

# AVILA BEACH COMMUNITY SERVICES DISTRICT

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

### REGULAR BOARD MEETING

7:00 pm Tuesday, January 12th, 2016

### BOARD MEETING LOCATION

AVILA BEACH CIVIC ASSOCIATION

191 SAN MIGUEL STREET

AVILA BEACH, CALIFORNIA

1. **CALL TO ORDER: 7:00 P.M.**
2. **ROLL CALL: Board Members:**
  - Pete Kelley, President
  - John Janowicz, Vice President
  - Lynn Helenius, Director
  - Shanna Richards, Director
  - Ken San Filippo, Director
3. **PUBLIC COMMENT**

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

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

  - A. County Reports
    1. SLO County Sheriff Department
    2. CalFire/County Fire Department
  - B. Reports on Attended Conferences, Meetings, and General Communications of District Interest
5. **CONSENT ITEMS:**

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

  - A. Minutes of December 8<sup>th</sup>, 2015 Regular Meeting
  - B. Monthly Financial Review
  - C. General Manager and District Engineer Report

- D. Capital Projects Status Report
- E. Water and Wastewater Superintendent Report

**6. DISCUSSION OF PULLED CONSENT ITEMS**

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

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

- A. Street Light Replacement Project  
(Action Required: Decide whether to “Opt-in” for LED bulb replacement)
- B. Status Report on Sewer Replacement Project  
(Action Required: Receive Report)
- C. Board member San Filippo Request to Attend CSDA Leadership Academy Conference  
(Action Required: Approve level of funding support to attend conference)
- D. Award Engineering Design Contract to MKN Engineering for Effluent Line Re-route at WWTP.  
(Action Required: Approve Engineering Design Proposal)
- E. Local Agency Formation Committee Special District Member Election  
(Action Required: Designate a Director as a voting delegate to attend the February 19, 2016 Special District Annual Meeting and nominate a District candidate if one is interested)

**8. COMMUNICATIONS/ COORESPONDENCE**

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

**9. Adjourn to next regularly scheduled meeting on February 9, 2016**

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

**AVILA BEACH COMMUNITY SERVICES DISTRICT  
MINUTES OF REGULAR MEETING  
December 8<sup>th</sup>, 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. on the above date, in the Avila Beach Civic Center Meeting Room, was called to order by President, Pete Kelley.

**2. ROLL CALL**

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

Board Members Absent:                   Ken San Filippo

Staff Present:                               Brad Hagemann, General Manager and District Engineer  
  Kristi Dibbern, Accounting Clerk

**3. PUBLIC COMMENTS       None**

**4. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

**1. SLO Sheriff:**

Sheriff Taylor reported 76 calls for service this month in Avila Beach. Sheriff Taylor reported a meeting has been scheduled with the Sheriff's Department, Port San Luis and Pismo Police Dept. regarding the reoccurring incidents at Pirate's Cove. Access for patrol vehicles is a concern, as well as, lack of lighting in the area.

**2. CAL Fire Report:**

Battalion Chief Paul Lee from CAL Fire reported 38 calls for service this month. Nineteen of those calls were for medical attention. Chief Lee reported Cal Fire will remain at full staff until January 4<sup>th</sup>. Chief Lee reminded the Board and members of the public to be aware of candles lit in the home and to place the Christmas Trees out of the way of the main entrances. Chief also reminded us to water live Christmas trees daily.

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

No items to report.



5. **CONSENT ITEMS**

President Kelley introduced the consent items and inquired if any member of the Board or public wished to address any items. **It was moved by Director Helenius, seconded by Director Janowicz and passed unanimously to approve the consent items as submitted.**

- A. Approval of the Minutes for the following meetings: November 10<sup>th</sup>, 2015 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.**

None

7. **BUSINESS ITEMS**

- A. **Integrated Energy Audit:** General Manager Hagemann reminded the Board that the District had participated in a County-wide Special District energy audit that was initiated in the Spring of 2015. The Report's highest recommendations include installing photo sensors on exterior lighting at the WWTP & installing premium efficiency motors as existing motors need replacement.

Hagemann also announced that PG&E just notified the District that if the District "Opts-In" PG&E will be retrofit all "cobra-head" streetlights in the District to LED in the first quarter of 2016. Staff recommended the Board "Opt-In" to this program since it will save \$175 - \$200 per year on lighting costs and the LED lights last considerably longer than the existing lights. Board discussion ensued regarding the specific location of the street lights and the brightness of the LED lights. The Board did not take formal action, but requested staff bring the item back for further consideration at the January 2016 Board meeting.

- B. **Election of Officers and Committee Representatives:** In accordance with the District By-laws, each year the Board elects a Board President and Vice President at the last meeting of each calendar year. In addition, the Board typically appoints by consensus Directors to standing Committees for the following year. **Pete Kelley agreed to serve as Board President for another term. Director Janowicz was nominated for Vice President.**

**It was moved by Director Kelley, seconded by Director Janowicz to close nominations and vote for Director Kelley to serve as President and Director Janowicz to serve as Vice-President. The motion passed with a roll call vote.**

**AYES:**        **Pete Kelley**  
                  **Lynn Helenius**  
                  **John Janowicz**

**NOES:**        **Shanna Richards**

**ABSENT:**     **Ken San Filippo**

**Next the Board members discussed and settled by consensus the following Committee Appointments.**

**Finance Committee:**                    **Ken San Filippo & Lynn Helenius.**  
**Facilities Committee:**                **John Janowicz & Shanna Richards.**  
**Personnel Committee:**                **Pete Kelley & John Janowicz.**  
**Drought Ad Hoc Committee:**        **Pete Kelley and Lynn Helenius.**

**C. Policies and Procedures for Discontinuance of Water Service for Non-Payment.** At the Board's direction, staff prepared draft Water and Sewer Payment Policies and draft Payment Collection Procedures for the Board's review and comment. The Policies include prescribed procedures for staff and establish service charges for late payment (10% of bill); shut-off notices (\$25.00); and water restoration fees (\$75.00). Discussion ensued regarding ability to pay, payment arrangement options and fees. The Board directed staff to finalize Policies and Procedures and bring finalized draft to Board Meeting in January 2016.

**8. COMMUNICATIONS:** None

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

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



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

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: January 12th, 2015

SUBJECT: Monthly Financial Review for November 2015

**Recommendation:**

Receive and file report.

**Overall Monthly Summary**

During November the District made deposits in the amount of \$106,681.41 and experienced \$239,178.96 in expenses (cash basis). The deposits by fund and checks by fund are provided as an attachment to this report. Income in November included \$16,108.60 in County tax income and \$86,334.23 in monthly water and sewer fees. Monthly operation and maintenance expenses are also within the anticipated range. The District made a \$180,881.00 payment to D-Kal Engineering for the San Luis Street sewer replacement project from the Capital Improvement Program budget.

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

**Utility Service Billing**

For the month of November the District billed approximately \$63,197.06 in water and sewer service charges. Customer Rate Assistance amounted in a reduction of billing charges to the District in the amount of \$446.20. Delinquent accounts with payments past due of 60 days or more are still relatively low, but we did issue approximately 3 "door hanger" shut-off notices in November to accounts that were over 60 days late. Customers responded by making payment arrangements with staff.



Avila Beach Community Services District  
Balance Sheet  
As of November 30, 2015

	Nov 30, 15
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Cash Summary	
1001A · Heritage Oaks General Checking	240,519.77
1005 · B of A - Payroll	21,459.84
1007 · B of A - Water Deposits	5,929.07
1008 · LAIF	2,215,023.76
1010 · Petty Cash	80.00
<b>Total 1000 · Cash Summary</b>	<b>2,483,012.44</b>
<b>Total Checking/Savings</b>	<b>2,483,012.44</b>
<b>Accounts Receivable</b>	
1200 · *Accounts Receivable	85,300.65
<b>Total Accounts Receivable</b>	<b>85,300.65</b>
<b>Other Current Assets</b>	
1100 · Receivables	
1105 · Taxes Receivable	8,787.45
1110 · Water & Sewer Billings	124,744.22
1100 · Receivables - Other	150.00
<b>Total 1100 · Receivables</b>	<b>133,681.67</b>
1250 · Prepaid Summary	
1251 · Prepaid Insurance	8,649.96
<b>Total 1250 · Prepaid Summary</b>	<b>8,649.96</b>
<b>Total Other Current Assets</b>	<b>142,331.63</b>
<b>Total Current Assets</b>	<b>2,710,644.72</b>
<b>Fixed Assets</b>	
1600 · Fixed Assets Summary	
1601 · Fixed Asset -Office & Admin.	
1601c · Office Furniture cost	12,759.79
1601d · Office Furniture Accum Dep.	-9,740.80
<b>Total 1601 · Fixed Asset -Office &amp; Admin.</b>	<b>3,018.99</b>
1602 · Fixed Assets - Sanitary	
1612 · Land	
1612.01 · Land - GFAAG	10.00
1612 · Land - Other	60,304.10
<b>Total 1612 · Land</b>	<b>60,314.10</b>
1622 · Collection Assets	
1622C · Collection Assets Cost	933,045.33



9:32 AM  
12/17/15  
Accrual Basis

Avila Beach Community Services District  
Balance Sheet  
As of November 30, 2015

Nov 30, 15

1622D · Collect Assets Accum Depr	-316,231.75	
Total 1622 · Collection Assets		616,813.58
1632 · Disposal Equipment		
1632C · Disposal Equip Cost	523,122.64	
1632D · Disposal Equip Accum Depr	-164,756.10	
Total 1632 · Disposal Equipment		358,366.54
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	-886,107.31	
1652 · Construction In Progress Plant - Ot...	88,311.99	
Total 1652 · Construction In Progress Plant		1,070,987.59
1662 · Treatment Equipment		
1662C · Treatment Equip Cost	1,017,143.01	
1662D · Treatment Equip Accum Depr	-524,698.45	
1662 · Treatment Equipment - Other	205,485.61	
Total 1662 · Treatment Equipment		697,930.17
Total 1602 · Fixed Assets - Sanitary		2,804,411.91
1603 · Fixed Assets - Water		
1613 · Equipment		
1613C · Equipment Cost	21,136.28	
1613D · Equipment Accum Depr	-21,136.28	
Total 1613 · Equipment		0.00
1623 · Distribution Assets		
1623C · Distribution Assets Cost	1,109,466.25	
1623D · Dist Assets Accum Depr	-535,387.09	
Total 1623 · Distribution Assets		574,079.16
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		574,079.16
1604 · Structures		
1614 · Structures GFAAG		29,810.00

Avila Beach Community Services District  
**Balance Sheet**  
 As of November 30, 2015

	Nov 30, 15
1614D · Gen / Fire Accum Dep	-29,810.00
<b>Total 1604 · Structures</b>	<u>0.00</u>
<b>Total 1600 · Fixed Assets Summary</b>	<u>3,381,510.06</u>
<b>Total Fixed Assets</b>	3,381,510.06
<b>Other Assets</b>	
1099 · Due To / Due From General	-128,647.21
<b>Total Other Assets</b>	<u>-128,647.21</u>
<b>TOTAL ASSETS</b>	<u><u>5,963,507.57</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · Accounts Payable	1,885.00
<b>Total Accounts Payable</b>	<u>1,885.00</u>
<b>Other Current Liabilities</b>	
2100 · Payroll Liabilities	
207 · Health Insurance	
207E · Employee	0.01
207 · Health Insurance - Other	-0.01
<b>Total 207 · Health Insurance</b>	<u>0.00</u>
2108 · PERS Liability	3,541.54
<b>Total 2100 · Payroll Liabilities</b>	<u>3,541.54</u>
210 · vacation payable	2,274.30
2300 · Deposits Held	
2303 · Water Deposits Held	5,980.00
2304 · Fire Station Deposit	2,000.00
2305 · Will Serve Deposits Held	185,184.60
<b>Total 2300 · Deposits Held</b>	<u>193,164.60</u>
<b>Total Other Current Liabilities</b>	<u>198,980.44</u>
<b>Total Current Liabilities</b>	<u>200,865.44</u>
<b>Total Liabilities</b>	200,865.44
<b>Equity</b>	
3900 · Retained Earnings	6,087,574.03
Net Income	-324,931.90

9:32 AM  
12/17/15  
Accrual Basis

Avila Beach Community Services District  
**Balance Sheet**  
As of November 30, 2015

	<u>Nov 30, 15</u>
Total Equity	5,762,642.13
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>5,963,507.57</u></b>



12/17/15

**Avila Beach Community Services District  
Deposits by Fund**

November 2015

Type	Date	Memo	Split	Amount	Balance
<b>General</b>					
Deposit	11/01/2015	Rent Fire Station	1001A · Heritage Oaks Gen...	-2,956.00	-2,956.00
Deposit	11/10/2015	SLO County Taxes	1001A · Heritage Oaks Gen...	-8,209.86	-11,165.86
Deposit	11/12/2015	SLO County Taxes	1001A · Heritage Oaks Gen...	-7,898.74	-19,064.60
<b>Total General</b>				<b>-19,064.60</b>	<b>-19,064.60</b>
<b>Sanitary</b>					
Deposit	11/01/2015	Nov Billing Sani Rec	1001A · Heritage Oaks Gen...	-64.90	-64.90
Deposit	11/01/2015	Nov Billing Sani Rec	1001A · Heritage Oaks Gen...	-238.18	-303.08
Deposit	11/03/2015	Nov Billing Sani Rec	1001A · Heritage Oaks Gen...	-132.14	-435.22
Deposit	11/04/2015	Nov Billing Sani Rec	1001A · Heritage Oaks Gen...	-75.65	-510.87
Deposit	11/05/2015	Sani Rec	1001A · Heritage Oaks Gen...	-2,842.09	-3,352.96
Deposit	11/05/2015	Rate Assistance	1001A · Heritage Oaks Gen...	21.18	-3,331.78
Deposit	11/05/2015	1/2 Other 1	1001A · Heritage Oaks Gen...	-47.50	-3,379.28
Deposit	11/05/2015	1/2 Other 2	1001A · Heritage Oaks Gen...	44.08	-3,335.20
Deposit	11/10/2015	Nove Sani Rec	1001A · Heritage Oaks Gen...	-3,706.62	-7,041.82
Deposit	11/10/2015	1/2 Rate Assistance	1001A · Heritage Oaks Gen...	35.30	-7,006.52
Deposit	11/10/2015	1/2 Other	1001A · Heritage Oaks Gen...	-0.36	-7,006.88
Deposit	11/10/2015	SLO County Taxes	1001A · Heritage Oaks Gen...	-8,339.55	-15,346.43
Deposit	11/12/2015	SLO County Taxes	1001A · Heritage Oaks Gen...	-7,778.40	-23,124.83
Deposit	11/16/2015	Sani	1001A · Heritage Oaks Gen...	-207.06	-23,331.89
Deposit	11/16/2015	Sani Rec	1001A · Heritage Oaks Gen...	-7,828.99	-31,160.88
Deposit	11/16/2015	Rate Assistance	1001A · Heritage Oaks Gen...	0.00	-31,160.88
Deposit	11/16/2015	1/2 Other 1	1001A · Heritage Oaks Gen...	0.00	-31,160.88
Deposit	11/16/2015	1/2 Other 2	1001A · Heritage Oaks Gen...	13.50	-31,147.38
Deposit	11/16/2015	adj to deposited amt	1001A · Heritage Oaks Gen...	58.20	-31,089.18
Deposit	11/17/2015	Sani Rec	1001A · Heritage Oaks Gen...	-4,148.89	-35,238.07
Deposit	11/17/2015	Rate Assistance	1001A · Heritage Oaks Gen...	25.42	-35,212.65
Deposit	11/17/2015	1/2 Other 1	1001A · Heritage Oaks Gen...	0.00	-35,212.65
Deposit	11/17/2015	1/2 Other 2	1001A · Heritage Oaks Gen...	-60.44	-35,273.09
Deposit	11/17/2015	adj to deposited amt	1001A · Heritage Oaks Gen...	-11.12	-35,284.21
Deposit	11/18/2015	Sani Rec	1001A · Heritage Oaks Gen...	-375.10	-35,659.31
Deposit	11/18/2015	Rate Assistance	1001A · Heritage Oaks Gen...	0.00	-35,659.31
Deposit	11/18/2015	1/2 Other 1	1001A · Heritage Oaks Gen...	0.00	-35,659.31
Deposit	11/18/2015	1/2 Other 2	1001A · Heritage Oaks Gen...	0.00	-35,659.31
Deposit	11/19/2015	Sani Rec	1001A · Heritage Oaks Gen...	-1,156.90	-36,816.21
Deposit	11/19/2015	Rate Assistance	1001A · Heritage Oaks Gen...	7.06	-36,809.15
Deposit	11/19/2015	1/2 Other 1	1001A · Heritage Oaks Gen...	0.00	-36,809.15
Deposit	11/19/2015	1/2 Other 2	1001A · Heritage Oaks Gen...	-89.63	-36,898.78
Deposit	11/19/2015	adj to bank deposit	1001A · Heritage Oaks Gen...	30.16	-36,868.62
Deposit	11/20/2015	Sani Rec	1001A · Heritage Oaks Gen...	-6,262.27	-43,130.89
Deposit	11/20/2015	Rate Assistance	1001A · Heritage Oaks Gen...	35.30	-43,095.59
Deposit	11/20/2015	1/2 Other 1	1001A · Heritage Oaks Gen...	0.00	-43,095.59
Deposit	11/20/2015	1/2 Other 2	1001A · Heritage Oaks Gen...	92.73	-43,002.86
Deposit	11/20/2015	adj to closed batch bank report	1001A · Heritage Oaks Gen...	0.07	-43,002.79
Deposit	11/23/2015	Sani Rec	1001A · Heritage Oaks Gen...	-1,935.04	-44,937.83
Deposit	11/23/2015	Rate Assistance	1001A · Heritage Oaks Gen...	15.53	-44,922.30
Deposit	11/23/2015	1/2 Other 1	1001A · Heritage Oaks Gen...	0.00	-44,922.30
Deposit	11/23/2015	1/2 Other 2	1001A · Heritage Oaks Gen...	0.00	-44,922.30
Deposit	11/30/2015	Sani Rec	1001A · Heritage Oaks Gen...	-1,220.28	-46,142.58
Deposit	11/30/2015	Rate Assistance	1001A · Heritage Oaks Gen...	14.12	-46,128.46
Deposit	11/30/2015	1/2 Other 1	1001A · Heritage Oaks Gen...	216.54	-45,911.92
Deposit	11/30/2015	1/2 Other 2	1001A · Heritage Oaks Gen...	-100.00	-46,011.92
Deposit	11/30/2015	adj to deposited amt, cash portion	1001A · Heritage Oaks Gen...	150.00	-45,861.92
<b>Total Sanitary</b>				<b>-45,861.92</b>	<b>-45,861.92</b>
<b>Solid Waste</b>					
Deposit	11/30/2015	Solid Waste Franchise Fee	1001A · Heritage Oaks Gen...	-1,282.58	-1,282.58
<b>Total Solid Waste</b>				<b>-1,282.58</b>	<b>-1,282.58</b>



Avila Beach Community Services District

Deposits by Fund

November 2015

12/17/15

Type	Date	Memo	Split	Amount	Balance
Water					
Deposit	11/01/2015	Nov Billing Water Rec	1001A · Heritage Oaks Gen...	-149.25	-149.25
Deposit	11/01/2015	Nov Billing Water Rec	1001A · Heritage Oaks Gen...	-599.47	-748.72
Deposit	11/03/2015	Nov Billing Water Rec	1001A · Heritage Oaks Gen...	-67.86	-816.58
Deposit	11/04/2015	Nov Billing Water Rec	1001A · Heritage Oaks Gen...	-84.35	-900.93
Deposit	11/05/2015	Water Rec	1001A · Heritage Oaks Gen...	-2,143.70	-3,044.63
Deposit	11/05/2015	Rate Assistance	1001A · Heritage Oaks Gen...	21.18	-3,023.45
Deposit	11/05/2015	1/2 Other 1	1001A · Heritage Oaks Gen...	-47.50	-3,070.95
Deposit	11/05/2015	1/2 Other 2	1001A · Heritage Oaks Gen...	44.07	-3,026.88
Deposit	11/10/2015	Nov Water Rec	1001A · Heritage Oaks Gen...	-3,555.35	-6,582.23
Deposit	11/10/2015	1/2 Rate Assistance	1001A · Heritage Oaks Gen...	35.30	-6,546.93
Deposit	11/10/2015	1/2 Other	1001A · Heritage Oaks Gen...	-0.35	-6,547.28
Deposit	11/16/2015	Water	1001A · Heritage Oaks Gen...	-211.63	-6,758.91
Deposit	11/16/2015	Water Rec	1001A · Heritage Oaks Gen...	-4,534.97	-11,293.88
Deposit	11/16/2015	Rate Assistance	1001A · Heritage Oaks Gen...	0.00	-11,293.88
Deposit	11/16/2015	1/2 Other 1	1001A · Heritage Oaks Gen...	0.00	-11,293.88
Deposit	11/16/2015	1/2 Other 2	1001A · Heritage Oaks Gen...	13.50	-11,280.38
Deposit	11/16/2015	adj to deposited amt	1001A · Heritage Oaks Gen...	58.19	-11,222.19
Deposit	11/17/2015	Water Rec	1001A · Heritage Oaks Gen...	-11,720.87	-22,943.06
Deposit	11/17/2015	Rate Assistance	1001A · Heritage Oaks Gen...	25.42	-22,917.64
Deposit	11/17/2015	1/2 Other 1	1001A · Heritage Oaks Gen...	0.00	-22,917.64
Deposit	11/17/2015	1/2 Other 2	1001A · Heritage Oaks Gen...	-60.45	-22,978.09
Deposit	11/17/2015	adj to deposited amt	1001A · Heritage Oaks Gen...	-11.12	-22,989.21
Deposit	11/18/2015	Water Rec	1001A · Heritage Oaks Gen...	-2,925.45	-25,914.66
Deposit	11/18/2015	Rate Assistance	1001A · Heritage Oaks Gen...	0.00	-25,914.66
Deposit	11/18/2015	1/2 Other 1	1001A · Heritage Oaks Gen...	0.00	-25,914.66
Deposit	11/18/2015	1/2 Other 2	1001A · Heritage Oaks Gen...	0.00	-25,914.66
Deposit	11/19/2015	Water Rec	1001A · Heritage Oaks Gen...	-1,149.40	-27,064.06
Deposit	11/19/2015	Rate Assistance	1001A · Heritage Oaks Gen...	7.06	-27,057.00
Deposit	11/19/2015	1/2 Other 1	1001A · Heritage Oaks Gen...	0.00	-27,057.00
Deposit	11/19/2015	1/2 Other 2	1001A · Heritage Oaks Gen...	-89.63	-27,146.63
Deposit	11/19/2015	adj to bank deposit	1001A · Heritage Oaks Gen...	30.15	-27,116.48
Deposit	11/20/2015	Water Rec	1001A · Heritage Oaks Gen...	-8,841.14	-35,957.62
Deposit	11/20/2015	Rate Assistance	1001A · Heritage Oaks Gen...	35.30	-35,922.32
Deposit	11/20/2015	1/2 Other 1	1001A · Heritage Oaks Gen...	0.00	-35,922.32
Deposit	11/20/2015	1/2 Other 2	1001A · Heritage Oaks Gen...	92.73	-35,829.59
Deposit	11/20/2015	adj to closed batch bank report	1001A · Heritage Oaks Gen...	0.08	-35,829.51
Deposit	11/23/2015	Water Rec	1001A · Heritage Oaks Gen...	-1,984.01	-37,813.52
Deposit	11/23/2015	Rate Assistance	1001A · Heritage Oaks Gen...	15.54	-37,797.98
Deposit	11/23/2015	1/2 Other 1	1001A · Heritage Oaks Gen...	0.00	-37,797.98
Deposit	11/23/2015	1/2 Other 2	1001A · Heritage Oaks Gen...	0.00	-37,797.98
Deposit	11/30/2015	Water Rec	1001A · Heritage Oaks Gen...	-2,955.01	-40,752.99
Deposit	11/30/2015	Rate Assistance	1001A · Heritage Oaks Gen...	14.13	-40,738.86
Deposit	11/30/2015	1/2 Other 1	1001A · Heritage Oaks Gen...	216.55	-40,522.31
Deposit	11/30/2015	1/2 Other 2	1001A · Heritage Oaks Gen...	-100.00	-40,622.31
Deposit	11/30/2015	adj to deposited amt, cash portion	1001A · Heritage Oaks Gen...	150.00	-40,472.31
Total Water				-40,472.31	-40,472.31
TOTAL				-106,681.41	-106,681.41

12/17/15

**Avila Beach Community Services District**  
**Checks by Fund**  
**November 2015**

Type	Date	Num	Name	Amount	Balance
<b>Administrative</b>					
Check	11/03/2015	1597	Hagemann & Associates	5,500.00	5,500.00
Check	11/03/2015	1598	Charter	169.94	5,669.94
Check	11/03/2015	1601	Nikki Engle Bookkeeping & Teaching	275.00	5,944.94
Check	11/03/2015	1602	Business Card Visa	606.60	6,551.54
Check	11/03/2015	1603	AT&T	248.03	6,799.57
Check	11/03/2015	1606	Staples	98.71	6,898.28
Check	11/03/2015	1608	Avila Beach Civic Association	792.91	7,691.19
Check	11/09/2015	1609	Angeles Maria Marquez	80.00	7,771.19
Check	11/10/2015	1614	AT&T	85.92	7,857.11
Check	11/10/2015	1615	Cal Tec	40.00	7,897.11
Check	11/10/2015	1617	Nikki Engle Bookkeeping & Teaching	220.00	8,117.11
Check	11/10/2015	1610	VOID		8,117.11
Check	11/12/2015		Acct Analysis Fee	19.83	8,136.94
Check	11/13/2015	1625	Public Employees Retirement System	993.00	9,129.94
Check	11/13/2015	1626	Public Employees Retirement System	471.97	9,601.91
Check	11/13/2015	1623	VOID		9,601.91
Check	11/16/2015	1627	Hagemann & Associates	5,500.00	15,101.91
Check	11/16/2015		Acct Analysis Fee	805.21	15,907.12
Total Administrative				15,907.12	15,907.12
<b>Lights</b>					
Check	11/03/2015	1600	PG&E	402.34	402.34
Check	11/03/2015	1600	PG&E		402.34
Check	11/03/2015	1600	PG&E	87.48	489.82
Check	11/10/2015	1611	PG&E		489.82
Check	11/10/2015	1611	PG&E	453.88	943.70
Check	11/10/2015	1611	PG&E		943.70
Check	11/13/2015	1622	PG&E	402.34	1,346.04
Check	11/13/2015	1622	PG&E		1,346.04
Check	11/13/2015	1622	PG&E		1,346.04
Total Lights				1,346.04	1,346.04
<b>Sanitary</b>					
Check	11/02/2015	1596	Abalone Coast Analytical, Inc.	2,157.40	2,157.40
Check	11/03/2015	1599	Fluid Resource Management	10,962.00	13,119.40
Check	11/03/2015	1599	Fluid Resource Management	1,360.00	14,479.40
Check	11/03/2015	1599	Fluid Resource Management	257.41	14,736.81
Check	11/03/2015	1599	Fluid Resource Management	394.86	15,131.67
Check	11/03/2015	1600	PG&E		15,131.67
Check	11/03/2015	1600	PG&E		15,131.67
Check	11/03/2015	1604	Brenntag Pacific, Inc.	1,149.88	16,281.55
Check	11/03/2015	1604	Brenntag Pacific, Inc.	1,251.86	17,533.41
Check	11/03/2015	1604	Brenntag Pacific, Inc.	1,411.41	18,944.82
Check	11/03/2015	1605	Miners Ace Hardware	38.85	18,983.67
Check	11/03/2015	1607	Earthsystems Pacific	4,103.25	23,086.92
Check	11/10/2015	1611	PG&E	1,455.60	24,542.52
Check	11/10/2015	1611	PG&E	54.38	24,596.90
Check	11/10/2015	1612	Earthsystems Pacific	1,300.00	25,896.90
Check	11/10/2015	1613	Speed's	2,620.00	28,516.90
Check	11/10/2015	1618	South County Sanitary Service	53.86	28,570.76
Check	11/10/2015	1619	SWRCB-FEES	2,088.00	30,658.76
Check	11/10/2015	1620	SWRCB-FEES	2,758.00	33,416.76
Check	11/10/2015	1621	D-KAL Engineering	180,881.00	214,297.76

12/17/15

**Avila Beach Community Services District**  
**Checks by Fund**  
November 2015

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>	<u>Balance</u>
Check	11/13/2015	1622	PG&E		214,297.76
Check	11/13/2015	1622	PG&E		214,297.76
Total Sanitary				214,297.76	214,297.76
<b>Water</b>					
Check	11/03/2015	1599	Fluid Resource Management	5,288.00	5,288.00
Check	11/03/2015	1599	Fluid Resource Management	1,074.60	6,362.60
Check	11/03/2015	1599	Fluid Resource Management	1,111.03	7,473.63
Check	11/10/2015	1616	State Board of Equalization	154.41	7,628.04
Total Water				7,628.04	7,628.04
<b>TOTAL</b>				<b>239,178.96</b>	<b>239,178.96</b>






**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: January 12, 2016

SUBJECT: General Manager/District Engineer Report

**Status of Recycled Water Grant Application**

The State Water Resources Control Board staff is in the process of completing their review our Recycled Water Grant Application. We have received their Planning Grant Review Checklist and provided the additional requested information. I anticipate we will receive notification as whether our application was approved within the next 30 - 45 days.

**Air Pollution Control District Inspection and Permit Renewal**

On December 8, 2015 Ms. Dora Drexler of the SLO County Air Pollution Control District conducted their annual wastewater treatment plant permit renewal inspection. Several operations and compliance staff from FRM also participated in the inspection. I am happy to report that Ms. Drexler found everything in compliance and she recommended renewal of the wastewater treatment plant permit. Ms. Drexler's Inspection Report is provided as an attachment to this staff report.

**CSDA Annual Meeting**

Just another quick reminder that the Avila Beach CSD is hosting the Annual CSDA Meeting on February 19. Staff has confirmed the food caterer and we will be seeking volunteers to help with set-up and cleanup. We will provide more information as we get it from the local CSDA chapter president.

**Wastewater Agreement with Port San Luis Harbor District**

On November 30, I compiled ABCSD legal counsel and my comments on the draft Agreement and sent the Agreement to the Port Interim General Manager, Ms. Andrea Lueker and her staff for their review. I don't think the two agencies are far from reaching consensus. I requested a meeting with Ms. Lueker before Christmas to go over any differences, but we were not able to get together. I will follow up with Ms. Lueker and report back to the Board in February.

**State Water Board, Division of Drinking Water 2015 Sanitary Survey**

On October 21, 2015 the State Division of Drinking Water (DDW) conducted their 2015 Water System Sanitary Survey. The DDW typically schedules an inspection of the water system at least every two years. Operations and compliance staff from FRM also participated in the inspection. DDW staff concluded that “the District’s water system is designed, constructed, operated and managed well.” DDW staff did identify several minor items that required repair and/or follow-up. Staff has completed the follow-up items and filed a response with DDW. A copy of the District’s response to the DDW is provided as an attachment to this staff report.

**Utility Payment Options**

Staff is working with Heritage Oaks to set up the hardware and software to accept Visa or MasterCard for utility payment. We anticipate having the software up and running within the next two weeks.



Air Pollution Control District  
San Luis Obispo County

COPY

**INSPECTION REPORT**

Inspection ID: 19741      Facility: 364      Site: 566

**COMPANY:** Avila Beach CSD Wastewater Treatment Plant  
WWTP      **DATE OF INSPECTION:** Dec 08, 2015  
2850 Avila Beach Drive      11:00 - 12:15  
Avila Beach CA

**INSPECTION CONTACT:** Operations Manager  
805-597-7100

**REASON FOR INSPECTION:** Renewal (1032 & 1035)

**EQUIPMENT:**

**PTO 1035-** Publicly Owned Wastewater Treatment Plant, rated at 0.2 million gallons per day, (average day, maximum month, dry weather) consisting of the following components:

- a. Raw Sewage wet well,
- b. one (1) Clarifier, 30 ft Dia x 17 ft ht,
- c. one (1) Aerobic Digester, 35 ft Dia x 21 ft ht,
- d. one (1) Syneco Systems Peacemaker Model 3X3 Dry Air Scrubber with AO 70 fan,
- e. one (1) fixed film reactor, 30 ft Dia x 14 ft ht,
- f. two (2) secondary sedimentation chambers, 50 ft x 26 ft x 10 ft,
- g. one (1) sodium hypochlorite storage and injection system,
- h. two (2) treated water chlorine contact basins,
- i. wet sludge holding tank, and
- j. processed sludge drying bed.

**PTO 1032 -** Standby generator for a publicly owned wastewater treatment facility consisting of: one (1) 80 kW Onan Model 80GDGA generator driven by a 135 hp, diesel fueled, Cummins Model 6BT5.9-G1 turbocharged engine. Manufactured in 1994 with 336 engine hours on April 13, 2005

**FINDINGS:**

I arrived at the facility and met with Brad Hangeman the Avila Beach CSD General Manager & Engineer, Mike Wentzel the Chief Plant Operator (FRM Employee), and Corinna Butler of FRM. A plant operator and compliance specialist was also introduced at the facility. Mr. Hangeman noted that he thought it best that everyone be present as he is new to the General Manager role, and would like everyone involved to understand the process of permit renewal. We also discussed that the Avila Beach CSD and FRM are making an effort to clearly define each entity's role and how that would relate to permit responsibilities. A new contact sheet was provided with titles rather than individual names noted for each contact. This was done to address potential changes in personnel. We discussed the need for an emergency contact and cell number and Mr. Hangeman indicated that he would provide his information for that. I returned the form for updating with this information.



I reviewed the facility permits and discussed compliance points including H<sub>2</sub>S monitoring, odor complaints and reporting, District Rule 107- Breakdown, the variance process, and addressed general points relating to diesel engine regulations including the Stationary ATCM, Portable ATCM and PERP programs. Discussions of Rule 107 compliance included differentiating between unplanned upsets and failures which can be granted relief, and those failures that are expected that can be planned for addressed prior to becoming compliance issues. The facility has not experienced odor issues in the last few years, with the last reported incident in 2012

I reviewed records relating to the facility and engine. Weekly records of H<sub>2</sub>S monitoring were available and complete, as was facility throughput data. Readings are taken at the dry scrubber exhaust using length of stain method. H<sub>2</sub>S levels have been consistently at or below 0.2 ppmv, with the last 0.2 ppmv reading noted on 12/1/2015. This is below permitted limits of 2.0 ppmv.

Facility daily throughput is recorded with average daily totals reported monthly. Daily throughput in 2015 have ranged between 70,000 and 47,000 gallons per day, with November's average daily throughput of 42,662 gallons.

The back-up generator logs were current with year-end 2014 hours of 460.3, and current hours of 463.3. The unit is tested monthly by facility staff and maintained quarterly by Powerhouse. In 2014 the unit operated 33.1 hours, with 29.6 emergency hours and 3.5 maintenance hours. This level of maintenance use is consistent with the 3 hours used year to date in 2015.

**COMPLIANCE DETERMINATION/RECOMMENDATIONS:** It appears that equipment and processes are in compliance with District Rules & Regulations and the applicable permit conditions. I recommend renewal.

Related Actions: none.

**ENFORCEMENT ACTION:** In compliance

**INSPECTOR'S SIGNATURE:**

  
Dora Drexler

DATE:

12/8/2015





# 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

December 30, 2015

Mr. Jeff Densmore  
District Engineer  
State Water Resources Control Board  
Division of Drinking Water  
1180 Eugenia Place, Suite 200  
Carpinteria, CA 93013-2000

Subject: 2015 Sanitary Survey Response, System Number 4000222

Dear Mr. Densmore,

This letter is in response to your Sanitary Survey inspection of the District's water system conducted on October 21, 2015. The District appreciates your staff's efficiency and professionalism with which they conducted the inspection.

The District's response and plan to correct the identified items is provided below.

1. There were several holes located on the air vent screens of the 690,000 gallon storage tank (hereinafter Tank 1). Avila Beach Community Services District (hereinafter Avila Beach) shall replace the air vent screens of Tank 1 by January 1, 2016 to prevent insects from contaminating the domestic water supply. Avila Beach shall ensure that all the screens on the air vents and overflows of both storage tanks are adequate to prevent the entry of insects or vermin into the tanks. It is recommended that Avila Beach replace the screens on the air vents and overflows of both storage tanks using 8 grids per inch screens.

**Response: 1/8 inch screening was installed on the Tank 1 overflow pipe on December 14, 2015; a photograph showing the new screen is attached (Attachment 1).**

2. There were openings located on the level indicator port and the inlet port of the 165,000 gallon storage tank (hereinafter Tank 2). There were also evidence of corrosion on different areas of Tank 1 and Tank 2. Avila Beach shall seal the openings located on the level indicator port and the inlet port of Tank 2 by January 1, 2016. Avila Beach shall also paint the corroded areas of both storage tanks by January 1, 2016. Avila Beach shall document the corrections with pictures and send them to DDW to confirm the corrections are completed.

Response: The openings were sealed on December 23, 2015; a photograph showing the sealed openings on the inlet port of Tank 2 is attached (see Attachment 2). Because it was recommended in the Sanitary Survey that the corroded areas on the storage tanks be re-painted, Avila Beach will add painting the corroded area on the tanks to the FY 2016-2017 Capital Improvement Program. Please let us know if that is not acceptable to DDW.


3. Avila Beach has been experiencing high disinfection byproduct levels in its distribution system. Avila Beach shall submit a monitoring and reporting plan to DDW by January 1, 2016 which includes the quarterly disinfection byproduct results and reporting dates. It is recommended that Avila Beach submit the monthly disinfection byproduct results along with the quarterly results.

Response: On December 10, 2015, the results of the November 10 THM sample were submitted to DDW via email on the same day they were received from the lab; the results were above the MCL due to the annual free chlorine burn conducted by San Luis Obispo County on the Lopez distribution system. Avila Beach flushed the local distribution and resampled on December 17. The December 17 sample results came back under the MCL and the results were submitted to DDW the day they were received (Avila Beach put a rush on the results with the lab). Avila Beach CSD will continue to do internal monthly monitoring of total THM levels and quarterly monitoring of both THM and HAA levels. Quarterly samples will be taken during the week of the 15<sup>th</sup> day of the first month of every quarter. Results of both the internal monthly and the required quarterly samples, along with the graphs tracking result history, will be submitted to DDW within a week of receipt of the lab reports each month.

4. Avila Beach's Emergency Notification Plan (ENP) dated April 13, 2012 did not include a notification plan to notify its consumers in the event of an emergency. Therefore, the ENP is considered incomplete. The management of Avila Beach has also changed and the Current ENP is considered outdated. Avila Beach shall submit an updated Emergency Notification Plan to DDW by January 1, 2016.

Response: The Emergency Notification Plan was updated and resubmitted to DDW via email on October 29, 2015.

Response Completed by:

Signature: 

Name: Brad Hagemann, PE

Title: General Manager

Date: December 30, 2015



**Attachment 1: New Screen on Avila Beach Tank 1 Overflow Pipe**



**Attachment 2: Sealed Openings on Avila Beach Tank 2 Port**






**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: January 12, 2016

SUBJECT: Capital Projects Status Report

Recommendation:  
Receive and File

Discussion:

The District has taken on an aggressive, but manageable Capital Improvement Program this fiscal year with the major project being the San Luis Street/Avila Beach Drive Sewer Replacement Project. For ease of review, we have included a notation in brackets as to whether there has been significant progress to warrant a project summary update. If there have been no reportable changes we will indicate so in brackets.

**WATER SYSTEM CIP'S**

**W-1 Water tank storage improvements – Budget \$30,000 [Updated]**

Project will be implemented if operational techniques (frequent nitrate monitoring and ensuring frequent tank volume change out) are not adequate to control nitrification. Staff has initiated an application with PG&E to install a new A/C power drop at the tank site in order to have power for a tank mixing system. Having power at the tank site will also help provide a more reliable signal for the SCADA system.

**W-2- Water System Valve Replacement – Budget \$75,000 [No Changes]**

Water line valves are being evaluated for replacement as we identify them during our routine valve exercising program and/or as we conduct normal operations in the system. The valve exercising program identifies valves that are reaching their useful life. This year's budget should allow for the replacement of 3 – 5 valves depending on the depth of valve and if they are in close proximity to each other. Our initial highest priority valve replacement project is the emergency supply connection project discussed below.

In January 2015, we identified a project to replace the valves that allow an emergency supply connection between San Miguelito Mutual, Port San Luis and the Avila Beach CSD. The District has retained Water Systems Consults Inc. to review the existing valve/meter configuration and provide a recommended design. WSC's prepared a Draft Technical Memo and staff is coordinating the design recommendations with San Miguelito Mutual and the Port. With their input/concurrence staff will implement installation of the new valves.

### **W-3 Miscellaneous Water Line Replacements – Budget \$50,000 [No Changes]**

This project provides funding for upgrading older water distribution pipe and systems on as needed basis. In September our Operations Contractor noted a potential issue with the flow meter at water tank #1. Upon investigation, FRM noted the flow meter was malfunctioning and needed to be replaced. FRM ordered the new flow meter and installed it in early October at a cost of approximately \$1,200.

### **W-4 Lopez Booster Pumps – Budget \$50,000 [No changes]**

This project was identified as a potential project in the 2010 Water Master Plan, but to date the Lopez line pressures are adequate to fill the tank in most months except during the high use months of July and August. The County Energy Watch Program will be evaluating these pumps as part of their energy audit. This information may be useful in directing what, if any, improvements the District should consider for the pump station.

## **WASTEWATER SYSTEM CIP'S**

### **WW- 1 Upgrade of Wastewater Treatment Plant – Budget \$75,000 [Updated]**

The Preliminary Design report was completed by Kennedy Jenks Consultants and presented to the Board in July 2014. District staff retained Carollo Engineers to complete a “Peer Review” of the design report and held teleconference with District Engineers, Operations Staff and District General Manager on October 24<sup>th</sup>, 2014. In late December Kennedy Jenks Consultants (KJC) provided their comments on the Peer Review report (included in the January 13, 2015 Board packet). KJC concluded that their proposed Preliminary Design represents a reasonable and efficient combination of alternatives in careful consideration of cost/benefit. In November 2015, the District filed an application for a \$75,000 Recycle Water Planning Grant from the State Water Resources Control Board. State Water Board staff have provided an initial response and a draft project checklist. Please refer to the General Manager’s report for more detail on this project.

### **WW - 2 Effluent Line Repair – Budget \$40,000 [Updated]**

Scope of this project includes replacing two valves and re-routing the existing effluent line from underneath the primary clarifier building to around the building. The project will be accomplished in two phases. Staff met with FRM Operations and Maintenance staff to initiate the layout and work steps for cutting the asphalt and exposing the valves and piping (then covering excavation with steel plates). Asphalt removal and hydro excavation of the piping and valves was accomplished in October. As part of this month’s Business Items, staff is recommending the Board retain MKN Engineering to prepare an Engineering Technical Memo for the design and layout of the project. I anticipate the project will be completed by the first quarter of 2016.

### **WW - 3 Chlorination System Improvements – Budget \$50,000 [Updated]**

This project includes upgrading the Chlorine analyzer and delivery system. The system is critical to the effective and efficient disinfection of the wastewater prior to discharge. This project will be initiated in the first quarter of 2016 and completed by the second quarter of 2016.

### **WW - 4 Wastewater Collection Line Repair – Budget \$10,000 [No changes]**

This is a contingency budget line item that will be available for conducting minor un-anticipated repairs to the collection system. No projects have been identified to date for this finding line item.

### **WW- 5 Influent Wet Well Coating Repairs – Budget \$20,000 [No changes]**

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



second quarter of 2016 and completing in FY 16/17.

**WW- 6 Pump Room Improvements – Budget \$15,000 [Updated]**

Staff is proposing to better utilize the limited space at the Plant by making improvements to the restroom and hand washing facilities; installing a shower unit; and adding a work space that will allow moving the process control lab facilities from upstairs to the downstairs pump room area. The proposed project scope includes demolition of the existing wall, toilet and sink facilities and re-alignment of the wall and installation of sanitation facilities. Staff has prepared a preliminary layout and will work with the County to determine if a tenant improvement permit will be required.

**WW-7 Miscellaneous Waste Water Projects – Budget \$25,000 [No changes]**

This project provides funding for un-anticipated minor improvements at the WWTP. At the September Board meeting, staff recommended funding the new influent wet well pump (cost of approximately \$12,000) out of this budget line item. The new influent “chopper pump” has been delivered and was installed by FRM staff in late October. The chopper pump taken out of service will be inspected and rebuilt as needed and then placed in the sea train as the back-up pump.

**WW- 8 San Luis Street & Avila Beach Drive Sewer Line Replacements – Budget \$350,000 [Updated] Refer to Item 7.B for a more complete report.**

This project replaced approximately 460 feet of 8 inch sewer line on San Luis Street between First and Second Street and 325 feet of sewer line along Avila Beach drive near the intersection of Avila Beach Drive and San Miguel Street. The District retained Wallace Group to prepare the design and bid documents and awarded the contract to D-Kal Engineering Inc. of San Luis Obispo on July 29, 2015.

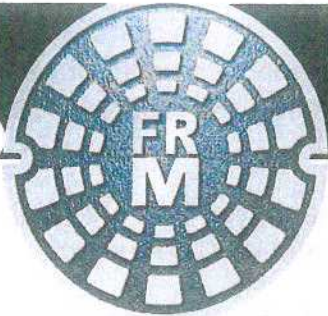
D-Kal initiated Construction on September 21 by installing the new sewer manhole at the intersection of First Street and San Luis Street. On November 23, Toste Paving of Arroyo Grande essentially completed the work on San Luis Drive by grinding and re-paving the construction area on San Luis Street to County Paving Standards. The overall tonnage of asphalt needed for the project was significantly less than anticipated, resulted in a significant overall reduction in the cost of the project. The Avila Beach Drive portion of the project went according to schedule and the contractor completed the project within the 90 calendar day time frame.

**WW-9 Replace Stairway and Repair Decking at WWTP – Budget \$25,000 [No changes]**

The District retained Matrix Consulting Engineers to prepare plans and specifications for fabrication and installation of the new stairway that connects the exterior of ground floor of the Primary Clarifier building to the first floor office space. The next step for this project is for staff to obtain bids from metal fabricators to build and/or install the new stairs at the WWTP site. Installation of the new stairway will need to be done quickly and in careful coordination with operations staff since all of the SCADA computer equipment is located upstairs and there is only one access point. The project schedule will be organized such that access to the SCADA computers will be available at all times, with a temporary access stairway or man lift as needed. Staff anticipates this project will be completed by the first quarter of 2016.







Date: January 5, 2016  
To: Brad Hagemann, ABCSD District Manager  
From: Carinna Butler, FRM Operations Manager  
RE: Monthly Facility Report for the January 2016 Board Meeting

## WASTEWATER

The facility continues to meet discharge limitations despite high heavy influent BOD and TSS loading. The average influent BOD for the 5 samples collected was 403 mg/L (Plant Design – 270 mg/L) with a high of 490 mg/L on December 29<sup>th</sup>. The average influent TSS for the month was 299 mg/L with a high of 360 mg/L on December 29<sup>th</sup>. The average effluent BOD for the 5 samples collected this month was 30 mg/L (Permit Limit – 40 mg/L Monthly Average) with a high of 52 est. mg/L on December 29<sup>th</sup>. The average effluent TSS for the month was 23.2 mg/L (permit limit – 40 mg/L Monthly Average) with a high of 40 mg/L on December 29<sup>th</sup>. The monthly influent Port San Luis BOD sample collected on December 5<sup>th</sup> was 183 mg/L. The monthly influent flow reported by Port San Luis was 86,000 gallons.

Areas within the wastewater plant that are known to accumulate solids continue to be manually cleaned on a regular basis. The Chlorine Contact Chamber floor is vacuumed out on a weekly basis. These solids, if left to decompose, can have a negative effect on the effluent quality leaving the facility.

The wastewater treatment facility had a higher than normal effluent BOD on the 29<sup>th</sup>. The results are still within permit limits. The cause of the higher BOD is thought to be caused by colder temperatures that can decrease the efficiency of the Fixed Film Reactor. Flows were higher the normal due to the holiday weekend. The plant also had increased flow from recent storms that could have an effect on the plant.

Operations Staff had approximately 5,000 gallons of sludge hauled out of the Digester during the month of October. The Digester has approximately 4,500 gallons of sludge removed every three weeks.

Parts have been ordered in preparation for the secondary clarifiers' annual maintenance.

The secondary sedimentation pump #2 was replaced with a new pump provided by the District. The backup spare pump was put into service and is now back on the shelf.

The chlorine mixer was rebuilt by Perry's Electric and has been reinstalled.

The Secondary Sedimentation Sludge pump check valve was cleaned out after the valve failed to open due to built up grit in the valve. The valve was cleared out and put back into service.

The FFR was flushed this month as well.

## 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.

Staff performed the annual fire hydrant and valve exercising. There are some valves that are hard to open and Staff will work the District to incorporate these valves into the CIP budget for replacement.

Tank 2 was repaired due to corrosion on the lid and the water storage tank vent screening was replaced with a finer grid per the Sanitary Report from the State.

## ATTACHMENTS

- Self-Monitoring Report(s)
- Average Daily Plant Effluent Flow Annual Comparison (2011-2015)
- Monthly Effluent Flow Total Comparison (2011-2015)
- Monthly Influent Average BOD (2011-2015)
- Monthly Port San Luis Flow Total Comparison (2011-2015)
- Monthly Water Purchased From Lopez (2011-2015)
- ABCSD Monthly Water Sold (2011-2015)



Avila Beach CSD  
Wastewater Treatment  
Facility

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

Month: DECEMBER 2015

Date	Daily Flow			Effluent Monitoring		
	Total (MGD)	Max (GPM)	Avg (GPM)	Total Coliform	Fecal Coliform	Daily Total Cl2 Residual
1	0.035314	93	25	2	<2	ND
2	0.035366	113	25			ND
3	0.039954	114	28			ND
4	0.043675	102	31			ND
5	0.050663	110	35	<2	<2	ND
6	0.051238	113	36			ND
7	0.041951	86	29	<2	<2	ND
8	0.039109	84	27			ND
9	0.036309	100	25			ND
10	0.037979	98	27			ND
11	0.045130	93	32	<2	<2	ND
12	0.054143	105	30			ND
13	0.052305	104	37	<2	<2	ND
14	0.042244	98	30			ND
15	0.040359	88	28			ND
16	0.037712	100	26			ND
17	0.040135	91	28	<2	<2	ND
18	0.041812	93	29			ND
19	0.055508	101	38	<2	<2	ND
20	0.054635	100	38			ND
21	0.048175	106	34			ND
22	0.065343	122	46			ND
23	0.052098	100	32	<2	<2	ND
24	0.045969	105	32			ND
25	0.039532	98	27	<2	<2	ND
26	0.057608	112	40			ND
27	0.061390	147	43			ND
28	0.058951	138	41			ND
29	0.058200	107	33	<2	<2	ND
30	0.062431	127	44			ND
31	0.063050	179	44	<2	<2	ND
Min	0.035314	84	25	<2	<2	ND
Mean	0.048009	107	33	<2	<2	ND
Max	0.065343	179	46	<2	<2	ND
Total	1.488288					

Effluent daily flow (In dry weather) NTE monthly average of 0.2 MGD.  
Chlorine residual daily max NTE 1.2 mg/l.

Effluent and Influent Monitoring

Date	Weekly Effluent BOD 24 hr comp	Weekly Effluent TSS 24 hr comp	Bi-Monthly Influent BOD 24 hr comp	Bi-Monthly Influent TSS 24 hr comp	Monthly Effluent Oil & Grease Grab
12/5/15	18	18	351	360	6.2
12/11/15	24	19	304	212	
12/17/15	26	16	424	286	
12/23/15	30	23	448	278	
12/29/15	52. est	40	490	360	
Min	18	16	304	212	6.2
Mean	30	23.2	403.4	299.2	6.2
Max	52	40	490	360	6.2

% Removal (BOD and TSS Removal must be ≥ 75%)

Date	% Removal		% Removal	
	BOD 92.6%	TSS 92.2%	Effluent pH Grab	Effluent Temp. (°F) Grab
12/5/15	<0.1	16.4	6.6	61
12/11/15	<0.1	16.8	6.5	66
12/17/15	<0.1	25.3	6.7	66
12/23/15	<0.1	20.1	6.6	64
12/29/15	<0.1	32.8	6.7	59
Min	<0.1	16.4	6.5	59
Mean	<0.1	22.3	6.6	63
Max	<0.1	32.8	6.7	66

Effluent Limits

Parameter	Units	30 Day Avg.	7 Day Avg.	Daily Max
BOD	mg/l	40	60	90
Suspended Solids	mg/l	40	60	90
Oil and Grease	mg/l	25	40	75
Turbidity	NTU	75	100	225
Total Coliform	MPN/100 ml	7 Sample Median: 23 No more than once in 30 days: 240 Daily Maximum: 2,400		
pH	pH units	between 6.0 - 9.0		
Settleable Solids	ml/l	1.0	1.5	3.0

Sludge Removal

Date	Gallons of Sludge Hauled Off-Site
12/15/15	5,000

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

SIGNATURE:

PRINTED NAME:

Carinna Butler

DATE:

01/05/2016

TITLE:

Firm Operations Manager

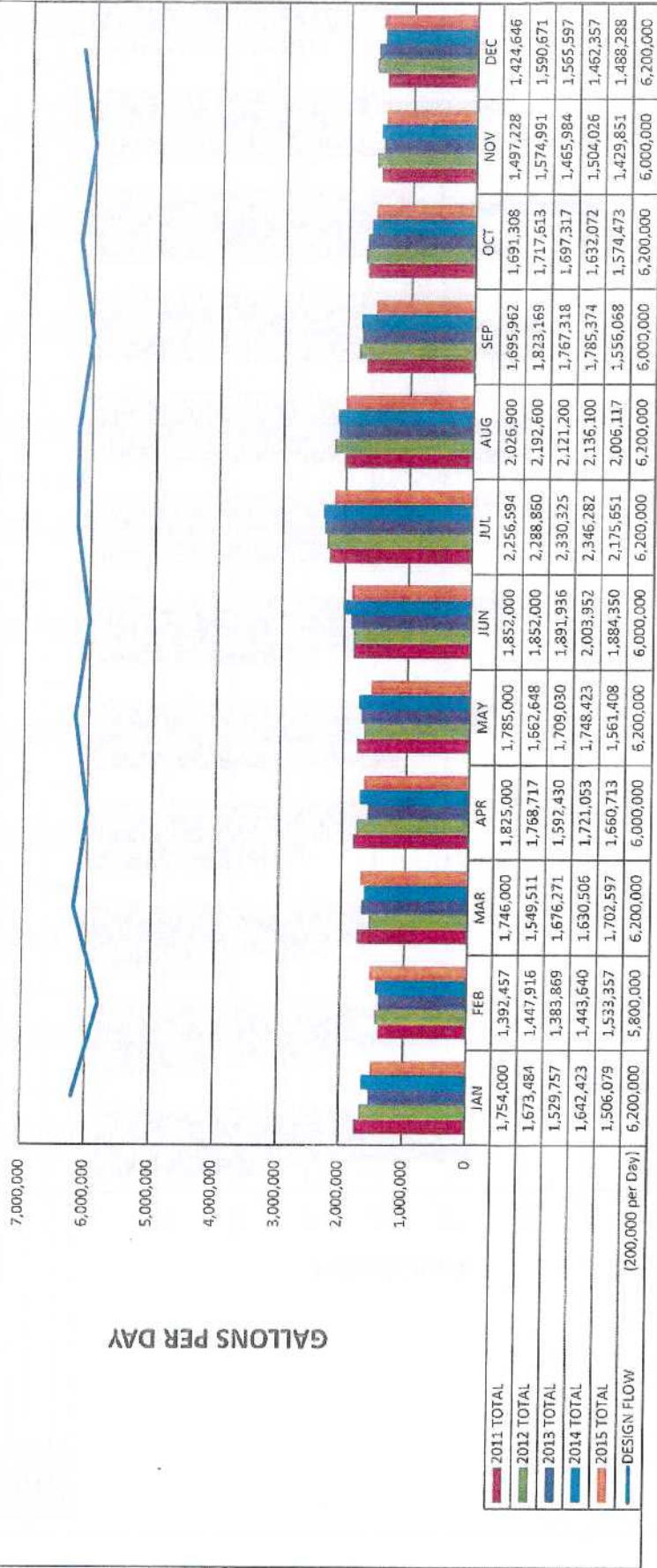
# AVERAGE DAILY PLANT EFFLUENT FLOW ANNUAL COMPARISON (2011-2015)



GALLONS PER DAY

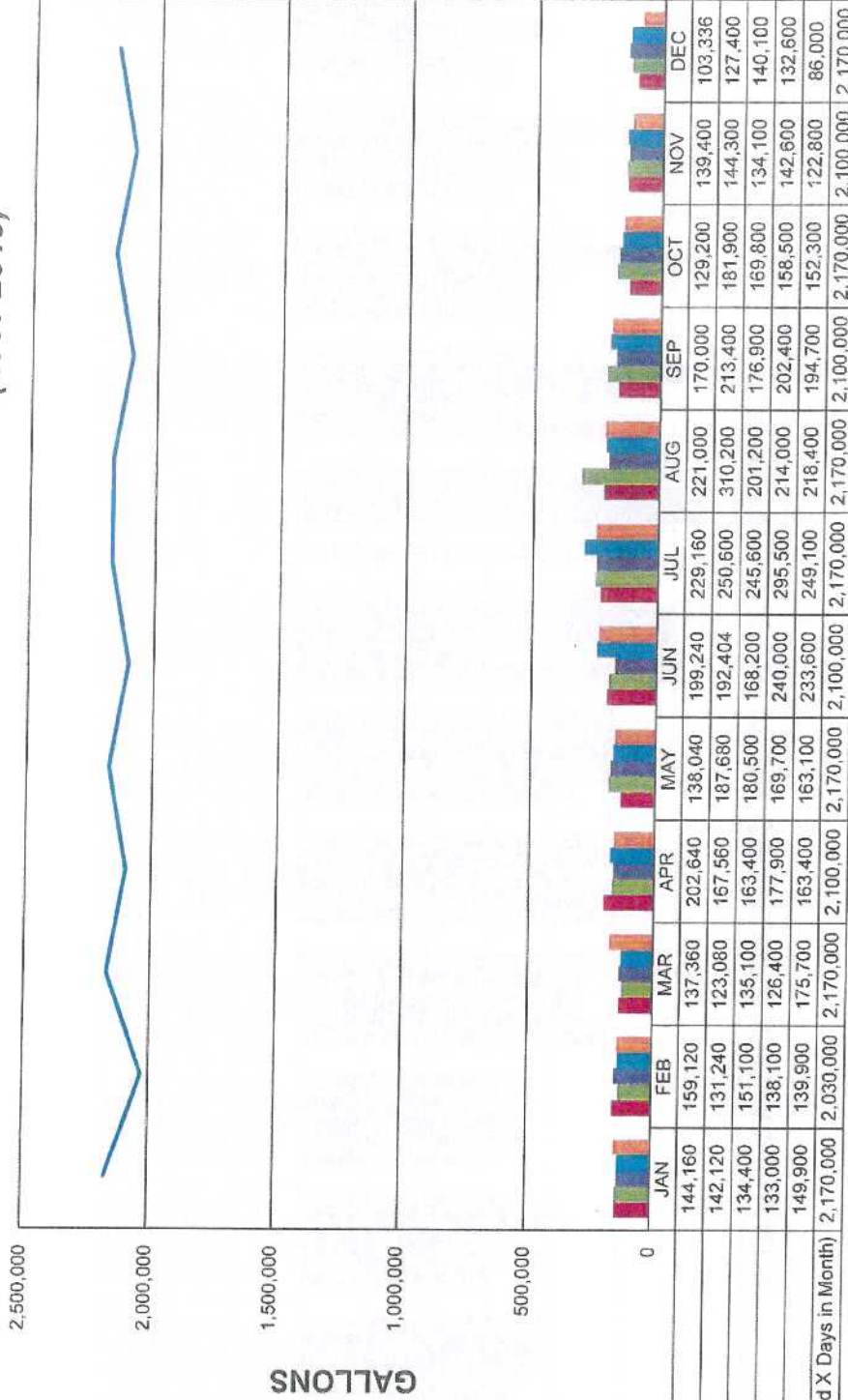


# MONTHLY EFFLUENT FLOW TOTAL COMPARISON (2011-2015)





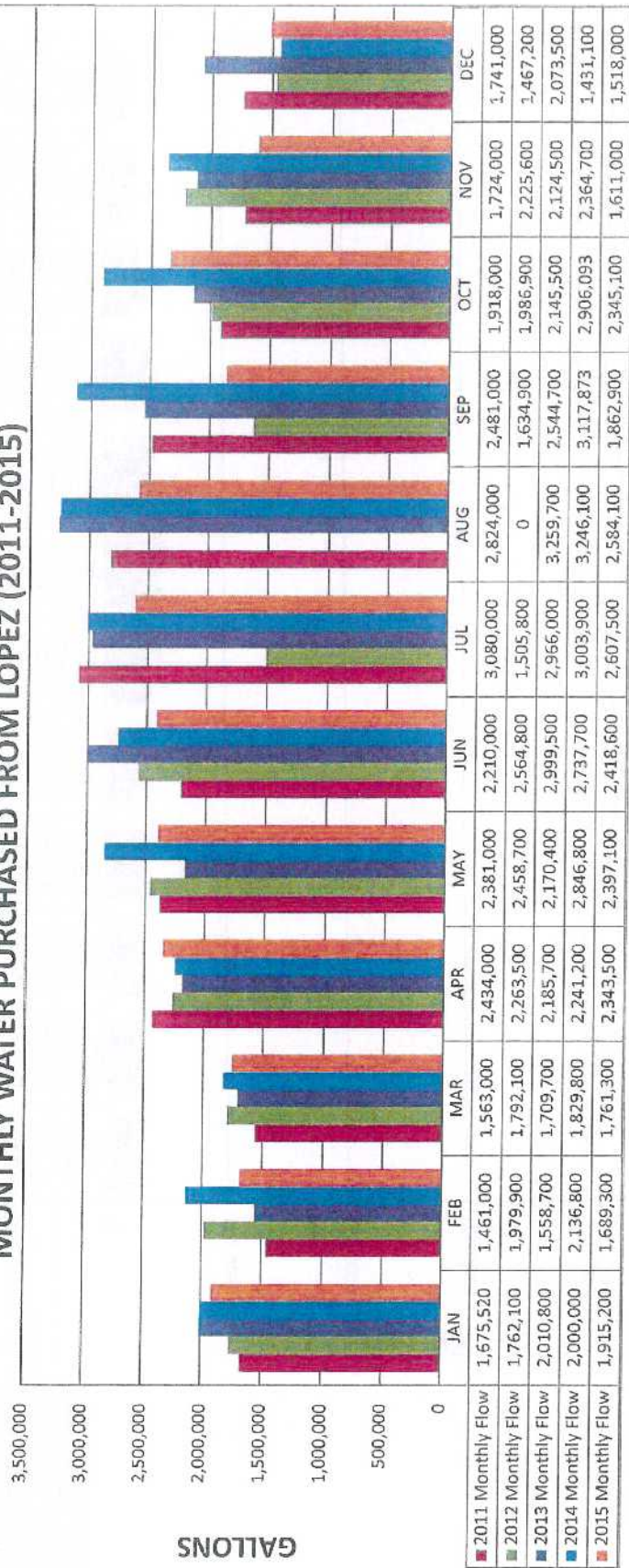
# MONTHLY PORT SAN LUIS FLOW TOTAL COMPARISON (2011-2015)



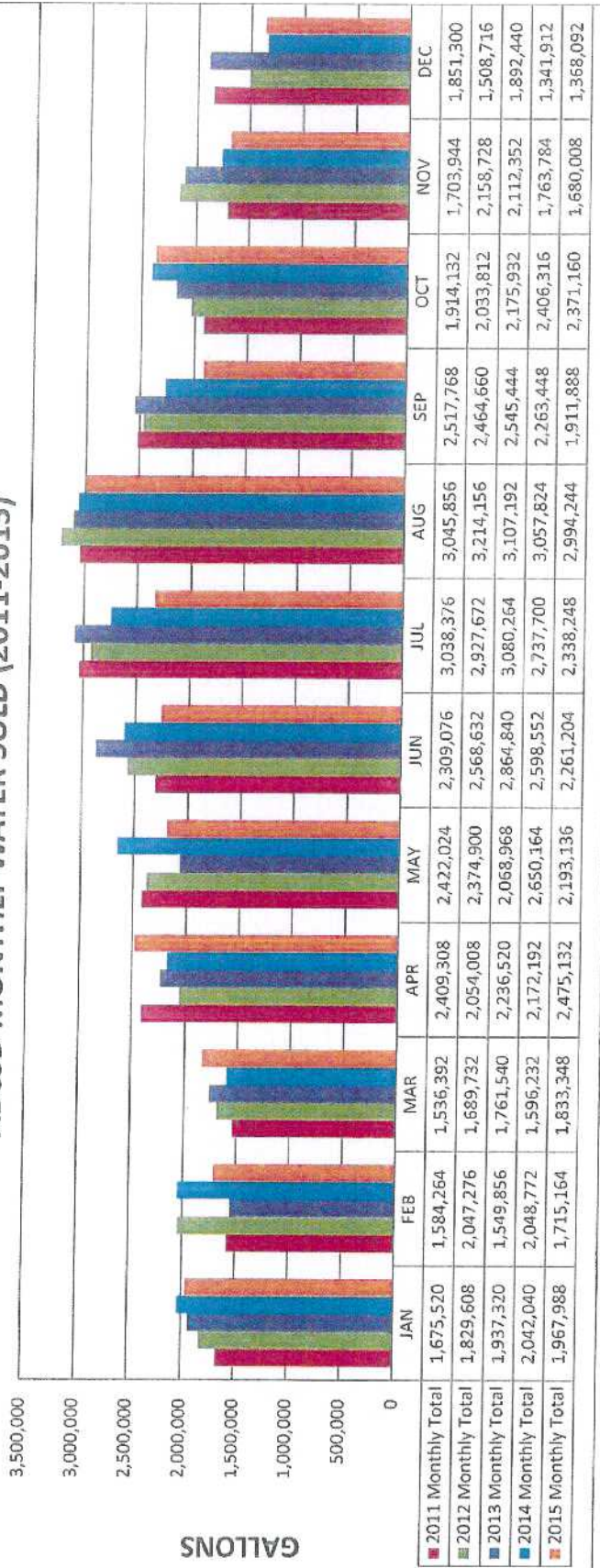
Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2011 Monthly TOTAL (gal)	144,160	159,120	137,360	202,640	138,040	199,240	229,160	221,000	170,000	129,200	139,400	103,336
2012 Monthly TOTAL (gal)	142,120	131,240	123,080	167,560	187,680	192,404	250,500	310,200	213,400	181,900	144,300	127,400
2013 Monthly TOTAL (gal)	134,400	151,100	135,100	163,400	180,500	168,200	245,600	201,200	176,800	169,800	134,100	140,100
2014 Monthly TOTAL (gal)	133,000	138,100	126,400	177,900	169,700	240,000	295,500	214,000	202,400	158,500	142,600	132,600
2015 Monthly TOTAL (gal)	149,900	139,900	175,700	163,400	163,100	233,600	249,100	218,400	194,700	152,300	122,800	86,000
Monthly Capacity (70,000 gpd X Days in Month)	2,170,000	2,030,000	2,170,000	2,100,000	2,170,000	2,100,000	2,170,000	2,170,000	2,100,000	2,170,000	2,100,000	2,170,000



### MONTHLY WATER PURCHASED FROM LOPEZ (2011-2015)



## ABCSD MONTHLY WATER SOLD (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: January 12, 2016

SUBJECT: Pacific Gas & Electric Sponsored Cobra-Head Street Light Replacement Project

**Recommendation:**

Decide whether to “Opt-in” on PG&E retrofitting the 23 High Pressure Cobra-Head Street Lights located in the District to LED; and if the District does “Opt-In”, determine if the District wants to increase or decrease the light wattage at any particular location.

**Discussion:**

On December 3, 2015, Ms. Rebecca Weber notified staff that PG&E will be offering to retrofit all Cobra-Head LS1 streetlights to LED lights in the southern SLO County very soon. The PG&E retro-fitting crew is currently working in Arroyo Grande and Pismo Beach and they would like to begin retro-fitting in Avila Beach in early January. Since the December 8<sup>th</sup> meeting agenda packet was already out, staff provided the Board a verbal update at the December meeting and requested Board members visit one of the retrofit sites in South County to help determine if they wanted to retrofit the street lights in the Avila Beach District.

There are 23 Cobra-Head street lights that are subject to the LED retrofitting option, the location of the lights are shown on the attached map. Of the 23, 18 are currently 70 watt, 4 are 100 watt and 1 is 200 watt. The location of the lights is shown on the attached color-coded map provided by PG&E. PG&E also provided a table that estimates the monthly savings per lamp with the proposed LED replacement lamp. Based on this table staff estimates the District will save approximately \$170 per year with the LED retrofit.

AVILA BEACH COMMUNITY SERVICES

AVILA BEACH COMMUNITY SERVICES

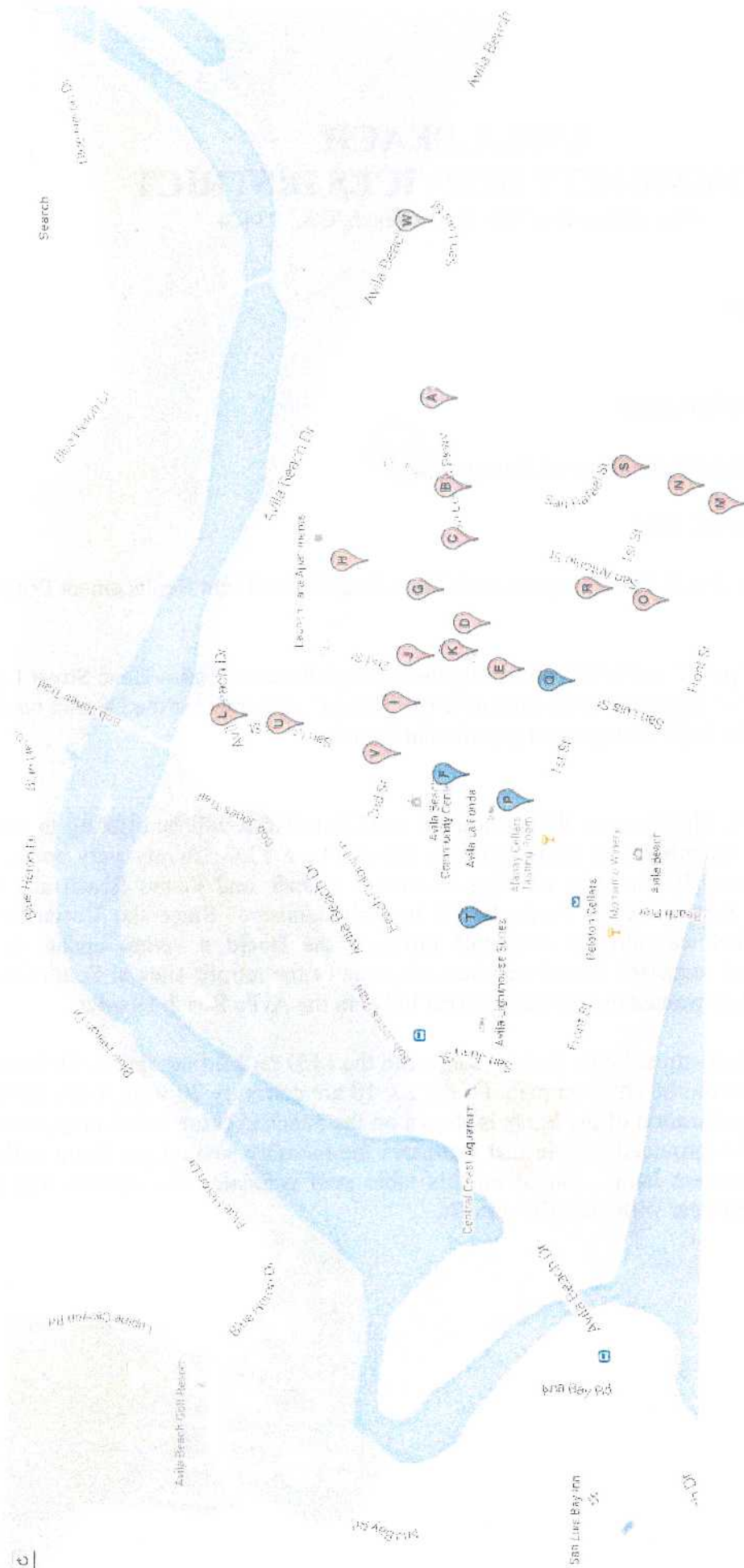


Illustration of Monthly Savings Per Lamp using PG&E's Proposed LED Replacement Program for Non-Decorative LED Fixtures.  
 9/1/2015 Street Light Energy Rates

LS1-A Existing HPS Sizes	Current Monthly Facility Charge	Current Monthly Energy Charge	Current Monthly Total Charge	Proposed LED Size	Current Monthly Facility Charge	LED Program Incremental Facility Charge	Current Monthly Energy Charge	Proposed Monthly Total Charge	Per Fixture Monthly Savings	Per Fixture Annual Savings
70 Watt HPS @ 120 Volts	\$6.37	\$4.33	\$10.70	29 Watt LED	\$6.37	\$2.81	\$1.40	\$10.58	\$0.11	\$1.36
100 Watt HPS @ 120 Volts	\$6.37	\$6.12	\$12.49	34 Watt LED	\$6.37	\$2.81	\$1.66	\$10.84	\$1.65	\$19.79
150 Watt HPS @ 120 Volts	\$6.37	\$8.95	\$15.32	56 Watt LED	\$6.37	\$2.81	\$2.92	\$12.10	\$3.22	\$38.59
200 Watt HPS @ 120 Volts	\$6.37	\$11.93	\$18.30	73 Watt LED	\$6.37	\$2.81	\$3.70	\$12.88	\$5.42	\$65.08
250 Watt HPS @ 240 Volts	\$6.37	\$14.92	\$21.29	101 Watt LED	\$6.37	\$2.81	\$5.22	\$14.40	\$6.89	\$82.62
400 Watt HPS @ 240 Volts	\$6.37	\$21.48	\$27.85	139 Watt LED	\$6.37	\$2.81	\$7.01	\$16.19	\$11.66	\$139.90

NOTE: All rates and charges current as of 9/1/2015






**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: January 12, 2016

SUBJECT: Status of Project WW-8, San Luis Street & Avila Beach Drive Sewer Replacement Project

**Funding:**

Project WW-8 was designed in FY 2014-15 and funding for construction of the project was allocated in the FY 2015/16 Capital Improvement Program budget in the amount of \$300,000 for construction and \$50,000 for construction management and soils testing services. The low bid for construction of the project came in at \$398,263 with a total anticipated project cost of \$450,000. However, the final cost of construction appears to be \$325,000 due to a significant reduction in the amount of asphalt paving needed to complete the project.

**Recommendation:**

Receive Report.

**Discussion:**

Staff is pleased to report that D-Kal Engineering, Inc. has completed the San Luis Street and Avila Beach Drive Sewer project. The project was completed on schedule and under budget without any worker injuries or sewage spills and with only two small Change Orders. One change order resulted in a \$1,000 credit to the District and one that was a \$525 cost increase. The project did impact the residents along San Luis Street for several weeks, but D-Kal's work crew coordinated with the residents on a daily basis and tried to minimize impacts to them. The Avila Beach Drive "pipe bursting" replacement went very well and was completed in several days with minimal impact to the community and the users of Avila Beach Drive. Todd Bartolome of Wallace Group did a good job heading up the construction management services to ensure the project was constructed per the design plans and specifications.

As noted above, the construction phase of the project came in at approximately \$325,000. This was approximately \$73,000 below the bid price due to the fact that project required significantly less asphalt concrete (65% less) than we estimated. The quantity of asphalt needed to re-pave the roadway can be tricky to estimate based on how much is actually required to be removed and how wide of a section the County Public Works Department requires the District to replace. All other bid items and quantities came in at the contractor's estimated amounts.






**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: January 12, 2016

SUBJECT: Board Member San Filippo Request for Funding Assistance to Attend CSDA Leadership Academy

**Funding:**

The FY 2015/16 budget includes \$3,000 in the Administration class for Training.

**Recommendation:**

Staff recommends the Board determine the level of funding support for Board member San Filippo to attend the subject conference.

**Discussion:**

The District is a member of the California Special Districts Association (CSDA) at the State and local level. The CSDA sponsors several conferences and workshops throughout the year. The December 2015 Board member packet included detailed information on the conferences including the Special District Leadership Academy conference.

After reviewing the material Board member San Filippo submitted the attached request to the conference. In his memo he estimates that the total cost including registration, hotel, gas, and meals will be approximately \$1,500. On behalf of Director San Filippo, I submitted a scholarship application to CSDA to cover the cost of conference registration fees (attached). Unfortunately, we will not know if the scholarship application is approved until the end of January (after the conference).

Being fairly new to the Board, I don't have any knowledge on the Board's past practices for conference attendance. The Board's Policy Handbook, Policy Number 4090 (attached) does address Training, Education and Conferences. The Board may want to use this Policy as a guidance to their decision making process.

To: ABCSD Board of Directors

From: Ken San Filippo

KSP

Date: 12/28/15

Re: CSDA District Leadership Academy Conference

Request approval to attend Academy Conference 1/24-27, 2016 at Embassy Suites in La Quinta, Ca

This conference content is based on the CSDA'S Special District Leadership Academy curriculum.

The academy theme recognizes the necessity for the board and general manager to work closely toward a common goal. The outcome of the academy is to certify participants by completing the four CSDA's modules that will provide the knowledge base to perform essential governance responsibilities.

Costs:

- Registration \$600.00
- Hotel inc/tax \$564.00 (3 nights)
- Gas \$85.00 (round trip)
- Meals \$210.00 / \$60.00 day x 3.5 (std gov. per diem rate)

\$1,500.00 (not to exceed)

W



# 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

Special District Leadership Academy  
1112 J Street, Suite 200  
Sacramento, CA 95814

December 31, 2015

Subject: Dr. James Kohnen Scholarship Application

Dear Mr. McCormick,

I am a newly appointed Board member at the Avila Beach CSD and I plan on attending the SDLA Conference in January 2016, in La Quinta. Please find attached my application for the Dr. James Kohnen Scholarship. As part of the application I am providing my response to the questions below.

Why did you seek office with a special district?

My family and I have been a member of the Avila Beach community for many years and since retiring after 35 years in the public sector educational field I have been seeking ways to give back to the community. I am an innovative thinker, have an excellent capability for organizational efficiency and enjoy actively participating in community advocacy efforts.

What do you see as your role as a board member?

Having completed 35 years in the public sector and now currently serving on the SESLOC Credit Union Supervisory Board and the San Luis School District Citizens Oversight Construction Bond Committee, I believe I can bring a unique perspective to the Avila Beach CSD Board. I believe I can assist with District Policies related construction projects, community engagement and operational efficiencies. I am committed to providing quality services and programs to our community.

Thank you for consideration of my Dr. James Kohnen Scholarship Application.

Sincerely,

Ken San Filippo  
Director, Avila Beach Community Services District





Special District Leadership Foundation  
**2016 Special District Leadership Academy**  
**Dr. James Kohnen Scholarship Application**

*This scholarship is for registration fees for all four modules of the Special District Leadership Academy or the Special District Leadership Academy Conference and is open to elected/appointed special district board members from districts with budgets of less than \$10 million, who have not previously completed the Special District Leadership Academy.*

*Travel, meals (outside the conference program), and lodging are not included in scholarship funds.*

Name: <b>Ken San Filippo</b>		Title: <b>Director</b>	
District: <b>Avila Beach Community Services District</b>			
Address: <b>191 San Miguel St., P.O. Box 309</b>			
City: <b>Avila Beach</b>		State: <b>CA</b>	ZIP: <b>93424</b>
Email: <b>AvilaCSD@gmail.com</b>			
<b>Questions</b>			
Is your district budget under \$10 million? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Have you previously completed the Special District Leadership Academy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Activities available for "Dr. James Kohnen Scholarship" Funds:			
<input type="checkbox"/> SDLA Module #1: Governance Foundations: select date/location <input type="checkbox"/> March 29, 2016, Newport Beach <input type="checkbox"/> October 10, 2016, San Diego			
<input checked="" type="checkbox"/> Special District Leadership Academy (SDLA) Conference: select date/location <input checked="" type="checkbox"/> January 24 - 27, 2016, La Quinta <input type="checkbox"/> July 10 - 13, 2016, Napa			
<i>Please attach a short (one-page) response to the following questions:</i>			
Why did you seek office with a special district?			
What do you see as your role as a board member?			
<b>Applications will be reviewed by a three member sub-committee of the SDLF board and awarded on a case-by-case basis. A rolling deadline is the 15th of each month and award notification will be made by the 30th of each month as funds are available. After receiving notification of the award from SDLF, scholarship recipients must register and pay for the activity. After confirming attendance, SDLF will issue a check for reimbursement.</b>			

Please complete the above and return this application, along with your one-page response to  
 SDLF, 11121 Street, Suite 200, Sacramento, CA 95814, fax: 916.442.7889, or email [info@sdlf.org](mailto:info@sdlf.org)  
 If you have any questions, please contact SDLF CEO Neil McCormick at 916.231.2939 or [info@sdlf.org](mailto:info@sdlf.org)

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# Avila Beach Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** Training, Education, and Conferences  
**POLICY NUMBER:** 4090

**4090.1** Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities is to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

**4090.1.1** "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

**4090.2** It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

**4090.2.1** The Business Manager is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the Business Manager, together with validated receipts.

**4090.2.2** Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the President of the Board of Directors prior to incurring any reimbursable costs.

**4090.2.3** Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the General Manager and by:

**4090.2.3.1** Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

**4090.2.3.2** Directors traveling together whenever feasible and economically beneficial.

**4090.2.3.3** Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

4090.3 A Director shall not attend a conference or training event for which there is an expense to the District, if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

4090.4 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.



**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager



DATE: January 12, 2016

SUBJECT: Award Engineering Contract for Effluent Line Re-Route

**Funding:**

The approved FY 2015-16 Capital Improvement Program includes \$40,000 for project WW-2 Effluent Line Repair. Design of the piping modifications will be the first funds expended on this project.

**Recommendation:**

Authorize staff to retain MKN and Associates to prepare a preliminary engineering design Technical Memorandum for Project WW-2, Effluent Line Repair at a cost not to exceed \$7,730.

**Discussion:**

The FY 2015-16 approved Capital Improvement Program budget includes project WW-2 Effluent Line Repair. The scope of the project includes replacing two valves that are past their useful life and re-routing the existing effluent line from underneath the primary clarifier/digester building to around the building. With assistance from FRM, staff recently exposed the existing effluent line and valves so that we could identify any potential conflicts and put together a preliminary design sketch in order to get informal bids for the project.

MKN's scope of work includes identifying specific connection points, reviewing plant hydraulics to ensure the re-routing will not impact plant hydraulics and developing a Technical Memorandum that staff can use to construct the project. Staff has worked with MKN and Associates in the past on this type of work and believes they are a good fit for this type of engineering support services. MKN's proposal and scope of work is provided as an attachment to this staff report.



MKN & Associates, Inc.  
P O Box 1604  
Arroyo Grande CA 93421  
805 904 6530

December 1, 2015

Brad Hagemann, PE – Hagemann & Associates  
General Manager  
Avila Beach Community Services District  
(Submitted Electronically)

**RE: WWTP Effluent Piping Modifications**

Dear Brad,

**PROJECT UNDERSTANDING**

It is our understanding that the District is interested in relocating the existing effluent piping at the wastewater treatment plant (WWTP) from its current location within the plant building. It is proposed that this line be re-routed and buried south of the building. In addition, a new static mixer has been requested to provide better mixing for dechlorination. Recommendations for these improvements will be summarized in a technical memorandum for the District to use in procuring a contractor to perform the work. This proposal identifies the scope of work items necessary to complete this task.

**SCOPE OF WORK**

**Task Group 100 – Preliminary Engineering**

MKN will plan and attend a kickoff meeting with District staff to review the project scope, schedule, and perform a site walk of the existing piping at the WWTP to identify any specific construction or operational concerns. MKN and District staff will identify connection points, static mixer location, and possible potholing locations along the proposed alignment.

As part of the preliminary engineering task MKN will review plant hydraulics based on available record drawings to determine the effects of re-routing of the effluent line on the overall performance of the system.

MKN will coordinate a site topographical survey with the District's survey consultant. MKN will provide a recommended survey scope to ensure critical information is included on the survey.

**Task Group 200 – Draft and Final Technical Memorandum**

MKN will prepare a technical memorandum summarizing findings of the preliminary engineering tasks and recommended design features, equipment, and preliminary layout. Specific items that will be addressed in the report will include:

- Survey information
- Existing utilities and potential conflicts
- Hydraulic constraints
- Preliminary site plan and effluent piping layout

- Connection points and schematic details
- Material selection for pipelines
- Static mixer equipment and location

Two (2) hard copies of the draft technical memorandum will be provided to the District for review. A pdf copy will also be provided.

MKN will meet with the District and receive draft technical memorandum review comments for incorporation into the final memo. Two hard copies of the final technical memorandum will be provided to the District along with a pdf.

**ASSUMPTIONS:**

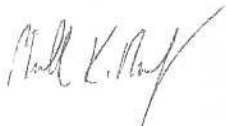
- The District will provide record drawings for the wastewater treatment plant.
- The City will contract directly with a project surveyor. MKN will develop a scope for the surveyor.
- MKN shall be entitled to rely reasonably upon the accuracy of data and information provided by or through the Client and will use good professional judgment in reviewing and evaluating such information. If MKN identifies any error or inaccuracy in data or information provided by or through the Client, or determines that additional data or information is needed to perform the services, MKN shall promptly notify the client.
- Project contract documents (plans and specs), bid phase services, and construction phase services are not currently included in this scope of work, but can be provided for an additional fee.

**BUDGET**

MKN proposes to complete this work on a time and materials basis with a budget not to exceed \$7,730. Hourly rates are attached but may be revised annually. Other direct costs will be charged with a 10% markup.

Thank you for providing MKN with the opportunity to provide professional services for your project. If you have any questions regarding this proposal, please let me know.

Sincerely,



Michael K. Nunley, PE  
Principal

**Attachments:**

- Budget
- Fee Schedule



**Proposal - ABCSD Effluent Pipe Modification Technical Memorandum**

	Principal Engineer	Project Engineer	Assistant Engineer	Drafter	Administrative Assistant	Total Hours	ODCs	Total Labor	Total Cost
<b>Task Group 100 - Preliminary Engineering</b>									
Project Kickoff Meeting and Site Visit	1	2				3	\$ 30	\$ 435	\$ 465
Information Review		2	8			10		\$ 1,190	\$ 1,190
Survey Coordination		2				2		\$ 270	\$ 270
Hydraulic Review		2	4			6		\$ 730	\$ 730
<b>Subtotal</b>	<b>1</b>	<b>8</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>21</b>	<b>\$ 30</b>	<b>\$ 2,625</b>	<b>\$ 2,655</b>
<b>Task Group 200 - TM</b>									
Draft Report Preparation	1	8	20	8	0	37	\$ -	\$ 4,185	\$ 4,185
Final Report Preparation	1	2	2	0	0	5	\$ 30	\$ 665	\$ 695
Draft Report Meeting	1					1	\$ 30	\$ 165	\$ 195
<b>Subtotal</b>	<b>3</b>	<b>10</b>	<b>22</b>	<b>8</b>	<b>0</b>	<b>43</b>	<b>\$ 60</b>	<b>\$ 5,015</b>	<b>\$ 5,075</b>
<b>TOTAL BUDGET</b>	<b>4</b>	<b>18</b>	<b>34</b>	<b>8</b>	<b>0</b>	<b>64</b>	<b>\$ 90</b>	<b>\$ 7,640</b>	<b>\$ 7,730</b>

Billing Rates	\$/hr
Principal Engineer	165
Senior Engineer	155
Project Engineer	135
Assistant Engineer	115
Drafter	80
Administrative Assistant	45



Mileage to be reimbursed at IRS rate



MKN & Associates, Inc.  
PO Box 1604  
Arroyo Grande, CA 93421  
805 904 6530

### FEE SCHEDULE FOR PROFESSIONAL SERVICES

#### ENGINEERS AND TECHNICAL SUPPORT STAFF

Project Manager	\$165/HR
Senior Project Engineer	\$155/HR
Project Engineer	\$135/HR
Senior Planner	\$125/HR
Assistant Engineer	\$115/HR
Hydraulic Analyst	\$115/HR
GIS Specialist	\$115/HR
GIS Technician	\$95/HR
Drafter	\$80/HR
Administrative Assistant	\$45/HR

*Routine office expenses such as computer usage, telephone charges, office equipment and supplies, incidental postage, copying, faxes, etc., are included in the hourly rates.*

#### DIRECT PROJECT EXPENSES

Outside Reproduction	Cost
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**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: January 12, 2016

SUBJECT: Local Agency Formation Committee, Special District Member Election

**Recommendation:**

Designate a Director as a voting delegate to attend the February 19, 2016 Special District Annual Meeting and nominate a District candidate if one is interested.

**Discussion:**

On November 23, 2015, the San Luis Obispo Chapter of the California Special District Association met as the Independent Special District Selection Committee to discuss options for selecting Special District Members to the Local Agency Formation Commission (LAFCO). The goal is to achieve a quorum at the Annual Special District meeting scheduled for February 19, 2016 at 6:00 p.m. at the Avila Beach Community Center and select Special District representation on LAFCO. A candidates' forum will be conducted at the Annual Meeting.

Balloting will be completed at the Meeting if a quorum of 16 Special Districts attends. The term for this Regular Member position would begin in May 2016 and end in December 2020. If the current LAFCO Alternate is selected as the Regular member, nominations from the floor would be submitted and balloting conducted. The full election procedure and a discussion with more background information are attached to this Staff Report.

## ***Independent Special District Selection Committee***

San Luis Obispo Chapter of the California Special District Association

**TO: Independent Special District Selection Committee Members**

**FROM: David Church, LAFCO Executive Officer**

**SUBJECT: Regular LAFCO Member Nomination Period is Open Deadline:  
January 29, 2016 - Special District Election Procedure**

**Background.** On November 23, 2015, the San Luis Obispo Chapter of the California Special District Association met as the Independent Special District Selection Committee to discuss options for selecting Special District Members to the Local Agency Formation Commission (LAFCO). The goal is to achieve a quorum at the Annual Special District meeting scheduled for February 19, 2016 at 6:00 p.m. at the Avila Beach Community Center and select Special District representation on LAFCO. A candidates' forum will be conducted at the Annual Meeting.

Balloting will be completed at the Meeting if a quorum of 16 Special Districts attends. The term for this Regular Member position would begin in May 2016 and end in December 2020. If the current LAFCO Alternate is selected as the Regular member, nominations from the floor would be submitted and balloting conducted. The full election procedure and a discussion with more background information is attached.

**Nomination Instructions.** Please place this item on the Board's agenda and consider taking action on the following:

- 1) Designate a Director as a voting delegate to attend the February 19, 2016 Special District Annual Meeting in Avila Beach.
- 2) If the District would like to nominate a candidate obtain consent from the Director you intend to nominate and complete the attached form. A nomination must be approved by the District's Board.
- 3) Nominations are required to be submitted by **5:00 p.m. January 29, 2016**. Late nominations will not be considered. The completed and signed nomination form (attached) may be submitted to the LAFCO office via Mail, Fax-788-2072, or e-mail to [DChurch@slolafco.com](mailto:DChurch@slolafco.com). The form must be signed by the General Manager or Board President, and the Nominee.

If you have any questions, please contact me at 781-5795 or [Dchurch@slolafco.com](mailto:Dchurch@slolafco.com).



# ***Independent Special District Selection Committee***

San Luis Obispo Chapter of the California Special District Association

## **Election Procedure**

- 1- **Determining a Quorum.** All Districts shall be notified of the special district election for the LAFCO member and are eligible to participate. The quorum is based on the total number of Districts that have participated in the last nine elections (30) over a five-year period. A quorum of 16 District Representatives in attendance at the meeting would be considered. If a District that has not participated in the nine prior elections does participate, it would be counted as part of the quorum and its vote would be valid. The quorum policy would apply to the email election process as well.
- 2- **Designate Voting Delegates.** Special Districts shall designate the presiding officer or another board member as the voting delegate for the Selection Committee meeting.
- 3- **Nomination Procedure.** A notice of nomination would be emailed to the Special Districts requesting that nominations be submitted within 45 days. The Candidates' Statements of Qualification would be submitted at the same time. Nominations may be received from the floor at the meeting.
- 4- **Alternate Position.** If the Alternate LAFCO Commissioner is elected to the Regular position, nominations from the floor for filling the term of the vacated Alternate may be considered and a vote conducted at the meeting.
- 5- **Election Procedure.**
  - a. A candidate's information package is emailed to all Special Districts prior to the Annual Meeting. It would include a list of the nominees and their Statements of Qualification. The package would be emailed as soon as the nomination period ends and the package can be compiled.
  - b. Special District Roll Call is conducted to determine if the Selection Committee has a quorum. Ballots would be distributed at the meeting.
  - c. Each candidate shall be given up to five minutes at the Selection Committee Meeting to present his/her qualifications.
  - d. If a quorum of 16 District Representatives is achieved, the District representatives in attendance complete and submit ballots and the election is conducted.
  - e. The ballots would be counted by three reviewers appointed by the Selection Committee.
  - f. Results would be announced at the Selection Committee Meeting.
  - g. If a quorum is not achieved at the meeting, the voting period would be extended for 45 days. Districts that were not present would be emailed a ballot and instructions. Districts in attendance at the meeting may submit ballots at that time if they choose.



***Independent Special District Selection Committee***

San Luis Obispo Chapter of the California Special District Association

**NOMINATION FOR LAFCO**

**SPECIAL DISTRICT MEMBER**

The \_\_\_\_\_  
(Insert Name of Special District)

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

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

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

\_\_\_\_\_  
Insert Date of Board Action

\_\_\_\_\_  
General Manager or Chairman/President

\_\_\_\_\_  
Consent of the Nominee - Signature

## ***Independent Special District Selection Committee***

San Luis Obispo Chapter of the California Special District Association

**TO: Independent Special District Selection Committee Members**

**FROM: David Church, LAFCO Executive Officer**

**SUBJECT: Background Information Special District Election Procedure**

The Cortese-Knox-Hertzberg Act (CKH) provides regulatory guidance on how to conduct the Independent Selection Committee's business. Here are some of the key points:

- The CKH Act calls on the selection committee to select representatives to LAFCO
- A Quorum of presiding officer or designee is needed to conduct an election at meeting
- Currently there are 35 total Special Districts in the County = 18 for a Quorum

The existing process is conducted by LAFCO using the following process:

- Nomination and Balloting are completed via email process
- The nomination period is 35-45 days
- The balloting period is 35-45 days

The Selection Committee is responsible for the selection of Special District representatives to serve on LAFCO. Over the years a quorum (18) of the 35 Special Districts in the County has never been achieved at a meeting of the Selection Committee. This being the case, LAFCO has conducted the elections via electronic mail. While effective in selecting a LAFCO Commissioner (and better than certified mail), the email process is time-consuming and provides little opportunity for candidates to be considered by the Districts.

In the prior nine elections over the last five years, it was found that five Special Districts had not participated in any of the elections. The Selection Committee approved an alternative method for calculating a quorum based on 30 total Districts that had participated at least once over the prior nine elections. All 35 Special Districts would continue to be noticed and can participate as part of the Selection Committee. This provides for a reduced quorum number of 16, which is more achievable at the Annual Meeting. The full election procedure is attached. A candidates' forum would be conducted at the Annual Meeting. The term for this position would begin in May 2016 and run through December 2020.

