

AVILA BEACH COMMUNITY SERVICES DISTRICT

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

AGENDA

REGULAR BOARD MEETING
7:00 pm Tuesday January 13, 2015
BOARD MEETING LOCATION
Avila Beach Community Center
191 SAN MIGUEL STREET,
AVILA BEACH, CALIFORNIA

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

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

Pete Kelley, President
Steve Waldron, Vice President
Lynn Helenius, Director
John Janowicz, Director
Shanna Richards, Director

3. **PUBLIC COMMENT; 7:00 P.M.**

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 December 9, 2014 Regular Meeting, December 19, 2014 Personnel Meeting, and January 2, 2015 Facilities Committee Meeting
- B. Monthly Financial Review
- C. General Manager Report
- D. District Engineer Report
- E. Water and Wastewater Superintendent Report
- F. Sub- Committee Reports
- G. Capital Projects Status Report

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7. DISCUSSION OF PULLED CONSENT ITEMS

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

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

- A. Preliminary Will Serve Request; 137 First Street
(Action Required: Approve Request)
- B. Avila Beach Drive / San Luis Street Sewer Line Replacement Project Update
(Action Required: Receive Report; Provide Direction to Staff)

9. PUBLIC COMMENT ON CLOSED SESSION ITEMS

10. ADJOURN TO CLOSED SESSION

- A. Anticipated Litigation,
Significant exposure to litigation pursuant to Government Code §54956.9(b)
1 case, Facts and circumstances unknown to opposing party
- B. Public Employee Appointment; pursuant to Government Code §54957;
District General Manager

11. REPORT ON CLOSED SESSION / ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

12. COMMUNICATIONS/ CORESPONDENCE

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.

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
December 9th, 2014**

1. CALL TO ORDER

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

2. ROLL CALL

Board Members Present: Pete Kelley
 John Janowicz
 Lynn Helenius
 Steve Waldron

Board Members Absent: Shanna Richards

Staff Present: Kathy Richardson, General Manager
 Mike Seitz, District Legal Counsel
 Brad Haggaman, District Engineer
 Kristi Dibbern, Accounting Clerk

3. PUBLIC COMMENTS

None

4. INFORMATION AND DISCUSSION ITEMS

A. County Reports

1. SLO Sheriff:

Sheriff Commander Aaron Nix reported 84 calls for service this month, including 8 calls to assist other agencies, 3 crimes against persons, 6 calls were crimes against property, 4 disturbances, 15 welfare checks, 9 incomplete 911 calls and 23 were self-initiated field checks. Commander Nix wanted to remind the District that at this time of year more transients are present in the county. Please contact the sheriff's department if you notice camps being built or people congregating.

2. CAL Fire Report:

Battalion Chief Paul Lee advised there were 39 calls for service including 17 medical calls. Chief Lee advised that backyard burning has been opened and to use caution when

Avila Beach CSD
Board of Directors Meeting
December 9th, 2014
Draft Minutes

engaging in backyard burning. Additionally, the California Conservancy Corps (CCC) will begin clearing trails in January, with work beginning on the trails to the Lighthouse. AMGEN bicycle race will be returning to the County for a stage of the race and will be hosting a planning meeting on January 14th in which CALFire will be participating.

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

No comments.

5. CONSENT ITEMS

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

- A. Approval of the November 11th, 2014 Regular Meeting Minutes.
- B. Monthly Financial Review
- C. General Manager Report
- D. District Engineer Report
- E. Water & Wastewater Superintendent Report
- F. Subcommittee Reports
- G. Capital Projects Status Report

It was moved by Director Kelly, seconded by Director Janowicz and passed unanimously with Director Richards absent to accept the consent items as submitted.

6. DISCUSSION OF PULLED CONSENT ITEMS.

None.

7. BUSINESS ITEMS

A. Election of Officers and Committee Appointments

General Manager Richardson advised the Board that election of officers is necessary for the current calendar year. Director Janowicz nominated Director Kelly for President. No other nominations were received. **Director Kelley was elected President by acclamation.** Director Janowicz nominated Director Waldron for Vice President. No other nominations were received. **Director Waldron was elected Vice President by acclamation.**

Following general discussion the following committee assignments were made:

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

B. Consideration of Resolution 2014-20 Commending Richard Rowe for Dedication to the Avila Beach CSD:

General Manager Richardson advised the Board that Resolution 2014-20 Commending Rick Rowe for his five years of service to the District was presented for consideration. Following the reading of the Resolution by President Kelley, it was moved by President Kelly, seconded by Director Janowicz and passed on the following roll call vote **to adopt Resolution 2014-20 commending Rick Rowe for his five years of service to the District.**

AYES: Kelley, Janowicz, Helenius, Waldron
NOES: None
ABSTAIN: None
ABSENT: Richards

C. Update Bank Signature Cards:

General Manager Richardson advised the Board that with the recent election it is necessary to update bank signature cards. It was moved by President Kelley and seconded by Director Janowicz and passed unanimously with Director Richards absent **to direct staff to prepare documents necessary to update signature card information for transmittal to Banks.**

D. LAFCo Special District Member Nomination

General Manager Richardson advised the Board that the LAFCo Special District seat is up for election. Following discussion it was moved by Director Waldron, seconded by Director Janowicz and passed on the following roll call vote **to cast the District vote for LAFCo Special District member for Marshal Ochylski, and to direct staff to transmit the information to LAFCo.**

AYES: Kelley, Janowicz, Helenius, Waldron
NOES: None
ABSTAIN: None
ABSENT: Richards

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11. COMMUNICATATIONS:

None.

10. ADJOURNMENT: The meeting was adjourned at approximately 7:25 pm.

The next regular meeting of the Avila Beach Community Services District is scheduled for January 13th, 2014 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.

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

Respectfully submitted,

Kathryn Richardson,
General Manager

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**MINUTES PERSONNEL COMMITTEE SPECIAL MEETING
9:00 A.M. Thursday December 19, 2014**

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

1. **CALL TO ORDER: 9:00 A.M.**

2. **ROLL CALL: Committee Members:**
Pete Kelley
John Janowicz

3. **PUBLIC COMMENT;**
Members of the public wishing to comment or bring forward any items concerning District operations **which do not appear on today's agenda** may address the Committee 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. **PUBLIC COMMENT ON CLOSED SESSION**

5. **ADJOURN TO CLOSED SESSION**
PUBLIC EMPLOYEE APPOINTMENT (Government Code §54957)
Title: Recruitment of District General Manager

6. **REPORT ON CLOSED SESSION / ANNOUNCEMENT OF ACTIONS, IF ANY,
TAKEN IN CLOSED SESSION**

General Manager Richardson advised that no reportable actions were taken by the Personnel Committee.

Respectfully Submitted,

Kathryn Richardson
General Manager

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MINUTES FACILITIES COMMITTEE SPECIAL MEETING 4:00 P.M. Friday January 2, 2015

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

1. **CALL TO ORDER: 4:00 P.M.**

2. **ROLL CALL: Committee Members:**

John Janowicz
Shanna Richards

At the request of Director Richards, due to unavailability, President Kelley will attend the meeting on her behalf.

3. **PUBLIC COMMENT;**

Members of the public wishing to comment or bring forward any items concerning District operations **which do not appear on today's agenda** may address the Committee 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. **DISCUSSION OF WASTEWATER TREATMENT PLANT UPGRADE
AND OTHER CAPITAL IMPROVEMENTS**

5. **ADJOURN**

Meeting was called to order at 4:00 pm. General discussion took place relating to the Wastewater Treatment Plant Upgrade. No reportable actions were taken. Meeting adjourned at 5:30 pm

Respectfully Submitted

**Kathryn Richardson
General Manager**

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

MEMORANDUM

TO: Board of Directors

FROM: Kathy Richardson, General Manager



DATE: January 13, 2015

SUBJECT: Monthly Financial Review

Overall Monthly Summary

During December the District made deposits in the amount of \$ 231,066.18 and experienced \$136,375.07 in expenses (cash basis). Income in December was within the anticipated range for this time of year. However, it appears to be high due to the receipt of property taxes that are generally received in December and April of each year. Expenses are within the anticipated range, it should be noted that line item # 566 Lopez water was paid for ½ of the years Lopez water cost. It should be noted that the total expenses shown on the report titled “Summary Monthly Checks” and on the report titled “Monthly Checks” are different amounts. This is due to showing all expenses, including those which have been withheld from the payroll process and prepaid expenses, which will be allocated throughout the coming fiscal year.

Utility Service Billing

For the month of December the District billed \$ 51,202.16 in water and sewer service charges and received \$49,413.10 in payments during the month of December. Customer Rate Assistance amounted in a reduction of billing charges to the District in the amount of \$266.20. The difference in services billed and payments received is a result of customers who were catching up on late payments for services.

Profit and Loss Statement

Monthly “Profit and Loss Statements” are available for review in the District office following receipt of the monthly bank statement (generally ready mid-month).

Local Agency Investment Fund (LAIF)

LAIF interest was posted to the account in the amount of \$1,345.05 on October 15th. Interest will next be posted to the District’s account in January.

January Payables

Staff will process payables on January 16th and January 30th. All warrants will be available for signature by 10:00 am on those dates. Additionally, as requested by the Board, invoices for Professional Services will be provided as part of the Monthly Financial review.

Avila Beach CSD
Cash Flow Analysis
Month Ending December 31, 2014

General Fund Operating Account

Bank of America

12/1/2014	Beginning Balance		\$	245,421.87
	Dec Checks Written	\$	(136,375.07)	
	LAIF Transfer Out	\$	-	
	Dec Deposits	\$	235,647.44	
	Dec Net Cash	\$	99,272.37	\$ 99,272.37
12/31/2014	Ending Balance			<u>\$ 344,694.24</u>

Bank of America Payroll

12/1/2014	Beginning Balance		\$	17,895.99
	Dec Checks Written	\$	8,282.52	
	Dec Deposits	\$	25,000.00	
12/31/2014	Ending Balance			<u>\$ 34,613.47</u>

General Fund LAIF

12/1/2014	LAIF Beginning Balance		\$	2,208,845.53
	Deposit / Interest transfer out	\$	-	
12/31/2014	Ending Balance			<u>\$ 2,208,845.53</u>
12/31/2014	Cash Available			<u>\$ 2,588,153.24</u>

Avila Beach Community Services District

Deposits by Fund

December 2014

01/05/15

Type	Date	Memo	Class	Clr	Split	Amount	Balance
General							
Deposit	12/05/2014	Ambulance F...	General		101 · B of A - ...	-946.76	-946.76
Deposit	12/05/2014	Dec Station ...	General		101 · B of A - ...	-2,815.00	-3,761.76
Deposit	12/10/2014	SLO County ...	General		101 · B of A - ...	-630.87	-4,392.63
Deposit	12/16/2014	Foundation C...	General		101 · B of A - ...	-23.10	-4,415.73
Deposit	12/16/2014	SLO County ...	General		101 · B of A - ...	-51,347.34	-55,763.07
Deposit	12/19/2014	SLO County ...	General		101 · B of A - ...	-17,706.67	-73,469.74
Deposit	12/19/2014	SLO County ...	General		101 · B of A - ...	-18,817.31	-92,287.05
Total General						-92,287.05	-92,287.05
Sanitary							
Deposit	12/05/2014	Dec Sani Rec	Sanitary		101 · B of A - ...	-4,835.70	-4,835.70
Deposit	12/10/2014	SLO County ...	Sanitary		101 · B of A - ...	-616.96	-5,452.66
Deposit	12/10/2014	Dec Sani Rec	Sanitary		101 · B of A - ...	-8,623.57	-14,076.23
Deposit	12/16/2014	Dec Sani Rec	Sanitary		101 · B of A - ...	-3,906.82	-17,983.05
Deposit	12/16/2014	SLO County ...	Sanitary		101 · B of A - ...	-50,184.41	-68,167.46
Deposit	12/16/2014	Final Will Ser...	Sanitary		101 · B of A - ...	-980.94	-69,148.40
Deposit	12/16/2014	Final Will Ser...	Sanitary		101 · B of A - ...	-150.00	-69,298.40
Deposit	12/19/2014	Dec Sani Rec	Sanitary		101 · B of A - ...	-1,804.74	-71,103.14
Deposit	12/19/2014	SLO County ...	Sanitary		101 · B of A - ...	-17,305.64	-88,408.78
Deposit	12/19/2014	SLO County ...	Sanitary		101 · B of A - ...	-18,391.13	-106,799.91
Deposit	12/23/2014	Dec Sani Rec	Sanitary		101 · B of A - ...	-1,922.46	-108,722.37
Total Sanitary						-108,722.37	-108,722.37
Solid Waste							
Deposit	12/23/2014	Solid Waste ...	Solid Wa...		101 · B of A - ...	-1,342.64	-1,342.64
Total Solid Waste						-1,342.64	-1,342.64
Water							
Deposit	12/05/2014	Dec Water Rec	Water		101 · B of A - ...	-7,763.45	-7,763.45
Deposit	12/10/2014	Dec Water Rec	Water		101 · B of A - ...	-9,951.85	-17,715.30
Deposit	12/16/2014	Dec Water Rec	Water		101 · B of A - ...	-5,701.18	-23,416.48
Deposit	12/16/2014	Final Will Ser...	Water		101 · B of A - ...	-4,775.57	-28,192.05
Deposit	12/16/2014	Final Will Ser...	Water		101 · B of A - ...	-200.00	-28,392.05
Deposit	12/16/2014	Dec Water Rec	Water		101 · B of A - ...	-44.75	-28,436.80
Deposit	12/19/2014	Dec Water Rec	Water		101 · B of A - ...	-2,199.78	-30,636.58
Deposit	12/23/2014	Dec Water Rec	Water		101 · B of A - ...	-2,658.80	-33,295.38
Total Water						-33,295.38	-33,295.38
Unclassified							
Deposit	12/05/2014	Deposit			479 · Contract...	946.76	946.76
Deposit	12/05/2014	Deposit			459 · Station ...	2,815.00	3,761.76
Deposit	12/05/2014	Deposit			-SPLIT-	12,599.15	16,360.91
Deposit	12/10/2014	Deposit			-SPLIT-	1,247.83	17,608.74
Deposit	12/10/2014	Deposit			-SPLIT-	18,575.42	36,184.16
Deposit	12/16/2014	Deposit			-SPLIT-	9,608.00	45,792.16
Deposit	12/16/2014	Deposit			489 · Misc Inc...	23.10	45,815.26
Deposit	12/16/2014	Deposit			-SPLIT-	101,531.75	147,347.01
Deposit	12/16/2014	Deposit			-SPLIT-	6,151.26	153,498.27
Deposit	12/19/2014	Deposit			-SPLIT-	4,004.52	157,502.79
Deposit	12/19/2014	Deposit			-SPLIT-	35,012.31	192,515.10
Deposit	12/19/2014	Deposit			-SPLIT-	37,208.44	229,723.54
Deposit	12/23/2014	Deposit			-SPLIT-	991.00	230,714.54
Deposit	12/23/2014	Capital			101 · B of A - ...	-711.00	230,003.54
Deposit	12/23/2014	Street Lights			101 · B of A - ...	-280.00	229,723.54
Deposit	12/23/2014	Deposit			-SPLIT-	4,581.26	234,304.80
Deposit	12/23/2014	Deposit			403 · Operatin...	1,342.64	235,647.44
Total unclassified						235,647.44	235,647.44
TOTAL						0.00	0.00

Avila Beach Community Services District
Summary Monthly Checks
 December 2014


	Administrative	lights	Sanitary	Water	TOTAL
Ordinary Income/Expense					
Expense					
500 · Payroll Expenses	25,000.00	0.00	0.00	0.00	25,000.00
504 · PERS	1,563.06	0.00	0.00	0.00	1,563.06
505 · Work Comp Insurance	283.00	0.00	0.00	0.00	283.00
507 · Health Insurance	960.00	0.00	0.00	0.00	960.00
517 · Dues & Subscriptions	2,815.00	0.00	0.00	0.00	2,815.00
529 · Telephone	163.28	0.00	322.32	0.00	485.60
531 · Office Supplies & Postage	349.87	0.00	303.18	303.17	956.22
532 · Chemicals	0.00	0.00	4,239.10	0.00	4,239.10
533 · Operating Supplies	0.00	0.00	26.45	25.90	52.35
536 · Critical Spare Parts	0.00	0.00	2,723.49	0.00	2,723.49
537 · Equipment Repairs & Maintenance	0.00	0.00	600.00	0.00	600.00
538 · Generator Maintenance	0.00	0.00	144.00	0.00	144.00
543 · Utilities	0.00	989.89	1,244.69	53.70	2,288.28
545 · Rent	741.03	0.00	0.00	0.00	741.03
549 · Plan Checks	0.00	0.00	0.00	0.00	0.00
550 · Contract Labor	0.00	0.00	11,301.00	5,288.00	16,589.00
551 · Legal	683.20	0.00	70.40	0.00	753.60
552 · Fat Oil & Grease (FOG)	0.00	0.00	0.00	0.00	0.00
553 · Engineering	0.00	0.00	8,438.32	0.00	8,438.32
554 · Management	564.52	0.00	0.00	0.00	564.52
556 · Regulatory Compliance	0.00	0.00	1,524.00	0.00	1,524.00
557 · Lab Tests	0.00	0.00	2,290.40	0.00	2,290.40
561 · Permits & Fees	0.00	0.00	4,790.00	2,122.00	6,912.00
565 · State Water	0.00	0.00	0.00	1,699.88	1,699.88
566 · Lopez	0.00	0.00	0.00	46,652.22	46,652.22
Total Expense	33,122.96	989.89	38,017.35	56,144.87	128,275.07
Net Ordinary Income	-33,122.96	-989.89	-38,017.35	-56,144.87	-128,275.07
Other Income/Expense					
Other Expense					
560 · Point Avila Expenses	0.00	0.00	0.00	0.00	0.00
577 · Capital Purchase	0.00	0.00	8,100.00	0.00	8,100.00
Total Other Expense	0.00	0.00	8,100.00	0.00	8,100.00
Net Other Income	0.00	0.00	-8,100.00	0.00	-8,100.00
Net Income	-33,122.96	-989.89	-46,117.35	-56,144.87	-136,375.07

AVILA BEACH
COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

VIA: Kathryn Richardson, General Manager 

FROM: John L. Wallace, District Engineer

DATE: January 13, 2015 Board Meeting

SUBJECT: Monthly Financial Review, Summary of Contract Expenditures for December 2014

Recommendation:

Review attached billing, summary of expenditures to date and summary of expenses for December 2014:

Discussion:

Attached is the WG invoice dated January 6, 2015 broken down into phases (phase codes for Administration, Engineering and separate phase codes for major projects and capital items).

With the transition from General Manager to District Engineer, charges to Administration have decreased significantly but with the emphasis on completing as many CIP's as possible, the engineering costs have risen.

Also attached is a summary of expenses as compiled from the District's accounting system that indicates what expenses were charged and total to date percent of budget. In addition to the engineering and administration categories, there are categories for FOG (separate line item in the FY 2014-15 Final Budget); Regulatory requirements (WDR, SSMP, etc.) Port Agreement Development, Wastewater Treatment Plant Upgrade, Plan Checks (reimbursable from developer projects) and separate phases for Capital Improvement Projects. The capital items are those projects that have been worked on as previously approved thorough separate board action and are listed in detail in the billing package.

Month of December 2014

Staff worked with Carollo Engineers and FRM to finalize the Peer Review of the KJC WWTP upgrade pre-design report. Those comments were referred to KJC for reconciliation for a final Pre-Design Report. We received a letter response January 2, 2015 and we are bring the overall project back for Board consideration in February. In the meantime, options were discussed with the Facilities Committee on January 2, 2015.

We continued to coordinate with the Port for the ABCSD/PSLHD Wastewater Treatment Agreement. We still await the Port's comments.

There has been no activity with Chevron regarding the proposed Tank Farm development during this period of time. However, their consultant RRM, has been asking for information on our

water and sewer systems.

Engineering staff completed the normal engineering and administrative activities such as preparing for and attending board and committee meetings including the Zone 3 TAC and Advisory Committee meetings re: state water and the drought, preparing for and conducting the coordination meeting with FRM, and various district engineering services.

Capital Improvement Project work included preliminary design work on the San Luis and San Miguel Streets sewer replacement projects. Recall that we are bundling those two projects into one project in order to save money and offer a more cost-effective project for prospective contractors.

We have also reconsidered the replacement of two underground valves at the WWTP, as FRM has indicated that we don't need to replace them at this time. We have coordinated the purchase of new pumps for the First Street Lift Station; and investigating the potential leak from the treated effluent line vault. The "leak" could not be duplicated by FRM surcharging the box, so another video is being scheduled to see if there is an obvious issue. In the meantime, no further leaks have appeared except for the one occasion which was very minor.

Anticipated activities for the Month of January 2015

In addition to continuing administrative and engineering functions, significant activities in December will include: continued coordination with the Port relating to the establishment of a new contract for wastewater treatment, coordinating the next step for the WWTP design with Kennedy Jenks and; continued work with the Zone 3 TAC to administer/implement the "Low Reservoir Release Plan". A major effort will be the continued design of the San Luis St/Avila Dr. sewer line projects.

As indicated in the Engineer's report, we will continue CIP project development in accordance with the schedule attached to that report. Engineering expenses associated with capital improvement project design, bid support services and construction management will be tracked and funded separately with each individual CIP project.

Avila Beach Community Services District
Professional Services
Month Ending December 31, 2013
(50% of the year)

Wallace Group

Management

FY 2014/15	Budget Amount	\$ 8,000.00	
	Monthly Expense	\$ 867.00	
	Expenses to Date	\$ 3,419.02	43% **
	Budget Remaining	\$ 4,580.98	

Engineering

FY 2014/15	Budget Amount	\$ 65,000.00	
	Monthly Expense	\$ 2,061.80	
	Expenses to Date	\$ 25,323.22	39% **
	Budget Remaining	\$ 39,676.78	

Regulatory Permit Compliance

FY 2014/15	Budget Amount	\$ 70,000.00	
	Monthly Expense	\$ 477.00	
	Expenses to Date	\$ 15,469.50	22% **
	Budget Remaining	\$ 54,530.50	

Fats Oil & Grease

FY 2014/15	Budget Amount	\$ 3,000.00	
	Monthly Expense	\$ -	
	Expenses to Date	\$ 440.33	15% **
	Budget Remaining	\$ 3,000.00	

Plan Checks

FY 2014/15	Budget Amount	\$ 8,500.00	
	Monthly Expense	\$ 96.00	
	Expenses to Date	\$ 96.00	1% **
	Budget Remaining	\$ 8,404.00	

Capital / Major Project Administration

FY 2014/15	Monthly Expense	\$ 2,317.25	
	Expenses to Date	\$ 12,284.75	
	Invoice Total	\$ 5,819.05	

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

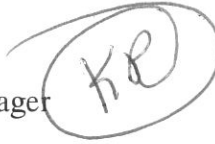
MEMORANDUM

TO: Board of Directors

FROM: Kathy Richardson, General Manager

DATE: January 13, 2015

SUBJECT: General Manager's Report



Contract Update with Port San Luis Harbor District

Staff continues to contact Port San Luis to complete the draft contract agreement with Port. Further information will be provided as it becomes available.

Ethics Training for District Directors and Designated Staff

Directors Kelley, Waldron and Helenius have signed up for the Ethics Training class to be held in Templeton on January 22, 2015 from 9:30 am until 11:30 am. Staff will continue to research on-line courses that will meet this requirement for Board members who are unable to attend the scheduled course.

AB 1825 Harassment Prevention Training for District Directors and Designated Staff

A "harassment prevention training" class has been scheduled in Templeton for February 10, 2015 from 2:30 p.m. until 4:30 p.m. This training is required every two years for all supervisory staff of special districts. Additionally, the Department of Fair Employment and Housing has taken the position that "all elected and appointed officials be trained in harassment prevention". This will be an excellent opportunity for local training that will result in a reduction of the District's insurance costs.

Capital Improvement Projects

Coordination between Operations, Engineering and District staff continues in the effort to proceed with approved Capital Improvement projects within the District. A separate report is included in the consent items detailing the status of each project.

Winter Storm

The first significant rain storm in over a year was experienced on December 11th with loss of power in the District for over 24 hours! Operations staff did a TREMOUNDOUS job keeping all District facilities running. As a result of the dedication from FRM staff, the District "escaped" the event without significant impact to the quality of effluent and no disruptions to customer service.

Personnel Committee Meeting

A meeting of the Personnel Committee was held on December 19th, 2014. No reportable actions were taken.

Facilities Committee Meeting

A Facilities Committee meeting was held on January 2, 2015. No reportable actions were taken.


AVILA BEACH


COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

VIA: Kathy Richardson, General Manager 

FROM: John L. Wallace, District Engineer 

DATE: January 13, 2015

SUBJECT: District Engineer's Report

Zone 3/CSA 12

The Low Level Release Plan (LLRP) is triggered when the lake falls below 20,000 AF of storage, (approximately 40% full). This begins a series of steps leading to more conservation efforts and reduction in entitlement water for all of the Zone 3 contractors. It was adopted by the Board of Supervisors in December. Depending on rainfall during the early part of the winter, the LLRP's emergency conditions may go into effect shortly after the end of the year. At the present time (1/2/15), the reservoir is at 20,400 AF without a forecast for rain until the second week in January. More update will be given at our board meeting after the TAC meeting on January 8th. To facilitate the board's review of the District's past water usage, I have attached a graph showing use since 2010.

Central Coast Aquarium; Lot Line Adjustment

This item was approved at the November 4, Board of Supervisors meeting. The property transfer was completed and deeds recorded in December.

Lopez Lake Project (Zone 3 Flood Control District)

I continue to participate on the Zone 3 Technical Committee to negotiate the costs for the revisions to the hydrologic model and Water Supply Analysis for the proposed Habitat Conservation Plan. I supported County staff in the interview and the Zone 3 Advisory Committee recommended selection of ECorp Company to prepare the Habitat Conservation Plan and water availability analysis required by the state. That contract is still being negotiated by the County but a start date is anticipated for February 2015

Contract Update with Port San Luis Harbor District

The updated draft Agreement is still being reviewed by the PSLHD's legal counsel. A revised draft Agreement will be presented to the Board as soon as the comments can be reconciled by both the District and the Port. The Port has still not given us a firm date for providing their comments.

Chevron Tank Farm Development

There has been no new information on this project during the month of December 2014.

Waste Water Treatment Plant Expansion, Peer Review, Facilities Committee Meeting

On October 24, engineering staff facilitated the peer review conference call with Corollo Engineering regarding the Kennedy Jenks wastewater treatment plant upgrade Preliminary Design Report and the Membrane Filtration Upgrade Concept report prepared by Cloacina Those comments, including comments from District Engineering and Operations staff forwarded those Meeting Notes to Kennedy Jenks for their review and comment. We have received a response from KJC which are attached. The Facilities Committee met on January 2nd to discuss alternatives for proceeding to final design. The Board will review those alternatives and give staff direction at a future meeting.

San Luis Street and Avila Beach Drive Sewers

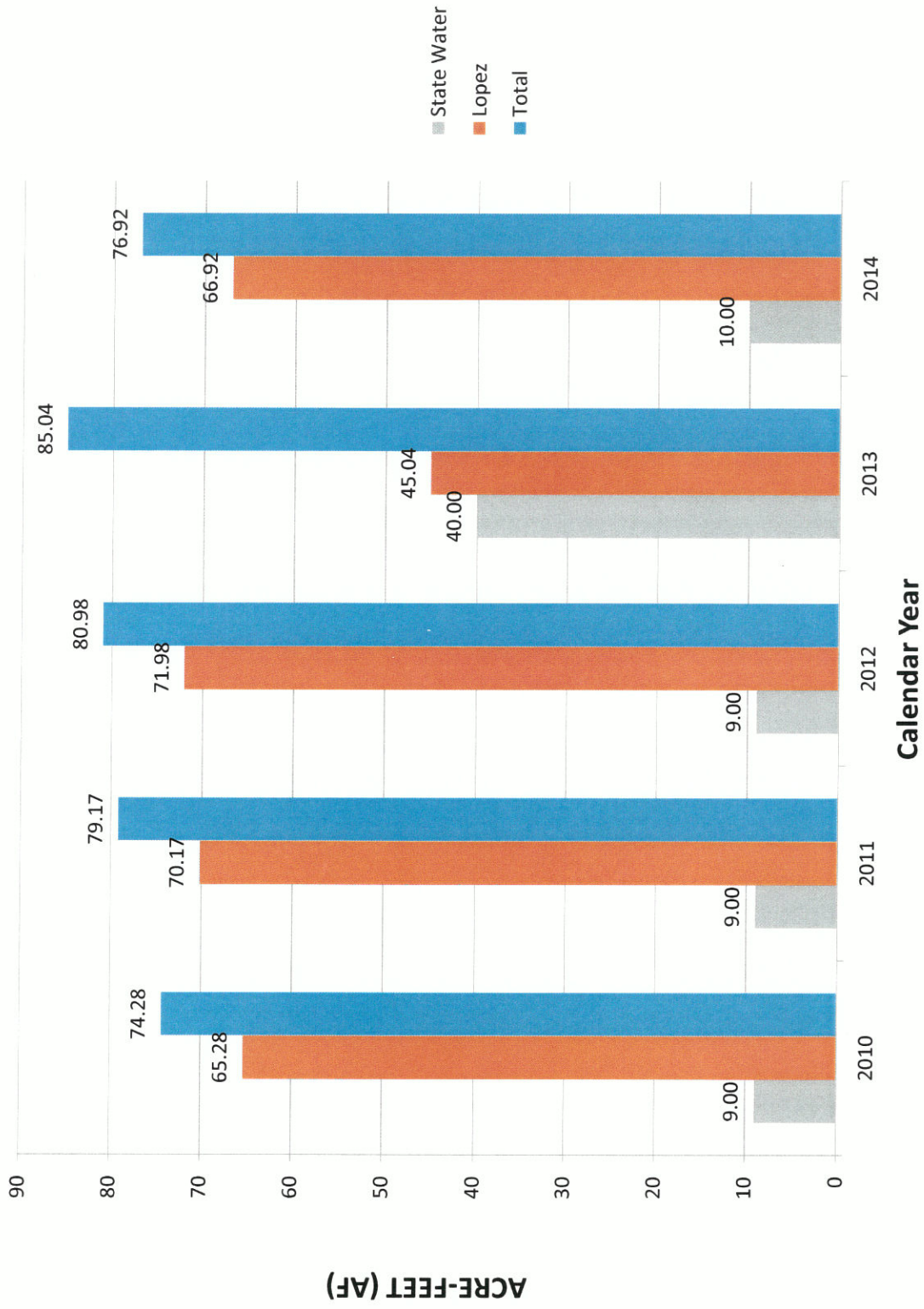
At the October 14, 2014 District Board Meeting the Board authorized engineering Staff to proceed with a preliminary design and constructability analysis for San Luis Street and Avila Beach Drive Sewer Replacement projects. Under the FY 2014/15 District Capital Budget, these projects were two separate improvement projects. Engineering is preparing preliminary engineering and has joined these projects into a single project to reduce engineering and construction costs.

Staff has received video of the lines and has also completed initial onsite assessment of the project site and is in the process of coordinating with utility agencies and County Encroachment for road repair requirements and traffic impacts. A separate status report is provided for information and the recommendation to proceed to final design on this Board agenda. Construction is anticipated to occur in early spring to avoid the rain season and the busy tourist season.

Capital Improvement Projects

An updated report and spread sheet is provided for Board review for the January 13th meeting.



Avila Beach CSD Total Water Deliveries

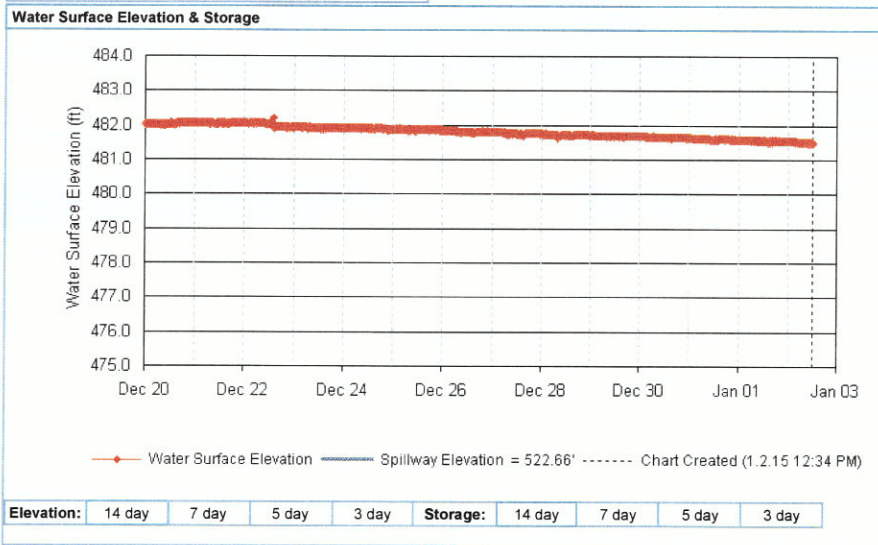


SLOCountyWater.org
 San Luis Obispo County Water Resources
 Division of Public Works

Home > Water Resources > Data > Reservoirs > Lopez Lake

[Flood Control](#) [Major Projects](#) [Water Quality Lab](#) [Water Resources](#) [Real-Time Water Data](#)

<p>Maintained and Operated by SLO County</p> <p style="text-align: center;">Lopez Lake Arroyo Grande</p> <p>Current Storage 20,407.2 Acre Feet</p> <p>Capacity 49,388.0 Acre Feet</p> <p>% Full 41.3 %</p> <p>Current Water Elevation 481.48 Feet</p> <p>Spillway Elevation 522.66 Feet</p> <p style="text-align: center;">Updated 1.2.15 @ 12:20 PM</p> <p style="text-align: center;">Spillway Overtopping</p> <table border="1"> <thead> <tr> <th>Water Surface Elevation (ft)</th> <th>Depth of flow over Spillway (ft)</th> <th>Flow (cfs)</th> </tr> </thead> <tbody> <tr> <td>522.66</td> <td>0</td> <td>0</td> </tr> <tr> <td>524.34</td> <td>1.68</td> <td>2,000</td> </tr> <tr> <td>525.64</td> <td>2.98</td> <td>5,000</td> </tr> </tbody> </table> <p style="font-size: small;">Note: Elevations shown reference the NAVD 88 datum</p>	Water Surface Elevation (ft)	Depth of flow over Spillway (ft)	Flow (cfs)	522.66	0	0	524.34	1.68	2,000	525.64	2.98	5,000	<p>Operational Reports</p> <p>Daily Summaries</p> <ul style="list-style-type: none"> ▪ April 2000 - Current ▪ July 1998 - March 2000 ▪ May 1968 - June 1998 <p>Monthly Summaries</p> <ul style="list-style-type: none"> ▪ May 1968 - June 1998 <div style="display: flex; flex-direction: column; align-items: center;">   </div>
Water Surface Elevation (ft)	Depth of flow over Spillway (ft)	Flow (cfs)											
522.66	0	0											
524.34	1.68	2,000											
525.64	2.98	5,000											



Reservoir Data

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Kennedy/Jenks Consultants
Engineers & Scientists

2350 Mission College Boulevard, Suite 525
Santa Clara, California 95054
650-852-2800

29 December 2014

Mr. John Wallace, P.E.
District Engineer Avila Beach CSD
The Wallace Group
612 Clarion Court
San Luis Obispo, CA 93401

Subject Peer Review of Kennedy/Jenks WWTP Secondary Treatment Upgrade Needs for Avila CSD

Dear John:

You have asked me to review and comment on the Peer Review information relative to the subject matter.

As a preliminary observation, I would note that I have been responsible for planning some 100 wastewater treatment plant upgrade projects. I have found that it is always the case, evaluating how best to integrate needed improvements with existing facilities is usually more in the nature of an art than textbook analysis, making best and most economical use of existing work. This is clearly the case with the Avila CSD WWTP which has undergone two basic improvements since 1969, with improvements meeting significantly changing community needs. This is seen when viewing that the original treatment plant was designed for 0.50 mgd capacity, the 1993 enlargements were for 0.20 mgd and the current proposed improvements for 0.128 mgd with a two-month capacity for 0.152 mgd. These significant variations come from changing local agency planning estimates. One major consequence of the foregoing is to be seen in the fact that the original, existing primary clarifier was designed to accommodate nearly four times the current estimated WWTP flows. The result of this awareness is that the primary treatment element of the Avila WWTP, actually performs significantly better, with more solids and BOD removal than might be expected and this improved performance significantly benefits efficiency of downstream secondary treatment units. It can be seen then in our 30 July 2014 report, the recommended upgrade project incorporates and makes full use of existing plant which have variable function characteristics resulting from originally intended capacity and treatment needs. With this kind of awareness relating to the separate existing process units the proposed WWTP upgrades can be seen as meeting the basic objective for providing the most cost-effective project.

The Peer Review of WWTP Upgrade is summarized in "Meeting Minutes" of October 24th, 2014. It is seen that in most respects, the Peer Report agrees with our recommendations, but raises a series of "Concerns" which are repeated as follows along with our comments:

1. Depth of secondary clarifiers is a process problem.

We do not agree that this is a significant problem or of sufficient concern to consider adding costly filtration or larger aeration tanks as suggested. The existing rectangular sedimentations tanks are of standard design and distinguished from circular clarifier design where side wall

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The Wallace Group
29 December 2014
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depth in particular is considered. In this case there is more than enough compensation in respect to depth by reason of very low overflow rate and added detention time being significantly more conservative than textbook. For instance, the overflow rate at current design is around one-half text book criteria, with both low overflow rate and detention time resulting in much lower than textbook current recommended velocities. Other mitigating factors are, 1) the much higher removals of suspended solids as well as BOD in the existing, oversized primary clarifier changes the sludge characteristics under aeration to be more susceptible to settling, 2) the proposed dual-process results in a more easily settling sludge, and 3) short-term use of chemical flocculants can always be used as a back-up to any short-period needs.

2. Lack of redundancy for all processes.

We do not agree to there being insufficient process unit redundancy. This issue is discussed in our July 2014 report and further as follows:

It may be instructive to review some of the background on the matter of redundancy which was relevant to the Kennedy/Jenks Consultants (K/J) design of the 1993 secondary treatment facilities. Historically the ordinarily expected need for redundancy of treatment process units was not considered a major issue. It was expected that infrequently, but inevitably there would be need to bypass individual process units such as clarifiers, trickling filter distributor arms for normal repairs and adjustments. Regulatory authorities were generally lenient for some short-term variance in meeting discharge requirements during such events. This leniency changed in 2001 when the State Legislature established mandatory, monetary fines for virtually any violation of discharge requirements at any time. The 1993 Avila WWTP upgrade design gave significant consideration to the redundancy need well ahead of the 2001 added stringency legislation.

The redundancy issue is a good one to illustrate the need to utilize experience based judgment and not only rely on textbook engineering. A good example of this is in respect to the Avila WWTP primary and secondary sedimentation tanks. The 1993 secondary treatment project took into account the possibilities of having to bypass the old, single existing primary clarifier in which case some other means of providing primary treatment during a presumably short period of time required to effect repairs needed on the existing clarifier. This need would also be true in respect to the then new secondary sedimentation tanks, if the assigned new tank was in need of short term repairs, then another sedimentation tank would be needed. A textbook approach to this need might have been to include in the 1993 project a costly redundant new primary clarifier which would be seldom needed. Against this alternative it was important to ask questions such as how frequently and for how long would the redundant primary clarifier be needed? As it was recently demonstrated, a reasonable frequency for taking the primary clarifier out of operation for major repairs was once in a period of some 40 years thus raising a significant issue of "cost/benefit." These considerations led K/J to decide the best, most cost-effective solution was to oversize the secondary sedimentation tanks with provision of piping to

Mr. John Wallace, P.E.
The Wallace Group
29 December 2014
Page 3

allow use of one of the sedimentation tanks for a primary clarification during an anticipated short-period of repairs of the existing clarifier (while this actually did result in some operating problems, it is likely these problems can be reduced through some change in solids handling). This would result in a small reduction of efficiency of both the two sedimentation tanks and possible short term failure to literally meet requirements. But this possibility was anticipated and could be accounted for by, 1) utilize chemical flocculants for enhanced settling and/or, 2) take advantage of the leeway allowed in the discharge requirements, 7-day SS/BOD of 45 mg/l, one day 60-mg/l as long as 30-day average was within the basic 30 mg/l /requirement. This kind of strategy of course would require strategic planning, obtaining or having on hand equipment and materials ahead of time so as to minimize time needed for repairs and necessity of bypassing. This strategy for the 1993 design would also apply to the filter distributor. The alternative strategy against an entirely new, redundant clarifier not used but once every 40 years might be somewhat analogous to building for a 1,000 year event (both clarifiers, existing and redundant being unavailable), or building for a 200 year event (oversized sedimentation tanks/operating strategy). In any case, cost/benefit is and was considered to be a significant factor in the proposed 2015 Avila WWTP Secondary Treatment Upgrade design.

In the case of the current proposed secondary treatment upgrade it is believed that alternative strategies to meet redundancy needs are accounted for, 1) existing primary and secondary sedimentation tanks are over designed even more by reason of lower wastewater flows than originally anticipated in 1993, 2) the proposed two aeration tanks are oversized with one tank being adequate along with operating with higher mixed liquor and added oxygen when utilizing only one tank and, 3) with the oversized aeration tanks along with existing fixed film reactor, it is anticipated that when using both aeration tanks concurrently, we believe that final plant effluent for more than 90% of the time will have SS/BOD residuals in the range of 20 mg/l against the 30-day requirement of 30 mg/l.

Other redundancy considerations, solids handling, digester, chlorine contact have been considered as revealed in the K/J July 2014 study and report. These other redundancy needs apparently are in agreement with the Peer Review Study also.

3. To size EQ basin need to do some hydraulic modeling.

We agree that equalization with associated costs for both construction and operation at this time is not warranted on any reasonable cost-benefit basis. Possible sewer system deficiencies should be studied.

4. Consider increasing the size of the aeration basins to allow for the shallow clarifiers.

We do not agree that there is any significant basis for additional cost aeration tank volume which is already oversized out of respect for redundancy needs as discussed above.

Mr. John Wallace, P.E.
The Wallace Group
29 December 2014
Page 4

5. Chemical addition (polymer) to the clarifiers is an option.

We agree this is an option if found to be needed for some unusual short term operational needs.

6. As a safeguard could consider a downstream, filtration process.

We do not agree that there is any obvious operation or other cost-benefit for including a costly downstream filtration process as part of the proposed project as discussed above. In the future some such addition might be considered to provide means of meeting reuse, reclamation opportunities.

7. If any modifications are made to the headworks, screening should be sufficient. Grit removal is not required.

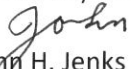
We agree.

In summary, we believe that the proposed Avila CSD WWTP Secondary Upgrade represents a reasonable and efficient combination of alternatives and in careful consideration of cost/benefit.

I hope that the foregoing observations are helpful. Don't hesitate to give me a call if you wish to discuss these matters further.

Sincerely yours,

KENNEDY/JENKS CONSULTANTS


John H. Jenks
Senior Consultant



Date: January 6, 2015
To: Kathy Richardson, District Manager
From: Mike Wentzel, FRM Operations Manager

Monthly Facility Report for the January 2015 Board Meeting

Wastewater:

The information for the last Influent BOD sample collected on November 28th was not available yet for this report. The facility continues to meet discharge BOD limitations despite high influent flows and heavy influent BOD and TSS loading. The average influent BOD for the 4 samples collect this month was 581 mg/L (Plant Design – 270 mg/L) with a high of 740 mg/L (November 22nd).

Routine weekly and monthly maintenance was performed at the wastewater treatment plant, lift station and water system. A total of 43 work orders were completed during the month of November.

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.

Air Pollution Control District (APCD) conducted their annual permit renewal inspection of the wastewater treatment facility. It was determined that the subject equipment is operating in compliance with the rules and regulations of the APCD and the operating permit was renewed.

Staff responded to a power outage during the storm on December 11th. The First Street lift station had to be manually operated during the 30+hour outage using the standby gas powered pump and a rented standby generator. The lift station valve vault had to be sand bagged and pumped out using a vacuum truck so staff could access the valves after the area became flooded with storm water. The pump station was tested and returned back to normal operation after the power was restored.

The wastewater treatment plant was powered by the standby generator during the outage. The generator was monitored and refueled as needed. Areas within the wastewater plant fence line required periodic draining of storm water to prevent the downstairs pump room from being flooded.

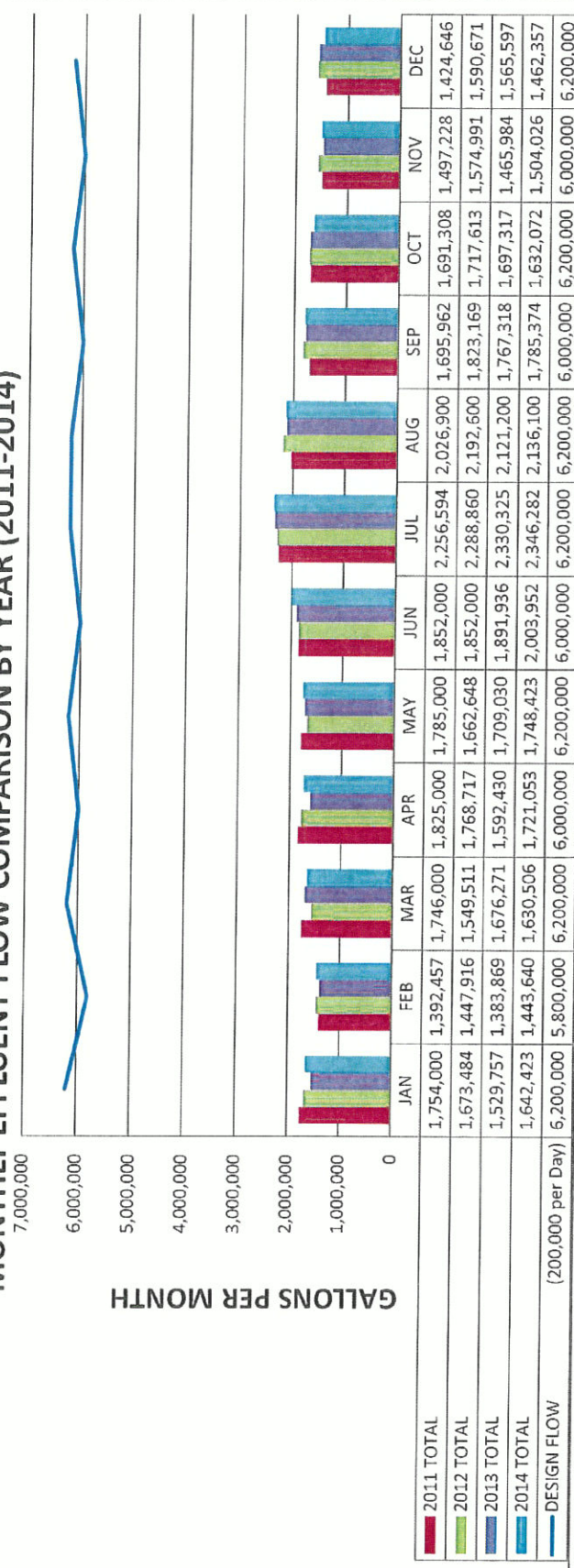
Areas within the wastewater plant that are known to accumulate solids continue to be manually cleaned on a regular basis. These solids, if left to decompose, can have a negative effect on the effluent quality leaving the facility.

Operations Staff had approximately 6,000 gallons of sludge hauled out of the Digester during the month of December.

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. Chlorine residuals in the water storage tank and distribution have started to stabilize due to the cooler weather. Operations staff continues to monitor the chlorine residuals and shock the system with additional chlorine as needed.

MONTHLY EFFLUENT FLOW COMPARISON BY YEAR (2011-2014)

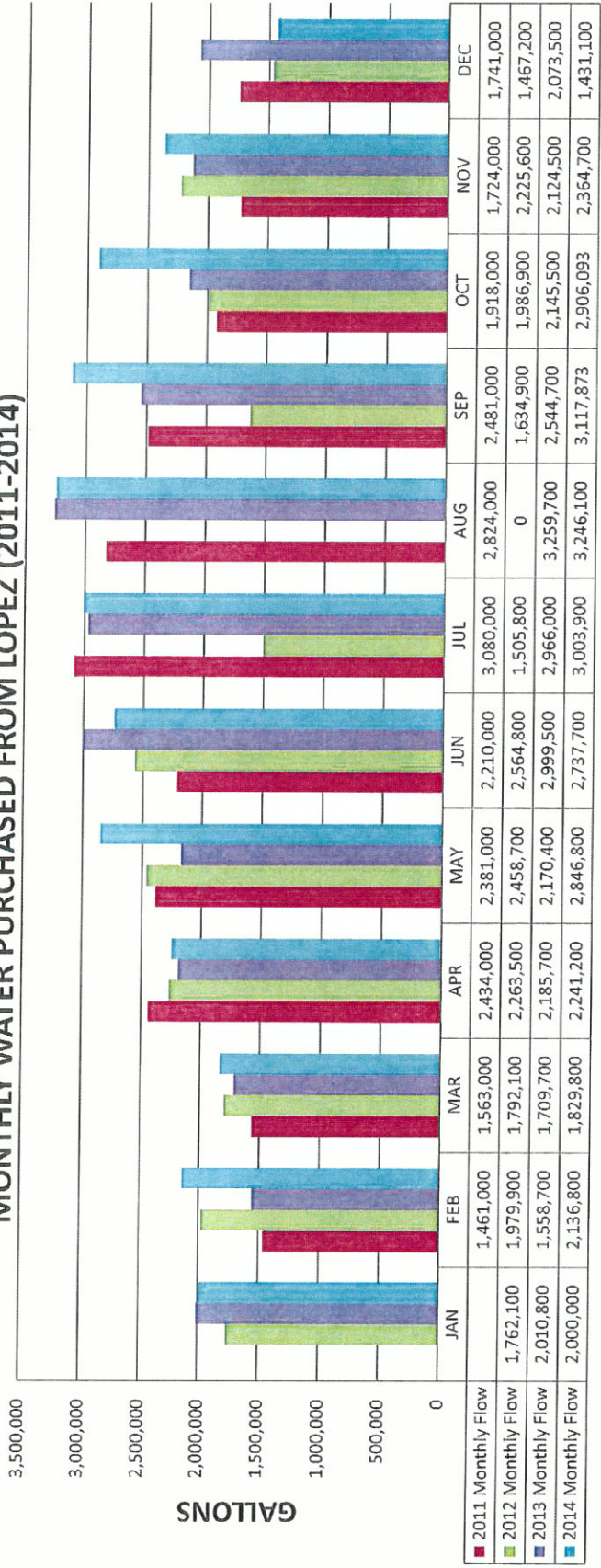


MONTHLY PORT SAN LUIS FLOW TOTAL COMPARISON (2011-2014)

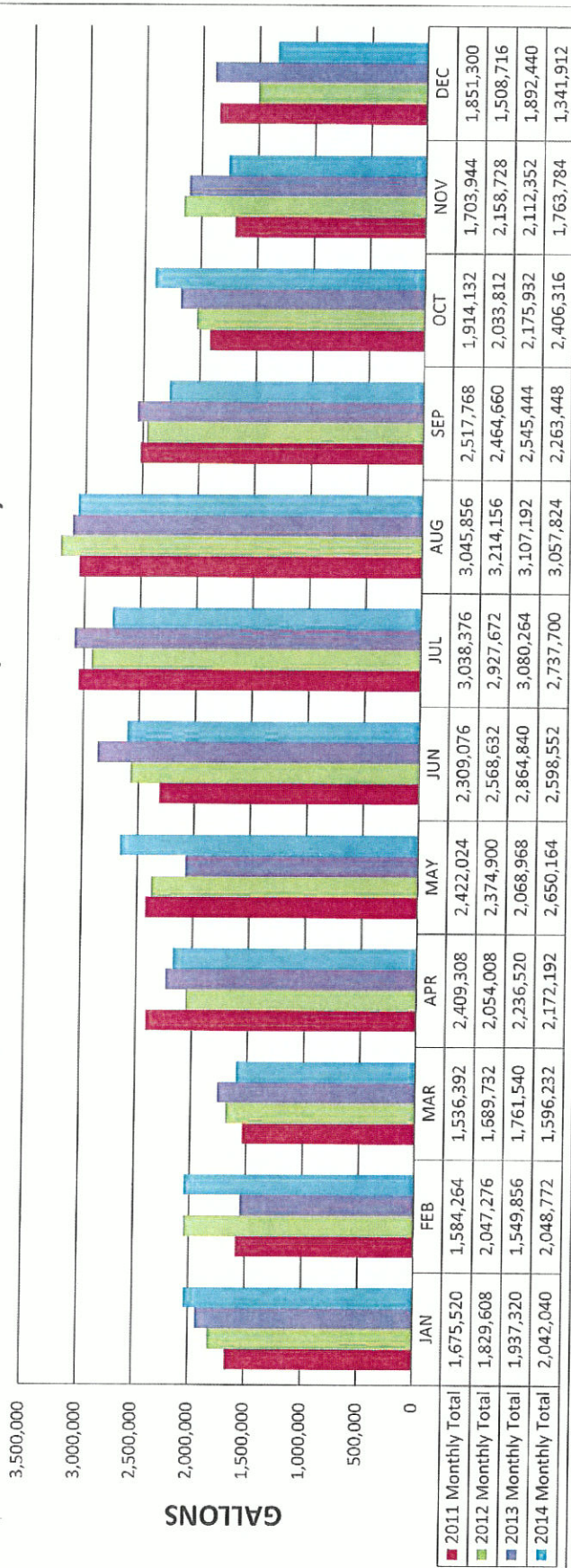


GALLONS

MONTHLY WATER PURCHASED FROM LOPEZ (2011-2014)



ABCSD MONTHLY WATER SOLD (2011-2014)



**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

VIA: Kathy Richardson, General Manager

FROM: John L. Wallace, District Engineer

DATE: January 13, 2015

SUBJECT: Capital Projects Status Report



Recommendation:
Receive and File

Discussion:

As previously directed by the Board, staff has continued to update a listing of Capital Improvement Projects to be undertaken by the District for FY 2014-15 as well as those that are budgeted for subsequent years. Staff has compiled a listing (attached) of these projects with budgeted costs and projected implementation dates. We will continue to update this listing to keep the Board informed of the status of all projects. Shown below is a brief update on all of the projects..

WATER SYSTEM CIP'S

W-C1 Water tank storage improvements—Phase 1 (in tank mixer)

Project will be implemented if necessary. SCADA control of the tank may solve the nitrification problem. We have been coordinating with the City of Arroyo Grande who has been testing several brands of in-tank mixers with limited success. Therefore the investigation will continue (so we don't invest in an inadequate system) while we evaluate the SCADA monitoring for valving changes that may solve the problem. A report on this has been submitted to the Health Department.

W-1- Misc Water Projects

Projects are to be implemented as necessary. No projects are developed at this time. Water line valves are being evaluated for replacement depending on the valving exercise program. This programs "discovers" which valves are reaching their useful life.

W-2 SCADA Improvements

Because SLO County will be making the information available on line, the District may not need to implement this project. However, staff is monitoring the County's design to verify information

that can be provided. The design was approved by the County on October 24, and we have coordinated with Public Works to see what info will be available on-line. At this time, it looks like the data to be provided on line will satisfy our needs without having to add on to the proposed County system.

W-3 Water System Critical Spare Parts

Operations Staff is still completing a listing of critical spare parts to be purchased. It is expected that this listing will be available in January and purchases will be completed prior to the end of this Fiscal Year.

WF-1 Miscellaneous Water Line Replacements

No specific projects have been identified as necessary at this time. Most likely several major projects will be implemented in FY 2015-16

WF-2 Lopez Booster Pumps

This project is scheduled for FY 2015-16. Lopez line pressures are adequate at this time. County or Port drainage improvements at the intersection of First and San Francisco Streets may interfere with a proposed solution.

WASTEWATER SYSTEM CIP'S

WWC-1 Wastewater Treatment Plant Secondary Treatment Plant

The pre-design report was completed by Kennedy Jenks Consultants and presented to the Board in July 2014. At the August meeting the Board approved completion of a "Peer Review" of the design report to be completed by Carollo Engineering. A teleconference with District Engineers, Operations Staff and District General Manager was completed on October 24th. Staff has completed follow-up notes and information and forwarded them to Kennedy Jenks Consultants for review and consideration. We are waiting momentarily for the final information from KJC. We expect a final pre-design report to be provided in January. The concept of a joint project is being discussed with the Facilities Committee on January 2, 2105

WWC-2 Chlorine Contact Chamber Coasting

This project will be combined with WWC-4, Wet Well Coating project. It is anticipated that a request for proposals will be made in January with completion in May.

WWC-3 Sewer Line Repairs

This is meant to fund small repairs (spot repairs). The large sewer line replacements are budgeted as a separate project.

WWC-4 Wet Well Coating Repair

This project will be combined with WW-C3, Chlorine Contact Chamber Coating. (see above).

WW-5 Pump Room Improvements

These improvements will be scheduled after a decision is made regarding the outfall line repair. The outfall line is under the concrete floor of the pump room and any repairs to that line would necessitate removing the improvements contemplated by this project (shower and changing room). It is likely that this project will be carried over to FY 2015-16 because the issue with the outfall line cannot be replicated at this time, indicating that it may have been a different leakage.

WW-1 Miscellaneous Waste Water Projects

These projects are implemented as determined by operations. These are generally small projects and currently there are six projects being worked on.

- Scum box/pit recoating completed
- Brine receiving station WDR/NPDES permit modified to provide for implementing. We won't have an answer until we receive a draft order from the Water Board, probably mid 2015
- Alarm system for the WWTP completed
- SCADA level alarms for the WWTP completed
- Possible outfall line/scum box leak still being investigated pending rescheduling a video of the outfall discharge box as it joins the outfall line underneath the pump room concrete. Mainline Video is scheduled to redo the video in January.
- Underground valve replacements being re-evaluated because the operators have been exercising the valves and believe they are in satisfactory shape pending a decision on the plant upgrade which would possibly call for a replacement as part of that project.

WW-2 and WW-3 San Luis Street & Avila Beach Drive Sewer Line Replacements

These projects are being combined in order to reduce engineering and construction costs. Preliminary engineering and constructability is currently in process with video inspections of the lines completed and coordination with other utilities and the County for road repair requirements and traffic impacts currently in process. These projects will be before the board for final design approval at the January 13, 2015 board meeting. It is anticipated that construction on these projects will begin in early spring. Staff will present more detail of the design and anticipated construction sequence in January.

WW-4 Wastewater System Critical Spare Parts

With the completion of the alarm system at the WWTP, staff has begun the process of purchasing the critical spare parts. FRM and office staff have prepared the necessary information for purchase orders to complete these purchases. It is anticipated that these purchases will be complete in the next several weeks, but delivery of these items may take several months.

WW-5 First Street Lift Station Pump Upgrade

At the November Board meeting, purchase of the First Street Lift Station Pump upgrade was approved. Staff has prepared the purchase order and placed the order. It is anticipated that delivery will take 6-8 weeks.

WW-6 Repair to Decking at WWTP

The Board previously approved and staff has directed Matrix Consulting Engineers to begin the structural calculations, working drawings and structural details necessary for this project. District engineering staff will complete the "boiler plate" bid documents and with final Board approval, will proceed with the solicitation of bids for this work upon receipt of design from Matrix Consulting. (scheduled for January 2015)

2014/15 Projects for ABCSD System

Project Number	Water Project Descriptions	Budget Estimate 2014/15	Board Approval Date	Updated Cost	Regulatory Approval	Project Status	Contractor	Project Manager
W-C1	Water Tank 1 Storage Improvements Phase 1 (In tank Mixe	\$ 32,650	TBD		District	TBD	FRM	Aaron Yonker & Mike Wentzel
W-1	Misc. Water Projects	\$ 75,000	on going		District	On going	WG/FRM	Brad Hagemann & Mike Wentzel
W-2	Scada Improvements	\$ 5,000	TBD		District	Complete 03-01-15	FRM	Brad Hagemann & Chuck Ellison
W-3	Water System Spare Parts	\$ 5,000	TBD		District	Complete 6/01/15	FRM	Brad Hagemann & Mike Wentzel
WF-1	Misc. Water Line Replacement	\$ 150,000	TBD		District	On going	WG/FRM/T BD	Brad Hagemann
WF-2	Lopez Booster Pump	\$ 150,000	TBD		District	TBD	WG/FRM/T BD	Brad Hagemann

Project Number	Wastewater Project Descriptions	Budget Estimate 2014/15	Board Approval Date	Updated Cost	Regulatory Approval	Project Status	Contractor	Project Manager
WWC-1	Secondary Treatment Exp at WWTP (FY 2014-15 portion)	\$ 75,000	Pre-design FY 2013/14	Total cost estimated to be \$1.3 M	Regional Water board	Pre-Design Report Peer Review completed	WG/KJ	John Wallace
	Peer Review	\$ 15,000	August 12, 2014	\$ 8,500	N/A	Facilities Committee Meeting 1/2/15	Carollo	Brad Hagemann
	Funding Application		on-going		SWRCB	Application	WG	Jill McPeak
	Prepare Plans & Specs		TBD		District	pre-design report complete	KJ	Brad Hagemann
WWC-2	Chlorine Contact Chamber Coating	\$ 65,000	TBD		District	not yet initiated	FRM	Brad Hagemann & Mike Wentzel
WWC-3	Waste Water Collection Line Repair	\$ 50,000	TBD		variable	On going	WG/FRM	TBD
WWC-4	Influent Wet Well Coating Repair	\$ 24,000	TBD		District	Complete 4/1/2015	FRM	Brad Hagemann & Mike Wentzel
WWC-5	Pump Room Improvements at WWTP	\$ 5,000	TBD		District	Complete 02/01/15	FRM	Brad Hagemann & Mike Wentzel
WW-1	Misc. Waste Water Projects	\$ 75,000			variable		WG/FRM	TBD
	Scum Box/Pit Recoating		August 12, 2014	\$ 8,260	District	Complete 11/5/14	FRM	Mike Wentzel
	Brine Receiving Station		August 12, 2014		SWRCB	pending RWQCB draft	WG	Brad Hagemann
	Alarm System WW Treatment Plant		September 9, 2014	\$ 1,590	District	complete 10/31/14	FRM	Chuck Ellison & Mike Wentzel
	SCADA Level Alarms WW Treatment Plant		September 9, 2014	\$ 8,271	District	complete 10/30/14	FRM	Chuck Ellison & Mike Wentzel


Project Number	Wastewater Project Descriptions	Budget Estimate 2014/15	Board Approval Date	Updated Cost	Regulatory Approval	Project Status	Contractor	Project Manager
	Possible Outfall Line / Scum Box Leak		October 14, 2014	\$ 20,000	District	In process	FRM	Mike Wentzel
	Underground Valve Replacement	\$ 16,000	11-Nov-14		District	In process	WG	Brad Hagemann
WW-2	San Luis street Sewer line Replace	\$ 220,000			District & SLO County Public Works	Design 4/1/2015	WG	Brad Hagemann & Aaron Yonker
	pre design and Constructability analysis		October 14, 2014	\$ 10,000			WG	Brad Hagemann & Aaron Yonker
	Prepare Plans & Specs					Q4 2014	WG	Aaron Yonker
	Bidding Award					Q1 2015	WG	Aaron Yonker
	Construction					Q2 2015	WG	Brad Hagemann
WW-3	Avila Beach Drive Sewer Line Replace	\$ 150,000			District & SLO County Public Works	Complete 06/01/15	WG	Brad Hagemann & Aaron Yonker
	pre design and Constructability analysis		October 14, 2014	\$ 10,000			WG	Brad Hagemann & Aaron Yonker
	Prepare Plans & Specs					Q4 2014	WG	Aaron Yonker
	Bidding Award					Q1 2015	WG/GM	Aaron Yonker
	Construction					Q2 2015	WG	Brad Hagemann
WW-4	WWT Critical Spare Parts Inventory	\$ 15,000	September 9, 2014	\$ 40,000	District	Complete 01/01/15	FRM/Admin	Mike Wentzel & Kristi Dibbern

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Kathy Richardson, General Manager 

DATE: January 13, 2015

SUBJECT: Preliminary Will Serve Request; 137 First Street

Recommendation:

Receive Staff Report; Approve the Preliminary Will Serve Request

Funding:

A \$1,000 processing fee and deposit is required and will be used for applicable charges as described in Resolution 97-2 for processing a preliminary will serve letter review. This deposit has been received by the District.

Discussion:

Attached for Board consideration is a request from Mario Travalini, for a preliminary will serve letter for 137 First Street. This request is for a remodel of an existing structure that will not increase the number of bedrooms or bathrooms. The remodel will be a conversion of existing square footage within the current building footprint. Preliminary plans have been received and will be forwarded to the District Engineer for review.

After issuance of a Preliminary Will Serve, the applicant will need to provide the District with a final set of plans detailing the entire project. Staff will advise the developer what District improvements will be required and what connection fees if any will need to be paid to the District as those plans are evaluated.

It is anticipated that a representative of the project will be in attendance at this meeting.

Travalini first street PWS

Mario Travalini

P.O. Box 3072
Shell Beach, CA 93448
805-441-6846

January 7, 2015

Avila Beach Community Services District
P.O. Box 309
191 San Miguel St.
Avila Beach, CA 93424

Re: 137 1st St., Avila Beach, CA 93424

Dear Board members,

I am submitting an "Application for Preliminary Will Serve Letter" for my remodel on the address above. The project consists of converting the downstairs garage into livable space. The downstairs will include two new bedrooms and a remodeled bath that currently exists. The upstairs remodel will include removing a wall between the current master bedroom and the living room resulting in eliminating the master bedroom and expanding the living room. The small bedroom upstairs will be replaced by a staircase to serve the downstairs, therefor eliminating the second bedroom upstairs. Upgrades will also include replacing the ocean-side deck, new siding, new roof, new windows and new interior upgrades upstairs including the kitchen.

THERE WILL BE NO ADDITIONAL BEDROOMS OR BATHROOMS ADDED TO THE CURRENT FLOOR PLAN,
ONLY CONVERSION OF EXISTING SQUAR FOOTAGE WITHIN THE CURRENT BUILDING FOOTPRINT.

I have included a set of plans with my application. Should you have any questions, feel free to contact me direct anytime.




Mario Travalini
805-441-6846


**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

VIA: Kathy Richardson, General Manager 

FROM: John L. Wallace, District Engineer 

DATE: January 13, 2014

SUBJECT: San Luis Street and Avila Beach Drive Sewer Line Replacement

Recommendation:

Staff recommends the Board:

1. Receive this staff report for the San Luis Street and Avila Beach Drive Sewer Replacement Project;
2. Direct Staff to proceed with final design, including the preparation of Plans, Specifications, and Estimate (PS&E) bid package in the not-to exceed amount of \$15,000.

Funding:

The FY 2014-15 Budget includes carryover budgetary item number WW2 – San Luis Street Sewer Replacement in the amount of **\$220,000** for the replacement of a portion of the 6” sewer line on San Luis Street located between First Street and Second Street. The budget also includes budgetary item number WW3 – Avila Beach Drive Sewer Replacement in the amount of **\$150,000** for the replacement of the 6” sewer line on Avila Beach Drive located immediately upstream of the WWTP. At this time, the total budget funds available are \$370,000.

Discussion:

As directed by the Board at the October 14, 2014 District Board Meeting, staff has completed the preliminary design and constructability analysis for the replacement of two independent sewer lines located on San Luis Street between First Street and Second Street and an additional sewer line located on Avila Beach Drive immediately upstream of the WWTP.

The preliminary design and constructability analysis for these projects had the following purpose:

- Combine the two independent sewer replacement projects into a single combined project;
- Prepare a preliminary concept design for the combined project;
- Prepare a preliminary design exhibit representing the concept design that can be incorporated into the final construction plans;
- Prepare a preliminary construction cost estimate for the combined project;

- Prepare a concept design technical memorandum summarizing the project and addressing project impacts identified.

As part of the preliminary design and constructability analysis, the following tasks were completed:

Task 1: Data Collection

An electronic data search was made of prior District improvement projects to determine available survey data and electronic project files that can be reused to develop preliminary and final construction plans for this project, including an onsite visual assessment of the of the project site. During the onsite assessment, we collected and documented necessary information, obtained photo records, identified utilities, assessed traffic control requirements, and other pertinent aspects of the project.

Sewer video inspections were conducted at three locations. The video inspections were used to locate existing sewer laterals that will need to be relocated to the new sewer alignment during construction.

Task 2: Utility and Jurisdictional Coordination with County

Staff coordinated with private utility agencies by sending “A” letters to utility owners located within the project limits. The utilities contacted included PG&E, SoCal Gas Company, AT&T, and Charter Communications. The “A” letters informed the utility agencies of the upcoming project, requested as-built plans for each utility, and requested the utility agencies to provide documentation of prior rights, if available. The information provided by the utilities was used during conceptual design to identify conflicts and chose a preferred sewer alignment. The utility locations provided by the agencies have been incorporated into the preliminary construction plans.

Staff coordinated with the San Luis Obispo County Department of Public Works, informing them of the project and discussing project requirements associated with the County’s roadway jurisdiction. Prior to bid, the District will obtain an encroachment permit from the County. The encroachment permit issued will be based on the Traffic Control Plan developed during final design. Obtaining the encroachment permit prior to construction allows potential bidders to identify County requirements associated with work within the County right-of-way prior to bidding, thereby reducing uncertainties and providing for more realistic bidding results. Staff also coordinated with the County to identify road repair requirements following trenching operations to determine the level of asphalt repair required at each location. This information was incorporated into the Engineer’s Estimate and identified on the preliminary construction plans.

Task 3: Concept Design and Exhibit Preparation

Following Task 1 and 2, staff completed the preliminary concept design. The concept design provides for a new sewer alignment along the westerly side of San Luis Street between First Street and Second Street that complies with SLO County design standards. The existing sewer alignment along the westerly side of San Luis Street will be abandoned in place and all sewer laterals will be extended to the newly aligned sewer. The existing sewer along the easterly side of San Luis Street will also be abandoned in place and all existing sewer laterals will be extended to the new sewer alignment on the westerly side of the street.

The Avila Beach Drive Sewer will be replaced by means of pipe bursting. Pipe bursting involves the insertion of a cone shaped bursting head into the existing pipe. The base of the cone is larger than the existing pipe. As the cone is extended into the existing pipe, the

existing pipe breaks and is pushed outward by the base of the cone. A new sewer pipe is pulled behind the bursting head as the bursting head proceeds, providing for trenchless sewer replacement. This process is discussed in greater detail in the attached Concept Design Technical Memorandum. A copy of the preliminary construction plans is included in the attached memorandum.

Task 4: Concept Design Cost Estimate

Following conceptual design, staff prepared a Preliminary Engineer’s Estimate of the probable construction costs for the sewer replacement project. The estimate is provided within the Concept Design Technical Memorandum as well as below. In addition to the total construction cost, the estimate also includes additional project “soft costs” as shown below.

SAN LUIS STREET AND AVILA BEACH DRIVE SEWER REPLACEMENT

AVILA BEACH COMMUNITY SERVICES DISTRICT
WALLACE GROUP PROJECT NO. 0245-0001-0189

PRELIMINARY ENGINEER'S ESTIMATE OF PROBABLE CONSTRUCTION COST

ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
MOBILIZATION, DEMOBILIZATION AND CLEAN-UP	1	LS	\$ 10,000.00	\$ 10,000.00
TRAFFIC CONTROL	1	LS	\$ 11,500.00	\$ 11,500.00
CONSTRUCTION SURVEY	1	LS	\$ 3,950.00	\$ 3,950.00
WATER POLLUTION CONTROL	1	LS	\$ 5,000.00	\$ 5,000.00
TRENCHING SHEETING AND SHORING	1	LS	\$ 3,850.00	\$ 3,850.00
4" HDPE BUTT FUSED SEWER LATERALS	5	EA	\$ 1,950.00	\$ 9,750.00
4" SDR 35 PVC SEWER LATERAL	7	EA	\$ 1,850.00	\$ 12,950.00
4" CLEANOUTS AT LATERAL	12	EA	\$ 200.00	\$ 2,400.00
8" SDR 35 PVC SEWER PIPE	580	LF	\$ 110.00	\$ 63,800.00
8" HDPE SEWER PIPE (PIPE BURSTING)	242	LF	\$ 140.00	\$ 33,880.00
48-INCH SANITARY SEWER MANHOLE	5	EA	\$ 5,850.00	\$ 29,250.00
REMOVE 48-INCH SANITARY	6	EA	\$ 5,851.00	\$ 35,106.00
ABANDON 6" VCP SEWER	1	LS	\$ 3,500.00	\$ 3,500.00
SAW CUT ASPHALT	257	LF	\$ 2.25	\$ 578.25
TRENCH SPOILS EXPORT	60	CY	\$ 12.50	\$ 750.00
VIDEO TAPING	822	LF	\$ 1.25	\$ 1,027.50
BALL & MANDREL W/TESTING	1	LS	\$ 250.00	\$ 250.00
POT HOLE	1	LS	\$ 2,500.00	\$ 2,500.00
TEMPORARY TRENCH REPAIR (STREET) COLD PATCH & TRENCH PLATES	525	LF	\$ 15.00	\$ 7,875.00
MANHOLE CORE AND TIE IN	1	EA	\$ 450.00	\$ 450.00
6" TO 8" FITTING MISC. SDR 35	6	EA	\$ 75.00	\$ 450.00
TEMPORARY BY-PASS AND PUMPING	1	LS	\$ 4,850.00	\$ 4,850.00
ASPHALT CONCRETE	350	TON	\$ 139.00	\$ 48,650.00
DEWATERING	1	LS	\$ 2,450.00	\$ 2,450.00

Subtotal Construction Cost	\$ 294,766.75
Construction Contingency (5%)	\$ 14,738.34
County Encroachment and Review	\$ 7,500.00
Total Construction Cost	\$ 317,005.09

Survey for Final Design	\$ 10,200.00
PS&E - Final Design 5%	\$ 14,738.34
Materials and Soils Testing for Final Design	\$ 6,000.00
Const. Management 4%	\$ 11,790.67
Total Design and Construction Management	\$ 42,729.01

Total Project Cost \$ 359,734.10

As shown above, the total construction cost is estimated at approximately **\$318,000**. With the addition of the necessary “soft costs” the project total is estimated at approximately **\$360,000**.

Approximately **\$10,000** has been allocated to the preliminary design phase, as approved by the Board. The current FY 2014-15 Budget provides **\$370,000** for the combined project. Therefore it is anticipated that a budget adjustment of approximately **\$10,000** will need to be made at the mid-year budget review in February.

Task 5: Concept Technical Memorandum

A copy of the Concept Design Technical Memorandum is on file in the District office along with the preliminary construction plans and preliminary engineer's estimate.

Recommendation

Following review and comment of this report and its attachments, it is recommended that the Board direct Staff to proceed with final design, including the preparation of a Plans, Specifications, and Estimate (PS&E) bid package in the not-to exceed amount of \$15,000. Staff anticipates completing design and bidding this project in March, 2014 to allow the project to conclude prior to the peak summer tourism season.

**AB 1825 HARASSMENT PREVENTION TRAINING FOR
DISTRICT**

SUPERVISORY STAFF & DIRECTORS

*THIS IS A MANDATORY TRAINING UNDER
ASSEMBLY BILL 1825*



Tuesday, February 10, 2015

TIME: 2:30 p.m. to 4:30 p.m.

**Templeton Community Center/women's Club
601 S. Main Street, Templeton**

We are pleased to welcome Shauna Cunningham with the Law Firm of Carmel and Naccasha, LLP to conduct a Harassment Prevention Training.

AB 1825 is part of California's Fair Employment and Housing Act, which mandates sexual harassment training for all supervisors who work for an agency in the public sector. An employer must provide two hours of sexual harassment training, in the content specified in section 7288.0, subdivision (c), once every two years.

Organizations must keep documentation of the sexual harassment training provided to employees to keep track of compliance. This information must include: name of trained employee, the date of training, the type of training, and the name of the training provider. Records must be kept for a minimum of two years.

The Special District Risk Management Authority (SDRMA) strongly recommends Board Members taking the AB 1825 Harassment Prevention training, as it is the Board's role to supervise the General Manager. SDRMA has seen claims filed for harassment and/or a hostile work environment by General Managers against their respective Boards.

Fee: \$50 per person

Certificates will be issued to all participants at the conclusion of the workshop.

***ETHICS TRAINING FOR DISTRICT
DIRECTORS AND TRUSTEES
& DESIGNATED STAFF***

***THIS IS A MANDATORY TRAINING UNDER
ASSEMBLY BILL 1234***



Thursday, January 22, 2015

NEW TIME: 9:30 a.m. to 11:30 a.m.

**Templeton Community Center/women's Club
601 S. Main Street, Templeton**

We are pleased to welcome representatives from the Law Firm of Carmel and Naccasha, LLP. Their presentation will include the following:

- ✓ Personal Financial Gain by Public Servants
- ✓ Conflict of Interest, Bribery & Nepotism
- ✓ Gift, Travel & Mass-Mailing Restrictions
- ✓ Honoraria, Financial Interest Disclosure, & Competitive Bidding
- ✓ Prohibitions on the Use of Public Resources for Personal or Political Purposes. Etc.

Fee: \$50 per person

Certificates will be issues to all participants at the conclusion of the workshop.

Please make checks payable to: Templeton CSD

Mail to: TCSD, P.O. Box 780, Templeton, CA 93465

PRE-REGISTRATION IS MANDATORY TO ENSURE THAT THERE ARE ENOUGH SPACES AVAILABLE FOR ALL ATTENDEES.

Please R.S.V.P. by Thursday, January 15, 2015. Please call or e-mail Laurie Ion, Assistant to the General Manager, at Templeton CSD at (805) 434-4900 or ion@templetoncsd.org

~ Refreshments will be served before 9:30 a.m.~

Avila Valley Advisory Council

San Luis Obispo County, California

P.O. Box 65

Avila Beach, CA 93424 www.avac-avila.org

AGENDA FOR Monday, January 12, 2015 – start time: 7:00 pm

2014 Officers

Chair

Jim Hartig

Vice Chair

Denise Allen

Secretary

Anne Brown

Treasurer

Julia Hartzell

Council Members

Avila Beach

Anne Brown

Lisa Newton

Mary Matakovich

Ken San Filippo(alt)

Avila Valley

Julia Hartzell

Mary El Hansen

Jan Taylor (alt)

San Luis Bay Estates

Sherri Danoff

Jim Hartig

Ken Thompson

Bob Pusanik

Mike Grantham

Saul Goldberg

Karla Bittner (alt)

Lynn Walter (alt)

See Canyon

Denise Allen

Liz Guho-Johnson

Anita Forde (alt)

Squire Canyon

Kirt Collins

Open (alt)

- 1) Call to Order/Roll Call – Chair
- 2) Approve November 10th Meeting Minutes – Chair
- 3) Chair's Comments:
- 4) Public Comment (please limit time to 3 minutes)
- 5) Treasurer's Report –Julia Hartzell
- 6) County Reports
 - a) Sheriff's Department – Commander Aaron Nix
 - b) Highway Patrol – Commander Olson/Sgt. Wilson
 - c) Planning – Ryan Hostetter
 - d) Public Works – Jeremy Ghent –
 - e) County Parks – Curtis Black/Sean Cooper
 - f) CAL Fire –Batt.Chief Paul Lee
 - g) County Supervisor – Adam Hill
- 7) Old Business
 - a) Lot 69 San Luis Bay Estates – Update SLBE Committee
- 8) New Business
 - a) By Law Amendments
 - b) Nominations for 2015 Officers
 - c) Elections of 2015 Officers
- 9) Community Liaisons (3 minutes)
 - a) Avila Beach Civic Association – (Lisa Newton)
 - b) Avila Beach Foundation (Rick Cohen)
 - c) Port San Luis – (Steve McGrath)
 - d) PG&E/Diablo Canyon (John Shoals)
- 10) AVAC committees
 - i) Land Use – Sherri Danoff
 - ii) Diablo – Ken Thompson
 - iii) Port – Mary Matakovich (as issues arise)
 - iv) Avila Beach – Anne Brown
 - v) San Luis Bay Estates – Mike Grantham
 - vi) Avila Valley – Julia Hartzell
 - vii) See Canyon –Denise Allen
 - viii) Squire Canyon – Kirt Collins
- 11) Next Meeting Date: Monday, February 9, 2015
- 12) Adjourn

VENCO POWER SWEEPING, INC. will be performing monthly curb sweeping services for San Luis Obispo County.
PLEASE PARK YOUR VEHICLES 'SWEEPER FRIENDLY' & REMOVE GARBAGE CONTAINERS FROM CURB ON SCHEDULED SWEEPING DAYS

SWEEPING SCHEDULE for JANUARY 2015:

NIPOMO			
Tuesday	Jan. 6	All streets South of Tefft Street; All streets East of Hwy 101; to include Tefft St.	
Wednesday	Jan. 7	Black Lake Golf Resort-(both areas North & South of Willow Rd.)	
Thursday	Jan. 8	All streets North of Tefft Street	
OCEANO			
Tuesday	Jan. 13	Town of Oceano; Pier Avenue, Strand Way, Railroad Street, & adjacent beachfront streets to include Halcyon Road	
Wednesday	Jan. 21	Pier Avenue, Strand Way, Railroad Street, & adjacent beachfront streets	
Wednesday	Jan. 28	Pier Avenue, Strand Way, Railroad Street, & adjacent beachfront streets	
AVILA BEACH			
Tuesday	Jan. 13	Town of Avila Beach	
TEMPLETON			
Thursday	Jan. 15	Town of Templeton	
LOS OSOS			
Tuesday	Jan. 20	All streets East of 9th St. & the Cabrillo Estates area	
Thursday	Jan. 22	All streets West of 9th St., to include the Sea Pines Golf Course area.	
SAN LUIS OBISPO			
Thursday	Jan. 22	Country Club area, south of the city of San Luis Obispo Section 3 - Maintenance Yard	
Thursday	Jan. 29	San Luis Obispo area	
CAYUCOS			
CAMBRIA			
SAN SIMEON			
Tuesday	Jan. 27	Town of Cayucos Town of Cambria & Sheffield Parking lot Town of San Simeon	
SAN MIGUEL			
SHANDON			
SANTA MARGARITA			
Thursday	Jan. 29	Town of San Miguel Town of Shandon Town of Santa Margarita Section 1- Maintenance Yard	
BIKE LANES			
Friday	Jan. 30	Halcyon Rd., Hutton Rd., Joshua Rd., Los Berros Rd., Oak Park Rd., Price Cyn. Rd., Thompson Ave., Valley Rd., Willow Rd.	

See a detailed schedule & more information regarding our sweeping program at:
www.slocounty.ca.gov/pw
OR call Venco Power Sweeping, Inc. (805) 201-0040