

AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424
Meeting Room and Office – 100 San Luis Street, Avila Beach
Telephone (805) 595-2664 FAX (805) 595-7623
E-mail: avilacsd@gmail.com

BOARD MEETING AGENDA

1:00 P.M. (Pacific Time) Tuesday, November 10th, 2020

PURSUANT TO THE GOVERNOR'S EXECUTIVE ORDER N-29-20, MEMBERS OF THE BOARD OF DIRECTORS, STAFF AND PUBLIC MAY PARTICIPATE IN THIS MEETING VIA TELECONFERENCE AND/OR ELECTRONICALLY.

**THE DISTRICT OFFICE WILL NOT BE OPEN TO THE PUBLIC.
PUBLIC SHOULD ACCESS VIA ZOOM MEETING OR PHONE.**

ZOOM MEETING: <https://us02web.zoom.us/j/4111787571>

Meeting ID: 411 178 7571

Password: No Password Required.

BY PHONE: 1-669-900-9128

- 1. CALL TO ORDER: 1:00 P.M.**
- 2. ROLL CALL: Board Members:**
 - Pete Kelley, President
 - Lynn Helenius, Vice President
 - Ara Najarian, Director
 - Kristin Berry, Director
 - Howie Kennett, Director
- 3. PUBLIC COMMENT**

Members of the public wishing to comment or bring forward any items concerning District operations **which do not appear on today'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. October Board Meeting Minutes
- B. Monthly Financial Reviews for October
- C. General Manager and District Engineer Report
- D. Water and Wastewater Superintendent Reports for October
- E. Multi-Jurisdictional Hazard Mitigation Plan – Adoption of Avila Beach Community Services District Resolution No. 2020-09

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. District Financial Audit for Fiscal Year 2019-20
(Action Required: Receive draft report and presentation by Fedak and Brown, the District’s independent Auditor; Adopt Audit Report or provide other direction to staff)
- B. Certification of Mitigated Negative Declaration (MND) for Wastewater System Improvements, Resolution No. 2020-08
(Action Required: Consider Adoption of Resolution No. 2020-08 Providing Certification of the MND for the Wastewater System Improvements Project.)
- C. Award Contract for Final Design and Bid Services for the Wastewater Treatment Plant Redundancy Project
(Action Required: Consider Awarding a Contract for Professional Services or Provide Other Direction to staff)
- D. Consider Retaining New General Counsel
(Action Required: Information Item, update from Personnel Committee)

8. COMMUNICATIONS/ CORESPONDENCE

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

9. Adjourn to next regularly scheduled meeting on December 14, 2020.

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, 100 San Luis 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.

**MINUTES OF REGULAR MEETING
Avila Beach Community Services District
Tuesday, October 13, 2020
1:00 P.M.**

PURSUANT TO THE GOVERNOR'S EXECUTIVE ORDER N-29-20, MEMBERS OF THE BOARD OF DIRECTORS, STAFF AND PUBLIC PARTICIPATED IN THIS MEETING VIA TELECONFERENCE AND/OR ELECTRONICALLY.

**BOARD MEETING
1:00 P.M. (Pacific Time) Tuesday, October 13th, 2020**

ZOOM MEETING: 411 178 7571

Meeting ID: <https://us02web.zoom.us/j/4111787571>

BY PHONE: 1-669-900-9128

1. CALL TO ORDER

President Kelley called the meeting of the Board of Directors of the Avila Beach Community Services District, to order at 1:00 P.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 via Zoom:	Lynn Helenius Pete Kelley
Board Members Present:	Howie Kennett
Board Members Absent:	Ara Najarian Kristin Berry
Staff Present:	Brad Hagemann, General Manager and District Engineer Kristi Dibbern, Accounting
Staff Present via Zoom:	Mike Seitz, Legal Counsel Cara Aguiar, FRM

3. PUBLIC COMMENTS - No Public Comments.

4. INFORMATION AND DISCUSSION ITEMS

A. County Reports

Cal Fire: CAL Fire - Battalion Chief Paul Lee stated that there were 62 calls for service of which 32 were medically related. Over 4 million acres have burned in California. We have the support of the National Guard who are receiving training from Cal Fire as hand crews. Chief Lee suggested with the high winds be sure to clear 5 feet away from your home and out-buildings. Chief Lee pointed out that Cal Fire's website has a number of applications available to assist with CPR and First Aid Procedures. There is also an app "Pulse Point" for your smart devices with emergency information and live coverage for incidents in SLO County.

Sheriff's Report: Lt. Stuart MacDonald introduced himself as he is newly assigned to our local station. Seventy nine calls for service this month. There were: two batteries and assaults, 22 disturbances, 4 vehicle burglaries, 10 thefts, 3 vehicles vandalized, 3 mailbox thefts and five suspicious circumstances reported. The Sheriff's proactive efforts include 34 enforcements including 30 stops, 3 bicycles and one pedestrian. One nuisance package delivery was brought to the officer's attention.

B. Conferences, Meetings and General Communications. General Manager Brad Hagemann announced there will be a CSDA Virtual meeting on October 29, at 11:00 via Zoom. Directors are welcome to join.

Director Berry joined the meeting in person at the District office at 1:19 P.M.

5. CONSENT ITEMS

Legal Counsel Seitz commented that since Director Berry was not present at the September meeting, she should not participate in the vote to approve the September meeting minutes. President Kelley made a motion to approve the Consent Items except Item 5.A. September meeting minutes. The motion was seconded by Director Kennett and it passed with a roll call vote 3-0.

AYES: Pete Kelley
 Howie Kennett
 Lynn Helenius
NOES: None
ABSENT: Ara Najarian

Director Berry made a motion to approve Consent Items Item 5.A. September meeting minutes. The motion was seconded by Director Kennett and it passed with a roll call vote 4-0.

AYES: Kristin Berry
 Howie Kennett
 Pete Kelley
 Lynn Helenius
NOES: None
ABSENT: Ara Najarian

6. DISCUSSION OF PULLED CONSENT ITEMS: None

7. BUSINESS ITEMS:

A. Award Notice of Intent to Purchase Membrane Bioreactor Unit to Cloacina, LLC.

GM Hageman summarized the staff report noting that staff and consultant (MKN) have gone through a thorough process to prepare a Request for Proposals (RFP), review and rank proposals to provide a recommendation on which firm to select to manufacture the Membrane Bioreactor Unit. Staff concluded that Cloacina LLP was clearly the best fit for the CSD for a number of reasons: Price, local vendor that will save on shipping costs, familiarity with operations and maintenance of the ABCSD WWTP and the best methods for integrating the MBR in to the CSD WWTP. Staff recommended the Board issue a Notice of Intent to Purchase to Cloacina, LLC as the best vendor for the MBR.

Director Helenius made a motion directing staff to prepare and issue a Notice of Intent to Purchase MBR unit. It was seconded by Director Berry and it passed with a roll call vote 4-0.

AYES: Lynn Helenius
Kristin Berry
Howie Kennett
Pete Kelley

NOES: None

ABSENT: Ara Najarian

B. Notice of Intent to Adopt a Mitigated Negative Declaration (MND) for Wastewater System Improvements.

This was an information only item for the Board.

COMMUNICATIONS/CORRESPONDENCE.

ADJOURNMENT: The meeting was adjourned at 2:15 P.M.

The next regular meeting of the Avila Beach Community Services District is scheduled for Tuesday, November 10th, 2020 at 1:00 PM at 100 San Luis Street, Avila Beach.

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


Respectfully submitted,

Brad Hagemann, PE
General Manager

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

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: November 10th, 2020

SUBJECT: Monthly Financial Review for October 2020

Recommendation:

Receive and file report.

Overall Monthly Summary

During the month of October, the District deposited \$160,268.67 and incurred \$97,364.83 in expenses (cash basis). Income included \$65,904.98 in County tax income and \$89,095.71 in monthly water and sewer fees. Detailed financial reports including a Balance Sheets, Deposits by Fund, Checks by Fund and Profit and Loss Sheets are provided for your information for the month of October.

Utility Service Billing

The District billed approximately \$87,609.55 in water and sewer service charges in October. Customer Rate Assistance reduced billing charges to the District in the amount of \$1,486.16.

Operation and Maintenance

The Fluid Resource Management (FRM) Statement for October is attached to this report.

	<u>Oct 20</u>
Ordinary Income/Expense	
Income	
4000 · Income Summary	
4010 · Operating Revenue	89,095.71
4012 · Solid Waste Franchise Fee	2,396.13
4030 · County Taxes	65,904.98
	<u>157,396.82</u>
Total 4000 · Income Summary	<u>157,396.82</u>
Total Income	<u>157,396.82</u>
Gross Profit	157,396.82
Expense	
5100 · Merchant Credit Card Fees	
5110 · Amex	14.85
5120 · Chase Paymentech	124.26
5140 · Invoice Cloud	421.58
	<u>560.69</u>
Total 5100 · Merchant Credit Card Fees	560.69
5200 · Payroll Expenses	
5210 · Gross Wages	
5211 · Regular Pay	3,153.22
5012 · Holiday Pay	0.00
5014 · Sick Pay	0.00
5016 · Vacation Pay	0.00
	<u>3,153.22</u>
Total 5210 · Gross Wages	3,153.22
5230 · Payroll Taxes	57.32
5240 · Health & Medical Exp.	
5242 · Health Ins / Other	800.00
	<u>800.00</u>
Total 5240 · Health & Medical Exp.	800.00
5250 · PERS Company Pd Expense	
5256 · PERS Co Pd Kristi	577.00
	<u>577.00</u>
Total 5250 · PERS Company Pd Expense	577.00
5280 · Payroll Administration & Misc.	104.12
	<u>104.12</u>
Total 5200 · Payroll Expenses	4,691.66
6000 · Administrative Overheads	
6102 · Accounting	1,200.00

Avila Beach Community Services District
Profit & Loss
October 2020

	<u>Oct 20</u>
6103 · Accounting Audit	2,600.00
6120 · Dues & Subscriptions	5,492.99
6135 · Legal	828.00
6140 · Office Supplies & Postage	
6142 · Postage & Shipping	163.45
6143 · Supplies, Office	82.47
6140 · Office Supplies & Postage - Other	14.73
Total 6140 · Office Supplies & Postage	<u>260.65</u>
6150 · Rate Assistance	1,486.16
6170 · Website	200.00
Total 6000 · Administrative Overheads	<u>12,067.80</u>
6500 · Operating Expenses	
6503 · Chemicals	5,086.84
6505 · Contract Labor O & M	19,591.88
6506 · Contract Labor GM	5,147.50
6507 · Contract Labor Civil Engineer	6,090.00
6510 · Critical Spare Parts	1,304.97
6518 · Equipment Expense	131.99
6520 · Equipment Repair & Maint.	
6522 · Equip. Rep. & Maint-Avila & HD	9,355.97
6524 · Equip. Rep. & Maint. Avila Only	13,491.63
6520 · Equipment Repair & Maint. - Oth...	6,985.03
Total 6520 · Equipment Repair & Maint.	<u>29,832.63</u>
6525 · Fat Oil & Grease (FOG)	250.00
6530 · Generator Maintenance	2,030.00
6535 · Insurance P/L	1,919.00
6540 · Lab Tests	3,417.00
6542 · Maintenance	615.00
6550 · Operating Supplies	843.39
6555 · Permits & Fees	57.30
6580 · Solids Handling	2,706.00
6585 · Telephone / Internet	541.41
6590 · Utilities	4,404.54
6500 · Operating Expenses - Other	50.28
Total 6500 · Operating Expenses	<u>84,019.73</u>
Total Expense	<u>101,339.88</u>
Net Ordinary Income	56,056.94

Avila Beach Community Services District
Profit & Loss
October 2020

	<u>Oct 20</u>
Other Income/Expense	
Other Expense	
8200 · Non-Operating Expenses	
8230 · Capital Purchases in Prog Sani	
8246 · WW Swr Ln Rplmt San Migl	
8246c · WW Swr Ln Rplmt Sn Migl Pha...	57.50
Total 8246 · WW Swr Ln Rplmt San Migl	<u>57.50</u>
Total 8230 · Capital Purchases in Prog Sani	<u>57.50</u>
Total 8200 · Non-Operating Expenses	<u>57.50</u>
Total Other Expense	<u>57.50</u>
Net Other Income	<u>-57.50</u>
Net Income	<u><u>55,999.44</u></u>

Avila Beach Community Services District
Balance Sheet
As of October 31, 2020

	<u>Oct 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Summary	
1005 · Customer Cash	152.40
1008 · Petty Cash	8.02
1010 · Pacific Premier Checking	980,899.24
1050 · LAIF	3,112,997.50
Total 1000 · Cash Summary	<u>4,094,057.16</u>
Total Checking/Savings	4,094,057.16
Accounts Receivable	
1200 · *Accounts Receivable	85,534.50
Total Accounts Receivable	85,534.50
Other Current Assets	
1250 · Receivables	
1255 · Interest Receivable	19,364.33
1270 · Taxes Receivable	9,530.07
1280 · Water & Sewer Billings	117,927.53
Total 1250 · Receivables	<u>146,821.93</u>
1400 · Prepaid Summary	
1410 · Prepaid Insurance	16,606.11
Total 1400 · Prepaid Summary	<u>16,606.11</u>
Total Other Current Assets	<u>163,428.04</u>
Total Current Assets	4,343,019.70
Fixed Assets	
1600 · Fixed Assets & Acc. Depr.	
1605 · Office Equipment	
1606 · Copier Samsung 2012	8,233.58
1609 · Office Equipment Accum Depr	-8,233.58
Total 1605 · Office Equipment	0.00
1610 · Fixed Asset -Office & Admin.	
1612 · Office Furniture cost	4,526.21
1614 · Office Furniture Accum Dep.	-4,526.21
Total 1610 · Fixed Asset -Office & Admin.	0.00
1620 · Fixed Assets - Sanitary	
1622 · Land	60,314.10
1626 · Collection Assets	
1627 · Collection Assets Cost	1,318,875.26
1628 · Collect Assets Accum Depr	-497,174.62
Total 1626 · Collection Assets	<u>821,700.64</u>
1630 · Disposal Equipment	

Avila Beach Community Services District
Balance Sheet
As of October 31, 2020

	<u>Oct 31, 20</u>
1631 · Disposal Equip Cost	611,174.66
1632 · Disposal Equip Accum Depr	-264,042.83
Total 1630 · Disposal Equipment	<u>347,131.83</u>
1635 · Treatment Plant	
1636 · Treatment Plant Original	105,000.00
1637 · Treatment Plant Addition	2,049,098.30
1638 · Treatment Plant Accum Dep	-1,177,733.59
Total 1635 · Treatment Plant	<u>976,364.71</u>
1642 · Treatment Equipment	
1643 · Treatment Equip Cost	1,087,410.54
1644 · Treatment Equip Accum Depr	-704,848.55
1642 · Treatment Equipment - Other	205,485.61
Total 1642 · Treatment Equipment	<u>588,047.60</u>
Total 1620 · Fixed Assets - Sanitary	<u>2,793,558.88</u>
1650 · Fixed Assets - Water	
1652 · Equipment	
1653 · Equipment Cost	21,136.28
1654 · Equipment Accum Depr	-21,136.28
1652 · Equipment - Other	74.79
Total 1652 · Equipment	<u>74.79</u>
1656 · Distribution Assets	
1657 · Distribution Assets Cost	1,263,996.77
1658 · Dist Assets Accum Depr	-657,239.98
Total 1656 · Distribution Assets	<u>606,756.79</u>
Total 1650 · Fixed Assets - Water	<u>606,831.58</u>
1680 · Structures - Fixed Asset	
1681 · Structures GFAAG - Sani & FA	74,061.65
1682 · Gen / Fire Accum Dep	-38,345.77
Total 1680 · Structures - Fixed Asset	<u>35,715.88</u>
1690 · Construction in Progress	66,397.23
Total 1600 · Fixed Assets & Acc. Depr.	<u>3,502,503.57</u>
Total Fixed Assets	<u>3,502,503.57</u>
Other Assets	
1800 · Deferred Outflows of Resources	27,497.00
Total Other Assets	<u>27,497.00</u>
TOTAL ASSETS	<u><u>7,873,020.27</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	

Avila Beach Community Services District
Balance Sheet
As of October 31, 2020

	<u>Oct 31, 20</u>
Accounts Payable	
2100 · Accounts Payable	55,158.45
Total Accounts Payable	<u>55,158.45</u>
Other Current Liabilities	
2200 · Payroll Liabilities	
2201 · Accrued Payroll	1,772.34
2260 · Vacation Payable	944.10
2262 · Sick Pay Accrued	274.60
2250 · PERS Liability	394.14
Total 2200 · Payroll Liabilities	<u>3,385.18</u>
2300 · Deposits Held	
2303 · Water Deposits Held	4,610.00
Total 2300 · Deposits Held	<u>4,610.00</u>
Total Other Current Liabilities	<u>7,995.18</u>
Total Current Liabilities	63,153.63
Long Term Liabilities	
2400 · Net Pension Liability	126,061.00
2500 · Deferred Inflows of Resources	9,791.00
Total Long Term Liabilities	<u>135,852.00</u>
Total Liabilities	199,005.63
Equity	
3000 · Opening Bal Equity	177,730.13
3900 · Retained Earnings	7,670,171.36
Net Income	-173,886.85
Total Equity	<u>7,674,014.64</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,873,020.27</u></u>

Avila Beach Community Services District
Checks by Fund w/Accounts
 October 2020

11/04/20

Type	Date	Num	Name	Memo	Account	Amount	Balance
Check	10/02/2020		Paymenttech		5120 · Chase Paymentech	12.77	12.77
Check	10/05/2020	EFT	Adobe.com	merchant cc fees	6120 · Dues & Subscripti...	14.99	27.76
Check	10/05/2020	EFT	Public Employees Retirement Sy...	Kristi 8/16 - 8/30/20	2250 · PERS Liability	191.22	218.98
Check	10/05/2020	EFT	Public Employees Retirement Sy...	Kristi 8/16 - 8/30/20	5256 · PERS Co Pd Kristi	278.86	497.84
Check	10/05/2020	EFT	Public Employees Retirement Sy...	Kristi 9/1 - 9/15/20	2250 · PERS Liability	240.00	737.84
Check	10/05/2020	EFT	Public Employees Retirement Sy...	Kristi 9/1 - 9/15/20	5256 · PERS Co Pd Kristi	66.19	804.03
Check	10/05/2020	EFT	Public Employees Retirement Sy...	Kristi 9/16 - 9/30/20	2250 · PERS Liability	213.66	1,017.69
Check	10/05/2020	EFT	Public Employees Retirement Sy...	Kristi 9/16 - 9/30/20	5256 · PERS Co Pd Kristi	34.88	1,052.57
Check	10/05/2020		Paymenttech	merchant cc fees	5120 · Chase Paymentech	28.63	1,081.20
Check	10/05/2020		American Express Discount	Amex	5110 · Amex	14.85	1,096.05
Check	10/06/2020		InvoiceCloud		5140 · Invoice Cloud	421.58	1,517.63
Check	10/07/2020		Staples	# 9902778996	6143 · Supplies, Office	56.61	1,574.24
Check	10/07/2020	2792	Nikki Engle Bookkeeping	Inv. 2549 9/30/20	6102 · Accounting	720.00	2,294.24
Check	10/07/2020	2795	Fedak & Brown, LLP	Audit FY 2019/20	6103 · Accounting Audit	2,600.00	4,894.24
Check	10/07/2020		Paymenttech	merchant cc fees	5120 · Chase Paymentech	12.87	4,907.11
Check	10/08/2020	2797	Ultrex	Invoice 323940 Konica Minolta C360i Copy ...	6550 · Operating Supplies	32.44	4,939.55
Check	10/08/2020		U.S. Postal Service	Board Packets	6142 · Postage & Shipping	11.00	4,950.55
Check	10/09/2020		Staples		6143 · Supplies, Office	25.86	4,976.41
Check	10/10/2020	EFT	Cal Tec Computers	computer repairs	6524 · Equip. Rep. & Main...	40.00	5,016.41
Check	10/10/2020	2802	Hagemann & Associates	Contract Labor GM Sept 27th - Oct 10, 2020	6506 · Contract Labor GM	2,465.00	7,481.41
Check	10/13/2020	2805	Michael W. Seitz, Attorney at Law	Closed Session and Cancelled Meeting Notice	6135 · Legal	522.00	8,003.41
Check	10/13/2020	2805	Michael W. Seitz, Attorney at Law	General Legal Counsel	6135 · Legal	306.00	8,309.41
Check	10/14/2020		Amazon	ORDER # 111-9315112-8514619	6518 · Equipment Expense	107.24	8,416.65
Check	10/15/2020		Paymenttech	merchant cc fees	5120 · Chase Paymentech	13.62	8,430.27
Check	10/16/2020		Paymenttech	merchant cc fees	5120 · Chase Paymentech	11.06	8,441.33
Check	10/20/2020		Brezden Pest		6542 · Maintenance	425.00	8,866.33
Check	10/21/2020		U.S. Postal Service	10/1/20 Garris Will Serve	6142 · Postage & Shipping	1.20	8,867.53
Check	10/21/2020		U.S. Postal Service	5/30/19	6142 · Postage & Shipping	1.15	8,868.68
Check	10/21/2020		Miners Ace Hardware	7/14/19 Grate Tool reimburse Marcos	6518 · Equipment Expense	16.14	8,884.82
Check	10/21/2020		CVS	9/2/20 Water	6140 · Office Supplies & ...	6.69	8,891.51
Check	10/21/2020		Key Solutions	7/18/19 duplicate keys	6140 · Office Supplies & ...	8.04	8,899.55
Check	10/21/2020		Change for Customer Cash	4/15/19 note	3000 · Opening Bal Equity	5.00	8,904.55
Check	10/21/2020		BALANCE ADJUSTMENT	correct Petty Cash Balance	3000 · Opening Bal Equity	31.43	8,935.98
Check	10/21/2020		Miners Ace Hardware	10/19/20 Reimburse Dibbern toilet repair	6518 · Equipment Expense	8.61	8,944.59
Check	10/21/2020		Paymenttech	merchant cc fees	5120 · Chase Paymentech	45.31	8,989.90
Check	10/22/2020	EFT	PG&E	100 San Luis St.	6590 · Utilities	155.77	9,145.67
Check	10/22/2020	2806	Calif Special Districts Association	Annual Dues 2021	6120 · Dues & Subscripti...	5,478.00	14,623.67
Check	10/22/2020	2807	Nikki Engle Bookkeeping	Inv. 2563 10/14/20	6102 · Accounting	480.00	15,103.67
Check	10/22/2020	2808	Ultrex	Konica Minolta C360i Copy Machine Inv. 325...	6550 · Operating Supplies	34.86	15,138.53
Check	10/25/2020	EFT	Spectrum	Acct #. 8245100980033571	6585 · Telephone / Internet	214.95	15,353.48
Check	10/27/2020	2809	Creative Technologies, Inc.	Inv. 5832 Customer Number 849 Run Date0...	6142 · Postage & Shipping	150.10	15,503.58
Check	10/28/2020	EFT	Digital Deployment	monthly ABCSD Streamline	6170 · Website	200.00	15,703.58
Check	10/29/2020	2814	Hagemann & Associates	GM Contract Labor	6507 · Contract Labor Ci...	870.00	16,573.58
Check	10/29/2020	2815	Coastline Cleaning Co.	Office Maintenance Inv. 2165 (Sept 2020)	6542 · Maintenance	165.00	16,738.58

Avila Beach Community Services District
Checks by Fund w/Accounts
October 2020

11/04/20

Type	Date	Num	Name	Memo	Account	Amount	Balance	
Check	10/29/2020	2815	Coastline Cleaning Co.	Exterior Clean Up of Leaves, Sand and Debr...	6542 · Maintenance	25.00	16,763.58	
Total General / Admin							16,763.58	16,763.58
Lights								
Check	10/02/2020	EFT	PG&E	Colony Lights acct # 5992155362-0	6590 · Utilities	101.68	101.68	
Check	10/02/2020	EFT	PG&E	Town Lights acct # 0690976984-3	6590 · Utilities	495.74	597.42	
Check	10/23/2020	EFT	PG&E	Front St. Lights acct# 5796765606-7	6590 · Utilities	345.81	943.23	
Total Lights							943.23	943.23
Sanitary								
Check	10/02/2020	EFT	South County Sanitary Service	Acct. Number 4120-3104357 2 Yd Dumpster	6590 · Utilities	134.02	134.02	
Check	10/07/2020	EFT	USA Bluebook	Inv. 229619 Flow Meter for Wastewater	6522 · Equip. Rep. & Mai...	3,498.53	3,632.55	
Check	10/07/2020	2789	Santa Maria FAMCON Pipe & Su...	Inv. #S100026465.001 9/2/2020	6522 · Equip. Rep. & Mai...	1,334.36	4,966.91	
Check	10/07/2020	2790	Farm Supply	Mouse Traps	6524 · Equip. Rep. & Main...	25.41	4,992.32	
Check	10/07/2020	2791	San Luis Powerhouse, Inc.	Inv. 48514 6/8/2020 WWTP Generator Quart...	6530 · Generator Mainte...	1,015.00	6,007.32	
Check	10/07/2020	2791	San Luis Powerhouse, Inc.	Inv. 48515 Lift Station Generator Quarterly T...	6530 · Generator Mainte...	1,015.00	7,022.32	
Check	10/07/2020	2793	Wallace Group, Inc.	Fog Program Inv. #51869 10-6-20	6525 · Fat Oil & Grease (...)	250.00	7,272.32	
Check	10/07/2020	2794	Brenntag Pacific, Inc.	Inv. 3181441 9/24/20	6503 · Chemicals	1,243.83	8,516.15	
Check	10/07/2020	2796	Fluid Resource Management, Inc.	Sept 2020 Ops. Sanitary Inv. F19945	6505 · Contract Labor O ...	14,695.84	23,211.99	
Check	10/07/2020	2796	Fluid Resource Management, Inc.	Inv. A19861	6503 · Chemicals	287.26	23,499.25	
Check	10/07/2020	2796	Fluid Resource Management, Inc.	Inv. A19862	6500 · Operating Expens...	50.28	23,549.53	
Check	10/07/2020	2796	Fluid Resource Management, Inc.	Inv. W19616 Influent Lift Station Piping Repa...	6524 · Equip. Rep. & Main...	13,426.22	36,975.75	
Check	10/07/2020	2796	Fluid Resource Management, Inc.	Inv. W19625 Sec. Suludge Pump Maintena...	6522 · Equip. Rep. & Mai...	123.10	37,098.85	
Check	10/07/2020	2796	Fluid Resource Management, Inc.	Inv. W19668 CL Analyzer Cover	6522 · Equip. Rep. & Mai...	1,201.48	38,300.33	
Check	10/07/2020	2796	Fluid Resource Management, Inc.	Inv. W19693 DAQ Connection Issues	6522 · Equip. Rep. & Mai...	210.00	38,510.33	
Check	10/07/2020	2796	Fluid Resource Management, Inc.	Inv. W19702 Customized pipe to Support Ve...	6522 · Equip. Rep. & Mai...	130.00	38,640.33	
Check	10/07/2020	2796	Fluid Resource Management, Inc.	Inv. W19707 Influent Manhole Replacement	6522 · Equip. Rep. & Mai...	2,858.50	41,498.83	
Check	10/07/2020	2796	Fluid Resource Management, Inc.	Inv. W19709 1st Lift Station Contactor Repla...	6520 · Equipment Repair...	501.43	42,000.26	
Check	10/07/2020	2796	Fluid Resource Management, Inc.	Inv. W19833 1st St LS Pump Collection Syst...	6520 · Equipment Repair...	473.92	42,474.18	
Check	10/07/2020	2796	Fluid Resource Management, Inc.	Inv. W19886 1st St. Lift Station Transducer Di...	6520 · Equipment Repair...	771.50	43,245.68	
Check	10/08/2020	2799	Garing, Taylor & Associates, Inc.	Inv. 17120 9/30/2020 Plans to Jeff	8246c · WW Swr Ln Rpl...	57.50	43,303.18	
Check	10/08/2020	2801	Brenntag Pacific, Inc.	Inv. 3191407 10-1-20	6503 · Chemicals	1,156.46	44,459.64	
Check	10/12/2020	2802	Hagemann & Associates	Contract Labor Civil Eng. Sanitation System	6507 · Contract Labor Ci...	2,610.00	47,069.64	
Check	10/13/2020	2804	Speed's, Inc.	Inv.# 64015 9/22/2020	6580 · Solids Handling	1,328.00	48,397.64	
Check	10/14/2020	EFT	AT&T	acct # 287272916182 tablet 805 234-1720	6585 · Telephone / Internet	23.50	48,421.14	
Check	10/17/2020	EFT	AT&T	acct # x 0885 Internet	6585 · Telephone / Internet	58.85	48,479.99	
Check	10/22/2020	EFT	PG&E	3rd & San Fran St. pump	6590 · Utilities	2,859.54	51,339.53	
Check	10/23/2020	EFT	PG&E	Lift Station acct# 6338432238-2	6590 · Utilities	105.56	51,445.09	
Check	10/26/2020		Paymentech	CC Refund John Day/Avila Beach Rentals \$...	1280 · Water & Sewer Bil...	50.26	51,495.35	
Check	10/27/2020	2811	Brenntag Pacific, Inc.	Inv.# 3191409 10/16/2020	6503 · Chemicals	1,370.95	52,866.30	
Check	10/27/2020	2812	USA Bluebook	Inv. 385179 10/9/20 Gloves for WWTP	6500 · Operating Supplies	776.09	53,642.39	
Check	10/27/2020	2813	Brenntag Pacific, Inc.	Inv.# 3191408 10/8/2020 BPI 87787	6503 · Chemicals	1,028.34	54,670.73	
Check	10/28/2020	EFT	AT&T	acct # 805 595-9416 904 5	6585 · Telephone / Internet	244.11	54,914.84	
Check	10/29/2020	2814	Hagemann & Associates	Civil Eng. Sanitary System Inv. 1115, Oct 1...	6506 · Contract Labor GM	2,682.50	57,597.34	
Check	10/29/2020	2816	Speed's, Inc.	Inv.# 64189 10/13/2020	6580 · Solids Handling	1,378.00	58,975.34	

Avila Beach Community Services District
Checks by Fund w/Accounts
 October 2020

11/04/20

Type	Date	Num	Name	Memo	Account	Amount	Balance
Check	10/31/2020	ADJ	BALANCE ADJUSTMENT	CC BALANCE ADJ CCs	1280 · Water & Sewer Bil...	1,476.38	60,451.72
Total Sanitary							
Water							
Check	10/07/2020	2796	Fluid Resource Management, Inc.	Sept 2020 Ops. Water Inv. F19945	6505 · Contract Labor O ...	4,896.04	4,896.04
Check	10/07/2020	2796	Fluid Resource Management, Inc.	Inv. W19695 Hydrant #24 Front Street	6520 · Equipment Repair...	3,300.18	8,196.22
Check	10/07/2020	2796	Fluid Resource Management, Inc.	Inv. W19839 1st Street Line Break (Water)	6520 · Equipment Repair...	1,938.00	10,134.22
Check	10/08/2020	2798	Abalone Coast Analytical, Inc.	Statement.5067 10/6/2020	6540 · Lab Tests	3,417.00	13,551.22
Check	10/08/2020	2800	SLO Co Health	Inv. IN0126721 9/29/20	6555 · Permits & Fees	57.30	13,608.52
Check	10/12/2020	2802	Hagemann & Associates	Contract Labor Civil Eng. Water System	6507 · Contract Labor Ci...	1,450.00	15,058.52
Check	10/13/2020	2803	Burt Industrial Supply, Inc.	9/23/2020 Inv. 82413	6510 · Critical Spare Parts	50.36	15,108.88
Check	10/22/2020	EFT	PG&E	1717 Cave Landing Rd.	6590 · Utilities	206.42	15,315.30
Check	10/27/2020	2810	Ferguson Enterprises	Inv. #8816835 Customer # 830775 - Custo...	6510 · Critical Spare Parts	1,254.61	16,569.91
Check	10/29/2020	2814	Hagemann & Associates	Civil Eng. Water System	6507 · Contract Labor Ci...	1,160.00	17,729.91
Check	10/31/2020	ADJ	BALANCE ADJUSTMENT	CC BALANCE ADJ CCs	1280 · Water & Sewer Bil...	1,476.39	19,206.30
Total Water							
TOTAL						97,364.83	97,364.83

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

October 2020

11/04/20

Type	Date	Memo	Split	Amount	Balance
General / Admin					
Deposit	10/02/2020	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Che...	-4,793.11	-4,793.11
Deposit	10/06/2020	Pd Cash \$ 340 Laura Lee \$ 201 Daniel \$ 200 Augie \$ 329.74 James Hannon	1010 · Pacific Premier Che...	-1,070.74	-5,863.85
Deposit	10/08/2020	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Che...	-5,454.26	-11,318.11
Deposit	10/19/2020	TCF FY21 SEP ME - IMPR # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Che...	-7,752.40	-19,070.51
Deposit	10/26/2020	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Che...	-5,148.34	-24,218.85
Total General / Admin				-24,218.85	-24,218.85
Lights					
Deposit	10/02/2020	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Che...	-342.36	-342.36
Deposit	10/08/2020	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Che...	-389.59	-731.95
Deposit	10/19/2020	TCF FY21 SEP ME - IMPR # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Che...	-553.74	-1,285.69
Deposit	10/26/2020	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Che...	-367.74	-1,653.43
Total Lights				-1,653.43	-1,653.43
Sanitary					
Deposit	10/01/2020	Sani Rec	1010 · Pacific Premier Che...	-640.93	-640.93
Deposit	10/01/2020	Rate Assistance	1010 · Pacific Premier Che...	11.87	-629.06
Deposit	10/01/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-629.06
Deposit	10/01/2020	1/2 Other 2	1010 · Pacific Premier Che...	146.29	-482.77
Deposit	10/02/2020	Sani Rec	1010 · Pacific Premier Che...	-3,910.92	-4,393.69
Deposit	10/02/2020	Rate Assistance	1010 · Pacific Premier Che...	12.67	-4,381.02
Deposit	10/02/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-4,381.02
Deposit	10/02/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-4,381.02
Deposit	10/02/2020	F:0895 A:0760 - CURR SECURED TAX	1010 · Pacific Premier Che...	-6,798.40	-11,179.42
Deposit	10/03/2020	Sani Rec	1010 · Pacific Premier Che...	-11,016.16	-22,195.58
Deposit	10/03/2020	Rate Assistance	1010 · Pacific Premier Che...	1.90	-22,193.68
Deposit	10/03/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-22,193.68
Deposit	10/03/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-22,193.68
Deposit	10/04/2020	Sani Rec	1010 · Pacific Premier Che...	-3,910.92	-26,104.60
Deposit	10/04/2020	Rate Assistance	1010 · Pacific Premier Che...	12.67	-26,091.93
Deposit	10/04/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-26,091.93
Deposit	10/04/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-26,091.93
Deposit	10/05/2020	Sani Rec	1010 · Pacific Premier Che...	-176.42	-26,268.35
Deposit	10/05/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-26,268.35
Deposit	10/05/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-26,268.35
Deposit	10/05/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-26,268.35
Deposit	10/06/2020	Sani Rec	1010 · Pacific Premier Che...	-1,046.23	-27,314.58
Deposit	10/06/2020	Rate Assistance	1010 · Pacific Premier Che...	22.64	-27,291.94
Deposit	10/06/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-27,291.94
Deposit	10/06/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-27,291.94
Deposit	10/07/2020	Sani Rec	1010 · Pacific Premier Che...	-94.21	-27,386.15
Deposit	10/07/2020	Rate Assistance	1010 · Pacific Premier Che...	-671.39	-28,057.54
Deposit	10/07/2020	1/2 Other 1	1010 · Pacific Premier Che...	7.28	-28,050.26
Deposit	10/07/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-28,050.26

Avila Beach Community Services District
Deposits by Fund

October 2020

11/04/20

Type	Date	Memo	Split	Amount	Balance
Deposit	10/07/2020	1/2 Other 2	1010 · Pacific Premier Che...	109.98	-27,940.28
Deposit	10/08/2020	F:0895 A:0760 - CURR SECURED TAX	1010 · Pacific Premier Che...	-7,736.15	-35,676.43
Deposit	10/08/2020	Sani Rec	1010 · Pacific Premier Che...	-1,547.89	-37,224.32
Deposit	10/08/2020	Rate Assistance	1010 · Pacific Premier Che...	62.22	-37,162.10
Deposit	10/08/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-37,162.10
Deposit	10/08/2020	1/2 Other 2	1010 · Pacific Premier Che...	105.08	-37,057.02
Deposit	10/09/2020	Sani Rec	1010 · Pacific Premier Che...	-473.56	-37,530.58
Deposit	10/09/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-37,530.58
Deposit	10/09/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-37,530.58
Deposit	10/09/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-37,530.58
Deposit	10/10/2020	Sani Rec	1010 · Pacific Premier Che...	-4,268.74	-41,799.32
Deposit	10/10/2020	Rate Assistance	1010 · Pacific Premier Che...	1.90	-41,797.42
Deposit	10/10/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-41,797.42
Deposit	10/10/2020	1/2 Other 2	1010 · Pacific Premier Che...	-49.10	-41,846.52
Deposit	10/11/2020	Sani Rec	1010 · Pacific Premier Che...	-9.50	-41,856.02
Deposit	10/11/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-41,856.02
Deposit	10/11/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-41,856.02
Deposit	10/11/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-41,856.02
Deposit	10/12/2020	Sani Rec	1010 · Pacific Premier Che...	-5,740.12	-47,596.14
Deposit	10/12/2020	Rate Assistance	1010 · Pacific Premier Che...	396.83	-47,199.31
Deposit	10/12/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-47,199.31
Deposit	10/12/2020	1/2 Other 2	1010 · Pacific Premier Che...	122.54	-47,076.77
Deposit	10/13/2020	Sani Rec	1010 · Pacific Premier Che...	-109.26	-47,186.03
Deposit	10/13/2020	Rate Assistance	1010 · Pacific Premier Che...	9.18	-47,176.85
Deposit	10/13/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-47,176.85
Deposit	10/13/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-47,176.85
Deposit	10/13/2020	Community Park Restrooms 8/28 - 9/28/20	1010 · Pacific Premier Che...	-764.36	-47,941.21
Deposit	10/14/2020	Sani Rec	1010 · Pacific Premier Che...	-2,319.28	-50,260.49
Deposit	10/14/2020	Rate Assistance	1010 · Pacific Premier Che...	12.67	-50,247.82
Deposit	10/14/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-50,247.82
Deposit	10/14/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-50,247.82
Deposit	10/14/2020	10/13/20 Booked ACH Separately Community Park Restroom 8/28 - 9/28/20	1010 · Pacific Premier Che...	764.36	-49,483.46
Deposit	10/15/2020	Sani Rec	1010 · Pacific Premier Che...	-343.62	-49,827.08
Deposit	10/15/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-49,827.08
Deposit	10/15/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-49,827.08
Deposit	10/15/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-49,827.08
Deposit	10/16/2020	Sani Rec	1010 · Pacific Premier Che...	-292.23	-50,119.31
Deposit	10/16/2020	Rate Assistance	1010 · Pacific Premier Che...	15.68	-50,103.63
Deposit	10/16/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-50,103.63
Deposit	10/16/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-50,103.63
Deposit	10/18/2020	Sani Rec	1010 · Pacific Premier Che...	-4,714.63	-54,818.26
Deposit	10/18/2020	Rate Assistance	1010 · Pacific Premier Che...	32.62	-54,785.64
Deposit	10/18/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-54,785.64
Deposit	10/18/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-54,785.64
Deposit	10/19/2020	Sani Rec	1010 · Pacific Premier Che...	-271.71	-55,057.35
Deposit	10/19/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-55,057.35

Avila Beach Community Services District
Deposits by Fund
 October 2020

11/04/20

Type	Date	Memo	Split	Amount	Balance
Deposit	10/19/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-55,057.35
Deposit	10/19/2020	1/2 Other 2	1010 · Pacific Premier Che...	-8.84	-55,066.19
Deposit	10/19/2020	TCF FY21 SEP ME - Waste	1010 · Pacific Premier Che...	-10,999.46	-66,065.65
Deposit	10/20/2020	Sani Rec	1010 · Pacific Premier Che...	-4,334.70	-70,400.35
Deposit	10/20/2020	Rate Assistance	1010 · Pacific Premier Che...	15.36	-70,384.99
Deposit	10/20/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-70,384.99
Deposit	10/20/2020	1/2 Other 2	1010 · Pacific Premier Che...	4.52	-70,380.47
Deposit	10/21/2020	Sani Rec	1010 · Pacific Premier Che...	-167.06	-70,547.53
Deposit	10/21/2020	CC Refund John Day / Avila Beach Ren	1010 · Pacific Premier Che...	130.64	-70,416.89
Deposit	10/21/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-70,416.89
Deposit	10/21/2020	1/2 Other 2	1010 · Pacific Premier Che...	2.42	-70,414.47
Deposit	10/22/2020	Sani Rec	1010 · Pacific Premier Che...	-1,202.31	-71,616.78
Deposit	10/22/2020	Rate Assistance	1010 · Pacific Premier Che...	14.57	-71,602.21
Deposit	10/22/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-71,602.21
Deposit	10/22/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-71,602.21
Deposit	10/24/2020	Sani Rec	1010 · Pacific Premier Che...	0.00	-71,602.21
Deposit	10/24/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-71,602.21
Deposit	10/24/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-71,602.21
Deposit	10/24/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-71,602.21
Deposit	10/25/2020	Sani Rec	1010 · Pacific Premier Che...	-63.34	-71,665.55
Deposit	10/25/2020	Rate Assistance	1010 · Pacific Premier Che...	12.67	-71,652.88
Deposit	10/25/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-71,652.88
Deposit	10/25/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-71,652.88
Deposit	10/26/2020	Sani Rec	1010 · Pacific Premier Che...	-122.72	-71,775.60
Deposit	10/26/2020	Rate Assistance	1010 · Pacific Premier Che...	24.54	-71,751.06
Deposit	10/26/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-71,751.06
Deposit	10/26/2020	1/2 Other 2	1010 · Pacific Premier Che...	51.93	-71,699.13
Deposit	10/26/2020	F:0895 A:0760 - CURR SECURED TAX	1010 · Pacific Premier Che...	-7,302.25	-79,001.38
Deposit	10/27/2020	Sani Rec	1010 · Pacific Premier Che...	-585.90	-79,587.28
Deposit	10/27/2020	Rate Assistance	1010 · Pacific Premier Che...	16.47	-79,570.81
Deposit	10/27/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-79,570.81
Deposit	10/27/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-79,570.81
Deposit	10/29/2020	Sani Rec	1010 · Pacific Premier Che...	-117.75	-79,688.56
Deposit	10/29/2020	Rate Assistance	1010 · Pacific Premier Che...	9.18	-79,679.38
Deposit	10/29/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-79,679.38
Deposit	10/29/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.19	-79,679.19
Total Sanitary					-79,679.19
Solid Waste					
Deposit	10/22/2020	Waste Connections Franchise Fee SW	1010 · Pacific Premier Che...	-2,396.13	-2,396.13
Total Solid Waste					-2,396.13
Water					
Deposit	10/01/2020	Water Rec	1010 · Pacific Premier Che...	-799.27	-799.27

Avila Beach Community Services District

Deposits by Fund

October 2020

11/04/20

Type	Date	Memo	Split	Amount	Balance
Deposit	10/01/2020	Rate Assistance	1010 · Pacific Premier Che...	21.59	-777.68
Deposit	10/01/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-777.68
Deposit	10/01/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-777.68
Deposit	10/02/2020	Water Rec	1010 · Pacific Premier Che...	-394.47	-1,172.15
Deposit	10/02/2020	Rate Assistance	1010 · Pacific Premier Che...	12.82	-1,159.33
Deposit	10/02/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-1,159.33
Deposit	10/02/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-1,159.33
Deposit	10/02/2020	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Che...	-1,711.83	-2,871.16
Deposit	10/03/2020	Water Rec	1010 · Pacific Premier Che...	-1,378.32	-4,249.48
Deposit	10/03/2020	Rate Assistance	1010 · Pacific Premier Che...	9.58	-4,239.90
Deposit	10/03/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-4,239.90
Deposit	10/03/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-4,239.90
Deposit	10/04/2020	Water Rec	1010 · Pacific Premier Che...	-394.47	-4,634.37
Deposit	10/04/2020	Rate Assistance	1010 · Pacific Premier Che...	12.82	-4,621.55
Deposit	10/04/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-4,621.55
Deposit	10/04/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-4,621.55
Deposit	10/05/2020	Water Rec	1010 · Pacific Premier Che...	-159.12	-4,780.67
Deposit	10/05/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-4,780.67
Deposit	10/05/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-4,780.67
Deposit	10/05/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-4,780.67
Deposit	10/06/2020	Water Rec	1010 · Pacific Premier Che...	-1,705.59	-6,486.26
Deposit	10/06/2020	Rate Assistance	1010 · Pacific Premier Che...	26.35	-6,459.91
Deposit	10/06/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-6,459.91
Deposit	10/06/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-6,459.91
Deposit	10/07/2020	Water Rec	1010 · Pacific Premier Che...	-876.15	-7,336.06
Deposit	10/07/2020	Rate Assistance	1010 · Pacific Premier Che...	11.20	-7,324.86
Deposit	10/07/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-7,324.86
Deposit	10/07/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-7,324.86
Deposit	10/08/2020	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Che...	-1,947.95	-9,272.81
Deposit	10/08/2020	Water Rec	1010 · Pacific Premier Che...	-1,594.18	-10,866.99
Deposit	10/08/2020	Rate Assistance	1010 · Pacific Premier Che...	83.75	-10,783.24
Deposit	10/08/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-10,783.24
Deposit	10/08/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-10,783.24
Deposit	10/09/2020	Water Rec	1010 · Pacific Premier Che...	-504.54	-11,287.78
Deposit	10/09/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-11,287.78
Deposit	10/09/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-11,287.78
Deposit	10/09/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-11,287.78
Deposit	10/10/2020	Water Rec	1010 · Pacific Premier Che...	-1,625.79	-12,913.57
Deposit	10/10/2020	Rate Assistance	1010 · Pacific Premier Che...	9.58	-12,903.99
Deposit	10/10/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-12,903.99
Deposit	10/10/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-12,903.99
Deposit	10/11/2020	Water Rec	1010 · Pacific Premier Che...	-47.88	-12,951.87
Deposit	10/11/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-12,951.87
Deposit	10/11/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-12,951.87
Deposit	10/11/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-12,951.87
Deposit	10/12/2020	Water Rec	1010 · Pacific Premier Che...	-6,742.43	-19,694.30

Avila Beach Community Services District
Deposits by Fund
 October 2020

11/04/20

Type	Date	Memo	Split	Amount	Balance
Deposit	10/12/2020	Rate Assistance	1010 · Pacific Premier Che...	43.18	-19,651.12
Deposit	10/12/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-19,651.12
Deposit	10/12/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-19,651.12
Deposit	10/13/2020	Water Rec	1010 · Pacific Premier Che...	-148.12	-19,799.24
Deposit	10/13/2020	Rate Assistance	1010 · Pacific Premier Che...	20.78	-19,778.46
Deposit	10/13/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-19,778.46
Deposit	10/13/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-19,778.46
Deposit	10/13/2020	San Juan Irrigation 8/28 - 9/28/20	1010 · Pacific Premier Che...	-1,468.53	-21,246.99
Deposit	10/13/2020	Community Park Restrooms 8/28 - 9/28/20	1010 · Pacific Premier Che...	-546.60	-21,793.59
Deposit	10/13/2020	Front St Irrigation 8/28 - 9/28/20	1010 · Pacific Premier Che...	-1,013.40	-22,806.99
Deposit	10/14/2020	Water Rec	1010 · Pacific Premier Che...	-5,879.11	-28,686.10
Deposit	10/14/2020	Rate Assistance	1010 · Pacific Premier Che...	12.82	-28,673.28
Deposit	10/14/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-28,673.28
Deposit	10/14/2020	1/2 Other 2	1010 · Pacific Premier Che...	-321.63	-28,994.91
Deposit	10/14/2020	10/13/20 Booked ACH Separately San Juan Irrigation 8/28 - 9/28/20	1010 · Pacific Premier Che...	1,468.53	-27,526.38
Deposit	10/14/2020	10/13/20 Booked ACH Separately Front St. Irrigation 8/28 - 9/28/20	1010 · Pacific Premier Che...	1,013.40	-26,512.98
Deposit	10/14/2020	10/13/20 Booked ACH Separately Community Park Restroom 8/28 - 9/28/20	1010 · Pacific Premier Che...	546.60	-25,966.38
Deposit	10/15/2020	Water Rec	1010 · Pacific Premier Che...	-366.60	-26,332.98
Deposit	10/15/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-26,332.98
Deposit	10/15/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-26,332.98
Deposit	10/15/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-26,332.98
Deposit	10/16/2020	Water Rec	1010 · Pacific Premier Che...	-296.49	-26,629.47
Deposit	10/16/2020	Rate Assistance	1010 · Pacific Premier Che...	14.66	-26,614.81
Deposit	10/16/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-26,614.81
Deposit	10/16/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-26,614.81
Deposit	10/18/2020	Water Rec	1010 · Pacific Premier Che...	-4,793.88	-31,408.69
Deposit	10/18/2020	Rate Assistance	1010 · Pacific Premier Che...	36.84	-31,371.85
Deposit	10/18/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-31,371.85
Deposit	10/18/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-31,371.85
Deposit	10/19/2020	Water Rec	1010 · Pacific Premier Che...	-304.20	-31,676.05
Deposit	10/19/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-31,676.05
Deposit	10/19/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-31,676.05
Deposit	10/19/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-31,676.05
Deposit	10/19/2020	TCF FY21 SEP ME - IMPR # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Che...	-2,768.71	-34,444.76
Deposit	10/20/2020	Water Rec	1010 · Pacific Premier Che...	-13,010.66	-47,455.42
Deposit	10/20/2020	Rate Assistance	1010 · Pacific Premier Che...	13.63	-47,441.79
Deposit	10/20/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-47,441.79
Deposit	10/20/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-47,441.79
Deposit	10/21/2020	Water Rec	1010 · Pacific Premier Che...	-155.55	-47,597.34
Deposit	10/21/2020	CC Refund John Day / Avila Beach Ren	1010 · Pacific Premier Che...	114.81	-47,482.53
Deposit	10/21/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-47,482.53
Deposit	10/21/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-47,482.53
Deposit	10/22/2020	Water Rec	1010 · Pacific Premier Che...	-1,120.71	-48,603.24
Deposit	10/22/2020	Rate Assistance	1010 · Pacific Premier Che...	22.40	-48,580.84
Deposit	10/22/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-48,580.84
Deposit	10/22/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-48,580.84

Avila Beach Community Services District
Deposits by Fund

October 2020

11/04/20

Type	Date	Memo	Split	Amount	Balance
Deposit	10/24/2020	Water Rec	1010 · Pacific Premier Che...	0.00	-48,580.84
Deposit	10/24/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-48,580.84
Deposit	10/24/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-48,580.84
Deposit	10/24/2020	1/2 Other 2	1010 · Pacific Premier Che...	-115.94	-48,696.78
Deposit	10/25/2020	Water Rec	1010 · Pacific Premier Che...	-94.08	-48,790.86
Deposit	10/25/2020	Rate Assistance	1010 · Pacific Premier Che...	12.82	-48,778.04
Deposit	10/25/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-48,778.04
Deposit	10/25/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-48,778.04
Deposit	10/26/2020	Water Rec	1010 · Pacific Premier Che...	-730.28	-49,508.32
Deposit	10/26/2020	Rate Assistance	1010 · Pacific Premier Che...	37.45	-49,470.87
Deposit	10/26/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-49,470.87
Deposit	10/26/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-49,470.87
Deposit	10/26/2020	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen , 70, Water .25, Lights .05	1010 · Pacific Premier Che...	-1,838.69	-51,309.56
Deposit	10/27/2020	Water Rec	1010 · Pacific Premier Che...	-864.25	-52,173.81
Deposit	10/27/2020	Rate Assistance	1010 · Pacific Premier Che...	31.98	-52,141.83
Deposit	10/27/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-52,141.83
Deposit	10/27/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-52,141.83
Deposit	10/29/2020	Water Rec	1010 · Pacific Premier Che...	-200.02	-52,341.85
Deposit	10/29/2020	Rate Assistance	1010 · Pacific Premier Che...	20.78	-52,321.07
Deposit	10/29/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-52,321.07
Deposit	10/29/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-52,321.07
Total Water				-52,321.07	-52,321.07
TOTAL				-160,268.67	-160,268.67



FLUID RESOURCE MANAGEMENT

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

Statement

Date
11/2/20

Phone # 805.597.7100 Fax # 805.597.7171

California Certified Small Business #1120142

To:
Avila Beach Community Services District P.O. Box 309 100 San Luis Street Avila Beach, CA 93424


Amount Due	Amount Enc.
\$45,854.37	

Date	Transaction	Amount	Balance		
10/31/20	348F11001 Monthly OPS/Maint- INV #F20063. Orig. Amount \$19,591.88.	19,591.88	19,591.88		
10/23/20	348F11001 Monthly OPS/Maint:348FW11001 Water:348AW17001 Add Services water- INV #A19996. Orig. Amount \$69.15.	69.15	19,661.03		
06/24/20	W19552 First Street Lift Station Pumps, S- INV #W19552. Orig. Amount \$549.50.	6.50	19,667.53		
08/07/20	PMT #2743.	-6.50	19,661.03		
09/30/20	W19801 Secondary Clarifier #2- INV #W19801. Orig. Amount \$15,532.75.	15,532.75	35,193.78		
10/27/20	W19902 Upper Eyewash Station Replacement- INV #W19902. Orig. Amount \$1,182.52.	1,182.52	36,376.30		
09/30/20	W19969 Sec #2 diagnosis & fabricate parts- INV #W19969. Orig. Amount \$9,478.07.	9,478.07	45,854.37		
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
20,843.55	25,010.82	0.00	0.00	0.00	\$45,854.37

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

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: November 10, 2020

SUBJECT: General Manager/District Engineer Report

Zone 3 Technical Advisory Committee and Advisory Committee

The Zone 3 Technical Advisory Committee (TAC) met on Wednesday November 4th via computer (“GoToMeeting”) and teleconference. The agenda packet for the meeting is attached to this staff report. As of this writing Lopez Lake is at an elevation of 482.5 feet, is at 42% of capacity and has approximately 20,925 acre feet of water in storage (700 AF less than a month ago). The key topics for the TAC continue to be the proposed changes to the Zone 3 Water Contract; and potential de-commissioning of the terminal reservoir.

Office of Emergency Services - Community Power Resiliency Allocation to Special Districts Grant

Staff applied for a \$245,000 grant from the State Office of Emergency Services to help off-set the costs of a new back-up generator that is planned to be installed as part of the wastewater treatment plant improvement project. Notification of the grant availability came in on October 9, 2020 and the grant applications were due by October 30, 2020. Staff completed the application forms in-house and we have notification that OES has received the District’s application. Applicants will be advised of their application status by the middle of 2021. The Grant Program Synopsis and application outline is provided as an attachment to this report.

Notice of Preparation of an Initial Study for Lopez Water Project Contract Changes (Project)

On October 29, 2020, the San Luis Obispo County Publics Works Department issued a Notice of Preparation of an Initial Study for the Project. The Initial Study is being prepared to evaluate the potential for significant impacts from the Project pursuant to the California Environmental Quality Act (CEQA). Responses and comments are due back to the County no later than December 4, 2020. The Notice of Preparation Memo and Project Description are provided as an attachment to this report.



**ZONE 3 TECHNICAL ADVISORY
COMMITTEE**

Wednesday Nov 4, 2020

9:00 - 11:00 am

Phone line: +1 (571) 317-3122

Access Code: 305-539-189

OR

Webinar: <https://global.gotomeeting.com/install/305539189>

AGENDA

1. Announcements <ul style="list-style-type: none"> • Urban Water Management Plan 	All
2. General Operations and Water Report <ul style="list-style-type: none"> • Summary Notes - October • Monthly Operations Report – October • Lopez Storage Projections – New Chart 	Jill Ogren
3. FY 21/22 Proposed CIP Budget	David Spiegel
4. Capital Improvement Project Update <ul style="list-style-type: none"> • Cathodic Protection Project Phasing • Terminal Dam 	Desiree Bravo
5. Cloudseeding Winter 20/21 Update	Jill Ogren
6. Contract Changes Update <ul style="list-style-type: none"> • Stored Lopez Water 	Jill Ogren
7. Future Agenda items? <ul style="list-style-type: none"> • AG Creek GSP Grant • HCP/Instream Studies • Stored State Water in Lopez - Evaporation • Zone 3 Boundary Change 	All

Attachments: Distributed separately

- A. Summary Notes – October
- B. Lopez Monthly Operations Report – October
- C. Lopez Storage Projections Chart
- D. Proposed FY 21/22 CIP Project Budget
- E. Cathodic Protection Repair Phasing Options

Next Meeting Date: December 9, 2020



ZONE 3

TECHNICAL ADVISORY COMMITTEE

WEDNESDAY October 14, 2020 (9:00-11:00 AM)

Via Goto Meeting due to COVID-19 Protocol

SUMMARY NOTES - DRAFT

Attendees via GoTo Meeting: Shane Taylor (Arroyo Grande), Ben Fine (Pismo), Greg Ray (Grover Beach), Will Clemens (OCSD), Brad Hagemann (ABCSD), Dan Migliazzo (San Miguelito), Vard Ikeda, John Wallace, Dan Heimel (WSC Inc.), Jill Ogren (PW Dept), Mark Chiaramonte (Utilities Div. Mgr), Jenny Williamson (LWTP).

1. Announcements –

- Oceano protest hearing for Prop 218 scheduled for tonight, October 14th.
- County Board of Supervisors approved the Tesla Battery for Lopez WTP. Tesla was also approved for the SGIP money. A meeting will be scheduled within the next week or two between Tesla and Craig Kesler to discuss how the battery will work during peak hours at the Lopez plant.

2. Advisory Committee – At Large Member

- Discussion took place of the applicants/qualifications for recommendation to fill the Member at Large Member vacancy created when Jim Garing moved away. **TAC recommended Ron Reilly to fill the Member At Large vacancy with Matthew Scudato as the Alternate.**

3. General Operations and Water Supply Report –

- Craig Kesler reported the Lake Elev. = 483.61 ft, Storage = 21,501 AF @ 44% Capacity. Downstream releases are at 1.9 MGD (instantaneous reading); WTP at 4.5 MGD; SWP at 0.7 MGD. Rainfall to date 0.06 inches.
- No comment on September Summary Notes.
- The October Monthly Operations Report was reviewed.
- The Storage Projections Chart was reviewed. It was noted that the storage is getting close the to 20,000 AF trigger point for the LRRP. A discussion on initiating the LRRP will be scheduled once long-range projections predict if it will be a dry or wet winter. New chart is in progress that will help to predict storage levels more accurately.
- Mike Boyce, Project Manager for the AG Creek Project, gave clearance for downstream releases to increase starting today, October 14th, as work has completed for the project. Downstream releases will be increase from 1.9 to 2.5 MGD today, another increase will be made on Friday, October 16th, to 3.1 MGD, and once more on Monday, October 19th, to 3.6 MGD.

4. Cloudseeding Winter 20/21 Update

- On November 17th, 2021 cloudseeding program will be presented to the Board of Supervisors for approval. Per the project agreement, approval by the Board of Supervisors is needed for each year's program along with the operations plan for the year. A lease agreement between the County and City of Arroyo Grande for the new ground seeding site in City of Arroyo Grande will also be presented for approval.
- For the 2021 year there will be ground seeding only, no air-based seeding. The decision was based on the presentation provided by North American Weather Consulting to TAC showing ground seeding being more effective and cost efficient than air-based seeding due to the weather patterns for Zone 3.
- Two sites will be utilized for ground seeding: Arroyo Grande Tank Site (if lease approved) and Berros Peak located east of Nipomo (existing Santa Barbara County site) . Cold Canyon Landfill is potentially being considered for a third potential ground site but not for this year.
- Scheduled to start cloudseeding program on December 1st.

5. Contract Changes Update –

- Updates provided on the status of the Contract Changes and progress on the Notice of Preparation (NOP) of the CEQA document.
- Keith Miller and the Environmental Division will be posting the NOP within a couple of weeks. Keith reached out to National Marine Fisheries Service (NMFS) and provided the project description. There was a positive response and NMFS feels that it will allow for more flexibility for agencies. Erica Stuckey, County Legal Counsel, is currently reviewing the project description as well and the County is waiting for her response. Initial review is supportive with language modifications.

6. Capital Improvement Project Update

- TAC was notified that November's meeting will have an agenda item to discuss FY 21/22 budget for Capital Improvement Projects (CIP).
- Updates provided on current projects and discussion on unbudgeted projects concerning the Sludge Bed Curtain Wall Rehabilitation and the Aqueous Ammonia Room (see October agenda packet attachment).
- Discussion on the Cathodic Protection Project Options. Desiree Bravo presented the overall scope of the repairs needed and a budgetary estimate of \$850,000 (See Oct. Agenda attachment). Requested input from TAC to determine how much of the repair do they want to do since this is an expensive project and there is no budget in FY 20/21. More refined estimates will be obtained after scope identified. ***TAC recommends phasing the work due to estimated costs but agreed on the scope of repairs provided. Staff will return with a phasing options and cost plan in November.***

7. Terminal Dam – Update

- County Water Quality Manager, Faith Zenker, discussed the water quality considerations of de-commissioning the terminal dam and presented a PowerPoint presentation on watershed vulnerabilities. Next Steps:
 - Review with the State, the Recreation Guidelines for consideration of Lopez Lake as a direct source of water for Lopez WTP as a body contact reservoir.
 - Calculate money to bring reservoir into compliance with continued recreation use and direct use of water from the lake.
 - Additional WQ monitoring
 - Additional Recreation Staff
 - Additional wastewater plant requirements
 - Swim area monitoring
 - Additional algae treatment chemicals
 - Evaluate direct use of Lopez Lake water for treatability at the plant.
 - Low Dissolved Oxygen
 - Elevated iron and manganese
 - Algae
- Other options discussion - Can we lower terminal reservoir operating level to DSOD suggested level and install a pump to continue to feed water to the plant and possibly not have to retrofit the terminal reservoir? *This option is not feasible according to the WTP operators due to the plant's operational requirements to maintain levels higher than what DSOD suggests.*
- Discussion on the Seismic Remediation Alternatives. Discussed next steps in light of WQL Managers presentation. Staff is recommending moving forward with getting the necessary Geotechnical testing information on the Terminal Dam before going to much further on the De-

commissioning of the terminal reservoir. Estimated cost is \$300,000 only \$90K in this year's budget, will need additional money if we want to pursue this year. Staff will be sending a letter to DSOD outlining the Zone 3 work plan to complete Geotech work. ***TAC agreed to continue forward with the Geotech study of the Terminal Dam.***

8. Future Agenda Items –

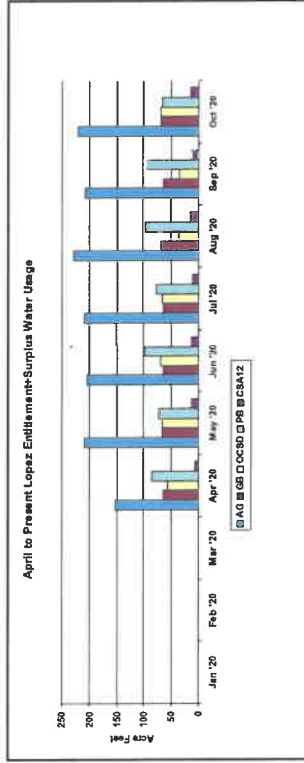
- FY 20/21 Proposed CIP
- AG Creek GSP Grant/Groundwater Modeling Updates
- Stored State Water in Lopez – Evaporation
- Zone 3 Boundary Change

Next Meeting November 4, 2020

Summary Notes Prepared by Jenny Williamson

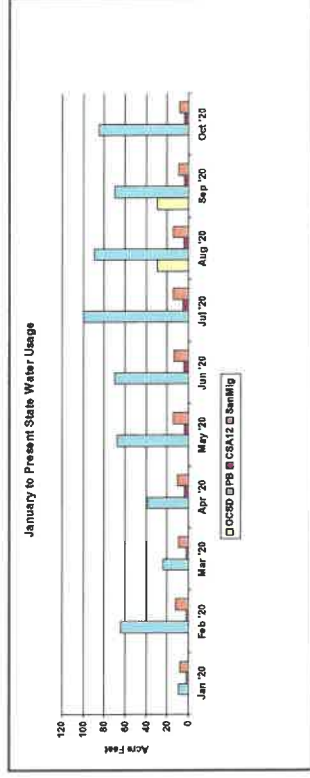
San Luis Obispo County Flood Control and Water District
Zone 3 - Lopez Project - Monthly Operations Report
October, 2020

Contractor	Lopez Water Deliveries										State Water Deliveries					Total Water Deliveries This Month						
	Entl.	Surplus Requested		Total Available Water	Entitlement		Surplus		April to Present		Annual Request	Usage	% of Annual Request	SWP Deliveries	Change in Storage		Usage	% of Annual Request	SWP Deliveries			
		Declared	Request		Usage	%	Usage	%	Usage	%										Usage	%	Request
Arroyo Grande	2290	911.00	111.00	2401.00	221.10	9.7%	0.00	0.0%	1433.40	62.6%	0.00	0.0%	1433.40	59.7%	60	0.00	0.0%	60.00	100.0%	69.16		
Oceano CSD	303	121.00	321.00	624.00	0.00	0.0%	69.16	21.5%	303.00	100.0%	98.26	30.6%	401.26	64.3%	608	85.00	14.0%	619.27	101.9%	69.39		
Grover Beach	800	318.00	100.00	900.00	69.39	8.7%	0.00	0.0%	464.60	58.1%	0.00	0.0%	592.03	38.3%	40	3.46	8.7%	33.58	84.0%	151.17		
Pismo Beach	892	355.00	655.00	1547.00	66.17	7.4%	0.00	0.0%	592.03	66.4%	0.00	0.0%	592.03	38.3%	120	8.18	6.8%	113.97	95.0%	18.2		
CSA 12	245	98.00	0.00	245.00	14.74	6.0%	0.00	0.0%	86.79	35.4%	0.00	0.0%	86.79	35.4%	828	96.64	11.7%	826.82	99.9%	8.18		
San Miguelito																						
Total	4530	1803.00	1187.00	5717.00	371.40	8.2%	69.16	5.8%	2879.82	63.6%	98.26	8.3%	2978.08	52.1%							537.20	
											Last Month Stored State Water		This Month Stored State Water									



Note: Deliveries are in acre feet. One acre foot = 3.25, 850 gallons or 43, 560 cubic feet. Safe yield is 8,730 acre feet.

Lopez Dam Operations	This Month	Year to Date
Lake Elevation (full at 522.37 feet)	482.65	-39.72
Storage (full at 49200 acre feet)	20988	42.7%
Rainfall	0	0.06
Downstream Release (4200 acre feet/year)	253.8	1638.48
Spillage (acre feet)	0	0.00



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

Comments:

- 1) Oceano supplied water to Canyon Crest via Arroyo Grande's Edna turn out. A total of 2.20 AF delivered to Canyon Crest was added to Oceano's water usage this month and 2.20 AF was subtracted from Arroyo Grande's usage this month.
- 2) OCSB revised their annual State Water Delivery Request on September 10th from 150 AF to 60 AF.

Zone 3
5-Year Capital Outlay Plan
Non-Routine O&M

DRAFT Flood Control Zone 3 (Lopez Project)
FY 2021-2022 BUDGET

New funding requested 10/22/2020

PROJECT	I/O/WBS	NOTES 2021/22	Project Estimate	BUDGET					FUTURE YEAR - ANTICIPATED BUDGETS							
				Approved Prior Budget Totals (thru 2019/2020)	Prior Exp. (thru 2019/2020)	Approved Budget 2020/21	Total 2020/21 Budget Available (includes carry forward from prior yrs)	2020/21 Expenditures thru 09/30/20	2021 budget changes	2021/22	2022/23	2023/24	2024/25			
Equipment Audit/Replacement Plan - On-Going	529233991	2	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Risk Assessment of left abutment/fall zone issue- Main Dam	529233993	6	\$ 180,000	\$ 180,000	\$ -	\$ 180,000	\$ 180,000	\$ -	\$ (140,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repair to Domestic Tank	529233992	9	\$ 15,000	\$ 15,000	\$ 4,225	\$ 10,775	\$ 10,775	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Preform Tank Injar Replacement	300518	10	\$ 800,000	\$ 800,000	\$ -	\$ 800,000	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Treatment Plant	300519	10	\$ 90,000	\$ 90,000	\$ -	\$ 90,000	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HCP - treatment Studies of AG Creek	529233998	10	\$ 431,424	\$ 46,563	\$ 30,424	\$ 415,285	\$ 16,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cloud Seeding Program	529233997	7	\$ 350,000	\$ 300,000	\$ 159,228	\$ 459,228	\$ 15,372	\$ -	\$ (140,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Feasibility Study for De-commissioning Terminal Reservoir	New I/O	14	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 441,973	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cathodic Protection Repair Project (Phase2)	529233994	12	\$ 848,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB-TOTAL			\$ 1,038,424	\$ 1,038,424	\$ 405,424	\$ 1,206,631	\$ 188,933	\$ -	\$ 188,933	\$ 980,000	\$ 980,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000

3M Expense: \$40,000 remaining to be added to the 2021 budget. The amount is being carried over to the 2022 budget.

3M Expense: \$146,000 remaining to be added to the 2021 budget. The amount is being carried over to the 2022 budget.

3M Expense: Use remaining funds to 529233997 for this effort. Budget remaining needed to complete project is \$146,000. Requested amount is \$146,000. Requested amount is \$146,000. Requested amount is \$146,000.

3M Expense: Budget is \$240,000. Requested amount is \$240,000. Requested amount is \$240,000. Requested amount is \$240,000.

Capital Outlay

PROJECT	I/O/WBS	NOTES 2020/21	Project Estimate	BUDGET					FUTURE YEAR - ANTICIPATED BUDGETS							
				Approved Prior Budget Totals (thru 2019/2020)	Prior Expenditures (thru 2019/2020)	Approved Budget 2020/21	Total 2020/21 Budget Available (includes carry forward from prior yrs)	2020/21 Expenditures thru 09/30/20	2021 budget changes	2021/22	2022/23	2023/24	2024/25			
Unimproved Equipment Purchases	529233964	1	\$ 55,000	\$ 55,000	\$ 8,871	\$ 55,000	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Safety Upgrades	529233965	3	\$ 75,000	\$ 53,282	\$ -	\$ 53,282	\$ 53,282	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Spillway Physical Investigation per USDO - Main Dam	529233914	27	\$ 200,000	\$ 200,000	\$ 9,745	\$ 190,255	\$ 190,255	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Spillway Reservoir and USDO - Main Dam	New WBS	28	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Structural Assessment of Terminal Reservoir Dam Change name	529233947	5	\$ 140,000	\$ 90,000	\$ 171	\$ 89,829	\$ -	\$ -	\$ (89,829)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Geophysical Testing & Seismic Alternatives Study for Terminal Dam	529233947	17	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,228	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cathodic Protection Surveys	529233966	6	\$ 140,000	\$ 153,921	\$ 41,202	\$ 112,719	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Storage Garage Design	300516	10	\$ 180,000	\$ 89,849	\$ -	\$ 89,849	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Armoured Analyzers (G12)	300559	11	\$ 60,000	\$ 36,609	\$ (20,605)	\$ 57,214	\$ -	\$ -	\$ (57,214)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Improved Boat Access at Terminal Reservoir	300558	13	\$ 50,000	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Water Treatment Gauge	Fred Asset	38	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WTP Prelim Security Fencing - Phase II	WBS	19	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Draft Road Upgrade Division	Fred Asset	21	\$ 35,000	\$ 35,000	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reservoir Rehabilitation Study	529233962	22	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reservoir Carbon Footprint (Mon-asset)	529233962	23	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Redesign Obsolete HATCH Turbines	529233961	29	\$ 53,100	\$ -	\$ -	\$ 53,100	\$ 53,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Upgrade EO Pump		30	\$ 17,633	\$ -	\$ -	\$ 17,633	\$ 17,633	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Carbon Dioxide Injection System		31	\$ 180,000	\$ -	\$ -	\$ 180,000	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wind Excavator	Fred Asset	32	\$ 45,700	\$ -	\$ -	\$ 45,700	\$ 45,700	\$ 50,092	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dump Trailer	Fred Asset	33	\$ 9,500	\$ -	\$ -	\$ 9,500	\$ 9,500	\$ 10,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RTV (Polls)	Fred Asset	34	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 16,082	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Drone Pilot Study		35	\$ 124,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dam Shakes #2 & #3 Valve Maintenance		36	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lopez Dam Hydroelectric Feasibility Analysis at Main Dam		37	TBD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mower			\$ 101,820	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB-TOTAL			\$ 763,661	\$ 1,800,085	\$ 777,347	\$ 2,241,729	\$ 1,035,098	\$ -	\$ (189,933)	\$ 295,000	\$ 1,015,000	\$ 555,000	\$ 555,000	\$ 555,000	\$ 555,000	\$ 555,000

Annual Target: \$730,000

Notes:

Increase of Agency Reserves
- Contributed by Agencies for Equipment Replacement

- 0 Consultant and vendor amounts should include 4.4% in 2020. Inflation is 5% per year after original estimate unless noted otherwise
- 1 For unanticipated purchases of equipment that fail during the fiscal year, including this line item in the budget allows for immediate purchase of critical equipment that unexpectedly fails during the fiscal year. Amount increased starting 17/18 to include those items noted in Equipment Audit reports; amortized at \$30,000/yr.
- 2 Completion of plant system audit to delineate scope of replacement/upgrades and costs. The estimate is based upon prior years expenses and the FY1817 budget allocation of \$25,000.
- 3 Safety upgrades as described in "Fall Hazard Survey" Nov 2016. DAF building safety upgrades 18/19 and Membrane Building safety upgrades 19/20.
- 4 Operations staff to research options for new carbon system that is non-auger. May not need this or scope could change depending on what is chosen for Water Treatment Alternative see note 25. Re-evaluate need ozone pilot plant study.
- 5 Desk Top Structural assessment of the terminal reservoir completed in 2018 (Rizzo) but with limited geological data. Recommend additional field exploration to obtain core samples. Estimated cost \$80,000. DSOD Permit in process.
- 6 Conduct a cathodic protection survey of the distribution system to determine locations, if any, where the steel pipeline is at risk of corrosion or where there is discontinuity of the cathodic protection system. Report is being finalized in 11-2019. Remaining funding will be used to implement needed repairs.
- 7 Implementation of a Cloud Seeding Program. Contract with NAVIC for up to 3 year program NTE \$350,000/yr. This will be for an air based but could include some ground based after year 1.
- 8 Geologic study completed by Rizzo(2018), study recommends removal of loose material and placement of rock anchors to stabilize slope, if slope fails, study says no damage to left abutment but material could slide down over the abutment. Very high cost to install suggested repair. TAC wants a risk assessment study to be completed before decision is made to implement repairs. Risk assessment study to be funded with \$180,000 previously budgeted for repair. Funding for a repair project likely to come from a SRF loan or reserves
- 9 Funds requested to begin implementing repairs to Domestic and Fireflow tanks identified per Tank Inspection report Nov, 2018 by ATI. Fireflow quantity assessment by Fire Engineer completed in 2019. Fire flow alternatives analysis completed. Domestic Tank in fairly good condition. Domestic tank repair estimate approx \$16,000, to be done in 19/20. Next inspection/cleaning in 21/22. Fireflow tank has 2 options, could be re-habilitated and a new coating 400K -600K or install a new fireflow tank for ~ \$700K. Staff recommending budgeting \$200K per year until sufficient funds and evaluate the tank at that time. Eric Laurie Project Manager. See estimates on tab below.
- 10 Some Project Scoping has been completed in FY 2018/19. Full scope and location dependent on findings of terminal reservoir structural assessment. Lower priority in terms of spillway work and other potential high budget items like tank repairs. Total project cost to be determined during design phase, and construction to be scheduled in subsequent year.
- 11 Install two (2) new ammonia analyzers. Anticipated to be completed in 18/19. May need CUPA approval due to reagent chemicals being hazardous.
- 12 This is the extension of the Cathodic Protection Survey that was done in 2019. Results of Survey indicate many repairs needed. TAC to endorse a phasing plan in Nov 2020. What is shown is Option #3 See tab below
- 13 Design and initial environmental studies and permitting needed. Unspent funds will roll forward for construction.
- 14 On hold pending Geophysical testing of terminal dam and seismic alternatives study. In 2020 Advisory Committee requested study to determine the feasibility and costs of decommissioning the Terminal Reservoir, however due to issues regarding downstream releases during periods in which treating for algae, it was decided to look at seismic alternatives first. Estimate of \$50K should be re-visited.
- 15 Replacement of Membrane Racks (Pail), installed in 2007 design life is 10 to 20 years. First racks could need replacement in 2021. Cost based on \$2000 per module 64 modules per rack, repair 2 racks each time, 3.4% overhead included
- 16 Initial and replace security fence around west side of terminal reservoir and water treatment plant property. Phasing dependent upon available funding.
- 17 Geophysical testing and Seismic Alternatives Study to help determine if Seismic remediation is a better alternative than decommissioning the terminal reservoir. Estimate based on \$300K for physical testing and \$200K for alternatives study. De-commissioning the terminal reservoir has some major issues related to treatment of algae blooms and downstream releases so it was agreed on by TAC (Oct 2020) to pursue this first.
- 18 Additional funding for Envir. Staff to manage consultant and review work related to the HCP Instream Studies, funding for Instream studies previously budgeted in FY 19/20. Studies will identify habitat in AG Creek downstream of dam and the effects of various release scenarios. Work to take place over 1 1/2 years. Should start in Spring 2020.
- 19 Install drainage improvements to capture and divert Orcutt Road runoff to prevent contamination of Lopez Terminal Reservoir. Project dependent upon available external/grant funding.
- 20
- 21
- 22
- 23 Contributions toward the Agency Funded Reserves accumulate for the purpose of funding replacement of equipment and capital outlays at the treatment plant.
- 24
- 25 Study to analyze cost/benefit of utilizing existing chlorine dioxide system with an improved PAC system vs utilizing Ozone. Results of this study will lead to either replacement of the PAC system or implementing a Pilot study for Ozone.
- 26
- 27 Physical investigation of spillway may be necessary pending results of the non-destructive testing in FY 18-19. This work could occur in FY 18-19 using reserves.
- 28 Repairs to Spillway based on results of the non-destructive and physical investigation occurring in FY 18-19 and required by DSOD.
- 29 All HACH Turbidity Analyzers are no longer supported and new parts and service are not available. Turbidity is a regulatory monitoring requirement for surface water treatment and part of the daily monitoring and reporting requirements for the water treatment plant.
- 30 The DAF System EO pump has been replaced and refurbished on several occasions in the past few years and a new style EO pump with self priming capability will reduce downtime for maintenance and repairs and increases reliability of the system.
- 31 This project is to replace the existing HCL (mineral acid) system set up in 2018. The pilot pH suppression project using Mineral Acid (HCl) provided successful results in reducing pH and eliminating water treatment plant scaling issues such as the analyzers, header piping to the membranes, and DAF air diffuser systems. Mineral Acid is a dangerous chemical to handle and for safety reasons, a Carbon Dioxide pH suppression system is recommended to perform with similar results of pH suppression.
- 32 Staff are requesting excavating equipment to improve response to water supply and water distribution leaks, drainage issues around facilities and the dam, and for general excavation of facilities such as the percolation pond areas. The equipment will be on-hand for all emergencies 24-7.
- 33 Staff are in need of a materials trailer for hauling materials such as excavated soil, refill sand and bases, as well as site vegetation such as tule removal and tree limbs. The other benefit to the dump trailer is its ability to carry a mini excavator, as requested above, so that the excavator can be transported to various sites.
- 34 Currently, staff use an older golf cart for onsite transportation/small projects around the water treatment plant. An ATV will improve on this need for utilization on all terrain areas and transport personnel and tools on difficult terrain around the water plant and Lopez Dam facilities, assist in watershed surveys, as well as access to remote communication sites.
- 35 With the past water treatment feasibility study, Ozone was found to be a very effective means to treat for taste and odor problems and organic precursors at the water plant which lead to Trihalomethanes (THMs) in the Lopez water distribution system. Per these recommendations, a pilot study is needed to confirm the feasibility of this process and how Lopez lake water will react to Ozone treatment as well as any unforeseen byproducts that may form from Ozone treatment. 4 Month Study.
- 36 Intake Valve Actuator #2's hydraulic system sprung a leak in 2018 and was isolated to prevent hydraulic fluid from entering the lake. Intake Valve Actuator #1 was subsequently taken apart to confirm custom repair parts and components for Valve Actuator #2. When lake levels allow, it is advised that staff complete repairs of the actuators and hydraulic system for each intake valve to reduce the chance for future failures and leaks and to inspect the systems completely while performing touch up on parts and coatings.
- 37 A hydroelectric system once operated at the Terminal Reservoir inlet control valve. A more efficient system would be feasible at the dam outlet structure itself. Given the focus on alternative energy sources, it could be beneficial to reinstall a hydroelectric system for the project and combined with solar power options provide close to net zero energy usage by the water treatment facility.
- 38 Replace existing 17 year old boat purchased in 2002.

ZONE 3 CATHODIC PROTECTION REPAIR - PHASING PLAN OPTIONS

OPTION #1 - 4 YEAR PHASED PLAN

PHASE 1 (FY 20-21)			
Column#	Quantity	Cost (ea)	Total Cost
Unit 1	1	\$ 15,000	\$ 15,000
Unit 2	1	\$ 20,000	\$ 20,000
Unit 3	1	\$ 15,000	\$ 15,000
Domestic Tank	1	\$ 7,500	\$ 7,500
Total			\$ 57,500

PHASE 2 (FY 21-22)			
Column#	Quantity	Cost (ea)	Total Cost
Rectifier	1	\$ 20,000	\$ 20,000
Anode Bed	1	\$ 60,000	\$ 60,000
Remove/Dispose of Old ICCI	1	\$ 10,000	\$ 10,000
Domestic Tank (Galvanic System)	1	\$ 30,000	\$ 30,000
Test Stations ¹	8	\$ 15,000	\$ 120,000
Flange Insulating Kits	3	\$ 3,000	\$ 9,000
Continuity Test	1	\$ 15,000	\$ 15,000
Repair Broken Bonds	5	\$ 10,000	\$ 50,000
Total			\$ 314,000

PHASE 3 (FY 22-23)			
Column#	Quantity	Cost (ea)	Total Cost
Rectifier	1	\$ 20,000	\$ 20,000
Anode Bed	1	\$ 60,000	\$ 60,000
Install Power	1	\$ 15,000	\$ 15,000
Test Stations ¹	6	\$ 15,000	\$ 90,000
Flange Insulating Kits	3	\$ 3,000	\$ 9,000
Continuity Test	1	\$ 15,000	\$ 15,000
Repair Broken Bonds	5	\$ 10,000	\$ 50,000
Total			\$ 254,000

PHASE 4 (FY 23-24)			
Column#	Quantity	Cost (ea)	Total Cost
Rectifier	1	\$ 20,000	\$ 20,000
Anode Bed	1	\$ 60,000	\$ 60,000
Remove/Dispose of Old ICCI	1	\$ 10,000	\$ 10,000
Test Stations ¹	6	\$ 15,000	\$ 90,000
Flange Insulating Kits	2	\$ 3,000	\$ 6,000
Continuity Test	1	\$ 15,000	\$ 15,000
Repair Broken Bonds	5	\$ 10,000	\$ 50,000
Total			\$ 251,000
GRAND TOTAL			\$ 881,500

- Notes:
1. CPS provided a cost estimate to repair test stations (TS) on a worst case scenario. Costs could vary between \$8K - \$15K each.
 2. Actual number of bonds needed to be repaired is unknown until continuity test is performed
 3. These are conservative budgetary estimates provided by CPS.

OPTION #2 - 3 YEAR PHASED PLAN

PHASE 1 (FY 20-21)			
Column#	Quantity	Cost (ea)	Total Cost
Unit 1	1	\$ 15,000	\$ 15,000
Unit 2	1	\$ 20,000	\$ 20,000
Unit 3	1	\$ 15,000	\$ 15,000
Domestic Tank	1	\$ 7,500	\$ 7,500
Total			\$ 57,500

PHASE 2 (FY 21-22)			
Column#	Quantity	Cost (ea)	Total Cost
Rectifier	3	\$ 20,000	\$ 60,000
Anode Bed	3	\$ 60,000	\$ 180,000
Remove/Dispose of Old ICCI	2	\$ 10,000	\$ 20,000
Install Power (Galvanic System)	1	\$ 15,000	\$ 15,000
Test Stations ¹	1	\$ 30,000	\$ 30,000
Flange Insulating Kits	20	\$ 15,000	\$ 300,000
Repair Broken Bonds	8	\$ 3,000	\$ 24,000
Total			\$ 629,000

PHASE 3 (FY 22-23)			
Column#	Quantity	Cost (ea)	Total Cost
Continuity Test	3	\$ 15,000	\$ 45,000
Repair Broken Bonds ²	15	\$ 10,000	\$ 150,000
Total			\$ 195,000
GRAND TOTAL			\$ 881,500

- Notes:
1. CPS provided a cost estimate to repair test stations (TS) on a worst case scenario. Costs could vary between \$8K - \$15K each.
 2. Actual number of bonds needed to be repaired is unknown until continuity test is performed
 3. These are conservative budgetary estimates provided by CPS.
 4. Phasing the work by type instead of units, would probably result in lower bids than estimated amounts.

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Farwest Corrosion
Cor-Pro

OPTION #3 - 3 YEAR PHASED PLAN B

PHASE 1 (FY 20-21)			
Column#	Quantity	Cost (ea)	Total Cost
Unit 1	1	\$ 15,000	\$ 15,000
Unit 2	1	\$ 20,000	\$ 20,000
Unit 3	1	\$ 15,000	\$ 15,000
Domestic Tank	1	\$ 7,500	\$ 7,500
Total			\$ 57,500

PHASE 2 (FY 20-21 & 21-22)			
Column#	Quantity	Cost (ea)	Total Cost
Rectifier	2	\$ 20,000	\$ 40,000
Anode Bed	2	\$ 60,000	\$ 120,000
Remove/Dispose of Old ICCP	2	\$ 10,000	\$ 20,000
Test Stations ¹	14	\$ 15,000	\$ 210,000
Flange Insulating Kits	5	\$ 3,000	\$ 15,000
Total			\$ 405,000

PHASE 3 (FY 22-23)			
Column#	Quantity	Cost (ea)	Total Cost
Rectifier	1	\$ 20,000	\$ 20,000
Anode Bed	1	\$ 60,000	\$ 60,000
Install Power (Galvanic System)	1	\$ 15,000	\$ 15,000
Test Stations ¹	6	\$ 15,000	\$ 90,000
Flange Insulating Kits	3	\$ 3,000	\$ 9,000
Total			\$ 224,000

PHASE 4 (FY 22-23)			
Column#	Quantity	Cost (ea)	Total Cost
Continuity Test	3	\$ 15,000	\$ 45,000
Repair Broken Bonds ²	15	\$ 10,000	\$ 150,000
Total			\$ 195,000
GRAND TOTAL			\$ 881,500

- Notes:
1. CPS provided a cost estimate to repair test stations (TS) on a worst case scenario. Costs could vary between \$8K - \$15K each.
 2. Actual number of bonds needed to be repaired is unknown until continuity test is performed
 3. These are conservative budgetary estimates provided by CPS.
 4. Phasing the work by type instead of units, would probably result in lower bids than estimated amounts.

Carollo
Farwest Corrosion
Cor-Pro

REQUEST FOR PROPOSAL

The California Governor's Office of Emergency Services (Cal OES), Grants Management Section, is soliciting proposals for the following program:

COMMUNITY POWER RESILIENCY ALLOCATION TO SPECIAL DISTRICTS PROGRAM

Release Date: October 9, 2020

This Request for Proposal (RFP) provides detailed information and forms necessary to prepare a proposal for the Cal OES grant funds.

PROGRAM SYNOPSIS

Program Description

The purpose of the Community Power Resiliency Allocation to Special Districts Program is to support California special districts with additional preparedness measures in response to power outage events.

Eligibility:

California special districts that have an identified critical facility or facilities, or provide critical infrastructure, pursuant to the de-energization guidelines adopted by the California Public Utilities Commission are the only eligible Applicants.

Performance Period:

July 1, 2020 – October 31, 2021

Available Funding:

Individual Applicants may request up to \$300,000.

Submission Deadline:

Friday, October 30, 2020



COMMUNITY POWER RESILIENCY ALLOCATION TO SPECIAL DISTRICTS PROGRAM

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COUNTY OF SAN LUIS OBISPO

Public Works

John Diodati, *Interim Director*

MEMORANDUM

Date: October 29, 2020
Subject: Notice of Preparation – Initial Study
To: Responsible Agencies, Trustee Agencies, and Interested Parties
From: Keith Miller, Environmental Division Manager
San Luis Obispo County Department of Public Works
976 Osos Street, Room 206
San Luis Obispo, CA 93408-2040
Email: klmiller@co.slo.ca.us

Project Title: Lopez Water Project Contract Changes (552R235020/ED#20-210)

Project Applicant: County of San Luis Obispo Zone 3 Flood Control and Water Conservation District (District)

Responses Due By: December 4, 2020

The County of San Luis Obispo Flood Control and Water Conservation District (District) will be the Lead Agency and will prepare an Initial Study (IS) for the above-referenced project. We need to know the views of your agency as to the scope and content of the environmental information which is germane to your agency's statutory responsibilities in connection with the proposed project.

The IS will be prepared to evaluate the potential for significant impacts from the project and determine the appropriate document to be prepared pursuant to the California Environmental Quality Act (CEQA). Your agency may subsequently need to use the CEQA document prepared by the District when considering your permit or other approval for the project.

Please provide us the following information at your earliest possible date, but not later than December 4, 2020:

1. NAME OF CONTACT PERSON. Please include address, e-mail and telephone number.
2. PERMIT(S) or APPROVAL(S) AUTHORITY. Please provide a summary description of these and send a copy of the relevant sections of legislation, regulatory guidance, etc., if applicable.
3. ENVIRONMENTAL INFORMATION. What environmental information must be addressed in the

County of San Luis Obispo Department of Public Works

County Govt Center, Room 206 | San Luis Obispo, CA 93408 | (P) 805-781-5252 | (F) 805-781-1229
pwd@co.slo.ca.us | slocounty.ca.gov

Initial Study to enable your agency to use this documentation as a basis for your permit issuance or approval?

4. PERMIT STIPULATIONS/CONDITIONS. Please provide a list and description of standard stipulations (conditions) that your agency will apply to features of this project. Are there other conditions that have a high likelihood of application to a permit or approval for this project? If so, please list and describe.
5. REASONABLY FORESEEABLE PROJECTS, PROGRAMS, or PLANS. Please name any future project, programs or plans that you think may have an overlapping influence with the project as proposed.
6. RELEVANT INFORMATION. Please provide references for any available, appropriate documentation you believe may be useful to the County in preparing the IS. Reference to and/or inclusion of such documents in an electronic format would be appreciated.
7. FURTHER COMMENTS. Please provide any further comments or information that will help the County to scope the document and determine the appropriate level of environmental assessment.

General information on the Lopez Water Project is available on the County's project website at: <https://www.slocounty.ca.gov/Departments/Public-Works/Committees-Programs/Flood-Control-Zones/Zone-3-Lopez-Water-Project.aspx>.

A project description and Zone 3 vicinity map is attached.

Please send your response to Keith Miller at the address or email shown above. As requested above, we will need the name for a contact person in your agency.



Keith Miller, Environmental
Division Manager
kmiller@co.slo.ca.us

Attachment: Project Description and Location Map

Lopez Water Project Contract Changes Project Description

**Prepared by
The San Luis Obispo County Flood Control
and Water Conservation District**

October 2020

Project Purpose

The San Luis Obispo County Flood Control and Water Conservation District (District) established Zone 3 (Zone 3) on July 26, 1965 for the purpose of financing, construction and maintenance of the Lopez Dam and facilities (Lopez Project) to provide potable water to the lands within the Zone 3 boundaries (refer to Figure 1). The District entered into water supply contracts with the Zone 3 Contractors (Contractors), which include Cities of Arroyo Grande, Grover Beach and Pismo Beach, the Oceano Community Services District and the County Service Area 12 (Avila Beach) to fund a portion of the Lopez Project and to establish entitlements for Lopez Water.

The District's current water supply contracts with the Contractors provide an annual entitlement of water from the reservoir (entitlement) and the option to purchase surplus water, which consists of unused annual entitlements and unreleased downstream releases from the previous water year. Contractors have one year to use the surplus water, any unused surplus water then reverts back to being water available to the District for annual entitlements and downstream releases in the subsequent year. This contractual structure creates a "use it or lose it" scenario and does not provide any incentive for the Contractors to limit their use of Lopez Water and preserve local water supplies.

The District, on behalf of the Contractors, is proposing to restate and amend its existing water supply contracts to allow the Contractors to store their unused annual water entitlement in Lopez Reservoir for future use. The purpose of the proposed changes is to provide the District and the five Contractors greater flexibility to better manage their water supply portfolios, which in addition to Lopez reservoir water, may include groundwater or allocations from the State Water Project (SWP), and improve water supply resiliency for the region.

Background

Safe Yield

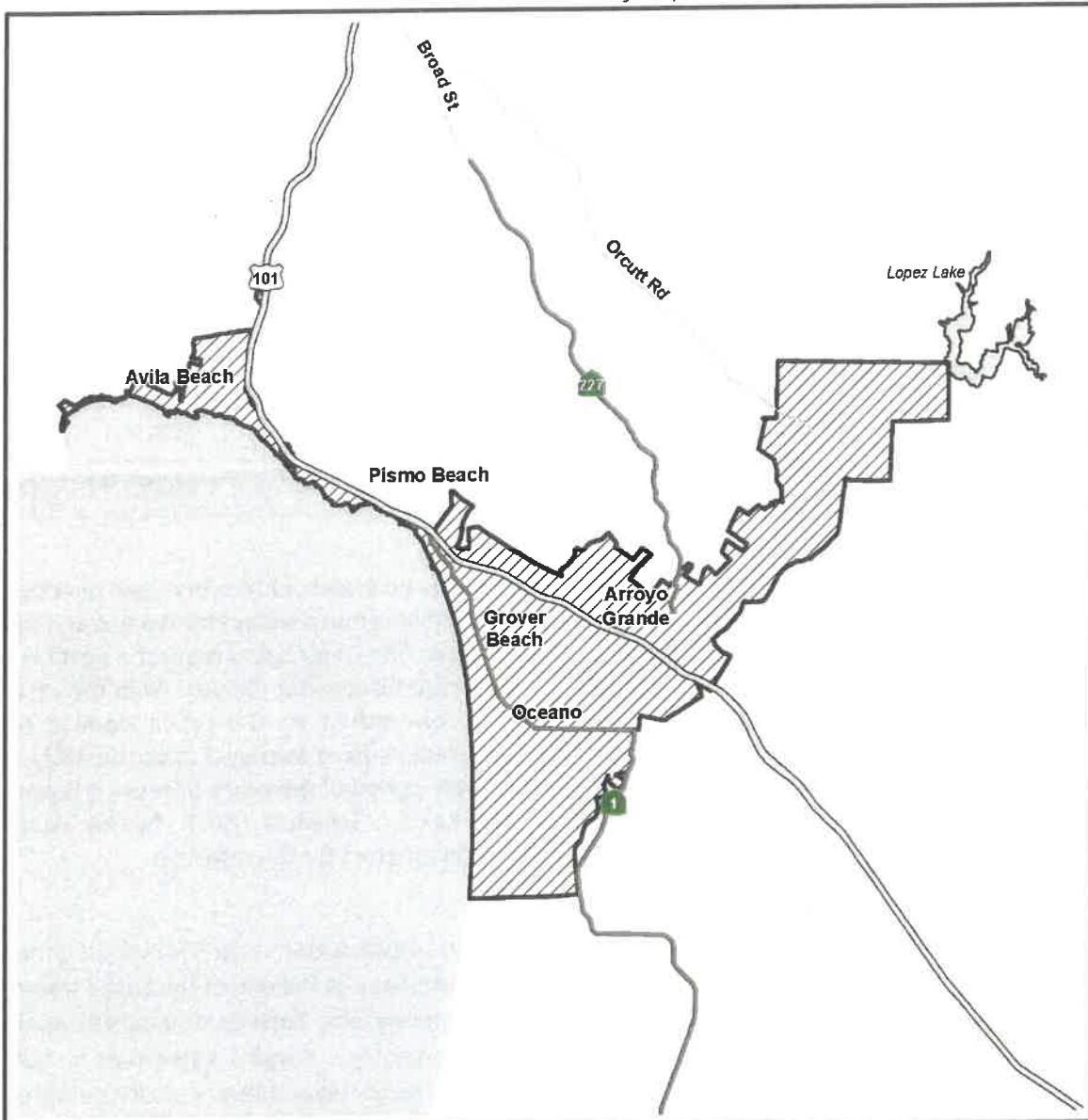
The safe yield of the reservoir is the maximum quantity of water that can be consistently extracted from the reservoir on an annual basis without the reservoir reaching minimum pool or other limiting constraint during the worst drought period on record. The safe yield identified in the existing Lopez Reservoir Water Supply Contracts is 8,730 acre feet per year (AFY). This safe yield has been reaffirmed in multiple reservoir operations studies in recent years, including the Lopez Spillway Raise Project (Stetson 2013) and the ECORP HCP Modeling Analysis.

The safe yield is divided between the municipal diversions and downstream releases, with 4,530 AFY designated for Contractor entitlements, and 4,200 AFY designated for release downstream.

Existing Contractor Entitlements

The District's water supply contracts identify each Contractor's entitlement to Lopez Project water and is summarized in Table 1, along with each Contractor's entitlement percentage.

Attachment 1 Vicinity Map



VICINITY MAP
FLOOD CONTROL AND WATER CONSERVATION DISTRICT ZONE 3
South County, CA
COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF PUBLIC WORKS

1:150,000
0 1 2 Miles

Map by: BJclose
Date: 8/16/2018

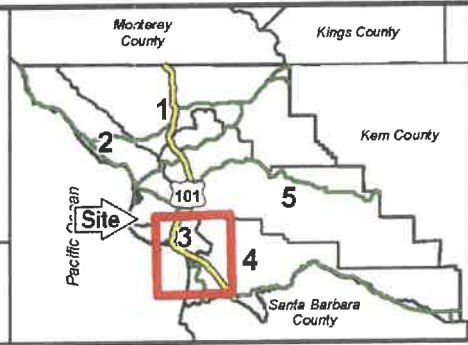



Table 1. Lopez Reservoir Contractor Entitlements and Entitlement Percentages

Contractor	Entitlement (AFY)	Entitlement Percentage (Approximate)
CSA-12 (Avila Beach)	245	5%
City of Arroyo Grande	2290	51%
City of Grover Beach	800	18%
City of Pismo Beach	892	20%
Oceano Community Services District	303	7%
Total	4,530	100%

The water year for the Lopez Project begins on April 1 and ends on March 31 of every year. Shortly after the end of the water year the District notifies the Contractors of how much water entitlement and surplus water is available for each agency for the upcoming water year. The Contractors request a portion or all of their entitlement and surplus water and the water is diverted throughout the year from the reservoir to the Lopez terminal reservoir, where it is treated and transmitted via the Lopez Pipeline to the Contractors. Since 2007, entitlement deliveries to the Contractors have averaged approximately 4,480 AFY. The time period from 2007 to present was selected as the period of reference because it represents current operations under the 2007 Interim Downstream Release Schedule (IDRS), further described below, and is most representative of the current operating parameters for the reservoir.

Surplus Water

In addition to the entitlements, the Contractors have access to surplus water under the current contracts. The amount of surplus water available to the Contractors is calculated at the end of the Lopez water year and includes unused entitlements and unreleased downstream releases. Each Contractor's allocation of surplus water is proportional to each agencies' entitlement percentage. Surplus water must be taken in the subsequent water year but can only be taken after the Contractor takes delivery of all its entitlement water for that year. Any unused surplus water at the end of the water year becomes water available to the District for annual entitlements and downstream releases in the subsequent water year.

Downstream Releases

Downstream releases are also tracked on the Lopez water year and the parameters for managing downstream releases are included in IDRS (additional information provided below). Up to 4,200 AFY of the safe yield is designated for downstream release. Downstream releases are released from the reservoir at the outlet of the dam directly into Arroyo Grande Creek. The downstream releases are used to maintain habitat for environmental resources, provide water for downstream agricultural uses, and to recharge the groundwater basin. The downstream releases vary throughout the year depending on hydrologic conditions and downstream environmental and agricultural demands. On average, since 2007 downstream releases have averaged approximately 3,640 AFY.

Permits, Authorizations, Guiding Documents

The Lopez Dam received a permit to operate on May 31, 1961. The permit provides for appropriation of water from Arroyo Grande Creek and the diversion of 50,000 AFY from October 1 to July 1, for beneficial use. The District is in the process of obtaining a updated Water Rights Permit, which requires the completion of a Habitat Conservation Plan (HCP). See additional information below regarding the HCP.

Interim Downstream Release Schedule

The IDRS provides a plan for managing downstream releases from Lopez Dam until such time as the HCP can be completed and adopted. The goal of the IDRS is to allow the District to maintain a downstream release schedule that provides water for downstream environmental and agricultural uses and maintains water for municipal diversions. The IDRS outlines a release method, schedule, and monitoring protocol. The Zone 3 Board of Supervisors adopted the IDRS in April 2007, and the District has been implementing it since that time. Under the IDRS, downstream releases range between 3 and 6 cubic feet per second, depending on hydrologic conditions and downstream demands. Downstream releases have averaged approximately 5 cubic feet per second since 2007.

Low Reservoir Response Plan

The IDRS includes a Low Reservoir Response Plan (LRRP). The LRRP describes a set of actions that the District would implement when the amount of water in storage within the Lopez Reservoir drops below 20,000 Acre-Feet (AF) and the District's Board of Supervisors has declared an emergency related to Zone 3. The purpose of the LRRP is to limit municipal and downstream releases from Lopez Reservoir during periods of low reservoir storage to preserve water within the reservoir, above the minimum pool level, for a minimum of 3 to 4 years under continuing drought conditions.

The primary actions resulting from implementation of the LRRP include:

- Reductions in entitlement water deliveries
- Reductions in downstream releases, and
- No new allocations of surplus water from unreleased downstream releases; and
- Extension of time that agencies can take delivery of unused Entitlement water; throughout the duration that the Drought Emergency is in effect, subject to evaporation losses

The LRRP was implemented from December 2014 through March 2018 in response to the drought. The proposed contract changes would not modify the LRRP.

Habitat Conservation Plan

The Habitat Conservation Plan (HCP) is being prepared to protect and enhance habitat conditions within Arroyo Grande Creek for south-central California coast steelhead (steelhead) and California red-legged frogs (CRLF) pursuant to the requirements of the Federal Endangered Species Act. The HCP will address the operation of Lopez Dam and habitat restoration activities downstream of the dam.. It is expected that the HCP would be effective for approximately 20 years once approved by all parties. The HCP would comply with the Federal Endangered Species Act, provide incidental take authorization for steelhead and CRLF resulting from District operations and maintenance activities affecting Arroyo Grande Creek, and provide enhanced habitat conditions and protection for both species.

It is anticipated that the HCP will be implemented via an adaptive management strategy that establishes downstream release patterns that would allow the District to provide the Zone 3 Contractor entitlements,

water for downstream agricultural uses and maximize beneficial effects to steelhead and CRLF – including improved attraction and passage flows for steelhead, for example. Surveys of the creek habitat suitability under different downstream release scenarios are scheduled for the winter of 20/21. This survey effort will subsequently support recommendations in the HCP.

Proposed Contract Changes

The proposed restating and amending of the contract would modify the current contracts between the District and Contractors such that the Contractor's would be allowed to "store" any portion of their annual requested entitlement or requested surplus water in the reservoir until such time as it was delivered for use. For example, a Contractor that only needed 20% of their annual entitlement in Year 1, would request delivery of that amount, but could also choose to store the other 80% of their entitlement and retain it in the reservoir for future use. Stored water held by any agency would be subject to loss if the reservoir filled and spilled. Stored Water would also be subject to evaporation losses as well.

It is also proposed to allow storage of "other water" such as water from the State Water Project (SWP). This would only be available to those Contractors who have a contract for SWP Water as well as Lopez Project Water, but would not include storing actual water from the SWP Water in Lopez Reservoir. Stored SWP Water would be achieved through in-lieu exchange of SWP water and requested deliveries of Lopez Water by other Contractors. Stored SWP Water would be subject to evaporation and spill losses.

The contract changes also include language that clearly indicates that existing annual entitlements and downstream releases are subject to change in the future due to state or federal mandates that may result from the HCP and operating permit renewal.

Anticipated Outcomes

The Contractor's generally have multiple sources of water (water portfolio), including the Lopez Project, groundwater, and State Water Project (SWP). The cost and availability of these sources varies from year to year. Allowing Contractors to store their Lopez and State Water supplies for future use provides them with additional flexibility to manage their water portfolio as efficiently as possible. More specific anticipated outcomes are described below.

To determine how the proposed contract changes would potentially impact the operations of the reservoir, the District evaluated multiple reservoir operations scenarios, with and without the proposed contract changes, using the existing OASIS Reservoir Operations Model. The Baseline Scenario simulates the operation of the reservoir under current operating parameters (i.e. IDRS, no storage provisions) over the entire hydrologic period that the reservoir has been in operation. This was done because operational parameters prior to adoption of the IDRS in 2007 were much different than current and anticipated future operations. The Storage Scenario simulates the operation of the reservoir under the proposed contract changes. The assumptions for each of the modeling scenarios are outlined in the Table 2 below.

Table 2. Zone 3 Contract Change Modeling Scenarios

Scenario	Scenario Parameters					
	Hydrology	Downstream Releases	Municipal Demands	Supply Priority ¹	Storage Rights	Low Reservoir Response Plan
Baseline	1969 - 2018	IDRS Release Schedule	2018, 2035 Demands	No Storage (Lopez, SWP, Groundwater)	No	Not Included
Storage	1969 - 2018	IDRS Release Schedule	2018, 2035 Demands	With Storage (SWP, Lopez, Groundwater)	Unreleased Downstream Releases and Unused Entitlements	Not Included

¹No Storage – Based on a tiered priority strategy intended to optimize use of NCMA Agencies’ water supply portfolios.

1. Priority 1 – Lopez Water.
2. Priority 2 – State Water. SWP Water based on available SWP supply and delivery capacity. Available supply calculated using subcontractor Table A Allocation and Drought Buffer and estimated Annual Table Allocation from Calsim 3 Table A Allocation Estimates. Available Capacity accounts for SWP and Lopez pipeline capacity limitations.
3. Priority 3 – Groundwater. Natural Yield groundwater supplies (i.e. 25% of NCMA Allocations).

With Storage – Based on a tiered priority strategy intended to optimize use of NCMA Agencies’ water supply portfolios.

1. Priority 1 – State Water. SWP Water based on available SWP supply and delivery capacity. Available supply calculated using subcontractor Table A Allocation and Drought Buffer and estimated Annual Table Allocation from Calsim 3 Table A Allocation Estimates. Available Capacity accounts for SWP and Lopez pipeline capacity limitations. Priority 1 switches to Lopez Water once 3 years of Lopez Water is available in storage for an individual agency.
2. Priority 2 – Lopez Water.
3. Priority 3 – Groundwater. Natural Yield groundwater supplies (i.e. 25% of NCMA Allocations).

The modelling scenario results indicate that the proposed contract amendments would generally result in the following:

- More water would be stored in Lopez Reservoir due to the incentives provided by the proposed contract changes to reduce use of Lopez Water, see Figure 1 for comparison of water storage under current contracts (Baseline 2018) and proposed contract changes (Storage 2018)
- Downstream releases would not be impacted as modeling indicates that there would be sufficient un-stored water in the reservoir to meet downstream release requirements. Additionally, if there was not sufficient water available for downstream releases the proposed contract provisions allow for water to be taken from Contractors’ storage to meeting downstream release requirements
- Volume of water lost to spills would increase slightly (approximately 21,000 AF over a 50-year period) due to the additional water in storage

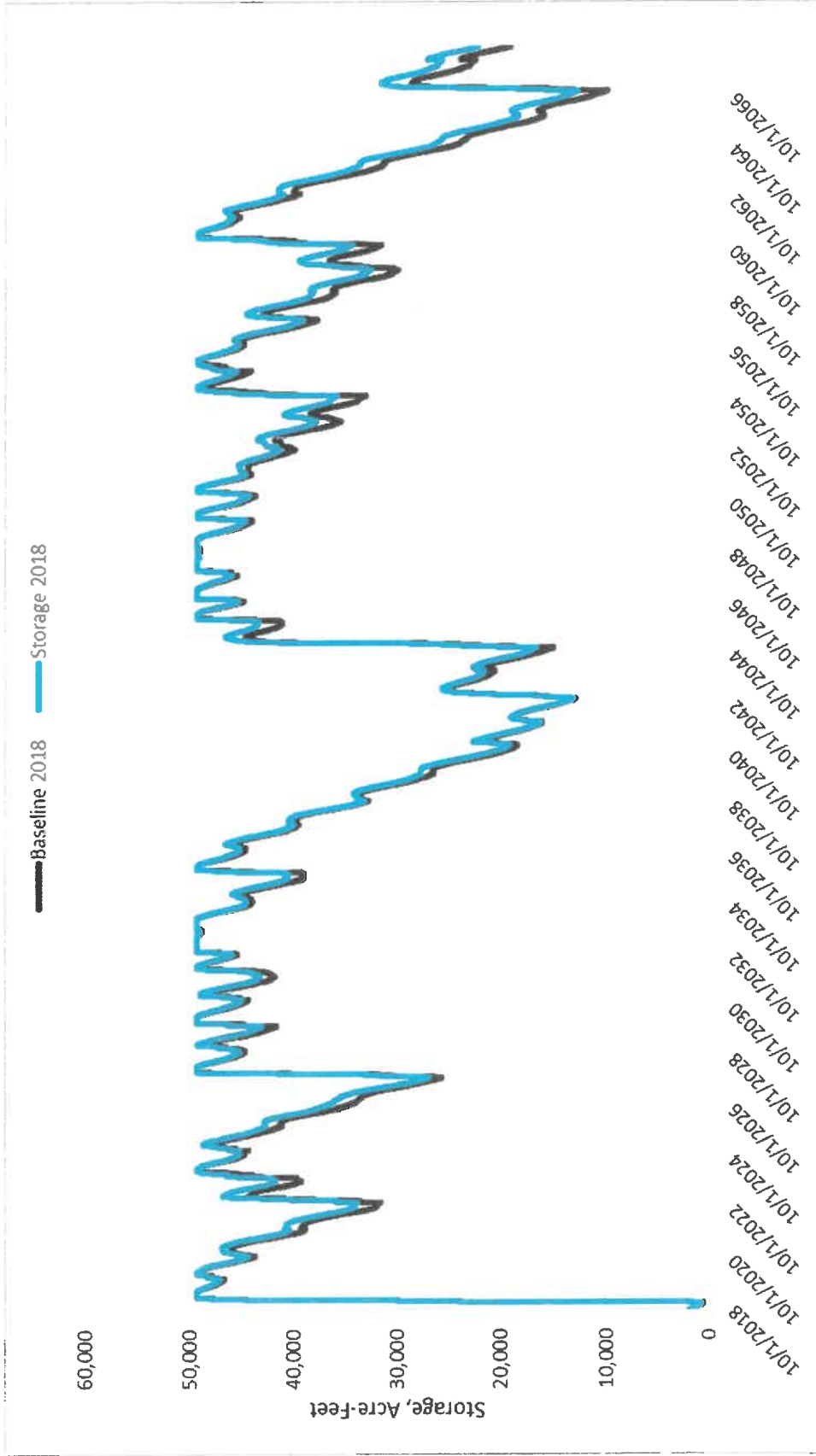


Figure 1. Zone 3 Contract Change Modeling Scenarios Result



November 4, 2020

Avila Beach Community Services District
100 San Luis Street
Avila Beach, CA 93424

**SUBJECT: OCTOBER 2020 MONTHLY FACILITY REPORT FOR THE AVILA BEACH COMMUNITY SERVICES
DISTRICT WASTEWATER TREATMENT PLANT, WATER SYSTEM AND COLLECTION SYSTEM**

WASTEWATER TREATMENT PLANT

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 District supplied recirculation pumps were installed by Staff.

The light fixtures in the Clarifier were replaced with new LED units to provide adequate light for Staff working within the building.

WATER SYSTEM

The small water storage tank continues to be used as standby, with FRM staff monitoring the water quality in the tank and flushing as needed. FRM Staff continues to monitor the chlorine residuals and provide additional chlorine as needed. Staff has been performing distribution flushing on an as needed basis.

The potable water tank flowmeter failed, was diagnosed, and is needing to be replaced. Staff worked with the District to approve an action plan for replacement; Staff will proceed with replacing the flowmeter once parts are available.

COMPLIANCE RECORD AND PLANT PERFORMANCE

Staff compiled the data to complete the monthly Self-Monitoring Report and Discharge Monitoring Report in California Integrated Water Quality System (CIWQS). Once approved, the reports are uploaded into CIWQS and certified by ABCSD Staff.

Plant Design for Influent BOD is 270 mg/L. The permit limit for Effluent TSS and BOD is a Monthly Average of 40 mg/L with a Daily Maximum of 90 mg/L.

Staff is continuing to work on the Sewer System Management Plan (SSMP) updates required by the Regional Water Quality Control Board (RWQCB) every five years.

Staff met with the Certified Union Program Agency (CUPA) for the routine, annual Hazardous Material Inspection required for permit renewal.

Sincerely,

FLUID RESOURCE MANAGEMENT



Carinna Butler
Operations Manager

ATTACHMENTS

- Self-Monitoring Report
- ABCSD Average Daily WWTP Effluent Flow (2018-2020)
- ABCSD Monthly Total WWTP Effluent Flow (2018-2020)
- Port San Luis Monthly Total Flow (2018-2020)
- Monthly Average Influent BOD (2018-2020)
- Monthly Average Effluent BOD (2018-2020)
- Monthly Water Purchased from Lopez (2018-2020)
- ABCSD Monthly Water Sold (2018-2020)



Avila Beach CSD Wastewater Treatment Facility

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

Month: **OCTOBER 2020**

Date	Daily Flow (MGD)			Effluent Monitoring		
	Total	Max (gpm)	Avg (gpm)	Biweekly Total Coliform	Biweekly Fecal Coliform	Daily Chlorine Residual
1	0.043678	69	31	<2	<2	<0.02
2	0.054051	71	38			<0.02
3	0.062638	74	44			<0.02
4	0.063966	98	45			<0.02
5	0.048604	88	34			<0.02
6	0.047560	72	33	2	<2	<0.02
7	0.046156	59	32			<0.02
8	0.047119	73	33	2	<2	<0.02
9	0.055720	71	39			<0.02
10	0.061739	77	43			<0.02
11	0.064462	86	45			<0.02
12	0.051278	69	36			<0.02
13	0.045837	64	32	<2	<2	<0.02
14	0.046535	79	32			<0.02
15	0.050304	72	35	2	<2	<0.02
16	0.056655	76	40			<0.02
17	0.064633	77	45			<0.02
18	0.066280	83	46			<0.02
19	0.050769	74	35			<0.02
20	0.051477	76	36	<2	<2	<0.02
21	0.048347	71	37			<0.02
22	0.051499	68	36	<2	<2	<0.02
23	0.059276	80	41			<0.02
24	0.063937	82	45			<0.02
25	0.062068	80	38			<0.02
26	0.056454	78	39			<0.02
27	0.045697	86	32	2	<2	<0.02
28	0.041372	70	29			<0.02
29	0.045845	74	32			
30	0.049910	72	35			<0.02
31	0.050722	61	35			<0.02
Min	0.041372	59	29	<2	<2	<0.02
Mean	0.053374	75	37	2	<2	<0.02
Max	0.066280	98	46	2	<2	<0.02
Total	1.654588	Effluent daily (dry weather) flow NTE 0.2 MGD (mean).				

Influent Brine Received	
Date	Volume (Gallons)
	N/A

Sludge Removal	
Date	Gallons
10/13/20	4,500

Effluent and Influent Monitoring

Date	Biweekly Effluent BOD (24 HC)	Biweekly Effluent TSS (24 HC)	Biweekly Influent BOD (24 HC)	Biweekly Influent TSS (24 HC)	Monthly Effluent Oil & Grease (Grab)
10/1/20	17	10	364	300	
10/4/20	22	15	424	277	
10/8/20	18	14	172*	184	
10/11/20	26	19	313	247	
10/15/20	20	10	436	220	<5.0
10/18/20	28	25	371	264	
10/22/20	21	14	348	294	
10/25/20	32	6	285	21	
10/29/20					
Min	17	6	172	21	<5.0
Mean	23.0	14.1	339.1	225.9	<5.0
Max	32	25	436	300	<5.0
BOD Removal: 93.2%			TSS Removal: 93.7%		

*Original results invalidated due to lab error; please see attached letter from Abalone Coast Analytical dated 11/02/2020.

Effluent Monitoring

Date	Weekly Set. Solids (Grab)	Weekly Turbidity (Grab)	Weekly pH (Grab)	Weekly Temp °F (Grab)
10/1/20	<0.1	9.57	6.5	73
10/8/20	<0.1	10.4	6.6	72
10/15/20	<0.1	14.0	6.8	72
10/22/20	<0.1	13.0	6.7	70
Min	<0.1	9.6	6.5	70.0
Mean	<0.1	11.7	6.7	71.8
Max	<0.1	14.0	6.8	73.0

Effluent Limits

Parameter	Units	Monthly Avg	Weekly Avg	Daily Max
BOD	mg/L	40	60	90
Suspended Solids	mg/L	40	60	90
Oil and Grease	mg/L	25	40	75
Turbidity	NTU	75	100	225
Total Coliform	MPN/100 mL	7 Sample Median: 23		
		More than once in 30 days: 240		
		Daily Maximum: 2,400		
Chlorine Residual	mg/L	6 Month Median: 0.3		1.2
pH	pH units	Between 6.0 - 9.0		
Settleable Solids	mL/L	1.0	1.5	3.0
BOD/TSS Removal	%	≥ 75%	***	***

I certify under penalty of perjury that the foregoing is true and accurate and that the sampling procedure and analysis used are as specified in the Waste Discharge Order for this facility.

SIGNATURE: _____

DATE: _____

PRINTED NAME: _____

TITLE: _____



Date: 11/2/2020

RE: Avila Influent BOD Results

To: Cara Aguiar

Dear Ms. Aguiar,

On 10/8/2020 samples were submitted for Avila Beach CSD. They were logged under project number 20-5484 and analyzed accordingly.

The BOD result for the Influent sample taken 10/8/20 at 0920 was not consistent with normal Influent results and was likely due to lab analyst error, so Abalone Coast Owner and Lab Director, Amanda Smith, decided to invalidate the sample results.

Once FRM reviewed these results it was requested that we re-run the analysis out of hold time. The subsequent results were much more in line with what is expected from an Influent result.

A revised copy of the report has been edited with a brief notation of this occurrence and uploaded to your online data base. We apologize for this error.

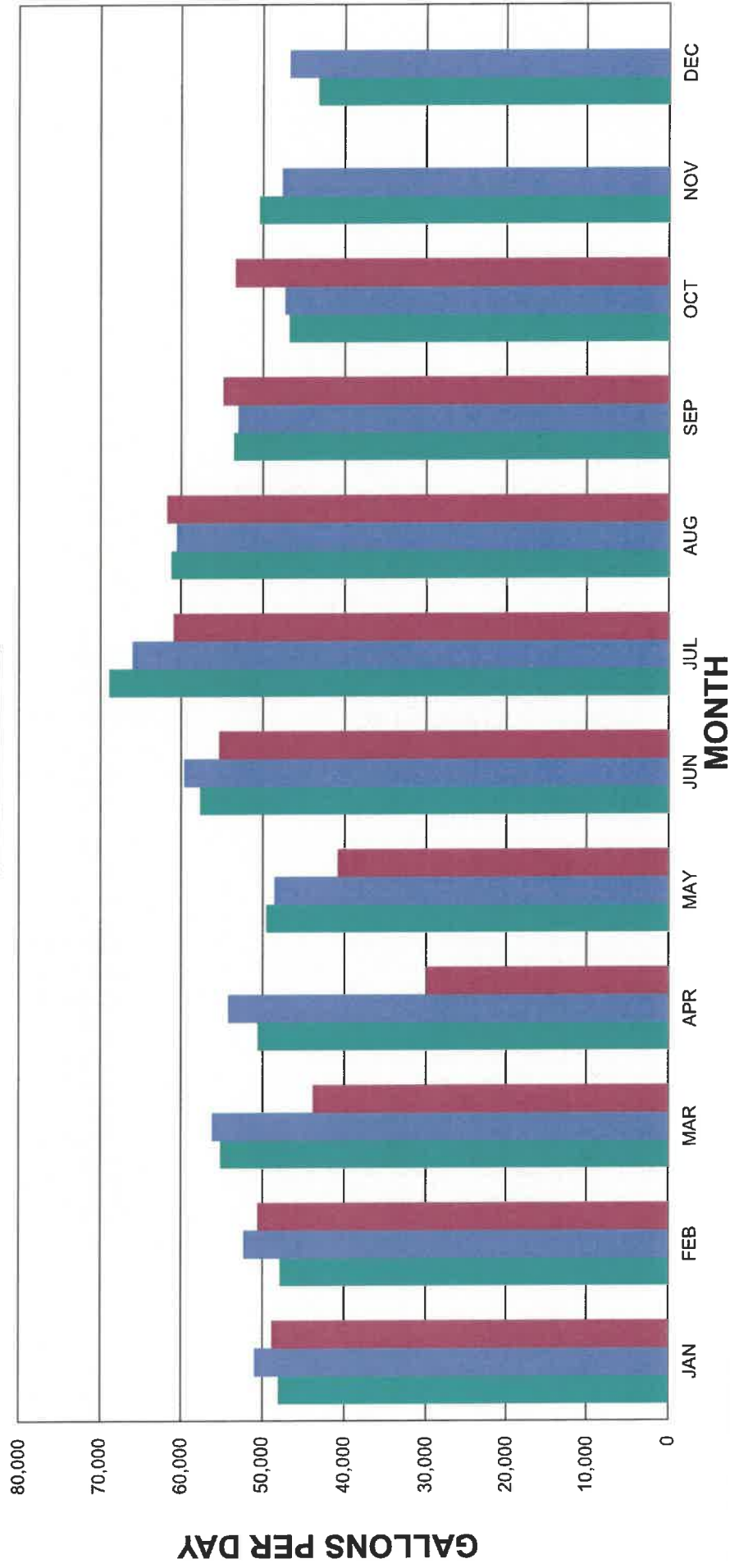
Warmest regards,

Caitlin Galloway

Project Manager

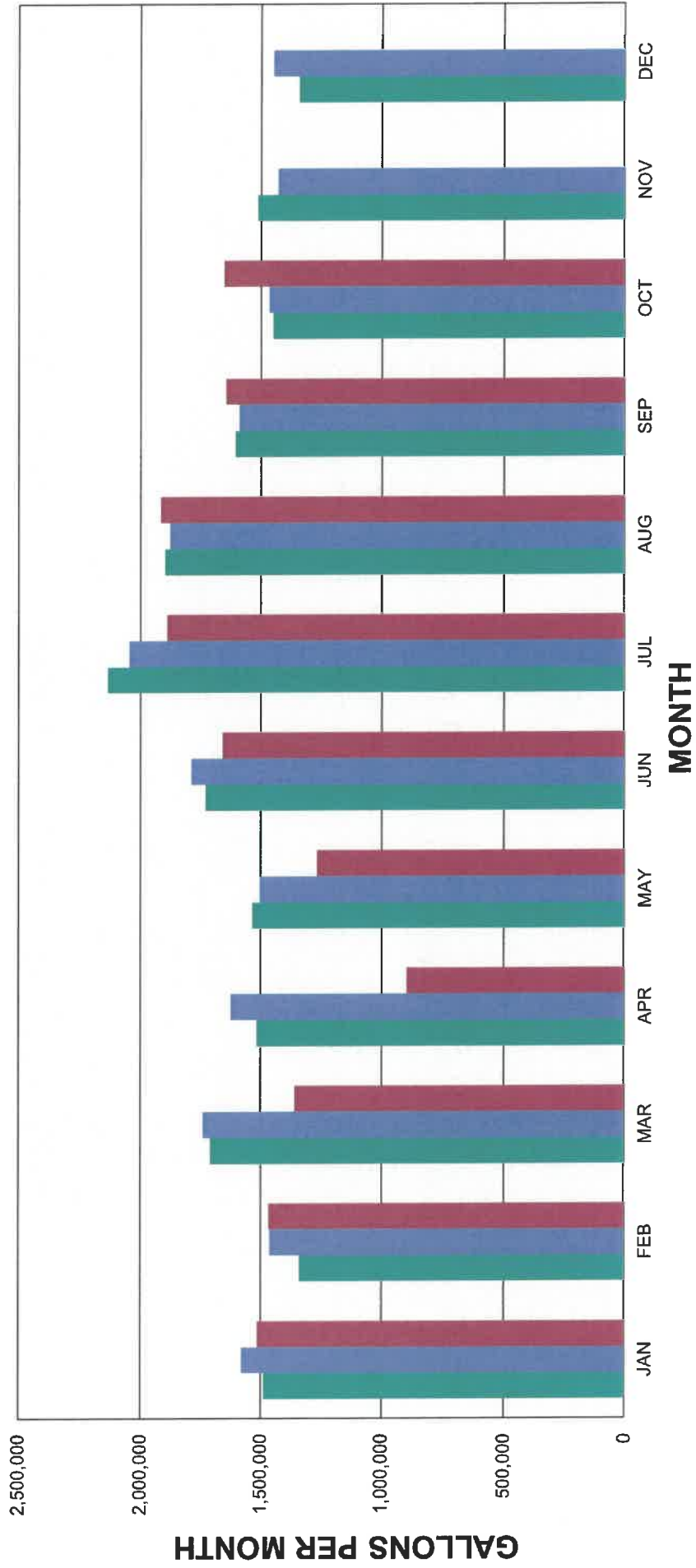
ABCSD AVERAGE DAILY WWTP EFFLUENT FLOW (2018 - 2020)

2018 2019 2020



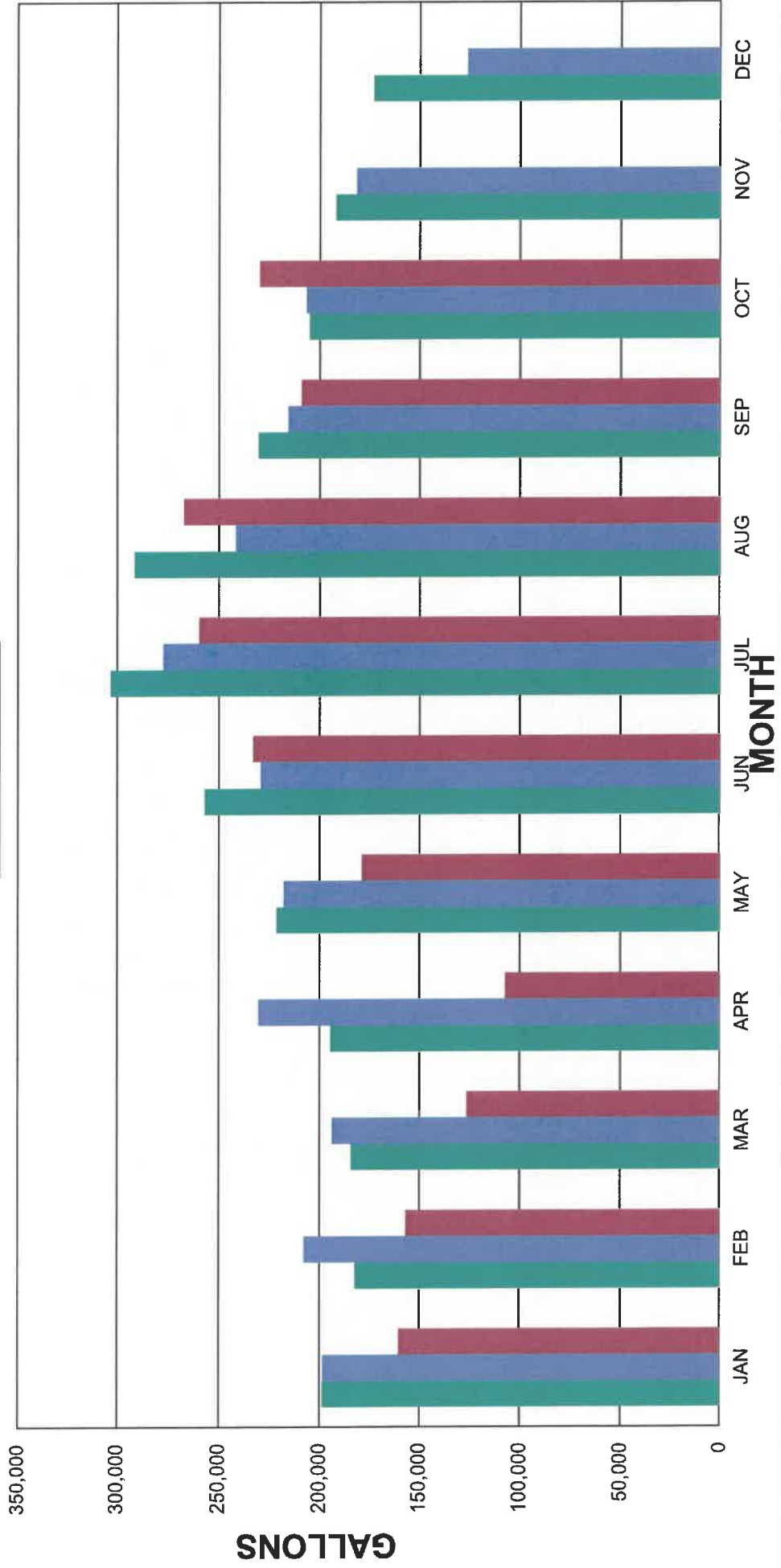
ABCSD MONTHLY TOTAL WWTP EFFLUENT FLOW (2018 - 2020)

■ 2018 ■ 2019 ■ 2020



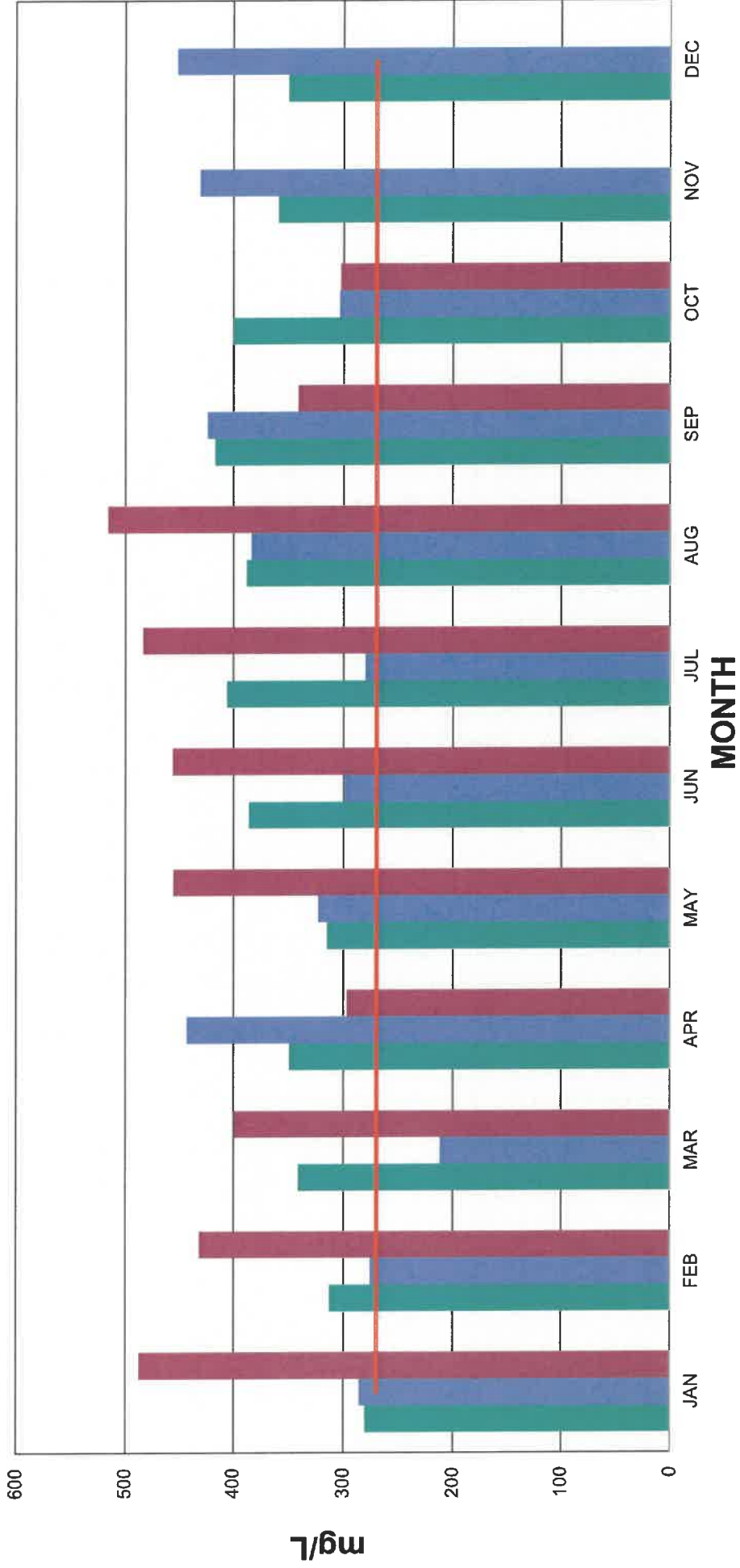
PORT SAN LUIS MONTHLY TOTAL FLOW (2018 - 2020)

■ 2018 ■ 2019 ■ 2020



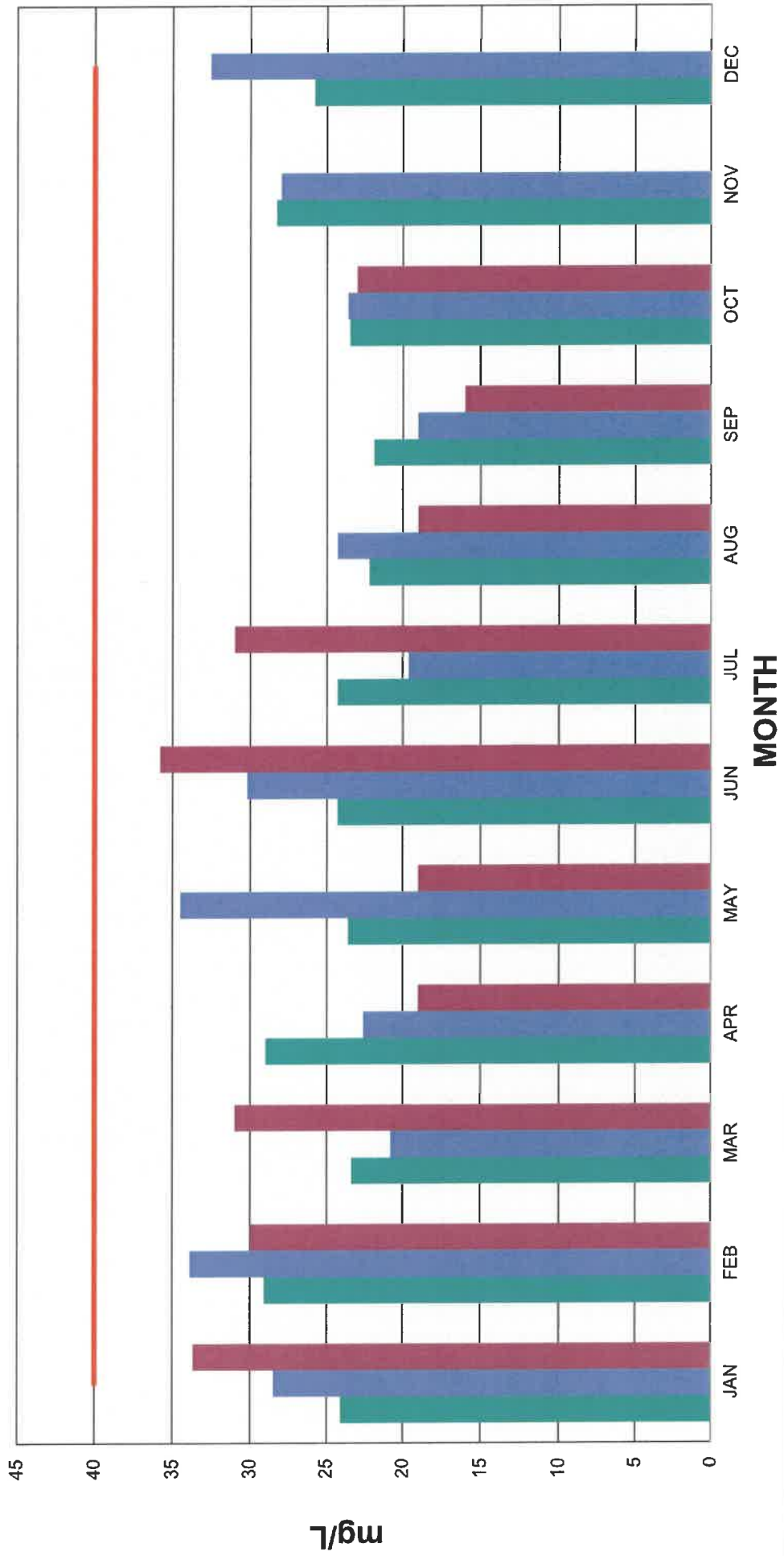
ABCSD MONTHLY AVERAGE INFLUENT BOD (2018 - 2020)

■ 2018
 ■ 2019
 ■ 2020
 — WWTP Design



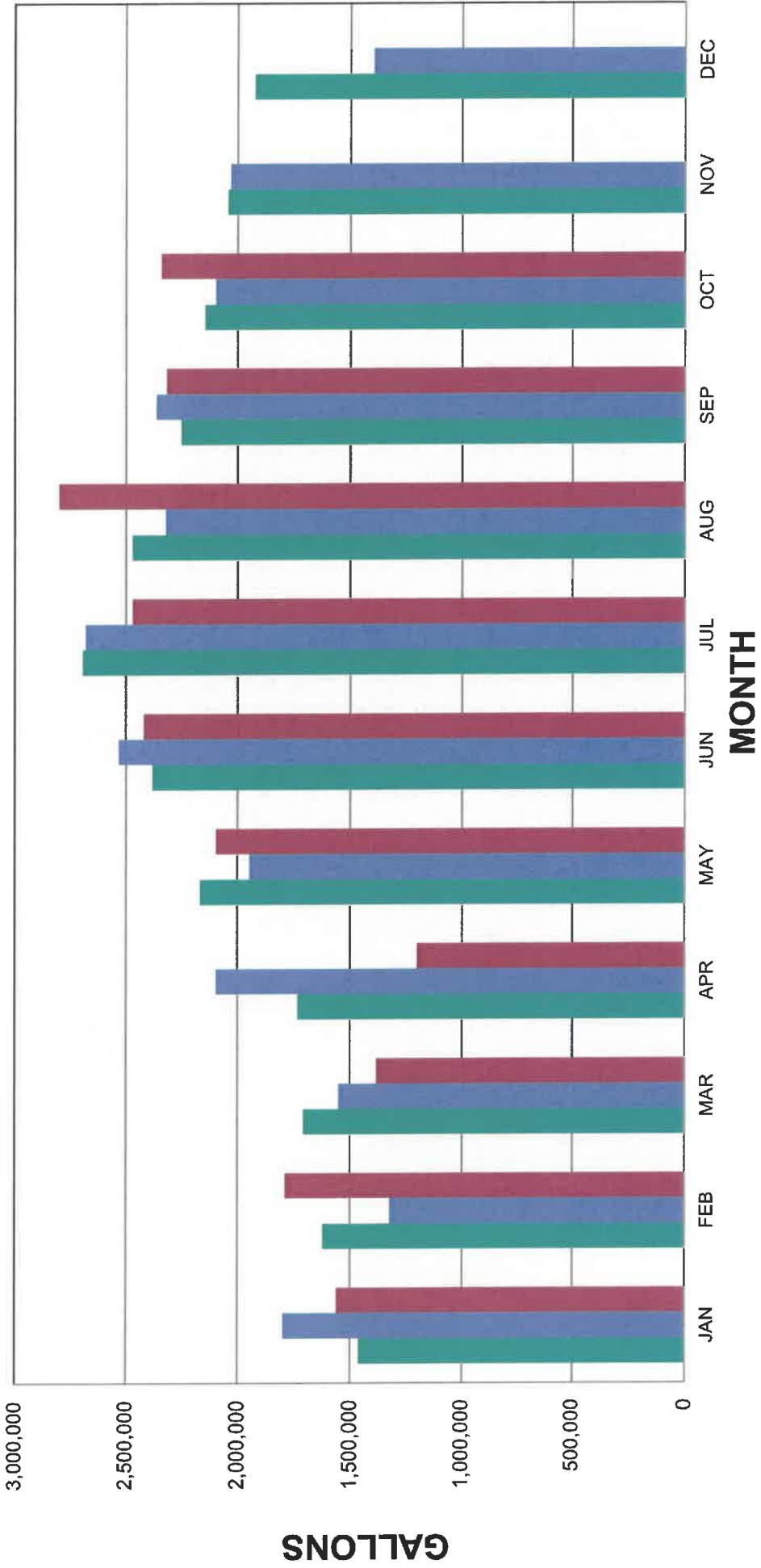
ABCSD MONTHLY AVERAGE EFFLUENT BOD (2018 - 2020)

■ 2018
 ■ 2019
 ■ 2020
 — 30 Day Average Limit



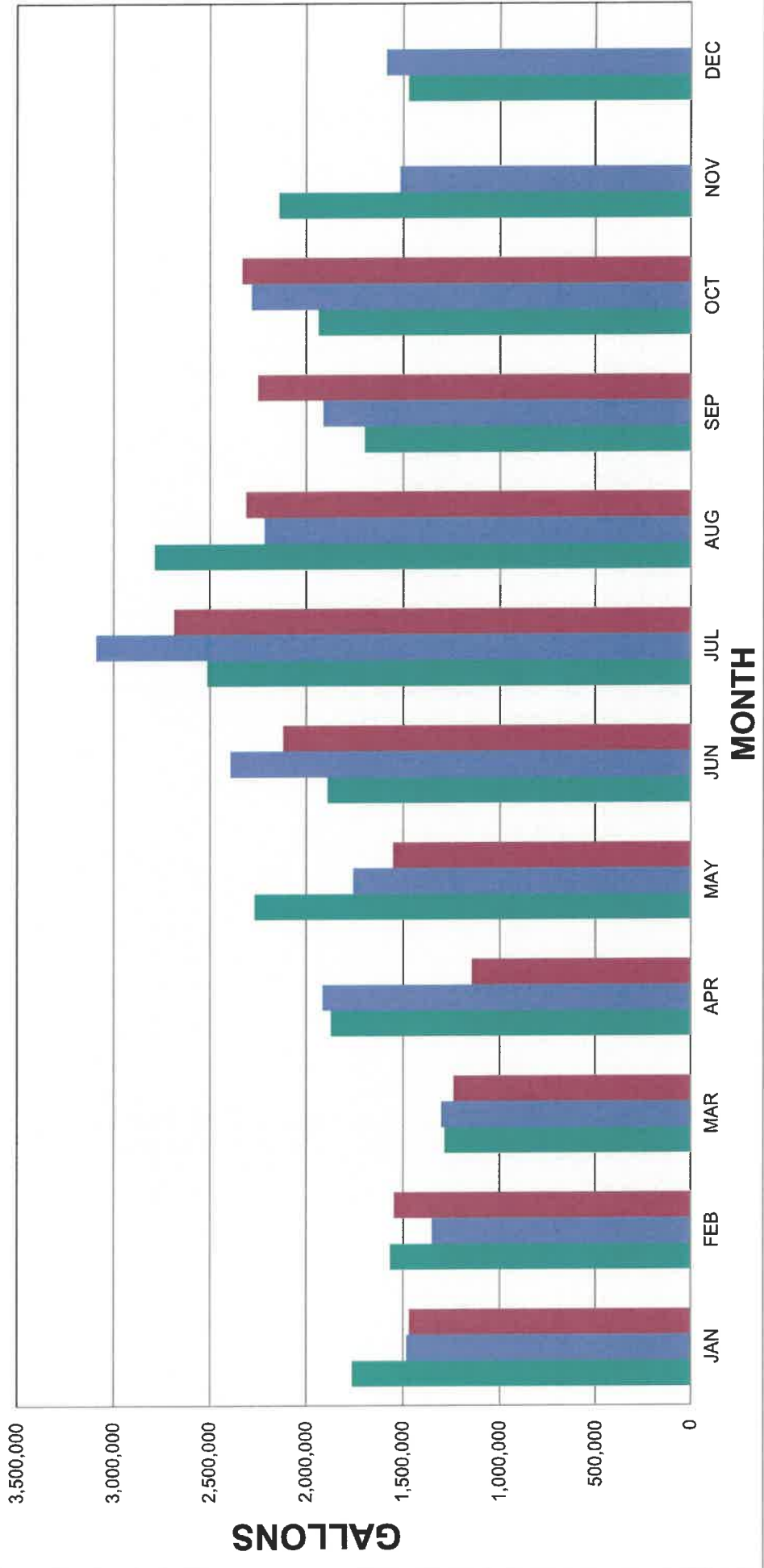
ABCSD MONTHLY WATER PURCHASED FROM LOPEZ (2018 - 2020)

■ 2018
 ■ 2019
 ■ 2020



ABCSD MONTHLY WATER SOLD (2018 - 2020)

■ 2018
 ■ 2019
 ■ 2020




**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: November 10, 2020

SUBJECT: Adoption of San Luis Obispo County Multi-Jurisdictional Hazard Mitigation Plan (Plan) 2019 Update, Resolution No. 2020-09

Recommendation:

Staff recommends the Board adopt Resolution No. 2020-09, which adopts the Plan as an official Plan.

Background

Pursuant to 44 CFR § 201, in order to apply for and receive Hazard Mitigation Assistance (HMA) funds from the Federal Emergency Management Agency (FEMA), a local government must have a FEMA-approved Local Hazard Mitigation Plan. FEMA's Hazard Mitigation Assistance (HMA) grant programs require that local jurisdictions adopt a FEMA-approved Local Hazard Mitigation Plan as a condition of applying for and receiving federal mitigation funding. In general, FEMA's HMA funds may be used to cover up to 75% of eligible project costs.

This Plan may also be incorporated into a multi-jurisdictional Plan. As a condition of approval for multi-jurisdictional Plans, each jurisdiction must formally adopt the Plan. Local jurisdictions must review, revise, and resubmit Plans for approval within 5 years of the date of the previous Plan's approval to maintain eligibility for mitigation project grant funding.

HMA grant programs provide funding for eligible mitigation activities that reduce disaster losses and protect life and property from future disaster damages. Examples of these programs include the Hazard Mitigation Grant Program (HMGP), Pre-Disaster Mitigation (PDM), Flood Mitigation Assistance (FMA), and Building Resilient Infrastructure and Communities (BRIC).

The full Local Hazard Mitigation Plan can be accessed at the County's website:

<https://www.slocounty.ca.gov/Departments/Planning-Building/Forms-Documents/Plans/Elements/Local-Hazard-Mitigation-Plan.aspx>

Discussion

The District has been a participating member of the County's Hazard Mitigation Planning Committee (HMPC) and planning process since its kickoff meeting in September 2017. This is the first time the District has been invited to participate in the development of a County-wide Hazard Mitigation Plan, as the previous version of the County's HMP (2014) did not include provisions for Special Districts. The HMPC was formed for developing a coordinated Multi-Jurisdictional Hazard Mitigation Plan Update for 2019. Members of the committee included representatives from the County, cities, special districts, community service districts, school districts, and other local stakeholders within San Luis Obispo County. The primary purpose of the Plan 2019 Update is "to arrive at practical, meaningful, attainable, and cost-effective mitigation solutions that help reduce vulnerability to the identified hazards while ultimately reducing human and financial losses from natural disasters and hazard events." The basic structure of the Plan is a collection of each jurisdiction's Local Hazard Mitigation Plan (LHMP).

The 2019 Update to the County's MJHMP will be used as a reference tool for long-range, coordinated hazard mitigation planning at both the local and regional levels. Natural hazards and mitigation strategies to minimize risk of these hazards are specifically identified at both the regional and jurisdictional levels. At the regional level, an overview of hazards and mitigation strategies throughout the County is discussed in the main document of the 2019 Update. At the local level, specific natural hazards, risk potentials, projected damages, and proposed mitigation strategies and projects are detailed within each jurisdiction's annex. Avila Beach Community Services District's Local Hazard Mitigation Plan (2019) is found in Annex H of the Plan.

In addition to being a valuable planning tool, the County's MJHMP 2019 Update also fulfills FEMA's eligibility criteria to apply for and receive future Hazard Mitigation Assistance (HMA) funding. As a requirement of the Federal Disaster Mitigation Act of 2000, all local governments must have a LHMP federally approved, to qualify for federal funding under FEMA's HMA grant programs. In order for the MJHMP 2019 Update to be approved by FEMA, all participating municipalities and local governments must first approve and formally adopt the Plan in its entirety. Once adopted, the MJHMP 2019 Update and adoption records will be sent to FEMA for final review and approval.

District staff participated in the development of the MJHMP 2019 Update by providing information about historical and projected natural hazards that are unique to the District's geographic area and responsibilities. District Staff will need to periodically review the plan and make necessary revisions as additional hazards and mitigation measures are recognized. The plan must also undergo a comprehensive, countywide update every 5 years to maintain HMA-funding eligibility.

RESOLUTION No. 2020 - 09

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
AVILA BEACH COMMUNITY SERVICES DISTRICT ADOPTING
THE SAN LUIS OBISPO COUNTY MULTI-JURISDICTIONAL
HAZARD MITIGATION PLAN UPDATE OF 2019**

WHEREAS, the District recognizes the potential risk of harm to life and property from future natural and artificial hazard occurrences within the District and surrounding community; and

WHEREAS, the District has prepared a 2019 Local Hazard Mitigation Plan to identify goals, objectives, and mitigation actions to reduce the potential harm these risks pose to life and property within the District and surrounding community; and

WHEREAS, Hazard Mitigation Grants and disaster relief funds administered by the Federal Emergency Management Agency (“FEMA”) require local jurisdictions to have an adopted and FEMA- approved Local Hazard Mitigation Plan (“LHMP”) or Multi-Jurisdictional Hazard Mitigation Plan (“MJHMP”), pursuant to the Federal Disaster Mitigation Act of 2000 as set forth in Title 44, Section 201.6 of the Code of Federal Regulations; and

WHEREAS, District participated in the FEMA-prescribed mitigation planning process with consultation from other affected governmental agencies within San Luis Obispo County to prepare the Multi-Jurisdictional Hazard Mitigation Plan 2019 Update; and

WHEREAS, the California Office of Emergency Services (“Cal OES”) and FEMA, Region IX officials have reviewed the San Luis Obispo County Multi-Jurisdictional Hazard Mitigation Plan and notified the District that the plan is eligible for final approval pending adoption by the Avila Beach Community Services District; and

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of the Avila Beach Community Services District that the San Luis Obispo County Multi-Jurisdictional Hazard Mitigation Plan 2019 Update is hereby adopted as an official plan and incorporated herein by reference.

PASSED AND ADOPTED by the Board of Directors of the Avila Beach Community Services District this 10th day of November, 2020 on the following roll call vote:

AYES:

NOES:

ABSENT:

Pete Kelley, President

ATTEST:

Brad Hagemann
Secretary to the Board

APPROVED AS TO FORM:

Michael Seitz
District Legal Counsel



H.1 District Profile

H.1.1 Mitigation Planning History and 2019 Process

This annex was created during the development of the 2019 San Luis Obispo County Hazard Mitigation Plan Update. The General Manager of the Avila Beach Community Services District was the representative on the County HMPC and took the lead for developing the plan and this annex. The Avila Beach CSD will be responsible for implementation and maintenance of the plan.

Table H.1 Avila Beach CSD Hazard Mitigation Plan Planning Team

Department or Stakeholder	Title
District Management	General Manager

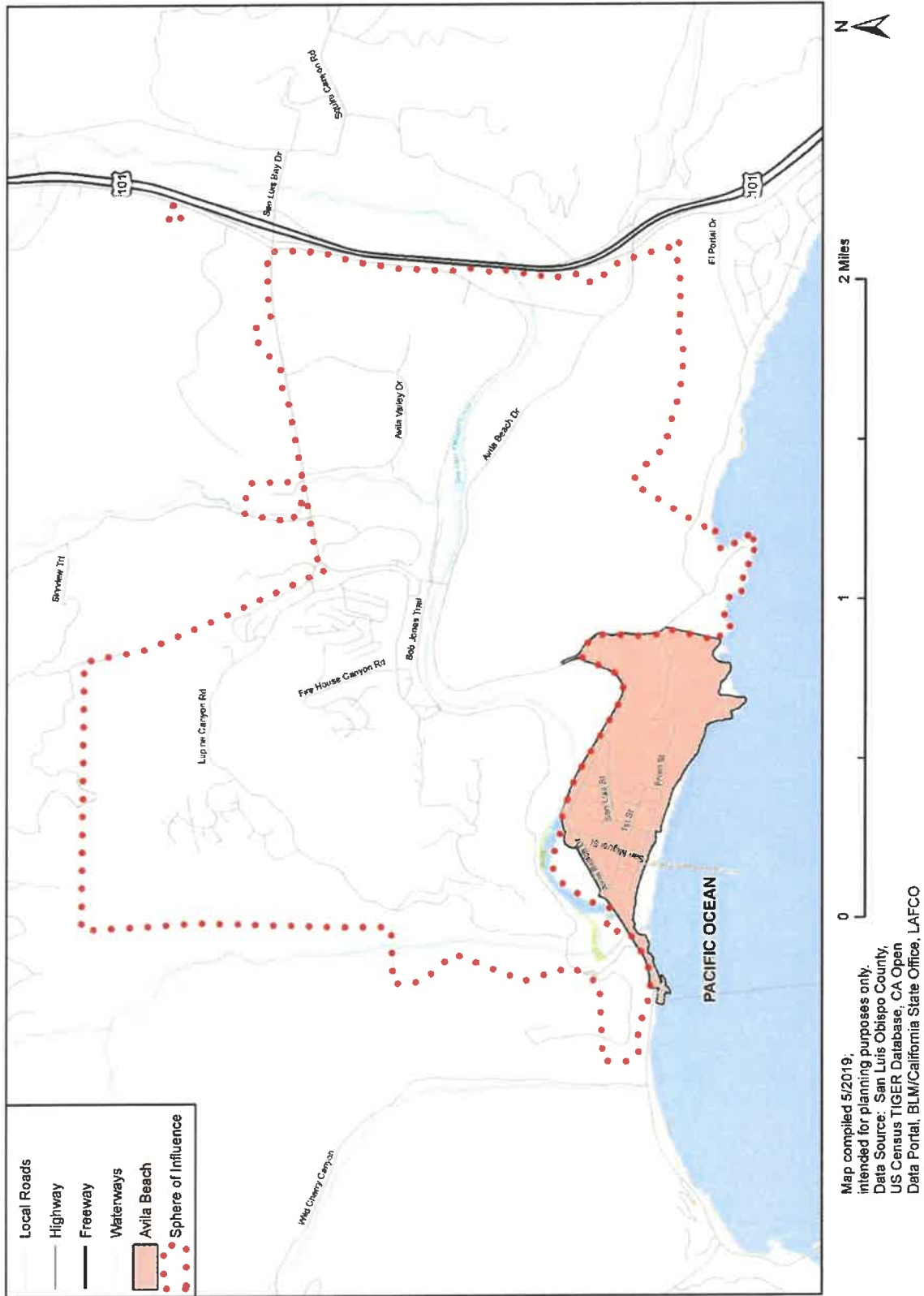
More details on the planning process followed and how the jurisdictions, service districts and stakeholders participated can be found in Section 3 of the Base Plan, as well as how the public was involved during the 2019 update.

Figure H.1 below shows the Avila Beach Community Services District boundaries, represented in pink. The dotted line represents the District's sphere of influence, which corresponds with the Avila Urban Reserve Line.





Figure H.1 Avila Beach Community Services District and Sphere of Influence





H.1.2 District Overview

The Avila Beach Community Services District's (CSD) mission is to provide quality, innovative and cost-effective services that include water, sewer, lighting and fire protection. The District was established in February of 1997 after the Avila Beach County Water District, which provided services such as sanitary and fire protection, and the Avila Lighting District joined together. Today the District encompasses over 150 acres within the County, including all of the Town of Avila Beach.

The Avila Beach CSD is governed by a five-person elected board, each with a four-year term. The Board of Directors is responsible for creating policies for the District and receives recommendations from the District's General Manager and District Counsel. The District's General Manager carries out the policies developed by the Board and serves as the Public Information Officer for the District. The District Engineer is responsible for implementing and developing the engineering plans for all facilities within the District. The Utilities Department provides support to the District operations including Field Crews that handle all sanitary sewer/water emergencies and daily operations. The District's part-time billing clerk is the only District employee, all other management, engineering, operations and maintenance sources are provided through contractors.

In 1976, the Avila Beach County Water District, contracted to purchase water from San Luis Obispo County Service Area #12, which supplies water from the Lopez Reservoir to the District. Currently the Avila Beach Community Services District provides water service to approximately 400 business and residential connections and owns two water storage tanks with the storage capacity of 840,000 gallons and 46 fire hydrants. The Avila Beach CSD is one of five water purveyors in the Avila community area. In addition to County Service Area #12 entitlement from Lopez Lake (68 acre-feet per year AFY), the District is also as sub-contractor to the San Luis Obispo County Flood Control and Water Conservation District Zone 3 and is entitled to 100 AF of "Table A" Water. The CSD added a 100 AF Drought Buffer to their 100 AF Table A allocation in 2017. The District's total water allocation is 168 AF per year.

The Avila Beach CSD provides wastewater collection, treatment and disposal services for the Town of Avila Beach and wastewater treatment and disposal for the Port San Luis Harbor District. The District's wastewater treatment plant was originally built in 1969 by the community of Avila. In the early 1990s the District upgraded the treatment facility to provide secondary treatment and disinfection of wastewater discharged into the Pacific Ocean. The treated municipal wastewater is discharged to the ocean through a 2,240 ft outfall, approximately 1,200 feet beyond the end of the Avila Pier. The District also maintains approximately 10,000 feet of gravity sewer, 40 manholes, 1 lift station, approximately 300 residential sewer connections, 53 commercial/industrial sewer connections, and a wastewater treatment plant serving nearly 1,000 customers and seasonal visitors.

Since 2000, the Avila Beach Community Services District has contracted with Cal Fire/San Luis Obispo County Fire Department to cooperatively provide fire protection services for the Avila community. The Fire Department also works on comprehensive vegetation management planning and stays engaged with the Avila community.

The U.S. Census Bureau estimated the Avila Beach Census Designated Place's (CDP) 2017 population as 1,080, a decrease from 1,166 in 2014. Table H. 2 shows an overview of key social and demographic characteristics of the CDP taken from the U.S. Census Bureau's American Community Survey.



**Table H. 2 Avila Beach CDP Demographic and Social Characteristics, 2014-2017**

Avila Beach CDP	2014	2017	% Change
Population	1,166	1,080	-7.4%
Median Age	58.9	63.1	7.1%
Total Housing Units	989	1,068	8.0%
Housing Occupancy Rate	67.2%	61.8%	-5.4%
% of Housing Units with no Vehicles Available	1.2%	1.4%	0.2%
Median Home Value	\$599,900	\$742,100	23.7%
Unemployment	4.1%	2.3%	-1.8%
Mean Travel Time to Work (minutes)	17.0	27.8	63.5%
Median Household Income	\$73,304	\$100,076	36.5%
Per Capita Income	\$43,153	\$82,202	90.5%
% of Individuals Below Poverty Level	7.4%	4.4%	-3.0%
# of Households	665	660	-0.8%
Average Household Size	1.75	1.64	-6.3%
% of Population Over 25 with High School Diploma	98.6%	100.0%	1.4%
% of Population Over 25 with Bachelor's Degree or Higher	53.6%	36.5%	-17.1%
% with Disability	18.2%	11.9%	-6.3%

Source: U.S. Census Bureau American Community Survey 2014-2017 3-Year Estimates, www.census.gov/

Note: Data is for the Avila Beach Census Designated Place (CDP) which may not have the same boundaries as the Avila Beach Community Service District.

The following table show how the Avila Beach CDP's labor force breaks down by occupation and industry estimates from the U.S. Census Bureau's 2017 American Community Survey.



**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager



DATE: November 10, 2020

SUBJECT: Presentation of Fiscal Year 2019-20 Draft Financial Audit

Recommendation:

Receive draft Report and presentation by Fedak and Brown the District's outside, independent auditor; provide comment; and consider approval of the Report.

Discussion:

Each year, the District is required by state law to provide an Independent Auditor's Report of the District's financial records. Attached for your review is the District's draft audit Report for Fiscal Year 2018-19.

Mr. Andy Beck or Mr. Chris Brown will attend the November 10, 2020, Board of Directors meeting to present the draft Audit Report and answer any Board questions. The auditors will address the questions and if acceptable, the Board should consider adopting Audit Report as final. Following finalization, staff will provide copies of the Report to both the County and State Auditor Controller offices as required.



Avila Beach Community Services District
Avila Beach, California

Annual Financial Report

For the Fiscal Year Ended
June 30, 2020



AVILA BEACH COMMUNITY SERVICES DISTRICT

List of Elected Officials and District Staff

June 30, 2020

Elected Officials

BOARD OF DIRECTORS

President	Peter Kelley
Vice President	Lynn Helenius
Director	Ara Najarian
Director	Kristin Berry
Director	Howie Kennet

District Staff

General Manager	Bradley Hagemann
------------------------	-------------------------

**Avila Beach Community Services District
Post Office Box 309
100 San Luis Street
Avila Beach, California 93424
(805) 595-2664 www.avilabeachcsd.org**



Avila Beach Community Services District
Annual Financial Report
For the Fiscal Year Ended June 30, 2020

**Avila Beach Community Services District
Annual Financial Report
For the Fiscal Year Ended June 30, 2020**

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Financial Section

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Independent Auditor's Report

Board of Directors
Avila Beach Community Services District
Avila Beach, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, and each major fund of the Avila Beach Community Services District (District) as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these basic financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, the business-type activities, and each major fund of the Avila Beach Community Services District, as of June 30, 2020, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Independent Auditor's Report, continued

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 8 and the required supplementary information on pages 42 through 45, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated November 10, 2020, on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance, and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance. This report can be found on pages 46 and 47.

Fedak & Brown LLP

Fedak & Brown LLP
Cypress, California
November 10, 2020

**Avila Beach Community Services District
Management's Discussion and Analysis
For the Year Ended June 30, 2020**

The following Management's Discussion and Analysis of activities and financial performance of the Avila Beach Community Services District (District) provide an introduction to the financial statements of the District for the fiscal year ended June 30, 2020. We encourage readers to consider the information presented here in conjunction with the accompanying basic financial statements and related notes, which follow this section.

Financial Highlights

- The District's net position increased 4.23% or \$311,383 from \$7,358,302 to \$7,669,685 in 2020, as a result of current year operations.
- In 2020, total revenues from all sources increased 3.07% or \$60,610 from \$1,974,940 to \$2,035,550.
- In 2020, total expenses from operations increased 10.30% or \$161,025 from \$1,563,142 to \$1,724,167.
- In 2020, the District did not receive capital grants compared to 2019, when the District received \$66,845 for the construction of its wastewater treatment plant.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements comprise of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the basic financial statements. This report also contains required supplementary information in addition to the basic financial statements themselves.

Government-wide Financial Statements

Statement of Net Position and Statement of Activities

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods (e.g. uncollected taxes and earned, but unused, vacation leave).

Both of the government-wide financial statements distinguish functions of the District that are principally supported by taxes, assessments, and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the District include general government and street lighting. The business-type activities of the District include operations for water, sanitation (sewer), and refuse (trash and solid waste).

The government-wide financial statements can be found on pages 9 and 10 of this report.

**Avila Beach Community Services District
Management's Discussion and Analysis, continued
For the Year Ended June 30, 2020**

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the District can be divided into two categories: governmental funds and enterprise funds.

Balance Sheet and Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions.

The District maintains two individual governmental funds: general and street lighting. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balance for the general fund and street lighting fund, which are considered major funds. The District maintains no non-major governmental funds.

The District adopts an annual appropriated budget for its general fund and street lighting fund. A budgetary comparison statement has been provided for the general fund and street lighting fund to demonstrate compliance with this budget.

The basic governmental fund financial statements can be found on pages 11 through 14 of this report.

Statement of Net Position and Statement of Revenues, Expenses, and Changes in Fund Net Position – Enterprise Funds

Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The District uses three enterprise funds to account for its water, sanitary, and refuse activities.

Enterprise funds provide the same type of information as the government-wide financial statements, only in more detail. The enterprise fund financial statements provide separate information for all three enterprise funds.

The basic enterprise fund financial statements can be found on pages 15 through 18 of this report.

**Avila Beach Community Services District
Management's Discussion and Analysis, continued
For the Year Ended June 30, 2020**

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 19 through 41 of this report.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information, which can be found on pages 42 through 45 of this report.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the District, assets and deferred outflows of resources exceed liabilities and deferred inflows of resources by \$7,669,685 at the close of the most recent fiscal year, with an increase of \$311,383 compared with the prior year.

A portion of the District's net position (44.67%) reflects its net investment in capital assets (e.g. land, water/wastewater infrastructure, and equipment). The District uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

Statement of Net Position

	Condensed Statements of Net Position					
	Governmental Activities		Business-type Activities		Total District	
	2020	2019	2020	2019	2020	2019
Assets:						
Current assets	\$ 502,777	630,730	3,933,373	3,397,561	4,436,150	4,028,291
Capital assets, net	35,742	35,737	3,390,659	3,466,693	3,426,401	3,502,430
Total assets	538,519	666,467	7,324,032	6,864,254	7,862,551	7,530,721
Deferred outflows of resources:						
Deferred pension outflows	24,772	27,497	-	-	24,772	27,497
Total deferred outflows of resources	24,772	27,497	-	-	24,772	27,497
Liabilities:						
Current liabilities	9,117	13,064	69,347	51,000	78,464	64,064
Non-current liabilities	131,246	126,061	-	-	131,246	126,061
Total liabilities	140,363	139,125	69,347	51,000	209,710	190,125
Deferred inflows of resources:						
Deferred pension inflows	7,928	9,791	-	-	7,928	9,791
Total deferred inflows of resources	7,928	9,791	-	-	7,928	9,791
Net position:						
Net investment in capital assets	35,742	35,737	3,390,659	3,466,693	3,426,401	3,502,430
Unrestricted	379,258	509,311	3,864,026	3,346,561	4,243,284	3,855,872
Total net position	\$ 415,000	545,048	7,254,685	6,813,254	7,669,685	7,358,302

The balance of unrestricted net position totaling \$4,243,284 may be used to meet the government's ongoing obligations.

**Avila Beach Community Services District
Management's Discussion and Analysis, continued
For the Year Ended June 30, 2020**

Government-wide Financial Analysis, continued

Statement of Net Position, continued

Governmental activities — Governmental activities decreased the District's net position by \$130,048 from the prior year. The decrease in net position was due primarily to an increase of \$376,221 from current year operations; which was offset by a decrease of \$506,269 due to a transfer-out to support the operations of business-type activities.

Business-type activities — Business-type activities increased the District's net position by \$441,431 from the prior year. The increase in net position was due primarily to an decrease of \$64,838 from current year operations; which was offset by an increase of \$506,269 due to a transfer-in from governmental activities.

Statement of Activities

	Condensed Statements of Activities					
	Governmental Activities		Business-type Activities		Total District	
	2020	2019	2020	2019	2020	2019
Revenues:						
Program revenues:						
Charges for services	\$ 6,359	5,047	1,214,624	1,242,899	1,220,983	1,247,946
General revenues:						
Property taxes	751,304	647,893	-	-	751,304	647,893
Interest earnings	63,263	79,101	-	-	63,263	79,101
Total revenues	<u>820,926</u>	<u>732,041</u>	<u>1,214,624</u>	<u>1,242,899</u>	<u>2,035,550</u>	<u>1,974,940</u>
Expenses:						
General government	430,162	401,775	-	-	430,162	401,775
Street lighting	14,543	13,164	-	-	14,543	13,164
Water	-	-	458,370	424,935	458,370	424,935
Sanitary	-	-	819,714	721,911	819,714	721,911
Refuse	-	-	1,378	1,357	1,378	1,357
Total expenses	<u>444,705</u>	<u>414,939</u>	<u>1,279,462</u>	<u>1,148,203</u>	<u>1,724,167</u>	<u>1,563,142</u>
Income before contributions and transfers	376,221	317,102	(64,838)	94,696	311,383	411,798
Capital contributions	-	-	-	66,845	-	66,845
Transfers in/(out)	<u>(506,269)</u>	<u>(439,965)</u>	<u>506,269</u>	<u>439,965</u>	<u>-</u>	<u>-</u>
Changes in net position	(130,048)	(122,863)	441,431	601,506	311,383	478,643
Net position, beginning of year	<u>545,048</u>	<u>667,911</u>	<u>6,813,254</u>	<u>6,211,748</u>	<u>7,358,302</u>	<u>6,879,659</u>
Net position, end of year	<u>\$ 415,000</u>	<u>545,048</u>	<u>7,254,685</u>	<u>6,813,254</u>	<u>7,669,685</u>	<u>7,358,302</u>

- The District's net position increased 4.23% or \$311,383 from \$7,358,302 to \$7,669,685 in 2020, as a result of current year operations.
- In 2020, total revenues from all sources increased 3.07% or \$60,610 from \$1,974,940 to \$2,035,550, primarily due to an increases of \$103,411 in property taxes; which was offset by decreases of \$26,963 in charges for services and \$15,838 in interest earnings.
- In 2020, total expenses from operations increased 10.30% or \$161,025 from \$1,563,142 to \$1,724,167, primarily due to increases of \$97,803 in sanitary, \$33,435 in water, and \$28,387 in general government operations.
- In 2020, the District did not receive capital grants compared to 2019, when the District received \$66,845 for the construction of its wastewater treatment plant.

**Avila Beach Community Services District
Management's Discussion and Analysis, continued
For the Year Ended June 30, 2020**

Government Fund Financial Analysis

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental fund – The focus of the District's governmental fund is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the District's financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

The following discussion is correlated to the Balance Sheet – Governmental Fund found on page 11.

As of the end of the current fiscal year, the District's governmental fund reported combined ending fund balance of \$493,660, a decrease of \$124,006 in comparison with the prior year. Of the total fund balance, 97.73%, or \$491,363, constitutes unassigned fund balance, which is available for spending at the government's discretion. The remaining fund balance is assigned to indicate that it is not available for general spending because it has already been assigned for compensated absences.

The general fund is the chief operating fund of the District. As of the end of the current fiscal year, the District's general fund reported fund balance of \$494,903, a decrease of \$128,866 in comparison with the prior year. Of the general fund balance, 99.54%, or \$492,606, constitutes unassigned fund balance, which is available for spending. The remainder of fund balance is assigned to indicate that it is not available for general spending because it has already been assigned for compensated absences.

The District's general fund decrease of \$128,866 is the result of a \$392,667 gain from the current year's operations; which was offset by a \$521,533 transfer-out to support the operations of the District's other funds.

The street lighting fund balance was a deficit of \$1,243. The fund balance of the District's street lighting fund increased \$4,860 as a result of a \$10,404 loss from the current year's operations; which was offset by a \$15,264 transfer in from the general fund to support its operations.

Enterprise fund – The District's enterprise fund provides the same type of information found in the government-wide financial statements, but in greater detail.

Net position for all enterprise fund increased \$441,431 from the prior year. Changes in total net position from the prior year are as follows: the water enterprise fund increased by \$110,722, of which an increase of \$36,111 was a result of current year operations and \$74,611 related to transfer-in from the general fund in support of its operations; the sanitary enterprise fund increased by \$313,660, of which a decrease of \$117,998 was a result of current year operations; which was offset by \$431,658 related to transfer-in from the general fund in support of its operations; and the refuse enterprise increased by \$17,049 as a result of current year operations.

Governmental Activities Budgetary Highlights

The final actual expenditures for the year ended June 30, 2020, was more than budgeted by \$3,768 for the General Fund and less than budgeted by \$4,205 for the Streets Lighting Fund. Actual revenues for the year ended June 30, 2020, were more than the anticipated budget by \$81,235 for the General Fund and less than the anticipated budget by \$309 for the Streets Lighting Fund. At June 30, 2020, there were no differences between the original and final amended budgets. (See Budgetary Comparison Schedule for the General Fund and Streets Lighting Fund under Required Supplementary Information section on pages 42 and 43).

**Avila Beach Community Services District
Management's Discussion and Analysis, continued
For the Year Ended June 30, 2020**

Capital Asset Administration

	Governmental Activities		Business-type Activities		Total District	
	2020	2019	2020	2019	2020	2019
Capital assets:						
Non-depreciable assets	\$ 20	20	308,508	126,691	308,528	126,711
Depreciable assets	94,968	86,822	6,669,151	6,662,178	6,764,119	6,749,000
Total capital assets	94,988	86,842	6,977,659	6,788,869	7,072,647	6,875,711
Accumulated depreciation	(59,246)	(51,105)	(3,587,000)	(3,322,176)	(3,646,246)	(3,373,281)
Total capital assets, net	\$ 35,742	35,737	3,390,659	3,466,693	3,426,401	3,502,430

At the end of fiscal year 2020, the District's investment in capital assets amounted to \$3,426,401 (net of accumulated depreciation). This investment in capital assets includes land, buildings, improvements, and machinery and equipment. The capital assets of the District are more fully analyzed in Note 5 to the basic financial statements.

Conditions Affecting Current Financial Position

The COVID-19 outbreak in the United States has caused business disruption through mandated and voluntary closings of businesses. While the disruption is currently expected to be temporary, there is considerable uncertainty around the duration of the closings. However, the related financial impact on District and the duration cannot be estimated at this time.

Management is unaware of any other conditions, which could have a significant impact on the District's current financial position, net position, or operating results in terms of past, present, and future.

Requests for Information

This financial report is designed to provide the District's present users, including funding sources, customers, stakeholders, and other interested parties with a general overview of the District's finances and to demonstrate the District's accountability with an overview of the District's financial operations and financial condition. Should the reader have questions regarding the information included in this report or wish to request additional financial information, please contact the District's General Manager, Bradley Hagemann at Avila Beach Community Services District, Post Office Box 309, Avila Beach, California 93424 or (805) 835-3163.

Basic Financial Statements

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Avila Beach Community Services District
Statement of Net Position
June 30, 2020

	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>
Current assets:			
Cash and cash equivalents (note 2)	\$ 467,567	3,842,633	4,310,200
Accrued interest receivable	11,317	-	11,317
Accounts receivable – utilities, net (note 3)	-	90,740	90,740
Property taxes and assessments receivable	23,893	-	23,893
Total current assets	<u>502,777</u>	<u>3,933,373</u>	<u>4,436,150</u>
Non-current assets:			
Capital assets – not being depreciated (note 5)	20	308,508	308,528
Capital assets – being depreciated, net (note 5)	35,722	3,082,151	3,117,873
Total non-current assets	<u>35,742</u>	<u>3,390,659</u>	<u>3,426,401</u>
Total assets	<u>538,519</u>	<u>7,324,032</u>	<u>7,862,551</u>
Deferred outflows of resources:			
Deferred pension outflows (note 7)	24,772	-	24,772
Total deferred outflows of resources	<u>24,772</u>	<u>-</u>	<u>24,772</u>
Current liabilities:			
Accounts payable and accrued expenses	4,725	64,737	69,462
Accrued wages and related payables	2,095	-	2,095
Deposits and unearned revenue	-	4,610	4,610
Compensated absences (note 6)	2,297	-	2,297
Total current liabilities	<u>9,117</u>	<u>69,347</u>	<u>78,464</u>
Non-current liabilities:			
Net pension liability (note 7)	131,246	-	131,246
Total non-current liabilities	<u>131,246</u>	<u>-</u>	<u>131,246</u>
Total liabilities	<u>140,363</u>	<u>69,347</u>	<u>209,710</u>
Deferred inflows of resources:			
Deferred pension inflows (note 7)	7,928	-	7,928
Total deferred inflows of resources	<u>7,928</u>	<u>-</u>	<u>7,928</u>
Net position:			
Net investment in capital assets	35,742	3,390,659	3,426,401
Unrestricted	379,258	3,864,026	4,243,284
Total net position	<u>\$ 415,000</u>	<u>7,254,685</u>	<u>7,669,685</u>

See accompanying notes to the basic financial statements

Avila Beach Community Services District
Statement of Activities
For the Year Ended June 30, 2020

	Net (Expense) Revenue and				
	Program Revenues		Changes in Net Position		
	Expenses	Charges for Services	Governmental Activities	Business-type Activities	Total
Governmental activities:					
General government	\$ 430,162	5,468	(424,694)	-	(424,694)
Lighting	14,543	891	(13,652)	-	(13,652)
Total governmental activities	444,705	6,359	(438,346)	-	(438,346)
Business-type activities:					
Water	458,370	494,481	-	36,111	36,111
Sanitary	819,714	701,716	-	(117,998)	(117,998)
Refuse	1,378	18,427	-	17,049	17,049
Total business-type activities	1,279,462	1,214,624	-	(64,838)	(64,838)
Total	\$ 1,724,167	1,220,983	(438,346)	(64,838)	(503,184)
General revenues:					
Property taxes		\$ 751,304	-	-	751,304
Interest earnings			63,263	-	63,263
Total general revenues		814,567	-	-	814,567
Transfers in/(out) (note 4)		(506,269)	506,269	-	-
Changes in net position		(130,048)	441,431	311,383	311,383
Net position, beginning of year		545,048	6,813,254	7,358,302	7,358,302
Net position, end of year	\$	415,000	7,254,685	7,669,685	7,669,685

See accompanying notes to the basic financial statements

Avila Beach Community Services District
Balance Sheet – Governmental Fund
June 30, 2020

	General	Streets Lighting	Total Governmental Activities
Assets:			
Cash and cash equivalents (note 2)	\$ 467,567	-	467,567
Accrued interest receivable	11,317	-	11,317
Property taxes and assessments receivable	23,893	-	23,893
Due from other funds (note 4)	(361)	(361)	-
Total assets	\$ 503,138	(361)	502,777
Liabilities:			
Accounts payable and accrued expenses	3,843	882	4,725
Accrued wages and related payables	2,095	-	2,095
Compensated absences (note 6)	2,297	-	2,297
Total liabilities	8,235	882	9,117
Fund balance (note 9):			
Assigned	2,297	-	2,297
Unassigned	492,606	(1,243)	491,363
Total fund balance	494,903	(1,243)	493,660
Total liabilities and fund balance	\$ 503,138	(361)	502,777

Continued on next page

See accompanying notes to the basic financial statements

Avila Beach Community Services District
Reconciliation of the Balance Sheet of Governmental Fund to the Statement of Net Position
June 30, 2020

Reconciliation:		
Total fund balance of Governmental Fund		\$ 493,660
Amounts reported for governmental activities in the statement of net position is different because:		
Capital assets used in governmental activities are not current financial resources and, therefore, not in the governmental fund balance sheet. However, the statement of net position includes those capital position among the assets of the District as a whole.	35,742	
Deferred outflows of resources applicable to the consumption of resources to be used in future periods	24,772	
Long-term liabilities applicable to the District are not due and payable in the current period and, accordingly, are not reported as governmental fund liabilities. All liabilities both current and long-term, are reported in the statement of net position as follows:		
Net pension liability	(131,246)	
Deferred inflows of resources applicable to the acquisition of resources to be used in future periods	(7,928)	
Net position of Governmental Activities		\$ <u>415,000</u>

See accompanying notes to the basic financial statements

Avila Beach Community Services District
Statement of Revenues, Expenditures, and Changes in Fund Balance – Governmental Fund
For the Year Ended June 30, 2020

	General	Streets Lighting	Total Governmental Activities
Revenues:			
Property taxes	\$ 751,304	-	751,304
Interest earnings	63,263	-	63,263
Charges for services	5,468	891	6,359
Total revenues	<u>820,035</u>	<u>891</u>	<u>820,926</u>
Expenditures:			
General government	419,222	-	419,222
Street lighting	-	11,295	11,295
Capital outlay	8,146	-	8,146
Total expenditures	<u>427,368</u>	<u>11,295</u>	<u>438,663</u>
Excess(deficiency) of revenues over expenditures	392,667	(10,404)	382,263
Other financing sources(uses):			
Operating transfers in(out) (note 4)	(521,533)	15,264	(506,269)
Net change in fund balance	(128,866)	4,860	(124,006)
Fund balance, beginning of year	623,769	(6,103)	617,666
Fund balance, end of year	<u>\$ 494,903</u>	<u>(1,243)</u>	<u>493,660</u>

Continued on next page

See accompanying notes to the basic financial statements.

Avila Beach Community Services District
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of
Governmental Fund to the Statement of Activities
For the Year Ended June 30, 2020

Reconciliation:	
Net change in fund balance – Governmental Fund	\$ (124,006)
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental fund reports capital outlay as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense as follows:	
Depreciation expense	(8,141)
Capital outlay	8,146
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenses in governmental fund as follows:	
Net change in pension obligations for the current period	<u>(6,047)</u>
Changes in net position of Governmental Activities	<u>\$ (130,048)</u>

See accompanying notes to the basic financial statements

Avila Beach Community Services District
Statement of Net Position – Enterprise Fund
June 30, 2020

	Water	Sanitary	Refuse	Total Business-type Activities
Current assets:				
Cash and cash equivalents (note 2)	\$ 2,133,112	1,624,388	85,133	3,842,633
Accounts receivable – utilities, net (note 3)	47,413	43,327	-	90,740
Total current assets	<u>2,180,525</u>	<u>1,667,715</u>	<u>85,133</u>	<u>3,933,373</u>
Non-current assets:				
Capital assets – not being depreciated (note 5)	-	308,508	-	308,508
Capital assets – being depreciated, net (note 5)	573,050	2,509,101	-	3,082,151
Total non-current assets	<u>573,050</u>	<u>2,817,609</u>	<u>-</u>	<u>3,390,659</u>
Total assets	<u>2,753,575</u>	<u>4,485,324</u>	<u>85,133</u>	<u>7,324,032</u>
Current liabilities:				
Accounts payable and accrued expenses	21,054	43,683	-	64,737
Unearned revenue	4,610	-	-	4,610
Total current liabilities	<u>25,664</u>	<u>43,683</u>	<u>-</u>	<u>69,347</u>
Total liabilities	<u>25,664</u>	<u>43,683</u>	<u>-</u>	<u>69,347</u>
Net position:				
Net investment in capital assets	573,050	2,817,609	-	3,390,659
Unrestricted (note 8)	2,154,861	1,624,032	85,133	3,864,026
Total net position	<u>\$ 2,727,911</u>	<u>4,441,641</u>	<u>85,133</u>	<u>7,254,685</u>

See accompanying notes to the basic financial statements

Avila Beach Community Services District
Statement of Revenues, Expenses, and Changes in Fund Net Position – Enterprise Fund
For the Year Ended June 30, 2020

	Water	Sanitary	Refuse	Total Business-type Activities
Operating revenues:				
Water consumption sales	\$ 494,481	-	-	494,481
Sanitary service charges	-	701,716	-	701,716
Refuse franchise charges	-	-	18,427	18,427
Total operating revenue	<u>494,481</u>	<u>701,716</u>	<u>18,427</u>	<u>1,214,624</u>
Operating expenses:				
Professional services	110,410	305,041	1,378	416,829
Utilities	2,119	33,710	-	35,829
Repairs and maintenance	11,612	109,504	-	121,116
Supplies	1,131	68,752	-	69,883
Insurance	5,482	6,167	-	11,649
Administrative expenses	22,150	34,601	-	56,751
Materials and services	271,759	30,822	-	302,581
Total operating expenses	<u>424,663</u>	<u>588,597</u>	<u>1,378</u>	<u>1,014,638</u>
Operating income before depreciation expense	69,818	113,119	17,049	199,986
Depreciation expense	(33,707)	(231,117)	-	(264,824)
Operating income(loss)	36,111	(117,998)	17,049	(64,838)
Operating transfers in (note 4)	74,611	431,658	-	506,269
Changes in net position	110,722	313,660	17,049	441,431
Net position, beginning of year	2,617,189	4,127,981	68,084	6,813,254
Net position, end of year	<u>\$ 2,727,911</u>	<u>4,441,641</u>	<u>85,133</u>	<u>7,254,685</u>

See accompanying notes to the basic financial statements

**Avila Beach Community Services District
Statement of Cash Flows – Enterprise Fund
For the Year Ended June 30, 2020**

	2020
Cash flows from operating activities:	
Cash receipts from customers for water sales and services	\$ 1,230,971
Cash paid to vendors and suppliers for materials and services	(995,121)
Net cash provided by operating activities	235,850
Cash flows from non-capital financing activities:	
Operating transfer-in	506,269
Net cash provided by non-capital financing activities	506,269
Cash flows from capital and related financing activities	
Acquisition and construction of capital assets	(188,790)
Net cash used in capital and related financing activities	(188,790)
Net increase in cash and cash equivalents	553,329
Cash and cash equivalents, beginning of year	3,289,304
Cash and cash equivalents, end of year	\$ 3,842,633
 Reconciliation of cash and cash equivalents to the statement of net position:	
	2020
Cash and cash equivalents	\$ 3,842,633
Total cash and cash equivalents	\$ 3,842,633

Continued on next page

See accompanying notes to the basic financial statements

Avila Beach Community Services District
Statement of Cash Flows – Enterprise Fund, continued
For the Year Ended June 30, 2020

	2020
Reconciliation of operating loss to net cash provided by operating activities:	
Operating loss	\$ (64,838)
Adjustment to reconcile operating loss to net cash provided by operating activities:	
Depreciation expense	264,824
Changes in asset and liabilities:	
Decrease (increase) in asset:	
Accounts receivable – water sales and services, net	17,517
Increase (decrease) in liabilities:	
Accounts payable and accrued expenses	19,517
Unearned revenue	(1,170)
Net cash provided by operating activities	\$ 235,850

See accompanying notes to the basic financial statements

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Avila Beach Community Services District
Notes to the Basic Financial Statements
June 30, 2020

(1) Reporting Entity and Summary of Significant Accounting Policies

A. Organization and Operations of the Reporting Entity

The Avila Beach Community Services District (District) serves as the local government for the Avila Beach community. The District is similar to a city government, supplying such services as fire protection, street lighting, potable water, wastewater treatment, and solid waste disposal. The District exists under California State law governing special districts (Government Code, Sec 61000 et. seq.). The District was formed in February 1997, with the combining of the Avila Beach County Water District and the Avila Lighting District. Previously, in 1974, the Avila Beach County Water District was formed by combining the Avila Fire Protection District and the Avila Sanitary District. The District is governed by a five-member Board of Directors who are elected at large. The directors entrust the responsibility for the efficient execution of District policies to their designated representative, the General Manager.

The criteria used in determining the scope of the financial reporting entity is based on the provisions of Governmental Accounting Standards Board No. 61, *The Financial Reporting Entity*. The District is the primary governmental unit based on the foundation of a separately elected governing board that is elected by the citizens in a general popular election. Component units are legally separate organizations for which the elected officials of the primary government are financially accountable. The District is financially accountable if it appoints a voting majority of the organization's governing body and: 1) It is able to impose its will on that organization, or 2) There is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government. The District has no blended or discretely-presented component units.

B. Basis of Accounting and Measurement Focus

The *basic financial statements* of the District are composed of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to the basic financial statements

Government-wide Financial Statements

These statements are presented on an *economic resources* measurement focus and the accrual basis of accounting for both governmental and business-type activities. Accordingly, all of the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, including capital assets, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which the liability is incurred. The Statement of Activities demonstrates the degree to which program expenses of a given function are offset by program revenues. Program expenses are those that are clearly identifiable with a specific function. The types of transactions reported as program revenues for the District are reported in three categories, as applicable: 1) charges for services, 2) operating grants and contributions, and 3) capital grants and contributions. Charges for services include revenues from customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by the District. Grants and contributions include revenues restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Fund Financial Statements

These statements include a Balance Sheet and a Statement of Revenues, Expenditures, and Changes in Fund Balance for all major governmental funds. Accompanying these statements are schedules to reconcile and explain the differences in fund balance as presented in these statements to the net position presented in the Government-wide Financial Statements.

Avila Beach Community Services District
Notes to the Basic Financial Statements, continued
June 30, 2020

(1) Reporting Entity and Summary of Significant Accounting Policies, continued

B. Basis of Accounting and Measurement Focus, continued

Fund Financial Statements, continued

Governmental funds are accounted for on a spending or *current financial resources* measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and liabilities are included on the Balance Sheet. The Statement of Revenues, Expenditures, and Changes in Fund Balance presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Under modified accrual basis of accounting, revenues are recognized in the accounting period in which they become measurable and available to finance expenditures of the current period. Accordingly, revenues are recorded when received in cash, except that revenues subject to accrual (generally 60-days after year-end) are recognized when due. The primary sources susceptible to accrual for the District are property tax, interest earnings, investment revenue, and operating and capital grant revenues. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. However, exceptions to this rule include principal and interest on debt, which are recognized when due.

The accrual basis of accounting is followed by the proprietary enterprise fund. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used; such as unbilled but utilized utility services that are recorded at year end.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Revenues are recognized in the accounting period in which they are earned and expenses are recognized in the period incurred, regardless of when the related cash flows take place. Operating revenues and expenses, such as water sales, wastewater service, solid waste collection, and purchase of water result from exchange transactions associated with the principal activity of the District. Exchange transactions are those in which each party receives and gives up essentially equal values. Management, administration, and depreciation expenses are also considered operating expenses. Other revenues and expenses not included in the above categories, such as interest income and interest expense, are reported as non-operating revenues and expenses.

The accounts of the District are organized on the basis of funds, each of which is considered a separate accounting entity with a self-balancing set of accounts established for the purpose of carrying out specific activities, or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

Funds are organized into two major categories: governmental and proprietary categories. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operation fund of the District, or meets the following criteria:

- a) Total assets, deferred outflows of resources, liabilities, deferred inflows of resources, revenues, or expenditures/expenses of that individual governmental or proprietary fund are at least 10 percent of the corresponding total for all funds of that category or type;
- b) Total assets, deferred outflows of resources, liabilities, deferred inflows of resources, revenues, or expenditures/expenses of the individual governmental fund or proprietary fund are at least 5 percent of the corresponding total for all governmental and proprietary funds combined; or
- c) The entity has determined that a fund is important to the financial statement user.

Avila Beach Community Services District
Notes to the Basic Financial Statements, continued
June 30, 2020

(1) Reporting Entity and Summary of Significant Accounting Policies, continued

B. Basis of Accounting and Measurement Focus, continued

Fund Financial Statements, continued

The funds of the financial reporting entity are described below:

Governmental Fund

General – This fund acts as the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund. This fund also includes all activity and assets of the emergency and unemployment compensation funds.

Lighting – This fund accounts for the operations and maintenance of the Front Street Plaza lights and additional 27 streetlights in various locations around the community of the District.

Enterprise Fund

Water – This fund accounts for the water transmission and distribution operations of the District.

Sanitary – This fund accounts for the wastewater service operations of the District.

Refuse – This fund accounts for the solid waste collection and disposal operations of the District.

C. Financial Reporting

The District's basic financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP), as applied to governmental funds. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The District has adopted the following GASB pronouncement in the current year:

In May 2020, the GASB issued Statement No. 95 – *Postponement of the Effective Dates of Certain Authoritative Guidance*. The primary objective of this Statement is to provide temporary relief to governments and other stakeholders in light of the COVID-19 pandemic. That objective is accomplished by postponing the effective dates of certain provisions in Statements and Implementation Guides that first became effective or are scheduled to become effective for periods beginning after June 15, 2018, and later.

D. Financial Statement Elements

1. Use of Estimates

The preparation of the basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities, and deferred inflows of resources; disclosures of contingent assets, deferred outflows of resources, liabilities, and deferred inflows of resources at the date of the financial statements; and the reported changes in net position during the reporting period. Actual results could differ from those estimates.

2. Uncertainty

The COVID-19 outbreak in the United States has caused business disruption through mandated and voluntary closings of businesses. While the disruption is currently expected to be temporary, there is considerable uncertainty around the duration of the closings. However, the related financial impact on District and the duration cannot be estimated at this time.

Avila Beach Community Services District
Notes to the Basic Financial Statements, continued
June 30, 2020

(1) Reporting Entity and Summary of Significant Accounting Policies, continued

D. Financial Statement Elements, continued

3. Cash and Cash Equivalents

Substantially, all of the District's cash is invested in interest bearing accounts. The District considers all highly-liquid investments with a maturity of three months or less to be cash equivalents.

4. Accounts Receivable

The District extends credit to customers in the normal course of operations. Management deems all accounts receivable as collectible at year-end. Accordingly, an allowance for doubtful accounts has not been recorded.

5. Investment and Investment Policy

The District has adopted an investment policy to deposit funds in financial institutions. Investments are to be made in the following areas:

- California Local Agency Investment Fund (LAIF)
- Checking and savings accounts at local financial institutions

Changes in fair value that occur during a fiscal year are recognized as unrealized gains or losses and reported for that fiscal year. Investment income comprises interest earnings, changes in fair value, and any gains or losses realized upon the liquidation or sale of investments.

6. Property Taxes and Assessments

The San Luis Obispo County Assessor's Office assesses all real and personal property within the County each year. The San Luis Obispo County Tax Collector's Office bills and collects the District's share of property taxes and/or tax assessments. The San Luis Obispo Treasurer's Office remits current and delinquent property tax collections to the District throughout the year. Property tax in California is levied in accordance with Article 13A of the State Constitution at one percent (1%) of countywide assessed valuations.

Property taxes and assessments receivable at year-end are related to property taxes and special assessments collected by the San Luis Obispo County, which have not been credited to the District's cash balance as of June 30. The property tax calendar is as follows:

Lien date	March 1
Levy date	July 1
Due dates	November 1 and February 1
Collection dates	December 10 and April 10

7. Prepaid Expenses

Certain payments to vendors reflect costs or deposits applicable to future accounting periods and are recorded as prepaid items in the basic financial statements.

Avila Beach Community Services District
Notes to the Basic Financial Statements, continued
June 30, 2020

(1) Reporting Entity and Summary of Significant Accounting Policies, continued

D. Financial Statement Elements, continued

8. Capital Assets

Capital assets acquired and/or constructed are capitalized at historical cost. The District policy has set the capitalization threshold for reporting capital assets at \$1,000. Donated assets are recorded at estimated fair market value at the date of donation and/or historical cost. Upon retirement or other disposition of capital assets, the cost and related accumulated depreciation are removed from the respective balances and any gains or losses are recognized. Depreciation is recorded on a straight-line basis over the estimated useful lives of the assets as follows:

Governmental Activities

- Buildings and improvements – 20 to 30 years
- Furniture and equipment – 5 years

Business-Type Activities

- Sewage disposal system – 75 years
- Treatment and collection system – 10 to 50 years
- Transmission and distribution system – 20 to 50 years
- Equipment – 5 to 10 years

9. Deferred Outflows of Resources

Deferred outflows of resources represent the consumption of resources applicable to future periods.

10. Unearned Revenue

Unearned revenue consists of customer deposits held at year-end.

11. Compensated Absences

It is the District's policy to allow employees to accumulate earned but unused vacation time. The vesting method is used to calculate the liability and 100% of earned vacation time is payable upon separation. All vacation pay is accrued when incurred in the government-wide and enterprise fund financial statements. The entire balance of compensated absences is expected to be used within one year and is classified as a current liability. The General Fund is used to liquidate the compensated absence liabilities.

12. Deferred Inflows of Resources

Deferred inflows of resources represent the acquisition of resources applicable to future periods.

Avila Beach Community Services District
Notes to the Basic Financial Statements, continued
June 30, 2020

(1) Reporting Entity and Summary of Significant Accounting Policies, continued

D. Financial Statement Elements, continued

13. Net Position

The government-wide financial statements utilize a net position presentation. Net position categories are as follows:

- **Net investment in capital assets** – consists of capital assets, net of accumulated depreciation and reduced by any debt outstanding against the acquisition, construction, or improvement of those assets.
- **Restricted net position** – consists of constraints placed on net position use through external constraints imposed by creditors, grantors, contributors, or laws or regulations of other governments, or constraints imposed by law through constitutional provisions or enabling legislation.
- **Unrestricted net position** – consists of net position that does not meet the definition of *net investment in capital assets* or *restricted* components of net position.

14. Fund Balance

The financial statements for governmental funds report fund balance as nonspendable, restricted, committed, assigned, or unassigned based primarily on the extent to which the District is bound to honor constraints on how specific amounts can be spent.

- **Nonspendable fund balance** – amounts that cannot be spent because they are either (a) not spendable in form, or (b) legally or contractually required to be maintained intact.
- **Restricted fund balance** – amounts with constraints placed on their use that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.
- **Committed fund balance** – amounts that can only be used for specific purposes determined by formal action of the District's highest level of decision-making authority (the Board of Directors) and that remain binding unless removed in the same manner. The underlying action that imposed the limitation needs to occur no later than the close of the reporting period.
- **Assigned fund balance** – amounts that are constrained by the District's intent to be used for specific purposes. The intent can be established at either the highest level of decision-making, or by a body or an official designated for that purpose. This is also the classification for residual funds in the District's special revenue funds.
- **Unassigned fund balance** – the residual classification for the District's general fund that includes amounts not contained in the other classifications. In other funds, the unassigned classification is used only if expenditures incurred for specific purposes exceed the amounts restricted, committed, or assigned to those purposes.

Fund Balance Policy

The Board of Directors establishes, modifies, or rescinds fund balance commitments and assignments by passage of an ordinance or resolution. This is done through adoption of the budget and subsequent budget amendments that occur throughout the year. When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, followed by the unrestricted, committed, assigned, and unassigned resources as they are needed.

Avila Beach Community Services District
Notes to the Basic Financial Statements, continued
June 30, 2020

(1) Reporting Entity and Summary of Significant Accounting Policies, continued

D. Financial Statement Elements, continued

14. Fund Balance, continued

Fund Balance Policy, continued

The District believes that sound financial management principles require that sufficient funds be retained by the District to provide a stable financial base at all times. To retain this stable financial base, the District needs to maintain an unrestricted fund balance in its funds sufficient to fund cash flows of the District and to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature. Committed, assigned, and unassigned fund balance are considered unrestricted.

The purpose of the District's fund balance policy is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures.

15. Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pension and pension expense, information about the fiduciary net position of the District's California Public Employees' Retirement System (CalPERS) plans (Plans) and addition to/deduction from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

GASB 68 requires that reported results must pertain to liability and asset information within certain defined timeframes. For this report, the following time frames are used:

- Valuation Date: June 30, 2018
- Measurement Date: June 30, 2019
- Measurement Period: July 1, 2018 to June 30, 2019

(2) Cash and Cash Equivalents

Cash and cash equivalents as of June 30, 2020, are classified as follows:

	2020
Governmental activities:	
General fund	\$ 467,567
Total governmental activities	467,567
Business-type activities:	
Water fund	2,133,112
Sanitary fund	1,624,388
Refuse fund	85,133
Total business-type activities	3,842,633
Total cash and cash equivalents	\$ 4,310,200

Avila Beach Community Services District
Notes to the Basic Financial Statements, continued
June 30, 2020

(2) Cash and Cash Equivalents, continued

Cash and cash equivalents as of June 30, 2020, consist of the following:

	2020
Cash on hand	\$ 411
Deposits with financial institutions	1,208,109
Deposits held with the California Local Agency Investment Fund (LAIF)	3,101,680
Total cash and investments	\$ 4,310,200

As of June 30, 2020, the District's authorized deposits had the following maturities:

	2020
Deposits held with the California Local Agency Investment Fund (LAIF)	191 days

Authorized Deposits and Investments

Under provisions of the District's investment policy, and in accordance with Section 53601 of the California Government Code, the District may invest in certain types of investments as listed in Note 1(D)(5) to the financial statements.

Investment in California Local Agency Investment Fund

The District is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by the California Government Code under the oversight of the Treasurer of the State of California. The fair value of the District's investment in this pool is reported in the accompanying financial statements at amounts based upon the District's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

The District's deposit and withdrawal restrictions and limitations are as follows:

- Same day transaction processing occurs for orders received before 10:00 a.m.
- Next day transaction processing occurs for orders received after 10:00 a.m.
- Maximum limit of 15 transactions (combination of deposits and withdrawals) per month.
- Minimum transaction amount requirement of \$5,000, in increments of \$1,000.
- Withdrawals of \$10 million or more require 24 hours advance.
- Prior to funds transfer, an authorized person must call LAIF to do a verbal transaction.

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and the District's investment policy does not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by public agencies. Of the bank balance, up to \$250,000 is federally insured. The remaining balance is to be collateralized by the bank.

Avila Beach Community Services District
Notes to the Basic Financial Statements, continued
June 30, 2020

(2) Cash and Cash Equivalents, continued

Custodial Credit Risk, continued

The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The Code and the District’s investment policy contain legal and policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government’s indirect investment in securities through the use of mutual funds or government investment pools (such as LAIF).

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rate will adversely affect the fair value of an investment. The longer the maturity an investment has the greater its fair value has sensitivity to changes in market interest rate. The District’s investment policy follows the Code as it relates to limits on investment maturities as a means of managing exposure to fair value losses arising from increasing interest rate.

Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization; however, LAIF is not rated.

Concentration of Credit Risk

The District’s investment policy contains no limitations on the amounts that can be invested in any one issuer beyond that stipulated by the California Government Code. As of June 30, 2020, there were no investments in any one issuer (other than U.S. Treasury securities, mutual funds, and/or external investment pools) that represents 5% or more of total District investments.

(3) Accounts Receivable – Utilities

The accounts receivable – utilities has been determined to be 100% collectible and an allowance for doubtful accounts is deemed unnecessary.

(4) Internal Transfers

Inter-fund Operational Transfers

Inter-fund transfers are used to move financial resources from the General fund to the Streets Light fund, the Water fund, and the Sanitary fund to absorb the operating deficit and to support the operations of each respective fund.

As of June 30, 2020, inter-fund receivables/payables between the District’s funds were as follows:

<u>Due from</u>	<u>Due to</u>	<u>Amount</u>
Street Lighting	General	\$ <u>361</u>

Avila Beach Community Services District
Notes to the Basic Financial Statements, continued
June 30, 2020

(4) Internal Transfers, continued

Inter-fund Operational Transfers, continued

For the year end June 30, 2020, inter-fund transfers consist of the following:

Transfer from	Transfer to	Amount
General	Water	\$ 74,611
General	Sanitary	431,658
Transfer to Business-type		506,269
General	Street Lighting	15,264
Transfer from General		\$ 521,533

(5) Capital Assets

Governmental Activities

Change in capital assets for 2020, was as follows:

	Balance 2019	Additions/ Transfers	Deletions/ Transfers	Balance 2020
Non-depreciable assets:				
Land and land rights	\$ 20	-	-	20
Total non-depreciable assets	20	-	-	20
Depreciable assets:				
Furniture and equipment	18,208	8,146	-	26,354
Street lights	10,868	-	-	10,868
Building and improvements	57,746	-	-	57,746
Total depreciable assets	86,822	8,146	-	94,968
Accumulated depreciation:				
Furniture and equipment	(13,485)	(2,719)	-	(16,204)
Street lights	(4,348)	(2,174)	-	(6,522)
Building and improvements	(33,272)	(3,248)	-	(36,520)
Total accumulated depreciation	(51,105)	(8,141)	-	(59,246)
Total depreciable assets, net	35,717	5	-	35,722
Total capital assets, net	\$ 35,737			35,742

Major capital asset additions in the governmental activities fund include additions to furniture and equipment for the year ended June 30, 2020.

Avila Beach Community Services District
Notes to the Basic Financial Statements, continued
June 30, 2020

(5) Capital Assets, continued

Business-Type Activities

Change in capital assets for 2020, was as follows:

	<u>Balance 2019</u>	<u>Additions/ Transfers</u>	<u>Deletions/ Transfers</u>	<u>Balance 2020</u>
Non-depreciable assets:				
Land	\$ 60,294	-	-	60,294
Construction in progress	66,397	181,817	-	248,214
Total non-depreciable assets	<u>126,691</u>	<u>181,817</u>	<u>-</u>	<u>308,508</u>
Depreciable assets:				
Water transmission and distribution	1,284,511	-	-	1,284,511
Wastewater collection	5,377,667	6,973	-	5,384,640
Total depreciable assets	<u>6,662,178</u>	<u>6,973</u>	<u>-</u>	<u>6,669,151</u>
Accumulated depreciation:				
Water transmission and distribution	(677,755)	(33,707)	-	(711,462)
Wastewater collection	(2,644,421)	(231,117)	-	(2,875,538)
Total accumulated depreciation	<u>(3,322,176)</u>	<u>(264,824)</u>	<u>-</u>	<u>(3,587,000)</u>
Total depreciable assets, net	<u>3,340,002</u>	<u>(257,851)</u>	<u>-</u>	<u>3,082,151</u>
Total capital assets, net	<u>\$ 3,466,693</u>			<u>3,390,659</u>

Major capital asset additions in the business-type activities fund include additions for construction in progress for the year ended June 30, 2020.

(6) Compensated Absences

Changes in compensated absence as of June 30, 2020, were as follows:

	<u>Balance 2019</u>	<u>Earned</u>	<u>Taken</u>	<u>Balance 2020</u>
\$	<u>1,219</u>	<u>3,534</u>	<u>(2,456)</u>	<u>2,297</u>

(7) Defined Benefit Pension Plans

Plan Description

All qualified permanent and probationary employees are eligible to participate in the Public Agency Cost-Sharing Multiple-Employer Defined Pension Plan (Plan or PERF C) administered by the California Public Employees' Retirement System (CalPERS). The Plan consists of a miscellaneous risk pool and a safety risk pool, which are comprised of individual employer miscellaneous and safety plans, respectively. Benefit provisions under the Plan are established by State statute and the District's resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions, and membership information that can be found on CalPERS website or may be obtained from their executive office at 400 P Street, Sacramento, California 95814.

Avila Beach Community Services District
Notes to the Basic Financial Statements, continued
June 30, 2020

(7) Defined Benefit Pension Plans, continued

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments, and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: The Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

On September 12, 2012, the California Governor signed the California Public Employees' Pension Reform Act of 2013 (PEPRA) into law. PEPRA took effect January 1, 2013. The new legislation closed the District's CalPERS 2.0% at 60 Risk Pool Retirement Plan to new employee entrants, not previously employed by an agency under CalPERS, effective December 31, 2012. All employees hired after January 1, 2013, are eligible for the District's CalPERS 2.0% at 62 Retirement Plan under PEPRA.

The District participates in the Plan's miscellaneous risk pool. The provisions and benefits for the Plan's miscellaneous pool in effect as of June 30, 2020, are summarized as follows:

	<u>New Classic</u>	<u>PEPRA</u>
	Prior to December 31, 2012	On or after January 1, 2013
Hire date		
Benefit formula	2.0% @ 60	2.0% @ 62
Benefit vesting schedule	5 years of service	
Benefit payments	monthly for life	
Retirement age	50 - 55	52 - 67
Monthly benefits, as a % of eligible compensation	1.1% to 2.4%	1.0% to 2.5%
Required employee contribution rates	N/A	6.75%
Required employer contribution rates	N/A	6.99%

Contributions

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by an actuary and shall be effective on July 1, following notice of a change in rate. Funding contribution for the Plan is determined annually on an actuarial basis as of June 30, by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

For the year ended June 30, 2020, contributions recognized as part of pension expense for the Plan was \$12,834.

Avila Beach Community Services District
Notes to the Basic Financial Statements, continued
June 30, 2020

(7) Defined Benefit Pension Plans, continued

Net Pension Liability

As of the fiscal year ended June 30, 2020, the District reported net pension liabilities for its proportionate share of the net pension liability of the Plan as follows:

	2020
Proportionate share of net pension liability \$	131,246

The District's net pension liability for the Plan is measured as the proportionate share of the net pension liability for the miscellaneous risk pool. As of June 30, 2020, the net pension liability of the Plan is measured as of June 30, 2019 (the measurement date). The total pension liability for the Plan's miscellaneous risk pool used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2018 (the valuation date), rolled forward to June 30, 2019, using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined.

The District's changes in the proportionate share of the net pension liability for the Plan's miscellaneous risk pool as of the measurement date June 30, 2019, was as follows:

	Proportionate Share
Proportion – June 30, 2018	0.00131 %
Proportion – June 30, 2019	0.00128
Decrease in proportionate share	0.00003 %

Deferred Pension Outflows(Inflows) of Resources

For the year ended June 30, 2020, the District recognized pension expense of \$18,371. As of the fiscal year ended June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to pension from the following sources:

Description	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$ 12,324	-
Differences between actual and expected experience	8,408	-
Change in assumptions	4,040	-
Net difference between projected and actual earnings on plan investments	-	(2,296)
Adjustment due to change in proportions and difference between actual and proportionate share of contributions	-	(5,632)
Total	\$ 24,772	(7,928)

Avila Beach Community Services District
Notes to the Basic Financial Statements, continued
June 30, 2020

(7) Defined Benefit Pension Plans, continued

Deferred Pension Outflows(Inflows) of Resources, continued

For the year ended June 30, 2020, the District's deferred outflows of resources related to contributions subsequent to the measurement date totaled \$12,324; and other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Fiscal Year	Deferred Net
Ending	Inflows of
June 30,	Resources
2021	\$ 7,435
2022	(4,210)
2023	832
2024	463

Actuarial Assumptions

The total pension liabilities in the June 30, 2018, actuarial valuations were determined using the following actuarial assumptions and methods:

Valuation dates	June 30, 2018
Measurement dates	June 30, 2019
Actuarial cost method	Entry Age Normal in accordance with the requirements of GASB Statement No. 68
Actuarial assumptions	
Discount rate	7.15%
Inflation	2.50%
Salary increase	Varies by entry age and service
Mortality Table*	Derived using CalPERS membership data
Period upon which actuarial Experience survey assumptions were based	1997 – 2015
Post-retirement benefit increase	Contract COLA up to 2.50% until PPPA floor on purchasing power applies; 2.50% thereafter

* The mortality table used was developed based on CalPERS specific data. The table includes 15 years of mortality improvements using Society of Actuaries 90 percent of scale MP 2016. For more details on this table, please refer to the December 2017, experience study report (based on CalPERS demographic data from 1997 to 2015) available online on the CalPERS website.

On December 21, 2016, the Board lowered the discount rate for the PERF C for funding purposes from 7.50% to 7.00% percent using a three-year phase-in beginning with the June 30, 2016 actuarial valuations.

Avila Beach Community Services District
Notes to the Basic Financial Statements, continued
June 30, 2020

(7) Defined Benefit Pension Plans, continued

Actuarial Assumptions, continued

On December 19, 2017, the Board of Administration adopted new actuarial assumptions based on the recommendations in the December 2017 CalPERS Experience Study and Review of Actuarial Assumptions. This study reviewed the retirement rates, termination rates, mortality rates, rates of salary increases, and inflation assumption. These new assumptions are incorporated into the June 30, 2017 actuarial valuations.

Discount Rate

The discount rate used to measure the total pension liability as of June 30, 2020 and 2019, for the PERF C was 7.15%. This discount rate is not adjusted for administrative expenses.

The PERF C fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return for those pension plans' investments were applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical and forecasted information for all funds' asset classes, expected compound (geometric) returns were calculated over the short term (first 10 years) and the long term (11+ years) using a building-block approach. Using the expected nominal returns for both short term and long term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

The table below reflects long-term expected real rates of return by asset class. The rates of return were calculated using the capital market assumptions applied to determine the discount rate.

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Real Return Years 1-10</u>	<u>Real Return Years 11+</u>
Global Equity	50.00 %	4.80 %	5.38 %
Global Fixed Income	28.00	1.00	2.62
Private Equity	8.00	6.30	7.23
Real Asset	13.00	3.75	4.93
Liquidity	1.00	0.00	(0.92)
Total	<u>100.00 %</u>		

Avila Beach Community Services District
Notes to the Basic Financial Statements, continued
June 30, 2020

(7) Defined Benefit Pension Plans, continued

Sensitivity of the Proportionate Share of Net Pension Liability to Changes in the Discount Rate

The following table presents the District's proportionate share of the net pension liability for the Plan, calculated using the discount rate, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate.

As of June 30, 2020, the District's net pension liability at the current discount rate, using a discount rate that is one-percentage point lower, and using a discount rate that is one-percentage point higher are as follows:

	Discount Rate - 1% 6.15%	Current Discount Rate 7.15%	Discount Rate + 1% 8.15%
District's Net Pension Liability	\$ 186,882	131,246	85,324

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in separately issued CalPERS financial reports. See pages 44 and 45 for the Required Supplementary Information.

(8) Unrestricted Net Position

The District's policy reserves the unrestricted net position of the water and sanitary fund as follows:

- Operating fund reserve – a range between a minimum of 90 days and a maximum of 270 days of annual operation and maintenance expense.
- Capital replacement fund reserve – after reserving 270 days of annual operation and maintenance expense for the operating fund reserve, two times the average annual 5-year capital outlay expenditures for the water fund, and two times the average annual 5-year capital outlay expenditure for the sanitary fund.
- Emergency capital fund reserve – 10% of fixed asset value for the water fund and 5% of fixed asset value for the sanitary fund.
- Rate stabilization fund reserve – 10% of annual rate revenues for the water fund and the sanitary fund.

A detailed schedule of unrestricted net position at June 30, 2020, for the water fund and the sanitary fund is as follows:

Description	Water	Sanitary	Refuse	Total
Unrestricted:				
Operating fund reserve	\$ 318,497	441,448	-	759,945
Capital replacement fund reserve	62,722	420,058	-	482,780
Emergency capital fund reserve	57,305	140,880	-	198,185
Rate stabilization fund reserve	49,448	70,172	-	119,620
Unreserved	1,666,889	551,474	85,133	2,303,496
Total unrestricted	\$ 2,154,861	1,624,032	85,133	3,864,026

Avila Beach Community Services District
Notes to the Basic Financial Statements, continued
June 30, 2020

(9) Fund Balance

Fund balance is presented in the following categories: non-spendable, restricted, committed, assigned and unassigned (See Note 1(D)(14) for a description of these categories). A detailed schedule of fund balance and their funding composition at June 30, 2020, are as follows:

Description	2020
Assigned	
Compensated absences	\$ 2,297
Unassigned	
Operations	491,363
Total fund balance	\$ 493,660

(10) Risk Management

The District is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District is a member of the Special District Risk Management Authority (SDRMA), an intergovernmental risk sharing joint powers authority created to provide self-insurance programs for California special districts. The purpose of the SDRMA is to arrange and administer programs of self-insured losses and to purchase excess insurance coverage.

At June 30, 2020, the District participated in the liability and property programs of the SDRMA as follows:

- General liability coverage up to \$5 million per occurrence for bodily injury, property damage, employment benefits, employee/public officials errors and omission, and employment practices liability; coverage up to \$1 million per occurrence for employee/public officials dishonesty; and coverage up to \$500,000 per occurrence for public officials personal.
- Auto liability coverage up to \$5 million per occurrence for auto bodily injury and property damage; and coverage based on limits on file for uninsured motorist.
- Property coverage up to \$1 billion per occurrence for property; coverage up to \$100 million per occurrence for boiler and machinery; and coverage up to \$2 million per occurrence for pollution. Property coverage involving cyber is based on limits on file.
- Workers' compensation insurance coverage up to the statutory requirements and employer's liability coverage up to \$5 million.

Settled claims have not exceeded any of the coverage amounts in any of the last three fiscal years. There were no reductions in insurance coverage in fiscal years 2020, 2019 and 2018. Liabilities are recorded when it is probable that a loss has been incurred and the amount of the loss can be reasonably estimated net of the respective insurance coverage. Liabilities include an amount for claims that have been incurred but not reported (IBNR). There were no IBNR claims payable as of June 30, 2020, 2019 and 2018.

Avila Beach Community Services District
Notes to the Basic Financial Statements, continued
June 30, 2020

(11) Governmental Accounting Standards Board Statements Issued, Not Yet Effective

The Governmental Accounting Standards Board (GASB) has issued several pronouncements prior to the report date that have effective dates that may impact future financial presentations.

Governmental Accounting Standards Board Statement No. 84

In January 2017, the GASB issued Statement No. 84 – *Fiduciary Activities*. The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported.

This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities.

This Statement describes four fiduciary funds that should be reported, if applicable: (1) pension (and other employee benefit) trust funds, (2) investment trust funds, (3) private-purpose trust funds, and (4) custodial funds. Custodial funds generally should report fiduciary activities that are not held in a trust or equivalent arrangement that meets specific criteria.

The requirements of this Statement were effective for reporting periods beginning after December 15, 2018; however, in light of the COVID-19 pandemic, the effective date has been postponed by one year. Earlier application is encouraged.

Governmental Accounting Standards Board Statement No. 87

In June 2017, the GASB issued Statement No. 87 – *Leases*. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

The requirements of this Statement were effective for reporting periods beginning after December 15, 2019; however, in light of the COVID-19 pandemic, the effective date has been postponed by 18 months. Earlier application is encouraged.

Governmental Accounting Standards Board Statement No. 89

In June 2018, the GASB issued Statement No. 89 – *Accounting for Interest Cost incurred Before the End of a Construction Period*. The objectives of this Statement are (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period.

Avila Beach Community Services District
Notes to the Basic Financial Statements, continued
June 30, 2020

(11) Governmental Accounting Standards Board Statements Issued, Not Yet Effective, continued

Governmental Accounting Standards Board Statement No. 89, continued

This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5–22 of Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund.

This Statement also reiterates that in financial statements prepared using the current financial resources measurement focus, interest cost incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles.

The requirements of this Statement were effective for reporting periods beginning after December 15, 2019; however, in light of the COVID-19 pandemic, the effective date has been postponed by one year. Earlier application is encouraged. The requirements of this Statement should be applied prospectively.

Governmental Accounting Standards Board Statement No. 90

In August 2018, the GASB issued Statement No. 90—*Majority Equity Interests—an amendment of GASB Statements No. 14 and No. 61*. The primary objectives of this Statement are to improve the consistency and comparability of reporting a government’s majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. It defines a majority equity interest and specifies that a majority equity interest in a legally separate organization should be reported as an investment if a government’s holding of the equity interest meets the definition of an investment. A majority equity interest that meets the definition of an investment should be measured using the equity method, unless it is held by a special-purpose government engaged only in fiduciary activities, a fiduciary fund, or an endowment (including permanent and term endowments) or permanent fund. Those governments and funds should measure the majority equity interest at fair value.

For all other holdings of a majority equity interest in a legally separate organization, a government should report the legally separate organization as a component unit, and the government or fund that holds the equity interest should report an asset related to the majority equity interest using the equity method. This Statement establishes that ownership of a majority equity interest in a legally separate organization results in the government being financially accountable for the legally separate organization and, therefore, the government should report that organization as a component unit.

This Statement also requires that a component unit in which a government has a 100 percent equity interest account for its assets, deferred outflows of resources, liabilities, and deferred inflows of resources at acquisition value at the date the government acquired a 100 percent equity interest in the component unit. Transactions presented in flows statements of the component unit in that circumstance should include only transactions that occurred subsequent to the acquisition.

The requirements of this Statement were effective for reporting periods beginning after December 15, 2018; however, in light of the COVID-19 pandemic, the effective date has been postponed by one year. Earlier application is encouraged. The requirements should be applied retroactively, except for the provisions related to (1) reporting a majority equity interest in a component unit and (2) reporting a component unit if the government acquires a 100 percent equity interest. Those provisions should be applied on a prospective basis.

Avila Beach Community Services District
Notes to the Basic Financial Statements, continued
June 30, 2020

(11) Governmental Accounting Standards Board Statements Issued, Not Yet Effective, continued

Governmental Accounting Standards Board Statement No. 91

In May 2019, the GASB issued Statement No. 91 – *Conduit Debt Obligations*. The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures.

This Statement also addresses arrangements—often characterized as leases—that are associated with conduit debt obligations. In those arrangements, capital assets are constructed or acquired with the proceeds of a conduit debt obligation and used by third-party obligors in the course of their activities. Payments from third-party obligors are intended to cover and coincide with debt service payments. During those arrangements, issuers retain the titles to the capital assets. Those titles may or may not pass to the obligors at the end of the arrangements.

This Statement requires issuers to disclose general information about their conduit debt obligations, organized by type of commitment, including the aggregate outstanding principal amount of the issuers' conduit debt obligations and a description of each type of commitment. Issuers that recognize liabilities related to supporting the debt service of conduit debt obligations also should disclose information about the amount recognized and how the liabilities changed during the reporting period.

The requirements of this Statement were effective for reporting periods beginning after December 15, 2020; however, in light of the COVID-19 pandemic, the effective date has been postponed by one year. Earlier application is encouraged.

Governmental Accounting Standards Board Statement No. 92

In January 2020, the GASB issued Statement No. 92 – *Omnibus 2020*. The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements.

The requirements of this Statement were as follows: (1) The requirements related to the effective date of Statement 87 and Implementation Guide 2019-3, reinsurance recoveries, and terminology used to refer to derivative instruments are effective upon issuance; (2) The requirements related to intra-entity transfers of assets and those related to the applicability of Statements 73 and 74 are effective for fiscal years beginning after June 15, 2020; (3) The requirements related to application of Statement 84 to postemployment benefit arrangements and those related to nonrecurring fair value measurements of assets or liabilities are effective for reporting periods beginning after June 15, 2020; and (4) The requirements related to the measurement of liabilities (and assets, if any) associated with AROs in a government acquisition are effective for government acquisitions occurring in reporting periods beginning after June 15, 2020; however, in light of the COVID-19 pandemic, the effective date has been postponed by one year. Earlier application is encouraged and is permitted by topic.

Avila Beach Community Services District
Notes to the Basic Financial Statements, continued
June 30, 2020

(11) Governmental Accounting Standards Board Statements Issued, Not Yet Effective, continued

Governmental Accounting Standards Board Statement No. 93

In March 2020, the GASB issued Statement No. 93 – *Replacement of Interbank Offered Rates*. The objective of this Statement is to address accounting and financial reporting implications that result from the replacement of an IBOR. This Statement achieves that objective by: (1) Providing exceptions for certain hedging derivative instruments to the hedge accounting termination provisions when an IBOR is replaced as the reference rate of the hedging derivative instrument’s variable payment; (2) Clarifying the hedge accounting termination provisions when a hedged item is amended to replace the reference rate; (3) Clarifying that the uncertainty related to the continued availability of IBORs does not, by itself, affect the assessment of whether the occurrence of a hedged expected transaction is probable; (4) Removing LIBOR as an appropriate benchmark interest rate for the qualitative evaluation of the effectiveness of an interest rate swap; (5) Identifying a Secured Overnight Financing Rate and the Effective Federal Funds Rate as appropriate benchmark interest rates for the qualitative evaluation of the effectiveness of an interest rate swap; (6) Clarifying the definition of reference rate, as it is used in Statement 53, as amended; and (7) Providing an exception to the lease modifications guidance in Statement 87, as amended, for certain lease contracts that are amended solely to replace an IBOR as the rate upon which variable payments depend.

The requirements of this Statement were effective as follows: (1) The removal of LIBOR as an appropriate benchmark interest rate is effective for reporting periods ending after December 31, 2021; and (2) All other requirements of this Statement are effective for reporting periods beginning after June 15, 2020; however, in light of the COVID-19 pandemic, the effective dates have been postponed by one year. Earlier application is encouraged.

Governmental Accounting Standards Board Statement No. 94

In March 2020, the GASB issued Statement No. 94 – *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*. The primary objective of this Statement is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). As used in this Statement, a PPP is an arrangement in which a government (the transferor) contracts with an operator (a governmental or nongovernmental entity) to provide public services by conveying control of the right to operate or use a nonfinancial asset, such as infrastructure or other capital asset (the underlying PPP asset), for a period of time in an exchange or exchange-like transaction. Some PPPs meet the definition of a service concession arrangement (SCA), which the Board defines in this Statement as a PPP in which (1) the operator collects and is compensated by fees from third parties; (2) the transferor determines or has the ability to modify or approve which services the operator is required to provide, to whom the operator is required to provide the services, and the prices or rates that can be charged for the services; and (3) the transferor is entitled to significant residual interest in the service utility of the underlying PPP asset at the end of the arrangement.

This Statement also provides guidance for accounting and financial reporting for availability payment arrangements (APAs). As defined in this Statement, an APA is an arrangement in which a government compensates an operator for services that may include designing, constructing, financing, maintaining, or operating an underlying nonfinancial asset for a period of time in an exchange or exchange-like transaction.

The requirements of this Statement are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. Earlier application is encouraged.

Avila Beach Community Services District
Notes to the Basic Financial Statements, continued
June 30, 2020

(11) Governmental Accounting Standards Board Statements Issued, Not Yet Effective, continued

Governmental Accounting Standards Board Statement No. 96

In May 2020, the GASB issued Statement No. 96 – *Subscription-Based Information Technology Arrangements*. This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, Leases, as amended.

The requirements of this Statement are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter. Earlier application is encouraged.

Governmental Accounting Standards Board Statement No. 97

In June 2020, the GASB issued Statement No. 97 – *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans—an amendment of GASB Statements No. 41 and No. 84, and a supersession of GASB Statement No. 32*. The primary objectives of this Statement are to (1) increase consistency and comparability related to the reporting of fiduciary component units in circumstances in which a potential component unit does not have a governing board and the primary government performs the duties that a governing board typically would perform; (2) mitigate costs associated with the reporting of certain defined contribution pension plans, defined contribution other postemployment benefit (OPEB) plans, and employee benefit plans other than pension plans or OPEB plans (other employee benefit plans) as fiduciary component units in fiduciary fund financial statements; and (3) enhance the relevance, consistency, and comparability of the accounting and financial reporting for Internal Revenue Code (IRC) Section 457 deferred compensation plans (Section 457 plans) that meet the definition of a pension plan and for benefits provided through those plans.

The requirements of this Statement that (1) exempt primary governments that perform the duties that a governing board typically performs from treating the absence of a governing board the same as the appointment of a voting majority of a governing board in determining whether they are financially accountable for defined contribution pension plans, defined contribution OPEB plans, or other employee benefit plans and (2) limit the applicability of the financial burden criterion in paragraph 7 of Statement 84 to defined benefit pension plans and defined benefit OPEB plans that are administered through trusts that meet the criteria in paragraph 3 of Statement 67 or paragraph 3 of Statement 74, respectively, are effective immediately. The requirements of this Statement that are related to the accounting and financial reporting for Section 457 plans are effective for fiscal years beginning after June 15, 2021. For purposes of determining whether a primary government is financially accountable for a potential component unit, the requirements of this Statement that provide that for all other arrangements, the absence of a governing board be treated the same as the appointment of a voting majority of a governing board if the primary government performs the duties that a governing board typically would perform, are effective for reporting periods beginning after June 15, 2021. Earlier application of those requirements is encouraged and permitted by requirement as specified within this Statement. The Board considered the effective dates for the requirements of this Statement in light of the COVID-19 pandemic and in concert with Statement No. 95, Postponement of the Effective Dates of Certain Authoritative Guidance.

Avila Beach Community Services District
Notes to the Basic Financial Statements, continued
June 30, 2020

(12) Commitments and Contingencies

Litigation

In the ordinary course of operations, the District is subject to claims and litigation from outside parties. After consultation with legal counsel, the District believes the ultimate outcome of such matters, if any, will not materially affect its financial condition.

Grant Awards

Grant funds received by the District are subject to audit by grantor agencies. Such audit could lead to requests for reimbursements to grantor agencies for expenditures disallowed under terms of the grant. Management of the District believes that such disallowances, if any, would not be significant.

Contracts and Agreements

The District is one of the entities covered by an agreement entered in October 1992, between the Central Coast Water Authority (CCWA) and San Luis Obispo (SLO) County to treat water delivered through the State Water Project (SWP).

(13) Subsequent Events

Events occurring after June 30, 2020, have been evaluated for possible adjustment to the financial statements or disclosure as of November 10, 2020, which is the date the financial statements were available to be issued. The District is not aware of any subsequent events that would require recognition or disclosure in the financial statements.

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Required Supplementary Information

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**Avila Beach Community Services District
Budgetary Comparison Schedule – General Fund
For the Fiscal Year Ended June 30, 2020**

	<u>Adopted Original Budget</u>	<u>Board Approved Changes</u>	<u>Revised Budget</u>	<u>Actual Budgetary Basis</u>	<u>Vairance Positive (Ne gative)</u>
Revenues:					
Property taxes	\$ 660,000	-	660,000	751,304	91,304
Interest earnings	75,000	-	75,000	63,263	(11,737)
Charges for services	3,800	-	3,800	5,468	1,668
Total revenues	<u>738,800</u>	<u>-</u>	<u>738,800</u>	<u>820,035</u>	<u>81,235</u>
Expenditures:					
General government	423,600	-	423,600	419,222	4,378
Capital outlay	-	-	-	8,146	(8,146)
Total expenditures	<u>423,600</u>	<u>-</u>	<u>423,600</u>	<u>427,368</u>	<u>(3,768)</u>
Excess(deficiency) of revenues over expenditures	315,200	-	315,200	392,667	77,467
Other financing sources(uses):					
Operating transfers in(out)	(191,000)	-	(191,000)	(521,533)	(330,533)
Net change in fund balance	<u>124,200</u>	<u>-</u>	<u>124,200</u>	(128,866)	<u>(253,066)</u>
Fund balance, beginning of year	<u>623,769</u>		<u>623,769</u>	<u>623,769</u>	
Fund balance, end of year	<u>\$ 747,969</u>		<u>747,969</u>	<u>494,903</u>	

Notes to Required Supplementary Information — General Fund

(1) Budgets and Budgetary Data

The District follows specific procedures in establishing the budgetary data reflected in the financial statements. Each year the District's General Manager prepares and submits an operating budget to the Board of Directors for the General Fund no later than June of each year. The basis used to prepare the budget does not differ substantially from the modified accrual basis of accounting. The adopted budget becomes operative on July 1. The Board of Directors must approve all supplemental appropriations to the budget and transfers between major accounts.

The District presents a comparison of the annual budget to actual results for the General Fund at the functional expenditure-type major object level for financial reporting purposes. The budgeted expenditure amounts represent the adopted budget.

**Avila Beach Community Services District
Budgetary Comparison Schedule – Streets Light Fund
For the Fiscal Year Ended June 30, 2020**

	<u>Adopted Original Budget</u>	<u>Board Approved Changes</u>	<u>Revised Budget</u>	<u>Actual Budgetary Basis</u>	<u>Vairance Positive (Negative)</u>
Revenues:					
Charges for services	\$ 1,200	-	1,200	891	(309)
Total revenues	<u>1,200</u>	<u>-</u>	<u>1,200</u>	<u>891</u>	<u>(309)</u>
Expenditures:					
Street lighting	15,500	-	15,500	11,295	4,205
Total expenditures	<u>15,500</u>	<u>-</u>	<u>15,500</u>	<u>11,295</u>	<u>4,205</u>
Excess(deficiency) of revenues over expenditures	(14,300)	-	(14,300)	(10,404)	3,896
Other financing sources(uses):					
Operating transfers in(out)	16,000	-	16,000	15,264	(736)
Net change in fund balance	<u>1,700</u>	<u>-</u>	<u>1,700</u>	<u>4,860</u>	<u>3,160</u>
Fund balance, beginning of year	<u>(6,103)</u>		<u>(6,103)</u>	<u>(6,103)</u>	
Fund balance, end of year	<u>\$ (4,403)</u>		<u>(4,403)</u>	<u>(1,243)</u>	

Notes to Required Supplementary Information – Streets Light Fund

(1) Budgets and Budgetary Data

The District follows specific procedures in establishing the budgetary data reflected in the financial statements. Each year the District's General Manager prepares and submits an operating budget to the Board of Directors for the Streets Light Fund no later than June of each year. The basis used to prepare the budget does not differ substantially from the modified accrual basis of accounting. The adopted budget becomes operative on July 1. The Board of Directors must approve all supplemental appropriations to the budget and transfers between major accounts.

The District presents a comparison of the annual budget to actual results for the Streets Light Fund at the functional expenditure-type major object level for financial reporting purposes. The budgeted expenditure amounts represent the adopted budget.

Avila Beach Community Services District
Schedules of the District's Proportionate Share of the Net Pension Liability
For the Year Ended June 30, 2020
Last Ten Years*

Defined Benefit Pension Plan

Description	Measurement Dates					
	6/30/2019	6/30/2018	6/30/2017	6/30/2016	6/30/2015	6/30/2014
District's proportion of the net pension liability	0.00128%	0.00131%	0.00138%	0.00146%	0.00171%	0.00207%
District's proportionate share of the net pension liability	\$ 131,246	126,061	136,401	126,121	117,077	125,453
District's covered-employee payroll	\$ 42,387	39,321	42,741	62,301	60,480	58,718
District's proportionate share of the net pension liability(asset) as a percentage of its covered-employee payroll	309.64%	320.59%	319.13%	202.44%	193.58%	213.65%
Plan's fiduciary net position as a percentage of the plan's total pension liability	75.26%	75.26%	73.31%	74.06%	78.40%	79.82%

Notes to the Schedules of the District's Proportionate Share of Net Pension Liability

Change in Benefit Terms – Public agencies can make changes to their plan provisions, and such changes occur on an ongoing basis. A summary of the plan provisions that were used for a specific plan can be found in the plan's annual valuation report.

Change of Assumptions and Methods – In December 2017, the CalPERS Board adopted new mortality assumptions for plans participating in the PERF. The new mortality table was developed from the December 2017 experience study and includes 15 years of projected ongoing mortality improvement using 90% of scale MP 2016 published by the Society of Actuaries. The inflation assumption is reduced from 2.75% to 2.50%.

The assumptions for individual salary increases and overall payroll growth are reduced from 3.00% to 2.75%. These changes will be implemented in two steps commencing in the June 30, 2017 funding valuation. However, for financial reporting purposes, these assumption changes are fully reflected in the results for fiscal year 2018.

In fiscal year 2017, the financial reporting discount rate for the PERF C was lowered from 7.65% to 7.15%. In December 2016, the CalPERS Board approved lowering the funding discount rate used in the PERF C from 7.50% to 7.00%, which is to be phased in over a three-year period (7.50% to 7.375%, 7.375% to 7.25%, and 7.25% to 7.00%) beginning with the June 30, 2016, valuation reports. The funding discount rate includes a 15 basis-point reduction for administrative expenses, and the remaining decrease is consistent with the change in the financial reporting discount rate.

In fiscal year 2015, the financial reporting discount rate was increased from 7.50% to 7.65% resulting from eliminating the 15 basis-point reduction for administrative expenses. The funding discount rate remained at 7.50% during this period, and remained adjusted for administrative expenses.

* The District has presented information for those years for which information is available until a full 10-year trend is compiled.

Avila Beach Community Services District
Schedules of Pension Plan Contributions
As of June 30, 2020
Last Ten Years*

Defined Benefit Pension Plan

Description	6/30/2020	6/30/2019	6/30/2018	6/30/2017	6/30/2016	6/30/2015
Actuarially determined contribution	\$ 12,324	12,834	14,788	13,713	9,566	9,894
Contributions in relation to the actuarially determined contribution	<u>(12,324)</u>	<u>(12,834)</u>	<u>(14,788)</u>	<u>(13,713)</u>	<u>(9,566)</u>	<u>(9,894)</u>
Contribution deficiency(excess)	\$ -	-	-	-	-	-
District's covered payroll	\$ 40,000	42,387	39,321	42,741	62,301	60,480
Contributions as a percentage of covered-employee payroll	<u>30.81%</u>	<u>30.28%</u>	<u>37.61%</u>	<u>32.08%</u>	<u>15.35%</u>	<u>16.36%</u>

Notes to the Schedules of Pension Plan Contributions

* The District has presented information for those years for which information is available until a full 10-year trend is compiled.

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Report on Internal Controls and Compliance

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**Independent Auditor's Report on Internal Control Over Financial Reporting
and on Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards***

Board of Directors
Avila Beach Community Services District
Avila Beach, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Avila Beach Community Services District (District) as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprises the District's basic financial statements, and have issued our report thereon dated November 10, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Independent Auditor's Report on Internal Controls Over Financial Reporting
and on Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards*, continued**

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Fedak & Brown LLP

Fedak & Brown LLP
Cypress, California
November 10, 2020


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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: November 10, 2020

SUBJECT: Certify Mitigated Negative Declaration for Wastewater System Improvements Project, Resolution No. 2020-08

Recommendation:

Adopt Resolution No. 2020-08 Certifying the Mitigated Negative Declaration for the Project.

Discussion:

In order to comply with the California Environmental Quality Act (CEQA), the District retained Oliveria Environmental Consulting to prepare an Initial Study and Mitigated Negative Declaration (MND) for the District's two wastewater system improvement projects (Force Main Realignment and WWTP Redundancy Project). The Draft MND was filed with the State Clearinghouse on October 2, 2020, for transmittal to any interested agencies and posted on the District's website. A copy of the MND was also made available at the District office. On October 2, 2020, District staff published a Notice of Intent in the local newspaper to conduct a hearing to adopt the Project MND and provided a copy of the Notice to any interested parties.

The public comment period for the MND ended on November 2, 2020. The District received no comments or questions on the MND. Staff now recommends that the Board adopt Resolution No. 2020-08, certifying the MND.

RESOLUTION No. 2020 - 08

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
AVILA BEACH COMMUNITY SERVICES DISTRICT
ADOPTING AN ENVIRONMENTAL MITIGATED NEGATIVE DECLARATION
AND AUTHORIZING THE GENERAL MANAGER TO FILE A NOTICE OF
DETERMINATION FOR THE BELOW DESCRIBED PROJECT**

WHEREAS, the Avila Beach Community Services District (herein “District”) intends to implement two wastewater system projects including realignment of an existing sewer force main and improvement to the treatment processes at the District Wastewater Treatment Plant in Avila Beach, CA. (herein referred to as “the Project”); and

WHEREAS, pursuant to the California Environmental Quality Act (herein “CEQA”), an Initial Study was prepared for the Project which is on file with the District office. The study proposed that a Mitigated Negative Declaration be approved given that it was determined that no potentially significant environmental impacts will occur from the Project; and

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

WHEREAS, on November 10, 2020, the District, pursuant to the Brown Act and CEQA, held a Public Hearing on the proposed Mitigated Negative Declaration, reviewed written comments, and accepted public testimony regarding the proposed Negative Declaration; and

WHEREAS, based on the information contained in the Mitigated Negative Declaration prepared for the Project, the staff report, and testimony received, the District, using its independent and objective judgment, finds that the project will not have potentially significant effects on the environment.

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

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

PASSED AND ADOPTED by the Board of Directors of the Avila Beach Community Services District this 10th day of November, 2020 on the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

The foregoing Resolution was adopted on November 10, 2020.

Pete Kelley, President

ATTEST:

Brad Hagemann
Secretary to the Board

APPROVED AS TO FORM:

Michael Seitz
District Legal Counsel

Notice of Determination

Appendix D

To:

Office of Planning and Research
U.S. Mail: _____ Street Address: _____
P.O. Box 3044 1400 Tenth St., Rm 113
Sacramento, CA 95812-3044 Sacramento, CA 95814

County Clerk
County of: San Luis Obispo
Address: 1055 Monterey Street
San Luis Obispo, CA 93401

From:

Public Agency: Avila Beach CSD
Address: 100 San Luis Street
Avila Beach, CA 93424
Contact: Brad Hagemann, General Manager
Phone: 805-595-2664

Lead Agency (if different from above):
Same
Address: _____
Contact: _____
Phone: _____

SUBJECT: Filing of Notice of Determination in compliance with Section 21108 or 21152 of the Public Resources Code.

State Clearinghouse Number (if submitted to State Clearinghouse): 2020100026

Project Title: Force Main Realignment Gravity Main Replacement and WWTP Redundancy Project

Project Applicant: Avila Beach Community Services District

Project Location (include county): Avila Beach Dr./San Miguel St., Avial Beach, San Luis Obispo County

Project Description:

Realignment of sewage force main, replacement of a gravity sewer line and improvements to the community wastewater treatment plant. Force main realignment will re-route from First St. lift station, through the Parking Lot and continue to a manhole in Avila Beach Dr. The gravity main project will replace the gravity main at the Avila Beach Dr./San Miguel St. intersection, extending to the existing WWTP where a packaged Membrane Bioreactor will be added along with internal improvements.

This is to advise that the Avila Beach Community Services District has approved the above
(Lead Agency or Responsible Agency)

described project on 11/10/2020 and has made the following determinations regarding the above
(date)
described project.

- 1. The project [will will not] have a significant effect on the environment.
- 2. An Environmental Impact Report was prepared for this project pursuant to the provisions of CEQA.
 A Negative Declaration was prepared for this project pursuant to the provisions of CEQA.
- 3. Mitigation measures [were were not] made a condition of the approval of the project.
- 4. A mitigation reporting or monitoring plan [was was not] adopted for this project.
- 5. A statement of Overriding Considerations [was was not] adopted for this project.
- 6. Findings [were were not] made pursuant to the provisions of CEQA.

This is to certify that the final EIR with comments and responses and record of project approval, or the negative Declaration, is available to the General Public at:
100 San Luis St., Avila Beach, CA. www.avilabeachcsd.org/project-notice-employment-opportunities

Signature (Public Agency): _____ Title: General Manager


Date: _____ Date Received for filing at OPR: _____

AVILA BEACH
COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: November 10, 2020

SUBJECT: Award Contract for Final Design and Bid Services for Wastewater Treatment Plant Redundancy Project

Recommendation:

Review the engineering design support proposals and select an engineering firm to move forward with final project design, bidding and awarding a construction contract

Discussion:

At the October 13, 2020, Board meeting the Board reviewed the membrane bioreactor manufactures proposals and staff's scoring evaluations and selected Cloacina LLC to construct the membrane bioreactor unit (MBR). As noted in the October Staff Report the next major step is to award a contract for value engineering/integration (now that an MBR manufacturer has been selected), complete the final design and prepare the bid documents for construction of the MBR foundation, electrical upgrades and piping of the MBR unit and the wet well upgrade work.

Staff had received a proposal for final engineering design, engineering services during construction and construction management from MKN Engineering in mid-July. At the October Board meeting, the Board directed staff to obtain at least one other proposal for engineering services from a qualified engineering firm that has experience with the integration and installation of an MBR unit. Cloacina representatives indicated that they have worked with Wallace Group Engineering on a number of MBR installation projects. Most recently, Wallace Group was part of the Cloacina design-build team that is installing a similarly sized MBR wastewater treatment plant at the San Diego Zoo Safari Park.

Staff reached out to Wallace Group Engineering and they indicated they were interested in submitting a proposal for engineering services. The MKN Engineering proposal and the Wallace Group Engineering proposal are attached to this staff report. A summary/comparison of the major components and associated costs is provided below.

	Wallace Group	MKN
Final Design & Bid Docs	\$124,000	\$199,003
Bid Phase Services	\$6,600 (Assumes 40 hours)	\$80,910 (Assumes 321 hours)
Construction Management	\$83,380 (½ time for 3 months)	\$175,000 ½ time for 6 months

The engineering proposals are formatted slightly different with regard to the task details, but both provide deliverables and engineering support that provide bid documents that will lead to a construction contract and completion of the project. The cost difference appears to be based on the anticipated level of effort each firm believes they will need to complete the tasks. Both engineering proposals are based on a time and materials basis with a “not to exceed” amount unless formally approved by the District.

Both MKN and Wallace Group have worked with Cloacina on MBR installation projects and both firms are well qualified to provide the engineering support. Wallace Group may have more extensive and more recent MBR installation experience which resulted in Wallace Group’s anticipating that they can complete the engineering work in a more cost-effective manner.

Staff recommends the Board only award a contract at this time for Final Design & Bid Documents, and Bid Phase Services. A contract for Construction Management Services can be awarded at the time the District awards the construction contract.



P.O. Box 1604
Arroyo Grande, CA 93421
805.904.6530 **PHONE**
805.904.6532 **FAX**

July 15, 2020

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

RE: Proposal to Provide Final Engineering Design, Engineering Services During Construction, and Construction Management for the ABCSD WWTP Improvements

Dear Brad,

Michael K. Nunley & Associates, Inc., (MKN) is pleased to submit this proposal to the Avila Beach Community Services District (ABCSD, District) to provide engineering design and construction phase services for the District's Wastewater Treatment Plant (WWTP) Improvements Project. We have prepared this proposal based on experience during the preliminary design and conversation with District staff.

PROJECT UNDERSTANDING

ABCSD owns and operates the Avila Beach WWTP which treats wastewater from the District's service area as well as Port San Luis Harbor District (PSLHD). The WWTP is permitted for a maximum monthly average dry weather flow of 0.20 million gallons per day (MGD). To review the impact of increasing flows and loading to the WWTP, MKN prepared the Avila Beach Community Services District WWTP Alternatives Study (2019). The WWTP Alternatives Study identified several improvements included modifications to the influent lift station and installation of a packaged membrane bioreactor (MBR) system. The packaged MBR system is intended to operate in parallel with the existing WWTP primary and secondary treatment processes, reducing the loading on the existing WWTP.

Earlier this year MKN prepared the preliminary design, including 30% plans, for the WWTP Improvements Project and developed a Technical Memorandum which evaluated the feasibility of adding flow equalization storage. MKN also prepared the Request for Proposals for the MBR Treatment System to assist in selection and procurement of the MBR Treatment Plant equipment. Once the equipment manufacturer is selected, detailed design will move forward, incorporating specifics from the selected MBR Treatment System equipment.

This proposal summarizes engineering services for development of the final design and construction documents for public bidding, bid phase services, and construction phase engineering and management services.

SUMMARY OF PROPOSED ENGINEERING SERVICES

MKN will provide design services for the Project including the development of construction plans, technical specifications, and cost opinions for the following project components:

- Influent lift station modifications
- 50,000 gpd packaged membrane bioreactor (MBR) system for parallel operation with the existing fixed film reactor (FFR)
- Electrical system improvements including new electrical service to the WWTP
- Retaining wall and site improvements to increase usable area adjacent to Avila Beach Drive
- Instrumentation and control systems to support the new facilities
- Piping connections between the new MBR system into the existing plant facilities
- Equalization Tank and associated feed pump and aeration system (assumed at this time to be developed as a bid alternate)

MKN's team includes the following engineering subconsultants:

- Yeh & Associates, Inc. – Geotechnical Engineering
- IRJ Engineers, Inc. – Electrical Engineering
- Smith Structural Group – Structural Engineering
- MSO Technologies – Instrumentation and Controls Engineering

MKN will also provide bid phase support, engineering services during construction and construction management services.

SCOPE OF WORK

MKN proposes to perform the following scope of work for this project:

TASK GROUP 100 PROJECT MANAGEMENT, MEETINGS, AND QA/QC

MKN will organize and attend bi-weekly progress and coordination meetings during the design phase of the project to discuss progress and coordinate with District staff on information needs, design decisions, and elements of the project performed by others, such as permitting, utility coordination and financing, as needed. It is assumed these meetings will be used to review the draft plans and specifications and/or District comments. For budgeting purposes, MKN has assumed design phase will last 7 months, for a total of 14 progress meetings. A project schedule will be maintained in Microsoft Project throughout the design. Progress reports will be provided via email with each project invoice.

MKN will perform quality control reviews on all deliverables prior to submitting to the District. A Senior Engineer or Principal Engineer who is not involved in the day-to-day effort will perform an independent review of the project.

Task GROUP 200 ADDENDUM TO GEOTECHNICAL REPORT

The Project Geotechnical Report was developed during the preliminary design phase. After geotechnical investigations were completed and the draft Geotechnical Report prepared, the District engaged MKN to develop a feasibility study to add equalization storage to the WWTP. The feasibility study reviewed two main alternatives for adding equalization storage, and resulted in recommendation of a stand-alone equalization tank, should the District pursue the improvement. To inform the design, MKN's

subconsultant, Yeh & Associates will develop an addendum to the Project Geotechnical Report to summarize recommendations for subsurface preparation and foundation support for the equalization tank.

TASK GROUP 300 PERMITTING ASSISTANCE AND TECHNICAL SUPPORT

Task 301 MBR Treatment System Submittal Review

It is assumed the agreement with the selected MBR Treatment System provider will require an equipment submittal prior to bidding the construction contract. MKN will review this submittal for conformance with the project requirements and provide comments. This proposal assumes one resubmittal. Once the submittal is returned with no further comments, MKN will utilize the submittal as the basis of design for the project.

Task 302 Permit Assistance

MKN will prepare and submit the applications and supporting documents for permits required for the construction of this project, except those normally obtained by the Contractor. The permits anticipated for this project include those required by the Air Pollution Control District for installation and operation of the new standby generator and an encroachment permit with the County of San Luis Obispo. MKN will complete and submit the preliminary encroachment permit application with a request for a draft encroachment permit with the goal of incorporating County requirements into the construction documents. The Contractor will be responsible for filing the final encroachment permit application.

MKN will prepare the Authority to Construct/Permit to Operate (ATC/PTO) application for the new generator and submit it to the San Luis Obispo County Air Pollution Control District (APCD) for review. We assume the District will pay the application fees for the County encroachment permit and the APCD permit.

Task 303 Technical Support for CEQA

The District has retained a separate consultant to prepare necessary environmental documentation in compliance with the California Environmental Quality Act (CEQA). It is assumed that a Mitigated Negative Declaration (MND) will be developed for the Project. MKN will provide as-needed technical support to the CEQA consultant for development of the environmental review and preparation of the CEQA documentation. As-needed tasks may include providing technical information required to develop the analysis, assisting the District in review of information and draft documents prepared by the CEQA consultant, and providing engineering support for responses to comments on the Public Draft CEQA documents. MKN recommends a budget of 30 hours for this task.

Task GROUP 400 CONSTRUCTION DOCUMENTS

MKN will prepare construction plans and specifications and provide two (2) progress submittals (Draft Final and Final). The design will be based on the Preliminary Design Report and the Equalization Study Technical Memorandum. MKN will prepare front end contract documents using Engineering Joint Contract Documents Committee (EJCDC) and technical specifications in CSI format. Plans will be prepared in AutoCAD. An updated opinion of probable construction cost will be submitted with each deliverable. The District will review the contents of each submittal and provide comments for incorporation into the subsequent submittal. An opinion of probable construction costs will be prepared to accompany each submittal.

Task 401 Draft Construction Documents

Submittal will include the following items (electronic copy in PDF format):

- Draft half-size (11" x 17") drawings
- Draft technical specifications (Divisions 02 to 43)
- Draft Front-end documents (Division 00)
- Draft opinion of probable construction costs

Task 402 Final Construction Documents

Submittal will include the following items (electronic copies in PDF, MS Word, and AutoCAD formats)

- Final half-size (11" x 17") drawings
- Final full-size (22" x 34") drawings
- Completed front-end documents (Division 00 provided by District)
- Final technical specifications (Divisions 02 to 43)
- Final opinion of probable construction cost

Anticipated Sheet List (37 Sheets):

- Cover Sheet, Index, General Notes, and Survey (3 Sheets)
- Civil (14 Sheets)
- Structural (6 sheets)
- Electrical (9 Sheets)
- Instrumentation and Controls (5 sheets)

TASK GROUP 500 ENGINEERING SERVICES DURING BID PHASE AND CONSTRUCTION

The following engineering services during bid and construction phases will be provided. Assumptions are included as the basis for the budget.

Task 501 Bid Phase Services

During bidding of the project MKN will provide the following services:

- Prepare and conduct a pre-bid meeting and job walk
- Assist the City in compiling a list of bidders
- Respond to requests for information (RFIs) during the bidding period and prepare addenda for issuance to bidders by the District. Our budget assumes up to five (5) questions by prospective bidders and development of up to one addendum.
- Review submitted bids

- Prepare a recommendation for the award of the construction contract

Task 502 Preconstruction Meeting

MKN design team will attend the pre-construction meeting with the Construction Manager, District and the Contractor to review the project status, discuss schedule and project requirements, and establish lines of communication. It is assumed the Construction Manager will conduct the meeting.

Task 503 RFIs and Change Orders

MKN shall review, coordinate with District staff, and respond to contractor's Request for Information (RFIs). When appropriate, suggestions and alternatives will be provided to the Contractor and/or District staff. Up to twelve (12) RFIs are assumed for budgeting purposes.

As directed by District staff or the Construction Manager, MKN shall analyze and make recommendation to District staff regarding contract change orders and plan revisions requested during construction. Change orders will be evaluated from an engineering perspective. Budget has been included for up to three (3) change orders.

Task 504 Submittal Review

MKN will receive and review technical submittals for general conformance to the Contract Documents. Our recommended budget assumes an average of 3 hours review per submittal for up to thirty (30) submittals.

Task 505 Engineer's Observation of Work in Progress

MKN will perform technical field observation at the District's request to review work progress for general conformance with the plans and specifications and to assess construction issues or conflicts as they arise. For budgeting purposes, we have assumed MKN staff will provide up to 40 hours of observation. MKN will provide a written summary of the field visits and construction progress and will contact the District immediately if nonconformance issues are identified.

Task 506 Startup Observation

MKN will be present onsite during startup of the new lift station pumps, the MBR treatment system, and the equalization tank and appurtenances to assist in evaluation of the startup program's conformance with the contract requirements. For budgeting purposes, we have assumed MKN staff will be onsite up to two (2) 8-hour days during startup.

Task 507 Final Walkthrough and Punchlist

A representative from MKN's design team will attend a final walkthrough with the Construction Manager, District staff and Contractor to develop a punchlist for final completion of the project.

Task 508 Record Drawings

MKN will prepare construction record drawings (AutoCAD) based on information (redline markups) supplied by the Contractor.

Overall level of effort for engineering services during construction can vary greatly. If additional effort beyond our assumed budget is necessary, MKN will alert the District promptly with a recommendation on how to proceed.

TASK GROUP 600 CONSTRUCTION MANAGEMENT

Construction is not anticipated to begin until summer 2021. A general scope of work and preliminary estimate of effort is provided for budgetary purposes. The estimate assumes half-time inspection and a nine-month construction duration. A detailed scope along with a more precise estimated level of effort can be provided with completion of the draft construction documents.

MKN will provide an as-needed Construction Manager (CM) to provide the required level of construction management and quality assurance for the project. The CM's primary duties will be to manage construction and inspect and verify that all work in place meets the requirements of the contract plans and specifications and to coordinate and manage document control.

Task 601 Preconstruction Meeting

The MKN team will organize and conduct a preconstruction meeting with District staff, the contractor, subcontractors and any other key project stakeholders. Roles and responsibilities will be discussed. Lines of communication and decision-making procedures will be explained and clarified. Emergency contact information for all parties will be collected. MKN will generate an agenda prior to the meeting for review and acceptance by District General Manager prior to the meeting. MKN will generate meeting minutes and distribute them to all interested parties.

Task 602 Daily Inspection Diaries

The project inspector will maintain daily written records of work, including notation of such items as weather, personnel and equipment on-site, sub-contractors on site, discussions held with contractor and others, project issues that arise, material and equipment received for on-site storage, etc.

Task 603 Photo Record Maintenance

MKN will regularly photograph construction activity in digital format, and the record photographs will be included in the inspector's daily diaries and delivered in electronic format to the District.

Task 604 Record Drawing Maintenance

MKN will regularly review the contractor's record set of drawings for completeness and accuracy and will also keep a separate As-Built set of drawings throughout the project.

Task 605 Special Inspections

MKN will coordinate with the Contractor and the District's General Manager to complete special inspections required for the work. It is assumed that special inspections will be required for soils and subgrade, rebar, concrete, and possibly anchors.

Task 606 Document Control

MKN will coordinate processing of all project documents including contractor RFIs and Submittals. MKN will ensure that contractor generated documents are routed to the appropriate parties for review and response. MKN will track and review document responses from the District and Design Engineer. MKN will forward all document responses to the Contractor. Throughout the process MKN will ensure that document correspondence is handled in a timely and efficient manner.

Task 607 Schedule Review

MKN will review the contractor's baseline schedule submittal and all monthly schedule updates to ensure compliance with the contract requirements.

Task 608 Pay Request Processing

MKN will review the Contractor's monthly pay request for completeness and accuracy. MKN will make recommendations and forward the pay request to the District for processing in accordance with the District's pay procedures.

Task 609 Change Order Review

MKN will assist the District in reviewing and processing any Contractor change order requests. MKN will make recommendations to the District as to the validity of any Change order requests. MKN will keep track of any time and material pricing for extra work as needed.

Task 610 Progress Meetings

MKN will hold weekly or as needed on site progress meeting to review the progress of the work. Progress meetings will review, safety, submittal and RFI status, progress of the work, quality issues and any other pending issues. MKN will prepare meeting minutes and distribute them to all interested parties.

Task 611 Verification of Material and Equipment

As material arrives on site, MKN will verify that the delivered items conform to the project specifications and approved submittals prior to approving them for use on the project.

Task 612 Quality Assurance

MKN will inspect all work in progress to assure that it meets the requirements and quality of work outlined in the contract documents. Any deficient work will be rejected.

Task 613 Acceptance/Performance Testing

The project Construction Manager will coordinate acceptance and performance testing of each system or piece of equipment in conformance with the requirements of the written specifications, industry standards and controlling codes.

Task 614 Project Closeout

MKN will be proactive during the close out of the contract to assure that all work is completed to the satisfaction of the District, and will assure that all required documents, manuals, and warranties are properly submitted prior to final project closeout.

Task 615 Punchlist Inspection

The project inspector and Construction Manager will administer the specifications' final acceptance requirements and develop a deficiency list (punch-list) for the work performed, notify the contractor, and re-inspect the completed work. MKN will also conduct a final inspection in the presence of the District and the contractor.

Task 620 O&M Manual and Warranty Coordination

MKN will coordinate with contractor to ensure that all required equipment O&M manuals are submitted; and will review vendor operation and maintenance manuals for conformance with the specifications. MKN will also assure that the contractor submits all warranty information and assist the District during this period if corrective work is need by the contractor.

Task 621 Startup and Operator Training

MKN will review the project specifications to ascertain startup and training requirements for each system and piece of equipment to ensure that these requirements are satisfied.

Task 622 Start-Up and Commissioning

MKN will coordinate with the contractor and the District for the commissioning of all new equipment and facilities. MKN will assist with troubleshooting and addressing any corrective action that may be required.

Task 623 Closeout

Upon satisfactory completion of all contract work, MKN will perform a final inspection, compile final invoices, assemble and submit contract closeout packages, prepare project closeout files and reports and recommend final acceptance of the project.

Task 624 Final Report

MKN will prepare a final construction report for the project. The report will contain at a minimum the following:

- Final costs of the project (items, change orders and settled claims)
- A summary of key dates (advertisement, bid opening, award, pre-construction meeting, first working day, completion date)
- A summary of working days, non-working days, change order days, weather days, and other days
- Discussion of significant issues or problems encountered or addressed during construction
- A copy of the approved final acceptance form

ASSUMPTIONS

- MKN shall be entitled to rely reasonably upon the accuracy of data and information provided by or through the District 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 District, or determines that additional data or information is needed to perform the services, MKN shall promptly notify the District.
- MKN will provide data requests to the District as needs arise.
- The District will be responsible for completing permitting applications and for performing California Environmental Quality Act (CEQA) analysis.
- The District will coordinate with PG&E for a secondary electrical service to the site. MKN will be responsible for onsite electrical design between the new PG&E service meter and MBR system and low-voltage connections to the existing electrical systems. MKN will either develop the construction plans for the PG&E-designed conduit between the WWTP and the PG&E facilities across Avila Beach Drive, or provide review of construction documents prepared by others.
- The District and PSLHD will provide written comments on deliverables and will agree upon revisions before forwarding to MKN.

SERVICES NOT INCLUDED

- Sub-surface utility detection or potholing services
- Boundary research, compilation, surveys or filing maps or records
- Flow monitoring
- Bid distribution
- Construction staking
- Services beyond those specifically listed in the Scope of Work above

PROPOSED SCHEDULE

The anticipated design schedule is summarized below. It assumes notice to proceed occurs within days of executing the final agreement with the selected MBR Treatment System Manufacturer. District review of the draft construction documents is assumed to take two weeks.

Task	Time from Notice to Proceed
Task Group 200 Geotechnical Report Addendum	6 weeks
Task Group 500 Contract Document Development	
MBR System Submittals (by others, assumed)	12 weeks
Draft Construction Documents	24 weeks
District Review Meeting	26 weeks
Final Construction Documents	30 weeks

PROPOSED PROJECT BUDGET

The following table summarizes the budget for each task identified above. The budget presented for Task Group 600 (Construction Management Services) is preliminary based on half-time construction management services and is presented for budgeting purposes at this time.

Task Group	Proposed Budget
100 – Project Management	\$10,193
200 – Geotechnical Report Addendum	\$3,352
300 – Permitting and Technical Support	\$22,603
400 - Construction Documents	\$162,855
<i>Design Phase Subtotal</i>	\$199,003
500 – Engineering Services during Bid and Construction Phase	\$80,910
<i>Engineering Services Subtotal</i>	\$279,913
600 – Construction Management (preliminary, assumes ½ time)	\$175,000
<i>Total Budget (Engineering + Construction Management)</i>	\$454,913

MKN proposes to complete this work on a time and materials basis with a budget not to exceed \$279,913 for engineering services through construction per our standard 2020 rate sheet (attached), subconsultant's proposals, and the attached budget spreadsheet, which details the proposed budget for engineering services. Hourly rates may be revised annually. We recommend a preliminary Construction Management budget of \$175,000. This budget should be reviewed and updated with decisions regarding the scope of services once the project design is closer to completion.

Thank you for providing MKN with the opportunity to provide professional services for your project. If you have any questions regarding this proposal, please contact me by email or at (805) 235-5766. We hope this proposal meets your expectations and look forward to continuing to work with you on this important project.

Sincerely,



Eileen Shields, PE
Principal

Attachments:
Budget
2020 Fee Schedule



**Avila Beach Community Services District WWTP Improvements Project
Proposal for Final Design and Engineering Services during Bid and Construction**

	Hourly Rates										Total Hours (MKN)	Labor (MKN)	ODCs (MKN)	Yeh & Associates (Geotech)	IRI Engineers (Electrical)	Smith Structural Group (Structural)	MSO Technologies (I&C)	Non-labor Costs	Total Fee	
	Project Director	Principal Engineer	Senior Project Engineer	Assistant Engineer I	Supervising Drafter	Drafting/Design Technician II	Administrative Assistant													
Task Group 100: PROJECT MANAGEMENT MEETINGS, AND QA/QC																				
Task 101 Biweekly Project Meetings (design phase)	28	6									34	\$6,428	\$ 193	\$ -	\$ -	\$ -	\$ -	\$193	\$ 6,621	
Task 102 QA/QC	2	16									18	\$3,468	\$ 104	\$ -	\$ -	\$ -	\$104	\$ 3,572		
Subtotal	2	44	6	0	0	0	0	0	0	0	52	\$ 9,896	\$ 297	\$ -	\$ -	\$ -	\$ 297	\$ 10,193		
Task Group 200: GEOTECHNICAL REPORT ADDENDUM																				
Task 201 Addendum to Geotechnical Report			2	2							4	\$590	\$ 18	\$ 2,745	\$ -	\$ -	\$ -	\$2,762	\$ 3,352	
Subtotal	0	0	2	2	0	0	0	0	0	0	4	\$ 590	\$ 18	\$ 2,745	\$ -	\$ -	\$ 2,762	\$ 3,352		
Task Group 300: PERMITTING ASSISTANCE AND TECHNICAL SUPPORT																				
Task 301 MBR System Submittal Review	16	8	24								48	\$7,256	\$ 417	\$ -	\$ 3,300	\$ -	\$ 3,300	\$7,017	\$ 14,273	
Task 302 Permit Assistance	2	6	16	6							30	\$4,130	\$ 124	\$ -	\$ -	\$ -	\$124	\$ 4,254		
Task 303 As-needed Technical Support for CEQA	8		20							2	30	\$3,958	\$ 119	\$ -	\$ -	\$ -	\$119	\$ 4,077		
Subtotal	0	26	14	60	6	0	2	108	\$ 15,344	\$ 659	\$ 3,300	\$ 3,300	\$ 3,300	\$ 7,259	\$ 22,603					
Task Group 4: CONSTRUCTION DOCUMENTS																				
Task 401 Draft Plans, Specifications, and Cost Opinion	8	50	80	140	65	75	16	434	\$61,308	\$ 2,039	\$ 1,898	\$ 46,200	\$ 7,150	\$ 24,904	\$ 82,191	\$ 143,499				
Task 402 Final Plans, Specifications, and Cost Opinion	12	28	50	20	20	6	136	\$18,792	\$ 564	\$ -	\$ -	\$ -	\$ -	\$ -	\$564	\$ 19,356				
Subtotal	8	62	108	190	85	95	22	570	\$ 80,100	\$ 2,603	\$ 1,898	\$ 46,200	\$ 7,150	\$ 24,904	\$ 82,755	\$ 162,855				



Avila Beach Community Services District WWTP Improvements Project Proposal for Final Design and Engineering Services during Bid and Construction																			
Hourly Rates	Task Group 5: ENGINEERING SERVICES DURING BID & CONSTRUCTION PHASE										Total Hours (MKN)	Labor (MKN)	ODCs (MKN)	Yeh & Associates (Geotech)	IRI Engineers (Electrical)	Smith Structural Group (Structural)	MSO Technologies (I&C)	Non-Labor Costs	Total Fee
	Project Director	Principal Engineer	Senior Project Engineer	Assistant Engineer I	Supervising Drafter	Drafting/Design Technician II	Administrative Assistant	206	191	180									
Task 501 Bid Phase Services	4	8	8	16	6	2	36	\$5,002	\$ 150	\$ -	\$ 550	\$ 594	\$ 550	\$ -	\$ 550	\$ 550	\$ 1,844	\$ 6,846	
Task 502 Preconstruction Meeting	1	2	4				7	\$1,011	\$ 30	\$ -	\$ -	\$ 1,012	\$ 2,100	\$ -	\$ -	\$ 2,100	\$3,142	\$ 4,153	
Task 503 RFIs and Change Orders	12	16	26	6	6		60	\$8,930	\$ 268	\$ -	\$ 2,200	\$ -	\$ 660	\$ -	\$ 2,200	\$ 660	\$3,128	\$ 12,058	
Task 504 Submittal Review	15	30	45				90	\$13,440	\$ 403	\$ -	\$ 3,850	\$ 1,100	\$ 2,453	\$ -	\$ 3,850	\$ 2,453	\$7,806	\$ 21,246	
Task 505 Engineer's Observation of Work in Progress	8	12	20				40	\$5,988	\$ 180	\$ 12,078	\$ 3,300	\$ 1,100	\$ -	\$ -	\$ 3,300	\$ -	\$16,658	\$ 22,646	
Task 506 Startup Observation	2	16	16				34	\$5,102	\$ 153	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$153	\$ 5,255	
Task 507 Final Walkthrough and Punchlist		4	6	6			10	\$1,410	\$ 42	\$ -	\$ 1,100	\$ -	\$ -	\$ -	\$ 1,100	\$ -	\$1,142	\$ 2,552	
Task 508 Record Drawings		2	6	12	6	18	44	\$5,974	\$ 179	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$179	\$ 6,153	
Subtotal	0	44	94	145	12	24	321	\$ 46,857	\$ 1,406	\$ 12,078	\$ 11,000	\$ 3,806	\$ 5,763	\$ 34,053	\$ 80,910	\$ 5,763	\$ 34,053	\$ 80,910	
TOTAL BUDGET	10	176	224	397	103	119	1055	\$152,787	\$ 4,983	\$ 16,720	\$ 60,500	\$ 10,956	\$ 33,967	\$ 127,126	\$ 279,913	\$ 33,967	\$ 127,126	\$ 279,913	



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

FEE SCHEDULE FOR PROFESSIONAL SERVICES

ENGINEERS AND TECHNICAL SUPPORT STAFF

Project Director/ Operations Manager	\$206/HR
Principal Engineer	\$191/HR
Senior Project Engineer	\$180/HR
Project Engineer/ Senior Scientist	\$159/HR
Water Resources Planner	\$145/HR
GIS Specialist	\$139/HR
Assistant Engineer II	\$136/HR
Assistant Engineer I	\$115/HR
GIS Technician	\$115/HR
Supervising Drafter	\$138/HR
Drafting/Design Technician II	\$128/HR
Drafting/Design Technician I	\$105/HR
Administrative Assistant	\$65/HR
Engineering Intern	\$60/HR

Routine office expenses such as computer usage, software licenses and fees, telephone charges, office equipment and supplies, incidental postage, copying, and faxes are included as a 3% fee on labor cost.

DIRECT PROJECT EXPENSES

Outside Reproduction	Cost + 10%
Subcontracted or Subconsultant Services	Cost + 10%
Travel & Subsistence (other than mileage)	Cost
Auto Mileage	Current IRS Rate - \$.58/mi.

October 14, 2020

Brad Hagemann
Avila CSD
100 San Luis Street
Avila Beach, California 93424

Subject: Site Prep and Utility Connections

Dear Mr. Hagemann:

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

PROJECT UNDERSTANDING

The Avila Beach Community Services District (District) owns and operates the Avila Beach Wastewater Treatment Plant (WWTP) which treats wastewater from the District's service area as well as Port San Luis Harbor District (PSL). The District intends to augment capacity and add redundancy through the installation of a new packaged membrane bioreactor (MBR) built by Cloacina to address additional sources from the new Harbor Terrace Development, allow for deferred maintenance during low flow periods, and increase reliability. A detailed description of the MBR improvements is provided in the preliminary engineering report (PER) entitled Avila Beach Community Services District Wastewater Treatment Plant Improvements Preliminary Engineering Report by MKN Associates dated June 17th, 2020. Deviations from the MKN process design are at the discretion of the District and after discussions with operations staff and Cloacina engineers, Wallace Group's understanding of the project design is described below.

Understanding of lift station improvements:

1. Replacement of the two (2) existing chopper-style submersible pumps and variable frequency drives (VFDs) with two (2) new chopper-style submersible pumps with increased capacity to accommodate the build-out of Port San Luis (PSL), controlled with two (2) new VFDs.
 - a. These pumps are to provide flow to the existing primary clarifier.
 - b. It is our understanding that PSL has not yet finalized specifications for their lift station pumps and replacement of the District lift station pumps might be avoided with proper sizing of the PSL pumps and coordination between PSL and District staff. Wallace Group will assist with this coordination effort.
2. Replacement of protective coating inside existing wet well to prevent corrosion and withstand the suspected hydrostatic pressure from the surrounding seasonally elevated groundwater table.
3. Realignment of the PSL lift station #3 forcemain such that it discharges into the manhole immediately upstream from the existing influent lift station wet well. This force main extension will be sized based on input from PSL.
4. Installation of bypass capability for the influent lift station.
5. Bypass of the existing influent lift station during construction of lift station improvements, including specification for minimum flow during construction to minimize process upset of the existing treatment facilities. The detailed design and implementation of the temporary bypass system will be the responsibility of the Contractor.



CIVIL AND
TRANSPORTATION
ENGINEERING

CONSTRUCTION
MANAGEMENT

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SURVEYING /
GIS SOLUTIONS

WATER RESOURCES

WALLACE GROUP
A California Corporation

612 CLARION CT
SAN LUIS OBISPO
CALIFORNIA 93401

T 805 544-4011
F 805 544-4294

www.wallacegroup.us



Understanding of wastewater treatment plant Improvements:

1. Installation of side-stream Cloacina MBR treatment system (designed by others), including Cloacina-provided pumps, valves and appurtenances, associated wet and dry utilities, and other incidental site features (eg. driveway approach, retaining wall).
 - a. It is our understanding that Cloacina will be retained to upfit and commission the packaged treatment system as part of its scope of supply, starting from utility stub-ups and stub-outs designed by Wallace Group and provided by the Contractor.
 - b. Cloacina will design and provide the skid mounted MBR system, skid mounted influent pumps, and provision for future skid mounted UV disinfection system for recycled water purposes.
 - c. Cloacina will provide SCADA communication integration with District existing SCADA system.
2. Coordination of supporting disciplines including structural (eg. foundation and retaining wall design), electrical, and geotechnical engineering.

Understanding of electrical system improvements:

1. Upgrade of existing electrical service and generator as required to meet the new demand.
2. The design will need to ensure new facilities can be installed such that existing treatment equipment can stay operational until the new equipment is ready for cutover.

Wallace Group will serve as the prime consultant and proposes to use the following subconsultants for additional design services:

- Taylor and Syfan or John Bradley, SE - structural engineering
- Otto Electrical, Inc. - electrical engineering

SCOPE OF SERVICES

Task 1: Project Management

Wallace Group will conduct oversight and management of the project, including subconsultant updates and conference calls with District Staff and Board, scheduling, staffing resources, and our in-house QA/QC review process. Two (2) site visits to meet with ABSCD, PSL, and subconsultants are included.

Task 2: Pre-selected Vendor Design Coordination

Wallace Group will coordinate with the District and Cloacina to identify and design required utility connections to the new treatment facility. The design of the treatment process and equipment will be performed by Cloacina and is not included in our Scope of Work. Wallace Group will review drawing and equipment submittals provided by Cloacina to confirm the size and location of each required utility connection.

Task 3: Civil Engineering Design

Wallace Group will provide site work design including grading, drainage, support slabs, underground utilities, and final surfaces as follows:

Task 3.1 Site Layout Plan

Wallace Group will use the preferred Site Plan from the PER as the basis to prepare a Site Layout Plan for the construction plans. The Site Layout Plan will identify building dimensions,



location, and size and include site exterior improvements including retaining wall, concrete pads, and fencing.

Task 3.2 Site Drainage and Surface Improvements Plan

A Site Drainage and Surface Improvements Plan will be developed from the existing ground topographical survey. The Site Drainage and Surface Improvements Plan will include construction documents for the redirection of existing site drains to a new detention basin as well as restoration of a former access road from Avila Beach Road and general surface improvements (i.e. asphalt concrete and crushed gravel surfaces) identified in the PER. We are assuming that the District will maintain its existing storm water outfall and retain responsibility for any required permitting and compliance associated with the outfall.

Task 3.3 Site Demolition Plan

Wallace Group will use the preferred Site Plan from the PER as the basis to prepare a Site Demolition Plan for the construction plans. The Site Demolition Plan will identify infrastructure to be modified, removed, or abandoned in place.

Task 3.4: Lift Station Improvements

Wallace Group will prepare construction documents for the lift station improvements identified by the District and operator. The improvements to the lift station will include:

- Coatings for piping, valving, and wet well.
- Redirecting Port San Luis force main from the existing lift station to the manhole immediately upstream of the lift station.
- Technical specifications for coatings, modified piping, and pumps.
- Control panel replacement if required.

Task 3.5: Treatment Plant Improvements

Wallace Group will prepare construction documents for the installation of the pre-selected package MBR treatment system. The design will be based on the final process configuration provided by the District and Cloacina. The design of the system will include:

- Concrete equipment pad for the pre-selected package MBR treatment system and (1) ancillary influent pumping station skid.
- Hydraulic sizing of connecting piping.
- Influent piping and associated appurtenances from the existing recirculation sump to a packaged influent pump skid provided by Cloacina.
- Influent piping from the proposed influent pump skid to the MBR treatment system.
- MBR overflow drain conveyance piping back to the influent lift station.
- Conveyance piping for treated MBR effluent to existing chlorine contact chamber.
- Conveyance piping for waste activated sludge (WAS) produced by the MBR to a sludge holding tank.
- Cloacina-provided sludge holding tank skid for MBR WAS, if required.
- Aeration piping from the pre-selected package MBR treatment system to the sludge holding tank, if required.
- Electrical and communications conduit routing and coordination.
- Horizontal and vertical locations for utility stub-ups and stub-outs.
- Siting accommodations for future recycled water pumping station and offsite conveyance point.

Task 3.6: Technical Specifications

- Technical specifications in CSI format.
- Develop technical specifications for conveyance piping, air piping, pumps, valves, and other associated appurtenances.
- Coordinate electrical engineering and structural engineering specifications.



Task 4: Electrical Engineering Design

Wallace Group will retain Otto Electrical, Inc for the electrical design of the wastewater treatment facility. The electrical design services to be performed by Otto are as follows:

- Site visits to investigate existing conditions and electrical infrastructure.
- Coordination with the District, design team, and Cloacina to define electrical, control, and generator system requirements.
- Proposed single line diagrams.
- Site electrical modifications showing new and existing system requiring modifications.
- Connection details for new treatment equipment.
- Increase pump motor for existing lift station, if required.
- Generator and auto transfer switch sizing, connection details, and layout.
- Modifications to controls and monitoring equipment for new process, instrumentation, and controls requirements.
- Cutover and temporary power notes and details.
- PG&E service upgrades including new electric service switchboard.
- Division 26 specifications (electrical).

Task 5: Structural Engineering Design

Wallace Group will retain Taylor & Syfan for the structural design of the wastewater treatment facility improvements. The structural design services to be performed by Taylor & Syfan include:

- Site visit to assess current conditions and coordinate with design team.
- Multiple coordination meetings via video or teleconference as needed.
- Design of concrete equipment pad for MBR system and associated tankage.
- Design of retaining wall for MBR system equipment pad.
- Design of precast concrete lid for primary lift station, if required.
- Plans details, calculations, and specifications.

Task 6: Engineering Services During Construction

Wallace Group will provide the following bid services and engineering support during construction:

- Arrange for and attend construction kickoff meeting at the WWTP site, prepare meeting agenda and minutes.
- Respond to Contractor Requests for Interpretation (RFI).
- Structural observations.
- Site visits to develop final punchlists, if necessary.
- As-built drawings.

Task 7: Bid Phase Services

Wallace Group will provide the following bid phase services on a time and materials basis:

- Assist with coordination of and attend pre-bid conferences at the WWTP site, prepare meeting agendas and minutes, etc.
- Respond to Bidder Requests for Interpretation (RFI).



- Prepare addenda and disseminate to prospective bidders.
- Review and analyze bids, recommend award to the District.

It is our understanding that the District will take the lead in this phase of the project and Wallace Group will assist as needed. We are assuming that Wallace Group's contribution for this task will be approximately 40 hours, staffed by a Senior Engineer level position. For budgetary purposes, we will use 40 hours billed at \$165 per hour for that position, for a budgetary estimate of \$6,600.

Task 8: Construction Management Services (Optional - T&M Estimate \$83,380)

Wallace Group will provide pre-construction, during construction, and post-construction services for the project. A part time Construction Manager/Inspector will monitor construction activities and consultant staff will perform the follow tasks:

- Review Contractor's RFI's, change orders, claims, and other information on behalf of the District and recommend denial or payment of requests.
- Recommend rejection of work that is not in accordance with the contract documents.
- Prepare Assistant Resident Engineer Reports/Diaries (when on-site) which contain sufficient information for documentation purposes, including location, operations (contract item or change order), labor, equipment, material, hours, field conditions, discussions with Contractor, down-time, inefficiencies, and other similar items.
- A geotechnical firm retained by District staff will provide special inspections testing for the project.
- Wallace Group staff will coordinate with the geotechnical firm's testing staff for materials testing and document the process. Review and approve material or product cut sheets for compliance with project specifications.
- At completion of the work, attend a final project walk through with the District, Contractor and Cloacina to determine that "punch list" items of work have been completed.
- Final Inspection prior to project close-out.

It is our understanding that after the Cloacina equipment is manufactured and all components with lead time are procured, the physical construction schedule will require approximately 3 months. We are therefore assuming that a part time Resident Engineer will be required with 20 hours per week of staffing over a 3 month duration. Due to the indeterminate nature of construction at this time the budget is estimated on these assumptions and the services will be provided on a time and material basis as approved by the District.

DELIVERABLES

- Stamped and signed PDF of plans and specifications (bid documents)

ASSUMPTIONS AND EXCLUSION

- Wallace Group excludes all process engineering design for the MBR system and its integration with the existing WWTP and assumes it to be the responsibility of Cloacina LLC and the District.
- Excludes all application and permit fees.
- Excludes permit coordination through SLO County Planning and Building, and Regional Water Quality Control Board, Central Coast Division.



- Excludes geotechnical engineering.
- Excludes loan/grant administration.
- Excludes preparation of front-end bid documentation, however, we will provide measurement and payment sections for inclusion in the District's documents.
- Excludes cost of bid advertisement.
- Excludes site topographical survey - we are assuming a suitable topographic and boundary survey will be provided for our use in AutoCAD format.
- Assumes PG&E handout package for new service upgrades is sufficient for bidding and construction.
- Any information during investigation that cannot be obtain through existing drawings, visual inspection, or is unsafe to visually obtain the information may have additional assumptions and field verification requirements for contractor at time of construction.
- Assumes new MBR remote monitoring is limited to bringing network cable to existing treatment plant's network. Design excludes design or specification of SCADA integration requirements.
- Assumes permanent generator will be diesel and include a sub-base tank.
- Assumes standard weather/sound enclosure and sub-base tank for generator is sufficient for location and fuel needs. Excludes design of custom enclosure, indoor ventilation/exhaust systems, separate fuel tank and day tank, or additional exhaust treatment beyond what is standard EPA requirements for backup generators.
- Assumes drawings and specifications will be delivered as a single construction package. Phased drawings or standalone construction and specifications may result in additional fees.

TO BE PROVIDED BY THE CLIENT

- Final process design configuration.
- Boundary and topographic survey in Autocad (ACAD) .dwg format.
- As-built drawings of existing wastewater treatment plant.
- Front end specifications.
- Soils engineering report suitable for the preparation of construction documents and bidding.

PROJECT FEES

Wallace Group will perform the services denoted in Tasks 1 through 8 of the proposed Scope of Services in accordance with the attached Standard Billing Rates (Exhibit A). These services will be invoiced monthly on an accrued cost basis, and our total fees, including reimbursables or exclusive of reimbursables will not exceed our estimated fee without receiving written authorization from the Client.

Tasks 1 through 6 - Not to exceed \$124,900

Project Management
Pre-selected Vendor Design Coordination
Civil Engineering Design
Electrical Engineering Design
Structural Engineering Design
Engineering Services During Construction

Task 7 - Optional T&M, estimated \$6,600 Bid Phase Services



Task 8 - Optional T&M, estimated \$83,380
Construction Management

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

TERMS AND CONDITIONS

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

We want to thank you for this opportunity to present our proposal for professional services. If you would like to discuss this proposal in greater detail, please feel free to contact me Project Manager, Bryan Childress.

Sincerely,

WALLACE GROUP, a California Corporation

TERMS AND CONDITIONS ACCEPTED:

A handwritten signature in blue ink, appearing to read "R. S. Miller".

Robert S. Miller, PE C57474
Principal Engineer
612 Clarion Court
San Luis Obispo
California 93401
T 805 544-4011
F 805 544-4294
www.wallacegroup.us

Signature

Printed Name

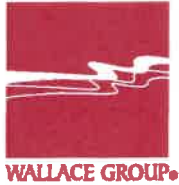
Title

Date

Attachments
GM: PP20-7080, 2019, std
Exhibit A
Exhibit B

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

**Exhibit A
Standard Billing Rates**



Engineering, Design & Support Services:

Assistant Designer/Technician	\$ 90
Designer/Technician I - IV	\$ 95 - \$125
Senior Designer I - III	\$138 - \$148
GIS Technical Specialist	\$135
Senior GIS Technical Specialist	\$145
Associate Engineer I - III	\$ 115 - \$135
Engineer I - IV.....	\$145 - \$160
Senior Engineer I - III	\$170 - \$180
Director	\$185
Principal Engineer/Consulting Engineer	\$215
Principal	\$230

Construction Management / Field Inspection Services:

Construction Office Tech I-III	\$ 95 - \$115	
Construction Inspector I - II.....	\$120 - \$135	\$155 - 160
Senior Construction Inspector.....	\$145	\$165
Assistant Resident Engineer I - II.....	\$140 - \$145	
Resident Engineer I - III	\$150 - \$160	
Senior Resident Engineer	\$170	
Director	\$180	

Support Services:

Office Assistant.....	\$ 85
Project Assistant I - III.....	\$ 90 - \$100

Additional Professional Services:

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

Direct Expenses:

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

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

Invoicing and Interest Charges:

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

Right to Revisions:


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

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: November 10, 2020

SUBJECT: Contract for New General Counsel

Recommendation:

Information Item

Discussion:

In early October, staff prepared and circulated a Request for Qualifications for General Counsel services for the District. The RFQ was posted on the California Special Districts Associated (CSDA) website, the District website and was sent to several law firms that are currently providing legal services to local CSDs and Special Districts. The deadline for responding to the RFQ was Monday November 1, 2020. The District received proposals from 10 firms. In accordance with the Board's direction at the October 13, Board meeting, staff organized and provided the proposals to the Personnel Committee for initial review and a possible recommendation.

The Personnel Committee has started their review and will provide a status report to the full Board at the Board meeting. All of the Proposals will be available to the Board members and the public at the District office and at the November Board meeting.