

AVILA BEACH COMMUNITY SERVICES DISTRICT

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

AGENDA

REGULAR BOARD MEETING

7:00 pm Tuesday, July 14th, 2015

BOARD MEETING LOCATION

AVILA BEACH CIVIC ASSOCIATION

191 SAN MIGUEL STREET

AVILA BEACH, CALIFORNIA

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

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

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

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

Members of the public wishing to comment or bring forward any items concerning District operations **which do not appear on tonight's agenda** may address the Board now. Please state name and address before addressing the Board and **limit presentations to 3 minutes**. State law does not allow Board action on items not appearing on the agenda

4. **INFORMATION AND DISCUSSION ITEMS**

Items of District interest which may be placed on later agendas, or where staff needs to inform Board

A. County Reports

1. SLO County Sheriff Department
2. CalFire/County Fire Department

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

5. **CONSENT ITEMS:**

These items are approved with one motion. Directors may briefly discuss any item, or may pull any item, which is then added to the business agenda.

- A. Minutes of Regular Meeting June 10th, 2015 Minutes
- B. Monthly Financial Review
- C. General Manager and District Engineer Report
- D. Water and Wastewater Superintendent Report

E. Sub-Committee Reports

6. DISCUSSION OF PULLED CONSENT ITEMS

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

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

- A. Intent to Serve: Beach Colony Estates Lot #6
(Action Required: Consider approval of Intent to Serve)
- B. Notice of Exemption for San Luis Street and Avila Beach Drive Sewer Replacement Line Project
(Action Required: Consider Adoption of Resolution 2015-10 Authorizing General Manager to File a Notice of Exemption)
- C. Presentation of FY 2015/16 Budget
(Action Required: Receive Report, Open Public Hearing; Consider Adoption of Resolutions 2015-08 and 2015-09 Adopting a Final FY 2015/16 Budget, Alternatively, Set a Special Meeting to Further Consider the Budget.)
- D. Fats, Oil and Grease Program Services Contract
(Action Required: Authorize Staff to Adopt Contract with modifications)
- E. San Luis Street and Avila Drive Sewer Line Replacement Project, Construction Management Services Contract
(Action Required: Authorize Staff to Adopt Contract with modifications)
- F. San Luis Street and Avila Drive Sewer Line Replacement Project, Soil Compaction Testing Services Contract
(Action Required: Authorize Staff to Adopt Contract with modifications)
- G. CSDA Board of Directors Election
(Action Required: Consider Candidates, Direct Staff to Complete Ballot)
- H. SDRMA Board of Directors Election
(Action Required: Review Candidate Qualifications and Consider Adopting Resolution Casting District Votes)
- I. District Bank Services
(Action Required: President and Vice-President sign a letter opening an account with Heritage Oaks Bank and providing banking activity authorization.)
- J. Cancel or Change Date of August 11, Board Meeting
(Action Required: Consider scheduling a special meeting and cancelling the August 11, Board Meeting)

8. PUBLIC COMMENT ON CLOSED SESSION ITEMS

9. A. Legal Counsel Evaluations

B. Anticipated Litigation,
Significant exposure to litigation pursuant to Government Code §54956.9(b) 2 cases, Facts and circumstances unknown to opposing party.

ADJOURN TO CLOSED SESSION

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

11. COMMUNICATIONS/ CORESPONDENCE

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

Any writing or document pertaining to an open session item on this agenda which is distributed to a majority of the Board after the posting of this agenda will be available for public inspection at the time the subject writing or document is distributed. The writing or document will be available for public review in the District Administration Office, 191 San Miguel Street, Avila Beach, CA during normal business hours. Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District at 805-595-2664.

**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
June 9th, 2015**

1. CALL TO ORDER

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

2. ROLL CALL

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

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

3. PUBLIC COMMENTS

None

4. INFORMATION AND DISCUSSION ITEMS

A. County Reports

1. SLO Sheriff:

Commander Jim Taylor reported 103 calls for service this month in Avila Beach. There were 15 traffic stops, 1 theft, and 6 burglaries breaking into parked cars. Commander Taylor reminded us that IRS Fraud is high in this area. Do not give your credit card or bank information over the phone to anyone posing as an IRS Agent. Please report all phone fraud to the police immediately.

2. CAL Fire Report:

Battalion Chief Paul Lee from CALFire reported 33 calls for service this month, 26 were for medical assistance. Chief Lee reminded us that it is illegal to set off fireworks in the Avila Beach area.

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

None.

5. CONSENT ITEMS

President Kelley introduced the consent items and inquired if any member of the Board or public wished to address any items. Prior to the Board considering adoption of the Consent Items, GM Hagemann provided an update to the General Manager's Report. Hagemann reported that the draft Port Agreement did not make it on the June Port Property Committee meeting agenda, but will be scheduled for the July Committee and Commission meetings. The Agreement will come to the Avila District meeting in August or September. In addition, Hagemann reported that the sewer replacement project was put out to bid and if the Board had no objections he would move forward with negotiating a Construction Management Contract with Wallace Group. The Board had no objections.

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

- A. Approval of the Minutes for the following meetings: May 14th, 2015
Regular Meeting
- B. Monthly Financial Review
- C. General Manager/District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Reports
- F. Capital Projects Status Report

6. DISCUSSION OF PULLED CONSENT ITEMS.

No items were pulled for discussion.

7. BUSINESS ITEMS

- A. **Resolution 2015-06 San Luis Obispo Regional Hazardous Materials Cooperative Agreement. GM Hagemann briefly introduced the item and Chief Paul Lee summarized the history of the Cooperative Agreement.**

It was moved by Director Janowicz, and seconded by Director Waldron to adopt Resolution 2015-06. It passed with a roll call vote:

AYES: **John Janowicz**
 Lynn Helenius
 Steve Waldron
 Pete Kelley
 Shanna Richards

NOES: **None**

ABSENT: **None**

B. Intent to Serve: Colony Estates Lots 8, 9, 11, 12, 13.

APN: 076-196-013, 076-196-014, 076-196-015, 076-196-017, 076-196-018

Director Janowicz recused himself from consideration of this item since his residence is relatively close to the Colony Estates lots. Director Janowicz left the meeting room.

GM Hagemann introduced the item and reminded the Board that this item was deferred from the May 2015 Board meeting. The project applicants (Cagliero Brothers) were present at the meeting and available to respond to questions from the Board. Phillip Cagliero asked that the Board approve the Preliminary Will Serve Request. The Board members discussed that granting a Preliminary Will Serve does not guarantee water will be available for new projects if the drought continues and a water moratorium is issued.

It was moved by Director Helenius and seconded by Director Richards and passed unanimously to approve a “Preliminary Will Serve Request” with additional language to be included in the “Preliminary Will Serve Letter” stating that the Preliminary Will Serve does not guarantee issuance of a Final Will Serve. Issuance of a Final Will Serve is contingent upon water availability at the time.

C. Weed Abatement Resolution 2015-07

GM Hagemann introduced the item and reminded the Board that this is the second step of a potential three step process to ensure property owners clean up weeds and debris to abate any nuisance and prevent fires.

President Kelley opened the floor for public hearing regarding the abatement of weeds. Hearing no objections, the floor was closed. President Kelley moved that the Board adopt Resolution 2015-07 Finding No Objections to Weeds and Rubbish Abatement Proceedings and Ordering the Abatement of the Nuisances. The motion was seconded by Director Richards and passed with a roll call vote:

AYES: **Pete Kelley**
 John Janowicz
 Steve Waldron
 Lynn Helenius
 Shanna Richards

NOES: **None**

ABSENT: **None**

D. Update Local Agency Investment Fund (LAIF) and Bank of America Accounts.

GM Hagemann advised the Board that the banking documents need to be updated to reflect the current Board and District Management staff.

The report was received by the Board and appropriate documents were signed to include the new General Manager, Brad Hagemann to the Accounts.

E. Presentation and Review of the Preliminary FY 15/16 Budget
The Preliminary Budget was presented by General Manager Hagemann. Hagemann recommended that the Finance Committee schedule a meeting during the week of June 23 to review and comment on the final draft of the FY 15/16 Budget.

Director Kelley moved that the Budget Hearing be held during the July 14th, Regular Board Meeting. Director Janowicz seconded the motion. The motion passed unanimously.

8. PUBLIC COMMENT ON CLOSED SESSION ITEMS

ADJOURNMENT: The meeting was adjourned to closed session at 8:20 p.m.

9. CLOSED SESSION ANNOUNCEMENTS:

Legal Counsel Seitz advised that the Board will adjourn to Closed Session in the accordance with Government Code §54956.9 (b)

Anticipated Litigation: Significant exposure to litigation: 2 case facts and circumstance unknown to opposing party.

10. OPEN SESSION ANNOUNCEMENT OF ACTIONS, IF ANY TAKEN IN CLOSED SESSION

Legal Counsel Seitz reported out of closed session that the Board directed the General Manger to Settle Regional Water Quality Control Board Order No. R3-2015-088 via the Expedited Payment Letter offer. There was a motion to pay \$73,500 to SEP (Supplement Environmental Project) and \$58,500 to CAA (Clean-Up and Abatement Account) via Expedited Payment Letter Offer by Director Kelley, seconded by Director Janowicz, the motion passed unanimously.

11. COMMUNICATATIONS:

None.

12. ADJOURNMENT: The meeting was adjourned at 9:15p.m.

The next regular meeting of the Avila Beach Community Services District is scheduled for July 14th, 2015 at 7:00 pm. This meeting will be held at the Avila Beach Civic Association 191 San Miguel Street. Avila Beach.

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

Respectfully submitted,



Brad Hagemann, PE
General Manager




Date

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

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: July 14, 2015

SUBJECT: Monthly Financial Review for June 2015

Recommendation:

Receive and file report.

Overall Monthly Summary

During June the District made deposits in the amount of \$ 60,674 and experienced \$101,120 in expenses (cash basis). The deposits by fund and warrants by fund are provided as an attachment to this report. Income in June included \$3,729 in County tax income and \$52,994 in monthly water and sewer fees, which were within typical levels. Monthly expenses are also within the anticipated range.

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

Utility Service Billing

For the month of June the District billed approximately \$ 63,798 in water and sewer service charges. Customer Rate Assistance amounted in a reduction of billing charges to the District in the amount of \$360. Delinquent accounts with payments past due of 60 days or more are still relatively low, but we did issue approximately twelve "door hanger" shut-off notices in early July to accounts that were over 90 days late. Those account holders did respond to the notices and we did not need to shut-off any accounts at this point.

Avila Beach Community Services District Balance Sheet

As of June 30, 2015

	Jun 30, 15
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Summary	
1001 · B of A - General Checking	425,847.75
1005 · B of A - Payroll	33,911.48
1007 · B of A - Water Deposits	6,020.00
1008 · LAIF	2,210,260.86
1010 · Petty Cash	80.00
Total 1000 · Cash Summary	2,676,120.09
Total Checking/Savings	2,676,120.09
Other Current Assets	
1100 · Receivables	
1110 · Water & Sewer Billings	51,825.55
Total 1100 · Receivables	51,825.55
1250 · Prepaid Summary	
1252 · Prepaid State Water	235.37
1251 · Prepaid Insurance	-0.18
Total 1250 · Prepaid Summary	235.19
Total Other Current Assets	52,060.74
Total Current Assets	2,728,180.83
Fixed Assets	
1600 · Fixed Assets Summary	
1601 · Fixed Asset -Office & Admin.	
1601c · Office Furniture cost	12,759.79
1601d · Office Furniture Accum Dep.	-8,094.08
Total 1601 · Fixed Asset -Office & Admin.	4,665.71
1602 · Fixed Assets - Sanitary	
1612 · Land	
1612.01 · Land - GFAAG	20.00
1612 · Land - Other	60,294.10
Total 1612 · Land	60,314.10
1622 · Collection Assets	
1622C · Collection Assets Cost	933,045.33
1622D · Collect Assets Accum Depr	-281,967.93
Total 1622 · Collection Assets	651,077.40
1632 · Disposal Equipment	
1632C · Disposal Equip Cost	523,122.64
1632D · Disposal Equip Accum Depr	-147,818.68
Total 1632 · Disposal Equipment	375,303.96
1642 · Other Equipment	
1642C · Other Equipment Cost	922.93
1642D · Other Equip Accum Depr	-923.00
Total 1642 · Other Equipment	-0.07
1652 · Construction In Progress Plant	
1652C · Treatment Plant Cost	1,868,782.91
1652D · Treatment Plant Accum Dep	-839,387.72
1652 · Construction In Progress Plant - Other	36,084.24
Total 1652 · Construction In Progress Plant	1,065,479.43
1662 · Treatment Equipment	
1662C · Treatment Equip Cost	1,017,143.01
1662D · Treatment Equip Accum Depr	-444,151.88
1662 · Treatment Equipment - Other	205,485.61
Total 1662 · Treatment Equipment	778,476.74
Total 1602 · Fixed Assets - Sanitary	2,930,651.56
1603 · Fixed Assets - Water	
1613 · Equipment	
1613C · Equipment Cost	21,136.28
1613D · Equipment Accum Depr	-21,136.28
Total 1613 · Equipment	0.00

Avila Beach Community Services District Balance Sheet

As of June 30, 2015

	Jun 30, 15
1623 · Distribution Assets	
1623C · Distribution Assets Cost	1,109,466.25
1623D · Dist Assets Accum Depr	-508,510.58
Total 1623 · Distribution Assets	600,955.67
1643 · Other Equipment	
1643C · Other Equipment Cost	1,366.07
1643D · Other Equipment Accum Depr	-1,366.07
Total 1643 · Other Equipment	0.00
Total 1603 · Fixed Assets - Water	600,955.67
1604 · Structures	
1614 · Structures GFAAG	29,810.00
1614D · Gen / Fire Accum Dep	-29,810.00
Total 1604 · Structures	0.00
Total 1600 · Fixed Assets Summary	3,536,272.94
Total Fixed Assets	3,536,272.94
Other Assets	
1099 · Due To / Due From General	-146,169.63
Total Other Assets	-146,169.63
TOTAL ASSETS	6,118,284.14
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2108 · PERS Liability	890.90
Total 2100 · Payroll Liabilities	890.90
2300 · Deposits Held	
2303 · Water Deposits Held	6,020.00
2304 · Fire Station Deposit	2,000.00
2305 · Will Serve Deposits Held	98,591.33
Total 2300 · Deposits Held	106,611.33
Total Other Current Liabilities	107,502.23
Total Current Liabilities	107,502.23
Total Liabilities	107,502.23
Equity	
3900 · Retained Earnings	6,075,188.26
Net Income	-64,406.35
Total Equity	6,010,781.91
TOTAL LIABILITIES & EQUITY	6,118,284.14

Avila Beach Community Services District
Deposits by Fund
June 2015

Type	Date	Memo	Split	Amount	Balance
General					
Deposit	06/05/2015	Deposit	1001 · B of A - General Checking	-946.76	-946.76
Deposit	06/05/2015	SLO County Tax	1001 · B of A - General Checking	-1,312.13	-2,258.89
Deposit	06/08/2015	SLO County Tax	1001 · B of A - General Checking	-561.05	-2,819.94
Deposit	06/08/2015	Rent	1001 · B of A - General Checking	-2,956.00	-5,775.94
Deposit	06/18/2015	Refund Class Action Sui...	1001 · B of A - General Checking	-21.34	-5,797.28
Deposit	06/18/2015	Samson Picked up Plan...	1001 · B of A - General Checking	-25.00	-5,822.28
Total General				-5,822.28	-5,822.28
Sanitary					
Deposit	06/05/2015	SLO County Tax	1001 · B of A - General Checking	-1,282.41	-1,282.41
Deposit	06/08/2015	SLO County Tax	1001 · B of A - General Checking	-573.92	-1,856.33
Deposit	06/08/2015	June Rec Sani	1001 · B of A - General Checking	-4,560.46	-6,416.79
Deposit	06/11/2015	Sani Rec June	1001 · B of A - General Checking	-4,411.29	-10,828.08
Deposit	06/18/2015	Sani Rec June	1001 · B of A - General Checking	-12,985.40	-23,813.48
Total Sanitary				-23,813.48	-23,813.48
Water					
Deposit	06/08/2015	June Rec Water	1001 · B of A - General Checking	-3,949.78	-3,949.78
Deposit	06/11/2015	Water Rec June	1001 · B of A - General Checking	-5,363.29	-9,313.07
Deposit	06/18/2015	Water Rec June	1001 · B of A - General Checking	-21,725.28	-31,038.35
Total Water				-31,038.35	-31,038.35
TOTAL				-60,674.11	-60,674.11

Avila Beach Community Services District
Checks by Fund
June 2015

07/08/15

Type	Date	Num	Name	Amount	Balance
Administrative					
Check	06/03/2015	15674	Avila Beach Civic Association	741.03	741.03
Check	06/03/2015	15674	Avila Beach Civic Association		741.03
Check	06/03/2015	15677	Business Card	10.00	751.03
Check	06/03/2015	15677	Business Card	45.39	796.42
Check	06/03/2015	15680	Cal Tec	847.72	1,644.14
Check	06/03/2015	15670	Hagemann & Associates	5,500.00	7,144.14
Check	06/03/2015	15684	Wallace Group		7,144.14
Check	06/03/2015	15684	Wallace Group		7,144.14
Check	06/18/2015	15698	AT&T	272.80	7,416.94
Check	06/18/2015	15700	Cal Tec	502.40	7,919.34
Check	06/18/2015	15687	Hagemann & Associates	5,500.00	13,419.34
Check	06/18/2015	15688	John Eulberg Small Business Services	184.00	13,603.34
Check	06/18/2015	15690	Nikki Engle Bookkeeping & Teaching	165.00	13,768.34
Check	06/18/2015	15690	Nikki Engle Bookkeeping & Teaching	233.75	14,002.09
Check	06/18/2015	15695	Shipsey & Seitz	285.00	14,287.09
Check	06/18/2015	15695	Shipsey & Seitz	3,291.20	17,578.29
Check	06/18/2015	15695	Shipsey & Seitz	80.00	17,658.29
Check	06/18/2015	15696	Wallace Group		17,658.29
Check	06/18/2015	15697	Public Employees Retirement System	756.86	18,415.15
Check	06/18/2015	15697	Public Employees Retirement System		18,415.15
Total Administrative				18,415.15	18,415.15
General					
Check	06/18/2015	15689	Miners Ace Hardware	12.94	12.94
Total General				12.94	12.94
lights					
Check	06/03/2015	15669	PG&E		0.00
Check	06/03/2015	15669	PG&E	403.81	403.81
Check	06/03/2015	15669	PG&E	87.86	491.67
Check	06/18/2015	15692	PG&E	386.13	877.80
Check	06/18/2015	15692	PG&E	403.81	1,281.61
Check	06/18/2015	15692	PG&E		1,281.61
Total lights				1,281.61	1,281.61
Sanitary					
Check	06/03/2015	15673	Abalone Coast Analytical, Inc.	4,538.40	4,538.40
Check	06/03/2015	15675	Avila Beach CSD	55.20	4,593.60
Check	06/03/2015	15675	Avila Beach CSD	44.16	4,637.76
Check	06/03/2015	15676	Brenntag Pacific, Inc.	1,152.04	5,789.80
Check	06/03/2015	15676	Brenntag Pacific, Inc.	1,133.99	6,923.79
Check	06/03/2015	15678	Nicholas Fraser	147.91	7,071.70
Check	06/03/2015	15681	Great Western Alarm	30.00	7,101.70
Check	06/03/2015	15669	PG&E		7,101.70
Check	06/03/2015	15669	PG&E		7,101.70
Check	06/03/2015	15671	South County Sanitary Service	110.40	7,212.10
Check	06/03/2015	15682	Speed's	1,383.00	8,595.10
Check	06/03/2015	15683	Fluid Resource Management	10,962.00	19,557.10
Check	06/03/2015	15683	Fluid Resource Management		19,557.10
Check	06/03/2015	15683	Fluid Resource Management		19,557.10
Check	06/03/2015	15683	Fluid Resource Management		19,557.10
Check	06/03/2015	15683	Fluid Resource Management		19,557.10
Check	06/03/2015	15683	Fluid Resource Management		19,557.10
Check	06/03/2015	15684	Wallace Group	42.50	19,599.60
Check	06/03/2015	15684	Wallace Group		19,599.60
Check	06/03/2015	15684	Wallace Group		19,599.60
Check	06/03/2015	15684	Wallace Group		19,599.60
Check	06/03/2015	15684	Wallace Group		19,599.60
Check	06/03/2015	15684	Wallace Group		19,599.60
Check	06/03/2015	15684	Wallace Group		19,599.60
Check	06/03/2015	15684	Wallace Group		19,599.60
Check	06/18/2015	15698	AT&T	339.23	19,938.83
Check	06/18/2015	15699	Brenntag Pacific, Inc.	1,111.24	21,050.07
Check	06/18/2015	15699	Brenntag Pacific, Inc.	1,026.02	22,076.09
Check	06/18/2015	15689	Miners Ace Hardware	51.78	22,127.87
Check	06/18/2015	15689	Miners Ace Hardware	71.72	22,199.59
Check	06/18/2015	15691	San Luis Powerhouse	144.00	22,343.59
Check	06/18/2015	15691	San Luis Powerhouse		22,343.59
Check	06/18/2015	15692	PG&E	1,676.60	24,020.19
Check	06/18/2015	15692	PG&E		24,020.19
Check	06/18/2015	15694	Speed's	2,528.50	26,548.69
Check	06/18/2015	15695	Shipsey & Seitz	766.60	27,315.29

Avila Beach Community Services District
Checks by Fund
June 2015

Type	Date	Num	Name	Amount	Balance
Check	06/18/2015	15695	Shipsey & Seitz	510.40	27,825.69
Check	06/18/2015	15696	Wallace Group	1,665.00	29,490.69
Check	06/18/2015	15696	Wallace Group		29,490.69
Check	06/18/2015	15696	Wallace Group	18.75	29,509.44
Check	06/18/2015	15696	Wallace Group		29,509.44
Check	06/18/2015	15696	Wallace Group		29,509.44
Check	06/18/2015	15696	Wallace Group		29,509.44
Check	06/18/2015	15696	Wallace Group	7,368.25	36,877.69
Check	06/18/2015	15703	Fluid Resource Management	10,962.00	47,839.69
Check	06/18/2015	15703	Fluid Resource Management	382.05	48,221.74
Check	06/18/2015	15703	Fluid Resource Management		48,221.74
Check	06/18/2015	15703	Fluid Resource Management		48,221.74
Check	06/18/2015	15703	Fluid Resource Management		48,221.74
Check	06/18/2015	15703	Fluid Resource Management		48,221.74
Check	06/18/2015	15703	Fluid Resource Management		48,221.74
Check	06/18/2015	15703	Fluid Resource Management	841.05	49,062.79
Check	06/18/2015	15703	Fluid Resource Management	925.05	49,987.84
Check	06/18/2015	15703	Fluid Resource Management	664.00	50,651.84
Total Sanitary				50,651.84	50,651.84
Water					
Check	06/03/2015	15675	Avila Beach CSD	44.75	44.75
Check	06/03/2015	15675	Avila Beach CSD	35.80	80.55
Check	06/03/2015	15677	Business Card	593.40	673.95
Check	06/03/2015	15679	SLO CO Public Works	18,971.22	19,645.17
Check	06/03/2015	15669	PG&E		19,645.17
Check	06/03/2015	15683	Fluid Resource Management	5,288.00	24,933.17
Check	06/03/2015	15683	Fluid Resource Management		24,933.17
Check	06/18/2015	15692	PG&E	65.18	24,998.35
Check	06/18/2015	15693	SLO Co Health	189.50	25,187.85
Check	06/18/2015	15703	Fluid Resource Management	5,288.00	30,475.85
Check	06/18/2015	15703	Fluid Resource Management	283.05	30,758.90
Total Water				30,758.90	30,758.90
TOTAL				101,120.44	101,120.44

Avila Beach Community Services District Profit & Loss Budget vs. Actual

July 2014 through June 2015

	Jul '14 - Jun 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Income Summary				
4003 · Operating Revenue	705,517.74	762,388.00	-56,870.26	92.5%
4005 · Penalties & Late Charges	100.00	2,000.00	-1,900.00	5.0%
4007 · Harbor Charges	56,745.06	41,200.00	15,545.06	137.7%
4009 · County Taxes	490,587.92	503,811.00	-13,223.08	97.4%
4029 · Interest Income	2,760.38	3,000.00	-239.62	92.0%
4039 · Plan Check Revenue	0.00	500.00	-500.00	0.0%
4059 · Rental Income	34,626.00	31,663.00	2,963.00	109.4%
4069 · Installation Fees	1,750.00	0.00	1,750.00	100.0%
4079 · Contract Services-Ambulance	4,383.09	2,700.00	1,683.09	162.3%
4089 · Misc Income	1,515.03	500.00	1,015.03	303.0%
Total 4000 · Income Summary	1,297,985.22	1,347,762.00	-49,776.78	96.3%
Total Income	1,297,985.22	1,347,762.00	-49,776.78	96.3%
Gross Profit	1,297,985.22	1,347,762.00	-49,776.78	96.3%
Expense				
5001 · Payroll Expenses				
5010 · Gross Wages	89,514.61	0.00	89,514.61	100.0%
5030 · Payroll Taxes	2,547.13	1,552.00	995.13	164.1%
5040 · PERS Expense	12,949.93	22,561.00	-9,611.07	57.4%
5050 · Work Comp Insurance	1,114.88	2,367.00	-1,252.12	47.1%
5054 · Management	14,327.63	10,000.00	4,327.63	143.3%
5060 · Payroll Administration & Misc.	356.77			
5070 · Health & Medical Exp.				
5071 · Health Insurance	7,660.00	11,568.00	-3,908.00	66.2%
Total 5070 · Health & Medical Exp.	7,660.00	11,568.00	-3,908.00	66.2%
5001 · Payroll Expenses - Other	0.00	97,000.00	-97,000.00	0.0%
Total 5001 · Payroll Expenses	128,470.95	145,048.00	-16,577.05	88.6%
5100 · Administrative Overheads				
5101 · Accounting	6,598.75	6,500.00	98.75	101.5%
5105 · Administrative Transfer	138,166.95	0.00	138,166.95	100.0%
5110 · Bad Checks & Uncollectibles	0.00			
5115 · Bank Service Charges	528.06			
5120 · Dues & Subscriptions	4,097.94	4,000.00	97.94	102.4%
5125 · Depreciation	0.00	0.00	0.00	0.0%
5130 · LAFCo Fees	4,092.16	4,289.00	-196.84	95.4%
5135 · Legal	37,069.40	29,000.00	8,069.40	127.8%
5140 · Office Supplies & Postage	7,685.33	6,700.00	985.33	114.7%
5145 · Public Notices	737.42	1,300.00	-562.58	56.7%
5150 · Rate Assistance	3,700.80			
5155 · Rent	8,799.96	9,003.00	-203.04	97.7%
5160 · Training	300.00	3,000.00	-2,700.00	10.0%
5165 · Travel	0.00	3,200.00	-3,200.00	0.0%
Total 5100 · Administrative Overheads	211,776.77	66,992.00	144,784.77	316.1%
5500 · Operating Expenses				
5501 · Chemicals	47,020.09	44,000.00	3,020.09	106.9%
5505 · Contract Labor	398,944.10	378,987.00	19,957.10	105.3%
5510 · Critical Spare Parts	21,170.92	20,000.00	1,170.92	105.9%
5515 · Engineering	80,763.12	65,000.00	15,763.12	124.3%
5520 · Equipment Repair & Maint.				
5520A · Equip. Rep. & Maint-Avila & HD	47,767.06	18,000.00	29,767.06	265.4%
5520AO · Equip. Rep. & Maint. Avila Only	2,702.63			
5520 · Equipment Repair & Maint. - Other	382.05			
Total 5520 · Equipment Repair & Maint.	50,851.74	18,000.00	32,851.74	282.5%
5525 · Fat Oil & Grease (FOG)	962.10	3,000.00	-2,037.90	32.1%
5530 · Generator Maintenance	1,877.01	2,500.00	-622.99	75.1%
5535 · Insurance	14,409.72	14,409.00	0.72	100.0%
5540 · Lab Tests	33,806.20	52,000.00	-18,193.80	65.0%
5542 · Management Expense	3,074.50			
5545 · Miscellaneous	52.80			
5550 · Operating Supplies	9,668.84	8,600.00	1,068.84	112.4%
5555 · Permits & Fees	11,454.26	11,316.00	138.26	101.2%
5560 · Plan Checks	1,714.50	8,500.00	-6,785.50	20.2%
5565 · Regulatory Compliance	19,171.18	70,000.00	-50,828.82	27.4%
5570 · Safety Gear	635.36	500.00	135.36	127.1%
5575 · Small Tools	0.00	1,000.00	-1,000.00	0.0%
5580 · Solids Handling	24,105.97	40,000.00	-15,894.03	60.3%
5585 · Telephone	6,383.30	5,400.00	983.30	118.2%
5590 · Utilities	32,044.08	40,100.00	-8,055.92	79.9%
Total 5500 · Operating Expenses	758,109.79	783,312.00	-25,202.21	96.8%
5600 · Water				
5602 · Lopez	94,645.86	125,000.00	-30,354.14	75.7%


Avila Beach Community Services District
Profit & Loss Budget vs. Actual
 July 2014 through June 2015

	Jul '14 - Jun 15	Budget	\$ Over Budget	% of Budget
5605 · State Water	123,887.14	99,000.00	24,887.14	125.1%
Total 5600 · Water	218,533.00	224,000.00	-5,467.00	97.6%
539 · Yard Improvements				
539.1 · Solids Handling	0.00	0.00	0.00	0.0%
539 · Yard Improvements - Other	0.00	2,000.00	-2,000.00	0.0%
Total 539 · Yard Improvements	0.00	2,000.00	-2,000.00	0.0%
547 · Weed Abatement	0.00	75.00	-75.00	0.0%
563 · Licenses	0.00	3,700.00	-3,700.00	0.0%
Total Expense	1,316,890.51	1,225,127.00	91,763.51	107.5%
Net Ordinary Income	-18,905.29	122,635.00	-141,540.29	-15.4%
Other Income/Expense				
Other Income				
6000 · Contributions				
6010 · Assessments	25,821.80	0.00	25,821.80	100.0%
6030 · Harbor Capital Contribution	22,163.00	0.00	22,163.00	100.0%
Total 6000 · Contributions	47,984.80	0.00	47,984.80	100.0%
Total Other Income	47,984.80	0.00	47,984.80	100.0%
Other Expense				
7000 · Capital Purchases in Progress				
7001 · Point Avila Expenses	1,800.00	0.00	1,800.00	100.0%
7005 · WWTP Upgrade	7,155.00			
Total 7000 · Capital Purchases in Progress	8,955.00	0.00	8,955.00	100.0%
577 · Capital Purchase	83,613.80			
9999 · Suspense	917.06			
Total Other Expense	93,485.86	0.00	93,485.86	100.0%
Net Other Income	-45,501.06	0.00	-45,501.06	100.0%
Net Income	-64,406.35	122,635.00	-187,041.35	-52.5%

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

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: July 14, 2015

SUBJECT: General Manager/District Engineer Report

Port San Luis Harbor District Contract Update

Legal staff from the Port and the District has been working to finalize the Agreement. The Port Commission is scheduled to consider approval of the Agreement at their July 28, 2015 Commission meeting. If the Commission approves the Agreement, staff will bring the Agreement to the Board for their final consideration and approval. To staff's knowledge, the essence of the Agreement has not changed significantly from the version the Board reviewed at their March 10, 2015 Board meeting.

Zone 3 Technical Advisory Committee meeting

I attended the monthly Zone 3 Technical Advisory meeting on July 2. County Public Works staff a still getting feedback from Zone 3 Contractors regarding their desire to reclassify water that was delivered in 2014 from Lopez Water to State Water. In accordance with Board direction, if all contractors agree, I will move forward with re-classifying as much 2014 Lopez water to State Water in order to maximize the amount of "Lopez Water entitlement" stored in the local reservoir. The Lake currently has approximately 17,775 acre-feet of water in storage and is at approximately 36% of capacity. The Lopez Project monthly Operations Report is provided as an attachment to this report.

Regional Water Quality Control Board, Expedited Payment Letter

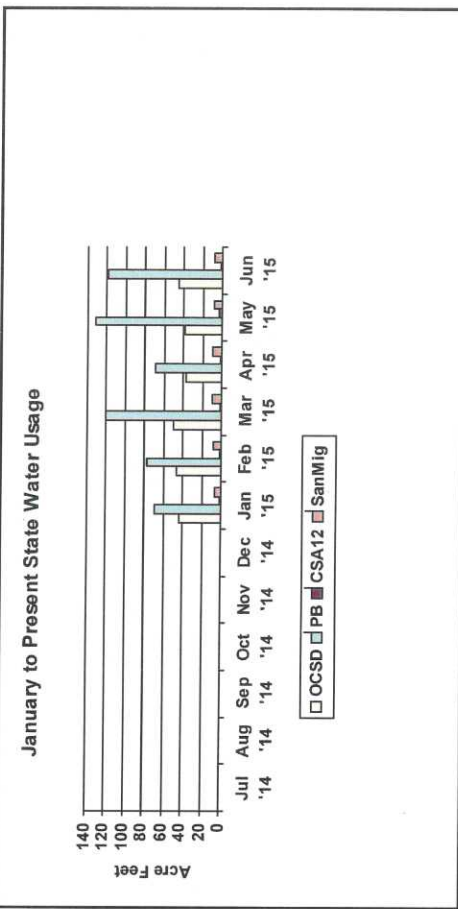
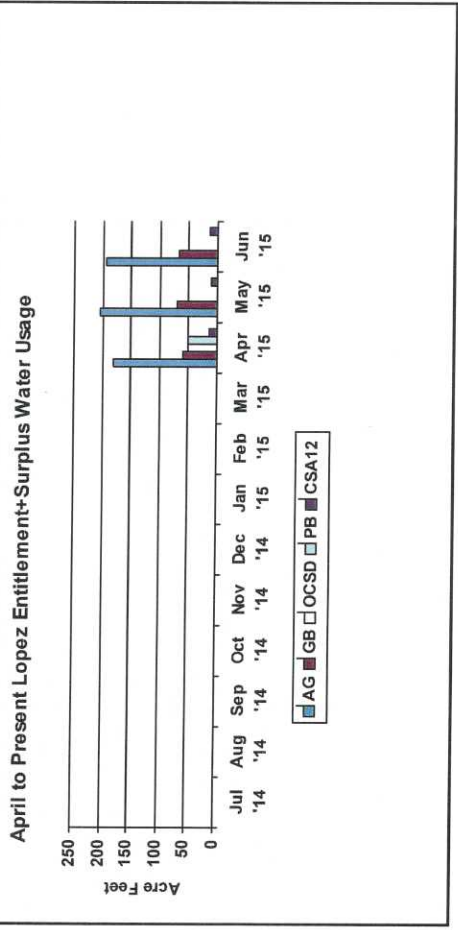
As directed by the Board at the June meeting, staff filed the Acceptance of Conditional Resolution and Waiver of Right to Hearing with the Regional Water Board staff on June 25, 2015. Water Board staff will public notice the proposed resolution for at least 30 days and if no significant comments are received the Executive Officer will execute the Acceptance and Waiver as final settlement.

Water System Flushing

You and/or your neighbors may have noticed some hydrant flushing these past few weeks. When the weather gets warmer the water chemistry changes slightly and we need to ensure the water stays well mixed. Our operations staff has been flushing the minimum amount of water necessary to ensure the water in all sections of the distribution system meets all regulatory and aesthetic quality parameters.

San Luis Obispo County Flood Control and Water District Zone 3 - Lopez Project - Monthly Operations Report June, 2015

Contractor	Lopez Water Deliveries										State Water Deliveries				Total Water Deliveries This Month				
	Usage This Month					Usage April to Present					Requested Annual	This Month		January to Present					
	Entl.	Surplus	Total	Entl. %	Surplus %	Entl.	Surplus	Total	Entl. %	Surplus %		Usage	%	Usage		%			
Arroyo Grand	2061	881.00	2942.00	193.65	9.4%	0.00	0.0%	578.87	28.1%	0.00	0.0%	750	70	44.98	64.3%	261.19	34.8%	193.65	
Oceano CSD	272.7	132.00	404.70	0.00	0.0%	0.00	0.0%	0.00	0.0%	0.00	0.0%	1240	150	118.81	79.2%	588.03	47.4%	44.98	
Grover Beach	720	394.00	1114.00	67.10	9.3%	0.00	0.0%	197.54	27.4%	0.00	0.0%	127	2.58	2.32	89.9%	9.16	7.2%	67.1	
Pismo Beach	802.8	0.00	802.80	0.00	0.0%	0.00	#Num!	50.47	6.3%	0.00	0.0%	275	14	7.76	55.4%	49.83	18.1%	118.81	
CSA 12	220.5	240.00	460.50	13.45	6.1%	0.00	0.0%	37.51	17.0%	0.00	0.0%	2392	236.58	173.87	73.5%	908.21	38.0%	15.77	
San Miguelito	4077	1647.00	5724.00	274.20	6.7%	0.00	0.0%	864.39	21.2%	0.00	0.0%							7.76	
Total																			448.07



Lopez Dam Operations	This Month	Year to Date
Lake Elevation (full at 522.37 feet)	475.77	-46.60
Storage (full at 49200 acre feet)	17776	36.1%
Rainfall	0.06	10.81
Downstream Release (4200 acre feet/year)	243.99	649.90
Spillage (acre feet)	0	0.00

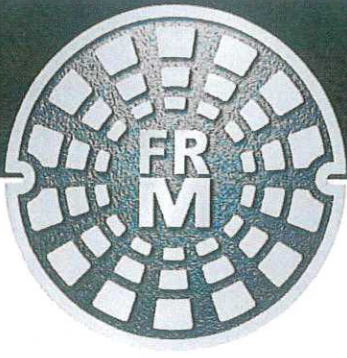
Note: Deliveries are in acre feet. One acre foot = 325, 850 gallons or 43, 560 cubic feet. Safe yield is 8,730 acre feet. "Year to Date" is January to present for State water, April to present for Lopez deliveries, and July to present for rainfall.

Comments:

Lopez Water Deliveries are now operated under the Low Reservoir Response Plan (LRRP). At the May 19th Adv. Comm. Meeting it was approved to reduce entitlements by 10% (retroactive to April) in anticipation of reaching the 15,000 AF trigger of the LRRP. Entitlements shown represent a 10% reduction.

Surplus water shown is actually "Carry Over" water as designated in the LRRP.

1) Oceano State Water to Canyon Crest via Arroyo Grande's Edna turn out. A total of 2.42 AF delivered to Canyon Crest. was added to Oceano's State Water usage this month and 2.42 AF was subtracted from Arroyo Grande's usage this month.



Date: July 7, 2015
To: Brad Hagemann, District Manager
From: Carinna Butler, FRM Operations Manager

Monthly Facility Report for the July 2015 Board Meeting

WASTEWATER

The facility continues to meet discharge limitations despite high influent flows and heavy influent BOD and TSS loading. The average influent BOD for the 5 samples collect this month was 614 mg/L (Plant Design – 270 mg/L) with a high of 861 mg/L on June 26th. The average influent TSS for the month was 488 mg/L with a high of 528 mg/L on June 26th. The average effluent BOD for the 5 samples collected this month was 23 mg/L (Permit Limit – 40 mg/L Monthly Average) with a high of 31 mg/L on June 2nd. The average effluent TSS for the month was 24 mg/L (permit limit – 40 mg/L Monthly Average) with a high of 32 mg/L on June 20th. The monthly influent Port San Luis BOD sample collected on June 2nd was 261mg/L. The monthly influent flow reported by Port San Luis was 233,600 gallons.

Routine weekly and monthly maintenance was performed at the wastewater treatment plant, lift station and water system. Collection system hot spots were cleaned as well.

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

Operations Staff had approximately 9,600 gallons of sludge hauled out of the Digester during the month of June.

The Chlorine mixing pump was removed from service and taken to Perry's Electric for a repair; the backup unit in the spare parts inventory was installed for the duration of the repair. The Chlorine is injected into the mixer to help with the mixing of the chlorine into the wastewater.

The influent float switch that controls the pumps and the electrical conduits were replaced due to a failure and were upgraded to provide a more robust installation.

Influent/raw sewage pump 2 was replaced with the unit in stock from the spare parts. The pump will be disassembled and assessed for repair/replacement.

The emergency bypass pump for the 1st street lift station had the carburetor repaired and new hoses made for preparation of a long term outage.

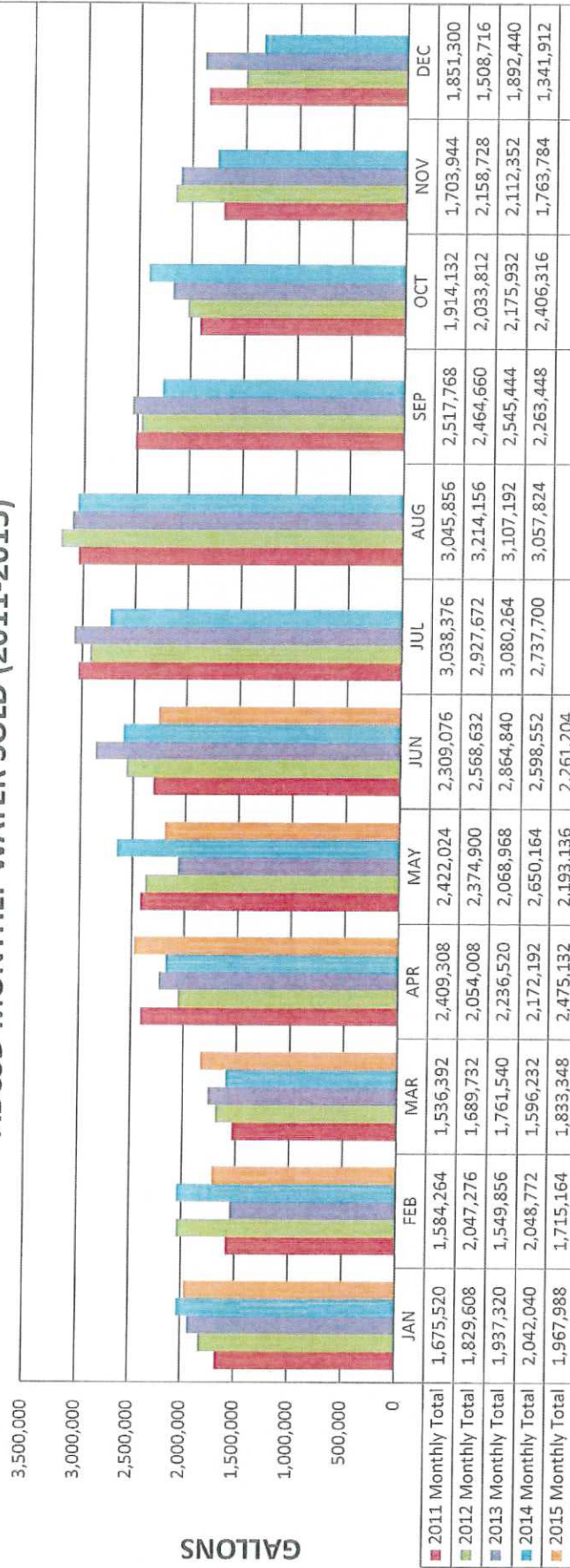
FRM completed the annual training on the Avila Beach Standard Operating Procedures and Emergency Operation Procedures. The training was completed by FRM's Safety Manager Robiy Ellison, attendees included FRM's operations, maintenance and compliance staff. District Manager Brad also attended the onsite training portion.

WATER

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

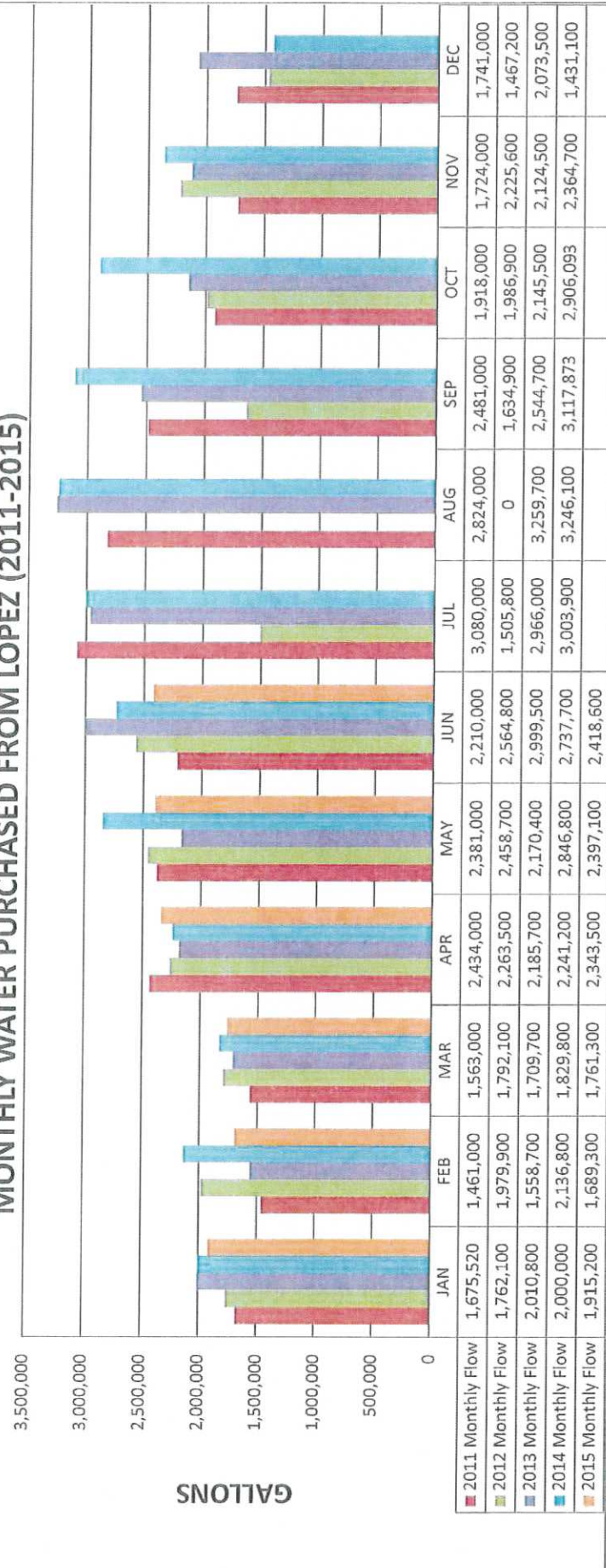
The Annual water distribution system flushing was performed last month. The flushing is used to clean the interior walls of the pipes by scouring the inside of the pipes by sending a rapid flow of water through the mains. The flushing is also used to remove sediments and stale water the main lines that can cause taste and odor problems. The flushing of the water system may need to increase during the summer months to help maintain chlorine residual levels in the water. Summer months and warmer temperatures increase the nitrification process in the water that can reduce the amount of chlorine residual in the water.

ABCSD MONTHLY WATER SOLD (2011-2015)

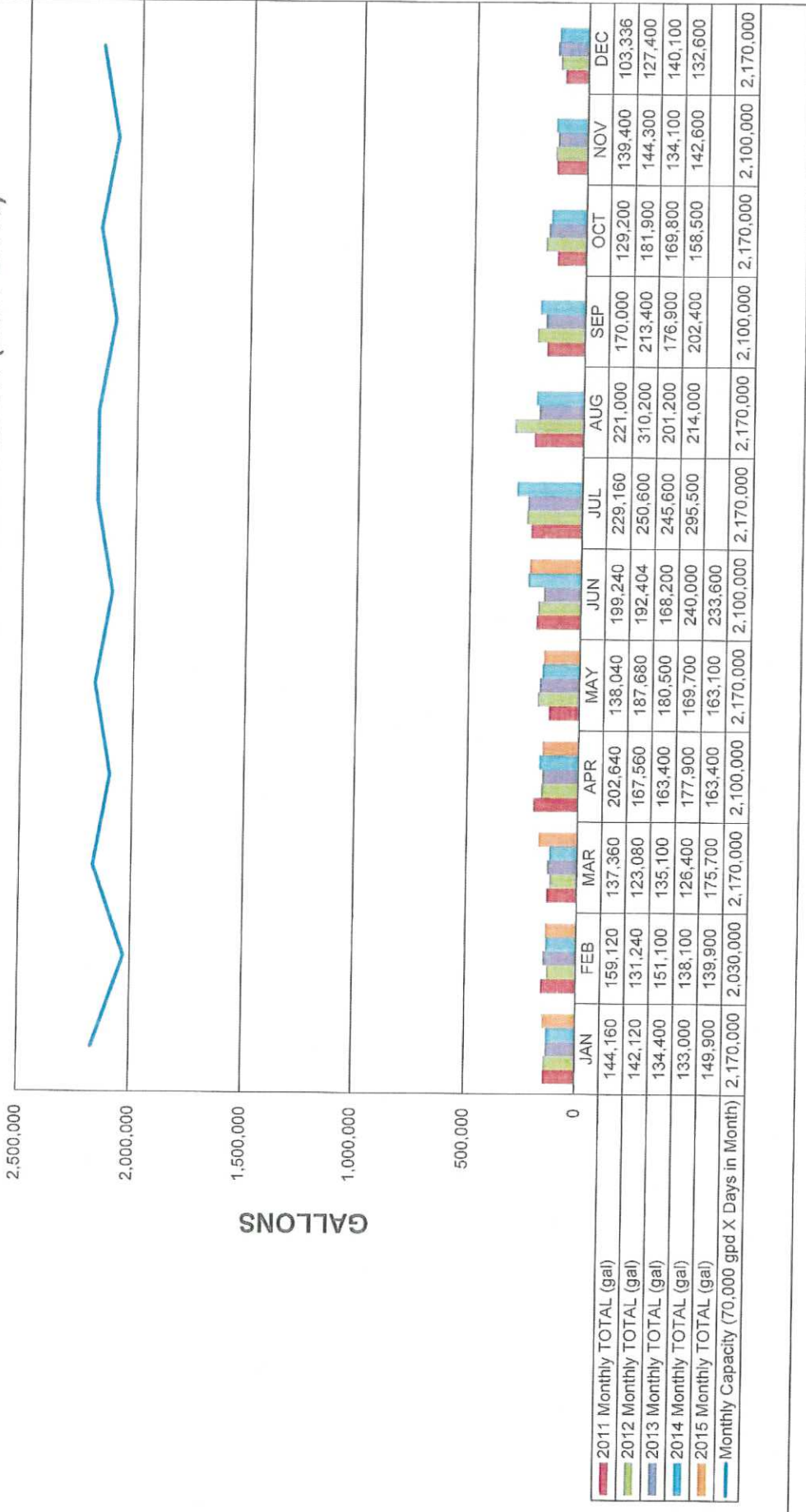


GALLONS

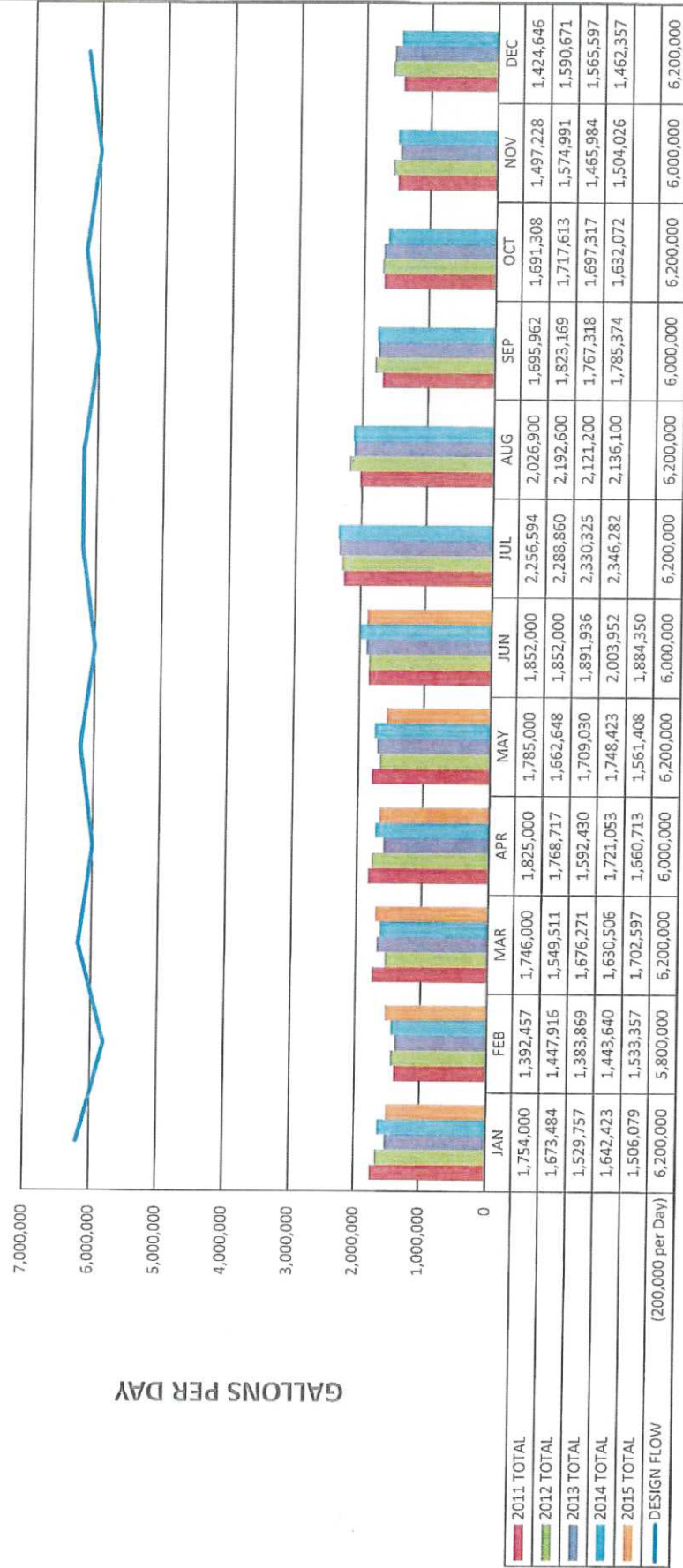
MONTHLY WATER PURCHASED FROM LOPEZ (2011-2015)



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



MONTHLY EFFLUENT FLOW TOTAL COMPARISON (2011-2015)



AVILA BEACH
COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: July 14, 2015

SUBJECT: Preliminary Intent to Serve Request: Benjamin and Elisabeth Curti, Beach Colony Estates, Lot 6. APNs: 076-196-011

Recommendation:

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

Funding:

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

Discussion:

Attached for Board consideration is a request from the Benjamin and Elisabeth Curti for an "Intent to Serve" letter for a single family residence on Lot 6 in Beach Colony Estates. The owners propose to build one four bedroom, single family residence on their lot. The lots are currently vacant and located along Avila Beach Drive.

After issuance of an "Intent to Serve" letter the applicant will need to provide the District with a final set of plans detailing the entire project. Staff will advise the developer what District improvements will be required and what connection fees will need to be paid to the District as those plans are evaluated.

Curti Beach Colony Estates

AVILA BEACH COMMUNITY SERVICES DISTRICT
APPLICATION FOR
PRELIMINARY WILL SERVE LETTER

1. Owner Name: Benjamin + Elisabeth Curti
2. Business Address: _____
3. Mailing Address: 2228 W. Zumwalt, Tulare, CA 93274
4. Phone Number: _____
5. Agent's Name (Architect or Engineer): Jennifer Martin, Architect
6. Mailing Address: 151 W. Branch St, Ste F, Arroyo Grande, CA 93420
7. Phone Number: 805-709-1707
8. Assessor's Parcel Number (APN) of lot(s) to be served: 074-194-011
9. Project's Location: Lot 6 at the Colony at Avila

10. San Luis Obispo County Planning Department/Tract Development No.: _____

11. Number of Residential Units: 1 Number of Bedrooms: 4

12. Type of Use:

- Single Family Residence _ Duplex _ Triplex _ Multi-Family
- Subdivision
- Commercial
- Multi-use (Project Description) _____
Type _____
- Remodel: (Project Description) _____

13. Applications for multi-use projects, commercial projects, projects that exceed two (2) residential units, or multi-family projects will not be approved until the following have been submitted to the District for its review:

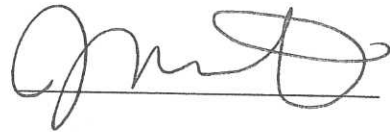
- r. Two (2) separate sets of site plans that show the approximate square footage of each unit, the site topography and an estimate of the number of water fixtures to serve each unit in the project; and
- s. An engineer or architect's estimate of monthly water and sewer and demand (in gallons per month) for the project.

14. The Applicant agrees that in accordance with generally accepted construction practices, Applicant shall assume sole and complete responsibility for the condition of the job site during the course of the project, including the safety of persons and property; that this requirement shall apply continuously and not be limited to normal working hours; and the Applicant shall defend, indemnify, and hold the District and District's agents, employees and consultants harmless from any and all claims, demands, damages, costs, expenses (including attorney's fees) judgements or liabilities arising out of the performance or attempted performance of the work on this project; except those claims, demands, damages, costs, expenses (including attorney's fees) judgements or liabilities resulting from the negligence or willful misconduct of the District.

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

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

Date 6/22/15



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

Jennifer Martin, Architect


Print name

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: July 14, 2015

SUBJECT: Notice of Exemption for San Luis Street and Avila Beach Drive Sewer Replacement Project

Recommendation:

Adopt Resolution No. 2015-10 making project findings and authorizing the General Manager to file a Notice of Exemption for the subject project

Discussion:

The District has prepared plans and specification and is currently seeking for bids from qualified contractors for the subject sewer replacement project. Bids are due to the District office no later than 2:00 PM on July 14, 2015. As part of the project approval process the Board needs to comply with the provisions of the California Environmental Quality Act (CEQA). In this case, all project activities will take place on previously disturbed areas within the County Right of Way and District staff is in the process of obtaining a utilities encroachment permit from the County Public Works Department.

Since all activities will take place within previously disturbed areas with the County Right of Way a Notice of Exemption is appropriate for the project. Resolution No. 2015-10 makes the appropriate findings and authorizes the General Manager to complete and file the Notice of Exemption.

RESOLUTION NO. 2015 - 10

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
AVILA BEACH COMMUNITY SERVICES DISTRICT
ADOPTING A NOTICE OF EXEMPTION
AND AUTHORIZING THE GENERAL MANAGER TO FILE A NOTICE OF
EXEMPTION FOR THE BELOW DESCRIBED PROJECT**

WHEREAS, the Avila Beach Community Services District (herein "District") intends to repair sewer collection lines located in the public right of way on San Luis Street and Avila Beach Drive in Avila Beach, CA. (herein referred to as "the Project"; and

WHEREAS, pursuant to the California Environmental Quality Act (herein "CEQA"), a Notice of Exemption was prepared for the Project which is on file with the District office; and

WHEREAS, Public Notice of the proposed Exemption was given as required by Section 21092 of the Public Resources Code; and

WHEREAS, on July 14, 2015 the District, pursuant to the Brown Act and CEQA, held a Public Hearing on the proposed Notice of Exemption, and accepted public testimony regarding the proposed Exemption; and

WHEREAS, based on the information contained in the Notice of Exemption prepared for the Project, the staff report, and testimony received as a result of the public notice, the District, using its independent and objective judgment, finds that a Notice of Exemption is appropriate for the project.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of the Avila Beach Community Services District as follows:

1. The above recitals are true and correct and are incorporated herein.
2. In accordance with the California Environmental Quality Act, the Notice of Exemption for the Project is hereby approved.
3. The General Manager is authorized to file a Notice of Exemption in compliance with Section 21152 of the Public Resource Code.

PASSED AND ADOPTED by the Board of Directors of the Avila Beach Community Services District this 14th day of July, 2015 on the following roll call vote:

ON MOTION of Director _____ seconded by Director _____, and on the following roll call vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

The foregoing resolution is hereby adopted this 14th day of July, 2015.

Peter Kelley, President

ATTEST:

Secretary to the Board of Directors

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk
County of: San Luis Obispo

From: (Public Agency): Avila Beach Community
Services District, 191 San Miguel Street
Avila Beach, CA 93424

(Address)

Project Title: San Luis Street and Avila Beach Drive Sewer Replacement Project

Project Applicant: Avila Beach Community Services District

Project Location - Specific:

San Luis Street between First and Second Street and Avila Beach Drive from San Miguel Street southerly

Project Location - City: Avila Beach Project Location - County: San Luis Obispo

Description of Nature, Purpose and Beneficiaries of Project:

Replace approximately 350 lf of existing sewer line on Avila Beach Drive and replace approximately 460 lf of existing sewer line on San Luis Street between 1st Street and onto 2nd Street. Existing lines have reached the end of their useful life and in need of repair to minimize potential for a sewer overflow/spill

Name of Public Agency Approving Project: Avila Beach Community Services District

Name of Person or Agency Carrying Out Project: Brad Hagemann, General Manager

Exempt Status: **(check one):**

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: 15301, class b
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:

Replacement of existing utility systems in previously disturbed areas.

Lead Agency
Contact Person: Brad Hagemann Area Code/Telephone/Extension: (805) 595-2664

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: _____

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

AVILA BEACH
COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

TO: Board of Directors

FROM: Brad Hagemann, General Manager



DATE: July 14, 2015

SUBJECT: Adoption of Annual Budget: FY 2015-16: Resolutions No.'s 2015-08, A
Resolution for Determination of Appropriation Limitation for the 2015-16 Fiscal
Year and Resolution No. 2015-09 Adopting the 2015-2016 Fiscal Year Budget.

Recommendation:

1. Receive Staff Report and Board Comment on the Proposed FY 2015/16 Budget
2. Open Public Hearing and Receive any Public Comment
3. Close the Public Hearing
4. Consider any further changes to be made to the proposed budget
5. Adopt as Final, the Proposed Budget for FY 2015-16, or if necessary, continue this item to a date certain for further consideration.

Funding:

As presented in the Proposed Budget

Discussion:

Each year the District must prepare and adopt an operating budget for the coming Fiscal Year. Staff has prepared, and the Finance Committee has reviewed, the Proposed Final Budget for FY 2015-16. The draft Final Budget is attached to this report. This meeting has been advertised as a public hearing in accordance with legal requirements.

The Preliminary FY 2015-16 Budget was presented to the Board at the June 9th Board meeting. Staff subsequently met with members of the Finance Committee to review the updated preliminary budget including the proposed Capital Improvement Project budget and staff has incorporated their recommendations.

**AVILA BEACH COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2015-08**

**A RESOLUTION FOR DETERMINATION OF
APPROPRIATION LIMITATION FOR THE
2015-2016 FISCAL YEAR
AND
REQUESTING DISTRIBUTION OF
SPECIAL DISTRICT AUGMENTATION FUNDS**

WHEREAS, Article XIII B of the California Constitution specifies that appropriations made by governmental entities may increase annually by the change in population and the change in either the California Per Capita Personal Income or the change in the local assessment roll due to local residential construction; and

WHEREAS, upon determination of an appropriation limitation for the 2014-2015 Fiscal Year, the District should request the Auditor Controller of the County of San Luis Obispo to distribute the District's portion of Special District's Augmentation Funds, if any, when they are determined by the County Board of Supervisors; and

WHEREAS, it has been determined by the State Department of Finance that the percent change in the California Per Capita Personal Income (CPCPI) is **1.0382** and the percent change in the population (POP) of the unincorporated areas of San Luis Obispo County is **0.90** and,

WHEREAS, the appropriation, subject to limitation (estimated net tax proceeds excluding Augmentation Funds) has been determined to be **\$5,024,093**; and

WHEREAS, the appropriation limit exceeds the appropriation subject to limitation;
and,

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED by the Board of Directors, of the Avila Beach Community Services District, San Luis Obispo County, California, as follows:

1. That the ratio of change is determined as follows:

$$\frac{1.0382 + 100}{100} \text{ (CPCPI)} \quad X \quad \frac{0.90 + 100}{100} \text{ (POP)} \quad = \quad \text{RATIO}$$
$$1.0382 \quad X \quad 1.009 \quad = \quad 1.0475$$

2. That the 2015-2016 appropriation limit is determined as follows:

2014-2015 Limitation		\$ 5,024,093
2015-2016 Ratio of Change	X	<u>1.0475</u>
2015-2016 Appropriation Limitation		<u>\$ 5,262,737</u>

3. That the Appropriation Limitation (\$5,262,737) exceeds the Appropriation subject to Limitation (\$478,389) by \$4,784,348.
4. No further adjustment to the 2015-2016 appropriation limitation has been made for mandated costs. However, any new mandated costs or increases in existing mandated costs would increase the limitation by the amount of "Proceeds from Taxes" used to finance mandates in fiscal year 2015-2016.
5. That the County of San Luis Obispo distribute to the District, the District's share of the Special District's Augmentation Funds, if any, as determined by the Board of Supervisors.

Upon motion of Director , seconded by Director , and on the following roll call vote to wit:

AYES:
NOES:
ABSENT:
ABSTAINING:

the foregoing Resolution is hereby adopted this 14th day of July, 2015.

Peter Kelley, President

ATTEST:

Secretary to the Board of Directors

**AVILA BEACH COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2015-09**

A RESOLUTION ADOPTING THE 2015-2016 FISCAL YEAR BUDGET

WHEREAS, The District is required, pursuant to state codes to designate a custodian for its monies; and,

WHEREAS, such custodianship requires that proper methods be used for the acquisition and disbursement of District monies; and,

WHEREAS, the District desires to make known its planned activities and associated costs for the 2015-2016 fiscal year.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED by the Board of directors, Avila Beach Community Services District, San Luis Obispo County, California, as follows:

1. That the proposed budget entitled, "Avila Beach Community Services District 2015/16 Fiscal Year Budget," be adopted as submitted or amended.
2. That the budget be administered as established by past policies and practices.

ON MOTION of Director _____ seconded by Director _____, and on the following roll call vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

The foregoing resolution is hereby adopted this 14th day of July, 2015.

Peter Kelley, President

ATTEST:


Secretary to the Board of Directors

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: July 14, 2015

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

Recommendation:

Staff recommends the Board authorized staff to enter in to an agreement with Wallace Group to provide FOG Program Services for FY 2015-16.

Funding:

The FY 2015-16 Budget includes a \$6,000 line item to fund the District's on-going Fats, Oils and Grease Program Services.

Discussion:

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

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

Wallace Group has historically provided FOG program services for the District and they provide FOG services to several local municipalities including City of Arroyo Grande, City of Grover Beach and the City of Buellton. Wallace Group has done a commendable job on the program to date and staff recommends retaining Wallace Group to provide FOG program services for FY 2015-16.

July 2, 2015

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

Subject: Fats, Oils and Grease (FOG) Program Services for the Avila Beach CSD

Dear Mr. Hagemann:

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

PROJECT UNDERSTANDING

The Avila Beach CSD (District) requires administration and inspection services for the existing FOG Program. The District's FOG Program consists of permitting, semi-annual inspections, and follow-up on non-compliance with approximately 12 food service establishments (FSEs). The District requested Wallace Group to prepare a proposal for administration of the program for the 2015/2016 Fiscal year.

SCOPE OF SERVICES

FOG Program Administration and Inspection

Wallace Group will perform FOG permitting, inspections, and re-inspections for the District's FSEs for the 2015/2016 fiscal year upon notification from the District to start work and receipt of a signed notice-to-proceed.

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

1. Semi-annual inspection of approximately 12 FSEs.
2. Performance of re-inspections when needed to assist in FSE compliance.
3. Assistance with enforcements of significant violations.
4. Re-permitting of all FSEs enrolled in the FOG Program.
5. Permitting of new FSEs that opened for business in 2015/2016 fiscal year and removal from the FOG Program of those FSEs that have closed.
6. Issuance of monthly FOG program status reports.

Deliverables:

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



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- Electronic copies of updated outreach materials for residential FOG education as applicable (Word format)
- Electronic copies of updated FOG Inspection Procedures (PDF format)

SCHEDULE

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

TO BE PROVIDED BY THE CLIENT

- Verification of current list of FSE's.

PROJECT FEES

Due to the variability of FSEs, and re-inspections during the year, Wallace Group will perform the services denoted in the proposed Scope of Services on a time and materials basis. For budgeting purposes, our preliminary estimate is that our fees will be \$5,850. These estimates reflect the cost for program administration and to have one (1) inspector perform each inspection and re-inspection. These services will be invoiced monthly on an accrued basis in accordance with the attached Schedule of Fees (Exhibit A). Reimbursables are included in the time and materials estimated fee amount stated above.

Cost Breakdown

Task	Estimated Cost
Project Management	\$390
Bi-Annual Inspections	\$2,650
Re-inspections	\$1,050
Permitting	\$960
End of Month Reports	\$650
Reimbursables	\$150
Total	\$5,850

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

TERMS AND CONDITIONS

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



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

Sincerely,

WALLACE GROUP, a California Corporation

TERMS AND CONDITIONS ACCEPTED:



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

Signature

Printed Name

Title

Date

Attachments
sr: PP15-5549; 2014; std
Exhibit A
Exhibit B

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

AVILA BEACH
COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: July 14, 2015

SUBJECT: Consider Awarding Construction Management Services Contract for the San Luis Street and Avila Beach Drive Sewer Repair Project to Wallace Group

Recommendation:

Staff recommends the Board authorize staff to enter in to an agreement with Wallace Group to provide Construction Management Services for the subject project.

Funding:

The FY 2015-16 Capital Improvement Program Budget includes \$350,000 for replacement of sewer collection pipeline in San Luis Street and Avila Beach Drive. Funding for construction management services of this project type are typically 5% - 12% of construction costs, depending on the specific tasks assigned to the CM firm. In this case, Wallace Group's proposal is a not to exceed amount of \$39,100. The Engineer's Cost Estimate for the project is \$310,000, so WG's estimated fee is on the upper end as a percentage of the estimated construction costs. Staff will work with Wallace Group staff to keep costs at or below budget estimates. Funding for the construction management services is included in the overall approved project budget.

Discussion:

Projects of this scope, complexity and cost require professional construction management (CM) services to ensure that the project is completed safely, in accordance with the plans and specifications, on time and on budget. Wallace Group has an experienced and capable CM Department and staff invited them to prepare a CM services proposal for the project. The CM proposal correctly assumes District staff will handle CEQA analysis/processing and completion of the County encroachment permit process. All other project management, bidding support, preconstruction services, resident engineer and engineering support services will be provided by Wallace Group as an agent of the District. Wallace Group's detailed proposal is provided as an attachment to this staff report.

As you know, Wallace Group is also the project design engineer. Some public agencies prefer to use a firm other than the design firm for CM services, while others don't have a strict policy one way or the other. In this case, I recommend the Board direct staff to negotiate and award the CM services contract to Wallace Group.

July 2, 2015

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

Subject: San Luis Street and Avila Beach Drive Sewer Replacement

Dear Mr. Hagemann:

Wallace Group appreciates the opportunity to provide you with our proposal for Construction Management and Design Support services during construction for the above referenced project. Based on our discussion, the following Scope of Services has been prepared for your consideration:

PROJECT UNDERSTANDING

The Avila Beach Community Services District is receiving construction bids for the San Luis Street and Avila Beach Drive Sewer Replacement project. The project includes installation of approximately 520 linear feet of 8-inch PVC sewer main and appurtenances on San Luis Street from Second Street to First Street, 240 linear feet of 8-inch butt-fused HDPE sewer main and appurtenances by pipe bursting method on Avila Beach Drive, and approximately 130 linear feet of 8-inch PVC sewer main between Avila Beach Drive and San Miguel Street, in Avila Beach, California. The project also includes abandoning in-place one of the existing 6- VCP sewer mains on San Luis Street.

The project time frame includes 90 calendar days from the date of Notice-to-Proceed to construction completion. We anticipate some time after construction is complete for project closeout. The Contract Documents indicate that field work on this project will not start until after the September 7th Labor Day holiday and will continue until approximately the first week of December.

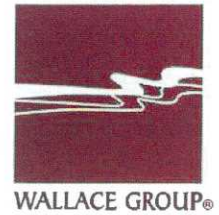
It is our understanding that the District will handle the CEQA analysis and County encroachment permit processing. Also, Cultural Monitoring and Materials Testing services will be contracted separately by the District. The District is requesting that the Wallace Group team provide a part-time Construction Inspector and Resident Engineer to assist with administration and observation of this work. In addition to the Resident Engineer and Inspector, Wallace Group's Project Engineer will be providing design support during construction

SCOPE OF SERVICES

The proposed work scope includes five (5) component tasks with estimated budgetary allocations per task. Please note task budgets may vary within the overall budget.

Task 1: Project Management, QA/QC (Estimated Fees \$5,000)

Task 1 will include project management for the internal team coordination needs including the Cultural Monitor and the Materials Testing firm and coordination with District staff throughout the duration of the construction of the project. This task includes internal Wallace Group project setup, coordination and budget/schedule monitoring.



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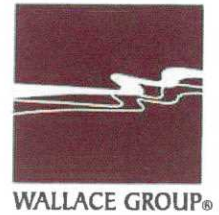


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QA/QC is an important part of all of our work products. At periodic stages throughout the construction, documents will undergo a Quality Control (QC) review by our Director of Construction Management. This review process is a critical component of a successful project.

Task 2: Preconstruction Services, Preconstruction Meetings, Submittal Reviews (Estimated Fees \$4,240)

The Wallace Group Team will review the plans, specifications, estimate package (PS&E), pending files, permits, agreements, cultural documents, and other applicable documents prior to the start of construction. Our construction inspector will photo document the site in its pre-construction conditions during this task.

This task will also include attending a pre-construction meeting with the Contractor, Subcontractors, District engineering and operations staff (including survey, cultural monitor and materials testing team members), and utility companies. The District will schedule and provide the venue for the meeting. Wallace Group will facilitate the meeting including developing the meeting agenda and preparing meeting notes.

There can be various submittals that will require the construction management team's review prior to the start of construction. These submittals may include, but are not limited to Baseline Schedule, Traffic Control Plan, Erosion Control Plan, Asphalt Concrete and Concrete mix designs, and various material submittals. The review and coordination of these submittals will be conducted to provide comments to the District. Our Scope of Services assumes a total of six (6) submittals will be reviewed by our Construction Management staff.

Deliverables:

- Attendance at a Pre-Bid job walk
- Attendance at a Pre-construction Meeting
- Review of Pre-construction Submittals (6 max)

Task 3: Construction Management (Estimated Fees \$25,800)

The basic services to be provided include part time Construction Management functions for this project. Services provided by Wallace Group will be performed in compliance with District procedures. The following work scope has been created based on our review of the PS&E package and our understanding of the project.

- Provide a Resident Engineer and an Assistant Resident Engineer (or equivalent construction inspection) staff who will provide inspection with daily diaries or inspection reports. Our Resident Engineer will be on site 3 hours per week to oversee the construction, and our Assistant Resident Engineer will be on site 15 hours per week during the 10 weeks of construction for the project. This time will vary depending on the Contractor's schedule.
- Prepare Resident Engineer Reports and Assistant Resident Engineer Reports/Diaries which contain information for documentation purposes, including location, operations (contract item or change order), labor, equipment, material, hours, field conditions, discussions with Contractor, down-time, and similar items for the days that the inspector is onsite.
- Facilitate weekly progress meetings with the Contractor and District staff to discuss ongoing construction activities, job progress, scheduling, and other important issues. Our Resident Engineer will review Contractor-submitted mix designs or materials to be incorporated into the work.



- Conduct weekly inspections of the Contractor's erosion control plan. The Contractor will provide a QSP and our role will be to represent the District's (Legally Responsible Person) interest.
- Provide coordination with public utilities, adjacent businesses and property owners, and the general public.
- Take photographs daily during the construction to document Contractor activities.
- Monitor contract time utilizing the Weekly Statement of Working Days form.
- Keep a log of submittals and RFI's received from the Contractor, when they were returned to the Contractor, and the outcome of the submittal or RFI.
- Prepare Contract Change Orders for the District's review and approval.
- Prepare monthly progress pay estimates for the District's review, approval, and processing.
- Assist the District with evaluating, claims and disputes resolution.
- At substantial completion of the work, facilitate a project walk through with District Contractor personnel to establish a "punch list" of items of work that are not satisfactory.
- At final completion of the work, attend a final project walk through with District and Contractor personnel to determine that all "punch list" of items of work have been completed.
- Obtain from the Contractor all record (as built) drawings, O&M materials, contract required documents, lien releases, and written warranties, review and circulate as needed for final acceptance.
- Maintain construction records/files for documentation purposes.

Deliverables:

- Weekly RE Diaries and Daily Assistant RE Diaries
- Participate at Weekly Construction Progress Meetings
- Weekly Erosion Control Inspection Documentation (if required)

Task 4: Engineering Bidding Support During Advertising and Award of Project (Estimated Fees \$1,160)

Wallace Group will provide engineering support services during advertising and award of the project by providing project specific clarification to questions arising from bidders relating to portions of the PS&E Contract Documents prepared by the Wallace Group. Responses to bidder questions will be prepared and provided to the Project Resident Engineer for distribution to all bidders and building exchanges.

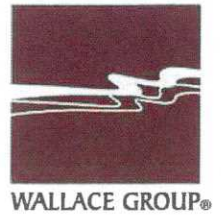
Due to the indeterminate nature of this work, we have estimated approximately 8 hours for this task. Wallace Group services will be provided up to the budgeted amount and authorization will be requested if additional support is warranted due to job conditions.

Deliverables:

- Bidder Clarification Documents to Construction Management Team for distribution to bidders.

Task 5: Engineering Support During Construction (Estimated Fees \$2,900)

Wallace Group will provide engineering support services during the construction phase of the project. The services to be provided under this task will include reviewing Contractor technical submittals, Contractor requests for information (RFIs) relating to construction design and clarification. The services will also include reviewing Contractor prepared work plans for approval, including but not limited the sewer bypass plan, and pipe bursting work plan.



Our goal under this task is to provide quick, practical responses to RFIs and the submittal documents listed above. Under most circumstances, Wallace Group will provide RFI response within two (2) working days of written request. Depending on the technical requirements of the RFI and the potential for field assessment, response may extend beyond that timeframe. Wallace Group will prepare responses for submittals and RFIs and provide the responses to CM staff for distribution to the Contractor.

Due to the indeterminate nature of this work, we have budgeted approximately 20 hours for engineering support services during construction. Wallace Group services will be provided up to the budgeted amount and authorization will be requested if additional support is warranted due to job conditions.

Deliverables:

- Submittal Review Documents to CM Staff for Distribution
- RFI Response Documents to CM Staff for Distribution

The overall Scope of Services described above will be performed up to the authorized budget; if additional support is necessary beyond the initial authorization then we will notify the District of any necessary budget needs. We understand Wallace Group is not to perform services beyond the authorized budget.

SCHEDULE

We anticipate that the District will award the construction of the project during the regularly scheduled August 2015 Board meeting and that construction will begin after September 7, 2015. The construction contract duration is 90 calendar days and work will follow the approved construction schedule dictated by the Contractor. Wallace Group will provide a Resident Engineer and Construction Inspector at the frequency described in our Scope of Services for the full 90 calendar day contract duration. If a time extension is necessary and approved by the District, an appropriate budget adjustment may be necessary for the extended period of the services.

TO BE PROVIDED BY THE CLIENT

- The District will contract for materials testing on the project with coordination of testing performed by the Wallace Group.
- CEQA and Coastal Commission Clearance

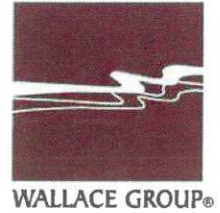
ITEMS NOT INCLUDED IN SCOPE OF SERVICES

- Surveying is the sole responsibility of the Contractor and will not be provided by the Wallace Group under this agreement.

PROJECT FEES

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

Wallace Group will perform the services denoted in the proposed Scope of Services in accordance with the attached Schedule of Fees (Exhibit A). These services will be invoiced monthly on an accrued cost basis, and our total fees, including reimbursable will not exceed our estimated fee of \$39,100 without receiving written authorization from the Client.



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

TERMS AND CONDITIONS

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

We want to thank you for this opportunity to present our proposal for professional services. If you would like to discuss this proposal in greater detail, please feel free to contact me or Todd Bartolome at 805 544-4011.

Sincerely,

WALLACE GROUP, a California Corporation

TERMS AND CONDITIONS ACCEPTED:

fn Dacé B. Morgan, PE C54408
Director of Civil & Transportation Engineering
612 Clarion Court
San Luis Obispo
California 93401
T 805 544-4011
F 805 544-4294
www.wallacegroup.us

Signature

Printed Name

Title

Date

Attachments
sr: PP15-5534, 2014, std
Exhibit A
Exhibit B

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



Schedule of Fees Exhibit A



Engineering, Design & Support Services:

Prevailing Wage*

Assistant Designer/Technician	\$ 65
Designer/Technician I - IV	\$ 70 - \$100
Senior Designer I - III	\$138 - \$148
GIS Technical Specialist	\$130
Senior GIS Technical Specialist	\$145
Associate Engineer I - II	\$ 90 - \$100
Engineer I - IV	\$135 - \$150
Senior Engineer I - III	\$155 - \$170
Director	\$170
Principal Engineer	\$182
Principal	\$190

Construction Management / Field Inspection Services:

Construction Inspector I - IV	\$110 - \$134 \$125 - \$149
Senior Construction Inspector	\$140 \$155
Assistant Resident Engineer I - II	\$120 - \$130 \$135 - \$145
Resident Engineer I - III	\$135 - \$145 \$150 - \$160
Senior Resident Engineer I - II	\$150 - \$160 \$160 - \$165
Director	\$170	

Support Services:

Office Assistant	\$ 50
Project Assistant I - III	\$ 70 - \$ 86

Additional Professional Services:

Fees for expert witness preparation, testimony, court appearances, or depositions will be billed at the rate of \$300 an hour. As authorized in advance by the Client, overtime on a project will be billed at 1.5 times the employee's typical hourly rate.

Direct Expenses:

Direct expenses will be invoiced to the client and a handling charge of 15% may be added. Sample direct expenses include, but are not limited to the following:

- travel expenses
- sub-consultant services
- agency fees
- delivery/copy services
- mileage (per IRS rates)
- other direct expenses

Invoicing and Interest Charges:

Invoices are submitted monthly on an accrued cost basis in accordance with this Fee Schedule. A finance charge of 1.5% per month may be assessed on all balances that are thirty days past due.

Right to Revisions:

Wallace Group reserves the right to revise this Schedule of Fees on an annual basis, personnel classifications may be added as necessary.

*Prevailing Wage:


State established prevailing wage rates may apply to some services and those rates are subject to change.

AVILA BEACH
COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: July 14, 2015

SUBJECT: Award Contract to Earth Systems Pacific for Soil Compaction Testing Services in Support of the San Luis Street and Avila Beach Drive Sewer Repair Project

Recommendation:

Staff recommends the Board authorized staff to enter in to an agreement with Earth Systems Pacific to provide Soil Compaction Testing Services for San Luis Street and Avila Beach Drive Sewer Line Replacement Project.

Funding:

The FY 2015-16 Capital Improvement Program Budget includes \$350,000 for replacement of sewer collection pipeline in San Luis Street and Avila Beach Drive. Funding for the soil compaction testing, laboratory and engineering support for the project is estimated at a not to exceed amount of \$5,134. Funding for the soil services is included in the project budget.

Discussion:

Replacement of sewer collection pipelines and associated road repair requires soil compaction testing to ensure that the base material is installed and compacted properly to support the pipeline and/or road paving placed on top of it. In order to ensure the contractor has complied with the plans and specifications the District needs to retain a soils testing and engineering firm to provide periodic soil testing as the contractor proceeds with the project.

Earth Systems Pacific is one of the most respected and recommended firms in the County at providing this type of professional engineering support. Earth Systems detailed proposal is provided as an attachment to this report. Staff recommends the Board authorize staff to enter in to an agreement with Earth Systems Pacific to provide soil compaction services for the sewer line replacement project.



Earth Systems
Pacific

4378 Old Santa Fe Road
San Luis Obispo, CA 93401
Ph: 805.544.3276
esp@earthsystems.com
www.earthsystems.com

June 30, 2015

Avila Beach Community Services District
c/o Hagemann & Associates
Attn: Mr. Brad Hagemann
P.O. Box 309
Avila Beach, CA 93424

PROJECT: AVILA BEACH SEWER MAIN REPLACEMENT
SAN LUIS STREET
AVILA BEACH, CALIFORNIA

SUBJECT: Estimate of Costs for Soil Compaction Testing Services

Dear Mr. Hagemann:

At your request, this estimate of the costs to provide soil compaction testing services has been prepared for the proposed Avila Beach Community Service District sewer line project in Avila Beach, California. We understand that approximately 400 linear feet of new sewer main along with three manholes will be installed as a part of the project on San Luis Street. Our scope of work was based upon information you provided.

This proposed scope of work is for compaction testing of trench backfill, and aggregate base prior to placement of asphalt concrete (AC). As the schedule for construction is not known, we have assumed a total of 8 visits to the site to provide testing for backfill above the sand bedding/shading, and aggregate base. We have also assumed that compaction testing services during placement of AC will not be required. Our technicians will test at locations deemed appropriate or as directed by the client's field inspector, and will request contractor assistance, if needed, for excavation of test holes or traffic control. We have assumed that the contractor will be responsible for providing all material certifications for backfill materials. Inspection of backfill and compaction operations, pipe placement and connections, etc., will be performed by others. We have assumed that one report summarizing compaction testing will be provided for the entire project at the end of construction, and that our project engineer will be required to attend only one meeting (pre-construction) at the site.

It is our understanding that this project is subject to California Prevailing Wage Law.

Our anticipated scope of services and estimated costs are as follows:

- I. **Compaction Testing.** A total of 4 hours of billable time per visit have been assumed for a total of 8 visits.

Field technician	32 hrs. @ \$97.00/hr.....	\$3,104.00
Nuclear density tests	30 tests @ \$10.00/ea.....	300.00
Mileage	8 site visits @ 20 miles/visit @ \$0.75/mile ...	120.00
Subtotal, Compaction Testing		\$3,524.00



II. **Laboratory Testing, Engineering Support and Report Preparation.** A total of 3 maximum density tests have been assumed for the site soils and aggregate base. One compaction report at the end of the project is planned. The tests will be located by station and offset using the referenced plans. We have assumed attendance by the project engineer to only one meeting (pre-construction) at the site. Charges have also been included to provide weekly certified payroll reports to the Division of Industrial Relations for the State of California.

Maximum Density/ Opt. Moisture Tests	3 tests @ \$185.00/ea.....	\$555.00
Project Engineer	6 hrs. @ \$125.00/hr.....	750.00
Senior Engineer	1 hr. @ \$140.00/hr.	140.00
Certified Payroll	3 weeks @ \$50.00/week.....	150.00
Mileage	1 site visit @ 20 miles/visit @ \$0.75/mile	15.00
Subtotal, Laboratory Testing, Engineering Support, etc.....		\$1,610.00

ESTIMATED TOTAL **\$5,134.00**

CONDITIONS

The fees and conditions of this proposal will remain in effect for a period of 90 days from the date of issue. Our technicians and inspectors will attempt, wherever possible, to combine inspections or test multiple areas during site visits, in order to keep the final bill as low as possible. However, as the presence of our personnel at the site will depend upon the contractor's schedule and the progress of the work, the fees presented above are to be considered as estimates only, and shall not be construed as guaranteed maximum fees. The invoices will reflect the actual amount of time spent and service performed, and may be greater or less than the estimated amounts. Based upon our current work load, we anticipate that the lead engineer for this project will be the Mr. Kyle Martinez, PE 80666.

The client or client's agent is to supply latest plans and specifications, and notify us of any changes pertinent to the performance of testing and observations. The client or client's agent is responsible for contacting this firm when testing services are required. Earth Systems Pacific will test at locations deemed appropriate to provide the client with information regarding the acceptability of the tested areas. Previously failed areas may be retested after rework, if required.

Charges for retests due to failing results, or when tests are requested but the contractor is not ready and does not cancel scheduled testing are not included in the estimate and will be billed at the hourly rates listed previously. This firm shall not be responsible for backcharging contractors for retests or re-inspections. All visits for compaction testing will be subject to a 2-hour minimum charge, billed in 1-hour increments. This estimate is based on the assumption that all services will be provided during normal working hours (Monday through Friday, 0700 to 1700), and that all maximum density tests will be completed under normal turnaround conditions. Services provided beyond these hours or for rush laboratory work will be subject to overtime or rush charges as per our current Fee Schedule.



Routine project supervision by an engineer has been included in the above quotation. However, please note that the above quotation does not include charges for meetings (other than the pre-construction meeting), plan reviews, site visits to address problem areas, or other such services. Fees for such services will be charged at the Prevailing Wage Fee Schedule rates in effect at the time of the services request.

If the client finds the proposed scope of work, terms and fees satisfactory, the return of the attached work order, indicating the legal entity that will be our client and signed and dated by the party responsible for payment, will constitute authorization for work on the project to begin. This agreement can be terminated by either party upon notification in writing. Earth Systems Pacific's responsibility for the project will end upon completion of the services described herein or termination of the agreement, unless authorization to perform additional work and agreement for payment thereof is provided by the client.

Thank you for your consideration of our firm for this project. If you have any questions or require additional information, please contact me at your convenience.

Sincerely,

Earth Systems Pacific

Judd J. King, GE 2903
Vice President

Kyle Martinez, PE 80666
Project Engineer

Attachments: Work Order
Terms

Doc. No.: 1506-171.PRP/jr



Earth Systems

Pacific

WORK ORDER

4378 Old Santa Fe Road
San Luis Obispo, CA 93401
Ph: 805.544.3276
esp@earthsystems.com
www.earthsystems.com

EARTH SYSTEMS PACIFIC ("CONSULTANT") AND CLIENT AGREE TO A WORK ASSIGNMENT FOR EARTH SYSTEMS PACIFIC AS FOLLOWS:

Date: June 30, 2015 Doc. Number: 1506-171.PRP

Name of Project: AVILA BEACH SEWER MAIN REPLACEMENT

Order Received by: Judd J. King

Client Name: Avila Beach Community Services District

Client Address: c/o Hagemann & Associates, Attn: Mr. Brad Hagemann
P.O. Box 309, Avila Beach, CA 93424

Location of Project: San Luis Street, Avila Beach, California

Scope of Services: Per Proposal dated June 30, 2015

Fees to be Charged: Per Proposal dated June 30, 2015*

I have read and agree to all terms of this document, including the attached terms for services (2/2015).

CCGC, Inc. dba
Earth Systems Pacific

AGREED TO AND ACCEPTED:

Avila Beach Community Services District
Client (Party responsible for payment)

Judd J. King, GE 2903
Vice President

by Authorized Representative (please print)

6/30/15
Date

Signature and Title

Date

PLEASE RETURN A SIGNED COPY
TO EARTH SYSTEMS PACIFIC

Telephone Number

Email Address

IF THE CLIENT DOES NOT OWN THE PROPERTY, PLEASE FILL IN THE PROPERTY OWNER'S NAME AND ADDRESS:

Name: _____

Address: _____

* Rates are subject to change due to changes in prevailing wage law or its application. In the event that it is determined or alleged that Prevailing Wage Law applies to any additional aspect of the project, the client agrees to pay Earth Systems Pacific (Consultant) any and all additional compensation necessary to adjust Consultant's wage, to pay any penalties that may be levied against Consultant due to alleged noncompliance with the Prevailing Wage Law, and to pay for apprentices, supervision, certified payrolls, and other administrative costs as necessary to comply with Prevailing Wage Law. In the event that work thought to be subject to prevailing wage is determined not to be subject to prevailing wage, no refund of fees will be given. January 2015 Fee Schedule

1. INVESTIGATION, MONITORING & INSPECTION If the services include monitoring or inspection of soil, construction and/or materials, Client shall authorize and pay for Consultant to provide sufficient observation and professional inspection to permit Consultant to form opinions according to accepted statistical sampling methods as to whether the work has been performed in accordance with recommendations. Such opinions, while statistically valid, do not guaranty uniformity of conditions or materials. Similarly, soils and geology investigations do not guaranty uniformity of subsurface conditions. Client hereby represents and warrants that it has provided and shall provide to Consultant all information and sufficient advance notice necessary in order for Consultant to perform the appropriate level of services. No statement or action of Consultant can relieve Client's contractors of their obligation to perform their work properly. Consultant has no authority to stop the work of others.

2. SITE ACCESS & UTILITIES Client has sole responsibility for securing site access and locating utilities.

3. BILLING AND PAYMENT Client will pay Consultant the proposal amount or, if none is stated, according to the fee schedule attached to the proposal. Payment is due on presentation of invoices, and is delinquent if Consultant has not received payment within thirty (30) days from date of an invoice. Client will pay an additional charge of 1 1/2 (1.5) percent per month (or the maximum percentage allowed by law, whichever is lower) on any delinquent amount, excepting any portion of the invoiced amount that is disputed in good faith. Each payment will first be applied to accrued interest, costs and fees and then to the principal unpaid amount. All time spent and expenses incurred (including any in-house or outside attorney's fees) in connection with collection of any delinquent amount will be paid by the Client to Consultant per Consultant's current fee schedule. Services to be performed by Consultant hereunder which are not set forth in this proposal and/or Work order are additional services. Any additional services provided by Consultant shall be subject to the terms of this contract and charged per Consultant's current fee schedule.

4. OWNERSHIP OF DOCUMENTS Consultant owns all documents it creates and grants Client limited license to use the documents for the purposes stated in the documents. Consultant reserves the right to withhold delivery of documents to Client until payment in full of current invoices has been received.

5. TERMINATION This agreement may be terminated by either party effective 7 days from the date of written notice, or if the client suspends the work for three (3) months. In the event of termination, Consultant will be paid for services performed prior to the date of termination plus reasonable termination expenses. If Consultant has not received payment for any invoice within 30 days from the date of the invoice, or in the event of anticipatory breach by Client, Consultant may suspend performance of its services immediately and may terminate this contract.

6. RISK ALLOCATION In order for Client to obtain the benefit of a fee which includes a lesser allowance for compensating Consultant for its litigation risk, Client agrees to indemnify, hold harmless and defend Consultant, its agents, employees, or officers, from and against any and all loss, claim, expenses, including attorney's fees, injury, damages, liability or costs arising out of non-design services (i.e., services other than as defined by Civil Code Section 2784) performed by Consultant on this project, except where such loss injury, damage, liability, cost, expenses or claims are the result of the sole negligence or willful misconduct of Consultant. Regarding any loss due to the negligence or willful misconduct of Consultant, or any loss due to design defects, Client agrees to limit the total aggregate liability of Consultant, its agents, employees, and officers to Client, and to all construction contractors and subcontractors on the entire project, to the greater of \$25,000.00 or total fees charged by Consultant. Client further agrees to require of the contractor and his subcontractors an identical limitation of Consultant's liability for damage suffered by the contractor or the subcontractor arising from any alleged breach or negligence of Consultant. You should consult with an attorney experienced in construction contracts and litigation regarding this provision.

7. HAZARDOUS MATERIALS Consultant is responsible only for hazardous materials brought by Consultant onto the site. Client retains ownership and responsibility in all respects for other hazardous materials and associated damage.

8. ASSIGNS AND THIRD PARTIES Neither the client nor Consultant may delegate, assign or transfer his duties or rights in this Agreement without the written consent of the other party. This Agreement is intended only to benefit of the parties hereto. No person who is not a signatory to this agreement shall have any rights hereunder to rely on this contract or on any of Consultant's services or reports without the express written authorization of Consultant.


9. GOVERNING LAW, SURVIVAL AND FORUM SELECTION The contract shall be governed by laws of the Federal Government. If any of the provisions contained in this agreement are held invalid, the enforceability of the remaining provisions will not be impaired. Limitations of liability, indemnities, representations and warranties by Client will survive termination of this agreement. The signatories represent and warrant that they are authorized by the entities on whose behalf they sign to enter into this contract and that their principals have filed fictitious business name statements, if required. All disputes between Consultant and client related to this agreement will be submitted to the court of the county where Consultant's principal place of business is located and client waives the right to remove the action to any other county or judicial jurisdiction.

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, PE General Manager 

DATE: July 14, 2015

SUBJECT: California Special Districts Association (CSDA) 2015 Board of Directors Election

Recommendation:

Consider candidates Robert Blair, Peter Le and Elaine Magner and vote for one of three candidates to represent the District's area to the CSDA Board of Directors. Direct staff to complete the ballot and forward to CSDA for processing on or before August 7, 2015.

Discussion:

As a member in good standing of CSDA, the District may vote for one candidate to fill the CSDA Board of Directors, Coastal Network, Seat A. Three candidates are on the ballot. The candidate's statements are provided as an attachment. All ballots must be sealed and received at CSDA by August 8th, 2015.



**California Special
Districts Association**
Districts Stronger Together

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2015 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

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

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

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 7, 2015**.

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

California Special Districts Association
Attn: 2015 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814

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

CSDA BOARD OF DIRECTORS 2015 ELECTION

OFFICIAL BALLOT



**COASTAL
NETWORK**

SEAT A
term ends 2018

Please vote for only one.

- Robert Blair**
Nipomo Community Services District
- Peter Le**
Marina Coast Water District
- Elaine Magner**
Pleasant Valley Recreation & Park District

** incumbent running for re-election*

SIGNATURE		DATE
MEMBER DISTRICT		

Must be received by 5pm, August 7, 2015. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814



Hello!

My Name is Dr. Robert L. "Bob" Blair,

I am one of the candidates running for Seat A in the Coastal Network of the California Special Districts Association.

Why should you elect me over the other aspiring CSDA Candidates?

1. I have prior experience. I served on the CSDA Board as a representative of Region 4 from 2002 to 2004. During that time, I served on the committee that returned the ERAF money to the Cities, Counties, & Special Districts.
2. I hold a Doctor of Pharmacy Degree from the University of California Medical Center in San Francisco (UCSF) and an AA degree from San Francisco City College. I also hold two valid Pharmacy licenses (California & Nevada).
3. I have been married to my wife Eileen for over 60 years. Together we have raised three very successful adult children: Lisa, Lodene & James.
4. I served on the NCSB Board of Directors from 1994 to 2004. In 2012, I ran a successful campaign, was the top vote getter by a large margin, and returned to the NCSB for 4 more years.
5. I have a strong longtime personal relationship with our current 35th District Assemblyman Katcho Achadjian. Katcho and I both ran for local office in San Luis Obispo County in 1994.
6. I never missed a meeting when I represented CSDA Region 4 in 2002-2004. I will give you 100% of my time, if you give me your Vote in this coming election.
7. I have been involved in Water, Land use, and planning at the State & Local levels for some 35 years. Please let me put my many talents and experience to work for all the people of Coastal Network.

Please vote to put "Dr. Bob back on the job". Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert Blair". The signature is stylized and cursive.

Dr. Robert L. "Bob" Blair
Director Nipomo Community Service District

Active member of:

San Luis Obispo Sheriff Advisory Council
Nipomo Chamber of Commerce
CA Sheriff's Association

Candidate Statement for Peter Le

"Peter is a California licensed Civil Engineer with over 30 years of experience including water and wastewater. The majority of his experience was with local governments in the US and a few years in New Zealand and Australia.

Elected in 2012, Peter completed the entire CSDA modules for elected Directors. He attended CSDA, ACWA and AWWA annual conferences.

Peter received his Bachelor of Civil Engineering from University of Auckland in 1978 and Executive Master of Public Administration from Golden Gate University in 2007. He previously hold California wastewater license and QSD/QSP".

My Fellow CSDA Members,

I am requesting your support for my election as representative to the California Special Districts Association (CSDA), Board of Directors for the Coastal Network.

As the current Chairperson of the Board of Directors for the Pleasant Valley Recreation and Park District (PVRPD), I support CSDA's on-going efforts to offer educational classes and informative conferences and their active monitoring of legislative and policy proposals that greatly affect District operations. Through my involvement with CSDA I actively serve on the Fiscal and Audit Committees and Legislative Feedback group and have previously served on the By-laws and Elections Committee.



Elaine Magner

If elected, I will work with the other Board Members and CSDA staff to increase memberships, lower membership fees and other expenses, and continue to enhance the service provided to the member agencies.

I have been on the PVRPD Board of Directors since February 2008. I have served as Board President twice, serve on the Personnel and Finance committees and am PVRPD's representative to the Ventura County Special Districts Association (VCSDA) and CSDA. I was honored by VCSDA by being named the 2014 Director of the Year. I worked in Public Service for 31 years in law enforcement Human Resources. Additionally, I worked as a contract investigator for the Department of Justice for 10 years following my retirement. My experience on the Pleasant Valley Recreation and Park District (PVRPD) Board of Directors and my work as a public servant has provided me with a solid foundation of experience and prepared me to represent your District's interests on the CSDA Board of Directors.

I would appreciate the opportunity to serve as a Coastal Network representative on the CSDA Board of Directors and respectfully ask for your vote.

Sincerely,


Elaine L. Magner, Director
Pleasant Valley Recreation and Park District

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: July 14, 2015

SUBJECT: SDRMA Board of Director Election

Recommendation:

Review candidate qualifications and Adopt Resolution Casting District Votes

Discussion:

The District is a member of Special Districts' Risk Management Authority (SDRMA) and three seats on the Board of Directors are currently up for election. Four candidates met the qualification requirements and submitted nomination documents in accordance with SDRMA policy. Statements of Qualifications are included in the Board packets for review prior to casting the District votes.

It would be appropriate at this time for the District to consider the qualifications of each candidate and then adopt the Resolution casting the District votes for the three desired candidates.



SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2015.

On May 6, 2015, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2015-01 Establishing Guidelines for Director Elections. The Election Committee confirmed that four (4) candidates met the qualification requirements and those names are included on the Official Election Resolution Ballot.

Enclosed is the Official Election Resolution Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed combined Official Election Resolution Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to three (3) candidates, your agency's governing body must approve the enclosed Official Election Resolution Ballot. **Ballots containing more than three (3) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Resolution Ballot **MUST** be sealed and received **by mail or hand delivery at SDRMA's office on or before 5:00 p.m. on Tuesday, August 25, 2015 to the address below.** Faxes or electronic transmissions are NOT acceptable. A self-addressed, stamped envelope is enclosed.

Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814

5. The four-year terms for newly elected Directors will begin on January 1, 2016 and terminate on December 31, 2019.
6. Important balloting and election dates are:

August 25, 2015 - Deadline for members to return the signed Official Election Resolution Ballot

August 26, 2015 - Ballots are opened and counted

August 27, 2015 - Election results are announced and candidates notified

September 23, 2015 - Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Monterey at the CSDA Annual Conference

October 28-29, 2015 - Newly elected Directors are invited to attend SDRMA board meeting (Sacramento)

January 2016 - Newly elected Directors are seated and Board officer elections are held

Please do not hesitate to call SDRMA's Chief Operating Officer Paul Frydendal at 800.537.7790 if you have any questions regarding the election and balloting process.

RESOLUTION NO. _____

**A RESOLUTION OF THE GOVERNING BODY OF THE
Avila Beach Community Services District
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

WHEREAS, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

WHEREAS, SDRMA's Board of Directors approved Policy No. 2015-01 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

WHEREAS, Policy No. 2015-01 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Avila Beach Community Services District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)



**OFFICIAL 2015 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS**

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 5:00 p.m., Tuesday, August 25, 2015. Faxes or electronic transmissions are NOT acceptable.

- ROBERT SWAN**
Director/President, Groveland Community Services District
- ED GRAY (INCUMBENT)**
Director/President, Chino Valley Independent Fire District
- R. MICHAEL WRIGHT**
Director/President, Los Osos Community Services District
- SANDY SEIFERT-RAFFELSON (INCUMBENT)**
District Clerk, Herlong Public Utility District

ADOPTED this ____ day of _____, 2015 by the Avila Beach Community Services District by the following roll call votes listed by name:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

APPROVED:

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Robert Swan
District/Agency Groveland Community Services District
Work Address P.O. Box 350, Groveland, CA 95321
Work Phone 209-962-7161 Home Phone 209-962-6535

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

SDRMA's services are particularly important to the successful operation of smaller special districts, such as the one I serve. I would like to contribute what I can to ensuring that SDRMA continues to provide its vital services to its member agencies, prudently and cost-effectively.

Board oversight can be time-consuming. Due to my personal circumstances (retired, single, two hours from Sacramento), I will be able to participate regularly in Board activities.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I have been a member of the governing Board of the Groveland Community Services District (water, sewer, fire and parks district) since June 2013. I've served as Board President since January 2014.

Since February of 2010, member of the Board of Pine Cone Performers, a community choral and drama organization.

During 1995 to 2001, I was a delegate to the Institute of Electrical and Electronics Engineers (IEEE) committees working on standards development in the area of wireless communications.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

In my work career in the semiconductor industry, I managed business operations and organizations with annual budgets in the range of ten to twenty million dollars, so I have a good working knowledge of budgeting and accounting principles. My academic background (BS in Physics, MS in Computer Science) and work experience have given me a solid understanding of statistical modeling and economic cost-benefit analysis.

What is your overall vision for SDRMA? (Response Required)

SDRMA has a well-defined role in providing comprehensive insurance coverage to member agencies. Clearly, continuing this function is central to its future operations. I would like to see continued expansion of the educational and loss-prevention aspects of the operation, as these are the keys to improving cost-effectiveness. However, as an insurance entity, prudent financial management is of paramount importance, and functional expansion must be thoughtfully controlled.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature Robert J. Huron Date 4-9-15

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Ed Gray
District/Agency Chino Valley Independent Fire District
Work Address 14011 City Center Drive, Chino Hills, CA 91709
Work Phone 909 902-5260 Home Phone 909 9627-4821

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

When appointed to the Board of Directors of SDRMA in November of 2010, and my election to the Board 2012, I made a commitment to be an effective member of the SDRMA team and to work hard to ensure the continued success of the organization. As a Board member, I believe I have shown that I seek to understand issues and use common sense when making decisions. I wish to continue my service to SDRMA, as I can be a positive member of the SDRMA team and an asset to the members, Board and staff.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I currently serve on the Board of Directors of the SDRMA and serve as Secretary. I have been an elected Director of the Chino Valley Independent Fire District since 2004. During my tenure, I have served multiple terms as President and Vice-President, and as a member of our Finance, Planning, and Personnel Committees. I have served as Liaison to the City Councils of Chino and Chino Hills and to the San Bernardino County Board of Supervisors. I am also the District's representative and current Chairman of the Citizens Advisory Committee for the California Institution for Men in Chino. I am a member of the Chino Valley Lions Club. I also serve on the Governing Board of the Green Valley Lake Mutual Water Company.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

After serving in the US Army, I enjoyed a lengthy career in law enforcement retiring in 2004 as a Police Lieutenant. I learned early in my career, that to be an effective individual and leader, it was important to actively listen to people; to seek understanding of all sides of an issue; and make decisions based on common sense and "rightness".

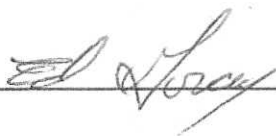
My experience as an elected official has broadened my knowledge and reinforced my belief that decisions must be made based on what is right, and not on what is a personal preference.

What is your overall vision for SDRMA? (Response Required)

I see SDRMA as continuing its journey as a successful, effective and efficient service provider through innovation, right thinking and conservative business strategies. I can visualize the organization exploring other avenues of financial endeavors that will benefit our customers.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

3-30-2015

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates - **no attachments will be accepted**. No statements are endorsed by SDRMA.

Nominee/Candidate R MICHAEL WRIGHT
District/Agency LOS OSOS COMMUNITY SERVICES DISTRICT
Work Address 2122 9TH STREET, LOS OSOS CA 93402
Work Phone 805-528-9370 Home Phone 805-234-4513

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

WITH 38 YEARS EXPERIENCE IN THE INSURANCE FIELD, I BELIEVE I HOLD THE SKILL SET THAT WILL BENEFIT THE OPERATIONS OF THE SDRMA. I HAVE OWNED AND OPERATED MY OWN INSURANCE AGENCY SUCCESSFULLY AND HAVE SOLD AND SERVICED ALL LINE OF INSURANCE INCLUDING COMMERCIAL AND WORK COMP.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I AM CURRENTLY THE PRESIDENT OF THE LOS OSOS CSD. I WAS VICE PRESIDENT THE YEAR BEFORE. BEFORE I WAS ON THE LOS OSOS BOARD, I WAS A MEMBER OF THE LOS OSOS CSD EMERGENCY SERVICES COMMITTEE FOR SIX YEARS.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

(Response Required)

LICENSED PROPERTY CASUALTY INSURANCE AGENT
SINCE 1977, OVER 730 HOURS OF INSURANCE
CONTINUING EDUCATION
I ALSO HOLD A 6 AND 63 SECURITIES LICENSE.

What is your overall vision for SDRMA? (Response Required)

THE OVERALL VISION OF THE SDRMA IS TO
PROVIDE THE BEST POSSIBLE COVERAGE AND SERVICE
TO ITS MEMBERS AND TO ALSO EDUCATE THEIR MEMBERS
TO ALERT THEM TO COST EFFECTIVE SAFETY PROGRAMS
TO SAFE GUARD THEIR EMPLOYEES HEALTH AND WELFARE.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature R. Michael Wright

Date April 20, 2015

**Special District Risk Management Authority
Board of Directors
Candidates' State of Qualifications**

This Information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA

Nominee/Candidate: Sandy Seifert-Raffelson
District/Agency: Herlong Public Utility District
Work Address: 447-855 Plumas St, P O Box 515, Herlong CA 96113
Work Phone: (530) 827-3150 Home Phone: (530) 254-0234

Why do you want to serve on the SDRMA Board of Directors?

I am a current Board member of SDRMA and feel that I have added my financial background to make better informed decisions for our members. As a Board member, I have learned a lot about insurance issues and look forward to representing small District's and Northern California as a voice on the SDRMA Board. I feel I am an asset to the Board with my degree in business and my 29 years' experience in accounting and auditing. I have audited small districts and know what they need and what they can afford.

I understand the challenges that small District face every day when it comes to managing liability insurance and worker's compensation for a few employees with limited revenues and staff. My education and experience gives me an appreciation of the importance of risk management services and programs, especially for smaller district's that lack expertise with insurance issues on a daily basis.

I feel I am an asset to this Board and would love a chance to stay on the Board for 4 more years.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

I have worked as the District Clerk for the Herlong PUD for the last 7 years. Before that, I served as the Secretary to the Board of Herlong Utilities, Inc. and Office Administrator. I worked directly with the formation of our District which included working for 2 separate Board's of Directors and the transfer of assets from a public benefit corporation to a special district. As part of the team that worked to form the District I was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the District's initial Board of Directors as well as the transfer of multiple permits and closure procedures from multiple agencies for the seamless transition of our District operations. I closed out the Corporation books and established the books for the District transitioning to fund accounting. I have also administered the financial portion of a large capital improvement project with USDA as well as worked on the first ever successful water utility privatization project with the US Army and Department of Defense. I am currently working on HPUD's 2nd loan/grant for 4.8 million with USDA to improve the community's sewer system. I also am the primary administrator of a federal contract for utility services with the Federal Bureau of Prison.

While on the SDRMA Board, I have served on the nomination committee and SDLF Board. I have enjoyed learning and completing my duties on both boards and feel I have been an asset to both. I have served on CSDA's Audit and Financial Committee's for the last 2 years. In the last 20 years I have served on several Boards including school, church, 4-H, County and U.C. Davis.

**Special District Risk Management Authority
Board of Directors
Candidates' State of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

I have my Bachelors Degree in Business with a minor in Sociology. I have audited Small Districts for 5 years, worked for a Small District for 10 years and have 25 years of accounting experience. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committees. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage Incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minium and reward those with no losses.

I have completed my Certificate for Special District Board Secretary/Clerk Program in both regular and advance coursework through CSDA and co-sponsored by SDRMA. I have completed the CSDA Special District Leadership Academy and Special District Governance Academy. I have helped my small District obtain their District of Transparency and currently we are working on the District of Distinction.


I work for a District in Northeastern California that has under gone major changes from a Cooperative Company to a 501c12 Corporation, to finally a Public Utility District. I have worked with LAFCo to become a District. Also my District is currently working on a consolidation through LAFCo with another small District to better serve our small community. Through past experience I feel I make a great Board member representing the small districts of Northern California and their unique issues and will make decisions that would help all rural/small districts.

What is your overall vision for SDRMA?

For SDRMA to be at the top of the risk management field and have all of the Special Districts in the State utilizing their quality insurance and support at a price all California Special Districts can afford.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature:



Date:


4/2/15

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: July 14, 2015

SUBJECT: District Banking Services

Recommendation:

Sign the attached letter to Heritage Oaks Bank opening a District checking account and providing banking activity authorization.

Discussion:

At the April 2015 Board meeting the Board directed staff to initiate the process of moving the District's banking activities to Heritage Oaks Bank. Staff has met with Ms. Liz Summers, Vice President and Senior Client Relationship Manager on several occasions over the last several weeks to complete the paperwork necessary for the District to open a new account.

The attached letter is one of the final items needed to open the account. Ms. Summer plans on attending the July 14, 2015 Board meeting in order to meet the Board members, respond to any questions and have each authorized person sign the appropriate signature cards.



AVILA BEACH COMMUNITY SERVICES DISTRICT

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

July 14, 2015

Heritage Oaks Bank
1530 E. Grand Avenue
Arroyo Grande, CA 93420

Dear Ms. Summers,

I am authorized to open a collateralized deposit account on behalf of the Avila Beach Community Services District. The following persons are authorized signers, who may sign and transact on the account subject to restrictions outlined in this letter

Authorized Signers:

Name	Title	Signature
Peter Kelley	President	_____
Steve Waldron	Vice President	_____
Lynn Helenius	Director	_____
John Janowicz	Director	_____
Shanna Richards	Director	_____
Brad Hagemann	General Manager	_____

The above signers may sign checks, make transfers, conduct transactions and inquiries over the phone, and establish online accounts.

Authorized individuals to make deposits, inquiries and other administrative matters:

Kristina Dibbern Accounting Clerk

Sincerely,

Pete Kelly
President


Steve Waldron
Vice President

AVILA BEACH
COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: July 14, 2015

SUBJECT: Cancel or Change Date of the August 11 Board meeting

Recommendation:

Schedule a Special Board meeting for the afternoon of July 29, 2015 and cancel the regularly scheduled August 11, 2015 Board meeting

Discussion:

The Board's regular August meeting is scheduled for August 11. Unfortunately, the District General Manager and Accounting Clerk will be out of state on personal business the week of August 10th. Staff normally schedules personal business time off during non-board meeting weeks, but in this case that was not possible. Staff has analyzed the Board activities that need to be completed during this time and determined the most time sensitive items are adoption of the Port Agreement and awarding the construction contract for the sewer line replacement project.

The Port Agreement has been under consideration for many months and I know the Board is anxious to wrap up the updated Agreement. Staff anticipates the Port Commission will consider adoption of the Agreement at their July 28 meeting. Bids for the sewer replacement project are scheduled to be submitted no later than July 14, at 2 PM. Staff will need a week or two to review the bids for completeness and qualifications prior to making a recommendation to the Board for awarding the contract to the lowest responsive and responsible bidder.

Based on these circumstances staff recommends the Board schedule a special meeting on Wednesday afternoon July 29 to consider a limited agenda that would include:

- Consideration of approval of the July 14, 2015 meeting minutes
- Consideration of approval of the Port Agreement
- Consideration of awarding the sewer line repair project
- Cancelling the August 11 Board meeting

Alternatively, the Board could re-schedule the August 11 meeting to August 25 or consider other options.