

AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424
Meeting Room and Office – 100 San Luis Street, Avila Beach
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AGENDA

REGULAR BOARD MEETING
7:00 pm Tuesday, March 13th, 2018
BOARD MEETING LOCATION
AVILA BEACH CIVIC ASSOCIATION
100 SAN LUIS STREET
AVILA BEACH, CALIFORNIA

CALL TO ORDER: 7:00 P.M.

1. ROLL CALL: Board Members:

Pete Kelley, President
Lynn Helenius, Vice President
Eric DeWeese, Director
Ara Najarian, Director
Kristin Berry, Director

2. PUBLIC COMMENT

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

3. 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

4. CONSENT ITEMS:

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

- A. Minutes of February 13th, 2018 Regular Meeting
- B. Monthly Financial Review
- C. General Manager and District Engineer Report
- D. Water and Wastewater Superintendent Report

5. DISCUSSION OF PULLED CONSENT ITEMS

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

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

- A. Update of District By-Laws
(Action Required: Consider Adoption of Resolution No. 2018-02, Updating the District By-Laws)
- B. Award Contract to FRM for Updating SCADA software system at the WWTP
(Action Required: Receive Report and Provide Direction to Staff)
- C. Request from Avila Beach Farmers Market Association for electrical use by Farmers Market vendors for 2018.
(Action Required: Receive Report and Direct staff to Execute the Agreement or Provide other Direction to Staff)
- D. Award Contract to Install New HVAC unit in District Administrative Office
(Action Required: Receive Report and Provide Direction to Staff)

7. COMMUNICATIONS/ COORESPONDENCE

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

8. Adjourn to next regularly scheduled meeting on April 10th, 2018.

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.

**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
February 13th, 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 7:00 p.m. on the above date, in the Avila Beach Civic Center.

2. ROLL CALL

Board Members Present: Pete Kelley
 Lynn Helenius
 Eric DeWeese

Board Members Absent: Kristin Berry
 Ara Najarian

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

3. PUBLIC COMMENTS

4. INFORMATION AND DISCUSSION ITEMS

A. County Reports

1. SLO Sheriff:

Sheriff Bodine reported 40 calls for service during the month of January, including six suspicious persons calls, 2 petty thefts, 1 burglary, and a 1 cruelty to animal. Port San Luis reported people sitting in their car on the Pier at Port San Luis. The car was detained until local authorities arrived on the scene. A cell phone was reported stolen from Blue Moon restaurant. A local resident of Avila, James Calder was found dead in the ocean. The cause of death is unknown at this time. One woman was reported to be cliff jumping at Cave Landing. The Sheriff's Department transported her to a mental health facility. The Department responded to a man was reported suicidal in his San Luis Bay Estates home. Unfortunately, after a stand-off with the local authorities, he shot himself. A Town Hall meeting will be held at the Civic Association in Avila Beach on February 22nd at 5:30p.m.. District Attorney Dan Dowe will be present with the sheriff to answer questions.

2. Cal Fire Report:

Cal Fire Battalion Chief Paul Lee reported 41 calls for service, 19 were medical related. Cal Fire assisted the sheriff with recovering a male body from the ocean after an apparent drowning. Cal

Fire responded to the incident in the Avila Bay Estates where a man took his life. Cal Fire is practicing fire evacuation drills as well as water rescues this month.

B. Reports on Conferences, Meetings and General Communications.

General Manager Hagemann reminded the Board that the CSDA Local Chapter Annual Meeting, Election and Dinner will be held in Avila on Friday, February 23th, 2018 at the Civic Association. Please let Kristi know by the 15th if you plan on attending. The cost is \$30 per person and \$40 at the door.

5. CONSENT ITEMS

President Kelley introduced the consent items and inquired if any member of the Board or public wished to address any items.

- A. Minutes of January 9th, 2018 Regular Meeting
- B. Monthly Financial Review for January
- C. General Manager and District Engineer Report
- D. Water and Wastewater Superintendent Report for January
- E. Capital Improvements Update

Director Helenius questioned the funding and effectiveness of the “cloud seeding” discussed in the General Manger’s report. Hagemann reported that funds were included in the Zone 3 budget for initial study of a cloud seeding program. Hagemann commented that cloud seeding produces 10% - 15% more rain to active storm. Director Kelley commented that Lopez is lower than it was at this time last year. Hagemann stated the Low Level Response Plan would remain in effect until the SLO County Board of Supervisors decides otherwise. Director Kelley made a motion to adopt the consent items. Director DeWeese seconded the motion and it passed with a roll call vote 3-0.

AYES: Lynn Helenius
Pete Kelley
Eric DeWeese

NOES: None

ABSENT: Kristin Berry
Ara Najarian

6. DISCUSSION OF PULLED CONSENT ITEMS. None

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

A. Election of Officers and Board Committee Appointments

(Action Required: Elect board officers and committee appointments for calendar year 2018)

GM Hagemann introduced the item by reminding the Board that the District By-laws recommend that the Board elect a President and Vice President each year. In addition, the Board typically appoints, by consensus, directors to standing committees for the following year. **Director DeWeese moved to appoint Director Kelley, President and Director Helenius, Vice President. The motion passed with a roll call vote 3-0.**

AYES: Lynn Helenius
Pete Kelley
Eric DeWeese

NOES: None

ABSENT: Kristin Berry
Ara Najarian

The Board discussed Committee appointments and recommended the following:

Finance Committee: Director Helenius and Director DeWeese
Personnel Committee: Director Kelley and Director Helenius
Facilities Committee: Director Najarian and Director Berry
Drought Committee: Director Najarian and Director DeWeese

Director Kelley made the motion to elect Directors to the Committees listed above. Director DeWeese seconded the motion. The motion passed with a roll call vote 3-0.

AYES: Lynn Helenius
Pete Kelley
Eric DeWeese

NOES: None

ABSENT: Kristin Berry
Ara Najarian

B. Avila Valley Advisory Committee Request for Garbage Container Storage Ordinance
(Action Required: Receive Report and Provide Direction to Staff)

General Manager Hagemann summarized the Staff Report and stated that the existing County Ordinance appears to address concerns, but we need to ensure it is implemented and enforced.

The Board directed staff to write a letter to the property management agencies in the District that requests their assistance ensuring trash containers are stored properly after the trash is picked up.

C. Mid-Year Budget Review

(Action Required: Receive Report and Provide Direction to Staff)

GM Hagemann reported that overall income is at 53% of benchmark and Expenses are at 44% of benchmark. Connection Fees are at approximately \$175,000 and are anticipated to end the FY at approximately \$225,000. Hagemann also noted that budget income and expenses by fund class are also within the 50% benchmark. Hagemann stated the District remains in a secure financial position with tax revenue anticipated to come in at 5% above budget; Expenses are within budget and staff anticipates the District will be able to direct \$150k to \$175k District's Reserve Fund accounts.

D. Review of District By-Laws

(Action Required: Receive Report; Review By-Laws; Direct Staff to Return With Any Proposed Changes for Approval at a Later Meeting) GM Hagemann introduced the item and noted the Board typically reviews the By-Laws annually. Legal Counsel, Seitz recommended the words "an abstention" be deleted from Section 5.5 (c). In addition, Section 2.1 "Regular Meetings" should be revised to include the new meeting location is now 100 San Luis Street. Finally, Section 12 should be revised to include the Drought Committee as a standing committee. Seitz recommended the Board consider adopting the revised By-Laws at the next regular meeting, The Board directed staff to make the above changes and bring the By-Laws back for consideration at the next Board meeting.

E. Designate a voting Director and Nomination of Alternate Special District LAFCO Representative. (Action Required: Designate a Board Director to act as the Avila Beach CSD voting delegate at the SLO Chapter CSDA Annual Meeting and if a Director would like to run, nominate for the Alternate Special District LAFCO Representative)

The Board appointed Director DeWeese to be the voting delegate for Avila Beach CSD at the upcoming Annual meeting.

8. COMMUNICATIONS:

ADJOURNMENT: The meeting was adjourned at 8:20 p.m.

The next regular meeting of the Avila Beach Community Services District is scheduled for Tuesday, March 13th, 2018 at 7:00 pm at the new location 100 San Luis Street.

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: March 13th, 2018

SUBJECT: Monthly Financial Review for February 2018

Recommendation:

Receive and file report.

Overall Monthly Summary

During February the District made deposits in the amount of \$85,605.67 and experienced \$63,275.62 in expenses (cash basis). Expenses in February included the purchase of a new reception desk, Board of Director chairs and a table for the new office. The deposits by fund and checks by fund are provided as an attachment to this report. Income in February included \$17,859.97 in County tax income and \$67,038.69 in monthly water and sewer fees.

The deposits by fund and checks by fund are provided as an attachment to this report.

Detailed financial reports including a Balance Sheet, Deposits by Fund, Checks by Fund, as well as, a Profit and Loss Sheet for February are provided for your information.

Utility Service Billing

For the month of February the District billed approximately \$78,784.58 in water and sewer service charges. Customer Rate Assistance amounted in a reduction of billing charges to the District in the amount of \$516.36.

Operation and Maintenance

The Fluid Resource Management (FRM) Statement for February 2018 is included.

Avila Beach Community Services District
Profit & Loss
February 2018

	<u>Feb 18</u>
Ordinary Income/Expense	
Income	
4000 · Income Summary	
4010 · Operating Revenue	67,038.69
4012 · Solid Waste Franchise Fee	2,172.29
4030 · County Taxes	17,859.97
4050 · Harbor Charges	
4052 · Front Street Lighting	294.11
4053 · WWTP O&M	8,940.00
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Total 4050 · Harbor Charges	9,234.11
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Total 4000 · Income Summary	96,305.06
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Total Income	96,305.06
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Gross Profit	96,305.06
	<hr/>
Expense	
5100 · Merchant Credit Card Fees TIB	257.67
5200 · Payroll Expenses	
5210 · Gross Wages	
5211 · Regular Pay	4,110.06
5012 · Holiday Pay	145.50
5014 · Sick Pay	0.00
5016 · Vacation Pay	0.00
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Total 5210 · Gross Wages	4,255.56
5230 · Payroll Taxes	182.91
5240 · Health & Medical Exp.	
5242 · Health Ins / Other	600.00
	<hr/>
Total 5240 · Health & Medical Exp.	600.00
5250 · PERS Company Pd Expense	
5256 · PERS Co Pd Kristi	254.20
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Total 5250 · PERS Company Pd Expense	254.20
5280 · Payroll Administration & Misc.	102.32
	<hr/>
Total 5200 · Payroll Expenses	5,394.99
6000 · Administrative Overheads	
6102 · Accounting	220.00
6115 · Bank Service Charges	0.00
6135 · Legal	995.20
6140 · Office Supplies & Postage	3,520.43
6150 · Rate Assistance	529.60

Avila Beach Community Services District
Profit & Loss
February 2018

	<u>Feb 18</u>
6155 · Rent	849.38
6160 · Training	200.00
Total 6000 · Administrative Overheads	6,314.61
6500 · Operating Expenses	
6503 · Chemicals	3,640.12
6505 · Contract Labor O & M	18,307.26
6506 · Contract Labor GM	9,350.00
6520 · Equipment Repair & Maint.	
6524 · Equip. Rep. & Maint. Avila Only	689.10
6520 · Equipment Repair & Maint. - Other	383.10
Total 6520 · Equipment Repair & Maint.	1,072.20
6525 · Fat Oil & Grease (FOG)	164.50
6535 · Insurance	2,380.83
6542 · Maintenance	161.63
6547 · Moving Expense	1,877.69
6550 · Operating Supplies	83.57
6565 · Regulatory Compliance	445.00
6567 · Repairs	28.02
6580 · Solids Handling	2,345.00
6585 · Telephone / Internet	626.71
6590 · Utilities	2,092.33
Total 6500 · Operating Expenses	42,574.86
Total Expense	54,542.13
Net Ordinary Income	41,762.93
Other Income/Expense	
Other Income	
7200 · Non-Operating Income	
7220 · CIP Harbor	8,346.00
Total 7200 · Non-Operating Income	8,346.00
Total Other Income	8,346.00
Other Expense	
8000 · Other Expenses	
8050 · New Assets to be Added & Deprec	2,423.30
Total 8000 · Other Expenses	2,423.30
8200 · Non-Operating Expenses	
8230 · Capital Purchases in Prog Sani	
8231 · WW-1 WWTP Upgrade	5,602.50
8232 · WW-2 Influent Line Repair HD	265.00

Avila Beach Community Services District
Profit & Loss
February 2018

	<u>Feb 18</u>
8243 · WW-4 Wet Well Coating	3,317.00
Total 8230 · Capital Purchases in Prog Sani	9,184.50
8270 · Capital Purchases in Prog Water	
8271 · W-1 2017/18 Water Tank Imp.	675.00
8280 · W - 2 Water Valve Rep	4,062.85
Total 8270 · Capital Purchases in Prog Water	4,737.85
Total 8200 · Non-Operating Expenses	13,922.35
Total Other Expense	16,345.65
Net Other Income	-7,999.65
Net Income	<u><u>33,763.28</u></u>

Avila Beach Community Services District
Balance Sheet
As of February 28, 2018

	Feb 28, 18
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Summary	
1005 · Customer Cash	913.40
1008 · Petty Cash	34.67
1010 · Pacific Premier Checking	949,554.90
1025 · Pooled Cash	2,671,663.57
1050 · LAIF	2,252,109.66
1099 · Cash Balance	-2,671,663.57
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Total 1000 · Cash Summary	3,202,612.63
	<hr/>
Total Checking/Savings	3,202,612.63
Accounts Receivable	
1200 · *Accounts Receivable	222,316.19
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Total Accounts Receivable	222,316.19
Other Current Assets	
1250 · Receivables	
1255 · Interest Receivable	3,019.76
1270 · Taxes Receivable	8,787.45
1280 · Water & Sewer Billings	109,110.20
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Total 1250 · Receivables	120,917.41
1400 · Prepaid Summary	
1410 · Prepaid Insurance	-4,066.85
1400 · Prepaid Summary - Other	-0.01
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Total 1400 · Prepaid Summary	-4,066.86
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Total Other Current Assets	116,850.55
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Total Current Assets	3,541,779.37
Fixed Assets	
1600 · Fixed Assets & Acc. Depr.	
1605 · Office Equipment	
1606 · Copier Samsung 2012	8,233.58
1609 · Office Equipment Accum Depr	-6,861.31
	<hr/>
Total 1605 · Office Equipment	1,372.27
1610 · Fixed Asset -Office & Admin.	
1612 · Office Furniture cost	4,526.21
1614 · Office Furniture Accum Dep.	-4,526.21
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Avila Beach Community Services District
Balance Sheet
 As of February 28, 2018

	<u>Feb 28, 18</u>
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	-352,639.07
Total 1626 · Collection Assets	<u>966,236.19</u>
1630 · Disposal Equipment	
1631 · Disposal Equip Cost	523,122.64
1632 · Disposal Equip Accum Depr	-264,042.83
Total 1630 · Disposal Equipment	<u>259,079.81</u>
1635 · Treatment Plant	
1636 · Treatment Plant Original	105,000.00
1637 · Treatment Plant Addition	1,909,250.75
1638 · Treatment Plant Accum Dep	-886,106.88
Total 1635 · Treatment Plant	<u>1,128,143.87</u>
1642 · Treatment Equipment	
1643 · Treatment Equip Cost	1,000,455.00
1644 · Treatment Equip Accum Depr	-524,698.87
1642 · Treatment Equipment - Other	205,485.61
Total 1642 · Treatment Equipment	<u>681,241.74</u>
Total 1620 · Fixed Assets - Sanitary	<u>3,095,015.71</u>
1650 · Fixed Assets - Water	
1652 · Equipment	
1653 · Equipment Cost	21,136.28
1654 · Equipment Accum Depr	-21,136.28
Total 1652 · Equipment	<u>0.00</u>
1656 · Distribution Assets	
1657 · Distribution Assets Cost	1,109,466.00
1658 · Dist Assets Accum Depr	-562,263.35
Total 1656 · Distribution Assets	<u>547,202.65</u>
Total 1650 · Fixed Assets - Water	<u>547,202.65</u>
1680 · Structures - Fixed Asset	
1681 · Structures GFAAG - Sani & FA	29,810.00
1682 · Gen / Fire Accum Dep	-29,810.00

Avila Beach Community Services District
Balance Sheet
As of February 28, 2018

	<u>Feb 28, 18</u>
Total 1680 · Structures - Fixed Asset	0.00
1690 · Construction in Progress	17,812.74
Total 1600 · Fixed Assets & Acc. Depr.	<u>3,661,403.37</u>
Total Fixed Assets	3,661,403.37
Other Assets	
1800 · Deferred Outflows of Resources	7,850.00
Total Other Assets	<u>7,850.00</u>
TOTAL ASSETS	<u>7,211,032.74</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	78,340.71
Total Accounts Payable	78,340.71
Other Current Liabilities	
2200 · Payroll Liabilities	
2260 · Vacation Payable	1,236.90
2262 · Sick Pay Accrued	2,194.50
2240 · Health Insurance	
2241 · Employee	0.01
Total 2240 · Health Insurance	<u>0.01</u>
Total 2200 · Payroll Liabilities	3,431.41
2300 · Deposits Held	
2303 · Water Deposits Held	7,580.00
2304 · Fire Station Deposit	2,000.00
2305 · Connection Fees Held	213,643.16
Total 2300 · Deposits Held	<u>223,223.16</u>
Total Other Current Liabilities	<u>226,654.57</u>
Total Current Liabilities	304,995.28
Long Term Liabilities	
2400 · Net Pension Liability	115,049.00
2500 · Deferred Inflows of Resources	15,115.00
Total Long Term Liabilities	<u>130,164.00</u>

Avila Beach Community Services District
Balance Sheet
As of February 28, 2018

	<u>Feb 28, 18</u>
Total Liabilities	435,159.28
Equity	
3900 · Retained Earnings	6,479,228.39
Net Income	296,645.07
Total Equity	<u>6,775,873.46</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,211,032.74</u></u>

Avila Beach Community Services District
Deposits by Fund
 February 2018

03/06/18

Type	Date	Memo	Split	Amount	Balance
General / Admin					
Deposit	02/08/2018	TCF JAN 18 ME - IMPR #1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-1,769.61	-1,769.61
Deposit	02/08/2018	F:0895 A:0760 AVILA BEACH IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-1,783.92	-3,553.53
Deposit	02/15/2018	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-1,545.05	-5,098.58
Deposit	02/23/2018	MISSING PAYMENT REMITTANCE INFO SLO County Taxes	1010 · Pacific Premier Ch...	0.00	-5,098.58
Deposit	02/27/2018	CSDA Reimbursement	1010 · Pacific Premier Ch...	-40.07	-5,138.65
Total General / Admin				-5,138.65	-5,138.65
Lights					
Deposit	02/08/2018	TCF JAN 18 ME - IMPR #1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-126.40	-126.40
Deposit	02/08/2018	F:0895 A:0760 AVILA BEACH IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-127.42	-253.82
Deposit	02/15/2018	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-110.36	-364.18
Deposit	02/23/2018	MISSING PAYMENT REMITTANCE INFO SLO County Taxes	1010 · Pacific Premier Ch...	0.00	-364.18
Total Lights				-364.18	-364.18
Sanitary					
Deposit	02/01/2018	Sani Rec	1010 · Pacific Premier Ch...	-1,005.79	-1,005.79
Deposit	02/01/2018	Rate Assistance	1010 · Pacific Premier Ch...	0.00	-1,005.79
Deposit	02/01/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-1,005.79
Deposit	02/01/2018	1/2 Other 2	1010 · Pacific Premier Ch...	54.93	-950.86
Deposit	02/02/2018	Sani Rec	1010 · Pacific Premier Ch...	-1,776.08	-2,726.94
Deposit	02/02/2018	Rate Assistance	1010 · Pacific Premier Ch...	49.65	-2,677.29
Deposit	02/02/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-2,677.29
Deposit	02/02/2018	1/2 Other 2	1010 · Pacific Premier Ch...	124.33	-2,552.96
Deposit	02/05/2018	Sani Rec	1010 · Pacific Premier Ch...	-1,886.65	-4,439.61
Deposit	02/05/2018	Rate Assistance	1010 · Pacific Premier Ch...	0.00	-4,439.61
Deposit	02/05/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-4,439.61
Deposit	02/05/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-4,439.61
Deposit	02/07/2018	Sani Rec	1010 · Pacific Premier Ch...	-1,012.53	-5,452.14
Deposit	02/07/2018	Rate Assistance	1010 · Pacific Premier Ch...	8.27	-5,443.87
Deposit	02/07/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-5,443.87
Deposit	02/07/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-5,443.87
Deposit	02/08/2018	Sani Rec	1010 · Pacific Premier Ch...	-4,463.76	-9,907.63
Deposit	02/08/2018	Rate Assistance	1010 · Pacific Premier Ch...	74.47	-9,833.16
Deposit	02/08/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-9,833.16
Deposit	02/08/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-9,833.16
Deposit	02/08/2018	TCF JAN 18 ME WASTE	1010 · Pacific Premier Ch...	-2,641.71	-12,474.87
Deposit	02/08/2018	F:0895 A:0760 CURR SECURED TAX	1010 · Pacific Premier Ch...	-2,562.74	-15,037.61

**Avila Beach Community Services District
Deposits by Fund
February 2018**

03/06/18

Type	Date	Memo	Split	Amount	Balance
Deposit	02/14/2018	000162 Community Park Restrooms 12/28/17 - 1/29/18	1010 · Pacific Premier Ch...	-423.64	-15,461.25
Deposit	02/15/2018	F: 0895 A: 0760 CURR SECURED TAX	1010 · Pacific Premier Ch...	-2,219.57	-17,680.82
Deposit	02/16/2018	Sani Rec	1010 · Pacific Premier Ch...	-20,245.24	-37,926.06
Deposit	02/16/2018	Rate Assistance	1010 · Pacific Premier Ch...	49.65	-37,876.41
Deposit	02/16/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-37,876.41
Deposit	02/16/2018	1/2 Other 2	1010 · Pacific Premier Ch...	304.61	-37,571.80
Deposit	02/16/2018	ACH booked 2/14/18 Community Park Restroom 12/28/17 - 1/29/18	1010 · Pacific Premier Ch...	423.64	-37,148.16
Deposit	02/19/2018	Sani Rec	1010 · Pacific Premier Ch...	-1,859.28	-39,007.44
Deposit	02/19/2018	Rate Assistance	1010 · Pacific Premier Ch...	0.00	-39,007.44
Deposit	02/19/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-39,007.44
Deposit	02/19/2018	1/2 Other 2	1010 · Pacific Premier Ch...	-51.64	-39,059.08
Deposit	02/20/2018	Sani Rec	1010 · Pacific Premier Ch...	-680.85	-39,739.93
Deposit	02/22/2018	Sani Rec	1010 · Pacific Premier Ch...	-980.35	-40,720.28
Deposit	02/22/2018	Rate Assistance	1010 · Pacific Premier Ch...	16.55	-40,703.73
Deposit	02/22/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-40,703.73
Deposit	02/22/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-40,703.73
Deposit	02/23/2018	MISSING PAYMENT REMITTANCE INFO SLO County Taxes	1010 · Pacific Premier Ch...	-3,152.26	-43,855.99
Deposit	02/26/2018	Sani Rec	1010 · Pacific Premier Ch...	-56.15	-43,912.14
Deposit	02/26/2018	Rate Assistance	1010 · Pacific Premier Ch...	0.00	-43,912.14
Deposit	02/26/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-43,912.14
Deposit	02/26/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-43,912.14
Deposit	02/27/2018	Sani Rec	1010 · Pacific Premier Ch...	-581.00	-44,493.14
Deposit	02/27/2018	Rate Assistance	1010 · Pacific Premier Ch...	49.65	-44,443.49
Deposit	02/27/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-44,443.49
Deposit	02/27/2018	1/2 Other 2	1010 · Pacific Premier Ch...	46.92	-44,396.57
Total Sanitary					-44,396.57
Solid Waste					
Deposit	02/27/2018	Waste Connections Franchise Fee SW	1010 · Pacific Premier Ch...	-2,172.29	-2,172.29
Total Solid Waste					-2,172.29
Water					
Deposit	02/01/2018	Water Rec	1010 · Pacific Premier Ch...	-954.89	-954.89
Deposit	02/01/2018	Rate Assistance	1010 · Pacific Premier Ch...	0.00	-954.89
Deposit	02/01/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-954.89
Deposit	02/01/2018	1/2 Other 2	1010 · Pacific Premier Ch...	54.94	-899.95
Deposit	02/02/2018	Water Rec	1010 · Pacific Premier Ch...	-1,592.26	-2,492.21
Deposit	02/02/2018	Rate Assistance	1010 · Pacific Premier Ch...	49.65	-2,442.56

Avila Beach Community Services District
Deposits by Fund
 February 2018

03/06/18

Type	Date	Memo	Split	Amount	Balance
Deposit	02/02/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-2,442.56
Deposit	02/02/2018	1/2 Other 2	1010 · Pacific Premier Ch...	124.33	-2,318.23
Deposit	02/05/2018	Water Rec	1010 · Pacific Premier Ch...	-1,571.80	-3,890.03
Deposit	02/05/2018	Rate Assistance	1010 · Pacific Premier Ch...	0.00	-3,890.03
Deposit	02/05/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-3,890.03
Deposit	02/05/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-3,890.03
Deposit	02/07/2018	Water Rec	1010 · Pacific Premier Ch...	-581.38	-4,471.41
Deposit	02/07/2018	Rate Assistance	1010 · Pacific Premier Ch...	8.28	-4,463.13
Deposit	02/07/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-4,463.13
Deposit	02/07/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-4,463.13
Deposit	02/08/2018	Water Rec	1010 · Pacific Premier Ch...	-4,311.24	-8,774.37
Deposit	02/08/2018	Rate Assistance	1010 · Pacific Premier Ch...	74.48	-8,699.89
Deposit	02/08/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-8,699.89
Deposit	02/08/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-8,699.89
Deposit	02/08/2018	TCF JAN 18 ME - IMPR #1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-632.01	-9,331.90
Deposit	02/08/2018	F:0895 A:0760 AVILA BEACH IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-637.12	-9,969.02
Deposit	02/14/2018	001483 Front St Irrigation 12/28/17 - 1/29/18	1010 · Pacific Premier Ch...	-130.08	-10,099.10
Deposit	02/14/2018	000162 Community Park Restrooms 12/28/17 - 1/29/18	1010 · Pacific Premier Ch...	-303.52	-10,402.62
Deposit	02/14/2018	001622 San Juan Park 12/28/17 - 1/29/18	1010 · Pacific Premier Ch...	-596.20	-10,998.82
Deposit	02/15/2018	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen .70, Water .25, Lights	1010 · Pacific Premier Ch...	-551.80	-11,550.62
Deposit	02/16/2018	Water Rec	1010 · Pacific Premier Ch...	-18,245.89	-29,796.51
Deposit	02/16/2018	Rate Assistance	1010 · Pacific Premier Ch...	49.65	-29,746.86
Deposit	02/16/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-29,746.86
Deposit	02/16/2018	1/2 Other 2	1010 · Pacific Premier Ch...	304.62	-29,442.24
Deposit	02/16/2018	ACH booked 2/14/18 Community Park Restroom 12/28/17 - 1/29/18	1010 · Pacific Premier Ch...	303.52	-29,138.72
Deposit	02/16/2018	ACH booked 2/14/18 San Juan Park Irr 12/28/17 - 1/29/18	1010 · Pacific Premier Ch...	596.20	-28,542.52
Deposit	02/16/2018	ACH booked 2/14/18 Front St Irrigation 12/28/17 - 1/29/18	1010 · Pacific Premier Ch...	130.08	-28,412.44
Deposit	02/16/2018	adj to Bank Notice of Deposit Correction \$ 99.95 - inc \$ 100 cash dep...	1010 · Pacific Premier Ch...	0.05	-28,412.39
Deposit	02/19/2018	Water Rec	1010 · Pacific Premier Ch...	-1,795.97	-30,208.36
Deposit	02/19/2018	Rate Assistance	1010 · Pacific Premier Ch...	0.00	-30,208.36
Deposit	02/19/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-30,208.36
Deposit	02/19/2018	1/2 Other 2	1010 · Pacific Premier Ch...	-51.65	-30,260.01
Deposit	02/20/2018	Water Rec	1010 · Pacific Premier Ch...	-542.00	-30,802.01
Deposit	02/22/2018	Water Rec	1010 · Pacific Premier Ch...	-2,152.65	-32,954.66
Deposit	02/22/2018	Rate Assistance	1010 · Pacific Premier Ch...	16.55	-32,938.11
Deposit	02/22/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-32,938.11
Deposit	02/22/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-32,938.11
Deposit	02/23/2018	MISSING PAYMENT REMITTANCE INFO SLO County Taxes	1010 · Pacific Premier Ch...	0.00	-32,938.11
Deposit	02/26/2018	Water Rec	1010 · Pacific Premier Ch...	-143.85	-33,081.96

Avila Beach Community Services District
Deposits by Fund
 February 2018

03/06/18

Type	Date	Memo	Split	Amount	Balance
Deposit	02/26/2018	Rate Assistance	1010 · Pacific Premier Ch...	0.00	-33,081.96
Deposit	02/26/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-33,081.96
Deposit	02/26/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-33,081.96
Deposit	02/27/2018	Water Rec	1010 · Pacific Premier Ch...	-548.60	-33,630.56
Deposit	02/27/2018	Rate Assistance	1010 · Pacific Premier Ch...	49.65	-33,580.91
Deposit	02/27/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-33,580.91
Deposit	02/27/2018	1/2 Other 2	1010 · Pacific Premier Ch...	46.93	-33,533.98
Total Water				-33,533.98	-33,533.98
TOTAL				-85,605.67	-85,605.67

Avila Beach Community Services District
Checks by Fund w/Accounts

February 2018

03/06/18

Type	Date	Num	Name	Memo	Account	Amount	Balance
General / Admin							
Check	02/02/2018		Bankcard MTOT Disc		5100 · Merchant Credit Card Fe...	257.67	257.67
Check	02/02/2018		Headsets.com		6140 · Office Supplies & Postage	86.15	343.82
Check	02/05/2018		Adobe.com		6140 · Office Supplies & Postage	14.99	358.81
Check	02/06/2018		Custom House		6160 · Training	50.00	408.81
Check	02/06/2018		Amazon	CSDA annual meeting GC	6140 · Office Supplies & Postage	48.25	457.06
Check	02/07/2018	1449	Hagemann & Associates	Logitech Wireless Wave	6506 · Contract Labor GM	3,850.00	4,307.06
Check	02/07/2018		U.S. Postal Service	Jan 21st - Feb 3rd, 2018 Inv. 1011	6140 · Office Supplies & Postage	13.56	4,320.62
Check	02/07/2018		Amazon	Board packets	6155 · Rent	85.79	4,406.41
Check	02/08/2018	1455	Avila Beach Civic Association	Lockbox outside building	8050 · New Assets to be Added ...	849.38	5,255.79
Check	02/08/2018		National Business Furniture	February Rent 2018	6524 · Equip. Rep. & Maint. Avila...	2,423.30	7,679.09
Check	02/10/2018		Cal Tec Computers	Kristi's desk, Cherry Reception & delivery	6547 · Moving Expense	40.00	7,719.09
Check	02/13/2018		Ashten Dibbern V	computer repairs	6140 · Office Supplies & Postage	30.00	7,749.09
Check	02/13/2018		U.S. Postal Service	Packing for move, 3 hrs	6140 · Office Supplies & Postage	0.42	7,749.51
Check	02/13/2018		Costco	postage	6140 · Office Supplies & Postage	276.86	8,026.37
Check	02/13/2018		Costco	office supplies, chair	6140 · Office Supplies & Postage	204.70	8,231.07
Check	02/14/2018		Costco	desk, 6 tier shelf	6140 · Office Supplies & Postage	247.79	8,478.86
Check	02/14/2018		Shields Communications	Bath Light, 6 Tier Shelves (2)	6547 · Moving Expense	818.64	9,297.50
Check	02/14/2018		Amazon	surge protector	6140 · Office Supplies & Postage	83.93	9,381.43
Check	02/14/2018		Amazon	surge protectors (2)	6140 · Office Supplies & Postage	186.44	9,567.87
Check	02/15/2018		Charter	Acct # . 8245100980033571	6585 · Telephone / Internet	298.95	9,866.82
Check	02/16/2018		ASAP Movers		6547 · Moving Expense	400.00	10,266.82
Check	02/16/2018		ASAP Movers		6547 · Moving Expense	478.64	10,745.46
Check	02/18/2018		Unknown Vendor		6140 · Office Supplies & Postage	11.84	10,757.30
Check	02/21/2018	1456	Hagemann & Associates	moving	6506 · Contract Labor GM	5,500.00	16,257.30
Check	02/21/2018	1457	CSDA San Luis Obispo County Chapter	Feb 4th - 17th, 2018	6160 · Training	150.00	16,407.30
Check	02/23/2018	1461	Shipsey & Seitz	Brad, Kristi, Pete, Eric, & Ara	6135 · Legal	334.80	16,742.10
Check	02/23/2018	1461	Shipsey & Seitz	Review retracted placement of garbage cans	6135 · Legal	316.80	17,058.90
Check	02/23/2018	1461	Shipsey & Seitz	Researched duty to store waste containers	6135 · Legal	158.00	17,216.90
Check	02/23/2018	1461	Shipsey & Seitz	Solid Waste Screening Ordinance with SLO Cou...	6135 · Legal	105.60	17,322.50
Check	02/23/2018	1461	Shipsey & Seitz	Mtg with Brad Floor Space and New Building	6135 · Legal	80.00	17,402.50
Check	02/23/2018	1464	Nikki Engle Bookkeeping	Law Library	6102 · Accounting	220.00	17,622.50
Check	02/23/2018		Food 4 Less	Inv. 1762 2/6/18	6160 · Training	40.07	17,662.57
Check	02/23/2018		Costco	CSDA Dinner	6140 · Office Supplies & Postage	1,297.95	18,960.52
Check	02/26/2018		Costco	4 Exec chairs	6140 · Office Supplies & Postage	258.59	19,219.11
Check	02/27/2018		Microsoft Store	Exec chair	6140 · Office Supplies & Postage	129.99	19,349.10
Check	02/27/2018		Costco	MS Outlook 2016	6140 · Office Supplies & Postage	274.18	19,623.28
Check	02/27/2018		Public Employees Retirement System	Exec chair	2250 · PERS Liability	189.46	19,812.74
Check	02/27/2018		Public Employees Retirement System	Kristi 1/16 - 1/31/18	2250 · PERS Co Pd Kristi	14.58	19,827.32
Check	02/27/2018		Public Employees Retirement System	Kristi 1/16 - 1/31/18	2250 · PERS Liability	227.34	20,054.66
Check	02/27/2018		Public Employees Retirement System	Kristi 2/16 - 2/28/18	2250 · PERS Co Pd Kristi	24.75	20,079.41
Check	02/27/2018		Public Employees Retirement System	Kristi 2/16 - 2/28/18	2250 · PERS Liability	191.72	20,271.13
Check	02/27/2018		Public Employees Retirement System	Kristi 2/1 - 2/15/18	2250 · PERS Co Pd Kristi	5.34	20,276.47
Check	02/27/2018		Public Employees Retirement System	Kristi 2/1 - 2/15/18	6140 · Office Supplies & Postage	299.00	20,575.47
Check	02/27/2018		Amazon Digital Svcs	Adobe Acrobat Standard 2017			
Total General / Admin							
						20,575.47	20,575.47
Lights							
Check	02/08/2018	1451	Electricraft, Inc.	Inv. 11754 1/31/18 Two Pole light fixtures Front S...	6524 · Equip. Rep. & Maint. Avila...	649.10	649.10

Avila Beach Community Services District
Checks by Fund w/Accounts
 February 2018

03/06/18

Type	Date	Num	Name	Memo	Account	Amount	Balance
Check	02/20/2018		PG&E	Front St. Lights acct# 5796765606-7	6590 · Utilities	378.16	1,027.26
Total Lights							
Sanitary							
Check	02/07/2018	1448	South County Sanitary Service	2 Yd Dumpster	6590 · Utilities	119.73	119.73
Check	02/07/2018	1450	Fluid Resource Management	Jan Ops. Inv. F16698	6505 · Contract Labor O & M	12,785.22	12,904.95
Check	02/07/2018	1450	Fluid Resource Management	Chemicals & Marking Paint Inv.W16617	6550 · Operating Supplies	83.57	12,988.52
Check	02/07/2018	1450	Fluid Resource Management	New Permit Operation Compliance W16408	6565 · Regulatory Compliance	445.00	13,433.52
Check	02/07/2018	1450	Fluid Resource Management	Lift Station Pump Diagnosis	6520 · Equipment Repair & Maint.	383.10	13,816.62
Check	02/08/2018	1452	Brenntag Pacific, Inc.	BPI 2862840 1/18/18	6503 · Chemicals	1,065.86	14,882.48
Check	02/08/2018	1452	Brenntag Pacific, Inc.	BPI 2862841 1/25/18	6503 · Chemicals	917.62	15,800.10
Check	02/08/2018	1453	Water Systems Consulting, Inc.	WW-2017/18 -1 WWTP Upgrade/ RW Analysis	8231 · WW-1 WWTP Upgrade	5,602.50	21,402.60
Check	02/08/2018	1454	Speed's, Inc.	Inv. 58233 Solid Waste Hauling 1/6/18	6580 · Solids Handling	1,160.00	22,562.60
Check	02/13/2018		Key Solutions	Replace locks at WWTP & Lift Station	6547 · Moving Expense	150.41	22,713.01
Check	02/17/2018		AT&T	Waste Water Plant acct # 6380034236-0 3rd & ...	6585 · Telephone / Internet	95.81	22,808.82
Check	02/20/2018		PG&E	Lift Station acct# 6338432238-2	6590 · Utilities	1,421.46	24,230.28
Check	02/20/2018		PG&E	Inv. 58338 Solid Waste Hauling 1/30/18	6590 · Utilities	45.62	24,275.90
Check	02/23/2018	1459	Speed's, Inc.	BPI 2872738 2/7/18	6580 · Solids Handling	1,185.00	25,460.90
Check	02/23/2018	1460	Brenntag Pacific, Inc.	BPI 2872735 2/1/18	6503 · Chemicals	696.66	26,157.56
Check	02/23/2018	1462	Wallace Group, Inc.	Inv. 45414 2/12/18	6503 · Chemicals	959.98	27,117.54
Check	02/23/2018	1463	Michael Nunley & Assoc.	Inv. 4137 Statement Date: 2/7/18	6525 · Fat Oil & Grease (FOG)	164.50	27,282.04
Check	02/23/2018	1465	Port San Luis Harbor Dist W&S	Encroachment Permit Generator	8243 · WW-4 Wet Well Coating	3,317.00	30,599.04
Check	02/23/2018	1466	Miners Ace Hardware	Rat Traps, Bait, Ladder, Supplies	8232 · WW-2 Influent Line Repa...	265.00	30,864.04
Check	02/28/2018		AT&T	acct # 805 595-7619 618 0	6542 · Maintenance	161.63	31,025.67
Check	02/28/2018		AT&T	acct # 805 595-9416 904 5	6585 · Telephone / Internet	77.82	31,103.49
Total Sanitary							
Water							
Check	02/07/2018	1450	Fluid Resource Management	Jan Ops. Inv. FF16698	6505 · Contract Labor O & M	5,522.04	5,522.04
Check	02/07/2018	1450	Fluid Resource Management	Water Valve Replacement Project Inv. W16135	8280 · W - 2 Water Valve Rep	4,062.85	9,584.89
Check	02/08/2018	1453	Water Systems Consulting, Inc.	W-1 Water Tank Imp.	8271 · W-1 2017/18 Water Tan...	675.00	10,259.89
Check	02/21/2018		PG&E	Water Tank acct # 4807713956-5	6590 · Utilities	127.36	10,387.25
Check	02/23/2018	1458	Ferguson Enterprises	Water Meter Lid	6567 · Repairs	28.02	10,415.27
Total Water							
TOTAL							
						31,257.62	31,257.62
						10,415.27	10,415.27
						63,275.62	63,275.62



FLUID RESOURCE MANAGEMENT

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

Phone # 805.597.7100 Fax # 805.597.7171

Statement

Date
3/1/18

California Certified Small Business #1120142

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

Amount Due	Amount Enc.
\$19,317.36	


Date	Transaction	Amount	Balance		
02/28/18	348F11001 Monthly OPS/Maint- INV #F16806. Orig. Amount \$18,307.26.	18,307.26	18,307.26		
02/13/18	348F11001 Monthly OPS/Maint:348FWW11001 Wastewater:348AWW17002 Add Services Wastewater- INV #A16755. Orig. Amount \$1,010.10.	1,010.10	19,317.36		
CURRENT					
1-30 DAYS PAST DUE					
31-60 DAYS PAST DUE					
61-90 DAYS PAST DUE					
OVER 90 DAYS PAST DUE					
19,317.36	0.00	0.00	0.00	0.00	Amount Due
					\$19,317.36

AVILA BEACH
COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: March 13th, 2018

SUBJECT: General Manager/District Engineer Report

Zone 3 Technical Advisory Committee Meeting

The Zone 3 Technical Advisory Committee (TAC) met on Wednesday, February 14, 2018, at the Arroyo Grande City Hall. The Agenda packet for the TAC meeting is attached to this report. As of this writing Lopez Lake remains at an elevation of 490 feet, 50% capacity and has approximately 24,750 acre feet of water in storage (about 300 acre feet less than a month ago). The lake did receive about 1.5" of rain with the March 2 and 3 storm and we are optimistic more rain is on the way for the next couple of weeks. With the low rainfall to date this winter, we are anticipating that we will remain operating under the Low Level Response Plan for the 2018 water year.

On November 29, 2017, the State Department of Water Resources issued their initial State Water Delivery Allocation. The Initial Allocation of 15% of the "Table A" contract amount is based on rainfall and snowfall levels to date and will likely be revised if hydrologic and water supply conditions change in the next few months. With the early March storms the Sierra snowpack received a significant amount of snow, but we are still well below normal for this time of year.

Special District Risk Management Authority (SDRMA)

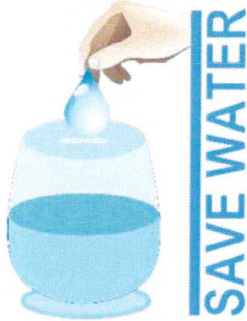
SDRMA, the District's insurance carrier provided an announcement on the District's Workman's Compensation Longevity Distribution, Experience Modification Factor (EMod) and Property/Liability Program rates. The District will be receiving a \$23 Longevity credit on our Workman's Comp renewal. The District's EMod factor actually went up from 81% to 86% for 2018/19 even though the District had no claims. I talked with the SDRMA Chief Financial Officer and she that the increase had nothing to do with the District but had to do with changes in the Worker's Compensation Insurance Rating Bureau EMOD calculation methodology. The Property/Liability program has a 6% increase for the coming year. The letters detailing this information are attached for your information.

Clean up Week

The South County Sanitary Service sent the attached reminder that the annual "Clean-up Week" will be April 16th – 20th. This is our chance to clean out extra garbage and recyclables. Please refer to the attached notice for details.

Statement of Economic Interests (Form 700) Annual Submission

It is time again to complete and turn in your annual Form 700. Kristi will bring forms to the meeting for your convenience.



**ZONE 3
TECHNICAL ADVISORY COMMITTEE**

**Wednesday February 14, 2018
9:30-11:30 AM
ARROYO GRANDE CITY HALL
300 BRANCH STREET
2nd FLOOR CONFERENCE ROOM**

Agenda

1. Announcements	All
2. General Operations and Water Report <ul style="list-style-type: none">• Monthly Operations Report• Lopez Dam Storage Projections• Summary Notes - January	Jill
3. Capital Improvement Projects – <ul style="list-style-type: none">• Current Projects Update	Jill
4. LRRP – Discuss Upcoming Water Year	Mark H /Jill
5. ECORP Modeling Update	Jill
6. Agenda items next month?	All

Attachments:

- A. January Summary Notes
- B. Lopez Monthly Operations Report - January
- C. Lopez Reservoir Storage Projections
- D. Capital Improvement Project Update

*Happy
Valentine's
Day*

Next Meeting Date March 14, 2018

ZONE 3

TECHNICAL ADVISORY COMMITTEE

WEDNESDAY January 10, 2018 (9:30-11:30 AM)

SUMMARY NOTES - DRAFT

ARROYO GRANDE CITY HALL



Attendees: Shane Taylor (Arroyo Grande), Brandon Shea (Pismo), Greg Ray (Grover Beach), Jim Garing, Brad Hagemann (ABCSD), Jill Ogren (PW Dept), Craig Kesler (PW Dept), Jenny Williamson (PW Dept),

Announcements –

- Junior Ranger inspected boat at Lopez Reservoir, found boat to be covered with adult mussels. Boat had been turned away. To date, 5 lakes in California are currently infected with quagga mussels.
- Mitigation site near Rodriguez Bridge on Arroyo Grande Creek now has an issue with beavers moving into the area. The beavers have removed all the vegetation from the trees which has resulted in cages being installed to protect the mitigated area.

1. General Operations and Water Supply Report

- Lake Elev. = 490.84 ft. Storage = 25,455 AF @ 52% capacity; Downstream releases are at 2.6 MGD (instantaneous reading); WTP at 4.1 MGD; SWP at 0 MGD. Rainfall to date 3.31 inches.
- Craig Kesler briefly discussed a spill that took place at Lopez WTP on December 25th in which sludge from the sludge beds flowed into the flip bucket instead of through the filter material in sludge bed. Sludge did not make it to the creek. Repairs currently being made.
- Jill Ogren briefly talked about discrepancy of rainfall readings between sloccountywater.org website and Lopez Dam staff readings. It was determined the website readings are incorrect. Jill will follow up to fix.
- Arroyo Grande Creek breached at lagoon with latest storm.
- Jill Ogren discussed Lopez Dam storage projections. Dotted yellow line, representing the quantity of carryover water that is stored, will disappear if Zone 3 leaves the LRRP at the end of the water year in March.
- No comment on Summary Notes from previous month.
- Jill Ogren discussed Monthly Operations report. Currently at 1,146 AF of stored State Water, overall delivery at 475 AF. Oceano and Pismo Beach are now taking Carryover water. Concern over Oceano turnout meter installed in December of 2016. Flow rates are 8-14 AF more than what is being delivered. Meter to be looked at for inaccuracies and troubleshooting.

2. Capital Improvement Projects –

- Jill Ogren discussed the Current Projects Update.
- Spillway Assessment RFP still in review.
- Lopez Dam and Terminal Dam Hazard Classification: Drafts of the Inundation Maps have been submitted to DSOD for review prior to January 1st deadline. Animation CD received from DSOD prior to the inclusion of the submitted Inundation Maps and will be brought next meeting for review. An Emergency Action Plan is being worked on for the dams and will be submitted once the Inundation Maps are finalized.
- Lowest contract bid for the Structural Assessment of Terminal Reservoir was chosen, but had to be declined. Next step is to contact the next lowest contract bidder.

3. Draft Lopez Inundation Map

- Jill Ogren gave an update on the status of the draft Lopez Inundation Map which has been submitted for review to DSOD.
- Question asked on cost, Jill responded the cost was between \$25,000 to \$50,000 as it was not presented to the Board of Supervisors for approval due to not being a contract.
- Question asked about what kind of topo was used, Jill responded it was unknown what kind of topo was used as it was being handled by Nola. Flood terrain was based on lidar collected from PG&E, California

Coastal Lidar Project, and US Geological Survey. Assigned roughness values for channels and overland flows are based on National Land Covered Database (NLCD) 2011. This will go into a GIS layer in the County's system.

4. Cloudseeding Update

- Feasibility report completed. The report is currently with Environmental and a public review of the CEQA document will be out in early February. It could be presented to the Board in the Spring, but it depends on the comments and questions received from the public review. There is currently an opportunity to partner with Santa Barbara, but they have completed their CEQA document and partnership would have to wait until San Luis Obispo completes their document.

5. Other

- Discussion on Emergency Response Plan for quagga mussel infestation. A county wide updated plan is budgeted for 18/19.
- Discussion on Shandon Boil Water notice and water pipe break incident in December.
- Further discussion on sludge bed issue at Lopez WTP.
- ECORP meeting took place on December 19th. Information was forwarded to Jeff Meyer at ECORP on how to move forward with modeling. No update has been given since December 19th due to holidays, but Jeff Meyer has information on how to proceed. ECORP Modeling update will be added to the agenda for next meeting.
- Positive commenting on Lopez operators and SCADA system shared regarding recent rain.
- Jill Ogren announced Zone 3 Advisory Committee meeting scheduled for Thursday, January 18th.
- Discussion on stored State Water. Stored State Water costs are being floated by the District and are currently at \$250,000. Mark Hutchinson stated there is no written policy on how much State Water to store and there is no concern of continuing to store State Water since the reservoir is hovering around 50-60%. There is a concern of spilling, as the stored State Water would be considered "foreign" water and would spill first at a cost of \$250,000. How to eventually lower the amount of stored State Water since SWP contractors on the Lopez line are barely taking any State Water currently. Until Pismo and Oceano increase State Water usage, the 1,000 AF will continue to be stored. A closer look at the stored State Water took place to attribute why there is so much behind, and it was determined that 400 AF was used during the two-week plant shutdown for the Rack 6 installation at Lopez WTP. Next year the total request for State Water is 800 AF. Discussion took place on how to handle water delivery when Lopez WTP shuts down for an extended period of time and how to accommodate CSA-12 during that time. Clarification on costs between State Water and Lopez water for agency delivery was further discussed.

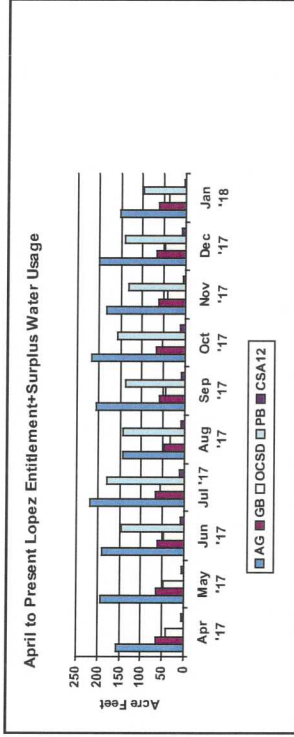
6. Agenda Items Next month –

Next meeting February 14, 2018

Summary Notes Prepared by Jenny Williamson

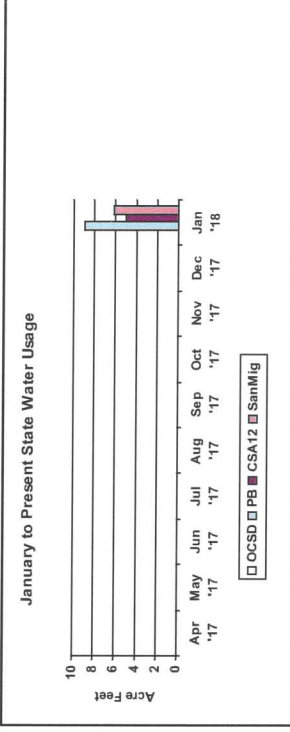
San Luis Obispo County Flood Control and Water District Zone 3 - Lopez Project - Monthly Operations Report January, 2018

Contractor	Lopez Water Deliveries											State Water Deliveries											
	This Month					April to Present						This Month			January to Present								
	Entl.	Surplus	Total	Entitlement Usage %	Surplus Usage %	Entitlement Usage %	Surplus Usage %	Total Usage %	Entitlement Usage %	Surplus Usage %	Total Usage %	Annual Request	Usage	% of Annual Request	SWP Deliveries	Change in Storage	Usage	% of Annual Request	SWP Deliveries	Total Water Deliveries This Month			
Arroyo Grande	2290	1249.20	3539.20	151.48	6.6%	0.00	0.0%	1856.06	81.1%	0.00	0.0%	1856.06	52.4%			0.00	0.0%			151.48			
Oceano CSD	303	840.50	1143.50	0.00	0.0%	38.45	4.6%	303.00	100.0%	156.45	18.6%	459.45	40.2%							38.45			
Grover Beach	800	240.20	1040.20	62.49	7.8%	0.00	0.0%	624.72	78.1%	0.00	0.0%	624.72	60.1%			9.00	0.8%			62.49			
Pismo Beach	892	1834.20	2726.20	0.00	0.0%	98.45	5.4%	892.00	100.0%	242.80	13.2%	1134.80	41.6%			5.05	18.7%			107.45			
CSA 12	245	499.60	744.60	3.86	1.6%	0.00	0.0%	79.65	32.5%	0.00	0.0%	79.65	10.7%			127	4.9%			8.91			
San Miguelito																							
Total	4530	4663.70	9193.70	217.83	4.8%	136.90	2.9%	3755.43	82.9%	399.25	8.6%	4154.68	45.2%	1501	20.25	13.3%	0	-20.25	1146.41	20.25	1.3%	0.00	1126.16



Note: Deliveries are in acre feet. One acre foot = 325, 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)	490.6	-31.77
Storage (full at 49200 acre feet)	25173	51.2%
Rainfall	2.5	3.79
Downstream Release (4200 acre feet/year)	428.97	2966.94
Spillage (acre feet)	0	0.00



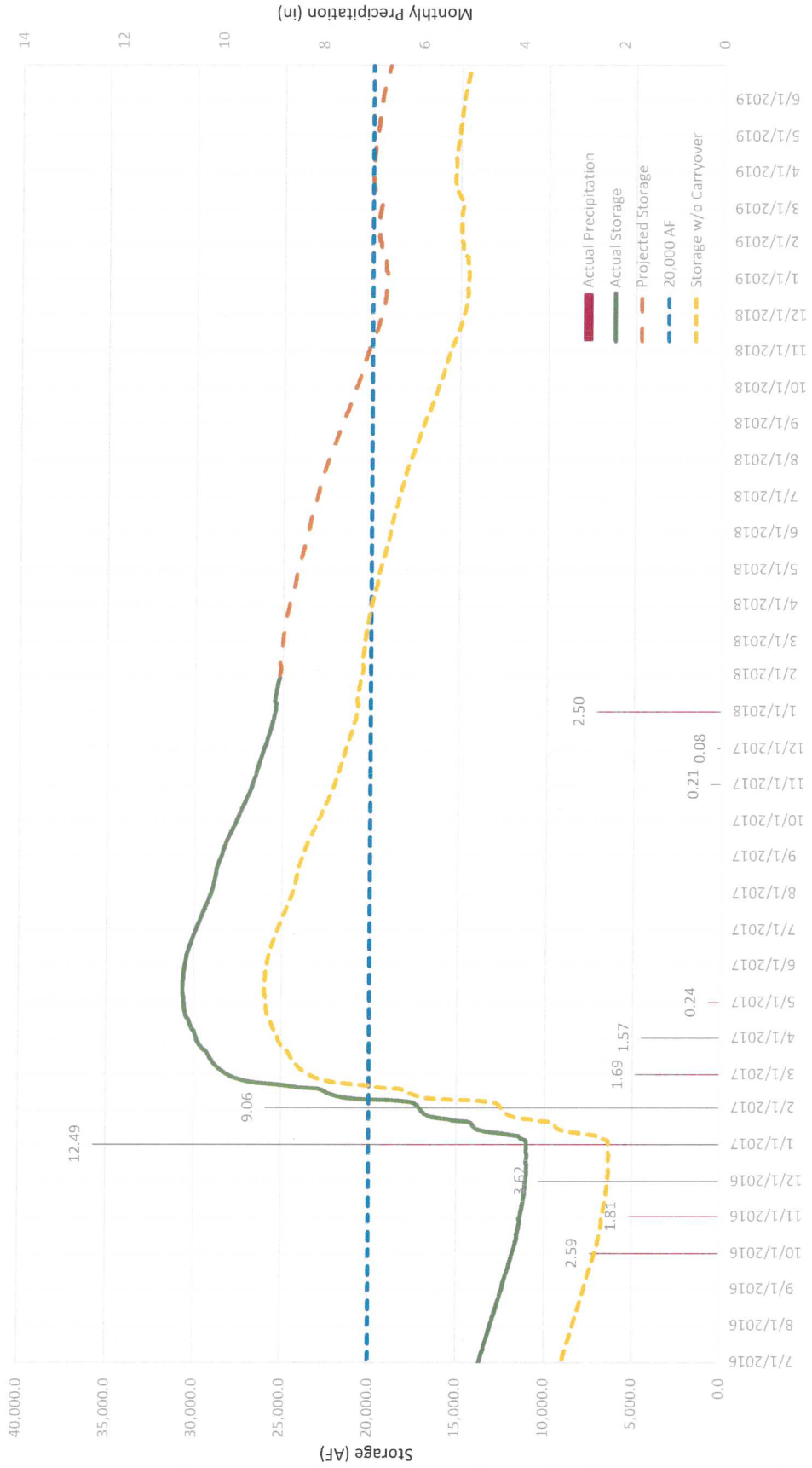
"Year to Date" is January to present for State water, April to present for Lopez deliveries, and July to present for rainfall.

Comments: Reservoir is currently operated under the Low Reservoir Response Plan. Reservoir is above 20,000 AF therefore no reduction in entitlements.

Surplus water shown is actually "Carry Over" water as designated in the LRRP and updated per BOS May 2, 2017 Declaration of Surplus.

1) Oceano supplied State Water to Canyon Crest via Arroyo Grande's Edna turn out. A total of 1.55 AF delivered to Canyon Crest was added to Oceano's State Water usage this month and 1.55 AF was subtracted from Arroyo Grande's usage this month.

LOPEZ RESERVOIR STORAGE PROJECTION



Note: Storage Projection is based on Water Years 14/15 and 15/16 municipal and downstream releases, rainfall, and evaporation.



TO: Zone 3 Technical Advisory Committee
FROM: David Spiegel, PE
DATE: February 14, 2018
SUBJECT: Zone 3 Projects Update

Project Updates:

- Equipment Audit & Replacement - Ongoing
 - Work proposed to continue in 2017/18
- Spillway Assessment – Due to be completed 17/18
 - Draft RFP in review
- Lopez Dam and Terminal Dam Hazard Classification – Due to be completed 17/18
 - Inundation Maps have been submitted to DSOD for review
 - Emergency Action Plans are in preparation
- Structural Assessment of Terminal Reservoir
 - Contract Negotiations
- Fault Zone Assessment – Dam Left Abutment
 - Contract Negotiations
- Equipment Storage
 - Requesting Quotes from Local Metal Building Suppliers
- Lopez WTP Safety Upgrades
 - Working on implementing changes to DAF and Membrane Building
- Domestic and Fire Tank
 - Getting quotes for repair work and estimated life span
- Ammonia Analyzer
 - Purchased, awaiting delivery date
- Rebuild Membrane Feed Pumps (1 per year)

- Coordinating pump removal with vendor
- Turnout Meter Replacement
 - Meters on order, scheduling installation start date with contractor
- Tule Removal
 - Scheduling start date with contractor

Upcoming Projects (Requested FY 2017/18):

- Pressure Transducers
- Cathodic Protection Survey

L:\Utilities\2018\February\ZONE 3 TAC 2-14-2018 Project Update.docx.JO.sme

February 16, 2018

Mr. Brad Hagemann
General Manager/District Engineer
Avila Beach Community Services District
Post Office Box 309
Avila Beach, California 93424-0309

RE: 2018-19 Property/Liability Program Rate Information

Dear Mr. Hagemann,

On behalf of the Special District Risk Management Authority (SDRMA) Board of Directors we want to express our sincere appreciation for your safety/loss prevention efforts and continued support of SDRMA.

SDRMA continues to make every effort to reduce operating costs and minimize rate increases while ensuring the financial integrity of the Property/Liability Program. Unfortunately due to the catastrophic fires last year, our excess carriers are imposing a rate increase on all their clients including SDRMA. Based on those factors as well as escalating costs for reinsurance and overall claims costs over the past several years, after considerable review and discussion on February 7, 2018 the Board approved a **6% increase for only the property, general liability and auto liability rates for 2018-19**. This moderate increase will still leave a revenue shortfall which will require the use of reserves and investment income to supplement the shortfall.

In addition, your agency's actual annual contribution amount for 2018-19 may vary compared to 2017-18 as a result of the rate increase, any coverage limit changes, outside policy pricing, scheduled item additions/deletions, risk factor adjustments and Credit Incentive Program (CIP) points earned.

Other Important Items to Note:

- There was no Longevity Distribution declared for the Property/Liability program this year due to the rate increase.
- Our Multi-Program Discount provides members a great opportunity to save money. Members receive an automatic multi-program discount of 5% per program (Property/Liability and Workers' Compensation) while they belong to both programs.
- SDRMA's Spring Education Day/Annual Membership Meeting is Tuesday, March 20 at the Hilton Sacramento Arden West Hotel and is FREE to SDRMA members including meals. For more information, please visit our website at www.sdrma.org and click on "Register for a Training Workshop" on the right side of the page.
- Members considering to withdraw from coverage with SDRMA for the 2018-19 program year are required to submit a "Notice of Intent to Withdraw" according to SDRMA Bylaws by April 1.

On behalf of the Board of Directors and our entire risk management team we thank you for your continued participation in our programs!

Sincerely,
Special District Risk Management Authority



Jean Bracy, President
Board of Directors

February 20, 2018

Mr. Brad Hagemann
General Manager/District Engineer
Avila Beach Community Services District
Post Office Box 309
Avila Beach, CA 93424-0309

RE: Workers' Compensation Longevity Distribution

Dear Mr. Hagemann,

On February 8, 2018, the SDRMA Board of Directors approved a longevity distribution for the ninth year in a row. The Longevity Distribution Policy was adopted by the Board to recognize and reward members for their loyalty and commitment to SDRMA programs. The policy is consistent with the goals and objectives of the Board's strategic business plan and helps ensure pool stability by rewarding members for remaining in our Property/Liability and Workers' Compensation Programs.

This year, the Board approved a longevity distribution in the amount of \$593,175 for Workers' Compensation members. Over 88% of members will receive the distribution credit.

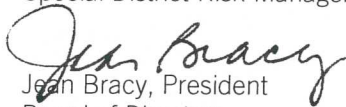
Congratulations! Since you have participated in our Workers' Compensation Program for 13 years as of June 30, 2017, your agency will receive a longevity distribution credit on your 2018-19 renewal contribution invoice in the amount of \$23. We encourage you to share this valuable news with your governing body!

There is no action required by your agency. Every member that has completed the initial three full program year commitment for the Workers' Compensation Program is eligible to receive a longevity distribution credit when they renew coverage. The longevity distribution may be declared by the Board of Directors each year only after all Board policy reserve requirements have been met. The amount available for the longevity distribution is the amount of investment earnings on reserves above the Board-approved confidence level for each program as of June 30. The distribution is weighted based on the member's length of time in that program and the amount of the member's annual contributions compared to the total contributions of all pool members.

REMINDER – SDRMA's Safety/Claims Education Day/Annual Membership Meeting is Tuesday, March 20 at the Hilton Sacramento Arden West Hotel and is FREE to SDRMA members, including breakfast, lunch and refreshments. For more information, please visit our website at www.sdrma.org and click on "Calendar" and then "Education Day Registration".

Thank you for your participation and helping make SDRMA a premier risk management provider! If you have any questions, please contact the SDRMA Finance Department at 800.537.7790 or 916.231.4141.

Sincerely,
Special District Risk Management Authority



Jean Bracy, President
Board of Directors

February 26, 2018

Mr. Brad Hagemann
General Manager/District Engineer
Avila Beach Community Services District
Post Office Box 309
Avila Beach, California 93424-0309

Dear Mr. Hagemann,

GOOD NEWS FOR YOUR 2018-19 FISCAL YEAR BUDGET!

On behalf of the Special District Risk Management Authority Board of Directors we are pleased to announce the Board took action on February 7, 2018, approving **an 8% rate reduction for the Workers' Compensation Program for 2018-19!**

To assist your agency in their budgeting process, SDRMA has estimated 2018-19 annual contribution amounts using your agency's applicable Individual Class Code Rates, Experience Modification Factor (EMOD) and prior year Estimated Payroll Wages. Your agency's actual annual contribution amount will vary from 2017-18 as a result of variances in your reported payroll, EMOD (worksheet attached) and Credit Incentive Program (CIP) points earned. In addition, SDRMA follows the Workers' Compensation Insurance Rating Bureau (WCIRB) methodology for calculating EMODs and they have updated their formulas which may also affect your agency's EMOD.

Summary	2018-19	2017-18	\$ Change	% Change
Estimated Annual Contribution	\$ 800	\$ 720	\$ 80	11%

Detail	2018-19	2017-18
Estimated Payroll Wages	\$37,000	\$37,000
Member's Individual Class Code Rates	See attached	See attached
EMOD	86%	81%
5% Multi-Program Discount - <i>if applicable</i>	-\$ 42	-\$ 37

Also, SDRMA is no longer advancing 15 CIP points at the start of the program year. Actual points earned during the prior program year will be applied to the renewal invoice which is the same process followed for the Property/Liability Program. Moving forward, the only true-up required at the end of each program year will be for reconciling estimated payroll to actual payroll.

Other Important Items to Note:

- Members receive an automatic Multi-Program Discount of 5% per program (Property/Liability and Workers' Compensation) while they belong to both programs.
- SDRMA's Safety/Claims Education Day/Annual Membership Meeting is Tuesday, March 20 at the Hilton Sacramento Arden West Hotel and is FREE to SDRMA members including meals. For more information, please visit our website at www.sdrma.org and click on Calendar then Education Day Registration.
- Members considering to withdraw from coverage with SDRMA for the 2018-19 program year are required to submit a "Notice of Intent to Withdraw" according to SDRMA Bylaws by April 1 and must have completed the initial 3-year commitment period. Members not renewing coverage for 2018-19 will be ineligible to receive the longevity distribution credit recently approved by the Board.

Thank you for your continued participation making SDRMA the premier risk management program in California! If you have any questions, please contact Heather Thomson, Chief Financial Officer at 800.537.7790 or hthomson@sdrma.org.

Sincerely,
Special District Risk Management Authority



Jean Bracy, President
Board of Directors

Special District Risk Management Authority
Workers' Compensation Program
 Program Year 2018-19



Experience Modification (EMOD) Calculation Form

Avila Beach Community Services District

Post Office Box 309
 Avila Beach, California 93424

Summary

PY 2018-19 EMOD - 86%
 PY 2017-18 EMOD - 81%

Detail Calculations for Program Year 2018-19

Expected Losses

Class Codes	2014-15 Payroll	2015-16 Payroll	2016-17 Payroll	Total Payroll	Expected Loss Rate	Expected Losses	Expected Primary Losses	Expected Excess Losses
8742-P	\$5	\$5	\$5	\$15	0.0015	\$2.25	\$0.33	\$1.92
8810	\$22,236	\$36,210	\$41,232	\$99,678	0.0013	\$129.58	\$21.12	\$108.46
9410	\$77,057	\$0	\$0	\$77,057	0.0069	\$531.69	\$74.44	\$457.25
	\$99,298	\$36,215	\$41,237	\$176,750		\$663.52	\$95.89	\$567.63

Actual Losses valued as of 12/31/2017

Year	Claims Count	Actual Incurred Losses	Actual Losses*	Actual Primary Losses	Actual Excess Losses
2014-15	0	\$0.00	\$0.00	\$0.00	\$0.00
2015-16	0	\$0.00	\$0.00	\$0.00	\$0.00
2016-17	0	\$0.00	\$0.00	\$0.00	\$0.00
		Totals	\$0.00	\$0.00	\$0.00

* Actual Losses are capped at \$175,000 per claim for purposes of EMOD calculations.

EMOD Calculation - Based on Workers' Compensation Insurance Rating Bureau's (WCIRB) rating model.

Total Adjusted Losses				/	Total Expected Losses	=	2018-19 EMOD
Expected Excess Losses	Actual Primary Losses	Actual Primary Losses	Expected Excess Losses				
(\$567.63	+	\$0.00)		\$663.52		86%

Reported Class Codes for Workers' Compensation Program
Program Years 2017-18 and 2018-19



Avila Beach Community Services District

Post Office Box 309
Avila Beach, California 93424

Class Code Description	Base Rate for 2017-18	Base Rate for 2018-19	% Change	\$ Change
* 8742-P - Non-Paid Governing Body Members - per capita charge	21.19	19.49	-8%	-1.70
8810 - Clerical/Office Employees	0.57	0.52	-8%	-0.05

* Per Capita Rate

Note: Base rate is before experience modification factor (EMOD) and CIP discount adjustments are applied.

Clean~Up Week

April 16th-20th 2018

Rules & Regulations

CLEAN-UP WEEK

A community service provided free to single family residential customers of South County Sanitary Service.

ON THE CURB

Place your Clean-Up Week garbage on the curb no later than 6:00am on your regular garbage collection day. Don't block your waste wheelers, we still run automated trucks.

CONTAINER NOTES

Clean-Up Week garbage may be placed in standard trash cans or tied into bundles.

MORE CONTAINER NOTES

Standard trash containers will be emptied and left on the curb. Boxes and plastic bags will be taken away with your garbage. If you want your non-standard containers left behind, *please mark or place a note on them.*

CONTAINER SIZE

Containers or bundles of garbage must weigh 75 pounds or less and must measure four feet or less in overall length. **No hazardous materials will be taken.**

Garbage, greenwaste, & recycling combined for 12 cans, bags, or bundles plus your waste wheelers. Excess garbage will be left on the curb.

TWELVE standard trash cans (32 gallons each) OR the equivalent in bags, boxes, or bundles. Each not to exceed 75 pounds and four feet in length

BULKY ITEMS - NOT FREE

The following special prices are valid only during Clean-Up Week *Items must be on the curb to qualify for these special prices. You must call one week before your collection day.*

\$10 EACH -LIMIT TWO OF EACH. OVERLY LARGE ITEMS REQUIRING TWO MEN TO HANDLE WILL HAVE ADDITIONAL COST BY QUOTE ONLY

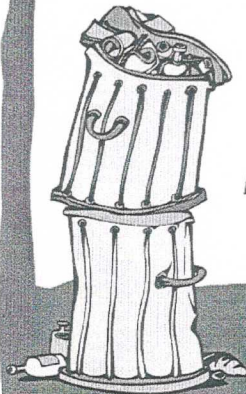
Televisions • Water Heaters • Couches • Washers • Dryers • Small Appliances • Chairs • Box Springs • Mattresses • Refrigerators • Overstuffed Chairs • Passenger Car Tires (maximum of 4- \$2.50 ea.)

TO ARRANGE FOR PICKUP OF BULKY ITEMS (NOT FREE)

you must first call 805-489-4246

Bulky items will not be picked up unless you call first.

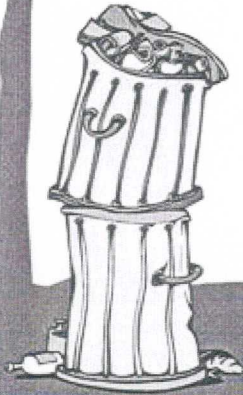
**DON'T PUT OUT YOUR TRASH UNTIL
YOUR COLLECTION DAY**

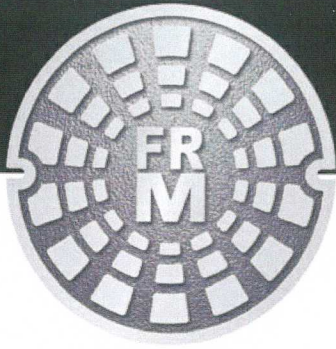


GENERAL TIPS FROM THE OFFICE

- 1. PLEASE DON'T USE PLASTIC BAGS IN THE COMMINGLED RECYCLING OR GREENWASTE CANS. WE HAVE TO TEAR THEM OPEN AND CHECK THE CONTENTS. INADVERTENTLY SOMEONE WILL THROW GARBAGE IN WITH THE RECYCLING AND CONTAMINATE THE ENTIRE LOAD. JUST DUMP THE RECYCLING IN THE CAN AND THROW THE BAG AWAY.**
- 2. LARGE PIECES OF CARDBOARD NEED TO BE CUT UP OR BROKEN DOWN SO THEY FIT IN THE BLUE WASTE WHEELER. THE AUTOMATED TRUCKS WE ARE SWITCHING TO CAN'T PICK UP LOOSE CARDBOARD. IF YOU NEED A BIGGER BLUE BIN CALL THE OFFICE.**
- 3. IF WE MAKE THE MISTAKE OR MISS YOU THE TRUCK WILL COME BACK AT NO CHARGE. IF YOU DON'T FOLLOW THE RULES OR FORGET TO PUT YOUR CAN OUT BY 6:00AM AND WE HAVE TO SEND A TRUCK BACK TO YOUR HOUSE THERE WILL BE A TRIP CHARGE. IF YOU ARE UNSURE, CALL THE OFFICE THE DAY BEFORE YOUR COLLECTION DAY.**
- 4. AS WE SWITCH TO AUTOMATED TRUCKS IT IS IMPORTANT TO NOT PACK THE WASTE WHEELER SO TIGHT THAT WHEN TURNED UPSIDE DOWN, NOTHING WILL COME OUT.**

THE OFFICE NUMBER IS 805-489-4246.





March 6, 2018

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

SUBJECT: FEBRUARY 2018 MONTHLY FACILITY REPORT FOR THE AVILA BEACH COMMUNITY SERVICES DISTRICT WASTEWATER TREATMENT PLANT, WATER SYSTEM AND COLLECTION SYSTEM

WASTEWATER TREATMENT PLANT

The overhaul of the First Street Lift Station pump that was removed from service in January was completed in February. The rebuilt pump will be maintained on the shelf as a critical spare part.

Staff has continued work on updating the list of critical spare parts maintained in the District's inventory to streamline the annual inventory process.

The composite samplers used to collect influent and effluent samples have begun to show signs of wear after years in service. A pump was replaced and the motor was rebuilt on one of the samplers in order to extend the life of the equipment.

An effluent TDS sample was collected to continue compiling baseline data for a future brine study.

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.

WATER SYSTEM

The quarterly disinfectant byproduct report was submitted to SWRCB with results from samples collected in January.

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 shock the system with additional chlorine as needed.

COMPLIANCE RECORD AND PLANT PERFORMANCE

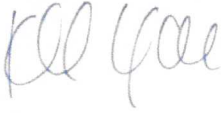
Staff compiled the data to complete the monthly Self-Monitoring Report and Discharge Monitoring Report in California Integrated Water Quality System (CIWQS). Once approved, the reports are uploaded into CIWQS and certified by ABCSD Staff. Staff also compiled the data to complete the Annual Biosolids Report required under the new permit; hard copies of the report were submitted to both RWQCB and EPA.

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.

Sincerely,

FLUID RESOURCE MANAGEMENT



Krista Ackermann Young
Operations Manager

ATTACHMENTS

- Self-Monitoring Report
- ABCSD Average Daily WWTP Effluent Flow (2016-2018)
- ABCSD Monthly Total WWTP Effluent Flow (2016-2018)
- Port San Luis Monthly Total Flow (2016-2018)
- Monthly Average Influent BOD (2016-2018)
- Monthly Average Effluent BOD (2016-2018)
- Monthly Water Purchased From Lopez (2016-2018)
- ABCSD Monthly Water Sold (2016-2018)

Avila Beach CSD Wastewater Treatment Facility

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

Month: FEBRUARY 2018

Date	Daily Flow (MGD)			Effluent Monitoring		
	Total	Max (gpm)	Avg (gpm)	Biweekly Total Coliform	Biweekly Fecal Coliform	Daily Chlorine Residual
1	0.036571	71	25	<2	<2	<0.02
2	0.044510	94	31			<0.02
3	0.063432	92	44			<0.02
4	0.055578	95	38			<0.02
5	0.044573	80	31			<0.02
6	0.037618	80	26	<2	<2	<0.02
7	0.039062	66	27			<0.02
8	0.041963	69	29	<2	<2	<0.02
9	0.047347	83	33			<0.02
10	0.061572	96	42			<0.02
11	0.062342	98	43			<0.02
12	0.045497	85	32			<0.02
13	0.037189	78	26	<2	<2	<0.02
14	0.039842	82	28			<0.02
15	0.041202	69	29	<2	<2	<0.02
16	0.048793	101	34			<0.02
17	0.067702	97	47			<0.02
18	0.069870	112	49			<0.02
19	0.055784	92	39			<0.02
20	0.043013	81	30	2	<2	<0.02
21	0.041114	72	29			<0.02
22	0.045217	71	30	<2	<2	<0.02
23	0.046809	106	33			<0.02
24	0.055219	94	38			<0.02
25	0.056773	95	39			<0.02
26	0.039822	80	28			<0.02
27	0.035663	64	25	<2	<2	<0.02
28	0.036599	66	26			<0.02
29						
30						
31						
Min	0.035663	64	25	<2	<2	<0.02
Mean	0.047881	85	33	<2	<2	<0.02
Max	0.069870	112	49	2	<2	<0.02
Total	1.340676	Effluent daily (dry weather) flow NTE 0.2 MGD (mean).				

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)
2/1/18	26	26	363	432	
2/4/18	34	31	212	104	
2/8/18	28	25	326	348	2.8 DNQ
2/11/18	32	28	303	228	
2/15/18	23	17	399	424	
2/18/18	29	23	241	106	
2/22/18	33	25	389	372	
2/25/18	28	23	271	112	
Min	23	17	212	104	2.8 DNQ
Mean	29	25	313	266	2.8 DNQ
Max	34	31	399	432	2.8 DNQ
BOD Removal: 90.7%			TSS Removal: 90.7%		

Effluent Monitoring				
Date	Weekly Set. Solids (Grab)	Weekly Turbidity (Grab)	Weekly pH (Grab)	Weekly Temp °F (Grab)
2/1/18	<0.1	30.6	6.6	66
2/8/18	<0.1	29.2	6.8	65
2/15/18	<0.1	18.0	6.8	64
2/22/18	<0.1	33.4	6.7	60
Min	<0.1	18.0	6.6	60
Mean	<0.1	27.8	6.7	64
Max	<0.1	33.4	6.8	66

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.

Influent Brine Received	
Date	Volume (Gallons)
	N/A

Sludge Removal	
Date	Gallons
2/13/18	4,500

SIGNATURE: _____

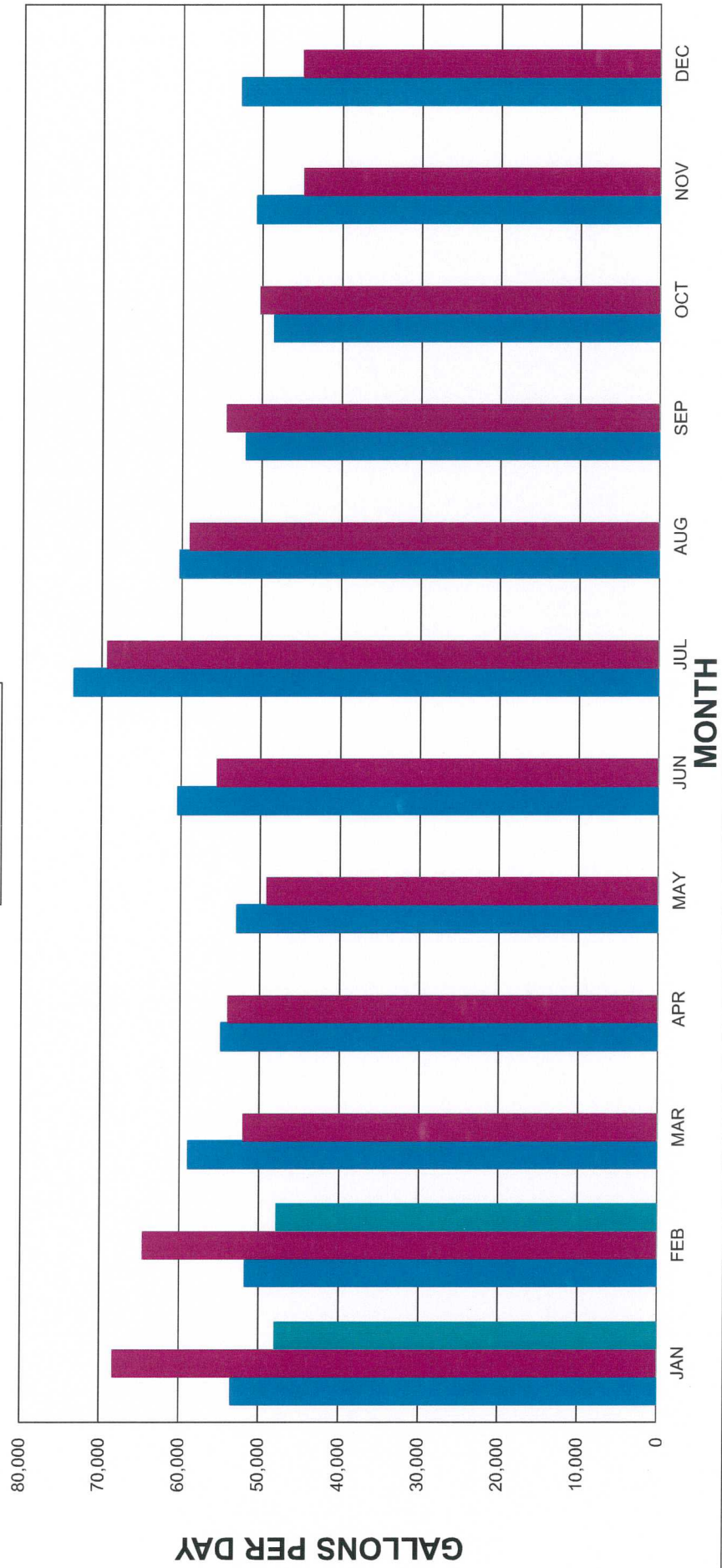
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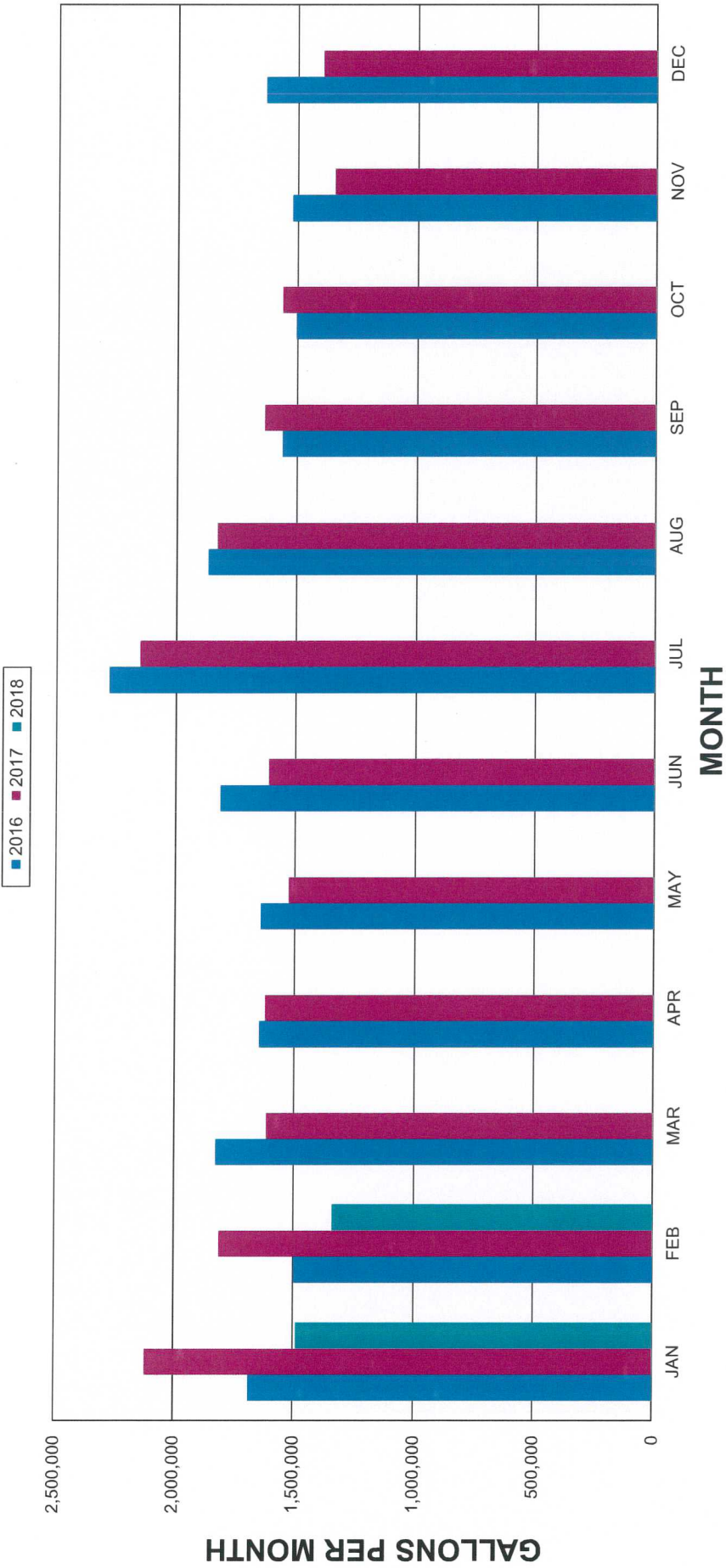
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ABCSD AVERAGE DAILY WWTP EFFLUENT FLOW (2016 - 2018)

■ 2016 ■ 2017 ■ 2018

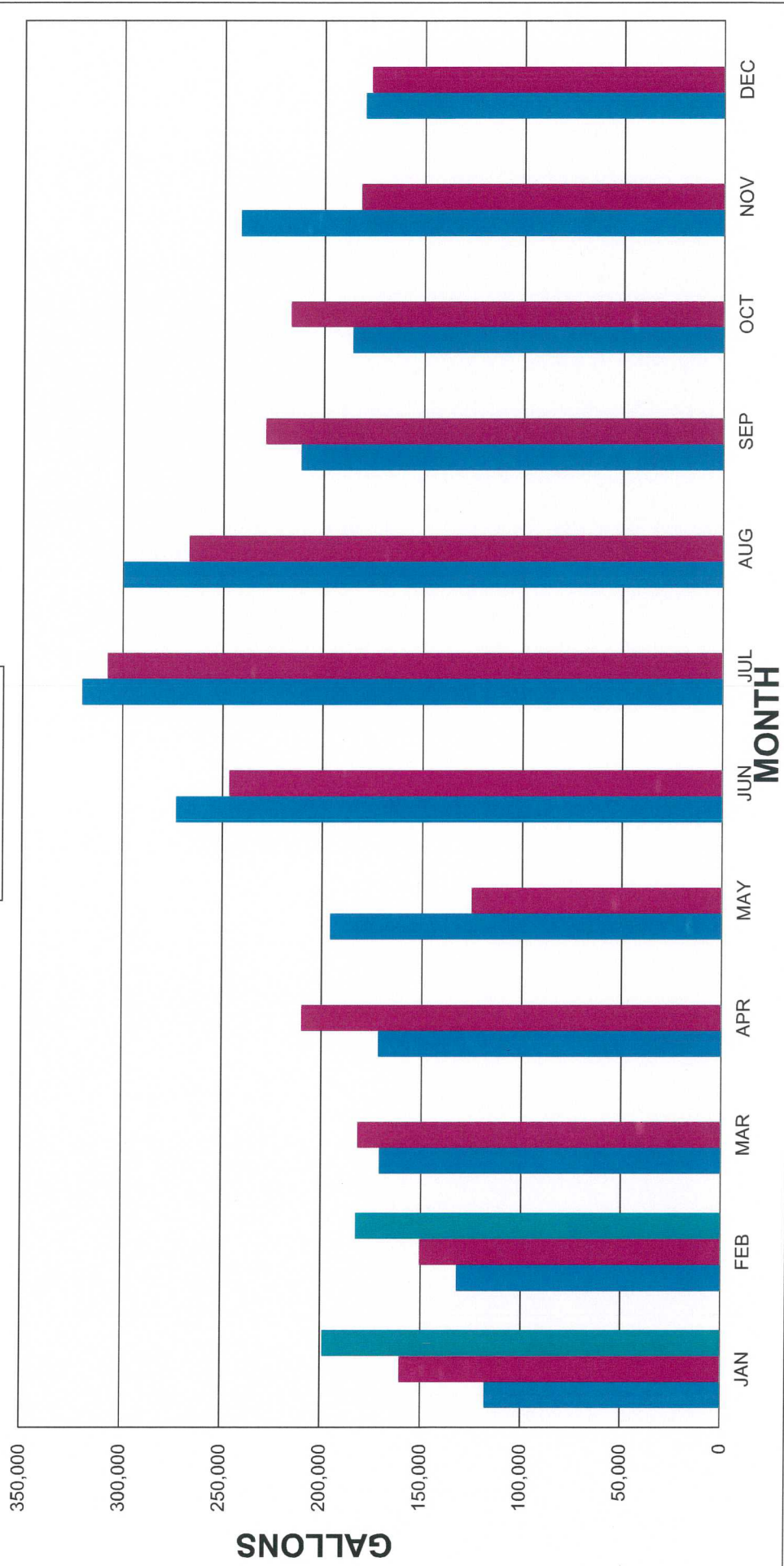


ABCSD MONTHLY TOTAL WWTP EFFLUENT FLOW (2016 - 2018)

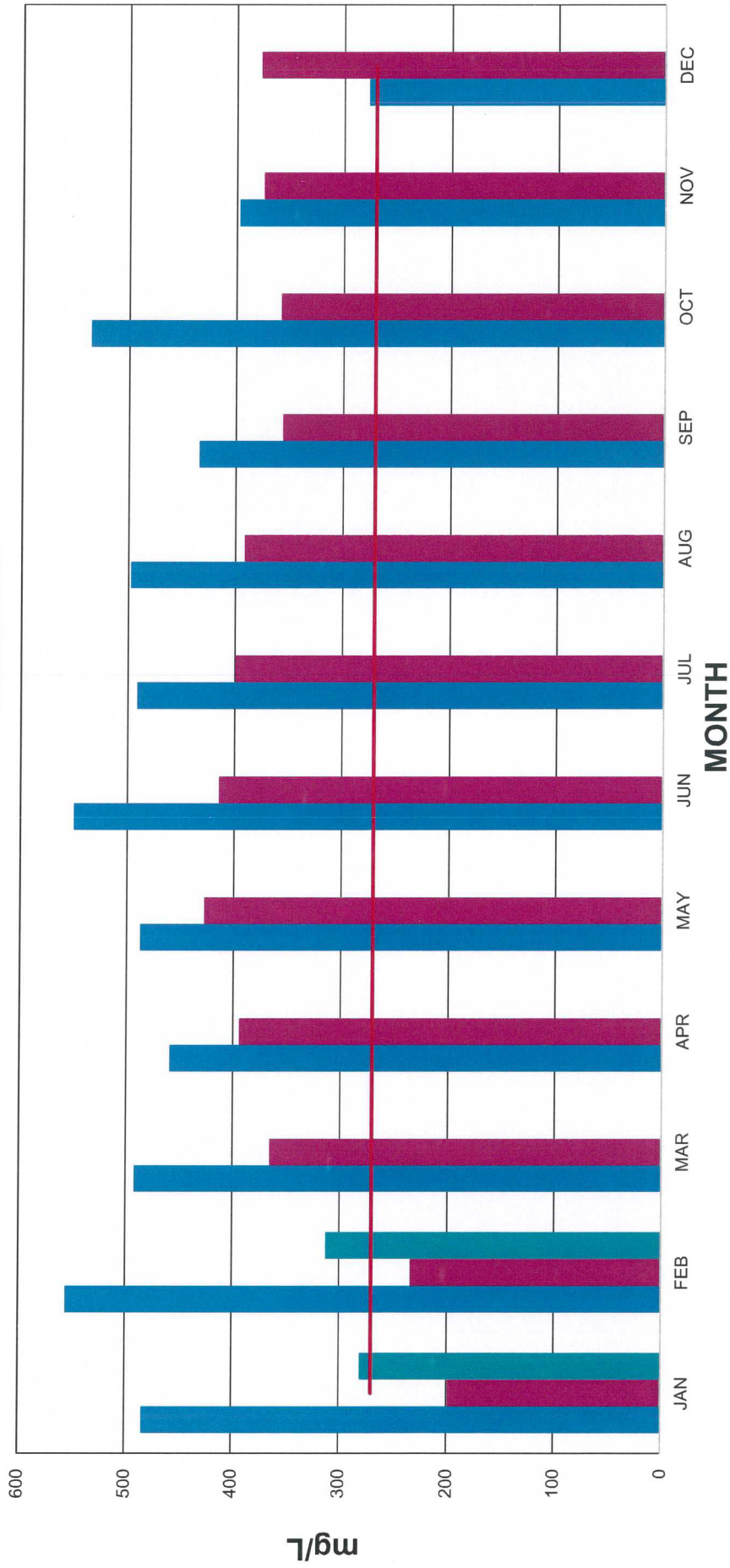


PORT SAN LUIS MONTHLY TOTAL FLOW (2016 - 2018)

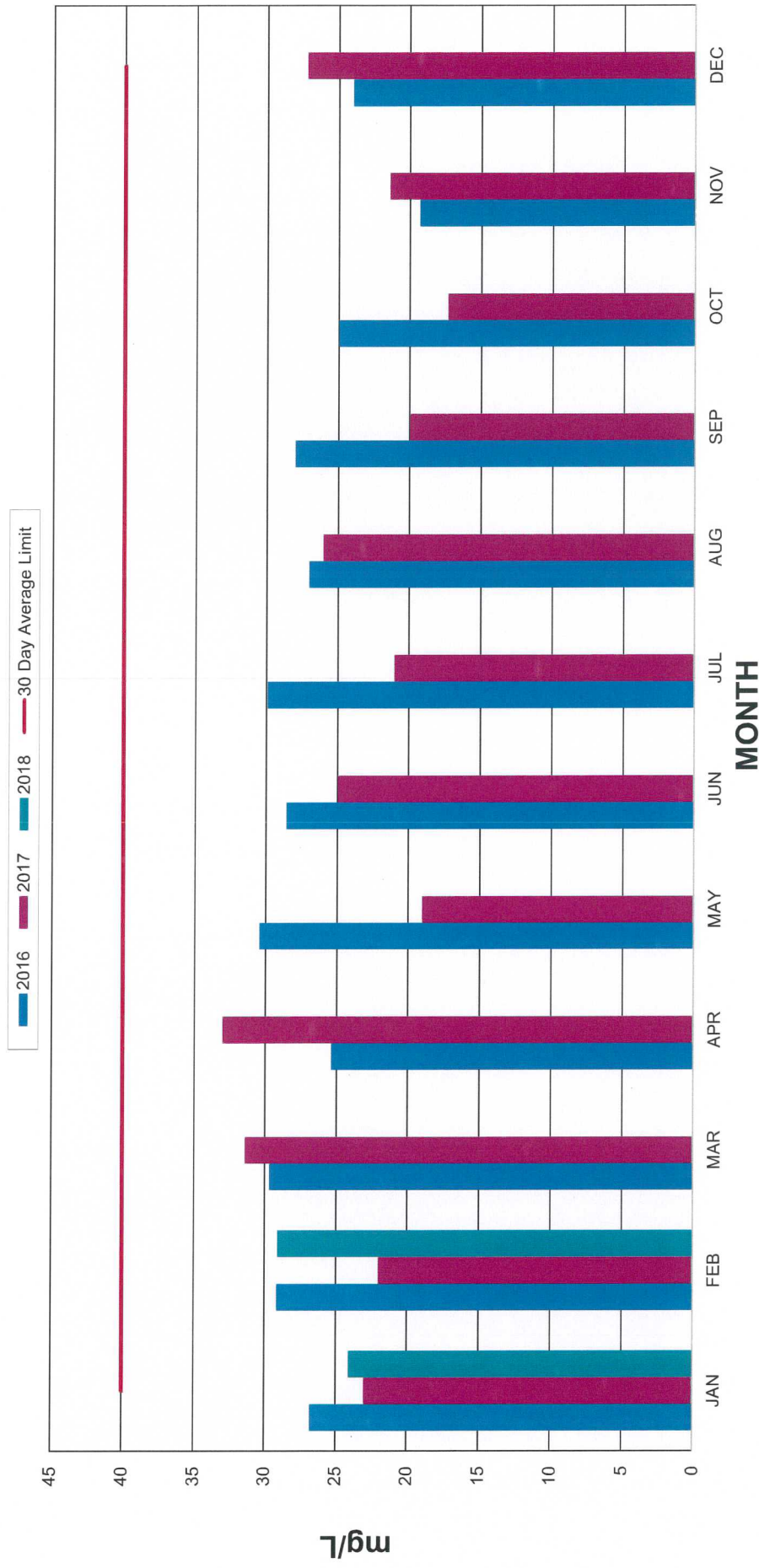
■ 2016 ■ 2017 ■ 2018



ABCSD MONTHLY AVERAGE INFLUENT BOD (2016 - 2018)

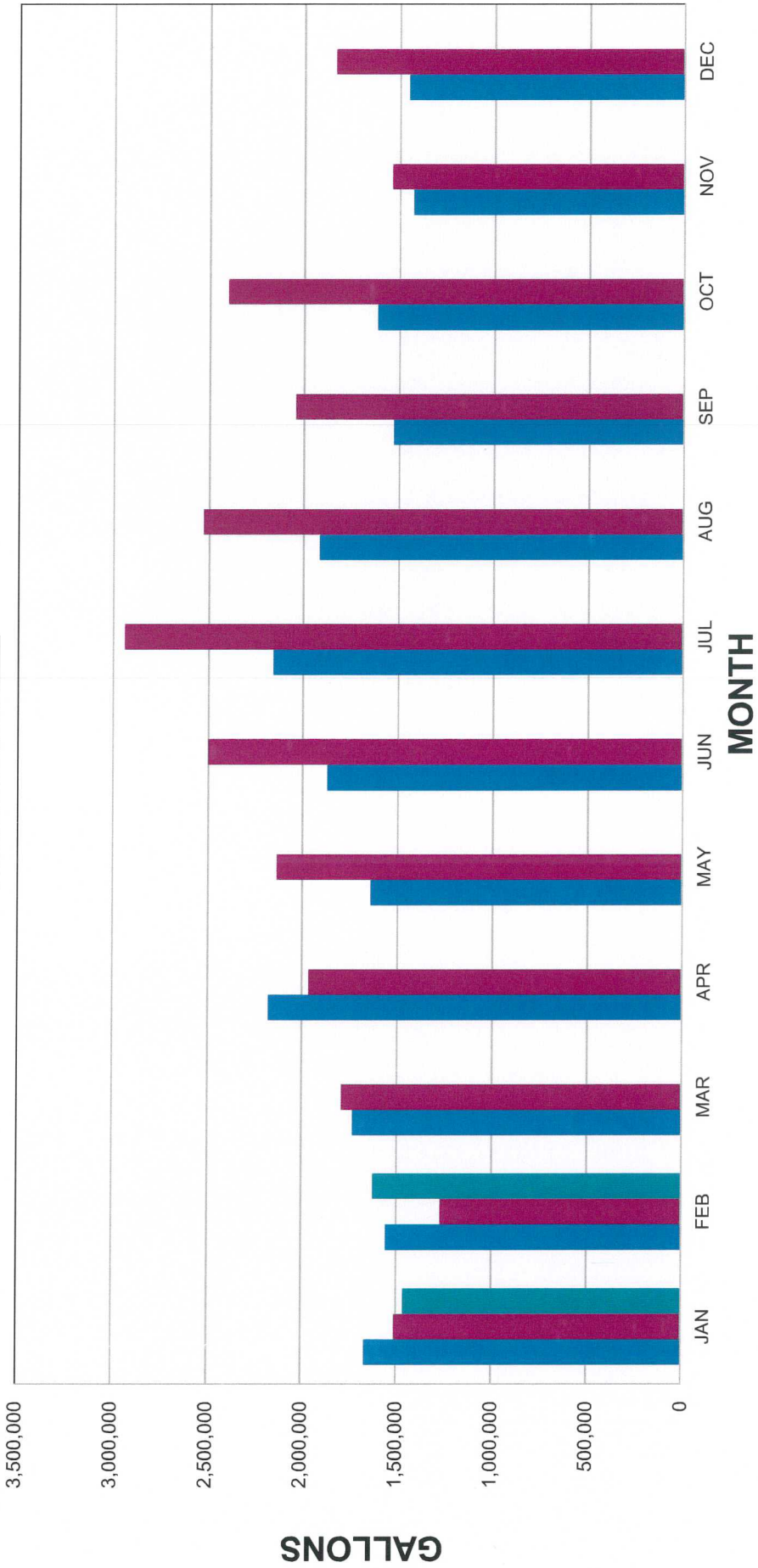


ABCSD MONTHLY AVERAGE EFFLUENT BOD (2016 - 2018)



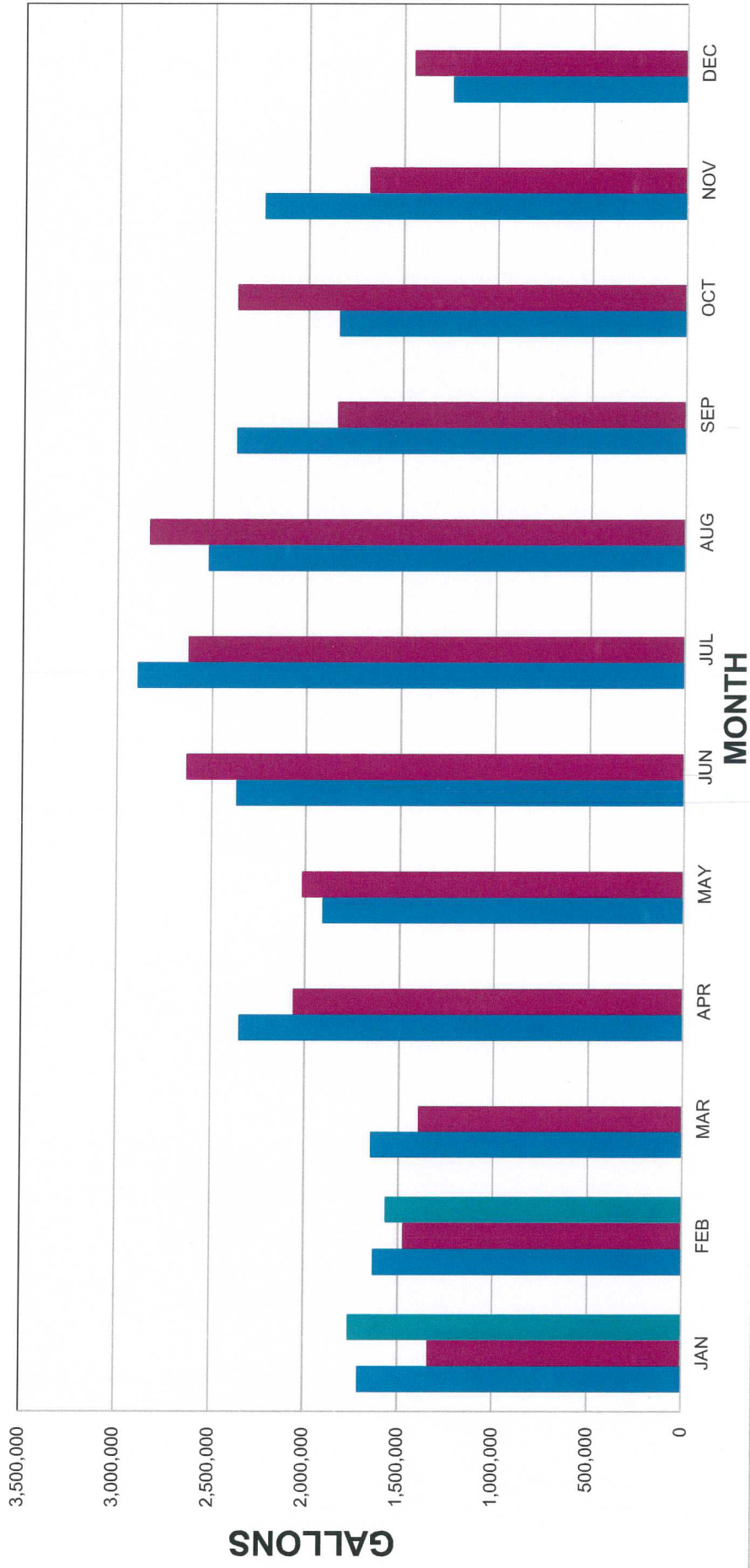
ABCSD MONTHLY WATER PURCHASED FROM LOPEZ (2016 - 2018)

■ 2016 ■ 2017 ■ 2018



ABCSD MONTHLY WATER SOLD (2016 - 2018)

■ 2016 ■ 2017 ■ 2018




AVILA BEACH
COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: March 13, 2018

SUBJECT: Review of District By-Laws

Recommendation:

Adopt Resolution No. 2018-02, updating the District's By-Laws

Discussion:

In accordance with District Policy, the Board reviews the By-Laws in February or March of each year to determine if they meet the current needs of the District and to keep the information "fresh" in the scope of operating the District. The Board reviewed the By-Laws at the February 13, 2018, Board meeting. The Board, staff and legal counsel suggested some minor changes to the By-Laws at the February meeting.

Attached is Resolution No. 2018-02, which captures the suggested changes and formally updates the District's By-Laws. The suggested changes are show in strike-out and underline.

**AVILA BEACH COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2018-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
AVILA BEACH COMMUNITY SERVICES DISTRICT
APPROVING CHANGES TO DISTRICT BYLAWS**

WHEREAS, the Avila Beach Community Services District (herein "District") is a community services district organized under Govt. Code §61000 et seq.; and

WHEREAS, the District Board of Directors conducted an annual review of its Bylaws at its regular meeting on February 13, 2018; and

WHEREAS, the Board and staff recommended certain changes; and

WHEREAS, those changes have now been made and read as follows:

2.1 Subject to holidays and scheduling Regular meetings of the Board of Directors shall be held on the second Tuesday of each calendar month at 7:00 pm in the Avila Beach Community Services District Office, 100 San Luis Street, Avila Beach.; and

5.5(c) When a Director wishes to consider/"pull" an item simply to register a dissenting vote, ~~an abstention~~ or conflict of interest, the Director shall inform the presiding officer that he/she wishes to register a dissenting vote, ~~an abstention~~ or conflict of interest, on a particular item without discussion. The item will be handled along with the rest of the Consent Agenda, and the District Secretary shall register a "no" vote, ~~an abstention~~ or conflict of interest, in the minutes on the item identified by the Director.; and

12.1 (a) Add the Drought Committee as a Standing Committee.

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

1. The Avila Beach Community Services District Board hereby approves the revised Bylaws attached hereto as Exhibit "A".
2. All prior Bylaws of the District are hereby repealed.

Upon motion by Director _____, seconded by Director _____ on the following roll call vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

the foregoing resolution is hereby passed and adopted this March 13, 2018.

ATTEST:

Brad Hagemann, General Manager &
Board Secretary

Pete Kelley, President

AVILA BEACH COMMUNITY SERVICES DISTRICT
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1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are the President and Vice President.
- 1.2 The President of the Board of Directors shall serve as presiding officer at all Board meetings. He/She shall have the same rights as the other Directors of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
- 1.3 In the absence of the President, the Vice President of the Board of Directors shall serve as presiding officer over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining Directors present shall select one of themselves to act as the presiding officer of the meeting.
- 1.4 The President and Vice President of the Board shall be elected annually at the last meeting of each calendar year.
- 1.5 The term of office for the President and Vice President of the Board shall commence on January 1 of the year immediately following their election.
- 1.6 Generally the President, or in his/her absence the Vice President is the designated representative of the Board of Directors to speak on Board position or policy.
- 1.7 The Board President or in his/her absence the Vice President is authorized to attend and is entitled to reimbursement, pursuant to Section 10 below, for his/her attendance at a County or State Agency meetings upon his/her determination that District representation is necessary to protect and/or advance the interest of the District or its residents/customers.

2. MEETINGS

2.1 Regular Meetings

Subject to holidays and scheduling Regular meetings of the Board of Directors shall be held on the second Tuesday of each calendar month at 7:00 pm in the Avila Beach ~~Civic Center~~Community Services District Office, 191 San Miguel~~100 San Luis~~ Street, Avila Beach. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board. The Board of Directors may, by Board action, schedule a regular meeting on the 4th Tuesday of each calendar month at 7:00 p.m. in the Avila Beach Civic Center, 191 San Miguel Street, Avila Beach.

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2.2 Special Meetings

Special meetings may be called by the President or three (3) Directors with a minimum of twenty-four (24) hours public notice. Special meeting agenda shall be prepared and distributed pursuant to the procedures of the Brown Act by the General Manager in consultation with the President or in his or her absence, the Vice President or those Directors calling the meeting.

2.3 Closed Sessions

Closed sessions may be scheduled prior to or at the conclusion of regular and/or special meetings.

2.4 Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

2.5 The President, or in his/her absence the Vice President, shall be the presiding officer at District Board meetings. He/She shall conduct all meetings in a manner consistent with the policies of the District. He/She shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board. He/She shall vote on all questions and on roll call votes his/her name shall be called last.

2.6 Three (3) Directors of the Board shall constitute a quorum for the transaction of business. When a quorum is lacking for a regular, adjourned, or special meeting, the President, Vice President, or any Director shall adjourn such meeting; or, if no Director is present, the District Secretary shall adjourn the meeting.

2.7 Except as otherwise specifically provided by law, a majority vote of the total membership of the Board of Directors is required for the Board of Directors to take action.

2.8 A roll call vote shall be taken upon the passage of all items considered by the Board, and shall be entered in the minutes of the Board, showing those Directors voting aye, those voting no, those not voting because of a conflict of interest or absent.

2.9 Any person attending a meeting of the Board of Directors may record the proceedings with an audio or video tape recorder or a still or motion picture camera in the absence of a reasonable finding that the recording cannot continue without disruptive noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.

2.10 All video tape recorders, still and/or motion picture cameras shall remain stationary and shall be located and operated from behind the public speaker's podium once the meeting begins. The presiding officer retains the discretion to alter these guidelines, including the authority to require that all video tape recorders, still and/or motion picture cameras be located in the back of the room.

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3. RECONSIDERATION OF PRIOR BOARD ACTIONS

The following rules apply to reconsideration of prior Board actions.

- 3.1** After the passage of 9 months from the effective date of the motion, resolution, or ordinance, the matter may be placed on the agenda pursuant to Section 5.1 below, or other provisions of the Brown Act.
- 3.2** Prior to the passage of 9 months, any member of the Board of Directors or the General Manager may request the Board of Directors, by motion, to agree to reconsider a prior Board action at a subsequent meeting of the Board.
- 3.3** The President of the Board of Directors, upon a determination that there is a need to take immediate action, may place an item on the agenda for reconsideration.

4. PUBLIC COMMENT AND RULES OF DECORUM

4.1 Public comment

Subject to the following rules, a block of 20 minutes is set aside for each agenda item for public comment, including general public comment:

- (a)** Comments on agendized items should be held until the appropriate item is called.
- (b)** Unless otherwise directed by the presiding officer, public comment shall be presented from the podium.
- (c)** The person giving public comment shall state his/her name and whether or not he/she lives within the District boundary prior to giving his/her comment. Public comment shall be directed to the presiding officer of the Board.
- (d)** The presiding officer, after consideration of the length of the Agenda, the nature of the Agenda item, and meeting limitations, may expand or further limit the 20 minute time allocation for public comment.
- (e)** Each public commenter shall be limited to 3 minutes unless shortened or extended by the presiding officer with consideration of the length of the Agenda, the nature of the Agenda item, and meeting limitations.

4.2 Rules of Decorum

The rules of decorum, below, shall apply to public comment and attendance at District meetings.

- (a)** Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet, clapping and talking (other than giving public

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comment) or other acts which disrupts the orderly conduct of the District meeting.

- (b) Each person addressing the Board of Directors shall do so in an orderly and civil manner and shall not engage in conduct which disrupts the orderly conduct of the District meeting.
- (c) No person shall address the Board of Directors without first being recognized by the presiding officer.
- (d) Public comment and public testimony shall be directed to the presiding officer and shall be addressed to the Board of Directors as a whole. The presiding officer shall determine whether, or in what manner, the District will respond to questions.
- (e) Persons addressing the Board are limited to one opportunity per Agenda item unless otherwise directed by the presiding officer in his/her discretion.
- (f) A person cannot defer his/her time allocation to another person.
- (g) Persons addressing the Board shall confine the subject matter of their comments to the Agenda item being considered by the Board of Directors.
- (h) Each person addressing the Board of Directors shall do so in an orderly and civil manner and shall not engage in conduct which disrupts the orderly conduct of the District meeting.
- (i) The presiding officer may rule a speaker out of order who is unduly repetitious or extending discussion of irrelevance.

4.3 Enforcement of Rules of Decorum

Any person who violates the Rules of Decorum may, at the discretion of the President, be removed from the meeting. The Rules of Decorum shall be enforced in the following manner:

- (a) Warning. The presiding officer shall warn the person who is violating the rules of decorum.
- (b) Expulsion. If after receiving a warning from the presiding officer, the person persists in violating the rules of decorum the presiding officer shall order the person to leave the Board meeting room for the remainder of the meeting.
- (c) Assisted Removal. If such person does not voluntarily remove himself/herself, the presiding officer may order any law enforcement officer who is on duty at the meeting, or who may be summoned to the meeting, to remove the person from the Board room.

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- (d) Restoration of Order. If order cannot be restored by the removal of individuals who are disrupting the meeting, the Board meeting will be continued under the provisions of Government Code Section 54957.9

4.4 Limitations (Government Code Section 59454.3(c))

The Rules of Decorum shall not be interpreted to prohibit public criticism of the policies, procedures, programs or services of the District, or the acts or omissions of the District Board of Directors.

5. AGENDAS

5.1 The General Manager, in cooperation with the Board President, shall prepare the agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request any item to be placed on the agenda no later than 4:00 o'clock P.M. on the Tuesday prior to the meeting date.

5.2 At least 72 hours before a regular meeting, the District shall cause to be posted an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words. The agenda shall specify the time and location of the regular meeting and shall be posed in a location that is freely accessible to members of the public.

5.3 The agenda for a special meeting shall be posted at least 24 hours before the meeting following the guidelines of Section 5.2 above.

5.4 In addition to the posting requirements, regular meeting Agendas and special meeting Agendas shall be delivered to individuals, radio and television stations in accordance with the Brown Act.

5.5 Consent Agenda

Those items on the District Agenda which are considered to be of a routine and non-controversial nature are placed on the "Consent Agenda". These items shall be approved, adopted, and accepted, etc. by one motion of the Board of Directors; for example, approval of Minutes, approval of Warrants, various Resolutions accepting developer improvements, minor budgetary items, status reports, and routine District operations.

- (a) Directors may request that any item listed under "Consent Agenda" be removed from the "Consent Agenda", and the Board will then take action separately on that item. Members of the public will be given an opportunity to comment on the "Consent Agenda"; however, only a member of the Board of Directors can remove an item from the "Consent Agenda". Items which are removed ("pulled") by Directors of the Board for discussion will typically be heard after other "Consent Agenda" items are approved unless the President chooses an earlier or later time.

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- (b) A Director may ask questions on any item on the "Consent Agenda". When a Director has a minor question for clarification concerning a consent item which will not involve extended discussion, the item may be discussed for clarification and the questions will be addressed along with the rest of the "Consent Agenda". Directors are encouraged to seek clarifications prior to the meeting if possible.
- (c) When a Director wishes to consider/"pull" an item simply to register a dissenting vote, ~~an abstention~~ or conflict of interest, the Director shall inform the presiding officer that he/she wishes to register a dissenting vote, ~~an abstention~~ or conflict of interest, on a particular item without discussion. The item will be handled along with the rest of the Consent Agenda, and the District Secretary shall register a "no" vote, ~~an abstention~~ or conflict of interest, in the minutes on the item identified by the Director.

5.6 No action or discussion may be taken on an item not on the posted agenda; provided, however, matters deemed to be emergencies or of an urgent nature may be added to the agenda under the procedures of the Brown Act. Pursuant to the Brown Act:

- (a) Directors may briefly respond to statements or questions from the public;
- (b) Directors may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting;
- (c) The Board may take action to direct the General Manager to place a matter on a future agenda;
- (d) Directors may make brief announcements or make a brief report on his/her own activities under the Director Comment portion of the Agenda.

6. PREPARATION OF MINUTES AND MAINTENANCE OF RECORDINGS

6.1 The minutes of the Board shall be kept by the District Secretary and shall be neatly produced and kept in a file for that purpose, with a record of each particular type of business transacted set off in paragraphs with proper subheads. In addition to other information, described below, that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- Date, place and type of each meeting;
- Directors present and absent by name;
- Administrative staff present by name;
- Call to order;
- Time and name of late arriving Directors;
- Time and name of early departing Directors;

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- Names of Directors absent or declaring a conflict of interest during any agenda item upon which action was taken;
 - Approval of the minutes or modified minutes of preceding meetings;
 - Approval of financial report
 - Record by number (a sequential range is acceptable) of all warrants approved for payment;
 - Record of the vote of each Director on every action item for which the vote was not unanimous;
 - Resolutions and ordinances described as to their substantive content and sequential numbering;
 - Record of all contracts and agreements, and their amendment, approved by the Board;
 - Approval of the annual budget;
 - Approval of all polices, rules and/or regulations;
 - Approval of all dispositions of District assets;
 - Approval of all purchases of District assets; and,
 - Time of meeting adjournment.
- 6.2** The minutes of the Board of Directors shall record the aye and no votes taken by the members of the Board of Directors for the passage or denial of all ordinances, resolutions or motions.
- 6.3** The District Secretary shall be required to make a record only of such business as was actually considered by a vote of the Board and, except as provided in Sections 6.4, 6.5, and 6.6 below, the District secretary shall not be required to record any remarks of Directors or any other person.
- 6.4** The District Secretary shall attempt to record the names and general place of residence of persons addressing the Board during general public comment.
- 6.5** Any Director may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed. In addition, the minutes shall include the names of speakers who provided public comment on each agenda item and a summary of the Directors' reports. Materials submitted with such comments shall be appended to the minutes at the request of the General Manager, District Counsel, the Board President, or any Director.
- 6.6** Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Secretary shall compile a summary of the testimony of the witnesses.
- 6.7** Subject to equipment malfunction, an audio tape recording of regular and special meetings of the Board of Directors will be made. Any recording of a District meeting made for whatever purpose at the direction of the District shall be subject to inspection pursuant to the California Public Records Act. Consistent with Government Code Section 54953.5(b), the District will maintain the recordings for a 30-day period after the recording. In addition to the 30-day requirement, the District will attempt to maintain the recordings, without legal obligation to do so, for 2 years after the date of the recording.

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7. DIRECTOR GUIDELINES

- 7.1** Directors shall prepare themselves to discuss agenda items at meetings of the Board of Directors. Directors are encouraged to seek clarification prior to the meeting, if possible.
- 7.1** Members of the Board of Directors shall exercise their independent judgment on behalf of the interest of the entire District, including the residents, property owners and the public as a whole.
- 7.2** Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 7.3** Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, dissenting Directors should not create barriers to the implementation of said action.
- 7.4** Pursuant to Section 54952.2 of the Brown Act:
- (a)** Except during an open and public meeting, a majority of the Board of Directors shall not use a series of communications of any kind, directly or thru intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter of the District.
- (b)** Subsection (a) above shall not be construed as preventing District management staff from engaging in separate conversations or communications with members of the District Board of Directors in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the District, so long as that management staff person does not communicate to members of the Board of Directors the comments or positions of any other member or members of the Board of Directors.
- 7.5** Directors shall not be prohibited by action of the Board of Directors from citing his or her District affiliation or title in any endorsement or publication, so long as no misrepresentation is made, or implied, about the District's position on the issue.
- 7.6** Directors, by making a request to the General Manager, shall have access to information relative to the operation of the District, including, but not limited to, statistical information, information serving as the basis for certain actions of Staff, justification for Staff recommendations, etc. If the General Manager cannot timely provide the requested information by reason of information deficiency, or major interruption in work schedules, work loads, and priorities, then the General Manager shall inform the individual Director why the information is not or cannot be made available. All Directors will receive a copy of all information being distributed.
- 7.7** In handling complaints from residents or property owners within the District, or other members of the public, Directors are encouraged to listen carefully to the concerns, but the complaint should be referred to the General Manager for processing and the District's response, if any.

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- 7.8 Directors, when seeking clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, should refer said concerns directly to the General Manager.
- 7.9 Directors and General Manager should develop a working relationship so that current issues, concerns and District projects can be discussed comfortably and openly.

8. AUTHORITY OF DIRECTORS

- 8.1 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.
- 8.2 Directors do not represent any fractional segment of the District but are, rather, a part of the body which represents and acts for the District as a whole.
- 8.3 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- 8.4 Directors are responsible for monitoring the District's progress in attaining its goals and objectives.

9. AUTHORITY OF THE GENERAL MANAGER

- 9.1 Pursuant to Government Code Section 61051, the General Manager shall be responsible for all of the following:
 - (a) The implementation of the policies established by the Board of Directors for the operation of the District.
 - (b) The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employee relations system established by the Board of Directors.
 - (c) The supervision of the District's facilities and services.
 - (d) The supervision of the District's finances.
- 9.2 The General Manager is appointed as the Board's Secretary and Treasurer.

10. DIRECTOR REIMBURSEMENT

- 10.1 Subject to the following rules and budgetary limitations, each Director is authorized to attend and is entitled to reimbursement for his/her actual and necessary expenses (including the cost of programs and seminars), for his/her attendance at programs, conferences, and seminars that are related to District functions and/or Director development.

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- (a) It is the policy of the District to exercise prudence with respect to hotel/motel accommodations. It is also the policy of the District for Directors and staff to stay at the main hotel/motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible.

If lodging is in connection with a conference or organized education activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board of Directors at the time of booking. If the group rate is not available, the Director shall use lodging that is comparable with the group rate. Personal phone calls, room service, and other discretionary expenditures are not reimbursable.

- (b) Members of the Board of Directors shall use government and group rates offered by a provider of transportation for travel when available. Directors, using his/her private vehicle on District business, shall be compensated at the prevailing IRS per diem mileage rate.
- (c) Any Director traveling on District business shall receive in addition to transportation and lodging expenses, a per diem allowance to cover ordinary expenses such as meals, refreshments and tips. The amount set for per diem shall be considered fair reimbursement. The per diem shall include \$10.00 for breakfast, \$15.00 for lunch and \$30.00 for dinner, for a daily total of \$55.00.
- (d) All travel and other expenses for District business, conferences, or seminars outside of the State of California shall require separate Board authorization, with specific accountability as to how the District shall benefit by such expenditure.

10.2 All expenses that do not fall within the reimbursement policy set forth in Section 10.1, above, shall be approved by the Board of Directors, at a public meeting, before the expense is incurred.

10.3 Board members shall submit an expense report on the District form within ten (10) calendar days after incurring the expense. The expense report shall be accompanied by receipts documenting each expense.

10.4 Members of the Board of Directors shall provide brief reports on the program, conferences, and seminars attended at the expense of the District at the next regular meeting of the Board of Directors.

11. ETHICS TRAINING

11.1 Pursuant to Section 53234 et seq. of the Government Code all Directors and designated District personnel shall receive at least 2 hours of ethics training every two years.

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- 11.2 Each newly elected Board Member and designated District personnel shall receive ethics training no later than one year from the first day of service with the District and thereafter shall receive ethics training at least once every two years.

12. COMMITTEES

12.1 Standing Committees

- (a) The following shall be standing committees of the Board:

- Finance Committee;
- Personnel Committee;
- Facilities Committee;
- Drought Committee;

- (b) The Board may create other standing committees at its discretion.

- (c) Standing committees shall be advisory committees to the Board of Directors and shall not commit the District to any policy, act or expenditure. Each standing committee may consider District-related issues, on a continuing basis, assigned to it by the Board of Directors. Members of the standing committees shall be appointed by the Board of Directors.

- (d) All standing committee meetings shall be conducted as public meetings in accordance with the of the Brown Act.

12.2 Ad Hoc Committees

The Board President may appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

13. CONFLICTS AND RELATED POLICY

State laws are in place which attempt to eliminate any action by a Director or the District which may reflect a conflict of interest. The purpose of such laws and regulations is to insure that all actions are taken in the public interest. Laws which regulate conflicts are very complicated. The following provides a brief policy summary of various conflict related laws. Directors are encouraged to consult with District Legal Counsel and/or the FPPC at 1-800-ASK-FPPC (1-800-275-3772), prior to the day of the meeting, if they have questions about a particular agenda item.

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13.1 Conflict of Interest

Each Director is encouraged to review the District Conflict Code on an annual basis. The general rule is that an official may not participate in the making of a governmental decision if it is: reasonably foreseeable that the decision will have a material financial effect on the official or a member of his or her immediate family or on an economic interest of the official, and the effect is distinguishable from the effect on the public generally. Additionally, the FPPC regulations relating to interests in real property have recently been changed. If the real property in which the Director has an interest is located within 500 feet of the boundaries of the property affected by decision, that interest is now deemed to be directly involved in the decision.

13.2 Interest in Contracts, Government Code Section 1090.

The prohibitions of Government Code Section 1090 provide that the Board of Directors may not contract with any business in which another Director has a financial interest.

13.3 Incompatible Office, Government Code Section 1099.

The basic rule is that public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or inconsistent action, to the detriment to the other public interest, their discharge by one person is incompatible with that interest. When a Director is sworn in for such a second office, he/she is simultaneously terminated from holding the first office.

14. EVALUATION OF GENERAL MANAGER & DISTRICT LEGAL COUNSEL

14.1 The District's General Manager shall be evaluated by the Board of Directors annually during the months of April and/or May of each year.

14.2 The District's Legal Counsel shall be evaluated by the Board of Directors annually during the months of May and/or June of each year.

15. CONTINUING EDUCATION

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

16. REVIEW OF ADMINISTRATIVE DECISIONS

Any judicial review of any administrative act taken after a hearing by a district shall be brought pursuant to Section 1094.5 of the Code of Civil Procedure.

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated March 2018

17. MEMBERSHIP IN ASSOCIATIONS

- 17.1** The Board of Directors shall ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training.
- 17.2** The Board of Directors shall maintain membership in the California Special Districts Association and shall insure that annual dues are paid when due until otherwise directed by the Board.
- 17.3** The Board of Directors shall maintain membership in the San Luis Obispo Chapter of the California Special Districts Association and shall insure that annual dues are paid when due.
- 17.4** At the regular Board meeting, a member of the Board shall be selected to represent the District in accordance with said chapter's constitution/bylaws, and another member of the Board or staff.

18. BOARD BY-LAWS REVIEW POLICY

The Board By-Laws and Policies shall be reviewed annually at the first regular meeting in February. The review shall be provided by District Counsel and ratified by Board action.

19. RESTRICTIONS ON BY-LAWS

The rules contained herein shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with State or Federal laws.

**AVILA BEACH COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2018-02**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
AVILA BEACH COMMUNITY SERVICES DISTRICT
APPROVING CHANGES TO DISTRICT BYLAWS**

WHEREAS, the Avila Beach Community Services District (herein "District") is a community services district organized under Govt. Code §61000 et seq.; and

WHEREAS, the District Board of Directors conducted an annual review of its Bylaws at its regular meeting on February 13, 2018; and

WHEREAS, the Board and staff recommended certain changes; and

WHEREAS, those changes have now been made and read as follows:

2.1 Subject to holidays and scheduling Regular meetings of the Board of Directors shall be held on the second Tuesday of each calendar month at 7:00 pm in the **Avila Beach Community Services District Office, 100 San Luis Street**, Avila Beach.; and

5.5(c) When a Director wishes to consider/"pull" an item simply to register a dissenting vote, ~~an abstention~~ or conflict of interest, the Director shall inform the presiding officer that he/she wishes to register a dissenting vote, ~~an abstention~~ or conflict of interest, on a particular item without discussion. The item will be handled along with the rest of the Consent Agenda, and the District Secretary shall register a "no" vote, ~~an abstention~~ or conflict of interest, in the minutes on the item identified by the Director.; and

12.1 (a) Add the **Drought Committee** as a Standing Committee.

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

1. The Avila Beach Community Services District Board hereby approves the revised Bylaws attached hereto as Exhibit "A".
2. All prior Bylaws of the District are hereby repealed.

Upon motion by Director _____, seconded by Director _____ on the following roll call vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

the foregoing resolution is hereby passed and adopted this March 13, 2018.

ATTEST:

Brad Hagemann, General Manager &
Board Secretary


Pete Kelley, President

AVILA BEACH
COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: March 13, 2018

SUBJECT: Award Contract to Upgrade Wastewater Treatment Plant (WWTP) Supervisory Control and Data Acquisition (SCADA) System Software

Recommendation:

Staff recommends that the Board award a contract to Fluid Resources Management for upgrading the WWTP SCADA System Software.

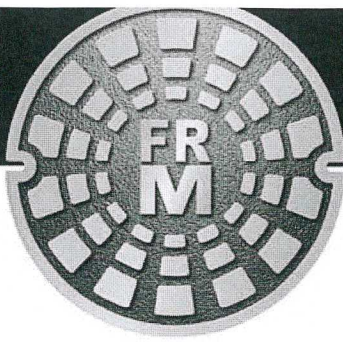
Funding:

The District's FY 2017-18 Budget includes budgetary item WW-2017/18-3 "Process Control Improvement Projects" in the amount of \$50,000. This project line item included upgrading the WWTP SCADA system software.

Discussion:

The WWTP SCADA system was initially installed by Fluid Resources Management and their software consultant over ten years ago. Last year, the District purchased a new computer to increase operational speed and reliability of the system. At that time it became apparent that the District should consider updating the software operational platform. Staff requested FRM to put together a proposal to update the software platform. The proposal is provided as an attachment to this Staff Report.

Since FRM and their consultant are the most knowledgeable entities for the District's SCADA system, staff believes having them do the software update will be the most cost-effective alternative for the District. Staff recommends awarding the contract to FRM at a not to exceed amount of \$4,800.



PROPOSAL and CONTRACT

DATE Feb 15, 2018
PROPOSAL SUBMITTED TO
Brad
STREET
N/A
CITY, STATE, AND ZIP CODE
Avila Beach, CA
ENGINEER
N/A

DATE OF PLANS
N/A

QB 18 - 0029
PHONE
JOB NAME
Avila Influent LS VFD Programming
JOB LOCATION
Avila Beach WWTP
JOB PHONE
N/A

Dear Brad,

FRM will perform the following scope outlined below.

SCOPE OF WORK:

FRM will provide, install, and configure an additional polling port device on existing SCADA computer
FRM will rewrite/alter existing runtime to provide an additional comm port
FRM will write new code to use new comm port to provide constant polling of the I/O board installed at the headworks which controls the Influent pump's VFD's

All of the above work to be completed in a substantial and workmanlike manner according to standard practices for the sum of Four thousand eight hundred dollars and zero cents.

(\$4,800)

Payments are due Net 30 days from the date of invoice unless stated otherwise in this contract.

Any alteration or deviation from the above specifications involving extra cost of materials or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing. This proposal is valid for 30 days.

NOTICE

Contractors are required by law to be licensed and regulated by the Contractors State License Board. Any questions concerning a contractor may be referred to the registrar of the board whose address is

**CONTRACTORS STATE LICENSE BOARD
1020 N Street, Sacramento, California 95814**

Respectfully Submitted,

FLUID RESOURCE MANAGEMENT

BY _____

License No. 937346

ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal, for which agrees to pay the amount mentioned in said proposal, and according to the terms and conditions thereof (See conditions on next page).

DATE: _____

ACCEPTED BY: _____


NOTICE UNDER THE MECHANIC'S LIEN LAW (CALIFORNIA CODE OF CIVIL PROCEDURE, SECTION 1181 ET SEQ.), ANY CONTRACTOR, SUBCONTRACTOR, LABORER, SUPPLIER OR OTHER PERSON WHO HELPS TO IMPROVE YOUR PROPERTY BUT IS NOT PAID FOR HIS WORK OR SUPPLIES, HAS A RIGHT TO ENFORCE A CLAIM AGAINST YOUR PROPERTY. THIS MEANS THAT, AFTER A COURT HEARING, YOUR PROPERTY COULD BE SOLD BY A COURT OFFICER AND THE PROCEEDS OF THE SALE USED TO SATISFY THE INDEBTNESS. THIS CAN HAPPEN EVEN IF YOU HAVE PAID YOUR OWN CONTRACTOR IN FULL, IF THE SUBCONTRACTOR, LABORER, OR SUPPLIER REMAINS UNPAID.

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: March 13, 2018

SUBJECT: Agreement with Avila Beach Farmers Market Association (Association) for Use of Electrical Outlets for 2018 Weekly Farmers Market Events

Recommendation:

Receive Request, Direct General Manager to Sign Memorandum of Agreement

Funding

The subject electrical outlets are part of the District's existing PG&E meter. The increased costs for allowing the Association to use District electrical outlets during the weekly Farmers Market would be minimal.

Discussion:

Staff has received the attached request from Julie Andrews-Scott, Manager of the Avila Beach Farmers Association, for use of the electrical outlets on the Promenade. Staff recommends that in exchange for the District's support in this area, the Association will provide publicity regarding the support and services the District provides to the community.

The attached Memorandum indicates that the Association will:

1. Add the District as an "Additionally Insured Agency" on the Association's Policy;
2. Provide a map of vendors and their respective connection to the electrical system;
3. Be responsible for maintenance of the electrical breakers and outlets;
4. Ensure all electrical power cords and connections to the outlet are placed in non-hazardous areas and properly installed to avoid any trip hazards; and
5. Initially contact Harbor Patrol and/or County Parks should they need assistance.

The District has typically agreed to support the Association in this area in years past with little or no issues. Staff recommends the Board direct the General Manager to sign the Memorandum for the 2018 Farmers Market Season.

SUMMARY OF PROPOSED MEMORANDUM OF AGREEMENT

Name of Organizations: Avila Beach Farmers' Market Association (ABFMA), Avila Beach Community Services District (ABCSD)

Type of Organization: Non-profit Association

Primary Contact: Julie Andrews-Scott, Manager

Term of Agreement: April 6 ,2018 to September 28,2018

Purpose of Agreement: Operation of a Certified Farmers Market in Avila Beach and the electrical use by restaurant vendors.

1. The ABFFMA will provide general liability coverage additionally insuring the ABCSD.
2. The ABFFMA manager will provide a map of electrical use by vendors to the ABCSD.
3. The ABFFMA is responsible for the maintenance of the breakers and outlets, all repairs will be performed by the ABCSD and paid for by the ABFFMA.
4. The ABFFMA will ensure all cords and attachments to the outlet and placed in non-hazardous areas.
5. The procedure for calling for assistance when the outlets are overloaded include contacting the Harbor Patrol and County Parks, if available.

Required Submissions: Liability Coverage

2018 Vendor Map with Electrical Use

Contract Oversight:

Julie Andrews-Scott
ABFMA Manager


ABCSD 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: March 13, 2018

SUBJECT: Award Contract to Install New HVAC Unit at Administrative Office

Recommendation:

Staff recommends that the Board award a contract to the lowest responsive bidder for the installation of a new HVAC unit at 100 San Luis Street.

Funding:

The District's FY 2017-18 Budget includes budgetary item number Adm-1 in the amount of \$8,500. Staff anticipated using this budget to help facilitate moving the District's Administrative Offices to the new location at 100 San Luis Street. However, staff did not anticipate that the existing heat pump units at 100 San Luis Street were non-operational and need replacing. Although the FY 2017-18 budget did not include adequate funding for the new HVAC unit, there are adequate funds in the District's reserves to fund this project.

Discussion:

On February 9, 2018, staff re-located the District's Administrative offices from the leased space at 191 San Miguel to the District owned building at 100 San Luis Street. Over the next several weeks staff inspected the building and initiated minor repairs with the plumbing (kitchen faucet), electrical (new lighting fixture in the bathroom and cleaning up wiring in the tenants former server room) and installed a small wall mounted cabinet to hold IT equipment. In addition staff ordered a new desk for the reception area that provided customers with an elevated shelf that can be used to write checks etc. I am happy to report that the new desk was installed on February 28 and the area now provides adequate workspace for Kristi and a very professional appearance for our walk-in customers

According to the previous tenant, the heating ventilating and air condition (HVAC) units were working adequately while they occupied the building and staff confirmed that the air handling systems in the attic were operational. However, upon inspection by a licensed HVAC contractor, we noted that the 20 year old heat pump units were not operational and need to be replaced.

Staff is in the process of getting quotes from at least three licensed HVAC contractors to replace the existing heat pump system. Staff estimates the cost will be in the \$10,000 - \$12,000 range.

Staff will present the quote results at the Board meeting and provide a recommendation to retain the lowest qualified responsive firm. Alternatively, the Board may reject all the quotes and direct staff to revise the scope of work and re-bid the project.

