

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@gmail.com

AGENDA

REGULAR BOARD MEETING

7:00 pm Tuesday, April 12th, 2016

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
 - John Janowicz, Vice President
 - Lynn Helenius, 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 March 8th, 2016 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. Presentation by James Caruso, San Luis Obispo County Planning Department Regarding Potential District Service Area Build-Out
(Action Required: Information Item)
- B. Request for Preliminary Will Serve: 157 San Luis Street
(Action Required: Consider approval of Preliminary Intent to Serve)
- C. Drought Committee Report
(Action Required: Receive Report and Provide Direction to Staff)
- D. Water Shortage Response and Management Plan
(Action Required: Receive Report and Provide Direction to Staff)
- E. Review of Results for Audit Request for Qualifications and Proposal for Auditing Services for FY 2015/16
(Action Required: Review Firms that submitted a proposal and qualifications, and refer to the Finance Committee for evaluation and a recommendation)

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 May 10th , 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
March 8th, 2016**

1. CALL TO ORDER

President Pete Kelley called the regular meeting of the Board of Directors of the Avila Beach Community Services District, to order at 7:00 p.m. on the above date, in the Avila Beach Civic Center Meeting Room.

2. ROLL CALL

Board Members Present: Pete Kelley
 John Janowicz
 Ken San Filippo
 Lynn Helenius

Absent: Shanna Richards

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

3. PUBLIC COMMENTS

General Manager Hagemann met with San Luis Obispo County Public Works Deputy Director, Mark Hutchinson regarding CSA 12 Advisory Committee representative. GM Hagemann also attended the March 3rd Zone 3 TAC Meeting.

4. INFORMATION AND DISCUSSION ITEMS

A. County Reports

1. SLO Sheriff:

Sheriff reported 67 calls for service this month in Avila Beach. Ten of those calls were for traffic stops. Other calls included one theft, 1 vandalism and 1 disturbing the peace at a local hotel.

2. CAL Fire Report:

Battalion Chief Paul Lee from CAL Fire reported 49 calls for service this month, 39 of those calls were for medical attention. The brush clearing is nearly complete in Hartford Canyon. The crew will continue to clear underbrush in other locations near Wild Cherry Canyon.

5. CONSENT ITEMS

President Kelley introduced the consent items and inquired if any member of the Board or public wished to address any items. Director San Filippo inquired specifically about term limits for Directors in the District's by-laws, as well as, the rotation of officers held within the Board. President Kelley explained that term limits and officer rotations had not been addressed in the past. Director San Filippo also asked if the Sub-Committees had set meeting dates. President Kelley responded with Sub-Committees meet on an "as needed" basis. It was moved by Director

Janowicz seconded by Director Helenius and passed with a roll call vote to approve the consent items.

AYES: Pete Kelley
 John Janowicz
 Lynn Helenius
 Ken San Filippo

NOES: None

ABSENT: Shanna Richards

- A. Approval of the Minutes for the following meetings: February 9th, 2016 Meeting
- B. Monthly Financial Review
- C. General Manager/District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Reports
- F. Capital Projects Status Report

6. DISCUSSION OF PULLED CONSENT ITEMS.

None

7. BUSINESS ITEMS

A. Recycled Water Grant Application: GM Hagemann advised that the State Board has conditionally approved the Recycled Water Grant application and District staff has returned the signature pages and certification form. The State Board needs an updated Resolution to complete the approval process. District staff has a meeting scheduled for Thursday, March 10th, 2016 with Water Systems Consulting and San Miguelito Mutual Water Company staff to kick off the study. A motion was made by Director Kelley, and seconded by Director San Filippo to adopt Resolution 2016-01 to complete the application process. The Resolution passed with a roll call vote:

AYES: Pete Kelley
 John Janowicz
 Lynn Helenius
 Ken San Filippo

NOES: None

ABSENT: Shanna Richards

B. Declaration of Surplus Equipment: GM Hagemann introduced the item by stating that for the past few months staff has been working on cleaning up old and unusable equipment that has been stored at the WWTP for the past 15-20 years. Staff ordered a roll-off dumpster and with the assistance of operations staff we disposed of old and unusable plastic TF media, broken asphalt and other debris. GM Hagemann recommended the Board declare an old compressor, misc. piping, roof tiles, 2 outdated monitors, a keyboard, and one non-functioning adding machine as surplus and proceed with disposal. A motion was made by Director Kelley seconded by Director Janowicz and passed with a roll call vote to declare and dispose of surplus equipment with the exception of roofing tiles which may have resale value.

AYES: Pete Kelley
 John Janowicz
 Lynn Helenius
 Ken San Filippo

NOES: None

ABSENT: Shanna Richards

C. Drought Committee Report: GM Hageman summarized the material presented at the February 25th Drought Committee. Hagemann noted that the District water entitlements included 68 AFY of Lopez Water (10% LLRP Reduction) and 100 AFY of State Water (30% delivery this year at the time of the report). Staff estimated that the District used approximately 88 AF in 2013, 86 AF in 2014 and 75 AF of water in 2015. The District's Water Master Plan was last updated in 2010 and it estimated the District's Build-Out water demand would be approximately 121 AFY without the Fossil Point project and 159 AFY with the Fossil Point Project. Staff recommended to the Board that District strengthen it's water portfolio by: purchasing a State Water "Drought Buffer"; Support further evaluation of the Diablo Desalination Project; and explore water purchases and/or trades from other local water purveyors.

The Board directed Staff to: research the cost of updating the District's Water Master Plan; initiate a Drought Buffer purchase; and work with legal counsel to develop a framework for adopting a Water Conservation Plan pursuant to Water Section 375 and 350.

8. COMMUNICATIONS:

Legal Counsel Mike Seitz presented a summary handout and informed the Board of 2015 Laws affecting Community Service Districts.

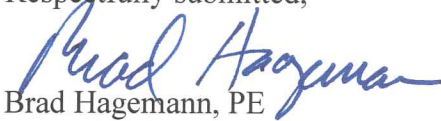
Avila Beach CSD
Board of Directors Meeting
DRAFT Minutes March 8th, 2016

ADJOURNMENT: The meeting was adjourned at 8:55 p.m.

The next regular meeting of the Avila Beach Community Services District is scheduled for April 12th, 2016 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,


A handwritten signature in blue ink that reads "Brad Hagemann". The signature is written in a cursive style with a horizontal line at the end.

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: April 12, 2016

SUBJECT: Monthly Financial Review for February 2016

Recommendation:

Receive and file report.

Overall Monthly Summary

During February the District made deposits in the amount of \$108,870.07 and experienced \$64,659.07 in expenses (cash basis). The deposits by fund and checks by fund are provided as an attachment to this report. Income in February included \$24,388.69 in County tax income and \$59,075.44 in monthly water and sewer fees. Monthly operation and maintenance expenses are also within the anticipated range.

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

Utility Service Billing

For the month of February the District billed approximately \$66,751.72 in water and sewer service charges. Customer Rate Assistance amounted in a reduction of billing charges to the District in the amount of \$446.20. Delinquent accounts with payments past due of 60 days or more are still relatively low, but we did issue approximately 3 “door hanger” shut-off notices in February to accounts that were over 60 days late. Customers responded by making payment arrangements with staff.

Avila Beach Community Services District
Balance Sheet
 As of February 29, 2016

	<u>Feb 29, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Summary	
1010 · Heritage Oaks General Checking	204,883.10
1015 · TIB Visa ACH Account	-16.00
1030 · B of A - Payroll	11,686.05
1040 · B of A - Water Deposits	55.94
1050 · LAIF	2,215,023.76
1060 · Petty Cash	1,208.64
Total 1000 · Cash Summary	<u>2,432,841.49</u>
Total Checking/Savings	2,432,841.49
Accounts Receivable	
1200 · *Accounts Receivable	107,471.10
Total Accounts Receivable	<u>107,471.10</u>
Other Current Assets	
1250 · Receivables	
1270 · Taxes Receivable	8,787.45
1280 · Water & Sewer Billings	125,757.53
1250 · Receivables - Other	150.00
Total 1250 · Receivables	<u>134,694.98</u>
1400 · Prepaid Summary	
1410 · Prepaid Insurance	5,071.29
Total 1400 · Prepaid Summary	<u>5,071.29</u>
Total Other Current Assets	<u>139,766.27</u>
Total Current Assets	2,680,078.86
Fixed Assets	
1600 · Fixed Assets & Acc. Depr.	
1610 · Fixed Asset -Office & Admin.	
1612 · Office Furniture cost	12,759.79
1614 · Office Furniture Accum Dep.	-9,740.80
Total 1610 · Fixed Asset -Office & Admin.	<u>3,018.99</u>
1620 · Fixed Assets - Sanitary	
1622 · Land	
1623 · Land - GFAAG	10.00
1622 · Land - Other	60,304.10
Total 1622 · Land	<u>60,314.10</u>

Avila Beach Community Services District
Balance Sheet
As of February 29, 2016

	<u>Feb 29, 16</u>
1626 · Collection Assets	
1627 · Collection Assets Cost	933,045.33
1628 · Collect Assets Accum Depr	-316,231.75
Total 1626 · Collection Assets	<u>616,813.58</u>
1630 · Disposal Equipment	
1631 · Disposal Equip Cost	523,122.64
1632 · Disposal Equip Accum Depr	-164,756.10
Total 1630 · Disposal Equipment	<u>358,366.54</u>
1634 · Other Equipment	
1635 · Other Equipment Cost	922.93
1636 · Other Equip Accum Depr	-923.00
Total 1634 · Other Equipment	<u>-0.07</u>
1638 · Construction In Progress Plant	
1639 · Treatment Plant Cost	1,868,782.91
1640 · Treatment Plant Accum Dep	-886,107.31
1638 · Construction In Progress Plant - Other	88,311.99
Total 1638 · Construction In Progress Plant	<u>1,070,987.59</u>
1642 · Treatment Equipment	
1643 · Treatment Equip Cost	1,017,143.01
1644 · Treatment Equip Accum Depr	-524,698.45
1642 · Treatment Equipment - Other	205,485.61
Total 1642 · Treatment Equipment	<u>697,930.17</u>
Total 1620 · Fixed Assets - Sanitary	2,804,411.91
1650 · Fixed Assets - Water	
1652 · Equipment	
1653 · Equipment Cost	21,136.28
1654 · Equipment Accum Depr	-21,136.28
Total 1652 · Equipment	<u>0.00</u>
1656 · Distribution Assets	
1657 · Distribution Assets Cost	1,109,466.25
1658 · Dist Assets Accum Depr	-535,387.09
Total 1656 · Distribution Assets	<u>574,079.16</u>
1660 · Other Equipment	
1661 · Other Equipment Cost	1,366.07
1662 · Other Equipment Accum Depr	-1,366.07
Total 1660 · Other Equipment	<u>0.00</u>
Total 1650 · Fixed Assets - Water	574,079.16

Avila Beach Community Services District
Balance Sheet
As of February 29, 2016

	<u>Feb 29, 16</u>
1680 · Structures - Fixed Asset	
1681 · Structures GFAAG - Sani & FA	29,810.00
1682 · Gen / Fire Accum Dep	<u>-29,810.00</u>
Total 1680 · Structures - Fixed Asset	<u>0.00</u>
Total 1600 · Fixed Assets & Acc. Depr.	<u>3,381,510.06</u>
Total Fixed Assets	3,381,510.06
Other Assets	
1900 · Due To / Due From General	<u>-152,811.15</u>
Total Other Assets	<u>-152,811.15</u>
TOTAL ASSETS	<u><u>5,908,777.77</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	<u>1,885.00</u>
Total Accounts Payable	1,885.00
Other Current Liabilities	
2200 · Payroll Liabilities	
2240 · Health Insurance	
2241 · Employee	0.01
2240 · Health Insurance - Other	<u>-0.01</u>
Total 2240 · Health Insurance	<u>0.00</u>
Total 2200 · Payroll Liabilities	0.00
2260 · Vacation Payable	2,274.30
2300 · Deposits Held	
2303 · Water Deposits Held	6,160.00
2304 · Fire Station Deposit	2,000.00
2305 · Will Serve Deposits Held	<u>237,670.60</u>
Total 2300 · Deposits Held	<u>245,830.60</u>
Total Other Current Liabilities	<u>248,104.90</u>
Total Current Liabilities	<u>249,989.90</u>
Total Liabilities	249,989.90

3:40 PM
03/14/16
Accrual Basis

Avila Beach Community Services District
Balance Sheet
As of February 29, 2016

	<u>Feb 29, 16</u>
Equity	
3900 · Retained Earnings	6,089,809.29
Net Income	<u>-431,021.42</u>
Total Equity	<u>5,658,787.87</u>
TOTAL LIABILITIES & EQUITY	<u><u>5,908,777.77</u></u>

03/14/16

Avila Beach Community Services District
Deposits by Fund
 February 2016

Type	Date	Memo	Amount	Balance
Administrative				
Deposit	02/16/2016	Meeting dinner reimbursement Mary Matakovich	-20.00	-20.00
Deposit	02/18/2016	SDLA Scholarship Ken San Filippo	-650.00	-670.00
Deposit	02/21/2016	Auction payment rec'd, ck # 1739 to SLO CSDA Chapter	-1,130.00	-1,800.00
Deposit	02/29/2016	CSDA Reimbursement	-599.44	-2,399.44
Total Administrative			-2,399.44	-2,399.44
General				
Deposit	02/05/2016	Rent Fire Station	-3,104.00	-3,104.00
Deposit	02/11/2016	IMPR, prop tax	-7,856.93	-10,960.93
Deposit	02/18/2016	Curr Secured Tax, Imp	-8,532.58	-19,493.51
Total General			-19,493.51	-19,493.51
Sanitary				
Deposit	02/02/2016	Sani Rec	-2,499.21	-2,499.21
Deposit	02/02/2016	Rate Assistance	42.36	-2,456.85
Deposit	02/02/2016	1/2 Other 1	0.00	-2,456.85
Deposit	02/02/2016	1/2 Other 2	203.68	-2,253.17
Deposit	02/02/2016	adj to deposit amt		-2,253.17
Deposit	02/04/2016	Sani Rec	-1,843.45	-4,096.62
Deposit	02/04/2016	Rate Assistance	49.42	-4,047.20
Deposit	02/04/2016	1/2 Other 1	0.00	-4,047.20
Deposit	02/04/2016	1/2 Other 2	135.37	-3,911.83
Deposit	02/04/2016	adj to deposit amt		-3,911.83
Deposit	02/05/2016	Sani Rec	-1,153.61	-5,065.44
Deposit	02/05/2016	Rate Assistance	21.18	-5,044.26
Deposit	02/05/2016	1/2 Other 1	0.00	-5,044.26
Deposit	02/05/2016	1/2 Other 2	0.01	-5,044.25
Deposit	02/05/2016	adj to deposit amt		-5,044.25
Deposit	02/08/2016	Sani Rec	-6,249.75	-11,294.00
Deposit	02/08/2016	Rate Assistance	14.12	-11,279.88
Deposit	02/08/2016	1/2 Other 1	0.00	-11,279.88
Deposit	02/08/2016	1/2 Other 2	64.57	-11,215.31
Deposit	02/08/2016	adj to deposit amt		-11,215.31
Deposit	02/09/2016	VIOLATION FEE per ck stub, ck tot \$ 15,963.82	-15,234.12	-26,449.43
Deposit	02/09/2016	Water Inv # 147: 12/23/15 per ck stub, ck tot \$ 15,963.82	-570.70	-27,020.13
Deposit	02/09/2016	Water Inv # 1482: 12/23/15 per ck stub, ck tot \$ 15,963.82	-109.75	-27,129.88
Deposit	02/10/2016	Sani Rec	-7,562.64	-34,692.52
Deposit	02/10/2016	Rate Assistance	8.47	-34,684.05
Deposit	02/10/2016	1/2 Other 2	-297.21	-34,981.26
Deposit	02/11/2016	Waste	-7,999.18	-42,980.44
Deposit	02/12/2016	Sani Rec	-219.50	-43,199.94
Deposit	02/16/2016	Sani Rec	-1,802.63	-45,002.57
Deposit	02/16/2016	Rate Assistance	21.18	-44,981.39
Deposit	02/17/2016	Sani Rec	-444.81	-45,426.20
Deposit	02/17/2016	Rate Assistance	7.06	-45,419.14
Deposit	02/17/2016	1/2 Other 2	48.35	-45,370.79
Deposit	02/18/2016	Sani Rec	-4,592.78	-49,963.57
Deposit	02/18/2016	Rate Assistance	21.18	-49,942.39
Deposit	02/18/2016	1/2 Other 2	-67.03	-50,009.42
Deposit	02/22/2016	Sani Rec	-901.13	-50,910.55
Deposit	02/22/2016	Rate Assistance	14.12	-50,896.43
Deposit	02/22/2016	1/2 Other 1	0.00	-50,896.43
Deposit	02/22/2016	1/2 Other 2	-40.01	-50,936.44
Deposit	02/22/2016	adj to deposit amt		-50,936.44
Deposit	02/22/2016	Avila Schoolhouse 190 San Antonia Street	-50.00	-50,986.44
Deposit	02/22/2016	Avila Bungalows Bldg. A	-50.00	-51,036.44
Deposit	02/24/2016	Sani Rec	-195.20	-51,231.64
Deposit	02/29/2016	Sani Rec	-1,094.55	-52,326.19
Deposit	02/29/2016	Rate Assistance	28.24	-52,297.95
Deposit	02/29/2016	1/2 Other 1	0.00	-52,297.95
Deposit	02/29/2016	1/2 Other 2	159.74	-52,138.21
Total Sanitary			-52,138.21	-52,138.21

03/14/16

Avila Beach Community Services District
Deposits by Fund
February 2016

Type	Date	Memo	Amount	Balance
Solid Waste				
Deposit	02/01/2016	Waste Connections, Inc. Franchise Fee SW	-1,550.58	-1,550.58
Deposit	02/17/2016	Waste Connections, Inc. Franchise Fee SW	-1,095.27	-2,645.85
Total Solid Waste			-2,645.85	-2,645.85
Water				
Deposit	02/02/2016	Water Rec	-1,228.84	-1,228.84
Deposit	02/02/2016	Rate Assistance	42.36	-1,186.48
Deposit	02/02/2016	1/2 Other 1	0.00	-1,186.48
Deposit	02/02/2016	1/2 Other 2	203.68	-982.80
Deposit	02/02/2016	adj to deposit amt		-982.80
Deposit	02/04/2016	Water Rec	-1,896.62	-2,879.42
Deposit	02/04/2016	Rate Assistance	49.42	-2,830.00
Deposit	02/04/2016	1/2 Other 1	0.00	-2,830.00
Deposit	02/04/2016	1/2 Other 2	135.38	-2,694.62
Deposit	02/04/2016	adj to deposit amt		-2,694.62
Deposit	02/05/2016	Water Rec	-1,417.53	-4,112.15
Deposit	02/05/2016	Rate Assistance	21.18	-4,090.97
Deposit	02/05/2016	1/2 Other 1		-4,090.97
Deposit	02/05/2016	1/2 Other 2	0.02	-4,090.95
Deposit	02/05/2016	adj to deposit amt		-4,090.95
Deposit	02/05/2016	San Juan Park Irr	-49.25	-4,140.20
Deposit	02/05/2016	Front St Irr	-49.25	-4,189.45
Deposit	02/08/2016	Water Rec	-5,851.82	-10,041.27
Deposit	02/08/2016	Rate Assistance	14.12	-10,027.15
Deposit	02/08/2016	1/2 Other 1	0.00	-10,027.15
Deposit	02/08/2016	1/2 Other 2	64.58	-9,962.57
Deposit	02/08/2016	adj to deposit amt		-9,962.57
Deposit	02/09/2016	Water Inv # 1482: 12/23/15 per ck stub, ck tot \$ 15,963.82	-49.25	-10,011.82
Deposit	02/10/2016	Water Rec	-7,100.08	-17,111.90
Deposit	02/10/2016	Rate Assistance	8.48	-17,103.42
Deposit	02/10/2016	1/2 Other 2	-297.21	-17,400.63
Deposit	02/12/2016	Water Rec	-640.25	-18,040.88
Deposit	02/16/2016	Deposit - Move in, Brad Asolas	-40.00	-18,080.88
Deposit	02/16/2016	Water Rec	-1,782.71	-19,863.59
Deposit	02/16/2016	Rate Assistance	21.18	-19,842.41
Deposit	02/17/2016	Water Rec	-705.30	-20,547.71
Deposit	02/17/2016	Rate Assistance	7.06	-20,540.65
Deposit	02/17/2016	1/2 Other 2	48.35	-20,492.30
Deposit	02/18/2016	Water Rec	-8,210.32	-28,702.62
Deposit	02/18/2016	Rate Assistance	21.18	-28,681.44
Deposit	02/18/2016	1/2 Other 2	-67.03	-28,748.47
Deposit	02/22/2016	Avila Schoolhouse 190 San Antonia Street	-50.00	-28,798.47
Deposit	02/22/2016	Avila Bungalows Bldg. A	-50.00	-28,848.47
Deposit	02/22/2016	Water Rec	-1,498.90	-30,347.37
Deposit	02/22/2016	Rate Assistance	14.12	-30,333.25
Deposit	02/22/2016	1/2 Other 1	0.00	-30,333.25
Deposit	02/22/2016	1/2 Other 2	-40.02	-30,373.27
Deposit	02/22/2016	adj to deposit amt		-30,373.27
Deposit	02/22/2016	Maria Martinez Water Deposits	-100.00	-30,473.27
Deposit	02/24/2016	Water Rec	-434.55	-30,907.82
Deposit	02/24/2016	Water Rec	-339.10	-31,246.92
Deposit	02/29/2016	Water Rec	-1,134.13	-32,381.05
Deposit	02/29/2016	Rate Assistance	28.24	-32,352.81
Deposit	02/29/2016	1/2 Other 2	159.75	-32,193.06
Total Water			-32,193.06	-32,193.06
TOTAL			-108,870.07	-108,870.07

Avila Beach Community Services District
Checks by Fund w/Accounts
 February 2016

Type	Date	Num	Name	Account	Amount	Balance
Administrative						
Check	02/01/2016	1713	Avila Beach Civic Association	6590 · Utilities <i>Leaft.</i>	792.91	792.91
Check	02/01/2016	1716	Staples	6140 · Office Supplies & Postage	316.02	1,108.93
Check	02/02/2016		TIB Card Service	6115 · Bank Service Charges	15.00	1,123.93
Check	02/03/2016	1718	Home Depot	6550 · Operating Supplies	118.24	1,242.17
Check	02/03/2016	1724	Farm Supply	6550 · Operating Supplies	216.00	1,458.17
Check	02/03/2016	1726	Nikki Engle Bookkeeping & Teaching	6102 · Accounting	247.50	1,705.67
Check	02/04/2016		U.S. Postal Service	6140 · Office Supplies & Postage	606.60	2,312.27
Check	02/09/2016	1729	Hagemann & Associates	6140 · Office Supplies & Postage	17.76	2,330.03
Check	02/09/2016	1731	Cal Tec Computers	6505 · Contract Labor	7,830.03	7,830.03
Check	02/09/2016	1733	Shipsey & Seitz	6524 · Equip. Rep. & Maint. Avila Only	5,500.00	40.00
Check	02/09/2016	1733	Shipsey & Seitz	6135 · Legal	40.00	211.20
Check	02/09/2016	1733	Shipsey & Seitz	6135 · Legal	211.20	8,081.23
Check	02/09/2016	1734	Public Employees Retirement System	5444 · PERS Co Pd Kathy	211.20	8,292.43
Check	02/09/2016	1735	Public Employees Retirement System	5444 · PERS Co Pd Kathy	993.00	9,285.43
Check	02/10/2016	1735	Public Employees Retirement System	2250 · PERS Liability	302.38	9,587.81
Check	02/10/2016	1735	Public Employees Retirement System	5446 · PERS Co Pd Kristi	26.59	9,614.40
Check	02/11/2016	1736	CSDA San Luis Obispo County Chapter	6160 · Training	140.00	9,754.40
Check	02/11/2016	1737	SLO CSDA Chapter	6160 · Training	20.00	9,774.40
Check	02/16/2016		U.S. Postal Service	6140 · Office Supplies & Postage	1.42	9,775.82
Check	02/19/2016		Costco	6160 · Training	577.14	10,352.96
Check	02/19/2016		Costco	6160 · Training	7.42	10,360.38
Check	02/19/2016		Custom House	6160 · Training	50.00	10,410.38
Check	02/22/2016		Avila Beach CSD	1010 · Heritage Oaks General Checking	700.00	11,110.38
Check	02/25/2016	1738	Angeles Maria Marquez	6505 · Contract Labor	40.00	11,150.38
Check	02/29/2016	1739	SLO CSDA Chapter	6160 · Training	1,130.00	12,280.38
Check	02/29/2016	1745	Staples	6140 · Office Supplies & Postage	83.91	12,364.29
Check	02/29/2016	1752	Public Employees Retirement System	2250 · PERS Liability	287.40	12,651.69
Check	02/29/2016	1752	Public Employees Retirement System	5446 · PERS Co Pd Kristi	31.59	12,683.28
Total Administrative					12,683.28	12,683.28
General						
Check	02/09/2016	1733	Shipsey & Seitz	6135 · Legal	80.00	80.00
Total General					80.00	80.00
Lights						
Check	02/01/2016	1714	PG&E	6590 · Utilities	0.00	0.00
Check	02/01/2016	1714	PG&E	6590 · Utilities	0.00	0.00
Check	02/01/2016	1714	PG&E	6590 · Utilities	0.00	0.00
Check	02/29/2016	1742	PG&E	6590 · Utilities	445.55	445.55
Check	02/29/2016	1742	PG&E	6590 · Utilities	483.04	928.59
Check	02/29/2016	1742	PG&E	6590 · Utilities	89.33	1,017.92
Total Lights					1,017.92	1,017.92

Avila Beach Community Services District
Checks by Fund w/Accounts

February 2016

Type	Date	Num	Name	Account	Amount	Balance
Sanitary	02/01/2016	1714	PG&E	6590 · Utilities	0.00	0.00
Check	02/01/2016	1714	PG&E	6590 · Utilities	0.00	0.00
Check	02/01/2016	1715	Cross Company	6550 · Operating Supplies	0.00	0.00
Check	02/03/2016	1717	Miners Ace Hardware	6550 · Operating Supplies	25.89	25.89
Check	02/03/2016	1720	South County Sanitary Service	6590 · Utilities	55.61	81.50
Check	02/03/2016	1721	AT&T	6585 · Telephone		81.50
Check	02/03/2016	1721	AT&T	6585 · Telephone		81.50
Check	02/03/2016	1721	AT&T	6585 · Telephone		81.50
Check	02/03/2016	1721	AT&T	6585 · Telephone		81.50
Check	02/03/2016	1723	Abalone Coast Analytical, Inc.	6540 · Lab Tests	90.75	172.25
Check	02/03/2016	1725	Wallace Group	6525 · Fat Oil & Grease (FOG)	2,314.80	2,487.05
Check	02/03/2016	1727	Brenntag Pacific, Inc.	6503 · Chemicals	30.75	2,517.80
Check	02/03/2016	1727	Brenntag Pacific, Inc.	6503 · Chemicals	1,116.38	3,634.18
Check	02/03/2016	1727	Brenntag Pacific, Inc.	6503 · Chemicals	1,105.22	4,739.40
Check	02/03/2016	1727	Brenntag Pacific, Inc.	6503 · Chemicals	1,292.90	6,032.30
Check	02/09/2016	1730	Speed's, Inc.	6580 · Solids Handling	1,335.50	7,367.80
Check	02/09/2016	1732	Brenntag Pacific, Inc.	6503 · Chemicals	1,156.76	8,524.56
Check	02/18/2016		NSF Check	1280 · Water & Sewer Billings	49.25	8,573.81
Check	02/29/2016	1740	Wallace Group	7002 · Sewer Line Replacement Project	5,408.37	13,982.18
Check	02/29/2016	1741	AT&T	6585 · Telephone	148.79	14,130.97
Check	02/29/2016	1742	PG&E	6590 · Utilities	1,327.97	15,458.94
Check	02/29/2016	1742	PG&E	6590 · Utilities	46.74	15,505.68
Check	02/29/2016	1743	Brenntag Pacific, Inc.	6503 · Chemicals	1,014.43	16,520.11
Check	02/29/2016	1744	San Luis Powerhouse, Inc.	6530 · Generator Maintenance	1,915.29	18,435.40
Check	02/29/2016	1746	USA Bluebook	6550 · Operating Supplies	591.45	19,026.85
Check	02/29/2016	1746	USA Bluebook	6510 · Critical Spare Parts	725.31	19,752.16
Check	02/29/2016	1746	USA Bluebook	6550 · Operating Supplies	80.29	19,832.45
Check	02/29/2016	1751	Fluid Resource Management, Inc.	6505 · Contract Labor	10,962.00	30,794.45
Check	02/29/2016	1751	Fluid Resource Management, Inc.	6522 · Equip. Rep. & Maint-Avila & HD	1,273.29	32,067.74
Check	02/29/2016	1751	Fluid Resource Management, Inc.	6522 · Equip. Rep. & Maint-Avila & HD	399.60	32,467.34
Check	02/29/2016	1751	Fluid Resource Management, Inc.	6522 · Equip. Rep. & Maint-Avila & HD	334.86	32,802.20
Check	02/29/2016	1751	Fluid Resource Management, Inc.	6522 · Equip. Rep. & Maint-Avila & HD	700.01	33,502.21
Check	02/29/2016	1751	Fluid Resource Management, Inc.	6522 · Equip. Rep. & Maint-Avila & HD	1,384.61	34,886.82
Check	02/29/2016	1751	Miners Ace Hardware	6550 · Operating Supplies	53.07	34,939.89
Total Sanitary					34,939.89	34,939.89
Solid Waste						
Check	02/09/2016	1733	Shipsey & Seitz	6135 · Legal	528.00	528.00
Total Solid Waste					528.00	528.00

Avila Beach Community Services District
Checks by Fund w/Accounts
 February 2016

Type	Date	Num	Name	Account	Amount	Balance
Water						
Check	02/01/2016	1714	PG&E	7000 · Capital Purchases in Progress	2,500.00	2,500.00
Check	02/03/2016	1719	SLO Co Health	6555 · Permits & Fees	169.40	2,669.40
Check	02/03/2016	1722	Ferguson Enterprises	6550 · Operating Supplies	126.76	2,796.16
Check	02/03/2016	1728	SLO Co Health	6555 · Permits & Fees	126.90	2,923.06
Check	02/10/2016	370	Avila Beach Community Service District	1010 · Heritage Oaks General Checking	5,771.00	8,694.06
Check	02/18/2016		NSF Check	1280 · Water & Sewer Billings	44.90	8,738.96
Check	02/29/2016	1751	Fluid Resource Management, Inc.	6505 · Contract Labor	5,288.00	14,026.96
Check	02/29/2016	1751	Fluid Resource Management, Inc.	6524 · Equip. Rep. & Maint. Avila Only	1,383.02	15,409.98
Total Water					15,409.98	15,409.98
TOTAL					64,659.07	64,659.07

Avila Beach Community Services District
Profit & Loss
February 2016

	<u>Feb 16</u>
Ordinary Income/Expense	
Income	
4000 · Income Summary	
4010 · Operating Revenue	
4012 · Solid Waste Franchise Fee	2,645.85
4010 · Operating Revenue - Other	59,075.44
	<hr/>
Total 4010 · Operating Revenue	61,721.29
4030 · County Taxes	24,388.69
4050 · Harbor Charges	9,199.92
4090 · Rental Income	3,104.00
4100 · Misc Income	5.70
	<hr/>
Total 4000 · Income Summary	98,419.60
4210 · Assessments	300.00
	<hr/>
Total Income	98,719.60
	<hr/>
Gross Profit	98,719.60
Expense	
5200 · Payroll Expenses	
5210 · Gross Wages	
5012 · Holiday Pay	119.70
5014 · Sick Pay	0.00
5016 · Vacation Pay	119.70
5210 · Gross Wages - Other	2,299.24
	<hr/>
Total 5210 · Gross Wages	2,538.64
5230 · Payroll Taxes	102.77
5240 · Health & Medical Exp.	
5242 · Health Insurance	1,200.00
	<hr/>
Total 5240 · Health & Medical Exp.	1,200.00
5250 · PERS Company Pd Expense	
5444 · PERS Co Pd Kathy	993.00
5446 · PERS Co Pd Kristi	201.88
	<hr/>
Total 5250 · PERS Company Pd Expense	1,194.88
5280 · Payroll Administration & Misc.	170.16
	<hr/>
Total 5200 · Payroll Expenses	5,206.45
6000 · Administrative Overheads	
6102 · Accounting	247.50
6115 · Bank Service Charges	15.00
6135 · Legal	1,030.40
6140 · Office Supplies & Postage	1,025.71
6150 · Rate Assistance	446.20
6160 · Training	-474.88
	<hr/>
Total 6000 · Administrative Overheads	2,289.93

Avila Beach Community Services District
Profit & Loss
February 2016


	<u>Feb 16</u>
6500 · Operating Expenses	
6503 · Chemicals	5,685.69
6505 · Contract Labor	21,790.00
6510 · Critical Spare Parts	725.31
6520 · Equipment Repair & Maint.	
6522 · Equip. Rep. & Maint-Avila & HD	4,092.37
6524 · Equip. Rep. & Maint. Avila Only	1,423.02
	<hr/>
Total 6520 · Equipment Repair & Maint.	5,515.39
6525 · Fat Oil & Grease (FOG)	30.75
6530 · Generator Maintenance	1,915.29
6535 · Insurance	1,192.89
6540 · Lab Tests	2,314.80
6550 · Operating Supplies	1,211.70
6555 · Permits & Fees	296.30
6580 · Solids Handling	1,335.50
6585 · Telephone	239.54
6590 · Utilities	3,241.15
	<hr/>
Total 6500 · Operating Expenses	45,494.31
7000 · Capital Purchases in Progress	
7002 · Sewer Line Replacement Project	5,408.37
7000 · Capital Purchases in Progress - Other	2,500.00
	<hr/>
Total 7000 · Capital Purchases in Progress	7,908.37
	<hr/>
Total Expense	60,899.06
	<hr/>
Net Ordinary Income	37,820.54
	<hr/>
Net Income	<u><u>37,820.54</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: April 12, 2016

SUBJECT: General Manager/District Engineer Report

Port San Luis Harbor District Wastewater Agreement

Port Facilities Manager Loch Drexler advised District staff in late February that Port staff had met with their engineering and legal consultants on the Agreement and that the Port would be providing the District some comments within the next several weeks. Staff has contacted the Port staff again and we are still awaiting comments from the Port staff.

Preparation of FY 2016/17 Draft Budget

Staff has initiated the process for preparing the FY 2016/17 budget and associated water and sewer rates. The Board will recall that the Five Year Rate Schedule adopted by the Board in in early 2014 included maximum rate increases of 10% per year for Water Service and 25% per year for Sewer service. The approved rate structure provides a maximum amount that rates could be increased. However, if the budget allows, the Board is not obligated to increase the rates this much. We have received estimates from the County Assessor's Office that tax revenue will be up approximately 5% next fiscal year. Staff will include an analysis of the rate structure options as part of the budget deliberation process. The Finance Committee is scheduled to meet April 14 to discuss the first draft of the FY 2016/17 budget.

Status of Development Projects

235 San Miguel – The majority of the underground utility work has been completed and the contractors are busy framing the buildings. The contractor will need to partially close San Miguel Street again this month to abandon the old sewer laterals and then re-pave the street.

Top of San Luis Street – This project has required an extensive amount of earthwork, retaining walls and large footings over the past few months. The underground utility work will likely start this month or next.

236 Laurel Street – The contractor has completed demolition of the old apartment complex and has begun placing rough in plumbing and footing forms. They will likely tie-in to the water and sewer mains later this month.

2865 Avila Beach Dr. (Lot#11) – The contractor has initiated excavation and engineered backfill for the project foundation. Water and sewer underground utilities are available in the Colony Drive private road and will likely be “roughed in” within the next month or two.

Recycled Water Study

District staff transmitted Resolution No. 2016-01, which was adopted at the March 2016 meeting, to State Water Board staff and received confirmation that the District may now begin work on the study (see attached). On March 10, District staff met with San Miguelito Mutual Water Company staff and Water Systems Consultants (WSC) staff to “flesh out” the study scope and cost estimate. WSC is scheduled to have a draft scope and cost estimate to the District by April 8. Also, for your reading enjoyment, I am including a recent article regarding Californian’s positive perception on the use of recycled water.

Drought Buffer Request Submitted to County

In accordance with the Board’s direction, District staff sent a letter to the San Luis Obispo County Public Works Department requesting the County initiate the process to create an agreement for a 100 acre-ft per year drought buffer for the Avila Beach CSD (letter attached). Staff will follow-up with County staff this week on the request and provide updated information to the Board at the May Board meeting.

Zone 3 Advisory Committee

At the March 22, 2016 Board of Supervisors meeting, the Board appointed Brad Hagemann as the CSA 12 Advisory Committee Member. The Boundary of the Zone 3 Water System and the entire make-up of the Advisory Committee is provided as an attachment to this report. The Zone 3 Advisory Committee was established in 1959 and is tasked to advise the Board of Supervisors on matters related to the operation and maintenance of the Zone 3 Water System. The Committee meets at 6:30 PM every other month on the third Thursday of the month.



Bradley Hagemann <hagemann.associates@gmail.com>

Avila Beach CSD, WRFP 3331-010, Agreement No. D15-05012, Executed Agreement

1 message

Rogers, Marilyn@Waterboards <Marilyn.Rogers@waterboards.ca.gov> Tue, Mar 15, 2016 at 8:26 AM
To: "Hagemann.Associates@gmail.com" <Hagemann.Associates@gmail.com>
Cc: "Vue, Cheng@Waterboards" <Cheng.Vue@waterboards.ca.gov>, "Purvis, Joseph@Waterboards" <Joseph.Purvis@waterboards.ca.gov>, "Ruiz, Anabel@Waterboards" <Anabel.Ruiz@waterboards.ca.gov>

Good day Mr. Hagemann,

Thank you for providing us with Resolution No. 2016-01. Please know the District's Water Recycling Grant has been executed without any special conditions. Work may now begin on the Avila Regional Recycled Water Study. The attached documents are being mailed to you today and are attached for your reference.





If you have any engineering questions, please contact Mr. Cheng Vue at (916) 319-9284 or at Cheng.Vue@waterboards.ca.gov.

If you have any payment questions, please contact Mr. Joseph Purvis at (916) 445-5124 or at Joseph.Purvis@waterboards.ca.gov.

If you have any agreement questions, please contact me.

Thank you,
Marilyn Rogers, Contract Analyst
Division of Financial Assistance
State Water Resources Control Board
1001 I Street, 16th Floor
Sacramento, CA 95814
Marilyn.Rogers@waterboards.ca.gov
(916) 341-5764

4 attachments

-  **Agreement Executed Letter 3-15-16.pdf**
106K
-  **Form 260 (Rev 9-22-15).xls**
45K
-  **Grant Executed 2-23-16.pdf**
9678K
-  **WRFP Planning Grant Payment Request Instructions.pdf**
20K



Bradley Hagemann <bradhagemann7@gmail.com>

Californians are ready for recycled water - El, Columbia University 3/21/16

1 message

Mark Millan <millan@datainstincts.com>

Wed, Mar 23, 2016 at 9:40 AM

To: Undisclosed Recipients <millan@datainstincts.com>

Californians are ready for recycled water

March 21, 2016 by Joseph Vesey, Earth Institute, Columbia University

[Link: <http://phys.org/news/2016-03-californians-ready-recycled.html>](http://phys.org/news/2016-03-californians-ready-recycled.html)

According to the U.S. Drought Monitor, more than 60 percent of California is still suffering "extreme to exceptional drought" conditions. Californians are living through the state's worst drought in more than 150 years and now, in its fifth year, the reality of the situation is that long periods of drought might be the new normal.

Last year, Gov. Jerry Brown implemented mandatory cutbacks for the first time in the state's history. California residents were required to reduce water use by 25 percent. Reflecting the severity of the situation, the response was overwhelmingly positive. In June 2015, the first month in which the cutbacks were required, residential water use dropped more than 30 percent. But fast forward seven months, and conservation efforts are slipping—urban water users are coming up shy of their conservation targets. So while it's clear that Californians are doing their part, it's also evident that the state needs a portfolio of solutions in order to better balance its water resources management strategy.

At Xylem, they believe that water reuse plays a critical role in the suite of solutions that can help California—and the United States—achieve a resilient and sustainable water future. The facts are indisputable: Water reuse is a proven technology that can produce a drought-proof sustainable water supply. Yet historically, there has been some reluctance to adopt it here in the United States. In an effort to better understand Californians' perceptions about recycled water and their understanding of the technology used to produce it, they commissioned an independent private poll.

The findings were eye-opening.

Of the 3,000 California residents surveyed, 76 percent believe recycled water should be used as a long-term solution, regardless of whether or not the water shortage continues. But perhaps that should not be a surprise. Not only have California residents experienced cutbacks, according to a University of California, Davis study, the drought has caused a statewide revenue loss of \$2.7 billion, with 18,600 lost jobs. While these losses hit the agriculture industry the hardest, the impact spread broadly to businesses and households.

Given this backdrop, it's hardly shocking that 87 percent of the state supports using recycled water as an additional local water supply, and 83 percent are willing to use recycled water in their everyday life.

The survey results revealed another important finding that can inform how to effectively introduce the idea of recycled water to a community. We learned that education is a key factor to gain increased support for recycled water. After reading a statement about the treatment processes that recycled wastewater undergoes to become safe and drinkable again, 89 percent of respondents were more willing to use the water in their daily lives. Not surprisingly, 88 percent agree that seeing a demonstration of the [water purification](#) process would make them more comfortable using and drinking recycled water.

According to Prof. Upmanu Lall, director of the Columbia Water Center and the Alan and Carol Silberstein Professor of Engineering at Columbia University, the survey demonstrates the importance of elevating awareness of existing potable reuse projects that are successfully delivering clean, safe water to people here in the United States and around the globe.

Operating under a Stage 5 drought last year, Texas became the first state in the U.S. to build a direct potable reuse facility, treating and recycling millions of gallons of wastewater. Both Wichita Falls and Big Springs, Texas,

now use direct potable-reuse technology. The methods used at each plant vary to meet their unique needs. Both mix the treated wastewater with a local water source, and that water is then treated again with conventional drinking water treatment techniques to meet and/or exceed all drinking water standards before being delivered directly to consumers.

Israel, one of many countries struggling with water shortages, has been advocating for stronger water reuse policy since 2007, when they established the Water Authority, an interministerial agency committed to increasing supply and reducing demand. Only a few years later, Israel is leading the world in the use of recycled water, effectively recycling 80 percent of household wastewater for agricultural use.

California is building reuse capacity. The state already has a number of water recycling projects that recycle water for industrial and agricultural projects. The Silicon Valley Advanced Water Purification Center provides recycled water to tech giants, the South Bay Water Recycling program delivers recycled water to the San Jose area, and Orange County Water District's Groundwater Replenishment System is the world's largest advanced water purification system for potable reuse.

But it's just a start. According to the EPA, of the 32 billion gallons of municipal wastewater produced annually in the United States, less than 10 percent is intentionally reused. This is a luxury we cannot afford and should not indulge. As we move forward into an increasingly unstable water future, we must be smarter about how we use and reuse this finite resource.

In California, lawmakers agree. A Feb. 5, 2016, report by the Legislative Analyst's Office, the California Legislature's nonpartisan fiscal and policy advisor, calls on the state Legislature to continue "identifying and enacting new policy changes that can help improve the state's response to droughts in the future."

Over the past several weeks, parts of California have been reeling from the torrential rainfall that the El Niño weather pattern has brought. As Lall has pointed out, concerns abound that the sudden deluge of water might allay concerns about the drought continuing. But the survey results suggest that Californians will not be so easily dissuaded.

Nearly 90 percent of surveyed Californians believe the state should continue to invest in recycled water even if El Niño brings the expected rainfall. In fact, if that expected rainfall should materialize, only 12 percent of respondents indicated they would be less concerned about conserving water.

California has the opportunity to champion a flexible policy framework to enable and advance the adoption of [water reuse](#). The state could lead the nation in this regard. With nearly 90 percent of the surveyed public agreeing that the California drought has made them more supportive of recycled water, the public and private sectors should feel emboldened to implement this technology more broadly. The impact would be enormous.

Purified wastewater could provide enough potable water to supply all municipal needs for more than eight million people, or roughly one-fifth of California's projected population in 2020, according to a report by the WaterReuse Association. And unlike conservation efforts, which rely on individuals' day-to-day resolve, says Lall, this solution can have a long-lasting impact.

These survey findings present an opportunity to shift the tide for the nation. While [recycled water](#) is just one piece of the puzzle to address California's water challenges, it has the potential to address not only the current drought, but California's long-term [water](#) security.

News Update



Zone 3 / CSA B2



AVILA BEACH COMMUNITY SERVICES DISTRICT

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

March 17, 2016

Mr. Mark Hutchinson
Deputy Director
San Luis Obispo County Public Works & Flood Control District
976 Osos Street, Room 206
San Luis Obispo, CA 93408

Subject: Drought Buffer for Avila Beach Community Services District (CSD)

Dear Mr. Hutchinson,

At their March 8, 2016, Board meeting, the Avila Beach CSD Board directed staff to initiate the process with the Flood Control District to create an agreement for a 100 acre-ft. per year drought buffer for the CSD. The purpose of this letter is to formally request the Flood Control District initiate the process and advise Avila Beach CSD staff of the estimated costs associated with establishing the Drought Buffer Agreement (if any) and the estimated on-going costs once the Agreement is approved and executed by the Board of Supervisors.

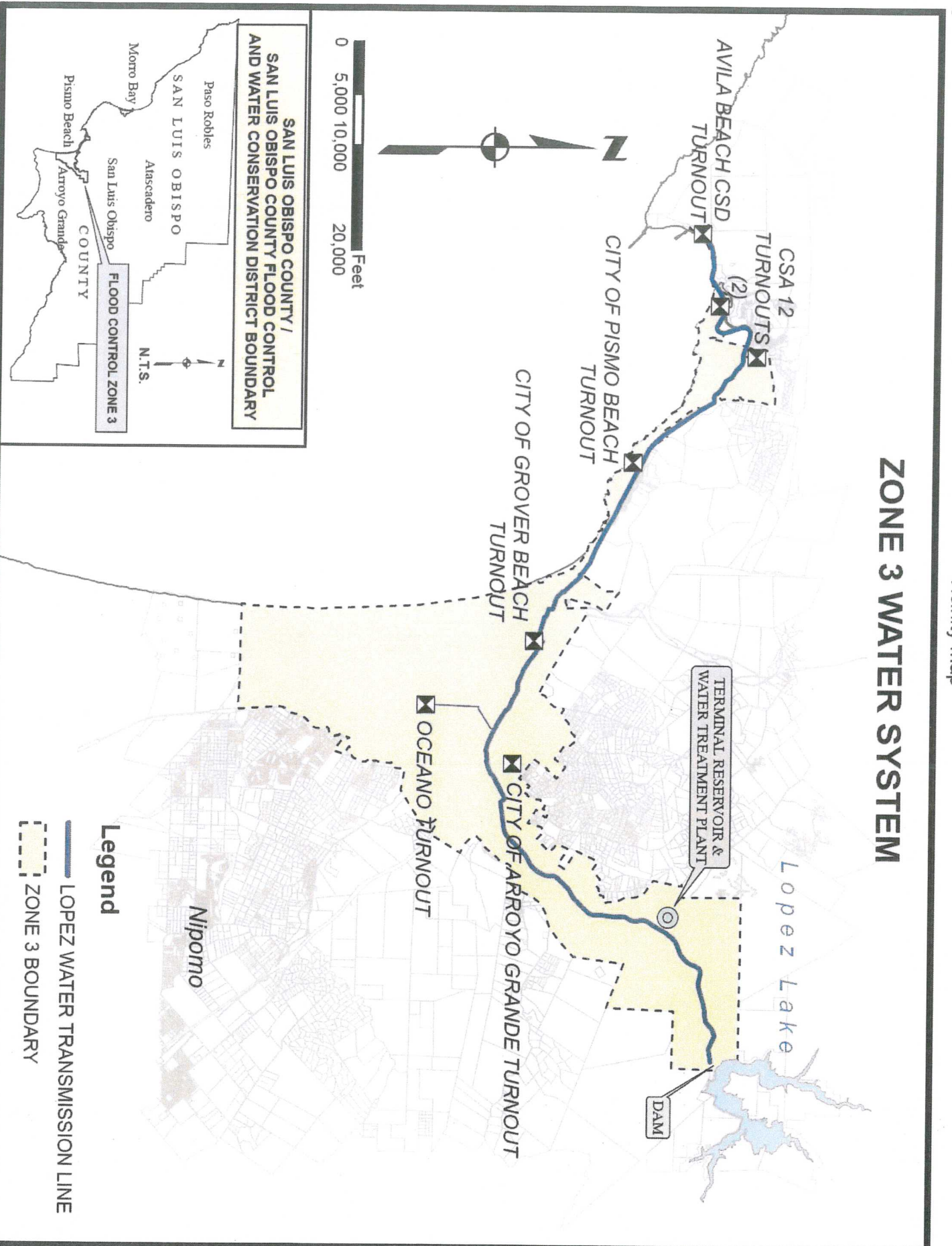
Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in cursive script that reads 'Brad Hagemann'.

Brad Hagemann, PE
General Manager

ZONE 3 WATER SYSTEM

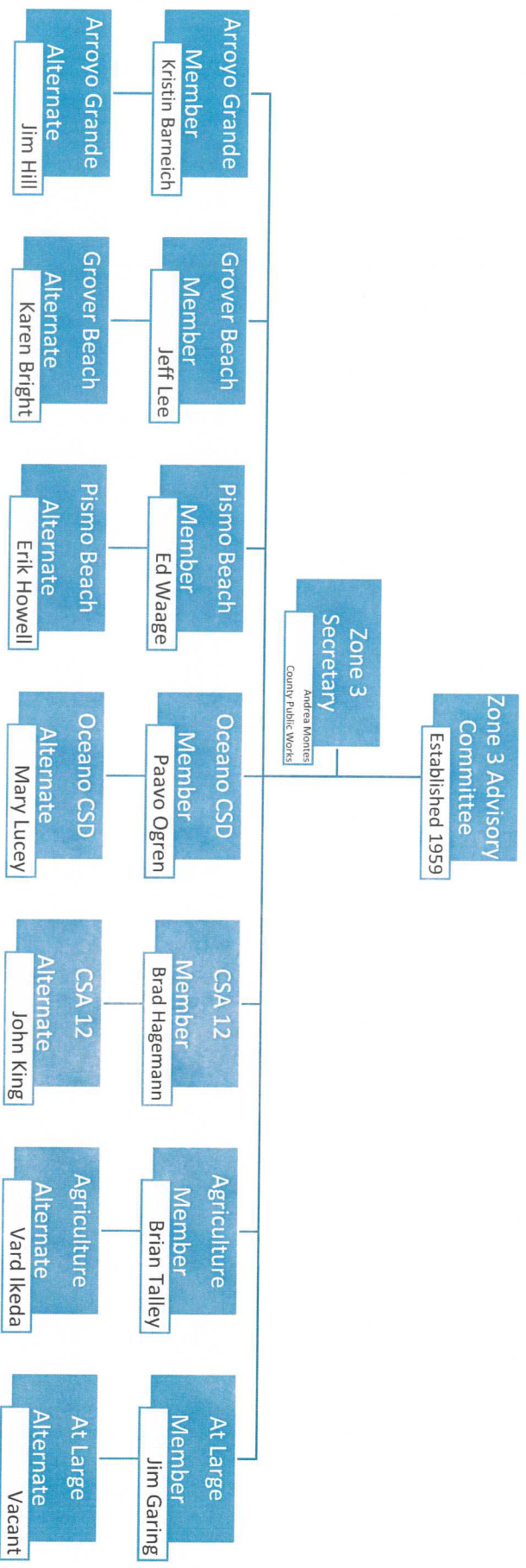


**SAN LUIS OBISPO COUNTY /
SAN LUIS OBISPO COUNTY FLOOD CONTROL
AND WATER CONSERVATION DISTRICT BOUNDARY**

Paso Robles
SAN LUIS OBISPO
Atascadero
Morro Bay
San Luis Obispo
Arroyo Grande
COUNTY
FLOOD CONTROL ZONE 3
N.T.S.

Legend
— LOPEZ WATER TRANSMISSION LINE
--- ZONE 3 BOUNDARY

ZONE 3 ADVISORY COMMITTEE
As of 3/15/2016



- *Members are designated by the Agency, per the Water Supply Agreements.*
- *Alternate Members are designated by the Agency and allowance for an Alternate Member for each Agency is provided for in the Bylaws.*
- *Membership is by appointment by the Board of Supervisors per Water Supply Agreements and Bylaws.*

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: April 12, 2016

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 [Updated]

Project will be implemented if operational techniques (frequent nitrate monitoring and ensuring frequent tank volume change out) are not adequate to control nitrification. Staff has initiated an application with PG&E to install a new power drop at the tank site in order to have power for a tank mixing system. Having power at the tank site will also help provide a more reliable signal for the SCADA system. The District's application has been accepted by PG&E and we have a submitted a \$2,500 deposit to cover PG&E staff costs to review the application. Staff has followed up with PG&E via email several times over the last few weeks to get an update from PG&E staff. To date PG&E staff has not provided an update.

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]

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 [Updated]

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 evaluated these pumps as part of their energy audit. Due to the relatively low use of the pumps, the Energy Audit recommended the District replace the motors for the pumps with premium efficiency motors when the existing motors reach the end of their useful lives. Staff anticipates the remaining useful life of the existing motors is at least three years. The simple payback on upgrading from standard to premium efficiency motors is typically 4 – 6 years depending on the number of hours the motor runs.

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 24th, 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. In early February the State Water Board staff completed their review and conditionally approved the Grant application. Staff signed the Grant documents and the Board adopted an updated Resolution at the March 2016 Board meeting. Staff is now working with San Miguelito Water Mutual and Water Systems Consultants to develop a more detailed scope of work to get the project underway.

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. At the January 2016 Board meeting, the Board approved a contract with MKN Engineering to prepare an Engineering Technical Memo for the design and layout of the project. MKN Engineering distributed a draft Technical Memo on March 23. FRM Operations and District staff is reviewing the draft Memo and will provide comments to MKN by April 8. MKN will finalize the Tech Memo and staff will use it to solicit bids for installing the new effluent line. I anticipate the project will be completed by the second quarter of 2016.

WW - 3 Chlorination System Improvements – Budget \$50,000 [Updated]

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. Based on the successful operation of the existing system, Operations and District Staff are re-considering the relative priority of this project. At the most recent Operations Coordination meeting staff decided to hold this project over and have it prioritized as part of the FY 2016/17 CIP Budget.

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 [Updated, Project Complete]

To better utilize the limited space at the WWTP staff made improvements to the restroom and hand washing facilities; installed a shower unit; and added a work space that allowed moving the process control lab facilities from upstairs to the downstairs pump room area. The project included demolition of an existing wall, toilet and sink facilities and re-alignment of the wall and installation of sanitation facilities. Work on the first phase of this project was initiated in mid-February with some minor demolition work and relocation of the water and electrical utilities. The second phase included installation of new plumbing fixtures and the final phase included finish work and some minor painting. This project was completed at the end of March and Operations staff have provided positive feedback regarding the new work space and facilities.

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.

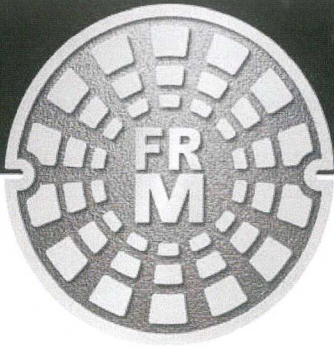
WW- 8 San Luis Street & Avila Beach Drive Sewer Line Replacements – Budget \$350,000 [Project Complete]

This project replaced 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. 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.

D-Kal initiated Construction on September 2, 2015, by installing the new sewer manhole at the intersection of First Street and San Luis Street. 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 Paving Standards. The overall tonnage of asphalt needed for the project was significantly less than anticipated, resulted in a significant overall reduction in the cost of the project. The Avila Beach Drive portion of the project went according to schedule and the contractor completed the project within the 90 calendar day time frame.

WW-9 Replace Stairway and Repair Decking at WWTP – Budget \$25,000 [Updated]

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 second quarter of 2016.



April 6, 2016

Avila Beach Community Services District
191 San Miguel Street
Avila Beach, CA 93424

SUBJECT: MARCH 2016 MONTHLY FACILITY REPORT FOR THE AVILA BEACH COMMUNITY SERVICES DISTRICT WASTEWATER TREATMENT PLANT, WATER SYSTEM AND COLLECTION SYSTEM

WASTEWATER TREATMENT PLANT

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.

The Secondary Sedimentation Tank #1 annual cleaning and inspection was postponed due to anticipated high flow weeks caused by Spring Break.

The Standby Generator at the wastewater treatment plant had the quarterly maintenance completed by San Luis Powerhouse per Service Agreement Number 520. The service consists of a general inspection and routine maintenance including oil and filter change.

During the construction of the downstairs bathroom, the workers were subjected to hydrogen sulfide (H₂S) due to removing the toilet that is directly tied into the pipe that takes raw sewage to the headworks and it was not capped. FRM Staff went to get a H₂S meter and blower to monitor the atmosphere and clear the air downstairs.

WATER SYSTEM

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

FRM Staff had to isolate a section of the water system so the County could replace their meter. The system was put back to normal operation after the work was completed.

On March 8, 2016 FRM Staff was notified of a water leak on First Street from Port San Luis Harbor Patrol. Staff monitored the area for a couple of days and the water was determined to be ground water coming up through the pavement after the recent rains.

COMPLIANCE RECORD AND PLANT PERFORMANCE

Plant Design for Influent BOD is 270 mg/L. The permit limit for Effluent TSS and BOD is a Monthly Average of 40 mg/L with a Daily Maximum of 90 mg/L. The following table outlines Influent and Effluent BOD and TSS for March 2016.

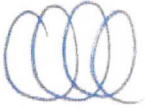
Date:	Weekly Effluent BOD 24 hr comp	Weekly Effluent TSS 24 hr comp	Bi-Monthly Influent BOD 24 hr comp	Bi-Monthly Influent TSS 24 hr comp
3/4/16	19	16	723	424
3/10/16	19	14	413	400
3/16/16	22	13	378	184
3/22/16	31	24	400	274
3/26/16	42	37	518	588
3/28/16	45	27	521	296
Min	19	13	378	184
Mean	30	22	492	361
Max	45	37	723	588

FRM Staff worked with ABCSD Staff to complete the Electronical Annual Report (EAR).

FRM Staff compiled the data to complete the monthly Self-Monitoring Report and monthly report in Central Integrated Water Quality Service (CIWQS). Once approved, the reports are uploaded into CIWQS and certified.

Sincerely,

FLUID RESOURCE MANAGEMENT



Carinna Butler
Operations Manager

ATTACHMENTS

- Self-Monitoring Report(s)
- Average Daily Plant Effluent Flow Annual Comparison (2011-2016)
- Monthly Effluent Flow Total Comparison (2011-2016)
- Monthly Influent Average BOD (2011-2016)
- Monthly Port San Luis Flow Total Comparison (2011-2016)
- Monthly Water Purchased From Lopez (2011-2016)
- ABCSD Monthly Water Sold (2011-2016)

Avila Beach CSD Wastewater Treatment Facility

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

Month: **MARCH 2016**

Effluent and Influent Monitoring

	Daily Flow (MGD)			Effluent Monitoring		
	Total	Max (gpm)	Avg (gpm)	Total Coliform	Fecal Coliform	Daily Total Cl2 Residual
1	0.043086	97	30			<0.02
2	0.041786	91	29			<0.02
3	0.041087	97	29			<0.02
4	0.048116	109	33	<2	<2	<0.02
5	0.061380	102	42			<0.02
6	0.069634	112	49	<2	<2	<0.02
7	0.066886	119	47			<0.02
8	0.049217	99	37			<0.02
9	0.045277	98	32			<0.02
10	0.047507	100	33	<2	<2	<0.02
11	0.059636	118	41			<0.02
12	0.068249	112	47	<2	<2	<0.02
13	0.060621	122	42			<0.02
14	0.059490	123	42			<0.02
15	0.052914	120	37			<0.02
16	0.051304	105	36	<2	<2	<0.02
17	0.051142	104	36			<0.02
18	0.053822	105	37	2	<2	<0.02
19	0.067359	116	47			<0.02
20	0.071316	136	49			<0.02
21	0.061606	118	43			<0.02
22	0.062576	111	44	46	2	<0.02
23	0.065592	117	46			<0.02
24	0.067614	113	47	<2	<2	<0.02
25	0.074500	126	52			<0.02
26	0.079340	135	55			<0.02
27	0.072238	132	50			<0.02
28	0.056149	106	40	<2	<2	<0.02
29	0.056110	117	39			<0.02
30	0.058520	116	41	<2	<2	<0.02
31	0.061506	109	43			<0.02
Min	0.041087	91	29	2	2	<0.02
Mean	0.058890	112	41	6	2	<0.02
Max	0.079340	136	55	46	2	<0.02
Total	1.825580					

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
3/4/16	19	16	723	424	3.6 DNQ
3/10/16	19	14	413	400	
3/16/16	22	13	378	184	
3/22/16	31	24	400	274	
3/26/16	42	37	518	588	
3/28/16	45	27	521	296	
Min	19	13	378	184	3.6 DNQ
Mean	30	22	492	361	3.6 DNQ
Max	45	37	723	588	3.6 DNQ

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

BOD	94.0%	TSS	94.0%	
Date:	Effluent Set. Solids Grab	Effluent Turbidity Grab	Effluent pH Grab	Effluent Temp. (°F) Grab
3/4/16	<0.1	17.1	6.4	67
3/10/16	<0.1	12.2	6.5	66
3/16/16	<0.1	13.4	6.7	68
3/22/16	<0.1	24.6	6.7	67
3/28/16	<0.1	27.9	6.8	66
Min	<0.1	12.2	6.40	66
Mean	<0.1	19.0	6.62	67
Max	<0.1	27.9	6.80	68

Effluent Limits

Parameter	Units	Monthly Avg	Weekly 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	7 Sample Median: 23 No more than once in 30 days: 240 Daily Maximum: 2,400		
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
3/17/16	4,800

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

I certify under penalty of perjury that the foregoing is true and accurate and that the sampling procedure and analysis used are as specified in the Waste Discharge Order for this facility.

SIGNATURE: _____

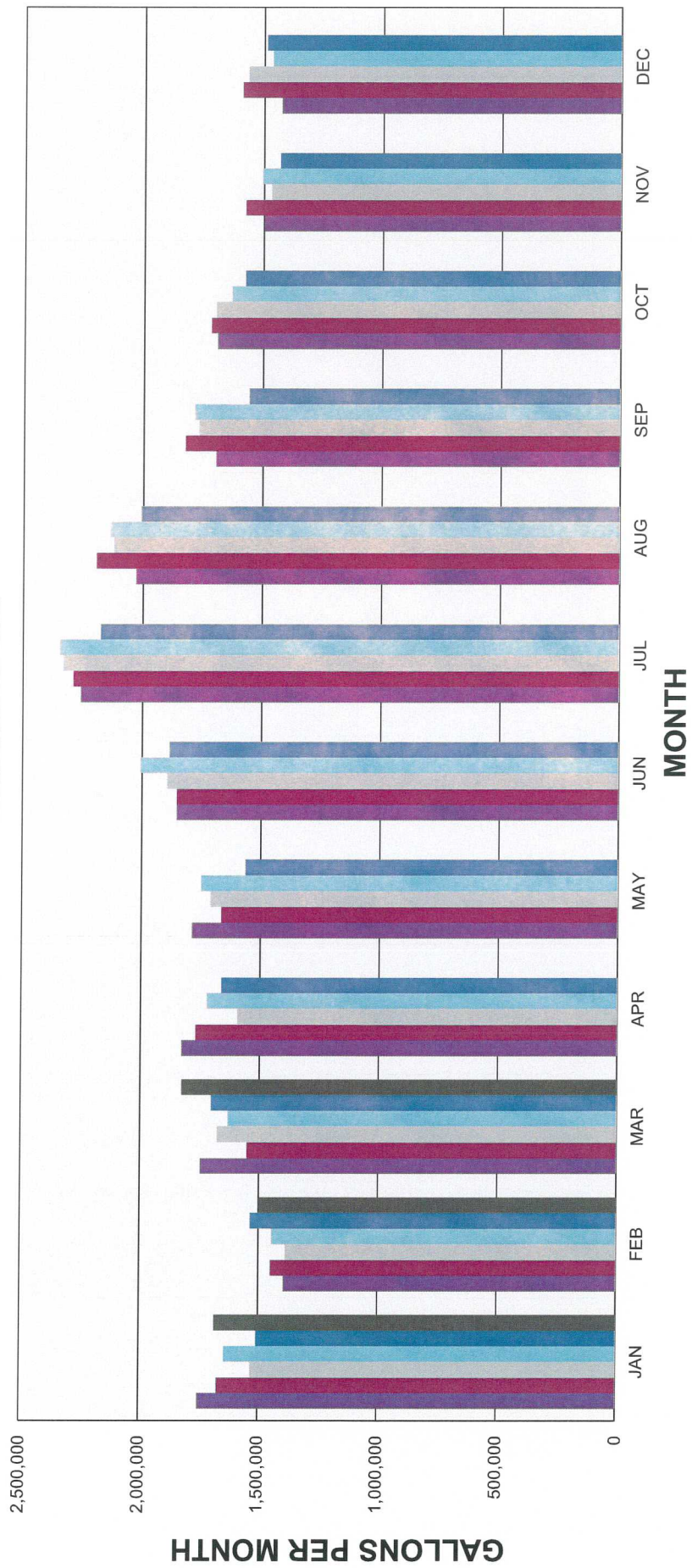
DATE: _____

PRINTED NAME: _____

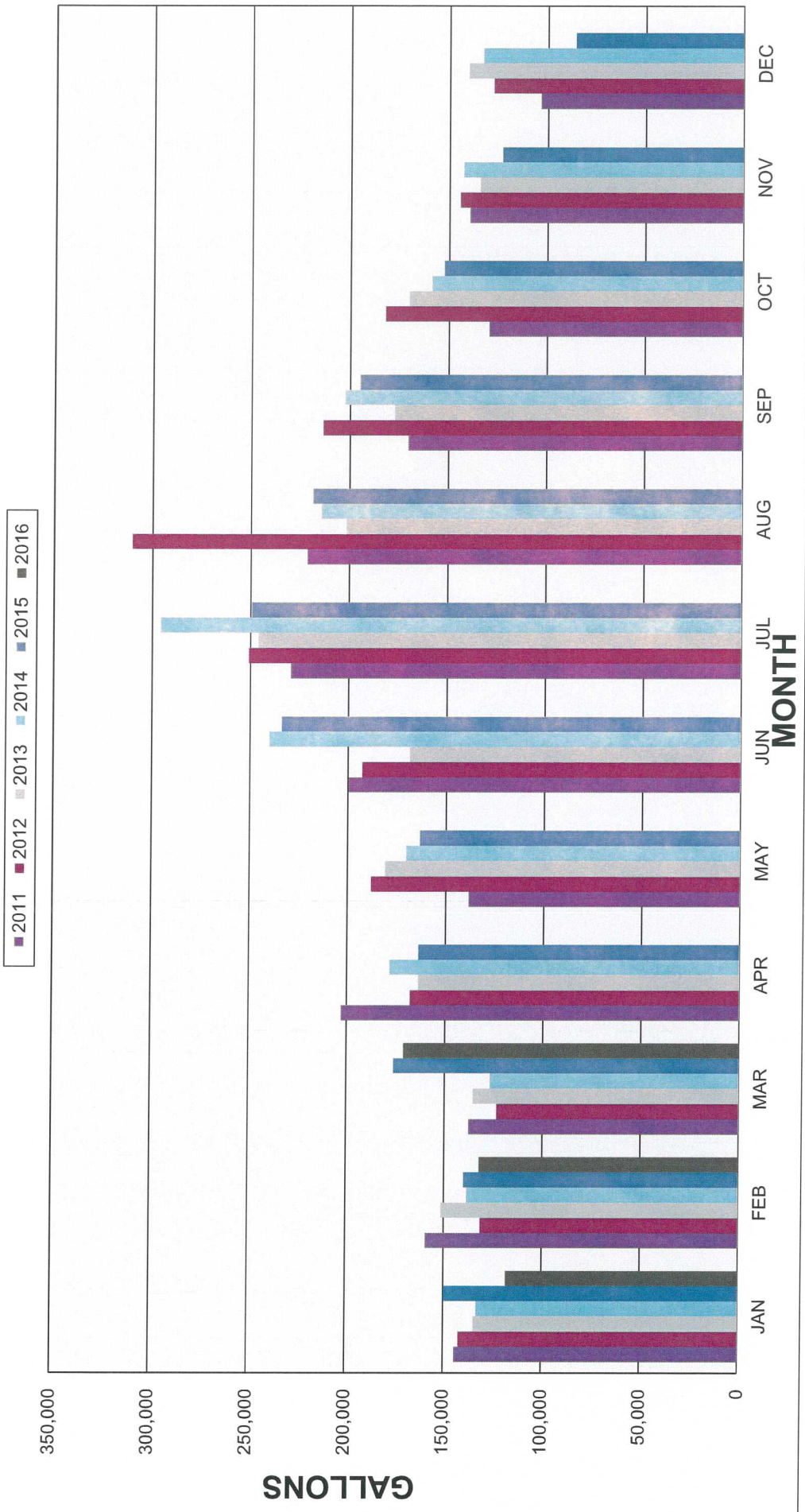
TITLE: _____

ABCSD MONTHLY TOTAL EFFLUENT FLOW (2011-2016)

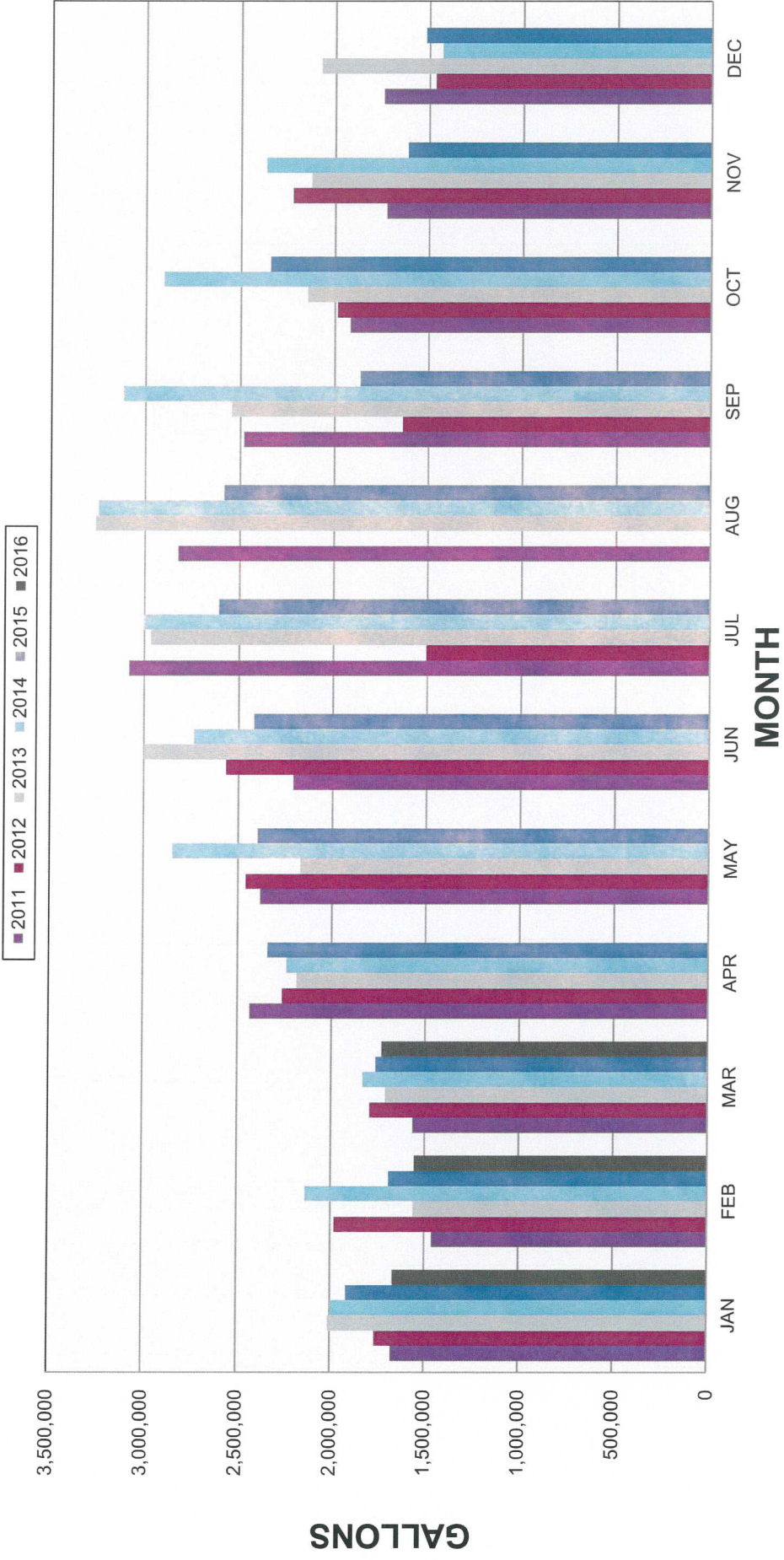
■ 2011
 ■ 2012
 ■ 2013
 ■ 2014
 ■ 2015
 ■ 2016



PORT SAN LUIS MONTHLY TOTAL FLOW (2011-2016)

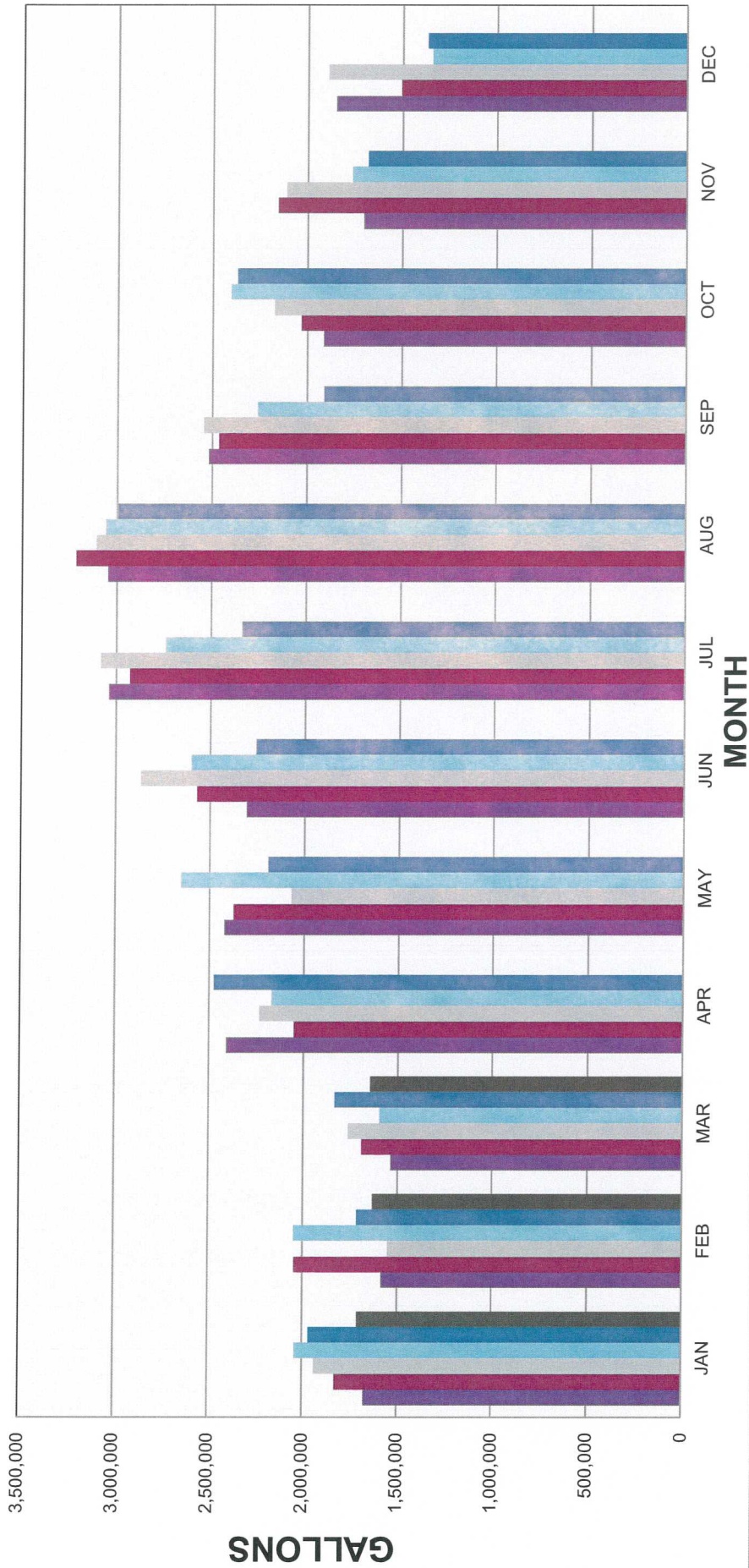


ABCSD MONTHLY TOTAL WATER PURCHASED FROM LOPEZ (2011-2016)



ABCSD MONTHLY TOTAL WATER SOLD (2011-2016)

■ 2011
 ■ 2012
 ■ 2013
 ■ 2014
 ■ 2015
 ■ 2016




**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: April 12, 2016

SUBJECT: Presentation by James Caruso, Senior Planner, San Luis Obispo
County Planning Department

Discussion:

At the March 2016 Board meeting, the Board directed staff to begin the process of updating the District's Water Master Plan. One of the critical pieces of information needed is the evaluation of the potential for property owners to re-zone and or re-develop existing parcels and increase the potential density of the parcel and the associated potential increase in water use. At the Board's request, staff contacted James Caruso, Senior Planner with San Luis Obispo County, to provide an overview of the potential build-out of the District's service area, with a focus on the potential for re-zoning existing parcels and the Planning Department's general policies on re-zoning.


Mr. Caruso graciously accepted staff's request and has agreed to provide a summary presentation on behalf of the Planning Department.

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: April 12, 2016

SUBJECT: Preliminary Intent to Serve Request: Mr. Ernie Nolte, 157 San Luis Street,
APN: 076-217-005

Recommendation:

Receive Staff Report; Conditionally Approve the Preliminary Intent to Serve Request with a condition that issuance of final Will Serve we be dependent upon the District's ability to supply water and sewer service.

Funding:

A \$1,000 processing fee and deposit has been received from the applicant for the project and will be used for applicable charges as described in Resolution 97-2 for processing an "Intent to Serve" letter review.

Discussion:

Attached for Board consideration is a request dated March 31, 2016 from Michael Hodge, agent for owner Ernie Nolte, for a "Preliminary Intent to Serve" letter for a sub-division planned development on an existing lot at 157 San Luis Street. The existing site is approximately 7,500 square feet (SF), with a multi-family zoning designation. The existing property includes one existing house and an ancillary structure, both to be demolished.

The proposed subdivision includes four lots that range from 1,300 SF to 4,300 SF. Two units are detached and two are connected with a common wall. Three units have 2-bedrooms with a two car garage and one unit is a one-bedroom unit with a carport.

District Staff has calculated the preliminary capacity fees and associated credits for the project based on the capacity fee schedule adopted by the Board in December 2013, and the past two years average water use. The capacity fee estimate and supporting documentation is provided as an attachment to this report.

After issuance of a conditional "Intent to Serve" letter the applicant will need to provide the District with a final set of plans detailing the entire project. Staff will review the plans and advise the applicant if the proposed water/sewer improvements are consistent with District standards.

**AVILA BEACH COMMUNITY SERVICES DISTRICT
WATER AND SEWER DEVELOPMENT FEES ("WILL SERVE" LETTER)**

Project Title and classification

1 OF 2

Nolte - 157 San Luis Street; Multi-family

Applicant:	<u>Mr. Ernie Nolte</u>	A.P.N.	<u>076-217-005</u>
Mailing Address:	<u>C/O Hodget Company 351 San Miguel Ave</u>		
	<u>San Luis Obispo, CA 93401</u>		
Project Address:	<u>157 San Luis Street</u>		
	<u>Agent: Michael Hodge</u>		
Phone Number:	<u>(805) 215--8753</u>		
Estimated By:	<u>B Hagemann</u>	Date:	<u>April 4, 2016</u>
Co. Building Permit # :	<u></u>		
Land Use	<u></u>		
Architect:	<u>Arris, San Luis Obispo, CA</u>		
	<u>(805) 547-2240</u>		
Project Description:	<u>Remove existing SFR and ancillary structure</u>		
	<u>Build 3 each two-Bdrm and 1 Studio unit</u>		
	<u></u>		

PRELIMINARY WILL SERVE ISSUED	DATE	<u></u>
PRELIMINARY WILL SERVE EXTENSION ISSUED	DATE	<u></u>
FIRE DEPARTMENT APPROVAL RECEIVED	DATE	<u></u>
FINAL WILL SERVE APPROVED	DATE	<u></u>
FINAL WILL SERVE FEES PAID 50% Due at issue of Final Will Serve Letter	DATE	<u></u>
FINAL WILL SERVE FEES PAID Remainder due prior to occupancy	DATE	<u></u>
METER SET	DATE	<u></u>
SERVICE INITIATED	DATE	<u></u>
FINAL COST ACCOUNTING COMPLETED	DATE	<u></u>
REFUND / BILLING COMPLETED	DATE	<u></u>
NOTES:	<u></u>	
	<u></u>	
	<u></u>	
	<u></u>	

Preliminary ASSESSMENT SUMMARY

\$68,255.82

TOTAL ASSESSMENTS DUE

\$68,255.82

April 5, 2016

Project Name:

Nolte - 157 San Luis Street

2 of 2

WATER ASSESSMENTS

A. Assessment	<u>3 ea 2Brd Rm @ \$6,452</u>	<u>\$19,356.00</u>
	<u>1 ea 1 BdRm @ \$4,301</u>	<u>\$4,301.00</u>
B. Hook-up Fee	<u>4 - 3/4" x 5/8" (Set New Meter and Box Only)</u>	<u>\$2,000.00</u>
C. Past Use Credit		<u>(\$3,289.25)</u>
SUBTOTAL	\$	\$22,367.75

WASTEWATER ASSESSMENTS

A. Assessment	<u>3 ea 2Brd Rm @ \$12,481</u>	<u>\$37,443.00</u>
	<u>1 ea 1 BdRm @ \$8,320</u>	<u>\$8,320.00</u>
B. Hook-up Fee:	<u>1 non-Standard Connection</u>	<u>\$800.00</u>
C. Past Use Credit		<u>(\$674.93)</u>
SUBTOTAL	\$	\$45,888.07

Assessments \$68,255.82

Past Water Use
Acct # 000032

Physical Address
157 San Luis Street

Credit Calculations

Last 2 years
Ave Water use in ccf (units) 7 Water Credit
average monthly water use in cubic ft 700
multiply by 12 to get yearly ave 8400
divide by cubic feet in acre foot (43,560) 0.193
multiply by cost of service (17,057.09) \$3,289.25

Sewer Credit
average monthly water use in cubic ft 700
multiply by 12 to get yearly ave 8400
divide by cubic feet in acre foot(43,560) 0.193
multiply by cost of service (3500 hybrid C) \$674.93

Total **\$3,964.18**

Gallons to Acre Feet

7.48 gals to cubic foot
43,560 cubic feet in acre foot
Project Use in Gallons ~~157,787~~
Project Use in Acre Feet ~~0.003622~~

AVILA BEACH COMMUNITY SERVICES DISTRICT
APPLICATION FOR
PRELIMINARY WILL SERVE LETTER


1. Owner Name: FRANK NOLTE
2. Business Address: _____
3. Mailing Address: 1560 N. MARKS FRESNO, CA. 93722
4. Phone Number: 559-917-7403
5. Agent's Name(Architect or Engineer): MICHAEL HODGE
6. Mailing Address: 351 SAN MIGUEL AVE S.L.O. CA. 93105
7. Phone Number: 805-215-8753
8. Assessor's Parcel Number(APN) of lot(s) to be served: _____
9. Project's Location: 157 SAN LUIS ST.
10. San Luis Obispo County Planning Department/Tract Development No.: CO16-0735
11. Number of Residential Units: 4 Number of Bedrooms: 7
12. Type of Use:
 - Single Family Residence o Duplex o Triplex Multi-Family
 - Subdivision
 - Commercial
 - Multi-use (Project Description) _____
Type _____
 - Remodel: (Project Description) _____
13. Applications for multi-use projects, commercial projects, projects that exceed two (2) residential units, or multi-family projects will not be approved until the following have been submitted to the District for its review:
 - a. Two (2) separate sets of site plans that show the approximate square footage of each unit, the site topography and an estimate of the number of water fixtures to serve each unit in the project; and
 - b. An engineer or architect's estimate of monthly water and sewer and demand (in gallons per month) for the project.
14. The Applicant agrees that in accordance with generally accepted construction practices, Applicant shall assume sole and complete responsibility for the condition of the job site during the course of the project, including the safety of

persons and property; that this requirement shall apply continuously and not be limited to normal working hours; and the Applicant shall defend, indemnify, and hold the District and District's agents, employees and consultants harmless from any and all claims, demands, damages, costs, expenses (including attorney's fees) judgements or liabilities arising out of the performance or attempted performance of the work on this project; except those claims, demands, damages, costs, expenses (including attorney's fees) judgements or liabilities resulting from the negligence or willful misconduct of the District.

Nothing in the foregoing indemnity provision shall be construed to require Applicant to indemnify District against any responsibility or liability or contravention of Civil Code §2782.

The undersigned acknowledges receipt of the Avila Beach Community Services District Application for District Service Policy and Guidelines (attached).

Date 3.31.16



(Must be signed by owner or owner's agent)

MICHAEL HODGE
Print name

April 3, 2016
157 San Luis Street, Avila Beach

Number of Water Fixtures

- A - 9
- B - 9
- C - 9
- D - 5

Water/Sewer demand: Values assume full time occupancy with 2.5 persons/2 bed unit and 2 persons/1 bed unit

2.5 people/2 bed unit x 3 units x 80 gal/person/day + 2 people/1 bed unit x 80 gal/person/day = 760 gal/day

$$\text{avg } 700/\text{day} \times \frac{30}{30} = 21,000 \text{ gal}/\text{mo.} \div \frac{755 \text{ gal}}{\text{unit}} = 28 \text{ units}/\text{mo.}$$

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: April 12, 2016

SUBJECT: Drought Committee Report

Recommendation: Receive report and provide direction to staff

Discussion:

The Drought Committee, staffed by President Kelley and Director Helenius and assisted by General Manager Hagemann and legal counsel Seitz, met on April 4, at 1:30 PM at the District office. The Agenda for the meeting is provided as an attachment to this report. After some discussion of the agenda items the Committee made the recommendations as provided below and further reflected in Item 7.D. Water Shortage Response and Management Plan.

Recommended Next Steps :

- Update the Draft Water Supply Condition “Trigger” levels in the Water Conservation Plan
- Take the Draft Water Conservation Plan to the full Board for Review and Comment



AVILA BEACH COMMUNITY SERVICES DISTRICT

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

Drought Committee Meeting Agenda April 4, 2016 Avila Beach CSD Office, 1:30 PM

1. Current Water Supply Status
 - Lopez
 - State Water Project
2. March 22, 2016, Board of Supervisors Zone 3 Diablo Desal
3. Water Conservation Plan
 - Process & Procedures for Adopting (Mike S)
 - Resolution & Citations
 - Public Notice
 - Publish in Newspaper
 - Water Supply Conditions Will Trigger Response Actions
 - Review and Comment on Draft Triggers and Response
4. Next Steps
 - Update Draft Triggers and Responses
 - Take Draft WCP to Full Board for Review & Comment

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager



DATE: April 12, 2016

SUBJECT: Water Shortage Response and Management Plan (Plan)

Recommendation:

Receive report, take public comment on the draft Plan and provide Board direction to staff

Discussion:

At the March Board meeting, the Board directed staff to work with legal counsel to develop a framework for adopting a Water Shortage Response and Management Plan pursuant to Water Code Section 375 and 350. Legal counsel provided staff with a framework for preparing the Plan and staff completed the framework by adding District specific Water Supply Condition “triggers” and associated Response Actions. The Plan describes Water Supply Conditions that trigger specific water conservation Response Actions. The Response Actions escalate as the Water Supply Conditions worsen. Staff presented the draft Plan to the Drought Committee on Monday April 4th for their review and comments. The Drought Committee provided comments to the Plan, which have now been incorporated into the attached draft Plan.

The process for adopting the Plan includes public notice in the newspaper, a hearing at a regularly scheduled Board meeting and adoption via a Resolution or an Ordinance. Staff recommends the Board consider adoption via a Resolution as the most efficient and flexible vehicle. The Water Code includes publication requirements both before and after Board adoption of the Plan. A Notice of Public Hearing must be posted in the newspaper at least 10 days prior to the Board meeting. If adopted, the District must publish the Plan in the newspaper within 10 days after adoption and post the Plan in 3 public places.

The purpose of this report is to describe the process for adopting the Plan, ensure the Board members and the public have a clear understanding of the contents of the Plan and obtain Board and Public comments on the Plan. Staff intends to bring this item back to the Board at the May meeting for adoption.

AVILA BEACH COMMUNITY SERVICES DISTRICT

WATER SHORTAGE RESPONSE AND MANAGEMENT PLAN

STAGE	WATER SUPPLY CONDITION	RESPONSE ACTIONS	RELIEF OF RESTRICTIONS
I	All times	<ul style="list-style-type: none"> • Active outreach and education programs regarding water conservation best management practices. • Recommended Customer Measures: <ul style="list-style-type: none"> ○ Fix all plumbing and irrigation leaks immediately. ○ Irrigate after 8PM and before 9AM. ○ Minimum to no irrigation in winter months. ○ Check all irrigation systems monthly. ○ Do not allow excessive run off. ○ Recirculate water in ornamental water features (fountains) ○ Irrigate only 2 days per week • New applications for water service are accepted and processed. • New water service connections are made. 	Not Applicable.
II	Supplies Projected at 65% of Entitlements (109 AFY)	<ul style="list-style-type: none"> • More aggressive conservation outreach and education efforts. • Encourage customers to implement the following practices: <ul style="list-style-type: none"> ○ All Stage I Measures ○ Cover Swimming Pools and spas. ○ Do not use water to wash down exterior surfaces (e.g. driveway, deck, home) • New applications for water service are accepted and processed. • New water service connections are made. 	Projected Supplies greater than 65% of Entitlement.
III	Supplies Projected at 55% of Entitlements (93 AFY)	<ul style="list-style-type: none"> • Encourage customers to implement the following practices. <ul style="list-style-type: none"> ○ All Stage I and II measures. ○ Provide minimum necessary irrigation to preserve trees and high-value landscape. ○ Do not drain or fill swimming pools or spas. ○ Do not use potable water for dust control or construction. ○ Do not use hoses to wash cars or equipment. ○ Turn off and drain ornamental fountains and water features • Suspend accepting applications for new water service. • Existing applications for new water service continue to be processed. • New water service connections are made. 	Projected Supplies greater than 55% of Entitlement.

STAGE	WATER SUPPLY CONDITION	RESPONSE ACTIONS	RELIEF OF RESTRICTIONS
IV	Supplies Projected at 50% of Entitlements (84 AFY)	<ul style="list-style-type: none"> • Turn off all automated irrigation systems. • Encourage customers to implement the following practices: <ul style="list-style-type: none"> ○ All Stage I, II, and III measures. ○ Do not use District water for irrigation/outdoor uses of any sort. ○ Attempt to limit water use to 50 gal/person - day • New applications for water service are NOT accepted (Stage III) • Cease processing existing applications for new water service. • New water service connections are made only to projects with preexisting service commitments. 	Projected Supplies greater than 50% of Entitlement.
V	Supplies Projected at 40% of Entitlements (67 AFY)	<ul style="list-style-type: none"> • Declaration of a Water Shortage Emergency in accordance with CA Water Code Section 350. • Suspend all new water service connections. • Encourage customers to implement all Stage I-IV measures and to use only the absolute minimum water necessary for health and sanitation purposes. <ul style="list-style-type: none"> ○ All Stage I, II, and III measures. ○ Do not use District water for irrigation/outdoor uses of any sort. ○ Do not drain or fill swimming pools or spas. ○ All measures possible to reduce water use. • New applications for water service are NOT accepted (Stage III) • Existing applications for new water service are not processed (Stage IV) 	Projected Supplies greater than 40% of Entitlement.

General Notes


1. The District’s current water entitlements include 68 Acre-ft per year (AFY) of Lake Lopez Water and 100 AFY of State Water.

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: April 12, 2016

SUBJECT: Review of Results for Audit "Request for Proposals"

Recommendation:

Receive the report, discuss the submission summary and refer the proposals to the Finance Committee for review and a recommendation, to be considered at the May Board meeting.

Funding:

The FY 2016-17 proposed Budget will include the funds necessary to have the annual audit performed by an outside professional firm.

Discussion:

As a public agency, it is the District's responsibility to ensure that the public funds are managed appropriately. The District is required to coordinate and obtain an audit of the District's financial records from an outside, independent Certified Public Account, and then to report these findings to the District Board, County of San Luis Obispo, and the State Controller's Office and residents on an annual basis.

Staff prepared and circulated the attached Request for Proposals for Auditing Services on March 16, 2016. The RFP, requested that the firms provide a single year cost proposal, as well as, a three year proposal. The RFP required that proposals be submitted by 2:00 PM on or before April 5, 2016.

The District received timely proposals from the following firms:

Moss, Levy & Hartzheim, LLP, Santa Maria, CA
Crosby Company, San Luis Obispo, CA
The PUN Group, Santa Ana, CA
Fedak & Brown, LLP, Cypress, CA

Staff recommends the Board refer the proposals to the Finance Committee for review and a recommendation to be considered at the May Board meeting.



AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA 93424
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Telephone (805) 595-2664 FAX (805) 595-7623
Avilacsd@gmail.com

REQUEST FOR PROPOSAL AUDITING SERVICES

March 16, 2016

The Avila Beach Community Services District (ABCSD) is seeking proposals from qualified accounting firms for auditing services for fiscal year ending June 30, 2016, with an option to conduct additional audits for up to two successive fiscal years (ending; June 30, 2017, June 30, 2018).

If your firm is interesting in being considered for such services, please submit your proposal to Avila Beach Community Services District at P.O. Box 309, Avila Beach, CA 93424 no later than **2:00 pm on Tuesday, April 5, 2016**. Email proposals will be accepted. (All proposals submitted shall become part of the District's official files without commitment from the District.) Included with your proposal please present your firm's qualifications with special emphasis on previous audit work for Special Districts, a copy of your most recent Peer Review/Quality Review (including letter of comments and noting any exceptions taken) and the qualifications and training of all personnel proposed to perform the audit.

Audit Standards

The audit shall be performed in accordance with generally accepting auditing standards set forth by the AICPA. The audit examination shall be made in accordance with generally accepted governmental auditing procedures as prescribed in the AICPA Industry Audit Guide and in the GAAFR, and in accordance with the Office of the California State Controller of requirements for California special districts. The CPA in charge of the audit shall meet with District representatives prior to the commencement of the audit to review the audit program, and at the audit's conclusion, a presentation shall be given on the Audit Report and the Management Letter at the regularly scheduled District Board meeting in November 2016.

Audit Report

Upon completion of the audit, the auditing firm will present a draft copy of the Report and Management Letter to the District General Manager for review no later than October 12, 2016. The General Manager may prepare the Management Discussion and Analysis based on the draft audit for inclusion in the final audit. Ten (10) copies of the completed reports and an electronic copy shall be submitted to the District no later than October 28, 2016. The Auditor will be required to advise and formulate any journal entries. The Auditor will also need to prepare and submit the required reports to the State and County, including the State Controller's Report.

Compensation and Terms of Payment

The audit proposal shall include time estimates for conducting the audit and the cost for the audit contract. Hourly rates should be noted in the proposal, including travel rates, if any. The total annual audit amount is not to be exceeded unless by written agreement of both parties. Unless otherwise specified and agreed to, the annual payment shall be made within thirty (30) days following delivery of all copies of the final audit report, presentation of the audit at a District Board meeting, and invoicing of the District.

District Information

The Avila Beach Community Services District is a multi-purpose special district established on February 11, 1997, with an annual operations and maintenance budget of approximately \$1.4 million. The District was formerly the Avila Beach County Water District which was established December 4, 1972. The District is a political subdivision of the State of California and operates under a Board of Directors form of government and provides fire protection, sanitary and water services, refuse/solid waste, street lighting and general administrative services.

The District's accounting records are computerized using QuickBooks. The District follows the accrual method of accounting. Copies of current years' financial statements, Board meeting minutes, etc. will be made available.

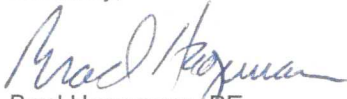
District staff will assist in preparing all schedules requested and will be available to assist in providing additional information and explanations.

Submittals

Proposals received by the deadline will be presented to the District Board of Directors on April 12, 2016, at which time award of the contract will most likely occur. The Avila Beach Community Services District reserves the right to reject any and all proposals submitted and to award the contract to the firm which, in the District's opinion, is best qualified.

If you have any questions, please contact Brad Hagemann, General Manager, at Hagemann.associates@gmail.com or (805) 595-2664. Thank you for your anticipated interest in this request.

Sincerely,



Brad Hagemann, PE
General Manager
Avila Beach Community Services District