

# AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424  
Meeting Room and Office – 100 San Luis Street, Avila Beach  
Telephone (805) 595-2664 FAX (805) 595-7623  
E-Mail [avilacsd@gmail.com](mailto:avilacsd@gmail.com)

## REGULAR BOARD MEETING 1:00 PM Tuesday, February 8th, 2022

**PURSUANT TO THE GOVERNOR'S EXECUTIVE ORDER N-29-20, MEMBERS OF THE BOARD OF DIRECTORS, STAFF AND PUBLIC MAY PARTICIPATE IN THIS MEETING VIA TELECONFERENCE AND/OR ELECTRONICALLY.**

**THE DISTRICT OFFICE WILL NOT BE OPEN TO THE PUBLIC.  
PUBLIC SHOULD ACCESS VIA ZOOM MEETING OR PHONE.**

**ZOOM MEETING: <https://us02web.zoom.us/j/4111787571>**

**Meeting ID: 411 178 7571**

**Password: No Password Required.**

**BY PHONE: 1-669-900-9128**

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

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

Pete Kelley, President  
Lynn Helenius, Vice President  
Ara Najarian, Director  
Kristin Berry, Director  
Howie Kennett, Director

**3. PUBLIC COMMENT**

Members of the public wishing to comment or bring forward any items concerning District operations **which do not appear on today'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**

County Reports

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

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

**5. CONSENT ITEMS:**

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

- A. Minutes of January 18th, 2022 Board Meeting
- B. Monthly Financial Review for January 2022
- C. General Manager and District Engineer Report
- D. Water and Wastewater Superintendent Report for January, 2022

**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. Mid-Year Budget Review  
(Action Required: Receive Report and Provide Direction to Staff)
- B. Annual 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)
- C. Approval of a Professional Services Contract Amendment for Wallace Group for Design and Bid Services for the Wastewater Treatment Plant Improvement Project  
(Action Required: Receive Report and approve the Professional Services Contract Amendment or Provide Other Direction to Staff)
- D. Consider Awarding a Professional Services Contract for Construction Management Services for the WWTP Improvement Project  
(Action Required: Receive Report and Award a Contract for Professional Services or Provide Other Direction to Staff)

**8. COMMUNICATIONS/ CORESPONDENCE**

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

**9. ADJOURN**

*The Next Regular Meeting is cancelled. The next meeting will be a Special Meeting on Tuesday, March 15th, 2022 at 1:00 PM*

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, 100 San Luis 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.

**MINUTES OF REGULAR MEETING**  
**Avila Beach Community Services District**  
**Tuesday, January 18th, 2022**  
**1:00 P.M.**

**ZOOM MEETING: 411 178 7571**

**Meeting ID: <https://us02web.zoom.us/j/4111787571>**

**BY PHONE: 1-669-900-9128**

**1. CALL TO ORDER**

President Kelley called the meeting of the Board of Directors of the Avila Beach Community Services District, to order at 1:02 P.M. on the above date, in the Avila Beach Community Services District Building, 100 San Luis Street, Avila Beach, California.

**2. ROLL CALL**

Board Members Present via Zoom: Lynn Helenius

Board Members Present in Person: Pete Kelley  
Howie Kennett  
Kristin Berry

Board Members Absent: Ara Najarian

Staff Present: Brad Hagemann, General Manager and District Engineer  
Kristi Dibbern, Accounting

**3. PUBLIC COMMENTS – No Public Comment.**

**Resolution 2022-01 Authorizing Remote Teleconference Meetings**

The Resolution authorizes remote teleconference meetings of the legislative bodies of the Avila Beach Community Services District for the period of January 18<sup>th</sup> through February 16<sup>th</sup>, 2022.

President Kelly made a motion to approve Resolution 2022-01. The motion was seconded by Director Berry and passed with a roll call vote 4-1.

AYES: Pete Kelley  
Kristin Berry  
Howie Kennett  
Lynn Helenius

NOES: None

ABSENT: Ara Najarian

Director Ara Najarian joined the meeting at 1:07 PM via Zoom.

#### **4. INFORMATION AND DISCUSSION ITEMS**

##### **A. County Reports**

**Sheriff's Report:** Lt. Stuart MacDonald reported 37 calls for service this month. There were: 3 disturbances, zero assaults, three burglaries, 3 suspicious circumstances reported, no phone scams and 3 vandalisms. The Sheriff's proactive efforts include 6 enforcements stops and 14 preventative patrol activities. A vehicle was broken into at the Bob Jones Trailhead. The perpetrator made an unsuccessful attempt to steal a vehicle.

**Cal Fire:** Battalion Chief Paul Lee stated that there were 28 calls for service this month and 18 were medically related. Chief Lee reminded everyone to set aside some extra funding for weed abatement. With all the rain there is going to be an excess of weeds & grass sprouting up.

**B. Conferences, Meetings and General Communications.** GM Hagemann reported that San Miguelito Mutual Water Company has hired a new General Manager, Jeff English. Board directed Staff to pursue a committee meeting to discuss "Topics of Mutual Interest" with San Miguelito Mutual Water in March.

#### **5. CONSENT ITEMS**

Director Berry made a motion to approve the Consent Items. The motion was seconded by Director Najarian and passed with a roll call vote 5-0.

AYES: Kristin Berry  
Ara Najarian  
Howie Kennett  
Lynn Helenius  
Pete Kelley

NOES: None

ABSENT: None

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

#### **7. BUSINESS ITEMS:**

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

After some discussion, Director Najarian made a motion to elect Pete Kelley as President of the Board of Directors. Director Berry seconded the motion and passed by acclamation. Director Helenius made the motion to elect Ara Najarian, Vice President of the Board of Directors. Since there were no other nominations, President Kelley seconded the motion and the motion passed by acclamation. Committee appointments were discussed, and it was decided that the committees would stay the same as the previous year.

##### **2022 Office Appointments**

President: Pete Kelley

Vice President: Ara Najarian

##### **2022 Committee Appointments**

Finance: Directors Kristin Berry & Ara Najarian

Personnel: Directors Pete Kelley & Lynn Helenius

Facilities: Directors Pete Kelley & Howie Kennett

Drought: Directors Lynn Helenius & Ara Najarian

B. Consider Awarding the Contract for the Wastewater Treatment Plant Upgrade Project  
The motion was made by Director Kennett to award the contract for the WWTP Upgrade to Hartzell.  
Director Berry seconded the motion & it passed with a roll call vote 5 - 0.

AYES:           Howie Kennett  
                  Kristin Berry  
                  Ara Najarian  
                  Lynn Helenius  
                  Pete Kelley  
NOES:           None  
ABSENT:       None

C.     Review of District's Existing Water Shortage Response and Management Plan

GM Hageman explained that on January 4<sup>th</sup>, 2022, the State Water Resources Control Board issued emergency water use regulations via their Resolution No. 2022-02. Staff is in the process of reviewing the changes implemented by the emergency water use Resolution. These changes may offer some insight into changes the Board should consider as part of the update to the District's Water Shortage Response and Management Plan. Staff recommended the Board to consider holding off on any formal action on updating the Plan until staff has had an opportunity to review the State Board's emergency regulations and have an opportunity to discuss how the Zone 3 Contractors and the County Flood Control District plan on implementing the changes. Staff has initiated some proposed revisions to the District's Plan.

No formal action was taken.

**COMMUNICATIONS/CORRESPONDENCE.**

None

**ADJOURNMENT:** The meeting was adjourned at 2:45 P.M.

**The next regular meeting of the Avila Beach Community Services District is scheduled for Tuesday, February 8th, 2021, at 1:00 PM at 100 San Luis Street, Avila Beach.**

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

Respectfully submitted,

Brad Hagemann, PE  
General Manager



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

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager

DATE: February 8<sup>th</sup>, 2022

SUBJECT: Monthly Financial Review for January

**Recommendation:**

Receive and file report.

**Overall Monthly Summary**

During the month of January, the District deposited \$90,157.72 and incurred \$231,317.16 in expenses (cash basis). Income included \$27,447.83 in County tax income and \$73,857.40 in monthly water and sewer fees.

Detailed financial reports including a Balance Sheets, Deposits by Fund, Checks by Fund and Profit and Loss Sheets are provided for your information for the month of January.

**Utility Service Billing**

The District billed approximately \$73,857.40 in water and sewer service charges in January. Customer Rate Assistance reduced billing charges to the District in the amount of \$820.51.

**Operation and Maintenance**

The January statement for FRM (Fluid Resource Management) is attached.

Avila Beach Community Services District  
Profit & Loss  
January 2022

	<u>Jan 22</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>4000 · Income Summary</b>	
4010 · Operating Revenue	67,662.49
4030 · County Taxes	27,447.83
4600 · Interest Income	2,363.35
	<hr/>
<b>Total 4000 · Income Summary</b>	97,473.67
	<hr/>
<b>Total Income</b>	97,473.67
	<hr/>
<b>Gross Profit</b>	97,473.67
	<hr/>
<b>Expense</b>	
<b>5100 · Merchant Credit Card Fees</b>	
5110 · Amex	10.35
5120 · Chase Paymentech	136.11
5140 · Invoice Cloud	514.96
	<hr/>
<b>Total 5100 · Merchant Credit Card Fees</b>	661.42
	<hr/>
<b>5200 · Payroll Expenses</b>	
<b>5210 · Gross Wages</b>	
5211 · Regular Pay	3,118.32
5012 · Holiday Pay	204.48
5014 · Sick Pay	0.00
5016 · Vacation Pay	0.00
	<hr/>
<b>Total 5210 · Gross Wages</b>	3,322.80
	<hr/>
<b>5230 · Payroll Taxes</b>	125.75
	<hr/>
<b>5240 · Health &amp; Medical Exp.</b>	
5242 · Health Ins / Other	800.00
	<hr/>
<b>Total 5240 · Health &amp; Medical Exp.</b>	800.00
	<hr/>
<b>5250 · PERS Company Pd Expense</b>	
5256 · PERS Co Pd Kristi	305.35
	<hr/>
<b>Total 5250 · PERS Company Pd Expense</b>	305.35
	<hr/>
<b>5280 · Payroll Administration &amp; Misc.</b>	170.37
	<hr/>
<b>Total 5200 · Payroll Expenses</b>	4,724.27



Avila Beach Community Services District  
Profit & Loss  
January 2022

	<u>Jan 22</u>
<b>6000 · Administrative Overheads</b>	
6102 · Accounting	1,590.00
6103 · Accounting Audit	625.00
6115 · Bank Service Charges	25.98
6135 · Legal	1,771.00
6140 · Office Supplies & Postage	
6142 · Postage & Shipping	209.86
6143 · Supplies, Office	39.50
	<hr/>
<b>Total 6140 · Office Supplies &amp; Postage</b>	249.36
6150 · Rate Assistance	820.51
6170 · Website	200.00
	<hr/>
<b>Total 6000 · Administrative Overheads</b>	5,281.85
<b>6500 · Operating Expenses</b>	
6503 · Chemicals	6,076.90
6505 · Contract Labor O & M	21,107.90
6506 · Contract Labor GM	4,350.00
6507 · Contract Labor Civil Engineer	8,120.00
6520 · Equipment Repair & Maint.	
6522 · Equip. Rep. & Maint-Avila & HD	1,744.19
6524 · Equip. Rep. & Maint. Avila Only	450.00
	<hr/>
<b>Total 6520 · Equipment Repair &amp; Maint.</b>	2,194.19
6525 · Fat Oil & Grease (FOG)	413.52
6530 · Generator Maintenance	370.00
6535 · Insurance P/L	1,795.37
6540 · Lab Tests	3,806.20
6542 · Maintenance	635.00
6550 · Operating Supplies	882.13
6555 · Permits & Fees	4,259.00
6565 · Regulatory Compliance	3,235.92
6567 · Repairs, Building	90.00
6580 · Solids Handling	1,325.00
6585 · Telephone / Internet	494.96
6590 · Utilities	3,775.15
	<hr/>
<b>Total 6500 · Operating Expenses</b>	62,931.24

Avila Beach Community Services District  
Profit & Loss  
January 2022

	<u>Jan 22</u>
6800 · Water	
6805 · State Water	77,520.76
	<u>77,520.76</u>
Total 6800 · Water	77,520.76
	<u>151,119.54</u>
Total Expense	151,119.54
Net Ordinary Income	-53,645.87
Other Income/Expense	
Other Income	
7200 · Non-Operating Income	
7220 · CIP Harbor	45,103.00
	<u>45,103.00</u>
Total 7200 · Non-Operating Income	45,103.00
Total Other Income	45,103.00
Other Expense	
8200 · Non-Operating Expenses	
8230 · Capital Purchases in Prog Sani	
8246 · WW Swr Ln Rplmt San Migl	
8246c · WW Swr Ln Rplmt Sn Migl Pha...	150.00
8246d · WW Swr Ln Rplmt Const Costs	86,157.05
	<u>86,307.05</u>
Total 8246 · WW Swr Ln Rplmt San Migl	86,307.05
Total 8230 · Capital Purchases in Prog Sani	86,307.05
Total 8200 · Non-Operating Expenses	86,307.05
Total Other Expense	86,307.05
Net Other Income	-41,204.05
Net Income	<u><u>-94,849.92</u></u>

Avila Beach Community Services District  
**Balance Sheet**  
As of January 31, 2022

	<u>Jan 31, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Cash Summary	
1005 · Customer Cash	409.78
1008 · Petty Cash	45.48
1010 · Pacific Premier Checking	611,474.25
1050 · LAIF	3,885,901.64
1060 · US Bank MM WWTP	2,459,748.46
<b>Total 1000 · Cash Summary</b>	<u>6,957,579.61</u>
<b>Total Checking/Savings</b>	6,957,579.61
<b>Accounts Receivable</b>	
1200 · *Accounts Receivable	318,318.00
<b>Total Accounts Receivable</b>	<u>318,318.00</u>
<b>Other Current Assets</b>	
1250 · Receivables	
1255 · Interest Receivable	11,317.42
1270 · Taxes Receivable	23,892.61
1280 · Water & Sewer Billings	98,505.84
<b>Total 1250 · Receivables</b>	<u>133,715.87</u>
1400 · Prepaid Summary	
1410 · Prepaid Insurance	9,024.35
<b>Total 1400 · Prepaid Summary</b>	<u>9,024.35</u>
<b>Total Other Current Assets</b>	<u>142,740.22</u>
<b>Total Current Assets</b>	7,418,637.83
<b>Fixed Assets</b>	
1600 · Fixed Assets & Acc. Depr.	
1605 · Office Equipment	
1606 · Copier Samsung 2012	8,233.58
1609 · Office Equipment Accum Depr	-8,233.58
<b>Total 1605 · Office Equipment</b>	0.00

Avila Beach Community Services District  
**Balance Sheet**  
As of January 31, 2022

	<u>Jan 31, 22</u>
<b>1610 · Fixed Asset -Office &amp; Admin.</b>	
1612 · Office Furniture cost	4,526.21
1614 · Office Furniture Accum Dep.	-4,526.21
	<hr/>
<b>Total 1610 · Fixed Asset -Office &amp; Ad...</b>	0.00
<b>1620 · Fixed Assets - Sanitary</b>	
1622 · Land	60,314.10
<b>1626 · Collection Assets</b>	
1627 · Collection Assets Cost	1,318,875.26
1628 · Collect Assets Accum Depr	-545,463.32
	<hr/>
<b>Total 1626 · Collection Assets</b>	773,411.94
<b>1630 · Disposal Equipment</b>	
1631 · Disposal Equip Cost	611,174.66
1632 · Disposal Equip Accum Depr	-376,478.88
	<hr/>
<b>Total 1630 · Disposal Equipment</b>	234,695.78
<b>1634 · Other Equipment</b>	
1634a · Other Equipment Cost	6,973.40
	<hr/>
<b>Total 1634 · Other Equipment</b>	6,973.40
<b>1635 · Treatment Plant</b>	
1636 · Treatment Plant Original	105,000.00
1637 · Treatment Plant Addition	2,049,098.30
1638 · Treatment Plant Accum Dep	-1,248,125.98
	<hr/>
<b>Total 1635 · Treatment Plant</b>	905,972.32
<b>1642 · Treatment Equipment</b>	
1643 · Treatment Equip Cost	1,087,410.54
1644 · Treatment Equip Accum D...	-704,848.55
1642 · Treatment Equipment - Oth...	205,485.61
	<hr/>
<b>Total 1642 · Treatment Equipment</b>	588,047.60
<b>Total 1620 · Fixed Assets - Sanitary</b>	2,569,415.14

Avila Beach Community Services District  
**Balance Sheet**  
As of January 31, 2022

	<u>Jan 31, 22</u>
<b>1650 · Fixed Assets - Water</b>	
<b>1652 · Equipment</b>	
1653 · Equipment Cost	21,136.28
1654 · Equipment Accum Depr	-21,136.28
1652 · Equipment - Other	74.79
	<hr/>
<b>Total 1652 · Equipment</b>	74.79
<b>1656 · Distribution Assets</b>	
1657 · Distribution Assets Cost	1,263,996.77
1658 · Dist Assets Accum Depr	-690,947.00
	<hr/>
<b>Total 1656 · Distribution Assets</b>	573,049.77
	<hr/>
<b>Total 1650 · Fixed Assets - Water</b>	573,124.56
<b>1680 · Structures - Fixed Asset</b>	
1681 · Structures GFAAG - Sani & FA	82,207.29
1682 · Gen / Fire Accum Dep	-46,485.99
	<hr/>
<b>Total 1680 · Structures - Fixed Asset</b>	35,721.30
<b>1690 · Construction in Progress</b>	248,213.98
	<hr/>
<b>Total 1600 · Fixed Assets &amp; Acc. Depr.</b>	3,426,474.98
	<hr/>
<b>Total Fixed Assets</b>	3,426,474.98
<b>Other Assets</b>	
1800 · Deferred Outflows of Resources	24,772.00
	<hr/>
<b>Total Other Assets</b>	24,772.00
	<hr/>
<b>TOTAL ASSETS</b>	<b>10,869,884.81</b>
	<hr/> <hr/>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2100 · Accounts Payable	69,461.88
	<hr/>
<b>Total Accounts Payable</b>	69,461.88

Avila Beach Community Services District  
**Balance Sheet**  
As of January 31, 2022

	<u>Jan 31, 22</u>
<b>Other Current Liabilities</b>	
<b>2200 · Payroll Liabilities</b>	
2201 · Accrued Payroll	2,095.00
2260 · Vacation Payable	1,509.41
2262 · Sick Pay Accrued	787.39
	<hr/>
<b>Total 2200 · Payroll Liabilities</b>	4,391.80
<b>2300 · Deposits Held</b>	
2303 · Water Deposits Held	4,570.00
	<hr/>
<b>Total 2300 · Deposits Held</b>	4,570.00
<b>Total Other Current Liabilities</b>	<hr/> 8,961.80
<b>Total Current Liabilities</b>	78,423.68
<b>Long Term Liabilities</b>	
2400 · Net Pension Liability	131,246.00
2450 · U.S. Bank Loan WWTP	3,020,000.00
2500 · Deferred Inflows of Resources	7,928.00
2999 · Unbalanced Classes	-3,992,989.31
	<hr/>
<b>Total Long Term Liabilities</b>	-833,815.31
<b>Total Liabilities</b>	-755,391.63
<b>Equity</b>	
3000 · Opening Bal Equity	85,518.07
3900 · Retained Earnings	12,025,770.02
Net Income	-486,011.65
	<hr/>
<b>Total Equity</b>	11,625,276.44
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<hr/> <b>10,869,884.81</b> <hr/>

Avila Beach Community Services District  
**Checks by Fund w/Accounts**  
 January 2022

02/02/22

Type	Date	Num	Name	Memo	Account	Amount	Balance
Check	01/02/2022	EFT	GetStreamline.com / Di...	monthly ABCSD Streamline	6170 · Website	200.00	200.00
Check	01/03/2022	3121	Fedak & Brown, LLP	FY 2020-21 Audit	6103 · Accounting Audit	625.00	825.00
Check	01/03/2022	3122	Creative Technologies, L...	Inv. 6938 Run Date 12/20/21 Customer Nu...	6142 · Postage & Ship...	170.10	995.10
Check	01/03/2022	3124	Perez Gardening Service	Weed Abatement Inv. 26805 12/15/21	6567 · Repairs, Building	45.00	1,040.10
Check	01/03/2022		Staples		6143 · Supplies, Office	27.87	1,067.97
Check	01/03/2022		Paymenttech	merchant cc fees	5120 · Chase Paymen...	18.86	1,086.83
Check	01/04/2022		Paymenttech	merchant cc fees	5120 · Chase Paymen...	10.47	1,097.30
Check	01/05/2022		Amazon	# 113-8398875-8036249	6143 · Supplies, Office	11.63	1,108.93
Check	01/05/2022	3128	Nikki Engle Bookkeeping	Bookkeeping Inv. 2947 12/30/21	6102 · Accounting	390.00	1,498.93
Check	01/05/2022	3128	Nikki Engle Bookkeeping	Inv. 2940 12/15/21	6102 · Accounting	720.00	2,218.93
Check	01/05/2022	3129	Price, Postel & Parma L...	File. 24425-00001 Inv. 190230	6135 · Legal	1,771.00	3,989.93
Check	01/05/2022		Paymenttech	merchant cc fees	5120 · Chase Paymen...	18.46	4,008.39
Check	01/05/2022		Caltronics Business Sys...		6550 · Operating Sup...	17.16	4,025.55
Check	01/05/2022		American Express Disc...	Amex	5110 · Amex	10.35	4,035.90
Check	01/10/2022	EFT	Cal Tec Computers	computer repairs	6524 · Equip. Rep. & M...	40.00	4,075.90
Check	01/11/2022	3131	Coastline Cleaning Co.	Office Maintenance Inv. 2257 (June 2021)	6542 · Maintenance	165.00	4,240.90
Check	01/11/2022	3131	Coastline Cleaning Co.	Exterior Clean Up of Leaves, Sand and De...	6542 · Maintenance	25.00	4,265.90
Check	01/11/2022	3131	Coastline Cleaning Co.	Office Maintenance Inv. 2309 (Nov 2021)	6542 · Maintenance	165.00	4,430.90
Check	01/11/2022	3131	Coastline Cleaning Co.	Exterior Clean Up Inv 2309 (Nov 2021)	6542 · Maintenance	25.00	4,455.90
Check	01/11/2022	3131	Coastline Cleaning Co.	Office Maintenance Inv. 2309 (Dec 2021)	6542 · Maintenance	165.00	4,620.90
Check	01/11/2022	3131	Coastline Cleaning Co.	Exterior Clean Up Inv. 2309 (Dec 2021)	6542 · Maintenance	25.00	4,645.90
Check	01/11/2022		Paymenttech	merchant cc fees	5120 · Chase Paymen...	10.05	4,655.95
Check	01/11/2022		InvoiceCloud	Invoice Cloud merchant fees	5140 · Invoice Cloud	514.96	5,170.91
Check	01/13/2022	3133	Nikki Engle Bookkeeping	Bookkeeping Inv. 2962 1/12/22	6102 · Accounting	480.00	5,650.91
Check	01/13/2022		Miscellaneous Fees An...		6115 · Bank Service C...	25.98	5,676.89
Check	01/14/2022		U.S. Postal Service	board pkts	6142 · Postage & Ship...	39.76	5,716.65
Check	01/18/2022	3134	Hagemann & Associates	Inv. 1173 Dec 5th-18th, 2021 Contract Lab...	6506 · Contract Labor ...	2,175.00	7,891.65
Check	01/18/2022	3134	Hagemann & Associates	Inv. 1174 Dec 19th - Jan 1 Contract Labor ...	6506 · Contract Labor ...	870.00	8,761.65
Check	01/18/2022	EFT	Brezden Pest		6542 · Maintenance	65.00	8,826.65
Check	01/20/2022		Paymenttech	merchant cc fees	5120 · Chase Paymen...	11.95	8,838.60
Check	01/21/2022		Paymenttech	merchant cc fees	5120 · Chase Paymen...	66.32	8,904.92
Check	01/21/2022	EFT	PG&E	100 San Luis St.	6590 · Utilities	143.99	9,048.91
Check	01/24/2022	3136	Mark Schwind Electric I...	Inv. 22-010 1-16-22 Replace 2 Fixtures 10...	6524 · Equip. Rep. & M...	410.00	9,458.91
Check	01/24/2022	3140	Perez Gardening Service	Weed Abatement Inv. 26812 1/15/22	6567 · Repairs, Building	45.00	9,503.91
Check	01/25/2022	EFT	Spectrum	Acct #. 8245100980033571	6585 · Telephone / Int...	224.95	9,728.86
Check	01/26/2022	EFT	Public Employees Retir...	Kristi 12/16 - 12/31/21	2250 · PERS Liability	227.92	9,956.78
Check	01/26/2022	EFT	Public Employees Retir...	Kristi 12/16 - 12/31/21	5256 · PERS Co Pd K...	34.54	9,991.32
Check	01/26/2022	EFT	Public Employees Retir...	Kristi 1/16 - 1/31/22	2250 · PERS Liability	215.14	10,206.46
Check	01/26/2022	EFT	Public Employees Retir...	Kristi 1/16 - 1/31/22	5256 · PERS Co Pd K...	32.66	10,239.12
Check	01/26/2022	EFT	Public Employees Retir...	Kristi 1/1 - 1/15/22	2250 · PERS Liability	200.22	10,439.34

**Avila Beach Community Services District**  
**Checks by Fund w/Accounts**  
 January 2022

02/02/22

Type	Date	Num	Name	Memo	Account	Amount	Balance
Check	01/26/2022	EFT	Public Employees Retir...	Kristi 1/1 - 1/15/22	5256 · PERS Co Pd K...	30.47	10,469.81
Check	01/27/2022	3147	Hagemann & Associates	Contract Labor GM & District Engineer Jan...	6506 · Contract Labor ...	1,305.00	11,774.81
Total General / Admin							
<b>Lights</b>							
Check	01/03/2022	EFT	PG&E	Colony Lights acct # 5992155362-0	6590 · Utilities	102.27	102.27
Check	01/03/2022	EFT	PG&E	Town Lights acct # 0690976984-3	6590 · Utilities	410.71	512.98
Check	01/21/2022	EFT	PG&E	Front St. Lights acct# 5796765606-7	6590 · Utilities	386.40	899.38
Total Lights							
<b>Sanitary</b>							
Check	01/02/2022	EFT	South County Sanitary ...	Acct. Number 4120-3104357 2 Yd Dumpster	6590 · Utilities	134.96	134.96
Check	01/03/2022	3118	San Luis Powerhouse, I...	Inv. 45952 Quarterly Testing - WWTP	6530 · Generator Mai...	185.00	319.96
Check	01/03/2022	3118	San Luis Powerhouse, I...	Inv. 45953 Quarterly Testing - Lift Station	6530 · Generator Mai...	185.00	504.96
Check	01/03/2022	3119	Miners Ace Hardware	Acct: 126380 12/31/21	6550 · Operating Sup...	75.41	580.37
Check	01/03/2022	3120	Wallace Group, Inc.	12.20.21 Inv. 55110 Project #00245-0013-00	6525 · Fat Oil & Greas...	109.26	689.63
Check	01/03/2022	3123	Brenntag Pacific, Inc.	Inv BPI203880 12/16/21	6503 · Chemicals	993.05	1,682.68
Check	01/03/2022	3125	Abalone Coast Analytic...	Statement 1/3/22 Statement # 5423	6540 · Lab Tests	3,806.20	5,488.88
Check	01/05/2022	3127	Speed's, Inc.	Solids Handling 12/17/21 Inv. 66817	6580 · Solids Handling	1,325.00	6,813.88
Check	01/11/2022	3130	Brenntag Pacific, Inc.	Inv. BPI205935 12/23/21	6503 · Chemicals	1,073.09	7,886.97
Check	01/11/2022	3130	Brenntag Pacific, Inc.	Inv BPI207738 12/31/21	6503 · Chemicals	1,366.05	9,253.02
Check	01/16/2022	EFT	AT&T	acct # x 0885 Internet	6585 · Telephone / Int...	58.85	9,311.87
Check	01/18/2022	3134	Hagemann & Associates	Inv. 1173 Contract Labor Sanitary System	6507 · Contract Labor ...	870.00	10,181.87
Check	01/18/2022	3134	Hagemann & Associates	Inv 1174 Contract Labor Sanitary System	6507 · Contract Labor ...	2,030.00	12,211.87
Check	01/18/2022	3135	Wallace Group, Inc.	1/17/22 Inv. 55354 Project #00245-0013-00	6525 · Fat Oil & Greas...	96.76	12,308.63
Check	01/19/2022	EFT	AT&T	acct # 287272916182	6585 · Telephone / Int...	23.50	12,332.13
Check	01/21/2022	EFT	PG&E	3rd & San Fran St. pump	6590 · Utilities	2,322.29	14,654.42
Check	01/21/2022	EFT	PG&E	Lift Station acct# 6338432238-2	6590 · Utilities	101.40	14,755.82
Check	01/24/2022	3137	Kies & Son Constructio...	21-124 Final Payment Avila 1/17/22 Swr L...	8246d · WW Swr Ln ...	85,782.05	100,537.87
Check	01/24/2022	3138	Brenntag Pacific, Inc.	Inv BPI208906 1/6/22	6503 · Chemicals	1,290.65	101,828.52
Check	01/24/2022	3138	Brenntag Pacific, Inc.	Inv. BPI210345 1/13/22	6503 · Chemicals	1,153.95	102,982.47
Check	01/24/2022	3139	State Water Board	WD - 0196578 7.1.21 - 6.30.22 ANNUAL ...	6555 · Permits & Fees	4,259.00	107,241.47
Check	01/24/2022	3141	Padre Associates, Inc.	Inv. 2022-44 1/7/22 Cultural Resource Mo...	8246c · WW Swr Ln R...	150.00	107,391.47
Check	01/24/2022	3142	USA Bluebook	Inv. 831636 12/29/21 Test Kits	6550 · Operating Sup...	436.01	107,827.48
Check	01/24/2022	3142	USA Bluebook	Inv. 833741 1/3/22 Gloves for WWTP	6550 · Operating Sup...	353.55	108,181.03
Check	01/24/2022	3143	Fluid Resource Manage...	Dec 2021 Ops. Sanitary Inv. F21484	6505 · Contract Labor ...	15,812.83	123,993.86
Check	01/24/2022	3143	Fluid Resource Manage...	A21417 Chemicals	6503 · Chemicals	200.11	124,193.97
Check	01/24/2022	3143	Fluid Resource Manage...	T21410 Project Coordination	6522 · Equip. Rep. & ...	187.50	124,381.47
Check	01/24/2022	3143	Fluid Resource Manage...	W21122 Modem Reset	6522 · Equip. Rep. & ...	373.16	124,754.63
Check	01/24/2022	3143	Fluid Resource Manage...	W21284 Power and Communication Failure	6522 · Equip. Rep. & ...	724.53	125,479.16



Avila Beach Community Services District  
**Checks by Fund w/Accounts**  
 January 2022

02/02/22

Type	Date	Num	Name	Memo	Account	Amount	Balance	
Check	01/24/2022	3143	Fluid Resource Manage...	W21344 Alarm Callout	6522 · Equip. Rep. & ...	459.00	125,938.16	
Check	01/27/2022	3145	Mid State Container Sales	Move Container from WWTP to Tank Farm	8246d · WW Swr Ln ...	375.00	126,313.16	
Check	01/27/2022	3146	Wallace Group, Inc.	8/1/1/21 Inv. 53974 Project #00245-0011-...	6525 · Fat Oil & Greas...	207.50	126,520.66	
Check	01/27/2022	3147	Hagemann & Associates	Contract Labor Sanitary System	6507 · Contract Labor ...	2,175.00	128,695.66	
Check	01/28/2022	EFT	AT&T	acct # 805 595-9416 904 5	6585 · Telephone / Int...	187.66	128,883.32	
Check	01/31/2022	ADJ	BALANCE ADJUSTME...	CC BALANCE ADJ CCs	1280 · Water & Sewer...	244.88	129,128.20	
Total Sanitary							129,128.20	129,128.20
<b>Water</b>								
Check	01/05/2022	3126	SLO County Public Works	O & M Wheeling FY 2021-22 Debt Service	6805 · State Water	9,485.56	9,485.56	
Check	01/13/2022	3132	State Water Board	SO: 4000222 SM-1035541	6565 · Regulatory Co...	3,235.92	12,721.48	
Check	01/18/2022	3134	Hagemann & Associates	Inv. 1173 Contract Labor Water System	6507 · Contract Labor ...	1,305.00	14,026.48	
Check	01/18/2022	3134	Hagemann & Associates	Inv. 1174 Contract Labor Water System	6507 · Contract Labor ...	725.00	14,751.48	
Check	01/21/2022	EFT	PG&E	1717 Cave Landing Rd.	6590 · Utilities	173.13	14,924.61	
Check	01/24/2022	3143	Fluid Resource Manage...	Dec 2021 Ops. Water Inv. F21484	6505 · Contract Labor ...	5,295.07	20,219.68	
Check	01/24/2022	3144	SLO County Public Works	State Water and Drought Buffer 60%	6805 · State Water	68,035.20	88,254.88	
Check	01/27/2022	3147	Hagemann & Associates	Contract Labor Water System	6507 · Contract Labor ...	1,015.00	89,269.88	
Check	01/31/2022	ADJ	BALANCE ADJUSTME...	CC BALANCE ADJ CCs	1280 · Water & Sewer...	244.89	89,514.77	
Total Water							89,514.77	89,514.77
<b>TOTAL</b>						<b>231,317.16</b>	<b>231,317.16</b>	

**Avila Beach Community Services District**  
**Deposits by Fund**  
**January 2022**

02/02/22

Type	Date	Memo	Split	Amount	Balance
<b>General / Admin</b>					
Deposit	01/06/2022	TCF FY 22 DEC ME - IMPR # 1 - Gen . 70, Water .25, Lights ....	1010 · Pacific Prem...	-2,618.26	-2,618.26
Deposit	01/18/2022	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25,...	1010 · Pacific Prem...	-3,296.94	-5,915.20
Deposit	01/27/2022	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25,...	1010 · Pacific Prem...	-3,701.66	-9,616.86
Total General / Admin				-9,616.86	-9,616.86
<b>Lights</b>					
Deposit	01/06/2022	TCF FY 22 DEC ME - IMPR # 1 - Gen . 70, Water .25, Lights ....	1010 · Pacific Prem...	-187.02	-187.02
Deposit	01/18/2022	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25,...	1010 · Pacific Prem...	-235.49	-422.51
Deposit	01/27/2022	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25,...	1010 · Pacific Prem...	-264.40	-686.91
Total Lights				-686.91	-686.91
<b>Sanitary</b>					
Deposit	01/01/2022	Sani Rec	1010 · Pacific Prem...	-344.45	-344.45
Deposit	01/01/2022	Rate Assistance	1010 · Pacific Prem...	13.70	-330.75
Deposit	01/01/2022	Other 1	1010 · Pacific Prem...	0.00	-330.75
Deposit	01/01/2022	Other 2	1010 · Pacific Prem...	0.00	-330.75
Deposit	01/02/2022	Sani Rec	1010 · Pacific Prem...	-207.44	-538.19
Deposit	01/02/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-538.19
Deposit	01/02/2022	Other 1	1010 · Pacific Prem...	0.00	-538.19
Deposit	01/02/2022	Other 2	1010 · Pacific Prem...	0.00	-538.19
Deposit	01/03/2022	Sani Rec	1010 · Pacific Prem...	-167.99	-706.18
Deposit	01/03/2022	Rate Assistance	1010 · Pacific Prem...	9.18	-697.00
Deposit	01/03/2022	Other 1	1010 · Pacific Prem...	0.00	-697.00
Deposit	01/03/2022	Other 2	1010 · Pacific Prem...	0.00	-697.00
Deposit	01/04/2022	Sani Rec	1010 · Pacific Prem...	-240.44	-937.44
Deposit	01/04/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-937.44
Deposit	01/04/2022	Other 1	1010 · Pacific Prem...	0.00	-937.44
Deposit	01/04/2022	Other 2	1010 · Pacific Prem...	-8.84	-946.28
Deposit	01/05/2022	Sani Rec	1010 · Pacific Prem...	-1,316.68	-2,262.96
Deposit	01/05/2022	Rate Assistance	1010 · Pacific Prem...	5.86	-2,257.10
Deposit	01/05/2022	Other 1	1010 · Pacific Prem...	0.00	-2,257.10
Deposit	01/05/2022	Other 2	1010 · Pacific Prem...	0.00	-2,257.10
Deposit	01/06/2022	TCF FY 22 DEC ME - Waste	1010 · Pacific Prem...	-3,705.43	-5,962.53
Deposit	01/06/2022	Sani Rec	1010 · Pacific Prem...	-332.95	-6,295.48

**Avila Beach Community Services District**  
**Deposits by Fund**  
**January 2022**

02/02/22

Type	Date	Memo	Split	Amount	Balance
Deposit	01/06/2022	Rate Assistance	1010 · Pacific Prem...	9.98	-6,285.50
Deposit	01/06/2022	Other 1	1010 · Pacific Prem...	0.00	-6,285.50
Deposit	01/06/2022	Other 2	1010 · Pacific Prem...	0.00	-6,285.50
Deposit	01/07/2022	Sani Rec	1010 · Pacific Prem...	-68.49	-6,353.99
Deposit	01/07/2022	Rate Assistance	1010 · Pacific Prem...	7.28	-6,346.71
Deposit	01/07/2022	Other 1	1010 · Pacific Prem...	0.00	-6,346.71
Deposit	01/07/2022	Other 2	1010 · Pacific Prem...	-36.08	-6,382.79
Deposit	01/08/2022	Sani Rec	1010 · Pacific Prem...	-99.76	-6,482.55
Deposit	01/08/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-6,482.55
Deposit	01/08/2022	Other 1	1010 · Pacific Prem...	0.00	-6,482.55
Deposit	01/08/2022	Other 2	1010 · Pacific Prem...	0.00	-6,482.55
Deposit	01/09/2022	Sani Rec	1010 · Pacific Prem...	-283.93	-6,766.48
Deposit	01/09/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-6,766.48
Deposit	01/09/2022	Other 1	1010 · Pacific Prem...	0.00	-6,766.48
Deposit	01/09/2022	Other 2	1010 · Pacific Prem...	0.00	-6,766.48
Deposit	01/10/2022	Sani Rec	1010 · Pacific Prem...	-1,146.76	-7,913.24
Deposit	01/10/2022	Rate Assistance	1010 · Pacific Prem...	21.84	-7,891.40
Deposit	01/10/2022	Other 1	1010 · Pacific Prem...	0.00	-7,891.40
Deposit	01/10/2022	Other 2	1010 · Pacific Prem...	-232.72	-8,124.12
Deposit	01/11/2022	Sani Rec	1010 · Pacific Prem...	-545.93	-8,670.05
Deposit	01/11/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-8,670.05
Deposit	01/11/2022	Other 1	1010 · Pacific Prem...	0.00	-8,670.05
Deposit	01/11/2022	Other 2	1010 · Pacific Prem...	0.00	-8,670.05
Deposit	01/12/2022	Sani Rec	1010 · Pacific Prem...	-760.32	-9,430.37
Deposit	01/12/2022	Rate Assistance	1010 · Pacific Prem...	22.34	-9,408.03
Deposit	01/12/2022	Other 1	1010 · Pacific Prem...	0.00	-9,408.03
Deposit	01/12/2022	Other 2	1010 · Pacific Prem...	-1.00	-9,409.03
Deposit	01/13/2022	Community Park Restrooms 11/30 - 12/27/21	1010 · Pacific Prem...	-75.14	-9,484.17
Deposit	01/13/2022	Sani Rec	1010 · Pacific Prem...	-180.44	-9,664.61
Deposit	01/13/2022	Rate Assistance	1010 · Pacific Prem...	9.18	-9,655.43
Deposit	01/13/2022	Other 1	1010 · Pacific Prem...	0.00	-9,655.43
Deposit	01/13/2022	Other 2	1010 · Pacific Prem...	0.00	-9,655.43
Deposit	01/13/2022	ACH Booked separately 1/13/22 Community Park Restrooms ...	1010 · Pacific Prem...	75.14	-9,580.29
Deposit	01/14/2022	Sani Rec	1010 · Pacific Prem...	-254.55	-9,834.84
Deposit	01/14/2022	Rate Assistance	1010 · Pacific Prem...	7.28	-9,827.56
Deposit	01/14/2022	Other 1	1010 · Pacific Prem...	0.00	-9,827.56

**Avila Beach Community Services District**  
**Deposits by Fund**  
**January 2022**

02/02/22

Type	Date	Memo	Split	Amount	Balance
Deposit	01/14/2022	Other 2	1010 · Pacific Prem...	-250.63	-10,078.19
Deposit	01/15/2022	Sani Rec	1010 · Pacific Prem...	-163.10	-10,241.29
Deposit	01/15/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-10,241.29
Deposit	01/15/2022	Other 1	1010 · Pacific Prem...	0.00	-10,241.29
Deposit	01/15/2022	Other 2	1010 · Pacific Prem...	0.00	-10,241.29
Deposit	01/16/2022	Sani Rec	1010 · Pacific Prem...	-172.60	-10,413.89
Deposit	01/16/2022	Rate Assistance	1010 · Pacific Prem...	17.26	-10,396.63
Deposit	01/16/2022	Other 1	1010 · Pacific Prem...	0.00	-10,396.63
Deposit	01/16/2022	Other 2	1010 · Pacific Prem...	0.00	-10,396.63
Deposit	01/17/2022	Sani Rec	1010 · Pacific Prem...	-5,727.10	-16,123.73
Deposit	01/17/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-16,123.73
Deposit	01/17/2022	Other 1	1010 · Pacific Prem...	0.00	-16,123.73
Deposit	01/17/2022	Other 2	1010 · Pacific Prem...	0.00	-16,123.73
Deposit	01/18/2022	F:0895 A:0760 - CURR SECURED TAX	1010 · Pacific Prem...	-4,664.57	-20,788.30
Deposit	01/18/2022	Sani Rec	1010 · Pacific Prem...	-12,461.41	-33,249.71
Deposit	01/18/2022	Rate Assistance	1010 · Pacific Prem...	109.24	-33,140.47
Deposit	01/18/2022	Other 1	1010 · Pacific Prem...	0.00	-33,140.47
Deposit	01/18/2022	Other 2	1010 · Pacific Prem...	-17.97	-33,158.44
Deposit	01/19/2022	Sani Rec	1010 · Pacific Prem...	-1,957.43	-35,115.87
Deposit	01/19/2022	Rate Assistance	1010 · Pacific Prem...	7.28	-35,108.59
Deposit	01/19/2022	Other 1	1010 · Pacific Prem...	0.00	-35,108.59
Deposit	01/19/2022	Other 2	1010 · Pacific Prem...	-587.49	-35,696.08
Deposit	01/20/2022	Sani Rec	1010 · Pacific Prem...	-98.75	-35,794.83
Deposit	01/20/2022	Rate Assistance	1010 · Pacific Prem...	12.67	-35,782.16
Deposit	01/20/2022	Other 1	1010 · Pacific Prem...	0.00	-35,782.16
Deposit	01/20/2022	Other 2	1010 · Pacific Prem...	0.00	-35,782.16
Deposit	01/24/2022	Sani Rec	1010 · Pacific Prem...	-620.66	-36,402.82
Deposit	01/24/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-36,402.82
Deposit	01/24/2022	Other 1	1010 · Pacific Prem...	0.00	-36,402.82
Deposit	01/24/2022	Other 2	1010 · Pacific Prem...	-157.38	-36,560.20
Deposit	01/25/2022	Sani Rec	1010 · Pacific Prem...	-36.42	-36,596.62
Deposit	01/25/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-36,596.62
Deposit	01/25/2022	Other 1	1010 · Pacific Prem...	0.00	-36,596.62
Deposit	01/25/2022	Other 2	1010 · Pacific Prem...	-27.60	-36,624.22
Deposit	01/26/2022	Sani Rec	1010 · Pacific Prem...	-320.29	-36,944.51
Deposit	01/26/2022	Rate Assistance	1010 · Pacific Prem...	7.28	-36,937.23

**Avila Beach Community Services District  
Deposits by Fund  
January 2022**

02/02/22

Type	Date	Memo	Split	Amount	Balance
Deposit	01/26/2022	Other 1	1010 · Pacific Prem...	0.00	-36,937.23
Deposit	01/26/2022	Other 2	1010 · Pacific Prem...	0.00	-36,937.23
Deposit	01/27/2022	F:0895 A:0760 - CURR SECURED TAX	1010 · Pacific Prem...	-5,339.47	-42,276.70
Deposit	01/27/2022	Sani Rec	1010 · Pacific Prem...	-1,941.32	-44,218.02
Deposit	01/27/2022	Rate Assistance	1010 · Pacific Prem...	4.59	-44,213.43
Deposit	01/27/2022	Other 1	1010 · Pacific Prem...	0.00	-44,213.43
Deposit	01/27/2022	Other 2	1010 · Pacific Prem...	326.66	-43,886.77
Deposit	01/28/2022	Sani Rec	1010 · Pacific Prem...	-49.88	-43,936.65
Deposit	01/28/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-43,936.65
Deposit	01/28/2022	Other 1	1010 · Pacific Prem...	0.00	-43,936.65
Deposit	01/28/2022	Other 2	1010 · Pacific Prem...	-0.09	-43,936.74
Deposit	01/30/2022	Sani Rec	1010 · Pacific Prem...	-89.52	-44,026.26
Deposit	01/30/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-44,026.26
Deposit	01/30/2022	Other 1	1010 · Pacific Prem...	0.00	-44,026.26
Deposit	01/30/2022	Other 2	1010 · Pacific Prem...	0.00	-44,026.26
Total Sanitary				-44,026.26	-44,026.26
<b>Water</b>					
Deposit	01/01/2022	Water Rec	1010 · Pacific Prem...	-338.58	-338.58
Deposit	01/01/2022	Rate Assistance	1010 · Pacific Prem...	4.54	-334.04
Deposit	01/01/2022	Other 1	1010 · Pacific Prem...	0.00	-334.04
Deposit	01/01/2022	Other 2	1010 · Pacific Prem...	0.00	-334.04
Deposit	01/02/2022	Water Rec	1010 · Pacific Prem...	-182.94	-516.98
Deposit	01/02/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-516.98
Deposit	01/02/2022	Other 1	1010 · Pacific Prem...	0.00	-516.98
Deposit	01/02/2022	Other 2	1010 · Pacific Prem...	0.00	-516.98
Deposit	01/03/2022	Water Rec	1010 · Pacific Prem...	-227.97	-744.95
Deposit	01/03/2022	Rate Assistance	1010 · Pacific Prem...	20.78	-724.17
Deposit	01/03/2022	Other 1	1010 · Pacific Prem...	0.00	-724.17
Deposit	01/03/2022	Other 2	1010 · Pacific Prem...	0.00	-724.17
Deposit	01/04/2022	Water Rec	1010 · Pacific Prem...	-500.16	-1,224.33
Deposit	01/04/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-1,224.33
Deposit	01/04/2022	Other 1	1010 · Pacific Prem...	0.00	-1,224.33
Deposit	01/04/2022	Other 2	1010 · Pacific Prem...	0.00	-1,224.33
Deposit	01/05/2022	Water Rec	1010 · Pacific Prem...	-700.09	-1,924.42

**Avila Beach Community Services District**  
**Deposits by Fund**  
**January 2022**

02/02/22

Type	Date	Memo	Split	Amount	Balance
Deposit	01/05/2022	Rate Assistance	1010 · Pacific Prem...	3.73	-1,920.69
Deposit	01/05/2022	Other 1	1010 · Pacific Prem...	0.00	-1,920.69
Deposit	01/05/2022	Other 2	1010 · Pacific Prem...	0.00	-1,920.69
Deposit	01/06/2022	TCF FY 22 DEC ME - IMPR # 1 - Gen . 70, Water .25, Lights ....	1010 · Pacific Prem...	-935.09	-2,855.78
Deposit	01/06/2022	Water Rec	1010 · Pacific Prem...	-364.44	-3,220.22
Deposit	01/06/2022	Rate Assistance	1010 · Pacific Prem...	12.01	-3,208.21
Deposit	01/06/2022	Other 1	1010 · Pacific Prem...	0.00	-3,208.21
Deposit	01/06/2022	Other 2	1010 · Pacific Prem...	0.00	-3,208.21
Deposit	01/07/2022	Water Rec	1010 · Pacific Prem...	-155.79	-3,364.00
Deposit	01/07/2022	Rate Assistance	1010 · Pacific Prem...	11.20	-3,352.80
Deposit	01/07/2022	Other 1	1010 · Pacific Prem...	0.00	-3,352.80
Deposit	01/07/2022	Other 2	1010 · Pacific Prem...	0.00	-3,352.80
Deposit	01/08/2022	Water Rec	1010 · Pacific Prem...	-120.06	-3,472.86
Deposit	01/08/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-3,472.86
Deposit	01/08/2022	Other 1	1010 · Pacific Prem...	0.00	-3,472.86
Deposit	01/08/2022	Other 2	1010 · Pacific Prem...	0.00	-3,472.86
Deposit	01/09/2022	Water Rec	1010 · Pacific Prem...	-312.30	-3,785.16
Deposit	01/09/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-3,785.16
Deposit	01/09/2022	Other 1	1010 · Pacific Prem...	0.00	-3,785.16
Deposit	01/09/2022	Other 2	1010 · Pacific Prem...	0.00	-3,785.16
Deposit	01/10/2022	Water Rec	1010 · Pacific Prem...	-1,554.58	-5,339.74
Deposit	01/10/2022	Rate Assistance	1010 · Pacific Prem...	33.60	-5,306.14
Deposit	01/10/2022	Other 1	1010 · Pacific Prem...	0.00	-5,306.14
Deposit	01/10/2022	Other 2	1010 · Pacific Prem...	0.00	-5,306.14
Deposit	01/11/2022	Water Rec	1010 · Pacific Prem...	-450.71	-5,756.85
Deposit	01/11/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-5,756.85
Deposit	01/11/2022	Other 1	1010 · Pacific Prem...	0.00	-5,756.85
Deposit	01/11/2022	Other 2	1010 · Pacific Prem...	0.00	-5,756.85
Deposit	01/12/2022	Water Rec	1010 · Pacific Prem...	-1,082.99	-6,839.84
Deposit	01/12/2022	Rate Assistance	1010 · Pacific Prem...	24.83	-6,815.01
Deposit	01/12/2022	Other 1	1010 · Pacific Prem...	0.00	-6,815.01
Deposit	01/12/2022	Other 2	1010 · Pacific Prem...	0.00	-6,815.01
Deposit	01/13/2022	San Juan Irrigation 11/30 - 12/27/21	1010 · Pacific Prem...	-476.58	-7,291.59
Deposit	01/13/2022	Front Street Irrigation 11/30 - 12/27/21	1010 · Pacific Prem...	-313.20	-7,604.79
Deposit	01/13/2022	Community Park Restrooms 11/30 - 12/27/21	1010 · Pacific Prem...	-64.08	-7,668.87
Deposit	01/13/2022	Water Rec	1010 · Pacific Prem...	-1,065.63	-8,734.50

**Avila Beach Community Services District**  
**Deposits by Fund**  
**January 2022**

02/02/22

Type	Date	Memo	Split	Amount	Balance
Deposit	01/13/2022	Rate Assistance	1010 · Pacific Prem...	20.78	-8,713.72
Deposit	01/13/2022	Other 1	1010 · Pacific Prem...	0.00	-8,713.72
Deposit	01/13/2022	Other 2	1010 · Pacific Prem...	0.00	-8,713.72
Deposit	01/13/2022	ACH Booked separately 1/13/22 Front St. Irrigation 11/30 - 12/...	1010 · Pacific Prem...	313.20	-8,400.52
Deposit	01/13/2022	ACH Booked separately 1/13/22 San Juan Park Irrigation 11/3...	1010 · Pacific Prem...	476.58	-7,923.94
Deposit	01/13/2022	ACH Booked separately 1/13/22 Community Park Restrooms ...	1010 · Pacific Prem...	64.08	-7,859.86
Deposit	01/14/2022	Water Rec	1010 · Pacific Prem...	-485.64	-8,345.50
Deposit	01/14/2022	Rate Assistance	1010 · Pacific Prem...	11.20	-8,334.30
Deposit	01/14/2022	Other 1	1010 · Pacific Prem...	0.00	-8,334.30
Deposit	01/14/2022	Other 2	1010 · Pacific Prem...	0.00	-8,334.30
Deposit	01/15/2022	Water Rec	1010 · Pacific Prem...	-222.24	-8,556.54
Deposit	01/15/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-8,556.54
Deposit	01/15/2022	Other 1	1010 · Pacific Prem...	0.00	-8,556.54
Deposit	01/15/2022	Other 2	1010 · Pacific Prem...	0.00	-8,556.54
Deposit	01/16/2022	Water Rec	1010 · Pacific Prem...	-232.02	-8,788.56
Deposit	01/16/2022	Rate Assistance	1010 · Pacific Prem...	23.21	-8,765.35
Deposit	01/16/2022	Other 1	1010 · Pacific Prem...	0.00	-8,765.35
Deposit	01/16/2022	Other 2	1010 · Pacific Prem...	0.00	-8,765.35
Deposit	01/17/2022	Water Rec	1010 · Pacific Prem...	-1,810.80	-10,576.15
Deposit	01/17/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-10,576.15
Deposit	01/17/2022	Other 1	1010 · Pacific Prem...	0.00	-10,576.15
Deposit	01/17/2022	Other 2	1010 · Pacific Prem...	0.00	-10,576.15
Deposit	01/18/2022	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25,...	1010 · Pacific Prem...	-1,177.48	-11,753.63
Deposit	01/18/2022	Water Rec	1010 · Pacific Prem...	-16,158.55	-27,912.18
Deposit	01/18/2022	Rate Assistance	1010 · Pacific Prem...	168.00	-27,744.18
Deposit	01/18/2022	Other 1	1010 · Pacific Prem...	0.00	-27,744.18
Deposit	01/18/2022	Other 2	1010 · Pacific Prem...	0.00	-27,744.18
Deposit	01/19/2022	Water Rec	1010 · Pacific Prem...	-1,806.98	-29,551.16
Deposit	01/19/2022	Rate Assistance	1010 · Pacific Prem...	11.20	-29,539.96
Deposit	01/19/2022	Other 1	1010 · Pacific Prem...	0.00	-29,539.96
Deposit	01/19/2022	Other 2	1010 · Pacific Prem...	0.00	-29,539.96
Deposit	01/20/2022	Water Rec	1010 · Pacific Prem...	-163.89	-29,703.85
Deposit	01/20/2022	Rate Assistance	1010 · Pacific Prem...	12.82	-29,691.03
Deposit	01/20/2022	Other 1	1010 · Pacific Prem...	0.00	-29,691.03
Deposit	01/20/2022	Other 2	1010 · Pacific Prem...	0.00	-29,691.03
Deposit	01/24/2022	Water Rec	1010 · Pacific Prem...	-1,802.90	-31,493.93

Avila Beach Community Services District  
 Deposits by Fund  
 January 2022

02/02/22

Type	Date	Memo	Split	Amount	Balance
Deposit	01/24/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-31,493.93
Deposit	01/24/2022	Other 1	1010 · Pacific Prem...	0.00	-31,493.93
Deposit	01/24/2022	Other 2	1010 · Pacific Prem...	0.00	-31,493.93
Deposit	01/25/2022	Water Rec	1010 · Pacific Prem...	-55.98	-31,549.91
Deposit	01/25/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-31,549.91
Deposit	01/25/2022	Other 1	1010 · Pacific Prem...	0.00	-31,549.91
Deposit	01/25/2022	Other 2	1010 · Pacific Prem...	0.00	-31,549.91
Deposit	01/26/2022	Water Rec	1010 · Pacific Prem...	-1,025.25	-32,575.16
Deposit	01/26/2022	Rate Assistance	1010 · Pacific Prem...	11.20	-32,563.96
Deposit	01/26/2022	Other 1	1010 · Pacific Prem...	0.00	-32,563.96
Deposit	01/26/2022	Other 2	1010 · Pacific Prem...	0.00	-32,563.96
Deposit	01/27/2022	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25,...	1010 · Pacific Prem...	-1,322.02	-33,885.98
Deposit	01/27/2022	Water Rec	1010 · Pacific Prem...	-1,684.11	-35,570.09
Deposit	01/27/2022	Rate Assistance	1010 · Pacific Prem...	10.39	-35,559.70
Deposit	01/27/2022	Other 1	1010 · Pacific Prem...	0.00	-35,559.70
Deposit	01/27/2022	Other 2	1010 · Pacific Prem...	0.00	-35,559.70
Deposit	01/28/2022	Water Rec	1010 · Pacific Prem...	-60.03	-35,619.73
Deposit	01/28/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-35,619.73
Deposit	01/28/2022	Other 1	1010 · Pacific Prem...	0.00	-35,619.73
Deposit	01/28/2022	Other 2	1010 · Pacific Prem...	0.00	-35,619.73
Deposit	01/30/2022	Water Rec	1010 · Pacific Prem...	-207.96	-35,827.69
Deposit	01/30/2022	Rate Assistance	1010 · Pacific Prem...	0.00	-35,827.69
Deposit	01/30/2022	Other 1	1010 · Pacific Prem...	0.00	-35,827.69
Deposit	01/30/2022	Other 2	1010 · Pacific Prem...	0.00	-35,827.69
Total Water				-35,827.69	-35,827.69
<b>TOTAL</b>				<b>-90,157.72</b>	<b>-90,157.72</b>





# FLUID RESOURCE MANAGEMENT

OPERATIONS . MAINTENANCE . MECHANICAL

2385 Precision Drive  
Arroyo Grande, CA 93420

# Statement

Date

2/2/22

Phone # 805.597.7100 Fax # 805.597.7171

California Certified Small Business #1120142

To:

Avila Beach Community Services District  
P.O. Box 309  
100 San Luis Street  
Avila Beach, CA 93424

Amount Due	Amount Enc.
\$23,162.66	

Date	Transaction	Amount	Balance												
01/31/22	348F11001 Monthly OPS/Maint- INV #F21543. Orig. Amount \$21,107.90.	21,107.90	21,107.90												
01/18/22	348F11001 Monthly OPS/Maint:348FWW11001 Wastewater:348AWW17002 Add Services Wastewater- INV #A21489. Orig. Amount \$55.33.	55.33	21,163.23												
01/21/22	W21313 Alarm Callout-Tank Mixer Failed- INV #W21313. Orig. Amount \$919.43.	919.43	22,082.66												
01/28/22	W21439 SCADA Failure- INV #W21439. Orig. Amount \$1,080.00.	1,080.00	23,162.66												
<table border="1"> <thead> <tr> <th>CURRENT</th> <th>1-30 DAYS PAST DUE</th> <th>31-60 DAYS PAST DUE</th> <th>61-90 DAYS PAST DUE</th> <th>OVER 90 DAYS PAST DUE</th> <th>Amount Due</th> </tr> </thead> <tbody> <tr> <td>23,162.66</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>\$23,162.66</td> </tr> </tbody> </table>		CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due	23,162.66	0.00	0.00	0.00	0.00	\$23,162.66		
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due										
23,162.66	0.00	0.00	0.00	0.00	\$23,162.66										



**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 8, 2022

SUBJECT: General Manager/District Engineer Report

**Zone 3 Technical Advisory Committee**

The Zone 3 Technical Advisory Committee's next meeting is scheduled for February 9, 2021. The agenda packet for the January 12th meeting was included in the January 18, 2022 Agenda packet.

We did receive some encouraging news from the State Department of Water Resources on January 20, 2022. The State Water Table A Allocation has been increased from 0 to 15 Percent. The Notice is provided as an attachment to this Staff Report.

**Form 700 Annual Statements**

We received a notice from the County that the Director's Annual Statement of Economic Interests (Form 700) filing deadline will begin Monday January 17<sup>th</sup> and end on Friday April 1. Staff is available to assist you with questions or the process to file the Form 700 on-line.

**Worker's Compensation Experience Modification Factor**

On January 18, 2022, the District's pooled insurance provider, Special District Risk Management Authority (SDRMA) provided notification that the District's Worker's Compensation Experience Modification Factor (EMOD) will remain at 85%. This is due to the fact that the District has not experienced any claims or losses. The notification letter is provided as an attachment to this Staff Report.


**2022 Garbage Company Cleanup Weeks**

The District's garbage collection and hauling company, South County Sanitary, advised us the Spring and Fall Clean-up weeks for 2022 will be March 14 – 18 and October 24 – 28, respectively. During the cleanups weeks, customers will be able to dispose of additional trash at no charge and place large bulky items for pickup at an additional charge. Customers may refer to the Garbage Company's webpage at <https://www.sanluisgarbage.com/residential> for more details.

**Updated Tax Revenue Estimates for FY 21/22 and Projections for FY 22/23**

The San Luis Obispo County Assessor's Office provided an update on the District's estimated tax revenue for FY 21/22 and a preliminary estimate for FY 22/23. Total estimated revenue for FY 21/22 is \$734,000 and preliminary estimates for FY 22/23 is \$762,000. Actual County tax revenues for FY 20/21 were \$794,000. Fiscal year to date tax revenues is approximately \$446,000. The revenue estimate sheets are provided as an attachment to this Staff Report.

**NOTICE TO STATE WATER PROJECT CONTRACTORS****Date:** 1/20/2022**Number:** 22-01**Subject:** 2022 State Water Project Table A Allocation Increase from 0 to 15 Percent

**From:**   

---

**Ted Craddock**  
**Deputy Director, State Water Project**  
Department of Water Resources

Based on the recent precipitation, runoff, and current water supply conditions, the Department of Water Resources (DWR) is increasing the State Water Project (SWP) Table A Allocation to 15 percent of most SWP long-term contractors' 2022 requested Table A amounts. Attached is the revised 2022 SWP allocation table.

Please note that this Table A Allocation will reduce, on a 1:1 basis, any unmet human health and safety need volumes that were previously identified in the SWP contractors' submittals to DWR.

The Table A Allocation increase is made consistent with the long-term water supply contracts, legal requirements, and public policy. In determining available SWP supplies, DWR has considered several factors including existing storage in SWP conservation reservoirs, estimates of future runoff under very dry conditions, SWP operational and regulatory constraints such as, federal Endangered Species Act and California Endangered Species Act requirements, and the 2022 demands of SWP Contractors. DWR may revise this and any subsequent allocations if warranted by the year's developing hydrologic and water supply conditions.

To develop the 15 percent water delivery schedule, DWR will scale up the SWP Contractors' current 5 percent schedules that were submitted in October 2021 (as part of initial requests), unless SWP Contractors submit updated schedules. DWR will provide approved monthly water delivery schedules to the SWP Contractors.

If you have any questions or need additional information, please contact John Leahigh, Water Operations Executive Manager, at (916) 902-9876.

Attachment

**2022 STATE WATER PROJECT ALLOCATION  
(ACRE-FEET)**

<b>SWP CONTRACTORS</b>	<b>TABLE A</b>	<b>INITIAL REQUEST</b>	<b>APPROVED ALLOCATION</b>	<b>PERCENT INITIAL REQUEST APPROVED</b>
	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(3)/(2) (4)</b>
<b><u>FEATHER RIVER</u></b>				
County of Butte	27,500	27,500	5,000	18%
Plumas County FC&WCD	2,700	2,700	405	15%
City of Yuba City	9,600	9,600	2,400	25%
<b>Subtotal</b>	<b>39,800</b>	<b>39,800</b>	<b>7,805</b>	
<b><u>NORTH BAY</u></b>				
Napa County FC&WCD	29,025	29,025	7,256	25%
Solano County WA	47,756	47,756	11,939	25%
<b>Subtotal</b>	<b>76,781</b>	<b>76,781</b>	<b>19,195</b>	
<b><u>SOUTH BAY</u></b>				
Alameda County FC&WCD, Zone 7	80,619	80,619	12,093	15%
Alameda County WD	42,000	42,000	6,300	15%
Santa Clara Valley WD	100,000	100,000	15,000	15%
<b>Subtotal</b>	<b>222,619</b>	<b>222,619</b>	<b>33,393</b>	
<b><u>SAN JOAQUIN VALLEY</u></b>				
Oak Flat WD	5,700	5,700	855	15%
County of Kings	9,305	9,305	1,396	15%
Dudley Ridge WD	41,350	41,350	6,203	15%
Empire West Side ID	3,000	3,000	450	15%
Kern County WA	982,730	982,730	147,410	15%
Tulare Lake Basin WSD	87,471	87,471	13,121	15%
<b>Subtotal</b>	<b>1,129,556</b>	<b>1,129,556</b>	<b>169,435</b>	
<b><u>CENTRAL COASTAL</u></b>				
San Luis Obispo County FC&WCD	25,000	25,000	3,750	15%
Santa Barbara County FC&WCD	45,486	45,486	6,823	15%
<b>Subtotal</b>	<b>70,486</b>	<b>70,486</b>	<b>10,573</b>	
<b><u>SOUTHERN CALIFORNIA</u></b>				
Antelope Valley-East Kern WA	144,844	144,844	21,727	15%
Santa Clarita Valley WA	95,200	95,200	14,280	15%
Coachella Valley WD	138,350	138,350	20,753	15%
Crestline-Lake Arrowhead WA	5,800	5,800	870	15%
Desert WA	55,750	55,750	8,363	15%
Littlerock Creek ID	2,300	2,300	345	15%
Metropolitan WDSC	1,911,500	1,911,500	286,725	15%
Mojave WA	89,800	89,800	13,470	15%
Palmdale WD	21,300	21,300	3,195	15%
San Bernardino Valley MWD	102,600	102,600	15,390	15%
San Gabriel Valley MWD	28,800	28,800	4,320	15%
San Geronio Pass WA	17,300	17,300	2,595	15%
Ventura County WPD	20,000	20,000	3,000	15%
<b>Subtotal</b>	<b>2,633,544</b>	<b>2,633,544</b>	<b>395,033</b>	
<b>TOTAL</b>	<b>4,172,786</b>	<b>4,172,786</b>	<b>635,434</b>	<b>15%</b>



1112 I Street, Suite 300  
Sacramento, California 95814-2865  
T 916.231.4141 or 800.537.7790 • F 916.231.4111  
Maximizing Protection. Minimizing Risk. • [www.sdrma.org](http://www.sdrma.org)

January 18, 2022

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

**Re: 2022-23 Workers' Compensation Experience Modification Factor**

Dear Mr. Hagemann,

In preparation for the 2022-23 Workers' Compensation Program renewal on July 1, 2022, we are providing your agency's 2022-23 Experience Modification Factor (EMOD) to help with budget planning. SDRMA follows the Workers' Compensation Insurance Rating Bureau (WCIRB) methodology for calculating EMODs. A detailed EMOD Calculation Form and claims detail is attached to help you understand your EMOD.

**Your agency's 2022-23 EMOD is 85%**

If you have questions regarding your agency's EMOD, please contact our Finance Department at [accounting@sdrma.org](mailto:accounting@sdrma.org) or 800.537.7790.

The market for Workers' Compensation coverage continues to remain stable. We anticipate only medical inflation to cause minor rate increases for excess/reinsurance coverage for the 2022-23 program year. Thus, we anticipate minimal rate changes for the 2022-23 program year.

The SDRMA Board of Directors will also discuss a potential Longevity Distribution in the coming months. Should the board approve a distribution, every member that has completed its initial commitment of three full program years and has an EMOD of 150% or lower is eligible to receive a longevity distribution credit when they renew coverage. More information regarding a potential longevity distribution will be shared in March.

Members considering withdrawal from coverage with SDRMA for the 2022-23 program year are required to submit a **"Notice of Intent to Withdraw" by April 1, 2022** in accordance with SDRMA Bylaws and must have completed the initial three full program year commitment period. If you have any questions about withdrawing from our program, please contact Ellen Doughty at [edoughty@sdrma.org](mailto:edoughty@sdrma.org) or 800.537.7790.



On behalf of the SDRMA Board of Directors and our entire risk management team, we thank you for your continued participation in our programs.

Sincerely,  
Special District Risk Management Authority

A handwritten signature in blue ink that reads "Laura S. Gill".

Laura S. Gill, ARM, ARM-P, CSDM  
Chief Executive Officer

**Special District Risk Management Authority**  
**Workers' Compensation Program**  
 Program Year 2022-23



**Experience Modification (EMOD) Calculation Form**

**Avila Beach Community Services District**

Post Office Box 309  
 Avila Beach, California 93424

**Summary**

**PY 2022-23 EMOD - 85%**  
 PY 2021-22 EMOD - 85%

**Detail Calculations for Program Year 2022-23**

**Expected Losses**

Class Codes	2018-19 Payroll	2019-20 Payroll	2020-21 Payroll	Total Payroll	Expected Loss Rate	Total Expected Losses	Expected Primary Losses	Expected Excess Losses
8742-P	\$5	\$1	\$5	\$11	0.0014	\$1.54	\$0.20	\$1.34
8810	\$43,388	\$46,835	\$50,374	\$140,597	0.0011	\$154.66	\$23.66	\$131.00
	<b>\$43,393</b>	<b>\$46,836</b>	<b>\$50,379</b>	<b>\$140,608</b>		<b>\$156.20</b>	<b>\$23.86</b>	<b>\$132.34</b>

**Actual Losses valued as of 12/31/2021**

Year	Claims Count	Actual Incurred Losses	Actual Losses*	Actual Primary Losses	Actual Excess Losses
2018-19	0	\$0.00	\$0.00	\$0.00	\$0.00
2019-20	0	\$0.00	\$0.00	\$0.00	\$0.00
2020-21	0	\$0.00	\$0.00	\$0.00	\$0.00
		<b>Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

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

<b>Total Adjusted Losses</b>				
<b>Expected Excess Losses</b>	<b>Actual Primary Losses</b>	<b>Total Expected Losses</b>	<b>=</b>	<b>2022-23 EMOD</b>
( \$132.34	+ \$0.00	) \$156.20	=	<b>85%</b>



**JANUARY 2022 YEAR END ESTIMATES**  
 USING CY EQUALIZED ROLL VALUES & ADJUSTMENTS  
 CY ABB & UNITARY FACTORS,  
 AND RDA INCREMENT ADJ'D FOR ERAF.

**COUNTY OF SAN LUIS OBISPO**  
**EST PROPERTY TAX REVENUE TO BE RECEIVED BY 6/30/2022**  
**FOR FISCAL YEAR 2021/2022**

January 19, 2022

**ESTIMATED REVENUE BASED ON AV**  
 (Adjusted for: Sec Roll Corrections & Unsec Delinquencies)

FUND	AGENCY	2021/2022		2021/2022		2021/2022		2021/2022		2021/2022		2021/2022	
		FACTORS	SECURED	UNSEC (No A/crafr)	HOMEOWNERS	LESS	ESTIMATED	UNITARY	UNITARY	UNITARY	UNITARY	RAILROAD	UNITARY
		AB-8	Acct 4000005	Acct 4000025	Acct 4200075	RDAS	TAX REVENUE	REVENUE	REVENUE	FACTOR	REVENUE	FACTOR	ESTIMATED

0675	CSA #10 ZONE A	0.01365%	81,890	2,652	461		85,003	600	11	0.00327%	\$118,075	0.00946%	85,614
0687	NIPOMO LIGHT	0.00663%	39,775	1,288	224		41,287	409	7	0.00223%		0.00569%	41,703
0693	SAN MIGUEL LIGHT	0.02230%	133,784	4,332	752		138,868	1,042	32	0.00568%		0.02725%	139,942
0694	CSA # 23(FORMER SM LGT)	0.00465%	27,897	903	157		28,957	378	4	0.00206%		0.00360%	29,339
0723	CSA #1	0.00168%	10,079	326	57		10,462	110	2	0.00060%		0.00129%	10,574
0724	CSA #1 ZONE A	0.00695%	41,695	1,350	235		43,280	470	6	0.00256%		0.00532%	43,756
0725	CSA #1 ZONE B	0.00345%	20,697	670	116		21,484	239	2	0.00130%		0.00210%	21,725
0726	CSA #1 ZONE C	0.00166%	9,959	322	56		10,337	90	1	0.00049%		0.00123%	10,428
0727	CSA #1 ZONE D	0.00738%	44,275	1,434	249		45,957	363	6	0.00198%		0.00515%	46,326
0741	CSA #7	0.00964%	57,833	1,873	325		60,031	497	10	0.00271%		0.00877%	60,538
0742	CSA #7 ZONE A	0.04233%	253,949	8,224	1,429		263,601	2,057	43	0.01121%		0.03650%	265,701
0743	CSA #7 ZONE B	0.00604%	36,236	1,173	204		37,613	444	8	0.00242%		0.00661%	38,065
0747	LOS OSOS CSD-ZONE A	0.04303%	258,148	8,360	1,452		267,961	3,365	40	0.01834%		0.03408%	271,366
0748	LOS OSOS CSD-ZONE B	0.37648%	2,258,604	73,140	12,708		2,344,452	19,942	348	0.10869%		0.29481%	2,364,742
0750	LOS OSOS CSD-ZONE D	0.00430%	25,797	835	145		26,777	202	4	0.00110%		0.00331%	26,983
0752	LOS OSOS CSD-ZONE F	0.00171%	10,259	332	58		10,649	112	1	0.00061%		0.00126%	10,762
0755	CSA #10	0.04455%	267,267	8,655	1,504		277,426	1,763	37	0.00961%		0.03136%	279,226
0761	CSA #12	0.00352%	21,117	684	119		21,920	5,521	4	0.03009%		0.00300%	27,445
0773	CSA #16	0.00683%	40,975	1,327	230		42,532	369	6	0.00201%		0.00481%	42,907
0781	HERITAGE CSD	0.06482%	388,872	12,593	2,188		403,653	3,007	53	0.01639%		0.04529%	406,713
0803	SAN MIGUEL SANITARY	0.01110%	66,592	2,156	374		69,123	717	19	0.00391%		0.01610%	69,859
0811	OCEANO COMM SERV	0.18398%	1,103,745	35,743	6,210		1,145,698	9,733	346	0.05305%		0.29300%	1,155,777
0825	CAYUCOS FIRE	0.05750%	344,958	11,171	1,941		358,069	2,277	48	0.01241%		0.04024%	360,394
0827	SAN MIGUEL FIRE	0.07133%	427,928	13,858	2,407		444,192	3,570	128	0.01946%		0.10828%	447,890
0831	SANTA MARGARITA FIRE	0.02011%	120,645	3,907	679		125,231	1,481	18	0.00807%		0.01564%	126,730
0837	ARROYO GR CEMETERY	0.02505%	150,282	4,867	846	(6,006)	149,988	1,514	28	0.00825%		0.02382%	151,530
0843	ATAS CEMETERY	0.07371%	442,206	14,320	2,488	(60,075)	398,939	4,200	82	0.02289%		0.06913%	403,221
0844	CAMBRIA CEMETERY	0.01894%	113,626	3,680	639		117,945	1,094	19	0.00596%		0.01580%	119,058
0845	CAYUCOS-MB CEMETERY	0.07103%	426,128	13,799	2,397		442,325	16,032	63	0.08738%		0.05308%	458,420
0847	PASO ROBLES CEMETERY	0.09850%	590,928	19,136	3,325	(65,986)	547,402	5,064	103	0.02760%		0.08703%	552,569
0851	SAN MIGUEL CEMETERY	0.01719%	103,127	3,340	580		107,047	1,033	40	0.00563%		0.03370%	108,120
0852	SANTA MARGARITA CEM	0.00667%	40,015	1,296	225		41,536	1,138	21	0.00620%		0.01810%	42,695
0853	SHANDON CEMETERY	0.00343%	20,577	666	116		21,360	765	3	0.00417%		0.00246%	22,128
0854	TEMPLETON CEMETERY	0.02201%	132,044	4,276	743		137,063	1,156	27	0.00630%		0.02248%	138,246
0895	AVILA BEACH CSD	0.05453%	327,140	10,594	1,841		339,574	49,153	44	0.26790%		0.03710%	388,771
0896	AVILA CO WTR ID #1	0.05506%	330,320	10,697	1,858		342,875	2,326	43	0.01268%		0.03622%	345,244

**JANUARY 2022 ESTIMATES**  
 USING 21/22 EQUALIZED ROLL VALUES  
 21/22 AB8 & UNITARY FACTORS,  
 AND RDA INCREMENT ADJ'D FOR ERAF.

**COUNTY OF SAN LUIS OBISPO**  
**PRELIMINARY PROPERTY TAX REVENUE ESTIMATES**  
**FOR FISCAL YEAR 2022/2023**

**Adjust estimates for assessed value  
 growth trends in your specific area.**

FUND	AGENCY	ESTIMATED REVENUE BASED ON A/V (Adjusted for Sec Roll Corrections & Unsec/Delinquencies)										2022/23		2021/2022		2022/23		
		4% Growth		0% Growth		0.15% Growth		4% Growth		LESS		ESTIMATED LOCAL TAX REVENUE	UNITARY REVENUE	UNITARY FACTOR	UNITARY RAILROAD REVENUE	UNITARY RAILROAD FACTOR	ESTIMATED TAX REVENUE	TOTAL ESTIMATED TAX REVENUE
		Acct 4000005	Acct 4000025	Acct 4000025	Acct 4000025	Acct 4200075	Acct 4200075	RDAS	RDAS	Acct 4000015	Acct 4000007	Acct 4000007	Acct 4000007	Acct 4000007	Acct 4000007	Acct 4000007	Acct 4000007	Acct 4000007
0675	CSA #10 ZONE A	0.01365%	85,329	2,729	456	456					88,513	599	0.00327%	11	0.00946%	89,123		
0687	NIPOMO LIGHT	0.00663%	41,446	1,325	221	221					42,992	409	0.00223%	7	0.00569%	43,408		
0693	SAN MIGUEL LIGHT	0.02230%	139,402	4,458	744	744					144,604	1,041	0.00568%	32	0.02725%	145,677		
0694	CSA # 23(FORMER SM LGT)	0.00465%	29,068	930	155	155					30,153	377	0.00206%	4	0.00360%	30,534		
0723	CSA #1	0.00168%	10,502	336	56	56					10,894	110	0.00060%	2	0.00129%	11,006		
0724	CSA #1 ZONE A	0.00695%	43,446	1,389	232	232					45,067	469	0.00256%	6	0.00532%	45,542		
0725	CSA #1 ZONE B	0.00345%	21,567	690	115	115					22,372	238	0.00130%	2	0.00210%	22,612		
0726	CSA #1 ZONE C	0.00166%	10,377	332	55	55					10,764	90	0.00049%	1	0.00123%	10,855		
0727	CSA #1 ZONE D	0.00738%	46,134	1,475	246	246					47,856	363	0.00198%	6	0.00515%	48,225		
0741	CSA #7	0.00964%	60,262	1,927	322	322					62,511	496	0.00271%	10	0.00877%	63,017		
0742	CSA #7 ZONE A	0.04233%	264,614	8,462	1,413	1,413					274,489	2,054	0.01121%	43	0.03650%	276,586		
0743	CSA #7 ZONE B	0.00604%	37,757	1,207	202	202					39,166	443	0.00242%	8	0.00661%	39,617		
0747	LOS OSOS CSD-ZONE A	0.04303%	268,990	8,602	1,436	1,436					279,028	3,360	0.01834%	40	0.03408%	282,428		
0748	LOS OSOS CSD-ZONE B	0.37648%	2,353,457	75,259	12,566	12,566					2,441,282	19,912	0.10869%	348	0.29481%	2,461,542		
0750	LOS OSOS CSD-ZONE D	0.00430%	26,880	860	144	144					27,883	202	0.00110%	4	0.00331%	28,089		
0752	LOS OSOS CSD-ZONE F	0.00171%	10,690	342	57	57					11,088	112	0.00061%	1	0.00126%	11,201		
0755	CSA #10	0.04455%	278,492	8,906	1,487	1,487					288,884	1,761	0.00961%	37	0.03136%	290,682		
0761	CSA #12	0.00352%	22,004	704	117	117					22,825	5,512	0.03009%	4	0.00300%	28,341		
0773	CSA #16	0.00683%	42,696	1,365	228	228					44,289	368	0.00201%	6	0.00481%	44,663		
0781	HERITAGE CSD	0.06482%	405,204	12,958	2,164	2,164					420,325	3,003	0.01639%	53	0.04529%	423,381		
0803	SAN MIGUEL SANITARY	0.01110%	69,388	2,219	371	371					71,978	716	0.00391%	19	0.01610%	72,713		
0811	OCEANO COMM SERV	0.18398%	1,150,098	36,778	6,141	6,141					1,193,017	9,719	0.05305%	345	0.29300%	1,203,081		
0825	CAYUCOS FIRE	0.05750%	359,445	11,494	1,919	1,919					372,858	2,273	0.01241%	47	0.04024%	375,178		
0827	SAN MIGUEL FIRE	0.07133%	445,899	14,259	2,381	2,381					462,539	3,565	0.01946%	128	0.10828%	466,232		
0831	SANTA MARGARITA FIRE	0.02011%	125,712	4,020	671	671					130,403	1,478	0.00807%	18	0.01564%	131,899		
0837	ARROYO GR CEMETERY	0.02505%	156,593	5,008	836	836	(6,246)				156,190	1,511	0.00825%	28	0.02382%	157,729		
0843	ATAS CEMETERY	0.07371%	460,777	14,735	2,460	2,460	(62,478)				415,494	4,193	0.02289%	82	0.06913%	419,769		
0844	CAMBRIA CEMETERY	0.01894%	118,398	3,786	632	632					122,816	1,092	0.00596%	19	0.01580%	123,927		
0845	CAYUCOS-MB CEMETERY	0.07103%	444,024	14,199	2,371	2,371					460,594	16,008	0.08738%	63	0.05308%	476,665		
0847	PASO ROBLES CEMETERY	0.09850%	615,745	19,690	3,288	3,288	(68,625)				570,097	5,056	0.02760%	103	0.08703%	575,256		
0851	SAN MIGUEL CEMETERY	0.01719%	107,458	3,436	574	574					111,468	1,031	0.00563%	40	0.03370%	112,539		
0852	SANTA MARGARITA CEM	0.00667%	41,696	1,333	223	223					43,252	1,136	0.00620%	21	0.01810%	44,409		
0853	SHANDON CEMETERY	0.00343%	21,442	686	114	114					22,242	764	0.00417%	3	0.00246%	23,009		
0854	TEMPLETON CEMETERY	0.02201%	137,589	4,400	735	735					142,724	1,154	0.00630%	27	0.02248%	143,905		
0895	AVILA BEACH CSD	0.05453%	340,879	10,901	1,820	1,820					353,599	49,079	0.26790%	44	0.03710%	402,722		
0896	AVILA CO WTR ID #1	0.05506%	344,192	11,007	1,838	1,838					357,036	2,323	0.01268%	43	0.03622%	359,404		



February 3, 2022

Avila Beach Community Services District  
100 San Luis Street  
Avila Beach, CA 93424

**SUBJECT: JANUARY 2022 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.

Field staff assisted the contractor to maintain flow using our vacuum truck at the First Street lift station. Tested a few times to check for leaks. All was good.

Field staff took apart and cleaned the Cla-Val since there was a build-up that was preventing it from actuating which fixed the issue.

Field staff installed a new float in the primary scum tank to provide an alarm for potential clarifier overflow.

### 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 provide additional chlorine as needed. Staff has been performing distribution flushing on an as-needed basis.

### COMPLIANCE RECORD AND PLANT PERFORMANCE

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

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.

Sincerely,  
**FLUID RESOURCE MANAGEMENT**

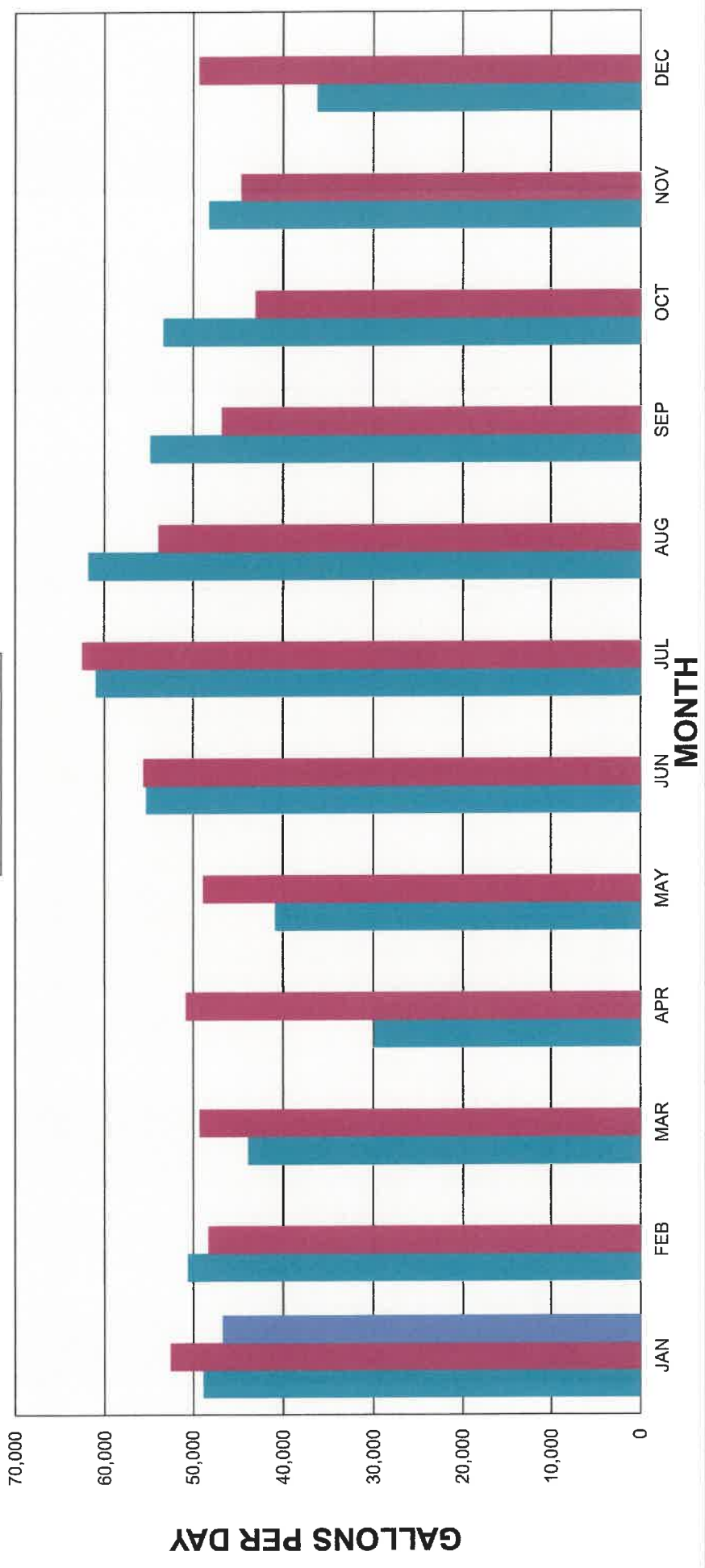
### ATTACHMENTS

- Self-Monitoring Report
- ABCSD Average Daily WWTP Effluent Flow (2020-2022)
- ABCSD Monthly Total WWTP Effluent Flow (2020-2022)
- Port San Luis Monthly Total Flow (2020-2022)
- Monthly Average Influent BOD (2020-2022)
- Monthly Average Effluent BOD (2020-2022)
- Monthly Water Purchased from Lopez (2020-2022)
- ABCSD Monthly Water Sold (2020-2022)



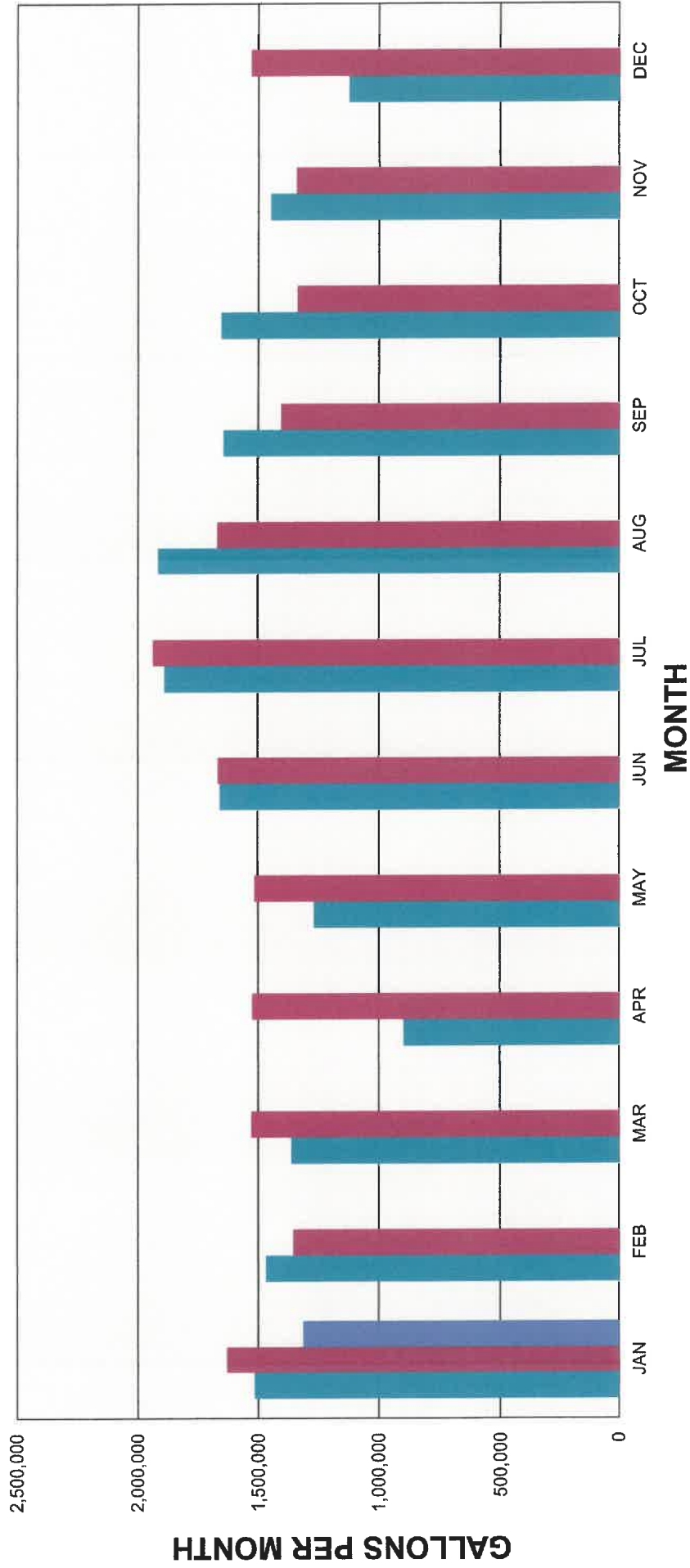
# ABCSD AVERAGE DAILY WWTP EFFLUENT FLOW (2020 - 2022)

■ 2020 ■ 2021 ■ 2022



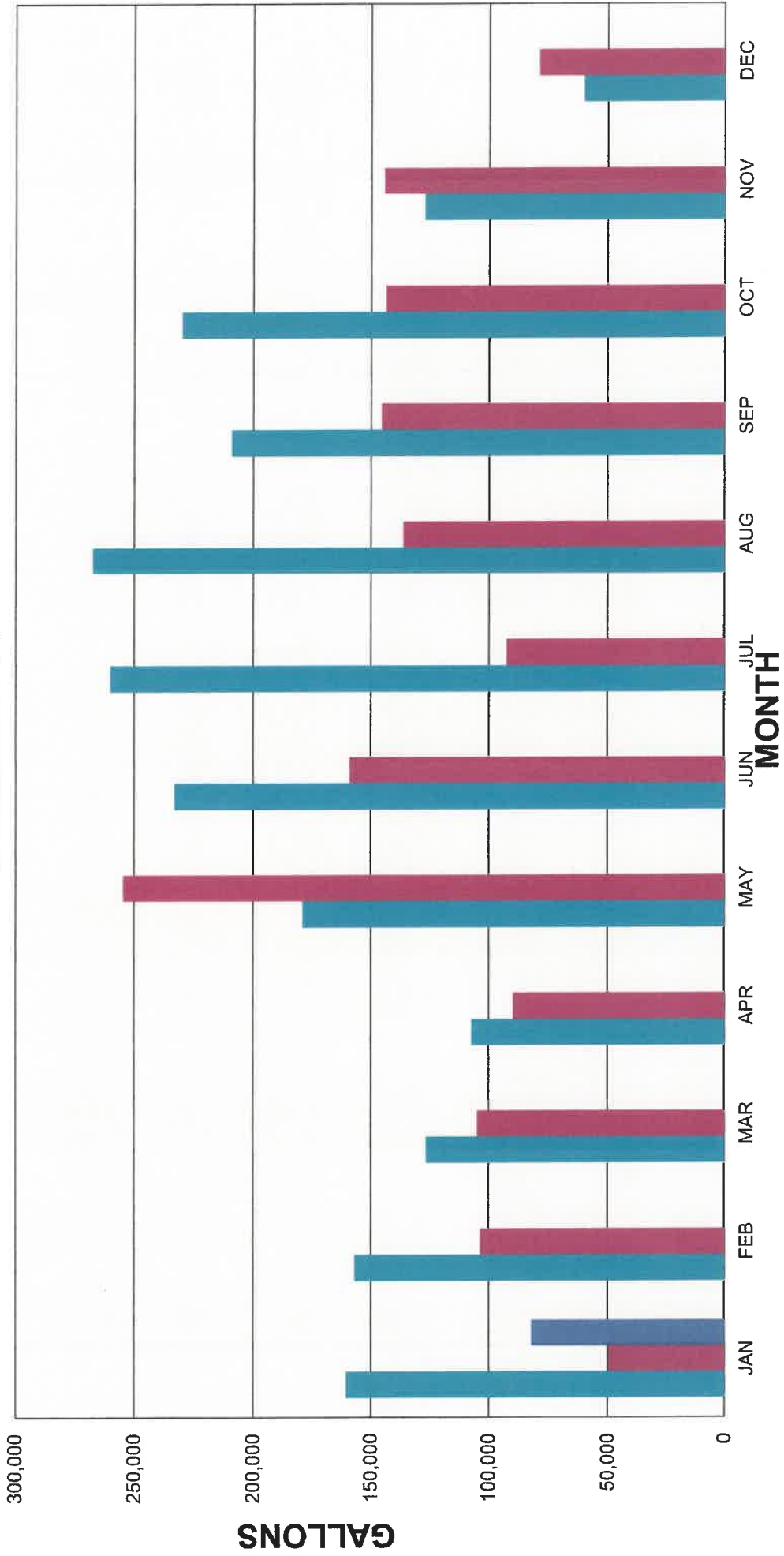
# ABCSD MONTHLY TOTAL WWTP EFFLUENT FLOW (2020 - 2022)

■ 2020 ■ 2021 ■ 2022



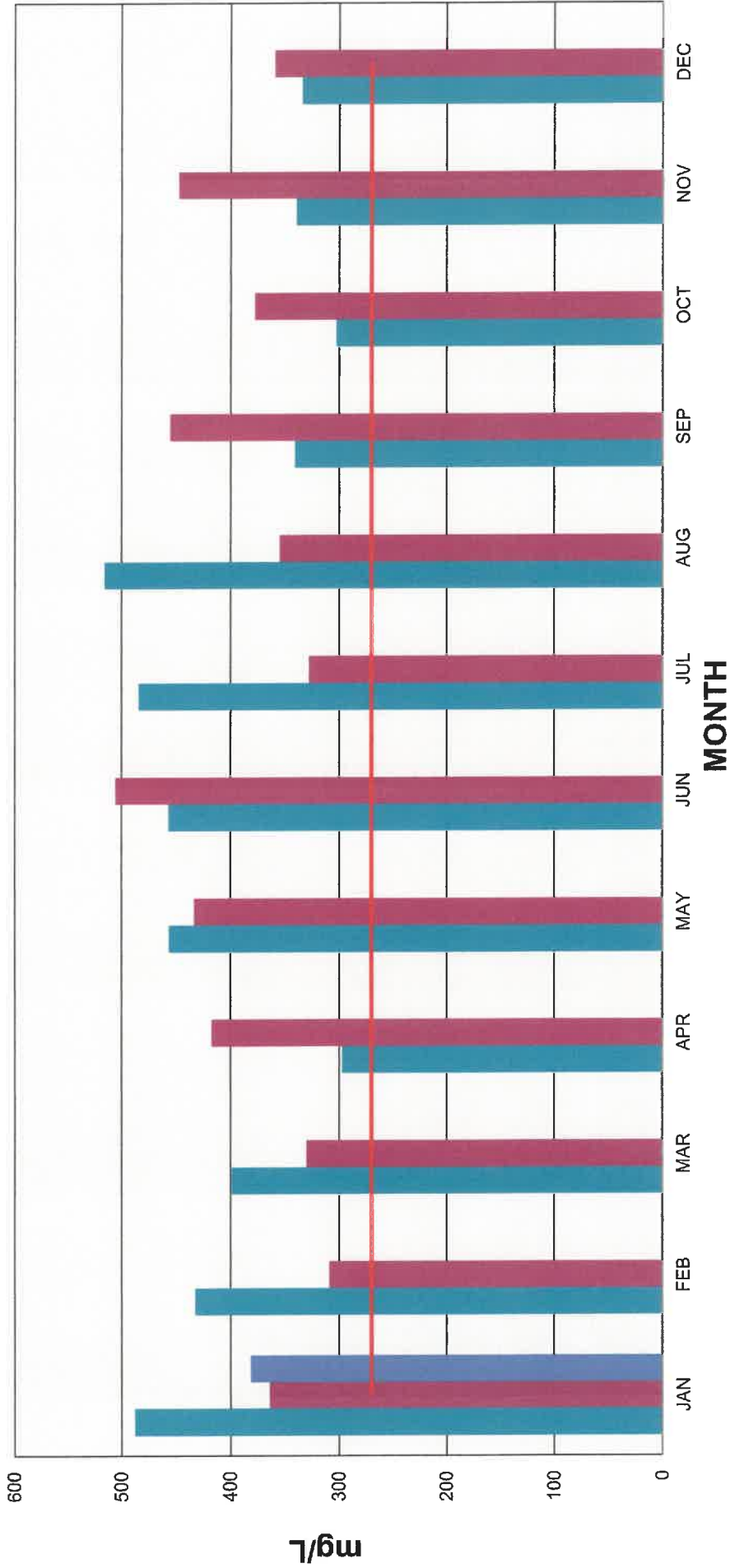
# PORT SAN LUIS MONTHLY TOTAL FLOW (2020 - 2022)

■ 2020 ■ 2021 ■ 2022

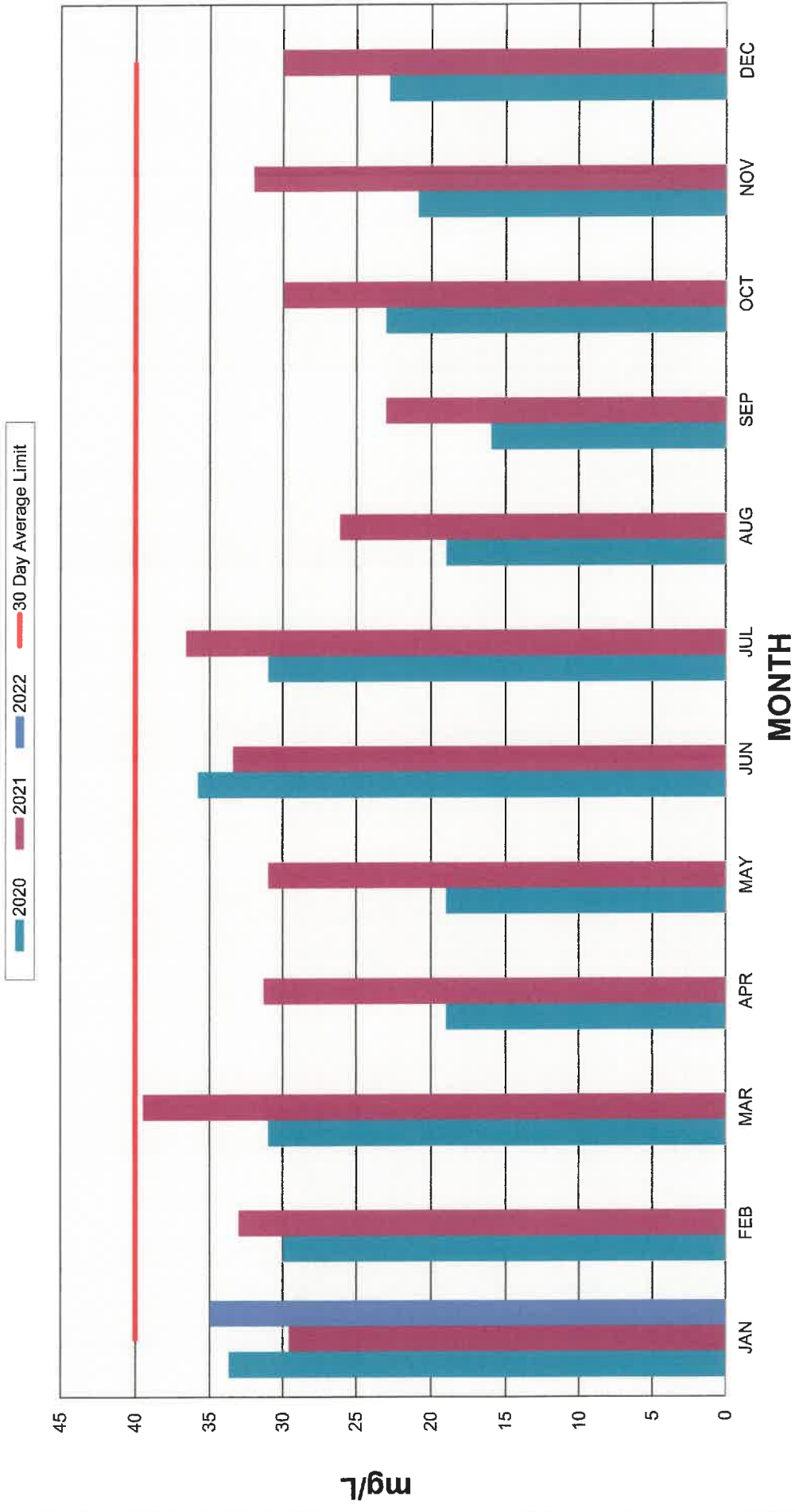


# ABCSD MONTHLY AVERAGE INFLUENT BOD (2020 - 2022)

■ 2020   
 ■ 2021   
 ■ 2022   
 — WWTP Design

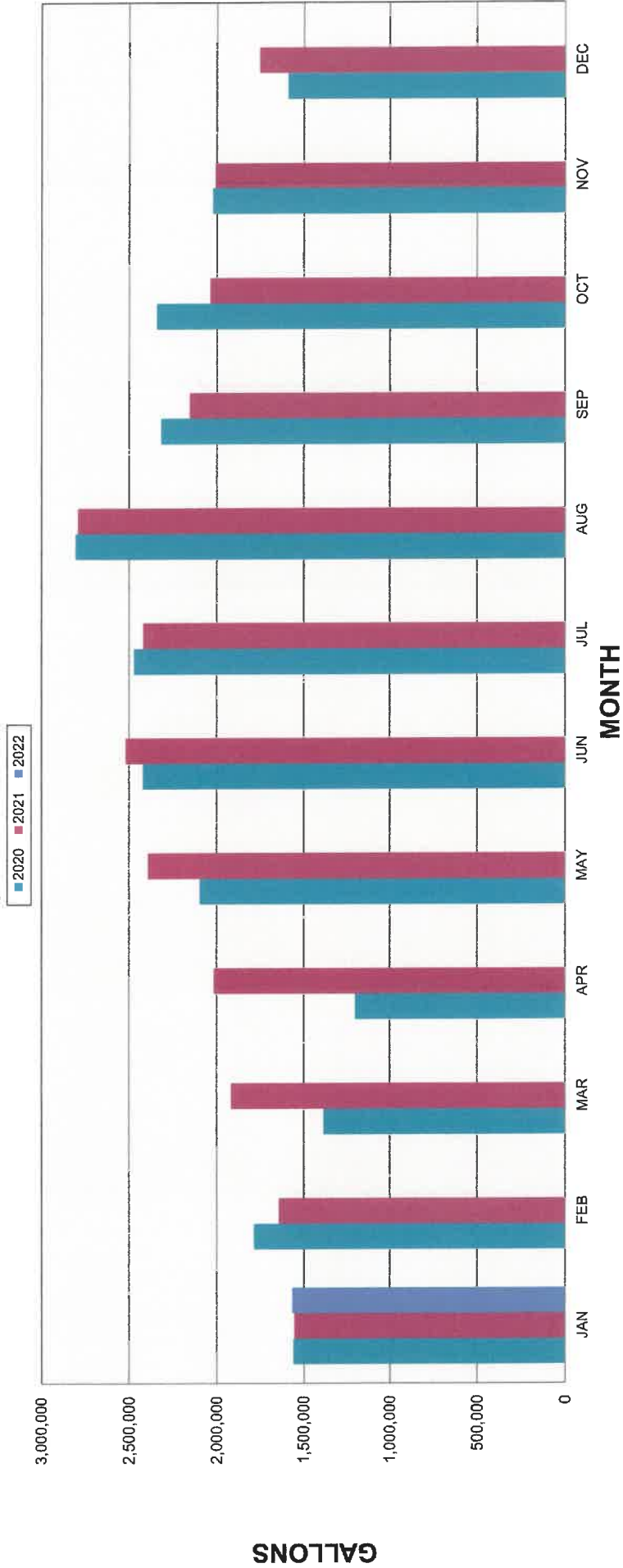


# ABCSD MONTHLY AVERAGE EFFLUENT BOD (2020 - 2022)



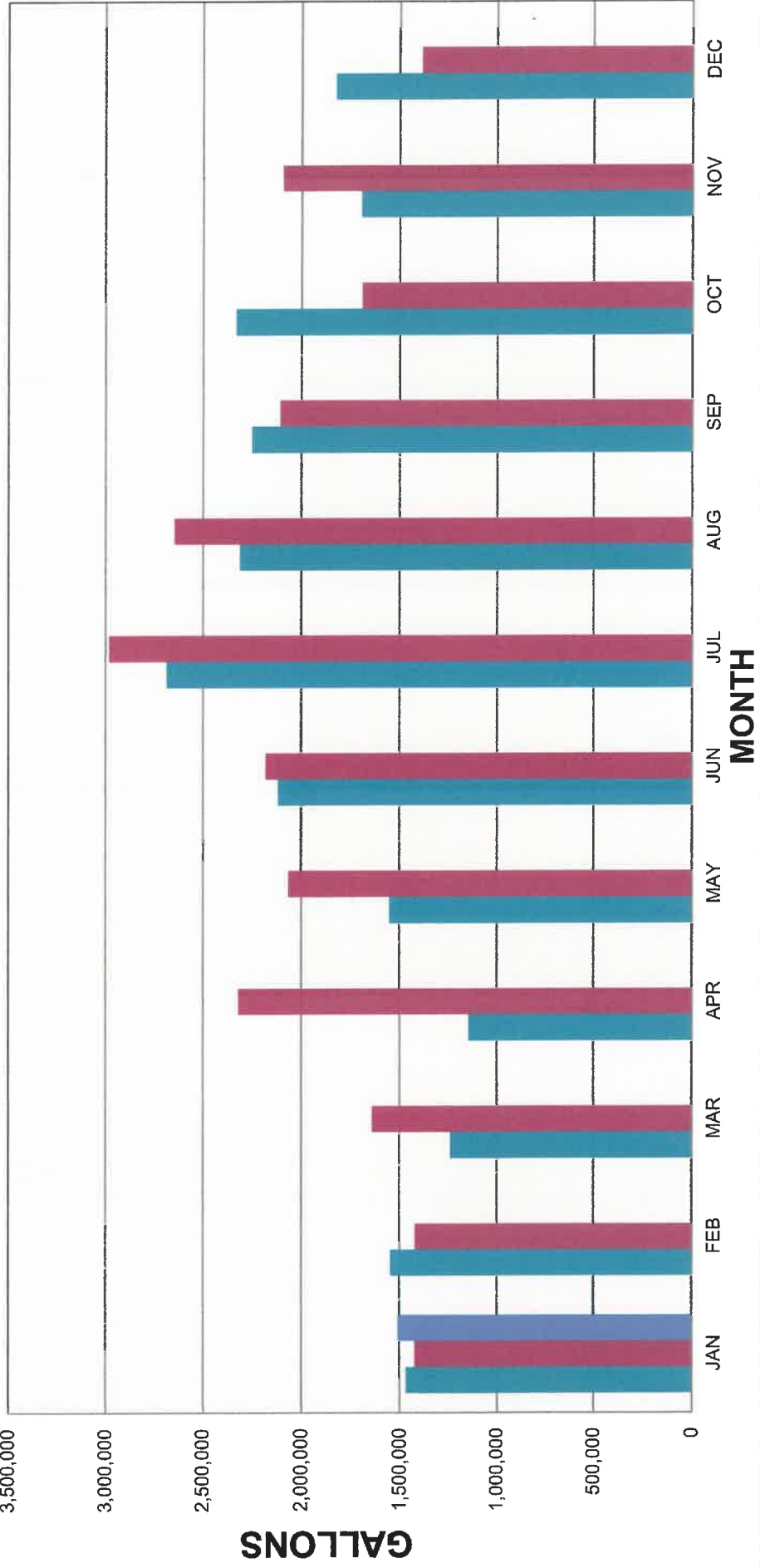


## ABCSD MONTHLY WATER PURCHASED FROM LOPEZ (2020 - 2022)



# ABCSD MONTHLY WATER SOLD (2020 - 2022)

■ 2020 ■ 2021 ■ 2022




**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 8, 2022

SUBJECT: FY 2021-2022 Mid-Year Budget Review

Recommendation:

Receive Report; Provide direction to staff on any adjustments for the approved FY 2021/2022 Budget.

Discussion:

Each year the Board adopts a budget for the financial operations of the District. In order to track District finances and to keep the Board up to date, staff prepares monthly Financial Review reports for the agenda packets that include the monthly checks written and deposits, a profit and loss statement, and a balance sheet. Staff typically prepares a more detailed mid-year budget review for the current fiscal year through the end of December 2021, for the February Board packet. The mid-year review presents the overall budgeted and actual mid-year income and expenses, as well as, the budgeted and actual mid-year income and expenses by fund class.

At the 50% benchmark District income is at 55% and expenses are at 51% of their respective budget amounts. As noted in the General Manager's Report, the County recently estimated that FY 2021/22 tax revenue will be \$734,000. The two biggest income sources, Operating Revenue and County Taxes are slightly above the 50% benchmark. Staff anticipates year-end expenses will come in at about 95% - 100% of the budgeted amounts. The District operates with several enterprise funds or fund "classes" and a General/Administration fund. Below is a summary of the combined Operation and Maintenance budget followed by a fund by fund analysis.

**Combined Operating Budget Summary:**

Total	<u>FY 21-22 Budget</u>	<u>Actual Through 12-31-2021</u>	<u>% of Budget</u>
Income	\$ 1,831,000	\$ 1,000,000	55%
Expenses	\$ 1,616,000	\$ 818,000	51%

A summary of the District's Mid-Year Profit and Loss Budget vs. Actual Mid-Year is provided as an attachment to this staff report.

### **Administrative/General Fund**

Total	<u>FY 21/22 Budget</u>	<u>Actual Through 12-31-2021</u>	<u>% of Budget</u>
Income	\$ 498,000	\$ 153,000	31%
<u>Expenses</u>	<u>\$ 470,000</u>	<u>\$ 350,000</u>	74%

Income for the Administrative/General budget comes from County taxes, interest on reserve funds and franchise fee income. The major Administrative/General Fund expense items include: Cal Fire support services contract (\$234,000); Payroll expenses (\$74,000); Contract labor expenses (\$24,000); Legal expenses; Insurance premiums; Membership dues; and Accounting and Audit support.

Income for the Administrative/General Fund is slightly behind the 50% benchmark. This is due to the fact that we typically transfer more tax revenue funds than needed to the Water and Sanitary funds. Staff will make an adjustment that will correct this and have income on budget by the end of the fiscal year. Administrative expenses are above the 50% benchmark, but this is due to the District paying the entire Cal Fire annual contract amount in the first half of the fiscal year. Staff anticipates income and expenses will be on budget by the end of the fiscal year.

### **Street Light Fund**

Total	<u>FY 21/22 Budget</u>	<u>Actual Through 12-31-2021</u>	<u>% of Budget</u>
Income	\$ 17,200	\$ 10,700	63%
<u>Expenses</u>	<u>\$ 15,500</u>	<u>\$ 9,000</u>	58%

The Street Lighting Fund income includes \$16,000 of general fund tax revenues and reimbursement of electrical costs from the Port San Luis Harbor District for their share of the embarcadero wall lights. Expenses include electrical costs and periodic replacement of bulbs and maintenance of fixtures. Staff anticipates that this fund will be on target for both budgeted income and expenses at year end.

### **Solid Waste Fund**

Total	<u>FY 21/22 Budget</u>	<u>Actual Through 12-31-2021</u>	<u>% of Budget</u>
Income	\$ 21,000	\$ 12,000	57%
<u>Expenses</u>	<u>\$ 17,000</u>	<u>\$ 8,000</u>	47%

The Solid Waste Fund is slightly above benchmark for income and slightly below benchmark for expenses. Income from this fund goes primarily to fund Administrative/General Expenses for the solid waste program and help with the District's rate assistance program. The Solid Waste Fund is funded through the Franchise fee paid by South County Sanitary Services to the District.

### Sanitary Fund

Total	<u>FY 21/22 Budget</u>	<u>Actual Through 12-31-2021</u>	<u>% of Budget</u>
Income	\$ 735,000	\$ 509,000	69%
Expenses	\$ 607,500	\$ 250,000	41%

The Sanitary Fund is well above the 50% benchmark for income and well below the target for expenses. The income is above benchmark due to an excess of tax revenues going to the Sanitary fund. Staff will make an adjustment in the second half of the fiscal year to correct this issue. Staff projects that year end income and expenses will be on budget for the Sanitary Fund.

### Water Fund

Total	<u>FY 21/22 Budget</u>	<u>Actual Through 12-31-2021</u>	<u>% of Budget</u>
Income	\$ 560,000	\$ 316,000	56%
Expenses	\$ 506,000	\$ 215,000	43%

The Water Fund is slightly above the 50% benchmark for income and expenses are slightly below the mid-year benchmark. The major budget expenses for the water fund are the purchase of Lopez and State Water with an approved budget of \$350,000. The second State Water payment of \$75,000 was made in January 2022. With this expense included, expenses are right on the mid-year benchmark. Staff anticipates the Water Fund income and expenses will be on budget at the end of the fiscal year.

### Summary

Overall the District remains in a consistent and secure financial position. Estimated fiscal year tax revenues are anticipated to come in on budget and water and sewer revenues are projected to come in slightly above budget. Operating expenses are slightly below the benchmark for the first half of the fiscal year due. Staff anticipates operating expenses will be at budget by the end of the fiscal year. Barring any significant maintenance and repair projects in the second half of the fiscal year, staff anticipates the District will be able to direct approximately \$300,000 to the District's Reserve Fund accounts at fiscal year-end. As of mid-year, the District has received approximately \$275,000 in water & sewer Connection Fees. To date the Port San Luis Harbor District has reimbursed the CSD approximately \$30,000 for their share of capital improvement projects at the WWTP.

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## Avila Beach Community Services District

## Profit &amp; Loss Budget vs. Actual Total Mid-Year FY2021-22

01/31/22

Accrual Basis July through December 2021

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Income Summary				
4010 · Operating Revenue	515,784.30	910,000.00	-394,215.70	56.7%
4012 · Solid Waste Franchise Fee	11,927.08	21,000.00	-9,072.92	56.8%
4020 · Contract Services-Ambulance	2,200.00	4,000.00	-1,800.00	55.0%
4030 · County Taxes	429,128.05	800,000.00	-370,871.95	53.6%
4040 · Deferred Revenue- Point Avila	0.00	1,000.00	-1,000.00	0.0%
4050 · Harbor Charges				
4052 · Front Street Lighting	410.37			
4053 · WWTP O&M	33,868.00			
4050 · Harbor Charges - Other	0.00	65,000.00	-65,000.00	0.0%
<b>Total 4050 · Harbor Charges</b>	<b>34,278.37</b>	<b>65,000.00</b>	<b>-30,721.63</b>	<b>52.7%</b>
<b>4070 · Penalties &amp; Late Charges</b>	<b>55.98</b>			
4100 · Misc Income	6.00			
4280 · Plan Check Fees	990.00			
4600 · Interest Income	5,555.19	30,000.00	-24,444.81	18.5%
<b>Total 4000 · Income Summary</b>	<b>999,924.97</b>	<b>1,831,000.00</b>	<b>-831,075.03</b>	<b>54.6%</b>
<b>Total Income</b>	<b>999,924.97</b>	<b>1,831,000.00</b>	<b>-831,075.03</b>	<b>54.6%</b>
<b>Gross Profit</b>	<b>999,924.97</b>	<b>1,831,000.00</b>	<b>-831,075.03</b>	<b>54.6%</b>
<b>Expense</b>				
5100 · Merchant Credit Card Fees				
5110 · Amex	78.30			
5120 · Chase Paymentech	857.52			
5140 · Invoice Cloud	2,258.26			
5100 · Merchant Credit Card Fees - Other	0.00	6,500.00	-6,500.00	0.0%
<b>Total 5100 · Merchant Credit Card Fees</b>	<b>3,194.08</b>	<b>6,500.00</b>	<b>-3,305.92</b>	<b>49.1%</b>
<b>5200 · Payroll Expenses</b>				

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01/31/22

Accrual Basis

**Avila Beach Community Services District**  
**Profit & Loss Budget vs. Actual Total Mid-Year FY2021-22**  
 July through December 2021

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
5210 · Gross Wages				
5211 · Regular Pay	18,854.76			
5012 · Holiday Pay	1,226.88			
5014 · Sick Pay	0.00			
5016 · Vacation Pay	1,022.40			
5210 · Gross Wages - Other	0.00	44,000.00	-44,000.00	0.0%
<b>Total 5210 · Gross Wages</b>	<b>21,104.04</b>	<b>44,000.00</b>	<b>-22,895.96</b>	<b>48.0%</b>
5230 · Payroll Taxes	411.18	950.00	-538.82	43.3%
5240 · Health & Medical Exp.				
5242 · Health Ins / Other	4,800.00	9,600.00	-4,800.00	50.0%
<b>Total 5240 · Health &amp; Medical Exp.</b>	<b>4,800.00</b>	<b>9,600.00</b>	<b>-4,800.00</b>	<b>50.0%</b>
5250 · PERS Company Pd Expense				
5254 · PERS Co Pd Kathy	13,946.00	12,500.00	1,446.00	111.6%
5256 · PERS Co Pd Kristi	2,904.67	4,500.00	-1,595.33	64.5%
<b>Total 5250 · PERS Company Pd Expense</b>	<b>16,850.67</b>	<b>17,000.00</b>	<b>-149.33</b>	<b>99.1%</b>
5260 · Work Comp Insurance	914.81	1,200.00	-285.19	76.2%
5280 · Payroll Administration & Misc.	722.72	1,500.00	-777.28	48.2%
<b>Total 5200 · Payroll Expenses</b>	<b>44,803.42</b>	<b>74,250.00</b>	<b>-29,446.58</b>	<b>60.3%</b>
6000 · Administrative Overheads				
6102 · Accounting	5,655.00	15,500.00	-9,845.00	36.5%
6103 · Accounting Audit	4,930.00	11,000.00	-6,070.00	44.8%
6115 · Bank Service Charges	106.36			
6120 · Dues & Subscriptions	6,900.08	9,150.00	-2,249.92	75.4%
6130 · LAFCo Fees	5,376.30	6,500.00	-1,123.70	82.7%
6135 · Legal	6,187.00	28,000.00	-21,813.00	22.1%
6140 · Office Supplies & Postage				
6142 · Postage & Shipping	1,028.83			

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Accrual Basis

Avila Beach Community Services District

Profit & Loss Budget vs. Actual Total Mid-Year FY2021-22

July through December 2021

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
6143 · Supplies, Office	720.52			
6140 · Office Supplies & Postage - Other	0.00	9,000.00	-9,000.00	0.0%
<b>Total 6140 · Office Supplies &amp; Postage</b>	<b>1,749.35</b>	<b>9,000.00</b>	<b>-7,250.65</b>	<b>19.4%</b>
6145 · Public Notices	115.02	1,000.00	-884.98	11.5%
6150 · Rate Assistance	5,283.98	9,500.00	-4,216.02	55.6%
6160 · Training	0.00	2,500.00	-2,500.00	0.0%
6165 · Travel	0.00	2,000.00	-2,000.00	0.0%
6170 · Website	1,200.00	2,800.00	-1,600.00	42.9%
<b>Total 6000 · Administrative Overheads</b>	<b>37,503.09</b>	<b>96,950.00</b>	<b>-59,446.91</b>	<b>38.7%</b>
6500 · Operating Expenses				
6503 · Chemicals	35,612.78	72,000.00	-36,387.22	49.5%
6505 · Contract Labor O & M	124,006.10	266,000.00	-141,993.90	46.6%
6506 · Contract Labor GM	23,925.00	60,000.00	-36,075.00	39.9%
6507 · Contract Labor Civil Engineer	36,685.00	80,000.00	-43,315.00	45.9%
6510 · Critical Spare Parts	0.00	9,000.00	-9,000.00	0.0%
6515 · Engineering	537.50	11,500.00	-10,962.50	4.7%
6518 · Equipment Expense	663.62			
6520 · Equipment Repair & Maint.				
6522 · Equip. Rep. & Maint-Avila & HD	23,459.71			
6524 · Equip. Rep. & Maint. Avila Only	4,009.70			
6520 · Equipment Repair & Maint. - Other	2,599.03	121,000.00	-118,400.97	2.1%
<b>Total 6520 · Equipment Repair &amp; Maint.</b>	<b>30,068.44</b>	<b>121,000.00</b>	<b>-90,931.56</b>	<b>24.8%</b>
6525 · Fat Oil & Grease (FOG)	97.50	5,000.00	-4,902.50	2.0%
6530 · Generator Maintenance	2,600.00	9,000.00	-6,400.00	28.9%
6535 · Insurance P/L	10,772.17	25,000.00	-14,227.83	43.1%
6540 · Lab Tests	23,560.50	51,000.00	-27,439.50	46.2%
6542 · Maintenance	1,355.99	5,000.00	-3,644.01	27.1%
6545 · Miscellaneous	0.00	2,000.00	-2,000.00	0.0%
6550 · Operating Supplies	663.66	8,000.00	-7,336.34	8.3%



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Accrual Basis

**Avila Beach Community Services District**  
**Profit & Loss Budget vs. Actual Total Mid-Year FY2021-22**  
 July through December 2021

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
6555 · Permits & Fees	678.40	14,500.00	-13,821.60	4.7%
6560 · Plan Checks	990.00	1,000.00	-10.00	99.0%
6565 · Regulatory Compliance	4,525.15	6,000.00	-1,474.85	75.4%
6567 · Repairs, Building	360.00	5,000.00	-4,640.00	7.2%
6570 · Safety Gear	0.00	1,250.00	-1,250.00	0.0%
6575 · Small Tools	0.00	1,000.00	-1,000.00	0.0%
6580 · Solids Handling	15,225.42	40,000.00	-24,774.58	38.1%
6585 · Telephone / Internet	3,163.71	7,500.00	-4,336.29	42.2%
6590 · Utilities	24,864.05	52,500.00	-27,635.95	47.4%
6500 · Operating Expenses - Other	115.18			
<b>Total 6500 · Operating Expenses</b>	<b>340,470.17</b>	<b>853,250.00</b>	<b>-512,779.83</b>	<b>39.9%</b>
6600 · Cal Fire Contract Labor	233,822.00	234,000.00	-178.00	99.9%
6800 · Water				
6802 · Lopez	112,889.91	150,000.00	-37,110.09	75.3%
6805 · State Water	45,541.60	200,000.00	-154,458.40	22.8%
<b>Total 6800 · Water</b>	<b>158,431.51</b>	<b>350,000.00</b>	<b>-191,568.49</b>	<b>45.3%</b>
6900 · Yard Improvements	0.00	1,000.00	-1,000.00	0.0%
<b>Total Expense</b>	<b>818,224.27</b>	<b>1,615,950.00</b>	<b>-797,725.73</b>	<b>50.6%</b>
<b>Net Ordinary Income</b>	<b>181,700.70</b>	<b>215,050.00</b>	<b>-33,349.30</b>	<b>84.5%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
7200 · Non-Operating Income				
7210 · Connection Fees	275,215.00			
7220 · CIP Harbor	27,061.00			
<b>Total 7200 · Non-Operating Income</b>	<b>302,276.00</b>			
<b>Total Other Income</b>	<b>302,276.00</b>			




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

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 8, 2022

SUBJECT: Annual Review of District By-Laws

Recommendation:

Review current By-Laws and provide direction to Staff

Discussion:

In accordance with District Policy, the Board reviews the District By-Laws 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.

Attached is a copy of the District By-Laws, for the Board’s review and comment. Legal Counsel will review the By-Laws and provide comments as to any changes that may be desirable from a legal point of view at the meeting.

If the Board wishes more time to finalize their review, this item can be carried forward to a future meeting for final action. Additionally, the District’s insurance carrier (SDRMA) also provides “Credit Incentives” to our liability insurance premium if the Board conducts an annual review of the By-Laws.

**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
Updated February 2021

**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 positions or policies.
- 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 1:00 PM in the Avila Beach Community Services District Office, 100 San Luis Street, Avila Beach. The date, time and place of regular Board meetings shall be reconsidered at the annual organizational meeting of the Board.

**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. The Special meeting agenda shall be prepared and distributed pursuant to the procedures of the Brown Act by the General Manager in consultation with the President or in his or her absence, the Vice President or those Directors calling the meeting.

**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
**Updated February 2021**

**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.

**3. RECONSIDERATION OF PRIOR BOARD ACTIONS**

The following rules apply to reconsideration of prior Board actions.

**3.1** After the passage of 9 months from the effective date of the motion, resolution, or ordinance, the matter may be placed on the agenda pursuant to Section 5.1 below, or other provisions of the Brown Act.

**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
**Updated February 2021**

- 3.2 Prior to the passage of 9 months, any member of the Board of Directors or the General Manager may request the Board of Directors, by motion, to agree to reconsider a prior Board action at a subsequent meeting of the Board.
- 3.3 The President of the Board of Directors, upon a determination that there is a need to take immediate action, may place an item on the agenda for reconsideration.

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

**4.1 Public comment**

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

- (a) Comments on agendized items should be held until the appropriate item is called.
- (b) Unless otherwise directed by the presiding officer, public comment shall be presented from the podium.
- (c) The person giving public comment shall have the opportunity, but shall not be required, to state his/her name and place of residence 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 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.

**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
**Updated February 2021**

- (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)

**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.
- (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

**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
**Updated February 2021**

**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 posted 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 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



**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
**Updated February 2021**

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, or conflict of interest, the Director shall inform the presiding officer that he/she wishes to register a dissenting vote, 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, 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:

- 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;

**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
**Updated February 2021**

- 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, and abstentions 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 record the names and general place of residence of persons addressing the Board during general public comment, if speaker elects to provide such information.
- 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, if speaker provided his or her name, 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.
- 6.7** Subject to equipment malfunction, an audio tape recording of the open session 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

**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
**Updated February 2021**

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.
- 7.2** 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.
- 7.3** Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 7.4** 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.
- 7.5** 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.
- 7.6** 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.

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 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

**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
**Updated February 2021**

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 February 2021**

**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 February 2021**

- 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;
  - Drought 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

**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
**Updated February 2021**

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 regulations is to ensure 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**

Government Code Section 1090 et. seq. provides that a public official has a disqualifying conflict of interest in a governmental decision if it is foreseeable that the decision will have a financial impact on his or her personal finances or other financial interests. Each Director is encouraged to review Government Code Section 1090 et. seq., and the District Conflict Code on an annual basis.

**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.**

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. REVIEW OF GENERAL MANAGER & LEGAL COUNSEL CONTRACTS**

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

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

**15. CONTINUING EDUCATION**

**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
**Updated February 2021**

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: February 8, 2022

SUBJECT: Award Contract Amendment to Wallace Group for Final Design and Bid Services for Wastewater Treatment Plant Redundancy Project

**Recommendation:**

Approve the increase in the Scope of Services and the associated Contract Amendment for Engineering Services with Wallace Group.

**Discussion:**

At the November 10, 2020, Board meeting the Board approved a contract with Wallace Group to provide Final Design & Bid Documents, and Bid Phase Services for the WWTP Redundancy Project. Wallace Group has been working closely with the Membrane Bioreactor manufacture, Cloacina Inc., and District staff to prepare the final design and bid documents. As we moved through the final design and integration process we have discovered aspects of the project that required additional design considerations that included: Ground improvements for the MBR foundation that will require pilings to be installed under the concrete foundation to ensure the foundation does not suffer any unequal settling in the event of a seismic event; underground pipe alignment conflicts that required additional engineering work; and undocumented pipework.

Staff has discussed these engineering scope changes with Wallace Group and agrees that this Contract Amendment is warranted. Wallace Group proposes a fee revision based on a time and materials basis for not to exceed amount of \$48,600. Staff agrees this is a fair and reasonable estimate.

Staff recommends the Board approve the Contract Amendment as detailed in Wallace Group's January 10, 2022, provided as an attachment to this staff report.

**CONTRACT AMENDMENT**

<b>Project Name:</b> Avila CSD Site Prep & Utility Connections	<b>CA No. 2</b>
<b>Client Name:</b> Avila Beach CSD	<b>Project/Phase No. 0245-0012/0003</b>
<b>Attention:</b> Brad Hagemann	<b>Date:</b> January 10, 2022
<b>Address:</b> PO Box 309, Avila Beach, California, 93424	



Wallace Group requests the Client's authorization to proceed with revisions to the contract agreement for the above referenced project as herein described. Approval below incorporates this document as a part of the original contract signed November 19, 2020. If approved, please return one signed original Contract Amendment to Wallace Group.

**Description and Purpose of the Revision(s)**

This contract amendment encompasses the balance of design, drafting, and coordination time spent on the Avila Beach Wastewater Treatment Plant Improvements project that were a result of multiple factors. When the project was proposed, the information available was limited to the Preliminary Engineering Report and vendor proposals for the treatment system. Through the design process aspects of the project were discovered that required additional design consideration including:

- Ground improvements
- Existing pipe alignment conflicts
- Existing plant issues
- Undocumented pipework

Additional time was also spent coordinating the design of the Owner Furnished Contractor Installed equipment to ensure the system will meet the design intent. The project required additional efforts to finalize the treatment system configuration, assist with design phase coordination, finalize piping connection points, and optimize treatment system control theory.

This contract amendment includes the remaining unbilled time spent on the design and bid phases of the project. A separate construction management proposal will be submitted to the District for consideration regarding the construction phase of the project, to ensure the project is successful.

**Revision(s) Represent:**

- a change in previous instructions
- a change in Scope of Services
- other:

**Revision(s) Fee:**

- hourly (time & materials) \$48,600
- progress billing: \$
- not-to-exceed w/o authorization: \$

**Revision(s) will be invoiced as:**

- increase to an item within the existing contract
- a new item added to existing contract

Issued by,  
**WALLACE GROUP, a California Corporation**

**APPROVED BY CLIENT:**

Bryan D. Childress, PE M37934/C88775  
Senior Mechanical Engineer  
612 Clarion Court  
San Luis Obispo  
California 93401  
T 805 544-4011  
F 805 544-4294  
www.wallacegroup.us

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Printed Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

- CIVIL AND TRANSPORTATION ENGINEERING
- CONSTRUCTION MANAGEMENT
- LANDSCAPE ARCHITECTURE
- MECHANICAL ENGINEERING
- PLANNING
- PUBLIC WORKS ADMINISTRATION
- SURVEYING / GIS SOLUTIONS
- WATER RESOURCES


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

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 8, 2022

SUBJECT: Award Contract for Construction Management Services for Wastewater Treatment Plant Redundancy Project

**Recommendation:**

Receive this staff report, review the Construction Management proposals and select an engineering firm to provide Construction Management Services

**Discussion:**

At the October 13, 2020, Board meeting the Board reviewed the membrane bioreactor manufactures proposals and staff's scoring evaluations and selected Cloacina LLC to construct the membrane bioreactor unit (MBR). At the January 18, 2022, Board meeting, the Board awarded the general engineering contract to Hartzell General Engineering. Staff has issued a Notice of Award to Hartzell and is working with Hartzell on receiving their insurance and bond documents.

The next and final step is for the District to award a professional services contract for Construction Management (CM) services for the project. Unlike the recent force main relocation project, where staff provided CM services, professional CM services is required for a project of this scope and complexity. Staff requested CM proposals from Wallace Group and Cannon Engineering.

Both firms have extensive CM services experience and expertise. The major difference is that Wallace Group provided the final design and project integration work. This begs the question of is it better to have the design firm provide CM services or have different, well qualified, firm provide the project CM services. In some cases, Agencies are required to use a firm, other than the design firm, for project CM services. This is not the case for this project. The estimated fees for the CM services are essentially the same, with the weighted average hourly cost of the Cannon staff at approximately \$145/hr. and the Wallace Group staff at approximately \$165/hr. Both firm's proposals include an outside geotechnical firm to perform soils inspection and testing.

Both firms estimated that they would provide a half-time construction inspector during construction and construction management (resident engineer) that would be responsible for construction management operations and coordination with District management, the MBR manufacturer and the WWTP operations staff. Coordination on this project will be critical since the existing WWTP will need to continue in full operation while the MBR unit and the associated piping and electrical equipment is being installed. The cost estimates from the two firms are based on a time and materials basis and are provided below. The main factor affecting the cost of CM services will be how quickly the general contractor can complete the construction. The construction contract provides for a 240 days to complete the project.

	Wallace Group	Cannon Engineering
Labor Costs	\$100,000 (600 hrs.)	\$145,000 (970 hrs.)
Direct Cost from Subcontractors	\$70,000	\$39,000
Total Estimated Costs	\$170,000	\$185,000

As noted above and in their proposals, both firms have the experience and expertise in construction management services for this project. Staff recommends the Board award the contract to Cannon Engineering based on their extensive experience and we believe there is value in having a separate engineering firm conducting the project CM services.



**Cannon**

January 10, 2022

Mr. Bradley Hagemann, PE  
Avila Beach Community Services District  
100 San Luis Street  
Avila Beach, CA 93424

**PROJECT: CONSTRUCTION MANAGEMENT & INSPECTION SERVICES FOR:  
AVILA BEACH CSD WASTEWATER TREATMENT PLANT IMPROVEMENT PROJECT**

Dear Mr. Hagemann,

We appreciate the opportunity to propose on the Avila Beach CSD Wastewater Treatment Plant Project to provide Construction Management and Inspection Services. Our proposed staff has recent experience managing and inspecting wastewater project for both local and State agencies throughout San Luis Obispo and surrounding Counties.

Our understanding of the District's processes and priorities, coupled with our recent experience implementing similar wastewater projects provides Cannon with unique insight regarding Avila Beach CSD's expectations; To deliver the project on time and on budget with as little disruption to the public and local community as possible.

We have included a staffing plan and cost estimate based upon the anticipated total project work and the stated duration of 240 calendar days. Based on our understanding of the district's needs, we have proposed a part time inspector along with a part time construction manager.

We are confident that the qualifications of our staff offer an excellent match for this project, and we are ready to begin work upon your approval and direction.

Sincerely,



Patrick Riddell, PE  
Director of Construction Management  
**PROJECT UNDERSTANDING**



The Avila Beach Community Services District (ABCSD) is implementing a major upgrade to its wastewater treatment plant (WWTP) in 2022. The project involves installing a packaged membrane bioreactor (MBR) system that will improve reliability and redundancy to the plant and improve the level of wastewater treatment. The District has contracted with Cloacina to design, fabricate, and deliver the MBR system, which includes an influent equalization tank, sludge holding tank, duplex bypass pump and duplex equalization pump skids.

The District has also invited contractors to provide bids to install the owner's pre-purchased and furnished equipment (manufactured by Cloacina described above), and well as construct ground improvements and concrete slabs for equipment, miscellaneous site improvements, yard piping between the new equipment and existing structures, and electrical upgrades.

- Ground improvements include remedial grading and construction of 40-ft deep rigid intrusions under equipment pads.
- Electrical upgrades include a new 480V 3-PH primary electrical service involving horizontal directional drilling under Avila Beach Drive, a new backup emergency generator with automatic transfer switch, new PGE transformer, new switchgear, conduit and grounding system.
- Site improvements include retaining walls, re-coating of the lift station wet well, site grading and paving, drainage improvements, and new fencing.

The District is working on obtaining space for a contractor laydown yard adjacent to the WWTP. However, space at the site is limited, and operations at the treatment plant must continue uninterrupted throughout construction. Contractor bids were due in late December 2021, the District hopes to award the project in January and issue a notice to proceed in February 2022. The construction will last approximately eight months based on a construction contract duration of 240 calendar days.

The District, in addition to retaining the Engineer of Record (Wallace Group) to provide engineering services during construction, intends to hire a professional consultant to provide Construction Management, inspections, and material testing for the project. In addition to providing code required special inspections for structural soil and concrete components, periodic inspections are needed to ensure the rest of the work is constructed per the requirements of the plans and specifications. In addition, coordination between the contractor, Engineer of Record, Cloacina, PG&E, the District, and the plant operator (Fluid Resources Management) will be critical on this project. The District will be greatly benefited by a dedicated Construction Manager that can be a point of contact for the contractor, review schedules to ensure the site is truly ready for equipment prior to delivery by Cloacina, and to coordinate needed changes that may arise during the course of construction.



**Cannon**

*We understand that this project is tentatively scheduled to begin construction sometime in February 2022 with a planned construction duration of 240 calendar days (approx. 8 months).*

#### **PROJECT APPROACH**

Cannon visited the site on December 17, 2021, met with District staff, reviewed, and evaluated the Project Plans and Technical Specifications (Bid Set) and Front-End documents, and developed a detailed understanding of the overall goals and timing of the project as discussed above. Based on this research and on our experience with public infrastructure projects related to wastewater treatment and water recycling systems (including equalization tanks, underground utilities, specialized foundations, concrete structures, retaining walls, electrical connections, backup power generation equipment, SCADA integration, and startup and commissioning), we have identified the following key elements for successful completion of the Wastewater Treatment Plant Improvements Project. Our overall goal is to apply this knowledge and experience to deliver the project on-time, within budget, and of high quality.

#### **Construction Management Expertise**

We offer the District expertise with the following services: construction management, inspection and engineering; cost controls; schedule review; communication and documentation; weekly progress reporting; management of RFI's, submittals, and change orders; labor and EEO compliance, and potential claims management; and payment applications. Our project team has completed construction management for numerous owners on a wide variety of project types within the Central Coast and throughout Central and Southern California.

#### **Technical Expertise**

Knowledge and experience in the design, construction, and sequencing of water/wastewater systems and overall construction work are critical prerequisites for the construction management team responsible for overseeing the safe and effective construction of the project. In addition to being intimately familiar with the project plans and specifications, the construction management team must have a thorough understanding of applicable codes, standards, and technical guidelines such as ACI, ANSI, ASTM, AWS, AWWA, CBC, IEEE, NEC and others. Our team provides this knowledge and experience.

### **Project Approach and Participation from District Staff**

The District's priorities are our priorities. Our purpose in managing the construction is to protect the District's interests and promote goals and objectives through the successful implementation and completion of a project. We believe it is our responsibility to be the District's representative in all things related to construction. To this end, we study the project history, impetus behind the project, people involved in the planning and development process, funding sources and history, the District's specific goals and interests, and the community at large. Since each project is unique, specific information required by District staff will be determined at the onset of each project. In general, for each project that Cannon is requested to provide services, we will facilitate a scoping meeting with District staff at the onset of each project. At that time, specific information and participation of District staff will be further developed.

### **Quality Assurance Testing**

Materials Engineering, Sampling, and Acceptance Testing functions are a critical component of this project and will be provided by Earth Systems our Geotechnical Engineer in coordination with the project geotechnical engineer Ye and Associates where applicable. Sampling and testing procedures to be used during construction will provide assurance that the materials and workmanship incorporated into the construction project conforms to the contract specifications. Earth Systems will work closely with our Resident Engineer and Project Inspector to ensure that sampling and acceptance testing is completed in a timely manner. A summary log of all testing will be maintained to assure consistency. Earth Systems Pacific hold the required certifications and ESP owns their own laboratory and equipment for all required testing procedures of this project, and as such, can provide test results in a timely manner.

### **Communication Strategy**

Communication is essential in avoiding or resolving problems that may be encountered during a project. Understanding our role in relation to the roles of the District Engineer and Design Engineer will be a top priority on this project.

We will work closely with all the project stakeholders from beginning to end. Stakeholders may include District staff, the design team, wastewater operations and maintenance staff, residents and businesses owners, tourists, and patrons from both the local and surrounding communities. It is imperative that the construction manager stay attuned to how each portion of the project impacts each of the stakeholders and be able to communicate effectively (verbally and in writing) in the event adjustments are necessary. On-site staff is responsible to keep all parties informed about the progress of the project. We will develop clear and concise procedures for communications that will expedite and facilitate project work. This will make sure information is available to the construction team in the shortest possible time.





**Cannon**

Effective communication is the foundation of good relations. In collaboration with the District, our Resident Engineer will implement and assure compliance with established records management procedures for recording and distributing project documents. The more complete the documentation, the more effective the resolution of any problems that may arise. In addition, this information can be used to avoid claims if the evidence is sufficient and clear. Written correspondence and notes are of the highest importance.

### **Public Safety and Convenience**

The construction work, especially ingress and egress to the site, will directly impact nearby businesses and residences and the public. To minimize disruption, our Resident Engineer will be responsible for ensuring the contractor provides a clean and safe project site, and that work is scheduled to limit the inconvenience to the residences and businesses located in, or near, the work sites. Traffic control, access, dust control, and public safety will be of paramount importance. Our Resident Engineer will work closely with the contractor to ensure that public disruptions and inconveniences are kept to a minimum, including traffic stoppages for delivery of large equipment, bike path traffic, golf course activities, parking along Avila Beach Drive, and impacts to private residents and commercial businesses. In addition, we understand the importance of coordinating all construction work with public safety and fire staff so that known emergency routes can be modified while roadways and public spaces are being impacted by project activities.

### **Maintaining Water, Sewer, and Wastewater Treatment Service**

A critical element of this project is to maintain water, sewer, and wastewater treatment service to customers while installing and constructing new infrastructure within an active wastewater treatment facility. This requires advance planning on the Engineer's part, careful execution on the Contractor's part, and close coordination with District Operations staff and the CM team. Having worked through numerous projects involving new construction within an existing, active facility, Cannon's CM team will use its experience and begin coordination discussions early in the project to anticipate problems and develop solutions with all parties as the new infrastructure is brought on-line. Integration, commissioning, acceptance testing, and smooth cutovers are factors that need to be considered. We are very aware that District Operations is essential for making this a success.



### **Utility Locating**

Prior to beginning construction of permanent underground improvements, the Contractor is required to locate and identify the horizontal and vertical location of existing utilities affecting the work. This is not only essential for safety but also for identifying discrepancies between the plans and actual conditions prior to mobilization and the possibility of right-of-way delays. Enforcing this requirement at the pre-construction meeting will help ensure information is given to the Engineer in a timely manner such that changes can be made with minimal disruption and/or cost impacts. This site is spatially constrained, old, and may have existing, unmapped buried assets. We will endeavor to uncover these unknowns at the onset of the project to allow the remainder to proceed smoothly.

### **Startup and Commissioning**

From beginning to end, our team will remain cognizant of the purpose of this facility—a complete, functional advanced wastewater treatment facility for the community of Avila Beach. In addition to careful inspections of pre-purchased equipment, foundations, concrete structures, pipe penetrations and connections, buried piping, and electrical equipment, the ultimate test will be during the filling, treating, testing, startup, and initial delivery of highly treated, recycled-water effluent. Technical Specifications will be strictly adhered to ensure that at the end of the testing period, the BOD and TSS discharges do not exceed the maximum allowable to be considered acceptable and that the system meets NPDES requirements prior to discharge of treated water to the system.

### **Work Plan**

Our Work Program for pre-construction, construction, and post-construction activities is detailed below.

#### ***Phase 1. Pre-Construction***

##### ***Task 1.1 Contract Document Review***

Our construction management team will thoroughly review Plans, Specifications, related reports, and documents pertinent to administering the construction of this project. In addition to facilitating our understanding of scope and sequencing of the work, this review will allow us to determine areas that may present challenges during construction. In conjunction with our preliminary review, we will review field conditions and photograph or video the work area and site conditions prior to the start of construction. Noted design issues or potential conflicts, along



with questions that arise from our initial plan review, will be discussed with the Districts project manager and project engineer.

*Task 1.2 Document Control Procedures and Coordination with Avila Beach CSD Staff*

Cannon will establish a working relationship with District staff to implement procedures for the efficient processing and management of project documents. In addition, because a portion of the work will require coordination between multiple contracts and consultants, including coordination between the design engineer Wallace Engineering, FRM, and Cloacina, we anticipate additional effort and coordination may be necessary for effective communication between parties.

*Task 1.3 Pre-Construction Meeting*

Cannon will coordinate and assist the district with the Pre-Construction Meeting. We will also work with the contractor to confirm that all required public notifications are distributed accordingly and in advance of the scheduled work.

**Phase 2. Construction**

*Task 2.1 On-Site Construction Management and Inspection*

Cannon will have a dedicated Resident Engineer (part time) who will oversee construction management operations in coordination with the district. Our team will include a Construction Inspector who will be onsite periodically to monitor construction operations of critical activities and to assist the district with construction coordination and documentation of activities.

*Task 2.2 Construction Inspection (Part-time)*

During observation and monitoring of the quality of the construction work, we will provide the following:

- Maintain project reports for part time inspections, observations, and construction activities performed by the contractor. Reports will contain a record of weather, work onsite, number of workers, work accomplished, problems encountered, solutions agreed upon, and other similar relevant data as the District may require. We anticipate an average of approximately 2 days/week of inspections with understanding some weeks may require more or less inspection coverage depending upon the contractor's current schedule and items of work.
- Maintain photo and video record of construction progress.
- Monitor traffic control and continually update or modify as necessary to ensure safe passage into the project work zones for materials delivery or other construction activities that may impact traffic.

- Monitor construction activities to see that elements of project are furnished, installed, and constructed, per contract documents. Prepare required notices of non-conformance when materials, construction installation process, or quality of work does not meet the requirements of the contract. Notices will be issued to the contractor stating the nature of the deviation and requiring the contractor to perform corrective action. Non-compliance issues will be documented with photographs and in writing.
- Periodically oversee inspection and/or testing performed by the contractor as part of the contract work.
- Monitor contractor's work and recommend testing as needed.
- Review storm water BMP's for compliance with approved SWPPP.

*Task 2.3 Scheduling and Progress Meetings*

Cannon will coordinate, review, and approve the contractor's proposed schedule for the completion of the project. We will also review the contractor's baseline schedule and update submittals for conformance with the master schedule and contract documents. In addition, we will prepare and distribute Weekly Statement of Working Day reports to maintain an accurate and current record of contract time.

*Task 2.4 Change Order Management (optional)*

At request of District, Cannon will negotiate and coordinate the implementation of contract change orders during the construction process. We will compile change order supporting documentation, such as inspection reports, test reports, drawings, sketches, photographs, and other materials as required. We will review and evaluate the appropriateness of proposed change orders; advise the District as to their effect on the contract time and cost; and perform independent estimates of the proposed change order work, when necessary, as well as recommend approval or denial with approval by the District.

*Task 2.5 Requests for Information (RFIs)*

Cannon will assist the district in coordinating timely RFI review, which will include coordination with consultants and engineers, and written response to contractor. We will maintain the RFI log and records.

*Task 2.6 Submittal Management*

Cannon will assist the district in coordinating timely submittal review and acceptance by the design engineer including review of material and equipment submittals for compliance with contract documents. We will maintain the submittal log and records.



**Cannon**

*Task 2.7 Claims Management (optional)*

At request of District, Cannon will maintain a potential claims log. We will prepare a file for each potential claim issue. We will evaluate, analyze, and coordinate negotiation to achieve claims and dispute resolutions in line with City directions.

*Task 2.8 Construction Staking/Survey (contractor provided per bid item No.2)*

Members of the Cannon Construction Management team are well versed in the means and methods of construction staking. As such, we have developed an effective communication and coordination process for projects which require contractor provided construction staking for their work. We will implement these processes in our review of the contractor's field staking and cut sheets for completeness and provide spot checks against completed work. Although not included in our scope of work, our in-house survey team can assist with vertical or horizontal verifications if needed.

*Task 2.9 Materials Testing*

Cannon will coordinate with our QA materials testing firm, Earth Systems Pacific, to confirm sampling and testing frequencies are met. We will review the results of the testing materials. Following our review, we will make recommendations for the acceptance of work in general compliance of the contract documents or make recommendations if remedial actions are needed to correct unacceptable portions of the contractor's work. We have a long-standing history of successful completion of projects with Earth Systems. We have included their proposed scope of work as an attachment to this proposal.

*Task 2.10 Progress Pay Estimates*

Cannon will evaluate the contractor's pay applications. We will verify that the quantities claimed are true and accurate using field measurements, materials tickets, extra work reports, and visual confirmation. We will prepare quantity calculation sheets for each bid item for inclusion in the project records.

*Task 2.11 Project Records*

Cannon will establish and implement procedures for review and processing of project documentation. To maintain that records are organized, complete, and will allow for ease of document retrieval, we will set up project binders and electronic files following procedures outlined in Chapter 5 of the Caltrans Construction Manual.



Cannon will implement procedures for timely delivery of project documentation; expediting RFIs, submittals and change orders; and submittal, review, and approval of Progress Pay applications. Monitoring logs will be created to track survey records, RFIs, submittals, materials incorporated into project, materials testing, change orders, extra work reports, pay estimates and potential claims.

***Phase 3. Construction Completion and Closeout***

***Task 3.1 Final Inspection and Punch List***

Cannon will compile detailed "punch lists" with the District's Project Manager and Engineer. We will oversee the complete performance of punch list items and final clean-up before the contractor moves off-site. We will coordinate final testing, documentation, and regulatory inspections.

***Task 3.2 Coordinate Close-Out and Submittal of Final Documents***

Cannon will monitor the contractor's, subcontractor's, and designer's progress to finalize and submit project records and documents. We will obtain contract required documents, lien releases, written warranties, record drawings, and forward to the District for inclusion in the project files. We will provide all documents obtained for the District to submit to DWR for the Certificate of Project Completion.

***Task 3.3 Final Payment***

Cannon will evaluate contractor's final payment application, resolve outstanding matters, and provide approval and recommendation for final payment.

***Task 3.4 Record Drawings***

Cannon will gather all redline drawings from the contractor and inspectors to incorporate into the final as-built plan prepared by the design engineer. The red-lined plans provided to the districts design engineer will contain all modifications or plan deviations encountered during construction.



Proposal: CM & Inspection Services for:  
Avila Beach CSD Wastewater Treatment Plant Project

**FEES**

Fees are based on the rates, per the enclosed fee schedule, and do not include Agency checking or recording fees, or title company fees. It is our understanding that this project qualifies for California Prevailing Wages.

**CONSTRUCTION MANAGEMENT INSPECTION SERVICES FOR:  
AVILA BEACH CSD WASTE WATER TREATMENT PLANT IMPROVEMENT PROJECT**

January 10, 2022

Phase	Role	Name	Rate									Total Est. Hours	Estimated Cost	
				Feb	Mar	Apr	May	Jun	Jul	Aug	Sep			
<b>Pre-Construction</b>														
	Resident Engineer	Patrick Riddell, PE	\$185.00	40									40	\$ 7,400
	Construction Inspector (PW)	Patrick Lodge, CPII/Colin Campbell, CPII (alt)	\$145.00	24									24	\$ 3,480
	Office Engineer	Ester Lopez, EIT	\$110.00	32									32	\$ 3,520
<b>Construction</b>														
	Resident Engineer	Patrick Riddell, PE	\$185.00	32	36	32	32	32	32	36	32		264	\$ 48,840
	Construction Inspector (PW)	Patrick Lodge, CPII/Colin Campbell, CPII (alt)	\$145.00	38	46	42	42	42	40	46	42		338	\$ 49,010
	Office Engineer	Ester Lopez, EIT	\$110.00	20	24	20	20	24	20	20			168	\$ 18,480
<b>Post-Construction</b>														
	Resident Engineer	Patrick Riddell, PE	\$185.00									40	40	\$ 7,400
	Construction Inspector (PW)	Patrick Lodge, CPII/Colin Campbell, CPII (alt)	\$145.00									32	32	\$ 4,640
	Office Engineer	Ester Lopez, EIT	\$110.00									32	32	\$ 3,520
<b>Total Estimated Hours</b>				186	106	94	94	94	96	102	198		970	
											<b>Total Estimated Cost of Labor</b>		\$ 146,290	
<b>Direct Expenses</b>														
	Sub Consultant Company	Basis										Estimated Cost		
	Earth Systems Pacific	QA Materials Sampling & Testing										\$ 36,608		
	Misc. Direct Expense	Reproduction, Inspection Materials & Supplies.										\$ 2,500		
											<b>Total Estimated Direct Expenses</b>		\$ 39,108	
											<b>Total Estimated Cost of Inspection and Materials Testing Services</b>		\$ 185,398	

Assumes 240 calendar days in the contract.  
Assumes no work will be performed on weekends  
Assumes NTP for Construction will be issued Feb 2022  
Assumes part time inspection

January 13, 2022

Brad Hagemann  
Avila Beach CSD  
100 San Luis Street  
Avila Beach, California 93424

Subject: Avila Beach CSD - Wastewater Treatment Plant Improvements Project Construction Management, Inspection, and Materials Testing (CMIT)

Dear Mr. Hagemann:

Wallace Group appreciates the opportunity to provide you with our proposal for construction management, inspection, and materials testing (CMIT) services for the above referenced project. To develop this proposal, we have reviewed the bid document plan set titled *Improvement Plans for Avila Beach Community Services District Wastewater Treatment Plant Improvement Project* dated 11/09/21 and *Construction Documents* dated November 2021. The following Scope of Services has been prepared for your consideration:

### PROJECT UNDERSTANDING

The Avila Beach Community Services District (District) owns and operates the Avila Beach Wastewater Treatment Plant (WWTP) which treats wastewater from the District's service area as well as Port San Luis Harbor District (PSLHD). The District is augmenting capacity and adding redundancy through the installation of a new packaged membrane bioreactor (MBR) built by Cloacina to address additional wastewater flows from the new Harbor Terrace Development, allow for plant maintenance during low flow periods, and increase overall reliability. The project will include a packaged membrane bioreactor system, influent equalization tank, bypass pump skid, and influent treatment pump skid. Rigid inclusions, mat slab, and retaining walls will be installed to support the concrete equipment pads for the membrane bioreactor and influent equalization tank areas. A new stormwater detention basin, concrete swales, and asphalt parking and access road will be constructed. Improvements include new above grade and underground piping for the new equipment as well as replacing and rerouting of the primary clarifier effluent pipe. Electrical improvements include a new primary connection that will be installed by horizontal directional drilling (HDD) under Avila Beach Drive and connecting to a new three-phase transformer, switch gear, diesel generator, and automatic transfer switch.

### PROJECT TEAM

Wallace Group has structured our team to best meet the needs of the project and the District. An organizational chart identifying our team members and subconsultants is presented below. We anticipate that this project will require a part-time resident engineer supported by a construction inspector working part-time to full-time as needed to provide the necessary oversight during each phase of construction. All proposed staff work out of the San Luis Obispo office. Construction Inspectors are equipped with dedicated company vehicles and field equipment.

Wallace Group has partnered with the following subconsultants: GeoSolutions to perform materials testing (Task 4), T&S Structural to perform structural observations (Task 5), and Otto Electrical (Task 6) to perform electrical observation. Geotechnical observations and services during construction by Yeh & Associates are being provided via direct contract with the District. Detailed descriptions of these scopes are provided in the next section under the task numbers identified above.



CIVIL AND  
TRANSPORTATION  
ENGINEERING

CONSTRUCTION  
MANAGEMENT

LANDSCAPE  
ARCHITECTURE

MECHANICAL  
ENGINEERING

PLANNING

PUBLIC WORKS  
ADMINISTRATION

SURVEYING /  
GIS SOLUTIONS

WATER RESOURCES

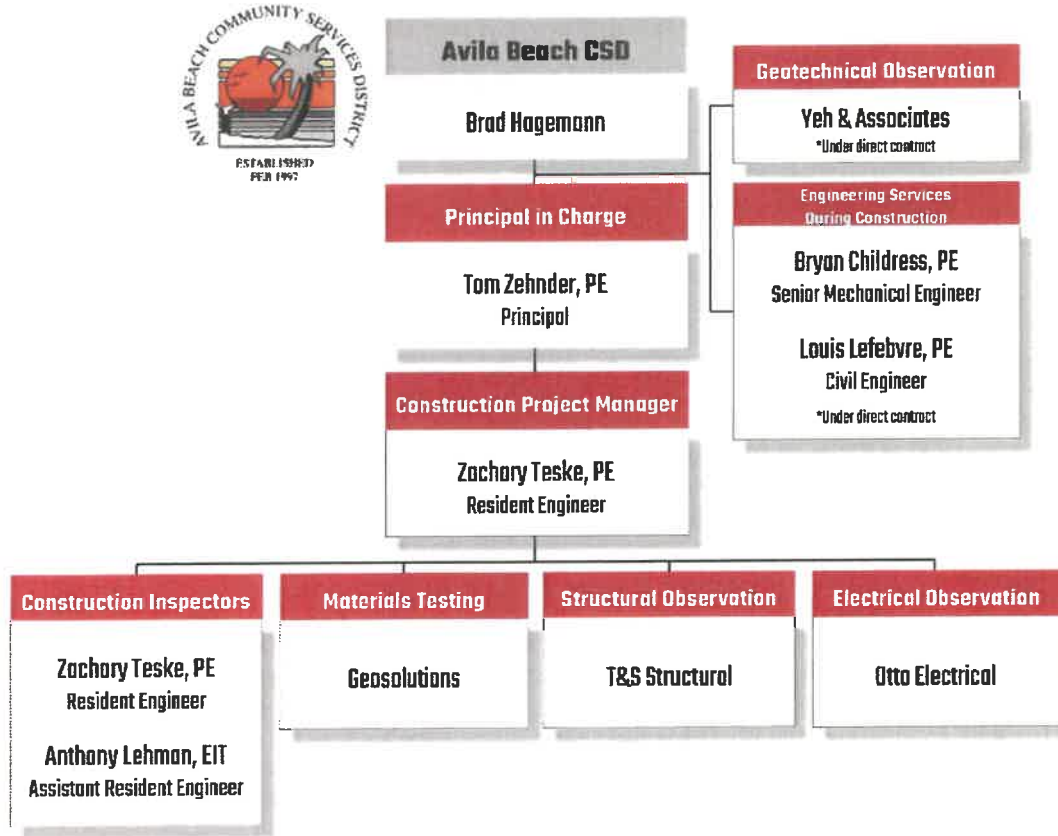
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A California Corporation

612 CLARION CT  
SAN LUIS OBISPO  
CALIFORNIA 93401

T 805 544-4011  
F 805 544-4294

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## SCOPE OF SERVICES

### Task 1: Pre-Construction Phase Services

Wallace Group understands that the pre-construction phase is an opportunity to get the project started off on the right foot. Creating a collaborative working environment between the District, Operations Staff, Contractor, and CM team starts with this initial phase which is important to the success of the project. A pre-construction meeting will be held to review construction contract documents, address potential issues, establish working relationships, and review and verify mutual understanding of contract administration.

Wallace Group will provide and use Procore construction management software to facilitate project documentation and recording keeping. All project documentation and records will be maintained within Procore including the RFI and submittal process. Access to the projects Procore site will be made available to all parties involved in the project. This will ensure that the entire team has access to the most current information, plans, RFIs, submittals, photos, and inspections/daily reports.

#### Pre-Construction Tasks:

1. In-depth review of plans and specifications
2. Attend pre-construction page turn with applicable parties (Operator, Wallace Group, Contractor, District) to discuss the project components and how they will need to be coordinated/performed to minimize impact to existing plant operations
3. Review contractor's pre-construction meeting agenda with input from the District Project Manager, attend pre-construction meeting, and review meeting minutes (budgeted at 8 hours)



4. Contract Administration - establish record keeping, documentation, and contract administration per project specifications via Procore
5. Submittal Processing - work with the contractor to establish a submittal list, priorities, and schedule for submittal due dates and approval deadlines
6. Submittal Review / Acceptance - work with various engineering disciplines to review and accept project submittals (budgeted at a total of 30 submittals)
7. Review and accept baseline construction schedule with input from the District
8. Review contractor's public notification/outreach plan and proposed door hangers/notification language
9. Perform pre-construction site condition survey and document with photos/videos the existing site conditions prior to the start of construction (budgeted at one site visit for 4 hours)
10. Review local conditions and requirements with the contractor of required no parking areas, traffic control, etc.

### **Task 2: Construction Phase Services**

Wallace Group will provide the below services to ensure that the work is performed per plan:

#### Construction Inspection:

1. On-site inspection time is budgeted at an average of 4.5 hours per day for approximately 60 working days to perform:
  - a. Daily inspections, time on site will vary based on construction activities
  - b. Construction Observation and Inspections reports (when on-site) which contain sufficient information for documentation purposes, including location, operations (contract item or change order), labor, equipment, material, hours, field conditions, weather, discussions with Contractor, down-time, inefficiencies, photos, and other similar items
  - c. Includes observation of earthwork for embankment fill, retaining wall excavation, asphalt paving and subgrade, storm drainage and detention basin, utilities, and other mechanical piping
2. Quality Control/Quality Assurance per plans and specifications
3. One shop visit to Cloacina to observe District purchased equipment prior to shipping and delivery to ensure conformance
4. Coordination with various special inspectors/sub consultants for structural, geotechnical, electrical, and mechanical observation, and materials testing
5. Assist in high level coordination during the commissioning phase and assist with addressing issues

#### Construction Management Tasks:

1. Weekly Construction Meeting - Wallace Group will schedule and facilitate a weekly construction coordination meeting including developing agenda and distributing meeting minutes (budgeted at a total of 25 meetings).
  - o Meeting will include the Plant Operator for weekly coordination of required site/utility impacts and the continued operation of the treatment plant during construction
  - o Review weekly updated 3 Week Look Ahead schedules from contractor
2. Maintain Weekly Statement of Working Days
3. Site Reviews
4. RFI processing and log (budgeted at a total of 15 RFIs)
5. Change Order Administration and Potential Claim Log
6. Monthly Progress Payment Review and Quantity Calculation/Acceptance
7. Utility Shutdown Coordination and Expectations



### **Task 3: Post-Construction Phase Services**

In conjunction with the District and the Engineer of Record, we will inspect the near completed work to identify if any final discrepancies and deficiencies in the work performed by the Contractor exist and will subsequently prepare the necessary punch list to document such items. Upon correction and re-inspection of any omissions and/or deficiencies, we will report completion of the noted items to the District and recommend acceptance and approval of final payment to the Contractor.

#### Post-Construction Tasks:

1. Develop and implement punch list
2. Review and verify as-built record drawings from the Contractor
3. Final construction report with daily logs and material testing reports
4. Prepare close out files and deliver to the District following completion and acceptance of the project for final project record
5. Determine that all contract requirements and payments are complete

### **Task 4: Materials Testing (GeoSolutions)**

GeoSolutions will provide materials testing to ensure compliance with the contract.

#### Materials Testing Tasks:

1. Perform full time grading observation/field density testing during initial grading of over-excavation and in-fill of existing basin (Estimated at a duration of two weeks = 80 hours)
2. Perform half time grading observation/field density testing associated with additional site improvements such as: (Estimated at a duration of eight weeks = 160 hours and five laboratory compaction curves)
  - a. Utility trench backfill
  - b. Load Transfer Platform
  - c. Base rock/subgrade for paved areas
  - d. HMA placement
  - e. Miscellaneous fill placement
3. Collect concrete cylinder samples for structural concrete pours of mat slabs and retaining wall (Estimated at seven concrete pours)
4. Miscellaneous Special Inspection such as epoxy anchors, rebar, etc (Estimated at 10 hours)
5. Perform quality assurance and collect HMA samples during paving to confirm binder content, core density, and max density
6. Pre-Construction Meeting Attendance
7. Final reports of field density testing and special inspections

### **Task 5: Structural Observation & Services During Construction (T&S Structural)**

T&S Structural is the structural engineer of record and will continue their role through the construction phase by providing structural observation and construction services.

#### Construction Support Tasks:

1. Consult with the Civil Engineer, the Mechanical Engineer, the Soils Engineer, other Consultants as needed, and the General Contractor. Assumed as an average of (1) weekly phone/Zoom status/coordination meeting through substantial completion. (Estimated at 20, 1-hr meetings, in addition to other general ongoing office Consultation)
2. Review of and response to Contractor's Submittals:
  - a. Product data
  - b. Material submittals
  - c. Shop drawings



3. Review of and response to Contractor's RFI's
4. Site Visits, meetings, and Structural Observations of construction of concrete mat slabs and retaining walls and perform special inspections required as shown on Sheet S0.1 of reinforcing steel, anchors, and formwork
  - a. Assumed at four site visits total. Actual quantity and required time is dependent upon contractor's phasing of various elements across the site as well as accuracy in implementing the requirements of the construction documents.
5. Submit Structural Observation Reports (field observation notes) documenting compliance and any observed deficiencies per each site visit
6. Assist in evaluation of Change Orders
7. Revise structural drawings based on Contractor's mark-ups, RFI responses, and approved changes.
8. Submit revised structural drawings as record drawings ("as-builts" of construction) in PDF format.

#### **Task 6: Electrical Observation & Services During Construction (Otto Electrical)**

Otto Electrical is the electrical engineer of record and will continue their role through the construction phase by providing electrical observation and construction services. The below scope only covers site visits during construction and other construction administration services (RFIs, submittals, as-builts, etc) were previously included under the design services contract.

#### Construction Support Tasks:

1. Site visits to observe electrical installation conformance to the plans and specifications and to assist in development of final electrical punch list (Budgeted at 20 hours total)

#### **SCHEDULE**

The project construction duration is 240 calendar days and is expected to start in early 2022. A detailed construction schedule will be provided by the Contractor.

#### **TO BE PROVIDED BY THE CLIENT**

- Client shall provide the DIR Project Number for this project via completion of the PWC-100 form and submittal to the DIR prior to the commencement of the field survey. This is required to be in compliance with State of California Prevailing Wage laws.

#### **ITEMS NOT INCLUDED IN SCOPE OF SERVICES**

Only the items detailed above are included as covered services in this proposal. The below scopes are excluded:

- Geotechnical Observation, Special Inspection & Construction Services
  - a. Provided by Yeh & Associates under separate direct contract with the District
- Surveying Services - Provided by the Contractor
- Cloacina Start Up and Testing/Commissioning
  - a. Contracted direct with the District
- Excludes all application and permit fees
- Excludes permit coordination through SLO County Planning and Building and Regional Water Quality Control Board, Central Coast Division



**PROJECT FEES**

Wallace Group will perform the services denoted above on a time and materials basis with a not to exceed amount of \$167,764. These services will be invoiced monthly on an accrued basis in accordance with the attached Standard Billing Rates (Exhibit A). Reimbursables will be invoiced as an additional cost and are included in the time and materials estimated fee amount stated above.

The estimated fees for the tasks denoted above are based on prevailing wage rates. If the Client and the California Department of Labor determines that prevailing wage payments are not required, the fees for the tasks above will be adjusted and billed according to the per hour rate of the Standard Wage column on the Standard Billing Rates provided.

At your request, additional services to the Scope of Services will be performed by Wallace Group following the signature of our Contract Amendment or the initiation of a new contract.

**TERMS AND CONDITIONS**

In order to convey a clear understanding of the matters related to our mutual responsibilities regarding this proposal, the attached Standard Terms and Conditions (Exhibit B) are considered a part of our proposal agreement. If this proposal meets with your approval, please sign where indicated and return to our office, which will serve as our notice-to-proceed.

We want to thank you for this opportunity to present our proposal for Construction Management, Inspection, and Materials Testing (CMIT) services. If you would like to discuss this proposal in greater detail, please feel free to contact me or Project Manager, Zachary Teske, at [zacharyt@wallacegroup.us](mailto:zacharyt@wallacegroup.us) or 831-226-9132.

Sincerely,

**WALLACE GROUP**, a California Corporation

A handwritten signature in blue ink, appearing to read "Thomas K. Zehnder".

Thomas K. Zehnder, PE C72702  
Principal  
612 Clarion Court  
San Luis Obispo  
California 93401  
T 805 544-4011  
F 805 544-4294  
[www.wallacegroup.us](http://www.wallacegroup.us)

**TERMS AND CONDITIONS ACCEPTED:**

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Printed Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

Attachments:  
GGM: PP21-7462, 2021, std  
Exhibit A  
Exhibit B  
Exhibit C: Fee Estimate  
Exhibit D: T&S Proposals  
Exhibit E: GEO Solutions Proposals

THIS PROPOSAL IS VALID FOR 60 DAYS FROM THE DATE OF THIS DOCUMENT.

**Exhibit A  
Standard Billing Rates**



<b>Construction Management / Field Inspection Services:</b>	<b>Prevailing Wage*</b>
Construction Office Tech I-III .....	\$ 95 - \$115
Construction Inspector I - II.....	\$120 - \$135 .....
Senior Construction Inspector.....	\$147 .....
Assistant Resident Engineer I - II.....	\$147 - \$152
Resident Engineer I - III .....	\$157 - \$167
Senior Resident Engineer .....	\$175
Director .....	\$187
Principal Construction Manager.....	\$228
Principal .....	\$238

**Support Services:**

Office Assistant.....	\$ 94
Project Assistant I - III.....	\$ 97 - \$117

**Additional Professional Services:**

Fees for expert witness preparation, testimony, court appearances, or depositions will be billed at the rate of \$300 an hour. If required to meet schedule requests, overtime on a project will be billed at 1.5 times the employee's typical hourly rate.

**Direct Expenses:**

Direct expenses will be invoiced to the client and a handling charge of 15% may be added. Sample direct expenses include, but are not limited to the following:

- travel expenses
- sub-consultant services
- agency fees
- delivery/copy services
- mileage (per IRS rates)
- other direct expenses

**Invoicing and Interest Charges:**

Invoices are submitted monthly on an accrued cost basis. A finance charge of 1.5% per month may be assessed on all balances that are thirty days past due.

**Right to Revisions:**

Wallace Group reserves the right to revise our standard billing rates on an annual basis, personnel classifications may be added as necessary.

**\*Prevailing Wage:**

State established prevailing wage rates will apply to some services based on state law, prevailing wage rates are subject to change.

**Wallace Group Team Resource Estimate for the PP21-7462 Avila Wastewater Treatment Plant Upgrades Construction Management**

PHASE/TASK	TASK DESCRIPTION	DIRECTOR OF CONSTRUCTION MANAGEMENT		RESIDENT ENGINEER		ASSOCIATE RESIDENT ENGINEER		PREVAILING WAGE CONSTRUCTION INSPECTOR		PROJECT ASSISTANT		Misc. Direct Costs	TOTAL LABOR HOURS	LABOR \$	TOTAL COST \$
		HRS	RATE	HRS	RATE	HRS	RATE	HRS	RATE	HRS	RATE				
1	PRE-CONSTRUCTION	10	\$185	80	\$162	20	\$142	20	\$165	5	\$117	\$56	115	\$18,695	\$18,751
2	CONSTRUCTION	10	\$185	120	\$162	276	\$142	276	\$165	5	\$117	\$980	411	\$67,415	\$68,395
3	POST-CONSTRUCTION	10	\$185	40	\$162	20	\$142	20	\$165	5	\$117	\$56	75	\$12,215	\$12,271
4	MATERIALS TESTING (GeoSolutions)											\$38,790			\$38,790
5	STRUCTURAL OBSERVATION (T&S Structural)											\$17,500			\$17,500
6	ELECTRICAL OBSERVATION (Otto Electrical)											\$3,000			\$3,000
	<b>SUB-TOTALS</b>	30		240		316		316		15		\$60,382	601		
	<b>WALLACE GROUP LABOR COSTS</b>	\$5,550		\$38,880		\$52,140		\$52,140		\$1,755		\$60,382			\$98,325
	<b>WALLACE GROUP DIRECT COSTS</b>														\$60,382
	<b>SUBCONSULTANT DIRECT COSTS</b>														
	<b>DIRECT COSTS OVERHEAD @</b>													15%	\$9,057.30
	<b>TOTAL</b>														\$167,764

Task Budgets may fluctuate within Overall Budget