

**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
March 13th, 2018**

1. CALL TO ORDER

President Pete Kelley called the regular meeting of the Board of Directors of the Avila Beach Community Services District, to order at 7:00 p.m. on the above date, in the Avila Beach Community Service District Building 100 San Luis Street, Avila Beach, California.

2. ROLL CALL

Board Members Present: Pete Kelley
 Lynn Helenius
 Eric DeWeese
 Kristin Berry

Board Members Absent: Ara Najarian

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

3. PUBLIC COMMENTS

Anne Hall, Avila Beach asked the Board if the new office space could be used for historical documents, pictures and items. Director Kelley said that the CSD will consider displaying historical items. Ilan Funke Bilu and his wife Kelly were present at the meeting. Ilan is running for Superior Court Judge in San Luis County. He spoke of his connection to Avila Beach, his contribution to the Chevron cleanup, and his love for the Avila community. He encouraged the Board and public to check out his website www.funke-bilu.com. GM Hagemann reminded board members that Form 700s should be completed and submitted to the county no later than April 1st.

4. INFORMATION AND DISCUSSION ITEMS

President Kelley requested GM Hagemann provide a summary of the recently settled court case regarding former District General Manager John Wallace. Hagemann informed the board members that John Wallace, the former General Manager of South San Luis Obispo Sanitation District and the Avila Beach Community Services District, had pleaded “no contest” to two misdemeanor charges of conflict of interest. Wallace agreed to pay just under \$60,000 in restitution to the two Districts. According to the San Luis Obispo County District Attorney’s Office, Avila Beach CSD will receive \$41,626 based on the terms of the settlement agreement.

Director Ara Najarian joined the meeting at 7:25 p.m.

A. County Reports

1. SLO Sheriff:

Sheriff Voge reported 43 calls for service during the month of February, including 3 suspicious persons calls, 1 petty theft and 1 burglary at the Avila Bay Athletic Club. Voge stated a person was spotted on the Avila Pier eating food off other peoples' plates and causing a disturbance and that multiple mental health disturbances were reported this month. A fire alarm was set off apparently as a prank at the San Luis Bay Inn. Unfortunately, during the commotion a 70 year old male died trying to exit the building. The cause of death has not been determined. The sheriff reported that more deputies are being added to the force and a contract with French Hospital allows for suspects to be held for 72 hours for mental checks, if necessary.

2. Cal Fire Report:

Cal Fire Battalion Chief Paul Lee reported 35 calls for service, 14 were medical related. Lee stated Cal Fire staff continues to clear trails to provide wild fire suppression throughout the county. Cal Fire will participate in a 3 day training session using a building in Shell Beach that is scheduled to be demolished. Cal Fire staff will practice ventilation and forced entry training. A Cal Poly Senior level class is beginning a study identifying hazards for wildfire within the county. Chief Lee reminded the Board and public that the creeks are flowing rapidly due to recent rain. Please caution children to not play in the creeks, and with the time change please change the batteries in your smoke detector.

B. Reports on Conferences, Meetings and General Communications.

The Local CSDA Chapter held their Annual Election, Meeting and Auction on February 23rd, 2018 at the Avila Beach Civic Association Community Center. Sixty seven people were in attendance. GM Hagemann was elected to serve as the local Chapter Vice President.

5. CONSENT ITEMS

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

- A. Minutes of February 13th, 2018 Regular Meeting
- B. Monthly Financial Review for February
- C. General Manager and District Engineer Report
- D. Water and Wastewater Superintendent Report for February

President Kelley made a few minor comments and then Vice President Helenius made a motion to adopt the consent items. Director Najarian seconded the motion and it passed with a roll call vote 5 - 0.

AYES: Lynn Helenius
Ara Najarian
Pete Kelley
Eric DeWeese
Kristin Berry

NOES: None

ABSENT: None

6. **DISCUSSION OF PULLED CONSENT ITEMS.**

None.

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

- A. Update of District By-Laws (Action Required: Consider Adoption of Resolution No. 2018-02, Updating the District By-Laws)

GM Hagemann introduced the item and reminded the Board that they had reviewed the By-Laws at the February meeting and suggested several changes. Those changes have been incorporated in the updated By-Laws via Resolution No. 2018-02. Director Kelley made a motion to adopt Resolution No. 2018-02. Director DeWeese seconded the motion and it passed with a roll call vote 5-0.

AYES: Pete Kelley
Eric DeWeese
Lynn Helenius
Kristin Berry
Ara Najarian

NOES: None

ABSENT: None

- B. Award Contract to FRM for Updating SCADA software system at the WWTP (Action Required: Receive Report and Provide Direction to Staff)

GM Hagemann explained that the computer that supports the WWTP SCADA system had recently been updated, but the software platform has never been updated since it was installed over ten years ago. Staff recommends updating the software platform by retaining FRM and their software sub-consultant to complete this work in the amount not to exceed \$4,800.00 contracted to FRM. Director Najarian asked, "If this software is more efficient and helps to insure the prevention leaks and spills?" GM Hageman

informed the board this system update would in fact aid in the early detection of a problem. Director Najarian made the motion to award the contract to update the SCADA software to FRM in the not to exceed amount of \$4,800.00. Director Helenius seconded the motion and it passed with a roll call vote 5-0.

AYES: Ara Najarian
 Lynn Helenius
 Pete Kelley
 Eric DeWeese
 Kristin Berry

NOES: None

ABSENT: None

- C. Request from Avila Beach Farmers Market Association (Association) for electrical use by Farmers Market vendors for 2018. (Action Required: Receive Report and Direct staff to execute the Agreement or Provide other Direction to Staff)

GM Hagemann explained to the Board and public this is the annual request from the Association for electrical utilities support during the 2018 Farmer Market season. Staff recommends executing the MOA. Director Najarian made a motion to approve the MOA with the Association provided: staff ensures that the District is named as an “Additionally Insured” agency on the Insurance Certificate; and staff confirms with the District’s insurance carrier (SDRMA) that the coverage amounts are adequate for the intended event. Director Berry seconded the motion and it passed with a roll call vote 5-0.

AYES: Ara Najarian
 Kristin Berry
 Pete Kelley
 Eric DeWeese
 Lynn Helenius

NOES: None

ABSENT: None

- D. Award Contract to Install New HVAC unit in District Administrative Office
(Action Required: Receive Report and Provide Direction to Staff)

The HVAC unit in the District administration office was installed approximately 18 years ago and is no longer operational. Staff requested quotes to replace the unit from licensed contractors and the results were as follows:

1. Knecht's Plumbing & Heating Inc. \$11,700
2. Kenneth's Heat and Air - \$11,300
3. Pacific Heating and Sheet Metal - \$10,600
4. Air Rite – Did not have time to provide a timely quote
5. Rietkirk Heating and Air – Did not respond to request for quote

After some discussion, the Board directed staff to get a quote from the Gas Company for installing natural gas to the building and request the vendors to re-quote the HVAC to include a natural gas unit furnace. The Board also requested staff research the potential and associated costs for installing solar panels on the building. Staff was directed to report back next month with bids and further recommendations.

8. COMMUNICATIONS:

Director Najarian reminded the Board that approximately 8 months ago he requested the Board consider moving the Regular Board meeting time to mid-day. After some discussion, the Board deferred consideration of the item until after the Administration Office move. Director Najarian would like the Board to consider moving the meetings to mid-day. Additionally, Director Najarian asked staff to investigate logistics and costs associated with digitizing old paper documents and records.

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

The next regular meeting of the Avila Beach Community Services District is scheduled for Tuesday, April 10th, 2018 at 7:00 pm at 100 San Luis 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