

# 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  
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## AGENDA

### REGULAR BOARD MEETING

7:00 pm Tuesday, December 8th, 2015

### BOARD MEETING LOCATION

AVILA BEACH CIVIC ASSOCIATION

191 SAN MIGUEL STREET

AVILA BEACH, CALIFORNIA

1. **CALL TO ORDER: 7:00 P.M.**
2. **ROLL CALL: Board Members:**
  - Pete Kelley, President
  - Lynn Helenius, Director
  - John Janowicz, Director
  - Shanna Richards, Director
  - Ken San Filippo, Director
3. **PUBLIC COMMENT**

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. County Reports
    1. SLO County Sheriff Department
    2. CalFire/County Fire Department
  - B. Reports on Attended Conferences, Meetings, and General Communications of District Interest
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 November 10<sup>th</sup>, 2015 Regular Meeting
  - B. Monthly Financial Review
  - C. General Manager and District Engineer Report

- D. Capital Projects Status Report
- E. Water and Wastewater Superintendent Report

**6. DISCUSSION OF PULLED CONSENT ITEMS**

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

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

- A. Summary of the Integrated Energy Audit Report  
(Action Required: Receive Report)
- B. Election of Officers and Board Committee Appointments  
(Action Required: Elect Board officers and Committee appointments for calendar year 2016)
- C. Status of Updating Policies and Procedures for Discontinuance of Water Service for Non-Payment.  
(Action Required: Receive Report and Provide Direction to Staff)

**8. COMMUNICATIONS/ COORESPONDENCE**

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

**9. Adjourn to next regularly scheduled meeting on January 12, 2016**

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  
November 10<sup>th</sup>, 2015**

**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 Beach Civic Center Meeting Room, was called to order by President, Pete Kelley.

**2. ROLL CALL**

Board Members Present:                   Pete Kelley  
  John Janowicz  
  Lynn Helenius

Board Members Absent:                   Shanna Richards

Staff Present:                               Brad Hagemann, General Manager & District Engineer  
  Mike Seitz, District Legal Counsel  
  Kristi Dibbern, Accounting Clerk

**3. OATH OF OFFICE FOR KEN SAN FILIPPO**

Mr. Ken San Filippo was sworn in as an interim Board member. Oath of office was presented by President Kelley and recited by Ken San Filippo.

**4. PUBLIC COMMENTS**

Mr. Bill Almas, Project Manager for the Chevron Avila Point Project announced that he would be retiring at the end of the year. Mr. David Fitzgerald will taking on the project manager duties for the project.

Ms. Andrea Lueker introduced herself as the new Interim SLO Harbor District Manager.

**5. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

**1. SLO Sheriff:**

Sheriff Taylor reported 71 calls for service this month in Avila Beach. There were 13 traffic stops and 1 theft breaking into parked cars. Sheriff Taylor reported that residents throughout the county are still receiving fraudulent IRS calls. Sheriff Taylor urged residents to please report all fraudulent call to the authorities.

**2. CAL Fire Report:**

Battalion Chief Paul Lee from CAL Fire reported 42 calls for service this month. Twenty five of those calls were for medical attention. Chief Lee reminded the Board and members of the public to keep an emergency preparedness kit in their vehicle, as well as, an ample supply of drinking water.

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

No items to report.

**6. CONSENT ITEMS**

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

**It was moved by Director Helenius, seconded by Director Janowicz and passed unanimously to approve the consent items as submitted.**

- A. Approval of the Minutes for the following meetings: October 10th, 2015 Meeting
- B. Monthly Financial Review
- C. General Manager/District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Reports
- F. Capital Projects Status Report

**7. DISCUSSION OF PULLED CONSENT ITEMS.**

None

**8. BUSINESS ITEMS**

At the President's request, the Board members agreed to move Item No. 8.E up to the first Business Item.

**E. Intent to Serve: 264 San Miguel Street Revised Application.**

**Director Janowicz recused himself due to his main residence's proximity to the property which may be a conflict of interest.**

General Manager Hageman introduced the item by reminding the Board that this item was initially considered by the Board at the October 13, 2015, Board meeting. The Board did not take action on the item in October, but instead referred the item back to the applicant. The applicant's agent, Mr. Sullivan, submitted an amendment via email to the original Will Serve application. This revised application requested a "non-conditional" Preliminary Will Serve letter based on the

fact that the applicants have been paying “stand by” fees for the past 10 years on 4 meters on this property. Mr. Sullivan briefly summarized the applicants request and answered Board member questions. Legal Counsel Seitz offered advice regarding the precedent risk of issuing a “non-conditional” Preliminary Will Serve. Additional Board discussion ensued.

**It was moved by Director Kelley, seconded by Director San Filippo and passed unanimously to approve a non-conditional “Preliminary Will Serve” for the property located at 264 San Miguel Street due to the unique situation of the applicant paying “Stand-by Fees” for many years on four water meters.**

**AYES:           Pete Kelley  
                  Ken San Filippo  
                  Lynn Helenius**

**NOES:           None**

**ABSENT:       Shanna Richards**

Director Janowicz returned to the meeting room.

**A.     District Interest in Zone 3 Emergency Water Supply Project.**

General Manager Hagemann referenced the October 15, 2015, letter from County Public Works and explained that County Public Works and PG&E are working to determine the feasibility of providing an emergency water supply to the Zone 3 Contractors. Preliminary information indicates that 1000-1300 acre feet per year of desalinized water may be available to Zone 3 contractors from the existing PG & E desalination treatment plant. County Public Works is requesting Zone 3 contractors to indicate their endorsement for the County to continuing with the feasibility analysis. **Director Kelley made the motion to endorse the letter of interest. Director Janowicz seconded the motion and it passed unanimously.**

**B.     Resolution No. 2015-16 updating the District’s authorized banking signers and associated letter of Heritage Oaks Banking Accounts.**

General Manager Hagemann explained that this Resolution removes Director Waldron who has retired and adds Ken San Filippo to the Heritage Oaks Banking Accounts. **It was moved by Director Kelley, and seconded by Director San Filippo and passed unanimously to approve Resolution No. 2015-16 by a roll call vote:**

**AYES:           Pete Kelley  
                  Lynn Helenius  
                  John Janowicz  
                  Ken San Filippo**

**NOES:           None**

**ABSENT: Shanna Richards**

**D. District Financial Audit for Fiscal Year 2014-15.**

The Board's auditor, Mr. Bob Crosby, provided a summary of his audit findings for fiscal year 2014-15. Mr. Crosby concluded that the District's financial statements present fairly the financial position of the District. Mr. Crosby noted that the information needed for the GASB 68 reporting requirements relating to CalPERS was not available and will be included in next fiscal year's audit. Mr. Crosby answered questions from the Board and public. Mr. Crosby noted that the staff was organized and helpful in providing the necessary information to complete his audit. The final draft audit report was received by the Board.

**E. Status of Draft Agreement with Port San Luis Harbor District for Wastewater Treatment and Disposal.**

General Manager Hagemann provided a set of Power Point slides that summarized the Staff Report. Hagemann explained that the Port San Luis and ABCSD Board have been working on this agreement for over 15 months. Legal Counsel Seitz reminded the Board that he re-wrote the draft agreement and presented it to the Board back in March 2015. Since that time Harbor staff and District staff have been working on settling differences. The goal of this summary is to bring the Board members up to date on the Agreement and answer any questions. Legal Counsel Seitz and General Manager Hagemann will compile their comments and send the revised draft agreement to Port Interim General Manager Andrea Lueker. The goal is to bring the final Agreement back for Board consideration by the March Board meeting.

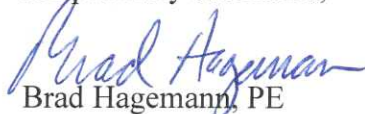
**8. COMMUNICATIONS: None**

**ADJOURNMENT: The meeting was adjourned at 8:40 p.m.**

**The next regular meeting of the Avila Beach Community Services District is scheduled for December 8th, 2015 at 7:00 pm. This meeting will be held at the Avila Beach Civic Association 191 San Miguel Street, Avila Beach.**

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


Respectfully submitted,

  
Brad Hagemann, PE  
General Manager

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

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: December 8, 2015

SUBJECT: Monthly Financial Review for October 2015

**Recommendation:**

Receive and file report.

**Overall Monthly Summary**

During October the District made deposits in the amount of \$115,508.63 and experienced \$80,379.85 in expenses (cash basis). The deposits by fund and checks by fund are provided as an attachment to this report. Income in October included \$40,402.92 in County tax income and \$69,809.32 in monthly water and sewer fees. Monthly operation and maintenance expenses are also within the anticipated range and Capital Improvement Program expenses are all within the approved budget limits.

Detailed financial reports including a Balance Sheet, Deposits by Fund and Checks by Fund Actual are provided for your information.

**Utility Service Billing**

For the month of October the District billed approximately \$70,366.41 in water and sewer service charges. Customer Rate Assistance amounted in a reduction of billing charges to the District in the amount of \$488.56. Delinquent accounts with payments past due of 60 days or more are still relatively low, but we did issue approximately 4 "door hanger" shut-off notices in October to accounts that were over 60 days late. Customers responded by making payment arrangements with staff.

Avila Beach Community Services District

Deposits by Fund

October 2015

11/30/15

Type	Date	Memo	Split	Amount	Balance
<b>Administrative</b>					
Deposit	10/21/2015	Payment for Fax Services	1001A · Heritage Oaks Gen...	-6.00	-6.00
Deposit	10/26/2015	Fax Charges	1001A · Heritage Oaks Gen...	-2.00	-8.00
Deposit	10/30/2015	Deposit	1001 · B of A - General Che...	-68.90	-76.90
Total Administrative				-76.90	-76.90
<b>General</b>					
Deposit	10/07/2015	Fire Station Rent Oct	1001A · Heritage Oaks Gen...	-2,956.00	-2,956.00
Deposit	10/07/2015	SLO County Taxes	1001A · Heritage Oaks Gen...	-296.28	-3,252.28
Deposit	10/14/2015	SLO County Taxes	1001A · Heritage Oaks Gen...	-7,409.96	-10,662.24
Deposit	10/21/2015	SLO County Taxes	1001A · Heritage Oaks Gen...	-5,140.45	-15,802.69
Deposit	10/28/2015	SLO County Taxes	1001A · Heritage Oaks Gen...	-7,311.73	-23,114.42
Total General				-23,114.42	-23,114.42
<b>Sanitary</b>					
Deposit	10/01/2015	Oct Billing Sani Rec	1001A · Heritage Oaks Gen...	-1,230.12	-1,230.12
Deposit	10/02/2015	Oct Billing Rec Sani	1001A · Heritage Oaks Gen...	-373.50	-1,603.62
Deposit	10/05/2015	re-deposit ck # 1101 \$ 200.00 Brandon Ra...	1001A · Heritage Oaks Gen...	-116.74	-1,720.36
Deposit	10/06/2015	Oct Billing Sani Rec	1001A · Heritage Oaks Gen...	-217.00	-1,937.36
Deposit	10/07/2015	Oct Sani Billing Rec	1001A · Heritage Oaks Gen...	-3,632.15	-5,569.51
Deposit	10/07/2015	SLO County Taxes	1001A · Heritage Oaks Gen...	-303.12	-5,872.63
Deposit	10/08/2015	Oct Sani Billing Rec	1001A · Heritage Oaks Gen...	-512.71	-6,385.34
Deposit	10/09/2015	Sani Rec	1001A · Heritage Oaks Gen...	-5,046.63	-11,431.97
Deposit	10/12/2015	Oct Sani Billing Rec	1001A · Heritage Oaks Gen...	-5,502.46	-16,934.43
Deposit	10/13/2015	Oct Billing Sani Rec	1001A · Heritage Oaks Gen...	-1,827.43	-18,761.86
Deposit	10/14/2015	Oct Billing Sani Rec	1001A · Heritage Oaks Gen...	-204.54	-18,966.40
Deposit	10/14/2015	SLO County Taxes	1001A · Heritage Oaks Gen...	-7,297.07	-26,263.47
Deposit	10/15/2015	Oct Sani Billing Rec	1001A · Heritage Oaks Gen...	-8,639.92	-34,903.39
Deposit	10/16/2015	Sani Rec	1001A · Heritage Oaks Gen...	0.00	-34,903.39
Deposit	10/20/2015	Oct Billing Sani Rec	1001A · Heritage Oaks Gen...	-3,720.94	-38,624.33
Deposit	10/21/2015	SLO County Taxes	1001A · Heritage Oaks Gen...	-5,219.46	-43,843.79
Deposit	10/21/2015	Oct Billing Sani Rec	1001A · Heritage Oaks Gen...	-948.83	-44,792.62
Deposit	10/23/2015	Oct Billing Sani Rec	1001A · Heritage Oaks Gen...	-431.05	-45,223.67
Deposit	10/26/2015	Oct Billing Sani Rec	1001A · Heritage Oaks Gen...	-636.92	-45,860.59
Deposit	10/27/2015	Sani Rec	1001A · Heritage Oaks Gen...	-336.64	-46,197.23
Deposit	10/27/2015	1/2 Other 2	1001A · Heritage Oaks Gen...	72.02	-46,125.21
Deposit	10/28/2015	Sani Rec	1001A · Heritage Oaks Gen...	-105.40	-46,230.61
Deposit	10/28/2015	1/2 Other 2	1001A · Heritage Oaks Gen...	-21.50	-46,252.11
Deposit	10/28/2015	SLO County Taxes	1001A · Heritage Oaks Gen...	-7,424.85	-53,676.96
Deposit	10/28/2015	Sani Rec	1001A · Heritage Oaks Gen...	-165.90	-53,842.86
Deposit	10/28/2015	1/2 Other 2	1001A · Heritage Oaks Gen...	-21.50	-53,864.36
Total Sanitary				-53,864.36	-53,864.36
<b>Solid Waste</b>					
Deposit	10/23/2015	Oct Solid Waste	1001A · Heritage Oaks Gen...	-1,706.40	-1,706.40
Total Solid Waste				-1,706.40	-1,706.40
<b>Water</b>					
Deposit	10/01/2015	Oct Billing Water Rec	1001A · Heritage Oaks Gen...	-1,512.87	-1,512.87
Deposit	10/02/2015	Oct Billing Rec Water	1001A · Heritage Oaks Gen...	-180.32	-1,693.19
Deposit	10/05/2015	re-deposit ck # 1101 \$ 200.00 Brandon Ra...	1001A · Heritage Oaks Gen...	-83.26	-1,776.45
Deposit	10/06/2015	Oct Billing Water Rec	1001A · Heritage Oaks Gen...	-224.15	-2,000.60
Deposit	10/07/2015	Oct Water Billing Rec	1001A · Heritage Oaks Gen...	-2,908.15	-4,908.75
Deposit	10/08/2015	Oct Water Billing Rec	1001A · Heritage Oaks Gen...	-746.48	-5,655.23
Deposit	10/09/2015	Water Rec	1001A · Heritage Oaks Gen...	-2,878.49	-8,533.72
Deposit	10/12/2015	Oct Water Billing Rec	1001A · Heritage Oaks Gen...	-7,957.30	-16,491.02
Deposit	10/13/2015	Oct Billing Water Rec	1001A · Heritage Oaks Gen...	-2,268.47	-18,759.49
Deposit	10/14/2015	Oct Billing Water Rec	1001A · Heritage Oaks Gen...	-270.46	-19,029.95
Deposit	10/15/2015	Oct Water Billing Rec	1001A · Heritage Oaks Gen...	-8,289.41	-27,319.36
Deposit	10/16/2015	Water Rec	1001A · Heritage Oaks Gen...	0.00	-27,319.36
Deposit	10/20/2015	Oct Billing Water Rec	1001A · Heritage Oaks Gen...	-5,559.38	-32,878.74
Deposit	10/21/2015	Oct Billing Water Rec	1001A · Heritage Oaks Gen...	-1,048.49	-33,927.23
Deposit	10/23/2015	Oct Billing Water Rec	1001A · Heritage Oaks Gen...	-511.01	-34,438.24
Deposit	10/26/2015	Oct Billing Water Rec	1001A · Heritage Oaks Gen...	-1,228.68	-35,666.92
Deposit	10/27/2015	Water Rec	1001A · Heritage Oaks Gen...	-362.41	-36,029.33
Deposit	10/27/2015	1/2 Other 2	1001A · Heritage Oaks Gen...	72.03	-35,957.30
Deposit	10/28/2015	Water Rec	1001A · Heritage Oaks Gen...	-348.50	-36,305.80
Deposit	10/28/2015	1/2 Other 2	1001A · Heritage Oaks Gen...	-21.50	-36,327.30



11/30/15

**Avila Beach Community Services District**  
**Deposits by Fund**  
October 2015

<u>Type</u>	<u>Date</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>	<u>Balance</u>
Deposit	10/28/2015	Water Rec	1001A · Heritage Oaks Gen...	-397.75	-36,725.05
Deposit	10/28/2015	1/2 Other 2	1001A · Heritage Oaks Gen...	-21.50	-36,746.55
Total Water				<u>-36,746.55</u>	<u>-36,746.55</u>
<b>TOTAL</b>				<u><b>-115,508.63</b></u>	<u><b>-115,508.63</b></u>

11/30/15

**Avila Beach Community Services District**  
**Checks by Fund**  
**October 2015**

Type	Date	Num	Name	Amount	Balance
<b>Administrative</b>					
Check	10/01/2015	1554	Avila Beach Civic Association	741.03	741.03
Check	10/01/2015	1555	Cal Tec	125.00	866.03
Check	10/01/2015	1559	SLO CO Auditor Controller	4,455.61	5,321.64
Check	10/01/2015	1560	Nikki Engle Bookkeeping & Teaching	330.00	5,651.64
Check	10/01/2015	1563	Staples	280.01	5,931.65
Check	10/01/2015	1569	Charter	169.94	6,101.59
Check	10/01/2015	1558	SLO CO Air Pollution Control District	0.00	6,101.59
Check	10/12/2015	1571	AT&T	100.75	6,202.34
Check	10/12/2015	1573	Avila Beach Civic Association	394.02	6,596.36
Check	10/12/2015	1574	Avila Beach Civic Association	25.94	6,622.30
Check	10/12/2015	1577	Cha Cha Cleaning	40.00	6,662.30
Check	10/12/2015	1577	Cha Cha Cleaning	40.00	6,702.30
Check	10/12/2015	1578	Cal Tec	40.00	6,742.30
Check	10/12/2015	1583	Hagemann & Associates	5,500.00	12,242.30
Check	10/12/2015	1587	Shipsey & Seitz	52.80	12,295.10
Check	10/12/2015	1587	Shipsey & Seitz	211.20	12,506.30
Check	10/12/2015	1587	Shipsey & Seitz	70.40	12,576.70
Check	10/12/2015	1587	Shipsey & Seitz	105.60	12,682.30
Check	10/12/2015	1587	Shipsey & Seitz	510.00	13,192.30
Check	10/12/2015	1572	Avila Beach Civic Association	0.00	13,192.30
Check	10/12/2015	1572	Avila Beach Civic Association	0.00	13,192.30
Check	10/13/2015		Acct Analysis Fee	64.82	13,257.12
Check	10/15/2015		Acct Analysis Fee	68.90	13,326.02
Check	10/19/2015	1589	Chaparral Business Supplies	580.99	13,907.01
Check	10/19/2015	1590	Nikki Engle Bookkeeping & Teaching	852.50	14,759.51
Check	10/19/2015	1592	Public Employees Retirement System	174.76	14,934.27
Check	10/19/2015	1593	Public Employees Retirement System	993.00	15,927.27
Total Administrative				15,927.27	15,927.27
<b>General</b>					
Check	10/12/2015	1586	SDRMA	299.86	299.86
Check	10/12/2015	1587	Shipsey & Seitz	80.00	379.86
Total General				379.86	379.86
<b>Lights</b>					
Check	10/01/2015	1561	PG&E	403.03	403.03
Check	10/01/2015	1561	PG&E		403.03
Check	10/01/2015	1561	PG&E	87.65	490.68
Check	10/12/2015	1581	PG&E		490.68
Check	10/12/2015	1581	PG&E	461.48	952.16
Check	10/12/2015	1581	PG&E		952.16
Total Lights				952.16	952.16

**Avila Beach Community Services District**

**Checks by Fund**

October 2015

11/30/15

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>	<u>Balance</u>
<b>Sanitary</b>					
Check	10/01/2015	1556	Great Western Alarm	30.00	30.00
Check	10/01/2015	1557	AT&T	206.47	236.47
Check	10/01/2015	1561	PG&E		236.47
Check	10/01/2015	1561	PG&E		236.47
Check	10/01/2015	1562	San Luis Powerhouse	1,015.00	1,251.47
Check	10/01/2015	1570	Fluid Resource Management	10,962.00	12,213.47
Check	10/01/2015	1570	Fluid Resource Management	1,074.80	13,288.27
Check	10/01/2015	1570	Fluid Resource Management	1,559.73	14,848.00
Check	10/01/2015	1570	Fluid Resource Management	562.13	15,410.13
Check	10/01/2015	1570	Fluid Resource Management	727.09	16,137.22
Check	10/01/2015	1570	Fluid Resource Management	1,027.30	17,164.52
Check	10/12/2015	1575	Abalone Coast Analytical, Inc.	1,989.20	19,153.72
Check	10/12/2015	1576	Brenntag Pacific, Inc.	64.25	19,217.97
Check	10/12/2015	1576	Brenntag Pacific, Inc.	1,378.57	20,596.54
Check	10/12/2015	1576	Brenntag Pacific, Inc.	1,208.73	21,805.27
Check	10/12/2015	1576	Brenntag Pacific, Inc.	1,309.63	23,114.90
Check	10/12/2015	1579	Earthsystems Pacific	420.00	23,534.90
Check	10/12/2015	1580	Ferguson Enterprises	20.00	23,554.90
Check	10/12/2015	1580	Ferguson Enterprises	274.84	23,829.74
Check	10/12/2015	1581	PG&E	1,657.86	25,487.60
Check	10/12/2015	1581	PG&E	87.92	25,575.52
Check	10/12/2015	1582	San Luis Powerhouse	1,015.00	26,590.52
Check	10/12/2015	1584	South County Sanitary Service	53.86	26,644.38
Check	10/19/2015	1591	Rockwell Engineering & Equipment Com...	12,013.75	38,658.13
Check	10/19/2015	1594	Wallace Group	1,665.76	40,323.89
Check	10/19/2015	1594	Wallace Group	12,601.81	52,925.70
Check	10/19/2015	1594	Wallace Group	274.24	53,199.94
Check	10/19/2015	1594	Wallace Group	797.50	53,997.44
Check	10/19/2015	1595	Water Systems Consulting, Inc.	1,794.75	55,792.19
Check	10/21/2015		NSF Check	37.84	55,830.03
Total Sanitary				55,830.03	55,830.03
<b>Solid Waste</b>					
Check	10/01/2015	1564	Speed's	1,620.50	1,620.50
Total Solid Waste				1,620.50	1,620.50
<b>Water</b>					
Check	10/01/2015	1570	Fluid Resource Management	5,288.00	5,288.00
Check	10/12/2015	1585	SLO CO Public Works	139.90	5,427.90
Check	10/12/2015	1587	Shipsey & Seitz	193.60	5,621.50
Check	10/21/2015		NSF Check	48.53	5,670.03
Total Water				5,670.03	5,670.03
<b>TOTAL</b>				<b>80,379.85</b>	<b>80,379.85</b>

1:10 PM  
11/30/15  
Accrual Basis

Avila Beach Community Services District  
**Balance Sheet**  
As of October 31, 2015

	<u>Oct 31, 15</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Cash Summary	
1001A · Heritage Oaks General Checking	312,774.37
1005 · B of A - Payroll	24,140.23
1007 · B of A - Water Deposits	5,980.00
1008 · LAIF	2,213,241.73
1010 · Petty Cash	80.00
<b>Total 1000 · Cash Summary</b>	<u>2,556,216.33</u>
<b>Total Checking/Savings</b>	2,556,216.33
<b>Accounts Receivable</b>	
1200 · *Accounts Receivable	144,210.39
<b>Total Accounts Receivable</b>	<u>144,210.39</u>
<b>Other Current Assets</b>	
1100 · Receivables	
1105 · Taxes Receivable	8,787.45
1110 · Water & Sewer Billings	63,904.36
<b>Total 1100 · Receivables</b>	<u>72,691.81</u>
1250 · Prepaid Summary	
1251 · Prepaid Insurance	9,842.85
<b>Total 1250 · Prepaid Summary</b>	<u>9,842.85</u>
<b>Total Other Current Assets</b>	<u>82,534.66</u>
<b>Total Current Assets</b>	2,782,961.38
<b>Fixed Assets</b>	
1600 · Fixed Assets Summary	
1601 · Fixed Asset -Office & Admin.	
1601c · Office Furniture cost	12,759.79
1601d · Office Furniture Accum Dep.	-9,740.80
<b>Total 1601 · Fixed Asset -Office &amp; Admin.</b>	<u>3,018.99</u>
1602 · Fixed Assets - Sanitary	
1612 · Land	
1612.01 · Land - GFAAG	10.00
1612 · Land - Other	60,304.10
<b>Total 1612 · Land</b>	<u>60,314.10</u>
1622 · Collection Assets	
1622C · Collection Assets Cost	933,045.33
1622D · Collect Assets Accum Depr	-316,231.75

1:10 PM  
 11/30/15  
 Accrual Basis

Avila Beach Community Services District  
**Balance Sheet**  
 As of October 31, 2015

	<u>Oct 31, 15</u>
<b>Total 1622 · Collection Assets</b>	616,813.58
<b>1632 · Disposal Equipment</b>	
1632C · Disposal Equip Cost	523,122.64
1632D · Disposal Equip Accum Depr	-164,756.10
<b>Total 1632 · Disposal Equipment</b>	<u>358,366.54</u>
<b>1642 · Other Equipment</b>	
1642C · Other Equipment Cost	922.93
1642D · Other Equip Accum Depr	-923.00
<b>Total 1642 · Other Equipment</b>	<u>-0.07</u>
<b>1652 · Construction In Progress Plant</b>	
1652C · Treatment Plant Cost	1,868,782.91
1652D · Treatment Plant Accum Dep	-886,107.31
1652 · Construction In Progress Plant - Ot...	88,311.99
<b>Total 1652 · Construction In Progress Plant</b>	<u>1,070,987.59</u>
<b>1662 · Treatment Equipment</b>	
1662C · Treatment Equip Cost	1,017,143.01
1662D · Treatment Equip Accum Depr	-524,698.45
1662 · Treatment Equipment - Other	205,485.61
<b>Total 1662 · Treatment Equipment</b>	<u>697,930.17</u>
<b>Total 1602 · Fixed Assets - Sanitary</b>	2,804,411.91
<b>1603 · Fixed Assets - Water</b>	
<b>1613 · Equipment</b>	
1613C · Equipment Cost	21,136.28
1613D · Equipment Accum Depr	-21,136.28
<b>Total 1613 · Equipment</b>	<u>0.00</u>
<b>1623 · Distribution Assets</b>	
1623C · Distribution Assets Cost	1,109,466.25
1623D · Dist Assets Accum Depr	-535,387.09
<b>Total 1623 · Distribution Assets</b>	<u>574,079.16</u>
<b>1643 · Other Equipment</b>	
1643C · Other Equipment Cost	1,366.07
1643D · Other Equipment Accum Depr	-1,366.07
<b>Total 1643 · Other Equipment</b>	<u>0.00</u>
<b>Total 1603 · Fixed Assets - Water</b>	574,079.16
<b>1604 · Structures</b>	
1614 · Structures GFAAG	29,810.00
1614D · Gen / Fire Accum Dep	-29,810.00

1:10 PM  
11/30/15  
Accrual Basis

Avila Beach Community Services District  
**Balance Sheet**  
As of October 31, 2015

	<u>Oct 31, 15</u>
Total 1604 · Structures	0.00
Total 1600 · Fixed Assets Summary	3,381,510.06
Total Fixed Assets	3,381,510.06
Other Assets	
1099 · Due To / Due From General	-98,423.68
Total Other Assets	-98,423.68
<b>TOTAL ASSETS</b>	<b>6,066,047.76</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	1,885.00
Total Accounts Payable	1,885.00
Other Current Liabilities	
2100 · Payroll Liabilities	
207 · Health Insurance	
207E · Employee	0.01
207 · Health Insurance - Other	-0.01
Total 207 · Health Insurance	0.00
2108 · PERS Liability	3,269.10
Total 2100 · Payroll Liabilities	3,269.10
210 · vacation payable	2,274.30
2300 · Deposits Held	
2303 · Water Deposits Held	5,980.00
2304 · Fire Station Deposit	2,000.00
2305 · Will Serve Deposits Held	185,184.60
Total 2300 · Deposits Held	193,164.60
Total Other Current Liabilities	198,708.00
Total Current Liabilities	200,593.00
Total Liabilities	200,593.00
Equity	
3900 · Retained Earnings	6,087,574.03
Net Income	-222,119.27
Total Equity	5,865,454.76

1:10 PM  
11/30/15  
Accrual Basis

Avila Beach Community Services District  
**Balance Sheet**  
As of October 31, 2015


	<u>Oct 31, 15</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,066,047.76</u></u>

**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: December 8, 2015

SUBJECT: General Manager/District Engineer Report

**Winter Preparation**

District staff has been taking steps to prepare for the upcoming winter season. Operations staff has been conducting post-summer routine maintenance at the WWTP and we are ensuring the back-up power generator is tested and ready to operate. In addition, we are raising the concrete collar on the First Street wet well to avoid having rainwater overflow in to the wet well during large storm events. The District purchased 300 empty sand bags and will make them available at no cost to District customers. San Luis Obispo County Public Works, delivered seven cubic yards of sand to the District for filling sand bags and many residents have been taking advantage of the opportunity of filling bags and taking them back to their residence. County Public Works will deliver more sand as requested by the District.

**Fire Hydrant Curb Marking**

Several Community members have expressed concern regarding private vehicles parking in front of or near fire hydrants that could limit easy access for emergency response. On October 30, 2015, staff met with Cal Fire Chief Lee and California Highway Patrol Officer, Mike Brown to discuss the issue, the regulations, enforcement and specifics of painting the curbs adjacent to fire hydrants. As a follow-up to the meeting with CHP and Cal Fire, staff requested a proposal from Toste Paving to properly paint curb and roadways near fire hydrants in accordance with California Vehicle Code standards. After surveying the area with staff, Toste returned an estimate of approximately \$600 to conduct the painting. Staff is in the process of finalizing the arrangements and weather permitting will get the painting completed in mid-December.

**CSDA Annual Meeting**

As noted in the November agenda packet, the local CSDA chapter has once again asked if the Avila Beach CSD is willing and able to host the Annual Meeting. Staff confirmed that the District is willing to host, but the room at the Civic Center was not available on February 5, so the Annual Meeting will be held on Friday February 19.




### **Wastewater Agreement with Port San Luis Harbor District**

At the November Board meeting staff provided a detailed update on the content and status of the Agreement. On November 17, I met with Andrea Lueker, the new Interim General Manager at the Port, and we discussed the path forward for completing the Agreement. Ms. Lueker had not yet had a chance to review the draft Agreement, so I suggested she wait until ABCSD staff had commented on the Port's legal counsel version before she started her review. On November 30, I compiled ABCSD legal counsel and my comments on the draft and sent the draft Agreement to Ms. Lueker and her staff for their review. I don't think the two agencies are far from reaching consensus. I requested a meeting with Ms. Lueker before Christmas to go over any differences, with a goal of having the draft Agreement go to the Port's Facilities Committee and/or full Board in January 2016 and then to the ABCSD Board in February.

### **Lake Lopez and State Water Supply Update**

The State Department of Water Resources (DWR) has provided an initial State Water Project allocation of 10% for the Central Coastal Contractors. This is DWR's initial allocation based on current conditions and it will be updated as we progress through the winter and spring. DWR is still projecting a higher than average rainfall season due to the strong El Nino conditions, but time will tell. The memo from DWR is provided as an attachment. I am also attaching the current Lopez Reservoir Storage Projection graphic produced by County Public Works. As of November 30, the lake had 14,178 acre-feet of water in storage. The graphic projects that with a "normal" wet season the reservoir level should reach 20,000 acre-feet by April/May 2016.

**NOTICE TO STATE WATER PROJECT CONTRACTORS****Date:** DEC 01 2015**Number:** 15-07**Subject:** 2016 State Water Project Initial Allocation – 10 Percent**From:**

---

**Carl A. Torgersen**  
**Deputy Director**  
Department of Water Resources

The Department of Water Resources (DWR) is initially approving 422,848 acre-feet (AF) of Table A water for long-term State Water Project (SWP) contractors in 2016. SWP supplies are projected to meet 10 percent of most SWP contractors' requests for Table A water, which totals 4,172,786 AF. Attached is the initial 2016 SWP allocation table.

This initial allocation is made consistent with current and projected hydrological conditions. However, if severely dry conditions develop, the allocation may be reduced. Under extreme drought conditions, DWR may re-allocate based on human health and safety requirements.

In addition, DWR received requests for delivery of SWP contractors' allocated carryover water from previous years totaling 177,620 AF (as of October 2015). DWR approves all requested carryover water for delivery in 2016.

This allocation is made consistent with the long-term water supply contracts and public policy. DWR considered several factors, including California's persistent drought and resulting low storage in SWP conservation facilities, SWP operational constraints under its water right permits, the Biological Opinions for Delta Smelt and Salmon, the Longfin Smelt incidental take permit, and the 2016 Contractor demands.

If you have any questions or need additional information, please contact Robert Cooke, Chief, State Water Project Analysis Office, at (916) 653-4313.

Attachment

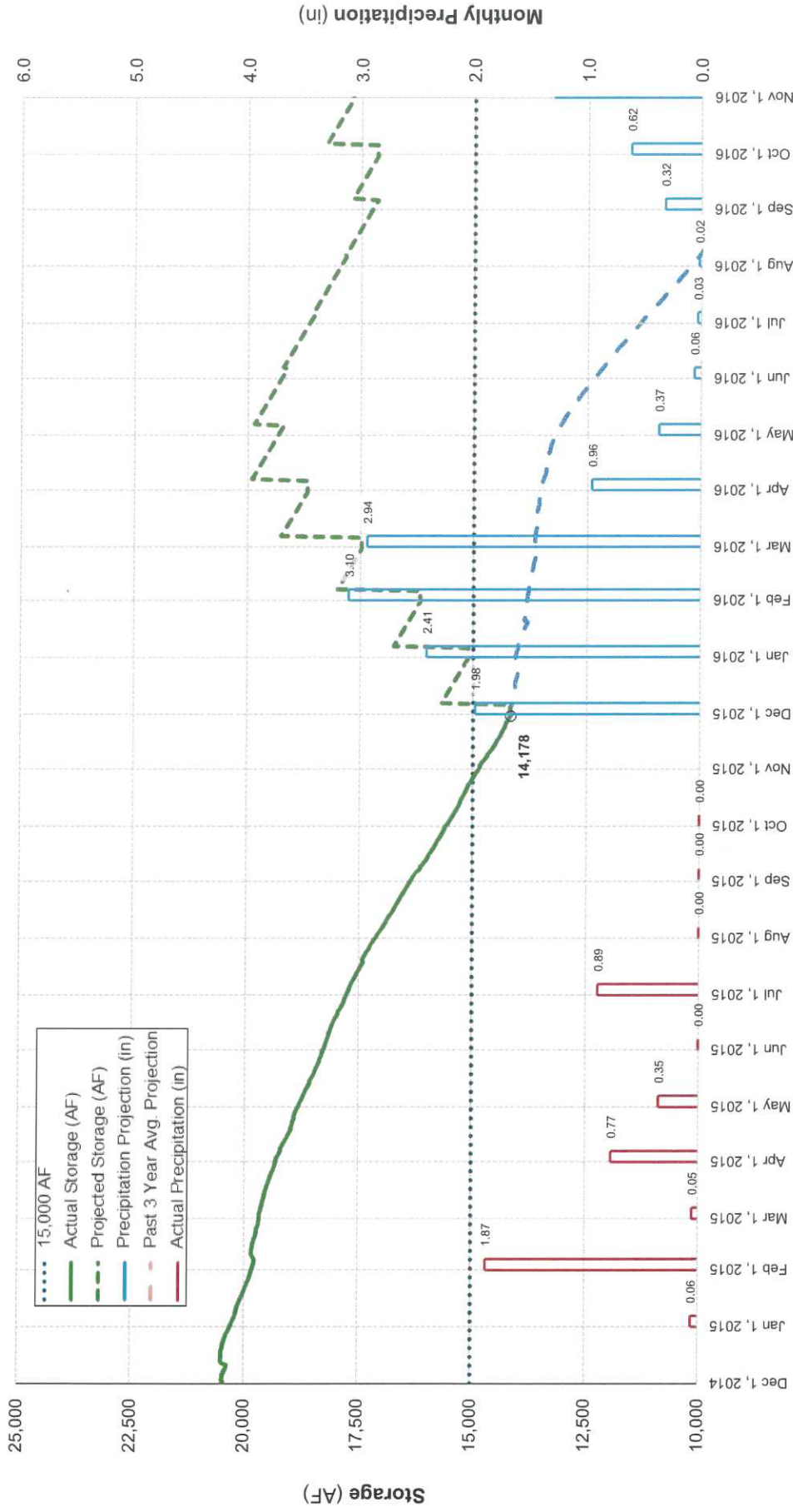
2016 STATE WATER PROJECT ALLOCATION  
(ACRE-FEET)

SWP CONTRACTORS	TABLE A (1)	INITIAL REQUEST (2)	APPROVED ALLOCATION (3)	PERCENT INITIAL REQUEST APPROVED (3)/(2) (4)
<b><u>FEATHER RIVER</u></b>				
County of Butte	27,500	27,500	4,000	15%
Plumas County FC&WCD	2,700	2,700	270	10%
City of Yuba City	9,600	9,600	1,440	15%
<b>Subtotal</b>	<b>39,800</b>	<b>39,800</b>	<b>5,710</b>	
<b><u>NORTH BAY</u></b>				
Napa County FC&WCD	29,025	29,025	4,354	15%
Solano County WA	47,756	47,756	7,163	15%
<b>Subtotal</b>	<b>76,781</b>	<b>76,781</b>	<b>11,517</b>	
<b><u>SOUTH BAY</u></b>				
Alameda County FC&WCD, Zone 7	80,619	80,619	8,062	10%
Alameda County WD	42,000	42,000	4,200	10%
Santa Clara Valley WD	100,000	100,000	10,000	10%
<b>Subtotal</b>	<b>222,619</b>	<b>222,619</b>	<b>22,262</b>	
<b><u>SAN JOAQUIN VALLEY</u></b>				
Oak Flat WD	5,700	5,700	570	10%
County of Kings	9,305	9,305	931	10%
Dudley Ridge WD	45,350	45,350	4,535	10%
Empire West Side ID	3,000	3,000	300	10%
Kern County WA	982,730	982,730	98,273	10%
Tulare Lake Basin WSD	87,471	87,471	8,747	10%
<b>Subtotal</b>	<b>1,133,556</b>	<b>1,133,556</b>	<b>113,356</b>	
<b><u>CENTRAL COASTAL</u></b>				
San Luis Obispo County FC&WCD	25,000	25,000	2,500	10%
Santa Barbara County FC&WCD	45,486	45,486	4,549	10%
<b>Subtotal</b>	<b>70,486</b>	<b>70,486</b>	<b>7,049</b>	
<b><u>SOUTHERN CALIFORNIA</u></b>				
Antelope Valley-East Kern WA	144,844	144,844	14,484	10%
Castaic Lake WA	95,200	95,200	9,520	10%
Coachella Valley WD	138,350	138,350	13,835	10%
Crestline-Lake Arrowhead WA	5,800	5,800	580	10%
Desert WA	55,750	55,750	5,575	10%
Littlerock Creek ID	2,300	2,300	230	10%
Metropolitan WDSC	1,911,500	1,911,500	191,150	10%
Mojave WA	85,800	85,800	8,580	10%
Palmdale WD	21,300	21,300	2,130	10%
San Bernardino Valley MWD	102,600	102,600	10,260	10%
San Gabriel Valley MWD	28,800	28,800	2,880	10%
San Geronio Pass WA	17,300	17,300	1,730	10%
Ventura County WPD	20,000	20,000	2,000	10%
<b>Subtotal</b>	<b>2,629,544</b>	<b>2,629,544</b>	<b>262,954</b>	
<b>TOTAL</b>	<b>4,172,786</b>	<b>4,172,786</b>	<b>422,848</b>	

# Lopez Reservoir Storage Projections

(precipitation scenario source: www.LongRangeWeather.com)

Revised: 11/30/2015



**Notes:**

- For "Dry Months" (May - October), projected increases and/or decreases in storage estimated to mimic 2013 conditions.
- For "Wet Months" (November - April), projected storage declines assume annual downstream release of 4,200 AFY and deliveries of 4,530 AFY.
- For "Wet Months", projected storage increases based on historic trends from actual storm data for the period of 12/1993 through 6/2011.
- Storage projection for "Wet Months" assume that unsaturated conditions exist.
- Monthly rainfall projections assumed to occur during the first week of each month.
- Rainfall projection provided by www.LongRangeWeather.com, and updated 10/31/2015.
- Evaporation included in storage projection.
- Past 3 Year Avg. Projection uses historic daily capacity changes averaged from 2012, 2013, 2014

**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: December 8, 2015

SUBJECT: Capital Projects Status Report

Recommendation:  
Receive and File

Discussion:

The District has taken on an aggressive, but manageable Capital Improvement Program this fiscal year with the major project being the San Luis Street/Avila Beach Drive Sewer Replacement Project. For ease of review, we have included a notation in brackets as to whether there has been significant progress to warrant a project summary update. If there have been no reportable changes we will indicate so in brackets.

**WATER SYSTEM CIP'S**

**W-1 Water tank storage improvements – Budget \$30,000 [No changes]**

Project will be implemented if operational techniques (frequent nitrate monitoring and ensuring frequent tank volume change out) are not adequate to control nitrification. Staff intends to talk with PG&E regarding the cost of getting A/C power at the tank site in order to open more options for mixing systems. Having power at the tank site will also help provide a more reliable signal for the SCADA system.

**W-2- Water System Valve Replacement – Budget \$75,000 [No Changes]**

Water line valves are being evaluated for replacement as we identify them during our routine valve exercising program and/or as we conduct normal operations in the system. The valve exercising program identifies valves that are reaching their useful life. This year's budget should allow for the replacement of 3 – 5 valves depending on the depth of valve and if they are in close proximity to each other. Our initial highest priority valve replacement project is the emergency supply connection project discussed below.

In January 2015, we identified a project to replace the valves that allow an emergency supply connection between San Miguelito Mutual, Port San Luis and the Avila Beach CSD. The District has retained Water Systems Consults Inc. to review the existing valve/meter configuration and provide a recommended design. WSC's prepared a Draft Technical Memo and staff is coordinating the design recommendations with San Miguelito Mutual and the Port. With their input/concurrence staff will implement installation of the new valves.

**W-3 Miscellaneous Water Line Replacements – Budget \$50,000 [No Changes]**

Recall this project provides funding for upgrading older water distribution pipe and systems on as needed basis. In September our Operations Contractor noted a potential issue with the flow meter at water tank #1. Upon investigation, FRM noted the flow meter was malfunctioning and needed to be replaced. FRM ordered the new flow meter and installed it in early October at a cost of approximately \$1,200.

**W-4 Lopez Booster Pumps – Budget \$50,000 [No changes]**

This project was identified as a potential project in the 2010 Water Master Plan, but to date the Lopez line pressures are adequate to fill the tank in most months except during the high use months of July and August. The County Energy Watch Program will be evaluating these pumps as part of their energy audit. This information may be useful in directing what, if any, improvements the District should consider for the pump station.

**WASTEWATER SYSTEM CIP'S**

**WW- 1 Upgrade of Wastewater Treatment Plant – Budget \$75,000 [Updated]**

The Preliminary Design report was completed by Kennedy Jenks Consultants and presented to the Board in July 2014. District staff retained Carollo Engineers to complete a “Peer Review” of the design report and held teleconference with District Engineers, Operations Staff and District General Manager on October 24<sup>th</sup>, 2014. In late December Kennedy Jenks Consultants (KJC) provided their comments on the Peer Review report (included in the January 13, 2015 Board packet). KJC concluded that their proposed Preliminary Design represents a reasonable and efficient combination of alternatives in careful consideration of cost/benefit. In November 2015, the District filed an application for a \$75,000 Recycle Water Planning Grant from the State Water Resources Control Board. Staff anticipates the State Board will respond to the application by January 2016.

**WW - 2 Effluent Line Repair – Budget \$40,000 [Updated]**

Scope of this project includes replacing two valves and re-routing the existing effluent line from underneath the primary clarifier building to around the building. The project will be accomplished in two phases. Staff met with FRM Operations and Maintenance staff to initiate the layout and work steps for cutting the asphalt and exposing the valves and piping (then covering excavation with steel plates). Asphalt removal and hydro excavation of the piping and valves was accomplished in October. Operations and District staff are working on concept drawings to facilitate the effluent line re-route. I anticipate the project will be completed by the first quarter of 2016.

**WW - 3 Chlorination System Improvements – Budget \$50,000 [No changes]**

This project includes upgrading the Chlorine analyzer and delivery system. The system is critical to the effective and efficient disinfection of the wastewater prior to discharge. This project will be initiated in the fourth quarter of 2015 and completed by the second quarter of 2016.

**WW - 4 Wastewater Collection Line Repair – Budget \$10,000 [No changes]**

This is a contingency budget line item that will be available for conducting minor un-anticipated repairs to the collection system. No projects have been identified to date for this finding line item.

**WW- 5 Influent Wet Well Coating Repairs – Budget \$20,000 [No changes]**

This project will repair the concrete coating in the influent wet well. Applying a coating to the concrete significantly extends the life of the concrete by providing a barrier that protects the concrete from hydrogen sulfide gases and the associated deterioration from sulfuric acid. The existing coating is delaminating is several locations and should be repaired. We anticipate initiating this project in the second quarter of 2016 and completing in FY 16/17.

**WW- 6 Pump Room Improvements – Budget \$15,000 [No changes]**

Staff is proposing to better utilize the limited space at the Plant by making improvements to the restroom and hand washing facilities; installing a shower unit to allow staff to quickly clean-up in the event they are exposed to raw or partially treated wastewater; and adding a work space that will allow moving the process control lab facilities from upstairs to the downstairs pump room area. The proposed project scope includes demolition of the existing wall, toilet and sink facilities and re-alignment of the wall and installation of sanitation facilities that will also allow for a small process control lab work space area that will include the appropriate sink and plumbing and lighting fixtures.

**WW-7 Miscellaneous Waste Water Projects – Budget \$25,000 [No changes]**

This project provides funding for un-anticipated minor improvements at the WWTP. At the September Board meeting, staff recommended funding the new influent wet well pump (cost of approximately \$12,000) out of this budget line item. The new influent “chopper pump” has been delivered and was installed by FRM staff in late October. The chopper pump taken out of service will be inspected and rebuilt as needed and then placed in the sea train as the back-up pump.

**WW- 8 San Luis Street & Avila Beach Drive Sewer Line Replacements – Budget \$350,000 (project budget will be updated to \$475,000 at mid-year budget review) [Updated]**

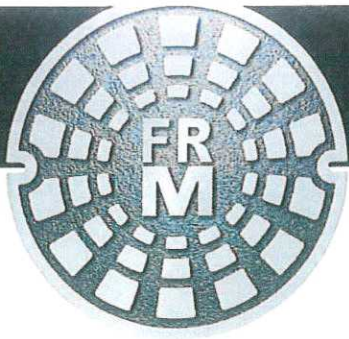
This project will replace approximately 460 feet of 8 inch sewer line on San Luis Street between First and Second Street and 325 feet of sewer line along Avila Beach drive near the intersection of Avila Beach Drive and San Miguel Street. This project will be one of the most extensive and expensive projects conducted by the District in many years. The District retained Wallace Group to prepare the design and bid documents and awarded the contract to D-Kal Engineering Inc. of San Luis Obispo on July 29, 2015 and the Pre-construction meeting was held on September 2.

D-Kal initiated Construction on September 21 by installing the new sewer manhole at the intersection of First Street and San Luis Street. The contractor has completed installation and testing of the new line in San Luis Street and has tied in all the existing sewer laterals. On November 23, Toste Paving of Arroyo Grande essentially completed the work on San Luis Drive by grinding and re-paving the construction area on San Luis Street to County standards. The overall tonnage of asphalt needed for the project appears to be significantly less than anticipated, which should result in an overall reduction in the cost of the project. The remaining work on San Luis Street includes putting concrete around the new manhole rings and painting the newly paved areas to meet County standards. Weather permitting this should be done within the next two weeks.

Staff is reviewing and approving project submittals for the Avila Beach Drive portion of the project and anticipates construction will begin on this section on November 30. This portion of the project should move quickly as the contractor anticipates the “pipe bursting” installation should be completed in one to two days. At this point D-Kal anticipates to have the project completed within the 90 calendar day time frame.

**WW-9 Replace Stairway and Repair Decking at WWTP – Budget \$25,000 [No changes]**

The District retained Matrix Consulting Engineers to prepare plans and specifications for fabrication and installation of the new stairway that connects the exterior of ground floor of the Primary Clarifier building to the first floor office space. The next step for this project is for staff to obtain bids from metal fabricators to build and/or install the new stairs at the WWTP site. Installation of the new stairway will need to be done quickly and in careful coordination with operations staff since all of the SCADA computer equipment is located upstairs and there is only one access point. The project schedule will be organized such that access to the SCADA computers will be available at all times, with a temporary access stairway or man lift as needed. Staff anticipates this project will be completed by the first quarter of 2016.



Date: December 1, 2015  
To: Brad Hagemann, ABCSD District Manager  
From: Carinna Butler, FRM Operations Manager  
RE: Monthly Facility Report for the December 2015 Board Meeting

## WASTEWATER

The facility continues to meet discharge limitations despite high heavy influent BOD and TSS loading. The average influent BOD for the 4 samples collected was 411 mg/L (Plant Design – 270 mg/L) with a high of 506 mg/L on November 5<sup>th</sup>. The average influent TSS for the month was 324 mg/L with a high of 380 mg/L on November 11<sup>th</sup>. The average effluent BOD for the 4 samples collected this month was 32 mg/L (Permit Limit – 40 mg/L Monthly Average) with a high of 36 mg/L on November 23<sup>rd</sup>. The average effluent TSS for the month was 19 mg/L (permit limit – 40 mg/L Monthly Average) with a high of 28 mg/L on November 23<sup>rd</sup>. The monthly influent Port San Luis BOD sample collected on October 6<sup>th</sup> was 595 mg/L. The monthly influent flow reported by Port San Luis was 122,800 gallons. The results for the samples collected on November 29, 2015 were not yet available for this report.

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

Operations Staff had approximately 5,000 gallons of sludge hauled out of the Digester during the month of October. The Digester has approximately 4,500 gallons of sludge removed every three weeks.

On November 28, 2015, the Operations Staff had a callout around 8:00 PM for a low chlorine dosing alarm for the WWTP contact chamber. The SCADA graph showed that the chlorine residuals were slightly lower than normal but not that the system failed. Staff checked the chlorine injection system and found everything to be working properly and changed out the chlorine probe membrane and electrolyte on probe #1 (dosing probe) and the alarm cleared. Staff also cleaned the membrane on probe #2 (effluent probe). The chlorine residuals were slightly lower than normal but the final effluent was still was above 3ppm free chlorine and 10ppm total chlorine. After reviewing the flow graph Staff found that the plant had received some high flows during the morning hours, max Gallons Per Minute for the day was 124 and a total flow of 62,700 for the day. Staff thinks the hotels were probably full for the holiday weekend causing high flows in the morning. The Operations Staff reported that the chlorine residuals were in the normal range the next morning and an effluent coliform sample was taken as part of the weekly sampling that was set up for Sunday collection.

Operations Staff noted an odd noise coming from the Fixed Film Reactor drive system. Maintenance Staff was able to diagnose the source of the noise and confirm that the drive unit was working correctly. During the diagnosis the Maintenance Staff had to climb on the distribution box and arms and in doing so the noise immediately stopped. The source of the noise was believed to be coming from the packing seals on the bottom of the distribution box. FRM will monitor the unit to ensure its proper operation.



The emergency power generator was refueled in preparation for the winter.

The routine quarterly hot spots in the collection system were cleaned.

## **WATER**

The small water storage tank continues to be used as standby, with staff monitoring the water quality in the tank and flushing as needed. Operations staff continues to monitor the chlorine residuals and shock the system with additional chlorine as needed.

Operations Staff and ABCSD Staff contacted Greg Notley of Power Communications Engineering and had a site meeting at the Booster tanks. The group is investigating the feasibility of having commercial power brought to the tank site. This project will allow the installation of a recirculation pump to assist with the nitrification problems that occur in the warmer months of the year. Greg is to provide a proposal to design and coordinate efforts through PG&E and the County.

## **ATTACHMENTS**

- Self-Monitoring Report(s)
- Average Daily Plant Effluent Flow Annual Comparison (2011-2015)
- Monthly Effluent Flow Total Comparison (2011-2015)
- Monthly Influent Average BOD (2011-2015)
- Monthly Port San Luis Flow Total Comparison (2011-2015)
- Monthly Water Purchased From Lopez (2011-2015)
- ABCSD Monthly Water Sold (2011-2015)

Avila Beach CSD  
Wastewater Treatment  
Facility

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

Month: **NOVEMBER 2015**

Date	Daily Flow			Effluent Monitoring		
	Total (MGD)	Max (GPM)	Avg (GPM)	Total Coliform	Fecal Coliform	Daily Total Cl2 Residual
1	0.057661	110	40	<2.	<2.	<0.02
2	0.042441	94	30			<0.02
3	0.038116	88	27			<0.02
4	0.037482	88	26			<0.02
5	0.039808	94	28	<2.	<2.	<0.02
6	0.048969	113	34			<0.02
7	0.061354	115	43	<2.	<2.	<0.02
8	0.058074	126	41			<0.02
9	0.043849	120	31			<0.02
10	0.040497	92	28			<0.02
11	0.043137	95	30	2	<2.	<0.02
12	0.041690	105	29			<0.02
13	0.044327	106	31	2	<2.	<0.02
14	0.055915	115	39			<0.02
15	0.051843	113	36			<0.02
16	0.039542	104	28			<0.02
17	0.035893	119	25	5	<2.	<0.02
18	0.035325	103	25			<0.02
19	0.035851	81	25	<2.	<2.	<0.02
20	0.045450	95	28			<0.02
21	0.053723	115	38			<0.02
22	0.056817	116	40			<0.02
23	0.053679	150	38	2	<2.	<0.02
24	0.048607	101	32			<0.02
25	0.050291	103	35	<2.	<2.	<0.02
26	0.054672	142	38			<0.02
27	0.058640	127	41			<0.02
28	0.062797	124	44			<0.02
29	0.051693	120	36			
30	0.041708	106	29			<0.02
31						
Min	0.035325	81	25	<2.	<2.	<0.02
Mean	0.047662	109	33	<2.	<2.	<0.02
Max	0.062797	150	44	5	<2.	<0.02
Total	1.429851					

Effluent daily flow (in dry weather) NTE monthly average of 0.2 MGD.  
Chlorine residual daily max NTE 1.2 mg/l.

Effluent and Influent Monitoring

Date	Weekly Effluent BOD 24 hr comp	Weekly Effluent TSS 24 hr comp	Bi-Monthly Influent BOD 24 hr comp	Bi-Monthly Influent TSS 24 hr comp	Monthly Effluent Oil & Grease Grab
11/5/15	30	12	506	374	<5
11/11/15	32	19	475	380	
11/17/15	28	16	355	330	
11/23/15	36	28	308	213	
11/29/15					
Min	28	12	308	213	<5
Mean	32	19	411	324	<5
Max	36	28	506	380	<5

% Removal (BOD and TSS Removal must be ≥ 75%)

BOD	92.3%	TSS	94.2%	
Date	Effluent Set. Solids Grab	Effluent Turbidity Grab	Effluent pH Grab	Effluent Temp. (°F) Grab
11/5/15	<0.1	21.5	6.5	67
11/11/15	<0.1	25.1	6.9	65
11/17/15	<0.1	16.0	6.5	63
11/23/15	<0.1	25.5	6.7	67
11/29/15				
Min	<0.1	16.0	6.5	63
Mean	<0.1	22.0	6.7	66
Max	<0.1	25.5	6.9	67

Effluent Limits

Parameter	Units	30 Day Avg.	7 Day Avg.	Daily Max
BOD	mg/l	40	60	90
Suspended Solids	mg/l	40	60	90
Oil and Grease	mg/l	25	40	75
Turbidity	NTU	75	100	225
Total Coliform	MPN/100 ml	23 = 7 Sample Median 240 = no more than once in 30 days 2,400 = daily maximum		
pH	pH units	between 6.0 - 9.0		
Settleable Solids	ml/l	1.0	1.5	3.0

Sludge Removal

Date:	Gallons of Sludge Hauled Off-Site
11/11/15	5,000

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

SIGNATURE:

*Carinna Butler*

PRINTED NAME:

Carinna Butler

DATE:

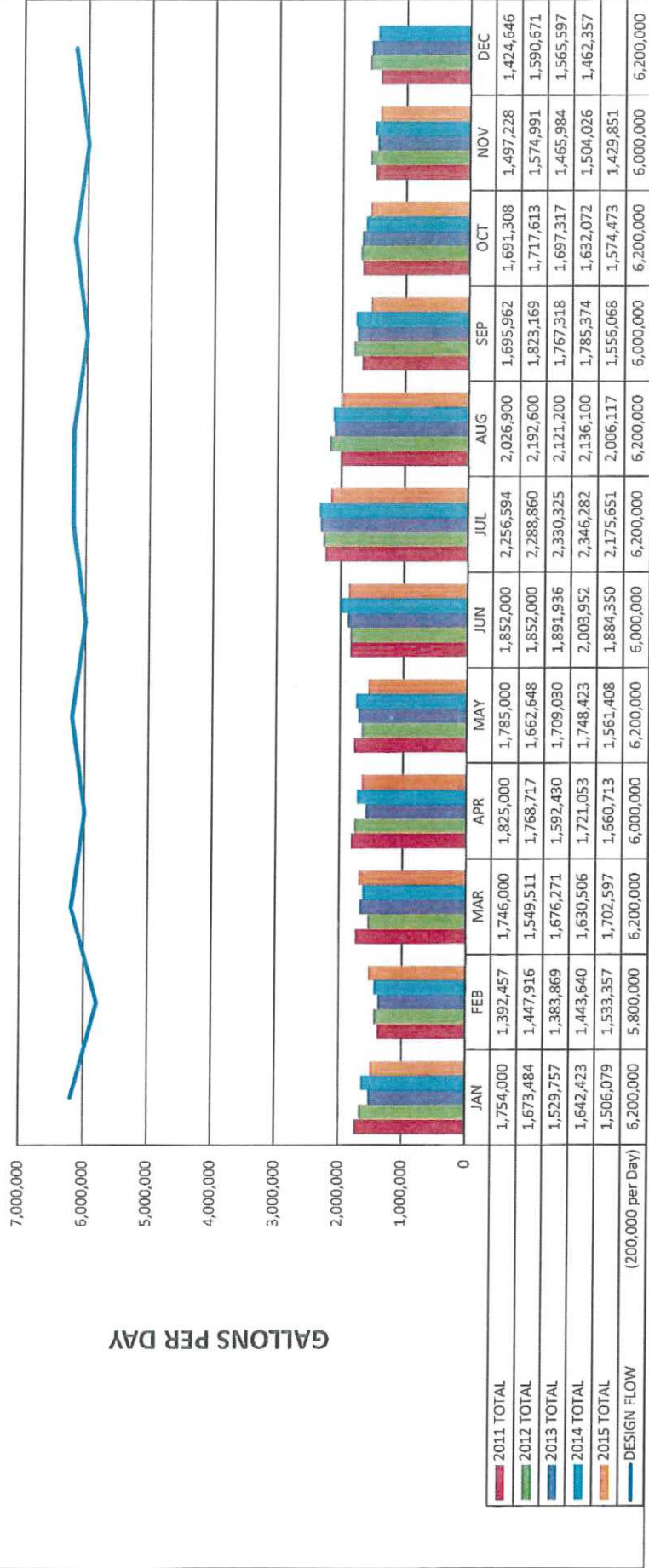
12/2/2015

TITLE:

Operations Manager

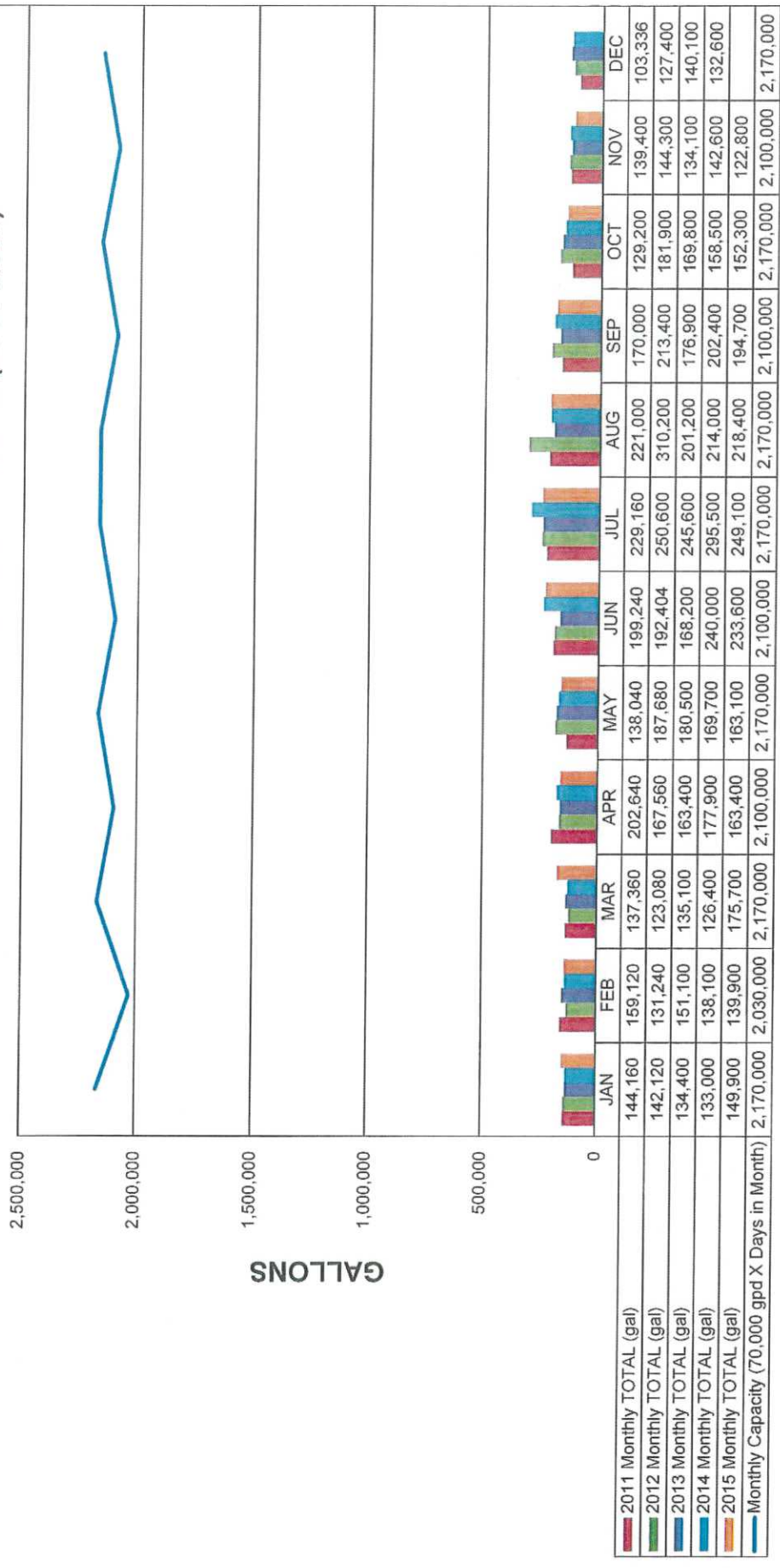


## MONTHLY EFFLUENT FLOW TOTAL COMPARISON (2011-2015)

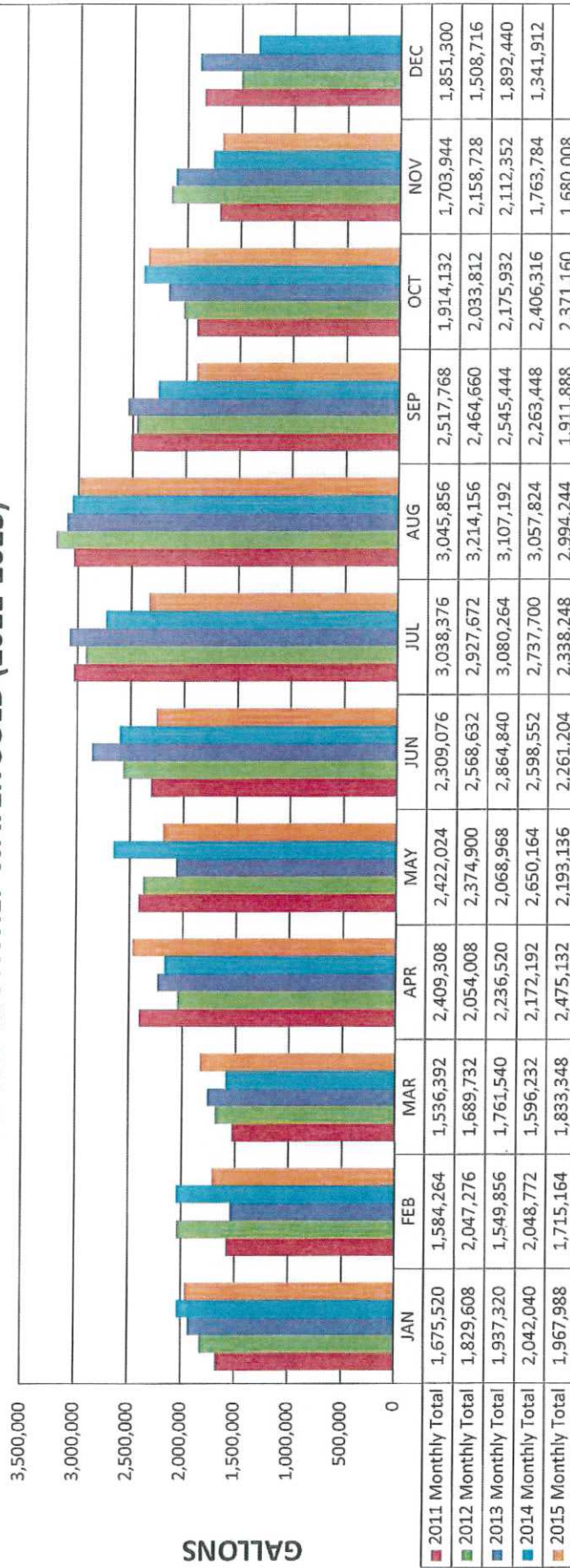




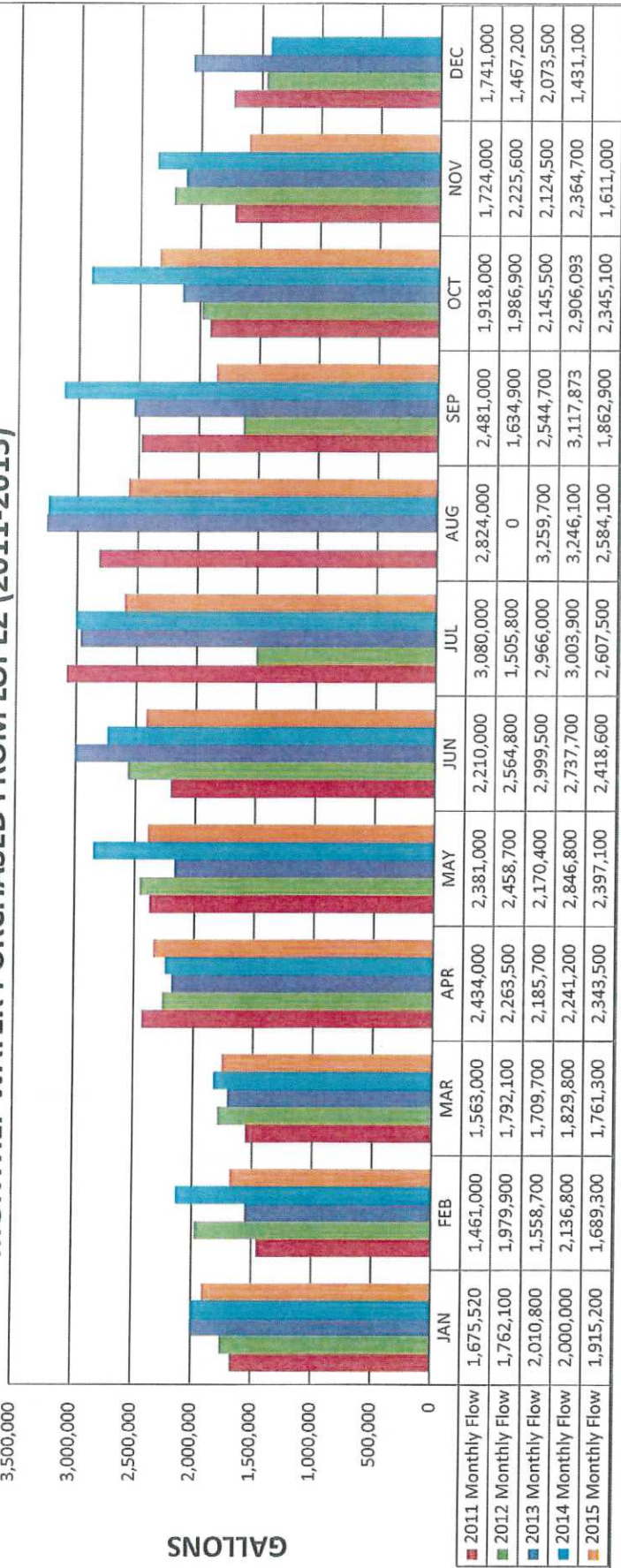
# MONTHLY PORT SAN LUIS FLOW TOTAL COMPARISON (2011-2015)



## ABCSD MONTHLY WATER SOLD (2011-2015)



## MONTHLY WATER PURCHASED FROM LOPEZ (2011-2015)






**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: December 8, 2015

SUBJECT: Summary of Integrated Energy Audit

**Funding:**

Funding for this Energy Audit was provided by Pacific Gas and Electric Company in coordination with the San Luis Obispo County Energy Watch Department. No District funds were used for the audit.

**Recommendation:**

Receive the report and implement any recommendations in the Energy Action Plan as new and repair projects are implemented.

**Discussion:**

In the Spring of 2015 the San Luis Obispo County Energy Watch Department in coordination with PG & E performed an integrated energy audit for several of the Community Service Districts including Avila Beach CSD. The audit team conducted an half day site visit that included the WWTP, Water Distribution System and the District Administrative offices. The goal of the audit was to provide the District with an Energy Action Plan that identifies and prioritizes potential energy and demand savings from the following opportunities:

- Energy Conservation and Efficiency
- Time-of-Use Load and Demand Management
- Self-Generation

The Executive Summary from the Report is provided as an Attachment to this Staff Report. The Audit's highest recommendations include installing photo sensors on the exterior lighting fixtures at the wastewater treatment plant and installing premium efficiency motors as motors need replacement. Staff will use the Energy Audit report recommendations as new and replacement projects are implemented.

# 1. Executive Summary

Pacific Gas and Electric Company (PG&E) sponsored this Integrated Energy Audit Report for Avila Beach Community Services District (CSD) in San Luis Obispo County.

The goal of a PG&E Integrated Energy Audit is to provide you with an Energy Action Plan, which identifies and prioritizes potential energy and demand savings from the following kinds of opportunities:

- Energy conservation
- Energy efficiency (including retro-commissioning)
- Time-of-use management (load shifting)
- Demand response
- Self-generation.

The study was conducted by kW Engineering, in collaboration with PG&E, as part of a comprehensive effort to assist PG&E customers in controlling energy costs and protecting our environment by offering a full spectrum of energy management options.

We recommend the following highest priority measures, which are relatively low cost, straightforward, and have an attractive payback, for immediate action (see report for details):

- LCM-1: Install Photosensor on Exterior Lighting Fixture
- LCM-3: Install Premium Efficiency Motors as Motors Need Replacement

Significant rebates and incentives are available from PG&E to reduce the cost of energy project implementation. Be sure to coordinate with your PG&E Account Manager for assistance in applying for incentives. Remember, “Apply before you buy!”

## 1.1 Your Cost Reduction Opportunities

kW Engineering identified four energy efficiency measures that, if implemented, could **save roughly \$3,400/yr** in energy costs at the Avila Beach CSD with a **combined payback of roughly 7 years**. We have summarized the recommended measures in Table 1.1: Energy Action Plan; brief descriptions of each measure are included in Section 4, “Energy Project Opportunities.”

### Energy Action Plan

The following Energy Action Plan (EAP) provides overall direction on how to act on the list of recommended measures. It provides an integrated strategy for short and long-term implementation of energy efficiency, retro-commissioning, demand response and other energy projects. The Energy Action Plan considers measure interactions, challenges, and opportunities, which can affect project implementation.

Table 1.1: Energy Action Plan

Group (Priority / Timing)	Measure No.	Measure Description	Approximate Financials					Confidence (H/M/L)	Next Steps
			Annual Savings (\$/yr)	Rough Installed Cost (\$)	Potential Incentive (\$)	Simple Payback (Yrs)			
Buildings & Facilities	LCM-1	Install Photosensor on Exterior Lighting Fixture	\$ 20	\$ 100	\$ -	5.0	High	This measure can be implemented using in-house staff	
Buildings & Facilities	LCM-2	Replace T12 Fluorescent Fixtures with T8 Fixtures	\$ 30	\$ 420	\$ -	14.0	High	This measure is fairly straightforward and may be implemented by in-house staff.	
Wastewater System	LCM-3	Install Premium Efficiency Motors as Motors Need Replacement	\$ 370	\$ 1,600	\$ -	4.3	Medium	<b>Note: The installed cost shown is an incremental cost.</b> Consult with a motor vendor on ratings of higher efficiency motors currently available in the market and obtain accurate project costs.	
Wastewater System	CIM-4	Install Fine Pore Bubble Diffusers Instead of Course Bubble Diffusers	\$ 3,000	\$ 24,000	\$ 1,800	7.4	Medium	<b>Note: The installed cost shown is an incremental cost.</b> This measure is applicable ONLY if ABCSD decides to modify the WWTP by adding a return activated sludge treatment process.	
Load Management	LMM-1	Pump Water to Tanks Prior to Summer Peak Period	\$ 100	\$ 300	\$ -	3.0	Medium	This is an operational change that can be implemented by re-programming the existing SCADA system.	
Demand Response	DRM-1	Pump Fresh Water to Tanks Prior to a DR Event	\$ 36	\$ -	\$ -	Immediate	Medium	This is an operational change that can be implemented by in-house staff.	
Distributed Generation	DGM-1	Install Solar PV System to Offset WWTP Energy Use	\$ 15,000	\$ 168,000	\$ -	11.2	Medium	We recommend obtaining quotes from at least three solar contractors to obtain more accurate costs for solar PV.	

## 1.2 Implementation Planning

We encourage you to seriously consider the recommendations contained within this report. Please discuss next steps with your PG&E Account Manager, who will assist with implementation planning, and will ensure that you take advantage of appropriate PG&E incentives and programs. (Remember, "Apply before you buy.")

You may also check the following website for further information on available PG&E rebates and incentives: <http://www.pge.com/mybusiness/energysavingsrebates/rebatesincentives/>

You may consider using PG&E program partners, local contractors and trade professionals (link below) who offer special assistance in implementing energy efficiency measures for your business. These specialists help you to take advantage of PG&E rebates and incentives by distributing, installing, and servicing the energy efficient equipment and systems that PG&E supports. See: <http://www.pge.com/mybusiness/energysavingsrebates/partnersandtradepros/>

To ensure projects are implemented so that maximum savings and incentives are achieved, bids and specifications should often be reviewed. Your PG&E Account Manager or the auditing consultant may help with this.

The remainder of this report is organized as follows:

- Section 2 documents the project contacts and existing systems and conditions for the site;
- Section 3 shows and discusses the site's energy use and costs;
- Section 4 provides brief descriptions of each energy measure.

## 2. Project Team and Facility Information

### 2.1 Project Contacts


Name	Role	Contact Information
<b>Avila Beach CSD</b>		
Brad Hagemann, P.E.	General Manager	(805) 595-2664 avilacsd@gmail.com
Kristi Dibbern	Accounting Clerk	(805) 595-2664 avilacsd@gmail.com
<b>Fluid Resource Management</b>		
Carrina Butler	Facilities Management	(805) 597-7100 carinnab@frm-ops.com
Mike Wentzel	Chief Plant Operator	(805) 597-7100
<b>Energy Watch – San Luis Obispo County</b>		
Jon Griesser	Supervisor, Energy and Climate Programs	(805) 781-5611 jgriesser@co.slo.ca.us
<b>PG&amp;E</b>		
Rebecca J. Weber	Account Manager	(805) 595-6309 RJu@pge.com
Bryce Dias	Customer Care Program Manager	(415) 973-3709 BADM@pge.com
<b>kW Engineering</b>		
Bryan Hackett, P.E., Senior Engineer II	Auditor	287 17th Street, Suite 300 Oakland, CA 94612 (510) 834-6420 (510) 834-6421 fax bhackett@kw-engineering.com

**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: December 8, 2015

SUBJECT: Election of Board Officers for Calendar Year 2016  
Director Appointments to Committees

Recommendation:

Elect officers for the calendar year 2016; appoint Directors to standing committees.

Discussion:

At the end of each calendar year it is customary to elect the officers of the Board and to appoint committee membership for the upcoming year.

**1. Election of Officers**

At this time it would be appropriate to elect offices for the positions of Board President and Vice President.

The officers for the calendar year of 2015 were as follows:

President	Pete Kelley
Vice President	Vacant

Nominations should first be taken from the floor for the office of president; nominations do not require a second. After there are no further nominations, a motion should be made and seconded to close nominations. A vote is then taken for each candidate. The candidate receiving the most votes, and a majority of votes of the quorum present, is elected to office. The office of vice president, should be elected in the same manner as president.

## 2. Committee Appointments

At the beginning of the calendar year it is customary to appoint members of the Board to committees for the coming year.

Listed below were the CSD standing committees for the 2015 calendar year; additionally Ad-Hoc committees may be designated as necessary.

### Standing Committees

Finance:	Directors Lynn Helenius, Steve Waldron
Personnel:	Directors Pete Kelley, John Janowicz
Facilities:	Directors John Janowicz, Shanna Richards

### Ad Hoc Committee


Drought Conditions:	Directors Lynn Helenius, Pete Kelley
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**AVILA BEACH**  
**COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: December 8, 2015

SUBJECT: Policies and Procedures for Discontinuance of Water Service for Non-Payment

**Recommendation:**

Receive the report and provide direction to Staff.

**Discussion:**

At the October 2015 Board meeting the Board directed staff to prepare updated Policies and Procedures for Discontinuance of Water Service for Non-Payment. The two documents that address this issue are Ordinance No. 2004-01, and Policy No. 3037. Staff conducted some initial research on policies and procedures from several other cities and districts to help frame the scope of updating the District's Policies. Staff recently discussed these policies with a couple other local Community Service Districts and we have has requested copies of their policies for reference. Staff is providing this initial Policy outline for the Board's review and comment. Staff will prepare a final draft Policy for Board consideration at the January Board meeting.

Staff suggests that once the Board approves the updated policy we will prepare a one page document or flyer that we can provide to the District's customers. The draft Policy outline and a draft Payment and Billing table are provided as attachments to the Staff Report.





# AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA 93424  
Office and Meeting Room - 191 San Miguel Street, Avila Beach

## Draft Payment & Bill Collection Procedure

Action	Trigger	Charges to Customer	Notes
Read Meter	23 <sup>rd</sup> – 26 <sup>th</sup> of Month		Approximately 350 meter reads by FRM staff
Check Reads	When data is received		Look for: “zero reads” and abnormally high and low reads
Prepare and Mail Bills	By 1 <sup>st</sup> of month		Bill is due and payable upon receipt. Delinquency charge applies if not paid within 25 days of billing.
Contact customer regarding high reads	Water use more than double previous billing period		Intended to get customer attention to possible leak or other problem
Late Notice	Non-payment of bill within 30 days of receipt	10% of bill or \$10 – whichever is higher	Late charge is applied to account and a late notice is mailed to the customer. An updated bill (with late charges applied) and a shut-off date is stated in written notice.
48 hour Notice, door hanger	Minimum 48 hours prior shut off date	\$25	Door hanger states amount and last possible day to pay. Bill must be paid in full by 4:30 pm the working day prior to the shut-off day.
Shut Off	No payment received by 4:30 PM day prior to shut-off day	\$75 non-payment fee	Meters are shut off and locked. Full payment of all charges is due prior to restoration of service.

Charges stated become effective March 1, 2016