

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
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AGENDA

REGULAR BOARD MEETING
7:00 pm Tuesday, December 12th, 2017
BOARD MEETING LOCATION
AVILA BEACH CIVIC ASSOCIATION
191 SAN MIGUEL STREET
AVILA BEACH, CALIFORNIA

CALL TO ORDER: 7:00 P.M.

1. ROLL CALL: Board Members:

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

2. PUBLIC COMMENT

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

3. INFORMATION AND DISCUSSION ITEMS

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

A. County Reports

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

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

4. CONSENT ITEMS:

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

- A. Minutes of Noveember 14th, 2017 Regular Meeting
- B. Monthly Financial Review
- C. General Manager and District Engineer Report
- D. Water and Wastewater Superintendent Report

5. DISCUSSION OF PULLED CONSENT ITEMS

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

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

- A. Status Report for First Street Back-up Generator Installation
(Action Required: Receive Report and Provide Direction to Staff)
- B. Status Report Regarding Relocation of Administrative Officers to 100 San Luis Street.
(Action Required: Receive Report and Provide Direction to Staff)
- C. Resolution No. 2017-12 Workers' Compensation Resolution for Governing Body Members and/or Volunteers
(Action Required: Receive Report; Adopt Resolution No. 2017-12 or Alternatively, Provide Further Direction to Staff)

7. COMMUNICATIONS/ COORESPONDENCE

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

8. Adjourn to next regularly scheduled meeting on January 9th, 2018.

Any writing or document pertaining to an open session item on this agenda which is distributed to a majority of the Board after the posting of this agenda will be available for public inspection at the time the subject writing or document is distributed. The writing or document will be available for public review in the District Administration Office, 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 14th, 2017**

1. CALL TO ORDER

President Pete Kelley called the regular meeting of the Board of Directors of the Avila Beach Community Services District, to order at 7:00 p.m. on the above date, in the Avila Beach Civic Center.

2. ROLL CALL

Board Members Present: Pete Kelley
 Eric DeWeese
 Kristin Berry

Board Members Absent: Lynn Helenius
 Ara Najarian

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

3. PUBLIC COMMENTS

Anne Brown, of Avila Beach asked District Staff to contact the property managers and owners of the building at the corner of Front Street and San Luis Street also San Antonio Street & San Luis Street regarding the trash reciprocals that are blocking parking spaces & on sidewalks impeding pedestrians.

4. INFORMATION AND DISCUSSION ITEMS

A. County Reports

1. SLO Sheriff:

Sheriff Doug Scotto reported calls for 32 for service. Five of those calls were for suspicious subjects and one for a petty theft occurred at the Avila Market. The Sheriff Department also investigated several RV's that were parked overnight along Avila Beach Dr. and First Street and a phone scam. The caller identified himself as a Sheriff Lieutenant "Springer" (no such person works at the Department). Sheriff Scotto warned the Board and Public to never give out personal information to unsolicited callers. Scotto also reported night activity at the Cave Landing parking lot. The Department arrested one person for possession of cocaine and narcotic paraphernalia, driving without a license and driving with their lights off. In addition, one domestic violence dispute occurred at the Avila public restrooms and a purse was reported stolen from inside a car parked in Avila. Sheriff Scotto commented that items of value should not be left in plain view from outside of the car.

2. Cal Fire Report:

Cal Fire Battalion Chief Paul Lee reported 60 calls for service in October; twenty-four of those calls were for medical aid and he reported extra engines are available in the area in case of fire. Cal Fire will downsize staff when and if there is a significant amount of rain they have scheduled

several control burn projects in the area including a Lighthouse area burn. CalFire will send emails with a schedule of local control burns. Chief Lee reported vegetation reduction projects have been identified, including Barren & Squire Canyons. Chief Lee reminded Board and public members that now is a good time to clean rain gutters, check your roof for leaks, and check to see if your chimney is clear of debris. Emergency supplies kit tips can be found at the Cal Fire website: www.readyforwildfire.org President Kelley asked if our adopted fire code allows us to burn outside? Chief Lee explained that a fire for cooking, warming or ceremonial purposes is allowed, however, a call to the Fire Department is appreciated prior to burning.

Director Ara Najarian joined the meeting at 7:14pm

B. Reports on Conferences, Meetings and General Communications.

General Manager Hagemann announced that the CSDA Local Chapter Annual Meeting, Election and Dinner will be held in Avila on Friday, January 26th, 2017 at the Civic Association.

Carinna Butler from Fluid Resource Management (FRM) Operations Manager announced that she has taken a job at Lake Cachuma Operations Management Board and will be leaving FRM on November 20th. Krista Ackerman Young is moving into the Operation's Manager position. Mike White is taking over as the District's Chief Plant Operator.

5. CONSENT ITEMS

President Kelley introduced the consent items and inquired if any member of the Board or public wished to address any items. Several Board members provided brief comments, but no items were pulled from the Consent Agenda.

- A. Minutes of October 10th, 2017 Regular Meeting
- B. Monthly Financial Review for October
- C. General Manager and District Engineer Report
- D. Water and Wastewater Superintendent Report for October

Director DeWeese made the motion to adopt the consent items. Director Najarian seconded the motion and it passed with a roll call vote 4-0.

AYES: Eric DeWeese
Ara Najarian
Kristin Berry
Pete Kelley

NOES: None

ABSENT: Lynn Helenius

- 6. **DISCUSSION OF PULLED CONSENT ITEMS.** None
- 7. **BUSINESS ITEMS:** Items where Board action is called for.

A. District Financial Audit for Fiscal Year 2016-17

GM Hagemann introduced Mr. Andy Beck, from Fedak and Brown, LLC. Mr. Beck performed the financial audit for the District this past fiscal year. Mr. Beck explained the audit process, including that auditors perform a test of internal controls and assess the risk of material misstatement due to fraud or error. Mr. Beck explained that he performs a number of account balance tests within the District records ensuring the accuracy of the management practices. President Kelley commented he is pleased with Fedak and Brown, LLC as the District's auditors. He also asked Mr. Beck if "anything jumped out at the auditor regarding inaccuracies?" Mr. Beck explained his testing concluded that the District's part-time contract Controller (Nikki Engle), GM Hagemann and Accounting Clerk, Kristi Dibbern are all doing a great job. Mr. Beck concluded that he is providing several journal entries and process recommendations to staff as a result of his audit. Anne Brown, Avila Beach asked "if the District staff is bonded?" GM Hagemann explained that the District is insured by Special District Risk Management Authority (SDRMA). This insurance covers Board of Directors and staff.

Director Kelley made the motion to Approve the Audit Report for Fiscal Year 2016-17. Director DeWeese seconded the motion and it passed with a roll call vote 4-0.

AYES: Pete Kelley
Eric DeWeese
Kristin Berry
Ara Najarian

NOES: None
ABSENT: Lynn Helenius

B. Award Engineering Design Contract to Michael K. Nunley (MKN) Engineering for Wet Well and Manhole Repair Coating Project.

GM Hagemann summarized the Staff Report and stated that Staff's recommendation is to award an Engineering Contract for the Wet Well Manhole Repair Coating Project to MKN Engineering on a time and materials basis at not to exceed amount of \$6,786.00.

Director Narajian made the motion to award the engineering design contract to MKN Engineering for the Wet Well and Manhole Repair Coating Project. Director Berry seconded the motion and it passed with a roll call vote 4-0.

AYES: Ara Najarian
Kristin Berry
Pete Kelley
Eric DeWeese

NOES: None
ABSENT: Lynn Helenius

C. Resolution No. 2017-11 Amending District Purchasing Policy #3041

GM Hagemann reminded the Board that they had approved the recommended changes to the Purchasing Policy at the October 2017 Board meeting. Adoption of Resolution No. 2017-11 was simply formalizing the Board previous action. Director Kelley made the motion to change the Purchasing Policy 3041 by adopting Resolution No. 2017-11. Director Najarian seconded the motion and it passed with a roll call vote 4-0.

AYES: Pete Kelley
Ara Najarian
Kristin Berry
Eric DeWeese

NOES: None
ABSENT: Lynn Helenius

8. COMMUNICATIONS:

ADJOURNMENT: The meeting was adjourned at 8:35 p.m.

The next regular meeting of the Avila Beach Community Services District is scheduled for Tuesday, December 12th, 2017 at 7:00 pm.

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


Respectfully submitted,

Brad Hagemann, PE
General Manager

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

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: December 12th, 2017

SUBJECT: Monthly Financial Review for November 2017

Recommendation:

Receive and file report.

Overall Monthly Summary

During November the District made deposits in the amount of \$154,858.21 and experienced \$122,282.98 in expenses (cash basis). Expenses this month included the District's semi-annual payment of \$52,764.26 to San Luis Public Works for Lopez water.

The deposits by fund and checks by fund are provided as an attachment to this report. Income in November included \$76,533.70 in County tax income and \$67,932.79 in monthly water and sewer fees.

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

Utility Service Billing

For the month of November the District billed approximately \$88,530.26 in water and sewer service charges. Customer Rate Assistance amounted in a reduction of billing charges to the District in the amount of \$519.66.

Operation and Maintenance

The Fluid Resource Management (FRM) Statement for November 2017 is included.

	<u>Nov 17</u>
Ordinary Income/Expense	
Income	
4000 · Income Summary	
4010 · Operating Revenue	67,932.79
4030 · County Taxes	76,533.70
4050 · Harbor Charges	
4052 · Front Street Lighting	282.20
4053 · WWTP O&M	15,189.00
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Total 4050 · Harbor Charges	15,471.20
4090 · Rental Income	3,260.00
4100 · Misc Income	20.58
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Total 4000 · Income Summary	163,218.27
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Total Income	163,218.27
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Gross Profit	163,218.27
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Expense	
5100 · Merchant Credit Card Fees TIB	252.58
5200 · Payroll Expenses	
5210 · Gross Wages	
5211 · Regular Pay	2,506.75
5012 · Holiday Pay	291.00
5014 · Sick Pay	0.00
5016 · Vacation Pay	121.25
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Total 5210 · Gross Wages	2,919.00
5230 · Payroll Taxes	74.43
5240 · Health & Medical Exp.	
5242 · Health Ins / Other	600.00
	<hr/>
Total 5240 · Health & Medical Exp.	600.00
5250 · PERS Company Pd Expense	
5256 · PERS Co Pd Kristi	163.15
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Total 5250 · PERS Company Pd Expense	163.15
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5280 · Payroll Administration & Misc.	100.32
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Total 5200 · Payroll Expenses	3,856.90
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6000 · Administrative Overheads	
6102 · Accounting	440.00
6120 · Dues & Subscriptions	4,802.00
6135 · Legal	425.60

Avila Beach Community Services District
Profit & Loss
November 2017

	<u>Nov 17</u>
6140 · Office Supplies & Postage	459.15
6150 · Rate Assistance	519.66
6155 · Rent	849.38
6170 · Website	200.00
Total 6000 · Administrative Overheads	7,695.79
6500 · Operating Expenses	
6503 · Chemicals	3,843.49
6505 · Contract Labor O & M	17,756.80
6506 · Contract Labor GM	9,900.00
6510 · Critical Spare Parts	3,190.79
6520 · Equipment Repair & Maint.	
6522 · Equip. Rep. & Maint-Avila & HD	3,658.91
6524 · Equip. Rep. & Maint. Avila Only	195.19
Total 6520 · Equipment Repair & Maint.	3,854.10
6525 · Fat Oil & Grease (FOG)	73.75
6535 · Insurance	2,380.83
6540 · Lab Tests	4,395.80
6550 · Operating Supplies	104.49
6555 · Permits & Fees	513.17
6565 · Regulatory Compliance	588.00
6580 · Solids Handling	2,495.50
6585 · Telephone / Internet	806.77
6590 · Utilities	3,098.26
Total 6500 · Operating Expenses	53,001.75
6800 · Water	
6802 · Lopez	52,764.26
Total 6800 · Water	52,764.26
Total Expense	117,571.28
Net Ordinary Income	45,646.99
Other Income/Expense	
Other Expense	
8200 · Non-Operating Expenses	
8270 · Capital Purchases in Prog Water	
8280 · W - 2017/18 - 2 Water Valve Rep	77.68
8271 · W-1 2017/18 Water Tank Imp.	10,264.00
Total 8270 · Capital Purchases in Prog Water	10,341.68
Total 8200 · Non-Operating Expenses	10,341.68

Avila Beach Community Services District
Profit & Loss
November 2017

	<u>Nov 17</u>
Total Other Expense	10,341.68
Net Other Income	-10,341.68
Net Income	<u><u>35,305.31</u></u>

Avila Beach Community Services District
Balance Sheet
As of November 30, 2017

	<u>Nov 30, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Summary	
1005 · Customer Cash	219.15
1008 · Petty Cash	80.00
1010 · Pacific Premier Checking	592,335.91
1025 · Pooled Cash	2,671,663.57
1050 · LAIF	2,239,232.42
1099 · Cash Balance	-2,671,663.57
	<hr/>
Total 1000 · Cash Summary	2,831,867.48
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Total Checking/Savings	2,831,867.48
Accounts Receivable	
1200 · *Accounts Receivable	200,319.71
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Total Accounts Receivable	200,319.71
Other Current Assets	
1250 · Receivables	
1255 · Interest Receivable	3,019.76
1270 · Taxes Receivable	8,787.45
1280 · Water & Sewer Billings	119,219.97
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Total 1250 · Receivables	131,027.18
1400 · Prepaid Summary	
1410 · Prepaid Insurance	3,075.64
1400 · Prepaid Summary - Other	-0.01
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Total 1400 · Prepaid Summary	3,075.63
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Total Other Current Assets	134,102.81
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Total Current Assets	3,166,290.00
Fixed Assets	
1600 · Fixed Assets & Acc. Depr.	
1605 · Office Equipment	
1606 · Copier Samsung 2012	8,233.58
1609 · Office Equipment Accum Depr	-6,861.31
	<hr/>
Total 1605 · Office Equipment	1,372.27
1610 · Fixed Asset -Office & Admin.	
1612 · Office Furniture cost	4,526.21
1614 · Office Furniture Accum Dep.	-4,526.21
	<hr/>

Avila Beach Community Services District
Balance Sheet
As of November 30, 2017

	<u>Nov 30, 17</u>
Total 1610 · Fixed Asset -Office & Admin.	0.00
1620 · Fixed Assets - Sanitary	
1622 · Land	60,314.10
1626 · Collection Assets	
1627 · Collection Assets Cost	1,318,875.26
1628 · Collect Assets Accum Depr	-352,639.07
Total 1626 · Collection Assets	966,236.19
1630 · Disposal Equipment	
1631 · Disposal Equip Cost	523,122.64
1632 · Disposal Equip Accum Depr	-264,042.83
Total 1630 · Disposal Equipment	259,079.81
1635 · Treatment Plant	
1636 · Treatment Plant Original	105,000.00
1637 · Treatment Plant Addition	1,909,250.75
1638 · Treatment Plant Accum Dep	-886,106.88
Total 1635 · Treatment Plant	1,128,143.87
1642 · Treatment Equipment	
1643 · Treatment Equip Cost	1,000,455.00
1644 · Treatment Equip Accum Depr	-524,698.87
1642 · Treatment Equipment - Other	205,485.61
Total 1642 · Treatment Equipment	681,241.74
Total 1620 · Fixed Assets - Sanitary	3,095,015.71
1650 · Fixed Assets - Water	
1652 · Equipment	
1653 · Equipment Cost	21,136.28
1654 · Equipment Accum Depr	-21,136.28
Total 1652 · Equipment	0.00
1656 · Distribution Assets	
1657 · Distribution Assets Cost	1,109,466.00
1658 · Dist Assets Accum Depr	-562,263.35
Total 1656 · Distribution Assets	547,202.65
Total 1650 · Fixed Assets - Water	547,202.65
1680 · Structures - Fixed Asset	
1681 · Structures GFAAG - Sani & FA	29,810.00
1682 · Gen / Fire Accum Dep	-29,810.00

Avila Beach Community Services District
Balance Sheet
As of November 30, 2017

	<u>Nov 30, 17</u>
Total 1680 · Structures - Fixed Asset	0.00
1690 · Construction in Progress	17,812.74
Total 1600 · Fixed Assets & Acc. Depr.	3,661,403.37
Total Fixed Assets	3,661,403.37
Other Assets	
1800 · Deferred Outflows of Resources	7,850.00
Total Other Assets	7,850.00
TOTAL ASSETS	6,835,543.37
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	78,340.71
Total Accounts Payable	78,340.71
Other Current Liabilities	
2200 · Payroll Liabilities	
2260 · Vacation Payable	1,236.90
2262 · Sick Pay Accrued	2,194.50
2240 · Health Insurance	
2241 · Employee	0.01
Total 2240 · Health Insurance	0.01
2250 · PERS Liability	275.86
Total 2200 · Payroll Liabilities	3,707.27
2300 · Deposits Held	
2303 · Water Deposits Held	7,580.00
2304 · Fire Station Deposit	2,000.00
2305 · Capacity Fees Held	213,643.16
Total 2300 · Deposits Held	223,223.16
Total Other Current Liabilities	226,930.43
Total Current Liabilities	305,271.14
Long Term Liabilities	
2400 · Net Pension Liability	115,049.00
2500 · Deferred Inflows of Resources	15,115.00

Avila Beach Community Services District
Balance Sheet
As of November 30, 2017

	<u>Nov 30, 17</u>
Total Long Term Liabilities	130,164.00
Total Liabilities	435,435.14
Equity	
3900 · Retained Earnings	6,479,760.59
Net Income	-79,652.36
Total Equity	6,400,108.23
TOTAL LIABILITIES & EQUITY	<u>6,835,543.37</u>

**Avila Beach Community Services District
Deposits by Fund
November 2017**

12/07/17

Type	Date	Memo	Split	Amount	Balance
General / Admin					
Deposit	11/06/2017	Rent Income Fire Station Vizdom	1010 · Pacific Premier Ch...	-3,260.00	-3,260.00
Deposit	11/09/2017	TCF OCT 17 - IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-12,910.25	-16,170.25
Deposit	11/09/2017	F: 0895 A: 0760 Avila Beach Imp # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-5,803.82	-21,974.07
Deposit	11/13/2017	from Customer Cash acct	1010 · Pacific Premier Ch...	-700.00	-22,674.07
Deposit	11/15/2017	Reimbursement Cal Tech Computer repairs	1010 · Pacific Premier Ch...	-119.00	-22,793.07
Deposit	11/16/2017	F: 0895 A: 0760 Avila Beach IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-3,706.84	-26,499.91
Deposit	11/16/2017	F: 0895 A: 0760 Avila Beach IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-3,000.13	-29,500.04
Total General / Admin					
Lights					
Deposit	11/09/2017	TCF OCT 17 - IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-922.16	-922.16
Deposit	11/09/2017	F: 0895 A: 0760 Avila Beach Imp # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-414.56	-1,336.72
Deposit	11/16/2017	F: 0895 A: 0760 Avila Beach IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-264.77	-1,601.49
Deposit	11/16/2017	F: 0895 A: 0760 Avila Beach IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-214.28	-1,815.77
Total Lights					
Sanitary					
Deposit	11/01/2017	Sani Rec	1010 · Pacific Premier Ch...	-244.10	-244.10
Deposit	11/01/2017	Rate Assistance	1010 · Pacific Premier Ch...	0.00	-244.10
Deposit	11/01/2017	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-244.10
Deposit	11/01/2017	1/2 Other 2	1010 · Pacific Premier Ch...	-98.75	-342.85
Deposit	11/03/2017	Sani Rec	1010 · Pacific Premier Ch...	-866.85	-1,209.70
Deposit	11/03/2017	Rate Assistance	1010 · Pacific Premier Ch...	8.27	-1,201.43
Deposit	11/03/2017	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-1,201.43
Deposit	11/03/2017	1/2 Other 2	1010 · Pacific Premier Ch...	-0.02	-1,201.45
Deposit	11/06/2017	Sani Rec	1010 · Pacific Premier Ch...	-2,259.79	-3,461.24
Deposit	11/06/2017	Rate Assistance	1010 · Pacific Premier Ch...	41.37	-3,419.87
Deposit	11/06/2017	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-3,419.87
Deposit	11/06/2017	1/2 Other 2	1010 · Pacific Premier Ch...	-64.92	-3,484.79
Deposit	11/07/2017	Sani Rec	1010 · Pacific Premier Ch...	-1,866.53	-5,351.32
Deposit	11/07/2017	Rate Assistance	1010 · Pacific Premier Ch...	57.92	-5,293.40
Deposit	11/07/2017	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-5,293.40
Deposit	11/07/2017	1/2 Other 2	1010 · Pacific Premier Ch...	140.70	-5,152.70
Deposit	11/08/2017	Sani Rec	1010 · Pacific Premier Ch...	-1,422.29	-6,574.99
Deposit	11/08/2017	Rate Assistance	1010 · Pacific Premier Ch...	24.82	-6,550.17
Deposit	11/08/2017	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-6,550.17
Deposit	11/08/2017	1/2 Other 2	1010 · Pacific Premier Ch...	83.25	-6,466.92

**Avila Beach Community Services District
Deposits by Fund
November 2017**

12/07/17

Type	Date	Memo	Split	Amount	Balance
Deposit	11/09/2017	000162 Community Park Restroom 9/26 - 10/30/17	1010 · Pacific Premier Ch...	-453.90	-6,920.82
Deposit	11/09/2017	TCF OCT 17 - Waste Prop Tax	1010 · Pacific Premier Ch...	-18,550.21	-25,471.03
Deposit	11/09/2017	F: 0895 A: 0760 Curr Secured Tax	1010 · Pacific Premier Ch...	-8,337.62	-33,808.65
Deposit	11/13/2017	Sani Rec	1010 · Pacific Premier Ch...	-2,400.43	-36,209.08
Deposit	11/13/2017	Rate Assistance	1010 · Pacific Premier Ch...	34.75	-36,174.33
Deposit	11/13/2017	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-36,174.33
Deposit	11/13/2017	1/2 Other 2	1010 · Pacific Premier Ch...	1.18	-36,173.15
Deposit	11/13/2017	ACH 11/9/17 000162 Community Park Restroom 9/26 - 10/30/17	1010 · Pacific Premier Ch...	453.90	-35,719.25
Deposit	11/14/2017	Sani Rec	1010 · Pacific Premier Ch...	-8,282.64	-44,001.89
Deposit	11/14/2017	Rate Assistance	1010 · Pacific Premier Ch...	16.55	-43,985.34
Deposit	11/14/2017	1/2 Other 1	1010 · Pacific Premier Ch...	55.17	-43,930.17
Deposit	11/14/2017	1/2 Other 2	1010 · Pacific Premier Ch...	-27.35	-43,957.52
Deposit	11/15/2017	Sani Rec	1010 · Pacific Premier Ch...	-9,086.17	-53,043.69
Deposit	11/15/2017	Rate Assistance	1010 · Pacific Premier Ch...	41.37	-53,002.32
Deposit	11/15/2017	1/2 Other 1	1010 · Pacific Premier Ch...	22.07	-52,980.25
Deposit	11/15/2017	1/2 Other 2	1010 · Pacific Premier Ch...	352.88	-52,627.37
Deposit	11/16/2017	Sani Rec	1010 · Pacific Premier Ch...	-5,386.63	-58,014.00
Deposit	11/16/2017	Rate Assistance	1010 · Pacific Premier Ch...	0.00	-58,014.00
Deposit	11/16/2017	1/2 Other 1	1010 · Pacific Premier Ch...	22.07	-57,991.93
Deposit	11/16/2017	1/2 Other 2	1010 · Pacific Premier Ch...	165.10	-57,826.83
Deposit	11/16/2017	F: 0895 A: 0760 Curr Secured Tax	1010 · Pacific Premier Ch...	-5,325.15	-63,151.98
Deposit	11/16/2017	F: 0895 A: 0760 Curr Secured Tax	1010 · Pacific Premier Ch...	-4,309.90	-67,461.88
Deposit	11/17/2017	Sani Rec	1010 · Pacific Premier Ch...	-1,948.49	-69,410.37
Deposit	11/17/2017	Rate Assistance	1010 · Pacific Premier Ch...	8.27	-69,402.10
Deposit	11/17/2017	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-69,402.10
Deposit	11/17/2017	1/2 Other 2	1010 · Pacific Premier Ch...	-27.20	-69,429.30
Deposit	11/20/2017	Sani Rec	1010 · Pacific Premier Ch...	-1,715.52	-71,144.82
Deposit	11/20/2017	Rate Assistance	1010 · Pacific Premier Ch...	8.27	-71,136.55
Deposit	11/20/2017	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-71,136.55
Deposit	11/20/2017	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-71,136.55
Deposit	11/21/2017	Sani Rec	1010 · Pacific Premier Ch...	-495.21	-71,631.76
Deposit	11/21/2017	Rate Assistance	1010 · Pacific Premier Ch...	8.27	-71,623.49
Deposit	11/21/2017	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-71,623.49
Deposit	11/21/2017	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-71,623.49
Deposit	11/27/2017	Sani Rec	1010 · Pacific Premier Ch...	-506.63	-72,130.12
Deposit	11/27/2017	Rate Assistance	1010 · Pacific Premier Ch...	8.27	-72,121.85
Deposit	11/27/2017	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-72,121.85
Deposit	11/27/2017	1/2 Other 2	1010 · Pacific Premier Ch...	10.99	-72,110.86
Deposit	11/29/2017	Sani Rec	1010 · Pacific Premier Ch...	-243.40	-72,354.26

Avila Beach Community Services District
Deposits by Fund
 November 2017

12/07/17

Type	Date	Memo	Split	Amount	Balance
Deposit	11/29/2017	Rate Assistance	1010 · Pacific Premier Ch...	16.55	-72,337.71
Deposit	11/29/2017	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-72,337.71
Deposit	11/29/2017	1/2 Other 2	1010 · Pacific Premier Ch...	5.67	-72,332.04
Deposit	11/30/2017	Sani Rec	1010 · Pacific Premier Ch...	-1,962.46	-74,294.50
Deposit	11/30/2017	Rate Assistance	1010 · Pacific Premier Ch...	16.55	-74,277.95
Deposit	11/30/2017	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-74,277.95
Deposit	11/30/2017	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-74,277.95
Total Sanitary					
				-74,277.95	-74,277.95
Water					
Deposit	11/01/2017	Water Rec	1010 · Pacific Premier Ch...	-288.54	-288.54
Deposit	11/01/2017	Rate Assistance	1010 · Pacific Premier Ch...	0.00	-288.54
Deposit	11/01/2017	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-288.54
Deposit	11/01/2017	1/2 Other 2	1010 · Pacific Premier Ch...	-98.76	-387.30
Deposit	11/03/2017	Water Rec	1010 · Pacific Premier Ch...	-758.80	-1,146.10
Deposit	11/03/2017	Rate Assistance	1010 · Pacific Premier Ch...	8.28	-1,137.82
Deposit	11/03/2017	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-1,137.82
Deposit	11/03/2017	1/2 Other 2	1010 · Pacific Premier Ch...	-0.03	-1,137.85
Deposit	11/06/2017	Water Rec	1010 · Pacific Premier Ch...	-2,066.92	-3,204.77
Deposit	11/06/2017	Rate Assistance	1010 · Pacific Premier Ch...	41.38	-3,163.39
Deposit	11/06/2017	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-3,163.39
Deposit	11/06/2017	1/2 Other 2	1010 · Pacific Premier Ch...	-64.92	-3,228.31
Deposit	11/07/2017	Water Rec	1010 · Pacific Premier Ch...	-1,853.43	-5,081.74
Deposit	11/07/2017	Rate Assistance	1010 · Pacific Premier Ch...	57.93	-5,023.81
Deposit	11/07/2017	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-5,023.81
Deposit	11/07/2017	1/2 Other 2	1010 · Pacific Premier Ch...	140.70	-4,883.11
Deposit	11/08/2017	Water Rec	1010 · Pacific Premier Ch...	-1,605.38	-6,488.49
Deposit	11/08/2017	Rate Assistance	1010 · Pacific Premier Ch...	24.83	-6,463.66
Deposit	11/08/2017	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-6,463.66
Deposit	11/08/2017	1/2 Other 2	1010 · Pacific Premier Ch...	83.25	-6,380.41
Deposit	11/09/2017	001483 Front St Irrigation 9/26 - 10/30/17	1010 · Pacific Premier Ch...	-780.48	-7,160.89
Deposit	11/09/2017	001622 San Juan Park Irrigation 9/26 - 10/30/17	1010 · Pacific Premier Ch...	-2,135.48	-9,296.37
Deposit	11/09/2017	000162 Community Park Restroom 9/26 - 10/30/17	1010 · Pacific Premier Ch...	-325.20	-9,621.57
Deposit	11/09/2017	TCF OCT 17 - IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-4,610.81	-14,232.38
Deposit	11/09/2017	F: 0895 A: 0760 Avila Beach Imp # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-2,072.79	-16,305.17
Deposit	11/13/2017	Water Rec	1010 · Pacific Premier Ch...	-4,878.00	-21,183.17
Deposit	11/13/2017	Rate Assistance	1010 · Pacific Premier Ch...	34.76	-21,148.41
Deposit	11/13/2017	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-21,148.41
Deposit	11/13/2017	1/2 Other 2	1010 · Pacific Premier Ch...	1.19	-21,147.22

**Avila Beach Community Services District
Deposits by Fund
November 2017**

12/07/17

Type	Date	Memo	Split	Amount	Balance
Deposit	11/13/2017	Sean Parent pd \$.01 over, \$ 110.36	1010 · Pacific Premier Ch...	-0.01	-21,147.23
Deposit	11/13/2017	ACH 11/9/17 001483 Front St Irrigation 9/26 - 10/30/17	1010 · Pacific Premier Ch...	780.48	-20,366.75
Deposit	11/13/2017	ACH 11/9/17 001622 San Juan Park Irrigation 9/26 - 10/30/17	1010 · Pacific Premier Ch...	2,135.48	-18,231.27
Deposit	11/13/2017	ACH 11/9/17 000162 Community Park Restroom 9/26 - 10/30/17	1010 · Pacific Premier Ch...	325.20	-17,906.07
Deposit	11/14/2017	Water Rec	1010 · Pacific Premier Ch...	-7,242.58	-25,148.65
Deposit	11/14/2017	Rate Assistance	1010 · Pacific Premier Ch...	16.55	-25,132.10
Deposit	11/14/2017	1/2 Other 1	1010 · Pacific Premier Ch...	55.18	-25,076.92
Deposit	11/14/2017	1/2 Other 2	1010 · Pacific Premier Ch...	-27.35	-25,104.27
Deposit	11/15/2017	Water Rec	1010 · Pacific Premier Ch...	-9,281.70	-34,385.97
Deposit	11/15/2017	Rate Assistance	1010 · Pacific Premier Ch...	41.38	-34,344.59
Deposit	11/15/2017	1/2 Other 1	1010 · Pacific Premier Ch...	22.07	-34,322.52
Deposit	11/15/2017	1/2 Other 2	1010 · Pacific Premier Ch...	352.89	-33,969.63
Deposit	11/16/2017	Water Rec	1010 · Pacific Premier Ch...	-5,067.63	-39,037.26
Deposit	11/16/2017	Rate Assistance	1010 · Pacific Premier Ch...	0.00	-39,037.26
Deposit	11/16/2017	1/2 Other 1	1010 · Pacific Premier Ch...	22.07	-39,015.19
Deposit	11/16/2017	1/2 Other 2	1010 · Pacific Premier Ch...	165.11	-38,850.08
Deposit	11/16/2017	F: 0895 A: 0760 Avila Beach IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-1,323.87	-40,173.95
Deposit	11/16/2017	F: 0895 A: 0760 Avila Beach IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-1,071.48	-41,245.43
Deposit	11/17/2017	Water Rec	1010 · Pacific Premier Ch...	-1,756.08	-43,001.51
Deposit	11/17/2017	Rate Assistance	1010 · Pacific Premier Ch...	8.28	-42,993.23
Deposit	11/17/2017	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-42,993.23
Deposit	11/17/2017	1/2 Other 2	1010 · Pacific Premier Ch...	-27.20	-43,020.43
Deposit	11/20/2017	Water Rec	1010 · Pacific Premier Ch...	-1,947.72	-44,968.15
Deposit	11/20/2017	Rate Assistance	1010 · Pacific Premier Ch...	8.28	-44,959.87
Deposit	11/20/2017	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-44,959.87
Deposit	11/20/2017	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-44,959.87
Deposit	11/21/2017	Water Rec	1010 · Pacific Premier Ch...	-474.53	-45,434.40
Deposit	11/21/2017	Rate Assistance	1010 · Pacific Premier Ch...	8.28	-45,426.12
Deposit	11/21/2017	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-45,426.12
Deposit	11/21/2017	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-45,426.12
Deposit	11/27/2017	Water Rec	1010 · Pacific Premier Ch...	-610.12	-46,036.24
Deposit	11/27/2017	Rate Assistance	1010 · Pacific Premier Ch...	8.28	-46,027.96
Deposit	11/27/2017	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-46,027.96
Deposit	11/27/2017	1/2 Other 2	1010 · Pacific Premier Ch...	10.99	-46,016.97
Deposit	11/27/2017	FRM refund	1010 · Pacific Premier Ch...	-613.31	-46,630.28
Deposit	11/29/2017	Water Rec	1010 · Pacific Premier Ch...	-443.85	-47,074.13
Deposit	11/29/2017	Rate Assistance	1010 · Pacific Premier Ch...	16.55	-47,057.58
Deposit	11/29/2017	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-47,057.58
Deposit	11/29/2017	1/2 Other 2	1010 · Pacific Premier Ch...	5.68	-47,051.90

Avila Beach Community Services District
Deposits by Fund
 November 2017

12/07/17

Type	Date	Memo	Split	Amount	Balance
Deposit	11/30/2017	Water Rec	1010 · Pacific Premier Ch...	-2,229.10	-49,281.00
Deposit	11/30/2017	Rate Assistance	1010 · Pacific Premier Ch...	16.55	-49,264.45
Deposit	11/30/2017	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-49,264.45
Deposit	11/30/2017	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-49,264.45
Total Water				-49,264.45	-49,264.45
TOTAL				-154,858.21	-154,858.21

Avila Beach Community Services District
Checks by Fund w/Accounts

November 2017

12/07/17

Type	Date	Num	Name	Memo	Account	Amount	Balance
General / Admin							
Check	11/02/2017	1363	ASAP Reprographics	Board Packets	8280 · W - 2017/18 - 2 Water V...	77.68	77.68
Check	11/02/2017		Bankcard MTOT Disc	Inv. 1685 10/26/17	5100 · Merchant Credit Card Fe...	252.58	330.26
Check	11/03/2017	1364	Nikki Engle Bookkeeping & Teaching		6102 · Accounting	220.00	550.26
Check	11/06/2017		Adobe.com	computer repairs	6140 · Office Supplies & Postage	14.99	565.25
Check	11/07/2017		Cal Tec Computers	board packets	6524 · Equip. Rep. & Maint. Avila...	119.00	684.25
Check	11/09/2017		U.S. Postal Service	computer repairs	6140 · Office Supplies & Postage	19.74	703.99
Check	11/10/2017		Cal Tec Computers	Review Agenda with Brad and Pete via email	6524 · Equip. Rep. & Maint. Avila...	40.00	743.99
Check	11/13/2017	1374	Shipsey & Seitz	Telephone Conference with Brad	6135 · Legal	45.00	788.99
Check	11/13/2017	1374	Shipsey & Seitz	Review email from Ara and Brad	6135 · Legal	60.00	848.99
Check	11/13/2017	1374	Shipsey & Seitz	Telephone Conference with Brad	6135 · Legal	135.00	983.99
Check	11/13/2017	1374	Shipsey & Seitz	FRM Contract	6135 · Legal	105.60	1,089.59
Check	11/13/2017	1375	Nikki Engle Bookkeeping & Teaching	Law Library	6135 · Legal	80.00	1,169.59
Check	11/13/2017	1373	Shipsey & Seitz	Inv. 1688 11/2/17	6102 · Accounting	220.00	1,389.59
Check	11/13/2017		Public Employees Retirement System	VOID: 10/31/2017 Statement	6135 · Legal	0.00	1,389.59
Check	11/13/2017		Public Employees Retirement System	Kristi 10/1 - 10/15/17	2250 · PERS Liability	175.82	1,565.41
Check	11/13/2017		Public Employees Retirement System	Kristi 10/1 - 10/15/17	5256 · PERS Co Pd Kristi	4.98	1,570.39
Check	11/13/2017		Public Employees Retirement System	Kristi 10/16 - 10/31/17	2250 · PERS Liability	165.20	1,735.59
Check	11/13/2017		Public Employees Retirement System	Kristi 10/16 - 10/31/17	5256 · PERS Co Pd Kristi	20.24	1,755.83
Check	11/14/2017	1376	Hagemann & Associates	Oct 29 - Nov 11, 2017 Inv. #1003	6506 · Contract Labor GM	5,500.00	7,255.83
Check	11/15/2017		Charter	Acct #. 8245100980033571	6585 · Telephone / Internet	189.95	7,445.78
Check	11/21/2017	1384	Calif Special Districts Association	Membership Id 1275	6120 · Dues & Subscriptions	4,802.00	12,247.78
Check	11/27/2017	1386	Hagemann & Associates	Invoice 1004 Statement Date 11/25/17	6506 · Contract Labor GM	4,400.00	16,647.78
Check	11/27/2017	1388	Staples	Statement 11/15/17	6140 · Office Supplies & Postage	33.31	16,681.09
Check	11/27/2017	1389	Avila Beach Civic Association	December Rent 2017	6155 · Rent	849.38	17,530.47
Check	11/28/2017		Amazon	computer monitors	6140 · Office Supplies & Postage	156.14	17,686.61
Check	11/28/2017		Amazon	computer monitors	6140 · Office Supplies & Postage	234.97	17,921.58
Check	11/28/2017		Cal Tec Computers	computer repairs	6524 · Equip. Rep. & Maint. Avila...	44.50	17,966.08
Check	11/29/2017		Digital Deployment	monthly ABCSD Streamline	6170 · Website	200.00	18,166.08
Total General / Admin						18,166.08	18,166.08
Lights							
Check	11/02/2017		PG&E	Town Lights acct # 0690976984-3	6590 · Utilities	470.99	470.99
Check	11/02/2017		PG&E	Colony Lights acct # 5992155362-0	6590 · Utilities	91.24	562.23
Check	11/20/2017		PG&E	Front St. Lights acct# 5796765606-7	6590 · Utilities	432.68	994.91
Total Lights						994.91	994.91
Sanitary							
Check	11/02/2017	1361	Abalone Coast Analytical, Inc.	Lab Testing Inv. 3643 11/02/2017	6540 · Lab Tests	4,395.80	4,395.80
Check	11/02/2017	1362	Brenntag Pacific, Inc.	BPI 2832636	6503 · Chemicals	1,035.21	5,431.01
Check	11/02/2017	1365	Fluid Resource Management, Inc.	Oct Ops Inv. #F16382	6505 · Contract Labor O & M	12,400.80	17,831.81
Check	11/02/2017	1365	Fluid Resource Management, Inc.	Chemicals #A16326	6503 · Chemicals	99.20	17,931.01
Check	11/02/2017	1365	Fluid Resource Management, Inc.	Wastewater Maintenance Inv. #A16326	6522 · Equip. Rep. & Maint-Avil...	807.80	18,738.81
Check	11/02/2017	1365	Fluid Resource Management, Inc.	#A16359 Wastewater Plant Hour Meter	6522 · Equip. Rep. & Maint-Avil...	102.87	18,841.68
Check	11/02/2017	1365	Fluid Resource Management, Inc.	SCADA Issues #W15966	6522 · Equip. Rep. & Maint-Avil...	2,748.24	21,589.92
Check	11/02/2017	1365	Fluid Resource Management, Inc.	Reg. Compliance #W16244	6565 · Regulatory Compliance	50.00	21,639.92
Check	11/02/2017	1365	Fluid Resource Management, Inc.	DMR July #W16325	6565 · Regulatory Compliance	100.00	21,739.92
Check	11/02/2017	1365	Fluid Resource Management, Inc.	DMR Sept #W16372	6565 · Regulatory Compliance	50.00	21,789.92

Avila Beach Community Services District
Checks by Fund w/Accounts

November 2017

12/07/17

Type	Date	Num	Name	Memo	Account	Amount	Balance
Check	11/13/2017	1366	South County Sanitary Service	2 Yd Dumpster	6590 · Utilities	117.84	21,907.76
Check	11/13/2017	1370	USA Bluebook	Hack NitrVer 3 PP for 10mL	6550 · Operating Supplies	104.49	22,012.25
Check	11/13/2017	1371	Speed's, Inc.	Inv. 57801 Solid Waste Hauling 10/24/17	6580 · Solids Handling	1,264.25	23,276.50
Check	11/13/2017	1372	Wallace Group	Inv. 44864 Nov 7th, 2017	6525 · Fat Oil & Grease (FOG)	73.75	23,350.25
Check	11/17/2017		AT&T	acct # x 0885 Internet	6585 · Telephone / Internet	80.81	23,431.06
Check	11/20/2017		PG&E	Lift Station acct# 6338432238-2	6590 · Utilities	47.28	23,478.34
Check	11/20/2017		PG&E	Waste Water Plant acct # 6380034236-0 3rd & ...	6590 · Utilities	1,794.94	25,273.28
Check	11/21/2017	1378	SLO Co Health	Permitting INV. #0110315 Haz Mat State Site Su...	6555 · Permits & Fees	359.00	25,632.28
Check	11/21/2017	1380	Brenntag Pacific, Inc.	BPI 2844206	6503 · Chemicals	832.78	26,465.06
Check	11/21/2017	1380	Brenntag Pacific, Inc.	BPI 2844207	6503 · Chemicals	922.77	27,387.83
Check	11/21/2017	1381	Speed's, Inc.	Inv. 57889 Solid Waste Hauling 11/7/17	6580 · Solids Handling	1,231.25	28,619.08
Check	11/27/2017	1387	Brenntag Pacific, Inc.	BPI 2844208	6503 · Chemicals	953.53	29,572.61
Check	11/29/2017		AT&T	acct # 805 595-7619 618 0	6585 · Telephone / Internet	116.62	29,689.23
Check	11/29/2017		AT&T	acct # 805 595-9416 904 5 Credit not given, \$ 87	6585 · Telephone / Internet	419.39	30,108.62
Check	11/30/2017	ADJ	BALANCE ADJUSTMENT	ADJ \$ 28.86 CC Deposits	1280 · Water & Sewer Billings	14.43	30,123.05
Total Sanitary							30,123.05
Water							
Check	11/02/2017	1365	Fluid Resource Management, Inc.	Oct Ops Inv. #F16382	6505 · Contract Labor O & M	5,356.00	5,356.00
Check	11/02/2017	1365	Fluid Resource Management, Inc.	Copper & Lead Sampling Water #W15959	6565 · Regulatory Compliance	388.00	5,744.00
Check	11/13/2017	1367	Aqua-Metric Sales, Inc.	1" Pearl TR/PL 100 C.F. Inv. 0067415	6510 · Critical Spare Parts	1,235.99	6,979.99
Check	11/13/2017	1368	SLO County Public Works	State Water FY 2017-18 O & M Wheeling	6802 · Lopez	50,551.57	57,531.56
Check	11/13/2017	1369	Advantage Technical Services, INC.	Water Tank #1 Repairs	8271 · W-1 2017/18 Water Tan...	10,264.00	67,795.56
Check	11/21/2017	1377	Drain Doctors Plumbing	Meter Replacement 244 First Street & 132 1st Str...	6524 · Equip. Rep. & Maint. Avila...	724.00	68,519.56
Check	11/21/2017	1379	IFLOW Energy Solutions, Inc.	IFlow Meters 3/4 in Kamstrup Model 2100 Ultraso...	6510 · Critical Spare Parts	1,954.80	70,474.36
Check	11/21/2017	1382	SLO County Public Works	State Water Adjustment FY 2016-17 O & M Whe...	6802 · Lopez	2,212.69	72,687.05
Check	11/21/2017	1383	State Water Board	Water Rights Permitting Notice Id: 0002 8247 62...	6555 · Permits & Fees	154.17	72,841.22
Check	11/22/2017		PG&E	Water Tank acct # 4807713956-5	6590 · Utilities	143.29	72,984.51
Check	11/30/2017	ADJ	BALANCE ADJUSTMENT	ADJ \$ 28.86 CC Deposits	1280 · Water & Sewer Billings	14.43	72,998.94
Total Water							72,998.94
TOTAL						122,282.98	122,282.98



FLUID RESOURCE MANAGEMENT

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

Statement

Date
11/30/17

Phone # 805.597.7100 Fax # 805.597.7171

California Certified Small Business #1120142

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

Amount Due	Amount Enc.
\$24,304.15	

Date	Transaction	Amount	Balance		
11/30/17	348F11001 Monthly OPS/Maint- INV #F16266. Orig. Amount \$18,307.26.	18,307.26	18,307.26		
10/31/17	348F11001 Monthly OPS/Maint:348FW11001 Water:348AW17001 Add Services water- INV #A16460. Orig. Amount \$127.67.	127.67	18,434.93		
10/31/17	348F11001 Monthly OPS/Maint:348FWW11001 Wastewater:348AWW17002 Add Services Wastewater- INV #A16463. Orig. Amount \$2,219.00.	2,219.00	20,653.93		
06/20/17	W15571 2nd Street 1" Service Connection B- PMT #4433.	-613.31	20,040.62		
11/21/17	CHK #12881.	613.31	20,653.93		
11/09/17	W16050 LS Power Fail- INV #W16050. Orig. Amount \$1,421.86.	1,421.86	22,075.79		
11/07/17	W16155 High Tank Level Alarm- INV #W16155. Orig. Amount \$426.18.	426.18	22,501.97		
11/21/17	W16336 1st LS Pump Diagnosis- INV #W16336. Orig. Amount \$863.70.	863.70	23,365.67		
11/09/17	W16399 Power Outage- INV #W16399. Orig. Amount \$629.18.	629.18	23,994.85		
	W16496 Manhol Coatings Inspection-				
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
24,304.15	0.00	0.00	0.00	0.00	\$24,304.15

AVILA BEACH
COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: December 12th, 2017

SUBJECT: General Manager/District Engineer Report

Zone 3 Technical Advisory Committee Meeting

The Zone 3 Technical Advisory Committee (TAC) is scheduled to meet on Wednesday, December 13, 2017, at the Arroyo Grande City Hall. The Agenda for the TAC meeting was not available at the time this report was prepared. As of this writing Lopez Lake is at an elevation of 492 feet, 52% capacity and has approximately 25,934 acre feet of water in storage (about 600 acre feet less than a month ago).

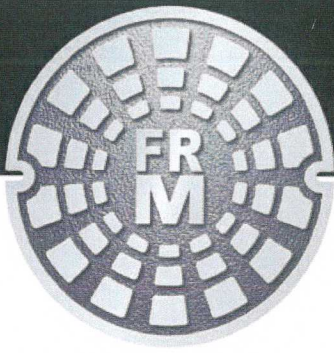
California Special District Association (CSDA)

The local CSDA Chapter has scheduled the annual meeting for Friday, January 26, 2018 at the Avila Beach Community Center. Staff is assisting with menu selections and lining up speakers. Please save the date if you plan on attending and we will circulate the meeting agenda once it is finalized.

Chevron Ground Water Pilot Plant Discharge to WWTP

Staff has continued to work with Chevron and their consultants on the possibilities of Chevron discharging treated ground water from their remediation project to the District's wastewater treatment plant. Chevron is currently trucking the water off-site for disposal. However, after conducting additional sampling and analysis we have determined that with a minor pH adjustment the water may be acceptable for discharge to the WWTP (either to the "front end" of the plant or directly to the outfall discharge box). Chevron installed a pilot treatment system at their location and provided the District with 1000 gallons to feed in to the WWTP as a one-time pilot discharge. Staff will monitor the treatment processes and effluent data to determine if there are any apparent negative impacts to the plant treatment processes. Staff's preferred method for accepting and discharging this type of brine waste is to discharge the material to the "back-end" of the treatment plant.

The District's recently revised discharge permit became effective December 1, 2017. In accordance with staff's request, the revised permit includes a provision that the District may accept and discharge brine waste directly to the outfall discharge box after conducting a Brine Study and obtaining approval from the Regional Water Quality Control Board. Staff intends to initiate the Brine Study this month. Staff will continue to work with Chevron and their consultants on the feasibility of accepting their treated ground water effluent at the WWTP.



December 5, 2017

Avila Beach Community Services District
191 San Miguel Street
Avila Beach, CA 93424

SUBJECT: NOVEMBER 2017 MONTHLY FACILITY REPORT FOR THE AVILA BEACH COMMUNITY SERVICES DISTRICT WASTEWATER TREATMENT PLANT, WATER SYSTEM AND COLLECTION SYSTEM

WASTEWATER TREATMENT PLANT

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

Staff adjusted the sample schedule slightly in November to allow weekly samples to be turned in and set up by the lab the day before the Thanksgiving holiday.

WATER SYSTEM

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

COMPLIANCE RECORD AND PLANT PERFORMANCE

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

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

Sincerely,

FLUID RESOURCE MANAGEMENT

Krista Ackermann Young
Operations Manager

ATTACHMENTS

- Self-Monitoring Report
- ABCSD Average Daily WWTP Effluent Flow (2015-2017)
- ABCSD Monthly Total WWTP Effluent Flow (2015-2017)
- Port San Luis Monthly Total Flow (2015-2017)
- Monthly Average Influent BOD (2015-2017)
- Monthly Average Effluent BOD (2015-2017)
- Monthly Water Purchased From Lopez (2015-2017)
- ABCSD Monthly Water Sold (2015-2017)

Avila Beach CSD Wastewater Treatment Facility

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

Month: **NOVEMBER 2017**

Date	Daily Flow (MGD)			Effluent Monitoring		
	Total	Max (gpm)	Avg (gpm)	Biweekly Total Coliform	Biweekly Fecal Coliform	Daily Chlorine Residual
1	0.037299	76	26			<0.02
2	0.035956	79	25	<2	<2	<0.02
3	0.043143	82	30			<0.02
4	0.053203	80	37			<0.02
5	0.055588	104	38			<0.02
6	0.041051	89	28			<0.02
7	0.037431	90	26	5	<2	<0.02
8	0.033715	75	24			<0.02
9	0.036986	73	26	<2	<2	<0.02
10	0.049144	86	34			<0.02
11	0.060485	99	42			<0.02
12	0.053499	94	37			<0.02
13	0.043661	84	30			<0.02
14	0.034392	88	24	<2	<2	<0.02
15	0.033838	80	24			<0.02
16	0.033632	79	23	<2	<2	<0.02
17	0.039705	77	28			<0.02
18	0.050957	94	36			<0.02
19	0.056351	95	39			<0.02
20	0.048260	86	33			<0.02
21	0.050803	83	35	<2	<2	<0.02
22	0.049961	99	34	<2	<2	<0.02
23	0.053754	95	36	<2	<2	<0.02
24	0.062943	110	44			<0.02
25	0.067818	109	47			<0.02
26	0.049392	86	34			<0.02
27	0.037083	68	25			<0.02
28	0.031789	65	22	<2	<2	<0.02
29	0.031979	62	22			<0.02
30	0.032424	61	23	<2	<2	<0.02
31						
Min	0.031789	61	22	<2	<2	<0.02
Mean	0.044875	85	31	2	<2	<0.02
Max	0.067818	110	47	5	<2	<0.02
Total	1.346242	Effluent daily (dry weather) flow NTE 0.2 MGD (mean).				

Effluent and Influent Monitoring					
Date	Biweekly Effluent BOD (24 HC)	Biweekly Effluent TSS (24 HC)	Biweekly Influent BOD (24 HC)	Biweekly Influent TSS (24 HC)	Monthly Effluent Oil & Grease (Grab)
11/2/17	14	10	300	308	
11/5/17	18	17	469	552	
11/9/17	18	12	361	298	1.8 DNQ
11/12/17	26	21	328	274	
11/16/17	20	12	328	276	
11/19/17	21	12	452	320	
11/22/17	24	16	399	380	
11/26/17	33	23	422	344	
11/30/17	19	11	311	216	
Min	14	10	300	216	1.8 DNQ
Mean	21	15	374	330	1.8 DNQ
Max	33	23	469	552	1.8 DNQ
BOD Removal: 94.3%			TSS Removal: 95.5%		

Effluent Monitoring				
Date	Weekly Set. Solids (Grab)	Weekly Turbidity (Grab)	Weekly pH (Grab)	Weekly Temp °F (Grab)
11/2/17	<0.1	17.8	6.8	70
11/9/17	<0.1	13.5	6.9	70
11/16/17	<0.1	16.6	6.6	69
11/22/17	<0.1	29.6	6.7	69
11/30/17	<0.1	15.6	6.5	65
Min	<0.1	13.5	6.5	65
Mean	<0.1	18.6	6.7	69
Max	<0.1	29.6	6.9	70

Effluent Limits				
Parameter	Units	Monthly Avg	Weekly Avg	Daily Max
BOD	mg/L	40	60	90
Suspended Solids	mg/L	40	60	90
Oil and Grease	mg/L	25	40	75
Turbidity	NTU	75	100	225
Total Coliform	MPN/100 mL	7 Sample Median: 23		
		More than once in 30 days: 240		
		Daily Maximum: 2,400		
Chlorine Residual	mg/L	6 Month Median: 0.3		1.2
pH	pH units	Between 6.0 - 9.0		
Settleable Solids	mL/L	1.0	1.5	3.0
BOD/TSS Removal	%	≥ 75%	***	***

Sludge Removal	
Date	Gallons (Est.)
11/7/17	4,500
11/21/17	4,500

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

SIGNATURE: _____

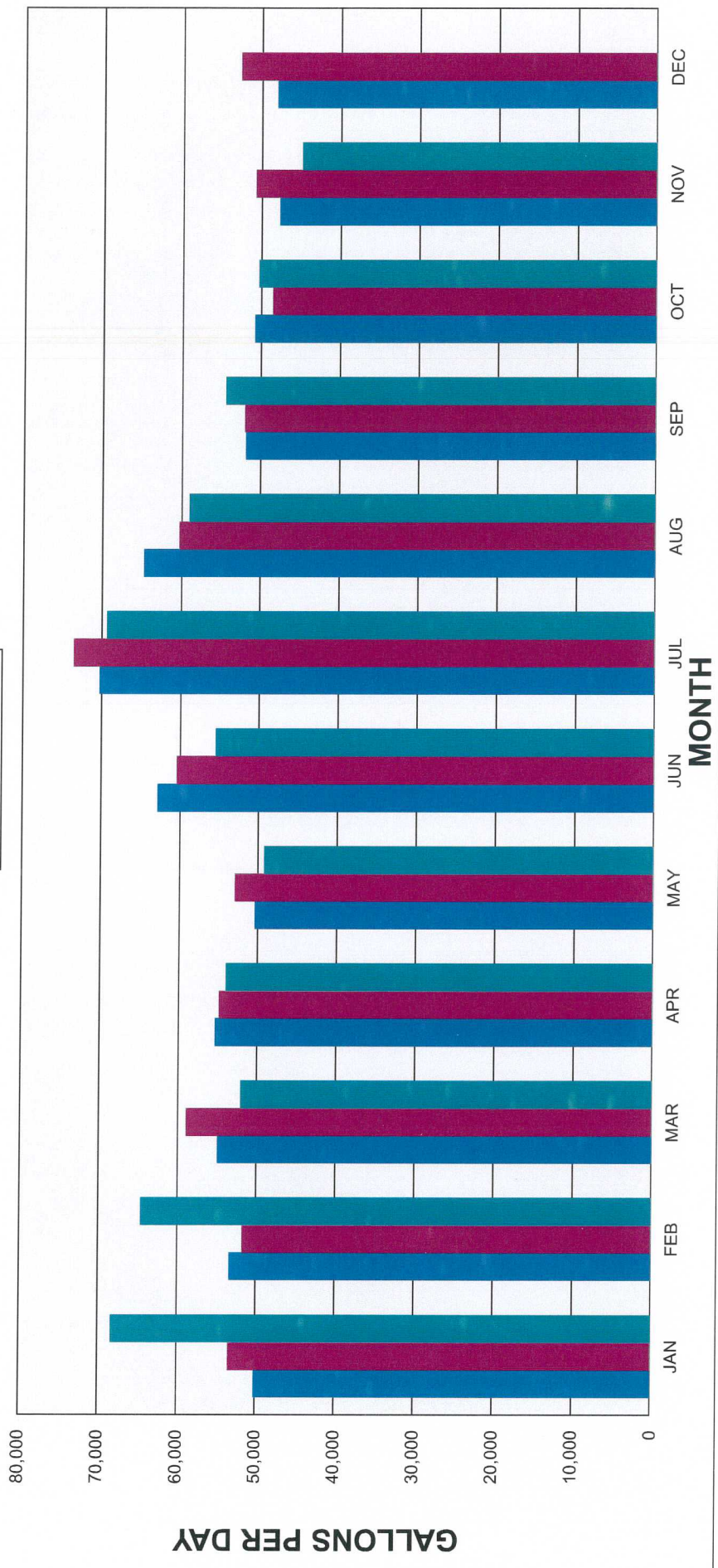
DATE: _____

PRINTED NAME: _____

TITLE: _____

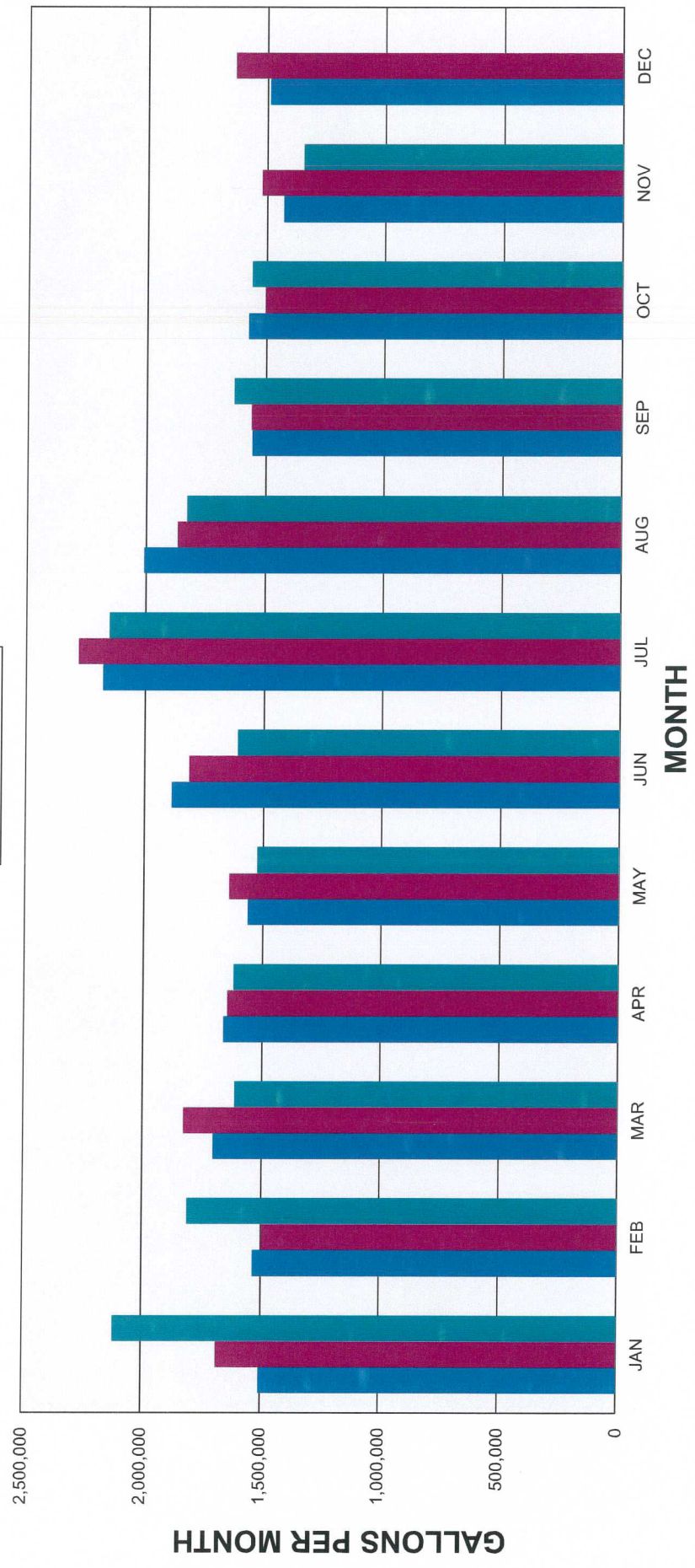
ABCSD AVERAGE DAILY WWTP EFFLUENT FLOW (2015 - 2017)

■ 2015 ■ 2016 ■ 2017



ABCSD MONTHLY TOTAL WWTP EFFLUENT FLOW (2015 - 2017)

■ 2015 ■ 2016 ■ 2017



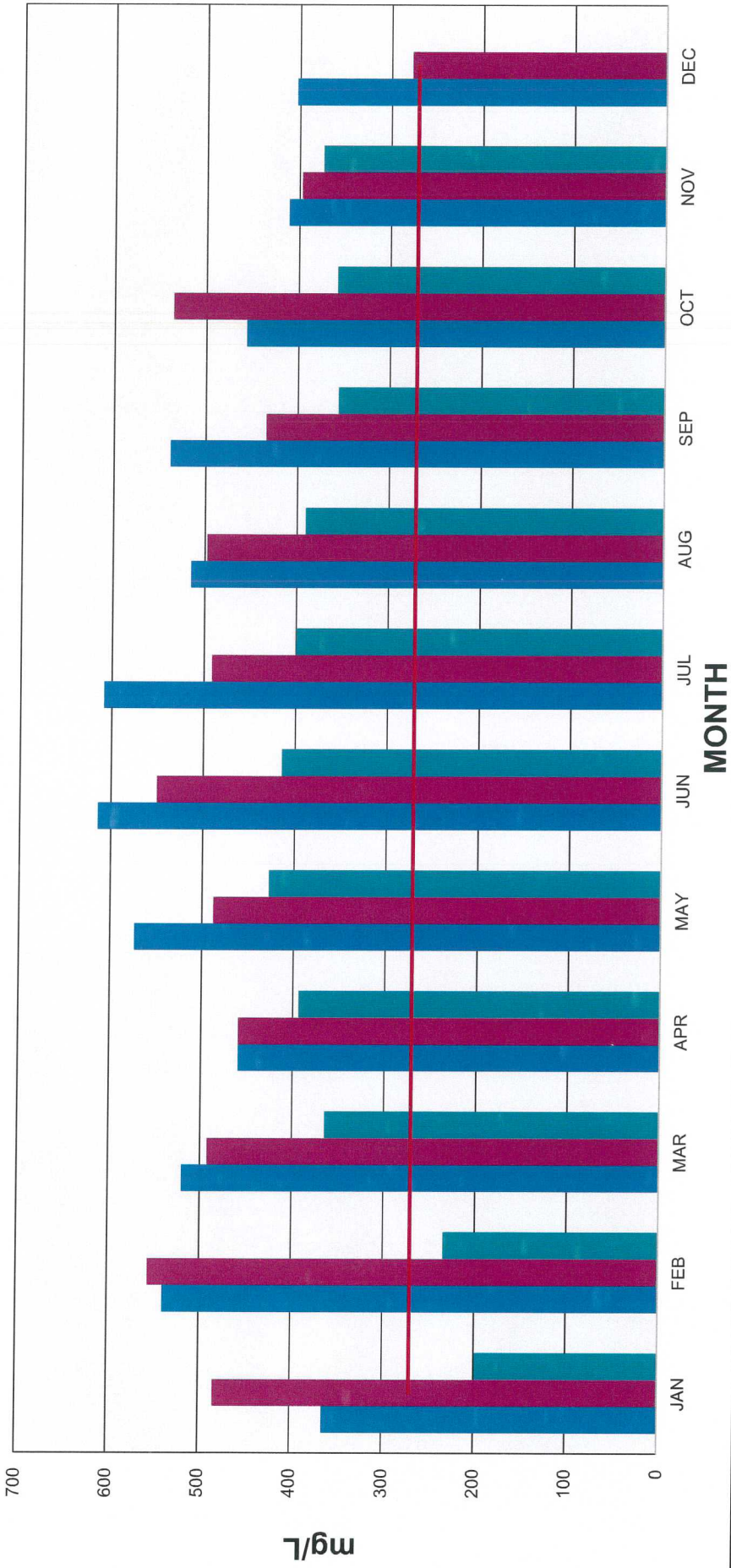
PORT SAN LUIS MONTHLY TOTAL FLOW (2015 - 2017)

■ 2015 ■ 2016 ■ 2017



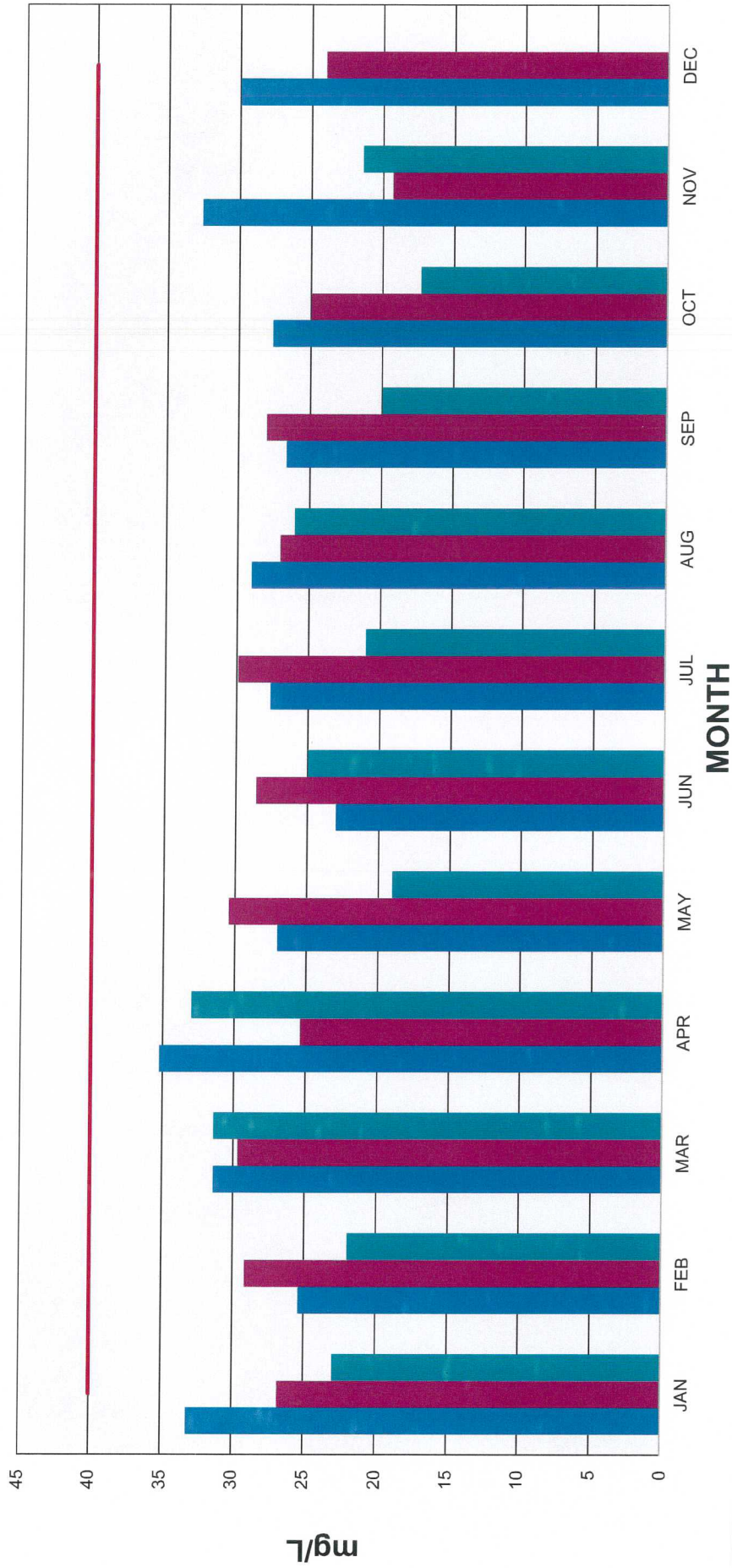
ABCSD MONTHLY AVERAGE INFLUENT BOD (2015 - 2017)

■ 2015
 ■ 2016
 ■ 2017
 — WWTP Design



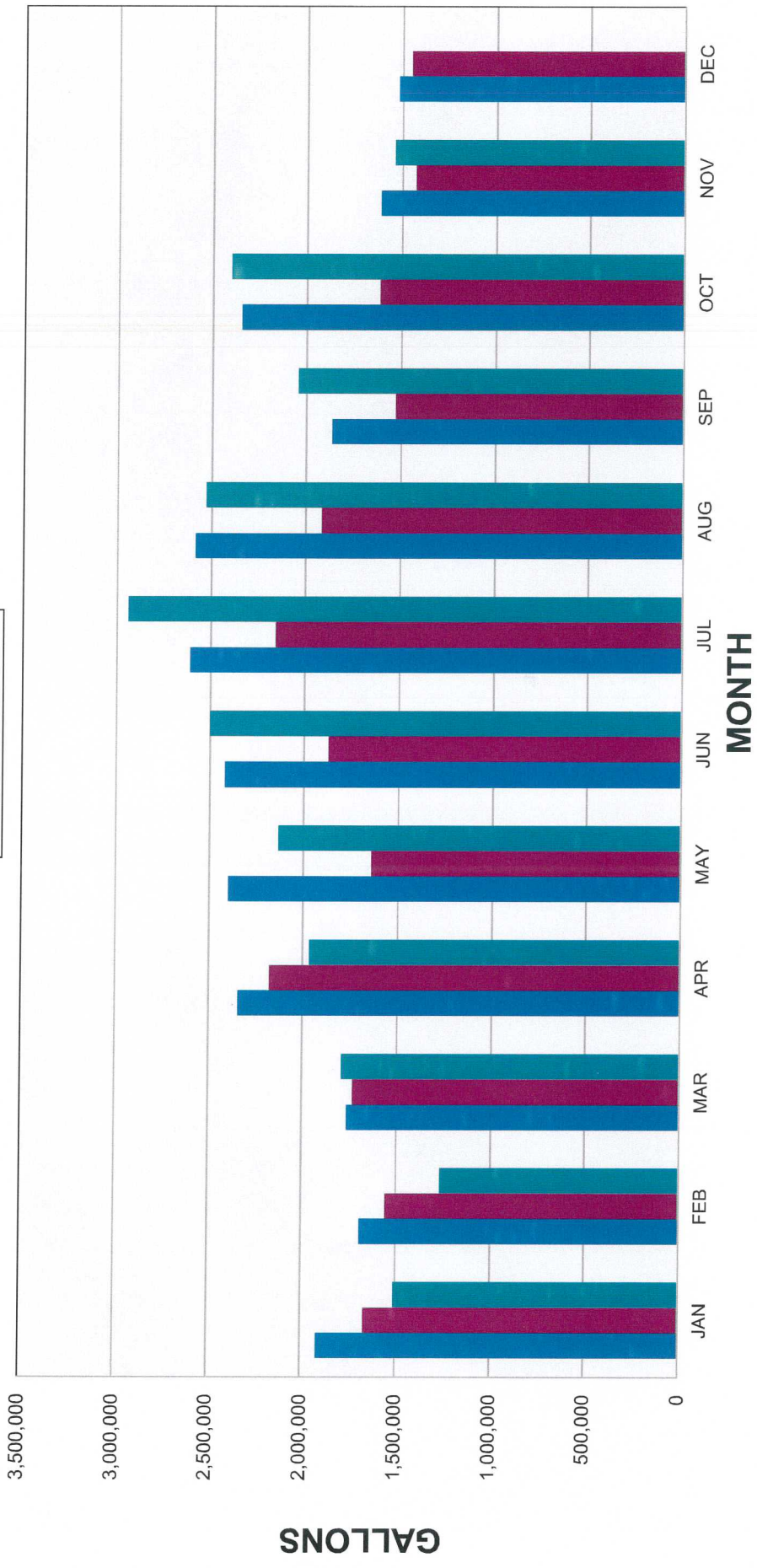
ABCSD MONTHLY AVERAGE EFFLUENT BOD (2015 - 2017)

■ 2015
 ■ 2016
 ■ 2017
 — 30 Day Average Limit



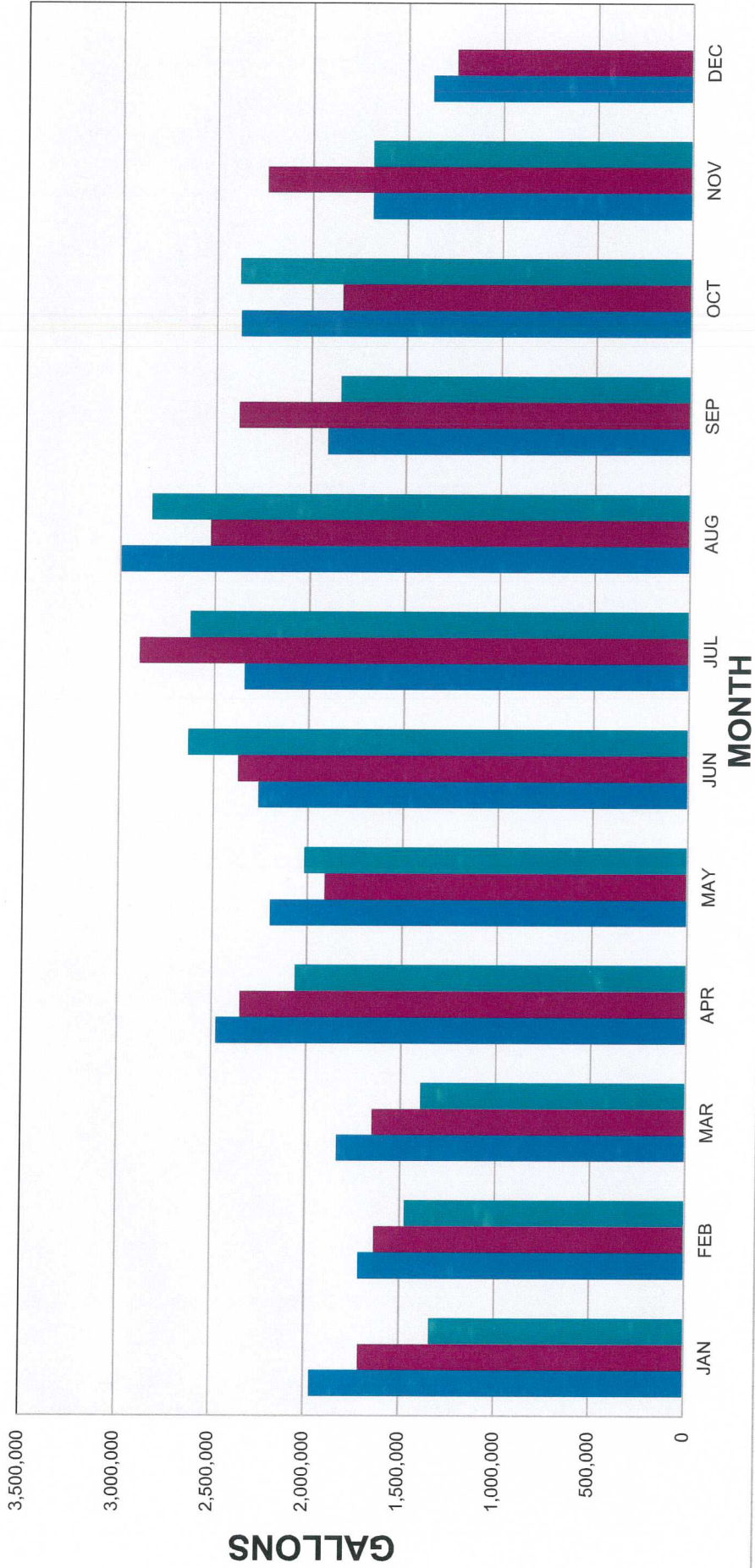
ABCSD MONTHLY WATER PURCHASED FROM LOPEZ (2015 - 2017)

■ 2015 ■ 2016 ■ 2017



ABCSD MONTHLY WATER SOLD (2015 - 2017)

■ 2015 ■ 2016 ■ 2017




**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: December 12, 2017

SUBJECT: Status Report Regarding Installation of First Street Back-up Generator

Recommendation:

Receive report and provide direction to staff.

Discussion:

Several months ago the Board approved the purchase of a back-up generator and associated switchgear for the First Street sewage pump station. The vendor recently notified staff that the generator has been delivered to their warehouse in Paso Robles. In anticipation of the generator arriving, staff coordinated the proposed location and orientation in relationship to the existing Pump House with the San Luis Harbor District Facilities Manager (Mr. Loch Dreizler). After a couple phone calls and emails, staff met with Mr. Dreizler and the FRM Operations and Maintenance staff to work out a preferred location. Mr. Dreizler requested that staff prepare a letter that he could take to the Harbor District Property Committee that describes the preferred location and rationale. That letter is provided as an attachment to this staff report.

The Property Committee will be meeting on December 7, to consider the District's proposed location and any concerns or considerations. Staff will attend the Property Committee meeting and provide an oral update at the Board meeting.



AVILA BEACH COMMUNITY SERVICES DISTRICT

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

November 29, 2017

Mr. Loch Dreizler
Facilities Manager
Port San Luis Harbor District
P.O. Box 249
Avila Beach, CA 93424

Subject: Installation of Back-Up Generator at First Street Sewage Pump Station

Hello Loch,

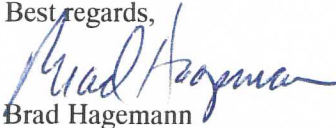
As a follow-up to our recent meeting and emails, the purpose of this letter is to request the Harbor District's approval for the Avila Beach Community Services District (CSD) to install a back-up generator adjacent to the existing First Street Sewage Lift Station Pump House. The Regional Water Quality Control Board encouraged the CSD to install a back-up generator at this location in order to minimize chances of having a sewer spill/overflow. As you know, we have frequent power outages in Avila during stormy weather and the back-up generator will turn on automatically when the power goes out.

Community Services District engineering, operations and maintenance staff and consultants reviewed the available options for installing the generator and determined that the preferred location is on the north side of the pump house (side facing the parking lot) as shown on the attached drawing. The preferred location was chosen based on the following factors: Installation is straight forward, aesthetically it blends in with the existing pump house and most importantly this location does not block maintenance personnel ready access to the wet well and valve pit. Although the generator will only be run during power outages, (and for short times during scheduled maintenance) the CSD chose to purchase and install the generator in a Level 2 Acoustic Enclosure. The sound level at 7 meters away from the unit will be approximately 67 – 70 dB(a). The footprint for the generator is approximately 8 feet long and 3 feet wide.

CSD staff understands that the preferred location is currently marked for motorcycle parking. It is our observation that this area is rarely used for motorcycle parking during the busy summer season. During the winter season part of the area is used for storing sandbags. However, if the Harbor District believes that use of this space will impact parking revenue, the CSD will Board consider replacing any lost revenue.

The CSD appreciates the Harbor District's consideration of our request and looks forward to working with you and your staff on this important environmental protection project.

Best regards,



Brad Hagemann
General Manager

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: December 12, 2017

SUBJECT: Status Report Regarding Relocation of Administrative Offices

Recommendation:

Receive report and provide direction to staff.

Discussion:

Staff is scheduled to move the Administrative office from our existing location to the District owned building at 100 San Luis Street at the end of the calendar year. The District's lessee has been searching for a new location in San Luis Obispo, but the process has taken a bit longer than they anticipated. Staff met with the lessee on December 1, 2017, to discuss the transition and schedule. They requested an additional 30 days on their lease in order to complete needed tenant improvements at their new location. This request is agreeable to staff as we are currently on a month to month lease at our current location with the Avila Beach Civic Association. Staff understands that the Civic Association is continuing to negotiate with the US Postal Service for taking over additional space at the Association office, but they have completed an agreement. The Civic Association indicated they have no objection to the District staying on through January 30, 2018.

The purpose of this staff report is to provide the Board with the status of the relocation and receive any direction from the Board.

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager



DATE: December 12, 2017

SUBJECT: Workers' Compensation Resolution for Governing Body Member
and/or Volunteer Coverage; Resolution No. 2017-12

Recommendations:

Adopt Resolution No. 2017-12 as recommended by our insurance carrier, Special District Risk Management Authority (SDRMA).

Discussion:

On November 30, 2017, SDRMA sent a letter to District recommending that the SDRMA Workers' Compensation members adopt a resolution in order to start or continue covering their Governing Body members and/or volunteers. SDRMA coverage counsel created a draft resolution for Special District's use. The SDRMA letter and sample resolution is attached to this Staff Report. Staff used SDRMA's suggested draft resolution to prepare draft Resolution No. 2017-12.

Staff recommends the Board adopt attached Resolution No. 2017-12.

AVILA BEACH COMMUNITY SERVICES DISTRICT
Resolution No. 2017-12

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
AVILA BEACH COMMUNITY SERVICES DISTRICT
DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS
SHALL BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE
PURPOSE OF PROVIDING WORKERS' COMPENSATION COVERAGE FOR
SAID CERTAIN INDIVIDUALS WHILE PROVIDING THEIR SERVICES**

WHEREAS, the Avila Beach Community Services District utilizes the services of Governing Body Members and Volunteers; and

WHEREAS, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

WHEREAS, the Governing Body wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

- All members of the Governing Body of the Avila Beach Community Services District as presently or hereafter constituted
- All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- Individual on Work-study programs
- Interns
- Other Volunteers

NOW, THEREFORE, BE IT RESOLVED, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the Avila Beach Community Services District for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such services. However, said Governing Body Members and other designated individuals will not be considered an employee of the Avila Beach Community Services District for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty or responsibility of such Governing Body Member or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the Avila Beach Community Services District.

ON MOTION of Director _____, seconded by Director _____, and on the following roll call vote to wit:

AYES:
NOES:
ABSENT:

The foregoing resolution is hereby adopted this 12th day of December, 2017.

Peter Kelley, President

ATTEST: _____
SECRETARY TO BOARD

November 30, 2017

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

Re: Workers' Compensation Resolution for Governing Body Member and/or Volunteer Coverage

Dear Mr. Hagemann,

Recently our excess carrier has made us aware that SDRMA Workers' Compensation (WC) members need to pass a **new Resolution** if they would like to continue (or start) covering their Governing Body members and/or volunteers.

Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a Resolution by the Governing Body of the agency so declaring, be deemed to be an employee for workers' compensation purposes. Thus, if such a resolution is adopted, and the volunteer is injured while performing duties for the agency, the volunteer is entitled to receive workers' compensation benefits and their exclusive remedy for recovery against the agency is through the Workers' Compensation system.

Such Governing Body members and/or volunteers may be covered for workers' compensation benefits only if a Resolution to that effect is adopted by the Governing Body pursuant to Labor Code § 3363.5 and a copy of the Resolution is filed with SDRMA.

A new Resolution (see attached) has been created by our coverage counsel. The Resolution permits your Governing Body to designate the various categories of persons who the agency desires to "deem" to be employees for purposes of workers' compensation. It declares, on a blanket basis, that the designated categories of volunteers are deemed employees and those categories consist of Governing Body Members, persons performing voluntary service, persons on work study, interns, and other volunteers. In addition, those so designated persons also need to be listed under our Workers' Compensation Program (which includes paying an annual contribution amount) to enable coverage.

When using the sample Resolution provided, please do not make any changes other than the areas highlighted in yellow. **To ensure accurate and timely implementation of your Resolution, please return your Governing Body approved Workers' Compensation Resolution as soon as possible by fax or email.** A Microsoft Word version of the sample Resolution can be downloaded at <http://www.sdrma.org/program-coverages/workers-compensation-program>. If your agency has any questions please contact Ellen Doughty, Chief Member Services Officer, at 800.537.7790 or edoughty@sdrma.org.

Sincerely,
Special District Risk Management Authority



Gregory S. Hall, ARM
Chief Executive Officer

Enclosures: Sample Resolution for Covering Governing Body and/or Volunteers

RESOLUTION No. **xxxxxxx**

RESOLUTION OF THE GOVERNING BODY OF
THE **AGENCY NAME**,
DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL
BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF
PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN
INDIVIDUALS WHILE PROVIDING THEIR SERVICES

WHEREAS, the **Agency Name** utilizes the services of Governing Body Members and Volunteers; and

WHEREAS, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

WHEREAS, the Governing Body wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

- All Members of the Governing Body of the **Agency Name** as presently or hereafter constituted and/or
- All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- Individuals on Work-study programs
- Interns
- Other Volunteers
- _____
[designate]

NOW, THEREFORE, BE IT RESOLVED, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the **Agency Name** for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Body Members and other designated individuals will not be considered an employee of the **Agency Name** for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Body Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the **Agency Name**.

PASSED, APPROVED AND ADOPTED this **DATE** by the following vote:

AYES:
NOES:
ABSENT:

Name, Chairperson
Agency Name

APPROVED AS TO FORM:

November 30, 2017

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

Re: Workers' Compensation Resolution for Governing Body Member and/or Volunteer Coverage

Dear Mr. Hagemann,

Recently our excess carrier has made us aware that SDRMA Workers' Compensation (WC) members need to pass a **new Resolution** if they would like to continue (or start) covering their Governing Body members and/or volunteers.

Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a Resolution by the Governing Body of the agency so declaring, be deemed to be an employee for workers' compensation purposes. Thus, if such a resolution is adopted, and the volunteer is injured while performing duties for the agency, the volunteer is entitled to receive workers' compensation benefits and their exclusive remedy for recovery against the agency is through the Workers' Compensation system.

Such Governing Body members and/or volunteers may be covered for workers' compensation benefits only if a Resolution to that effect is adopted by the Governing Body pursuant to Labor Code § 3363.5 and a copy of the Resolution is filed with SDRMA.

A new Resolution (see attached) has been created by our coverage counsel. The Resolution permits your Governing Body to designate the various categories of persons who the agency desires to "deem" to be employees for purposes of workers' compensation. It declares, on a blanket basis, that the designated categories of volunteers are deemed employees and those categories consist of Governing Body Members, persons performing voluntary service, persons on work study, interns, and other volunteers. In addition, those so designated persons also need to be listed under our Workers' Compensation Program (which includes paying an annual contribution amount) to enable coverage.

When using the sample Resolution provided, please do not make any changes other than the areas highlighted in yellow. **To ensure accurate and timely implementation of your Resolution, please return your Governing Body approved Workers' Compensation Resolution as soon as possible by fax or email.** A Microsoft Word version of the sample Resolution can be downloaded at <http://www.sdrma.org/program-coverages/workers-compensation-program>. If your agency has any questions please contact Ellen Doughty, Chief Member Services Officer, at 800.537.7790 or edoughty@sdrma.org.

Sincerely,
Special District Risk Management Authority



Gregory S. Hall, ARM
Chief Executive Officer

Enclosures: Sample Resolution for Covering Governing Body and/or Volunteers

RESOLUTION No. xxxxxxxx

RESOLUTION OF THE GOVERNING BODY OF
THE AGENCY NAME,
DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL
BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF
PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN
INDIVIDUALS WHILE PROVIDING THEIR SERVICES

WHEREAS, the Agency Name utilizes the services of Governing Body Members and Volunteers; and

WHEREAS, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

WHEREAS, the Governing Body wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

- All Members of the Governing Body of the [Agency Name] as presently or hereafter constituted and/or
- All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- Individuals on Work-study programs
- Interns
- Other Volunteers
- _____
[designate]

NOW, THEREFORE, BE IT RESOLVED, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the Agency Name for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Body Members and other designated individuals will not be considered an employee of the Agency Name for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Body Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the Agency Name.

PASSED, APPROVED AND ADOPTED this DATE by the following vote:

AYES:
NOES:
ABSENT:

Name, Chairperson
Agency Name

APPROVED AS TO FORM: