

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

AGENDA

REGULAR BOARD MEETING

7:00 pm Tuesday, April 10th, 2018

BOARD MEETING LOCATION

AVILA BEACH COMMUNITY SERVICE DISTRICT
100 SAN LUIS STREET
AVILA BEACH, CALIFORNIA

CALL TO ORDER: 7:00 P.M.

1. ROLL CALL: Board Members:

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

2. PUBLIC COMMENT

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

3. INFORMATION AND DISCUSSION ITEMS

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

A. County Reports

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

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

4. CONSENT ITEMS:

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

- A. Minutes of March 13th, 2018 Regular Meeting
- B. Monthly Financial Review
- C. General Manager and District Engineer Report
- D. Water and Wastewater Superintendent Report
- E. Capital Improvement Program Status Report

5. DISCUSSION OF PULLED CONSENT ITEMS

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

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

- A. Fats, Oil and Grease Program Services Contract
(Action Required: Receive Report and Authorize Staff to Execute an FY 18/19 Fats, Oil and Grease Services Contract or Provide Other Direction to Staff)
- B. Award Contract to Install New HVAC unit in District Administrative Office
(Action Required: Receive Report and Authorize Staff to Execute a contract to Install a new HVAC unit or Provide Other Direction to Staff)
- C. Ballot For LAFCO Alternate Special District Member
(Action Required: Receive Report and Select One of the Nominees)
- D. Engineering Services Contract for Preparation of Brine Disposal Study
(Action Required: Receive Report and Authorize Staff to Execute a Contract for Preparation of a Brine Disposal Study or Provide Other Direction to Staff)
- E. Regular Board Meeting Times.
(Action Required: Receive Report and Provide Direction to Staff)

7. COMMUNICATIONS/ CORESPONDENCE

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

8. Adjourn to next regularly scheduled meeting on May 8th, 2018.

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.

**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
March 13th, 2018**

1. CALL TO ORDER

President Pete Kelley called the regular meeting of the Board of Directors of the Avila Beach Community Services District, to order at 7:00 p.m. on the above date, in the Avila Beach Community Service District Building 100 San Luis Street, Avila Beach, California.

2. ROLL CALL

Board Members Present: Pete Kelley
 Lynn Helenius
 Eric DeWeese
 Kristin Berry

Board Members Absent: Ara Najarian

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

3. PUBLIC COMMENTS

Anne Hall, Avila Beach asked the Board if the new office space could be used for historical documents, pictures and items. Director Kelley said that the CSD will consider displaying historical items. Ilan Funke Bilu and his wife Kelly were present at the meeting. Ilan is running for Superior Court Judge in San Luis County. He spoke of his connection to Avila Beach, his contribution to the Chevron cleanup, and his love for the Avila community. He encouraged the Board and public to check out his website www.funke-bilu.com. GM Hagemann reminded board members that Form 700s should be completed and submitted to the county no later than April 1st.

4. INFORMATION AND DISCUSSION ITEMS

President Kelley requested GM Hagemann provide a summary of the recently settled court case regarding former District General Manager John Wallace. Hagemann informed the board members that John Wallace, the former General Manager of South San Luis Obispo Sanitation District and the Avila Beach Community Services District, had pleaded “no contest” to two misdemeanor charges of conflict of interest. Wallace agreed to pay just under \$60,000 in restitution to the two Districts. According to the San Luis Obispo County District Attorney’s Office, Avila Beach CSD will receive \$41,626 based on the terms of the settlement agreement.

Director Ara Najarian joined the meeting at 7:25 p.m.

A. County Reports

1. SLO Sheriff:

Sheriff Voge reported 43 calls for service during the month of February, including 3 suspicious persons calls, 1 petty theft and 1 burglary at the Avila Bay Athletic Club. Voge stated a person was spotted on the Avila Pier eating food off other peoples' plates and causing a disturbance and that multiple mental health disturbances were reported this month. A fire alarm was set off apparently as a prank at the San Luis Bay Inn. Unfortunately, during the commotion a 70 year old male died trying to exit the building. The cause of death has not been determined. The sheriff reported that more deputies are being added to the force and a contract with French Hospital allows for suspects to be held for 72 hours for mental checks, if necessary.

2. Cal Fire Report:

Cal Fire Battalion Chief Paul Lee reported 35 calls for service, 14 were medical related. Lee stated Cal Fire staff continues to clear trails to provide wild fire suppression throughout the county. Cal Fire will participate in a 3 day training session using a building in Shell Beach that is scheduled to be demolished. Cal Fire staff will practice ventilation and forced entry training. A Cal Poly Senior level class is beginning a study identifying hazards for wildfire within the county. Chief Lee reminded the Board and public that the creeks are flowing rapidly due to recent rain. Please caution children to not play in the creeks, and with the time change please change the batteries in your smoke detector.

B. Reports on Conferences, Meetings and General Communications.

The Local CSDA Chapter held their Annual Election, Meeting and Auction on February 23rd, 2018 at the Avila Beach Civic Association Community Center. Sixty seven people were in attendance. GM Hagemann was elected to serve as the local Chapter Vice President.

5. CONSENT ITEMS

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

- A. Minutes of February 13th, 2018 Regular Meeting
- B. Monthly Financial Review for February
- C. General Manager and District Engineer Report
- D. Water and Wastewater Superintendent Report for February

President Kelley made a few minor comments and then Vice President Helenius made a motion to adopt the consent items. Director Najarian seconded the motion and it passed with a roll call vote 5 - 0.

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

NOES: None

ABSENT: None

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

None.

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

- A. Update of District By-Laws (Action Required: Consider Adoption of Resolution No. 2018-02, Updating the District By-Laws)

GM Hagemann introduced the item and reminded the Board that they had reviewed the By-Laws at the February meeting and suggested several changes. Those changes have been incorporated in the updated By-Laws via Resolution No. 2018-02. Director Kelley made a motion to adopt Resolution No. 2018-02. Director DeWeese seconded the motion and it passed with a roll call vote 5-0.

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

NOES: None

ABSENT: None

- B. Award Contract to FRM for Updating SCADA software system at the WWTP (Action Required: Receive Report and Provide Direction to Staff)

GM Hagemann explained that the computer that supports the WWTP SCADA system had recently been updated, but the software platform has never been updated since it was installed over ten years ago. Staff recommends updating the software platform by retaining FRM and their software sub-consultant to complete this work in the amount not to exceed \$4,800.00 contracted to FRM. Director Najarian asked, "If this software is more efficient and helps to insure the prevention leaks and spills?" GM Hageman

informed the board this system update would in fact aid in the early detection of a problem. Director Najarian made the motion to award the contract to update the SCADA software to FRM in the not to exceed amount of \$4,800.00. Director Helenius seconded the motion and it passed with a roll call vote 5-0.

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

NOES: None

ABSENT: None

- C. Request from Avila Beach Farmers Market Association (Association) for electrical use by Farmers Market vendors for 2018. (Action Required: Receive Report and Direct staff to execute the Agreement or Provide other Direction to Staff)

GM Hagemann explained to the Board and public this is the annual request from the Association for electrical utilities support during the 2018 Farmer Market season. Staff recommends executing the MOA. Director Najarian made a motion to approve the MOA with the Association provided: staff ensures that the District is named as an “Additionally Insured” agency on the Insurance Certificate; and staff confirms with the District’s insurance carrier (SDRMA) that the coverage amounts are adequate for the intended event. Director Berry seconded the motion and it passed with a roll call vote 5-0.

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

NOES: None

ABSENT: None

D. Award Contract to Install New HVAC unit in District Administrative Office
(Action Required: Receive Report and Provide Direction to Staff)

The HVAC unit in the District administration office was installed approximately 18 years ago and is no longer operational. Staff requested quotes to replace the unit from licensed contractors and the results were as follows:

1. Knecht's Plumbing & Heating Inc. \$11,700
2. Kenneth's Heat and Air - \$11,300
3. Pacific Heating and Sheet Metal - \$10,600
4. Air Rite – Did not have time to provide a timely quote
5. Rietkirk Heating and Air – Did not respond to request for quote

After some discussion, the Board directed staff to get a quote from the Gas Company for installing natural gas to the building and request the vendors to re-quote the HVAC to include a natural gas unit furnace. The Board also requested staff research the potential and associated costs for installing solar panels on the building. Staff was directed to report back next month with bids and further recommendations.

8. COMMUNICATIONS:

Director Najarian reminded the Board that approximately 8 months ago he requested the Board consider moving the Regular Board meeting time to mid-day. After some discussion, the Board deferred consideration of the item until after the Administration Office move. Director Najarian would like the Board to consider moving the meetings to mid-day. Additionally, Director Najarian asked staff to investigate logistics and costs associated with digitizing old paper documents and records.

ADJOURNMENT: The meeting was adjourned at 8:25 p.m.

The next regular meeting of the Avila Beach Community Services District is scheduled for Tuesday, April 10th, 2018 at 7:00 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: April 10th, 2018

SUBJECT: Monthly Financial Review for March 2018

Recommendation:

Receive and file report.

Overall Monthly Summary

During March the District made deposits in the amount of \$109,086.72 and experienced \$56,829.38 in expenses (cash basis). Expenses in March were within normal limits. Income included the John Wallace settlement of \$41,626.81. The deposits by fund and checks by fund are provided as an attachment to this report. Income in March included \$4,137.72 in County tax income and \$62,326.37 in monthly water and sewer fees. Detailed financial reports including a Balance Sheet, Deposits by Fund, Checks by Fund, as well as, a Profit and Loss Sheet for March are provided for your information.

Utility Service Billing

For the month of March the District billed approximately \$71,935.04 in water and sewer service charges. Customer Rate Assistance amounted in a reduction of billing charges to the District in the amount of \$529.60.

Operation and Maintenance

The Fluid Resource Management (FRM) Statement for March 2018 is included.

Avila Beach Community Services District
Profit & Loss
 March 2018

	<u>Mar 18</u>
Ordinary Income/Expense	
Income	
4000 · Income Summary	
4010 · Operating Revenue	62,326.37
4020 · Contract Services-Ambulance	995.82
4030 · County Taxes	4,137.72
4100 · Misc Income	41,626.81
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Total 4000 · Income Summary	109,086.72
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Total Income	109,086.72
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Gross Profit	109,086.72
	<hr/>
Expense	
5100 · Merchant Credit Card Fees TIB	305.56
5200 · Payroll Expenses	
5210 · Gross Wages	
5211 · Regular Pay	3,525.19
5012 · Holiday Pay	0.00
5014 · Sick Pay	0.00
5016 · Vacation Pay	121.25
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Total 5210 · Gross Wages	3,646.44
5230 · Payroll Taxes	119.49
5240 · Health & Medical Exp.	
5242 · Health Ins / Other	600.00
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Total 5240 · Health & Medical Exp.	600.00
5250 · PERS Company Pd Expense	
5256 · PERS Co Pd Kristi	173.92
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Total 5250 · PERS Company Pd Expense	173.92
5280 · Payroll Administration & Misc.	115.32
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Total 5200 · Payroll Expenses	4,655.17
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6000 · Administrative Overheads	
6102 · Accounting	247.50
6120 · Dues & Subscriptions	495.00
6135 · Legal	132.80
6140 · Office Supplies & Postage	4,669.75
6150 · Rate Assistance	529.60
6155 · Rent	207.99
6170 · Website	200.00
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Avila Beach Community Services District
Profit & Loss
March 2018

	<u>Mar 18</u>
Total 6000 · Administrative Overheads	6,482.64
6500 · Operating Expenses	
6503 · Chemicals	3,942.84
6505 · Contract Labor O & M	18,307.26
6506 · Contract Labor GM	11,000.00
6520 · Equipment Repair & Maint.	
6524 · Equip. Rep. & Maint. Avila Only	507.66
Total 6520 · Equipment Repair & Maint.	507.66
6535 · Insurance	2,380.83
6540 · Lab Tests	5,858.90
6542 · Maintenance	51.34
6547 · Moving Expense	134.67
6555 · Permits & Fees	146.90
6567 · Repairs	1,010.10
6580 · Solids Handling	2,365.00
6585 · Telephone / Internet	527.11
6590 · Utilities	2,972.85
Total 6500 · Operating Expenses	49,205.46
Total Expense	60,648.83
Net Ordinary Income	48,437.89
Other Income/Expense	
Other Income	
7200 · Non-Operating Income	
7210 · Connection Fees	56,067.00
Total 7200 · Non-Operating Income	56,067.00
Total Other Income	56,067.00
Other Expense	
8200 · Non-Operating Expenses	
8230 · Capital Purchases in Prog Sani	
8241 · WW-5 Misc. Projects	3,635.80
Total 8230 · Capital Purchases in Prog Sani	3,635.80
Total 8200 · Non-Operating Expenses	3,635.80
Total Other Expense	3,635.80
Net Other Income	52,431.20
Net Income	<u>100,869.09</u>

Avila Beach Community Services District
Balance Sheet
As of March 31, 2018

Mar 31, 18

ASSETS

Current Assets

Checking/Savings

1000 · Cash Summary	
1005 · Customer Cash	828.55
1008 · Petty Cash	9.77
1010 · Pacific Premier Checking	1,032,493.03
1025 · Pooled Cash	2,671,663.57
1050 · LAIF	2,252,109.66
1099 · Cash Balance	-2,671,663.57

Total 1000 · Cash Summary 3,285,441.01

Total Checking/Savings 3,285,441.01

Accounts Receivable

1200 · *Accounts Receivable 250,349.69

Total Accounts Receivable 250,349.69

Other Current Assets

1250 · Receivables	
1255 · Interest Receivable	3,019.76
1270 · Taxes Receivable	8,787.45
1280 · Water & Sewer Billings	101,846.08

Total 1250 · Receivables 113,653.29

1400 · Prepaid Summary

1410 · Prepaid Insurance	-6,447.68
1400 · Prepaid Summary - Other	-0.01

Total 1400 · Prepaid Summary -6,447.69

Total Other Current Assets 107,205.60

Total Current Assets 3,642,996.30

Fixed Assets

1600 · Fixed Assets & Acc. Depr.

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

Total 1605 · Office Equipment 1,372.27

1610 · Fixed Asset -Office & Admin.

1612 · Office Furniture cost	4,526.21
1614 · Office Furniture Accum Dep.	-4,526.21

Avila Beach Community Services District
Balance Sheet
As of March 31, 2018

	<u>Mar 31, 18</u>
Total 1610 · Fixed Asset -Office & Admin.	0.00
1620 · Fixed Assets - Sanitary	
1622 · Land	60,314.10
1626 · Collection Assets	
1627 · Collection Assets Cost	1,318,875.26
1628 · Collect Assets Accum Depr	-352,639.07
Total 1626 · Collection Assets	966,236.19
1630 · Disposal Equipment	
1631 · Disposal Equip Cost	523,122.64
1632 · Disposal Equip Accum Depr	-264,042.83
Total 1630 · Disposal Equipment	259,079.81
1635 · Treatment Plant	
1636 · Treatment Plant Original	105,000.00
1637 · Treatment Plant Addition	1,909,250.75
1638 · Treatment Plant Accum Dep	-886,106.88
Total 1635 · Treatment Plant	1,128,143.87
1642 · Treatment Equipment	
1643 · Treatment Equip Cost	1,000,455.00
1644 · Treatment Equip Accum Depr	-524,698.87
1642 · Treatment Equipment - Other	205,485.61
Total 1642 · Treatment Equipment	681,241.74
Total 1620 · Fixed Assets - Sanitary	3,095,015.71
1650 · Fixed Assets - Water	
1652 · Equipment	
1653 · Equipment Cost	21,136.28
1654 · Equipment Accum Depr	-21,136.28
Total 1652 · Equipment	0.00
1656 · Distribution Assets	
1657 · Distribution Assets Cost	1,109,466.00
1658 · Dist Assets Accum Depr	-562,263.35
Total 1656 · Distribution Assets	547,202.65
Total 1650 · Fixed Assets - Water	547,202.65
1680 · Structures - Fixed Asset	
1681 · Structures GFAAG - Sani & FA	29,810.00
1682 · Gen / Fire Accum Dep	-29,810.00

Avila Beach Community Services District
Balance Sheet
As of March 31, 2018

	<u>Mar 31, 18</u>
Total 1680 · Structures - Fixed Asset	0.00
1690 · Construction in Progress	17,812.74
Total 1600 · Fixed Assets & Acc. Depr.	3,661,403.37
Total Fixed Assets	3,661,403.37
Other Assets	
1800 · Deferred Outflows of Resources	7,850.00
Total Other Assets	7,850.00
TOTAL ASSETS	7,312,249.67
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	78,340.71
Total Accounts Payable	78,340.71
Other Current Liabilities	
2200 · Payroll Liabilities	
2260 · Vacation Payable	1,236.90
2262 · Sick Pay Accrued	2,194.50
2240 · Health Insurance	
2241 · Employee	0.01
Total 2240 · Health Insurance	0.01
2250 · PERS Liability	347.84
Total 2200 · Payroll Liabilities	3,779.25
2300 · Deposits Held	
2303 · Water Deposits Held	7,580.00
2304 · Fire Station Deposit	2,000.00
2305 · Connection Fees Held	213,643.16
Total 2300 · Deposits Held	223,223.16
Total Other Current Liabilities	227,002.41
Total Current Liabilities	305,343.12
Long Term Liabilities	
2400 · Net Pension Liability	115,049.00
2500 · Deferred Inflows of Resources	15,115.00

Avila Beach Community Services District
Balance Sheet
As of March 31, 2018

	Mar 31, 18
Total Long Term Liabilities	130,164.00
Total Liabilities	435,507.12
Equity	
3900 · Retained Earnings	6,479,228.39
Net Income	397,514.16
Total Equity	6,876,742.55
TOTAL LIABILITIES & EQUITY	7,312,249.67

Avila Beach Community Services District
Deposits by Fund
 March 2018

04/05/18

Type	Date	Memo	Split	Amount	Balance
General / Admin					
Deposit	03/07/2018	from Customer Cash acct	1010 · Pacific Premier Ch...	-950.00	-950.00
Deposit	03/08/2018	IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-1,447.66	-2,397.66
Deposit	03/13/2018	S L Ambulance Contract Services	1010 · Pacific Premier Ch...	-995.82	-3,393.48
Deposit	03/26/2018	John Wallace Settlement	1010 · Pacific Premier Ch...	-41,626.81	-45,020.29
Total General / Admin					
Lights					
Deposit	03/08/2018	IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-103.41	-103.41
Total Lights					
Sanitary					
Deposit	03/05/2018	Sani Rec	1010 · Pacific Premier Ch...	-7,751.33	-7,751.33
Deposit	03/05/2018	Rate Assistance	1010 · Pacific Premier Ch...	117.50	-7,633.83
Deposit	03/05/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-7,633.83
Deposit	03/05/2018	1/2 Other 2	1010 · Pacific Premier Ch...	100.64	-7,533.19
Deposit	03/07/2018	Sani Rec	1010 · Pacific Premier Ch...	-1,840.70	-9,373.89
Deposit	03/07/2018	Rate Assistance	1010 · Pacific Premier Ch...	66.20	-9,307.69
Deposit	03/07/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-9,307.69
Deposit	03/07/2018	1/2 Other 2	1010 · Pacific Premier Ch...	-13.17	-9,320.86
Deposit	03/08/2018	FEB 18: WASTE	1010 · Pacific Premier Ch...	-2,069.62	-11,390.48
Deposit	03/09/2018	Sani Rec	1010 · Pacific Premier Ch...	-4,928.22	-16,318.70
Deposit	03/09/2018	Rate Assistance	1010 · Pacific Premier Ch...	16.55	-16,302.15
Deposit	03/09/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-16,302.15
Deposit	03/09/2018	1/2 Other 2	1010 · Pacific Premier Ch...	-7.80	-16,309.95
Deposit	03/12/2018	Sani Rec	1010 · Pacific Premier Ch...	-2,190.52	-18,500.47
Deposit	03/12/2018	Rate Assistance	1010 · Pacific Premier Ch...	8.27	-18,492.20
Deposit	03/12/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-18,492.20
Deposit	03/12/2018	1/2 Other 2	1010 · Pacific Premier Ch...	3.10	-18,489.10
Deposit	03/12/2018	COMMUNITY PARK RESTROOMS - SEWER 1/30 - 2/26/18	1010 · Pacific Premier Ch...	302.60	-18,186.50
Deposit	03/12/2018	COMMUNITY PARK RESTROOMS - SEWER 1/30 - 2/26/18	1010 · Pacific Premier Ch...	-302.60	-18,489.10
Deposit	03/13/2018	Sani Rec	1010 · Pacific Premier Ch...	-6,361.82	-24,850.92
Deposit	03/13/2018	Rate Assistance	1010 · Pacific Premier Ch...	24.82	-24,826.10
Deposit	03/13/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-24,826.10
Deposit	03/13/2018	1/2 Other 2	1010 · Pacific Premier Ch...	-40.76	-24,866.86
Deposit	03/15/2018	Sani Rec	1010 · Pacific Premier Ch...	-56.15	-24,923.01
Deposit	03/15/2018	Rate Assistance	1010 · Pacific Premier Ch...	8.27	-24,914.74
Deposit	03/15/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-24,914.74

Avila Beach Community Services District
Deposits by Fund
 March 2018

04/05/18

Type	Date	Memo	Split	Amount	Balance
Deposit	03/15/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-24,914.74
Deposit	03/16/2018	Sani Rec	1010 · Pacific Premier Ch...	-5,089.02	-30,003.76
Deposit	03/16/2018	Rate Assistance	1010 · Pacific Premier Ch...	24.82	-29,978.94
Deposit	03/16/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-29,978.94
Deposit	03/16/2018	1/2 Other 2	1010 · Pacific Premier Ch...	-270.00	-30,248.94
Deposit	03/22/2018	Sani Rec	1010 · Pacific Premier Ch...	-1,984.80	-32,233.74
Deposit	03/22/2018	Rate Assistance	1010 · Pacific Premier Ch...	8.27	-32,225.47
Deposit	03/22/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-32,225.47
Deposit	03/22/2018	1/2 Other 2	1010 · Pacific Premier Ch...	-507.66	-32,733.13
Deposit	03/27/2018	Sani Rec	1010 · Pacific Premier Ch...	-2,996.04	-35,729.17
Deposit	03/27/2018	Rate Assistance	1010 · Pacific Premier Ch...	16.55	-35,712.62
Deposit	03/27/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.05	-35,712.57
Deposit	03/27/2018	1/2 Other 2	1010 · Pacific Premier Ch...	32.77	-35,679.80
Deposit	03/29/2018	Sani Rec	1010 · Pacific Premier Ch...	-1,512.58	-37,192.38
Deposit	03/29/2018	Rate Assistance	1010 · Pacific Premier Ch...	16.55	-37,175.83
Deposit	03/29/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-37,175.83
Deposit	03/29/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-37,175.83
Deposit	03/31/2018	\$ 138.50 BALANCE ADJ CCs	1010 · Pacific Premier Ch...	-69.25	-37,245.08
Total Sanitary				-37,245.08	-37,245.08
Water					
Deposit	03/05/2018	Water Rec	1010 · Pacific Premier Ch...	-6,124.07	-6,124.07
Deposit	03/05/2018	Rate Assistance	1010 · Pacific Premier Ch...	117.51	-6,006.56
Deposit	03/05/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-6,006.56
Deposit	03/05/2018	1/2 Other 2	1010 · Pacific Premier Ch...	100.64	-5,905.92
Deposit	03/07/2018	Water Rec	1010 · Pacific Premier Ch...	-1,363.64	-7,269.56
Deposit	03/07/2018	Rate Assistance	1010 · Pacific Premier Ch...	66.20	-7,203.36
Deposit	03/07/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-7,203.36
Deposit	03/07/2018	1/2 Other 2	1010 · Pacific Premier Ch...	-13.18	-7,216.54
Deposit	03/08/2018	IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Pacific Premier Ch...	-517.03	-7,733.57
Deposit	03/09/2018	Water Rec	1010 · Pacific Premier Ch...	-4,672.04	-12,405.61
Deposit	03/09/2018	Rate Assistance	1010 · Pacific Premier Ch...	16.55	-12,389.06
Deposit	03/09/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-12,389.06
Deposit	03/09/2018	1/2 Other 2	1010 · Pacific Premier Ch...	-7.80	-12,396.86
Deposit	03/09/2018	adj to deposit amt	1010 · Pacific Premier Ch...	0.03	-12,396.83
Deposit	03/12/2018	Water Rec	1010 · Pacific Premier Ch...	-2,590.76	-14,987.59
Deposit	03/12/2018	Rate Assistance	1010 · Pacific Premier Ch...	8.28	-14,979.31
Deposit	03/12/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-14,979.31
Deposit	03/12/2018	1/2 Other 2	1010 · Pacific Premier Ch...	3.10	-14,976.21

Avila Beach Community Services District
Deposits by Fund
 March 2018

04/05/18

Type	Date	Memo	Split	Amount	Balance
Deposit	03/12/2018	FRONT ST IRRIGATION 1/30 - 2/26/18	1010 · Pacific Premier Ch...	54.20	-14,922.01
Deposit	03/12/2018	COMMUNITY PARK RESTROOMS - WATER 1/30 - 2/26/18	1010 · Pacific Premier Ch...	216.80	-14,705.21
Deposit	03/12/2018	SAN JUAN PARK IRRIGATION 1/30 - 2/26/18	1010 · Pacific Premier Ch...	704.60	-14,000.61
Deposit	03/12/2018	FRONT ST IRRIGATION 1/30 - 2/26/18	1010 · Pacific Premier Ch...	-54.20	-14,054.81
Deposit	03/12/2018	COMMUNITY PARK RESTROOMS - WATER 1/30 - 2/26/18	1010 · Pacific Premier Ch...	-216.80	-14,271.61
Deposit	03/12/2018	SAN JUAN PARK IRRIGATION 1/30 - 2/26/18	1010 · Pacific Premier Ch...	-704.60	-14,976.21
Deposit	03/13/2018	Water Rec	1010 · Pacific Premier Ch...	-7,169.35	-22,145.56
Deposit	03/13/2018	Rate Assistance	1010 · Pacific Premier Ch...	24.83	-22,120.73
Deposit	03/13/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-22,120.73
Deposit	03/13/2018	1/2 Other 2	1010 · Pacific Premier Ch...	-40.76	-22,161.49
Deposit	03/15/2018	Water Rec	1010 · Pacific Premier Ch...	-260.40	-22,421.89
Deposit	03/15/2018	Rate Assistance	1010 · Pacific Premier Ch...	8.28	-22,413.61
Deposit	03/15/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-22,413.61
Deposit	03/15/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-22,413.61
Deposit	03/16/2018	Water Rec	1010 · Pacific Premier Ch...	-5,235.72	-27,649.33
Deposit	03/16/2018	Rate Assistance	1010 · Pacific Premier Ch...	24.83	-27,624.50
Deposit	03/16/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-27,624.50
Deposit	03/16/2018	1/2 Other 2	1010 · Pacific Premier Ch...	-270.01	-27,894.51
Deposit	03/22/2018	Water Rec	1010 · Pacific Premier Ch...	-2,265.56	-30,160.07
Deposit	03/22/2018	Rate Assistance	1010 · Pacific Premier Ch...	8.28	-30,151.79
Deposit	03/22/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-30,151.79
Deposit	03/22/2018	1/2 Other 2	1010 · Pacific Premier Ch...	-507.66	-30,659.45
Deposit	03/22/2018	Hydrant Water	1010 · Pacific Premier Ch...	-281.84	-30,941.29
Deposit	03/27/2018	Water Rec	1010 · Pacific Premier Ch...	-2,651.32	-33,592.61
Deposit	03/27/2018	Rate Assistance	1010 · Pacific Premier Ch...	16.55	-33,576.06
Deposit	03/27/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.05	-33,576.01
Deposit	03/27/2018	1/2 Other 2	1010 · Pacific Premier Ch...	32.78	-33,543.23
Deposit	03/29/2018	Water Rec	1010 · Pacific Premier Ch...	-916.88	-34,460.11
Deposit	03/29/2018	Rate Assistance	1010 · Pacific Premier Ch...	16.55	-34,443.56
Deposit	03/29/2018	1/2 Other 1	1010 · Pacific Premier Ch...	0.00	-34,443.56
Deposit	03/29/2018	1/2 Other 2	1010 · Pacific Premier Ch...	0.00	-34,443.56
Deposit	03/31/2018	\$ 138.50 BALANCE ADJ CCs	1010 · Pacific Premier Ch...	-69.25	-34,512.81
Total Water					-34,512.81
TOTAL					-116,881.59

Avila Beach Community Services District
Checks by Fund w/Accounts

March 2018

04/05/18

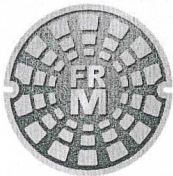
Type	Date	Num	Name	Memo	Account	Amount	Balance
General / Admin							
Check	03/01/2018		Best Buy		6140 · Office Supplies & Postage	155.11	155.11
Check	03/01/2018		OfficeMax		6140 · Office Supplies & Postage	23.69	178.80
Check	03/02/2018		Bankcard MTOT Disc		5100 · Merchant Credit Card Fe...	305.56	484.36
Check	03/05/2018		Adobe.com		6140 · Office Supplies & Postage	14.99	499.35
Check	03/05/2018	1471	Staples		6140 · Office Supplies & Postage	464.77	964.12
Check	03/05/2018	1473	Hagemann & Associates	Office Supplies & Moving Supplies	6506 · Contract Labor GM	5,500.00	6,464.12
Check	03/05/2018		Blinds & Draper	Feb 18th - March 3rd, 2018 Invoice Number 1013	6140 · Office Supplies & Postage	700.00	7,164.12
Check	03/05/2018		National Business Furniture		6140 · Office Supplies & Postage	1,919.39	9,083.51
Check	03/06/2018		VistaPrint.com		6140 · Office Supplies & Postage	46.11	9,129.62
Check	03/06/2018		Amazon		6140 · Office Supplies & Postage	155.42	9,285.04
Check	03/08/2018		U.S. Postal Service		6140 · Office Supplies & Postage	13.56	9,298.60
Check	03/09/2018		Cal Tec Computers	postage	6140 · Office Supplies & Postage	49.00	9,347.60
Check	03/12/2018		Cal Tec Computers	computer repairs	6524 · Equip. Rep. & Maint. Avila...	40.00	9,387.60
Check	03/13/2018		U.S. Postal Service	Fedak & Brown agreement	6140 · Office Supplies & Postage	1.21	9,388.81
Check	03/13/2018		Costco	chair, storage, broom	6140 · Office Supplies & Postage	144.45	9,533.26
Check	03/14/2018	1475	Kristi Dibbern	Moving Expenses	6547 · Moving Expense	134.67	9,667.93
Check	03/14/2018	1477	Nikki Engle Bookkeeping	Inv. 1790 3/6/18	6102 · Accounting	247.50	9,915.43
Check	03/14/2018	1478	Avila Beach Civic Association	Inv. 845 Prorated Utilities February 2018	6155 · Rent	207.99	10,123.42
Check	03/14/2018	1479	Creative Technologies, Inc.	Annual Tech. Support 4/4/18 thru 4/4/19	6140 · Office Supplies & Postage	695.00	10,818.42
Check	03/14/2018	1481	Petty Cash	?	6140 · Office Supplies & Postage	80.00	10,898.42
Check	03/15/2018		VRS Marking		6140 · Office Supplies & Postage	24.42	10,922.84
Check	03/16/2018		Costco		6140 · Office Supplies & Postage	145.65	11,068.49
Check	03/20/2018	1482	Hagemann & Associates	Faucet, bath fan, dixie cups	6506 · Contract Labor GM	5,500.00	16,568.49
Check	03/20/2018	1486	Shipsey & Seitz	Inv. 1015 March 4th - 17th, 2018	6135 · Legal	52.80	16,621.29
Check	03/20/2018	1486	Shipsey & Seitz	Review retracted placement of garbage cans	6135 · Legal	80.00	16,701.29
Check	03/22/2018		Charter	Law Library	6585 · Telephone / Internet	228.52	16,929.81
Check	03/28/2018		Cal Tec Computers	Acct #. 8245100980033571	6524 · Equip. Rep. & Maint. Avila...	388.66	17,318.47
Check	03/29/2018		Digital Deployment	computer repairs	6170 · Website	200.00	17,518.47
Check	03/29/2018		Cal Tec Computers	monthly ABCSD Streamline	6524 · Equip. Rep. & Maint. Avila...	30.00	17,548.47
Check	03/29/2018		Amazon	computer repairs	6140 · Office Supplies & Postage	85.98	17,634.45
Check	03/29/2018		Amazon	Coat racks	6140 · Office Supplies & Postage	85.98	17,634.45
Total General / Admin							
						17,634.45	17,634.45
Lights							
Check	03/02/2018		PG&E	Colony Lights acct # 5992155362-0	6590 · Utilities	91.36	91.36
Check	03/02/2018		PG&E	Town Lights acct # 0690976984-3	6590 · Utilities	471.45	562.81
Check	03/23/2018		PG&E	Front St. Lights acct# 5796765606-7	6590 · Utilities	402.87	965.68
Total Lights							
						965.68	965.68
Sanitary							
Check	03/05/2018	1467	USA Bluebook	Secondary Sed. Basin Chain Re-Build	8241 · WW-5 Misc. Projects	3,635.80	3,635.80
Check	03/05/2018	1468	Brenntag Pacific, Inc.	BPI 2872739 2/15	6503 · Chemicals	904.77	4,540.57
Check	03/05/2018	1468	Brenntag Pacific, Inc.	BPI 2872742 2/22	6503 · Chemicals	1,012.92	5,553.49
Check	03/05/2018	1469	Abalone Coast Analytical, Inc.	Lab Testing Inv. 4047 Statement 3/5/18	6540 · Lab Tests	5,858.90	11,412.39
Check	03/05/2018	1470	South County Sanitary Service	2 Yd Dumpster	6590 · Utilities	119.73	11,532.12
Check	03/05/2018	1472	Fluid Resource Management	Feb Ops. Inv. F11001	6505 · Contract Labor O & M	12,785.22	24,317.34
Check	03/05/2018	1472	Fluid Resource Management	A16755 Wastewater QuickPro Roller Assembly	6567 · Repairs	1,010.10	25,327.44
Check	03/14/2018	1476	Brenntag Pacific, Inc.	BPI 2881999 3/1/18	6503 · Chemicals	930.19	26,257.63

Avila Beach Community Services District
Checks by Fund w/Accounts

March 2018

04/05/18

Type	Date	Num	Name	Memo	Account	Amount	Balance	
Check	03/14/2018	1480	Speed's, Inc. AT&T	Inv. 58406 Solid Waste Hauling 2/13/18 acct # x 0885 Internet	6580 · Solids Handling	1,195.00	27,452.63	
Check	03/19/2018	1483	Miners Ace Hardware	Inv. 423695	6585 · Telephone / Internet	65.83	27,518.46	
Check	03/20/2018	1484	Brenntag Pacific, Inc.	BPI 2882000 3/8/18	6542 · Maintenance	51.34	27,569.80	
Check	03/20/2018	1485	Speed's, Inc. NSF Check	Inv. 58513 Solid Waste Hauling 3/6/18	6503 · Chemicals	1,094.96	28,664.76	
Check	03/22/2018		PG&E	NSF ck Green, Juliana & McDonald	6580 · Solids Handling	1,170.00	29,834.76	
Check	03/23/2018		PG&E	Waste Water Plant acct # 6380034236-0 3rd & ...	1280 · Water & Sewer Billings	56.15	29,890.91	
Check	03/23/2018		AT&T	Lift Station acct# 6338432238-2	6590 · Utilities	1,693.66	31,584.57	
Check	03/28/2018		AT&T	acct # 805 595-7619 618 0	6590 · Utilities	52.07	31,636.64	
Check	03/28/2018		AT&T	acct # 805 595-9416 904 5	6585 · Telephone / Internet	78.04	31,714.68	
Total Sanitary							31,869.40	31,869.40
Water								
Check	03/05/2018	1472	Fluid Resource Management	Feb Ops. Inv. FF11001	6505 · Contract Labor O & M	5,522.04	5,522.04	
Check	03/14/2018	1474	California Rural Water Assoc.	Annual Membership Dues 2018/19	6120 · Dues & Subscriptions	495.00	6,017.04	
Check	03/22/2018		SLO Co Health	Cross Connection Inv # IN0114483 & IN011442	6555 · Permits & Fees	146.90	6,163.94	
Check	03/22/2018		NSF Check	NSF ck Green, Juliana & McDonald	1280 · Water & Sewer Billings	54.20	6,218.14	
Check	03/27/2018		PG&E	Water Tank acct # 4807713956-5	6590 · Utilities	141.71	6,359.85	
Total Water							6,359.85	6,359.85
TOTAL							56,829.38	56,829.38



FLUID RESOURCE MANAGEMENT

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

Statement

Date
3/31/18

Phone # 805.597.7100 Fax # 805.597.7171

California Certified Small Business #1120142

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

Amount Due	Amount Enc.
\$25,782.21	


Date	Transaction	Amount	Balance		
03/31/18	348F11001 Monthly OPS/Maint- INV #F16901. Orig. Amount \$18,307.26.	18,307.26	18,307.26		
02/28/18	348F11001 Monthly OPS/Maint:348FWW11001 Wastewater:348AWW17002 Add Services Wastewater- INV #A16832. Orig. Amount \$37.90.	37.90	18,345.16		
02/28/18	W16431 First Street Lift Station Cost Ana- INV #W16431. Orig. Amount \$140.00.	140.00	18,485.16		
03/20/18	W16541 Service Line Replacement on First- INV #W16541. Orig. Amount \$2,809.67.	2,809.67	21,294.83		
03/16/18	W16573 Road Plate Welding- INV #W16573. Orig. Amount \$350.60.	350.60	21,645.43		
03/20/18	W16632 Emergency Generator First Street- INV #W16632. Orig. Amount \$2,684.10.	2,684.10	24,329.53		
03/22/18	W16666 LS Clean Out- INV #W16666. Orig. Amount \$1,250.00.	1,250.00	25,579.53		
02/28/18	W16745 Composit Sampler Repair- INV #W16745. Orig. Amount \$202.68.	202.68	25,782.21		
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
25,401.63	380.58	0.00	0.00	0.00	\$25,782.21

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: April 10th, 2018

SUBJECT: General Manager/District Engineer Report

Zone 3 Technical Advisory Committee and Advisory Committee

The Zone 3 Technical Advisory Committee (TAC) met on Wednesday, March 14, 2018, at the San Luis Obispo County Public Works offices. The Meeting Summary Notes are attached to this report. The Lake Lopez water shed received 4 – 5 inches of rain with the March 20 – 23 storm system. The storm added about 1,100 AF of much needed water to the reservoir. As of this writing Lopez Lake is at an elevation of 491.6 feet, 52.5% capacity and has approximately 25,920 acre feet of water in storage (about 1,100 acre feet more than a month ago).

The Zone 3 Advisory Committee met on Thursday March 22 at 6:30 PM at the Arroyo Grande City Council Chambers. The Agenda for the meeting and the minutes from the January 18, Advisory Meeting are provided as an attachment to this report. The Zone 3 Technical Advisory Committee met again on Friday March 23, to brainstorm changes to the Lopez Low Reservoir Response Plan (LRRP). The Workshop agenda is attached. I will likely be bringing suggested revisions to the LRRP back to the Board in May or June and then it will go to the Board of Supervisors for final review/approval in August.

Avila Beach Farmers Market Association MOA

At the March 13, 2018, Board meeting the Board considered the annual request from the Avila Beach Farmers Market Association to allow the Association's restaurant vendors use electrical power for their vending booths. According to information provided by the Association, there are approximately seven booths that will be using electrical power. The Board generally agreed to the proposed Memorandum of Agreement, but they requested staff to follow-up on insurance limits of liability to ensure the District is named as an "additionally insured" on the Association's Policy. Staff also checked with the District's insurance carrier to ensure the proposed policy limits are consistent with the District's policy limits. Based on this information, staff executed the Memorandum of Agreement with the Association (copy attached). In addition, we have posted the schedule for the 2018 season outside our office.

Director Training Records and Training Requirements for 2018

Staff is in the process of compiling and organizing past Director training classes and forecasting future training requirements. In accordance with AB 1825 and AB 1661, at least two hours of sexual harassment training is mandatory for supervisory employees and District Officials every two years. Fortunately, on July 25, 2018, the District will be hosting a workshop at the District

Administrative Office. Board members are requested to let Kristi know if they plan on attending as soon as possible so we can reserves a spot for you. If you do not attend this training event, you will need to complete the training via an on-line webinar.

FY 2018/19 Budget Adoption Schedule

Typically the District Finance Committee meets with staff in mid to late April to review the preliminary FY 2018/19 budget. The Finance Committee will provide recommendations and direction to staff for preparation on the draft FY 2018/19 budget that will be presented to the Board at the May 8th, 2018 Regular Board meeting. Based on public comment and Board direction, staff will schedule the Budget Hearing and Board consideration for adoption at the June 12, 2018 regular Board meeting.

Digitizing Paper Records and Files

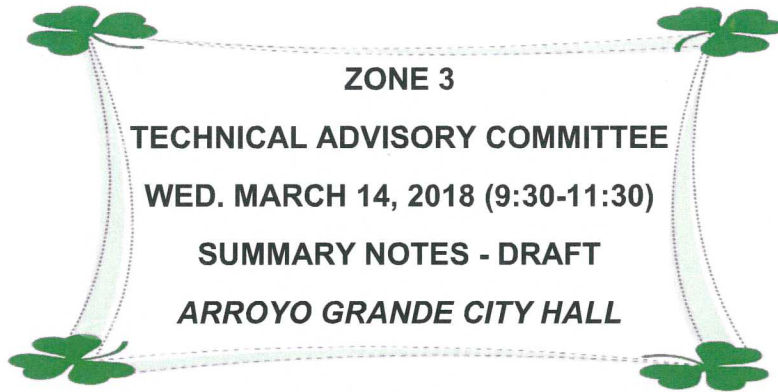
In a recent email, Director Najarian requested staff to investigate the advantages and costs of digitizing the District's records and files. Staff has conducted some preliminary work on this topic including talking with firms that provide scanning services via a "cloud based" storage system for records and files. The initial estimates have been quite expensive and staff will continue to research options and bring a recommendation to the Board at a future Board meeting.

Undergrounding of Electrical Utilities in Avila

In late March Director DeWeese put in an inquiry to Adam Hill's office regarding the timing for undergrounding the electrical utilities on San Luis Street in Avila Beach. Mr. Hill's Legislative Assistant coordinated with County Public works and provided the attached response. County Public Works Department staff estimated it could be as long as six years before they have adequate funding to fully implement the project. Director DeWeese wanted to share his findings with the Board members and members of the public.

Open House at New Administrative Office?

Staff is considering hosting an Open House at the District's new Administrative Office on 100 San Luis Street. The purpose of the Open House would be to introduce our customers to the new location, provide some information regarding the roles and responsibilities of the District and provide an opportunity for our customers to ask questions of staff and/or the Board members that are able to attend. Before we got too far ahead of ourselves, we wanted to get some feedback from the Board as to whether they are supportive of the idea and provide an opportunity for them to provide feedback.



Attendees: Ben Fine (Pismo), Jim Garing, Brad Hagemann (ABCSD), Vard Ikeda, John Wallace, Dan Heimel (WSC, Inc.), Ron Munds (PW Dept.), Jill Ogren (PW Dept), Jeff Meyer and Jared Emery (ECORP, Inc.)

1. Announcements

- Dan Heimel announced that they are trying to set up a workshop for next Wed, Thursday or Friday with Zone 3 TAC members to discuss possible revisions to the LRRP. Please respond to the doodle poll that was sent out via e-mail. The proposed schedule is: draft of the revisions to the LRRP is due by April 9th, May 4th for a Final, review with the TAC on May 9th, take to Advisory Committee on May 24th. Agencies Governing Boards June and July and BOS by August.

2. ECORP Modeling of Contract Changes

- Discussed the previous modeling efforts. First modeling was "Bookend" modeling in which each agency had a percentage share of the storage according to the current contract percentages, each agency took its full entitlement each year and downstream releases were at a full 4200 AFY and minimum pool was 1700 AF. Results of that modeling indicated that no agency ran out of water but the LRRP was triggered twice both during the severe drought of 1987-92 and the most recent drought of 2012-2016 (entitlements were reduced by 10%). This result also confirmed the safe yield of the project was approximately correct (8730 AFY).
- Discussed how inflow and downstream releases are handled in the model. Any inflow into the reservoir is given by contract percentage to each agency. Downstream releases are also the responsibility of the agencies and is provided by each agency on a percentage basis.
- Discussed results of the latest modeling scenario that the TAC had requested in December 2017. This scenario utilizes the same storage model as the bookend modeling but applies the average of the actual historical demands for the period of 2010-2017 and applies the proposed HCP downstream release plan (5cfs at the AG creek gage in AG and pulse flows after certain storms) and the LRRP. This downstream release program was developed by HT Harvey and outlined in the 12/21/15 Tech Memo from ECORP. Results of this modeling indicate that AG and Grover would run out of water in 2016, Pismo would have less than 1000 AF and Oceano and CSA 12 would have approximately 1000 AF.
- Handouts were distributed: 1) A graph of each agencies stored water account over time under the latest modeling scenario and; 2) an exceedance graph and summary table of minimum, average and maximum quantities of water required annually to meet the proposed downstream release program.
- Based on this last modeling scenario there were two agencies who would run out of water at one point, while some agencies would still have water, this could set up an opportunity for a water market where agencies buy and sell to each other. The reason that some agencies do not run out of water is that some agencies do not take full delivery of their entitlements each year. Under the storage model, Agencies could plan and manage their own water storage accounts. For example, an agency could decide to set up a minimum and maximum amount of storage that they want to have at any one time. The process of managing those min's and max's could promote a water market among the contractor's.
- Question was raised what happens when an agency exceeds their storage? No answer at this time

however, they could potentially borrow storage space from another agency.

- Reiterated that while each agency would have a quantity of water in the reservoir their ability to deliver that water is still governed by their treatment plant capacity and pipeline capacity.
- Inflow is back calculated, there are not gages on each tributary. Evaporation is taken into account in the model.
- Possible other modeling scenarios are: 1) giving downstream releases some storage in the reservoir this could remove the obligation of the contractors by giving a backstop for the downstream releases. 2) Give state water some storage, or 3) model climate change.
- Would agencies who take state water be able to store “state water” in their own account? Agencies who take state water would use it in lieu of Lopez water, preserving the Lopez supply.
- Pismo discussed implications of bringing Central Coast Blue on line that they would be using more of that water and less of Lopez and SWP. Pismo would like to store SWP.
- Discussed the criteria of pulse flows from the tech memo. Discussed the need for some on the ground data gathering out the field to provide back up for the various releases. For example, what does 3,4, and 5 cfs look like in the field in terms of habitat.
- Discussed some details of the HCP specifically the proposed compliance point of the AG Creek Gage and the impact of groundwater pumping on creek flows.

Overall Conclusion of the contractors represented at the meeting stated they are in favor of moving forward with a storage model for the water contracts at Lopez.

Next Steps: Public Works will come back to the group at the next TAC meeting with an outline of the Public Process that would be required to change the contracts.

Next meeting April 11, 2018

Lopez Low Reservoir Response Plan Update Workshop

Date:	3/23/2018
Time:	11:00 AM-1:00 PM
Location:	WSC San Luis Obispo Office 805 Aerovista Place, Suite 201 San Luis Obispo, CA 93401

Discussion Topics

1. Review Objectives of LRRP
 - a. Act as the guiding document during drought emergencies, as outlined in the Interim Downstream Release Schedule (IDRS).
 - b. Establish a set of triggering conditions and adaptive management actions to limit downstream releases and municipal diversions from Lopez Reservoir during periods of low reservoir storage (i.e. less than 20,000 AF) to preserve water within the reservoir, above the minimum pool level, for a minimum of 3 to 4 years under continuing drought conditions.
 - c. Encourage prudent water resources management and preservation of local supplies
2. LRRP Background and Update
 - a. Latest version of LRRP developed through collaboration between the County, the Zone 3 Agencies and the Ag representatives.
 - b. Adopted on December 16, 2014
 - c. Historical Storage since LRRP:
 - i. 20,000 AF - 15,000 AF: Jan 2015- Sept 2015; Jan 2017
 - ii. Storage <15,000 AF since LRRP: Oct 2015- Dec 2016
3. LRRP Update Workshop Objectives
 - a. Clarify how the LRRP is triggered
 - b. Clarify how the LRRP is ended
 - c. Clarify how the stored water is managed
 - d. Discuss other issues that work or don't work
4. Clarify how the LRRP is implemented
 - a. Clarify if LRRP is triggered based on actual lake level or calculated lake level with stored water
 - b. Potentially change the requirements to initiate the LRRP.
 - i. Current initiation relies on the 20,000 AF trigger and declaration of an emergency related to Zone 3 action by the Advisory Committee and action by the Board of Supervisors (BOS)
 - ii. Consider revising initiation action to let the Advisory Committee and/or BOS decide if they want to call it an emergency or not
 - c. Clarify what happens when the LRRP triggers are reached halfway through the water year (i.e. retroactive reductions scenario issues)
5. Clarify how the LRRP is ended
 - a. Expand/add language on what happens when the reservoir rises above 20,000 AF

- i. Make the undoing of the LRRP dependent on both the reservoir level and the season and/or require the rise above 20,000 to last a certain amount of time
 - ii. Add language describing what happens to agencies' stored water (for instance, allow agencies to maintain the storage account for two dry seasons)
 - iii. Prescribe the order of spill, if that should happen when any agency still has stored water
6. Clarify how the stored water is managed
 - a. When the LRRP is triggered it would look back 12 months and "refill" any expired savings accounts. For instance, if the new LRRP is triggered on November 1, we would set each agencies' water savings account back to what it was on March 31.
 - b. Prescribe how we would meet downstream release requirements (both Agriculture and Environmental) in the event the majority of the water in the reservoir is in individual agency savings accounts.
 - c. Consider adding limits to amount of storage
7. Other issues that work or don't work
 - a. Update minimum pool and associated reductions from 4,000 AF to 1,700 AF
8. Next steps & action items
 - a. LRRP Update Schedule
 - i. Workshop- 3/23/18
 - ii. Draft LRRP Update to District and Zone 3 Agencies- 4/9/18
 - iii. Final Draft LRRP Update to District, Zone 3 Agencies, TAC & AC- 5/1/18
 - iv. TAC Review Meeting- 5/9/18
 - v. Advisory Committee Meeting- 5/17/18
 - vi. District and Agencies Adoption- ?
 - vii. BOS Review- 8/7/18 or 8/21/18



ZONE 3 ADVISORY COMMITTEE

San Luis Obispo County Flood Control and Water Conservation District

AGENDA

Thursday, March 22, 2018 6:30 P.M.
City of Arroyo Grande

- I. CALL TO ORDER AND ROLL CALL
- II. PUBLIC COMMENT
This is an opportunity for members of the public to address the Committee on items that are not on the Agenda
- III. APPROVAL OF MEETING MINUTES OF JANUARY 18, 2018
- IV. OPERATIONS REPORT
 - A. Water Plant Operations, Reservoir Storage, Downstream Releases
 - B. Projected Reservoir Levels
- V. INFORMATION ITEMS
 - A. Climate Update
 - B. Groundwater Levels on <https://wr.slocountywater.org> Webpage Demonstration
 - C. Cloud Seeding Update
 - D. LRRP Update
 - E. Update on the Lopez Spillway Assessment
 - F. 2nd Quarter FY 17/18 Budget Status Update
- VI. CAPITAL PROJECTS UPDATE
 - A. Bi-Monthly Update
- VII. ACTION ITEMS (No Subsequent Board of Supervisors Action Required)
- VIII. ACTION ITEMS (Board of Supervisors Action is Subsequently Required)
 - A. Endorse Fiscal Year 18/19 Proposed Budget
 - B. Declaration of Surplus Water
- IX. FUTURE AGENDA ITEMS
 - A. Lopez Lake Safe Yield
 - B. Cloud Seeding
- XI. COMMITTEE MEMBER COMMENTS

Next Regular Meeting is Tentatively Scheduled for
Thursday, May 17, 2018 at 6:30 PM at City of Pismo Beach
Agendas accessible online at SLOCountyWater.org

**SAN LUIS OBISPO COUNTY FLOOD CONTROL
AND WATER CONSERVATION DISTRICT
ZONE 3 ADVISORY COMMITTEE
DRAFT MEETING MINUTES
THURSDAY January 18, 2018**

- I. Call to Order and Roll Call** -- The Zone 3 Advisory Committee Meeting was called to order at 6:31 PM at the City of Grover Beach by Committee Chair and Agriculture Representative, Vard Ikeda.

County Public Works Department Utilities Division Program Manager and Secretary to the Zone 3 Advisory Committee, Andrea Montes, called roll. Members in attendance were:

- Kristen Barneich, City of Arroyo Grande
- Andrew Brunet, Oceano Community Services District
- Brad Hagemann, Avila Beach Community Services District
- Vard Ikeda, Chair and Agriculture Representative
- Mariam Shah, City of Grover Beach
- Jim Garing, Representative at Large

- II. Public Comment** -- No public comment.

- III. Approval of Meeting Minutes of November 16, 2017**-- Member Barneich motioned approval; Member Hagemann second. Members Shah and Garing abstained as they did not attend the November 16 meeting. Minutes were approved.

IV. Operations Report

A. Water Plant Operations, Reservoir Storage, Downstream Releases -- Ms. Montes indicated the Lopez Lake elevation was 490.71 feet. Storage was 25,378 acre-feet (AF), which is 51% capacity. Plant production was 4.6 million gallons per day (MGD). Downstream release was 2.6 MGD. State Water was 0.0 MGD.

County Public Works Deputy Director Mark Hutchinson, indicated last year the lake elevation fell to nearly 10,000 AF, which was about 21% capacity.

No public comment was given.

B. Projected Reservoir Levels -- Ms. Montes indicated the Lopez Reservoir received 2.5 inches of rainfall since December, which was not reflected on the Projected Reservoir Levels because the rainfall occurred after the graph was completed.

Mr. Hutchinson indicated if we have a winter like we experienced during the worst two-years on record during the drought, by November 1, 2018, the Lopez Reservoir level is projected to fall to 20,000 acre-feet, the level which triggered the implementation of Low Reservoir Response Plan. According to Mr. Hutchinson, the Zone 3 Technical Advisory Committee (TAC) would then work together to meet agencies' needs.

No public comment was given.

V. Information Items

A. Climate Update -- Ms. Montes indicated that according to the United States Drought Monitor, the abnormally dry conditions in San Luis Obispo County have begun to spread throughout southern California. According to National Oceanic and Atmospheric Administration, the temperature forecast for January was above average. There were equal chances of below average, average and above average rainfall for January.

No public comment was given.

B. Update on the Lopez Spillway Assessment -- Mr. Hutchinson gave an update of the Department of Water Resources (DWRs') Division Safety of Dams' (DSOD's) required assessment of the Lopez Spillway.

He referred to a letter dated October 16, 2017 from DWR that indicated approval of the Lopez Spillway assessment workplan submitted by County Public Works and indicated the Request for Proposal to complete the workplan was receiving a final review before being sent out in the next month or so. He further indicated DWR has placed the Lopez Spillway under a "low priority" status due to high confidence in the Lopez Dam.

Mr. Hutchinson indicated all dam owners must update inundation maps which show where the water would be, how long it would take to get there and deep it would be if there was a catastrophic event at the dam. In addition, an Emergency Action Plan was being updated and will include the new approved inundation maps.

C. Distribute Fiscal Year 2018-19 Proposed Budget -- County Public Works Finance Division and Flood Control Zone 3 Accountant, Kristi Smith, distributed the Fiscal Year 2018-19 Proposed Budget for Flood Control Zone 3. According to Ms. Smith, the TAC discussed and finalized Non-Routine Operations and Maintenance, and Capital sections.

Ms. Smith indicated she would be mailing copies of the proposed budget to Zone 3 agencies within the week and all Zone 3 participants on the TAC and Advisory Committee would receive PDF copies. Ms. Smith further indicated she was meeting with Zone 3 agencies' finance staff in February to discuss the proposed budget before returning to the March 22, 2018 Zone 3 Advisory Committee meeting for the Committee's endorsement.

Ms. Smith pointed out the Non-Routine O&M budget had increased by a large amount due to the number of projects within the next fiscal year that were not scheduled during last year's budget period.

VI. Capital Projects Update

A. Bi-Monthly Update -- Ms. Montes presented a brief update of the Capital Projects listed below.

Equipment Audit & Replacement Project -- This is an ongoing project as part of Public Works' 20-year outlook which allows staff to be proactive rather than reactive and includes regular inspections and replacement of equipment.

Spillway Assessment -- The Draft Request for Proposal was under review.

Lopez Dam & Terminal Dam Hazard Classification -- The draft inundation maps for the both dams were submitted to the DSOD for review and an Emergency Action Plan were being reviewed by County Office of Emergency Services.

Structural Assessment of Terminal Reservoir -- Contract was under review.

Fault Zone Assessment Left Abutment -- Contract was under review.

Equipment Storage at Lopez Water Treatment Plant -- Quotes were requested.

Lopez Water Treatment Plant Safety Upgrades -- Upgrades were made in response to a safety assessment from 2016 at the Plant.

Domestic and Fire Tanks Repair at Lopez Water Treatment Plant -- Quotes were received.

Ammonia Analyzer -- Quotes received for replacement of this laboratory equipment.

Ms. Montes indicated future Capital Projects to be completed by June 2018, include:

- Pressure Transducers related to the Turnout Scada Project
- Cathodic Protection Survey which involves inspection of pipelines for corrosion
- Membrane Feed Pump Replacement – one/year

No public comment was given.

VII. Action Items (No Subsequent Board of Supervisors Action Required)

None discussed.

VIII. Action Items (Board of Supervisors Action is Subsequently Required)

None discussed.

IX. Future Agenda Items

A. Fall Update to Board of Supervisors regarding Groundwater Levels and Wr.SLOCountyWater.org Webpage -- Ms. Montes indicated County Public Works Water Resources Engineer, Ray Dienzo, will provide an update to the Zone 3 Advisory Committee at the March 22, 2018 meeting.

B. Lopez Lake Safe Yield -- “Safe Yield” is the amount of water that can be safely used each year without the Lopez Reservoir going below the minimum pool. By utilizing rainfall and hydrology history since 1969, modeling is currently being configured and will demonstrate what the Reservoir will look like if all water entitlements were distributed to participating agencies. Committee will receive update following model completion.

XI. Committee Member Comments -- Chairman Ikeda asked for “Cloud Seeding” to be placed under “Future Agenda Items”. Discussion focused on continuing public outreach related to water conservation ordinances and practices.

Meeting Adjourned at 7:16 PM

Respectfully Submitted,

Andrea M Montes
County of San Luis Obispo Public Works Department

SUMMARY OF PROPOSED MEMORANDUM OF AGREEMENT

Name of Organizations: Avila Beach Farmers' Market Association (ABFMA), Avila Beach Community Services District (ABCSD)

Type of Organization: Non-profit Association

Primary Contact: Julie Andrews-Scott, Manager

Term of Agreement: April 6 ,2018 to September 28,2018

Purpose of Agreement: Operation of a Certified Farmers Market in Avila Beach and the electrical use by restaurant vendors.

1. The ABFFMA will provide general liability coverage additionally insuring the ABCSD.
2. The ABFFMA manager will provide a map of electrical use by vendors to the ABCSD.
3. The ABFFMA is responsible for the maintenance of the breakers and outlets, all repairs will be performed by the ABCSD and paid for by the ABFFMA.
4. The ABFFMA will ensure all cords and attachments to the outlet and placed in non-hazardous areas.
5. The procedure for calling for assistance when the outlets are overloaded include contacting the Harbor Patrol and County Parks, if available.

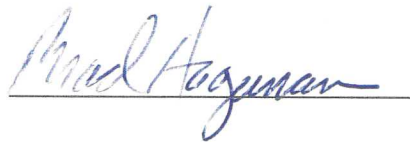
Required Submissions: Liability Coverage

2018 Vendor Map with Electrical Use

Contract Oversight:



Julie Andrews-Scott
ABFMA Manager



ABCSD General Manager

2018 Avila Beach Fish & Farmers' Market Map

San Miguel St	Firetruck, CDF #62
Custom House BBQ	Alpaca & Almonds from Paso
	Green Love
	Lavender
	Native Herb & Honey
	Julia's Juices
	Cheese
	K Grains
	Open
Avila Succulents	WindDance Farm
	Francisco Velasquez Farm
	Acosta
	Maribel Velasquez Family Farm
	Rocking Chair
	Sanchez Farm
Mr. Ricks	Ca Bee Company
Band -electrical use	Manager
	Pier
	Non Profit
	CA Spun
Sea Barn	Daniel's Tacos
Emily's -electrical use	Open
	Twin Berry
Bookstore	SLO Coast Jerky
Landing Passage	Tonio's Tamales
Del Sol	Roasted Corn
Jim's Caractures	Aww Fudge
Beach Yogurt -electrical	Grilled Cheese
Fat Cat's Café-electrical	Baba Foods
Pierfront	LE Ciel
Olde Port Inn- electrical	G Bothers Grill
Cowboy Cookie- electrical	Best Apple
CA Hot Dog- elcectrical	Face Painting
Recycling/Trash	Kettle Corn
Sink	
San Francisco St	Trolley



Bradley Hagemann <hagemann.associates@gmail.com>

Re: Avila question

1 message

Eric DeWeese <ericdeweese@gmail.com>

Thu, Mar 22, 2018 at 2:16 PM

To: Bradley Hagemann <hagemann.associates@gmail.com>

Cc: Kristi Dibbern <avilacsd@gmail.com>, Pete Kelley <pedrokelly@gmail.com>

If Pete agrees, It might be worth putting a copy of the email in next month's board packet as an FYI - eric

Sent from my iPhone

On Mar 22, 2018, at 10:20 AM, Bradley Hagemann <hagemann.associates@gmail.com> wrote:

Hi Eric,

Thanks for sending along the information from the County.

I didn't realize there was such a complex process to get the utilities underground.

Brad

On Thu, Mar 22, 2018 at 9:20 AM, eric deweese <ericdeweese@gmail.com> wrote:

Pete, Kristi, & Brad - One of my neighbors asked about the project of burying the utility lines along St. Luis street in Avila. Not being one of ABCSD's areas of responsibility, I contacted Adam Hill's office. I thought you might be interested in the response below. Short answer is: It's the next project on the list but don't hold your breath. - eric

----- Forwarded message -----

From: **Blake Fixler** <bfixler@co.slo.ca.us>

Date: Thu, Mar 22, 2018 at 8:38 AM

Subject: RE: Avila question

To: "ericdeweese@gmail.com" <ericdeweese@gmail.com>

Good morning Mr. Deweese.

My name is Blake Fixler and I am the new legislative assistant to Supervisor Hill. Hannah has taken a promotion within the County organization and passed your inquiry on to me.

I spoke to Public Works Deputy Director Dave Flynn for some more details on the project that you asked about. Let me give you his response below:

"The County receives credits from the California Public utility Commission which then mandates PG&E to place their facilities underground. Our staff has a list of these "underground districts" to be done which was approved by the Board of Supervisors about ten years ago. We work our way through the list based on amount of credits the County has. San Luis Street is the next on the list to be done. However, we will need the equivalent of \$ 3million in credits to complete. We are currently at zero credits due to cost

increase on existing projects. We accumulate at a rate of \$ 500,000 per year so this could be as much as six years out before we can implement.”

To summarize, San Luis St is next on the list, but they are waiting for the funding mechanism to build up before the County can start work. It would be our own Public Works department handling the project, and it may be some time before the work gets started.

I hope this helps answer your questions. I believe that Dave Flynn would be better able to answer any questions or provide further clarification on this particular subject than I would. Feel free to call him directly at 781-4463. Otherwise, you are always welcome to get in touch with me and I will seek answers on this or any other issues that you may have questions on.

Sincerely,

Blake Fixler

Legislative Assistant District 3

San Luis Obispo County Supervisor Adam Hill

(805) 781-4336

bfixler@co.slo.ca.us

1055 Monterey St. Rm D430

San Luis Obispo, CA 93408

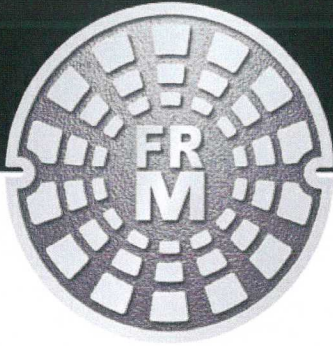
<image002.jpg>

COUNTY OF SAN LUIS OBISPO

From: Hannah Miller
Sent: Tuesday, March 20, 2018 8:04 PM
To: Blake Fixler <bfixler@co.slo.ca.us>
Subject: Fwd: Avila question

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From: eric deweese <ericdeweese@gmail.com>
Sent: Tuesday, March 20, 2018 8:02:34 PM
To: Hannah Miller
Subject: Avila question



April 4, 2018

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

SUBJECT: MARCH 2018 MONTHLY FACILITY REPORT FOR THE AVILA BEACH COMMUNITY SERVICES DISTRICT WASTEWATER TREATMENT PLANT, WATER SYSTEM AND COLLECTION SYSTEM

WASTEWATER TREATMENT PLANT

After a routine annual preventative maintenance service showed wear and corrosion on the unit, the second clarifier was taken offline so the flights and drive chain could be replaced as they have reached the end of their useful life span. During testing after the installation of the new components, the system was found to have excessive drag on a bearing set. The bearings were removed, cleaned, lubricated and returned to service. The clarifier is considered a confined space; confined space entry protocols were observed as required during the project.

Staff responded to troubleshoot a failure to run on one of the Fixed Film Reactor (FFR) pumps. The contactors in the master control panel were showing wear; the pump was temporarily repaired but will require replacement of the contactors as soon as parts are available.

The District rented an emergency generator that was put in service at the lift station in preparation for heavy storms in mid-March. Avila Beach experienced a prolonged power outage during the storms. Staff responded to activate the backup generator at the lift station. PG&E indicated that the outage would likely last only a few hours, so staff remained on site in preparation to switch the lift station back over to PG&E power. Operations at the WWTP and lift station were monitored throughout the outage and there were no overflows from storm infiltration.

Staff responded to an influent lift station pump 2 failure alarm. The Variable Frequency Drive (VFD) had faulted, resulting in the alarm. The VFD was reset, connections were inspected, and the pump was restarted and tested for proper operations.

Both pumps at the influent lift station were pulled and de-ragged in late March. During the service, both pumps and their ancillary equipment were inspected and tested. The float control system that allows remote lift station level monitoring was found to be producing faulty readings; some of the floats will need repair or replacement, but the high level alarm was tested and verified as operational.

Staff continued work on updating the list of critical spare parts maintained in the District's inventory to streamline the annual inventory process.

An effluent TDS sample was collected to continue compiling baseline data for a future brine study.

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.

WATER SYSTEM

Recent changes to California law require all community water systems to complete an inventory of lead service lines in the distribution system and report the results to the state by July 1, 2018. The inventory is a new requirement that came out of the Flint, Michigan lead crisis. The inventory will look at the materials that make up each user service line in the system; this includes the pipe, tubing, and fittings connecting the water main to an individual water meter or service connection. District staff have scheduled a kick-off meeting for the project to be held in early April.

The small water storage tank continues to be used as standby, with FRM Staff monitoring the water quality in the tank and flushing as needed. FRM Staff continues to monitor the chlorine residuals and shock the system with additional chlorine as needed.

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



Krista Ackermann Young
Operations Manager

ATTACHMENTS

- Self-Monitoring Report
- ABCSD Average Daily WWTP Effluent Flow (2016-2018)
- ABCSD Monthly Total WWTP Effluent Flow (2016-2018)
- Port San Luis Monthly Total Flow (2016-2018)
- Monthly Average Influent BOD (2016-2018)
- Monthly Average Effluent BOD (2016-2018)
- Monthly Water Purchased From Lopez (2016-2018)
- ABCSD Monthly Water Sold (2016-2018)

Avila Beach CSD Wastewater Treatment Facility

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

Month: MARCH 2018

Date	Daily Flow (MGD)			Effluent Monitoring		
	Total	Max (gpm)	Avg (gpm)	Biweekly Total Coliform	Biweekly Fecal Coliform	Daily Chlorine Residual
1	0.037813	63	26	<2	<2	<0.02
2	0.047530	82	33			<0.02
3	0.054626	79	38			<0.02
4	0.059187	99	41			<0.02
5	0.045485	83	32			<0.02
6	0.048249	79	34	4	<2	<0.02
7	0.038831	72	27			<0.02
8	0.041407	74	29	<2	<2	<0.02
9	0.032296	69	23			<0.02
10	0.052458	86	37			<0.02
11	0.057790	93	32			<0.02
12	0.049556	102	35			<0.02
13	0.045089	135	36	<2	<2	<0.02
14	0.048959	82	34			<0.02
15	0.040385	59	28	<2	<2	<0.02
16	0.055315	112	39			<0.02
17	0.060598	92	42			<0.02
18	0.056674	99	39			<0.02
19	0.044098	72	31			<0.02
20	0.039584	72	28	<2	<2	<0.02
21	0.088300	165	61			<0.02
22	0.082319	157	53	2	<2	<0.02
23	0.064783	101	45			<0.02
24	0.070790	91	49			<0.02
25	0.068148	97	47			<0.02
26	0.059031	80	41			<0.02
27	0.059178	90	41	8	<2	<0.02
28	0.061023	93	42			<0.02
29	0.062970	102	44	5	<2	<0.02
30	0.068441	110	48			<0.02
31	0.068800	103	48			<0.02
Min	0.032296	59	23	<2	<2	<0.02
Mean	0.055152	93	38	2	<2	<0.02
Max	0.088300	165	61	8	<2	<0.02
Total	1.709713	Effluent daily (dry weather) flow NTE 0.2 MGD (mean).				

Influent Brine Received	
Date	Volume (Gallons)
	N/A

Sludge Removal	
Date	Gallons
3/5/18	4,500

Effluent and Influent Monitoring					
Date	Biweekly Effluent BOD (24 HC)	Biweekly Effluent TSS (24 HC)	Biweekly Influent BOD (24 HC)	Biweekly Influent TSS (24 HC)	Monthly Effluent Oil & Grease (Grab)
3/1/18	24	14	322	198	
3/4/18	21	10	235	86	
3/8/18	19	16	507	431	1.8 DNQ
3/11/18	26	13	401	393	
3/15/18	19	18	374	344	
3/18/18	28	18	309	218	
3/22/18	24	23	237	152	
3/25/18	18	10	253	132	
3/29/18	32	28	435	380	
Min	18	10	235	86	1.8 DNQ
Mean	23	17	341	259	1.8 DNQ
Max	32	28	507	431	1.8 DNQ
BOD Removal: 93.1%			TSS Removal: 93.6%		

Effluent Monitoring				
Date	Weekly Set. Solids (Grab)	Weekly Turbidity (Grab)	Weekly pH (Grab)	Weekly Temp °F (Grab)
3/1/18	<0.1	16.3	6.8	60
3/8/18	<0.1	26.1	6.7	62
3/15/18	<0.1	19.1	6.7	64
3/22/18	<0.1	18.6	6.6	65
3/29/18	<0.1	33.8	6.7	67
Min	<0.1	16.3	6.6	60
Mean	<0.1	22.8	6.7	64
Max	<0.1	33.8	6.8	67

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

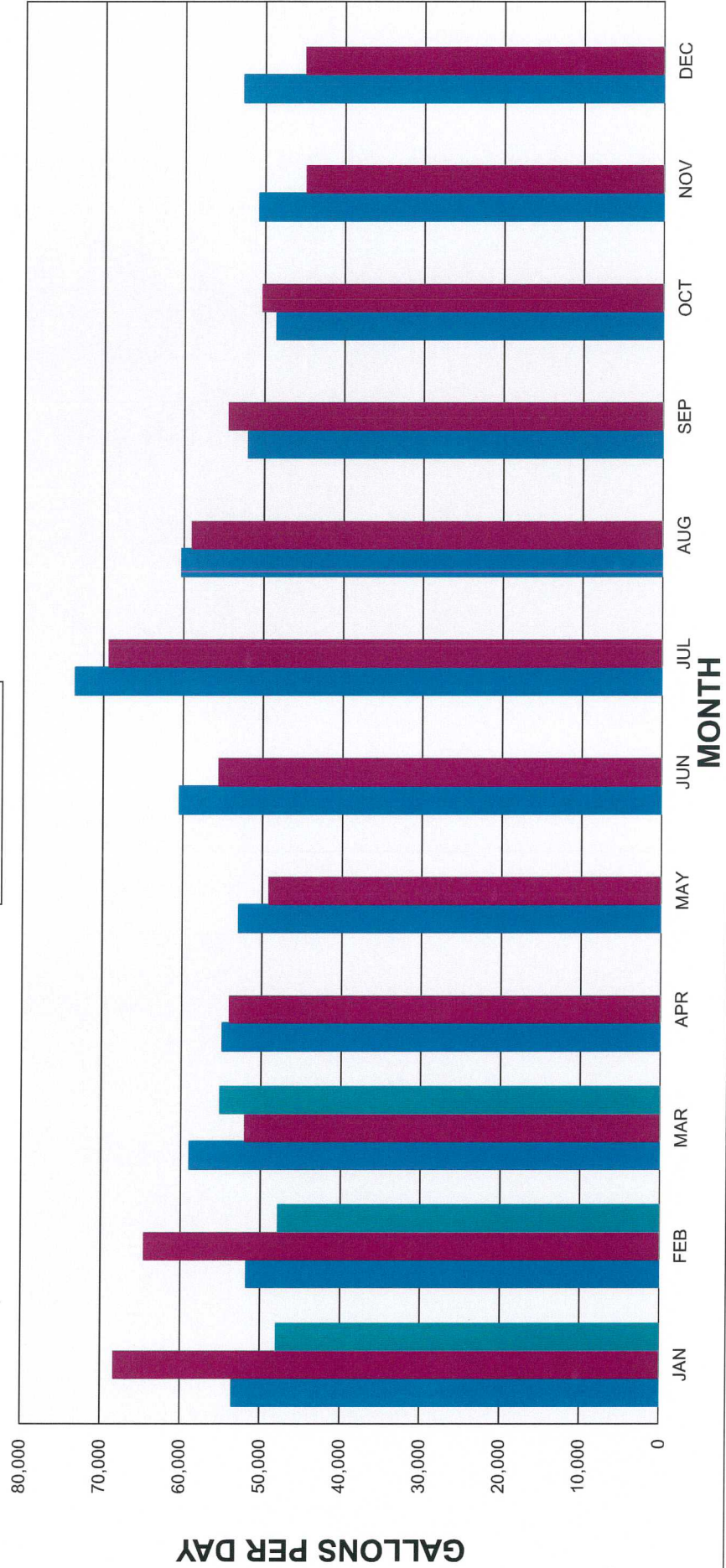
I certify under penalty of perjury that the foregoing is true and accurate and that the sampling procedure and analysis used are as specified in the Waste Discharge Order for this facility.

SIGNATURE: _____
PRINTED NAME: _____

DATE: _____
TITLE: _____

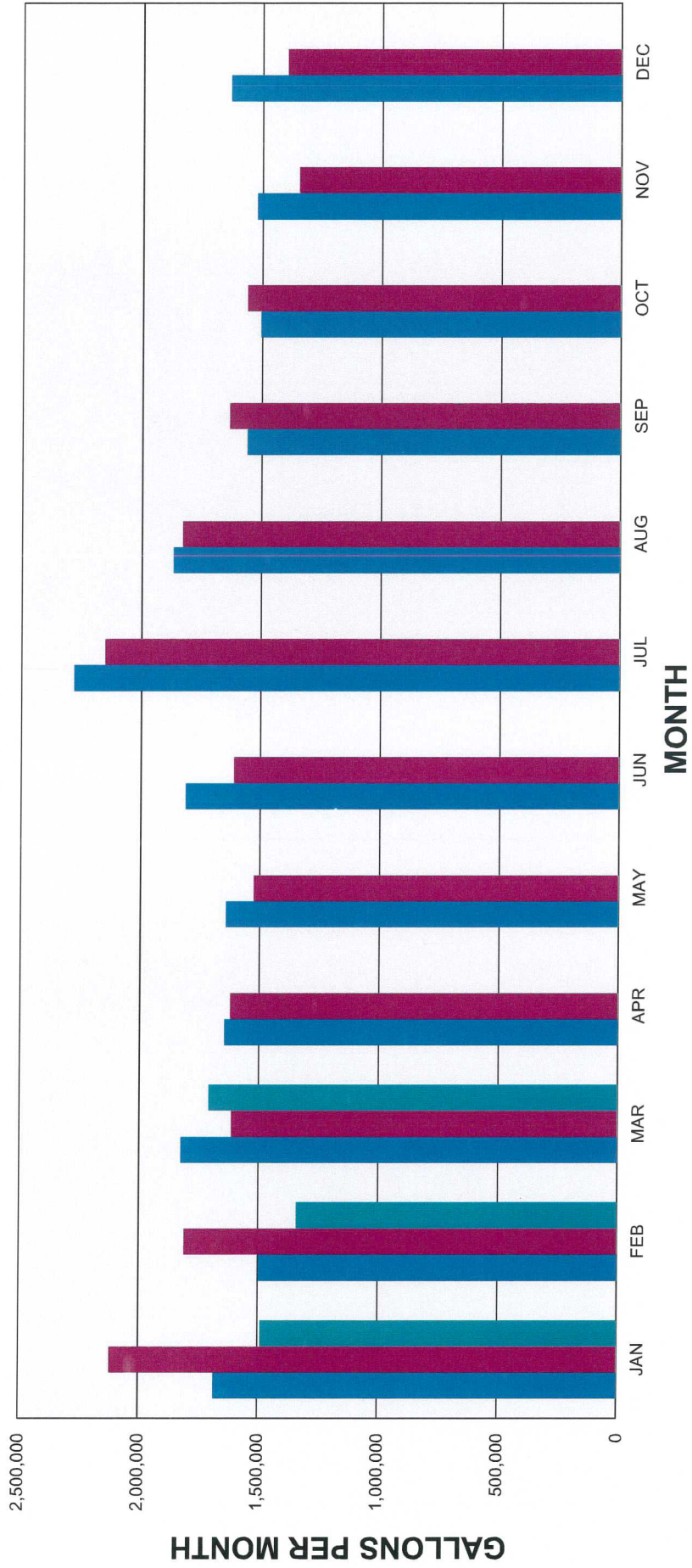
ABCSD AVERAGE DAILY WWTP EFFLUENT FLOW (2016 - 2018)

■ 2016 ■ 2017 ■ 2018



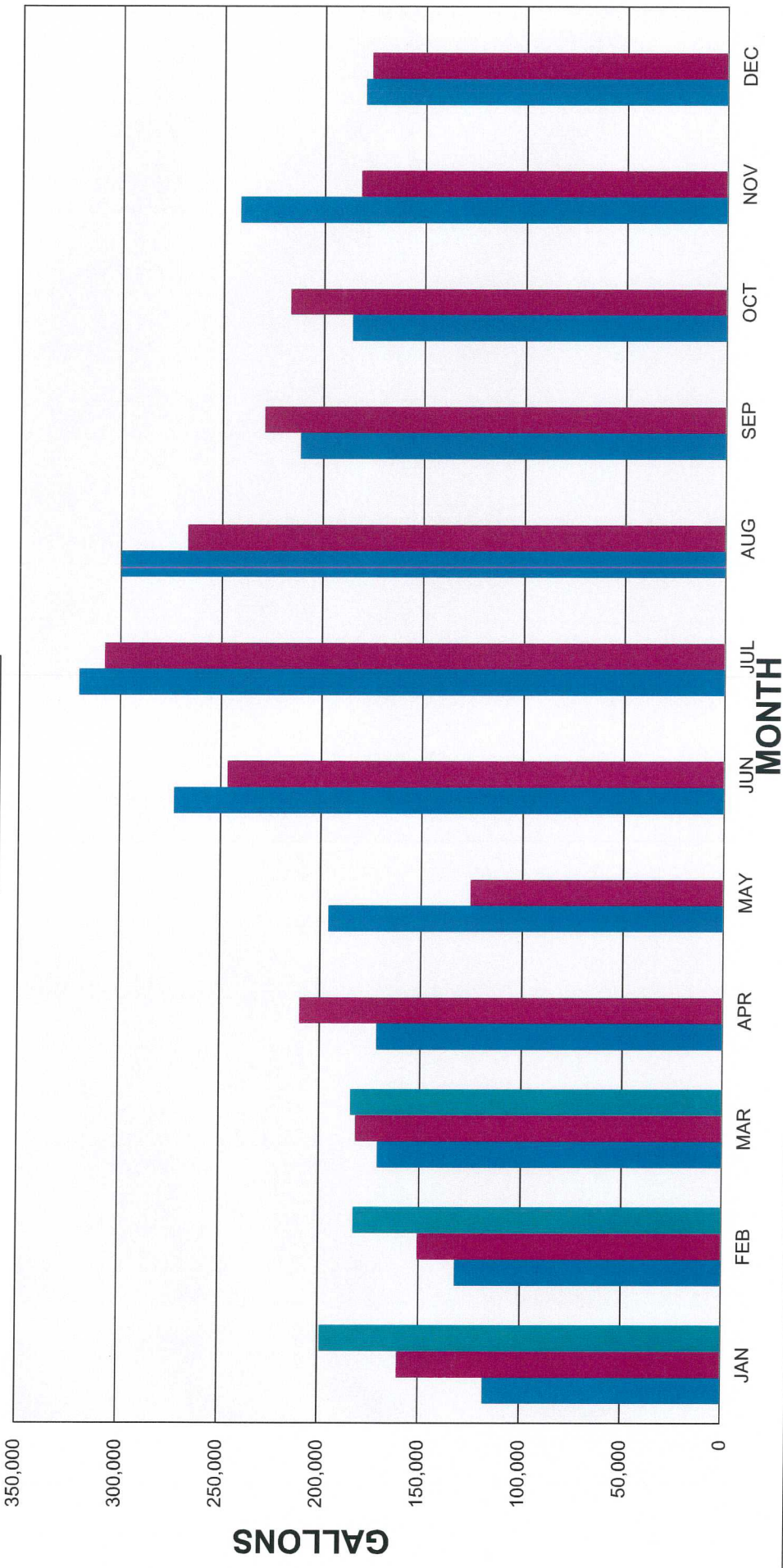
ABCSD MONTHLY TOTAL WWTP EFFLUENT FLOW (2016 - 2018)

■ 2016 ■ 2017 ■ 2018



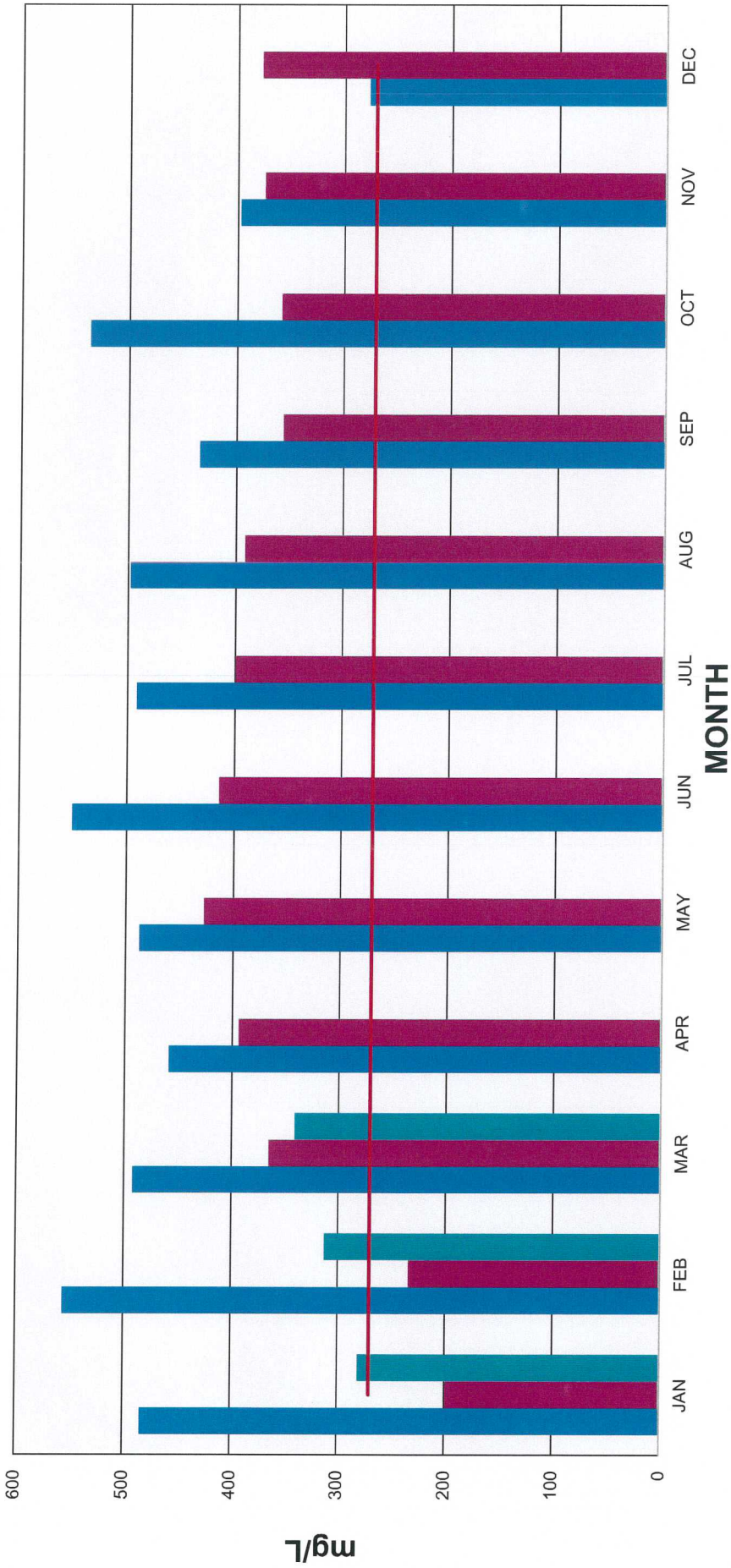
PORT SAN LUIS MONTHLY TOTAL FLOW (2016 - 2018)

■ 2016
 ■ 2017
 ■ 2018

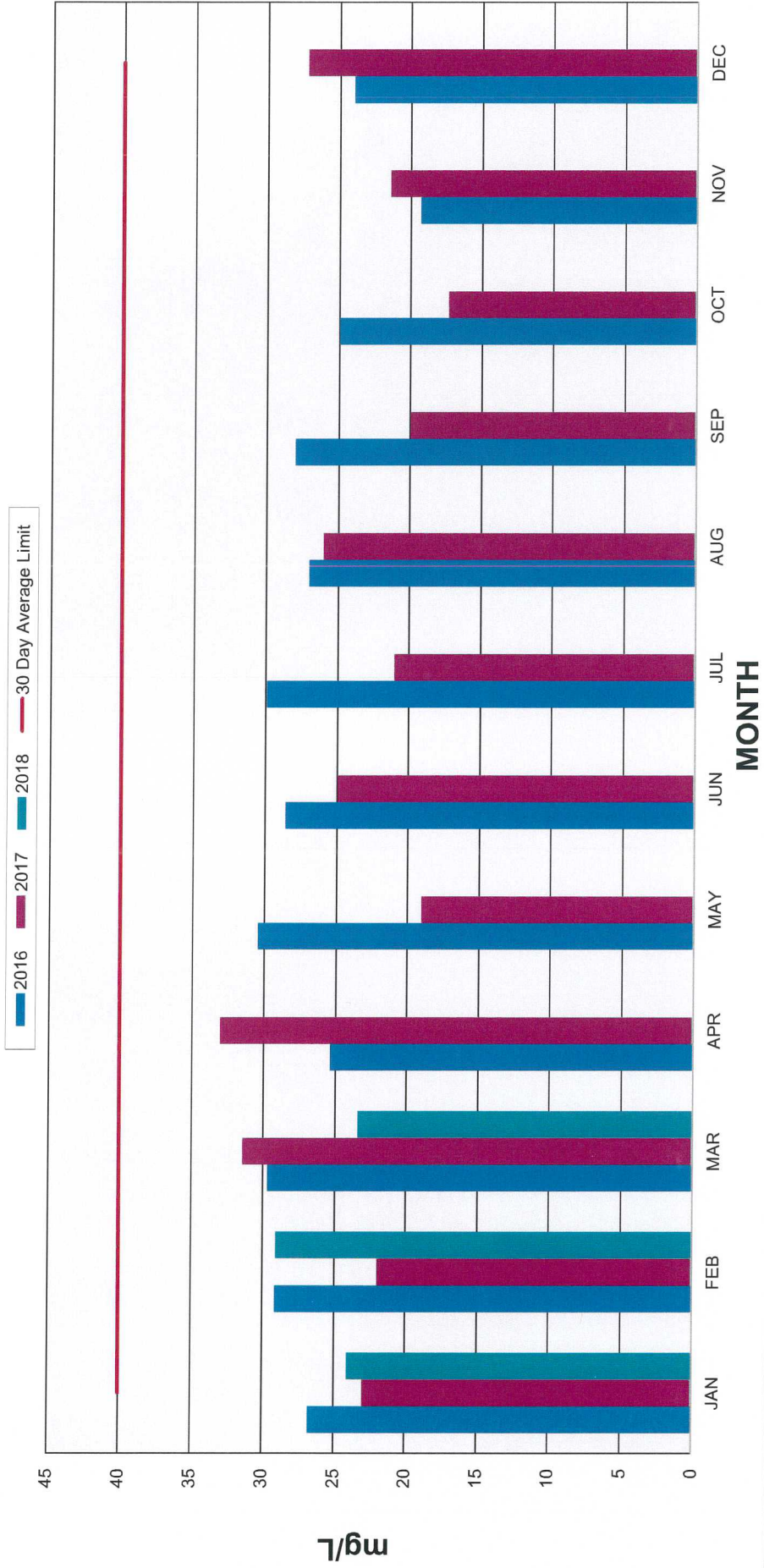


ABCSD MONTHLY AVERAGE INFLUENT BOD (2016 - 2018)

■ 2016
 ■ 2017
 ■ 2018
 — WWTP Design

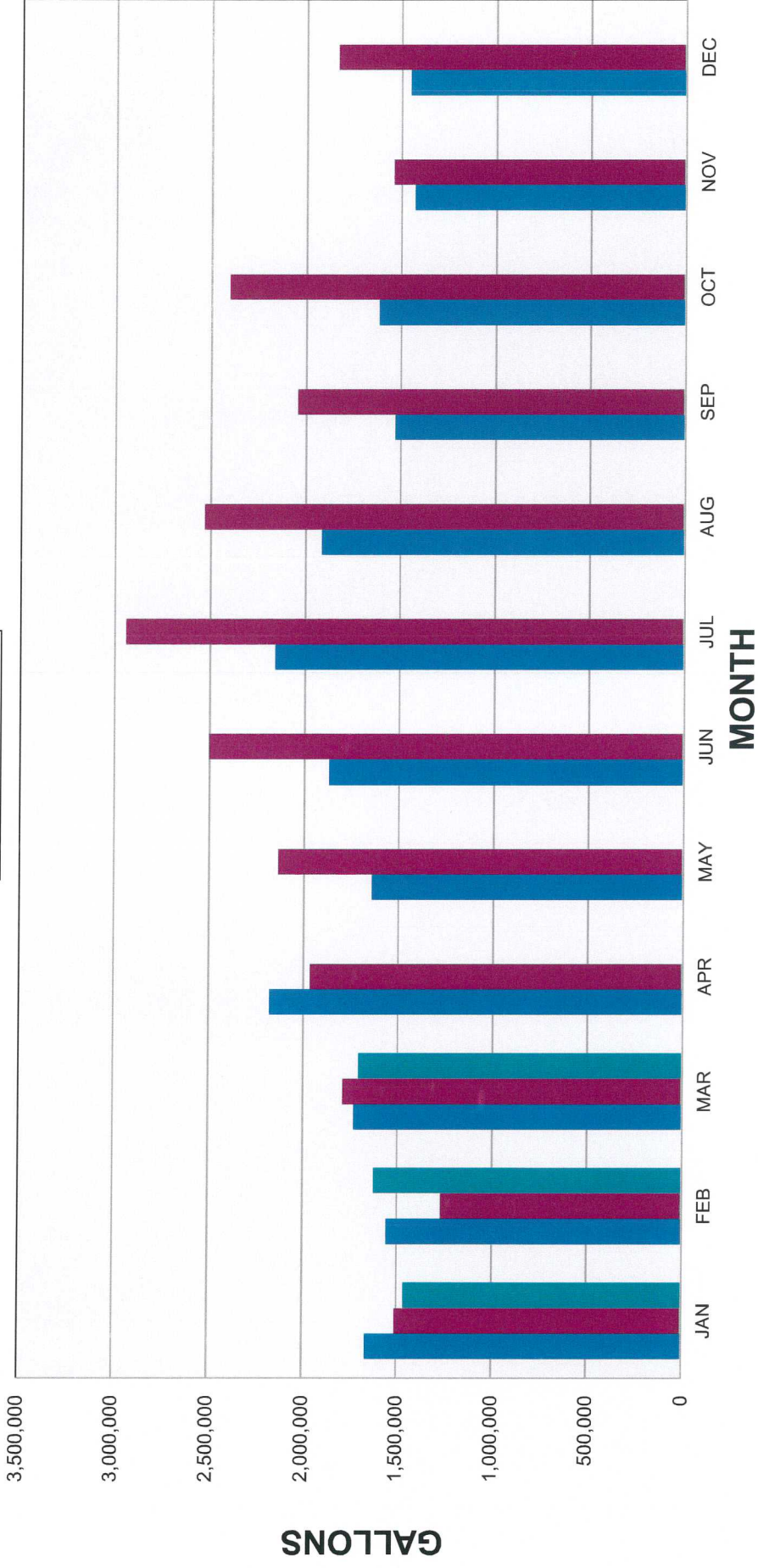


ABCSD MONTHLY AVERAGE EFFLUENT BOD (2016 - 2018)



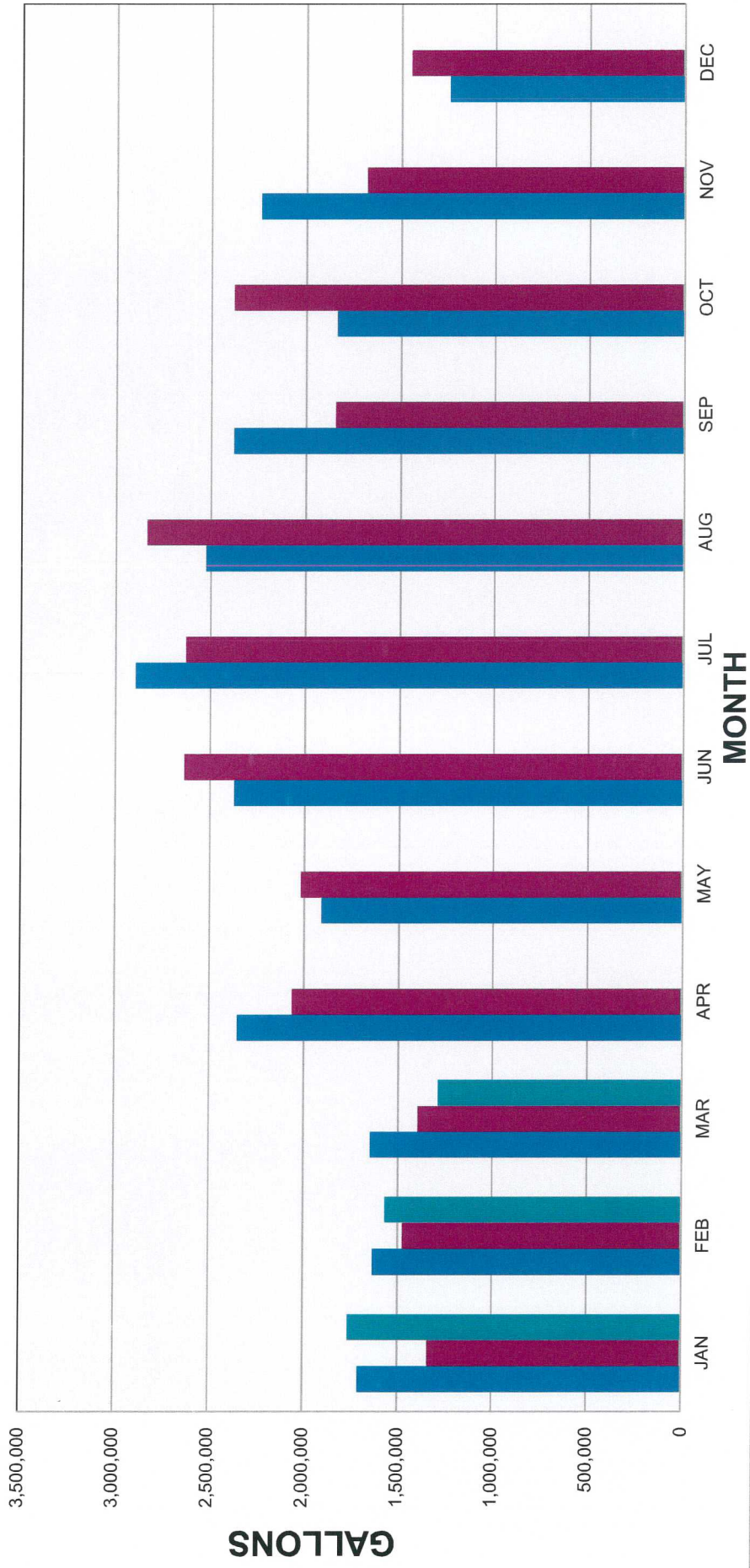
ABCSD MONTHLY WATER PURCHASED FROM LOPEZ (2016 - 2018)

■ 2016 ■ 2017 ■ 2018



ABCSD MONTHLY WATER SOLD (2016 - 2018)

■ 2016 ■ 2017 ■ 2018



**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: April 10, 2018

SUBJECT: Capital Projects Status Report

Recommendation:

Receive Report and Provide Direction to Staff

Discussion:

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

WATER SYSTEM PROJECTS

W-2017/18 - 1: Water Tank Maintenance – Budget: \$75,000 Spent to Date: \$ 15,069 [No Change]

In early 2017 the District retained Advanced Technical Services (ATS) to provide cleaning and inspection of both water tank #1 and #2. ATS provided a report summarizing their cleaning operations, findings and tank maintenance recommendations. The purpose of this project is to provide funding for implementing the water tank repair recommendations over the next two fiscal years. The District retained ATS to complete the recommended repairs on Tank #1 (large tank). The repair work on Tank #1 was completed in November 2017. Staff is now working with ATS to prepare plans and specifications for repairs on Tank #2.

W-2017/18 - 2: Water System Valve Replacement – Budget: \$100,000 Spent to Date: \$ 109,634 [Updated]

Water distribution line valves are being evaluated for replacement during our routine valve exercising program and/or as we conduct normal operations in the system. The valve exercising program helps identify valves that no longer seal and/or are reaching the end of their useful life. This year's budget allowed for the replacement of 3 – 5 valve clusters depending on the location and depth of valve. The District retained Michael K. Nunley & Associates to prepare plans and specifications for this project. In July 2017, the Board awarded this project to Brough Construction. They began work in early August and completed the work in early September. The project scope initially included replacement of four valves clusters, but was increased to include an additional valve cluster based on observed field conditions.

In January 2015, the District identified a project to replace the valves that allow an emergency supply connection between San Miguelito Mutual, Port San Luis and the Avila Beach CSD. The District retained Water Systems Consults Inc. to review the existing valve/meter configuration and provide a

recommended design. WSC prepared a Technical Memo and staff is coordinating the design recommendations with San Miguelito Mutual and the Port. Funding for the water valve project for this fiscal year has been fully allocated. Staff will keep this project on the list for the FY 2018/19 Capital Improvement Program.

W-2017/18 - 3: Miscellaneous Water Line Replacements – Budget: \$20,000 Spent to Date: \$0 [No Change]

As with previous years, this project provides funding for upgrading older water distribution pipe and systems on as needed basis. To date we have not needed to spend any money on this project.

WASTEWATER SYSTEM PROJECTS

WW-2017/18 - 1: Recycled Water Facility Plan and Upgrade of WWTP – Budget: \$75,000 Spent to Date: \$ 72,480 [Updated]

In July 2015, the District retained Water Systems Consulting (WSC) to prepare a Grant Application for a Recycled Water Facilities Planning Study. The Study, conducted in a 50/50 partnership with the San Manuelito Mutual Water Company, evaluated potential regional recycled water use alternatives. The State Water Resources Control Board approved a grant that will reimburse the District for 50% of the cost of the study up to a maximum of \$75,000. WSC completed the draft of the report and it was presented to the District Board at the August 2017, Board meeting. Staff submitted the draft report to the State Water Board in late December 2017, for their review/approval. State Board staff indicated they would need approximately six weeks to complete their review and provide any comments. On March 27, District staff requested a status update from State Board on their review. Once State Board staff complete their review we will submit a request for reimbursement in accordance with the approved grant. As noted in the January 2018 agenda package, San Miguelito Mutual Water Company reimbursed the District \$33,400 in December 2017, for their share of the study expenses.

WW-2017/18 - 2: Influent Wet Well Coating Repairs – Budget: \$45,000 Spent to Date: \$5,425 [Updated]

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

At the November 2017 Board meeting, the District retained MKN Engineering to conduct some investigations and prepare plans and specifications for bidding this project. In late January 2018, MKN provided a draft set of plans and specifications and a draft engineer's cost estimate. Staff reviewed and commented on the draft documents. The plans and specifications will be circulated for bids in mid-April. Construction will be completed in late summer when the tourist related wastewater flows drop.

WW-2017/18 – 3: Process Control Improvements – Budget: \$50,000 Spent to Date: \$ 0 [Updated]

The scope of this project includes upgrades to the WWTP SCADA system and associated pump control mechanisms and flow equalization. The WWTP receives widely variable flow rates during the week and seasonally. These wide swings in flow and organic loading make it difficult for the organisms that are treating the water to provide a stable and consistent treatment level. We can greatly increase consistency of the effluent quality by stabilizing, to the greatest extent possible, our organic loading feed rate. Fluid Resource Management staff prepared a recommended scope for this project and the Board awarded a contract to FRM at the March 2018 meeting. Work will begin on this project shortly.

WW-2017/18 – 4: Wastewater Collection System Repair Budget: \$20,000 Spent to Date: \$29,140 [Updated]

This is a contingency budget line item that will be available for conducting minor un-anticipated repairs to the collection system. With the Board's approval staff funded the First Street Generator and Switchgear purchase and will also fund installation costs with this funding source. In addition, this funding source was used to fund the purchase of a new First Street Lift Station pump and two pump repairs kits to add to the District's critical spare parts inventory. Staff anticipates line item will be approximately \$20,000 over the originally estimated budget. However, the overall approved wastewater CIP budget will remain at or below the approved budget amount.

WW-2017/18 – 5: Misc. Waste Water Projects – Budget: \$20,000 Spent to Date: \$ 11,813 [Updated]

This project provides funding for un-anticipated minor improvements at the WWTP. To date we have installed new variable frequency drives for the two influent wet well pumps. The VFDs allow the pumps to ramp up and down as flow dictates, instead of just on and off. This extends the life of the pumps and provides a more consistent flow rate through the treatment plant. In February 2018, the secondary sedimentation drive system broke. FRM maintenance staffs diagnosed the problem and recommended replacing the 15 year old plus drive chain and rebuilding the bearings. The District spent approximately \$3,700 on materials. FRM labor costs have not yet been invoiced but will be included in the next update report.

ADMINISTRATION PROJECTS

A – 2017/18 – 1: General Admin Equipment (as needed): Budget: \$8,500 Spent to Date: \$ 0 [No changes]

LIGHTING PROJECTS

L - 2017/18 – 1: Repair/Replace Lights and Electrical Systems (as needed). Budget: \$7,500 Spent to Date: \$ 10,868.42 [No Change]


The majority of this project budget was used for replacing the "puck lights" on the embarcadero from a standard 240 volt light to an LED light fixture. Staff is working with Port San Luis Facilities staff to replace the remaining 12 or so light fixtures as part of the Port's project to replace the puck lights that they are responsible for. This project will likely be completed by the end of the fiscal year.

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: April 10, 2018

SUBJECT: Fats, Oils and Grease (FOG) Program Services, Consider Awarding a Contract to Wallace Group Consulting Engineers

Recommendation:

Staff recommends the Board authorize staff to enter in to an agreement with Wallace Group to provide FOG Program Services for FY 2018-19.

Funding:

The FY 2018-19 proposed Budget will include a \$5,500 line item to fund the District's on-going Fats, Oils and Grease Program Services.

Discussion:

The District's wastewater collection system Sanitary Sewer Management Plan requires the District to implement an active FOG program to minimize sanitary sewer overflows caused by or exacerbated by accumulated FOG in the collection system. The scope of services for the program generally includes:

- Routine inspection of restaurant's grease control devices
- Issuance of Permits to the restaurants
- Assistance with public outreach and enforcement (if needed)
- Preparation of monthly status reports

Wallace Group has historically provided FOG program services for the District and they provide FOG services to several local municipalities including City of Arroyo Grande, City of Grover Beach and the City of Buellton. Wallace Group has done a commendable job on the program to date and staff recommends retaining Wallace Group to provide FOG program services for FY 2018-19 in accordance with their attached proposal for an amount not to exceed \$5,300.

March 21, 2018

Brad Hagemann
Avila Beach Community Services District
191 San Miguel Street
Avila Beach, California 93424

Subject: FOG Control Program Services FY 2018-2019

Dear Mr. Hagemann:

Wallace Group appreciates the opportunity to provide you with our proposal for Public Works Administration services for the above referenced project. Based on our discussion, the following Scope of Services has been prepared for your consideration:

PROJECT UNDERSTANDING

The Avila Beach CSD (District) requires regulatory compliance services for administration and inspection for their existing FOG Program. The District's FOG Program consists of permitting, semi-annual inspections, and follow-up on non-compliance with approximately 12 food service establishments (FSEs). The District requested Wallace Group to prepare a proposal for the management of the FOG Control program for the 2018/2019 Fiscal year.

SCOPE OF SERVICES

FOG Program Management

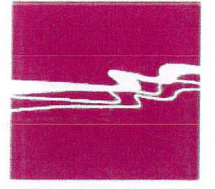
Wallace Group will perform FOG permitting, inspections, and re-inspections for the District's FSEs for the 2018/2019 fiscal year upon notification from the District to start work and receipt of a signed notice-to-proceed.

The FOG Program is an element of the District's Sewer System Management Plan (SSMP) which is a requirement of the Statewide General Waste Discharge Requirement 2006-0003-DWQ enacted by the State Water Resources Control Board. The FOG program will include:

1. Semi-annual inspection of approximately 12 FSEs.
2. Performance of re-inspections when needed to assist in FSE compliance.
3. Assistance with enforcements of significant violations.
4. Re-permitting of all FSEs enrolled in the FOG Program.
5. Permitting of new FSEs that opened for business in 2018/2019 fiscal year and removal from the FOG Program of those FSEs that have closed.
6. Issuance of monthly FOG program status reports.

Deliverables:

- Electronic copies of all inspection reports (PDF format)
- Electronic copies of FOG inspection procedure updates as applicable
- Electronic copies of all permit applications and permits issued (PDF format)



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CIVIL AND
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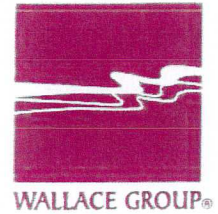
WATER RESOURCES

WALLACE GROUP
A California Corporation

612 CLARION CT
SAN LUIS OBISPO
CALIFORNIA 93401

T 805 544-4011
F 805 544-4294

www.wallacegroup.us



- Monthly reporting of FOG Inspection program status (PDF format)
- Electronic copies of updated outreach materials provided to FSEs as applicable (PDF format)
- Electronic copies of updated outreach materials for residential FOG education as applicable (Word format)
- Electronic copies of updated FOG Inspection Procedures (PDF format)

SCHEDULE

FOG Inspections will be conducted at 6-month intervals with re-inspections occurring based on the status of each FSE's compliance status. All FSE FOG Permits will be issued for a 3-year period.

TO BE PROVIDED BY THE CLIENT

- Verification of current list of FSE's.

PROJECT FEES

The project fees are shown allocated by task to indicate our expected distribution of work. However, the task fee allocations are not individual contract limits.

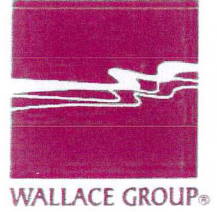
FOG Program Management

Due to the variability of FSEs, and re-inspections during the year, Wallace Group will perform the services denoted in the proposed Scope of Services on a time and materials basis. For budgeting purposes, our preliminary estimate is that our fees will be \$5,300. These estimates reflect the cost for program administration and to have one (1) inspector perform each inspection and re-inspection. These services will be invoiced monthly on an accrued basis in accordance with the attached Schedule of Fees (Exhibit A). Reimbursables are included in the time and materials estimated fee amount stated above.

Cost Breakdown

Task	Estimated Cost
Project Management	\$340
Bi-Annual Inspections	\$2,450
Re-inspections	\$1,150
Permitting	\$760
End of Month Reports	\$450
Reimbursables	\$150
Total	\$5,300

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 one original to our office, which will serve as our notice-to-proceed.

We want to thank you for this opportunity to present our proposal for professional services. If you would like to discuss this proposal in greater detail, please feel free to contact me or Glenn Rider.

Sincerely,

WALLACE GROUP, a California Corporation

TERMS AND CONDITIONS ACCEPTED:

A handwritten signature in blue ink that reads "Bill Callahan".

Bill Callahan
Senior Environmental Compliance Specialist
612 Clarion Court
San Luis Obispo
California 93401
T 805 544-4011
F 805 544-4294
www.wallacegroup.us

Signature

Printed Name

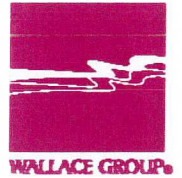
Title

Date

Attachments
sr: PP18-6356; 2017; std
Exhibit A
Exhibit B

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

Exhibit A
Standard Billing Rates



Engineering, Design & Support Services:

Assistant Designer/Technician	\$ 70
Designer/Technician I - IV	\$ 75 - \$105
Senior Designer I - III.....	\$138 - \$148
GIS Technical Specialist	\$130
Senior GIS Technical Specialist.....	\$145
Associate Engineer I - II	\$ 95 - \$105
Engineer I - IV.....	\$140 - \$155
Senior Engineer I - III	\$160 - \$170
Director	\$175
Principal Engineer	\$190
Principal	\$195

Public Works Administration Services:

Project Analyst I - IV.....	\$ 95 - \$140
Senior Project Analyst I - III	\$145 - \$155
Senior Environmental Compliance Specialist I - III	\$158 - \$166

Support Services:

Office Assistant	\$ 60
Project Assistant I - III	\$ 75 - \$ 85

Additional Professional Services:

Fees for expert witness preparation, testimony, court appearances, or depositions will be billed at the rate of \$300 an hour. As authorized in advance by the Client, 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 in accordance with this Fee Schedule. 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 this Schedule of Fees on an annual basis, personnel classifications may be added as necessary.

AVILA BEACH
COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: April 10, 2018

SUBJECT: Award Contract to Install New HVAC Unit at Administrative Office

Recommendation:

Staff recommends that the Board award a contract to the lowest responsive bidder for the installation of a new HVAC unit at 100 San Luis Street.

Funding:

The District's FY 2017-18 Budget includes budgetary item number Adm-1 in the amount of \$8,500. Staff anticipated using this budget to help facilitate moving the District's Administrative Offices to the new location at 100 San Luis Street. However, staff did not anticipate that the existing heat pump units at 100 San Luis Street were non-operational and need replacing. Although the FY 2017-18 budget did not budget funding for the new HVAC unit, there are adequate funds in the District's reserves to fund this project.

Discussion:

At the March 13, 2018, Board meeting staff presented a Staff Report and quote results for the replacement of the HVAC unit at the Administrative Offices at 100 San Luis Street. The quotes were for replacement of the existing heat pump unit (since the building is not plumbed for natural gas). The quotes were all relatively close in price at approximately \$11,000. The low bid was from Pacific Heating and Sheet Metal at \$10,600.

The Board members were concerned with the potential on-going cost of an all-electric heat pump system. The Board directed staff to contact the Gas Company and get a quote for installing a natural gas connection and also request the HVAC contractors to provide an alternative bid for a natural gas fired system.

Staff contacted the Gas Company and put in a request for gas service. The Gas Company sent out Field Planning Associate Jason Bradway to inspect the building and provide a quote for installing gas service and a new gas meter from First Street to the side of the building. The Gas Company quote to install service was \$11,301.

Pacific Heating provided a quote for installing the gas line from the meter to the HVAC unit and installing a new gas fired furnace with associated duct work. Pacific Heating's

quote was \$12,750. The other two original HVAC bidders declined to provide an updated quote.

In summary, the cost to install natural gas service, a new gas meter, associated plumbing and a gas fired HVAC unit will be approximately \$25,000.

Operation of the natural gas fired system will likely use considerably less electricity than the heat pump system. However, the time it will take to recover the \$15,000 on utility bills will be 17-25 years (if you assume you would save \$50 - \$75/month). Staff has also contacted the San Luis Obispo County Energy Watch Partnership to check on costs and grant funding opportunities for the installation of solar panels. Staff will report their finding at the Board meeting.


Staff's recommendation is to award the contract to Pacific Heating for installation the heat pump system.

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: April 10, 2018

SUBJECT: Local Agency Formation Committee (LAFCO), Alternate Special District Member Election

Recommendation:

Vote for one of the two individuals nominated for LAFCO Alternate Special District Member.

Discussion:

On February 23, 2018, the San Luis Obispo Chapter of the California Special District Association met as the Independent Special District to accept nominations and conduct an election for the LAFCO Alternate Special District Member. Unfortunately, we did not achieve a quorum and therefore each Community Services District is voting for one of the nominees and sending the results to the LAFCO Executive Officer.

The two nominees for the LAFCO Alternate Special District Member are:

1. Dan Burgess, Heritage Ranch Community Services District; and
2. Ed Eby, Nipomo Community Services District

The Board is requested to vote for one of nominees and the direct the General Manager to return the attached ballot to LAFCO.



LAFCO - San Luis Obispo - Local Agency Formation Commission
SLO LAFCO - Serving the Area of San Luis Obispo County

TO: EACH INDEPENDENT SPECIAL DISTRICT
FROM: DAVID CHURCH EXECUTIVE OFFICER
DATE: FEBRUARY 26, 2018
RE: BALLOT FOR LAFCO ALTERNATE SPECIAL DISTRICT MEMBER

Two individuals have been nominated for the LAFCO Alternate Special District Member position. The term for this position would expire in December 2021. The Districts' Boards of Directors may select one of the following nominees:

_____ Dan Burgess, Heritage Ranch Community Services District
_____ Ed Eby, Nipomo Community Services District

District: _____

Agenda Date: _____

General Manager or President: _____

E-mailed Ballot. The Government Code allows for the balloting to be conducted electronically by the LAFCO Executive Officer if it is not possible for the Selection Committee to achieve a quorum. The Selection Committee met on February 23, but could not achieve a quorum.

Ballot Instructions. Each Independent Special District may vote for one nominee. The vote by a District must be considered by the District's Board of Directors as an item placed on the agenda. The District's selection must be submitted the LAFCO office no later than **April 30, 2018** via one of the following ways:

- 1) An email indicating the Board's meeting date, an attached agenda, and nominee selection considered by the Board of Directors;
- 2) A scanned pdf of this completed ballot attached to an email with one of the nominees selected and the meeting date it was considered; or
- 3) A fax of the ballot with a cover memo sent to LAFCO with one of the nominees selected and the agenda date of the Board's decision. FAX number 805-788-2072.

Please contact me directly at 805-788-2096 or dchurch@slolafco.com if you have any questions. Thank you.

1042 Pacific Street, Suite A • San Luis Obispo, California 93401
Tel: 805.781.5795 Fax: 805.788.2072 www.slolafco.com

COMMISSIONERS

Chairman
ED WAAGE
City Member

Vice-Chair
LYNN COMPTON
County Member

DEBBIE ARNOLD
County Member

ROBERT ENNS
Special District Member

ROBERTA FONZI
City Member

TOM MURRAY
Public Member

MARSHALL OCHYLSKI
Special District Member

ALTERNATES

ED EBY
Special District Member

ADAM HILL
County Member

JAMIE L. IRONS
City Member

HEATHER JENSEN
Public Member

STAFF

DAVID CHURCH
Executive Officer

RAYMOND A. BIERING
Legal Counsel

MIKE PRATER
Senior Analyst


DONNA J. BLOYD
Commission Clerk

AVILA BEACH
COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: April 10, 2018

SUBJECT: Award Contract to Retain MKN Engineering to Prepare a Brine Waste Disposal Study

Recommendation:

Staff recommends that the Board award a contract MKN Engineering for the Preparation of a Brine Waste Disposal Study

Funding:

The District's FY 2017-18 Budget includes budgetary item number WW-5 Misc. Waste Water Projects in the amount of \$20,000. To date the Board has authorized expenditures of approximately \$12,000 from this budget line item. There is adequate funding in this line item to pay for the Brine Study expenses incurred in the remainder of fiscal year 2017/18. Some additional funding will need to be programmed in to the FY 2018/19 to complete the Study.

Discussion:

The recently adopted wastewater discharge permit from the Regional Water Quality Control Board includes a provision for the District to accept and discharge brine waste at the WWTP after the District completes a Brine Discharge Study. Staff met with Water Board staff several weeks ago to discuss the Water Board's requirements for the Study. With that information I met with MKN Engineering and requested them to provide the District an Engineering Services Proposal for the Study. MKN's proposal is attached to this Staff Report.

As we have discussed in previous Staff Reports, the Water Board is encouraging dischargers with ocean outfalls to develop a plan to accept brine wastes. Brine land disposal options are limited and trucking brine to disposal sites in the Central Valley are very expensive. Accepting brine waste at the District's wastewater treatment plant could provide a cost effective alternative for brine waste generators and another revenue source for the District. The next step is to complete the Brine Study and get approval from the Water Board.

Staff's recommendation is to award the contract to MKN Engineering for preparation of the Brine Disposal Study.



P.O. Box 1604
Arroyo Grande CA 93421
805 904 6530 tel
www.mknassociates.us

March 29, 2018

Mr. Brad Hagemann
Avila Beach Community Services District
submitted electronically

RE: Proposal for Engineering Services – Brine Waste Disposal Study

Dear Brad,

Michael K. Nunley & Associates, Inc., (MKN) is pleased to submit this proposal for professional engineering services to assist with development of a brine waste disposal study for the Avila Beach Community Services District wastewater treatment plant (WWTP). This proposal provides a recommended approach for the study.

PROJECT UNDERSTANDING

Avila Beach Community Services District (District) owns and operates the WWTP, which treats wastewater from the District's sewer service area and Port San Luis Harbor District. The WWTP provides secondary treatment using clarification and fixed-film reactors, disinfection with sodium hypochlorite, and dechlorination prior to discharge. Treated effluent is discharged through an ocean outfall into San Luis Obispo Bay, approximately 1,000 feet beyond the Avila Pier.

The District is investigating the potential to receive brine waste from nearby brine waste generators that would otherwise truck and haul for disposal elsewhere. The Waste Discharge Requirements ("WDR", Order No. R3-2017-0025, NPDES No. CA0047830) include a requirement to submit and receive approval for a brine waste disposal study prior to discharging brine waste through the ocean outfall. The WDR lists the following minimum elements for the study:

- 1) A projection of the brine volume and characteristics,
- 2) Standard operating procedures that will be followed to determine the characteristics and composition of brine wastes proposed to be discharged,
- 3) An assessment of the impact of the brine waste on permit compliance,
- 4) An assessment of the impact of the brine waste on the minimum probable initial dilution at the point of discharge, and
- 5) A detailed description of the brine waste disposal facilities and process flow diagram for the brine wastes.

The District has identified a few potential brine waste streams to review, including brine wastes from the Chevron vapor extraction remediation project in Avila Beach and from wellhead nitrate treatment systems in the area.

SUMMARY OF PROPOSED SERVICES

This proposed scope of work is based on discussions with you and our recommendations for the study. We are happy to adjust the scope if desired to best fit the District's needs. If selected to perform the work, MKN proposes the following services to complete the study:

- Review available information regarding the proposed brine waste and the existing influent and effluent wastewater characteristics;
- Develop preliminary requirements for brine waste (volume and quality);
- Develop brine disposal plan and process flow diagram;
- Develop standard operating procedures;
- Coordinate and attend progress meetings; and
- Prepare draft and final technical memorandum.

SCOPE OF WORK

Task Group 100 – Preliminary Engineering

101. Conduct Information Review

MKN will review existing available information provided by the District, and as available on the State Water Board's California Integrated Water Quality System (CIWQS). It is assumed the District will provide available water quality and flow information regarding potential brine waste dischargers, any additional available wastewater quality information for the WWTP that is not already available on CIWQS, and the District's existing wastewater standard operating procedures.

102. Preliminary Requirements for Brine Waste

Preliminary flow and water quality requirements for brine waste will be developed based on existing WWTP flow and effluent water quality, available water quality information for potential brine wastes, and safely maintaining compliance the WDR.

103. Draft Brine Disposal Plan and Process Flow Diagram

MKN will review as-built plans for available space within the WWTP site and develop a preliminary draft brine disposal plan and process flow diagram. It is anticipated that at a minimum the project will include one or more holding tanks, piping and connection to an existing effluent box.

The draft brine waste flow and water quality requirements, and the draft site plan and process flow diagram will be provided to the District General Manager electronically in PDF format for review.

104. Progress Meeting 1

MKN will coordinate and attend a progress meeting with District staff to review the draft documents developed under this Task Group and discuss any comments or desired changes.

Task Group 200 – Brine Waste Disposal Study Technical Memorandum

201. Draft Standard Operating Procedures

After receipt of District comments on the items developed under Task Group 100, MKN will develop a draft list of proposed Standard Operating Procedures (SOPs) that will be developed for District

review. The SOPs will address determination of the characteristics and composition of brine wastes proposed to be discharged, how the discharger will transfer brine to District facilities, and how the brine waste will be monitored or checked. MKN will utilize the District's existing SOP format (if available). The Draft SOPs will be provided electronically to the General Manager in Word or PDF format for review and comment. It is assumed that revised draft SOPs will be included as an attachment to the Technical Memorandum described in Tasks 202-204.

202 - 204. Draft and Final Technical Memorandum

MKN will prepare a draft Technical Memorandum addressing the minimum elements described in the WDR and summarizing the findings, the methodology used to develop brine waste flow and quality requirements, and additional recommendations developed during the study. The draft Technical Memorandum will be provided electronically in Word format for District review and comment. MKN will coordinate and attend a Progress Meeting to discuss District comments. Comments will be incorporated and a Final Technical Memorandum will be provided (PDF format).

ASSUMPTIONS:

- MKN shall be entitled to rely reasonably upon the accuracy of data and information provided by or through Client and will use good professional judgment in reviewing and evaluating such information. If MKN identifies any error or inaccuracy in data or information provided by or through Client, or determines that additional data or information is needed to perform the services, MKN shall promptly notify the client. MKN will provide data requests to Client as needs arise.
- The District will coordinate review with Regional Water Quality Control Board staff. MKN can coordinate and/or attend a review meeting with RWQCB staff upon request.
- Design and construction phase services are not currently included in this scope of work.

FEE AND SCHEDULE

The anticipated schedule is summarized in the table below.

Task	Weeks from Notice-to-Proceed
Receipt of requested information	1 week
Develop preliminary brine waste requirements, draft brine disposal site plan and process flow diagram	5 weeks
District Review	7 weeks
Schedule Progress Meeting 1	7 weeks
Draft Technical Memorandum	11 weeks
District Review	13 weeks
Schedule Progress Meeting 2	13 weeks

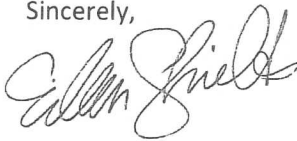
Final Technical Memorandum

16 weeks

MKN proposes to complete the work on a time and materials basis, with a budget of \$12,834 that will not be exceeded without written authorization from the District. The budget assumptions are detailed in the attached spreadsheet and the 2018 Fee Schedule is attached.

Thank you for providing MKN with the opportunity to provide professional engineering services for your project. If you have any questions regarding this proposal, please contact me at eshields@mknassociates.us or by phone at (805) 904-6530 x105.

Sincerely,



Eileen Shields, PE
Principal

Attachments: Phase 1 Budget; 2018 Fee Schedule

Proposal - ABCSD Brine Waste Disposal Study										
	Principal Engineer	Senior Engineer	Assistant Engineer	Drafter	Administrative Assistant	Total Hours	ODCs	Total Labor	Total Cost	
Task Group 100 - Preliminary Engineering										
101. Conduct information review	2	1	4			7		\$ 1,038	\$ 1,038	
102. Develop draft requirements for brine wastes (volume and quality)	4		8			12		\$ 1,736	\$ 1,736	
103. Develop draft brine disposal plan and process flow diagram	1		6	6		13		\$ 1,524	\$ 1,524	
104. Progress Meeting	1	1				2	\$ 20	\$ 350	\$ 370	
Subtotal	8	2	18	6	0	34	\$ -	\$ 4,648	\$ 4,668	
Task Group 200 - Technical Memorandum										
201. Draft Standard Operating Procedures	4	2	12			18		\$ 2,584	\$ 2,584	
202. Draft Technical Memorandum	6		16	2		24		\$ 3,306	\$ 3,306	
203. Progress Meeting	1	1				2	\$ 20	\$ 350	\$ 370	
204. Final Technical Memorandum	4	1	8			13		\$ 1,906	\$ 1,906	
Subtotal	15	4	36	2	0	57	\$ 20	\$ 8,146	\$ 8,166	
TOTAL BUDGET	23	6	54	8	0	91	\$ 20	\$ 12,794	\$ 12,834	

Billing Rates	\$/hr
Principal Engineer	180
Senior Engineer	170
Assistant Engineer	127
Drafter	97
Administrative Assistant	57

Mileage to be reimbursed at IRS rate





MKN & Associates, Inc.
PO Box 1604
Arroyo Grande, CA 93421
805 904 6530

FEE SCHEDULE FOR PROFESSIONAL SERVICES

ENGINEERS AND TECHNICAL SUPPORT STAFF

Principal Engineer	\$180/HR
Senior Project Engineer	\$170/HR
Project Engineer	\$150/HR
Water Resources Planner	\$138/HR
Assistant Engineer	\$127/HR
GIS Specialist	\$130/HR
GIS Technician	\$110/HR
Senior Design Technician	\$97/HR
Administrative Assistant	\$57/HR

Routine office expenses such as computer usage, telephone charges, office equipment and supplies, incidental postage, copying, faxes, etc., are included in the hourly rates.

DIRECT PROJECT EXPENSES


Outside Reproduction	Cost + 10%
Subcontracted or Subconsultant Services	Cost + 10%
Travel & Subsistence (other than mileage)	Cost
Auto Mileage	Current IRS Rate - \$.54/mi.

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: April 10, 2018

SUBJECT: Request for Consideration of Time Change of Regular Board Meetings

Recommendation:

Consider Director Najarian's Request and Provide Direction to Staff

Discussion:

At the July 11, 2017, Board meeting the Board discussed the advantages and disadvantages of moving the regularly scheduled Board meeting time to regular day time work hours. Several of the Directors thought a mid-day meeting time might be more convenient for the Board members and staff, promote more consistent attendance and not have an impact on the public's ability to attend the meetings. The Board members decided to "table" the issue until the Administrative Offices was re-located to 100 San Luis Street. With the re-location now complete, Director Najarian requested that staff bring the item back for further consideration.

At the time, staff conducted a quick review of when the other Community Service Districts held their regular meetings and found the following:

Nipomo CSD meets at 9:00 AM on the second and fourth Monday of the month;
San Miguelito Mutual Water meets at 9:00 AM on the third Wednesday of the month;
Cayucos CSD meet at 5 PM on the third Thursday of each month;
San Simeon CSD meets at 6:00 PM on the second Wednesday of the month;
Los Osos CSD meets at 7:00 PM on the first and third Thursday of the month;
Templeton CSD meets at 7:00 PM on the first Tuesday of the month; and
San Miguel CSD meets at 7:00 PM on the fourth Thursday of the month.

This summary indicates that our local CSDs meet at a variety of dates and times subject to the pleasure of the Board of Directors and ensuring that the public members have ample opportunity to participate in the Board meetings. It has been my experience that only a few members of the public attend the Avila Beach CSD Board meetings and therefore a change of the meeting time may not have a significant impact on public participation. If the Board was considering a controversial item, they could hold a Special Meeting(s) to provide for increased opportunity for public participation.