

AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424
Office 268 Front Street
Meeting Room – 191 San Miguel Street, Avila Beach
Telephone (805) 595-2664 FAX (805) 595-7623

AGENDA

REGULAR BOARD MEETING
7:00 pm Tuesday January 8, 2008

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

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

- 2. ROLL CALL:** Board Members: Chris Helenius, President
Pete Kelley, Vice President
Perris Bernardo, Director
Terry Brown, Director
Tom Guernsey, Director

3. PUBLIC COMMENTS;

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

4. INFORMATION AND DISCUSSION ITEMS

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

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

5. CONSENT ITEMS:

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

- A. Minutes of December 11, 2007 Regular Meeting;
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report
- E. Subcommittee Reports

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

- A. Election of Officers: Committee Appointments
(Action Required: Hold Election, Assign Committee Appointments)
- B. Preservation of 1941 Dodge Fire Engine
(Action Required: Receive Presentation From CDF, Provide Direction to Staff)
- C. State Water Temporary Sales
(Action Required: Receive Report, Provide Direction to Staff)
- D. Review of Board Meeting Schedule
(Action Required: Receive Report, Provide Direction to Staff)
- E. Review of Board Packet Preparation and Distribution Schedule
(Action Required: Receive Report, Provide Direction to Staff)
- F. Review of District Policies 2360, 4010, & 4050
(Action Required: Receive Report, Provide Direction to Staff)
- G. Meeting with San Miguelito Mutual Water Company
(Action Required: Receive Report, Consider adjourning meeting to 12 noon January 9, 2008 at Mulligan's Restaurant; Provide Direction to Staff)

7. INFORMATION AND DISCUSSION ITEMS

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

A. Other Communication

Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District at 805-595-2664.

**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
January 8, 2008**

1. CALL TO ORDER

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

2. ROLL CALL

Board Members Present: Chris Helenius
Pete Kelley
Terry Brown
Perris Bernardo
Tom Guernsey

Board Members Absent: None

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

3. PUBLIC COMMENTS

None

4. INFORMATION AND DISCUSSION ITEMS

A. Board Communication

None

B. County Reports

1. **SLO Sheriff:** Commander Hall provided a brief update on events in the area. 37 calls for service were received including shoplifting and vandalism at the bathrooms on the pier.

2. **CAL Fire Report-** Battalion Chief Rob Lewin provided a copy of the 2007 incident activity report for Station 62. Chief Lewin noted an increase in the incident response's and commented that it is largely a result of the Breathing Support unit being a regional resource.

Boyd Horne inquired as to the large amount of burning that has taken place within the valley. Chief Lewin advised that these are "Ag Burns" and regulated by the County Air Pollution Control District.

5. CONSENT ITEMS

President Helenius introduced the consent items and inquired if any Board members wished to address any items. Director Guernsey requested that the General Manager Report be pulled for discussion. President Helenius suggested that it be discussed now. Director Guernsey commented that he felt the air compressor at the treatment plant is a critical piece of equipment and should be operable. General Manager Wallace advised that this equipment is no longer used for its intended purpose of running the "bubbler system" for the pump controls for the influent wet well. Mr. Wallace advised that staff will review the cost effectiveness of repairing the compressor. Director Guernsey then commented that he believed the LAFCo map previously provided showing the Sphere of Influence (SOI) for the District was incorrect and requested that staff initiate correspondence to LAFCo clarifying the District's SOI. General Manager Wallace advised that the map is correct and advised that staff could provide the application information to the Directors if desired. Director Guernsey further commented that the Unocal "clean-up documents" are not located in the District office and wanted to know where they are. General Manager Wallace advised that they are currently located at the Treatment plant due to the limited bookshelf space in the District office. President Helenius commented that this is something the General Manager should be concerned with and not the Board. President Helenius advised that the roll of the Board is to set policy and not to "micro-manage" the District. Director Guernsey then commented that office staff is improperly answering the phone and mis-identifying the District. Director Kelley inquired as to the status of the meter install at the Inn at Avila. General Manager Wallace advised that staff is requesting a re-bid that would incorporate installation of a two foot section of service line instead of the entire service line. Further information will be provided as it becomes available.

It was moved by Director Guernsey seconded by Director Brown and passed unanimously **to approve the following consent items as presented:**

- A. Approval of the December 11, 2007 Regular Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Reports

6. BUSINESS ITEMS

A. Election of Officers; Committee Appointments

General Manager Wallace advised the Board that in January of each year the District elects officers and makes committee appointments. After no Public comment, it was moved by Director Guernsey, seconded by Director Kelley and passed unanimously **to keep the same slate of officers as last year.**

President:	Director Helenius
Vice President:	Director Kelley
Secretary:	Director Brown

It was further moved by Director Helenius, seconded by Director Bernardo and passed unanimously to keep the committee appointments the same as well. Committee appointments are as follows:

Personnel Committee:	Directors Bernardo & Helenius
Facilities Committee:	Directors Bernardo & Guernsey
Finance Committee:	Directors Kelley & Brown

B. Preservation of 1941 Dodge Fire Engine

Mr. Wallace introduced CALFire Captain Cohn who has expressed an interest in preserving the 1941 Dodge Fire Engine. Director Guernsey commented that he is pleased someone else is interested in this piece of equipment. Captain Cohn provided an overview of his proposal. Director Guernsey and Captain Cohn will work on this project and present invoices to the Avila Beach Community Foundation for Grant funding. **No formal actions were taken.**

C. State Water Temporary Sales

General Manager Wallace updated the Board on the process being undertaken by the County to implement a program to allow temporary water transfers of State Water. Legal Counsel Seitz has reviewed the draft agreement and feels it provides "trigger points" to allow the District to reserve enough water for the District, but to still sell excess water to the CCWA. Following discussion, it was moved by Director Helenius seconded by Director Kelley and passed unanimously to execute the program participation form now and to authorize the President to sign the Central Coast Water Reliability Agreement when prepared and reviewed and approved of by District Legal Counsel.

D. Review of Board Meeting Schedule

Mr. Wallace presented the staff report considering review of the Board meeting schedule, following discussion it was determined that the current meeting schedule of the second Tuesday of each month still meets the needs of the District. **No formal actions were taken.**

E. Review of Board Packet Preparation and Distribution Schedule

General Manger Wallace provided an overview of the current packet preparation and distribution schedule. Director Guernsey had expressed his desire to have the packets earlier to allow for time to review the information and obtain answers to questions that may arise. President Helenius commented that he felt review time was adequate and the Board is willing to carry over items that require further review. Following discussion it was determined that the current packet preparation and distribution schedule does not need to be modified. **No formal actions were taken.**

F. Review of District Policies 2360, 4010, and 4050

Mr. Wallace advised the Board that Director Guernsey had requested a review of District Policies 2360, 4010 and 4050. Director Guernsey commented that he felt the policies were redundant and needed to be modified. President Helenius commented that these are "boiler plate" type policies and he did not see a reason to expend District resources to modify them at this time. Following discussion it was determined that no changes where necessary at this time. **No formal actions were taken.**

G. Meeting with San Miguelito Mutual Water Company

General Manager Wallace advised that the Board of Directors of the San Miguelito Mutual Water Company(SMMWC) would like to meet with our Directors for general discussion. Following discussion it was suggested that the Facilities Committee (Directors Bernardo and Guernsey) meet with SMMW representatives. **No formal actions were taken.**

7. INFORMATION AND DISCUSSION ITEMS

Board Communications –

Mr. Wallace advised that a parking district task force committee meeting will be held on January 24th, 2008.

8. ADJOURNMENT

The meeting was adjourned at 8:55 pm by motion of Director Guernsey seconded by Director Brown, and passed unanimously.

The next regular meeting of the Avila Beach Community Services District is scheduled for February 12th 2008 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.

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

Respectfully submitted,


John L. Wallace, General Manager

AVILA BEACH COMMUNITY SERVICES DISTRICT

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

AGENDA

REGULAR BOARD MEETING
7:00 pm Tuesday February 12, 2008

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

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

2. **ROLL CALL:** Board Members: Chris Helenius, President
Pete Kelley, Vice President
Perris Bernardo, Director
Terry Brown, Director
Tom Guernsey, Director

3. PUBLIC COMMENTS;

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

4. INFORMATION AND DISCUSSION ITEMS

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

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

5. CONSENT ITEMS:

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

- A. Minutes of January 8, 2008 Regular Meeting;
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report
- E. Subcommittee Reports

- 6. BUSINESS ITEMS:** Items where Board action is called for.
- A. Solid Waste Rate Increase; Public Hearing
(Action Required: Hold Hearing, Adopt Resolution Approving Rate Increase)
 - B. Pali Kai Outrigger Presentation
(Action Required: Receive Report)
 - C. Preliminary Will Serve Top of the Hill Gang
(Action Required: Receive Report, Approve Request)
 - D. SCADA Project Status (Verbal)
(Action Required: Receive Report)

7. INFORMATION AND DISCUSSION ITEMS

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

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**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
February 12, 2008**

1. CALL TO ORDER

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

2. ROLL CALL

Board Members Present: Terry Brown
Perris Bernardo
Tom Guernsey

Board Members Absent: Chris Helenius
Pete Kelley

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

3. PUBLIC COMMENTS

None

4. INFORMATION AND DISCUSSION ITEMS

A. Board Communication

Director Guernsey requested that he be authorized to attend the "Strategic Planning for Special Districts" course to be held May 2, 2008 in Emeryville. It was moved by Director Bernardo, seconded by Director Brown and passed unanimously **to approve attendance by Director Guernsey to the May 2, 2008 Strategic Planning for Special Districts course.**

B. County Reports

1. SLO Sheriff: Commander Hall provided a brief update on events in the area. There were 41 calls for service with 7 reports being written for the Avila area.

2. CAL Fire Report- Captain Cohn provided a review of calls for the month with Station 64 responding to 53 calls with 4 inside the District.

5. CONSENT ITEMS

Secretary Brown introduced the consent items and inquired if any Board members wished to address any items. Director Guernsey commented on the Manager Report and requested that staff repair the air compressor. Additionally, Director Guernsey commented that the District did not wish to have the 1941 Dodge Fire engine insured as an emergency response unit. Office Manager Richardson clarified that the insurance company had previously provided information in this manner. Staff will contact SDRMA for an estimate utilizing the engine as a "parade vehicle". It was moved by Director Guernsey seconded by Director Bernardo and passed unanimously **to approve the following consent items as presented:**

- A. Approval of the January 8, 2008 Regular Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Reports

6. BUSINESS ITEMS

A. Solid Waste Rate Increase; Public Hearing

General Manager Wallace introduced the proposed solid waste rate increase. Secretary Brown opened the public hearing. No protests were received. It was moved by Director Guernsey, seconded by Director Bernardo and passed on the following roll call vote **to approve Resolution 2008-01 Adopting Rates and Charges for Commercial and Residential Collection and Disposal of Solid Waste.**

AYES:	Guernsey, Bernardo, Brown
NOES:	None
ABSENT:	Helenius, Kelley

B. Pali Kai Outrigger Presentation

Mr. Wallace introduced representatives of the Pali Kai Outrigger Club. A presentation was provided regarding the proposed "Pineapple Express" to be held in Avila Beach on June 21, 2008. **No formal actions were taken.**

C. Preliminary Will Serve Request Top of the Hill Gang

General Manager Wallace advised that a request for a Preliminary Will Serve has been received by the District for a proposed project to be located at 298 San Luis Street. The project is being developed in two phases with the first phase being a parcel map to split the property. The second phase will consist of construction of five residences. Mr. Mike Hodge, the project representative clarified the phasing of the project for the Board. It was moved by Director Bernardo seconded by Director Brown and passed unanimously **to approve the Preliminary Will Serve request for the proposed lot split.**

D. SCADA Project Status

Mr. Wallace presented an overview of the status of the SCADA project. Director Guernsey requested that documentation pertaining to the approval of the chlorine injection system be provided at the next meeting. In response, staff provided copies of the official minutes showing that this item had been previously approved. However, Director Guernsey still wished that this item be brought up at the next Board meeting. Further Director Guernsey requested that a "walkdown" be provided on the project. **No formal actions were taken.**

7. INFORMATION AND DISCUSSION ITEMS

Board Communications – None

8. ADJOURNMENT

The meeting was adjourned at 7:45 pm by motion of Director Guernsey seconded by Director Bernardo, and passed unanimously.

The next regular meeting of the Avila Beach Community Services District is scheduled for March 11th 2008 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.

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

Respectfully submitted,


John L. Wallace, General Manager

AVILA BEACH COMMUNITY SERVICES DISTRICT

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

AGENDA

REGULAR BOARD MEETING
7:00 pm Tuesday April 8, 2008

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

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

2. ROLL CALL: Board Members: Chris Helenius, President
Pete Kelley, Vice President
Perris Bernardo, Director
Terry Brown, Director
Tom Guernsey, Director

3. PUBLIC COMMENTS;

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

4. INFORMATION AND DISCUSSION ITEMS

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

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

5. CONSENT ITEMS:

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

- A. Minutes of March 11, 2008 Regular Meeting;
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report
- E. Subcommittee Reports

**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
April 8, 2008**

1. CALL TO ORDER

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:01 p.m. on the above date, in the Avila Community Building meeting room, was called to order by President Chris Helenius.

2. ROLL CALL

Board Members Present: Chris Helenius
Pete Kelley
Terry Brown
Tom Guernsey

Board Members Absent: Perris Bernardo

Staff Present: Tom Zehnder, Assistant General Manager
Kathy Richardson, Office Manager

3. PUBLIC COMMENTS

None

4. INFORMATION AND DISCUSSION ITEMS

A. Board Communication

Director Helenius advised the Board that he will be resigning from the Board following the end of the June 2008 meeting. Director Guernsey shared with the Board the information he placed in the Board boxes, specifically the District's Code of Ethics, an Agenda for July 19, 2004 from the Foundation and a Strategic Planning Flyer for an upcoming conference.

B. County Reports

1. SLO Sheriff: Commander Hall provided a brief update on events in the area. A theft of cymbals was reported in Avila, a vehicle break-in at the Bob Jones Bike Trail parking lot and a report of a sexual assault on a male at Pirates Cove, this report was unsubstantiated.

2. CAL Fire Report- Engineer Cohn provided a review of calls for the month with Station 64 responding to 44 calls with 2 inside the District.

5. CONSENT ITEMS

President Helenius introduced the consent items and inquired if any Board members wished to address any items. Director Kelley commented that it took staff 22 minutes to shut off the water for the water line break at 354 Front Street. Director Kelley wanted to know why it had taken that long to respond. Staff advised that the District was notified by the owner of the Grocery Store by "walk-in" and not telephone, and once the District was notified, the response time by operations staff was minimal as they were currently within the District. It was moved by Director Guernsey, seconded by Director Brown and passed unanimously **to approve the following consent items as presented:**

- A. Approval of the March 11, 2008 Regular Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Reports

6. BUSINESS ITEMS

A. Sewer System Management Plan (SSMP)

Assistant General Manager Zehnder introduced the Sewer System Management Plan (SSMP) and advised the Board that this is a mandatory plan required by the State Water Resources Control Board. Mr. Zehnder advised that we must certify Elements 1 and 2 of the plan before May 2, 2008. Director Guernsey inquired as to the amount of time invested in the draft plan and how much more time is expected to be necessary to complete the SSMP. Mr. Zehnder advised that an estimate of the time invested in the draft is 15 – 20 hours with 50 – 60 hours still required to complete Element 3. Director Guernsey inquired if there is some "overlap" between the LAFCo request for documents and this document. Mr. Zehnder commented that some of the information will be overlap and will need to be compiled to meet the LAFCo request. Following discussion it was moved by Director Helenius seconded by Director Guernsey and passed unanimously **to develop a phased in Sewer System Management Plan and to approve Elements 1 and 2 for submission to Regional Water Quality prior to May 2, 2008.**

B. Consideration of Purchase of Signage for District Office

Assistant General Manager Zehnder presented the staff report considering the purchase of signage for the District Office. Director Guernsey suggested that the previous sign used at 268 Front Street should be used. Staff advised that the previous sign was too large to be utilized. It was moved by Director Brown, seconded by Director Helenius and passed on a 3-1 vote with Director Guernsey opposed and Director Bernardo absent **to approve the purchase of the signage.**

C. Review and Consideration of Insurance Purchase of 1942 Dodge

Assistant General Manager Zehnder presented the staff report to review and consider insurance purchase for the 1942 Dodge Fire engine. Discussion took place regarding the need for insurance coverage prior to the engine being "road worthy", and the estimated value of the engine. Following discussion, Director Guernsey requested that this item be brought back to the May meeting, at that meeting Director Guernsey will provide further information concerning insurance coverage and the estimated value of the Fire Engine. **No Formal Actions were taken.**

D. CSDA Ethics Training

Assistant General Manager Zehnder advised that the local chapter of CSDA is presenting Ethics Training for Directors and Designated Employees in Avila on April 16th. Directors Brown and Kelley will attend. Director Bernardo (previously) and Guernsey (during the meeting) indicated that they will complete the training on line. **No Formal Actions were taken.**

E. LAFCo Request for Municipal Service Review Information

Assistant General Manager Zehnder presented the staff report advising that LAFCo has requested information from the District that will require significant staff time to compile. It is mandatory that this information be provided. Following discussion, staff was directed to proceed with compiling the information, but to keep costs down if possible. **No Formal Actions were taken.**

7. INFORMATION AND DISCUSSION ITEMS

Board Communications –

President Helenius advised the Board that the District may face enforcement action from Regional Water Quality for a coliform violation at the Wastewater Treatment plant. Further information will be shared with the Board at the next meeting.

Mr. Zehnder advised that staff has been attending meetings with Central Coast Salmon Enhancement and Central Coast RWQCB to determine potential grant opportunities for the District. Further Mr. Zehnder provided the Board with copies of screens being developed for the SCADA system.

8. ADJOURNMENT

The meeting was adjourned at 8:05 pm by motion of Director Guernsey seconded by Director Helenius, and passed unanimously.

The next regular meeting of the Avila Beach Community Services District is scheduled for May 13, 2008 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.

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

Respectfully submitted,



for Tom Zehnder, Assistant General Manager

AVILA BEACH COMMUNITY SERVICES DISTRICT

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AGENDA

REGULAR BOARD MEETING
7:00 pm Tuesday March 11, 2008

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

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

2. **ROLL CALL:** Board Members: Chris Helenius, President
Pete Kelley, Vice President
Perris Bernardo, Director
Terry Brown, Director
Tom Guernsey, Director

3. PUBLIC COMMENTS;

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

4. INFORMATION AND DISCUSSION ITEMS

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

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

5. CONSENT ITEMS:

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

- A. Minutes of February 12, 2008 Regular Meeting;
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report
- E. Subcommittee Reports

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

- A. Preliminary Will Serve Request 205 Laurel Street
(Action Required: Receive Report: Approve Request)
- B. Consideration of Request from AB Fish and Farmers Market for Sponsorship
(Action Required: Receive Request, Provide Direction to Staff)
- C. Review of Chlorine Injection Project Approval
(Action Required: Receive Report; Provide Direction to Staff)
- D. CSDA Conference Attendance
(Action Required: Receive Report, Provide Direction to Staff)
- E. Budget Review
(Action Required: Receive Report)

7. INFORMATION AND DISCUSSION ITEMS

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

Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District at 805-595-2664.

**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
March 11, 2008**

1. CALL TO ORDER

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

2. ROLL CALL

Board Members Present: Chris Helenius
 Pete Kelley
 Terry Brown
 Perris Bernardo
 Tom Guernsey

Board Members Absent: None

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

3. PUBLIC COMMENTS

Steve Gregory, Avila Beach Marine Institute thanked the Board for their support on their loan for the lift station fees. General Manager Wallace advised that the Institute has now paid their final fees associated with that facility.

4. INFORMATION AND DISCUSSION ITEMS

A. Board Communication
None

B. County Reports

1. SLO Sheriff: Commander Hall provided a brief update on events in the area. There were 12 calls for service with 3 reports being written for the Avila area.

2. CAL Fire Report- Captain Hallis provided a review of calls for the month with Station 64 responding to 42 calls with 16 inside the District. Fire staff is training with Port for water rescue. Captain Hallis commented that with new staff coming on-board at the station, the level of enthusiasm is great and they would appreciate notifications of events within the District.

5. CONSENT ITEMS

President Helenius introduced the consent items and inquired if any Board members wished to address any items. Director Guernsey requested that the Manager Report and Monthly Payables be reviewed. Director Guernsey commented that at the previous meeting the Board had approved the repair of the air compressor at the wastewater treatment plant. However, the Manager Report commented that "staff was in the process of pulling the compressor unit". Director Guernsey commented that this was approved by the Board and inquired what was being done. General Manager Wallace advised that this equipment is not used for operations, not a high priority at this time and being repaired as time would allow. Director Guernsey commented that the Board had approved the repair. President Helenius commented that staff sets the operational priorities, not the Board. Director Guernsey then inquired who initiated the informational meeting regarding the "Clean Beach's Initiative" General Manager Wallace advised that the meeting was initiated by Salmon Enhancement. Director Guernsey requested that he be provided with a copy of the notice. Director Guernsey then inquired as to the "Legal Services" billing contained in the Monthly Payables. General Manager Wallace advised that details for all bills are available for prior review in the office, and if anyone wants to review them to let us know. Mr. Wallace further requested that if the Board has any questions, to let staff know, so we can provide answers in a timely manner. President Helenius asked Director Guernsey if he had requested seeing this bill. Director Guernsey commented that he had not. It was moved by Director Brown seconded by Director Helenius and passed unanimously **to approve the following consent items as presented:**

- A. Approval of the February 12, 2008 Regular Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Reports

6. BUSINESS ITEMS

A. **Preliminary Will Serve Request 205 Laurel Street**

General Manager Wallace introduced the Preliminary Will Serve Request for 205 Laurel Street and advised that Mr Dettmer, representative of the developer is in attendance if the Board should have any questions. Director Guernsey inquired if the developer has obtained any studies regarding historical significance of the site. Mr. Dettmer commented that they will look into it. Following discussion it was moved by Director Guernsey seconded by Director Brown and passed unanimously **to approve the Preliminary Will Serve Request for 2005 Laurel Street.**

B. Consideration of Request from AB Fish and Farmers Market for Sponsorship

Mr. Wallace presented a request from the Fish and Farmers Market for the District to concur with the request to allow a decrease in the franchise fee of about \$200, for additional trash pick-up following Fish and Farmers Market. Julie Andrews-Scott, Manager of the event explained that the garbage company is waiving their charges which would result in a lower franchise fee to the District. It was moved by Director Helenius, seconded by Director Kelley and passed on a 4 to 1 vote with Director Guernsey abstaining to **approve the request of sponsorship to the Fish and Farmers Market.**

C. Review of Chlorine Injection Project Approval

General Manager Wallace advised the Board that Director Guernsey requested information from the previous Board approval regarding the Chlorine Injection System project. Director Guernsey commented that he requested this information for clarification of the actions previously taken. **No actions were taken.**

D. CSDA Conference Attendance

Mr. Wallace presented the staff report regarding costs associated with Director Guernsey's request to attend the CSDA Conference. Mr. Seitz provided an overview of the rules governing attendance at conferences. Mr. Wallace advised that the District has a \$1,000 training budget. Following discussion, it was moved by Director Brown, seconded by Director Bernardo and passed on a 3 -0 vote with Directors Helenius and Kelley abstaining to **approve expenditures not to exceed \$755, associated with Director Guernsey's attendance at the CSDA "Strategic Planning for Special District's" conference to be held in Emeryville CA on May 2, 2008. Reimbursement of expenses will be made in accordance with District policy.**

E. Budget Review

General Manager Wallace presented the FY 2007-08 Budget review for transactions through February 2008. Revenue and Expenditures are within the scope of the approved budget. **No actions were taken.**

7. INFORMATION AND DISCUSSION ITEMS

Board Communications – Mr. Wallace advised that the District had received a letter from King Ventures regarding the District's Wastewater capacity study. It is anticipated that staff will provide a presentation on the capacity study at the May meeting.

8. ADJOURNMENT

The meeting was adjourned at 9:17 pm by motion of Director Guernsey seconded by Director Helenius, and passed unanimously.

The next regular meeting of the Avila Beach Community Services District is scheduled for

Avila Beach CSD
Board of Directors Meeting
Minutes March 11, 2008 page 4

April 8, 2008 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.

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

Respectfully submitted,

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

John L. Wallace, General Manager

AVILA BEACH COMMUNITY SERVICES DISTRICT

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

AGENDA

REGULAR BOARD MEETING

7:00 pm Tuesday May 13, 2008

BOARD MEETING LOCATION

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

1. **CALL TO ORDER:** 7:00 P.M.
2. **ROLL CALL:** Board Members: Chris Helenius, President
Pete Kelley, Vice President
Perris Bernardo, Director
Terry Brown, Director
Tom Guernsey, Director
3. **PUBLIC COMMENTS;**
Members of the public wishing to comment or bring forward any items concerning District operations **which do not appear on tonight's agenda** may address the Board now. Please state name and address before addressing the Board and **limit presentations to 3 minutes**. State law does not allow Board action on items not appearing on the agenda
4. **INFORMATION AND DISCUSSION ITEMS**
Items of District interest which may be placed on later agendas, or where staff needs to inform Board
 - A. Board Communications
Reports on Attended Conferences, Meetings, and General Communications of District Interest
 - B. County Reports
 1. SLO County Sheriff Department
 2. CalFire/County Fire Department
5. **CONSENT ITEMS:**
These items are approved with one motion. Directors may briefly discuss any item, or may pull any item, which is then added to the business agenda.
 - A. Minutes of April 8, 2008 Regular Meeting;
 - B. Monthly Payables
 - C. General Manager /District Engineer Report
 - D. Water and Wastewater Superintendent's Report
 - E. Subcommittee Reports

**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
May 13, 2008**

1. CALL TO ORDER

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

2. ROLL CALL

Board Members Present: Pete Kelley
 Terry Brown
 Tom Guernsey

Board Members Absent: Chris Helenius
 Perris Bernardo

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

3. PUBLIC COMMENTS

None

4. INFORMATION AND DISCUSSION ITEMS

Director Guernsey requested that Board Communication be handled following the County Reports.

B. County Reports

1. **SLO Sheriff:** Commander Hall provided a brief update on events in the area. A burglary was reported in the parking lot of the Bob Jones Bike Trail and some minor tagging that did not appear to be gang related was reported.

President Helenius arrived at 7:06

2. **CAL Fire Report-** Battalion Chief Lewin advised that some CALFire staff is now trained as crewmen on the Harbor Patrol boat and are able to respond on the boat with the Harbor staff. Fire season was declared open on May 12, 2008. CalFire staff are ready to begin posting of lots in Avila for Weed Abatement.

A. **Board Communication-** Director Kelley advised the Board that the Civic Association and the Foundation are exploring the possibility of merging the two agencies. Director Kelley

inquired if the District would like to discuss the possibility of the CSD absorbing the Civic Association. Boyd Horne, Executive Director of the AB Foundation advised that they were exploring the possibility of merging with the Foundation to provide a greater base for fundraising. Mr. Horne advised that the Foundation and Civic Association would be holding a special meeting on June 2nd to further discuss this subject. Following general discussion, the Board requested that staff agendaize this item for the June meeting and invite representatives from both the Foundation and the Civic Association to provide further discussion.

Director Guernsey requested that Item 6C (CSDA Conference Report) be tabled to the next meeting. It was so moved by Director Guernsey, seconded by Director Brown and passed unanimously to table the CSDA Conference Report to the June meeting. Copies of the powerpoint presentation slides from the conference were handed out to the Board.

Director Bernardo arrived at 7:40

5. CONSENT ITEMS

Vice President Kelley introduced the consent items and inquired if any Board members wished to address any items. Director Guernsey requested further information on the minutes from the previous meeting regarding the meetings with Central Coast Salmon Enhancement. Staff will provide further information at the June meeting. Director Helenius inquired if the District had received any further information regarding enforcement actions from Regional Water Quality for a coliform violation at the Treatment plant. Mr. Wallace advised that staff has been meeting with RWQCB staff to review the incident and will provide further information as it becomes available. No further information is available at the present time. President Helenius further inquired as to the tax overpayment made to the District by the County. General Manager Wallace advised that it was due to a calculation error on the part of the County, but tax revenues will still be greater than was anticipated. It was moved by Director Helenius, seconded by Director Kelley and passed unanimously **to approve the following consent items as presented:**

- A. Approval of the April 8, 2008 Regular Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Reports

6. BUSINESS ITEMS

A. 2008 Weed Abatement Program

General Manager Wallace introduced the staff report regarding weed abatement and advised the Board that this is a yearly program. It was moved by Director Guernsey seconded by Director

Kelley and passed on the following roll call vote to adopt Resolution 2008-2 Declaring Weeds, Dry Grass, and Trash to be a Nuisance and Threat to Public Safety and to Direct the Fire Chief to post lots within the District as necessary.

AYES:	Guernsey, Kelley, Helenius, Bernardo, Brown
NOES:	None
ABSENT:	None
ABSTAIN:	None

B. Review and Consideration of Insurance Purchase for 1942 Dodge

General Manager Wallace advised the Board that previously staff had contacted SDRMA to obtain insurance on this vehicle. Director Guernsey had also offered to obtain additional estimates for coverage and has obtained an estimate from JC Taylor, Antique Automobile Agency, Inc. for insurance coverage. This quote is in the amount of \$145.00 for \$500,000 liability coverage and \$15,000 replacement value. President Helenius provided discussion to the Board clarifying that the District currently carries \$1,000,000 liability coverage and this policy would leave a "gap" between where this coverage drops off and the District's general liability would pick up in the event of a lawsuit. Following discussion it was moved by Director Helenius, seconded by Director Kelley and passed unanimously **to direct Director Guernsey to obtain a quote for \$1.0 mil coverage and to proceed with purchase of coverage in a not to exceed amount of \$600. Foundation Executive Director Horne advised that the Foundation has approved a grant for \$1,000 for the Engine restoration project and has additionally received a donation of \$100 from Mary Rossi for this project.**

C. CSDA Conference Report

Previously the Board voted to table this item to the June meeting. General Manager Wallace inquired if the Board wished to approve reimbursement to Director Guernsey in the amount of \$157.15 for attendance at this conference. It was moved by Director Brown seconded by Director Bernardo and passed unanimously **to approve reimbursement as submitted, with the report on the conference to follow at the June meeting.**

D. First Street Lift Station: Developer Reimbursement

General Manager Wallace advised that Martin Resorts has requested that the District provide payment in accordance with the Lift Station Agreement for reimbursement of construction of the District facility. At this time, \$9,011 is left for the District to collect from the Landing Project for their portion of this improvement. It was moved by Director Guernsey seconded by Director Brown and passed unanimously **to approve reimbursement to Martin Resorts in the amount of \$52,823 with the remaining balance to be paid upon completion of the Landing Project.**

E. Fiscal Year 2008/09 Budget Schedule

General Manager Wallace presented the staff report proposing a Budget Schedule. Finance Committee members Brown and Kelley will meet with staff on May 30th at 10:00 am to review the first draft of the preliminary budget. A second Finance Committee meeting will be held June 6th at 10:00am. **No formal actions were taken.**

7. INFORMATION AND DISCUSSION ITEMS

Board Communications –

General Manager Wallace advised that the District's administrative computer is "wiggling out" and staff would like to replace it now rather than wait to next years budget. Director Guernsey suggested that staff contact PG&E to see if they are surplusing any computers and to perhaps obtain 3 or 4 from them. Following discussion, staff was **directed to purchase a new computer for the office and to also contact PG&E to see about surplus equipment they may have.**

Mr. Wallace advised that the CSDA Annual meeting will be held here in Avila on July 11th, 2008. Further information will follow.

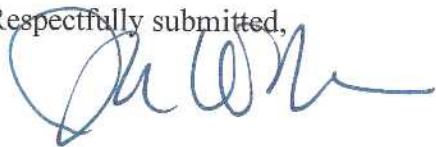
8. ADJOURNMENT

The meeting was adjourned at 8:30 pm by motion of Director Guernsey seconded by Director Helenius, and passed unanimously.

The next regular meeting of the Avila Beach Community Services District is scheduled for June 10, 2008 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.

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

Respectfully submitted,



John Wallace, General Manager

AVILA BEACH COMMUNITY SERVICES DISTRICT

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

AGENDA

REGULAR BOARD MEETING
7:00 pm Tuesday June 10, 2008

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

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

2. **ROLL CALL:** Board Members: Chris Helenius, President
Pete Kelley, Vice President
Perris Bernardo, Director
Terry Brown, Director
Tom Guernsey, Director

3. PUBLIC COMMENTS;

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

4. INFORMATION AND DISCUSSION ITEMS

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

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

5. CONSENT ITEMS:

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

- A. Minutes of May 15, 2008 Regular Meeting;
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report
- E. Subcommittee Reports

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

- A. 2008 Weed Abatement Program
(Action Required: Receive Report: Adopt Resolution 2008-3)
- B. Review of Penalties Charges; Hole in Clouds Development
(Action Required: Receive Request; Provide Direction to Staff)
- C. Update on Activities of AB Civic Association & AB Foundation
(Action Required: Receive Presentations)
- D. Potential Grant Opportunities (Clean Beaches Program)
(Action Required: Receive Report)
- E. CSDA Conference Report
(Action Required: Receive Report from Director Guernsey)
- F. Resolution No 2008-04 to Consolidate District Election with General Election of November 4, 2008
(Action Required: Adopt Resolution 2008-04)
- G. Preliminary Budget Presentation
(Action Required: Receive Preliminary Budget; Set Finance Committee Meeting)

7. INFORMATION AND DISCUSSION ITEMS

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

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Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District at 805-595-2664.

**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
June 10, 2008**

1. CALL TO ORDER

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:10 p.m. on the above date, in the Avila Community Building meeting room, was called to order by President Chris Helenius.

2. ROLL CALL

Board Members Present: Chris Helenius
 Pete Kelley
 Perris Bernardo
 Terry Brown
 Tom Guernsey

Board Members Absent: None

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

3. PUBLIC COMMENTS

None

4. INFORMATION AND DISCUSSION ITEMS

A. Board Communication-

Director Guernsey requested that Item "6E" CSDA Conference Report, be tabled to the July meeting. Director Guernsey further commented that insurance for the Dodge Fire Engine was further researched and it was his recommendation that we insure the engine for the previously received quote. The Board concurred with this recommendation. No other actions were necessary as the insurance cost was approved at a previous meeting in a not to exceed amount.

B. County Reports

1. SLO Sheriff: Commander Hall advised that 47 calls for service had been received in the Avila area, including a vehicle burglary at the Bob Jones Trailhead, a report of indecent exposure in Avila Beach and a robbery at Cave Landing. Director Brown inquired as to who to contact to discuss parking concerns along San Luis Street. Commander Hall suggested that SLO County Public Works be contacted.

2. **CAL Fire Report-** Battalion Chief Rob Lewin advised that the Avila Valley station responded to 46 calls with 19 of them being in the Avila response area. With the "Air Support" unit, the Avila Station responds to calls outside of the response area for support. CALFire is preparing for Fourth of July with additional staffing and posting of "No Fireworks" signs. A "Badge Pinning" will be held at Station 62 on Tuesday June 17th at 7:00 pm the community is invited.

5. **CONSENT ITEMS**

President Helenius introduced the consent items and inquired if any Board members wished to address any items. Director Guernsey requested additional information on the General Manager report regarding the water service repair on San Miguel Street, and the status of the District's contact with PG&E regarding surplus computers. Mr. Wallace provided an update on both items. It was moved by Director Guernsey, seconded by Director Brown and passed unanimously **to approve the following consent items as presented:**

- A. Approval of the May 15, 2008 Regular Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Reports

6. **BUSINESS ITEMS**

A. **2008 Weed Abatement Program**

General Manager Wallace introduced the staff report regarding weed abatement and advised the Board that this is a yearly program. Lots have been posted with notices being sent to the property owners on May 14, 2008. President Helenius opened the Public Hearing to receive objections to the postings. No objections were presented. It was moved by Director Guernsey seconded by Director Brown and passed on the following roll call vote to adopt Resolution 2008-3 Finding No Objections to Weed and Rubbish Abatement Proceedings and Ordering the Abatement of Nuisances.

AYES:	Guernsey, Brown , Kelley, Helenius, Bernardo
NOES:	None
ABSENT:	None
ABSTAIN:	None

B. Review of Penalties Charges: Hole in the Clouds Development

Mr. Wallace presented a request from the new owners of the Hole in the Clouds development for consideration of waiving penalties associated with non-payment of water and wastewater charges. Jim LaMarca, representative for the project owner, advised that the development had just gone through foreclosure and the new owners were unaware of the nonpayment of the service charges. Following discussion it was moved by Director Kelley seconded by Director Helenius and passed **unanimously to waive penalty charges in the amount of \$2,781.71 due to the bill not being received by the property owner during the foreclosure process.**

C. Update on Activities of AB Civic Association and AB Foundation

President Helenius introduced Terry Eberhardt, Vice President of the Civic Association and Boyd Horne, Executive Director of the Foundation to provide an update on the activities of their organizations. Terry advised that the Civic Association is proceeding with fund raising for the next phase of the Civic Association building. Boyd advised the Board that he is planning on retiring from the Foundation at the end of this year and is working toward a smooth transition. As a result of his planned retirement, the Foundation and Civic Association had discussed exploring a merger between the two organizations; however, the Foundation has now decided not to explore this concept, but to identify specific ways for the Foundation to collaborate with the Civic Association for various ways to benefit the community. As this was an informational item **no actions were taken.**

D. Potential Grant Opportunities (Clean Beaches Program)

General Manager Wallace presented the staff report with a listing of potential projects that may be submitted for consideration of Clean Beaches Initiative grant programs. Mr. Wallace advised that District staff is coordinating with other agencies in pursuing this grant funding. Director Guernsey requested that a project to initiate tertiary treatment at the Wastewater facility be included in this listing of potential projects. **No Formal Actions were taken.**

**E. CSDA Conference Report
Tabled at the Request of Director Guernsey**

F. Resolution No 2008-04 To Consolidate District Election with General Election of November 4, 2008

Mr. Wallace introduced Resolution 2008-04 to Consolidate District Election with the General Election of November 4, 2008. It was moved by Director Guernsey, seconded by Director Brown and passed on the following roll call vote **to Adopt Resolution 2008-04 to Consolidate District Election with General Election of November 4, 2008.**

AYES:	Guernsey, Brown , Helenius, Kelley, Bernardo
NOES:	None
ABSENT:	None
ABSTAIN:	None

G. Preliminary Budget Presentation

General Manager Wallace presented the Draft Budget for Fiscal Year 2008/09 to the Board. Legal Counsel Seitz advised that a notice must be published in a newspaper of general circulation at least 2 weeks before adoption of the budget. Director Guernsey requested that additional funds be placed in the training budget to allow for Board members to attend further training sessions. Following general discussion, it was moved by Director Helenius seconded by Director Guernsey and passed unanimously **to hold a finance committee meeting on June 20th 2008 at 10:00 am and to hold a special meeting to consider adoption of the Operating Budget and Capital Projects Budget on July 1st 2008 at 7:00 pm. Additionally, at this meeting the report on the capacity study for the Wastewater Treatment Plant will be presented as well.**

7. INFORMATION AND DISCUSSION ITEMS

Board Communications –

President Helenius inquired as to the status as enforcement actions of the January coliform violation at the Wastewater Treatment plant. Mr. Wallace advised that as of this time, no notice of violation has been received by the District.

President Helenius commented that the Board may want to review proposed cost of living adjustments to water and wastewater service charges each year, and to adjust based upon financial needs of the District.

General Manager Wallace provided a copy of the Grand Jury report regarding Solid Waste services in the County. The report indicates that the Community is being well served.

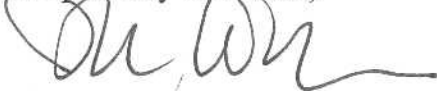
8. ADJOURNMENT

The meeting was adjourned at 9:00 pm by motion of Director Guernsey seconded by Director Kelley, and passed unanimously.

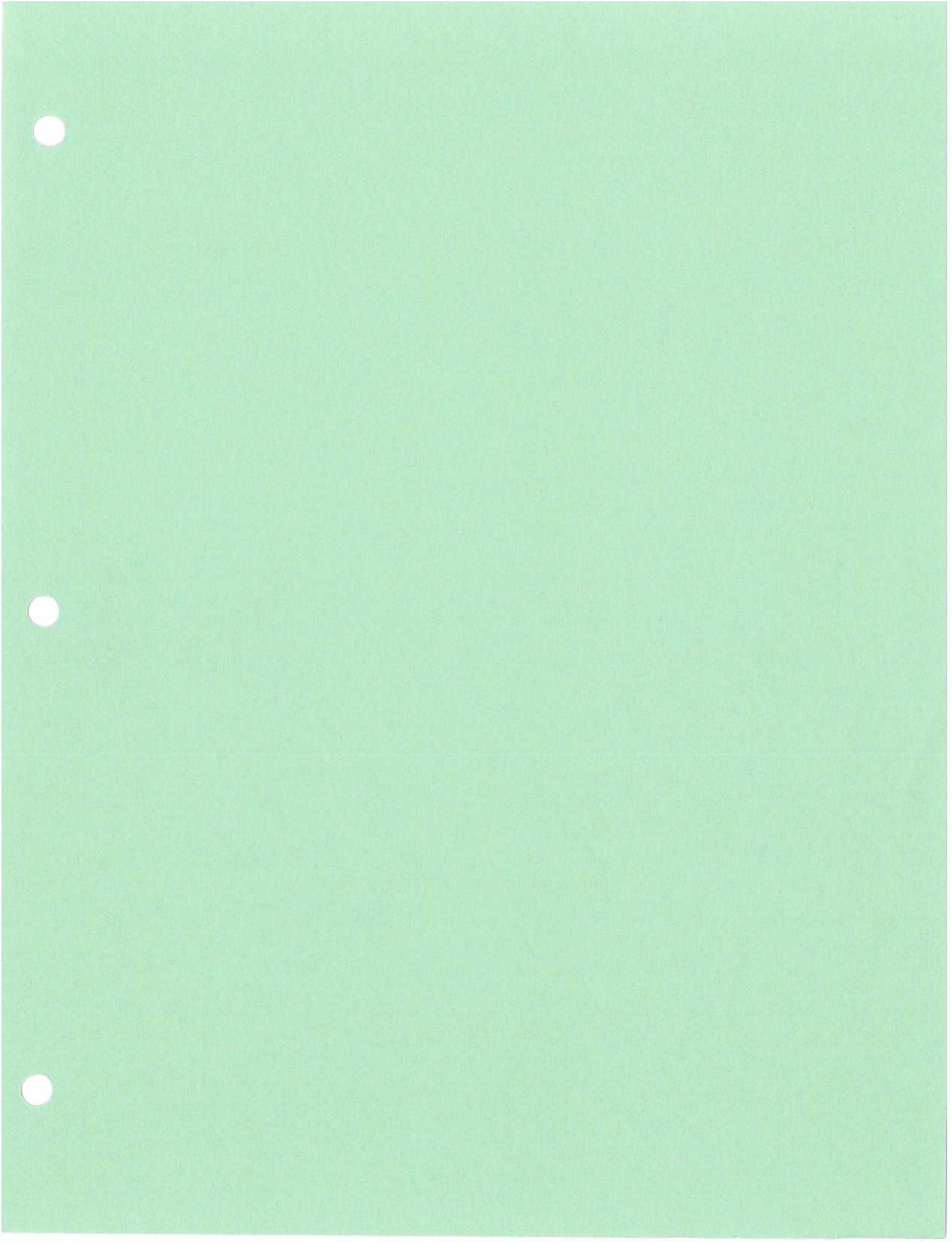
The next regular meeting of the Avila Beach Community Services District is scheduled for July 8, 2008 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.

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

Respectfully submitted,



John Wallace, General Manager



**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

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

**AGENDA
SPECIAL BOARD MEETING
7:00 pm Tuesday July 1, 2008**

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

1. **CALL TO ORDER: 7:00 P.M.**
2. **ROLL CALL:** Board Members: Chris Helenius, President
Pete Kelley, Vice President
Perris Bernardo, Director
Terry Brown, Director
Tom Guernsey, Director
3. **PUBLIC COMMENTS;**
The Public has the right to comment on any item on the Special Meeting Agenda
4. **BUSINESS ITEMS:** Items where Board action is called for.
 - A. Presentation of Capacity Analysis and Process Review Wastewater Treatment Plant
(Action Required: Receive Presentation)
 - B. Set FY 2008/09 Appropriations Limit and Adopt Final Budget FY 2008/09
(Action Required: Adopt Resolutions)

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**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF SPECIAL MEETING
July 1, 2008**

1. CALL TO ORDER

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

2. ROLL CALL

Board Members Present: Pete Kelley
 Terry Brown
 Tom Guernsey

Board Members Absent: Chris Helenius
 Perris Bernardo

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

President Helenius arrived at 7:08

3. PUBLIC COMMENTS ON ITEMS APPERAING ON TONIGHTS AGENDA

None

4. Business Items

A. Presentation of Capacity Analysis and Process Review Wastewater Treatment Plant

General Manager Wallace introduced Mr. Steve Tanaka, Engineer from the Wallace Group, to provide the presentation on the Capacity Analysis and Process Review of the Wastewater Treatment Plant. Mr. Tanaka provided a Powerpoint presentation giving an overview of the plant capacity and hydraulic flows. Engineers will continue to review the sampling data and trends to finalize the final report for presentation at a future meeting. The Board thanked Mr. Tanaka for his presentation. **No Actions Were Taken.**

B. FY 2008/09 Budget Appropriations Limit and Adoption of the Final Budget

Mr. Wallace introduced the proposed Final Budget for Fiscal Year 2008/09 and provided a detailed review of both revenue and expenditures as proposed for the Fiscal Year. Director Guernsey requested that \$100 per month be provided for each Board member to assist with educational expenses. President Helenius expressed his feeling that the service to the Board should continue to be on a voluntary basis and he would be opposed to increasing the training budget to accommodate this level of cost. Following discussion, **it was moved by Director Brown, seconded by Director Kelley and passed unanimously to increase the proposed administrative training budget item from \$2,000 to \$3,000 per year, with the understanding that attendance at conferences by Directors would need to be approved in advance by the Board.** Mr. Wallace then provided a review of the Proposed Capital Budget. Director Guernsey requested further information on several items included in the proposed capital project listings. President Helenius commented that the budget is a planning tool and that none of the listed projects were being approved at this time, but each project would be brought before the Board for approval. Following a detailed review, it was moved by Director Kelley, seconded by Director Helenius and passed on the following roll call vote **to Adopt Resolution 2008-06 for Determination of Appropriation Limitation for the 2008-09 Fiscal Year and Requesting Distribution of Special District Augmentation Funds.**

AYES:	Kelley, Helenius, Brown
NOES:	Guernsey
ABSENT:	Bernardo
ABSTAIN:	None

It was then moved by Director Helenius, seconded by Director Kelley and passed on the following roll call vote to Adopt Resolution 2008-05 Adopting the 2008-09 Fiscal Year Budget.

AYES:	Helenius, Kelley, Brown
NOES:	Guernsey
ABSENT:	Bernardo
ABSTAIN:	None

5. Board Communication:

President Helenius is moving out of the District and therefore submitted his letter of resignation from the Board effective July 31, 2008. Mr. Helenius thanked Board members and staff for the opportunity to have served the District.

Director Guernsey requested that in light of the resignation of President Helenius, he would like to postpone his presentation on the CSDA Conference he attended in May, until a new Board member is seated. It was concurred by the Board that this presentation could be held at a future meeting date to be determined.

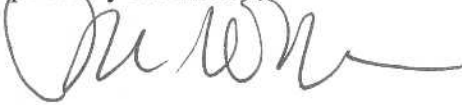
8. ADJOURNMENT

The meeting was adjourned at 9:40 pm by motion of Director Guernsey seconded by Director Kelley, and passed unanimously.

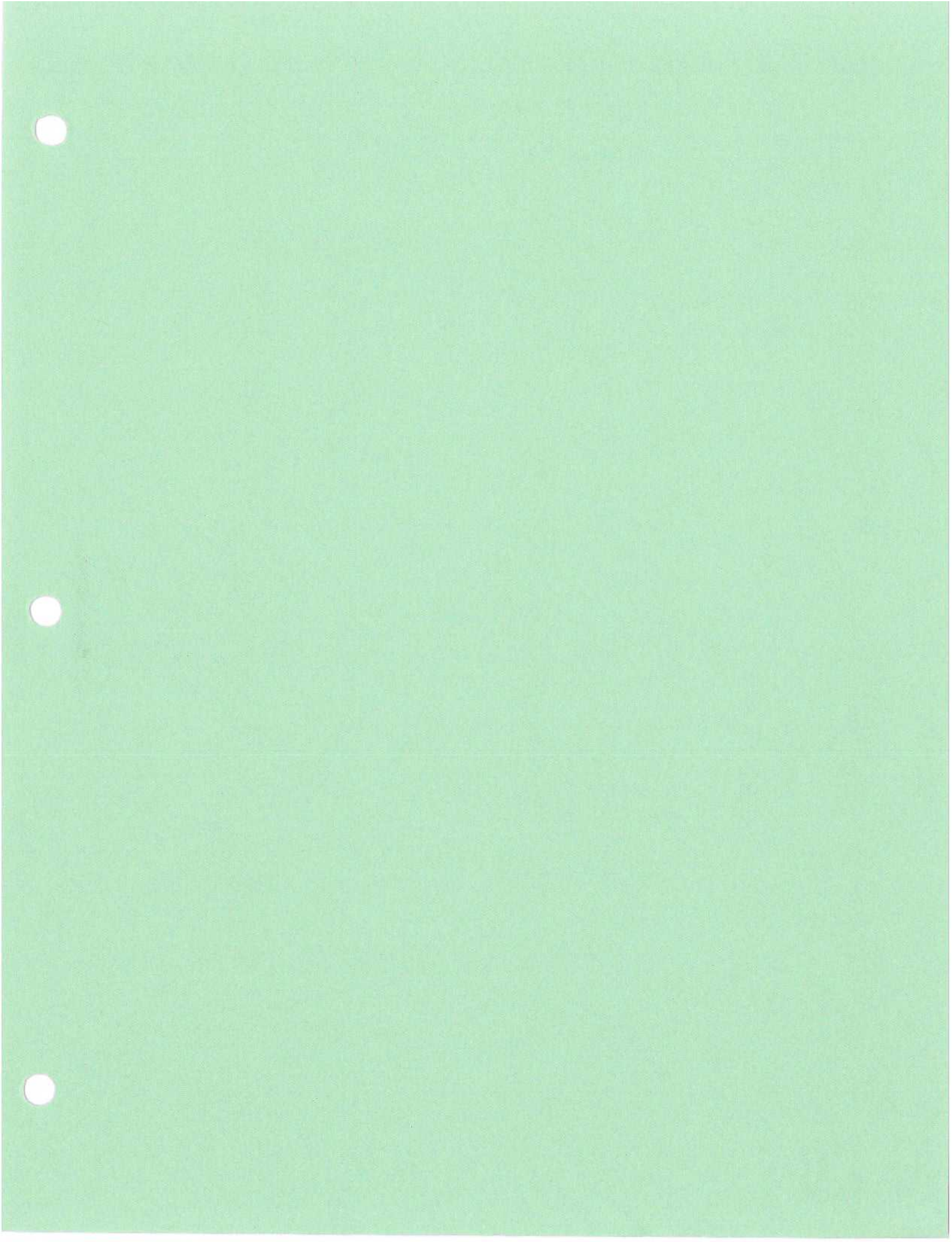
The next regular meeting of the Avila Beach Community Services District is scheduled for July 8, 2008 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.

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

Respectfully submitted,

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

John Wallace, General Manager



AVILA BEACH COMMUNITY SERVICES DISTRICT

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

AGENDA

REGULAR BOARD MEETING
7:00 pm Tuesday July 8, 2008

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

1. **CALL TO ORDER: 7:00 P.M.**
2. **ROLL CALL:** Board Members: Chris Helenius, President
Pete Kelley, Vice President
Perris Bernardo, Director
Terry Brown, Director
Tom Guernsey, Director
3. **PUBLIC COMMENTS;**
Members of the public wishing to comment or bring forward any items concerning District operations **which do not appear on tonight's agenda** may address the Board now. Please state name and address before addressing the Board and **limit presentations to 3 minutes.** State law does not allow Board action on items not appearing on the agenda
4. **INFORMATION AND DISCUSSION ITEMS**
Items of District interest which may be placed on later agendas, or where staff needs to inform Board
 - A. Board Communications
Reports on Attended Conferences, Meetings, and General Communications of District Interest
 - B. County Reports
 1. SLO County Sheriff Department
 2. CalFire/County Fire Department
5. **CONSENT ITEMS:**
These items are approved with one motion. Directors may briefly discuss any item, or may pull any item, which is then added to the business agenda.
 - A. Minutes of June 10, 2008 Regular Meeting & July 1, 2008 Special Meeting
 - B. Monthly Payables
 - C. General Manager /District Engineer Report
 - D. Water and Wastewater Superintendent's Report
 - E. Subcommittee Reports

July 8, 2008, Regular Meeting Agenda, Page 2

- 6. BUSINESS ITEMS:** Items where Board action is called for.
- A. 2008 Weed Abatement Program
(Action Required: Receive Report)
 - B. Consideration of Insurance Renewal Package
(Action Required: Receive Report; Provide Direction to Staff)
 - C. Review of Port San Luis Harbor District "Coastal Gateway Project" Connection
(Action Required: Receive Report; Approve Request)
 - D. Sycamore Mineral Springs Request for Service Response
(Action Required: Receive Report; Provide Direction to Staff)

7. INFORMATION AND DISCUSSION ITEMS

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

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**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
July 8, 2008**

1. CALL TO ORDER

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

2. ROLL CALL

Board Members Present: Pete Kelley
 Terry Brown
 Tom Guernsey

Board Members Absent: Chris Helenius
 Perris Bernardo

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

3. PUBLIC COMMENTS

Director Guernsey introduced Carol Boland, a new resident to the community.

4. INFORMATION AND DISCUSSION ITEMS

A. Board Communication-

None

B. County Reports

1. SLO Sheriff: Commander Hall advised that 134 calls for service had been received in the Avila area resulting in 28 reports. Director Kelley inquired if there had been any information received regarding locating the school bell. General Manager Wallace advised that Commander Hall had successfully recovered the bell and it is currently in the District office.

2. CAL Fire Report- Captain Cohen advised that the Avila Valley station responded to 61 calls with 15 of them being in the Avila response area. These included a water rescue, a vegetation fire and a vehicle fire. A "Badge Pining" ceremony was held with 6 new PFC's joining the Department. Director Kelley requested a "fire safety review" of the school house as it will be "mothballed". Captain Cohen advised they could assist with this review.

5. CONSENT ITEMS

Vice President Kelley introduced the consent items and inquired if any Board members wished to address any items. It was moved by Director Kelley, seconded by Director Guernsey and passed unanimously **to approve the following consent items as presented:**

- A. Approval of the June 10, 2008 Regular Meeting Minutes & July 1, 2008 Special Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Reports

6. BUSINESS ITEMS

A. 2008 Weed Abatement Program

General Manager Wallace advised the Board that weed abatement has been completed with no need for the District to clear lots. As this was an informational item **no actions were taken.**

B. Consideration of Insurance Renewal Package

Mr. Wallace presented the insurance renewal package with SDRMA. A reduction in cost of \$55 over last year was realized. Following discussion it was moved by Director Guernsey seconded by Director Brown and passed **unanimously to place the District's insurance with SDRMA at the 5.0M limit at a cost of \$11,926 for the 2008/09 Fiscal Year.**

C. Review of Port San Luis Harbor District "Coastal Gateway Project" Connection

General Manager Wallace presented the staff report regarding the Port's Coastal Gateway Project. Steve McGrath, PSLHD Harbor Master provided an overview of the project. It was moved by Director Guernsey seconded by Director Kelley and passed unanimously **to approve the "Coastal Gateway Project" connection to the wastewater treatment plant.**

D. Sycamore Mineral Springs Request for Service Response

Mr. Wallace provided a review of the request for service from Sycamore Mineral Spring Resort along with a brief review of the plant hydraulic study currently in process. It was moved by Director Guernsey, seconded by Director Brown and passed unanimously **to direct staff to send a letter to King Ventures advising of the study currently underway and the need of the District to have further information before a decision can be made on the availability of service capacity for outside users.**

7. INFORMATION AND DISCUSSION ITEMS

Board Communications –

General Manager Wallace advised the Board that the Coastal Commission will be meeting in San Luis Obispo and members of the Board have been invited to an “official welcome”. Director Guernsey volunteered to attend on behalf of the District. Additionally, the local chapter of CSDA will be holding the annual meeting in Avila on July 11, 2008. Directors Kelley, Brown and Guernsey plan to attend. Included in the Board packet is President Helenius’s letter of resignation.

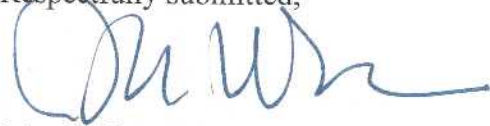
8. ADJOURNMENT

The meeting was adjourned at 7:55 pm by motion of Director Guernsey seconded by Director Brown, and passed unanimously.

The next regular meeting of the Avila Beach Community Services District is scheduled for August 12, 2008 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "John Wallace", is written over the typed name.

John Wallace, General Manager

AVILA BEACH COMMUNITY SERVICES DISTRICT

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

AGENDA

REGULAR BOARD MEETING
7:00 pm Tuesday August 12, 2008

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

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

2. ROLL CALL: Board Members:

Pete Kelley, Vice President
Perris Bernardo, Director
Terry Brown, Director
Tom Guernsey, Director
One Vacancy exists on the Board

3. PUBLIC COMMENTS;

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

4. INFORMATION AND DISCUSSION ITEMS

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

A. Board Communications

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

B. County Reports

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

5. CONSENT ITEMS:

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

- A. Minutes of July 8, 2008 Regular Meeting
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report
- E. Subcommittee Reports

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

- A. Consideration of Director Vacancy, Appointment of New Board Member
(Action Required: Receive Report on Status of Applications for Vacant director position; Consideration of Appointing new Board Member)
- B. Consideration of Resolution Honoring Christopher Helenius for Service to Avila Beach Community Services District
(Action Required: Receive Report; Approve Resolution)
- C. Review of District Conflict of Interest Code
(Action Required: Receive Report;)
- D. Update on District "Fats, Oil & Grease Program" (FOG Program)
(Action Required: Receive Report; Provide Direction to Staff)
- E. Wastewater Capacity Study Update
(Action Required: Receive Report; Provide Direction to Staff)
- F. Air Vacuum Relief Valve Repair / Wastewater Treatment Plant Drainage Basin Cleaning
(Action Required: Receive Report; Approve Installation)
- G. Faulty Gate Valves on Water System
(Action Required: Receive Report; Approve Project, Approve New Budget Item)
- H. Wastewater Treatment Plant Chlorine Analyzer Project
(Action Required: Receive Report; Approve Project)
- I. San Rafael Street Sewer Project
(Action Required: Initiate Preparation of Contract Documents)
- J. Salmon Enhancement Program Request for Funds
(Action Required: Receive Report; Provide Direction to Staff)
- K. State Water Reliability Agreement
(Action Required: Receive Report; Approve Revised Agreement)

7. **INFORMATION AND DISCUSSION ITEMS**

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

Any writing or document pertaining to an open session item on this agenda which is distributed to a majority of the Board after the posting of this agenda will be available for public inspection at the time the subject writing or document is distributed. The writing or document will be available for public review in the District Administration Office, 191 San Miguel Street, Avila Beach, CA during normal business hours.

Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District at 805-595-2664.

**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
August 12, 2008**

1. CALL TO ORDER

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:06 p.m. on the above date, in the Avila Community Building meeting room, was called to order by Secretary Terry Brown.

2. ROLL CALL

Board Members Present:

Terry Brown
Perris Bernardo
Tom Guernsey

Board Members Absent:

Pete Kelley
One vacancy on the Board

Staff Present:

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

3. PUBLIC COMMENTS

Boyd Home, Executive Director of the Avila Beach Community Foundation advised the Board that the Foundation is looking for good projects to consider for their grants. He also advised that with his retirement in January, the Foundation is advertising for his replacement.

4. INFORMATION AND DISCUSSION ITEMS

A. Board Communication-

Director Guernsey advised the Board that the insurance for the 1942 Dodge Fire Engine has been denied through JC Taylor Insurance, and recommends that staff pursue coverage through SDRMA along with the District's general liability coverage. Further, Director Guernsey requested that the engine be moved to Fire Station 62 to begin the preservation process. General Manager Wallace advised that previously the Board approved the move to the Fire Station. Director Guernsey will proceed with arrangements to move this engine.

B. County Reports

1. SLO Sheriff: Commander Hall advised that several "smash & grabs" incidents have taken place over the last month. These appear to be "crimes of opportunity" and two suspects have been apprehended.

2. **CAL Fire Report-** Battalion Chief Rob Lewin advised that the Avila Valley station responded to 28 calls. Responses within the County have been relatively quiet, however, area personnel have been on strike teams throughout the state. Chief Lewin advised that Morro Bay is considering contracting with CAL Fire to provide fire protection services to their community and may contact the District to inquire as to how our agreement with CAL Fire is working.

5. **CONSENT ITEMS**

Secretary Brown introduced the consent items and inquired if any Board members wished to address any items. Director Guernsey requested further information on the Manager Report regarding the purchase of the flow meter in order to meet discharge requirements for the wastewater treatment plant. Director Guernsey commented that he felt the Board should be informed prior to the purchase of equipment for the District. Director Bernardo commented that we have hired staff to make decisions and purchases as necessary for the District within certain budget and operational guidelines. This purchase was within those parameters. It was moved by Director Bernardo, seconded by Director Brown and voted on to approve the consent items as submitted. **This motion failed on a 2-1 vote with Director Guernsey being opposed. Following discussion it was determined to vote on individual items to determine what items could be approved, the vote tally is as follows:**

- A. Approval of the July 8, 2008 Regular Meeting Minutes: **Approved 3-0**
- B. Approval of Monthly Payables: **Approved 3-0**
- C. General Manager / District Engineer Report: **Failed 2-1 (Director Guernsey opposed)**
- D. Water & Wastewater Superintendent Report: **Approved 3-0**
- E. Subcommittee Reports: **Approved 3-0**

General Manager Report / District Engineer Report will be brought back for further review at the September meeting.

6. **BUSINESS ITEMS**

A. **Consideration of Director Vacancy, Appointment of New Board Member**
General Manager Wallace presented the staff report for consideration of Director Vacancy and appointment of new Board member. Staff has received one letter of interest from Jason Simas to serve on the Board. It was moved by Director Bernardo, seconded by Director Brown and passed unanimously **to appoint Jason Simas to the unexpired term vacated by Chris Helenius. General Manager Wallace administered the Oath of Office and Director Simas took his seat.**

B. Consideration of Resolution Honoring Christopher Helenius for Service to ABCSD

Mr. Wallace presented Resolution 2008-6 Honoring Christopher Helenius for Service to the District and the community of Avila Beach. It was moved by Director Guernsey seconded by Director Simas and passed on the following roll call vote **to adopt Resolution 2008-6.**

AYES: Guernsey, Simas, Brown, Bernardo

NOES: None

ABSENT: Kelley

C. Review of District Conflict of Interest Code

Director Guernsey requested that this item be tabled until a full Board is in attendance. Following discussion it was moved by Director Guernsey, seconded by Director Bernardo and passed unanimously **to table this item to the September meeting.**

A request to re-order the agenda for legal items was made to allow for Legal Counsel to leave before the end of the meeting, by grouping together items that may require legal input.

D. Update of District “Fats, Oil & Grease Program” (FOG Program)

General Manager Wallace introduced the staff report regarding the District’s Fats, Oil & Grease Program (FOG Program). Joy Castaing of the Wallace Group provided a brief overview of the “kick-off” steps for the FOG Program. Following the presentation it was moved by Director Bernardo seconded by Director Simas and passed unanimously **to direct staff to proceed with implementation of the FOG Program.**

J. Salmon Enhancement Program Request for Funds

Mr. Wallace advised the Board that a request has been received from the Salmon Enhancement Program for consideration of a financial contribution to assist in the efforts to coordinate and advocate for the Clean Beaches Initiative Grant Program. Director Guernsey inquired if the District was including a request for funding of additional treatment of the District’s wastewater. Mr. Wallace advised that it was not being included at this time because the Regional Board staff had indicated that it would not qualify. Boyd Horne, Executive Director of the Avila Beach Community Foundation advised that they had also received a request for funds. It was moved by Director Simas, seconded by Director Bernardo and passed unanimously **to approve funds in the amount of \$1,500 to the Salmon Enhancement Program for coordination efforts towards the CBI program with further consideration of funds if appropriate at a future time.**

K. State Water Reliability Agreement

General Manager Wallace presented the State Water Reliability Agreement for Board consideration. Mr. Seitz provided a review of the legal perspectives of the agreement. Following

discussion it was moved by Director Simas seconded by Director Guernsey and passed unanimously **to approve the State Water Reliability Agreement with the amendment to item 1(b) to allow for the General Manger and District Legal Counsel to coordinate this agreement on behalf of the District if necessary, and to Direct the Secretary to sign on behalf of the District.**

At this time, approximately 9:00pm, Mr. Seitz adjourned himself from the meeting.

E. Wastewater Capacity Study Update

Mr. Wallace introduced Mr. Steve Tanka of the Wallace Group to provide the update on the Wastewater Capacity Study. Mr. Tanaka advised the Board that staff continues to compile data to evaluate the processes at the plant. Tertiary Treatment is being evaluated and a meeting is being scheduled with the Rob Rossi to discuss if the golf course would be interested in obtaining recycled water for irrigation. Director Guernsey requested to be included in this meeting. Mr. Tanaka further recommended that monitoring of the influent be continued to determine the source(s) of the high influent strength. Following this presentation, it was moved by Director Guernsey seconded by Director Brown and passed unanimously **to direct staff to continue the additional sampling program and to allocate \$15,000 in lab costs for this effort, and to bring the final report back to the Board for approval at a future meeting.**

F. Air Vacuum Relief Valve Repair / Wastewater Treatment Plant Drainage Basin Cleaning

General Manager Wallace advised the Board that an air vacuum relief valve needs repair at Ravens Cliff drive, however, he would like to pull this item for further review of the project to determine if in house repair would be the most cost effective method of repair, or if this repair should be handled by an outside contractor. Mr. Wallace further advised that the drainage basin at the wastewater treatment plant needs to be cleaned. Following discussion it was moved by Director Guernsey, seconded by Director Bernardo and passed unanimously **to direct staff to clean the drainage basin utilizing in house staffing and to authorize staff to utilize Chaves Construction for the repair to the Air Vacuum Relief Valve in the amount of \$4430.**

G. Faulty Gate Valves on Water System

Mr. Wallace advised the Board that three gate valves on the water distribution system are faulty and need to be replaced. Two of these valves were included in the 2008/09 Capital Budget, with the third valve being recently discovered to be problematic. It was moved by Director Guernsey, seconded by Director Brown and passed unanimously **to direct staff to prepare contract documents and a bid package to repair all three valves.**

H. Wastewater Treatment Plant Chlorine Analyzer Project

General Manager Wallace presented to the Board the staff report regarding the need to purchase and install two chlorine analyzers and necessary appurtenances at the wastewater treatment plant. This equipment will allow for a reduction in the amount of chemicals being utilized in the

disinfection process. It was moved by Director Bernardo seconded by Director Simas and passed unanimously **to direct staff to purchase and install the chlorine analyzers and necessary appurtenances.**

I. San Rafael Street Sewer Project

Mr. Wallace provided an overview of the San Rafael Street Sewer project. This project was budgeted for in the 2008/09 Capital Budget. It was moved by Director Guernsey seconded by Director Simas and passed unanimously **to direct staff to proceed with preparation of the contract documents, bid package and schedule for replacement of the existing San Rafael Street sewer line. Additionally, staff is directed to coordinate and incorporate funding for this project with the Clean Beaches Initiative grant program.**

7. INFORMATION AND DISCUSSION ITEMS

Board Communications – None

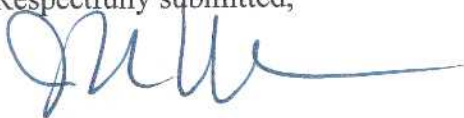
8. ADJOURNMENT

The meeting was adjourned at 9:40 pm by motion of Director Guernsey seconded by Director Simas, and passed unanimously.

The next regular meeting of the Avila Beach Community Services District is scheduled for September 9, 2008 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.

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

Respectfully submitted,



John Wallace,
General Manager

AVILA BEACH COMMUNITY SERVICES DISTRICT

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

AGENDA

REGULAR BOARD MEETING
7:00 pm Tuesday September 9, 2008

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

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

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

Pete Kelley, Vice President
Perris Bernardo, Director
Terry Brown, Director
Tom Guernsey, Director
Jason Simas, Director

3. **PUBLIC COMMENTS;**

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

4. **INFORMATION AND DISCUSSION ITEMS**

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

A. Board Communications

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

B. County Reports

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

5. **CONSENT ITEMS:**

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

- A. Minutes of August 12, 2008 Regular Meeting
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report
- E. Subcommittee Reports

6. **BUSINESS ITEMS:** Items where Board action is called for.
- A. Extension of Solid Waste Franchise Agreement
(Action Required: Approve Resolution Approving Extension)
 - B. Review of District Conflict of Interest Code
(Action Required: Receive Report)
 - C. Request for Consideration of Waiver or Reduction of Water /Sewer Penalties
524 Front Street
(Action Required: Receive Request; Provide Direction to Staff)
 - D. Review of August District Manager / Engineer Report
(Action Required: Receive Report; Provide Direction to Staff)
 - E. CSDA Conference Report (Director Guernsey attendance May 2nd 2008)
(Action Required: Receive Report from Director Guernsey)
 - F. Drain & Inspect Wastewater Treatment Plant Sludge Digester
(Action Required: Receive Report; Approve Project)
 - G. Wastewater Treatment Plant "Air Scrubber" Project
(Action Required: Receive Report; Approve Project)
 - H. Audit Engagement
(Action Required: Approve Letter of Engagement)

7. **INFORMATION AND DISCUSSION ITEMS**

- A. Items of District interest which may be placed on later agendas, or where staff needs to inform Board.
 - Orientation For New Board Member
 - Scheduling of November 11, 2008 Board Meeting (Veterans Day Holiday)
- B. Other Communication

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**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
September 9, 2008**

1. CALL TO ORDER

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

2. ROLL CALL

Board Members Present:

Pete Kelley
Perris Bernardo
Terry Brown
Tom Guernsey
Jason Simas

Board Members Absent: None

Staff Present:

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

3. PUBLIC COMMENTS

Director Kelley commented that the algae bloom in the ocean is back. He has obtained information from Cal Poly regarding the type of algae bloom that this is and commented that this is not a typical "red tide" type of bloom. It was identified as "Akashiwo Sanguines".

4. INFORMATION AND DISCUSSION ITEMS

A. Board Communication-
None

B. County Reports

1. SLO Sheriff:
None

2. CAL Fire Report-

Battalion Chief Rob Lewin advised that the Avila Valley station responded to 24 calls. Responses within the County have been relatively quiet; CAL Fire staff assisted Diablo Canyon with a transformer fire. CAL Fire continues with joint training with Port San Luis and

Diablo Canyon staff. Chief Lewin advised that staff has the 1942 Dodge Engine running and would like to bring it to Farmers Market. Director Guernsey requested that staff initiate insurance coverage on this engine. Director Guernsey further requested that he be involved when staff contacts our insurance carrier to initiate this coverage. Chief Lewin further advised that a "practice" FEMA drill will be held on September 24th with a full drill and review by FEMA on October 29th. Director Guernsey inquired if the CSD will be participating in these drills. Chief Lewin advised that the County OES determines which agencies will be participating, at this time Avila Beach CSD is not one of the specifically designated agencies, however, CAL Fire, who represents ABCSD, will be participating. Director Brown inquired if CAL Fire is being impacted by the lack of a State budget. Chief Lewin commented that they are somewhat insulated, but there are some "purchasing issues".

5. CONSENT ITEMS

Vice President Kelley introduced the consent items and inquired if any Board members wished to address any items. Director Bernardo inquired as to the sewer plug on San Luis Street. General Manager Wallace advised that a plug had occurred and resulted in some sewage to back up into apartment units at the Dun Sailing. Mr. Wallace further advised that previously staff had sent letters to all of the District customers informing them of the code requirement for the installation of back flow prevention valves. Installation of this type of valve would prevent a back-up from entering the customer lateral. General Manager Wallace commented that the Dun Sailing had received this notice, but it appears that a valve was not in place. Director Bernardo then inquired if the District was in jeopardy of violations for the peak high flows experienced at the Wastewater Treatment plant on Labor Day. Mr. Wallace advised that while we had high peak flows, our total flow was within limits. This event shows the need to complete an additional hydraulic evaluation of the plant to determine if flow restrictions exist and if so, where they are. It was moved by Director Brown, seconded by Director Bernardo and passed on a 4-1 vote with Director Guernsey opposed on to approve the consent items as submitted.

- A. Approval of the August 12, 2008 Regular Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Reports

6. BUSINESS ITEMS

A. **Extension of Solid Waste Franchise Agreement**

General Manager Wallace presented the staff report regarding the extension of the solid waste franchise agreement. Legal Counsel Seitz advised that this resolution would allow for continued solid waste services while a new contract is negotiated. It was moved by Director Brown,

seconded by Director Simas and passed on the following roll call vote **to adopt Resolution 2008-8 Authorizing Extension of Solid Waste Franchise Agreement.**

AYES: Brown, Simas, Kelley, Bernardo, Guernsey
NOES: None
ABSENT: None

B. Review of District Conflict of Interest Code

Mr. Wallace presented the staff report advising that the Conflict of Interest Code be reviewed every other year. Legal Counsel Seitz continued the presentation and advised that this is a requirement of all government agencies to review their codes every two years. The District's currently adopted code adopts by reference the State Code and any revisions to it in an on-going basis, keeping the District's Code up to date with the latest State requirements. Following discussion it was moved by Director Simas, seconded by Director Bernardo and passed on a 4-1 vote with Director Guernsey opposed, **to direct staff to advise the County Clerk office of the Board's review of the District's Conflict of Interest Code with no changes necessary.**

C. Request for Consideration of Waiver or Reduction of Water/Sewer Penalties 324 Front Street.

General Manager Wallace advised the Board that staff has received a request for consideration of a waiver or reduction of penalties for 324 Front Street from the tenant at that address. It was expected that a letter detailing the request would be received prior to the meeting, or that the tenant would be in attendance, however, no further information has been received. As a result of this request, staff reviewed the District's billing for this address and determined that an overcharge of penalties in the amount of \$391.19 was present. This was due to a change in the Government Code that was not addressed in the District's billing program. It was moved by Director Brown, seconded by Director Kelley and passed unanimously **to approve a reduction in the penalty charges in an amount to reflect the overcharge.**

At this time, approximately 8:15 pm, Mr. Seitz adjourned himself from the meeting.

D. Review of August District Manager / Engineer Report

Vice President Kelley introduced the staff report regarding the August Manager Report and inquired of Director Guernsey what his concerns were. Director Guernsey commented that as a member of the Facility Committee, he would like to be notified of all emergencies. He realizes that the flow meter at the plant needed to be replaced, but felt that the Board should have been notified prior to the installation. Following discussion it was moved by Director Kelley, seconded by Director Bernardo and passed unanimously **to approve the August District Manager /Engineer Report as submitted.**

E. CSDA Conference Report (Director Guernsey attendance May 2nd 2008)

Director Guernsey provided a review of the Strategic Planning conference he attended on May 2, 2008. It was moved by Director Guernsey, seconded by Director Simas and passed on a 4-1 vote with Director Brown opposed **to appoint Directors Guernsey and Simas to an ad-hoc committee to return to the Board at the next meeting with steps necessary to formulate a strategic plan for the District.**

F. Drain & Inspect Wastewater Treatment Plant Sludge Digester

General Manager Wallace advised the Board that the sludge digester at the wastewater treatment plant needs to be drained and inspected. This was included in the 2008/09 Fiscal Year Capital Budget. Results of the inspection once the tank is drained will determine what repairs if any will be necessary. General Manager Wallace advised the Board that the cost of cleaning and repairs may be substantially more than the budgeted funds, therefore the need to prepare a contingency plan. It was moved by Director Kelley, seconded by Director Brown and passed unanimously **to direct staff to proceed with the preparation of contract documents and bid package for the draining, cleaning, and inspection of the sludge digester. Additionally it was approved to direct staff to prepare a contingency plan for emergency repairs if necessary.**

G. Wastewater Treatment Plant "Air Scrubber" Project

Mr. Wallace presented to the Board the staff report regarding the replacement of the "air scrubber" for the Wastewater Treatment plant. It was moved by Director Simas, seconded by Director Guernsey and passed unanimously **to direct staff to purchase the stand alone, fixed bed, dry-air gas scrubber system manufactured by Syneco Systems at a cost of \$2,978.00, to direct staff to install the scrubber unit and to authorize payment in the amount of \$655.00 to SLO County Air Pollution Control District for the processing, evaluation, and issuance of the permit to install this unit.**

H. Audit Engagement

General Manager Wallace advised the Board that the District is required to complete a financial records audit each year. Staff has received a proposal from the firm of Crosby and Cindrich to complete the audit for a cost of \$5,500. This proposal will be for a three year period with each of the next two years being increased by CPI. It was moved by Director Guernsey seconded by Director Bernardo and passed unanimously **to approve the letter of engagement with the CPA firm of Crosby and Cindrich for the District financial audit for a three year period.**

7. INFORMATION AND DISCUSSION ITEMS

Board Communications –

General Manager Wallace advised that the District will have two new Board members as of December, and inquired if the Board would care to have an orientation for the members of the

Board. Following discussion it was recommended that a "workshop type" orientation and facilities tour be held in the afternoon prior to the December 9th 2008 Board meeting.

Mr. Wallace further advised that the Regular meeting for November falls on Veterans Day and is a holiday. Following discussion the Board requested that the meeting be held as scheduled.

Mr. Wallace further advised the Board that he would be out of the area on the date of the next Board meeting and that Mr. Zehnder would be present to assist.

8. ADJOURNMENT

The meeting was adjourned at 8:58 pm by motion of Director Guernsey seconded by Director Simas, and passed unanimously.

The next regular meeting of the Avila Beach Community Services District is scheduled for October 14, 2008 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.

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

Respectfully submitted,



John Wallace,
General Manager

AVILA BEACH COMMUNITY SERVICES DISTRICT

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

AGENDA

REGULAR BOARD MEETING
7:00 pm Tuesday October 14, 2008

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

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

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

Pete Kelley, Vice President
Perris Bernardo, Director
Terry Brown, Director
Tom Guernsey, Director
Jason Simas, Director

3. **PUBLIC COMMENTS;**

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

4. **INFORMATION AND DISCUSSION ITEMS**

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

A. Board Communications

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

B. County Reports

1. SLO County Sheriff Department

2. CalFire/County Fire Department

5. **CONSENT ITEMS:**

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

A. Minutes of September 9, 2008 Regular Meeting

B. Monthly Payables

C. General Manager /District Engineer Report

D. Water and Wastewater Superintendent's Report

E. Subcommittee Reports

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

- A. Extension of Solid Waste Franchise Agreement
(Action Required: Approve Resolution Approving Agreement)
- B. Presentation on Strategic Planning
(Action Required: Receive Presentation by Directors Guernsey & Simas)
- C. Wastewater Treatment Plant Hydraulic Review Status Update
(Action Required: Receive Report)

7. INFORMATION AND DISCUSSION ITEMS

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

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Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District at 805-595-2664.

**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
October 14, 2008**

1. CALL TO ORDER

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

2. ROLL CALL

Board Members Present: Pete Kelley
 Perris Bernardo
 Terry Brown
 Tom Guernsey
 Jason Simas

Board Members Absent: None

Staff Present: Tom Zehnder, Assistant General Manager
 Kathy Richardson, Office Manager

3. PUBLIC COMMENTS

None

4. INFORMATION AND DISCUSSION ITEMS

A. Board Communication-

Vice President Kelley commented that he had attended the SLO County workshop on Strategic Growth Proposals and Countywide Rural Plan.

B. County Reports

1. SLO Sheriff:

SLO Sheriff Sergeant Beetham was filling in for Commander Hall and advised the Board that the County has seen an increase of approximately 30% volume in calls. However, it appears that while the overall volume has increased the severity of the calls has decreased. An example would be a call for a lost cell phone, increase in volume of calls, but not a violent type call. Sergeant Beetham further advised that the County is working towards "mobile data terminals" in the vehicles. It is anticipated that this is about "2 years out". This will allow staff to access more information from the field.

2. **CAL Fire Report-**
None

5. **CONSENT ITEMS**

Vice President Kelley introduced the consent items and inquired if any Board members wished to address any items. Director Guernsey requested that the Manager Report and the Operations Report be pulled for further discussion. **Director Kelley requested that since we had an Engineer in the audience to provide a report on Business item "C" he would like to take that item up now to allow the presenter to leave the meeting if he wished. This was agreed upon by the Board.**

6. **BUSINESS ITEMS**

C. **Wastewater Treatment Plant Hydraulic Review Status Update.**

Mr. Steve Tanaka from the Wallace Group provided a presentation on the Wastewater Treatment Plant hydraulics and the high flows that were experienced at the Plant on Labor Day weekend. A large special event was being held at the Avila Bay resort, with the community of Avila being unusually busy that resulted in concentrated flows to the plant during a short period of time. This resulted in the plant being overwhelmed with flow resulting in a bypass of partially treated effluent to the outfall line. All reports were filed with Regional Water Quality Control. However this event indicates a need for the District to complete further study and testing of all processes to remedy this type of event. Staff will bring a scope of study to the Board for review. Director Guernsey inquired if the "pit area" could be used as an overflow basin in this type of event. Mr. Tanaka advised that is one of the options that could be further explored. **No Formal Actions were taken.**

5. **CONSENT ITEMS**

Vice President Kelley re-introduced the consent items with items C and D being reviewed separately. It was moved by Director Brown, seconded by Director Bernardo and passed unanimously to approve the consent items A, B & E as submitted.

- A. Approval of the September 9, 2008 Regular Meeting Minutes
- B. Approval of Monthly Payables
- E. Subcommittee Report

Consent Item C General Manager / District Engineer Report

Director Guernsey requested further documentation on the Salmon Enhancement Program/ Clean Beaches Initiative Grants. He would like to see in writing the communications between staff and the Regional Water Board. Mr. Zehnder advised the Board that he has been involved in the process with Salmon Enhancement and other agencies on this program from the start. Mr.

Zehnder advised that the draft grant program listed Avila Beach as a "target beach" for these funds, however, Avila Beach did not make the final cut for the current round of projects. Mr. Zehnder will provide copies of the communications on this program to the Board.

Consent Item D. Water & Wastewater Superintendent Report

Director Guernsey inquired as to why when a pump plugged, a breaker didn't "trip" instead of the controls for the pump to "fry" resulting in the need to replace a "contactor". Following discussion it was requested that staff investigate the "time line" for the plugging of the pump and the high flows at the plant to see if they are related. Mr. Zehnder will research the sequence of events and provide this information to the Board. Following this discussion it was moved by Director Guernsey, seconded by Director Brown and passed unanimously **to approve consent items C & D as submitted.**

- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report

6. BUSINESS ITEMS

A. Extension of Solid Waste Franchise Agreement

In the absence of Mr. Seitz, this item was postponed.

B. Presentation on Strategic Planning

The Ad-Hoc Committee of Directors Guernsey and Simas provided a review of the process for establishing a Strategic Plan for the District. It is suggested that three, two hour workshops be set to begin the process of establishing a strategy to achieve a mission and vision for the District. Director Bernardo commented that it would be difficult with her work schedule for her to commit to three workshops over a weekend time frame. Following discussion it was decided that the Directors will review this information and will provide input directly to the Ad-Hoc committee within the next couple of weeks. Further, staff is to research with legal counsel if the incoming Board members can be included in this workshop prior to their taking office as well as since this would be a board only meeting, if the meeting would need to be noticed specific to Brown Act requirements. **No Formal Actions were taken.**

7. **INFORMATION AND DISCUSSION ITEMS**

Board Communications –

Mr. Zehnder advised the Board that the AVAC agenda was included in the Board packet and contained an item regarding the "drainage ditch" next to the parking lot. Mr. Zehnder informed the Board that LAFCo will be holding the Municipal Service Review and Sphere of Influence Review for the Avila Beach CSD at their November 20, 2008 Board meeting. Further items

included in the packet were an invitation to the Board from the Avila Civic Association for a Reception for Supervisor Elect Adam Hill to be held on November 23, 2008.

8. ADJOURNMENT

The meeting was adjourned at 8:10 pm by motion of Director Guernsey seconded by Director Bernardo, and passed unanimously.

The next regular meeting of the Avila Beach Community Services District is scheduled for November 11, 2008 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.

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

Respectfully submitted,



jm Tom Zehnder,
Assistant General Manager

AVILA BEACH COMMUNITY SERVICES DISTRICT

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

AGENDA

REGULAR BOARD MEETING
7:00 pm Tuesday November 11, 2008

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

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

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

Pete Kelley, Vice President
Perris Bernardo, Director
Terry Brown, Director
Tom Guernsey, Director
Jason Simas, Director

3. **PUBLIC COMMENTS;**

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

4. **INFORMATION AND DISCUSSION ITEMS**

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

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

5. **CONSENT ITEMS:**

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

- A. Minutes of October 14, 2008 Regular Meeting
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report
- E. Subcommittee Reports

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

- A. Solid Waste Franchise Agreement
(Action Required: Receive Presentation from District Counsel; Approve Franchise Agreement with South County Sanitary Company)
- B. Presentation of Fiscal Year 2007/08 Annual Audit
(Action Required: Receive Presentation from Bob Crosby of Crosby & Cindrich)
- C. SCADA Presentation
(Action Required: Receive Presentation and Demonstration from Staff)
- D. Review of September Hydraulic Flows at Wastewater Treatment Plant
(Action Required: Receive Status Report)
- E. Chevron Tank Farm Water & Wastewater Service Request
(Action Required: Receive Request; Direct Staff to Review & Schedule presentation by Chevron for the December 9th 2008 Board Meeting)
- F. Clean Beaches Initiative Grant Process Update
(Action Required: Receive Report)
- G. Strategic Planning Update
(Action Required: Receive Status Report from Ad-Hoc Committee)
- H. Review of District Office Hours
(Action Required; Receive Information from Director Guernsey)

7. INFORMATION AND DISCUSSION ITEMS

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

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**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
November 11, 2008**

1. CALL TO ORDER

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

2. ROLL CALL

Board Members Present: Pete Kelley
 Perris Bernardo
 Terry Brown
 Tom Guernsey
 Jason Simas

Board Members Absent: None

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

3. PUBLIC COMMENTS

Boyd Horne, current Executive Director of the Foundation introduced Rick Cohen, who will be taking over his position following Boyd's retirement at the end of this year.

4. INFORMATION AND DISCUSSION ITEMS

A. Board Communication-

B. County Reports

1. SLO Sheriff:

SLO Sheriff Sergeant Beetham filling in for Commander Hall provided an overview of calls in the area. These calls included removal of a homeless encampment east of the 101 Freeway, an "up-tick" of vehicle burglaries at the Bob Jones Trail parking lot and a construction site burglary. Additionally, some fuel was stolen from cars parked near San Luis Street.

2. CAL Fire Report-

Battalion Chief Rob Lewin advised that CAL Fire has reduced some staffing as we are nearing the end of fire season, however the warming forecast calls for the "anticipation of fire weather this week" with unseasonably warm temperatures. Chief Lewin further advised that a

combined training event was held in cliff and boat rescue. Resident Bob Martin inquired as to when fire season will be declared over. Chief Lewin advised that is when the area has received 2-3 inches of rain and a prediction of cooler weather, this usually occurs around mid December.

5. CONSENT ITEMS

Vice President Kelley introduced the consent items and inquired if any Board members wished to address any items. Director Kelley commented that the average daily flows for Sept were missing on the operations report. Chris Nally, Operations Manager for Fluid Resource Management apologized for this inadvertent omission, and informed the Board that Jason Meeks who was previously in charge of the District operations had taken a position with the State, so other staff members were compiling the report, and missed this entry. Director Kelley then inquired on the Manager Report regarding State Water project deliveries. General Manager Wallace advised that the State is anticipating a reduction of water delivery for 2009 to 15% of the scheduled delivery. This could have an impact on future service, if the State continues to experience dry weather. It was moved by Director Guernsey, seconded by Director Brown and passed unanimously to approve the consent items as submitted.

- A. Approval of the October 14, 2008 Regular Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Report

6. BUSINESS ITEMS

A. **Solid Waste Franchise Agreement**

Legal Counsel Seitz provided an overview of the proposed Solid Waste Franchise agreement noting that the customers receiving solid waste services within the District will eventually see a 1% decrease in their bills and two "community clean-up days" will be included each year. These clean-up days are usually in September and April, but may be scheduled for different times if the District so desires. Director Guernsey inquired as to the benefit of a longer agreement, Mr. Seitz advised that it would provide a cost savings to the community, and a longer period for the franchisee to recover costs associated with the expansion of the landfill site and conversion of the trucks to propane. Mr. Seitz noted that the proposed resolution contains conditions relating to insurance certificates and endorsements. If these conditions are not met prior to December 31, 2008 the Board will reconsider the agreement. It was moved by Director Guernsey, seconded by Director Brown and passed on the following roll call vote to **approve Resolution 2008-09**

Approving a 15 year Amended and Restated Solid Waste Franchise Agreement to Provide Solid Waste Services within the Avila Beach Community Services District Boundaries.

AYES:	Guernsey, Brown, Kelley, Bernardo, Simas
NOES:	None
ABSENT:	None

Mr. Seitz left the meeting following the Franchise Agreement at 7:57 pm

B. Presentation of Fiscal Year 2007/08 Annual Audit

General Manager Wallace introduced Mr. Bob Crosby of Crosby and Cindrich CPA's to provide a review of the District's annual audit. Mr. Crosby advised that the audit provided a "clean opinion" of the District's financial records and also included a management analysis with a summary of the District's financial operations this past fiscal year. The Board thanked Mr. Crosby for his presentation. **No Actions were Taken.**

C. SCADA Presentation

Mr. Wallace introduced Chuck Ellison, District operations staff (Fluid Resources Management) to provide a presentation on the newly installed SCADA system. Mr. Ellison utilized the SCADA program to show the Board how the system operates. This program provides "real time" monitoring of District facilities and incorporates electronic input to identify conditions at each facility. **No Formal Actions were Taken.**

D. Review of September Hydraulic Flows at Wastewater Treatment Plant

Vice President Kelley introduced Mr. Steve Tanaka, District Engineering staff (Wallace Group) to provide an update of hydraulic events that took place at the Wastewater Treatment Plant over Labor Day weekend. Mr. Tanaka advised that the plant experienced unusually high flows over a prolonged time period on Sunday August 31, 2008 that created high water levels throughout the treatment processes. Additionally, on Monday September 1, 2008 the District experienced a bathing suit being lodged in one of the influent pumps. Staff clarified that these were two separate incidents and unrelated to each other. Staff will be bring to the Board a proposed work plan to evaluate the wastewater plant in a "process by process" manner to determine where the "bottle-necks" are to allow for appropriate modifications and improvements in the future. **No Actions were Taken.**

E. Chevron Tank Farm Water & Wastewater Service Request

General Manager Wallace advised the Board that a request has been received from Chevron requesting time on the December agenda to provide an overview of the proposed project for the Tank Farm site. Following discussion **staff was directed to advise Chevron that they will be on the agenda for December 9th, further, staff is directed to advise the general public of this item.**

F. Clean Beaches Initiative Grant Process Update

Mr. Wallace presented to the Board a review of the Clean Beaches Initiative Grant Process. In early September, Avila Beach was listed as a priority beach for grant funds, staff worked with Salmon Enhancement and other local groups to develop potential projects that could be considered for funding. Grades for grant funding were calculated based upon "Heal-the Bay" scores (known as AB411). Avila Beach consistently receives grades of "A" for the months relative to grant funding based. This score resulted in Avila Beach being removed from the priority listing for grant funding. **No Actions were Taken.**

G. Strategic Planning Update

General Manager Wallace advised the Board that Directors Guernsey and Simas would provide an update on this item. Director Guernsey commented that the ad-hoc committee had not received any input from the other Directors regarding a Mission and Vision Statement for the District. Directors were again asked to e-mail any input to Director Guernsey directly. **No Actions were Taken.**

H. Review of District Office Hours

Mr. Wallace advised the Board that Director Guernsey had requested that a review of District Office hours be included in tonight's agenda. Director Guernsey commented that he felt the office should be staffed five days a week instead of the current schedule of four days with Fridays by appointment. Following general discussion, it was moved by Director Kelley, seconded by Director Bernardo and passed unanimously **to direct staff to provide a cost analysis for five day staffing and bring it before the Board during the mid-year budget review.**

7. INFORMATION AND DISCUSSION ITEMS

Board Communications –

Vice President Kelley informed the Board that a reception is being held for Supervisor Elect Adam Hill on November 23, 2008. This will be hosted by the Civic Association.

Additionally, included in the packet was a letter of request from Director Guernsey for

continuation of receipt of the Board packet following his departure from the Board. Mr. Wallace requested direction as to the desire of the Board for providing this information. The District currently has a policy in place that calls for charging for copies for the public. It was moved by Director Kelley, seconded by Director Bernardo and passed unanimously **to review the District policy at the December meeting and modify the policy to allow for past Board members to receive the packet at no cost if they so request.**

8. ADJOURNMENT

The meeting was adjourned at 10:15 pm by motion of Director Bernardo seconded by Director Brown, and passed unanimously.

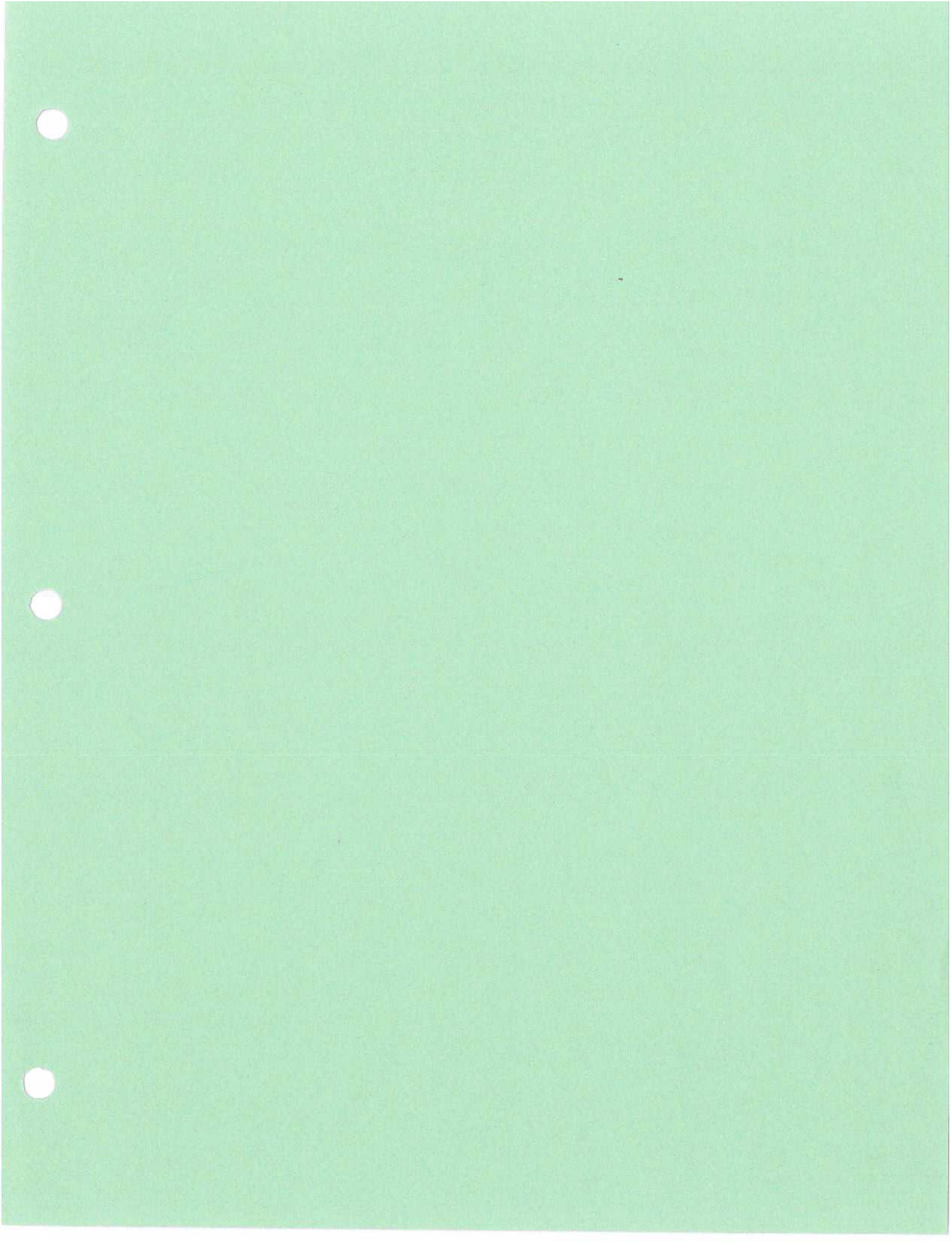
The next regular meeting of the Avila Beach Community Services District is scheduled for December 9, 2008 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.

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

Respectfully submitted,



John Wallace,
General Manager



AVILA BEACH COMMUNITY SERVICES DISTRICT

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

AGENDA

REGULAR BOARD MEETING
7:00 pm Tuesday December 9, 2008

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

BOARD ORIENTATION WORKSHOP: To begin at 6:00 P.M.

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

2. **SWEARING IN OF NEW DIRECTORS**

3. **ROLL CALL:** Board Members:

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

4. **PUBLIC COMMENTS;**

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

5. **INFORMATION AND DISCUSSION ITEMS**

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

A. Board Communications

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

- Ad-Hoc Committee Strategic Planning Update

B. County Reports

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

December 9, 2008, Regular Meeting Agenda, Page 2

6. CONSENT ITEMS:

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

- A. Minutes of November 11, 2008 Regular Meeting
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report
- E. Subcommittee Reports
- F. Solid Waste Collection Franchise Agreement

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

- A. Resolutions 2008-10 & 2008-11 Honoring Past Service of Directors Guernsey & Bernardo
(Action Required: Approve Resolutions)
- B. Update of Hydraulic Study at Wastewater Treatment Plant
(Action Required: Receive Status Report, Approve Equipment Purchase)
- C. Presentation from Chevron & Fossil Point LLC (Tank Farm Development Project)
(Action Required: Receive Presentation)
- D. Consideration of Valve Box Re-coating Project
(Action Required: Receive Report; Provide Direction to Staff)
- E. Annual Wastewater Ocean Outfall Inspection
(Action Required: Retain Depth Perceptions Diving to Inspect Outfall Line)
- F. Resolution 2008-12 Amending District Policy 1050 Copying Public Documents
(Action Required: Approve Resolution)

8. INFORMATION AND DISCUSSION ITEMS

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

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**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
December 9, 2008**

Board Orientation Workshop commenced at 6:05 pm Legal Counsel Seitz, General Manager Wallace, and former Director Helenius provided an overview of Board responsibilities and historical background of the District.

1. CALL TO ORDER

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:10 p.m. on the above date, in the Avila Community Building meeting room, was called to order by Vice President Pete Kelley.

2. SWEARING IN OF NEW DIRECTORS

Newly elected Directors Chilcott, Janowicz and Simas were sworn into office by General Manager Wallace.

2. ROLL CALL

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

Resident Ann Brown expressed concern with long term vehicle parking on the streets.

4. INFORMATION AND DISCUSSION ITEMS

A. Board Communication-

Ad-Hoc Committee for Strategic Planning advised that they would like to be placed on a future agenda to establish the course of action for adopting a mission statement for the District.

B. County Reports

1. SLO Sheriff:

SLO Sheriff Deputy Manuele, filling in for Commander Hall, provided an overview of calls in the area. These calls included two thefts from unlocked cars at the Bob Jones Trail parking lot and theft from a construction trailer at Highway 101. Resident Bob Martin inquired who enforces illegal camping. Deputy Manuele advised that he would look into it.

2. CAL Fire Report-

Battalion Chief Rob Lewin introduced the Avila Battalion. Engineer Naugee provided a brief review of responses. Chris Helenius inquired if paramedic service could be provided within the District. Battalion Chief Lewin advised that CALFire will provide whatever level of service the District requests. It was moved by Director Simas, seconded by Director Brown and passed unanimously to direct staff to work with CALFire to explore the feasibility of providing paramedic service.

5. CONSENT ITEMS

Vice President Kelley introduced the consent items and inquired if any Board members wished to address any items. Director Kelley commented that on the Operations Report he did not see reference to an event of San Luis Street that took place recently. General manager Wallace advised that a sewer blockage had recently occurred, however it was in November and would appear in the next report. It was moved by Director Brown, seconded by Director Simas and passed unanimously to approve the consent items as submitted.

- A. Approval of the November 11, 2008 Regular Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Report
- F. Solid Waste Collection Franchise Agreement

6. BUSINESS ITEMS

A. Resolutions 2008-10 & 2008-11 Honoring Past Service of Directors Guernsey and Bernardo

Vice President Kelley commented that former Director Guernsey did not wish to receive a resolution at this time, as he hopes to be on the Board again in the future. General Manager Wallace invited former Director Bernardo to the front of the room and proceeded with the

reading of Resolution 2008-11 Honoring Past Service of Director Bernardo. General Manager Wallace then presented a token gift of appreciation to Perris Bernardo. It was moved by Director Brown, seconded by Director Chilcott and passed on the following roll call vote **to approve Resolution 2008-11 Commending Director Perris Bernardo for Service to the Avila Beach Community Service District.**

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

Resolution 2008-10 honoring past service of Director Guernsey was not introduced to the Board. Following the meeting, General Manager Wallace presented a token gift of thanks to Tom Guernsey.

B. Update of Hydraulic Study at Wastewater Treatment Plant

General Manager Wallace introduced Steve Tanaka of Wallace Group to provide further information regarding the hydraulic study at the wastewater treatment plant. Mr. Tanaka advised that staff is continuing to collect data to evaluate the wastewater treatment plant. Additional flow data is necessary to determine which processes are potentially creating "bottlenecks" within the treatment plant. Following the presentation it was moved by Director Brown, seconded by Director Simas and passed unanimously **to proceed with the purchase of the necessary testing materials, complete the field testing necessary, and to make recommendations to be incorporated in the Wastewater Masterplan for improving the plant's ability to process sustained peak hydraulic loading. It is estimated that these costs will not exceed \$10,000.**

C. Presentation from Chevron and Fossil Point LLC (Tank Farm Development Project)

Bill Almas, representative from Chevron, Rob Rossi, Representative of Fossil Point LLC each provided a brief discussion on the proposed project advising that at current time it is anticipated that the project may require up to 65 acre feet of water and 35 acre feet of wastewater disposal per year. A question and answer period took place regarding the project. Following lengthy discussion, this item will be brought back to a future meeting. **No Formal Actions were Taken.**

D. Review of Consideration of Valve Box Re-coating Project

General Manger Wallace advised the Board that the valve box for the water booster station on First Street is in need of waterproofing to prevent groundwater seepage exposing the equipment to premature corrosion potential. It was moved by Director Brown seconded by Director Janowicz and passed unanimously **to direct staff to self perform the necessary repair and waterproofing of the valve box in a not to exceed amount of \$10,000.**

E. Annual Wastewater Ocean Outfall Inspection

General Manager Wallace advised the Board that each year the District is required to complete an inspection of our outfall line. This inspection requires that the line be visually inspected by a diver. Staff obtained estimates of cost from several companies, with estimates ranging from \$1,250 to \$9,933. Legal Counsel Seitz advised the Board that the apparent low bid for the dive did not meet the District's insurance requirements. Discussion took place regarding the need to have this dive take place during "clear water" to allow for photographic documentation and the advantage of utilizing a local firm to optimize the dive conditions. Following general discussion, it was moved by Director Simas, seconded by Director Chilcott and passed unanimously **to direct staff to proceed with Advantage Technical Services to provide the outfall inspection at a not to exceed amount of \$3,400.**

F. Resolution 2008-12 Amending District Policy 1050 Copying Public Documents

Mr. Wallace presented to the Board a resolution to amend District Policy 1050 copying of public documents. The amendment would allow for agenda information to be provided at no cost to former directors. **It was moved by Director Kelley, seconded by Director Janowicz and passed on the following roll call vote to approve Resolution 2008-12 Amending District Policy 1050 Copying of Public Records.**

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

7. INFORMATION AND DISCUSSION ITEMS

Board Communications –
None

8. ADJOURNMENT

The meeting was adjourned at 10:15 pm by motion of Director Kelley seconded by Director Brown, and passed unanimously.

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

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

Respectfully submitted,


John Wallace,
General Manager