

# 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, October 10th, 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  
Ara Najarian, Director  
Kristin Berry, Director

**2. PUBLIC COMMENT**

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

**3. INFORMATION AND DISCUSSION ITEMS**

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

**A. County Reports**

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

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

**4. CONSENT ITEMS:**

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

- A. Minutes of September 12<sup>th</sup>, 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. District Policy Manual  
(Action Required: Review Purchasing Policy (3041) and Consider Changes)
- B. Capital Improvement Program Quarterly Report  
(Action Required: Receive Report and Provide Direction to Staff)
- C. Fluid Resources Management Operations Contract Renewal  
(Action Required: Extend Operations and Maintenance Contract for another year or request a 30 or 60 day extension to continue negotiations)
- D. Hiring an Engineering Intern  
(Action Required: Receive Report and Provide Direction to Staff)
- E. Status of Moving Administrative Offices to the Former Fire Station  
(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 November 14<sup>th</sup>, 2017**

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

**AVILA BEACH COMMUNITY SERVICES DISTRICT  
MINUTES OF REGULAR MEETING  
September 12th, 2017**

**1. CALL TO ORDER**

Vice President Lynn Helenius 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. Vice President Helenius presided over the meeting in President Pete Kelley's absence.

Board Members Present:                   Lynn Helenius  
  Eric DeWeese  
  Kristin Berry  
  Ara Najarian

Board Members Absent:                   Pete Kelley

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

**3. PUBLIC COMMENTS**

**4. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

**1. SLO Sheriff:**

Sheriff Scotto reported 61 calls for service including forty-eight calls for medical assistance. Eight suspicious acts and two Best Buy credit card frauds were investigated. Nine thefts to vehicles and three cruelty to animal calls were reported. The cruelty to animals calls were regarding dogs in parked cars and turned out to be non-issues.

A wallet was stolen from a locker at Sycamore Springs as well as a purse and keys that were unattended on the beach. A toddler at Private's Cove was reported as being left unattended. The parent was growing marijuana plants in her RV and was currently on probation for child endangerment and neglect.

**2. Cal Fire Report:**

Cal Fire Battalion Chief Paul Lee reported forty one calls for service this month. Eighteen were for medical aid. One fire occurred in the Barren Canyon area. An electricity malfunction in the garage caused damage to the home. Four fires in the County were caused by lightening this month. The fire lane on Cave Landing Road clearing project will be completed at the end of fall. This will increase access for



emergency vehicles. Chief Lee reported that the emergency response teams are spending a considerable amount of time, resources and effort on abandoned kayaks at sea. He mentioned that identification stickers on the side of the boats would help tremendously. CalFire recommends that kayak owners place their name and phone number on the kayak. This would help emergency response teams make contact when they find an abandoned boat. Anne Brown asked for an update on the SRA (State Responsibility Area). Chief Lee reported that the state has suspended the program for 4 years and he does not anticipate the state will reinstate the program.

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

Three Directors and one staff member attended the California Special District Association workshop on the Brown Act hosted by Port San Luis. All commented that the speaker was very knowledgeable and informative regarding Brown Act Practices.

## **5. CONSENT ITEMS**

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

- A. Amended Version of the Minutes of June 13<sup>th</sup>, 2017 Regular Meeting
- B. Minutes from August 8th, 2017 Regular Meeting
- C. Monthly Financial Review for August
- D. General Manager and District Engineer Report
- E. Water and Wastewater Superintendent Report August Report

GM Hagemann offered a few clarifying comments on the GM Report and the June 13, amended minutes, but no items were pulled of the Consent Calendar.

Director DeWeese made the motion to adopt the consent items. Director Najarian seconded the motion and it passed with a roll call vote 4-0.

AYES: Eric DeWeese  
Ara Najarian  
Kristin Berry  
Lynn Helenius

NOES: None

ABSENT: Pete Kelley

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

None



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

A. **Consider Adoption of District Financial Reserve Policy**

GM Hagemann introduced the by reminding the Board that staff presented a Reserve Policy and associated Resolution for establishing Reserve fund types and funding levels at the August 2017 Board meeting. The Board adopted a Resolution establishing the Reserve fund types, but referred the target funding levels back to Finance Committee for further review and a recommendation. The Committee met on Aug 17 with staff and consultant Clayton Tuckfield. Based on the information from that meeting the Committee recommends the Target funding levels as shown on Exhibit A.

Director Helenius commented that she was impressed with Mr. Tuckfield's presentation to the Committee and it helped her better understand the purpose of a Reserve Fund Policy. She concluded a Reserve Fund Policy was a good business practice for Special Districts. After further Board discussion and an opportunity for public comment, Director Najarian made a motion to adopt amended Resolution No. 2017-09. Director DeWeese seconded the motion and it passed with a roll call vote 4-0.

AYES:       Ara Najarian  
              Eric DeWeese  
              Lynn Helenius  
              Kristin Berry

NOES:       None

ABSENT:     Pete Kelley

**B. Water Valve Replacement Project Status Report.** GM Hagemann reported the project is approximately 95% complete and that the project included three change orders totaling just over \$30,000. The change order were related to conditions that were unknown to the design engineer, a line break that was not related to the project and the decision to add an additional valve cluster to the scope of the project. The project did cause minor service disruptions to a limited amount of customers, but staff and the contractor worked hard to notify customers and minimize the project impacts. GM Hagemann thanked FRM for their support on the project. Hagemann noted that the project included a relatively high amount of change orders and referred to the Staff Report for details. Director Najarian asked if there was a standard for the amount or cost of change orders on a project. Hagemann responded that for underground

projects like this one, change orders are more typical because the design engineer and implementing agency have to assume some of the field conditions.

Anne Brown, asked if the Board needed to make a motion to accept GM Hagemann's actions approving the change orders. The Board concluded that they agreed with the change orders and that they did not need to adopt a motion to approve the work that was already completed. However, the Board directed staff to review the District's Purchasing Policy and bring back any recommendations that would address change order approval levels and protocol.

Vice President Helenius asked if there is a formal valve exercise program to insure the District properly maintains the water valves. Hagemann responded that the current operations contract requires that FRM exercise the valves on an annual basis. Anne Brown asked what else needs to be done to complete the project. GM Hagemann replied that a little more concrete needs to be poured and the contractor needs to cleanup and dispose of the old pipes.

**C. Update Banking Accounts to Reflect New Board Members and Pacific Premier's purchase of Heritage Oaks Bank.**

GM Hagemann explained Pacific Premier Bank has purchased Heritage Oaks Bank. Pacific Premiere requires the Board to adopt a Resolution (No. 2017-10) and have each Board member sign the letter updating the Authorized Signatories on Banking Accounts and removing previous Board members.

Director DeWeese made the motion to adopt Resolution No. 2017-10. Director Helenius seconded the motion and it passed with a roll call vote 4-0.

AYES: Eric DeWeese  
Kristin Berry  
Lynn Helenius  
Ara Najarian

NOES: None

ABSENT: Pete Kelley

**8. COMMUNICATIONS:**

**ADJOURNMENT: The meeting was adjourned at 8:30 p.m.**

**The next regular meeting of the Avila Beach Community Services District is scheduled for Tuesday, Oct 10th, 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: October 10<sup>th</sup>, 2017

SUBJECT: Monthly Financial Review for September 2017

**Recommendation:**

Receive and file report.

**Overall Monthly Summary**

During September the District made deposits in the amount of \$79,585.28 and experienced \$167,997.53 in expenses (cash basis). \$96,491.26 was paid to Brough Construction, Inc. this month upon completion of the water valve replacement project. The deposits by fund and checks by fund are provided as an attachment to this report. Income in September included \$768.97 in County tax income and \$73,435.71 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 September are provided for your information.

**Utility Service Billing**

For the month of September the District billed approximately \$73,435.71 in water and sewer service charges. Customer Rate Assistance amounted in a reduction of billing charges to the District in the amount of \$516.36.

**Operation and Maintenance**

The Fluid Resource Management (FRM) Statement for September 2017, is included.

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

	<u>Sep 17</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>4000 · Income Summary</b>	
4010 · Operating Revenue	73,435.71
4012 · Solid Waste Franchise Fee	1,149.07
4020 · Contract Services-Ambulance	971.53
4030 · County Taxes	768.97
4090 · Rental Income	3,260.00
	<hr/>
<b>Total 4000 · Income Summary</b>	79,585.28
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<b>Total Income</b>	79,585.28
	<hr/>
<b>Gross Profit</b>	79,585.28
	<hr/>
<b>Expense</b>	
<b>5200 · Payroll Expenses</b>	
<b>5210 · Gross Wages</b>	
5211 · Regular Pay	1,436.81
5012 · Holiday Pay	145.50
5014 · Sick Pay	0.00
5016 · Vacation Pay	0.00
	<hr/>
<b>Total 5210 · Gross Wages</b>	1,582.31
<b>5230 · Payroll Taxes</b>	27.29
<b>5240 · Health &amp; Medical Exp.</b>	
5242 · Health Ins / Other	300.00
	<hr/>
<b>Total 5240 · Health &amp; Medical Exp.</b>	300.00
<b>5250 · PERS Company Pd Expense</b>	
5254 · PERS Co Pd Kathy	348.28
5256 · PERS Co Pd Kristi	125.72
	<hr/>
<b>Total 5250 · PERS Company Pd Expense</b>	474.00
5260 · Work Comp Insurance	33.86
5280 · Payroll Administration & Misc.	50.16
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<b>Total 5200 · Payroll Expenses</b>	2,467.62
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<b>6000 · Administrative Overheads</b>	
6102 · Accounting	3,405.00
6115 · Bank Service Charges	241.85
6135 · Legal	670.80
6140 · Office Supplies & Postage	1,350.77
6150 · Rate Assistance	513.05
6155 · Rent	1,670.04
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Avila Beach Community Services District  
**Profit & Loss**  
September 2017

	<u>Sep 17</u>
Total 6000 · Administrative Overheads	7,851.51
6500 · Operating Expenses	
6503 · Chemicals	3,220.97
6505 · Contract Labor O & M	18,256.85
6506 · Contract Labor GM	9,350.00
6520 · Equipment Repair & Maint.	
6524 · Equip. Rep. & Maint. Avila Only	3,080.72
Total 6520 · Equipment Repair & Maint.	3,080.72
6525 · Fat Oil & Grease (FOG)	703.88
6535 · Insurance	2,380.83
6540 · Lab Tests	8,509.30
6565 · Regulatory Compliance	75.00
6580 · Solids Handling	3,575.00
6585 · Telephone / Internet	554.55
6590 · Utilities	3,816.70
Total 6500 · Operating Expenses	53,523.80
Total Expense	63,842.93
Net Ordinary Income	15,742.35
Other Income/Expense	
Other Expense	
8200 · Non-Operating Expenses	
8226 · L- 2017/18 L-1 Street Lights	10,868.42
8270 · Capital Purchases in Prog Water	
8280 · W - 2017/18 - 2 Water Valve Rep	97,749.94
Total 8270 · Capital Purchases in Prog Water	97,749.94
Total 8200 · Non-Operating Expenses	108,618.36
Total Other Expense	108,618.36
Net Other Income	-108,618.36
Net Income	<u><u>-92,876.01</u></u>

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

	<u>Sep 30, 17</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Cash Summary	
1005 · Customer Cash	131.55
1008 · Petty Cash	153.52
1010 · Heritage Oaks General Checking	494,086.22
1025 · Pooled Cash	2,671,663.57
1030 · B of A - Payroll	2,749.58
1050 · LAIF	2,239,232.42
1099 · Cash Balance	-2,671,663.57
<b>Total 1000 · Cash Summary</b>	<u>2,736,353.29</u>
<b>Total Checking/Savings</b>	2,736,353.29
<b>Accounts Receivable</b>	
1200 · *Accounts Receivable	184,588.63
<b>Total Accounts Receivable</b>	184,588.63
<b>Other Current Assets</b>	
1250 · Receivables	
1255 · Interest Receivable	3,019.76
1270 · Taxes Receivable	8,787.45
1280 · Water & Sewer Billings	120,719.54
<b>Total 1250 · Receivables</b>	<u>132,526.75</u>
1400 · Prepaid Summary	
1410 · Prepaid Insurance	7,837.30
1400 · Prepaid Summary - Other	-0.01
<b>Total 1400 · Prepaid Summary</b>	<u>7,837.29</u>
<b>Total Other Current Assets</b>	<u>140,364.04</u>
<b>Total Current Assets</b>	3,061,305.96
<b>Fixed Assets</b>	
1600 · Fixed Assets & Acc. Depr.	
1605 · Office Equipment	
1606 · Copier Samsung 2012	8,233.58
1609 · Office Equipment Accum Depr	-6,861.31
<b>Total 1605 · Office Equipment</b>	<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 September 30, 2017

	<u>Sep 30, 17</u>
<b>Total 1610 · Fixed Asset -Office &amp; Admin.</b>	0.00
<b>1620 · Fixed Assets - Sanitary</b>	
1622 · Land	60,314.10
<b>1626 · Collection Assets</b>	
1627 · Collection Assets Cost	1,318,875.26
1628 · Collect Assets Accum Depr	-352,639.07
<b>Total 1626 · Collection Assets</b>	966,236.19
<b>1630 · Disposal Equipment</b>	
1631 · Disposal Equip Cost	523,122.64
1632 · Disposal Equip Accum Depr	-264,042.83
<b>Total 1630 · Disposal Equipment</b>	259,079.81
<b>1635 · Treatment Plant</b>	
1636 · Treatment Plant Original	105,000.00
1637 · Treatment Plant Addition	1,909,250.75
1638 · Treatment Plant Accum Dep	-886,106.88
<b>Total 1635 · Treatment Plant</b>	1,128,143.87
<b>1642 · Treatment Equipment</b>	
1643 · Treatment Equip Cost	1,000,455.00
1644 · Treatment Equip Accum Depr	-524,698.87
1642 · Treatment Equipment - Other	205,485.61
<b>Total 1642 · Treatment Equipment</b>	681,241.74
<b>Total 1620 · Fixed Assets - Sanitary</b>	3,095,015.71
<b>1650 · Fixed Assets - Water</b>	
<b>1652 · Equipment</b>	
1653 · Equipment Cost	21,136.28
1654 · Equipment Accum Depr	-21,136.28
<b>Total 1652 · Equipment</b>	0.00
<b>1656 · Distribution Assets</b>	
1657 · Distribution Assets Cost	1,109,466.00
1658 · Dist Assets Accum Depr	-562,263.35
<b>Total 1656 · Distribution Assets</b>	547,202.65
<b>Total 1650 · Fixed Assets - Water</b>	547,202.65
<b>1680 · Structures - Fixed Asset</b>	
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 September 30, 2017

	<u>Sep 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
<b>TOTAL ASSETS</b>	<b><u>6,730,559.33</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	78,340.71
Total Accounts Payable	78,340.71
Other Current Liabilities	
2200 · Payroll Liabilities	
2260 · Vacation Payable	1,236.90
2262 · Sick Pay Accrued	2,194.50
2240 · Health Insurance	
2241 · Employee	0.01
Total 2240 · Health Insurance	0.01
2250 · PERS Liability	179.60
Total 2200 · Payroll Liabilities	3,611.01
2300 · Deposits Held	
2303 · Water Deposits Held	7,580.00
2304 · Fire Station Deposit	2,000.00
2305 · Capacity Fees Held	252,907.16
Total 2300 · Deposits Held	262,487.16
Total Other Current Liabilities	266,098.17
Total Current Liabilities	344,438.88
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 September 30, 2017

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	<u>Sep 30, 17</u>
Total Long Term Liabilities	<u>130,164.00</u>
Total Liabilities	474,602.88
Equity	
3900 · Retained Earnings	6,479,760.59
Net Income	<u>-223,804.14</u>
Total Equity	<u>6,255,956.45</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>6,730,559.33</u></u></b>

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

10/03/17

Type	Date	Memo	Split	Amount	Balance
<b>General / Admin</b>					
Deposit	09/06/2017	TCF AUG 17 ME - IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-267.80	-267.80
Deposit	09/08/2017	Rent Income Fire Station Vizdom	1010 · Heritage Oaks Gene...	-3,260.00	-3,527.80
Deposit	09/11/2017	S L Ambulance Contract Services	1010 · Heritage Oaks Gene...	-971.53	-4,499.33
Deposit	09/15/2017	from Cash acct	1010 · Heritage Oaks Gene...	-700.00	-5,199.33
Total General / Admin					
<b>Lights</b>					
Deposit	09/06/2017	TCF AUG 17 ME - IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-19.13	-19.13
Total Lights					
<b>Sanitary</b>					
Deposit	09/06/2017	TCF AUG 17 ME - WASTE	1010 · Heritage Oaks Gene...	-386.40	-386.40
Deposit	09/06/2017	Sani Rec	1010 · Heritage Oaks Gene...	-5,324.85	-5,711.25
Deposit	09/06/2017	Rate Assistance	1010 · Heritage Oaks Gene...	24.82	-5,686.43
Deposit	09/06/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	338.06	-5,348.37
Deposit	09/06/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-5,348.37
Deposit	09/08/2017	Sani Rec	1010 · Heritage Oaks Gene...	-3,561.55	-8,909.92
Deposit	09/08/2017	Rate Assistance	1010 · Heritage Oaks Gene...	105.92	-8,804.00
Deposit	09/08/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	637.46	-8,166.54
Deposit	09/08/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-8,166.54
Deposit	09/11/2017	Sani Rec	1010 · Heritage Oaks Gene...	-4,818.65	-12,985.19
Deposit	09/11/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.27	-12,976.92
Deposit	09/11/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	100.00	-12,876.92
Deposit	09/11/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	6.54	-12,870.38
Deposit	09/12/2017	Sani Rec	1010 · Heritage Oaks Gene...	-1,339.52	-14,209.90
Deposit	09/12/2017	Rate Assistance	1010 · Heritage Oaks Gene...	33.10	-14,176.80
Deposit	09/12/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-14,176.80
Deposit	09/12/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	33.10	-14,143.70
Deposit	09/13/2017	Sani Rec	1010 · Heritage Oaks Gene...	-2,645.93	-16,789.63
Deposit	09/13/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.27	-16,781.36
Deposit	09/13/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	-28.08	-16,809.44
Deposit	09/13/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-14.60	-16,824.04
Deposit	09/14/2017	Sani Rec	1010 · Heritage Oaks Gene...	-2,620.11	-19,444.15
Deposit	09/14/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-19,444.15
Deposit	09/14/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	56.75	-19,387.40
Deposit	09/14/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	140.28	-19,247.12
Deposit	09/14/2017	000162 6/27 - 8/28/17 - Community Park Restroom	1010 · Heritage Oaks Gene...	-1,376.83	-20,623.95



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

10/03/17

Type	Date	Memo	Split	Amount	Balance
Deposit	09/14/2017	Booked 9/14/17 \$ 8,704.67 000162 6/27 - 8/28/17 - Community P...	1010 · Heritage Oaks Gene...	1,376.83	-19,247.12
Deposit	09/18/2017	Sani Rec	1010 · Heritage Oaks Gene...	-11,522.93	-30,770.05
Deposit	09/18/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.27	-30,761.78
Deposit	09/18/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	796.50	-29,965.28
Deposit	09/18/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	423.18	-29,542.10
Deposit	09/18/2017	adj Farris Properties bal forward in El Dorado	1010 · Heritage Oaks Gene...	-89.84	-29,631.94
Deposit	09/19/2017	Sani Rec	1010 · Heritage Oaks Gene...	-3,854.28	-33,486.22
Deposit	09/19/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-33,486.22
Deposit	09/19/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	111.61	-33,374.61
Deposit	09/19/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-33,374.61
Deposit	09/20/2017	Sani Rec	1010 · Heritage Oaks Gene...	-1,020.23	-34,394.84
Deposit	09/20/2017	Rate Assistance	1010 · Heritage Oaks Gene...	-443.19	-34,838.03
Deposit	09/20/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-34,838.03
Deposit	09/20/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-34,838.03
Deposit	09/25/2017	Sani Rec	1010 · Heritage Oaks Gene...	-9,613.60	-44,451.63
Deposit	09/25/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-44,451.63
Deposit	09/25/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-44,451.63
Deposit	09/25/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-44,451.63
Deposit	09/26/2017	Sani Rec	1010 · Heritage Oaks Gene...	726.88	-43,724.75
Deposit	09/26/2017	Rate Assistance	1010 · Heritage Oaks Gene...	-123.53	-43,848.28
Deposit	09/26/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	18.20	-43,830.08
Deposit	09/26/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-43,830.08
Deposit	09/29/2017	ADJ CC Deposits	1010 · Heritage Oaks Gene...	-65.25	-43,895.33
Total Sanitary					
<b>Solid Waste</b>					
Deposit	09/19/2017	8-2017 August 2017 Waste Connections Franchise Fee SW	1010 · Heritage Oaks Gene...	-1,149.07	-1,149.07
Total Solid Waste					
<b>Water</b>					
Deposit	09/06/2017	TCF AUG 17 ME - IMP # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Gene...	-95.64	-95.64
Deposit	09/06/2017	Water Rec	1010 · Heritage Oaks Gene...	-3,690.17	-3,785.81
Deposit	09/06/2017	Rate Assistance	1010 · Heritage Oaks Gene...	24.83	-3,760.98
Deposit	09/06/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	338.06	-3,422.92
Deposit	09/06/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-3,422.92
Deposit	09/08/2017	Water Rec	1010 · Heritage Oaks Gene...	-3,088.05	-6,510.97
Deposit	09/08/2017	Rate Assistance	1010 · Heritage Oaks Gene...	105.92	-6,405.05
Deposit	09/08/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	637.46	-5,767.59

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

10/03/17

Type	Date	Memo	Split	Amount	Balance
Deposit	09/08/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-5,767.59
Deposit	09/11/2017	Water Rec	1010 · Heritage Oaks Gene...	-4,299.39	-10,066.98
Deposit	09/11/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.28	-10,058.70
Deposit	09/11/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	100.00	-9,958.70
Deposit	09/11/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	6.55	-9,952.15
Deposit	09/12/2017	Water Rec	1010 · Heritage Oaks Gene...	-1,441.72	-11,393.87
Deposit	09/12/2017	Rate Assistance	1010 · Heritage Oaks Gene...	33.10	-11,360.77
Deposit	09/12/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-11,360.77
Deposit	09/12/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	33.11	-11,327.66
Deposit	09/13/2017	Water Rec	1010 · Heritage Oaks Gene...	-2,639.18	-13,966.84
Deposit	09/13/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.28	-13,958.56
Deposit	09/13/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	-28.08	-13,986.64
Deposit	09/13/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	-14.60	-14,001.24
Deposit	09/14/2017	Water Rec	1010 · Heritage Oaks Gene...	-9,016.31	-23,017.55
Deposit	09/14/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-23,017.55
Deposit	09/14/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	56.75	-22,960.80
Deposit	09/14/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	140.29	-22,820.51
Deposit	09/14/2017	000162 6/27 - 8/28/17 - Community Park Restroom	1010 · Heritage Oaks Gene...	-986.44	-23,806.95
Deposit	09/14/2017	000162 6/27 - 8/28/17 - San Juan Park Irrigation	1010 · Heritage Oaks Gene...	-4,238.44	-28,045.39
Deposit	09/14/2017	000162 6/27 - 8/28/17 - Front St Irrigation	1010 · Heritage Oaks Gene...	-2,102.96	-30,148.35
Deposit	09/14/2017	Booked 9/14/17 \$ 8,704.67 000162 6/27 - 8/28/17 - Community P...	1010 · Heritage Oaks Gene...	986.44	-29,161.91
Deposit	09/14/2017	Booked 9/14/17 \$ 8,704.67 000162 6/27 - 8/28/17 - San Juan Par...	1010 · Heritage Oaks Gene...	4,238.44	-24,923.47
Deposit	09/14/2017	Booked 9/14/17 \$ 8,704.67 000162 6/27 - 8/28/17 - Front St. Irrig...	1010 · Heritage Oaks Gene...	2,102.96	-22,820.51
Deposit	09/18/2017	Water Rec	1010 · Heritage Oaks Gene...	-11,804.49	-34,625.00
Deposit	09/18/2017	Rate Assistance	1010 · Heritage Oaks Gene...	8.28	-34,616.72
Deposit	09/18/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	796.50	-33,820.22
Deposit	09/18/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	423.19	-33,397.03
Deposit	09/18/2017	adj Farris Properties bal forward in El Dorado	1010 · Heritage Oaks Gene...	-86.72	-33,483.75
Deposit	09/19/2017	Water Rec	1010 · Heritage Oaks Gene...	-3,834.15	-37,317.90
Deposit	09/19/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-37,317.90
Deposit	09/19/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	111.62	-37,206.28
Deposit	09/19/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-37,206.28
Deposit	09/20/2017	Water Rec	1010 · Heritage Oaks Gene...	-1,051.94	-38,258.22
Deposit	09/20/2017	Rate Assistance	1010 · Heritage Oaks Gene...	-443.20	-38,701.42
Deposit	09/20/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-38,701.42
Deposit	09/20/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-38,701.42
Deposit	09/25/2017	Water Rec	1010 · Heritage Oaks Gene...	-9,708.29	-48,409.71
Deposit	09/25/2017	Rate Assistance	1010 · Heritage Oaks Gene...	0.00	-48,409.71
Deposit	09/25/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-48,409.71



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

10/03/17

Type	Date	Memo	Split	Amount	Balance
Deposit	09/25/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	726.89	-47,682.82
Deposit	09/26/2017	Water Rec	1010 · Heritage Oaks Gene...	-119.24	-47,802.06
Deposit	09/26/2017	Rate Assistance	1010 · Heritage Oaks Gene...	18.21	-47,783.85
Deposit	09/26/2017	1/2 Other 1	1010 · Heritage Oaks Gene...	0.00	-47,783.85
Deposit	09/26/2017	1/2 Other 2	1010 · Heritage Oaks Gene...	0.00	-47,783.85
Deposit	09/29/2017	ADJ CC Deposits	1010 · Heritage Oaks Gene...	-65.25	-47,849.10
Total Water				-47,849.10	-47,849.10
<b>TOTAL</b>				<b>-98,111.96</b>	<b>-98,111.96</b>

Avila Beach Community Services District  
Checks by Fund w/Accounts

September 2017

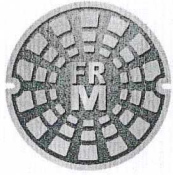
Type	Date	Num	Name	Memo	Account	Amount	Balance
<b>General / Admin</b>							
Check	09/01/2017	1303	Avila Beach Civic Association	August Rent 2017	6155 · Rent	820.66	820.66
Check	09/01/2017	1304	Fedak & Brown, LLP	July 2017 Professional Services FY 2016/17	6102 · Accounting	1,278.00	2,098.66
Check	09/01/2017		Bankcard MTOT Disc	TIB CARD SERVICE / MRCH BILL	6115 · Bank Service Charges	241.85	2,340.51
Check	09/05/2017		Adobe.com		6140 · Office Supplies & Postage	14.99	2,355.50
Check	09/05/2017	1305	Hagemann & Associates	Inv. 95 August 20th - Sept 2nd, 2017	6506 · Contract Labor GM	3,850.00	6,205.50
Check	09/05/2017	1312	Nikki Engle Bookkeeping & Teaching	Inv. 1648 9-5-17	6102 · Accounting	220.00	6,425.50
Check	09/05/2017	1314	VOID	VOID: void check	6115 · Bank Service Charges	0.00	6,425.50
Check	09/07/2017		U.S. Postal Service		6140 · Office Supplies & Postage	12.25	6,437.75
Check	09/10/2017		Cal Tec Computers	computer repairs	6524 · Equip. Rep. & Maint. Avila...	40.00	6,477.75
Check	09/11/2017		Public Employees Retirement System	Kristi 8/1 - 8/15/17	2250 · PERS Liability	162.18	6,639.93
Check	09/11/2017		Public Employees Retirement System	Kristi 8/16 - 8/31/17	2250 · PERS Liability	217.50	6,857.43
Check	09/11/2017		Public Employees Retirement System	Remaining Unfunded Liability Kathy 2017/18	5254 · PERS Co Pd Kathy	348.28	7,205.71
Check	09/11/2017		Public Employees Retirement System	Remaining Unfunded Liability Kristi 2017/18	5256 · PERS Co Pd Kristi	0.55	7,206.26
Check	09/11/2017		Public Employees Retirement System	Kristi 8/1 - 8/15/17	5256 · PERS Co Pd Kristi	20.16	7,226.42
Check	09/11/2017	1316	Fedak & Brown, LLP	Kristi 8/16 - 8/31/17	5256 · PERS Co Pd Kristi	15.21	7,241.63
Check	09/14/2017	1318	Shipsey & Seitz	August 2017 Statement Professional Services F...	6102 · Accounting	1,742.00	8,983.63
Check	09/14/2017	1318	Shipsey & Seitz	Meeting Prep. & Attendance	6135 · Legal	450.00	9,433.63
Check	09/14/2017	1318	Shipsey & Seitz	Meeting Change Review & Member Attending by ...	6135 · Legal	132.80	9,566.43
Check	09/14/2017	1321	Shipsey & Seitz	Law Library	6135 · Legal	88.00	9,654.43
Check	09/14/2017		SDRMA General Policy		5260 · Work Comp Insurance	33.86	9,688.29
Check	09/15/2017		Charter	Invoice #61228 FY 2017-18 Member # 7017	6585 · Telephone / Internet	189.95	9,878.24
Check	09/18/2017	1324	Hagemann & Associates	Acct #. 8245100980033571	6506 · Contract Labor GM	5,500.00	15,378.24
Check	09/19/2017	1328	Nikki Engle Bookkeeping & Teaching	Inv. 96 Sept 3rd - 16th, 2017	6102 · Accounting	165.00	15,543.24
Check	09/19/2017	1329	Staples	Inv. 1662 9/26/17	6140 · Office Supplies & Postage	135.78	15,679.02
Check	09/19/2017	1332	Avila Beach Civic Association	Statement 9/15/17	6155 · Rent	849.38	16,528.40
Check	09/19/2017	1332	Avila Beach Civic Association	October Rent 2017	6590 · Utilities	338.98	16,867.38
Check	09/19/2017		U.S. Postal Service	Invoice 820 Quarterly Utilities Billing stamped envelopes	6140 · Office Supplies & Postage	1,187.75	18,055.13
Check	09/28/2017						
Total General / Admin							
<b>Lights</b>							
Check	09/05/2017		PG&E	Colony Lights acct # 5992155362-0	6590 · Utilities	91.23	91.23
Check	09/05/2017		PG&E	Town Lights acct # 0690976984-3	6590 · Utilities	470.97	562.20
Check	09/19/2017	1325	Electricraft, Inc.	Inv. 11198 35 Fixtures Replaced	8226 · L- 2017/18 L-1 Street Lig...	10,868.42	11,430.62
Check	09/25/2017		PG&E	Front St. Lights acct# 5796765606-7	6590 · Utilities	471.94	11,902.56
Total Lights							
<b>Sanitary</b>							
Check	09/05/2017	1306	Speed's, Inc.	Inv. 57299 Solid Waste Hauling 8/21/17	6580 · Solids Handling	1,207.50	1,207.50
Check	09/05/2017	1309	Brenntag Pacific, Inc.	Inv. BPI 28010877 8/17/17	6503 · Chemicals	1,101.17	2,308.67
Check	09/05/2017	1310	Wallace Group	Inv. 43864 6/8/17	6525 · Fat Oil & Grease (FOG)	454.00	2,762.67
Check	09/05/2017	1313	Fluid Resource Management	August Ops. Inv. F16194	6505 · Contract Labor O & M	5,356.00	8,118.67
Check	09/05/2017	1313	Fluid Resource Management	Supplies Inv. A16122	6505 · Contract Labor O & M	500.05	8,618.72
Check	09/05/2017	1313	Fluid Resource Management	Reg. Compliance	6565 · Regulatory Compliance	75.00	8,693.72
Check	09/05/2017	1317	Abalonte Coast Analytical, Inc.	Lab Testing	6540 · Lab Tests	3,169.10	11,862.82
Check	09/14/2017	1311	Brenntag Pacific, Inc.	Inv. BPI 2810882 8/31/17	6503 · Chemicals	1,050.40	12,913.22
Check	09/14/2017	1317	Brenntag Pacific, Inc.	Inv. BPI 2810879 8/24/17	6503 · Chemicals	1,069.40	13,982.62
Check	09/14/2017	1319	South County Sanitary Service	2 Yd Dumpster	6590 · Utilities	122.84	14,105.46



Avila Beach Community Services District  
Checks by Fund w/Accounts

September 2017

Type	Date	Num	Name	Memo	Account	Amount	Balance	
Check	09/14/2017	1320	Wallace Group	Inv. 44454 8/31/17	6525 · Fat Oil & Grease (FOG)	249.88	14,355.34	
Check	09/14/2017	1322	Speed's, Inc.	Inv. 57405 Solid Waste Hauling 8/29/17	6580 · Solids Handling	1,255.00	15,610.34	
Check	09/16/2017		AT&T	acct # x 0885 internet	6585 · Telephone / Internet	95.81	15,706.15	
Check	09/19/2017	1331	Speed's, Inc.	Inv. 57479 Solid Waste Hauling 9/12/17	6580 · Solids Handling	1,112.50	16,818.65	
Check	09/19/2017	1333	Miners Ace Hardware	Treatment Plant Supplies	6524 · Equip. Rep. & Maint. Avila...	36.60	16,855.25	
Check	09/19/2017	1334	Abalone Coast Analytical, Inc.	Lab Testing Inv. 3621 10/2/17	6540 · Lab Tests	2,670.10	19,525.35	
Check	09/19/2017	1335	Abalone Coast Analytical, Inc.	Lab Testing Inv. 3621 10/2/17	6540 · Lab Tests	2,670.10	22,195.45	
Check	09/25/2017		PG&E	Lift Station acct# 6338432238-2	6590 · Utilities	64.93	22,260.38	
Check	09/25/2017		PG&E	Waste Water Plant acct # 6380034236-0 3rd & ...	6590 · Utilities	2,077.91	24,338.29	
Check	09/29/2017		AT&T	acct # 805 595-7619 618 0	6585 · Telephone / Internet	116.34	24,454.63	
Check	09/29/2017		AT&T	acct # 805 595-9416 904 5	6585 · Telephone / Internet	152.45	24,607.08	
Total Sanitary							24,607.08	
<b>Water</b>								
Check	09/05/2017	1307	Michael Nunley & Assoc.	W- 2017/18 -2 C.I.P. Water Meter/ Water Valve ...	8280 · W - 2017/18 - 2 Water V...	580.00	580.00	
Check	09/05/2017	1308	ASAP Reprographics	Water Tank Plans	8280 · W - 2017/18 - 2 Water V...	26.18	606.18	
Check	09/05/2017	1313	Fluid Resource Management	August Ops. Inv. F16194	6505 · Contract Labor O & M	12,400.80	13,006.98	
Check	09/05/2017	1315	Sandi Yadrow	Refund for Water Deposit	2303 · Water Deposits Held	100.00	13,106.98	
Check	09/14/2017	1323	Brough Construction, Inc.	Water Valve Replacement Project FY 17/18 W-2	8280 · W - 2017/18 - 2 Water V...	96,491.26	109,598.24	
Check	09/19/2017	1327	Ferguson Enterprises	Inv.# 5140439 Fire Hydrant Laurel Street	6524 · Equip. Rep. & Maint. Avila...	3,004.12	112,602.36	
Check	09/19/2017	1326	Ferguson Enterprises	Inv.# 5140439 Fire Hydrant Laurel Street	6524 · Equip. Rep. & Maint. Avila...	0.00	112,602.36	
Check	09/19/2017	1330	Michael Nunley & Assoc.	W- 2017/18 -2 C.I.P. Water Meter/ Water Valve ...	8280 · W - 2017/18 - 2 Water V...	652.50	113,254.86	
Check	09/25/2017		PG&E	Water Tank acct # 4807713956-5	6590 · Utilities	177.90	113,432.76	
Total Water							113,432.76	
<b>TOTAL</b>							<b>167,997.53</b>	<b>167,997.53</b>



# FLUID RESOURCE MANAGEMENT

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

# Statement

Date
9/30/17

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.
\$32,725.60	

Date	Transaction	Amount	Balance
09/30/17	348F11001 Monthly OPS/Maint- INV #F16274. Orig. Amount \$17,756.80.	17,756.80	17,756.80
09/12/17	348F11001 Monthly OPS/Maint:348FW11001 Water:348AW17001 Add Services water- INV #A16235. Orig. Amount \$11.33.	11.33	17,768.13
09/15/17	348F11001 Monthly OPS/Maint:348FWW11001 Wastewater:348AWW17002 Add Services Wastewater- INV #A16236. Orig. Amount \$177.92.	177.92	17,946.05
03/31/17	W15253 WW-2 Effluent Line Repair- INV #W15253-3. Orig. Amount \$50,623.50.	10,623.50	28,569.55
09/11/17	INV #W15253-2. Orig. Amount \$2,969.69.	2,969.69	31,539.24
09/15/17	W15962 Review of Proposed Draft Permit- INV #W15962. Orig. Amount \$520.00.	520.00	32,059.24
09/19/17	W16162 Computer Com Call Out- INV #W16162. Orig. Amount \$666.36.	666.36	32,725.60
<b>CURRENT</b>		<b>22,102.10</b>	
<b>1-30 DAYS PAST DUE</b>		<b>0.00</b>	
<b>31-60 DAYS PAST DUE</b>		<b>0.00</b>	
<b>61-90 DAYS PAST DUE</b>		<b>0.00</b>	
<b>OVER 90 DAYS PAST DUE</b>		<b>10,623.50</b>	
			<b>Amount Due</b>
			<b>\$32,725.60</b>




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

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: October 10th, 2017

SUBJECT: General Manager/District Engineer Report

**Zone 3 Technical Advisory Committee Meeting**

The Zone 3 Technical Advisory Committee (TAC) met on Thursday, October 5, 2017, at the Arroyo Grande City Hall. The Agenda for the TAC meeting is provided as an attachment to this report. As of this writing Lopez Lake is at an elevation of 494 feet, 55% capacity and has approximately 27,500 acre feet of water in storage.

**WWTP Permit Renewal Hearing**

On September 21, 2017, I attended the Central Coast Regional Water Quality Control Board (Water Board) permit renewal hearing in Santa Barbara. The Water Board chair requested me to provide a brief status report on the District's Recycled Water Facilities Planning Study. I gave a brief summary of the draft report, including the very high cost of developing a tertiary recycled water treatment and distribution system. The Water Board appreciated the fact that implementing a recycled water program is very expensive for smaller Districts, but encouraged us to continue to seek the "highest and best" use of the District's treated wastewater and continues to work on the feasibility of eliminating or at least minimizing the District's discharge to the Pacific Ocean. The Water Board concurred with Staff's recommendation and approved the NPDES permit renewal for another five years.

**Special District Risk Management Authority (SDRMA) President's Acknowledgement Award**

Staff is very pleased to report that the District has once again received the SDRMA's Presidents Acknowledgement Awards for the Worker's Compensation and Property/Liability Programs. The Awards are provided to recognize members with no "paid" claims during the prior five consecutive program years in the respective program categories. The letters and certificates are provided as an attachment to this report.

**Projected Wastewater Flows From the Harbor Terrace Project**

In anticipation of implementing the Harbor Terrace Development project, the San Luis Harbor District sent a letter advising the CSD of the potential wastewater flows from the project and requesting anticipated operation and maintenance budgets and anticipated capital expenditures for the next several years. The Harbor District estimates the potential increase in flows from the project may be as high as 19,000 gallons per day, which is a significant increase from their current average daily flow of approximately 7,000 gallons per day. The potential flow increase is still well within the Port's contracted wastewater flow entitlement and staff anticipates the WWTP has sufficient capacity. Staff's letter responding to the Port's request is provided as an attachment to this report.



shutterstock - 195893087

## ZONE 3 TECHNICAL ADVISORY COMMITTEE

**Thursday October 5, 2017  
9:00-11:00 AM  
ARROYO GRANDE CITY HALL  
300 BRANCH STREET  
2<sup>nd</sup> FLOOR CONFERENCE ROOM**

### Agenda

1. Announcements <ul style="list-style-type: none"> <li>• New meeting day/place?</li> </ul>	All
2. General Operations and Water Report <ul style="list-style-type: none"> <li>• Monthly Operations Report</li> <li>• Lopez Dam Storage Projections</li> <li>• Summary Notes/Action Items - Sept</li> </ul>	Jill
3. Capital Improvement Projects – <ul style="list-style-type: none"> <li>• FY 17-18 Work Plan</li> <li>• <b>FY 18-19 CIP Projects (endorsement by TAC)</b></li> </ul>	Jill
4. Stormwater Resources Planning Grant - Update	Jill
5. Santa Maria Groundwater Basin Modeling – Update	Dan Heimel/Jill
6. ECORPS Contract Change Modeling - Update	Jill
7. Spillway Assessment - Update	Jill
8. Agenda items next month?	All

**Attachments:**

- A. Lopez Monthly Operations Report – Distributed at meeting
- B. Lopez Reservoir Storage Projections – Distributed at meeting

***Next Meeting Nov 2, 2017***



September 19, 2017

Mr. Peter Kelley  
Board President  
Avila Beach Community Services District  
Post Office Box 309  
Avila Beach, California 93424-0309

**Re: President's Special Acknowledgement Award - Workers' Compensation Program**

Dear Mr. Kelley:

This letter and enclosed certificate are to formally acknowledge the dedicated efforts of the Avila Beach Community Services District's Governing Body, management and staff towards proactive loss prevention and workplace safety for earning the President's Special Acknowledgement Award! The Award is to recognize members with no "paid" claims during the prior **five consecutive program years** in the Workers' Compensation Program.

A "paid" claim for the purposes of this recognition represents the first payment on an open claim during the prior program year. Your agency's efforts have resulted in no "paid" workers' compensation claims for the prior 5 consecutive program years including 2016-17. This is an outstanding accomplishment that serves as an example for all SDRMA members!

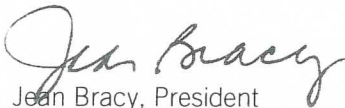
It is through the efforts of members such as Avila Beach Community Services District that SDRMA has been able to continue providing affordable workers' compensation coverage to over 439 public agencies throughout California. While 270 members or 61% in the workers' compensation program had no "paid" claims in program year 2016-17, 127 members or 29% had no paid claims for the prior 5 consecutive years.

In addition to this annual recognition, members with no "paid" claims during 2016-17 earned 2 credit incentive points (CIPs) reducing their annual contribution amount and members with no "paid" claims for the prior 5 consecutive program years earned 3 additional bonus CIPs. Also, members without claims receive a lower "experience modification factor" (EMOD) which also reduces their annual contribution amount.

Included with this letter and certificate is your press release template so your agency may showcase this important accomplishment.

On behalf of the SDRMA Board of Directors and staff, it is my privilege to congratulate your Governing Body, management and staff for your commitment to proactive loss prevention and safety in the workplace.

Sincerely,  
Special District Risk Management Authority



Jean Bracy, President  
Board of Directors



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

*President's Special Acknowledgement Award*

THE PRESIDENT OF THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

HEREBY GIVES SPECIAL RECOGNITION TO

**Avila Beach Community Services District**

The President's Special Acknowledgement Award is to recognize members with no "paid" claims during the prior five consecutive program years in the Workers' Compensation Program. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during that same period. Congratulations on your excellent claims record!

  
Jean Bracy, SDA, SDRMA Board President

September 19, 2017  
Date

September 19, 2017

Mr. Peter Kelley  
Board President  
Avila Beach Community Services District  
Post Office Box 309  
Avila Beach, California 93424-0309

**Re: President's Special Acknowledgement Award – Property/Liability Program**

Dear Mr. Kelley:

This letter and enclosed certificate, are to formally acknowledge the dedicated efforts of the Avila Beach Community Services District's Governing Body, management and staff towards proactive risk management and loss prevention training for earning the President's Special Acknowledgement Award! The Award is to recognize members with no "paid" claims during the prior **five consecutive program years** in the Property/Liability Program.

A "paid" claim for the purposes of this recognition represents the first payment on an open claim during the prior program year and excludes property claims. Your agency's efforts have resulted in no "paid" property/liability claims for the prior 5 consecutive program years including 2016-17. This is an outstanding accomplishment that serves as an example for all SDRMA members!

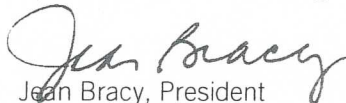
It is through the efforts of members such as Avila Beach Community Services District that SDRMA has been able to continue providing affordable property/liability coverage to over 500 public agencies throughout California. While 408 members or 81% in the property/liability program had no "paid" claims in program year 2016-17, 259 members or 52% had no paid claims for the prior 5 consecutive years.

In addition to this annual recognition, members with no "paid" claims during 2016-17 earned 2 credit incentive points (CIPs) reducing their annual contribution amount and members with no "paid" claims for the prior 5 consecutive program years earned 3 additional bonus CIPs. Also, members with no "paid" claims for at least 3 consecutive program years may receive a lower "risk factor" which also helps to reduce the annual contribution amount.

Included with this letter and certificate is your press release template so your agency may showcase this important accomplishment.

On behalf of the SDRMA Board of Directors and staff, it is my honor to congratulate your Governing Body, management and staff for your commitment to proactive risk management and loss prevention training.

Sincerely,  
Special District Risk Management Authority



Jean Bracy, President  
Board of Directors





SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

*President's Special Acknowledgement Award*

THE PRESIDENT OF THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

HEREBY GIVES SPECIAL RECOGNITION TO

**Avila Beach Community Services District**

The President's Special Acknowledgement Award is to recognize members with no "paid" claims during the prior five consecutive program years in the Property/Liability Program. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during that same period and excludes property claims. Congratulations on your excellent claims record!

  
Jean Bracy, SDA, SDRMA Board President

September 19, 2017  
Date





## 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

September 20, 2017

Mr. Loch Dreizler  
Facilities Manager  
Port San Luis Harbor District  
P.O. Box 249  
Avila Beach, CA 93424

Subject: Harbor Terrace Development and Associated Wastewater Treatment Plant Cost Projections, Your Letter Dated September 7, 2017

Hello Loch,

Thank you for your letter regarding the potential wastewater flows from the Harbor Terrace Development. As you are aware, the Port's average daily flow for Fiscal Year (FY) 2015/16 and FY 2016/17 was 5,712 gallons per day (gpd) and 7,078 gpd, respectively. The additional projected 12,400 gpd from the Harbor Terrace Development will be a significant increase in the Port's proportional share of the flow to the District's wastewater treatment plant. The Port's Operations and Maintenance (O & M) share has been on the order of 10% – 12% over the past two years. With an increase to a total flow of approximately 19,000 gpd the Port's proportional O & M share will increase to approximately 25% (assuming the District's flow remains the same).

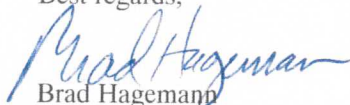
Your letter requested the following information:

- **Anticipated operation and maintenance budgets through 2020.**  
The District's FY 2017/18 Wastewater O & M budget is approximately \$650,000. For planning purposes we estimate O & M costs will increase 8%– 10% per year due to the age of the treatment plant, increases in contract operations, chemical costs, etc. For planning purposes, we estimate the O & M budget for FY 2018/19 and 2019/20 will be \$700,000 and \$760,000 respectively.
- **Anticipated capital expenditures through 2020 (or as available)**  
The District updates its Five Year Capital Improvement Program every year as part of the budget adoption process and we anticipate a significant expenditure at the wastewater treatment for FY 2018/19 through FY 20/21. The plant was originally built in the early 1960s and the last major upgrade was in the late 1990s. We anticipate the Central Coast Regional Water Quality Control Board will renew the District's discharge permit at their September 21, 2017, meeting which will add some surety of the permit limits for at least the next five years. I recommend you use the following wastewater treatment plant anticipated capital expenditures for fiscal years 2018/19 through 2020/21: \$350,000, \$850,000, and \$650,000, respectively (from the FY 2017/18 District Budget). The majority of the anticipated expenses are for the upgrade of the plant to include adding an equalization basin, enhanced primary clarification and increasing the organic loading capacity.

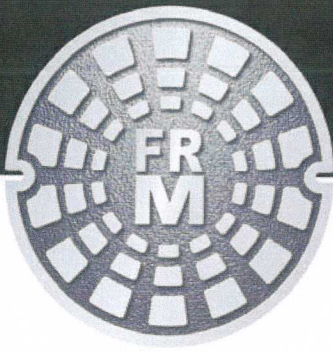
- **Likely cost and schedule for major projects or major improvements that are being considered, but have not yet been budgeted.**  
None

Thank you again for the opportunity for the District to assist the Port in your planning process for managing the wastewater flows associated with the Harbor Terrace Development. I hope the above information is helpful. We look forward to working with you as the project reaches the final design and implementation stage.

Best regards,



Brad Hagemann  
General Manager



# FLUID RESOURCE MANAGEMENT

OPERATIONS • MAINTENANCE • MECHANICAL

October 4, 2017

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

**SUBJECT: SEPTEMBER 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.

## 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.

An additional round of monitoring for lead and copper was conducted over the summer at the request of SWRCB, due to changes made at the Lopez Treatment Plant for pH adjustment. The results of samples were compiled into a lead and copper report using the new LTS (Lab-To-State) system; the report was submitted to SWRCB at the end of September.

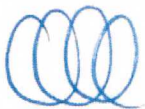
## COMPLIANCE RECORD AND PLANT PERFORMANCE

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.

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: **SEPTEMBER 2017**

### Effluent and Influent Monitoring

Date	Biweekly Effluent BOD (24 HC)	Biweekly Effluent TSS (24 HC)	Biweekly Influent BOD (24 HC)	Biweekly Influent TSS (24 HC)	Monthly Effluent Oil & Grease (Grab)
9/3/17	27	19	329	156	
9/7/17	16	12	235	180	<5
9/10/17	20	15	407	320	
9/14/17	13	8	303	264	
9/17/17	23	13	443	354	
9/21/17	14	8	351	192	
9/24/17	25	16	402	274	
9/28/17	18	13	374	388	
Min	13	8	235	156	<5
Mean	20	13	356	266	<5
Max	27	19	443	388	<5
BOD Removal: 94.5%			TSS Removal: 95.1%		

### Effluent Monitoring

Date	Weekly Set. Solids (Grab)	Weekly Turbidity (Grab)	Weekly pH (Grab)	Weekly Temp °F (Grab)
9/7/17	<0.1	8.87	6.5	77
9/14/17	<0.1	9.20	6.6	76
9/21/17	<0.1	10.3	6.7	74
9/28/17	<0.1	16.5	6.6	72
Min	<0.1	8.9	6.5	72
Mean	<0.1	11.2	6.6	75
Max	<0.1	16.5	6.7	77

### 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%	***	***

Date	Daily Flow (MGD)			Effluent Monitoring		
	Total	Max (gpm)	Avg (gpm)	Biweekly Total Coliform	Biweekly Fecal Coliform	Daily Chlorine Residual
1	0.056299	86	39			<0.02
2	0.078987	117	55			<0.02
3	0.085300	122	59			<0.02
4	0.071154	114	49			<0.02
5	0.049066	126	34	<2	<2	<0.02
6	0.051803	124	36			<0.02
7	0.043448	79	30	<2	<2	<0.02
8	0.055310	97	39			<0.02
9	0.072859	113	51			<0.02
10	0.064484	109	44			<0.02
11	0.051281	97	35			<0.02
12	0.046900	95	33	<2	<2	<0.02
13	0.046714	108	33			<0.02
14	0.042833	76	30	<2	<2	<0.02
15	0.052311	93	36			<0.02
16	0.065456	105	46			<0.02
17	0.063739	104	44			<0.02
18	0.047327	109	32			<0.02
19	0.047347	90	33	<2	<2	<0.02
20	0.043585	72	30			<0.02
21	0.043344	80	30	<2	<2	<0.02
22	0.054495	85	38			<0.02
23	0.063253	107	44			<0.02
24	0.059610	106	41			<0.02
25	0.042959	86	29			<0.02
26	0.036984	83	26	<2	<2	<0.02
27	0.040526	79	28			<0.02
28	0.040331	95	28	<2	<2	<0.02
29	0.051000	80	36			<0.02
30	0.065198	92	45			<0.02
31						
Min	0.036984	72	26	<2	<2	<0.02
Mean	0.054463	98	38	<2	<2	<0.02
Max	0.085300	126	59	<2	<2	<0.02
Total	1.633903	<i>Effluent daily (dry weather) flow NTE 0.2 MGD (mean).</i>				

### Sludge Removal

Date	Gallons (Est.)
9/12/17	4,500
9/26/17	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: \_\_\_\_\_

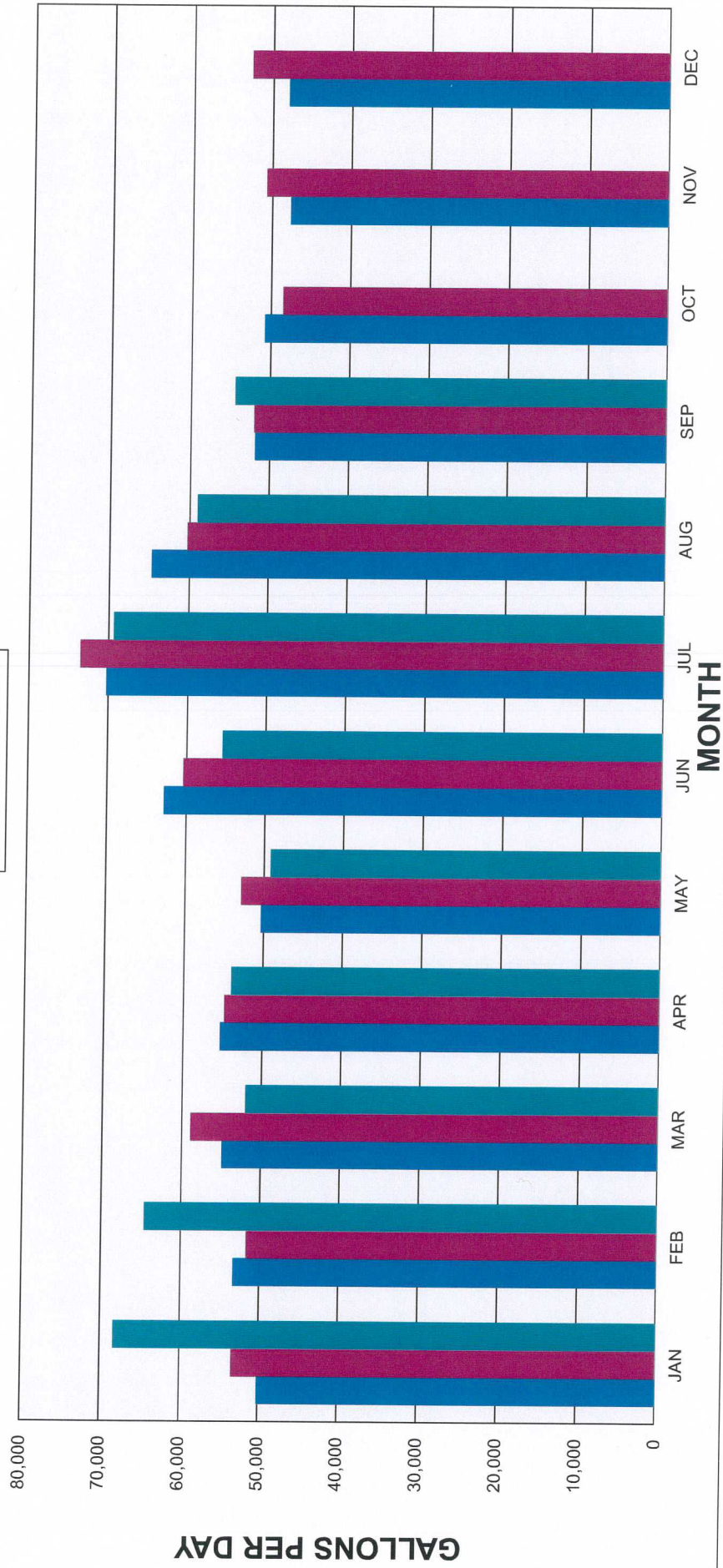
DATE: \_\_\_\_\_

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

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

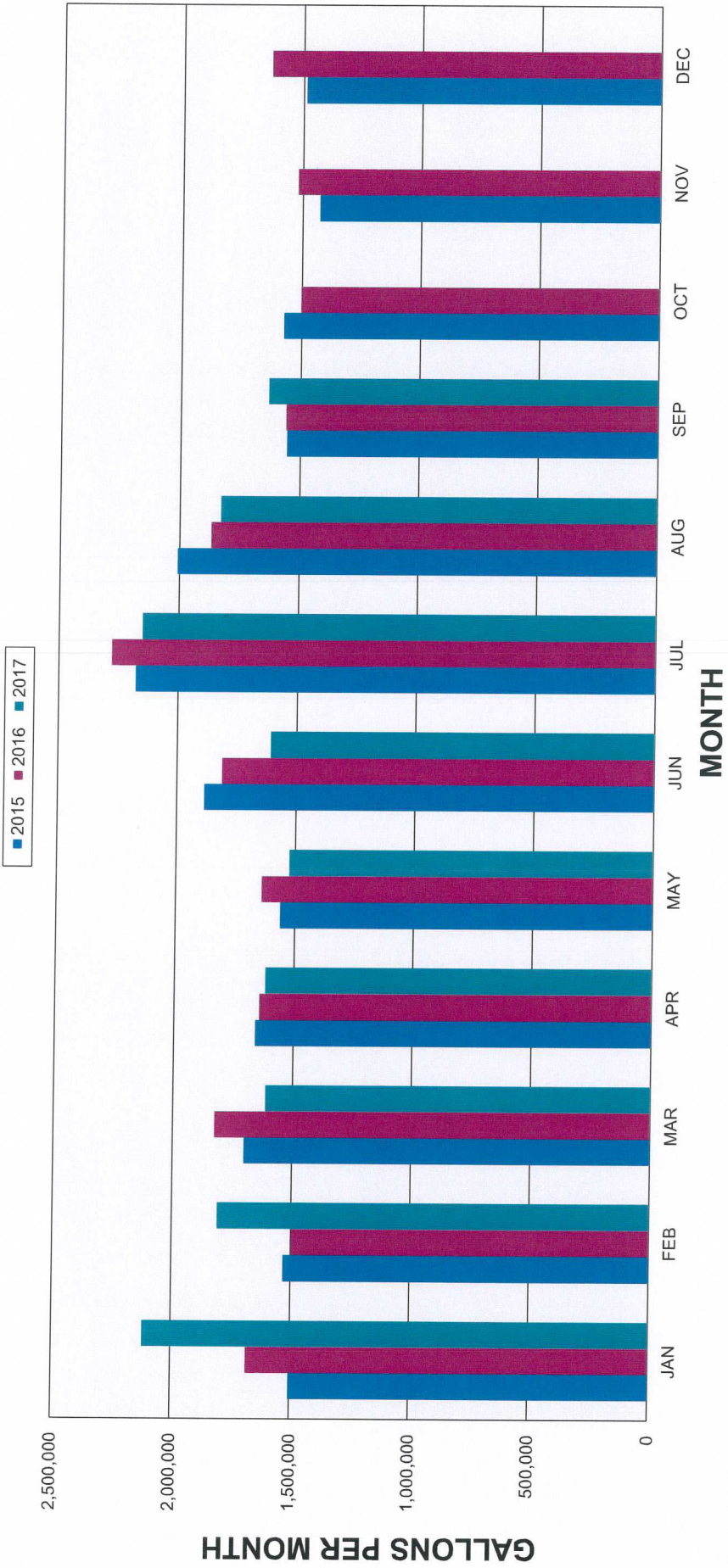
# ABCSD AVERAGE DAILY WWTP EFFLUENT FLOW (2015 - 2017)

■ 2015 ■ 2016 ■ 2017





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





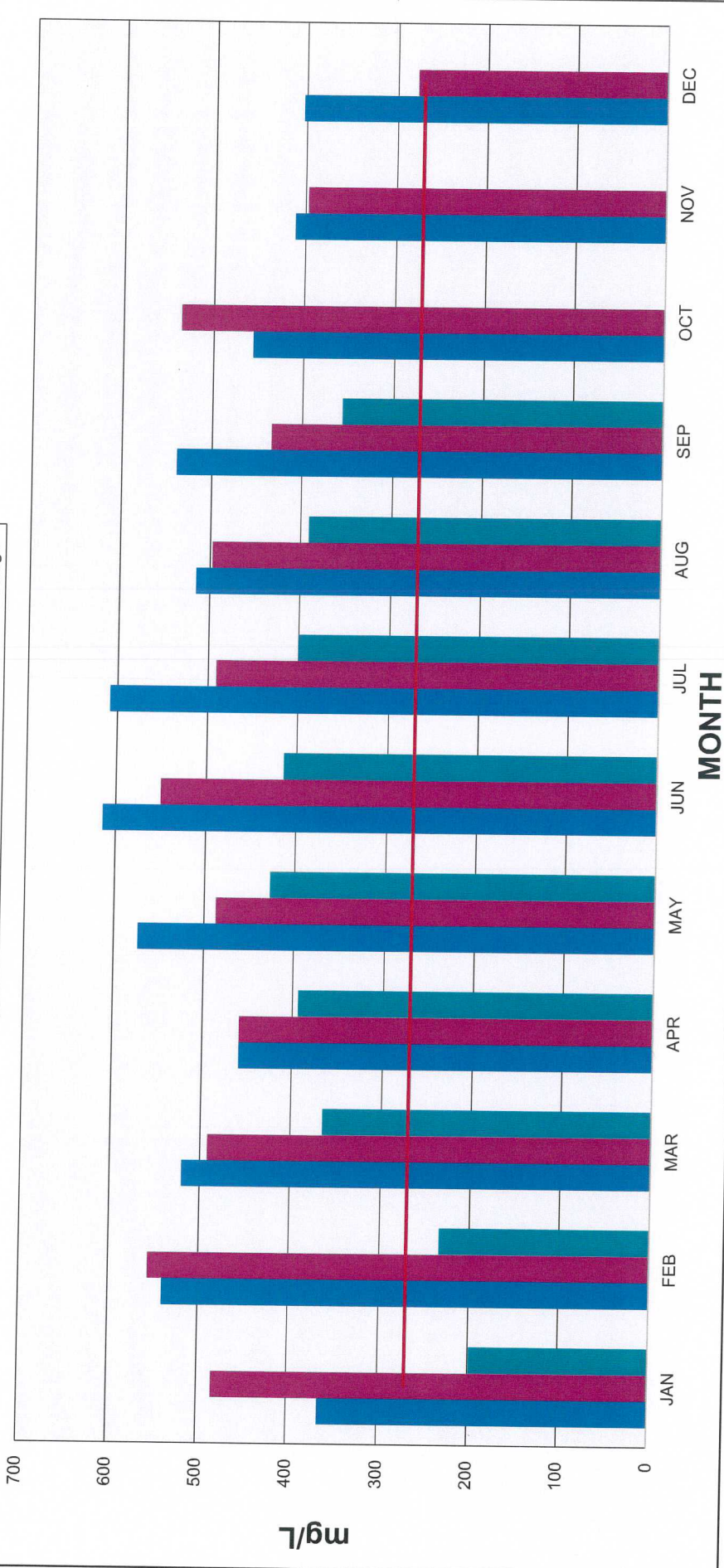
# PORT SAN LUIS MONTHLY TOTAL FLOW (2015 - 2017)

■ 2015   
 ■ 2016   
 ■ 2017



# ABCSD MONTHLY AVERAGE INFLUENT BOD (2015 - 2017)

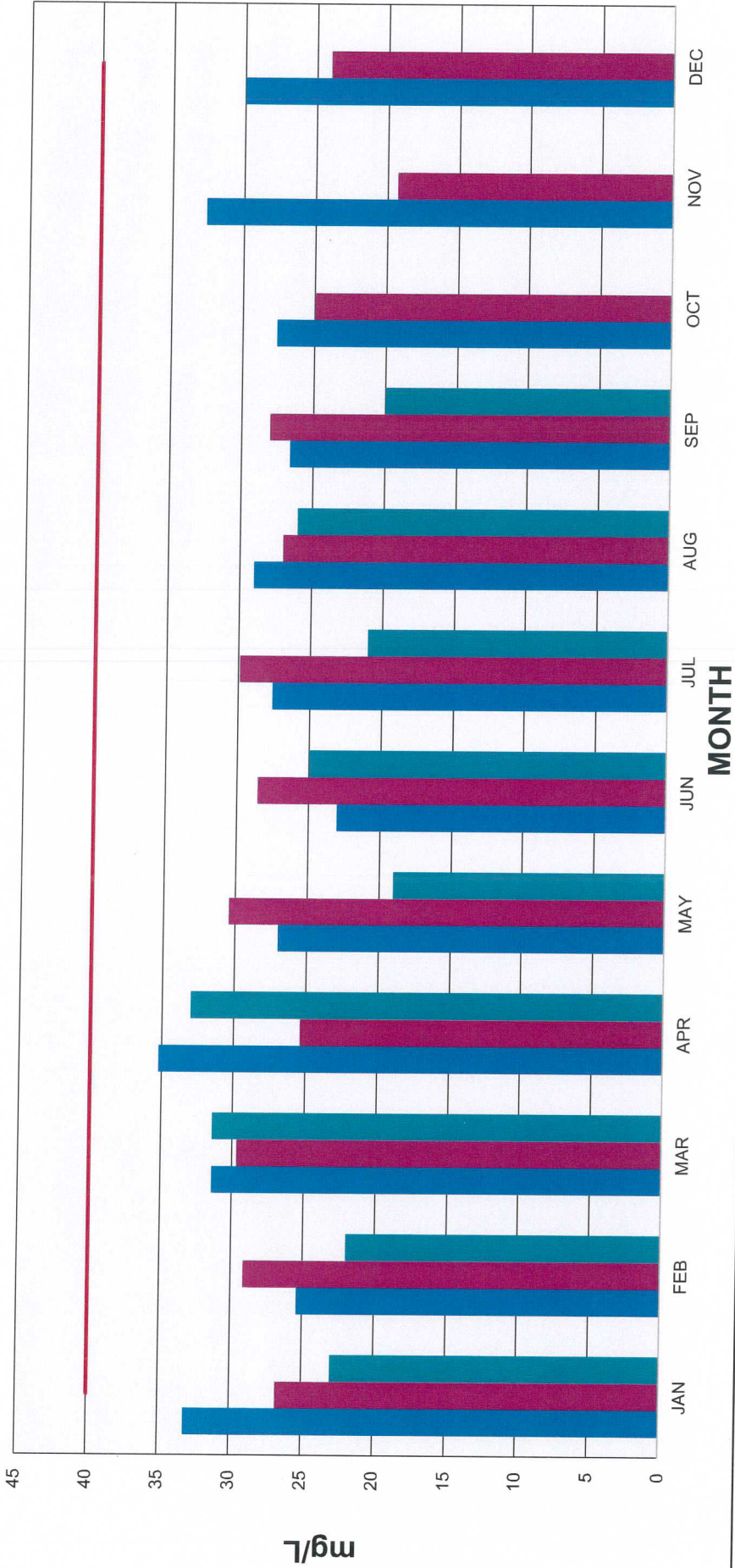
■ 2015   
 ■ 2016   
 ■ 2017   
 — WWTP Design





# ABCSD MONTHLY AVERAGE EFFLUENT BOD (2015 - 2017)

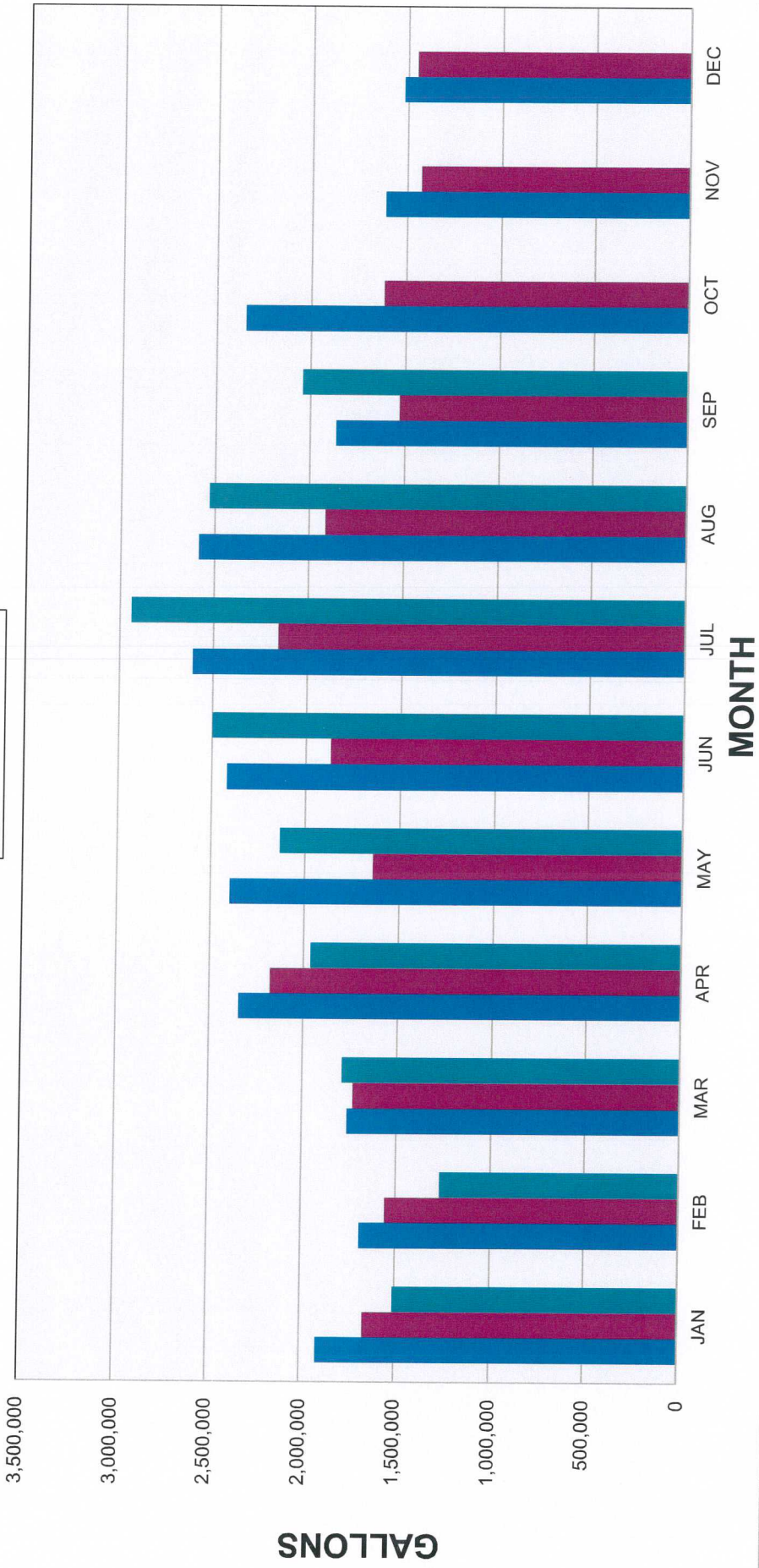
■ 2015   
 ■ 2016   
 ■ 2017   
 — 30 Day Average Limit





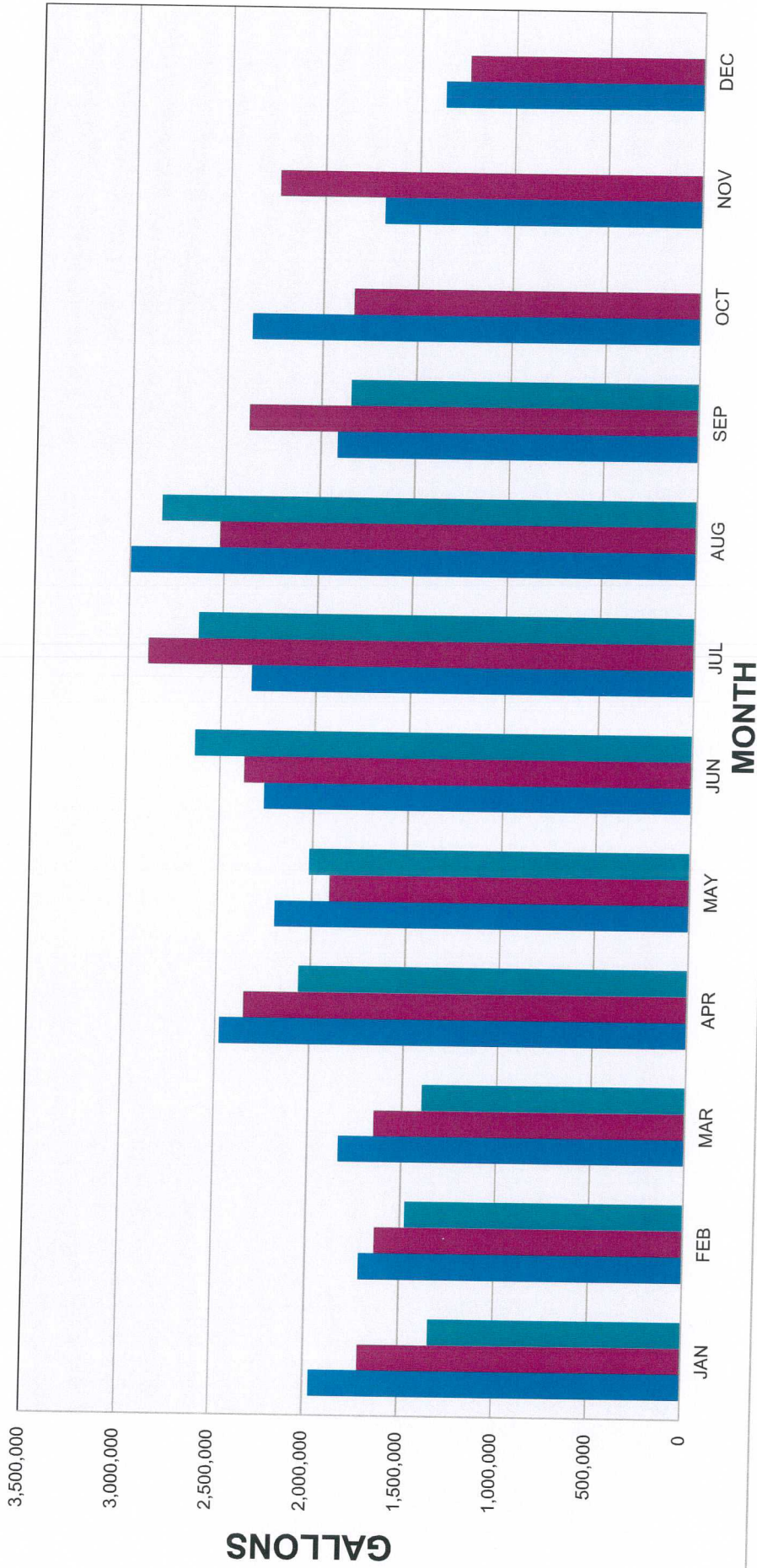
# ABCSD MONTHLY WATER PURCHASED FROM LOPEZ (2015 - 2017)

■ 2015 ■ 2016 ■ 2017



# ABCSD MONTHLY WATER SOLD (2015 - 2017)

■ 2015 ■ 2016 ■ 2017




**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: October 10, 2017

SUBJECT: Review of District Policy No. 3041 Purchasing

Recommendations:

Receive Report and Provide Direction to Staff

Discussion:

At the September 12, 2017, Board meeting the Directors requested staff to review the District's Purchasing Policy, especially as it relates to the purchase of items costing greater than \$25,000 that require the preparation and circulation of a formal request for proposals. Purchasing Policy No. 3041 was most recently reviewed and updated on September 9, 2014. The current Policy is attached to this staff report with some suggested language shown in "red-line" format to address approval of changes to the contract amount.



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# Avila Beach Community Services District



POLICY TITLE: Purchasing  
POLICY NUMBER: 3041

**Application:**

A. The following policies are established for the purchase of supplies and equipment, as referenced in Government Code Section 54202.

B. The procedures established herein shall not apply to the construction of any unit of work, as referenced in Public Contract Code Section 20680 et seq., the payment of contracted services or other payments that are authorized by statute or policies of the Board of Directors, such as personnel policies or the hiring of consultants.

**3041.1** To purchase small items - such as office supplies, auto parts, and other miscellaneous items costing less than \$500, purchases will be made with vendors who have established charge accounts in the District's name *or with vendors that accept the District's debit card.*

**3041.2** To purchase items costing \$501- \$5,000, *the General Manager will solicit quotations via telephone, fax, mail or email prior to processing a purchase order.* ~~quotations will be solicited from vendors and received by telephone, fax or mail prior to processing a purchase order.~~ The General Manager must approve purchase orders.

**3041.3** To purchase items costing \$5,001- \$ 9,999, a minimum of three quotations will be required. If it is a budgeted item it may be approved by the General Manager. Board approval will be required for an unbudgeted purchase of items costing \$5,001 - \$9,999.

**3041.4** To purchase items over \$10,000 a minimum of three quotations will be required. Board approval must be received.

**3041.5** The General Manager may determine the existence of an emergency and thereon issue warrants up to twenty-five thousand dollars (\$25,000) with counter the signature of a member of the Board of Directors. Said emergency shall be described in a written memorandum presented to the Board of Directors at the next regularly scheduled meeting of the Board of Directors.

**3041.6** Purchases of items equal or greater than twenty five thousand dollars (\$25,000) shall be by written contract with a vendor, who, in response to a notice inviting proposals, submits a proposal that most closely meets the Districts specifications with a consideration of price and delivery dates.

**3041.6.1** Notice of Inviting Proposals shall include the following:

1. A statement of specifications of equipment and/or supplies to be purchased;
2. The location and deadline for submission of proposals;
3. The location where the specifications and proposal forms, if required, may be secured;
4. The date, time and place assigned for the opening of sealed proposals;
5. The type and character of proposal security required, if any;
6. A statement that the District intends to award the Contract to the vendor who submits a proposal that most closely meets the District specifications with the consideration of price and delivery dates.
7. That the District reserves the right to reject all proposals; and
8. Notice that no vendor can withdraw its proposal for a period of 60 days from the date of opening proposals.
9. *The General Manager may approve of changes to the contract amount up to \$10,000 or 10% of the contract amount, whichever is greater. Changes above this amount require the approval of the Board. If the General Manager determines the change is an emergency, the General Manager shall get the concurrence of the Board President or Vice President and then provide a written description at the next regularly scheduled Board of Directors meeting.*

**3041.6.2** The Notice of Inviting Proposals shall be widely distributed by the General Manager in a manner that reasonably assures the proposed purchase is circulated to all responsive and responsible vendors.

**3041.7** Alternative Procedure. As an alternative to the procedures described in Section 3041.6, above the Board of Directors may approve the purchase of supplies and equipment and/or supplies upon the Board of Directors approving the purchase by Resolution making the following findings:

1. The other agency's procedures for the purchase were substantially similar to the District's procedures as stated in Section 3041.6 above.
2. The equipment and/or supplies to be purchased by District is substantially similar to the supplies and equipment purchased by the other agency, so that the submitted proposals would be responsive to the District's specifications.
3. The negotiations regarding the purchase are minor and the proposed purchase is consistent with the policy of awarding the contract to the most responsive vendor with the consideration of price and delivery date.

**3041.8** Non-Competitive Negotiations : This approach involves procurement of supplies and equipment through solicitation of a proposal from only one source. Such negotiations may be used in limited situations when the award of a contract is not feasible under the other methods and when said purchase is approved by resolution of the Board of Directors upon the following findings: (1) the purchase price is reasonable, and (2) one or more of the following exists:

- A. The product is the only one that will properly meet the needs of the District because:
  1. The item is unique and is available only from a sole source; or
  2. The item is unique and is designed to match others used in or furnished to a particular installation, program, facility or location.
- B. Public exigency or emergency will not permit delay.

C. The Federal Grantor authorized non-competitive negotiations.

**3041.9** Alternatives:

A. The District may request the State Department of General Services to make purchases of materials, equipment, or supplies on its behalf pursuant to Section 10298 of the Public Contract Code.

B. The District may request the purchasing agent of the principal county to make purchases of materials, equipment, or supplies on its behalf pursuant to Article 7 (commencing with Section 25500) of Chapter 5 of Division 2 of Title 3.

C. The District may request the purchasing agent of the principal county to contract with persons to provide projects, services, and programs authorized by this division pursuant to Article 7 (commencing with Section 25500) of Chapter 5 of Division 2 of Title 3.

**3041.10** Consistency with State and Federal Laws:

In the event these policies and procedures are inconsistent with State or Federal law, then said State or Federal law shall control.



**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: October 10, 2017

SUBJECT: Capital Projects Status Report

Recommendation:

Receive Report and Provide Direction to Staff

Discussion:

For ease of review, we have included a notation in brackets as to whether there has been significant progress to warrant a project summary update. If there have been no reportable changes we will indicate so in brackets. Attached is a table and bar graph that describes the CIP funding status by program and total.

**WATER SYSTEM PROJECTS**

**W-2017/18 - 1: Water Tank Maintenance – Budget: \$75,000 Spent to Date: \$ 4,130**

In early 2017 the District retained Advanced Technical Services (ATS) to provide cleaning and inspection of both water tank #1 and #2. ATS provided a report summarizing their findings and providing tank maintenance recommendations. The purpose of this project is to provide funding for implementing those recommendations over the next two fiscal years. The District has retained ATS to complete the recommended repairs on Tank #1 (large tank). Work will begin in November.

**W-2017/18 - 2: Water System Valve Replacement – Budget: \$100,000 Spent to Date: \$ 98,400**

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

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

**W-2017/18 - 3: Miscellaneous Water Line Replacements – Budget: \$20,000 Spent to Date: \$0**  
As with previous years, this project provides funding for upgrading older water distribution pipe and systems on as needed basis. To date we have not needed to spend any money on this project.

## **WASTEWATER SYSTEM PROJECTS**

**WW-2017/18 - 1: Recycled Water Facility Plan and Upgrade of WWTP – Budget: \$75,000 Spent to Date: \$ 61,608**

In July 2015, the District retained Water Systems Consulting (WSC) to prepare a Grant Application for a Recycle Water Facilities Planning Study. The Study, conducted in a 50/50 partnership with the San Manuelito Mutual Water Company, evaluated potential regional recycled water use alternatives. The State Water Resources Control Board approved a grant that will reimburse the District for 50% of the cost of the study up to a maximum of \$75,000. WSC completed the draft of the report and it was presented to the District Board at the August 2017 Board meeting. Staff is in the process of submitting the draft report to the State Water Board and requesting reimbursement from the State Board and San Miguelito Mutual Water Company for their respective share of the study expenses.

**WW-2017/18 - 2: Influent Wet Well Coating Repairs – Budget: \$45,000 Spent to Date: \$0**

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

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

The scope of this project includes upgrades to the WWTP SCADA system and associated pump control mechanisms and flow equalization. The WWTP receives widely variable flow rates during the week and seasonally. These wide swings in flow and organic loading make it difficult for the organisms that are treating the water to provide a stable and consistent treatment level. We can greatly increase consistency of the effluent quality by stabilizing, to the greatest extent possible, our organic loading feed rate.

**WW-2017/18 – 4: Wastewater Collection System Repair Budget: \$20,000 Spent to Date: \$0**

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

**WW-2017/18 – 5: Misc. Waste Water Projects – Budget: \$20,000 Spent to Date: \$ 8,177**

This project provides funding for un-anticipated minor improvements at the WWTP. To date we have installed new variable frequency drives for the two influent wet well pumps. The VFDs allow the pumps to ramp up and down as flow dictates, instead of just on and off. This extends the life of the pumps and provides a more consistent flow rate through the treatment plant.

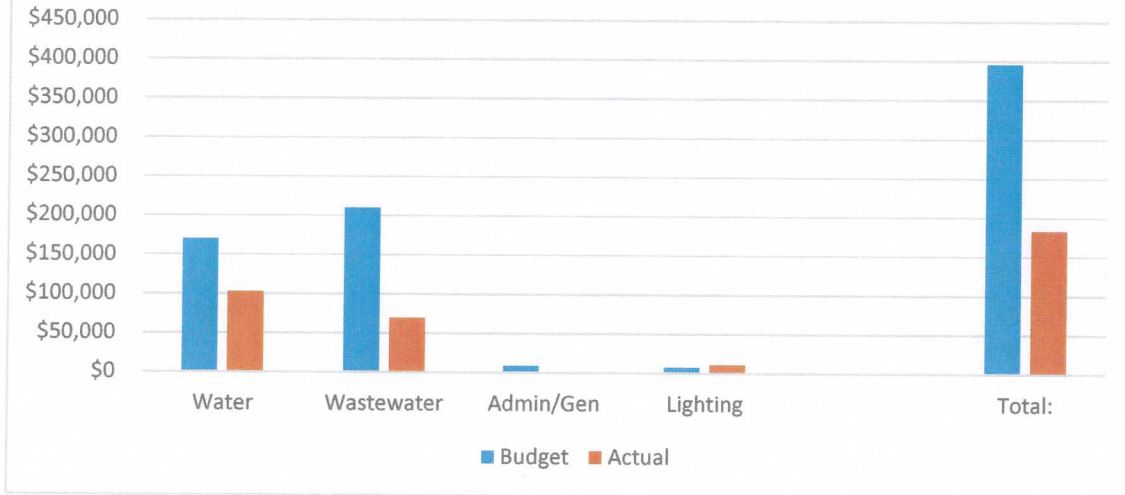
## **ADMINISTRATION PROJECTS**

**A – 2017/18 – 1: General Admin Equipment (as needed): Budget: \$8,500 Spent to Date: \$ 0**

## **LIGHTING PROJECTS**

**L - 2017/18 – 1: Repair/Replace Lights and Electrical Systems (as needed). Budget: \$7,500 Spent to Date: \$ 10,868.42**

**ABCSD FY 2017/18 Capital Improvements Projects  
Budget vs. Actual  
7/1 - 9/30/17 1st Qtr**



**ABCSD FY 2017/18 Capital Improvements Projects  
Budget vs. Actual  
7/1 - 9/30/17 1st Qtr**

	<u>Budget</u>	<u>Actual</u>
Water	\$170,000	\$102,507
Wastewater	\$210,000	\$69,745
Admin/Gen	\$8,500	\$0
Lighting	\$7,500	\$10,868
<b>Total:</b>	<b><u>\$396,000</u></b>	<b><u>\$183,120</u></b>






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

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: October 10, 2017

SUBJECT: Fluid Resource Management Agreement for Professional Services

**Recommendation:**

Receive Report, Provide Direction to Staff and/or Authorize the General Manager to renew the contract for one year or execute an Interim Agreement to extend the existing terms and conditions for 60 days or until the renewal process is completed, whichever comes first.

**Discussion:**

FRM's existing contract was adopted by the Board on October 8<sup>th</sup>, 2013. The term of the Agreement is for a period of three years commencing on November 1, 2013, with two optional one-year renewals upon mutual written consent of both parties.

Both parties agreed to renew the contract a year ago and both parties are interested in renewing the contract for the final year of the five year contract term. FRM has continued to provide good operational and maintenance support to the District and I would recommend the District exercise their renewal option. At last year's renewal, both parties worked on providing additional clarification and revisions to Exhibit C, Scope of Services, to ensure the contract captures the work actually being done, eliminate work referenced in the contract scope that is not a high priority and/or is not being done, and ensure a reasonable number of hours are provided for the tasks.

A few minor revisions to the scope may be warranted for this final year of the contract, but in general the contract scope of work accurately reflects the work being completed. The contract includes an annual cost adjustment based on the Consumer Price Index, with a minimum annual adjustment of 3%. The percentage increase is applied to the monthly Contract Fixed Fee amount and contractor rate sheet for any additional services.

Staff anticipates that a significant amount of effort will be needed to update the scope and structure of the contract, advertise and obtain quotes for the new operations contract in 2018. Staff recommends that the Board authorize staff to renew the operations contract for an additional year with an ending date of November 1, 2018.






**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: October 10, 2017

SUBJECT: Hiring Engineering Intern

Recommendation:

Receive report and provide direction to staff

Discussion:

Student interns can provide a very cost effective part-time staffing resource for the District and provide a great learning opportunity for the student. With the beginning of the academic year, I think this is a great time to consider bringing on a student intern from the engineering or construction management department to assist the District. Tasks that the intern could assist with include but would not be limited to: Updating the water valve catalog and converting it to an electronic Excel based file; updating the Water and Sewer Atlas maps; and updating the District's Sanitary Sewer Management Plan.

I have spoken with Cal Poly's Placement Office and set-up an account in their recruitment system. I recommend the District look for a Junior, Senior or graduate level student, preferably with some municipal/utility work experience so they could jump in and quickly get to work. With the Board's concurrence I would like to initiate the recruitment process and bring on a part-time intern as soon possible. A budget of \$5,000 for fiscal year 2017/18 will provide for approximately 325 hours (at \$15 per hour).



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

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors  
FROM: Brad Hagemann, General Manager  
DATE: October 10, 2017



SUBJECT: Status of Relocation of District Administrative Office

**Recommendation:**

Receive Staff Report and Provide Direction to Staff

**Discussion:**

The purpose of this report is to provide a status report on the relocation of the District Administrative office to the former Fire Station on San Luis Street. Staff has advised our current landlord (Avila Beach Civic Association) that the District would like to go to a month to month lease effective October 1, 2017. The Association recognized this request and recently provided an updated rental invoice that included the annual percent increase based on the Consumer Price Index in accordance with the lease agreement.

Several months ago, District staff notified the current lessee that the District would not be extending the lease at 100 San Luis Street. It is our understanding that the tenants are looking for a new location and that they intend to vacate the property at the end of the lease term (December 31, 2017).

Recently the Avila Beach Community Foundation General Manager approached staff regarding the possibility of renting one of the office spaces in new office. Currently the Foundation GM has a desk in a shared office with the Association. However, the Post Office has indicated that they are interested in expanding in to that space. As we have discussed, staff believes there will be at least two office spaces available to lease in the new facility and providing an office for the Foundation GM may be a good fit. With the Board's concurrence, staff will continue to investigate the option on renting an office space to the Foundation.