

AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424
Meeting Room and Office – 191 San Miguel Street, Avila Beach
Telephone (805) 595-2664 FAX (805) 595-7623
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AGENDA

REGULAR BOARD MEETING
7:00 pm Tuesday, February 13th, 2018
BOARD MEETING LOCATION
AVILA BEACH CIVIC ASSOCIATION
191 SAN MIGUEL STREET
AVILA BEACH, CALIFORNIA

CALL TO ORDER: 7:00 P.M.

1. ROLL CALL: Board Members:

Pete Kelley, President
Lynn Helenius, Vice President
Eric DeWeese, Director
Ara Najarian, Director
Kristin Berry, Director

2. 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.

3. 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

4. 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 January 9th, 2018 Regular Meeting
- B. Monthly Financial Review
- C. General Manager and District Engineer Report
- D. Water and Wastewater Superintendent Report
- E. Capital Improvement Program Status Report

5. DISCUSSION OF PULLED CONSENT ITEMS

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

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

- A. Election of Officers and Board Committee Appointments
(Action Required: Elect Board officers and Committee appointments for calendar year 2018)
- B. Garbage Container Storage Ordinance/Policy
(Action Required: Receive Report and Provide Direction to Staff)
- C. Mid-Year Budget Review
(Action Required: Receive Report and Provide Direction to Staff)
- D. Review of District By-Laws
(Action Required: Receive Report; Review By-Laws; Direct Staff to Return With Any Proposed Changes for Approval at a Later Meeting)
- E. Designate a voting Director and Nomination of Alternate Special District LAFCO Representative
(Action Required: Designate a Board Director to act as the Avila Beach CSD voting delegate at the SLO Chapter CSDA Annual Meeting and if a Director would like to run, nominate for the Alternate Special District LAFCO Representative)

7. 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.

8. Adjourn to next regularly scheduled meeting on March 13th, 2018.

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
January 9th, 2018**

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.

2. ROLL CALL

Board Members Present: Pete Kelley
 Lynn Helenius
 Kristin Berry

Board Members Absent: Ara Najarian
 Eric DeWeese

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

3. PUBLIC COMMENTS

4. INFORMATION AND DISCUSSION ITEMS

A. County Reports

1. SLO Sheriff:

Sheriff James Voge reported 38 calls for service during the month of December, including seven suspicious persons were reported, 4 petty thefts, and one burglary. Sheriff Voge warned the Board and public that burglars typically try to enter through windows of homes, not doors.

On December 12th a bicyclist was struck with a pipe wrench along the Bob Jones Trail. The attacker threatened to kill his victim and broke the victim's cell phone when he tried to call for help. A 911 call from a bystander resulted in an arrest of the perpetrator. Police also were involved in a heroin bust at the Bob Jones Trailhead parking lot. Forty-one San Luis County deputies were sent to aid at the mudslides in Santa Barbara.

Sheriff Voge reported that deputies are currently being trained on how to use Narcan medication. A drug used to reverse opioid overdoses. Sheriff Voge reported that a town hall meeting will be held on Thursday, February 22nd at Avila Beach Civic Community Center at 5:30pm.

Cal Fire Report:

Cal Fire Battalion Chief Paul Lee reported 44 calls for service, 18 were medical related. The Fire Department reported multiple calls per day for the flu and dehydration this month.

Chief Lee reported that first responders are being trained in the use of the improved version of “Jaws of Life” and stabilization struts are being put to use. In addition, they are being trained in the use of pharmaceuticals such as glucose, for diabetics and Epi-pen for allergic reactions. Finally, he reported that a recent report indicates there is a 40% percent success rate for “High Performance CPR”.

B. Reports on Conferences, Meetings and General Communications.

General Manager Hagemann announced that the CSDA Local Chapter Annual Meeting, Election and Dinner will be held in Avila on Friday, February 23th, 2018 at the Avila Beach Civic Association. If anyone has suggestions for speakers please contact the District office.

5. CONSENT ITEMS

President Kelley introduced the consent items and inquired if any member of the Board or public wished to address any items. Director Helenius asked about the Chevron brine discharge test. General Manager Hagemann explained that approximately 1,000 gallons of treated brine water was discharged to the front end of the wastewater plant as a pilot test. Organics & metals were the main concern as was the salt levels. The water was analyzed to ensure that it met all NPDES Permit limits. This was a one-time, small quantity discharge pilot test, to determine if a brine discharge would have any apparent negative impacts on the “biology” at the WWTP. Operations staff noted no negative impacts. Hagemann also noted that District staff is working with Regional Water Board staff to complete a Brine Study. With Water Board approval, the District will then be able to accept limited amounts of brine waste at the WWTP. General Manager Hagemann assured the Board that any brine related projects will be brought to the Board for approval. No items were pulled from the Consent Agenda.

- A. Minutes of November 14th, 2017 Regular Meeting
- B. Monthly Financial Review for November & December
- C. General Manager and District Engineer Report
- D. Water and Wastewater Superintendent Report for November and December

Director Helenius made the motion to adopt the consent items. Director Berry seconded the motion and it passed with a roll call vote 3-0.

AYES: Lynn Helenius
Kristin Berry
Pete Kelley

NOES: None

ABSENT: Ara Najarian
Eric DeWeese

6. **DISCUSSION OF PULLED CONSENT ITEMS.** None

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

A. Election of Officers and Board Committee Appointments

(Action Required: Elect Board officers and Committee appointments for calendar year 2018)

GM Hagemann introduced the item by reminding the Board that the District By-laws, recommend that the Board elect a President and Vice President at the end each year. In addition, the Board typically appoints, by consensus, Directors to standing Committees for the following year. President Kelley suggested the Board defer action on this item until the regularly scheduled February meeting, when all the Board Members are present. All Board members agreed.

B. Avila Valley Advisory Committee Request for Garbage Container Storage Ordinance

(Action Required: Receive Report and Provide Direction to Staff)

GM Hagemann introduced the item and stated that after the agenda was prepared he consulted with County Planner Sara Sanders via email. Ms. Sanders provided a code reference for trash enclosures, which he provided as a handout. As stated in the email, from Ms. Sanders, San Luis County should be enforcing the current trash ordinance. Ms. Sanders is looking into why the existing Front Street project (apparently) does not have a trash enclosure. Lisa Newton, Avila Beach, stated the Salucci Project on First Street is an example of how the County of San Luis is not enforcing the Trash Ordinance. The mixed use of commercial and residential is just one example of over developing properties in Avila. According to the AVAC Board, the County is not enforcing adequate trash receptacles for new buildings in Avila. The Board directed staff to consult with Legal Counsel regarding preparation of a District Ordinance and bring it back to the next regular Board Meeting.

C. Status Report Regarding Relocation of Administrative Officers to 100 San Luis Street.

(Action Required: Receive Report and Provide Direction to Staff)

General Manager Hagemann reported to the Board that Staff met with the tenant on January 3rd, 2018. Mike Lacey from Vizdom Software advised Staff that they have a signed lease with a property owner in San Luis Obispo starting February 1st, 2018. Mr. Lacey indicated that tenant improvements at new location are underway and they plan to be out by Feb 1st, 2018. CSD staff will move to new office 2nd or 3rd week of February.

D. Resolution No. 2018-01 Workers' Compensation Resolution for Governing Body Members and/or Volunteers (Action Required: Receive Report; Adopt Resolution No. 2018-01 or Alternatively, Provide Further Direction to Staff)

General Manager Hagemann reported that the District's insurance carrier, Special District Risk Management Authority sent letter and draft Resolution on November 30, 2017, advising members that they should adopt the Resolution if they wish to continue to have Governing Body members covered under the existing policy.

Director Helenius made the motion to adopting Resolution No. 2018-01. Director Berry seconded the motion and it passed with a roll call vote 3-0.

AYES: Lynn Helenius
Kristin Berry
Pete Kelley

NOES: None

ABSENT: Ara Najarian
Eric DeWeese

E. Award Contract for Installation of Back-up Generator and Switchgear for the First Street Sewage Pump Station. (Action Required: Receive Report and Authorize Staff to Award a Contract or Provide Further Direction to Staff)

GM Hagemann introduced the item and reported that staff had solicited quotes from three qualified firms and received responses on January 5th, 2018 (after the Board package was prepared). Hagemann provided a Supplemental Sheet that summarized the quotes. The apparent low quote was from Fluid Resources Management at a cost of \$9,000. Staff recommended awarding the contract to Fluid Resources Management and moving forward with the project as soon as a date can be scheduled to do so.

Director Kelley made the motion to award the contract for the installation of the backup generator and switchgear for the First Street Sewage Pump Station. Director Berry seconded the motion and it passed with a roll call vote 3-0.

AYES: Pete Kelley
Kristin Berry
Lynn Helenius

Avila Beach CSD
Board of Directors Meeting
Minutes January 9th, 2018

NOES: None

ABSENT: Ara Najarian
Eric DeWeese

8. COMMUNICATIONS:

ADJOURNMENT: The meeting was adjourned at 8:25 p.m.

The next regular meeting of the Avila Beach Community Services District is scheduled for Tuesday, February 13th, 2018 at 7:00 pm.

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

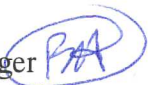
Respectfully submitted,

Brad Hagemann, PE
General Manager

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

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 13th, 2018

SUBJECT: Monthly Financial Review for January 2018

Recommendation:

Receive and file report.

Overall Monthly Summary

During January the District made deposits in the amount of \$169,401.12 and experienced \$127,609.48 in expenses (cash basis). Expenses in January included the purchase of 60% of our State Water in the amount of \$61,169.80.

The deposits by fund and checks by fund are provided as an attachment to this report. Income in January included \$85,126.80 in County tax income and \$71,887.52 in monthly water and sewer fees.

The deposits by fund and checks by fund are provided as an attachment to this report.

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

Utility Service Billing

For the month of January the District billed approximately \$78,894.93 in water and sewer service charges. Customer Rate Assistance amounted in a reduction of billing charges to the District in the amount of \$516.36.

Operation and Maintenance

The Fluid Resource Management (FRM) Statement for January 2018 is included.

Avila Beach Community Services District
Profit & Loss
January 2018

	<u>Jan 18</u>
Ordinary Income/Expense	
Income	
4000 · Income Summary	
4010 · Operating Revenue	71,887.52
4012 · Solid Waste Franchise Fee	2,147.17
4030 · County Taxes	85,126.80
4090 · Rental Income	3,423.00
4600 · Interest Income	6,816.63
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Total 4000 · Income Summary	169,401.12
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Total Income	169,401.12
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Gross Profit	169,401.12
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Expense	
5100 · Merchant Credit Card Fees TIB	338.15
5200 · Payroll Expenses	
5210 · Gross Wages	
5211 · Regular Pay	3,653.31
5012 · Holiday Pay	145.50
5014 · Sick Pay	72.75
5016 · Vacation Pay	0.00
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Total 5210 · Gross Wages	3,871.56
5230 · Payroll Taxes	186.60
5240 · Health & Medical Exp.	
5242 · Health Ins / Other	600.00
	<hr/>
Total 5240 · Health & Medical Exp.	600.00
5250 · PERS Company Pd Expense	
5256 · PERS Co Pd Kristi	274.89
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Total 5250 · PERS Company Pd Expense	274.89
5280 · Payroll Administration & Misc.	185.32
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Total 5200 · Payroll Expenses	5,118.37
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6000 · Administrative Overheads	
6102 · Accounting	632.50
6115 · Bank Service Charges	0.00
6140 · Office Supplies & Postage	950.96
6150 · Rate Assistance	516.36
6155 · Rent	849.38
6170 · Website	200.00
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Avila Beach Community Services District
Profit & Loss
January 2018

	<u>Jan 18</u>
Total 6000 · Administrative Overheads	3,149.20
6500 · Operating Expenses	
6503 · Chemicals	5,988.02
6505 · Contract Labor O & M	18,307.26
6506 · Contract Labor GM	9,900.00
6510 · Critical Spare Parts	4,672.52
6518 · Equipment Expense	714.53
6520 · Equipment Repair & Maint.	
6522 · Equip. Rep. & Maint-Avila & HD	219.75
6524 · Equip. Rep. & Maint. Avila Only	1,109.20
6520 · Equipment Repair & Maint. - Other	295.53
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Total 6520 · Equipment Repair & Maint.	1,624.48
6535 · Insurance	2,380.83
6540 · Lab Tests	2,475.70
6555 · Permits & Fees	3,849.26
6580 · Solids Handling	3,836.25
6585 · Telephone / Internet	449.44
6590 · Utilities	3,635.67
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Total 6500 · Operating Expenses	57,833.96
6800 · Water	
6805 · State Water	61,169.80
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Total 6800 · Water	61,169.80
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Total Expense	127,609.48
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Net Ordinary Income	41,791.64
Other Income/Expense	
Other Expense	
8200 · Non-Operating Expenses	
8230 · Capital Purchases in Prog Sani	
8231 · WW-1 WWTP Upgrade	5,270.00
8232 · WW-2 Effluent Line Repair HD	1,785.00
8242 · WW-4 Collctn Ln Re	4,173.90
	<hr/>
Total 8230 · Capital Purchases in Prog Sani	11,228.90
8270 · Capital Purchases in Prog Water	
8280 · W - 2 Water Valve Rep	1,385.32
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Total 8270 · Capital Purchases in Prog Water	1,385.32
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Total 8200 · Non-Operating Expenses	12,614.22

Avila Beach Community Services District
Profit & Loss
January 2018

	<u>Jan 18</u>
Total Other Expense	12,614.22
Net Other Income	-12,614.22
Net Income	<u><u>29,177.42</u></u>

Avila Beach Community Services District
Balance Sheet
As of January 31, 2018

	<u>Jan 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Summary	
1005 · Customer Cash	229.00
1008 · Petty Cash	80.00
1010 · Pacific Premier Checking	915,308.11
1025 · Pooled Cash	2,671,663.57
1050 · LAIF	2,252,109.66
1099 · Cash Balance	-2,671,663.57
Total 1000 · Cash Summary	<u>3,167,726.77</u>
Total Checking/Savings	3,167,726.77
Accounts Receivable	
1200 · *Accounts Receivable	222,316.19
Total Accounts Receivable	<u>222,316.19</u>
Other Current Assets	
1250 · Receivables	
1255 · Interest Receivable	3,019.76
1270 · Taxes Receivable	8,787.45
1280 · Water & Sewer Billings	108,134.45
Total 1250 · Receivables	<u>119,941.66</u>
1400 · Prepaid Summary	
1410 · Prepaid Insurance	-1,686.02
1400 · Prepaid Summary - Other	-0.01
Total 1400 · Prepaid Summary	<u>-1,686.03</u>
Total Other Current Assets	<u>118,255.63</u>
Total Current Assets	3,508,298.59
Fixed Assets	
1600 · Fixed Assets & Acc. Depr.	
1605 · Office Equipment	
1606 · Copier Samsung 2012	8,233.58
1609 · Office Equipment Accum Depr	-6,861.31
Total 1605 · Office Equipment	<u>1,372.27</u>
1610 · Fixed Asset -Office & Admin.	
1612 · Office Furniture cost	4,526.21
1614 · Office Furniture Accum Dep.	-4,526.21

Avila Beach Community Services District
Balance Sheet
As of January 31, 2018

	<u>Jan 31, 18</u>
Total 1610 · Fixed Asset -Office & Admin.	0.00
1620 · Fixed Assets - Sanitary	
1622 · Land	60,314.10
1626 · Collection Assets	
1627 · Collection Assets Cost	1,318,875.26
1628 · Collect Assets Accum Depr	-352,639.07
Total 1626 · Collection Assets	966,236.19
1630 · Disposal Equipment	
1631 · Disposal Equip Cost	523,122.64
1632 · Disposal Equip Accum Depr	-264,042.83
Total 1630 · Disposal Equipment	259,079.81
1635 · Treatment Plant	
1636 · Treatment Plant Original	105,000.00
1637 · Treatment Plant Addition	1,909,250.75
1638 · Treatment Plant Accum Dep	-886,106.88
Total 1635 · Treatment Plant	1,128,143.87
1642 · Treatment Equipment	
1643 · Treatment Equip Cost	1,000,455.00
1644 · Treatment Equip Accum Depr	-524,698.87
1642 · Treatment Equipment - Other	205,485.61
Total 1642 · Treatment Equipment	681,241.74
Total 1620 · Fixed Assets - Sanitary	3,095,015.71
1650 · Fixed Assets - Water	
1652 · Equipment	
1653 · Equipment Cost	21,136.28
1654 · Equipment Accum Depr	-21,136.28
Total 1652 · Equipment	0.00
1656 · Distribution Assets	
1657 · Distribution Assets Cost	1,109,466.00
1658 · Dist Assets Accum Depr	-562,263.35
Total 1656 · Distribution Assets	547,202.65
Total 1650 · Fixed Assets - Water	547,202.65
1680 · Structures - Fixed Asset	
1681 · Structures GFAAG - Sani & FA	29,810.00
1682 · Gen / Fire Accum Dep	-29,810.00

Avila Beach Community Services District
Balance Sheet
As of January 31, 2018

	<u>Jan 31, 18</u>
Total 1680 · Structures - Fixed Asset	0.00
1690 · Construction in Progress	17,812.74
Total 1600 · Fixed Assets & Acc. Depr.	3,661,403.37
Total Fixed Assets	3,661,403.37
Other Assets	
1800 · Deferred Outflows of Resources	7,850.00
Total Other Assets	7,850.00
TOTAL ASSETS	<u>7,177,551.96</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	78,340.71
Total Accounts Payable	78,340.71
Other Current Liabilities	
2200 · Payroll Liabilities	
2260 · Vacation Payable	1,236.90
2262 · Sick Pay Accrued	2,194.50
2240 · Health Insurance	
2241 · Employee	0.01
Total 2240 · Health Insurance	0.01
2250 · PERS Liability	189.46
Total 2200 · Payroll Liabilities	3,620.87
2300 · Deposits Held	
2303 · Water Deposits Held	7,580.00
2304 · Fire Station Deposit	2,000.00
2305 · Connection Fees Held	213,643.16
Total 2300 · Deposits Held	223,223.16
Total Other Current Liabilities	226,844.03
Total Current Liabilities	305,184.74
Long Term Liabilities	
2400 · Net Pension Liability	115,049.00
2500 · Deferred Inflows of Resources	15,115.00

Avila Beach Community Services District
Balance Sheet
As of January 31, 2018

	<u>Jan 31, 18</u>
Total Long Term Liabilities	130,164.00
Total Liabilities	435,348.74
Equity	
3900 · Retained Earnings	6,479,317.94
Net Income	262,885.28
Total Equity	6,742,203.22
TOTAL LIABILITIES & EQUITY	<u>7,177,551.96</u>

Avila Beach Community Services District
Deposits by Fund
 January 2018

02/06/18

Type	Date	Memo	Split	Amount	Balance
Fixed Asset					
Deposit	01/19/2018	pd cash	1010 · Pacific Premier Ch...	120.00	120.00
Total Fixed Asset				120.00	120.00
General / Admin					
Deposit	01/05/2018	Rent Income Fire Station Vizdom	1010 · Pacific Premier Ch...	-3,423.00	-3,423.00
Deposit	01/08/2018	F:0895 A:0760 AVILA BEACH IMPR # 1 UTL - Gen .70, Water .25, Li...	1010 · Pacific Premier Ch...	-1,353.71	-4,776.71
Deposit	01/08/2018	TCF DEC 17 ME - IMPR #1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-5,519.50	-10,296.21
Deposit	01/08/2018	F:0895 A:0760 AVILA BEACH IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-5,737.17	-16,033.38
Deposit	01/16/2018	F:0895 A:0760 AVILA BEACH IMPR # 1 - Gen .70, Water .25, Lights ...	1010 · Pacific Premier Ch...	-2,315.57	-18,348.95
Deposit	01/19/2018	from Customer Cash acct	1010 · Pacific Premier Ch...	-680.00	-19,028.95
Deposit	01/23/2018	adj to actual Cash balance	1005 · Customer Cash	-89.55	-19,118.50
Deposit	01/25/2018	F:0895 A:0760 AVILA BEACH IMP # 1 - Gen .70, Water .25, Lights ...	1010 · Pacific Premier Ch...	-1,324.13	-20,442.63
Total General / Admin				-20,442.63	-20,442.63
Lights					
Deposit	01/08/2018	F:0895 A:0760 AVILA BEACH IMPR # 1 UTL - Gen .70, Water .25, Li...	1010 · Pacific Premier Ch...	-96.69	-96.69
Deposit	01/08/2018	TCF DEC 17 ME - IMPR #1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-394.25	-490.94
Deposit	01/08/2018	F:0895 A:0760 AVILA BEACH IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-409.79	-900.73
Deposit	01/16/2018	F:0895 A:0760 AVILA BEACH IMPR # 1 - Gen .70, Water .25, Lights ...	1010 · Pacific Premier Ch...	-165.39	-1,066.12
Deposit	01/25/2018	F:0895 A:0760 AVILA BEACH IMP # 1 - Gen .70, Water .25, Lights ...	1010 · Pacific Premier Ch...	-94.58	-1,160.70
Total Lights				-1,160.70	-1,160.70
Sanitary					
Deposit	01/02/2018	Sani Rec	1010 · Pacific Premier Ch...	-1,687.83	-1,687.83
Deposit	01/02/2018	Rate Assistance	1010 · Pacific Premier Ch...	49.65	-1,638.18
Deposit	01/02/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-1,638.18
Deposit	01/02/2018	1/2 Other 2	1010 · Pacific Premier Ch...	39.73	-1,598.45
Deposit	01/03/2018	Sani Rec	1010 · Pacific Premier Ch...	-3,062.15	-4,660.60
Deposit	01/03/2018	Rate Assistance	1010 · Pacific Premier Ch...	57.92	-4,602.68
Deposit	01/03/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-4,602.68
Deposit	01/03/2018	1/2 Other 2	1010 · Pacific Premier Ch...	127.50	-4,475.18
Deposit	01/04/2018	Sani Rec	1010 · Pacific Premier Ch...	-169.65	-4,644.83
Deposit	01/04/2018	Rate Assistance	1010 · Pacific Premier Ch...	8.27	-4,636.56
Deposit	01/08/2018	F:0895 A:0760 CURR UTILITY TAX	1010 · Pacific Premier Ch...	-40,509.75	-45,146.31
Deposit	01/08/2018	TCF DEC 17 ME WASTE	1010 · Pacific Premier Ch...	-7,932.10	-53,078.41
Deposit	01/08/2018	F:0895 A:0760 CURR SECURED TAX	1010 · Pacific Premier Ch...	-8,241.87	-61,320.28

Avila Beach Community Services District
Deposits by Fund
 January 2018

02/06/18

Type	Date	Memo	Split	Amount	Balance
Deposit	01/08/2018	Sani Rec	1010 · Pacific Premier Ch...	-3,622.22	-64,942.50
Deposit	01/08/2018	Rate Assistance	1010 · Pacific Premier Ch...	95.92	-64,846.58
Deposit	01/08/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-64,846.58
Deposit	01/08/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-64,846.58
Deposit	01/09/2018	Sani Rec	1010 · Pacific Premier Ch...	-2,598.49	-67,445.07
Deposit	01/09/2018	Rate Assistance	1010 · Pacific Premier Ch...	49.65	-67,395.42
Deposit	01/09/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-67,395.42
Deposit	01/09/2018	1/2 Other 2	1010 · Pacific Premier Ch...	171.79	-67,223.63
Deposit	01/10/2018	Sani Rec	1010 · Pacific Premier Ch...	-3,504.24	-70,727.87
Deposit	01/10/2018	Rate Assistance	1010 · Pacific Premier Ch...	242.84	-70,485.03
Deposit	01/10/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-70,485.03
Deposit	01/10/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-70,485.03
Deposit	01/11/2018	000162 Community Park Restrooms 11/30 - 12/27/17	1010 · Pacific Premier Ch...	-226.95	-70,711.98
Deposit	01/11/2018	Sani Rec	1010 · Pacific Premier Ch...	-5,074.89	-75,786.87
Deposit	01/11/2018	Rate Assistance	1010 · Pacific Premier Ch...	33.10	-75,753.77
Deposit	01/11/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-75,753.77
Deposit	01/11/2018	1/2 Other 2	1010 · Pacific Premier Ch...	-19.75	-75,773.52
Deposit	01/12/2018	Sani Rec	1010 · Pacific Premier Ch...	-4,813.08	-80,586.60
Deposit	01/12/2018	Rate Assistance	1010 · Pacific Premier Ch...	8.27	-80,578.33
Deposit	01/12/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-80,578.33
Deposit	01/12/2018	1/2 Other 2	1010 · Pacific Premier Ch...	142.48	-80,435.85
Deposit	01/12/2018	ACH County of SLO booked 1/11/18 000162 Community Park Restro...	1010 · Pacific Premier Ch...	226.95	-80,208.90
Deposit	01/16/2018	F:0895 A:0760 CURR SECURED TAX	1010 · Pacific Premier Ch...	-3,326.48	-83,535.38
Deposit	01/16/2018	Sani Rec	1010 · Pacific Premier Ch...	-3,680.11	-87,215.49
Deposit	01/16/2018	Rate Assistance	1010 · Pacific Premier Ch...	16.55	-87,198.94
Deposit	01/16/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-87,198.94
Deposit	01/16/2018	1/2 Other 2	1010 · Pacific Premier Ch...	189.57	-87,009.37
Deposit	01/17/2018	Sani Rec	1010 · Pacific Premier Ch...	-2,517.19	-89,526.56
Deposit	01/17/2018	Rate Assistance	1010 · Pacific Premier Ch...	8.27	-89,518.29
Deposit	01/17/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-89,518.29
Deposit	01/17/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-89,518.29
Deposit	01/18/2018	Sani Rec	1010 · Pacific Premier Ch...	-2,238.26	-91,756.55
Deposit	01/18/2018	Rate Assistance	1010 · Pacific Premier Ch...	16.55	-91,740.00
Deposit	01/18/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-91,740.00
Deposit	01/18/2018	1/2 Other 2	1010 · Pacific Premier Ch...	20.07	-91,719.93
Deposit	01/19/2018	Sani Rec	1010 · Pacific Premier Ch...	-659.07	-92,379.00
Deposit	01/19/2018	Rate Assistance	1010 · Pacific Premier Ch...	16.55	-92,362.45
Deposit	01/19/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-92,362.45
Deposit	01/19/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-92,362.45

Avila Beach Community Services District
Deposits by Fund
 January 2018

02/06/18

Type	Date	Memo	Split	Amount	Balance
Deposit	01/23/2018	Sani Rec	1010 · Pacific Premier Ch...	-226.55	-92,589.00
Deposit	01/23/2018	Rate Assistance	1010 · Pacific Premier Ch...	8.27	-92,580.73
Deposit	01/23/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-92,580.73
Deposit	01/23/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-92,580.73
Deposit	01/25/2018	F:0895 A:0760 CURR SECURED TAX	1010 · Pacific Premier Ch...	-1,902.21	-94,482.94
Deposit	01/26/2018	Sani Rec	1010 · Pacific Premier Ch...	-280.75	-94,763.69
Deposit	01/26/2018	Rate Assistance	1010 · Pacific Premier Ch...	8.27	-94,755.42
Deposit	01/26/2018	1/2 Other 1	1010 · Pacific Premier Ch...	-4.02	-94,759.44
Deposit	01/26/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-94,759.44
Deposit	01/30/2018	Sani Rec	1010 · Pacific Premier Ch...	-692.67	-95,452.11
Deposit	01/30/2018	Rate Assistance	1010 · Pacific Premier Ch...	0.00	-95,452.11
Deposit	01/30/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-95,452.11
Deposit	01/30/2018	1/2 Other 2	1010 · Pacific Premier Ch...	-84.50	-95,536.61
Deposit	01/31/2018	BALANCE ADJ CCs	1010 · Pacific Premier Ch...	-116.95	-95,653.56
Total Sanitary					
Solid Waste					
Deposit	01/08/2018	Waste Connections Franchise Fee SW	1010 · Pacific Premier Ch...	-1,239.72	-1,239.72
Deposit	01/23/2018	Waste Connections Franchise Fee SW	1010 · Pacific Premier Ch...	-907.45	-2,147.17
Total Solid Waste					
Water					
Deposit	01/02/2018	Water Rec	1010 · Pacific Premier Ch...	-1,528.67	-1,528.67
Deposit	01/02/2018	Rate Assistance	1010 · Pacific Premier Ch...	49.65	-1,479.02
Deposit	01/02/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-1,479.02
Deposit	01/02/2018	1/2 Other 2	1010 · Pacific Premier Ch...	39.73	-1,439.29
Deposit	01/03/2018	Water Rec	1010 · Pacific Premier Ch...	-2,529.68	-3,968.97
Deposit	01/03/2018	Rate Assistance	1010 · Pacific Premier Ch...	57.93	-3,911.04
Deposit	01/03/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-3,911.04
Deposit	01/03/2018	1/2 Other 2	1010 · Pacific Premier Ch...	127.50	-3,783.54
Deposit	01/04/2018	Water Rec	1010 · Pacific Premier Ch...	-54.20	-3,837.74
Deposit	01/04/2018	Rate Assistance	1010 · Pacific Premier Ch...	8.28	-3,829.46
Deposit	01/08/2018	F:0895 A:0760 AVILA BEACH IMPR # 1 UTL - Gen .70, Water .25, Li...	1010 · Pacific Premier Ch...	-483.47	-4,312.93
Deposit	01/08/2018	TCF DEC 17 ME - IMPR #1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-1,971.25	-6,284.18
Deposit	01/08/2018	F:0895 A:0760 AVILA BEACH IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-2,048.99	-8,333.17
Deposit	01/08/2018	Water Rec	1010 · Pacific Premier Ch...	-1,558.30	-9,891.47
Deposit	01/08/2018	Rate Assistance	1010 · Pacific Premier Ch...	95.93	-9,795.54
Deposit	01/08/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-9,795.54

Avila Beach Community Services District
Deposits by Fund
 January 2018

02/06/18

Type	Date	Memo	Split	Amount	Balance
Deposit	01/08/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-9,795.54
Deposit	01/09/2018	Water Rec	1010 · Pacific Premier Ch...	-2,489.68	-12,285.22
Deposit	01/09/2018	Rate Assistance	1010 · Pacific Premier Ch...	49.65	-12,235.57
Deposit	01/09/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-12,235.57
Deposit	01/09/2018	1/2 Other 2	1010 · Pacific Premier Ch...	171.80	-12,063.77
Deposit	01/10/2018	Water Rec	1010 · Pacific Premier Ch...	-3,282.56	-15,346.33
Deposit	01/10/2018	Rate Assistance	1010 · Pacific Premier Ch...	242.85	-15,103.48
Deposit	01/10/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-15,103.48
Deposit	01/10/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-15,103.48
Deposit	01/11/2018	001483 Front St Irrigation 11/30 - 12/27/17	1010 · Pacific Premier Ch...	-509.48	-15,612.96
Deposit	01/11/2018	000162 Community Park Restrooms 11/30 - 12/27/17	1010 · Pacific Premier Ch...	-162.60	-15,775.56
Deposit	01/11/2018	001622 San Juan Park 11/30 - 12/27/17	1010 · Pacific Premier Ch...	-932.24	-16,707.80
Deposit	01/11/2018	Water Rec	1010 · Pacific Premier Ch...	-4,257.41	-20,965.21
Deposit	01/11/2018	Rate Assistance	1010 · Pacific Premier Ch...	33.10	-20,932.11
Deposit	01/11/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-20,932.11
Deposit	01/11/2018	1/2 Other 2	1010 · Pacific Premier Ch...	-19.75	-20,951.86
Deposit	01/12/2018	Water Rec	1010 · Pacific Premier Ch...	-5,364.73	-26,316.59
Deposit	01/12/2018	Rate Assistance	1010 · Pacific Premier Ch...	8.28	-26,308.31
Deposit	01/12/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-26,308.31
Deposit	01/12/2018	1/2 Other 2	1010 · Pacific Premier Ch...	142.48	-26,165.83
Deposit	01/12/2018	ACH County of SLO booked 1/11/18 001483 Front St Irrigation 11/30 ...	1010 · Pacific Premier Ch...	509.48	-25,656.35
Deposit	01/12/2018	ACH County of SLO booked 1/11/18 000162 Community Park Restro...	1010 · Pacific Premier Ch...	162.60	-25,493.75
Deposit	01/12/2018	ACH County of SLO booked 1/11/18 San Juan Park 11/30 - 12/27/17	1010 · Pacific Premier Ch...	932.24	-24,561.51
Deposit	01/16/2018	F:0895 A:0760 AVILA BEACH IMPR # 1 - Gen .70, Water .25, Lights ...	1010 · Pacific Premier Ch...	-826.99	-25,388.50
Deposit	01/16/2018	Water Rec	1010 · Pacific Premier Ch...	-5,024.37	-30,412.87
Deposit	01/16/2018	Rate Assistance	1010 · Pacific Premier Ch...	16.55	-30,396.32
Deposit	01/16/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-30,396.32
Deposit	01/16/2018	1/2 Other 2	1010 · Pacific Premier Ch...	189.57	-30,206.75
Deposit	01/17/2018	Water Rec	1010 · Pacific Premier Ch...	-2,280.93	-32,487.68
Deposit	01/17/2018	Rate Assistance	1010 · Pacific Premier Ch...	8.28	-32,479.40
Deposit	01/17/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-32,479.40
Deposit	01/17/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-32,479.40
Deposit	01/18/2018	Water Rec	1010 · Pacific Premier Ch...	-1,972.88	-34,452.28
Deposit	01/18/2018	Rate Assistance	1010 · Pacific Premier Ch...	16.55	-34,435.73
Deposit	01/18/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-34,435.73
Deposit	01/18/2018	1/2 Other 2	1010 · Pacific Premier Ch...	20.07	-34,415.66
Deposit	01/19/2018	Water Rec	1010 · Pacific Premier Ch...	-449.01	-34,864.67
Deposit	01/19/2018	Rate Assistance	1010 · Pacific Premier Ch...	16.55	-34,848.12
Deposit	01/19/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-34,848.12

Avila Beach Community Services District
Deposits by Fund
 January 2018

02/06/18

Type	Date	Memo	Split	Amount	Balance
Deposit	01/19/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-34,848.12
Deposit	01/23/2018	Water Rec	1010 · Pacific Premier Ch...	-650.89	-35,499.01
Deposit	01/23/2018	Rate Assistance	1010 · Pacific Premier Ch...	8.28	-35,490.73
Deposit	01/23/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-35,490.73
Deposit	01/23/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-35,490.73
Deposit	01/25/2018	F:0895 A:0760 AVILA BEACH IMP # 1 - Gen .70, Water .25, Lights	1010 · Pacific Premier Ch...	-472.91	-35,963.64
Deposit	01/26/2018	Water Rec	1010 · Pacific Premier Ch...	-502.84	-36,466.48
Deposit	01/26/2018	Rate Assistance	1010 · Pacific Premier Ch...	8.28	-36,458.20
Deposit	01/26/2018	1/2 Other 1	1010 · Pacific Premier Ch...	-4.02	-36,462.22
Deposit	01/26/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-36,462.22
Deposit	01/30/2018	Water Rec	1010 · Pacific Premier Ch...	-1,392.13	-37,854.35
Deposit	01/30/2018	Rate Assistance	1010 · Pacific Premier Ch...	0.00	-37,854.35
Deposit	01/30/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-37,854.35
Deposit	01/30/2018	1/2 Other 2	1010 · Pacific Premier Ch...	-84.50	-37,938.85
Deposit	01/31/2018	BALANCE ADJ CCs	1010 · Pacific Premier Ch...	-116.95	-38,055.80
Total Water				-38,055.80	-38,055.80
TOTAL				-157,339.86	-157,339.86

**Avila Beach Community Services District
Checks by Fund w/Accounts**

January 2018

02/06/18

Type	Date	Num	Name	Memo	Account	Amount	Balance
General / Admin							
Check	01/02/2018		Bankcard MTOT Disc		5100 · Merchant Credit Card Fe...	338.15	338.15
Check	01/04/2018	1423	ASAP Reprographics	Plans for Projects	6140 · Office Supplies & Postage	16.00	354.15
Check	01/04/2018	1425	Hagemann & Associates	12/24/17 -1/6/18	6506 · Contract Labor GM	4,400.00	4,754.15
Check	01/04/2018	1426	Nikki Engle Bookkeeping	Inv. 1725 1/3/18	6102 · Accounting	220.00	4,974.15
Check	01/04/2018		U.S. Postal Service		6140 · Office Supplies & Postage	61.25	5,035.40
Check	01/05/2018		Adobe.com		6140 · Office Supplies & Postage	14.99	5,050.39
Check	01/10/2018		Cal Tec Computers	computer repairs	6524 · Equip. Rep. & Maint. Avila...	40.00	5,090.39
Check	01/10/2018		Amazon		6140 · Office Supplies & Postage	320.38	5,410.77
Check	01/12/2018		Public Employees Retirement System	Kristi 12/16 - 12/31/17	2250 · PERS Liability	66.68	5,477.45
Check	01/12/2018		Public Employees Retirement System	Kristi 12/16 - 12/31/17	2256 · PERS Co Pd Kristi	70.72	5,548.17
Check	01/12/2018		Public Employees Retirement System	Kristi 1/1 - 1/15/18	2250 · PERS Liability	165.96	5,714.13
Check	01/12/2018		Public Employees Retirement System	Kristi 1/1 - 1/15/18	2256 · PERS Co Pd Kristi	26.46	5,740.59
Check	01/16/2018	1429	Nikki Engle Bookkeeping	Inv. 1723 12/28/17	6102 · Accounting	220.00	5,960.59
Check	01/16/2018	1430	Avila Beach Civic Association	January Rent 2018	6155 · Rent	849.38	6,809.97
Check	01/16/2018	1430	Avila Beach Civic Association	Quarterly Utilities (Oct 2017 - Dec 2017)	6590 · Utilities	274.97	7,084.94
Check	01/16/2018	1437	Chaparral Business Supplies	Inv. #422141	6524 · Equip. Rep. & Maint. Avila...	339.77	7,424.71
Check	01/17/2018		Charter	Acct #. 8245100980033571	6585 · Telephone / Internet	189.95	7,614.66
Check	01/22/2018	1441	Hagemann & Associates	Inv. 1010 Jan 7th - 20th, 2018	6506 · Contract Labor GM	5,500.00	13,114.66
Check	01/25/2018		U.S. Postal Service	1099s & 1096 2017	6140 · Office Supplies & Postage	1.21	13,115.87
Check	01/26/2018	1444	Staples	Office Supplies	6140 · Office Supplies & Postage	160.07	13,275.94
Check	01/29/2018		Digital Deployment	monthly ABCSD Streamline	6170 · Website	200.00	13,475.94
Check	01/30/2018	1445	Nikki Engle Bookkeeping	Inv. 1751 1/23/18	6102 · Accounting	192.50	13,668.44
Check	01/30/2018		Amazon		6140 · Office Supplies & Postage	377.06	14,045.50
Total General / Admin							14,045.50
Lights							
Check	01/02/2018		PG&E	Town Lights acct # 0690976984-3	6590 · Utilities	470.97	470.97
Check	01/02/2018		PG&E	Colony Lights acct # 5992155362-0	6590 · Utilities	91.23	562.20
Check	01/22/2018		PG&E	Front St. Lights acct# 5796765606-7	6590 · Utilities	389.14	951.34
Check	01/29/2018		PG&E	Town Lights acct # 0690976984-3	6590 · Utilities	471.14	1,422.48
Check	01/29/2018		PG&E	Colony Lights acct # 5992155362-0	6590 · Utilities	91.29	1,513.77
Total Lights							1,513.77
Sanitary							
Check	01/04/2018	1416	Miners Ace Hardware	Rope	6524 · Equip. Rep. & Maint. Avila...	9.69	9.69
Check	01/04/2018	1417	Speed's, Inc.	Inv. 58095 Solid Waste Hauling 12/5/17	6580 · Solids Handling	1,350.00	1,359.69
Check	01/04/2018	1419	Abalone Coast Analytical, Inc.	Lab Testing Inv. 3991 Statement 1/2/18	6540 · Lab Tests	2,475.70	3,835.39
Check	01/04/2018	1421	SLO CO Air Pollution Control District	Annual Permit WWTP Inv. 18814 Account 1009	6555 · Permits & Fees	1,494.00	5,329.39
Check	01/04/2018	1422	South County Sanitary Service	2 Yd Dumpster	6590 · Utilities	119.73	5,449.12
Check	01/04/2018	1424	Brenntag Pacific, Inc.	BPI 2853256	6503 · Chemicals	794.52	6,243.64
Check	01/04/2018	1424	Brenntag Pacific, Inc.	BPI 2853257	6503 · Chemicals	971.52	7,215.16
Check	01/04/2018	1424	Brenntag Pacific, Inc.	BPI 2844210	6503 · Chemicals	1,067.36	8,282.52
Check	01/04/2018	1427	Fluid Resource Management	Dec Ops. Inv. F16598	6505 · Contract Labor O & M	12,785.22	21,067.74
Check	01/04/2018	1427	Fluid Resource Management	Inv. #A16463 1 Chlorine Sensor Pumps	6510 · Critical Spare Parts	662.83	21,730.57
Check	01/04/2018	1427	Fluid Resource Management	WWTP Supplies	6522 · Equip. Rep. & Maint-Avila...	219.75	21,950.32
Check	01/04/2018	1418	Abalone Coast Analytical, Inc.	Lab Testing Inv. 3991 Statement 1/2/18	6540 · Lab Tests	0.00	21,950.32
Check	01/16/2018	1428	Michael Nunley & Assoc.	Inv. 4010 1/8/18	8242 · WW-4 Collectn Ln Re	32.30	21,982.62

Avila Beach Community Services District
Checks by Fund w/Accounts

January 2018

02/06/18

Type	Date	Num	Name	Memo	Account	Amount	Balance
Check	01/16/2018	1428	Michael Nunley & Assoc.	Inv. 4010 1/8/18	8232 · WW-2 Effluent Line Rep...	1,402.50	23,385.12
Check	01/16/2018	1431	Applied Industrial Technologies	Inv. #7012283804	6510 · Critical Spare Parts	3,732.60	27,117.72
Check	01/16/2018	1432	Speed's, Inc.	Inv. 58144 Solid Waste Hauling 12/19/17	6580 · Solids Handling	1,231.25	28,348.97
Check	01/16/2018	1434	Brenntag Pacific, Inc.	BPI 2853259 12/28/17	6503 · Chemicals	989.52	29,338.49
Check	01/16/2018	1435	Water Systems Consulting, Inc.	WW-2017/18 -1 WWTP Upgrade/ RW Analysis	8231 · WW-1 WWTP Upgrade	5,270.00	34,608.49
Check	01/16/2018	1436	Multi. W Systems	Submersible Pump 5 HP 1750RPM	8242 · WW-4 Collectn Ln Re	4,141.60	38,750.09
Check	01/16/2018	1438	Brenntag Pacific, Inc.	BPI 2862837 1/4/18	6503 · Chemicals	1,046.30	39,796.39
Check	01/16/2018	1439	Speed's, Inc.	Inv. 58185 Solid Waste Hauling 1/2/18	6580 · Solids Handling	1,255.00	41,051.39
Check	01/16/2018		SLO CO Air Pollution Control District	Air pollution permit fee	6555 · Permits & Fees	220.00	41,271.39
Check	01/16/2018		SLO CO Air Pollution Control District	service fee Air pollution permit fee	6555 · Permits & Fees	5.26	41,276.65
Check	01/16/2018		AT&T	acct # x 0885 Internet	6585 · Telephone / Internet	65.81	41,342.46
Check	01/22/2018	1442	Brenntag Pacific, Inc.	BPI 2862838 1/11/18	6503 · Chemicals	1,118.80	42,461.26
Check	01/22/2018		PG&E	Waste Water Plant acct # 6380034236-0 3rd & ...	6590 · Utilities	1,546.66	44,007.92
Check	01/22/2018		PG&E	Lift Station acct# 6338432238-2	6590 · Utilities	49.15	44,057.07
Check	01/22/2018		Bankcard/MTOT Dep	CC Chargeback	1280 · Water & Sewer Billings	75.65	44,132.72
Check	01/25/2018		Dell	Computer - Kristi	6518 · Equipment Expense	714.53	44,847.25
Check	01/30/2018	1446	Michael Nunley & Assoc.	Inv. 3945 Statement Date: 12/11/17	8232 · WW-2 Effluent Line Rep...	382.50	45,229.75
Check	01/30/2018		AT&T	acct # 805 595-7619 618 0	6585 · Telephone / Internet	66.44	45,296.19
Check	01/30/2018		AT&T	acct # 805 595-9416 904 5 \$ 8.75 CR	6585 · Telephone / Internet	127.24	45,423.43
Total Sanitary							
Water							
Check	01/04/2018	1415	Ferguson Enterprises	Inv. # 5146365 Fire Hydrant Caps	6524 · Equip. Rep. & Maint. Avila...	295.53	295.53
Check	01/04/2018	1420	State Water Board	Permit Water System Inv: SM-1015721	6555 · Permits & Fees	2,130.00	2,425.53
Check	01/04/2018	1427	Fluid Resource Management	Dec Ops. Inv. F16598	6505 · Contract Labor O & M	5,522.04	7,947.57
Check	01/04/2018	1427	Fluid Resource Management	Pump Inspection A16463 & A16545	6524 · Equip. Rep. & Maint. Avila...	424.21	8,371.78
Check	01/04/2018	1427	Fluid Resource Management	Water Valve Replacement Project	8280 · W - 2 Water Valve Rep	1,385.32	9,757.10
Check	01/16/2018	1433	Ferguson Enterprises	Water Meter Bushings	6510 · Critical Spare Parts	277.09	10,034.19
Check	01/16/2018	1433	Ferguson Enterprises	Hydrant Parts	6520 · Equipment Repair & Maint.	295.53	10,329.72
Check	01/22/2018	1443	SLO County Public Works	State Water 2017/18 60% Annual Charges Inv. 2...	6805 · State Water	61,169.80	71,499.52
Check	01/22/2018		PG&E	Water Tank acct # 4807713956-5	6590 · Utilities	131.39	71,630.91
Check	01/22/2018		Bankcard/MTOT Dep	CC Chargeback	1280 · Water & Sewer Billings	54.20	71,685.11
Total Water							
TOTAL						132,667.81	132,667.81



FLUID RESOURCE MANAGEMENT

2385 Precision Drive
 Arroyo Grande, CA 93420
 www.frm-ops.com CA Lic #937346

Statement

Date
2/1/18

Phone # 805.597.7100 Fax # 805.597.7171

California Certified Small Business #1120142

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

Amount Due	Amount Enc.
\$23,281.78	


Date	Transaction	Amount	Balance		
01/30/18	348F11001 Monthly OPS/Maint-INV #F16698. Orig. Amount \$18,307.26.	18,307.26	18,307.26		
01/15/18	348F11001 Monthly OPS/Maint:348FW11001 Water:348AW17001 Add Services water-INV #A16617. Orig. Amount \$83.57.	83.57	18,390.83		
01/18/18	W16135 Valve Exercising for Valve Project-INV #W16135. Orig. Amount \$4,062.85.	4,062.85	22,453.68		
01/19/18	W16408 Update Reporting Templates For New-INV #W16408. Orig. Amount \$445.00.	445.00	22,898.68		
01/18/18	W16432 Lift Station Pump Diagnosis-INV #W16432. Orig. Amount \$383.10.	383.10	23,281.78		
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
23,281.78	0.00	0.00	0.00	0.00	\$23,281.78

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: February 13th, 2018

SUBJECT: General Manager/District Engineer Report

Zone 3 Technical Advisory Committee Meeting

The Zone 3 Technical Advisory Committee (TAC) met on Wednesday, January 10, 2018, at the Arroyo Grande City Hall. The Agenda packet for the TAC meeting is attached to this report. As of this writing Lopez Lake is at an elevation of 490 feet, 50% capacity and has approximately 25,064 acre feet of water in storage (about 400 acre feet less than a month ago). With the low rainfall to date this winter, we are anticipating that we will remain operating under the Low Level Response Plan for the 2018 water year. This will be discussed at an upcoming Board of Supervisors meeting.

On November 29, 2017, the State Department of Water Resources issued their initial State Water Delivery Allocation. The Initial Allocation of 15% of the "Table A" contract amount is based on rainfall and snowfall levels to date and will likely be revised if hydrologic and water supply conditions change in the next few months. As noted in the attached email from Wes Thomson at SLO County Public Works, even at 15% delivery, the County can meet its current delivery commitments solely with this year's Table A Water. In addition, the Board will recall that the CSD has purchased an additional 100 AF Drought Buffer that also provides further insurance that the CSD will have their full allotment of State Water (100 AF) available.

California Special District Association (CSDA)

The CSDA Local Chapter Annual Meeting is scheduled for February 23, at the Avila Beach Community Center. Once again, District staff will be helping with hosting the event. The cost is \$30 per person and the District has sufficient funds in the training budget to cover the cost of any Board members that would like to attend. Tri tip and Chicken Bar-B-Que is on the menu. The informational flier is attached. **Please notify Kristi by Thursday, February 15th, if you plan on attending.**

Status of Relocating the District Administrative Offices

We are full speed ahead with moving the District Office to 100 San Luis Street!! The tenant completed their move out at the end of January, and had the building cleaned, including cleaning the carpets. We are scheduled to move everything over on Friday February 9th and if the Force is with us, we should be up and running by Monday February 12th. We are taking the District owned furniture out of our existing offices and will be purchasing a new workstation area for Kristi that will provide an elevated counter top for customers to write checks, etc.



**ZONE 3
TECHNICAL ADVISORY COMMITTEE**

**Wednesday January 10, 2018
9:30-11:30 AM
ARROYO GRANDE CITY HALL
300 BRANCH STREET
2nd FLOOR CONFERENCE ROOM**

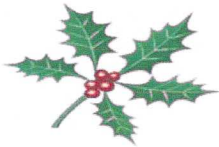
Agenda

1. Announcements	All
2. General Operations and Water Report <ul style="list-style-type: none"> • Monthly Operations Report • Lopez Dam Storage Projections • Summary Notes/Action Items - November 	Jill
3. Capital Improvement Projects – <ul style="list-style-type: none"> • Current Projects Update 	Jill
4. Draft Lopez Inundation Map <ul style="list-style-type: none"> • Completed and sent to DWR 	Jill
5. Cloudseeding Update <ul style="list-style-type: none"> • Status of EIR 	Jill
6. Agenda items next month?	All

Attachments:

- A. December Summary Notes
- B. Lopez Monthly Operations Report - December
- C. Lopez Reservoir Storage Projections
- D. Capital Improvement Project Update

Next Meeting Date February 14, 2018



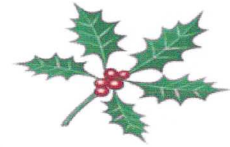
ZONE 3

TECHNICAL ADVISORY COMMITTEE

WEDNESDAY December 13, 2017 (9:30-11:30 AM)

SUMMARY NOTES - DRAFT

ARROYO GRANDE CITY HALL



Attendees: Ben Fine and Brandon Shea (Pismo), Greg Ray (Grover Beach), Jim Garing, Brad Hagemann (ABCSD), Vard Ikeda, John Wallace, Dan Heimel (WSC), Dan Migliazzo (SMMWC), David Spiegel (PW Dept), Kristi Smith (PW Dept), Jenny Williamson (PW Dept), Mark Hutchinson (Deputy Director PW).

1. Announcements –

- Recycle Water Pilot Powerplant has been delivered to City of Pismo.
- Grover Beach looking for an Associate Engineer, job flyer currently available.

2. General Operations and Water Supply Report

- Lake Elev. = 491.40 ft, Storage = 25,785 AF @ 52% capacity; Downstream releases are at 2.6 MGD (instantaneous reading); WTP at 5.3 MGD; SWP at 0 MGD. Rainfall to date 0.48.
- Question regarding when State Water will be back on, David stated that there is no estimated time as to when State Water will be turned back on.
- David Spiegel discussed reservoir projections and prediction of rainfall. Reservoir storage projection graph has been adjusted to project worst case scenario based on WY14-15 and 15-16 rainfall years.

3. Capital Improvement Projects –

- David discussed the Current Projects Update.
- David covered the Spillway Assessment Update. Work plan has been approved by DSOD and a draft RFP is currently being developed to do non-destructive testing and assessment of spillway.
- Structural assessment of terminal reservoir - received bids waiting for County Counsel approval.
- Domestic and Fire flow tanks are currently being reviewed. Need to determine the best course of action since the tanks are 50-60 years old and in poor condition. Assessment being done to determine if tanks can be repaired, how much water is actually needed and if replacing the tanks would be a better option.

4. State Water

- Mark Hutchinson stated that there is no written policy on quantity of State water that can be stored in Lopez. Operating on a long standing legal theory that if the reservoir were to spill, foreign water will spill first (ie. State Water). At the moment while the reservoir is hovering at the 60% capacity level he sees no problem with storing State Water in the reservoir however, the costs of getting that water as storage is borne by the District, not by the Lopez turn out State Water customers. They only pay variable costs for water use and treatment. It is unclear how long or how much more the District's general fund can continue to pre-pay the delivery costs on behalf of the Zone 3 SWP users. If there is an opportunity in amending documents, it is suggested to clarify the policy of the districts' water storage.
- Clarification of how State Water is used in conjunction with Lopez water discussed.
- Paso Basin Supplemental Supply Study report was briefly discussed as it discusses excess capacity in the State water pipeline as a means for delivering additional State Water such as the District's excess allocation of roughly 15,000 AF.
- Mark discussed the District State Water exchange with CCWA that was started in 16-17, to get additional capacity in the pipeline such that additional water during the drought emergency could be delivered to the Lopez turnout. Mark stated that the documents were in the process of negotiation with DWR by Dec. 2016 but then it began to rain, DWR had no director and then Oroville happened so the exchange has been in pause mode. Depending on how the winter goes we can pick up the effort again in the spring time if needed.
- CCWA is preparing to step into a contractor role in place of Santa Barbara County Flood Control District. CCWA in discussion with their individual contractors over DWR proposal to extend the State Water contract beyond 2035 & do funding schemes for California Water Fix.

- SLO County has an official position from the Board to request DWR to provide some method of funding the unallocated water. Currently the County's Property Tax Measure provides some relief until 2035 and the Board is discussing the option to extend the measure past 2035.
- District staff are working with State Water customers through their Advisory Committee to start laying out the issues and discuss their options.
- Discussion on what is needed for sale to non SWP contractors, etc. Goal is to put the State Water contractors first in line to sell water to non-State Water customers within the County per the State Water contract. Water cannot be sold outside of the County's area.
- DWR has a new director from an outside agency.

5. FY 2018-19 Capital Improvement Project Budget

- David Spiegel discussed some changes to the FY 2018-19 and FY 2019-20 projects, partly related to the Vac- trailer that was in the 17-18 budget and came in at a higher cost than anticipated.
- Kristi Smith clarified the O&M and Capital Outlay costs.
- ***FY 2018-19 capital improvement project budget was endorsed by TAC.***

6. ECORPS Contract Change Modeling – Update

Meeting scheduled for December 19th at 9:30am.

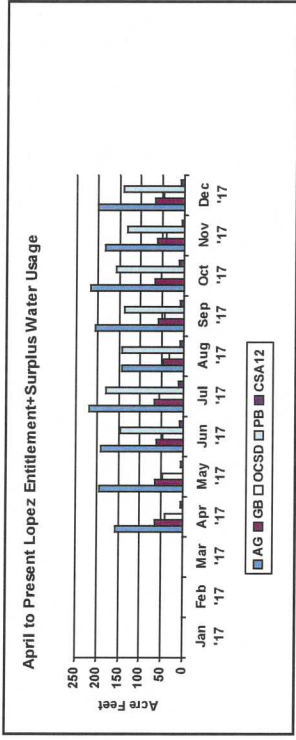
7. Agenda Items Next month –

Next meeting January 10, 2018

Summary Notes Prepared by Jenny Williamson

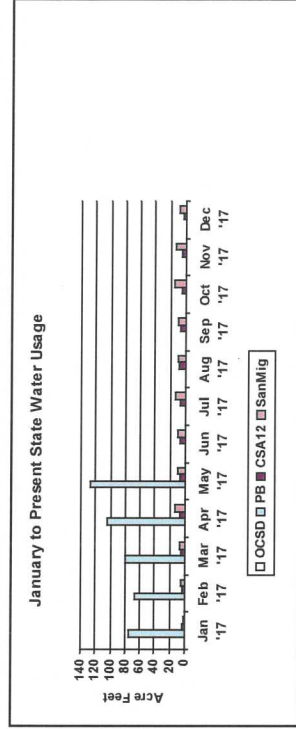
San Luis Obispo County Flood Control and Water District
Zone 3 - Lopez Project - Monthly Operations Report
December, 2017

Contractor	Lopez Water Deliveries										State Water Deliveries							
	This Month					April to Present					This Month			January to Present		Total Water Deliveries This Month		
	Entl.	Surplus	Total	Entitlement Usage %	Surplus Usage %	Entitlement %	Surplus %	Total Usage %	Annual Request	Usage	% of Annual Request	SWP Deliveries	Change in Storage	Usage	% of Annual Request		SWP Deliveries	
ARROYO GRANDE	2290	1249.20	3539.20	199.77	8.7%	0.0%	0.0%	1704.58	74.4%	0.0%	0.0%	0.0%	48.2%	227	0.00	0.0%	0.0%	199.77
Oceano CSD	303	840.50	1143.50	0.00	0.0%	47.00	5.6%	303.00	100.0%	118.00	14.0%	421.00	36.8%	1120	0.00	0.0%	40.3%	66.64
Grover Beach	800	240.20	1040.20	66.64	8.3%	0.0%	0.0%	562.23	70.3%	0.00	0.0%	562.23	54.1%	27	3.24	12.0%	234.2%	141.58
Pismo Beach	892	1834.20	2726.20	0.00	0.0%	141.58	7.7%	892.00	100.0%	144.35	7.9%	1036.35	38.0%	127	8.10	6.4%	91.1%	12.51
CSA 12	245	499.60	744.60	9.27	3.8%	0.0%	0.0%	75.79	30.9%	0.00	0.0%	75.79	10.2%	1501	11.34	0.8%	42.0%	8.1
San Miguelito																		
Total	4530	4663.70	9193.70	275.68	6.1%	188.58	4.0%	3537.60	78.1%	262.35	5.6%	3799.95	41.3%	1157.75	0	-11.34	1295.00	475.60
																		1146.41



Note: Deliveries are in acre feet. One acre foot = 325, 850 gallons or 43, 560 cubic feet. Safe yield is 8,730 acre feet.

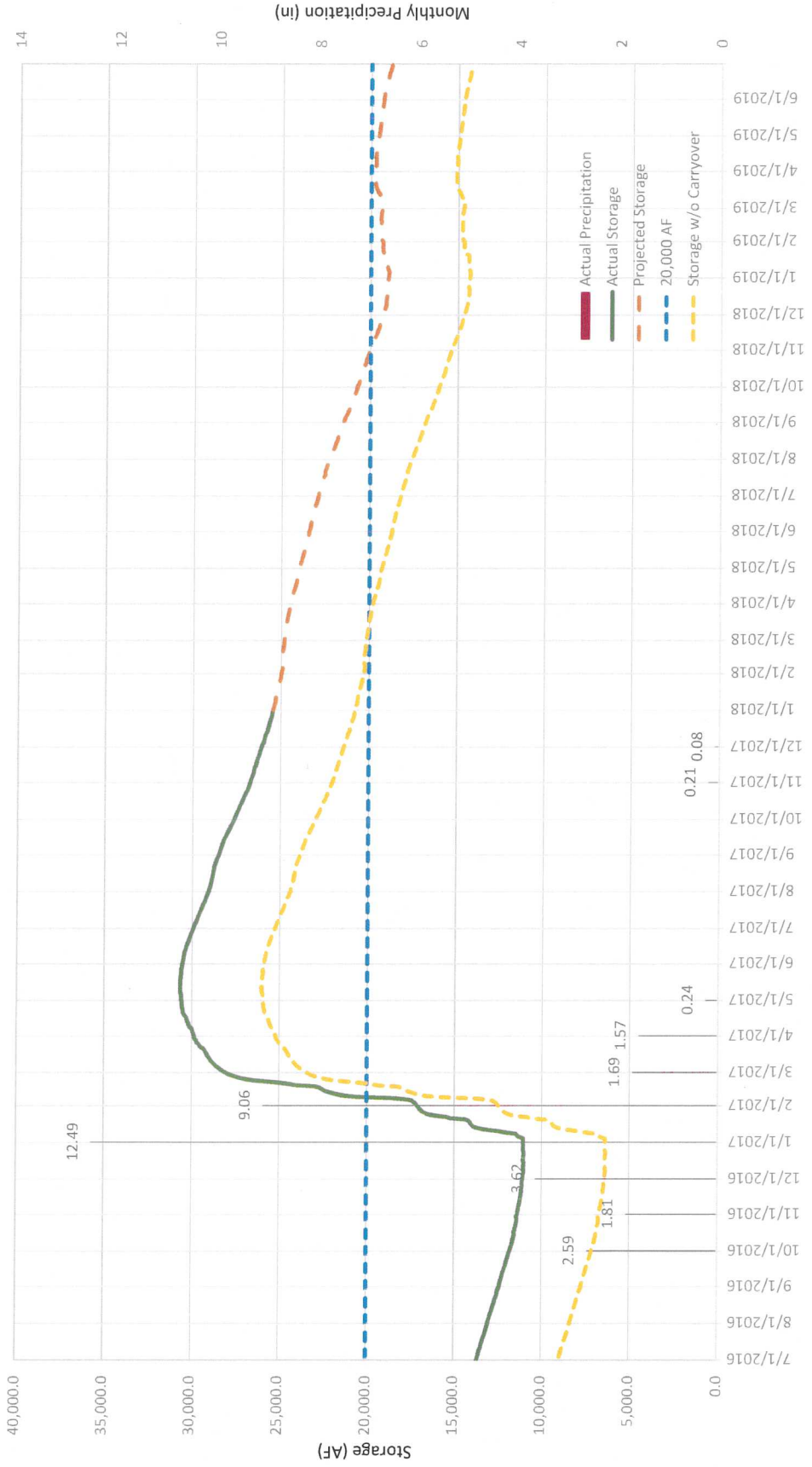
Lopez Dam Operations	This Month	Year to Date
Lake Elevation (full at 522.37 feet)	490.78	-31.59
Storage (full at 49200 acre feet)	25419	51.7%
Rainfall	0.57	
Downstream Release (4200 acre feet/year)	261.96	2537.97
Spillage (acre feet)	0	0.00



"Year to Date" is January to present for State water, April to present for Lopez deliveries, and July to present for rainfall.

Comments: Reservoir is currently operated under the Low Reservoir Response Plan. Reservoir is above 20,000 AF therefore no reduction in entitlements.
Surplus water shown is actually "Carry Over" water as designated in the LRRP and updated per BOS May 2, 2017 Declaration of Surplus.
1) Oceano supplied State Water to Canyon Crest via Arroyo Grande's Edna turn out. A total of 2.32 AF delivered to Canyon Crest was added to Oceano's State Water usage this month and 2.32 AF was subtracted from Arroyo Grande's usage this month.

LOPEZ RESERVOIR STORAGE PROJECTION



Note: Storage Projection is based on Water Years 14/15 and 15/16 municipal and downstream releases, rainfall, and evaporation.



SAN LUIS OBISPO COUNTY
DEPARTMENT OF PUBLIC WORKS

Wade Horton, Director

County Government Center, Room 206 • San Luis Obispo CA 93408 • (805) 781-5252

Fax (805) 781-1229

email address: pwd@co.slo.ca.us



TO: Zone 3 Technical Advisory Committee

FROM: David Spiegel, PE

DATE: January 10, 2018

SUBJECT: Zone 3 Projects Update

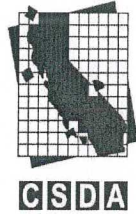
Project Updates:

- Equipment Audit & Replacement - Ongoing
 - Work proposed to continue in 2017/18
- Spillway Assessment – Due to be completed 17/18
 - Draft RFP in review
- Lopez Dam and Terminal Dam Hazard Classification – Due to be completed 17/18
 - Inundation Maps have been submitted to DSOD for review
 - Emergency Action Plans are in preparation
- Structural Assessment of Terminal Reservoir
 - Contract review
- Fault Zone Assessment – Dam Left Abutment
 - Contract review
- Equipment Storage
 - Requesting Quotes
- Lopez WTP Safety Upgrades
 - Working on implementing changes
- Domestic and Fire Tank
 - Getting quotes for repair work
- Ammonia Analyzer
 - Getting quotes for analyzers
 - Determining installation location

Upcoming Projects (Requested FY 2017/18):

- Pressure Transducers
- Cathodic Protection Survey
- Rebuild Membrane Feed Pumps (1 per year)

Marshall Ochylski, President
Anthony Kalvans, Vice-President
Kristen Gelos, Treasurer
Laurie Ion, Secretary
Kristi Dibbern, Assistant



California Special Districts Association

Districts Strannar Tnaathar
San Luis Obispo County
Chapter Chapter

ANNUAL MEETING

(SOCIAL HOUR, DINNER, & SILENT AUCTION)

Who: All San Luis Obispo County Special District Elected Officials, Staff, and Guests

When: Friday, February 23, 2018 at 5:30 p.m.

Where: Avila Beach Community Building, 191 San Miguel Street, Avila Beach

Cost: \$30.00/person in advance (\$40.00 at the door)

Agenda: 5:30 Social Hour/Cash Bar/Silent Auction 6:30

Dinner

7:00 Unit Chief Scott Jalbert, CAL FIRE/San Luis Obispo County F.D.
Chris Palmer, CSDA Representative
David Church, LAFCO Executive Director

8:30 Election of Chapter Officers
Election of LAFCO Alternate
Other Chapter Business
Silent Auction & Raffle Results

RSVP: Kristen Gelos at Kristen@heritageranchcsd.com

To pay by credit card please call Kristen at (805) 227-6230.

Checks made out to CSDA, San Luis Obispo Chapter may be mailed to:

Kristen Gelos
CSDA SLO Chapter Treasurer 4870
Heritage Rd.
Paso Robles, CA 93446

We will accept payment at the door!!!



February 6, 2018

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

SUBJECT: JANUARY 2018 MONTHLY FACILITY REPORT FOR THE AVILA BEACH COMMUNITY SERVICES DISTRICT WASTEWATER TREATMENT PLANT, WATER SYSTEM AND COLLECTION SYSTEM

WASTEWATER TREATMENT PLANT

An emergency generator was rented and put in service at the lift station in preparation for heavy storms in early January to save on costs for manning the gas pump during a potential power loss. Fortunately, there were no power outages and the generator was returned to Sunbelt Rentals when the storms were over.

The influent lift station at the WWTP was cleaned; debris and accumulated grease were removed to the drying bed at the WWTP.

Pump 1 at the First Street Lift Station was replaced; the original pump will be overhauled/rebuilt and maintained on the shelf as a critical spare part.

The annual critical spare parts inventory was conducted in January; the list of parts maintained in the District's inventory was updated.

An effluent TDS sample was collected in order to begin compiling baseline data for a future brine study.

The secondary clarifier was drained for annual inspection and maintenance. Various parts of the drive and chain assembly were found to be in need of repair or replacement due to normal wear and corrosion. Repairs were made to bring the clarifier back into service; parts are on order for completion of the project. The clarifier is considered a confined space; confined space entry protocols were observed as required during the project.

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.

WATER SYSTEM

Staff collected quarterly disinfection byproduct samples from the distribution system after notification from SWRCB that the district does not qualify for reduced monitoring at this time.

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.

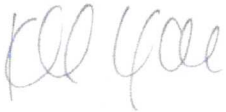
COMPLIANCE RECORD AND PLANT PERFORMANCE

Staff compiled the data to complete the monthly Self-Monitoring Report and Discharge Monitoring Report and the Annual Self-Monitoring Report in Central Integrated Water Quality Service (CIWQS). Once approved, the reports are uploaded into CIWQS and certified by ABCSD Staff. Staff also compiled the data to complete the Annual Collection System Questionnaire in CIWQS along with District Staff.

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.

Sincerely,

FLUID RESOURCE MANAGEMENT



Krista Ackermann Young
Operations Manager

ATTACHMENTS

- Self-Monitoring Report
- ABCSD Average Daily WWTP Effluent Flow (2016-2018)
- ABCSD Monthly Total WWTP Effluent Flow (2016-2018)
- Port San Luis Monthly Total Flow (2016-2018)
- Monthly Average Influent BOD (2016-2018)
- Monthly Average Effluent BOD (2016-2018)
- Monthly Water Purchased From Lopez (2016-2018)
- ABCSD Monthly Water Sold (2016-2018)

Avila Beach CSD Wastewater Treatment Facility

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

Month: JANUARY 2018

Effluent and Influent Monitoring

Date	Daily Flow (MGD)			Effluent Monitoring		
	Total	Max (gpm)	Avg (gpm)	Biweekly Total Coliform	Biweekly Fecal Coliform	Daily Chlorine Residual
1	0.065084	109	45			<0.02
2	0.049103	86	34	<2	<2	<0.02
3	0.048001	81	33			<0.02
4	0.059169	98	41	<2	<2	<0.02
5	0.051707	95	36			<0.02
6	0.053895	105	38			<0.02
7	0.050629	95	35			<0.02
8	0.042044	74	29			<0.02
9	0.059884	106	42	5	<2	<0.02
10	0.040698	64	28			<0.02
11	0.042671	73	30	2	<2	<0.02
12	0.043154	90	30			<0.02
13	0.058118	101	40			<0.02
14	0.063116	93	43			<0.02
15	0.050035	105	35			<0.02
16	0.036707	66	26	<2	<2	<0.02
17	0.041592	83	29			<0.02
18	0.052860	108	37	<2	<2	<0.02
19	0.025627	61	25			<0.02
20	0.046579	84	32			<0.02
21	0.054254	97	37			<0.02
22	0.049942	124	35			<0.02
23	0.042608	70	30	<2	<2	<0.02
24	0.044370	90	31			<0.02
25	0.042266	66	29	2	<2	<0.02
26	0.045958	83	32			<0.02
27	0.046008	92	32			<0.02
28	0.060242	102	41			<0.02
29	0.043247	79	30			<0.02
30	0.040048	74	28	<2	<2	<0.02
31	0.039735	73	28			<0.02
Min	0.025627	61	25	<2	<2	<0.02
Mean	0.048044	88	34	<2	<2	<0.02
Max	0.065084	124	45	5	<2	<0.02
Total	1.489351	Effluent daily (dry weather) flow NTE 0.2 MGD (mean).				

Date	Biweekly Effluent BOD (24 HC)	Biweekly Effluent TSS (24 HC)	Biweekly Influent BOD (24 HC)	Biweekly Influent TSS (24 HC)	Monthly Effluent Oil & Grease (Grab)
1/4/18	24	20	371	252	2.8 DNQ
1/7/18	23	19	277	64	
1/11/18	20	14	309	226	
1/14/18	25	22	208	56	
1/18/18	22	20	309	278	
1/21/18	26	21	255	64	
1/25/18	23	12	360	398	
1/28/18	30	28	157	85	
Min	20	12	157	56	2.8 DNQ
Mean	24	20	281	178	2.8 DNQ
Max	30	28	371	398	2.8 DNQ
BOD Removal: 91.4%			TSS Removal: 89.0%		

Effluent Monitoring

Date	Weekly Set. Solids (Grab)	Weekly Turbidity (Grab)	Weekly pH (Grab)	Weekly Temp °F (Grab)
1/4/18	<0.1	30.0	6.8	67
1/11/18	<0.1	19.1	6.6	66
1/18/18	<0.1	36.7	6.7	65
1/25/18	<0.1	29.3	6.8	63
Min	<0.1	19.1	6.6	63
Mean	<0.1	28.8	6.7	65
Max	<0.1	36.7	6.8	67

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		
		More than once in 30 days: 240		
		Daily Maximum: 2,400		
Chlorine Residual	mg/L	6 Month Median: 0.3		1.2
pH	pH units	Between 6.0 - 9.0		
Settleable Solids	mL/L	1.0	1.5	3.0
BOD/TSS Removal	%	≥ 75%	***	***

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.

Influent Brine Received

Date	Volume (Gallons)
	N/A

Sludge Removal

Date	Gallons
1/2/18	4,500
1/16/18	4,500
1/30/18	4,500

SIGNATURE: _____

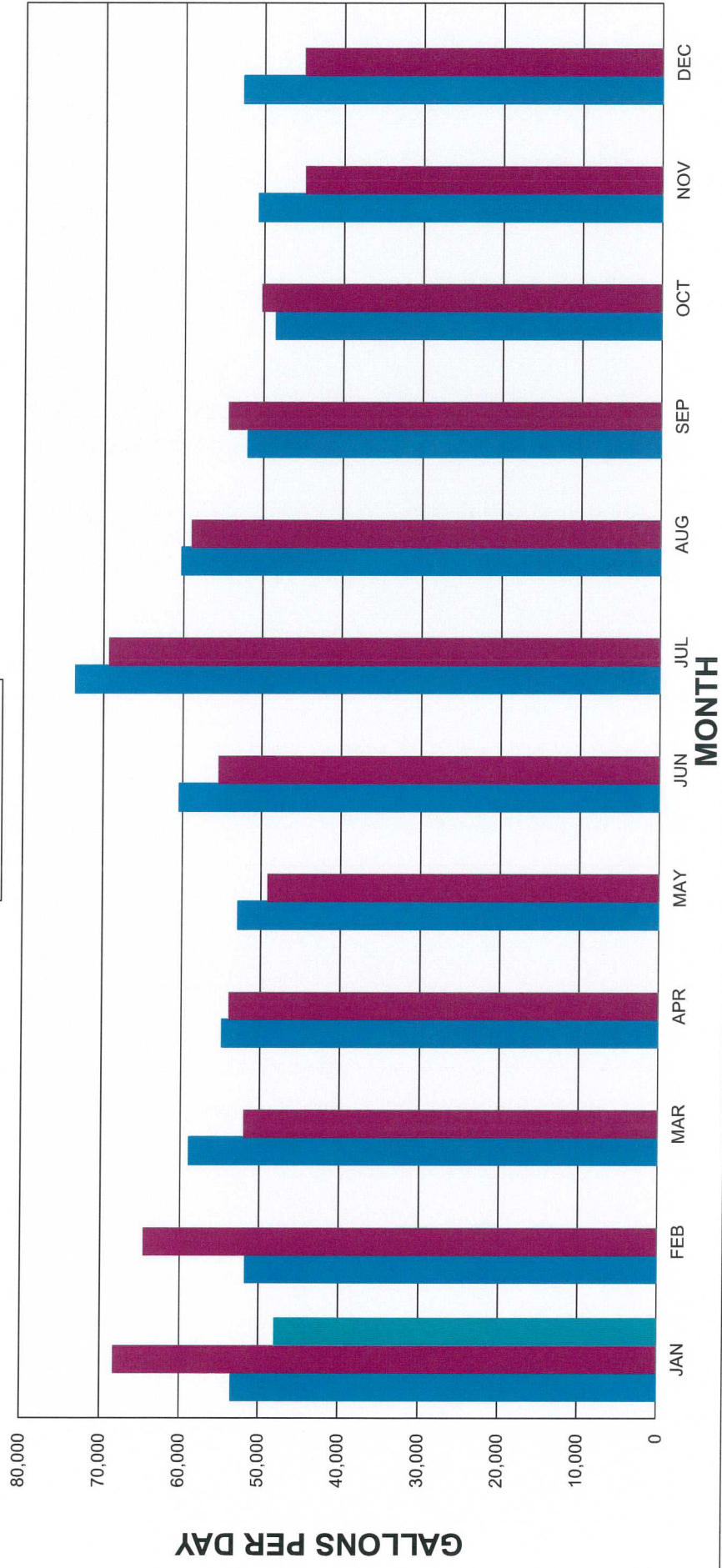
DATE: _____

PRINTED NAME: _____

TITLE: _____

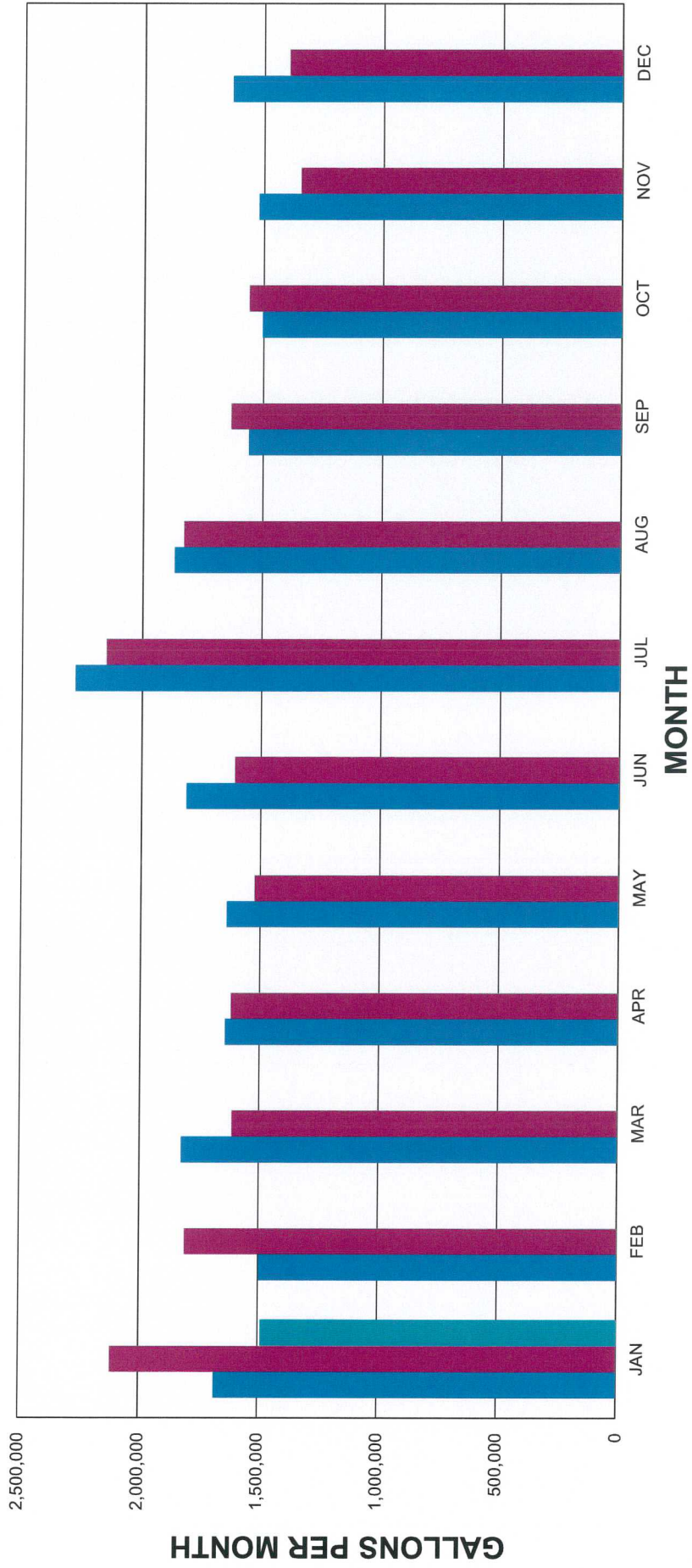
ABCSD AVERAGE DAILY WWTP EFFLUENT FLOW (2016 - 2018)

■ 2016 ■ 2017 ■ 2018



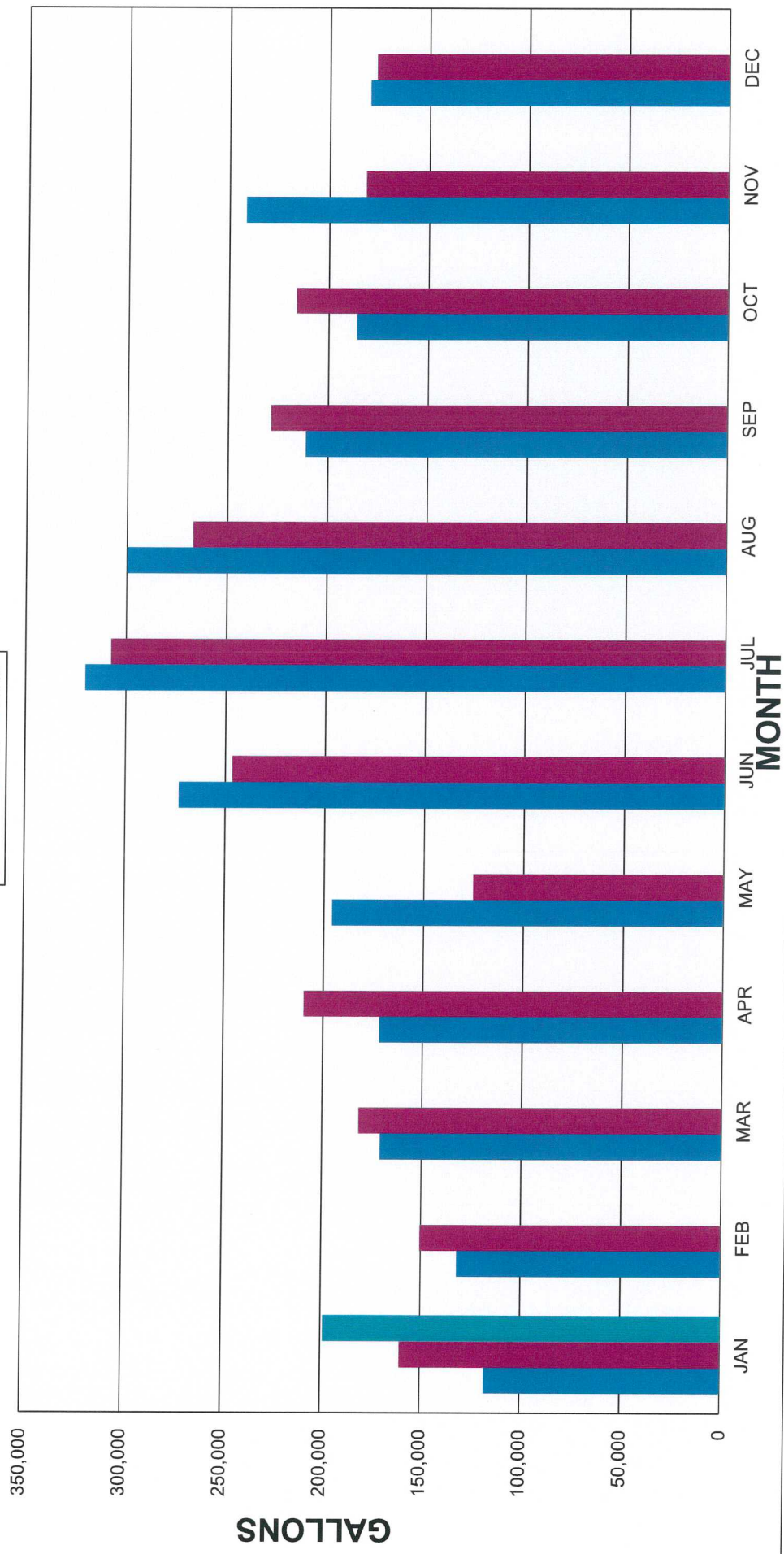
ABCSD MONTHLY TOTAL WWTP EFFLUENT FLOW (2016 - 2018)

■ 2016 ■ 2017 ■ 2018

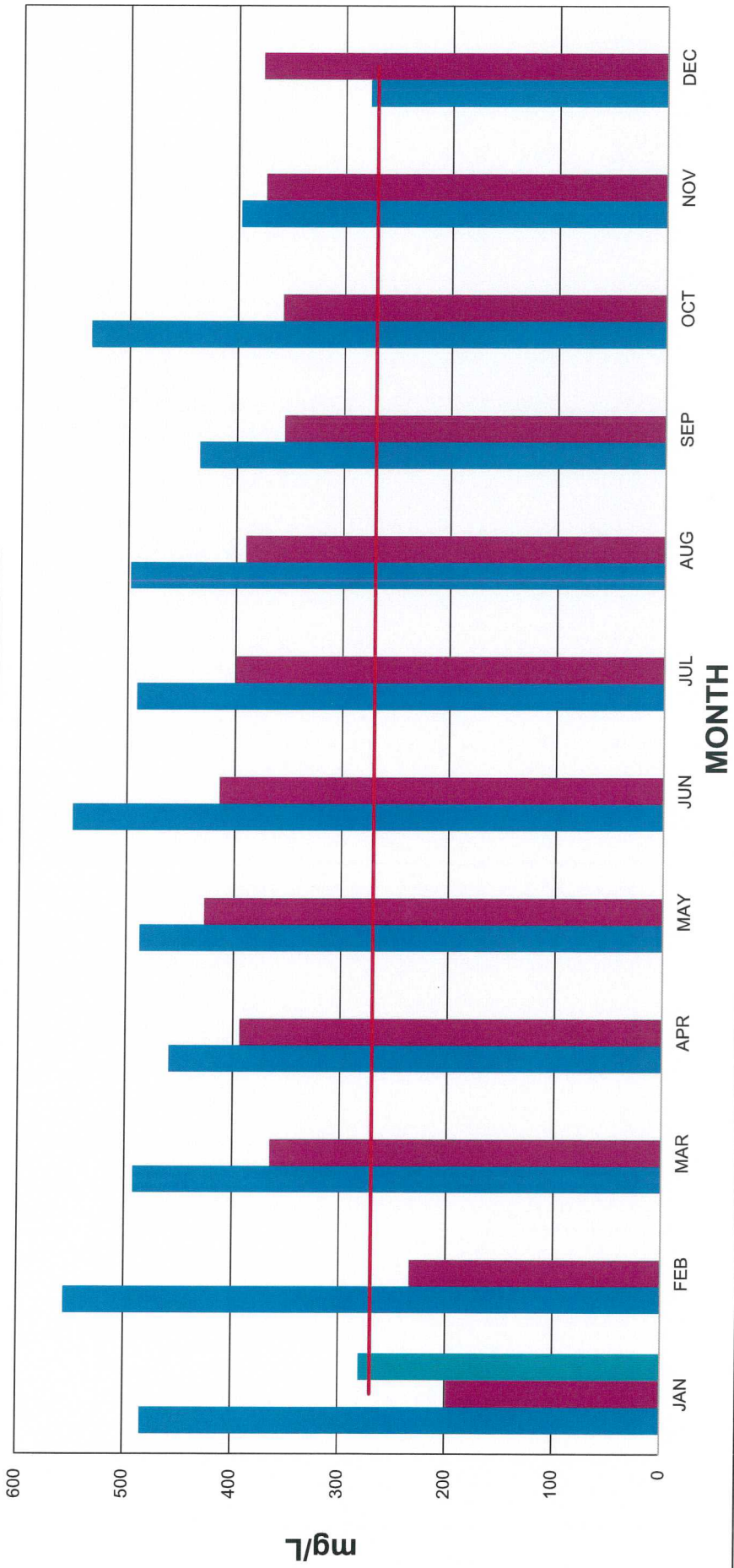


PORT SAN LUIS MONTHLY TOTAL FLOW (2016 - 2018)

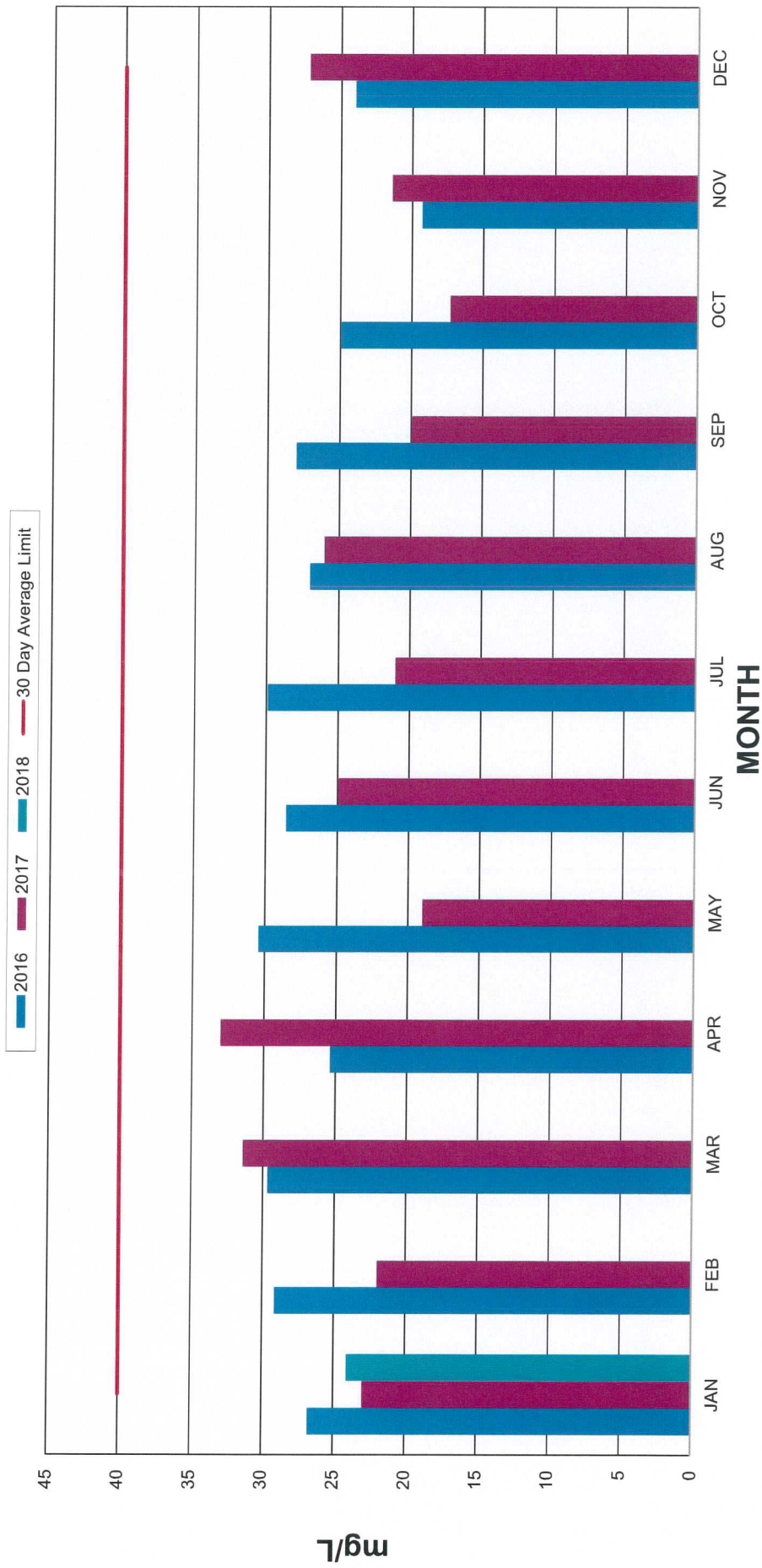
■ 2016 ■ 2017 ■ 2018



ABCSD MONTHLY AVERAGE INFLUENT BOD (2016 - 2018)

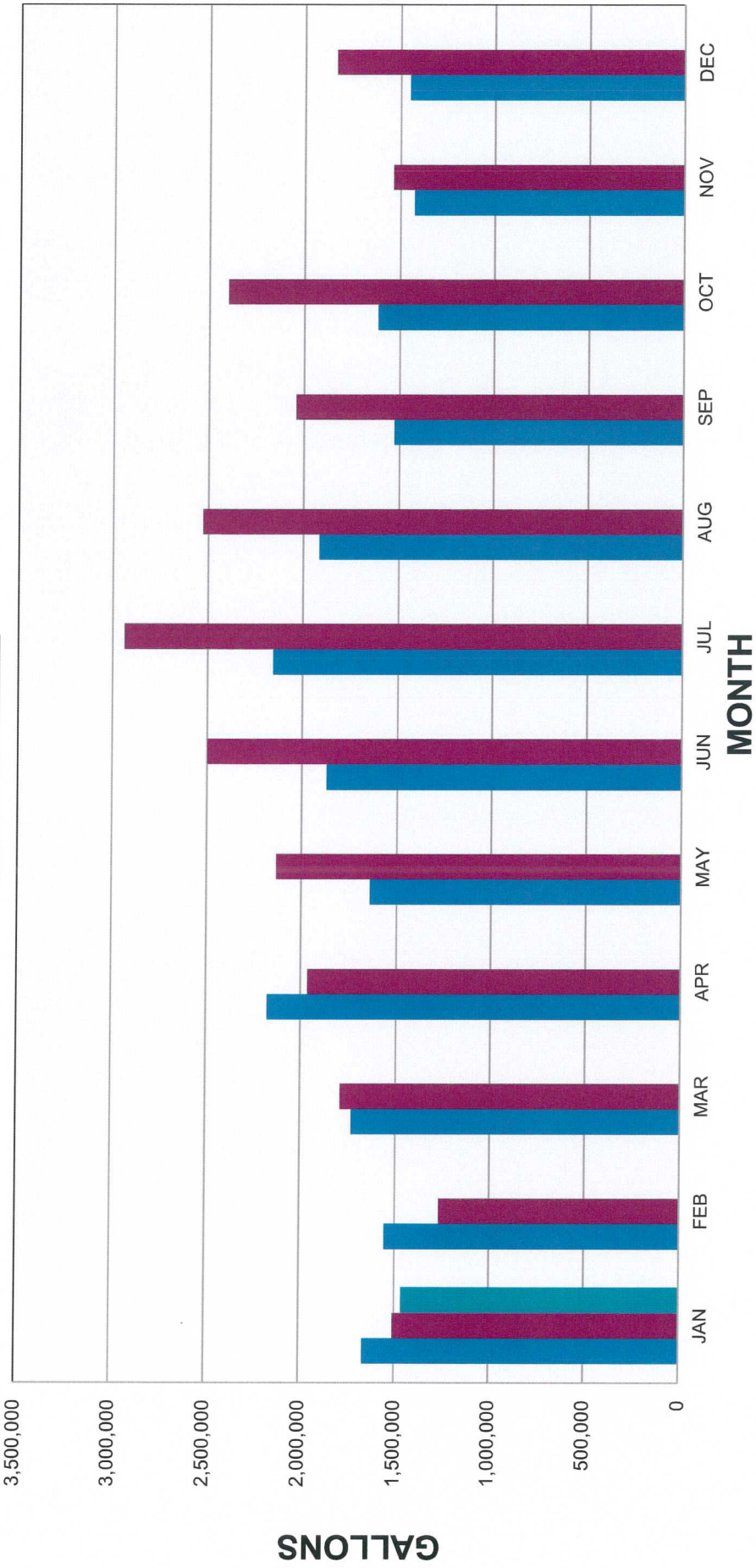


ABCSD MONTHLY AVERAGE EFFLUENT BOD (2016 - 2018)



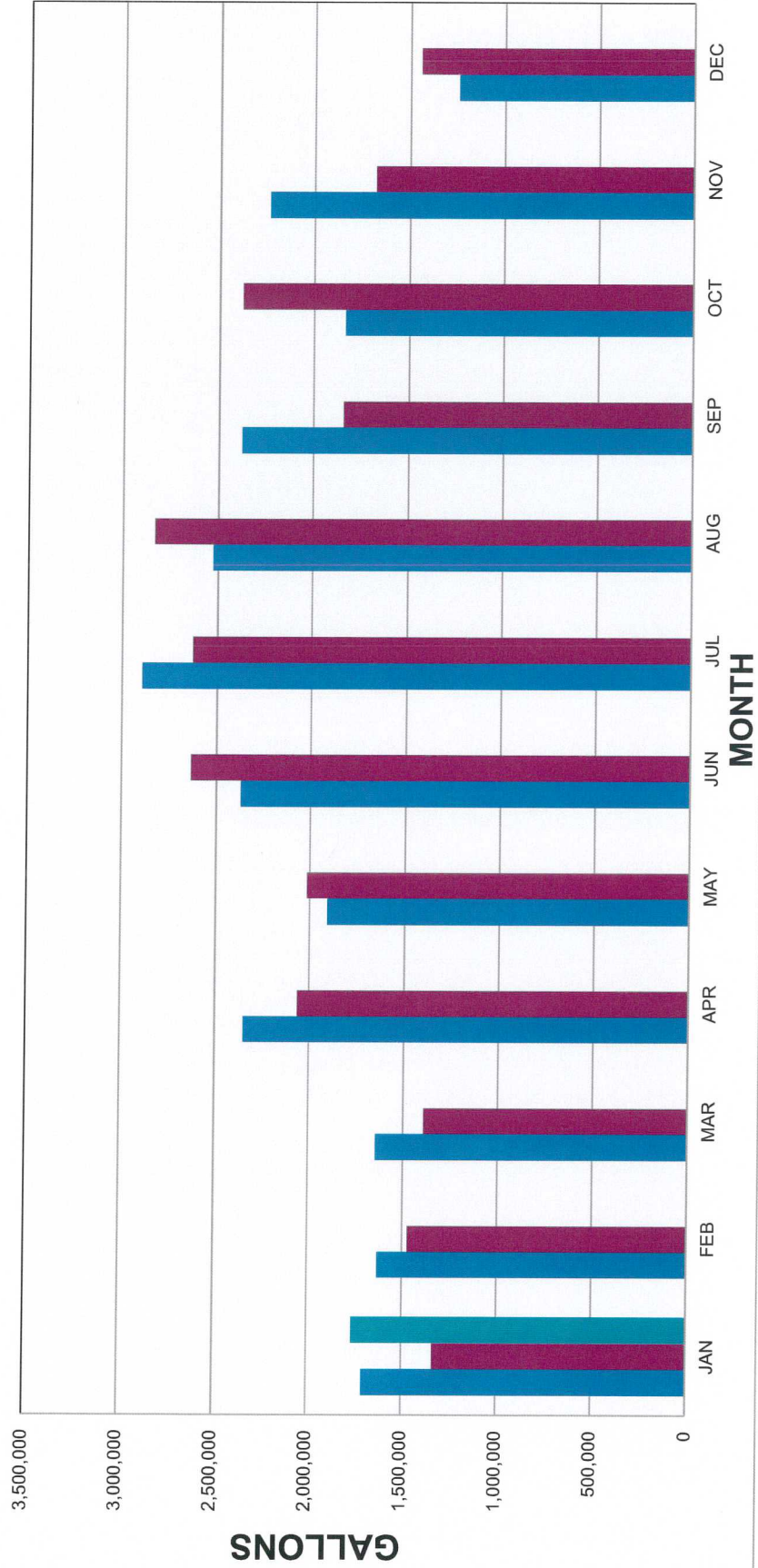
ABCSD MONTHLY WATER PURCHASED FROM LOPEZ (2016 - 2018)

■ 2016 ■ 2017 ■ 2018



ABCSD MONTHLY WATER SOLD (2016 - 2018)

■ 2016 ■ 2017 ■ 2018



**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 13, 2018

SUBJECT: Capital Projects Status Report

Recommendation:

Receive Report and Provide Direction to Staff

Discussion:

For ease of review, we have included a notation in brackets as to whether there has been significant progress to warrant a project summary update. If there have been no reportable changes we will indicate so in brackets.

WATER SYSTEM PROJECTS

W-2017/18 - 1: Water Tank Maintenance – Budget: \$75,000 Spent to Date: \$ 14,394 [Updated]

In early 2017 the District retained Advanced Technical Services (ATS) to provide cleaning and inspection of both water tank #1 and #2. ATS provided a report summarizing their cleaning operations, findings and tank maintenance recommendations. The purpose of this project is to provide funding for implementing the water tank repair recommendations over the next two fiscal years. The District retained ATS to complete the recommended repairs on Tank #1 (large tank). The repair work on Tank #1 was completed in November 2017. Staff is now working with ATS to prepare plans and specifications for repairs on Tank #2.

W-2017/18 - 2: Water System Valve Replacement – Budget: \$100,000 Spent to Date: \$ 104,186 [Updated]

Water distribution line valves are being evaluated for replacement during our routine valve exercising program and/or as we conduct normal operations in the system. The valve exercising program helps identify valves that no longer seal and/or are reaching the end of their useful life. This year's budget allowed for the replacement of 3 – 5 valve clusters depending on the location and depth of valve. The District retained Michael K. Nunley & Associates to prepare plans and specifications for this project. In July 2017, the Board awarded this project to Brough Construction. They began work in early August and completed the work in early September. The project scope initially included replacement of four valves clusters, but was increased to include an additional valve cluster based on observed field conditions.

In January 2015, the District identified a project to replace the valves that allow an emergency supply connection between San Miguelito Mutual, Port San Luis and the Avila Beach CSD. The District retained Water Systems Consults Inc. to review the existing valve/meter configuration and provide a recommended design. WSC prepared a Technical Memo and staff is coordinating the design

recommendations with San Miguelito Mutual and the Port. Funding for the water valve project for this fiscal year has been fully allocated. Staff will keep this project on the list for the FY 2017/18 Capital Improvement Program.

W-2017/18 - 3: Miscellaneous Water Line Replacements – Budget: \$20,000 Spent to Date: \$0 [No Change]

As with previous years, this project provides funding for upgrading older water distribution pipe and systems on as needed basis. To date we have not needed to spend any money on this project.

WASTEWATER SYSTEM PROJECTS

WW-2017/18 - 1: Recycled Water Facility Plan and Upgrade of WWTP – Budget: \$75,000 Spent to Date: \$ 66,800 [Updated]

In July 2015, the District retained Water Systems Consulting (WSC) to prepare a Grant Application for a Recycled Water Facilities Planning Study. The Study, conducted in a 50/50 partnership with the San Manuelito Mutual Water Company, evaluated potential regional recycled water use alternatives. The State Water Resources Control Board approved a grant that will reimburse the District for 50% of the cost of the study up to a maximum of \$75,000. WSC completed the draft of the report and it was presented to the District Board at the August 2017, Board meeting. Staff submitted the draft report to the State Water Board in late December 2017, for their review/approval. State Board staff indicated they would need approximately six weeks to complete their review and provide any comments. Once State Board staff complete their review we can submit a request for reimbursement in accordance with the approved grant. As noted in the January 2018 agenda package, San Miguelito Mutual Water Company reimbursed the District \$33,400 in December 2017, for their share of the study expenses.

WW-2017/18 - 2: Influent Wet Well Coating Repairs – Budget: \$45,000 Spent to Date: \$2,000 [Updated]

This project will repair the concrete coating in the influent wet well. Applying a coating to the concrete significantly extends the life of the concrete by providing a barrier that protects the concrete from hydrogen sulfide gases and the associated deterioration from sulfuric acid. The existing coating is delaminating is several locations and should be repaired.

At the November 2017 Board meeting, the District retained MKN Engineering to conduct some investigations and prepare plans and specifications for bidding this project. In late January 2018, MKN provided a draft set of plans and specifications and a draft engineer's cost estimate. Staff is currently reviewing the draft documents and plans on circulating them for bids by the end of February.

WW-2017/18 – 3: Process Control Improvements – Budget: \$50,000 Spent to Date: \$ 0 [Updated]

The scope of this project includes upgrades to the WWTP SCADA system and associated pump control mechanisms and flow equalization. The WWTP receives widely variable flow rates during the week and seasonally. These wide swings in flow and organic loading make it difficult for the organisms that are treating the water to provide a stable and consistent treatment level. We can greatly increase consistency of the effluent quality by stabilizing, to the greatest extent possible, our organic loading feed rate. Fluid Resource Management SCADA staff are preparing a recommended scope and cost estimate for this project. Staff anticipates the scope and estimate will be available by the end of February.

WW-2017/18 – 4: Wastewater Collection System Repair Budget: \$20,000 Spent to Date: \$29,140 [Updated]

This is a contingency budget line item that will be available for conducting minor un-anticipated repairs to the collection system. With the Board’s approval staff is fund the First Street Generator and Switchgear purchase and installation with this funding source. In addition, this funding source was used to fund the purchase of a new First Street Lift Station pump and two pump repairs kits to add to the District’s critical spare parts inventory. Staff anticipates line item will be approximately \$20,000 over the originally estimated budget. However, the overall approved wastewater CIP budget will remain at or below the approved budget amount.

WW-2017/18 – 5: Misc. Waste Water Projects – Budget: \$20,000 Spent to Date: \$ 8,177 [No Change]

This project provides funding for un-anticipated minor improvements at the WWTP. To date we have installed new variable frequency drives for the two influent wet well pumps. The VFDs allow the pumps to ramp up and down as flow dictates, instead of just on and off. This extends the life of the pumps and provides a more consistent flow rate through the treatment plant.

ADMINISTRATION PROJECTS

A – 2017/18 – 1: General Admin Equipment (as needed): Budget: \$8,500 Spent to Date: \$ 0 [No changes]

LIGHTING PROJECTS

L - 2017/18 – 1: Repair/Replace Lights and Electrical Systems (as needed). Budget: \$7,500 Spent to Date: \$ 10,868.42 [Updated]


The majority of this project budget was used for replacing the “puck lights” on the embarcadero from a standard 240 volt light to an LED light fixture. Staff is working with Port San Luis Facilities staff to replace the remaining 12 or so light fixtures as part of the Port’s project to replace the puck lights that they are responsible for. This project will likely be completed by the end of the fiscal year.

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 13, 2018

SUBJECT: Election of Board Officers for Calendar Year 2018 and
Director Appointments to Committees

Recommendation:

Elect officers for the calendar year 2018; appoint Directors to standing committees.

Discussion:

At the end of each calendar year it is customary to elect the officers of the Board and to appoint committee membership for the upcoming year. Since we only had three Board members present at the January 9, 2018, meeting the Board directed staff to defer this item to the February 13th meeting.

1. Election of Officers

The Board typically takes nominations to elect officers for the positions of Board President and Vice President.

The officers for the calendar year of 2017 were as follows:

President	Pete Kelley
Vice President	Lynn Helenius

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

2. Committee Appointments

At the beginning of the calendar year the Board customarily appoints members of the Board to Committees for the coming calendar year.

Listed below are the District standing committees for the 2017 calendar year; additionally Ad-Hoc committees may be designated as necessary.

Standing Committees


Finance:	Directors Lynn Helenius, Ken San Filippo
Personnel:	Directors Pete Kelley, Lynn Helenius
Facilities:	Directors Ara Najarian, Eric DeWeese
Drought Conditions:	Directors Ken San Filippo, Pete Kelley

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 13, 2018

SUBJECT: Garbage Container Storage Ordinance/Policy

Recommendation:

Receive report and provide direction to staff.

Discussion:

Members of the Avila Valley Advisory Committee (AVAC) contacted the District office on Wednesday January 3rd and requested staff to put an item on the Board's January 9th meeting agenda that addressed a requirement for new multi-family and/or commercial developments to include an area for storage of garbage and recycled material containers. Members of the community have expressed concerns that the garbage and recycling containers from commercial and multi-family developments are left out on sidewalks after pick-up and in some cases do not have a designated storage area as part of the development.

At the January 9, 2018, Board meeting, members of the Avila Valley Advisory Committee spoke to the Board and requested the Board address their concerns regarding the apparent lack of garbage container storage facilities at commercial and multi-family developments in the Avila Beach CSD service area. After listening to the Committee members concerns and Board discussion, the Board directed staff work with San Luis Obispo County Planning staff and the Board's legal counsel to review the existing County Code on Solid Waste Collection and Disposal (23.04.280) and any other relevant existing regulations and consider if it makes sense for the CSD to adopt an Ordinance.

Staff met with legal counsel on Friday January 26th to discuss other known CSD Ordinances and/or City Ordinances. The existing San Luis Obispo County Ordinance appears to require all uses (except single family dwellings) to provide an enclosure for the storage of garbage and recycling containers. As noted by the AVAC members, at the January meeting, they are several Commercial and/or Multi-Family developments in the District that do not appear to have the required storage container area (or the users simply do not return their garbage and recycling

containers to the appropriate storage area). County Planning staff is assisting District staff in determining if some of the newer Commercial/Multi-Family projects in the Avila Beach service area did not comply with this requirement.

The AVAC members also stated their concerns regarding garbage and recycling containers being left out on the street for an extended period of time after the disposal and recycling trucks had emptied the containers. The County Ordinance does not address this issue. However, legal Counsel did find a City of San Luis Obispo Ordinance that requires all garbage and recycling containers to be moved off the street within a specified time frame after being emptied.

It appears that the existing County Code addresses the concern that new commercial and/or multi-family developments provide a designated enclosed area for the storage of garbage and recycling containers. The trick is to ensure that project developers are made aware of this requirement as part of their project planning and plan check review process. District staff will also add this requirement to our plan check review process. If the District wishes to require persons living in the service area move garbage and recycling containers off the street within a specified time frame of pick-up, the District should consider adopting an Ordinance similar to the San Luis Obispo City Ordinance.

As discussed at the January 9th, Board meeting, enforcement of such an Ordinance will likely require some additional staff support and may be problematic. The adoption of a new Ordinance requires an initial reading of the draft Ordinance with an opportunity for public comment at a Board meeting and then a formal hearing and consideration of adoption at a subsequent Board meeting.

Staff's recommendation is for the Board to receive this report and any additional public input and then provide direction to staff.

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 13, 2018

SUBJECT: FY 2017-18 Mid-Year Budget Review

Recommendation:

Receive Report; Provide direction to staff on any adjustments for the approved FY 2017/18 Budget.

Discussion:

Each year the Board adopts a budget for the financial operations of the District. In order to track District finances and to keep the Board up to date, staff prepares monthly Financial Review reports for the agenda packets that include the monthly checks written and deposits, a profit and loss statement, and a balance sheet. Staff typically prepares a more detailed mid-year budget review for the current fiscal year through the end of December 2016, for the February Board packet. The mid-year review presents the overall budgeted and actual mid-year income and expenses, as well as, the budgeted and actual mid-year income and expenses by fund class.

At the 50% benchmark District income is at 53% and expenses are at 42% of their respective budget amounts. Income is slightly higher than the benchmark. The two biggest income sources, Operating Revenue and County Taxes are slightly above the 50% benchmark. Staff anticipates year-end expenses will come in at about 90 – 95% of the budgeted amounts. The District operates with several different enterprise funds or fund “classes” and a General/Administration fund. Below is a summary of the combined Operation and Maintenance budget followed by a fund by fund analysis.

Combined Operating Budget Summary:

Total	<u>FY 17-18 Budget</u>	<u>Actual Through 12-31-2016</u>	<u>% of Budget</u>
Income	\$ 1,621,000	\$ 860,000	53%
Expenses	\$ 1,400,000	\$ 619,000	44%

A summary of the District’s Mid-Year Profit and Loss Budget vs. Actual Mid-Year is provided as an attachment to this staff report.

Administrative/General Fund

Total	<u>FY 17/18 Budget</u>	<u>Actual Through 12-31-2017</u>	<u>% of Budget</u>
Income	\$ 575,400	\$ 287,500	50%
Expenses	\$ 468,600	\$ 239,000	51%

Income for the Administrative/General budget comes from County taxes, rental income, interest and franchise fee income. The remainder of the budget income comes from transferring a percentage from the respective Enterprise funds. The Enterprise fund contributions are typically as follows: Street Lights 5%; Solid Waste 5%; Water 40%; and Sanitary 50%.

The major Administrative/General Fund expense items include Administrative items such as: payroll expenses; contract General Manager labor expenses; Legal expenses; Insurance premiums; Membership dues; Accounting and Audit support; and funding for the Cal-Fire fire support services contract.

Income and expenses for the Administrative/General Fund are right on track with the 50% mid-year benchmark at 50% and 51%, respectively.

Street Light Fund

Total	<u>FY 17/18 Budget</u>	<u>Actual Through 12-31-2017</u>	<u>% of Budget</u>
Income	\$ 17,200	\$ 8,250	48%
Expenses	\$ 32,000	\$ 13,000	41%

The Street Lighting Fund income includes 7% of general fund tax revenues and reimbursement of electrical costs from the Port San Luis Harbor District. Expenses include electrical costs and periodic replacement of bulbs and maintenance of fixtures. The Port San Luis Harbor District is billed a percentage of the electrical use for the Front Street Lights on a quarterly basis. Staff anticipates that this fund will be on target for both budgeted income and expenses.

Solid Waste Fund

Total	<u>FY 17/18 Budget</u>	<u>Actual Through 12-31-2016</u>	<u>% of Budget</u>
Income	\$ 17,000	\$ 9,000	53%
Expenses	\$ 14,600	\$ 7,000	48%

The Solid Waste Fund is right on benchmark for both income and expenses. Income from this fund goes primarily to fund Administrative/General Expenses for the Solid Waste program. The Solid Waste Fund is funded through the Franchise fee paid by South County Sanitary Services to the District.

Sanitary Fund

Total	<u>FY 17/18 Budget</u>	<u>Actual Through 12-31-2017</u>	<u>% of Budget</u>
Income	\$ 775,000	\$ 420,000	54%
Expenses	\$ 648,000	\$ 262,000	40%

The Sanitary Fund is slightly above the 50% benchmark for income and below target for expenses. Staff projects that income and expenses will be on target at year end and as projected, the Sanitary Fund will contribute approximately \$150,000 towards the Sanitary Capital Improvement Program fund.

Water Fund

Total	<u>FY 17/18 Budget</u>	<u>Actual Through 12-31-2016</u>	<u>% of Budget</u>
Income	\$ 530,000	\$ 282,000	54%
Expenses	\$ 486,000	\$ 186,000	38%

The Water Fund appears to be on target for income and expenses for the fiscal year. Expenses appear to be slightly below the benchmark, but the expenses reflect the payment of Lopez Water charges for the entire fiscal year and only a small portion of the State Water Expenses (\$61,000 was paid in January 2018). Staff expects \$40,000 - \$50,000 of revenue will be available at the end of the fiscal year to fund future Water System capital improvement projects.

Capital Projects

This year's approved Capital Improvement Program (CIP) budget included \$396,000 in improvements to the District's Water, Sanitary, Street Lighting and Administrative assets. As of December 31, 2017, the District has spent approximately \$110,000 on Sanitary projects; \$118,000 on Water Projects; and \$11,000 on lighting projects for a mid-year total of \$240,000. Staff anticipates total CIP expenses will be \$300,000 to \$350,000 by the end of the fiscal year. A more detailed status report on the Capital Improvement program is provided in a separate agenda item. Once again, the CIP budget includes several projects that are listed as miscellaneous or "as-needed" items that fortunately, have not yet been needed.

Summary

Overall the District remains in a very secure financial position, with fiscal year tax revenue anticipated to come in 5% above budget due to new construction in the District. Operating expenses are slightly below benchmark for the first half of the fiscal year. Barring any significant maintenance and repair projects in the second half of the fiscal year, staff anticipates the District will be able to direct \$150,000 - \$175,000 in to the Districts Reserve Fund accounts. The District's Reserve Accounts are in relatively good shape in anticipation of implementing significant improvements at the Wastewater Treatment plant and re-coating of the water tank within the next several years. Staff anticipates that connection fees for infill projects will likely continue, at least in the short term.

Avila Beach Community Services District
Profit & Loss Budget vs. Actual
July through December 2017

Ordinary Income/Expense	Jul - Dec 17	Budget	\$ Over Budget	% of Budget
Income				
4000 · Income Summary				
4010 · Operating Revenue	478,426.77	905,000.00	-426,573.23	52.87%
4012 · Solid Waste Franchise Fee	9,082.39	17,000.00	-7,917.61	53.43%
4020 · Contract Services-Ambulance	1,967.35	3,800.00	-1,832.65	51.77%
4030 · County Taxes	309,151.71	581,000.00	-271,848.29	53.21%
4050 · Harbor Charges				
4052 · Front Street Lighting	537.30	1,200.00	-662.70	44.78%
4053 · WWTP O&M	29,725.00	60,000.00	-30,275.00	49.54%
4050 · Harbor Charges - Other	0.00	0.00	0.00	0.0%
Total 4050 · Harbor Charges	30,262.30	61,200.00	-30,937.70	49.45%
4090 · Rental Income	19,562.00	38,000.00	-18,438.00	51.48%
4100 · Misc Income	320.58	0.00	320.58	100.0%
4600 · Interest Income	11,205.41	15,000.00	-3,794.59	74.7%
Total 4000 · Income Summary	859,978.51	1,621,000.00	-761,021.49	53.05%
Total Income	859,978.51	1,621,000.00	-761,021.49	53.05%
Gross Profit	859,978.51	1,621,000.00	-761,021.49	53.05%
Expense				
5100 · Merchant Credit Card Fees TIB	1,370.10	3,000.00	-1,629.90	45.67%
5200 · Payroll Expenses				
5290 · Pension Expense	0.00	0.00	0.00	0.0%
5210 · Gross Wages				
5211 · Regular Pay	15,217.50	0.00	15,217.50	100.0%
5012 · Holiday Pay	727.50	0.00	727.50	100.0%
5014 · Sick Pay	848.75	0.00	848.75	100.0%
5016 · Vacation Pay	582.00	0.00	582.00	100.0%
5210 · Gross Wages - Other	0.00	37,000.00	-37,000.00	0.0%
Total 5210 · Gross Wages	17,375.75	37,000.00	-19,624.25	46.96%
5230 · Payroll Taxes	356.22	800.00	-443.78	44.53%
5240 · Health & Medical Exp.				
5242 · Health Ins / Other	3,600.00	8,400.00	-4,800.00	42.86%
Total 5240 · Health & Medical Exp.	3,600.00	8,400.00	-4,800.00	42.86%
5250 · PERS Company Pd Expense				
5257 · Pension Exp GASB 68	0.00	0.00	0.00	0.0%
5254 · PERS Co Pd Kathy	9,821.76	13,000.00	-3,178.24	75.55%
5256 · PERS Co Pd Kristi	1,257.85	4,200.00	-2,942.15	29.95%
Total 5250 · PERS Company Pd Expense	11,079.61	17,200.00	-6,120.39	64.42%
5260 · Work Comp Insurance	661.24	1,100.00	-438.76	60.11%
5270 · Management	0.00	0.00	0.00	0.0%
5280 · Payroll Administration & Misc.	748.92	1,500.00	-751.08	49.93%
Total 5200 · Payroll Expenses	33,821.74	66,000.00	-32,178.26	51.25%
6000 · Administrative Overheads				
6102 · Accounting	2,832.50	12,000.00	-9,167.50	23.6%
6103 · Accounting Audit	8,947.00	8,500.00	447.00	105.26%

Avila Beach Community Services District
Profit & Loss Budget vs. Actual
July through December 2017

	Jul - Dec 17	Budget	\$ Over Budget	% of Budget
6104 · Administrative Transfer	0.00	-3,300.00	3,300.00	0.0%
6115 · Bank Service Charges	343.24	0.00	343.24	100.0%
6120 · Dues & Subscriptions	5,657.60	5,000.00	657.60	113.15%
6125 · Depreciation	0.00	0.00	0.00	0.0%
6130 · LAFCo Fees	5,176.00	5,200.00	-24.00	99.54%
6135 · Legal	4,679.00	37,000.00	-32,321.00	12.65%
6140 · Office Supplies & Postage	2,779.41	10,200.00	-7,420.59	27.25%
6145 · Public Notices	297.66	1,000.00	-702.34	29.77%
6150 · Rate Assistance	3,065.06	0.00	3,065.06	100.0%
6155 · Rent	5,010.12	10,500.00	-5,489.88	47.72%
6160 · Training	-525.00	5,000.00	-5,525.00	-10.5%
6165 · Travel	0.00	1,000.00	-1,000.00	0.0%
6170 · Website	1,200.00	2,400.00	-1,200.00	50.0%
Total 6000 · Administrative Overheads	39,462.59	94,500.00	-55,037.41	41.76%
6500 · Operating Expenses				
6503 · Chemicals	26,728.65	77,000.00	-50,271.35	34.71%
6505 · Contract Labor O & M	204,623.23	257,000.00	-52,376.77	79.62%
6506 · Contract Labor GM	63,800.00	135,000.00	-71,200.00	47.26%
6510 · Critical Spare Parts	4,746.96	12,500.00	-7,753.04	37.98%
6515 · Engineering	1,500.00	35,000.00	-33,500.00	4.29%
6518 · Equipment Expense	0.00	0.00	0.00	0.0%
6520 · Equipment Repair & Maint.				
6522 · Equip. Rep. & Maint-Avila & HD	8,734.88	0.00	8,734.88	100.0%
6524 · Equip. Rep. & Maint. Avila Only	7,244.04	67,500.00	-60,255.96	10.73%
6520 · Equipment Repair & Maint. - Other	2,530.58	0.00	2,530.58	100.0%
Total 6520 · Equipment Repair & Maint.	18,509.50	67,500.00	-48,990.50	27.42%
6525 · Fat Oil & Grease (FOG)	3,012.40	6,000.00	-2,987.60	50.21%
6530 · Generator Maintenance	1,180.00	4,000.00	-2,820.00	29.5%
6535 · Insurance	13,049.54	15,800.00	-2,750.46	82.59%
6540 · Lab Tests	19,652.30	47,000.00	-27,347.70	41.81%
6542 · Maintenance	0.00	0.00	0.00	0.0%
6550 · Operating Supplies	3,058.49	12,500.00	-9,441.51	24.47%
6555 · Permits & Fees	5,898.27	14,500.00	-8,601.73	40.68%
6560 · Plan Checks	0.00	1,000.00	-1,000.00	0.0%
6565 · Regulatory Compliance	1,583.00	25,000.00	-23,417.00	6.33%
6567 · Repairs	9,270.87			
6570 · Safety Gear	0.00	750.00	-750.00	0.0%
6575 · Small Tools	0.00	1,000.00	-1,000.00	0.0%
6580 · Solids Handling	14,969.50	33,000.00	-18,030.50	45.36%
6585 · Telephone / Internet	3,700.39	7,400.00	-3,699.61	50.01%
6590 · Utilities	20,409.85	41,500.00	-21,090.15	49.18%
Total 6500 · Operating Expenses	415,692.95	793,450.00	-377,757.05	52.39%

Avila Beach Community Services District
Profit & Loss Budget vs. Actual
July through December 2017


	Jul - Dec 17	Budget	\$ Over Budget	% of Budget
6600 · Cal Fire Contract Labor	0.00	175,000.00	-175,000.00	0.0%
6800 · Water				
6802 · Lopez	103,315.83	100,000.00	3,315.83	103.32%
6805 · State Water	25,335.77	125,000.00	-99,664.23	20.27%
Total 6800 · Water	128,651.60	225,000.00	-96,348.40	57.18%
6900 · Yard Improvements	0.00	500.00	-500.00	0.0%
9999 · Suspense	0.00	0.00	0.00	0.0%
Total Expense	618,998.98	1,357,450.00	-738,451.02	45.6%

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 13, 2018

SUBJECT: Review of District By-Laws

Recommendation:

Review current By-Laws and provide direction to Staff

Discussion:

In accordance with District Policy, the Board should review the By-Laws in February or March of each year to determine if they meet the current needs of the District and to keep the information “fresh” in the scope of operating the District.

Attached is a copy of the District By-Laws. Legal Counsel will review the By-Laws and provide comments as to any changes that may be desirable from a legal point of view. The Board may find that no changes are necessary. If the Board wishes more time to finalize their review, this item can be carried forward to a future meeting for final action. Additionally, the District’s insurance carrier (SDRMA) also provides “Credit Incentives” to our liability insurance premium if the Board conducts an annual review of the By-Laws.

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated April 2017

1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are the President and Vice President.
- 1.2 The President of the Board of Directors shall serve as presiding officer at all Board meetings. He/She shall have the same rights as the other Directors of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
- 1.3 In the absence of the President, the Vice President of the Board of Directors shall serve as presiding officer over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining Directors present shall select one of themselves to act as the presiding officer of the meeting.
- 1.4 The President and Vice President of the Board shall be elected annually at the last meeting of each calendar year.
- 1.5 The term of office for the President and Vice President of the Board shall commence on January 1 of the year immediately following their election.
- 1.6 Generally the President, or in his/her absence the Vice President is the designated representative of the Board of Directors to speak on Board position or policy.
- 1.7 The Board President or in his/her absence the Vice President is authorized to attend and is entitled to reimbursement, pursuant to Section 10 below, for his/her attendance at a County or State Agency meetings upon his/her determination that District representation is necessary to protect and/or advance the interest of the District or its residents/customers.

2. MEETINGS

2.1 Regular Meetings

Subject to holidays and scheduling Regular meetings of the Board of Directors shall be held on the second Tuesday of each calendar month at 7:00 pm in the Avila Beach Civic Center, 191 San Miguel Street, Avila Beach. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board. The Board of Directors may, by Board action, schedule a regular meeting on the 4th Tuesday of each calendar month at 7:00 p.m. in the Avila Beach Civic Center, 191 San Miguel Street, Avila Beach.

2.2 Special Meetings

Special meetings may be called by the President or three (3) Directors with a minimum of twenty-four (24) hours public notice. Special meeting agenda shall be prepared and distributed pursuant to the procedures of the Brown Act by the

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated April 2017

General Manager in consultation with the President or in his or her absence, the Vice President or those Directors calling the meeting.

2.3 Closed Sessions

Closed sessions may be scheduled prior to or at the conclusion of regular and/or special meetings.

2.4 Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

2.5 The President, or in his/her absence the Vice President, shall be the presiding officer at District Board meetings. He/She shall conduct all meetings in a manner consistent with the policies of the District. He/She shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board. He/She shall vote on all questions and on roll call votes his/her name shall be called last.

2.6 Three (3) Directors of the Board shall constitute a quorum for the transaction of business. When a quorum is lacking for a regular, adjourned, or special meeting, the President, Vice President, or any Director shall adjourn such meeting; or, if no Director is present, the District Secretary shall adjourn the meeting.

2.7 Except as otherwise specifically provided by law, a majority vote of the total membership of the Board of Directors is required for the Board of Directors to take action.

2.8 A roll call vote shall be taken upon the passage of all items considered by the Board, and shall be entered in the minutes of the Board, showing those Directors voting aye, those voting no, those not voting because of a conflict of interest or absent.

2.9 Any person attending a meeting of the Board of Directors may record the proceedings with an audio or video tape recorder or a still or motion picture camera in the absence of a reasonable finding that the recording cannot continue without disruptive noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.

2.10 All video tape recorders, still and/or motion picture cameras shall remain stationary and shall be located and operated from behind the public speaker's podium once the meeting begins. The presiding officer retains the discretion to alter these guidelines, including the authority to require that all video tape recorders, still and/or motion picture cameras be located in the back of the room.

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3. RECONSIDERATION OF PRIOR BOARD ACTIONS

The following rules apply to reconsideration of prior Board actions.

- 3.1 After the passage of 9 months from the effective date of the motion, resolution, or ordinance, the matter may be placed on the agenda pursuant to Section 5.1 below, or other provisions of the Brown Act.
- 3.2 Prior to the passage of 9 months, any member of the Board of Directors or the General Manager may request the Board of Directors, by motion, to agree to reconsider a prior Board action at a subsequent meeting of the Board.
- 3.3 The President of the Board of Directors, upon a determination that there is a need to take immediate action, may place an item on the agenda for reconsideration.

4. PUBLIC COMMENT AND RULES OF DECORUM

4.1 Public comment

Subject to the following rules, a block of 20 minutes is set aside for each agenda item for public comment, including general public comment:

- (a) Comments on agendized items should be held until the appropriate item is called.
- (b) Unless otherwise directed by the presiding officer, public comment shall be presented from the podium.
- (c) The person giving public comment shall state his/her name and whether or not he/she lives within the District boundary prior to giving his/her comment. Public comment shall be directed to the presiding officer of the Board.
- (d) The presiding officer, after consideration of the length of the Agenda, the nature of the Agenda item, and meeting limitations, may expand or further limit the 20 minute time allocation for public comment.
- (e) Each public commenter shall be limited to 3 minutes unless shortened or extended by the presiding officer with consideration of the length of the Agenda, the nature of the Agenda item, and meeting limitations.

4.2 Rules of Decorum

The rules of decorum, below, shall apply to public comment and attendance at District meetings.

- (a) Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet, clapping and talking (other than giving public

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comment) or other acts which disrupts the orderly conduct of the District meeting.

- (b) Each person addressing the Board of Directors shall do so in an orderly and civil manner and shall not engage in conduct which disrupts the orderly conduct of the District meeting.
- (c) No person shall address the Board of Directors without first being recognized by the presiding officer.
- (d) Public comment and public testimony shall be directed to the presiding officer and shall be addressed to the Board of Directors as a whole. The presiding officer shall determine whether, or in what manner, the District will respond to questions.
- (e) Persons addressing the Board are limited to one opportunity per Agenda item unless otherwise directed by the presiding officer in his/her discretion.
- (f) A person cannot defer his/her time allocation to another person.
- (g) Persons addressing the Board shall confine the subject matter of their comments to the Agenda item being considered by the Board of Directors.
- (h) Each person addressing the Board of Directors shall do so in an orderly and civil manner and shall not engage in conduct which disrupts the orderly conduct of the District meeting.
- (i) The presiding officer may rule a speaker out of order who is unduly repetitious or extending discussion of irrelevance.

4.3 Enforcement of Rules of Decorum

Any person who violates the Rules of Decorum may, at the discretion of the President, be removed from the meeting. The Rules of Decorum shall be enforced in the following manner:

- (a) Warning. The presiding officer shall warn the person who is violating the rules of decorum.
- (b) Expulsion. If after receiving a warning from the presiding officer, the person persists in violating the rules of decorum the presiding officer shall order the person to leave the Board meeting room for the remainder of the meeting.
- (c) Assisted Removal. If such person does not voluntarily remove himself/herself, the presiding officer may order any law enforcement officer who is on duty at the meeting, or who may be summoned to the meeting, to remove the person from the Board room.

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- (d) Restoration of Order. If order cannot be restored by the removal of individuals who are disrupting the meeting, the Board meeting will be continued under the provisions of Government Code Section 54957.9

4.4 Limitations (Government Code Section 59454.3(c))

The Rules of Decorum shall not be interpreted to prohibit public criticism of the policies, procedures, programs or services of the District, or the acts or omissions of the District Board of Directors.

5. AGENDAS

- 5.1** The General Manager, in cooperation with the Board President, shall prepare the agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request any item to be placed on the agenda no later than 4:00 o'clock P.M. on the Tuesday prior to the meeting date.
- 5.2** At least 72 hours before a regular meeting, the District shall cause to be posted an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words. The agenda shall specify the time and location of the regular meeting and shall be posed in a location that is freely accessible to members of the public.
- 5.3** The agenda for a special meeting shall be posted at least 24 hours before the meeting following the guidelines of Section 5.2 above.
- 5.4** In addition to the posting requirements, regular meeting Agendas and special meeting Agendas shall be delivered to individuals, radio and television stations in accordance with the Brown Act.
- 5.5** Consent Agenda

Those items on the District Agenda which are considered to be of a routine and non-controversial nature are placed on the "Consent Agenda". These items shall be approved, adopted, and accepted, etc. by one motion of the Board of Directors; for example, approval of Minutes, approval of Warrants, various

Resolutions accepting developer improvements, minor budgetary items, status reports, and routine District operations.

- (a) Directors may request that any item listed under "Consent Agenda" be removed from the "Consent Agenda", and the Board will then take action separately on that item. Members of the public will be given an opportunity to comment on the "Consent Agenda"; however, only a member of the Board of Directors can remove an item from the "Consent Agenda". Items which are removed ("pulled") by Directors of the Board for discussion will

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typically be heard after other "Consent Agenda" items are approved unless the President chooses an earlier or later time.

- (b) A Director may ask questions on any item on the "Consent Agenda". When a Director has a minor question for clarification concerning a consent item which will not involve extended discussion, the item may be discussed for clarification and the questions will be addressed along with the rest of the "Consent Agenda". Directors are encouraged to seek clarifications prior to the meeting if possible.
- (c) When a Director wishes to consider/"pull" an item simply to register a dissenting vote, an abstention or conflict of interest, the Director shall inform the presiding officer that he/she wishes to register a dissenting vote, an abstention or conflict of interest, on a particular item without discussion. The item will be handled along with the rest of the Consent Agenda, and the District Secretary shall register a "no" vote, an abstention or conflict of interest, in the minutes on the item identified by the Director.

5.6 No action or discussion may be taken on an item not on the posted agenda; provided, however, matters deemed to be emergencies or of an urgent nature may be added to the agenda under the procedures of the Brown Act. Pursuant to the Brown Act:

- (a) Directors may briefly respond to statements or questions from the public;
- (b) Directors may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting;
- (c) The Board may take action to direct the General Manager to place a matter on a future agenda;
- (d) Directors may make brief announcements or make a brief report on his/her own activities under the Director Comment portion of the Agenda.

6. PREPARATION OF MINUTES AND MAINTENANCE OF RECORDINGS

6.1 The minutes of the Board shall be kept by the District Secretary and shall be neatly produced and kept in a file for that purpose, with a record of each particular type of business transacted set off in paragraphs with proper subheads. In addition to other information, described below, that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

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- Date, place and type of each meeting;
 - Directors present and absent by name;
 - Administrative staff present by name;
 - Call to order;
 - Time and name of late arriving Directors;
 - Time and name of early departing Directors;
 - Names of Directors absent or declaring a conflict of interest during any agenda item upon which action was taken;
 - Approval of the minutes or modified minutes of preceding meetings;
 - Approval of financial report
 - Record by number (a sequential range is acceptable) of all warrants approved for payment;
 - Record of the vote of each Director on every action item for which the vote was not unanimous;
 - Resolutions and ordinances described as to their substantive content and sequential numbering;
 - Record of all contracts and agreements, and their amendment, approved by the Board;
 - Approval of the annual budget;
 - Approval of all polices, rules and/or regulations;
 - Approval of all dispositions of District assets;
 - Approval of all purchases of District assets; and,
 - Time of meeting adjournment.
- 6.2** The minutes of the Board of Directors shall record the aye and no votes taken by the members of the Board of Directors for the passage or denial of all ordinances, resolutions or motions.
- 6.3** The District Secretary shall be required to make a record only of such business as was actually considered by a vote of the Board and, except as provided in Sections 6.4, 6.5, and 6.6 below, the District secretary shall not be required to record any remarks of Directors or any other person.
- 6.4** The District Secretary shall attempt to record the names and general place of residence of persons addressing the Board during general public comment.
- 6.5** Any Director may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed. In addition, the minutes shall include the names of speakers who provided public comment on each agenda item and a summary of the Directors' reports. Materials submitted with such comments shall be appended to the minutes at the request of the General Manager, District Counsel, the Board President, or any Director.
- 6.6** Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Secretary shall compile a summary of the testimony of the witnesses.

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- 6.7 Subject to equipment malfunction, an audio tape recording of regular and special meetings of the Board of Directors will be made. Any recording of a District meeting made for whatever purpose at the direction of the District shall be subject to inspection pursuant to the California Public Records Act. Consistent with Government Code Section 54953.5(b), the District will maintain the recordings for a 30-day period after the recording. In addition to the 30-day requirement, the District will attempt to maintain the recordings, without legal obligation to do so, for 2 years after the date of the recording.

7. DIRECTOR GUIDELINES

- 7.1 Directors shall prepare themselves to discuss agenda items at meetings of the Board of Directors. Directors are encouraged to seek clarification prior to the meeting, if possible.
- 7.1 Members of the Board of Directors shall exercise their independent judgment on behalf of the interest of the entire District, including the residents, property owners and the public as a whole.
- 7.2 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 7.3 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, dissenting Directors should not create barriers to the implementation of said action.
- 7.4 Pursuant to Section 54952.2 of the Brown Act:
- (a) Except during an open and public meeting, a majority of the Board of Directors shall not use a series of communications of any kind, directly or thru intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter of the District.
 - (b) Subsection (a) above shall not be construed as preventing District management staff from engaging in separate conversations or communications with members of the District Board of Directors in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the District, so long as that management staff person does not communicate to members of the Board of Directors the comments or positions of any other member or members of the Board of Directors.
- 7.5 Directors shall not be prohibited by action of the Board of Directors from citing his or her District affiliation or title in any endorsement or publication, so long as no misrepresentation is made, or implied, about the District's position on the issue.
- 7.6 Directors, by making a request to the General Manager, shall have access to information relative to the operation of the District, including, but not limited to, statistical information, information serving as the basis for certain actions of Staff, justification for Staff recommendations, etc. If the General Manager cannot timely provide the requested information by reason of information deficiency, or

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major interruption in work schedules, work loads, and priorities, then the General Manager shall inform the individual Director why the information is not or cannot be made available. All Directors will receive a copy of all information being distributed.

- 7.7 In handling complaints from residents or property owners within the District, or other members of the public, Directors are encouraged to listen carefully to the concerns, but the complaint should be referred to the General Manager for processing and the District's response, if any.
- 7.8 Directors, when seeking clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, should refer said concerns directly to the General Manager.
- 7.9 Directors and General Manager should develop a working relationship so that current issues, concerns and District projects can be discussed comfortably and openly.

8. AUTHORITY OF DIRECTORS

- 8.1 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.
- 8.2 Directors do not represent any fractional segment of the District but are, rather, a part of the body which represents and acts for the District as a whole.
- 8.3 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- 8.4 Directors are responsible for monitoring the District's progress in attaining its goals and objectives.

9. AUTHORITY OF THE GENERAL MANAGER

- 9.1 Pursuant to Government Code Section 61051, the General Manager shall be responsible for all of the following:
 - (a) The implementation of the policies established by the Board of Directors for the operation of the District.
 - (b) The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employee relations system established by the Board of Directors.
 - (c) The supervision of the District's facilities and services.
 - (d) The supervision of the District's finances.
- 9.2 The General Manager is appointed as the Board's Secretary and Treasurer.

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10. DIRECTOR REIMBURSEMENT

10.1 Subject to the following rules and budgetary limitations, each Director is authorized to attend and is entitled to reimbursement for his/her actual and necessary expenses (including the cost of programs and seminars), for his/her attendance at programs, conferences, and seminars that are related to District functions and/or Director development.

(a) It is the policy of the District to exercise prudence with respect to hotel/motel accommodations. It is also the policy of the District for Directors and staff to stay at the main hotel/motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible.

If lodging is in connection with a conference or organized education activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board of Directors at the time of booking. If the group rate is not available, the Director shall use lodging that is comparable with the group rate. Personal phone calls, room service, and other discretionary expenditures are not reimbursable.

(b) Members of the Board of Directors shall use government and group rates offered by a provider of transportation for travel when available. Directors, using his/her private vehicle on District business, shall be compensated at the prevailing IRS per diem mileage rate.

(c) Any Director traveling on District business shall receive in addition to transportation and lodging expenses, a per diem allowance to cover ordinary expenses such as meals, refreshments and tips. The amount set for per diem shall be considered fair reimbursement. The per diem shall include \$10.00 for breakfast, \$15.00 for lunch and \$30.00 for dinner, for a daily total of \$55.00.

(d) All travel and other expenses for District business, conferences, or seminars outside of the State of California shall require separate Board authorization, with specific accountability as to how the District shall benefit by such expenditure.

10.2 All expenses that do not fall within the reimbursement policy set forth in Section 10.1, above, shall be approved by the Board of Directors, at a public meeting, before the expense is incurred.

10.3 Board members shall submit an expense report on the District form within ten (10) calendar days after incurring the expense. The expense report shall be accompanied by receipts documenting each expense.

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- 10.4 Members of the Board of Directors shall provide brief reports on the program, conferences, and seminars attended at the expense of the District at the next regular meeting of the Board of Directors.

11. ETHICS TRAINING

- 11.1 Pursuant to Section 53234 et seq. of the Government Code all Directors and designated District personnel shall receive at least 2 hours of ethics training every two years.
- 11.2 Each newly elected Board Member and designated District personnel shall receive ethics training no later than one year from the first day of service with the District and thereafter shall receive ethics training at least once every two years.

12. COMMITTEES

12.1 Standing Committees

- (a) The following shall be standing committees of the Board:

- Finance Committee;
- Personnel Committee;
- Facilities Committee;

- (b) The Board may create other standing committees at its discretion.

- (c) Standing committees shall be advisory committees to the Board of Directors and shall not commit the District to any policy, act or expenditure. Each standing committee may consider District-related issues, on a continuing basis, assigned to it by the Board of Directors. Members of the standing committees shall be appointed by the Board of Directors.

- (d) All standing committee meetings shall be conducted as public meetings in accordance with the of the Brown Act.

12.2 Ad Hoc Committees

The Board President may appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

13. CONFLICTS AND RELATED POLICY

State laws are in place which attempt to eliminate any action by a Director or the District which may reflect a conflict of interest. The purpose of such laws and

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regulations is to insure that all actions are taken in the public interest. Laws which regulate conflicts are very complicated. The following provides a brief policy summary of various conflict related laws. Directors are encouraged to consult with District Legal Counsel and/or the FPPC at 1-800-ASK-FPPC (1-800-275-3772), prior to the day of the meeting, if they have questions about a particular agenda item.

13.1 Conflict of Interest

Each Director is encouraged to review the District Conflict Code on an annual basis. The general rule is that an official may not participate in the making of a governmental decision if it is: reasonably foreseeable that the decision will have a material financial effect on the official or a member of his or her immediate family or on an economic interest of the official, and the effect is distinguishable from the effect on the public generally. Additionally, the FPPC regulations relating to interests in real property have recently been changed. If the real property in which the Director has an interest is located within 500 feet of the boundaries of the property affected by decision, that interest is now deemed to be directly involved in the decision.

13.2 Interest in Contracts, Government Code Section 1090.

The prohibitions of Government Code Section 1090 provide that the Board of Directors may not contract with any business in which another Director has a financial interest.

13.3 Incompatible Office, Government Code Section 1099.

The basic rule is that public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or inconsistent action, to the detriment to the other public interest, their discharge by one person is incompatible with that interest. When a Director is sworn in for such a second office, he/she is simultaneously terminated from holding the first office.

14. EVALUATION OF GENERAL MANAGER & DISTRICT LEGAL COUNSEL

- 14.1 The District's General Manager shall be evaluated by the Board of Directors annually during the months of April and/or May of each year.
- 14.2 The District's Legal Counsel shall be evaluated by the Board of Directors annually during the months of May and/or June of each year.

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15. CONTINUING EDUCATION

Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Subject to budgetary constraints, there is no limit to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

16. REVIEW OF ADMINISTRATIVE DECISIONS

Any judicial review of any administrative act taken after a hearing by a district shall be brought pursuant to Section 1094.5 of the Code of Civil Procedure.

17. MEMBERSHIP IN ASSOCIATIONS

17.1 The Board of Directors shall ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training.

17.2 The Board of Directors shall maintain membership in the California Special Districts Association and shall insure that annual dues are paid when due until otherwise directed by the Board.

17.3 The Board of Directors shall maintain membership in the San Luis Obispo Chapter of the California Special Districts Association and shall insure that annual dues are paid when due.

17.4 At the regular Board meeting, a member of the Board shall be selected to represent the District in accordance with said chapter's constitution/bylaws, and another member of the Board or staff.

18. BOARD BY-LAWS REVIEW POLICY

The Board By-Laws and Policies shall be reviewed annually at the first regular meeting in February. The review shall be provided by District Counsel and ratified by Board action.

19. RESTRICTIONS ON BY-LAWS


The rules contained herein shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with State or Federal laws.

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 13, 2018

SUBJECT: Designate a voting Director For Annual Meeting and Nomination of Alternate Special District LAFCO Representative

Recommendation:

Designate a Director that will be attending the February 23, 2018, CSDA Annual Meeting as the District's voting delegate and if a Director wants to run for the LAFCO Alternate Special District Representative, complete the Nomination Form

Discussion:

LAFCO Executive Officer David Church provided the following request in an email to all Special District General Managers.

“The Annual SLO Chapter of CSDA Meeting is scheduled for February 23 at 5:30 PM in the Avila Beach Community Building. The SLO Chapter also acts as the Independent Special District Selection Committee. This Committee selects representatives to LAFCO. The Alternate position term currently filled by Ed Eby was up in December 2017. Mr. Eby may serve until the election process is completed. Attached are the nomination and election instructions. Please designate your districts voting delegate-they must be a Director on the Board. Also, if a Director would like to run, please complete the nomination process and form. Nominations must be email or faxed to LAFCO in by February 22 at 12:00 noon. The nomination form is attached as well.”

The Board of Directors are requested to delegate a District voting representative and if interested complete the nomination form for the Alternate Special District Representative.



Independent Special District Selection Committee

San Luis Obispo Chapter of the
California Special District Association

TO: Independent Special District Selection Committee Members

FROM: David Church, LAFCO Executive Officer

SUBJECT: Alternate LAFCO Representative: Nomination Period is Open through February 22, 2018 @ 12:00 noon

Background. The San Luis Obispo Chapter of the CSDA also acts as the Independent Special District Committee Selection. The Committee is responsible for the selection of Special District representatives to serve on LAFCO. Over the years (until 2016) a quorum of the 36 Special Districts in the County has never been achieved at a meeting of the Selection Committee. This being the case, LAFCO has conducted the elections via electronic mail. While effective in selecting a LAFCO Commissioner (and better than certified mail), the email process is time consuming and provides little opportunity for candidates to be considered by the Districts.

In researching the prior nine elections from 2010-2015, it was found that five Special Districts have not participated in any of the elections. Based on that finding, the Selection Committee approved an alternative method for calculating a quorum based on 31 total Districts that have participated at least once over the prior nine elections. All 36 Special Districts would continue to be noticed and can participate as part of the Selection Committee. This provides for a reduced quorum number of 16, which is more achievable at the Annual Meeting. A candidates' forum would be conducted at the Annual Meeting. The term for this position would begin in March 2018 and run through December 2021. The full election procedure is attached.

Election Instructions. Please place this item on the Board's agenda:

- 1) **Designate a Director as a voting delegate** to attend the February 23, 2018 Special District Annual Meeting in Avila Beach.
- 2) If the District would like to nominate a candidate, please schedule this item on the Board's agenda and obtain consent from the Director you intend to nominate. **A nomination must be approved by the District's Board.**
- 3) Nominations are required to be submitted by **12:00 noon, February 22, 2018.** Late nominations will not be considered. The completed and signed nomination form (attached) may be submitted to the LAFCO office via mail, fax-788-2072, or e-mail to DChurch@slolafco.com. The form must be signed by the General Manager or Board President, and the Nominee.

Independent Special District Selection Committee

Election Procedure

- 1- **Determining a Quorum.** All Districts shall be notified of the special district election for the LAFCO member and are eligible to participate. The quorum is based on the total number of Districts that have participated in elections (31) over a five-year period (2010-2015). The quorum would be considered to be 16 District Representatives in attendance at the meeting. If a District that has not participated in the nine prior elections does participate, it would be counted as part of the quorum and its vote would be valid. The quorum policy would apply to the email election process as well.
- 2- **Designate Voting Delegates.** Special Districts shall designate the presiding officer or another board member as the voting delegate for the Selection Committee meeting.
- 3- **Nomination Procedure.** A notice of nomination would be emailed to the Special Districts requesting that nominations be submitted within 45 days. The Candidates' Statement of Qualifications would be submitted at the same time. Nominations may be received from the floor at the meeting.
- 4- **Alternate Position.** If the Alternate LAFCO Commissioner is elected to the Regular position, nominations from the floor for filling the term of the vacated Alternate may be considered and a vote conducted at the meeting.
- 5- **Election Procedure.**
 - a. A candidate's information package is emailed to all Special Districts prior to the Annual Meeting. It would include a list of the nominees and their Statements of Qualifications. The package would be emailed as soon as the nomination period ends and the package can be compiled.
 - b. A Special District Roll Call is conducted to determine if the Selection Committee has a quorum. Ballots would be distributed at the meeting.
 - c. Each candidate shall be given up to five minutes at the Selection Committee Meeting to present his/her qualifications.
 - d. If a quorum of 16 District Representatives is achieved, the District representatives in attendance complete and submit ballots and the election is conducted.
 - e. The ballots would be counted by three reviewers appointed by the Selection Committee.
 - f. Results would be announced at the Selection Committee Meeting.
 - g. If a quorum is not achieved at the meeting, the voting period will be extended for 45 days. Districts that were not present would be emailed a ballot and instructions. Districts in attendance at the meeting may submit ballots at that time if they choose.



NOMINATION FOR LAFCO
SPECIAL DISTRICT MEMBER

The _____
(Insert Name of Special District)

Hereby nominates _____ to serve as the
(Insert Name of Nominee)

Special District Member on the San Luis Obispo Local Agency Formation Commission (LAFCO).

Board of Director's action in the nomination was taken on:

Insert Date of Board Action

General Manager or Chairman/President

Consent of the Nominee - Signature