

AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424
Meeting Room and Office – 191 San Miguel Street, Avila Beach
Telephone (805) 595-2664 FAX (805) 595-7623
E-Mail Avilacsd@AOL.com

AGENDA

REGULAR BOARD MEETING
7:00 pm Tuesday January 13, 2009

BOARD MEETING LOCATION
Avila Beach Community Center
191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA

1. **CALL TO ORDER: 7:00 P.M.**

2. **ROLL CALL: Board Members:**

Terry Brown, Director
Ron Chilcott, Director
John Janowicz, Director
Pete Kelley, Vice President
Jason Simas, Director

3. **PUBLIC COMMENTS;**

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

4. **INFORMATION AND DISCUSSION ITEMS**

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

A. Board Communications

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

Verbal request from San Miguelito Mutual Water Company for the Board to establish a subcommittee to meet and address common subjects.

B. County Reports

1. SLO County Sheriff Department

2. CalFire/County Fire Department

- Update on Feasibility of Paramedic Program

5. **CONSENT ITEMS:**

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

A. Minutes of December 9, 2008 Regular Meeting

B. Monthly Payables

C. General Manager /District Engineer Report

D. Water and Wastewater Superintendent's Report

E. Subcommittee Reports

- 6. BUSINESS ITEMS:** Items where Board action is called for.
- A. Election of Officers/ Committee Appointments
(Action Required: Proceed with Election and Appointments)
 - B. Memorandum of Understanding for Fire Engine (“Grandpa”)
(Action Required: Receive Report: Direct Staff to work with CalFire and Avila Beach Community Foundation for finalizing a MOU)
 - C. Avila Beach Sphere of Influence Review/ Municipal Service Review LAFCO
(Action Required: Receive Presentation by LAFCo Representative)
 - D. Will Serve Request 268 Front Street (Avila Café)
(Action Required: Approve Request)
 - E. Consideration of Purchase of Secondary Sedimentation Pump Variable Feed Drive Unit
(Action Required: Receive Report; Approve Purchase)
 - F. Consideration of Installation of Chlorine Contact Chamber Drains (WWTP)
(Action Required: Authorize Staff to Self Perform Installation)
 - G. Primary Clarifier Refurbishment Scoping Study and Preliminary Design
(Action Required: Direct Staff to Perform Study and Preliminary Design)
 - H. Sewer System Video Inspection
(Action Required: Provide Direction to Staff)
 - I. Consideration of LAFCo Special District Member Appointment
(Action Required: Receive Report; Consider Candidates(s) for Appointment)
 - J. Update of Bank Signature Cards
(Action Required: Receive Report; Approve Banking Procedures)
 - K. Mid Year Budget Review
(Action Required: Receive Report)

8. INFORMATION AND DISCUSSION ITEMS

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

Other Communication

- Ad-Hoc Committee on Strategic Planning

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, 191 San Miguel 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.

**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
January 13, 2009**

1. CALL TO ORDER

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:02 p.m. on the above date, in the Avila Community Building meeting room, was called to order by Vice President Pete Kelley.

2. ROLL CALL

Board Members Present	Terry Brown Ron Chilcott John Janowciz Pete Kelley Jason Simas
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Board Members Absent:	None
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Staff Present:	John Wallace, General Manager Jon Seitz, Legal Counsel Kathy Richardson, Office Manager
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3. PUBLIC COMMENTS

Kurt Grife addressed the Board to provide a brief historical perspective on the District and to commend the Board for their dedication to the community. Tom Guernsey addressed the Board commenting that it appears to be a long agenda and recommended that the Board end the meeting in a two hour period. Mr. Guernsey also requested that the new Board members submit a resume.

4. INFORMATION AND DISCUSSION ITEMS

A. Board Communication-

The Board received a presentation from Rick Coon, General Manager of San Miguelito Mutual Water Company, requesting that the Board consider forming a sub-committee to discuss subjects of mutual concern between both agencies. The Board suggested that the District's General Manager meet with the General Manager of San Miguelito Mutual Water Company to "flesh out" the desired subjects of discussion and bring that information back to the Board prior to organizing a committee.

B. County Reports

1. SLO Sheriff:

SLO Sheriff Deputy Manuele, filling in for Commander Hall, provided an overview of calls in the area. There were 33 calls for service resulting in 5 reports including vandalism at the La Fonda Hotel.

2. CAL Fire Report-

Division Chief Rob Lewin introduced Steve Reeder as the new Battalion Chief for the Avila Battalion. Battalion Chief Reeder provided a review of responses within the battalion. Additionally, Chief Reeder advised that a multi-agency training session recently took place at the Port, with staff from the Avila, Pismo Beach, and Arroyo Grande stations all participating along with the Port San Luis Harbor District. Division Chief Lewin advised that he has commenced the initial steps to complete a feasibility study for Paramedic Services within the District. Further information will be provided as it becomes available. Director Simas inquired if this would be a seasonal or year round service. Chief Lewin advised that he will provide information on both.

Vice President Kelley inquired if either of the new directors would like to give a brief description of their background and interest in the Board.

John Janowicz advised that he was raised in Shell Beach and has lived in Avila Beach for the last 6 years after building his family home here, he has a degree in biological science, has worked in construction and is now employed with San Luis Obispo County in the Parks Department.

Ron Chilcott advised that he is originally from Scotland and moved to the US for work in 1984 and became a US citizen in 2000. He has lived in Avila Beach for 12 years and is currently employed with San Luis Obispo County in the Financial Department of Child Support Services.

5. CONSENT ITEMS

Vice President Kelley introduced the consent items and inquired if any member of the Board, or public wished to address any items. Tom Guernsey commented that he did not see a reference to the inquiry regarding operations vehicles being noticed at the intersection of First and San Luis Streets on what was thought to be November 21, 2008 Mr. Wallace commented that no log entry was made for that date, but on November 29th staff responded to a sewer line plug in this area. Following a brief discussion it was determined that the incident previously reported may have been the same one inquired about. It was moved by Director Brown, seconded by Director Chilcott and passed unanimously to approve the consent items as submitted.

- A. Approval of the December 9, 2008 Regular Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Report

6. BUSINESS ITEMS

A. Election of Officers / Committee Appointments

Mr. Wallace advised that at the January meeting it is customary to elect officers for the upcoming year and to make committee appointments. Director Brown nominated Director Kelley for the office of President. No other nominations for president were received Director Kelley was elected to the office of President on a unanimous vote. Nominations for Vice President were opened with Director Kelley nominating Director Brown for the office of Vice President. Tom Guernsey commented that he felt Director Simas would make a good Vice President. President Kelley inquired if Director Simas would like to hold the office of Vice President. Director Simas commented that he would be willing to serve in any capacity that the Board desired, however, he is fully supportive of Director Brown serving as Vice President. Nominations were closed with a vote being taken and Director Brown being elected unanimously to the office of Vice President. Nominations for Secretary were opened with Director Simas nominating Director Chilcott for the office of Secretary. No other nominations were received; Director Chilcott was elected on a unanimous vote to the office of Secretary.

Officers of the Board are as follows:

President:	Director Kelley
Vice President:	Director Brown
Secretary:	Director Chilcott

President Kelley advised that the Board would now proceed with committee appointments for the standing committees of Finance, Personnel, and Facilities. Following general discussion and clarification on the duties of each committee the following committees were set by unanimous votes.

Finance:	Directors Kelley & Brown
Personnel:	Directors Janowicz & Simas
Facilities:	Directors Chilcott & Janowicz

Additionally, an ad-hoc committee for Strategic Planning consisting of Director Simas was appointed.

B. Memorandum of Understanding for Fire Engine "Grandpa"

General Manager Wallace advised the Board that the Fire Engine #4 fondly known as "Grandpa" has been undergoing the process of preservation under the leadership of Jason Cohn, Captain with CALFire. As the engine is now ready to make appearances at various community events it is appropriate to establish a Memorandum of Understanding for the upkeep and use of this engine. Following discussion staff was **directed to work with CALFire, and the Avila Beach Community Foundation to establish a MOU and to bring it back to the Board for consideration at a future meeting.**

C. Avila Beach Sphere of Influence Review / Municipal Service Review LAFCo

Mr. Wallace introduced David Church, representative from LAFCo to provide an overview of the draft Sphere of Influence Review / Municipal Service Review currently being reviewed. Mr.

Church advised that no changes to the District's Sphere of Influence are being recommended. Tom Guernsey commented that he would be submitting comments to LAFCo for inclusion in the final study. **No Formal Actions were Taken.**

D. Will Serve Request 268 Front Street (Avila Café)

General Manager Wallace advised the Board that a request for a Will Serve letter has been received from Rossi Trading Company for a Café to be located at 268 Front Street. Mr. Rossi addressed the Board and advised that they are ready to proceed with the remodel to the Front Street property and need a will serve from the District to obtain the necessary permit from the County. There was a discussion regarding the amount of connection fees to be paid for the project. It was decided that ½ of the fees would be paid now as normally required and for staff to continue discussions with the applicant on the total fees applicable. Following discussion it was moved Director Kelley, seconded by Director Brown and passed unanimously **to approve the Will Serve Request for 268 Front Street.**

Mr. Seitz left the meeting following this item at approximately 8:15 pm

E. Consideration of Purchase of Secondary Sedimentation Pump Variable Feed Drive Unit

Mr. Wallace advised the Board that a variable feed drive (VFD) unit has failed at the Wastewater Treatment Plant and needs to be replaced. It was moved by Director Kelley, seconded by Director Brown and passed unanimously **to direct staff to purchase and install the new VFD unit at a not to exceed amount of \$2,200.**

F. Consideration of Installation of Chlorine Contact Chamber Drains (WWTP)

General Manager Wallace advised the Board in order to meet the District's Wastewater Discharge permit, draining of the chlorine contact chamber must be completed. Currently this requires positioning pumps on top of the secondary clarifier structure. Installation of drains would simplify the cleaning of the tanks and decrease overall staff time. It was moved by Director Kelley, seconded by Director Janowicz and passed unanimously **to authorize staff to self perform the installation of drains in the chlorine contact chamber in an amount not to exceed \$6,300.**

G. Primary Clarifier Refurbishment Scoping Study and Preliminary Design

Mr. Wallace advised the Board that previously the District had budgeted funds to refurbish the primary clarifier skimmer arm and to recoat the interior of the clarifier tank. In preparation of these projects, staff would like to perform a scoping study to determine the best procedure (repair or replacement) for completing these projects. It is anticipated that this study will require two months to complete. It was moved by Director Simas, seconded by Director Chilcott and passed unanimously **to direct staff to complete a scoping study and preliminary design specifications for the needed refurbishments pairs to the clarifier in a not to exceed amount of \$7,500. This study will be presented to the Board at the March meeting.**

H. Sewer System Video Inspection

General Manager Wallace advised the Board that during the budget process staff identified a need to perform a video inspection of the wastewater collection system and provided a budget amount of \$7,600. It was moved by Director Kelley, seconded by Director Simas and passed unanimously **to direct staff to proceed with the preparation of the bid package and specifications, and to solicit bids to perform the work. Staff will return to the Board for approval of the project based upon bids solicited.**

I. Consideration of LAFCo Special District Member Appointment

Mr. Wallace advised the Board that the Special District member appointment to LAFCo is up for election. Mr. David Brooks, of Templeton CSD has expressed interest in continuing to serve in this capacity. It was moved by Director Brown, seconded by Director Kelley and passed unanimously **to support Mr. Brooks in the LAFCo election and to direct the President to cast the District vote accordingly.**

J. Update of Bank Signature Cards

General Manger Wallace advised that with the election, it is necessary to update the bank signature cards and initiate any changes to the banking procedures that may be desirable. It was moved by Director Kelley, seconded by Director Simas and passed unanimously **to approve the banking procedures as presented.**

K. Mid Year Budget Review

Mr. Wallace provided an overview of the current budget status as of December 31, 2008. Approximately 50 % of revenues have been received and 54% of budget expended. **No formal actions were taken.**

7. INFORMATION AND DISCUSSION ITEMS

Board Communications –

Director Simas inquired if the District has considered utilizing “PAA” in place of chlorine for Disinfection purposes. Mr. Wallace advised that he is not familiar with that method of disinfection. Mr. Wallace advised that our drinking water is delivered treated to our distribution system by the Lopez water system, therefore we do not treat our water in the District. Mr. Wallace advised that if any members of the Board would like a tour of the Lopez Water Treatment facility, he would make those arrangements. Further, a tour of our Wastewater Treatment Plant will be set up for any interested members of the Board.

Tom Guernsey inquired when the District would be holding Strategic Planning sessions. Director Simas, as the Ad-Hoc committee, will provide more information at the March meeting.

8. ADJOURNMENT

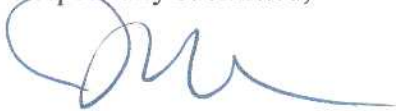
The meeting was adjourned at 9:32 pm by motion of Director Kelley seconded by Director Brown, and passed unanimously.

Avila Beach CSD
Board of Directors Meeting
Minutes January 13, 2009 page 6

The next regular meeting of the Avila Beach Community Services District is scheduled for February 10, 2009 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.

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,

A handwritten signature in blue ink, appearing to be 'John Wallace', written over a horizontal line.

John Wallace,
General Manager

AVILA BEACH COMMUNITY SERVICES DISTRICT

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Meeting Room and Office – 191 San Miguel Street, Avila Beach
Telephone (805) 595-2664 FAX (805) 595-7623
E-Mail Avilacsd@AOL.com

AGENDA REGULAR BOARD MEETING 7:00 pm Tuesday February 10, 2009

BOARD MEETING LOCATION
Avila Beach Community Center
191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA

1. **CALL TO ORDER: 7:00 P.M.**

2. **ROLL CALL: Board Members:**

Pete Kelley, Vice President
Terry Brown, Director
Ron Chilcott, Director
John Janowicz, Director
Jason Simas, Director

3. **PUBLIC COMMENTS;**

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

4. **INFORMATION AND DISCUSSION ITEMS**

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

- A. Board Communications
 - Reports on Attended Conferences, Meetings, and General Communications of District Interest
- B. County Reports
 - 1. SLO County Sheriff Department
 - 2. CalFire/County Fire Department

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 13, 2009 Regular Meeting
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report
- E. Subcommittee Reports

6. BUSINESS ITEMS: Items where Board action is called for.

- A. Easement Deed Lachen Tara Development
(Action Required: Receive Report, Accept Easement Deed)
- B. Water Service for Bob Jones Bike Trail Landscaping
(Action Required: Receive Report, Provide Direction to Staff)
- C. Installation of Overflow Drains FFR Feed Well (WWTP)
(Action Required: Receive Report, Approve Project)
- D. Water Valve Replacements (Various First Street Locations)
(Action Required: Approve Engineer Recommendations)

7. INFORMATION AND DISCUSSION ITEMS

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

Other Communication

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**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
February 10, 2009**

1. CALL TO ORDER

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:03 p.m. on the above date, in the Avila Community Building meeting room, was called to order by President Pete Kelley.

2. ROLL CALL

Board Members Present	Pete Kelley Terry Brown Ron Chilcott John Janowciz Jason Simas
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Board Members Absent:	None
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Staff Present:	John Wallace, General Manager Kathy Richardson, Office Manager
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3. PUBLIC COMMENTS

Tom Guernsey inquired as to how many people attended the Special Meeting / Tour of the Wastewater Treatment Plant. Mr. Wallace advised that four members of the Board attended and one public member in addition to staff.

4. INFORMATION AND DISCUSSION ITEMS

A. Board Communication-

General Manager Wallace advised the Board that SDRMA, the District's insurance carrier, will be holding a training session on Sexual Harassment Prevention in Avila on February 18, 2009 and inquired if any member of the Board would be available to attend. Director Brown commented that if he is in town he would attend on behalf of the District. Mr. Wallace further advised that he will be out of state and unable to attend the March Board meeting and will have Mr. Zehnder attend in his place. Tom Guernsey commented that at the AVAC meeting, a discussion took place regarding re-naming of the Avila Beach Community Park. Following Board discussion, the President directed staff to send a letter to County Parks, expressing the desire of the Board to maintain the current name of the park.

B. County Reports

1. SLO Sheriff:

SLO Sheriff Commander Hall, provided an overview of calls in the area. There were a couple of car break-ins at the Bob Jones Trailhead, some lost and found properties, and an arrest on drug charges. Overall, calls are at about the same level as the previous year. Commander Hall commented that the budget issues facing the County may affect the level of service provided here in Avila.

2. CAL Fire Report-

CALFire Battalion Chief Steve Reeder provided an overview of the responses by station 62 with 41 responses including a structure fire and a cliff rescue. President Kelley complimented fire staff for the quick response time to the structure fire. Chief Reeder commented that a video of the fire is available on their web-site. Captain Cohn, advised that the seat on Engine #4 "Grandpa" has been re-upholstered, and that the Foundation has approved another grant to further the preservation of this piece of equipment. It is anticipated that the new grant will be utilized to put new tires on the engine. Captain Cohn commented that a long term storage solution will need to be researched with the possibility of a "seatrain" being utilized.

As a part of Board communications, Director Simas commented that he along with Directors Chilcott and Janowicz attended the Ethics Training held in Templeton.

5. CONSENT ITEMS

President Kelley introduced the consent items and inquired if any member of the Board, or public wished to address any items. Under public comment, Tom Guernsey inquired as to the Manager Report and the LAFCo Sphere of Influence / Municipal Service Review and wanted to know what comments were included in the study. Mr. Wallace advised that both his and District Counsel Sitez's had provided comments to Mr. Church and the staff report and final report from LAFCo could be viewed on LAFCo's web site. Also, Mr. Guernsey inquired of two checks written to the County and what they were for. Staff advised that one was for a 60% payment on State Water and the other was for a "blanket encroachment permit". President Kelley suggested that if Mr. Guernsey had further questions to stop by the District office for clarification prior to the meetings. It was moved by Director Simas, seconded by Director Brown and passed unanimously to approve the consent items as submitted.

- A. Approval of the January 13, 2009 Regular Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Report

6. **BUSINESS ITEMS**

A. Easement Deed Lachen Tara Development

Mr. Wallace provided an overview of the Lachen Tara development project and advised the Board that a new 15 foot easement for water lines is located within the project and is necessary to be transferred to the District for operation and maintenance of the line. It was moved by Director Brown, seconded by Director Simas and passed on the following roll call vote **to approve Resolution 2009-01 Accepting Easement Deed from People Self-Help Housing Corporation.**

AYES:	Brown, Simas, Kelley, Chilcott, Janowicz
NOES:	None
ABSENT:	None
ABSTAINING:	None

B. Water Service for Bob Jones Bike Trail Landscaping

General Manager Wallace advised the Board that staff has received a request to provide landscaping water service to the Bob Jones Bike Trail extension. Mr. Wallace commented that this service is outside the District boundaries and would require LAFCo to approve an "Outside User Agreement" if the District were to serve the project. Further Mr. Wallace commented that a water "blow-off" valve from the Lopez water distribution line, owned by SLO County Public Works is present in the area and water might obtainable from that valve and meter. Following discussion it was moved by Director Simas, seconded by Director Janowicz and passed unanimously to **direct staff to work with County Parks representatives to determine the best way for water to be served to this project, and to bring further information back to the Board if necessary.**

C. Installation of Overflow Drains FFR Feed Well (WWTP)

Mr. Wallace advised the Board that operations staff are recommending that overflow drains be added to the FFR feed well at the wastewater treatment plant. Under public comment, Mr. Guernsey asked about the cost of labor associated with this project. It was moved by Director Simas, seconded by Director Brown and passed unanimously **to proceed with self installation of the 6 inch overflow drains in a not to exceed amount of \$4,400.**

D. Water Valve Replacements (Various First Street Locations)

General Manager Wallace advised the Board that good bids have been received for replacement of water vales are various locations along First Street. Following discussion it was moved Director Simas, seconded by Director Janowicz and passed unanimously **to award a Contract to R. Baker Inc. in the anticipated amount of \$19,105 for the removal and replacement of two 8-inch and three 6-inch buried gate valves and to direct staff to process the award and to administer the construction of this project.**

7. INFORMATION AND DISCUSSION ITEMS

Board Communications –
None

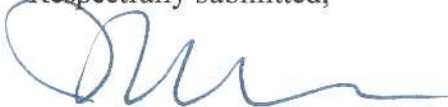
8. ADJOURNMENT

The meeting was adjourned at 8:15 pm by motion of Director Brown seconded by Director Kelley, and passed unanimously.

The next regular meeting of the Avila Beach Community Services District is scheduled for March 10, 2009 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.

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,



John Wallace,
General Manager

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424
Meeting Room and Office – 191 San Miguel Street, Avila Beach
Telephone (805) 595-2664 FAX (805) 595-7623

**AGENDA
SPECIAL BOARD MEETING
10:00 am Saturday February 7, 2009**

**BOARD MEETING LOCATION
Avila Beach Wastewater Treatment Plant
2868 AVILA BEACH DRIVE, AVILA BEACH, CALIFORNIA**

1. **CALL TO ORDER: 10:00 A.M.**
2. **ROLL CALL:** Board Members: Pete Kelley, President
Terry Brown, Vice President
Ron Chilcott, Director
John Janowicz, Director
Jason Simas, Director
3. **PUBLIC COMMENTS;**
The Public has the right to comment on any item on the Special Meeting Agenda
4. **BUSINESS ITEMS:** Items where Board action is called for.
 - A. Tour of District Wastewater Treatment Plant
(Action Required: Attend Tour)

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**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF SPECIAL MEETING
February 7, 2009**

1. CALL TO ORDER

The Board of Directors of the Avila Beach Community Services District, meeting in Special Session at 10:00 a.m. on the above date, at the Avila Beach Community Services District Wastewater Treatment Plant, was called to order by President Pete Kelley.

2. ROLL CALL

Board Members Present	Pete Kelley Terry Brown Ron Chilcott Jason Simas
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Board Members Absent:	John Janowciz
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Staff Present:	John Wallace, General Manager Chris Nally, Operations Supervisor Travis Powell, Operator In Training
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3. PUBLIC COMMENTS
None

4. BUSINESS ITEMS

A. Tour of District Wastewater Treatment Plant

Operations staff provided a tour of the wastewater treatment plant. This provided the Board members with the opportunity to see "first hand" the various components that make up the Treatment facility.

5. ADJOURNMENT

The meeting was adjourned at 11:45 am by motion of Director Kelley seconded by Director Brown, and passed unanimously.

The next regular meeting of the Avila Beach Community Services District is scheduled for February 10, 2009 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.

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Respectfully submitted,


John Wallace, General Manager

AVILA BEACH COMMUNITY SERVICES DISTRICT

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Telephone (805) 595-2664 FAX (805) 595-7623
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AGENDA

REGULAR BOARD MEETING
7:00 pm Tuesday March 10, 2009

BOARD MEETING LOCATION
Avila Beach Community Center
191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA

1. **CALL TO ORDER: 7:00 P.M.**

2. **ROLL CALL: Board Members:**

Pete Kelley, Vice President
Terry Brown, Director
Ron Chilcott, Director
John Janowicz, Director
Jason Simas, Director

3. **PUBLIC COMMENTS;**

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

4. **INFORMATION AND DISCUSSION ITEMS**

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

- A. Board Communications
Reports on Attended Conferences, Meetings, and General Communications of District Interest
- B. County Reports
 - 1. SLO County Sheriff Department
 - 2. CalFire/County Fire Department

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 February 7, 2009 Special Meeting and February 10, 2009 Regular Meeting
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report
- E. Subcommittee Reports

March 10, 2009, Regular Meeting Agenda, Page 2

6. **BUSINESS ITEMS:** Items where Board action is called for.
 - A. Consideration of Request for Sponsorship Avila Beach Fish & Farmers Market
(Action Required: Receive Request, Provide Direction to Staff)
 - B. Primary Clarifier Refurbishment Scoping Study and Preliminary Design Update
(Action Required: Receive Report, Provide Direction to Staff)
 - C. Policy Manual Review
(Action Required: Receive Report)

7. **INFORMATION AND DISCUSSION ITEMS**

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

Strategic Planning Ad-Hoc Committee Update
Memo From Director Simas (attached)

Other Communication

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**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
March 10, 2009**

1. CALL TO ORDER

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:02 p.m. on the above date, in the Avila Community Building meeting room, was called to order by President Pete Kelley.

2. ROLL CALL

Board Members Present	Pete Kelley Terry Brown Ron Chilcott John Janowciz Jason Simas
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Board Members Absent:	None
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Staff Present:	Tom Zehnder, Assistant General Manager Kathy Richardson, Office Manager
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3. PUBLIC COMMENTS

Tom Guernsey commented that previously he had requested that the Board place on the agenda a review of the District's office hours and that a strategic planning session be held to establish a vision and mission statement for the District, both of which haven't been added to an agenda. Further Mr. Guernsey commented that it should be placed on the agenda to have the flag outside of the District office be replaced and requested that a CA state flag also be flown.

4. INFORMATION AND DISCUSSION ITEMS

A. Board Communication-

Director Brown commented that he had attended the Sexual Harassment Prevention and Awareness class held by SDRMA.

B. County Reports

1. SLO Sheriff:

SLO Sheriff Commander Hall, provided an overview of calls in the area. Overall, calls are at about the same level as the previous year.

2. CAL Fire Report-

CALFire Battalion Chief Steve Reeder provided an overview of the responses by station 62 with 36 responses including 3 structure fires and a cliff rescue.

5. CONSENT ITEMS

President Kelley introduced the consent items and inquired if any member of the Board, or public wished to address any items. Director Chilcott inquired as to the balance maintained in the General Operating Fund and if some of those funds could be held in an interest bearing account. Staff will review the requirements for LAIF transfer frequency, and provide further information to the Board including the LAIF interest rate, fees associated with LAIF and BofA transfers as well as advantages/disadvantages of having a minimum end of month balance. It was moved by Director Brown, seconded by Director Simas and passed unanimously to approve the consent items as submitted.

Director Simas inquired about the possibility of having emergency communication flyers included in the District's water bills. CALFire will research to see if there are existing flyers that could be used and will bring them to the next meeting.

- A. Approval of the February 7 2009 Special Meeting and the February 10, 2009 Regular Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Report

6. BUSINESS ITEMS

A. Consideration of Request for Sponsorship Avila Beach Fish and Farmers Market
President Kelley introduced Julie Andrews-Scott, Manager of the Avila Beach Fish and Farmers Market to present her request for consideration of sponsorship of the Market. Ms. Andrews-Scott advised that South County Sanitary Service has agreed to pick up trash following the Farmers Market on a reduced cost if the CSD, as franchisee, would be willing to accept a reduction in the franchise fees. This reduction is in the approximate amount of \$200. It was moved by Director Simas, seconded by Director Kelley and passed unanimously **to approve the request by the Fish and Farmers Market to accept a reduction of franchise fees to allow for the extra trash pick-up following Farmers Market. CALFire representatives commented that they will be displaying the District's antique fire engine "Grandpa" during the Markets.**

B. Primary Clarifier Refurbishment Scoping Study and Preliminary Design Update

Mr. Zehnder presented to the Board the staff report regarding the Primary Clarifier Refurbishment Scoping Study and Preliminary Design Update. Mr. Zehnder advised that staff is comparing the costs of purchasing “off the shelf” type equipment from vendors who typically manufacture these types of units as opposed to “local fabrication” of the necessary components. Director Chilcott inquired if local fabrication and installation by operations staff could be formatted in a “fixed cost” proposal for the project. Mr. Zehnder commented that staff will look into it and include it as part of the final Scoping study report that will be issued in April. Following general discussion, it was moved by Director Kelley, seconded by Director Janowicz and passed unanimously **to direct staff to continue with the scoping study and to bring recommendations back to the Board for consideration.**

C. Policy Manual Review

Mr. Zehnder advised the Board that each year the District reviews its Policy Manual and that previously staff had provided the Board with a copy of the Policy Manual for their review. It was moved by Director Simas, seconded by Director Janowicz and passed unanimously **to acknowledge that the Policy Manual had been received and reviewed by the Directors and staff.**

7. INFORMATION AND DISCUSSION ITEMS

Board Communications –

Strategic Planning Ad-Hoc Committee Update Memo from Director Simas.

Director Simas provided a draft Mission Statement and Vision Statement as a starting point for discussion. President Kelley commented that he would like to see the portion “to grow the boundaries and services of the District...” removed from the statement. Director Simas commented that he had carefully crafted this portion to include “in accordance with the benefits accrued to the community...” In an effort to ensure that any expansion of boundaries would be a benefit to the community. Mr. Guernsey commented that he felt this was a good start and would like to see the Board hold a special meeting to address the establishment of a Mission Statement and Vision Statement.

Mr. Zehnder advised that a New and Returning Director Workshop will be held in Templeton on March 21, 2009.

Mr. Zehnder shared with the group the letter from General Manager Wallace to the County requesting that the Avila Beach Community Park remain named as it currently is.

Mr. Zehnder shared with the group that the San Rafael Street sewer design is proceeding and that there will be some “potholing” performed to identify the location of some existing utilities and that construction is planned to be completed by July 4th.

Avila Beach CSD
Board of Directors Meeting
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8. ADJOURNMENT

The meeting was adjourned at 8:35 pm by motion of Director Simas seconded by Director Kelley, and passed unanimously.

The next regular meeting of the Avila Beach Community Services District is scheduled for April 14, 2009 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.

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,



for Tom Zehnder,
Assistant General Manager

AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424
Meeting Room and Office – 191 San Miguel Street, Avila Beach
Telephone (805) 595-2664 FAX (805) 595-7623
E-Mail Avilacsd@AOL.com

AGENDA

REGULAR BOARD MEETING
7:00 pm Tuesday April 14, 2009

BOARD MEETING LOCATION
Avila Beach Community Center
191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA

1. **CALL TO ORDER: 7:00 P.M.**

2. **ROLL CALL: Board Members:**

Pete Kelley, President
Terry Brown, Director
Ron Chilcott, Director
John Janowicz, Director
Jason Simas, Director

3. **PUBLIC COMMENTS;**

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

4. **INFORMATION AND DISCUSSION ITEMS**

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

A. Board Communications

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

B. County Reports

1. SLO County Sheriff Department

2. CalFire/County Fire Department

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 March 10, 2009 Regular Meeting

B. Monthly Payables

C. General Manager /District Engineer Report

D. Water and Wastewater Superintendent's Report

E. Subcommittee Reports

- 6. **BUSINESS ITEMS:** Items where Board action is called for.
 - A. Preliminary Will Serve Request 190 San Antonio Street “Avila Bungalows”
(Action Required: Receive Report, Approve Request)
 - B. Fire Truck MOU
(Action Required: Receive Report)
 - C. WW Treatment Plant Hydraulic Study Final Report
(Action Required: Receive Report, Provide Direction to Staff)
 - D. WW Collection Lines Video Inspection Bid
(Action Required: Receive Bids)

7. **INFORMATION AND DISCUSSION ITEMS**

- A. Items of District interest which may be placed on later agendas, or where staff needs to inform Board.
 - Strategic Planning Ad-Hoc Committee Update (if any)

Other Communication

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, 191 San Miguel 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.

**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
April 14, 2009**

1. CALL TO ORDER

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:00 p.m. on the above date, in the Avila Community Building meeting room, was called to order by President Pete Kelley.

2. ROLL CALL

Board Members Present	Pete Kelley Terry Brown Ron Chilcott John Janowicz Jason Simas
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Board Members Absent:	None
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Staff Present:	John Wallace, General Manager Jon Seitz, Legal Counsel Kathy Richardson, Office Manager
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3. PUBLIC COMMENTS

Mr. Steve Gregory of the Avila Beach Marine Institute (formerly Port San Luis Marine Institute) introduced Pricilla Kiessig who has joined the Institute as the new Director. Mr. Gregory advised that the Institute has received a grant from Fish and Game, and will re-open within the next several weeks.

4. INFORMATION AND DISCUSSION ITEMS

A. Board Communication-

None

B. County Reports

1. SLO Sheriff:

SLO Sheriff Commander Hall, provided an overview of calls in the area. There were 59 calls for service resulting in 8 reports in the Avila vicinity. Seven of those reports were related to incidents at Pirates Cove.

2. CAL Fire Report-

CALFire Battalion Chief Steve Reeder provided an overview of the responses by station

62 with 51 responses including 7 fires and 2 rescues in the Avila area. Battalion Chief Reeder provided copies of flyers that provide information on emergency preparedness. Director Simas commented that staff had provided this information to him and suggested that notice of the available information be included in the District's monthly billing to customers. Staff will coordinate with the Foundation for this information to be included.

5. CONSENT ITEMS

President Kelley introduced the consent items and inquired if any member of the Board, or public wished to address any items. The Board had no questions at this time. Mr. Tom Guernsey commented that at the previous meeting he had commented on the need for a new flag and that item had been addressed, further he commented that a Strategic Planning meeting had not been scheduled as he had requested nor had the office hours of the District been addressed. President Kelley commented that the Executive committee had met to discuss the office hours and decided not to make any changes. It was moved by Director Brown, seconded by Director Janowicz and passed unanimously to approve the consent items as submitted.

- A. Approval of the March 11, 2009 Regular Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Report

6. BUSINESS ITEMS

A. **Preliminary Will Serve Request 190 San Antonio Street "Avila Bungalows"**

General Manager Wallace introduced the request for a preliminary will serve for a 9 unit project located at 190 San Antonio Street. President Kelley advised that the "Save the Avila Schoolhouse" committee has been working with the developer on this project and are in support of it. Director Simas stated that he is within 500 feet of this project and was therefore declaring a conflict. Following a short discussion, it was determined that 4 of 5 directors had potential conflicts. Legal Counsel Seitz utilized a "straw draw" to determine which two directors would serve on this panel. It was moved by Director Kelley, seconded by Director Janowicz and passed on a 3 -0 vote **to approve the preliminary will serve request for the Avila Bungalows.**

B. **Fire Truck MOU**

Mr. Wallace presented to the Board the staff report regarding the Memorandum of Understanding (MOU) for operation of the fire engine fondly referred to as "Grandpa". Mr. Wallace advised that the District provides insurance coverage, CALFire provides the maintenance and up-keep, and the Foundation has provided financial assistance in the preservation process. Captain Cohn provided an overview of the steps that would be taken to authorize drivers for this engine. President Kelley stated that he felt the current procedure of

administratively approving drivers meets the needs of the District. Following general discussion, it was moved by Director Kelley, seconded by Director Brown and passed unanimously **to direct staff to continue to work with CALFire and the AB Foundation to finalize the MOU and bring it back to the Board for adoption.**

C. Wastewater Treatment Plant Hydraulic Study

Mr. Wallace introduced Mr. Steve Tanaka of the Wallace Group to provide the update on the wastewater treatment plant hydraulic study. Mr. Tanaka advised that staff had cleaned lines between the primary clarifier and the secondary treatment unit, removing some debris. Staff then proceeded with testing of pumps throughout the system. It was determined that several pumps are in need of replacement impellers and seals. Following these maintenance issues, further analysis will be undertaken. It was moved by Director Kelley, seconded by Director Brown and passed unanimously **to direct staff to refurbish five existing pumps at a not to exceed amount of \$10,000.**

D. Wastewater Collection Lines Video Inspection Bid

General Manager Wallace advised the Board that staff had obtained bids for video inspection of the wastewater collection lines in an amount of \$0.75 per LF. It was moved by Director Kelley, seconded by Director Janowicz and passed unanimously **to award a contract to Mainline Utility Company for video inspection of the District's collection lines as shown in the staff report in an amount not to exceed \$6,700.**

7. INFORMATION AND DISCUSSION ITEMS

Board Communications –

Strategic Planning Ad-Hoc Committee Update

Director Simas requested that the Board set aside time to review the draft Vision and Mission Statement for the District either in several sessions following the regular Board meetings or to set a special Board meeting. Following discussion, a special meeting date of August 17, 2009 at 7:00 pm was set.

8. ADJOURNMENT

The meeting was adjourned at 8:40 pm by motion of Director Kelley seconded by Director Brown, and passed unanimously.

The next regular meeting of the Avila Beach Community Services District is scheduled for May 12, 2009 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.

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,


John Wallace, General Manager

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424
Meeting Room and Office – 191 San Miguel Street, Avila Beach
Telephone (805) 595-2664 FAX (805) 595-7623
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AGENDA

REGULAR BOARD MEETING

6:30 pm Tuesday May 12, 2009

BOARD MEETING LOCATION

**Avila Beach Community Center
191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA**

1. **CALL TO ORDER: 6:30 P.M.**
2. **ROLL CALL: Board Members:**

Pete Kelley, President
Terry Brown, Vice President
Ron Chilcott, Director
John Janowicz, Director
Jason Simas, Director

**ANNOUNCEMENT OF CLOSED SESSION ITEMS, PUBLIC COMMENTS ON CLOSED
SESSION ITEMS, AND CONVENING OF CLOSED SESSION**

3. **Closed Session—**
Performance Evaluation of District Legal Counsel (Govt Code Section 54957)

RECONVENE TO OPEN SESSION MEETING @ 7:00 P.M.

REGULAR MEETING AGENDA

4. **Report on Closed Session**
5. **PUBLIC COMMENT; 7:00 P.M.**
Members of the public wishing to comment or bring forward any items concerning District operations **which do not appear on tonight'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
6. **INFORMATION AND DISCUSSION ITEMS**
Items of District interest which may be placed on later agendas, or where staff needs to inform Board
 - A. Board Communications
Reports on Attended Conferences, Meetings, and General Communications of District Interest

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- B. County Reports
 - 1. SLO County Sheriff Department
 - 2. CalFire/County Fire Department

- 7. **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 April 14, 2009 Regular Meeting
 - B. Monthly Payables
 - C. General Manager /District Engineer Report
 - D. Water and Wastewater Superintendent's Report
 - E. Subcommittee Reports

- 8. **BUSINESS ITEMS:** Items where Board action is called for.
 - A. Preliminary Will Serve Request 137 San Rafael St. (Helenius Project)
(Action Required: Receive Report, Approve Request)
 - B. Preliminary Will Serve Request 235 San Miguel St. (Hassoldt Project)
(Action Required: Receive Report, Approve Request)
 - C. 2009 Weed Abatement Program
(Action Required: Receive Report; Adopt Resolution)
 - D. Fire Truck MOU
(Action Required: Receive Report/approve MOU)
 - E. Graphical Information System (GIS) Capital Project
(Action Required: Receive Report; Provide Direction to Staff)
 - F. Fiscal Year 2009/10 Budget Schedule
(Action Required: Receive Report)
 - G. Approve Cost of Living Adjustment pursuant to District Legal Counsel Contract.

- 9. **INFORMATION AND DISCUSSION ITEMS**
 - A. Items of District interest which may be placed on later agendas, or where staff needs to inform Board.

Other Communication

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, 191 San Miguel 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.

**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
May 12, 2009**

1. CALL TO ORDER

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 6:30 p.m. on the above date, in the Avila Community Building meeting room, was called to order by President Pete Kelley.

2. ROLL CALL

Board Members Present	Pete Kelley Terry Brown Ron Chilcott Jason Simas
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Board Members Absent:	John Janowciz
None	

Staff Present:	John Wallace, General Manager Jon Seitz, Legal Counsel Kathy Richardson, Office Manager
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Adjourn to Closed Session:

Performance Evaluation of District Legal Counsel (Govt Code Section 54957)

Reconvene to Open Session 7:00

4. Report on Closed Session

General Manager Wallace advised that no reportable actions were taken during the Closed Session.

5. PUBLIC COMMENTS

None

6. INFORMATION AND DISCUSSION ITEMS

A. Board Communication-

Mr. Guernsey commented that at a previous meeting he had requested information on actions taken at an executive meeting regarding District Office hours. President Kelley advised that he and Director Brown had met to discuss this item, General Manager Wallace and Office Manager Richardson were also in attendance. No actions were taken to change the current office

hours. Legal Counsel Seitz commented that ad-hoc committees such as an Executive Committee, have no obligation to post an agenda or record minutes, while a standing committee, such as the Finance Committee is required to post an agenda and record minutes.

Director Janowicz arrived at 7:10 and is now present.

B. County Reports

1. SLO Sheriff:

SLO Sheriff Commander Hall, provided an overview of calls in the area, advising that it was about the same as last month. Commander Hall advised that Sheriff staff had assisted with security in Santa Barbara during the evacuation for the Fire suppression efforts.

2. CAL Fire Report-

CALFire Battalion Chief Steve Reeder provided an overview of the responses by station 62 with 56 responses including 7 fires and 2 rescues and 30 medical calls in the Avila area. Battalion Chief Reeder advised that Chief Lewin participated in the N1H1 training with the County and his team was very involved and was activated to organize the "Lab Results Hub" for the County.

7. CONSENT ITEMS

President Kelley introduced the consent items and inquired if any member of the Board, or public wished to address any items. The Board had no questions at this time. Mr. Tom Guernsey inquired as to why a manhole was removed and not replaced at the intersection of First and San Antonio Street during the First Street water valve project. Mr. Wallace advised that no sewer system work was involved on this project, however, water valves were replaced during the project. Mr. Guernsey further commented that he felt there were some inaccuracies on the LAFCo tour notes and offered to provide a presentation at a future meeting on his observations of the cleanup. President Kelley inquired if any members of the Board would like to have a presentation scheduled for a future meeting. It was determined that any directors wishing to have this information contact Mr. Guernsey directly. Mr. Guernsey then requested that the Board have Legal Counsel Seitz provide a review to the Board of what Prop 1A was about. Mr. Seitz provided a brief overview of the current state budget and Prop 1A. It was moved by Director Simas, seconded by Director Brown and passed unanimously **to approve the consent items as submitted.**

- A. Approval of the April 14, 2009 Regular Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Report

8. BUSINESS ITEMS

A. Preliminary Will Serve Request 137 San Rafael St. (Helenius Project)

General Manager Wallace introduced the request for a preliminary will serve for a single family residence to be located at 137 San Rafael Street. Directors Simas, Chilcott, Brown and Kelley are within 500 feet of this project and were therefore declaring a conflict. Legal Counsel Seitz utilized a "card draw" to determine which two directors in addition to Director Janowicz would serve on this panel. This item was opened to the public with no comments. It was moved by Director Kelley, seconded by Director Janowicz and passed on a 3 -0 vote **to approve the preliminary will serve request for 137 San Rafael Street.**

B. Preliminary Will Serve Request 235 San Miguel St. (Hassoldt Project)

Mr. Wallace introduced the request for a preliminary will serve for an eight unit multi-family project to be located at 235 San Miguel Street. Directors Janowicz is within 500 feet of this project and therefore declared a conflict. This item was opened to the public for comment. Mr. Guernsey commented that three houses were to be demolished and felt that they should be re-located rather than demolished. Mr. Guernsey further commented that he believed at least one of these structures would probably work at the WW Treatment plant. It was moved by Director Brown, seconded by Director Kelley and passed on a 4 -0 vote **to approve the preliminary will serve request for 137 San Rafael Street.**

C. 2009 Weed Abatement Program

General Manager Wallace introduced the staff report regarding weed abatement and advised the Board that this is a yearly program. This item was opened to the public with no comments resulting. It was moved by Director Brown seconded by Director Simas and passed on the following roll call vote to **adopt Resolution 2009-1 Declaring Weeds, Dry Grass, and Trash to be a Nuisance and Threat to Public Safety and to Direct the Fire Chief to post lots within the District as necessary.**

AYES:	Simas, Kelley, Brown, Chilcott, Janowicz
NOES:	None
ABSENT:	None
ABSTAIN:	None

D. Fire Truck MOU

Mr. Wallace presented to the Board the staff report regarding the Memorandum of Understanding (MOU) for operation of the fire engine fondly referred to as "Grandpa". This item was opened to the public. Mr. Guernsey commented that he feels CALFire staff are doing an excellent job with the engine. It was moved by Director Kelley, seconded by Director Brown and passed on the following roll call vote **to adopt Resolution 2009-2 approving Fire Truck MOU with Amendments.**

AYES:	Kelley, Brown, Chilcott, Janowicz, Simas
NOES:	None
ABSENT:	None
ABSTAIN:	None

E. Graphical Information System (GIS) FY 2008-09 Capital Project

General Manager Wallace provided a brief presentation on the proposed GIS system. Director Simas inquired as to the cost associated with the various components of the project, i.e. software, services to scan historic documents, staff time for input. Mr. Guernsey commented that the concept is good, but he felt this is a premature project and should be considered after the District has adopted a vision and mission statement for the District. This item was opened to the public with no further comments resulting. It was moved by Director Brown, seconded by Director Janowicz **to approve the GIS project as submitted. This item failed on a 2-3 vote with Directors Brown and Janowicz in favor and Directors Chilcott, Simas, and Kelley opposed. Following further discussion, the Board requested that this item be brought back to a future meeting with greater detail on the costs for each component of this proposed project.**

F. Fiscal Year 2009/10 Budget Schedule

Mr. Wallace provided an overview of the Budget schedule for FY 2009/10. Finance committee members Kelley and Brown are aware of the schedule and are available to meet on May 27th at 2:00 pm. **No formal actions were taken.**

G. Approve Cost of Living Adjustment pursuant to District Legal Counsel Contract

General Manager Wallace presented to the Board information from legal counsel requesting a 3.6% cost of living increase for FY 2009/10. Director Chilcott, inquired as to what time period was be referenced for this adjustment. Mr. Seitz commented that the CPI information was calculated by Nipomo CSD and he would do further research and provide further information and bring this item back to the next meeting. **No formal actions were taken.**

7. INFORMATION AND DISCUSSION ITEMS

Board Communications –

Mr. Wallace advised the Board that staff met with Regional Water Quality Control Board staff and their consultant at the WW Treatment Plant to review operations as part of the renewal of our Waste Discharge permit and NPDES permit.

8. ADJOURNMENT

The meeting was adjourned at 8:27 pm by motion of Director Brown seconded by Director Chilcott, and passed unanimously.

The next regular meeting of the Avila Beach Community Services District is scheduled for June 9, 2009 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.

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,


John Wallace, General Manager

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

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AGENDA

REGULAR BOARD MEETING

6:30 pm Tuesday June 9, 2009

BOARD MEETING LOCATION

**Avila Beach Community Center
191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA**

1. **CALL TO ORDER: 6:30 P.M.**

2. **ROLL CALL: Board Members:**

Pete Kelley, President
Terry Brown, Vice President
Ron Chilcott, Director
John Janowicz, Director
Jason Simas, Director

**ANNOUNCEMENT OF CLOSED SESSION ITEMS, PUBLIC COMMENTS ON CLOSED
SESSION ITEMS, AND CONVENING OF CLOSED SESSION**

3. **Closed Session—**
Performance Evaluation of District Manager (Govt Code Section 54957)

RECONVENE TO OPEN SESSION MEETING @ 7:00 P.M.

REGULAR MEETING AGENDA

4. **Report on Closed Session**

5. **PUBLIC COMMENT; 7:00 P.M.**

Members of the public wishing to comment or bring forward any items concerning District operations **which do not appear on tonight'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

6. **INFORMATION AND DISCUSSION ITEMS**

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

- A. Board Communications
Reports on Attended Conferences, Meetings, and General Communications of District Interest

June 9, 2009, Regular Meeting Agenda, Page 2

- B. County Reports
 - 1. SLO County Sheriff Department
 - 2. CalFire/County Fire Department

7. 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 May 12, 2009 Regular Meeting
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report
- E. Subcommittee Reports

8. BUSINESS ITEMS: Items where Board action is called for.

- A. 2009 Weed Abatement Program
(Action Required: Receive Report; Adopt Resolution 2009-3)
- B. Graphical Information System (GIS) Capital Project
(Action Required: Receive Report; Provide Direction to Staff)
- C. First Street Water Valve Replacement
(Action Required: Receive Report; Approve Payment)
- D. Wastewater Collection Lines Video Inspection Update
(Action Required: Receive Report; Approve Payment)
- E. Consideration of Manufacture's Request for Assistance for State Approval Tertiary Filtration Equipment
(Action Required: Receive Report; Approve Request)
- F. SLO County Mosquito Abatement Ballot
(Action Required: Receive Report; Provide Direction to Staff)
- G. Consideration of Resolution 2009-4 Opposing State Tax Shift
(Action Required: Receive Report; Approve Resolution 2009-4)
- H. Consideration of Insurance Renewal Package
(Action Required: Receive Report; Provide Direction on limits of insurance coverage)
- I. Fiscal Year 2009/10 Budget Presentation
(Action Required: Receive Report; Set July 14 as public hearing for adoption)
- J. Consider Cost of Living Adjustment pursuant to District Legal Counsel Contract.
(Action Required: Approve adjustment)
- K. Consider Rate Adjustment pursuant to Engineering Services Contract
(Action Required: Approve adjustment)

9. INFORMATION AND DISCUSSION ITEMS

- A. Items of District interest which may be placed on later agendas, or where staff needs to inform Board.
 - 1. Invitation to Parking Discussion at Harbor District Office June 10th

Other Communication

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, 191 San Miguel 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.

**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
June 9, 2009**

1. CALL TO ORDER

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 6:30 p.m. on the above date, in the Avila Community Building meeting room, was called to order by President Pete Kelley.

2. ROLL CALL

Board Members Present Pete Kelley
 Terry Brown
 Ron Chilcott
 Jason Simas

Board Members Absent: John Janowciz
None

Staff Present: John Wallace, General Manager
 Jon Seitz, Legal Counsel
 Kathy Richardson, Office Manager

Adjourn to Closed Session:

Performance Evaluation of District Legal Counsel (Govt Code Section 54957)

Reconvene to Open Session 7:00

Janowicz arrived at 7:00 and is now present.

4. Report on Closed Session

President Kelley advised that no reportable actions were taken during the Closed Session.

5. PUBLIC COMMENTS

None

6. INFORMATION AND DISCUSSION ITEMS

A. Board Communication-

Mr. Wallace advised the Board that the Port San Luis Harbor District is holding a discussion on Parking, Wednesday June 10, 2009 at 2:00 pm. General Manager Wallace and Director Brown

will attend and report back to the Board at the next meeting.

B. County Reports

1. SLO Sheriff:

SLO Sheriff Commander Hall, provided an overview of calls in the area. Commander Hall advised that deputies were in attendance in Avila during the "Beerfest" to provide additional enforcement if necessary.

2. CAL Fire Report-

CALFire Battalion Chief Steve Reeder provided an overview of the responses by station 62 with 40 responses including 25 traffic accidents, 1 rescue and 25 medical calls in the Avila area. President Kelley inquired if a test of the Blue Herron Way evacuation route could be undertaken. Battalion Chief Reeder advised that he will look into this possibility. He also advised that safety inspections of the local businesses are currently in process, and all initial weed abatement inspections have been completed.

7. CONSENT ITEMS

President Kelley introduced the consent items and inquired if any member of the Board, or public wished to address any items. Director Chilcott inquired as to what the discharge limits for the Wastewater Treatment plant are. Mr. Wallace provided a brief overview of those limits as they relate to the Operations Report contained in the Board packet. It was moved by Director Brown, seconded by Director Janowicz and passed unanimously **to approve the consent items as submitted.**

- A. Approval of the May 12, 2009 Regular Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Report

8. BUSINESS ITEMS

A. 2009 Weed Abatement Program

General Manager Wallace introduced the staff report regarding weed abatement and advised the Board that this is a yearly program. This item was opened to the public with no comments resulting. It was moved by Director Simas seconded by Director Brown and passed on the following roll call vote to **adopt Resolution 2009-3 Finding no Objections to Weed and Rubbish Abatement Proceedings and Ordering the Abatement of the Nuisances.**

AYES: Simas, Brown, Kelley, Chilcott, Janowicz
NOES: None

ABSENT: None
ABSTAIN: None

B. Graphical Information System (GIS) Capital Project

Mr. Wallace introduced the staff report concerning the Graphical Information System (GIS) project. Director Chilcott inquired if the project would be completed this fiscal year or if it would carry over into next year. Mr. Wallace advised it would be started this year and completed in the next year. Director Kelley inquired if this project is "over kill" for the size of our system. Mr. Wallace advised that it is not mandatory for operations, however, it will provide for more efficient review of information, clearer history of improvements and repairs and more details of how the system is changing over time. Following discussion it was moved by Director Brown, seconded by Director Chilcott and passed unanimously **to approve the GIS capital project.**

C. First Street Water Valve Replacement

General Manager Wallace presented to the Board the staff report regarding the First Street Water valve replacement project. It was moved by Director Simas, seconded by Director Brown and passed unanimously **to approve the final progress payment to R Baker in the amount of \$20,863.40 and to release the 10% retention amount of \$2,318.16 following the lien period after filing of the "Notice of Completion".**

D. Wastewater Collection Lines Video Inspection Update

Mr. Wallace advised the Board that the video inspection of the wastewater collection lines has been completed. It was moved by Director Chilcott, seconded by Director Brown and passed unanimously **to approve payment to Mainline Utility Company in the amount of \$5962.28.**

E. Consideration of Manufacture's Request for Assistance for State Approval Tertiary Filtration Equipment

General Manager Wallace advised the Board that the District has been asked by Bord Na Mona, a manufacturer of tertiary filtration equipment to assist with a review and certification of equipment to allow for its sale in California. Director Chilcott inquired what the District will receive in return for providing this assistance Mr. Wallace advised that this assistance will provide the District with a detailed analysis of the feasibility and equipment costs associated with tertiary filtration of the District's wastewater effluent. Director Simas expressed concern about a private company utilizing a public agency to obtain certification. Following discussion, it was moved by Director Kelley, seconded by Director Janowicz and passed on a 4-1 vote with Director Simas opposed **to direct staff to bring back cost reimbursement agreements with Bord Na Mona and the State Department of Public Health at a later date to provide assistance for state approval of tertiary filtration equipment.**

F. SLO County Mosquito Abatement Ballot

Mr. Wallace presented to the Board the SLO County Mosquito Abatement Ballot for consideration. Legal Counsel Seitz commented that the District has three options on this ballot,

yes, no or no position. It was moved by Director Brown seconded by Director Simas and passed unanimously **to cast the District's votes in favor of the assessment program.**

G. Consideration of Resolution 2009-4 Opposing State Tax Shift

General Manager Wallace presented to the Board the staff report regarding opposition to the State initiating a tax shift. It was moved by Director Simas, seconded by Director Chilcott and passed on the following roll call vote **to adopt Resolution 2009-4 Opposing a State Tax Shift from Special Districts to the State.**

AYES:	Simas, Chilcott, Kelley, Brown, Janowicz
NOES:	None
ABSENT:	None
ABSTAIN:	None

H. Consideration of Insurance Renewal Package

Mr. Wallace presented to the Board the 2009/10 insurance renewal package and provided an overview of the insurance program from SDRMA. It was moved by Director Kelley seconded by Director Brown and passed unanimously **to renew the insurance coverage limits of 5.0 mil at a cost of \$10,390.77 for FY 2009/10.**

I. Fiscal Year 2009/10 Budget Presentation

General Manager Wallace presented the Draft proposed budget to the Board. Finance Committee members Kelley and Brown had previously met to review this document. An additional Finance Committee meeting was scheduled for June 23, 2009 at 10:30 am to review the Capital Budget, with a public hearing to be set for July 14, 2009 to adopt the Fiscal Year 2009/10 annual budget. **No other actions were taken.**

J. Approve Cost of Living Adjustment pursuant to District Legal Counsel Contract

Mr. Wallace presented to the Board information from legal counsel requesting a 3.6% cost of living increase for FY 2009/10. Director Chilcott commented that he had reviewed the documents and had a different estimate for the Cost of Living adjustment than was previously provided. Following discussion it was moved by Director Simas seconded by Director Brown and passed unanimously **to approve a 3.6% adjustment to the fee schedule for legal services.**

K. Consider Rate Adjustment pursuant to Engineering Services Contract

General Manager Wallace presented to the Board the staff report for consideration of rate adjustment for Engineering Services. It was moved by Director Simas, seconded by Director Chilcott and passed unanimously **to approve a 7% increase in rates as related to the Wallace Group services except that the General Manager's services for Administrative services would remain at the same rate.**

7. INFORMATION AND DISCUSSION ITEMS

Board Communications –

8. ADJOURNMENT

The meeting was adjourned at 9:25 pm by motion of Director Kelley seconded by Director Brown, and passed unanimously.

The next regular meeting of the Avila Beach Community Services District is scheduled for July 14, 2009 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.

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,

A handwritten signature in blue ink, appearing to read "John Wallace", is written over the text "Respectfully submitted,".

John Wallace, General Manager

AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424
Meeting Room and Office – 191 San Miguel Street, Avila Beach
Telephone (805) 595-2664 FAX (805) 595-7623
E-Mail Avilacsd@AOL.com

AGENDA

REGULAR BOARD MEETING

7:00 pm Tuesday July 14, 2009

BOARD MEETING LOCATION

Avila Beach Community Center
191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA

1. **CALL TO ORDER: 6:30 P.M.**
2. **ROLL CALL: Board Members:**

Pete Kelley, President
Terry Brown, Vice President
Ron Chilcott, Director
John Janowicz, Director
Jason Simas, Director

3. **PUBLIC COMMENT;**

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

4. **INFORMATION AND DISCUSSION ITEMS**

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

- A. Board Communications
Reports on Attended Conferences, Meetings, and General Communications of District Interest
 1. Attendance at Harbor District Parking Discussion June 10, 2009
- B. County Reports
 1. SLO County Sheriff Department
 2. CalFire/County Fire Department

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 June 9, 2009 Regular Meeting
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report (May / June)
- E. Subcommittee Reports

July 14, 2009, Regular Meeting Agenda, Page 2

6. **BUSINESS ITEMS:** Items where Board action is called for.
 - A. 2009 Weed Abatement Program; Adopt Resolution placing Charges for Clearance on the Property Tax Rolls
(Action Required: Receive Report)
 - B. Fiscal Year 2009/10 Budget Adoption
(Action Required: Open Hearing; Adopt Budget)
 - C. SDRMA Election
(Action Required: Receive Report; Cast District Vote)
7. **INFORMATION AND DISCUSSION ITEMS**
 - A. Items of District interest which may be placed on later agendas, or where staff needs to inform Board.

Other Communication

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, 191 San Miguel 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.

**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
July 14, 2009**

1. CALL TO ORDER

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:00 p.m. on the above date, in the Avila Community Building meeting room, was called to order by President Pete Kelley.

2. ROLL CALL

Board Members Present	Pete Kelley Terry Brown Ron Chilcott John Janowciz Jason Simas
-----------------------	--

Board Members Absent: None

Staff Present: John Wallace, General Manager
Kathy Richardson, Office Manager

3. PUBLIC COMMENTS

None

4. INFORMATION AND DISCUSSION ITEMS

A. Board Communication-

Mr. Wallace advised the Board that he and Director Brown attended a meeting with the Harbor District and other representatives of the community to discuss parking issues in Avila. It is suggested that the Facilities committee meet to discuss interest on behalf of the CSD for forming a parking district.

Director Brown commented that he and General Manager Wallace attended the opening of the Coastal Commission meeting held in San Luis Obispo, where Director Brown welcomed the Commission to the County and invited them to visit Avila if they so wished.

B. County Reports

1. SLO Sheriff:

SLO Sheriff Commander Hall, provided an overview of calls in the area. Commander Hall advised that the parking area at "Pirates Cove" continues to be problematic. The Sheriff Department is looking into seeing if the brush can be cut to provide more visibility and possibly act as a deterrent to illegal activities taking place.

2. CAL Fire Report-

None

5. CONSENT ITEMS

President Kelley introduced the consent items and inquired if any member of the Board, or public wished to address any items. General Manager Wallace advised the Board that the District is proceeding with potholing on San Rafael Street as previously approved as part of the sewer line replacement project to determine soil conditions and locations of utilities in anticipation of proceeding with the installation of a new sewer line. Director Chilcott commented that he would like to see a "time-line" included in the Manager Report to show where we are in relation to completion of the various projects described. Additionally, General Manger Wallace advised the Board that some water damage occurred at the Courtyard project on San Miguel Street. Staff has informed SDRMA, our insurance carrier of the incident and will provide further information as it becomes available. It was moved by Director Brown, seconded by Director Chilcott and passed unanimously **to approve the consent items as submitted.**

- A. Approval of the June 9, 2009 Regular Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Report

6. BUSINESS ITEMS

A. 2009 Weed Abatement Program; Adopt Resolution placing Charges for Clearance on the Property Tax Roll

General Manager Wallace advised the Board that one parcel was cleared by the District. Staff will bill the owner of the property and if the charge is not paid, adoption of Resolution 2009-07 will allow staff to have this charge placed on the County Property Tax Roll for collection. This item was opened to the public with no comments resulting. It was moved by Director Brown seconded by Director Janowicz and passed on the following roll call vote to **adopt Resolution 2009-7 Confirming the costs associated with the removal of weeds from various parcels of land and directing staff to forward the charges to the County Auditor for Collection .**

AYES:	Brown, Janowicz, Simas, Kelley, Chilcott,
NOES:	None
ABSENT:	None
ABSTAIN:	None

B. Fiscal Year 2009/10 Budget Adoption

Mr. Wallace presented the Budget to the Board for adoption. General discussion took place

relating to reserve balances and proposed capital projects. Following discussion, it was moved by Director Brown, seconded by Director Chilcott and passed on the following roll call vote to **adopt Resolution 2009-4 for Determination of Appropriation Limitation for the 2009/10 Fiscal Year and Requesting Distribution of Special District Augmentation Funds.**

AYES:	Brown, Chilcott, Kelley, Janowicz, Simas,
NOES:	None
ABSENT:	None
ABSTAIN:	None

Further it was moved by Director Simas seconded by Director Janowicz and passed on the following roll call vote to **adopt Resolution 2009-5 Adopting the 2009-10 Fiscal Year Budget.**

AYES:	Simas, Janowicz, Brown
NOES:	Kelley, Chilcott
ABSENT:	None
ABSTAIN:	None

General Manager Wallace advised the Board that Capital Projects will be brought to the Board for approval prior to being undertaken. Further he will meet with the Finance Committee to review the proposed capital projects and provide greater information relating to funding sources.

C. SDRMA Election

General Manager Wallace presented to the Board the staff report regarding election of four representatives to the SDRMA Board of Directors. It was moved by Director Simas, seconded by Director Chilcott and passed on the following roll call vote to **adopt Resolution 2009-6 for the Election of Directors to the SDRMA Board, and casting the District votes for Robin Prideaux, David Aranda, Allison Voigt Hamaker and John Yeakley.**

AYES:	Kelley, Brown, Chilcott, Janowicz, Simas
NOES:	None
ABSENT:	None
ABSTAIN:	None

7. INFORMATION AND DISCUSSION ITEMS

Board Communications –

Director Chilcott advised that this will be his last meeting as a member of the Board, as he will be moving out of Avila at the end of July. He will be submitting his letter of resignation in the next several days. It is anticipated that his resignation will be effective August 1, 2009.

8. ADJOURNMENT

The meeting was adjourned at 8:45 pm by motion of Director Kelley seconded by Director Simas, and passed unanimously.

The next regular meeting of the Avila Beach Community Services District is scheduled for August 11, 2009 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.

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,

A handwritten signature in blue ink, appearing to read "John Wallace", with a long horizontal flourish extending to the right.

John Wallace, General Manager

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424
Meeting Room and Office – 191 San Miguel Street, Avila Beach
Telephone (805) 595-2664 FAX (805) 595-7623
E-Mail Avilacsd@AOL.com

AGENDA

**REGULAR BOARD MEETING
7:00 pm Tuesday August 11, 2009**

**BOARD MEETING LOCATION
Avila Beach Community Center
191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA**

1. CALL TO ORDER: 7:00 P.M.

2. ROLL CALL: Board Members:

Pete Kelley, President
Terry Brown, Vice President
John Janowicz, Director
Jason Simas, Director
One Vacancy exist on the Board

3. PUBLIC COMMENT; 7:00 P.M.

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

4. INFORMATION AND DISCUSSION ITEMS

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

- A. Reports on Attended Conferences, Meetings, and General Communications of District Interest
- B. County Reports
 - 1. SLO County Sheriff Department
 - 2. CalFire/County Fire Department

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 July 14, 2009 Regular Meeting
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report
- E. Subcommittee Reports

6. **BUSINESS ITEMS:** Items where Board action is called for.
- A. Acceptance of Letter of Resignation R Chilcott
(Action Required: Receive Letter; Direct Staff to Post Notice of Vacancy)
 - B. Consideration of Replacement of Water Meter at Tank Site
(Action Required: Receive Report; Authorize staff to Replace Meter)
 - C. Consideration of Update of Wastewater Treatment Plant Operations and Maintenance Manuals
(Action Required: Receive Report; Authorize staff to update Manuals)
 - D. Consideration of Manufacture's Request for Assistance for State Approval Tertiary Filtration Equipment
(Action Required: Receive Report; Approve Request)
 - E. CSDA Board Election
(Action Required: Receive Report; Direct Staff to cast District Vote)

ANNOUNCEMENT OF CLOSED SESSION ITEMS, PUBLIC COMMENT ON CLOSED SESSION ITEMS, AND CONVENING OF CLOSED SESSION

7. **Closed Session—**
Conference with Legal Counsel- Anticipated Litigation; Liability Claims
(Government Code Section 54956.9)
Claimant: The Courtyard at Avila Beach
Lisa M. Walter 61 San Miguel Street
Charles M. Griswold 55 San Miguel Street
Agency Claimed Against: Avila Beach Community Services District

8. **Report on Closed Session**

9. **INFORMATION AND DISCUSSION ITEMS**

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

Other Communication

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**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
August 11, 2009**

1. CALL TO ORDER

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:00 p.m. on the above date, in the Avila Community Building meeting room, was called to order by Vice President Terry Brown.

2. ROLL CALL

Board Members Present

Terry Brown
John Janowciz
Jason Simas

Board Members Absent: Pete Kelley
One Vacancy Exists on the Board of Directors

Staff Present: John Wallace, General Manager
Jon Seitz, Legal Counsel
Kathy Richardson, Office Manager

3. PUBLIC COMMENTS

None

4. INFORMATION AND DISCUSSION ITEMS

A. Board Communication-

None

B. County Reports

1. SLO Sheriff:

SLO Sheriff Deputy Manuele, provided an overview of calls in the area. There were 66 calls for service resulting in 19 reports. Auto burglaries seem to be on the rise, with "smash and grabs".

2. CAL Fire Report-

CALFire Captian Jason Cohn advised that there were 81 calls for service including a cliff rescue and a small fire on the Port San Luis Pier.

5. CONSENT ITEMS

Vice President Brown introduced the consent items and inquired if any member of the Board, or public wished to address any items. It was moved by Director Simas, seconded by Director

Brown and passed unanimously **to approve the consent items as submitted.**

- A. Approval of the July 14, 2009 Regular Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Report

6. BUSINESS ITEMS

A. **Acceptance of Letter of Resignation R. Chilcott**

General Manager Wallace advised the Board that a letter of resignation has been received from Ron Chilcott due to his relocation out of Avila Beach. It was moved by Director Janowicz, seconded by Director Simas and passed unanimously **to accept the resignation with regret and to direct staff to post a notice of vacancy. The Board and staff expressed their appreciation to Mr. Chilcott for his excellent service on the Board and to the community.**

B. **Consideration of Replacement of Water Meter at Tank Site**

Mr. Wallace advised the Board that in the 2009/10 Capital Budget a project to replace the meter at the tank site was submitted, and as is standard policy, staff is bringing this item to the Board for approval. It was moved by Director Simas, seconded by Director Janowicz and passed unanimously **to approve the purchase of the meter and to direct staff to self install.**

C. **Consideration of Update of Wastewater Treatment Plant Operations and Maintenance Manuals**

General Manager Wallace advised that the Wastewater Treatment Plant was upgraded in 1995 and over the last several years improvements have been made that require the operations and maintenance manuals to be updated. This item was initially presented in the 2009/10 Capital Budget and as standard policy is being brought before the Board for approval. Director Simas commented that he would like to see this updated on a regular basis reducing the need for extensive updates. It was moved by Director Simas seconded by Director Janowicz and passed unanimously **to direct staff to update the existing Operations and Maintenance Manuals and further to direct staff to update the manuals in an on-going basis as equipment is replaced or removed in a timely manner. This update is in a not to exceed amount of \$3,500.**

D. **Consideration of Manufacture's Request for Assistance for State Approval Tertiary Filtration Equipment**

Mr. Wallace advised that the Board previously directed staff to prepare an agreement with Bord Na Mona to provide for review of their tertiary filtration and disinfection equipment by the State

Department of Public Health. Director Simas commented that he is hesitant to have the District utilized for approval by a "for profit" company. Director Brown commented that he sees this as a "win-win" as the District will obtain information regarding treatment of our wastewater at no cost. It was moved by Director Janowicz **to direct staff to execute the agreement on behalf of the District. Further discussion took place at which time Director Janowicz withdrew his motion and introduced a new motion to table this item to next month when a full Board could be present. This motion was seconded by Director Simas and passed on a unanimous vote.**

E. CSDA Board Election

General Manager Wallace advised that the District has received an Election Ballot for CSDA. Only one candidate is listed for our Region. It was moved by Director Janowicz seconded by Director Simas and passed unanimously **to cast the District vote for Ann Mathews and to direct staff to return ballot on behalf of the District.**

7. Closed Session

Legal Counsel Seitz announced the Closed session of Conference with Legal Counsel Anticipated Litigation; Liability Claims Claimants: Courtyard at Avila Beach, Lisa M. Walter and Charles M. Griswold.

8. Report on Closed Session

Legal Counsel Seitz announced that the Board voted 3-0 with Director Kelley absent and one vacancy on the Board to reject claims submitted by Courtyard at Avila Beach, Lisa M. Walter and Charles M. Griswold.

9. INFORMATION AND DISCUSSION ITEMS

Board Communications –
None

10. ADJOURNMENT

The meeting was adjourned at 8:15 pm by motion of Director Brown seconded by Director Janowicz, and passed unanimously.

The next regular meeting of the Avila Beach Community Services District is scheduled for September 9, 2009 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.

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,



John Wallace, General Manager

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424
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Telephone (805) 595-2664 FAX (805) 595-7623
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**AGENDA
SPECIAL BOARD MEETING
7:00 pm Tuesday September 15, 2009**

**BOARD MEETING LOCATION
Avila Beach Community Center
191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA**

1. **CALL TO ORDER: 7:00 P.M.**

2. **ROLL CALL: Board Members:**

Pete Kelley, President
Terry Brown, Vice President
John Janowicz, Director
Jason Simas, Director
One Vacancy exist on the Board

3. **PUBLIC COMMENT; 7:00 P.M.**

Members of the public wishing to comment or bring forward any items concerning District operations **which do not appear on tonight'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. **CONSIDERATION OF DIRECTOR APPOINTMENT**

(Action Required: Receive Letters of Interest; Make Appointment)

5. **INFORMATION AND DISCUSSION ITEMS**

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

Board Communications

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

B. County Reports

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

September 8, 2009, Regular Meeting Agenda, Page 2

6. 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 August 11, 2009 Regular Meeting
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report
- E. Subcommittee Reports

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

- A. Consideration of Will Serve Request Top of Hill Project
(Action Required: Approve Request)
- B. Review Plant Performance
(Action Required: Receive Report; Provide Direction to Staff)
- C. Consideration of Repair to "Mud Valves" Wastewater Treatment Plant
(Action Required: Receive Report; Authorize staff to Proceed with Repair)
- D. Consideration of Manufacture's Request for Assistance for State Approval Tertiary Filtration Equipment
(Action Required: Receive Report; Approve Request)
- E. San Luis Drive Undergrounding District
(Action Required: Receive Report)
- F. Consideration of Lopez Reservoir Expansion Project
(Action Required: Receive Report, Provide Direction to Staff)

8. INFORMATION AND DISCUSSION ITEMS

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

Other Communication

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, 191 San Miguel Street, Avila Beach, CA during normal business hours.

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**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF SPECIAL MEETING
September 15, 2009**

1. CALL TO ORDER

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:02 p.m. on the above date, in the Avila Community Building meeting room, was called to order by President Pete Kelley.

2. ROLL CALL

Board Members Present	Pete Kelley Terry Brown John Janowicz Jason Simas
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Board Members Absent:	None
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One Vacancy Exists on the Board of Directors

Staff Present:	John Wallace, General Manager Jon Seitz, Legal Counsel Kathy Richardson, Office Manager
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3. PUBLIC COMMENTS

None

4. CONSIDERATION OF DIRECTOR APPOINTMENT

General Manager Wallace advised the Board that staff had posted a "Notice of Vacancy" in accordance with legal requirements and has received a letter of interest from Richard Rowe. It was moved by Director Brown, seconded by Director Janowicz and passed unanimously to **appoint Richard Rowe to the Board of Directors. Mr. Wallace administered the Oath of Office and Mr. Rowe was seated.**

5. INFORMATION AND DISCUSSION ITEMS

A. Board Communication-

Mr. Wallace advised that staff had met with representatives of Port San Luis Harbor District regarding high strength wastewater. Further information will be provided later in the meeting.

B. County Reports

1. SLO Sheriff:

Deputy Abbas advised that there had been 89 calls for service resulting in 25 reports for the Avila area. Most calls were for vehicle burglaries. Additionally, internet fraud and Western Union scams are on the increase.

2. CAL Fire Report-
None

6. CONSENT ITEMS

President Kelley introduced the consent items and inquired if any member of the Board, or public wished to address any items. It was moved by Director Brown, seconded by Director Simas and passed unanimously **to approve the consent items as submitted.**

- A. Approval of the August 11, 2009 Regular Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Report

7. BUSINESS ITEMS

A. Consideration of Will Serve Request Top of Hill Project

President Kelley introduced Mike Hodge, representative of the Top of Hill project who provided a brief overview of his request. Director Simas inquired if the District has sufficient water to serve this project. General Manager Wallace advised the Board that sufficient capacity is available. It was moved by Director Brown, seconded by Director Janowicz and passed unanimously **to approve the Will Serve Request.**

B. Review Plant Performance

Mr. Wallace provided an overview of the recent test results for BOD and Suspended Solids. Chris Nally, Plant Superintendent provided a technical over view and advised the Board that additional flushing of the fixed film reactor tank is taking place to improve the quality of the effluent. General discussion took place regarding plant operations with **no formal actions being taken.**

C. Consideration of Repair to “Mud Valves” Wastewater Treatment Plant

General Manager Wallace advised that the Wastewater Treatment Plant was upgraded in 1995 and is now in need of repair to “mud valves” that are located in the process tanks. Replacement of these valves was anticipated in the 2009/10 Capital Budget, in an amount of \$10,000. However, it has been determined that repair rather than replacement of the valves can be accomplished with considerable savings to the District. It was moved by Director Simas

seconded by Director Brown and passed unanimously **to direct staff to purchase the necessary repair parts and to self install. It is anticipated that the cost for this repair will be in the amount of \$6,654.51.**

D. Consideration of Manufacture's Request for Assistance for State Approval; Tertiary Filtration Equipment

Mr. Wallace advised that the Board previously directed staff to prepare an agreement with Bord Na Mona to provide for review of their tertiary filtration and disinfection equipment by the State Department of Public Health. Director Brown commented that he sees this as a "win-win" as the District will obtain information regarding treatment of our wastewater at no cost and is strongly in support of this agreement. Director Simas commented that he had previously felt that he was uncomfortable setting a precedent for private companies to "test" equipment at our facility but now believes we should move ahead. It was moved by Director Kelley, seconded by Director Brown and passed unanimously **to direct staff to execute the agreement on behalf of the District.**

E. San Luis Street Undergrounding District

General Manager Wallace advised that the SLO County Underground Utility Committee is considering a undergrounding project to be located along San Luis Street. Three locations in this vicinity are not considered to be Rule 20a projects, and would require Rule 20b funding from the adjacent property owners or by the local public agency having jurisdiction over the area. Following discussion it was moved by Director Kelley seconded by Director Janowicz and passed unanimously **to direct staff to notify the UUC of the District's support for this project with scope and extent to be determined as the project proceeds.**

F. Consideration of Lopez Reservoir Expansion Project

Mr. Wallace advised that a study to consider the expansion of the Lopez Reservoir is being considered by San Luis County Public Works. This study would be funded proportionally by all of the Lopez water subscribers who may wish to develop additional water for their agency. It was moved by Director Kelley, seconded by Director Brown and passed on a 4-1 vote with Director Simas opposed, **to advise the County that the CSD would be interested in participating, subject to a full analysis of potential costs associated with the study.**

8. INFORMATION AND DISCUSSION ITEMS

Board Communications –

General Manager Wallace advised the Board that the \$50,000 final installment of the water tank loan is due to the State Department of Fish and Game.

Avila Beach CSD
Board of Directors Meeting
Minutes September 15, 2009 page 4

10. ADJOURNMENT

The meeting was adjourned at 8:50 pm

The next regular meeting of the Avila Beach Community Services District is scheduled for October 13, 2009 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.

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

A handwritten signature in blue ink, appearing to read "John Wallace", with a long horizontal flourish extending to the right.

Respectfully submitted,
John Wallace, General Manager

ABCSD

Board of Directors

**Meeting Scheduled for
tonight, September 8, 2009
has been canceled due to a
lack of quorum. This
meeting is rescheduled for
September 15, 2009**

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424
Meeting Room and Office – 191 San Miguel Street, Avila Beach
Telephone (805) 595-2664 FAX (805) 595-7623
E-Mail Avilacsd@AOL.com

**AGENDA
REGULAR BOARD MEETING
7:00 pm Tuesday October 13, 2009**

**BOARD MEETING LOCATION
Avila Beach Community Center
191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA**

1. CALL TO ORDER: 7:00 P.M.

2. ROLL CALL: Board Members:

Pete Kelley, President
Terry Brown, Vice President
John Janowicz, Director
Rick Rowe, Director
Jason Simas, Director

3. PUBLIC COMMENT; 7:00 P.M.

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

4. INFORMATION AND DISCUSSION ITEMS

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

Board Communications

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

B. County Reports

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

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 September 15, 2009 Special Meeting
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report
- E. Subcommittee Reports

6. **BUSINESS ITEMS:** Items where Board action is called for.
- A. Consideration of Installation of Landscape Meters for Single Family Residences
(Action Required: Approve Concept and Direct Staff to Return with Ordinance Amendments for Further Consideration of Separate Rate Structure for Landscape Water Meters for Single Family Residences)
 - B. Consideration of Prop 1A Securitization Program
(Action Required: Receive Report, Adopt Resolution and Purchase and Sale Agreement)
 - C. Pre-Development Reimbursement Agreement with Chevron Corporation for Cost Associated with Review of Proposed Fossil Point Development
(Action Required: Receive Report, Approve Reimbursement Agreement)
 - D. Wastewater Treatment Plant Hydraulic Study and Plant Performance Review
(Action Required: Receive Presentation by Engineering and Operations Staff)
 - E. San Rafael Street Sewer Line
(Action Required: Receive Report; Direct Staff to Continue Negotiations with AT&T for a Sewer Easement and Cost Sharing)
 - F. Declaration of Surplus Equipment: 1990 Chevy Pick-up
(Action Required: Receive Report, Declare Equipment Surplus)

7. **INFORMATION AND DISCUSSION ITEMS**

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

Other Communication

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, 191 San Miguel 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.

**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
October 13, 2009**

1. CALL TO ORDER

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:00 p.m. on the above date, in the Avila Community Building meeting room, was called to order by President Pete Kelley.

2. ROLL CALL

Board Members Present	Pete Kelley Terry Brown John Janowicz Rick Rowe
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Board Members Absent:	Jason Simas
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Staff Present:	John Wallace, General Manager Jon Seitz, Legal Counsel Kathy Richardson, Office Manager
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3. PUBLIC COMMENTS

Tom Guernsey commented that he would like the District to review the emergency evacuation procedures for the community.

4. INFORMATION AND DISCUSSION ITEMS

A. Board Communication-

Mr. Wallace advised that the Regional Water Quality Board will be meeting on October 23, 2009 and the District's Discharge Permit is on the consent calendar for approval.

B. County Reports

1. SLO Sheriff:

Sheriff Commander Ben Hall was in attendance and advised that the area is pretty quiet. Pirates Cove area continues to be a problem area, and they continue to look into brush cutting to see if this will reduce some of the illegal activities taking place.

2. CAL Fire Report-

CALFire Captain Reeder advised that there had been 68 calls for service in the Avila Valley during the month. Additionally, a control burn had taken place near Diablo Canyon. Mr. Guernsey inquired as to what the emergency plan for Avila is in the event of a tsunami. Captain

Reeder advised that County EOC has a plan in place and in the event of a tsunami, directives would be provided to emergency responders. Mr. Guernsey commented that depending on the type of emergency, adequate time for evacuation might not be available. Captain Reeder commented that is correct, and it would be up to individuals to know what actions would be best taken to protect themselves.

6. CONSENT ITEMS

President Kelley introduced the consent items and inquired if any member of the Board, or public wished to address any items. Director Kelley requested clarification on operations activities. Mr. Wallace provided a brief review of the items. It was moved by Director Brown, seconded by Director Janowicz and passed unanimously **to approve the consent items as submitted.**

- A. Approval of the September 15, 2009 Special Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Report

7. BUSINESS ITEMS

A. **Consideration of Installation of Landscape Meters for Single Family Residences**

General Manager Wallace advised the Board that a request for consideration of installation of landscape meters for single family residences has been requested, a change in the District's ordinances would be required to allow for this type of installation for single family residences. It was moved by Director Kelley, seconded by Director Brown and passed unanimously **to approve the concept and to direct staff to return with ordinance amendments to allow for installation of landscape meters at single family residences. Staff will bring further information back to the Board at a future meeting.**

B. **Consideration of Prop 1A Securitization Program**

Mr. Wallace provided an overview of the Prop 1A Securitization Program. This program will provide that tax revenues being borrowed by the State from the District will be provided to the District through the sale of Bonds by a coalition of cities, counties and special districts. There is no cost to the District to participate in this program. It was moved by Director Kelley, seconded by Director Brown and passed on the following roll call vote **to approve the resolution approving the form of and authorizing the execution and delivery of a purchase sale and agreement and related documents with respect to the sale of the seller's Proposition 1A Receivable from the State.**

AYES:	Kelley, Brown, Janowicz, Rowe
NOES:	None
ABSENT:	Simas

C. Pre-Development Reimbursement Agreement with Chevron Corporation for Cost Associated with Review of Proposed Fossil Point Development

General Manager Wallace provided an overview of the proposed agreement with Chevron Corporation for the District to receive reimbursement for review of the proposed Fossil Point Development. President Kelley commented that in addition to the tank farm area being used to receive, store and transport fossil fuels, it had been a refinery and would like that to be added to Recital "B". Further President Kelley inquired as to the length of time the District review would take. It was determined that a 12 month period for review would be advisable. Following brief comments by representatives from Chevron, it was moved by Director Brown seconded by Director Rowe and passed unanimously **to approve the agreement as amended and to authorize the President to execute the Agreement for Reimbursement on behalf of the District.**

D. Wastewater Treatment Plant Hydraulic Study and Plant Performance Review

Mr. Wallace introduced Mr. Steve Tanaka of the Wallace Group to provide a presentation on the hydraulic study of the Wastewater Treatment Plant currently nearing completion. Mr. Tanaka advised of the steps completed in determining capacity of the plant. Through the study it has been determined that the hydraulic capacity of the plant is consistent with the hydraulic design of the plant, however, the biological capacity may be lower than the design capacity. Mr. Tanaka advised that further recommendations and cost estimates will be brought back to the Board at a future time. Following general discussion it was moved by Director Brown, seconded by Director Janowicz and passed unanimously **to direct staff to submit the hydraulic analysis report to Regional Water Quality Control for their review and consideration.**

E. San Rafael Street Sewer Line Project

General Manager Wallace presented the staff report regarding the current status of the San Rafael Street Sewer line. Staff has researched and completed 80% of the design for a "pipe bursting" replacement of the undersized sewer line between San Rafael and San Antonio Streets. Staff has also received tentative agreement with AT&T to receive a new easement and to pay a share of the cost of the pipe going through their property. It was moved by Director Brown seconded by Director Janowicz and passed unanimously **to direct staff to continue the acquisition of a sewer easement from AT&T and to continue the design of a new 6-inch PVC sewer line.**

F. Declaration of Surplus Equipment: 1990 Chevy Pick-up

Mr. Wallace advised that the 1990 Chevy pick-up is considered unnecessary to District operations and should be declared surplus. It was moved by Director Brown seconded by Director Rowe and passed unanimously **to declare the truck surplus and to direct staff to proceed with sale and disposal.**

8. INFORMATION AND DISCUSSION ITEMS

Board Communications –

Mr. Wallace pointed out the “street sweeping” schedule for Avila . Additionally, it was noted that staff had sent a letter to the Governor to request veto of bill 802 relating to payment retention for public section construction projects. Mr. Seitz commented that the Governor did veto that bill.

10. ADJOURNMENT

The meeting was adjourned at 8:55 pm

The next regular meeting of the Avila Beach Community Services District is scheduled for November 10, 2009 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.

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,
John Wallace, General Manager

AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424
Meeting Room and Office – 191 San Miguel Street, Avila Beach
Telephone (805) 595-2664 FAX (805) 595-7623
E-Mail Avilacsd@AOL.com

AGENDA

REGULAR BOARD MEETING
7:00 pm Tuesday November 10, 2009

BOARD MEETING LOCATION
Avila Beach Community Center
191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA

1. CALL TO ORDER: 7:00 P.M.

2. ROLL CALL: Board Members:

Pete Kelley, President
Terry Brown, Vice President
John Janowicz, Director
Rick Rowe, Director
Jason Simas, Director

3. PUBLIC COMMENT; 7:00 P.M.

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

4. INFORMATION AND DISCUSSION ITEMS

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

Board Communications

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

B. County Reports

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

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 October 13, 2009 Regular Meeting
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report
- E. Subcommittee Reports

November 10, 2009, Regular Meeting Agenda, Page 2

6. **BUSINESS ITEMS:** Items where Board action is called for.
- A. Presentation of the 2008/09 Annual Audit
(Action Required: Receive Presentation)
 - B. Wastewater Treatment Plant Hydraulic Study and Plant Performance Review
(Action Required: Receive Presentation by Engineering and Operations Staff)
 - C. Update of Water and Wastewater Master Plans; Project Numbers WC2 & WWC17
(Action Required: Receive Report, Direct Staff to Update Master Plans)
 - D. Digester Cleaning Project; Project Number WWC2
(Action Required: Receive Report; Provide Direction to Staff)
 - E. Adopt Residential Landscape Meter Service Charges
(Action Required: Receive Report, Adopt Resolution No. 2009-9 Authorizing Residential Water Service to Separate Landscape Meters)
 - F. Consideration of Temporary Water Sale to City of Arroyo Grande
(Action Required: Receive Report, Provide Direction to Staff)
 - G. District Identity Theft Prevention Program
(Action Required: Receive Report, Approve Program as required by the Fair Transactions and Security Credit Act of 2003)

7. **INFORMATION AND DISCUSSION ITEMS**

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

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, 191 San Miguel Street, Avila Beach, CA during normal business hours.

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**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
November 10, 2009**

1. CALL TO ORDER

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:00 p.m. on the above date, in the Avila Community Building meeting room, was called to order by President Pete Kelley.

2. ROLL CALL

Board Members Present	Pete Kelley Terry Brown John Janowicz Rick Rowe Jason Simas
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Board Members Absent:	None
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Staff Present:	John Wallace, General Manager Kathy Richardson, Office Manager
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3. PUBLIC COMMENTS

None

4. INFORMATION AND DISCUSSION ITEMS

A. Board Communication-

President Kelley requested that discussion of the possibility of a “merge” with the Civic Association be placed on a future agenda. Avila Beach Civic Association President, Terry Eberhardt, provided a brief background on the Civic Association and commented that the Association would be receptive to discussions on merging with other agencies in Avila. This subject will be placed on the January agenda for general discussion.

B. County Reports

1. SLO Sheriff:

Sheriff Commander Ben Hall was in attendance and advised that there were 68 calls for service during the past month.

2. CAL Fire Report-

CALFire Captain Reeder advised that there had been 45 calls for service in the Avila Valley during the month. Additionally, a control burn had taken place near Diablo Canyon, with a couple of “flare-ups” being experienced. Captain Reeder advised that the Avila Valley Station had participated in several training exercises over the course of the last month.

5. CONSENT ITEMS

President Kelley introduced the consent items and inquired if any member of the Board, or public wished to address any items. Director Kelley requested clarification on the financial report, Mr. Wallace provided this clarification. Director Kelley further inquired if the Board will be notified of all meetings involving Chevron. General Manager Wallace advised that the Board will be notified of meetings, however if members of the Board wish to be involved in the meetings, an Ad-Hoc committee would need to be formed. Mr. Wallace further advised that no meetings have been held as of yet, but phone conversations and e-mails have been exchanged. Director Simas inquired as to payments to "Wallace Group FRM" and requested clarification on what these payments are for. President Kelley commented that this is the operations expenses provided on a contract basis. Director Simas inquired if some of the work should go out to bid. President Kelley commented that we could hire an "in-house" employee for operations as had been done in the past, and bid out additional services. It was moved by Director Rowe, seconded by Director Brown and passed on a 4-1 vote with Director Simas abstaining, **to approve the consent items as submitted.**

- A. Approval of the October 13, 2009 Regular Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Report

6. BUSINESS ITEMS

A. Presentation of the 2008/09 Annual Audit

President Kelley introduced Bob Crosby of Crosby Co to present the 2008/09 Annual Audit. Mr. Crosby advised the Board that an "unqualified opinion" was being provided for the audit. Mr. Crosby gave a presentation on the contents of the audit and advised he is available if members of the Board have any questions. It was moved by Director Brown, seconded by Director Kelley and passed unanimously **to receive the audit report as submitted. The Board thanked Mr. Crosby for his presentation.**

B. Wastewater Treatment Plant Hydraulic Study and Plant Performance Review

Mr. Wallace introduced Mr. Tanaka of the Wallace Group to provide a presentation on the hydraulics of the plant. **Following general discussion it was moved by Director Kelley, seconded by Director Brown and passed unanimously to direct staff to submit the hydraulic analysis report to Regional Water Quality Control for their review and consideration.**

C. Update of Water and Wastewater Master Plans; Project Numbers WC2 & WWC17

General Manager Wallace advised the Board that it is time for updates to be completed on the water and wastewater master plans. Director Simas commented that he believes that these plans should be reviewed and updated in an ongoing manner and as new studies are completed they should be inserted into the master plans. It was moved by Director Brown seconded by Director Janowicz and passed unanimously **to proceed with the updates of the water and wastewater master plans. Director Simas requested that reports be provided showing expenditures for the project.**

D. Digester Cleaning Project: Project Number WWC2

Mr. Wallace provided an overview of the proposed Digester Cleaning project and advised that we have received informal estimates for the cleaning work, but the “unknown factors” of the condition of the digester won’t be known until it is emptied. It was moved by Director Simas seconded by Director Rowe and passed unanimously **to direct staff to finalize contract documents and the bid package for the draining, hauling, cleaning and inspection of the digester and for staff to perform an analysis on the bids received and bring a recommendation of award back to the Board at a future meeting.**

E. Adopt Residential Landscape Meter Service Charge

General Manager Wallace provided a brief background on this item and advised that further refinement of the resolution would be desirable. It was moved by Director Kelley seconded by Director Brown and passed unanimously **to bring this item back to a future meeting for further discussion.**

F. Consideration of Temporary Water Sale to City of Arroyo Grande

Mr. Wallace advised that the City of Arroyo Grande is interested in the possibility of purchasing surplus water on a temporary basis. It was moved by Director Kelley seconded by Director Janowicz and passed unanimously **to direct staff to initiate discussions with Arroyo Grande regarding temporary water sales and to bring further information back to the Board.**

G. District Identity Theft Prevention Program

General Manager Wallace advised the Board that the District must meet the Federal “Red Flag” rule and have a Identity Theft Prevention program in place. Staff has utilized the CRWA template for the program. This will be incorporated into the District Policy manual and will be reviewed and updated yearly. It was moved by Director Brown, seconded by Director Rowe and passed unanimously **to approve the Identity Theft Prevention program.**

7. INFORMATION AND DISCUSSION ITEMS

Board Communications –

Mr. Wallace pointed out the “street sweeping” schedule for Avila .

8. ADJOURNMENT

By motion of Director Simas and second by Director Kelley, the meeting was adjourned at 9:00 pm

The next regular meeting of the Avila Beach Community Services District is scheduled for December 8, 2009 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.

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,
John Wallace, General Manager



AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424
Meeting Room and Office – 191 San Miguel Street, Avila Beach
Telephone (805) 595-2664 FAX (805) 595-7623
E-Mail Avilacsd@AOL.com

AGENDA

REGULAR BOARD MEETING
7:00 pm Tuesday December 8, 2009

BOARD MEETING LOCATION
Avila Beach Community Center
191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA

1. **CALL TO ORDER: 7:00 P.M.**

2. **ROLL CALL: Board Members:**

Pete Kelley, President
Terry Brown, Vice President
John Janowicz, Director
Rick Rowe, Director
Jason Simas, Director

3. **PUBLIC COMMENT; 7:00 P.M.**

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

4. **INFORMATION AND DISCUSSION ITEMS**

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

Board Communications

A. County Reports

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

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

1. Verbal Presentation from Chumash Council

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 November 10, 2009 Regular Meeting
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report
- E. Subcommittee Reports

December 8, 2009, Regular Meeting Agenda, Page 2

6. **BUSINESS ITEMS:** Items where Board action is called for.
- A. Presentation of Geographic Information System (GIS) Project
(Action Required: Receive Presentation)
 - B. Implementation of New NPDES Permit Requirements
(Action Required: Receive Presentation; Review changes to permit; Direct staff to implement new permit requirements)
 - C. Sewer System Management Plan
(Action Required: Receive Presentation)
 - D. Replacement of Clarifier Arm; Declaration of Emergency Repair
(Action Required: Receive Report; Make Findings of the need for Emergency Repair, Direct Staff to Proceed with Repairs)
 - E. First Reading of Ordinance Authorizing Separate Landscape Meter Service Charges
(Action Required: Receive Report, Review Ordinance No 2009-01, take public comment, and make any recommended changes. By voice vote instruct General Manager to read ordinance by title only or alternatively read the ordinance in its entirety and by separate action introduce ordinance and set date for adoption)

7. **INFORMATION AND DISCUSSION ITEMS**

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

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**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
December 8, 2009**

1. CALL TO ORDER

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:00 p.m. on the above date, in the Avila Community Building meeting room, was called to order by President Pete Kelley.

2. ROLL CALL

Board Members Present	Pete Kelley Terry Brown John Janowciz Rick Rowe Jason Simas
-----------------------	---

Board Members Absent: None

Staff Present: Tom Zehnder, Acting General Manager
Jon Seitz, Legal Counsel
Kathy Richardson, Office Manager

3. PUBLIC COMMENTS

None

4. INFORMATION AND DISCUSSION ITEMS

A. County Reports

1. SLO Sheriff:

Sheriff Commander Ben Hall was in attendance and advised that there were 30 calls for service during the past month. He also distributed a notice of the presence of a registered sex offender now living in the community.

2. CAL Fire Report-

None

B. Board Communication-

President Kelley introduced Fred Collins of the Northern Chumash Tribal Council. Mr. Collins provided a verbal presentation to the Board regarding their vision of the site as well as the desire of the Tribal Council looking for community support of the Chumash vision specific to the future development at the Chevron Tank Farm site. Mr. Collins advised that Chevron is entering the next stage of design, and the Chumash Tribal Council wishes to be fully involved in the future of the site. Following this presentation, President Kelley offered to act as a liaison between the Tribal Council and the CSD to coordinate information as it becomes available.

5. CONSENT ITEMS

President Kelley introduced the consent items and inquired if any member of the Board, or public wished to address any items. It was moved by Director Brown, seconded by Director Simas and passed unanimously, **to approve the consent items as submitted.**

- A. Approval of the November 10, 2009 Regular Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Report

6. BUSINESS ITEMS

A. Presentation of Geographic Information System (GIS) project

Mr. Zehnder introduced Rob Lepore of the Wallace Group to provide a brief presentation on this project. Mr. Lepore went through the GIS program for the Board detailing the various "layers" of the program to show the information contained. No formal actions were taken. **The Board thanked Mr. Lepore for his presentation.**

B. Implementation of new NPDES Permit Requirements

Mr. Zehnder introduced Heather Billing of the Wallace Group to provide a presentation on the new requirements for the NPDES and the process involved in implementing the changes. Additionally, Ms. Billing provided a review of the increased costs for sampling associated with the new permit. **Following general discussion it was moved by Director Brown, seconded by Director Rowe and passed unanimously to direct staff to implement the 2009 Order requirements.**

C. Sewer System Management Plan (SSMP) Phase II & III

Mr. Zehnder re-introduced Heather Billing of the Wallace Group who provided a presentation on the Sewer System Management Plan. This program is in accordance with the State Water Resources Control Board for Statewide General Waste Discharge Requirements. This program documents the District's management program for the wastewater system. It was noted by Ms. Billing that the recently completed GIS project will assist in meeting the requirements of the SSMP. It was moved by Director Simas seconded by Director Janowicz and passed unanimously **to Direct staff to complete the Sewer System Management Plant in accordance with the State Water Resources Control Board WDR Order No 2006-003-DWQ.**

D. Clarifier Maintenance and Refurbishment Project Emergency Repairs

Mr. Zehnder introduce Chris Nally of Fluid Resource Management to provide an overview of the clarifier skimmer arm failure and the need to declare an emergency in order to expedite repairs. Mr. Nally advised the primary clarifier has been taken off line and the influent flow has been re-

routed with the plant operating in an alternative method which can be sustained for a limited length of time. Mr. Zehnder advised that this results in the need to declare the repair to the arm an emergency and thereby, allowing the District to proceed with this repair without the usual timeline associated with a competitive bid process. It was moved by Director Brown seconded by Director Simas and passed on the following roll call vote **to declare an emergency and to direct staff to procure a new skimmer arm and appurtenances for a contract supplier of equipment in a not to exceed amount of \$55,000, enter into a contract with an installer to be determined to install the new equipment, contract with Subtronic Corp to determine the integrity of the clarifier's concrete and coating. Additionally, the Board directed District Operations staff to demolish the existing clarifier skimmer arm and if necessary, based upon the results of Subtronic's inspection to coat the clarifier tank.**

AYES : Brown, Simas, Kelley, Janowicz Rowe
NOES: None
ABSTAIN: None

**E. Installation of Landscape Meters; Related Fees and Service Charges;
First Reading of Ordinance**

Mr. Seitz provided a brief review of the proposed Ordinance to provide the option of installation of a separate landscape meter to be placed on parcels being served with domestic water service. It was moved by Director Kelley, seconded by Director Brown and passed unanimously to **Direct the General Manager to read ordinance by title only. Further it was moved by Director Kelley seconded by Director Janowicz and passed unanimously to set January 12, 2010 as the date for adoption.**

7. INFORMATION AND DISCUSSION ITEMS

Board Communications –

Mr. Zehnder pointed out the “street sweeping” schedule for Avila, a notice of “Appeals” filed with the County on the School house project and a notice from PG&E advising of their application for license extension of Diablo Canyon .

8. ADJOURNMENT

By motion of Director Brown and second by Director Rowe, the meeting was adjourned at 9:02 pm

The next regular meeting of the Avila Beach Community Services District is scheduled for January 12, 2010 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.

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,


Tom Zehnder, Acting General Manager