

**MINUTES OF REGULAR MEETING
December 12th, 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 11:00 a.m. on the above date, in the Avila Beach Community Services District Building, 100 San Luis Street, Avila Beach, California.

2. ROLL CALL

Board Members Present: Pete Kelley
 Lynn Helenius
 Kristin Berry
 Ara Najarian

Absent: None

Staff Present: Brad Hagemann, General Manager and District Engineer
 Kristi Dibbern, Accounting Clerk
 Cara Aguiar, Operations FRM
 Mike Seitz, Legal Counsel

3. PUBLIC COMMENTS

Ms. Anne Brown, of Avila Beach wished everyone a “Merry Christmas”.

The Oath of Office was taken by all four of the elected Directors of Avila Beach CSD. Director Kristin Berry will serve a 2 year term ending December 31st, 2020. Directors Peter Kelley, Lynn Helenius, and Ara Najarian will serve 4 year terms ending December 31st, 2022. One position on the Board remains vacant. GM Hagemann announced the Garbage’s Annual Holiday Reception is Friday, December 14th from 6:30 – 8:30 PM at the Madonna Expo Center.

4. INFORMATION AND DISCUSSION ITEMS

A. County Reports

Cal Fire:

Battalion Chief Lee reported 43 calls during November, 21 of those were for medical assistance. Cal Fire is currently downsizing equipment and staff due to recent rainfall and lack of fire danger during the winter season. Vegetation management and clearing is taking place near the Bob Jones trail. Lee reported the Lighthouse controlled burn is on hold until the winds shift. Cal Fire will be present at the Polar Bear Dip on Tuesday, January 1st at noon on Avila Beach. Also Cal Poly students are assisting Cal Fire with G.I.S. mapping. Chief Lee reminded the Board and

public to close the interior doors to your homes at night. This can prevent fire from spreading from room to room if a fire breaks out.

SLO Sheriff:

Commander Michael Manuele reported 86 calls for service. A six percent increase during November compared to last year's data. Higher than normal public intoxication calls were due to a concert in town, 3 assault and battery calls, 1 petty theft and 3 burglaries were also reported.

B. Reports on Conferences, Meetings and General Communications.

Peter Kelley mentioned that he attended the County Planning Review Board meeting regarding the Avila Schoolhouse project. Anne Brown, Avila Beach mentioned that she was also interested in this project.

5. CONSENT ITEMS

President Kelley introduced the consent items and inquired if any member of the Board or public wished to address any items. Legal Counsel, Mike Seitz suggested the Item "A" the November Special Meeting Minutes be removed from the consent items to a separate agenda item.

ITEM A: Minutes of November 14th, 2018 Regular Meeting was removed from Consent:

- B. Monthly Financial Review for November
- C. General Manager and District Engineer Report
- D. Water and Wastewater Superintendent Report for November

GM Hagemann reported the county tax revenues increase in November and December; Connection Fees were "cleaned up" based on a double billing and an adjustment for Sullivan when the project was reduced to 2 houses vs. 3 houses as initially proposed. The Zone 3 TAC met on November 15th, 2018. The meeting included the topic of Cloud Seeding. Preventative Maintenance at WWTP and Plans for taking primary clarifier off-line for inspection and preventative maintenance are taking place. No violations for the month of November were reported. A motion was made by Director Najarian to accept the Consent Items minus Item "A". Vice President Helenius seconded the motion and it passed with a roll call vote 4-0.

AYES: Ara Najarian
Lynn Helenius
Pete Kelley
Kristin Berry

NOES: None

ABSENT: None

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

Item A: Minutes from November 14th, 2018 Special Meeting. A motion was made by President Kelley to adopt the Item "A", and seconded by Director Berry it passed with a roll call vote 3-0. (Vice President Helenius did not vote.)

AYES: Pete Kelley
 Kristin Berry
 Ara Najarian

NOES: None

ABSENT: None

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

A. Election of Officers and Board Committee Appointments

Director Pete Kelley was nominated for President by Director Najarian. No further nominations were taken for President. Lynn Helenius was nominated for the office of Vice President by Director Najarian. No further nominations were taken. Via Acclamation Director Kelley was elected President and Director Helenius was elected Vice President for a one year term. After some discussion among the Board members the following committee appointments were made via acclamation:

Finance: Lynn Helenius and Ara Najarian
Personnel: Peter Kelley and Kristin Berry
Facilities: Peter Kelley and Kristin Berry
Drought Conditions: Lynn Helenius and Ara Najarian

B. Designate a voting Director and Nomination of Alternate Special District LAFCO Representative

GM Hagemann introduced the item and stated the Board of Directors are requested to delegate a District voting representative for the upcoming CSDA annual meeting, approve the Alternative Quorum Procedure and if interested complete the nomination form for the LAFCO Special District Representative. President Kelley nominated Kristin Berry to represent Avila at the CSDA annual meeting as the District's voting representative on January 25th, 2019 and made the motion to approve the Alternative Quorum Procedure. Director Najarian seconded the motion and it passed with a roll call vote 4-0.

AYES: Pete Kelley
 Ara Najarian
 Lynn Helenius
 Kristin Berry

NOES: None

ABSENT: None

C. Board Consideration of Opting-In to the PG&E Sponsored LED Retrofit Program for Decorative Street Lights

Hagemann introduced the item as a follow-up item from the November Board Meeting and provided a brief summary of previous Board actions on this topic. Staff's recommendation was to Opt-In to the decorative street lights retrofitting program. The Board did not want to Opt-In at this time but preferred to be put on the "PG&E Retrofit Waiting List". President Kelley made a motion to be put on the waiting list for the decorative light program. Director Najarian seconded the motion and it passed with a roll call vote 4-0.

AYES: Pete Kelley
Ara Najarian
Lynn Helenius
Kristin Berry

NOES: None

ABSENT: None

D. Public Hearing and Second Reading of an Ordinance Regarding Placement and Removal of Garbage and Recycled Materials Containers Ordinance No 2018-01 Placement of Garbage Containers.

GM Hageman introduced the item and stated that the Board directed staff and Legal Counsel to prepare a draft Ordinance that will require customers to place the garbage containers on the curb NO EARLIER 24 hours prior to pick-up and requires customer to bring containers in off the street NO LATER than 12 hours after pick-up. The Board reviewed the preliminary draft of this Ordinance at the October 2018 Board meeting. Staff made some changes regarding the penalties section of the Ordinance. The first reading of the Ordinance took place at the November 2018 Board Meeting. Today's meeting is to provide the Draft Ordinance for a Second Reading. The ordinance was read by Title Only by President Kelley. The floor was Opened for Public Hearing to take public comment. President Kelley commented that if the Ordinance is not strict enough changes can be made later.

The Public Hearing was Closed. Director Najarian made the motion to adopt Ordinance No. 2018-01. Director Helenius seconded the motion and it passed with a roll call vote 4-0.

AYES: Pete Kelley
 Lynn Helenius
 Ara Najarian
 Kristin Berry

NOES: None

ABSENT: None

E. Award Contract for Engineering Services for Investigation and Preliminary Design Work for the San Miguel Sewer Line Replacement Project.

GM Hageman introduced the item by reminding the Board that the 2010 Collections System Master Plan recommended replacement of approximately 900 LF of gravity sewer collection line along San Miguel Street due to “insufficient capacity”. Staff included this project in FY 2018/19 – FY 2019/20 Capital improvement program budget. However, with an estimated construction cost of \$500 – \$600k and major disruption to one of the main roads in and out of Avila staff determined it would be prudent to evaluate the current conditions and future demands of the collection line to make sure the project as proposed is warranted. Staff met with the GTA Engineers and they suggested some investigative work that would provide current information for the scope and preliminary design of the project.

Staff recommends the Board retain GTA to perform the Testing and Oversight work as outlined in their proposal for an amount not to exceed (NTE) \$21,300.

President Kelley made the motion to award the contract to GTA for a not to exceed amount of \$21,300. Director Najarian seconded the motion and it passed with a roll call vote 4-0.

AYES: Pete Kelley
 Ara Najarian
 Lynn Helenius
 Kristin Berry

NOES: None

ABSENT: None

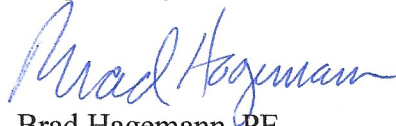
8. COMMUNICATIONS:

ADJOURNMENT: The meeting was adjourned at 1:15 p.m.

The next regular meeting of the Avila Beach Community Services District is scheduled for Wednesday, January 9th, 2018 at 11:00 AM 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,

A handwritten signature in blue ink that reads "Brad Hagemann". The signature is written in a cursive, flowing style.

Brad Hagemann, PE
General Manager