

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@gmail.com

AGENDA

REGULAR BOARD MEETING

7:00 pm Tuesday, September 8th, 2015

BOARD MEETING LOCATION

AVILA BEACH CIVIC ASSOCIATION

191 SAN MIGUEL STREET

AVILA BEACH, CALIFORNIA

1. **CALL TO ORDER: 7:00 P.M.**
2. **ROLL CALL: Board Members:**
 - Pete Kelley, President
 - Steve Waldron, Vice President
 - Lynn Helenius, Director
 - John Janowicz, Director
 - Shanna Richards, 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.

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

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

 - A. Minutes of Special Meeting July 29th, 2015 Minutes
 - B. Monthly Financial Review
 - C. General Manager and District Engineer Report
 - D. Capital Projects Status Report

E. Water and Wastewater Superintendent Report

6. DISCUSSION OF PULLED CONSENT ITEMS

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

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

A. Intent to Serve: Creekside Lofts, LP, Beach Colony Estates Lot #1
(Action Required: Consider approval of Preliminary Intent to Serve)

B. Intent to Serve: Andrew Graham, Beach Colony Estates Lot #5
(Action Required: Consider approval of Preliminary Intent to Serve)

C. Purchase New Influent Wet Well Grinder Pump
(Action Required: Authorize staff to purchase new pump)

D. Zone 3/CSA 12 Water Supply Status Report; Advisory Committee Membership
(Action Required: Receive Report and Authorize GM to express interest in filling the vacant CSA 12 Advisory Committee Position)

E. Water Recycling Grant Application
(Action Required: Receive Status Report, Provide Direction to Staff)

8. PUBLIC COMMENT ON CLOSED SESSION ITEMS

9. A. Legal Counsel Evaluations

ADJOURN TO CLOSED SESSION

10. REPORT ON CLOSED SESSION / ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

11. COMMUNICATIONS/ CORESPONDENCE

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

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.

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Draft Minutes

SPECIAL MEETING

11:00 A.M. Tuesday, July 29th, 2015

MEETING LOCATION

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

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

2. ROLL CALL: Directors: Pete Kelley, President
Steve Waldron, Vice President
John Janowicz
Lynn Helenius

ABSENT: Shanna Richards

STAFF PRESENT: Brad Hagemann, General Manager & District Engineer
Mike Seitz, District Legal Counsel
Kristi Dibbern, Accounting Clerk

3. PUBLIC COMMENT:

Member of the public wishing to comment or bring forward any items concerning District operations which do not appear on today' agenda may address 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

No Action or comments

5. CONSENT ITEMS

Approval of the Minutes for the following meetings: July 14th, 2015 Regular Meeting

6. DISCUSSION OF PULLED CONSENT ITEMS

None.

Director Waldron commented that while he supports upgrading the WWTP to full tertiary, he wants to make sure the District doesn't get bogged down in studies. Director Waldron would like to see the study results and *plans* worked out for the plant to be full tertiary within 6 months. Hagemann responded that 6 months is a very ambitious schedule goal, but that staff would work diligently to meet that goal. **A motion was made by Director Kelley and seconded by Director Waldron to award a contract to Water Systems Consulting, Inc. to assist with the grant application with the State Water Board, not to exceed amount of \$5,000.00.**

ROLL CALL VOTE:

AYES: Pete Kelley
Steve Waldron
John Janowicz
Lynn Helenius

NOES: None

ABSENT: Shanna Richards


7. **PUBLIC COMMENT:**
None.

8. **ANNOUNCEMENTS.**

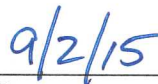
Next Regular Board Meeting Tuesday, Sept. 8th, 2015 at 7:00 pm in the Civic Center at Avila Beach.

9. **MEETING ADJOURNED AT 12:00pm.**

Respectfully Submitted,



Brad Hagemann, PE
General Manager




Date

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

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: September 8, 2015

SUBJECT: Monthly Financial Review for July 2015

Recommendation:

Receive and file report.

Overall Monthly Summary

During July the District made deposits in the amount of \$90,107.84 and experienced \$249,271.24 in expenses (cash basis). We had several "first of the fiscal year" expenses including our semi-annual payment to Cal Fire in the amount of \$80,642.50. Additionally, the District made payments to purchase Lopez and State Water in the amount of \$85,232. The deposits by fund and checks by fund are provided as an attachment to this report. Income in July included \$7,471.11 in County tax income and \$75,007.94 in monthly water and sewer fees, which were within typical levels. Monthly expenses are also within the anticipated range with the exceptions as noted above for Cal Fire and Water purchases.

Detailed financial reports including a Balance Sheet, Deposits by Fund, Checks by Fund and Combined Profit and Loss Budget vs. Actual are provided for your information.

Utility Service Billing

For the month of July the District billed approximately \$74,581.51 in water and sewer service charges. Customer Rate Assistance amounted in a reduction of billing charges to the District in the amount of \$426. Delinquent accounts with payments past due of 60 days or more are still relatively low, but we did issue approximately seven "door hanger" shut-off notices in early July to accounts that were over 90 days late. Those account holders did respond to the notices and we did not need to shut-off any accounts at this point.

Avila Beach Community Services District
Balance Sheet
As of July 31, 2015

	<u>Jul 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Summary	
1001A · Heritage Oaks General Checking	146,173.61
1001 · B of A - General Checking	136,029.80
1005 · B of A - Payroll	30,946.60
1007 · B of A - Water Deposits	6,020.00
1008 · LAIF	2,210,260.86
1010 · Petty Cash	80.00
Total 1000 · Cash Summary	<u>2,529,510.87</u>
Total Checking/Savings	2,529,510.87
Accounts Receivable	
1200 · *Accounts Receivable	26,244.28
Total Accounts Receivable	<u>26,244.28</u>
Other Current Assets	
1100 · Receivables	
1110 · Water & Sewer Billings	54,580.68
Total 1100 · Receivables	<u>54,580.68</u>
1250 · Prepaid Summary	
1252 · Prepaid State Water	235.37
1251 · Prepaid Insurance	13,121.48
Total 1250 · Prepaid Summary	<u>13,356.85</u>
Total Other Current Assets	<u>67,937.53</u>
Total Current Assets	2,623,692.68
Fixed Assets	
1600 · Fixed Assets Summary	
1601 · Fixed Asset -Office & Admin.	
1601c · Office Furniture cost	12,759.79
1601d · Office Furniture Accum Dep.	-8,094.08
Total 1601 · Fixed Asset -Office & Admin.	<u>4,665.71</u>
1602 · Fixed Assets - Sanitary	
1612 · Land	
1612.01 · Land - GFAAG	20.00
1612 · Land - Other	60,294.10
Total 1612 · Land	<u>60,314.10</u>

Avila Beach Community Services District
Balance Sheet
 As of July 31, 2015

	<u>Jul 31, 15</u>
1622 · Collection Assets	
1622C · Collection Assets Cost	933,045.33
1622D · Collect Assets Accum Depr	-281,967.93
Total 1622 · Collection Assets	<u>651,077.40</u>
1632 · Disposal Equipment	
1632C · Disposal Equip Cost	523,122.64
1632D · Disposal Equip Accum Depr	-147,818.68
Total 1632 · Disposal Equipment	<u>375,303.96</u>
1642 · Other Equipment	
1642C · Other Equipment Cost	922.93
1642D · Other Equip Accum Depr	-923.00
Total 1642 · Other Equipment	<u>-0.07</u>
1652 · Construction In Progress Plant	
1652C · Treatment Plant Cost	1,868,782.91
1652D · Treatment Plant Accum Dep	-839,387.72
1652 · Construction In Progress Plant - Other	36,084.24
Total 1652 · Construction In Progress Plant	<u>1,065,479.43</u>
1662 · Treatment Equipment	
1662C · Treatment Equip Cost	1,017,143.01
1662D · Treatment Equip Accum Depr	-444,151.88
1662 · Treatment Equipment - Other	205,485.61
Total 1662 · Treatment Equipment	<u>778,476.74</u>
Total 1602 · Fixed Assets - Sanitary	<u>2,930,651.56</u>
1603 · Fixed Assets - Water	
1613 · Equipment	
1613C · Equipment Cost	21,136.28
1613D · Equipment Accum Depr	-21,136.28
Total 1613 · Equipment	<u>0.00</u>
1623 · Distribution Assets	
1623C · Distribution Assets Cost	1,109,466.25
1623D · Dist Assets Accum Depr	-508,510.58
Total 1623 · Distribution Assets	<u>600,955.67</u>
1643 · Other Equipment	
1643C · Other Equipment Cost	1,366.07
1643D · Other Equipment Accum Depr	-1,366.07
Total 1643 · Other Equipment	<u>0.00</u>
Total 1603 · Fixed Assets - Water	<u>600,955.67</u>

Avila Beach Community Services District
Balance Sheet
As of July 31, 2015

	<u>Jul 31, 15</u>
1604 · Structures	
1614 · Structures GFAAG	29,810.00
1614D · Gen / Fire Accum Dep	<u>-29,810.00</u>
Total 1604 · Structures	<u>0.00</u>
Total 1600 · Fixed Assets Summary	<u>3,536,272.94</u>
Total Fixed Assets	3,536,272.94
Other Assets	
1099 · Due To / Due From General	<u>-146,169.63</u>
Total Other Assets	<u>-146,169.63</u>
TOTAL ASSETS	<u><u>6,013,795.99</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2108 · PERS Liability	446.38
Total 2100 · Payroll Liabilities	<u>446.38</u>
2300 · Deposits Held	
2303 · Water Deposits Held	6,020.00
2304 · Fire Station Deposit	2,000.00
2305 · Will Serve Deposits Held	<u>100,691.33</u>
Total 2300 · Deposits Held	<u>108,711.33</u>
Total Other Current Liabilities	<u>109,157.71</u>
Total Current Liabilities	<u>109,157.71</u>
Total Liabilities	109,157.71
Equity	
3900 · Retained Earnings	6,016,050.23
Net Income	<u>-111,411.95</u>
Total Equity	<u>5,904,638.28</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,013,795.99</u></u>

09/01/15

Avila Beach Community Services District
Deposits by Fund
 July 2015

Type	Date	Memo	Split	Amount	Balance
General					
Deposit	07/14/2015	Refund for Insurance	1001 · B of A - General Che...	-23.31	-23.31
Deposit	07/14/2015	SLO County Taxes	1001 · B of A - General Che...	-650.78	-674.09
Deposit	07/14/2015	Rental Income	1001 · B of A - General Che...	-2,956.00	-3,630.09
Deposit	07/23/2015	SLO County Taxes	1001A · Heritage Oaks Gen...	-3,042.73	-6,672.82
Deposit	07/23/2015	Fiscar yr end int tax refund	1001A · Heritage Oaks Gen...	3.61	-6,669.21
Total General				-6,669.21	-6,669.21
Sanitary					
Deposit	07/08/2015	Speciality Construction Plans	1001 · B of A - General Che...	-25.00	-25.00
Deposit	07/08/2015	Souza Construction Plans	1001 · B of A - General Che...	-25.00	-50.00
Deposit	07/08/2015	Brough Construction	1001 · B of A - General Che...	-25.00	-75.00
Deposit	07/08/2015	July Sani Rec	1001 · B of A - General Che...	-3,644.77	-3,719.77
Deposit	07/09/2015	July Sani Rec	1001 · B of A - General Che...	-2,629.75	-6,349.52
Deposit	07/14/2015	June Sani Rec	1001 · B of A - General Che...	-7,837.52	-14,187.04
Deposit	07/14/2015	July Sani Rec	1001 · B of A - General Che...	-5,131.75	-19,318.79
Deposit	07/14/2015	SLO County Taxes	1001 · B of A - General Che...	-665.56	-19,984.35
Deposit	07/20/2015	July Sani Rec	1001A · Heritage Oaks Gen...	-5,417.06	-25,401.41
Deposit	07/20/2015	Crandall Construction Plans Sewer Project	1001A · Heritage Oaks Gen...	-25.00	-25,426.41
Deposit	07/20/2015	Hanly Construction Plans Sewer Project	1001A · Heritage Oaks Gen...	-25.00	-25,451.41
Deposit	07/23/2015	WW Ops	1001A · Heritage Oaks Gen...	-10,962.00	-36,413.41
Deposit	07/23/2015	July Sani Rec	1001A · Heritage Oaks Gen...	-1,387.29	-37,800.70
Deposit	07/23/2015	SLO County Taxes	1001A · Heritage Oaks Gen...	-3,119.27	-40,919.97
Deposit	07/23/2015	Fiscar yr end int tax refund	1001A · Heritage Oaks Gen...	3.62	-40,916.35
Deposit	07/29/2015	July Sani Rec	1001A · Heritage Oaks Gen...	-867.65	-41,784.00
Total Sanitary				-41,784.00	-41,784.00
Solid Waste					
Deposit	07/29/2015	Solid Waste Franchise Fee	1001A · Heritage Oaks Gen...	-1,299.35	-1,299.35
Total Solid Waste				-1,299.35	-1,299.35
Water					
Deposit	07/08/2015	July Water Rec	1001 · B of A - General Che...	-4,073.13	-4,073.13
Deposit	07/09/2015	July Water Rec	1001 · B of A - General Che...	-2,997.22	-7,070.35
Deposit	07/14/2015	June Water Rec	1001 · B of A - General Che...	-8,461.99	-15,532.34
Deposit	07/14/2015	July Water Rec	1001 · B of A - General Che...	-5,787.45	-21,319.79
Deposit	07/20/2015	July Water Rec	1001A · Heritage Oaks Gen...	-10,391.96	-31,711.75
Deposit	07/23/2015	W Ops	1001A · Heritage Oaks Gen...	-5,288.00	-36,999.75
Deposit	07/23/2015	July Water Rec	1001A · Heritage Oaks Gen...	-1,957.16	-38,956.91
Deposit	07/29/2015	July Water Rec	1001A · Heritage Oaks Gen...	-1,398.37	-40,355.28
Total Water				-40,355.28	-40,355.28
TOTAL				-90,107.84	-90,107.84

09/01/15

Avila Beach Community Services District
Checks by Fund
July 2015

Type	Date	Num	Name	Amount	Balance
Administrative					
Check	07/05/2015	15705	Avila Beach Civic Association	741.03	741.03
Check	07/05/2015	15705	Avila Beach Civic Association	264.03	1,005.06
Check	07/05/2015	15707	Business Card Visa	2,121.12	3,126.18
Check	07/05/2015	15707	Business Card Visa	606.35	3,732.53
Check	07/05/2015	15707	Business Card Visa	251.98	3,984.51
Check	07/05/2015	15707	Business Card Visa	46.73	4,031.24
Check	07/05/2015	15707	Business Card Visa	88.72	4,119.96
Check	07/05/2015	15707	Business Card Visa	253.70	4,373.66
Check	07/05/2015	15709	Charter	169.94	4,543.60
Check	07/05/2015	15711	Hagemann & Associates	5,500.00	10,043.60
Check	07/05/2015	15713	Nikki Engle Bookkeeping & Teaching	137.50	10,181.10
Check	07/05/2015	15715	Telegram Tribune	118.65	10,299.75
Check	07/05/2015	15719	Staples	309.40	10,609.15
Check	07/09/2015	15735	Public Employees Retirement System	177.44	10,786.59
Check	07/15/2015		Acct Analysis Fee	184.03	10,970.62
Check	07/16/2015	15720	Hagemann & Associates	5,500.00	16,470.62
Check	07/16/2015	15721	AT&T		16,470.62
Check	07/16/2015	15724	Cal Tec	288.11	16,758.73
Check	07/16/2015	15725	Chaparral Business Supplies	287.30	17,046.03
Check	07/16/2015	15727	Nikki Engle Bookkeeping & Teaching	233.75	17,279.78
Check	07/16/2015	15730	Shipsey & Seitz	555.00	17,834.78
Check	07/16/2015	15730	Shipsey & Seitz	1,918.40	19,753.18
Check	07/16/2015	15730	Shipsey & Seitz	80.00	19,833.18
Check	07/16/2015	15732	Cha Cha Cleaning	80.00	19,913.18
Check	07/28/2015	15737	Hagemann & Associates	5,500.00	25,413.18
Check	07/28/2015	15738	Petty Cash	43.56	25,456.74
Total Administrative				25,456.74	25,456.74
General					
Check	07/16/2015	15726	SLO CO Fire Department	80,642.50	80,642.50
Check	07/16/2015	15731	SDRMA	4,771.52	85,414.02
Total General				85,414.02	85,414.02
lights					
Check	07/05/2015	15718	PG&E		0.00
Check	07/05/2015	15718	PG&E	403.80	403.80
Check	07/05/2015	15718	PG&E	87.85	491.65
Check	07/16/2015	15729	PG&E	347.33	838.98
Check	07/16/2015	15729	PG&E		838.98
Check	07/16/2015	15729	PG&E		838.98
Total lights				838.98	838.98
Sanitary					
Check	07/01/2015		Return Item Chargeback	59.70	59.70
Check	07/05/2015	15704	Abalone Coast Analytical, Inc.	7,324.20	7,383.90
Check	07/05/2015	15706	Avila Beach CSD	55.20	7,439.10
Check	07/05/2015	15706	Avila Beach CSD	55.20	7,494.30
Check	07/05/2015	15707	Business Card Visa	118.39	7,612.69
Check	07/05/2015	15708	Brenntag Pacific, Inc.	2,812.64	10,425.33
Check	07/05/2015	15710	Great Western Alarm	30.00	10,455.33
Check	07/05/2015	15712	Miners Ace Hardware	12.98	10,468.31
Check	07/05/2015	15712	Miners Ace Hardware	76.58	10,544.89
Check	07/05/2015	15714	Speed's	1,288.00	11,832.89
Check	07/05/2015	15716	Perry's Electric Motors and Controls	322.42	12,155.31

09/01/15

Avila Beach Community Services District
Checks by Fund
July 2015

Type	Date	Num	Name	Amount	Balance
Check	07/05/2015	15717	Fluid Resource Management	10,962.00	23,117.31
Check	07/05/2015	15717	Fluid Resource Management	149.30	23,266.61
Check	07/05/2015	15717	Fluid Resource Management	631.50	23,898.11
Check	07/05/2015	15717	Fluid Resource Management	1,343.55	25,241.66
Check	07/05/2015	15718	PG&E		25,241.66
Check	07/05/2015	15718	PG&E		25,241.66
Check	07/16/2015	15721	AT&T	351.90	25,593.56
Check	07/16/2015	15722	Brenntag Pacific, Inc.	1,188.30	26,781.86
Check	07/16/2015	15723	California Electric Supply	31.75	26,813.61
Check	07/16/2015	15728	Farm Supply	45.35	26,858.96
Check	07/16/2015	15729	PG&E	1,776.00	28,634.96
Check	07/16/2015	15729	PG&E	63.23	28,698.19
Check	07/16/2015	15730	Shipsey & Seitz	1,108.80	29,806.99
Check	07/16/2015	15730	Shipsey & Seitz		29,806.99
Check	07/16/2015	15733	Schenberger, Taylor, McCormick & Jecker	5,175.00	34,981.99
Check	07/16/2015	15731	SDRMA	4,771.52	39,753.51
Check	07/28/2015	15736	U.S. Postal Service	24.50	39,778.01
Total Sanitary				39,778.01	39,778.01
Water					
Check	07/01/2015	15702	SLO Co Dept Public Works	34,574.00	34,574.00
Check	07/01/2015	15701	SLO Co Dept Public Works	2,282.28	36,856.28
Check	07/01/2015	15686	SLO Co Dept Public Works	50,649.10	87,505.38
Check	07/01/2015		Return Item Chargeback	104.60	87,609.98
Check	07/05/2015	15706	Avila Beach CSD	44.75	87,654.73
Check	07/05/2015	15706	Avila Beach CSD	44.75	87,699.48
Check	07/05/2015	15717	Fluid Resource Management	5,288.00	92,987.48
Check	07/05/2015	15718	PG&E		92,987.48
Check	07/16/2015	15729	PG&E		92,987.48
Check	07/16/2015	15731	SDRMA	4,771.51	97,758.99
Check	07/28/2015	15736	U.S. Postal Service	24.50	97,783.49
Total Water				97,783.49	97,783.49
TOTAL				249,271.24	249,271.24

Avila Beach Community Services District
Profit & Loss
July 2015

	<u>Jul 15</u>
Ordinary Income/Expense	
Income	
4000 · Income Summary	
4003 · Operating Revenue	76,307.29
4007 · Harbor Charges	25,144.28
4009 · County Taxes	7,471.11
4059 · Rental Income	2,956.00
4089 · Misc Income	125.00
	<hr/>
Total 4000 · Income Summary	112,003.68
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Total Income	112,003.68
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Gross Profit	112,003.68
Expense	
5001 · Payroll Expenses	
5010 · Gross Wages	2,940.94
5030 · Payroll Taxes	67.81
5040 · PERS Expense	333.61
5060 · Payroll Administration & Misc.	112.30
	<hr/>
Total 5001 · Payroll Expenses	3,454.66
5100 · Administrative Overheads	
5101 · Accounting	371.25
5115 · Bank Service Charges	184.03
5135 · Legal	3,662.20
5140 · Office Supplies & Postage	4,058.67
5145 · Public Notices	118.65
5150 · Rate Assistance	426.44
5155 · Rent	741.03
	<hr/>
Total 5100 · Administrative Overheads	9,562.27
5500 · Operating Expenses	
5501 · Chemicals	4,208.57
5505 · Contract Labor	97,222.50
5520 · Equipment Repair & Maint.	
5520A · Equip. Rep. & Maint-Avila & HD	1,359.61
5520AO · Equip. Rep. & Maint. Avila Only	1,343.55
	<hr/>
Total 5520 · Equipment Repair & Maint.	2,703.16

2:15 PM
09/01/15
Accrual Basis


Avila Beach Community Services District
Profit & Loss
July 2015

	<u>Jul 15</u>
5535 · Insurance	1,169.58
5540 · Lab Tests	7,324.20
5550 · Operating Supplies	76.58
5580 · Solids Handling	1,288.00
5585 · Telephone	381.90
5590 · Utilities	<u>3,312.08</u>
Total 5500 · Operating Expenses	117,686.57
5600 · Water	
5602 · Lopez	52,931.38
5605 · State Water	<u>34,574.00</u>
Total 5600 · Water	<u>87,505.38</u>
Total Expense	<u>218,208.88</u>
Net Ordinary Income	-106,205.20
Other Income/Expense	
Other Expense	
7000 · Capital Purchases in Progress	
7005 · WWTP Upgrade	<u>5,175.00</u>
Total 7000 · Capital Purchases in Progress	5,175.00
577 · Capital Purchase	<u>31.75</u>
Total Other Expense	<u>5,206.75</u>
Net Other Income	<u>-5,206.75</u>
Net Income	<u><u>-111,411.95</u></u>

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

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: September 8, 2015

SUBJECT: General Manager/District Engineer Report

Special District Risk Management Authority (SDRMA) Awards

Staff is pleased to inform the Board that the District received two Special Acknowledgement Awards from SDRMA (attached). The Awards recognizes members with no "paid" claims during the prior five consecutive program years in the Property/Liability or Workers' Compensation Programs. These awards were presented to 123 (30%) of the 415 public agencies covered by SDRMA. In addition to the recognition, member with no paid claims for the last five years receive 5 additional credit incentive points and a lower experience modification factor (EMOD) which will reduce annual premiums.

Financial Assistance

The State and Regional Water Resources Control Boards sent out the attached notification that financial assistance in the form of low interest loans and grants funded by Proposition 1 is now available. With the passage of Prop 1 in November 2014 the legislature authorized over \$7.5 billion for water projects including surface and groundwater storage, ecosystem and watershed protection and restoration, and drinking water protection. The State Board will administer five Prop 1 Programs including water recycling. Participation in the Recycled Water Planning Grant Program will assist the District in successfully competing for Prop 1 facilities loans/grants if the District decides to pursue that option.

Notice of Proposed Solid Waste Rate Increase

Board members have likely received a Prop 218 notice from the South County Sanitary Service (the Garbage Company) regarding a proposed rate increase. As the franchisee for solid waste disposal services the District will hold the public hearing at their regularly scheduled October 13th Board meeting. The Garbage Company is proposing a 3.25% increase to all their fee schedules. Fees for residential customers with a 32 gallon wheeler will be proposed to increase from \$17.27 per month to \$17.83 per month. Staff will prepare an action item for this issue for the October Board meeting.

California Special Districts Association (CSDA) Annual Conference

CSDA will be holding their 2015 annual conference on September 21 – 24 in Monterey. The conference is designed for Special District Board members and managers and will include a number of workshops, breakout sessions and technical presentations. Board members can register for one or all three days. I am attaching the “Schedule at a Glance” and Registration form for your information. If you are interested in attending please contact Kristi or I and we will get you registered.

Regional Water Quality Control Board, Expedited Payment Letter

As directed by the Board at the June meeting, staff filed the Acceptance of Conditional Resolution and Waiver of Right to Hearing with the Regional Water Board staff on June 25, 2015. Water Board staff public noticed the proposed resolution and on August 12, 2015, the Executive Officer executed the Acceptance and Waiver as final settlement.

California Public Employees Retirement System (CalPERS)

As part of routine payroll processing I discovered that the District has an unfunded CalPERS liability \$11,911 for FY 2015-16 and a *projected* unfunded liability of \$12,784 for FY 2016-17. CalPERS notified the District of this unfunded liability in October 2014, but I was not aware of it so it did not get included in the District’s FY 15-16 budget. I have made the first two monthly payments and I will modify the budget at our mid-year review. The unfunded liability was determined as part of the Actuarial Valuation for the District as of June 30, 2013. In essence, the CalPERS actuary estimates that the District’s contributions to the retirement pool are not adequate to cover projected retirement costs. Therefore the District has Unfunded Accrued Liability (UAL) that must be funded. The cover sheet for Actuarial Valuation is attached. The complete Valuation Report (25 pages) can be provided to the Board members upon request.

Status of Draft Wastewater Service Agreement with Port San Luis Harbor District

As the Board is well aware this Agreement has been under review by staff at the Harbor District and ABCSD. Complicating matters, the legal counsel staff member representing the Harbor District recently changed so they needed some time to get up to speed on the draft Agreement. In late August ABCSD legal Counsel received comments from the Harbor District’s newly assigned legal counsel. I have been working with District legal counsel in reviewing and responding to the comments. I understand the Board would like to get a formal summary presentation of the draft Agreement. I will schedule that presentation for the October Board meeting.



August 12, 2015

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

Re: President's Special Acknowledgement Award - Workers' Compensation Program

Dear Mr. Kelley:

This letter is to formally acknowledge the dedicated efforts of the Avila Beach Community Services District's Governing Body, management and staff towards proactive loss prevention and workplace safety for earning the President's Special Acknowledgement Award! The Award is to recognize members with no "paid" claims during the prior **five consecutive program years** in either the Property/Liability or Workers' Compensation Programs.

A "paid" claim for the purposes of this recognition represents the first payment on an open claim during the prior program year. Your agency's efforts have resulted in no "paid" workers' compensation claims for the prior 5 consecutive program years including 2014-15. This is an outstanding accomplishment that serves as an example for all SDRMA members!

It is through the efforts of members such as Avila Beach Community Services District that SDRMA has been able to continue providing affordable workers' compensation coverage to over 415 public agencies throughout California. While 271 members or 65% in the workers' compensation program had no "paid" claims in program year 2014-15, 123 members or 30% had no paid claims for the prior 5 consecutive years.

In addition to this annual recognition, members with no "paid" claims during 2014-15 earn 2 credit incentive points (CIPs) reducing their annual contribution amount and members with no "paid" claims for the prior 5 consecutive program years will earn 3 additional bonus CIPs. Also, members without claims receive a lower "experience modification factor" (EMOD) which also reduces their annual contribution amount.

On behalf of the SDRMA Board of Directors and staff, it is my privilege to congratulate the Governing Body, management and staff of Avila Beach Community Services District for their commitment to proactive loss prevention and safety in the workplace.

Sincerely,
Special District Risk Management Authority

A handwritten signature in black ink, appearing to read "David Aranda".

David Aranda, President
Board of Directors



President's Special Acknowledgement Award

THE PRESIDENT OF THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
HEREBY GIVES SPECIAL RECOGNITION TO

Avila Beach Community Services District

The President's Special Acknowledgement Award is to recognize members with no "paid" claims during the prior five consecutive program years in the Workers' Compensation Program. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during that same period. Congratulations on your excellent claims record!

David Aranda, SDRMA Board President

August 12, 2015

Date



August 12, 2015

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

Re: President's Special Acknowledgement Award – Property/Liability Program

Dear Mr. Kelley:

This letter is to formally acknowledge the dedicated efforts of the Avila Beach Community Services District's Governing Body, management and staff towards proactive risk management and loss prevention training for earning the President's Special Acknowledgement Award! The Award is to recognize members with no "paid" claims during the prior **five consecutive program years** in either the Property/Liability or Workers' Compensation Programs.

A "paid" claim for the purposes of this recognition represents the first payment on an open claim during the prior program year and excludes property claims. Your agency's efforts have resulted in no "paid" property/liability claims for the prior 5 consecutive program years including 2014-15. This is an outstanding accomplishment that serves as an example for all SDRMA members!

It is through the efforts of members such as Avila Beach Community Services District that SDRMA has been able to continue providing affordable property/liability coverage to over 491 public agencies throughout California. While 424 members or 86% in the property/liability program had no "paid" claims in program year 2014-15, 287 members or 58% had no paid claims for the prior 5 consecutive years.

In addition to this annual recognition, members with no "paid" claims during 2014-15 earn 2 credit incentive points (CIPs) reducing their annual contribution amount and members with no "paid" claims for the prior 5 consecutive program years will earn 3 additional bonus CIPs. Also, members with no "paid" claims for at least 3 consecutive program years may receive a lower "risk factor" which also helps to reduce the annual contribution amount.

On behalf of the SDRMA Board of Directors and staff, it is my honor to congratulate the Governing Body, management and staff of Avila Beach Community Services District for their commitment to proactive risk management and loss prevention training.

Sincerely,
Special District Risk Management Authority

David Aranda, President
Board of Directors



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

President's Special Acknowledgement Award

THE PRESIDENT OF THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
HEREBY GIVES SPECIAL RECOGNITION TO

Avila Beach Community Services District

The President's Special Acknowledgement Award is to recognize members with no "paid" claims during the prior five consecutive program years in the Property/Liability Program. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during that same period and excludes property claims. Congratulations on your excellent claims record!

David Aranda, SDRMA Board President

August 12, 2015

Date

Central Coast Regional Water Quality Control Board

August 14, 2015

SENT VIA ELECTRONIC MAIL

Dear Interested Parties:

AVAILABILITY OF FINANCIAL ASSISTANCE FOR WATER PROJECTS

The Central Coast Water Board encourages you to consider current financial assistance opportunities for planning and implementing projects to address your most critical water quality and water supply needs. Current State funding programs can help pay for important projects such as potable recycled water systems or stormwater capture to recharge groundwater sources where over pumping or seawater intrusion is a serious problem, and provision of safe drinking water for disadvantaged communities. These types of projects serve to offset impacts of the drought and water quality impairments.

Financial assistance is available in the form of low interest State Revolving Fund (SRF) loans and grants funded by Proposition 1 (Prop 1) and associated sources of funds. With the passage of the *Water Quality, Supply, and Infrastructure Improvement Act* in November 2014, Prop 1 authorized over 7.5 billion dollars for water projects including surface and groundwater storage, ecosystem and watershed protection and restoration, and drinking water protection. For more information, please go to the following website:

http://www.waterboards.ca.gov/centralcoast/water_issues/programs/grants/grant_funding_opp.shtml

The State Water Resources Control Board (State Board) will administer five Prop 1 Programs – Water Recycling, Wastewater, Drinking Water, Stormwater, and Groundwater Sustainability. Other agencies also administer Prop 1 funding programs, such as the Department of Water Resources (DWR) through its Integrated Regional Water Management (IRWM) Program.

If you would like to receive important email notifications about the various financial assistance (grant and loan) opportunities on the Central Coast, please sign up for the Central Coast Water Board's Grant Funding Opportunities email list:

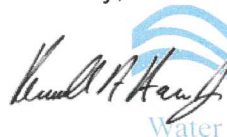
http://www.swrcb.ca.gov/resources/email_subscriptions/reg3_subscribe.shtml

Please see the table below for more information on each program administered by the State Board, including additional email list opportunities. These funding programs can assist stakeholders in managing water resources for multiple benefits such as to increase sustainability of water supplies, to comply with water quality standards and ensure safe and affordable drinking water. We urge you to initiate project planning and to seek financial assistance as soon as possible as these funds are in high demand, and some funding programs are already accepting applications and other funding programs will make funds available soon.

State Board Funding Program	Funding Amount	Which State Board Email List Should I Sign up for?
Small Community Wastewater	\$260 million	Clean Water State Revolving Fund
Water Recycling	\$625 million	Water Recycling Funding Program
Drinking Water	\$260 million	Drinking Water State Revolving Fund
Stormwater	\$200 million	Storm Water Grant Program
Groundwater Sustainability	\$800 million	Groundwater Quality Funding Assistance

If you have comments, questions, or need assistance regarding financial assistance eligibility or potential projects on the Central Coast, please contact State Board staff at the links above, or the Central Coast Regional Board Grants Program Coordinator, **Katie McNeill at (805) 549-3336** (Katie.McNeill@waterboards.ca.gov).

Sincerely,



cn=Kenneth A. Harris Jr.,
o=Executive Officer, ou,
email=Ken.Harris@waterboards.ca.gov, c=US
2015.08.14 10:07:13 -07'00'

Kenneth A. Harris Jr.
Executive Officer

cc: Darrin Polhemus
Deputy Director, Division of Financial Assistance, State Board

2015 Conference

SCHEDULE AT A GLANCE

MONDAY, SEPTEMBER 21, 2015	
Registration	8:00 a.m. - 5:00 p.m.
So You Want to Be A General Manager?*	8:00 a.m. - 3:45 p.m.
SDLF: Special District Administrator (SDA) Exam	9:00 - 11:00 a.m.
Building Confidence in Public Speaking*	9:00 a.m. - 3:00 p.m.
Special District Leadership Academy Module 1: Governance Foundations*	9:00 a.m. - 3:00 p.m.
Communication Strategies for Board Members and General Managers*	12:00 - 3:00 p.m.
CSDA Annual Golf Tournament*	10:00 a.m. - 3:00 p.m.
Elk Horn Slough Safari™ and Moss Landing Harbor District Tours*	10:00 a.m. - 3:00 p.m.
Pure Water Monterey Tour*	12:00 - 3:00 p.m.
District NetWorks Meetings	4:00 - 5:00 p.m.
President's Reception with the Exhibitors	5:30 - 7:30 p.m.
TUESDAY, SEPTEMBER 22, 2015	
Registration	7:30 a.m. - 5:00 p.m.
Exhibitor Showcase Open	7:30 a.m. - 6:00 p.m.
Continental Breakfast with the Exhibitors	7:30 - 8:45 a.m.
Opening Keynote Presentation: Peter Sheahan - FLIP! Creative Strategies for Turning Challenges into Opportunity and Change into Advantage	9:00 - 10:45 a.m.
Breakout Session Options	11:00 a.m. - 12:00 p.m.
Lunch with the Exhibitors	12:00 - 1:45 p.m.
Breakout Session Options	2:00 - 3:15 p.m.
Breakout Session Options	3:30 - 4:30 p.m.
Mix and Mingle in the Exhibit Hall + Grand Prize Drawing	4:30 - 6:00 p.m.
Exhibit Hall Closes	6:00 p.m.
WEDNESDAY, SEPTEMBER 23, 2015	
Registration	All day
SDRMA sponsored full plated breakfast	8:15 - 9:00 a.m.
SDRMA General Session, Safety Awards and Keynote Presentation: Michael Bazzell - Hiding from the Internet	9:00 - 10:45 a.m.
CSDA Finance Corporation Board Meeting	11:00 a.m. - 12:15 p.m.
Breakout Session Options	11:00 a.m. - 12:15 p.m.
CSDA Annual Awards Luncheon	12:30 - 2:00 p.m.
Breakout Session Options	2:15 - 3:30 p.m.
Breakout Session Options	3:45 - 4:45 p.m.
SDLF Taste of the City Event: BBQ, Blues and Brews	6:00 - 8:00 p.m.
THURSDAY, SEPTEMBER 24, 2015	
Registration	8:00 a.m. - 12:00 p.m.
Breakout Session Options	8:30 - 10:00 a.m.
Closing Brunch: 2015 Legislative Update	10:15 a.m. - 12:00 p.m.

* pre-registration/payment required



2015 Conference ATTENDEE REGISTRATION FORM

one form per attendee, please print

Three Ways to Register:

1. ONLINE by visiting the CSDA Annual Conference website at conference.csdanet
2. FAX your registration form to 916-520-2465. All faxed forms must include payment.
3. MAIL CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814, please include registration form along with payment. Check should be made payable to: California Special Districts Association.

Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the benefits of membership contact Cathrine Lemaire at cathrine@csda.net or call toll-free 877-924-2732.

Registration fee includes:

- President's Reception with the Exhibitors Monday evening
- Keynote Sessions and all Breakout Sessions
- Continental Breakfast with the Exhibitors on Tuesday
- Lunch with the Exhibitors on Tuesday
- Mix and Mingle in the Exhibit Hall on Tuesday
- SDRMA Full Plated Breakfast on Wednesday
- Awards Luncheon on Wednesday
- SDFL "Taste of the City" Reception on Wednesday
- Closing Brunch on Thursday

Name:		Title:	
District:			
Address:			
City:		State:	Zip:
Phone:		Fax:	
Email:		Website:	
Emergency Contact:			
Member status: <input type="checkbox"/> Member <input type="checkbox"/> Non-member		<input type="checkbox"/> Vegetarian <input type="checkbox"/> Any Special Needs:	
Conference Registration Fees			
	Early Bird (on or before Aug. 14)	Regular (after Aug. 14)	SUBTOTAL
<input type="checkbox"/> CSDA Member - Full Conference	\$550.00	\$600.00	
<input type="checkbox"/> Non-member - Full Conference	\$750.00	\$800.00	
<input type="checkbox"/> Guest - Full Conference (Cannot be from a district/company) <input type="checkbox"/> Vegetarian	\$260.00	\$300.00	
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday	\$260.00 each day	\$275.00 each day	
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday	\$375.00 each day	\$435.00 each day	
Separate Registration Fees			
	Member	Non-member	SUBTOTAL
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Sept. 21	\$225.00	\$375.00	
<input type="checkbox"/> Pre-Conference Workshop: Building Confidence in Public Speaking - Sept. 21	\$225.00	\$375.00	
<input type="checkbox"/> Pre-Conference Workshop: Comm. Strategies for Board Members & Gen. Man. - Sept. 21	\$125.00	\$175.00	
<input type="checkbox"/> Pre-Conference Workshop: So You Want to Be A General Manager? - Sept. 21	\$100.00 (includes breakfast and lunch) (limited to 20 attendees)		
<input type="checkbox"/> Tour: Moss Landing Harbor District and Elkhorn Slough Safari™ - Sept. 21	\$ 48.00 (includes transportation) (limited to 21 attendees)		
<input type="checkbox"/> Tour: Pure Water Monterey, Monterey Peninsula Water Management District and Monterey Regional Water Pollution Control Agency - Sept. 21	\$ 45.00 (includes transportation and lunch)		
<input type="checkbox"/> CSDA Golf Tournament - Sept. 21	\$ 95.00 (includes lunch)		
<input type="checkbox"/> CSDA Awards Luncheon (Guests only) - Sept. 23	\$ 40.00		
<input type="checkbox"/> SDFL "Taste of the City" Reception (Guests only) - Sept. 23	\$ 55.00		
TOTAL			
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover			
Account name:		Account Number:	
Expiration date:		Authorized Signature:	

Cancellations/Substitution Policy: Cancellations must be in writing and received by CSDA not later than August 28, 2015. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after August 28, 2015. Substitutions are acceptable and must be done in writing no later than September 4, 2015. Please submit any cancellation notice or substitution request to sharonf@csda.net or fax to 916-520-2465.

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions and audiotapes of such events and activities.



California Public Employees' Retirement System
 Actuarial Office
 P.O. Box 942709
 Sacramento, CA 94229-2709
 TTY: (916) 795-3240
 (888) 225-7377 phone – (916) 795-2744 fax
www.calpers.ca.gov

October 2014

**MISCELLANEOUS PLAN OF THE AVILA BEACH COMMUNITY SERVICES DISTRICT
 (CalPERS ID: 1674878206)
 Annual Valuation Report as of June 30, 2013**

Dear Employer,

As an attachment to this letter, you will find a copy of the June 30, 2013 actuarial valuation report of your pension plan. Because this plan is in a risk pool and the CalPERS Board approved structural changes to risk pooling on May 21, 2014 you will notice some changes between your last actuarial report and this one. An overview of the changes to pooling is provided below and we urge you to carefully review the information provided in this report.

Because this plan is in a risk pool, the following valuation report has been separated into two Sections:

- Section 1 contains specific information for your plan, including the development of your pooled employer contributions and projected employer contributions, and
- Section 2 contains the Risk Pool Actuarial Valuation appropriate to your plan, as of June 30, 2013.

Section 2 can be found on the CalPERS website at (www.calpers.ca.gov) then select in order "Employers", "Actuarial, Risk Pooling & GASB 27 Information", "Risk Pooling", "Risk Pool Annual Valuation Reports", then select the appropriate pool report.

Your 2013 actuarial valuation report contains important actuarial information about your pension plan at CalPERS. Your CalPERS staff actuary, whose signature appears in the Actuarial Certification Section on page 1, is available to discuss your report with you after October 31, 2014.

Future Contribution Rates

Fiscal Year	Employer Normal Cost Rate	+	Employer Payment of Unfunded Liability
2015-16	6.709%		\$ 11,911
2016-17 (projected)	7.1%		\$ 12,784

The exhibit above displays the Minimum Employer Contributions, before any cost sharing, for 2015-16 along with estimates of the contributions for 2016-17. The estimated contributions for 2016-17 are based on a projection of the most recent information we have available, including an estimated 18.0 percent investment return for fiscal 2013-14, the impact of the new amortization methods adopted by the CalPERS Board in April 2013 that will impact employer rates for the first time in 2015-16 and new actuarial assumptions adopted by the CalPERS Board in February 2014 that will impact rates for the first time in 2016-17. These new demographic assumptions include a 20-year projected improvement in mortality.

A projection of employer contributions beyond 2016-17 can be found in the Risk Analysis Section of this report, "Analysis of Future Investment Return Scenarios", under a variety of investment return scenarios. Please disregard any projections provided to you in the past. Member contributions, other than cost sharing (whether paid by the employer or the employee), are in addition to the above amounts. The employer contributions in this report do not reflect any cost sharing arrangements you may have with your employees.

The estimate for 2016-17 also assumes that there are no future contract amendments and no liability gains or losses (such as larger than expected pay increases, more retirements than expected, etc.) This is a very important assumption because these gains and losses do occur and can have a significant effect on your contributions. Even for the largest plans or pools, such gains and losses can impact the employer's contribution rate by one or two percent of payroll or even more in some less common circumstances. These gains and losses cannot be predicted in advance so the projected employer contributions are estimates. Your actual employer contributions for 2016-17 will be provided in next year's valuation report.

Changes since the Prior Year's Valuation

On April 17, 2013, the CalPERS Board of Administration approved a recommendation to change the CalPERS amortization and rate smoothing policies. Beginning with the June 30, 2013 valuations that set the 2015-16 rates, CalPERS will employ an amortization and smoothing policy that will pay for all gains and losses over a fixed 30-year period with the increases or decreases in the rate spread directly over a 5-year period. The impact of this new actuarial methodology is reflected in the "*Analysis of Future Investment Return Scenarios*" subsection of the "*Risk Analysis*" section of your report.

On January 1, 2013, the Public Employees' Pension Reform Act of 2013 (PEPRA) took effect. In addition to creating new retirement formulas for newly hired members PEPRA also effectively closed all existing active risk pools to new employees. As such it is no longer appropriate to assume that the payroll of the risk pools for the classic formulas will continue to grow at 3 percent annually. Funding the promised pension benefits as a percentage of payroll would lead to the underfunding of the plans. In addition the current allocation of the existing unfunded liabilities based on payroll would create equity issues for employers within the risk pools. Furthermore the declining payroll of the classic formula risk pools will lead to unacceptable levels of employer rate volatility.

In order to address these issues the CalPERS Board of Administration approved at their May 21, 2014 meeting structural changes to the risk pools. All pooled plans will be combined into two active pools, one for all miscellaneous groups and one for all safety groups, effective with the 2013 valuations. By combining the pools this way the payroll of the risk pools and the employers within the pools can once again be expected to increase at the assumed 3 percent annual growth. However two important changes are being made which will affect employers.

1. Beginning with FY 2015-16 CalPERS will collect employer contributions toward your unfunded liability and side fund as dollar amounts instead of the prior method of a contribution rate. This change will address the funding issue that would still arise from the declining population of classic formula members. Although employers will be invoiced at the beginning of the fiscal year for their unfunded liability and side fund

payments the plan's normal cost contribution will continue to be collected as a percentage of payroll.

2. The pool's unfunded liability will be allocated to each individual plan based on the plan's total liability rather than by plan individual payroll. This will allow employers to track their own unfunded liability and pay it down faster if they choose. The change in the allocation of unfunded liabilities will result in some employers paying more towards their unfunded liability and some paying less.

On January 1, 2013, the Public Employees' Pension Reform Act of 2013 (PEPRA) took effect. The impact of the PEPRA changes are included in the rates and the benefit provision listings of the June 30, 2013 valuation for the 2015-16 rates. For more information on PEPRA, please refer to the CalPERS website.

In 2014 CalPERS completed a 2-year asset liability management study incorporating actuarial assumptions and strategic asset allocation. On February 19, 2014 the CalPERS Board of Administration adopted relatively modest changes to the current asset allocation that will reduce the expected volatility of returns. The adopted asset allocation is expected to have a long-term blended return that continues to support a discount rate assumption of 7.5 percent. The Board also approved several changes to the demographic assumptions that more closely align with actual experience. The most significant of these is mortality improvement to acknowledge the greater life expectancies we are seeing in our membership and expected continued improvements. The new actuarial assumptions will be used to set the FY 2016-17 contribution rates for public agency employers. The increase in liability due to new actuarial assumptions will be calculated in the 2014 actuarial valuation and will be amortized over a 20-year period with a 5-year ramp-up/ramp-down in accordance with Board policy.

Besides the above noted changes, there may also be changes specific to your plan such as contract amendments and funding changes.

Further descriptions of general changes are included in the *"Highlights and Executive Summary"* section and in Appendix A, *"Statement of Actuarial Data, Methods and Assumptions"* of your section 2 report. We understand that you might have a number of questions about these results. While we are very interested in discussing these results with your agency, in the interest of allowing us to give every public agency their result, we ask that, you wait until after October 31 to contact us with actuarial related questions.

If you have other questions, please call our customer contact center at (888) CalPERS or (888-225-7377).

Sincerely,




ALAN MILLIGAN
Chief Actuary

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, PE General Manager 

DATE: September 8, 2015

SUBJECT: Capital Projects Status Report

Recommendation:
Receive and File

Discussion:

This is the first update for the FY 15-16 Capital Improvement Program. The District has taken on an aggressive, but manageable Program this fiscal year with the major project being the San Luis Street/Avila Beach Drive Sewer Replacement Project. For ease of review, we have included a notation in brackets as to whether there has been significant progress to warrant a project summary update. If there have been no reportable changes we will indicate so in brackets. The General Administrative Items are fairly minor and will not be included in this report.

WATER SYSTEM CIP'S

W-1 Water tank storage improvements – Budget \$30,000

Project will be implemented if operational techniques (frequent nitrate monitoring and ensuring frequent tank volume change out) are not adequate to control nitrification. Staff intends to talk with PG&E regarding the cost of getting A/C power at the tank site in order to open more options for mixing systems. Having power at the tank site will also help provide a more reliable signal for the SCADA system.

W-2- Water System Valve Replacement – Budget \$75,000

Water line valves are being evaluated for replacement as we identify them during our routine valve exercising program and/or as we conduct normal operations in the system. The valve exercising program identifies valves that are reaching their useful life. This year's budget should allow for the replacement of 3 – 5 valves depending on the depth of valve and if they are in close proximity to each other. Our initial highest priority valve replacement project is the emergency supply connection project discussed below.

In January 2015, we identified a project to replace the valves that allow an emergency supply connection between San Miguelito Mutual, Port San Luis and the Avila Beach CSD. The District has retained Water Systems Consults Inc. to review the existing valve/meter configuration and provide a recommended design. WSC's Technical Memo will be completed in mid-September.

Staff will coordinate the design recommendations with San Miguelito Mutual and the Port and with their input/concurrence implement installation of the new valves.

W-3 Miscellaneous Water Line Replacements – Budget \$50,000

Recall this project provides funding for upgrading older water distribution pipe on as needed basis. To date no specific projects have been identified as necessary at this time.

W-4 Lopez Booster Pumps – Budget \$50,000

This project was identified as a potential project in the 2010 Water Master Plan, but to date the Lopez line pressures are adequate to fill the tank in most months except during the high use months of July and August. The County Energy Watch Program will be evaluating these pumps as part of their energy audit. This information may be useful in directing what, if any, improvements the District should consider for the pump station.

WASTEWATER SYSTEM CIP'S

WW- 1 Upgrade of Wastewater Treatment Plant – Budget \$75,000

The Preliminary Design report was completed by Kennedy Jenks Consultants and presented to the Board in July 2014. At the August meeting the Board approved completion of a “Peer Review” of the design report by Carollo Engineering. A teleconference with District Engineers, Operations Staff and District General Manager was completed on October 24th, 2014. Staff has completed follow-up notes and information and forwarded them to Kennedy Jenks Consultants for review and consideration. In late December Kennedy Jenks Consultants provided their comments on the Peer Review report (included in the January 13, 2015 Board packet). KJC concluded that their proposed Preliminary Design represents a reasonable and efficient combination of alternatives in careful consideration of cost/benefit.

WW - 2 Effluent Line Repair – Budget \$40,000

Scope of this project includes replacing two valves and re-routing the existing effluent line from underneath the primary clarifier building to around the building. The project will be accomplished in two phases. FRM will initiate the project by cutting the asphalt and exposing the valves and piping (then covering excavation with steel plates). This will allow us to determine the level of effort to re-route which will be done by others. I anticipate that we will start the first phase in late September. The project should be completed by the first quarter of 2016.

WW - 3 Chlorination System Improvements – Budget \$50,000

This project includes upgrading the Chlorine analyzer and delivery system. The system is critical to the effective and efficient disinfection of the wastewater prior to discharge. This project will be initiated in the fourth quarter of 2015 and completed by the second quarter of 2016.

WW - 4 Wastewater Collection Line Repair – Budget \$10,000

This is a contingency budget line item that will be available for conducting minor un-anticipated repairs to the collection system. No projects have been identified to date for this finding line item.

WW- 5 Influent Wet Well Coating Repairs – Budget \$20,000

This project will repair the concrete coating in the influent wet well. Applying a coating to the concrete significantly extends the life of the concrete by providing a barrier that protects the concrete from hydrogen sulfide gases and the associated deterioration from sulfuric acid. The existing coating is delaminating in several locations and should be repaired. We anticipate initiating this project in the second quarter of 2016 and completing in FY 16/17.

WW- 6 Pump Room Improvements – Budget \$15,000

This project was initially scoped in FY 2013/14 to include minor improvements to the restroom and hand washing facilities located within the pump room that were installed in the early 1970s. Upon further investigation staff is proposing to better utilize the limited space at the Plant by: making improvements to the restroom and hand washing facilities; installing a shower unit to allow staff to quickly clean-up in the event they are exposed to raw or partially treated wastewater; and adding a work space that will allow moving the process control lab facilities from upstairs to the downstairs pump room area. The proposed project scope includes demolition of the existing wall, toilet and sink facilities and re-alignment of the wall and installation of sanitation facilities that will also allow for a small process control lab work space area that will include the appropriate sink and plumbing and lighting fixtures.

WW-7 Miscellaneous Waste Water Projects – Budget \$25,000

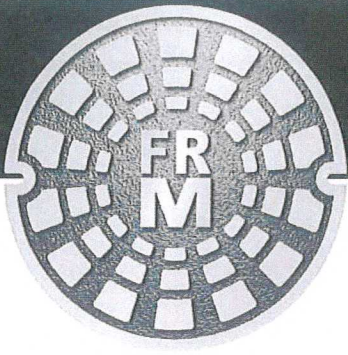
This project provides funding for un-anticipated minor improvements at the WWTP. At the September Board meeting, staff recommends funding the new influent wet well pump (cost of approximately \$11,000) out of this budget line item.

WW- 8 San Luis Street & Avila Beach Drive Sewer Line Replacements – Budget \$350,000 (project budget will be updated to \$475,000 at mid-year budget review)

This project will replace approximately 460 feet of 8 inch sewer line on San Luis Street between First and Second Street and 325 feet of sewer line along Avila Beach drive near the intersection of Avila Beach Drive and San Miguel Street. This project will be one of the most extensive and expensive projects conducted by the District in many years. The District retained Wallace Group to prepare the design and bid documents and awarded the contract to D-Kal Engineering Inc. of San Luis Obispo on July 29, 2015. The Pre-construction meeting will be held on September 2, and staff anticipates a construction start date of September 14, 2015. Wallace Group has been retained to provide construction management services. The project should be completed by early December.

WW-9 Replace Stairway and Repair Decking at WWTP – Budget \$25,000

The District retained Matrix Consulting Engineers to prepare plans and specifications for fabrication and installation of the new stairway that connects the exterior of ground floor of the Primary Clarifier building to the first floor office space. The next step for this project is for staff to obtain bids from metal fabricators to build and/or install the new stairs at the WWTP site. Installation of the new stairway will need to be done quickly and in careful coordination with operations staff since all of the SCADA computer equipment is located upstairs and there is only one access point. The project schedule will be organized such that access to the SCADA computers will be available at all times, with a temporary access stairway or man lift as needed. Staff anticipates this project will be completed by the end of the calendar year.



Date: September 1, 2015
To: Brad Hagemann, District Manager
From: Carinna Butler, FRM Operations Manager

Monthly Facility Report for the September 2015 Board Meeting

WASTEWATER

The facility continues to meet discharge limitations despite high influent flows and heavy influent BOD and TSS loading. The results from the last set of samples collected in the month were not yet available to include in this report. The average influent BOD for the 5 samples collected this month was 515 mg/L (Plant Design – 270 mg/L) with a high of 588 mg/L on August 25th. The average influent TSS for the month was 375 mg/L with a high of 456 mg/L on August 1st. The average effluent BOD for the 5 samples collected this month was 29 mg/L (Permit Limit – 40 mg/L Monthly Average) with a high of 39 mg/L on August 13th. The average effluent TSS for the month was 20 mg/L (permit limit – 40 mg/L Monthly Average) with a high of 22 mg/L on August 13th. The monthly influent Port San Luis BOD sample collected on August 7th was 460 mg/L. The monthly influent flow reported by Port San Luis was 218,400 gallons.

Routine weekly, monthly and quarterly maintenance was performed at the wastewater treatment plant, lift station and water system. A total of 51 work orders were completed during the month of July.

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

Operations Staff had approximately 9,600 gallons of sludge hauled out of the Digester during the month of July and August. The Digester has approximately 4,500 gallons of sludge removed every 3 weeks.

The Chlorine mixing pump that was removed from service and taken to Perry's Electric for a repair, was reinstalled and put back into service. The backup mixing pump was removed and put back into storage.

A new V-notch weir was installed in the Primary Clarifiers effluent launder. This weir

adjusts the level and the flow rate of the water leaving the clarifier. The new weir lowered the level approximately 2 inches thus preventing the level in the clarifier from raising during high flow conditions and spilling into the scum pit.

New conduit lines were installed for the chemical injection lines at the wastewater treatment plant. The conduit helps protect the polyurethane chemical lines from the sun and other potential hazards.

New conduits were installed for the influent pump controls. The original conduits incorporated a junction box and wire splices that were subjected to moisture and corrosive gases from the lift station. The controls wiring conduit is now sealed with a Class 1 Division 1 EYS seal off and the wiring is homerun terminal connections.

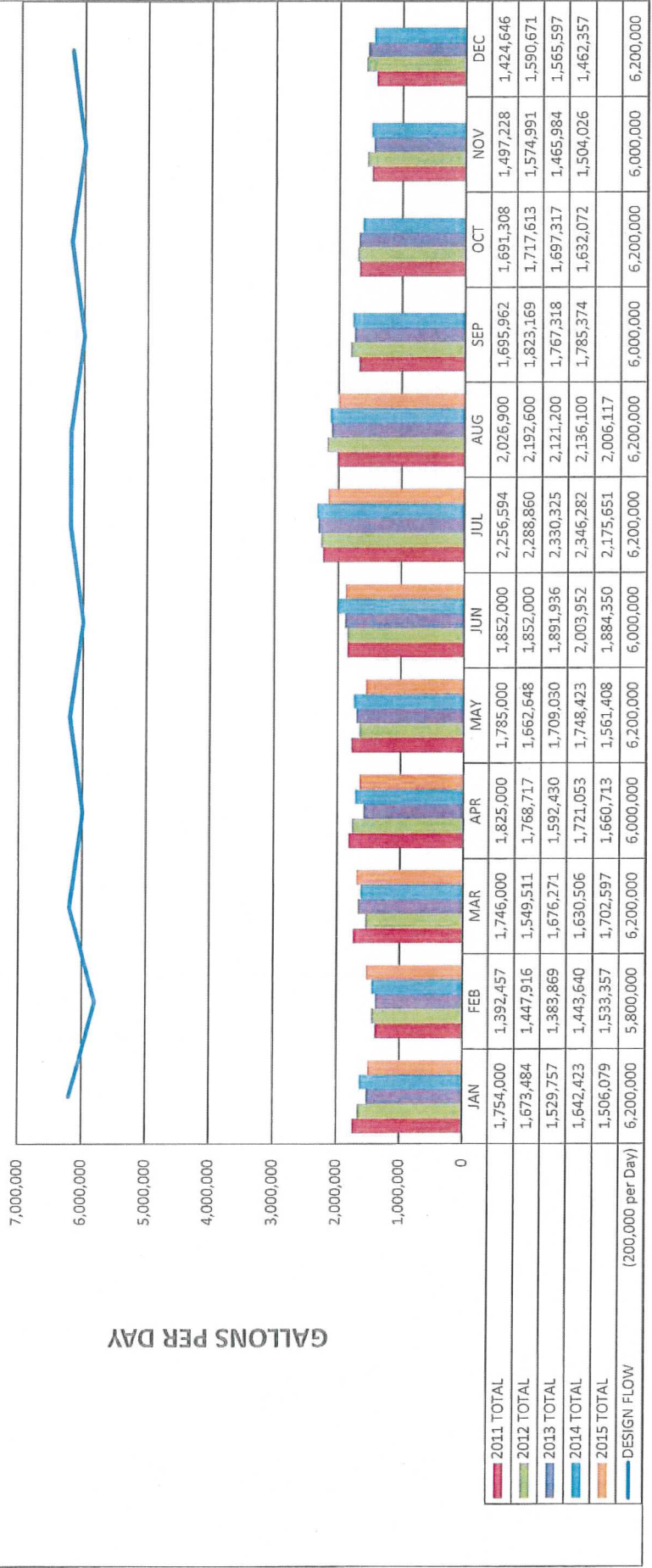
The AT&T telephone service at the wastewater treatment plant was upgraded to a faster system. The Auto Dialer alarm system that is used as a redundant alarm system was tested to ensure that it was working properly after the work was completed.

WATER

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

Staff responded to a water leak call out. Upon arrival the promenade was investigated and there was water on the walkway. The irrigation system was off upon arrival and no evidence of a leak was found. Staff walked Landing Passage with a flashlight and drove adjoining blocks just to be sure.

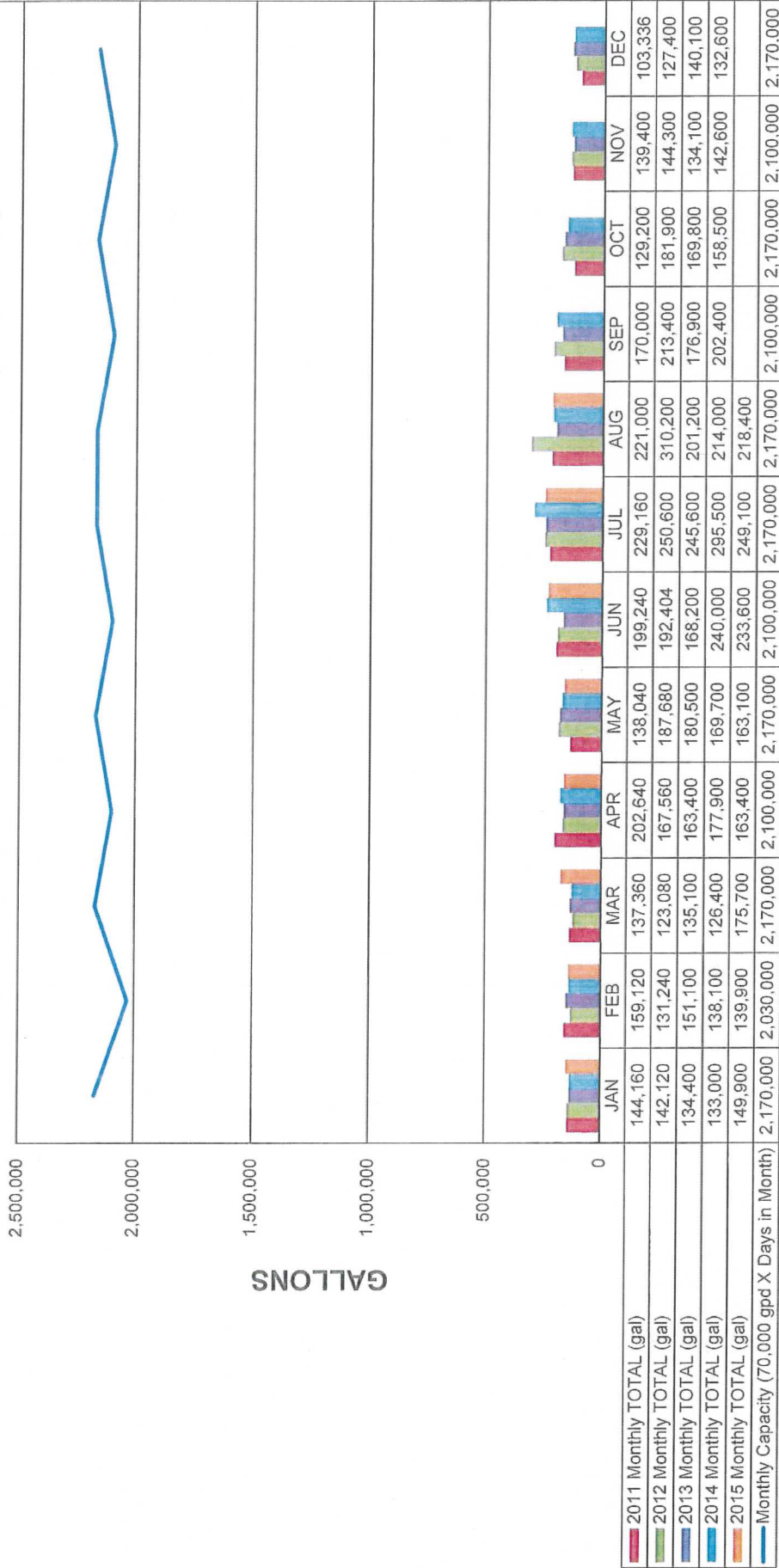
MONTHLY EFFLUENT FLOW TOTAL COMPARISON (2011-2015)



GALLONS PER DAY

(200,000 per Day)

MONTHLY PORT SAN LUIS FLOW TOTAL COMPARISON (2011-2015)



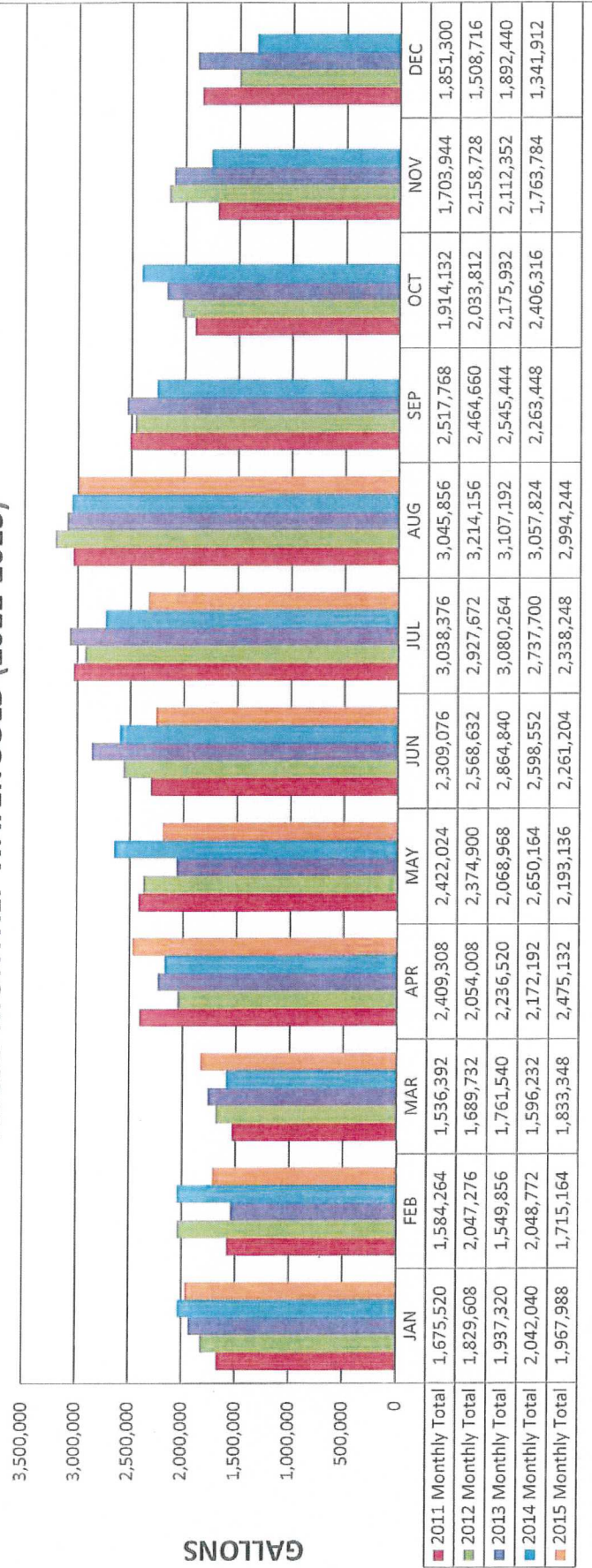
GALLONS

2,500,000
2,000,000
1,500,000
1,000,000
500,000
0

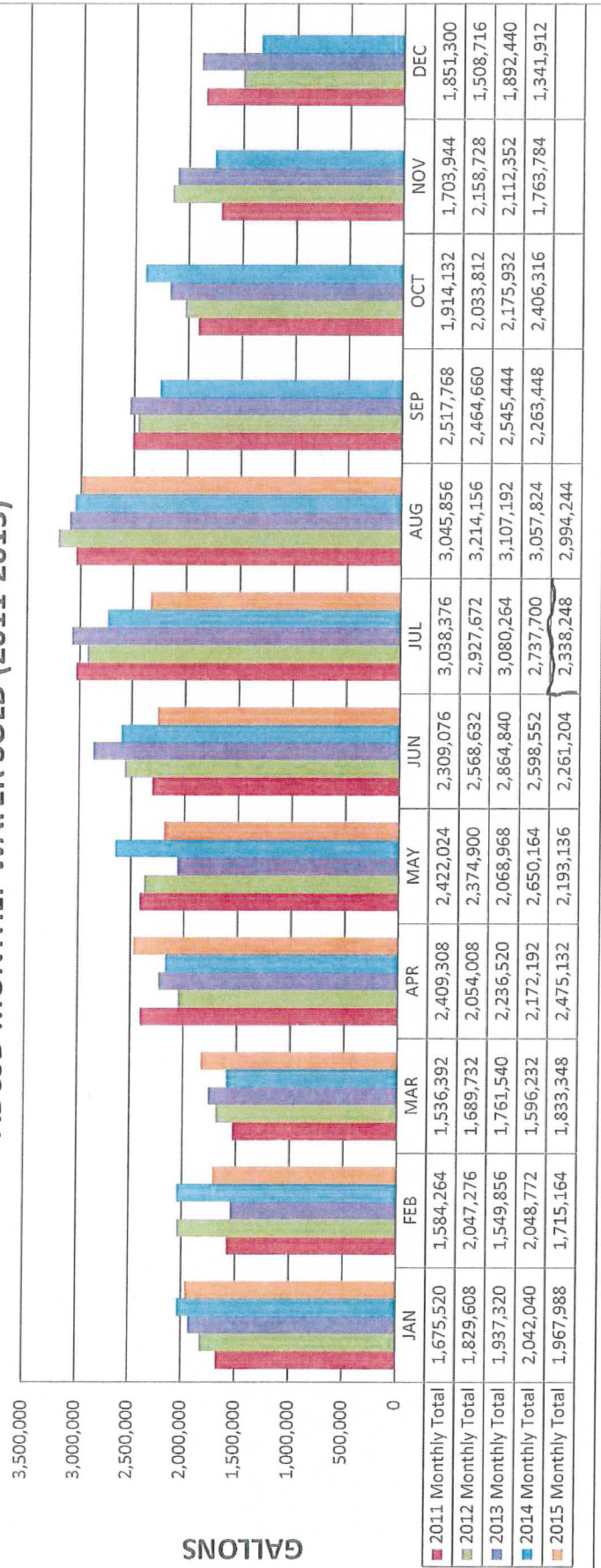
MONTHLY WATER PURCHASED FROM LOPEZ (2011-2015)



ABCSD MONTHLY WATER SOLD (2011-2015)



ABCSD MONTHLY WATER SOLD (2011-2015)



GALLONS

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: September 8, 2015

SUBJECT: Preliminary Intent to Serve Request: Creekside Lofts, LP. Beach Colony Estates, Lot 1. APN: 076-196-006

Recommendation:

Receive Staff Report; Approve the Preliminary Intent to Serve Request with a condition that issuance of final Will Serve we be dependent upon the District's ability to supply water and sewer service.

Funding:

A \$1,000 processing fee and deposit has been received from the applicant for the project and will be used for applicable charges as described in Resolution 97-2 for processing an "Intent to Serve" letter review.

Discussion:

Attached for Board consideration is a request from Creekside Lofts, LP, for an "Intent to Serve" letter for a single family residence on Lot 1 in Beach Colony Estates. The owners propose to build one four bedroom, single family residence on their lot. The lots are currently vacant and located along Avila Beach Drive.

After issuance of an "Intent to Serve" letter the applicant will need to provide the District with a final set of plans detailing the entire project. Staff will advise the developer what District improvements will be required and what connection fees will need to be paid to the District as those plans are evaluated. San Luis Obispo County Planning Department will be holding a hearing for a Minor Use Permit/Coastal Development permit for this project on September 18, 2015 (Notice attached).

Creekside Lofts, LP Beach Colony Estates

AVILA BEACH COMMUNITY SERVICES DISTRICT
APPLICATION FOR
PRELIMINARY WILL SERVE LETTER

1. Owner Name: Creekside Lofts, LP
2. Business Address: 1159 Marsh St. San Luis Obispo, CA 93401
3. Mailing Address: PO Box 12910 San Luis Obispo, CA 93406
4. Phone Number: 805-781-3133
5. Agent's Name(Architect or Engineer): Studio Design Group Architects, Inc.
6. Mailing Address: 702 Higuera St. San Luis Obispo, CA 93401
7. Phone Number: 805-541-3848
8. Assessor's Parcel Number(APN) of lot(s) to be served: 076-196-006
9. Project's Location: 2999 Avila Beach Drive
Avila Beach, CA 93424
10. San Luis Obispo County Planning Department/Tract Development No.: COAL 916-112
11. Number of Residential Units: 1 Number of Bedrooms: 4
12. Type of Use:
 - Single Family Residence Duplex Triplex Multi-Family
 - Subdivision
 - Commercial
 - Multi-use (Project Description) _____
Type _____
 - Remodel: (Project Description) _____
13. Applications for multi-use projects, commercial projects, projects that exceed two (2) residential units, or multi-family projects will not be approved until the following have been submitted to the District for its review:
 - a. Two (2) separate sets of site plans that show the approximate square footage of each unit, the site topography and an estimate of the number of water fixtures to serve each unit in the project; and
 - b. An engineer or architect's estimate of monthly water and sewer and demand (in gallons per month) for the project.
14. The Applicant agrees that in accordance with generally accepted construction practices, Applicant shall assume sole and complete responsibility for the condition of the job site during the course of the project, including the safety of

persons and property; that this requirement shall apply continuously and not be limited to normal working hours; and the Applicant shall defend, indemnify, and hold the District and District's agents, employees and consultants harmless from any and all claims, demands, damages, costs, expenses (including attorney's fees) judgements or liabilities arising out of the performance or attempted performance of the work on this project; except those claims, demands, damages, costs, expenses (including attorney's fees) judgements or liabilities resulting from the negligence or willful misconduct of the District.

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

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

Date 7/17/15



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

Damien Mavis
Print name

NOTICE OF TENTATIVE ACTION/PUBLIC HEARING

- WHO:** San Luis Obispo County Planning Department Hearings
- WHEN:** **Friday, September 18, 2015, at 9:00 a.m.** (All items are advertised for 9:00 a.m. To find out the agenda placement call the Planning Department at 781-5600.)
- WHAT:** Hearing to consider a request by **CREEKSIDE LOFTS, L.P.** for a Minor Use Permit/Coastal Development permit to allow the construction of a new two-story, 5,058 square foot single family residence to be used as a vacation rental. The residence will be 25 feet in height above the highest point of the lot and will have an attached garage, outdoor pool, and outdoor barbeque with patio area. The project will result in the disturbance of the entire parcel through development, landscaping and associated improvements. The project is located on the south side of Avila Beach Drive on Colony Lane, within the community of Avila Beach, in the San Luis Bay Coastal planning area.

County File Number: DRC2014-00096
Supervisory District: 3

Assessor Parcel Number: 076-196-006
Date Accepted: May 11, 2015

FOR FURTHER INFORMATION: A copy of the staff report will be available on the Planning Department website, www.sloplanning.org. You may contact **Megan Martin, Project Manager**, mamartin@co.slo.ca.us in the San Luis Obispo County Department of Planning and Building, County Government Center, San Luis Obispo, California 93408 (805) 781-5600.

TO REQUEST A PUBLIC HEARING:

An applicant or an interested party may request a public hearing on this matter. **To do so, send a letter to this office by Friday, September 11, 2015. We need an original signature, a fax will not be accepted, and the letter MUST include the language "I would like to request a hearing on this matter."**

WHERE: The hearing will be held in the San Luis Obispo County Board of Supervisors Chambers, 1055 Monterey St., Room #D170, County Government Center, San Luis Obispo, CA. The Board of Supervisors Chambers are located on the corner of Santa Rosa and Monterey Streets. At the hearing all interested persons may express their views for or against, or to change the proposal.

ENVIRONMENTAL INFORMATION: The Environmental Coordinator finds that the previously adopted Negative Declaration is adequate for the purposes of compliance with CEQA because no substantial changes are proposed in the project which will require major revision of the previous Negative Declaration, no substantial changes occur with respect to the circumstance under which the project is undertaken which will require major revision of the previous Negative Declaration, and no new information of substantial importance has been identified which was not known at the time that the previous Negative Declaration was adopted.

****If you challenge this matter in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this public notice or in written correspondence delivered to the appropriate authority at or before the public hearing.****

If the county approves this project, that action may be eligible for appeal to the California Coastal Commission. Appeals must be filed in writing as provided by Coastal Zone Land Use Ordinance Section 23.01.043.

DATED: August 24, 2015

NICOLE RETANA, SECRETARY
COUNTY PLANNING DEPARTMENT HEARINGS

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: September 8, 2015

SUBJECT: Preliminary Intent to Serve Request: Andrew Graham, Beach Colony Estates, Lot #5, 2935 Avila Beach Drive, APN: 076-196-010

Recommendation:

Receive Staff Report; Approve the Preliminary Intent to Serve Request with a condition that issuance of final Will Serve we be dependent upon the District's ability to supply water and sewer service.

Funding:

A \$1,000 processing fee and deposit has been received from the applicant for the project and will be used for applicable charges as described in Resolution 97-2 for processing an "Intent to Serve" letter review.

Discussion:

Attached for Board consideration is a request from Andrew Graham, for an "Intent to Serve" letter for a single family residence on Lot 5 in Beach Colony Estates. The owners propose to build one four bedroom, single family residence on their lot. The lots are currently vacant and located along Avila Beach Drive.

After issuance of an "Intent to Serve" letter the applicant will need to provide the District with a final set of plans detailing the entire project. Staff will advise the developer what District improvements will be required and what connection fees will need to be paid to the District as those plans are evaluated.

AVILA BEACH COMMUNITY SERVICES DISTRICT
APPLICATION FOR
PRELIMINARY WILL SERVE LETTER

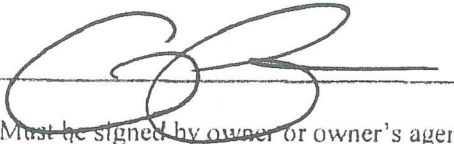
1. Owner Name: ANDREW GRAHAM
2. Business Address: _____
3. Mailing Address: 25876 THE OLD RD. # 72 STEVENSONS RANCH
CA 91301
4. Phone Number: 805.704.7000
5. Agent's Name(Architect or Engineer): COOY McLAUGHIN (ARCHITECT)
6. Mailing Address: 967 S. 16TH ST. GROVER BEACH CA 93433
7. Phone Number: 805.704.1713
8. Assessor's Parcel Number(APN) of lot(s) to be served: 096-196-010
9. Project's Location: 2935 AVILA BEACH DR.
AVILA BEACH CA 93424
10. San Luis Obispo County Planning Department/Tract Development No.: _____
11. Number of Residential Units: 1 Number of Bedrooms: 4
12. Type of Use:
 - Single Family Residence o Duplex o Triplex o Multi-Family
 - Subdivision
 - Commercial
 - Multi-use (Project Description) _____
Type _____
 - Remodel: (Project Description) _____
13. Applications for multi-use projects, commercial projects, projects that exceed two (2) residential units, or multi-family projects will not be approved until the following have been submitted to the District for its review:
 - a. Two (2) separate sets of site plans that show the approximate square footage of each unit, the site topography and an estimate of the number of water fixtures to serve each unit in the project; and
 - b. An engineer or architect's estimate of monthly water and sewer and demand (in gallons per month) for the project.
14. The Applicant agrees that in accordance with generally accepted construction practices, Applicant shall assume sole and complete responsibility for the condition of the job site during the course of the project, including the safety of

persons and property; that this requirement shall apply continuously and not be limited to normal working hours; and the Applicant shall defend, indemnify, and hold the District and District's agents, employees and consultants harmless from any and all claims, demands, damages, costs, expenses (including attorney's fees) judgements or liabilities arising out of the performance or attempted performance of the work on this project; except those claims, demands, damages, costs, expenses (including attorney's fees) judgements or liabilities resulting from the negligence or willful misconduct of the District.

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

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

Date 8/26/15


A handwritten signature in black ink, consisting of stylized initials, is written over a horizontal line.

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

Andrew Grun
Print name



Elevations

MAX. HEIGHT CALC.

FINISH FLOOR ELEVATION	51.00'
FINISH FLOOR ELEVATION	48.00'
BUILDING FOOTPRINT PER CITY STANDARDS	26.00'
MAXIMUM ALLOWABLE HEIGHT =	76.00'
FINISH FLOOR ELEVATION	51.00'
PROPOSED HEIGHT @ RISE	77.00'
PROPOSED HEIGHT @ RISE =	76.00' - 0.4'

ELEVATION KEYNOTES

- * ALL DIMENSIONS UNLESS OTHERWISE NOTED
 - A. SEE MECHANICAL ROOM FOR MECHANICAL INFORMATION AND REQUIREMENTS.
 - B. SEE ELECTRICAL ROOM FOR ELECTRICAL INFORMATION AND REQUIREMENTS.
 - C. SEE PLUMBING ROOM FOR PLUMBING INFORMATION AND REQUIREMENTS.
 - D. SEE STRUCTURAL ROOM FOR STRUCTURAL INFORMATION AND REQUIREMENTS.
 - E. SEE CIVIL ENGINEER FOR CIVIL INFORMATION AND REQUIREMENTS.
 - F. SEE LANDSCAPE ARCHITECT FOR LANDSCAPE INFORMATION AND REQUIREMENTS.
 - G. SEE ARCHITECT FOR ARCHITECTURAL INFORMATION AND REQUIREMENTS.
- GENERAL**
- 1. EXTERIOR SKIN
 - 2. EXTERIOR SKIN METAL ROOFING/CURTAINS - DIMENSION
 - 3. FINISH FLOORING - CERAMIC
 - 4. FLOORING/WALLS AND ALUMINUM TRAILING - FINISH
 - 5. FINISH (WOOD) - 1/4" BIRCH VENEER
 - 6. FINISH (WOOD) - 1/4" BIRCH VENEER
 - 7. FINISH (WOOD) - 1/4" BIRCH VENEER



North




West

AVILA BEACH
COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: September 8, 2015

SUBJECT: Equipment Purchase for Wastewater Treatment Plant

Recommendation:

Staff recommends that the District authorize the General Manager to purchase a new 7.5 HP wet well chopper pump.

Funding:

The District's FY 15-16 Capital Improvement Budget includes Project WW-7 with a budget amount of \$25,000 for miscellaneous wastewater projects. Staff recommends using a portion of this funding line item to purchase a new influent wet well chopper pump.

Discussion:

Staff typically recommends that the District maintain two duty and one back-up for critical and long lead time replacement equipment. This is the case with the influent wet well "chopper" pumps. We have two "duty pumps" that alternatively cycle on and off as raw wastewater accumulates in the influent wet well. One pump can typically handle the wastewater flows, but it is prudent to have two pumps on-line in the event that one pump fails. In addition, we prefer to have a "stand-by" pump on-site in the event one of the two duty pumps need to be pulled out of service.

Due to plugging and inefficient operation, Operations staff recently pulled one of the duty pumps and installed the "stand-by" pump. Operations staff disassembled the pump, determined which parts needed to be replaced and requested a quote from the manufacturer. The quote for repair of the pump was approximately 75% of the cost of a brand new unit. Therefore, staff is recommending that the District purchase a new unit at a cost of \$10,850.00 plus tax and \$350.00 freight. Lead time on the new pump is 5 – 7 weeks. The new unit will be the "stand-by" unit and will be rotated in to service as needed.



PUMP QUOTE

ROCKWELL
ENGINEERING AND EQUIPMENT CO.

2913 EL CAMINO REAL STE #337
TUSTIN, CA 92782

QUOTE DATE 7/31/2015
QUOTE # 31608
QUOTED BY SKIP

CUSTOMER

AVILA BEACH CSD
P.O. BOX 309
AVILA BEACH, CA 93424

ITEM	DESCRIPTION	QUANTITY	COST	Total
SE4K	-089 VAUGHAN SUBMERSIBLE CHOPPER PUMP WITH 7.5 HP 1170 230V MOTOR. DUPLICATE S/N 79807 LEAD TIME: 5 - 7 WEEKS FOB: MONTESANO, WA ESTIMATED FREIGHT = \$350.00 SALES TAX NOT INCLUDED	1	10,850.00	10,850.00T
TOTAL				\$10,850.00

PHONE (714) 505-9700
FAX (714) 505-9800

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www.rockwellengineering.com

AVILA BEACH
COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager



DATE: September 8, 2015

SUBJECT: Zone 3 Technical Advisory Committee & Advisory Committee

Recommendation: Receive Report; Provide direction to staff

Discussion:

The San Luis Obispo County *Zone 3 Technical* Advisory Committee (TAC) meets monthly to discuss issues related to the operations and administration of the Lake Lopez Reservoir and State Water Program water supplies. The TAC members include technical and operations staff from the County and Zone 3 agencies. The Agendas from the August 6 and September 3 TAC meetings are attached for your information. I am also attaching the Lake Lopez Reservoir Storage Projections. This graph is a tool that projects lake storage levels based on long-term historical precipitation. As noted on the graph, the Lake level is currently at approximately 34% capacity (17,000 acre-ft). Approximately 1,000 of 17,000 acre-feet is carry-over stored State Water as illustrated by the green and purple lines. I will provide further updates based on my attendance at the September 3 TAC meeting.

The Zone 3 Advisory Committee acts as an advisory body to the Board of Supervisors and meets every other month. The Committee receives input from the Technical Advisory Committee, and includes representatives from Zone 3 agencies including City of Grover Beach, City of Arroyo Grande, City of Pismo Beach, CSA 12, Oceano CSD, an At-Large member and an Agricultural member. The Agenda for July 16, 2015 meeting is attached for your information.

John Wallace was the CSA 12 representative, but he stepped down from that position last month. With the Board concurrence, I would like to “toss my hat in the ring” as the new CSA 12 representative. County Public Works staff advised me that they are working on the process for receiving nominations and appointing a CSA 12 representative, but that should be completed within the next few months.

**ZONE 3
TECHNICAL ADVISORY COMMITTEE (9:00-10:30AM)
Thursday August 6, 2015**

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

- | | |
|---|------------|
| 1. General Operations and Water Report | Kesler |
| 2. CIP Update | J. Ogren |
| 3. Water Re-Characterization Status | J. Ogren |
| 4. Diablo Canyon Desal Plant Opportunities | M. Bandov |
| 5. Subcommittee Report
Extended Drought Contingency Plan | G. English |
| 6. Downstream Releases - Results of July Increases | J. Ogren |
| 7. Zone 3 Contract Issues | All |

Attachments:

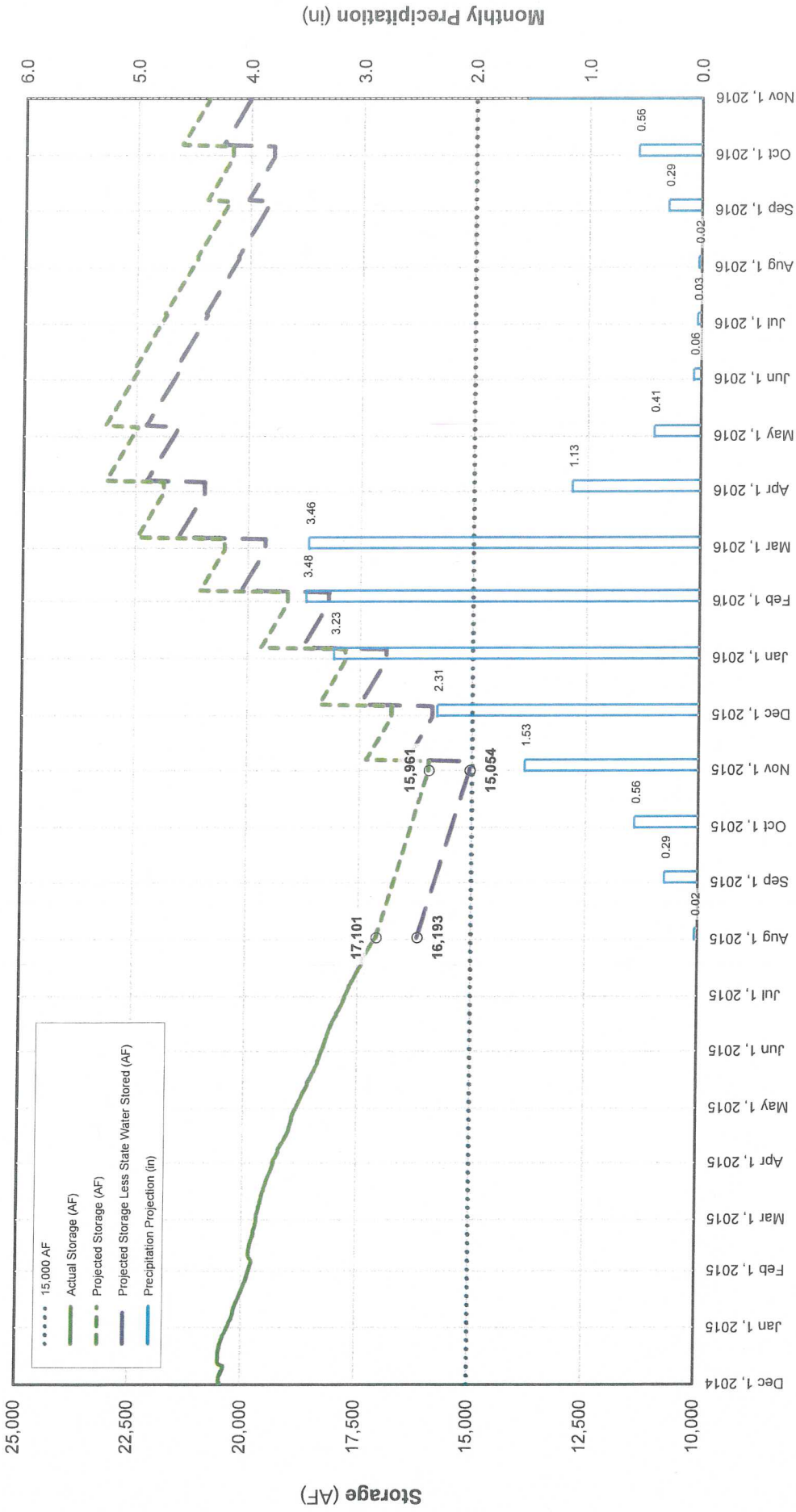
- A. Lopez Dam Storage Projection
- B. Meeting Summary Notes - July 2nd meeting
- C. Task List 7-2-2015
- D. Staff Report RE: Diablo Canyon Nuclear Power Plant
Desalination Facility near-term opportunities

G:\Utilities\Zone 3\TAC\2015 TAC Agendas\Zone 3 TAC 8-6-2015 Agenda Pkt\DRAFT
ZONE 3 TAC 8-6-2015 Agenda.doc

Lopez Reservoir Storage Projections

(precipitation scenario source: www.LongRangeWeather.com)

Revised: 8/2/2015



Notes:

- For "Dry Months", projected increases and/or decreases in storage estimated to mimic 2013 conditions.
- For "Wet Months", projected storage declines assume annual downstream release of 4,200 AFY and deliveries of 4,530 AFY.
- For "Wet Months", projected storage increases based on historic trends from actual storm data for the period of 12/1993 through 6/2011.
- Storage projection for "Wet Months" assume that unsaturated conditions exist.
- Monthly rainfall projections assumed to occur during the first week of each month.
- Rainfall projection provided by www.LongRangeWeather.com, and updated 5/6/2015.
- State Water stored is 907,10 AF.
- Evaporation included in storage projection.

**ZONE 3
TECHNICAL ADVISORY COMMITTEE
Thursday September 3, 2015
9:00-10:30AM**



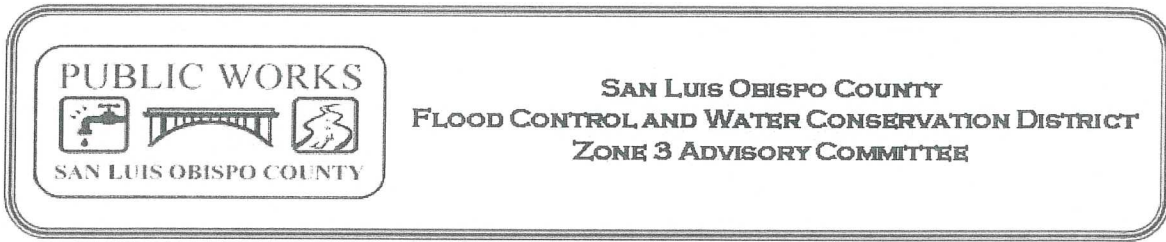
*ARROYO GRANDE CITY HALL
300 BRANCH STREET
2nd FLOOR CONFERENCE ROOM*

Agenda

- | | |
|---|----------------|
| 1. General Operations and Water Report | Craig Kesler |
| • Lopez Dam Storage Projections (distributed at meeting) | |
| • Water Quality | |
| • Summary Notes Action Items | |
| 2. CIP Update | Jill Ogren |
| 3. HCP Update | Katie Drexhage |
| 4. Declaration of Surplus Water & Water Re-Characterization | Jill Ogren |
| • Staff report attached | |
| 5. Stored State Water – Monthly Operational Reports | Jill Ogren |
| 6. Diablo Canyon Desal Options – General Discussion | All |
| 7. Extended Drought Contingency Plan | Geoff English |
| • Status of ranking efforts | |
| 8. Downstream Releases | Jill Ogren |
| • Results of recent well monitoring | |
| 9. Zone 3 Contract Changes - Update | All |

Attachments:

- A. Meeting Summary Notes – August 6th meeting
- B. Task List 8-6-2015
- C. CIP Update
- D. Surplus Water Staff Report



AGENDA

Thursday, July 16, 2015 6:30 p.m.
Oceano Community Services District

- I. CALL TO ORDER AND ROLL CALL
- II. ANNUAL FISCAL YEAR ROTATION - Position Of Chairman And Vice-Chairman
- III. PUBLIC COMMENT
This is an opportunity for members of the public to address the Committee on items that are not on the Agenda
- IV. APPROVAL OF MEETING MINUTES OF May 21, 2015
- V. OPERATIONS REPORT
 - A. Water plant operations, dam storage, and creek releases
- VI. INFORMATION ITEMS
 - A. Climate Update
 - B. Habitat Conservation Plan (HCP) Update
 - C. Water Supply Update
- VII. CAPITAL PROJECTS UPDATE
 - A. Bi-Monthly Update
 - B. Consideration of Maintenance Project
- VIII. ACTION ITEMS (No Subsequent Board of Supervisors Action Required)
- IX. ACTION ITEMS (Board of Supervisors Action is Subsequently Required)
- X. FUTURE AGENDA ITEMS
 - A. Contract Renegotiation Discussions
 - B. Water Wheeling
 - C. Funding Groundwater Modeling
- XI. COMMITTEE MEMBER COMMENTS


Next Regular Meeting is Tentatively Scheduled for
Thursday, September 17, 2015 at 6:30 p.m. at City of Grover Beach

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: September 8, 2015

SUBJECT: Water Recycling Planning Grant Application

Recommendation: Receive report; Provide Direction to Staff

Discussion:

At the July 29 Special Board meeting, the Board directed staff to retain Water Systems Consulting (WSC) Inc. to prepare a Recycled Water Planning Grant Application. WSC has prepared the first draft of the application which is attached for your review and comment.

The Scope or Plan of Study includes evaluating the potential for a local and/or a regional recycled water project that could involve the District, the Avila Valley Mutual Water Company, Port San Luis, the Avila Beach Golf Resort and/or the San Miguelito Mutual Water Company. In addition, Chevron is moving forward with the process to develop the Avila Beach Point project and they may be interested in pursuing recycled water for irrigation to off-set their potable water demands.

At this stage, staff recommends evaluating a broad spectrum of regional options and then narrowing the options as fatal flaws are identified. In addition, staff recommends that the Board direct staff to discuss the Recycled Water Grant Application Plan of Study with interested agencies and determine if they are willing to share in funding a portion of the study. The State Water Board will likely fund 50% of study, which will make it cost-effective for other stakeholders to participate.

With the Board's direction, staff plans on circulating the draft Plan of Study with potential stakeholders and then bring the final Plan of Study back to the Board in October for final approval to submit to the State Water Board.

WATER RECYCLING FUNDING PROGRAM PLANNING GRANT APPLICATION

I. APPLICANT INFORMATION			
Agency Name: Avila Beach Community Services District			
Agency Type: <input checked="" type="checkbox"/> Public – Local <input type="checkbox"/> Public - State <input type="checkbox"/> Indian Tribe <input type="checkbox"/> Nonprofit <input type="checkbox"/> Other: Specify			
Charter City/County: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Street Address: 191 San Miguel St, Avila Beach, CA 93424			
Mailing Address: 191 San Miguel St, Avila Beach, CA 93424			
Congressional District(s): 24 th District of California		State Senate District(s): 17 th District	
State Assembly District(s): 35 th Assembly District		County (or Counties): San Luis Obispo	
Regional Water Board where the project will take place: <input type="checkbox"/> 1 (North Coast) <input type="checkbox"/> 2 (San Francisco Bay) <input checked="" type="checkbox"/> 3 (Central Coast) <input type="checkbox"/> 4 (Los Angeles) <input type="checkbox"/> 5 (Central Valley) <input type="checkbox"/> 6 (Lahontan) <input type="checkbox"/> 7 (Colorado River) <input type="checkbox"/> 8 (Santa Ana) <input type="checkbox"/> 9 (San Diego)			
Federal ID No.: 95-2830170			
Authorized Representative Name, Title: Brad Hagemann, General Manager			
Phone No.: (805) 835-3163		Email Address: hagemann.associates@gmail.com	
General Contact Person Name, Title: Brad Hagemann, General Manager			
Phone No.: (805) 835-3163		Email Address: hagemann.associates@gmail.com	
II. PROJECT INFORMATION			
Project Title: Regional Recycled Water Alternatives Study			
Total Study Cost: \$154,998			
Grant Amount Requested: \$75,000			
Note: The maximum grant is 50 percent of the total eligible study cost up to a maximum grant of \$75,000			
Estimated Project Schedule	Study starting date	Submit draft facilities plan	Submit final facilities plan
	October, 2015	July, 2016	September, 2016
Funds for Cash Flow: The Agency is expected to have funds available to handle cash flow of the entire study cost, Pending receipt of grant disbursements.			
Does the Agency have local funds on hand to cover the entire study cost? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Describe any other loans, grants, or other financial assistance provided to the grant applicant to assist in this study:			

State Use Only	
WRFP Project #	
Project Manager	
Date Received	

**CERTIFICATION FOR COMPLIANCE WITH WATER METERING
REQUIREMENTS FOR FUNDING APPLICATIONS**



Funding Entity name: State Water Resources Control Board

Funding Program name: Water Recycling Funding Program

Applicant (Entity name): _____

Please check one of the boxes below and sign and date this form.

As the authorized representative for the applicant Entity, I certify under penalty of perjury that the Entity is not an urban water supplier, as that term is understood pursuant to the provisions of section 529.5 of the Water Code.

As the authorized representative for the applicant Entity, I certify under penalty of perjury that the applicant Entity has fully complied with the provisions of Division 1, Chapter 8, Article 3.5 of the California Water Code (sections 525 through 529.7 inclusive) and that the ordinances, rules, or regulations submitted with this certification as listed below have been duly adopted and are in effect as of this date.

I understand that the Funding Entity will rely on this signed certification in order to approve funding and that false and/or inaccurate representations in this Certification Statement may result in loss of all funds awarded to the applicant for its project. Additionally, for the aforementioned reasons, the Funding Entity may withhold disbursement of project funds, and/or pursue any other applicable legal remedy.

Name of Authorized Representative
(Please print)

Title

Signature of Authorized Representative

Date

Attachment 1 - Plan of Study

Avila Beach Community Services District Water Recycling Facilities Planning Grant Application

Prepared for: SWRCB Water Recycling Funding Program

Prepared by: Spencer Waterman, WSC, Inc.

Reviewed by: Daniel Heimel, P.E., WSC, Inc.

Date: August 20, 2015

Avila Regional Recycled Water Study

1. Introduction

The Avila Beach Community Services District (ABCSD) is pursuing a Water Recycling Facilities Planning Study (RFPS) grant to evaluate potential opportunities for regional wastewater and recycled water systems to serve the Avila Region.

2. Service Area

The recycled water service area that will be studied is the Avila region located along the southern reach of San Luis Obispo Creek, near Avila Beach, California (see Figure 1). The ABCSD currently serves 337 business and residential connections. The regional wastewater and recycled water system would impact populations served by neighboring water purveyors identified in Figure 1, including the Avila Valley Mutual Water Company (AVMWC), Port San Luis Harbor District (Port San Luis) and the San Miguelito Mutual Water Company (SMMWC)¹. The AVMWC serves a population of 65 with 26 service connections. The SMMWC serves a population of 1,450 with 640 connections. The total service connections for the regional project would be approximately 1,003.

Table 1. Summary of Service Area and Connections

Purveyor	Service Connections	Land Area (acres)
ABCSD	337	179
AVMWC	26	261
SMMWC	640	1,039
Total	1,003	1,479

¹ San Luis Obispo Local Agency Formation Commission Directory of Local Mutual Water Purveyors, 2013

3. Potential Recycled Water Sources

The potential sources for recycled water in the Avila region include SMMWC’s Wild Cherry Canyon Wastewater Treatment Plant (WWTP), ABCSD’s WWTP or a potential future regional facility.

The SMMWC WWTP has a design capacity of 0.15 mgd and provides secondary treatment via a subdivided aerated lagoon. The lagoon is lined with a watertight liner and treated effluent is discharged to several percolation disposal ponds. The lagoon is designed to have three separate cells: one for primary settling; one for aeration; and one for secondary settling. Wastewater travels through each of the three cells within the lagoon before it is discharged to a lined polishing pond and then to the percolation ponds. In addition to the percolation ponds, the SMMWC WWTP has an area designated for permitted spray irrigation disposal should additional disposal capacity be required.

The ABCSD owns and operates the District WWTP. The plant has a total rated capacity of 0.2 mgd, with Avila Beach CSD owning 65% (0.13 mgd) of capacity, and Port San Luis owning 35% (0.07 mgd) of the plant capacity. The original treatment plant consisted of a primary clarifier, an anaerobic digester, a pumping plant, a control house, and a sludge drying bed. Treatment plant improvements in 1995 provided additional treatment facilities at the plant, which upgraded the level of treatment from primary to secondary. The 1995 improvements included the addition of a fixed film reactor, secondary sedimentation tanks, disinfection facilities, and standby power.

Additional wastewater is generated by Sycamore Mineral Springs and residential developments in the region. Wastewater from these sources is currently disposed of through leach fields and could potentially be captured and used within a recycled water system. A summary of the existing and projected potential recycled water supply is provided in the table below.

Table 2. Existing and Projected Annual Wastewater Volumes

	Existing		Projected¹	
Projected Recycled Water Supply	0.35 mgd	392 afy	0.60 mgd	674 afy
Notes:				
1. Projected recycled water flows were estimated using forecasted water demand values from the San Luis Obispo County Master Water Report (2012)				

4. Current Disposal/Reuse of Wastewater Proposed to be Recycled

The SMMWC WWTP effluent is currently disposed of through percolation ponds or through spray irrigation. The ABCSD WWTP effluent is disposed of through a 12-inch diameter outfall line that extends approximately 2,200 feet off the Avila Beach shoreline, in approximately 30 feet of water per California RWQCB WDR Resolution No. R3-2009-0055, NPDES Order CA047830. Both WWTPs are shown in Figure 1.

5. Map of Study Area

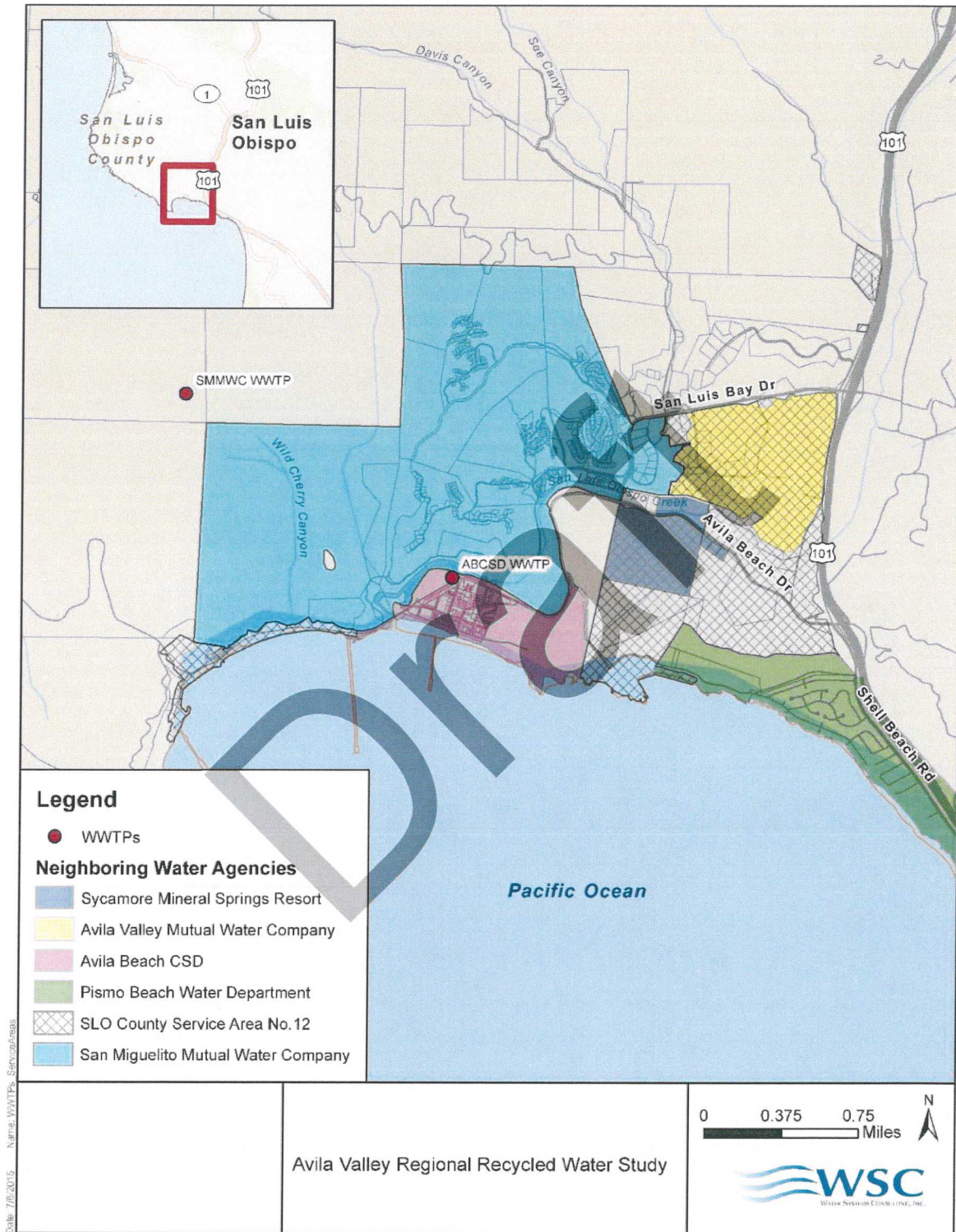


Figure 1. Potential Recycled Water Service Area

6. Water and Wastewater Agencies

As shown in Figure 1, there are multiple water and wastewater agencies within the potential recycled water service area. SMMWC, ABCSD, Port San Luis, and Sycamore Mineral Springs Resort (SMSR), all collect wastewater within the area. Water agencies with jurisdiction in the area include SMMWC, ABCSD, San Luis Obispo County Service Area 12 (CSA 12), Port San Luis, and Avila Valley Mutual Water Company (AVMWC). These agencies are envisioned as potential stakeholders in Avila Valley Regional Recycled Water Study. There are potential developments outside of these agencies' boundaries that may generate wastewater or have demands for recycled water in the future. To facilitate regional wastewater collection and treatment amongst the existing wastewater agencies, one of the existing agencies could expand their operation or a new regional agency could be formed to provide regional treatment and recycled water delivery.

7. Water and Recycled Water Supply Alternatives

The existing water supplies that are used to serve the region include: surface water from Lopez Reservoir, local groundwater and State Water Project (SWP) water. Stakeholders in the region envision utilizing recycled water to offset existing potable and non-potable demands and provide additional water supply reliability. The proposed study will evaluate the following potential recycled water use alternatives: Title 22 secondary 2.2 disinfected irrigation, tertiary unrestricted irrigation, groundwater recharge and direct potable reuse. There is currently no recycled water use in the region.

8. Stakeholder Participation

The stakeholders intend to hold meetings to discuss future regional recycled water alternatives and to coordinate project objectives and elements. Stakeholders intend to conduct meetings and educational workshops with local community members and potential recycled water customers to address concerns, determine goals and challenges, and to develop public support for recycled water use. A plan to encourage recycled water use for potential customers will be developed to establish long-term contracts for recycled water applications.

9. Schedule

The following table summarizes the proposed schedule for the completion of a Recycled Water Facilities Planning Study (RWFPS).

Table 3. RWFPS Schedule

Scope of Work Element	Time Frame
Draft RWFPS	July, 2016
Final RWFPS	September, 2016

10. Potential Problems

Potential problems that could delay progress of the RWFPS and proposed actions to mitigate these problems are shown in the table below.

Table 4. Potential Problems and Mitigating Actions for the RWFPS

Potential Problem	Mitigating Action
Loss of Funding	The RWFPS is anticipated to be funded by multiple agencies, including the State Water Resources Control Board (SWRCB). This reduces the burden on each of the agencies and reduces risk of funding loss.
Multi-Agency Coordination	Numerous stakeholder, public outreach and project team meetings will assist in building consensus and agency buy-in.
Limited Data	Several water and wastewater resources planning studies have been completed within the Avila Beach and local area that will provide data for use in completing the RWFPS. Additionally, ongoing investigations to characterize the regions hydrogeology will assist in evaluating opportunities for recycled water groundwater recharge.

11. Entities Conducting the Study

The District will be the lead agency to complete the study, but will work collaboratively with the other water and wastewater stakeholder agencies in the region. It is envisioned that the District will contract with a consultant to assist in the completion of the study.

12. Budget

A detailed scope of work and budget will be developed as part of a stakeholder agreement or consultant contract for the completion of the RWFPS. To reduce the impact on stakeholder agencies' rate payers, the stakeholder agencies intend to leverage available recycled water funding by obtaining a \$75,000 grant from the SWRCB Water Recycling Funding Program and by splitting the local matching costs amongst stakeholders. The table below shows an estimated budget and cost share for the RWFPS.

Table 5. Summary of Project Costs

Project Cost Summary	
Scope of Work Element	Estimated Project Cost
RWFPS Grant Application	\$4,998
Recycled Water Facilities Planning Study	\$150,000
Total Cost	\$154,998
Project Cost Share	
SWRCB	\$75,000
Stakeholder Agencies	\$79,998

13. Proposed Study Outline

The scope of work for the project study will include the following major tasks:

1. Project planning
2. Water and wastewater characterization
3. Wastewater and recycled water treatment requirements assessment
4. Recycled water market analysis
5. Project alternatives analysis
6. Conclusions and Recommendations