

AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424
Meeting Room and Office – 100 San Luis Street, Avila Beach
Telephone (805) 595-2664 FAX (805) 595-7623
E-Mail avilacsd@gmail.com

SPECIAL BOARD MEETING **11:00 AM Tuesday, March 15th, 2022**

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

THE DISTRICT OFFICE WILL NOT BE OPEN TO THE PUBLIC.
PUBLIC SHOULD ACCESS VIA ZOOM MEETING OR PHONE.

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

Meeting ID: 411 178 7571

Password: No Password Required.

BY PHONE: 1-669-900-9128

1. **CALL TO ORDER: 11:00 A.M.**
2. **ROLL CALL: Board Members:**
 - Pete Kelley, President
 - Lynn Helenius, Vice President
 - Ara Najarian, Director
 - Kristin Berry, Director
 - Howie Kennett, Director
3. **Consider Adopting Resolution No. 2022 – 02 Authorizing Remote Teleconferencing Meetings**
(Action Required: Adopt Resolution No. 2022-01 or Provide Other Direction to Staff)
4. **PUBLIC COMMENT**
Members of the public wishing to comment or bring forward any items concerning District operations **which do not appear on today's agenda** may address the Board now. Please state name and address before addressing the Board and **limit presentations to 3 minutes.** State law does not allow Board action on items not appearing on the agenda.

5. INFORMATION AND DISCUSSION ITEMS

County Reports

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

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

6. CONSENT ITEMS:

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

- A. Minutes of February 8th, 2022 Board Meeting
- B. Monthly Financial Review for February 2022
- C. General Manager and District Engineer Report
- D. Water and Wastewater Superintendent Report for February, 2022

7. DISCUSSION OF PULLED CONSENT ITEMS

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

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

- A. Annual Review of District By Laws
(Action Required: Receive Report and Provide Direction to Staff)

9. COMMUNICATIONS/ COORESPONDENCE

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

10. ADJOURN

The next regular meeting will be held on April 12th, 2022.

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

AVILA BEACH
COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: March 15, 2022

SUBJECT: Consider Adopting a Resolution Authorizing Remote Teleconference Meetings

Recommendation:

Adopt Resolution No. 2022-02 Authorizing Remote Teleconference Meetings or Provide Other Direction to Staff

Discussion:

On March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic. That proclamation remains in effect. As a result of the state of emergency, the Governor issued executive orders that waived the normally strict provisions of the Brown Act relating to holding and participating in meetings via teleconferencing. Executive Order N-29-20 allowed bodies subject to the Brown Act to meet without a physical meeting location, so long as various requirements were met, including providing the public the opportunity to observe and participate in the meeting telephonically or electronically. Executive Order No. N-08-21 extended the suspension of the Brown Act's normal teleconferencing rules through September 30, 2021.

On September 16, 2021, Governor Newsom signed AB 361. This legislation amends the Brown Act to allow legislative bodies subject to the Brown Act to meet via teleconference during a proclaimed state of emergency in accordance with teleconference procedures established by AB 361 rather than under the Brown Act's more narrow standard rules for participation. If the Board of Directors desires to continue to meet remotely via teleconference, the Board is required to adopt a resolution making the requisite findings under AB 361. AB 361 allows a board, commission or committee subject to the Brown Act, called "legislative bodies" under the Brown Act, to meet via teleconference without following the normal Brown Act teleconference rules if any of the following circumstances exist:

- A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
- B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

- C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
(Gov. Code, §54953(e)(1) [AB 361, p. 9].)

If a meeting is held via teleconference under these provisions, the meeting body must provide public access to the meeting and opportunity for the public to address the members of the legislative body as required by AB 361.

AB 361 also requires periodic review of the determination to continue to meet via teleconference. If the state of emergency remains active, then no later than 30 days after meeting via teleconference for the first time pursuant to AB 361, the body must make a subsequent finding that the body “has reconsidered the circumstances of the state of emergency” and determined that in-person meetings continue to pose a risk to public health. Accordingly, staff anticipates returning to this Board with subsequent resolutions so long as the state of emergency persists.

Attachments

Resolution No. 2022-02

RESOLUTION NO. 2022-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE AVILA BEACH COMMUNITY SERVICES DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM'S ORDER DATED MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE AVILA BEACH COMMUNITY SERVICES DISTRICT FOR THE PERIOD OF MARCH 15, 2022 TO APRIL 15, 2022, PURSUANT TO BROWN ACT PROVISIONS

Recitals

WHEREAS, the Avila Beach Community Services District ("District") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings the District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Gov. Code, §§ 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, the State of Emergency declared by Governor Newsom on March 4, 2020, due to COVID-19, and the Proclamation of Local Emergency declared by the County of San Luis Obispo on March 13, 2020; and

WHEREAS, on September 1, 2021, the San Luis Obispo County Health Officer issued Order Number 6, requiring face coverings in all public indoor settings attributable to the rise in SARS-CoV-2 Delta Variant; and

WHEREAS, the Board of Directors does hereby find that the rise in SARS-CoV-2 Omicron Variant has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency exists and ratify the proclamation of state of emergency by the Governor of the State of California and the San Luis Obispo County Health Officer's Order Number 6; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of the District shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the Board of Directors will ensure that the public has access to meetings and the opportunity to participate in meetings in the interest of transparency and as required by the Government Code and AB 361.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Avila Beach Community Services District, as follows:

1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.
2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and COVID-19 has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District.
3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.
4. Remote Teleconference Meetings. The General Manager and Staff of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.
5. Effective Date of Resolution. This Resolution shall take effect on March 15, 2022, and shall be effective until the earlier of (i) April 15, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the

legislative bodies of the District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

ADOPTED by the Board of Directors of the Avila Beach Community Services District on March 15, 2022, by the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAINED:

President, Board of Directors of the
Avila Beach Community Services District

ATTEST:

Board Secretary of the
Avila Beach Community Services District

**MINUTES OF REGULAR MEETING
Avila Beach Community Services District
Tuesday, February 8th, 2022
1:00 P.M.**

ZOOM MEETING: 411 178 7571

Meeting ID: <https://us02web.zoom.us/j/4111787571>

BY PHONE: 1-669-900-9128

1. CALL TO ORDER

President Kelley called the meeting of the Board of Directors of the Avila Beach Community Services District, to order at 1:02 P.M. on the above date, in the Avila Beach Community Services District Building, 100 San Luis Street, Avila Beach, California.

2. ROLL CALL

Board Members Present via Zoom: Lynn Helenius

Board Members Present in Person: Pete Kelley
Howie Kennett

Board Members Absent: Ara Najarian
Kristin Berry

Staff Present: Brad Hagemann, General Manager and District Engineer
Kristi Dibbern, Accounting

3. PUBLIC COMMENTS – South County Sanitation clean up days are scheduled for March 14th- 18th. Call South County Sanitation for pickup of additional items.

Ara Najarian joined the meeting at 1:06 PM via Zoom.

4. INFORMATION AND DISCUSSION ITEMS

A. County Reports

Sheriff's Report: No Report.

Cal Fire: Battalion Chief Paul Lee reported 45 calls for service this month and 22 were medically related. Cal Fire will be clearing brush from See Canyon to Lupine Canyon to provide an additional escape route in the case of a fire. There was a structural fire last month at Sycamore Springs due to vandalism. A recording only caught a bright flash of an explosion and a car driving away from the scene. Cal Poly students will be giving their presentations on a Wildfire Prevention Plan on February 28th, 2022 to Cal Fire. These presentations take a closer look at how to prevent fires from the Chevron property, Cave Landing area all the way over to Hwy 101. Chief Lee reported that a new fire engine was purchased for Station 62.

B. Conferences, Meetings and General Communications. GM Hagemann reported that San Miguelito Mutual Water Company has hired a new General Manager, Geoff English. Board directed Staff to pursue a committee meeting to discuss “Topics of Mutual Interest” with San Miguelito Mutual Water in March.

5. CONSENT ITEMS

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

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

6. DISCUSSION OF PULLED CONSENT ITEMS: None

7. BUSINESS ITEMS:

A. Mid-Year Budget Review. GM Hagemann reported at the 50% benchmark District income is at 55% and expenses are at 51%. Sanitary expenses are up due to our WWTP Project. Connection Fees for new construction are well above projections. Staff anticipates the District will be able to direct \$200,000 - \$300,000 to Reserve Fund accounts at the fiscal year end. The Board received report. No action was taken on this item.

B. Annual Review of District By-Laws. The By-Laws were last updated in February 2021 by the District’s new legal counsel. There were a few proposed changes. Staff will bring back this item in March with suggested revisions.

C. Professional services Contract Amendment for Wallace Group for Design and Build Services for WWTP Improvement Project. GM Hagemann summarized the Staff Report. Staff agreed that additional engineering and design support time is needed to successfully complete this project. GM Hagemann reported so far Wallace Group has done a good job agrees the additional costs are fair and reasonable and recommends the Board approve the contract amendment.

Director Najarian made the motion to award the amended contract for Wallace Group it was seconded by Director Helenius. It passed with a roll call vote 4-0.

AYES: Ara Najarian
Lynn Helenius
Howie Kennett
Ara Najarian
Pete Kelley

NOES: None
ABSENT: Kristin Berry

D. Consider Awarding a Professional Services Contract for Construction Management for WWTP Improvement Project. GM Hagemann explained to the Board that the next phase of our WWTP Improvement Project is to retain a professional engineering firm to provide Construction Management Services. Staff received proposals from two qualified local engineering firms, Cannon Engineering and Wallace Group. Both Cannon and Wallace Group are well qualified to perform the CM Services. Cannon's average hourly cost is slightly less than Wallace Group's average cost. Staff gives slight preference to Cannon on this project.

A motion was made by Director Najarian to award the CM contract to Cannon Engineering. The motion was seconded by Director Helenius it passed with a roll call vote 4 – 0.

AYES: Ara Najarian
Lynn Helenius
Howie Kennett
Ara Najarian
Pete Kelley

NOES: None
ABSENT: Kristin Berry

COMMUNICATIONS/CORRESPONDENCE.

None

ADJOURNMENT: The meeting was adjourned at 2:45 P.M.

The next regular meeting of the Avila Beach Community Services District is CANCELED. A special meeting is scheduled for Tuesday, March 15th, 2022, at 11:00 AM at 100 San Luis Street, Avila Beach.

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

Respectfully submitted,

Brad Hagemann, PE
General Manager

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

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: March 15th, 2022

SUBJECT: Monthly Financial Review for February

Recommendation:

Receive and file report.

Overall Monthly Summary

During the month of February, the District deposited \$89,536.71 and incurred \$71,941.31 in expenses (cash basis). Income included \$19,877.91 in County tax income and \$67,237.49 in monthly water and sewer fees.

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

Utility Service Billing

The District billed approximately \$72,771.28 in water and sewer service charges in February. Customer Rate Assistance reduced billing charges to the District in the amount of \$810.10.

Operation and Maintenance

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

	<u>Feb 22</u>
Ordinary Income/Expense	
Income	
4000 · Income Summary	
4010 · Operating Revenue	67,237.49
4012 · Solid Waste Franchise Fee	1,239.84
4030 · County Taxes	19,877.91
4050 · Harbor Charges	
4052 · Front Street Lighting	235.00
4053 · WWTP O&M	10,474.00
Total 4050 · Harbor Charges	<u>10,709.00</u>
Total 4000 · Income Summary	<u>99,064.24</u>
Total Income	<u>99,064.24</u>
Gross Profit	99,064.24
Expense	
5100 · Merchant Credit Card Fees	
5110 · Amex	20.00
5120 · Chase Paymentech	124.51
5140 · Invoice Cloud	366.88
Total 5100 · Merchant Credit Card Fees	<u>511.39</u>
5200 · Payroll Expenses	
5210 · Gross Wages	
5211 · Regular Pay	2,675.28
5012 · Holiday Pay	204.48
5014 · Sick Pay	0.00
5016 · Vacation Pay	0.00
Total 5210 · Gross Wages	<u>2,879.76</u>
5230 · Payroll Taxes	63.81
5240 · Health & Medical Exp.	
5242 · Health Ins / Other	800.00
Total 5240 · Health & Medical Exp.	<u>800.00</u>
5250 · PERS Company Pd Expense	
5256 · PERS Co Pd Kristi	211.09
Total 5250 · PERS Company Pd Expense	<u>211.09</u>

Avila Beach Community Services District
Profit & Loss
February 2022

	Feb 22
5280 · Payroll Administration & Misc.	154.12
Total 5200 · Payroll Expenses	4,108.78
6000 · Administrative Overheads	
6102 · Accounting	930.00
6103 · Accounting Audit	620.00
6120 · Dues & Subscriptions	484.14
6135 · Legal	2,507.00
6140 · Office Supplies & Postage	
6142 · Postage & Shipping	361.80
6143 · Supplies, Office	221.86
Total 6140 · Office Supplies & Postage	583.66
6150 · Rate Assistance	810.10
6170 · Website	200.00
Total 6000 · Administrative Overheads	6,134.90
6500 · Operating Expenses	
6503 · Chemicals	3,064.59
6505 · Contract Labor O & M	21,107.90
6506 · Contract Labor GM	2,465.00
6507 · Contract Labor Civil Engineer	8,265.00
6520 · Equipment Repair & Maint.	
6522 · Equip. Rep. & Maint-Avila & HD	2,084.43
6524 · Equip. Rep. & Maint. Avila Only	77.25
Total 6520 · Equipment Repair & Maint.	2,161.68
6535 · Insurance P/L	1,795.37
6540 · Lab Tests	4,135.00
6542 · Maintenance	1,232.81
6550 · Operating Supplies	592.19
6565 · Regulatory Compliance	75.60
6567 · Repairs, Building	860.00
6580 · Solids Handling	2,056.00
6585 · Telephone / Internet	307.30
6590 · Utilities	3,583.37
Total 6500 · Operating Expenses	51,701.81

	Feb 22
6999 · Ask My Accountant	2,059.12
Total Expense	64,516.00
Net Ordinary Income	34,548.24
Other Income/Expense	
Other Income	
7200 · Non-Operating Income	
7220 · CIP Harbor	30,800.00
Total 7200 · Non-Operating Income	30,800.00
Total Other Income	30,800.00
Other Expense	
8200 · Non-Operating Expenses	
8230 · Capital Purchases in Prog Sani	
8245 · WWTP Improvement Project	
8245e · WWTP Construction	4,967.48
Total 8245 · WWTP Improvement Project	4,967.48
8246 · WW Swr Ln Rplmt San Migl	
8246d · WW Swr Ln Rplmt Const Costs	8,842.00
8246 · WW Swr Ln Rplmt San Migl - O...	94.50
Total 8246 · WW Swr Ln Rplmt San Migl	8,936.50
Total 8230 · Capital Purchases in Prog S...	13,903.98
Total 8200 · Non-Operating Expenses	13,903.98
Total Other Expense	13,903.98
Net Other Income	16,896.02
Net Income	51,444.26

Avila Beach Community Services District
Balance Sheet
As of February 28, 2022

	<u>Feb 28, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Summary	
1005 · Customer Cash	904.67
1008 · Petty Cash	45.48
1010 · Pacific Premier Checking	700,240.76
1050 · LAIF	3,885,774.02
1060 · US Bank MM WWTP	2,459,759.79
Total 1000 · Cash Summary	<u>7,046,724.72</u>
Total Checking/Savings	7,046,724.72
Accounts Receivable	
1200 · *Accounts Receivable	283,924.00
Total Accounts Receivable	<u>283,924.00</u>
Other Current Assets	
1250 · Receivables	
1255 · Interest Receivable	3,166.38
1270 · Taxes Receivable	30,262.80
1280 · Water & Sewer Billings	96,514.27
Total 1250 · Receivables	<u>129,943.45</u>
1400 · Prepaid Summary	
1410 · Prepaid Insurance	7,228.98
Total 1400 · Prepaid Summary	<u>7,228.98</u>
Total Other Current Assets	<u>137,172.43</u>
Total Current Assets	7,467,821.15
Fixed Assets	
1600 · Fixed Assets & Acc. Depr.	
1605 · Office Equipment	
1606 · Copier Samsung 2012	8,233.58
1609 · Office Equipment Accum Depr	-8,233.58
Total 1605 · Office Equipment	<u>0.00</u>

Avila Beach Community Services District
Balance Sheet
As of February 28, 2022

	<u>Feb 28, 22</u>
1610 · Fixed Asset -Office & Admin.	
1612 · Office Furniture cost	4,526.21
1614 · Office Furniture Accum Dep.	-4,526.21
	<u>0.00</u>
Total 1610 · Fixed Asset -Office & Ad...	0.00
1620 · Fixed Assets - Sanitary	
1622 · Land	60,314.10
1626 · Collection Assets	
1627 · Collection Assets Cost	1,318,875.26
1628 · Collect Assets Accum Depr	-593,752.02
	<u>725,123.24</u>
Total 1626 · Collection Assets	725,123.24
1630 · Disposal Equipment	
1631 · Disposal Equip Cost	611,174.66
1632 · Disposal Equip Accum Depr	-376,478.88
	<u>234,695.78</u>
Total 1630 · Disposal Equipment	234,695.78
1634 · Other Equipment	
1634a · Other Equipment Cost	6,973.40
	<u>6,973.40</u>
Total 1634 · Other Equipment	6,973.40
1635 · Treatment Plant	
1636 · Treatment Plant Original	105,000.00
1637 · Treatment Plant Addition	2,049,098.30
1638 · Treatment Plant Accum Dep	-1,318,518.37
	<u>835,579.93</u>
Total 1635 · Treatment Plant	835,579.93
1642 · Treatment Equipment	
1643 · Treatment Equip Cost	1,087,410.54
1644 · Treatment Equip Accum D...	-787,343.49
1642 · Treatment Equipment - Oth...	205,485.61
	<u>505,552.66</u>
Total 1642 · Treatment Equipment	505,552.66
Total 1620 · Fixed Assets - Sanitary	2,368,239.11
1650 · Fixed Assets - Water	
1652 · Equipment	
1653 · Equipment Cost	21,136.28
1654 · Equipment Accum Depr	-21,136.28
	<u>0.00</u>
Total 1652 · Equipment	0.00

Avila Beach Community Services District
Balance Sheet
As of February 28, 2022

	<u>Feb 28, 22</u>
1656 · Distribution Assets	
1657 · Distribution Assets Cost	1,270,572.25
1658 · Dist Assets Accum Depr	<u>-724,007.77</u>
Total 1656 · Distribution Assets	<u>546,564.48</u>
Total 1650 · Fixed Assets - Water	546,564.48
1680 · Structures - Fixed Asset	
1681 · Structures GFAAG - Sani & FA	82,207.29
1682 · Gen / Fire Accum Dep	<u>-54,626.21</u>
Total 1680 · Structures - Fixed Asset	27,581.08
1690 · Construction in Progress	<u>599,761.81</u>
Total 1600 · Fixed Assets & Acc. Depr.	<u>3,542,146.48</u>
Total Fixed Assets	3,542,146.48
Other Assets	
1800 · Deferred Outflows of Resources	<u>26,376.00</u>
Total Other Assets	<u>26,376.00</u>
TOTAL ASSETS	<u><u>11,036,343.63</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	<u>189,519.83</u>
Total Accounts Payable	189,519.83
Other Current Liabilities	
2200 · Payroll Liabilities	
2201 · Accrued Payroll	2,095.00
2260 · Vacation Payable	2,661.92
2262 · Sick Pay Accrued	1,381.88
2250 · PERS Liability	<u>155.50</u>
Total 2200 · Payroll Liabilities	6,294.30

Avila Beach Community Services District
Balance Sheet
As of February 28, 2022

	<u>Feb 28, 22</u>
2300 · Deposits Held	
2303 · Water Deposits Held	6,430.00
Total 2300 · Deposits Held	<u>6,430.00</u>
Total Other Current Liabilities	<u>12,724.30</u>
Total Current Liabilities	202,244.13
Long Term Liabilities	
2400 · Net Pension Liability	136,917.00
2450 · U.S. Bank Loan WWTP	3,020,000.00
2500 · Deferred Inflows of Resources	5,752.00
2999 · Unbalanced Classes	-3,924,604.81
Total Long Term Liabilities	<u>-761,935.81</u>
Total Liabilities	-559,691.68
Equity	
3000 · Opening Bal Equity	-16.43
3900 · Retained Earnings	12,031,254.72
Net Income	-435,202.98
Total Equity	<u>11,596,035.31</u>
TOTAL LIABILITIES & EQUITY	<u><u>11,036,343.63</u></u>

**Avila Beach Community Services District
Deposits by Fund
February 2022**

03/01/22

Type	Date	Memo	Split	Amount	Balance
General / Admin					
Deposit	02/07/2022	TCF FY 22 JAN ME - IMPR # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Prem...	-737.63	-737.63
Deposit	02/10/2022	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25,...	1010 · Pacific Prem...	-6,219.69	-6,957.32
Total General / Admin				-6,957.32	-6,957.32
Lights					
Deposit	02/07/2022	TCF FY 22 JAN ME - IMPR # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Prem...	-52.68	-52.68
Deposit	02/10/2022	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25,...	1010 · Pacific Prem...	-444.26	-496.94
Total Lights				-496.94	-496.94
Sanitary					
Deposit	02/01/2022	Sani Rec	1010 · Pacific Prem...	-1,287.73	-1,287.73
Deposit	02/01/2022	Rate Assistance	1010 · Pacific Prem...	4.59	-1,283.14
Deposit	02/01/2022	Other 1	1010 · Pacific Prem...	0.00	-1,283.14
Deposit	02/01/2022	Other 2	1010 · Pacific Prem...	-44.80	-1,327.94
Deposit	02/02/2022	Sani Rec	1010 · Pacific Prem...	-527.24	-1,855.18
Deposit	02/02/2022	Rate Assistance	1010 · Pacific Prem...	14.56	-1,840.62
Deposit	02/02/2022	Other 1	1010 · Pacific Prem...	0.00	-1,840.62
Deposit	02/02/2022	Other 2	1010 · Pacific Prem...	0.00	-1,840.62
Deposit	02/03/2022	Sani Rec	1010 · Pacific Prem...	-2,411.56	-4,252.18
Deposit	02/03/2022	Rate Assistance	1010 · Pacific Prem...	26.44	-4,225.74
Deposit	02/03/2022	Other 1	1010 · Pacific Prem...	0.00	-4,225.74
Deposit	02/03/2022	Other 2	1010 · Pacific Prem...	-109.91	-4,335.65
Deposit	02/04/2022	Sani Rec	1010 · Pacific Prem...	-105.30	-4,440.95
Deposit	02/04/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-4,440.95
Deposit	02/04/2022	Other 1	1010 · Pacific Prem...	0.00	-4,440.95
Deposit	02/04/2022	Other 2	1010 · Pacific Prem...	-26.35	-4,467.30
Deposit	02/05/2022	Sani Rec	1010 · Pacific Prem...	-308.78	-4,776.08
Deposit	02/05/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-4,776.08
Deposit	02/05/2022	Other 1	1010 · Pacific Prem...	0.00	-4,776.08
Deposit	02/05/2022	Other 2	1010 · Pacific Prem...	0.00	-4,776.08
Deposit	02/07/2022	Sani Rec	1010 · Pacific Prem...	-1,999.07	-6,775.15
Deposit	02/07/2022	Rate Assistance	1010 · Pacific Prem...	23.75	-6,751.40
Deposit	02/07/2022	Other 1	1010 · Pacific Prem...	0.00	-6,751.40
Deposit	02/07/2022	Other 2	1010 · Pacific Prem...	-68.04	-6,819.44

**Avila Beach Community Services District
Deposits by Fund
February 2022**

03/01/22

Type	Date	Memo	Split	Amount	Balance
Deposit	02/07/2022	Community Park Restrooms	1010 · Pacific Prem...	-337.70	-7,157.14
Deposit	02/07/2022	TCF FY 22 JAN ME - Waste	1010 · Pacific Prem...	-1,139.14	-8,296.28
Deposit	02/08/2022	Sani Rec	1010 · Pacific Prem...	-443.00	-8,739.28
Deposit	02/08/2022	Rate Assistance	1010 · Pacific Prem...	7.28	-8,732.00
Deposit	02/08/2022	Other 1	1010 · Pacific Prem...	0.00	-8,732.00
Deposit	02/08/2022	Other 2	1010 · Pacific Prem...	-35.08	-8,767.08
Deposit	02/08/2022	2/7/22 ACH SLOCO Booked separately Community Park Rest...	1010 · Pacific Prem...	337.70	-8,429.38
Deposit	02/09/2022	Sani Rec	1010 · Pacific Prem...	-22.96	-8,452.34
Deposit	02/09/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-8,452.34
Deposit	02/09/2022	Other 1	1010 · Pacific Prem...	0.00	-8,452.34
Deposit	02/09/2022	Other 2	1010 · Pacific Prem...	0.00	-8,452.34
Deposit	02/10/2022	F:0895 A:0760 - CURR SECURED TAX	1010 · Pacific Prem...	-8,799.75	-17,252.09
Deposit	02/10/2022	Sani Rec	1010 · Pacific Prem...	-2,543.45	-19,795.54
Deposit	02/10/2022	Rate Assistance	1010 · Pacific Prem...	50.67	-19,744.87
Deposit	02/10/2022	Other 1	1010 · Pacific Prem...	0.00	-19,744.87
Deposit	02/10/2022	Other 2	1010 · Pacific Prem...	-2.65	-19,747.52
Deposit	02/12/2022	Sani Rec	1010 · Pacific Prem...	-86.30	-19,833.82
Deposit	02/12/2022	Rate Assistance	1010 · Pacific Prem...	4.59	-19,829.23
Deposit	02/12/2022	Other 1	1010 · Pacific Prem...	0.00	-19,829.23
Deposit	02/12/2022	Other 2	1010 · Pacific Prem...	0.00	-19,829.23
Deposit	02/13/2022	Sani Rec	1010 · Pacific Prem...	-49.88	-19,879.11
Deposit	02/13/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-19,879.11
Deposit	02/13/2022	Other 1	1010 · Pacific Prem...	0.00	-19,879.11
Deposit	02/13/2022	Other 2	1010 · Pacific Prem...	0.00	-19,879.11
Deposit	02/14/2022	Sani Rec	1010 · Pacific Prem...	-6,367.03	-26,246.14
Deposit	02/14/2022	Rate Assistance	1010 · Pacific Prem...	12.67	-26,233.47
Deposit	02/14/2022	Other 1	1010 · Pacific Prem...	0.00	-26,233.47
Deposit	02/14/2022	Other 2	1010 · Pacific Prem...	-531.01	-26,764.48
Deposit	02/15/2022	Sani Rec	1010 · Pacific Prem...	-1,178.50	-27,942.98
Deposit	02/15/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-27,942.98
Deposit	02/15/2022	Other 1	1010 · Pacific Prem...	0.00	-27,942.98
Deposit	02/15/2022	Other 2	1010 · Pacific Prem...	0.00	-27,942.98
Deposit	02/16/2022	Sani Rec	1010 · Pacific Prem...	-885.13	-28,828.11
Deposit	02/16/2022	Rate Assistance	1010 · Pacific Prem...	6.49	-28,821.62
Deposit	02/16/2022	Other 1	1010 · Pacific Prem...	0.00	-28,821.62
Deposit	02/16/2022	Other 2	1010 · Pacific Prem...	-153.03	-28,974.65

**Avila Beach Community Services District
Deposits by Fund
February 2022**

03/01/22

Type	Date	Memo	Split	Amount	Balance
Deposit	02/17/2022	Sani Rec	1010 · Pacific Prem...	-61.78	-29,036.43
Deposit	02/17/2022	Rate Assistance	1010 · Pacific Prem...	12.36	-29,024.07
Deposit	02/17/2022	Other 1	1010 · Pacific Prem...	0.00	-29,024.07
Deposit	02/17/2022	Other 2	1010 · Pacific Prem...	-38.38	-29,062.45
Deposit	02/18/2022	Sani Rec	1010 · Pacific Prem...	-11,985.40	-41,047.85
Deposit	02/18/2022	Rate Assistance	1010 · Pacific Prem...	59.06	-40,988.79
Deposit	02/18/2022	Other 1	1010 · Pacific Prem...	0.00	-40,988.79
Deposit	02/18/2022	Other 2	1010 · Pacific Prem...	-159.71	-41,148.50
Deposit	02/19/2022	Sani Rec	1010 · Pacific Prem...	-339.66	-41,488.16
Deposit	02/19/2022	Rate Assistance	1010 · Pacific Prem...	12.67	-41,475.49
Deposit	02/19/2022	Other 1	1010 · Pacific Prem...	0.00	-41,475.49
Deposit	02/19/2022	Other 2	1010 · Pacific Prem...	0.00	-41,475.49
Deposit	02/21/2022	Sani Rec	1010 · Pacific Prem...	-32.07	-41,507.56
Deposit	02/21/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-41,507.56
Deposit	02/21/2022	Other 1	1010 · Pacific Prem...	-57.38	-41,564.94
Deposit	02/21/2022	Other 2	1010 · Pacific Prem...	0.00	-41,564.94
Deposit	02/22/2022	Sani Rec	1010 · Pacific Prem...	-36.42	-41,601.36
Deposit	02/22/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-41,601.36
Deposit	02/22/2022	Other 1	1010 · Pacific Prem...	0.00	-41,601.36
Deposit	02/22/2022	Other 2	1010 · Pacific Prem...	0.00	-41,601.36
Deposit	02/23/2022	Sani Rec	1010 · Pacific Prem...	-299.28	-41,900.64
Deposit	02/23/2022	Rate Assistance	1010 · Pacific Prem...	4.59	-41,896.05
Deposit	02/23/2022	Other 1	1010 · Pacific Prem...	0.00	-41,896.05
Deposit	02/23/2022	Other 2	1010 · Pacific Prem...	-67.69	-41,963.74
Deposit	02/24/2022	Sani Rec	1010 · Pacific Prem...	-932.83	-42,896.57
Deposit	02/24/2022	Rate Assistance	1010 · Pacific Prem...	15.67	-42,880.90
Deposit	02/24/2022	Other 1	1010 · Pacific Prem...	0.00	-42,880.90
Deposit	02/24/2022	Other 2	1010 · Pacific Prem...	0.81	-42,880.09
Deposit	02/25/2022	Sani Rec	1010 · Pacific Prem...	-95.80	-42,975.89
Deposit	02/25/2022	Rate Assistance	1010 · Pacific Prem...	17.26	-42,958.63
Deposit	02/25/2022	Other 1	1010 · Pacific Prem...	0.00	-42,958.63
Deposit	02/25/2022	Other 2	1010 · Pacific Prem...	0.00	-42,958.63
Deposit	02/28/2022	Sani Rec	1010 · Pacific Prem...	-505.71	-43,464.34
Deposit	02/28/2022	Rate Assistance	1010 · Pacific Prem...	21.84	-43,442.50
Deposit	02/28/2022	Other 1	1010 · Pacific Prem...	0.00	-43,442.50

**Avila Beach Community Services District
Deposits by Fund
February 2022**

03/01/22

Type	Date	Memo	Split	Amount	Balance
Deposit	02/28/2022	Other 2	1010 · Pacific Prem...	0.00	-43,442.50
Deposit	02/28/2022	\$ 367.96 BALANCE ADJ CCS	1010 · Pacific Prem...	-183.98	-43,626.48
Total Sanitary					
				-43,626.48	-43,626.48
Solid Waste					
Deposit	02/14/2022	Waste Connections Franchise Fee SW	1010 · Pacific Prem...	-1,239.84	-1,239.84
Total Solid Waste					
				-1,239.84	-1,239.84
Water					
Deposit	02/01/2022	Water Rec	1010 · Pacific Prem...	-1,162.19	-1,162.19
Deposit	02/01/2022	Rate Assistance	1010 · Pacific Prem...	10.39	-1,151.80
Deposit	02/01/2022	Other 1	1010 · Pacific Prem...	0.00	-1,151.80
Deposit	02/01/2022	Other 2	1010 · Pacific Prem...	0.00	-1,151.80
Deposit	02/02/2022	Water Rec	1010 · Pacific Prem...	-568.14	-1,719.94
Deposit	02/02/2022	Rate Assistance	1010 · Pacific Prem...	22.40	-1,697.54
Deposit	02/02/2022	Other 1	1010 · Pacific Prem...	0.00	-1,697.54
Deposit	02/02/2022	Other 2	1010 · Pacific Prem...	0.00	-1,697.54
Deposit	02/03/2022	Water Rec	1010 · Pacific Prem...	-2,402.26	-4,099.80
Deposit	02/03/2022	Rate Assistance	1010 · Pacific Prem...	43.99	-4,055.81
Deposit	02/03/2022	Other 1	1010 · Pacific Prem...	0.00	-4,055.81
Deposit	02/03/2022	Other 2	1010 · Pacific Prem...	0.00	-4,055.81
Deposit	02/04/2022	Water Rec	1010 · Pacific Prem...	-211.77	-4,267.58
Deposit	02/04/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-4,267.58
Deposit	02/04/2022	Other 1	1010 · Pacific Prem...	0.00	-4,267.58
Deposit	02/04/2022	Other 2	1010 · Pacific Prem...	0.00	-4,267.58
Deposit	02/05/2022	Water Rec	1010 · Pacific Prem...	-408.06	-4,675.64
Deposit	02/05/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-4,675.64
Deposit	02/05/2022	Other 1	1010 · Pacific Prem...	0.00	-4,675.64
Deposit	02/05/2022	Other 2	1010 · Pacific Prem...	0.00	-4,675.64
Deposit	02/07/2022	Water Rec	1010 · Pacific Prem...	-2,785.44	-7,461.08
Deposit	02/07/2022	Rate Assistance	1010 · Pacific Prem...	43.18	-7,417.90
Deposit	02/07/2022	Other 1	1010 · Pacific Prem...	0.00	-7,417.90
Deposit	02/07/2022	Other 2	1010 · Pacific Prem...	0.00	-7,417.90
Deposit	02/07/2022	San Juan Irrigation 12/28/21 - 1/25/22	1010 · Pacific Prem...	-768.33	-8,186.23
Deposit	02/07/2022	Front Street Irrigation 12/28/21 - 1/25/22	1010 · Pacific Prem...	-47.88	-8,234.11

**Avila Beach Community Services District
Deposits by Fund
February 2022**

03/01/22

Type	Date	Memo	Split	Amount	Balance
Deposit	02/07/2022	Community Park Restrooms 12/28/21 - 1/25/22	1010 · Pacific Prem...	-243.18	-8,477.29
Deposit	02/07/2022	TCF FY 22 JAN ME - IMPR # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Prem...	-263.44	-8,740.73
Deposit	02/08/2022	Water Rec	1010 · Pacific Prem...	-1,271.16	-10,011.89
Deposit	02/08/2022	Rate Assistance	1010 · Pacific Prem...	11.20	-10,000.69
Deposit	02/08/2022	Other 1	1010 · Pacific Prem...	0.00	-10,000.69
Deposit	02/08/2022	Other 2	1010 · Pacific Prem...	0.00	-10,000.69
Deposit	02/08/2022	2/7/22 ACH SLOCO Booked separately San Juan Irrigation 12...	1010 · Pacific Prem...	768.33	-9,232.36
Deposit	02/08/2022	2/7/22 ACH SLOCO Booked separately Front St Irrigation 12/2...	1010 · Pacific Prem...	47.88	-9,184.48
Deposit	02/08/2022	2/7/22 ACH SLOCO Booked separately Community Park Rest...	1010 · Pacific Prem...	243.18	-8,941.30
Deposit	02/09/2022	Water Rec	1010 · Pacific Prem...	-51.93	-8,993.23
Deposit	02/09/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-8,993.23
Deposit	02/09/2022	Other 1	1010 · Pacific Prem...	0.00	-8,993.23
Deposit	02/09/2022	Other 2	1010 · Pacific Prem...	0.00	-8,993.23
Deposit	02/10/2022	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25...	1010 · Pacific Prem...	-2,221.32	-11,214.55
Deposit	02/10/2022	Water Rec	1010 · Pacific Prem...	-2,740.19	-13,954.74
Deposit	02/10/2022	Rate Assistance	1010 · Pacific Prem...	57.37	-13,897.37
Deposit	02/10/2022	Other 1	1010 · Pacific Prem...	0.00	-13,897.37
Deposit	02/10/2022	Other 2	1010 · Pacific Prem...	0.00	-13,897.37
Deposit	02/12/2022	Water Rec	1010 · Pacific Prem...	-116.01	-14,013.38
Deposit	02/12/2022	Rate Assistance	1010 · Pacific Prem...	10.39	-14,002.99
Deposit	02/12/2022	Other 1	1010 · Pacific Prem...	0.00	-14,002.99
Deposit	02/12/2022	Other 2	1010 · Pacific Prem...	0.00	-14,002.99
Deposit	02/13/2022	Water Rec	1010 · Pacific Prem...	-60.03	-14,063.02
Deposit	02/13/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-14,063.02
Deposit	02/13/2022	Other 1	1010 · Pacific Prem...	0.00	-14,063.02
Deposit	02/13/2022	Other 2	1010 · Pacific Prem...	0.00	-14,063.02
Deposit	02/14/2022	Water Rec	1010 · Pacific Prem...	-4,086.13	-18,149.15
Deposit	02/14/2022	Rate Assistance	1010 · Pacific Prem...	12.82	-18,136.33
Deposit	02/14/2022	Other 1	1010 · Pacific Prem...	0.00	-18,136.33
Deposit	02/14/2022	Other 2	1010 · Pacific Prem...	0.00	-18,136.33
Deposit	02/15/2022	Water Rec	1010 · Pacific Prem...	-865.80	-19,002.13
Deposit	02/15/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-19,002.13
Deposit	02/15/2022	Other 1	1010 · Pacific Prem...	0.00	-19,002.13
Deposit	02/15/2022	Other 2	1010 · Pacific Prem...	0.00	-19,002.13
Deposit	02/16/2022	Water Rec	1010 · Pacific Prem...	-1,722.69	-20,724.82
Deposit	02/16/2022	Rate Assistance	1010 · Pacific Prem...	19.97	-20,704.85

**Avila Beach Community Services District
Deposits by Fund
February 2022**

03/01/22

Type	Date	Memo	Split	Amount	Balance
Deposit	02/16/2022	Other 1	1010 · Pacific Prem...	0.00	-20,704.85
Deposit	02/16/2022	Other 2	1010 · Pacific Prem...	0.00	-20,704.85
Deposit	02/17/2022	Water Rec	1010 · Pacific Prem...	-138.97	-20,843.82
Deposit	02/17/2022	Rate Assistance	1010 · Pacific Prem...	12.82	-20,831.00
Deposit	02/17/2022	Other 1	1010 · Pacific Prem...	0.00	-20,831.00
Deposit	02/17/2022	Other 2	1010 · Pacific Prem...	0.00	-20,831.00
Deposit	02/18/2022	Water Rec	1010 · Pacific Prem...	-12,881.52	-33,712.52
Deposit	02/18/2022	Rate Assistance	1010 · Pacific Prem...	80.83	-33,631.69
Deposit	02/18/2022	Other 1	1010 · Pacific Prem...	0.00	-33,631.69
Deposit	02/18/2022	Other 2	1010 · Pacific Prem...	0.00	-33,631.69
Deposit	02/19/2022	Water Rec	1010 · Pacific Prem...	-372.33	-34,004.02
Deposit	02/19/2022	Rate Assistance	1010 · Pacific Prem...	12.82	-33,991.20
Deposit	02/19/2022	Other 1	1010 · Pacific Prem...	0.00	-33,991.20
Deposit	02/19/2022	Other 2	1010 · Pacific Prem...	0.00	-33,991.20
Deposit	02/21/2022	Water Rec	1010 · Pacific Prem...	-99.81	-34,091.01
Deposit	02/21/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-34,091.01
Deposit	02/21/2022	Other 1	1010 · Pacific Prem...	0.00	-34,091.01
Deposit	02/21/2022	Other 2	1010 · Pacific Prem...	0.00	-34,091.01
Deposit	02/22/2022	Water Rec	1010 · Pacific Prem...	-63.58	-34,154.59
Deposit	02/22/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-34,154.59
Deposit	02/22/2022	Other 1	1010 · Pacific Prem...	0.00	-34,154.59
Deposit	02/22/2022	Other 2	1010 · Pacific Prem...	0.00	-34,154.59
Deposit	02/23/2022	Water Rec	1010 · Pacific Prem...	-863.67	-35,018.26
Deposit	02/23/2022	Rate Assistance	1010 · Pacific Prem...	10.39	-35,007.87
Deposit	02/23/2022	Other 1	1010 · Pacific Prem...	0.00	-35,007.87
Deposit	02/23/2022	Other 2	1010 · Pacific Prem...	0.00	-35,007.87
Deposit	02/24/2022	Water Rec	1010 · Pacific Prem...	-1,300.38	-36,308.25
Deposit	02/24/2022	Rate Assistance	1010 · Pacific Prem...	40.75	-36,267.50
Deposit	02/24/2022	Other 1	1010 · Pacific Prem...	0.00	-36,267.50
Deposit	02/24/2022	Other 2	1010 · Pacific Prem...	0.00	-36,267.50
Deposit	02/25/2022	Water Rec	1010 · Pacific Prem...	-163.89	-36,431.39
Deposit	02/25/2022	Rate Assistance	1010 · Pacific Prem...	23.21	-36,408.18
Deposit	02/25/2022	Other 1	1010 · Pacific Prem...	0.00	-36,408.18
Deposit	02/25/2022	Other 2	1010 · Pacific Prem...	0.00	-36,408.18
Deposit	02/28/2022	Water Rec	1010 · Pacific Prem...	-657.57	-37,065.75
Deposit	02/28/2022	Rate Assistance	1010 · Pacific Prem...	33.60	-37,032.15

Avila Beach Community Services District
 Deposits by Fund
 February 2022

03/01/22

Type	Date	Memo	Split	Amount	Balance
Deposit	02/28/2022	Other 1	1010 · Pacific Prem...	0.00	-37,032.15
Deposit	02/28/2022	Other 2	1010 · Pacific Prem...	0.00	-37,032.15
Deposit	02/28/2022	\$ 367.96 BALANCE ADJ CCs	1010 · Pacific Prem...	-183.98	-37,216.13
Total Water				-37,216.13	-37,216.13
TOTAL				-89,536.71	-89,536.71

Avila Beach Community Services District
Checks by Fund w/Accounts
 February 2022

03/03/22

Type	Date	Num	Name	Memo	Account	Amount	Balance	
Check	02/01/2022		Paymenttech	merchant cc fees	5120 · Chase Paymentech	14.58	14.58	
Check	02/02/2022	EFT	GetStreamline.com / Digital De...	monthly ABCSD Streamline	6170 · Website	200.00	214.58	
Check	02/02/2022		Caltronics Business Systems		6550 · Operating Supplies	20.29	234.87	
Check	02/03/2022	3149	Nikki Engle Bookkeeping	Bookkeeping Inv. 2979 1/26/22	6102 · Accounting	450.00	684.87	
Check	02/03/2022	3150	Pacific Heating	Inv. 19233122721 12/27/21 HVAC 100 S...	6542 · Maintenance	977.81	1,662.68	
Check	02/03/2022	3152	Creative Technologies, Inc.	Inv. 6938 Run Date 12/30/21 Customer N...	6142 · Postage & Shipping	174.60	1,837.28	
Check	02/03/2022	3153	Hagemann & Associates	Inv. 1177 1/30/22 Contract Labor GM	6506 · Contract Labor GM	1,160.00	2,997.28	
Check	02/03/2022		U.S. Postal Service	board pkts	6142 · Postage & Shipping	12.60	3,009.88	
Check	02/03/2022		Paymenttech	merchant cc fees	5120 · Chase Paymentech	19.05	3,028.93	
Check	02/07/2022		American Express Discount	Amex	5110 · Amex	20.00	3,048.93	
Check	02/08/2022		InvoiceCloud	Invoice Cloud merchant fees	5140 · Invoice Cloud	366.88	3,415.81	
Check	02/09/2022		Paymenttech	merchant cc fees	5120 · Chase Paymentech	10.55	3,426.36	
Check	02/10/2022		Cal Tec Computers	computer repairs	6524 · Equip. Rep. & Maint. Avila ...	40.00	3,466.36	
Check	02/14/2022		Cal Tec Computers	computer repairs	6524 · Equip. Rep. & Maint. Avila ...	37.25	3,503.61	
Check	02/16/2022	3154	Hagemann & Associates	Contract Labor GM Inv. 1178 2/15/22	6506 · Contract Labor GM	1,305.00	4,808.61	
Check	02/16/2022	3157	Nikki Engle Bookkeeping	Inv. 2994 2/9/22 Bookkeeping	6102 · Accounting	480.00	5,288.61	
Check	02/16/2022	3158	Price, Postel & Parma LLC	File. 24425-00001 Inv. 191150 1/26/22 ...	6135 · Legal	897.00	6,185.61	
Check	02/16/2022	3158	Price, Postel & Parma LLC	File. 24425-00001 Inv. 192547 2/1/22 ...	6135 · Legal	230.00	6,415.61	
Check	02/16/2022	3160	Fedak & Brown, LLP	FY 2020-21 Audit State Controllers Report	6103 · Accounting Audit	620.00	7,035.61	
Check	02/16/2022	3162	Creative Technologies, Inc.	Inv. 7038 Run Date 2/4/22 Customer Nu...	6142 · Postage & Shipping	174.60	7,210.21	
Check	02/16/2022	3163	Five Cities Water Systems	Work Order: 52659 2/10/22	6567 · Repairs, Building	860.00	8,070.21	
Check	02/16/2022	3167	Coastline Cleaning Co.	Office Maintenance Inv. 2257 (Jan 2022)	6542 · Maintenance	165.00	8,235.21	
Check	02/16/2022	3167	Coastline Cleaning Co.	Exterior Clean Up of Leaves, Sand and D...	6542 · Maintenance	25.00	8,260.21	
Check	02/18/2022	EFT	Brezline Pest	merchant cc fees	6542 · Maintenance	65.00	8,325.21	
Check	02/18/2022		Paymenttech	12 mos	5120 · Chase Paymentech	10.70	8,335.91	
Check	02/22/2022		The Tribune		6120 · Dues & Subscriptions	484.14	8,820.05	
Check	02/22/2022	EFT	Public Employees Retirement S...	Kristi 2/1 - 2/15/22	2250 · PERS Liability	204.48	9,024.53	
Check	02/22/2022	EFT	Public Employees Retirement S...	Kristi 2/1 - 2/15/22	5256 · PERS Co Pd Kristi	31.10	9,055.63	
Check	02/23/2022	EFT	PG&E	100 San Luis St.	6590 · Utilities	204.15	9,259.78	
Check	02/23/2022		Amazon		6143 · Supplies, Office	168.20	9,427.98	
Check	02/23/2022		Steve Pangelina	Refund due to overpayment	6143 · Supplies, Office	53.66	9,481.64	
Check	02/23/2022	3170	John Ronca	Refund due to overpayment - Acct# 156, ...	6999 · Ask My Accountant	162.61	9,644.25	
Check	02/23/2022	3171	Paymenttech	merchant cc fees	6999 · Ask My Accountant	1,896.51	11,540.76	
Check	02/24/2022		Spectrum	Acct #. 8245100980033571	5120 · Chase Paymentech	69.63	11,610.39	
Check	02/25/2022	EFT			6585 · Telephone / Internet	224.95	11,835.34	
Total General / Admin							11,835.34	11,835.34
Lights								
Check	02/23/2022	EFT	PG&E	Front St. Lights acct# 5796765606-7	6590 · Utilities	402.53	402.53	
Total Lights							402.53	402.53
Sanitary								

Avila Beach Community Services District
Checks by Fund w/Accounts
 February 2022

03/03/22

Type	Date	Num	Name	Memo	Account	Amount	Balance	
Check	02/01/2022		2 Mexicans LLC	Inv # 01039 WWTP Sea Train Relocation	8245e · WWTP Construction	645.00	645.00	
Check	02/02/2022	EFT	South County Sanitary Service	Acct. Number 4120-3104357 2 Yd Dump...	6590 · Utilities	134.96	779.96	
Check	02/03/2022	3148	Fluid Resource Management, I...	January 2022 Ops. Sanitary Inv. F21543	6505 · Contract Labor O & M	15,812.83	16,592.79	
Check	02/03/2022	3148	Fluid Resource Management, I...	Supplies A21489	6550 · Operating Supplies	55.33	16,648.12	
Check	02/03/2022	3148	Fluid Resource Management, I...	W21313 Alarm Call Out Tank Mixer Failed	6522 · Equip. Rep. & Maint-Avila ...	919.43	17,567.55	
Check	02/03/2022	3148	Fluid Resource Management, I...	W21439 SCADA Failure	6522 · Equip. Rep. & Maint-Avila ...	1,080.00	18,647.55	
Check	02/03/2022	3151	Brenntag Pacific, Inc.	Inv BPI212098 1/20/22	6503 · Chemicals	957.93	19,605.48	
Check	02/03/2022	3151	Brenntag Pacific, Inc.	Inv. BPI213854 1/27/22	6503 · Chemicals	1,087.00	20,692.48	
Check	02/03/2022	3153	Hagemann & Associates	Contract Labor Sanitary System	6507 · Contract Labor Civil Engin...	2,900.00	23,592.48	
Check	02/07/2022		Waste Connections		8245e · WWTP Construction	362.48	23,954.96	
Check	02/15/2022	EFT	AT&T	acct # 287272916182 tablet 805 234-1720	6585 · Telephone / Internet	23.50	23,978.46	
Check	02/16/2022	3154	Hagemann & Associates	Contract Labor Sanitary System	6507 · Contract Labor Civil Engin...	3,335.00	27,313.46	
Check	02/16/2022	3155	Kies & Son Construction, Inc.	22-102 Manhole Project Final Payment	8246d · WW Swr Ln Rplmt Const ...	8,842.00	36,155.46	
Check	02/16/2022	3156	Brenntag Pacific, Inc.	Inv. BPI215863 2/3/22	6503 · Chemicals	1,019.66	37,175.12	
Check	02/16/2022	3158	Price, Postel & Parma LLC	File 224425-00001 Inv. 191150 WWTP 1/...	6135 · Legal	621.00	37,796.12	
Check	02/16/2022	3158	Price, Postel & Parma LLC	File 224424-00001 Inv. 192547 2/11/22 ...	6135 · Legal	759.00	38,555.12	
Check	02/16/2022	3159	Garing, Taylor & Associates, Inc.	Inv. 18211 San Miguel Sewer Line Project	8246 · WW Swr Ln Rplmt San Migl	94.50	38,649.62	
Check	02/16/2022	3161	Great Western Alarm	Alarm Service Call on 2/2/22	6522 · Equip. Rep. & Maint-Avila ...	85.00	38,734.62	
Check	02/16/2022	3165	Speed's, Inc.	Solids Handling 12/17/21 Inv. S66817 Du...	6580 · Solids Handling	528.00	39,262.62	
Check	02/16/2022	3166	Speed's, Inc.	Solids Handling 1/13/22 61432	6580 · Solids Handling	1,528.00	40,790.62	
Check	02/16/2022	3168	Abalone Coast Analytical, Inc.	Statement 2/1/22 Statement # 5445	6540 · Lab Tests	4,135.00	44,925.62	
Check	02/17/2022	EFT	AT&T	acct # x 0885 Internet	6585 · Telephone / Internet	58.85	44,984.47	
Check	02/23/2022	EFT	PG&E	Lift Station acct# 6338432238-2	6590 · Utilities	116.07	45,100.54	
Check	02/23/2022	EFT	PG&E	3rd & San Fran St. pump	6590 · Utilities	2,535.84	47,636.38	
Check	02/23/2022	3169	Coastal Demo Inc.	Demo & Haul Off Wood Building	8245e · WWTP Construction	3,960.00	51,596.38	
Check	02/25/2022		Cross Company	Drager Tubes	6550 · Operating Supplies	516.57	52,112.95	
Total Sanitary							52,112.95	52,112.95
Water								
Check	02/03/2022	3148	Fluid Resource Management, I...	January 2022 Ops. Water Inv. F21543	6505 · Contract Labor O & M	5,295.07	5,295.07	
Check	02/03/2022	3153	Hagemann & Associates	Contract Labor Water System	6507 · Contract Labor Civil Engin...	1,160.00	6,455.07	
Check	02/16/2022	3154	Hagemann & Associates	Contract Labor Water System	6507 · Contract Labor Civil Engin...	870.00	7,325.07	
Check	02/16/2022	3164	Dept of Environment Health Ser...	Inv. # IN137516 Cross Connections	6565 · Regulatory Compliance	75.60	7,400.67	
Check	02/23/2022	EFT	PG&E	1717 Cave Landing Rd.	6590 · Utilities	189.82	7,590.49	
Total Water							7,590.49	7,590.49
TOTAL						71,941.31	71,941.31	



FLUID RESOURCE MANAGEMENT

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

Statement

Date
3/9/22

Phone # 805.597.7100 Fax # 805.597.7171

California Certified Small Business #1120142

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

Amount Due	Amount Enc.
\$25,782.96	

Date	Transaction	Amount	Balance		
02/28/22	348F11001 Monthly OPS/Maint- INV #F21614. Orig. Amount \$21,107.90.	21,107.90	21,107.90		
01/31/22	348F11001 Monthly OPS/Maint:348FW11001 Water:348AW17001 Add Services water- INV #A21579. Orig. Amount \$165.70.	165.70	21,273.60		
01/31/22	W21445 Cleanout Primary Lift Station- INV #W21445. Orig. Amount \$1,098.50.	1,098.50	22,372.10		
02/18/22	W21508 First Street Vacuum truck- INV #W21508. Orig. Amount \$2,634.00.	2,634.00	25,006.10		
02/24/22	W21562 Callout - High Primary Scum Alarm- INV #W21562. Orig. Amount \$388.43.	388.43	25,394.53		
02/22/22	W21567 Water leak on Front St.- INV #W21567. Orig. Amount \$388.43.	388.43	25,782.96		
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
24,518.76	1,264.20	0.00	0.00	0.00	\$25,782.96

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

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: March 15, 2022

SUBJECT: General Manager/District Engineer Report

Zone 3 Technical Advisory Committee

The Zone 3 Technical Advisory Committee's met on March 9th, 2022. The agenda packet for the March 9th meeting is included as an attachment to this staff report. The current Lopez Reservoir Conditions are gloomy and the rain forecast from John Lindsey is not encouraging. As of this writing, the reservoir is at 29% of capacity with 14,640 AF in storage. That is about two years' worth of water supply if we don't receive any significant rainfall. The major issues for the TAC and the Zone 3 Advisory Committee continue to be completing the Lopez Contract changes and now the County is looking into an option to refinance the 2011 Revenue Bonds. The refinancing will not extend the current 2031 Bond pay-off date, but with lower interest rates it could save the Flood Control District at total \$400,000 - \$750,000 over the next nine years. The District will not incur any consultant or refinance charges if the District chooses not to move forward.

Form 700 Annual Statements

As a final reminder, the Director's Annual Statement of Economic Interests (Form 700) for 2021 filing deadline will end on Friday April 1. Staff is available to assist you with questions or the process to file the Form 700 on-line.

Wastewater Treatment Plant Project Status Report

The WWTP improvement project is gaining momentum. From a house keeping standpoint we have re-located the critical spare parts storage sea train from the WWTP to the water tank site and demolished and hauled off the old wood building that was located near the MBR pad. I am also working with Avila Beach Resorts (ABR) representatives to obtain a temporary construction easement (TCE) agreement to use the former parking lot adjacent to the WWTP as a temporary construction lay down and staging area. ABR has indicated that don't have any issues with the District using the area and District legal counsel has drafted a TCE for ABR's review and comment.

On February 23, we had an initial construction coordination meeting with the general contractor (Hartzell), his subcontractors, Cannon Engineering (our CM Contractor), Wallace Group (Design Engineer), Cloacina (MBR manufacturer) and Fluid Resource Management (Plant operations). The electrical subcontractor advised that some of the electrical components currently have a very long lead time (as much a nine months) that may impact completion of the project. This is due to the supply chain issues. Hopefully, these issues will ease up, but we are scheduling construction as best we can to anticipate the potential for these issues. The Cloacina advised the MBR unit should be ready for delivery in August. I anticipate site construction will begin in late March.

**ZONE 3
TECHNICAL ADVISORY COMMITTEE
Wednesday March 9, 2022
9:00 - 11:00 am**

Agenda

Phone line: +1 (646) 749-3122
Access Code: 617-462-197

OR

Webinar: <https://global.gotomeeting.com/join/617462197>

1. Announcements	All
2. General Operations and Water Report <ul style="list-style-type: none"> • Summary Notes – February • Monthly Operations Report – February • Lopez Storage Projections – February 	David
3. Current Reservoir Conditions	Kyle
4. Declaration of Surplus Water	David
5. Contract Changes Update	David (Verbal)
6. Bond Refinance	David
7. AG Gauge Project Update	David
8. Capital Projects Update	David
9. Future Agenda items? <ul style="list-style-type: none"> • Project Updates • HCP/Instream Studies • Zone 3 Boundary Change 	All

*14,460 AF
29%
Downstream
Release.
20 MGD
3/1/22*

Attachments:

- A. Summary Notes - February
- B. Lopez Monthly Operations Report – February
- C. Lopez Storage Projections Chart – February
- D. Declaration of Surplus Water
- E. Bond Refinance
- F. AG Gauge Staff Report and MOU
- G. Capital Projects Update

Next Meeting Date: April 13, 2022

ZONE 3

TECHNICAL ADVISORY COMMITTEE

WEDNESDAY February 9, 2022 (9:00-11:00 AM)

Via GotoMeeting

SUMMARY NOTES – DRAFT

Attendees via GoTo Meeting: Shane Taylor (Arroyo Grande), Ben Fine (Pismo Beach), Will Clemens (OCSD), Brad Hagemann (ABCSD), Jim Garing, John Wallace, Dan Heimel, David Spiegel (PW Dept), Kyle James (PW Dept), John Diodati (PW Dept) Kate Ballantyne (PW Dept), Francesca Devlin (PW Dept).

1. Announcements –

- Brad Hagemann – Announced Geoff English is now the General Manager for San Miguelito Mutual Water Company
- Ben Fine – Announced AG agreed to the cost share agreement for Central Coast Blue, Grover Beach City Council will hear it on February 15th, and Pismo Beach City Council will consider it on March 1st. Central Coast Blue Project will be brought to City Council to be BID ready/ready to advertise.

2. General Operations and Water Supply Report –

- No comments on January Summary notes.
- David Spiegel reviewed the Lopez Storage Projections.

3. Current Reservoir Conditions –

- Kyle James reported the Storage = 14,728 AF @ 30% Capacity. Downstream releases are at 2.6 MGD (instantaneous reading); WTP at 2.7 MGD; SWP at 1.6 MGD. Rainfall to date 11.6 inches.

4. District-CCWA drought mitigation State Water Transfer Opportunity

- Kate Ballantyne presented the proposed water transfer opportunity with CCWA to provide water for capacity. CCWA would get 1000 AF of physical water in San Luis Reservoir for 1000 AF of capacity in the coastal branch. This is a one-time transfer as a drought mitigation strategy. The transfer is open ended for the District, no timeline to take the water.
- Concerns were over existing capacity
- Costs to shutdown and startup the plant
- Cost/AF of State Water
- Needs subcontractor support
- Arroyo Grande working on emergency contract for State Water with Oceano or Pismo.

5. Zone 3 Contract Changes Update –

- MND is out for public review, no formal comments have been received to date. Need all agencies comments by February 24th. Will take contract to the BOS in July or August.
- This is a key milestone releasing the environmental document.

6. CIP Project Update –

- David Spiegel discussed the Zone 3 CIP Projects.
- No Comments or Questions

7. Cloud Seeding Update

- No Update

8. Advisory Committee Appointment Endorsement

- No Objections

9. Future Agenda Items –

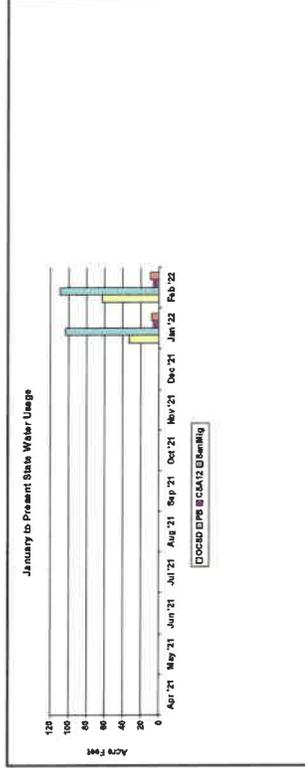
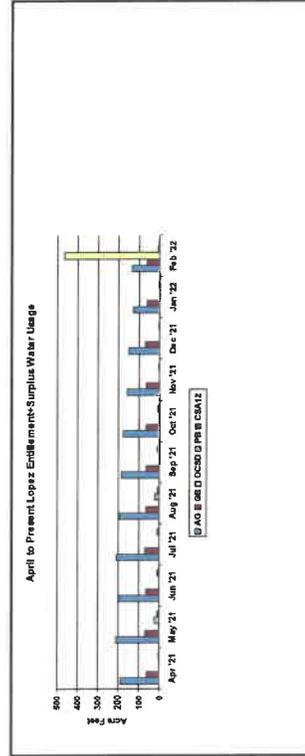
- Downstream Release Considerations
- HCP/Instream Studies
- Stored State Water in Lopez – Evaporation
- Zone 3 Boundary Change

Next Meeting March 9, 2022

Summary Notes Prepared by David Spiegel

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

Contractor	Lopez Water Deliveries										State Water Deliveries										
	This Month					April to Present					This Month			January to Present							
	Entl.	Surplus Water Declared	Surplus Requested	Total Available Water	Entitlement	Usage	%	Surplus	Usage	%	Total	Usage	%	Annual Request	Usage	% of Annual Request	Change in Storage	SWP Deliveries	SWP Deliveries	Total Water Deliveries This Month	
Arroyo Grande	2061	807.00	807.00	2868	135.65	6.6%	0.00	0.0%	135.65	0.0%	1934.09	67.4%	750	62.50	8.3%	95.56	12.7%			135.65	
Oceano CSD	272.7	107.00	107.00	380	465.86	170.8%	0.00	0.0%	465.86	122.7%	465.86	122.7%	1240	110.00	8.9%	213.91	17.3%			528.36	
Grover Beach	720	282.00	282.00	1002	60.98	8.5%	0.00	0.0%	722.35	72.1%	722.35	72.1%	96	6.39	6.7%	12.33	12.8%			119.17	
Pismo Beach	802.8	314.00	314.00	1117	9.17	1.1%	0.00	0.0%	55.30	5.0%	55.30	5.0%	120	9.48	7.9%	17.29	14.4%			11.43	
CSA 12	220.5	86.00	86.00	307	5.04	2.3%	0.00	0.0%	68.45	22.3%	68.45	22.3%	2206	188.37	8.5%	339.09	15.4%			9.48	
San Miguelito																					
Total	4077	1596.00	1596.00	5673	676.70	16.6%	0.00	0.0%	3246.05	57.2%	3246.05	57.2%	2206	188.37	8.5%	339.09	15.4%	106.00	753.74	865.07	



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

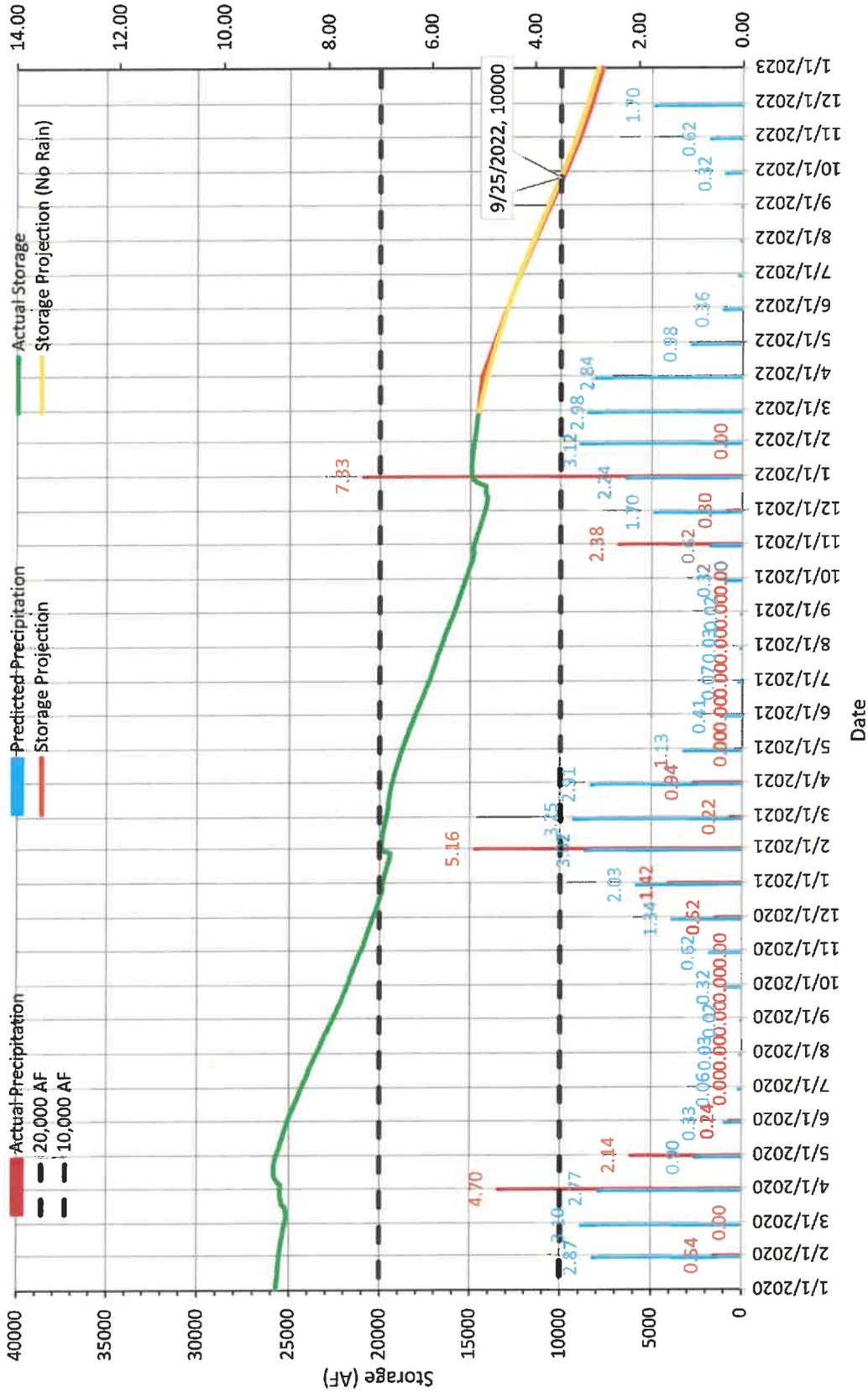
Lopez Dam Operations	This Month	Year to Date
Lake Elevation (full at 522.37 feet)	467.67	-54.70
Storage (full at 49200 acre feet)	14509	29.5%
Rainfall	0.03	11.07
Downstream Release (4200 acre feet/year)	70.8	2826.42
Spillage (acre feet)	0	0.00

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

Comments:

- Oceano supplied water to Canyon Crest via Arroyo Grande's Edna turn out. A total of 1.61 AF delivered to Canyon Crest was added to Oceano's water usage this month and 1.61 AF was subtracted from Arroyo Grande's usage this month.
 - Lopez Water Deliveries are now operated under the Low Reservoir Response Plan (LRRP). In August 2021 TAC requested a 10% entitlement reduction (retroactive to April 2021) in anticipation of reaching the 15,000 AF trigger of the LRRP. Entitlements shown represent a 10% reduction.
- Surplus water shown is actually "Carry Over" water as designated in the LRRP.

LOPEZ RESERVOIR STORAGE PROJECTION



1. Storage projection is based on predicted rainfall from longrangeweather.com, inflow based on predicted rainfall, 20-21 downstream release requests, and municipal usage.
2. Municipal Usage is based on Jan 2010- Dec 2020 average monthly deliveries.
3. Predicted inflow is based off of historical precipitation and storage data. Antecedent moisture conditions are factored into the model. The first rainstorms after months without rain will cause less inflow than rainstorms during the rainy season. If the average daily rainfall for the previous three months is below 1 inch the model will multiply the predicted inflow by 0.1, if the average is above 1 inch the inflow is multiplied by 1.25.



SAN LUIS OBISPO COUNTY DEPARTMENT OF PUBLIC WORKS

County Government Center, Room 206 • San Luis Obispo CA 93408 • (805) 781-5252

Fax (805) 781-1229

email address: pwd@co.slo.ca.us

Wade Horton, Director

TO: Zone 3 Advisory Committee

FROM: David Spiegel, Senior Utilities Engineer

VIA: Kate Ballantyne, Deputy Director

DATE: April 19, 2022

SUBJECT: Declaration of Surplus Water and Low Reservoir Response Plan

Recommendation:

1. Recommend that the Board of Supervisors of the San Luis Obispo County Flood Control and Water Conservation District declare Surplus Water as described in Article 4 Sections (C) and (D) of the Water Supply Contracts, in the estimated amount of 2671 acre feet, or as adjusted by final year-end water accounting, and
2. Recommend that the Board of Supervisors of the San Luis Obispo County Flood Control and Water Conservation District continue to implement the Low Reservoir Response Plan adopted by the Board of Supervisors on August 10, 2021 .

Discussion

Surplus Water

Every year the San Luis Obispo County Flood Control and Water Conservation District (District) declares surplus water per the water supply contracts for Zone 3 of the District. The Zone 3 water supply contracts define surplus water as “The portion of the Safe Yield for Project water remaining after distributions of water during the said previous Water Year” (Article 4 (D)). The declaration of surplus water does not mean that there is an amount of “excess” water in the reservoir; in short, surplus water is water that was saved from the previous year’s municipal and downstream entitlements. The Water Supply

Contracts specify that surplus water is offered to the Zone 3 agencies in proportion to their participation in the project. Table 1 below shows estimated agency surplus water accounts per the Zone 3 water supply contracts. The Board action for formal declaration of surplus water is scheduled for April 19, 2022.

Lopez Water - Estimated Surplus Water for 2022/2023 by Contract

A	B	C	D	E	F	G	H	I	J	K
2021-22 Water Available Per Contract		Surplus Available Per Contract			Actual Deliveries April 2021-Feb 2022		Estimated Deliveries ¹		Surplus by Contract (Superseded by LRRP)	
Contractor	Entitlement	Surplus ³	Surplus Requested ⁴	Total Available	Entitlement	Surplus	March 2021	Total Deliveries thru WY 2020/21	Surplus Generated Unused Entitlement	Surplus Available Total Surplus by percent of Entitlement
Arroyo Grande	2,290	807	807	3,097	1,934	0	179	2,113	177	1,350
Pismo Beach ²	892	314	314	1,206	55	0	0	55	837	526
Grover Beach	800	282	282	1,082	722	0	67	789	11	472
Oceano CSD ⁵	303	107	107	410	0	0	0	0	303	179
CSA 12	245	86	86	331	63	0	3	68	177	145
Sub Totals	4,530	1,596	1,596	6,126	2,775	0	250	3,026	1,504	2,671
Downstream	8,200				2,826		207	3,033	1,167	0
Total	8,730				5,602	0	457	6,059	2,671	2,671

NOTES

1. March 2022 usage estimated based on March 2021 usage, up to maximum available
2. Includes subcontract for 92 AF from CSA12
3. Surplus water as declared on 5/18/2021 at BOS
4. Surplus Requested/Purchased by each Agency
5. Oceano's usage for February is assumed to be zero. A large discrepancy in the meter read indicates a faulty meter or main line leak

CALCULATIONS

- Columns A-E from BOS 5.18.2021 Surplus Water Declaration
- Columns F-I actual and projected water deliveries for water year 21/22
- Columns J-K surplus water calculations per Water Supply Contracts

The declaration of Surplus Water this year is a contract formality because the reservoir is still being operated under the Board adopted Low Reservoir Response Plan (LRRP).

Low Reservoir Response Plan

The LRRP goes into effect when two triggers are met; 1) Board of Supervisors declares a Zone 3 or County-wide water emergency and 2) the reservoir level drops below 20,000 AF. Therefore, the LRRP is still in effect. The LRRP provides for three temporary changes to the declaration of "Surplus Water":

1. Unused downstream releases below 4,200 acre feet will not be counted as surplus water
2. Any surplus water generated by an individual agency will only be available for use by that agency, and
3. Each agency may "carry over" any of its unused water from the previous year (subject to evaporation losses)

The amount of water available varies depending on the total amount of water stored in the reservoir. Above 15,000 AF entitlements are at 100%. However, that number

decreases by 10% (applied to the agency’s entitlement only) if the reservoir reaches 15,000 acre feet in storage and 20% when reservoir levels reach 10,000 AF. Currently the reservoir is just below the 15,000 acre foot level so entitlements have been, and continue to be, reduced by 10%.

Attachment 4 shows Lopez Reservoir storage projections which indicates that should water usage mimic previous water years and without significant rainfall, reservoir levels will continue to drop close to the 10,000 AF level by the end of September.

Zone 3 agencies via the Zone 3 Technical Advisory Committee (TAC) are concerned that the lack of rainfall to date will extend the effects of the drought. It is the recommendation of the TAC that the LRRP reductions may need to be expedited to conserve existing reservoir capacity.

Table 2 below provides estimated Agency water supplies for 22-23 while continuing to operate under the LRRP and is summarized in further detail in Attachment 3.

Water Supply Estimate for 2022-2023 under the LRRP is summarized below:

Contractors	Entitlement at 20,000 AF trigger	Unused Carryover in 21 -22 ¹	Unused Entitlement in 21-22 "New Carryover"	Water Accounts by Agency 22-23
Arroyo Grande	2,061	881	-52	2,868
Pismo Beach	803	505	748	2,043
Grover Beach	720	331	0	1,043
Oceano CSD	273	459	273	993
CSA 12	221	289	153	655
Totals	4,077	1,596	1,121	7,601

1. Amounts shown have been adjusted for evaporation per the LRRP.
 (All amounts shown are subject to minor variations based on year end water accounting.)

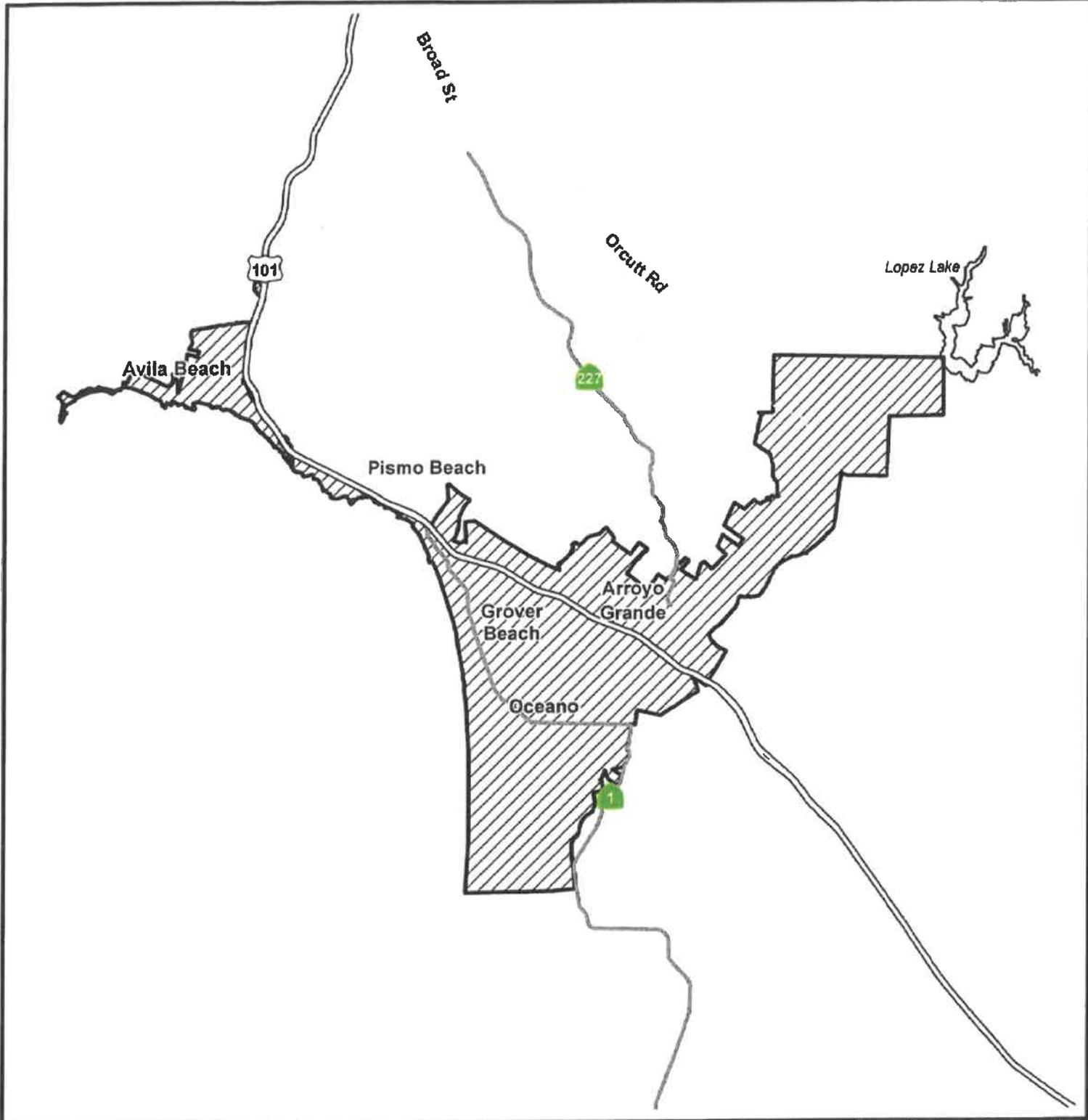
Results

Declaration of surplus water and continued implementation of the LRRP will provide water to Zone 3 of the San Luis Obispo County Flood Control and Water Conservation District in amounts necessary to mitigate the extended water supply emergency and help protect the groundwater basin and promote good water management resulting in a healthy, livable and well governed communities.

ATTACHMENTS

- 1 Vicinity Map
- 2 Lopez Water - Surplus Water Available 2022/2023 by Contract
- 3 Lopez Water Supplies Under the LRRP for 2022/2023
- 4 Lopez Reservoir Storage Projection

DRAFT



VICINITY MAP

FLOOD CONTROL AND WATER CONSERVATION DISTRICT ZONE 3
South County, CA

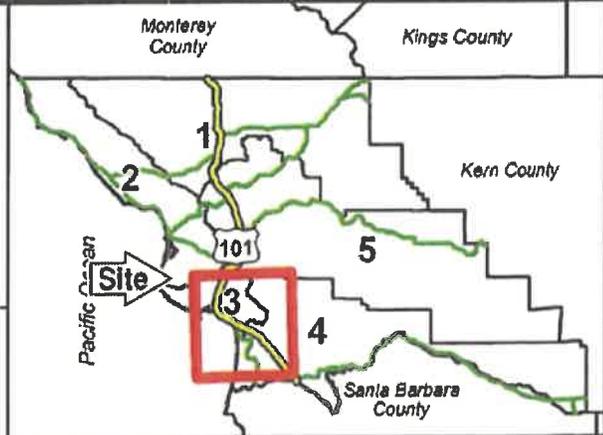
COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF PUBLIC WORKS

1:150,000



Map by: BJclose

Date: 8/16/2018





San Luis Obispo County

Refunding Update:
Lopez Dam 2011A Revenue Bonds

February 8, 2022



2054 University Avenue, Suite 300, Berkeley, CA 94704
phone 510-839-8200

Overview:

Refunding of 2011A Lopez Dam Revenue Bonds

Outstanding Revenue Bonds

- Par amount of \$12.75 Million
- Maturity range of 8/1/2022 – 8/1/2030; interest rate range of 5.0% – 5.5%
- Callable on 8/1/2021 (can be refinanced for savings)

Refunding Approach – Bank Private Placement

- Refunding structure attractive to private bank market (lower par size and short tenor)
 - Select bank private placement indicative rates range from a low of 1.75% (without insurance) to a high of 2.77% (with insurance)
 - The County would conduct a formal bank procurement process and solicit rates from a broader representation of the market to achieve the lowest cost of borrowing
- Execution efficiencies
 - No public rating, no public disclosure document (POS/OS), no continuing disclosure (pursuant to SEC Rule 15c2-12), lower cost of issuance

Refunding Assumptions

- Closing date of May 2022
- Private placement indicative rates as of February 8, 2022
- Cost of issuance assumed at \$200k
- Insurance cost of 0.50% of total debt service (if required)

2031 end date
Stays the same

Estimated Refunding Results:

Indicative Rate Range as of February 2022

Sources of Funds:	Low-Rate Estimate (No Insurance) (1.75% rate)	Insurance) (2.77% rate)	
Par Amount:	\$13,175,000	\$13,250,000	
	\$13,175,000	\$13,250,000	
Uses of Funds:			
Refunding Escrow Requirement:	\$12,974,524	\$12,974,524	
Cost of Issuance:	200,000	200,000	
Insurance:	0	74,318	
Additional Proceeds:	476	1,158	
	\$13,175,000	\$13,250,000	
Summary of Refunding Savings:			
True Interest Cost (TIC):	1.750%	2.771%	
Par Amount of Refunded Bonds:	\$12,750,000	\$12,750,000	
% Savings of Refunded Bonds:	12.6683%	7.3415%	
Net Present Value (PV) Savings:	\$1,615,204	\$936,042	
Gross Cash Flow Savings:	\$1,745,431	\$1,057,130	
Average Annual Savings:	\$193,937	\$117,459	
Fiscal Year	Prior Debt Service	Refunding Debt Service	Annual Savings
2023	1,774,975	1,583,532	191,443
2024	1,768,613	1,573,550	195,063
2025	1,766,100	1,574,181	191,919
2026	1,764,875	1,569,419	195,456
2027	1,769,525	1,574,219	195,306
2028	1,768,625	1,573,538	195,088
2029	1,767,500	1,572,419	195,081
2030	1,772,375	1,580,775	191,600
2031	1,768,125	1,573,650	194,475
Total	\$15,920,713	\$14,175,282	\$1,745,431
		\$14,863,583	\$1,057,130



Refunding Sensitivity Analysis

- Assuming the current high rate estimate of 2.77% and the cost of insurance, rates could still increase and produce refunding savings
- The 2011 Refunding Revenue Bonds targeted savings in the 3% - 5% range at issuance:
 - Rates could increase by 52 basis points for the refunding to achieve 5% NPV savings
 - Rates could increase by an additional 46 basis points or cumulative 98 basis points to achieve 3% NPV savings

Sources of Funds:	5% NPV Savings (+52 basis points)	3% NPV Savings (+98 basis points)			
Par Amount:	\$13,255,000	\$13,255,000			
Uses of Funds:					
Refunding Escrow Requirement:	\$12,974,524	\$12,974,524			
Cost of Issuance:	200,000	200,000			
Insurance:	75,923	77,337			
Additional Proceeds:	4,552	3,138			
	\$13,255,000	\$13,255,000			
Summary of Refunding Savings:					
True Interest Cost (TIC):	3.291%	3.751%			
Par Amount of Refunded Bonds:	\$12,750,000	\$12,750,000			
% Savings of Refunded Bonds:	5.0219%	3.0297%			
Net Present Value (PV) Savings:	\$640,292	\$386,292			
Gross Cash Flow Savings:	\$736,019	\$453,277			
Average Annual Savings:	\$81,780	\$50,364			
Fiscal Year	Prior Debt Service	Refunding Debt Service	Annual Savings	Refunding Debt Service	Annual Savings
2023	1,774,975	1,690,568	84,407	1,722,780	52,195
2024	1,768,613	1,688,645	79,968	1,716,031	52,581
2025	1,766,100	1,684,559	81,542	1,716,531	49,569
2026	1,764,875	1,684,074	80,801	1,715,156	49,719
2027	1,769,525	1,687,027	82,498	1,721,719	47,806
2028	1,768,625	1,688,335	80,290	1,716,219	52,406
2029	1,767,500	1,683,081	84,420	1,718,656	48,844
2030	1,772,375	1,691,099	81,277	1,723,750	48,625
2031	1,768,125	1,687,307	80,818	1,716,594	51,531
Total	\$15,920,713	\$15,184,693	\$736,019	\$15,467,436	\$453,277



**SAN LUIS OBISPO COUNTY FLOOD CONTROL AND WATER CONSERVATION
DISTRICT**

Department of Public Works

John Diodati, Interim Director

TO: Zone 3 Technical Advisory Committee

FROM: Courtney Howard, Water Resources Division Manager

**VIA: David Spiegel, Utilities Senior Engineer
Nola Engelskirger, Utilities Division Manager**

DATE: March 9, 2022

**SUBJECT: Request to Reaffirm Support for the Arroyo Grande Stream Gauge
Modification Project**

RECOMMENDATION

It is recommended that your committee reaffirm support for the Arroyo Grande Stream Gauge Modification Project.

DISCUSSION

Since 1999, the District has been developing a Habitat Conservation Plan (HCP) for Zone 3 operations and the release of water from Lopez Lake into Arroyo Grande Creek. The need for the HCP is based primarily on Federal regulations covering endangered species and State requirements covering water rights. The Final Draft HCP was submitted to the National Marine Fisheries Service and U.S. Fish & Wildlife Service for regulatory review in March 2004. Federal review has been lengthy and is ongoing.

The Final Draft HCP identified a number of potential projects for improvement of the steelhead habitat within and around Arroyo Grande Creek and recognizes the need to replace the Arroyo Grande Stream Gage Station (Gage Station), which has been identified as a fish passage barrier that impairs the ability of steelhead trout from migrating upstream to habitat that enhances their survival and spawning.

Creek Lands (formerly known as Central Coast Salmon Enhancement) completed its own set of independent studies of Arroyo Grande Creek and in addition, developed a listing of improvement projects in Arroyo Grande Creek including the Gage Station. In addition, Creek Lands has been applying for grants for funding to develop a project to either modify or relocate the Gage Station.

On May 3, 2005, the Board executed a resolution (attached) authorizing the Director of Public Works to develop a MOU between the San Luis Obispo County Flood Control and Water Conservation District, Zone 3 and Creek Lands for a joint project for the modification or relocation of the Gage Station (Project) and on January 15, 2008, the Board adopted the MOU allowing the Project to proceed through the design and construction phases.

Creek Lands has now secured funding for the Project and intends to construct it in Summer 2022 or 2023. It involves lowering the concrete weir and potentially installing an upstream grade control structure in the creek on private property. Staff will be recommending that the Board approve an updated MOU with Creek Lands to include the new name and provisions related to the construction and post-construction phases. Key new provisions include mutual indemnification between the District and Creek Lands during construction, the requirement to name the District as additional insured, compliance with all applicable federal, state, and local laws, and acknowledgement that the District will operate and maintain the completed Project post-construction. The Arroyo Grande stream gauge is important to maintain for Zone 3 operations and flood monitoring, and the TAC's reaffirmation of its support for the project is requested at this time.

FINANCIAL CONSIDERATIONS

The MOU specifies that grant money obtained by Creek Lands will be used to pay for the design and construction of the Project. The MOU further establishes that funds from Flood Control Zone 3 will be utilized to pay for all District related efforts for the Project (e.g. staff time to review plans and coordinate with Creek Lands). While not anticipated, this would include addressing any issues with a potential new upstream grade control structure after construction. Costs associated with stream gauge efforts are included in the 2021/22 Flood Control Zone 3 budget.

Attachment – 2005 MOU

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE SAN LUIS OBISPO COUNTY FLOOD
CONTROL AND WATER CONSERVATION DISTRICT,
ZONE 3, AND CENTRAL COAST SALMON ENHANCEMENT
FOR A JOINT PROJECT TO MODIFY OR REPLACE THE
ARROYO GRANDE GAGE STATION #2 AT ARROYO GRANDE CREEK**

This MEMORANDUM OF UNDERSTANDING is entered into by and between the San Luis Obispo County Flood Control and Water Conservation District, Zone 3, hereinafter referred to as "District" and Central Coast Salmon Enhancement, hereinafter referred to as "Enhancement" on this 15th day of January 2008.

WHEREAS, District operates the Lopez Water Project in accordance with a permit issued by the California State Water Resources Control Board (State Board) in 1961; and

WHEREAS, in 1990 the State Board notified District that as it's water rights permit does not reflect it's historical operations District must submit a revised water rights application that does reflect District's operations; and

WHEREAS, on May 11, 1999, District contracted with a consulting firm for the development of an Integrated Habitat Conservation Plan and Environmental Assessment (HCP) for the Lopez Project to address the issues raised by the State Board; and

WHEREAS, subsequently District developed and submitted the Final Draft HCP to the appropriate state and federal resource agencies in March 2004; and

WHEREAS, the Final Draft HCP identified a number of projects for improvement of the steelhead habitat within and around Arroyo Grande Creek including a project to either modify or relocate the Arroyo Grande Stream Gage Station as the Gage Station has been identified as a passage barrier by state and federal resource agencies; and

WHEREAS, Enhancement has completed it's own set of independent studies of Arroyo Grande Creek and, in addition, developed a listing of proposed improvement projects in Arroyo Grande Creek including the Gage Station; and

WHEREAS, on May 3, 2005, the San Luis Obispo County Board of Supervisors executed a resolution authorizing the Director of Public Works to develop a Memorandum of Understanding between the District and Enhancement for the purpose of a joint project to either modify or relocate the Gage Station; and

WHEREAS, Enhancement has submitted a grant application to the California Department of Fish and Game for funding to develop a project to either modify or relocate the Gage Station; and

WHEREAS, District and Enhancement share common interests to improve steelhead habitat conditions and to implement a project that assists in the promotion of long-term recovery of naturally-spawned steelhead populations within the Arroyo Grande Creek; and

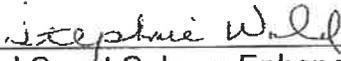
WHEREAS, District and Enhancement wish to develop a cooperative and joint working relationship to secure funding and to implement a project for the Arroyo Grande Gage Station.

NOW, THEREFORE, District and Enhancement agree to work together in good faith and in a cooperative manner to seek funding and to subsequently design and construct the necessary improvements/modifications to the Arroyo Grande Gage Station as follows:

1. The parties hereto recognize and hereby acknowledge that the Arroyo Grande Gage Station is the property of District and that District has certain obligations to its contractors, constituents and to the general population of San Luis Obispo County to ensure the Gage Station remains operational into the foreseeable future and that therefore, any modification, replacement, relocation and/or any other specified or unspecified changes to the Gage Station resulting from efforts associated with this agreement must be approved by District in writing prior to implementation.
2. In accordance with Provision 1 herein above, the parties hereto do hereby agree that prior to implementation of any and all action(s) stemming from this agreement, the party initiating said action(s) shall provide to the other party a detailed written summary of the proposed action(s) at least 30 days in advance of implementing said action(s).
3. The parties hereto recognize and agree that Enhancement has and will continue to pursue grants and/or other sources of funding for the Gage Station project from appropriate state and federal agencies and that said funding shall constitute the entire funding for the design and construction of a Gage Station project except as specified herein below.
4. The parties hereto recognize and agree that District staff shall: 1) attend project scoping and planning meetings, 2) conduct various site and project inspections, and 3) review and approve all design concepts, design submittals, construction plans, change orders and other project related documents prior to final completion and acceptance of said documents and that said review and approval shall be conducted by District at District's expense.
5. District hereby agrees to support Enhancement's grant applications for funding for the Gage Station project in as much as District has provided Enhancement with a resolution indicating District's support for said project and Enhancement has submitted said resolution as an attachment to its grant applications.

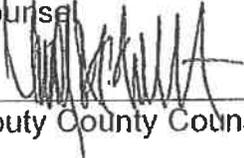
IN WITNESS WHEREOF, the parties hereto have executed this MOU effective on the dates provided hereof.

By: 
San Luis Obispo County Flood Control
And Water Conservation District, Zone 3

By: 
Central Coast Salmon Enhancement, a California non-profit corporation

APPROVED AS TO FORM AND LEGAL EFFECT:

JAMES B. LINDHOLM, JR.
County Counsel

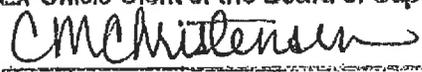
By: 
Deputy County Counsel

Dated: 12.3.07

L:\UTILITY\DEC07\BOS\AG GAGE MOU SALMON ENHANCMENT.doc.DCB:CAH

ATTEST:

Julie L. Rodewald, County Clerk-Recorder
and Ex-Officio Clerk of the Board of Supervisors

By: 
Deputy Clerk

Lopez Water - Estimated Supplies Under the LRRP for 2022/2023

		LRRP Water Accounts Water Year 21-22					Estimated LRRP Water Accounts Water Year 22-23				
A	B	C	D	E	F	G	H	I	J	K	
Entitlement (less 10%)	Carry Over	Total Available	Est. Entitlement Deliveries	Est. Carryover Deliveries	Unused Carryover in 21-22	Carryover Adj. for Evap. and available in 21-22	Unused Entitlement in 21-22 (new carry over)	Entitlement (less 10%)	Total Available at trigger of 15,000 AF	Total Available at trigger of 10,000 AF	
Arroyo Grande	807	2,868	2,113	0	881	859	-52	2,061	2,868	2,639	
Pismo Beach ²	314	1,117	55	0	505	492	748	803	2,043	1,954	
Grover Beach	282	1,002	789	0	331	323	0	720	1,043	963	
Oceano CSD	107	380	0	0	459	447	273	273	993	962	
CSA 12	86	307	68	0	289	282	153	221	655	630	
Sub Totals	1,596	5,673	3,025	0	2,465	2,402	1,121	4,078	7,601	7,147	
Downstream	0		3,033				0	0	3,800	1,026	
Total	4,077		6,058				1,121	4,078	11,401	8,173	

Calculations

Columns A-C = LRRP method adopted by Board of Supervisors on 12.15.2014

Column F (Unused Carryover) = Column B (Carryover available) - Column E (est. Carryover deliveries)

Column G = Column F less adjustment of 101.5 AF of evaporation based on monthly evaporation and prorated by each agency's unused carryover from 15-16

Column H = Column A - Column D

Column J (Total available at 15,000) is the sum of the agency's entitlement plus old carry-over adjusted for evaporation (column F) and new carryover (column G)

Column K (Total available at 10,000) is the sum of 80% of the agency's entitlement plus old carry-over adjusted for evaporation (column F) and new carryover (column G)

Lopez Water - Estimated Surplus Water for 2022/2023 by Contract

A	B	C	D	E	F	G	H	I	J	K
2021-22 Water Available Per Contract	Entitlement	Surplus Available Per Contract	Surplus Requested ⁴	Total Available	Actual Deliveries April 2021-Feb 2022		Estimated Deliveries ¹	Total Deliveries thru WY 2020/21	Surplus by Contract (Superseded by LRRP)	
					Entitlement	Surplus			Surplus Generated Unused Entitlement	Surplus Available Total Surplus by percent of Entitlement
Arroyo Grande	2,290	807	807	3,097	1,934	0	179	2,113	177	1,350
Pismo Beach ²	892	314	314	1,206	55	0	0	55	837	526
Grover Beach	800	282	282	1,082	722	0	67	789	11	472
Oceano CSD ⁵	303	107	107	410	0	0	0	0	303	179
CSA 12	245	86	86	331	63	0	5	68	177	145
Sub Totals	4,530	1,596	1,596	6,126	2,775	0	250	3,026	1,504	2,671
Downstream	4,200				2,826		207	3,033	1,167	0
Total	8,730				5,602	0	457	6,059	2,671	2,671

NOTES

1. March 2022 usage estimated based on March 2021 usage, up to maximum available
2. Includes subcontract for 92 AF from CSA12
3. Surplus water as declared on 5/18/2021 at BOS
4. Surplus Requested/Purchased by each Agency
5. Oceano's usage for February is assumed to be zero. A large discrepancy in the meter read indicates a faulty meter or main line leak

CALCULATIONS

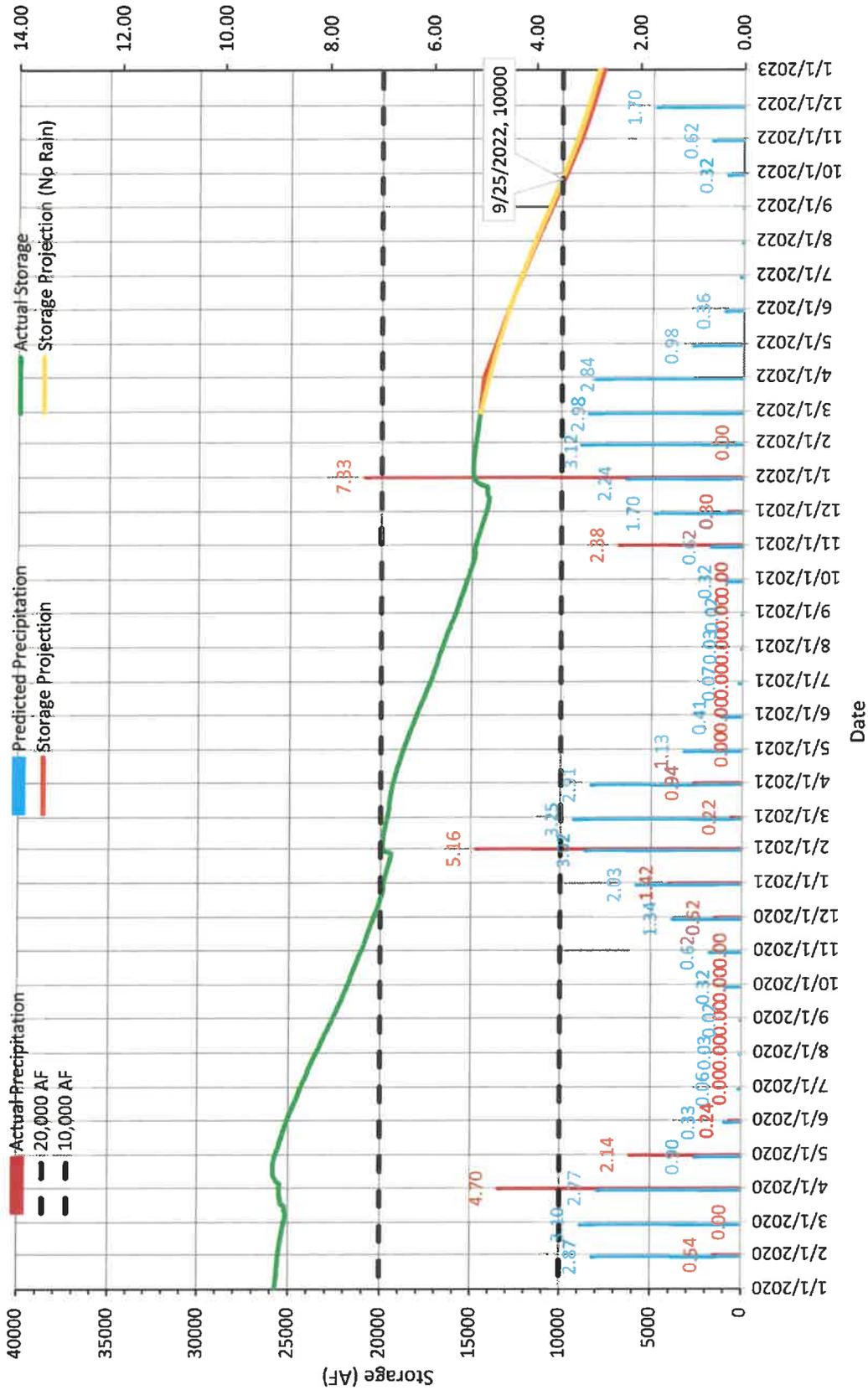
Columns A-E from BOS 5.18.2021 Surplus Water Declaration
 Columns F-J actual and projected water deliveries for water year 21/22

Columns J-K surplus water calculations per Water Supply Contracts

Water Year 2021-2022

Contractor	Surplus Available Total Surplus by percent of Entitlement	Surplus Requested/Purchased	Estimated Cost per AF	Cost of Surplus Water
Arroyo Grande	1,350	0	\$ 52.23	\$ 70,522.03
Pismo Beach ²	526	0	\$ 52.23	\$ 27,469.41
Grover Beach	472	0	\$ 52.23	\$ 24,637.37
Oceano CSD	179	0	\$ 52.23	\$ 9,333.18
CSA 12	145	0	\$ 52.23	\$ 7,547.46
Total	2,671	0		\$ 139,509.46

LOPEZ RESERVOIR STORAGE PROJECTION



1. Storage projection is based on predicted rainfall from longrangeweather.com, inflow based on predicted rainfall, 20-21 downstream release requests, and municipal usage.
2. Municipal Usage is based on Jan 2010- Dec 2020 average monthly deliveries.
3. Predicted inflow is based off of historical precipitation and storage data. Antecedent moisture conditions are factored into the model. The first rainstorms after months without rain will cause less inflow than rainstorms during the rainy season. If the average daily rainfall for the previous three months is below 1 inch the model will multiply the predicted inflow by 0.1, if the average is above 1 inch the inflow is multiplied by 1.25.



ZONE 3 Lopez Project

San Luis Obispo County Flood Control and Water Conservation District

TO: Zone 3 Technical Advisory Committee

FROM: David Spiegel, PE

DATE: March 9, 2021

SUBJECT: Zone 3 Projects Update

Project Updates:

- Tesla Battery Storage (No Change)
 - Doing Startup testing to be prepared for PGE approval of plan to operate (PTO)
 - Budget – Free

- Spillway Assessment and Investigation (No Change)
 - Kick off meeting occurred 2/2/2022
 - Task 1 Budget being finalized ~ \$200,000
 - Remainder of project ~ minimum of \$300,000

- Geotechnical Testing & Seismic Alternatives Study of Terminal Reservoir Dam
 - Kick off Meeting Occurred with GEI and DSOD
 - DSOD agreed to start over and not require any safety mitigation measures at this time
 - Budget ~\$500,000

- Fault Zone Risk Assessment for Dam Left Abutment (No Change)
 - Developing work order to satisfy the recommendations of the assessment
 - Budget ~\$40,000

- Lopez WTP Safety Upgrades (No Change)
 - Staff are looking into additional consultants to do a lifeline system within the membrane building.
 - Multiple consultants have reviewed the project, but none have quoted the project.
 - Budget ~\$53,000

- Cathodic Protection Repair Project (No Change)
 - JDH Corrosion Consultants, Inc. provided a partial 60% drawing set on 12/23/2021.
 - JDH Corrosion Consultants, Inc.'s subconsultant, Wallace Group, is surveying the test station sites over the next two weeks. The survey data will be added to the drawings when available.
 - The basis of design document is outstanding. Utilities is working with JDH Corrosion Consultants, Inc. to finalize the basis of design document.



ZONE 3 Lopez Project

San Luis Obispo County Flood Control and Water Conservation District

- Budget ~\$449,933

- Equipment Storage Building (No Change)
 - Scoping and getting bids for carports
 - Budget ~\$90,000

- CO2 Injection System
 - Negotiating Bulk CO2 contract
 - PO issued for equipment
 - Budget ~\$256,000

Unbudgeted O&M Projects

- Sludge Bed Curtain Wall Rehabilitation
 - Budgeted for 22/23
 - ~\$50,000 per initial quote

Upcoming Projects for 21/22:

- EQ Pump Upgrade

Completed Projects

- Leak at Main Dam outlet works building
- Replacement of Hach Turbidimeter
- Repairs to Terminal Dam Spillway
- Lopez Terminal Dam Monument Survey
- Domestic Tank Repairs
- Lopez Water Treatment Plant Rack 1 Membrane Replacement

Meeting Agenda



Project: Wastewater Treatment Plant Improvements Project

Date: Wednesday, February 23, 10:30 AM

Location: 100 San Luis Street, Avila Beach, CA 93424

Attendees: Brad Hagemann (ABCSD), Pat Riddell (Cannon), Steven Tanaka (Wallace Group), Bryan Childress (Wallace Group), Plant Operations Contractor (Fluid Resources Management), (Cloacina), Charlie Hartzell (Hartzell GC), Yeh & Assoc., Hartzell Subcontractor

1. Introductions

- a. ABCSD
- b. Wallace Group (Engineer of Record)
- c. Cannon (Construction Management)
- d. Hartzell General Engineering Contractor
- e. Plant Operations Contractor (FRM)
- f. Cloacina (MBR Manufacturer)
- g. Subcontractor(s)

2. Communication procedures:

- a. Channel all communications through Pat Riddell with Cannon Corp.

3. Environmental:

- a. Contractor requirements
 - i. Material pollution prevention and control, management of hazardous substances, non-storm water management, spill prevention and control
 - ii. Cultural Resources Monitoring Plan (Padre & Associates)

4. Safety & Permits

- a. Emergency Contact List
- b. Protection of property, proximity to Creek
 - i. Property/easement boundaries
- c. County Encroachment Permit

5. Contract and Contract Documents

- a. Submission of executed bonds and insurance certificates
- b. Submission of schedule of values
- c. Submission of progress schedule/ Construction Work Plan

- d. Distribution of drawings and specifications
- e. Access to AutoCAD files
- f. Procedures for RFIs, submittals, Applications for Payments, change orders, etc.
- g. Construction Hours – 7AM to 4PM (Monday to Friday)
- h. Progress Payments – shall be provided on monthly basis

6. Construction

- a. Access to WWTP/Gate Codes
- b. Hauling route(s)
- c. Construction water
- d. Staging areas
- e. Sequence of Work/Project Schedule
 - i. Cloacina Equipment Schedule
- f. USA – Call dig alert and pothole all potential utility conflicts
- g. Pre-Construction site condition survey and photographic documentation
- h. Testing/Special Inspection
 - i. District: soil compaction testing *- test earth systems*
 - ii. Contractor: pipe pressure test, electrical testing *~*
 - iii. Taylor & Syfan: observance of concrete construction *~ T&S structural*
 - iv. Cannon: concrete samples, forms/reinforcement, anchorage *~*
 - v. Cloacina: Process Units – Startup and Testing
- i. Closeout testing scheduling

7. Construction Meetings

- a. Bi-Weekly and as-needed

8. Other Items

LIST OF SUBMITTALS: [This still needs to be prepared by the CM firm]

Pre-Construction Photo/Documentation (to be done on day of meeting)

Construction Work Plan & Schedule (can be VERY simple)

Manufacturer Data for:

1. Valve vault cover (08 31 13)
2. Coating systems (09 90 00)
3. Electrical materials (26 05 00, 26 05 19, 26 05 33)
4. Submersible pump and motor (33 11 35)
5. Pressure transducer (33 11 35)
6. Pipes, valves, fittings, pipe restraint (33 34 00)
7. Flow meter (33 34 00)
8. Precast valve vault
9. Concrete pad mix design

Samples

1. Pipe coating (color)

Shop Drawings for:

1. Concrete pad

Close-out Submittals:

1. Field record drawings
2. Post-construction photos of site/condition

Written guarantees

Operating and Maintenance Manuals, Installation Instructions

1. Submersible pump
2. Flow meter
3. Pressure transducer

Certificate of inspection/acceptance



March 7, 2022

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

**SUBJECT: FEBRUARY 2022 MONTHLY FACILITY REPORT FOR THE AVILA BEACH COMMUNITY SERVICES DISTRICT
WASTEWATER TREATMENT PLANT, WATER SYSTEM, AND COLLECTION SYSTEM**

WASTEWATER TREATMENT PLANT

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

An Operator responded to a high primary scum pit alarm and oversaw the plant until the primary clarifier level dropped down to normal levels.

Field Staff responded to high influent level alarms. The pumps were inspected, and the check valves were found to be plugged.

WATER SYSTEM

The small water storage tank continues to be used as standby, with FRM staff monitoring the water quality in the tank and flushing as needed. FRM Staff continues to monitor the chlorine residuals and provide additional chlorine as needed. Staff has been performing distribution flushing on an as-needed basis.

COMPLIANCE RECORD AND PLANT PERFORMANCE

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

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

Staff suspects that recent cold weather created an inhospitable environment for the plant's biology resulting in higher-than-normal BOD results at the facility. At the time of preparation of this report, the final lab reports for samples collected on 2/25, 2/26, and 2/27 are not yet available; based on verbal results provided by the laboratory for BOD samples collected on 2/25, it is unlikely that the monthly average for the facility will be in compliance with the monthly average limit of 40 mg/L.

Sincerely,

FLUID RESOURCE MANAGEMENT

ATTACHMENTS

- Self-Monitoring Report
- ABCSD Average Daily WWTP Effluent Flow (2020-2022)
- ABCSD Monthly Total WWTP Effluent Flow (2020-2022)
- Port San Luis Monthly Total Flow (2020-2022)
- Monthly Average Influent BOD (2020-2022)
- Monthly Average Effluent BOD (2020-2022)
- Monthly Water Purchased from Lopez (2020-2022)
- ABCSD Monthly Water Sold (2020-2022)



Avila Beach CSD Wastewater Treatment Facility

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

Month: FEBRUARY 2022

Date	Daily Flow (MGD)			Effluent Monitoring		
	Total	Max (gpm)	Avg (gpm)	Biweekly Total Coliform	Biweekly Fecal Coliform	Daily Chlorine Residual
1	0.032147	57	22	2	<2	<0.02
2	0.031114	63	22			<0.02
3	0.031668	62	22	<2	<2	<0.02
4	0.040448	68	28			<0.02
5	0.052973	75	37			<0.02
6	0.053525	146	37			<0.02
7	0.038201	78	27			<0.02
8	0.034902	57	24	<2	<2	<0.02
9	0.035339	66	25			<0.02
10	0.038003	86	26	<2	<2	<0.02
11	0.046735	94	33			<0.02
12	0.056463	94	39			<0.02
13	0.056371	97	39			<0.02
14	0.044597	98	31			<0.02
15	0.037361	69	26	<2	<2	<0.02
16	0.037712	80	26			<0.02
17	0.036354	63	25	2	<2	<0.02
18	0.042737	81	30			<0.02
19	0.064113	97	45			<0.02
20	0.067525	93	47			<0.02
21	0.058482	157	43			<0.02
22	0.045988	81	32	<2	<2	<0.02
23	0.048527	79	34			<0.02
24	0.046460	78	32	<2	<2	<0.02
25	0.050567	84	35			
26	0.058625	88	41			
27	0.059983	91	42			
28	0.043672	84	30			<0.02
29						
30						
31						
Min	0.031114	57	22	<2	<2	<0.02
Mean	0.046093	84	32	<2	<2	<0.02
Max	0.067525	157	47	2	<2	<0.02
Total	1.290592	Effluent daily (dry weather) flow NTE 0.2 MGD (mean).				

Influent Brine Received	
Date	Volume (Gallons)
	N/A

Sludge Removal	
Date	Gallons
2/18/22	4,800

Effluent and Influent Monitoring					
Date	Biweekly Effluent BOD (24 HC)	Biweekly Effluent TSS (24 HC)	Biweekly Influent BOD (24 HC)	Biweekly Influent TSS (24 HC)	Monthly Effluent Oil & Grease (Grab)
2/3/22	45	23	256	86	
2/6/22	51	32	349	282	
2/10/22	49	34	287	229	
2/13/22	48	37	406	268	
2/17/22	39	26	145	102	
2/20/22	55	35	601	236	
2/24/22	43	26	276	148	
2/25/22					
2/26/22					
2/27/22					
Min	39	23	145	86	
Mean	47.1	30.4	331.4	193.0	
Max	55	37	601	282	
BOD Removal: 85.8%			TSS Removal: 84.2%		

Effluent Monitoring				
Date	Weekly Set. Solids (Grab)	Weekly Turbidity (Grab)	Weekly pH (Grab)	Weekly Temp °F (Grab)
2/3/22	<0.1	20.9	6.7	60
2/10/22	<0.1	23.9	6.7	64
2/17/22	<0.1	20.2	6.6	61
2/24/22	<0.1	35.0	6.72	58
Min	<0.1	20.2	6.6	58
Mean	<0.1	25.0	6.7	60.8
Max	<0.1	35.0	6.7	64

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

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

SIGNATURE: _____

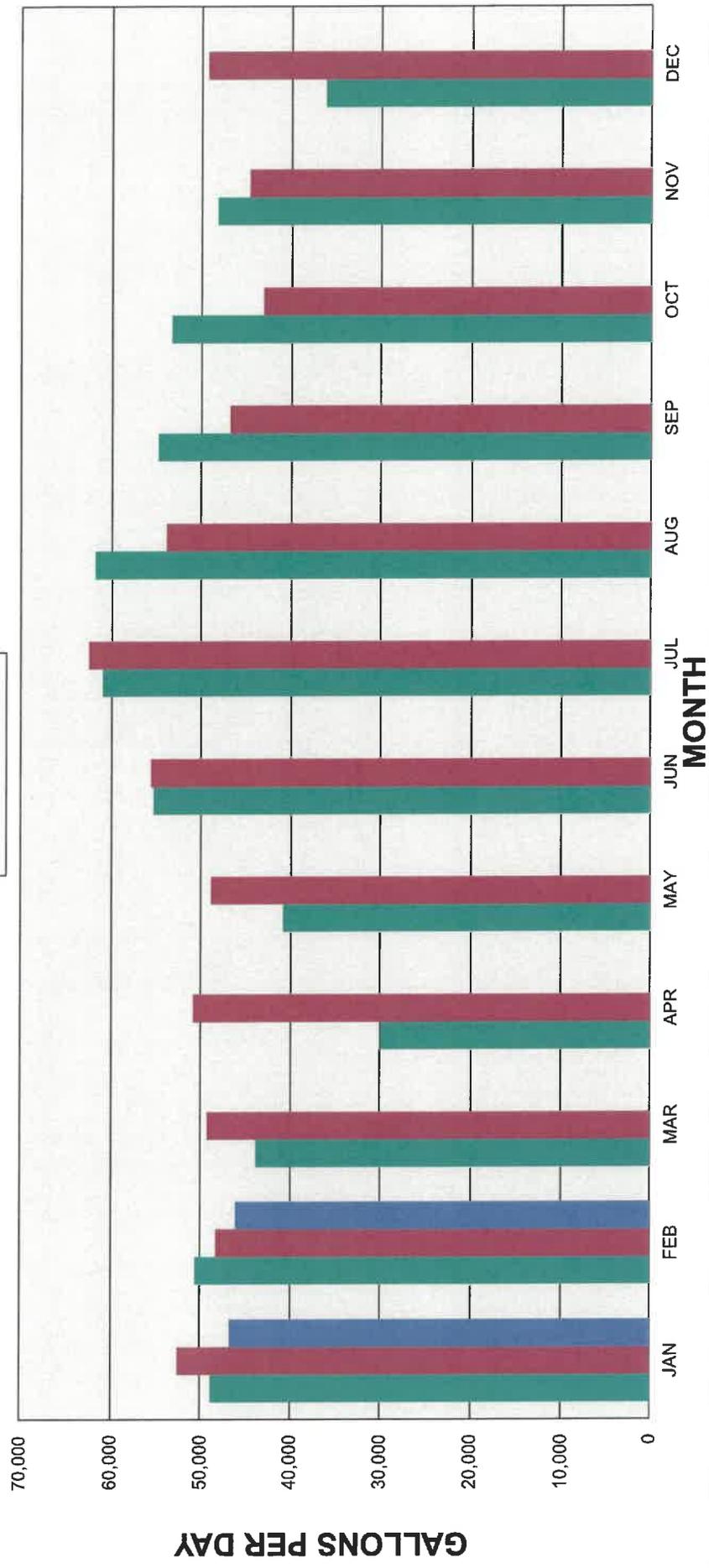
DATE: _____

PRINTED NAME: _____

TITLE: _____

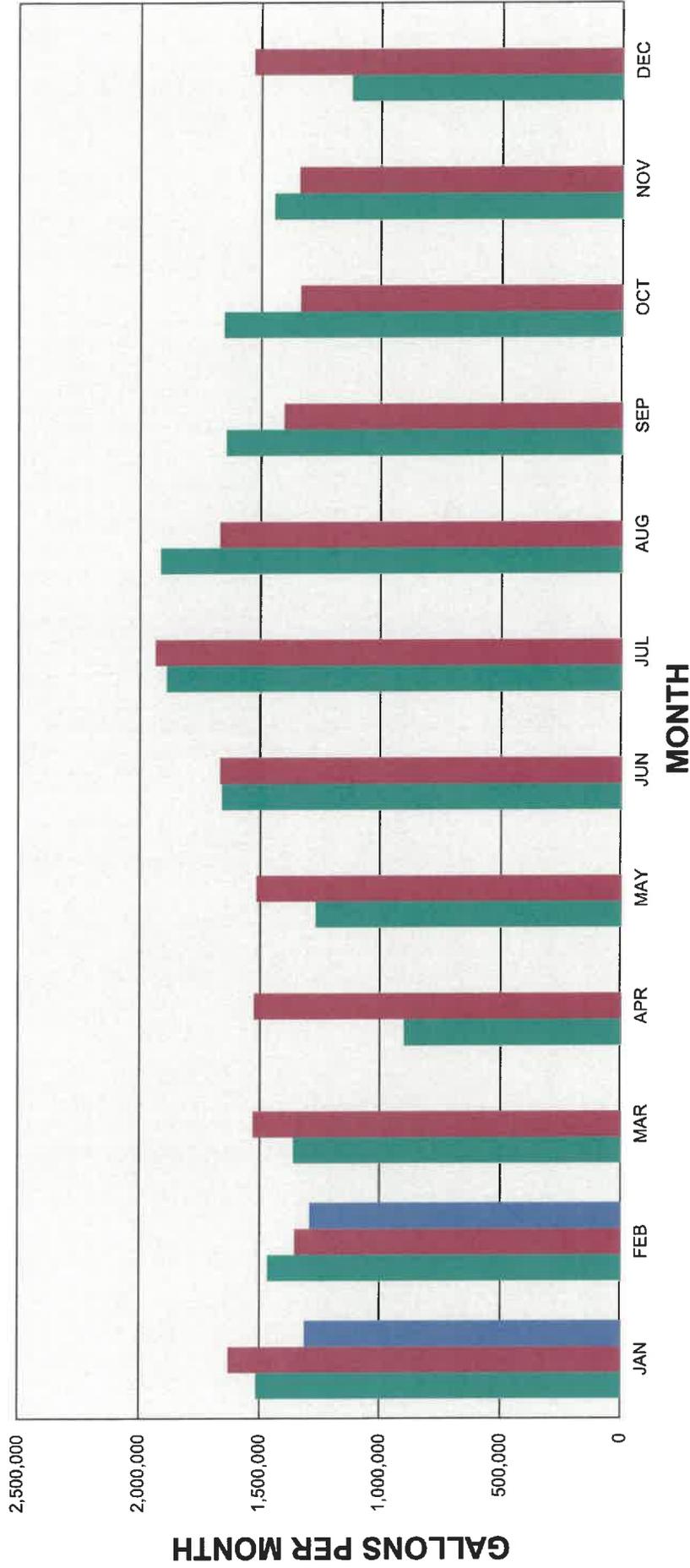
ABCSD AVERAGE DAILY WWTP EFFLUENT FLOW (2020 - 2022)

■ 2020
 ■ 2021
 ■ 2022



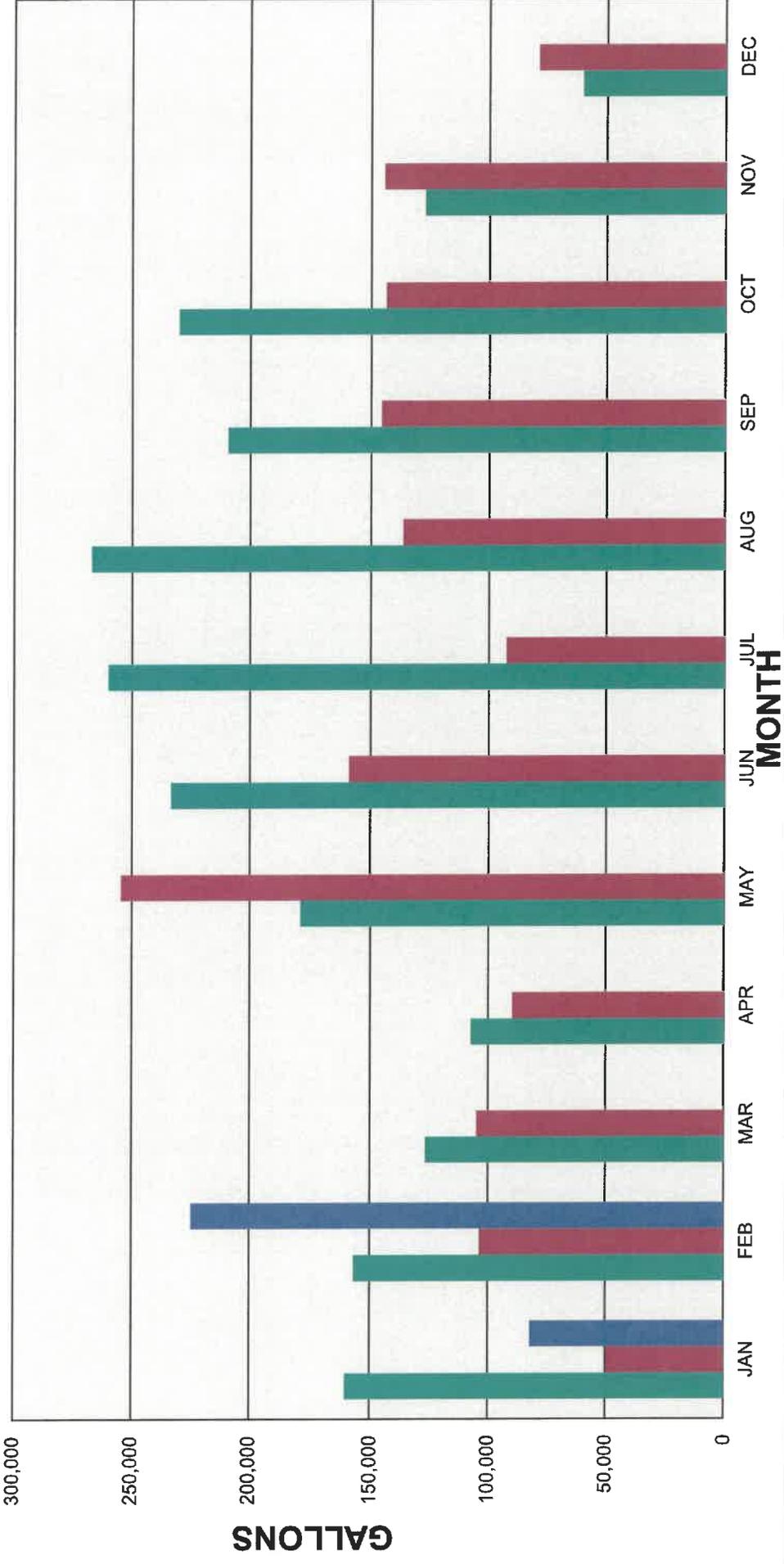
ABCSD MONTHLY TOTAL WWTP EFFLUENT FLOW (2020 - 2022)

■ 2020 ■ 2021 ■ 2022



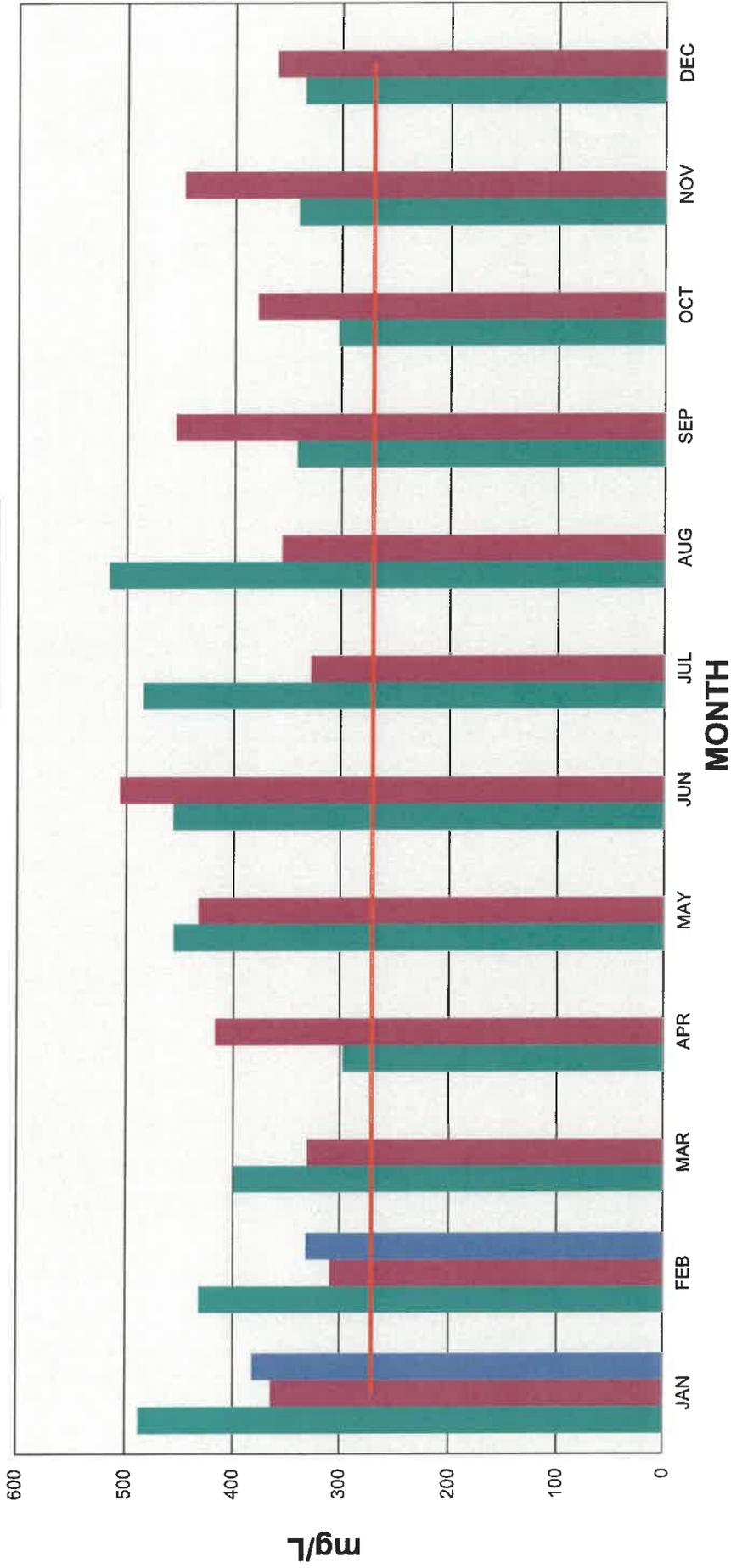
PORT SAN LUIS MONTHLY TOTAL FLOW (2020 - 2022)

2020 2021 2022



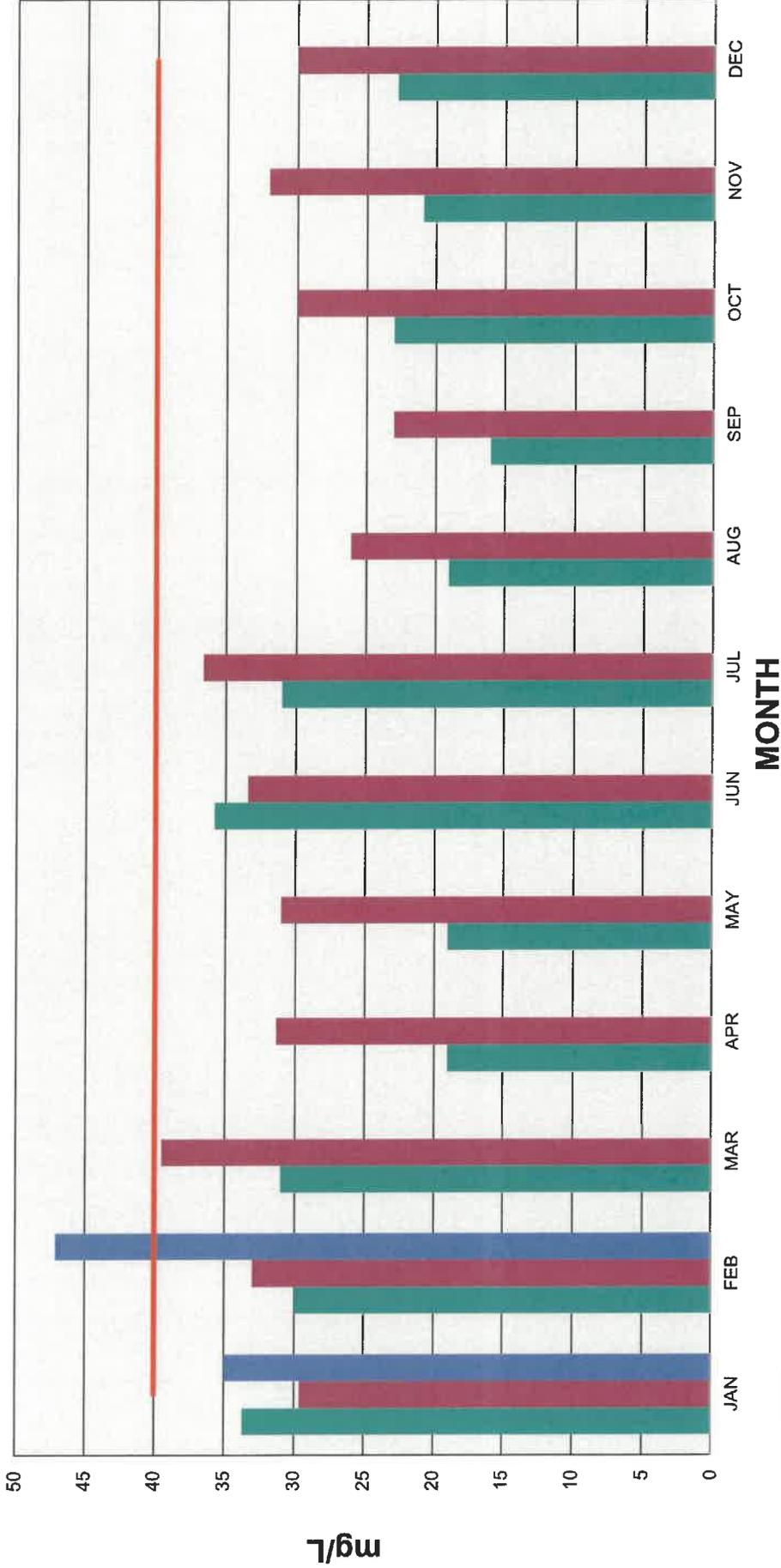
ABCSD MONTHLY AVERAGE INFLUENT BOD (2020 - 2022)

2020 2021 2022 WWTP Design

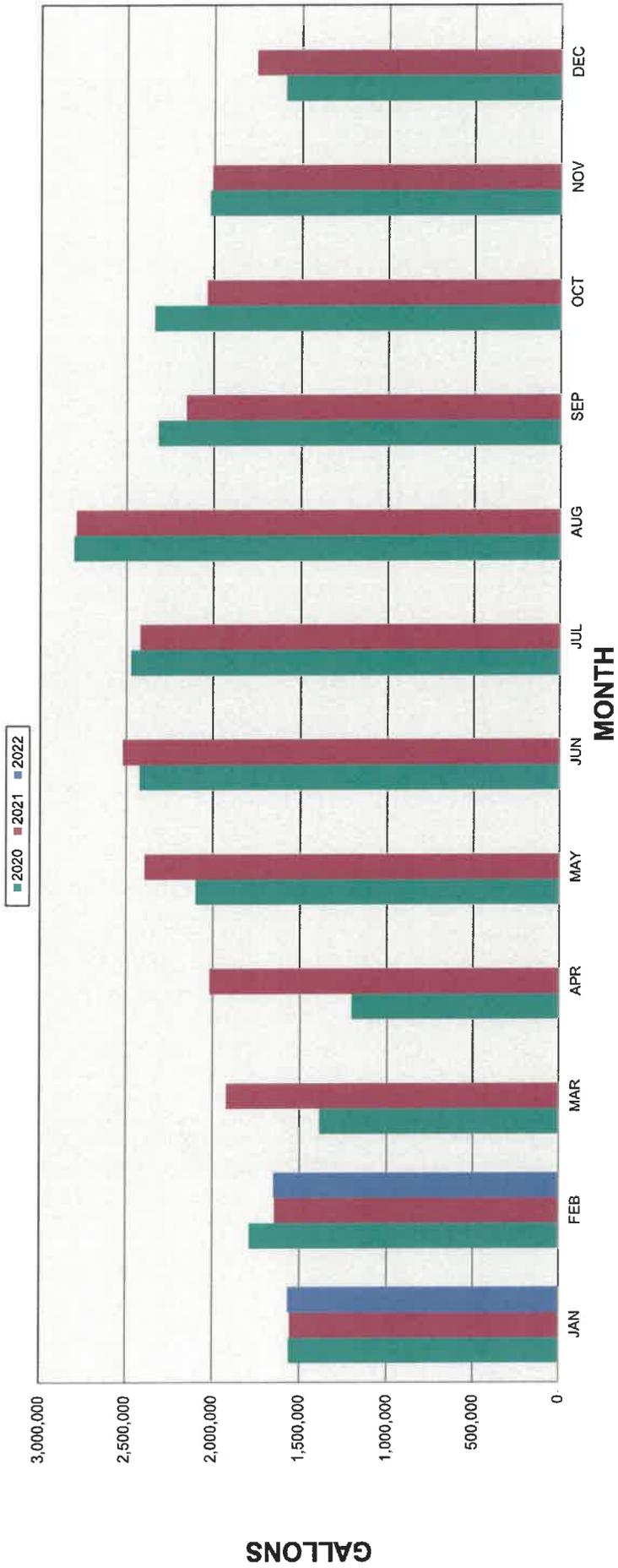


ABCSD MONTHLY AVERAGE EFFLUENT BOD (2020 - 2022)

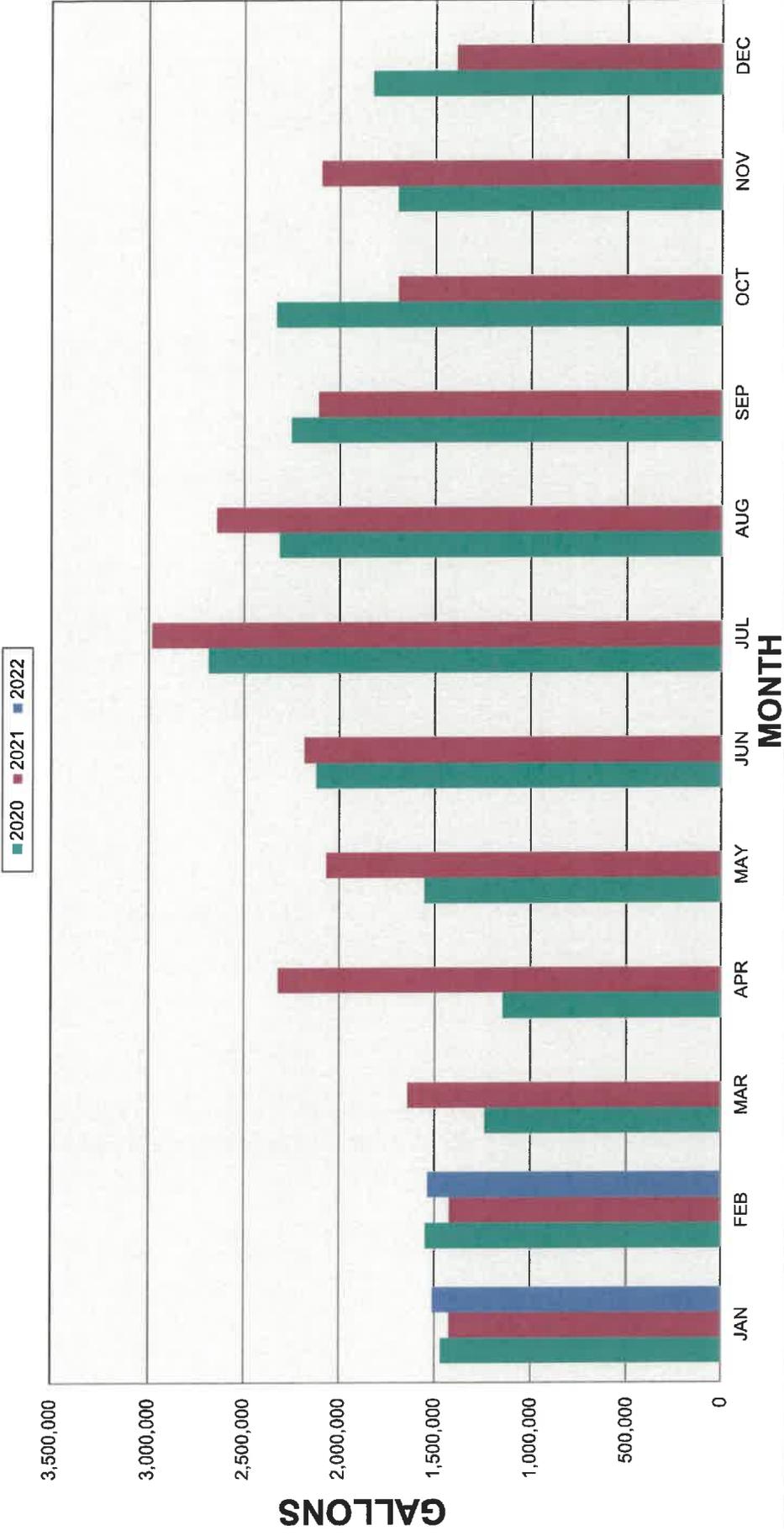
■ 2020
 ■ 2021
 ■ 2022
 — 30 Day Average Limit



ABCSD MONTHLY WATER PURCHASED FROM LOPEZ (2020 - 2022)



ABCSD MONTHLY WATER SOLD (2020 - 2022)



**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: March 15, 2022

SUBJECT: Annual Review of District By-Laws

Recommendation:

Review current By-Laws and provide direction to Staff

Discussion:

In accordance with District Policy, the Board reviews the District By-Laws each year to determine if they meet the current needs of the District and to keep the information “fresh” in the scope of operating the District. At the February 8, 2022 Board meeting the Board provided comments and direction to staff to draft several proposed changes/updates to the District’s By-Laws. Staff has prepared those changes and they are provided as an attachment to this Staff Report in “track changes” view for the Board’s consideration and comments. The Board’s legal counsel may also have some additional recommended changes that will be provided at the Board meeting.

If the Board wishes more time to finalize their review, this item can be carried forward to a future meeting for final action.

Attachment: Draft Board By-Laws in “track changes” view

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1. OFFICERS OF THE BOARD OF DIRECTORS

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

2. MEETINGS

2.1 Regular Meetings

Subject to holidays and scheduling, Regular meetings of the Board of Directors shall be held on the second Tuesday of each calendar month at 1:00 PM in the Avila Beach Community Services District Office, 100 San Luis Street, Avila Beach. The date, time and place of regular Board meetings shall be reconsidered at the annual organizational meeting of the Board.

2.2 Special Meetings

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

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2.3 Closed Sessions

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

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

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

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

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

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

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

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

3. RECONSIDERATION OF PRIOR BOARD ACTIONS

The following rules apply to reconsideration of prior Board actions.

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

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

4. PUBLIC COMMENT AND RULES OF DECORUM

4.1 Public comment

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

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

4.2 Rules of Decorum

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

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

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

4.3 Enforcement of Rules of Decorum

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

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

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4.4 Limitations (Government Code Section 59454.3(c))

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

5. AGENDAS

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

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

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

5.4 In addition to the posting requirements, regular meeting Agendas and special meeting Agendas shall be delivered to individuals who have expressed an interest in receiving the Agendas (Interested Parties List) and posted on the District's web page, radio and television stations in accordance with the Brown Act.

5.5 Consent Agenda

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

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

(b) A Director may ask questions on any item on the "Consent Agenda". When a Director has a minor question for clarification

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concerning a consent item which will not involve extended discussion, the item may be discussed for clarification and the questions will be addressed along with the rest of the "Consent Agenda". Directors are encouraged to seek clarifications prior to the meeting if possible.

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

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

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

6. PREPARATION OF MINUTES AND MAINTENANCE OF RECORDINGS

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

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

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- Approval of the minutes or modified minutes of preceding meetings;
 - Approval of financial report
 - Record by number (a sequential range is acceptable) of all warrants approved for payment;
 - Record of the vote of each Director on every action item for which the vote was not unanimous;
 - Resolutions and ordinances described as to their substantive content and sequential numbering;
 - Record of all contracts and agreements, and their amendment, approved by the Board;
 - Approval of the annual budget;
 - Approval of all polices, rules and/or regulations;
 - Approval of all dispositions of District assets;
 - Approval of all purchases of District assets; and,
 - Time of meeting adjournment.

- 6.2** The minutes of the Board of Directors shall record the aye and no votes taken by the members of the Board of Directors for the passage or denial of all ordinances, resolutions or motions.

- 6.3** The District Secretary shall be required to make a record only of such business as was actually considered by a vote of the Board and, except as provided in Sections 6.4, 6.5, and 6.6 below, the District secretary shall not be required to record any remarks of Directors or any other person.

- 6.4** The District Secretary shall attempt to record the names and general place of residence of persons addressing the Board during general public comment.

- 6.5** Any Director may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed. In addition, the minutes shall include the names of speakers who provided public comment on each agenda item and a summary of the Directors' reports. Materials submitted with such comments shall be appended to the minutes at the request of the General Manager, District Counsel, the Board President, or any Director.

- 6.6** Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Secretary shall compile a summary of the testimony of the witnesses.

- 6.7** Subject to equipment malfunction, an audio tape recording of regular and special meetings of the Board of Directors will be made. Any recording of a District meeting made for whatever purpose at the direction of the District shall be subject to inspection pursuant to the California Public Records Act. Consistent with Government Code Section 54953.5(b), the District will maintain the recordings for a 30-day period after the recording. In addition to the 30-day requirement, the District will attempt to maintain the recordings, without legal obligation to do so, for 2 years after the date of the recording.

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7. DIRECTOR GUIDELINES

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

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

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

8. AUTHORITY OF DIRECTORS

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

9. AUTHORITY OF THE GENERAL MANAGER

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

10. DIRECTOR REIMBURSEMENT

- 10.1 Subject to the following rules and budgetary limitations, each Director is authorized to attend and is entitled to reimbursement for his/her actual and necessary expenses (including the cost of programs and seminars), for his/her

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

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

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

- (b) Members of the Board of Directors shall use government and group rates offered by a provider of transportation for travel when available. Directors, using his/her private vehicle on District business, shall be compensated at the prevailing IRS per diem mileage rate.

- (c) Any Director traveling on District business shall receive in addition to transportation and lodging expenses, a per diem allowance to cover ordinary expenses such as meals, refreshments and tips. Reimbursement rates for meals will be pursuant to the U.S. General Services (GSA) per diem rates for the locale of the destination(s) except for meals included in the registration fees for the conference, seminar or training activity. The 2022 GSA meals and incidentals per diem rates for San Luis Obispo are \$17 for breakfast, \$18 for lunch, \$34 for dinner and \$5 for incidentals, for a daily total not to exceed \$74. The amount set for per diem shall be considered fair reimbursement. The per diem shall include \$10.00 for breakfast, \$15.00 for lunch and \$30.00 for dinner, for a daily total of \$55.00.

- (d) All travel and other expenses for District business, conferences, or seminars outside of the State of California shall require separate Board authorization, with specific accountability as to how the District shall benefit by such expenditure.

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

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

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

11. ETHICS AND SEXUAL HARASSMENT PREVENTION TRAINING

- 11.1** Pursuant to ~~Section 53234 et seq. of the Government Code~~ AB 1234, -AB 1825 and AB 1661 all Directors and designated District personnel shall receive at least 2 hours of Eethics Sexual Harassment Prevention training every two years.
- 11.2** Each newly elected Board Member and designated District personnel shall receive Eethics Sexual Harassment Prevention training no later than one year from the first day of service with the District and thereafter shall receive Eethics and Sexual Harassment Prevention training at least once every two years.

12. COMMITTEES

12.1 Standing Committees

- (a) The following shall be standing committees of the Board:
- Finance Committee;
 - Personnel Committee;
 - Facilities Committee;
 - Drought Committee;
- (b) The Board may create other standing committees at its discretion.
- (c) Standing committees shall be advisory committees to the Board of Directors and shall not commit the District to any policy, act or expenditure. Each standing committee may consider District-related issues, on a continuing basis, assigned to it by the Board of Directors. Members of the standing committees shall be appointed by the Board of Directors.
- (d) All standing committee meetings shall be conducted as public meetings in accordance with the of the Brown Act.

12.2 Ad Hoc Committees

The Board President may appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The

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duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

13. CONFLICTS AND RELATED POLICY

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

13.1 Conflict of Interest

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

13.2 Interest in Contracts, Government Code Section 1090.

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

13.3 Incompatible Office, Government Code Section 1099.

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

14. REVIEW OF GENERAL MANAGER & LEGAL COUNSEL CONTRACTS

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

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

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15. CONTINUING EDUCATION

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

16. REVIEW OF ADMINISTRATIVE DECISIONS

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

17. MEMBERSHIP IN ASSOCIATIONS

17.1 The Board of Directors shall ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training.

17.2 The Board of Directors shall maintain membership in the California Special Districts Association and shall insure that annual dues are paid when due until otherwise directed by the Board.

17.3 The Board of Directors shall maintain membership in the San Luis Obispo Chapter of the California Special Districts Association and shall insure that annual dues are paid when due.

17.4 At the regular Board meeting, a member of the Board shall be selected to represent the District in accordance with said chapter's constitution/bylaws, and another member of the Board or staff.

18. BOARD BY-LAWS REVIEW POLICY

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

19. RESTRICTIONS ON BY-LAWS

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