

# AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424  
Meeting Room and Office – 191 San Miguel Street, Avila Beach  
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## AGENDA

**REGULAR BOARD MEETING**  
**7:00 pm Tuesday, April 11th, 2017**  
**BOARD MEETING LOCATION**  
**AVILA BEACH CIVIC ASSOCIATION**  
**191 SAN MIGUEL STREET**  
**AVILA BEACH, CALIFORNIA**

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

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

Pete Kelley, President  
Lynn Helenius, Vice President  
Eric DeWeese, Director  
Ara Najarian, Director  
Ken San Filippo, Director

3. **PUBLIC COMMENT**

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

4. **INFORMATION AND DISCUSSION ITEMS**

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

A. County Reports

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

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

**5. CONSENT ITEMS:**

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

- A. Minutes of March 14<sup>th</sup>, 2017 Regular Meeting
- B. Monthly Financial Review
- C. General Manager and District Engineer Report
- D. Capital Projects Status Report
- E. Water and Wastewater Superintendent Report

**6. DISCUSSION OF PULLED CONSENT ITEMS**

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

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

- A. Results of Water Tank Cleaning and Inspection Reports  
(Action Required: Receive Report)
- B. Update of District By-Laws  
(Action Required: Consider Adoption of Resolution No. 2017-01, Updating the District By-Laws)
- C. Former Fire Station Tenant Lease Agreement  
(Action Required: Receive Report and Provide Direction to Staff)
- D. Request for Consideration of Reducing Water and Sewer Monthly Fees Due to Injury  
(Action Required: Receive Report and Provide Direction to Staff)

**8. COMMUNICATIONS/ COORESPONDENCE**

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

**9. Adjourn to next regularly scheduled meeting on May 9<sup>th</sup>, 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  
March 14th, 2017**

**1. CALL TO ORDER**

President Pete Kelley called the regular meeting of the Board of Directors of the Avila Beach Community Services District, to order at 7:03 p.m. on the above date, in the Avila Beach Civic Center.

**2. ROLL CALL**

Board Members Present:

Pete Kelley  
Lynn Helenius  
Eric DeWeese  
Ken San Filippo  
Ara Najarian

Staff Present:

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

**3. PUBLIC COMMENTS**

None

**4. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

**1. SLO Sheriff:**

Sheriff Taylor reported 40 calls for service this month. Among those were four traffic stops, two 911 calls, and 5 foot patrols. There were three of business alarm calls and one disturbing the peace. Officers responded to one fight in Pirate's Cove.

A permanent pole camera is scheduled to be installed at the Bob Jones Trailhead parking lot funded by a grant from the County. This camera will view the trailhead parking lot in real time images, with the hope of deterring the high number of thefts and property damage that has occurred. The Sheriff's office is currently staffing one commander, 22 deputies, & one school resource officer.

**2. Cal Fire Report:**

Battalion Chief Paul Lee from Cal Fire was unavailable to attend the meeting. Sheriff Taylor reported for Cal Fire. Thirty-seven calls for service this month were reported. The vegetation management program is working on both sides of Hwy 101 to insure hazardous sparks from vehicles on the road do not ignite.

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

GM Hageman announced that there is a CSDA Conference in San Luis Obispo on April 24, 25, & 26, 2017, if interested in attending, please inform Staff and they will get you registered.

GM Hagemann reminded the Board to complete ethics training. The (California Special District's Association) CSDA created individual logins and passwords for each board member. Directors should check their email for further instructions. Completed certificates should be turned into the District office.

## **5. CONSENT ITEMS**

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

GM Hagemann reported that Lopez Lake is still rising with spring rains. Lake Storage is 29,055 AF and State Water reservoirs are filling up as well. Hagemann stated that State Water delivery is likely to be close to 100 percent this year.

Annual Statement of Economic Interest Form 700's are due. Staff will send directors an email regarding options for the Wastewater Treatment Plant Tour.

President Kelley asked if the private party who broke a water line at the top of San Luis Street this past month will held fiscally responsible. GM Hagemann confirmed that the District would invoice the responsible party for the water line break that occurred during construction.

President Kelley further questioned the water line valves that shut off the water within the District. GM Hagemann expressed his commitment to addressing this Capital Improvement Project of identifying water valves that need replacing and gathering much needed data on existing valves that will remain in service during coming fiscal year.

- A. Minutes of January 10<sup>th</sup>, 2017 Regular Meeting
- B. Monthly Financial Review
- C. General Manager and District Engineer Report
- D. Capital Projects Status Report
- E. Water and Wastewater Superintendent Report
- F. Request from Avila Beach Farmers Market Association for electrical use by Farmers Market vendors for 2017.

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

AYES: Ken San Filippo  
Eric DeWeese  
Pete Kelley  
Lynn Helenius  
Ara Najarian

NOES: None

**6. DISCUSSION OF PULLED CONSENT ITEMS.**

None

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

**A. Mid-Year Budget Review**

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

General Manager Hagemann reported income at mid-year was 55% of budget and expenses were at 43% of budget. The Mid-year report detailed specifics of accounts relative to their mid-year budget amounts. Staff will use this information to prepare the draft FY 2017/18 budget. The District remains in strong financial position with a good capital project reserve and O & M Reserve Accounts. Staff intends to develop a Reserve Account Policy as part of the FY 17/18 budget preparation process. Director Helenius asked about the definition of a Suspense Account and why the balance in the Suspense Account was so high. GM Hagemann explained that the Suspense Account is typically a holding account pending clarification from management or the auditing staff. Staff has contacted the auditors at Fedak and Brown regarding the dollars in the Suspense Account and will be clearing that entry shortly.

Public Comment: Anne Brown, Avila Beach asked “Do the auditors charge extra for looking at our books?” GM Hagemann stated that the audit bid includes looking at all accounts and there is no extra charge for the service of clearing the “Suspense Account”.

**The Board received the staff report and took no further action.**

**B. Review of District By-Laws**

(Action Required: Receive Report; Review By-Laws; Direct Staff to Return With Any Proposed Changes for Approval at a Later Meeting)

GM Hagemann explained the annual review of the District By Laws should reflect any new legal



requirements or proposed operational changes. Director Helenius ask if we had a deadline for the upgrades for the WWTP. She was concerned that the Board adopted the five-year rate schedule to fund all or part of the cost of a upgrade. GM Hagemann responded that staff anticipated the Regional Water Board might lower our wastewater discharge permit limits, but we have not received our updated permit. If the Water Board lowers the effluent limits the District will likely be forced to make changes at the Plant. Fortunately, the Plant has been meeting permit limits for past 2.5 years. Hagemann reminded the Board that he anticipates a draft of the Recycled Water Study will be available in June. This study will give the District feasibility and cost options regarding upgrading the plant to full tertiary and making beneficial use of the plant effluent.

Regarding Section 2.8 and 2.9 within the ByLaws: Legal Counsel, Mike Seitz suggested that the District make changes regarding a Director “Abstaining” from voting. Mr. Seitz suggested that instead of “abstaining” a Director should recuse themselves from the meeting until the topic is voted on. Legal Counsel, Seitz suggested the District strike Section 2.9 then add words to Section 2.8 “due to lack of qualification”. The Board directed staff to take out “Abstain” from the By-Laws and return with proposed changes for approval at the April 11<sup>th</sup> Regular Board Meeting.

**C. Status of FRM Contract**

(Action Required: Receive Report and Provide Direction to Staff and/or Authorize the GM to execute the annual renewal)

Hagemann provided a brief summary of the Staff report, which stated that the FRM Contract commenced on Nov 1, 2013, with a 3-year term (Nov 1, 2016) with an option for 2 each, one-year renewals (Nov 1, 2017 & Nov 1, 2018). The Personnel Committee met in September 2016 and the FRM Contract was brought to the entire Board in October 2016 to provide input on renewal. Staff worked primarily on updating Scope of Services to reflect actual and highest priority activities. Both parties are OK with proposed update to scope of services. Legal Counsel pointed out that the revised contract clearly identifies who is responsible for what services.

Anne Brown, Avila Beach asked: “If there is a monetary value associated with the contract?” GM Hagemann responded that there is a base fee and an annual CPI (Consumer Price Index) increase.

Director San Filippo made the motion to renew and accept the changes to the FRM contract Director Helenius seconded the motion and it passed with a roll call vote 5-0.

AYES: Ken San Filippo  
Lynn Helenius  
Pete Kelley  
Eric DeWeese  
Ara Najarian

NOES: None



ABSENT: None

**D. Former Fire Station Tenant Lease Agreement**

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

GM Hagemann summarized the Staff Report stating that the District owns the fire station building located at 100 San Luis Street, Avila Beach. The lease with the current occupants, Visdom Software ends on 12/31/2017. In addition, the District's lease with Avila Beach Civic Association at the current office location, expires 9/30/2017. GM Hagemann commented that now is opportune time to make change if desired. Vizdom Software's rental rate appears to be below market rate. Visdom would like to go to a shorter term (year to year) and lower the rent increase factor. Staff believes it is in District's best interest to further investigate pros and cons of relocating our District office to the Fire Station location, possibly dividing the space and renting the remaining portion at market rate.

The Board directed staff to schedule an inspection of the interior of the Fire Station property at 100 San Luis Street and report back to the Board at the next regular board meeting.

**8. COMMUNICATIONS:**

California Special Districts Conference at Embassy Suites is scheduled for April 24 - 26<sup>th</sup>, 2017. Board members that are interested in attending can advise staff for enrollment.

**ADJOURNMENT: The meeting was adjourned at 8:52 p.m.**

**The next regular meeting of the Avila Beach Community Services District is scheduled for Tuesday, April 11th, 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: April 11<sup>th</sup>, 2017

SUBJECT: Monthly Financial Review for March 2016

**Recommendation:**

Receive and file report.

**Overall Monthly Summary**

During March the District made deposits in the amount of \$87,886.86 and experienced \$118,353.23 in expenses (cash basis). The deposits by fund and checks by fund are provided as an attachment to this report. Income in March included \$15,282.78 in County tax income and \$65,375.33 in monthly water and sewer fees. Expenses for the month were relatively high due to: a semi-annual water payment of \$37,400 to the County; and \$23,700 in Capital Improvement Program expenses.

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

**Utility Service Billing**

For the month of March the District billed approximately \$86,736.93 in water and sewer service charges. Customer Rate Assistance amounted in a reduction of billing charges to the District in the amount of \$496.50.

**Operation and Maintenance**

Staff is also including the Fluid Resource Management (FRM) Statement for March 2017. The Statement includes expenses from the March Statement (which have been paid).. The Statement also includes the monthly contract Operations and Maintenance fee of \$17,756.82. Based on the tasks outlined the FRM Operations contract, staff has divided the fee to \$12,400.82 in the Sanitary Funding Class and \$5,356.00 in the Water Funding Class.

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

	<u>Mar 17</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000 · Income Summary	
4010 · Operating Revenue	65,375.33
4012 · Solid Waste Franchise Fee	793.52
4020 · Contract Services-Ambulance	971.53
4030 · County Taxes	15,282.78
4090 · Rental Income	3,260.00
4100 · Misc Income	108.50
	<hr/>
<b>Total 4000 · Income Summary</b>	85,791.66
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<b>Total Income</b>	85,791.66
	<hr/>
<b>Gross Profit</b>	85,791.66
	<hr/>
<b>Expense</b>	
5100 · Merchant Credit Card Fees TIB	106.78
5200 · Payroll Expenses	
5210 · Gross Wages	
5211 · Regular Pay	2,650.92
5012 · Holiday Pay	0.00
5014 · Sick Pay	177.84
5016 · Vacation Pay	0.00
	<hr/>
<b>Total 5210 · Gross Wages</b>	2,828.76
5230 · Payroll Taxes	49.72
5240 · Health & Medical Exp.	
5242 · Health Insurance	600.00
	<hr/>
<b>Total 5240 · Health &amp; Medical Exp.</b>	600.00
5250 · PERS Company Pd Expense	
5256 · PERS Co Pd Kristi	472.27
	<hr/>
<b>Total 5250 · PERS Company Pd Expense</b>	472.27
5280 · Payroll Administration & Misc.	112.32
	<hr/>
<b>Total 5200 · Payroll Expenses</b>	4,063.07
	<hr/>
6000 · Administrative Overheads	
6115 · Bank Service Charges	0.00
6135 · Legal	396.80
6140 · Office Supplies & Postage	1,164.56
6145 · Public Notices	505.77
6150 · Rate Assistance	496.50
6155 · Rent	820.66



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

	<u>Mar 17</u>
6160 · Training	10.00
<b>Total 6000 · Administrative Overheads</b>	<b>3,394.29</b>
<b>6500 · Operating Expenses</b>	
6503 · Chemicals	5,519.40
6505 · Contract Labor	24,704.30
6510 · Critical Spare Parts	1,539.41
6520 · Equipment Repair & Maint.	
6522 · Equip. Rep. & Maint-Avila & HD	4,679.46
6524 · Equip. Rep. & Maint. Avila Only	3,479.99
<b>Total 6520 · Equipment Repair &amp; Maint.</b>	<b>8,159.45</b>
6525 · Fat Oil & Grease (FOG)	1,843.46
6535 · Insurance	1,235.46
6540 · Lab Tests	2,715.50
6565 · Regulatory Compliance	720.30
6575 · Small Tools	154.26
6580 · Solids Handling	3,881.00
6585 · Telephone / Internet	591.44
6590 · Utilities	2,848.95
<b>Total 6500 · Operating Expenses</b>	<b>53,912.93</b>
6800 · Water	
6805 · State Water	37,428.60
<b>Total 6800 · Water</b>	<b>37,428.60</b>
6820 · Website	376.70
<b>Total Expense</b>	<b>99,282.37</b>
<b>Net Ordinary Income</b>	<b>-13,490.71</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	2,853.75
8232 · WW-2 Effluent Line Repair HD	435.68
8237 · WW-7 Misc. Wastewater Projects	6,959.41
<b>Total 8230 · Capital Purchases in Prog Sani</b>	<b>10,248.84</b>
8270 · Capital Purchases in Prog Water	
8272 · W-2 Water System Valve/ Meter	362.50
8271 · W-1 Water Tank Improvements	13,524.21
8273 · W-3 Misc Water Line Replacement	283.75

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

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	<u>Mar 17</u>
Total 8270 · Capital Purchases in Prog Water	<u>14,170.46</u>
Total 8200 · Non-Operating Expenses	<u>24,419.30</u>
Total Other Expense	<u>24,419.30</u>
Net Other Income	<u>-24,419.30</u>
Net Income	<u><u>-37,910.01</u></u>

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

Mar 31, 17

**ASSETS**

**Current Assets**

**Checking/Savings**

1000 · Cash Summary	
1005 · Customer Cash	313.13
1008 · Petty Cash	153.52
1010 · Heritage Oaks General Checking	490,393.86
1025 · Pooled Cash	2,671,663.57
1030 · B of A - Payroll	14,552.02
1050 · LAIF	2,229,821.66
1099 · Cash Balance	-2,671,663.57

Total 1000 · Cash Summary 2,735,234.19

Total Checking/Savings 2,735,234.19

**Accounts Receivable**

1200 · \*Accounts Receivable 146,629.39

Total Accounts Receivable 146,629.39

**Other Current Assets**

1250 · Receivables	
1255 · Interest Receivable	3,019.76
1270 · Taxes Receivable	8,787.45
1280 · Water & Sewer Billings	86,736.93
1250 · Receivables - Other	150.00

Total 1250 · Receivables 98,694.14

**1400 · Prepaid Summary**

1410 · Prepaid Insurance 3,706.26

Total 1400 · Prepaid Summary 3,706.26

Total Other Current Assets 102,400.40

Total Current Assets 2,984,263.98

**Fixed Assets**

**1600 · Fixed Assets & Acc. Depr.**

1605 · Office Equipment	
1606 · Copier Samsung 2012	8,233.58
1609 · Office Equipment Accum Depr	-6,861.31

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

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

	Mar 31, 17
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 March 31, 2017

	<u>Mar 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>6,653,517.35</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
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>
2250 · PERS Liability	2,443.29
<b>Total 2200 · Payroll Liabilities</b>	<b>5,874.70</b>
2300 · Deposits Held	
2303 · Water Deposits Held	7,720.00
2304 · Fire Station Deposit	2,000.00
2305 · Capacity Fees Held	252,907.16
2300 · Deposits Held - Other	-140.00
<b>Total 2300 · Deposits Held</b>	<b>262,487.16</b>
<b>Total Other Current Liabilities</b>	<b>268,361.86</b>
<b>Total Current Liabilities</b>	<b>346,702.57</b>
<b>Long Term Liabilities</b>	
2400 · Net Pension Liability	115,049.00
2500 · Deferred Inflows of Resources	15,115.00

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

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	<b>Mar 31, 17</b>
<b>Total Long Term Liabilities</b>	130,164.00
<b>Total Liabilities</b>	476,866.57
<b>Equity</b>	
3900 · Retained Earnings	6,137,632.58
Net Income	39,018.20
<b>Total Equity</b>	6,176,650.78
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,653,517.35</b>

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

04/06/17

Type	Date	Memo	Split	Amount	Balance
<b>General / Admin</b>					
Deposit	03/01/2017	from Cash acct	1010 · Heritage Oaks Gene...	-650.00	-650.00
Deposit	03/02/2017	TCF FY 17 FEB 17 FEB BAL PMNT: IMPR #1 - Gen .70, Water ....	1010 · Heritage Oaks Gene...	-2,308.12	-2,958.12
Deposit	03/10/2017	S L Ambulance Contract Services	1010 · Heritage Oaks Gene...	-971.53	-3,929.65
Deposit	03/10/2017	Rental Income	1010 · Heritage Oaks Gene...	-3,260.00	-7,189.65
Deposit	03/14/2017	from Cash acct	1010 · Heritage Oaks Gene...	-660.00	-7,849.65
Deposit	03/17/2017	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen .70, Water .25, Lig...	1010 · Heritage Oaks Gene...	-3,012.23	-10,861.88
Total General / Admin					
				-10,861.88	-10,861.88
<b>Lights</b>					
Deposit	03/02/2017	TCF FY 17 FEB 17 FEB BAL PMNT: IMPR #1 - Gen .70, Water ....	1010 · Heritage Oaks Gene...	-164.86	-164.86
Deposit	03/17/2017	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen .70, Water .25, Lig...	1010 · Heritage Oaks Gene...	-215.15	-380.01
Total Lights					
				-380.01	-380.01
<b>Sanitary</b>					
Deposit	03/01/2017	Sani Rec	1010 · Heritage Oaks Gene...	-112.30	-112.30
Deposit	03/01/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-112.30
Deposit	03/01/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-112.30
Deposit	03/01/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-110.35	-222.65
Deposit	03/02/2017	TCF FY 17 FEB 17 FEB BAL PMNT: WASTE	1010 · Heritage Oaks Gene...	-3,333.16	-3,555.81
Deposit	03/02/2017	Sani Rec	1010 · Heritage Oaks Gene...	-134.76	-3,690.57
Deposit	03/02/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-3,690.57
Deposit	03/02/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-3,690.57
Deposit	03/02/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-3,690.57
Deposit	03/10/2017	Sani Rec	1010 · Heritage Oaks Gene...	-10,942.18	-14,632.75
Deposit	03/10/2017	Rate Assistance	1010 · Heritage Oaks Gene...	132.40	-14,500.35
Deposit	03/10/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	20.00	-14,480.35
Deposit	03/10/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-43.83	-14,524.18
Deposit	03/10/2017	Booked 2/14/17 000162 Community Park Restroom 12/29/16 - 1/...	1010 · Heritage Oaks Gene...	272.34	-14,251.84
Deposit	03/11/2017	Sani Rec	1010 · Heritage Oaks Gene...	-1,034.80	-15,286.64
Deposit	03/11/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.27	-15,278.37
Deposit	03/11/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-15,278.37
Deposit	03/11/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-15,278.37
Deposit	03/14/2017	Sani Rec	1010 · Heritage Oaks Gene...	-2,637.91	-17,916.28
Deposit	03/14/2017	Rate Assistance	1010 · Heritage Oaks Gene...	11.58	-17,904.70
Deposit	03/14/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-17,904.70
Deposit	03/14/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.83	-17,903.87
Deposit	03/15/2017	Sani Rec	1010 · Heritage Oaks Gene...	-3,749.51	-21,653.38



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

04/06/17

Type	Date	Memo	Split	Amount	Balance
Deposit	03/15/2017	Rate Assistance	1010 · Heritage Oaks Gene...	16.55	-21,636.83
Deposit	03/15/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-21,636.83
Deposit	03/15/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	22.07	-21,614.76
Deposit	03/16/2017	Sani Rec	1010 · Heritage Oaks Gene...	-4,654.19	-26,268.95
Deposit	03/16/2017	Rate Assistance	1010 · Heritage Oaks Gene...	49.65	-26,219.30
Deposit	03/16/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-26,219.30
Deposit	03/16/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-29.03	-26,248.33
Deposit	03/17/2017	F: 0895 A: 0760 CURR SECURED TAX	1010 · Heritage Oaks Gene...	-4,349.13	-30,597.46
Deposit	03/17/2017	Sani Rec	1010 · Heritage Oaks Gene...	-270.49	-30,867.95
Deposit	03/17/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.27	-30,859.68
Deposit	03/17/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-30,859.68
Deposit	03/17/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-0.41	-30,860.09
Deposit	03/20/2017	Sani Rec	1010 · Heritage Oaks Gene...	-2,771.57	-33,631.66
Deposit	03/20/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-33,631.66
Deposit	03/20/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-33,631.66
Deposit	03/20/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	132.42	-33,499.24
Deposit	03/21/2017	Sani Rec	1010 · Heritage Oaks Gene...	-6,172.85	-39,672.09
Deposit	03/21/2017	Rate Assistance	1010 · Heritage Oaks Gene...	24.82	-39,647.27
Deposit	03/21/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-39,647.27
Deposit	03/21/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-39,647.27
Deposit	03/28/2017	Sani Rec	1010 · Heritage Oaks Gene...	-2,021.60	-41,668.87
Deposit	03/28/2017	Rate Assistance	1010 · Heritage Oaks Gene...	24.82	-41,644.05
Deposit	03/28/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	77.24	-41,566.81
Deposit	03/28/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	15.15	-41,551.66
Deposit	03/29/2017	Sani Rec	1010 · Heritage Oaks Gene...	-878.53	-42,430.19
Deposit	03/29/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-42,430.19
Deposit	03/29/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-42,430.19
Deposit	03/29/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-42,430.19
Total Sanitary				-42,430.19	-42,430.19
<b>Solid Waste</b>					
Deposit	03/14/2017	2/17 Feb 2017 Waste Connections Franchise Fee SW	1010 · Heritage Oaks Gene...	-793.52	-793.52
Total Solid Waste				-793.52	-793.52
<b>Water</b>					
Deposit	03/01/2017	Water Rec	1010 · Heritage Oaks Gene...	-108.40	-108.40
Deposit	03/01/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-108.40
Deposit	03/01/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-108.40



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

04/06/17

Type	Date	Memo	Split	Amount	Balance
Deposit	03/01/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-110.35	-218.75
Deposit	03/02/2017	TCF FY 17 FEB 17 FEB BAL PMNT: IMPR #1 - Gen .70, Water ....	1010 · Heritage Oaks Gene...	-824.33	-1,043.08
Deposit	03/02/2017	Water Rec	1010 · Heritage Oaks Gene...	-130.08	-1,173.16
Deposit	03/02/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-1,173.16
Deposit	03/02/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-1,173.16
Deposit	03/02/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-1,173.16
Deposit	03/06/2017	\$ 100 cc Water Deposit Frank F. Grovich D. Kliensmith tenant	1010 · Heritage Oaks Gene...	-100.00	-1,273.16
Deposit	03/10/2017	Water Rec	1010 · Heritage Oaks Gene...	-6,480.55	-7,753.71
Deposit	03/10/2017	Rate Assistance	1010 · Heritage Oaks Gene...	132.40	-7,621.31
Deposit	03/10/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	20.00	-7,601.31
Deposit	03/10/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-43.83	-7,645.14
Deposit	03/10/2017	Booked 2/14/17 001483 Front St Irrigation 12/29/16 - 1/27/17	1010 · Heritage Oaks Gene...	54.20	-7,590.94
Deposit	03/10/2017	Booked 2/14/17 000162 Community Park Restroom 12/29/16 - 1/...	1010 · Heritage Oaks Gene...	195.12	-7,395.82
Deposit	03/10/2017	Booked 2/14/17 000162 Community Park Restroom 12/29/16 - 1/...	1010 · Heritage Oaks Gene...	54.20	-7,341.62
Deposit	03/11/2017	Water Rec	1010 · Heritage Oaks Gene...	-1,346.90	-8,688.52
Deposit	03/11/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.28	-8,680.24
Deposit	03/11/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-8,680.24
Deposit	03/11/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-8,680.24
Deposit	03/14/2017	Water Rec	1010 · Heritage Oaks Gene...	-2,525.72	-11,205.96
Deposit	03/14/2017	Rate Assistance	1010 · Heritage Oaks Gene...	11.59	-11,194.37
Deposit	03/14/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-11,194.37
Deposit	03/14/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.84	-11,193.53
Deposit	03/15/2017	Water Rec	1010 · Heritage Oaks Gene...	-3,702.70	-14,896.23
Deposit	03/15/2017	Rate Assistance	1010 · Heritage Oaks Gene...	16.55	-14,879.68
Deposit	03/15/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-14,879.68
Deposit	03/15/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	22.08	-14,857.60
Deposit	03/16/2017	Water Rec	1010 · Heritage Oaks Gene...	-4,361.52	-19,219.12
Deposit	03/16/2017	Rate Assistance	1010 · Heritage Oaks Gene...	49.65	-19,169.47
Deposit	03/16/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-19,169.47
Deposit	03/16/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-29.03	-19,198.50
Deposit	03/17/2017	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen .70, Water .25, Lig...	1010 · Heritage Oaks Gene...	-1,075.80	-20,274.30
Deposit	03/17/2017	Water Rec	1010 · Heritage Oaks Gene...	-444.83	-20,719.13
Deposit	03/17/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.28	-20,710.85
Deposit	03/17/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-20,710.85
Deposit	03/17/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-0.42	-20,711.27
Deposit	03/17/2017	\$ 100 visa Chong So, Ocean Oaks # 16 Lachen Tara	1010 · Heritage Oaks Gene...	-100.00	-20,811.27
Deposit	03/20/2017	Water Rec	1010 · Heritage Oaks Gene...	-3,981.11	-24,792.38
Deposit	03/20/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-24,792.38
Deposit	03/20/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-24,792.38

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

04/06/17

Type	Date	Memo	Split	Amount	Balance
Deposit	03/20/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	132.42	-24,659.96
Deposit	03/21/2017	Water Rec	1010 · Heritage Oaks Gene...	-6,164.28	-30,824.24
Deposit	03/21/2017	Rate Assistance	1010 · Heritage Oaks Gene...	24.83	-30,799.41
Deposit	03/21/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-30,799.41
Deposit	03/21/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-30,799.41
Deposit	03/28/2017	Water Rec	1010 · Heritage Oaks Gene...	-2,345.30	-33,144.71
Deposit	03/28/2017	Rate Assistance	1010 · Heritage Oaks Gene...	24.83	-33,119.88
Deposit	03/28/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	77.25	-33,042.63
Deposit	03/28/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	15.15	-33,027.48
Deposit	03/29/2017	Water Rec	1010 · Heritage Oaks Gene...	-393.78	-33,421.26
Deposit	03/29/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-33,421.26
Deposit	03/29/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-33,421.26
Deposit	03/29/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-33,421.26
Total Water				-33,421.26	-33,421.26
<b>TOTAL</b>				<b>-87,886.86</b>	<b>-87,886.86</b>



Avila Beach Community Services District  
Checks by Fund w/Accounts

March 2017

04/06/17

Type	Date	Num	Name	Memo	Account	Amount	Balance
<b>General / Admin</b>							
Check	03/01/2017	1119	Public Employees Retirement System	Kristi 2/1 - 2/28 Payment	5256 · PERS Co Pd Kristi	306.59	306.59
Check	03/01/2017	1120	Avila Beach Civic Association	March 2017 Rent	6155 · Rent	820.66	1,127.25
Check	03/02/2017		Digital Deployment	monthly ABCSD Streamline	6820 · Website	200.00	1,327.25
Check	03/05/2017		Bankcard MTOT Disc		5100 · Merchant Credit Card Fe...	106.78	1,434.03
Check	03/06/2017	1121	Nikki Engle Bookkeeping & Teaching	Inv. 1517 3.2.17	6505 · Contract Labor	302.50	1,736.53
Check	03/06/2017	1123	Cal Tec Computers	Inv. 7027 2.23.17	6524 · Equip. Rep. & Maint. Avila...	60.00	1,796.53
Check	03/06/2017	1125	Staples	Statement 2/15/17	6140 · Office Supplies & Postage	429.58	2,226.11
Check	03/06/2017		Adobe.com		6140 · Office Supplies & Postage	14.99	2,241.10
Check	03/08/2017	1130	Cody Graybehl	Contract Labor Valve Project 3/2/17 & 3/9/17	6505 · Contract Labor	225.00	2,466.10
Check	03/09/2017		U.S. Postal Service	postage Heritage Oaks	6140 · Office Supplies & Postage	20.79	2,486.89
Check	03/14/2017	1132	Cal Tec Computers	Inv. 7204 3/9/17	6524 · Equip. Rep. & Maint. Avila...	40.00	2,526.89
Check	03/14/2017	1135	Nikki Engle Bookkeeping & Teaching	Inv. 1511 2/23/17	6505 · Contract Labor	275.00	2,801.89
Check	03/14/2017	1135	Nikki Engle Bookkeeping & Teaching	Inv. 1523 3/8/17	6505 · Contract Labor	165.00	2,966.89
Check	03/14/2017	1138	Shipsey & Seitz	Meeting & Prep	6135 · Legal	228.80	3,195.69
Check	03/14/2017	1138	Shipsey & Seitz	Review DA Public Records Request	6135 · Legal	88.00	3,283.69
Check	03/14/2017	1138	Shipsey & Seitz	Law Library	6135 · Legal	80.00	3,363.69
Check	03/14/2017	1140	SLO CO Clerk / Recorder	Election Cost	6145 · Public Notices	505.77	3,869.46
Check	03/14/2017	1131	VOID	VOID: void check	6115 · Bank Service Charges	0.00	3,869.46
Check	03/16/2017	1141	Cory Ferreria	Water Deposit Refund	2300 · Deposits Held	40.00	3,909.46
Check	03/16/2017	1142	James Yates	Water Deposit Refund	2300 · Deposits Held	100.00	4,009.46
Check	03/16/2017		U.S. Postal Service	Form 700	6140 · Office Supplies & Postage	1.40	4,010.86
Check	03/16/2017		CSDA San Luis Obispo County Chapter	3/29 meeting	6160 · Training	10.00	4,020.86
Check	03/17/2017		Charter	Acct # .8245100980033571	6585 · Telephone / Internet	189.95	4,210.81
Check	03/21/2017		GoDaddy.com	5 ys avilabeachcsd.org and .com thru 6/18/22	6820 · Website	176.70	4,387.51
Check	03/22/2017		U.S. Postal Service	Port billing	6140 · Office Supplies & Postage	1.40	4,388.91
Check	03/27/2017	1143	Nikki Engle Bookkeeping & Teaching	Inv. 1526 3/14/17	6505 · Contract Labor	220.00	4,608.91
Check	03/27/2017	1146	Creative Technologies, Inc.	Annual Tech. Support	6140 · Office Supplies & Postage	695.00	5,303.91
Check	03/27/2017	1149	Hagemann & Associates	Inv. 80 March 5 - 18, 2017	6505 · Contract Labor	5,500.00	10,803.91
Check	03/28/2017		U.S. Postal Service		6140 · Office Supplies & Postage	1.40	10,805.31
Check	03/31/2017	1153	Maria Angeles Marquez	Office Cleaning 3/31/17	6505 · Contract Labor	40.00	10,845.31
Check	03/31/2017	1154	Nikki Engle Bookkeeping & Teaching	Inv. 1540 3/31/17	6505 · Contract Labor	220.00	11,065.31
Total General / Admin							11,065.31
<b>Lights</b>							
Check	03/03/2017		PG&E	Colony Lights acct # 5992155362-0	6590 · Utilities	90.71	90.71
Check	03/03/2017		PG&E	Town Lights acct # 0690976984-3	6590 · Utilities	468.93	559.64
Check	03/24/2017		PG&E	Front St. Lights acct# 5796765606-7	6590 · Utilities	458.25	1,017.89
Total Lights							1,017.89
<b>Sanitary</b>							
Check	03/01/2017		AT&T	acct # 805 595-9416 904 5	6585 · Telephone / Internet	150.38	150.38
Check	03/06/2017	1122	Abalone Coast Analytical, Inc.		6540 · Lab Tests	2,715.50	2,865.88
Check	03/06/2017	1124	Miners Ace Hardware	WWTP Supplies	6522 · Equip. Rep. & Maint-Avila...	44.37	2,910.25
Check	03/06/2017	1126	Speed's, Inc.	Inv. 55970 Solid Waste Hauling 2/9/17	6580 · Solids Handling	1,236.00	4,146.25
Check	03/06/2017	1127	Brenntag Pacific, Inc.	Inv. BPI 2748588	6503 · Chemicals	1,127.10	5,273.35
Check	03/06/2017	1128	Fluid Resource Management, Inc.	C.I.P. WW-7 Misc. Wastewater Projects Inv. W1...	8237 · WW-7 Misc. Wastewater...	1,221.28	6,494.63
Check	03/06/2017	1128	Fluid Resource Management, Inc.	C.I.P. WW-7 Misc. Wastewater Projects Inv. W1...	8237 · WW-7 Misc. Wastewater...	2,202.48	8,697.11

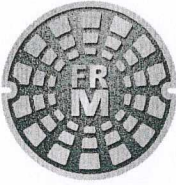
Avila Beach Community Services District  
Checks by Fund w/Accounts

04/06/17

March 2017

Type	Date	Num	Name	Memo	Account	Amount	Balance
Check	03/06/2017	1128	Fluid Resource Management, Inc.	C.I.P. WW-2 Effluent Line Repair HD Outfall Tie I...	8232 · WW-2 Effluent Line Rep...	368.18	9,065.29
Check	03/06/2017	1129	Fluid Resource Management, Inc.	WW Ops - Feb 2017 Inv. F15551	6505 · Contract Labor	12,400.80	21,466.09
Check	03/06/2017	1129	Fluid Resource Management, Inc.	Annual Secondary Clarifier Inspection W15483	6524 · Equip. Rep. & Maint. Avila...	1,583.10	23,049.19
Check	03/06/2017	1129	Fluid Resource Management, Inc.	HOA Switch Replacement HD W15343	6522 · Equip. Rep. & Maint-Avila...	171.74	23,220.93
Check	03/06/2017	1129	Fluid Resource Management, Inc.	2017 DMR Reports W15486	6565 · Regulatory Compliance	150.00	23,370.93
Check	03/06/2017	1129	Fluid Resource Management, Inc.	Casparly Constrn. Line Break (Colony Lot #5) W1...	6524 · Equip. Rep. & Maint. Avila...	1,503.10	24,874.03
Check	03/06/2017	1129	Fluid Resource Management, Inc.	2016 DMR Reports W15235	6565 · Regulatory Compliance	235.00	25,109.03
Check	03/06/2017	1129	Fluid Resource Management, Inc.	W15316 Storm Response 1/4/17	6522 · Equip. Rep. & Maint-Avil...	2,795.69	27,904.72
Check	03/06/2017	1129	Fluid Resource Management, Inc.	DMR Report W15235	6565 · Regulatory Compliance	235.00	28,139.72
Check	03/06/2017	1129	Fluid Resource Management, Inc.	Generator Supply WWTP Storm Related W15587	6522 · Equip. Rep. & Maint-Avil...	1,365.48	29,505.20
Check	03/06/2017	1129	Fluid Resource Management, Inc.	Internet Outage Alarm WWTP Storm Related W1...	6522 · Equip. Rep. & Maint-Avil...	302.18	29,807.38
Check	03/14/2017	1133	Brenntag Pacific, Inc.	Inv. BPI 705785	6503 · Chemicals	1,163.09	30,970.47
Check	03/14/2017	1134	Speed's, Inc.	Inv. 56128 Solid Waste Hauling 3/2/17	6580 · Solids Handling	1,342.50	32,312.97
Check	03/14/2017	1136	South County Sanitary Service	2 Yd Dumpster	6590 · Utilities	117.84	32,430.81
Check	03/19/2017		AT&T	acct # x 0885 Internet	6585 · Telephone / Internet	100.73	32,531.54
Check	03/22/2017		Wistex II LLC	VFDs (3) Variable frequency drives	8237 · WW-7 Misc. Wastewater...	3,535.65	36,067.19
Check	03/24/2017		PG&E	Waste Water Plant acct # 6380034236-0 3rd & ...	6590 · Utilities	1,637.24	37,704.43
Check	03/24/2017		PG&E	Lift Station acct# 6338432238-2	6590 · Utilities	54.58	37,759.01
Check	03/27/2017	1145	Wallace Group	Inv. 43320	6525 · Fat Oil & Grease (FOG)	1,843.46	39,602.47
Check	03/27/2017	1148	Home Depot	Shop Vac for WWTP	6575 · Small Tools	154.26	39,756.73
Check	03/27/2017	1150	Brenntag Pacific, Inc.	Inv. BPI 711679,	6503 · Chemicals	1,074.17	40,830.90
Check	03/27/2017	1150	Brenntag Pacific, Inc.	Inv. BPI 707978	6503 · Chemicals	1,027.69	41,858.59
Check	03/27/2017	1150	Brenntag Pacific, Inc.	Inv. BPI 709561	6503 · Chemicals	1,068.83	42,927.42
Check	03/27/2017	1151	Water Systems Consulting, Inc.	WW-1 Recycled Water Facility Plan	8231 · WW-1 WWTP Upgrade	2,853.75	45,781.17
Check	03/27/2017	1152	Michael Nunley & Assoc.	Effluent Line Piping Modifications	8232 · WW-2 Effluent Line Rep...	67.50	45,848.67
Check	03/29/2017		AT&T	acct # 805 595-9416 904 5	6585 · Telephone / Internet	150.38	45,999.05
Check	03/31/2017	1156	Speed's, Inc.	Inv. 56242 Solid Waste Hauling 3/16/17	6580 · Solids Handling	1,302.50	47,301.55
Total Sanitary							47,301.55
<b>Water</b>							
Check	03/06/2017	1128	Fluid Resource Management, Inc.	C.I.P. W-1 Tank Site Permant Power Inv. W15280	8271 · W-1 Water Tank Improv...	4,917.83	4,917.83
Check	03/06/2017	1129	Fluid Resource Management, Inc.	W - Ops Feb 2017 Inv. F15551	6505 · Contract Labor	5,356.00	10,273.83
Check	03/06/2017	1129	Fluid Resource Management, Inc.	Chemicals Water A15579	6503 · Chemicals	58.52	10,332.35
Check	03/06/2017	1129	Fluid Resource Management, Inc.	A 15259 Add Services Jan 17th, 2017	6524 · Equip. Rep. & Maint. Avila...	214.82	10,547.17
Check	03/14/2017	1137	Solar Bee	Inv. 78071 Submersible Electric Potable Water M...	8271 · W-1 Water Tank Improv...	8,606.38	19,153.55
Check	03/14/2017	1139	Aqua-Metric Sales, Inc.	1" Pearl TR/PL 100 C.F. Inv. 0064403	6510 · Critical Spare Parts	1,539.41	20,692.96
Check	03/27/2017	1144	Ferguson Enterprises	Water Repair Kit	6524 · Equip. Rep. & Maint. Avila...	78.97	20,771.93
Check	03/27/2017	1147	SLO Co Health	INV. #108745 Cross Connection	6565 · Regulatory Compliance	100.30	20,872.23
Check	03/27/2017	1151	Water Systems Consulting, Inc.	W-3 Water Resources Analysis	8273 · W-3 Misc Water Line Re...	283.75	21,155.98
Check	03/27/2017	1152	Michael Nunley & Assoc.	Valve Replacement Final Construction Documents	8272 · W-2 Water System Valve/...	362.50	21,518.48
Check	03/27/2017	1152	PG&E	Water Tank acct # 4807713956-5	6590 · Utilities	21.40	21,539.88
Check	03/31/2017	1155	S L O Co Public Works	Inv. # Inv. 2621 40% Annual and Drought Buffer	6805 · State Water	37,428.60	58,968.48
Total Water							58,968.48
<b>TOTAL</b>							<b>118,353.23</b>





# FLUID RESOURCE MANAGEMENT

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

# Statement

Date
4/4/17

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.
\$75,032.93	

Date	Transaction	Amount	Balance
03/31/17	348F11001 Monthly OPS/Maint- INV #F15670. Orig. Amount \$17,756.80.	17,756.80	17,756.80
03/08/17	W14965 Set Up and Install Checksheet Comp- INV #W14965. Orig. Amount \$120.00.	120.00	17,876.80
03/31/17	W15253 WW-2 Effluent Line Repair- INV #W15253-3. Orig. Amount \$50,623.50.	50,623.50	68,500.30
03/24/17	W15514 Generator Supply and Delivery- INV #W15514. Orig. Amount \$3,201.16.	3,201.16	71,701.46
03/08/17	W15539 Sampling After Tank Dive 2/22/2017- INV #W15539. Orig. Amount \$426.86.	426.86	72,128.32
03/28/17	W15571 2nd Street 1" Service Connection B- INV #W15571. Orig. Amount \$1,226.61.	1,226.61	73,354.93
03/15/17	W15572 Hydrant #33 Shut Down for Spurr Co- INV #W15572. Orig. Amount \$93.00.	93.00	73,447.93
03/31/17	W15585 DMR Reporting for Feb 2017 - 3/7- INV #W15585. Orig. Amount \$100.00.	100.00	73,547.93
03/31/17	W15587 SSMP Audit 3/7/2017- INV #W15587. Orig. Amount \$1,485.00.	1,485.00	75,032.93

CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
75,032.93	0.00	0.00	0.00	0.00	\$75,032.93




**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: April 11th, 2017

SUBJECT: General Manager/District Engineer Report

**Zone 3 Technical and Advisory Committee Meetings**

The Zone 3 Technical Advisory Committee (TAC) met on Thursday, April 6, 2017. As of this writing Lopez Lake is at 61% capacity and has approximately 30,000 acre feet of water in storage (up 1,000 AF from this time last month). Recall that the Zone 3 subcontractors and agricultural uses take approximately 8,000 – 9,000 AF of water out of the lake in a typical year. One of the main topics at the Technical Advisory Committee meeting is how the Low Reservoir Response Plan should be applied now that the lake is above the 20,000 AF storage level. The TAC's recommendation is to continue to monitor the lake and ground water levels for another couple of months and then provide a recommendation to the Zone 3 Advisory Committee. I will provide a verbal update as needed on the outcome of TAC meeting at the Board meeting.

**District Facilities Tour**

On Thursday March 23, Board Directors Helenius and DeWeese toured the District water and sewer system facilities. We did a walking tour that started at the First Street water pumping station and sewage lift station, walked by the County water meter vault at the corner of First Street and Avila Beach Drive and then proceeded to the wastewater treatment plant. The tour took about 90 minutes and the Board members found it very useful in that it helped them relate the written reports with the actual facilities. After the wastewater treatment plant, Board member DeWeese and I took a quick trip up to the Water tank site (Director Helenius had already been to the Water tank site). We needed to cancel the tour with Directors Najarian and San Filippo due to a schedule conflict. Staff will work with them to re-schedule the tour.

**Fluid Resource Management Contract Renewal**

Staff has received a fully executed letter from FRM that extends the Operations and Maintenance Contract through November 1, 2017 with the updated Exhibit C, Scope of Services. A copy of the letter is provided as an attachment to this report.



## **California Special District Association (CSDA) Chapter Quarterly Meeting**

### **FY 2017/2018 Tax Revenue and PG & E Mitigation Fund**

On March 29, staff attended the San Luis Obispo Chapter CSDA meeting. The agenda for the meeting is attached. Sheriff Parkinson was not able to attend, but we did get an update from the County Property Tax Manager on FY 2017/18 estimated property tax revenues and the status of the Diablo Canyon closure and associated mitigation funds. Tax revenues for FY 2017/18 are estimated at approximately \$584,000; approximately \$76,000 of this revenue is associated with the PG & E Diablo Canyon power plant. The County estimates the PG&E revenues will decrease about 10% per year for the next ten years as the plant goes through the closure process. However, if the Public Utilities Commission agrees to the proposed \$75 million Essential Services Mitigation Fund (ESMF), the County estimates the District will receive approximately \$32,000 per year for the next ten years. So over the next ten years we will see a slight increase in PG&E related revenue in the first five years and then a slight decrease in the last five years. Overall, this will not have a significant impact on the District's budget, but the County has worked up several spreadsheets that estimate the impacts to all County entities that receive tax revenue. I will be happy to share those spreadsheets with any interested Board member.

### **Critical Spare Parts Annual Inventory**

In early March of this year FRM maintenance staff and District staff conducted the annual critical spare parts inventory and update. As the Board will recall, this program was spear-headed by former General Manager, Kathy Richardson and is has proven to be a very beneficial program. Working with the Operations and Maintenance Staff we identify parts and components that are critical to the operation of the water and wastewater system and then "stock" those items on-site so we can quickly and efficiently replace them when they fail. This helps minimize water service interruptions and the potential for sewage spills or overflows.

### **Public Records Request(s) related to John Wallace/Wallace Group allegations at South County Sanitary District.**

Over the past two months staff has received three separate Public Records Requests (PRR) from the San Luis Obispo County District Attorney's Office for documents that may be related to the District Attorney's case against John Wallace and/or the Wallace Group. The PRRs are attached to this staff report. Staff has consulted with legal counsel on the PRRs and provided the information requested to the County in a timely manner.



**ZONE 3  
TECHNICAL ADVISORY COMMITTEE**

**Thursday April 6, 2017  
9:00-11:00 AM  
ARROYO GRANDE CITY HALL  
300 BRANCH STREET  
2<sup>nd</sup> FLOOR CONFERENCE ROOM**

**Agenda**

- |  |               |
|--|---------------|
| 1. Announcements   | All           |
| • Avila Beach Bridge Seismic Retrofit Project            |               |
| 2. General Operations and Water Report                   | Jill          |
| • Monthly Operations Report                              |               |
| • Lopez Dam Storage Projections                          |               |
| • Summary Notes/Action Items – March                     |               |
| 3. Operations Report/ Capital Improvement Project Update | David Spiegel |
| 4. Declaration of Surplus Water - BOS May 2, 2017        | Jill          |
| 5. LRRP – Criteria for leaving the LRRP                  | All           |
| 6. State Water Update                                    | Jill          |
| 7. By-pass pipeline assessment and pipeline testing      | Jill          |
| 8. Agenda items next month?                              | All           |

**Attachments:**

- A. Lopez Monthly Operations Report – Distributed at Meeting
- B. Lopez Reservoir Storage Projections – Distributed at Meeting
- C. March Summary Notes - Distributed at Meeting

***Next Meeting May 4, 2017***

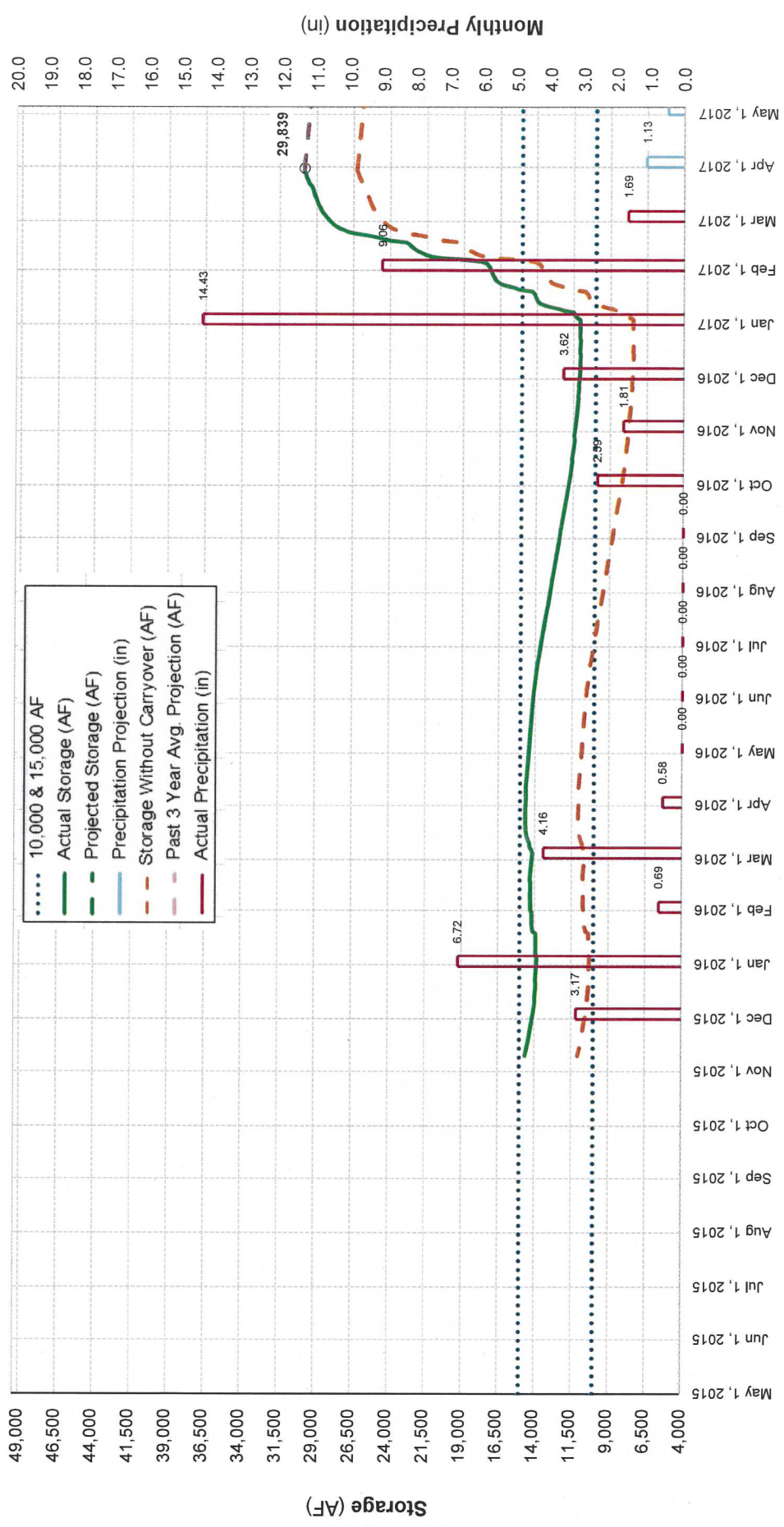
*Fun Fact: April 6, 1930 the Hostess Twinkie was invented!*



### Lopez Reservoir Storage Projections

(precipitation scenario source: www.LongRangeWeather.com)

Revised: 3/31/2017



- Notes:
- For "Dry Months" (April - October), projected increases and/or decreases in storage estimated to mimic conditions from 2015.
  - For "Wet Months" (November - March), projected storage declines assume LRRP annual downstream release of 3,800 AFY and deliveries of 4,077 AFY.
  - For "Wet Months", projected storage increases based on historic trends from actual storm data for the period of 12/1993 through 6/2011.
  - Storage projection for "Wet Months" assume that unsaturated conditions exist.
  - Rainfall projection provided by www.LongRangeWeather.com, and updated 2/11/2017. Evaporation included in storage projection.
  - Past 3 Year Avg. Projection uses historic daily capacity changes averaged from 2014, 2015, 2016
  - Actual precipitation is the total of the previous month.
  - Actual precipitation is the rainfall measured by FRM at Lopez Rec Area.



## **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

March 24, 2017

Mr. Chuck Ellison  
General Manager  
Fluid Resource Management  
2385 Precision Drive  
Arroyo Grande, CA 93420

Subject: Avila Beach Community Services Agreement for Professional Services

Dear Chuck,

At the March 14, 2017, Board meeting, the Avila Beach Community Services District Board of Directors approved renewal of the Agreement for Professional Services between the District and Fluid Resource Management pursuant to Paragraph 10 of the Agreement. District staff and FRM staff have updated Exhibit C Scope of Services, to more accurately reflect the scope of the Agreement. The updated Scope of Services is provided as an attachment to this letter.

The purpose of this letter is to document written consent of the renewal of both parties. If you agree, please sign and return a signed copy back to the District for their files.

Sincerely,

A handwritten signature in blue ink that reads 'Brad Hagemann'.

Brad Hagemann, PE  
General Manager

I concur with renewing the Agreement through November 1, 2017 with the updated Scope of Services.

A handwritten signature in blue ink that reads 'Chuck Ellison'.

Chuck Ellison  
General Manager  
Fluid Resource Management



Marshall Ochylski, President  
Anthony Kalvans, Vice-President  
Kristen Gelos, Treasurer  
Laurie Ion, Secretary  
Kristi Dibbern, Assistant



**CSDA**

## California Special Districts Association

*Districts Stronger Together*

### San Luis Obispo County Chapter

## March 29, 2017 - Quarterly Meeting

**Who:** Special District Elected Officials, Staff and Guests

**When:** Wednesday, March 29, 2017 from 12:00 to 2:00 p.m.

**Where:** Upper Crust Restaurant, Banquet Room  
11560 Los Osos Valley Road, San Luis Obispo

**RSVP:** Laurie Ion at [ion@templetoncsd.org](mailto:ion@templetoncsd.org)

**Cost\*:** \$10/person in advance (\$13 after March 22<sup>nd</sup> & at the door)

\*Mail Checks to Kristen Gelos, CSDA SLO Chapter Treasurer  
4870 Heritage Rd. Paso Robles, CA 93446

\*Credit Card: Contact Kristen Gelos at (805) 227-6230.

*(The Chapter is offsetting the cost of lunch to ensure it's affordable for all attendees)*

1. Welcome – Marshall Ochylski, President
2. Self-Introductions
3. Sheriff Parkinson – Update on Law Enforcement Issues for Special Districts
4. Barbara Godwin, Property Tax Allocation Manager – Update on Preliminary Property Tax Revenue Estimates
5. District Updates
6. Issues of Common Interest:
  - a) Statewide CSDA Update – Chris Palmer
  - b) IWMA Nominations

***Please RSVP so we know how many will be attending. We encourage you to invite your elected officials and key staff.***



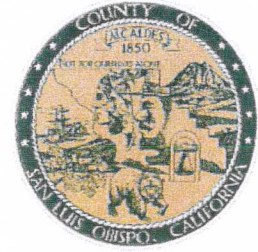
OFFICE OF THE DISTRICT ATTORNEY  
County of San Luis Obispo

Dan Dow  
District Attorney

Lee V. Cunningham  
Assistant District Attorney

Jerret C. Gran  
Chief Deputy District Attorney

Sheryl M. Wolcott  
Chief Deputy District Attorney



February 8, 2017

RE: Public records request

**California Public Records Act:**

6253. (a) Public records are open to inspection at all times during the office hours of the state or local agency, (b) each state or local agency, upon a request for a copy of records that **reasonably describes an identifiable record** or records, shall make the records promptly available to any person upon payment of fees covering direct costs of duplication, or a statutory fee if applicable, (c) Each agency, upon a request for a copy of records, **shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the person making the request of the determination and the reasons therefore.**

6253.4. (a) Every agency may adopt regulations stating the procedures to be followed when making its records available in accordance with this section.

**Requested By:**

District Attorney Investigator Neil Clayton  
Courthouse Annex  
1035 Palm Street, 4<sup>th</sup> floor  
San Luis Obispo, CA 93408  
Email: [nclayton@co.slo.ca.us](mailto:nclayton@co.slo.ca.us)  
Phone: 805.781.5877  
Fax: 805.781.4307

SPECIFIC NAME / DOCUMENT DATE	TYPE OF DOCUMENT (i.e., resolution, ordinance, report, agreement, etc.)
Current or past contracts established between Avila Beach CSD and any specific person for services to include but not limited to duties as general manager, district engineer of CSD or similar position	Current or past contracts from Avila Beach CSD, for General manager, District Engineer or wastewater management from 2012 to present time

Current or past contracts established between The a private company or LLC and Avila Beach CSD for services to include but not limited to duties as district engineer of CSD or similar position	Current or past contracts between The Wallace Group or private company or LLC and Avila Beach CSD from 2012 to present time
<p>Information from Avila Beach CSD to include:</p> <ol style="list-style-type: none"> <li>1. CSD Board Meeting minutes 2012- present</li> <li>2. CSD Board Agenda(s) 2012- present</li> <li>3. CSD Warrant Registrar(s) 2012-present</li> <li>4. Client Invoice(s) 2012-present</li> </ol>	<p>Board Meeting Minutes  Board Agendas  Warrant Registers  Client invoices for any services related to General management of CSD, District engineering services or waste water management services from 2012 to present time</p>



Signature: \_\_\_\_\_

Date: 2/8/17

Very truly yours,

Dan Dow  
District Attorney

By: Neil Clayton  
District Attorney Investigator

**OFFICE OF THE DISTRICT ATTORNEY**  
 County of San Luis Obispo

Dan Dow  
 District Attorney

Lee V. Cunningham  
 Assistant District Attorney

Jerret C. Gran  
 Chief Deputy District Attorney

Sheryl M. Wolcott  
 Chief Deputy District Attorney



February 21, 2017

RE: Public records request

**California Public Records Act:**

6253. (a) Public records are open to inspection at all times during the office hours of the state or local agency, (b) each state or local agency, upon a request for a copy of records that **reasonably describes an identifiable record** or records, shall make the records promptly available to any person upon payment of fees covering direct costs of duplication, or a statutory fee if applicable, (c) Each agency, upon a request for a copy of records, **shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the person making the request of the determination and the reasons therefore.**

6253.4. (a) Every agency may adopt regulations stating the procedures to be followed when making its records available in accordance with this section.

**Requested By:**

**District Attorney Investigator Neil Clayton**  
**Courthouse Annex**  
**1035 Palm Street, 4<sup>th</sup> floor**  
**San Luis Obispo, CA 93408**  
**Email: [nclayton@co.slo.ca.us](mailto:nclayton@co.slo.ca.us)**  
**Phone: 805.781.5877**  
**Fax: 805.781.4307**

SPECIFIC NAME / DOCUMENT DATE	TYPE OF DOCUMENT <small>(i.e., resolution, ordinance, report, agreement, etc.)</small>
Checks, payment warrants, client invoice reports and billing records related to any payments made to the Wallace Group or John L. Wallace as individual.	2011-2014 check copies, Wallace Group Client Invoice reports, or documentation in support of billings from the Wallace Group or John L. Wallace as individual

I understand that the Avila Beach CSD has 10 days to respond to this request to determine whether it encompasses disclosable public records and will notify me.

Signature:     *Dan Dow*    

Date:     2/21/17    

Very truly yours,

Dan Dow  
District Attorney

By: Neil Clayton  
District Attorney Investigator



**OFFICE OF THE DISTRICT ATTORNEY**  
 County of San Luis Obispo

Dan Dow  
 District Attorney

Lee V. Cunningham  
 Assistant District Attorney

Jerret C. Gran  
 Chief Deputy District Attorney

Sheryl M. Wolcott  
 Chief Deputy District Attorney



April 3, 2017

RE: Public records request

**California Public Records Act:**

6253. (a) Public records are open to inspection at all times during the office hours of the state or local agency, (b) each state or local agency, upon a request for a copy of records that **reasonably describes an identifiable record** or records, shall make the records promptly available to any person upon payment of fees covering direct costs of duplication, or a statutory fee if applicable, (c) Each agency, upon a request for a copy of records, **shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the person making the request of the determination and the reasons therefore.**


6253.4. (a) Every agency may adopt regulations stating the procedures to be followed when making its records available in accordance with this section.

**Requested By:**

**District Attorney Investigator Neil Clayton**  
**Courthouse Annex**  
**1035 Palm Street, 4<sup>th</sup> floor**  
**San Luis Obispo, CA 93408**  
**Email: [nclayton@co.slo.ca.us](mailto:nclayton@co.slo.ca.us)**  
**Phone: 805.781.5877**  
**Fax: 805.781.4307**

SPECIFIC NAME / DOCUMENT DATE	TYPE OF DOCUMENT <small>(i.e., resolution, ordinance, report, agreement, etc.)</small>
Quick Books database accounting file for Avila Beach Community Services District - Request entire backup file of database - Approximate start date of Quickbooks data is 2002 per District staff. Request available data from start through present	All records maintained in Quickbooks database

I understand that the Avila Beach CSD has 10 days to respond to this request to determine whether it encompasses disclosable public records and will notify me.

Signature: 

Date: 4/3/17

Very truly yours,

Dan Dow  
District Attorney

By: Neil Clayton  
District Attorney Investigator

**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors  
FROM: Brad Hagemann, General Manager  
DATE: April 11, 2017  
SUBJECT: Capital Projects Status Report



Recommendation:  
Receive and File

Discussion:

For ease of review, we have included a notation in brackets as to whether there has been significant progress to warrant a project summary update. If there have been no reportable changes we will indicate so in brackets.

**WATER SYSTEM CIP'S**

**W-1: Water tank storage improvements – Budget: \$35,000 Spent to Date: \$26,807 [Updated]**

Water in the District's large water storage tank periodically experiences nitrification that can lead to decreased disinfection residual in the water distribution system. Nitrification can be controlled by ensuring water in the tank is thoroughly mixed. The scope of this project includes "dropping" power to the tank from a nearby PG&E power pole and installing a tank mixing system. Electricraft completed their work in early December and PG&E recently set the meter and "energized" the system. We are now using PG&E power to run the SCADA system. Staff requested and obtained a quote from Solar Bee for the in-tank mixing system. After evaluating the mixing system and checking references, staff ordered the mixing system and it was delivered on March 6<sup>th</sup>. FRM has provided a quote to install the tank mixing system and we anticipate installation in April. Staff anticipates having this project completed by the end of April.

**W-2: Water System Valve Replacement – Budget: \$75,000 Spent to Date: \$ 3,343 [Updated]**

Water distribution line valves are being evaluated for replacement as we identify them during our routine valve exercising program and/or as we conduct normal operations in the system. The valve exercising program helps identify valves that no longer seal and/or are reaching their useful life. This year's budget should allow for the replacement of 3 – 5 valve clusters depending on the location, depth of valve and if they are in close proximity to each other. Per the Board's approval at the November 8, meeting staff has retaining Michael K. Nunley & Associates to prepare plans and specifications for bidding out the project. The plans and specifications are nearly complete and staff will circulate them for quotes within the next two weeks and hopefully award a contract at the May 2017 Board meeting.



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

**W-3: Miscellaneous Water Line Replacements – Budget: \$25,000 Spent to Date: \$9,136 [Updated]**

As with previous years, this project provides funding for upgrading older water distribution pipe and related systems on as needed basis. To date we have spent approximately \$3,000 to update the water and wastewater atlas maps. The atlas maps are prepared using ArcView GIS software and will be updated as projects are completed. The atlas data files are now saved on the District computer server and can be viewed, searched, printed etc., locally. In addition, at the December 2016 Board meeting the Board retained Water Systems Consulting Inc. to prepare a Water Resources Analysis. That project is well underway and staff anticipates having a draft report by mid-April that will be included in the May Board meeting Agenda. We have spent approximately \$6,500 of the no to exceed budget of \$15,625 project budget.

**WASTEWATER SYSTEM CIP'S**

**WW-1: Recycled Water Study and Upgrade of WWTP – Budget: \$125,000 Spent to Date: \$39,008 [Updated]**

In July 2015, the District retained Water Systems Consulting (WSC) to prepare a Grant Application for a Recycled Water Facilities Planning Study. The Study will evaluate potential recycled water alternatives and will be conducted in a 50/50 partnership with the San Manuelito Mutual Water Company. The Grant has been approved by the State Water Resources Control Board and they will reimburse the District for 50% of the cost of the study up to a maximum of \$75,000. The Grant application package was submitted to the State Board in November 2015 and formally approved in March 2016.

After some delays in getting the contract language approved between the District and WSC, a formal kick-off meeting was held on September 7th and the project is now well underway. Staff met with WSC staff on December 20, 2016, to review the project progress to date and narrow the conceptual alternatives down to a manageable level. The next major milestone will be in June 2017, when WSC completes the draft Project Alternatives Analysis.

**WW – 2: Effluent Line Repair – Budget: \$40,000 Spent to Date: \$31,488 [Updated]**

Scope of this project includes re-routing the existing effluent line from underneath the primary clarifier building to around the building, installing a static mixer and replacing two underground valves. The District retained MBS Land Surveys to prepare a detailed topographic map of the treatment plant site and retained Michael K. Nunley Engineering to prepare a design Technical Memo that contractors used to provide a quote for the project. In late September, 2016 staff solicited quotes from six contracting firms including Fluid Resource Management. Four of the six firms declined to bid on the job, stating that they are too busy to take on another job. The Board awarded the contract to Fluid Resource Management, Construction Division at the December 2016, Board meeting. FRM staff initiated the project in mid-December. The wet weather in January and February significantly delayed project completion, but FRM staff connected the new effluent line in late February. The new line is operating satisfactorily. Staff

has received a quote on the in-line static mixer, but we are going to hold off on purchase and installation.

**WW - 3 Chlorination System Improvements – This project has been delayed to FY 2017/18. [No changes]**

This project includes upgrading the chlorine analyzer and chlorine delivery system.

**WW - 4 Wastewater Collection Line Repair – Budget: \$75,000 Spent to Date: \$0 [No Changes]**

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

**WW- 5 Influent Wet Well Coating Repairs – Budget: \$40,000 Spent to Date: \$0 [No Changes]**

This project will repair the concrete coating in the influent wet well. Applying a coating to the concrete significantly extends the life of the concrete by providing a barrier that protects the concrete from hydrogen sulfide gases and the associated deterioration from sulfuric acid. The existing coating is delaminating is several locations and should be repaired. We anticipate initiating this project in the first quarter of 2017 and completing by mid-2017.

**WW-7 Miscellaneous Waste Water Projects – Budget: \$25,000 Spent to Date: \$25,690 [Updated]**

This project provides funding for un-anticipated capital improvements at the WWTP. To date the District has spent approximately \$11,388 for parts and labor to re-build the secondary sedimentation system chains, sprockets and scraper arms and more recently rebuild a 3 horsepower motor/pump assembly. In addition, the District retained Town and Country Fence to replace the gate at the WWTP. This quarter we spent an additional \$14,300 on the purchase of three new variable frequency drives for the influent wet well, purchase and installation of a new secondary sedimentation basin recirculation pump and an aluminum cover for the digester supernatant box.

**WW-9: Repair Decking at WWTP – Budget: \$25,000 Spent to Date: \$13,587 [No Changes]**

District engineers and staff have been analyzing the need to replace the stairway that connects the exterior of ground floor of the Primary Clarifier building to the upstairs office space (control room). The District retained Matrix Engineering to prepare plans and specifications for a new metal staircase. However, at this point replacing the stairway is not the highest priority. In September staff retained a flooring contractor to install new linoleum flooring in the upstairs office space. In December, staff retained a contractor to evaluate the integrity of the decking outside of the control room and make needed repairs. The scope of the project included demolition of the rotted decking and support boards, installing new floors joists, replacing the rotted electrical conduit, new flooring and applying three coat waterproof flooring system. The project was completed by the end of January.







April 5, 2017

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

**SUBJECT: MARCH 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 flow to the wastewater treatment plant has started to increase due to the warmer spring weather and the number of tourists. The sludge hauling schedule has been changed back to every two weeks to help keep up with the sludge accumulation. During the winter months' sludge hauls are reduced to every three weeks.

A pipe cam fitting for on one of the sludge lines had to be replaced due to a piece of debris getting stuck inside of it. The old fitting had been in service for years and was not reusable after it was removed. The fitting is used by the sludge hauling truck to connect to the plants Digester during the sludge removal process.

The average influent BOD for the month was 365 mg/L; the plant was designed for 270 mg/L. The facility was able to meet all effluent requirements but the effluent BOD was higher than normal on a couple of sampling events.

Staff replaced two of the diffusers on the Fixed Film Reactor (FFR) distribution arm. The diffusers are used to disperse the wastewater over the FFR media. The new diffusers were installed to help improve the spray pattern coming out of the distribution arm.

### **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 responded to call out due to a service lateral that was hit by the contractor performing the work. Staff worked to isolate the water leak and facilitated a repair on the service lateral.

Staff repaired a leak on a gasket on the district side of the meter. It was isolated, gaskets were repaired and it was put back in service.

## 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.

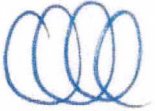
Staff compiled the data to complete the monthly Self-Monitoring Report and Discharge Monitoring Report (DMR) in Central Integrated Water Quality Service (CIWQS). Staff is working with CIWQS on the new DMR requirements. Once approved, the reports are uploaded into CIWQS and certified by ABCSD Staff.

Staff performed a Sewer System Management Plan (SSMP) Audit; the audit report was completed and sent to ABCSD for review.

Staff worked with ABCSD on the Electronic Annual Report (EAR) and submitted to ABCSD for review.

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: MARCH 2017

Date	Daily Flow (MGD)			Effluent Monitoring		
	Total	Max (gpm)	Avg (gpm)	Biweekly Total Coliform	Biweekly Fecal Coliform	Daily Chlorine Residual
1	0.042214	91	30			<0.02
2	0.043985	81	31	<2	<2	<0.02
3	0.050262	114	35			<0.02
4	0.058924	99	41			<0.02
5	0.063509	110	44			<0.02
6	0.046599	89	33			<0.02
7	0.041351	83	29	<2	<2	<0.02
8	0.046357	97	32			<0.02
9	0.046641	101	33	2	<2	<0.02
10	0.050658	121	35			<0.02
11	0.065901	99	46			<0.02
12	0.068205	123	55			<0.02
13	0.050435	93	35			<0.02
14	0.046362	122	32	2	2	<0.02
15	0.045285	120	32			<0.02
16	0.047240	83	33	2	2	<0.02
17	0.058080	100	40			<0.02
18	0.064518	111	45			<0.02
19	0.064494	115	45			<0.02
20	0.050464	103	35			<0.02
21	0.052823	90	37	2	<2	<0.02
22	0.047276	94	33			<0.02
23	0.044779	103	31	<2	<2	<0.02
24	0.046558	106	32			<0.02
25	0.062907	108	44			<0.02
26	0.059764	121	41			<0.02
27	0.049929	103	35			<0.02
28	0.047057	84	33	13	2	<0.02
29	0.050647	88	35			<0.02
30	0.046948	108	33	2	<2	<0.02
31	0.053147	89	37			<0.02
Min	0.041351	81	29	2	2	<0.02
Mean	0.052043	102	37	<2	<2	<0.02
Max	0.068205	123	55	13	2	<0.02
Total	1.613319	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)
3/2/17	27	16	272	182	1.4 DNQ
3/5/17	50	33	391	290	
3/9/17	31	20	297	214	
3/12/17	45	41	434	360	
3/16/17	27	20	396	400	
3/17/17	21	17	321	304	
3/19/17	33	29	377	360	
3/23/17	20	16	324	360	
3/24/17	25	23	378	296	
3/26/17	35	39	370	412	
3/30/17	31	21	450	400	
Min	20	16	272	182	1.4 DNQ
Mean	31.4	25.0	365	325	1.4 DNQ
Max	50	41	450	412	1.4 DNQ
BOD Removal: 91.4%			TSS Removal: 92.3%		

Effluent Monitoring				
Date	Weekly Set. Solids (Grab)	Weekly Turbidity (Grab)	Weekly pH (Grab)	Weekly Temp °F (Grab)
3/2/17	<0.1	28.0	6.3	63
3/9/17	<0.1	32.5	6.5	64
3/16/17	<0.1	23.8	6.5	67
3/23/17	<0.1	27.7	6.5	65
3/30/17	<0.1	41.8	6.6	68
Min	<0.1	23.8	6.3	63
Mean	<0.1	30.8	6.48	65
Max	<0.1	41.8	6.6	68

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.)
3/1/17	4,000
3/15/17	4,500
3/30/17	4,000

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: \_\_\_\_\_

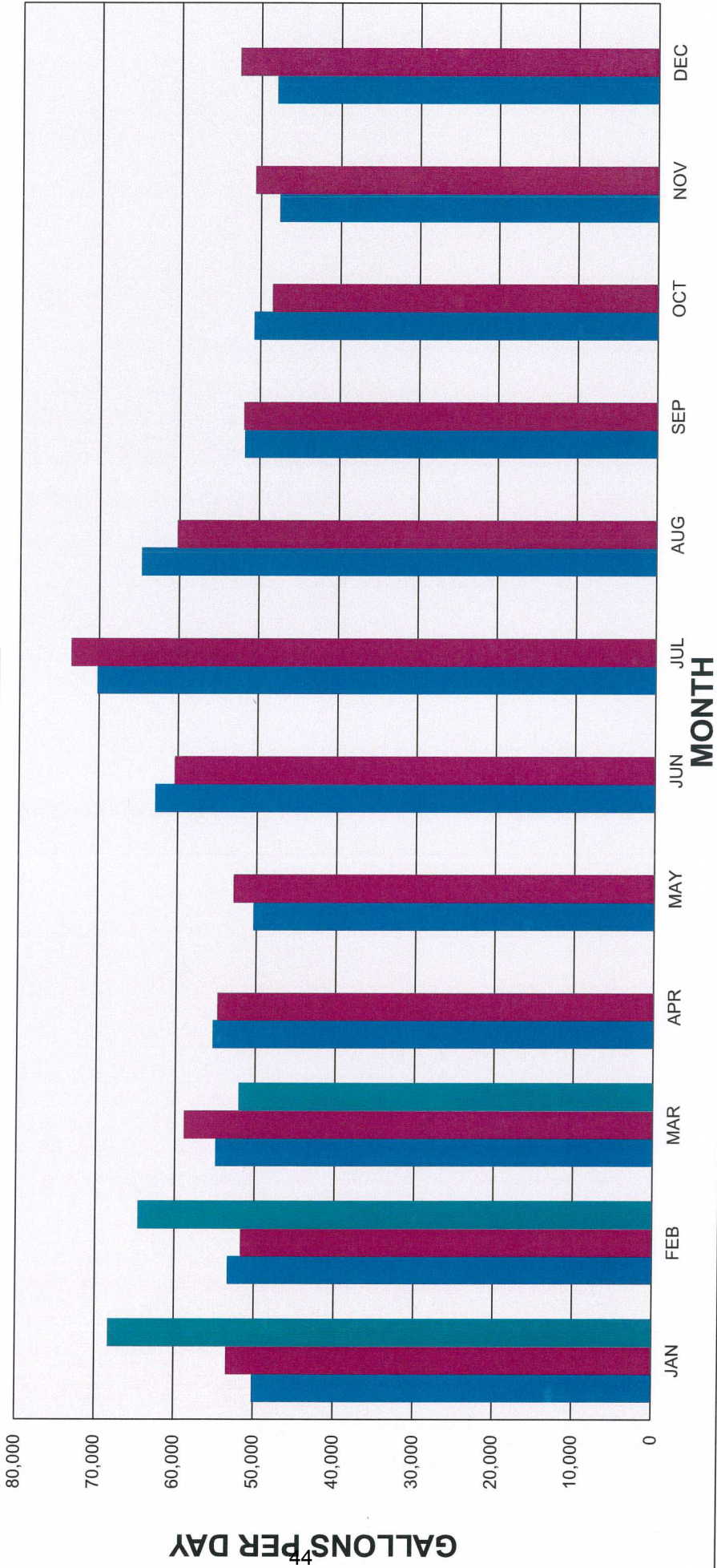
PRINTED NAME: \_\_\_\_\_

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



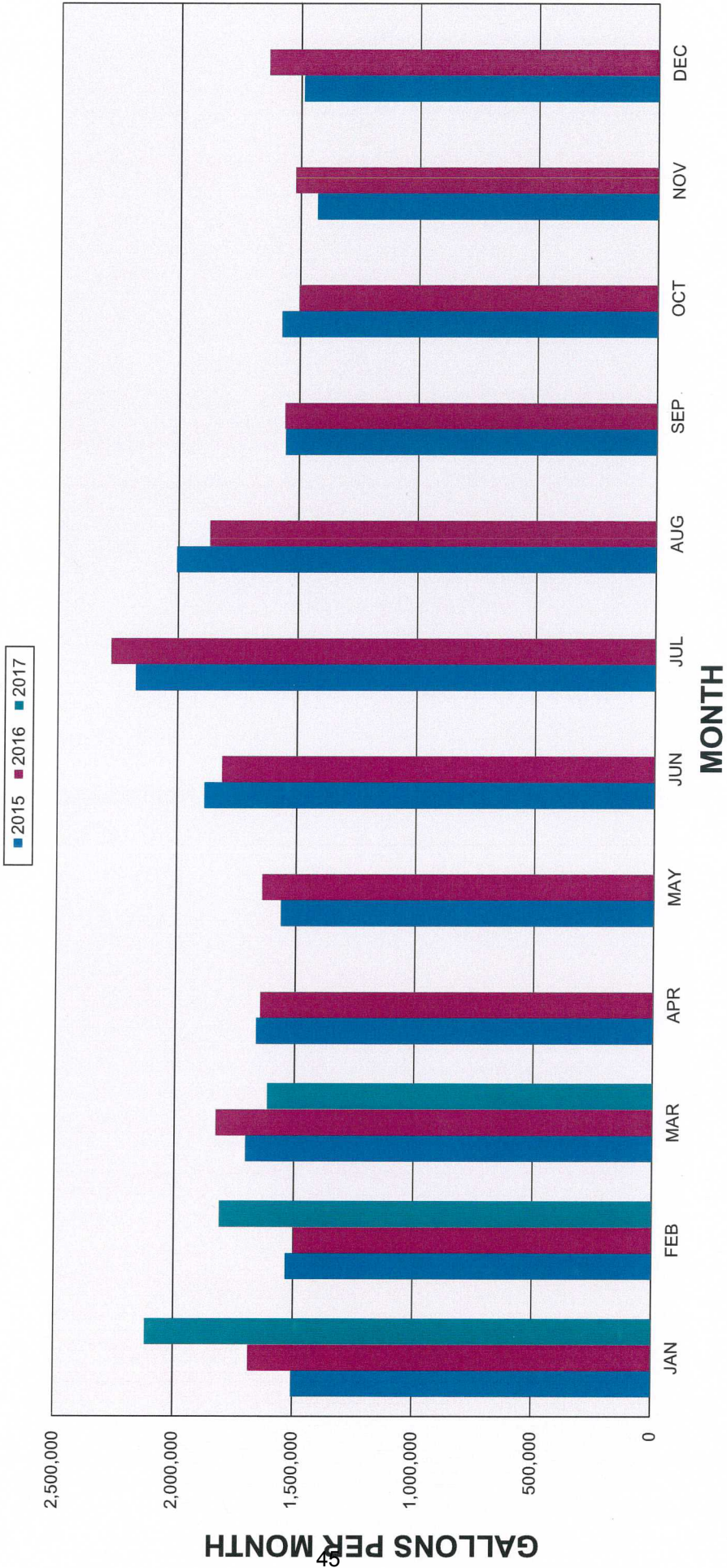
# ABCSD AVERAGE DAILY WWTP EFFLUENT FLOW (2015 - 2017)

■ 2015 ■ 2016 ■ 2017





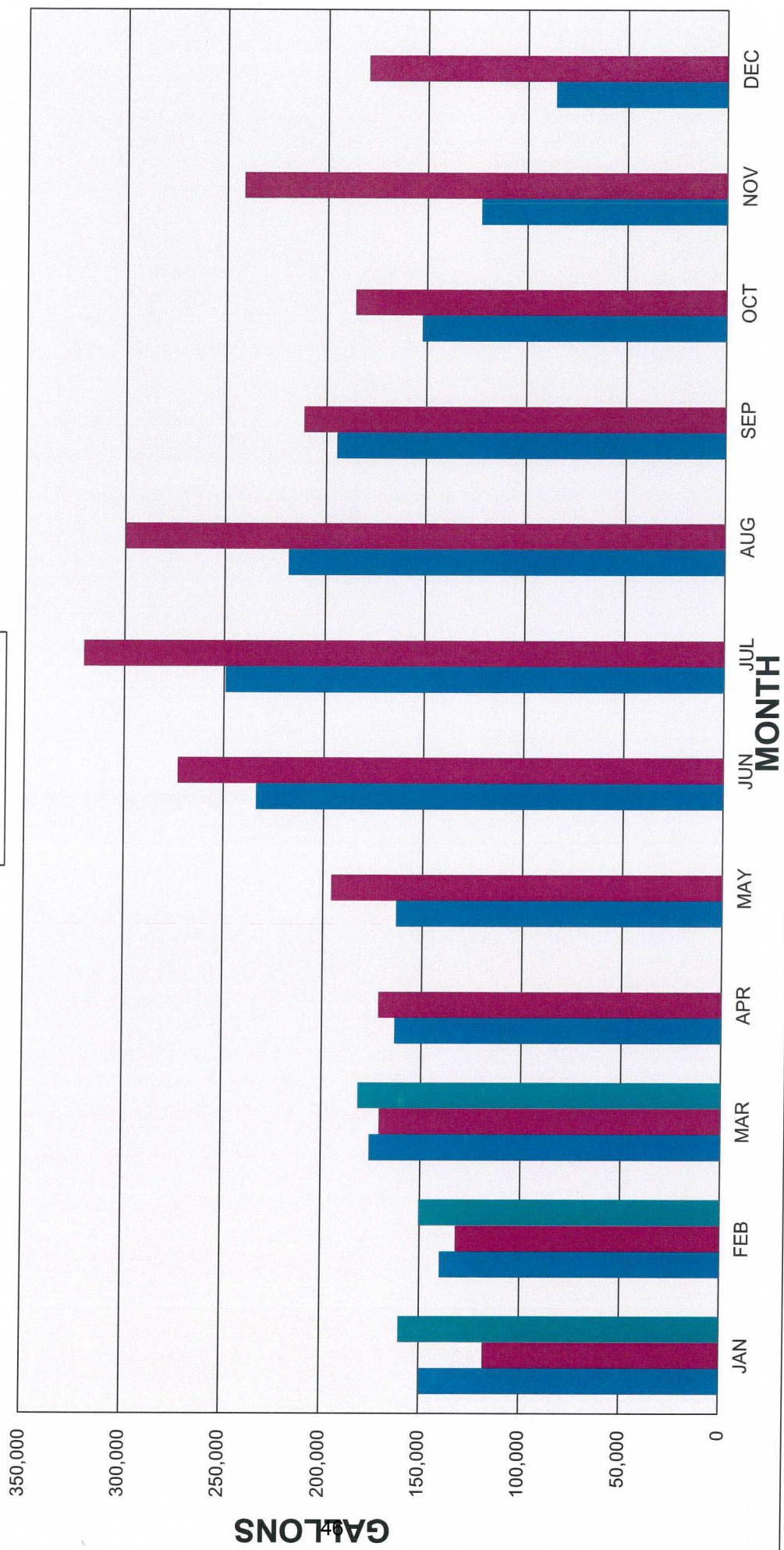
# ABCSD MONTHLY TOTAL WWTP EFFLUENT FLOW (2015 - 2017)





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

■ 2015 ■ 2016 ■ 2017

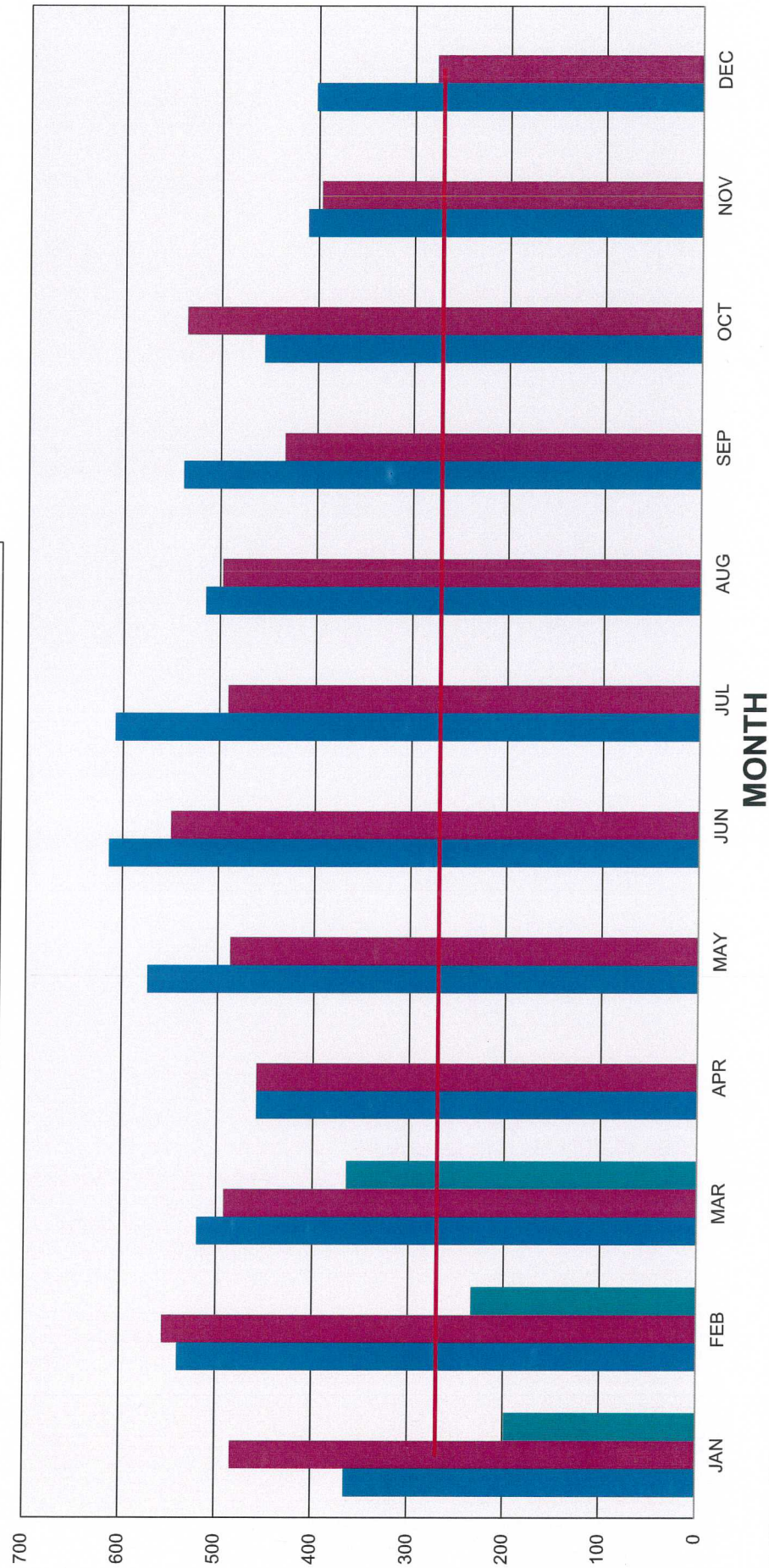


GALLONS



# ABCSD MONTHLY AVERAGE INFLUENT BOD (2015 - 2017)

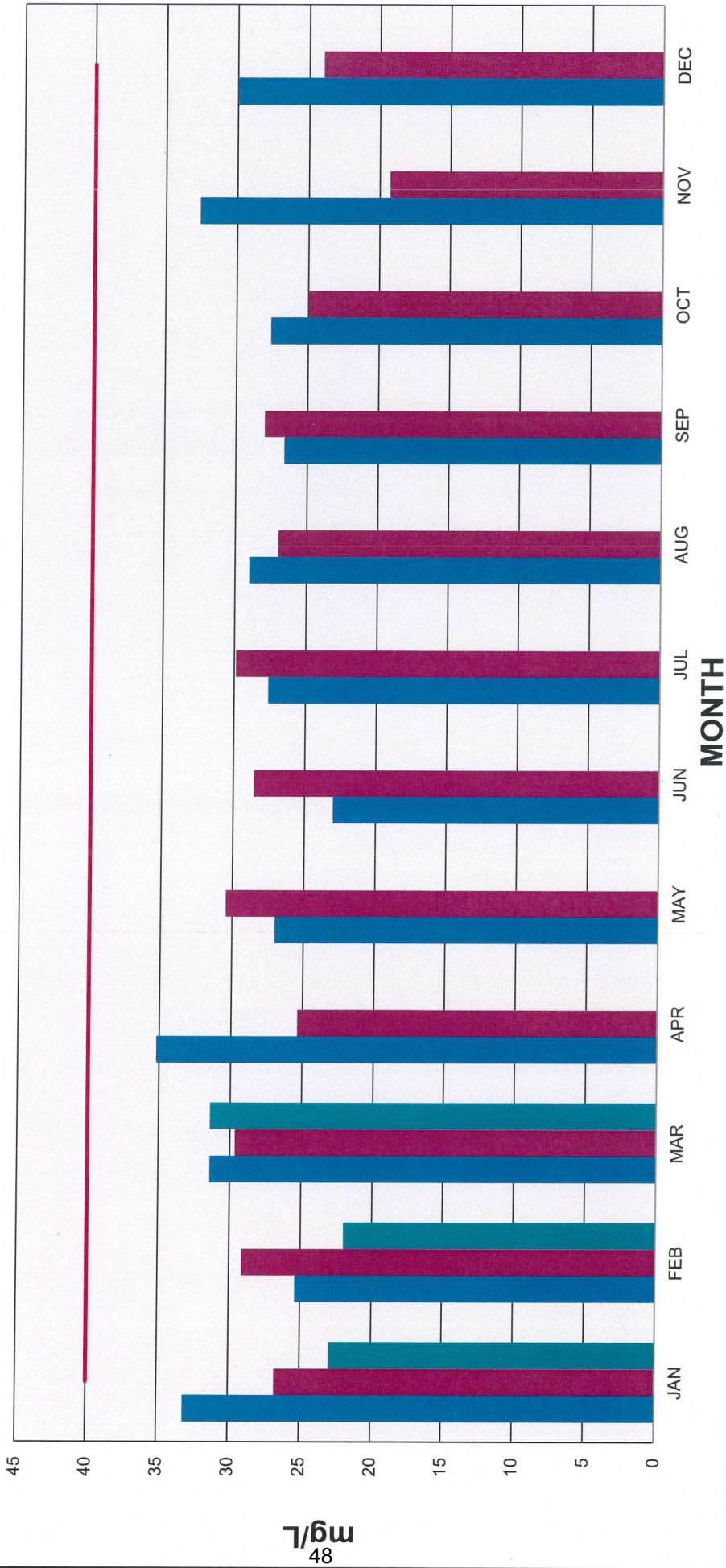
■ 2015   
 ■ 2016   
 ■ 2017   
 — WWTP Design





# ABCSD MONTHLY AVERAGE EFFLUENT BOD (2015 - 2017)

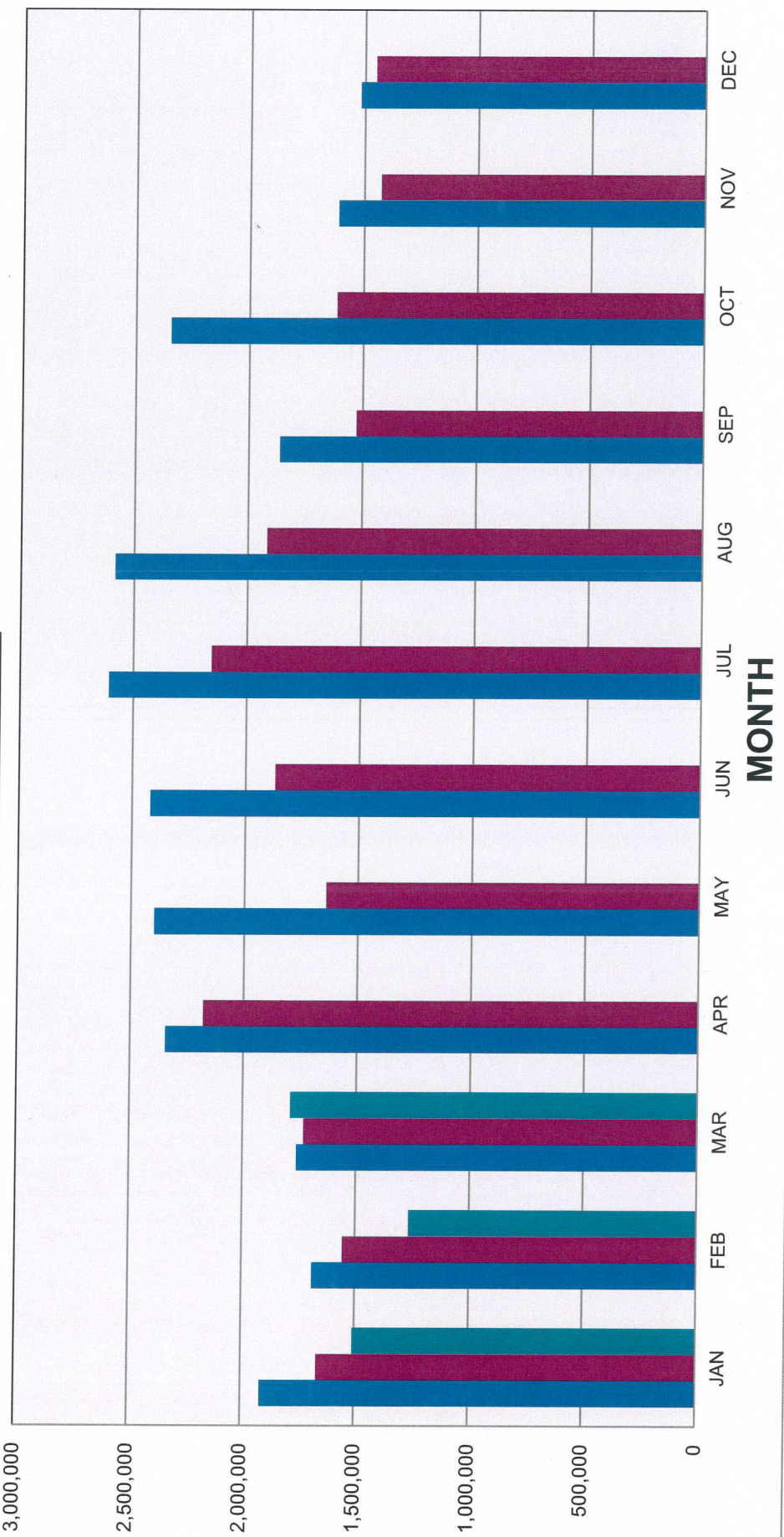
■ 2015   
 ■ 2016   
 ■ 2017   
 — 30 Day Average Limit





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

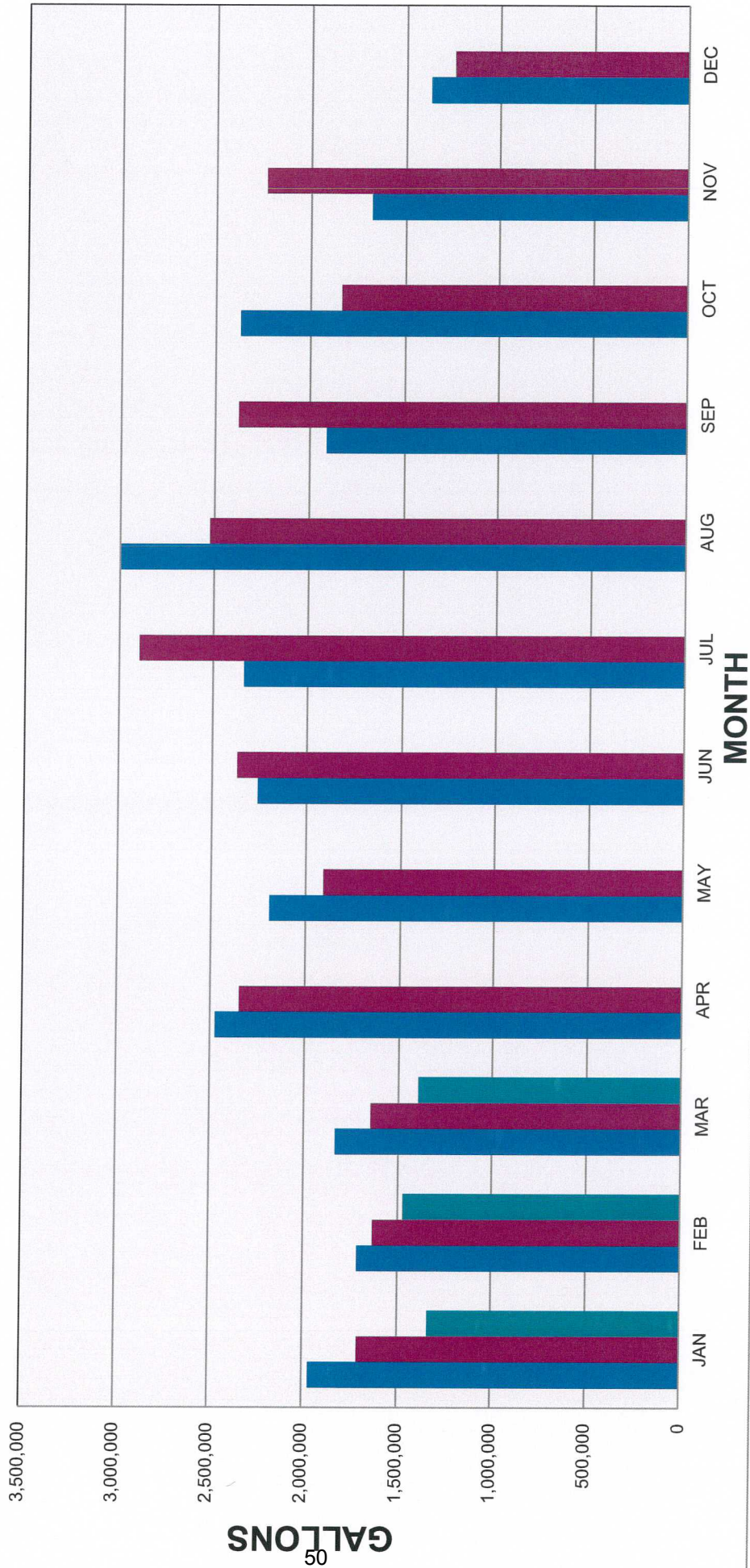
■ 2015    ■ 2016    ■ 2017





# ABCSD MONTHLY WATER SOLD (2015 - 2017)

■ 2015 ■ 2016 ■ 2017




**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: April 11, 2017

SUBJECT: Water Tank Cleaning and Inspection

**Recommendation:**

Receive Staff Report and Provide Direction to Staff

**Discussion:**

In June 2016, the Board authorized a contract with Advantage Technical Services (ATS) to clean and inspect the District's two potable water supply tanks. Staff decided it would be better to conduct the work during a slow time of the year so the work was tentatively scheduled for February 2017. After coordinating with Operations staff, we scheduled the cleaning and inspection for February 22 and 23, 2017.

ATS reported that both tanks had a light layer of sediment that was removed using a sanitary vacuum system. ATS also inspected the internal and external conditions of the tank. The tank interior was inspected above and below the water line using sanitary diving procedures. ATS provided detailed inspection reports of their findings and recommendations for both tanks along with multiple photos of their findings. The written reports are provided as an attachment to this report and staff will bring a hard copy of the photos to the Board meeting for the Board to review.

As expected, Tank #1 (which was put in to service in 2002) is in better condition than Tank #2. ATS recommends doing some minor spot repair on Tank #1 relatively soon and estimates the remaining life of the coating system to be about 8-15 years. For Tank #2, ATS recommends more immediate coating and corrosion repairs along with improved resistance to seismic damage. Staff will do a thorough review and follow-up with ATS and recommend projects as part of future Capital Improvement Program budgets.

**INSPECTION REPORT FOR THE  
AVILA BEACH COMMUNITY SERVICES DISTRICT  
WATER TANK #1  
FEBRUARY 22<sup>ND</sup>, 2017**



**ADVANTAGE TECHNICAL SERVICES, Inc.**

*Specialty Engineering & Inspection Company*

*(805)595-2282*



**INSPECTION REPORT FOR THE  
AVILA BEACH COMMUNITY SERVICES DISTRICT  
WATER TANK #1**

**FEBRUARY 22<sup>ND</sup>, 2017  
REVISION DATE: N/A**

Pursuant to the California Business and Professions Code section 6735, the engineering report contained herein has been prepared by or under the direction of the following Registered Engineer:

**ADVANTAGE TECHNICAL SERVICES, INC.  
6661 FERN CANYON LANE  
SAN LUIS OBISPO, CA 93401  
805-595-2282**

**UNDER THE SUPERVISION OF:  
WILLIAM D. BELLIS**



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Registered Civil Engineer, CA C55334



## **EXECUTIVE SUMMARY**

Advantage Technical Services, Inc. (ATS) inspected the Avila Beach Community Services District's Tank #1 on February 22<sup>nd</sup>, 2017. A light layer of sediment was removed and the internal and external conditions of the tank were examined. Advantage Technical Services, Inc. (ATS) performed the inspection and evaluation. The tank interior was inspected above and below the water line using sanitary diving procedures.

The exterior shell is in good condition overall but numerous areas of significant corrosion are present on the roof, chime and some appurtenances. The interior is also in good condition overall but problem areas are present on the roof rafters where coatings are cracking and peeling.

Both interior and exterior surfaces are exposed to corrosive environments so early attention to the corroding areas is important. The presence of isolated areas of significant corrosion, on a structure where overall conditions are good, indicates that spot repairs would provide a good value in terms of extending the life of the existing coatings.

## **SCOPE, OBJECTIVE, AND LIMITATIONS**

An inspection was completed on the interior and exterior of the welded steel potable water storage reservoir located in Avila Beach, California. Principle Inspector/Engineer, Will Bellis, P.E. and ATS associates provided the tank inspection.

ATS divers have experience and certifications that meet or exceed the requirements of AWWA C652 Standard for Disinfection of Water Storage Facilities and OSHA regulations for technical or commercial diving. Additionally, our team's certifications or licenses include a Registered Professional Engineer, API 653 Tank Inspector, AWS Certified Welding Inspector, National Association of Corrosion Engineers Level III Coating Inspector, and American Society of Nondestructive Testing Level III Engineer. With these applicable credentials, our team exceeds any other in the industry. The dive team has combined experience of over five hundred tank dive inspections.

The diver's air supply is supplied by air hoses from the surface using either a dive compressor or bottled air. The diver's air supply system offers triple redundancy; including a self-contained system maintained in the diver's possession and control. A full-time communication system supports documentation of findings and operational or emergency communications. All disinfection procedures are in accordance with the American Water Works Association Standard for Disinfection of Water-Storage Facilities (ANSI/AWWA C652-11).

The photographs provided within this report display representative views and subsequent analysis. Digital video, also included, provides additional documentation of the conditions.

The observations made during the inspection, and included in this report, provide a reasonable evaluation of the tank conditions at the time of the inspection. Considerations of safe access and reasonable care were observed in making and reporting the observations. Latent defects or conditions found during subsequent cleaning, inspections, or other work at the tank must be brought to the Engineer's or Owner's attention.

## **OBSERVATIONS**

### **General Tank Data**

Type: Ground supported welded steel reservoir  
Media Stored: Potable water  
Diameter: 70'  
Height: 27' (top of knuckle)  
Water level during inspection: Approximately 21'

### **Foundation**

The concrete ring footing foundation is in good condition overall. Minor cracking is present but these appear to be normal and adequately tight to prevent associated damage or significant rebar corrosion.

### **Exterior Shell**

The exterior shell coating is in good condition. Coatings are aging and significant chalking is present. Chalking is a powdery, friable layer on the surface of a coating. It is normally caused by exposure to UV light and weathering. The degree of chalking indicates the level of erosion of the paint film.

The most significant corrosion was found on the chime which is the bottom extension at the base of the shell. The corrosion on the chime appears to have started from the inaccessible area on the underside of the bottom and progressed from there.

### **Exterior Roof**

The exterior roof coating is in fair condition with chalking and some serious localized corrosion. Corrosion is limited to less than 0.1% of the roof area but some of the locations appear to have significant metal loss.

### **Interior Bottom**

No rust points were noted on any welds. Two minor nicks were found in the coating on the entire bottom. The cathodic protection is protecting these areas. An area near the outlet which is approximately 4 ft. x 4 ft. has scattered blisters ranging in size from 3/8 in. to 3/4 in. diameter.



A thin covering (1/8 - 1/4 inch) of very light brown material was present over approximately 90% of the bottom area. Sedimentation was more even and slightly deeper on the southern portion of the tank with a lighter and more patterned covering between the outlet and the inlet. The sediment was removed by the diver with specialized vacuum equipment for water tanks.

### **Interior Shell**

Interior shell plate is in good condition. Epoxy coatings are protecting the shell well overall. An area of blisters on the shell and manway neck was observed on the eastern manway. The blisters were un-broken and no associated corrosion was present. The blisters were left intact by the diver inspector

### **Interior Roof Plate**

The interior roof plate is in good condition with minor rust staining from inaccessible areas but no visible coating failures.

### **Roof Structure**

The roof is supported by a single center column with wide flange girders and a round tubular center column. The base plate is the welded type.

Most areas of coatings and structure itself are in good condition but areas of cracking and disbondment of the coatings are present on many rafters. Also, some minor corrosion is present at the faying surfaces at the center support.

### **Cathodic Protection System**

The elements of the sacrificial anode cathodic protection system appeared to be intact and operating normally. Very little wastage has occurred on the sacrificial anodes due to the integrity of the submersed internal coatings. The reference cell appeared to be in normal operating condition. Hand-hole covers have general corrosion due to erosion of the electroplate galvanizing.

### **Appurtenances**

Level Gage: Gauge board brackets, roof hardware, cable and float all appear to be in fair to good condition and the gage is operating normally.

Exterior Ladder and Cage: This area is in good condition overall but corrosion is present in scattered areas particularly around the fall protection ladder climb rail. Adequate clearance is provided to the tank shell. Ladder rung spacing is 12 inches. Rung diameter is 3/4 inch. Rung width is 16 inches per regulatory requirements.

Roof Guardrail: The guardrail is in good condition overall but with scattered general corrosion.

Roof Hatch: One lockable square roof hatch is located at the top of the interior ladder. The hatch is in good condition. Some minor areas of chipping and associated corrosion are present.

Overflow: The visible exterior of the overflow is in good condition. The internal areas of the overflow weir were not accessible.

Outlet: The outlet penetration in the tank shell appeared to be in normal condition.

Roof Inlet and Enclosure: Areas on and around the roof mounted box have significant concentrated corrosion. The inlet piping is in good condition.

Manways: Two shell single bolt (internal swinging) manways are present. The manways were in good condition overall on the interior. An area of blistering was noted on the eastern manway neck. No significant corrosion was present.

## **RECOMMENDATIONS**

The following recommendations are based on our experience as engineers and inspectors with regard to the best industry practices used by both public and private tank owners. The intent is to provide information that will likely help lower risks, optimize water quality and increase long term value for the tank owner(s). Our scope of work does not include a safety audit or evaluation but we are making recommendations where we have noted potential issues. The owner's insurance provider or safety consultant should be consulted for a review of the safety features of this facility where desired.

1. For the purpose of long term planning, we estimate the remaining life of the coating system on this tank to be approximately 8-15 years depending on the level of maintenance in the interim. This estimate is based on experience with tank coating systems in this area and the condition of the coatings on this tank.
2. We estimate that the most important and lowest cost step that could be taken to extend the life of the existing coating system and structure would be to provide spot repair of coatings on the exterior roof, chime, vent and other appurtenances. Exterior spot repairs could be made with a two coat system using an intermediate coat of epoxy such as Carboline Rust Bond followed by a polyurethane such as Carbothane for protection from UV. Manufacturer's recommendations for preparation and application should be followed.
3. An important, but more challenging, maintenance item would be to complete spot repairs on the interior roof rafters. Spot repair will help control metal loss due to corrosion and extend the life of the tank. Interior repairs could be made with 100%

solids, two part epoxy, such as AquataPoxy that is NSF61 approved and will cure in wet environments. Manufacturer's recommendations for preparation and application should be followed. ATS has completed this type of work using vacuum recovery preparation tools from a floating work platform to lower impact to operations. Disinfection and confined space procedures must be followed.

4. Do not allow personnel to access the roof without proper fall protection. Instruct and document the training of personnel on procedures for working safely at elevated locations and the use of fall protection prior to working on tank roofs. Include specifics relating to lack of available fall protection anchor points and access to areas near the roof edge.
5. Provide a designated tie off point on the roof. The tie off point should be engineered for fall protection pursuant to OSHA regulations. A permanent cable lanyard affixed to the roof vent may be adequate, but this system would also require an Engineer's acceptance. ATS, Inc. or other engineers familiar with tank structures and OSHA regulations can provide assistance with meeting the applicable regulations.
6. The roof guardrail opening at the ladder is un-protected. Instruct and document training of personnel on the use of fall protection and other applicable safety procedures when working on tank roofs and other elevated locations.
7. Provide annual inspections of the exposed side of the tank shell to bottom connection pursuant to AWWA D100-11. Weeds, dirt, and foreign materials should be removed from this area to eliminate or reduce trapped moisture and associated corrosion.
8. Provide inspection of the interior and exterior along with corrective maintenance at the recommended interval of every three years pursuant to AWWA D100-11 (Forward, Section III, pg. XX). As in the case of this work, combining the internal inspection with sediment removal will provide optimal inspection conditions and help maintain water quality.



**INSPECTION REPORT FOR THE  
AVILA BEACH COMMUNITY SERVICES DISTRICT  
WATER TANK #2  
FEBRUARY 23<sup>RD</sup>, 2017**



**ADVANTAGE TECHNICAL SERVICES, Inc.**

*Specialty Engineering & Inspection Company*

*(805)595-2282*

**INSPECTION REPORT FOR THE  
AVILA BEACH COMMUNITY SERVICES DISTRICT  
WATER TANK #2**

**FEBRUARY 23<sup>RD</sup>, 2017  
REVISION DATE: N/A**

Pursuant to the California Business and Professions Code section 6735, the engineering report contained herein has been prepared by or under the direction of the following Registered Engineer:

**ADVANTAGE TECHNICAL SERVICES, INC.  
6661 FERN CANYON LANE  
SAN LUIS OBISPO, CA 93401  
805-595-2282**

**UNDER THE SUPERVISION OF:  
WILLIAM D. BELLIS**



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Registered Civil Engineer, CA C55334



## **EXECUTIVE SUMMARY**

Advantage Technical Services, Inc. (ATS) inspected the Avila Beach Community Services District's Tank #2 on February 23<sup>rd</sup>, 2017. A light layer of sediment was removed and the internal and external conditions of the tank were examined. Advantage Technical Services, Inc. (ATS) performed the inspection and evaluation. The tank interior was inspected above and below the water line using sanitary diving procedures.

The interior coatings are in poor condition overall but corrosion is in the early stages so most steel materials are still in fair to good condition. The interior ladder, however, is severely corroded on the upper rungs and is unsafe.

The interior bottom had approximately 6 coating failure points that were repaired by the diver. Numerous areas of blistering are scattered around the submersed appurtenances, shell and bottom. The interior roof plate has significant corrosion occurring between the rafters and roof plate and at the lap joints. The roof structure has numerous corrosion points which are mostly along the edges of the rafter flanges. Several rafters are bowed.

The piping and other appurtenances appear to be in normal operating condition. Coatings are generally in poor condition on the exterior surfaces. Material loss, due to corrosion, has damaged the exterior ladder, level gage attachments and the roof hatch.

## **SCOPE, OBJECTIVE, AND LIMITATIONS**

An inspection was completed on the interior and exterior of the welded steel potable water storage reservoir located in Avila Beach, California. Principle Inspector/Engineer, Will Bellis, P.E. and ATS associates provided the tank inspection.

ATS divers have experience and certifications that meet or exceed the requirements of AWWA C652 Standard for Disinfection of Water Storage Facilities and OSHA regulations for technical or commercial diving. Additionally, our team's certifications or licenses include a Registered Professional Engineer, API 653 Tank Inspector, AWS Certified Welding Inspector, National Association of Corrosion Engineers Level III Coating Inspector, and American Society of Nondestructive Testing Level III Engineer. With these applicable credentials, our team exceeds any other in the industry. The dive team has combined experience of over five hundred tank dive inspections.

The diver's air supply is supplied by air hoses from the surface using either a dive compressor or bottled air. The diver's air supply system offers triple redundancy; including a self-contained system maintained in the diver's possession and control. A full-time communication system supports documentation of findings and operational or emergency communications. All disinfection procedures are in accordance with the American Water Works Association Standard for Disinfection of Water-Storage Facilities (ANSI/AWWA C652-11).



The photographs provided within this report display representative views and subsequent analysis. Digital video, also included, provides additional documentation of the conditions.

The observations made during the inspection, and included in this report, provide a reasonable evaluation of the tank conditions at the time of the inspection. Considerations of safe access and reasonable care were observed in making and reporting the observations. Latent defects or conditions found during subsequent cleaning, inspections, or other work at the tank must be brought to the Engineer's or Owner's attention.

## **OBSERVATIONS**

### **General Tank Data**

Type: Ground supported welded steel reservoir  
Media Stored: Potable water  
Diameter: 34'-1" (107'-2" circumferential strap)  
Height: 24'  
Water level during inspection: Approximately 22'

### **Foundation**

The tank is supported by a gravel pad that is contained by a flat-bar-steel grade band. The grade band appears to be un-level and gravel is leaking from both above and below the grade band. Areas of the chime (bottom extension) are covered with soil near the exterior ladder. General corrosion is present on around 1% of the chime but no significant metal loss was noted.

### **Exterior Shell**

The coating is in fair to poor condition with significant chalking and erosion (thinning) due to weathering. A few corrosion points are present. Material loss is negligible. Some of the welds from original construction appear to be of poor quality due to the presence of undercut, overlap, and generally uneven profile.

Note: This tank has previously been reported as having lead based coatings on the exterior.

### **Exterior Roof**

An unsealed hole is present at the valve control rod near the roof hatch.

The coating is in poor condition overall with significant chalking and erosion (thinning) due to weathering and intercoat lamination on most surfaces. Significant metal loss is present around the outside edge of the roof extension (eave) from a time prior to the application of the existing coating. Some active localized and general corrosion areas are present on the roof plate extension.

No non-skid coating is present and no tie-off point, for personnel working on the roof, is present. The area adjacent to the roof hatch and level gage is protected by the existing guardrail but the railing length appears to be less than required by current regulations. The ladder opening is unprotected by guardrail.

### **Interior Bottom**

A thin covering (1/8 - 1/4 inch) of light brown material was present over approximately 50% of the bottom area. Piles of wastage from the cathodic protection system were approximately 6 inches tall under the anodes. Sediment was removed by the diver with specialized vacuum equipment for water tanks.

Significant blistering was present in the form of densely patterned blisters with approximate diameter of 3/4 - 2 inches. Scattered coating failures and rust points were noted with concentration on and near patch plates. The peeling paint was examined on the patch plates and the substrate was shiny (no anchor profile). An anchor profile is required by manufacturers for this type of material in submersion service.

The diver/engineer applied an NSF approved 100% solids epoxy to the locations with the most significant coating failures. An NSF approved barrier system was installed. The barrier method was developed by ATS to protect the potable water from the epoxy during curing (patent pending).

### **Interior Shell**

Interior shell plate steel is in good condition. Coatings and cathodic protection are protecting the shell. Blisters are present on the shell around most of the piping connections and manways. The blisters were mostly un-broken and only minor corrosion was present. The blisters were left intact by the diver inspector. Significant staining is visible on the shell from corrosion points on the shell to roof joint and from the high water line.

### **Interior Roof Plate**

The interior roof plate is in fair condition. Metal loss is present where corrosion is attacking the roof plate over the rafters and in the lap joints. General corrosion is visible on some areas of the roof plate.

### **Roof Structure**

The roof is supported by a single “bay” of channel rafters supported by a circular hollow structural steel (“pipe”) center column and attachment (“dollar”) plate. The base plate is a plate type that is not welded to the bottom. The base plate appears to have been caulked to the bottom in an attempt to reduce corrosion but the caulking is mostly gone. Corrosion staining is visible at the interface of the faying surfaces.

The interior roof structure is in fair condition overall but bowing is visible in several of the rafters. The roof structure has numerous corrosion points which are mostly along the edges of the rafter and girder flanges. Corrosion and associated staining are also evident on the tops of the rafters in a fashion similar to the roof plate.

## **Cathodic Protection System**

Sacrificial anodes are suspended from the roof. The anode surfaces indicate normal to above normal wastage. Blisters appear to be more concentrated on the bottom that is directly under the anodes.

## **Appurtenances**

Level Gage: The level gage is functional and components appear to be in normal operating condition. Severe corrosion has caused a hole that is approximately ¼” x 1” in the weld between the roof and the float cable pipe. Significant corrosion is also present on the float.

Exterior Ladder and Cage: The cage is in poor condition overall with significant corrosion and metal loss in scattered areas particularly around the lower areas and the expanded metal wrap.

No non-skid coating is present on the rungs. Adequate clearance is provided to the tank shell. Ladder rung spacing is 12 inches. Rung diameter is ¾ inch. Rung width is 16 inches per regulatory requirements.

Roof Guardrail: The guardrail is in fair condition overall with some scattered localized and general corrosion. The guardrail does not appear to extend adequately beyond work areas to comply with regulatory requirements for safety of personnel.

Interior Ladder: The interior ladder is in poor condition and should be considered unsafe. The top rungs have significant and active corrosion. Material loss is evident in this area where corrosion rates tend to be high. The detail at the top end of the ladder and the relative position to the roof hatch (hatch and roof overhang the top of the ladder) does not appear to be in conformance with regulatory requirements for safety of personnel.

Roof Hatch: One lockable square roof hatch is located at the top of the interior ladder. The hatch is in good condition. Some minor areas of chipping and associated corrosion are present.

Roof Vent: The screen is “bug resistant” and free of clogging. Some significant corrosion is present on the exterior surfaces.

Overflow: The visible exterior of the overflow is in good condition. There was limited access but the internal areas of the overflow weir appeared to be unobstructed and in fair condition.



Inlet/outlet: The inlet penetration in the tank roof was free from obstructions. Some corrosion is present around the edge of the pipe.

Drain: The low “mouse hole” type drain penetration in the lowest portion of the tank shell appeared to be in normal condition. Densely patterned blisters are present. Previously, a significant crack in the coating was found and repaired at the shell to bottom joint here. The crack was located in the toe of the weld on the tank bottom side. The coating was not removed to determine the extent of the crack. The area was abraded and epoxy was applied.

Some scattered corrosion was present on the valve and piping.

Manways: Two shell multi-bolt manways are present. The manways were in fair to good condition on the exterior and interior. Scattered rust points are present on the exterior and blisters are concentrated on adjacent areas of the interior.

## **RECOMMENDATIONS**

The following recommendations are based on our experience as engineers and inspectors with regard to the best industry practices used by both public and private tank owners. The intent is to provide information that will likely help lower risks, optimize water quality and increase long term value for the tank owner(s). Our scope of work does not include a safety audit or evaluation but we are making recommendations where we have noted potential issues. The owner’s insurance provider or safety consultant should be consulted for a review of the safety features of this facility where desired.

1. Install a “boot” or other seal on the control rod for the roof mounted valve near the hatch.
2. Notify personnel that the corrosion on the interior ladder has resulted in a possible unsafe condition. The ladder should not be used.
3. We recommend that this tank be scheduled for recoating, earthquake and safety upgrades in the near future (within 5 years). Existing corrosion damage necessitates welded repair or replacement of some items now. With time, additional corrosion will increase the cost of repairs.
4. Invest in improved resistance to seismic damage. The design of this tank probably did not include consideration of seismic forces and significant advances have been made in the seismic design of tanks. The most notable examples of outdated design details on this tank are the rigidity of the piping connections and the low freeboard. ATS recommends consideration of the tank seismic use category such as post-earthquake fire suppression, post-earthquake recovery, or service to facilities that are important to the welfare of the public. The application of seismic related upgrades would reduce the potential for loss of service after an earthquake. Current seismic

design standards recognize that shell uplift occurs on similar tanks during seismic accelerations.

5. If repair work is desired, select an engineering firm specializing in tank structures. Most experienced tank engineers, such as ATS, have designed at least 100 water tanks. Typical industry qualifications for tank specialists include certification to the primary standard for tank repair, alteration and reconstruction which is API Standard 653. The National Association of Corrosion Engineers (NACE) top certification of coating inspectors is “Level III”. This certification helps assure knowledge of coatings and application challenges. The American Society of Nondestructive Testing’s (ASNT) highest certification is “Level III”. This level of ASNT certification helps assure the specialist understands the various quality assurance processes that should be specified and used to confirm construction quality.
6. This tank has previously been reported as having lead based coatings. Notify personnel working on this tank that lead based coatings are likely present and that the coatings shall not be disturbed without proper precautions and procedures
7. Do not allow personnel to access the roof without proper fall protection. Instruct and document the training of personnel on procedures for working safely at elevated locations and the use of fall protection prior to working on tank roofs. Include specifics relating to lack of available fall protection anchor points and access to areas near the roof edge.
8. Provide a designated tie off point on the roof. The tie off point should be engineered for fall protection pursuant to OSHA regulations. A permanent cable lanyard affixed to the roof vent may be adequate, but this system would also require an Engineer’s acceptance. ATS, Inc. or other engineers familiar with tank structures and OSHA regulations can provide assistance with meeting the applicable regulations.
9. The roof guardrail opening at the ladder is un-protected. Instruct and document training of personnel on the use of fall protection and other applicable safety procedures when working on tank roofs and other elevated locations.
10. Provide annual inspections of the exposed side of the tank shell to bottom connection pursuant to AWWA D100-11. Weeds, dirt, and foreign materials should be removed from this area to eliminate or reduce trapped moisture and associated corrosion.
11. Provide inspection of the interior and exterior along with corrective maintenance at the recommended interval of every three years pursuant to AWWA D100-11 (Forward, Section III, pg. XX). As in the case of this work, combining the internal inspection with sediment removal will provide optimal inspection conditions and help maintain water quality.

**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors  
FROM: Brad Hagemann, General Manager  
DATE: April 11, 2017  
SUBJECT: Review of District By-Laws



**Recommendation:**

Adopt Resolution No. 2017-01, updating the District's By-Laws

**Discussion:**

In accordance with District Policy, the Board reviews the By-Laws in February or March of each year to determine if they meet the current needs of the District and to keep the information "fresh" in the scope of operating the District. The Board reviewed the By-Laws at the March 14, 2017, Board meeting and legal counsel suggested some changes to Section 2.8. No other changes to the By-Laws were recommended.

Attached is Resolution No. 2017-01, which captures legal counsel's suggested changes and formally updates the District's By-Laws and "clean copy" of the updated By-Laws.



**AVILA BEACH COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2017-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
AVILA BEACH COMMUNITY SERVICES DISTRICT  
APPROVING CHANGES TO DISTRICT BYLAWS**

**WHEREAS**, the Avila Beach Community Services District (herein "District") is a community services district organized under Govt. Code §61000 et seq.; and

**WHEREAS**, the District Board of Directors conducted an annual review of its Bylaws at its regular meeting on March 14, 2017; and

**WHEREAS**, Legal Counsel recommended certain changes to section 2.8; and

**WHEREAS**, that change has now been made and reads as follows:

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

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** by the Board of Directors of the Avila Beach Community Services District, as follows:

1. The Avila Beach Community Services District Board hereby approves the revised Bylaws attached hereto as Exhibit "A".
2. All prior Bylaws of the District are hereby repealed.

Upon motion by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_ on the following roll call vote, to wit:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

the foregoing resolution is hereby passed and adopted this April 11, 2017.

ATTEST:

\_\_\_\_\_  
Brad Hagemann, General Manager &  
Board Secretary

\_\_\_\_\_  
Pete Kelley, President

\_\_\_\_\_  
Mike Seitz, Legal Counsel

**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
Updated April 2017

**1. OFFICERS OF THE BOARD OF DIRECTORS**

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

**2. MEETINGS**

**2.1 Regular Meetings**

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

**2.2 Special Meetings**

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

**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
**Updated April 2017**

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

**2.3** Closed Sessions

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

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

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

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

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

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

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

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



**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
Updated April 2017

**3. RECONSIDERATION OF PRIOR BOARD ACTIONS**

The following rules apply to reconsideration of prior Board actions.

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

**4. PUBLIC COMMENT AND RULES OF DECORUM**

**4.1 Public comment**

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

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

**4.2 Rules of Decorum**

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

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

**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
**Updated April 2017**

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

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

**4.3 Enforcement of Rules of Decorum**

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

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

**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
**Updated April 2017**

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

**4.4** Limitations (Government Code Section 59454.3(c))

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

**5. AGENDAS**

**5.1** The General Manager, in cooperation with the Board President, shall prepare the agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request any item to be placed on the agenda no later than 4:00 o'clock P.M. on the Tuesday prior to the meeting date.

**5.2** At least 72 hours before a regular meeting, the District shall cause to be posted an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words. The agenda shall specify the time and location of the regular meeting and shall be posed in a location that is freely accessible to members of the public.

**5.3** The agenda for a special meeting shall be posted at least 24 hours before the meeting following the guidelines of Section 5.2 above.

**5.4** In addition to the posting requirements, regular meeting Agendas and special meeting Agendas shall be delivered to individuals, radio and television stations in accordance with the Brown Act.

**5.5** Consent Agenda

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

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

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



**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
**Updated April 2017**

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

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

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

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

**6. PREPARATION OF MINUTES AND MAINTENANCE OF RECORDINGS**

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

**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
**Updated April 2017**

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



**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
**Updated April 2017**

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

**7. DIRECTOR GUIDELINES**

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



**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
**Updated April 2017**

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

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

**8. AUTHORITY OF DIRECTORS**

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

**9. AUTHORITY OF THE GENERAL MANAGER**

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

**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
Updated April 2017

**10. DIRECTOR REIMBURSEMENT**

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

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

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

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

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

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



**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
**Updated April 2017**

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

**11. ETHICS TRAINING**

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

**12. COMMITTEES**

**12.1** Standing Committees

- (a)** The following shall be standing committees of the Board:

- Finance Committee;
- Personnel Committee;
- Facilities Committee;

- (b)** The Board may create other standing committees at its discretion.

- (c)** Standing committees shall be advisory committees to the Board of Directors and shall not commit the District to any policy, act or expenditure. Each standing committee may consider District-related issues, on a continuing basis, assigned to it by the Board of Directors. Members of the standing committees shall be appointed by the Board of Directors.

- (d)** All standing committee meetings shall be conducted as public meetings in accordance with the of the Brown Act.

**12.2** Ad Hoc Committees

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

**13. CONFLICTS AND RELATED POLICY**

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



**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
**Updated April 2017**

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

**13.1 Conflict of Interest**

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

**13.2 Interest in Contracts, Government Code Section 1090.**

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

**13.3 Incompatible Office, Government Code Section 1099.**

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

**14. EVALUATION OF GENERAL MANAGER & DISTRICT LEGAL COUNSEL**

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

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

**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
Updated April 2017

**15. CONTINUING EDUCATION**

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

**16. REVIEW OF ADMINISTRATIVE DECISIONS**

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

**17. MEMBERSHIP IN ASSOCIATIONS**

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

**18. BOARD BY-LAWS REVIEW POLICY**

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

**19. RESTRICTIONS ON BY-LAWS**

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






**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: April 11, 2017

SUBJECT: Former Fire Station Tenant Lease Agreement

**Recommendation:**

Receive Staff Report and Provide Direction to Staff

**Background:**

In January 2002, the District entered in to a lease with Plural Productions for the commercial building and property located at 100 San Luis Street (former Fire Station). In March 2005, Vizdom Software Inc. (Vizdom) took over the lease of the building and property from Plural Productions Inc. In March 2007, the District and Vizdom amended the Lease Agreement to among other things, extend the term of the lease to December 31, 2007, provide for an option to renew the Lease for an additional five year period and amend the rental rates. In September 2012, the District and Vizdom amended the March 7, 2007, Lease Agreement to extend the Lease for another five years (ending on December 31, 2017) and set the rent at \$2,680 per month with an annual increase of the greater of: (1) Consumer Price Index for the previous 12 months or (2) 5%. On February 13, 2017, Mr. Mike Lacey of Vizdom proposed to change to a “year to year” lease arrangement with a 6 month termination notice from either party and reduce the annual rent increase from a minimum of 5% to 2%.

Staff prepared a report for the District’s March 14, 2017, Board meeting that provided background information and a discussion that summarized estimated current market rates for commercial service property in the Avila area and options the Board might consider regarding moving the District office to the former Fire Station location at the end of the current tenant’s lease agreement (December 31, 2017).

**Discussion:**

At the March 14, meeting the Board discussed the fact that the lease at the District’s current location expires on September 30, 2017, and the current tenant’s lease at the former Fire Station expires December 31, 2017 and pros and cons of moving the District operations to the former Fire Station. President Kelley floated the idea that if the District relocated, some of the space

could be made available to display historical items relevant to the history of Avila Beach. Other Board members agreed with staff's observation, that the file storage space and office working space at the existing location could use some improvement.

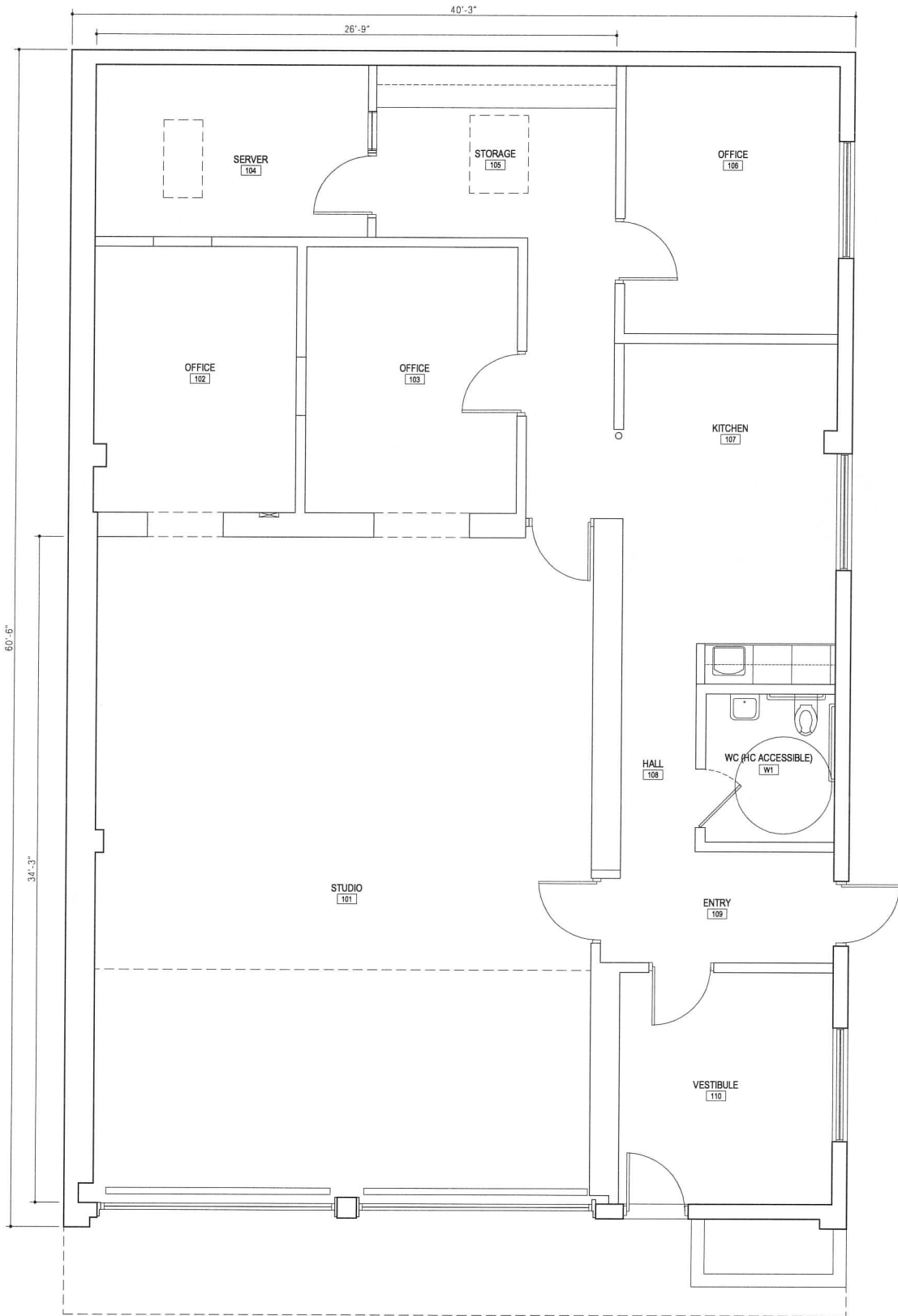
The Board directed staff to conduct a "walk through/inspection" of the former Fire Station and Board President Kelley agreed to accompany staff on the inspection. The purpose of the walk through was to inspect the condition of the District building and determine the feasibility and the number of objectives that could be accomplished by moving the District offices to this location.

On Friday, March 17, Board staff, President Kelley and Mike Lacey from Vizdom did a "walk through" of the building. The inside of the building was in relatively good shape. Vizdom had completed some tenant improvements to accommodate their software business by adding several walls that created office spaces. Mr. Lacey provided the attached floor plan of the building layout. The current floor plan includes four office spaces, server room, storage room, kitchen area and a large "studio area" that was the former fire truck parking area. The studio area is approximately 920 square feet and would work well for a multi-purpose meeting room and display area for historical items relevant to the Avila Beach area.

Staff believes that moving the District operations to the former Fire Station is very feasible and would address a number of deficiencies of the existing office space. Staff estimates the relocation would require moving costs, some minor improvements to restroom facilities, and other ancillary costs that will not exceed \$4,000. Moving to the former Fire Station would provide much improved staff office space, ample storage for District records and files (some of which are currently stored in sub-standard facilities at the WWTP), a multi-purpose meeting room that could be used for Board meetings, Committee meetings and medium sized Fire Department training meetings, while also providing a centrally located space to display items of historical significance. The space would also provide for a significantly improved branding opportunity for the District.

The main down side of moving the District operations to the former Fire Station would be the loss of rental income and having the District operations remain in a space that does not adequately meet District needs. Staff estimates the difference in continuing to rent our existing 440 square foot space and leasing the 2,400 square foot former Fire Station is approximately \$2,000 per month. The District operations do not currently need all the 2,400 square feet at the former Fire Station and it is likely that the District may be able to lease out one or two of the office spaces, but that is speculative at this point.

Staff recommends the Board consider these options and provide direction to staff regarding how they would like to proceed. As noted in the March 2017 staff report, if the District is considering making a move to a larger office space this is an opportune time to make such a move.



1 AS BUILT FLOOR PLAN  
 1/8" = 1'-0"






**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: April 11, 2017

SUBJECT: Request for Consideration of Reducing Water and Sewer Monthly Fees  
Due to Injury

**Recommendation:**

Consider the Customer's Request and Provide Direction to Staff

**Discussion:**

On March 31, 2017, Mr. Chris Beard sent an email to staff requesting the Board consider reducing his water and sewer bills for the time he was not living at his residence on 240 First Street due to an injury (approximately 4 months and \$440). Mr. Beard's email request is provided as an attachment to this Staff Report.

The Board's Policy Manual does not specifically address this type of request, but Policy Number 3037, Customer Payment Arrangements, does provide for payment arrangements when an extreme hardship exists. Policy 3037 allows for the General Manager to approve payment arrangements of past due regular water and sewer service fees, provided the monthly payments do not exceed 12 months.

Staff recommends the Board review Mr. Beard's request and if appropriate, offer a 12 month repayment period for the past due amount acquired while Mr. Beard was not living at his residence. This would add approximately \$37 to Mr. Beard's water and sewer bill for the next 12 months without any fees or interest.

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**240 First Street Water Bill**

2 messages

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**Chris Beard** <Chris@sentinelsecuritysolutions.com>  
To: "avilacsd@gmail.com" <avilacsd@gmail.com>

Fri, Mar 31, 2017 at 3:35 PM

To whom it may concern,

Hello, my name is Chris Beard and I live at 240 first street in Avila Beach. I currently have an outstanding water bill for the past three or four months. During this time, I have not been able to physically access my house due a shattered heel injury I sustained. I am asking the board to consider a reduction or exemption for the months I was not living there. I have not occupied the house from 12/1/16 to 3/28/17. You will see that there was no usage recorded.

Any consideration in this matter would greatly appreciated as this injury has dramatically changed my life and finances. Thank you very much!

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**Kristi Dibbern** <avilacsd@gmail.com>  
To: Chris Beard <Chris@sentinelsecuritysolutions.com>

Mon, Apr 3, 2017 at 12:11 PM

Thanks Chris.  
I will forward to the Board.

*Kristi Dibbern*

Avila Beach Community Service District  
Accounting Clerk  
P.O. Box 309  
191 San Miguel Street  
Avila Beach, CA 93424  
avilacsd@gmail.com  
Ph. 805-595-2664  
Fax: 805-595-7623

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# Avila Beach Community Services District



**POLICY TITLE:** Customer Payment Arrangements  
**POLICY NUMBER:** 3037

**3037.1** Upon request, the General Manager may grant approval of special arrangements to be made for payment of the following fees when an extreme hardship exists:

**3037.1.1** Regular Water and Wastewater Service.

**3037.1.2** Reasonable payment schedule following receipt of delinquency "shut-off" notice.

**3037.1.3** Connection Fee.

**3037.2** Monthly payments not to exceed 12 payments. When payments are to be made at the close of escrow and property is not sold, arrangements must be made for payments to continue on a regular basis.

