

MINUTES OF REGULAR MEETING
February 13th, 2019

1. CALL TO ORDER

President Pete Kelley called the regular meeting of the Board of Directors of the Avila Beach Community Services District, to order at 12:00 PM 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: Pete Kelley
 Lynn Helenius
 Kristin Berry

Absent: Ara Najarian

Staff Present: Brad Hagemann, General Manager and District Engineer
 Kristi Dibbern, Accounting Clerk
 Krista Young, Operations FRM
 Mike Seitz, Legal Counsel

3. PUBLIC COMMENTS

Director Ara Najarian joined the meeting 12:03pm.

4. INFORMATION AND DISCUSSION ITEMS

A. County Reports

Cal Fire: Battalion Chief Lee reported 34 calls during the month of January. Thirteen of those were for medical assistance. Cal Fire Employees will be participating in three-day recertification training outside the County to learn from other departments. Cal Fire staff also has a three day training that will take place within the County. Chief Lee noted that property trained Cal Fire personnel will be able to administer a medication used to block the effects of opioids overdose. They also will be authorized to administer epinephrine in emergency situations such as allergic reactions. Chief Lee reported the Lighthouse area controlled burn, and the hills behind City Hall in Pismo are scheduled after the rain lets up. Chief Lee warned the Board and public to be aware of down power lines and wet road conditions during the current storms.

SLO Sheriff: Commander Michael Manuele reported 87 calls for service. One report of assault and battery, and one construction noise complaint. Please note construction is limited to Weekdays 7 a.m. to 9 p.m. and Weekends 8 a.m. to 5 p.m.. One burglary was reported. In which a purse was taken from an unlocked car at Sycamore Mineral Springs. Two people were arrested at Cave Landing for a weapons charge and possession of narcotics.

B. Reports on Conferences, Meetings and General Communications.

GM Hagemann reminded the Board that the Avila Beach Community Foundation is hosting “Avila Community Spotlight” on Thursday, Feb 28th, 2019 at the Community Center.

Training records for all 4 Directors are in the Board Packets. Please ask staff if additional assistance is needed to get all training sessions completed. The CSDA has many online training opportunities if anyone is interested in webinars.

5. CONSENT ITEMS

GM Hagemann summarized the Primary Clarifier repair project, noting that 17 valves were changed out while the primary clarifier was drained and cleaned. President Kelley announced that the Port of San Luis Harbor District is having a meeting today at 2:00 P.M. regarding the potential for opening a section of the Pier.

A motion was made by President Kelley to accept the Consent Items. Vice President Helenius seconded the motion and it passed with a roll call vote 4-0.

AYES: Pete Kelley
 Lynn Helenius
 Ara Najarian
 Kristin Berry

NOES: None
ABSENT: None

6. DISCUSSION OF PULLED CONSENT ITEMS.

None

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

President Kelley announced that in order to accommodate Rick Cohen from the Avila Foundation and Legal Counsel Mike Seitz the Board will move Agenda Item “F” to the top of the Business Items.

F. District Assistance with Save our Schoolhouse Organization

GM Hagemann introduced the item by stating that the Save Our Schoolhouse organization has received grant funding authorization from the Avila Beach Community Foundation. The members of the Save Our Schoolhouse organization have requested support from the Community Services District.

Legal Counsel Seitz stated that he has talked with David Church, LAFCO Executive Director, regarding the process for the CSD to add additional powers. Church stated the application process normally costs between \$3,000 -\$3,500 and takes 4 – 6 months to complete and adding a power to formally support historical buildings and facilities would need a budget and a funding

source as part of the application.

Rick Cohen explained that the Avila Beach Community Foundation was formed to manage funds initially provided by Unocal as part of the cleanup project. The Foundation is looking for direction from Save Our Schoolhouse regarding the use of the approved grant funds. Cohen stated project costs related to Avila history can be submitted to the Foundation for reimbursement. President Kelley explained his goal is to preserve and maintain local Avila Beach history. President Kelley is also hoping to create space for public presentation of historical items.

After some discussion, Director Najarian made a motion to create an Ad Hoc Committee that would meet and provide recommendations to the Board regarding how the CSD can best support the Avila Historical Society. The motion was seconded by President Kelley and passed with a roll call vote 4-0.

AYES: Ara Najarian
 Pete Kelley
 Lynn Helenius
 Kristin Berry

NOES: None
ABSENT: None

President Kelley appointed Director Najarian and President Kelley for the Ad Hoc Committee.

A. Mid-Year Budget Review

GM Hagemann introduced the item and commented that at 50% of the fiscal year, income is 55% of budget and expenses are 45% of budget. Government funds (Admin/General and Street Light) are on-track. Hagemann stated Enterprise funds (Water, Sanitary and Solid Waste) are also on track. The District remains in secure financial position.

B. Review of District By-Laws

The District typically reviews the By-Laws annually and as a plus, SDRMA gives a rate incentive credit to Districts that review their By-Laws each year. The Board discussed and determined no changes were needed at this time.

C. Status Report on the Wastewater Treatment Plant Alternatives Report

GM Hagemann summarized the staff report and noted the estimated total project cost is currently \$2.5 million. Per the agreement with the Port San Luis Harbor District, the Port is responsible for 33% (\$830,000) and the CSD 67% \$1.68 million. Director Helenius asked if this project was directly related to Harbor Terrace Project. Hagemann responded that increasing the organic loading capacity at the WWTP has been considered since 2012. Operational optimization at the plant has allowed the District to delay the project but now with the increased loading in town and

the Harbor Terrace project it is time for the District to move forward with the project. Hagemann stated this project will improve the effluent quality, provide greater reliability and add needed redundancy for the treatment processes at the WWTP. This project will move the District closer to having a treated wastewater produce that can used to irrigate the golf course and minimize the amount of water that is discharged to the ocean.

The Board agreed with staff's recommendation to schedule a Joint Informational Workshop with the San Luis Harbor District Commissioners and directed staff to coordinate the Workshop.

D. Upgrade the El Dorado Water and Sewer Billing System

GM Hagemann briefly summarized the staff report and recommended the Board approve updating the El Dorado billing system to Version 10.

President Kelley made the motion to upgrade to Version 10 El Dorado. Director Najarian seconded the motion and it passed with a roll call vote 4-0.

AYES: Pete Kelley
 Ara Najarian
 Lynn Helenius
 Kristin Berry

NOES: None

ABSENT: None

E. Consider Retaining a Consultant to Conduct a Cost of Services Study and Prepare a Draft Water and Sewer Rate Analysis.

GM Hagemann briefly summarized the staff report. After some discussion, the Board directed staff to initiate the process to retain a qualified consultant to prepare a cost of services and rate study. Staff was directed to bring the item back to the Board at the March or April Board meeting.

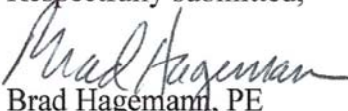
8. COMMUNICATIONS:

ADJOURNMENT: The meeting was adjourned at 1:53 p.m.

The next regular meeting of the Avila Beach Community Services District is scheduled for Wednesday, March 13th, 2019 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