

AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424
Meeting Room and Office – 191 San Miguel Street, Avila Beach
Telephone (805) 595-2664 FAX (805) 595-7623
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AGENDA

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

CALL TO ORDER: 7:00 P.M.

1. ROLL CALL: Board Members:

Pete Kelley, President
Lynn Helenius, Vice President
Eric DeWeese, Director
(via phone for this meeting only)
Ara Najarian, Director
Vacant, Director

Swear In New Board Member Kristen Berry

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 June 13th, 2017 Regular Meeting
- B. Monthly Financial Review
- C. General Manager and District Engineer Report
- D. Water and Wastewater Superintendent Report

5. DISCUSSION OF PULLED CONSENT ITEMS

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

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

- A. Award Contract for Water Valve Replacement Project, CIP #W-2017/18 - 2
(Action Required: Consider Awarding a Contract to Brough Construction Company)
- B. Confirm Relocation of District Offices and Associated Lease Agreements
(Action Required: Receive Report and Take Action on Lease Effected Agreements)
- C. Annual Weed Abatement Program
(Action Required: Receive Report, Consider Adopting Resolution No. 2017-07 Ordering Abatement)
- D. Special District Risk Management Authority Board of Directors Election
(Action Required: Review Candidate Qualifications and Consider Adopting Resolution Casting District Votes)
- E. Wastewater Treatment Plant Discharge Permit Renewal
(Action Required: Receive Staff Report and Provide Direction to Staff)
- F. Regular Board Meeting Times.
(Action Required: Receive Report and Provide Direction to Staff)

7. COMMUNICATIONS/ COORESPONDENCE

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

8. Adjourn to next regularly scheduled meeting on August 8th, 2017

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

**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
June 13th, 2017**

1. CALL TO ORDER

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

2. ROLL CALL

Board Members Present: Pete Kelley
 Lynn Helenius
 Eric DeWeese

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

Absent: Ara Najarian (Director Najarian joined the meeting at 7:05 p.m.)

3. PUBLIC COMMENTS

4. INFORMATION AND DISCUSSION ITEMS

A. County Reports

1. SLO Sheriff:

Sheriff Voge introduced himself as the new commander representing the San Luis County Sheriff's Office. Sheriff Voge offered his direct phone line at 781-4630; please contact him if you have questions or concerns. Sheriff Voge reported 73 calls for service including 4 threats, 3 arrests, 4 burglaries from vehicles at Bob Jones trailhead. Voge stated that they are working on installing a second camera at the Bob Jones Trailhead. The parking lot for this trailhead is problematic since it is very close to the freeway making access easy for theft. Activity this month included a cave landing suicidal subject with a shotgun. The Department apprehended the subject, but he threw the gun over the cliff into the ocean. The weapon was not located after an exhausted search. Sheriff Voge warned the Board and public about phone scams related to the "IRS" and Target gift cards.

2. Cal Fire Report:

Cal Fire Battalion Chief Paul Lee reported 50 calls for service this month. Twenty- one of those calls were for medical assistance. Chief Lee reported that fire season begun May 15th and all stations are fully staffed and ready. Four aircraft, three bulldozers and five additional engines are available for response. Lee stated the Department is enforcing the Weed Abatement Program and reminded folks to abate weeds around their property.

Chief Lee stated the Cave Landing Road vegetation maintenance project is complete and the Department has \$75,000 to widen the Wild Cherry Canyon road. Chief Lee also reminded folks that as of June 13, no outdoor burning is allowed with the exception of Agricultural burning.

B. Reports on Conferences, Meetings and General Communications

GM Hagemann reminded the Board members to complete their ethics training. The California Special District’s Association (CSDA) training office has created individual logins and passwords for each board member and sent them an email with instructions. Emily Cha from CSDA sent the Directors an email in late January that provided them a login and password to access the free training webinars. Directors should turn in their Certificates of Completion into the District office for our official files.

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 April 11th, 2017 Regular Meeting
- B. Monthly Financial Review for April & May
- C. General Manager and District Engineer Report
- D. Capital Projects Status Report
- E. Water and Wastewater Superintendent Report April & May Report

GM Hagemann reported that Lopez Lake is holding steady at 62% capacity (30,500AF) but will soon start dropping as run-off curtails. Hagemann also reported that State Water Project deliveries will be 85% of the Table “A” entitlements. Hagemann also reported that the Sanitary Sewer Management Plan (SSMP) Audit, was completed and staff will be implementing the audit recommendations over the next 8-12 months. Finally, Liberty Composting will likely be taking over the District’s sludge disposal since the City of Soledad WWTP is cutting back on the amount of sludge they are accepting.

In response to a Board member question, GM Hagemann explained that the rented road plates were used to support the effluent repair line project for a prolonged period. Director Helenius made the 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
Eric DeWeese
Pete Kelley

NOES: None

6. DISCUSSION OF PULLED CONSENT ITEMS.
None

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

A. Resolution of Appreciation for former Board Member, Mr. Ken San Filippo.

Former Director Ken San Filippo was present for the reading of Resolution No. 2017-02 by President Kelley. President Kelley made the motion to adopt Resolution No. 2017-02 honoring Mr. San Filippo and his service on the Board. Director Najarian seconded the motion and it passed with a roll call vote 4-0.

AYES: Pete Kelley
 Ara Najarian
 Eric DeWeese
 Lynn Helenius

NOES: None

B. Fats, Oil and Grease Program Services Contract. GM Hagemann summarized the Staff Report and restated that the District's SSMP requires the District to implement an active FOG program. The District has routinely retained Wallace Group to conduct the District's FOG Program. Staff recommended the Board retain Wallace Group to conduct the FY 2017/18 FOG inspection and reporting program. Director Najarian asked if the Directors should be concerned about retaining W/G in light of the recent District Attorney charges against John Wallace. GM Hagemann commented that District staff is confident that he W/G staff will continue to effectively implement the District's FOG program. Anne Brown, Avila Beach commented that the entire firm should not be penalized for one person. Director DeWeese made the motion to approve a Contract with W/G for FY 2017/18 Fats, Oil and Grease Program Services Contract. Director Helenius seconded the motion and it passed with a roll call vote 4-0.

AYES:
 Eric DeWeese
 Lynn Helenius
 Ara Najarian
 Pete Kelley

NOES: None

C. 2017 Weed Abatement Program. GM Hagemann summarized the staff report noting that each year the District works with Cal Fire to coordinate the weed abatement and fire protection program. Cal Fire staff will inspect properties to ensure weeds and trash are cleared; if work is needed they will post the property requesting the owner clear weeds and/or trash; if not cleared then District will make arrangements and bill the property owner. Chief Lee confirmed Hagemann's summary and responded to Director questions.

Director Kelley made the motion to adopt Resolution No. 2017-03 declaring weeds a nuisance. Director Helenius seconded the motion and it passed with a roll call vote 4-0.

AYES: Pete Kelley
 Lynn Helenius
 Ara Najarian
 Eric DeWeese
NOES: None

D. Resolution No. 2017-04 to Adopt the San Luis Obispo County Integrated Regional Water Management Plan (IRWMP) – GM Hagemann summarized the staff report by stating the IRWMP Act was initially adopted in 2002 and supported by a series of voter approved propositions that provided grant funds for regional projects. The Program is administered by SLO County Public Works Department. Agencies must formally adopt the IRWMP Plan in order to be eligible for project funding. To date the County has awarded almost \$25 million

Director Kelley made the motion to adopt Resolution No. 2017-04 adopting the San Luis Obispo Integrated Regional Water Management Plan. Director Najarian seconded the motion and it passed with a roll call vote 4-0.

AYES: Pete Kelley
 Ara Najarian
 Eric DeWeese
 Lynn Helenius
NOES: None

E. Water Resource Analysis Tech Memo

GM Hagemann reminded the Board that the District had retained Water Systems Consulting Inc. (WSC) to evaluate historic and projected water supply & demand based on the District's most recent data and conditions. The last evaluation of this type was completed in coordination with the May 2010 Water Master Plan. This Tech Memo (TM) includes sections on the District's historic water demand; projected water demand; water supply portfolio; and historical supply reliability including the most recent extended drought cycle. The TM concludes with an analysis of three scenarios: normal year, single dry year and multiple dry years. WSC's recommendation is the District should continue to assess opportunities to increase water entitlements, in order to supplement and diversify its water portfolio. Director Helenius wanted to know the District's water entitlement and how would the use of the full entitlement potentially affect the wastewater treatment plant. Director Helenius also asked if the District could reduce the utility rates based on the above scenarios. President Kelley explained that the water and sewer rates typically do not go down with lower use due to the District's fixed costs of operating the systems. The Board directed staff to continue to assess opportunities to increase the District's water entitlements/supply and diversify its water portfolio.

F. Discharge of Treated Groundwater Water to the District Collection System & WWTP – GM Hagemann summarized the staff report explaining that Chevron Environmental Management Company (CEMC) is continuing to conduct ground water (GW) cleanup at the former Unocal tank site. CEMC is evaluating disposal alternatives to trucking the treated wastewater off-site including discharging the treated water to the District’s sewer system. District staff has conducted a preliminary review of the treated GW quality and it appears all the parameters are well within the District’s permit limitations. Carinna Butler, from Fluid Resource Management Operations Team, commented that the water should be tested extensively to ensure it does not have a negative impact on the operation of the WWTP. President Kelley wanted to know the cost and the benefit to the District. Anne Brown also commented regarding her concern about contaminants that could be coming into our wastewater plant. GM Hagemann commented that the District would only agree to accept the treated GW if it did not have a negative affect on the WWTP and the sludge disposal options. The Board directed Staff to continue their analysis and initiate negotiations with the CEMC on the logistics and cost of accepting the treated GW.

G. Facilities Committee Report re: Former Fire Station Lease. Hagemann reported that the Facilities Committee inspected the building on May 1st, 2017 and generated the staff report in the Board packet. Director Najarian reported that the current tenants are not willing to share the space and confirmed that the existing District office space is not adequate and storage is inadequate for record retention and staff office space. The Board directed Staff to notify the District’s current tenants (Vizdom Software, Inc.) and the District’s current property owner (Avila Beach Civic Association) that the District Administrative Office will be relocating to the former fire station at 100 San Luis Street, Avila Beach.

H. PUBLIC HEARING: Fiscal Year 2017/18 Budget

GM Hagemann used a series of slides to summarize the proposed FY 2017/18 budget and responded to questions from the Board. President Kelley opened the Public Hearing on the budget. No comments were received from the public so President Kelley closed the Public Hearing and brought the item back to the Board. After some additional discussion, President Kelley made the motion to adopt Resolution No. 2017-05 Adopting, Appropriations Limitations. Director DeWeese seconded the motion and it passed with a roll call vote 4-0.

AYES: Pete Kelley
 Eric DeWeese
 Ara Najarian
 Lynn Helenius
NOES: None

President Kelley then made the motion to adopt Resolution No. 2017-06 adopting the the Final FY 2017/18 Budget. Director Najarian seconded the motion and it passed with a roll call vote 4-0.

AYES: Pete Kelley
 Ara Najarian
 Eric DeWeese
 Lynn Helenius
NOES: None

I. Board Vacancy. GM Hagemann commented that Staff has received only one application for the vacant Director position. Hagemann provided a copy of Ms. Kristen Berry’s application. After some discussion and an opportunity for public comment, President Kelley made the motion to appoint Kristen Berry to the Board of Directors of the Avila Beach CSD to fill the vacancy through December 2018. Director Najarian seconded the motion and it passed with a roll call vote 4-0.

AYES: Pete Kelley
 Ara Najarian
 Eric DeWeese
 Lynn Helenius
NOES: None

8. COMMUNICATIONS:

ADJOURNMENT: The meeting was adjourned at 9:25 p.m.

The next regular meeting of the Avila Beach Community Services District is scheduled for Tuesday, July 11th, 2017 at 7:00 pm.

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

Respectfully submitted,

Brad Hagemann, PE
General Manager

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

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: July 11th, 2017

SUBJECT: Monthly Financial Review for June 2017

Recommendation:

Receive and file report.

Overall Monthly Summary

During June the District made deposits in the amount of \$88,738.04 and experienced \$52,152.63 in expenses (cash basis). The deposits by fund and checks by fund are provided as an attachment to this report. Income in June included \$7,255.55 in County tax income and \$90,249.85 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 June are provided for your information.

Utility Service Billing

For the month of June the District billed approximately \$95,317.14 in water and sewer service charges. Customer Rate Assistance amounted in a reduction of billing charges to the District in the amount of \$503.12.

Operation and Maintenance

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

Avila Beach Community Services District
Profit & Loss
June 2017

	<u>Jun 17</u>
Ordinary Income/Expense	
Income	
4000 · Income Summary	
4010 · Operating Revenue	90,249.85
4020 · Contract Services-Ambulance	971.53
4030 · County Taxes	7,255.55
4090 · Rental Income	3,260.00
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Total 4000 · Income Summary	101,736.93
	<hr/>
Total Income	101,736.93
	<hr/>
Gross Profit	101,736.93
	<hr/>
Expense	
5100 · Merchant Credit Card Fees TIB	164.29
5200 · Payroll Expenses	
5210 · Gross Wages	
5211 · Regular Pay	2,367.50
5012 · Holiday Pay	0.00
5014 · Sick Pay	0.00
5016 · Vacation Pay	533.52
	<hr/>
Total 5210 · Gross Wages	2,901.02
5230 · Payroll Taxes	50.76
5240 · Health & Medical Exp.	
5242 · Health Ins / Other	600.00
	<hr/>
Total 5240 · Health & Medical Exp.	600.00
5250 · PERS Company Pd Expense	
5256 · PERS Co Pd Kristi	188.87
	<hr/>
Total 5250 · PERS Company Pd Expense	188.87
	<hr/>
5280 · Payroll Administration & Misc.	100.32
	<hr/>
Total 5200 · Payroll Expenses	3,840.97
	<hr/>
6000 · Administrative Overheads	
6135 · Legal	414.40
6140 · Office Supplies & Postage	414.12
6145 · Public Notices	137.94
6150 · Rate Assistance	503.12
6160 · Training	10.00
6170 · Website	600.00
	<hr/>
Total 6000 · Administrative Overheads	2,079.58

Avila Beach Community Services District
Profit & Loss
June 2017

	<u>Jun 17</u>
6500 · Operating Expenses	
6503 · Chemicals	5,480.90
6505 · Contract Labor	28,796.80
6510 · Critical Spare Parts	77.61
6518 · Equipment Expense	738.85
6520 · Equipment Repair & Maint.	
6522 · Equip. Rep. & Maint-Avila & HD	3,083.79
6524 · Equip. Rep. & Maint. Avila Only	501.95
6520 · Equipment Repair & Maint. - Other	329.18
Total 6520 · Equipment Repair & Maint.	<u>3,914.92</u>
6530 · Generator Maintenance	165.00
6535 · Insurance	1,235.46
6540 · Lab Tests	297.39
6542 · Maintenance	1,184.05
6550 · Operating Supplies	226.59
6555 · Permits & Fees	1,692.00
6565 · Regulatory Compliance	391.70
6567 · Repairs	513.05
6580 · Solids Handling	2,434.00
6585 · Telephone / Internet	555.82
6590 · Utilities	3,219.64
Total 6500 · Operating Expenses	<u>50,923.78</u>
Total Expense	<u>57,008.62</u>
Net Ordinary Income	44,728.31
Other Income/Expense	
Other Income	
7200 · Non-Operating Income	
7210 · Capacity Fees Paid	91,746.00
7220 · CIP Harbor	20,490.00
Total 7200 · Non-Operating Income	<u>112,236.00</u>
Total Other Income	112,236.00
Other Expense	
8200 · Non-Operating Expenses	
8230 · Capital Purchases in Prog Sani	
8232 · WW-2 Effluent Line Repair HD	190.90
Total 8230 · Capital Purchases in Prog Sani	190.90
8270 · Capital Purchases in Prog Water	
8272 · W-2 Water System Valve/ Meter	8.02

12:42 PM
07/06/17
Accrual Basis

Avila Beach Community Services District
Profit & Loss
June 2017

	<u>Jun 17</u>
8273 · W-3 Misc Water Line Replacement	172.50
Total 8270 · Capital Purchases in Prog Water	<u>180.52</u>
Total 8200 · Non-Operating Expenses	<u>371.42</u>
Total Other Expense	<u>371.42</u>
Net Other Income	<u>111,864.58</u>
Net Income	<u><u>156,592.89</u></u>

Avila Beach Community Services District
Balance Sheet
As of June 30, 2017

	<u>Jun 30, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Summary	
1005 · Customer Cash	190.95
1008 · Petty Cash	153.52
1010 · Heritage Oaks General Checking	707,876.89
1025 · Pooled Cash	2,671,663.57
1030 · B of A - Payroll	6,242.85
1050 · LAIF	2,234,087.62
1099 · Cash Balance	-2,671,663.57
Total 1000 · Cash Summary	<u>2,948,551.83</u>
Total Checking/Savings	2,948,551.83
Accounts Receivable	
1200 · *Accounts Receivable	210,218.39
Total Accounts Receivable	<u>210,218.39</u>
Other Current Assets	
1250 · Receivables	
1255 · Interest Receivable	3,019.76
1270 · Taxes Receivable	8,787.45
1280 · Water & Sewer Billings	114,774.75
Total 1250 · Receivables	<u>126,581.96</u>
1400 · Prepaid Summary	
1410 · Prepaid Insurance	-0.12
Total 1400 · Prepaid Summary	<u>-0.12</u>
Total Other Current Assets	<u>126,581.84</u>
Total Current Assets	<u>3,285,352.06</u>
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	<u>1,372.27</u>
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 June 30, 2017

	<u>Jun 30, 17</u>
Total 1610 · Fixed Asset -Office & Admin.	0.00
1620 · Fixed Assets - Sanitary	
1622 · Land	60,314.10
1626 · Collection Assets	
1627 · Collection Assets Cost	1,318,875.26
1628 · Collect Assets Accum Depr	-352,639.07
Total 1626 · Collection Assets	966,236.19
1630 · Disposal Equipment	
1631 · Disposal Equip Cost	523,122.64
1632 · Disposal Equip Accum Depr	-264,042.83
Total 1630 · Disposal Equipment	259,079.81
1635 · Treatment Plant	
1636 · Treatment Plant Original	105,000.00
1637 · Treatment Plant Addition	1,909,250.75
1638 · Treatment Plant Accum Dep	-886,106.88
Total 1635 · Treatment Plant	1,128,143.87
1642 · Treatment Equipment	
1643 · Treatment Equip Cost	1,000,455.00
1644 · Treatment Equip Accum Depr	-524,698.87
1642 · Treatment Equipment - Other	205,485.61
Total 1642 · Treatment Equipment	681,241.74
Total 1620 · Fixed Assets - Sanitary	3,095,015.71
1650 · Fixed Assets - Water	
1652 · Equipment	
1653 · Equipment Cost	21,136.28
1654 · Equipment Accum Depr	-21,136.28
Total 1652 · Equipment	0.00
1656 · Distribution Assets	
1657 · Distribution Assets Cost	1,109,466.00
1658 · Dist Assets Accum Depr	-562,263.35
Total 1656 · Distribution Assets	547,202.65
Total 1650 · Fixed Assets - Water	547,202.65
1680 · Structures - Fixed Asset	
1681 · Structures GFAAG - Sani & FA	29,810.00
1682 · Gen / Fire Accum Dep	-29,810.00

Avila Beach Community Services District
Balance Sheet
As of June 30, 2017

	<u>Jun 30, 17</u>
Total 1680 · Structures - Fixed Asset	0.00
1690 · Construction in Progress	17,812.74
Total 1600 · Fixed Assets & Acc. Depr.	3,661,403.37
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	<u>6,954,605.43</u>
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
2201 · Accrued Payroll	-1,834.49
2240 · Health Insurance	
2241 · Employee	0.01
Total 2240 · Health Insurance	0.01
2250 · PERS Liability	295.94
Total 2200 · Payroll Liabilities	1,892.86
2300 · Deposits Held	
2303 · Water Deposits Held	7,680.00
2304 · Fire Station Deposit	2,000.00
2305 · Capacity Fees Held	252,907.16
Total 2300 · Deposits Held	262,587.16
Total Other Current Liabilities	264,480.02
Total Current Liabilities	342,820.73
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 June 30, 2017

	<u>Jun 30, 17</u>
Total Long Term Liabilities	130,164.00
Total Liabilities	472,984.73
Equity	
3900 · Retained Earnings	6,141,176.38
Net Income	340,444.32
Total Equity	6,481,620.70
TOTAL LIABILITIES & EQUITY	<u>6,954,605.43</u>

Avila Beach Community Services District
Deposits by Fund
 June 2017

07/06/17

Type	Date	Memo	Split	Amount	Balance
General / Admin					
Deposit	06/01/2017	offset 2 \$.01 charges	1010 · Heritage Oaks Gene...	-0.02	-0.02
Deposit	06/02/2017	adj to actual Cash balance	1005 · Customer Cash	-50.00	-50.02
Deposit	06/08/2017	F:0895 A:0760 - IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-84.15	-134.17
Deposit	06/12/2017	F: 0895 A:0760 IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-2,036.37	-2,170.54
Deposit	06/13/2017	S L Ambulance Contract Services	1010 · Heritage Oaks Gene...	-971.53	-3,142.07
Deposit	06/14/2017	Rental Income	1010 · Heritage Oaks Gene...	-3,260.00	-6,402.07
Deposit	06/15/2017	F: 0895 A:0760 IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-405.28	-6,807.35
Deposit	06/15/2017	from Cash acct	1010 · Heritage Oaks Gene...	-1,020.00	-7,827.35
Deposit	06/26/2017	from Cash acct	1010 · Heritage Oaks Gene...	-350.00	-8,177.35
Deposit	06/26/2017	from Cash acct	1010 · Heritage Oaks Gene...	-501.00	-8,678.35
Total General / Admin				-8,678.35	-8,678.35
Lights					
Deposit	06/08/2017	F:0895 A:0760 - IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-6.01	-6.01
Deposit	06/12/2017	F: 0895 A:0760 IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-145.45	-151.46
Deposit	06/15/2017	F: 0895 A:0760 IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-28.95	-180.41
Total Lights				-180.41	-180.41
Sanitary					
Deposit	06/01/2017	Sani Rec	1005 · Customer Cash	-174.55	-174.55
Deposit	06/01/2017	Rate Assistance	1005 · Customer Cash	8.27	-166.28
Deposit	06/01/2017	1/2 Other 1	1005 · Customer Cash	0.00	-166.28
Deposit	06/01/2017	1/2 Other 2	1005 · Customer Cash	0.00	-166.28
Deposit	06/01/2017	Sani Rec	1010 · Heritage Oaks Gene...	-28.07	-194.35
Deposit	06/02/2017	Sani Rec	1010 · Heritage Oaks Gene...	-2,078.98	-2,273.33
Deposit	06/02/2017	Rate Assistance	1010 · Heritage Oaks Gene...	16.55	-2,256.78
Deposit	06/02/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-2,256.78
Deposit	06/02/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	55.17	-2,201.61
Deposit	06/05/2017	000162 4/29 - 5/25/17 - Community Park Restroom	1010 · Heritage Oaks Gene...	-514.42	-2,716.03
Deposit	06/06/2017	Sani Rec	1010 · Heritage Oaks Gene...	-7,864.06	-10,580.09
Deposit	06/06/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-10,580.09
Deposit	06/06/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-10,580.09
Deposit	06/06/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	382.72	-10,197.37
Deposit	06/06/2017	000162 4/29 - 5/25/17 - Community Park Restroom	1010 · Heritage Oaks Gene...	514.42	-9,682.95
Deposit	06/08/2017	F: 0895 A:0760 CURR UTILITY TAX	1010 · Heritage Oaks Gene...	-121.50	-9,804.45
Deposit	06/12/2017	TCF MAY 17 ME - WASTE	1010 · Heritage Oaks Gene...	-2,940.62	-12,745.07
Deposit	06/13/2017	Sani Rec	1005 · Customer Cash	-247.06	-12,992.13

Avila Beach Community Services District
Deposits by Fund
 June 2017

07/06/17

Type	Date	Memo	Split	Amount	Balance
Deposit	06/13/2017	Rate Assistance	1005 · Customer Cash	28.13	-12,964.00
Deposit	06/13/2017	1/2 Other 1	1005 · Customer Cash	0.00	-12,964.00
Deposit	06/13/2017	1/2 Other 2	1005 · Customer Cash	6.70	-12,957.30
Deposit	06/14/2017	Sani Rec	1010 · Heritage Oaks Gene...	-3,766.95	-16,724.25
Deposit	06/14/2017	Rate Assistance	1010 · Heritage Oaks Gene...	33.10	-16,691.15
Deposit	06/14/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-16,691.15
Deposit	06/14/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-67.24	-16,758.39
Deposit	06/15/2017	Sani Rec	1010 · Heritage Oaks Gene...	-2,637.30	-19,395.69
Deposit	06/15/2017	Rate Assistance	1010 · Heritage Oaks Gene...	33.10	-19,362.59
Deposit	06/15/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-19,362.59
Deposit	06/15/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	35.32	-19,327.27
Deposit	06/15/2017	F: 0895 A:0760 - CURR SECURED TAX	1010 · Heritage Oaks Gene...	-585.15	-19,912.42
Deposit	06/16/2017	Sani Rec	1010 · Heritage Oaks Gene...	-3,353.29	-23,265.71
Deposit	06/16/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.27	-23,257.44
Deposit	06/16/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-23,257.44
Deposit	06/16/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-15.10	-23,272.54
Deposit	06/19/2017	Sani Rec	1010 · Heritage Oaks Gene...	-11,698.01	-34,970.55
Deposit	06/19/2017	Rate Assistance	1010 · Heritage Oaks Gene...	16.55	-34,954.00
Deposit	06/19/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	55.17	-34,898.83
Deposit	06/19/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	27.02	-34,871.81
Deposit	06/20/2017	Sani Rec	1010 · Heritage Oaks Gene...	-1,834.53	-36,706.34
Deposit	06/20/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-36,706.34
Deposit	06/20/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	-55.17	-36,761.51
Deposit	06/20/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-0.30	-36,761.81
Deposit	06/21/2017	Sani Rec	1010 · Heritage Oaks Gene...	-393.05	-37,154.86
Deposit	06/21/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-37,154.86
Deposit	06/21/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-37,154.86
Deposit	06/21/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-55.17	-37,210.03
Deposit	06/22/2017	Sani Rec	1005 · Customer Cash	-317.30	-37,527.33
Deposit	06/22/2017	Rate Assistance	1005 · Customer Cash	24.82	-37,502.51
Deposit	06/22/2017	1/2 Other 1	1005 · Customer Cash	0.00	-37,502.51
Deposit	06/22/2017	1/2 Other 2	1005 · Customer Cash	-3.00	-37,505.51
Deposit	06/23/2017	Sani Rec	1010 · Heritage Oaks Gene...	-637.65	-38,143.16
Deposit	06/23/2017	Rate Assistance	1010 · Heritage Oaks Gene...	24.82	-38,118.34
Deposit	06/23/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-38,118.34
Deposit	06/23/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-38,118.34
Deposit	06/23/2017	Rate Asst	1010 · Heritage Oaks Gene...	0.00	-38,118.34
Deposit	06/27/2017	Sani Rec	1010 · Heritage Oaks Gene...	-8.27	-38,126.61
Deposit	06/27/2017	Rate Assistance	1010 · Heritage Oaks Gene...	-1,851.47	-39,978.08
Deposit	06/27/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-39,978.08

Avila Beach Community Services District
Deposits by Fund

June 2017

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Type	Date	Memo	Split	Amount	Balance
Deposit	06/27/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-39,978.08
Deposit	06/27/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-55.06	-40,033.14
Deposit	06/28/2017	Sani Rec	1005 · Customer Cash	-112.30	-40,145.44
Deposit	06/28/2017	Rate Assistance	1005 · Customer Cash	16.55	-40,128.89
Deposit	06/28/2017	1/2 Other 1	1005 · Customer Cash	0.00	-40,128.89
Deposit	06/28/2017	1/2 Other 2	1005 · Customer Cash	0.00	-40,128.89
Deposit	06/28/2017	Sani Rec	1010 · Heritage Oaks Gene...	-56.15	-40,185.04
Deposit	06/28/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.27	-40,176.77
Deposit	06/28/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-40,176.77
Deposit	06/28/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-40,176.77
Deposit	06/30/2017	adj to rec	1010 · Heritage Oaks Gene...	-41.73	-40,218.50
Total Sanitary				-40,218.50	-40,218.50
Water					
Deposit	06/01/2017	Water Rec	1005 · Customer Cash	-22.00	-22.00
Deposit	06/01/2017	Rate Assistance	1005 · Customer Cash	8.28	-13.72
Deposit	06/01/2017	1/2 Other 1	1005 · Customer Cash	0.00	-13.72
Deposit	06/01/2017	1/2 Other 2	1005 · Customer Cash	0.00	-13.72
Deposit	06/01/2017	Water Rec	1010 · Heritage Oaks Gene...	-27.11	-40.83
Deposit	06/02/2017	Water Rec	1010 · Heritage Oaks Gene...	-1,621.36	-1,662.19
Deposit	06/02/2017	Rate Assistance	1010 · Heritage Oaks Gene...	16.55	-1,645.64
Deposit	06/02/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-1,645.64
Deposit	06/02/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	55.18	-1,590.46
Deposit	06/05/2017	000162 4/29 - 5/25/17 - Community Park Restroom	1010 · Heritage Oaks Gene...	-368.56	-1,959.02
Deposit	06/05/2017	000162 4/29 - 5/25/17 - San Juan Park Irrigation	1010 · Heritage Oaks Gene...	-2,428.16	-4,387.18
Deposit	06/05/2017	001483 4/29 - 5/25/17 - Front St Irrigation	1010 · Heritage Oaks Gene...	-1,192.40	-5,579.58
Deposit	06/06/2017	Water Rec	1010 · Heritage Oaks Gene...	-9,782.69	-15,362.27
Deposit	06/06/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-15,362.27
Deposit	06/06/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-15,362.27
Deposit	06/06/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	382.72	-14,979.55
Deposit	06/06/2017	000162 4/29 - 5/25/17 - Community Park Restroom	1010 · Heritage Oaks Gene...	368.56	-14,610.99
Deposit	06/06/2017	000162 4/29 - 5/25/17 - San Juan Park Restroom	1010 · Heritage Oaks Gene...	2,428.16	-12,182.83
Deposit	06/06/2017	001483 4/29 - 5/25/17 - Front St Irrigation	1010 · Heritage Oaks Gene...	1,192.40	-10,990.43
Deposit	06/08/2017	F:0895 A:0760 - IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-30.05	-11,020.48
Deposit	06/12/2017	F: 0895 A:0760 IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-727.28	-11,747.76
Deposit	06/13/2017	Water Rec	1005 · Customer Cash	-304.32	-12,052.08
Deposit	06/13/2017	Rate Assistance	1005 · Customer Cash	28.14	-12,023.94
Deposit	06/13/2017	1/2 Other 1	1005 · Customer Cash	0.00	-12,023.94
Deposit	06/13/2017	1/2 Other 2	1005 · Customer Cash	6.71	-12,017.23

Avila Beach Community Services District
Deposits by Fund
 June 2017

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Type	Date	Memo	Split	Amount	Balance
Deposit	06/14/2017	Water Rec	1010 · Heritage Oaks Gene...	-3,822.95	-15,840.18
Deposit	06/14/2017	Rate Assistance	1010 · Heritage Oaks Gene...	33.10	-15,807.08
Deposit	06/14/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-15,807.08
Deposit	06/14/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-67.24	-15,874.32
Deposit	06/15/2017	Water Rec	1010 · Heritage Oaks Gene...	-2,589.53	-18,463.85
Deposit	06/15/2017	Rate Assistance	1010 · Heritage Oaks Gene...	33.10	-18,430.75
Deposit	06/15/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-18,430.75
Deposit	06/15/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	35.33	-18,395.42
Deposit	06/15/2017	F: 0895 A:0760 IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-144.74	-18,540.16
Deposit	06/16/2017	Water Rec	1010 · Heritage Oaks Gene...	-3,574.16	-22,114.32
Deposit	06/16/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.28	-22,106.04
Deposit	06/16/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-22,106.04
Deposit	06/16/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-15.10	-22,121.14
Deposit	06/19/2017	Water Rec	1010 · Heritage Oaks Gene...	-10,438.84	-32,559.98
Deposit	06/19/2017	Rate Assistance	1010 · Heritage Oaks Gene...	16.55	-32,543.43
Deposit	06/19/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	55.18	-32,488.25
Deposit	06/19/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	27.03	-32,461.22
Deposit	06/20/2017	Water Rec	1010 · Heritage Oaks Gene...	-2,791.58	-35,252.80
Deposit	06/20/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-35,252.80
Deposit	06/20/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	-55.18	-35,307.98
Deposit	06/20/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-0.30	-35,308.28
Deposit	06/21/2017	Water Rec	1010 · Heritage Oaks Gene...	-1,355.00	-36,663.28
Deposit	06/21/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-36,663.28
Deposit	06/21/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-36,663.28
Deposit	06/21/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-55.18	-36,718.46
Deposit	06/22/2017	Water Rec	1005 · Customer Cash	-236.90	-36,955.36
Deposit	06/22/2017	Rate Assistance	1005 · Customer Cash	24.83	-36,930.53
Deposit	06/22/2017	1/2 Other 1	1005 · Customer Cash	0.00	-36,930.53
Deposit	06/22/2017	1/2 Other 2	1005 · Customer Cash	-3.00	-36,933.53
Deposit	06/23/2017	Water Rec	1010 · Heritage Oaks Gene...	-596.20	-37,529.73
Deposit	06/23/2017	Rate Assistance	1010 · Heritage Oaks Gene...	24.83	-37,504.90
Deposit	06/23/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-37,504.90
Deposit	06/23/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-37,504.90
Deposit	06/23/2017	Rate Asst	1010 · Heritage Oaks Gene...	-8.28	-37,513.18
Deposit	06/27/2017	Water Rec	1010 · Heritage Oaks Gene...	-1,769.85	-39,283.03
Deposit	06/27/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-39,283.03
Deposit	06/27/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-39,283.03
Deposit	06/27/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-55.06	-39,338.09
Deposit	06/28/2017	Water Rec	1005 · Customer Cash	-257.80	-39,595.89

Avila Beach Community Services District
Deposits by Fund
 June 2017

07/06/17

Type	Date	Memo	Split	Amount	Balance
Deposit	06/28/2017	Rate Assistance	1005 · Customer Cash	16.55	-39,579.34
Deposit	06/28/2017	1/2 Other 1	1005 · Customer Cash	0.00	-39,579.34
Deposit	06/28/2017	1/2 Other 2	1005 · Customer Cash	0.00	-39,579.34
Deposit	06/28/2017	Water Rec	1010 · Heritage Oaks Gene...	-48.00	-39,627.34
Deposit	06/28/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.28	-39,619.06
Deposit	06/28/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-39,619.06
Deposit	06/28/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-39,619.06
Deposit	06/30/2017	adj to rec	1010 · Heritage Oaks Gene...	-41.72	-39,660.78
Total Water				-39,660.78	
TOTAL				-88,738.04	-88,738.04

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

June 2017

07/06/17

Type	Date	Num	Name	Memo	Account	Amount	Balance	
General / Admin								
Check	06/01/2017		Digital Deployment	monthly ABCSD Streamline	6170 - Website	200.00	200.00	
Check	06/01/2017		POS Purchase CSD Avila Beach	testing new cc reader	6160 - Training	0.01	200.01	
Check	06/01/2017		POS Purchase CSD Avila Beach	testing new cc reader	6160 - Training	0.01	200.02	
Check	06/02/2017		Bankcard MTOT Disc		5100 - Merchant Credit Card Fe...	164.29	364.31	
Check	06/05/2017	1223	Chaparral Business Supplies	Inv. #413137	6522 - Equip. Rep. & Maint-Avila...	208.00	572.31	
Check	06/05/2017	1224	Farm Supply	Wood Stakes for Weed Abatement	6550 - Operating Supplies	2.94	575.25	
Check	06/05/2017		Adobe.com		6140 - Office Supplies & Postage	14.99	590.24	
Check	06/05/2017		U.S. Postal Service	Board packets	6140 - Office Supplies & Postage	33.25	623.49	
Check	06/05/2017		Digital Deployment	monthly ABCSD Streamline	6170 - Website	200.00	823.49	
Check	06/12/2017		Cal Tec Computers	computer repairs	6524 - Equip. Rep. & Maint. Avila...	40.00	863.49	
Check	06/13/2017	1225	Hagemann & Associates	Inv. 87 May 28th - June 10th, 2017	6505 - Contract Labor	5,500.00	6,363.49	
Check	06/15/2017		Charter	Acct # 8245100980033571	6585 - Telephone / Internet	189.95	6,553.44	
Check	06/15/2017		Public Employees Retirement System	ID: 1674878206 May Kristi Dibbern	2250 - PERS Liability	311.22	6,864.66	
Check	06/15/2017		Public Employees Retirement System	ID: 1674878206 May Kristi Dibbern	5256 - PERS Co Pd Kristi	40.90	6,905.56	
Check	06/16/2017		ASAP Reprographics		6140 - Office Supplies & Postage	264.16	7,169.72	
Check	06/20/2017	1226	Maria Angeles Marquez	Office Cleaning 6/18/17	6505 - Contract Labor	40.00	7,209.72	
Check	06/20/2017	1232	Telegram Tribune	Budget FY 2017/18	6145 - Public Notices	137.94	7,347.66	
Check	06/20/2017	1237	Shipsey & Seitz	Law Library	6135 - Legal	80.00	7,427.66	
Check	06/20/2017	1237	Shipsey & Seitz	Response to Emails	6135 - Legal	334.40	7,762.06	
Check	06/23/2017	1238	Hagemann & Associates	Inv. 88 June 11th - June 24th, 2017	6505 - Contract Labor	5,500.00	13,262.06	
Check	06/23/2017		Performance Office Paper Supply		6140 - Office Supplies & Postage	38.48	13,300.54	
Check	06/27/2017	1240	Staples	Statement 6/15/17	6140 - Office Supplies & Postage	63.24	13,363.78	
Check	06/28/2017		Cal Tec Computers	computer repairs	6524 - Equip. Rep. & Maint. Avila...	89.00	13,452.78	
Check	06/29/2017		Digital Deployment	monthly ABCSD Streamline	6170 - Website	200.00	13,652.78	
Check	06/30/2017		CSDA San Luis Obispo County Chapter	csda lunch	6160 - Training	10.00	13,662.78	
Total General / Admin							13,662.78	13,662.78
Lights								
Check	06/02/2017		PG&E	Town Lights acct # 0690976984-3	6590 - Utilities	470.94	470.94	
Check	06/02/2017		PG&E	Colony Lights acct # 5992155362-0	6590 - Utilities	91.23	562.17	
Check	06/20/2017	1233	Electricraft, Inc.	Inv. SM 10697 Light Bulb Replacement and Balle...	6542 - Maintenance	1,184.05	1,746.22	
Check	06/23/2017		PG&E	Front St. Lights acct# 5796765606-7	6590 - Utilities	396.97	2,143.19	
Total Lights							2,143.19	2,143.19
Sanitary								
Check	06/05/2017	1221	Business Card Visa	Hour Meter	6522 - Equip. Rep. & Maint-Avila...	69.55	69.55	
Check	06/05/2017	1222	Brenntag Pacific, Inc.	Inv. BPI 2778197	6503 - Chemicals	1,050.40	1,119.95	
Check	06/05/2017	1222	Brenntag Pacific, Inc.	Inv. BPI 2778196	6503 - Chemicals	981.62	2,101.57	
Check	06/05/2017		Shopcross.com	Draeger Tubes	6540 - Lab Tests	297.39	2,398.96	
Check	06/16/2017		AT&T	acct # x 0885 internet	6585 - Telephone / Internet	100.73	2,499.69	
Check	06/20/2017	1228	San Luis Powerhouse, Inc.	Inv. 37905 Quarterly Testing Em. Generator 6/7/17	6530 - Generator Maintenance	165.00	2,664.69	
Check	06/20/2017	1230	Speed's, Inc.	Inv. 56272 Solid Waste Hauling 6/2/17	6580 - Solids Handling	1,226.50	3,891.19	
Check	06/20/2017	1231	Brenntag Pacific, Inc.	Inv. BPI 2787880	6503 - Chemicals	1,023.41	4,914.60	
Check	06/20/2017	1231	Brenntag Pacific, Inc.	Inv. BPI 2787876	6503 - Chemicals	1,129.67	6,044.27	
Check	06/20/2017	1234	Fluid Resource Management, Inc.	WW - Ops May 2017 Inv. F15855	6505 - Contract Labor	12,400.80	18,445.07	
Check	06/20/2017	1235	South County Sanitary Service	2 Yd Dumpster	6590 - Utilities	117.84	18,562.91	
Check	06/21/2017		Dell	SCADA computer	6518 - Equipment Expense	738.85	19,301.76	

Avila Beach Community Services District
Checks by Fund w/Accounts

June 2017

07/06/17

Type	Date	Num	Name	Memo	Account	Amount	Balance	
Check	06/23/2017		PG&E	Waste Water Plant acct # 6380034236-0 3rd & ...	6590 · Utilities	1,922.43	21,224.19	
Check	06/23/2017		PG&E	Lift Station acct# 6338432238-2	6590 · Utilities	55.91	21,280.10	
Check	06/27/2017	1239	USA Bluebook	Reddington Hour Meter	6510 · Critical Spare Parts	77.61	21,357.71	
Check	06/27/2017	1239	USA Bluebook	Gloves	6550 · Operating Supplies	223.65	21,581.36	
Check	06/27/2017	1241	Fluid Resource Management, Inc.	Inv. #A15821 Water Repair	6524 · Equip. Rep. & Maint. Avila...	147.81	21,729.17	
Check	06/27/2017	1241	Fluid Resource Management, Inc.	Inv. #A15822 Fire Hose Water Repair	6522 · Equip. Rep. & Maint-Avila...	1,455.53	23,184.70	
Check	06/27/2017	1241	Fluid Resource Management, Inc.	Effluent Line Repair Recirc Pump Repair #W152...	8232 · WW-2 Effluent Line Rep...	190.90	23,375.60	
Check	06/27/2017	1241	Fluid Resource Management, Inc.	Inv. #W15525 Power Outage	6522 · Equip. Rep. & Maint-Avila...	1,350.71	24,726.31	
Check	06/27/2017	1241	Fluid Resource Management, Inc.	Inv. #W15532 Temp Pump Install	6567 · Repairs	513.05	25,239.36	
Check	06/27/2017	1241	Fluid Resource Management, Inc.	Inv. #W15721 DMR March 2017	6565 · Regulatory Compliance	50.00	25,289.36	
Check	06/27/2017	1241	Fluid Resource Management, Inc.	Inv. #15796 Report Compliance	6565 · Regulatory Compliance	75.00	25,364.36	
Check	06/27/2017	1241	Fluid Resource Management, Inc.	Inv. #W15814 Report Compliance April 2015	6565 · Regulatory Compliance	100.00	25,464.36	
Check	06/27/2017	1241	Fluid Resource Management, Inc.	Inv. #W15825 Power Outage Overtime Operator	6520 · Equipment Repair & Maint.	329.18	25,793.54	
Check	06/27/2017	1242	CCH Pool	Chlorine Tablets Inv. 2017-1327	6503 · Chemicals	96.94	25,890.48	
Check	06/27/2017	1242	CCH Pool	Chlorine Tablets Inv. 2017-1197	6503 · Chemicals	178.85	26,069.33	
Check	06/27/2017	1243	Brenntag Pacific, Inc.	Inv. BPI 2787882	6503 · Chemicals	1,020.01	27,089.34	
Check	06/29/2017		AT&T	acct # 805 595-7619 618 0	6585 · Telephone / Internet	114.53	27,203.87	
Check	06/29/2017		AT&T	acct # 805 595-9416 904 5	6585 · Telephone / Internet	150.61	27,354.48	
Check	06/29/2017	1244	Speed's, Inc.	Inv. 56834 Solid Waste Hauling 06/06/17	6580 · Solids Handling	1,207.50	28,561.98	
Total Sanitary							28,561.98	
Water								
Check	06/05/2017	1220	Miners Ace Hardware	Water Supplies	6524 · Equip. Rep. & Maint. Avila...	42.40	42.40	
Check	06/16/2017		ASAP Reprographics		8272 · W-2 Water System Valve/...	8.02	50.42	
Check	06/20/2017	1227	SLO County Public Works	Encroachment Permit FY 2017/18 ENC 2017-0397	6555 · Permits & Fees	1,692.00	1,742.42	
Check	06/20/2017	1229	Water Systems Consulting, Inc.	W-3 Water Resources Analysis Inv. 2568	8273 · W-3 Misc Water Line Re...	172.50	1,914.92	
Check	06/20/2017	1234	Fluid Resource Management, Inc.	W - Ops May 2017 Inv. F15855	6505 · Contract Labor	5,356.00	7,270.92	
Check	06/20/2017	1236	SLO Co Health	INV. #109067 Cross Connection	6565 · Regulatory Compliance	166.70	7,437.62	
Check	06/26/2017		PG&E	Water Tank acct # 4807713956-5	6590 · Utilities	164.32	7,601.94	
Check	06/27/2017	1241	Fluid Resource Management, Inc.	348F11001 Inv. #A15704	6524 · Equip. Rep. & Maint. Avila...	182.74	7,784.68	
Total Water							7,784.68	
TOTAL							52,152.63	52,152.63



FLUID RESOURCE MANAGEMENT

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

Statement

Date
5/31/17

Phone # 805.597.7100 Fax # 805.597.7171

California Certified Small Business #1120142

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

Amount Due	Amount Enc.
\$32,882.47	

Date	Transaction	Amount	Balance
05/31/17	348F11001 Monthly OPS/Maint- INV #F15855. Orig. Amount \$17,756.80.	17,756.80	17,756.80
04/11/17	348F11001 Monthly OPS/Maint:348FW11001 Water:348AW17001 Add Services water- INV #A15704. Orig. Amount \$289.99.	289.99	18,046.79
05/17/17	INV #A15821. Orig. Amount \$147.81.	147.81	18,194.60
05/17/17	348F11001 Monthly OPS/Maint:348FWW11001 Wastewater:348AWW17002 Add Services Wastewater- INV #A15822. Orig. Amount \$1,455.53.	1,455.53	19,650.13
03/31/17	W15253 WW-2 Effluent Line Repair- INV #W15253-3. Orig. Amount \$50,623.50.	10,623.50	30,273.63
05/22/17	W15482 Recirculation Pump 2 Hour Meter Re- INV #W15482. Orig. Amount \$190.90.	190.90	30,464.53
05/26/17	W15525 Power Outage- INV #W15525. Orig. Amount \$1,350.71.	1,350.71	31,815.24
05/22/17	W15532 Temp Pump Controller Install- INV #W15532. Orig. Amount \$513.05.	513.05	32,328.29
05/31/17	W15721 Prepare DMR Report for March 2017- INV #W15721. Orig. Amount \$50.00.	50.00	32,378.29
	W15796 Sludge Testing for Liberty Hauling-		

CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
21,968.98	289.99	10,623.50	0.00	0.00	\$32,882.47



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 2385 Precision Drive
 Arroyo Grande, CA 93420

Statement

Date
5/31/17

Phone # 805.597.7100 Fax # 805.597.7171

California Certified Small Business #1120142

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

Amount Due	Amount Enc.
\$32,882.47	

Date	Transaction	Amount	Balance
05/31/17	INV #W15796. Orig. Amount \$75.00.	75.00	32,453.29
05/31/17	W15814 DMR Reporting for April 2017- INV #W15814. Orig. Amount \$100.00.	100.00	32,553.29
05/31/17	W15825 Respond to Power Outage- INV #W15825. Orig. Amount \$329.18.	329.18	32,882.47


CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
21,968.98	289.99	10,623.50	0.00	0.00	\$32,882.47

AVILA BEACH
COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: July 11th, 2017

SUBJECT: General Manager/District Engineer Report

Mandatory Ethics Training

The Board members are reminded that they need to complete their mandatory Ethics Training by June 30. Please let Kristi or I know if you need assistance logging in to the CSDA training module.

Zone 3 Technical and Advisory Committee Meetings

The Zone 3 Technical Advisory Committee (TAC) met on Thursday, July 6, 2017. The Agenda for the TAC meeting is provided as an attachment to this report. As of this writing Lopez Lake is at 60% capacity and has approximately 29,800 acre feet of water in storage. The State Department of Water Resources notified the County that State Water Project deliveries will be 85% on their respective Table A entitlements. This will allow the District to store to some of this year's state water for future years.

California Special District Association Networking and Training Opportunities

The San Luis Obispo CSDA Chapter will hold their quarterly meeting on July 27, at 3:30 PM at the Tooth and Nail Winery, Amor Fati Room. All elected officials, staff and guests are invited to attend. California Assemblyman Jordan Cunningham will provide a state legislative update and 1st District Supervisor John Peschong will provide an overview of his first six months in office. The meeting announcement brochure is provided, please let Kristi or I know if you will be attending and we will handle the payment and RSVP.

Also, on August 30, the Port San Luis Harbor District in coordination with CSDA will be hosting a half-day workshop entitled "Understanding the Brown Act". As the Board members know, our CSD meetings must be conducted in compliance with the Brown Act and this will be a great local opportunity to get a better understanding of the Brown Act requirements. The Workshop flyer is attached, please let Kristi or I know if you would like to attend and we will get you signed up.



**ZONE 3
TECHNICAL ADVISORY COMMITTEE**

**Thursday July 6, 2017
9:00-11:00 AM
ARROYO GRANDE CITY HALL
300 BRANCH STREET
2nd FLOOR CONFERENCE ROOM**

Agenda

1. Announcements	All
2. General Operations and Water Report <ul style="list-style-type: none"> • Monthly Operations Report • Lopez Dam Storage Projections • Summary Notes/Action Items 	Jill
3. Downstream Release Plan for WY17-18	Jill
4. Capital Improvement Project Update <ul style="list-style-type: none"> • 6th Rack Installation - Plant shutdown contingency plan 	Jill
5. Draft Board Resolution for remaining under LRRP in 17/18 <ul style="list-style-type: none"> • Next Steps/schedule 	Jill
6. ECORPS Contract Change Modeling Update	OCSD
7. Santa Maria Groundwater Basin Modeling – Funding recommendation to Advisory Committee	Dan Heimel
8. By-pass pipeline testing - Update	Jill
9. Spillway Assessment Presentation	Jill
10. Agenda items next month?	All

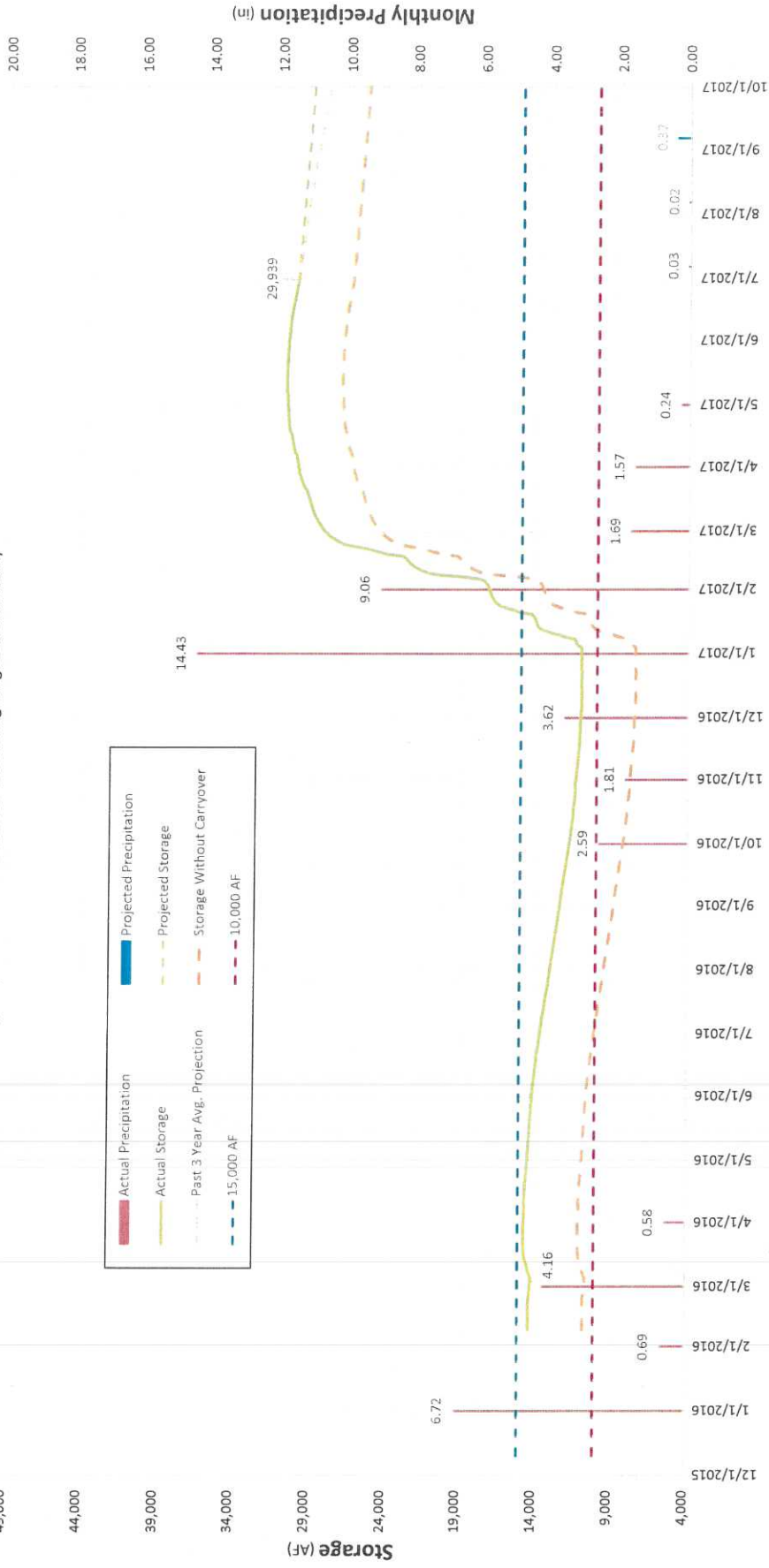
Attachments:

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

Next Meeting August 3, 2017 (Jill on vacation other PW staff to attend)

Lopez Reservoir Storage Projections

(precipitation scenario source: www.LongRangeWeather.com)



Notes:
 • For "Dry Months" (April - October), projected increases and/or decreases in storage estimated to mimic conditions from 2015.
 • For "Wet Months" (November - March), projected storage declines assume LRRP annual downstream release of 3,800 AFY and d

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



California Special Districts Association

Districts Stronger Together

San Luis Obispo County Chapter

July 27, 2017 - Chapter Meeting

Who: Special District Elected Officials, Staff and Guests

When: Thursday, July 27, 2017 from 3:30 p.m. to 5:30 p.m.

Where: Tooth and Nail Winery - Amor Fati Room and Terrace
3090 Anderson Rd, Paso Robles (Off Highway 46 West)

RSVP: Laurie Ion at ion@templetoncsd.org

Cost*: District Officials/Staff: \$10 per person (\$15 after 7/20 & at the door)
Guests/Consultants: \$20 per person (\$25 after 7/20 & at the door)

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

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

1. Welcome – Marshall Ochylski, President
2. Assemblyman Jordan Cunningham
Legislative Update
3. 1st District Supervisor John Peschong
Overview of his first six months in Office
4. Issues of Common Interest:
Statewide CSDA Update – Chris Palmer

Enjoy light appetizers and a no host bar at this special presentation and networking event. Come early or stay late for wine tasting and networking.

This is a great opportunity to meet Assemblyman Jordan Cunningham, 35th Assembly District and 1st District Supervisor/Chairperson John Peschong

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

DISTRICT NETWORK WORKSHOP



California Special Districts Association

Districts Stronger Together

UNDERSTANDING THE BROWN ACT

DATES AND LOCATIONS:

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

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

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

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

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

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

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

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

SCHEDULE:

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

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

CSDA Member – \$25 Non-Member – \$40

Name: _____

Title: _____

District: _____

Address: _____

City: _____ State: _____ Zip: _____

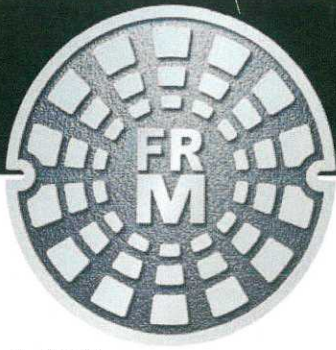
Phone: _____ Email: _____

Mail or fax completed form to:

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

Questions?

Please contact us toll-free at 877.924.2732.



July 6, 2017

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

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

WASTEWATER TREATMENT PLANT

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

Staff worked with DaqFactory on modifying the SCADA program to fine tune control of the secondary sedimentation pumps and fixed film reactor pumps ramp up and down.

Staff performed a cleaning on the supernate line due to a buildup of solids. The supernate line is the gravity overflow line from the digester to the influent lift station.

Staff responded to an alarm with the SCADA computer being offline. This computer was installed as part of the original SCADA project in 2008. Staff installed a temporary laptop to run SCADA while the new computer was ordered. The new SCADA computer will be installed and the old computer will be used as a backup.

Chlorine probes were serviced; membranes and electrolytes were replaced.

WATER SYSTEM

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

The state is requiring an additional round of lead and copper sampling due to a pH adjustment at the Lopez water treatment plant. Staff prepared the bottles and letters and they will be passed out to residents this coming month.

The Consumer Confidence Report (CCR) and certification reports were uploaded to the state website.

COMPLIANCE RECORD AND PLANT PERFORMANCE

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

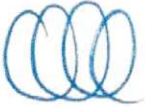
Staff compiled the data to complete the monthly Self-Monitoring Report and Discharge Monitoring Report (DMR) in

Central Integrated Water Quality Service (CIWQS). Once approved, the reports are uploaded into CIWQS and certified by ABCSD Staff.

Sample results for June 29th and June 30th were not available at the time this report was compiled.

Sincerely,

FLUID RESOURCE MANAGEMENT



Carinna Butler
Operations Manager

ATTACHMENTS

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

Avila Beach CSD Wastewater Treatment Facility

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

Month: JUNE 2017

Effluent and Influent Monitoring

Date	Daily Flow (MGD)			Effluent Monitoring		
	Total	Max (gpm)	Avg (gpm)	Biweekly Total Coliform	Biweekly Fecal Coliform	Daily Chlorine Residual
1	0.042353	116	29	<2	<2	<0.02
2	0.050859	129	35			<0.02
3	0.062762	122	36			<0.02
4	0.061386	128	42			<0.02
5	0.036572	105	29			<0.02
6	0.042201	95	29	<2	<2	<0.02
7	0.043911	92	30			<0.02
8	0.047923	94	33	<2	<2	<0.02
9	0.053656	104	37			<0.02
10	0.065113	102	45			<0.02
11	0.062948	119	44			<0.02
12	0.046621	154	35			<0.02
13	0.045801	88	32	<2	<2	<0.02
14	0.051714	89	36			<0.02
15	0.049666	90	34	<2	<2	<0.02
16	0.060390	100	39			<0.02
17	0.078956	127	55			<0.02
18	0.075643	108	52			<0.02
19	0.062405	128	43			<0.02
20	0.054799	152	43	<2	<2	<0.02
21	0.025838	40	18			<0.02
22	0.055131	90	41	<2	<2	<0.02
23	0.065608	104	45			<0.02
24	0.079206	120	55			<0.02
25	0.077733	117	54			<0.02
26	0.060357	101	40			0.03
27	0.056123	93	39	<2	<2	<0.02
28	0.055843	98	39			<0.02
29	0.056150	100	39			
30	0.059965	129	41			
31						
Min	0.025838	40	18	0	0	<0.02
Mean	0.055472	108	39	#DIV/0!	#DIV/0!	<0.02
Max	0.079206	154	55	0	0	0.03
Total	1.608677	Effluent daily (dry weather) flow NTE 0.2 MGD (mean).				

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)
6/1/17	28	20	374	468	
6/2/17	22	13	336	288	
6/4/17	27	21	486	576	
6/8/17	22	14	390	420	2.4 DNQ
6/11/17	30	26	426	372	
6/15/17	22	19	466	628	
6/18/17	32	32	488	424	
6/22/17	20	21	333	484	
6/25/17	25	23	428	480	
6/29/17					
Min	20	13	333	288	0
Mean	25	21	414	460	#DIV/0!
Max	32	32	488	628	0
BOD Removal: 93.9%			TSS Removal: 95.4%		

Effluent Monitoring

Date	Weekly Set. Solids (Grab)	Weekly Turbidity (Grab)	Weekly pH (Grab)	Weekly Temp °F (Grab)
6/1/17	<0.1	13.8	6.7	69
6/8/17	<0.1	15.4	6.6	68
6/15/17	<0.1	17.6	6.5	71
6/22/17	<0.1	14.9	6.6	73
6/29/17				
Min	<0.1	13.8	6.5	68
Mean	<0.1	15.4	6.60	70
Max	<0.1	17.6	6.7	73

Effluent Limits

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

Sludge Removal	
Date	Gallons (Est.)
6/6/17	4,500
6/20/17	4,500

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

SIGNATURE: _____

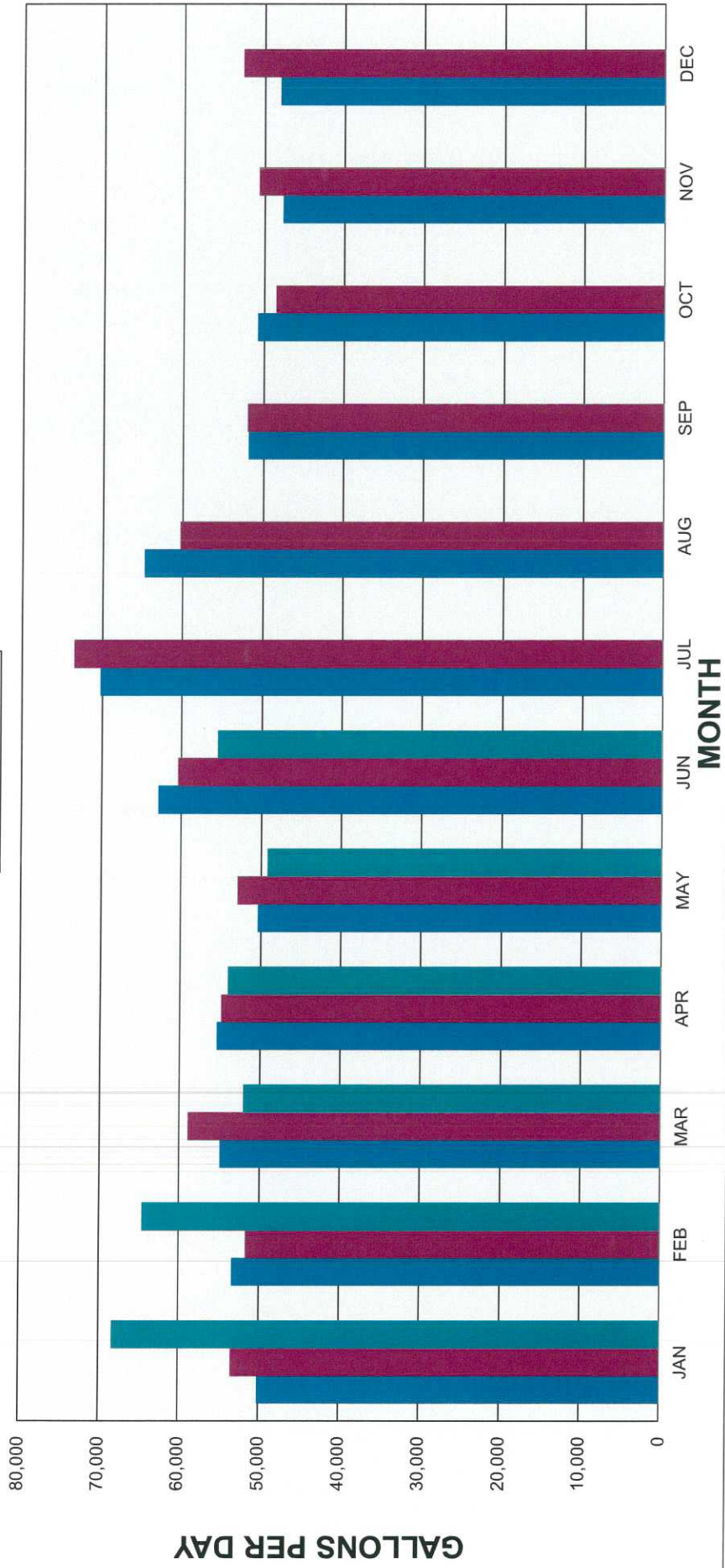
DATE: _____

PRINTED NAME: _____

TITLE: _____

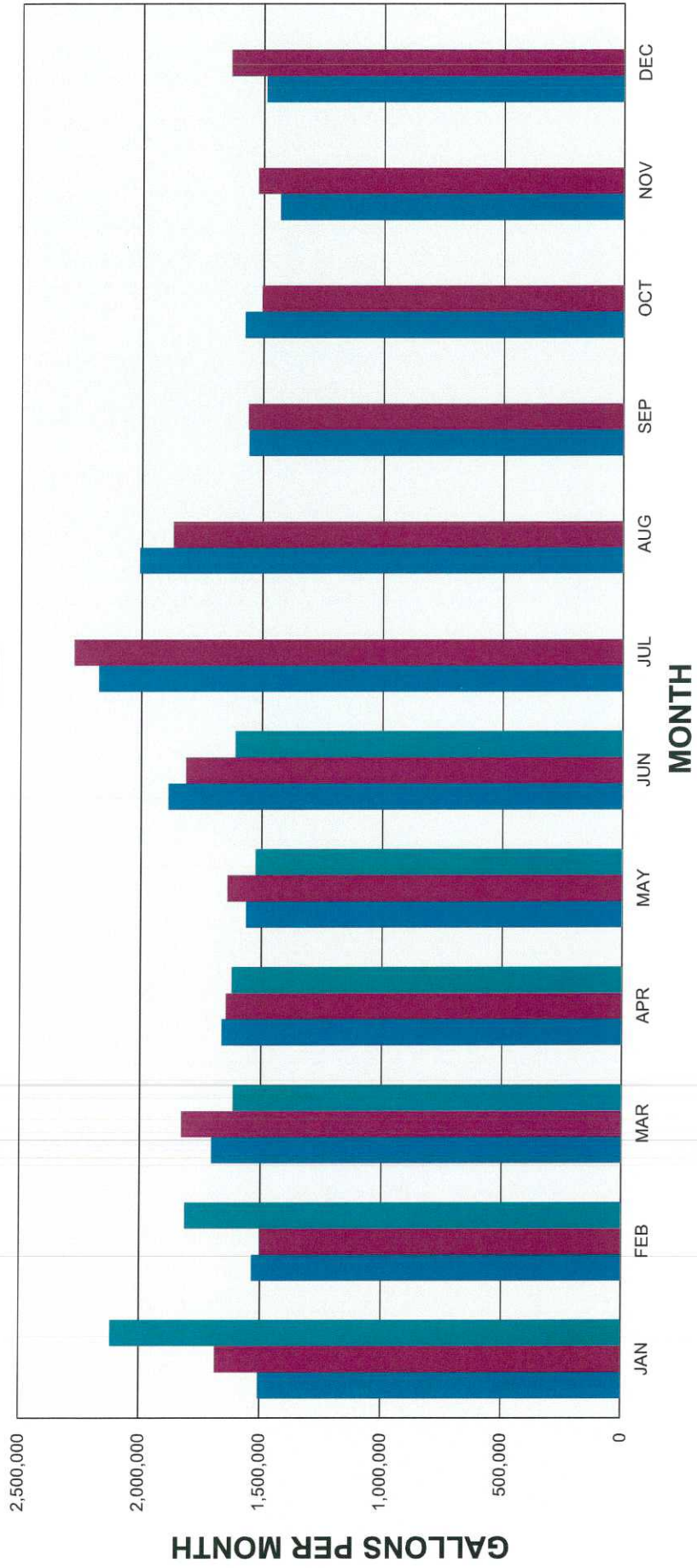
ABCSD AVERAGE DAILY WWTP EFFLUENT FLOW (2015 - 2017)

■ 2015 ■ 2016 ■ 2017

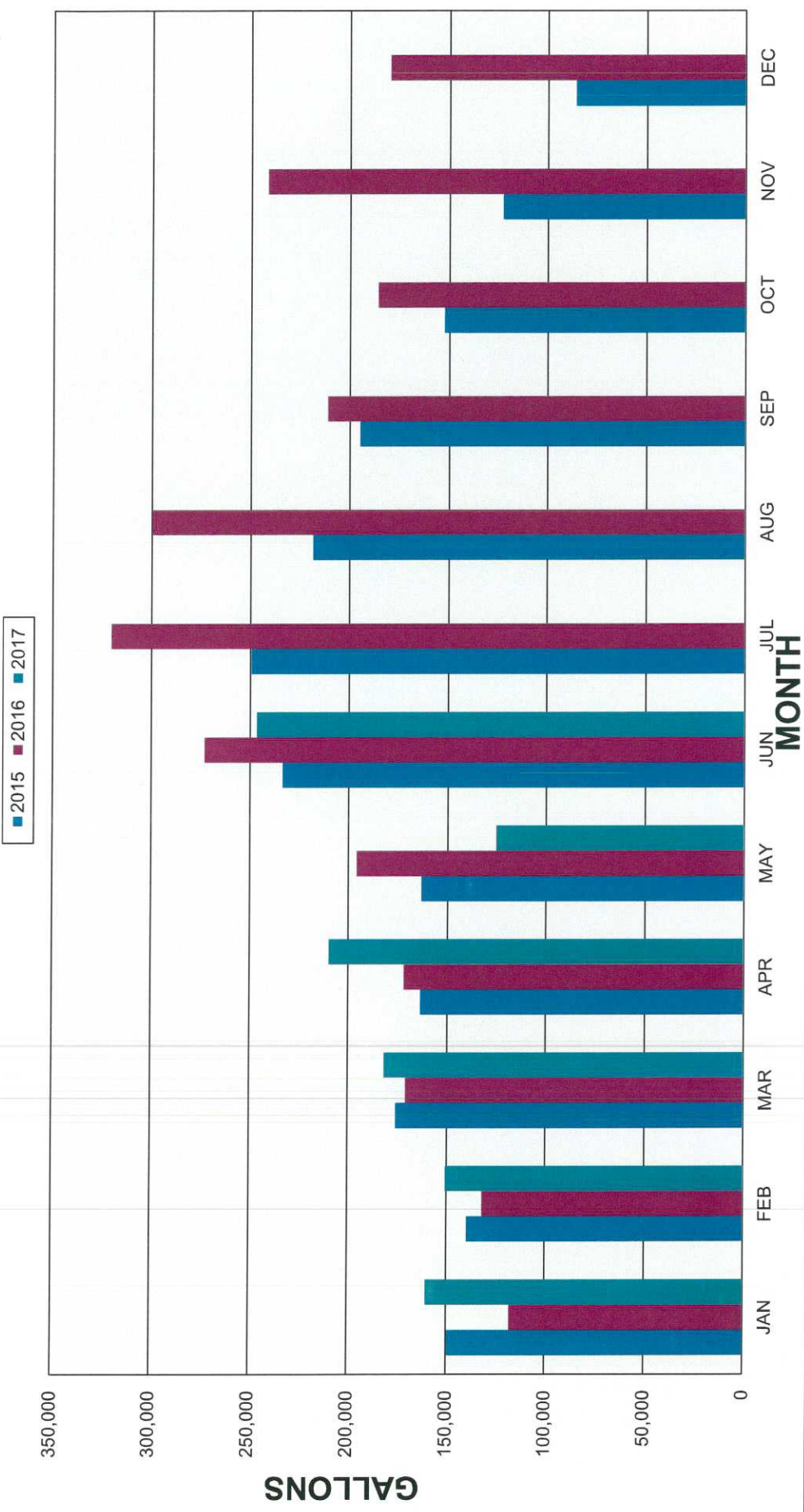


ABCSD MONTHLY TOTAL WWTP EFFLUENT FLOW (2015 - 2017)

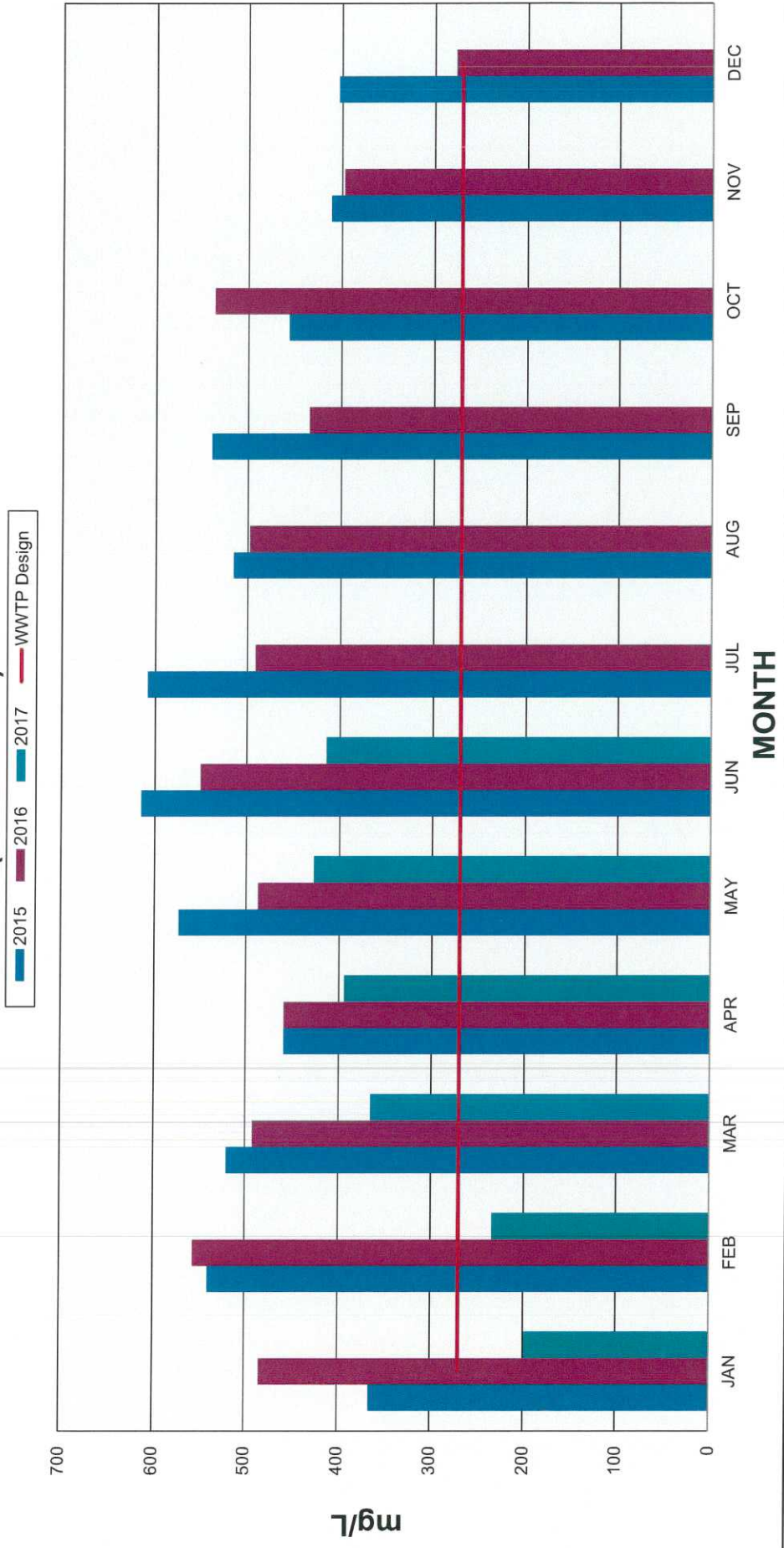
■ 2015 ■ 2016 ■ 2017



PORT SAN LUIS MONTHLY TOTAL FLOW (2015 - 2017)

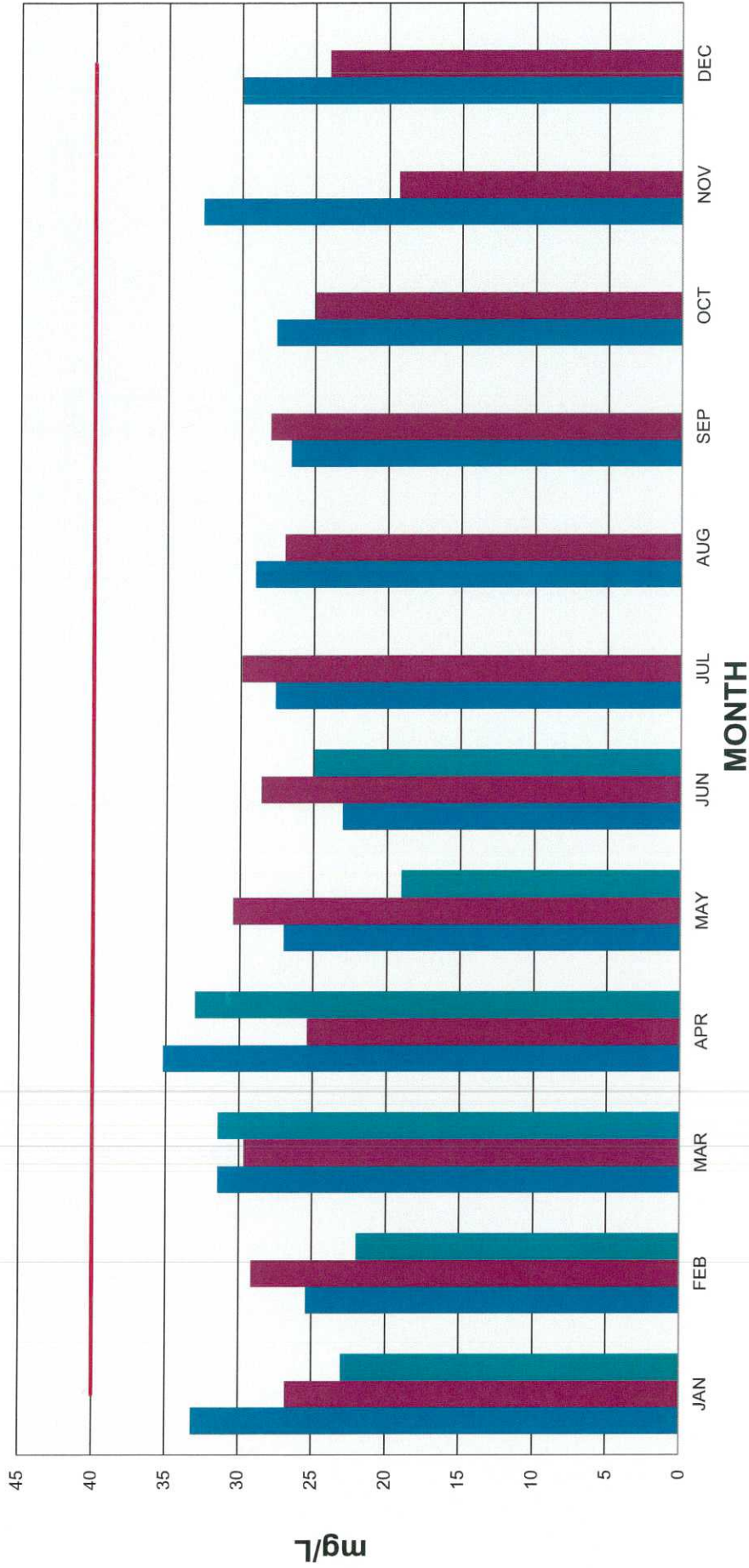


ABCSD MONTHLY AVERAGE INFLUENT BOD (2015 - 2017)

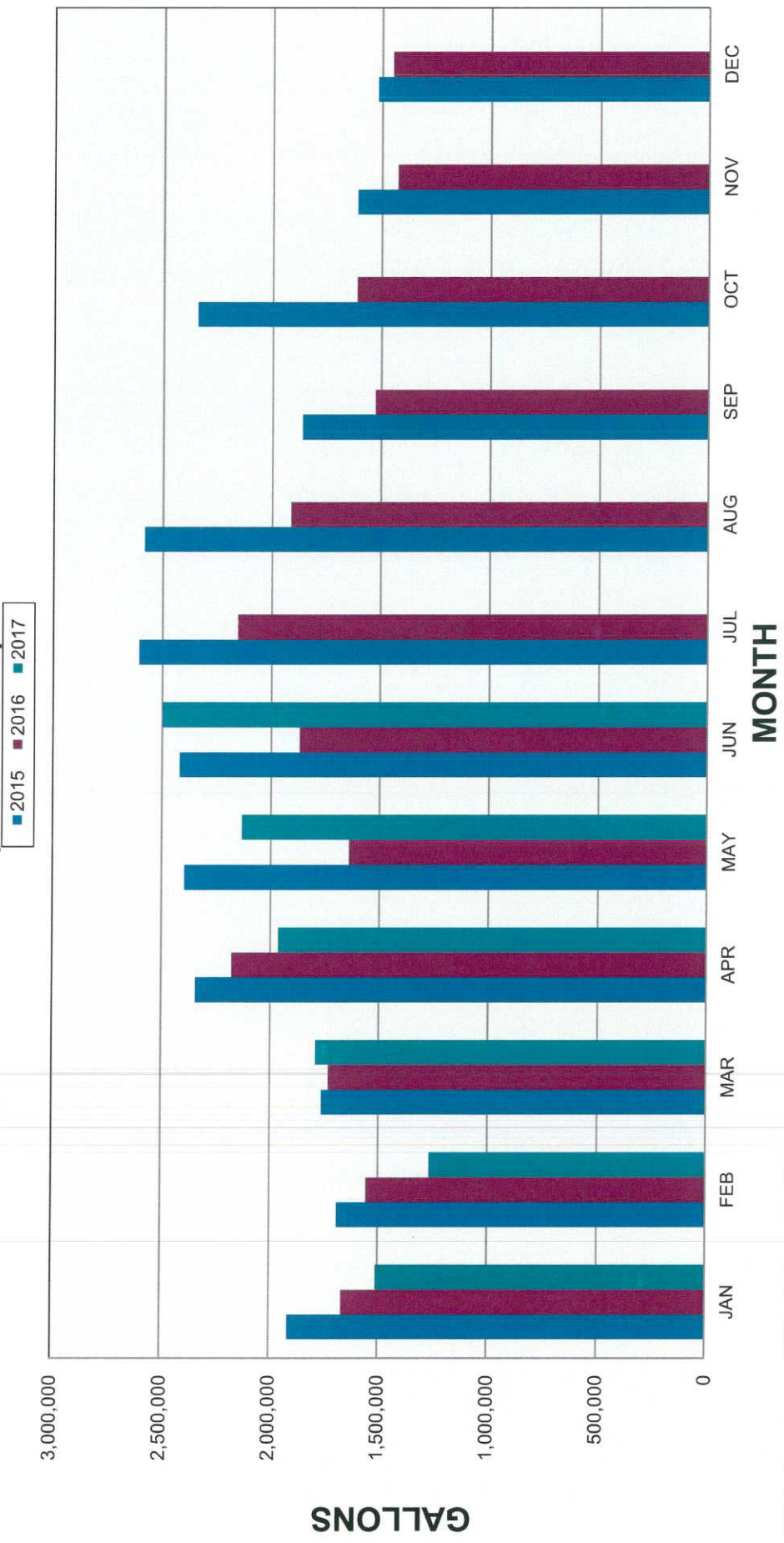


ABCSD MONTHLY AVERAGE EFFLUENT BOD (2015 - 2017)

■ 2015
 ■ 2016
 ■ 2017
 — 30 Day Average Limit

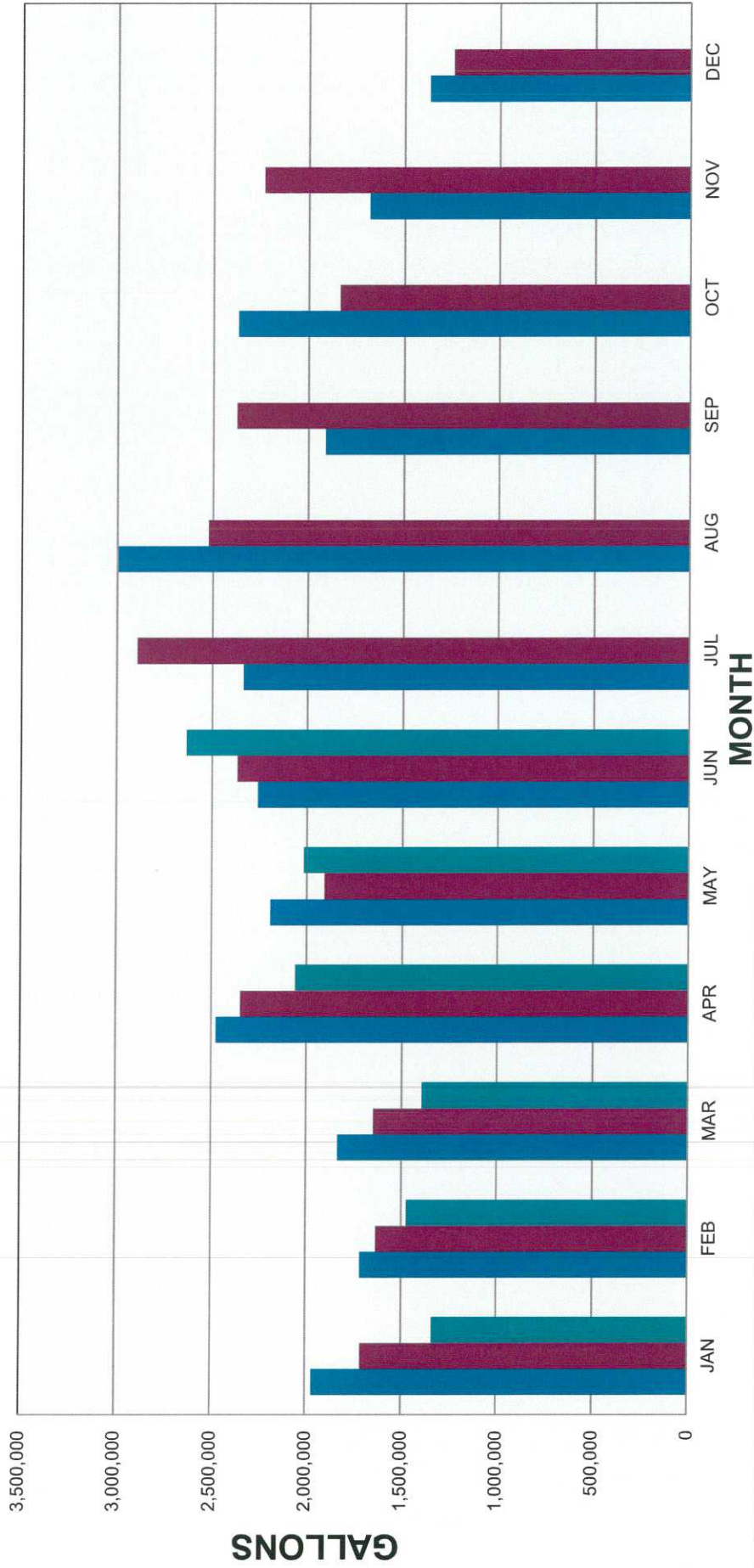


ABCSD MONTHLY WATER PURCHASED FROM LOPEZ (2015 - 2017)



ABCSD MONTHLY WATER SOLD (2015 - 2017)

■ 2015 ■ 2016 ■ 2017




**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: July 11, 2017

SUBJECT: Water Valve Replacement Project - Award of Bid

Recommendation:

Staff recommends that the Board:

1. Award a construction contract to **Brough Construction Inc. of Arroyo Grande, CA** for the Water Valve Replacement Project in the amount of **\$68,280.00**.

Funding:

The District's FY 2017-18 Budget includes budgetary item number W-2017/18-2 Water System Meter/Valve Replacement in the amount of **\$100,000** for the replacement of water valves and meters in the District's water distribution system. Staff also intends to retain the design engineer (MKN Inc.) to assist with construction management services. I anticipate the construction management services will be minimal and costs will not exceed \$5,000.

Discussion:

The construction contract for this project was publicly advertised in the local newspaper and the bid document were made available to interested bidders at the District Office, the San Luis Obispo and North County Builders Exchange and were made available through ASAP copy services. One addendum was issued to bidders to address questions regarding the potential amount of paving that would be needed as part of the project. Staff also reached out to contractors and design engineers to ensure that they were aware that the project was out to bid. The Engineer's estimate for the project was \$65,000. This is the first phase of a multi-phase project to replace water valves in the water distribution system. At the conclusion of this phase staff will re-assess the distribution system and determine the highest priority valves that need to be replaced.

Two construction companies responded to the bid advertisement. Bids were received and publicly opened at the District office at 2:00 pm on June 15, 2017. The results of the bid opening are as follows:

1- Brough Construction Inc.	\$ 68,200.00
2- JJ Leon Construction Inc.	\$ 151,992.00

Following bid opening, District staff and the design engineer conducted a bid analysis to determine the lowest, responsive, responsible bidder. After the analysis was completed, Staff concluded that **Brough Construction, Inc.** of **Arroyo Grande, CA** submitted the lowest bid and met the requirements of a responsive, responsible bidder.

The construction contract for this project provides for a 45 Calendar day construction schedule as follows:

WATER VALVE REPLACEMENT PROJECT

TENTATIVE CONSTRUCTION SCHEDULE

Award of Bid (District Board Mtg.).....	July 11, 2017
Notice of Award	July 12, 2017
Notice to Proceed	July 14, 2017
Pre-construction Conference.....	TBD
Start work (min. 10 days from Notice to Proceed)	July 24, 2017
Completion – (45 Calendar days)	August 29, 2017

AVILA BEACH
COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager

DATE: July 13, 2017

SUBJECT: Confirm Relocation of District Administrative Office and Associated Lease Agreements

Recommendation:

Confirm that the District will be moving their Administrative Operations to the former Fire Station at 100 San Luis Street effective in January 1, 2018, and advise the effected Lessees and Lessors of the decision.

Discussion:

For the past four Board meetings the Board has been discussing the pros and cons of moving the District Administrative Operations from the existing leased office space at 181 San Miguel Street to the District owned former fire station building at 100 San Luis Street. At the June 13, 2017, meeting the Board directed staff to:

- Notify the District's existing lessor (Avila Beach Civic Association) that the District intends to relocate to the District owned building and at the end of the existing lease term (September 30, 2017) the District would like to continue the existing agreement on a month to month term until the District relocates; and
- Notify the District's lessee that the District intends to re-occupy the premises at the end of the existing lease (December 31, 2017). Both notification letters are attached to this Staff Report.

The June 13, 2017, Board meeting Agenda Notice and Staff Report allowed for the Board to Provide Direction to Staff, but did not formally notify that the Board was going to take formal action on the effected leases. The purpose of this Staff Report is to provide the follow-up to the Board's direction and to provide formal notification of the action the Board will be taking on the effected leases.



AVILA BEACH COMMUNITY SERVICES DISTRICT

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

June 23, 2017

Mr. Michael Lacey
Vizdom Software Inc.
P.O. Box 430
Avila Beach, CA 93424

Subject: Commercial Lease Agreement for Property at 100 San Luis Street

Dear Mr. Lacey,

The purpose of this letter is to advise you that at the June 13, 2017, Board meeting, the Avila Beach Community Services District (CSD) Board of Directors directed me to advise you, Pursuant to Section 2 of the Lease, the District's intends to re-occupy the Premises at the end of the existing Lease (December 31, 2017). As you know, the CSD's lease agreement at our current location with the Avila Beach Civic Association expires on September 30, 2017, and we anticipate going to a month to month agreement until the end of the calendar year.

The CSD Board of Directors will take final action on the respective lease agreements at their July 11, 2017, Board meeting.

CSD staff will work with you on the transition.

Sincerely,

A handwritten signature in cursive script that reads 'Brad Hagemann'.

Brad Hagemann
General Manager



AVILA BEACH COMMUNITY SERVICES DISTRICT

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

June 22, 2017

Ms. Mary Foppiano
Avila Beach Civic Association
P.O. Box 154
Avila Beach, CA 93424

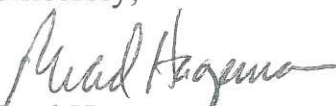
Subject: Commercial Lease Agreement 191 San Miguel Street

Dear Ms. Foppiano,

The purpose of this letter is to advise the Civic Association that at the June 13, 2017, Board meeting, the Avila Beach Community Services District (CSD) Board of Directors directed me to advise the Civic Association of their intent to move the District offices to the CSD owned building at 100 San Luis Street. As you know, the CSD's lease agreement with the Civic Association expires on September 30, 2017, and the lease agreement with the CSD's tenant at 100 San Luis Street expires December 31, 2017. Starting on October 1, 2017, the CSD would like to continue the existing lease agreement with Civic Association on a month to month basis, consistent with Paragraph 2.A. of our lease agreement.

The CSD Board of Directors will take final action on the respective lease agreements at their July 11, 2017, Board meeting.

Sincerely,


Brad Hagemann
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: July 11, 2017

SUBJECT: Public Hearing; 2017 Weed Abatement Program – Resolution No 2017-07

Recommendation:

Receive Report and open the public hearing for any objections to the postings of properties needing abatement. After considering any objections, adopt Resolution 2017-07.

Funding:

Affected property owners will bear the cost of clearing their lots. The District includes the cost of administering this program as part of the General Fund.

Discussion:

Each year the District provides for the annual weed abatement program in the community. On June 13, 2017 the Board adopted Resolution No. 2017-03 Declaring Weeds, Dry Grass and Trash to be a nuisance. This was the first step in a three step program to ensure property owners clean up trash and weeds that may pose a fire hazard. This Resolution is the second step.

On June 14, Fire Department staff surveyed the District and posted those properties that needed weed abatement and/or cleanup. Those property owners have also been notified via US mail. It is now appropriate for the Board to consider any objections by the owners of the properties that were posted. If no protests are received staff recommends the Board adopt Resolution No. 2017-09 finding no objections to the abatement. Adoption of this resolution will provide for the District's clearing of any remaining parcels within the District that may present a fire hazard or nuisance that have not yet been cleared. If objections are received, extensions may be granted to allow the property owner to remove weeds through a private contractor. Staff has worked with the Fire Department and property owners to encourage cutting of weeds in order to minimize the potential of fire.

Attached to this report is a listing of properties that have been posted. Several of the parcels posted have already been cleared and staff anticipates all will be cleared by the owners. Re-inspections will commence following tonight's meeting.

As a final (third) step in the weed abatement process, if any parcels need to be cleared by the District, the cost of that work will be attached to the property owners tax bill after consideration of a future resolution to do so.



Avila Beach Community Services District

Parcel Basemap

1 inch equals 200 feet



Data Sources:

Avila Beach area 1 foot pixel resolution aerial photography produced by AirPhotoUSA August 2003. Parcel basemap updated by Wallace Group January 2005 from assessor information provided by the County of San Luis Obispo. Map produced May 2005.

AVILA BEACH COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2017-07

RESOLUTION FINDING NO OBJECTIONS TO WEEDS AND RUBBISH ABATEMENT PROCEEDINGS AND ORDERING THE ABATEMENT OF THE NUISANCES.

WHEREAS, a time was set for the hearing before the Board of Directors of the Avila Beach Community Services District of objections from the public to the proposed removal of trash and weeds from various lots and parcels within the District, as described in Resolution No. 2017-03, previously adopted; and it appearing that no persons have come forward to object to the proposal, or if they did appear, that their objections were heard, and that the President has declared the hearing closed;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS AS FOLLOWS:

1. That any objections to said proposal were heard and resolved:
2. That the District has jurisdiction to proceed to perform the work of removal;
3. That the Fire Department is ordered to abate the nuisance referred to in Resolution 2017-07 on the lots and parcels described in Exhibit A, attached hereto;

NOW, THEREFORE BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of the AVILA BEACH COMMUNITY SERVICES DISTRICT, as follows:

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

AYES:

NOES:

ABSENT:

The foregoing Resolution is hereby passed and adopted this 11 day of July, 2017.

ATTEST:

BRAD HAGEMANN

General Manager and Secretary to the Board

PETE KELLEY

President of the Board of Directors

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: July 11, 2017

SUBJECT: SDRMA Board of Director Election

Recommendation:

Review candidate qualifications and Adopt Resolution Casting District Votes For No More Than Four Candidates

Discussion:

The District is a member of Special Districts' Risk Management Authority (SDRMA) and four seats on the Board of Directors are currently up for election. Seven candidates met the qualification requirements and submitted nomination documents in accordance with SDRMA policy. Statements of Qualifications are included in the Board packets for review prior to casting the District votes.

The Board members should consider the qualifications of each candidate and then adopt the Resolution casting the District votes for the four preferred candidates.

RESOLUTION NO. 2017-08

**A RESOLUTION OF THE GOVERNING BODY OF THE
Avila Beach Community Services District
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

WHEREAS, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

WHEREAS, SDRMA's Board of Directors approved Policy No. 2017-03 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

WHEREAS, Policy No. 2017-03 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Avila Beach Community Services District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)



**OFFICIAL 2017 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS**

VOTE FOR ONLY FOUR (4) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than four (4) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than four (4) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 4:30 p.m., Tuesday, August 29, 2017. Faxes or electronic transmissions are NOT acceptable.

- TIMOTHY UNRUH**
District Manager, Kern County Cemetery District No. 1
- JAMES M. HAMLIN (Jim)**
Board Director, Burney Water District
- MIKE SCHEAFER (INCUMBENT)**
Director/President, Costa Mesa Sanitary District
- MICHAEL J. KAREN**
Board Director, Apple Valley Fire Protection District
- DAVID ARANDA (INCUMBENT)**
General Manager, Mountain Meadows Community Services District
- CINDI BEAUDET**
General Manager, Temecula Public Cemetery District
- JEAN BRACY, SDA (INCUMBENT)**
Deputy Director – Administration, Mojave Desert Air Quality Management District

ADOPTED this ____ day of _____, 2017 by the Avila Beach Community Services District by the following roll call votes listed by name:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

APPROVED:

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Timothy Unruh
District/Agency Kern County Cemetery District No.1
Work Address 18662 Santa Fe Way, PO Box 354, Shafter, CA 93263
Work Phone 661-746-3921 Home Phone 661-746-6725

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

The work of SDRMA is critical to the everyday operations of a Special District. Knowing that the district and the board is protected gives a 'Peace of Mind' to our daily operations. Sitting on this Board will give me an opportunity to give back to SDRMA and its membership. As a manager of a moderate sized Special District, I am especially interested in maintaining an involvement from that small district perspective. It is imperative that SDRMA maintains cost effective service to the Special District community and it's important that smaller districts have a voice in their insurance needs.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I spent three years as a Director for CSDA including one year as Legislation Committee Chairman. I currently sit on the CSDA Legislation Committee and am a Special District Administrator (SDA). Our District is in its fourth term as a District of Distinction which now includes the Transparency Certification. I currently sit as a Director with a city appointment on Kern Mosquito and Vector board. I have been a Director of the California Association of Public Cemeteries for 15 years and currently am Chairman of the Legislation Committee. I have been involved with the Kern County Special Districts Association since 1995 from when we worked to obtain LAFCo representation for Special Districts.

Most importantly, I have been a manager for the Kern County Cemetery District for 30 years and work daily to keep our cemetery district strong and effective in our community. To that end, I have the SDRMA General Safety Specialist Certification and with that training I work for a compliant, safe and healthy working relationship with our staff.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

I feel that community history is very important and am a volunteer with the local Historical Society. I also have sat on the local school board and have been involved with our youth through our church as well as our community through sports and especially by giving our young people a safe and entertaining place to visit after our home football games.

This being said, I feel that I am a committed and thorough person who knows that to get things done you must be involved and be able to think out of the box in difficult situations. You must listen to those around you and sometimes that means keeping one's mouth shut.

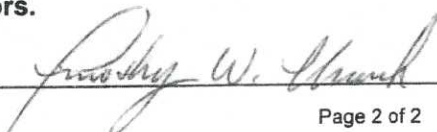
I have worked as a Manager for many years and understand the needs of special districts. What SDRMA offers is an integral part of special district operations and I feel that I can bring a passion for the practical needs of Special Districts.

What is your overall vision for SDRMA? (Response Required)

SDRMA has shown great concern for the Special Districts in California as is seen in their commitment to meeting our insurance needs. This is done by listening to the membership and continuing to work on being a better and complete insurance stop. I feel that the Health Insurance part of their programs will be the next large growth area. As we deal with PERB's and the needs of our work force, this area will help to meet the needs of our agencies.

Their education is excellent and they have defined their role in local government very well. It will be necessary to maintain this role and work to educate the membership. SDRMA's commitment to be a cost-effective insurance provider has work well in the past and will continue to do so as long as the Board and staff work together to fulfill their mission statement.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature 

Date: April 24, 2017

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – **no attachments will be accepted**. No statements are endorsed by SDRMA.

Nominee/Candidate James M. Hamlin (Jim)
District/Agency Burney Water & Sewer District
Work Address 20541 Burney Court, Burney, Ca. 96013
Work Phone (530) 335-2040 Home Phone (530) 335-2040

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

Able to look at actuarial evidence. Being able to set adequate rates for both
Insurance program and districts. SDRMA needs to operate as a business.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Served on hospital district for 24 1/2 years, California Hospital District board
for 8 years, Burney water Sewer board for three years. I had my own insurance
brokerage for 43 years. I did not have an E & O Claim.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

see previous question

What is your overall vision for SDRMA? (Response Required)

SDRMA must operate as a viable business. Many district carriers and board members are reluctant to raise rates. When I served on Ca. Hospital Board, many of the board members were not willing to operate as a business because it would affect their hospitals bottom line.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature James M. Hamlin Date 4-1-2017

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate **MIKE SCHEAFER**
District/Agency **COSTA MESA SANITARY DISTRICT**
Work Address **1551-B BAKER ST, COSTA MESA, CA 92626**
Work Phone **714-435-0300** Home Phone **714-552-9858**

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

As an incumbent on the SDRMA Board I wish to continue providing the service and knowledge that I have been consistent with during my current term. As an insurance professional for over 44 years I bring the experience needed to manage the risks Districts are faced with. Over my term I have consistently made decisions to provide the protections necessary at the most affordable cost. Districts continue to encounter new challenges to their risk management programs. My years of experience, my continued involvement in insurance education and my desire to protect make me a sound choice to continue on the Board of SDRMA.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Current SDRMA Board Member. President Costa Mesa Sanitary District Board of Directors. Former City Councilmember for the City of Costa Mesa. Former Parks and Recreation Commissioner for the City of Costa Mesa.

Leadership positions, including Board President for the following: Little League Baseball, Boys and Girls Club of the Harbor Area, Costa Mesa Senior Center, The Albert Dixon Memorial Foundation (non profit providing funds for other non-profit agencies).

Over 30 years experience with Lions Clubs International. Served as District Governor, Club President several times. Chaired the California Convention Committee several times. Membership in the organization continues.

My leadership role in all these organizations gave, and give, me experience in the risks that face each. My insurance experience helps me make prudent decisions when challenged with those risks.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

Many of the organizations that I have either been elected to or volunteered for quickly put me in a leadership role. They recognized my ability to handle the risks and challenges the organizations meet. I was able to steer those organizations in a clear path to minimize the risk.

I continue to hold a teaching credential in Insurance Education with the local community college District. Additionally I was a professor of Insurance Continuing Education for many years. I have a passion for passing on the knowledge I have acquired over my career.

I have always faced the risk management challenges of any organization with the confidence that the desired outcomes would be realized. +

What is your overall vision for SDRMA? (Response Required)

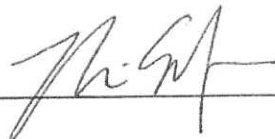
My vision is to continue providing the protection and service to the Special Districts that make them strong in their risk management efforts. I will continue to work for those ends while keeping strong my conviction that rates need to be adequate yet affordable for the Districts.

New technologies, changes in legislation, make it extremely difficult for Districts to keep up with the factors posing new challenges to risk management, insurance, etc. My experience in those areas, my position as an elected official, make me keenly aware of how to protect the Districts.

I will continue to be committed to making SDRMA the leader in protecting the risk management needs of our Special Districts.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____



Date _____

4/25/17

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates - **no attachments will be accepted.** No statements are endorsed by SDRMA.

Nominee/Candidate David Aranda
District/Agency Mountain Meadows Community Services District
Work Address 17980 Highline Rd - Tehachapi CA 93561
Work Phone 661-822-7616 Home Phone 661-300-1231

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

Working with six other board members and the staff, as a team is challenging and rewarding.

Over the years of my service on the SDRMA Board I hope the members have found my input to be beneficial and it is my desire to continue to look after the members receiving the best service at a fair cost.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Service on SDRMA

Service on SOWCA - I was part of the group that consolidate two entities into one entity which was very cost effective

Service on SRLF

Past service on CSDA - current Education Committee member

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)

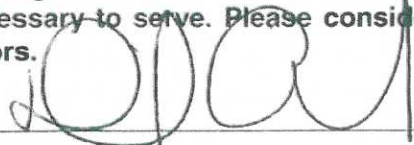
Serving as a General MANAGER over the past twenty plus years and serving as a Board Member assists me in understanding the proper process that benefits the operation of SDRMA
Eighteen years of experience with SDRMA provides a good knowledge base to benefit the members

What is your overall vision for SDRMA? (Response Required)

- 1) Continue to provide excellent service
- 2) Continue the balance of a financially strong pool that provides great policy coverage at the best pricing possible.
- 3) Serve the members with cutting edge software customer service oriented employees and a Board that remembers who we are serving.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-20-17

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate	Cindi Beaudet		
District/Agency	Temecula Public Cemetery District		
Work Address	41911 C Street, Temecula CA 92592		
Work Phone	(951)699-1630	Home Phone	(951)541-8736

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

As a member of SDRMA, I've learned first hand the risk and challenges that comes with my type of Special District. I think it is important to have an active and knowledgeable voice representing our industry and districts and that understands the role special districts play and their importance. I will bring sound policy principles to the table and work with my fellow board members in the spirit of collaboration to ensure SDRMA continues to be a cost effective, high quality risk management service.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I have played an active role in the cemetery industry in both the private sector and with special districts for almost two decades and was elected in 2006 to the Board of California Association of Public Cemeteries (CAPC). While on the Board for CAPC one of my roles was Education Committee Chair, working with executive staff to identify learning and certification opportunities for our members. This experience has provided me with the skills and knowledge of board development, procedures, protocol and policy development.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

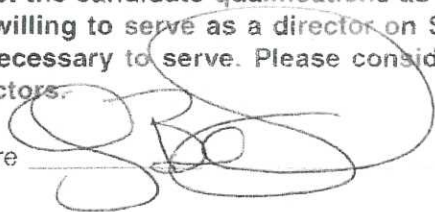
Since 2004 I have served as General Manager to the Temecula Public Cemetery District. I consider myself to be well versed in cemetery leadership, risk mitigation, best management practices and risk reduction. I hold a life insurance license from the State of California. I am an advocate for the cemetery profession, serving as a formal mentor for CAPC. I am engaged and involved heavily in my community and understand first hand the challenges and risk associated with cemetery operations and management.

What is your overall vision for SDRMA? (Response Required)

My overall vision for SDRMA is that it appropriately and accurately addresses the risk and mitigation needs of all its members in a thoughtful and deliberate manner, considering the size, scope and nuances of each type of public agency. This thoughtful consideration will provide better service to our members while maintaining the cost effective quality programs SDRMA continues to offer.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4/27/17

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Jean Bracy, SDA
District/Agency Mojave Desert Air Quality Management District
Work Address 14306 Park Ave., Victorville, CA 92392
Work Phone 760-245-1661

Why do you want to serve on the SDRMA Board of Directors?

I have served on the SDRMA Board of Directors since 2010. In 2017 I was elected by the Board to be the **Board President**. The Board strives to provide a variety of avenues for members to be successful and has adopted many important programs and policies aimed to provide members **cost effective coverage**. Each year, the Board **carefully considered** rates for services and from 2009 to 2016 voted to hold rates flat for the property/liability program. Through strategic planning SDRMA has a **strong financial base**. SDRMA has included **Cyber Coverage**; provided a **FREE Law Legal Hotline**; established a **multiple-policy discount** (5%) for each member who belongs to both the property/liability and the workers compensation programs; shares investment earnings with members through a **longevity distribution**; established the **loss prevention allowance funds** which reimburses members for safety-related costs up to \$1,000; launched and enhanced the SDRMA **interactive website**; provided **FREE online training** through Target Solutions; launched a **Safety Specialist Certificate** program; and contracted with Company Nurse to provide **FREE screening services** for work-related injury cases. I have worked closely with **SDRMA for 17 years**. I am attracted to its member-focused, pro-active, and positive mission. I would like to see – and be a part of – SDRMA continue this member-centric approach.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

I am serving my eighth year on the **SDRMA Board of Directors** and in 2017 I am the Board President. I am serving my fifth year on the Board of Directors for the **Special District Leadership Foundation (SDLF)** and I am the Board Secretary. On this Board I have been part of the continuing expansion of the SDLF programs, including the premier program, **District of Distinction**, also the Special District Administrator Certificate, the Recognition of Special District Governance, and the District Transparency Certificate of Excellence.

My career experience with special districts has helped me to understand the issues specific to smaller organizations. I have learned what it really means for an organization to do more with less. I have also learned that political realities for special districts are distinct from other forms of governments. As the Deputy Director – Administration for the Mojave Desert Air Quality Management District, I am the staff representative to the Governing Board Committees for Budget and Personnel. I am a member of and have chaired the California Air Pollution Control Officers Association (CAPCOA), statewide committees for Fiscal and Human Resource officers. I organized and have chaired the Alternate Fuel Task Force for the Mojave Desert air basin; I have represented the District in the Antelope Valley Clean Cities Coalition.

My working opportunities have crossed several public service types. I served as the Victorville city representative to the Technical Advisory Committee for the Victor Valley Transit Authority and as the City representative and officer on the Executive Committee of the Regional Economic Development Authority. I volunteered four years on the Board of Directors of the Victor Valley Federal Credit Union. For six years, I worked as an adjunct professor at Victor Valley Community College teaching Public Works Administration.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

As professional and as a volunteer, I have a wide range of experiences with organizational structures, long term and vision planning, development of staff and volunteers, and resource and program management. My experience of leading organizational activities and implementing change for growth includes bringing together intergenerational and multicultural groups to achieve common goals.

I am an effective manager with expertise in efficient and productive management implementing process improvements in finance, human resources, risk management, and a wide variety of related administrative and organizational functions. I have led highly skilled teams to support the achievement of overall agency goals and objectives.

I earned a Master's Degree in Public Administration from California State University, San Bernardino

I earned the Special District Administrator Certification from the Special Districts Leadership Foundation

I earned the Recognition of Special District Governance from the Special Districts Leadership Foundation

I earned the Masters Certification in Labor Relations from the California Public Employers Labor Relations Association (CALPELRA)

What is your overall vision for SDRMA?

I want to continue contributing my experience and expertise to SDRMA's overall function to further strengthen and enhance the lines of services provided by SDRMA. I want to see members educated to be wise in their management to reduce costs and deliver their very important missions to their communities. I want to be part of the mission to enhance the member's experience through claims management and education that leads to loss prevention.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature John Barney Date 2-27-17

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager



DATE: July 11, 2017

SUBJECT: Renewal of the District's NPDES Wastewater Treatment Plant Discharge Permit

Recommendation:

Receive Report and Provide Direction to Staff

Discussion:

On June 16, 2017, staff received that attached letter from the Central Coast Regional Water Quality Control Board notifying the District of the availability of Draft Waste Discharge Requirements Order No. R3-2017-0025. The Draft Order updates the District's existing discharge requirements and will supersede existing Order No. R3-2009-0055. Water Board staff intends to present the Order for adoption by the Water Board at their September 21-22, 2017 meeting in Santa Barbara. Comments on the draft Order are due to the Water Board no later than July 21, 2017.

In accordance with the Water Board's request, staff published the Notice of Public Hearing in the local newspaper on June 21, 2017. The Public Notice is also attached for reference. Staff is in process of reviewing the draft Order and will provide comments to the Water Board by the July 21, 2017 deadline. Fluid Resource Management Compliance staff are also reviewing the draft permit and will provide their comments to me by July 12 or 13. At first review it appears the permit limits and conditions of the draft Order are consistent with the District's existing Waste Discharge Requirements Order.

Staff will keep the Board apprised of permit comments and the status of the permit renewal process.



EDMUND G. BROWN, JR.
GOVERNOR

MATTHEW RODRIGUEZ
SECRETARY FOR
ENVIRONMENTAL PROTECTION

Central Coast Regional Water Quality Control Board

June 16, 2017

Mr. Brad Hagemann
General Manager
Avila Beach Community Services District
P.O. Box 309
Avila Beach, CA 93424
Email: hagemann.associates@gmail.com

sent by email only

Dear Mr. Hagemann:

HEARING NOTICE AND AVAILABILITY OF DRAFT WASTE DISCHARGE REQUIREMENTS ORDER NO. R3-2017-0025, NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT NO. CA0047830 – AVILA BEACH COMMUNITY SERVICES DISTRICT WASTEWATER TREATMENT FACILITY, SAN LUIS OBISPO COUNTY, WDD 3 400101001

This letter is to notify you of the availability of Draft Waste Discharge Requirements Order (Order No. R3-2017-0025, which staff intends to present to the Central Coast Water Board for adoption at its meeting scheduled for September 21-22, 2017. The Order includes a Monitoring and Reporting Program and Fact Sheet as Attachments E and F. The Tentative Order and associated attachments may be downloaded from our website by June 21, 2017 at:

<http://www.waterboards.ca.gov/centralcoast/Permits/Index.htm>

Draft Order No. R3-2017-0025 updates NPDES waste discharge requirements (WDRs) for the discharge of waste from the Avila Beach Community Services District Wastewater Treatment Facility to the Pacific Ocean. These WDRs are intended to serve as a reissued NPDES permit and will supersede Order No. R3-2009-0055, which remains effective until the Central Coast Water Board adopts a new Order.

The September 21-22, 2017 meeting is scheduled to begin at 8:00 AM and will be held at the following location: (Note that this item may be considered by the Central Coast Water Board at any time during the meeting.)

Santa Barbara County Offices
Planning and Development Hearing Room, 1st floor 105
123 East Anapamu Street
Santa Barbara, CA 93101

Persons wishing to comment on or object to the revised Order must submit comments in writing to the address above no later than **July 21, 2017**. The Central Coast Water Board will not accept late comments or other written submissions on the revised Order unless the Chair rules that exclusion would create a severe hardship and that the late submission will not prejudice any party or the Central Coast Water Board. Any person asking to submit late materials must explain why the materials were not submitted earlier. The Chair will rule on any late submissions at or before the hearing. Late submissions that consist of evidence (as opposed to policy statements or

DR. JEAN-PIERRE WOLFF, CHAIR | JOHN M. ROBERTSON, EXECUTIVE OFFICER

895 Aerovista Place, Suite 101, San Luis Obispo, CA 93401 | www.waterboards.ca.gov/centralcoast

comments) are generally prejudicial unless all designated parties and Central Coast Water Board staff have time to consider the evidence before the meeting. If Central Coast Water Board staff proposes changes to the revised Order before the Central Coast Water Board meeting, parties and interested persons will have an opportunity to submit written comments on the proposed changes.

A Notice of Public Hearing and instructions are attached. Please post and publish the public notice **no later than June 21, 2017**, according to the instructions provided. If you have questions, please contact **Katie DiSimone at (805) 542-4638** or katie.disimone@waterboards.ca.gov or Sheila Soderberg at (805) 549-3592.

Sincerely,

**Sheila
Soderberg**

for John M. Robertson
Executive Officer

Digitally signed by Sheila
Soderberg
Date: 2017.06.15 14:30:52
-07'00'

Attachments: 1. Notice of Public Hearing
2. Public Notice Instructions
3. Draft Waste Discharge Requirements Order No. R3-2017-0025

CC:

John Ricker, Santa Cruz County, John.Ricker@santacruzcounty.us
David Smith, EPA Region IX, Smith.davidw@epa.gov
Jamie Marincola, EPA Region IX, Marincola.JamesPaul@epa.gov
Katie DiSimone, Central Coast Water Board, katie.disimone@waterboards.ca.gov
Jessica Jahr, State Water Board, Jessica.jahr@waterboards.ca.gov
Avila Beach CSD: avilacsd@aol.com

KTD

Place ID: 206888

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**CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD
CENTRAL COAST REGION**

895 Aerovista Place, Suite 101
San Luis Obispo, California 93401

**NOTICE OF PUBLIC HEARING – PUBLIC NOTICE
REISSUANCE OF WASTE DISCHARGE REQUIREMENTS ORDER NO. R3-2017-0025
National Pollutant Discharge Elimination System Permit No. CA0047830**

**FOR AVILA BEACH COMMUNITY SERVICES WASTEWATER TREATMENT FACILITY
SAN LUIS OBISPO COUNTY**

The California Regional Water Quality Control Board, Central Coast Region (Central Coast Water Board) proposes to authorize discharge of secondary-treated municipal wastewater from the Avila Beach Community Services Wastewater Treatment Facility by reissuance of waste discharge requirements. Avila Beach Community Services District (Discharger) discharges treated effluent through its outfall which extends approximately 2,700 feet offshore at a depth of approximately 35 feet in the Pacific Ocean at San Luis Obispo Bay.

The Central Coast Water Board will hold a public hearing to consider the issuance of the proposed waste discharge requirements on **September 21- 22, 2017**, at the:

Santa Barbara County Offices
Planning and Development Hearing Room, 1st floor 105
123 East Anapamu Street
Santa Barbara, CA 93101

Interested persons are invited to submit comments in writing to the Central Coast Water Board at its office in San Luis Obispo no later than **July 21, 2017, 2017**. All comments received prior to that date will be considered in the formulation of staff recommendations regarding the waste discharge. The Central Coast Water Board will not accept written comments or other written submittals on the draft Order after **July 21, 2017**, unless the Chair of the Central Coast Water Board rules that exclusion would create a hardship, and that the late submission will not prejudice any party or the Central Coast Water Board. Any person submitting late comments or other submittals must explain why such materials were not submitted by **July 21, 2017**. The Chair of the Central Coast Water Board will rule on late submittals at or before the hearing. Late submittals that consist of evidence (as opposed to policy statements or comments) are generally prejudicial unless all parties and Central Coast Water Board staff have time to consider the evidence before the hearing.

Interested persons are invited to attend the hearing and may make oral comments relevant to the proposed action. Oral comments should summarize written comments. The Chair of the Central Coast Water Board will impose time limits on oral comments.


The Report of Waste Discharge, Fact Sheet, related documents, and all comments received may be inspected and copied at the office of the Central Coast Water Board, 895 Aerovista Place, Suite 101, San Luis Obispo, California 93401-5427, on weekdays between the hours of 8:00 a.m. and 5:00 p.m. Please direct comments and questions to **Katie DiSimone at (805) 542-4638** (or katie.disimone@waterboards.ca.gov) or Sheila Soderberg at (805) 549-3592 at this office. Please bring the foregoing to the attention of any persons known to you who would be interested in this matter.

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: July 11, 2017

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

Recommendation:

Consider Director Najarian's Request and Provide Direction to Staff

Discussion:

On June 20, 2017, Director Najarian submitted a request that the Board of Directors consider changing the Regularly Scheduled monthly Board Meeting time to mid-day. Director Najarian thought a mid-day meeting time might be more convenient for the Board members and promote more consistent attendance.

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 primarily 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 date and 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.