

**MINUTES OF REGULAR MEETING**  
**Avila Beach Community Services District**  
**Tuesday, December 10, 2019**  
**1:00 P.M.**

**1. CALL TO ORDER**

In the absence of President Kelley, Vice President Helenius called the “Special Meeting” of the Board of Directors of the Avila Beach Community Services District, to order at 1:06 P.M. on the above date, in the Avila Beach Community Services District Building, 100 San Luis Street, Avila Beach, California.

**2. ROLL CALL**

Board Members Present:                   Ara Najarian  
  Lynn Helenius  
  Kristin Berry  
  Howie Kennett

Board Members Absent:                   Pete Kelley  
Staff Present:                             Brad Hagemann, General Manager and District Engineer  
  Mike Seitz, Legal Counsel  
  Cara Aguiar, FRM

**3. PUBLIC COMMENTS - No Public Comments.**

**4. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

Sheriff’s Report: Justin Nelson emailed the Sheriff’s report indicating 93 calls for service in November. Nine reports were generated. Four noise complaints, two thefts of miscellaneous items from unlocked vehicles parked in Avila and 4 suspicious circumstances were investigated.

Cal Fire: Battalion Chief Paul Lee reported 37 calls for service in Avila during the month of November. Cal Fire is currently cutting back to “off season” staffing. Clearing brush and creating fire buffers in the Avila Bay Estates are some of the precautionary measures being taken during the winter season.

**B. Conferences, Meetings and General Communications**

Garbagemen’s Association Cocktail Party is scheduled for Friday, Dec 13<sup>th</sup> at Madonna Inn.

Directors training Schedule is on the Target Solutions Website. Consistent with state law, all directors are signed up for one training session each year alternating between Ethics and Anti-Sexual Harassment.

Mike Seitz, the District’s Legal Counsel announced, Shipsey and Seitz, Inc. will cease to exist December 31<sup>st</sup>, 2019. Michael W. Seitz, Attorney at Law, will remain the District’s Legal Counsel in 2020.

## **5. CONSENT ITEMS**

Director Najarian made a motion to approve the November 14<sup>th</sup>, meeting minutes. The motion was seconded by Director Berry and it passed with a roll call vote 4-0

AYES:           Ara Najarian  
                  Kristin Berry  
                  Howie Kennett  
                  Kristin Berry  
NOES:           None  
ABSENT:        President Kelley

## **6. DISCUSSION OF PULLED CONSENT ITEMS:** None

## **7. BUSINESS ITEMS:**

### **A. Local Fire Code Update, Ordinance No. 2019-08 & Resolution 2019-08**

No comments were received on the draft Ordinance. Vice President Helenius Opened the Public Hearing: No public was present. Vice President Helenius Closed the Public Hearing.

The second reading of Ordinance No. 2019-08 was read by Title Only. Director Kennett made a motion to adopt the Ordinance, seconded by Director Najarian and passed with a roll call vote 4-0.

AYES:           Lynn Helenius  
                  Howie Kennett  
                  Ara Najarian  
                  Kristin Berry  
NOES:           None  
ABSENT:        President Kelley

Director Najarian made a motion to adopt Resolution No. 2019-08 requesting that the Board of Supervisor's ratify the District's adoption of the Fire Ordinance. The motion was seconded by Director Berry and passed with a roll call vote 4-0.

AYES:           Ara Najarian  
                  Kristin Berry  
                  Lynn Helenius  
                  Howie Kennett  
NOES:           None  
ABSENT:        President Kelley

**President Kelley arrived at 1:30 P.M. and took over chairing the meeting.**

### **B. Election of Officers and Board Committee Appointments.**

After some discussion, Director Berry made a motion to elect Pete Kelley as President of the Board of Directors. Director Najarian seconded the motion and passed by acclamation.

Director Berry made the motion to elect Lynn Helenius as Vice President of the Board of Directors. Since there were no other nominations, Director Najarian seconded the motion and the motion passed by acclamation.

Committee Assignments:

Finance Committee: Kristin Berry & Ara Najarian (Alternate: Lynn Helenius)

Drought Committee: Lynn Helenius & Ara Najarian

Personnel Committee: Lynn Helenius & Peter Kelley

Facilities Committee: Peter Kelley & Howie Kennett

**C. Status Report on Wastewater Treatment Plant Improvement Project.**

GM Hagemann briefly summarized the staff report and responded to Board member questions. This was an information item and the Board took no formal action.

**D. Status Report on the Cost of Services and Rate Study Report**

GM Hagemann briefly summarized the staff report and responded to Board member questions. The Committee members reported to the Board that they have requested additional analysis from consultant and will meet again prior to the Jan 14, 2020, Board meeting.

**8. COMMUNICATIONS/CORRESPONDENCE**

**9. ADJOURNMENT:** The meeting was adjourned at 2:40p.m.

**The next regular meeting of the Avila Beach Community Services District is scheduled for Tuesday, January 14th, 2019 at 1:00 PM at 100 San Luis Street, Avila Beach.**

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

Respectfully submitted,



Brad Hagemann, PE  
General Manager