

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
e-mail: avilacsd@gmail.com

SPECIAL BOARD MEETING

3:00 PM Tuesday, February 14th, 2023

PURSUANT TO THE GOVERNOR'S EXECUTIVE ORDER N-29-20, STAFF AND PUBLIC MAY PARTICIPATE IN THIS MEETING VIA TELECONFERENCE AND/OR ELECTRONICALLY.

ZOOM MEETING: <https://us02web.zoom.us/j/4111787571>

Meeting ID: 411 178 7571

Password: No Password Required.

BY PHONE: 1-669-900-9128

Director Najarian attending via teleconference:
182 San Miguel Street
Avila Beach, CA 93424

In accordance with Government Code Section 54953(b), this agenda will be posted at the above teleconference location and this location will be accessible to the public.

1. CALL TO ORDER: 3:00 P.M.

2. ROLL CALL: Board Members:

Pete Kelley, President
Ara Najarian, Vice President
Kristin Berry, Director
Howie Kennett, Director
John Janowicz, 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

County Reports

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

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 January 17th, 2023, Board Special Meeting
- B. Monthly Financial Review for January 2023
- C. General Manager and District Engineer Report
- D. Water and Wastewater Operations Reports for January 2023

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. Annual 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)

8. COMMUNICATIONS/ CORESPONDENCE

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

The Board has cancelled the March 14th, 2022, Regular Meeting. The next SPECIAL Board meeting will be held on April 11th at 3:00 PM.

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.

Cal Fire: Fire Marshall Kevin McLean attended the meeting and reported 42 calls for service this month, 19 were medically related. Cal Fire reported in 16 hour time frame there were 7 calls during the recent storm. It was reported the woman who drowned was in 12 feet of moving water near Sycamore Hot Springs. Among the first responders Cal Fire, Highway Patrol, the Port of San Luis Harbor District all attempted to help. Other storm related upsets include delays for the Pismo Preserve and Lighthouse burns.

B. Conferences, Meetings and General Communications. GM Hagemann reminded the Board members of the January 30th, CSDA Local Chapter meeting.

5. CONSENT ITEMS

Director Berry made a motion to approve the Consent Items. It was seconded by Director Kennett and passed with a roll call vote 4-0.

AYES: Kristin Berry
Howie Kennett
John Janowicz
Pete Kelley

NOES: None
ABSENT: Ara Najarian

6. DISCUSSION OF PULLED CONSENT ITEMS: None

7. BUSINESS ITEMS:

A. Local Fire Code Update, Ordinance No. 2022-01

GM Hagemann introduced San Luis Obispo County Fire Marshal, Kevin McLean. There were no questions for Chief McLean. President Kelley opened the public hearing. No members of the public were present. President Kelley closed the Public Hearing. Director Berry made a motion to read and approve the updated Fire Code Ordinance by Title Only. The motion was seconded by Director Kennett and passed with a roll call vote 4-0.

AYES: Kristin Berry
Howie Kennett
John Janowicz
Pete Kelley

NOES: None
ABSENT: Ara Najarian

B. Election of Officers and Committee Members for Avila Beach CSD

After a brief discussion, the Directors decided the following by acclamation: Pete Kelley would remain President, and Ara Najarian, Vice President of the Board of Directors. Additionally, by acclamation the committees would stay the same as the previous year with John Janowicz replacing Director Helenius' positions on the Personnel and Drought committees.

2023 Office Appointments

President: Pete Kelley

Vice President: Ara Najarian

2023 Committee Appointments

Finance: Directors Kristin Berry & Ara Najarian

Personnel: Directors Pete Kelley & John Janowicz

Facilities: Directors Pete Kelley & Howie Kennett

Drought: Directors Ara Najarian & John Janowicz

COMMUNICATIONS/CORRESPONDENCE.

None

ADJOURNMENT: The meeting was adjourned at 3:54 P.M.

The next regular meeting of the Avila Beach Community Services District is scheduled for Tuesday, February 14th, 2023, at 3:00 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

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 14th, 2023

SUBJECT: Monthly Financial Review for January

Recommendation:

Receive and file report.

Overall Monthly Summary

During the month of January, the District deposited \$294,230.55 and incurred \$143,519.48 in expenses (cash basis). We experienced higher than normal deposits due to county tax distributions in the amount of \$237,965.39. The District purchased 60% of its state water allocation and drought buffer in the amount of \$78,241.22. Water and sewer revenue for the month of January was \$66,884.09. This is relatively low and is attributed to the winter storms and the lack of tourism.

Detailed financial reports including a Balance Sheets, Deposits by Fund, Checks by Fund and Profit and Loss Sheets are provided for your information for the month of January.

Utility Service Billing

The District billed approximately \$66,410.25 in water and sewer service charges in January. Customer Rate Assistance reduced billing charges to the District in the amount of \$790.79.

Operation and Maintenance

The statement for January from Fluid Resource Management (FRM) is attached.

	<u>Jan 23</u>
Ordinary Income/Expense	
Income	
4000 · Income Summary	
4010 · Operating Revenue	66,884.09
4012 · Solid Waste Franchise Fee	2,265.21
4030 · County Taxes	237,965.39
4600 · Interest Income	7,280.72
	<hr/>
Total 4000 · Income Summary	314,395.41
	<hr/>
Total Income	314,395.41
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Gross Profit	314,395.41
	<hr/>
Expense	
5100 · Merchant Credit Card Fees	
5110 · Amex	9.00
5120 · Chase Paymentech	132.62
5140 · Invoice Cloud	473.18
	<hr/>
Total 5100 · Merchant Credit Card Fees	614.80
	<hr/>
5200 · Payroll Expenses	
5210 · Gross Wages	
5211 · Regular Pay	2,948.89
5012 · Holiday Pay	446.52
5014 · Sick Pay	558.15
5016 · Vacation Pay	0.00
	<hr/>
Total 5210 · Gross Wages	3,953.56
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5230 · Payroll Taxes	144.98
	<hr/>
5240 · Health & Medical Exp.	
5242 · Health Ins / Other	800.00
	<hr/>
Total 5240 · Health & Medical Exp.	800.00
	<hr/>
5250 · PERS Company Pd Expense	
5256 · PERS Co Pd Kristi	279.45
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Total 5250 · PERS Company Pd Expense	279.45
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5280 · Payroll Administration & Misc.	270.82
	<hr/>
Total 5200 · Payroll Expenses	5,448.81

Avila Beach Community Services District
Profit & Loss
January 2023

	<u>Jan 23</u>
6000 · Administrative Overheads	
6102 · Accounting	1,290.00
6140 · Office Supplies & Postage	
6142 · Postage & Shipping	200.64
6143 · Supplies, Office	391.49
	<hr/>
Total 6140 · Office Supplies & Postage	592.13
6150 · Rate Assistance	840.79
6170 · Website	200.00
	<hr/>
Total 6000 · Administrative Overheads	2,922.92
6500 · Operating Expenses	
6503 · Chemicals	3,909.33
6506 · Contract Labor GM	9,450.00
6507 · Contract Labor Civil Engineer	12,600.00
6520 · Equipment Repair & Maint.	
6524 · Equip. Rep. & Maint. Avila Only	40.00
	<hr/>
Total 6520 · Equipment Repair & Maint.	40.00
6525 · Fat Oil & Grease (FOG)	112.00
6535 · Insurance P/L	2,034.74
6540 · Lab Tests	5,115.00
6542 · Maintenance	307.25
6550 · Operating Supplies	21.84
6555 · Permits & Fees	5,889.50
6565 · Regulatory Compliance	81.30
6580 · Solids Handling	1,960.00
6585 · Telephone / Internet	1,083.84
6590 · Utilities	4,797.01
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Total 6500 · Operating Expenses	47,401.81
6800 · Water	
6805 · State Water	78,241.22
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Total 6800 · Water	78,241.22
	<hr/>
Total Expense	134,629.56
	<hr/>
Net Ordinary Income	179,765.85

	<u>Jan 23</u>
Other Income/Expense	
Other Expense	
8200 · Non-Operating Expenses	
8230 · Capital Purchases in Prog Sani	
8245 · WWTP Improvement Project	
8245d · WWTP Wallace Group Enginee...	4,617.75
8245e · WWTP Construction	2,418.99
8245g · WWTP Cannon CM Services	9,917.25
Total 8245 · WWTP Improvement Project	<u>16,953.99</u>
Total 8230 · Capital Purchases in Prog Sani	<u>16,953.99</u>
Total 8200 · Non-Operating Expenses	<u>16,953.99</u>
Total Other Expense	<u>16,953.99</u>
Net Other Income	<u>-16,953.99</u>
Net Income	<u><u>162,811.86</u></u>

Avila Beach Community Services District
Balance Sheet
As of January 31, 2023

	<u>Jan 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Summary	
1005 · Customer Cash	625.01
1008 · Petty Cash	45.48
1010 · Pacific Premier Checking	966,027.23
1050 · LAIF	3,860,611.12
1060 · US Bank MM WWTP	796,242.24
	<hr/>
Total 1000 · Cash Summary	5,623,551.08
	<hr/>
Total Checking/Savings	5,623,551.08
Accounts Receivable	
1200 · *Accounts Receivable	-81,054.00
	<hr/>
Total Accounts Receivable	-81,054.00
Other Current Assets	
1250 · Receivables	
1255 · Interest Receivable	7,280.62
1270 · Taxes Receivable	57,104.14
1280 · Water & Sewer Billings	112,438.75
	<hr/>
Total 1250 · Receivables	176,823.51
1400 · Prepaid Summary	
1410 · Prepaid Insurance	10,221.20
	<hr/>
Total 1400 · Prepaid Summary	10,221.20
	<hr/>
Total Other Current Assets	187,044.71
	<hr/>
Total Current Assets	5,729,541.79
Fixed Assets	
1600 · Fixed Assets & Acc. Depr.	
1605 · Office Equipment	
1606 · Copier Samsung 2012	8,233.58
1609 · Office Equipment Accum Depr	-16,373.00
	<hr/>
Total 1605 · Office Equipment	-8,139.42

Avila Beach Community Services District
Balance Sheet
As of January 31, 2023

	<u>Jan 31, 23</u>
1610 · Fixed Asset -Office & Admin.	
1612 · Office Furniture cost	4,526.21
1614 · Office Furniture Accum Dep.	-4,526.21
	<hr/>
Total 1610 · Fixed Asset -Office & Ad...	0.00
1620 · Fixed Assets - Sanitary	
1622 · Land	60,334.10
1626 · Collection Assets	
1627 · Collection Assets Cost	1,517,267.58
1628 · Collect Assets Accum Depr	-593,752.02
	<hr/>
Total 1626 · Collection Assets	923,515.56
1630 · Disposal Equipment	
1631 · Disposal Equip Cost	611,174.66
1632 · Disposal Equip Accum Depr	-376,478.88
	<hr/>
Total 1630 · Disposal Equipment	234,695.78
1634 · Other Equipment	
1634a · Other Equipment Cost	6,973.40
	<hr/>
Total 1634 · Other Equipment	6,973.40
1635 · Treatment Plant	
1636 · Treatment Plant Original	105,000.00
1637 · Treatment Plant Addition	2,049,098.30
1638 · Treatment Plant Accum Dep	-1,519,694.40
	<hr/>
Total 1635 · Treatment Plant	634,403.90
1642 · Treatment Equipment	
1643 · Treatment Equip Cost	1,087,410.54
1644 · Treatment Equip Accum D...	-787,343.49
1642 · Treatment Equipment - Oth...	205,485.61
	<hr/>
Total 1642 · Treatment Equipment	505,552.66
Total 1620 · Fixed Assets - Sanitary	2,365,475.40
1650 · Fixed Assets - Water	
1652 · Equipment	
1653 · Equipment Cost	21,136.28
1654 · Equipment Accum Depr	-21,136.28
	<hr/>
Total 1652 · Equipment	0.00

Avila Beach Community Services District
Balance Sheet
As of January 31, 2023

	<u>Jan 31, 23</u>
1656 · Distribution Assets	
1657 · Distribution Assets Cost	1,270,572.25
1658 · Dist Assets Accum Depr	<u>-755,498.34</u>
Total 1656 · Distribution Assets	<u>515,073.91</u>
Total 1650 · Fixed Assets - Water	<u>515,073.91</u>
1680 · Structures - Fixed Asset	
1681 · Structures GFAAG - Sani & FA	164,414.58
1682 · Gen / Fire Accum Dep	<u>-109,252.42</u>
Total 1680 · Structures - Fixed Asset	<u>55,162.16</u>
1690 · Construction in Progress	<u>2,220,035.96</u>
Total 1600 · Fixed Assets & Acc. Depr.	<u>5,147,608.01</u>
Total Fixed Assets	<u>5,147,608.01</u>
Other Assets	
1800 · Deferred Outflows of Resources	<u>28,724.00</u>
Total Other Assets	<u>28,724.00</u>
TOTAL ASSETS	<u><u>10,905,873.80</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	<u>193,478.86</u>
Total Accounts Payable	<u>193,478.86</u>
Other Current Liabilities	
2200 · Payroll Liabilities	
2255 · Accrued Interest FB Auditor	71,347.50
2201 · Accrued Payroll	2,540.00
2260 · Vacation Payable	3,791.40
2262 · Sick Pay Accrued	2,308.92
2250 · PERS Liability	<u>494.20</u>
Total 2200 · Payroll Liabilities	<u>80,482.02</u>

Avila Beach Community Services District
Balance Sheet
As of January 31, 2023

	<u>Jan 31, 23</u>
2300 · Deposits Held	
2303 · Water Deposits Held	6,430.00
Total 2300 · Deposits Held	<u>6,430.00</u>
Total Other Current Liabilities	<u>86,912.02</u>
Total Current Liabilities	280,390.88
Long Term Liabilities	
2400 · Net Pension Liability	92,927.00
2450 · U.S. Bank Loan WWTP	2,814,183.01
2500 · Deferred Inflows of Resources	86,221.00
2999 · Unbalanced Classes	<u>-3,992,989.31</u>
Total Long Term Liabilities	<u>-999,658.30</u>
Total Liabilities	-719,267.42
Equity	
3900 · Retained Earnings	12,342,527.65
Net Income	<u>-717,386.43</u>
Total Equity	<u>11,625,141.22</u>
TOTAL LIABILITIES & EQUITY	<u><u>10,905,873.80</u></u>

Avila Beach Community Services District
Checks by Fund w/Accounts
 January 2023

02/08/23

Type	Date	Num	Name	Memo	Account	Amount	Balance
Check	01/02/2023	EFT	GetStreamline.com / Di...	monthly ABCSD Streamline	6170 · Website	200.00	200.00
Check	01/03/2023	EFT	Brezden Pest		6542 · Maintenance	70.00	270.00
Check	01/03/2023		Paymentech	merchant cc fees	5120 · Chase Payment...	2.75	272.75
Check	01/04/2023		Paymentech	merchant cc fees	5120 · Chase Payment...	6.57	279.32
Check	01/04/2023		Caltronics Business Sys...		6550 · Operating Sup...	21.84	301.16
Check	01/05/2023		U.S. Postal Service		6142 · Postage & Ship...	13.20	314.36
Check	01/05/2023		Paymentech	merchant cc fees	5120 · Chase Payment...	3.06	317.42
Check	01/05/2023		American Express Disc...	Amex	5110 · Amex	9.00	326.42
Check	01/05/2023		Paymentech	merchant cc fees	5120 · Chase Payment...	9.17	335.59
Check	01/06/2023		Paymentech	merchant cc fees	5120 · Chase Payment...	2.22	337.81
Check	01/10/2023	EFT	Cal Tec Computers	computer repairs	6524 · Equip. Rep. & M...	40.00	377.81
Check	01/10/2023		Paymentech	merchant cc fees	5120 · Chase Payment...	5.67	383.48
Check	01/10/2023		InvoiceCloud	Invoice Cloud merchant fees	5140 · Invoice Cloud	473.18	856.66
Check	01/11/2023		Paymentech	merchant cc fees	5120 · Chase Payment...	1.86	858.52
Check	01/11/2023	3396	Hagemann & Associates	Contract Labor GM Dec 4th - 17th, 2022	6506 · Contract Labor ...	1,500.00	2,358.52
Check	01/11/2023	3401	Nikki Engle Bookkeeping	12/21/22 Inv. 3224 Bookkeeping	6102 · Accounting	240.00	2,598.52
Check	01/11/2023	3401	Nikki Engle Bookkeeping	12/28/22 Bookkeeping	6102 · Accounting	240.00	2,838.52
Check	01/11/2023	3403	Coastline Cleaning Co.	Office Maintenance Inv. 3158 (Dec 2022)	6542 · Maintenance	165.00	3,003.52
Check	01/11/2023	3403	Coastline Cleaning Co.	Exterior Clean Up of Leaves, Sand and De...	6542 · Maintenance	25.00	3,028.52
Check	01/12/2023	3406	Nikki Engle Bookkeeping	1/4 Bookkeeping Audit Journal Entries	6102 · Accounting	150.00	3,178.52
Check	01/12/2023	3406	Nikki Engle Bookkeeping	1/6 Bookkeeping 1099 Research	6102 · Accounting	360.00	3,538.52
Check	01/12/2023	3406	Nikki Engle Bookkeeping	1/11 Bookkeeping	6102 · Accounting	300.00	3,838.52
Check	01/12/2023		Paymentech	merchant cc fees	5120 · Chase Payment...	2.56	3,841.08
Check	01/18/2023		Paymentech	merchant cc fees	5120 · Chase Payment...	2.35	3,843.43
Check	01/18/2023		Costco		6143 · Supplies, Office	220.87	4,064.30
Check	01/19/2023		Paymentech	merchant cc fees	5120 · Chase Payment...	3.46	4,067.76
Check	01/20/2023	3407	Bradley Hagemann	Contract Labor Inv. 1204 Dec 18th - 31st, ...	6506 · Contract Labor ...	750.00	4,817.76
Check	01/20/2023	3408	Perez Gardening Service	Inv. 30065 1/15/23 Office January	6542 · Maintenance	47.25	4,865.01
Check	01/20/2023		Paymentech	merchant cc fees	5120 · Chase Payment...	3.81	4,868.82
Check	01/23/2023		Paymentech	merchant cc fees	5120 · Chase Payment...	73.90	4,942.72
Check	01/23/2023	EFT	PG&E	100 San Luis St.	6590 · Utilities	221.32	5,164.04
Check	01/25/2023	EFT	Spectrum	Acct #. 8245100980033571	6585 · Telephone / Int...	229.95	5,393.99
Check	01/25/2023		Paymentech	merchant cc fees	5120 · Chase Payment...	1.77	5,395.76
Check	01/25/2023	3412	Creative Technologies, l...	Customer Number 849 Inv. 7858 1/12/23 ...	6142 · Postage & Ship...	174.84	5,570.60
Check	01/27/2023		U.S. Postal Service		6142 · Postage & Ship...	12.60	5,583.20
Check	01/27/2023		Staples		6143 · Supplies, Office	170.62	5,753.82
Check	01/30/2023		Paymentech	merchant cc fees	5120 · Chase Payment...	1.03	5,754.85
Check	01/31/2023	3416	Hagemann & Associates	Contract Labor GM January 1st - 14th, 20...	6506 · Contract Labor ...	3,300.00	9,054.85
Check	01/31/2023	3417	Hagemann & Associates	Contract Labor Inv. 1207 January 15th - 3...	6506 · Contract Labor ...	3,900.00	12,954.85
Check	01/31/2023	EFT	Public Employees Retir...	Kristi 12/16 - 12/31/22	2250 · PERS Liability	227.92	13,182.77

**Avila Beach Community Services District
Checks by Fund w/Accounts
January 2023**

02/08/23

Type	Date	Num	Name	Memo	Account	Amount	Balance	
Check	01/31/2023	EFT	Public Employees Retir...	Kristi 12/16 - 12/31/22	5256 · PERS Co Pd K...	32.35	13,215.12	
Check	01/31/2023		Paymentech	merchant cc fees	5120 · Chase Paymen...	12.44	13,227.56	
Total General / Admin							13,227.56	13,227.56
Lights								
Check	01/03/2023	EFT	PG&E	Colony Lights acct # 5992155362-0	6590 · Utilities	117.30	117.30	
Check	01/03/2023	EFT	PG&E	Town Lights acct # 0690976984-3	6590 · Utilities	446.34	563.64	
Check	01/23/2023	EFT	PG&E	Front St. Lights acct# 5796765606-7	6590 · Utilities	435.02	998.66	
Check	01/30/2023	EFT	PG&E	Town Lights acct # 0690976984-3	6590 · Utilities	449.82	1,448.48	
Check	01/30/2023	EFT	PG&E	Colony Lights acct # 5992155362-0	6590 · Utilities	118.82	1,567.30	
Total Lights							1,567.30	1,567.30
Sanitary								
Check	01/03/2023	EFT	South County Sanitary ...	Acct. Number 4120-3104357 2 Yd Dumpster	6590 · Utilities	185.91	185.91	
Check	01/11/2023	3396	Hagemann & Associates	Contract Labor Sani System	6507 · Contract Labor ...	3,900.00	4,085.91	
Check	01/11/2023	3398	Cioacina, LLC	Invoice #: 200340 Tank Installation	8245e · WWTP Const...	2,418.99	6,504.90	
Check	01/11/2023	3399	Abalone Coast Analytic...	Statement: 5976 1/3/23	6540 · Lab Tests	5,115.00	11,619.90	
Check	01/11/2023	3400	Speed's, Inc.	Solids Handling 12/29/22 Inv. 69430	6580 · Solids Handling	1,960.00	13,579.90	
Check	01/11/2023	3402	Wallace Group, Inc.	Inv. 58091 Project#: 0245-0012-00 12/20/22	8245d · WWTP Walla...	2,559.25	16,139.15	
Check	01/11/2023	3404	Brenntag Pacific, Inc.	BPI299799 12/29/22	6503 · Chemicals	838.28	16,977.43	
Check	01/17/2023	EFT	AT&T	acct # 287272916182 tablet 805 234-1720	6585 · Telephone / Int...	23.50	17,000.93	
Check	01/18/2023	EFT	AT&T	acct # x 0885 Internet	6585 · Telephone / Int...	58.85	17,059.78	
Check	01/20/2023	3407	Bradley Hagemann	Contract Labor Sanitary	6507 · Contract Labor ...	2,850.00	19,909.78	
Check	01/23/2023	EFT	PG&E	Lift Station acct# 6338432238-2	6590 · Utilities	198.64	20,108.42	
Check	01/23/2023	EFT	PG&E	3rd & San Fran St. pump	6590 · Utilities	2,412.56	22,520.98	
Check	01/25/2023	3410	SLO CO Air Pollution C...	Permit Inv. #22166	6555 · Permits & Fees	1,888.32	24,409.30	
Check	01/25/2023	3411	Brenntag Pacific, Inc.	BPI298574 12/22/22	6503 · Chemicals	937.56	25,346.86	
Check	01/25/2023	3411	Brenntag Pacific, Inc.	BPI 300965 1/5/23	6503 · Chemicals	1,292.78	26,639.64	
Check	01/25/2023	3411	Brenntag Pacific, Inc.	BPI304831 1/19/23	6503 · Chemicals	840.71	27,480.35	
Check	01/25/2023	3413	Wallace Group, Inc.	Inv. 58327 Project #: 0245-0012-00 1/20/23	8245d · WWTP Walla...	2,058.50	29,538.85	
Check	01/25/2023	3413	Wallace Group, Inc.	Inv. # 58312 1/20/23	6525 · Fat Oil & Greas...	112.00	29,650.85	
Check	01/25/2023	3414	Cannon	MBR WWTP Project # 211211 Inv. # 8299...	8245g · WWTP Cann...	9,917.25	39,568.10	
Check	01/31/2023	3416	Hagemann & Associates	Contract Labor Sanitary System	6507 · Contract Labor ...	2,100.00	41,668.10	
Check	01/31/2023	3417	Hagemann & Associates	Contract Labor Sanitary System	6507 · Contract Labor ...	750.00	42,418.10	
Check	01/31/2023	EFT	AT&T	acct # 805 595-9416 904 5	6585 · Telephone / Int...	771.54	43,189.64	
Total Sanitary							43,189.64	43,189.64

Avila Beach Community Services District
Checks by Fund w/Accounts
 January 2023

02/08/23

Type	Date	Num	Name	Memo	Account	Amount	Balance
Water							
Check	01/11/2023	3396	Hagemann & Associates	Contract Labor Water System	6507 · Contract Labor ...	1,350.00	1,350.00
Check	01/11/2023	3397	State Water Board	Inv. SM-10403000 System #: 4000222 Wa...	6555 · Permits & Fees	3,693.76	5,043.76
Check	01/11/2023	3405	SLO Co Health	Cross Connection No: INO143428 12/19/22	6565 · Regulatory Co...	81.30	5,125.06
Check	01/20/2023	3407	Bradley Hagemann	Contract Labor Water	6507 · Contract Labor ...	450.00	5,575.06
Check	01/20/2023	3409	California Dept of Fax a...	Water Rights Permits and Fees July 1 202...	6555 · Permits & Fees	307.42	5,882.48
Check	01/23/2023	EFT	PG&E	1717 Cave Landing Rd.	6590 · Utilities	211.28	6,093.76
Check	01/25/2023	3415	SLO County Public Works	FY 2022/23 Prelim. Inv. Installment Inv. 28...	6805 · State Water	66,504.22	72,597.98
Check	01/25/2023	3415	SLO County Public Works	Drought Buffer	6805 · State Water	11,737.00	84,334.98
Check	01/31/2023	3416	Hagemann & Associates	Contract Labor Water System	6507 · Contract Labor ...	600.00	84,934.98
Check	01/31/2023	3417	Hagemann & Associates	Contract Labor Water System	6507 · Contract Labor ...	600.00	85,534.98
Total Water						85,534.98	85,534.98
TOTAL						143,519.48	143,519.48

Avila Beach Community Services District
Deposits by Fund
January 2023

02/08/23

Type	Date	Memo	Split	Amount	Balance
General / Admin					
Deposit	01/12/2023	TCF FY 23 DEC ME - IMPR # 1 - Gen . 70, Water .25, Lights	1010 · Pacific Prem...	-77,831.06	-77,831.06
Total General / Admin				-77,831.06	-77,831.06
Lights					
Deposit	01/12/2023	TCF FY 23 DEC ME - IMPR # 1 - Gen . 70, Water .25, Lights	1010 · Pacific Prem...	-5,559.36	-5,559.36
Total Lights				-5,559.36	-5,559.36
Sanitary					
Deposit	01/01/2023	Sani Rec	1010 · Pacific Prem...	-252.38	-252.38
Deposit	01/01/2023	Rate Assistance	1010 · Pacific Prem...	4.73	-247.65
Deposit	01/01/2023	Other 1	1010 · Pacific Prem...	0.00	-247.65
Deposit	01/01/2023	Other 2	1010 · Pacific Prem...	0.00	-247.65
Deposit	01/02/2023	Sani Rec	1010 · Pacific Prem...	-112.53	-360.18
Deposit	01/02/2023	Rate Assistance	1010 · Pacific Prem...	12.23	-347.95
Deposit	01/02/2023	Other 1	1010 · Pacific Prem...	0.00	-347.95
Deposit	01/02/2023	Other 2	1010 · Pacific Prem...	0.00	-347.95
Deposit	01/03/2023	Sani Rec	1010 · Pacific Prem...	-492.32	-840.27
Deposit	01/03/2023	Rate Assistance	1010 · Pacific Prem...	4.73	-835.54
Deposit	01/03/2023	Other 1	1010 · Pacific Prem...	0.00	-835.54
Deposit	01/03/2023	Other 2	1010 · Pacific Prem...	0.00	-835.54
Deposit	01/04/2023	Sani Rec	1010 · Pacific Prem...	-286.22	-1,121.76
Deposit	01/04/2023	Rate Assistance	1010 · Pacific Prem...	12.23	-1,109.53
Deposit	01/04/2023	Other 1	1010 · Pacific Prem...	0.00	-1,109.53
Deposit	01/04/2023	Other 2	1010 · Pacific Prem...	-310.15	-1,419.68
Deposit	01/05/2023	Sani Rec	1010 · Pacific Prem...	-371.35	-1,791.03
Deposit	01/05/2023	Rate Assistance	1010 · Pacific Prem...	0.00	-1,791.03
Deposit	01/05/2023	Other 1	1010 · Pacific Prem...	0.00	-1,791.03
Deposit	01/05/2023	Other 2	1010 · Pacific Prem...	0.00	-1,791.03
Deposit	01/06/2023	Sani Rec	1010 · Pacific Prem...	-23.65	-1,814.68
Deposit	01/06/2023	Rate Assistance	1010 · Pacific Prem...	4.73	-1,809.95
Deposit	01/06/2023	Other 1	1010 · Pacific Prem...	0.00	-1,809.95
Deposit	01/06/2023	Other 2	1010 · Pacific Prem...	-18.28	-1,828.23
Deposit	01/07/2023	Sani Rec	1010 · Pacific Prem...	-37.51	-1,865.74
Deposit	01/07/2023	Rate Assistance	1010 · Pacific Prem...	0.00	-1,865.74

**Avila Beach Community Services District
Deposits by Fund
January 2023**

02/08/23

Type	Date	Memo	Split	Amount	Balance
Deposit	01/07/2023	Other 1	1010 · Pacific Prem...	0.00	-1,865.74
Deposit	01/07/2023	Other 2	1010 · Pacific Prem...	0.00	-1,865.74
Deposit	01/09/2023	Sani Rec	1010 · Pacific Prem...	-84.81	-1,950.55
Deposit	01/09/2023	Rate Assistance	1010 · Pacific Prem...	0.00	-1,950.55
Deposit	01/09/2023	Other 1	1010 · Pacific Prem...	0.00	-1,950.55
Deposit	01/09/2023	Other 2	1010 · Pacific Prem...	0.00	-1,950.55
Deposit	01/10/2023	Sani Rec	1010 · Pacific Prem...	-171.27	-2,121.82
Deposit	01/10/2023	Rate Assistance	1010 · Pacific Prem...	0.00	-2,121.82
Deposit	01/10/2023	Other 1	1010 · Pacific Prem...	0.00	-2,121.82
Deposit	01/10/2023	Other 2	1010 · Pacific Prem...	-0.30	-2,122.12
Deposit	01/11/2023	Sani Rec	1010 · Pacific Prem...	-951.38	-3,073.50
Deposit	01/11/2023	Rate Assistance	1010 · Pacific Prem...	0.00	-3,073.50
Deposit	01/11/2023	Other 1	1010 · Pacific Prem...	0.00	-3,073.50
Deposit	01/11/2023	Other 2	1010 · Pacific Prem...	-38.38	-3,111.88
Deposit	01/12/2023	Sani Rec	1010 · Pacific Prem...	-728.90	-3,840.78
Deposit	01/12/2023	Rate Assistance	1010 · Pacific Prem...	41.42	-3,799.36
Deposit	01/12/2023	Other 1	1010 · Pacific Prem...	0.00	-3,799.36
Deposit	01/12/2023	Other 2	1010 · Pacific Prem...	0.00	-3,799.36
Deposit	01/12/2023	TCF FY 23 DEC ME - Waste	1010 · Pacific Prem...	-126,778.16	-130,577.52
Deposit	01/13/2023	Sani Rec	1010 · Pacific Prem...	-4,756.07	-135,333.59
Deposit	01/13/2023	Rate Assistance	1010 · Pacific Prem...	0.00	-135,333.59
Deposit	01/13/2023	Other 1	1010 · Pacific Prem...	0.00	-135,333.59
Deposit	01/13/2023	Other 2	1010 · Pacific Prem...	0.00	-135,333.59
Deposit	01/14/2023	Sani Rec	1010 · Pacific Prem...	-9.79	-135,343.38
Deposit	01/14/2023	Rate Assistance	1010 · Pacific Prem...	0.00	-135,343.38
Deposit	01/14/2023	Other 1	1010 · Pacific Prem...	0.00	-135,343.38
Deposit	01/14/2023	Other 2	1010 · Pacific Prem...	0.00	-135,343.38
Deposit	01/16/2023	Sani Rec	1010 · Pacific Prem...	-88.88	-135,432.26
Deposit	01/16/2023	Rate Assistance	1010 · Pacific Prem...	10.27	-135,421.99
Deposit	01/16/2023	Other 1	1010 · Pacific Prem...	0.00	-135,421.99
Deposit	01/16/2023	Other 2	1010 · Pacific Prem...	0.00	-135,421.99
Deposit	01/17/2023	Sani Rec	1010 · Pacific Prem...	-4,833.32	-140,255.31
Deposit	01/17/2023	Rate Assistance	1010 · Pacific Prem...	19.74	-140,235.57
Deposit	01/17/2023	Other 1	1010 · Pacific Prem...	1,677.56	-138,558.01
Deposit	01/17/2023	Other 2	1010 · Pacific Prem...	-150.68	-138,708.69
Deposit	01/18/2023	Sani Rec	1010 · Pacific Prem...	-7,876.75	-146,585.44

**Avila Beach Community Services District
Deposits by Fund
January 2023**

02/08/23

Type	Date	Memo	Split	Amount	Balance
Deposit	01/18/2023	Rate Assistance	1010 · Pacific Prem...	61.97	-146,523.47
Deposit	01/18/2023	Other 1	1010 · Pacific Prem...	1,967.28	-144,556.19
Deposit	01/18/2023	Other 2	1010 · Pacific Prem...		-144,556.19
Deposit	01/19/2023	Sani Rec	1010 · Pacific Prem...	-87.85	-144,644.04
Deposit	01/19/2023	Rate Assistance	1010 · Pacific Prem...		-144,644.04
Deposit	01/19/2023	Other 1	1010 · Pacific Prem...		-144,644.04
Deposit	01/19/2023	Other 2	1010 · Pacific Prem...		-144,644.04
Deposit	01/19/2023	Community Park Restrooms 12/1 - 12/23/22	1010 · Pacific Prem...	-111.19	-144,755.23
Deposit	01/20/2023	Sani Rec	1010 · Pacific Prem...	-2,954.39	-147,709.62
Deposit	01/20/2023	Rate Assistance	1010 · Pacific Prem...	11.42	-147,698.20
Deposit	01/20/2023	Other 1	1010 · Pacific Prem...		-147,698.20
Deposit	01/20/2023	Other 2	1010 · Pacific Prem...		-147,698.20
Deposit	01/20/2023	Community Park Restrooms 12/1 - 12/23/22	1010 · Pacific Prem...	111.19	-147,587.01
Deposit	01/23/2023	Sani Rec	1005 · Customer C...	-56.48	-147,643.49
Deposit	01/23/2023	Rate Assistance	1005 · Customer C...	7.50	-147,635.99
Deposit	01/23/2023	Other 1	1005 · Customer C...		-147,635.99
Deposit	01/23/2023	Other 2	1005 · Customer C...		-147,635.99
Deposit	01/24/2023	Sani Rec	1010 · Pacific Prem...	-882.36	-148,518.35
Deposit	01/24/2023	Rate Assistance	1010 · Pacific Prem...		-148,518.35
Deposit	01/24/2023	Other 1	1010 · Pacific Prem...		-148,518.35
Deposit	01/24/2023	Other 2	1010 · Pacific Prem...		-148,518.35
Deposit	01/25/2023	Sani Rec	1010 · Pacific Prem...	25.50	-148,492.85
Deposit	01/25/2023	Rate Assistance	1010 · Pacific Prem...	-79.09	-148,571.94
Deposit	01/25/2023	Other 1	1010 · Pacific Prem...	15.82	-148,556.12
Deposit	01/25/2023	Other 2	1010 · Pacific Prem...	0.00	-148,556.12
Deposit	01/26/2023	Sani Rec	1010 · Pacific Prem...	0.00	-148,556.12
Deposit	01/26/2023	Rate Assistance	1010 · Pacific Prem...	-462.08	-149,018.20
Deposit	01/26/2023	Other 1	1010 · Pacific Prem...	32.15	-148,986.05
Deposit	01/26/2023	Other 2	1010 · Pacific Prem...	0.00	-148,986.05
Deposit	01/27/2023	Sani Rec	1010 · Pacific Prem...	-70.22	-149,056.27
Deposit	01/27/2023	Rate Assistance	1010 · Pacific Prem...	-92.95	-149,149.22
Deposit	01/27/2023	Other 1	1010 · Pacific Prem...	0.00	-149,149.22
Deposit	01/27/2023	Other 2	1010 · Pacific Prem...	0.00	-149,149.22
Deposit	01/28/2023	Sani Rec	1010 · Pacific Prem...	0.00	-149,149.22
Deposit	01/28/2023	Rate Assistance	1010 · Pacific Prem...	-61.16	-149,210.38
Deposit	01/28/2023	Other 1	1010 · Pacific Prem...	0.00	-149,210.38
Deposit	01/28/2023	Other 2	1010 · Pacific Prem...	0.00	-149,210.38

**Avila Beach Community Services District
Deposits by Fund
January 2023**

02/08/23

Type	Date	Memo	Split	Amount	Balance
Deposit	01/28/2023	Other 2	1010 · Pacific Prem...	0.00	-149,210.38
Deposit	01/30/2023	Sani Rec	1010 · Pacific Prem...	-289.62	-149,500.00
Deposit	01/30/2023	Rate Assistance	1010 · Pacific Prem...	0.00	-149,500.00
Deposit	01/30/2023	Other 1	1010 · Pacific Prem...	0.00	-149,500.00
Deposit	01/30/2023	Other 2	1010 · Pacific Prem...	0.00	-149,500.00
Deposit	01/31/2023	Sani Rec	1010 · Pacific Prem...	-47.30	-149,547.30
Deposit	01/31/2023	Rate Assistance	1010 · Pacific Prem...	0.00	-149,547.30
Deposit	01/31/2023	Other 1	1010 · Pacific Prem...	0.00	-149,547.30
Deposit	01/31/2023	Other 2	1010 · Pacific Prem...	0.00	-149,547.30
Deposit	01/31/2023	\$ 215.24 BALANCE ADJ CCs	1010 · Pacific Prem...	-107.62	-149,654.92
Total Sanitary				-149,654.92	-149,654.92
Solid Waste					
Deposit	01/20/2023	Waste Connections Franchise Fee SW	1010 · Pacific Prem...	-2,265.21	-2,265.21
Total Solid Waste				-2,265.21	-2,265.21
Water					
Deposit	01/01/2023	Water Rec	1010 · Pacific Prem...	-362.28	-362.28
Deposit	01/01/2023	Rate Assistance	1010 · Pacific Prem...	10.70	-351.58
Deposit	01/01/2023	Other 1	1010 · Pacific Prem...	0.00	-351.58
Deposit	01/01/2023	Other 2	1010 · Pacific Prem...	0.00	-351.58
Deposit	01/02/2023	Water Rec	1010 · Pacific Prem...	-173.04	-524.62
Deposit	01/02/2023	Rate Assistance	1010 · Pacific Prem...	22.24	-502.38
Deposit	01/02/2023	Other 1	1010 · Pacific Prem...	0.00	-502.38
Deposit	01/02/2023	Other 2	1010 · Pacific Prem...	0.00	-502.38
Deposit	01/03/2023	Water Rec	1010 · Pacific Prem...	-633.51	-1,135.89
Deposit	01/03/2023	Rate Assistance	1010 · Pacific Prem...	10.70	-1,125.19
Deposit	01/03/2023	Other 1	1010 · Pacific Prem...	0.00	-1,125.19
Deposit	01/03/2023	Other 2	1010 · Pacific Prem...	0.00	-1,125.19
Deposit	01/04/2023	Water Rec	1010 · Pacific Prem...	-457.26	-1,582.45
Deposit	01/04/2023	Rate Assistance	1010 · Pacific Prem...	22.24	-1,560.21
Deposit	01/04/2023	Other 1	1010 · Pacific Prem...	0.00	-1,560.21
Deposit	01/04/2023	Other 2	1010 · Pacific Prem...	0.00	-1,560.21
Deposit	01/05/2023	Water Rec	1010 · Pacific Prem...	-408.60	-1,968.81
Deposit	01/05/2023	Rate Assistance	1010 · Pacific Prem...	0.00	-1,968.81

**Avila Beach Community Services District
Deposits by Fund
January 2023**

02/08/23

Type	Date	Memo	Split	Amount	Balance
Deposit	01/05/2023	Other 1	1010 · Pacific Prem...	0.00	-1,968.81
Deposit	01/05/2023	Other 2	1010 · Pacific Prem...	0.00	-1,968.81
Deposit	01/06/2023	Water Rec	1010 · Pacific Prem...	-53.50	-2,022.31
Deposit	01/06/2023	Rate Assistance	1010 · Pacific Prem...	10.70	-2,011.61
Deposit	01/06/2023	Other 1	1010 · Pacific Prem...	0.00	-2,011.61
Deposit	01/06/2023	Other 2	1010 · Pacific Prem...	0.00	-2,011.61
Deposit	01/07/2023	Water Rec	1010 · Pacific Prem...	-57.68	-2,069.29
Deposit	01/07/2023	Rate Assistance	1010 · Pacific Prem...	0.00	-2,069.29
Deposit	01/07/2023	Other 1	1010 · Pacific Prem...	0.00	-2,069.29
Deposit	01/07/2023	Other 2	1010 · Pacific Prem...	0.00	-2,069.29
Deposit	01/09/2023	Water Rec	1010 · Pacific Prem...	-164.68	-2,233.97
Deposit	01/09/2023	Rate Assistance	1010 · Pacific Prem...	0.00	-2,233.97
Deposit	01/09/2023	Other 1	1010 · Pacific Prem...	0.00	-2,233.97
Deposit	01/09/2023	Other 2	1010 · Pacific Prem...	0.00	-2,233.97
Deposit	01/10/2023	Water Rec	1010 · Pacific Prem...	-468.96	-2,702.93
Deposit	01/10/2023	Rate Assistance	1010 · Pacific Prem...	0.00	-2,702.93
Deposit	01/10/2023	Other 1	1010 · Pacific Prem...	0.00	-2,702.93
Deposit	01/10/2023	Other 2	1010 · Pacific Prem...	0.00	-2,702.93
Deposit	01/11/2023	Water Rec	1010 · Pacific Prem...	-2,151.98	-4,854.91
Deposit	01/11/2023	Rate Assistance	1010 · Pacific Prem...	0.00	-4,854.91
Deposit	01/11/2023	Other 1	1010 · Pacific Prem...	0.00	-4,854.91
Deposit	01/11/2023	Other 2	1010 · Pacific Prem...	0.00	-4,854.91
Deposit	01/12/2023	Water Rec	1010 · Pacific Prem...	-1,048.11	-5,903.02
Deposit	01/12/2023	Rate Assistance	1010 · Pacific Prem...	77.42	-5,825.60
Deposit	01/12/2023	Other 1	1010 · Pacific Prem...	0.00	-5,825.60
Deposit	01/12/2023	Other 2	1010 · Pacific Prem...	0.00	-5,825.60
Deposit	01/12/2023	TCF FY 23 DEC ME - IMPR # 1 - Gen . 70, Water .25, Lights	1010 · Pacific Prem...	-27,796.81	-33,622.41
Deposit	01/13/2023	Water Rec	1010 · Pacific Prem...	-1,944.86	-35,567.27
Deposit	01/13/2023	Rate Assistance	1010 · Pacific Prem...	0.00	-35,567.27
Deposit	01/13/2023	Other 1	1010 · Pacific Prem...	0.00	-35,567.27
Deposit	01/13/2023	Other 2	1010 · Pacific Prem...	0.00	-35,567.27
Deposit	01/14/2023	Water Rec	1010 · Pacific Prem...	-49.32	-35,616.59
Deposit	01/14/2023	Rate Assistance	1010 · Pacific Prem...	0.00	-35,616.59
Deposit	01/14/2023	Other 1	1010 · Pacific Prem...	0.00	-35,616.59
Deposit	01/14/2023	Other 2	1010 · Pacific Prem...	0.00	-35,616.59
Deposit	01/16/2023	Water Rec	1010 · Pacific Prem...	-119.54	-35,736.13

**Avila Beach Community Services District
Deposits by Fund
January 2023**

02/08/23

Type	Date	Memo	Split	Amount	Balance
Deposit	01/16/2023	Rate Assistance	1010 · Pacific Prem...	12.37	-35,723.76
Deposit	01/16/2023	Other 1	1010 · Pacific Prem...	0.00	-35,723.76
Deposit	01/16/2023	Other 2	1010 · Pacific Prem...	0.00	-35,723.76
Deposit	01/17/2023	Water Rec	1010 · Pacific Prem...	-4,681.39	-40,405.15
Deposit	01/17/2023	Rate Assistance	1010 · Pacific Prem...	33.76	-40,371.39
Deposit	01/17/2023	Other 1	1010 · Pacific Prem...	0.00	-40,371.39
Deposit	01/17/2023	Other 2	1010 · Pacific Prem...	0.00	-40,371.39
Deposit	01/18/2023	Water Rec	1010 · Pacific Prem...	-11,158.26	-51,529.65
Deposit	01/18/2023	Rate Assistance	1010 · Pacific Prem...	109.21	-51,420.44
Deposit	01/18/2023	Other 1	1010 · Pacific Prem...	0.00	-51,420.44
Deposit	01/18/2023	Other 2	1010 · Pacific Prem...	0.00	-51,420.44
Deposit	01/19/2023	Water Rec	1010 · Pacific Prem...	-164.68	-51,585.12
Deposit	01/19/2023	Rate Assistance	1010 · Pacific Prem...	0.00	-51,585.12
Deposit	01/19/2023	Other 1	1010 · Pacific Prem...	0.00	-51,585.12
Deposit	01/19/2023	Other 2	1010 · Pacific Prem...	0.00	-51,585.12
Deposit	01/19/2023	San Juan Irrigation 12/1 - 12/23/22	1010 · Pacific Prem...	-250.52	-51,835.64
Deposit	01/19/2023	Front Street Irrigation 12/1 - 12/23/22	1010 · Pacific Prem...	-142.34	-51,977.98
Deposit	01/19/2023	Community Park Restrooms 12/1 - 12/23/22	1010 · Pacific Prem...	-82.24	-52,060.22
Deposit	01/20/2023	Water Rec	1010 · Pacific Prem...	-3,732.70	-55,792.92
Deposit	01/20/2023	Rate Assistance	1010 · Pacific Prem...	31.26	-55,761.66
Deposit	01/20/2023	Other 1	1010 · Pacific Prem...	0.00	-55,761.66
Deposit	01/20/2023	Other 2	1010 · Pacific Prem...	0.00	-55,761.66
Deposit	01/20/2023	Front St Irrigation 12/1 - 12/23/22	1010 · Pacific Prem...	142.34	-55,619.32
Deposit	01/20/2023	San Juan Park Irrigation 12/1 - 12/23/22	1010 · Pacific Prem...	250.52	-55,368.80
Deposit	01/20/2023	Community Park Restrooms 12/1 - 12/23/22	1010 · Pacific Prem...	82.24	-55,286.56
Deposit	01/23/2023	Water Rec	1005 · Customer C...	-62.56	-55,349.12
Deposit	01/23/2023	Rate Assistance	1005 · Customer C...	11.54	-55,337.58
Deposit	01/23/2023	Other 1	1005 · Customer C...	0.00	-55,337.58
Deposit	01/23/2023	Other 2	1005 · Customer C...	0.00	-55,337.58
Deposit	01/24/2023	Water Rec	1010 · Pacific Prem...	-1,533.53	-56,871.11
Deposit	01/24/2023	Rate Assistance	1010 · Pacific Prem...	0.00	-56,871.11
Deposit	01/24/2023	Other 1	1010 · Pacific Prem...	0.00	-56,871.11
Deposit	01/24/2023	Other 2	1010 · Pacific Prem...	0.00	-56,871.11
Deposit	01/25/2023	Water Rec	1010 · Pacific Prem...	-70.22	-56,941.33
Deposit	01/25/2023	Rate Assistance	1010 · Pacific Prem...	14.04	-56,927.29
Deposit	01/25/2023	Other 1	1010 · Pacific Prem...	0.00	-56,927.29

Avila Beach Community Services District
Deposits by Fund
January 2023

02/08/23

Type	Date	Memo	Split	Amount	Balance
Deposit	01/25/2023	Other 2	1010 · Pacific Prem...	0.00	-56,927.29
Deposit	01/26/2023	Water Rec	1010 · Pacific Prem...	-1,268.85	-58,196.14
Deposit	01/26/2023	Rate Assistance	1010 · Pacific Prem...	46.98	-58,149.16
Deposit	01/26/2023	Other 1	1010 · Pacific Prem...	0.00	-58,149.16
Deposit	01/26/2023	Other 2	1010 · Pacific Prem...	0.00	-58,149.16
Deposit	01/27/2023	Water Rec	1010 · Pacific Prem...	-82.24	-58,231.40
Deposit	01/27/2023	Rate Assistance	1010 · Pacific Prem...	0.00	-58,231.40
Deposit	01/27/2023	Other 1	1010 · Pacific Prem...	0.00	-58,231.40
Deposit	01/27/2023	Other 2	1010 · Pacific Prem...	0.00	-58,231.40
Deposit	01/28/2023	Water Rec	1010 · Pacific Prem...	-111.18	-58,342.58
Deposit	01/28/2023	Rate Assistance	1010 · Pacific Prem...	0.00	-58,342.58
Deposit	01/28/2023	Other 1	1010 · Pacific Prem...	0.00	-58,342.58
Deposit	01/28/2023	Other 2	1010 · Pacific Prem...	0.00	-58,342.58
Deposit	01/30/2023	Water Rec	1010 · Pacific Prem...	-362.80	-58,705.38
Deposit	01/30/2023	Rate Assistance	1010 · Pacific Prem...	0.00	-58,705.38
Deposit	01/30/2023	Other 1	1010 · Pacific Prem...	0.00	-58,705.38
Deposit	01/30/2023	Other 2	1010 · Pacific Prem...	0.00	-58,705.38
Deposit	01/31/2023	Water Rec	1010 · Pacific Prem...	-107.00	-58,812.38
Deposit	01/31/2023	Rate Assistance	1010 · Pacific Prem...	0.00	-58,812.38
Deposit	01/31/2023	Other 1	1010 · Pacific Prem...	0.00	-58,812.38
Deposit	01/31/2023	Other 2	1010 · Pacific Prem...	0.00	-58,812.38
Deposit	01/31/2023	\$ 215.24 BALANCE ADJ CCs	1010 · Pacific Prem...	-107.62	-58,920.00
Total Water				-58,920.00	-58,920.00
TOTAL				-294,230.55	-294,230.55



FLUID RESOURCE MANAGEMENT

OPERATIONS . MAINTENANCE . MECHANICAL
 2385 Precision Drive
 Arroyo Grande, CA 93420

Statement

Date
2/2/23

Phone # 805.597.7100 Fax # 805.597.7171

California Certified Small Business #1120142

To:
Avila Beach Community Services District P.O. Box 309 100 San Luis Street Avila Beach, CA 93424

Amount Due	Amount Enc.
\$54,486.03	

Date	Transaction	Amount	Balance		
12/31/22	348F11001 Monthly OPS/Maint- INV #F22581. Orig. Amount \$22,319.88.	22,319.88	22,319.88		
01/31/23	INV #F22658. Orig. Amount \$22,246.80.	22,246.80	44,566.68		
12/23/22	348F11001 Monthly OPS/Maint:348FW11001 Water:348AW17001 Add Services water- INV #A22549. Orig. Amount \$581.89.	581.89	45,148.57		
12/31/22	INV #A22643. Orig. Amount \$21.28.	21.28	45,169.85		
12/22/22	348F11001 Monthly OPS/Maint:348FWW11001 Wastewater:348AWW17002 Add Services Wastewater- INV #A22527. Orig. Amount \$909.16.	909.16	46,079.01		
01/16/23	INV #A22613. Orig. Amount \$1,132.96.	1,132.96	47,211.97		
12/23/22	348TWW21001 Plant Expansion Coordination- INV #T22540. Orig. Amount \$1,250.00.	1,250.00	48,461.97		
01/17/23	INV #T22603. Orig. Amount \$312.50.	312.50	48,774.47		
01/18/23	W22421 Plug Valves Replacement- INV #W22421. Orig. Amount \$2,309.75.	2,309.75	51,084.22		
01/18/23	W22432 Recirculation Pump #2- INV #W22432. Orig. Amount \$1,126.97.	1,126.97	52,211.19		
12/28/22	W22487 Influent Pump #1 High Level Alarm- INV #W22487. Orig. Amount \$1,393.64.	1,393.64	53,604.83		
	W22505 Pump #1 Issues-				
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
27,622.96	26,863.07	0.00	0.00	0.00	\$54,486.03



FLUID RESOURCE MANAGEMENT

OPERATIONS . MAINTENANCE . MECHANICAL

2385 Precision Drive
Arroyo Grande, CA 93420

Statement

Date

2/2/23

Phone # 805.597.7100 Fax # 805.597.7171

California Certified Small Business #1120142

To:

Avila Beach Community Services District
P.O. Box 309
100 San Luis Street
Avila Beach, CA 93424


Amount Due	Amount Enc.
\$54,486.03	

Date	Transaction	Amount	Balance												
12/28/22	INV #W22505. Orig. Amount \$387.22.	387.22	53,992.05												
01/24/23	W22628 74 San Francisco Water Leak- INV #W22628. Orig. Amount \$493.98.	493.98	54,486.03												
<table border="1"> <thead> <tr> <th>CURRENT</th> <th>1-30 DAYS PAST DUE</th> <th>31-60 DAYS PAST DUE</th> <th>61-90 DAYS PAST DUE</th> <th>OVER 90 DAYS PAST DUE</th> <th>Amount Due</th> </tr> </thead> <tbody> <tr> <td>27,622.96</td> <td>26,863.07</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>\$54,486.03</td> </tr> </tbody> </table>		CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due	27,622.96	26,863.07	0.00	0.00	0.00	\$54,486.03		
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due										
27,622.96	26,863.07	0.00	0.00	0.00	\$54,486.03										

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 14, 2023

SUBJECT: General Manager/District Engineer Report

Zone 3 Advisory Committee and State Water Subcontractors Advisory Committee

The January 2023 Zone 3 Technical Advisory Committee meeting was cancelled due to County and many other city staff members needing to respond to emergency repair projects related to the heavy storms. The Zone 3 Advisory Committee did meet on Thursday January 19th. The agenda packet for the January 19th meeting is included as an attachment. As of this writing (February 7, 2023), the Lopez reservoir is at 55% of capacity with 27,000 AF in storage. We started the month of December with approximately 10,837 AF in storage. The December and January storms dumped approximately 24 inches of rain and added approximately 16,000 AF of water to the lake's storage!! We are optimistic that we will receive additional rain in February and March. Now that the soil in the watershed is fully saturated, even a small amount of additional rain will result in a significant addition to the lake storage.

The January 9th and 10th storms did some significant damage to the roads in the Lopez Lake Recreation Area and washed out a section of pipeline that carries treated wastewater from the Lopez Lake WWTP to the percolation disposal area. Fortunately, the campground that discharges sewage to the WWTP was closed. County Public Works crews and contractors have repaired the effluent force main, but I believe the camp ground is still closed. I have attached a couple photographs of the damage.

Wastewater Treatment Plant Project Status Report

With all the rainfall in January, we had limited work completed at the WWTP. Fortunately we did not have any spills or damage at the plant and we were able to finish up a majority of the electrical work. This month we will be installing the new fencing and access gate along Avila Beach Drive. We are still waiting for delivery of a few of the electrical switchgear components so we can complete the functionality of the new back-up generator. The vendors have advised us that they expect the equipment to be delivered in mid-February. Once all the electrical components are installed and functional, PG&E we need to come in and install the transformer and wiring needed to energize the equipment. We are optimistic that the project will be ready for Commissioning and start-up in late March or early April and fully operational by May or June.

County Property Tax Revenue Projections for FY 2022-23 and FY 2023-24

We recently received updated tax revenue projections from the San Luis Obispo County Assessor's Office. The County projects that the District's FY 2022/23 tax revenues will be \$770,500 and the FY 2023/24 revenues will be approximately \$792,000. The District's adopted FY 2022/23 budget estimated tax revenues will be \$775,000.



ZONE 3 ADVISORY COMMITTEE

San Luis Obispo County Flood Control and Water Conservation District

AGENDA

Thursday, January 19, 2023 6:30 P.M.
Grover Beach Council Chambers
154 S. Eighth St., Grover Beach, CA 93433

- 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 17th, 2022 – [Attachment 1](#)
- IV. OPERATIONS REPORT
 - A. Water Plant Operations, Reservoir Storage, Downstream Releases - [Verbal Update](#)
 - B. Projected Reservoir Levels – [Attachment 2](#)
 - C. November & December Monthly Operations Report – [Attachment 3](#)
- V. ACTION ITEMS (No Subsequent Board of Supervisors Action Required)
 - A. Vote on continuing the Low Reservoir Response Plan actions
- VI. FUTURE AGENDA ITEMS
- VII. COMMITTEE MEMBER COMMENTS

Next Regular Meeting is Tentatively Scheduled for
March 16, 2023 at 6:30 PM at the Arroyo Grande Council Chambers
Agendas accessible online at www.slocounty.ca.gov/pw/zone3



**SAN LUIS OBISPO COUNTY FLOOD CONTROL
AND WATER CONSERVATION DISTRICT
ZONE 3 ADVISORY COMMITTEE
DRAFT MEETING MINUTES
THURSDAY NOVEMBER 17, 2022**

I. Call to Order and Roll Call -- The Zone 3 Advisory Committee Meeting was called to order at 6:44 PM at the City of Arroyo Grande by Daniel Rushing. County Public Works Utilities Division Senior Engineer and Secretary to the Advisory Committee, David Spiegel, called roll. Quorum was present. Members in attendance were:

- Daniel Rushing, City of Grover Beach
- Marcia Guthrie, City of Pismo Beach
- Shirley Gibson, Oceano Community Services District
- Vard Ikeda, Agriculture Member
- Brad Hagemann, Community Services District 12
- Ron Reilly, Member at Large

II. Public Comment – This is an opportunity for members of the public to address the Committee on items that are not on the Agenda. No public comment.

III. Approval of Meeting Minutes

A. August 11, 2022 Special Meeting (Attachment 1 of the Agenda Packet) – Member Gibson motioned to approve, Second by Member Guthrie. Roll call vote. Motion passed.

IV. Approval of 2023 Meeting Schedule

A. 2023 Meeting Schedule (Attachment 2 of the Agenda Packet) - Member Hageman motioned to approve, Second by Member Gibson. Roll call vote. Motion passed.

V. Operations Report

A. Water Plant Operations, Reservoir Storage, Downstream Releases –Lopez Lake elevation was 458.05 feet; storage 11,100.1 acre-feet (AF), which is 22.5% capacity; rainfall to date, since July 1, 2021, was 4.87 inches; plant production was 3.9 million gallons per day (MGD); downstream release was 1.9 MGD; and State Water is off.

B. Projected Reservoir Levels (Attachment 3 of the Agenda Packet) – Review of the Lopez Reservoir Projections Chart. Anticipating hitting next trigger point under LRRP of 10,000 AF by the end of December, possibly beginning of January.

C. September and October Monthly Operations Report (Attachment 4 of the Agenda Packet) Review of the monthly operations reports with the Committee.

No public comment was given.

VI. Information Items

- A. 1st Quarter Budget Status (Attachment 5 of the Agenda Packet) – The accountant was not available, and no questions were asked.
- B. Cloud Seeding Seasonal Report – In October a new contract was executed with an air-based seeding company that will share a plane and cost with the County of Santa Barbara and will cost \$350,000. The last two years of cloud seeding were cheaper because they were land-based options. The contract begins December 1st to optimize typical San Luis Obispo County storm season. Data and research indicate that this type of seeding will be much more effective.

VII. Capital Projects Update

Bi-Monthly Update (Attachment 6 of the Agenda Packet) – Updates were provided on the various capital projects (Attachment 6 of the Agenda Packet). Most projects had no changes or updates that could be provided. The storage shed has been removed because

- **Tesla Battery Storage**
 - Doing Startup testing to be prepared for PGE approval of plan to operate (PTO)
 - Budget – Free
 - The recent storm systems have slowed down the timeline from PG&E and a new timeline will be determined soon.
- **Spillway Assessment and Investigation (No Change)**
 - DSOD comments received.
 - Meeting with Consultant to review DSOD comments scheduled for 7/27
 - Remainder of project ~ minimum of \$300,000
- **Geotechnical Testing & Seismic Alternatives Study of Terminal Reservoir Dam (No Change)**
 - Negotiating Task 1 Items
 - Budget ~\$500,000
- **Lopez WTP Safety Upgrades (No Change)**
 - Staff are looking into additional consultants to do a lifeline system within the membrane building.
 - Multiple consultants have reviewed the project, but none have quoted the project.
 - Budget ~\$53,000
- **Cathodic Protection Repair Project**
 - JDH Corrosion Consultants, Inc. provided 95% drawing set.
 - JDH Corrosion Consultants, Inc. to provide 100% drawing set by the end of the week.
 - Preparing BID documents
 - Submitted encroachment permit applications
 - Obtained authorization from the Board of Supervisors to advertise the project
 - Budget ~\$449,933
 - Budget has been moved from the Equipment Storage Building to the Cathodic Protection Repair Project

- **Equipment Storage Building (To Be Cancelled)**
 - Bids came in significantly over budget. Installing an equipment storage building is currently infeasible.
 - Budget ~\$90,000

- **CO2 Injection System**
 - Negotiating Bulk CO2 contract
 - PO issued for equipment
 - Budget ~\$256,000
 - Construction is out to bid

- **Sludge Bed Curtain Wall (No Change)**
 - \$50,000 per initial quote

No Public comment was given.

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

- A. None

IX. Action Items (Board of Supervisors Action is Subsequently Required) (Attachment 7 of the Agenda Packet)

- A. **Endorse Budget Adjustment to Fund Tank Replacement Project** – In May of 2022 County staff found fibers in the Sodium Hypochlorite tank from structural degradation. The estimated cost of the project is \$520,000. The majority of costs are attributed to moving the tank. Future tank replacements will be mitigated by fixing and moving the infrastructure around the tank. This tank will need to be replaced approximately every 15 years because of how caustic it is. While the tank is being replaced we will have a temporary tank to use in the event of a delay for this project. ***Member Gibson motioned to approve a \$520,000 Tank Replacement budget, Second by Member Guthrie. Roll call vote. Motion passed.***

X. Future Agenda Items

- A. Virtual voting option: Brown Act rules will apply

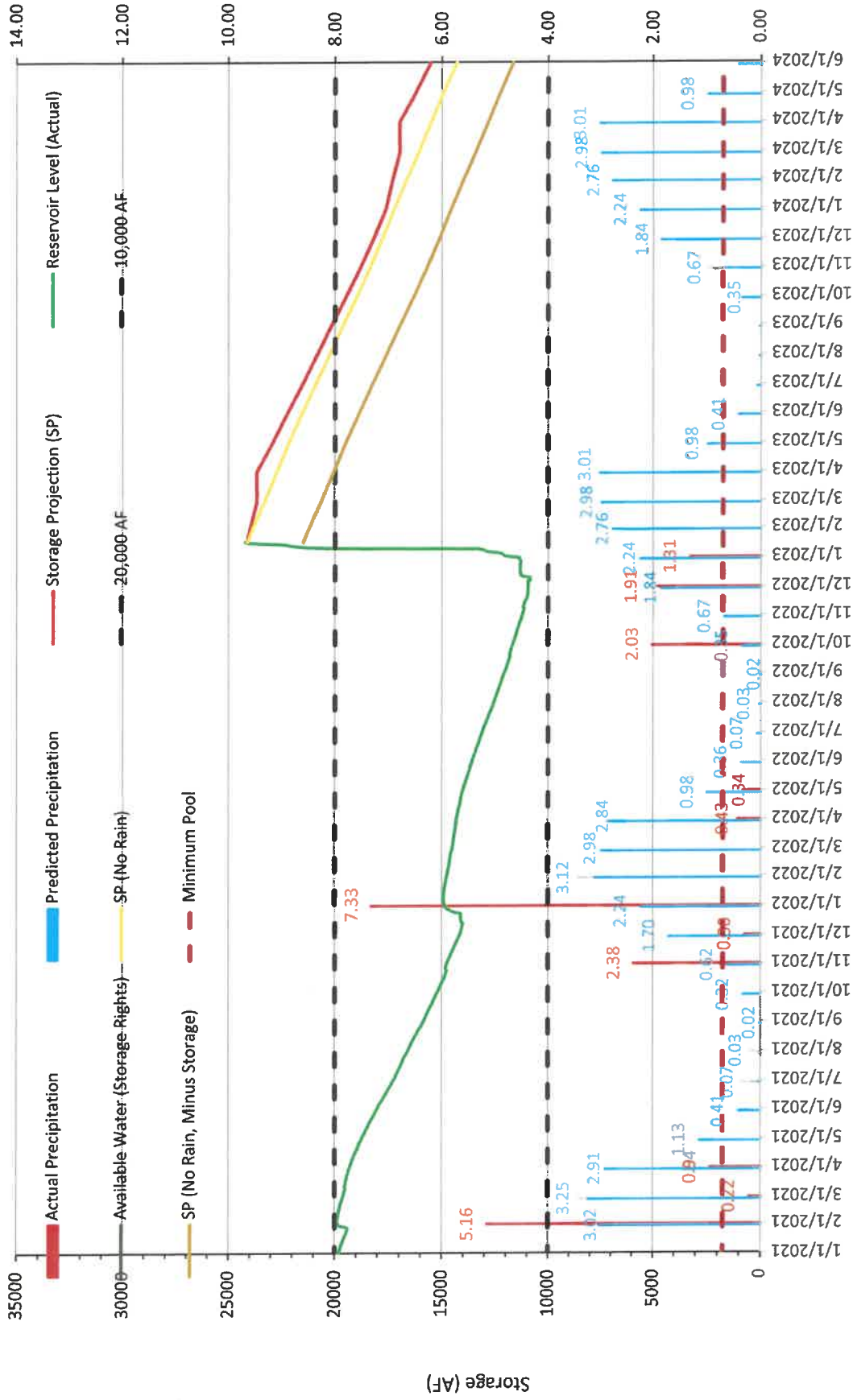
XI. Committee Member Comments

Meeting Adjourned at 7:17 PM

Respectfully Submitted,

Francesca Devlin
 County of San Luis Obispo Public Works Department

LOPEZ RESERVOIR STORAGE PROJECTION

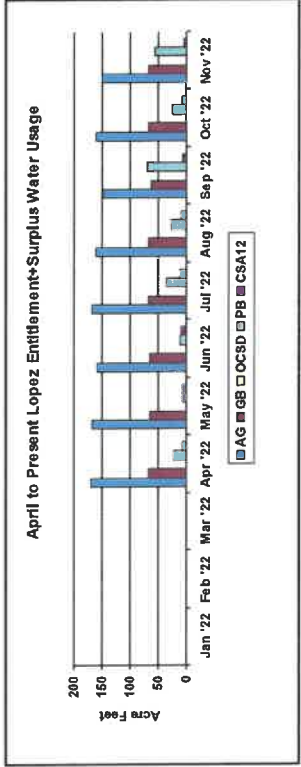


Date

Notes:
 Reservoir Storage = Current Storage + Inflow - Outflow
 Outflow = Agency Usage + Downstream Releases
 Agency Usage: is based on 2010-2021 average monthly deliveries
 Predicted Inflow: is dependent on the predicted rainfall obtained from longrangeweather.com
 Inflow is affected by antecedent soil conditions and factored into the model. Rainstorms will produce less inflow during the dry months than during the rainy season when the soil is saturated.
 The **Storage Projection Model** is based on a polynomial regression (concave in shape). The (concave) **Storage Projection Graph** will fall below the (linear) **Storage Projection with No Rain Graph** during months of low predicted rainfall.

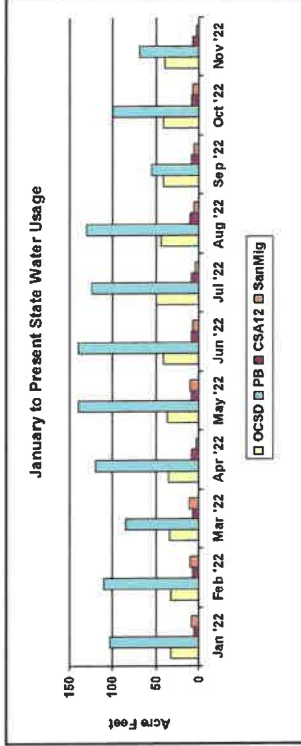
**San Luis Obispo County Flood Control and Water District
Zone 3 - Lopez Project - Monthly Operations Report
November, 2022**

Contractor	Lopez Water Deliveries												State Water Deliveries															
	Entl.				Surplus Requested				Total Available Water				This Month				April to Present				This Month				January to Present			
	Surplus Declared	Surplus Requested	Total Available	Entitlement	Usage	%	Surplus	Usage	%	Entitlement	Usage	%	Surplus	Usage	%	Total	Usage	%	Annual Request	Usage	% of Annual Request	Change in Storage	Usage	% of Annual Request	SWP Deliveries	Total Water Deliveries This Month		
Arroyo Grande	1832	742.00	2574	151.04	8.2%	0.00	0.0%	0.0%	1284.99	70.1%	0.00	0.0%	0.0%	0.0%	1284.99	49.9%	750	40.07	5.3%		430.73	57.4%		151.04				
Oceano CSD	242.4	375.00	617	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.0%	0.0%	0.0%	0.0%	0.00	0.0%	0.0%	1240	70.00	5.6%		1178.91	95.1%		40.07				
Grover Beach	640	204.00	844	66.90	10.5%	0.00	0.0%	0.0%	527.16	82.4%	0.00	0.0%	0.0%	0.0%	527.16	62.5%	96	7.33	7.6%		87.66	91.3%		66.9				
Pismo Beach	713.6	1048.00	1762	56.98	8.0%	0.00	0.0%	0.0%	250.26	35.1%	0.00	0.0%	0.0%	0.0%	250.26	14.2%	120	2.82	2.4%		74.74	62.3%		126.98				
CSA 12	196	230.00	426	5.04	2.6%	0.00	0.0%	0.0%	57.53	29.4%	0.00	0.0%	0.0%	0.0%	57.53	13.5%	2206	120.22	5.4%	-120.22	1772.04	80.3%	1920.00	400.18				
San Miguelito	3624	2599.00	6223	279.96	7.7%	0.00	0.0%	0.0%	2119.94	58.5%	0.00	0.0%	0.0%	0.0%	2119.94	34.1%	Last Month Stored State Water	928			This Month Stored State Water	807.78		400.18				



Note: Deliveries are in acre-feet. One acre foot = 325, 830 gallons or 43, 560 cubic feet. Safe yield is 8,730 acre-ft

Lopez Dam Operations	This Month	Year to Date
Lake Elevation (full at 522.37 feet)	457.23	
Storage (full at 49200 acre feet)	10830	
Rainfall	0.7	3.32
Downstream Release (4200 acre feet/year)	180.14	1468.15
Spillage (acre feet)	0	0.00



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

Comments:

- 1) Oceano supplied water to Canyon Crest via Arroyo Grande's Edna turn out. A total of 1.48 AF delivered to Canyon Crest was added to Oceano's water usage this month and 1.48 AF was subtracted from Arroyo Grande's usage this month.
- 2) Lopez Water Deliveries are now operated under the Low Reservoir Response Plan (LRRP). On July 21, 2022 AC endorsed a 20% entitlement reduction (retrospective to April 2022) in anticipation of reaching the 10,000 AF trigger of the LRRP. Entitlements shown represent a 20% reduction.
- 3) Surplus water shown is actually "Carry Over" water as designated in the LRRP.
- 4) On April 2022, the County presented the Stored State Water minus evaporation losses dating back to the January 1, 2015 water recharacterization. On December 31, 2021 the calculated Stored State Water minus evaporation losses was 639.82 AF. Evaporation losses will be presented annually.

San Luis Obispo County Flood Control and Water District
 Zone 3 - Lopez Project - Monthly Operations Report
 December, 2022

LOPEZ PROJECT WATER

CONTRACTOR	USAGE / DELIVERIES										TOTAL WATER DELIVERIES THIS MONTH [AF]									
	AVAILABLE WATER					LOPEZ PROJECT WATER														
	ENTITLEMENT	SURPLUS	STORED PROJECT (LOPEZ)	TRANSFER STORED PROJECT WATER	BALANCE STORED PROJECT WATER	TOTAL AVAILABLE PROJECT WATER	ENTITLEMENT %	Usage	Surplus %	Stored Project (Lopez) Water Usage %		April to Present								
AG	1832.00	742.00	774.60	0.00	774.60	3348.60	114.44	6.2%	0.00	0.0%	0.00	0.0%	1399.43	76.4%	0.00	0.0%	0.00	0.0%	1399.43	41.8%
OCSD	242.40	375.00	379.70	0.00	379.70	997.10	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%
GB	640.00	204.00	213.00	0.00	213.00	1057.00	62.41	9.8%	0.00	0.0%	0.00	0.0%	589.57	92.1%	0.00	0.0%	0.00	0.0%	589.57	55.8%
PB	713.60	1048.00	1061.40	0.00	1061.40	2823.00	27.97	3.9%	0.00	0.0%	0.00	0.0%	278.23	39.0%	0.00	0.0%	0.00	0.0%	278.23	9.9%
CSA 12	196.00	230.00	234.10	0.00	234.10	660.10	2.44	1.2%	0.00	0.0%	0.00	0.0%	59.97	30.6%	0.00	0.0%	0.00	0.0%	59.97	9.1%
SM																				
Total	3624	2599	2662.8	0	2662.8	8885.8	207.26	5.7%	0.00	0.0%	0.00	0.0%	2327.20	64.2%	0.00	0.0%	0.00	0.0%	2327.2	26.2%

STATE WATER PROJECT WATER (SWPW)

CONTRACTOR	STATE WATER PROJECT WATER (SWPW)										TOTAL WATER MOVED TO STORAGE										
	AVAILABLE WATER					DELIVERIES															
	ANNUAL REQUEST	DIE STORED SWP WATER	AIE STORED SWP WATER	TOTAL AVAILABLE SWP WATER	ENTITLEMENT	THIS MONTH	JANUARY TO PRESENT	TOTAL	DIE	AIE		TOTAL									
AG	750	0	28.38	778.38	62.5	34.12	4.5%	0.00	0%	0.00	0%	34.12	4.4%	464.85	62.0%	0	0%	0	0%	464.85	59.7%
OCSD	1240	0	0	1240	60	60.00	4.8%	0.00	0%	0.00	0%	60.00	4.8%	1238.91	99.9%	0	0%	0	0%	1238.91	99.9%
PB	96	0	0	96	7.5	5.65	5.9%	0.00	0%	0.00	0%	5.65	5.9%	93.31	97.2%	0	0%	0	0%	93.31	97.2%
CSA 12	120	0	0	120	8	6.15	5.1%	0.00	0%	0.00	0%	6.15	5.1%	80.89	67.4%	0	0%	0	0%	80.89	67.4%
SM	2206	0	28.38	2234.38	138	105.92	4.8%	0.00	0%	0.00	0%	105.92	4.7%	1877.96	85.1%	0	0%	0	0%	1877.96	84.0%

DISTRICT STORED SWPW

PREVIOUS DISTRICT SSWPW [AF]	807.78
DWR METER DELIVERIES [AF]	0
CHANGE IN STORAGE [AF]	-105.92
EVAPORATION	
REMAINING DISTRICT SSWPW [AF]	701.86
AG WHEELING TO OCEANO [AF]	1.48

DAM OPERATIONS

	THIS MONTH	MAX CAPACITY
LAKE ELEVATION	457.23	522.37
STORAGE [AF]	10830	49200
MONTHLY RAINFALL	6.81	22%
ANNUAL RAINFALL		
DOWNSTREAM RELEASES	186.25	4200
LAKE TO TERMINAL [AF]	339.97	
Spillage [AF]	0	

Notes:

- 1) On 7/21/22 AC endorsed a 20% entitlement reduction (retroactive to April 2022) in anticipation of reaching the 10,000 AF trigger of the Low Reservoir Response Plan (LRRP). 2022 entitlements represent a 20% reduction.
- 2) Shown Surplus Water is also known as "Carry Over Water" as designated in the LRRP.
- 3) On 4/13/22, the District presented evaporation losses dating back to the 1/1/15 water recharacterization. As of 12/31/2021 the was 659.82 AF of District Stored SWPW. Evaporation losses will be presented annually.
- 4) In November OCSD requested 62.5AF delivered through the State Water Turnout and stored the remaining balance of 28.38 AF in their AIE Storage Bucket.



Home



Map



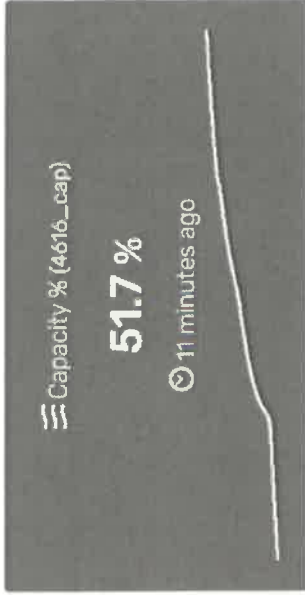
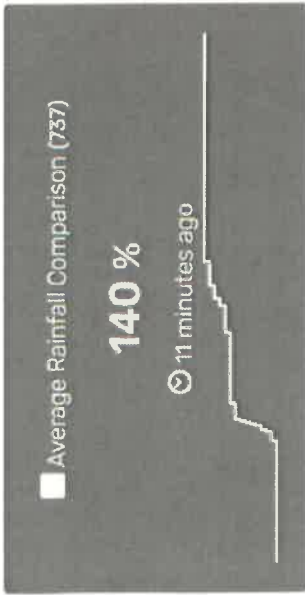
Sites



Dashboards



Bookmarks





VICINITY MAP

Lopez Lake

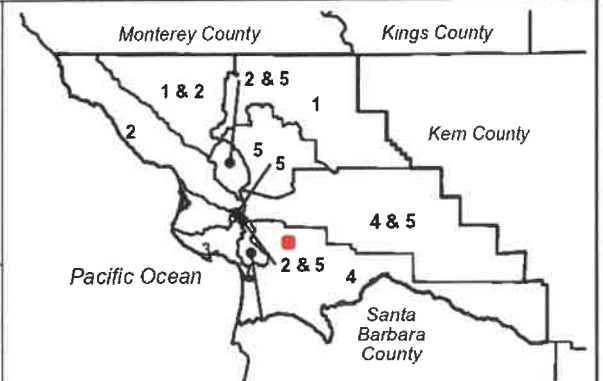
COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF PUBLIC WORKS

1: 9,600



Map by: Faith Zenker

Printed: 1/12/2023







JANUARY 2023 ESTIMATES
 USING 22/23 EQUALIZED ROLL VALUES
 22/23 AB8 & UNITARY FACTORS,
 AND RDA INCREMENT ADJD FOR ERAF.

COUNTY OF SAN LUIS OBISPO
 PROPERTY TAX REVENUE FORECAST
 FOR FISCAL YEAR 2023/2024

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

FUND	AGENCY	ESTIMATED REVENUE BASED ON AV (Adjusted for Sec Roll Corrections & Unsec Delinquencies)				2022/2023		2023/24		-10% Diablo Decr		2022/2023		2023/24	
		AB-8 FACTORS	SECURED Acct 4000005	UNSEC Acct 4000025	HOMEOWNERS Acct 4200075	LESS RDAs Acct 4000015	4% Growth	0% Growth	1.8% Growth	4% Growth	UNITARY REVENUE \$15,144,700 Acct 4000007	UNITARY FACTOR	RAILROAD REVENUE \$123,426 Acct 4000007	UNITARY FACTOR	ESTIMATED TOTAL
0675	CSA #10 ZONE A	0.01399%	93,328	2,988	474					919	0.00607%	13	0.01018%	97,722	
0687	NIPOMO LIGHT	0.00655%	43,695	1,399	222					532	0.00351%	7	0.00588%	45,855	
0693	SAN MIGUEL LIGHT	0.02213%	147,630	4,727	750					1,525	0.01007%	32	0.02625%	154,663	
0694	CSA # 23(FORMER SM LGT)	0.00469%	31,287	1,002	159					424	0.00280%	5	0.00378%	32,877	
0723	CSA #1	0.00169%	11,274	361	57					138	0.00091%	2	0.00135%	11,832	
0724	CSA #1 ZONE A	0.00683%	45,563	1,459	231					574	0.00379%	7	0.00561%	47,834	
0725	CSA #1 ZONE B	0.00358%	23,882	765	121					286	0.00189%	3	0.00231%	25,057	
0726	CSA #1 ZONE C	0.00167%	11,141	357	57					124	0.00082%	2	0.00130%	11,680	
0727	CSA #1 ZONE D	0.00742%	49,499	1,585	251					527	0.00348%	7	0.00554%	51,869	
0741	CSA #7	0.00977%	65,176	2,087	331					700	0.00462%	11	0.00896%	68,305	
0742	CSA #7 ZONE A	0.04264%	284,453	9,107	1,445					2,985	0.01971%	46	0.03756%	298,036	
0743	CSA #7 ZONE B	0.00628%	41,894	1,341	213					526	0.00347%	8	0.00659%	43,982	
0747	LOS OSOS CSD-ZONE A	0.04280%	285,520	9,142	1,450					3,856	0.02546%	44	0.03573%	300,012	
0748	LOS OSOS CSD-ZONE B	0.37860%	2,525,654	80,864	12,827					27,689	0.18283%	382	0.30977%	2,647,416	
0750	LOS OSOS CSD-ZONE D	0.00427%	28,485	912	145					298	0.00197%	4	0.00348%	29,844	
0752	LOS OSOS CSD-ZONE F	0.00169%	11,274	361	57					141	0.00093%	2	0.00134%	11,835	
0755	CSA #10	0.04553%	303,732	9,725	1,543					2,882	0.01903%	42	0.03365%	317,923	
0761	CSA #12	0.00344%	22,948	735	117					3,636	0.02401%	4	0.00310%	27,440	
0773	CSA #16	0.00710%	47,364	1,516	241					504	0.00333%	6	0.00515%	49,631	
0781	HERITAGE CSD	0.06502%	433,751	13,887	2,203					4,483	0.02960%	60	0.04866%	454,384	
0803	SAN MIGUEL SANITARY	0.01108%	73,915	2,367	375					880	0.00581%	19	0.01518%	77,556	
0811	OCEANO COMM SERV	0.18638%	1,243,348	39,809	6,314					13,527	0.08932%	339	0.27451%	1,303,337	
0825	CAYUCOS FIRE	0.05876%	391,990	12,550	1,991					3,721	0.02457%	53	0.04323%	410,305	
0827	SAN MIGUEL FIRE	0.07115%	474,644	15,197	2,410					5,080	0.03354%	126	0.10179%	497,457	
0831	SANTA MARGARITA FIRE	0.02027%	135,222	4,329	687					1,739	0.01148%	20	0.01643%	141,997	
0837	ARROYO GR CEMETERY	0.02505%	167,109	5,350	849			(6,566)		1,928	0.01273%	29	0.02390%	168,700	
0843	ATAS CEMETERY	0.07369%	491,589	15,739	2,497			(64,896)		5,228	0.03452%	84	0.06845%	450,240	
0844	CAMBRIA CEMETERY	0.01896%	126,483	4,050	642					1,458	0.00963%	20	0.01643%	132,653	
0845	CAYUCOS-MB CEMETERY	0.07135%	475,978	15,240	2,417					12,985	0.08574%	69	0.05623%	506,689	
0847	PASO ROBLES CEMETERY	0.09853%	657,297	21,045	3,338			(70,219)		6,776	0.04474%	108	0.08750%	618,345	
0851	SAN MIGUEL CEMETERY	0.01722%	114,875	3,678	583					1,336	0.00882%	38	0.03085%	120,511	
0852	SANTA MARGARITA CEM	0.00667%	44,496	1,425	226					987	0.00652%	20	0.01614%	47,153	
0853	SHANDON CEMETERY	0.00349%	23,282	745	118					632	0.00417%	3	0.00268%	24,781	
0854	TEMPLETON CEMETERY	0.02202%	146,896	4,703	746					1,614	0.01066%	28	0.02246%	153,987	
0895	AVILA BEACH CSD	0.05417%	361,370	11,570	1,835					33,296	0.21985%	49	0.04009%	408,120	
0896	AVILA CO WTR ID #1	0.05485%	365,906	11,715	1,858					3,664	0.02419%	49	0.03940%	383,193	

JAN 2023 YEAR END ESTIMATES
 USING CY EQUALIZED ROLL VALUES & ADJUSTMENTS
 CY AB8 & UNITARY FACTORS,
 AND RDA INCREMENT ADJD FOR ERAF.

COUNTY OF SAN LUIS OBISPO
EST PROPERTY TAX REVENUE TO BE RECEIVED BY 6/30/2023
FOR FISCAL YEAR 2022/2023

January 12, 2023

FUND	AGENCY	FACTORS	ESTIMATED REVENUE BASED ON AV				LESS	ESTIMATED LOCAL TAX REVENUE	2022/2023		2022/2023		UNITARY RAILROAD REVENUE \$123,611	UNITARY RAILROAD FACTOR	2022/2023 ESTIMATED TAX REVENUE
			(Adjusted for: Sec Roll Corrections & Unsec Delinquencies)						UNITARY REVENUE \$16,852,724	UNITARY FACTOR	UNITARY REVENUE	UNITARY FACTOR			
			ACCT 4000005	UNSEC (No Aircraft)	HOMEOWNERS	RDAS			ACCT 4000007	ACCT 4000015	ACCT 4000007	ACCT 4000007			
0675	CSA #10 ZONE A	0.01399%	90,196	2,910	474		93,580	1,023	0.00607%	13	0.01018%	94,616			
0687	NIPOMO LIGHT	0.00655%	42,229	1,363	222		43,813	592	0.00351%	7	0.00588%	44,412			
0693	SAN MIGUEL LIGHT	0.02213%	142,676	4,604	750		148,029	1,697	0.01007%	32	0.02625%	149,758			
0694	CSA # 23(FORMER SM LGT)	0.00469%	30,237	976	159		31,372	472	0.00280%	5	0.00378%	31,849			
0723	CSA #1	0.00169%	10,896	352	57		11,305	153	0.00091%	2	0.00135%	11,460			
0724	CSA #1 ZONE A	0.00683%	44,034	1,421	232		45,686	639	0.00379%	7	0.00561%	46,332			
0725	CSA #1 ZONE B	0.00358%	23,081	745	121		23,947	319	0.00189%	3	0.00231%	24,269			
0726	CSA #1 ZONE C	0.00167%	10,767	347	57		11,171	138	0.00082%	2	0.00130%	11,311			
0727	CSA #1 ZONE D	0.00742%	47,838	1,544	251		49,633	586	0.00348%	7	0.00554%	50,226			
0741	CSA #7	0.00977%	62,989	2,032	331		65,352	779	0.00462%	11	0.00896%	66,142			
0742	CSA #7 ZONE A	0.04264%	274,907	8,870	1,445		285,222	3,322	0.01971%	46	0.03756%	288,590			
0743	CSA #7 ZONE B	0.00628%	40,488	1,306	213		42,007	585	0.00347%	8	0.00659%	42,600			
0747	LOS OSOS CSD-ZONE A	0.04280%	275,938	8,903	1,451		286,292	4,291	0.02546%	44	0.03573%	290,627			
0748	LOS OSOS CSD-ZONE B	0.37860%	2,440,894	78,757	12,829		2,532,480	30,812	0.18283%	383	0.30977%	2,563,675			
0750	LOS OSOS CSD-ZONE D	0.00427%	27,529	888	145		28,562	332	0.00197%	4	0.00348%	28,898			
0752	LOS OSOS CSD-ZONE F	0.00169%	10,896	352	57		11,305	157	0.00093%	2	0.00134%	11,464			
0755	CSA #10	0.04553%	293,539	9,471	1,542		304,553	3,207	0.01903%	42	0.03365%	307,802			
0761	CSA #12	0.00344%	22,178	716	117		23,010	4,046	0.02401%	4	0.00310%	27,060			
0773	CSA #16	0.00710%	45,775	1,477	240		47,492	561	0.00333%	6	0.00515%	48,059			
0781	HERITAGE CSD	0.06502%	419,194	13,526	2,203		434,923	4,988	0.02960%	60	0.04866%	439,971			
0803	SAN MIGUEL SANITARY	0.01108%	71,435	2,305	376		74,115	979	0.00581%	19	0.01518%	75,113			
0811	OCEANO COMM SERV	0.18638%	1,201,622	38,771	6,315		1,246,707	15,053	0.08932%	339	0.27451%	1,262,099			
0825	CAYUCOS FIRE	0.05876%	378,835	12,223	1,991		393,049	4,141	0.02457%	53	0.04323%	397,243			
0827	SAN MIGUEL FIRE	0.07115%	458,715	14,801	2,411		475,927	5,652	0.03354%	126	0.10179%	481,705			
0831	SANTA MARGARITA FIRE	0.02027%	130,684	4,217	687		135,587	1,935	0.01148%	20	0.01643%	137,542			
0837	ARROYO GR CEMETERY	0.02505%	161,501	5,211	849	(6,313)	161,248	2,145	0.01273%	30	0.02390%	163,423			
0843	ATAS CEMETERY	0.07369%	475,091	15,329	2,497	(62,400)	430,517	5,818	0.03452%	85	0.06845%	436,420			
0844	CAMBRIA CEMETERY	0.01896%	122,238	3,944	642		126,825	1,623	0.00963%	20	0.01643%	128,468			
0845	CAYUCOS-MB CEMETERY	0.07135%	460,005	14,842	2,418		477,265	14,450	0.08574%	70	0.05629%	491,785			
0847	PASO ROBLES CEMETERY	0.09853%	635,239	20,496	3,339	(67,518)	591,556	7,540	0.04474%	108	0.08750%	599,204			
0851	SAN MIGUEL CEMETERY	0.01722%	111,020	3,582	584		115,186	1,486	0.00882%	38	0.03085%	116,710			
0852	SANTA MARGARITA CEM	0.00667%	43,003	1,388	226		44,616	1,099	0.00652%	20	0.01614%	45,735			
0853	SHANDON CEMETERY	0.00349%	22,501	726	118		23,345	703	0.00417%	3	0.00268%	24,051			
0854	TEMPLETON CEMETERY	0.02202%	141,966	4,581	746		147,293	1,797	0.01066%	28	0.02246%	149,118			
0895	AVILA BEACH CSD	0.05417%	349,243	11,269	1,836		362,347	37,051	0.21985%	50	0.04009%	399,448			
0896	AVILA CO WATER ID.#1	0.05485%	353,627	11,410	1,859		366,896	4,077	0.02419%	49	0.03940%	371,022			



February 7, 2023

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

**SUBJECT: JANUARY 2023 MONTHLY FACILITY REPORT FOR THE AVILA BEACH COMMUNITY SERVICES DISTRICT
WASTEWATER TREATMENT PLANT, WATER SYSTEM, AND COLLECTION SYSTEM**

WASTEWATER TREATMENT PLANT

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.

Due to the rainstorms and power outages, the generators have been running so staff filled the generators back up on January 9th with fuel to avoid any issues that may have arisen with more storms in the forecast.

Our operator coordinated a half-day shutdown with Port San Luis Harbor District and the contractor for the installation of the recirculation flow meter and valve. Once installed the line was pressure tested and verified that there were no leaks.

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. Staff has been performing distribution flushing on an as-needed basis.

Staff was called out to investigate a water leak at 74 San Francisco Street and found the leak was on the owner's side. The customer was informed of the situation and staff was able to isolate the leak and restore water service.

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.

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.

As in recent months, receiving water total coliform and enterococcus bacteria levels were above permitted levels; staff suspects that this is due to stormwater runoff. These levels are not representative of plant effluent quality per the effluent sample results collected on the same day.

Sincerely,
FLUID RESOURCE MANAGEMENT

ATTACHMENTS

- Self-Monitoring Report
- ABCSD Average Daily WWTP Effluent Flow (2020-2023)
- ABCSD Monthly Total WWTP Effluent Flow (2020-2023)
- Port San Luis Monthly Total Flow (2020-2023)
- Monthly Average Influent BOD (2020-2023)
- Monthly Average Effluent BOD (2020-2023)
- Monthly Water Purchased from Lopez (2020-2023)
- ABCSD Monthly Water Sold (2020-2023)



Avila Beach CSD Wastewater Treatment Facility

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

Month: **JANUARY 2023**

Date	Daily Flow (MGD)			Effluent Monitoring		
	Total	Max (gpm)	Avg (gpm)	Biweekly Total Coliform	Biweekly Fecal Coliform	Daily Chlorine Residual
1	0.086520	101	56			0.00
2	0.062160	94	43			0.00
3	0.062189	89	43			0.00
4	0.066221	124	46	<2	<2	0.00
5	0.083793	105	58	8	<2	0.00
6	0.068437	83	48			0.00
7	0.061845	91	43			0.00
8	0.055659	74	39			0.00
9	0.113148	186	79			0.00
10	0.082723	145	58			0.00
11	0.061808	82	43	2	<2	0.00
12	0.045766	69	32	<2	<2	0.00
13	0.047783	68	33			0.00
14	0.067706	116	47			0.00
15	0.059031	74	41			0.00
16	0.069988	102	49			0.00
17	0.043793	100	31	2	<2	0.00
18	0.039696	66	28			0.00
19	0.045401	79	32	<2	<2	0.00
20	0.043819	83	31			0.00
21	0.048710	73	34			0.00
22	0.048462	80	34			0.00
23	0.039204	72	27			0.00
24	0.040697	71	28	<2	<2	0.00
25	0.041807	77	29			0.00
26	0.041385	118	29	<2	<2	0.00
27	0.044750	94	31			0.00
28	0.044816	73	34			0.00
29	0.046024	77	32			0.00
30	0.038053	86	27			0.00
31	0.032110	80	22	<2	<2	0.00
Min	0.032110	66	22	<2	<2	0.00
Mean	0.055919	91	39	<2	<2	0.00
Max	0.113148	186	79	8	<2	0.00
Total	1.733504	Effluent daily (dry weather) flow NTE 0.2 MGD (mean).				

Influent Brine Received	
Date	Volume (Gallons)
N/A	N/A

Sludge Removal	
Date	Gallons
N/A	N/A

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)
1/1/23	40	30	153	143	
1/5/23	27	16	201	207	
1/8/23	21	13	197	154	
1/12/23	14	8	183	97	
1/15/23	23	13	120	107	
1/19/23	20	10	189	143	2.2 DNQ
1/22/23	24	10	266	297	
1/26/23	28	14	227	174	
1/29/23	34	17	328	348	
Min	14	8	120	97	2.2 DNQ
Mean	25.7	14.6	207.1	185.6	2.2 DNQ
Max	40	30	328	348	2.2 DNQ
BOD Removal: 87.6%			TSS Removal: 92.2%		

Effluent Monitoring

Date	Weekly Set. Solids (Grab)	Weekly Turbidity (Grab)	Weekly pH (Grab)	Weekly Temp °F (Grab)
1/5/23	<0.1	26.6	6.9	63
1/12/23	<0.1	13.4	6.8	62
1/19/23	<0.1	18.4	7.1	59.0
1/26/23	<0.1	24.2	6.9	58
Min	<0.1	13.4	6.8	58
Mean	<0.1	20.7	6.9	60.5
Max	<0.1	26.6	7.1	63

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.

SIGNATURE: _____

DATE: _____

PRINTED NAME: _____

TITLE: _____

Avila Beach CSD Wastewater Treatment Facility

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

Month: JANUARY 2023

Receiving Water Monitoring

Parameter (mg/L)	Units	Wastewater Treatment Plant Effluent*	RSW-A 500' West of Outfall Surface	RSW-B At Outfall, In Surf	RSW-C AB8 149 yds East of Pier, last steps on rock wall	RSW-D End of Avila Pier	RSW-E San Luis Obispo Creek, upstream of tidal influence	RSW-F At Outfall Terminus Surface	RSW-G At Outfall Terminus Surface, if effluent plume visible
Date	---	01/24/23	01/24/23	01/24/23	01/24/23	01/24/23	01/24/23	01/24/23	01/24/23
Latitude	Coordinates	---	35°10'13.1"N	35°10'38.5"N	35°10'16.7"N	35°10'25.9"N	35°10'54.0"N	35°10'15.6"N	---
Longitude	Coordinates	---	120°44'12.4"W	120°44'04.0"W	120°44'00.4"W	120°44'07.1"W	120°43'43.6"W	120°44'5.1"W	---
Total Coliform	MPN/100mL	<2	13	220	13	5	3,500	49	No effluent plume visible at time of sampling.
Fecal Coliform	MPN/100mL	<2	<2	14	5	2	220	4	
Enterococcus	MPN/100mL	<1	378	345	172	132	197	192	
Total Coliform Geometric Mean	MPN/100mL	---	8.9	98.4	71.8	10.5	1,747.7	12.2	
Fecal Coliform Geometric Mean	MPN/100mL	---	5.2	52.6	22.1	4.8	171.2	4.0	
Enterococcus Geometric Mean	MPN/100mL	---	51.9	88.8	52.5	47.2	209.3	47.2	

*Wastewater Treatment Plant Effluent results are included as reference in the Receiving Water SMR; results are also reported in the routine monitoring SMR.

Surface Water Limits

Parameter	Units	30-Day Geometric Mean	Single Sample Maximum
Total Coliform	MPN/100 mL	1,000	10,000
Fecal Coliform	MPN/100 mL	200	400
Enterococcus	MPN/100 mL	35	104

Total coliform density shall not exceed 1,000 per 100 mL when the fecal coliform to total coliform ratio exceeds 0.1

The receiving water results attached and reported above are required due to an effluent coliform limit exceedance occurring on September 1, 2022. Avila Beach CSD will continue Receiving Water Monitoring as required by the Central Coast Regional Water Quality Control Board, and will report the tabular results of completed monitoring via this supplemental self-monitoring report component.

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: _____

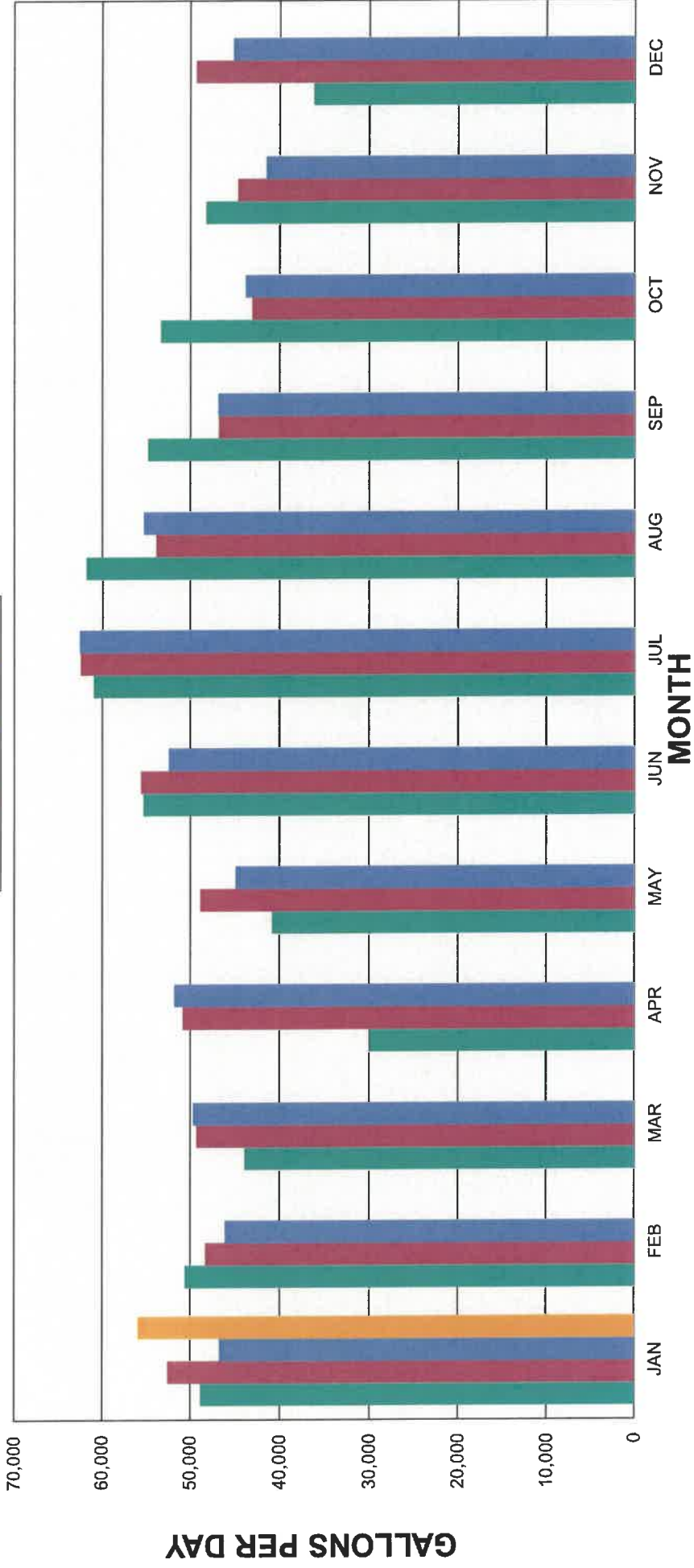
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PRINTED NAME: _____

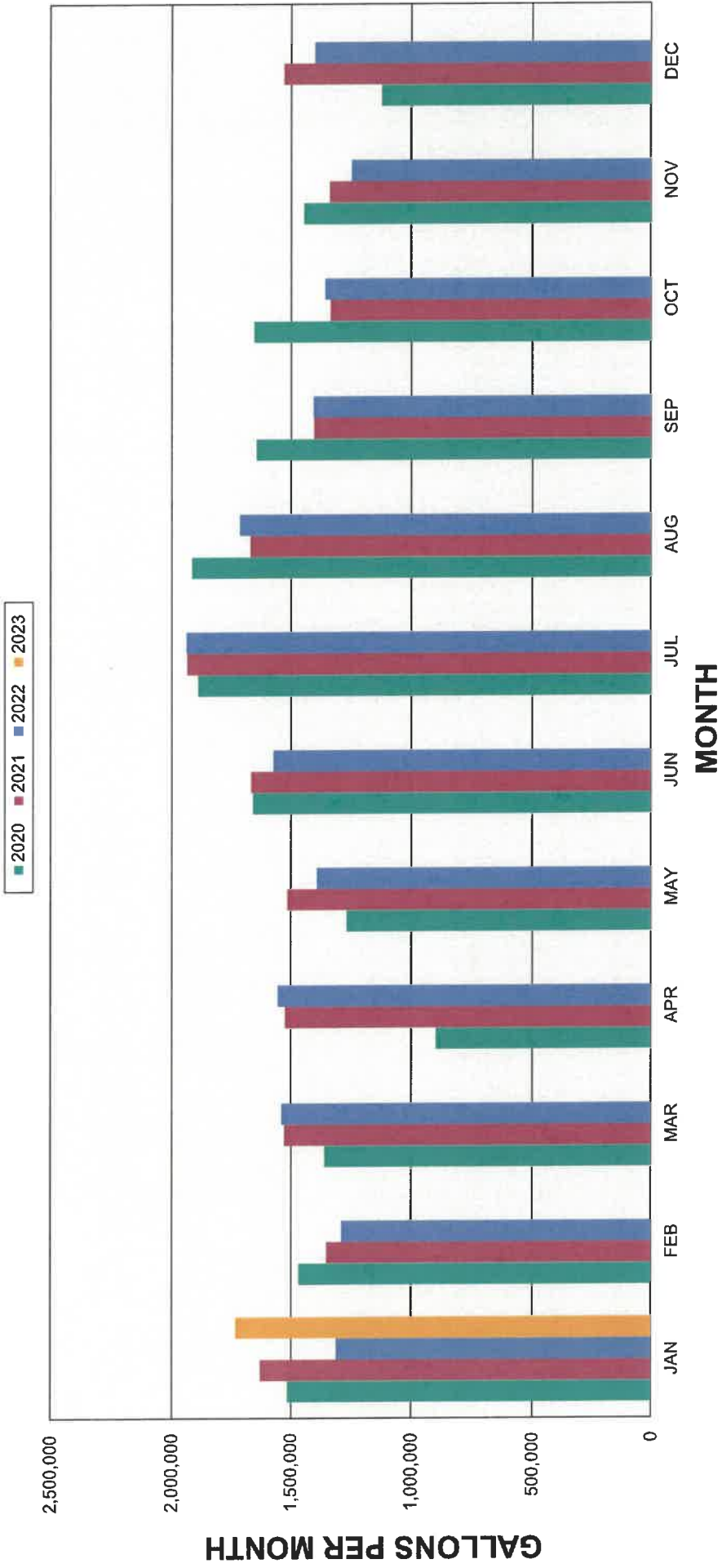
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ABCSD AVERAGE DAILY WWTP EFFLUENT FLOW (2020 - 2023)

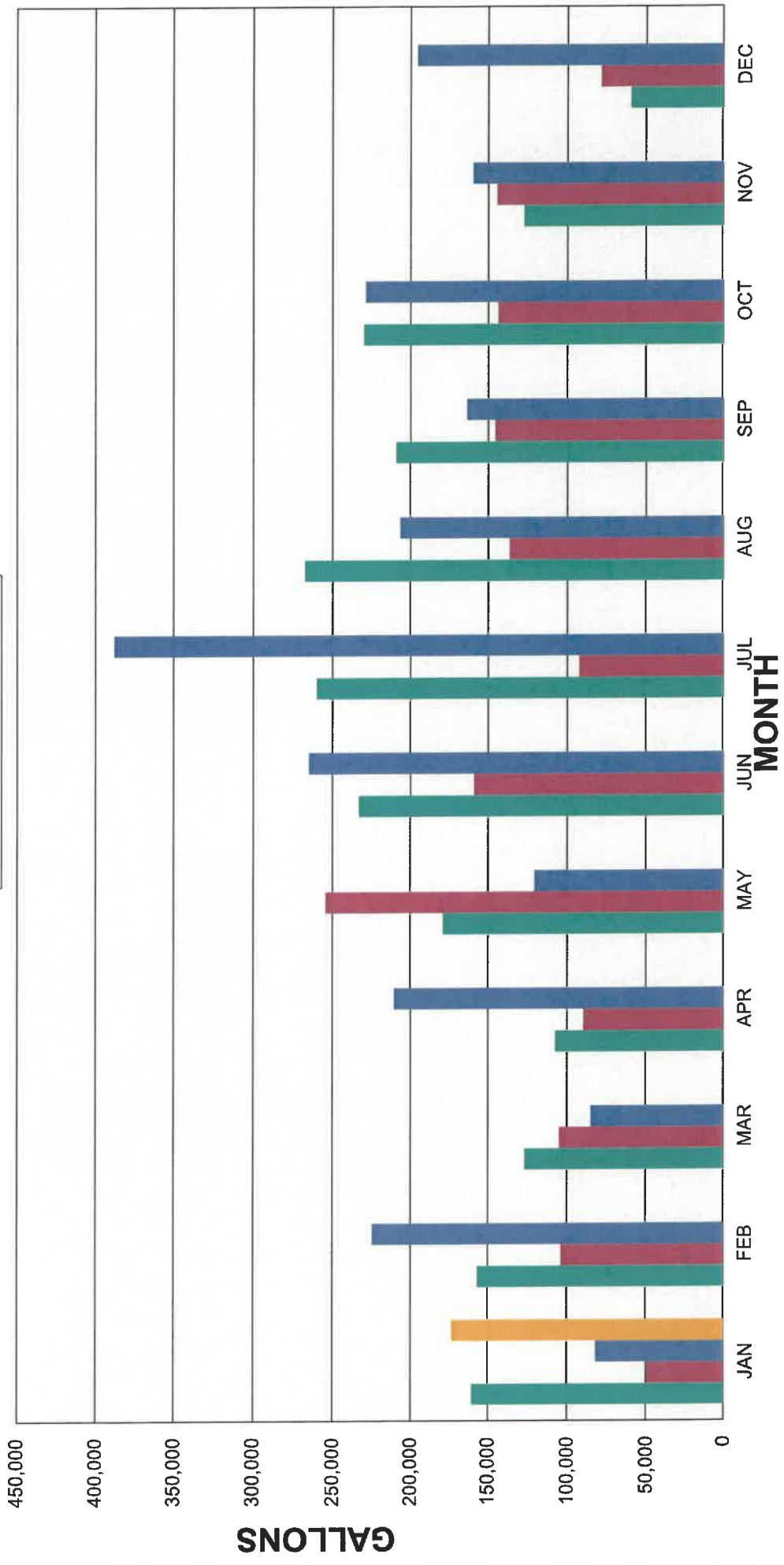
■ 2020
 ■ 2021
 ■ 2022
 ■ 2023



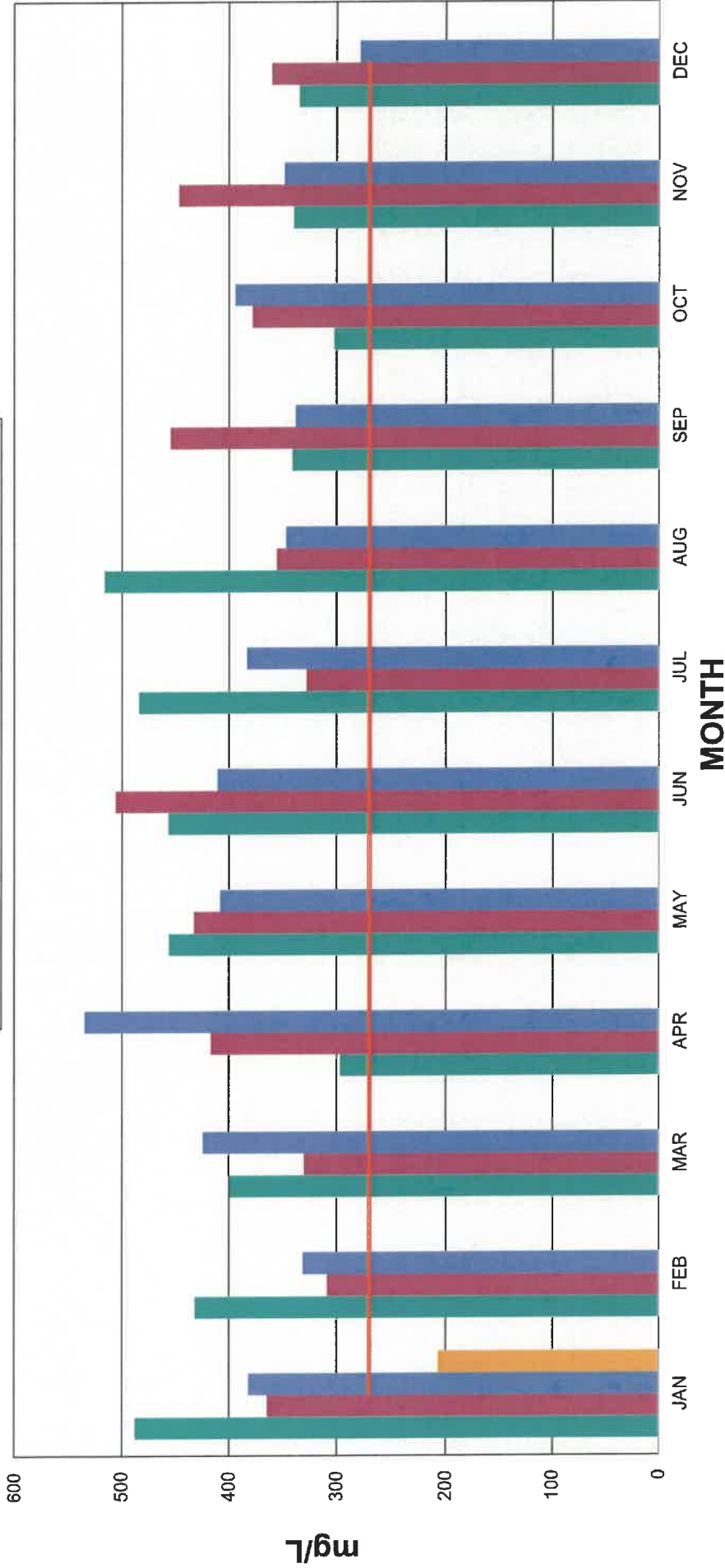
ABCSD MONTHLY TOTAL WWTP EFFLUENT FLOW (2020 - 2023)



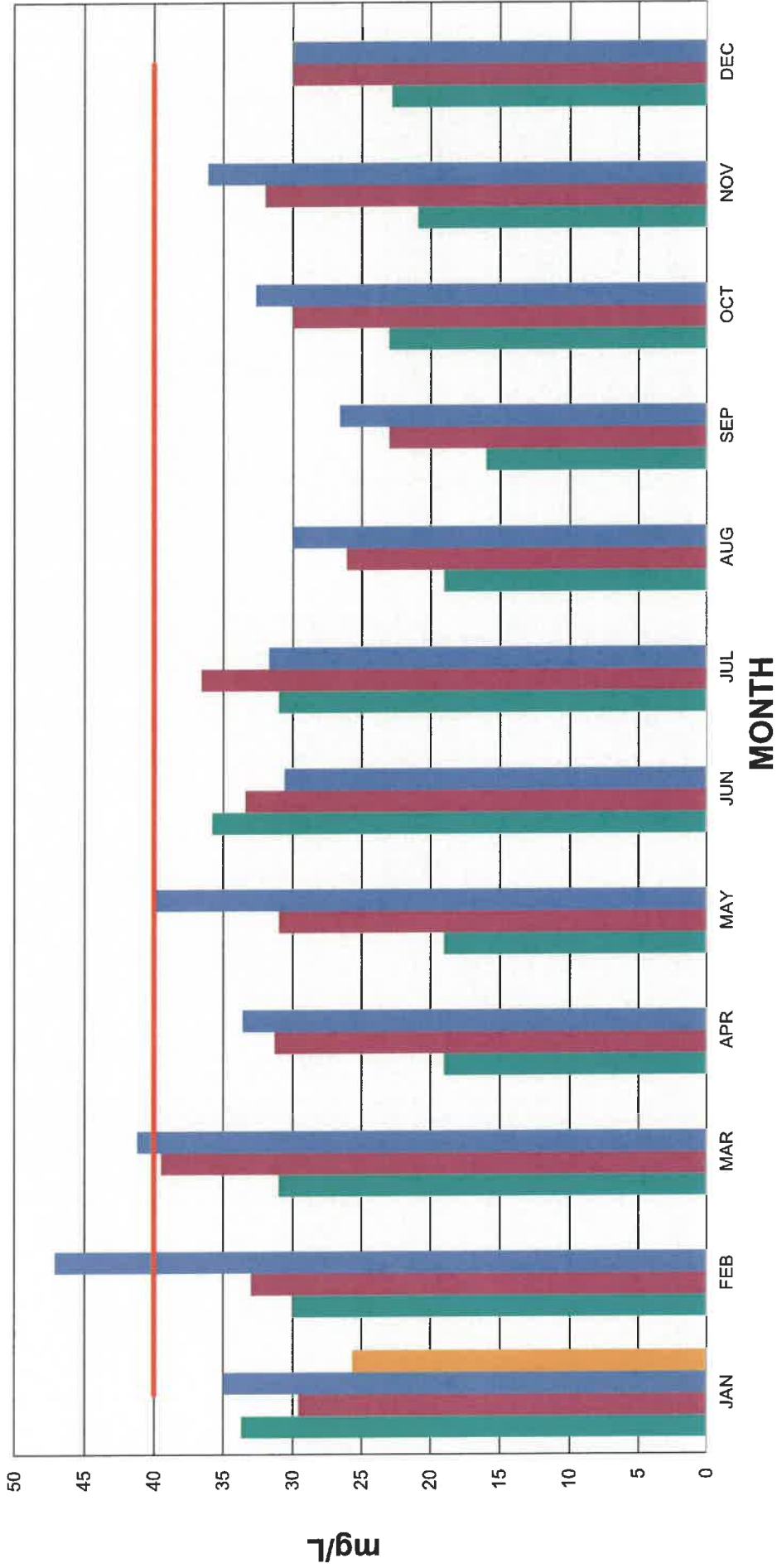
PORT SAN LUIS MONTHLY TOTAL FLOW (2020 - 2023)



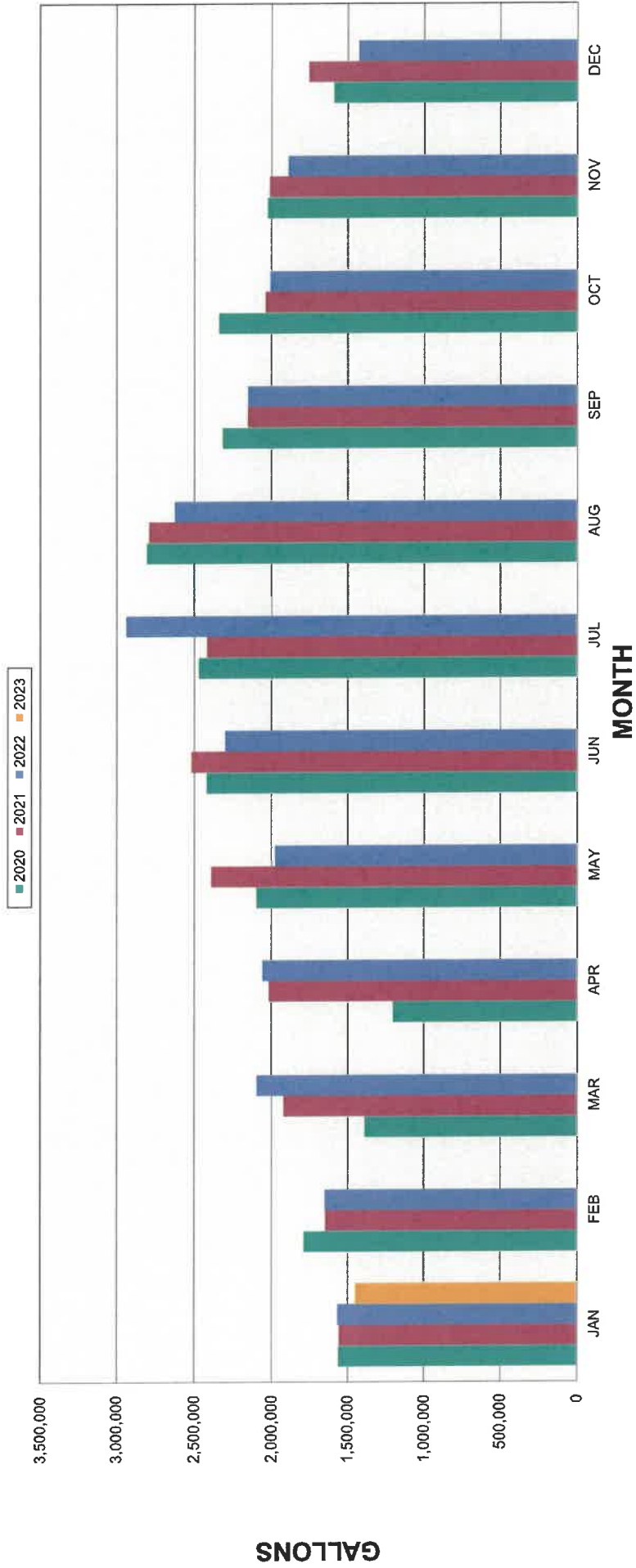
ABCSD MONTHLY AVERAGE INFLUENT BOD (2020 - 2023)



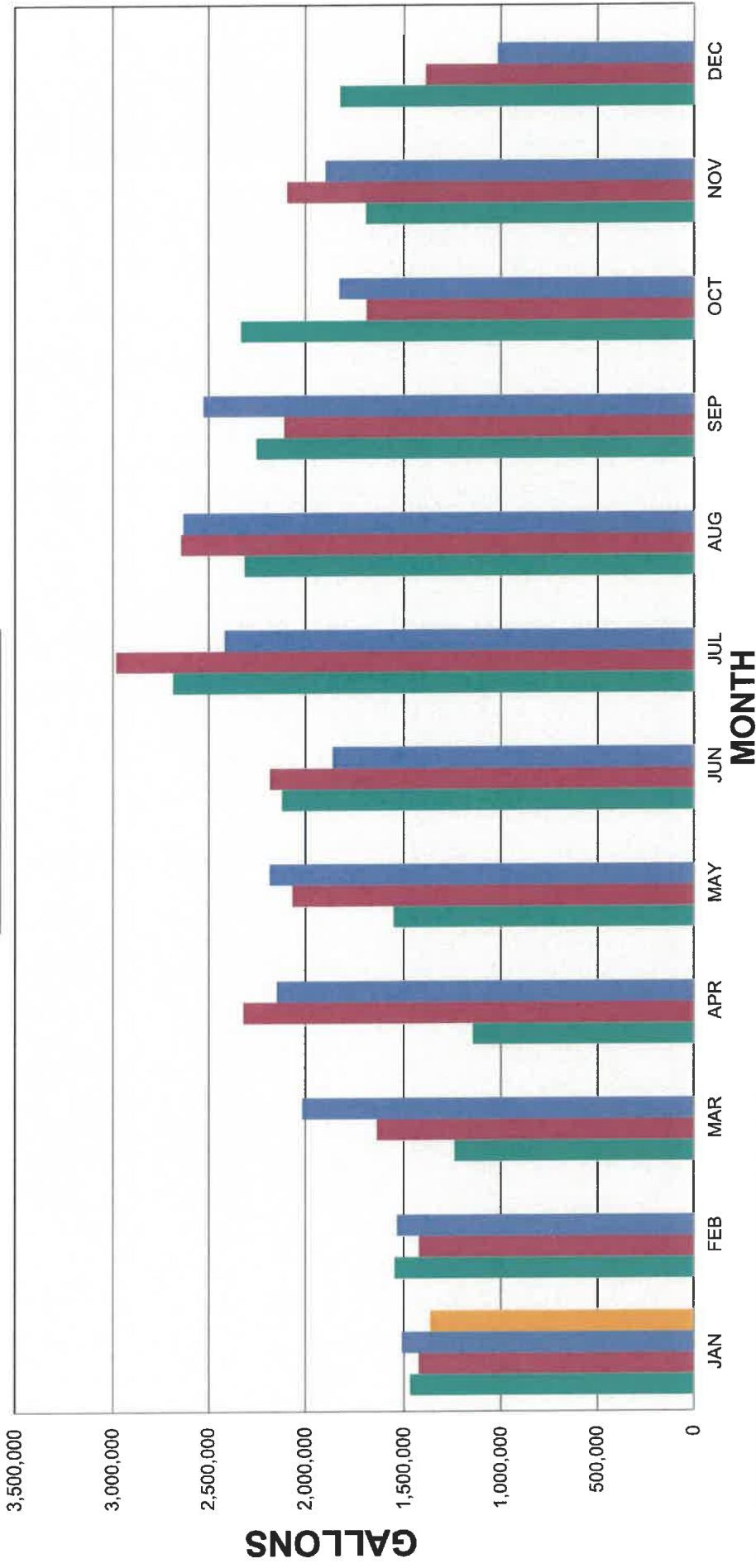
ABCSD MONTHLY AVERAGE EFFLUENT BOD (2020 - 2023)



ABCSD MONTHLY WATER PURCHASED FROM LOPEZ (2020 - 2023)



ABCSD MONTHLY WATER SOLD (2020 - 2023)




**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 14, 2023

SUBJECT: FY 2022-2023 Mid-Year Budget Review

Recommendation:

Receive Report; Provide direction to staff on any adjustments for the approved FY 2022/2023 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 2022, 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 49% and expenses are at 44% of their respective budget amounts. As noted in the General Manager's Report, the County recently estimated that FY 2022/23 tax revenue will be \$770,500 and the estimated FY 2023/24 tax revenue will be \$791,300. Our two biggest income sources, Operating Revenue and County Taxes are at 55% and 34% respectively. However, the District received \$266,000 in tax revenue since the beginning of the New Year, so we are currently at 68% of our annual budget amount of \$775,000. Staff anticipates year-end expenses will come in at about 95% 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 22-23 Budget</u>	<u>Actual Through 12-31-2022</u>	<u>% of Budget</u>
Income	\$ 1,803,000	\$ 887,315	49%
Expenses	\$ 1,626,000	\$ 714,000	44%

Administrative/General Fund

Total	<u>FY 22/23 Budget</u>	<u>Actual Through 12-31-2022</u>	<u>% of Budget</u>
Income	\$ 475,000	\$ 150,000	31%
Expenses	\$ 465,000	\$ 132,000	29%

Income for the Administrative/General budget comes from County taxes, interest on reserve funds and franchise fee income. The major Administrative/General Fund expense items include: Cal Fire support services contract (\$215,000); Payroll expenses (\$76,000); Contract labor expenses (\$24,000); Legal expenses; Insurance premiums; Membership dues; and Accounting and Audit support.

Income for the Administrative/General Fund is slightly behind the 50% benchmark. This is due to the fact that we typically transfer more tax revenue funds than needed to the Water and Sanitary funds. Staff will make an adjustment that will correct this and have income on budget by the end of the fiscal year. Administrative expenses are below the 50% benchmark, but this is due to the fact that the District has not received the annual invoice from Cal Fire for the FY 2022/23 budget year. Staff anticipates income and expenses will be on budget by the end of the fiscal year.

Street Light Fund

Total	<u>FY 22/23 Budget</u>	<u>Actual Through 12-31-2022</u>	<u>% of Budget</u>
Income	\$ 16,000	\$ 6,500	40%
Expenses	\$ 15,500	\$ 5,700	38%

The Street Lighting Fund income includes \$16,000 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 22/23 Budget</u>	<u>Actual Through 12-31-2022</u>	<u>% of Budget</u>
Income	\$ 22,000	\$ 13,000	59%
Expenses	\$ 17,000	\$ 8,000	47%

The Solid Waste Fund is slightly above benchmark for income and slightly below benchmark for expenses. Income from this fund goes primarily to fund Administrative/General Expenses for the solid waste program and help with the District’s rate assistance 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 22/23 Budget</u>	<u>Actual Through 12-31-2022</u>	<u>% of Budget</u>
Income	\$ 725,000	\$ 473,000	65%
Expenses	\$ 620,000	\$ 312,000	50%

The Sanitary Fund is well above the 50% benchmark for income and on target for expenses. The income is above benchmark due to an excess of tax revenues going to the Sanitary fund. Staff will make an adjustment in the second half of the fiscal year to correct this issue. Staff projects that year end income and expenses will be on budget for the Sanitary Fund.

Water Fund

Total	<u>FY 22/23 Budget</u>	<u>Actual Through 12-31-2022</u>	<u>% of Budget</u>
Income	\$ 565,000	\$ 298,000	53%
Expenses	\$ 505,000	\$ 257,000	51%

The Water Fund is slightly above the 50% benchmark for income and expenses are at the mid-year benchmark. The major budget expenses for the water fund are the purchase of Lopez and State Water with an approved budget of \$358,000. Staff anticipates the Water Fund income and expenses will be on budget at the end of the fiscal year.

Summary

Overall the District remains in a consistent and secure financial position. Estimated fiscal year tax revenues are anticipated to come in on budget and water and sewer revenues are projected to come in on budget or slightly below budget. Operating expenses are slightly below the benchmark for the first half of the fiscal year due. 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 approximately \$100,000 to the District's Reserve Fund accounts at fiscal year-end. As of mid-year, the District has not received any Connection Fees revenue. To date the Port San Luis Harbor District has reimbursed the CSD approximately \$41,000 for their share of capital improvement projects at the WWTP.

**Avila Beach Community Services District
2022-23 Fiscal Year Budget**

Budget Summary

Avila Beach Community Services District
Operations Maintenance Budget
Combined Detail - Final

Fiscal Year 2022/23
(May 10, 2022)

Ordinary Income/Expense	Combined	Admin/Gen	Sanitary	Water	Street Lights	Solid Waste	Total
Income							
4010 · Operating Revenue	0	460,000	465,000	0			925,000
4012 · S W Franchise Fee						22,000	22,000
4020 · Ambulance Franchise Fee	4,000	0	0	0	0	0	4,000
4030 · County Taxes	460,000	200,000	100,000	15,000	0	0	775,000
4050 · Harbor O & M Reimbursement	0	65,000	0	1,000	0	0	66,000
4100 · Misc Income	0	0	0	0	0	0	0
4600 · Interest Income	11,000	0	0	0	0	0	11,000
Total Income	475,000	725,000	565,000	16,000	22,000	0	1,803,000
Expense							
5100 · Merch CC Fees TIB	6,500	0	0	0	0	0	6,500
5210 · Gross Wages	43,000	0	0	0	0	2,000	45,000
5230 · Payroll Taxes	1,000	0	0	0	0	0	1,000
5242 · Health Insurance	9,600	0	0	0	0	0	9,600
5254 · CalPERS Kathy	15,000	0	0	0	0	0	15,000
5256 · CalPERS Kristi	5,000	0	0	0	0	0	5,000
5260 · Work Comp Insurance	1,300	0	0	0	0	0	1,300
5280 · Payroll Admin & Misc	1,500	0	0	0	0	0	1,500
6102 · Accounting	15,000	0	0	0	0	500	15,500
6103 · Accounting Audit	10,000	0	0	0	0	1,000	11,000
6120 · Dues & Subscriptions	9,000	500	1,000	0	0	0	10,500
6130 · LAFCo Fees	5,600	0	0	0	0	1,000	6,600
6135 · Legal	15,000	15,000	2,000	0	0	5,000	37,000
6140 · Office Supplies & Postage	7,000	1,000	1,000	0	0	0	9,000
6145 · Public Notices	1,000	0	0	0	0	0	1,000
6150 · Rate Assistance	0	0	0	0	0	9,500	9,500
6155 · Rent	0	0	0	0	0	0	0
6160 · Training	2,500	0	0	0	0	0	2,500
6165 · Fuel & Travel	1,000	1,000	0	0	0	0	2,000
6170 · Web Site	2,800	0	0	0	0	0	2,800
6503 · Chemicals	0	75,000	2,000	0	0	0	77,000
6505 · Contract Labor O & M	4,000	200,000	65,000	0	0	0	269,000
6506 · Contract Labor GM	55,000	0	0	0	0	3,000	58,000
6507 · Contract Labor District Engr	0	60,000	25,000	0	0	0	85,000
6510 · Critical Spare Parts	0	5,000	4,000	0	0	0	9,000
6515 · Engineering	0	3,500	5,000	0	0	0	8,500
6520 · Equip Repairs & Maintenance	3,000	80,000	15,000	3,000	0	0	101,000
6525 · Fat Oil & Grease Program	0	0	0	0	0	0	0

Avila Beach Community Services District
 Operations Maintenance Budget
 Combined Detail - Final
 Fiscal Year 2022/23
 (May 10, 2022)


Combined	Admin/Gen	Sanitary	Water	Street Lights	Solid Waste	Total
6530 · Generator Maintenance		7,000		0	0	7,000
6535 · Insurance P/L	8,000	7,500	8,000	0	0	23,500
6540 · Lab Tests	0	52,000	2,000	0	0	54,000
6542 · Bldg Maintenance & Janitorial	5,000	0	0	0	0	5,000
6545 · Miscellaneous	0	0	2,000	0	0	2,000
6550 · Operating Supplies	0	4,000	4,000	0	0	8,000
6555 · Permits & Fees	0	12,000	4,000	0	0	16,000
6560 · Plan Checks	0	0	1,000	0	0	1,000
6565 · Regulatory Permit Compliance		5,000	1,000	0	0	6,000
6567 · Bldg Repairs	17,000					17,000
6570 · Safety Gear	0	1,000	500	0	0	1,500
6575 · Small Tools	0	500	500	0	0	1,000
6580 · Solids Handling		37,000		0	0	37,000
6585 · Telephone	3,000	4,500	0	0	0	7,500
6590 · Utilities	2,500	40,000	3,000	12,500	0	58,000
6591 · Yard Maintenance		3,500				
6802 · Lopez Water	0		153,000	0	0	153,000
6805 · State Water	0	0	205,000	0	0	205,000
6900 · Yard Improvements	0	0	1,000	0	0	1,000
Sub total Operating Expense	249,300	620,000	505,000	15,500	22,000	1,408,300
6600 · Cal Fire Contract Labor	215,000					
Total Expense	464,300	620,000	505,000	15,500	22,000	1,626,800
8050 · Fixed Assets Depreciation	0	100,000	40,000	0	0	140,000
Total Expenses						1,766,800
Net Profit/ Loss	10,700	5,000	20,000	500	0	36,200

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 14, 2023

SUBJECT: Annual Review of District By-Laws

Recommendation:

Review the current By-Laws and the changes proposed by District legal counsel and adopt the proposed changes or provide other direction to Staff.

Discussion:

In accordance with District Policy, the Board reviews the District By-Laws each year to ensure that the By-Laws comply with any new legal requirements, ensure that they meet the current needs of the District and to keep the information “fresh” in the scope of operating the District and the Board meetings. 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.

Attached is a copy of the District By-Laws, for the Board’s review and comment. Legal Counsel has reviewed the By-Laws and provided recommended changes in “strikeout and underline” format. The Board can accept legal counsel recommended changes, provide additional changes or if the Board wishes more time to finalize their review, this item can be carried forward to a future meeting for final action. Staff recommends the Board accept the proposed changes and, if they have no other suggested changes, adopt the updated By-Laws.

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated ~~March-2022~~February 2023

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 positions or policies.
- 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 Tuesday of each calendar month at 1:00 PM 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. The 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.

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated ~~March 2022~~February 2023

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.

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated ~~March 2022~~February 2023

- 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 20minute 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~~presiding officer, 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.

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated ~~March 2022~~ **February 2023**

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 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 posted 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 set out above, regular meeting Agendas and special ~~meeting~~ meeting Agendas shall be posted on the District's web page and delivered to individuals who have filed a written request with the District requesting the agendas expressed an interest in receiving the Agendas (Interested Parties List).

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

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BOARD OF DIRECTOR
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concerning a consent item which will not involve extended 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;

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- Approval of the minutes or modified minutes of preceding meetings;
 - 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 polices, 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 ~~At the Discretion of the Board President, Subject to equipment malfunction,~~ an audio tape recording of regular and special meetings of the Board of Directors ~~will may~~ be made. ~~Subject to equipment malfunction, a~~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-any~~ recordings for a 30-day period after the recording. In addition to the 30-day requirement, the District will attempt to maintain ~~the-any~~ recordings, without legal obligation to do so, for 2 years after the date of the recording.

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated ~~March 2022~~February 2023

7. DIRECTOR GUIDELINES

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

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concerns, but the complaint should be referred to the General Manager for processing and the District's response, if any.

- 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

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attendance at programs, conferences, and seminars that are related to District functions and/or Director development.

- (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. Reimbursement rates for meals will be pursuant to the U.S. General Services Administration (GSA) per diem rates for the locale of the destination(s) except for meals included in the registration fees for the conference, seminar or training activity. The 2023~~2~~ GSA meals and incidentals per diem rates for San Luis Obispo are \$17 for breakfast, \$18 for lunch, \$34 for dinner and \$5 for incidentals, for a daily total not to exceed \$74.
- (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.

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- 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.

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11. ETHICS AND SEXUAL HARASSMENT PREVENTION TRAINING

- 11.1** Pursuant to Assembly Bill (AB) 1234 (Salinas, 2005, Local Agencies: Compensation and Ethics); Assembly Bill 1825 (Reyes, 2004, Sexual Harassment: Training and Education); AB 1661 (2016, McCarty, Local Government: Sexual Harassment Prevention Training and Education); the statutes added or amended by AB 1234, AB 1825 and AB 1661; and any other statute or regulation with which the District must comply, all Directors and designated District personnel shall receive at least 2 hours of Ethics Sexual Harassment Prevention training every two years, or as frequently as is required by law.
- 11.2** Each newly elected Board Member and designated District personnel shall receive Ethics Sexual Harassment Prevention training no later than one year from the first day of service with the District and thereafter shall receive Ethics and Sexual Harassment Prevention training at least once every two years, or as frequently as is required by law.

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.

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- (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.

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

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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. REVIEW OF GENERAL MANAGER & LEGAL COUNSEL CONTRACTS

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- 14.1 The District's General Manager's contract shall be reviewed by the Board of Directors annually during the months of April and/or May of each year.
- 14.2 The District's Legal Counsel's contract shall be reviewed 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.

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 the 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 the 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

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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.