

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, July 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
Ken San Filippo, Director
Eric DeWeese, 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 June 14th, 2016 Regular Meeting
- B. General Manager and District Engineer Report
- C. 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 James Caruso San Luis County Planning Department Regarding Potential District Service Area Build Out. (Informational Item)
- B. California Special Districts Association Board of Directors Election
(Action Required: Consider Candidates, Direct Staff to Complete Ballot)
- C. Fats, Oil and Grease Program Services Contract
(Action Required: Authorize Staff to Adopt Contract for FY 16//17)
- D. Consider the Concept of the District Accepting Responsibility for the Former Avila School House
(Action Required: Board Consider Directing Staff to Prepare a Letter to the San Luis Coastal School District)
- E. Confirm Board Member Attendance at the August 9, Board Meeting
(Action Required: If the Board cannot achieve a quorum on August 9, consider scheduling a special meeting and/or cancelling the August 9, Board Meeting)

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 August 9th , 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
June 14th, 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

Staff Present:

Brad Hagemann, General Manager and District Engineer
Kristi Dibbern, Accounting Clerk
Mike Seitz, Legal Counsel

Oath of Office for New Director Eric DeWeese: President Kelley read and new Director DeWeese repeated the Oath of Office. Director DeWeese joined the Directors for the remainder of the meeting.

3. PUBLIC COMMENTS

None

4. INFORMATION AND DISCUSSION ITEMS

A. County Reports

1. SLO Sheriff:

Sheriff Taylor reported eighty calls for service for the month of June. Three 911 calls were reported but there were not true emergencies. Ten disturbing the peace calls and one theft were reported. Three burglaries occurred at Pirate's Cove. Sheriff Taylor announced the bicycle patrol shift is from 10am – 8pm. The Sheriff's Budget is finalized. Allocations for a homeless team, one person assigned to gang investigations, one person to investigate cold cases, and 2 additional patrol have been added to the Sheriff's office. Passive monitoring cameras are to be installed at the Bob Jones trailhead through a grant awarded to the San Luis Sheriff's Department.

2. CAL Fire Report:

Battalion Chief Paul Lee from CALFire introduced Mike Salas who is a new addition to the CAL Fire team. Of the 44 calls for service this month, thirty-three were medical related. Chief Lee reported full peak staffing is in place. Currently all of the fire engines have a full team. The Aircraft "AirTac S2" which is a large air-tanker is at Avila's disposal in case of a fire. The Heli-tanker is able to reload quickly by using ocean water. Chief Lee reminded the Board and Public

that it is illegal to light any fireworks in the Avila Beach area; residential burning is prohibited; and campfires are not allowed in the Cave Landing Area.

5. CONSENT ITEMS

- A. Approval of the Minutes for the following meetings: May 10th Meeting
- B. Monthly Financial Review
- C. General Manager/District Engineer Report
- D. Water & Wastewater Superintendent Report

6. DISCUSSION OF PULLED CONSENT ITEMS.

President Kelley introduced the consent items and inquired if any member of the Board or public wished to address any items. Director Kelley commented that he observed the Operations and Maintenance Crew working on repairing a significant leak in the water distribution system on June 17th. GM Hagemann commented that the repair effort was exacerbated due to fact that several system valves did not operate (close) properly. Hagemann noted that the FY 16/17 Capital Improvement Program includes replacing a number of valves in the distribution system. Director Kelley discussed the Operations Report and noted that the influent Biochemical Oxygen Demand (BOD) was still relatively high (487 mg/L). Hagemann noted that due to the good work of the Operations staff, the plant was meeting permit limits, but as the influent BOD concentration increased, it would be more difficult to meet permit effluent limits. Director Janowicz made the motion to adopt the consent items. Director San Filippo seconded the motion and passed with a roll call vote 5-0:

AYES: Pete Kelley
 John Janowicz
 Ken San Filippo
 Eric Deweese
 Lynn Helenius

NOES: None

ABSENT: None

7. BUSINESS ITEMS

A. Update Heritage Oaks Bank Accounts to Reflect New Board Members: Resolution 2016-05

GM Hagemann presented the Heritage Oaks Banking Resolution No. 2016-05 and the letter authorizing signatories on the Bank Accounts. President Kelley opened the floor for public comment. Hearing no Public Comment, Director Kelley closed the Public Hearing. Director San Filippo made a motion to adopt Resolution No. 2016-05 and seconded by Director DeWeese and passed with a roll call vote, 5-0.

AYES: Pete Kelley
 John Janowicz
 Ken San Filippo
 Eric Deweese
 Lynn Helenius

NOES: None

ABSENT: None

B. Annual Weed Abatement Program: Resolution No. 2016-06

GM Hagemann noted that Cal Fire staff had inspected the lots in the District and provided a listing of lots needing weed abatement. Director San Filippo requested that next year the parcel list include the street address, as well as, the APN numbers. GM Hagemann stated the District notified property owners to abate the weeds via letters, posting the property and in some cases via phone. CAL Fire staff has scheduled re-inspection for the week of June 27th – 30th, 2016.

A document was left in the District office by Fredrick Avila protesting weed abatement for the entire Avila Valley. Legal Counsel, Mike Seitz commented that the document at first glance may not be valid. Seitz will examine the document further and provide legal advice as needed. President Kelley opened a Public Hearing. Hearing no public comment, President Kelley closed the Public Hearing. Director Kelley made the motion to adopt the Weed Abatement Resolution No. 2016-06. Director San Filippo seconded the motion and it passed with a roll call vote 5-0.

AYES: Pete Kelley
 John Janowicz
 Ken San Filippo
 Eric Deweese
 Lynn Helenius

NOES: None

ABSENT: None

C. Consolidation of General Election: Resolution No. 2016-07

Staff recommended the Board adopt Resolution No. 2016-07 requesting the District's 2016 Biennial Election be consolidated with the November 8, 2016 San Luis Obispo County General Election. GM Hagemann noted that Director Janowicz's and Director DeWeese's terms expire in December 2016 and they need to re-apply by August 12 if they wish to seek re-election to the Board. Director Kelley made a

Avila Beach CSD
Board of Directors Meeting
DRAFT Minutes June 14th, 2016

motion to adopt Resolution No. 2016-07, Director Janowicz seconded the motion and it passed with a roll call vote 5-0.

AYES: Pete Kelley
John Janowicz
Ken San Filippo
Eric Deweese
Lynn Helenius

NOES: None

ABSENT: None

D. PUBLIC HEARING: FY 2016/17 Budget: Resolution No. 2016-08 & Resolution No. 2016-09

GM Hagemann reminded the Board that they had reviewed and commented on the preliminary FY 16/17 Budget at the June Board meeting and that staff had included those comments in the Final Draft Budget. Hagemann used several slides to summarize the anticipated year-end balances and the proposed Budget. After some Board discussion, Hagemann reminded the Board that the Wastewater Treatment Plant (WWTP) will likely require significant upgrades in the next 3 – 5 years that will cost on the order of \$1.0 - \$2.0 million. Staff continues to work on the Recycled Water Planning Study, which will help define the scope and cost of the upgrades. Director Helenius asked when the upgrade might be completed or if the WWTP even needs the upgrade. Hagemann explained that the WWTP is currently meeting permit limits, but the systems are relatively old and a significant upgrade will be required. Director Helenius also asked how the build out of Avila Beach might impact the WWTP. Hagemann explained that the WWTP has adequate hydraulic capacity, but the plant will likely need to add organic loading capacity to meet build-out demands. The five year sewer rate schedule adopted in 2014 anticipated significant expenditures at the WWTP in the next 3 – 5 years. President Kelley opened the floor for public comment. Hearing no comments, President Kelley closed the Public Hearing. Director San Filippo moved to adopt Resolution Nos. 2016-08 and 2016-09 adopting an updated Appropriation Limit and the FY 2016/17 Budget. Director Helenius seconded the motion, and it passed with a roll call vote 5-0.

AYES: Pete Kelley
John Janowicz
Ken San Filippo
Eric Deweese
Lynn Helenius

NOES: None

ABSENT: None

E. Water Tanks Dive Inspection

GM Hagemann explained that the State Division of Drinking Water recommends tank cleaning and inspection at least every 5 years. The District requested a proposal from Advantage Technical Services Inc. for cleaning and inspection of District Water Tanks. ATS is located in San Luis Obispo, and has routinely cleaned, and inspected the District's water tanks for the past 15 years. ATS provided a quote of \$3,359.00 for Tank 1 & \$3,179.00 for Tank #2. Director Kelley made the motion to award the contract for inspection and cleaning of the water tanks by ATS. Director Helenius seconded the motion and it passed with a roll call vote 5-0.

AYES: Pete Kelley
John Janowicz
Ken San Filippo
Eric Deweese
Lynn Helenius

NOES: None

ABSENT: None

8. COMMUNICATIONS:

None.

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

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




Brad Hagemann, PE
General Manager

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

ME MORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: July 12, 2016

SUBJECT: General Manager/District Engineer Report

Financial Audit

The District's financial auditors, Fedak and Brown Inc. will be coming to the District office on July 18th and 19th to conduct their interim testing of the District's financial processes. They have requested staff compile a specific selection of 25 cash disbursements and 25 cash receipts/revenue for them to test. They will also evaluate payroll processes, bank reconciliation and Board of Directors expenditures/reimbursements. The auditors will return in late August or September, once we have "closed the books" on FY 15/16, to evaluate the District's financial processes. They will then write up their audit results and present them to the Board at the October Board meeting.

Port San Luis Harbor District Wastewater Agreement

Port Facilities Manager Loch Drexler advised District staff that he took the draft Agreement to Harbor Commission Property Committee on June 9. The Property Committee reviewed the Agreement and forwarded the draft Agreement to the full Commission for their consideration at the July 26 meeting. If timing allows, staff will put the Agreement on the August 9th CSD meeting agenda for Board consideration.

Regional Water Quality Control Board Waste Water Treatment Plant (WWTP)

Inspection

The Water Board staff conducted an inspection at the WWTP on Thursday June 30. The FRM Operations and Compliance staff supported the inspection and by all accounts the inspection went very well. FRM compliance staff generated a detailed follow-up "To Do" list that is attached to this report. Water Board staff stated that they anticipated circulating an updated draft discharge permit sometime in 2016. The District (and the public) will have an opportunity to comment on the draft permit before it is considered for adoption by the Regional Board at a public hearing.

Fire Hydrant Repair on Front Street

Operations and Maintenance staff are scheduling the repair of a leaking fire hydrant on Front Street, directly adjacent to Mr. Ricks. The hydrant is currently turned off and “bagged” so it is obvious that the hydrant is not in service. The repair will require saw cutting the concrete around the base of the hydrant in order to access what we believe to be a leaking seal. Staff anticipates the work will begin the week of July 11 and should only take a few days, with minor impacts to the businesses on Front Street.

Avila Pier – Short Term Planning Update

The Harbor District Staff included an Avila Pier Short Term Planning Update as part of their June 28 Commission meeting. Port staff were asking the Commission to consider having in-house staff make some improvement that would allow them to move the Closure Gate further out on the pier, from Bent 20 to Bent 26. I have attached the Staff Report for the Board’s information and I will get a verbal update from the Facilities Manager regarding the direction provided to him by the Commission.

Fluid Resources Management (FRM) Operations & Maintenance Contract

FRM’s existing contract was adopted by the Board on October 8th, 2013. The term of the Agreement is for a period of three years commencing on November 1, 2013, with two optional one-year renewals upon mutual written consent of both parties. I have met with FRM staff and we discussed improvements and clarifications that should be considered as part of the Agreement renewal process. FRM staff has offered to draft suggested revisions to the Agreement by mid-August for review and comment by District staff. Staff recommends the Board convene the Personnel Committee or appoint a separate Committee to provide direction and a recommendation to the full Board regarding renewal of the contract.



Bradley Hagemann <hagemann.associates@gmail.com>

ABCSD WWTP Inspection Notes

1 message

Krista Ackermann <kackermann@frm-ops.com>

Thu, Jun 30, 2016 at 11:41 AM

To: Bradley Hagemann <hagemann.associates@gmail.com>, Carinna Butler <CarinnaB@frm-ops.com>, Michael Wentzel <MichaelW@frm-ops.com>

Notes from this morning's inspection at the ABCSD WWTP are attached; highlights of our action items are also outlined below:

Compliance To Do:

- Look into DMR reporting tab/ISIS system; email Katie for help if needed; ABCSD must start electronic DMR submittals through CIWQS by December 2017
- Find out proper temperature range for influent/effluent composite samples

Operations To Do:

- Get thermometers for current composite samplers
- Spec new samplers that have automatic temperature monitoring and adjustment

ABCSD To Do:

- Send a change of ownership notice/letter to RWQCB, co-signed by Port San Luis to clarify that Port only owns a percentage of the flow capacity and doesn't own any of the plant infrastructure itself
- Consider looking into a "just in case" sprinkler system on FFRM as a redundancy in case the arm fails

Regulator To Do:

- Katie will look into what can be done about analyzing chlorine residual in house (possibly an exception due to remote location and holding time)
- Katie will find out the minimum requirements are for paper records that must be kept on site
- Katie can remove Port San Luis from the permit once she receives the change of ownership letter from ABCSD

Thanks,



Krista Ackermann

FLUID RESOURCE MANAGEMENT

OPERATIONS • MAINTENANCE • MECHANICAL



MEMORANDUM

TO: Board of Commissioners
FROM: Loch A Dreizler, Facilities Manager
DATE: June 28, 2016
SUBJECT: **Avila Pier – Short Term Planning Update**
Moving Closure Gate from Bent 20 to 26

Recommendation / Proposed Motion

- Provide direction to staff

Policy Implications

None at this time

Fiscal Implications / Budget Status

Necessary materials could be ordered in July with District lumber order and we would use the extensive knowledge and professional capabilities of our Facilities Department and Pier Crew to modify existing piles.

Alternatives Considered

- None at this time

Discussion

In December 2015, Staff presented a Board Memo in response to inquiries about the logistics involved in moving the Avila Pier Closure Gate from Bent 20 to Bent 26, by installing new pilings. The discussion revolved around the following variables; Working with wood piles versus steel piles. Developing details working in and around the plume. Preparing engineering documents to drive a crane on the compromised pier. Preparing documents to be consistent with future construction. Procuring materials and developing Public Bid Documents to Hire Contractors. Using in house Staff and potential conflicts with Dredging and other projects that require the Little Giant, and lastly, the cost. Driving 6 new piles did not appear to be a viable solution in terms of efforts vs. benefit gained.

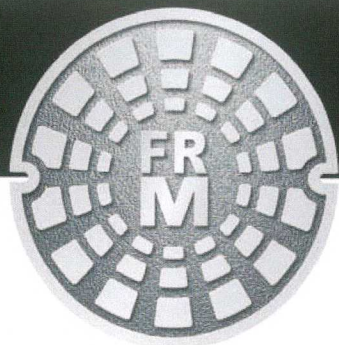
However, I developed a broad concept for an alternative approach that would allow the work to be done in house, with “easily” obtainable materials, and add a minimal load on the pier while doing the work. I approached Shoreline Engineering and they believed something could be developed. The following attachment represents a viable solution that does not involve driving additional piles, but modifying the existing piles. The materials would likely be less than \$5,000 and could be included in our annual lumber order.

Facilities Staff has reviewed the drawings, completed a field survey and determined that the work could be completed in about 10 to 15 working days, but with the added variable of doing work during minus tides because they need to access the work area from the beach too.

Between acquiring the necessary timber, working on other projects, and the need to work on this project during minus tides, a completion time could not be determined however, the project is doable, and would allow the gate to move from the current location, and out to bent 26.

Attachments:

1. Gate Graphic
2. Shoreline Engineering Design and Calculations



July 7, 2016

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

SUBJECT: JUNE 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.

Staff responded to a Low Chlorine Dosing alarm at the wastewater treatment plant. The alarm was caused by a faulty chlorine probe that was not reading correctly. The probe membrane cap and internal electrolyte was changed and the probe was put back into service. The probe has been in service for several years and is due to be replaced.

Katie DiSimone (Regional Water Quality Control Board representative) performed a routine inspection at the wastewater treatment plant. Staff has not received the final inspection report from Katie yet.

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.

The wastewater treatment plant is set up to have sludge hauled every other week during the summer months. This helps to prevent solids building up in the plant. The schedule will change back to every 3 weeks once summer is over.

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.

Staff was called out to investigate a water line that was damaged by onsite construction personnel; Staff found an unmarked buried line that was previously removed from service but was still live. A temporary repair was made to the pipe to stop the leak. At a future date the mainline was potholed, the corp stop was plugged and the line was removed.

Staff responded to a call regarding a leak at 251 San Luis Street. The piping prior to the meter was leaking. A temporary repair was made to stop the leak due to the main line isolation valves not sealing. At a later date staff excavated the main line and isolated the line using the corp stop.

The main line isolation valves that serve this area do not seal and staff is working with the District to develop a plan for their replacement.

COMPLIANCE RECORD AND PLANT PERFORMANCE

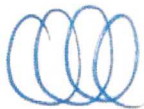
Plant Design for Influent BOD is 270 mg/L. The permit limit for Effluent TSS and BOD is a Monthly Average of 40 mg/L with a Daily Maximum of 90 mg/L. The following table outlines Influent and Effluent BOD and TSS for June 2016.

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	Monthly Effluent Oil & Grease Grab
6/3/16	27	23	416	266	3.4 DNQ
6/5/16	39	41	555	538	
6/9/16	23	16	570	492	
6/12/16	31	36	559	234	
6/16/16	24	21	420	314	
6/19/16	31	32	622	410	
6/23/16	27	20	909	636	
6/26/16	28	31	393	469	
6/30/16	27	15	507	358	
Min	23	15	393	234	3.4 DNQ
Mean	29	26	550	413	3.4 DNQ
Max	39	41	909	636	3.4 DNQ
BOD Removal:	94.8%		TSS Removal:	93.7%	

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
- 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: JUNE 2016

	Daily Flow (MGD)			Effluent Monitoring		
	Total	Max (gpm)	Avg (gpm)	Total Coliform	Fecal Coliform	Daily Total Cl2 Residual
1	0.049024	98	34			<0.02
2	0.045877	95	32			<0.02
3	0.054287	109	38	2	<2	<0.02
4	0.068876	125	38			<0.02
5	0.071482	146	50			<0.02
6	0.047829	84	33			<0.02
7	0.049718	113	34	<2	<2	<0.02
8	0.052175	95	36			<0.02
9	0.049427	116	35	2	<2	<0.02
10	0.063509	104	44			<0.02
11	0.073765	111	31			<0.02
12	0.075043	117	41			<0.02
13	0.057102	110	40			<0.02
14	0.052390	103	37	<2	<2	<0.02
15	0.057665	114	40			<0.02
16	0.055229	107	39	<2	<2	<0.02
17	0.063431	107	44			<0.02
18	0.076830	122	54			<0.02
19	0.073233	131	51			<0.02
20	0.055060	124	38			<0.02
21	0.058248	131	41	<2	<2	<0.02
22	0.058592	116	41			<0.02
23	0.058465	112	41	<2	<2	<0.02
24	0.065428	108	46			<0.02
25	0.073563	129	53			<0.02
26	0.076198	136	51			<0.02
27	0.061572	114	43			<0.02
28	0.053710	104	39	<2	<2	<0.02
29	0.055697	119	39			<0.02
30	0.057891	122	42	<2	<2	<0.02
31						
Min	0.045877	84	31	<2	<2	<0.02
Mean	0.060377	114	41	<2	<2	<0.02
Max	0.076830	146	54	2	<2	<0.02
Total	1.811316					

*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: _____

PRINTED NAME: _____

Effluent and Influent Monitoring

Date:	Weekly Effluent BOD 24 hr comp	Weekly Effluent TSS 24 hr comp	Bi-Monthly Influent BOD 24 hr comp	Bi-Monthly Influent TSS 24 hr comp	Monthly Effluent Oil & Grease Grab
6/3/16	27	23	416	266	3.4 DNQ
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6/23/16	27	20	909	636	
6/26/16	28	31	393	469	
6/30/16	27	15	507	358	
Min	23	15	393	234	3.4 DNQ
Mean	29	26	550	413	3.4 DNQ
Max	39	41	909	636	3.4 DNQ
BOD Removal: 94.8%			TSS Removal: 93.7%		

Date:	Effluent Set. Solids Grab	Effluent Turbidity Grab	Effluent pH Grab	Effluent Temp. (°F) Grab
6/3/16	<0.1	26.8	6.6	70
6/9/16	<0.1	29.7	6.4	71
6/16/16	<0.1	25.0	6.4	71
6/23/16	<0.1	29.6	6.5	69
6/30/16	<0.1	16.5	6.5	72
Min	<0.1	16.5	6.4	69
Mean	<0.1	25.5	6.48	71
Max	<0.1	29.7	6.6	72

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
BOD/TSS Removal	%	≥ 75%	***	***

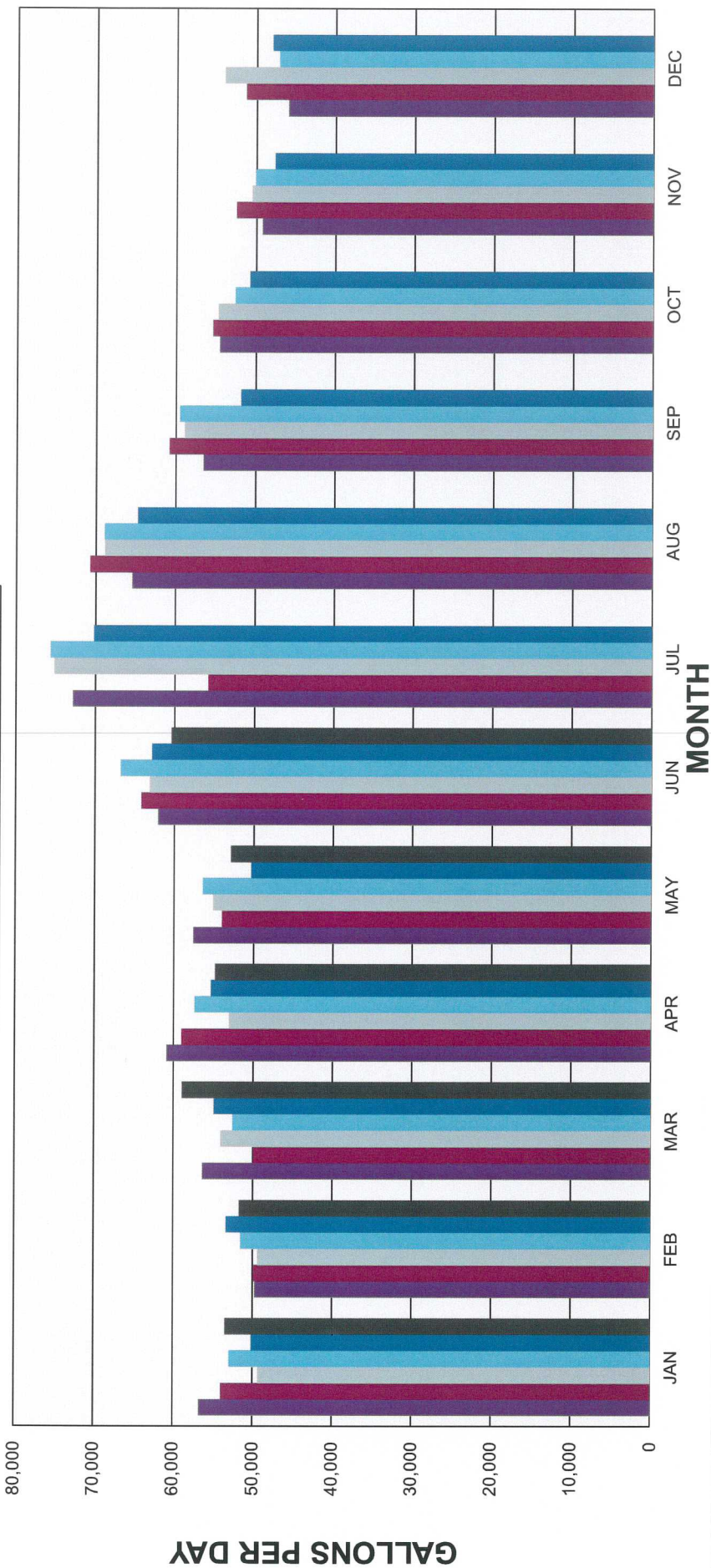
Sludge Removal

Date:	Gallons of Sludge Hauled Off-Site (Est.)
6/2/16	4,400
6/17/16	4,800
6/29/16	4,800

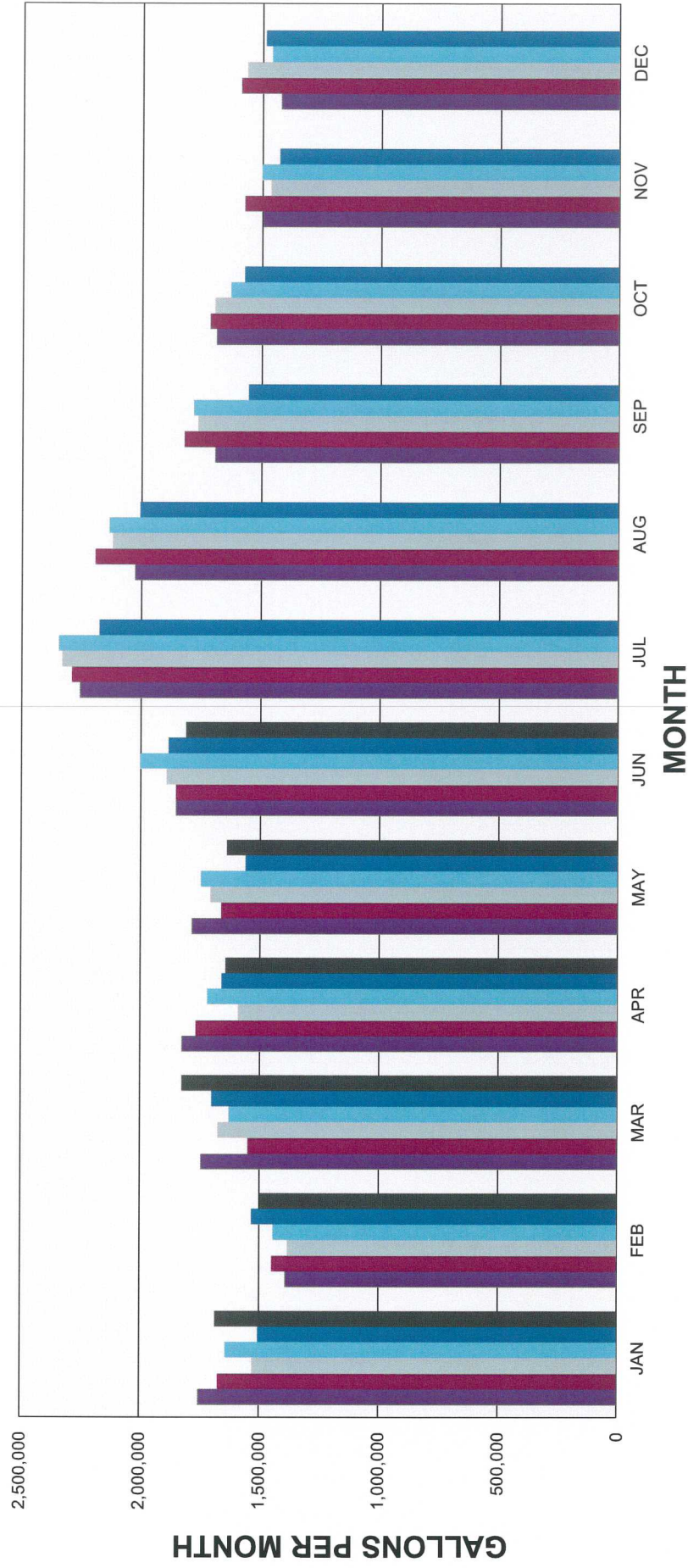
DATE: _____

TITLE: _____

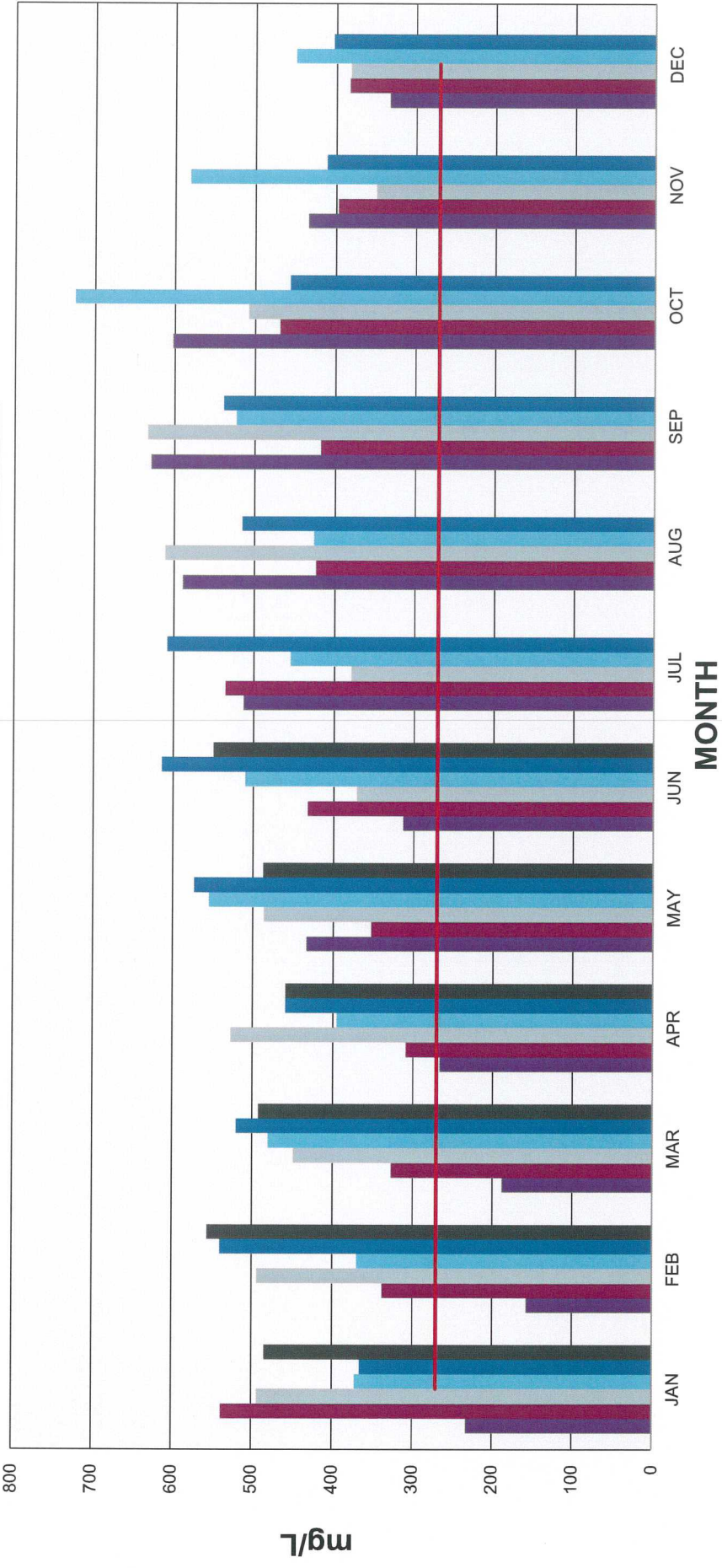
ABCSD AVERAGE DAILY EFFLUENT FLOW (2011-2016)



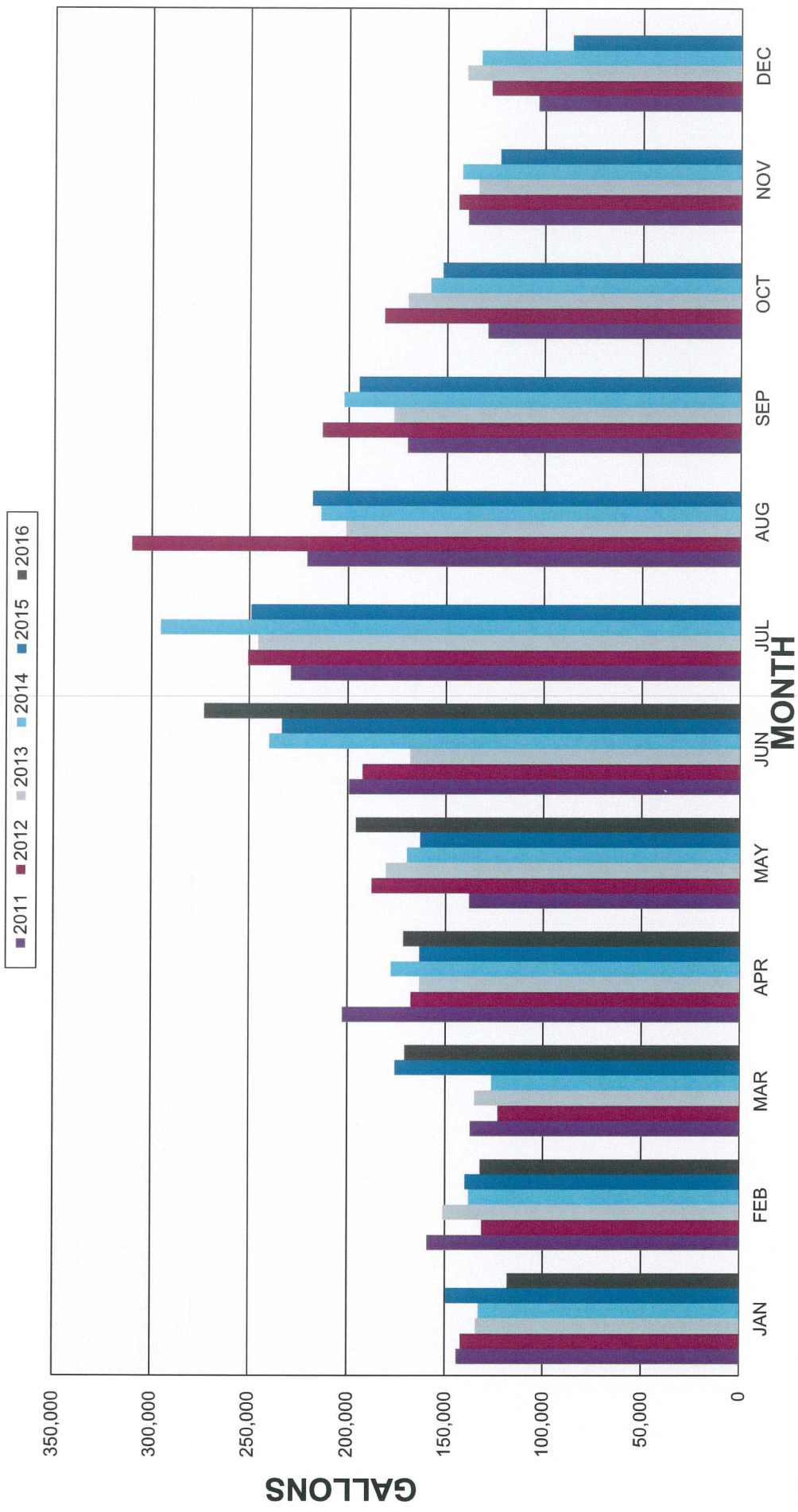
ABCSD MONTHLY TOTAL EFFLUENT FLOW (2011-2016)



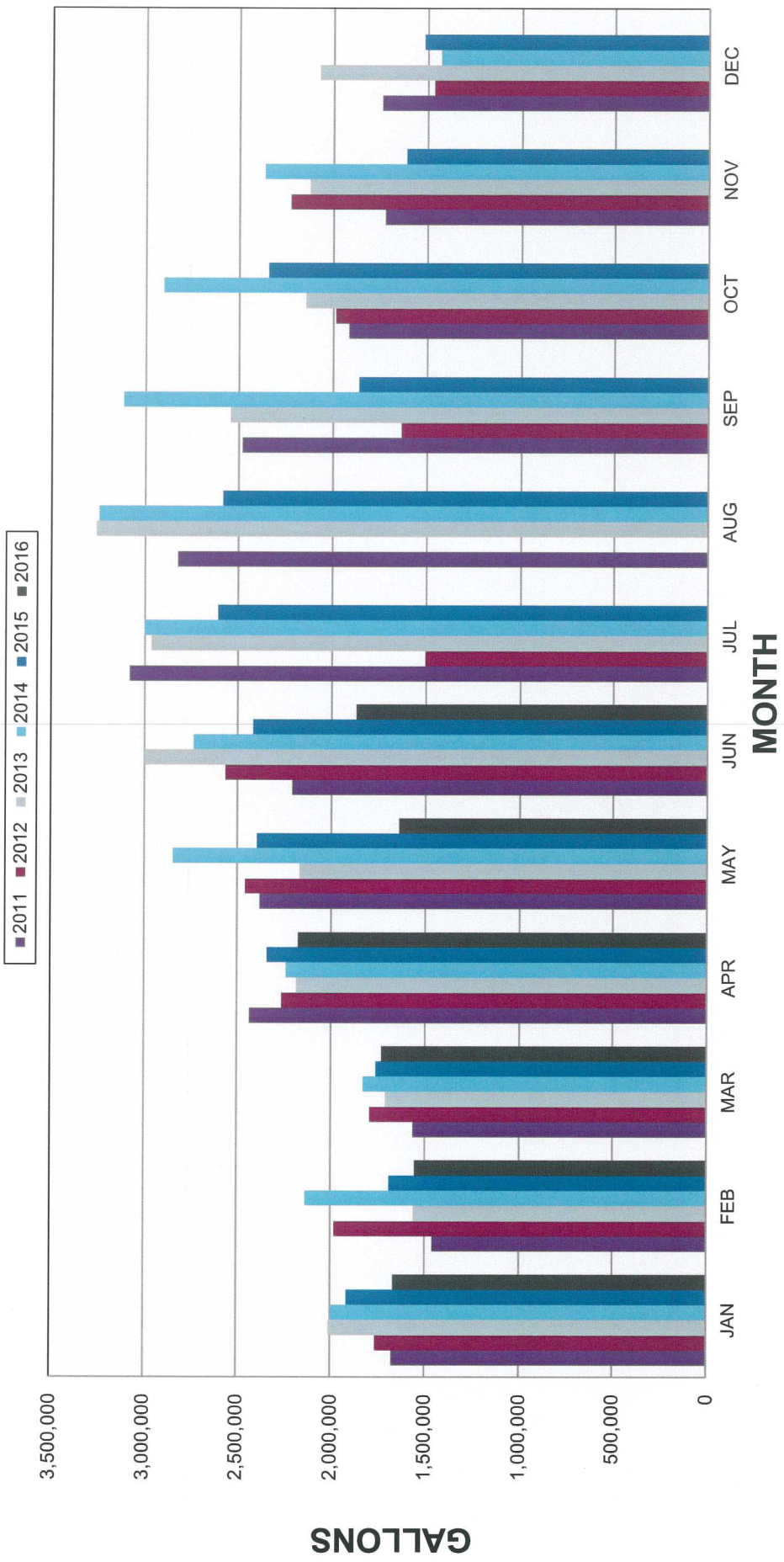
ABCSD MONTHLY AVERAGE INFLUENT BOD (2011-2016)



PORT SAN LUIS MONTHLY TOTAL FLOW (2011-2016)

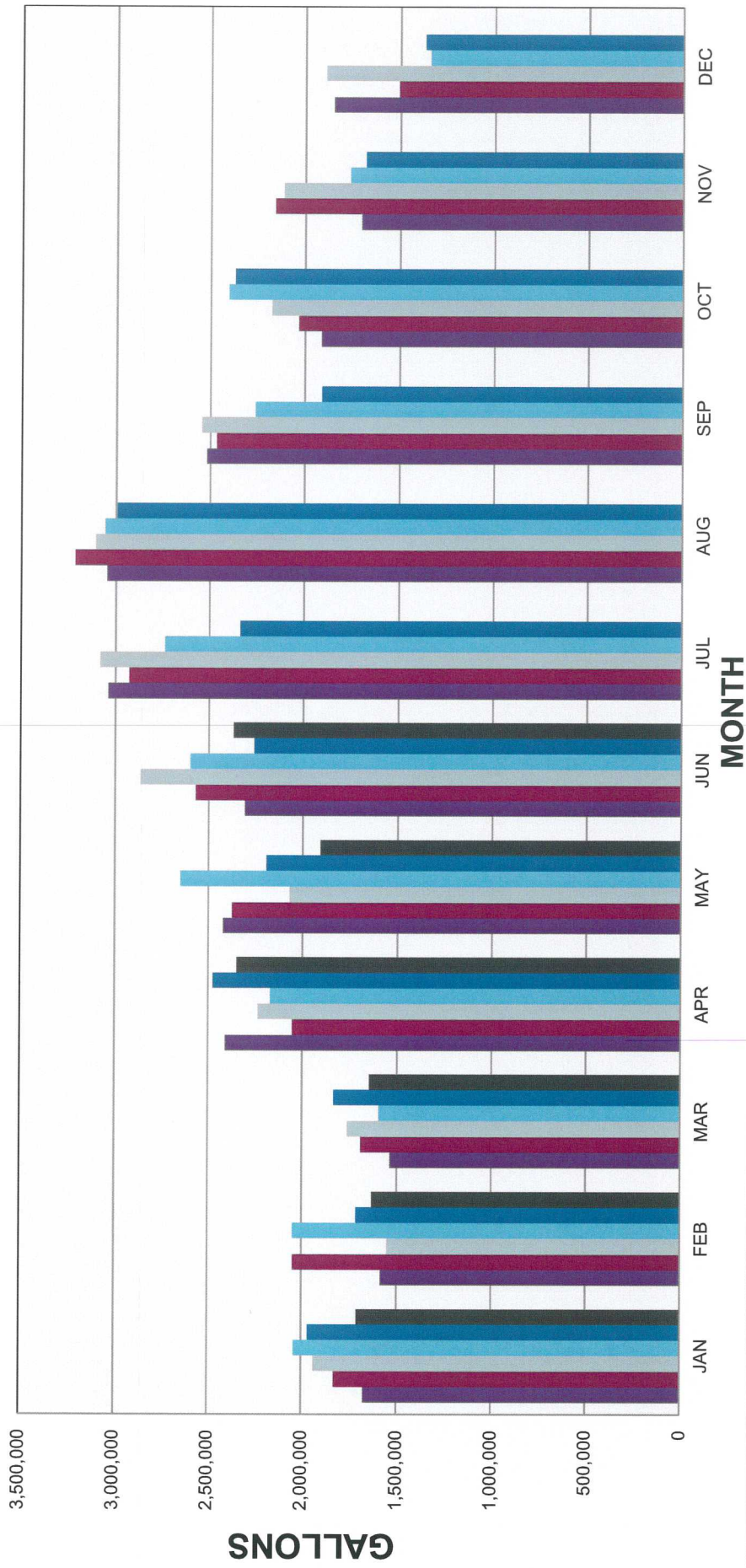


ABCSD MONTHLY TOTAL WATER PURCHASED FROM LOPEZ (2011-2016)



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: July 12, 2016

SUBJECT: Fats, Oils and Grease (FOG) Program Services, Consider Awarding a Contract to Wallace Group Consulting Engineers

Recommendation:

Staff recommends the Board authorize staff to enter in to an agreement with Wallace Group to provide FOG Program Services for FY 2016-17.

Funding:

The FY 2016-17 Budget includes a \$6,000 line item to fund the District's on-going Fats, Oils and Grease Program Services.

Discussion:

The District's wastewater collection system Sanitary Sewer Management Plan requires the District to implement an active FOG program to minimize sanitary sewer overflows caused by or exacerbated by accumulated FOG in the collection system. The scope of services for the program generally includes:

- Routine inspection of restaurant's grease control devices
- Issuance of Permits to the restaurants
- Assistance with public outreach and enforcement (if needed)
- Preparation of monthly status reports

Wallace Group has historically provided FOG program services for the District and they provide FOG services to several local municipalities including City of Arroyo Grande, City of Grover Beach and the City of Buellton. Wallace Group has done a commendable job on the program to date and staff recommends retaining Wallace Group to provide FOG program services for FY 2016-17.

April 11, 2016

Brad Hagemann
Avila Beach Community Services District
191 San Miguel Street
Avila Beach, California 93424

Subject: Regulatory Compliance Services for the Avila Beach CSD

Dear Mr. Hagemann:

Wallace Group appreciates the opportunity to provide you with our proposal for Public Works Administration services for the above referenced project. Based on our discussion, the following Scope of Services has been prepared for your consideration:

PROJECT UNDERSTANDING

The Avila Beach CSD (District) requires regulatory compliance services to conduct a bi-annual audit of the District Sewer System Management Plan (SSMP) and administration and inspection services for their existing FOG Program. The District's SSMP was updated April 2014 with the last bi-annual audit conducted June 2014 per the requirements of the State Water Resources Control Board (SWRCB) Waste Discharge Requirements for Sanitary Sewer Systems, Order No. 2006-0003 DWQ. The District's FOG Program consists of permitting, semi-annual inspections, and follow-up on non-compliance with approximately 12 food service establishments (FSEs). The District requested Wallace Group to prepare a proposal for a SSMP Audit and management of the FOG Control program for the 2016/2017 Fiscal year.

SCOPE OF SERVICES

TASK 1: SSMP Audit

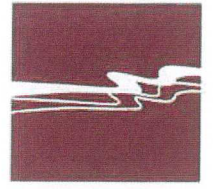
Wallace Group will audit the District's SSMP which was updated in 2014, as required by WDR Order No. 2006-0003-DWQ, Section D.13(x) and using SSMP Audit guidance issued by the SWRCB in their August 2013 Enrollee's Guide to the SSO Database Sanitary Sewer Overflow Reduction Program located here:

http://www.waterboards.ca.gov/water_issues/programs/ssol/

Wallace Group Staff expects to work with District Wastewater Collections staff to perform the audit. The SSMP Audit process will consist of the following:

1. An evaluation of the effectiveness of each SSMP element as a tool for managing the District's wastewater collection system, and
2. An assessment of the District's compliance with SSMP/WDR subsection D.13 requirements which included identification of any deficiencies in the SSMP and steps to correct them.

BN



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CIVIL AND
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MECHANICAL
ENGINEERING

PLANNING

PUBLIC WORKS
ADMINISTRATION

SURVEYING /
GIS SOLUTIONS

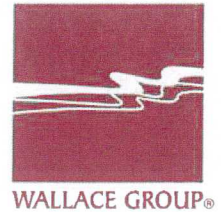
WATER RESOURCES

WALLACE GROUP
A California Corporation

612 CLARION CT
SAN LUIS OBISPO
CALIFORNIA 93401

T 805 544-4011
F 805 544-4294

www.wallacegroup.us



The SSMP Audit Report is not required to be submitted to the SWRCB, however, the SSMP Audit Report must be signed by a Legally Responsible Official and be maintained on file at the District's office for future reference by any SWRCB representative that may request it.

Deliverables:

SSMP Audit Report (one (1) hard copy and one (1) PDF)

SCHEDULE

Upon receipt of this signed proposal, Wallace Group Public Works Regulatory Compliance Staff will perform the SSMP Audit as follows:

Task Name	Responsible Party/Duration	Locations
1. Provide SSMP Records/Reports Request memo and detailed SSMP audit schedule	Wallace Group Staff <i>(District Staff will be responsible for collection and organization of all supporting documents for the Audit prior to the date of the Audit.)</i>	Wallace Group Office
2. Schedule and conduct kick-off meeting and SSMP audit	Wallace Group Staff and District Staff - One (1) business day (one meeting).	ABCSD Office
3. Issue Draft SSMP audit report	Wallace Group Staff - Two (2) weeks after SSMP Audit meeting	Wallace Group Office
4. Receive comments, resolve, and issue Final SSMP Audit Report	Wallace Group Staff and District Staff - One (1) week after all comments are received. Turnaround for District PW Staff comments - Two (2) weeks.	Wallace Group Office

TO BE PROVIDED BY THE CLIENT

- To Be Determined, a detailed data and records request of collection system reports and records will be sent to the District upon receipt of notice to proceed.

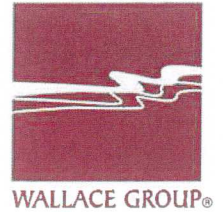
PK

TASK 2: FOG Program Management

Wallace Group will perform FOG permitting, inspections, and re-inspections for the District's FSEs for the 2016/2017 fiscal year upon notification from the District to start work and receipt of a signed notice-to-proceed.

The FOG Program is an element of the District's Sewer System Management Plan (SSMP) which is a requirement of the Statewide General Waste Discharge Requirement 2006-0003-DWQ enacted by the State Water Resources Control Board. The FOG program will include:

- Semi-annual inspection of approximately 12 FSEs.
- Performance of re-inspections when needed to assist in FSE compliance.
- Assistance with enforcements of significant violations.
- Re-permitting of all FSEs enrolled in the FOG Program.



5. Permitting of new FSEs that opened for business in 2016/2017 fiscal year and removal from the FOG Program of those FSEs that have closed.
6. Issuance of monthly FOG program status reports.

Deliverables:

- Electronic copies of all inspection reports (PDF format)
- Electronic copies of FOG inspection procedure updates as applicable
- Electronic copies of all permit applications and permits issued (PDF format)
- Monthly reporting of FOG Inspection program status (PDF format)
- Electronic copies of updated outreach materials provided to FSEs as applicable (PDF format)
- Electronic copies of updated outreach materials for residential FOG education as applicable (Word format)
- Electronic copies of updated FOG Inspection Procedures (PDF format)

SCHEDULE

FOG Inspections will be conducted at 6 month intervals with re-inspections occurring based on the status of each FSE's compliance status. All FSE FOG Permits will be issued for a 3 year period.

TO BE PROVIDED BY THE CLIENT

- Verification of current list of FSE's.

PROJECT FEES

The project fees are shown allocated by task to indicate our expected distribution of work. However, the task fee allocations are not individual contract limits.

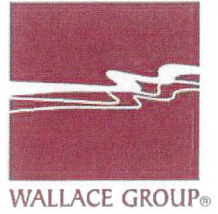
Wallace Group will perform the services denoted in Tasks 1- 2 of the proposed Scope of Services for a fee not to exceed \$11,780. These services will be invoiced monthly on an accrued basis in accordance with the attached Schedule of Fees (Exhibit A). Reimbursables are included in the time and materials estimated fee amount stated above.

TASK 1: SSMP Audit

For budgeting purposes, our preliminary estimate is that our fees will be \$6,480. These services will be invoiced monthly on an accrued basis in accordance with the attached Schedule of Fees (Exhibit A). Reimbursables are included in the time and materials estimated fee amount stated above.

TASK 2: FOG Program Management

Due to the variability of FSEs, and re-inspections during the year, Wallace Group will perform the services denoted in the proposed Scope of Services on a time and materials basis. For budgeting purposes, our preliminary estimate is that our fees will be \$5,300. These estimates reflect the cost for program administration and to have one (1) inspector perform each inspection and re-inspection. These services will be invoiced monthly on an accrued basis in accordance with the attached Schedule of Fees (Exhibit A). Reimbursables are included in the time and materials estimated fee amount stated above.



Cost Breakdown

Task	Estimated Cost
Project Management	\$340
Bi-Annual Inspections	\$2,350
Re-inspections	\$1,050
Permitting	\$860
End of Month Reports	\$550
Reimbursables	\$150
Total	\$5,300

At your request, additional services to the Scope of Services will be performed by Wallace Group following the signature of our Contract Amendment or the initiation of a new contract.

TERMS AND CONDITIONS

In order to convey a clear understanding of the matters related to our mutual responsibilities regarding this proposal, the attached Standard Terms and Conditions (Exhibit B) are considered a part of our proposal agreement. If this proposal meets with your approval, please sign where indicated and return one original to our office, which will serve as our notice-to-proceed.

We want to thank you for this opportunity to present our proposal for professional services. If you would like to discuss this proposal in greater detail, please feel free to contact me or Glenn Rider.

Sincerely,

WALLACE GROUP, a California Corporation

TERMS AND CONDITIONS ACCEPTED:

A handwritten signature in blue ink, appearing to read "Bill Callahan".

Bill Callahan
Director of Public Works Administration
612 Clarion Court
San Luis Obispo
California 93401
T 805 544-4011
F 805 544-4294
www.wallacegroup.us

Signature

Printed Name

Title

Date

Attachments
cg: PP16-5762; 2014; Std
Exhibit A
Exhibit B


THIS PROPOSAL IS VALID FOR 60 DAYS FROM THE DATE OF THIS DOCUMENT.

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: July 12, 2016

SUBJECT: California Special Districts Association (CSDA) 2016 Board of Directors Election

Recommendation:

Consider candidates Anthony Kalvans, Jeff Hodge and Sharon Rose and vote for one of three candidates to represent the District's area to the CSDA Board of Directors; and Direct staff to complete the ballot and forward to CSDA for processing on or before August 1, 2016.

Discussion:

As a member in good standing of CSDA, the District is entitled to vote for one candidate to fill the CSDA Board of Directors, Coastal Network, Seat B. The three candidates on the ballot include: Anthony Kalvans, Director, San Miguel Community Services District; Jeff Hodge, General Manager, Santa Ynez Community Services District; and Sharon Rose, Director, Goleta Sanitary District. The candidate's statements are provided as an attachment to this Staff Report.



**California Special
Districts Association**
Districts Stronger Together

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2016 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat B.

Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its network.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only one** candidate to represent your network in Seat B and be sure to sign, date and fill in your member district information. If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 5, 2016**.

If you do not use the enclosed envelope, please mail in your ballot to:

California Special Districts Association

Attn: 2016 Board Elections

1112 I Street, Suite 200

Sacramento, CA 95814

Please contact Charlotte Lowe toll-free at 877.924.CSDA or charlottel@csda.net with any questions.



California Special
Districts Association
Districts Stronger Together

2016 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Anthony Kalvans
District/Company: San Miguel Community Services District
Title: Director
Elected/Appointed/Staff: Elected
Length of Service with District: 3 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

only in county chapter

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

NO

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

VP San Miguel Advisory Council, VP
SLO county chapter CSDA, citizens transportation advise
and water resources advisory committee

4. List civic organization involvement:

vice president San Miguel Lions Club,

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after June 2, 2016 will not be included with the ballot.



**California Special
Districts Association**
Districts Stronger Together

2016 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Jeff Hodge

District/Company: Santa Ynez Community Services District

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: 2.5 years

- 1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

None

- 2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

Association of California Water Agencies (ACWA), California Association of Sanitation Agencies (CASA).

- 3. List local government involvement (such as LAFCo, Association of Governments, etc.):**

None

- 4. List civic organization involvement:**

None

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after June 2, 2016 will not be included with the ballot.**

Jeff is currently the General Manager of the Santa Ynez Community Services District.

Jeff has a Bachelor of Arts degree in Political Science and a Master's degree in Business Administration.

He has over 20 years' experience managing Special Districts in Colorado, Arizona and California. He has managed special districts that provided Fire, Police, Water, Sewer, Trash, Cemetery, Roads, Street Lights, Parks and Recreation, and Drainage.

Jeff has a California Grade IV Wastewater Plant Operator certification and the highest Wastewater treatment certification level in Colorado and Arizona, He also holds certification in Water Treatment and Water Distribution in Arizona. He was elected to a Fire District Board and Park and Recreation District Board for four years.

Jeff was instrumental in helping form a Park and Recreation District in Southern Colorado.

He was appointed to an airport advisory board in Colorado and Arizona and is a two time past president of different local Rotary Clubs.

He has experience in writing, introducing and shepherding legislation for Special Districts, permitting and constructing new water and wastewater facilities and upgrading existing facilities.

Jeff is married to Christine and has two daughters and one granddaughter.

Jeff enjoys flying, sailing, kayaking and exploring all the great things California and the world has to offer.

Jeff Hodge

SANTA YNEZ COMMUNITY SERVICES DISTRICT

Mailing Address: P.O. Box 667, Santa Ynez, CA 93460-0667 • (805) 688-3008

June 21, 2016

Re: Vote for Jeff Hodge Seat B Coastal Network, CSDA Board of Directors

Good day,

I am Jeff Hodge, General Manager of the Santa Ynez CSD. My Board has nominated me to run for the Coastal Network Seat B CSDA Board of Directors to represent your district and our Region. I have also been endorsed by the Santa Barbara Chapter CSDA.

I have over 20 years of experience representing and managing special districts and almost all of our powers.

Thank you for taking the time to place this matter on your agenda and voting for me as your representative on the CSDA Board.

Your District should have received the ballot from the CSDA.

Please return your Ballot by **August 5, 2016** to:

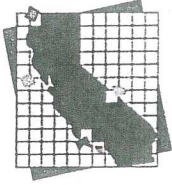
**CSDA
Attn:2016 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814**

Thank you for your vote,



Jeff Hodge
General Manager





Santa Barbara County
Chapter of the
**California Special
Districts Association**

SBCCSDA.ORG

>>> *Districts Stronger Together*

MEMO TO: General Membership of SBC CSDA

FROM: SBC CSDA Board of Directors

RE: Board of Directors Endorsement of Jeff Hodge SYCSD for election to CSDA Board Seat B-Coastal Region

On May 4, 2016 the Board of Directors of the Santa Barbara County Chapter of the California Special Districts Association voted by acclamation to support the Santa Ynez Consolidated Service District's nomination of Jeff Hodge, General Manager, for election to the CSDA Board Seat-B Coastal Region.

Mr. Hodge is Vice President of the Santa Barbara County Chapter and has proven leadership skills. Currently, our General Membership in Santa Barbara County has no representation on the CSDA Board of Directors. We urge solidarity and outreach to the Coastal Region to achieve representation at the highest policy level.

Sincerely,


Judith Ishkanian, President

On behalf of the SBC CSDA Board of Directors



California Special Districts Association
Districts Stronger Together

2016 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information MUST accompany your nomination form and Resolution/minute order:

Name: Sharon Rose

District/Company: Goleta Sanitary

Title: Board President

Elected/Appointed/Staff: Elected

Length of Service with District: 4 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Attend local chapter meetings

Attended first governance academy

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

GSMDL - Golden State Manufactured Homeowners League

CA Dept. of Health -

4. ^{CIVIC} List local government involvement (such as LAFCo, Association of Governments, etc.):

SCAMPD - Vice President (So. Coast Alliance of Mobile Home Park Residents)

Member: The Goleta Coalition, CSDA - Local Chapter

University Park Homeowners Association (President)

3. ^{govt:} List civic organization involvement:

Goleta Sanitary Board member (President)

Retired: Santa Barbara Co. Alcohol & Drug Program Prevention Manager

**Candidate Statement - Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after June 2, 2016 will not be included with the ballot.

Dear CSDA Members:

My name is Sharon Rose. I have served as an elected board member of Goleta Sanitary District for three and a half years. I have also served actively in two statewide associations engaged in passing legislation: The Golden State Manufactured Home Owners League and The CA Tobacco Control Program.

My professional experience includes: government and non-profit management, private industry news media and raising a family.

After years in public service in the High Sierras, I moved to the Central Coast 11 years ago. I feel my skills will help CSDA meet their organizational needs, both in Sacramento and at the chapter level.

Local government is the strongest branch of our democracy. It's where "we the people" know each other personally and get things done. As a former county official who served in rural and urban areas, I learned the value of finding common goals, innovation and vision. Good governance exists in the smallest and largest places. It builds trust; which in turn builds healthy, resilient communities.

With politics as our backdrop, we know the wind changes. What's important to me is when change occurs, good people remain who are dedicated to working together—regardless of alliance. I know we all share a common goal of protecting California's quality of life—economically, socially and environmentally.

The drought crisis, coupled with energy and economic challenges, teach the future calls for innovation and collaboration.

My toolkit includes a willingness to serve, an open mind, creativity, collaborative decision-making and networking, communications and fundraising skills, a sense of humor, the ability to listen, a willingness to study the issues, ability to borrow and share ideas, and the ability to compromise.

Thank you. I respectfully request your vote to the CSDA board.

Sharon Rose

Goleta, California

CSDA BOARD OF DIRECTORS 2016 ELECTION

OFFICIAL BALLOT



**COASTAL
NETWORK**

SEAT B

term ends 2019

Please vote for only one.

- Anthony Kalvans**
San Miguel Community Services District
- Jeff Hodge**
Santa Ynez Community Services District
- Sharon Rose**
Goleta Sanitary District

All fields must be completed for ballot to be counted.

** incumbent running for re-election*

SIGNATURE:	DATE:
MEMBER DISTRICT:	

Must be received by **5pm, August 5, 2016**. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager



DATE: July 12, 2016

SUBJECT: Consider Advising the School District That the Avila Beach Community Services District (District) Would Consider Taking Over Management Responsibilities of the Former Avila School House

Background/Discussion:

The Board requested staff to include an item on this month's agenda that would allow the Board to discuss the issue of advising the San Luis School District that the District may consider taking over the management responsibilities of the former Avila School House.

As a Special District, the Avila Beach Community Services District has several Active Powers as approved by the San Luis Obispo Local Agency Formation Commission (LAFCO). Those Active Powers currently include: Water, Sewer, Solid Waste, Street Lighting and Fire Protection. Maintenance responsibilities of the former School House would likely fall under the "Parks and Recreation" Active Power and therefore the District would need to revise its Active Powers. In accordance with the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000, the District can request LAFCO to update and/or revise the District's Active Powers by going through an application and LAFCO public hearing and approval process.

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager



DATE: July 12, 2016

SUBJECT: Confirm Quorum for August 9, 2016, Board meeting

Discussion:

The Board's regular August meeting is scheduled for August 9. The purpose of this report is to confirm Board member availability for the August 9th meeting and if we lack a quorum, consider cancelling and/or scheduling a Special Meeting.