

**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424  
Meeting Room and Office – 191 San Miguel Street, Avila Beach  
Telephone (805) 595-2664 FAX (805) 595-7623  
E-Mail avilacsd@aol.com

**AGENDA**

**REGULAR BOARD MEETING  
7:00 pm Tuesday January 11, 2011**

**BOARD MEETING LOCATION  
Avila Beach Community Center  
191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA**

1. **CALL TO ORDER: 7:00 P.M.**
2. **SEATING OF THE BOARD OF DIRECTORS:  
Administration of the Oath of Office—Director Rowe**
3. **ROLL CALL: Board Members:**

Pete Kelley, President  
Terry Brown, Vice President  
John Janowicz, Director  
Rick Rowe, Director  
Dan Yoder, Director

4. **PUBLIC COMMENT; 7:00 P.M.**

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

5. **INFORMATION AND DISCUSSION ITEMS**

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

Board Communications

- 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

**6. 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 December 14, 2010 Regular Meeting
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report
- E. Subcommittee Reports

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

- A. Election of Officers and Committee Appointments  
(Action Required: Proceed with Elections and Committee Appointments)
- B. Storm Update - First Street and San Francisco Street Flooding  
(Action Required: Receive Presentation from Staff and County Representative)
- C. Consideration of Resolution 2011-01 Expressing Support for the United Nations Declaration of the Rights of Indigenous People  
(Action Required: Receive Staff Report; Adopt Resolution)
- D. Connection Fee Study Review  
(Action Required: Receive Report; Provide Direction to Staff)
- E. Wastewater Treatment Plant Capacity Evaluation  
(Action Required: Receive Report; Accept Proposal from Kennedy Jenks; Authorize expenditure in a not to exceed amount of \$5,000)

**8. INFORMATION AND DISCUSSION ITEMS**

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

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, 191 San Miguel Street, Avila Beach, CA during normal business hours.

Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District at 805-595-2664.



**AVILA BEACH COMMUNITY SERVICES DISTRICT  
MINUTES OF REGULAR MEETING  
January 11, 2011**

**1. CALL TO ORDER**

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:00 p.m. on the above date, in the Avila Community Building meeting room, was called to order by President Kelley.

**2. SEATING OF THE BOARD OF DIRECTORS**

General Manger Wallace administered the Oath of Office to Director Rowe prior to the Call to Order

**3. ROLL CALL**

Board Members Present	Pete Kelley Terry Brown John Janowciz Rick Rowe Dan Yoder
-----------------------	---

Board Members Absent:                      None

Staff Present:	John Wallace, General Manager Jon Seitz, Legal Counsel Kathy Richardson, Office Manager
----------------	---

**4. PUBLIC COMMENTS --**

Resident Robert Martin inquired if the equipment in the clarifier is rated to be utilized in the open, and if the tiles removed from the clarifier roof will be re-used at the time the roof is replaced. General Manager Wallace advised that the clarifier equipment is designed to be weather resistant and most clarifiers are constructed without a roof. Additionally, the previously received bids for the roofing provided for re-use of the tile on the front side of the structure, and new tiles to be included on the back side as necessary. Further, Mr. Martin expressed concern relating to the Top of the Hill project for the proposed method of connection to the District's sewer collection system. Mr. Wallace advised that the conveyance of sewage to the collection system will be directed by plumbing code and enforced by the County Building Department, but staff will be reviewing the plans when submitted.

Resident Tom Guernsey requested that the District obtain sample results from three sample stations located on the County Lopez water distribution system. General Manager Wallace advised that the District does not have these records and it might be better if the request was

made of the County rather than the CSD. Mr. Dave Flynn, Deputy County Public Works Director was in the audience, and offered to obtain this information for Mr. Guernsey and provide it to him directly. Further Mr. Guernsey requested that the District obtain all Monitoring Reports from the Chevron "Cliff Springs" test results.

## 5. INFORMATION AND DISCUSSION ITEMS

### A. County Reports

1. **SLO Sheriff:** The Sheriff Department's representative advised that it is important for businesses and residences with alarm systems to update the information on record with the alarm company. This will allow for contact in a timely manner in the event the alarm is activated and the owner is not on site. Additionally, it is important for exterior lights and addresses to be maintained. This allows for better response from both law enforcement and fire service.

2. **CAL Fire Report:** Battalion Chief Steve Reeder advised that Station 64 responded to 40 calls for service during the month. This included 13 calls related to flooding. Chief Reeder advised that Station 64 has bags available for use in sandbagging, however, there is no sand available at their station. Mr. Flynn advised that if a site could be established, the County could provide a pile of sand to utilize for sandbagging.

### B. Board Communication;

General Manager Wallace advised that a Board Member training session will be held in Templeton on February 26th. Further information will be provided as it becomes available.

## 6. CONSENT ITEMS

President Kelley introduced the consent items and inquired if any member of the Board, or public wished to address any items. Director Brown inquired of the Manager Report as to the water service lateral related to 196 San Luis Street (Fetyko project). Mr. Wallace advised that reduced pressure was noticed on one of the three service laterals for the project. Staff is working with the developer to have the problematic lateral exposed to determine if the "corp stop" on the main is fully open. This will be at the expense of the developer and not the District. President Kelley inquired of the purchase of "Drought Buffer Water". Following general discussion, it was moved by Director Kelley, seconded by Director Brown and passed unanimously, **to pull the Manager Report for further discussion. It was moved by Director Brown, seconded by Director Janowicz and passed unanimously to approve the consent items as submitted with the exception of the General Manager/District Engineer Report.**

- A. Approval of the December 14, 2010 Regular Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report (**Pulled for Separate Consideration**)
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Report



**Consent item C, General Manager / District Engineer Report**

General Manager Wallace advised the Board that with regards to the purchase of Drought Buffer Insurance for State Water, the County of SLO is in the process of selling surplus allocation of State Water. At some time in the future, Drought Buffer Insurance will not be available. This insurance, if purchased, will allow the District to receive a greater portion of the allocated State Water in years of drought. Once the County's State Water is fully allocated purchase will not be possible. This information is being provided so the District can plan accordingly. Following discussion, it was moved by Director Brown, seconded by Director Rowe and passed unanimously **to approve the General Manager/District Engineer Report as submitted.**

**7. BUSINESS ITEMS**

**A. Election of Officers and Committee Appointments**

Mr. Wallace advised the Board that generally, election of officers takes place at the first meeting of the year. Director Kelley was nominated to continue in the role of President. It was moved by Director Brown, seconded by Director Janowicz and passed unanimously **to appoint Director Kelley as President.** Director Brown was nominated to continue in the role of Vice President. It was moved by Director Kelley seconded by Director Yoder and passed unanimously **to appoint Director Brown to Vice President.**

General Manager Wallace reviewed the standing committees. Following discussion It was moved by Director Brown seconded by Director Kelley and passed **unanimously to set the standing committee appointments as follows.**

<b>Finance Committee:</b>	<b>Directors Kelley, Brown</b>
<b>Personnel:</b>	<b>Directors Janowicz, Rowe</b>
<b>Facilities:</b>	<b>Directors Janowicz, Yoder</b>

**B. Storm Update- First Street and San Francisco Street Flooding**

Mr. Wallace provided an overview of the District's operations during the December 18/19 storm and related flooding of First Street and San Francisco Street intersection. Mr. Wallace advised that operations staff was onsite through the day and monitored the First Street lift station and the collection system. While it was initially thought that the District may have had a sewer spill upon further review of the operations, it has been determined that no evidence of a spill was located. Mr. Wallace introduced Mr. Dave Flynn, of SLO County Public Works to address the Board as related to the County storm drain system in place in Avila Beach, and specifically the ponding on First Street at San Francisco Street. Mr. Flynn advised that an assessment district would need to be established to address these issues and the support must come from within the community and would need to be voted on to finance the necessary improvements. Following the presentation, it was moved by President Kelley, seconded by Director Brown and passed unanimously **to direct**

**staff to send a letter of request to the County to include Avila Beach in a County Drainage study similar to those completed in Oceano and Cambria.**

**C. Consideration of Resolution 2011-01 Expressing Support for the United Nations Declaration of the Rights of Indigenous People**

President Kelley introduced Mr. Fred Collins, representative of the Northern Chumash Tribal Council who provided an overview of the United Nations Declaration. Following the presentation it was moved by President Kelley seconded by Director Brown and passed on the following roll call **to Adopt Resolution 2011-01 Expressing Support for the United Nations Declaration of the Rights of Indigenous People**

**AYES: Kelley, Brown, Janowicz, Rowe, Yoder,**  
**NOES: None**  
**ABSENT: None**

**D. Connection Fee Study Review**

Mr. Wallace advised the Board that staff is reviewing the current connection fee schedule and comparing it to the current capital costs for both State Water Capital costs and costs for capital projects that will be necessary within the District boundaries, this will determine if there is a need to adjust the current connection fees. Legal Counsel Seitz advised the Board of the process necessary to implement an increase in fees. Resident Robert Martin commented that the process may be costly and that other Boards have not always followed the recommendation of studies, and cautioned against spending money unnecessarily. Mr. Martin further commented that policy is set by the Board and a policy needs to be set for the use of the Front Street Plaza area. General Manager Wallace advised that the current uses in this area are permitted by the County as temporary in nature and would not be subject to connection fees. Additionally, Mr. Wallace advised that the current policy related to construction is to base the fees on the initial project and not go back and reassess (higher or lower) the property for subsequent users. Instead, of connection fees being reevaluated, the District collects additional user fees associated with water and sewer consumption. Following general discussion it was moved by Director Kelley seconded by Director Brown and passed unanimously **to direct staff to move forward with providing initial information and to bring back to the Board a “ball park” estimate of the costs associated with modifying the current connection fee schedule.**

**E. Wastewater Treatment Plant Capacity Evaluation**

General Manager Wallace introduced Mr. Steve Tanaka, Director of Water Resources for the Wallace Group who recently completed the initial plant capacity study. Mr. Tanaka advised that the initial study has identified concerns that the overall rated capacity of the Wastewater Treatment plant is lower than the design capacity. This is a result of increased organic waste strength. Mr. Tanaka is recommending that the District hire Kennedy Jenks Consultants to evaluate the findings and make a final determination as to the capacity of the facility. Following



Avila Beach CSD  
Board of Directors Meeting  
Minutes January 11, 2011 page 5

discussion it was moved by Director Brown seconded by Director Rowe and passed unanimously **to approve the Proposal for Professional Services from Kennedy Jenks Consultants in a not to exceed amount of \$5,000 for review of the plant capacity study.**

## 8. INFORMATION AND DISCUSSION ITEMS

Board Communications –

## 9. ADJOURNMENT

**The meeting was adjourned at 9:05 pm.**

**The next regular meeting of the Avila Beach Community Services District is scheduled for February 8th, 2011 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.**

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

Respectfully submitted,



John Wallace,  
General Manager



**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424  
Meeting Room and Office – 191 San Miguel Street, Avila Beach  
Telephone (805) 595-2664 FAX (805) 595-7623  
E-Mail avilacsd@aol.com

**AGENDA**

**REGULAR BOARD MEETING  
7:00 pm Tuesday February 8, 2011**

**BOARD MEETING LOCATION  
Avila Beach Community Center  
191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA**

1. **CALL TO ORDER: 7:00 P.M.**
2. **ROLL CALL: Board Members:**

Pete Kelley, President  
Terry Brown, Vice President  
John Janowicz, Director  
Rick Rowe, Director  
Dan Yoder, Director

3. **PUBLIC COMMENT; 7:00 P.M.**

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

4. **INFORMATION AND DISCUSSION ITEMS**

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

Board Communications

- 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 11, 2011 Regular Meeting
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report
- E. Subcommittee Reports

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

- A. Underground Utility District Letter of Support to Board of Supervisors  
(Action Required: Receive Report; Direct Staff to send Letter of Support)
- B. Adoption of Resolution 2011-2 December 2010 Statewide Storms FEMA -1952-DR  
(Action Required: Receive Report; Approve Resolution)
- C. Regional Water Quality Control Board –Offer to Participate in Expedited)  
Payment Program Relating to Violations of NPDES  
(Action Required: Receive Report, Provide Direction to Staff)
- D. LAFCo Special District Representative Nominations  
(Action Required: Receive Report; Make Nomination if Desired)
- E. Policy Manual Annual Review  
(Action Required; Receive Report)
- F. Update of Bank Signature Cards  
(Action Required: Receive Report; Approve Signatures for Banking Procedures)
- G. Mid Year Budget Review  
(Action Required: Receive Report; Provide Direction to Staff on any necessary adjustments for the Approved FY 2010/11 Budget)

7. **INFORMATION AND DISCUSSION ITEMS**

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

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, 191 San Miguel Street, Avila Beach, CA during normal business hours.

Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District at 805-595-2664.



**AVILA BEACH COMMUNITY SERVICES DISTRICT  
MINUTES OF REGULAR MEETING  
February 8, 2011**

**1. CALL TO ORDER**

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:00 p.m. on the above date, in the Avila Community Building meeting room, was called to order by Vice President Brown.

**2. ROLL CALL**

Board Members Present	Terry Brown John Janowicz Rick Rowe Dan Yoder
-----------------------	--

Board Members Absent:	Pete Kelley
-----------------------	-------------

Staff Present:	John Wallace, General Manager Jon Seitz, Legal Counsel Kathy Richardson, Office Manager
----------------	---

**3. PUBLIC COMMENTS --  
None**

**4. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

**1. SLO Sheriff:** The Sheriff Department's representative advised that there were 37 calls for service including 8 for public disturbances with one arrest for public intoxication. Sergeant Donovan advised that "lottery scams" are on the rise, as is identity theft. It is important to protect ourselves from these types of crimes and to look out for older family members who may fall for these scams.

**2. CAL Fire Report:** Captain Cohn advised that Station 64 responded to 22 calls for service during the month. Acting Chief Lewin advised that some interest in providing Paramedic Service to the community has been expressed. Chief Lewin commented that adding this type of service would need to be funded by area residents and AVAC is considering forming a committee to explore this service.

Further Chief Lewin advised that the State government has proposed a "re-alignment" of funding plan which could push state provided services to the local government. General Manager

Wallace requested that the District be kept informed on any developments that may impact services or costs to the District.

**B. Board Communication;**

Vice President Brown advised that he and President Kelley along with General Manager Wallace attended the Local Chapter of CSDA dinner, and felt it was very informative.

**5. CONSENT ITEMS**

Vice President Brown introduced the consent items and inquired if any member of the Board, or public wished to address any items. Director Brown inquired of the Manager Report as to where the “digester air” sample had been taken. General Manager advised the sample was taken “upstream” of the discharge point. Vice President Brown advised the Board members that he and President Kelley met with Mr. Wallace to discuss the Native American Monitoring service that was required as a part of the San Rafael sewerline installation. Vice President Brown summarized the meeting for the other members of the Board. It was moved by Director Janowicz, seconded by Director Rowe and passed unanimously, **to approve the consent items as submitted.**

- A. Approval of the January 11, 2011 Regular Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Report

**6. BUSINESS ITEMS**

**A. Underground Utility District Letter of Support to Board of Supervisors**

Mr. Wallace advised the Board that the County Board of Supervisors is considering establishment of a new undergrounding District for the area of San Luis Street between San Rafael and First Streets. It was moved by Director Yoder, seconded by Director Brown and passed unanimously **to direct staff to send a letter of support for the Underground Utility District to the Board of Supervisors.**

**B. Adoption of Resolution 2011-2 December 2010 Statewide Storms FEMA-1952-DR**

General Manager Wallace provided an overview of the District’s operations during the December 18/19 storm and related flooding of First Street and San Francisco Street intersection. Further, Mr. Wallace advised that the District must adopt a Resolution authorizing application for financial assistance under the California Disaster Assistance Act. It was moved by Vice President Brown seconded by Director Janowicz and passed on the following roll call vote **to Adopt Resolution 2011-02 Designation of Applicant’s Agent for Non-State Agencies for**

**AYES:** Brown, Janowicz, Rowe, Yoder,  
**NOES:** None  
**ABSENT:** Kelley

**C. Regional Water Quality Control Board – Offer to Participate in Expedited Payment Program Relating to Violations of NPDES Permit**

General Manager Wallace advised the Board that the District has received a letter from Regional Water Quality advising of alleged violations of the Districts NPDES Permit and an offer to participate in an expedited payment program. Vice President Brown inquired if any leniency might be possible. Legal Counsel advised that the notice received is a computer generated notice based upon monitoring reports submitted by the District, and we cannot anticipate how the State will respond, but the District has the opportunity to submit documentation to show that some of the violations could be considered “one event” and thereby reducing the fine amount. He further advised that he had spoken with representatives of the local RWQCB who have expressed a willingness to receive the information for review. Further, Mr. Seitz advised that the District will need to balance the cost of defending the fines against paying the fines as assessed. Chief Plant Operator Chris Nally advised that most of the alleged violations occurred during the time of the emergency repairs to the clarifier and were the result of operational changes that were necessary to complete the repairs. Further, the other violations were the result of a biological upset to the plant due to an infestation of worms. Following discussion it was moved by Vice President Brown, seconded by Director Janowicz and passed unanimously **to direct staff to send a letter to Regional Water Quality requesting an extension of time for response to allow staff to prepare the necessary documentation for review by the Board prior to submission.**

**D. LAFCo Special District Representative Nominations**

Mr. Wallace provided an overview of the process for nominations to be made for the Special District Representative to LAFCo. **Following discussion no actions were taken.**

**E. Policy Manual Annual Review**

General Manager Wallace presented the Policy Manual for review and comments from the Board. Following discussion it was moved by Director Brown seconded by Director Yoder and passed unanimously **to receive the report as presented and to direct Legal Counsel to review Policy Section 4010 and bring any recommendations for modifications back to a future meeting.**

**F. Update of Bank Signature Cards**

Mr. Wallace advised the Board that bank signature cards need to be updated. The District requires two signatures on each check, and with this update all Directors will be authorized to sign on behalf of the District. Additionally, General Manager Wallace and Office Manager Richardson will be authorized to sign on the accounts. It was moved by Vice President Brown,



seconded by Director Janowicz and passed unanimously **to approve the banking procedures as submitted by Staff.**

**G. Mid Year Budget Review**

General Manager Wallace provided an overview of the District budget as it stands at mid-year. Spreadsheets detailing expenses through the end of December 2010, and a written summary of expenses and revenues was provided. Following discussion, the report was received with **no formal actions being taken.**

**8. INFORMATION AND DISCUSSION ITEMS**

Board Communications –

Mr. Wallace reminded the Board that a CSDA workshop will be held on February 26, 2011 in Templeton for new and returning Board members.

Additionally, Forms 700 annual Statement of Economic Interest are due to the County by April 1, 2011.

**9. ADJOURNMENT**

**The meeting was adjourned at 8:28 pm by motion of Vice President Brown, seconded by Director Janowicz.**

**The next regular meeting of the Avila Beach Community Services District is scheduled for March 8th, 2011 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.**

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

Respectfully submitted,



John Wallace,  
General Manager





**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424  
Meeting Room and Office – 191 San Miguel Street, Avila Beach  
Telephone (805) 595-2664 FAX (805) 595-7623  
E-Mail avilacsd@aol.com

**AGENDA**

**REGULAR BOARD MEETING  
7:00 pm Tuesday March 8, 2011**

**BOARD MEETING LOCATION  
Avila Beach Community Center  
191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA**

1. **CALL TO ORDER: 7:00 P.M.**

2. **ROLL CALL: Board Members:**

Pete Kelley, President  
Terry Brown, Vice President  
John Janowicz, Director  
Rick Rowe, Director  
Dan Yoder, Director

3. **PUBLIC COMMENT; 7:00 P.M.**

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

4. **INFORMATION AND DISCUSSION ITEMS**

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

Board Communications

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 February 8, 2011 Regular Meeting
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report
- E. Subcommittee Reports

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

- A. Consideration of Request from Fish and Farmers Market Support  
(Action Required: Receive Request; Provide Direction to Staff)
- B. Review of Hook-up and Assessment Fee Schedule  
(Action Required: Receive Report; Provide Direction to Staff)
- C. LAFCo Special District Member Election  
(Action Required: Receive Report; Cast District Vote)
- D. Policy Manual Review & Update  
(Action Required: Receive Report)
- E. Consideration of Pump Purchase WWTP  
(Action Required: Receive Report; Approve Purchase)

7. **INFORMATION AND DISCUSSION ITEMS**

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

## Closed Session

### CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 of the Government Code:(one case) Regional Water Control Board, Central Coast, alleged violations of NPDES permit, Avila WWTP

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, 191 San Miguel Street, Avila Beach, CA during normal business hours.

Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District at 805-595-2664.



**AVILA BEACH COMMUNITY SERVICES DISTRICT  
MINUTES OF REGULAR MEETING  
March 8, 2011**

**1. CALL TO ORDER**

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:00 p.m. on the above date, in the Avila Community Building meeting room, was called to order by Vice President Brown.

**2. ROLL CALL**

Board Members Present	Pete Kelley Terry Brown Rick Rowe Dan Yoder
-----------------------	--

Board Members Absent:	John Janowciz
-----------------------	---------------

Staff Present:	John Wallace, General Manager Jon Seitz, Legal Counsel Kathy Richardson, Office Manager
----------------	---

**3. PUBLIC COMMENTS --  
None**

**4. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

**1. SLO Sheriff:** The Sheriff Department's representative advised they had received 40 calls for service since the last Board meeting. These calls included 5 Emergency Medical Service calls, 3 crime reports 3 disturbances of the peace calls and 8 traffic stops. Resident Anne Brown inquired if the sheriff department makes traffic stops or only the CHP. The sheriff representative commented that traffic stops are primarily CHP, but the sheriff department will do stops if they notice a traffic violation. Resident Bob Martin inquired if the sheriff department should be contacted for illegal or improperly parked vehicles. The sheriff representative advised that the primary responder for traffic violations is the CHP, but the sheriff department has the authority to ticket for traffic violations as well.

**2. CAL Fire Report:** Battalion Chief Reeder advised that Station 64 responded to 29 calls for service during the month. Chief Reeder further advised that the addition to Station 64 is progressing well, with the concrete work complete and paving anticipated to occur within the next several days. Resident Tom Guernsey advised that he had spoken with Captain Jason



Cohn, who advised that "Grandpa" will be housed in one of the new bays when the addition is complete. Chief Reeder advised that that is correct. Further, Chief Reeder advised that Station 64 is involved with a pilot program for an upgraded communications system. If members of the Board would like, a demonstration can be provided at a future meeting.

**B. Board Communication;**

Director Yoder advised he had attended the local Chapter of CSDA director workshop in Templeton, and felt it was very informative.

**5. CONSENT ITEMS**

President Kelley introduced the consent items and inquired if any member of the Board, or public wished to address any items. Director Brown requested clarification as to where the new effluent sample port was being installed. General Manager Wallace advised that it is located at the last point for effluent to leave the wastewater treatment process.

Resident Tom Guernsey commented on the Manager Report and advised that he had received the information from Public Works regarding his request for information on water samples collected on the Lopez distribution line. Further Mr. Guernsey commented that he had contacted Mr. Byrd of SLO County Public Works to discuss the test results. Mr. Guernsey requested that the test results be included in the Board's packet for their review. General Manager Wallace advised that the water tests were necessary for the County to complete due to the "pigging" process that was taking place on the Lopez distribution line.

President Kelley inquired if the District had received any response to the request for information from Chevron regarding the "Cliff Springs" test results. General Manager Wallace advised that we had not yet received that information.

Resident Robert Martin commented that Board packets are not ready until the Friday prior to the Board meeting, which doesn't give the community adequate time to review the packets. Legal Counsel Seitz advised that the Brown act requires posting of the agenda 72 hours in advance of the meeting and as a practical matter the packets go out at that time. Mr. Martin suggested that the packets be prepared earlier with new information received after preparation of the packet to be brought before the Board at the meeting. Mr. Seitz advised that if the items are not on the agenda, no actions could be taken, so it is impractical to prepare the Board packet in advance of the 72 hour requirement. General Manager Wallace advised that the District has budgeted for development of a website where the agenda and Board packet could be accessed online, however, that project has not yet been undertaken. It was moved by Director Brown, seconded by Director Yoder and passed unanimously, **to approve the consent items as submitted.**

- A. Approval of the February 8, 2011 Regular Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Report

## **6. BUSINESS ITEMS**

### **A. Consideration of Request from Fish and Farmers Market for Support**

Mr. Wallace advised the Board that a request from the Avila Fish and Farmers Market has been received for consideration of support to the Association in the form of a reduction of Solid Waste Franchise fees. The South County Sanitary has agreed to pick up trash from Front Street in Avila at half cost following the Farmers Market, if the District is willing to forgo the franchise that would be collected for this trash service. This amounts to approximately \$200 for the year. Fish and Farmers Market Director Julie Andrews-Scott advised that additionally the Market will name the District as additional insured and will pay any costs associated with repairs necessary to the electrical system caused by the use of the Market. It was moved by Director Kelley, seconded by Director Brown and passed unanimously **to approve the waiver of fees and to approve the MOU conditioned on receiving the documentation listing the District as additional insured.**

### **B. Review of Hook-up and Assessment Fee Schedule**

General Manager Wallace presented the staff report giving an overview of the costs that may be associated with a formal review of the hook-up and assessment fee schedules. Resident Robert Martin commented that this has been an ongoing issue since June and he had expected that the Board would have more information to base a decision on. Further, Mr. Martin commented that enough information should be available to staff to provide a general review of the anticipated costs associated with development without engaging in a full study. Legal Counsel Seitz provided information advising of the necessary process for changing fees within the District. Further Mr. Seitz advised that these types of fees are considered to be AB1600 fees and cannot be changed without completing a "nexus study" to determine that the charges are rationally made and applicable to the service provided. General discussion took place regarding the steps necessary to complete a study. Resident Anne Brown inquired if staff could update the previous study to save costs. General Manager Wallace commented that he wanted direction from the Board before incurring costs to prepare a "Request for Proposals" for a full study, or if the Board wished to provide an overview study of the current fees, knowing that it would not provide for a "defendable position" as the nexus study for rate increases. Legal Counsel Seitz advised that the nexus study could be provided for in house, however, in his experience it was advisable to provide for the study from an outside consultant. This study whether provided in house or by an outside consultant will need to be "defendable" for AB1600 rules.

**Director Janowicz arrived at 7:45 during the discussion being held on this item.**

Following further discussion it was moved by Director Rowe seconded by Director Janowicz and passed unanimously **to direct staff to perform a first level analysis of connection fees in house, the Board recognizes that this analysis will not be a nexus study, and may still require an RFP to be prepared requesting a full study of the District's connection fee schedules.**



**C. LAFCO Special District Member Election**

Mr. Wallace advised that there is an opening on the LAFCo Board of commissioners to be filled by a Special District member. Following discussion it was moved by Director Rowe, seconded by Director Brown and passed unanimously **to cast the District vote for Ed Eby.**

**D. Policy Manual Annual Review**

Legal Counsel Seitz provided an overview of the proposed modifications to the District's policy Manual as related to Sections 4000 and 5000. Mr. Seitz has reviewed the existing policies and has made modifications to meet the current State codes and requirements. Mr. Seitz requested that if any members of the Board had modifications to the policies, to provide that information to staff and it will be included in the final revision. Resident Tom Guernsey inquired if any modifications to the Records Retention program were included in the modifications. Mr. Seitz advised that only Sections 4000 and 5000 were included in this review. Resident Anne Brown inquired if the modifications included the Brown Act. Mr. Seitz advised that the basis for this section is the Brown Act. It was moved by Director Rowe seconded by Director Yoder and passed unanimously **to receive the report as presented and to direct staff to bring back a resolution to the next meeting ratifying the changes to the Policy Manual.**

**E. Consideration of Pump Purchase WWTP**

Mr. Wallace advised the Board that staff has identified the need to replace 6 pumps at the wastewater treatment plant. This project had originally been budgeted to replace 3 pumps this year and 3 next year, however, staff has identified the need to replace all 6 pumps at one time. It was moved by Director Kelley, seconded by Director Brown and passed unanimously **to approve the purchase and installation of 6 pumps for use at the wastewater treatment plant, further staff was directed to solicit proposals for the removal of the existing pumps and the installation of the electrical modifications necessary to accommodate the new pumps in a not to exceed amount of \$80,000 for the entire project.**

**8. INFORMATION AND DISCUSSION ITEMS**

Board Communications –

**9. ADJOURNMENT to Closed Session**

**The meeting was adjourned to closed session at 9:00 pm**



## Closed Session

### CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 of the Government Code:(one case) Regional Water Control Board, Central Coast, alleged violations of NPDES permit, Avila WWTP

### **Announcement of Closed Session Actions** **No Reportable actions were taken.**

**The next regular meeting of the Avila Beach Community Services District is scheduled for April 12th, 2011 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.**

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

Respectfully submitted,



John Wallace,  
General Manager



# AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424  
Meeting Room and Office – 191 San Miguel Street, Avila Beach  
Telephone (805) 595-2664 FAX (805) 595-7623  
E-Mail avilacsd@aol.com

## AGENDA REGULAR BOARD MEETING 7:00 pm Tuesday April 12, 2011

BOARD MEETING LOCATION  
Avila Beach Community Center  
191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA

1. CALL TO ORDER: 7:00 P.M.
2. ROLL CALL: Board Members:

Pete Kelley, President  
Terry Brown, Vice President  
John Janowicz, Director  
Rick Rowe, Director  
Dan Yoder, Director

3. PUBLIC COMMENT; 7:00 P.M.

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

4. INFORMATION AND DISCUSSION ITEMS

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

Board Communications

- 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 March 8, 2011 Regular Meeting
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report
- E. Subcommittee Reports
- F. Adoption of Resolution 2011-3 Board By-Laws and Policies Update

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

- A. Presentation from Avila Beach Civic Association Requesting formation of Committee to Review future Supervision, financing and implementation of Parks and Recreation Programs within the Town of Avila Beach  
(Action Required: Receive Presentation; Provide Direction to Staff)
- B. Review of Hook-up and Assessment Fee Schedule (Connection Fee Analysis)  
(Action Required: Receive Report; Provide Direction to Staff)
- C. 2011/12 Budget Planning  
(Action Required: Set Finance Committee Meeting Dates)
- D. Consideration of Purchase of Chlorine Sensor Probes  
(Action Required: Receive Report, Authorize Purchase)
- E. Consideration of Seal-Coat AC at Water Tank Site  
(Action Required; Receive Report; Direct Staff to Solicit Bids)
- F. Consideration of Web Site Development  
(Action Required: Receive Report; Provide Direction to Staff)
- G. Cross Connection Inspection Agreement Contract with SLO County  
(Action Required: Receive Report, Direct Staff to Execute Agreement)
- H. Review of Zone 3 Budget Review  
(Action Required: Receive Report, Provide Direction to Staff)
- I. 2011 Annual Weed Abatement Program  
(Action Required: Receive Schedule)

7. **INFORMATION AND DISCUSSION ITEMS**

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

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, 191 San Miguel Street, Avila Beach, CA during normal business hours.

Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District at 805-595-2664.

**AVILA BEACH COMMUNITY SERVICES DISTRICT  
MINUTES OF REGULAR MEETING  
April 12, 2011**

**1. CALL TO ORDER**

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:00 p.m. on the above date, in the Avila Community Building meeting room, was called to order by Vice President Brown.

**2. ROLL CALL**

Board Members Present	Pete Kelley Terry Brown John Janowciz Rick Rowe Dan Yoder
-----------------------	---

Board Members Absent:	None
-----------------------	------

Staff Present:	John Wallace, General Manager Jon Seitz, Legal Counsel
----------------	---

**3. PUBLIC COMMENTS --**

None

**4. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

**1. SLO Sheriff:** None

**2. CAL Fire Report:**

Captain Cohn advised there were 41 calls for service including 17 medical calls, additionally, CALFire staff were onsite during the tsunami event. Captain Cohn further advised that a public meeting to discuss paramedic service at Station 62 will be held at the PG&E Community Center on May 2, 2011 at 6:30 pm.

**B. Board Communication;**

General Manager Wallace advised that a Sexual Harassment Prevention Training workshop for Special Districts will take place in Templeton on May 9, 2011. It will be conducted by Dennis Timoney, Manager of the Special District's Risk Management Authority (SDRMA).

**5. CONSENT ITEMS**

President Kelley introduced the consent items and inquired if any member of the Board, or public wished to address any items. Director Brown inquired about the digester cleaning and Director Kelley inquired of the cost for Lopez water. General Manager Wallace responded to both questions. It was moved by Director Brown, seconded by Director Yoder and passed unanimously **on a roll call vote, to approve the consent items as submitted.**

- A. Approval of the March 8, 2011 Regular Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Report
- F. Adoption of Resolution 2011-3 Board By-Laws and Policies Update

**6. BUSINESS ITEMS**

**A. Presentation from Avila Beach Civic Association Requesting formation of Committee to Review future Supervision, Financing, and Implementation of Parks and Recreation Programs within the Town of Avila Beach**

Mr. Wallace advised the Board of the requests received from the Civic Association to consider forming a committee to review assuming some of the services provided by their organization. President Kelley introduced Anne Brown, President and Dede Sanflippo, Executive Director of the Avila Beach Civic Association to provide an overview of the request. Additionally Boyd Horne provided comments. Following discussion, it was moved by Director Kelley, seconded by Director Yoder and passed unanimously **to appoint Directors Rowe and Janowicz as an ad-hoc committee from the CSD along with representatives from the Civic Association to proceed with this study. Monthly reports are to be provided to the Board.**

**B. Review of Hook-up and Assessment Fee Schedule**

General Manager Wallace presented the staff report relating to the review of hook-up and assessment fees. It was emphasized that this was a "cursorary" analysis and a more rigorous stuffdy would be required if the District were to pursue adjusting these charges. Based upon initial study, hook-up and connection fees appear to be below the necessary level to meet the future needs of the District. Legal Counsel Seitz provided a review of the process necessary to implement new fees for both connection fees and service charges. Following discussion it was moved by Director Kelley seconded by Director Brown and passed unanimously to **direct staff to prepare a "Request for Proposal" for consultants to perform a study that would include both the service rates and the hook-up and assessment fee schedule. Upon receipt of proposals, staff will bring the information back to the Board for consideration of proceeding with the formal study.**



**C. 2011/2012 Budget Planning**

Mr. Wallace presented the staff report outlining the anticipated budget planning process. Following discussion a **Finance Committee (Directors Kelly and Brown) meeting was scheduled for May 10, 2011 at 4:00pm.**

**D. Consideration of Purchase of Chlorine Sensor Probes**

General Manager Wallace presented the staff report for purchase of new chlorine sensor probes for use at the Wastewater Treatment Plant. It was moved by Director Kelley seconded by Director Rowe and passed unanimously **to approve the purchase of two chlorine sensor probes in the amount of \$2580. plus tax and shipping charges.**

**E. Consideration of a Seal-Coat Project at Water Tank Site**

Mr. Wallace presented the staff report addressing the need to seal-coat the asphalt at the water tank site. It was moved by Director Kelley, seconded by Director Brown and passed unanimously **to direct staff to prepare contract documents and bid packets for solicitation of bids to seal coat the AC at water tank site.**

**F. Consideration of Web-Site Development**

General Manager Wallace advised that staff has commenced solicitation of cost proposals for development of a District web-site. It was moved by Director Rowe seconded by Director Janowicz and passed unanimously **to direct staff to proceed with development of a web-site in a not to exceed amount of \$3,500.**

**G. Cross Connection Inspection Agreement Contract with SLO County**

Mr. Wallace advised that an agreement with SLO County to provide cross-connection inspection services for the District has been provided for District consideration. The County has been providing this service however, the current agreement is outdated. It was moved by Director Kelley, seconded by Director Rowe and passed unanimously **to direct staff to execute the agreement on behalf of the District.**

**H. Review of Zone 3 Budget**

General Manager Wallace provided a review of the Zone 3 (County Flood Control District Lopez Zone 3) budget. Following discussion it was moved by Director Kelley, seconded by Director Brown and passed unanimously **to direct staff to let the County know that the ABCSD recommends that the Zone 3 Advisory Committee recommend approval of the proposed budget to the Board of Supervisors.**

**I. 2011 Annual Weed Abatement Program**

Mr. Wallace presented the 2011 annual weed abatement program and schedule for the Boards review. **No formal actions were taken.**

**8. INFORMATION AND DISCUSSION ITEMS**

Board Communications – None

**9. ADJOURNMENT**

**The meeting was adjourned at 8:22 pm**

**The next regular meeting of the Avila Beach Community Services District is scheduled for May 10th, 2011 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.**

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

Respectfully submitted,



John Wallace,  
General Manager





# AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424  
Meeting Room and Office – 191 San Miguel Street, Avila Beach  
Telephone (805) 595-2664 FAX (805) 595-7623  
E-Mail avilacsd@aol.com

## AGENDA

**REGULAR BOARD MEETING**  
**7:00 pm Tuesday May 10, 2011**

**BOARD MEETING LOCATION**  
**Avila Beach Community Center**  
**191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA**

1. **CALL TO ORDER: 7:00 P.M.**
2. **ROLL CALL: Board Members:**

Pete Kelley, President  
Terry Brown, Vice President  
John Janowicz, Director  
Rick Rowe, Director  
Dan Yoder, Director

3. **PUBLIC COMMENT; 7:00 P.M.**

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

4. **INFORMATION AND DISCUSSION ITEMS**

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

- 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 April 12, 2011 Regular Meeting
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report
- E. Subcommittee Reports

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

- A. 2011 Weed Abatement Program  
(Action Required: Receive Report, Approve Resolution 2011-4; Set Hearing Date)
- B. Consideration of Fee Reduction for Excessive Water Use 44 San Luis Street  
(Action Required: Receive Report; Provide Direction to Staff)
- C. Consideration of Resolution 2011-5 Recognizing National Public Works Week  
(Action Required: Receive Report; Approve Resolution 2011-5)
- D. Digester Cleaning Project WW-C5: Drain, Haul & Clean Digester  
(Action Required: Receive Report)
- E. Rebuild of Lift Station Pumps  
(Action Required: receive verbal report on need and plans to rebuild the First Street Lift Station pumps)
- F. 2010/11 Third Quarter Budget Review  
(Action Required: Receive Report)

7. **INFORMATION AND DISCUSSION ITEMS**

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

8. **Public Comments on Closed Session**

9. **Closed Session:**

Personnel Matter (Government Code §54957)

Annual Performance Evaluation of the District's General Manager

10. **Return to Open Session/ Report on Closed Session**

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, 191 San Miguel Street, Avila Beach, CA during normal business hours.

Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District at 805-595-2664.

**AVILA BEACH COMMUNITY SERVICES DISTRICT  
MINUTES OF REGULAR MEETING  
May 10, 2011**

**1. CALL TO ORDER**

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:02 p.m. on the above date, in the Avila Community Building meeting room, was called to order by President Kelley.

**2. ROLL CALL**

Board Members Present                      Pete Kelley  
   Terry Brown  
   Rick Rowe  
   Dan Yoder

Board Members Absent:                      John Janowicz

Staff Present:                                      John Wallace, General Manager  
   Jon Seitz, Legal Counsel  
   Kathy Richardson, Office Manager

**3. PUBLIC COMMENTS --**

Tim Mahoney of Southern Cal Gas provided a review of the soon to be implemented project referred to as Sewer Lateral Inspection Program (SLIP). This is a program being undertaken by Southern Cal Gas to determine if natural gas lines have been inadvertently bored through sewer laterals. The project will utilize a camera being placed in the District sewer mains to access the customer laterals for filming. If any obstructions are noted the customer will be notified by Southern Cal Gas and any repairs that are necessary will be made at no cost to the District or customer. Additionally all video logs will be provided to the District.

**Director Janowicz arrived at 7:17 during the public comment period.**

**4. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

1. **SLO Sheriff:** A representative of the Sheriff Department advised that there were 54 calls for service, including health and welfare checks, and miscellaneous petty thefts.

2. **CAL Fire Report:**

Captain Cohn advised there were 32 calls for service. Captain Cohn further advised that the addition to Station 62 will be complete in the next 3-5 weeks. This addition will provide a permanent bay to house "Grandpa". Ladder restoration for this engine has been completed.



Resident Anne Brown inquired as to the status of Paramedic staffing for Station 62. Captain Cohn advised that a questionnaire is being prepared for community input and further information will follow.

**B. Board Communication;**

Office Manager Richardson advised that she and Mr. Wallace attended the Sexual Harassment Prevention Training workshop for Special Districts in Templeton on May 9, 2011. It was conducted by Dennis Timoney, Manager of the Special District's Risk Management Authority (SDRMA).

Director Rowe provided an overview of the ad-hoc committee meeting with the Civic Association regarding future possible cooperative efforts between the Association and the District.

**5. CONSENT ITEMS**

President Kelley introduced the consent items and inquired if any member of the Board, or public wished to address any items. President Kelley requested clarification on the warrants issued to the Wallace Group. General Manager Wallace provided a breakdown of the charges associated with this payment. It was moved by Director Brown, seconded by Director Yoder and passed unanimously **to approve the consent items as submitted.**

- A. Approval of the April 12, 2011 Regular Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Report

**6. BUSINESS ITEMS**

**A. 2011 Weed Abatement Program**

Mr. Wallace presented Resolution 2011-4 to the Board Declaring Weeds, Dry Grass and Trash to be a Nuisance and Threat to Public Safety, and provided a brief overview of the District's weed abatement program. It was moved by Director Brown, seconded by Director Kelley and passed on the following roll call vote **to adopt resolution 2011-4 Declaring Weeds, Dry Grass and Trash to be a Nuisance and Threat to Public Safety and directing Fire staff to begin inspections and posting of properties. Further the Board set June 14th for a Public Hearing where concerns will be heard.**

**AYES: Brown, Kelley, Janowicz, Rowe, Yoder**  
**NOES: None**  
**ABSENT: None**

**B. Consideration of Fee Reduction for Excessive Water Use 44 San Luis Street**

General Manager Wallace presented a request from the owner of 44 San Luis Street for consideration of a reduction of fees associated with excessive water use as a result of a plumbing

malfunction. Following discussion, it was moved by Director Brown seconded by Director Rowe and passed 3 to 2 with Directors Janowicz and Yoder opposed, **to grant a reduction in the water fee to reflect the District's cost of raw water, make no reduction to the sewer fee and to refund the application review fee. Staff is directed to notify the property owner of this action.**

**C. Consideration of Resolution 2011-5 Recognizing National Public Works Week**

Mr. Wallace presented Resolution 2011-5 Recognizing Nation Public Works Week. It was moved by Director Kelley, seconded by Director Yoder and passed on the following roll call vote to approve **Resolution 2011-5 Recognizing National Public Works Week**

**AYES: Kelley, Yoder, Brown, Janowicz, Rowe**  
**NOES: None**  
**ABSENT: None**

**D. Digester Cleaning Project WW-C5: Drain, Haul and Clean Digester**

General Manager Wallace presented the staff report relating to the Digester Cleaning. The construction schedule for the project was attached indicating a start date of July 11 and concluding on August 10, 2011. General discussion took place relating to the timing of the project and the start date. It was moved by Director Kelley seconded by Director Brown and passed unanimously **to direct staff to reschedule the construction start date for this project until after Labor Day.**

**E. Rebuild of Lift Station Pumps**

Mr. Wallace provided a verbal update on the installation of replacement pumps at the Wastewater Treatment Plant. It is anticipated that it will take 1-2 weeks for completion of the project. **No formal actions were taken.**

**F. 2010/11 Third Quarter Budget Review**

General Manager Wallace presented the staff report regarding the third quarter budget review. Following general discussion, the report was received and filed. A finance committee meeting was set for June 7 at 10:30 am at the District office. **No other actions were taken.**

**7. INFORMATION AND DISCUSSION ITEMS**

Jeff Bearman, Facilities Manager, Port San Luis Harbor District, thanked the Board for their assistance to the Harbor District and commented that it is a pleasure to work with the District's General Manager.

Board Communications – General Manager Wallace advised the Board that correspondence has been received from SLO County regarding “redistricting” for the County Board of Supervisors. Additionally, communication was received from the US Nuclear Regulatory Commission relating to Diablo Canyon.

**General Manger Wallace advised that correspondence from LAFCo relating to nominations for an alternate member to the LAFCo Board of commissioners was received after the preparation of the Board packet, and if the Board wishes to add this item to the agenda for discussion, it would require a 4/5 vote to add it. It was moved by Director Yoder seconded by Director Brown and failed on a 3/2 vote with Directors Yoder, Brown and Rowe in favor and Directors Kelley and Janowicz opposed to add LAFCo Board Nominations to tonight's agenda.**

**8. Public Comments on Closed Session**

None

**The meeting was adjourned to Closed Session at 8:57 pm**

**9. Closed Session:**

Personnel Matter (Government Code §54957)

Annual Performance Evaluation of the District's General Manager

**10. Return to Open Session/Report on Closed Session**

President Kelley advised that no reportable actions took place during the closed session

**11. ADJOURNMENT**

**The meeting was adjourned at 9:15 pm**

**The next regular meeting of the Avila Beach Community Services District is scheduled for June 14th, 2011 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.**

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

Respectfully submitted,



John Wallace,  
General Manager





**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424  
Meeting Room and Office – 191 San Miguel Street, Avila Beach  
Telephone (805) 595-2664 FAX (805) 595-7623  
E-Mail Avilacsd@AOL.com

**SPECIAL BOARD MEETING AGENDA**

**Thursday June 2, 2011 @ 7:00 pm**

**BOARD MEETING LOCATION  
District Office, Avila Beach Community Center  
191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA**

1. **CALL TO ORDER: 7:00 P.M.**
2. **ROLL CALL: Board Members:**

Pete Kelley, President  
Terry Brown, Vice President  
John Janowicz, Director  
Rick Rowe, Director  
Dan Yoder, Director

3. **PUBLIC COMMENT:**

The public has the right to comment on any item on the Special Meeting Agenda when the item is being considered. 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. **CLOSED SESSION AGENDA ITEMS:**

**PUBLIC EMPLOYEE ANNUAL EVALUATION (Government Code §54957)**

Title: District General Manager

5. **PUBLIC COMMENT ON CLOSED SESSION ITEM**
6. **ADJOURN TO CLOSED SESSION**
7. **OPEN SESSION / ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION**

**ADJOURN**

**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424  
Meeting Room and Office – 191 San Miguel Street, Avila Beach  
Telephone (805) 595-2664 FAX (805) 595-7623  
E-Mail avilacsd@aol.com

**MINUTES**

**CLOSED SESSION MEETING  
7:00 pm Thursday June 2, 2011**

**BOARD MEETING LOCATION  
District Office, Avila Beach Community Center  
191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA**

1. **CALL TO ORDER: 7:00 P.M.**
2. **ROLL CALL: Board Members:**

Pete Kelley, President  
Terry Brown, Vice President  
John Janowicz, Director  
Rick Rowe, Director  
Dan Yoder, Director

3. **Public Comments on Closed Session**

General Manager Wallace advised the Board that a Report from the Grand Jury has recently been completed relating to Professional Services provided by Wallace Group to the South San Luis Obispo County Sanitation District.

4. **Closed Session:**

Personnel Matter (Government Code §54957)  
Annual Performance Evaluation of the District's General Manager

5. **Return to Open Session/ Report on Closed Session**

**President Kelley advised that no reportable actions took place in the Closed Session.**

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, 191 San Miguel Street, Avila Beach, CA during normal business hours.

Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District at 805-595-2664.





**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424  
Meeting Room and Office – 191 San Miguel Street, Avila Beach  
Telephone (805) 595-2664 FAX (805) 595-7623  
E-Mail Avilacsd@AOL.com

**SPECIAL BOARD MEETING AGENDA**

**Thursday June 23, 2011 @ 10:00 Am**

**BOARD MEETING LOCATION**

**District Office, Avila Beach Community Center  
191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA**

1. **CALL TO ORDER: 10:00 A.M.**
2. **ROLL CALL: Board Members:**

Pete Kelley, President  
Terry Brown, Vice President  
John Janowicz, Director  
Rick Rowe, Director  
Dan Yoder, Director

3. **PUBLIC COMMENT:**

The public has the right to comment on any item on the Special Meeting Agenda when the item is being considered. 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. **CLOSED SESSION AGENDA ITEMS:**

**PUBLIC EMPLOYEE ANNUAL EVALUATION (Government Code §54957)**

Title: District General Manager

5. **PUBLIC COMMENT ON CLOSED SESSION ITEM**
6. **ADJOURN TO CLOSED SESSION**
7. **OPEN SESSION / ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION**

**ADJOURN**

**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424  
Meeting Room and Office – 191 San Miguel Street, Avila Beach  
Telephone (805) 595-2664 FAX (805) 595-7623  
E-Mail Avilacsd@AOL.com

**SPECIAL BOARD MEETING AGENDA**

**Thursday June 23, 2011 @ 10:00 Am**

**BOARD MEETING LOCATION**

**District Office, Avila Beach Community Center  
191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA**

1. **CALL TO ORDER: 10:00 A.M.**
2. **ROLL CALL: Board Members:**

Pete Kelley, President  
Terry Brown, Vice President  
John Janowicz, Director  
Rick Rowe, Director  
Dan Yoder, Director

3. **PUBLIC COMMENT:**

The public has the right to comment on any item on the Special Meeting Agenda when the item is being considered. 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. **CLOSED SESSION AGENDA ITEMS:**

**PUBLIC EMPLOYEE ANNUAL EVALUATION (Government Code §54957)**

Title: District General Manager

5. **PUBLIC COMMENT ON CLOSED SESSION ITEM**
6. **ADJOURN TO CLOSED SESSION**
7. **OPEN SESSION / ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION**

**PRESIDENT KELLEY ADVISED NO REPORTABLE ACTIONS WERE TAKEN.**

**ADJOURN**





**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424  
Meeting Room and Office – 191 San Miguel Street, Avila Beach  
Telephone (805) 595-2664 FAX (805) 595-7623  
E-Mail avilacsd@aol.com

**AGENDA**

**REGULAR BOARD MEETING**

**7:00 pm Tuesday June 14, 2011**

**BOARD MEETING LOCATION**

**Avila Beach Community Center  
191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA**

1. **CALL TO ORDER: 7:00 P.M.**

2. **ROLL CALL: Board Members:**

Pete Kelley, President  
Terry Brown, Vice President  
John Janowicz, Director  
Rick Rowe, Director  
Dan Yoder, Director

3. **PUBLIC COMMENT; 7:00 P.M.**

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

4. **INFORMATION AND DISCUSSION ITEMS**

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

Board Communications

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 May 10, 2011 Regular Meeting & June 2, 2011 Special Meeting

B. Monthly Payables

C. General Manager /District Engineer Report

D. Water and Wastewater Superintendent's Report

E. Subcommittee Reports

6. **BUSINESS ITEMS:** Items where Board action is called for.
- A. 2011 Weed Abatement Program  
(Action Required: Receive Report, Approve Resolution 2011-6; Set Hearing Date)
  - B. First Street Lift Station: Developer Reimbursement  
(Action Required: Receive Report: Approve Developer Reimbursement)
  - C. Consideration of Insurance Renewal Package  
(Action Required: Receive Report; Provide Direction on Limits of Coverage)
  - D. Digester Cleaning Project WW-C5: Drain, Haul & Clean Digester  
(Action Required: Receive Report)
  - E. Clarifier Roof Update  
(Action Required: Receive Report; Direct Staff to Contract with Lampman & Smith for redesign of Roof at a not to Exceed Price of \$1,000)
  - F. Replace Existing Influent Pump WWTP  
(Action Required: Receive Report; Approve Purchase)
  - G. Review of Connection Fee & Rate Study Request for Proposals  
(Action Required: Receive Report; Provide Direction to Staff)
  - H. Seal-Coat AC @ Tank Site  
(Action Required: Receive Report; Approve Contract)
  - I. SDRMA Director Election  
(Action Required: Cast District Vote by Resolution)
  - J. Fiscal Year 2011/12 Budget Presentation  
(Action Required: Receive Report; Set July 12 as Public Hearing for Adoption)

7. **INFORMATION AND DISCUSSION ITEMS**

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

8. **Public Comments on Closed Session**

9. **Closed Session:**

Personnel Matter (Government Code §54957)

Annual Performance Evaluation of the District's General Manager

10. **Return to Open Session/ Report on Closed Session**

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, 191 San Miguel Street, Avila Beach, CA during normal business hours. Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District at 805-595-2664.



**AVILA BEACH COMMUNITY SERVICES DISTRICT  
MINUTES OF REGULAR MEETING  
June 14, 2011**

**1. CALL TO ORDER**

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:02 p.m. on the above date, in the Avila Community Building meeting room, was called to order by President Kelley.

**2. ROLL CALL**

Board Members Present	Pete Kelley Terry Brown John Janowicz Rick Rowe Dan Yoder
-----------------------	---

Board Members Absent: None

Staff Present: Tom Zehnder, Assistant General Manager  
Jon Seitz, Legal Counsel  
Kathy Richardson, Office Manager

**3. PUBLIC COMMENTS --**

Resident Anne Brown expressed concern over the Grand Jury report on South San Luis Sanitary District and inquired how these findings might relate to ABCSD. President Kelley advised that a closed session meeting will be held to continue the District's review of the General Manager.

Anne Brown commented that the Civic Association will be holding a "pancake breakfast" on July 4th. Tickets are available and the Civic Association would appreciate the support.

**4. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

1. **SLO Sheriff:** None

2. **CAL Fire Report: Battalion Chief Reeder arrived at approximately 8:15 and provided a brief report to the Board**

Chief Reeder advised there were 51 calls for service, including 28 medical calls, 3 traffic accidents and 6 public assists. Further Chief Reeder advised that construction on the new engine bay at Station 62 is nearing completion. It is anticipated that a "ribbon cutting" will be held the last week in July.

**B. Board Communication;**

Mr. Zehnder advised the Board that an application for a Board vacancy on the California Rural Water Association Board of Directors had been received after the posting of the agenda. If members of the Board would like to place this item on the agenda it would require a 4/5 vote. It was moved by Director Brown, seconded by Director Yoder and passed on the following roll call vote to place the Board Vacancy of CRWA on tonight's agenda.

AYES: Brown, Yoder, Kelley, Janowicz, Rowe  
NOES: None  
ABSENT: None  
ABSTAIN: None

**5. CONSENT ITEMS**

President Kelley introduced the consent items and inquired if any member of the Board, or public wished to address any items. Director Brown inquired as to the lab expenses. Mr. Zehnder advised that it was associated with the annual samples required by our NPDES permit. Director Brown inquired about payments to Wallace Group. Director Rowe provided a copy of the most recent payment and advised that he had been to the office to review support documents as related to billing. Director Rowe advised that the documentation is available in the office for our review. Mr. Zehnder provided further input on the warrants. It was moved by Director Brown, seconded by Director Rowe and passed unanimously **to approve the consent items as submitted.**

- A. Approval of the May 10, 2011 Regular Meeting and June 2, 2011 Special Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Report

**6. BUSINESS ITEMS**

**A. 2011 Weed Abatement Program**

Mr. Zehnder presented Resolution 2011-6 to the Board Finding no Objections to Weed and Rubbish Abatement Proceeding and Ordering the Abatement of the Nuisances. President Kelley opened the Public Hearing for any objections, no Objections were received. It was moved by Director Brown, seconded by Director Janowicz and passed on the following roll call vote **to adopt resolution 2011-6**

AYES: Brown, Janowicz, Kelley, Rowe, Yoder  
NOES: None  
ABSENT: None

**B. First Street Lift Station: Developer Reimbursement**

Mr. Zehnder presented the staff report regarding reimbursement to Martin Resorts for the installation of the First Street Lift Station. It was moved by Director Kelley seconded by Director Brown and passed unanimously **to approve the reimbursement to Martin Resorts in the amount of \$9,011 and to direct staff to submit payment.**

**C. Consideration of Insurance Renewal Package**

President Kelley presented the 2011/12 insurance renewal package. General discussion took place regarding the current level of insurance coverage and what benefit there might be to increasing the limit from \$5.0M to \$10.0M. Following discussion, it was moved by Director Rowe, seconded by Director Yoder and passed unanimously **to retain SDRMA for insurance coverage at the \$5.0M level.**

**D. Digester Cleaning Project WW-C5: Drain, Haul and Clean Digester**

Mr. Zehnder presented an overview of the Digester Cleaning project. The construction schedule for the project was attached indicating a start date of September 6, 2011 and concluding on October 30, 2011. It was moved by Director Brown seconded by Director Yoder and passed unanimously **to direct staff to advertise the project and perform tasks related to the bid process.**

**E. Clarifier Roof Update**

Mr. Zehnder provided an update on the replacement of the roof on the primary clarifier. Staff had previously obtained estimates to replace the roof that were significantly greater than anticipated. The Board rejected all bids at that time and directed staff to investigate alternatives for reducing the cost of replacing the clarifier roof. Staff has contacted Lampman & Associates for estimates to redesign the roof. It is estimated that a redesign of the roof will result in significant saving in the replacement of the roof. Following general discussion it was moved by Director Yoder, seconded by Director Brown and passed unanimously **to direct staff to contract with Lampman & Associates for a redesign of the roof in a not to exceed amount of \$1,000**

**F. Replace Existing Influent Pump WWTP**

Mr. Zehnder presented the staff report regarding the purchase of a spare replacement part for the existing influent pump at the WWTP. This pump has been identified as a sole source purchase due to the need for the pump to be interchangeable with the existing pumps. Additionally, Rockwell Engineering and Equipment Company is the only distributor of Vaughan pumps in California and the equipment is cost competitive. It was moved by Director Brown, seconded by Director Janowicz and passed unanimously **to adopt finding of staff for a sole source purchase of one Vaughan Model #SE4K-089 pump from Rockwell Engineering and Equipment Company and to direct staff to purchase one Vaughan pump in an approximate cost of \$13,350.**



**G. Review of Connection Fee & Rate Study Request for Proposals**

Mr. Zehnder advised the Board that recently the Grand Jury completed a report titled "Rate Setting as a Water Conservation Tool", in which recommendations were made to consider a tiered water rate. Tiered rates could be included in the proposed connection fee and rate study if the Board decides to move forward with this study. Mr. Zehnder then advised that the District has received Proposals from three firms. In accordance with the RFP, an ad-hoc committee should be formed to review and rank the proposals. It was moved by Director Kelley, seconded by Director Janowicz and passed unanimously **to appoint Directors Rowe and Janowicz to the ad-hoc committee for review of the proposals for a connection fee and rate study. A meeting will be scheduled with the General Manager for this review.**

**H. Seal-Coat AC @ Tank Site**

President Kelley presented the staff report relating to seal-coating of the AC at the Tank Site. It was moved by Director Kelley, seconded by Director Brown and passed unanimously **to direct staff to retain Central Coast Sealcoating of Templeton to seal-coat the AC at the tank site in a not to exceed amount of \$900.**

**I. SDRMA Director Election**

President Kelley presented the staff report relating to the SDRMA Director Election, and inquired if any director had a preference for which candidates to vote for. Following general discussion it was moved by Director Kelley, seconded by Director Janowicz and passed on the following roll call vote **to adopt Resolution 2011-7 casting the District's vote for Emery Ross, Edmund Sprague and Bethzabe Yanez.**

**AYES: Kelley, Janowicz, Brown, Rowe, Yoder**  
**NOES: None**  
**ABSENT: None**  
**ABSTAIN: None**

**J. Fiscal Year 2011/12 Budget Presentation**

Mr. Zehnder presented the staff report relating to the Fiscal Year 2011/21 Budget. President Kelley provided a summary of the Finance Committee meeting. It was moved by Director Rowe, seconded by Director Brown and passed unanimously to receive the preliminary budget and to direct staff to advertise July 12, 2011 as the date of the Public Hearing for adoption of the budget.

**K. California Rural Water Association (CRWA) Board of Directors Nomination**

Mr. Zehnder advised the Board that an application for a Board vacancy on the California Rural Water Association Board of Directors had been received. It was moved by Director Rowe, seconded by Director Janowicz and passed unanimously **to endorse President Kelley for the position of Director on the CRWA Board of Directors. Further, Vice President Brown was directed to prepare a letter of support to CRWA from the District.**

**7. INFORMATION AND DISCUSSION ITEMS**

Civic Association President Anne Brown advised that the internet connection shared by the CSD and the Civic Association has been experiencing some problems. It was moved by Director Kelley, seconded by Director Rowe and passed unanimously **to direct staff to place obtaining internet service on the next agenda.**

**Legal Counsel Seitz introduced the Closed Session and requested any Public Comments regarding the closed session.**

**8. Public Comments on Closed Session**

None

**The meeting was adjourned to Closed Session at 8:40 pm**

**9. Closed Session:**

Personnel Matter (Government Code §54957)

Annual Performance Evaluation of the District's General Manager

**10. Return to Open Session/Report on Closed Session**

President Kelley advised that no reportable actions took place during the closed session

**11. ADJOURNMENT**

**The meeting was adjourned at 9:45 pm**

**The next regular meeting of the Avila Beach Community Services District is scheduled for July 12th, 2011 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.**

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

Respectfully submitted,



*ju* Tom Zehnder,  
Assistant General Manager





**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424  
Meeting Room and Office – 191 San Miguel Street, Avila Beach  
Telephone (805) 595-2664 FAX (805) 595-7623  
E-Mail avilacsd@aol.com

**AGENDA  
REGULAR BOARD MEETING  
7:00 pm Tuesday July 12, 2011**

**BOARD MEETING LOCATION  
Avila Beach Community Center  
191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA**

1. **CALL TO ORDER: 7:00 P.M.**
2. **ROLL CALL: Board Members:**

Pete Kelley, President  
Terry Brown, Vice President  
John Janowicz, Director  
Rick Rowe, Director  
Dan Yoder, Director

3. **PUBLIC COMMENT; 7:00 P.M.**

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

4. **INFORMATION AND DISCUSSION ITEMS**

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

Board Communications

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 June 14, 2011 Regular Meeting & June 23, 2011 Special Meeting
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report
- E. Subcommittee Reports

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

- A. 2011 Weed Abatement Program  
(Action Required: Receive Report)
- B. Proposed CSDA Bylaw Amendments  
(Action Required: Receive Report; Provide Direction to Staff)
- C. CSDA 2011 Board Election  
(Action Required: Cast District Vote)
- D. LAFCo Alternate Member Election  
(Action Required: Cast District Vote)
- E. Clarifier Roof Update  
(Action Required: Receive Report; Direct Staff to Advertise the project for Bid )
- F. Wastewater Treatment Plant Pump Installation Wrap-up  
(Action Required: Receive Report)
- G. Review of Grand Jury Report titled "Rate Setting as a Water Conservation Tool"  
(Action Required: Receive Report; Provide Direction to Staff)
- H. Review of Connection Fee & Rate Study Request for Proposals  
(Action Required: Receive Report; Provide Direction to Staff)
- I. Review of District General Manager and Engineer Job Descriptions  
(Action Required: Receive Report; Provide Direction to Legal Counsel)
- J. Fiscal Year 2011/12 Budget Presentation  
(Action Required: Receive Report; Adopt Budget or alternatively set a special meeting for Adoption)

7. **INFORMATION AND DISCUSSION ITEMS**

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

**8. Public Comments on Closed Session**

**9. Closed Session:**

Personnel Matter (Government Code §54957)

Annual Performance Evaluation of the District's Legal Counsel

**10. Return to Open Session/ Report on Closed Session**

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, 191 San Miguel Street, Avila Beach, CA during normal business hours. Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District at 805-595-2664.



**AVILA BEACH COMMUNITY SERVICES DISTRICT  
MINUTES OF REGULAR MEETING  
July 12, 2011**

**1. CALL TO ORDER**

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:02 p.m. on the above date, in the Avila Community Building meeting room, was called to order by President Kelley.

**2. ROLL CALL**

Board Members Present	Pete Keliey Terry Brown John Janowicz Rick Rowe
-----------------------	--

Board Members Absent:	Dan Yoder
-----------------------	-----------

Staff Present:	John Wallace, General Manager Jon Seitz, Legal Counsel Kathy Richardson, Office Manager
----------------	---

**3. PUBLIC COMMENTS --  
None**

**4. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

**1. SLO Sheriff:**

Deputy Nefores advised that it had been a quiet month with only 18 calls for service.

**2. CAL Fire Report:**

Battalion Chief Reeder advised there were 46 calls for service, including 19 medical calls, 10 structure fires, with 9 of them being out of the service area. Further Battalion Chief Reeder advised that construction on the new engine bay at Station 62 is now complete and the "ribbon cutting" will be held on July 29th at 10:00am.

**B. Board Communication;**

**5. CONSENT ITEMS**

President Kelley introduced the consent items and inquired if any member of the Board, or public wished to address any items. President Kelley commented briefly on the monthly payables. It was moved by Director Brown, seconded by Director Rowe and passed

unanimously **to approve the consent items as submitted.**

- A. Approval of the June 14, 2011 Regular Meeting and June 23, 2011 Special Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Report

## 6. **BUSINESS ITEMS**

### A. **2011 Weed Abatement Program**

Battalion Chief Reeder advised that weed abatement inspections have been completed with all posted lots meeting requirements. It was noted that brush remains to be removed from a downed tree on San Rafael Street, and that staff is working with the property owner to complete this area. Additionally, some weeds remain in the County right of way along First Street and the parking lot and San Luis Parkway, staff is working with the County to address these locations. **This Report was received with no formal actions being taken.**

### B. **Proposed CSDA Bylaw Amendments**

General Manager Wallace advised the Board that a Bylaw amendment has been proposed by CSDA that would require all new local chapters of CSDA to also have all members of the local chapter be dues paying members of the State chapter as well. Following discussion it was moved by Director Brown seconded by Director Janowicz and passed unanimously **to oppose the amendment and to direct staff to cast the District vote accordingly.**

### C. **CSDA 2011 Board Election**

Mr. Wallace presented the staff report relating to election of one Director to CSDA for Region 4. Director Rowe commented that as our District is not familiar with any of the candidates it is difficult to cast a vote. Following discussion, it was moved by Director Rowe, seconded by Director Brown and passed unanimously **to not cast a vote in the CSDA election.**

### D. **LAFCo Alternate Member Election**

General Manager Wallace advised that the Alternate Member for LAFCo was up for election. Following discussion it was moved by Director Janowicz, seconded by Director Brown and passed unanimously **to cast the District's vote for Brian Kreowski.**

### E. **Clarifier Roof Update**

Mr. Wallace advised the Board that staff has prepared the bid packet for replacement of the roof on the clarifier. Following general discussion it was moved by Director Brown, seconded by Director Janowicz and passed unanimously **to direct staff to advertise the project for bid.**

**F. Wastewater Treatment Plant Pump Installation Wrap-up**

General Manager Wallace advised the Board that the pump installation at the Wastewater Treatment Plant has been completed and the plant is operating well. Mr. Wallace advised that with the installation of the pumps completed, it would be appropriate to perform a flow test on the new pumps to provide a "benchmark" for comparison. It was moved by Director Brown, seconded by Director Rowe and passed unanimously **to receive the report and to direct staff to complete a flow test in a not to exceed amount of \$1,000.**

**G. Review of Grand Jury Report titled "Rate Setting as a Water Conservation Tool"**

Mr. Wallace advised the Board that recently the Grand Jury completed a report titled "Rate Setting as a Water Conservation Tool", in which recommendations were made to consider a tiered water rate. Tiered rates could be included in the proposed connection fee and rate study if the Board decides to move forward with this study. Legal Counsel Seitz advised that this report requires that the District analyze the recommendations and provide a response to the Grand Jury. It was moved by Director Brown, seconded by Director Janowicz and passed unanimously **to direct staff to work with Legal Counsel to prepare a draft response to the County Grand Jury and to bring this response back to the Board at the August meeting.**

**H. Review of Connection Fee & Rate Study Request for Proposals**

General Manager Wallace presented an overview of the received proposals for review of the District's connection fees and to provide a rate study. Director Rowe commented that the Ad-Hoc committee had reviewed the proposals and were impressed with the approach presented by NBS. It was moved by Director Brown, seconded by Director Janowicz and passed unanimously **to proceed with the connection fee and rate study and to direct staff to negotiate with NBS a final scope of work and fees associated with this work.**

**I. Review of District General Manager and District Engineer Job Descriptions**

Legal Counsel Seitz provided an overview of the draft job descriptions for General Manager and District Engineer. Mr. Seitz advised that the goal of the District is to provide separate descriptions that will provide for insurance coverage by the District for the General Manager and indemnification for the District by the District Engineer.

Resident Betty Woody inquired if the recent news coverage of other CSD's and conflict of interest allegations has any impact on our District. Legal Counsel Seitz responded that this exercise is to distinguish between the two positions and addresses the insurance issues, but will also mitigate any "appearance" of conflicts.

Resident Tom Guernsey commented that he would like to see the District utilize a "rotating basis" of contractors qualified to provide emergency work within the District rather than using the same contractors each time. Further Mr. Guernsey suggested that the District employ only "local people" thereby creating a sustainable District. Mr. Seitz commented that with having "employee's" come responsibilities to the District that are not there with contract operations. President Kelley commented that in response to Betty Woody's concern that he had spoken with an attorney who commented that with the vigilance of the Board any potential conflicts are



mitigated. Following general discussion it was moved by Director Brown, seconded by Director Rowe and passed unanimously **to tentatively approve the job descriptions as submitted by Legal Counsel and to direct staff to send the descriptions to SDRMA for coverage confirmation and to Direct Legal Counsel to prepare amendments to the 1995 Management and Engineering Contract.**

**J. Fiscal Year 2011/12 Budget Presentation**

Mr. Wallace presented the Fiscal Year 2011/12 to the Board. A general overview was provided. Following general discussion it was moved by Director Brown, seconded by Director Janowicz and passed on the following roll call vote **to Adopt Resolution 2011-09 Adopting the 2011-2012 Fiscal Year Budget.**

**AYES: Brown, Janowicz, Kelley, Rowe**  
**NOES: None**  
**ABSENT: Yoder**  
**ABSTAIN: None**

**Further it was moved by Director Brown, seconded by Director Rowe and passed on the following roll call vote to Adopt Resolution 2011-08 Determining the Appropriation Limitation for the 2011-2012 Fiscal Year and requesting Distribution of Special District Augmentation Funds.**

**AYES: Brown, Rowe, Kelley, Janowicz**  
**NOES: None**  
**ABSENT: Yoder**  
**ABSTAIN: None**

**7. INFORMATION AND DISCUSSION ITEMS:**

General Manager Wallace advised the Board that a Chumash Tomol Gathering will be held in Avila on August 12, 13, and 14. Additionally, street sweeping will be done in Avila on July 13.

**Legal Counsel Seitz introduced the Closed Session and requested any Public Comments regarding the closed session.**

**8. Public Comments on Closed Session**

None

**The meeting was adjourned to Closed Session at 9:25 pm**

**9. Closed Session:**

Personnel Matter (Government Code §54957)

Annual Performance Evaluation of the District's Legal Counsel

**10. Return to Open Session/Report on Closed Session**

President Kelley advised that no reportable actions took place during the closed session

**11. ADJOURNMENT**

**The meeting was adjourned at approximately 9:30 pm**

**The next regular meeting of the Avila Beach Community Services District is scheduled for August 9, 2011 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.**

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

Respectfully submitted,



John Wallace,  
General Manager





**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424  
Meeting Room and Office – 191 San Miguel Street, Avila Beach  
Telephone (805) 595-2664 FAX (805) 595-7623  
E-Mail avilacsd@aol.com

**AGENDA**

**REGULAR BOARD MEETING  
7:00 pm Tuesday August 9, 2011**

**BOARD MEETING LOCATION  
Avila Beach Community Center  
191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA**

1. **CALL TO ORDER: 7:00 P.M.**
2. **ROLL CALL: Board Members:**

Pete Kelley, President  
Terry Brown, Vice President  
John Janowicz, Director  
Rick Rowe, Director  
Dan Yoder, Director

3. **PUBLIC COMMENT; 7:00 P.M.**

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

4. **INFORMATION AND DISCUSSION ITEMS**

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

Board Communications

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 July 12, 2011 Regular Meeting
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report
- E. Subcommittee Reports

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

- A. Consideration of Contract with NBS: Rate & Connection Fee Study  
(Action Required: Receive Report: Approve Contract)
- B. Wastewater Treatment Plant Analysis Report  
(Action Required: Receive Report and Presentation; Provide Direction to Staff)
- C. Consideration of Solid Waste Franchise Rate Increase  
(Action Required: Receive Presentation from South County Sanitary Service;  
Provide Direction to Staff)
- D. Wastewater Treatment Plant Digester Cleaning Project  
(Action Required: Receive Report; Reject All Bids; Direct Staff to Solicit Bids from  
specialty contractors)
- E. Consideration of Bi-Annual Maintenance of District Water Valves  
(Action Required: Receive Report; Approve purchase of valve parts and approve  
Maintenance)
- F. Consideration of Water Tank Inspection  
(Action Required: Receive Report; Direct Staff to Solicit Bids for Tank Cleaning and  
Provide Direction to Staff)
- G. Review of Grand Jury Report Response titled "Rate Setting as a Water Conservation  
Tool"  
(Action Required: Consider Draft Response, Direct Staff to final and President to  
Sign Response; Provide Direction to Staff)

7. **INFORMATION AND DISCUSSION ITEMS**

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

- 1. Consider setting a Special Meeting for Consideration of Consultants Contracts for various services including Management, Engineering, Legal, and Operations.  
(Oral Discussion)

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, 191 San Miguel Street, Avila Beach, CA during normal business hours. Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District at 805-595-2664.

**AVILA BEACH COMMUNITY SERVICES DISTRICT  
MINUTES OF REGULAR MEETING  
August 9, 2011**

**1. CALL TO ORDER**

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:00 p.m. on the above date, in the Avila Community Building meeting room, was called to order by President Kelley.

**2. ROLL CALL**

Board Members Present

Pete Kelley  
Terry Brown  
John Janowicz  
Rick Rowe  
Dan Yoder

Board Members Absent:

None

Staff Present:

John Wallace, General Manager  
Jon Seitz, Legal Counsel  
Kathy Richardson, Office Manager

**3. PUBLIC COMMENTS --**

None

**4. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

**1. SLO Sheriff:**

Deputy Nefores advised that it had been a quiet month with only 5 logged calls for service.

**2. CAL Fire Report:**

Captain Cohn advised there were 36 calls for service, including 15 medical calls. The construction at Station 62 is now finished with "Grandpa" being housed inside. The ribbon cutting was held on July 29th.

**B. Board Communication;**

**5. CONSENT ITEMS**

President Kelley introduced the consent items and inquired if any member of the Board, or public wished to address any items. There was not public or Board comments. It was moved by



Director Brown, seconded by Director Janowicz and passed unanimously **to approve the consent items as submitted.**

- A. Approval of the July 12, 2011 Regular Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Report

## 6. BUSINESS ITEMS

### A. **Consideration of Contract with NBS: Rate and Connection Fee Study**

Mr. Wallace presented the proposed contract with NBS and provided a brief overview of the steps taken to solicit and review the proposed rate study including a recommendation by the Ad-Hoc committee to select NBS for this project. Resident Anne Brown inquired as to where the firm was from. Mr. Wallace advised they are from the San Francisco area. Following brief discussion it was moved by Director Brown, seconded by Director Rowe and passed unanimously **to approve the contract with NBS and to direct the President to sign on behalf of the District.**

### B. **Wastewater Treatment Plant Analysis Report**

General Manager Wallace presented an overview of the study and introduced Mr. Steve Tanaka of Wallace Group to present the technical review and study performed by Kennedy Jenks Consultants. The study indicates that the plant is reaching capacity related to organic loading while still having adequate hydraulic capacity. The study provided for options to increase the capacity of the plant to meet discharge requirements with the current high strength influent. These options include placing additional media in the Fixed Film Reactor and potentially utilizing one of the existing secondary clarifier tank within the current plant structure as an activated sludge chamber.

Mr. Tanaka advised that influent to the plant is showing high levels of BOD both from the District collection system but mainly from the Port San Luis Harbor District. Mr. Tanaka and General Manager Wallace met with representatives from the Port to discuss high BOD levels that are being received from the Port and to explore ways to reduce the strength of the influent. One possible source of the elevated BOD levels is RV waste that is being dumped in the system through "full hookups" in the RV park at the port. Resident Anne Brown inquired if the rental spaces for the RV Park are required to have full hook ups. Craig Bower, Port San Luis Operations Manager advised that they are required to provide full hook ups at some of the RV sites. Following discussion it was moved by Director Kelley seconded by Director Brown and passed unanimously **to direct staff to continue to work with the Harbor District to determine potential solutions to the high strength influent and update the current agreement with the Port for treatment of wastewater, continue additional sampling to identify the source/s of the high strength influent and to work with Regional Water Quality in keeping them advised of the steps being taken to meet the discharge requirements.**

**C. Consideration of Solid Waste Franchise Rate Increase**

Mr. Wallace introduced Tom Martin from South County Sanitary Service (the Garbage Company) who provided a review of the steps necessary to approve a rate increase for garbage service. Mr. Martin advised that the proposed increase is a 5.15% increase with the last increase being approved 3 years ago. Resident Anne Brown inquired if all of the communities in South County are receiving the same percentage of increase. Mr. Martin advised that Pismo Beach is proposing a 9.15% increase to their rates because of the increase in the City's franchise fee, but the other communities are proposing the 5.15% increase as well. It was moved by Director Brown, seconded by Director Yoder and passed unanimously **to direct staff to work with the Garbage Company to facilitate the Prop 218 process and hearing currently proposed for October 11, 2011.**

**D. Wastewater Treatment Plant Digester Cleaning Project**

General Manager Wallace advised that the District received one bid for the cleaning of the digester and that bid was significantly greater than the engineer estimate for the project. Legal Counsel Seitz has advised that this project may be classified as maintenance rather than a public works project thereby allowing staff to perhaps complete some portions of the project in house and solicit bids for miscellaneous components of the project. Following discussion it was moved by Director Brown, seconded by Director Kelley and passed unanimously **to reject all bids and to direct staff to obtain individual proposals from specialty contractors and bring back contracts for cleaning, hauling and disposal for the purposes of cleaning the digester in a not to exceed amount of \$150,000.**

**E. Consideration of Bi-Annual Maintenance of District Water Valves**

Mr. Wallace advised the Board that staff has identified the needed maintenance for the Cla-Val water control valves, and recommend the purchase of three re-build kits. Resident Anne Brown inquired if re-build of the valves was as good as replacement of the valves. Mr. Wallace advised that the re-build kits replace all of the operational parts located inside the housing of the valve, and there is no need to replace the housing. It was moved by Director Brown, seconded by Director Janowicz and passed unanimously **to direct staff to purchase three re-build kits for the Cla-Val units and to direct staff to install the kits in a total not to exceed amount of \$5,500 for the entire project.**

**F. Consideration of Water Tank Inspection**

General Manager Wallace presented the staff report advising of the need to inspect water tank #1. At the time of inspection, it is also recommended that the District "super-chlorinate" the tank to assist in meeting the required residual chlorine levels necessary to operation of the water distribution system. Director Rowe inquired if this will need to be done annually; General Manager Wallace advised that it will need to be evaluated in an ongoing manner. It was moved by Director Rowe, seconded by Director Brown and passed unanimously **to direct staff to solicit bids and proceed to inspect Water Tank #1 in a not to exceed amount of \$5,000 and further upon inspection of the tank, to direct staff to "super chlorinate" the tank in a not to exceed amount of \$5,000.**



**G. Review of Grand Jury Report Response titled "Rate Setting as a Water Conservation Tool"**

Mr. Wallace advised the Board that staff has completed a draft response to the Grand Jury report titled "Rate Setting as a Water Conservation Tool" for the Board's review and consideration. It was moved by Director Brown, seconded by Director Rowe and passed unanimously **to approve the response as submitted and to direct the President to sign on behalf of the District and to submit the response to the County Grand Jury.**

**7. INFORMATION AND DISCUSSION ITEMS:**

General Manager Wallace advised the Board that SDRMA is sponsoring a workshop titled "Board Member Liability" will be held in Templeton on September 14th.

A special Board Meeting was scheduled for August 23rd, 2011 at 7:00 pm.

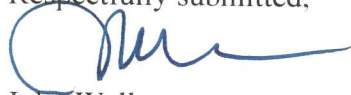
**8. ADJOURNMENT**

**The meeting was adjourned at approximately 8:38 pm**

**The next regular meeting of the Avila Beach Community Services District is scheduled for September 13, 2011 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.**

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

Respectfully submitted,



John Wallace,  
General Manager





# AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424  
Meeting Room and Office – 191 San Miguel Street, Avila Beach  
Telephone (805) 595-2664 FAX (805) 595-7623  
E-Mail avilacsd@aol.com

## AGENDA

**SPECIAL BOARD MEETING**  
**7:00 pm Tuesday August 23, 2011**

**BOARD MEETING LOCATION**  
**Avila Beach Community Center**

191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA

1. **CALL TO ORDER: 7:00 P.M.**

2. **ROLL CALL: Board Members:**

Pete Kelley, President  
Terry Brown, Vice President  
John Janowicz, Director  
Rick Rowe, Director  
Dan Yoder, Director

The public has the right to comment on any item on the Special Meeting Agenda when the item is being considered

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

- A. Consideration of Contract for Water & Wastewater Operation Services with Ellison Environmental Inc. (Action Required: Receive Report: Approve Contract or Provide Direction to Staff)
- B. Consideration of Resolution Approving Restatement of Contracts with the Wallace Group for Management Services and General Engineering Services (Action Required: Receive Report: Approve Resolution or Provide Direction to Staff)
- C. Consideration of Existing Letter Agreement for Legal Services with Shipsey and Seitz Inc (Action Required: Receive Report: Provide Direction to Staff)

5. Adjourn

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, 191 San Miguel Street, Avila Beach, CA during normal business hours. Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District at 805-595-2664.

**AVILA BEACH COMMUNITY SERVICES DISTRICT  
MINUTES OF SPECIAL MEETING  
August 23, 2011**

**1. CALL TO ORDER**

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:02 p.m. on the above date, in the Avila Community Building meeting room, was called to order by President Kelley.

**2. ROLL CALL**

Board Members Present	Pete Kelley Terry Brown John Janowicz Rick Rowe Dan Yoder
-----------------------	---

Board Members Absent:	None
-----------------------	------

Staff Present:	John Wallace, General Manager Jon Seitz, Legal Counsel Kathy Richardson, Office Manager
----------------	---

**3. BUSINESS ITEMS**

**A. Consideration of Contract for Water and Wastewater Operations Services with Ellison Environmental Inc. (FRM)**

The Board has directed District Counsel to separate the contract for water and wastewater operations from the contract for providing management and engineering services currently provided through Wallace Group. Legal Counsel Seitz provided an overview of the proposed contract, pointing out that this is a one year contract that can be terminated by either party with notice as specified in the contract. Mr. Seitz noted that the CPI in the contract is stated as a minimum of 3% per year, however following further negotiations with FRM, a reduction to 2% was agreed upon. General discussion among the Board took place regarding various components of the agreement. No public members were in attendance to comment on this item. Following discussion it was moved by Director Brown seconded by Director Janowicz and passed unanimously **to approve the contract with Ellison Environmental Inc (dba FRM) as amended and to direct the President to sign on behalf of the District.**

**B. Consideration of Resolution Approving Restatement of Contracts with the Wallace Group for Management Services and General Engineering Services**

Legal Counsel Seitz introduced the proposed Resolution and restated contracts. General discussion took place with Mr. Seitz answering questions from the Board. No public members



were in attendance to comment on this item. Following discussion it was moved by Director Kelley seconded by Director Brown and passed unanimously **to direct staff to place this item on the September 13, 2011 agenda as the first item of business to continue consideration of the proposed contracts.**

**C. Consideration of Existing Letter Agreement for Legal Services with Shipsey and Seitz Inc.**

Mr. Seitz provided a review of the existing letter agreement for legal services currently being provided by Shipsey and Seitz Inc. President Kelley inquired as to why we have a letter agreement rather than a contract. Mr. Seitz advised that he has clients with both types of agreements and it is a preference of the agency as to which type of agreement is utilized. It was moved by Director Kelley, seconded by Director Rowe and passed unanimously **to direct staff to provide examples of formal contracts for legal services and to bring this item back to the Board for consideration at the October 11, 2011 meeting.**

**4. INFORMATION AND DISCUSSION ITEMS:**

General Manager Wallace advised the Board that SDRMA is sponsoring a workshop titled "Board Member Liability" to be held in Templeton on September 14th. Directors Kelley and Brown plan to attend.

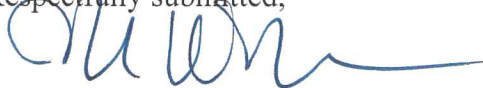
**8. ADJOURNMENT**

**The meeting was adjourned at approximately 8:50 pm**

**The next regular meeting of the Avila Beach Community Services District is scheduled for September 13, 2011 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.**

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

Respectfully submitted,



John Wallace,  
General Manager



**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424  
Meeting Room and Office – 191 San Miguel Street, Avila Beach  
Telephone (805) 595-2664 FAX (805) 595-7623  
E-Mail avilacsd@aol.com

**AGENDA**

**REGULAR BOARD MEETING  
7:00 pm Tuesday September 13, 2011**

**BOARD MEETING LOCATION  
Avila Beach Community Center  
191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA**

1. **CALL TO ORDER: 7:00 P.M.**
2. **ROLL CALL: Board Members:**

Pete Kelley, President  
Terry Brown, Vice President  
John Janowicz, Director  
Rick Rowe, Director  
Dan Yoder, Director

3. **PUBLIC COMMENT; 7:00 P.M.**

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

4. **INFORMATION AND DISCUSSION ITEMS**

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

Board Communications

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 August 9, 2011 Regular Meeting & August 23, 2011 Special Meeting
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report
- E. Subcommittee Reports



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

- A. Clarifier Roof Bid Update  
(Action Required: Receive Report; Provide Direction to Staff)
- B. Wastewater Treatment Plant Digester Cleaning Project Update  
(Action Required: Receive Report; Provide Direction to Staff)
- C. Consideration of Purchase Flow Paced Sampler  
(Action Required: Receive Report; Direct Staff to Purchase)
- D. Consideration of Purchase Variable Frequency Drive (VFD) Units Wastewater Treatment Plant  
(Action Required: Receive Report; Provide Direction to Staff)

**7. INFORMATION AND DISCUSSION ITEMS**

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

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, 191 San Miguel Street, Avila Beach, CA during normal business hours. Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District at 805-595-2664.

**AVILA BEACH COMMUNITY SERVICES DISTRICT  
MINUTES OF REGULAR MEETING  
September 13, 2011**

**1. CALL TO ORDER**

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:00 p.m. on the above date, in the Avila Community Building meeting room, was called to order by President Kelley.

**2. ROLL CALL**

Board Members Present	Pete Kelley Terry Brown John Janowicz Rick Rowe
-----------------------	--

Board Members Absent:	Dan Yoder
-----------------------	-----------

Staff Present:	Tom Zehnder, Assistant General Manager Jon Seitz, Legal Counsel Kathy Richardson, Office Manager Doug Groshart, Engineer
----------------	---

**3. PUBLIC COMMENTS --**  
None

**4. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

**1. SLO Sheriff:**

Deputy Nefores advised that it had been a quiet month with only 8 calls for service. Further he advised that an agreement with Avila Bay Resorts has been reached on an event by event basis that will allow for extra staffing at special events at the golf course. The costs will be covered by the Resort, and will allow for two deputies to be onsite. Additionally, extra security and medical staffing along with an ambulance will be on site for special events.

**2. CAL Fire Report:**

CalFire representatives were in attendance and advised there were 12 calls for service, including medical calls, traffic accidents and a vegetation fire in See Canyon.

Director Janowicz commented on the traffic issues that are associated with special events at the golf course. General discussion took place on various methods to reduce the impact to residents.

**B. Board Communication;**

None

**5. CONSENT ITEMS**

President Kelley introduced the consent items and inquired if any member of the Board, or public wished to address any items. Director Rowe inquired as to Board minutes indicating that the General Manager / District Engineer Contracts were to be on this agenda, but did not appear. Mr. Zehnder advised that in the absence of Mr. Wallace, it would be placed upon the next agenda. Director Kelley inquired of the Monthly payables and noted that "Plan Checks" for Cero de Avila and Top of Hill appeared in the listing and wanted to know what progress is being made on these projects. Doug Groshart of Wallace Group, advised that the developer has brought several changes directly to him for review. Director Kelley advised that AVAC has not seen any recent submittals and was wondering if anything is progressing on these projects. Mr. Groshart advised that his reviews are mainly for ensuring that District notes and requirements are included in the submittal to the County on the project. Further, Mr. Groshart advised that he will be providing all correspondence relating to these projects to the District office for inclusion in the project files. Director Kelley further commented on the operations report and the noted high level of BOD in the effluent. It was moved by Director Brown, seconded by Director Rowe and passed unanimously **to approve the consent items as submitted.**

- A. Approval of the August 9, 2011 Regular Meeting and August 23, 2011 Special Meeting Minutes
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Report

**6. BUSINESS ITEMS**

**A. Clarifier Roof Bid Update**

Mr. Zehnder presented the bid results for the installation of the clarifier roof. The bids were below the original quotes, but above the estimates for the redesigned roof. Director Kelley inquired if the expense related to the re-design was cost effective. Mr. Groshart advised that the redesign saved the District several thousand dollars in expenses. Resident Anne Brown inquired if the roof could be built on the ground and then lifted into place, or built in place. Mr. Groshart advised that the design allows for either method, and a safety plan is required for the project. It was moved by Director Janowicz, seconded by Director Rowe and passed unanimously **to award the contract to Holland Construction in the amount of \$43,717 and direct staff to process the award and proceed to administer the services for this project.**

**B. Wastewater Treatment Plant Digester Cleaning Project Update**

Mr. Zehnder provided a progress report on this project and advised that further information will be brought to the Board at the October meeting. Legal Counsel Seitz provided an overview of the competitive bid process and has determined that the cleaning of the digester can be done as a



maintenance item. Resident Anne Brown inquired if this meant that the District will act as the General Contractor for the project, and if so, who would be approving the quality of the work preformed. Mr. Seitz advised that the District would oversee the project and arrange the timing of services, this oversight will be provided by Wallace Group and operations staff. Director Rowe inquired as to the duration of the project. Mr. Groshart advised that the cleaning should be accomplished in 30 days once started; however, the inspection upon cleaning may require that the digester be kept out of service for a longer period of time to address any deficiencies that may be discovered. Following discussion it was moved by Director Kelley seconded by Director Brown and passed unanimously to **receive report and to direct staff to proceed with the project in a not to exceed amount of \$146,000 for all six phases.**

**C. Consideration of Purchase Flow Paced Sampler**

Mr. Zehnder advised the Board that a need for two additional sampler units has been identified by staff to meet the NPDES sampling requirements and to continue to identify the source of the high influent BOD entering the Wastewater Treatment Plant. Mr. Zehnder advised that this is a "sole source" purchase as the District currently owns two similar samplers and this will allow for ease of operation and the ability to swap and replace sampler parts and accessories during sampling and maintenance intervals. It was moved by Director Brown, seconded by Director Janowicz and passed unanimously to **direct staff to purchase two Global Water Instruments flow paced sampler units in a not to exceed amount of \$4,627.05, and to direct staff to integrate the samplers into the SCADA system in a not to exceed amount of \$600 for a total project amount not to exceed \$5,228.**

**D. Consideration of Purchase Variable Frequency Drive (VFD) Units Wastewater Treatment Plant**

Mr. Zehnder advised the Board of the need to purchase three Variable Frequency Drive (VFD) units for use at the wastewater treatment plant. These units were identified in the FY 2011/12 capital budget and are necessary to allow for flexibility in controlling process flow, allowing staff more options to meet discharge requirements. Following discussion it was moved by Director Brown, seconded by Director Rowe and passed unanimously to **approve the purchase and installation of VFD units in a not to exceed amount of \$7,300.**

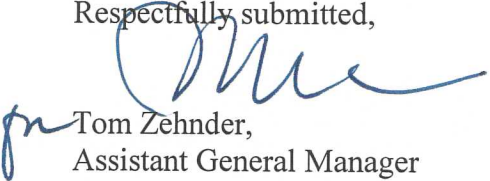
**7. INFORMATION AND DISCUSSION ITEMS:**

None

**8. ADJOURNMENT**

**The meeting was adjourned at approximately 8:00 pm**

Respectfully submitted,

  
Tom Zehnder,  
Assistant General Manager

Avila Beach CSD  
Board of Directors Meeting  
Minutes September 13, 2011 page 4

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

**The next regular meeting of the Avila Beach Community Services District is scheduled for October 11, 2011 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.**





# AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424  
Meeting Room and Office – 191 San Miguel Street, Avila Beach  
Telephone (805) 595-2664 FAX (805) 595-7623  
E-Mail avilacsd@aol.com

## AGENDA

**REGULAR BOARD MEETING**  
**7:00 pm Tuesday October 11, 2011**

**BOARD MEETING LOCATION**  
**Avila Beach Community Center**  
**191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA**

1. **CALL TO ORDER: 7:00 P.M.**
2. **ROLL CALL: Board Members:**

Pete Kelley, President  
Terry Brown, Vice President  
John Janowicz, Director  
Rick Rowe, Director  
Dan Yoder, Director

3. **PUBLIC COMMENT; 7:00 P.M.**

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

4. **INFORMATION AND DISCUSSION ITEMS**

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

Board Communications

- 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 September 13, 2011 Regular Meeting
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report
- E. Subcommittee Reports

**October 11, 2011, Regular Meeting Agenda, Page 2**

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

- A. Preliminary Will Serve Request 236 Laurel Street  
(Action Required: Receive Report; Approve Request)
- B. Consideration of Resolution Approving Restatement of Contracts with the Wallace Group for Management Services and General Engineering Services  
(Action Required: Receive Report: Approve Resolution or Provide Direction to Staff)
- C. Water Tank Inspection Update  
(Action Required: Receive Report)
- D. Runoff Election for LAFCO Alternate Special District Member  
(Action Required: Cast District Vote)

**7. INFORMATION AND DISCUSSION ITEMS**

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

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, 191 San Miguel Street, Avila Beach, CA during normal business hours. Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District at 805-595-2664.

**AVILA BEACH COMMUNITY SERVICES DISTRICT  
MINUTES OF REGULAR MEETING  
October 11, 2011**

**1. CALL TO ORDER**

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:00 p.m. on the above date, in the Avila Community Building meeting room, was called to order by President Kelley.

**2. ROLL CALL**

Board Members Present	Pete Kelley Terry Brown John Janowicz Rick Rowe
-----------------------	--

Board Members Absent:	Dan Yoder
-----------------------	-----------

Staff Present:	John Wallace, General Manager Kathy Richardson, Office Manager
----------------	---

**3. PUBLIC COMMENTS --  
None**

**4. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

- 1. SLO Sheriff: None**
- 2. CAL Fire Report:**

CalFire representatives were in attendance and advised there were 48 calls for service, including medical calls, traffic accidents and a cliff side rescue of hikers at Pirates Cove.

**B. Board Communication;**

Director Rowe commented on the level of noise from the recent concerts at the Avila Resorts. President Kelley advised that AVAC is working with the County on a special events ordinance that will help monitor special events throughout the county.

Director Kelley reported that he and Director Brown attended the SDRMA workshop held in Templeton and felt it was very informative.

Director Kelley advised that long-time resident Robert Martin had passed away.

General Manager Wallace advised that local artist Karen Boyack has loaned an art panel to the District for display in the entry hallway of the District office.



**5. CONSENT ITEMS**

President Kelley introduced the consent items and inquired if any member of the Board, or public wished to address any items. President Kelley inquired as to Financial Reports, and requested that additional reports be included in the Board Packet. General Manger Wallace suggested that the Finance Committee meet with him to review the various reports generated by the accounting system to see which ones will best meet the needs of the Board. It was moved by Director Brown, seconded by Director Janowicz and passed unanimously **to approve the consent items as submitted.**

- A. Approval of the September 11, 2011 Regular Meeting Approval of Monthly Payables
- B. General Manager / District Engineer Report
- C. Water & Wastewater Superintendent Report
- E. Subcommittee Report

**6. BUSINESS ITEMS**

**A. Preliminary Will Serve Request: 236 Laurel Street**

Mr. Wallace advised that a request for a preliminary Will Serve has been received from Gloria Bello for a Single Family Dwelling to be located at 236 Laurel Street. This project will require the tear-down of a four unit apartment complex (Driftwood Apts). It was moved by Director Brown, seconded by Director Kelley and passed unanimously **to approve the Preliminary Will Serve request.**

**B. Consideration of Resolution Approving Restatement of Contracts with the Wallace Group for Management Services and General Engineering Services.**

President Kelley advised that General Manager Wallace requested this item be tabled to the November Board meeting. Following discussion staff was directed **to provide the proposed contracts to the Board at the earliest opportunity and to bring the resolution approving restatement of Contracts to the November meeting.**

**Director Yoder arrived at the meeting at 7:35**

**C. Water Tank Inspection Update**

Mr. Wallace advised the Board that the tank dive took place as scheduled. During the dive inspection it was noted that the tank appears to be in good condition overall. Some minor corrosion was noted but no significant metal loss was noted. Additionally, staff has needed to add additional chlorine to the tank during daily operations to maintain overall chlorine residual within the District's water distribution system. As a part of the tank inspection, it was noted that nitrification with the distribution system was taking place, requiring the addition of chlorine. Staff recommends the purchase of a portable Colorimeter field instrument, to allow for instant in-field water quality analysis. It was moved by Director Brown, seconded by Director Rowe

and passed unanimously **to receive the report and to direct staff to purchase a Hach DR 890 Colorimeter in a not to exceed amount of \$1,181.**

**D. Runoff Election for LAFCo Alternate Special District Member**

General Manager Wallace advised that the LAFCo election for an Alternate Special District member had resulted in a tie between Brian Kreowski and Marshall Ochylski, requiring a runoff election. Following discussion it was moved by Director Brown, seconded by Director Yoder and passed unanimously **to cast the District vote for Brian Kreowski and to direct staff to notify LAFCo.**

**7. INFORMATION AND DISCUSSION ITEMS:**

Mr. Wallace advised the Board that a letter from SLO County relating to "Emergency Evacuation Planning Phone Survey" was included in the packet. Additionally, a "Notice of Public Hearing" relating to the Avila Schoolhouse property was included in the packet. General discussion took place regarding this project, and it was requested by the Board that a special meeting be scheduled for October 16th 2011 @9am for the Board to formally address the schoolhouse project. General Manager Wallace further advised that the State Water Board has adopted fee increases that will impact the District's wastewater discharge permits.

General Manager Wallace advised that the Office Manager will be on vacation for two weeks commencing on October 14th -30th. The office will be staffed Tuesday and Thursday mornings from 9:00 until noon, with phone messages and e-mails being checked several times a day remotely. Mr. Wallace commented that if the Board desired more staffing time to the office, a temporary agency could be contacted to provide additional office hours. Director Rowe commented that there was no need to have a temporary agent fill in any additional time.

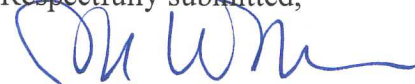
**8. ADJOURNMENT**

**The meeting was adjourned at approximately 8:04 pm**

**The next regular meeting of the Avila Beach Community Services District is scheduled for November 8, 2011 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.**

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

Respectfully submitted,



John Wallace,  
General Manager





# AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424  
Meeting Room and Office – 191 San Miguel Street, Avila Beach  
Telephone (805) 595-2664 FAX (805) 595-7623  
E-Mail avilacsd@aol.com

## AGENDA

**REGULAR BOARD MEETING**  
**7:00 pm Tuesday November 8, 2011**

**BOARD MEETING LOCATION**  
**Avila Beach Community Center**  
**191 SAN MIGUEL STREET, AVILA BEACH, CALIFORNIA**

**1. CALL TO ORDER: 7:00 P.M.**

**2. ROLL CALL: Board Members:**

Pete Kelley, President  
Terry Brown, Vice President  
John Janowicz, Director  
Rick Rowe, Director  
Dan Yoder, Director

**3. PUBLIC COMMENT; 7:00 P.M.**

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

**4. INFORMATION AND DISCUSSION ITEMS**

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

Board Communications

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 October 11, 2011 Regular Meeting
- B. Monthly Payables
- C. General Manager /District Engineer Report
- D. Water and Wastewater Superintendent's Report
- E. Subcommittee Reports

6. **BUSINESS ITEMS:** Items where Board action is called for.
- A. Fiscal Year 2010/11 Annual Audit Presentation  
(Action Required: Receive Report)
  - B. Digester Cleaning Project Update  
(Action Required: Receive Report)
  - C. Consideration of Revision and Update of District Ordinance 2-75 Adopting Sewer Regulations  
(Action Required: Receive Report, Direct Staff to Review and Update Ordinance)
  - D. Consideration of Resolution Approving Restatement of Contracts with the Wallace Group for Management Services and General Engineering Services  
(Action Required: Receive Report: Approve Resolution or Provide Direction to Staff)

7. **INFORMATION AND DISCUSSION ITEMS**

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

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, 191 San Miguel Street, Avila Beach, CA during normal business hours. Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District at 805-595-2664.

**AVILA BEACH COMMUNITY SERVICES DISTRICT  
MINUTES OF REGULAR MEETING  
November 8, 2011**

**1. CALL TO ORDER**

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:02 p.m. on the above date, in the Avila Community Building meeting room, was called to order by President Kelley.

**2. ROLL CALL**

Board Members Present	Pete Kelley Terry Brown John Janowicz Rick Rowe Dan Yoder
-----------------------	---

Board Members Absent:	None
-----------------------	------

Staff Present:	John Wallace, General Manager Jon Seitz, Legal Counsel Kathy Richardson, Office Manager
----------------	---

**3. PUBLIC COMMENTS --  
None**

**4. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

**1. SLO Sheriff: None**

**2. CAL Fire Report:**

Cal Fire representatives were in attendance and advised there were 39 calls for service, including 17 medical calls, 5 traffic accidents and a second CPR save in the last two months. Additionally, Cal Fire staff responded to traffic accident in Avila requiring the turn off of the fire hydrant at San Miguel and First Street.

**B. Board Communication;**

President Kelley advised that he attended the Board of Supervisors and spoke as a resident on behalf of the Schoolhouse project.



**5. CONSENT ITEMS**

President Kelley introduced the consent items and inquired if any member of the Board, or public wished to address any items. Director Brown commented on the reduction of BOD levels noted in the operations report. Chief Plant Operator Nally advised that staff had installed an additional pump in the recirculation system, increasing treatment. Additionally, General Manager Wallace advised that Board that the additional bales of media had been installed in the Fixed Film Reactor. It was moved by Director Brown, seconded by Director Rowe and passed unanimously **to approve the consent items as submitted.**

- A. Approval of the October 11, 2011 Regular Meeting
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Report

**6. BUSINESS ITEMS**

**A. Fiscal Year 2010/11 Annual Audit Presentation**

Mr. Wallace introduced Bob Crosby of Crosby and Co. to provide the presentation of the audit. Mr. Crosby advised that he has completed the annual audit for fiscal year 2011/11 and provided a "clean opinion" of the District's financial records. The Board thanked Mr. Crosby for his presentation. Director Rowe inquired if there are any updates to the accounting programs and reporting necessary. Mr. Crosby advised that new rules will be implemented in the next several years, but at this time there is no need for updates to our system. Legal Counsel Seitz inquired if the District's insurance levels were comparable to other agencies. Mr. Crosby advised that he believed they were, however, he would research other agencies that he is auditing and let us know what levels they are carrying. **The audit report was received by the Board and staff directed to forward final copies to the appropriate Governmental agencies.**

**B. Digester Cleaning Project Update**

General Manager Wallace provided an overview of the proposed project and introduced Doug Groshart, Wallace Group engineer to answer any questions the Board may have relating to this project. Additionally, Chief Plant Operator Nally was available to answer any questions. Following discussion it was moved by Director Brown seconded by Director Yoder and passed unanimously **to approve staff recommendations including award of a lump sum contract to GEM Mobil Treatment for digester degassing in the amount of \$13,520, award a time and materials contract to Southern California Wastewater for the cleaning, hauling and disposal of digester contents in a not to exceed amount of \$159,638.36, and to direct staff to process the award, administer the project and secure inspection services from a qualified firm to make recommendations for repairs if necessary. Additionally, budget items WW-C5 and WW-C6 are to be combined to provide a total budget of \$286,000 for contingencies and potential repairs to be expedited while the tank is down.**

**C. Consideration of Revision and Update of District Ordinance 2-75 Adopting Sewer Regulations**

Mr. Wallace advised the Board that the current ordinance adopting Sewer Regulations is dated and needs to be updated to meet current NPDES requirements. During preparation of the Budget staff had identified this need and included an estimated cost of \$5,000 for completing this update. It was moved by Director Kelley, seconded by Director Rowe and passed unanimously **to receive the report and to direct staff to proceed with the updating of the Sewer Regulations in a not to exceed amount of \$5,000.**

**D. Consideration of Resolution Approving Restatement of Contracts with the Wallace Group for Management Services and General Engineering Services**

General Manager Wallace excused himself from the discussion and taking a part of the action on this item. Legal Counsel Seitz presented the proposed contracts and Resolution and provided an overview of the documents. President Kelley inquired who is going to review the invoices for Engineering Services if not the General Manager. Legal Counsel Seitz provided suggestions for methods of review including review by the entire Board, designation of one Director to review the information, or formation of a committee to review the information. President Kelley commented that this is layering responsibility on the Board. Director Rowe commented that he had confidence in staff in reviewing the invoices for payment prior to Directors signing of documents. President Kelley stated he would be more comfortable if the General Manager and Engineer positions were separated and filled by different people. Staff was directed to establish a procedure for processing invoices for professional services to include a rotation of Board members and an established time for review and check signing. Following general discussion it was moved by Director Rowe, seconded by Director Janowicz and passed on the following roll call vote **to approve Resolution 2011-10 Approving Restatement of Contracts with the Wallace Group for Management Services and General Engineering Services.**

**AYES: Rowe, Janowicz, Brown, Yoder**  
**NOES: Kelley**  
**ABSENT: None**  
**ABSTAIN: None**

**7. INFORMATION AND DISCUSSION ITEMS:**

**8. ADJOURNMENT** The meeting was adjourned at approximately 9:10 pm  
**The next regular meeting of the Avila Beach Community Services District is scheduled for December 13, 2011 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.**

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

Respectfully submitted,

  
John Wallace, General Manager







**AVILA BEACH COMMUNITY SERVICES DISTRICT  
MINUTES OF REGULAR MEETING  
December 13, 2011**

**1. CALL TO ORDER**

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:05 p.m. on the above date, in the Avila Community Building meeting room, was called to order by President Kelley.

**2. ROLL CALL**

Board Members Present	Pete Kelley Terry Brown John Janowicz Rick Rowe Dan Yoder
-----------------------	---

Board Members Absent:	None
-----------------------	------

Staff Present:	John Wallace, General Manager Mike Seitz, Legal Counsel Kathy Richardson, Office Manager
----------------	--

**3. PUBLIC COMMENTS --  
None**

**4. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

- 1. SLO Sheriff: None**
- 2. CAL Fire Report:** Battalion Chief Reeder advised that there had been 52 calls for service in the last month for Station 62. These calls included 28 medical calls including 2 CPR calls, traffic accidents, and a cliff rescue. CAL Fire is participating in a toy drive and is accepting new unwrapped toys at the station. Resident Anne Brown thanked CAL Fire for delivering Santa to the Civic Association Christmas Party.

**B. Board Communication;**

Director Rowe advised the Board that the Personnel Committee had met to review some of the District's Employee Benefit policies. The Committee will meet again, and will bring any proposed changes in Policy back to the Board for approval.

**5. CONSENT ITEMS**

President Kelley introduced the consent items and inquired if any member of the Board, or public wished to address any items. Director Brown inquired of the Operations Report on the chlorine residual level that was reported as low. General Manager Wallace advised that staff monitors the chlorine residual levels in the distribution system, and when the residual dropped below desired levels, Lopez Water Treatment Plant was notified. Adjustments were made at the Lopez Plant which resulted in an increase of residual by the next day. President Kelley inquired what the difference between the SCADA and CMMS programs were. Mr. Wallace advised that one is an operations monitoring system (SCADA) and the other is a maintenance tracking program (CMMS). The maintenance program (CMMC) is owned by FRM, but is an “off the shelf” program, that could be purchased by the District if operations were to be changed. It was moved by Director Brown, seconded by Director Rowe and passed unanimously **to approve the consent items as submitted.**

- A. Approval of the November 8, 2011 Regular Meeting
- B. Approval of Monthly Payables
- C. General Manager / District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Report (Personnel Committee)

**6. BUSINESS ITEMS**

**A. Public Hearing Solid Waste Rate Increase**

Mr. Wallace introduced representatives from South County Sanitary Service, (Garbage Company) and opened the Public Hearing to receive public testimony relating to the proposed rate increase (approximately 5.15%). Resident Anne Brown thanked the Garbage Company for providing such “nice garbage men” further resident Brown suggested that the notification process be “tightened up” as her garbage bill had reflected the increase before the Public Hearing had been held. It was noted that a computer glitch in the Garbage Company billing program did issue bills in the increased amount, however, customers were credited with the difference. The Public Hearing was closed with no protests received. It was moved by Director Brown, seconded by Director Yoder and passed on the following roll call vote **to adopt Resolution 2011-11 Confirming Compliance with the Protest Procedures of Section 6, Article XIII of the California Constitution and Adopting Increased Rates and Charges for Commercial and Residential Collection and Disposal of Solid Waste.**

**AYES: Brown, Yoder, Kelley, Janowicz, Rowe**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: None**

**B. Presentation from Avila Marine Life Institute**

General Manager Wallace introduced Priscilla Kiessig of the Avila Marine Life Institute to provide a presentation on a proposed expansion of the Sea Life Center. Following the presentation the Board thanked Ms. Kiessig for the update. **No formal actions were taken.**

**C. Clarifier Roof Project Update & Progress Payment**

Mr. Wallace advised the Board that the clarifier roof has been competed with no change orders, and a progress payment in the amount of \$ 39,345.30 is now due, following the expiration of the statutory lien period the remaining \$4,371.70 will be due the contractor. It was moved by Director Rowe, seconded by Director Janowicz and passed unanimously **to direct staff to make the appropriate payments to Holland Construction for the replacement of the clarifier roof.**

**D. Digester Cleaning Project Update**

General Manager Wallace advised the Board that staff is exploring the possibility of utilizing a drying bed at San Miguelito Mutual Water for drying the sludge from the digester prior to disposal. This option could result in a substantial cost saving to the District if it is approved by both RWQCB and San Miguelito. Staff will have further information at the January Board meeting. Following general discussion it was moved by Director Kelley, seconded by Director Yoder and passed unanimously **to receive report and to direct staff to pursue possible agreements for storage/dewatering space for the digester contents.**

**E. Review of District Legal Counsel Agreement**

Mr. Wallace presented the Legal Counsel Agreement for review by the Board, Mike Seitz made himself available for questions from the Board. Following discussion it was moved by Director Rowe, seconded by Director Brown, and passed **unanimously to approve the agreement for Legal Counsel as submitted and directed President Kelley to sign on behalf of the District.**

**F. Election of Officers and Committee Appointments**

General Manager Wallace advised the Board that generally, election of officers takes place at the last meeting of the year. Director Kelley was nominated to continue in the role of President. As no other nominations were received, Director Kelley was appointed President by acclamation. Director Brown was nominated to continue in the role of Vice President. As no other nominations were received, Director Brown was appointed Vice President by acclamation

General Manager Wallace reviewed the standing committees. Following discussion it was decided to keep the standing committee appointments as previously set. Further the Board suggested that the Personnel Committee review succession plans for staffing and to review alternative staffing methods for comparison of costs.

<b>Finance Committee:</b>	<b>Directors Kelley, Brown</b>
<b>Personnel Committee:</b>	<b>Directors Janowicz, Rowe</b>
<b>Facilities Committee:</b>	<b>Directors Janowicz, Yoder</b>



**G. Update of Bank Signature Cards**

Mr. Wallace advised the Board that bank signature cards need to be updated. The District requires two signatures on each check, and with this update all Directors will be authorized to sign on behalf of the District. Additionally, Office Manager Richardson will be authorized to sign on the accounts. General Manager Wallace advised that with this updating, he is requesting that he no longer be authorized to sign checks on behalf of the District. It was moved by Director Kelley, seconded by Director Janowicz and passed unanimously **to approve the banking procedures as submitted by Staff.**

**H. Consideration of Purchase of Copy Machine**

General Manager Wallace advised the Board that the District copy machine is 14 years old and is in need of replacement. It was moved by Director Yoder, seconded by Director Rowe, and passed unanimously **to direct staff to proceed with the steps necessary to replace the current copy machine in a not to exceed amount of \$10,000 if purchased or \$2,000 per year if leased. Director Yoder will assist staff with review of the proposals.**

**7. INFORMATION AND DISCUSSION ITEMS:**

**8. ADJOURNMENT** The meeting was adjourned at approximately 8:45 pm  
**The next regular meeting of the Avila Beach Community Services District is scheduled for January 10, 2012 at 7:00 pm. This meeting will be held at the Civic Association Building located at 191 San Miguel Street.**

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

Respectfully submitted,



John Wallace,  
General Manager