

# AVILA BEACH COMMUNITY SERVICES DISTRICT

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

## AGENDA

**REGULAR BOARD MEETING**  
**7:00 pm Tuesday, August 8th, 2017**  
**BOARD MEETING LOCATION**  
**AVILA BEACH CIVIC ASSOCIATION**  
**191 SAN MIGUEL STREET**  
**AVILA BEACH, CALIFORNIA**

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

**1. ROLL CALL: Board Members:**

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

**2. PUBLIC COMMENT**

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

**3. INFORMATION AND DISCUSSION ITEMS**

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

**A. County Reports**

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

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

**4. CONSENT ITEMS:**

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

- A. Minutes of July 11<sup>th</sup>, 2017 Regular Meeting
- B. Monthly Financial Review
- C. General Manager and District Engineer Report
- D. Water and Wastewater Superintendent Report

**5. DISCUSSION OF PULLED CONSENT ITEMS**

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

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

- A. Brown Act Workshop at Port San Luis Harbor District  
(Action Required: Receive Report, Provide Direction to Staff)
- B. Award Contract for Water Tank #1 Maintenance  
(Action Required: Receive Report, Provide Direction to Staff regarding retaining Advantage Technical Services)
- C. Purchase of Back-Up Power Generator for First Street Lift Station  
(Action Required: Receive Report, Provide Direction to Staff Regarding Purchase of Back-up Generator)
- D. Consider Adoption of District Financial Reserve Policy  
(Action Required: Receive Report and Consider Adopting Resolution No. 2017-09, adopting a District Reserve Policy)
- E. Avila Beach Recycled Water Facilities Plan  
(Action Required: Receive Report, Provide Direction to Staff)

**7. COMMUNICATIONS/ CORESPONDENCE**

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

**8. Adjourn to next regularly scheduled meeting on Sept 12, 2017**

Any writing or document pertaining to an open session item on this agenda which is distributed to a majority of the Board after the posting of this agenda will be available for public inspection at the time the subject writing or document is distributed. The writing or document will be available for public review in the District Administration Office, 191 San Miguel Street, Avila Beach, CA during normal business hours. Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District at 805-595-2664.

**AVILA BEACH COMMUNITY SERVICES DISTRICT  
MINUTES OF REGULAR MEETING  
July 11th, 2017**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Board Members Present:                   Pete Kelley  
  Lynn Helenius  
  Eric DeWeese  
  Ara Najarian

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

Kristin Berry took the oath of office and joined the Director's table.

**3. PUBLIC COMMENTS**

**4. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

**1. SLO Sheriff:**

Sheriff Voge reported 59 calls for service including 2 assaults with deadly weapons, 0 burglaries at Bob Jones trailhead, and 3 disturbing the peace. Gang graffiti occurred at the east end of the beach. Four gang members and one female victim were involved at a confrontation at the Park Restrooms. The female victim was hospitalized for head injuries. The gang members had warrants for their arrests and were apprehended by the highway patrol later that same evening. Additionally, a Paso Robles resident was beaten near the fire pits in Avila after being accused of stealing a backpack. Other incidents included a man slashing four tires and a drowning incident. A thirty five year old man apparently fell overboard, while kayaking with friends. The County rescue dive team was not able to locate the body due to deep waters.

**2. Cal Fire Report:**

Cal Fire Battalion Chief Paul Lee was unable to attend the meeting due to local fires.

**B. Reports on Conferences, Meetings and General Communications**

GM Hagemann reminded the Board members to complete their ethics training. The California Special District's Association (CSDA) training office has created individual logins and passwords for each board member and sent them an email with instructions. Directors should turn in their Certificates of Completion into the District office for our official files. The San Luis Obispo local chapter of the

California Special District Association is hosting an event on July 27<sup>th</sup> at Tooth & Nail Winery in Paso Robles from 3:30 – 5:30pm.

The Port of San Luis Harbor District will be hosting a Brown Act Seminar on August 30. Information is included in the Board Packet. Please let Kristi Dibbern know if you will be attending.

**5. CONSENT ITEMS**

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

- A. Minutes of June 13th, 2017 Regular Meeting
- B. Monthly Financial Review for June
- C. General Manager and District Engineer Report
- D. Capital Projects Status Report
- E. Water and Wastewater Superintendent Report June Report

Director Helenius made the motion to adopt the consent items. Director DeWeese seconded the motion and it passed with a roll call vote 5-0.

AYES: Lynn Helenius  
Eric DeWeese  
Ara Najarian  
Pete Kelley  
Kristin Berry

NOES: None

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

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

**A. Award Contract for Water Valve Replacement Project, CIP #W-2017/18 - 2**

GM Hagemann introduced the item and summarized the Staff Report. He stated this year's approved Capital Improvement Program budget includes \$100,000 for replacement of non-operational water valves and meters. The Board retained MKN & Associates to prepare plans and specifications for the project and staff advertised and circulated the project to experienced contractors. Staff received bids from two firms and after a thorough review, staff determined Brough Construction Inc. of Arroyo Grande, was the apparent low bidder. Hagemann stated Brough Construction has extensive experience in the utility industry and he is confident they can do a good job. Director Kelley made the motion to award the

contract for replacing the water valves to Brough Construction. Director Najarian seconded the motion and it passed with a roll call vote 5-0.

AYES:       Pete Kelley  
              Ara Najarian  
              Eric DeWeese  
              Lynn Helenius  
              Kristin Berry

NOES:       None

**B.     Confirm Relocation of District Offices and Associated Lease Agreements**

Per the Board's direction, Staff notified the District's lessee (Vizdom Software, Inc.), that the Board intends to re-occupy the premises at 100 San Luis Street at the end of the existing lease (December 31, 2017). Additionally, staff notified the District's lessor (Avila Beach Civic Association) that, consistent with the existing lease, the District would like to continue the existing agreement on a month-to-month basis until the District moves to the 100 San Luis Street property. The purpose of this item is for the Board to affirm the above decisions and provide any other direction to staff as we move forward with the transition. Director Kelley made the motion to confirm a move to the Fire Station at 100 San Luis Street in Avila Beach. Director DeWeese seconded the motion and it passed with a roll call vote 5-0.

AYES:       Pete Kelley  
              Eric DeWeese  
              Lynn Helenius  
              Ara Najarian  
              Kristin Berry

NOES:       None

**C.     Annual Weed Abatement Program**

Director Kelley made the motion to adopt Resolution No. 2017-07 Ordering Abatement on 2 Parcels listed APNs 076-221-003 & 076-223-018. Director Najarian seconded the motion and it passed with a roll call vote 5-0.

AYES:       Pete Kelley  
              Ara Najarian  
              Lynn Helenius  
              Eric DeWeese  
              Kristin Berry

NOES: None

**D. Special District Risk Management Authority Board of Directors Election**

Director Kelley made the motion to adopt Resolution No. 2017-08 SDRMA Ballot casting District Votes for the following candidates: Timothy Unruh, Mike Scheafer, David Aranda, Jean Bracy. Director DeWeese seconded the motion and it passed with a roll call vote 5-0.

AYES: Pete Kelley  
Eric DeWeese  
Ara Najarian  
Kristin Berry  
Lynn Helenius

NOES: None

**E. Wastewater Treatment Plant Discharge Permit Renewal**

GM Hagemann summarized the staff report and stated that the District's existing discharge permit was issued in 2009 and the permits are issued for a 5 (five) year timeframe. However, the Water Board (WB) can administratively extend the permit provided the discharger files a timely renewal application. Upon initial review, the draft permit limits and conditions are consistent with the existing permit and does contain a special provision that would allow the District to discharge brine waste through the ocean outfall subject to the submission and approval of a Brine Discharge Study. Operations & Compliance staff are reviewing the draft permit and staff will compile any comments and submit them to the WB by July 21 deadline.

Director Helenius asked if the previously discussed plant upgrades will prevent spills and/or remain in compliance with the discharge permit. GM Hagemann commented that the Recycled Water Facilities Planning Study show the District is proactively leading a regional solutions to wastewater reuse and management.

**F. Regular Board Meeting Times.**

GM Hagemann commented that Director Najarian requested the Board consider changing the time of the regular meetings from evening to late morning or early afternoon. Legal Counsel Seitz responded that the By-Laws would need to be modified if the Board decides to make a permanent change to the meeting times.

President Kelley expressed his concern with many conflicts in his schedule during daytime hours and preferred to leave the meetings on Tuesday evenings. Director Najarian thinks daytime meetings might facilitate more public members attending the meetings.

Avila Beach CSD  
Board of Directors Meeting  
DRAFT Minutes July 11th, 2017

After more discussion, President Kelley made a motion to continue to have the meetings on the second Tuesday of each month at 7:00 PM until the District office moves to the former Fire Station. Director DeWeese seconded the motion and it passed with a roll call vote 5-0. Staff was directed to bring this item back for further consideration after the move.

AYES:           Pete Kelley  
                  Eric DeWeese  
                  Lynn Helenius  
                  Kristin Berry

NOES:           Ara Najarian

**8.       COMMUNICATIONS:**

**ADJOURNMENT: The meeting was adjourned at 8:40 p.m.**

**The next regular meeting of the Avila Beach Community Services District is scheduled for Tuesday, August 8th, 2017 at 7:00 pm.**

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

Respectfully submitted,

Brad Hagemann, PE  
General Manager





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

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: August 8<sup>th</sup>, 2017

SUBJECT: Monthly Financial Review for July 2017

**Recommendation:**

Receive and file report.

**Overall Monthly Summary**

During July the District made deposits in the amount of \$99,951.39 and experienced \$190,567.57 in expenses (cash basis). The deposits by fund and checks by fund are provided as an attachment to this report. Income in June included \$ 7,820.07 in County tax income and \$91,008.09 in monthly water and sewer fees.

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

**Utility Service Billing**

For the month of July the District billed approximately \$101,450.18 in water and sewer service charges. Customer Rate Assistance amounted in a reduction of billing charges to the District in the amount of \$486.57.

**Operation and Maintenance**

Staff is also including the Fluid Resource Management (FRM) Statement for June & July for 2017. Expenses from both statements have been paid.



Avila Beach Community Services District  
**Profit & Loss**  
July 2017

	<u>Jul 17</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000 · Income Summary	
4010 · Operating Revenue	91,008.09
4012 · Solid Waste Franchise Fee	2,679.05
4030 · County Taxes	7,820.07
4090 · Rental Income	3,262.00
4600 · Interest Income	5,144.80
	<hr/>
Total 4000 · Income Summary	109,914.01
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Total Income	109,914.01
	<hr/>
Gross Profit	109,914.01
<b>Expense</b>	
5100 · Merchant Credit Card Fees TIB	194.79
5200 · Payroll Expenses	
5210 · Gross Wages	
5211 · Regular Pay	2,328.00
5012 · Holiday Pay	145.50
5014 · Sick Pay	121.25
5016 · Vacation Pay	242.50
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Total 5210 · Gross Wages	2,837.25
5230 · Payroll Taxes	49.84
5240 · Health & Medical Exp.	
5242 · Health Ins / Other	600.00
	<hr/>
Total 5240 · Health & Medical Exp.	600.00
5250 · PERS Company Pd Expense	
5254 · PERS Co Pd Kathy	818.48
5256 · PERS Co Pd Kristi	297.78
	<hr/>
Total 5250 · PERS Company Pd Expense	1,116.26
5260 · Work Comp Insurance	627.38
5280 · Payroll Administration & Misc.	100.32
	<hr/>
Total 5200 · Payroll Expenses	5,331.05
6000 · Administrative Overheads	
6102 · Accounting	3,767.00
6120 · Dues & Subscriptions	155.60
6130 · LAFCo Fees	5,176.00
6135 · Legal	2,052.80
6140 · Office Supplies & Postage	506.75
6145 · Public Notices	297.66

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08/03/17  
Accrual Basis

Avila Beach Community Services District  
**Profit & Loss**  
July 2017

	<u>Jul 17</u>
6150 · Rate Assistance	486.57
6155 · Rent	820.66
6160 · Training	-625.00
6170 · Website	200.00
<b>Total 6000 · Administrative Overheads</b>	<b>12,838.04</b>
<b>6500 · Operating Expenses</b>	
6503 · Chemicals	5,382.71
6505 · Contract Labor	28,006.80
6520 · Equipment Repair & Maint.	
6522 · Equip. Rep. & Maint-Avila & HD	364.37
6524 · Equip. Rep. & Maint. Avila Only	638.45
6520 · Equipment Repair & Maint. - Other	2,356.66
<b>Total 6520 · Equipment Repair &amp; Maint.</b>	<b>3,359.48</b>
6525 · Fat Oil & Grease (FOG)	312.00
6535 · Insurance	1,235.46
6540 · Lab Tests	2,950.40
6550 · Operating Supplies	399.77
6555 · Permits & Fees	307.70
6565 · Regulatory Compliance	400.00
6567 · Repairs	8,445.87
6580 · Solids Handling	2,434.00
6585 · Telephone / Internet	541.30
6590 · Utilities	3,368.02
<b>Total 6500 · Operating Expenses</b>	<b>57,143.51</b>
<b>6800 · Water</b>	
6802 · Lopez	50,551.57
6805 · State Water	25,335.77
<b>Total 6800 · Water</b>	<b>75,887.34</b>
<b>Total Expense</b>	<b>151,394.73</b>
<b>Net Ordinary Income</b>	<b>-41,480.72</b>
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
8200 · Non-Operating Expenses	
8230 · Capital Purchases in Prog Sani	
8231 · WW-1 WWTP Upgrade	24,852.63
<b>Total 8230 · Capital Purchases in Prog Sani</b>	<b>24,852.63</b>
8270 · Capital Purchases in Prog Water	
8272 · W-2 Water System Valve/ Meter	688.75

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08/03/17  
Accrual Basis

Avila Beach Community Services District  
**Profit & Loss**  
July 2017

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	<b>Jul 17</b>
8271 · W-1 Water Tank Improvements	4,130.00
Total 8270 · Capital Purchases in Prog Water	4,818.75
Total 8200 · Non-Operating Expenses	29,671.38
Total Other Expense	29,671.38
Net Other Income	-29,671.38
Net Income	<b>-71,152.10</b>

Avila Beach Community Services District  
**Balance Sheet**  
As of July 31, 2017

	<u>Jul 31, 17</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Cash Summary	
1005 · Customer Cash	130.45
1008 · Petty Cash	153.52
1010 · Heritage Oaks General Checking	615,896.21
1025 · Pooled Cash	2,671,663.57
1030 · B of A - Payroll	2,775.32
1050 · LAIF	2,239,232.42
1099 · Cash Balance	-2,671,663.57
	<hr/>
Total 1000 · Cash Summary	2,858,187.92
	<hr/>
Total Checking/Savings	2,858,187.92
<b>Accounts Receivable</b>	
1200 · *Accounts Receivable	210,328.79
	<hr/>
Total Accounts Receivable	210,328.79
<b>Other Current Assets</b>	
1250 · Receivables	
1255 · Interest Receivable	3,019.76
1270 · Taxes Receivable	8,787.45
1280 · Water & Sewer Billings	121,045.60
	<hr/>
Total 1250 · Receivables	132,852.81
1400 · Prepaid Summary	
1410 · Prepaid Insurance	12,508.88
	<hr/>
Total 1400 · Prepaid Summary	12,508.88
	<hr/>
Total Other Current Assets	145,361.69
	<hr/>
Total Current Assets	3,213,878.40
<b>Fixed Assets</b>	
1600 · Fixed Assets & Acc. Depr.	
1605 · Office Equipment	
1606 · Copier Samsung 2012	8,233.58
1609 · Office Equipment Accum Depr	-6,861.31
	<hr/>
Total 1605 · Office Equipment	1,372.27
1610 · Fixed Asset -Office & Admin.	
1612 · Office Furniture cost	4,526.21
1614 · Office Furniture Accum Dep.	-4,526.21
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08/03/17  
Accrual Basis

Avila Beach Community Services District  
**Balance Sheet**  
As of July 31, 2017

	<u>Jul 31, 17</u>
Total 1610 · Fixed Asset -Office & Admin.	0.00
1620 · Fixed Assets - Sanitary	
1622 · Land	60,314.10
1626 · Collection Assets	
1627 · Collection Assets Cost	1,318,875.26
1628 · Collect Assets Accum Depr	-352,639.07
Total 1626 · Collection Assets	966,236.19
1630 · Disposal Equipment	
1631 · Disposal Equip Cost	523,122.64
1632 · Disposal Equip Accum Depr	-264,042.83
Total 1630 · Disposal Equipment	259,079.81
1635 · Treatment Plant	
1636 · Treatment Plant Original	105,000.00
1637 · Treatment Plant Addition	1,909,250.75
1638 · Treatment Plant Accum Dep	-886,106.88
Total 1635 · Treatment Plant	1,128,143.87
1642 · Treatment Equipment	
1643 · Treatment Equip Cost	1,000,455.00
1644 · Treatment Equip Accum Depr	-524,698.87
1642 · Treatment Equipment - Other	205,485.61
Total 1642 · Treatment Equipment	681,241.74
Total 1620 · Fixed Assets - Sanitary	3,095,015.71
1650 · Fixed Assets - Water	
1652 · Equipment	
1653 · Equipment Cost	21,136.28
1654 · Equipment Accum Depr	-21,136.28
Total 1652 · Equipment	0.00
1656 · Distribution Assets	
1657 · Distribution Assets Cost	1,109,466.00
1658 · Dist Assets Accum Depr	-562,263.35
Total 1656 · Distribution Assets	547,202.65
Total 1650 · Fixed Assets - Water	547,202.65
1680 · Structures - Fixed Asset	
1681 · Structures GFAAG - Sani & FA	29,810.00
1682 · Gen / Fire Accum Dep	-29,810.00

Avila Beach Community Services District  
**Balance Sheet**  
As of July 31, 2017

	<u>Jul 31, 17</u>
Total 1680 · Structures - Fixed Asset	0.00
1690 · Construction in Progress	17,812.74
Total 1600 · Fixed Assets & Acc. Depr.	3,661,403.37
<b>Total Fixed Assets</b>	<b>3,661,403.37</b>
<b>Other Assets</b>	
1800 · Deferred Outflows of Resources	7,850.00
<b>Total Other Assets</b>	<b>7,850.00</b>
<b>TOTAL ASSETS</b>	<b><u>6,883,131.77</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2100 · Accounts Payable	78,340.71
<b>Total Accounts Payable</b>	<b>78,340.71</b>
<b>Other Current Liabilities</b>	
2200 · Payroll Liabilities	
2260 · Vacation Payable	1,236.90
2262 · Sick Pay Accrued	2,194.50
2240 · Health Insurance	
2241 · Employee	0.01
<b>Total 2240 · Health Insurance</b>	<b>0.01</b>
<b>Total 2200 · Payroll Liabilities</b>	<b>3,431.41</b>
2300 · Deposits Held	
2303 · Water Deposits Held	7,680.00
2304 · Fire Station Deposit	2,000.00
2305 · Capacity Fees Held	252,907.16
<b>Total 2300 · Deposits Held</b>	<b>262,587.16</b>
<b>Total Other Current Liabilities</b>	<b>266,018.57</b>
<b>Total Current Liabilities</b>	<b>344,359.28</b>
<b>Long Term Liabilities</b>	
2400 · Net Pension Liability	115,049.00
2500 · Deferred Inflows of Resources	15,115.00
<b>Total Long Term Liabilities</b>	<b>130,164.00</b>



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08/03/17  
Accrual Basis

Avila Beach Community Services District  
**Balance Sheet**  
As of July 31, 2017

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	<u>Jul 31, 17</u>
Total Liabilities	474,523.28
Equity	
3900 · Retained Earnings	6,479,760.59
Net Income	-71,152.10
Total Equity	<u>6,408,608.49</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>6,883,131.77</u></u></b>

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

08/03/17

Type	Date	Memo	Split	Amount	Balance
<b>General / Admin</b>					
Deposit	07/10/2017	TCF JUNE 17 ME - IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-282.79	-282.79
Deposit	07/10/2017	Rental Income	1010 · Heritage Oaks Gene...	-3,260.00	-3,542.79
Deposit	07/10/2017	from Cash acct	1010 · Heritage Oaks Gene...	-500.00	-4,042.79
Deposit	07/10/2017	from Cash acct	1010 · Heritage Oaks Gene...	-200.00	-4,242.79
Deposit	07/13/2017	F: 0895 A: 0760 - IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-513.41	-4,756.20
Deposit	07/20/2017	Reimbursement Brad GM Conference	1010 · Heritage Oaks Gene...	-625.00	-5,381.20
Deposit	07/25/2017	from Cash acct	1010 · Heritage Oaks Gene...	-725.00	-6,106.20
Deposit	07/26/2017	F: 0895 A: 0760 - IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-1,928.69	-8,034.89
Total General / Admin				-8,034.89	-8,034.89
<b>Lights</b>					
Deposit	07/10/2017	TCF JUNE 17 ME - IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-20.19	-20.19
Deposit	07/13/2017	F: 0895 A: 0760 - IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-36.67	-56.86
Deposit	07/26/2017	F: 0895 A: 0760 - IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-137.76	-194.62
Total Lights				-194.62	-194.62
<b>Sanitary</b>					
Deposit	07/05/2017	Sani Rec	1010 · Heritage Oaks Gene...	-2,885.80	-2,885.80
Deposit	07/05/2017	Rate Assistance	1010 · Heritage Oaks Gene...	66.20	-2,819.60
Deposit	07/05/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-2,819.60
Deposit	07/05/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	55.17	-2,764.43
Deposit	07/06/2017	Sani Rec	1010 · Heritage Oaks Gene...	-1,409.02	-4,173.45
Deposit	07/06/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.27	-4,165.18
Deposit	07/06/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	50.00	-4,115.18
Deposit	07/06/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-4,115.18
Deposit	07/07/2017	Sani Rec	1010 · Heritage Oaks Gene...	-641.38	-4,756.56
Deposit	07/07/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-4,756.56
Deposit	07/07/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-4,756.56
Deposit	07/07/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-4,756.56
Deposit	07/09/2017	Sani Rec	1010 · Heritage Oaks Gene...	-943.32	-5,699.88
Deposit	07/09/2017	Rate Assistance	1010 · Heritage Oaks Gene...	11.58	-5,688.30
Deposit	07/09/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-5,688.30
Deposit	07/09/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-41.32	-5,729.62
Deposit	07/10/2017	TCF JUNE 17 ME - WASTE PROP TAX	1010 · Heritage Oaks Gene...	-408.58	-6,138.20
Deposit	07/10/2017	Sani Rec	1010 · Heritage Oaks Gene...	-8,379.56	-14,517.76
Deposit	07/10/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.27	-14,509.49
Deposit	07/10/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-14,509.49

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

08/03/17

Type	Date	Memo	Split	Amount	Balance
Deposit	07/10/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-14,509.49
Deposit	07/11/2017	Sani Rec	1010 · Heritage Oaks Gene...	-2,571.86	-17,081.35
Deposit	07/11/2017	Rate Assistance	1010 · Heritage Oaks Gene...	41.37	-17,039.98
Deposit	07/11/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-17,039.98
Deposit	07/11/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-7.55	-17,047.53
Deposit	07/12/2017	Sani Rec	1010 · Heritage Oaks Gene...	-2,623.14	-19,670.67
Deposit	07/12/2017	Rate Assistance	1010 · Heritage Oaks Gene...	33.10	-19,637.57
Deposit	07/12/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-19,637.57
Deposit	07/12/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.17	-19,637.40
Deposit	07/13/2017	F: 0895 A: 0760 - CURR SECURED TAX	1010 · Heritage Oaks Gene...	-741.27	-20,378.67
Deposit	07/13/2017	Sani Rec	1010 · Heritage Oaks Gene...	-2,723.55	-23,102.22
Deposit	07/13/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-23,102.22
Deposit	07/13/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-23,102.22
Deposit	07/13/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	20.62	-23,081.60
Deposit	07/13/2017	000162 Community Park Restroom 5/26 - 6/27/17	1010 · Heritage Oaks Gene...	-1,074.23	-24,155.83
Deposit	07/16/2017	Sani Rec	1010 · Heritage Oaks Gene...	-115.70	-24,271.53
Deposit	07/16/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-24,271.53
Deposit	07/16/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-24,271.53
Deposit	07/16/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-24,271.53
Deposit	07/17/2017	Sani Rec	1010 · Heritage Oaks Gene...	0.00	-24,271.53
Deposit	07/17/2017	Rate Assistance	1010 · Heritage Oaks Gene...	-5,399.35	-29,670.88
Deposit	07/17/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-29,670.88
Deposit	07/17/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-29,670.88
Deposit	07/17/2017	ACH 7/13/17 - 000162 Community Park Restroom 5/26 - 6/27/17	1010 · Heritage Oaks Gene...	1,074.23	-28,596.50
Deposit	07/18/2017	Sani Rec	1005 · Customer Cash	-224.60	-28,821.10
Deposit	07/18/2017	Rate Assistance	1005 · Customer Cash	33.10	-28,788.00
Deposit	07/18/2017	1/2 Other 1	1005 · Customer Cash	0.00	-28,788.00
Deposit	07/18/2017	1/2 Other 2	1005 · Customer Cash	-68.20	-28,856.20
Deposit	07/19/2017	Sani Rec	1010 · Heritage Oaks Gene...	-2,029.39	-30,885.59
Deposit	07/19/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.27	-30,877.32
Deposit	07/19/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-30,877.32
Deposit	07/19/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	139.51	-30,737.81
Deposit	07/20/2017	Sani Rec	1010 · Heritage Oaks Gene...	-7,217.90	-37,955.71
Deposit	07/20/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.27	-37,947.44
Deposit	07/20/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-37,947.44
Deposit	07/20/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	41.91	-37,905.53
Deposit	07/24/2017	Sani Rec	1010 · Heritage Oaks Gene...	-770.88	-38,676.41
Deposit	07/24/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.27	-38,668.14
Deposit	07/24/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-38,668.14

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

08/03/17

Type	Date	Memo	Split	Amount	Balance
Deposit	07/24/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-83.79	-38,751.93
Deposit	07/25/2017	Sani Rec	1010 · Heritage Oaks Gene...	-2,520.53	-41,272.46
Deposit	07/25/2017	Rate Assistance	1010 · Heritage Oaks Gene...	24.82	-41,247.64
Deposit	07/25/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-41,247.64
Deposit	07/25/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-2.88	-41,250.52
Deposit	07/26/2017	TCF FY 1 YE BAL - WASTE - PROP TAX	1010 · Heritage Oaks Gene...	-2,777.53	-44,028.05
Deposit	07/31/2017	Sani Rec	1010 · Heritage Oaks Gene...	-342.27	-44,370.32
Deposit	07/31/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-44,370.32
Deposit	07/31/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-44,370.32
Deposit	07/31/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-44,370.32
Deposit	07/31/2017	Sani Rec	1010 · Heritage Oaks Gene...	-3.10	-44,373.42
Deposit	07/31/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-44,373.42
Deposit	07/31/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-44,373.42
Deposit	07/31/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-44,373.42
Total Sanitary				-44,373.42	-44,373.42
<b>Solid Waste</b>					
Deposit	07/11/2017	5-2107 May 2017 Waste Connections Franchise Fee SW	1010 · Heritage Oaks Gene...	-1,595.62	-1,595.62
Deposit	07/25/2017	6-2107 May 2017 Waste Connections Franchise Fee SW	1010 · Heritage Oaks Gene...	-1,083.43	-2,679.05
Total Solid Waste				-2,679.05	-2,679.05
<b>Water</b>					
Deposit	07/05/2017	Water Rec	1010 · Heritage Oaks Gene...	-2,535.28	-2,535.28
Deposit	07/05/2017	Rate Assistance	1010 · Heritage Oaks Gene...	66.20	-2,469.08
Deposit	07/05/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-2,469.08
Deposit	07/05/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	55.18	-2,413.90
Deposit	07/05/2017	Kristen Berry + .01 ck over	1010 · Heritage Oaks Gene...	-0.01	-2,413.91
Deposit	07/06/2017	Water Rec	1010 · Heritage Oaks Gene...	-1,181.56	-3,595.47
Deposit	07/06/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.28	-3,587.19
Deposit	07/06/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	50.00	-3,537.19
Deposit	07/06/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-3,537.19
Deposit	07/07/2017	Water Rec	1010 · Heritage Oaks Gene...	-317.45	-3,854.64
Deposit	07/07/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-3,854.64
Deposit	07/07/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-3,854.64
Deposit	07/07/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-3,854.64
Deposit	07/09/2017	Water Rec	1010 · Heritage Oaks Gene...	-911.08	-4,765.72
Deposit	07/09/2017	Rate Assistance	1010 · Heritage Oaks Gene...	11.59	-4,754.13
Deposit	07/09/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-4,754.13

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

08/03/17

Type	Date	Memo	Split	Amount	Balance
Deposit	07/09/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-41.32	-4,795.45
Deposit	07/10/2017	TCF JUNE 17 ME - IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-101.00	-4,896.45
Deposit	07/10/2017	Water Rec	1010 · Heritage Oaks Gene...	-6,100.97	-10,997.42
Deposit	07/10/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.28	-10,989.14
Deposit	07/10/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-10,989.14
Deposit	07/10/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-10,989.14
Deposit	07/11/2017	Water Rec	1010 · Heritage Oaks Gene...	-3,581.80	-14,570.94
Deposit	07/11/2017	Rate Assistance	1010 · Heritage Oaks Gene...	41.38	-14,529.56
Deposit	07/11/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-14,529.56
Deposit	07/11/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-7.56	-14,537.12
Deposit	07/12/2017	Water Rec	1010 · Heritage Oaks Gene...	-2,007.70	-16,544.82
Deposit	07/12/2017	Rate Assistance	1010 · Heritage Oaks Gene...	33.10	-16,511.72
Deposit	07/12/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-16,511.72
Deposit	07/12/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.18	-16,511.54
Deposit	07/13/2017	F: 0895 A: 0760 - IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-183.36	-16,694.90
Deposit	07/13/2017	Water Rec	1010 · Heritage Oaks Gene...	-2,861.67	-19,556.57
Deposit	07/13/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-19,556.57
Deposit	07/13/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-19,556.57
Deposit	07/13/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	20.63	-19,535.94
Deposit	07/13/2017	001483 Front St Irrigation 5/26 - 6/27/17	1010 · Heritage Oaks Gene...	-1,495.92	-21,031.86
Deposit	07/13/2017	001622 San Juan Park Irrigation 5/26 - 6/27/17	1010 · Heritage Oaks Gene...	-2,861.76	-23,893.62
Deposit	07/13/2017	000162 Community Park Restroom 5/26 - 6/27/17	1010 · Heritage Oaks Gene...	-769.64	-24,663.26
Deposit	07/16/2017	Water Rec	1010 · Heritage Oaks Gene...	-115.70	-24,778.96
Deposit	07/16/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-24,778.96
Deposit	07/16/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-24,778.96
Deposit	07/16/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-24,778.96
Deposit	07/17/2017	Water Rec	1010 · Heritage Oaks Gene...	-8,694.17	-33,473.13
Deposit	07/17/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-33,473.13
Deposit	07/17/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-33,473.13
Deposit	07/17/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.15	-33,472.98
Deposit	07/17/2017	ACH 7/13/17 - 001483 Front St Irrigation 5/26 - 6/27/17	1010 · Heritage Oaks Gene...	1,495.92	-31,977.06
Deposit	07/17/2017	ACH 7/13/17 - 001622 San Juan Park Irrigation 5/26 - 6/27/17	1010 · Heritage Oaks Gene...	2,861.76	-29,115.30
Deposit	07/17/2017	ACH 7/13/17 - 000162 Community Park Restroom 5/26 - 6/27/17	1010 · Heritage Oaks Gene...	769.64	-28,345.66
Deposit	07/18/2017	Water Rec	1005 · Customer Cash	-219.20	-28,564.86
Deposit	07/18/2017	Rate Assistance	1005 · Customer Cash	33.10	-28,531.76
Deposit	07/18/2017	1/2 Other 1	1005 · Customer Cash	0.00	-28,531.76
Deposit	07/18/2017	1/2 Other 2	1005 · Customer Cash	-68.20	-28,599.96
Deposit	07/19/2017	Water Rec	1010 · Heritage Oaks Gene...	-2,096.11	-30,696.07
Deposit	07/19/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.28	-30,687.79

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

08/03/17

Type	Date	Memo	Split	Amount	Balance
Deposit	07/19/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-30,687.79
Deposit	07/19/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	139.52	-30,548.27
Deposit	07/20/2017	Water Rec	1010 · Heritage Oaks Gene...	-9,687.46	-40,235.73
Deposit	07/20/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.28	-40,227.45
Deposit	07/20/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-40,227.45
Deposit	07/20/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	41.91	-40,185.54
Deposit	07/24/2017	Water Rec	1010 · Heritage Oaks Gene...	-1,042.59	-41,228.13
Deposit	07/24/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.28	-41,219.85
Deposit	07/24/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-41,219.85
Deposit	07/24/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-83.79	-41,303.64
Deposit	07/25/2017	Water Rec	1010 · Heritage Oaks Gene...	-2,353.52	-43,657.16
Deposit	07/25/2017	Rate Assistance	1010 · Heritage Oaks Gene...	24.83	-43,632.33
Deposit	07/25/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-43,632.33
Deposit	07/25/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-2.88	-43,635.21
Deposit	07/26/2017	F: 0895 A: 0760 - IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-688.82	-44,324.03
Deposit	07/31/2017	Water Rec	1010 · Heritage Oaks Gene...	-342.28	-44,666.31
Deposit	07/31/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-44,666.31
Deposit	07/31/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-44,666.31
Deposit	07/31/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-44,666.31
Deposit	07/31/2017	Water Rec	1010 · Heritage Oaks Gene...	-3.10	-44,669.41
Deposit	07/31/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-44,669.41
Deposit	07/31/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-44,669.41
Deposit	07/31/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-44,669.41
Total Water				-44,669.41	-44,669.41
<b>TOTAL</b>				<b>-99,951.39</b>	<b>-99,951.39</b>

**Avila Beach Community Services District  
Checks by Fund w/Accounts**

08/03/17

July 2017

Type	Date	Num	Name	Memo	Account	Amount	Balance	
<b>General / Admin</b>								
Check	07/02/2017		Bankcard MTOT Disc	monthly ABCSD Streamline	5100 · Merchant Credit Card Fe...	194.79	194.79	
Check	07/04/2017		Digital Deployment	July Rent 2017	6170 · Website	200.00	394.79	
Check	07/05/2017	1245	Avila Beach Civic Association	Inv. 1604 6/27/17	6155 · Rent	820.66	1,215.45	
Check	07/05/2017	1250	Nikki Engle Bookkeeping & Teaching	LAFCo Fees 17/18 Inv. 7/5/17	6102 · Accounting	220.00	1,435.45	
Check	07/05/2017	1253	SLO CO Auditor Controllor	May 2017 Professional Services	6130 · LAFCo Fees	5,176.00	6,611.45	
Check	07/05/2017	1255	Fedak & Brown, LLP	General Policy Property Liability Package 2017/1...	6102 · Accounting	3,382.00	9,993.45	
Check	07/05/2017	1257	SDRMA General Policy	Premium Work Comp Inv. # 60208	1410 · Prepaid Insurance	13,744.46	23,737.91	
Check	07/05/2017	1258	SDRMA Work Comp		5260 · Work Comp Insurance	627.38	24,365.29	
Check	07/05/2017		Adobe.com	ID: 1674878206 June Kristi Dibbern	6140 · Office Supplies & Postage	14.99	24,380.28	
Check	07/05/2017		Public Employees Retirement System	ID: 1674878206 June Kristi Dibbern	2250 · PERS Liability	295.94	24,676.22	
Check	07/05/2017		Public Employees Retirement System	ID: 1674878206 Unfunded liability Kristi Dibbern	5256 · PERS Co Pd Kristi	77.54	24,753.76	
Check	07/05/2017		Public Employees Retirement System	Unfunded liability Kathy	5256 · PERS Co Pd Kristi	1.05	24,754.81	
Check	07/07/2017		U.S. Postal Service	computer repairs	5254 · PERS Co Pd Kathy	818.48	25,573.29	
Check	07/10/2017		Cal Tec Computers	Inv. June 25th - July 8th, 2017	6140 · Office Supplies & Postage	57.96	25,631.25	
Check	07/11/2017	1260	Hagemann & Associates	Inv. 1609 7/11/17	6524 · Equip. Rep. & Maint. Avila...	40.00	25,671.25	
Check	07/11/2017	1264	Nikki Engle Bookkeeping & Teaching	Acct #. 8245100980033571	6505 · Contract Labor	165.00	31,336.25	
Check	07/17/2017	1267	Fire Chief Association of San Luis Obi...	Haz Mat Fee 2017/18	6102 · Accounting	189.95	31,526.20	
Check	07/24/2017	1268	Shipsey & Seitz	Law Library	6505 · Contract Labor	2,000.00	33,336.20	
Check	07/24/2017	1268	Shipsey & Seitz	Meeting Prep. & Attendance	6135 · Legal	80.00	33,606.20	
Check	07/24/2017	1268	Shipsey & Seitz	NPDES Permit Renewal	6135 · Legal	600.00	34,206.20	
Check	07/24/2017	1268	Shipsey & Seitz	Board Member Replacement	6135 · Legal	756.80	34,963.00	
Check	07/24/2017	1273	Chaparral Business Supplies	Inv. #416129	6160 · Legal	35,579.00	35,579.00	
Check	07/24/2017	1276	Staples	Statement 6714/17	6522 · Equip. Rep. & Maint-Avila...	364.37	35,943.37	
Check	07/24/2017	1278	Hagemann & Associates	Inv. 92 July 9th - July 22nd, 2017	6140 · Office Supplies & Postage	433.80	36,377.17	
Check	07/27/2017		Public Employees Retirement System	7/1 - 7/15/17 # 100000014987092	6505 · Contract Labor	2,750.00	39,127.17	
Check	07/27/2017		Public Employees Retirement System	7/1 - 7/15/17 # 100000014987092	2250 · PERS Liability	135.64	39,262.81	
Check	07/27/2017		Public Employees Retirement System	7/16 - 7/31/17 # 100000014987114	5256 · PERS Co Pd Kristi	38.18	39,300.99	
Check	07/27/2017		Public Employees Retirement System	7/16 - 7/31/17 # 100000014987114	2250 · PERS Liability	155.36	39,456.35	
Check	07/27/2017		Public Employees Retirement System		5256 · PERS Co Pd Kristi	35.51	39,491.86	
Total General / Admin							39,491.86	39,491.86
<b>Lights</b>								
Check	07/03/2017		PG&E	Town Lights acct # 0690976984-3	6590 · Utilities	470.97	470.97	
Check	07/03/2017		PG&E	Colony Lights acct # 5992155362-0	6590 · Utilities	91.23	562.20	
Check	07/24/2017		PG&E	Front St. Lights acct# 5796765606-7	6590 · Utilities	405.85	968.05	
Total Lights							968.05	968.05
<b>Sanitary</b>								
Check	07/05/2017	1246	Telegram Tribune	NPDES Permit Renewal RWQCB 347024	6145 · Public Notices	297.66	297.66	
Check	07/05/2017	1247	South County Sanitary Service	2 Yd Dumpster	6590 · Utilities	117.84	415.50	
Check	07/05/2017	1248	Brenntag Pacific, Inc.	Inv. BPI 2787883	6503 · Chemicals	1,293.97	1,709.47	
Check	07/05/2017	1249	USA Bluebook	Sample Test Kits	6550 · Operating Supplies	399.77	2,109.24	
Check	07/05/2017	1251	CCH Pool	Chlorine Tablets Inv. 2017-1346	6503 · Chemicals	357.71	2,466.95	
Check	07/11/2017	1261	Mr. Backflow	Backflow testing Inv. 5178	6555 · Permits & Fees	75.00	2,541.95	
Check	07/11/2017	1262	Wallace Group	Inv. 44056	6525 · Fat Oil & Grease (FOG)	312.00	2,853.95	
Check	07/11/2017	1263	Abalone Coast Analytical, Inc.	Lab Testing	6540 · Lab Tests	2,950.40	5,804.35	

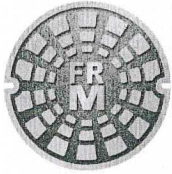
Avila Beach Community Services District  
Checks by Fund w/Accounts

08/03/17

July 2017

Type	Date	Num	Name	Memo	Account	Amount	Balance	
Check	07/11/2017	1265	Fluid Resource Management, Inc.	June Ops Inv. F15984	6505 · Contract Labor	5,356.00	11,160.35	
Check	07/11/2017	1265	Fluid Resource Management, Inc.	Chemicals Inv. A15900	6503 · Chemicals	262.53	11,422.88	
Check	07/11/2017	1265	Fluid Resource Management, Inc.	Inv. #W15507 Power Outage 2/17/17	6524 · Equip. Rep. & Maint. Avila...	560.78	11,983.66	
Check	07/11/2017	1265	Fluid Resource Management, Inc.	Inv. #W15818 Annual Sampling DMR	6565 · Regulatory Compliance	325.00	12,308.66	
Check	07/11/2017	1265	Fluid Resource Management, Inc.	Inv. #1W15846 Sed Sludge Pump	6520 · Equipment Repair & Maint.	1,579.38	13,888.04	
Check	07/11/2017	1265	Fluid Resource Management, Inc.	Inv. W15918 Prepare May 2017 DMR	6565 · Regulatory Compliance	75.00	13,963.04	
Check	07/17/2017		AT&T	acct # x 0885 Internet	6585 · Telephone / Internet	85.73	14,048.77	
Check	07/24/2017	1266	Speed's, Inc.	Inv. 56929 Solid Waste Hauling 06/28/17	6580 · Solids Handling	1,226.50	15,275.27	
Check	07/24/2017	1266	Speed's, Inc.	Inv. 57041 Solid Waste hauling 07/11/17	6580 · Solids Handling	1,207.50	16,482.77	
Check	07/24/2017	1269	Mr. Backflow	Backflow testing Inv. 71713	6555 · Permits & Fees	75.00	16,557.77	
Check	07/24/2017	1271	Brenntag Pacific, Inc.	Inv. BPI 279830 7/6/17 & 2798298 7/13/17	6503 · Chemicals	2,341.40	18,899.17	
Check	07/24/2017	1272	Brenntag Pacific, Inc.	Inv. BPI 2787884 06/29/17	6503 · Chemicals	1,127.10	20,026.27	
Check	07/24/2017	1275	Underground Services	Annual Membership Fees	6120 · Dues & Subscriptions	77.80	20,104.07	
Check	07/24/2017	1277	Miners Ace Hardware	Office Supplies	6524 · Equip. Rep. & Maint. Avila...	37.67	20,141.74	
Check	07/24/2017		PG&E	Waste Water Plant acct # 6380034236-0 3rd & ...	6590 · Utilities	2,057.34	22,199.08	
Check	07/24/2017		PG&E	Lift Station acct# 6338432238-2	6590 · Utilities	64.73	22,263.81	
Check	07/31/2017		AT&T	acct # 805 595-7619 618 0	6585 · Telephone / Internet	114.65	22,378.46	
Check	07/31/2017		AT&T	acct # 805 595-9416 904 5	6585 · Telephone / Internet	150.97	22,529.43	
Total Sanitary							22,529.43	22,529.43
<b>Water</b>								
Check	07/05/2017	1252	Michael Nunley & Assoc.	C.I.P. Water Valve Replacement Inv. 3544	8272 · W-2 Water Systm Valve/...	688.75	688.75	
Check	07/05/2017	1254	SLO County Public Works	Lopez Water FY 2017-18	6802 · Lopez	50,551.57	51,240.32	
Check	07/05/2017	1256	SLO County Public Works	State Water FY 2017-18	6805 · State Water	22,532.74	73,773.06	
Check	07/10/2017	1259	SLO County Public Works	State Water FY 2017-18 O & M Wheeling	6805 · State Water	2,803.03	76,576.09	
Check	07/11/2017	1265	Fluid Resource Management, Inc.	June Ops Inv. F15984	6505 · Contract Labor	12,400.80	88,976.89	
Check	07/11/2017	1265	Fluid Resource Management, Inc.	C.I.P. Water Tank Improvements Inv. C15942 So...	8271 · W-1 Water Tank Improv...	4,130.00	93,106.89	
Check	07/11/2017	1265	Fluid Resource Management, Inc.	Inv. #W15759 210 Laurel Water Leak	6567 · Repairs	8,445.87	101,552.76	
Check	07/11/2017	1265	Fluid Resource Management, Inc.	Inv. W15864 69 San Miguel Street Water Leak Fi...	6520 · Equipment Repair & Maint.	777.28	102,330.04	
Check	07/24/2017	1270	Fluid Resource Management, Inc.	WW-1 Recycled Water Facilities Planning Study I...	8231 · WW-1 WWTP Upgrade	24,852.63	127,182.67	
Check	07/24/2017	1274	Water Systems Consulting, Inc.	INV. #0109428 Cross Connection	6555 · Permits & Fees	157.70	127,340.37	
Check	07/24/2017	1275	SLO Co Health	Annual Membership Fees	6120 · Dues & Subscriptions	77.80	127,418.17	
Check	07/24/2017	1275	Underground Services	Water Tank acct # 4807713956-5	6590 · Utilities	160.06	127,578.23	
Check	07/24/2017		PG&E					
Total Water							127,578.23	127,578.23
<b>TOTAL</b>							<b>190,567.57</b>	<b>190,567.57</b>





# FLUID RESOURCE MANAGEMENT

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

# Statement

Date
6/30/17

Phone # 805.597.7100 Fax # 805.597.7171

California Certified Small Business #1120142

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

Amount Due	Amount Enc.
\$49,260.24	

Date	Transaction	Amount	Balance
06/30/17	348F11001 Monthly OPS/Maint- INV #F15984. Orig. Amount \$17,756.80.	17,756.80	17,756.80
04/11/17	348F11001 Monthly OPS/Maint:348FW11001 Water:348AW17001 Add Services water- INV #A15704. Orig. Amount \$182.74.	182.74	17,939.54
05/17/17	INV #A15821. Orig. Amount \$147.81.	147.81	18,087.35
06/13/17	INV #A15900. Orig. Amount \$262.53.	262.53	18,349.88
05/17/17	348F11001 Monthly OPS/Maint:348FWW11001 Wastewater:348AWW17002 Add Services Wastewater- INV #A15822. Orig. Amount \$1,455.53.	1,455.53	19,805.41
06/15/17	QB17-0058 Solar Bee Installation- INV #C15942. Orig. Amount \$4,130.00.	4,130.00	23,935.41
03/31/17	W15253 WW-2 Effluent Line Repair- INV #W15253-3. Orig. Amount \$50,623.50.	10,623.50	34,558.91
05/22/17	W15482 Recirculation Pump 2 Hour Meter Re- INV #W15482. Orig. Amount \$190.90.	190.90	34,749.81
06/28/17	W15507 Power Outage- INV #W15507. Orig. Amount \$560.78.	560.78	35,310.59
05/26/17	W15525 Power Outage- INV #W15525. Orig. Amount \$1,350.71.	1,350.71	36,661.30

CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
34,796.00	3,658.00	182.74	10,623.50	0.00	\$49,260.24



# FLUID RESOURCE MANAGEMENT

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

# Statement

Date
6/30/17

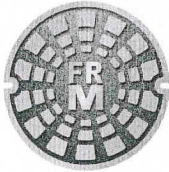
Phone # 805.597.7100 Fax # 805.597.7171

California Certified Small Business #1120142

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

Amount Due	Amount Enc.
\$49,260.24	

Date	Transaction	Amount	Balance		
05/22/17	W15532 Temp Pump Controller Install- INV #W15532. Orig. Amount \$513.05.	513.05	37,174.35		
05/31/17	W15721 Prepare DMR Report for March 2017- INV #W15721. Orig. Amount \$50.00.	50.00	37,224.35		
06/29/17	W15759 210 Laurel Lane Water Leak- INV #W15759. Orig. Amount \$8,445.87.	8,445.87	45,670.22		
05/31/17	W15796 Sludge Testing for Liberty Hauling- INV #W15796. Orig. Amount \$75.00.	75.00	45,745.22		
05/31/17	W15814 DMR Reporting for April 2017- INV #W15814. Orig. Amount \$100.00.	100.00	45,845.22		
06/29/17	W15818 Prepare 2017 Annual Sampling DMR- INV #W15818. Orig. Amount \$325.00.	325.00	46,170.22		
05/31/17	W15825 Respond to Power Outage- INV #W15825. Orig. Amount \$329.18.	329.18	46,499.40		
06/29/17	W15846 Sec Sed Pumps- INV #W15846. Orig. Amount \$1,579.38.	1,579.38	48,078.78		
06/30/17	W15864 Firesprinkler leak 69 San Miguel- INV #W15864. Orig. Amount \$777.28.	777.28	48,856.06		
06/29/17	W15918 Prepare May 2017 DMR- INV #W15918. Orig. Amount \$75.00.	75.00	48,931.06		
<b>CURRENT</b>	<b>1-30 DAYS PAST DUE</b>	<b>31-60 DAYS PAST DUE</b>	<b>61-90 DAYS PAST DUE</b>	<b>OVER 90 DAYS PAST DUE</b>	<b>Amount Due</b>
34,796.00	3,658.00	182.74	10,623.50	0.00	\$49,260.24



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California Certified Small Business #1120142

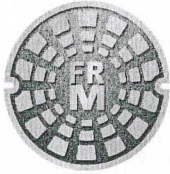
**To:**  
 Avila Beach Community Services District  
 P.O. Box 309  
 191 San Miguel Street  
 Avila Beach, CA 93424

Amount Due	Amount Enc.
\$49,260.24	

Date	Transaction	Amount	Balance
06/29/17	W15926 Low Chlorine Alarm- INV #W15926. Orig. Amount \$329.18.	329.18	49,260.24

CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
34,796.00	3,658.00	182.74	10,623.50	0.00	\$49,260.24





# FLUID RESOURCE MANAGEMENT

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

# Statement

Date
7/31/17

Phone # 805.597.7100 Fax # 805.597.7171

California Certified Small Business #1120142

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

Amount Due	Amount Enc.
\$42,060.09	

Date	Transaction	Amount	Balance		
07/30/17	348F11001 Monthly OPS/Maint- INV #F16095. Orig. Amount \$17,756.80.	17,756.80	17,756.80		
07/12/17	348F11001 Monthly OPS/Maint:348FW11001 Water:348AW17001 Add Services water- INV #A16018. Orig. Amount \$1,460.28.	1,460.28	19,217.08		
07/12/17	348F11001 Monthly OPS/Maint:348FWW11001 Wastewater:348AWW17002 Add Services Wastewater- INV #A16019. Orig. Amount \$562.95.	562.95	19,780.03		
03/31/17	W15253 WW-2 Effluent Line Repair- INV #W15253-3. Orig. Amount \$50,623.50.	10,432.60	30,212.63		
05/22/17	W15482 Recirculation Pump 2 Hour Meter Re- INV #W15482. Orig. Amount \$190.90.	190.90	30,403.53		
07/21/17	W15633 Influent Pumps VFD Install- INV #W15633. Orig. Amount \$8,177.31.	8,177.31	38,580.84		
07/21/17	W15867 Wet Well High Level Alarm 5/28/17- INV #W15867. Orig. Amount \$232.18.	232.18	38,813.02		
07/21/17	W15896 PID Loop- INV #W15896. Orig. Amount \$1,908.18.	1,908.18	40,721.20		
06/29/17	W15926 Low Chlorine Alarm- INV #W15926. Orig. Amount \$329.18.	329.18	41,050.38		
<b>CURRENT</b>	<b>1-30 DAYS PAST DUE</b>	<b>31-60 DAYS PAST DUE</b>	<b>61-90 DAYS PAST DUE</b>	<b>OVER 90 DAYS PAST DUE</b>	<b>Amount Due</b>
31,107.41	329.18	190.90	0.00	10,432.60	\$42,060.09



# FLUID RESOURCE MANAGEMENT

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

# Statement

Date
7/31/17

Phone # 805.597.7100 Fax # 805.597.7171

California Certified Small Business #1120142

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

Amount Due	Amount Enc.
\$42,060.09	

Date	Transaction	Amount	Balance
07/14/17	W15960 Supernate Cleaning- INV #W15960. Orig. Amount \$448.10.	448.10	41,498.48
07/21/17	W16033 Wet Well High Level Alarm 7/02/201- INV #W16033. Orig. Amount \$110.93.	110.93	41,609.41
07/21/17	W16043 Internet Connection Issue- INV #W16043. Orig. Amount \$450.68.	450.68	42,060.09


CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
31,107.41	329.18	190.90	0.00	10,432.60	\$42,060.09

# AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

## MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: August 8th, 2017

SUBJECT: General Manager/District Engineer Report

### Painting First Street Lift Station Pump House

Staff is happy to report that the First Street Lift Pump House has recently received new door hardware that will provide better security and a fresh coat of paint. Staff retained a San Luis Obispo based painting contractor "Under the Sun Painting" who was working in the area, to pressure wash, scrape and sand the door and trim, apply caulking where needed and apply 2 coats of paint (3 coats on the door). The work was completed and inspected on Tuesday August 1.

### Zone 3 Technical and Advisory Committee Meetings

The Zone 3 Technical Advisory Committee (TAC) met on Thursday, August 3, 2017, at the Arroyo Grande City Hall. The Agenda for the TAC meeting and the meeting notes from the July 6 TAC meeting are provided as an attachment to this report. As of this writing Lopez Lake is at an elevation of 496 feet, 59% capacity and has approximately 29,000 acre feet of water in storage (800 AF less than a month ago). The Zone 3 sub-contractors have initiated a series of meetings to discuss potential changes to the existing Lopez Water Project Contract. Staff will keep the Board apprised of any proposed changes.

### Water Valve Replacement Project

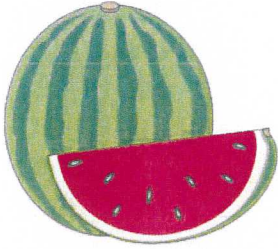
Staff has issued the "Notice of Award" to Brough Construction for Water Valve Replacement Project. The Contractor is providing the necessary insurance and bond paperwork and staff anticipates work will begin on or about August 9 and will be completed by the end of August. Sections of the water distribution system will shut down for 2 – 4 hours during the day and the contractor will provide at least 24 hour notice of the shutdown.

### FY 2016/17 Audit

Staff from Fedak and Brown conducted their initial audit testing on May 15, 2017. They will be returning on August 16 and 17 to complete their field auditing work. We anticipate presenting the results of the FY 2016/17 Audit at the October or November 2017 Board meeting.

### WWTP Permit Renewal Comment Letter

In accordance with the Regional Water Quality Control Board requirements staff provided the attached comments on the draft Waste Discharge Requirements Order No. R3-2017-0025. Staff anticipates the Regional Board staff will review the comments and provide a written response as part of the agenda item that will be considered by the Regional Water Board at their September 21, 2017 meeting.



Today is National Watermelon Day!

**ZONE 3  
TECHNICAL ADVISORY COMMITTEE**

**Thursday August 3, 2017  
9:00-11:00 AM  
ARROYO GRANDE CITY HALL  
300 BRANCH STREET  
2<sup>nd</sup> FLOOR CONFERENCE ROOM**

**Agenda**

1. Announcements	All
2. General Operations and Water Report <ul style="list-style-type: none"> <li>• Monthly Operations Report</li> <li>• Lopez Dam Storage Projections (two versions)</li> <li>• Summary Notes/Action Items - July</li> </ul>	David
3. Capital Improvement Project Update	David
4. Board Resolution for remaining under LRRP in 17/18 <ul style="list-style-type: none"> <li>• August 22<sup>nd</sup>, BOS meeting date</li> </ul>	David
5. ECORPS Contract Change Modeling <ul style="list-style-type: none"> <li>• Discuss Scenarios to be modeled</li> </ul>	All
6. Santa Maria Groundwater Basin Modeling – Funding <ul style="list-style-type: none"> <li>• Cost sharing Agreement with City of Pismo/and Budget Adjustment to BOS on September 19th</li> </ul>	Dan Heimel/Dave
7. Spillway Assessment Update	David
8. Agenda items next month?	All

**Attachments:**

- A. Lopez Monthly Operations Report – Distributed at meeting
- B. Lopez Reservoir Storage Projections – Distributed at meeting
- C. July Summary Notes – Attached with Agenda

***Next Meeting September 7, 2017***





## ZONE 3

### TECHNICAL ADVISORY COMMITTEE

THURSDAY July 6, 2017 (9:00-11:00 AM)

### SUMMARY NOTES - DRAFT

### ARROYO GRANDE CITY HALL

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Attendees: Chris Magdosku (Arroyo Grande), Ben Fine (Pismo Beach), Brandon Shea (Pismo), Greg Ray (Grover Beach), Jim Garing, Paavo Ogren (OCSD), Brad Hagemann (ABCSD), Vard Ikeda (Ag), Dan Heimel (WSC), Dan Migliazzo (SMMWC), Jill Ogren (PW Dept), Joe Phillips (PW Dept),

**1. Announcements** – City of Pismo installing pilot plant at their wastewater treatment plant for RGSP with tentative August date to be online. City of Pismo job opening for a Regulatory Compliance Coordinator, open until July 17<sup>th</sup>.

**2. General Operations and Water Supply Report**

- Lake Elev. = 497.77 ft, Storage = 29.780 AF @ 60.5% capacity; Downstream releases are at 4.5 MGD (instantaneous reading); WTP at 4.5 MGD; SWP at 1.0 MGD. Water quality is good, treating terminal reservoir for algae blooms, odor level at 7. pH is about 7.78. City of AG noted a complaint they received regarding water hardness from a customer, confirmation was given that water from Lopez is hard at this time.
- Storage Projection handout distributed.
- Request made for inflow numbers for Lopez Lake, numbers were not pulled from FRM.
- Jill Ogren noted on the June Summary Notes, TAC is in favor of including the Wireless Project in 17/18 Budget (\$45K) and will probably be funded from savings of O&M or District Designated Reserves. Noted the new minimum pool as being 1700 AF.

**3. Downstream Release Plan for WY 17-18**

- After the June 1, 2017 TAC meeting, Jill Ogren met with Ag reps, Vard Ikeda and Brian Talley, on June 6, 2017 to develop a downstream release schedule for WY 17-18. Downstream releases will be 3,800 AF while reservoir is at 20,000 AF or higher under the LRRP.
- 160 AF/month is the minimum flow per the IDRS.
- Flows will be monitored at Rodriguez Bridge, Halcyon Rd, and 22nd Street during summer months to ensure flows are not going to the Ocean and that groundwater recharge is maximized.
- Ag is returning to normal farming operations prior to drought.

**4. Capital Improvement Project Update**

The CIP Status report was distributed. PLC Replacement & Programming to begin August 7, 2017 which will lead to the Membrane Strainer Replacement Project and the 6<sup>th</sup> Rack Addition with work completing in September. FY 17-18 projects have not been scheduled yet.

- Parking & Roadway Resurfacing – Due to begin in August. Lopez WTP requested work to be done after strainer install.
- Pismo meters installation – Work was not budgeted for in FY17-18 but will be done anyway and billed to the agency.
- City of AG meters will be installed in FY 17-18. Estimated \$10,000 – 12,000 per meter for Brisco and Edna locations.
- SCADA project – Waiting for update with IT personnel involved.
- Membrane Strainer Replacement and 6<sup>th</sup> Rack Installation – Plant will be shut down for a week. A request for a contingency plan to be in place if an issue with state water occurs. Groundwater pumping may need to be considered as a backup plan. A notice will be sent out a week prior to work taking place.

**5. Draft Board Resolution for Remaining Under LRRP in 17-18**

No handout provided. A draft has been prepared, but has not been reviewed by Public Works Management. The Draft requests authorization for San Luis Obispo County Flood Control and Water

Conservation District Zone 3 to continue under the LRRP retroactively from February 8, 2017 until March 31, 2018. TAC weighed in on information to include in draft to the Board of Supervisors for approval.

**6. ECORPS Contract Modeling Update**

- Two handouts provided concerning concepts and alternatives associated with a contract storage model.
- Discussed defining modeling options and TAC providing ECORPS a direction by the August 3, 2017 TAC meeting, it will also be discussed at the July NCMA meeting. TAC needs to come up with a list of questions regarding the different options, some will be filtered into ECORPS analysis and others into separate discussions.

**7. Santa Maria Groundwater Basin Modeling – Funding Recommendation to Advisory Committee**

Funding recommendation to be taken to Advisory Committee on July 20, 2017. Discussion on last minute change to the amount of District Designated Reserve Funding requested (~\$117,000) per budget changes with WSC managing the work.

**8. By-pass Pipeline Testing Update** – No access available to video pipeline. Only way to test pipeline would be to fill with water and pressurize. Per WSC, this will be expensive. Testing the pipeline is not critical at this point in time and will be placed as a future agenda item.

**9. Spillway Assessment Presentation** – Mark Hutchinson put together a presentation concerning Lopez Dam's spillway assessment. Jill Ogren briefly went over the presentation for TAC. Mark Hutchinson will be giving a full, detailed presentation at the Zone 3 Advisory Committee meeting on July 20, 2017.

**10. Agenda Items Next month –**

**Next meeting August 3, 2017**

*Summary Notes Prepared by Jenny Williamson*



## AVILA BEACH COMMUNITY SERVICES DISTRICT

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

July 13, 2017

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

**Subject: Comments on Draft Waste Discharge Requirement Order No. R3-2017-0025 , NPDES Permit No. CA0047830, for the Avila Beach Community Services District (District) Wastewater Treatment Plant**

Dear Ms. Soderberg,

Thank you for the opportunity to provide comments on the Subject draft permit. As requested the District the posted the Notice of Public Hearing at their Administrative Office in Avila Beach and published the Notice in the San Luis Tribune on Wednesday June 21. We have requested the Proof of Publication from the Tribune and we will forward that to you as soon as we receive it.

The District's Comments are as follows:

### **Order**

1. Discharger: The Avila Beach Community Services District is the sole owner of the wastewater treatment plant. The Port San Luis Harbor District has contracted with the CSD for a prescribed amount of capacity in the plant. The District has contracted with Fluid Resource Management for operating and maintaining the wastewater treatment plant through November 2018. As the sole owner of wastewater treatment plant, the District requests that the Avila Beach Community Services District be named as the only Discharger on the Permit.
2. We noted that the proposed draft Permit has added effluent limits for copper and zinc. The District has no objection to those new effluent limits.

3. We noted that Water Board staff added a provision for brine waste disposal through the ocean outfall. The District appreciates this added provision and will likely prepare a Brine Waste Disposal Study for a limited amount of brine waste disposal.

4. The first sentence in Paragraph 5.a.viii., on Page 14 appears to be a sentence fragment.

5. Attachment C, Flow Schematic of the Order shows the Sludge Disposal going to the Santa Paula WWTP. The District is no longer disposing of sludge at Santa Paula. The District has been hauling sludge to the City of Soledad WWTP and/or Liberty Composting.

### **Monitoring and Reporting Program (MRP) & Fact Sheet**

1. The proposed MRP includes a new requirement to meter Influent and Effluent (daily flow & maximum daily flow). The District currently only meters and records the effluent flow. The District requests that they not be required to install an influent flow metering and recording device (at a cost of \$5,000 - \$7,500) since the existing effluent monitoring device provides the same information.

2. The draft permit does not require semiannual chloroform or tributyltin monitoring, but these constituents are still mentioned in the reporting schedule with the semiannual report (table E-10 on page E-16).

3. Page F-37 of the Fact Sheet refers to the BOD/TSS removal rate as 85%, although the main body of the Order at paragraph III.A.1.c. (page 7) maintains the BOD/TSS removal at 75%.

4. Fact Sheet, Paragraph VII.E.2. (bottom of page F-37) states that “The Order retains the requirements of the previous permit to conduct pretreatment monitoring and reporting.” However, the pretreatment monitoring does not appear to be included in the draft MRP. Staff agrees that continuation of additional pretreatment monitoring may not be appropriate based on the results of the previous year’s data. The District requests clarification of this issue.

### **General Comments**

1. Recycled Water Facilities Planning Grant – As Board staff knows, the District and the San Miguelito Mutual Water Company are collaborating on Proposition 13 Water Recycling Facilities Planning Grant Project. The project agreement was approved by the State Board in March 2016, for a funding amount of up to \$75,000. The District retained Water Systems Consulting, Inc. to conduct the study and we anticipate the draft report will be completed by late July or early August, 2017. Staff is optimistic that the report will provide the analysis and framework for consideration of a regional water recycling project that will minimize the District’s discharge to the ocean.

2. Chevron Environmental Management Company recently approached the District regarding the possibility of discharging up to 2,000 gallons per day of extracted and treated groundwater from the former Avila Tank Terminal to the District's sewage collection system. The groundwater cleanup project has historically and, is currently regulated by the Central Coast Water Board. CEMC is currently trucking the treated groundwater off-site. As you would expect the treated groundwater contains very little Biochemical Oxygen Demand or Suspended Solids (less than 10 mg/L) and no coliform. Total dissolved solids (TDS) are on the order of 11,000 – 12,000 mg/L due to the ocean influence on the extracted water.

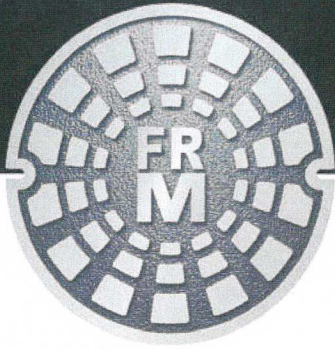
CEMC believes disposing of the treated groundwater to the District's WWTP will reduce traffic impacts, safety risks, and greenhouse gas emissions associated with trucking the wastewater off-site. District staff has reviewed the water quality data from the groundwater cleanup project and all pollutants are well below the proposed permit effluent limitations. District staff intends to continue the discussion with CEMC including making arrangements for additional water quality analysis and discharging a 2,000 – 3,000 gallon batch of treated groundwater to the collection system to determine if the discharge has any negative impacts on the plant.

District staff does not recommend the proposed Permit be revised in any way to allow the District to accept this relatively small, but new discharge. We wanted to simply advise Water Board staff that the District is considering the discharge and would welcome any comments. Based on input from CEMC staff, District staff anticipates that the discharge will be temporary in nature (up to 3 years) until the CEMC cleanup project is completed. In addition, if/when the District moves forward with a water recycling project we would likely cease accepting the discharge due to the relatively high TDS levels.

Thank you again for the opportunity to comment on the draft order and we look forward to working with you and the Central Coast Water Board on the Permit renewal.

Best regards,  
  
Brad Hagemann, PE  
General Manager





August 3, 2017

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

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

### **WASTEWATER TREATMENT PLANT**

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

The new SCADA computer was installed and the old computer will be used as a backup.

On 4<sup>th</sup> of July weekend Staff responded to a Wet Well High Level alarm. Upon arrival Staff found flow coming into the plant at an increased rate causing the wet well level to rise higher than normal.

Staff responded to the SCADA computer being offline due to no Internet. Upon arrival, Staff reset the router; it stayed on for 20 minutes but then turned off. Internet was not restored until several hours later. Internet reception is starting to become intermittent/maybe the router is going bad and it is recommended to get AT&T out there to troubleshoot the router or to get a more stable Internet like Satellite. When the Internet goes out the SCADA system cannot send out alarms and the SCADA computer cannot be accessed remotely.

Staff responded to a power fail alarm for the Lift Station. Upon arrival Staff started the Honda trash pump to start moving flow forward and the vacuum truck was mobilized. After further inspection, it was found that the lock on the electrical panel was missing and someone turned the breaker off. Staff put on a new lock and turned the breaker on. After power was restored Staff went to the wastewater treatment plant as the influent wet well level was high due to flow being backed up; Staff stayed until levels had dropped.

The influent wet well had grease and debris removed from it to prevent the pumps plugging. Staff will clean this on an as needed basis.

### **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.

Staff prepared the lead and copper bottles and letters and passed them out to the residents on the sampling plan.

## COMPLIANCE RECORD AND PLANT PERFORMANCE

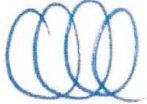
Plant Design for Influent BOD is 270 mg/L. The permit limit for Effluent TSS and BOD is a Monthly Average of 40 mg/L with a Daily Maximum of 90 mg/L.

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

Sample results for July 30<sup>th</sup> were not available at the time this report was compiled.

Sincerely,

### FLUID RESOURCE MANAGEMENT



Carinna Butler  
Operations Manager

### ATTACHMENTS

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



# Avila Beach CSD Wastewater Treatment Facility

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

Month: JULY 2017

Date	Daily Flow (MGD)			Effluent Monitoring		
	Total	Max (gpm)	Avg (gpm)	Biweekly Total Coliform	Biweekly Fecal Coliform	Daily Chlorine Residual
1	0.073131	110	51			<0.02
2	0.082887	139	58			<0.02
3	0.073159	131	51			<0.02
4	0.073162	124	51	2	<2	<0.02
5	0.051555	114	41			<0.02
6	0.053626	88	37	<2	<2	<0.02
7	0.067966	129	47			<0.02
8	0.075122	116	52			<0.02
9	0.075254	112	52			<0.02
10	0.059261	100	41			<0.02
11	0.058518	98	41	5	<2	<0.02
12	0.062911	95	44			<0.02
13	0.063028	95	44	2	<2	<0.02
14	0.069029	118	48			<0.02
15	0.078596	123	55			<0.02
16	0.081972	110	57			<0.02
17	0.064783	102	45			<0.02
18	0.063060	105	44	<2	<2	<0.02
19	0.062234	94	43			<0.02
20	0.061980	102	43	<2	<2	<0.02
21	0.073050	109	51			<0.02
22	0.084023	112	58			<0.02
23	0.077916	114	54			<0.02
24	0.064264	107	44			<0.02
25	0.065280	101	46	<2	<2	<0.02
26	0.066437	102	46			<0.02
27	0.065203	123	45	<2	<2	<0.02
28	0.071600	204	50			<0.02
29	0.084466	120	59			<0.02
30	0.079100	117	55			
31	0.066212	116	46			<0.02
Min	0.051555	88	37	<2	<2	<0.02
Mean	0.069316	114	48	<2	<2	<0.02
Max	0.084466	204	59	5	<2	<0.02
Total	2.148785	Effluent daily (dry weather) flow NTE 0.2 MGD (mean).				

Effluent and Influent Monitoring					
Date	Biweekly Effluent BOD (24 HC)	Biweekly Effluent TSS (24 HC)	Biweekly Influent BOD (24 HC)	Biweekly Influent TSS (24 HC)	Monthly Effluent Oil & Grease (Grab)
7/2/17	23	20	420	442	
7/6/17	17	18	419	220	
7/9/17	25	25	591	440	
7/13/17	15	16	328	272	2.4 DNQ
7/16/17	25	22	298	82	
7/20/17	17	15	325	184	
7/23/17	22	22	409	572	
7/27/17	23	24	407	324	
7/30/17					
Min	15	15	298	82	2.4 DNQ
Mean	21	20	400	317	2.4 DNQ
Max	25	25	591	572	2.4 DNQ
BOD Removal: 94.8%			TSS Removal: 93.6%		

Effluent Monitoring				
Date	Weekly Set. Solids (Grab)	Weekly Turbidity (Grab)	Weekly pH (Grab)	Weekly Temp °F (Grab)
7/6/17	0.1	30.0	6.7	74
7/13/17	<0.1	13.6	6.7	75
7/20/17	<0.1	17.3	6.6	74
7/27/17	<0.1	29.2	6.6	75
Min	<0.1	13.6	6.6	74
Mean	<0.1	22.5	6.7	75
Max	0.1	30.0	6.7	75

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

Sludge Removal	
Date	Gallons (Est.)
7/6/17	4,500
7/18/17	4,500

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

SIGNATURE: \_\_\_\_\_

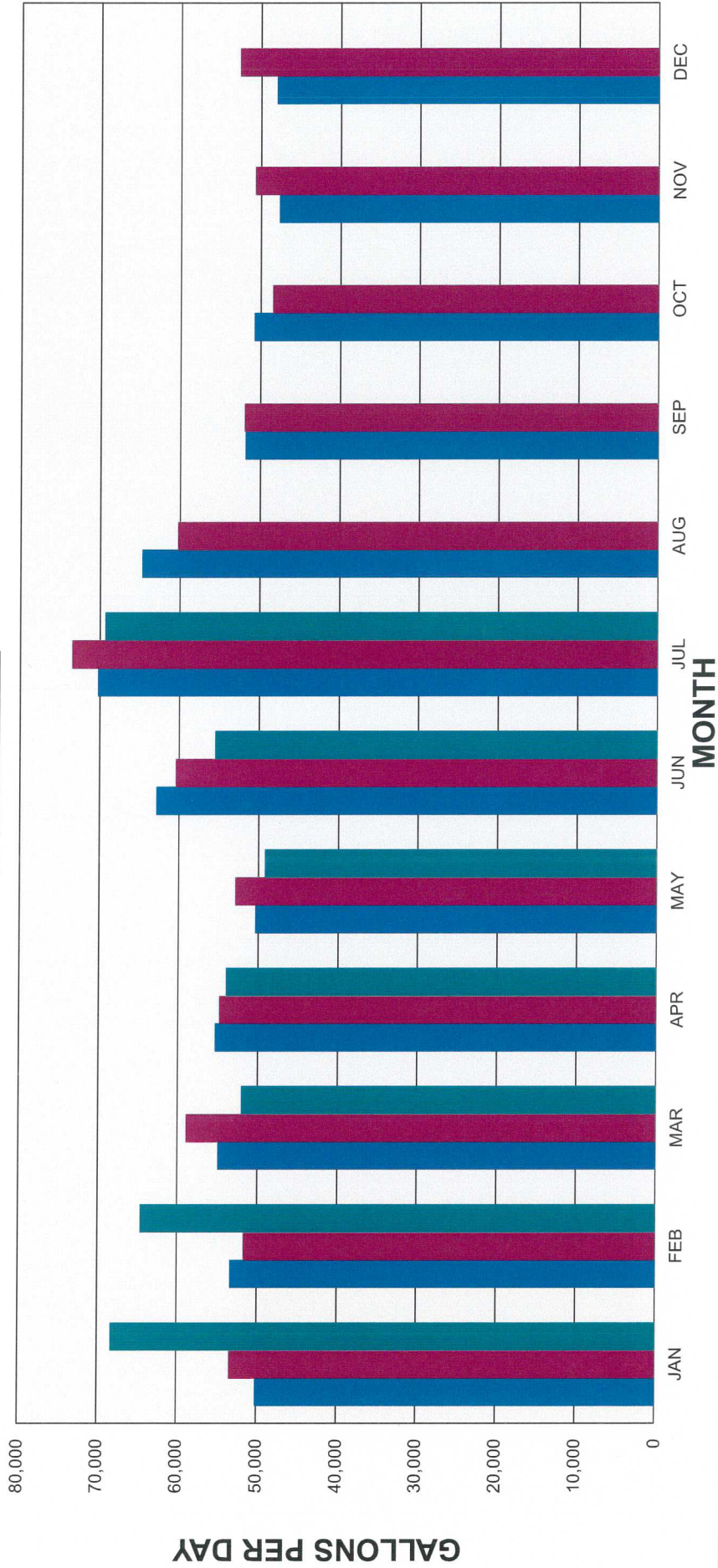
DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

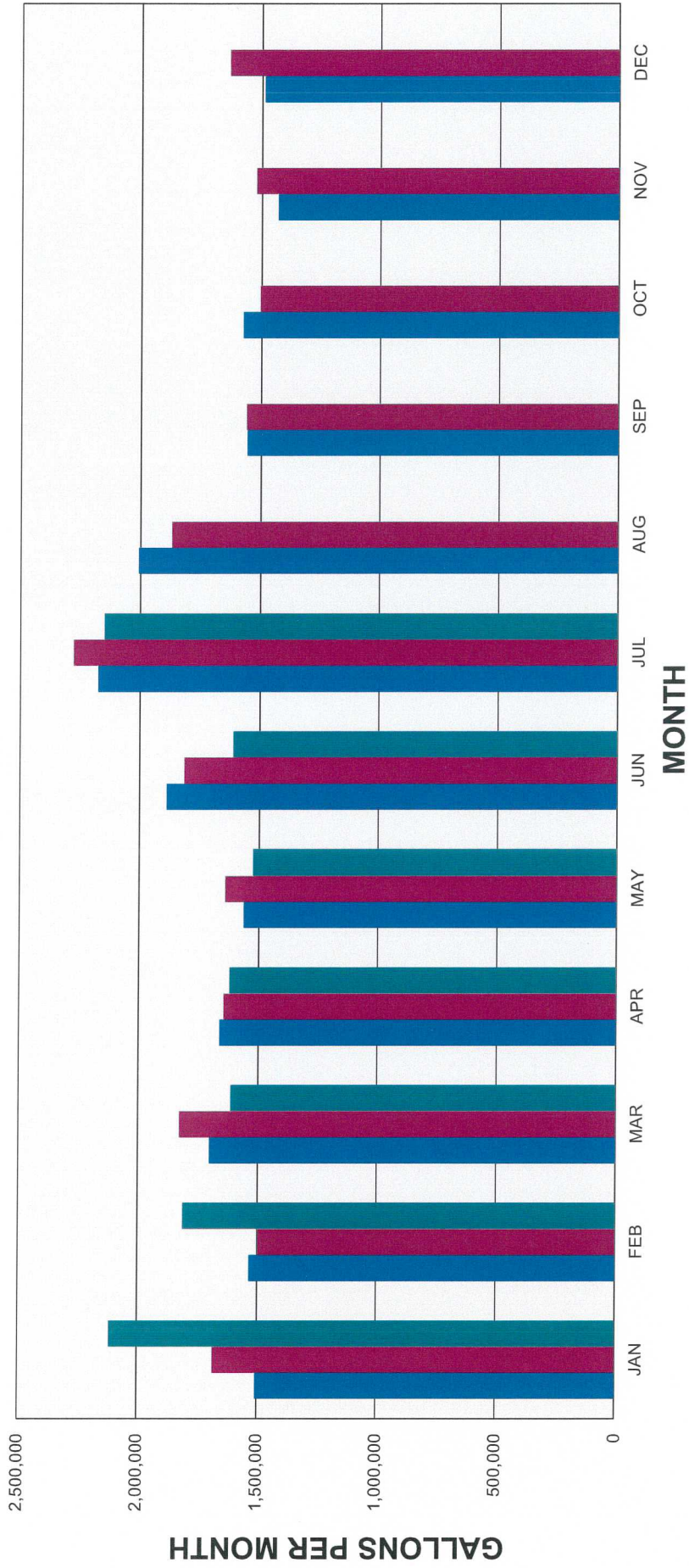
# ABCSD AVERAGE DAILY WWTP EFFLUENT FLOW (2015 - 2017)

■ 2015 ■ 2016 ■ 2017



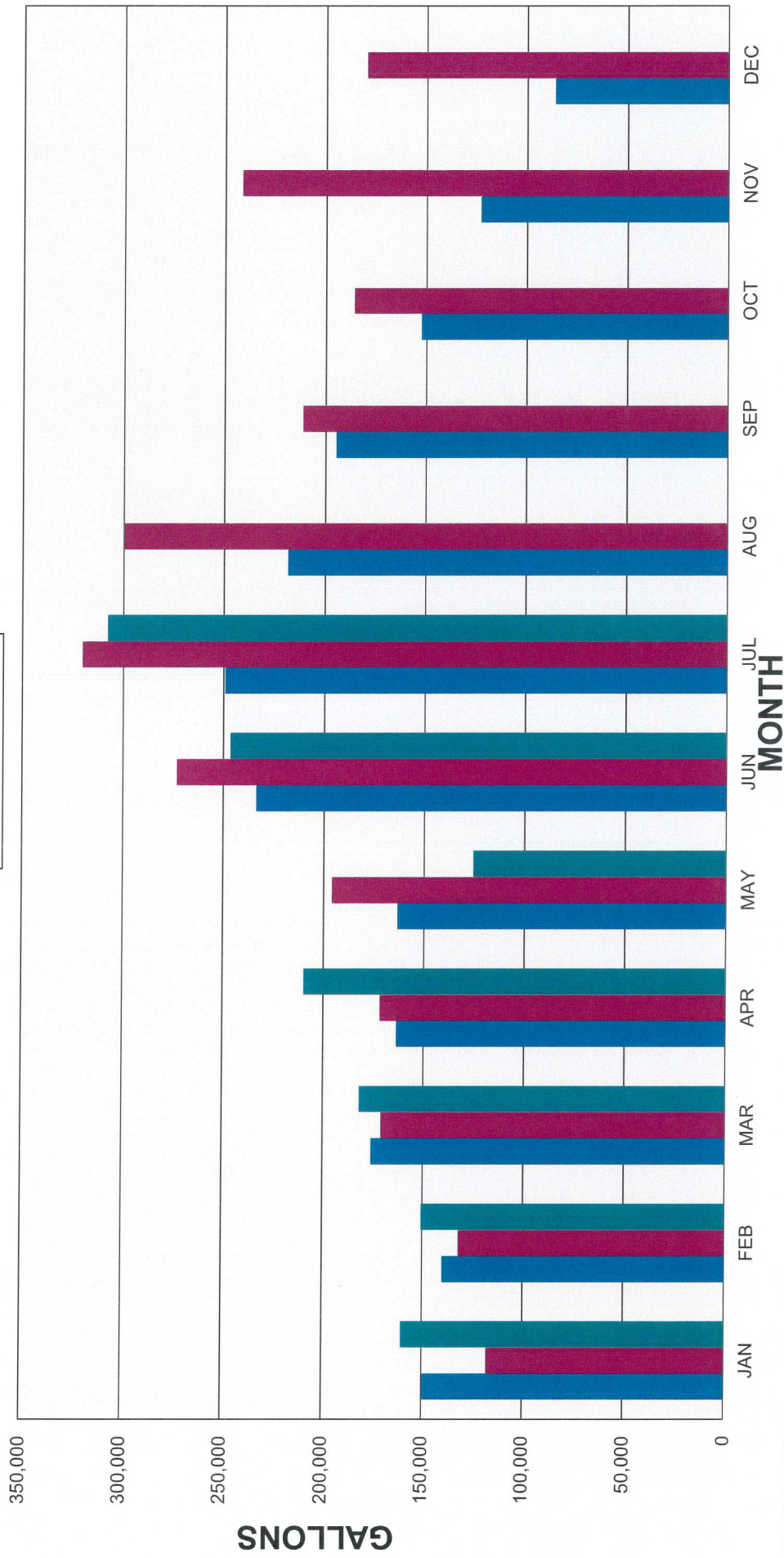
# ABCSD MONTHLY TOTAL WWTP EFFLUENT FLOW (2015 - 2017)

■ 2015 ■ 2016 ■ 2017

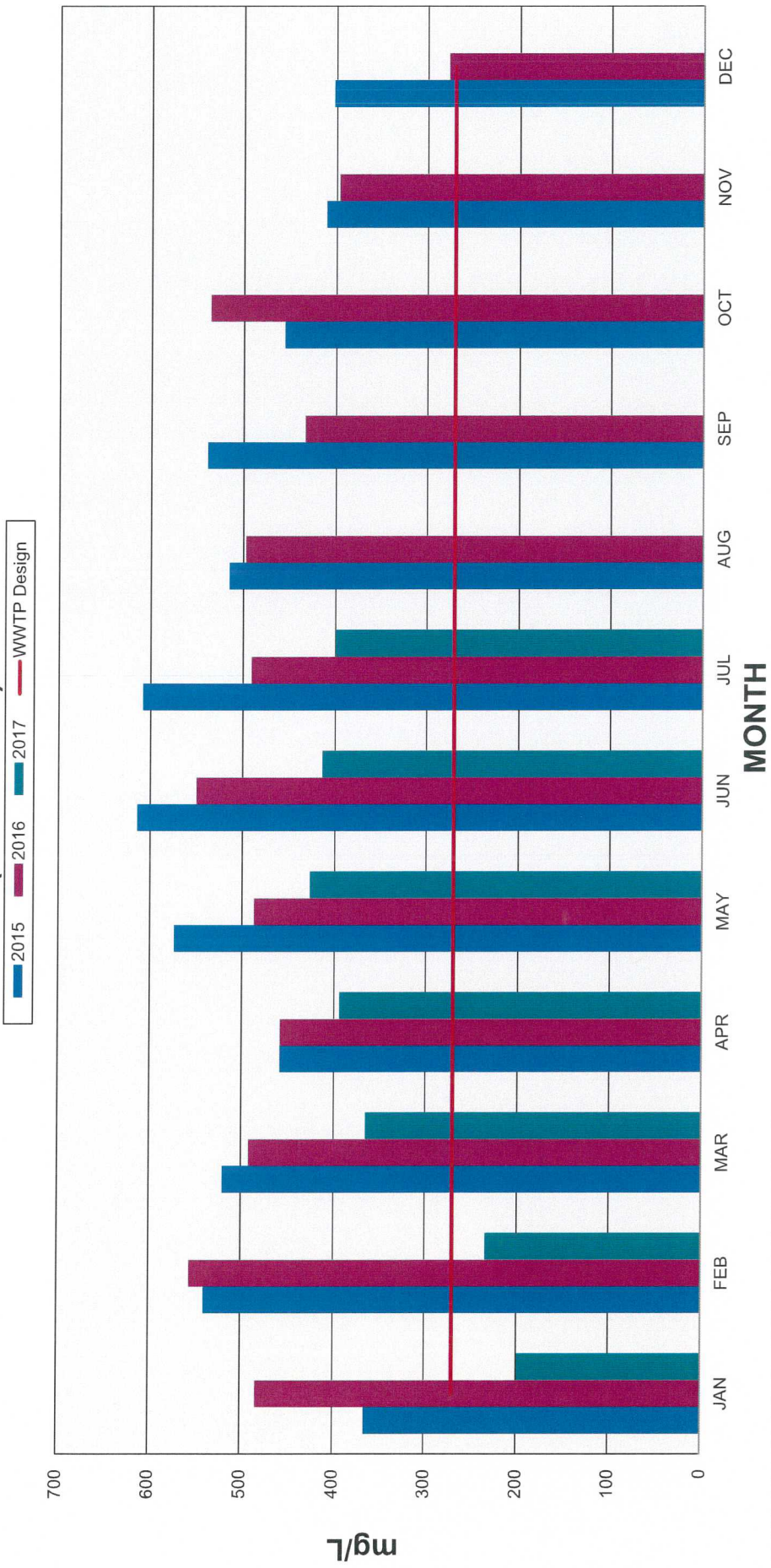


# PORT SAN LUIS MONTHLY TOTAL FLOW (2015 - 2017)

■ 2015 ■ 2016 ■ 2017

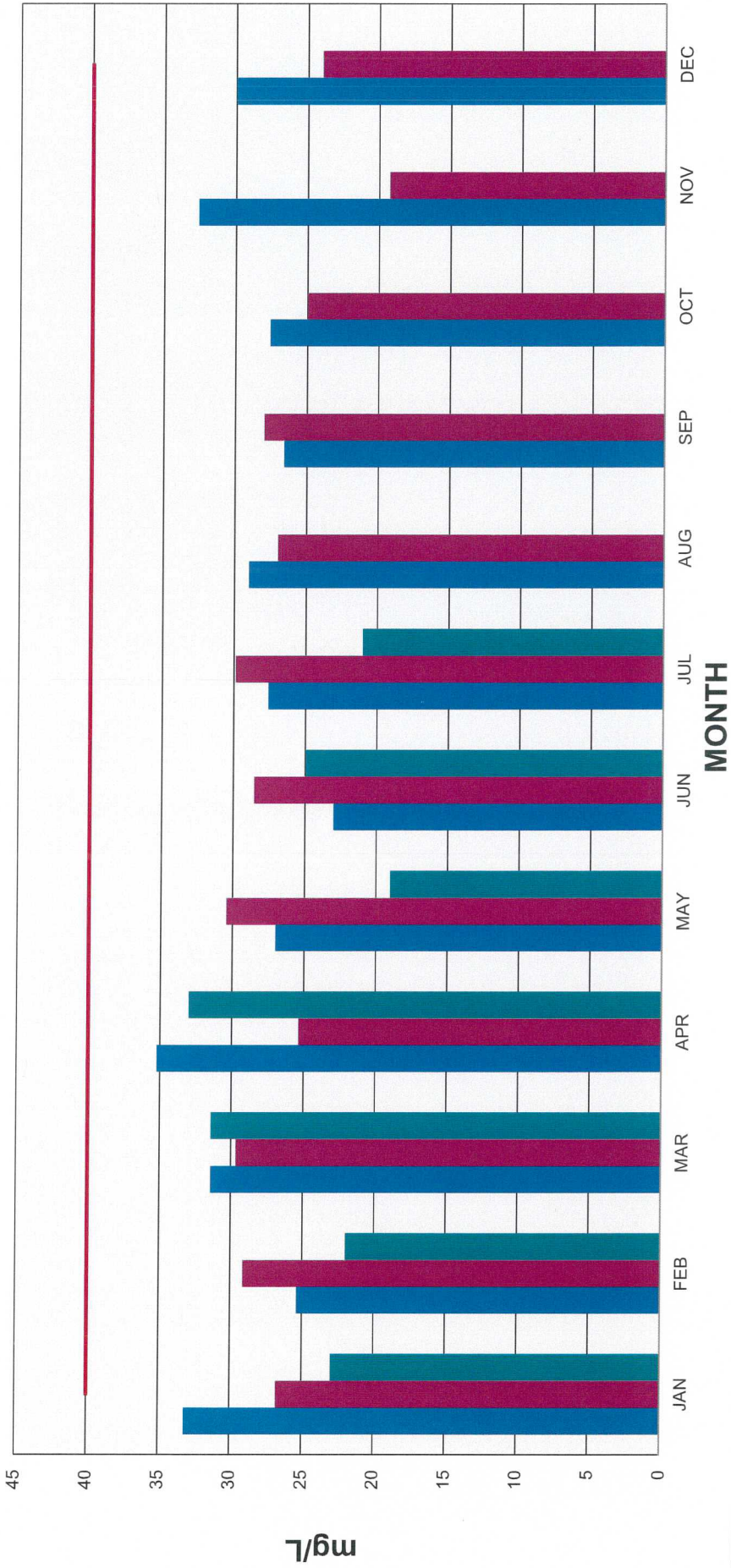


# ABCSD MONTHLY AVERAGE INFLUENT BOD (2015 - 2017)



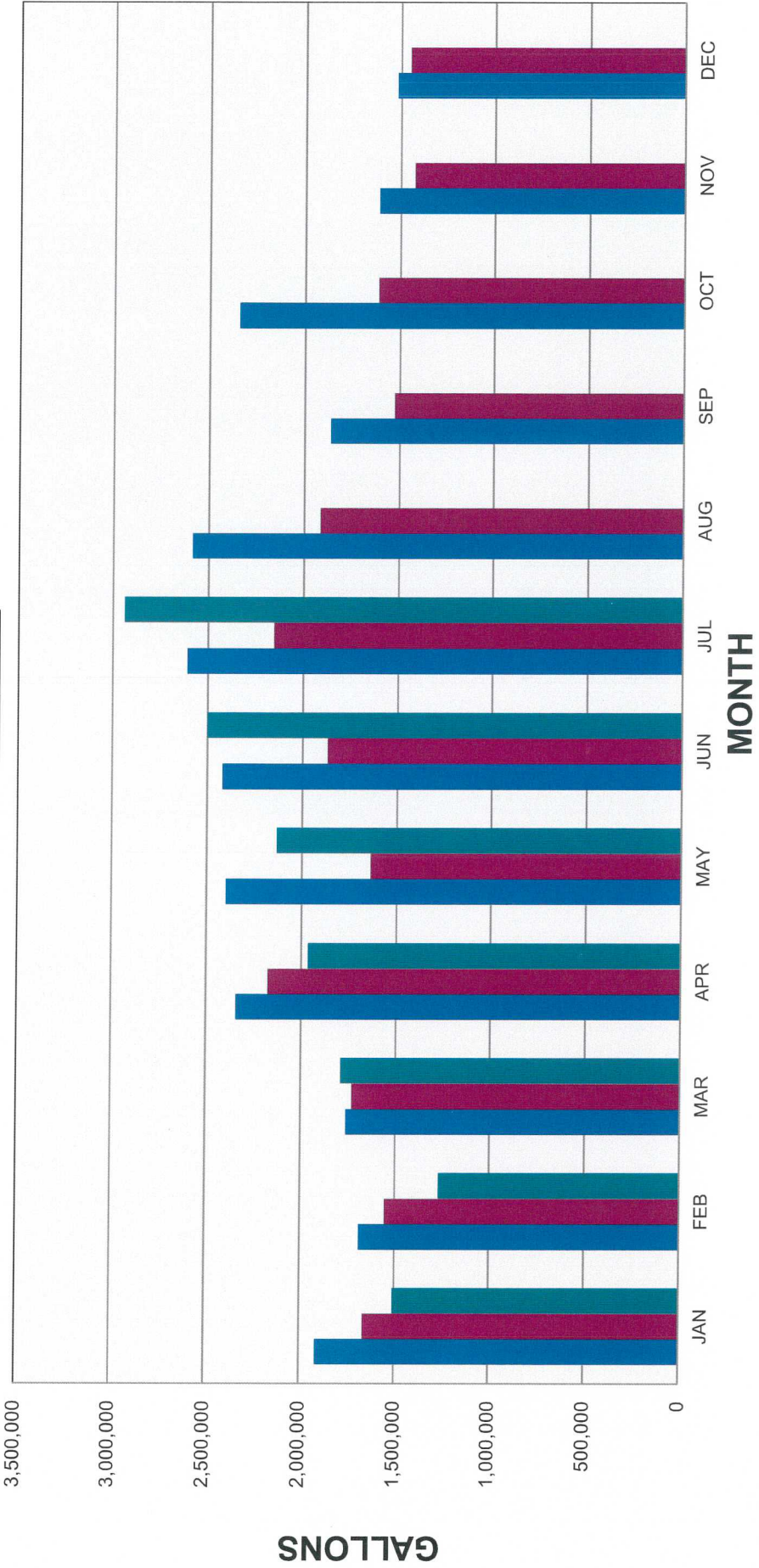
# ABCSD MONTHLY AVERAGE EFFLUENT BOD (2015 - 2017)

■ 2015   
 ■ 2016   
 ■ 2017   
 — 30 Day Average Limit



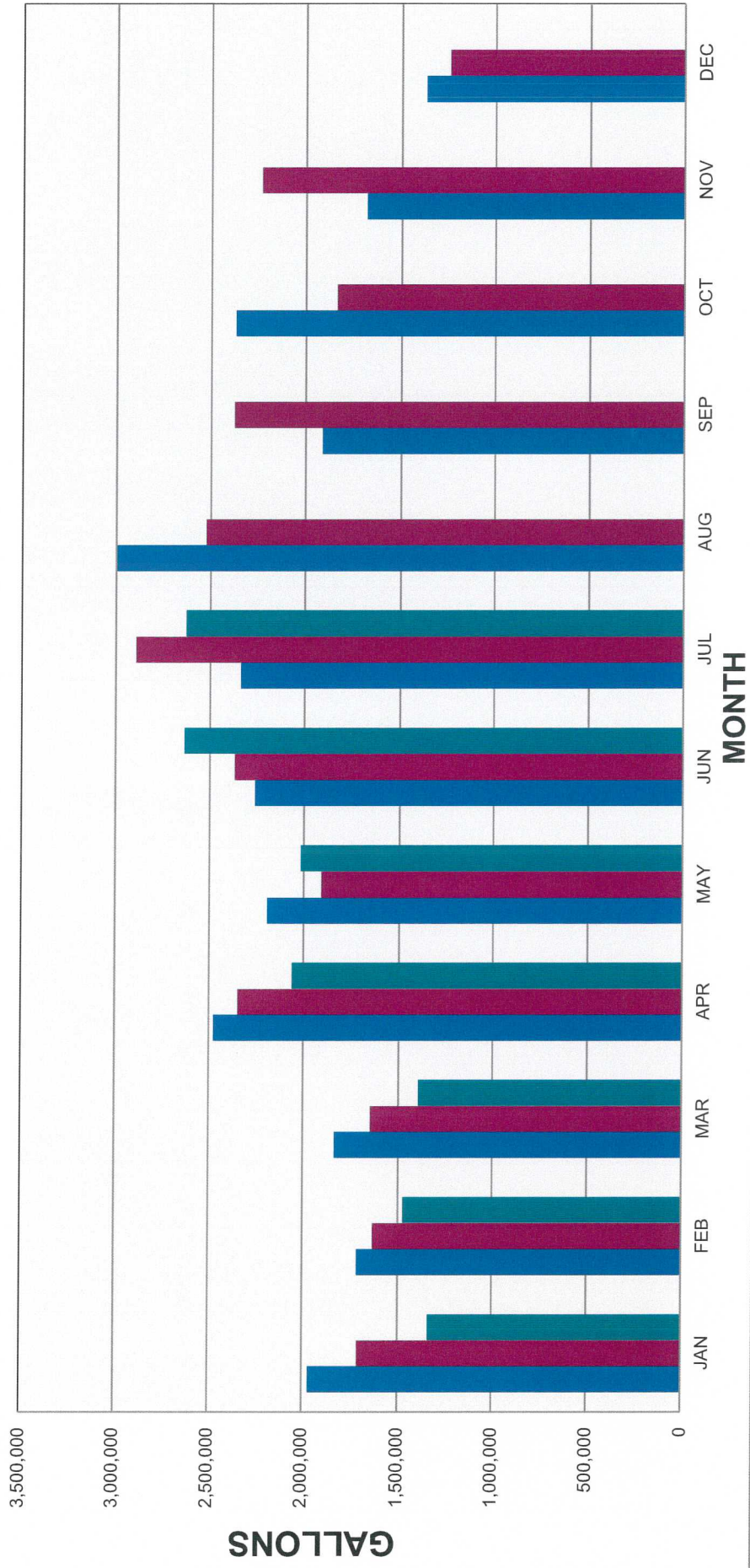
# ABCSD MONTHLY WATER PURCHASED FROM LOPEZ (2015 - 2017)

■ 2015 ■ 2016 ■ 2017



# ABCSD MONTHLY WATER SOLD (2015 - 2017)

■ 2015 ■ 2016 ■ 2017






**AVILA BEACH**  
**COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: August 8, 2017

SUBJECT: Brown Act Workshop at Port San Luis Harbor District

**Recommendation:**

Receive Report and Provide Direction to Staff

**Funding:**

The cost of the Workshop is \$25 per person. The approved FY 2017/18 budget includes more than adequate funding for Board members to attend the Workshop

**Discussion:**

The California Special District Association (CSDA), in coordination with the Port San Luis Harbor District, is sponsoring a half-day Workshop on August 30, 2017, entitled "Understanding the Brown Act". The Flyer for the Workshop is attached. This will be a great opportunity for Board members to get an overview/refresher of the Brown Act and ask questions of the experts. Please let Kristi if you would like to attend and she will submit the registration form.

# DISTRICT NETWORK WORKSHOP



## California Special Districts Association

*Districts Stronger Together*

## UNDERSTANDING THE BROWN ACT

### DATES AND LOCATIONS:

**August 16** – North of the River Recreation and Park District, Bakersfield – *Central Network*

**August 23** – South Feather Water and Power Agency, Oroville – *Northern Network*

**August 30** – Port San Luis Harbor District, Avila Beach – *Coastal Network*

**September 6** – Coachella Valley Water District, Coachella – *Southern Network*

**November 1** – East Bay Municipal Utility District, Oakland – *Bay Area Network*

**November 8** – Stockton East Water District, Stockton – *Sierra Network*

The Ralph M. Brown Act, California's open meetings law, provides legal requirements to help ensure the right of access to information and transparency in local government decision making. This workshop will guide attendees through the ins and outs of the Brown Act, including:

- What constitutes a meeting - including committees, advisory boards, and serial meetings;
- Information on different types and manner of conducting meetings - including special meetings, emergency meetings, and closed sessions;
- Agenda requirements, notice requirements, and public participation at meetings; and
- Potential penalties for violating the Brown Act.

### SCHEDULE:

9:00 – 9:30 a.m.	Registration
9:30 – 10:00 a.m.	Grassroots Outreach & Legislative Updates for Special Districts
10:00 a.m. – 12:00 p.m.	Understanding the Brown Act
12:00 – 1:00 p.m.	District Network Discussion Lunch <i>sponsored by the California Special Districts Alliance</i>

**REGISTRATION:** *(includes lunch and one complimentary copy of CSDA's new Brown Act Guide)*

CSDA Member – \$25     Non-Member – \$40

Name: \_\_\_\_\_

Title: \_\_\_\_\_

District: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Mail or fax completed form to:**

CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814 • fax: 916.520.2465

### Questions?


Please contact us toll-free at 877.924.2732.

**AVILA BEACH**  
**COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: August 8, 2017

SUBJECT: Award Contract for Maintenance on Water Tank #1

**Recommendation:**

Staff recommends that the Board direct staff to retain Advantage Technical Services, Inc. for internal and external tank coating repairs on Tank #1.

**Funding:**

The District's approved FY 2017-18 Capital Improvement Program budget includes budgetary item number W-2017/18-1 Water Tank Maintenance Items in the amount of **\$50,000** for the maintenance and repair of Water Tanks #1 and #2.

**Discussion:**

In February 2017, the District retained Advantage Technical Services, Inc. (ATS), to clean and inspect the District's two potable water tanks. At the April 2017 Board meeting, staff presented the results of the inspection and the Board directed staff to include funding in the FY 2017/18 budget to complete the recommended maintenance items.

On July 26, 2017, staff met with ATS owner, Will Bellis. After reviewing the inspection results with Bellis, staff requested ATS to provide a proposal for completing the internal and external coating repairs on Tank #1. ATS's proposal for repairs includes up to 2 days of spot repairs on the interior and exterior of the tank, including a confined tank entry and conducting the spot repairs while the tank is full. The water in the tank will be tested prior to putting the tank back on-line. Staff recommends the Board retain ATS to complete the work outlined in their proposal for an amount not to exceed \$10,264.

Staff also requested ATS to prepare an options analysis proposal for the work needed on Tank #2. The work needed on Tank #2 is more extensive and will likely require preparation of plans and specifications for the bidding process. Staff will bring that proposal to the Board at a future meeting.

Estimate for:

**Avila Beach CSD Tank #1 Potable Water  
Coating Repairs w/ Confined Space Entry  
Vacuum Recovery Preparation on Interior  
2 Days of Spot Repair on Worst Areas, Interior & Exterior**



**ADVANTAGE TECHNICAL SERVICES, Inc.**

Specialty Engineering & Inspection Company  
(805)595-2282

Pre-job	Hours	Rate (\$)/hr	OT Hours	Estimate	
Engineering (PE)	0	175.00		\$ -	
Tank Inspector (API653, AWS CWI)	0	145.00		\$ -	
Coating Inspector	0	145.00		\$ -	
ASNT Level III NDE Engineer	0	145.00		\$ -	
Procurement/Materials	4	110.00		\$ 440.00	
Mobilization/Demobilization	6	110.00		\$ 660.00	
					<b>\$ 1,100.00 Pre-Job Subtotal</b>
Potable Confined Space Entry Team	Hours	Total Hrly Rate	OT Hours		
Minimum 3 person team required					
Entrant	16	122.00		\$ 1,952.00	
Diver, Standby Entrant	16	71.00		\$ 1,136.00	
Hole Watch, Diver's Tender	16	70.00		\$ 1,120.00	
Materials mix., Asst. Tender	16	67.00		\$ 1,072.00	
Entry Consumables	1	85.00		\$ 95.00	Breathing air, batteries, fuel
Entry Equipment	1	125.00		\$ 125.00	ie. Crew truck, equip., generator,
Overhead <b>28%</b>	16	116.20		\$ 1,859.20	Insurance, indirects, equip.
Profit <b>7%</b>	16	37.80		\$ 604.80	
					<b>\$ 7,964 Dive Team Sub-Total</b>
Special Equipment & Materials	Qty.	Rate			
Interior coating material, NSF approved	6	55		\$ 330.00	
Misc. coating consumables				\$ 280.00	w/ epoxy and polyurethane mat'l
Exterior coating epoxy & urethane				\$ 190.00	Approximate match of finish coat
					<b>\$ 800.00 Special Equip &amp; Mat'l</b>
Post Job	Qty.	Rate			
Coating Inspector	2	145.00		\$ 200.00	Photo documentation of work
Misc. Admin.	2	90.00		\$ 200.00	
					<b>\$ 400.00 Post-Job Sub-Total</b>
Travel & Per Diem	Qty.	Rate			
Miles	0	\$ 0.75		\$ -	
Per Diem	0	\$ -		\$ -	
					<b>\$ - Travel Sub-Total</b>

Cost Estimate		
Contingency:	0%	\$ -
Pre-Job:	\$ 1,100	\$ 1,100.00
Confined Space Entry / Dive Team:	\$ 7,964.00	\$ 7,964.00
Special Equipment and Materials:	\$ 800.00	\$ 800.00
Post Job:	\$ 400.00	\$ 400.00
Travel:	\$ -	\$ -
Subcontractor & mark-up:		\$ -
		\$ -
<b>Estimate Total:</b>		<b>\$ 10,264.00</b>

Pre and post testing of water is recommended but would be outside of ATS' scope  
 All work will be conducted on a time and materials basis. This estimate will not be exceeded without approval.  
 Coating application in wet environment is intended to extend the life of the overall coating system but will not match the aesthetics or life of coatings applied in dry conditions with optimal preparation.  
 Close match of exterior coating will be the goal but is not guaranteed due to weathered condition etc.

**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager



DATE: August 8, 2017

SUBJECT: Purchase Stand-By Generator and Switch Gear for the First Street Pump Station

**Recommendation:**

Staff recommends that the Board award a contract to All-Tech Services Inc., for the purchase of a stand-by generator and transfer switch for the First Street Pump Station.

**Funding:**

The District's FY 2017-18 Budget includes budgetary item numbers WW-2017/18-4 and -5 in the total amount of \$40,000. Staff recommends using these two line items to fund the purchase of the generator and transfer and then modify the Capital Improvement Program budget (if needed) at the mid-year review. There are adequate funds in the District's reserves to fund this project.

**Discussion:**

When power goes out in the District the stand-by generator at the wastewater treatment plant automatically switches on to provide power to run the plant and ensure that we continue to meet the permit effluent limits and don't experience a sewage spill. Staff is proposing the District install a similar (but significantly smaller) stand-by generator and automatic switch gear at the First Street sewage pump station to avoid a sewage spill. Currently, when the power goes out, Operations staff must respond to the lift station very quickly to set-up the gas powered portable pump. Operations staff then must man the station essentially full-time since the fuel tank on the portable pump is relatively small and must be re-filled every 90 minutes or so. The District has not experienced a sewage spill/overflow at this pump station in recent years, but we have spent a considerable amount of money in emergency response and overtime pay. Installation of the stand-by generator and switch gear will minimize the chances of a sewage overflow and reduce District emergency response and operations costs.

If the Board approves the project, staff will be complete it in two phases. The first phase is to purchase/order the generator and switch gear unit. While the unit is being built, staff will solicit bids from qualified electrical contractors to install the unit at the pump station. Staff estimates installation costs will be approximately \$15,000.

Staff solicited bids from three firms. The three firms and their respective bids are provided below:

Sangha Energy, San Luis Obispo, CA.	\$40,960 (Generac SD030)
San Luis Powerhouse, San Luis Obispo	\$27,116 (Kohler 30 kW)
All Tech Services, Paso Robles	\$27,750 (Generac SD030)


Staff recommends purchasing the Generac unit from All Tech Services. The price between the Kohler and Generac is negligible and our project consultant, Greg Notley at Power and Communications, recommends that the District go with the Generac Unit and sound enclosure.

# AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

## MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: August 8, 2017

SUBJECT: District Financial Reserve Policy – Resolution No 2017-09

### Recommendation:

Receive Report, consider any public comment and either provide direction to staff or adopt Resolution No. 2017-09 adopting a District Financial Reserve Policy

### Discussion:

During this year's budget review process the Board and staff discussed preparation of a formal District Financial Reserve Policy. The California Special Districts Association has prepared Special District Reserve Guidelines and recommends Special District Boards consider adopting a formal Reserve Policy. An excerpt from the Guidelines document is attached for your information and review and a full copy of the Guidelines will be available at the Board meeting.

In order to move the process along in a timely and cost effective manner, staff retained Mr. Clayton Tuckfield of Tuckfield and Associates to review the District's most recent financial audit and prepare a draft Reserve Policy and accompanying Resolution. Mr. Tuckfield's firm specializes in Rate Studies, Capacity/Connection Fee Studies and Revenue Bond Feasibility Studies and he has prepared Reserve Policies for many Special Districts. There are many options for the depth and type of reserve funds a Special District can establish. Mr. Tuckfield and I attempted to strike a balance between a policy that is not too detailed and one that is detailed enough for a District the size of Avila Beach CSD.

After reviewing and commenting on an initial draft, we developed a draft Policy that included the following Reserve Funds for the water and sewer enterprises:

- Operating Reserve Fund
- Capital Replacement Reserve Fund
- Capacity Reserve Fund
- Emergency Capital Reserve Fund and
- Rate Stabilization Reserve Fund

Exhibit A of the proposed Resolution summarizes each of the reserve funds purpose and proposes a target funding level. Initial funding of the reserve funds will be accomplished by transferring funds from the District's LAIF general reserve funds. Reserve fund balances and target reserve funding levels will be reviewed and adjusted (if necessary) as part of the annual budget adoption process. The Table on Page 4 of Exhibit A provides a first draft of the reserve fund target balances.



# The Formation of Special District Reserve Guidelines

Answering a Call, Fulfilling a Need

The genesis for CSDAs Special District Reserve Guidelines was a 2000 Little Hoover Commission report entitled, *"Special Districts: Relics of the Past or Resources for the Future?"* The report included a section on special district reserves with an introductory finding that stated: *"Hundreds of independent special districts have banked multi-million dollar reserves that are not well publicized and often not considered in regional or statewide infrastructure planning."*

The 2000 report raised a number of issues relating to special district reserves including:

- Lack of guidelines and consistency
- Lack of visibility and publication of district financial information
- Lack of understanding among constituents and policymakers of district finances
- Lack of districts incorporating reserve information into infrastructure planning

News media reacted to the Little Hoover Commission report with banner headlines claiming that "obscure" public agencies have "hoarded" billions in reserves. Legislative hearings on special district finances were held and interest was spiked among grand juries, leading them to investigate how special districts within their counties handle reserves.

Ultimately, the Little Hoover Commission recommended that guidelines for prudent reserves be established, and that investment policies and practices be reviewed to determine if additional oversight was warranted.

## CSDA Reserve Guidelines Task Force

Although special district advocacy organizations disagreed with some of the Little Hoover Commission's findings and data interpretation, CSDA concurred that the establishment of reserve guidelines would assist special district governing officials and administrators in fulfilling their fiduciary responsibilities. To accomplish this, CSDA formed a task force in 2001 to identify both the essential elements of a reserve policy and the issues to be discussed during policy development.

The Special District Reserve Guidelines were developed by the task force as a tool for special district governing officials and administrators to assist them in fulfilling their commitment to provide cost-effective and efficient public services for the communities they serve.

## Special District Reserve Guidelines Second Edition

Today, with over a decade having passed since CSDA convened its original task force in 2001, many special districts have utilized the guidelines to evaluate their reserve policies, develop new reserve policies, and/or promote comprehensive and easily understood policies.

Through this decade-long process, special districts have gained new insights on improved best practices. Furthermore, certain accounting practices and terminologies have evolved. Therefore, in order to ensure the most accurate and updated guidelines, and in continuance of efforts to promulgate widespread adoption, CSDA commissioned a second task force in 2012 to produce a Special District Reserve Guidelines, Second Edition. CSDA encourages district officials to incorporate these new guideline elements into their policies, where applicable, based on size and services offered.

In developing and updating the second edition, the CSDA task force recognized that many independent special districts already have established reserve policies and most, if not all, special district officials recognize their fiduciary responsibilities and take them seriously. What may have generated most of the concern regarding special district reserves in 2000 is not lack of policy, but lack of outreach to constituents and others regarding district operations. It is essential that special districts continue to promote understanding outside their boardroom and perform outreach on district financial management to facilitate understanding among the public, media and legislators.





## Introduction

Reserves are the foundation of the sustainable delivery of core services.

### *Importance of Maintaining a Reserve*

Reserves are the foundation of the sustainable delivery of core services.

Through prudent reserves, special districts offer taxpayers and ratepayers significant benefits including:

1. Savings to balance budgets
2. Emergency preparedness
3. Stable rates
4. Well-maintained infrastructure
5. Investment in the future

The fundamental question in maintaining a reserve is, how much is enough? In other words, when are reserves too low and when are they too high? These can be delicate questions because unwarranted reserves could undermine taxpayer and ratepayer support, while insufficient reserves could jeopardize the district's long-term sustainability.

There is also the question of where reserve funds should be spent. Pressure to expend reserves on making current services cheaper, rather than planning for the future, is all too frequent. Adopting a reserve policy will assist your agency in answering these fundamental questions.

## Reasons for Adopting a Reserve Policy

In addition to the over-arching taxpayer and ratepayer benefits of reserves noted earlier, there are many specific reasons for a special district to adopt reserve policies:

### **Shared Vision:**

A formally adopted policy promulgates a shared understanding of the proper level and use of reserves, which facilitates healthy working relationships.

### **Objectivity:**

Revenue decisions represent some of the most controversial and difficult choices that governing boards must face. Utilizing reserve policies reduces political gamesmanship and promotes responsible long-term planning.

### **Fiscal Justification:**

Inevitably, public agencies will face scrutiny over whether to raise or reduce rates, taxes or fees. Having reserve policies in place prior to such occasions serves as a valuable tool for both making and explaining difficult decisions.

### **Public Awareness:**

Keeping the public informed about what you do is a fundamental responsibility for any public agency. They are the boss, after all, and all of us understand from personal experience that our jobs are a lot easier and a lot less stressful when the boss knows about and approves of what you are doing. Adopting a policy can help the district better communicate to the public the motives for adopting a reserve, as well as convey the reasons for maintaining the reserve at a certain level.



### **Important questions about reserves**

The fundamental question in maintaining a reserve is, how much is enough? In other words, when are reserves too low and when are they too high? These can be delicate questions because unwarranted reserves could undermine taxpayer and ratepayer support, while insufficient reserves could jeopardize the district's long-term sustainability.



## Prudent Accumulation and Management of Reserves: Developing Policy

Each special district should develop and adopt a reserve policy.

The Special District Reserve Guidelines reflect the common belief among special districts that there should be a clear and well-articulated rationale for the accumulation and management of reserve funds. Each special district should develop and adopt a reserve policy as a commitment to financial prudence and careful stewardship of community assets. It is critical to understand that a reserve fund is designated by a public agency to carry out specific purposes in a manner consistent with other financial policies, budgetary practices, district programs, and legal requirements.

### *Reserve Policy Objectives:*

1. To provide adequate funding to meet the agency's short-term and long-term plans.
2. To minimize adverse annual and multi-year budgetary impacts from anticipated and unanticipated expenditures, thus minimizing the possibility of unplanned service fees or rate fluctuations.
3. To strengthen the financial stability of the agency against present and future uncertainties in an ever-changing environment.

### *Foundational Elements of a Reserve Policy:*

Prior to developing a reserve policy, a district should first establish the three prerequisites below.

1. Clear, organizational philosophy/mission.
2. Policy-oriented board of directors, with long-term focus on fiscal sustainability.
3. Standardized method of financial reporting, such as Governmental Accounting Standards Board (GASB) Statement Nos. 34 and/or 54.

### **Principles for Developing a Reserve Policy:**

1. **Identify the uniqueness of the district.**
  - a. Consider district goals, needs and constraints.
  - b. Utilize life-cycle analysis if district is capital intensive.
  - c. Regularly measure condition of assets.
2. **Form a complete understanding of the district's core business and significant cost drivers for district operations.**
3. **Engage in strategic planning.**
  - a. By developing, regularly evaluating and, when necessary, modifying strategic plans, districts can more efficiently plan and shape their futures. Strategic planning can help district boards anticipate and adapt to changing environmental, regulatory and demographic conditions. This assists districts in establishing appropriate reserve funds and adopting adequate target levels.
  - b. Seek community input in the strategic planning process, i.e., ratepayers and taxpayers, business groups, community organizations, other public agencies serving the same constituency, etc.
4. **Make communicating a priority.**
  - a. A regular newsletter and annual report are good starting points; it is critical for districts to reach out to the public and explain their financial position.
  - b. Seek input through customer surveys, community meetings, and other meaningful engagement.
  - c. Inform customers and constituents of output and seek their input in evaluating policies.
5. **Recognize that a good reserve policy must be consistent with other financial policies, such as a balanced operating budget and investment policies.**
6. **Create and maintain a well-developed capital improvement plan.**
7. **Estimate the ebb and flow, or "seasonality," of cash-flow during the fiscal year and build a basic understanding of the degree of short-term borrowing necessary to meet such needs.**
8. **Clearly identify reserves—both categories and purposes.** Set target levels for reserves that are consistent with the district's mission, the district's uniqueness and the philosophy of the district's board and community.
  - a. Rate-stabilization funds
  - b. Fees and charges
  - c. Debt issuance and management
  - d. Deferred maintenance
  - e. Level of unrestricted (contingency) funds
  - f. Long-term repair and replacement
9. **A broad reserve policy may include many elements or sub-policies.** Some areas that may need sub-policies include:
  - a. Rate-stabilization funds
  - b. Fees and charges
  - c. Debt issuance and management
  - d. Deferred maintenance
  - e. Level of unrestricted (contingency) funds
  - f. Long-term repair and replacement

## Specific Considerations for Budgeting and Allocating and Balance or Net Position/Net Assets

### Considerations

- Define the special district's fiscal objectives:
  - a. Short-term
  - b. Long-term
  - c. Operating
  - d. Capital
- Identify where funds are used:
  - a. Operating revenues are the general-purpose funds through which ongoing activities are funded.
  - b. Special-purpose revenues often are legally restricted for a particular use. For example, a special assessment for infrastructure must be separately accounted for and spent on designated infrastructure costs.
  - c. Debt proceeds should be used to fund costs that provide a benefit across fiscal years. The issuance of debt allows the district to allocate these costs by spreading the debt service to these periods. Debt proceeds should never be used for short-term operating costs because this would entail allocating current operating costs to future periods.
  - d. One-time revenues should be used for one-time expenses. If a special district gets one-time revenues and uses it to provide additional full-time positions or to fund on-going operating costs, it may lead to a budget crisis when the one-time funding runs out.



### One-time Revenue

According to the Government Finance Officers Association, "Examples of one-time revenue include: infrequent sales of government assets, bond refunding savings, infrequent revenues from development and grants. These revenue may be available for more than one year (e.g., a three-year grant) but are expected to be non-recurring."

### One-time Expenditures

According to the Government Finance Officers Association, "Examples of expenditures which a government may wish to use one-time revenue include start up costs, stabilization (e.g. to cover expenditures that temporarily exceed revenues), early debt retirement, and capital purchases."

## Components of Fund Balance

In governmental funds, "reserves" typically comprise a portion of the total fund balance. Fund balance reporting standards play a part in describing how much of fund balance might be available for a reserve and how much is limited to other purposes. GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, changes how fund balance has traditionally been reported.

In the past, reporting of fund balance focused on whether resources were available for appropriation (i.e., budgeting) and distinguished between "unreserved fund balance" (i.e., available for appropriation) and "reserved fund balance" (i.e., not available for appropriation). GASB Statement No. 54 changes the focus to the "extent to which the government is bound to honor constraints on the specific purposes for which amounts in the fund can be spent" and establishes five different components of fund balance:

### COMPONENTS OF FUND BALANCE

NONSPENDABLE FUND BALANCE	RESTRICTED FUND BALANCE	COMMITTED FUND BALANCE	ASSIGNED OR DESIGNATED FUND BALANCE	UNASSIGNED OR UNDESIGNATED FUND BALANCE
This category is inherently nonspendable, such as the long-term portion of loans receivable, the principle of an endowment and inventories.	This classification has externally enforceable limitations on the use of fund balance, imposed by parties such as creditors, grantors or laws or regulations of other governments.	This encompasses limitations imposed by the special district upon itself at its highest level of decision making (e.g., governing board through a resolution). For example, the governing board might commit a portion of fund balance to a "stabilization fund" to provide a cushion against unknown economic shocks and revenue declines.	This portion is earmarked for an intended use. The intent is established at either the highest level of decision making or by a body or official designated for that purpose. For example, a share of fund balance might be assigned to offset a gap in the budget stemming from a decline in revenues or an allotment could be assigned for an upcoming special project.	This comprises all fund balances that are left after considering the other four categories. Use is least constrained in this category of fund balance.

+



CONSTRAINED

Unassigned fund balance is typically the primary subject of a reserve policy. However, committed and assigned fund balance may also be thought of as part of a reserve policy as the governing board or management, respectively, has some control over the balances. Conversely, restricted fund balances or nonspendable fund balances are fundamentally constrained, making it unnecessary to place parameters on them through reserve policy in order to achieve prudent savings and expenditures of public resources.

It is recommended that every district establish policies regarding minimum fund balance and spending priorities in order to communicate to users the importance of a reserve for economic uncertainties, why it consists of amounts that are unassigned and that it is not available for spending.

Districts' policies should specify the order in which fund balances are spent when more than one amount is available for a specific purpose. Where such policies do not exist, GASB 54 prescribes that the default order in which these amounts should be spent is committed, assigned, and then unassigned.



### **GASB 54**

According to the Governmental Accounting Standards Board, statement No. 54 was issued after, "...research revealed that the existing standards guiding fund balance reporting were being interpreted inconsistently by different governments. Consequently, the fund balance information reported by many governments also was inconsistent. It also became clear that the understandability of fund balance information was affected and that financial statement users were unable to readily interpret reported fund balance information."

*GASB fact sheet about Fund Balance Reporting and Governmental Fund Type Definitions*

## **Reserve Level Targets**

A reserve policy must set a target level of reserves to maintain. The target is typically defined in terms of unrestricted fund balance as a percentage of either regular operating revenues or regular operating expenditures. The choice between revenue and expenditures as a basis depends on which element is more predictable. A government that relies heavily on property taxes typically would choose revenues, whereas a government with a less predictable revenue portfolio might choose expenditures. In either case, the base should only reflect operating numbers and should remove the effect of unusual spikes or drops that would distort long-term trends.

With the basis of the target defined, the next step is to select a reserve-level target number. The Government Finance Officers Association (GFOA) offers guidance as to the amount of unassigned fund balance governments should maintain in their general fund operating revenues or regular general fund operating expenditures, regardless of size. As special-purpose governments, special districts should carefully balance such general advice with the unique circumstances associated with the district's operational environment.

In considering what constitutes adequate reserves, a special district may want to establish key benchmarks or ratios. Many industries have key equity target formulas or ratios that establish minimums to provide a red flag warning when equity may be too low. Some of those ratios may include the following:

- Debt to Equity
- Property Taxes to Equity
- Current Ratio
- Capital Outlay to Equity
- Capital Outlay to Operating Expenses

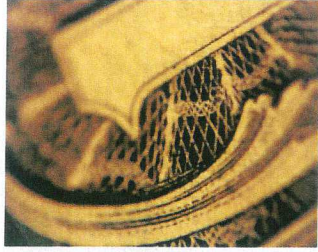
Certain districts may establish their own ratios based on the unique aspects of the district or an operating environment that may be different than other organizations in their industry.



## **Local Conditions as a Basis**

The Government Finance Officers Association notes that fund balance is ultimately a local decision based on local conditions. "...Finance staff should analyze the risks that influence the need for maintaining reserves as a hedge against uncertainty and loss."

*(p.57, GFOA, Financial Policies)*



## **Sample Policy Language**

The "X" district maintains a minimum unassigned fund balance of not less than "X" percent of budgeted general fund expenditures and other financing uses as a reserve for economic uncertainties. The district believes a reserve of this level is prudent to maintain a high bond rating and to protect the district from the effects of fluctuations in property tax revenues to which special districts are vulnerable. Because amounts in the nonspendable, restricted, committed and assigned categories are subject to varying constraints on their use, the reserve for economic uncertainties consists of balances that are otherwise unassigned.

## Articulating Financial Position and Decisions

Is this organization in good financial shape? That depends on the condition of the current assets and the short-term and long-term needs of the organization as they relate to its resources. If there exists significant current infrastructure needs, then financing may be required. Is enough set aside for contingencies? If water costs increase by 10 percent, or new environmental or health standards are issued, how will that affect total net assets?

Governmental entities collect, hold and expend resources in public trust. If too little is collected, they risk failing to meet mandated needs. If too much is collected, they overburden the public and tie up resources that taxpayers and ratepayers could use in the economy. Historically, governments have been known to spend most of their resources each year and too often fail to properly plan for long-term needs. Special districts should carefully examine their operations and budget to ensure that expenses, such as capital needs and contingencies, are anticipated and appropriate resources are set aside.

Some governments, either through good fortune or good planning, have reserved net assets for future plans and needs. What most governments have failed to do, as emphasized in the 2000 Little Hoover Commission's report, is to effectively communicate their plans for the net assets and explain why the balance is appropriate.

Each special district needs to:

1. Analyze its financial position.
2. Examine its current and long-term needs, including a capital improvement plan.
3. Establish its target fund balance or net assets.
4. Outline its goals and needs through policy, budgets and enhanced financial statement note disclosures.
5. Anticipate public scrutiny of financial statements and proactively communicate how finances are being used in a manner the public can easily digest.

It is recommended that special districts, at minimum, conduct a review of their reserve policy annually to ensure it meets the needs of the district and is in compliance with any requirements/standards that may have changed.

## Conclusion

Each special district's financial and legal professionals should review reserve policies prior to adoption to ensure they are in compliance with current laws and regulations. Reserve policy should be established based on each district's unique financial situation. Any reserve policy needs to be reviewed regularly as the financial environment within which it functions is dynamic and there may be applicable legislative or regulatory changes.

The 2000 Little Hoover Commission report concluded that there was a disconnect between special districts and their constituents and other local government entities. Therefore, it is important that each agency not only develop a reserve policy but ensure that stakeholders know and understand the district's financial position and decision-making process.

Districts should consider preparation of a public outreach program to communicate financial and program information on a regular basis to affected or interested populations. How involved each respective public outreach program is for a district is typically determined by the size and complexity of the district. A first step may be as simple as adding the information to an agency's website or the development of an annual report. CSDA encourages districts to take the next step and proactively engage the public to ensure its awareness.

We hope you find these guidelines helpful and if you have any comments or suggestions on how we can improve this document, please contact us at 877.924.2732.

**AVILA BEACH COMMUNITY SERVICES DISTRICT  
RESOLUTION No. 2017-09**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE AVILA BEACH  
COMMUNITY SERVICES DISTRICT REGARDING WATER AND WASTEWATER  
ENTERPRISE FUNDS INCLUDIGN: OPERATING RESERVE, CAPITAL RESERVE,  
CAPACITY RESERVE, EMERGENCY CAPITAL RESERVE, AND RATE  
STABILIZATION RESERVE**

WHEREAS, it appropriate and necessary for the Avila Beach Community Services District (the “District”) to set goals for its reserve balances for long range financial and strategic planning; and,

WHEREAS, the District has reviewed its reserve requirements and determined that it is necessary to establish certain reserve funds and cash balances;

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED by the Board of Directors, Avila Beach Community Services District, San Luis Obispo County, California, as the following findings and establish the reserve funds for each of water and sewer enterprises as listed below.

- Operating Reserve Fund
- Capital Replacement Reserve Fund
- Capacity Reserve Fund
- Emergency Capital Reserve Fund
- Rate Stabilization Reserve Fund

Each of these reserves are defined in Exhibit A Reserve Policy attached to this Resolution. The Board of Directors shall review the Reserve Policy and the level of reserves in each fund on an annual basis.

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

AYES:

NOES:

ABSENT:

The foregoing resolution is hereby adopted this 8<sup>th</sup> day of August, 2017.

\_\_\_\_\_  
Peter Kelley, President

ATTEST:

\_\_\_\_\_  
Secretary to the Board of Directors

# AVILA BEACH COMMUNITY SERVICES DISTRICT

## RESOLUTION No. 2017-09

### RESERVES POLICY

#### EXHIBIT A

#### **Purpose**

The purpose of the Avila Beach Community Services District's Reserve Policy ("Reserve Policy") is to ensure that the District has sufficient funding available at all times to meet its operating, capital, and debt service obligations. Reserves should be managed in a manner to fund costs consistent with its annual capital improvement program, forward-looking financial plan, and other long-term plans while avoiding significant rate fluctuations due to changes in cash flow requirements.

#### **Policy**

The Board of Directors ("Board") of the Avila Beach Community Services District ("District") may establish reserve funds and reserve minimum balances as it determines to be in the best interest of the District. The reserve balances are intended to ensure that the District has sufficient reserves to meet current and future needs. Such balances shall be reviewed by the Board and District staff on an annual basis as part of the budget process.

With this Policy, the District establishes and segregates several reserve funds to protect the investment in various assets and to meet its financial, regulatory, and contractual obligations. The proper management of these reserves will provide additional assurance that the current levels of service quality and reliability will be met now and into the future.

This Reserve Policy establishes the reserve funds and the level of reserves necessary for adequately providing for the following.

- Funding infrastructure replacement
- Cash flow requirements
- Loss of revenue due to loss of the largest customer, reduced capacity charges, drought conditions, heavy rainfall, or other condition
- Economic uncertainty
- Local disasters or catastrophic events
- Unfunded mandates and regulatory changes and requirements

#### **Reserve Funds**

The District's reserve funds may be generally classified as operating, capital, and restricted funds. A "fund" is a segregation within the District's accounting system to keep sources and

uses of funds easily identifiable and reportable. The funds established with this Reserve Policy are for water and wastewater service separately.

The cash reserve balances are to be maintained in separate funds within the accounting system in a manner that ensures accurate tracking of transactions and transparency to the District's ratepayers. The District will follow standardized methods of financial reporting such as Governmental Accounting Standards Board (GASB) No. 34 and/or No. 54.

The target reserve levels are considered to be the minimum levels for each fund. The minimum reserve balances are intended to support a sustainable financial condition, recognizing the risk and long-range financial planning perspective that is acceptable to the District. It is intended that interest income generated from any specific restricted reserve fund remain in such fund until any regulatory or contractual maximum is achieved. Once such maximum is achieved, interest income will be allocated to the Operating Fund until it's maximum is reached as stated in this Reserve Policy. Reserves over the maximum are transferred to the associated Capital Replacement Fund.

The following funds and reserve targets are established with this Reserve Policy.

### **Operating Fund Reserve**

Purpose: The purpose of the Operating Fund Reserve is to provide working capital to meet cash flow needs during normal operations and to support the operation, maintenance and administration of the utility. The reserve is intended to reduce impacts from unforeseen events such as increased purchased water cost, loss of the District's largest customer, severe drought, heavy rainfall, replacement of rolling stock, litigation, and legislative actions. This reserve ensures that operations can continue should there be significant events that impact cash flows.

Target Reserve: The Target Reserve for this fund is established as a range between a minimum of 90 days (3 months) of annual operation and maintenance ("O&M") expense and a maximum of 270 days (9 months) of O&M. Reserves over 270 days will be transferred to the Capital Replacement Fund Reserve at the end of a fiscal year.

### **Capital Replacement Fund Reserve**

Purpose: The Capital Replacement Fund Reserve is used to fund future replacement of system capital assets and capital projects and to provide a cushion for inaccuracy in the long-range capital replacement program. The reserve provides for timely repair and replacement of system capital facilities.

Target Reserve: The Target Reserve for the water system is 2 times the average annual 5-year Capital Improvement Program expenditures. For the wastewater system, the Target Reserve is equal to the average annual 5-year Capital Improvement Program expenditures.



### **Capacity Fund Reserve**

Purpose: The purpose of the Capacity Fund Reserve is to receive and accumulate Capacity Charge revenue which is used to fund new development capital projects identified in the District's capital improvement plans.

Target Reserve: There is no specific target reserve amount established for this fund.

### **Emergency Capital Fund Reserve**

Purpose: The purpose of the Emergency Capital Fund Reserve is to provide for recovery from natural disasters, such as earthquakes, floods, and other catastrophic events, and allow for timely repair of capital infrastructure.

Target Reserve: The Target Reserve amount established for this fund is 10 percent of fixed asset value for the water system and 5 percent of fixed asset value for the wastewater system.

### **Rate Stabilization Fund Reserve**

Purpose: The purpose of the Rate Stabilization Fund Reserve is to assist in providing a buffer and to smooth rate increases for District customers during any period where there are unexpected increases in operating costs or decreases in revenues. Reserves from the Rate Stabilization Fund may be withdrawn to reduce rate increases and to ensure any minimum debt service coverage requirements are met.

Target Reserve: The Target Reserve is established to approximately equal 10 percent of annual rate revenues, currently about \$60,000 for the water system and \$80,000 for the wastewater system.

## Current Reserve and Target Reserve Summary

### Reserve Targets and June 30, 2016 Reserve Balances

Reserve Type	Reserve Balance <sup>[1]</sup>	Reserve Target
<b>Water System</b>		
Operating Reserve <sup>[2]</sup>	\$114,000	\$114,000
Capital Replacement Reserve	1,242,178	300,000
Capacity Reserve	0	n/a
Emergency Capital Reserve	55,000	55,000
Rate Stabilization <sup>[2]</sup>	60,000	60,000
Total	\$1,471,178	\$529,000
<b>Wastewater System</b>		
Operating Reserve <sup>[2]</sup>	\$0	\$156,000
Capital Replacement Reserve	0	520,000
Capacity Reserve	0	n/a
Emergency Capital Reserve	0	155,000
Rate Stabilization <sup>[2]</sup>	0	80,000
Total	\$0	\$911,000

[1] As of June 30, 2016.


[2] Reserve Target based on FY 17-18 Budget.

**AVILA BEACH**  
**COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: August 8, 2017

SUBJECT: Avila Beach Community Services District  
Draft Recycled Water Facilities Planning Study

**Recommendation:**

Receive Report and Provide Direction to Staff.

**Funding:**

Initial funding for this project has been provided by the District. In accordance with the District's Proposition 13 Water Recycling Grant Agreement, executed in March 2016, the State Water Resources Control Board will provide reimbursement for 50% of the cost of the study, up a maximum of \$75,000. Since the scope of this study included the entire Avila Valley region, the San Miguelito Mutual Water Company Board agreed to a 50/50 share of the remaining 50% of the study costs. The contract amount for the study was approximately \$135,000. To date the District has spent approximately \$115,000.

**Background:**

In March 2016, the Board approved Resolution No. 2016-01, authoring the General Manager to complete the Grant Application Process with the State Water Resources Control Board and moving ahead with the Study. The State Board subsequently approved the application and staff worked with San Miguelito Mutual Water Company staff and Water Systems Consulting over the last 12 months to prepare the draft Planning Study.

**Discussion:**

The goals of the Planning Study were to: identify, evaluate and prioritize new drought resistant recycled water supply alternatives; Evaluate potential recycled water projects; and identify a preferred location or locations for a future regional water recycling plant. The Study included an analysis of existing and future regional water supply, water demand and wastewater flows along with recycled water market and opportunities. The Study concluded that the Avila Beach Golf Course is clearly the largest commercial irrigation user in the area (over 200 acre feet per year). The golf course's participation is critical for a recycled water project to make any sense. However, the golf course currently obtains a large percentage of their irrigation water from shallow wells along San Luis Obispo Creek at a cost that is significantly less than the incremental market rate of producing tertiary treated water suitable for unrestricted irrigation.

District staff received the draft report only a few days before publication of the August 8, meeting agenda packet so we have not had time to provide a thorough summary. The purpose of this report is to provide the Board with a copy of the draft Executive Summary to allow the Board members to conduct an initial review of the information and recommendations. Staff suggests that we plan on bringing the report back at the September Board meeting for a more thorough analysis and discussion that will lead to finalizing the Study and provide direction for our path forward at the wastewater treatment plant.

Draft

# Recycled Water Facilities Planning Study

Prepared for the

Avila Beach Community Services District



Prepared Under the Responsible Charge of:

Christopher Malejan

California R.C.E. No. 80568, Expires 03/31/2019



7/27/2017



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## LIST OF TERMS, ACRONYMS, AND ABBREVIATIONS

Below is the list of abbreviations found in this report and their definitions, in alphabetical order.

Abbreviation	Definition
AACE	Association for the Advancement of Cost Engineering
ADWF	Average dry weather flow
AFM	Acre feet per month
AFY	Acre feet per year
AGR	Agricultural beneficial use
AOP	Advanced oxidation process
AVMWC	Avila Valley Mutual Water Company
Basin Plan	Water Quality Control Plan for the Central Coast Basin
BOD	Biochemical oxygen demand
CASGEM	California Statewide Groundwater Elevation Monitoring
CCR	California Code of Regulations
CEC	Constituent of Emerging Concern
CEQA	California Environmental Quality Act
CFR	Code of Federal Regulations
CHG	Cleath-Harris Geologists, Inc.
CIMIS	California Irrigation Management Information System
COLD	Cold Fresh Water Habitat
COMM	Commercial and Sport Fishing
CSA 12	San Luis Obispo County Service Area 12
CWA	Clean Water Act
DDW	Division of Drinking Water
District	Avila Beach Community Services District
DPR	Direct potable reuse
DWR	Department of Water Resources
EC	Electrical conductivity
EIR	Environmental Impact Report
FFR	Fixed film reactor
FOA	Funding Opportunity Announcement
FRM	Fluid Resource Management
FRSH	Freshwater Replenishment
FTE	Full time equivalent
GAMA	Groundwater Ambient Monitoring and Assessment
GIS	Graphic Information System
gpd	Gallons per day
gpm	Gallons per minute
GWR	Groundwater Recharge
HOA	Home owners' association
IPR	Indirect potable reuse
Lopez Water	Surface water from San Luis Obispo County Lopez Reservoir
MBR	Membrane bioreactor

<b>MCL</b>	Maximum contaminant level
<b>MGD</b>	Million gallons per day
<b>MIGR</b>	Migration of Aquatic Organisms
<b>MLSS</b>	Mixed liquor suspended solids
<b>MPN</b>	Most Probable Number
<b>MUN</b>	Municipal and Domestic Supply
<b>NDMA</b>	N-nitrosodimethylamine
<b>NPDES</b>	National Pollution Discharge Elimination System
<b>O&amp;M</b>	Operation and maintenance
<b>Port</b>	Port San Luis
<b>RAS</b>	Return activated sludge
<b>REC 1</b>	Water Contact Recreation
<b>RO</b>	Reverse osmosis
<b>ROWD</b>	Report of Waste Discharge
<b>RWC</b>	Recycled water contribution
<b>RW Master Plan</b>	2004 Water Reuse Master Plan
<b>RWQCB</b>	Central Coast Regional Water Quality Control Board
<b>SAR</b>	Sodium absorption ratio
<b>SAT</b>	Soil aquifer treatment
<b>SGMA</b>	Sustainable Groundwater Management Act
<b>SLO</b>	San Luis Obispo
<b>SLOCFC</b>	San Luis Obispo County Flood Control and Water Conservation District
<b>SMMWC</b>	San Miguelito Mutual Water Company
<b>SNMP</b>	Salt and Nutrient Management Plan
<b>SOI</b>	Sphere of Influence
<b>SPWN</b>	Spawning, Reproduction, and/or Early Development
<b>Study</b>	Recycled Water Facilities Planning Study
<b>SWP</b>	State Water Project
<b>SWRCB</b>	State Water Resources Control Board
<b>TDS</b>	Total dissolved solids
<b>TSS</b>	Total suspended solids
<b>USBR</b>	United States Bureau of Reclamation
<b>USDA</b>	United States Department of Agriculture
<b>UV</b>	Ultraviolet
<b>WARM</b>	Warm Fresh Water Habitat
<b>WDR</b>	Waste Discharge Requirement
<b>WRFP</b>	Water Recycling Funding Program
<b>WRRF</b>	Water resource recovery facility
<b>WSC</b>	Water Systems Consulting, Inc.
<b>WWTP</b>	Wastewater treatment plant

## **ACKNOWLEDGEMENTS**

The Recycled Water Facilities Planning Study for Avila Beach Community Services District was [action taken TBD] by the Avila Beach Community Services District Board of Directors on [date TBD] and the San Miguelito Mutual Water Company Board of Directors on [date TBD].

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## 1 EXECUTIVE SUMMARY

The Avila Beach Community Services District (District), in partnership with the San Miguelito Mutual Water Company (SMMWC), hired Water Systems Consulting, Inc. (WSC) to conduct this Recycled Water Facilities Planning Study (Study) to develop and evaluate alternatives for recycled water production and use in the Avila Valley within the District’s Sphere of Influence (SOI).

The recycled water goals for this Study are:

1. Identify, screen and prioritize new drought-resistant recycled water supply alternatives to enhance regional water supply reliability;
2. Evaluate regional recycled water projects based on economic and non-economic factors; and
3. Identify the preferred location for a future regional wastewater treatment plant in order to address aging infrastructure and the long-term sustainability of wastewater treatment in the SOI.

The District and SMMWC each have their own wastewater treatment plants (WWTPs) that treat wastewater from their respective service areas. There have been no prior recycled water initiatives within the Avila Valley. The purpose of this Study is to evaluate feasible recycled water alternatives that would diversify the Avila Valley’s water supply portfolio, provide a drought-resistant source of supply, and create opportunities for shared regional facilities and collaboration. This Study was funded in part by a grant from the California State Water Resources Control Board (SWRCB) Water Recycling Funding Program (WRFP).

### 1.1 WATER SUPPLY, WATER DEMAND, AND WASTEWATER FLOWS

The water supply, buildout water demand, and wastewater flows for the District and SMMWC are presented in Table 1-1. At full surface water allocation (i.e. State Water Project (SWP) Table A and Lopez Reservoir), each water purveyor has sufficient supply to meet buildout demands. However, full allocation is rarely achieved, especially during drought conditions. The District has purchased a 100 acre-feet per year (AFY) drought buffer to supplement their Table A SWP allocation, which has historically been delivered at approximately 62% of the maximum Table A allocation but has been as low as 5%.

**Table 1-1: Buildout Water and Wastewater Characteristics for the District and SMMWC**

	Water Supply <sup>1</sup> (AFY)	Water Demand (AFY)	Wastewater Flow (gpd/AFY) <sup>2</sup>
District	168	108	81,300/91.1
SMMWC	464	302	128,280/144
<b>Total</b>	<b>632</b>	<b>410</b>	<b>209,580/235</b>

Notes:  
<sup>1</sup> Water supply includes historical groundwater production levels and full allocation of all surface water supplies  
<sup>2</sup> gpd = gallons per day

During dry years, the District is expected to face supply deficits at buildout according to WSC's *Water Resources Analysis Technical Memorandum* (1). This deficit can be as high as 37 AFY if buildout demand does not change due to drought conditions (1). SMMWC's worst case scenario water supply was conservatively estimated as 216.5 AFY by Garing Taylor & Associates in their *Water Resources Analysis*, indicating a potential supply shortfall of 85 AFY at buildout conditions (2). Recycled water production could provide an opportunity to meet this potential supply shortfall.

## 1.2 RECYCLED WATER MARKET AND OPPORTUNITIES

Currently, no recycled water is produced in the Study Area, which is defined as the District's SOI (Figure 1-1), therefore a new market and new recycled water customers were identified as part of this Study. Potential recycled water production was also estimated. Projected recycled water availability at buildout for the District is approximately 91 AFY (based on 2014-2016 average annual wastewater generation data available), for SMMWC is approximately 144 AFY (based on 2009-2015 average annual wastewater generation data available), and combined is approximately 235 AFY.

For the purposes of this Study, the Project Team only evaluated potential recycled water demand from customers within the District's and SMMWC's service areas that had existing irrigation meters or had large demands (i.e. the Avila Beach Golf Course). Since these customers have sufficient demand for the recycled water generated, there was no need to expand the market analysis. Additionally, by focusing on just the District's and SMMWC's service areas, interagency agreements necessary for the implementation of the recycled water alternatives can be streamlined.

Potential customers were categorized into one of four recycled water groups based on their location, in an effort to optimize distribution piping. Groups 1-4 are shown in **Figure 1-2**. All identified users require disinfected tertiary recycled water at a minimum, as the end uses include residential landscaping, a park, and an unrestricted access golf course. The market for potable reuse via groundwater augmentation includes all potable water customers who receive drinking water from groundwater wells (i.e. SMMWC's service area).

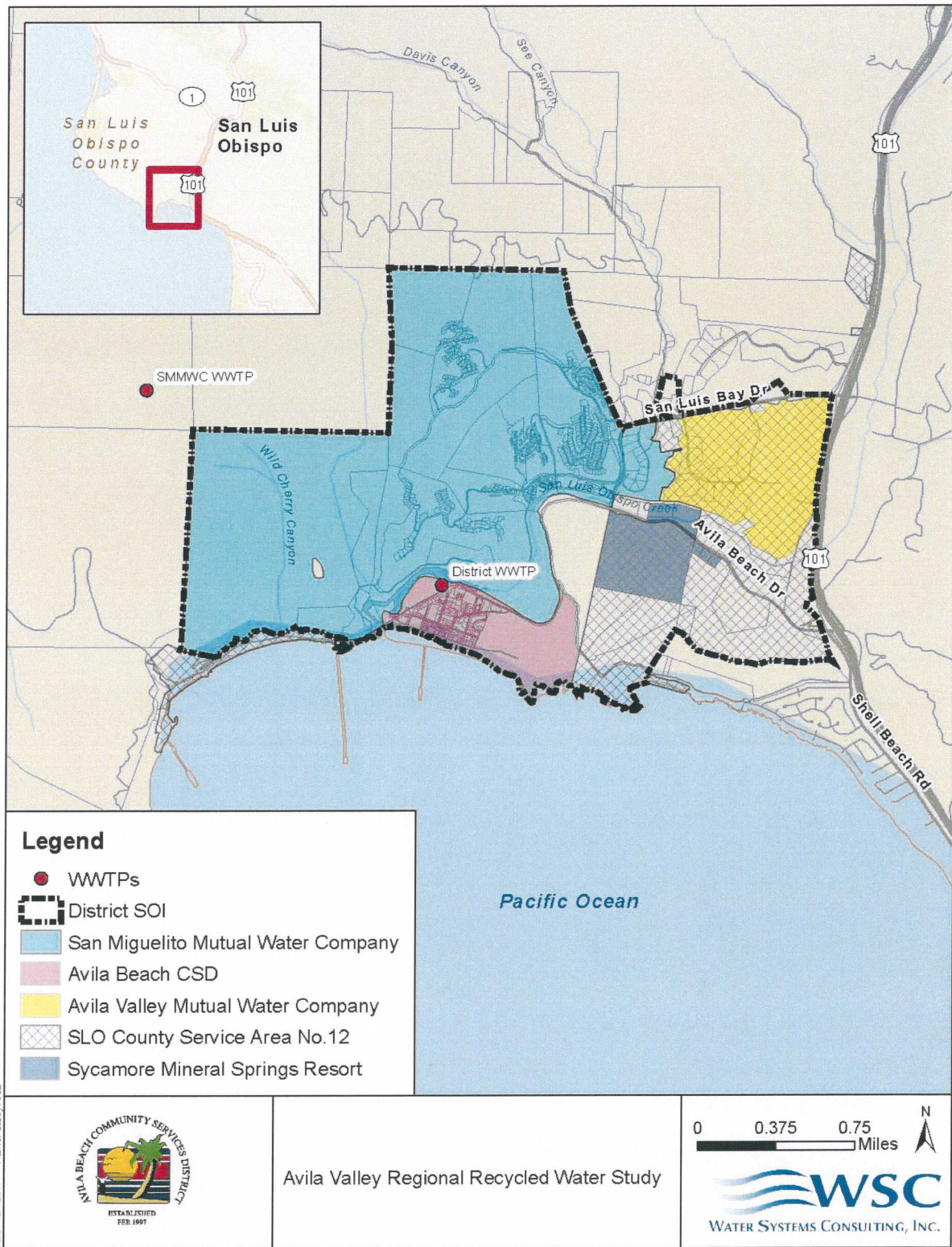


Figure 1-1: Map of the Study Area



**Table 1-2. Potential Recycled Water Customers**

Potential Customer	Service Area	Use Type	Potential Demand (AFY) <sup>1</sup>	Recycled Water Group
Avila Beach Golf Course	SMMWC	Commercial Irrigation	207	1
San Luis Bay Inn	SMMWC	Commercial Irrigation	5.9	1
Avila Beach Park	District	Commercial Irrigation	0.06	1
Avila Village	SMMWC	Commercial Irrigation	4.4	2
Avila Bay Club	SMMWC	Commercial Irrigation	0.82	2
Pelican Point Home Owners' Association (HOA)	SMMWC	Residential Irrigation	10.1	2
Mallard Green HOA	SMMWC	Residential Irrigation	3.7	2
Indian Hill HOA	SMMWC	Residential Irrigation	5.8	3
Skylark HOA	SMMWC	Residential Irrigation	2.5	3
Kingfisher HOA	SMMWC	Residential Irrigation	0.33	3
Heron Crest HOA	SMMWC	Residential Irrigation	0.43	4
<b>Total</b>	-	-	240	-

**Note:**

1. Potential demand is the anticipated recycled water demand for each customer. It was estimated using average consumption data from 2011-2015 for each customer, as measured by irrigation meters, with the exception of the golf course. Golf course irrigation demand was estimated using evapotranspiration and precipitation data from the California Irrigation Management Information System (CIMIS). Additional information is provided in Section 6.1. Due to the seasonality of wastewater flows and water demands, not all of the potential demand can be met through recycled water.



### 1.3 PROJECT ALTERNATIVES ANALYSIS

Based on discussions with the District and SMMWC (collectively the Project Team) at the Alternatives Development Workshop on December 20, 2016, a total of three alternatives were identified to be further developed and evaluated within this Study. During the Alternatives Evaluation Workshop on June 9, 2017, WSC worked with the Project Team to refine Alternatives 2A, 2B, and 2C into a new alternative that is presented as Alternative 2D. These alternatives are:

1. Alternative 1: No Recycled Water Alternative
2. Alternative 2: Disinfected Tertiary Recycled Water, with 4 sub-alternatives:
  - a. Individual Tertiary Facilities: upgrade both the District's and SMMWC's wastewater treatment plants to produce tertiary recycled water for unrestricted landscape irrigation.
  - b. Regional Tertiary Water Resource Recovery Facility (WRRF) at Wild Cherry Canyon: construct a new regional WRRF along the Wild Cherry Canyon access road that will produce disinfected tertiary recycled water for unrestricted landscape irrigation.
  - c. Regional Tertiary WRRF at Cave Landing: construct a new regional WRRF at the Chevron site near Cave Landing Road that will produce disinfected tertiary recycled water for unrestricted landscape irrigation.
  - d. Regional Tertiary WRRF at Existing SMMWC Site: construct a new regional WRRF on SMMWC's existing site in Wild Cherry Canyon to produce disinfected tertiary recycled water for unrestricted landscape irrigation.
3. Alternative 3: Regional Advanced Treatment at Wild Cherry Canyon: construct a new regional WRRF along the Wild Cherry Canyon access road that will produce advanced treated recycled water for groundwater augmentation.

It should be noted that none of the alternatives were analyzed in terms of flood risk, which leads to the recommendation of additional analysis in Section 8.

Alternative 1 assumes the following conditions:

- Maintenance of secondary treatment levels at both the District's and SMMWC's wastewater treatment plants (WWTPs);
- Additional redundancy at the District's WWTP in the form of a new aeration tank based on prior analysis by Kennedy-Jenks; and
- Maintenance of status quo at SMMWC's WWTP as no previous analysis has been completed for necessary treatment plant upgrades.

Alternative 1 is an important component of this Study because it establishes a baseline against which to compare the other alternatives and ultimately decide whether to invest future funds in improvements to existing infrastructure, new facilities, or a new joint regional WRRF.

Alternative 1 has several advantages compared to the other options, those advantages include that it is the cheapest to construct and operate as it requires minimal construction, no new conveyance infrastructure, and no additional staff. Operations staff also have the greatest understanding of this

alternative as they have been operating their respective systems for years and are familiar with the required operations and maintenance tasks. However, the disadvantages of Alternative 1 are significant and include no water resource recovery or water supply diversification, leaving the Avila Valley more susceptible to drought conditions with the potential for water supply shortages (see Section 3). Additionally, under Alternative 1, no steps are taken to address the uncertain long term sustainability of the current wastewater treatment strategy for the Avila Valley. Alternative 1 does not address risks associated with aging infrastructure, flooding, or long term regulatory compliance. Unlike the other alternatives evaluated as part of this Study, Alternative 1, does not provide regional benefits and does not provide cost sharing or partnering opportunities.

Alternative 2 investigates the production and use of disinfected tertiary recycled water for irrigation within the Study Area. Irrigation demand within the Study Area comes primarily from an unrestricted-access golf course, food crops, and residential landscaping. These types of irrigation require recycled water to meet disinfected tertiary standards. Alternative 2 is divided into 4 sub-alternatives to determine the optimal method for providing disinfected tertiary recycled water to the Avila Valley. Alternative 2A (Individual Tertiary Facilities) involves upgrading each existing WWTP to meet disinfected tertiary standards. Alternative 2B (Regional Tertiary WRRF at Wild Cherry Canyon), Alternative 2C (Regional Tertiary WRRF at Cave Landing), and Alternative 2D (Regional Tertiary WRRF at SMMWC existing site) each involve the construction of a new regional WRRF that produces disinfected tertiary recycled water. These regional facilities include the same level of treatment and plant design but are sited at different locations to analyze impacts on conveyance and distribution of recycled water.

Advantages of Alternative 2 include an increase in system reliability and robustness with the addition of treatment processes and increase in effluent water quality. All sub-alternatives of Alternative 2 provide a drought-resistant water supply via water resource recovery, and thus reduce potable water demand. Disinfected tertiary treatment is also most likely to meet future permit requirements for the region. The siting locations of Alternatives 2A and 2D are advantageous because no additional land would have to be acquired for the treatment process, and existing infrastructure and knowledge could be leveraged at the sites. Alternative 2 also has potential for cost-sharing, regional collaboration, and partnering in the Avila Valley. Disadvantages of Alternative 2 include the significant amount of conveyance infrastructure required to deliver recycled water. Specifically, Alternative 2A would require that operations remain functional during construction at both facilities, and would result in duplicate efforts at the two plants. Additionally, Alternative 2A requires more conveyance pipeline and potentially redundant operations and maintenance tasks. Alternative 2C's site is in the California Coastal Zone, a characteristic which will most likely lead to additional regulatory requirements.

Under Alternative 3, the District and SMMWC would augment their potable water supply through indirect potable reuse (IPR). This type of potable reuse would involve treating the wastewater to tertiary standards, further treating the water via advanced purification, percolating it into a groundwater aquifer, and extracting the water downstream as potable water supply.

Advantages of Alternative 3 include increased system reliability and robustness with the addition of the advanced treatment train. This alternative is also unique in that it maximizes resource recovery and adds

a drought-resistant potable water supply to the region’s water supply portfolio. This alternative augments the groundwater supply and reduces consumption of imported water. Alternative 3 also presents the opportunity for cost-sharing, regional collaboration, and partnering. However, Alternative 3, has the highest cost of all the alternatives analyzed. It also requires the most advanced treatment plant, more experienced/higher trained staff, and the most involved permitting process.

Table 1-3 summarizes the alternatives’ recycled water yield and total project costs. For more detailed cost tables and assumptions, please refer to Section 7 and - Planning Level Cost Estimates.

**Table 1-3: Alternatives Summary**

	Alternative 1: No Recycled Water	Alternative 2A: Individual Tertiary Facilities	Alternative 2B: Regional Tertiary WRRF at Wild Cherry Canyon	Alternative 2C: Regional Tertiary WRRF at Cave Landing	Alternative 2D: Regional Tertiary WRRF at SMMWC Site	Alternative 3: Regional Advanced Treatment and Groundwater Augmentation
<b>Capital Cost</b>	\$2,520,000	\$12,180,000	\$31,590,000	\$33,020,000	\$32,760,000	\$49,760,000
<b>Existing O&amp;M<sup>1</sup></b>	\$865,000	\$865,000	-	-	-	-
<b>Project O&amp;M</b>	\$66,000	\$822,000	\$1,470,000	\$1,510,000	\$1,480,000	\$2,440,000
<b>Annualized Capital Cost<sup>2</sup></b>	\$150,000	\$700,000	\$1,830,000	\$1,910,000	\$1,890,000	\$2,880,000
<b>Equivalent Annual Cost<sup>3</sup></b>	\$1,081,000	\$2,387,000	\$3,300,000	\$3,420,000	\$3,370,000	\$5,320,000
<b>Net Present Value</b>	\$23,320,000	\$48,850,000	\$61,320,000	\$63,450,000	\$62,470,000	\$99,360,000
<b>Recycled Water Delivered (AFY)<sup>4</sup></b>	0	170	170	170	170	176
<b>Incremental Unit Cost (\$/AF)<sup>5</sup></b>	N/A	\$7,700	\$13,100	\$13,800	\$13,500	\$24,100
<b>Notes:</b>						
<sup>1</sup> Existing operation and maintenance (O&M) costs were provided by the District and SMMWC.						
<sup>2</sup> Annualized capital costs are calculated over 30 years at an interest rate of 4%.						
<sup>3</sup> Equivalent annual cost includes annualized capital costs, and existing and Project O&M costs.						
<sup>4</sup> Recycled water delivered is assumed to be for Recycled Water Group 1 for Alternative 2A-2D.						
<sup>5</sup> Incremental unit cost is the cost per acre foot of recycled water above the No Recycled Water Alternative.						

Table 1-3 shows that all of the recycled water alternatives are costly. In this Study, cost is less of a project driver than risk reduction related to aging infrastructure, water supply reliability, and long term wastewater treatment sustainability.

## 1.4 RECOMMENDED FACILITIES PROJECT

Alternative 2D, refined from Alternatives 2B and 2C, was chosen as the preferred project alternative by the Project Team during the Alternatives Evaluation Workshop. It includes a regional tertiary recycled water WRRF that would treat wastewater from the District’s and SMMWC’s service areas for beneficial use. Under this alternative, the plant would be located at the site of SMMWC’s current wastewater treatment plant. This siting location is preferable because no additional land has to be acquired for the treatment process, and existing infrastructure and knowledge could be leveraged at the site. Alternative 2D provides the additional benefit of a regional solution with cost-sharing potential. Group 1 was selected as the preferred recycled water user group because the high economic costs outweighed the minor increase in recycled water demand from serving the other potential user groups. WSC recommends, however, that a site-specific hydrologic study be prepared as part of the environmental review process prior to project implementation to assess potential flood risk and options for flood protection. None of the cost estimates provided in Table 1-3 include flood proofing or major grading changes associated with flood protection.

No stakeholder outreach has been completed to-date, but this draft Study will be shared with the following stakeholders: District’s Board of Directors, SMMWC’s Board of Directors, Avila Beach Golf Course, the County of San Luis Obispo, Port San Luis, and Avila Valley Mutual Water Company.

The new regional WRRF would produce disinfected tertiary recycled water for landscape irrigation. As described in Section 7, the regional alternatives evaluated in this Study include membrane bioreactor (MBR) and UV disinfection facilities. It should be noted that though these technologies have been selected as a basis for comparison, there are other tertiary treatment options that may be a better fit for a regional plant in the Avila Valley. These options should be evaluated in detail during project planning and design. Regardless, a tertiary facility is expected to be more reliable than the current treatment plants, and will meet and/or exceed the needs of the users. The design flow criteria for the new regional WRRF are summarized in Table 1-4.

**Table 1-4. Preliminary Design Criteria**

Parameter	Units	Value
Combined Average Annual Flow	Million gallons per day (MGD)	0.21
Combined Maximum Daily Flow	MGD	0.67
Combined Max Day Peaking Factor	Multiplier	3.2

If this project moves forward to implementation, it can be expected to begin with user commitments in 2019. Table 1-5 shows the preliminary implementation schedule in general terms because the start date is unclear at this point. It is anticipated that recycled water use commitments will be gathered prior to moving forward with project design. After permitting is completed, recycled water use agreements can be obtained.

**Table 1-5. Preliminary Implementation Schedule**

**Implementation Schedule**

**Preferred Project Tasks and Milestones**

- Set up governance and obtain recycled water use commitments from recycled water users
- Design, CEQA, and permitting for new regional treatment facility
- Construction of new facility and conveyance pipeline
- Recycled water use agreements
- Deliver water to regional users

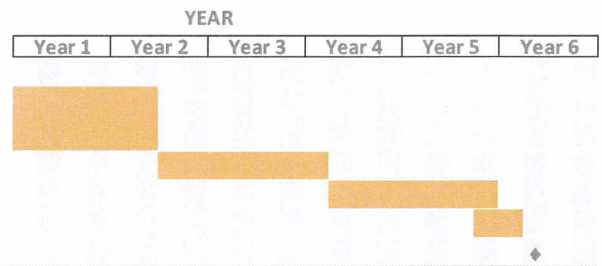


Table 1-6 shows the implementation costs for the preferred alternative escalated 4.25 years to the mid-point of construction at 3% inflation, which can be expected to be April 2023 if the project begins in January 2019.

**Table 1-6. Implementation Cost Estimate**

	<b>Total</b>
<b>Capital Cost</b>	\$32,760,000
<b>Project O&amp;M</b>	\$1,480,000
<b>Annualized Capital Cost</b>	\$1,890,000
<b>Equivalent Annual Cost</b>	\$3,370,000
<b>Net Present Value</b>	\$62,470,000
<b>Annual Yield (AF)</b>	170
<b>Incremental Unit Cost (\$/AF)</b>	\$13,500

