

MINUTES OF SPECIAL MEETING

Wednesday, June 12th, 2019

11:00 A.M.

1. CALL TO ORDER

President Pete Kelley called the meeting of the Board of Directors of the Avila Beach Community Services District, to order at 11:00 AM 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: Pete Kelley
 Lynn Helenius
 Kristin Berry

Board Members Absent: Ara Najarian

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

3. PUBLIC COMMENTS None.

4. INFORMATION AND DISCUSSION ITEMS

A. County Reports

Sheriff: Commander Justin Nelson reported there were 111 calls for service during the month of May in Avila which resulted in 6 reports. These reports included an assault and battery, and a disturbance at Pirates Cove that resulted in a victim being stabbed. Items were stolen from an unlocked car in the Avila Village parking lot, another vehicle's contents were stolen via a smashed window. Homelessness is a problem on the rise throughout the state. Commander Nelson encouraged residents to call if they were concerned about any particular encampments.

Cal Fire: Battalion Chief Paul Lee reported 43 calls for service, 23 were medical related. Lee commented that fire season has begun and Cal Fire has added three engines and over 50 firefighters to the County resources. Also, new air support planes will be brought in to replace aging equipment. Chief Lee also reminded us that there should be no mowing after 10:00 am and now is the time to get that brush cleared – at least 100 feet from buildings. In preparation for any emergency, people should check their “go-bags” to make sure they are up to date and adequate. Information on any fire related event can be found on their Twitter feed @CalFireSLO, also on “Paul’s Points” on the Cal Fire’s website. Also, if you have not already

done so, you should sign up for reverse 911 on your cell phone. (Land lines are automatically reverse 911).

B. Reports on Conferences, Meetings and General Communications.

Legal Counsel Seitz informed the Board that due to only three Board Members present each vote needs to be unanimous for the item to pass,. Vice President Helenius apologized to the Board regarding the fact that she will not be available to make the at the July 17th "Special" meeting.

5. CONSENT ITEMS

A motion was made by Vice President Helenius to accept the Consent Items. Director Berry seconded the motion and it passed with a roll call vote 3-0.

AYES: Lynn Helenius
Kristin Berry
Pete Kelley

NOES: None

ABSENT: Ara Najarian

6. DISCUSSION OF PULLED CONSENT ITEMS.

None

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

A. Annual Weed Abatement Program

GM Hagemann announced that adopting Resolution No. 2019-04 Ordering Abatement is the 2nd step in our annual weed abatement process. On May 19th Cal Fire conducted inspections and posted properties that required abatement. This hearing is an opportunity for any property owners to protest or comment on the posting of their property. In the past all property owners have cleared weeds after posting. Staff recommends the Board adopt Resolution No. 2019-04.

President Kelley opened floor for the PUBLIC HEARING.

There was no public comment.

President Kelley closed the PUBLIC HEARING.

The motion was made by Vice President Helenius made a motion to adopt Resolution No. 2019-04; the motion was seconded by Director Berry and passed with a roll call vote 3-0.

AYES: Lynn Helenius
Kristin Berry
Pete Kelley

NOES: None

ABSENT: Ara Najarian

B. Special District Risk Management Authority Board of Directors Election

GM Hagemann noted that five candidates have applied for three vacant spots on the SDRMA Board of Directors. Candidate statements are included in agenda packet. Staff commented Bob Swan is well qualified and an incumbent; Jesse Claypool represents small to mid-size Districts; Patrick O'Rourke, very motivated and experienced on boards and non-profits; Sandy Seifert, an Incumbent, is experienced with small Districts; and Jim Hamlin is less experienced and his application is very brief. President Kelley made a motion to cast district votes for candidates Bob Swan, Patrick O'Rourke and Sandy Seifert to SDRMA Board of Directors, the motion was seconded by Director Berry and passed with a roll call vote 3-0.

AYES: Pete Kelley
Kristin Berry
Lynn Helenius

NOES: None

ABSENT: Ara Najarian

C. PUBLIC HEARING: Fiscal Year 2019/20 Budget

GM Hagemann covered power point slides regarding the Draft Budget. Legal Counsel Seitz explained that appropriation limitation is part of our budgetary process and the District is required to provide this information to the State of California.

President Kelley opened the PUBLIC HEARING.

There was NO PUBLIC COMMENT.

President Kelley closed the PUBLIC HEARING.

President Kelley made a motion to adopt Resolution No. 2019-05; the motion was seconded by Director Berry and passed with a roll call vote 3-0.

AYES: Lynn Helenius
Kristin Berry
Pete Kelley

NOES: None

ABSENT: Ara Najarian

President Kelley made a motion to adopt Resolution No. 2019-06, the motion was seconded by Director Berry and passed with a roll call vote 3-0.

AYES: Kristin Berry
Pete Kelley
Lynn Helenius

NOES: None

ABSENT: Ara Najarian

D. Fats, Oil and Grease Program Services Contract

Staff commented that the Wallace Group has been doing a good job with implementing the District's FOG program. They have provided consistent inspections; good compliance; and no Sanitary Sewer Overflows due to fats oils or grease in the collection system. The program is required as part of District's SS Management Plan. Staff recommends the District Award the FY 2019/20 FOG Contract to Wallace Group for an amount not to exceed \$5,300.

Vice President Helenius made a motion to award the contract to Wallace Group; the motion was seconded by Director Berry and passed with a roll call vote 3-0.

AYES: Lynn Helenius
Kristin Berry
Pete Kelley

NOES: None

ABSENT: Ara Najarian

E. Contract for Engineering Support for the San Miguel Street Sewer Replacement Project.

The District retained Garing Taylor and Associates (GTA) to perform an initial evaluation of the San Miguel St sewer line condition, flow rates, etc. Phase II of the evaluation is to provide design options and associated cost estimates. GTA provided a proposal to complete Phase II. Staff recommended retaining GTA to do the Phase II work at a cost not to exceed \$9,000.

President Kelley made a motion to retain GTA; the motion was seconded by Director Berry and passed with a roll call vote 3-0.

AYES: Pete Kelley
Kristin Berry
Lynn Helenius

NOES: None

ABSENT: Ara Najarian

F. Request for Preliminary Will Serve (PWS): 379 Second St. and 196 San Miguel Street (APN 076-217-026).

GM Hagemann summarized the Staff Report and stated Mr. Sullivan submitted an application for a PWS for a Planned Unit Development on the subject property at 379 Second Street & 196 San Miguel Street, Avila Beach (former McClaren Property). The applicants are proposing to split the existing lot in to four separate lots. The existing lot currently has a 2 bedroom unit on San Miguel Street and a 5 bedroom tri-plex unit on 2nd Street (total of 7 bedrooms). The proposed completed project will include a 3-bedroom SFR and a new 2 bedroom off Second Street; and a new 1 bedroom and new 2 bedroom SFR off San Miguel St. for a total of 8 bedrooms.

Staff recommends approval of the PWS application. Vice President Helenius made a motion to grant a Preliminary Will Serve for the proposed project. Director Berry seconded the motion it passed with a roll call vote 3-0.

AYES: Lynn Helenius
Kristin Berry
Pete Kelley

NOES: None

ABSENT: Ara Najarian

G. Appointment of Director to fill vacancy on the District Board of Directors

As noted in the June 3, 2019 letter from Tommy Gong, no candidates filed a candidacy letter for the vacant Board of Directory position. The Board of Supervisors requested the District to provide any recommendations for the position by July 31, 2019. On June 10, 2019, staff received an application from Mr. Howie Kennett to fill the position. The Board decided to take action at this meeting to recommend the Board of Supervisors to appoint Mr. Kennett to the Avila CSD Board of Directors. Vice President Helenius made a motion to recommend the County Board of Supervisors appoint Mr. Kennett to the District Board of Directors; the motion was seconded by Director Berry and passed with a roll call vote 3-0.

AYES: Lynn Helenius
Kristin Berry
Pete Kelley

NOES: None

ABSENT: Ara Najarian

8. Public Comment on Closed Session.
NO COMMENT.

9. **The Board convened to closed session to discuss the following items:**
 - A. General Manager/District Engineer Contract Review
 - B. Legal Counsel Contract Review
10. **Report on Closed Session/Announcement of Action.**

The Board directed legal counsel to amend/update the contracts for the General Manager/District Engineer and Legal Counsel and submit to the Board President for signature.
11. **Communications/Correspondence.**

None.

ADJOURNMENT: The meeting was adjourned at 12:30 p.m.

The next meeting will be a SPECIAL meeting of the Avila Beach Community Services District. It is scheduled for Wednesday, July 17th, 2019 at 11:00 a.m. 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