

**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING**

June 13th, 2018

(Revised July 10, 2018)

1. CALL TO ORDER

President Pete Kelley called the “Special” meeting of the Board of Directors of the Avila Beach Community Services District, to order at 11:30 a.m. on the above date, in the Avila Beach Community Service District Building 100 San Luis Street, Avila Beach, California.

2. ROLL CALL

Board Members Present: Pete Kelley
 Lynn Helenius
 Kristin Berry
 Ara Najarian -absent
 Eric DeWeese

Staff Present: Brad Hagemann, General Manager and District Engineer
 Kristi Dibbern, Accounting Clerk
 Cara Aguiar, Operations FRM

3. PUBLIC COMMENTS

Ms. Shirley Goetz, resident of Avila Beach, inquired if the Directors had any information about a group named “The Avila Beach Bird Sanctuary, Inc.”. Ms. Goetz understands this group has a P.O. Box in San Luis Obispo under the name Cary Geihs. Ms. Goetz has made several attempts to contact the group via email, phone and U.S. Postal Service but has not had any luck. Director Kelley mentioned he recognized the name of the person (Mr. Geihs) with the San Luis Obispo P.O. Box. Director Kelley said if he came in contact with him he would tell him to contact Ms. Goetz and suggested Ms. Goetz try to contact him directly.

Director Najarian joined the meeting at 11:34 a.m.

4. INFORMATION AND DISCUSSION ITEMS

A. County Reports

1. SLO Sheriff:

GM Hagemann summarized Sheriff Jim Voge’s written report. The Department reported there were sixty one calls for service during May. The calls included 10 suspicious subject calls, 11 disturbances of the peace, 4 petty thefts and 2 phone scams. Three notable incidents occurred during the same evening. Items were taken from unlocked vehicles inside the San Luis Bay Estates. A person with an outstanding warrant from Burbank lit a campfire at Pirate’s Cove. The person was arrested for possession of methamphetamines and an outstanding warrant.

Additionally, on June 5th a man was arrested for public intoxication at Cave Landing.

Cal Fire Report:

Cal Fire Battalion Chief Paul Lee reported Cal Fire had 55 calls for service, twenty-one were medical related. Chief Lee stated ten extra fire fighters have been assigned to our area for up to 2 months and the Sikorsky “Skycrane” helicopter has been assigned to Paso Robles to assist with wildland fires. The Department received a grant to purchase emergency response equipment that can be used at Diablo Canyon Power Plant in the event of a tsunami. The equipment contains its own power source and links power sources together in the event of a major catastrophe. Chief Lee also reported the Fire Safety Council has assigned additional equipment to remove debris and brush in the Irish Hills area.

B. Reports on Conferences, Meetings and General Communications.

GM Hagemann announced Sexual Harassment Training will be held Wednesday, July 25th at the District Office. Please let Kristi know if you plan on attending.

5. CONSENT ITEMS

President Kelley introduced the consent items and inquired if any member of the Board or public wished to address any items.

- A. Minutes of May 9th, 2018 Regular Meeting
- B. Monthly Financial Review for May
- C. General Manager and District Engineer Report
- D. Water and Wastewater Superintendent Report for May

GM Hagemann announced this year the District will have the election of 3 full term and one two year term members to the Board on the November 6, 2018 ballot. The terms of President Kelley, Vice President Helenius and Director Najarian are up for full term (four year) election. Director Berry’s term is also up for election as a short term (two year) election. A “Declaration of Candidacy” must be filed between July 18, and August 10, 2018 for a candidate to be eligible for the November Ballot. The positions held by Board members Berry, Kelley, Helenius, & Najarian will be part of this year’s election. The District can choose to combine our election in November with the County of San Luis Obispo if there are more than 4 candidates running for 4 Director positions.

Vicki Book of Avila Beach, sent a letter to the District expressing her opinion in regards to increased water consumption during the summer months due to yard irrigation. Director Helenius agrees with Vicki Book and asked it be added to the agenda at a later date. President Kelley commented if residents choose to water their yards they might look into getting a separate landscape irrigation meter. GM Hagemann explained that if the District installs an irrigation meter the price is approximately \$400 for the new meter and meter box, but doesn’t include the cost to connect to the water main in the street which could cost several thousand dollars. Director Helenius asked if the District should consider an annual base bank of 60 units of water and allow

customers to roll over any unused water to the next month. GM Hagemann commented that the District's existing utility billing software does not allow for "banking" water units and staff would have to develop a separate spreadsheet to track each customer. This would be very time consuming for staff. Instead Hagemann suggested the District consider what several other local Districts or Cities are doing. For example the City of San Luis Obispo establishes a "base water/sewer use during the winter when irrigation is turned off. In spring/summer, when irrigation systems are turned on, the customer is not assessed an additional sewer charge due to increased water use. The City presumes the additional water use is for irrigation and therefore not going to the WWTP. San Luis has a fixed sewer rate based on the assumption much less irrigation is used in winter. The city of Arroyo Grande has established a similar flat rate sewer charge. The board directed staff to investigate options for base rate sewer charges for discussion at a future meeting as part of the next water and sewer rate study.

Director Kelley made the motion to adopt the consent items. Director Helenius seconded the motion and it passed with a roll call vote 5 - 0.

AYES: Pete Kelley
 Lynn Helenius
 Eric DeWeese
 Ara Najarian
 Kristin Berry

NOES: None

ABSENT: None

6. **DISCUSSION OF PULLED CONSENT ITEMS.**

None.

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

A. **Weed Abatement Resolution No. 2018-06**

GM Hagemann addressed the Board and public stating this is the second step in ensuring property owners clean up trash and clear weeds to prevent a fire hazard. The community has been notified by the District to clear their property of weeds and trash and CAL Fire staff have inspected and posted properties that need additional work. Director DeWeese made the motion to adopt Resolution No. 2018-06. Vice President Helenius seconded the motion and it passed with a roll call vote 5-0.

AYES: Eric DeWeese
 Lynn Helenius
 Pete Kelley
 Kristin Berry
 Ara Najarian

NOES: None
ABSENT: None

B. Engineering Service Contract for Preparation of WWTP Alternatives Study.

The Port of San Luis RV Park development is moving forward and construction may begin in early 2019 with phased completion with all phases completed around 2021. The Port estimates peak hourly WW flow rates may be up to 300 gallons per minute. This flow rate will exceed the plant's existing influent wet well pumping capacity. The District needs to take steps to provide for some flow equalization in the system. This study will analyze the peak flow capacities of the WWTP unit processes and develop some flow equalization options and associated cost opinions. MKN has done several projects for the District and is doing engineering work on the Port's sewage wet wells and force main system. MKN is very familiar with the parameters and limitations of the District's WWTP. The cost of this Engineering Study, as well as, future engineering and construction costs will be shared by the Port and the District in accordance with the existing WW Agreement at 35% / 65%, respectively. Staff recommends retaining MKN to conduct the study.

Director Helenius asked if the District WWTP is within its Permit Limits and the estimated WWTP capacity. GM Hagemann responded that the WWTP is within its permitted discharge limits and the additional of the wastewater from the RV Park development will not cause the plant to exceed the permitted limits. Helenius, asked are there limits of what the Port can send to the District's WWTP. GM responded that the Agreement between the Port and District does limit the quantity and quality of sewage that the Port can discharge to the WWTP. Director Najarian made the motion to award the Contract MKN for the WWTP Study. Director Kelley seconded the motion and it passed with a roll call vote 5-0.

AYES: Ara Najarian
Pete Kelley
Eric DeWeese
Kristin Berry
Lynn Helenius

NOES: None
ABSENT: None

C. Presentation and PUBLIC HEARING for FY 2018-19 District Budget

GM Hagemann used a series of slides to summarize the proposed FY 2018/19 budget and responded to questions from the Board. President Kelley opened the Public Hearing on the budget. No comments were received from the public so President Kelley closed the Public Hearing. After considerable Board discussion, Director Najarian stated he would prefer having the water and sewer rate increase the same amount. After more Board discussion, Director

Najarian made a motion for 5% water and 5% sewer increase. There was no second to Director Najarian's motion so the motion died. After some additional discussion, Director DeWeese stated that he supported staff's recommendation to increase the water rate by 5% and the sewer rate by 10%. Director DeWeese made a motion to adopt Resolution No. 2018-04 increasing the District's Appropriation Limitation. The motion was seconded by Director Helenius and passed with a roll call vote 4-1. Director DeWeese also made a motion to adopt Resolution No. 2018-05 Adopting a Final Fiscal Year 2018/19 Budget. The motion was seconded by Director Helenius and passed with a roll call vote 4-1.

AYES: Eric DeWeese
Lynn Helenius
Pete Kelley
Kristin Berry

NOES: Ara Najarian

ABSENT: None

8. COMMUNICATIONS:

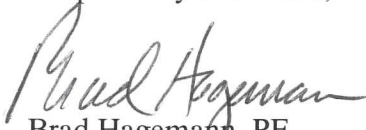
GM Hagemann asked for a quorum check for August Board meeting. After discussion, the Board decided to move the August Board Meeting to Wednesday August 15th to insure a quorum.

ADJOURNMENT: The meeting was adjourned at 2:12 pm.

The next regular meeting of the Avila Beach Community Services District is scheduled for Wednesday, July 11th, 2018 at 11:00 AM at 100 San Luis Street, Avila Beach.

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

Respectfully submitted,



Brad Hagemann, PE
General Manager