

**MINUTES OF REGULAR MEETING  
Avila Beach Community Services District  
Tuesday, November 10th, 2020  
1:00 P.M.**

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

**BOARD MEETING  
1:00 P.M. (Pacific Time) Tuesday, November 10th, 2020**

**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 1:00 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:	None
Board Members Present:	Pete Kelley Howie Kennett Kristin Berry
Board Members Absent:	Lynn Helenius Ara Najarian
Staff Present:	Brad Hagemann, General Manager and District Engineer Kristi Dibbern, Accounting
Staff Present via Zoom:	Mike Seitz, Legal Counsel

**Vice President Helenius & Director Najarian joined the meeting via Zoom at 1:05 P.M.**

**3. PUBLIC COMMENTS - No Public Comments.**

**4. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

**Cal Fire:** CAL Fire - Battalion Chief Paul Lee stated that there were 61 calls for service this month, 38 were medically related. Fire season is still here with a slight downturn with the winter weather. Clean your gutters and make sure your roof is sealed with the rainy season approaching. A revised All Risks Pre-attack Map for Avila Beach and Pismo Beach areas is in the process of being updated after the Avila Fire. The map is critical to ensure quick containment of fires. The maps will be printed in January 2021. If anyone is interested, please contact Chief Lee for a kickoff meeting for grant funding for Vegetation Management Projects for 2021.

**Sheriff's Report:** Lt. Stuart MacDonald reported 75 calls for service this month compared to 71 calls last year at this time. There were: 10 disturbances, 1 assault, 1 burglar, 8 thefts, 1 vandalism, 1 phone scam & 1 suspicious circumstance reported. The Sheriff's proactive efforts include 27 enforcements stops, 22 preventative patrol activities and 32 Covid-19 Compliance checks.

**B. Conferences, Meetings and General Communications.**

GM Hagemann announced the San Luis Obispo Board of Supervisors approved the District's request to appoint Director Kristin Berry and Director Howie Kennett to the Avila Beach CSD Board of Directors for another term. Their term will expire in December of 2024.

**5. CONSENT ITEMS**

Legal Counsel Seitz commented that since Director Najarian was not present at the October meeting, he should not participate in the vote to approve the October meeting minutes. President Kelley made a motion to approve the Consent Items except Item 5.A. October meeting minutes. The motion was seconded by Director Berry and passed with a roll call vote 5-0.

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

NOES:           None  
ABSENT:       None

Director Kelley made a motion to approve Consent Items Item 5.A. October meeting minutes. The motion was seconded by Director Berry and passed with a roll call vote 4-0.

AYES:           Pete Kelley  
                  Kristin Berry,  
                  Lynn Helenius  
                  Howie Kennett

NOES:           None  
ABSENT:       None

**6.     DISCUSSION OF PULLED CONSENT ITEMS:   None**

**7.     BUSINESS ITEMS:**

**A.     District Financial Audit for Fiscal Year 2019-20**

Chris Brown of Fedak & Brown, LLP presented the audit findings for 2019-20. Mr. Brown highlighted that the District is in good financial standing. The audit was considered clean with effective internal controls. Director Najarian made a motion to approve the Financial Audit for Fiscal Year 2019-20. It was seconded by Director Berry and it passed with a roll call vote 5-0.

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

NOES: None

ABSENT: None

**B. Certification of Mitigated Negative Declaration (MND) for Wastewater System Improvements, Resolution No 2020-08** In accordance with CEQA, Staff prepared and published a Draft MND for the WWTP system projects. The District did not receive any comments on the Draft MND. Resolution No. 2020-08 approves the MND and authorizes GM to file a Notice of Determination with County and State Clearinghouse. Director Berry made a motion to adopt Resolution No. 2020-08. It was seconded by Director Helenius and passed with a roll call vote 5-0.

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

NOES: None

ABSENT: None

**C. Award Contract of Final Design and Bid Services for the Wastewater Treatment Plant Redundancy Project.** Staff received and reviewed two proposals for the Final Design and Bid Support Services for the WWTP Redundancy Project. Both firms are well-qualified to provide the support. MKN worked with Cloacina on an MBR installation in Fresno area and Wallace Group just recently worked with Cloacina on an MBR Design Build project at the San Diego Zoo Safari Park. The difference in price between the two firms' proposals is significant. After some discussion and an opportunity for public comment, the Board decided to award the contract for Final Design and Bid Services to Wallace Group. Director Najarian made a motion to award the contract for the Final Design and Bid Services in the not to exceed amount of \$132,000 to Wallace Group. It was seconded by Director Berry and it passed with a roll call vote 5-0.

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

NOES: None

ABSENT: None

**D. Consider Retaining New General Counsel.** GM Hagemann explained that after review of the proposals, the Personnel Committee had chosen three firms to move to the next step of the selection process. The Committee directed the GM to schedule interviews with the top three firms over the next several weeks and they intend to provide a recommendation to the full Board at the December Board Meeting.

**COMMUNICATIONS/CORRESPONDENCE.**

**General Counsel Mike Seitz announced his will be present at the next Board meeting in person. This is his final Board meeting as legal counsel. Mike is retiring after serving the District since 2012.**

**ADJOURNMENT:** The meeting was adjourned at 2:18 P.M.

**The next regular meeting of the Avila Beach Community Services District is scheduled for Tuesday, December 8th, 2020 at 1:00 PM at 100 San Luis Street, Avila Beach.**

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

Respectfully submitted,



Brad Hagemann, PE  
General Manager