MINUTES OF REGULAR BOARD MEETING
Wednesday, May 8th 2019
11:00 A.M.

1. CALL TO ORDER

President Pete Kelley called the regular board meeting of the Board of Directors of the Avila Beach Community Services District, to order at 11:00 AM on the above date, in the Avila Beach Community Services District Building, 100 San Luis Street, Avila Beach, California.

2. ROLL CALL

Board Members Present:	Pete Kelley Lynn Helenius Kristin Berry
ABSENT:	Ara Najarian
Staff Present:	Brad Hagemann, General Manager and District Engineer Kristi Dibbern, Accounting Clerk Krista Young, Operations FRM Mike Seitz, Legal Counsel

3. PUBLIC COMMENTS:

None.

4. INFORMATION AND DISCUSSION ITEMS

Pismo Beach is hosting an ethics/conflict of interest training session focusing on Government Section 1090. The candidate application/nomination period is open May 6 – May 31, 2019 for vacant District Director Position.

Director Najarian arrived at 11:12 A.M.

A. County Reports

Sheriff Michael Manuele reported 143 calls for service. One suspicious circumstance in the Avila Park were an individual approached a 5 year-old child and the parent was concerned. A phone was stolen from a backpack at an event then $10,000 in fraudulent charges were made. Assault and battery occurred at an event. One person was pushed and the other was punched. This physical altercation resulted in an arrest. There was trespasser arrested at the Marre house; the suspect was arrested for trespassing, burglary, vandalism and possession of stolen property.

Cal Fire: Not present due to training obligations.

B. Reports on Conferences, Meetings and General Communications.

None.

5. CONSENT ITEMS:

Director Helenius asked about the sludge pump failing last month and how "rags" get through the system to plug the pump. GM Hagemann explained "rags" is a generic term for anything that gets down the sewer that is not a bio substance. Avila doesn't have a screening mechanism. Instead of screens the WWTP uses "Cutter pumps" in the influent wet well chop up "rags" so they can freely move through the treatment plant unit processes. GM Hagemann reported no permit violations or other compliance issues occurred this month.

Director Helenius asked if the District uses the information in the Avila Beach Master Plan when considering capital projects including the Wastewater Plant upgrades and the San Miguel Street Sewer Line Project. GM Hagemann confirmed that the Master Plan and any other more current documents are used when developing the scope of capital improvement projects.

A motion was made by Najarian to accept the Consent Items and seconded by Director Berry. It passed with a roll call vote 4-0.

AYES: Ara Najarian
Kristin Berry
Pete Kelley
Lynn Helenius

NOES: None
ABSENT: None

6. DISCUSSION OF PULLED CONSENT ITEMS.

None

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

A. Weed Abatement Resolution No. 2019-03. GM Hagemann explained to the Board and public that the first step in our annual weed abatement process is to adopt a Resolution declaring weeds a nuisance. Staff included a notification to clean up and abate weeds and trash in the May 1st utility bills. Staff recommended the board adopt Resolution No. 2019-03. Staff mentioned that Cal Fire will inspect properties within the Avila CSD boundaries between now and the June 12th Board meeting. Director Najarian made a motion to adopt Resolution No. 2019-03; Director Berry seconded the motion and it passed with a roll call vote 4-0.

AYES: Ara Najarian
Kristin Berry
Pete Kelley
Lynn Helenius

NOES: None
ABSENT: None

B. Solid Waste Rate Increase Request

GM Hagemann summarized the staff report noting that in late September of 2018 South County Sanitation Services (SCSS) requested a 13.36% rate increase. Several of the larger South County agencies retained Bill Statler to review the application (at SCSS's expense) to justify the rate

increase. After 5 months and 4 application revisions, Statler issued a report that supported a 10.06% rate increase as shown in the Base Rate Adjustment Application – 4th amended. Staff supports the application and recommends the Board authorize SCSS to initiate the Prop 218 process which will culminate in a hearing on or about July 10, 2019 at the Board's regularly scheduled meeting. Vice President Helenius made a motion to authorize South County Sanitation to initiate the 218 process; Director Berry seconded the motion and it passed with a roll call vote 4-0.

AYES: Lynn Helenius
Kristin Berry
Ara Najarian
Pete Kelley

NOES: None
ABSENT: None

C. FY 2019/2020 Preliminary Budget

GM Hagemann summarized the staff report noting that staff met with the District's Finance Committee on April 25, 2019 to review the preliminary budget. GM Hagemann referred to series of power point slides to summarize the proposed budget and highlight the Finance Committee's recommendations. VP Helenius reminded staff that a performance review of Accounting Clerk should be completed as part of the budget review process. She also requested that Staff research rate of pay and scope of services for contract Legal Counsel and General Manager/District Engineer in other neighboring special districts as part of the contract review process. Staff will post the formal public hearing notice in advance of the June 12th hearing date. Staff anticipates that the Board will consider adoption of the final FY 2019/20 budget at the Board's June 12th, 2019 meeting. The Board received the report and provided an opportunity for public comment on the Preliminary Budget. No public comment was provided and the Board directed staff to prepare the Final Draft of the FY 2019/20 for consideration at the June 12, 2019 Board meeting.

D. Contract for Cost of Services Study and Water and Sewer Rate Analysis

GM Hagemann noted that this item was originally considered at the April 2019 Board meeting. The Board asked staff to have the consultant include an analysis of the Connection Fees as part of the scope of work for the study. Increasing the scope added another 36 hours of work ($6,300). The total not to exceed contract amount is now $29,900. Staff recommended moving forward with the Cost of Services and Rate Study with Tuckfield and Associates. The motion was made by VP Helenius made a motion to award the professional services contract to Tuckfield and Associates; Director Najarian seconded the motion and the motion passed with a roll call vote 4-0.

AYES: Lynn Helenius
Ara Najarian
Pete Kelley
Kristin Berry

NOES: None
ABSENT: None

E. Contract for Engineering Support for the Wastewater Treatment Plant Improvement Project

GM Hagemann summarized the staff report noting that the CSD and the Harbor District approved moving forward with the WWTP Improvement Project at the March Joint Workshop. The District now needs to proceed with permitting and engineering designs. MKN & Associates provided a proposal for engineering and planning support services to get the project to the 30% design phase. The scope includes $31,000 for geotechnical work; up to $22,000 for electrical engineering support; and up to $5,500 for structural engineering support. Staff recommends awarding the contract to MKN & Associates for a not to exceed amount of $133,000. The Board discussed several aspects of the project including changes to power costs; the fact that the upgraded facility will produce a higher quality effluent; and the differences between this project and previously proposed Kennedy Jenks project. GM Hagemann responded to the questions and noted this project will provide treatment process redundancy, move the effluent closer to meeting recycled water standards and provide operational flexibility for repair and maintenance of the WWTP unit processes. Director Najarian made a motion to award the professional services contract to MKN and Associates, Director Berry seconded the motion and it passed with a roll call vote 4-0.

AYES: Ara Najarian
Kristin Berry
Lynn Helenius
Pete Kelley

NOES: None
ABSENT: None

8. COMMUNICATIONS. None

9. ADJOURNMENT: The meeting was adjourned at 12:46p.m.

The next regular meeting of the Avila Beach Community Services District is scheduled for Wednesday, June 12th, 2019 at 11:00 a.m. 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