

**MINUTES OF “SPECIAL” MEETING
November 14th, 2018**

1. CALL TO ORDER

President Pete Kelley called the regular meeting of the Board of Directors of the Avila Beach Community Services District, to order at 1:30 PM on the above date, in the Avila Beach Community Service District Building 100 San Luis Street, Avila Beach, California.

2. ROLL CALL

Board Members Present: Pete Kelley
 Kristin Berry
 Ara Najarian

Absent: Lynn Helenius

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

3. PUBLIC COMMENTS None

4. INFORMATION AND DISCUSSION ITEMS

A. County Reports

1. SLO Sheriff:

Sheriff Michael Manuele reported 91 calls for service during November. The calls included 2 suspicious persons calls, 11 disturbances, 1 vandalism, no petty thefts and no burglaries. Other reports included lost property, warrant for arrests, and drug arrests. A meeting regarding the Pirates Cove area generated ideas regarding implementing signage trash and recycle containers. Also barriers around the perimeter are a topic of discussion for safety reasons. There were reports of a transient problem in the Avila Beach area. Sheriff Manuele explained that if facilities and shelters are not provided to transients the homeless are allowed to camp overnight on public property.

Cal Fire Report:

Battalion Chief Paul Lee reported Cal Fire received 46 reported calls for service, 20 were for medical aid. San Luis County has 50% of the county’s resources are on large fires throughout CA. A tanker truck full of liquid fertilizer rolled over on Hwy 101 last month and three rescues occurred on the Ridge. Chief Lee reminded the Board and public if you are out hiking remember to bring water. Johnson Ranch experienced a fire inside a barn. The fire burned approximately

25 acres but was contained in three hours. Cal Fire will be working on vegetation management in San Luis Bay Estates for the next 3 months. Controlled burning near the Lighthouse is planned after rain occurs. Chief Lee reminded us it is time to test smoke detectors batteries.

B. Reports on Conferences, Meetings and General Communications. GM Hagemann noted that he attended AB 1234 CSDA sponsored Ethics webinar on 11/13/18.

5. CONSENT ITEMS

President Kelley introduced the consent items and inquired if any member of the Board or public wished to address any items. Director Najarian made the motion to accept the consent items, Director Berry seconded the motion and it passed with a roll call vote 3-0.

- A. Minutes of October 10th Regular Meeting
- B. Monthly Financial Review for October
- C. General Manager and District Engineer Report
- D. Water and Wastewater Superintendent Report for October

AYES: Pete Kelley
Ara Najarian
Kristin Berry

NOES: None

ABSENT: Lynn Helenius

6. DISCUSSION OF PULLED CONSENT ITEMS.

None.

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

- A. **Presentation of FY 2017/18 Financial Audit** – Mr. Chris Brown presented findings of the Financial Audit for FY 2017/18. Mr. Brown explained to the Board there are 2 types of fieldwork, interim and final. From the date of July 1st, 2017 thru June 30th, 2018 the findings were the audit was “unmodified” and “clean”. Fedak and Brown, LLP did **not** identify any weakness within the District’s Internal Control Structures. Financial Highlights are total assets increased \$240,131, liabilities decreased by \$37,011 and net worth increased \$277,523 since the previous fiscal year. Mr. Brown commented, “Having an independent third party on a monthly basis, looking over the bookkeeping is a benefit to the District and strengthens the District’s Internal Controls.”

Anne Brown Avila Beach, asked “Is the Board and staff bonded/insured?” President Kelley commented that the District’s liability insurance through SDRMA covers the Board members and staff. Director Kelley made a motion to accept the Financial Audit as presented by Fedak and Brown, LLP it was seconded by Director Najarian and passed with a roll call vote 3-0.

AYES: Pete Kelley
 Ara Najarian
 Kristin Berry

NOES: None

ABSENT: Lynn Helenius

B. LED Retrofit of District Streetlights

GM Hagemann explained that this was a follow-up item from the October Board meeting that was a non-action item. Hagemann reminded that Board that a change out of the Cobra Head lights will result in approximately \$1,000 per year savings and Decorative Lights will increase costs by approximately \$2,000/yr until the IFC is reduced. Staff recommends retrofitting both street light systems. Staff will contact the Port and find out which lights were installed. Motion was made by Director Berry and seconded by Director Najarian to opt -in to the PGE Program for the Cobra Head lights only at this time and it passed with the roll call vote 3-0. The Board directed staff to bring the Decorative Light retrofit back for further consideration at the December meeting.

AYES: Kristin Berry
 Ara Najarian
 Pete Kelley

NOES: None

ABSENT: Lynn Helenius

C. Ordinance Regarding Placement and Removal of Garbage Containers

The Board reviewed and commented the preliminary draft of this Ordinance at the October meeting. Staff made some changes regarding the penalties section and is now providing the Draft Ordinance for a “First Reading”. Director Kelley made a motion to read the Ordinance by Title Only. Director Najarian seconded the motion and it passed with a roll call vote 3-0.

AYES: Pete Kelley
 Ara Najarian
 Kristin Berry

NOES: None

ABSENT: Lynn Helenius

President Kelley made a motion to schedule a public hearing for Ordinance No. 2018-01 on December 12th, the next Regular Meeting for the Board. Director Berry seconded the motion and it passed with a roll call vote 3-0.

AYES: Pete Kelley
Ara Najarian
Kristin Berry

NOES: None

ABSENT: Lynn Helenius

D. Proposed Garbage Rate Increase for South County Sanitation Services (SCSS)

GM Hagemann introduced the item and reminded the Board that SCSS has requested a rate increase from its franchisees NCSD; OCSD; City of AG, Pismo Beach, Grover Beach and ABCSD. Staff met with other franchisees 2 weeks ago to review a proposal from William Statler to provide a technical analysis of the proposed rate increase. Mr. Statler has been retained to do the analysis and staff recommends the Board obtain the results of his analysis before they make a decision on the rate increase request. The Board concurred and directed staff to monitor the report and report back to the Board.

E. Award Contract for Installation of Metal Building to Store Dodge Fire Truck

GM Hagemann summarized the staff report and noted that staff received two quotes for the purchase and installation of a metal building that would provide secure storage for the District's antique Fire Truck and a small work space for O&M staff at the Water Tank Site. After some discussion of the quotes, Director Kelley made the motion to purchase a Metal Building for a not to exceed amount of \$17,500. Director Najarian seconded the motion and it passed with a roll call vote 3-0.

AYES: Pete Kelley
Ara Najarian
Kristin Berry

NOES: None

ABSENT: Lynn Helenius

8. COMMUNICATIONS:

Next meeting on: WEDNESDAY, Dec 12th, 2018 at 11 A.M.

9. ADJOURNMENT: The meeting was adjourned at 3:10 p.m.

The next regular meeting of the Avila Beach Community Services District is scheduled for Wednesday, December 12th , 2018 at 11:00 AM at 100 San Luis Street, Avila Beach.

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

Respectfully submitted,

A handwritten signature in blue ink that reads "Brad Hagemann".

Brad Hagemann, PE
General Manager