

AVILA BEACH COMMUNITY SERVICES DISTRICT

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

BOARD MEETING

1:00 PM Tuesday, February 11th, 2020

BOARD MEETING LOCATION

**100 SAN LUIS STREET
AVILA BEACH, CALIFORNIA**

1. CALL TO ORDER: 1:00 P.M.

2. ROLL CALL: Board Members:

Pete Kelley, President
Lynn Helenius, Vice President
Ara Najarian, Director
Kristen Berry, Director
Howie Kennett, Director

3. PUBLIC COMMENT

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

4. INFORMATION AND DISCUSSION ITEMS

Items of District interest which may be placed on later agendas, or where staff needs to inform Board.

A. County Reports

1. SLO County Sheriff Department
2. CalFire/County Fire Department

B. Reports on Attended Conferences, Meetings, and General Communications of District Interest

5. CONSENT ITEMS:

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

- A. Minutes of January 14th, 2020 Board Meeting
- B. Monthly Financial Review for January 2020
- C. General Manager and District Engineer Report

D. Water and Wastewater Superintendent Report for January, 2020

6. DISCUSSION OF PULLED CONSENT ITEMS

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

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

A. Mid-Year Budget Review

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

B. Purchase Copy Machine

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

C. Nomination to fill California Special District Association, Board of Directors, Coastal Network Vacancy

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

D. Purchase Replacement Dry Air Scrubber for the Wastewater Treatment Plant

(Action Required: Receive Staff Report and Authorize Staff to Purchase)

E. Procedures Needed for Implementation of SB 998, Water Shut-Off Protection Act

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

8. COMMUNICATIONS/ CORESPONDENCE

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

9. ADJOURN

Next regularly scheduled meeting is on Tuesday, March 10th, 2020 at 1:00 PM

Any writing or document pertaining to an open session item on this agenda which is distributed to a majority of the Board after the posting of this agenda will be available for public inspection at the time the subject writing or document is distributed. The writing or document will be available for public review in the District Administration Office, 100 San Luis Street, Avila Beach, CA during normal business hours. Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District at 805-595-2664.

MINUTES OF REGULAR MEETING
Avila Beach Community Services District
Tuesday, January 14th, 2020
1:00 P.M.

1. CALL TO ORDER

President Kelley called the “Special Meeting” of the Board of Directors of the Avila Beach Community Services District, to order at 1:04 P.M. on the above date, in the Avila Beach Community Services District Building, 100 San Luis Street, Avila Beach, California.

2. ROLL CALL

Board Members Present:	Ara Najarian Lynn Helenius Kristin Berry Howie Kennett Pete Kelley
Board Members Absent:	None
Staff Present:	Brad Hagemann, General Manager and District Engineer Mike Seitz, Legal Counsel Cara Aguiar, FRM

3. PUBLIC COMMENTS - No Public Comments.

4. INFORMATION AND DISCUSSION ITEMS

A. County Reports

Sheriff’s Report: Coastal Station Commander Justin Nelson reported they had 77 calls for service in January, the calls resulted in five reports being generated. One noise complaint, and one assault took place on the 500 block of Front Street.

Cal Fire: Chief Lee was not able to attend the meeting in person, but he provided a summary of activity for the month of January that included: 60 calls for service, 33 were for medical aid. Cal Fire responded to an accident at the San Luis Bay Estate’s where a child fatality took place involving a golf cart. In addition, Cal Fire staff provided event support at the New Year’s Day Polar Bear Dip. Reminders: Roofs and gutters should be inspected for leaks to ensure water does not come into contact with the electrical systems. Also evict your Christmas tree if it is still residing in the house.

B. Conferences, Meetings and General Communications

None

5. CONSENT ITEMS

Director Helenius made a motion to approve Consent Items A. through D. The motion was seconded by Director Berry and it passed with a roll call vote 5-0.

AYES: Lynn Helenius
Kristin Berry
Howie Kennett
Ara Najarian
Pete Kelley

NOES: None

ABSENT: None

The Board directed the General Manager to review the details of water leak at the Orth residence on San Rafael Street and the costs incurred by the District to make the emergency repairs and bring them back to the Board at a future meeting.

6. **DISCUSSION OF PULLED CONSENT ITEMS:** None

7. **BUSINESS ITEMS:**

A. Annual Review of District By-Laws

GM Hagemann explained that in accordance with District Policy, the Board reviews the District By-Laws each year to determine if they meet the current needs of the District. Legal Counsel also reviews the By-Laws and provides comments as to any changes that may be desirable from a legal point of view. GM Hagemann provided some suggested minor changes updating the Regular meeting day and time.

Director Najarian made a motion to adopt the District's By-Laws with suggested changes. The motion was seconded by Director Helenius and passed with a roll call vote 5-0.

AYES: Ara Najarian
Lynn Helenius
Howie Kennett
Kristin Berry
Pete Kelley

NOES: None

ABSENT: None

B. Results of 2019 Receiving Water and Outfall Inspection Report

GM Hagemann summarized the results of the report and noted the consultant concluded there are no apparent impacts due to the District's discharge to the ocean. Hagemann noted the Report will be submitted to the Regional Water Quality Control Board as part of the District's 2019 Annual Report Submittal. The Board received the Report.

C. Cost of Services and Rate Study Report Preliminary Findings

Clayton Tuckfield of Tuckfield and Associates provided a Power Point presentation that summarized the Study purpose and the process he used to develop the preliminary Study findings and recommendations. Tuckfield responded to the Board member’s questions and comments and legal counsel Seitz provided comments on the Prop 218 hearing process for establishing new water and sewer rates.

After considerable discussion, Director Najarian made a motion to direct Tuckfield to complete the Study using Water rate Option #2 and Wastewater Option #2. The motion was seconded by Director Berry and passed with a roll call vote 5-0.

Tuckfield will finalize the Study as directed and bring the Final Draft of the Study back for Board consideration at the March 10, 2020 Board meeting. The Board will also consider issuing the Prop 218 Hearing Notice at the March Board meeting.

AYES: Ara Najarian
Kristin Berry
Howie Kennett
Lynn Helenius
Pete Kelley

NOES: None

ABSENT: None

8. COMMUNICATIONS/CORRESPONDENCE

San Luis Obispo County Chapter of CSDA is holding it’s annual meeting at Broken Earth Winery in Paso Robles on Thursday, January, 30th at 4:00pm. Please let Kristi know if you plan on attending.

9. ADJOURNMENT: The meeting was adjourned at 2:40 p.m.

The next regular meeting of the Avila Beach Community Services District is scheduled for Tuesday, February 11th, 2020 at 1:00 PM at 100 San Luis Street, Avila Beach.

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


Respectfully submitted,

Brad Hagemann, PE
General Manager

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

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 11th, 2020

SUBJECT: Monthly Financial Review for January 2020

Recommendation:

Receive and file report.

Overall Monthly Summary

During the month of January, the District deposited \$171,000.71 and incurred \$165,679.73 in expenses (cash basis). Income for January included \$90,543.98 in County tax income and \$70,496.52 in monthly water and sewer fees. State water expenses totaled \$77,415.80 for FY 2019/20.

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

Utility Service Billing

The District billed approximately \$76,643.22 in water and sewer service charges in January. Customer Rate Assistance reduced billing charges to the District in the amount of \$869.25.

Operation and Maintenance

The Fluid Resource Management (FRM) Statement for January 2020 is included. The January Statement includes a significant repair invoice for the repair/replacement of an underground pipeline that is used to transport supernatant (top flow) from the digester back to the influent wet well. The pipeline was plugged and after many attempts to clean the line, we ended up needing to replace the line. This would normally be a fairly simple project, but the line was buried underneath the concrete floor of the pump room and therefore we needed to cut the concrete and then use a jackhammer to chip out the concrete slurry backfill around the pipe. This was a very labor intensive process that had to been done with hand tools and relatively slowly so we didn't damage any nearby pipes. The bottom line is that the pipe was replaced and backfilled, but it was a very labor intensive and expensive project.

Avila Beach Community Services District
Profit & Loss
January 2020

	<u>Jan 20</u>
Ordinary Income/Expense	
Income	
4000 · Income Summary	
4010 · Operating Revenue	70,496.52
4012 · Solid Waste Franchise Fee	1,284.15
4030 · County Taxes	90,543.98
4600 · Interest Income	17,627.80
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Total 4000 · Income Summary	179,952.45
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Total Income	179,952.45
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Gross Profit	179,952.45
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Expense	
5100 · Merchant Credit Card Fees	
5110 · Amex	10.80
5120 · Chase Paymentech	244.56
5140 · Invoice Cloud	279.40
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Total 5100 · Merchant Credit Card Fees	534.76
	<hr/>
5200 · Payroll Expenses	
5210 · Gross Wages	
5211 · Regular Pay	3,114.34
5012 · Holiday Pay	176.70
5014 · Sick Pay	0.00
5016 · Vacation Pay	0.00
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Total 5210 · Gross Wages	3,291.04
	<hr/>
5230 · Payroll Taxes	118.68
	<hr/>
5240 · Health & Medical Exp.	
5242 · Health Ins / Other	600.00
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Total 5240 · Health & Medical Exp.	600.00
	<hr/>
5250 · PERS Company Pd Expense	
5256 · PERS Co Pd Kristi	403.38
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Total 5250 · PERS Company Pd Expense	403.38
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5280 · Payroll Administration & Misc.	250.12
	<hr/>
Total 5200 · Payroll Expenses	4,663.22
	<hr/>
6000 · Administrative Overheads	

Avila Beach Community Services District
Profit & Loss
January 2020

	<u>Jan 20</u>
6102 · Accounting	1,500.00
6103 · Accounting Audit	600.00
6115 · Bank Service Charges	0.00
6117 · Billing Software & Service	147.73
6135 · Legal	836.00
6140 · Office Supplies & Postage	
6142 · Postage & Shipping	10.50
6143 · Supplies, Office	113.94
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Total 6140 · Office Supplies & Postage	124.44
6149 · Rate Study	3,150.00
6150 · Rate Assistance	869.25
6160 · Training	75.00
6170 · Website	200.00
	<hr/>
Total 6000 · Administrative Overheads	7,502.42
6500 · Operating Expenses	
6503 · Chemicals	7,432.24
6505 · Contract Labor O & M	19,591.88
6506 · Contract Labor GM	3,915.00
6507 · Contract Labor Civil Engineer	7,395.00
6518 · Equipment Expense	308.49
6520 · Equipment Repair & Maint.	
6522 · Equip. Rep. & Maint-Avila & HD	4,134.72
6524 · Equip. Rep. & Maint. Avila Only	2,717.18
	<hr/>
Total 6520 · Equipment Repair & Maint.	6,851.90
6525 · Fat Oil & Grease (FOG)	739.00
6535 · Insurance P/L	1,323.04
6540 · Lab Tests	3,125.10
6580 · Solids Handling	3,934.00
6585 · Telephone / Internet	311.75
6590 · Utilities	3,367.75
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Total 6500 · Operating Expenses	58,295.15
6800 · Water	
6805 · State Water	69,415.80
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Total 6800 · Water	69,415.80
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Total Expense	140,411.35
	<hr/>
Net Ordinary Income	39,541.10

	<u>Jan 20</u>
Other Income/Expense	
Other Expense	
8200 · Non-Operating Expenses	
8230 · Capital Purchases in Prog Sani	
8245 · WWTP Improvement Project	
8245b · WWTP Phase I Design	10,671.76
8245 · WWTP Improvement Project - Ot...	401.70
Total 8245 · WWTP Improvement Project	<u>11,073.46</u>
8246 · WW Swr Ln Rplmt San Migl	
8246c · WW Swr Ln Rplmt Sn Migl Pha...	16,403.55
Total 8246 · WW Swr Ln Rplmt San Migl	<u>16,403.55</u>
Total 8230 · Capital Purchases in Prog Sani	<u>27,477.01</u>
Total 8200 · Non-Operating Expenses	<u>27,477.01</u>
Total Other Expense	<u>27,477.01</u>
Net Other Income	<u>-27,477.01</u>
Net Income	<u><u>12,064.09</u></u>

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

	<u>Jan 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Summary	
1005 · Customer Cash	298.75
1008 · Petty Cash	86.28
1010 · Pacific Premier Checking	938,632.28
1050 · LAIF	3,086,148.03
	<hr/>
Total 1000 · Cash Summary	4,025,165.34
	<hr/>
Total Checking/Savings	4,025,165.34
Accounts Receivable	
1200 · *Accounts Receivable	31,909.61
	<hr/>
Total Accounts Receivable	31,909.61
Other Current Assets	
1250 · Receivables	
1255 · Interest Receivable	5,144.80
1270 · Taxes Receivable	9,530.07
1280 · Water & Sewer Billings	110,056.34
	<hr/>
Total 1250 · Receivables	124,731.21
1400 · Prepaid Summary	
1410 · Prepaid Insurance	7,869.31
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Total 1400 · Prepaid Summary	7,869.31
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Total Other Current Assets	132,600.52
	<hr/>
Total Current Assets	4,189,675.47
Fixed Assets	
1600 · Fixed Assets & Acc. Depr.	
1605 · Office Equipment	
1606 · Copier Samsung 2012	8,233.58
1609 · Office Equipment Accum Depr	-8,233.59
	<hr/>
Total 1605 · Office Equipment	-0.01
1610 · Fixed Asset -Office & Admin.	
1612 · Office Furniture cost	9,973.79
1614 · Office Furniture Accum Dep.	-9,973.79
	<hr/>
Total 1610 · Fixed Asset -Office & Admin.	0.00
1620 · Fixed Assets - Sanitary	
1622 · Land	60,314.10

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

	<u>Jan 31, 20</u>
1626 · Collection Assets	
1627 · Collection Assets Cost	1,318,875.26
1628 · Collect Assets Accum Depr	-399,237.22
Total 1626 · Collection Assets	<u>919,638.04</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	2,049,098.30
1638 · Treatment Plant Accum Dep	-1,043,684.59
Total 1635 · Treatment Plant	<u>1,110,413.71</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>3,030,687.40</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	1,140,860.50
1658 · Dist Assets Accum Depr	-590,709.56
Total 1656 · Distribution Assets	<u>550,150.94</u>
Total 1650 · Fixed Assets - Water	<u>550,150.94</u>
1680 · Structures - Fixed Asset	
1681 · Structures GFAAG - Sani & FA	29,810.00
1682 · Gen / Fire Accum Dep	-29,810.00
Total 1680 · Structures - Fixed Asset	<u>0.00</u>
1690 · Construction in Progress	<u>123,333.82</u>
Total 1600 · Fixed Assets & Acc. Depr.	<u>3,704,172.15</u>

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

	<u>Jan 31, 20</u>
Total Fixed Assets	3,704,172.15
Other Assets	
1800 · Deferred Outflows of Resources	31,212.00
Total Other Assets	31,212.00
TOTAL ASSETS	<u>7,925,059.62</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	54,714.97
Total Accounts Payable	54,714.97
Other Current Liabilities	
2200 · Payroll Liabilities	
2260 · Vacation Payable	557.75
2250 · PERS Liability	186.82
Total 2200 · Payroll Liabilities	744.57
2300 · Deposits Held	
2303 · Water Deposits Held	4,610.00
2305 · Connection Fees Held	0.01
Total 2300 · Deposits Held	4,610.01
Total Other Current Liabilities	5,354.58
Total Current Liabilities	60,069.55
Long Term Liabilities	
2400 · Net Pension Liability	136,401.00
2500 · Deferred Inflows of Resources	3,598.00
Total Long Term Liabilities	139,999.00
Total Liabilities	200,068.55
Equity	
3000 · Opening Bal Equity	-20.00
3900 · Retained Earnings	7,625,045.45
Net Income	99,965.62
Total Equity	7,724,991.07
TOTAL LIABILITIES & EQUITY	<u>7,925,059.62</u>

Avila Beach Community Services District
Deposits by Fund
 January 2020

02/05/20

Type	Date	Memo	Split	Amount	Balance
General / Admin					
Deposit	01/13/2020	TCF FY20 Nov ME - IMPR # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Che...	-31,737.07	-31,737.07
Deposit	01/28/2020	Howie \$ 100 Eamon \$ 110 Augie \$ 80 Joe \$ 300 James \$ 118.75	1010 · Pacific Premier Che...	-708.75	-32,445.82
Total General / Admin				-32,445.82	-32,445.82
Lights					
Deposit	01/13/2020	TCF FY20 Nov ME - IMPR # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Che...	-2,266.93	-2,266.93
Total Lights				-2,266.93	-2,266.93
Sanitary					
Deposit	01/02/2020	Sani Rec	1010 · Pacific Premier Che...	-1,307.45	-1,307.45
Deposit	01/02/2020	Rate Assistance	1010 · Pacific Premier Che...	24.70	-1,282.75
Deposit	01/02/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-1,282.75
Deposit	01/02/2020	1/2 Other 2	1010 · Pacific Premier Che...	-287.95	-1,570.70
Deposit	01/03/2020	Sani Rec	1010 · Pacific Premier Che...	-105.45	-1,676.15
Deposit	01/03/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-1,676.15
Deposit	01/03/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-1,676.15
Deposit	01/03/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-1,676.15
Deposit	01/03/2020	Sani Rec	1010 · Pacific Premier Che...	-358.15	-2,034.30
Deposit	01/03/2020	Rate Assistance	1010 · Pacific Premier Che...	12.35	-2,021.95
Deposit	01/03/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-2,021.95
Deposit	01/03/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-2,021.95
Deposit	01/04/2020	Sani Rec	1010 · Pacific Premier Che...	-339.30	-2,361.25
Deposit	01/04/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-2,361.25
Deposit	01/04/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-2,361.25
Deposit	01/04/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-2,361.25
Deposit	01/05/2020	Sani Rec	1010 · Pacific Premier Che...	-330.20	-2,691.45
Deposit	01/05/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-2,691.45
Deposit	01/05/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-2,691.45
Deposit	01/05/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-2,691.45
Deposit	01/06/2020	Sani Rec	1010 · Pacific Premier Che...	-1,703.25	-4,394.70
Deposit	01/06/2020	Rate Assistance	1010 · Pacific Premier Che...	12.35	-4,382.35
Deposit	01/06/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-4,382.35
Deposit	01/06/2020	1/2 Other 2	1010 · Pacific Premier Che...	108.76	-4,273.59
Deposit	01/08/2020	Sani Rec	1010 · Pacific Premier Che...	-1,466.80	-5,740.39
Deposit	01/08/2020	Rate Assistance	1010 · Pacific Premier Che...	86.45	-5,653.94
Deposit	01/08/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-5,653.94
Deposit	01/08/2020	1/2 Other 2	1010 · Pacific Premier Che...	-601.80	-6,255.74
Deposit	01/08/2020	Sani Rec	1010 · Pacific Premier Che...	-206.70	-6,462.44
Deposit	01/08/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-6,462.44
Deposit	01/08/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-6,462.44
Deposit	01/08/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-6,462.44
Deposit	01/09/2020	Sani Rec	1010 · Pacific Premier Che...	-1,070.12	-7,532.56
Deposit	01/09/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-7,532.56

Avila Beach Community Services District
Deposits by Fund
 January 2020

02/05/20

Type	Date	Memo	Split	Amount	Balance
Deposit	01/09/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-7,532.56
Deposit	01/09/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-7,532.56
Deposit	01/09/2020	Community Park Retstroom 11/27/19 - 12/30/19	1010 · Pacific Premier Che...	-238.20	-7,770.76
Deposit	01/10/2020	Sani Rec	1010 · Pacific Premier Che...	-799.50	-8,570.26
Deposit	01/10/2020	Rate Assistance	1010 · Pacific Premier Che...	24.70	-8,545.56
Deposit	01/10/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-8,545.56
Deposit	01/10/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-8,545.56
Deposit	01/11/2020	Sani Rec	1010 · Pacific Premier Che...	-61.75	-8,607.31
Deposit	01/11/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-8,607.31
Deposit	01/11/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-8,607.31
Deposit	01/11/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-8,607.31
Deposit	01/12/2020	Sani Rec	1010 · Pacific Premier Che...	-123.50	-8,730.81
Deposit	01/12/2020	Rate Assistance	1010 · Pacific Premier Che...	12.35	-8,718.46
Deposit	01/12/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-8,718.46
Deposit	01/12/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-8,718.46
Deposit	01/13/2020	TCF FY20 Nov ME - WASTE	1010 · Pacific Premier Che...	0.00	-8,718.46
Deposit	01/13/2020	Sani Rec	1010 · Pacific Premier Che...	-45,205.31	-53,923.77
Deposit	01/13/2020	Rate Assistance	1010 · Pacific Premier Che...	-2,054.75	-55,978.52
Deposit	01/13/2020	1/2 Other 1	1010 · Pacific Premier Che...	37.05	-55,941.47
Deposit	01/13/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-55,941.47
Deposit	01/13/2020	ACH Booked separately 1/9/20 Community Park Retstroom 11/27/19 - 12/30/19	1010 · Pacific Premier Che...	14.89	-55,926.58
Deposit	01/14/2020	Sani Rec	1010 · Pacific Premier Che...	238.20	-55,688.38
Deposit	01/14/2020	Rate Assistance	1010 · Pacific Premier Che...	-834.45	-56,522.83
Deposit	01/14/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-56,522.83
Deposit	01/14/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-56,522.83
Deposit	01/15/2020	Sani Rec	1010 · Pacific Premier Che...	0.00	-56,522.83
Deposit	01/15/2020	Rate Assistance	1010 · Pacific Premier Che...	-5,553.48	-62,076.31
Deposit	01/15/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-62,076.31
Deposit	01/15/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-62,076.31
Deposit	01/16/2020	Sani Rec	1010 · Pacific Premier Che...	123.61	-61,952.70
Deposit	01/16/2020	Rate Assistance	1010 · Pacific Premier Che...	-679.64	-62,632.34
Deposit	01/16/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-62,632.34
Deposit	01/16/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-62,632.34
Deposit	01/17/2020	Sani Rec	1010 · Pacific Premier Che...	0.00	-62,632.34
Deposit	01/17/2020	Rate Assistance	1010 · Pacific Premier Che...	-919.20	-63,551.54
Deposit	01/17/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-63,551.54
Deposit	01/17/2020	1/2 Other 2	1010 · Pacific Premier Che...	-0.25	-63,551.79
Deposit	01/18/2020	Sani Rec	1010 · Pacific Premier Che...	0.00	-63,551.79
Deposit	01/18/2020	Rate Assistance	1010 · Pacific Premier Che...	-3,712.21	-67,264.00
Deposit	01/18/2020	1/2 Other 1	1010 · Pacific Premier Che...	24.70	-67,239.30
Deposit	01/18/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-67,239.30
Deposit	01/19/2020	Sani Rec	1010 · Pacific Premier Che...	0.00	-67,239.30
Deposit	01/19/2020	Rate Assistance	1010 · Pacific Premier Che...	-149.76	-67,389.06
Deposit	01/19/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-67,389.06
Deposit	01/19/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-67,389.06
Deposit	01/20/2020	Sani Rec	1010 · Pacific Premier Che...	-61.75	-67,450.81

Avila Beach Community Services District
Deposits by Fund
 January 2020

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Type	Date	Memo	Split	Amount	Balance
Deposit	01/20/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-67,450.81
Deposit	01/20/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-67,450.81
Deposit	01/20/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-67,450.81
Deposit	01/21/2020	Sani Rec	1010 · Pacific Premier Che...	-2,199.24	-69,650.05
Deposit	01/21/2020	Rate Assistance	1010 · Pacific Premier Che...	49.40	-69,600.65
Deposit	01/21/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-69,600.65
Deposit	01/21/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-69,600.65
Deposit	01/21/2020	Sani Rec	1010 · Pacific Premier Che...	-2,199.24	-71,799.89
Deposit	01/21/2020	Rate Assistance	1010 · Pacific Premier Che...	49.40	-71,750.49
Deposit	01/21/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-71,750.49
Deposit	01/21/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-71,750.49
Deposit	01/22/2020	Sani Rec	1010 · Pacific Premier Che...	0.00	-71,750.49
Deposit	01/22/2020	Rate Assistance	1010 · Pacific Premier Che...	-12,803.28	-84,553.77
Deposit	01/22/2020	1/2 Other 1	1010 · Pacific Premier Che...	123.50	-84,430.27
Deposit	01/22/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-84,430.27
Deposit	01/23/2020	Sani Rec	1010 · Pacific Premier Che...	185.29	-84,244.98
Deposit	01/23/2020	Rate Assistance	1010 · Pacific Premier Che...	-201.80	-84,446.78
Deposit	01/23/2020	1/2 Other 1	1010 · Pacific Premier Che...	12.35	-84,434.43
Deposit	01/23/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-84,434.43
Deposit	01/24/2020	Sani Rec	1010 · Pacific Premier Che...	0.00	-84,434.43
Deposit	01/24/2020	Rate Assistance	1010 · Pacific Premier Che...	-61.75	-84,496.18
Deposit	01/24/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-84,496.18
Deposit	01/24/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-84,496.18
Deposit	01/27/2020	Sani Rec	1010 · Pacific Premier Che...	-881.05	-85,377.23
Deposit	01/27/2020	Rate Assistance	1010 · Pacific Premier Che...	12.35	-85,364.88
Deposit	01/27/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-85,364.88
Deposit	01/27/2020	1/2 Other 2	1010 · Pacific Premier Che...	103.32	-85,261.56
Deposit	01/29/2020	Sani Rec	1010 · Pacific Premier Che...	-247.00	-85,508.56
Deposit	01/29/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-85,508.56
Deposit	01/29/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-85,508.56
Deposit	01/29/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-85,508.56
Deposit	01/30/2020	Sani Rec	1010 · Pacific Premier Che...	-1,046.05	-86,554.61
Deposit	01/30/2020	Rate Assistance	1010 · Pacific Premier Che...	24.70	-86,529.91
Deposit	01/30/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-86,529.91
Deposit	01/30/2020	1/2 Other 2	1010 · Pacific Premier Che...	-61.75	-86,591.66
Deposit	01/31/2020	Sani Rec	1010 · Pacific Premier Che...	-1,045.32	-87,636.98
Deposit	01/31/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-87,636.98
Deposit	01/31/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-87,636.98
Deposit	01/31/2020	1/2 Other 2	1010 · Pacific Premier Che...	61.75	-87,575.23
Total Sanitary				-87,575.23	-87,575.23
Solid Waste					
Deposit	01/21/2020	Waste Connections Franchise Fee SW	1010 · Pacific Premier Che...	-1,284.15	-1,284.15
Total Solid Waste				-1,284.15	-1,284.15

Avila Beach Community Services District
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 January 2020

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Type	Date	Memo	Split	Amount	Balance
Water					
Deposit	01/02/2020	Water Rec	1010 · Pacific Premier Che...	-1,776.25	-1,776.25
Deposit	01/02/2020	Rate Assistance	1010 · Pacific Premier Che...	22.80	-1,753.45
Deposit	01/02/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-1,753.45
Deposit	01/02/2020	1/2 Other 2	1010 · Pacific Premier Che...	-265.80	-2,019.25
Deposit	01/03/2020	Water Rec	1010 · Pacific Premier Che...	0.00	-2,019.25
Deposit	01/03/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-2,019.25
Deposit	01/03/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-2,019.25
Deposit	01/03/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-2,019.25
Deposit	01/03/2020	Water Rec	1010 · Pacific Premier Che...	0.00	-2,019.25
Deposit	01/03/2020	Rate Assistance	1010 · Pacific Premier Che...	-330.60	-2,349.85
Deposit	01/03/2020	1/2 Other 1	1010 · Pacific Premier Che...	11.40	-2,338.45
Deposit	01/03/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-2,338.45
Deposit	01/03/2020	Water Rec	1010 · Pacific Premier Che...	0.00	-2,338.45
Deposit	01/04/2020	Water Rec	1010 · Pacific Premier Che...	-273.60	-2,612.05
Deposit	01/04/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-2,612.05
Deposit	01/04/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-2,612.05
Deposit	01/04/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-2,612.05
Deposit	01/05/2020	Water Rec	1010 · Pacific Premier Che...	-285.00	-2,897.05
Deposit	01/05/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-2,897.05
Deposit	01/05/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-2,897.05
Deposit	01/05/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-2,897.05
Deposit	01/06/2020	Water Rec	1010 · Pacific Premier Che...	-1,390.80	-4,287.85
Deposit	01/06/2020	Rate Assistance	1010 · Pacific Premier Che...	11.40	-4,276.45
Deposit	01/06/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-4,276.45
Deposit	01/06/2020	1/2 Other 2	1010 · Pacific Premier Che...	100.39	-4,176.06
Deposit	01/08/2020	Water Rec	1010 · Pacific Premier Che...	-887.45	-5,063.51
Deposit	01/08/2020	Rate Assistance	1010 · Pacific Premier Che...	79.80	-4,983.71
Deposit	01/08/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-4,983.71
Deposit	01/08/2020	1/2 Other 2	1010 · Pacific Premier Che...	-555.50	-5,539.21
Deposit	01/08/2020	Water Rec	1010 · Pacific Premier Che...	-171.00	-5,710.21
Deposit	01/08/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-5,710.21
Deposit	01/08/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-5,710.21
Deposit	01/08/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-5,710.21
Deposit	01/09/2020	Water Rec	1010 · Pacific Premier Che...	-923.40	-6,633.61
Deposit	01/09/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-6,633.61
Deposit	01/09/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-6,633.61
Deposit	01/09/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-6,633.61
Deposit	01/09/2020	Community Park Retstroom	1010 · Pacific Premier Che...	-182.40	-6,816.01
Deposit	01/10/2020	Water Rec	1010 · Pacific Premier Che...	-718.20	-7,534.21
Deposit	01/10/2020	Rate Assistance	1010 · Pacific Premier Che...	22.80	-7,511.41
Deposit	01/10/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-7,511.41
Deposit	01/10/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-7,511.41
Deposit	01/11/2020	Water Rec	1010 · Pacific Premier Che...	-57.00	-7,568.41
Deposit	01/11/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-7,568.41
Deposit	01/11/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-7,568.41
Deposit	01/11/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-7,568.41

Avila Beach Community Services District
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Type	Date	Memo	Split	Amount	Balance
Deposit	01/12/2020	Water Rec	1010 · Pacific Premier Che...	-114.00	-7,682.41
Deposit	01/12/2020	Rate Assistance	1010 · Pacific Premier Che...	11.40	-7,671.01
Deposit	01/12/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-7,671.01
Deposit	01/12/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-7,671.01
Deposit	01/13/2020	TCF FY20 Nov ME - IMPR # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Che...	-11,334.67	-19,005.68
Deposit	01/13/2020	Water Rec	1010 · Pacific Premier Che...	-1,525.90	-20,531.58
Deposit	01/13/2020	Rate Assistance	1010 · Pacific Premier Che...	34.20	-20,497.38
Deposit	01/13/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-20,497.38
Deposit	01/13/2020	1/2 Other 2	1010 · Pacific Premier Che...	13.75	-20,483.63
Deposit	01/13/2020	ACH Booked separately 1/9/20 Community Park Retstroom 11/27/19 - 12/30/19	1010 · Pacific Premier Che...	182.40	-20,301.23
Deposit	01/14/2020	Water Rec	1010 · Pacific Premier Che...	-740.05	-21,041.28
Deposit	01/14/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-21,041.28
Deposit	01/14/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-21,041.28
Deposit	01/14/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-21,041.28
Deposit	01/15/2020	Water Rec	1010 · Pacific Premier Che...	0.00	-21,041.28
Deposit	01/15/2020	Rate Assistance	1010 · Pacific Premier Che...	-5,434.50	-26,475.78
Deposit	01/15/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-26,475.78
Deposit	01/15/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-26,475.78
Deposit	01/16/2020	Water Rec	1010 · Pacific Premier Che...	114.11	-26,361.67
Deposit	01/16/2020	Rate Assistance	1010 · Pacific Premier Che...	-524.40	-26,886.07
Deposit	01/16/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-26,886.07
Deposit	01/16/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-26,886.07
Deposit	01/17/2020	Water Rec	1010 · Pacific Premier Che...	0.00	-26,886.07
Deposit	01/17/2020	Rate Assistance	1010 · Pacific Premier Che...	-603.25	-27,489.32
Deposit	01/17/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-27,489.32
Deposit	01/17/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-27,489.32
Deposit	01/18/2020	Water Rec	1010 · Pacific Premier Che...	0.00	-27,489.32
Deposit	01/18/2020	Rate Assistance	1010 · Pacific Premier Che...	-3,347.80	-30,837.12
Deposit	01/18/2020	1/2 Other 1	1010 · Pacific Premier Che...	22.80	-30,814.32
Deposit	01/18/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-30,814.32
Deposit	01/19/2020	Water Rec	1010 · Pacific Premier Che...	0.00	-30,814.32
Deposit	01/19/2020	Rate Assistance	1010 · Pacific Premier Che...	-159.60	-30,973.92
Deposit	01/19/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-30,973.92
Deposit	01/19/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-30,973.92
Deposit	01/20/2020	Water Rec	1010 · Pacific Premier Che...	0.00	-30,973.92
Deposit	01/20/2020	Rate Assistance	1010 · Pacific Premier Che...	-57.00	-31,030.92
Deposit	01/20/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-31,030.92
Deposit	01/20/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-31,030.92
Deposit	01/21/2020	Water Rec	1010 · Pacific Premier Che...	0.00	-31,030.92
Deposit	01/21/2020	Rate Assistance	1010 · Pacific Premier Che...	-1,789.80	-32,820.72
Deposit	01/21/2020	1/2 Other 1	1010 · Pacific Premier Che...	45.60	-32,775.12
Deposit	01/21/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-32,775.12
Deposit	01/21/2020	Water Rec	1010 · Pacific Premier Che...	0.00	-32,775.12
Deposit	01/21/2020	Rate Assistance	1010 · Pacific Premier Che...	-1,789.80	-34,564.92
Deposit	01/21/2020	1/2 Other 1	1010 · Pacific Premier Che...	45.60	-34,519.32
Deposit	01/21/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-34,519.32

Avila Beach Community Services District
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Type	Date	Memo	Split	Amount	Balance
Deposit	01/22/2020	Water Rec	1010 · Pacific Premier Che...	-9,369.64	-43,888.96
Deposit	01/22/2020	Rate Assistance	1010 · Pacific Premier Che...	114.00	-43,774.96
Deposit	01/22/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-43,774.96
Deposit	01/22/2020	1/2 Other 2	1010 · Pacific Premier Che...	171.04	-43,603.92
Deposit	01/23/2020	Water Rec	1010 · Pacific Premier Che...	-182.40	-43,786.32
Deposit	01/23/2020	Rate Assistance	1010 · Pacific Premier Che...	11.40	-43,774.92
Deposit	01/23/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-43,774.92
Deposit	01/23/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-43,774.92
Deposit	01/24/2020	Water Rec	1010 · Pacific Premier Che...	-104.50	-43,879.42
Deposit	01/24/2020	Rate Assistance	1010 · Pacific Premier Che...	0.00	-43,879.42
Deposit	01/24/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-43,879.42
Deposit	01/24/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-43,879.42
Deposit	01/27/2020	Water Rec	1010 · Pacific Premier Che...	0.00	-43,879.42
Deposit	01/27/2020	Rate Assistance	1010 · Pacific Premier Che...	-1,869.60	-45,749.02
Deposit	01/27/2020	1/2 Other 1	1010 · Pacific Premier Che...	11.40	-45,737.62
Deposit	01/27/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-45,737.62
Deposit	01/29/2020	Water Rec	1010 · Pacific Premier Che...	95.38	-45,642.24
Deposit	01/29/2020	Rate Assistance	1010 · Pacific Premier Che...	-228.00	-45,870.24
Deposit	01/29/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-45,870.24
Deposit	01/29/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-45,870.24
Deposit	01/30/2020	Water Rec	1010 · Pacific Premier Che...	0.00	-45,870.24
Deposit	01/30/2020	Rate Assistance	1010 · Pacific Premier Che...	-1,060.20	-46,930.44
Deposit	01/30/2020	1/2 Other 1	1010 · Pacific Premier Che...	22.80	-46,907.64
Deposit	01/30/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-46,907.64
Deposit	01/31/2020	Water Rec	1010 · Pacific Premier Che...	-57.00	-46,964.64
Deposit	01/31/2020	Rate Assistance	1010 · Pacific Premier Che...	-521.00	-47,485.64
Deposit	01/31/2020	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-47,485.64
Deposit	01/31/2020	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-47,485.64
Total Water				-47,428.64	-47,428.64
TOTAL				-171,000.77	-171,000.77

Avila Beach Community Services District
Checks by Fund w/Accounts

January 2020

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Type	Date	Num	Name	Memo	Account	Amount	Balance	
General / Admin								
Check	01/02/2020	EFT	Public Employees Retirement System	Kristi 11/16 - 11/30/19	2250 · PERS Liability	158.30	158.30	
Check	01/02/2020	EFT	Public Employees Retirement System	Kristi 11/16 - 11/30/19	5256 · PERS Co Pd Kristi	57.09	215.39	
Check	01/02/2020	EFT	Public Employees Retirement System	Kristi 12/1 - 12/15/19	2250 · PERS Liability	181.30	396.69	
Check	01/02/2020	EFT	Public Employees Retirement System	Kristi 12/1 - 12/15/19	5256 · PERS Co Pd Kristi	31.05	427.74	
Check	01/02/2020	EFT	Public Employees Retirement System	Kristi 12/16 - 12/30/19	2250 · PERS Liability	138.04	565.78	
Check	01/02/2020	EFT	Public Employees Retirement System	Kristi 12/16 - 12/30/19	5256 · PERS Co Pd Kristi	99.59	665.37	
Check	01/03/2020	2569	Fedak & Brown, LLP	Audit FY 2019/20 State Controllers Report	6103 · Accounting Audit	600.00	1,265.37	
Check	01/03/2020	2570	Nikki Engle Bookkeeping	Inv. 2290 12/27/19	6102 · Accounting	1,400.00	1,865.37	
Check	01/03/2020	2571	Hagemann & Associates	General Manager Dec 23, 2019- Jan 3rd, 2020	6506 · Contract Labor GM	650.00	3,315.37	
Check	01/05/2020		Staples	acct # 6011 1000 6113 765 Order # 9806759398	6143 · Supplies, Office	56.82	3,372.19	
Check	01/06/2020		American Express Discount	Amex	5110 · Amex	10.80	3,382.99	
Check	01/06/2020		Paymenttech	merchant cc fees	5120 · Chase Paymentech	23.42	3,406.41	
Check	01/07/2020		Paymenttech	merchant cc fees	5120 · Chase Paymentech	13.37	3,419.78	
Check	01/08/2020	2575	Creative Technologies, Inc.	Inv. 5163 12.30.19 Run Date: 12.2.19	6117 · Billing Software & Ser...	147.73	3,567.51	
Check	01/08/2020		U.S. Postal Service	board packets	6142 · Postage & Shipping	10.50	3,578.01	
Check	01/08/2020		Paymenttech	merchant cc fees	5120 · Chase Paymentech	12.29	3,590.30	
Check	01/08/2020		InvoiceCloud		5140 · Invoice Cloud	279.40	3,869.70	
Check	01/10/2020	EFT	Cal Tec Computers	computer repairs	6524 · Equip. Rep. & Maint. A...	40.00	3,909.70	
Check	01/10/2020		Paymenttech	merchant cc fees	5120 · Chase Paymentech	118.75	4,028.45	
Check	01/14/2020		Paymenttech	merchant cc fees	5120 · Chase Paymentech	14.64	4,043.09	
Check	01/15/2020	EFT	Public Employees Retirement System	Kristi 1/1 - 1/15/20	2250 · PERS Liability	202.46	4,245.55	
Check	01/15/2020	EFT	Public Employees Retirement System	Kristi 1/1 - 1/15/20	5256 · PERS Co Pd Kristi	21.01	4,266.56	
Check	01/16/2020		Staples	Order # 9807582999-000001	6143 · Supplies, Office	28.95	4,295.51	
Check	01/17/2020		Paymenttech	merchant cc fees	5120 · Chase Paymentech	13.16	4,308.67	
Check	01/17/2020		Staples		6143 · Supplies, Office	14.24	4,322.91	
Check	01/21/2020		Amazon		6143 · Supplies, Office	13.93	4,336.84	
Check	01/22/2020		BALANCE ADJUSTMENT	adj to actual Cash balance	3000 · Opening Bal Equity	20.00	4,356.84	
Check	01/22/2020	2582	Nikki Engle Bookkeeping	Inv. 2308 1/15/20	6102 · Accounting	900.00	5,256.84	
Check	01/22/2020	2583	Shipsey & Seitz	Law Library 12/31/19 Statement 109977	6135 · Legal	80.00	5,336.84	
Check	01/22/2020	2583	Shipsey & Seitz	Prep & Attendance of Mtgs.	6135 · Legal	612.00	5,948.84	
Check	01/22/2020	2583	Shipsey & Seitz	Rate Study	6135 · Legal	144.00	6,092.84	
Check	01/22/2020	2584	Hagemann & Associates	Jan 5th - Jan 18th, 2020 Inv. 1082, GM	6506 · Contract Labor GM	2,465.00	8,557.84	
Check	01/23/2020		Paymenttech	merchant cc fees	5120 · Chase Paymentech	35.50	8,593.34	
Check	01/23/2020	EFT	PG&E	100 San Luis St.	6590 · Utilities	212.04	8,805.38	
Check	01/27/2020	2589	SLO County Public Works	VOID: void check ck # 2588 replaced	6115 · Bank Service Charges	0.00	8,805.38	
Check	01/29/2020		Paymenttech	merchant cc fees	5120 · Chase Paymentech	13.43	8,818.81	
Check	01/30/2020	2591	CSDA San Luis Obispo County Chapter	Kristi, Brad & Ara	6160 · Training	75.00	8,893.81	
Check	01/31/2020	EFT	Digital Deployment	monthly ABCSD Streamline	6170 · Website	200.00	9,093.81	
Total General / Admin							9,093.81	9,093.81
Lights								
Check	01/02/2020	EFT	PG&E	Colony Lights acct # 5992155362-0	6590 · Utilities	99.18	99.18	
Check	01/02/2020	EFT	PG&E	Town Lights acct # 0690976984-3	6590 · Utilities	485.92	585.10	
Check	01/23/2020	EFT	PG&E	Front St. Lights acct# 5796765606-7	6590 · Utilities	394.95	980.05	
Total Lights							980.05	980.05
Sanitary								
Check	01/02/2020	EFT	South County Sanitary Service	Acct. Number 4120-3104357 2 Yd Dumpster	6590 · Utilities	134.02	134.02	
Check	01/03/2020	2571	Hagemann & Associates	Civil Engineering Sanitary System	6507 · Contract Labor Civil E...	1,885.00	2,019.02	

Avila Beach Community Services District
Checks by Fund w/Accounts

January 2020

02/05/20

Type	Date	Num	Name	Memo	Account	Amount	Balance
Check	01/07/2020	2572	Michael Nunley & Assoc.	Inv #6551 Dec 28th, 2019 WWTP Design	8245b · WWTP Phase I Des...	10,671.76	12,690.78
Check	01/08/2020	2573	Speed's, Inc.	Inv. #62186 12/10/19	6580 · Solids Handling	1,278.00	13,968.78
Check	01/08/2020	2574	Garing, Taylor & Associates, Inc.	12/31/19 Inv. 16515 San Miguel Street Sewer Line ...	8246c · WW Swr Ln Rplmt S...	16,403.55	30,372.33
Check	01/08/2020	2576	Tuckfield & Associates, Inc.	Rate Study	6149 · Rate Study	1,575.00	31,947.33
Check	01/08/2020	2577	Abalone Coast Analytical, Inc.	Statement 4822 1/2/20	6540 · Lab Tests	3,125.10	35,072.43
Check	01/08/2020	2578	Brenntag Pacific, Inc.	Inv. 3095655 1/18/19	6503 · Chemicals	1,078.56	36,150.99
Check	01/08/2020	2578	Brenntag Pacific, Inc.	Inv. 3095656 12/26/19	6503 · Chemicals	1,078.63	37,229.62
Check	01/08/2020	2579	Fluid Resource Management, Inc.	Dec 2019 Ops. Sanitary Inv. F19054	6505 · Contract Labor O & M	14,695.84	51,925.46
Check	01/08/2020	2579	Fluid Resource Management, Inc.	Chemicals Inv. A18983	6503 · Chemicals	2,899.66	54,825.12
Check	01/08/2020	2579	Fluid Resource Management, Inc.	CL Analyzer Cover W18227	6522 · Equip. Rep. & Maint-...	671.50	55,496.62
Check	01/08/2020	2579	Fluid Resource Management, Inc.	Chlorine Contact Chamber W18781	6522 · Equip. Rep. & Maint-...	329.18	55,825.80
Check	01/08/2020	2579	Fluid Resource Management, Inc.	SCADA Control Issues W18812	6522 · Equip. Rep. & Maint-...	788.18	56,613.98
Check	01/08/2020	2579	Fluid Resource Management, Inc.	Influent Lift Station Pump Plugged W18864	6522 · Equip. Rep. & Maint-...	1,833.00	58,446.98
Check	01/09/2020	2580	Hollenbeck Consulting	Engineering Support Services Design Phase	8245 · WWTP Improvement ...	401.70	58,848.68
Check	01/14/2020	EFT	AT&T	acct # 287272916182 tablet 805 234-1720	6585 · Telephone / Internet	23.50	58,872.18
Check	01/16/2020	EFT	AT&T	acct # x 0885 internet	6585 · Telephone / Internet	48.15	58,920.33
Check	01/22/2020	2581	Wallace Group, Inc.	Fog Program Inv. #49974 FY 2019-20	6525 · Fat Oil & Grease (FOG)	739.00	59,659.33
Check	01/22/2020	2584	Hagemann & Associates	Civil Eng. Sanitary System	6507 · Contract Labor Civil E...	3,045.00	62,704.33
Check	01/22/2020	2586	Speed's, Inc.	Inv. #62250 12/24/19	6580 · Solids Handling	1,378.00	64,082.33
Check	01/22/2020	2586	Speed's, Inc.	Inv. 62302 1/7/2020	6580 · Solids Handling	1,278.00	65,360.33
Check	01/22/2020	2587	Brenntag Pacific, Inc.	Inv. 3105759 1/2/20	6503 · Chemicals	1,182.41	66,542.74
Check	01/22/2020	2587	Brenntag Pacific, Inc.	Inv. 3105760 1/9/20	6503 · Chemicals	1,192.98	67,735.72
Check	01/22/2020	2585	ASAP Reprographics	District Maps of Sewer Systems	6518 · Equipment Expense	154.24	67,889.96
Check	01/23/2020	EFT	PG&E	Lift Station acct# 6338432238-2	6590 · Utilities	96.49	67,986.45
Check	01/23/2020	EFT	PG&E	3rd & San Fran St. pump	6590 · Utilities	1,790.17	69,776.62
Check	01/29/2020	EFT	AT&T	acct # 805 595-9416 904 5	6585 · Telephone / Internet	240.10	70,016.72
Check	01/31/2020	ADJ	BALANCE ADJUSTMENT	\$ 3,458.04 CC BALANCE ADJ CCS	1280 · Water & Sewer Billings	1,729.02	71,745.74
Total Sanitary							71,745.74
Water							
Check	01/03/2020	2571	Hagemann & Associates	Civil Engineering Water System	6507 · Contract Labor Civil E...	870.00	870.00
Check	01/08/2020	2576	Tuckfield & Associates, Inc.	Rate Study Inv. 561	6149 · Rate Study	1,575.00	2,445.00
Check	01/08/2020	2579	Fluid Resource Management, Inc.	Dec 2019 Ops. Water Inv. F19054	6505 · Contract Labor O & M	4,896.04	7,341.04
Check	01/08/2020	2579	Fluid Resource Management, Inc.	Leak at San Raphael St. W18813	6524 · Equip. Rep. & Maint. A...	2,677.18	10,018.22
Check	01/08/2020	2579	Fluid Resource Management, Inc.	Back Fed Distribution System W18911	6522 · Equip. Rep. & Maint-...	512.86	10,531.08
Check	01/22/2020	2584	Hagemann & Associates	Civil Eng. Water System	6507 · Contract Labor Civil E...	1,595.00	12,126.08
Check	01/22/2020	2585	ASAP Reprographics	District Maps of Water Systems Acct 2254 Inv. 211...	6518 · Equipment Expense	154.25	12,280.33
Check	01/23/2020	EFT	PG&E	1717 Cave Landing Rd.	6590 · Utilities	154.98	12,435.31
Check	01/27/2020	2588	SLO County Public Works	Inv. 2740 60% Annual Charges FY 2019-20	6805 · State Water	61,011.80	73,447.11
Check	01/27/2020	2588	SLO County Public Works	Drought Buffer	6805 · State Water	8,404.00	81,851.11
Check	01/27/2020	2590	Kelsey Property Management, Inc.	San Miguel Street	2303 · Water Deposits Held	100.00	81,951.11
Check	01/27/2020	2590	Kelsey Property Management, Inc.	342, 346, 348 Second Street	2303 · Water Deposits Held	100.00	82,051.11
Check	01/27/2020	2590	Kelsey Property Management, Inc.	546 Front Street A & B	2303 · Water Deposits Held	80.00	82,131.11
Check	01/27/2020	ADJ	BALANCE ADJUSTMENT	\$ 3,458.04 CC BALANCE ADJ CCS	1280 · Water & Sewer Billings	1,729.02	83,860.13
Total Water							83,860.13
TOTAL						165,679.73	165,679.73



FLUID RESOURCE MANAGEMENT

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

Statement

Date
1/31/20

Phone # 805.597.7100 Fax # 805.597.7171

California Certified Small Business #1120142

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


		Amount Due	Amount Enc.		
		\$59,059.89			
Date	Transaction	Amount	Balance		
01/31/20	348F11001 Monthly OPS/Maint- INV #F19123. Orig. Amount \$19,591.88.	19,591.88	19,591.88		
01/20/20	348F11001 Monthly OPS/Maint:348FWW11001 Wastewater:348AWW17002 Add Services Wastewater- INV #A19041. Orig. Amount \$427.26.	427.26	20,019.14		
01/24/20	W18396 Replacing Recirculation Pumps- INV #W18396. Orig. Amount \$3,847.78.	3,847.78	23,866.92		
01/20/20	W18809 Super Nate Line- INV #W18809. Orig. Amount \$28,359.02.	28,359.02	52,225.94		
01/20/20	W18863 Influent Lift Station Floats - Tra- INV #W18863. Orig. Amount \$5,998.30.	5,998.30	58,224.24		
12/19/19	W18869 Lot #9 Colony Drive Meter Work- INV #W18869. Orig. Amount \$313.86.	313.86	58,538.10		
12/19/19	W18900 Beach Colony Drive Line Repair- INV #W18900. Orig. Amount \$289.61.	289.61	58,827.71		
01/24/20	W18946 Influent Wet Well High Level- INV #W18946. Orig. Amount \$232.18.	232.18	59,059.89		
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
58,456.42	603.47	0.00	0.00	0.00	\$59,059.89

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 11, 2020

SUBJECT: General Manager/District Engineer Report

Zone 3 Technical Advisory Committee and Advisory Committee

The Zone 3 Technical Advisory Committee (TAC) met on Wednesday, February 5th, 2020, at the Arroyo Grande City Hall offices. The February meeting agenda packet is attached to this staff report. As of this writing Lopez Lake remains at an elevation of 491 feet, is at 51.5% of capacity and has approximately 25,500 acre feet of water in storage. Rain accumulation at the lake since July 1, 2019 is reported at 7.9 inches. As you know we had a below average amount of rain for the month of January but hopefully we can make that up in February and March. The key topic for the TAC is working through the proposed changes to the Zone 3 Water Contract that will provide for each contractor to store their surplus water in their own individual “buckets” rather than storing all surplus water in a common “bucket”.

County Tax Revenue Estimates

On January 24, 2020, staff received the first preliminary tax revenue estimates from the County Property Tax Manager for FY 2020/21 and the 2019/20 Year-End projections. The FY 2019/20 Year-End tax projections are estimated at \$669,493. This is \$10,000 above the estimated tax revenues in the approved FY 2019/20 budget. The FY 2020/21 preliminary tax revenues were estimated at \$691,579, approximately 5% above the FY 2019/20 revenues.

State Water Project Report to the SLO County Board of Supervisors

On February 4, 2020 County Public Works Department staff made a presentation to the Board of Supervisors regarding Policy related State Water Project Activities and a request to approve By-Laws and appointments for the State Water Subcontractors Advisory Committee of the County Flood Control and Water Conservation District. The County Staff Report for the item and the By-Laws are provided as an attachment to this report. The Staff Report provides a good summary of the background and policy matters on the State Water Project. I will have a copy of the entire agenda item packet and a copy of the presentation slides available at the Board meeting.

WWTP Annual Report to the SWRCB

Fluid Resource Management Compliance staff compiled the District’s 2019 WWTP year-end annual report and submitted it to the State Water Resources Control Board on January 30, 2020 as required by the District’s discharge permit. The District WWTP did not have any permit violations in 2019 and consistently met the permit conditions. I have attached the cover letter and several of the graphic slides illustrating plant flows, BOD influent, effluent and removal efficiencies for 2019.

**ZONE 3
TECHNICAL ADVISORY COMMITTEE
AGENDA**

**Wednesday February 5, 2020
9:00 - 11:00 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"> • Summary Notes - January • Monthly Operations Report - January • Lopez Dam Storage Projections - January 	J. Ogren
3. Proposed 201/21 Budget – Books Distributed <ul style="list-style-type: none"> • District Designated Reserves – Adv. Comm. 	J. Ogren
4. AG Creek Instream Studies <ul style="list-style-type: none"> • Proposed Releases • Coordination with groundwater data collection 	J. Ogren
5. Contract Changes Update <ul style="list-style-type: none"> • Advisory Committee Update • Legal Language Changes 	D. Heimel
6. Future Agenda items? <ul style="list-style-type: none"> • AG Creek GSP Grant/Groundwater Modeling Updates • Cloudseeding Updates • Stored State Water in Lopez - Evaporation • LAFCO Boundary 	All

Attachments: To be sent via e-mail prior to meeting

- A. Summary Notes – January
- B. Lopez Monthly Operations Report – January
- C. Lopez Reservoir Storage Projection Chart – January

Next Meeting Date: March 11, 2020



ZONE 3

TECHNICAL ADVISORY COMMITTEE

WEDNESDAY January 8, 2020 (9:00-11:00 AM)

SUMMARY NOTES - DRAFT

ARROYO GRANDE CITY HALL

Attendees: Shane Taylor (Arroyo Grande), Chad Stoehr (Pismo), Greg Ray (Grover Beach), Jim Garing, Tony Marracino (OCSD), Brad Hagemann (ABCSD), Vard Ikeda, John Wallace, Jill Ogren (PW Dept), Kristi Smith (PW Dept), Kevin Farrell (PW Dept), Jenny Williamson (PW Dept).

1. Announcements –

- Jill Ogren announced the February 12th TAC meeting will be moved to February 5th due to Lincoln Holiday.
- Shane Taylor announced the Finance Director vacancy for Arroyo Grande.
- Shane Taylor announced receiving an email from Dick Tzou concerning a GSP meeting at Talley's set for January 7th. Jill Ogren confirmed meeting and briefly discussed what the meeting covered.

2. General Operations and Water Supply Report –

- Kevin Farrell, Water System Worker at Lopez WTP, reported that the Lake Elev. = 491.17 ft, Storage = 25,649 AF @ 52% capacity. Downstream releases are at 2.3 MGD (instantaneous reading); WTP at 3.25 MGD; SWP at 0.74 MGD. Rainfall to date 8.4 inches.
- No comment on December Summary Notes.
- Jill reviewed the Monthly Operations Report. Arroyo Grande and Grover Beach are still using their entitlement. All other agencies have moved to using their surplus with CSA-12 being low on their usage. Jill noted the monthly stored State Water amount was not available yet waiting for totals from DWR. **Staff will send out a new Monthly Operations Report as soon as the updated State Water delivery numbers are received.**
- Jill reminded TAC that a compiled monthly operations report with all 12 months of the water year will be sent out in Mid-April to Zone 3 agencies.
- Jill reviewed the Storage Projections Chart and noted a new line was added to show projected storage if no rain were to be received. This was requested by Member Guthrie at the November Advisory Committee for comparison of storage between a year with projected rain and zero rain for the year.
- Jill noted there was an error in the previous projections chart that has been corrected which is why the chart has a different look than previous charts.

3. Use of District Designated Reserves

- Kristi Smith, Zone 3 Finance Division, provided a handout of the existing plan for the use of the District Funded Designated Reserves and discussed what portion of the reserves were remaining and could be re-designated to other items.
- Kristi presented her answer to a question that was asked during December's TAC meeting, "What happens to the District Reserves in 2031 when the bonds for the Seismic Project are paid off?" and "Does Zone 3 get that money". Kristi Smith discussed the two bonds Zone 3 currently has, a General Obligation bond and a Certificate of Participation bond. The General Obligation bond was agreed upon by Zone 3 TAC to collect taxes to specifically pay for that bond. Once the bond is paid off by 2031, the tax rate will go away. Kristi stated she is unable to answer questions on the Certificate of Participation bond as she had not had the chance to research the bond. Kristi explained a little bit of the history behind the bond regarding the property tax and how Prop 13 came into play. **Kristi stated she will come back with an answer later as to if the money will be re-routed back into the Zone 3**

Reserves once the bond is paid off or if the money goes elsewhere.

- Kristi asked TAC if she should pursue the question surrounding the bond money by asking management what their policy decision would be. **TAC requested a one-page memo summarizing the financing and the decision to pursue further has been delayed until a later date.**
- Jill Ogren discussed the concern about some of the District Reserves being taken back by the County if funds are not designated for projects. The GSP grant is one example of applying \$50,000 from the District Reserves towards Arroyo Grande's expected portion of the GSP.
- TAC discussed new projects they would like to fund using the Zone 3 District Designated Reserves.
- **All agencies, except for Oceano, agreed to utilize ~\$50K of the District Designated Reserves to cover the City of AG's portion of the GSP grant match.**
- Jim Garing asked if a dollar value will be assigned to each subcategory. Jill responded there is \$50,000 for GSP, \$350,000 for Cloudseeding, \$50,000 for HCP Efforts and a minimum of \$50,000 for the Feasibility Study to Decommission the Terminal Reservoir. A more accurate amount for the Feasibility Study will be provided. Jill clarified that any projects concerning Lopez Dam are all considered to be part of the Public Safety line item for \$608,805.
- **TAC agreed to take the proposed District Reserves list to the Advisory Committee meeting on January 16th.**

4. Contract Changes Update –

- Jill discussed the contract changes summary and went over the presentation for the January 16th Advisory Committee meeting.
- Jill stated a staff report will be submitted to the Advisory Committee detailing a list of proposed changes to the water supply contract. **A copy of the drafted staff report will be email to TAC for their review.**
- **TAC agreed that the storage graphs in the presentation should be removed due to being difficult to read.**
- Jill noted a change in the order of the steps for the process approval to complete for the contract changes. TAC previously suggested that the legal contract language needs to be developed first before working on the CEQA process. As a result, processes for the contract changes approval have been rearranged.
- Jill was tasked to determine the budget for CEQA. Keith Miller, Environmental Division for San Luis Obispo County, estimated \$25,000 or less for the project. A discussion was had with Kristi Smith and it was determined that there are funds available in this year's budget to cover CEQA.
- Jill reviewed a list of contract revisions with TAC provided by Dan Heimel.

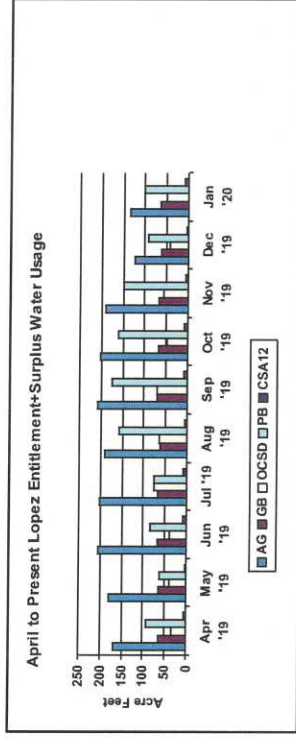
5. Agenda Items Next month –

- AG Creek GSP Grant/Groundwater Modeling Updates
- Cloudseeding Updates
- Stored State Water in Lopez - Evaporation
- Strategy for use of District Reserves
- LAFCO Boundary

Next meeting February 5, 2020

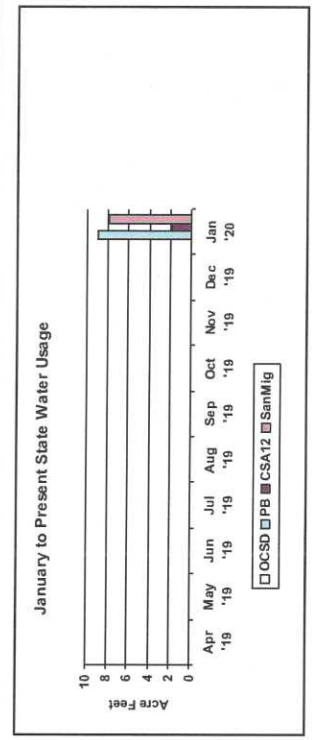
San Luis Obispo County Flood Control and Water District Zone 3 - Lopez Project - Monthly Operations Report January, 2020

Contractor	Lopez Water Deliveries										State Water Deliveries									
	Endl.	Surplus Water Declared	Surplus Requested	Total Available Water	This Month			April to Present			Annual Request	Usage	% of Annual Request	SWP Deliveries	Change in Storage	Usage	% of Annual Request	SWP Deliveries	Total Water Deliveries This Month	
					Entitlement	Usage	%	Entitlement	Usage	%										Surplus
Arroyo Grande	2290	378.00	0.00	2668.00	135.90	5.9%	0.00	0.0%	1807.17	78.9%	0.00	0.0%	1807.17	78.9%	0.00	0.0%	0.00	0.0%	135.9	
Oceano CSD	303	50.00	400.00	353.00	0.00	0.0%	50.54	12.6%	303.00	100.0%	218.80	54.7%	521.80	74.2%	9.00	0.8%	9.00	0.8%	50.54	
Grover Beach	800	132.00	20.00	932.00	65.59	8.2%	0.00	0.0%	655.89	82.0%	0.00	0.0%	655.89	80.0%	1.82	6.7%	1.82	6.7%	65.59	
Pismo Beach	892	147.00	200.00	1039.00	0.00	0.0%	100.22	50.1%	892.00	100.0%	256.09	128.0%	1148.09	105.1%	7.93	6.2%	7.93	6.2%	109.22	
CSA 12	245	40.00	0.00	285.00	8.57	3.5%	0.00	0.0%	68.39	27.9%	0.00	0.0%	68.39	27.9%	1.27	1.2%	1.27	1.2%	10.39	
San Miguelito																				
Total	4530	747.00	620.00	5277.00	210.06	4.6%	150.76	24.3%	3726.45	82.3%	474.89	76.6%	4201.34	81.6%	18.75	1.2%	18.75	1.2%	379.57	



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)	490.96	
Storage (full at 49200 acre feet)	25525	
Rainfall	0.58	8.94
Downstream Release (4200 acre feet/year)	268.22	2333.58
Spillage (acre feet)	0	0.00



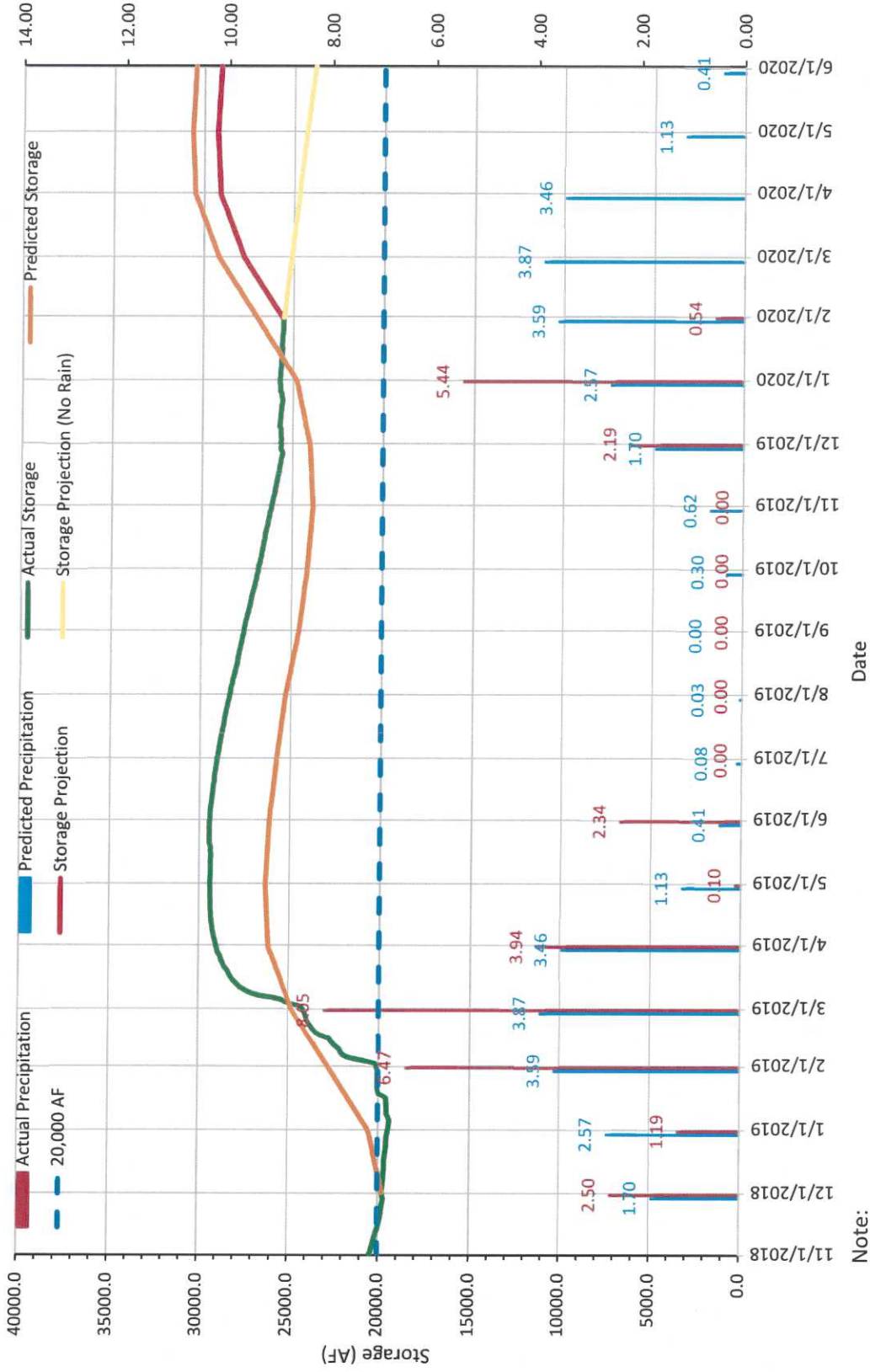
"Year to Date" is January to present for State water, April to present for Lopez deliveries, and July to present for rainfall.

Comments: Available Surplus Water is shown and as designated per BOS May 14, 2019 Declaration of Surplus Water. Beginning with July report, Surplus water shown will be amount purchased by each agency.

1) Oceano supplied water to Canyon Crest via Arroyo Grande's Edna turn out. A total of 1.3 AF delivered to Canyon Crest was added to Oceano's water usage this month and 1.3 AF was subtracted from Arroyo Grande's usage this month.

Surplus water calculations are based on "Surplus Requested" not "Surplus Water Declared"

LOPEZ RESERVOIR STORAGE PROJECTION



Note:
 1. Storage projection is based on predicted rainfall from longrangeweather.com, historic inflow based on predicted rainfall, 18-19 downstream release requests, and municipal usage.



COUNTY OF SAN LUIS OBISPO

TO: Board of Supervisors

FROM: Public Works
Wes Thomson, Utilities Division Engineer
Courtney Howard, Water Resources Division Manager

VIA: Kate Ballantyne, Deputy Director of Public Works

DATE: 2/4/2020

SUBJECT: Update on policy-related State Water Project activities and request to approve the bylaws and appointments for the State Water Subcontractors Advisory Committee of the San Luis Obispo County Flood Control and Water Conservation District. All Districts.

RECOMMENDATION

It is recommended that the Board, acting as the Board of Supervisors for the San Luis Obispo County Flood Control and Water Conservation District (District):

1. Receive an update on policy-related State Water Project activities;
2. Approve the bylaws for the State Water Subcontractors Advisory Committee (Committee); and
3. Approve Shirley Gibson as the Committee Member and Allene Villa as the Committee Alternate Member for the Oceano Community Services District; Mike Ritter as the Committee Member and Bob Owen as the Committee Alternate Member for Avila Valley Mutual Water Company; and Bob Joslin as the Committee Member for Cuesta College for the Committee.

DISCUSSION

In 1963, the District signed a long-term water supply contract (Contract) with the California Department of Water Resources (DWR) for an annual allocation of 25,000 acre-feet per year (AFY) of water from the State Water Project (Project).¹ The District's allocation of 25,000 AFY is included in the conveyance system that was built in the 1960s and 70s, to a point just east of the District boundary in Kern County (referred to as Devil's Den). In the 1990s, eleven agencies (Subcontractors) entered into contracts² with the District (Subcontracts) to take delivery of 4,830 AFY of treated Project water, referred to as their Water Service

¹ The District is one of 29 agencies that have entered into substantially similar Contracts; these agencies are collectively referred to as Project Contractors.

² The Subcontracts carry forward the terms and conditions in the District's Contract with DWR.

Amount, and as of today, have reserved an additional 5,707 AFY for use when Project water allocations are less than 100%³, referred to as their Drought Buffer Amount (see Attachment 1). Consistent with Subcontractor participation decisions, the District entered into agreements with DWR and/or the Central Coast Water Authority (CCWA)⁴ for the construction and operation of pumping plants, a treatment plant and pipelines to convey the 4,830 AFY of Subcontractor Water Service Amount from Devil's Den to two delivery points in the District (see Attachment 2).

While Subcontractors pay for Project costs associated with their Water Service and Drought Buffer Amounts, the Project costs attributable to the District's remaining allocation of 14,463 AFY (referred to as excess allocation) are funded through an ad valorem tax on real property within the District boundaries. Actions related to the use of the excess allocation are subject to the California Water Resources Development Bond Act (Water Code Section 12930 et seq.), terms in the Contract and the District's policies adopted in 2003 (Attachment 3). It is recommended that the Board receive this update on policy-related Project activities because it is anticipated that decisions to amend the District's Contract that have Project reliability and financial implications for both the Subcontractors and Districtwide taxpayers will be needed soon.

SWP Contract Extension Amendment

The State's capital projects and major efforts associated with relevant Project development and/or maintenance efforts are financed using revenue bonds. These bonds have historically been sold with 30-year terms, but such bonds have not been sold with maturity dates that extend beyond 2035, when the term of the Contract expires. With each passing year it becomes more challenging to affordably finance SWP capital expenditures because bonds used to finance these expenditures are limited to terms that only extend to the year 2035, far less than 30 years from today.

To address this issue, DWR and the Contractors have negotiated an amendment to the Contract (Attachment 4) that would extend the expiration date to 2085. As an example, an upcoming expense includes those associated with repairs to the Lake Oroville Dam at the headwaters of the Project. Extending the contract will allow those costs to be spread over about 40 years rather than 15 years. The need to address the Contract term also provided an opportunity to include other finance-related provisions that simplify the Project's billing structure and improve financial transparency between the Contractors and DWR.

SWP Delta Conveyance Project Agreement in Principle and Contract Amendment

Over the last several decades, DWR has been working to define a solution to address Project water delivery reliability issues associated with using the natural and human-made structures in the Delta⁵ to bring water south. DWR is currently working on defining a proposed single tunnel project, which is being referred to

³ DWR establishes the amount of annual allocations available prior to and during each calendar year. The analysis used to establish the allocation includes, but is not limited to, predicted and actual hydrologic conditions and legal requirements. <https://water.ca.gov/Programs/State-Water-Project/Operations-and-Maintenance>

⁴ CCWA is a Joint Powers Authority of the agencies that receive Project Water Service Amounts in Santa Barbara County. It was formed to manage participation in the Project on behalf of the Santa Barbara County Flood Control and Water Conservation District, the agency that is Project Contractor. CCWA entered into an agreement with DWR to construct the Coastal Branch pumping plants and pipeline; DWR owns these facilities and CCWA operates them. CCWA owns and operates the treatment facility.

⁵ The confluence of the Sacramento and San Joaquin rivers and San Francisco bay, and network of levees therein to manage water supply, water quality and flooding in Northern California, is known as the Delta.

as the Delta Conveyance Project (DCP). As part of this, on July 24, 2019, DWR and the Project Contractors began negotiations to define the cost allocation and water supply benefits from a DCP.

It is anticipated that at the conclusion of the Contract amendment negotiations in early 2020, a set of "Agreements in Principle" (AIP) will be made available summarizing the various proposed amendments to the Contract for consideration by each of the Project Contractors. The AIP is anticipated to include a table that indicates each Contractor's anticipated share in the DCP and will serve as the project description for design and CEQA review purposes. Approval of the AIP is not the same as approval of the DCP Contract amendment or of a DCP itself. Neither of those approvals can occur until after CEQA review is completed. Staff anticipates that DWR will also provide a funding agreement for relevant Contractors to share the cost of design and CEQA review for the DCP. The estimated cost share for the District and Subcontractors is \$2.5 million (see Attachment 5). The following summarizes staff's understanding at this time:

- If the District signs the funding agreement and the AIP with the District's allocation included, the District would be included in the design and CEQA review for the DCP and could decide whether or not to sign the Contract amendment to participate in the DCP at a later date.
- If the District does not sign the funding agreement and the AIP does not have the District's allocation included, the District would be deciding that it will not participate in the DCP because the 25,000 AFY allocation would not be included in the design and CEQA review.

SWP Water Management Contract Amendment

During the process of DCP negotiations, concepts for Contract amendments to allow for exchanges and transfers of Project water among Contractors to provide for better water management were also negotiated. Staff anticipates evaluating the benefits of these amendments with respect to County systems and local needs, and the need for updated policies, once Contract amendment language is made available.

OTHER AGENCY INVOLVEMENT/IMPACT

The State Water Subcontractors Advisory Committee was formed to monitor, and advise relevant governing bodies, on all aspects of the Subcontracts and related agreements. The Project activities discussed herein have been discussed during public meetings of the Committee. Attachment 6 includes a voting record regarding the Project activities for the Board's consideration, including a vote on Committee bylaws that are recommended for approval by the Board (Attachment 7). They bylaws establish the framework for how the Committee will function (e.g. officers, membership, quorum information, etc.). The District has also received notification of appointments to the Committee from the Oceano Community Services District, Avila Valley Mutual Water Company and Cuesta College (Attachment 8) that are recommended for confirmation by the Board in accordance with the bylaws.

Appointee	Status	Representing	Replacing
Shirley Gibson	Member	Oceano Community Services District	Jim Coalwell
Allene Villa	Alternate Member	Oceano Community Services District	Andrew Brunet
Mike Ritter	Member	Avila Valley Mutual Water Company	Joe Rappa
Bob Owen	Alternate Member	Avila Valley Mutual Water Company	Jerry Hartzell
Bob Joslin	Member	Cuesta College	Terry Reece

The list of the entire Committee membership with the appointments to be confirmed indicated in bold letters is attached (Attachment 9).

The County Operations Center and County Service Area 16 are State Water Subcontractors governed by the County Board of Supervisors.

The Clerk of the Board properly noticed the vacancies in compliance with the Maddy Act.

FINANCIAL CONSIDERATIONS

There are no financial impacts relating to the recommended action.

Sufficient funding is available in the current year's State Water Project budget to continue scheduled meetings with the State Water Subcontractors. Any additional staff efforts relating to the advisory committee will be reimbursed by the State Water Subcontractors under the existing agreements.

Concerning the County Operations Center, no effect on the budgeted level of General Fund support is anticipated for this fund center. Also, no effect is anticipated for CSA 16's (Shandon's) budget. Therefore, no budget adjustments are required.

RESULTS

Approval of the recommended action will provide bylaws and confirmed appointments for the State Water Subcontractors Advisory Committee. The formalized procedures and appointments will contribute to a more livable and well-governed community as it relates to managing the District's water resources.

ATTACHMENTS

- 1 State Water Project Subcontractor Water Amounts
- 2 State Water Project Central Coast Branch
- 3 District State Water Project Policies
- 4 Proposed State Water Project Contract Extension Amendment
- 5 Cost Estimate for Participating in DCP Design and CEQA Review
- 6 State Water Subcontractors Advisory Committee Voting Record
- 7 Proposed State Water Subcontractors Advisory Committee Bylaws
- 8 Notification of Appointments to the Committee
- 9 Entire Committee Membership with Recommended Action
- 10 PowerPoint Presentation

File: CF 950.60.02 Contract for Water Supply w/DWR - General

Reference: 20.007

L:\Water Resources\2020\February\BOS\State Water Board Business\State Water Study Session BOSltr v2.docx.CH.mj

BYLAWS

STATE WATER SUBCONTRACTORS ADVISORY COMMITTEE

SAN LUIS OBISPO COUNTY FLOOD CONTROL & WATER CONSERVATION DISTRICT

Adopted November 2019; Approved by the Board of Supervisors Month 2020

1. NAME

The name of the advisory committee described herein shall be the State Water Subcontractors Advisory Committee ("Committee").

2. BACKGROUND

The San Luis Obispo County Flood Control and Water Conservation District ("District") entered into an agreement with the State of California ("State") pursuant to which the State furnishes a water supply ("State Water") to the District. The District subsequently entered into subcontracts ("Water Supply Agreements") with various water suppliers ("Subcontractors") pursuant to which the District furnishes State Water to the Subcontractors. Article 31 of the Water Supply Agreements provides for the formation of an advisory group as more specifically described below.

3. PURPOSE, RESPONSIBILITY, AND AUTHORITY

- a. **Purpose:** Pursuant to Article 31 of the Water Supply Agreements, the purpose of the Committee is *"to monitor all aspects of [the Water Supply Agreements] [...] and to advise the governing bodies of District and [Subcontractors] on the functioning of [the Water Supply Agreements] [...], and to recommend to the governing bodies of District and [Subcontractors] any modifications to said agreements that may, from time to time, be appropriate."*
- b. **Authority and Limitations:** The Committee's authority is that of an advisory committee to the San Luis Obispo County Board of Supervisors in its capacity as the San Luis Obispo County Flood Control and Water Conservation District Board of Supervisors ("District Board of Supervisors") regarding the needs and desires of the Subcontractors.
- c. **Role of the District Board of Supervisors:** The District Board of Supervisors may approve, alter, or return any recommendation of the Committee.
- d. **Brown Act Compliance:** The Committee shall comply with all applicable laws, including, but not limited to, the Ralph M. Brown Act (Government Code §§ 54950 et seq.).

4. MEMBERS AND TERMS OF MEMBERSHIP

General Membership: Membership on the Committee shall be available to representatives from all Subcontractors and the District. The Committee shall consist of one member (and one alternate member) representing each Subcontractor and one non-voting member (and one non-voting alternate member) representing the District. The alternate member representing each Subcontractor and the District is only authorized to participate as a member on the Committee in the absence of the member.

- a. **Appointment of Members:** Each Subcontractor may nominate a member and an alternate member to represent them on the Committee subject to confirmation by the District Board of Supervisors. Said members shall serve at the pleasure of the governing board of the respective Subcontractor and may be removed at any time by either the District Board of Supervisors or the Subcontractor's governing body, provided that the District Board of Supervisors shall have no authority to replace a removed member with an individual who has not been nominated by the relevant Subcontractor. The member and alternate member representing the District and County Subcontractors shall be County staff from the Public Works Department appointed by and serving at the pleasure of the San Luis Obispo County Director of Public Works.
- b. **Subcontractors:** Committee membership is available to the following District Subcontractors:
 - i. County Service Area No.16 (Improvement District No. 1, Shandon)
 - ii. State of California Department of Corrections (California Men's Colony, San Luis Obispo)
 - iii. County of San Luis Obispo (County Operations Center and El Chorro Regional Park)
 - iv. San Luis Obispo County Community College District (Cuesta College Campus, San Luis Obispo)
 - v. City of Morro Bay
 - vi. City of Pismo Beach
 - vii. Oceano Community Services District
 - viii. San Miguelito Mutual Water Company
 - ix. Avila Beach Community Services District
 - x. Avila Valley Mutual Water Company
 - xi. San Luis Coastal Unified School District
- c. **Vacancies:** Should a member resign or leave the Committee, the alternate member shall serve until a new appointment is made.

5. OFFICERS

- a. **Officers:** Officers of the Committee shall consist of a Chair and Vice Chair who shall be elected by the Committee at the first regular meeting of each year.
- b. **Chair Duties:** It shall be the duty of the Committee Chair to (1) preside over all meetings of the Committee, (2) call special meetings of the Committee when necessary consistent with all legal requirements, and (3) appoint subcommittees subject to the confirmation of the Committee.
- c. **Vice Chair Duties:** It shall be the role of the Vice Chair to fulfill the duties of the Chair in his or her absence, and then the Vice Chair shall become the Chair in the following year.
- d. **Committee Administrative Duties:** The administrative duties that are of a secretarial nature shall be handled by District Staff, including keeping meeting minutes, agenda preparation, and correspondence.
- e. **Term:** No elected officer of the Committee shall serve more than two (2) consecutive full one-year terms in the same office.
- f. **Vacancies:** The Vice Chair shall assume the role of Chair in the absence or resignation of the Chair. Vacated officer positions shall be filled by election of the Committee at the next meeting.

6. SUBCOMMITTEES

- a. **Purpose:** Subcommittees shall be formed for the limited purpose of providing in-depth knowledge on specific issues related to the interest of the Subcontractors.
- b. **Formation:** Subcommittees shall be formed, and its members appointed by the Chair, subject to the confirmation of the Committee.

7. MEETING CONDUCT AND ADMINISTRATION

- a. **Notice of Meetings:** Meetings shall be noticed and conducted in accordance with all applicable laws, including but not limited to the Ralph M. Brown Act (Government Code §§ 54950 et seq.).

- b. **Preferred Meeting Dates, Duration and Location:** Regular meetings of the Committee shall be held on a schedule established by the Committee at the first meeting of each year.
- c. **Frequency:** Meetings of the Committee shall meet at least four times per year. Additional meetings may be scheduled as agreed upon by a majority vote of the Committee.
- d. **Presiding Officer:** If both the Chair and the Vice Chair are unable to preside, District Staff shall assume the role of Chair for the Committee meeting.
- e. **Minutes and Other Records of Business:** District Staff shall keep written notes and an audio recording of each Committee meeting, and shall also be responsible for correspondence, files, and general administration of the Committee. Audio recordings will be kept on file in the San Luis Obispo County Public Works Department office until meeting minutes have been approved by the Committee.
- f. **Special Meetings:** Special meetings of the Committee may be called at any time by the Chair or a majority of the Committee members subject to satisfaction of all legal requirements.
- g. **Quorum:** A quorum of the Committee shall consist of 5 members.
- h. **Voting:** With the exception of the District, each member of the Committee shall be entitled to one (1) vote on all matters before the Committee and any decision (i.e. election of Chair and Vice Chair) or recommendation to the District Board of Supervisors shall be supported by a majority vote.
- i. **Alternate Notification:** It shall be the responsibility of a Committee member who will be absent to contact said member's alternate to attend the meeting in his or her place.
- j. **Member Updates:** Members are encouraged to provide an update on water resource issues relevant to his or her agency at least once per year.

8. BYLAW REVISIONS

Bylaws shall be reviewed every two (2) years for recommended updates, or more often if requested by the Committee.



AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA 93424
Office and Meeting Room – 100 San Luis Street, Avila Beach
Telephone (805) 595-2664 FAX (805) 595-7623

January 24, 2020

Central Coast Regional Water Quality Control Board
895 Aerovista Place, Suite 101
San Luis Obispo, CA 93401

**SUBJECT: ANNUAL REPORT ON WASTE DISCHARGE REQUIREMENTS FOR THE AVILA BEACH
COMMUNITY SERVICES DISTRICT WASTEWATER TREATMENT PLANT FOR 2019**

DOCUMENTS USED FOR COMPILATION OF REPORT

1. Waste Discharge Order No. R3-2017-0025
2. NPDES No. CA47830
3. Resolution No. R3-2013-0052; Section C.16 Items A-K

INTRODUCTION

The Avila Beach Community Services District Wastewater Treatment Plant is owned by the Avila Beach Community Services District (ABCSD). Fluid Resource Management (FRM) is the current contract operator and Michael White of FRM has served as the Chief Plant Operator of the facility since December 2017.

PLANT DESCRIPTION

Wastewater from ABCSD and Port San Luis Harbor District enters the facility via a wet well located on the southerly side of the Primary Plant, adjacent to Avila Beach Drive. Raw wastewater is pumped by 2 Vaughan chopper pumps into the Primary Clarifier.

The wastewater enters the Primary Clarifier in the center and is directed outwards by use of a stilling baffle. Sludge collected in the Primary Clarifier is pumped to the Anaerobic Digester by means of a progressive cavity pump. This pump also serves to pump the scum collected in the Primary Clarifier to the Digester by altering the suction piping configuration on a manual, as-needed basis. Normally this is performed on a daily basis.

Effluent leaving the Primary Clarifier flows by gravity into the Fixed Film Reactor (FFR) sump where it is then pumped over the FFR, along with a percentage of recirculation water. The recirculation water serves two purposes in that it provides for an additional source of oxygen and provides a uniform hydraulic loading on the filter. Each of the FFR pumps utilize a Variable Frequency Drive (VFD) which allows recirculation pumping adjustment based on the flow entering the plant.

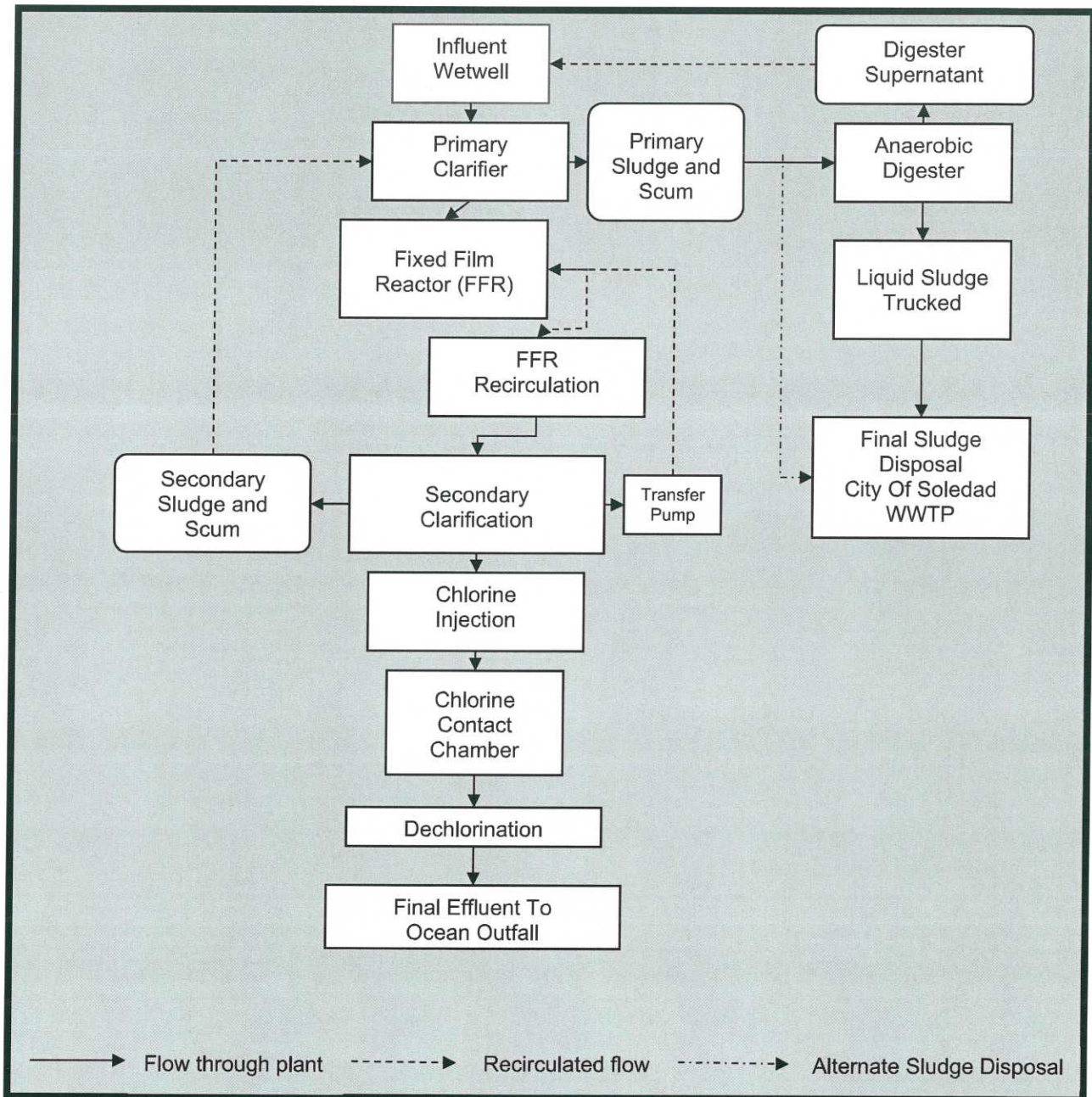
A portion of the FFR effluent is returned to the FFR sump (recirculation), while the remainder is pumped to the two Secondary Sedimentation Tanks. The FFR effluent enters at one end of the rectangular sedimentation tanks and flows slowly to the other end. Sludge settles to the bottom of the tank and is collected and pumped back to the Primary Clarifier. The Scum collected from the top of the Secondary Clarifier is also collected and pumped to the Primary Clarifier.

The Digester solids are stabilized using Psychrophilic Bacteria which break down the organic material without the presence of oxygen. A byproduct of this process is the formation of methane gas. Because the Digester is unheated, and unmixed, methane production is minimal. In order to ensure that odors are not a nuisance to the community, Digester gases are "scrubbed" prior to venting to atmosphere.

Effluent from the Secondary Clarifiers is discharged to the Chlorine Contact Chamber which provides a minimum of two hours contact time. The District uses Sodium Hypochlorite for disinfection and strives to maintain a minimum of 3.5 mg/L of chlorine residual in the effluent leaving the Contact Chamber. Once the effluent leaves the Contact Chamber, Sodium Bi-Sulfite is added just following the flow measuring device to eliminate any residual chlorine. Effluent leaving the plant enters the District's outfall which extends some 2,000 feet offshore and terminates in approximately 35 feet of water.

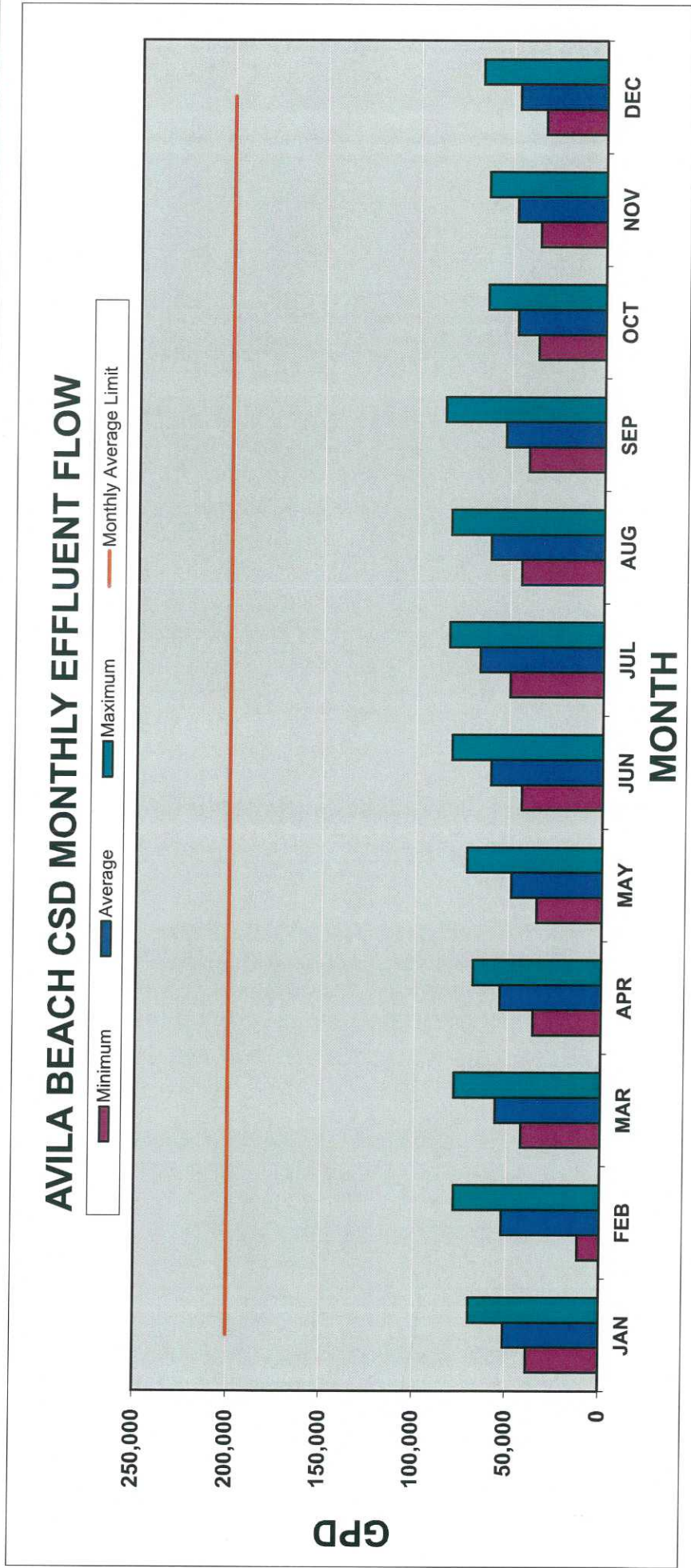
Standby power is provided by an Onan Generator which has the capacity to supply enough power to operate the entire plant on an extended basis if necessary. The unit is tested at least monthly and load tested on a quarterly basis. The unit is controlled by an automatic transfer switch which starts the generator automatically when commercial power goes down.

Below is a current facility flow diagram for the ABCSD WWTP.



2019 AVILA BEACH CSD MONTHLY EFFLUENT FLOW (GPD)

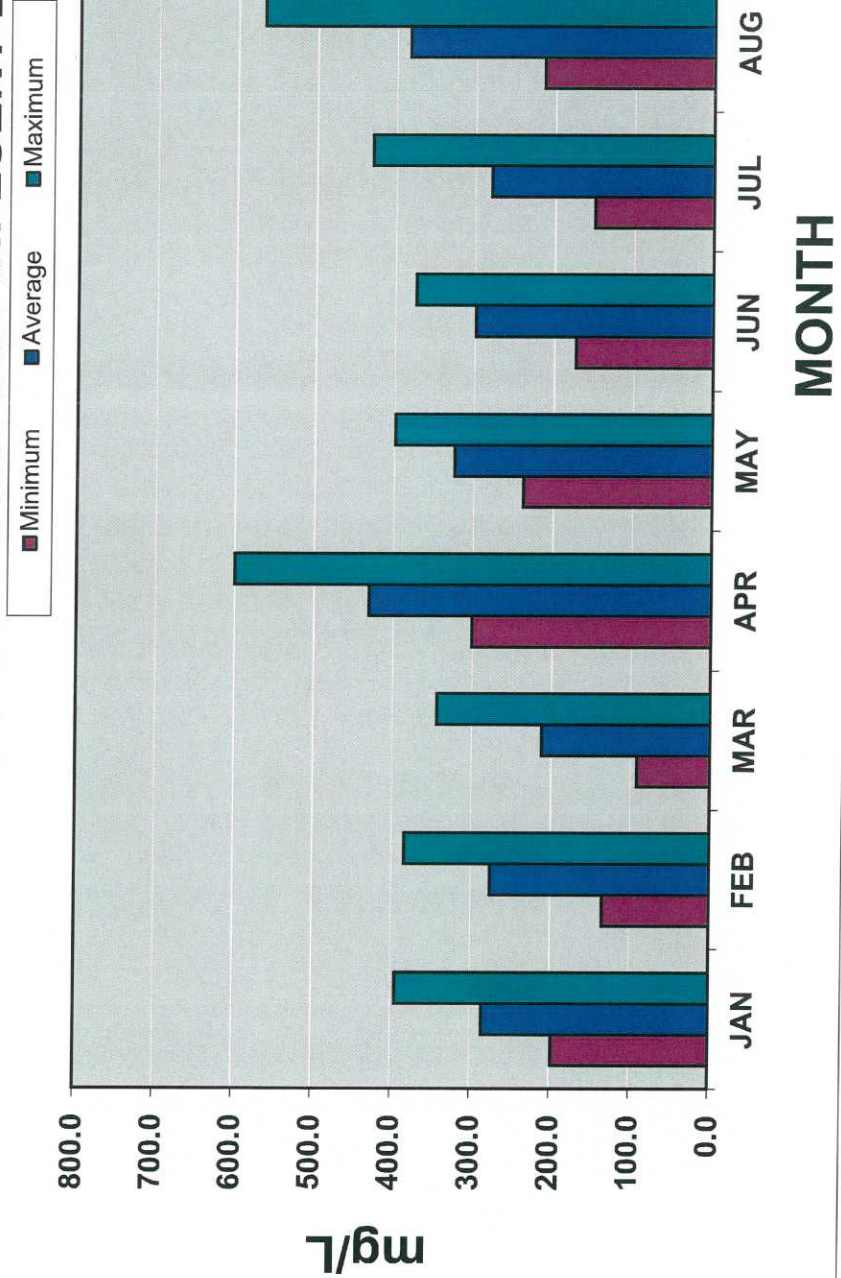
MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Monthly Average Limit	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Minimum	38,733	11,613	42,416	36,605	35,033	43,454	49,864	44,339	40,868	36,012	35,385	32,582
Average	50,983	52,275	56,150	54,180	48,525	59,645	66,004	60,582	53,011	47,324	47,672	46,771
Maximum	69,830	78,117	78,396	68,662	72,148	80,755	82,485	81,996	85,522	62,928	62,737	66,432



2019 AVILA BEACH CSD INFLUENT BOD (mg/L)

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Minimum	198.0	135.0	92.0	301.0	238.0	173.0	150.0	214.0	233.0	248.0	276.0	326.0
Average	285.6	276.3	212.0	430.0	324.1	299.0	280.3	383.1	423.8	303.7	419.1	451.7
Maximum	395.0	384.0	344.0	600.0	399.0	374.0	429.0	566.0	702.0	378.0	694.0	653.0

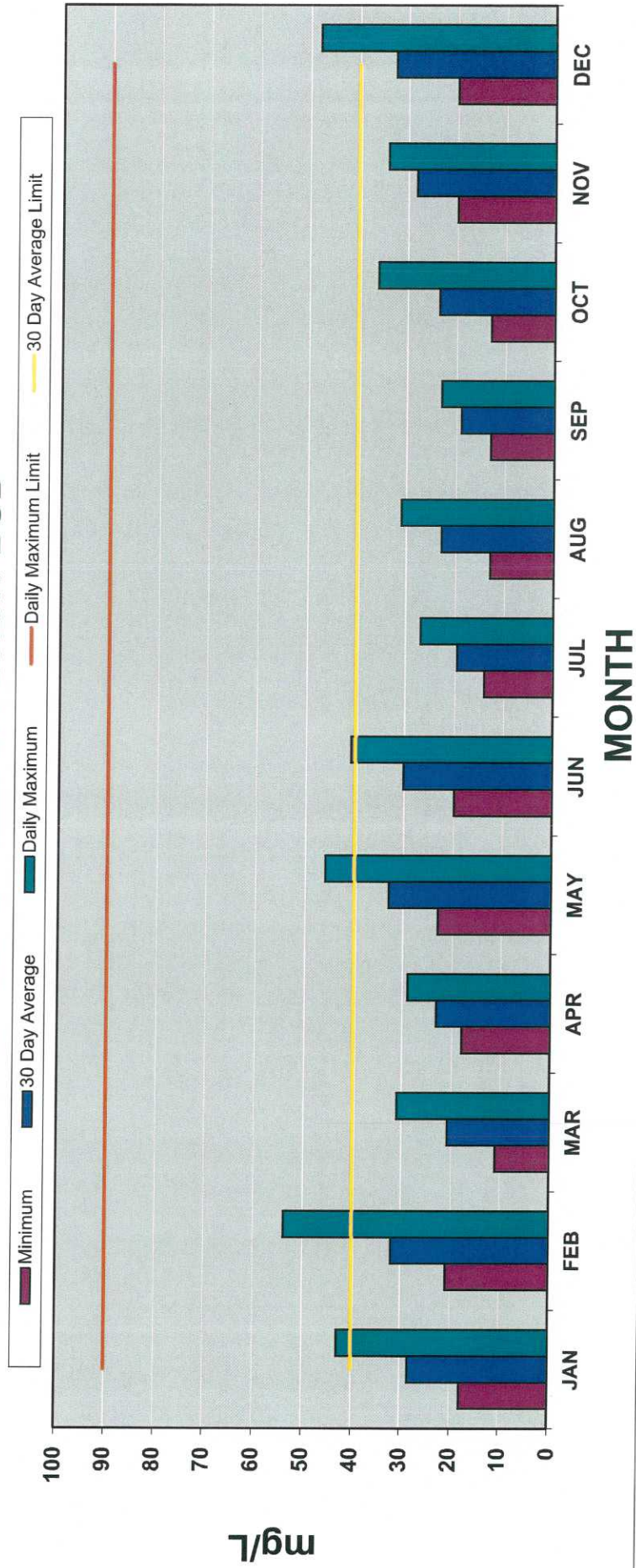
AVILA BEACH CSD INFLUENT BOD



2019 AVILA BEACH CSD EFFLUENT BOD (mg/L)

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Daily Maximum Limit	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00	90.00
30 Day Average Limit	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00
Minimum	18.00	21.00	11.00	18.00	23.00	20.00	14.00	13.00	13.00	13.00	20.00	20.00
30 Day Average	28.45	32.00	20.78	23.13	33.00	30.20	19.63	22.88	19.00	23.56	28.25	32.56
Daily Maximum	43.00	53.93 est.	31.00	29.00	46.00	41.00	27.00	31.00	23.00	36.00	34.00	48.00

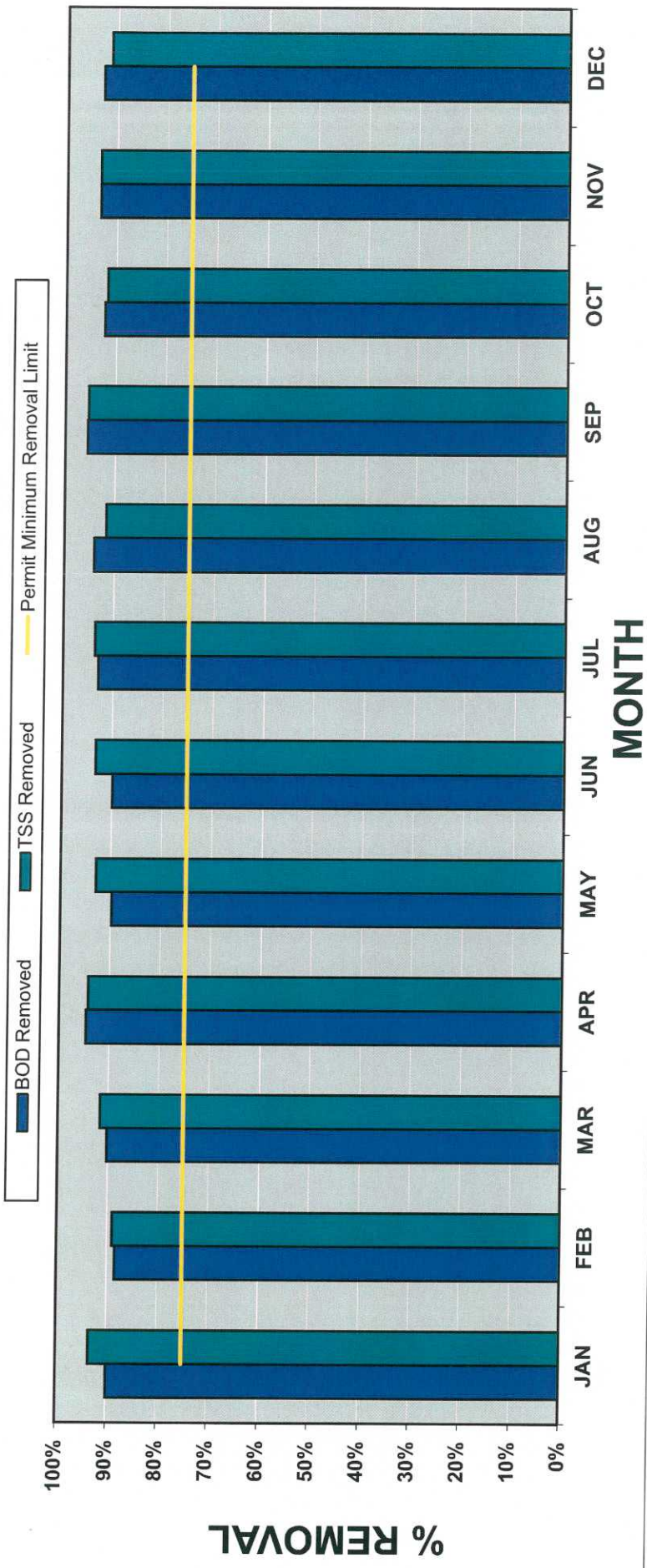
AVILA BEACH CSD EFFLUENT BOD



2019 AVILA BEACH CSD BOD & TSS PERCENT REMOVAL (%)

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Permit Minimum Removal Limit	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%	75.0%
BOD Removed	90.0%	88.4%	90.2%	94.6%	89.8%	89.9%	93.0%	94.0%	95.5%	92.2%	93.3%	92.8%
TSS Removed	93.6%	89.0%	91.7%	94.2%	93.0%	93.3%	93.7%	91.7%	95.4%	91.8%	93.3%	91.2%

AVILA BEACH CSD BOD & TSS PERCENT REMOVAL





February 4, 2020

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

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

WASTEWATER TREATMENT PLANT

Areas within the wastewater plant that are known to accumulate solids continue to be manually cleaned on a regular basis. The Chlorine Contact Chamber floor is vacuumed out on a weekly basis. These solids, if left to decompose, can have a negative effect on the effluent quality leaving the facility.

Staff noted a noise coming from the Secondary Sed Pump #1; the pump was removed from service and inspected. The lower bearing is failing and costs of repair versus replacement were analyzed and the District ordered a new pump.

WATER SYSTEM

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

The tank mixer in potable water tank #1 has intermittently been tripping. Staff found a loose connection on the breaker that provides power to the unit and replaced the breaker.

COMPLIANCE RECORD AND PLANT PERFORMANCE

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

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

During the first week in January, the weekly effluent BOD average was slightly above the permit limit of 60 mg/L. See attached Self-Monitoring Report for reference.

Staff met with the Air Pollution Control District (APCD) for the routine, annual inspections of both the wastewater and lift station generators required for permit renewal.

Sincerely,

FLUID RESOURCE MANAGEMENT



Carinna Butler
Operations Manager

ATTACHMENTS

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



Avila Beach CSD Wastewater Treatment Facility

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

Month: JANUARY 2020

Effluent and Influent Monitoring

Date	Daily Flow (MGD)			Effluent Monitoring		
	Total	Max (gpm)	Avg (gpm)	Biweekly Total Coliform	Biweekly Fecal Coliform	Daily Chlorine Residual
1	0.059419	114	47			<0.02
2	0.060868	113	42	2	<2	<0.02
3	0.064626	105	45			<0.02
4	0.066175	120	46			<0.02
5	0.057440	101	40			<0.02
6	0.047007	97	33			<0.02
7	0.059419	114	47	2	<2	<0.02
8	0.041320	101	39			<0.02
9	0.039514	79	28	9	<2	<0.02
10	0.043954	83	31			<0.02
11	0.050723	87	35			<0.02
12	0.050314	95	35			<0.02
13	0.039561	79	28			<0.02
14	0.038554	92	27	2	<2	<0.02
15	0.036803	83	26			<0.02
16	0.041382	97	34	5	<2	<0.02
17	0.051667	97	36			<0.02
18	0.056509	96	40			<0.02
19	0.058005	100	40			<0.02
20	0.053963	103	38			<0.02
21	0.040421	83	28	5	<2	<0.02
22	0.040421	83	28			<0.02
23	0.043201	74	30	<2	<2	<0.02
24	0.050753	146	25			<0.02
25	0.054861	95	31			<0.02
26	0.054866	94	38			<0.02
27	0.041239	94	29			<0.02
28	0.039863	77	28	<2	<2	<0.02
29	0.038699	80	27			<0.02
30	0.044655	83	31			<0.02
31	0.049047	90	34			<0.02
Min	0.036803	74	25	<2	<2	<0.02
Mean	0.048879	95	34	4	<2	<0.02
Max	0.066175	146	47	9	<2	<0.02
Total	1.515249	Effluent daily (dry weather) flow NTE 0.2 MGD (mean).				

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)
1/2/20	80	39	543	292	
1/5/20	46	24	584	224	
1/9/20	18	15	395	240	2.4 DNQ
1/12/20	39	18	534	430	
1/16/20	43	14	558	268	
1/17/19	19				
1/19/20	35	22	226	151	
1/23/20	15	11	360	212	
1/24/20	12				
1/26/20	35	20	702	481	
1/29/20	29				
1/30/20					
Min	12	11	226	151	2.4 DNQ
Mean	33.7	20.4	487.8	287.3	2.4 DNQ
Max	80	39	702	481	2.4 DNQ
BOD Removal: 93.1%			TSS Removal: 92.9%		

Effluent Monitoring

Date	Weekly Set. Solids (Grab)	Weekly Turbidity (Grab)	Weekly pH (Grab)	Weekly Temp °F (Grab)
1/2/20	<0.1	45	6.7	64
1/9/20	<0.1	19.8	6.5	61
1/16/20	<0.1	21.5	6.8	59
1/23/20	<0.1	19.5	6.8	64
1/30/20	0.2	23	6.8	62
Min	<0.1	19.5	6.5	59
Mean	<0.1	25.8	6.7	62.0
Max	0.2	45.0	6.8	64

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%	***	***

Influent Brine Received

Date	Volume (Gallons)
	N/A

Sludge Removal

Date	Gallons
1/7/20	4,800
1/21/20	4,800

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

SIGNATURE: _____

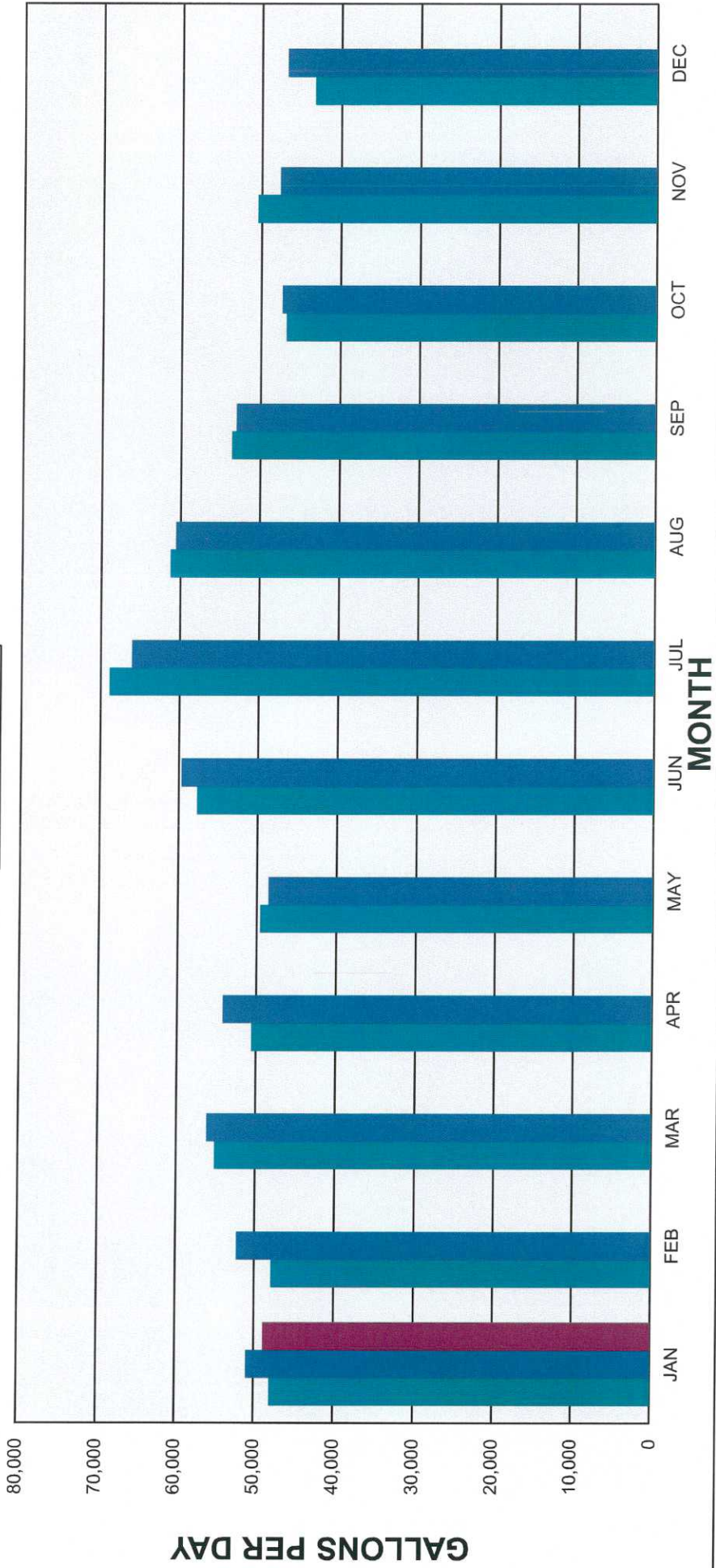
DATE: _____

PRINTED NAME: _____

TITLE: _____

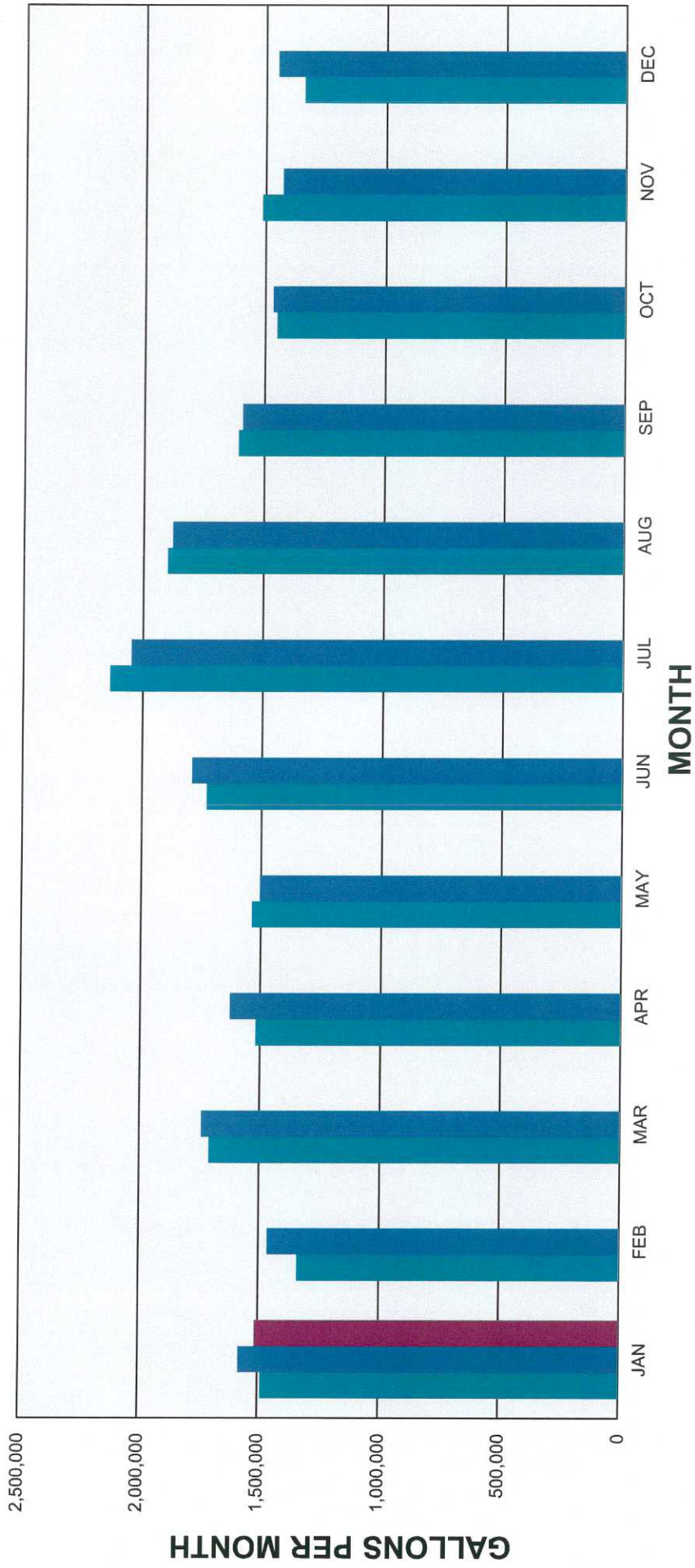
ABCSD AVERAGE DAILY WWTP EFFLUENT FLOW (2018 - 2020)

■ 2018 ■ 2019 ■ 2020



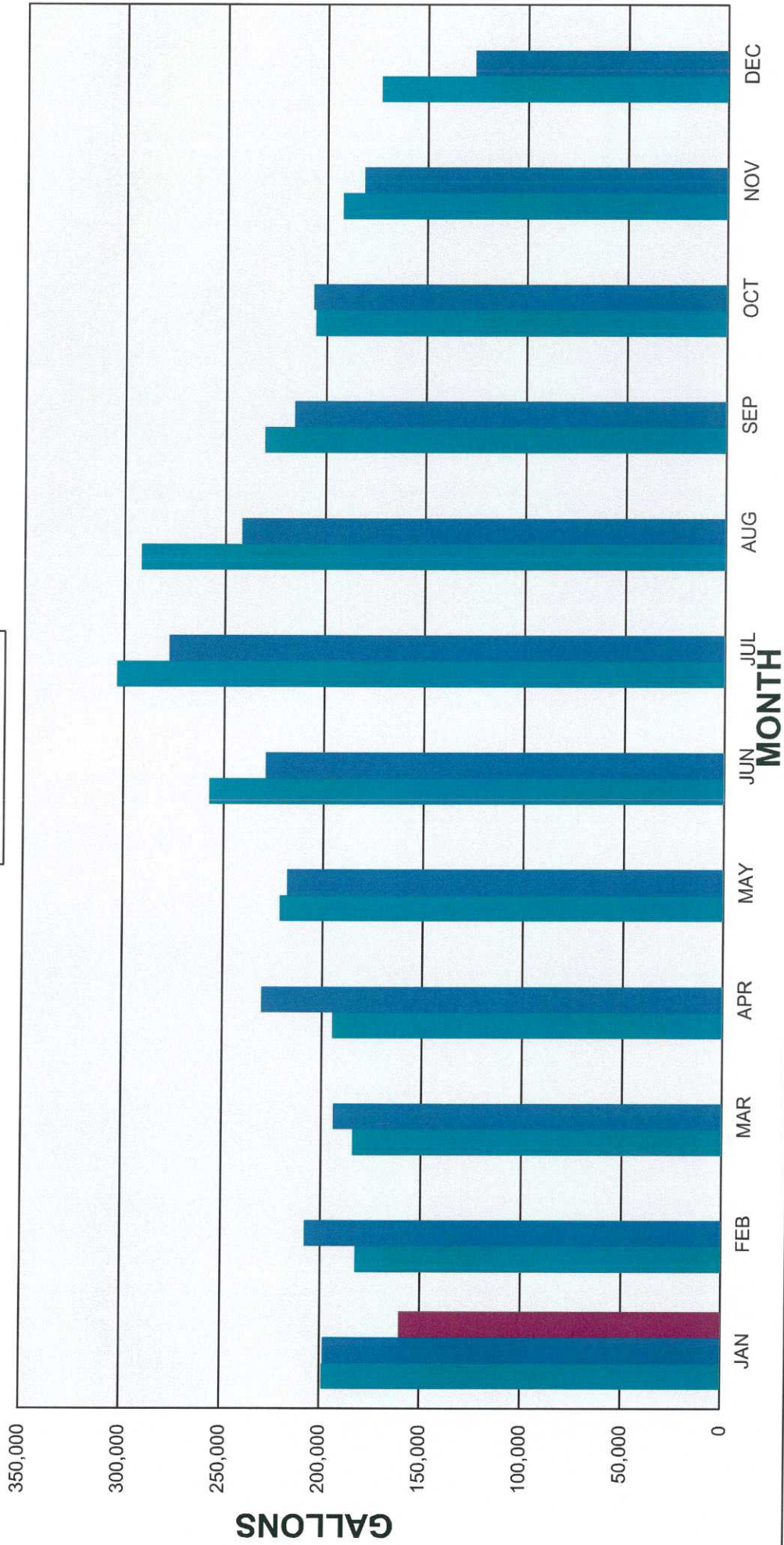
ABCSD MONTHLY TOTAL WWTP EFFLUENT FLOW (2018 - 2020)

■ 2018 ■ 2019 ■ 2020



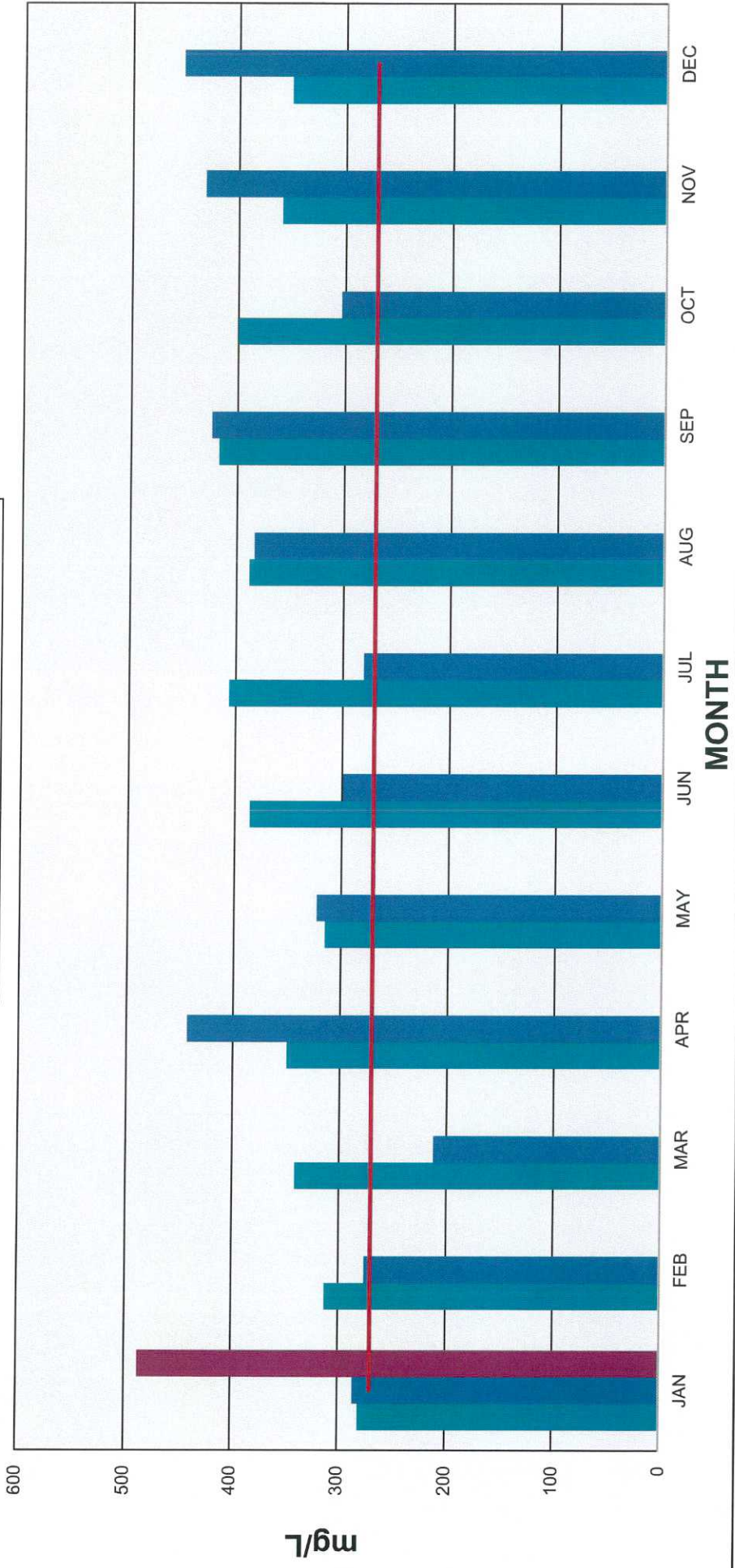
PORT SAN LUIS MONTHLY TOTAL FLOW (2018 - 2020)

■ 2018 ■ 2019 ■ 2020



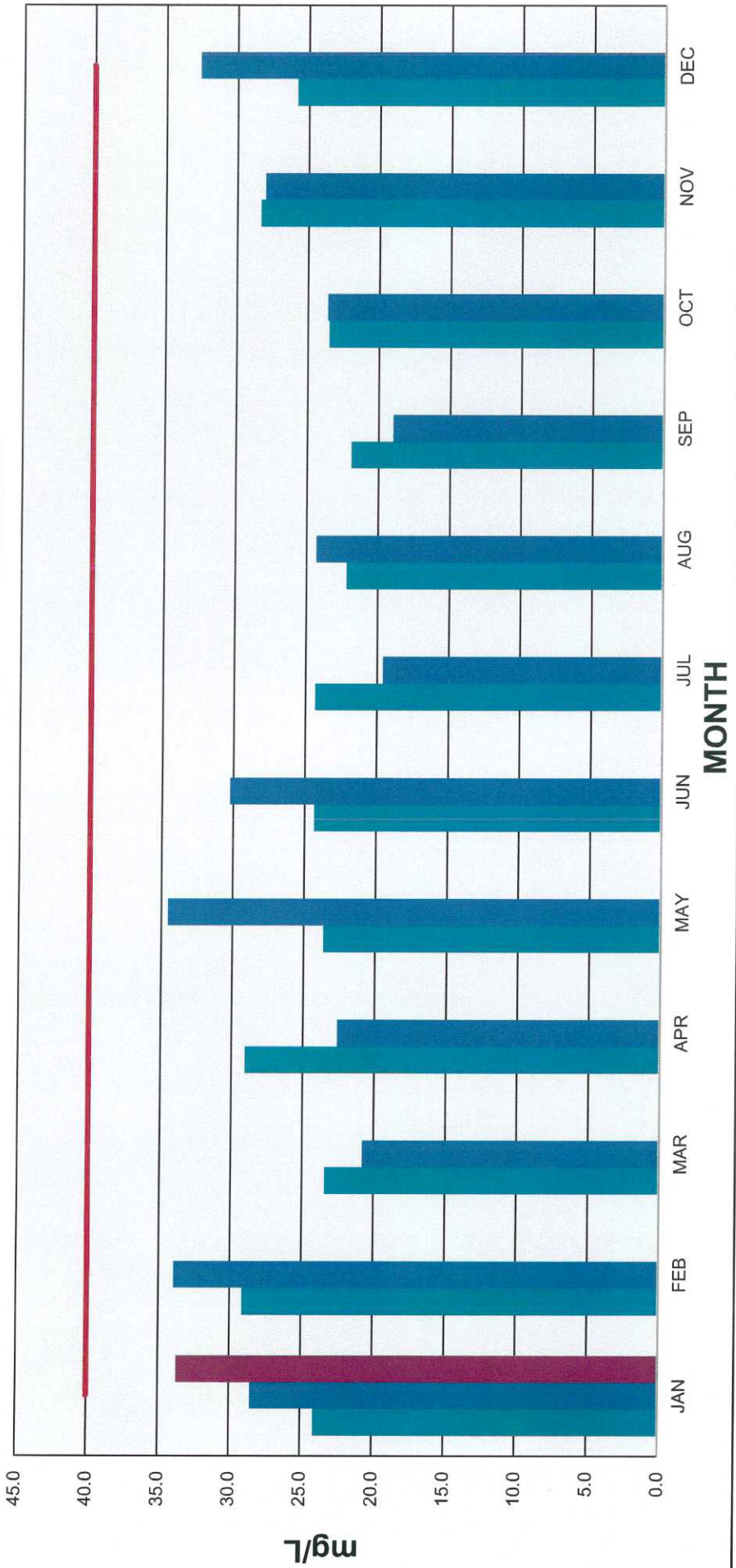
ABCSD MONTHLY AVERAGE INFLUENT BOD (2018 - 2020)

2018 2019 2020 WWTP Design



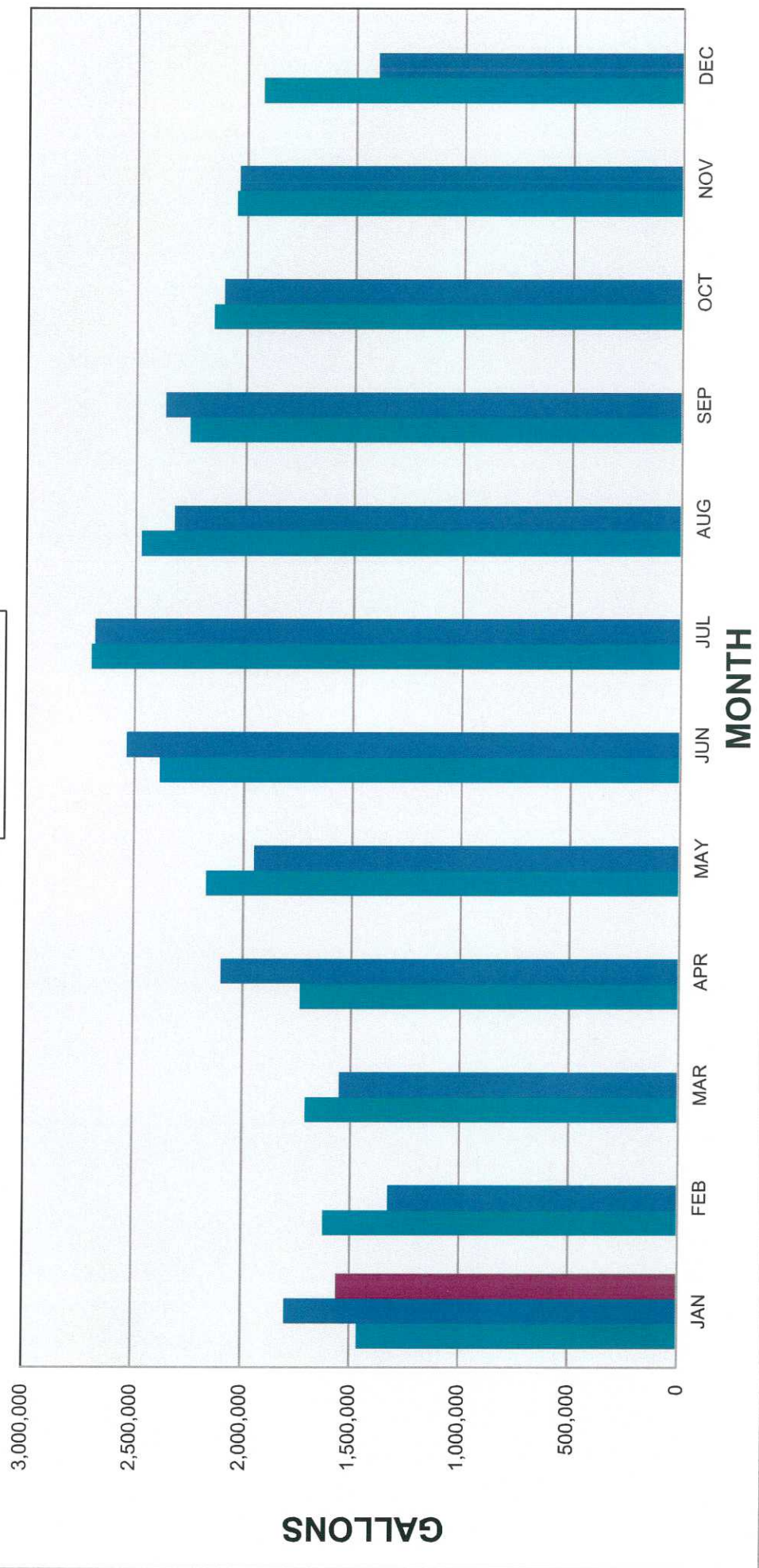
ABCSD MONTHLY AVERAGE EFFLUENT BOD (2018 - 2020)

■ 2018
 ■ 2019
 ■ 2020
 — 30 Day Average Limit



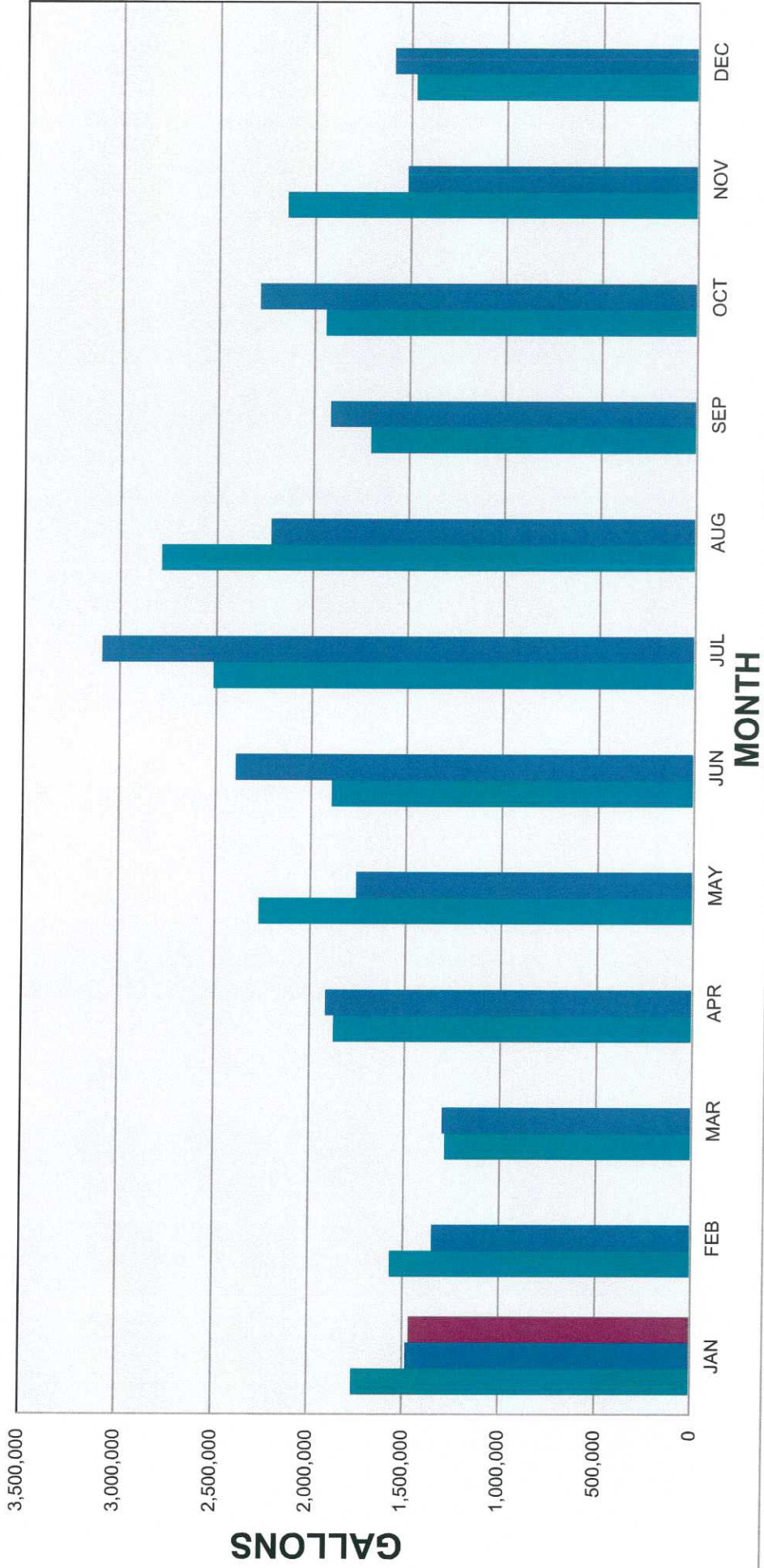
ABCSD MONTHLY WATER PURCHASED FROM LOPEZ (2018 - 2020)

■ 2018 ■ 2019 ■ 2020



ABCSD MONTHLY WATER SOLD (2018 - 2020)


■ 2018 ■ 2019 ■ 2020



**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors 

FROM: Brad Hagemann, General Manager

DATE: February 11, 2020

SUBJECT: FY 2019-20 Mid-Year Budget Review

Recommendation:

Receive Report; Provide direction to staff on any adjustments for the approved FY 2019/20 Budget.

Discussion:

Each year the Board adopts a budget for the financial operations of the District. In order to track District finances and to keep the Board up to date, staff prepares monthly Financial Review reports for the agenda packets that include the monthly checks written and deposits, a profit and loss statement, and a balance sheet. Staff typically prepares a more detailed mid-year budget review for the current fiscal year through the end of December 2019, for the February Board packet. The mid-year review presents the overall budgeted and actual mid-year income and expenses, as well as, the budgeted and actual mid-year income and expenses by fund class.

At the 50% benchmark District income is at 55% and expenses are at 60% of their respective budget amounts. As noted in the General Manager's Report, the County recently estimated that FY 2019/20 tax revenue will be \$670,000. This is an increase of \$10,000 from the approved budget amount of \$660,000. The two biggest income sources, Operating Revenue and County Taxes are slightly above the 50% benchmark. Staff anticipates year-end expenses will come in at about 95% - 100% of the budgeted amounts. The District operates with several enterprise funds or fund "classes" and a General/Administration fund. Below is a summary of the combined Operation and Maintenance budget followed by a fund by fund analysis.

Combined Operating Budget Summary:

Total	<u>FY 19-20 Budget</u>	<u>Actual Through 12-31-2019</u>	<u>% of Budget</u>
Income	\$ 1,784,500	\$ 980,000	55%
Expenses	\$ 1,481,000	\$ 890,000	60%

A summary of the District's Mid-Year Profit and Loss Budget vs. Actual Mid-Year is provided as an attachment to this staff report.

Administrative/General Fund

Total	<u>FY 19/20 Budget</u>	<u>Actual Through 12-31-2019</u>	<u>% of Budget</u>
Income	\$ 448,000	\$ 140,000	31%
Expenses	\$ 424,000	\$ 338,100	80%

Income for the Administrative/General budget comes from County taxes, interest on reserve funds and franchise fee income. The major Administrative/General Fund expense items include: Cal Fire support services contract (\$216,000); Payroll expenses (\$66,000); Contract labor expenses (\$55,000); Legal expenses; Insurance premiums; Membership dues; and Accounting and Audit support.

Income for the Administrative/General Fund is slightly behind the 50% benchmark. This is due to the fact that we are transferring more funds than needed to the Water and Sanitary funds. Staff will make an adjustment that will correct this and have income on budget by the end of the fiscal year. An expense above the 50% benchmark but this is due to the District paying the entire Cal Fire annual contract amount in the first half of the fiscal year. Staff anticipates income and expenses will be on budget by the end of the fiscal year.

Street Light Fund

Total	<u>FY 19/20 Budget</u>	<u>Actual Through 12-31-2019</u>	<u>% of Budget</u>
Income	\$ 17,200	\$ 7,500	44%
Expenses	\$ 15,500	\$ 5,700	37%

The Street Lighting Fund income includes \$16,000 of general fund tax revenues and reimbursement of electrical costs from the Port San Luis Harbor District for their share of the embarcadero wall lights. Expenses include electrical costs and periodic replacement of bulbs and maintenance of fixtures. Staff anticipates that this fund will be on target for both budgeted income and expenses at year end.

Solid Waste Fund

Total	<u>FY 19/20 Budget</u>	<u>Actual Through 12-31-2019</u>	<u>% of Budget</u>
Income	\$ 19,500	\$ 10,800	56%
Expenses	\$ 17,000	\$ 6,000	35%

The Solid Waste Fund is on benchmark for income and slightly below benchmark for expenses. Income from this fund goes primarily to fund Administrative/General Expenses for the Solid Waste program. The Solid Waste Fund is funded through the Franchise fee paid by South County Sanitary Services to the District.

Sanitary Fund

Total	<u>FY 19/20 Budget</u>	<u>Actual Through 12-31-2019</u>	<u>% of Budget</u>
Income	\$ 725,000	\$ 535,000	73%
Expenses	\$ 605,000	\$ 279,000	46%

The Sanitary Fund is above the 50% benchmark for income and slightly below target for expenses. The income is above benchmark due to increased tax revenues going to the fund. Staff will make an adjustment in the second half of the fiscal year to correct this issue. Staff projects that year end income and expenses will be on budget for the Sanitary Fund.

Water Fund

Total	<u>FY 19/20 Budget</u>	<u>Actual Through 12-31-2019</u>	<u>% of Budget</u>
Income	\$ 575,000	\$ 285,000	50%
Expenses	\$ 420,000	\$ 267,000	64%

The Water Fund is on target for income. Expenses are slightly above the mid-year benchmark, but the expenses reflect the payment of Lopez Water charges for the entire year and a large portion of the annual State Water charges. Staff anticipates the Water Fund income and expenses will be on budget at the end of the fiscal year.

Summary

Overall the District remains in a secure financial position. Fiscal year tax revenues are anticipated to come in approximately \$10,000 above budget and water and sewer revenues are projected to be right on budget. Operating expenses are slightly above benchmark for the first half of the fiscal year due to pre-paying several large annual invoices. Staff anticipates operating expenses will be at budget by the end of the fiscal year. Barring any significant maintenance and repair projects in the second half of the fiscal year, staff anticipates the District will be able to direct approximately \$150,000 to the District's Reserve Fund accounts at year end. To date the District has received approximately \$37,000 in water & sewer Connection Fees. Staff anticipates another \$20,000 will come in by the end of the fiscal year. The Port San Luis Harbor District has reimbursed the CSD approximately \$52,000 for their share of capital improvement projects at the WWTP.

11:34 AM

01/29/20

Accrual Basis

Avila Beach Community Services District
Profit & Loss Budget vs. Actual Total Mid-Year FY2019-20
 July through December 2019

Ordinary Income/Expense	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
Income				
4000 · Income Summary				
4010 · Operating Revenue	509,058.85	975,000.00	-465,941.15	52.2%
4012 · Solid Waste Franchise Fee	10,863.99	19,500.00	-8,636.01	55.7%
4020 · Contract Services-Ambulance	2,103.75	3,800.00	-1,696.25	55.4%
4030 · County Taxes	382,753.61	660,000.00	-277,246.39	58.0%
4050 · Harbor Charges				
4052 · Front Street Lighting	408.47	0.00	408.47	100.0%
4053 · WWTP O&M	36,784.00	0.00	36,784.00	100.0%
4050 · Harbor Charges - Other	0.00	51,200.00	-51,200.00	0.0%
Total 4050 · Harbor Charges	37,192.47	51,200.00	-14,007.53	72.6%
4090 · Rental Income	0.00	0.00	0.00	0.0%
4100 · Misc Income	0.00	0.00	0.00	0.0%
4600 · Interest Income	38,149.80	75,000.00	-36,850.20	50.9%
Total 4000 · Income Summary	980,122.47	1,784,500.00	-804,377.53	54.9%
Total Income	980,122.47	1,784,500.00	-804,377.53	54.9%
Gross Profit	980,122.47	1,784,500.00	-804,377.53	54.9%
Expense				
5100 · Merchant Credit Card Fees				
5110 · Amex	66.15			
5120 · Chase Paymentech	679.53			
5130 · Discover, Mastercard, Visa	165.58			
5140 · Invoice Cloud	1,976.06			
5100 · Merchant Credit Card Fees - Other	0.00	4,800.00	-4,800.00	0.0%
Total 5100 · Merchant Credit Card Fees	2,887.32	4,800.00	-1,912.68	60.2%
5200 · Payroll Expenses				
5210 · Gross Wages				
5211 · Regular Pay	18,206.00	0.00	18,206.00	100.0%

Avila Beach Community Services District
Profit & Loss Budget vs. Actual Total Mid-Year FY2019-20
 July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
5012 · Holiday Pay	883.50	0.00	883.50	100.0%
5014 · Sick Pay	677.35	0.00	677.35	100.0%
5016 · Vacation Pay	1,236.90	0.00	1,236.90	100.0%
5210 · Gross Wages - Other	0.00	42,000.00	-42,000.00	0.0%
Total 5210 · Gross Wages	21,003.75	42,000.00	-20,996.25	50.0%
5230 · Payroll Taxes	356.76	950.00	-593.24	37.6%
5240 · Health & Medical Exp.				
5242 · Health Ins / Other	3,600.00	7,200.00	-3,600.00	50.0%
Total 5240 · Health & Medical Exp.	3,600.00	7,200.00	-3,600.00	50.0%
5250 · PERS Company Pd Expense				
5254 · PERS Co Pd Kathy	9,223.00	11,000.00	-1,777.00	83.8%
5256 · PERS Co Pd Kristi	1,957.96	4,500.00	-2,542.04	43.5%
Total 5250 · PERS Company Pd Expense	11,180.96	15,500.00	-4,319.04	72.1%
5260 · Work Comp Insurance	713.97	750.00	-36.03	95.2%
5280 · Payroll Administration & Misc.	663.72	1,500.00	-836.28	44.2%
Total 5200 · Payroll Expenses	37,519.16	67,900.00	-30,380.84	55.3%
6000 · Administrative Overheads				
6102 · Accounting	7,342.50	10,500.00	-3,157.50	69.9%
6103 · Accounting Audit	8,500.00	9,500.00	-1,000.00	89.5%
6117 · Billing Software & Service	1,045.35			
6120 · Dues & Subscriptions	6,223.98	7,150.00	-926.02	87.0%
6130 · LAFCo Fees	0.00	5,500.00	-5,500.00	0.0%
6135 · Legal	6,768.60	28,000.00	-21,231.40	24.2%
6140 · Office Supplies & Postage				
6142 · Postage & Shipping	198.21			
6143 · Supplies, Office	1,245.61			
6140 · Office Supplies & Postage - Other	509.72	10,200.00	-9,690.28	5.0%

Avila Beach Community Services District
Profit & Loss Budget vs. Actual Total Mid-Year FY2019-20
 July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
Total 6140 · Office Supplies & Postage	1,953.54	10,200.00	-8,246.46	19.2%
6145 · Public Notices	0.00	1,000.00	-1,000.00	0.0%
6148 · Rate Adjustments	451.25			
6149 · Rate Study	10,969.26	30,000.00	-19,030.74	36.6%
6150 · Rate Assistance	5,096.75	9,500.00	-4,403.25	53.7%
6155 · Rent	0.00	0.00	0.00	0.0%
6160 · Training	1,149.45	2,500.00	-1,350.55	46.0%
6165 · Travel	49.50	2,000.00	-1,950.50	2.5%
6170 · Website	1,400.00	2,800.00	-1,400.00	50.0%
Total 6000 · Administrative Overheads	50,950.18	118,650.00	-67,699.82	42.9%
6500 · Operating Expenses				
6502 · Benthic Monitoring	28,694.46	48,000.00	-19,305.54	59.8%
6503 · Chemicals	35,429.10	80,500.00	-45,070.90	44.0%
6505 · Contract Labor O & M	116,973.08	262,500.00	-145,526.92	44.6%
6506 · Contract Labor GM	31,667.50	57,500.00	-25,832.50	55.1%
6507 · Contract Labor Civil Engineer	47,970.00	85,000.00	-37,030.00	56.4%
6510 · Critical Spare Parts	0.00	12,500.00	-12,500.00	0.0%
6515 · Engineering	0.00	12,500.00	-12,500.00	0.0%
6518 · Equipment Expense	1,368.23	0.00	1,368.23	100.0%
6520 · Equipment Repair & Maint.				
6522 · Equip. Rep. & Maint-Avila & HD	15,108.06	0.00	15,108.06	100.0%
6524 · Equip. Rep. & Maint. Avila Only	4,075.13	0.00	4,075.13	100.0%
6520 · Equipment Repair & Maint. - Other	4,216.73	66,000.00	-61,783.27	6.4%
Total 6520 · Equipment Repair & Maint.	23,399.92	66,000.00	-42,600.08	35.5%
6525 · Fat Oil & Grease (FOG)	1,083.67	5,000.00	-3,916.33	21.7%
6530 · Generator Maintenance	6,888.89	4,200.00	2,688.89	164.0%
6535 · Insurance P/L	7,938.24	17,400.00	-9,461.76	45.6%
6540 · Lab Tests	20,515.20	47,000.00	-26,484.80	43.6%
6542 · Maintenance	1,348.87	2,500.00	-1,151.13	54.0%
6545 · Miscellaneous	0.00	0.00	0.00	0.0%
6547 · Moving Expense	0.00	0.00	0.00	0.0%

Avila Beach Community Services District
Profit & Loss Budget vs. Actual Total Mid-Year FY2019-20
 July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
6550 · Operating Supplies	3,365.19	8,500.00	-5,134.81	39.6%
6555 · Permits & Fees	10,517.55	13,000.00	-2,482.45	80.9%
6560 · Plan Checks	0.00	1,000.00	-1,000.00	0.0%
6565 · Regulatory Compliance	1,760.00	6,000.00	-4,240.00	29.3%
6567 · Repairs, Building	365.79	2,500.00	-2,134.21	14.6%
6570 · Safety Gear	0.00	900.00	-900.00	0.0%
6575 · Small Tools	0.00	1,000.00	-1,000.00	0.0%
6580 · Solids Handling	15,336.00	40,000.00	-24,664.00	38.3%
6585 · Telephone / Internet	3,081.60	7,500.00	-4,418.40	41.1%
6590 · Utilities	23,479.13	47,000.00	-23,520.87	50.0%
6500 · Operating Expenses - Other	179.72			
Total 6500 · Operating Expenses	381,362.14	828,000.00	-446,637.86	46.1%
6600 · Cal Fire Contract Labor	215,894.00	216,000.00	-106.00	100.0%
6800 · Water				
6802 · Lopez	108,408.98	115,000.00	-6,591.02	94.3%
6805 · State Water	93,069.35	160,000.00	-66,930.65	58.2%
Total 6800 · Water	201,478.33	275,000.00	-73,521.67	73.3%
6900 · Yard Improvements	0.00	500.00	-500.00	0.0%
Total Expense	890,091.13	1,510,850.00	-620,758.87	58.9%
Net Ordinary Income	90,031.34	273,650.00	-183,618.66	32.9%
Other Income/Expense				
Other Income				
7200 · Non-Operating Income				
7210 · Connection Fees	36,941.00	75,000.00	-38,059.00	49.3%
7220 · CIP Harbor	51,406.00	75,000.00	-23,594.00	68.5%
Total 7200 · Non-Operating Income	88,347.00	150,000.00	-61,653.00	58.9%
Total Other Income	88,347.00	150,000.00	-61,653.00	58.9%

Avila Beach Community Services District
Profit & Loss Budget vs. Actual Total Mid-Year FY2019-20
 July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
Other Expense				
8050 · New Assets to be Added & Depr	0.00	140,000.00	-140,000.00	0.0%
8200 · Non-Operating Expenses				
8210 · Capital Purchases in Prog Admin				
8212 · Gen Admin Capital Equipment Exp	0.00	9,500.00	-9,500.00	0.0%
8214 · Metal Building at Water Tank	0.00	0.00	0.00	0.0%
Total 8210 · Capital Purchases in Prog Admin	0.00	9,500.00	-9,500.00	0.0%
8230 · Capital Purchases in Prog Sani				
8231 · WW-1 WWTP Upgrade	0.00	0.00	0.00	0.0%
8232 · WW-2 Effluent Line Repair HD	0.00	0.00	0.00	0.0%
8233 · WW-3 Brine Waste	0.00	60,000.00	-60,000.00	0.0%
8241 · WW-5 Misc. Projects	0.00	25,000.00	-25,000.00	0.0%
8242 · WW-4 Collectn Ln Repair	0.00	15,000.00	-15,000.00	0.0%
8243 · WW-4 Wet Well Coating	0.00	0.00	0.00	0.0%
8245 · WWTP Improvement Project				
8245b · WWTP Phase I Design	71,343.69	250,000.00	-178,656.31	28.5%
Total 8245 · WWTP Improvement Project	71,343.69	250,000.00	-178,656.31	28.5%
8246 · WW Swr Ln Rplmt San Migl				
8246b · WW Swr Ln Rplmt Project Ph 2	2,903.75			
8246c · WW Swr Ln Rplmt Sn Migl Phase 3	4,591.87	125,000.00	-120,408.13	3.7%
8246 · WW Swr Ln Rplmt San Migl - Other	15,193.75			
Total 8246 · WW Swr Ln Rplmt San Migl	22,689.37	125,000.00	-102,310.63	18.2%
Total 8230 · Capital Purchases in Prog Sani	94,033.06	475,000.00	-380,966.94	19.8%
8270 · Capital Purchases in Prog Water				
8271 · W-1 2017/18 Water Tank Imp.	0.00	0.00	0.00	0.0%
8273 · W-3 Misc Water Line Replacement	0.00	25,000.00	-25,000.00	0.0%
8280 · W - 2 Water Valve Rep	0.00	100,000.00	-100,000.00	0.0%
Total 8270 · Capital Purchases in Prog Water	0.00	125,000.00	-125,000.00	0.0%

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

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 11, 2020

SUBJECT: Purchase/Lease Copy Machine

Recommendation:

Receive Report and authorize staff to purchase a Copy Machine

Funding:

The approved FY 2019/20 budget includes \$9,500 for the purchase of a copy machine.

Discussion:

The District's existing copy machine was purchased in 2014 and is nearing the end of its useful life. Over the past several months the machine has malfunctioned during the preparation of the agenda packet and staff has had to take the packet to an outside copying service in order to meet publication deadlines. In addition, photocopier technology has improved over the past seven years providing faster copying, dual side scanning and enhanced finishing options (stapling, three-hole punch etc.) at a cost equivalent to what the District is currently paying.

Staff prepared a performance specification based on the District's current and anticipated copying needs and requested quotes from three local vendors: Chaparral, Ultrex, and Coastal Copy.

1. Chaparral - Ricoh IM C3000 machine with a purchase price of \$7,905 including trade-in of the District's existing machine and a \$102/month Service agreement that included 1,000 B/W copies and 1,000 Color copies. Staff estimates the five year costs at \$14,025.
2. Coastal Copy – Kyocera TASKalfa 3252ci machine with a purchase price of \$5,995 and \$63/month Service Agreement that included 1,000 B/W copies and 500 Color copies. Staff estimates the five year costs at \$9,800.
3. Ultrex – Konica Minolta C360I machine with a purchase price of \$7,595. There is no minimum usage Service Agreement. The District will pay \$0.01 for B/W copies and \$0.08 for Color copies. Based on typical District usage (600 B/W and 400 Color copies) the monthly fee would be approximately \$38/month. Staff estimates the five year costs at \$9,875

Based on the above analysis, staff recommends the District purchase the Konica Minolta machine from Ultrex. The K/M machine has a higher initial purchase cost over the Kyocera. However, the Service Agreement is only based on the number of copies actually made, therefore five year cost comes in about the same. In addition the K/M machine has a slightly faster copy rate (36 cpm vs. 32 cpm) and more RAM 8 GB vs 2 GB.

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

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 11th, 2020

SUBJECT: Nomination for CSDA Board of Directors, Coastal Network Vacancy

Recommendation:

Staff recommends the Board nominate the District General Manager to serve on the CSDA Board of Directors, Seat B, Coastal Network

Discussion:

The California Special Districts Association is seeking nominations for a special district board member or general manager from the Coastal Network who is interested in serving on the CSDA board for the remainder of the 2020 – 2022 term. The incumbent recently resigned from the position.


The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the Coastal Network.

I am currently serving as Vice President for the CSDA, San Luis Obispo County Chapter and I would be interested in serving on the CSDA board. I am requesting the Board's nomination to be considered for the vacant seat. Directors are expected to attend quarterly Board of Director meetings in Sacramento. CSDA reimburses the directors for their related expenses for attending board and committee meetings.

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

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 11, 2020

SUBJECT: Purchase Replacement Dry Air Scrubber for the WWTP

Recommendation:

Receive Report and authorize staff to purchase a replacement Air Scrubber for the WWTP

Funding:

The approved FY 2019/20 Capital Improvement Program budget includes \$25,000 for “As Needed” projects at the WWTP. To date we have not used any of those funds. This project can be funded using the above noted budget.

Discussion:

The existing air scrubber at the WWTP was installed in 2014 and has been in continuous service since being installed. The purpose of the scrubber is to capture and/or convert hydrogen sulfide gases that are pulled off the influent wet well and the sludge digester. The media material in the scrubber has a finite capacity for capturing hydrogen sulfide and based on design capacity of the unit, staff anticipates that we are nearing that capacity. We do not want to wait until the unit reaches capacity as they may subject the District to a potential violation of the WWTP’s permit issued by the County Air Pollution Control Board.

Staff requested a quote from Syneco Systems for purchase and replacement of the air scrubber system (attached). The quote includes purchase and delivery of a new complete scrubber unit as well as the freight to haul the existing unit back to the manufacturer’s facility for rehab.

Staff recommends the Board authorize staff to place the order for the new scrubber unit.



Quote

Quote No: 2019092

Date: 1/21/2020
Prepared By: DLF

Prepared For

Ship To

Avila Beach
Community Services District
PO Box 309
Avila Beach, CA 93424

Project: Avila Beach LS

Terms: Net 30

Project Location: Avila Beach, CA

Valid Until: 2/20/2020

Description	Qty	Price	Amount
Purchase Exchange of a Peacemaker 3X3 Dry Air Scrubber with 20 cubic feet of Converting & Polishing media, new AO70 fan and round trip freight included.	1	6,502.00	6,502.00T

Subtotal \$6,502.00

Sales Tax (7.5%) \$487.65

Total \$6,989.65

TERMS AND CONDITIONS

- All orders are subject to manufacturer's acceptance.
- Full freight allowed to jobsite if access is available via common carrier.
- Shipment will be made via most economical way within 30 days of receipt of order.
- Manufacturer shall not be liable for failure or delay in delivery due to any cause beyond its control.
- Installation of equipment herein shall be under the control and at the expense of Purchaser.
- TAXES may or may not be included in this quotation, IF APPLICABLE they will be added to the invoice.
- Exchange per agreement signed.
- Amendment to this quotation can only be done in writing by an officer of Syneco Systems, Inc.
- Payment is due as per terms stated.
- A 2% monthly late fee will be added for all past due balances.

By signing below you are confirming acceptance of this quote and the terms and conditions as stated.

Signature _____



Scan for additional product information

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

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 11th, 2020

SUBJECT: Senate Bill 998, Water Shut-Off Protection Act, Development of Procedures for Discontinuance of Water Service for Residential Customers

Recommendation:

Receive Staff report and direct staff to work with legal counsel to update District Policies to comply with SB 998

Background:

On October 12, 2004, the District adopted Ordinance No. 2004-01, which provided procedures for discontinuance of District water and sewer service and fines for violation of District rules and regulations. On March 8, 2016, the Board adopted a Policy on Water and Sewer Billing Payment. Senate Bill 998 requires water suppliers to update their procedures in accordance with the provisions of the Bill as summarized below. A legal alert and the text of SB 998 is provided as an attachment to this staff report.

Discussion:

Senate Bill 998 (SB 998) was approved by the Governor on September 28, 2018 and requires water suppliers with more than 200 service connections to comply with the bill's provisions by April 1, 2020. SB 998 prohibits water districts from turning off water service for non-payment by any residential customer who has been delinquent for less than 60 days. SB 998 is only applicable to residential water service connections and does not apply to any other service types, such as commercial, irrigation or construction water accounts. SB 998 requires water districts to have a written policy on discontinuation of residential water service for non-payment that meets a number of different criteria. The bill also provides that the policy be translated into a number of different languages and prohibits residential service from being turned off under specified circumstances.

SB 998 requires the following:

- The written discontinuation policy must be in English, Spanish, Chinese, Tagalog, Vietnamese and Korean and any other language spoken by 10% or more of the District's customers;
- The Policy must be available on the District's website in all required languages;
- The must prepare an annual report the number of residential water shut-offs due to the inability to pay. The report must be sent to the State Water Resources Control Board and posted on the District's website; and
- The District must comply with a number of noticing requirements, plans for alternative payment schedules, a mechanism to appeal a water bill and a customer service contact person.

The purpose of this staff report is to advise the Board of the needed changes and the significant level of effort to develop a Policy that addresses the SB 998 requirements. Staff has obtained several sample policies and will work with District legal counsel to develop a policy for Board consideration at the March Board meeting.

New Restrictions on Residential Water Service Discontinuation in California

SB 998 Will Require Written Policies, Detailed Notices and Alternative Payment Options

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There will be new restrictions on residential water service discontinuation when customers are delinquent in paying their water bills under **Senate Bill 998**, signed last week by California Gov. Jerry Brown. The legislation will impact existing practices, policies and procedures relating to delinquent accounts and discontinuation of water service by retail water purveyors.

The new law applies to all urban and community water systems, public or private, that provide water to more than 200 service connections. For water systems regulated by the Public Utilities Commission, or those supplying water to more than 3,000 customers annually, the new requirements will go into effect on Feb. 1, 2020. For any other water systems with more than 200 service connections, the new requirements will go into effect April 1, 2020.

Among other things, SB 998 mandates:

- Water systems must adopt written discontinuation policies that are available in English, Spanish, Chinese, Tagalog, Vietnamese, Korean and any other language spoken by 10 percent or more people within the system's service area. The policies must contain certain information, and be posted on the water system's website.
- Water systems may not discontinue residential water service due to delinquent payment until payments are delinquent for at least 60 days. After that time, the water system must attempt to provide notice to customers by telephone or in writing, and provide information about appeals, extensions and alternative repayment options.
- Water systems may not discontinue residential water service if all of the following take place: 1.) a primary care provider certifies that the discontinuation of water service will pose a serious or potentially fatal threat to a resident, 2.) the customer demonstrates inability to pay and 3.) the customer is willing to enter into an alternative payment arrangement. A customer can demonstrate an inability to pay based on the receipt of

certain public assistance by someone in the household, or a declaration from the customer that the household is below 200 percent of the federal poverty level.

- Water systems must limit certain low-income customers' reconnection fees to no more than \$50 during regular business hours, and \$150 during non-regular hours.
- Water systems must attempt to provide notice to renters and mobile home residents that their service may be discontinued due to delinquent payments by their landlords, and that the residents have the right to become customers of the water system without paying the past-due amounts on the landlords' accounts.
- Water systems must annually post on their websites the number of times the system has discontinued service due to inability to pay.

These new rules, and others contained in SB 998, are in addition to existing discontinuation of service requirements that apply to special districts that provide retail water service under Government Code section 60370, et seq.

In light of SB 998, water systems should carefully evaluate their existing policies and procedures relating to delinquent accounts and discontinuation of water service, and update any necessary policies, procedures, ordinances or administrative codes to ensure compliance with the new requirements.

If you have any questions about SB 998 and how it may impact your agency, please contact the author of this Legal Alert listed to the right in the firm's **Special Districts** practice group, or your **BB&K** attorney.

Please feel free to share this Legal Alert or subscribe by clicking [here](#). Follow us on Facebook [@BestBestKrieger](#) and on Twitter [@BBKlaw](#).

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SB-998 Discontinuation of residential water service: urban and community water systems. (2017-2018)

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Date Published: 09/28/2018 09:00 PM

Senate Bill No. 998

CHAPTER 891

An act to add Chapter 6 (commencing with Section 116900) to Part 12 of Division 104 of the Health and Safety Code, relating to water.

[Approved by Governor September 28, 2018. Filed with Secretary of State September 28, 2018.]

LEGISLATIVE COUNSEL'S DIGEST

SB 998, Dodd. Discontinuation of residential water service: urban and community water systems.

Existing law, the California Safe Drinking Water Act, requires the State Water Resources Control Board to administer provisions relating to the regulation of drinking water to protect public health. Existing law declares it to be the established policy of the state that every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes.

Under existing law, the Public Utilities Commission has regulatory authority over public utilities, including water corporations. Existing law requires certain notice to be given before a water corporation, public utility district, municipal utility district, or a municipally owned or operated public utility furnishing water may terminate residential service for nonpayment of a delinquent account, as prescribed.

This bill would require an urban and community water system, defined as a public water system that supplies water to more than 200 service connections, to have a written policy on discontinuation of water service to certain types of residences for nonpayment available in prescribed languages. The bill would require the policy to include certain components, be available on the system's Internet Web site, and be provided to customers in writing, upon request. The bill would provide for enforcement of these provisions, including making a violation of these provisions punishable by a civil penalty issued by the board in an amount not to exceed \$1,000 for each day in which the violation occurs, and would require the enforcement moneys collected by the board to be deposited in the Safe Drinking Water Account. The bill would prohibit an urban and community water system from discontinuing residential service for nonpayment until a payment by a customer has been delinquent for at least 60 days. The bill would require an urban and community water system to contact the customer named on the account and provide the customer with the urban and community water system's policy on discontinuation of residential service for nonpayment no less than 7 business days before discontinuation of residential service, as prescribed.

This bill would prohibit residential service from being discontinued under specified circumstances. The bill would require an urban and community water system that discontinues residential service to provide the customer with information on how to restore service. The bill would require an urban and community water system to waive interest charges on delinquent bills for, and would limit the amount of a reconnection of service fee imposed on, a residential customer who demonstrates, as prescribed, to the urban and community water system household income below 200% of the federal poverty line. The bill would require an urban and community water system

that furnishes individually metered residential service to residential occupants of a detached single-family dwelling, a multiunit structure, mobilehome park, or permanent residential structure in a labor camp, and that the owner, manager, or operator of the dwelling, structure, or park is the customer of record, to make every good faith effort to inform the residential occupants by written notice that service will be terminated and that the residential occupants have the right to become customers, as specified. The bill would require an urban and community water system to report the number of annual discontinuations of residential service for inability to pay on its Internet Web site and to the board, and the bill would require the board to post on its Internet Web site the information reported. The bill would require an urban water supplier, as defined, or an urban and community water system regulated by the commission, to comply with the bill's provisions on and after February 1, 2020, and any other urban and community water system to comply with the bill's provisions on and after April 1, 2020. The bill would provide that the provisions of the bill are in addition to the provisions in existing law duplicative of the bill and that where the provisions are inconsistent, the provisions described in the bill apply.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. The Legislature finds and declares as follows:

(a) All Californians have the right to safe, accessible, and affordable water as declared by Section 106.3 of the Water Code.

(b) It is the intent of the Legislature to minimize the number of Californians who lose access to water service due to inability to pay.

(c) Water service discontinuations threaten human health and well-being, and have disproportionate impact on infants, children, the elderly, low-income families, communities of color, people for whom English is a second language, physically disabled persons, and persons with life-threatening medical conditions.

(d) When there is a delinquent bill, all Californians, regardless of whether they pay a water bill directly, should be treated fairly, and fair treatment includes the ability to contest a bill, seek alternative payment schedules, and demonstrate medical need and severe economic hardship.

(e) The loss of water service causes tremendous hardship and undue stress, including increased health risks to vulnerable populations.

(f) It is the intent of the Legislature that this act provide additional procedural protections and expand upon the procedural safeguards contained in the Public Utilities Code and Government Code as of January 1, 2018, relating to utility service disconnections.

SEC. 2. Chapter 6 (commencing with Section 116900) is added to Part 12 of Division 104 of the Health and Safety Code, to read:

CHAPTER 6. Discontinuation of Residential Water Service

116900. This chapter shall be known, and may be cited, as the Water Shutoff Protection Act.

116902. For the purposes of this chapter, the following definitions apply:

(a) "Board" means the State Water Resources Control Board.

(b) "Public water system" has the same meaning as defined in Section 116275.

(c) "Residential service" means water service to a residential connection that includes single-family residences, multifamily residences, mobilehomes, including, but not limited to, mobilehomes in mobilehome parks, or farmworker housing.

(d) "Urban and community water system" means a public water system that supplies water to more than 200 service connections.

(e) "Urban water supplier" has the same meaning as defined in Section 10617 of the Water Code.

116904. (a) An urban water supplier not regulated by the Public Utilities Commission shall comply with this chapter on and after February 1, 2020.

(b) An urban and community water system regulated by the Public Utilities Commission shall comply with this chapter on and after February 1, 2020. The urban and community water system regulated by the Public Utilities Commission shall file advice letters with the commission to conform with this chapter.

(c) An urban and community water system not described in subdivision (a) or (b) shall comply with this chapter on and after April 1, 2020.

116906. (a) An urban and community water system shall have a written policy on discontinuation of residential service for nonpayment available in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by at least 10 percent of the people residing in its service area. The policy shall include all of the following:

(1) A plan for deferred or reduced payments.

(2) Alternative payment schedules.

(3) A formal mechanism for a customer to contest or appeal a bill.

(4) A telephone number for a customer to contact to discuss options for averting discontinuation of residential service for nonpayment.

(b) The policy shall be available on the urban and community water system's Internet Web site, if an Internet Web site exists. If an Internet Web site does not exist, the urban and community water system shall provide the policy to customers in writing, upon request.

(c) (1) The board may enforce the requirements of this section pursuant to Sections 116577, 116650, and 116655. The provisions of Section 116585 and Article 10 (commencing with Section 116700) of Chapter 4 apply to enforcement undertaken for a violation of this section.

(2) All moneys collected pursuant to this subdivision shall be deposited in the Safe Drinking Water Account established pursuant to Section 116590.

116908. (a) (1) (A) An urban and community water system shall not discontinue residential service for nonpayment until a payment by a customer has been delinquent for at least 60 days. No less than seven business days before discontinuation of residential service for nonpayment, an urban and community water system shall contact the customer named on the account by telephone or written notice.

(B) When the urban and community water system contacts the customer named on the account by telephone pursuant to subparagraph (A), it shall offer to provide in writing to the customer the urban and community water system's policy on discontinuation of residential service for nonpayment. An urban and community water system shall offer to discuss options to avert discontinuation of residential service for nonpayment, including, but not limited to, alternative payment schedules, deferred payments, minimum payments, procedures for requesting amortization of the unpaid balance, and petition for bill review and appeal.

(C) When the urban and community water system contacts the customer named on the account by written notice pursuant to subparagraph (A), the written notice of payment delinquency and impending discontinuation shall be mailed to the customer of the residence to which the residential service is provided. If the customer's address is not the address of the property to which residential service is provided, the notice also shall be sent to the address of the property to which residential service is provided, addressed to "Occupant." The notice shall include, but is not limited to, all of the following information in a clear and legible format:

(i) The customer's name and address.

(ii) The amount of the delinquency.

(iii) The date by which payment or arrangement for payment is required in order to avoid discontinuation of residential service.

(iv) A description of the process to apply for an extension of time to pay the delinquent charges.

(v) A description of the procedure to petition for bill review and appeal.

(vi) A description of the procedure by which the customer may request a deferred, reduced, or alternative payment schedule, including an amortization of the delinquent residential service charges, consistent with the written policies provided pursuant to subdivision (a) of Section 116906.

(2) If the urban and community water system is unable to make contact with the customer or an adult occupying the residence by telephone, and written notice is returned through the mail as undeliverable, the urban and community water system shall make a good faith effort to visit the residence and leave, or make other arrangements for placement in a conspicuous place of, a notice of imminent discontinuation of residential service for nonpayment and the urban and community water system's policy for discontinuation of residential service for nonpayment.

(b) If an adult at the residence appeals the water bill to the urban and community water system or any other administrative or legal body to which such an appeal may be lawfully taken, the urban and community water system shall not discontinue residential service while the appeal is pending.

116910. (a) An urban and community water system shall not discontinue residential service for nonpayment if all of the following conditions are met:

(1) The customer, or a tenant of the customer, submits to the urban and community water system the certification of a primary care provider, as that term is defined in subparagraph (A) of paragraph (1) of subdivision (b) of Section 14088 of the Welfare and Institutions Code, that discontinuation of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided.

(2) The customer demonstrates that he or she is financially unable to pay for residential service within the urban and community water system's normal billing cycle. The customer shall be deemed financially unable to pay for residential service within the urban and community water system's normal billing cycle if any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

(3) The customer is willing to enter into an amortization agreement, alternative payment schedule, or a plan for deferred or reduced payment, consistent with the written policies provided pursuant to subdivision (a) of Section 116906, with respect to all delinquent charges.

(b) (1) If the conditions listed in subdivision (a) are met, the urban and community water system shall offer the customer one or more of the following options:

(A) Amortization of the unpaid balance.

(B) Participation in an alternative payment schedule.

(C) A partial or full reduction of the unpaid balance financed without additional charges to other ratepayers.

(D) Temporary deferral of payment.

(2) The urban and community water system may choose which of the payment options described in paragraph (1) the customer undertakes and may set the parameters of that payment option. Ordinarily, the repayment option offered should result in repayment of any remaining outstanding balance within 12 months. An urban and community water system may grant a longer repayment period if it finds the longer period is necessary to avoid undue hardship to the customer based on the circumstances of the individual case.

(3) Residential service may be discontinued no sooner than 5 business days after the urban and community water system posts a final notice of intent to disconnect service in a prominent and conspicuous location at the property under either of the following circumstances:

(A) The customer fails to comply with an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges for 60 days or more.

(B) While undertaking an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges, the customer does not pay his or her current residential service charges for 60 days or more.

116912. An urban and community water system that discontinues residential service for nonpayment shall provide the customer with information on how to restore residential service.

116914. (a) For a residential customer who demonstrates to an urban and community water system household income below 200 percent of the federal poverty line, the urban and community water system shall do both of the following:

(1) Set a reconnection of service fee for reconnection during normal operating hours at fifty dollars (\$50), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021. For the reconnection of residential service during nonoperational hours, an urban and community water system shall set a reconnection of service fee at one hundred fifty dollars (\$150), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021.

(2) Waive interest charges on delinquent bills once every 12 months.

(b) An urban and community water system shall deem a residential customer to have a household income below 200 percent of the federal poverty line if any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

116916. (a) This section applies if there is a landlord-tenant relationship between the residential occupants and the owner, manager, or operator of the dwelling.

(b) If an urban and community water system furnishes individually metered residential service to residential occupants of a detached single-family dwelling, a multiunit residential structure, mobilehome park, or permanent residential structure in a labor camp as defined in Section 17008, and the owner, manager, or operator of the dwelling, structure, or park is the customer of record, the urban and community water system shall make every good faith effort to inform the residential occupants, by means of written notice, when the account is in arrears that service will be terminated at least 10 days prior to the termination. The written notice shall further inform the residential occupants that they have the right to become customers, to whom the service will then be billed, without being required to pay any amount which may be due on the delinquent account.

(c) The urban and community water system is not required to make service available to the residential occupants unless each residential occupant agrees to the terms and conditions of service and meets the requirements of law and the urban and community water system's rules and tariffs. However, if one or more of the residential occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the urban and community water system, or if there is a physical means legally available to the urban and community water system of selectively terminating service to those residential occupants who have not met the requirements of the urban and community water system's rules and tariffs, the urban and community water system shall make service available to those residential occupants who have met those requirements.

(d) If prior service for a period of time is a condition for establishing credit with the urban and community water system, residence and proof of prompt payment of rent or other credit obligation acceptable to the urban and community water system for that period of time is a satisfactory equivalent.

(e) Any residential occupant who becomes a customer of the urban and community water system pursuant to this section whose periodic payments, such as rental payments, include charges for residential water service, where those charges are not separately stated, may deduct from the periodic payment each payment period all reasonable charges paid to the urban and community water system for those services during the preceding payment period.

(f) In the case of a detached single-family dwelling, the urban and community water system may do any of the following:

(1) Give notice of termination at least seven days prior to the proposed termination.

(2) In order for the amount due on the delinquent account to be waived, require an occupant who becomes a customer to verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling. Verification may include, but is not limited to, a lease or rental agreement, rent receipts, a government document indicating that the occupant is renting the property, or information disclosed pursuant to Section 1962 of the Civil Code.

116918. An urban and community water system shall report the number of annual discontinuations of residential service for inability to pay on the urban and community water system's Internet Web site, if an Internet Web site exists, and to the board. The board shall post on its Internet Web site the information reported.

116920. (a) The Attorney General, at the request of the board or upon his or her own motion, may bring an action in state court to restrain by temporary or permanent injunction the use of any method, act, or practice declared in this chapter to be unlawful.

(b) For an urban and community water system regulated by the Public Utilities Commission, the commission may bring an action in state court to restrain by temporary or permanent injunction the use by an urban and community water system regulated by the commission of any method, act, or practice declared in this chapter to be unlawful.

116922. All written notices required under this chapter shall be provided in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by 10 percent or more of the customers in the urban and community water system's service area.

116924. Where provisions of existing law are duplicative of this chapter, compliance with one shall be deemed compliance with the other. Where those provisions are inconsistent, the provisions of this chapter shall apply. Nothing in this chapter shall be construed to limit or restrict the procedural safeguards against the disconnection of residential water service existing as of December 31, 2018.

116926. This chapter does not apply to the termination of a service connection by an urban and community water system due to an unauthorized action of a customer.