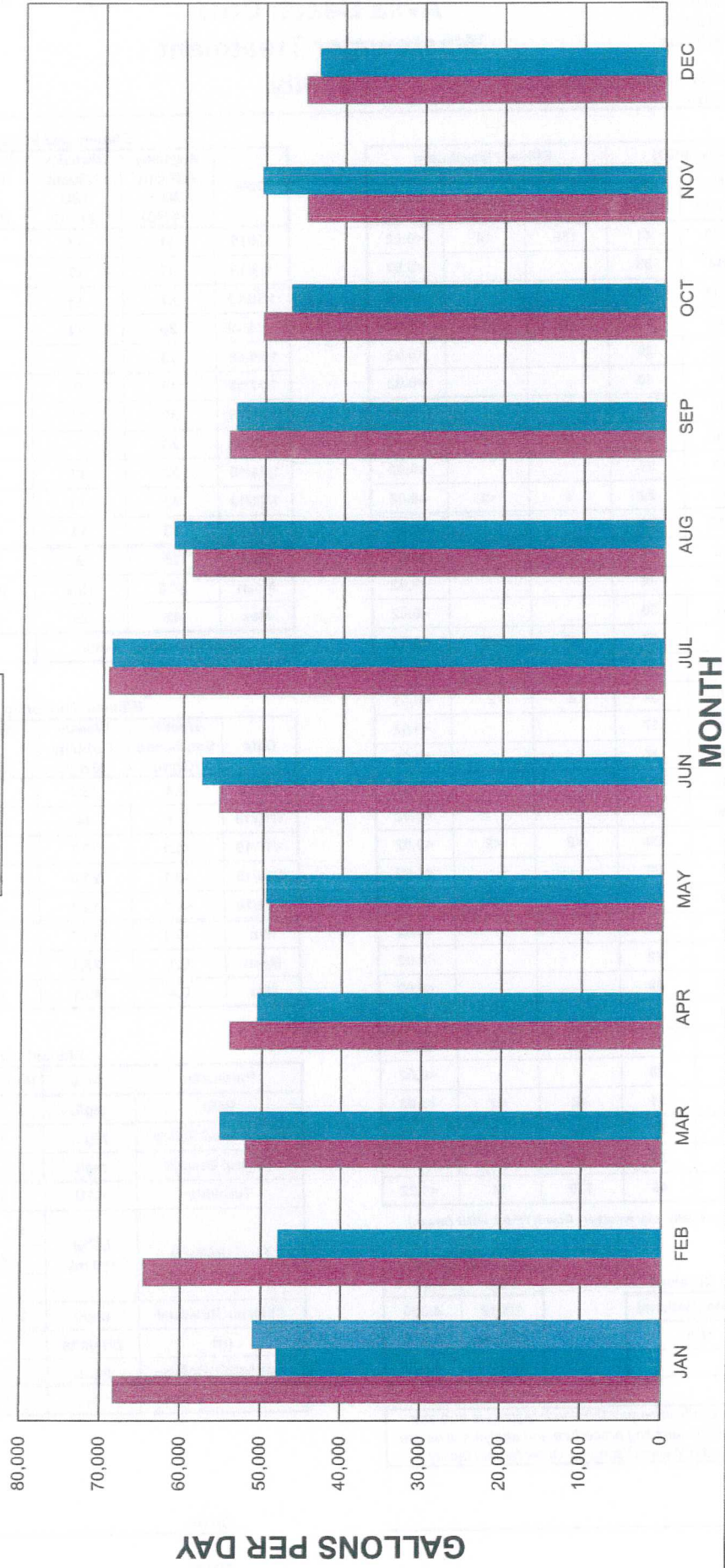
Date	Weekly Set. Solids (Grab)	Weekly Turbidity (Grab)	Weekly pH (Grab)	Weekly Temp °F (Grab)
1/4/19	0.4	46.1	6.5	61
1/10/19	0.1	14	6.5	64
1/17/19	<0.1	13.7	6.6	66
1/24/19	<0.1	23.0	6.5	63
1/31/19	<0.1	18.8	6.5	65
Min	<0.1	13.7	6.5	61
Mean	0.1	23.1	6.5	63.8
Max	0.4	46.1	6.6	66

Effluent Limits

Parameter	Units	Monthly Avg	Weekly Avg	Daily Max
BOD	mg/L	40	60	90
Suspended Solids	mg/L	40	60	90
Oil and Grease	mg/L	25	40	75
Turbidity	NTU	75	100	225
Total Coliform	MPN/100 mL	7 Sample Median: 23		
		More than once in 30 days: 240		
		Daily Maximum: 2,400		
Chlorine Residual	mg/L	6 Month Median: 0.3		1.2
pH	pH units	Between 6.0 - 9.0		
Settleable Solids	mL/L	1.0	1.5	3.0
BOD/TSS Removal	%	≥ 75%	***	***

ABCSD AVERAGE DAILY WWTP EFFLUENT FLOW (2017 - 2019)

■ 2017 ■ 2018 ■ 2019



ABCSD MONTHLY TOTAL WWTP EFFLUENT FLOW (2017 - 2019)

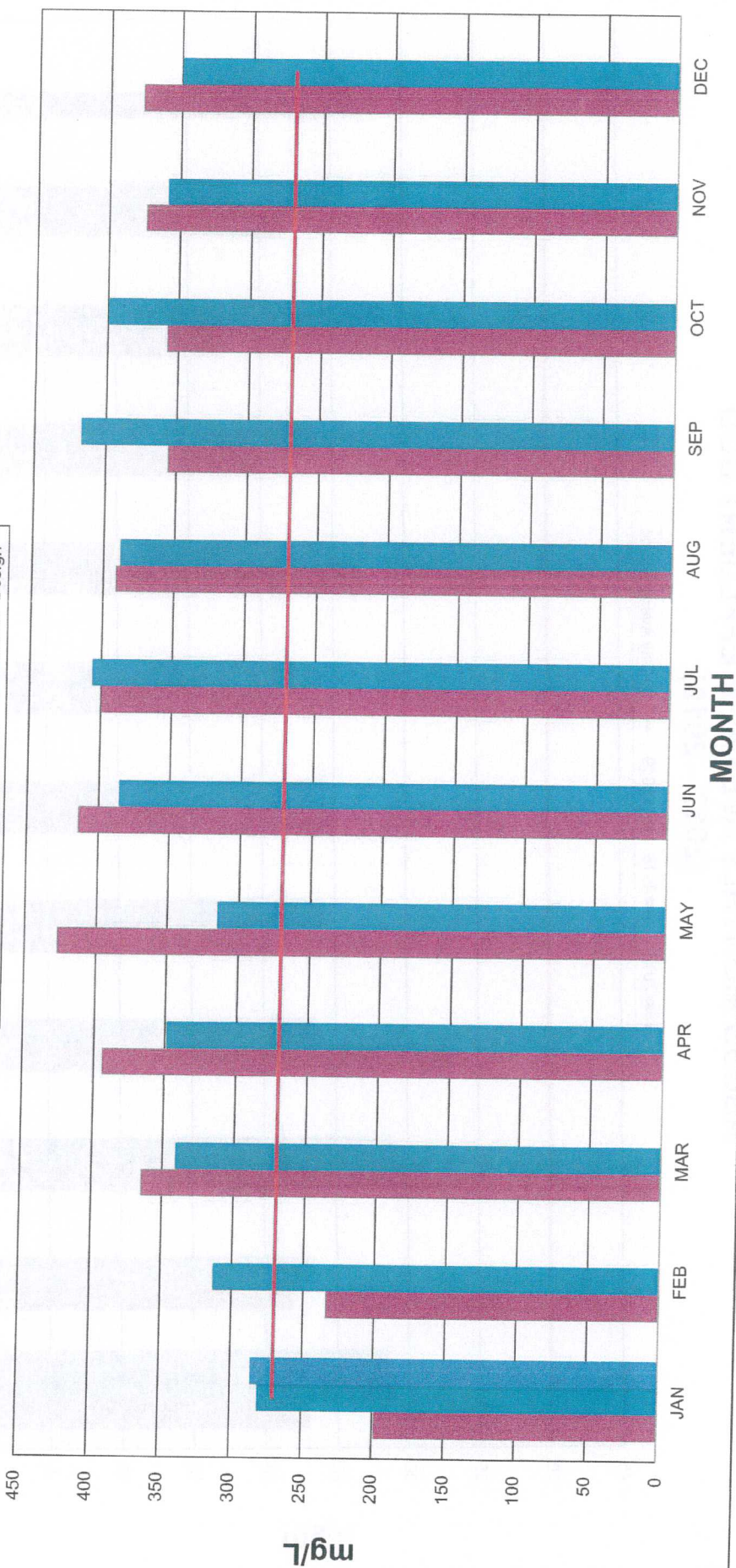
■ 2017 ■ 2018 ■ 2019



PORT SAN LUIS MONTHLY TOTAL FLOW (2017 - 2019)



ABCSD MONTHLY AVERAGE INFLUENT BOD (2017 - 2019)



ABCSD MONTHLY AVERAGE EFFLUENT BOD (2017 - 2019)



ABCSD MONTHLY WATER PURCHASED FROM LOPEZ (2017 - 2019)

■ 2017 ■ 2018 ■ 2019



ABCSD MONTHLY WATER SOLD (2017 - 2019)

■ 2017 ■ 2018 ■ 2019




AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 13, 2019

SUBJECT: FY 2018-19 Mid-Year Budget Review

Recommendation:

Receive Report; Provide direction to staff on any adjustments for the approved FY 2018/19 Budget.

Discussion:

Each year the Board adopts a budget for the financial operations of the District. In order to track District finances and to keep the Board up to date, staff prepares monthly Financial Review reports for the agenda packets that include the monthly checks written and deposits, a profit and loss statement, and a balance sheet. Staff typically prepares a more detailed mid-year budget review for the current fiscal year through the end of December 2018, for the February Board packet. The mid-year review presents the overall budgeted and actual mid-year income and expenses, as well as, the budgeted and actual mid-year income and expenses by fund class.

At the 50% benchmark District income is at 55% and expenses are at 45% of their respective budget amounts. As noted in the General Manager's Report, the County recently estimated that FY 2018/19 tax revenue will be \$643,000. This is an increase of 7% (\$42,000) from the approved budget amount. The two biggest income sources, Operating Revenue and County Taxes are slightly above the 50% benchmark. Staff anticipates year-end expenses will come in at about 95% - 100% of the budgeted amounts. The District operates with several enterprise funds or fund "classes" and a General/Administration fund. Below is a summary of the combined Operation and Maintenance budget followed by a fund by fund analysis.

Combined Operating Budget Summary:

Total	<u>FY 18-19 Budget</u>	<u>Actual Through 12-31-2016</u>	<u>% of Budget</u>
Income	\$ 1,687,000	\$ 942,000	55%
Expenses	\$ 1,486,000	\$ 670,000	45%

A summary of the District's Mid-Year Profit and Loss Budget vs. Actual Mid-Year is provided as an attachment to this staff report.

Administrative/General Fund

Total	<u>FY 18/19 Budget</u>	<u>Actual Through 12-31-2018</u>	<u>% of Budget</u>
Income	\$ 437,000	\$ 229,000	52%
Expenses	\$ 368,000	\$ 100,100	27%

Income for the Administrative/General budget comes from County taxes, interest and franchise fee income. The remainder of the income budget comes from transferring a percentage from the respective Enterprise funds. The Enterprise fund contributions are typically as follows: Street Lights 5%; Solid Waste 5%; Water 40%; and Sanitary 50%.

The major Administrative/General Fund expense items include Administrative items such as: payroll expenses; contract General Manager labor expenses; Legal expenses; Insurance premiums; Membership dues; Accounting and Audit support; and funding for the Cal-Fire fire support services contract.

Income for the Administrative/General Fund is right on track with the 50% mid-year benchmark. The expenses are well below benchmark at this time. However, the District paid the annual fiscal year Cal Fire contract fees in January (\$200,000) which put expenses in-line with the mid-year benchmark.

Street Light Fund

Total	<u>FY 18/19 Budget</u>	<u>Actual Through 12-31-2018</u>	<u>% of Budget</u>
Income	\$ 17,200	\$ 6,035	35%
Expenses	\$ 16,500	\$ 8,560	52%

The Street Lighting Fund income includes 7% of general fund tax revenues and reimbursement of electrical costs from the Port San Luis Harbor District for their share of the embarcadero wall lights. Expenses include electrical costs and periodic replacement of bulbs and maintenance of fixtures. Staff anticipates that this fund will be on target for both budgeted income and expenses at year end.

Solid Waste Fund

Total	<u>FY 18/19 Budget</u>	<u>Actual Through 12-31-2018</u>	<u>% of Budget</u>
Income	\$ 17,500	\$ 9,156	52%
Expenses	\$ 9,000	\$ 5,800	64%

The Solid Waste Fund is on benchmark for income and slightly above benchmark for expenses due to some legal work that was needed in the first half of the fiscal year. Income from this fund goes primarily to fund Administrative/General Expenses for the Solid Waste program. The Solid Waste Fund is funded through the Franchise fee paid by South County Sanitary Services to the District.

Sanitary Fund

Total	<u>FY 18/19 Budget</u>	<u>Actual Through 12-31-2018</u>	<u>% of Budget</u>
Income	\$ 831,000	\$ 485,000	58%
Expenses	\$ 661,000	\$ 222,000	35%

The Sanitary Fund is slightly above the 50% benchmark for income and below target for expenses. Staff projects that year end income will be above budget and expenses will be close to budget amounts due to significant Operations and Maintenance projects scheduled for the second half of the fiscal year. Staff projects the Sanitary Fund will contribute approximately \$150,000 towards the Sanitary Capital Improvement Program fund.

Water Fund

Total	<u>FY 18/19 Budget</u>	<u>Actual Through 12-31-2018</u>	<u>% of Budget</u>
Income	\$ 562,000	\$ 300,000	53%
Expenses	\$ 460,000	\$ 340,000	74 %

The Water Fund is slightly above the target value for income. Expenses are slightly above the mid-year benchmark, but the expenses reflect the payment of both Lopez Water charges and the State Water charges for the entire fiscal year. Staff expects \$40,000 - \$50,000 of revenue will be available at the end of the fiscal year to fund future Water System capital improvement projects.

Summary

Overall the District remains in a very secure financial position, with fiscal year tax revenue anticipated to come in 7% above budget due to the recently updated tax revenues. Operating expenses are slightly below benchmark for the first half of the fiscal year. However, staff anticipates operating expenses will be at budget by the end of the fiscal year. Barring any significant maintenance and repair projects in the second half of the fiscal year, staff anticipates the District will be able to direct \$175,000 - \$200,000 to the District's Reserve Fund accounts at year end. The District's Reserve Accounts are in relatively good shape in anticipation of implementing significant improvements at the Wastewater Treatment plant and re-coating of the water tank within the next several years. Staff anticipates that connection fees for infill projects will continue at approximately \$75,000 per year for the next 2-3 years.

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02/07/19

Accrual Basis

Avila Beach Community Services District
Profit & Loss Budget vs. Actual Total FY2018-19
 July through December 2018

Ordinary Income/Expense	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Income				
4000 · Income Summary				
4010 · Operating Revenue	518,805.40	983,500.00	-464,694.60	52.8%
4012 · Solid Waste Franchise Fee	9,156.00	17,500.00	-8,344.00	52.3%
4020 · Contract Services-Ambulance	2,030.57	3,800.00	-1,769.43	53.4%
4030 · County Taxes	371,803.41	601,000.00	-229,196.59	61.9%
4050 · Harbor Charges				
4052 · Front Street Lighting	426.41	1,200.00	-773.59	35.5%
4053 · WWTP O&M	33,912.00	50,000.00	-16,088.00	67.8%
4050 · Harbor Charges - Other	0.00	0.00	0.00	0.0%
Total 4050 · Harbor Charges	34,338.41	51,200.00	-16,861.59	67.1%
4090 · Rental Income	0.00	0.00	0.00	0.0%
4100 · Misc Income	29.70	0.00	29.70	100.0%
4600 · Interest Income	27,902.62	30,000.00	-2,097.38	93.0%
Total 4000 · Income Summary	964,066.11	1,687,000.00	-722,933.89	57.1%
4290 · Point Avila Deposit	-20,309.63			
Total Income	943,756.48	1,687,000.00	-743,243.52	55.9%
Gross Profit	943,756.48	1,687,000.00	-743,243.52	55.9%
Expense				
5100 · Merchant Credit Card Fees TIB				
5200 · Payroll Expenses	2,458.31	3,000.00	-541.69	81.9%
5210 · Gross Wages				
5211 · Regular Pay	16,931.27	0.00	16,931.27	100.0%
5012 · Holiday Pay	803.70	0.00	803.70	100.0%
5014 · Sick Pay	375.06	0.00	375.06	100.0%
5016 · Vacation Pay	857.28	0.00	857.28	100.0%
5210 · Gross Wages - Other	0.00	40,000.00	-40,000.00	0.0%
Total 5210 · Gross Wages	18,967.31	40,000.00	-21,032.69	47.4%
5230 · Payroll Taxes	327.22	1,200.00	-872.78	27.3%
5240 · Health & Medical Exp.				
5242 · Health Ins / Other	3,600.00	8,400.00	-4,800.00	42.9%

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02/07/19

Accrual Basis

Avila Beach Community Services District
Profit & Loss Budget vs. Actual Total FY2018-19
 July through December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Total 5240 · Health & Medical Exp.	3,600.00	8,400.00	-4,800.00	42.9%
5250 · PERS Company Pd Expense				
5254 · PERS Co Pd Kathy	9,218.00	12,000.00	-2,782.00	76.8%
5256 · PERS Co Pd Kristi	2,386.38	4,000.00	-1,613.62	59.7%
Total 5250 · PERS Company Pd Expense	11,604.38	16,000.00	-4,395.62	72.5%
5260 · Work Comp Insurance	614.69	700.00	-85.31	87.8%
5280 · Payroll Administration & Misc.	637.12	1,500.00	-862.88	42.5%
Total 5200 · Payroll Expenses	35,750.72	67,800.00	-32,049.28	52.7%
6000 · Administrative Overheads				
6102 · Accounting	3,588.75	12,000.00	-8,411.25	29.9%
6103 · Accounting Audit	3,984.00	9,500.00	-5,516.00	41.9%
6104 · Administrative Transfer	0.00	0.00	0.00	0.0%
6115 · Bank Service Charges	0.00	0.00	0.00	0.0%
6120 · Dues & Subscriptions	6,102.33	6,650.00	-547.67	0.0%
6130 · LAFCo Fees	5,148.34	5,500.00	-351.66	91.8%
6135 · Legal	3,437.60	37,000.00	-33,562.40	93.6%
6140 · Office Supplies & Postage	4,081.09	9,700.00	-5,618.91	9.3%
6145 · Public Notices	0.00	1,000.00	-1,000.00	42.1%
6150 · Rate Assistance	4,645.50	7,000.00	-2,354.50	0.0%
6155 · Rent	0.00	0.00	0.00	66.4%
6160 · Training	95.00	2,500.00	-2,405.00	0.0%
6165 · Travel	0.00	2,000.00	-2,000.00	3.8%
6167 · Uniforms	515.54			0.0%
6170 · Website	1,000.00	2,400.00	-1,400.00	41.7%
Total 6000 · Administrative Overheads	32,598.15	95,250.00	-62,651.85	34.2%
6500 · Operating Expenses				
6503 · Chemicals	35,364.88	72,000.00	-36,635.12	49.1%
6505 · Contract Labor O & M	94,250.28	252,500.00	-158,249.72	37.3%
6506 · Contract Labor GM	62,150.00	135,000.00	-72,850.00	46.0%
6510 · Critical Spare Parts	0.00	13,000.00	-13,000.00	0.0%
6515 · Engineering	7,865.00	22,500.00	-14,635.00	35.0%
6518 · Equipment Expense	5,323.75			
6520 · Equipment Repair & Maint.				
6522 · Equip. Rep. & Maint-Avila & HD	19,305.76	0.00	19,305.76	100.0%
6524 · Equip. Rep. & Maint. Avila Only	9,877.85	0.00	9,877.85	100.0%

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02/07/19

Accrual Basis

Avila Beach Community Services District
Profit & Loss Budget vs. Actual Total FY2018-19
 July through December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
6520 · Equipment Repair & Maint. - Other	22,167.86	57,000.00	-34,832.14	38.9%
Total 6520 · Equipment Repair & Maint.	51,351.47	57,000.00	-5,648.53	90.1%
6525 · Fat Oil & Grease (FOG)	2,148.24	6,000.00	-3,851.76	35.8%
6530 · Generator Maintenance	1,180.00	4,000.00	-2,820.00	29.5%
6535 · Insurance P/L	7,938.24	15,500.00	-7,561.76	51.2%
6540 · Lab Tests	19,312.90	44,000.00	-24,687.10	43.9%
6542 · Maintenance	1,425.80			
6550 · Operating Supplies	1,304.92	10,500.00	-9,195.08	12.4%
6555 · Permits & Fees	6,883.71	14,000.00	-7,116.29	49.2%
6560 · Plan Checks	0.00	2,000.00	-2,000.00	0.0%
6565 · Regulatory Compliance	0.00	17,500.00	-17,500.00	0.0%
6567 · Repairs, Building	1,705.90	2,500.00	-794.10	68.2%
6570 · Safety Gear	93.28	900.00	-806.72	10.4%
6575 · Small Tools	0.00	1,000.00	-1,000.00	0.0%
6580 · Solids Handling	16,635.00	35,000.00	-18,365.00	47.5%
6585 · Telephone / Internet	3,077.55	7,500.00	-4,422.45	41.0%
6590 · Utilities	21,020.64	42,000.00	-20,979.36	50.0%
Total 6500 · Operating Expenses	339,031.56	754,400.00	-415,368.44	44.9%
6600 · Cal Fire Contract Labor	0.00	190,000.00	-190,000.00	0.0%
6800 · Water				
6802 · Lopez	101,719.32	110,000.00	-8,280.68	92.5%
6805 · State Water	159,074.58	125,000.00	34,074.58	127.3%
Total 6800 · Water	260,793.90	235,000.00	25,793.90	111.0%
6900 · Yard Improvements	0.00	500.00	-500.00	0.0%
Total Expense	670,632.64	1,345,950.00	-675,317.36	49.8%
Net Ordinary Income	273,123.84	341,050.00	-67,926.16	80.1%
Other Income/Expense				
Other Income				
7000 · Other Income				
7050 · Prop 13 Water Recycling Grant	66,845.00			
Total 7000 · Other Income	66,845.00			
7200 · Non-Operating Income				
7210 · Connection Fees	8,377.76	0.00	8,377.76	100.0%

Avila Beach Community Services District
Profit & Loss Budget vs. Actual Total FY2018-19
July through December 2018


	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
7220 · CIP Harbor	13,896.00	0.00	13,896.00	100.0%
7270 · Recycled Water Study	0.00	0.00	0.00	0.0%
Total 7200 · Non-Operating Income	22,273.76	0.00	22,273.76	100.0%
Total Other Income	89,118.76	0.00	89,118.76	100.0%
Other Expense				
8246 · WW Sewer Line Rplmt San Miguel	1,297.50			
8000 · Other Expenses				
8050 · New Assets to be Added & Deprec	0.00	140,000.00	-140,000.00	0.0%
Total 8000 · Other Expenses	0.00	140,000.00	-140,000.00	0.0%
8200 · Non-Operating Expenses				
8226 · L- 2017/18 L-1 Street Lights				
8230 · Capital Purchases in Prog Sani	0.00	0.00	0.00	0.0%
8245 · WW-10 WWTP Alt. Study	24,075.46			
8244 · Secondary Sed	5,063.52			
8233 · WW-3 Brine Waste	12,115.50			
8231 · WW-1 WWTP Upgrade	920.47	0.00	920.47	100.0%
8232 · WW-2 Effluent Line Repair HD	0.00	0.00	0.00	0.0%
8237 · WW-7 Misc. Wastewater Projects	0.00	0.00	0.00	0.0%
8241 · WW-5 Misc. Projects	460.63	0.00	460.63	100.0%
8242 · WW-4 Collectn Ln Re	406.97	0.00	406.97	100.0%
8243 · WW-4 Wet Well Coating	0.00	0.00	0.00	0.0%
Total 8230 · Capital Purchases in Prog Sani	43,042.55	0.00	43,042.55	100.0%
8270 · Capital Purchases in Prog Water				
8271 · W-1 2017/18 Water Tank Imp.	0.00	0.00	0.00	0.0%
8280 · W - 2 Water Valve Rep	0.00	0.00	0.00	0.0%
8270 · Capital Purchases in Prog Water - Ot...	460.62			
Total 8270 · Capital Purchases in Prog Water	460.62	0.00	460.62	100.0%
Total 8200 · Non-Operating Expenses	43,503.17	0.00	43,503.17	100.0%
Total Other Expense	44,800.67	140,000.00	-95,199.33	32.0%
Net Other Income	44,318.09	-140,000.00	184,318.09	-31.7%
Net Income	317,441.93	201,050.00	116,391.93	157.9%

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 13, 2019

SUBJECT: Review of District By-Laws

Recommendation:

Review current By-Laws and provide direction to Staff

Discussion:

In accordance with District Policy, the Board should review the By-Laws in February or March of each year to determine if they meet the current needs of the District and to keep the information "fresh" in the scope of operating the District.

Attached is a copy of the District By-Laws. Legal Counsel will review the By-Laws and provide comments as to any changes that may be desirable from a legal point of view. The Board may find that no changes are necessary. If the Board wishes more time to finalize their review, this item can be carried forward to a future meeting for final action. Additionally, the District's insurance carrier (SDRMA) also provides "Credit Incentives" to our liability insurance premium if the Board conducts an annual review of the By-Laws.

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES

1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are the President and Vice President.
- 1.2 The President of the Board of Directors shall serve as presiding officer at all Board meetings. He/She shall have the same rights as the other Directors of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
- 1.3 In the absence of the President, the Vice President of the Board of Directors shall serve as presiding officer over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining Directors present shall select one of themselves to act as the presiding officer of the meeting.
- 1.4 The President and Vice President of the Board shall be elected annually at the last meeting of each calendar year.
- 1.5 The term of office for the President and Vice President of the Board shall commence on January 1 of the year immediately following their election.
- 1.6 Generally the President, or in his/her absence the Vice President is the designated representative of the Board of Directors to speak on Board position or policy.
- 1.7 The Board President or in his/her absence the Vice President is authorized to attend and is entitled to reimbursement, pursuant to Section 10 below, for his/her attendance at a County or State Agency meetings upon his/her determination that District representation is necessary to protect and/or advance the interest of the District or its residents/customers.

2. MEETINGS

2.1 Regular Meetings

Subject to holidays and scheduling Regular meetings of the Board of Directors shall be held on the second Wednesday of each calendar month at 11:00 AM in the Avila Beach Community Services District Office, 100 San Luis Street, Avila Beach. The date, time and place of regular Board meetings shall be reconsidered at the annual organizational meeting of the Board.

2.2 Special Meetings

Special meetings may be called by the President or three (3) Directors with a minimum of twenty-four (24) hours public notice. Special meeting agenda shall be prepared and distributed pursuant to the procedures of the Brown Act by the General Manager in consultation with the President or in his or her absence, the Vice President or those Directors calling the meeting.

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2.3 Closed Sessions

Closed sessions may be scheduled prior to or at the conclusion of regular and/or special meetings.

2.4 Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

2.5 The President, or in his/her absence the Vice President, shall be the presiding officer at District Board meetings. He/She shall conduct all meetings in a manner consistent with the policies of the District. He/She shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board. He/She shall vote on all questions and on roll call votes his/her name shall be called last.

2.6 Three (3) Directors of the Board shall constitute a quorum for the transaction of business. When a quorum is lacking for a regular, adjourned, or special meeting, the President, Vice President, or any Director shall adjourn such meeting; or, if no Director is present, the District Secretary shall adjourn the meeting.

2.7 Except as otherwise specifically provided by law, a majority vote of the total membership of the Board of Directors is required for the Board of Directors to take action.

2.8 A roll call vote shall be taken upon the passage of all items considered by the Board, and shall be entered in the minutes of the Board, showing those Directors voting aye, those voting no, those not voting because of a conflict of interest or absent.

2.9 Any person attending a meeting of the Board of Directors may record the proceedings with an audio or video tape recorder or a still or motion picture camera in the absence of a reasonable finding that the recording cannot continue without disruptive noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.

2.10 All video tape recorders, still and/or motion picture cameras shall remain stationary and shall be located and operated from behind the public speaker's podium once the meeting begins. The presiding officer retains the discretion to alter these guidelines, including the authority to require that all video tape recorders, still and/or motion picture cameras be located in the back of the room.

3. RECONSIDERATION OF PRIOR BOARD ACTIONS

The following rules apply to reconsideration of prior Board actions.

3.1 After the passage of 9 months from the effective date of the motion, resolution, or ordinance, the matter may be placed on the agenda pursuant to Section 5.1 below, or other provisions of the Brown Act.

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- 3.2 Prior to the passage of 9 months, any member of the Board of Directors or the General Manager may request the Board of Directors, by motion, to agree to reconsider a prior Board action at a subsequent meeting of the Board.
- 3.3 The President of the Board of Directors, upon a determination that there is a need to take immediate action, may place an item on the agenda for reconsideration.

4. PUBLIC COMMENT AND RULES OF DECORUM

4.1 Public comment

Subject to the following rules, a block of 20 minutes is set aside for each agenda item for public comment, including general public comment:

- (a) Comments on agendized items should be held until the appropriate item is called.
- (b) Unless otherwise directed by the presiding officer, public comment shall be presented from the podium.
- (c) The person giving public comment shall state his/her name and whether or not he/she lives within the District boundary prior to giving his/her comment. Public comment shall be directed to the presiding officer of the Board.
- (d) The presiding officer, after consideration of the length of the Agenda, the nature of the Agenda item, and meeting limitations, may expand or further limit the 20 minute time allocation for public comment.
- (e) Each public commenter shall be limited to 3 minutes unless shortened or extended by the presiding officer with consideration of the length of the Agenda, the nature of the Agenda item, and meeting limitations.

4.2 Rules of Decorum

The rules of decorum, below, shall apply to public comment and attendance at District meetings.

- (a) Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet, clapping and talking (other than giving public comment) or other acts which disrupts the orderly conduct of the District meeting.
- (b) Each person addressing the Board of Directors shall do so in an orderly and civil manner and shall not engage in conduct which disrupts the orderly conduct of the District meeting.

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- (c) No person shall address the Board of Directors without first being recognized by the presiding officer.
- (d) Public comment and public testimony shall be directed to the presiding officer and shall be addressed to the Board of Directors as a whole. The presiding officer shall determine whether, or in what manner, the District will respond to questions.
- (e) Persons addressing the Board are limited to one opportunity per Agenda item unless otherwise directed by the presiding officer in his/her discretion.
- (f) A person cannot defer his/her time allocation to another person.
- (g) Persons addressing the Board shall confine the subject matter of their comments to the Agenda item being considered by the Board of Directors.
- (h) Each person addressing the Board of Directors shall do so in an orderly and civil manner and shall not engage in conduct which disrupts the orderly conduct of the District meeting.
- (i) The presiding officer may rule a speaker out of order who is unduly repetitious or extending discussion of irrelevance.

4.3 Enforcement of Rules of Decorum

Any person who violates the Rules of Decorum may, at the discretion of the President, be removed from the meeting. The Rules of Decorum shall be enforced in the following manner:

- (a) Warning. The presiding officer shall warn the person who is violating the rules of decorum.
- (b) Expulsion. If after receiving a warning from the presiding officer, the person persists in violating the rules of decorum the presiding officer shall order the person to leave the Board meeting room for the remainder of the meeting.
- (c) Assisted Removal. If such person does not voluntarily remove himself/herself, the presiding officer may order any law enforcement officer who is on duty at the meeting, or who may be summoned to the meeting, to remove the person from the Board room.
- (d) Restoration of Order. If order cannot be restored by the removal of individuals who are disrupting the meeting, the Board meeting will be continued under the provisions of Government Code Section 54957.9

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4.4 Limitations (Government Code Section 59454.3(c))

The Rules of Decorum shall not be interpreted to prohibit public criticism of the policies, procedures, programs or services of the District, or the acts or omissions of the District Board of Directors.

5. AGENDAS

5.1 The General Manager, in cooperation with the Board President, shall prepare the agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request any item to be placed on the agenda no later than 4:00 o'clock P.M. on the Tuesday prior to the meeting date.

5.2 At least 72 hours before a regular meeting, the District shall cause to be posted an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words. The agenda shall specify the time and location of the regular meeting and shall be posed in a location that is freely accessible to members of the public.

5.3 The agenda for a special meeting shall be posted at least 24 hours before the meeting following the guidelines of Section 5.2 above.

5.4 In addition to the posting requirements, regular meeting Agendas and special meeting Agendas shall be delivered to individuals, radio and television stations in accordance with the Brown Act.

5.5 Consent Agenda

Those items on the District Agenda which are considered to be of a routine and non-controversial nature are placed on the "Consent Agenda". These items shall be approved, adopted, and accepted, etc. by one motion of the Board of Directors; for example, approval of Minutes, approval of Warrants, various Resolutions accepting developer improvements, minor budgetary items, status reports, and routine District operations.

(a) Directors may request that any item listed under "Consent Agenda" be removed from the "Consent Agenda", and the Board will then take action separately on that item. Members of the public will be given an opportunity to comment on the "Consent Agenda"; however, only a member of the Board of Directors can remove an item from the "Consent Agenda". Items which are removed ("pulled") by Directors of the Board for discussion will typically be heard after other "Consent Agenda" items are approved unless the President chooses an earlier or later time.

(b) A Director may ask questions on any item on the "Consent Agenda". When a Director has a minor question for clarification concerning a consent item which will not involve extended

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discussion, the item may be discussed for clarification and the questions will be addressed along with the rest of the "Consent Agenda". Directors are encouraged to seek clarifications prior to the meeting if possible.

- (c) When a Director wishes to consider/"pull" an item simply to register a dissenting vote, or conflict of interest, the Director shall inform the presiding officer that he/she wishes to register a dissenting vote, or conflict of interest, on a particular item without discussion. The item will be handled along with the rest of the Consent Agenda, and the District Secretary shall register a "no" vote, or conflict of interest, in the minutes on the item identified by the Director.

5.6 No action or discussion may be taken on an item not on the posted agenda; provided, however, matters deemed to be emergencies or of an urgent nature may be added to the agenda under the procedures of the Brown Act. Pursuant to the Brown Act:

- (a) Directors may briefly respond to statements or questions from the public;
- (b) Directors may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting;
- (c) The Board may take action to direct the General Manager to place a matter on a future agenda;
- (d) Directors may make brief announcements or make a brief report on his/her own activities under the Director Comment portion of the Agenda.

6. PREPARATION OF MINUTES AND MAINTENANCE OF RECORDINGS

6.1 The minutes of the Board shall be kept by the District Secretary and shall be neatly produced and kept in a file for that purpose, with a record of each particular type of business transacted set off in paragraphs with proper subheads. In addition to other information, described below, that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- Date, place and type of each meeting;
- Directors present and absent by name;
- Administrative staff present by name;
- Call to order;
- Time and name of late arriving Directors;
- Time and name of early departing Directors;
- Names of Directors absent or declaring a conflict of interest during any agenda item upon which action was taken;
- Approval of the minutes or modified minutes of preceding meetings;

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- Approval of financial report
 - Record by number (a sequential range is acceptable) of all warrants approved for payment;
 - Record of the vote of each Director on every action item for which the vote was not unanimous;
 - Resolutions and ordinances described as to their substantive content and sequential numbering;
 - Record of all contracts and agreements, and their amendment, approved by the Board;
 - Approval of the annual budget;
 - Approval of all policies, rules and/or regulations;
 - Approval of all dispositions of District assets;
 - Approval of all purchases of District assets; and,
 - Time of meeting adjournment.
- 6.2 The minutes of the Board of Directors shall record the aye and no votes taken by the members of the Board of Directors for the passage or denial of all ordinances, resolutions or motions.
- 6.3 The District Secretary shall be required to make a record only of such business as was actually considered by a vote of the Board and, except as provided in Sections 6.4, 6.5, and 6.6 below, the District secretary shall not be required to record any remarks of Directors or any other person.
- 6.4 The District Secretary shall attempt to record the names and general place of residence of persons addressing the Board during general public comment.
- 6.5 Any Director may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed. In addition, the minutes shall include the names of speakers who provided public comment on each agenda item and a summary of the Directors' reports. Materials submitted with such comments shall be appended to the minutes at the request of the General Manager, District Counsel, the Board President, or any Director.
- 6.6 Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Secretary shall compile a summary of the testimony of the witnesses.
- 6.7 Subject to equipment malfunction, an audio tape recording of regular and special meetings of the Board of Directors will be made. Any recording of a District meeting made for whatever purpose at the direction of the District shall be subject to inspection pursuant to the California Public Records Act. Consistent with Government Code Section 54953.5(b), the District will maintain the recordings for a 30-day period after the recording. In addition to the 30-day requirement, the District will attempt to maintain the recordings, without legal obligation to do so, for 2 years after the date of the recording.

7. DIRECTOR GUIDELINES

- 7.1 Directors shall prepare themselves to discuss agenda items at meetings of the

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Board of Directors. Directors are encouraged to seek clarification prior to the meeting, if possible.

- 7.1 Members of the Board of Directors shall exercise their independent judgment on behalf of the interest of the entire District, including the residents, property owners and the public as a whole.
- 7.2 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 7.3 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, dissenting Directors should not create barriers to the implementation of said action.
- 7.4 Pursuant to Section 54952.2 of the Brown Act:
 - (a) Except during an open and public meeting, a majority of the Board of Directors shall not use a series of communications of any kind, directly or thru intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter of the District.
 - (b) Subsection (a) above shall not be construed as preventing District management staff from engaging in separate conversations or communications with members of the District Board of Directors in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the District, so long as that management staff person does not communicate to members of the Board of Directors the comments or positions of any other member or members of the Board of Directors.
- 7.5 Directors shall not be prohibited by action of the Board of Directors from citing his or her District affiliation or title in any endorsement or publication, so long as no misrepresentation is made, or implied, about the District's position on the issue.
- 7.6 Directors, by making a request to the General Manager, shall have access to information relative to the operation of the District, including, but not limited to, statistical information, information serving as the basis for certain actions of Staff, justification for Staff recommendations, etc. If the General Manager cannot timely provide the requested information by reason of information deficiency, or major interruption in work schedules, work loads, and priorities, then the General Manager shall inform the individual Director why the information is not or cannot be made available. All Directors will receive a copy of all information being distributed.
- 7.7 In handling complaints from residents or property owners within the District, or other members of the public, Directors are encouraged to listen carefully to the concerns, but the complaint should be referred to the General Manager for processing and the District's response, if any.

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BOARD OF DIRECTOR
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- 7.8 Directors, when seeking clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, should refer said concerns directly to the General Manager.
- 7.9 Directors and General Manager should develop a working relationship so that current issues, concerns and District projects can be discussed comfortably and openly.

8. AUTHORITY OF DIRECTORS

- 8.1 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.
- 8.2 Directors do not represent any fractional segment of the District but are, rather, a part of the body which represents and acts for the District as a whole.
- 8.3 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- 8.4 Directors are responsible for monitoring the District's progress in attaining its goals and objectives.

9. AUTHORITY OF THE GENERAL MANAGER

- 9.1 Pursuant to Government Code Section 61051, the General Manager shall be responsible for all of the following:
- (a) The implementation of the policies established by the Board of Directors for the operation of the District.
 - (b) The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employee relations system established by the Board of Directors.
 - (c) The supervision of the District's facilities and services.
 - (d) The supervision of the District's finances.
- 9.2 The General Manager is appointed as the Board's Secretary and Treasurer.

10. DIRECTOR REIMBURSEMENT

- 10.1 Subject to the following rules and budgetary limitations, each Director is authorized to attend and is entitled to reimbursement for his/her actual and necessary expenses (including the cost of programs and seminars), for his/her attendance at programs, conferences, and seminars that are related to District functions and/or Director development.

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BOARD OF DIRECTOR
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- (a) It is the policy of the District to exercise prudence with respect to hotel/motel accommodations. It is also the policy of the District for Directors and staff to stay at the main hotel/motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible.

If lodging is in connection with a conference or organized education activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board of Directors at the time of booking. If the group rate is not available, the Director shall use lodging that is comparable with the group rate. Personal phone calls, room service, and other discretionary expenditures are not reimbursable.

- (b) Members of the Board of Directors shall use government and group rates offered by a provider of transportation for travel when available. Directors, using his/her private vehicle on District business, shall be compensated at the prevailing IRS per diem mileage rate.
- (c) Any Director traveling on District business shall receive in addition to transportation and lodging expenses, a per diem allowance to cover ordinary expenses such as meals, refreshments and tips. The amount set for per diem shall be considered fair reimbursement. The per diem shall include \$10.00 for breakfast, \$15.00 for lunch and \$30.00 for dinner, for a daily total of \$55.00.
- (d) All travel and other expenses for District business, conferences, or seminars outside of the State of California shall require separate Board authorization, with specific accountability as to how the District shall benefit by such expenditure.

10.2 All expenses that do not fall within the reimbursement policy set forth in Section 10.1, above, shall be approved by the Board of Directors, at a public meeting, before the expense is incurred.

10.3 Board members shall submit an expense report on the District form within ten (10) calendar days after incurring the expense. The expense report shall be accompanied by receipts documenting each expense.

10.4 Members of the Board of Directors shall provide brief reports on the program, conferences, and seminars attended at the expense of the District at the next regular meeting of the Board of Directors.

11. ETHICS TRAINING

- 11.1 Pursuant to Section 53234 et seq. of the Government Code all Directors and designated District personnel shall receive at least 2 hours of ethics training every two years.

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- 11.2 Each newly elected Board Member and designated District personnel shall receive ethics training no later than one year from the first day of service with the District and thereafter shall receive ethics training at least once every two years.

12. COMMITTEES

12.1 Standing Committees

- (a) The following shall be standing committees of the Board:

- Finance Committee;
- Personnel Committee;
- Facilities Committee;
- Drought Committee;

- (b) The Board may create other standing committees at its discretion.

- (c) Standing committees shall be advisory committees to the Board of Directors and shall not commit the District to any policy, act or expenditure. Each standing committee may consider District-related issues, on a continuing basis, assigned to it by the Board of Directors. Members of the standing committees shall be appointed by the Board of Directors.

- (d) All standing committee meetings shall be conducted as public meetings in accordance with the of the Brown Act.

12.2 Ad Hoc Committees

The Board President may appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

13. CONFLICTS AND RELATED POLICY

State laws are in place which attempt to eliminate any action by a Director or the District which may reflect a conflict of interest. The purpose of such laws and regulations is to insure that all actions are taken in the public interest. Laws which regulate conflicts are very complicated. The following provides a brief policy summary of various conflict related laws. Directors are encouraged to consult with District Legal Counsel and/or the FPPC at 1-800-ASK-FPPC (1-800-275-3772), prior to the day of the meeting, if they have questions about a particular agenda item.

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BOARD OF DIRECTOR
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13.1 Conflict of Interest

Each Director is encouraged to review the District Conflict Code on an annual basis. The general rule is that an official may not participate in the making of a governmental decision if it is: reasonably foreseeable that the decision will have a material financial effect on the official or a member of his or her immediate family or on an economic interest of the official, and the effect is distinguishable from the effect on the public generally. Additionally, the FPPC regulations relating to interests in real property have recently been changed. If the real property in which the Director has an interest is located within 500 feet of the boundaries of the property affected by decision, that interest is now deemed to be directly involved in the decision.

13.2 Interest in Contracts, Government Code Section 1090.

The prohibitions of Government Code Section 1090 provide that the Board of Directors may not contract with any business in which another Director has a financial interest.

13.3 Incompatible Office, Government Code Section 1099.

The basic rule is that public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or inconsistent action, to the detriment to the other public interest, their discharge by one person is incompatible with that interest. When a Director is sworn in for such a second office, he/she is simultaneously terminated from holding the first office.

14. EVALUATION OF GENERAL MANAGER & DISTRICT LEGAL COUNSEL

14.1 The District's General Manager shall be evaluated by the Board of Directors annually during the months of April and/or May of each year.

14.2 The District's Legal Counsel shall be evaluated by the Board of Directors annually during the months of May and/or June of each year.

15. CONTINUING EDUCATION

Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Subject to budgetary constraints, there is no limit to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

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16. REVIEW OF ADMINISTRATIVE DECISIONS

Any judicial review of any administrative act taken after a hearing by a district shall be brought pursuant to Section 1094.5 of the Code of Civil Procedure.

17. MEMBERSHIP IN ASSOCIATIONS

- 17.1** The Board of Directors shall ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training.
- 17.2** The Board of Directors shall maintain membership in the California Special Districts Association and shall insure that annual dues are paid when due until otherwise directed by the Board.
- 17.3** The Board of Directors shall maintain membership in the San Luis Obispo Chapter of the California Special Districts Association and shall insure that annual dues are paid when due.
- 17.4** At the regular Board meeting, a member of the Board shall be selected to represent the District in accordance with said chapter's constitution/bylaws, and another member of the Board or staff.

18. BOARD BY-LAWS REVIEW POLICY

The Board By-Laws and Policies shall be reviewed annually at the first regular meeting in February. The review shall be provided by District Counsel and ratified by Board action.

19. RESTRICTIONS ON BY-LAWS


The rules contained herein shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with State or Federal laws.

AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 13, 2019

SUBJECT: Status Report on the Wastewater Treatment Plant Alternatives Report

Recommendation:

Receive Report and Provide Direction to Staff on Next Steps

Background:

In 2013 and 2014 the District retained Kennedy Jenks Consultants (KJ) to prepare a wastewater treatment plant upgrade needs analysis/preliminary design report. KJ conducted a comparison between the design objectives for the 1993 treatment plant upgrade and the 2013 treatment plant objectives relative to projected wastewater volume and strength, anticipated changes in discharge requirements and reliability/duplicity of treatment plant unit processes. KJ concluded that the treatment plant unit processes were reasonably adequate with the exception of biological treatment unit or Fixed Film Reactor. KJ recommended adding an activated sludge biological treatment process to increase the organic loading capacity of the plant. KJ estimated the cost of the upgrade would be approximately \$1.3 million.

Before proceeding with the plant upgrades, District staff retained Carollo Engineers to conduct a "Peer Review" of the Preliminary Design Report. Carollo Engineers noted several concerns in the Preliminary Design Report that were discussed amongst District staff and both engineering firms. In early 2015 the management and engineering staff at the District changed. The District postponed the wastewater treatment plant capital improvements and instead focused on improving the efficiency, functionality and reliability of the existing treatment plant unit processes. Due in a large part to the efforts of the District's operations and maintenance contractor, the treatment plant has been "fine-tuned" to meet existing needs and "stretch" the treatment capacity of the existing unit processes. The plant has had a very consistent compliance history over the last four years and staff has developed a more proactive approach to preventative maintenance and plant operation. However, as our service area and the Harbor District build out; the regulatory environment becomes stricter; and the recycled water opportunities increase, the ability of the existing wastewater treatment plant to meet the District's needs diminishes. Based on previous and the current evaluation, and with the new projects that are under development, it is time for the CSD and the Harbor District to move forward with the WWTP upgrade.

Discussion:

In late 2018 the CSD, in coordination with the Harbor District, retained MKN and Associates (MKN) to prepare a WWTP Alternatives Evaluation. MKN reviewed the previously prepared studies and reports

including: the 2010 WWTP Evaluation; the 2014 KJ Report and Carollo Peer Review; the 2017 Recycled Water Facilities Planning Study and 2017 Water Resources Analysis; and the 2017 updated NPDES Discharge Permit. MKN's scope of work included developing WWTP design criteria, a unit process capacity assessment, an evaluation of WWTP improvement alternatives and providing recommendations. CSD, FRM and Harbor District staff reviewed the reports and met with MKN staff several times during the development of the Alternatives Report.

MKN concluded that improvements are needed in two areas: Improve capacity of the influent wet well; and increase the WWTP organic loading capacity. The Alternatives Report recommends the following improvements as the most cost effective and efficient solutions to these issues.

1. Install larger influent wet well pumps and variable frequency drives; upgrade discharge piping and valves; apply new wet well coating (a project already on the District's Capital Improvement project list); and install new electrical panels, wiring and instrumentation. The larger influent wet well pumping capabilities will ensure that future peak hourly flows to the wet well can be handled without backing up wastewater in to the collection system.
2. Install a 50,000 gallon per day side stream Membrane Bioreactor (MBR) package plant to provide additional organic loading treatment and some flow equalization. The technology and capabilities of package treatment plants has improved greatly over the past 5 – 10 years. The package plants are essentially standalone units that are typically constructed off-site and then delivered to the job site and plumbed in. They have a relatively small footprint for the amount the amount of treatment provided (a big issue for the CSD WWTP site); are cost effective; are modular in that they can be moved or additional units can be added as treatment needs increase; and finally the MBR units typically reduce the biochemical oxygen demand and suspended solids in the wastewater effluent to less than 10 mg/l. The high quality effluent will be blended with the main plant treated effluent increasing the quality of the discharge or it could be utilized as recycled water in the future if an opportunity becomes available.

MKN's report also included preliminary cost estimates for the various alternatives. They estimated the cost of the lift station improvements would be on the order of \$350,000. The cost of the MBR package plant is on the order of \$1.2 million. Adding in engineering, administration and a healthy 30% project contingency, the total project cost is currently estimated at approximately \$2.5 million. The project cost will be spread over two budget cycles and the Harbor District will be responsible for funding 33% of the project costs in accordance the CSD Harbor District WWTP Agreement. Based on a \$2.5 million project, the CSD would be responsible for approximately \$1.65 million and the Harbor District responsible for \$850,000. Harbor District and CSD staff had a preliminary meeting with the local USDA representative several weeks ago and he advised that USDA low interest, long term loan funding may be available for the project if the project proponents decided to go that route.

Next Steps:


Harbor District staff intend to present this item to the Harbor District Board at their February 26, 2019, Board meeting. CSD and Harbor District staff recommends we schedule a joint Harbor District/CSD Board Workshop on this topic in March. The purpose of the Workshop would be to provide more detail on the analysis conducted to date, respond to comments and develop a coordinated path forward on the project.

AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 13, 2019

SUBJECT: Upgrade of El Dorado Billing Software

Recommendation:

Staff recommends upgrade to El Dorado Version 10.

Discussion:

In early 2014 the District moved from a manual Excel based utility billing system to El Dorado by Creative Technologies, billing system software. El Dorado is specifically designed for smaller utility districts, so it is relatively inexpensive yet it provides recording keeping and reporting features that are very useful. As with most software packages, El Dorado is always working on increased functionality and efficiency while at the same time, trying to decrease the amount of possible human errors (i.e., manual meter reads and data entry). The District is currently using Version 9 which was purchased in 2016. Based on feedback from existing clients, El Dorado has been working on updating Version 9 to include a direct interface with a credit card billing system, the ability to prepare auditing reports auditors are requesting and establish an on-line interface that allows customers to view their current and historical usage and bills, pay on-line etc.

El Dorado recently released Version 10 that includes 32 featured improvements (see attachment). El Dorado Version 10 allows users to interface with software to provide each billed customer online bill presentation, viewing of online history of bills, payments and usage. Customers can manage their payments with Electronic Check, ACH, Credit Card or Pay by Text via our website or a customer portal account. Reminders are sent if bills are not paid in a timely manner automatically via email. Data integrity and required audit reports have been enhanced to meet the legal requirements of auditors. Two hours of training with an El Dorado technician are included in this price. The cost of this upgrade is \$2,750.00. Staff strongly recommends the Board approving upgrading to Version 10 and we believe it will pay for itself within six months just due to the increased efficiency and saving of staff time.

What's New in El Dorado v10?

El Dorado version 10 is loaded with new enhancements making reporting, meter reading and billing easier.



Enjoy the newly designed look of El Dorado with proven easier to use interface. Web style quick launch features for easy navigation that allows for multiple windows open at the same time.



Management Console – Single snapshot view of business status

Our new dashboard provides an overall snapshot of the highest account receivables, highest utility users, total daily payments received and open service orders. Now in one view you have access to the overall health of the business.



Send newsletters and emergency alerts

Improve customer communications by utilizing your stored names and addresses to send printed and electronic letters directly to your customers. Quickly and easily alert your customers of local news and events directly from El Dorado. This allows you to manage one central database for all customers.



Alerts and reminder dashboard

El Dorado can proactively provide reminders and display system alerts for pending functions like an alert to run the late fee process, last system backup or alert you of upcoming events on customer accounts. This new feature helps prevent errors in billing and improves customer service.



Stuck meter tracking – bill based on estimated reading

Based on customer feedback we have added a new feature that allows you to bill stuck meters based on a selectable predetermined usage average. This simplifies the billing process and allows you to bill the customer on an average consumption and then the actual reading when the meter is fixed.



Enhanced reporting to Excel and PDF

We have made it simpler to exports directly to Excel and PDF and provided new quick links to the most commonly used reports. We are leveraging the latest technology to make the reports run faster and more efficiently.



Improved Account Search – All accounts are presented in a grid with an easy click to open any account in the grid or search by any one of the data fields to pull up a list of only those matching accounts.



Reporting accuracy and database clean up service

You spoke we listened, we understand the importance of end of year audits and the need for accurate report that's why are now offering our professional services to work with you on ensuring your data integrity. With this service we will work with you hand in hand to scrub your data to ensure your reports are accurate and pass legal audit requirements.



New online bill pay option – Pay by text

Now your customers can pay on their bill with their smart phone by PC, smart phone or text. Your customers receive a text with their bill amount and can pay directly by responding to the



Cloud based database backup and restore

Keeping your data safe is critical to any billing system, with our cloud-based backup tool you can back up your database to any public cloud offering like OneDrive, Google Drive or Drop Box. This simple to use feature automatically backups your entire database to an offsite location keeping it safe in case there is a need for data recovery.



Edit Notes – Customer accounts notes can be edited or deleted with recording of who entered the note and time and date.



Save Attachments to Account. Add pictures and attachments to each account and share the attachments between users.



New Financial Reports – We offer a new print directly to MS Excel calculate bills report with more data and functionality. Also, we combined all the billing, late fee, payments and receivables into one easy to use report for period end reconciliation.



Advanced Service Work Orders. With an enhanced service work order system, you can assign service tickets to a technician, track time, open / close ticket's, set priority, track parts used. There are new system reports that track service order status and work by each technician.



Calendar based billing - This new feature can be used to set customers on payment plans or bill recurring charges based on a calendar setting. Charges can be set monthly, quarterly or annually with an auto stop date.



Increased Flexibility in Bill Calculation – Choose which services to bill for, prorate all accounts in a batch based on the move in / move out date all with one easy step. Improved functionality for quarterly billers.



Track Move In / Out Dates. New function to track at the account level the date each account has moved in or moved out of the property.



Bill Prorating. Automatically calculates the correct customer charges based on the number of days the person occupied the property. Prorate all charges or just base fees – Easy to use feature.



Automatically Apply Late Fees/Prior Late Fees Listed on billing statement. Now the 8 1/2 x 11 printed statements show the prior late fee as a new line item. Customers can now clearly see how the prior late fee is calculated in their bill.



Miscellaneous Charges or Credits - Assign global or individual charges to your customer accounts. Apply one time or re-occurring fees like special assessments, hookup, reactivation fees or credits for deposit refunds.



Meter Change Out Process. Meter change out can be documents at any time during the billing period. Correct an erroneous meter reading by simply clicking the reverse meter read button on the Account Manger's Meter/Utility screen.



Automatic Meter Reading Interface. Automate meter readings with a single, open interface that supports various meter collection manufacturers and Microsoft .CSV file formats.



Billing Statements with More Flexibility. New statements to select from with the option to show usage comparison graphs, customize text headers and add your own logo. Extra space for additional comments as well as new selectable print order i.e. by zip code.



Email Reminder Statements and Billing Statements – E-mail integration allows you to send your bills and *reminders* for non-payment as e-mail messages directly to each customer. No more printing paper billing statements. Store each customer email address in the billing system and send your customers their utility bill electronically. **Saves time, reduces postage and improves collections!**



Print Single Bill Feature. Now in one step you can calculate and print a single customers bill, reduces steps and saves time in bill calculation.



Mail Merge Customer Letters – Now you can create custom letters for your legal and shut off notices using Microsoft word. Allows you to design your own letter template with highlights and specific legal information.



ACH Bank Transfer. Allows you to upload a file to your bank and automatically deduct utility bill payments for customer's bank accounts. ACH operations are done in a batch mode allowing multiple payments to be processed simultaneously.



Online Bill Payment. Now you can accept electronic check, ACH and credit card payments online. Utility bills are posted online and sent to your customer's email. "Pay Now" functionality allows for fast easy, secure payment processing. – Saves time saves money.



Integration with Financial Account Systems. Support for GL codes to track payments by each revenue and payment type.



Remote Access - Provides access to your PC by Creative Technologies technician or your personnel. Integrated remote access tool provides complete access to the El Dorado billing application and your PC from anywhere are anytime.



Auto Backup and Archiving - Keeps multiple copies of your database, rates, and company information. Auto backup provides full proof data protection for easy restore when you need it.



Hosted Solution. Our new version supports Microsoft's SQL database which stores more data and more scalable. Cloud hosted El Dorado access from remote locations.



Print and Mail Service. No more paper cuts, no more last-minute trips to the post office. Free up valuable time with our print and mail service. Mailings include postcards and 8 ½ by 11 statements or letters.


Call 949-200-8100 or Email us today for more information
Sales@Creativetechusa.com

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 13, 2019

SUBJECT: Consider Retaining a Consultant for a Water and Wastewater Cost of Services and Rate Study

Recommendation:

Receive Report and Provide Direction to Staff

Discussion:

The District last conducted a rate study and capacity fee assessment in 2013. The results of that study included a five year water and sewer rate schedule that was initiated on July 1, 2014. Each year after July 2014, the Board considered the water and sewer rates as part of the fiscal year budget approval process. The last year of the approved rate schedule started on July 1, 2018. The existing water and sewer rates will remain in effect until the Board completes a new cost of services study, rate analysis and Proposition 218 vote/hearing process. The cost of services study and rate analysis normally takes at least three months and if the Board wants to increase rates the District will need to conduct a Proposition 218 vote and hearing process that will take at least another two months.

The purpose of this staff report is to ensure the Board is aware of these facts and receive direction regarding starting the process to retain a consultant to do the analysis. As the Board is aware, the analysis will provide information regarding the cost of services and recommended rate structure. However, the Board is not obligated to adjust the rates.


Staff recommends the District initiate the steps to retain a consultant to complete the cost of services and rate analysis by mid-summer 2019. The Board can then review the report and decide if and when they believe a rate adjustment is warranted and then proceed with the Prop 218 vote and hearing process.

AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 13, 2019

SUBJECT: District Assistance With Save Our Schoolhouse Organization

Recommendation:

Receive Report and Provide Direction to Staff

Discussion:

The Save Our Schoolhouse organization has received grant funding and additional matching grant funds from the Avila Beach Community Foundation. The two Foundation Funded projects for Save Our Schoolhouse are noted below (from the Foundation web site). The members of the Save Our Schoolhouse organization have requested support from the Community Services District to include but not be limited to providing storage for historical items, providing an area to display historical items and assisting with the logistics to prepare and archive historical items.

The purpose of this staff report is provide an opportunity for the Board of Directors to discuss what, if any, form of support they would like to provide to the Save Our Schoolhouse Organization and get input from legal counsel as requested.

Foundation Funded Projects:

2010 - Avila Beach Save Our School House

Project: Avila Historical Society & History Museum

Amount Funded: \$4,999

The grant will help fund the creation of an Avila Beach History Museum in the Old Avila School House.

2013 - Save Our Schoolhouse

Project: Website Redesign

Amount Funded: \$1,100

This grant will fund a website project to help educate residents and visitors on the status of the historic schoolhouse, and to promote fundraising and raise awareness of the site.

