

**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
October 10th, 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

Board Members Absent: Ara Najarian
 Kristin Berry

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 Voge reported 52 calls for service. The calls included: twelve suspicious subjects; three petty thefts; and two vehicle burglaries in Avila Beach. A purse was stolen from inside a vehicle that was left unlocked in the Cave Landing parking lot. One fireworks complaint was reported as well as, a call from the La Fonda Hotel at 4 a.m. regarding a woman sleeping behind the night clerk's desk. Sheriff Voge stated that there has been a huge reduction in thefts in the Bob Jones Trail Parking Lot due to surveillance cameras and the posting of surveillance signs. Sheriff Voge reminded the Board and public that overnight parking of RV's on Avila Beach Drive is prohibited.

2. Cal Fire Report:

Cal Fire Battalion Chief Paul Lee reported 60 calls for service during September. Forty one of those calls were for medical aid. Four of the six statewide "Cal Fire Instant Response Teams" have been deployed due to the number of fires throughout the state. Governor Jerry Brown has declared the fires a State of Emergency. The emergency air tankers stationed in Paso Robles are beneficial to the local residents if we need assistance. Chief Lee reminded the Board and public to call 911 to report anything that could potentially cause a fire.

B. Reports on Conferences, Meetings and General Communications – None Reported.

5. CONSENT ITEMS

President Kelley introduced the consent items and inquired if any member of the Board or public wished to address any items. GM Hagemann reported that the Regional Water Quality Control Board adopted the Wastewater Treatment Plant Ocean Discharge Permit at their July 21st hearing. The approved permit is very similar to the existing permit, will take effect on December 1, 2017 and expires on November 30, 2022. The District received the updated Special Districts Risk Management Authority President's Award for no claims over the last five years.

- A. Minutes of Sept 12th, 2017 Regular Meeting
- B. Monthly Financial Review for September
- C. General Manager and District Engineer Report
- D. Water and Wastewater Superintendent Report for September

Director Helenius made the motion to adopt the consent items. Director DeWeese seconded the motion and it passed with a roll call vote 3-0.

AYES: Lynn Helenius
Eric DeWeese
Pete Kelley

NOES: None

ABSENT: Kristin Berry
Ara Najarian

6. DISCUSSION OF PULLED CONSENT ITEMS.
None

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

A. District Policy Manual

General Manger Hagemann introduced this item and per Board direction at the September meeting, staff added some suggested language to the Purchasing Policy that was designed to clarify the General Manager's approval authority for contract changes. Changes to the policy were indicated in RED on the current purchasing policy. Director Kelley made the motion to change Purchasing Policy 3041 as presented. Director Helenius seconded the motion and it passed with a roll call vote 3-0.

AYES: Pete Kelley
 Lynn Helenius
 Eric DeWeese

NOES: None

ABSENT: Kristin Berry
 Ara Najarian

B. Capital Improvement Program Quarterly Report [Informational Item]

General Manager Hagemann provided a quarterly status report on the FY 2017/18 Capital Improvement Program. Hagemann stated that the next project would include repairs to Water Tank #1. The project is scheduled for the first week in November. Staff will be preparing specifications for obtaining quotes for WWTP SCADA upgrades and influent wet well coating project.

Director Helenius inquired about the project to update the emergency water supply connection between San Miguelito Mutual Water, the District and Port San Luis. This project was included on the 2014 Capital Improvement Project List. Her questions included “Do we need the emergency backup water & what is the benefit and financial obligation?” GM Hagemann explained to the Board that this project is a water reliability project to provide water if the District’s main water supply line was damaged enough to prevent water from reaching the District. GM Hagemann reported to the Board that the conceptual design for the project is complete. However, the question is; “Is it worth the cost to replace the water valves, install pressure reducers and the flow meters?” Loch Dreizler from the Port was present in the audience and also questioned the cost/benefit of the project. The Board directed GM Hagemann to discuss the project with San Miguelito Mutual Water Co. and Port San Luis staff to reach consensus on whether to proceed with the project.

C. Fluid Resources Management Operations Contract Renewal

GM Hagemann summarized the staff report and stated Fluid Resource Management (FRM) Operations Contract was adopted in October 2013 for a three-year term with two, one-year renewal options. The contract includes an escalation based on the previous 12 months increase in the Consumer Price Index. GM Hagemann reported that the fixed fee portion of the contract will likely increase 3% from \$17,757 per month to \$18,290 per month, for regular O&M services to the District effective 11/1/17. Director Kelley made the motion to extend the contract for the final year through November 1st, 2018. Director DeWeese seconded the motion and it passed with a roll call vote 3-0.

AYES: Pete Kelley
Lynn Helenius
Eric DeWeese

NOES: None

ABSENT: Kristin Berry
Ara Najarian

D. Hiring an Engineering Intern

Staff believes investing in student interns is a very cost effective way to get projects started and completed. We have a very talented intern pool with Cal Poly students especially if we look at junior, senior or graduate level students. Students bring new ideas and approaches to problems. They also have lots of energy. The Board directed staff to pursue an intern candidate for hire.

E. Status of Moving Administrative Offices to the Former Fire Station

Board directed staff to prepare for the move to the San Luis Street Fire Station in Avila Beach.

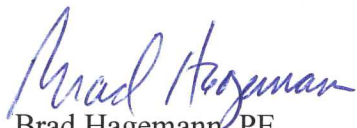
8. COMMUNICATIONS:

ADJOURNMENT: The meeting was adjourned at 8:35 p.m.

The next regular meeting of the Avila Beach Community Services District is scheduled for Tuesday, November 14th, 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