

**MINUTES OF REGULAR MEETING  
Avila Beach Community Services District  
Tuesday, May 12<sup>th</sup>, 2020  
1:00 P.M.**

**PURSUANT TO THE GOVERNOR'S EXECUTIVE ORDER N-29-20, MEMBERS OF THE  
BOARD OF DIRECTORS, STAFF AND PUBLIC PARTICIPATED IN THIS MEETING VIA  
TELECONFERENCE AND/OR ELECTRONICALLY.**

**BOARD MEETING  
1:00 P.M. (Pacific Time) Tuesday, May 12th, 2020**

**ZOOM MEETING: <https://us02web.zoom.us/j/85192956452>**

**Meeting ID: 851-9295-6452  
BY PHONE: 1-669-900-9128**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

|                                 |  |
|---------------------------------|--|
| Board Members Present via Zoom: | Lynn Helenius<br>Ara Najarian  |
| Board Members Present:          | Pete Kelley<br>Howie Kennett   |
| Board Members Absent:           | Kristin Berry  |
| Staff Present:                  | Brad Hagemann, General Manager and District Engineer<br>Kristi Dibbern, Accounting |
| Staff Present via Zoom:         | Mike Seitz, Legal Counsel<br>Carina Butler, FRM                                    |

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

**4. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

Cal Fire: Battalion Chief Lee 37 reported calls for service, were 13 medically related. Cal Fire is actively training prior to the upcoming fire season and assisting with Covid-19 response around the state and locally. Cal Fire was granted to two federal grants for San Luis Bay Estates and Squire Canyon for clearing. Chief Lee reminded the Board and public to complete your vegetation management by 10 A.M. May is weed abatement month. Please check that your property is clear of fire hazards and weeds.

Sheriff's Report: Sheriff Nelson reported 137 calls. Four thefts were reported this month. Thefts from vehicles occurred at the Bob Jones Trailhead parking lot. Please lock your cars and keep valuables out of sight. Credit cards were stolen from locked cars and charges of up to \$3,500.00 occurred.

**B. Conferences, Meetings and General Communications - None**

**5. CONSENT ITEMS**

All three Board members present at the March 2020 meeting were not present to approve the meeting minutes. Therefore, the March Meeting Minutes will be brought back to the June meeting for approval. Director Najarian made a motion to approve the Consent Items, except Item A, the March meeting minutes. The motion was seconded by Director Helenius and it passed with a roll call vote 4-0.

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

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

**7.       BUSINESS ITEMS:**

**A.       Public Hearing related to Water & Wastewater Services Rate Increase.**

President Kelley opened the public hearing for any comments on the rate increase. Ms. Jean Nanney of 240 Ocean Oaks #17, Avila Beach voiced her approval for the rate changes; Ms. Betty Woody also supported the proposed rate changes. Staff noted that the District received one Protest letter. No other protest letters were received at the Hearing and staff confirmed that the District had received a total of one protest. Hearing no other comments, President Kelley closed the public hearing. Director Kelley made a motion to approve Resolution No. 2020-03 adopting the Water and Wastewater Rate Increase. The motion was seconded by Director Najarian and it passed with a roll call vote 4-0.

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

**B. Contract for CEQA Documentation support for the Sewage Force Main project and the Wastewater Treatment Plant Project.** GM Hagemann explained staff has been working with County Planning to obtain permits for the WWTP and force main project. Planning staff have indicated that CEQA review will be required for the projects and recommended the District consider combining the CEQA review process for both projects since they are related to wastewater collection and treatment. District staff recommended the District retain an experienced and qualified consultant to help with CEQA analysis and documentation process. Oliveria Environmental Consulting (OEC) is an experienced firm in the area and staff recommended the District retain OEC for an amount not to exceed \$13,655 to conduct the analysis and prepare the CEQA compliance documentation. Once the analysis and documentation is completed, staff will bring the CEQA certification documents back to the Board for certification. Director Helenius made a motion to approve a contract with OEC for CEQA Documentation Support for the wastewater collection and treatment projects. The motion was seconded by Director Najarian and it passed with a roll call vote.

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

**C. FY 2020/2021 Preliminary Budget.** GM Hagemann summarized the Staff Report and presented a series of slides that discussed the budget preparation process that included: the estimated year-end FY 2019/20 Revenue and Expenses; the proposed FY 20/21 budget revenue and expenses; and the Finance Committee's April 28<sup>th</sup> meeting input on the draft budget. The Board members briefly discussed the Preliminary Budget and directed staff to prepare a Hearing Notice for the budget adoption at the June 9<sup>th</sup>, 2020 regular Board Meeting.

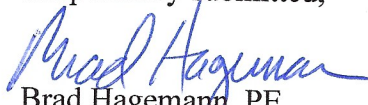
8. **COMMUNICATIONS/CORRESPONDENCE**

9. **ADJOURNMENT:** The meeting was adjourned at 2:00 p.m.

**The next regular meeting of the Avila Beach Community Services District is scheduled for Tuesday, June 9th, 2020 at 1:00 PM at 100 San Luis Street, Avila Beach.**

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

Respectfully submitted,

  
Brad Hagemann, PE  
General Manager