

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, March 8th, 2016

BOARD MEETING LOCATION

AVILA BEACH CIVIC ASSOCIATION

191 SAN MIGUEL STREET

AVILA BEACH, CALIFORNIA

1. **CALL TO ORDER: 7:00 P.M.**
2. **ROLL CALL: Board Members:**
 - Pete Kelley, President
 - John Janowicz, Vice President
 - Lynn Helenius, Director
 - Shanna Richards, Director
 - Ken San Filippo, Director
3. **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
4. **INFORMATION AND DISCUSSION ITEMS**

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

 - A. County Reports
 1. SLO County Sheriff Department
 2. CalFire/County Fire Department
 - B. Reports on Attended Conferences, Meetings, and General Communications of District Interest
5. **CONSENT ITEMS:**

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

 - A. Minutes of February 9th, 2016 Regular Meeting
 - B. Monthly Financial Review

- C. General Manager and District Engineer Report
- D. Capital Projects Status Report
- E. Water and Wastewater Superintendent Report
- F. Policies and Procedures for Discontinuance of Water Service for Non-Payment
- G. Update of District By-Laws

6. DISCUSSION OF PULLED CONSENT ITEMS

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

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

- A. Recycle Water Grant Application
(Action Required: Adopt an updated Resolution for Acceptance of Grant Funding)
- B. Declaration of Surplus Equipment
(Action Required: Declare old compressor, roof tile and miscellaneous pipe at the wwtp and outdated office equipment as surplus)
- C. Drought Committee Report
(Action Required: Receive Report and Provide Direction to Staff)

8. 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.

9. Adjourn to next regularly scheduled meeting on April 12th , 2016

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 9th, 2016**

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 Meeting Room.

2. ROLL CALL

Board Members Present:

Pete Kelley
John Janowicz
Ken San Filippo
Shanna Richards
Lynn Helenius

Staff Present:

Brad Hagemann, General Manager and District Engineer
Kristi Dibbern, Accounting Clerk
Mike Sietz, Legal Counsel

3. PUBLIC COMMENTS

Mr. Ed Eby, Director from the Nipomo Community Services District, introduced Nipomo's new General Manger, Mr. Mario Inglesias. In addition, Mr. Eby advised the Board that he was running for the Special District spot on the Local Agency Formation Committee Board and that he would appreciate the District's support.

Ms. Ann Brown asked why the Board was not supporting the LED streetlight retro-fit for District owned street lights. President Kelley provided a response and referenced the January 2016 meeting minutes.

4. INFORMATION AND DISCUSSION ITEMS

A. County Reports

1. SLO Sheriff:

Sheriff Taylor reported 66 calls for service this month in Avila Beach. 13 calls were for traffic stops, one theft and 2 burglaries also were reported.

2. CAL Fire Report:

Battalion Chief Paul Lee from CAL Fire reported 39 calls for service this month, 23 of those calls were for medical attention. Chief Lee reported that the fire barrier is 75% complete in Hartford Canyon from the edge of the Avila Golf Course to Powerline Road. CAL Fire may be burning underbrush in Cherry Canyon this month in an effort to clean up dry brush. In response to Ann Brown's question, Chief Lee commented that it is his understanding that CAL Fire believes Avila should not be part of the State Responsibility Area (and required to pay the extra tax). Chief Lee stated that he will continue to recommend to the State of California that they be excluded from the SRA.

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

General Manager Hagemann stated that he attended the monthly Zone 3 Technical Advisory Committee Meeting on January 7th, 2016.

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 made a correction to the January 12 meeting minutes. He commented that item 4.B, should read, “Director Kelley, Past President Christopher Helenius and Director San Filippo met with San Luis Coastal Unified School District staff as concerned citizens regarding the Avila Schoolhouse Project.” Director Lynn Helenius did not attend the meeting.

It was moved by Director Kelley, seconded by Director Janowicz and passed unanimously to approve the consent items with the correction stated above.

- A. Approval of the Minutes for the following meetings: January 12th, 2016 Meeting
- B. Monthly Financial Review
- C. General Manager/District Engineer Report
- D. Water & Wastewater Superintendent Report
- E. Subcommittee Reports
- F. Capital Projects Status Report

6. DISCUSSION OF PULLED CONSENT ITEMS.

None

7. BUSINESS ITEMS

- A. Organic Waste Presentation.** Waste Connections (WC) General Manager Patrick Fenton provided a presentation on their proposed organics management program. The presentation focused on the Kompogas Anaerobic Digestion Plant that WC plans to construct on their property near the San Luis Obispo airport. An organics program is required pursuant to AB 1826, which requires solid waste management firms divert organic waste out of the landfill. Waste Connections chose to partner with Kompogas because they have a proven track record in the Green Energy Production industry. The proposed facility will be designed to process 27,500 tons of organic waste per year and produce up to 5.3 million kWh per year.

B. Solid Waste Franchise Agreement General Manager Hagemann introduced the item and explained that in order for Waste Connections to meet the 75% waste diversion goal by 2020 and the AB 1826 mandates, they need to increase organics diversion. As mentioned in the previous item, Waste Connections has proposed converting organic waste to electricity via an Anaerobic Digester. In order to fund the project, Waste Connections needs a long term agreement with Hitachi Zosen Inova (HZI) to build the Kompogas Digester and their San Luis Obispo franchisees to guarantee to provide organic waste and fund the program. The proposed Franchise Agreement would extend through 2037 if the Kompogas facility is built. If the facility is not built, the Franchise Agreement will terminate on 12/31/2025.

It was moved by Director Kelley, seconded by Director Richards to adopt the Solid Waste Franchise Agreement.

C. Fiscal Year 2015/16, Mid- Year Budget Review. GM Hagemann provided a summary of the Staff Report and the attached Mid-Year Profit and Loss Statements. Hagemann concluded that the District appeared to remain in a secure financial position, with Income and Expenses essentially on bench mark for the year.

It was moved by Director Kelley, seconded by Director Janowicz to accept the mid-year budget review. The Board directed staff to prepare a Policy on Financial Reserves as part of the FY 2016/17 Budget deliberations, as recommended by the CSDA's "District Transparency Certificate of Excellence checklist". The motion passed unanimously.

D. Policies and Procedures for Discontinuance of Water Service for Non-Payment.
GM Hagemann introduced this item by reminding the Board that in October 2015 the Board requested staff to prepare updated procedures for Non-Payment. Staff brought the Policies back to the Board in February. Per the Board's direction the policies include:

- \$100 deposit for renters or written consent by the property owner that the account will be in owner's name.
- District customers can now pay their bill with Visa or MasterCard
- The Shut Off Notices provides specific information and associated charges for customers with outstanding balances
- Specific payment arrangements must be made in writing with staff for outstanding balances.

Discussion ensued among the Directors as to whether or not property owners could be held responsible for a tenant's outstanding balance. Legal Counsel Mike Seitz stated that ultimately it is the property owner's responsibility. A motion was made by Director Janowicz and seconded by Director Kelley to approve the Policies and Procedures for Discontinuance of Water Service for Non-Payment with the addition that "water services will not be turned on for a new renter until the previous renter's balance is zero."

The Board approved the motion and directed staff to modify the Procedures as discussed above and bring them back to the March meeting for final approval. The motion passed 4-1.

AYES: Pete Kelley
 John Janowicz
 Ken San Filippo
 Lynn Helenius

NOES: Shanna Richards

E. Review of District By-Laws. Each year the Board reviews the By-Laws to make sure they meet the needs of the District. Legal Counsel Mike Seitz recommended that Section 2.8 of the By-Laws be modified to change each vote to a “roll call” vote. Staff will proceed to make the changes to the By-Laws for consideration of adoption by the Board of Directors at the March 8th meeting.

8. COMMUNICATIONS:

Ken San Filippo reported on the California Special Districts Association Leadership Conference that he attended last month and provided a handout Summary report. The Directors discussed the summary report and encouraged other Director’s to attend similar training conferences in the future as time and funds allow.

ADJOURNMENT: The meeting was adjourned at 8:55 p.m.

The next regular meeting of the Avila Beach Community Services District is scheduled for March 8th, 2016 at 7:00 pm. This meeting will be held at the Avila Beach Civic Association 191 San Miguel Street. Avila Beach.

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

Respectfully submitted,



Brad Hagemann, PE
General Manager

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

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager



DATE: March 8, 2016

SUBJECT: Monthly Financial Review for January 2016

Recommendation:

Receive and file report.

Overall Monthly Summary

During January the District made deposits in the amount of \$59,590.86 and experienced \$240,150.46 in expenses (cash basis). The deposits by fund and checks by fund are provided as an attachment to this report. Income in January included \$4,505.42 in County tax income and \$54,213.96 in monthly water and sewer fees. Monthly operation and maintenance expenses are also within the anticipated range.

Expenses were exceptionally high for the month because they included our semi-annual payments for the purchase of State Water (approximately \$37,000) and Lopez Water (\$50,600). In addition, January expenses included the District's semi-annual payment for Fire Protection Services of \$80,600. Other significant, non-routine expenses included \$6,200 to Crosby Company for the District's audit, \$4,200 for a replacement pump and \$8,134 to D-Kal Engineering as the final payment for the sewer replacement project. All of the above expenses were anticipated in our approved FY 15/16 budget.

Detailed financial reports including a Balance Sheet, Deposits by Fund and Checks by Fund Actual are provided for your information.

Utility Service Billing

For the month of January the District billed approximately \$73,537.23 in water and sewer service charges. Customer Rate Assistance amounted in a reduction of billing charges to the District in the amount of \$440.55. Delinquent accounts with payments past due of 60 days or more are still relatively low, but we did issue approximately 8 "door hanger" shut-off notices in January to accounts that were over 60 days late. Customers responded by making payment arrangements with staff.

12:30 PM
02/24/16
Accrual Basis

Avila Beach Community Services District
Balance Sheet
As of January 31, 2016

	Jan 31, 16
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Summary	
1001A · Heritage Oaks General Checking	148,523.71
1005 · B of A - Payroll	15,553.92
1007 · B of A - Water Deposits	5,826.94
1008 · LAIF	2,215,023.76
1010 · Petty Cash	955.03
Total 1000 · Cash Summary	<u>2,385,883.36</u>
Total Checking/Savings	2,385,883.36
Accounts Receivable	
1200 · *Accounts Receivable	101,453.50
Total Accounts Receivable	<u>101,453.50</u>
Other Current Assets	
1100 · Receivables	
1105 · Taxes Receivable	8,787.45
1110 · Water & Sewer Billings	128,399.63
1100 · Receivables - Other	150.00
Total 1100 · Receivables	<u>137,337.08</u>
1250 · Prepaid Summary	
1251 · Prepaid Insurance	6,264.18
Total 1250 · Prepaid Summary	<u>6,264.18</u>
Total Other Current Assets	<u>143,601.26</u>
Total Current Assets	<u>2,630,938.12</u>
Fixed Assets	
1600 · Fixed Assets Summary	
1601 · Fixed Asset -Office & Admin.	
1601c · Office Furniture cost	12,759.79
1601d · Office Furniture Accum Dep.	-9,740.80
Total 1601 · Fixed Asset -Office & Admin.	<u>3,018.99</u>
1602 · Fixed Assets - Sanitary	
1612 · Land	
1612.01 · Land - GFAAG	10.00
1612 · Land - Other	60,304.10
Total 1612 · Land	<u>60,314.10</u>
1622 · Collection Assets	
1622C · Collection Assets Cost	933,045.33

12:30 PM
02/24/16
Accrual Basis

Avila Beach Community Services District
Balance Sheet
As of January 31, 2016

	<u>Jan 31, 16</u>
1622D · Collect Assets Accum Depr	-316,231.75
Total 1622 · Collection Assets	616,813.58
1632 · Disposal Equipment	
1632C · Disposal Equip Cost	523,122.64
1632D · Disposal Equip Accum Depr	-164,756.10
Total 1632 · Disposal Equipment	358,366.54
1642 · Other Equipment	
1642C · Other Equipment Cost	922.93
1642D · Other Equip Accum Depr	-923.00
Total 1642 · Other Equipment	-0.07
1652 · Construction In Progress Plant	
1652C · Treatment Plant Cost	1,868,782.91
1652D · Treatment Plant Accum Dep	-886,107.31
1652 · Construction In Progress Plant - Ot...	88,311.99
Total 1652 · Construction In Progress Plant	1,070,987.59
1662 · Treatment Equipment	
1662C · Treatment Equip Cost	1,017,143.01
1662D · Treatment Equip Accum Depr	-524,698.45
1662 · Treatment Equipment - Other	205,485.61
Total 1662 · Treatment Equipment	697,930.17
Total 1602 · Fixed Assets - Sanitary	2,804,411.91
1603 · Fixed Assets - Water	
1613 · Equipment	
1613C · Equipment Cost	21,136.28
1613D · Equipment Accum Depr	-21,136.28
Total 1613 · Equipment	0.00
1623 · Distribution Assets	
1623C · Distribution Assets Cost	1,109,466.25
1623D · Dist Assets Accum Depr	-535,387.09
Total 1623 · Distribution Assets	574,079.16
1643 · Other Equipment	
1643C · Other Equipment Cost	1,366.07
1643D · Other Equipment Accum Depr	-1,366.07
Total 1643 · Other Equipment	0.00
Total 1603 · Fixed Assets - Water	574,079.16
1604 · Structures	
1614 · Structures GFAAG	29,810.00

12:30 PM
02/24/16
Accrual Basis

Avila Beach Community Services District
Balance Sheet
As of January 31, 2016

	<u>Jan 31, 16</u>
1614D · Gen / Fire Accum Dep	-29,810.00
Total 1604 · Structures	<u>0.00</u>
Total 1600 · Fixed Assets Summary	3,381,510.06
Total Fixed Assets	3,381,510.06
Other Assets	
1099 · Due To / Due From General	-152,811.15
Total Other Assets	<u>-152,811.15</u>
TOTAL ASSETS	<u>5,859,637.03</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	1,885.00
Total Accounts Payable	<u>1,885.00</u>
Other Current Liabilities	
2100 · Payroll Liabilities	
207 · Health Insurance	
207E · Employee	0.01
207 · Health Insurance - Other	-0.01
Total 207 · Health Insurance	<u>0.00</u>
2108 · PERS Liability	393.37
Total 2100 · Payroll Liabilities	<u>393.37</u>
210 · vacation payable	2,274.30
2300 · Deposits Held	
2303 · Water Deposits Held	6,020.00
2304 · Fire Station Deposit	2,000.00
2305 · Will Serve Deposits Held	237,670.60
Total 2300 · Deposits Held	<u>245,690.60</u>
Total Other Current Liabilities	<u>248,358.27</u>
Total Current Liabilities	<u>250,243.27</u>
Total Liabilities	250,243.27
Equity	
3900 · Retained Earnings	6,087,494.03
Net Income	<u>-478,100.27</u>

12:30 PM
02/24/16
Accrual Basis

Avila Beach Community Services District
Balance Sheet
As of January 31, 2016

	<u>Jan 31, 16</u>
Total Equity	5,609,393.76
TOTAL LIABILITIES & EQUITY	<u>5,859,637.03</u>

02/24/16

Avila Beach Community Services District
Checks by Fund
 January 2016

Type	Date	Num	Name	Amount	Balance
Administrative					
Check	01/05/2016	1673	Avila Beach Civic Association	792.91	792.91
Check	01/05/2016	1674	Hagemann & Associates	5,500.00	6,292.91
Check	01/05/2016	1675	Farm Supply	108.00	6,400.91
Check	01/05/2016	1677	Charter	169.94	6,570.85
Check	01/05/2016	1681	Staples	279.37	6,850.22
Check	01/05/2016	1686	Nikki Engle Bookkeeping & Teaching	110.00	6,960.22
Check	01/05/2016	1688	Classic Blinds and Draperies	60.00	7,020.22
Check	01/07/2016		U.S. Postal Service	12.48	7,032.70
Check	01/08/2016		Acct Analysis Fee	6.68	7,039.38
Check	01/08/2016		Performance Office Paper Supply	55.77	7,095.15
Check	01/15/2016		Calif Special Districts Association	650.00	7,745.15
Check	01/19/2016	1692	VOID	0.00	7,745.15
Check	01/19/2016	1693	Nikki Engle Bookkeeping & Teaching	467.50	8,212.65
Check	01/19/2016	1697	Public Employees Retirement System	337.68	8,550.33
Check	01/19/2016	1696	Public Employees Retirement System	993.00	9,543.33
Check	01/19/2016	1699	Shipsey & Seitz	774.40	10,317.73
Check	01/19/2016	1699	Shipsey & Seitz	316.80	10,634.53
Check	01/19/2016	1699	Shipsey & Seitz	70.40	10,704.93
Check	01/19/2016	1701	Crosby Company	-6,200.00	16,904.93
Check	01/19/2016	1704	Avila Beach Civic Association	316.47	17,221.40
Check	01/19/2016		U.S. Postal Service	1.20	17,222.60
Check	01/20/2016	1705	Angeles Maria Marquez	60.00	17,282.60
Check	01/20/2016	1705	Angeles Maria Marquez	40.00	17,322.60
Check	01/25/2016	1707	Hagemann & Associates	5,500.00	22,822.60
Check	01/27/2016		U.S. Postal Service	9.00	22,831.60
Check	01/28/2016	1708	Charter	109.95	22,941.55
Check	01/28/2016	1709	Ken San Filippo	600.00	23,541.55
Check	01/28/2016	1710	Nikki Engle Bookkeeping & Teaching	220.00	23,761.55
Total Administrative				23,761.55	23,761.55
General					
Check	01/08/2016		Avila Beach CSD	1.00	1.00
Check	01/19/2016	1699	Shipsey & Seitz	80.00	81.00
Check	01/29/2016	1711	SLO CO Fire Department	-80,642.50	80,723.50
Total General				80,723.50	80,723.50
Lights					
Check	01/19/2016	1695	PG&E	422.47	422.47
Check	01/19/2016	1695	PG&E		422.47
Check	01/19/2016	1695	PG&E	88.34	510.81
Check	01/19/2016	1700	PG&E		510.81
Check	01/19/2016	1700	PG&E	453.04	963.85
Check	01/19/2016	1700	PG&E		963.85
Total Lights				963.85	963.85

02/24/16

Avila Beach Community Services District
Checks by Fund
 January 2016

Type	Date	Num	Name	Amount	Balance
Sanitary					
Check	01/05/2016	1676	Abalone Coast Analytical, Inc.	2,285.40	2,285.40
Check	01/05/2016	1678	Fluid Resource Management, Inc.	10,962.00	13,247.40
Check	01/05/2016	1678	Fluid Resource Management, Inc.	259.89	13,507.29
Check	01/05/2016	1678	Fluid Resource Management, Inc.	728.00	14,235.29
Check	01/05/2016	1678	Fluid Resource Management, Inc.	1,144.29	15,379.58
Check	01/05/2016	1678	Fluid Resource Management, Inc.	1,279.80	16,659.38
Check	01/05/2016	1679	Miners Ace Hardware	33.85	16,693.23
Check	01/05/2016	1680	Gloria Bello	97.45	16,790.68
Check	01/05/2016	1682	South County Sanitary Service	55.61	16,846.29
Check	01/05/2016	1683	Speed's, Inc.	1,383.00	18,229.29
Check	01/05/2016	1684	Water Systems Consulting, Inc.	3,590.75	21,820.04
Check	01/05/2016	1687	Brenntag Pacific, Inc.	1,061.85	22,881.89
Check	01/05/2016	1690	Wallace Group	123.00	23,004.89
Check	01/06/2016	1691	D-KAL Engineering, Inc.	8,134.82	31,139.71
Check	01/14/2016		AT&T		31,139.71
Check	01/14/2016		AT&T		31,139.71
Check	01/14/2016		AT&T	90.75	31,230.46
Check	01/19/2016	1694	AT&T	148.75	31,379.21
Check	01/19/2016	1694	AT&T	99.20	31,478.41
Check	01/19/2016	1695	PG&E		31,478.41
Check	01/19/2016	1695	PG&E		31,478.41
Check	01/19/2016	1700	PG&E	1,261.79	32,740.20
Check	01/19/2016	1700	PG&E	61.96	32,802.16
Check	01/19/2016	1702	Brenntag Pacific, Inc.	1,242.65	34,044.81
Check	01/19/2016	1702	Brenntag Pacific, Inc.	980.93	35,025.74
Check	01/19/2016	1703	Multi. W Systems	4,242.55	39,268.29
Check	01/22/2016		Cross Company	298.53	39,566.82
Check	01/25/2016	1706	Huntress Construction	300.00	39,866.82
Total Sanitary				39,866.82	39,866.82
Water					
Check	01/05/2016	1678	Fluid Resource Management, Inc.	5,288.00	5,288.00
Check	01/05/2016	1680	Gloria Bello	98.50	5,386.50
Check	01/05/2016	1685	SLO CO Public Works	50,649.10	56,035.60
Check	01/05/2016	1689	State Water Board	2,034.00	58,069.60
Check	01/19/2016	1698	SLO CO Public Works	35,976.80	94,046.40
Check	01/29/2016	1712	SLO CO Public Works	788.34	94,834.74
Total Water				94,834.74	94,834.74
TOTAL				240,150.46	240,150.46

02/24/16

Avila Beach Community Services District
Deposits by Fund
 January 2016

Type	Date	Memo	Split	Amount	Balance
General					
Deposit	01/08/2016	test cc	1001A · Heritage Oaks Gen...	-1.00	-1.00
Deposit	01/13/2016	Rent Fire Station	1001A · Heritage Oaks Gen...	-3,104.00	-3,105.00
Deposit	01/14/2016	prop tax, supp, int, state aid	1001A · Heritage Oaks Gen...	-2,271.90	-5,376.90
Total General				-5,376.90	-5,376.90
Sanitary					
Deposit	01/04/2016	Sani Rec	1001A · Heritage Oaks Gen...	-1,126.96	-1,126.96
Deposit	01/04/2016	Rate Assistance	1001A · Heritage Oaks Gen...	21.18	-1,105.78
Deposit	01/04/2016	1/2 Other 2	1001A · Heritage Oaks Gen...	-71.22	-1,177.00
Deposit	01/06/2016	Sani Rec	1001A · Heritage Oaks Gen...	-1,096.84	-2,273.84
Deposit	01/06/2016	Rate Assistance	1001A · Heritage Oaks Gen...	14.22	-2,259.62
Deposit	01/06/2016	1/2 Other 2	1001A · Heritage Oaks Gen...	133.87	-2,125.75
Deposit	01/06/2016	adj to deposit amt	1001A · Heritage Oaks Gen...	-0.05	-2,125.80
Deposit	01/13/2016	Sani Rec	1001A · Heritage Oaks Gen...	-6,539.23	-8,665.03
Deposit	01/13/2016	Rate Assistance	1001A · Heritage Oaks Gen...	49.42	-8,615.61
Deposit	01/13/2016	1/2 Other 1	1001A · Heritage Oaks Gen...	47.50	-8,568.11
Deposit	01/13/2016	1/2 Other 2	1001A · Heritage Oaks Gen...	58.90	-8,509.21
Deposit	01/13/2016	Sani Rec	1001A · Heritage Oaks Gen...	-672.82	-9,182.03
Deposit	01/13/2016	Rate Assistance	1001A · Heritage Oaks Gen...	57.89	-9,124.14
Deposit	01/13/2016	1/2 Other 2	1001A · Heritage Oaks Gen...	38.00	-9,086.14
Deposit	01/14/2016	IMPR # 1	1001A · Heritage Oaks Gen...	-2,233.52	-11,319.66
Deposit	01/15/2016	Sani Rec	1001A · Heritage Oaks Gen...	-983.38	-12,303.04
Deposit	01/15/2016	Rate Assistance	1001A · Heritage Oaks Gen...	7.06	-12,295.98
Deposit	01/15/2016	1/2 Other 2	1001A · Heritage Oaks Gen...	2.35	-12,293.63
Deposit	01/15/2016	County of SLO - to be categorized	1001A · Heritage Oaks Gen...	-429.87	-12,723.50
Deposit	01/19/2016	Sani Rec	1001A · Heritage Oaks Gen...	-1,636.72	-14,360.22
Deposit	01/19/2016	Rate Assistance	1001A · Heritage Oaks Gen...	7.06	-14,353.16
Deposit	01/19/2016	1/2 Other 1	1001A · Heritage Oaks Gen...	0.00	-14,353.16
Deposit	01/19/2016	1/2 Other 2	1001A · Heritage Oaks Gen...	-128.70	-14,481.86
Deposit	01/20/2016	Sani Rec	1001A · Heritage Oaks Gen...	-7,470.62	-21,952.48
Deposit	01/20/2016	Rate Assistance	1001A · Heritage Oaks Gen...	7.06	-21,945.42
Deposit	01/20/2016	1/2 Other 1	1001A · Heritage Oaks Gen...	0.00	-21,945.42
Deposit	01/20/2016	1/2 Other 2	1001A · Heritage Oaks Gen...	-435.52	-22,380.94
Deposit	01/20/2016	adj Bell, Nanci & Alison correction payment	1001A · Heritage Oaks Gen...	47.07	-22,333.87
Deposit	01/21/2016	Sani Rec	1001A · Heritage Oaks Gen...	-2,940.16	-25,274.03
Deposit	01/21/2016	Rate Assistance	1001A · Heritage Oaks Gen...	28.24	-25,245.79
Deposit	01/21/2016	1/2 Other 1	1001A · Heritage Oaks Gen...	0.00	-25,245.79
Deposit	01/21/2016	1/2 Other 2	1001A · Heritage Oaks Gen...	0.00	-25,245.79
Deposit	01/21/2016	adj to deposit amt	1001A · Heritage Oaks Gen...	0.00	-25,245.79
Deposit	01/22/2016	Sani Rec	1001A · Heritage Oaks Gen...	-179.60	-25,425.39
Deposit	01/22/2016	Rate Assistance	1001A · Heritage Oaks Gen...	7.06	-25,418.33
Deposit	01/22/2016	1/2 Other 1	1001A · Heritage Oaks Gen...	0.00	-25,418.33
Deposit	01/22/2016	1/2 Other 2	1001A · Heritage Oaks Gen...	1.22	-25,417.11
Deposit	01/25/2016	Sani Rec	1001A · Heritage Oaks Gen...	-2,371.61	-27,788.72
Deposit	01/25/2016	Rate Assistance	1001A · Heritage Oaks Gen...	14.12	-27,774.60
Deposit	01/25/2016	1/2 Other 1	1001A · Heritage Oaks Gen...	0.00	-27,774.60
Deposit	01/25/2016	1/2 Other 2	1001A · Heritage Oaks Gen...	91.22	-27,683.38
Deposit	01/25/2016	adj to deposit amt	1001A · Heritage Oaks Gen...		-27,683.38
Deposit	01/26/2016	Sani Rec	1010 · Petty Cash	-416.50	-28,099.88
Deposit	01/26/2016	1/2 Other 2	1010 · Petty Cash	1.27	-28,098.61
Deposit	01/27/2016	Sani Rec	1001A · Heritage Oaks Gen...	-1,606.39	-29,705.00
Deposit	01/27/2016	Rate Assistance	1001A · Heritage Oaks Gen...	28.24	-29,676.76
Deposit	01/27/2016	1/2 Other 1	1001A · Heritage Oaks Gen...		-29,676.76
Deposit	01/27/2016	1/2 Other 2	1001A · Heritage Oaks Gen...		-29,676.76
Deposit	01/27/2016	adj to deposit amt	1001A · Heritage Oaks Gen...		-29,676.76
Deposit	01/29/2016	Sani Rec	1010 · Petty Cash	-89.80	-29,766.56
Deposit	01/29/2016	Rate Assistance	1010 · Petty Cash	14.12	-29,752.44
Total Sanitary				-29,752.44	-29,752.44

Avila Beach Community Services District
Deposits by Fund
 January 2016

Type	Date	Memo	Split	Amount	Balance
Water					
Deposit	01/04/2016	Water Rec	1001A · Heritage Oaks Gen...	-866.89	-866.89
Deposit	01/04/2016	Rate Assistance	1001A · Heritage Oaks Gen...	21.18	-845.71
Deposit	01/04/2016	1/2 Other 2	1001A · Heritage Oaks Gen...	-71.23	-916.94
Deposit	01/06/2016	Water Rec	1001A · Heritage Oaks Gen...	-855.58	-1,772.52
Deposit	01/06/2016	Rate Assistance	1001A · Heritage Oaks Gen...	14.12	-1,758.40
Deposit	01/06/2016	1/2 Other 2	1001A · Heritage Oaks Gen...	133.88	-1,624.52
Deposit	01/06/2016	adj to deposit amt	1001A · Heritage Oaks Gen...	-0.05	-1,624.57
Deposit	01/13/2016	Water Rec	1001A · Heritage Oaks Gen...	-4,815.33	-6,439.90
Deposit	01/13/2016	Rate Assistance	1001A · Heritage Oaks Gen...	49.42	-6,390.48
Deposit	01/13/2016	1/2 Other 1	1001A · Heritage Oaks Gen...	47.50	-6,342.98
Deposit	01/13/2016	1/2 Other 2	1001A · Heritage Oaks Gen...	58.90	-6,284.08
Deposit	01/13/2016	Water Rec	1001A · Heritage Oaks Gen...	-403.24	-6,687.32
Deposit	01/13/2016	Rate Assistance	1001A · Heritage Oaks Gen...	57.90	-6,629.42
Deposit	01/13/2016	1/2 Other 2	1001A · Heritage Oaks Gen...	38.00	-6,591.42
Deposit	01/15/2016	Water Rec	1001A · Heritage Oaks Gen...	-916.00	-7,507.42
Deposit	01/15/2016	Rate Assistance	1001A · Heritage Oaks Gen...	7.06	-7,500.36
Deposit	01/15/2016	1/2 Other 2	1001A · Heritage Oaks Gen...	2.35	-7,498.01
Deposit	01/15/2016	County of SLO - to be categorized	1001A · Heritage Oaks Gen...	-429.88	-7,927.89
Deposit	01/19/2016	Water Rec	1001A · Heritage Oaks Gen...	-1,969.26	-9,897.15
Deposit	01/19/2016	Rate Assistance	1001A · Heritage Oaks Gen...	7.06	-9,890.09
Deposit	01/19/2016	1/2 Other 1	1001A · Heritage Oaks Gen...	0.00	-9,890.09
Deposit	01/19/2016	1/2 Other 2	1001A · Heritage Oaks Gen...	-128.70	-10,018.79
Deposit	01/20/2016	Water Rec	1001A · Heritage Oaks Gen...	-6,567.40	-16,586.19
Deposit	01/20/2016	Rate Assistance	1001A · Heritage Oaks Gen...	7.06	-16,579.13
Deposit	01/20/2016	1/2 Other 1	1001A · Heritage Oaks Gen...	0.00	-16,579.13
Deposit	01/20/2016	1/2 Other 2	1001A · Heritage Oaks Gen...	-435.53	-17,014.66
Deposit	01/20/2016	adj Bell, Nanci & Alison correction payment	1001A · Heritage Oaks Gen...	47.08	-16,967.58
Deposit	01/21/2016	Water Rec	1001A · Heritage Oaks Gen...	-4,249.51	-21,217.09
Deposit	01/21/2016	Rate Assistance	1001A · Heritage Oaks Gen...	28.24	-21,188.85
Deposit	01/21/2016	1/2 Other 1	1001A · Heritage Oaks Gen...	0.00	-21,188.85
Deposit	01/21/2016	1/2 Other 2	1001A · Heritage Oaks Gen...	0.00	-21,188.85
Deposit	01/21/2016	adj to deposit amt	1001A · Heritage Oaks Gen...	0.00	-21,188.85
Deposit	01/22/2016	Water Rec	1001A · Heritage Oaks Gen...	-197.00	-21,385.85
Deposit	01/22/2016	Rate Assistance	1001A · Heritage Oaks Gen...	7.06	-21,378.79
Deposit	01/22/2016	1/2 Other 1	1001A · Heritage Oaks Gen...	0.00	-21,378.79
Deposit	01/22/2016	1/2 Other 2	1001A · Heritage Oaks Gen...	1.23	-21,377.56
Deposit	01/25/2016	Water Rec	1001A · Heritage Oaks Gen...	-2,922.83	-24,300.39
Deposit	01/25/2016	Rate Assistance	1001A · Heritage Oaks Gen...	14.12	-24,286.27
Deposit	01/25/2016	1/2 Other 1	1001A · Heritage Oaks Gen...	0.00	-24,286.27
Deposit	01/25/2016	1/2 Other 2	1001A · Heritage Oaks Gen...	91.23	-24,195.04
Deposit	01/25/2016	adj to deposit amt	1001A · Heritage Oaks Gen...		-24,195.04
Deposit	01/26/2016	Water Rec	1010 · Petty Cash	-81.05	-24,276.09
Deposit	01/26/2016	1/2 Other 2	1010 · Petty Cash	1.28	-24,274.81
Deposit	01/27/2016	Water Rec	1001A · Heritage Oaks Gen...	-190.63	-24,465.44
Deposit	01/27/2016	Rate Assistance	1001A · Heritage Oaks Gen...	28.24	-24,437.20
Deposit	01/27/2016	1/2 Other 1	1001A · Heritage Oaks Gen...	0.00	-24,437.20
Deposit	01/27/2016	1/2 Other 2	1001A · Heritage Oaks Gen...		-24,437.20
Deposit	01/27/2016	adj to deposit amt	1001A · Heritage Oaks Gen...		-24,437.20
Deposit	01/29/2016	Water Rec	1010 · Petty Cash	-38.44	-24,475.64
Deposit	01/29/2016	Rate Assistance	1010 · Petty Cash	14.12	-24,461.52
Total Water				-24,461.52	-24,461.52
TOTAL				-59,590.86	-59,590.86

AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager

DATE: March 8, 2016

SUBJECT: General Manager/District Engineer Report

CSDA Annual Meeting

As a wrap-up to the February 19, CSDA Annual meeting, we had 66 people in attendance and fortunately an adequate number of Districts were represented to achieve a quorum for the LAFCO election. It is my understanding the local Chapter netted approximately \$700, which will be used to fund meetings and activities in the coming year. District staff dedicated approximately 15 - 20 hours of staff time to host the event. Special thanks to those Board members who helped set-up and take down the meeting room.

Port San Luis Harbor District Wastewater Agreement

Port Facilities Manager Loch Drexler advised District staff in late February that Port staff had met with their engineering and legal consultants on the Agreement and that the Port would be providing the District some comments within the next several weeks.

Annual Statement of Economic Interests (Form 700) Notification

As a second reminder, Board members need to file your Annual Statement of Economic Interests (Form 700) no later than April 1, 2016. Board members can establish an account on-line and file the form electronically or file a paper copy with a wet signature. Staff is willing & able to assist, just let us know what we can do to help.

Special District Risk Management Authority (SDRMA)

SDRMA has notified the District that for the seventh year in a row there will be no rate increase from the Property/Liability Program Package for FY 16/17. In addition the District's Experience Modification Factor (EMOD or EXMOD) has increased from 79% to 81%. The higher the EMOD the more discounts the District receives on Workman's Compensation Insurance. The notifications from SDRMA are provided as attachments to this report. Staff will be preparing the FY 2016/17 renewal questionnaire and submitting it to SDRMA by March 15.

Auditing Services Request for Qualifications and Proposal

In early 2013 the District retained Crosby Company for preparation of the District's annual financial audit for fiscal years 2012/13, 2013/14, and 2014/15. The contract with Crosby Company was established for a three year term and it is now time for the District to circulate a Request for Qualifications/Proposal for auditing services. Staff will circulate the RFQ to interested firms with a proposal submittal deadline of Tuesday March 29, 2016. Staff anticipates bringing a recommendation to retain a firm at the April 12, 2016 Board meeting.

February 12, 2016

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

Dear Mr. Hagemann:

GOOD NEWS FOR YOUR 2016-17 FISCAL YEAR BUDGET!

On behalf of the Special District Risk Management Authority Board of Directors we are pleased to announce the Board took action on February 3, 2016, approving no rate increase for the Property/Liability Program Package for 2016-17! **This will be the seventh year in a row with no rate increases.** Any additional revenue needed to balance the budget will be funded from Rate Stabilization Reserves which have been set aside for that purpose. Your agency's actual annual contribution amount for 2016-17 may vary compared to 2015-16 as a result of any coverage limit changes, outside policy pricing, scheduled item additions/deletions, risk factor adjustments and Credit Incentive Program (CIP) points earned.

Other Important Items to Note:

- Our Multi-Program Discount provides members a great opportunity to save money! Members receive an automatic multi-program discount of 5% per program (Property/Liability and Workers' Compensation) while they belong to both programs. Please contact Ellen Doughty, Chief Member Services Officer at 800.537.7790 or by email at edoughty@sdrma.org if you would like a quote on another program.
- SDRMA's Safety/Claims Education Day/Annual Membership Meeting will be held on Tuesday, March 29 at the Newport Beach Marriott Hotel in Newport Beach. For more information, please visit our website at www.sdrma.org and click on "Register for a Training Workshop" on the right side of the page.
- The Employment Law Legal Hotline provides upper level management access to free employment law related legal advice on behalf of the public agency employer. Contact Dennis Timoney, Chief Risk Officer at 800.537.7790 or by email at dtimoney@sdrma.org for more information.
- Members intending to withdraw for the 2016-17 program year are required to submit a "Notice of Intent to Withdraw" according to SDRMA Bylaws by April 1. However, members must have completed the initial 3-year commitment period. Members not renewing coverage for 2016-17 will be ineligible to receive the longevity distribution credit recently approved by the Board.

On behalf of the Board of Directors and our entire risk management team we thank you for your continued participation in our programs and we hope you experience a claims free year!

Sincerely,
Special District Risk Management Authority



David Aranda, President
Board of Directors

February 22, 2016

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

Dear Mr. Hagemann,

IMPORTANT NEWS FOR YOUR 2016-17 FISCAL YEAR BUDGET

On behalf of the Special District Risk Management Authority Board of Directors we are pleased to announce the Board took action on February 3, 2016, approving **no rate increase** for the Workers' Compensation Program for 2016-17!

While the Board took action to keep rates the same, each Member has their own Experience Modification Factor (EMOD) which also contributes to their overall annual contribution amount. **The increase in your EMOD is an important factor in your overall estimated annual contribution increase for 2016-17.** If you wish to discuss how SDRMA can work with you to lower your EMOD please contact Dennis Timoney, SDRMA Chief Risk Officer.

To assist your agency in their budgeting process, SDRMA has estimated 2016-17 annual contribution amounts using your agency's applicable Individual Class Code Rates, Experience Modification Factor (EMOD) and prior year Estimated Payroll Wages. Your agency's actual annual contribution amount will also vary from 2015-16 as a result of in your reported payroll, EMOD (worksheet attached) and Credit Incentive Program (CIP) points earned.

Summary	2016-17	2015-16	\$ Change	% Change
Estimated Annual Contribution	\$719	\$702	\$17	2%

Detail	2016-17	2015-16
2015-16 Estimated Payroll Wages	\$35,000	\$35,000
Member's Individual Class Code Rates	See attached	See attached
Risk Factor- <i>if applicable</i>		
EMOD	81%	79%
Advanced Credit Incentive Program (CIP)	15%	15%
5% Multi-Program Discount - <i>if applicable</i>	-\$38	-\$37

Other Important Items to Note:

- Members receive an automatic Multi-Program Discount of 5% per program (Property/Liability and Workers' Compensation) when they belong to both programs.
- SDRMA's Safety/Claims Education Day/Annual Membership Meeting will be held on Tuesday, March 29 at the Newport Beach Marriott Hotel in Newport Beach. For more information, please visit www.sdrma.org.
- Members intending to withdraw for the 2016-17 program year are required to submit a "Notice of Intent to Withdraw" according to SDRMA Bylaws by April 1 and must have completed the initial 3-year commitment period. Members not renewing coverage will be ineligible to receive the longevity distribution credit for 2016-17.

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

Sincerely,
Special District Risk Management Authority



David Aranda, President of the Board of Directors

Special District Risk Management Authority

Workers' Compensation Program

Program Year 2016-17



Experience Modification (EMOD) Calculation Form

Avila Beach Community Services District

Post Office Box 309

Avila Beach, CA 93424-0309

Summary

PY 2016-17 EMOD - 81%

PY 2015-16 EMOD - 79%

Expected Losses Detail Calculations for PY 2016-17

Class Codes	2012-13 Payroll	2013-14 Payroll	2014-15 Payroll	Total Payroll	Expected Loss Rate	Expected Losses	Expected Primary Losses	Expected Excess Losses
8742-P	\$0	\$0	\$0	\$0	0.0019	\$3	\$1	\$2
8810	\$62,170	\$50,058	\$22,236	\$134,464	0.0017	\$229	\$50	\$178
9410	\$0	\$18,256	\$77,057	\$95,313	0.0071	\$677	\$122	\$555
	\$62,170	\$68,314	\$99,293	\$229,777		\$908	\$173	\$736

Actual Losses Detail Calculations for PY 2016-17 valued as of 12/31/2015

Year	Claims Count	Actual Incurred Losses	Actual Losses*	Actual Primary Losses	Actual Excess Losses
2012-13	0	\$0	\$0	\$0	\$0
2013-14	0	\$0	\$0	\$0	\$0
2014-15	0	\$0	\$0	\$0	\$0
				\$0	\$0

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

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

Total Expected Primary Losses	*	1 - Credibility Primary	=	Adjusted Expected Primary Losses
\$173		0.00		\$0

Total Expected Excess Losses	*	1 - Credibility Excess	=	Adjusted Expected Excess Losses
\$736		1.00		\$736

Total Actual Primary Losses	*	Credibility Primary	=	Adjusted Actual Primary Losses
\$0		1.00		\$0

Total Actual Excess Losses	*	Credibility Excess	=	Adjusted Actual Excess Losses
\$0		0.00		\$0

Adjusted Expected Primary Losses	+	Adjusted Expected Excess Losses	+	Adjusted Actual Primary Losses	+	Adjusted Actual Excess Losses	=	Total Adjusted Losses
\$0		\$736		\$0		\$0		\$736

Total Adjusted Losses	/	Total Expected Losses	=	2016-17 EMOD
\$736		\$908		81%

Special District Risk Management Authority Workers' Compensation Program



Avila Beach Community Services District

Reported Class Codes for Program Years 2016-17 and 2015-16

Class Code	Description	Base Rate for PY 2016-17	Base Rate for PY 2015-16	% Change	\$ Change
8742-P	* Agency Directors	21.19	21.19	0%	0.00
8810	Clerical; Librarians and Clerks	0.57	0.57	0%	0.00

* Per Capita Rate


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

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: March 8, 2016

SUBJECT: Capital Projects Status Report

Recommendation:
Receive and File

Discussion:

The District has taken on an aggressive, but manageable Capital Improvement Program this fiscal year with the major project being the San Luis Street/Avila Beach Drive Sewer Replacement Project. For ease of review, we have included a notation in brackets as to whether there has been significant progress to warrant a project summary update. If there have been no reportable changes we will indicate so in brackets.

WATER SYSTEM CIP'S

W-1 Water tank storage improvements – Budget \$30,000 [No Changes]

Project will be implemented if operational techniques (frequent nitrate monitoring and ensuring frequent tank volume change out) are not adequate to control nitrification. Staff has initiated an application with PG&E to install a new power drop at the tank site in order to have power for a tank mixing system. Having power at the tank site will also help provide a more reliable signal for the SCADA system. The District's application has been accepted by PG&E and we have a submitted a \$2,500 deposit to cover PG&E staff costs to review the application.

W-2- Water System Valve Replacement – Budget \$75,000 [No Changes]

Water line valves are being evaluated for replacement as we identify them during our routine valve exercising program and/or as we conduct normal operations in the system. The valve exercising program identifies valves that are reaching their useful life. This year's budget should allow for the replacement of 3 – 5 valves depending on the depth of valve and if they are in close proximity to each other. Our initial highest priority valve replacement project is the emergency supply connection project discussed below.

In January 2015, we identified a project to replace the valves that allow an emergency supply connection between San Miguelito Mutual, Port San Luis and the Avila Beach CSD. The District has retained Water Systems Consults Inc. to review the existing valve/meter configuration and provide a recommended design. WSC's prepared a Draft Technical Memo and staff is coordinating the design recommendations with San Miguelito Mutual and the Port. With their input/concurrence staff will implement installation of the new valves.

W-3 Miscellaneous Water Line Replacements – Budget \$50,000 [No Changes]

This project provides funding for upgrading older water distribution pipe and systems on as needed basis. In September our Operations Contractor noted a potential issue with the flow meter at water tank #1. Upon investigation, FRM noted the flow meter was malfunctioning and needed to be replaced. FRM ordered the new flow meter and installed it in early October at a cost of approximately \$1,200.

W-4 Lopez Booster Pumps – Budget \$50,000 [No changes]

This project was identified as a potential project in the 2010 Water Master Plan, but to date the Lopez line pressures are adequate to fill the tank in most months except during the high use months of July and August. The County Energy Watch Program will be evaluating these pumps as part of their energy audit. This information may be useful in directing what, if any, improvements the District should consider for the pump station.

WASTEWATER SYSTEM CIP'S

WW- 1 Upgrade of Wastewater Treatment Plant – Budget \$75,000 [Updated]

The Preliminary Design report was completed by Kennedy Jenks Consultants and presented to the Board in July 2014. District staff retained Carollo Engineers to complete a “Peer Review” of the design report and held teleconference with District Engineers, Operations Staff and District General Manager on October 24th, 2014. In late December Kennedy Jenks Consultants (KJC) provided their comments on the Peer Review report (included in the January 13, 2015 Board packet). KJC concluded that their proposed Preliminary Design represents a reasonable and efficient combination of alternatives in careful consideration of cost/benefit.

In November 2015, the District filed an application for a \$75,000 Recycle Water Planning Grant from the State Water Resources Control Board. In early February the State Water Board staff completed their review and conditionally approved the Grant application. Staff has signed the Grant documents and will be taking an updated Resolution for Board approval at the March 2016 Board meeting.

WW - 2 Effluent Line Repair – Budget \$40,000 [Updated]

Scope of this project includes replacing two valves and re-routing the existing effluent line from underneath the primary clarifier building to around the building. The project will be accomplished in two phases. Staff met with FRM Operations and Maintenance staff to initiate the layout and work steps for cutting the asphalt and exposing the valves and piping (then covering excavation with steel plates). Asphalt removal and hydro excavation of the piping and valves was accomplished in October. At the January 2016 Board meeting, the Board approved a contract with MKN Engineering to prepare an Engineering Technical Memo for the design and layout of the project. MKN Engineering has been given a notice to proceed on their contract and District staff just completed the survey work needed to move forward with the design work. I anticipate the project will be completed by the second quarter of 2016.

WW - 3 Chlorination System Improvements – Budget \$50,000 [No Changes]

This project includes upgrading the Chlorine analyzer and delivery system. The system is critical to the effective and efficient disinfection of the wastewater prior to discharge. This project will be initiated in the first quarter of 2016 and completed by the second quarter of 2016.

WW - 4 Wastewater Collection Line Repair – Budget \$10,000 [No Changes]

This is a contingency budget line item that will be available for conducting minor un-anticipated repairs to the collection system. No projects have been identified to date for this finding line item.

WW- 5 Influent Wet Well Coating Repairs – Budget \$20,000 [No changes]

This project will repair the concrete coating in the influent wet well. Applying a coating to the concrete significantly extends the life of the concrete by providing a barrier that protects the concrete from hydrogen sulfide gases and the associated deterioration from sulfuric acid. The existing coating is delaminating at several locations and should be repaired. We anticipate initiating this project in the second quarter of 2016 and completing in FY 16/17.

WW- 6 Pump Room Improvements – Budget \$15,000 [Updated]

Staff is proposing to better utilize the limited space at the Plant by making improvements to the restroom and hand washing facilities; installing a shower unit; and adding a work space that will allow moving the process control lab facilities from upstairs to the downstairs pump room area. The proposed project scope includes demolition of the existing wall, toilet and sink facilities and re-alignment of the wall and installation of sanitation facilities. Work on the first phase of this project was initiated in mid-February with some minor demolition work and relocation of the water and electrical utilities. The second phase will include installation of new fixtures and the final phase will include finish work and some minor painting. Staff anticipates this project will be completed by the end of March.

WW-7 Miscellaneous Waste Water Projects – Budget \$25,000 [No changes]

This project provides funding for un-anticipated minor improvements at the WWTP. At the September Board meeting, staff recommended funding the new influent wet well pump (cost of approximately \$12,000) out of this budget line item. The new influent “chopper pump” has been delivered and was installed by FRM staff in late October. The chopper pump taken out of service will be inspected and rebuilt as needed and then placed in the sea train as the back-up pump.

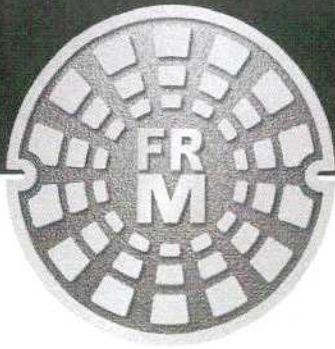
WW- 8 San Luis Street & Avila Beach Drive Sewer Line Replacements – Budget \$350,000 [Project Complete]

This project replaced approximately 460 feet of 8 inch sewer line on San Luis Street between First and Second Street and 325 feet of sewer line along Avila Beach drive near the intersection of Avila Beach Drive and San Miguel Street. The District retained Wallace Group to prepare the design and bid documents and awarded the contract to D-Kal Engineering Inc. of San Luis Obispo on July 29, 2015.

D-Kal initiated Construction on September 2, 2015, by installing the new sewer manhole at the intersection of First Street and San Luis Street. On November 23, Toste Paving of Arroyo Grande essentially completed the work on San Luis Drive by grinding and re-paving the construction area on San Luis Street to County Paving Standards. The overall tonnage of asphalt needed for the project was significantly less than anticipated, resulted in a significant overall reduction in the cost of the project. The Avila Beach Drive portion of the project went according to schedule and the contractor completed the project within the 90 calendar day time frame.

WW-9 Replace Stairway and Repair Decking at WWTP – Budget \$25,000 [No changes]

The District retained Matrix Consulting Engineers to prepare plans and specifications for fabrication and installation of the new stairway that connects the exterior of ground floor of the Primary Clarifier building to the first floor office space. The next step for this project is for staff to obtain bids from metal fabricators to build and/or install the new stairs at the WWTP site. Installation of the new stairway will need to be done quickly and in careful coordination with operations staff since all of the SCADA computer equipment is located upstairs and there is only one access point. The project schedule will be organized such that access to the SCADA computers will be available at all times, with a temporary access stairway or man lift as needed. Staff anticipates this project will be completed by the first quarter of 2016.



March 2, 2016

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

SUBJECT: FEBRUARY 2016 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.

A Variable Frequency Drive (VFD) motor controller on one of the Fixed Film Reactor (FFR) pumps had to be replaced on February 12, 2016 after it failed. The VFD is used to tell the pump how fast it needs to run based on how much water is in the wet well. The VFD was replaced with a unit that was previously ordered as part of the critical spare parts inventory.

The level transducer in the FFR feed well had to be replaced due to inaccurate readings. The level transducer measures the water level in the FFR feed well and sends the reading to the plants SCADA system. The new transducer was installed using a unit from the spare parts inventory and tested to confirm that it was reading correctly.

The critical spare parts have proven a success to ABCSD in that these repairs alone would have been costly due to shipping.

On February 9, 2016 the Secondary Sedimentation Tank #2 was taken out of service for its annual cleaning and inspection. One of the sludge collector flights that is used to push the sludge on the bottom of the tank had to be replaced due to a crack. The sludge collector system was tested and put into back into service. Secondary Sedimentation Tank #1 is scheduled to be drained and inspected this month.

The wastewater treatment plant was hit with unusually high flow over the President's Day weekend. The average daily flow for the time of year is approximately 45,000 gallons. The flow on that Sunday was over 78,000 gallons. The plant struggled to remove BOD due to the increased flow.

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.

COLLECTION SYSTEM

On February 29, 2016 a slug of flow from Port San Luis was noted at the wastewater treatment plant. Port Staff was notified of the slug flow. They are going to check their Lift Station settings and make adjustments so that it pumps smaller amounts of material during each run cycle.

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. The following table outlines Influent and Effluent BOD and TSS for February 2016.

Date:	Weekly Effluent BOD 24 hr comp	Weekly Effluent TSS 24 hr comp	Bi-Monthly Influent BOD 24 hr comp	Bi-Monthly Influent TSS 24 hr comp
2/3/16	22	15	780	448
2/9/16	35	23	528	225
2/15/16	66	32	452	320
2/21/16	27	41	487	387
2/24/16	14 (est.)	21	533	434
2/26/16*				
2/27/16*				
Min	14	15	452	225
Mean	33	26	556	363
Max	66	41	780	448

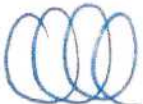
*The results for the samples taken on February 26, 2016 and February 27, 2016 were not available at the time this report was compiled.

Operations Staff was notified of an effluent BOD result of 66 mg/L on February 22, 2016. The composite sampler was set up on Sunday, February 14, 2016 and the sample was submitted to the lab on Monday, February 15, 2016. The wastewater treatment plant was hit with unusually high flows and associated organic loading during this time period (78,536 gallons on February 14, 2016) due to a combination of the warm weather, Valentine's Day, and the President's Day holiday weekend. The daily sample limit is 90 mg/L and the weekly average is 90 mg/L and due to the current sampling schedule there was not another sample in the Sunday-Saturday week to draw down the average. Staff is looking at increasing the sampling schedule so there is at least two samples per week.

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

Sincerely,

FLUID RESOURCE MANAGEMENT



Carinna Butler
Operations Manager

ATTACHMENTS

- Self-Monitoring Report(s)
- Average Daily Plant Effluent Flow Annual Comparison (2011-2016)
- Monthly Effluent Flow Total Comparison (2011-2016)
- Monthly Influent Average BOD (2011-2016)
- Monthly Port San Luis Flow Total Comparison (2011-2016)
- Monthly Water Purchased From Lopez (2011-2016)
- ABCSD Monthly Water Sold (2011-2016)

Avila Beach CSD Wastewater Treatment Facility

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

Month: **FEBRUARY 2016**

	Daily Flow (MGD)			Effluent Monitoring		
	Total	Max (gpm)	Avg (gpm)	Total Coliform	Fecal Coliform	Daily Total Cl2 Residual
1	0.048388	178	34			<0.02
2	0.040435	90	28			<0.02
3	0.041570	94	28	<2	<2	<0.02
4	0.039886	98	28			<0.02
5	0.046344	100	32	<2	<2	<0.02
6	0.059351	124	41			<0.02
7	0.057965	138	36			<0.02
8	0.051555	117	35			<0.02
9	0.050278	116	38	<2	<2	<0.02
10	0.054449	122	27			<0.02
11	0.037990	91	28	<2	<2	<0.02
12	0.039567	127	46			<0.02
13	0.066096	133	55			<0.02
14	0.078536	139	48			<0.02
15	0.068828	136	35	2	<2	<0.02
16	0.049918	118	30			<0.02
17	0.042245	94	38	<2	<2	<0.02
18	0.053687	109	36			<0.02
19	0.052637	109	47			<0.02
20	0.066879	156	43			<0.02
21	0.061894	146	37	<2	<2	<0.02
22	0.047638	127	29			<0.02
23	0.042080	90	31	<2	<2	<0.02
24	0.044399	102	30			<0.02
25	0.043435	107	33			<0.02
26	0.046827	102	43			
27	0.061282	139	42			
28	0.060048	113	32			<0.02
29	0.045060	118	0			
30						
31						
Min	0.037990	90	0	<2	<2	<0.02
Mean	0.051699	118	35	<2	<2	<0.02
Max	0.078536	178	55	2	<2	<0.02
Total	1.499267					

Effluent daily flow (in dry weather) NTE monthly average of 0.2 MGD.
Chlorine residual daily max NTE 1.2 mg/l.

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: _____

Effluent and Influent Monitoring

Date:	Weekly Effluent BOD 24 hr comp	Weekly Effluent TSS 24 hr comp	Bi-Monthly Influent BOD 24 hr comp	Bi-Monthly Influent TSS 24 hr comp	Monthly Effluent Oil & Grease Grab
2/3/16	22	15	780	448	<5
2/9/16	35	23	528	225	
2/15/16	66	32	452	320	
2/21/16	27	41	487	387	
2/24/16	14 (est.)	21	533	434	
2/26/16					
2/27/16					
Min	14	15	452	225	<5
Mean	33	26	556	363	<5
Max	66	41	780	448	<5

% Removal (BOD and TSS Removal must be ≥ 75%)

BOD	94.1%	TSS	92.7%	
Date:	Effluent Set. Solids Grab	Effluent Turbidity Grab	Effluent pH Grab	Effluent Temp. (°F) Grab
2/3/16	<0.1	17.5	6.8	62
2/9/16	<0.1	18	6.9	65
2/15/16	<0.1	40.0	6.9	69
2/21/16	<0.1	15.8	6.5	62
2/27/16				
Min	<0.1	15.8	6.50	62
Mean	<0.1	22.8	6.78	65
Max	<0.1	40.0	6.90	69

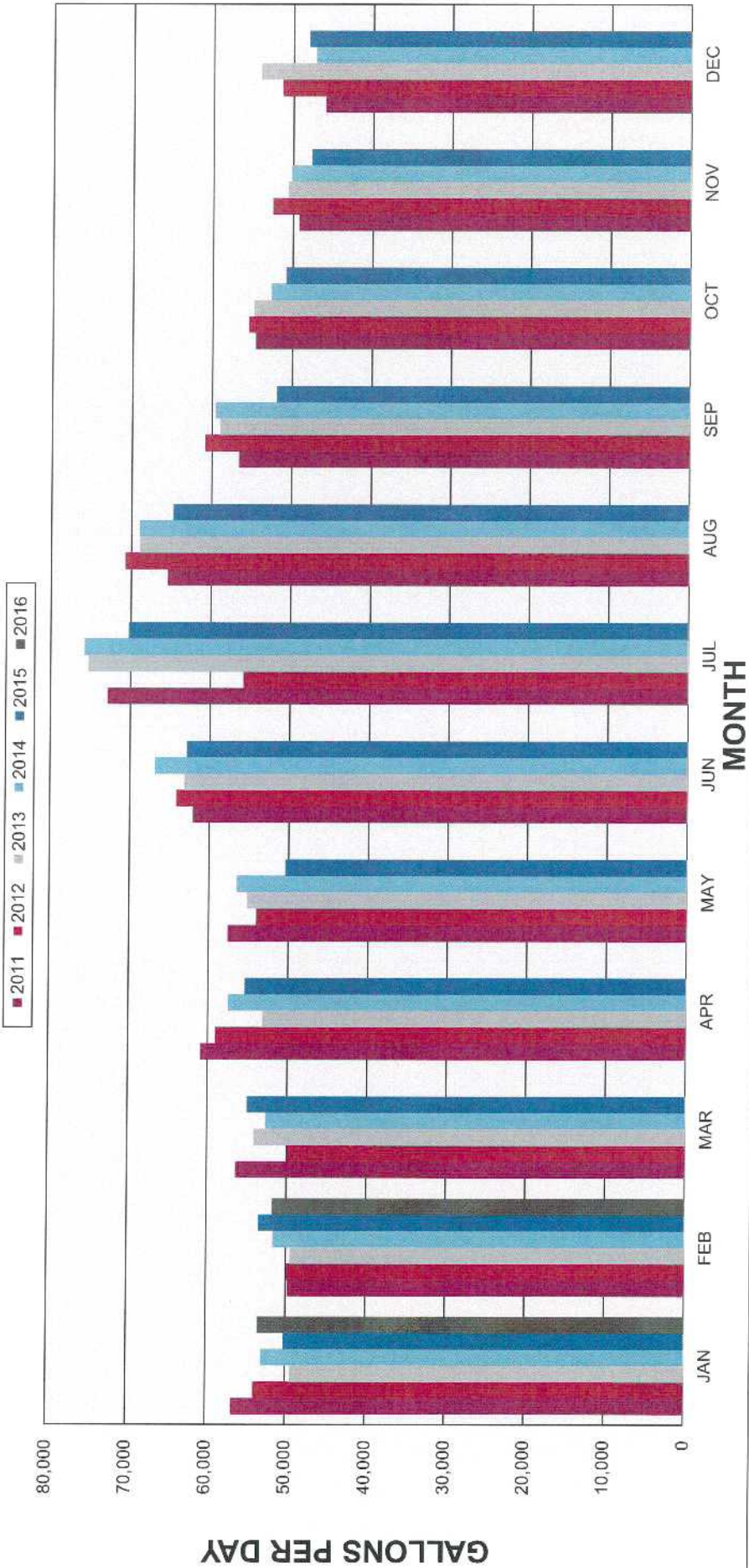
Effluent Limits

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		
		No more than once in 30 days: 240		
		Daily Maximum: 2,400		
pH	pH units	between 6.0 - 9.0		
Settleable Solids	ml/l	1.0	1.5	3.0

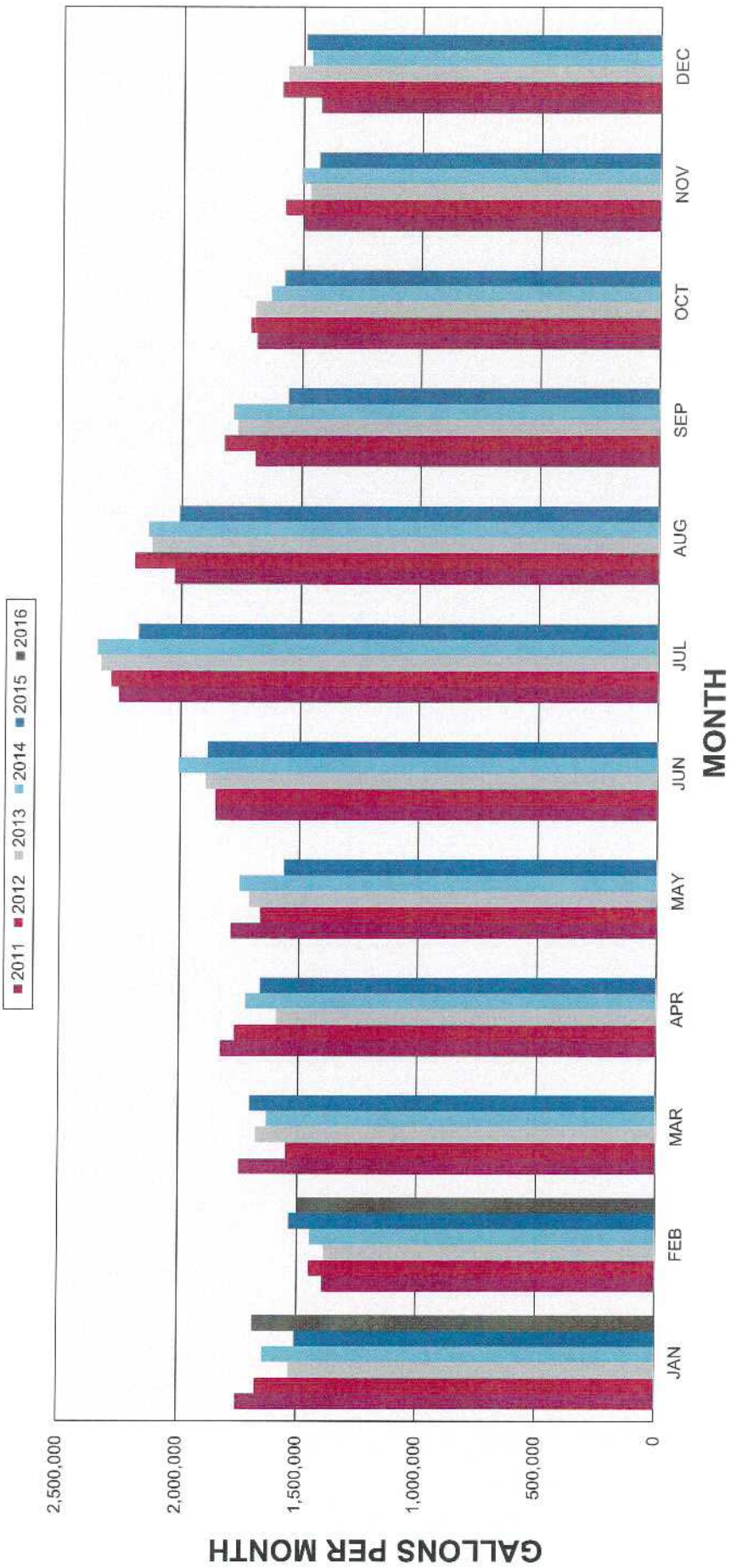
Sludge Removal

Date:	Gallons of Sludge Hauled Off-Site
2/23/16	4,800

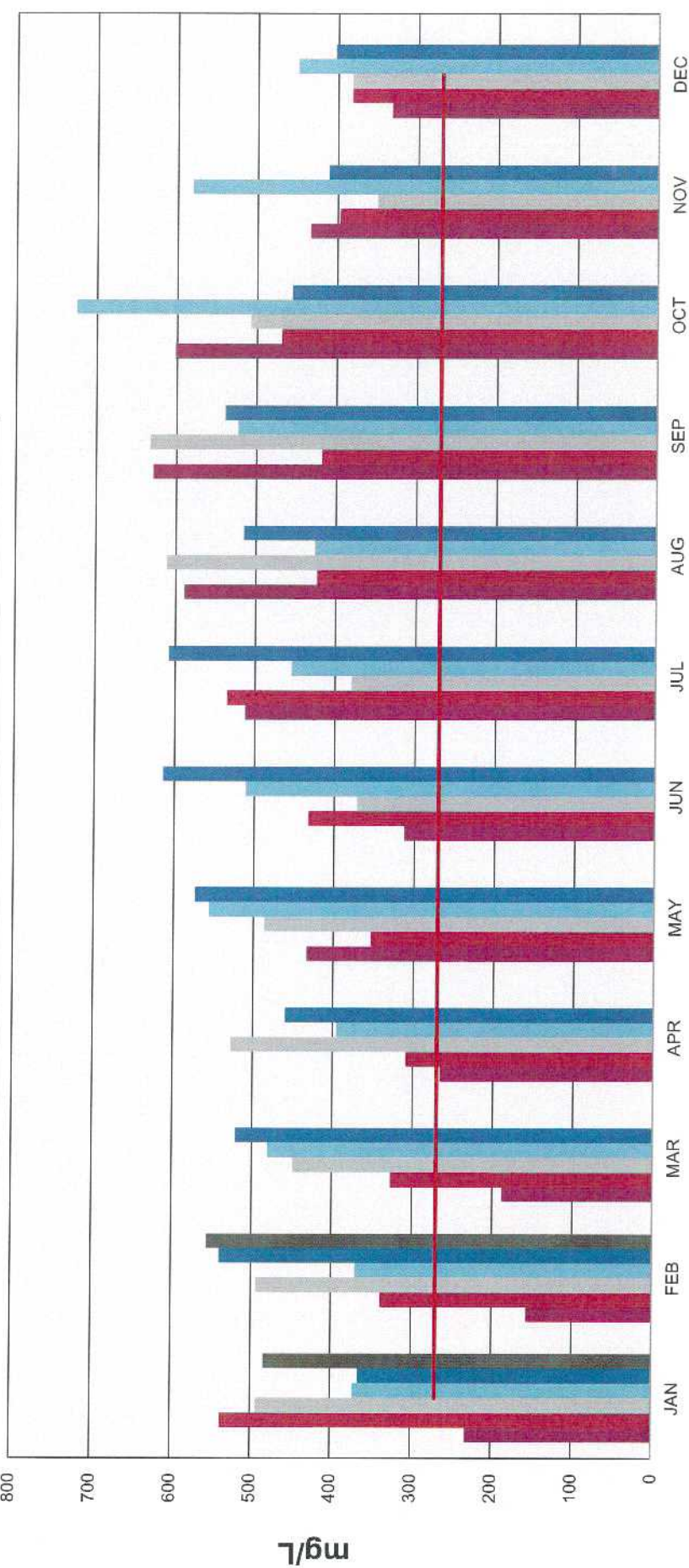
ABCSD AVERAGE DAILY EFFLUENT FLOW (2011-2016)



ABCSD MONTHLY TOTAL EFFLUENT FLOW (2011-2016)



ABCSD MONTHLY AVERAGE INFLUENT BOD (2011-2016)

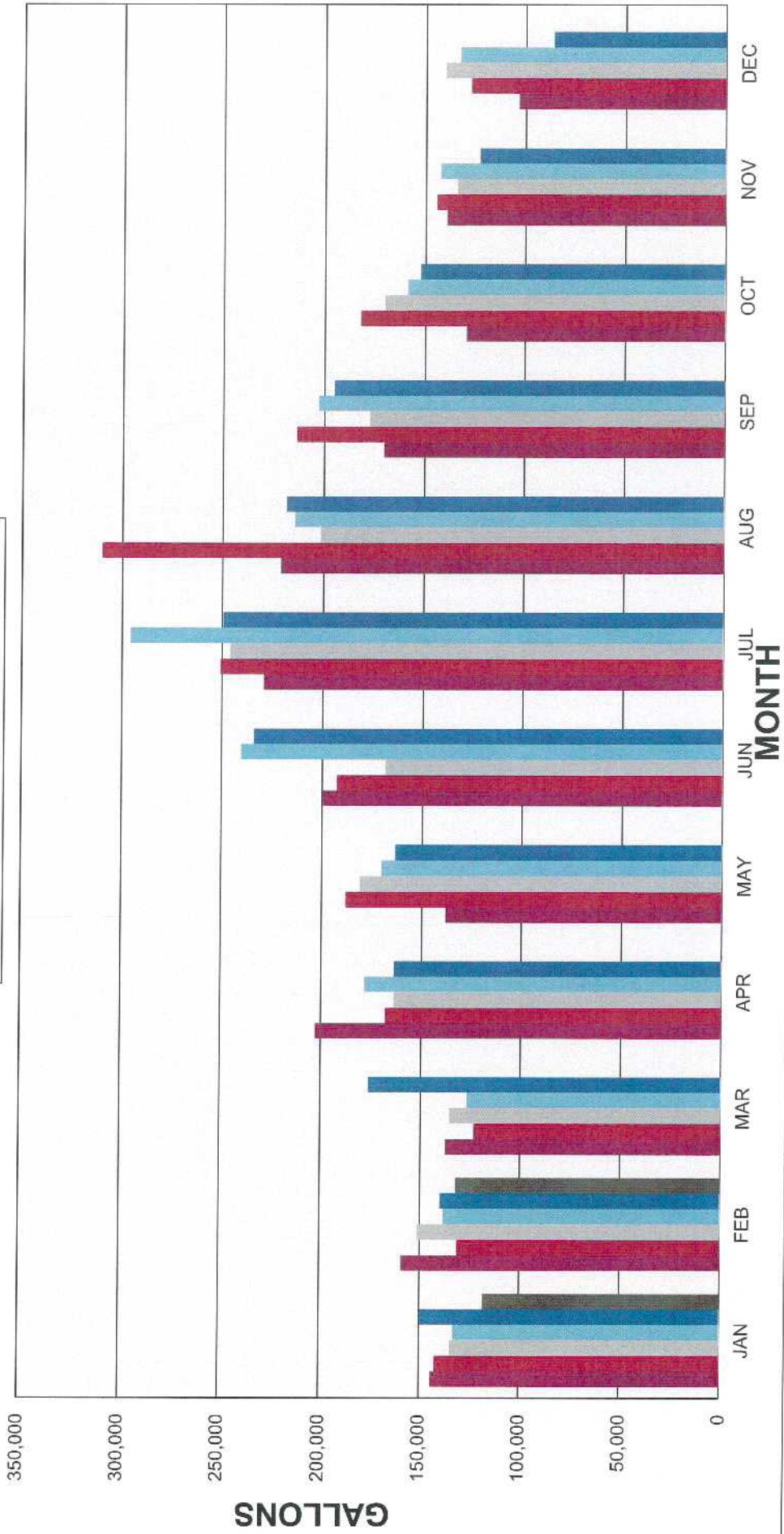


MONTH

mg/l

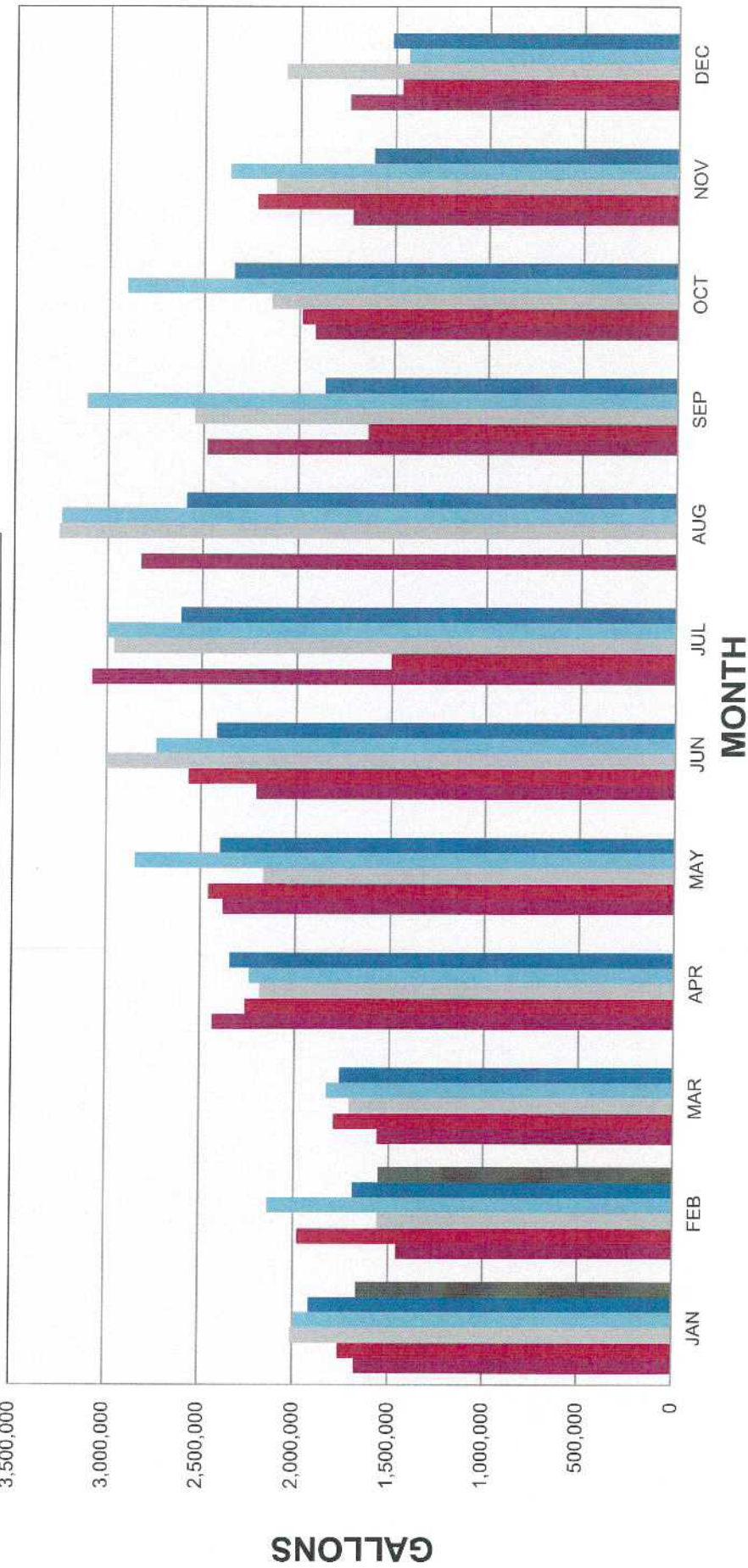
PORT SAN LUIS MONTHLY TOTAL FLOW (2011-2016)

■ 2011
 ■ 2012
 ■ 2013
 ■ 2014
 ■ 2015
 ■ 2016



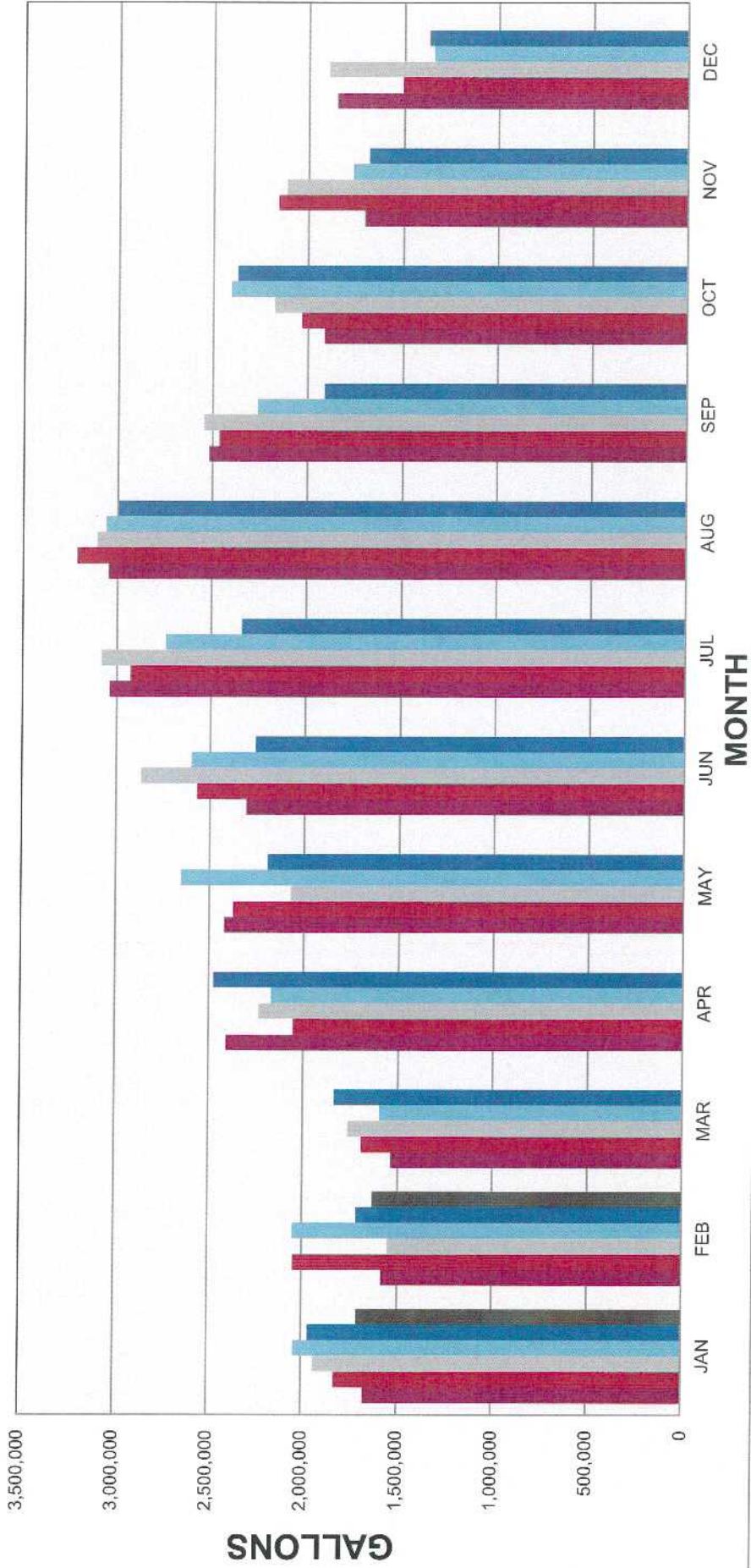
ABCSD MONTHLY TOTAL WATER PURCHASED FROM LOPEZ (2011-2016)

■ 2011
 ■ 2012
 ■ 2013
 ■ 2014
 ■ 2015
 ■ 2016



ABCSD MONTHLY TOTAL WATER SOLD (2011-2016)

■ 2011
 ■ 2012
 ■ 2013
 ■ 2014
 ■ 2015
 ■ 2016




**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: March 8, 2016

SUBJECT: Policies and Procedures for Discontinuance of Water Service for Non-Payment

Recommendation:

Consider Adoption of the Water and Sewer Payment Policies.

Discussion:

At the October 2015 Board meeting the Board directed staff to prepare updated Policies and Procedures for Discontinuance of Water Service for Non-Payment. The two documents that address this issue are Ordinance No. 2004-01, and Policy No. 3037. Staff researched policies and procedures from several other cities and districts to help frame the scope of updating the District's Policies and discussed these policies with a couple other local Community Service Districts. At the December Board meeting Staff provided an initial Policy outline for the Board's review and direction. At the February 2016 Board meeting staff presented an updated Policy for Board consideration. The Board generally agreed with the Policy, but after considerable discussion, requested staff slightly modify the Policy for final consideration at the March 2016 Board meeting. Attached is the draft Policy that captures the changes the Board requested at the February meeting.

Staff suggests that once the Board approves the updated policy we will notify all rate payers by providing a summary page and the Policy as part of the monthly Water/Sewer bills.



AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA 93424
Office and Meeting Room - 191 San Miguel Street, Avila Beach
Water and Sewer Billing Payment Policies

Billing

District staff read the water meters between the 23rd – 26th of each month. Meter readings are double-checked for errors and accounts are billed at the beginning of each month. All bills are due and payable upon receipt of the bill. Any bills not paid within 25 days of billing are considered delinquent and will incur a 10% delinquency charge. Property owners are ultimately responsible for utility payment.

Current Billing Charges

The minimum monthly charges for water is currently \$49.25 and includes 5 units of water (1 unit = 100 cubic feet of 748 gallons), each additional unit of water is billed at \$9.85 per unit. The current minimum monthly fee for wastewater collection, treatment and disposal is \$44.90; each additional unit of metered water is billed at \$8.98 per unit.

New Accounts

All new accounts must complete a service application before new service can be started. A deposit in the amount of \$100 will be required before providing service accounts in the name of renters. In lieu of a renter deposit, the District will accept a written consent by the property owner requesting that the account be maintained in the name of the property owner. Water and sewer utility services will not be turned on for a new tenant until all charges for the previous tenant have been paid.

Payment Methods

Payments may be made by mail (P.O. Box 309), in person at the District office (191 San Miguel St.), or by deposit in the drop box outside of the District office. Credit cards payments may be made in person at the district office or over the phone during regular office hours (9:00 AM - 2:00 PM)

Shut-Off Notices

Shut off Notices will be sent to the customer (and property owner if a rental) on the 15th day after the specified date in which a delinquency charge has occurred. Payment will be due within 10 days. Accounts not paid by the due date will be turned off and subject to a Restoration Fee. A Final 48 hour Shut-Off Notice will be will be hung on the door where service is provided and there will be a \$25.00 door hanger charge for this service.

Restoration Fee

A \$75.00 non-payment/restoration charge will be added to accounts which are unpaid as of 4:00 PM on the evening before shut-off day.

Payment Arrangements

Payment arrangements are allowed once in any 18 month time period and must be requested in person at the District Office. The past due amount must be paid in full within one year of the execution of the Repayment Agreement.

Returned Checks


Payment for returned checks must be made in person at the District Office. A \$25 charge will be added to all returned checks.

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: March 8, 2016

SUBJECT: Review of District By-Laws

Recommendation:

Adopt Amended By-Laws

Discussion:

In accordance with District Policy, the Board should review the By-Laws in February of each year to determine if they meet the current needs of the District and to keep the information "fresh" in the scope of operating the District.

At the February 2016, Board meeting staff provided the Board a copy of the District By-Laws for Board and legal counsel review. The Board members did not have any suggested changes, but legal counsel suggested a change in Section 2.8 to require a roll call vote for all items considered by the Board. Staff has made that change and the updated By-Laws are attached for Board consideration. As a side-note, the District's insurance carrier (SDRMA) provides "Credit Incentives" to our liability insurance premium if the Board conducts an annual review of the By-Laws.

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated March 2016

1. OFFICERS OF THE BOARD OF DIRECTORS

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

2. MEETINGS

2.1 Regular Meetings

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

2.2 Special Meetings

Special meetings may be called by the President or three (3) Directors with a minimum of twenty-four (24) hours public notice. Special meeting agenda shall be prepared and distributed pursuant to the procedures of the Brown Act by the

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated March 2016

General Manager in consultation with the President or in his or her absence, the Vice President or those Directors calling the meeting.

2.3 Closed Sessions

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

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

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

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

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

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

2.9 Votes of abstention shall be counted as a yes vote.

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

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

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated March 2016

3. RECONSIDERATION OF PRIOR BOARD ACTIONS

The following rules apply to reconsideration of prior Board actions.

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

4. PUBLIC COMMENT AND RULES OF DECORUM

4.1 Public comment

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

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

4.2 Rules of Decorum

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

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

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated March 2016

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

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

4.3 Enforcement of Rules of Decorum

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

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

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated March 2016

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

4.4 Limitations (Government Code Section 59454.3(c))

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

5. AGENDAS

- 5.1** The General Manager, in cooperation with the Board President, shall prepare the agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request any item to be placed on the agenda no later than 4:00 o'clock P.M. on the Tuesday prior to the meeting date.
- 5.2** At least 72 hours before a regular meeting, the District shall cause to be posted an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words. The agenda shall specify the time and location of the regular meeting and shall be posed in a location that is freely accessible to members of the public.
- 5.3** The agenda for a special meeting shall be posted at least 24 hours before the meeting following the guidelines of Section 5.2 above.
- 5.4** In addition to the posting requirements, regular meeting Agendas and special meeting Agendas shall be delivered to individuals, radio and television stations in accordance with the Brown Act.
- 5.5** Consent Agenda

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

Resolutions accepting developer improvements, minor budgetary items, status reports, and routine District operations.

- (a) Directors may request that any item listed under "Consent Agenda" be removed from the "Consent Agenda", and the Board will then take action separately on that item. Members of the public will be given an opportunity to comment on the "Consent Agenda"; however, only a member of the Board of Directors can remove an item from the "Consent Agenda". Items which are removed ("pulled") by Directors of the Board for discussion will

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated March 2016

typically be heard after other "Consent Agenda" items are approved unless the President chooses an earlier or later time.

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

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

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

6. PREPARATION OF MINUTES AND MAINTENANCE OF RECORDINGS

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

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated March 2016

- Date, place and type of each meeting;
 - Directors present and absent by name;
 - Administrative staff present by name;
 - Call to order;
 - Time and name of late arriving Directors;
 - Time and name of early departing Directors;
 - Names of Directors absent or declaring a conflict of interest during any agenda item upon which action was taken;
 - Approval of the minutes or modified minutes of preceding meetings;
 - Approval of financial report
 - Record by number (a sequential range is acceptable) of all warrants approved for payment;
 - Record of the vote of each Director on every action item for which the vote was not unanimous;
 - Resolutions and ordinances described as to their substantive content and sequential numbering;
 - Record of all contracts and agreements, and their amendment, approved by the Board;
 - Approval of the annual budget;
 - Approval of all polices, rules and/or regulations;
 - Approval of all dispositions of District assets;
 - Approval of all purchases of District assets; and,
 - Time of meeting adjournment.
- 6.2** The minutes of the Board of Directors shall record the aye and no votes taken by the members of the Board of Directors for the passage or denial of all ordinances, resolutions or motions.
- 6.3** The District Secretary shall be required to make a record only of such business as was actually considered by a vote of the Board and, except as provided in Sections 6.4, 6.5, and 6.6 below, the District secretary shall not be required to record any remarks of Directors or any other person.
- 6.4** The District Secretary shall attempt to record the names and general place of residence of persons addressing the Board during general public comment.
- 6.5** Any Director may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed. In addition, the minutes shall include the names of speakers who provided public comment on each agenda item and a summary of the Directors' reports. Materials submitted with such comments shall be appended to the minutes at the request of the General Manager, District Counsel, the Board President, or any Director.
- 6.6** Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Secretary shall compile a summary of the testimony of the witnesses.

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated March 2016

- 6.7 Subject to equipment malfunction, an audio tape recording of regular and special meetings of the Board of Directors will be made. Any recording of a District meeting made for whatever purpose at the direction of the District shall be subject to inspection pursuant to the California Public Records Act. Consistent with Government Code Section 54953.5(b), the District will maintain the recordings for a 30-day period after the recording. In addition to the 30-day requirement, the District will attempt to maintain the recordings, without legal obligation to do so, for 2 years after the date of the recording.

7. DIRECTOR GUIDELINES

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

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated March 2016

major interruption in work schedules, work loads, and priorities, then the General Manager shall inform the individual Director why the information is not or cannot be made available. All Directors will receive a copy of all information being distributed.

- 7.7 In handling complaints from residents or property owners within the District, or other members of the public, Directors are encouraged to listen carefully to the concerns, but the complaint should be referred to the General Manager for processing and the District's response, if any.
- 7.8 Directors, when seeking clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, should refer said concerns directly to the General Manager.
- 7.9 Directors and General Manager should develop a working relationship so that current issues, concerns and District projects can be discussed comfortably and openly.

8. AUTHORITY OF DIRECTORS

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

9. AUTHORITY OF THE GENERAL MANAGER

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

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated March 2016

10. DIRECTOR REIMBURSEMENT

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

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

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

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

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

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

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated March 2016

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

11. ETHICS TRAINING

- 11.1 Pursuant to Section 53234 et seq. of the Government Code all Directors and designated District personnel shall receive at least 2 hours of ethics training every two years.
- 11.2 Each newly elected Board Member and designated District personnel shall receive ethics training no later than one year from the first day of service with the District and thereafter shall receive ethics training at least once every two years.

12. COMMITTEES

12.1 Standing Committees

- (a) The following shall be standing committees of the Board:
- Finance Committee;
 - Personnel Committee;
 - Facilities Committee;
- (b) The Board may create other standing committees at its discretion.
- (c) Standing committees shall be advisory committees to the Board of Directors and shall not commit the District to any policy, act or expenditure. Each standing committee may consider District-related issues, on a continuing basis, assigned to it by the Board of Directors. Members of the standing committees shall be appointed by the Board of Directors.
- (d) All standing committee meetings shall be conducted as public meetings in accordance with the of the Brown Act.

12.2 Ad Hoc Committees

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

13. CONFLICTS AND RELATED POLICY

State laws are in place which attempt to eliminate any action by a Director or the District which may reflect a conflict of interest. The purpose of such laws and

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated March 2016

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

13.1 Conflict of Interest

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

13.2 Interest in Contracts, Government Code Section 1090.

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

13.3 Incompatible Office, Government Code Section 1099.

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

14. EVALUATION OF GENERAL MANAGER & DISTRICT LEGAL COUNSEL

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

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

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated March 2016

15. CONTINUING EDUCATION

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

16. REVIEW OF ADMINISTRATIVE DECISIONS

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

17. MEMBERSHIP IN ASSOCIATIONS

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

18. BOARD BY-LAWS REVIEW POLICY

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

19. RESTRICTIONS ON BY-LAWS


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

AVILA BEACH
COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: March 8, 2016

SUBJECT: Water Recycling Planning Grant Application

Recommendation: Approve Resolution No. 2016-01 authorizing the General Manager to complete the Grant Application Process with the State Water Resources Control Board.

Background: The Recycled Water Planning Grant Program is sponsored by the State Water Resources Control Board to encourage water and wastewater agencies to investigate and implement water recycling projects. If approved, the State Water Board will fund 50% of the study up to a maximum of \$75,000. The Scope or Plan of Study includes evaluating the potential for local and/or regional recycled water projects that could involve the District, the Avila Valley Mutual Water Company, Port San Luis, the Avila Beach Golf Resort and/or the San Miguelito Mutual Water Company. In addition, Chevron is moving forward with the process to develop the Avila Beach Point project and they may be interested in pursuing recycled water for irrigation to off-set their potable water demands. Staff recommends evaluating a broad spectrum of regional options and then narrowing the options as fatal flaws are identified.

At the July 29, 2015 Special Board meeting, the Board directed staff to retain Water Systems Consulting (WSC) Inc. to prepare a Recycled Water Planning Grant Application. At the September 8, 2015 Board meeting staff provided the first draft of the application for Board review and comment. With the Board's concurrence staff circulated the draft application with San Miguelito Mutual Water and Port San Luis Harbor staff. At the October 13, 2015 Avila Beach CSD Board meeting the Board adopted Resolution No. 2015-14, formally approving submittal of the Grant Application.

San Miguelito Mutual staff presented the draft application to their Board at their September 16, 2015 Director's meeting to seek their comments and determine if San Miguelito Mutual was interested in partnering on the Grant Application. The San Miguelito Mutual Directors discussed the application package and took input from their shareholders. At the October 21, 2015 Mutual Water District Board of Directors meeting the Board approved partnering on the Recycled Water Grant application.

Discussion:

The State Water Board completed their review of the Grant Application and provided the attached February 9, 2016 email that included the Grant Signature Letter, Project Director Certification and the Grant signature documents. On February 17, 2016, staff sent the attached letter to State Board staff enclosing the appropriate signature pages and addressing the need to submit a revised Grant Application Resolution consistent with their most recent requirements. Resolution No. 2016-01 is attached.



Bradley Hagemann <hagemann.associates@gmail.com>

Avila Beach CSD, WRF 3331-010, Agreement No. D15-05012, for signature

1 message

Rogers, Marilyn@Waterboards <Marilyn.Rogers@waterboards.ca.gov> Tue, Feb 9, 2016 at 11:18 AM
To: "Hagemann.Associates@gmail.com" <Hagemann.Associates@gmail.com>
Cc: "Vue, Cheng@Waterboards" <Cheng.Vue@waterboards.ca.gov>, "Ruiz, Anabel@Waterboards" <Anabel.Ruiz@waterboards.ca.gov>

Good day Mr. Hagemann,

With reference to the Avila Beach Community Services District Water Recycling Grant, attached please find the following documents for your review:

Grant for Signature Letter 2-9-16
AUTHORIZING RESOLUTION SAMPLE
Project Director Certification
Grant for Signature w Study Plan

Since the District's Resolution No. 2015-14 did not include disbursements, we need a new resolution to include them. The new resolution also needs to include compliance with applicable state and federal laws. A sample is attached for your use and has been approved by our attorney. Special Conditions language has been added in Exhibit D to reflect said requirements.

Please print out the agreement, two signature pages, and the Project Director Certification. Please send the new Resolution, two signed Grant signature pages, and the signed Project Director Certification to me at the address below.

If you have any questions, please contact me.

Thank you,
Marilyn Rogers, Contract Analyst
Division of Financial Assistance
State Water Resources Control Board
1001 I Street, 17th Floor
Sacramento, CA 95814
Marilyn.Rogers@waterboards.ca.gov
(916) 341-5764

4 attachments

-  **Grant for Signature Letter 2-9-16.pdf**
100K
-  **AUTHORIZING RESOLUTION SAMPLE.docx**
14K
-  **Project Director Certification.doc**
52K
-  **Grant for Signature w Study Plan.pdf**
9612K



State Water Resources Control Board

February 9, 2016

DO NOT MODIFY ENCLOSED GRANT SETS

Brad Hagemann, General Manager
Avila Beach Community
Services District
191 San Miguel Street
Avila Beach, CA 93424

Dear Mr. Hagemann:

Enclosed is one copy of Grant Agreement No. D15-05012 and two signature pages. Please sign both signature pages as **General Manager** on behalf of your agency, as designated in your authorizing resolution, and date in **BLUE INK**. Please return both signed pages to me and keep the copy of the agreement for your file. Also please sign and return the enclosed Project Director Certification form.

PLEASE NOTE: VERY IMPORTANT TO SUCCESSFUL GRANT COMPLETION

Timely return of the signed both signature pages is essential. Project funding may be jeopardized by not responding to this letter in a timely manner. If you cannot comply with the ten (10) day turnaround, you must notify us by e-mail immediately with the reason for the delay and an approximate date when you can comply. Your immediate attention and compliance with the request(s) in this letter is greatly appreciated.

Grant documents may be sent by

Overnight or Certified mail to:

OR

by U. S. Postal Service to:

Marilyn Rogers, Contract Analyst
State Water Resources Control Board
Division of Financial Assistance
1001 I Street, 17th Floor
Sacramento, CA 95814

Marilyn Rogers, Contract Analyst
State Water Resources Control Board
Division of Financial Assistance
P.O. Box 944212, 17th Floor
Sacramento, CA 94244-2120

Upon execution, we will provide you an original signed copy of the Grant Agreement. If you have any questions, please contact me at (916) 341-5764 or by e-mail at Marilyn.Rogers@waterboards.ca.gov.

Enclosures

cc: (via e-mail with attachments)
Mr. Brad Hagemann @ Hagemann.associates@gmail.com
Mr. Cheng Vue @ Chen.Vue@waterboards.ca.gov
Ms. Anabel Ruiz @ Anabel.Ruiz@waterboards.ca.gov

FELICIA MARCUS, CHAIR | THOMAS HOWARD, EXECUTIVE OFFICER

1001 I Street, Sacramento, CA 95814 | Mailing Address: P.O. Box 100, Sacramento, Ca 95812-0100 | www.waterboards.ca.gov





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: Hagemann.associates@gmail.com

February 17, 2016

Ms. Marilyn Rogers, Contract Analyst
State Water Resources Control Board
Division of Financial Assistance
P.O. Box 944212
1001 I Street, 17th Floor
Sacramento, CA 95814

Subject: Grant Agreement No. D15-05012

Dear Ms. Rogers,

In response to your February 9, 2016, email and letter please find enclosed two signature pages for the subject Grant Agreement and one signed Director Certification form. I understand the State Board needs a revised resolution consistent with the sample you provided. I have drafted a new resolution and received concurrence from State Board staff. I will take the revised resolution back to the Avila Beach CSD Board for approval at their March 8th Board meeting. Upon approval by the CSD Board, I will forward the signed resolution to you.

Thank you for your assistance on this grant application.

Sincerely,

Brad Hagemann, PE
General Manager

Cc: Rick Koon, San Miguelito Mutual Water Company
Dan Heimel, Water Systems Consulting

**AVILA BEACH COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2016-01**

**A RESOLUTION OF THE AVILA BEACH COMMUNITY SERVICES DISTRICT
APPROVING THE SUBMITTAL OF A
RECYCLED WATER PLANNING GRANT APPLICATION**

BE IT RESOLVED by the Avila Beach Community Services District as follows:

The General Manager or his designee is hereby authorized and directed to sign and file for on behalf of the Avila Beach Community Services District, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the Avila Beach Regional Recycled Water Study; and

This Authorized Representative, or his/her designee is designated to provide the assurances, certifications, and commitments required for the Financial Assistance Application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto; and

The Authorized Representative or his/her designee is designated to represent the Entity in carrying out the Entity's responsibilities under the financing agreement , including certifying disbursement requests on behalf of the Entity and compliance with applicable state and federal laws.

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

AYES:

NOES:

ABSENT:

The foregoing resolution is hereby adopted this 8th, day of March, 2016.

CERTIFICATION

I do hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly adopted at a meeting of the Avila Beach Community Services District on March 8, 2016

Brad Hagemann, General Manager
Secretary to the Board of Directors

Pete Kelley
President

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

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: March 8, 2016

SUBJECT: Declaration of Surplus Equipment

Recommendation:

Declare WWTP air compressor, excess roof tile and miscellaneous piping and outdated office equipment as surplus and direct staff to proceed with disposal of this equipment.

Funding:

Disposal of this equipment may not generate any revenue, and minimal expense may be incurred for disposal if there is not a purchaser.

Discussion:

From time to time, various pieces of District property are considered unnecessary to District operations and should be declared surplus to District needs. In particular the air compressor at the WWTP used to be necessary to operate several pneumatic valves. The District no longer uses pneumatic valves and Operations staff report that the compressor has not been operated for at least the last seven years and they see no future need for the compressor. Management and Operations staff has been in process of cleaning up and disposing of trash and unusable materials that are being stored at the WWTP. There are several pallets of clay roof tiles that have been stored at the plant for many years. The tiles appear to be left over from the original treatment plant construction in the late 1960s or as part of a project to re-roof the primary clarifier and/or digester building. In any case, the roof tiles do not appear to be needed by the District, but they may have some value to a roofing contractor.

It would be appropriate at this time to declare the above described equipment surplus and to direct staff to proceed with Disposal.

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: March 8, 2016

SUBJECT: Drought Committee Report

Recommendation: Receive report and provide direction to staff

Discussion:

The Drought Committee, staffed by President Kelley and Director Helenius, met on February 25, at 2:00 PM at the District office to discuss issues regarding the prolonged drought and how it may affect District. Staff prepared a number of slides and graphs for the Committee meeting that help explain the topics, issues and staff recommendations. We will go over some of those same slides with the full Board. A brief summary of the topics covered by the Committee and staff recommendations are provided below.

- Current Water Supply Entitlement and Status – The District has an entitlement of 68 acre feet per year (AFY) of Lopez Water and 100 AFY of State Water. However, these are “paper water” entitlements and actual water deliveries will vary from year to year, especially when we are in a prolonged drought. The District’s actual water use for the past three “water years” (April – March) has been 88 AF, 86 AF and 75 AF (estimated) for 2013, 2014 and 2015, respectively. The County Public Works Department and the Zone 3 Technical Advisory Committee project there will be sufficient water for the next two years, even if the drought continues and Zone 3 agencies implement additional water conservation measures. However, all believe it is prudent to plan for the worst case drought scenario and develop an understanding of the feasibility and costs associated with implementing emergency supply projects.
- Water Master Plan – The District’s primary planning document is the Water Master Plan. The Water Master was last updated in May 2010 and addresses the following topics: Land use and population analysis; Water Demands; Water Supply and Storage; Water Distribution System; Recommendations and Capital Improvements. The 2010 Master Plan documented the 168 AFY supply and estimated the Build-Out water demand at 121 AFY plus an additional 38 AFY for the “Fossil Point” project (now Avila Point with a completely different scope) for a total build-out demand of 159 AFY. One of the significant Master Plan recommendations was for the District to participate in the State Water “Drought Buffer” program. The District has not yet signed up for that program, but staff believes the District should move forward on this recommendation.

- Board of Supervisors Zone 3 Water Study Session – On February 23, 2016, the County Board of Supervisors conducted a two hour Study Session coordinated by the Public Works Department, in cooperation with the Zone 3 Technical Advisory Committee. The Study Session covered a number of issues including: existing Lopez Lake levels and projections; the effects of the Lopez Low Level Response Plan (LLRP); State Water Entitlements; Measures already enacted by Zone 3 Agencies to conserve water; declining groundwater elevations; and ranking of emergency supply options. The audio and video files of the Study Session are available on the County website.
- Options for Strengthening the District’s Water Portfolio – The Avila Beach CSD only has entitlements to surface water sources. During an extended drought, surface water supplies can be significantly limited and the District should work towards strengthening its water portfolio to include more diversified water supply options. Many of the Zone 3 agencies have access to groundwater and the City of Pismo Beach is actively working on a regional groundwater recharge project that will take tertiary treated wastewater and inject it into the groundwater table.

The Drought Committee discussed the following options for strengthening the District’s portfolio:

- Purchase Drought Buffer;
 - Complete the Recycled Water (RW) Planning Study and determine if there are options to trade RW for potable groundwater;
 - Explore the purchase of additional Lopez water from Port San Luis Harbor District (the Harbor District appears to have a significant surplus at build-out) or others; and
 - Encourage the County to continue to pursue the Diablo Canyon Emergency Desalinization Project
- Recommended Next Steps
 - Update the 2010 Water Master Plan.
 - Complete the Recycled Water Planning Study as soon as possible and initiate discussions on the feasibility of trading RW for potable water.
 - Initiate discussions with Port San Luis regarding their interest in selling any surplus Lopez Water entitlements.
 - Initiate discussions with Chevron regarding their potential potable and recycled water needs for the proposed Avila Point project.
 - Consider an interim moratorium for Preliminary Will Serves while the District updates the Water Master Plan and the County continues to work on Zone 3 emergency water supply options.