

# AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424  
Meeting Room and Office – 100 San Luis Street, Avila Beach  
Telephone (805) 595-2664 FAX (805) 595-7623  
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## BOARD MEETING

11:00 AM Wednesday, May 8th, 2019

## BOARD MEETING LOCATION

100 SAN LUIS STREET  
AVILA BEACH, CALIFORNIA

1. **CALL TO ORDER: 11:00 A.M.**

2. **ROLL CALL: Board Members:**

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

3. **PUBLIC COMMENT**

Members of the public wishing to comment or bring forward any items concerning District operations **which do not appear on today'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.

4. **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

5. **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 April 10th, 2019, Board Meeting
- B. Minutes of April 25<sup>th</sup>, 2019 Special Board Meeting
- C. Monthly Financial Review for April
- D. General Manager and District Engineer Report

E. Water and Wastewater Superintendent Reports for April

**6. DISCUSSION OF PULLED CONSENT ITEMS**

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

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

A. Weed Abatement Resolution

(Action Required: Consider Adopting Resolution No. 2019-03)

B. Solid Waste Rate Increase Request

(Action Required: Receive Report and Provide Direct staff)

C. FY 2019/2020 Preliminary Budget

(Action Required: Information Item. Receive Report and Provide Direct staff)

D. Contract for Cost of Services Study and Water and Sewer Rate Analysis

(Action Required: Receive Report and Direct staff to execute the Agreement or Provide Other Direction to Staff)

E. Contract for Engineering Support for the Wastewater Treatment Plant Improvement

Project (Action Required: Receive Report and Direct staff to execute the Agreement or Provide Other Direction to Staff)

**8. 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.

**9. Adjourn to next regularly scheduled meeting on June 12<sup>th</sup>, 2019.**

Any writing or document pertaining to an open session item on this agenda which is distributed to a majority of the Board after the posting of this agenda will be available for public inspection at the time the subject writing or document is distributed. The writing or document will be available for public review in the District Administration Office, 100 San Luis Street, Avila Beach, CA during normal business hours. Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District at 805-595-2664.



**MINUTES OF REGULAR MEETING**  
**April 10th, 2019**

**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 11:00 AM 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:                   Pete Kelley  
  Lynn Helenius  
  Ara Najarian

Absent:                                        Kristin Berry

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

**3. PUBLIC COMMENTS**

**President Kelley moved agenda Item 7. D. to the first item of New Business due the attendance of Tommy Gong, San Luis Obispo County Clerk Recorder.**

**4. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

**SLO Sheriff:** Commander Michael Manuele reported 103 calls for service in the Avila area during the month of March that resulted in 12 reports. Manuele reported one burglary, four thefts (due to unlocked vehicles), one vandalism, and three suspicious circumstances. The Sheriff stated they will staff the Avila vicinity during the upcoming concert season. Commander Manuele commented that Cave Landing will also be heavily patrolled during the Spring and Summer months.

**Cal Fire:** Battalion Chief Lee reported 50 calls during the month of March, 23 of those were for medical aid. Cal Fire responded to an accident at the corner of Avila Beach Drive and Monty Road which resulted in one fatality and 2 people with minor injuries and 1 person with a major injury. Cal Fire responded to a cardiac arrest situation on the Bob Jones trail. The victim unfortunately died prior to receiving medical aid. Chief Lee reported Fire Season begins on April 15th. Fifty firefighters are staffing 9 engines at this time. Weed abatement season is upon us. Chief Lee reminded everyone to clear brush and weeds at least 8 feet from your home and outbuildings. Remember do not store items that contain combustible material such as wicker chairs, children's toys, bar-b-ques, or trash cans near your home.

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

None.

**5. CONSENT ITEMS**

Capital Improvement Program (CIP) Status Report: Vice President Helenius asked for clarification regarding the repairs for Water Tank #2. The CIP report estimated the cost of repair is 75% of the cost of a new tank (approximately \$200,000). GM Hagemann reminded the Board and public that the most critical repairs on Tank 2 have been completed. The decision to either replace or repair Tank #2 will be postponed until next fiscal year.

**Director Kristin Berry joined the meeting at 11:15 am.**

Vice President Helenius asked if the Water Valve Replacement Project is complete. GM Hagemann responded that several valve clusters were replaced last year. The FY 2019/20 CIP will include funding to replace broken or non-operating valves.

Vice President Helenius asked about the financing options for the WWTP Upgrade Project. GM Hagemann explained that he is currently investigating finance options and will report back to the Board in early Fall of this year. Legal Counsel Mike Seitz, commented that both the Avila Beach CSD and the Port San Luis Harbor District must formally approve the WWTP upgrade financing arrangements before finalizing them.

Vice President Helenius commented that the San Miguel Street Sewer Line Project anticipated cost is double the currently budgeted amount. GM Hagemann responded that the scope of the project is still under development and the FY 2019/20 CIP budget will adequate funding for the project.

General Managers Report: GM Hagemann summarized that winter rains have greatly improved the County water reservoir levels. Lake Lopez is currently at 29,200 AF and 59% capacity. The consultant working on the solid waste rate increase request will be finalizing his report and will provide recommendations in early April. The District can use the analysis to support their deliberation on the proposed rate increase.

Staff recommends the Board approve an updated Wastewater Water Capital Improvement Projects (WW-CIP) budget to more specifically define the Waste Water Treatment Plant (WWTP) improvement projects completed this fiscal year. This budget will not increase monetarily. However, staff recommends revising the budget to provide more specifics regarding the projects completed in fiscal year 2018/19.

President Kelley made a motion to approve the Consent Items. Vice President Najarian seconded the motion and it passed with a roll call vote 4-0.

AYES:           Pete Kelley  
                  Ara Najarian  
                  Kristin Berry  
                  Lynn Helenius

NOES: None  
ABSENT: None

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

None

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

**Item “D” was moved to the top of the Agenda.**

**D. Resolution Requesting the County Hold a Special Election to Fill Board Member Vacancy.**

Since the District has not been able to fill Director DeWeeses position via appointment, the County Clerk’s office requested staff to prepare a Board Resolution (Res No. 2019-01) that requested the Board of Supervisors hold a special election to fill the position. County Clerk Recorder, Tommy Gong attended the Meeting and provided a summary of the election laws and the procedure for having a special election. Mr. Gong explained that the time has passed when the Board of Supervisors could make an appointment. Therefore, a special election needs to take place at the earliest opportunity, which is August 27<sup>th</sup>, 2019.

After Board discussion and an opportunity for public comment President Kelley made a motion to adopt Resolution No. 2019-01. Director Berry seconded the motion and it passed with a roll call 4-0.

AYES: Pete Kelley  
Kristin Berry  
Ara Najarian  
Lynn Helenius

NOES: None  
ABSENT: None

**A. Proposal for Independent Auditor Services for FY 2018/19 through FY 2020/21.**

GM Hagemann introduced the item by stating that staff understands that the Board has been satisfied with Fedak & Brown, LLC auditing services for the last several years. Based on that understanding, staff requested and received a proposal from Fedak and Brown, LLC for financial auditing services for the next three fiscal years with an option for an additional two years. If approved, the District will not be “locked in” for three years as both Fedak & Brown, LLC and the District will be able to terminate the contract with advanced notice. Staff recommends awarding a contract with F&B to continue providing audit services. Director Najarian made a motion to award the contract to Fedak & Brown for auditing services. Director Berry seconded the motion and the motion passed with a roll call vote 4-0.



AYES: Ara Najarian  
Kristin Berry  
Lynn Helenius  
Pete Kelley

NOES: None

ABSENT: None

**B. Proposal for Cost of Services Study and Water and Sewer Rate Analysis**

GM Hagemann summarized the Staff Report. Tuckfield & Associates submitted a proposal to prepare a cost of services analysis and proposed rate schedule. Hagemann noted, Tuckfield & Associates is well suited for this type of work and has been actively working in this field for many years. The estimated project cost for the study is \$23,500 and will take approximately seven months to complete.

Vice President Helenius asked if the Board should include updating the Connection Fee Rates as part of the study. The Board concurred and directed staff to add updating the water and sewer connection fees to the scope of the study and bring it back to the Board at the May Board meeting.

- C. FY 2019/2020 Budget Preparation Procedures and Schedule.** GM Hagemann quickly summarized the three step Budget preparation process: Finance Committee Meeting to review draft budget outline (Mid-April); Draft budget for Board and public input (May mtg); Public hearing and budget adoption (June mtg). GM Hagemann explained that this year the water and sewer rates will remain the same so the Finance Committee could choose to forego the initial committee meeting or schedule the committee meeting for the third week of April. The Board requested a Finance Committee meeting be set on April 25<sup>th</sup> at 1:00 P.M.

**8. COMMUNICATIONS: None reported**

- 9. ADJOURNMENT:** The meeting was adjourned at 12:20p.m.

**The next regular meeting of the Avila Beach Community Services District is scheduled for Wednesday, May 8th, 2019 at 11:00 AM 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



**MINUTES OF SPECIAL MEETING**  
**Thursday, April 25th, 2019**  
**1:00 P.M.**

**1. CALL TO ORDER**

President Pete Kelley called the “Special Meeting” of the Board of Directors of the Avila Beach Community Services District, to order at 1:00 PM 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:                   Pete Kelley  
  Lynn Helenius  
  Ara Najarian  
  Kristin Berry

Staff Present:                               Brad Hagemann, General Manager and District Engineer

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**3. PUBLIC COMMENTS**

**None.**

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

**A. Resolution Requesting the County to Hold a Special Election to Fill Board Member Vacancy.** The County Clerk’s office contacted staff on April 3, 2019 advising us that the State Elections Code requires the County to hold a Special Election for Board of Director vacancies that are not filled within a certain time frame. The Clerk’s office requested District staff prepare a Resolution requesting the County hold a Special Election to fill the vacancy. The Board approved Resolution No. 2019-01 at their April 10, 2019 Board meeting. However, the County Counsel’s office requested the Resolution be revised to include more specific information and citations. With County Counsel’s Office input, staff prepared attached Resolution No. 2019-02 to replace previously adopted Resolution No. 2019-01 If the Board approves the Resolution it will be delivered to the County and they will schedule for Board of Supervisors’ approval. The motion was made by Director Najarian to adopt Resolution 2019-02 to replace Resolution 2019-01, seconded by Director Berry and passed with a roll call vote 4-0.

AYES:           Ara Najarian  
                      Kristin Berry  
                      Pete Kelley  
                      Lynn Helenius

NOES:           None

ABSENT:       None

**ADJOURNMENT:** The meeting was adjourned at 1:21p.m.

**The next regular meeting of the Avila Beach Community Services District is scheduled for Wednesday, May 8<sup>th</sup>, 2019 at 11:00 a.m. 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

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

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: May 8th, 2019

SUBJECT: Monthly Financial Review for April 2019

**Recommendation:**

Receive and file report.

**Overall Monthly Summary**

During the month of April, the District deposited \$226,031.26 and incurred \$74,149.58 in expenses (cash basis). Income in April included \$153,072.06 in County tax income and \$82,689.84 in monthly water and sewer fees. County tax income this time of year is relatively high while monthly expenses were typical.

Detailed financial reports including a Balance Sheets, Deposits by Fund, Checks by Fund, as well as, a Profit and Loss Sheets for April are provided for your information.

**Utility Service Billing**

The District billed approximately \$81,929.84 in water and sewer service charges in April. Customer Rate Assistance amounted in a reduction of billing charges to the District in the amount of \$760.

**Operation and Maintenance**

The Fluid Resource Management (FRM) Statement for April 2019 was not available at the time of Board Packet production.

	<u>Apr 19</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000 · Income Summary	
4010 · Operating Revenue	82,689.84
4020 · Contract Services-Ambulance	1,034.75
4030 · County Taxes	153,072.06
4600 · Interest Income	18,890.48
	<hr/>
<b>Total 4000 · Income Summary</b>	255,687.13
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<b>Total Income</b>	255,687.13
	<hr/>
<b>Gross Profit</b>	255,687.13
	<hr/>
<b>Expense</b>	
5100 · Merchant Credit Card Fees TIB	465.24
5200 · Payroll Expenses	
5210 · Gross Wages	
5211 · Regular Pay	3,121.04
5012 · Holiday Pay	0.00
5014 · Sick Pay	147.34
5016 · Vacation Pay	0.00
	<hr/>
<b>Total 5210 · Gross Wages</b>	3,268.38
5230 · Payroll Taxes	56.09
5240 · Health & Medical Exp.	
5242 · Health Ins / Other	600.00
	<hr/>
<b>Total 5240 · Health &amp; Medical Exp.</b>	600.00
5250 · PERS Company Pd Expense	
5256 · PERS Co Pd Kristi	195.07
	<hr/>
<b>Total 5250 · PERS Company Pd Expense</b>	195.07
5280 · Payroll Administration & Misc.	99.16
	<hr/>
<b>Total 5200 · Payroll Expenses</b>	4,218.70
	<hr/>
6000 · Administrative Overheads	
6102 · Accounting	660.00
6135 · Legal	771.20
6140 · Office Supplies & Postage	
6141 · Billing Software & Service	859.32
6142 · Postage & Shipping	11.00
6140 · Office Supplies & Postage - Other	203.72
	<hr/>
<b>Total 6140 · Office Supplies &amp; Postage</b>	1,074.04
6150 · Rate Assistance	760.00
6160 · Training	625.00
6170 · Website	200.00
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<b>Total 6000 · Administrative Overheads</b>	4,090.24
	<hr/>
6500 · Operating Expenses	
6503 · Chemicals	6,494.35



Avila Beach Community Services District  
**Profit & Loss**  
April 2019

	<u>Apr 19</u>
6505 · Contract Labor O & M	19,021.24
6506 · Contract Labor GM	9,350.00
6520 · Equipment Repair & Maint.	
6522 · Equip. Rep. & Maint-Avila & HD	19,101.59
6524 · Equip. Rep. & Maint. Avila Only	40.00
<b>Total 6520 · Equipment Repair &amp; Maint.</b>	<u>19,141.59</u>
6525 · Fat Oil & Grease (FOG)	156.25
6530 · Generator Maintenance	931.31
6535 · Insurance P/L	1,323.04
6540 · Lab Tests	3,257.28
6542 · Maintenance	165.00
6550 · Operating Supplies	543.02
6580 · Solids Handling	1,195.00
6585 · Telephone / Internet	508.38
6590 · Utilities	3,024.31
6500 · Operating Expenses - Other	264.63
<b>Total 6500 · Operating Expenses</b>	<u>65,375.40</u>
<b>Total Expense</b>	<u>74,149.58</u>
<b>Net Ordinary Income</b>	181,537.55
<b>Other Income/Expense</b>	
<b>Other Income</b>	
7200 · Non-Operating Income	
7210 · Connection Fees	16,277.00
<b>Total 7200 · Non-Operating Income</b>	<u>16,277.00</u>
<b>Total Other Income</b>	16,277.00
<b>Other Expense</b>	
8200 · Non-Operating Expenses	
8230 · Capital Purchases in Prog Sani	
8248 · WW-11 Primry Clarifier & Valves	12,842.66
8231 · WW-1 WWTP Upgrade	2,492.60
8246 · WW Sewer Line Rplmt San Miguel	14,378.71
<b>Total 8230 · Capital Purchases in Prog Sani</b>	<u>29,713.97</u>
<b>Total 8200 · Non-Operating Expenses</b>	<u>29,713.97</u>
<b>Total Other Expense</b>	<u>29,713.97</u>
<b>Net Other Income</b>	<u>-13,436.97</u>
<b>Net Income</b>	<u><u>168,100.58</u></u>

Avila Beach Community Services District  
**Balance Sheet**  
As of April 30, 2019

	<u>Apr 30, 19</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Cash Summary	
1008 · Petty Cash	86.28
1010 · Pacific Premier Checking	734,422.04
1050 · LAIF	3,030,370.43
<b>Total 1000 · Cash Summary</b>	<u>3,764,878.75</u>
<b>Total Checking/Savings</b>	3,764,878.75
<b>Accounts Receivable</b>	
1200 · *Accounts Receivable	134,365.50
<b>Total Accounts Receivable</b>	<u>134,365.50</u>
<b>Other Current Assets</b>	
1250 · Receivables	
1255 · Interest Receivable	5,144.80
1270 · Taxes Receivable	7,820.07
1280 · Water & Sewer Billings	123,985.89
<b>Total 1250 · Receivables</b>	<u>136,950.76</u>
1400 · Prepaid Summary	
1410 · Prepaid Insurance	2,646.18
1420 · Prepaid State Water	37,428.60
1400 · Prepaid Summary - Other	-0.01
<b>Total 1400 · Prepaid Summary</b>	<u>40,074.77</u>
<b>Total Other Current Assets</b>	<u>177,025.53</u>
<b>Total Current Assets</b>	4,076,269.78
<b>Fixed Assets</b>	
1600 · Fixed Assets & Acc. Depr.	
1605 · Office Equipment	
1606 · Copier Samsung 2012	8,233.58
1609 · Office Equipment Accum Depr	-8,233.59
<b>Total 1605 · Office Equipment</b>	-0.01
1610 · Fixed Asset -Office & Admin.	
1612 · Office Furniture cost	9,973.79
1614 · Office Furniture Accum Dep.	-9,973.79
<b>Total 1610 · Fixed Asset -Office &amp; Admin.</b>	0.00
1620 · Fixed Assets - Sanitary	
1622 · Land	60,314.10
1626 · Collection Assets	
1627 · Collection Assets Cost	1,318,875.26
1628 · Collect Assets Accum Depr	-399,237.22
<b>Total 1626 · Collection Assets</b>	<u>919,638.04</u>

Avila Beach Community Services District  
**Balance Sheet**  
As of April 30, 2019

	<u>Apr 30, 19</u>
1630 · Disposal Equipment	
1631 · Disposal Equip Cost	523,122.64
1632 · Disposal Equip Accum Depr	<u>-264,042.83</u>
Total 1630 · Disposal Equipment	259,079.81
1635 · Treatment Plant	
1636 · Treatment Plant Original	105,000.00
1637 · Treatment Plant Addition	2,049,098.30
1638 · Treatment Plant Accum Dep	<u>-1,043,684.59</u>
Total 1635 · Treatment Plant	1,110,413.71
1642 · Treatment Equipment	
1643 · Treatment Equip Cost	1,000,455.00
1644 · Treatment Equip Accum Depr	<u>-524,698.87</u>
1642 · Treatment Equipment - Other	205,485.61
Total 1642 · Treatment Equipment	<u>681,241.74</u>
Total 1620 · Fixed Assets - Sanitary	3,030,687.40
1650 · Fixed Assets - Water	
1652 · Equipment	
1653 · Equipment Cost	21,136.28
1654 · Equipment Accum Depr	<u>-21,136.28</u>
Total 1652 · Equipment	0.00
1656 · Distribution Assets	
1657 · Distribution Assets Cost	1,140,860.50
1658 · Dist Assets Accum Depr	<u>-590,709.56</u>
Total 1656 · Distribution Assets	<u>550,150.94</u>
Total 1650 · Fixed Assets - Water	550,150.94
1680 · Structures - Fixed Asset	
1681 · Structures GFAAG - Sani & FA	29,810.00
1682 · Gen / Fire Accum Dep	<u>-29,810.00</u>
Total 1680 · Structures - Fixed Asset	0.00
1690 · Construction in Progress	<u>123,333.82</u>
Total 1600 · Fixed Assets & Acc. Depr.	<u>3,704,172.15</u>
Total Fixed Assets	3,704,172.15
Other Assets	
1800 · Deferred Outflows of Resources	<u>39,579.00</u>
Total Other Assets	<u>39,579.00</u>
<b>TOTAL ASSETS</b>	<b><u>7,820,020.93</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	

Avila Beach Community Services District  
**Balance Sheet**  
As of April 30, 2019

	<u>Apr 30, 19</u>
<b>Accounts Payable</b>	
2100 · Accounts Payable	93,166.70
<b>Total Accounts Payable</b>	<u>93,166.70</u>
<b>Other Current Liabilities</b>	
2200 · Payroll Liabilities	
2260 · Vacation Payable	221.90
2262 · Sick Pay Accrued	1,464.50
2201 · Accrued Payroll	3,693.88
2240 · Health Insurance	
2241 · Employee	0.01
<b>Total 2240 · Health Insurance</b>	<u>0.01</u>
2250 · PERS Liability	390.14
<b>Total 2200 · Payroll Liabilities</b>	<u>5,770.43</u>
2300 · Deposits Held	
2303 · Water Deposits Held	7,380.00
2305 · Connection Fees Held	0.01
<b>Total 2300 · Deposits Held</b>	<u>7,380.01</u>
<b>Total Other Current Liabilities</b>	<u>13,150.44</u>
<b>Total Current Liabilities</b>	106,317.14
<b>Long Term Liabilities</b>	
2400 · Net Pension Liability	126,121.00
2500 · Deferred Inflows of Resources	16,201.00
<b>Total Long Term Liabilities</b>	<u>142,322.00</u>
<b>Total Liabilities</b>	248,639.14
<b>Equity</b>	
3900 · Retained Earnings	7,289,732.07
Net Income	281,649.72
<b>Total Equity</b>	<u>7,571,381.79</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>7,820,020.93</u></u>



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

April 2019

05/01/19

Type	Date	Memo	Split	Amount	Balance
<b>General / Admin</b>					
Deposit	04/03/2019	TCF FY 19 MAR ME - IMPR # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Chec...	-12,591.48	-12,591.48
Deposit	04/11/2019	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Chec...	-22,882.68	-35,474.16
Deposit	04/12/2019	Paymentech	1010 · Pacific Premier Chec...	-15.00	-35,489.16
Deposit	04/15/2019	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Chec...	-7,702.35	-43,191.51
Deposit	04/17/2019	S L Ambulance Contract Services	1010 · Pacific Premier Chec...	-1,034.75	-44,226.26
Deposit	04/22/2019	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Chec...	-10,391.28	-54,617.54
Deposit	04/25/2019	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Chec...	-39.40	-54,656.94
Deposit	04/26/2019	Howie \$ 100 Daniel \$ 95 Eamon \$ 115 Laura Lee \$ 40 Margarita \$ 100	1010 · Pacific Premier Chec...	-450.00	-55,106.94
Total General / Admin					
<b>Lights</b>					
Deposit	04/03/2019	TCF FY 19 MAR ME - IMPR # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Chec...	-899.39	-899.39
Deposit	04/11/2019	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Chec...	-1,634.47	-2,533.86
Deposit	04/15/2019	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Chec...	-550.16	-3,084.02
Deposit	04/22/2019	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Chec...	-742.23	-3,826.25
Deposit	04/25/2019	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Chec...	-2.82	-3,829.07
Total Lights					
<b>Sanitary</b>					
Deposit	04/01/2019	Sani Rec	1010 · Pacific Premier Chec...	-2,025.65	-2,025.65
Deposit	04/01/2019	Rate Assistance	1010 · Pacific Premier Chec...	47.50	-1,978.15
Deposit	04/01/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-1,978.15
Deposit	04/01/2019	1/2 Other 2	1010 · Pacific Premier Chec...	94.87	-1,883.28
Deposit	04/02/2019	Sani Rec	1010 · Pacific Premier Chec...	-6,965.63	-8,848.91
Deposit	04/02/2019	Rate Assistance	1010 · Pacific Premier Chec...	35.62	-8,813.29
Deposit	04/02/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-8,813.29
Deposit	04/02/2019	1/2 Other 2	1010 · Pacific Premier Chec...	-73.00	-8,886.29
Deposit	04/03/2019	Sani Rec	1010 · Pacific Premier Chec...	-946.45	-9,832.74
Deposit	04/03/2019	Rate Assistance	1010 · Pacific Premier Chec...	0.00	-9,832.74
Deposit	04/03/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-9,832.74
Deposit	04/03/2019	1/2 Other 2	1010 · Pacific Premier Chec...	45.40	-9,787.34
Deposit	04/03/2019	TCF FY 19 MAR ME - WASTE	1010 · Pacific Premier Chec...	-17,818.52	-27,605.86
Deposit	04/05/2019	Sani Rec	1010 · Pacific Premier Chec...	-2,585.58	-30,191.44
Deposit	04/05/2019	Rate Assistance	1010 · Pacific Premier Chec...	83.12	-30,108.32
Deposit	04/05/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-30,108.32
Deposit	04/05/2019	1/2 Other 2	1010 · Pacific Premier Chec...	-2.50	-30,110.82
Deposit	04/08/2019	Community Park Restroom 2/28 - 3/25/19	1010 · Pacific Premier Chec...	-316.16	-30,426.98
Deposit	04/09/2019	Sani Rec	1010 · Pacific Premier Chec...	-7,513.74	-37,940.72
Deposit	04/09/2019	Rate Assistance	1010 · Pacific Premier Chec...	23.75	-37,916.97
Deposit	04/09/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-37,916.97
Deposit	04/09/2019	1/2 Other 2	1010 · Pacific Premier Chec...	-118.75	-38,035.72
Deposit	04/09/2019	ACH Booked 4/8/19 Community Park Restroom 2/28 - 3/25/19	1010 · Pacific Premier Chec...	316.16	-37,719.56
Deposit	04/11/2019	F:0895 A:0760 - CURR SECURED TAX	1010 · Pacific Premier Chec...	-32,733.13	-70,452.69

**Avila Beach Community Services District**  
**Deposits by Fund**  
 April 2019

05/01/19

Type	Date	Memo	Split	Amount	Balance
Deposit	04/12/2019	Sani Rec	1010 · Pacific Premier Chec...	-2,535.30	-72,987.99
Deposit	04/12/2019	Rate Assistance	1010 · Pacific Premier Chec...	35.62	-72,952.37
Deposit	04/12/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-72,952.37
Deposit	04/12/2019	1/2 Other 2	1010 · Pacific Premier Chec...	61.07	-72,891.30
Deposit	04/15/2019	Sani Rec	1010 · Pacific Premier Chec...	-5,675.45	-78,566.75
Deposit	04/15/2019	Rate Assistance	1010 · Pacific Premier Chec...	23.75	-78,543.00
Deposit	04/15/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-78,543.00
Deposit	04/15/2019	1/2 Other 2	1010 · Pacific Premier Chec...	-43.39	-78,586.39
Deposit	04/15/2019	Adj (\$ .10) Hula Hut Bill Price check off per KD's note.	1010 · Pacific Premier Chec...	0.10	-78,586.29
Deposit	04/15/2019	F:0895 A:0760 - CURR SECURED TAX	1010 · Pacific Premier Chec...	-11,018.02	-89,604.31
Deposit	04/17/2019	Sani Rec	1010 · Pacific Premier Chec...	-2,251.37	-91,855.68
Deposit	04/17/2019	Rate Assistance	1010 · Pacific Premier Chec...	11.87	-91,843.81
Deposit	04/17/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-91,843.81
Deposit	04/17/2019	1/2 Other 2	1010 · Pacific Premier Chec...	-50.00	-91,893.81
Deposit	04/18/2019	Sani Rec	1010 · Pacific Premier Chec...	-2,587.90	-94,481.71
Deposit	04/18/2019	Rate Assistance	1010 · Pacific Premier Chec...	23.75	-94,457.96
Deposit	04/18/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-94,457.96
Deposit	04/18/2019	1/2 Other 2	1010 · Pacific Premier Chec...	429.75	-94,028.21
Deposit	04/19/2019	Sani Rec	1010 · Pacific Premier Chec...	-1,510.60	-95,538.81
Deposit	04/19/2019	Rate Assistance	1010 · Pacific Premier Chec...	11.87	-95,526.94
Deposit	04/19/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-95,526.94
Deposit	04/19/2019	1/2 Other 2	1010 · Pacific Premier Chec...	87.87	-95,439.07
Deposit	04/22/2019	Sani Rec	1010 · Pacific Premier Chec...	-2,375.94	-97,815.01
Deposit	04/22/2019	Rate Assistance	1010 · Pacific Premier Chec...	11.87	-97,803.14
Deposit	04/22/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-97,803.14
Deposit	04/22/2019	1/2 Other 2	1010 · Pacific Premier Chec...	0.00	-97,803.14
Deposit	04/22/2019	F:0895 A:0760 - CURR SECURED TAX	1010 · Pacific Premier Chec...	-14,864.48	-112,667.62
Deposit	04/23/2019	Sani Rec	1010 · Pacific Premier Chec...	-247.00	-112,914.62
Deposit	04/23/2019	Rate Assistance	1010 · Pacific Premier Chec...	11.87	-112,902.75
Deposit	04/23/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-112,902.75
Deposit	04/23/2019	1/2 Other 2	1010 · Pacific Premier Chec...	-59.37	-112,962.12
Deposit	04/25/2019	F:0895 A:0760 - CURR SECURED TAX	1010 · Pacific Premier Chec...	-56.22	-113,018.34
Deposit	04/26/2019	Sani Rec	1010 · Pacific Premier Chec...	-401.57	-113,419.91
Deposit	04/26/2019	Rate Assistance	1010 · Pacific Premier Chec...	23.75	-113,396.16
Deposit	04/26/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-113,396.16
Deposit	04/26/2019	1/2 Other 2	1010 · Pacific Premier Chec...	0.00	-113,396.16
Deposit	04/30/2019	Sani Rec	1010 · Pacific Premier Chec...	-582.07	-113,978.23
Deposit	04/30/2019	Rate Assistance	1010 · Pacific Premier Chec...	35.62	-113,942.61
Deposit	04/30/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-113,942.61
Deposit	04/30/2019	1/2 Other 2	1010 · Pacific Premier Chec...	-40.62	-113,983.23
Total Sanitary				-113,983.23	-113,983.23
<b>Water</b>					
Deposit	04/01/2019	Water Rec	1010 · Pacific Premier Chec...	-2,420.80	-2,420.80
Deposit	04/01/2019	Rate Assistance	1010 · Pacific Premier Chec...	47.50	-2,373.30



**Avila Beach Community Services District**  
**Deposits by Fund**  
 April 2019

05/01/19

Type	Date	Memo	Split	Amount	Balance
Deposit	04/01/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-2,373.30
Deposit	04/01/2019	1/2 Other 2	1010 · Pacific Premier Chec...	94.88	-2,278.42
Deposit	04/02/2019	Water Rec	1010 · Pacific Premier Chec...	-1,160.20	-3,438.62
Deposit	04/02/2019	Rate Assistance	1010 · Pacific Premier Chec...	35.63	-3,402.99
Deposit	04/02/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-3,402.99
Deposit	04/02/2019	1/2 Other 2	1010 · Pacific Premier Chec...	-73.00	-3,475.99
Deposit	04/03/2019	Water Rec	1010 · Pacific Premier Chec...	-1,094.65	-4,570.64
Deposit	04/03/2019	Rate Assistance	1010 · Pacific Premier Chec...	0.00	-4,570.64
Deposit	04/03/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-4,570.64
Deposit	04/03/2019	1/2 Other 2	1010 · Pacific Premier Chec...	45.40	-4,525.24
Deposit	04/03/2019	TCF FY 19 MAR ME - IMPR # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Chec...	-4,496.96	-9,022.20
Deposit	04/05/2019	Water Rec	1010 · Pacific Premier Chec...	-2,252.50	-11,274.70
Deposit	04/05/2019	Rate Assistance	1010 · Pacific Premier Chec...	83.13	-11,191.57
Deposit	04/05/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-11,191.57
Deposit	04/05/2019	1/2 Other 2	1010 · Pacific Premier Chec...	-2.50	-11,194.07
Deposit	04/08/2019	Community Park Restroom 2/28 - 3/25/19	1010 · Pacific Premier Chec...	-216.60	-11,410.67
Deposit	04/08/2019	San Juan Irrigation 2/28 - 3/25/29	1010 · Pacific Premier Chec...	-433.20	-11,843.87
Deposit	04/08/2019	Front St Irrigation 2/28 - 3/25/29	1010 · Pacific Premier Chec...	-57.00	-11,900.87
Deposit	04/09/2019	Water Rec	1010 · Pacific Premier Chec...	-7,617.90	-19,518.77
Deposit	04/09/2019	Rate Assistance	1010 · Pacific Premier Chec...	23.75	-19,495.02
Deposit	04/09/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-19,495.02
Deposit	04/09/2019	1/2 Other 2	1010 · Pacific Premier Chec...	-118.75	-19,613.77
Deposit	04/09/2019	ACH Booked 4/8/19 Community Park Restroom 2/28 - 3/25/19	1010 · Pacific Premier Chec...	216.60	-19,397.17
Deposit	04/09/2019	ACH Booked 4/8/19 San Juan Park Irrigation 2/28 - 3/25/19	1010 · Pacific Premier Chec...	433.20	-18,963.97
Deposit	04/09/2019	ACH Booked 4/8/19 Front St Irrigation 2/28 - 3/25/19	1010 · Pacific Premier Chec...	57.00	-18,906.97
Deposit	04/11/2019	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Chec...	-8,172.39	-27,079.36
Deposit	04/12/2019	Water Rec	1010 · Pacific Premier Chec...	-2,110.90	-29,190.26
Deposit	04/12/2019	Rate Assistance	1010 · Pacific Premier Chec...	35.63	-29,154.63
Deposit	04/12/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-29,154.63
Deposit	04/12/2019	1/2 Other 2	1010 · Pacific Premier Chec...	61.08	-29,093.55
Deposit	04/15/2019	Water Rec	1010 · Pacific Premier Chec...	-8,883.90	-37,977.45
Deposit	04/15/2019	Rate Assistance	1010 · Pacific Premier Chec...	23.75	-37,953.70
Deposit	04/15/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-37,953.70
Deposit	04/15/2019	1/2 Other 2	1010 · Pacific Premier Chec...	-43.39	-37,997.09
Deposit	04/15/2019	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Chec...	-2,750.84	-40,747.93
Deposit	04/17/2019	Water Rec	1010 · Pacific Premier Chec...	-2,085.60	-42,833.53
Deposit	04/17/2019	Rate Assistance	1010 · Pacific Premier Chec...	11.88	-42,821.65
Deposit	04/17/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-42,821.65
Deposit	04/17/2019	1/2 Other 2	1010 · Pacific Premier Chec...	-50.00	-42,871.65
Deposit	04/18/2019	Water Rec	1010 · Pacific Premier Chec...	-2,372.05	-45,243.70
Deposit	04/18/2019	Rate Assistance	1010 · Pacific Premier Chec...	23.75	-45,219.95
Deposit	04/18/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-45,219.95
Deposit	04/18/2019	1/2 Other 2	1010 · Pacific Premier Chec...	429.75	-44,790.20
Deposit	04/19/2019	Water Rec	1010 · Pacific Premier Chec...	-1,299.60	-46,089.80
Deposit	04/19/2019	Rate Assistance	1010 · Pacific Premier Chec...	11.88	-46,077.92
Deposit	04/19/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-46,077.92

**Avila Beach Community Services District**  
**Deposits by Fund**  
 April 2019

05/01/19

Type	Date	Memo	Split	Amount	Balance
Deposit	04/19/2019	1/2 Other 2	1010 · Pacific Premier Chec...	87.88	-45,990.04
Deposit	04/22/2019	Water Rec	1010 · Pacific Premier Chec...	-2,449.00	-48,439.04
Deposit	04/22/2019	Rate Assistance	1010 · Pacific Premier Chec...	11.88	-48,427.16
Deposit	04/22/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-48,427.16
Deposit	04/22/2019	1/2 Other 2	1010 · Pacific Premier Chec...	0.00	-48,427.16
Deposit	04/22/2019	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Chec...	-3,711.17	-52,138.33
Deposit	04/23/2019	Water Rec	1010 · Pacific Premier Chec...	-221.75	-52,360.08
Deposit	04/23/2019	Rate Assistance	1010 · Pacific Premier Chec...	11.88	-52,348.20
Deposit	04/23/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-52,348.20
Deposit	04/23/2019	1/2 Other 2	1010 · Pacific Premier Chec...	-59.38	-52,407.58
Deposit	04/25/2019	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Chec...	-14.07	-52,421.65
Deposit	04/26/2019	Water Rec	1010 · Pacific Premier Chec...	-479.00	-52,900.65
Deposit	04/26/2019	Rate Assistance	1010 · Pacific Premier Chec...	23.75	-52,876.90
Deposit	04/26/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-52,876.90
Deposit	04/26/2019	1/2 Other 2	1010 · Pacific Premier Chec...	0.00	-52,876.90
Deposit	04/30/2019	Water Rec	1010 · Pacific Premier Chec...	-230.12	-53,107.02
Deposit	04/30/2019	Rate Assistance	1010 · Pacific Premier Chec...	35.63	-53,071.39
Deposit	04/30/2019	1/2 Other 1	1010 · Pacific Premier Chec...	0.00	-53,071.39
Deposit	04/30/2019	1/2 Other 2	1010 · Pacific Premier Chec...	-40.63	-53,112.02
Total Water				-53,112.02	-53,112.02
<b>TOTAL</b>				<b>-226,031.26</b>	<b>-226,031.26</b>



Avila Beach Community Services District  
Checks by Fund w/Accounts

April 2019

Type	Date	Num	Name	Memo	Account	Amount	Balance
<b>General / Admin</b>							
Check	04/02/2019	2305	Hagemann & Associates	40% General/ Admin	6506 · Contract Labor GM	1,540.00	1,540.00
Check	04/02/2019	EFT	Bankcard MTOT Disc		5100 · Merchant Credit Card Fe...	465.24	2,005.24
Check	04/03/2019	2307	Creative Technologies, Inc.	Inv. 4533 Annual Tech Support	6141 · Billing Software & Service	695.00	2,700.24
Check	04/03/2019	2309	Nikki Engle Bookkeeping	Inv. # 2088 3/27/19	6102 · Accounting	220.00	2,920.24
Check	04/03/2019	2310	Coastline Cleaning Co.	Office Maintenance	6542 · Maintenance	165.00	3,085.24
Check	04/05/2019	EFT	Adobe.com	Inv. 1932 3/31/19	6140 · Office Supplies & Postage	14.99	3,100.23
Check	04/05/2019	2319	U.S. Postal Service	board packets	6142 · Postage & Shipping	11.00	3,111.23
Check	04/09/2019	EFT	Nikki Engle Bookkeeping	Inv. # 2096 4/4/19	6102 · Accounting	220.00	3,331.23
Check	04/10/2019	EFT	Cal Tec Computers	computer repairs	6524 · Equip. Rep. & Maint. Avila...	40.00	3,371.23
Check	04/10/2019	EFT	Calif Special Districts Association		6160 · Training	625.00	3,996.23
Check	04/15/2019	EFT	Charter	Acct #. 8245100980033571	6585 · Telephone / Internet	204.95	4,201.18
Check	04/18/2019	EFT	Paymentech		5100 · Merchant Credit Card Fe...	15.00	4,216.18
Check	04/19/2019	2322	Safeguard	Inv. 33445576 Customer # R02PS2	6140 · Office Supplies & Postage	188.73	4,404.91
Check	04/19/2019	2323	Creative Technologies, Inc.	Inv. 4627 March Billing	6141 · Billing Software & Service	164.32	4,569.23
Check	04/19/2019	2324	Shipsey & Seitz	Regular Meetings	6135 · Legal	480.00	5,049.23
Check	04/19/2019	2324	Shipsey & Seitz	Port Agreement	6135 · Legal	291.20	5,340.43
Check	04/19/2019	2326	Nikki Engle Bookkeeping	Inv. # 2066 3/5/19	6102 · Accounting	220.00	5,560.43
Check	04/19/2019	2327	Hagemann & Associates	Inv. 1054 4/17/19 Mar 31 - April 13, 2019 40% Ge...	6506 · Contract Labor GM	2,200.00	7,760.43
Check	04/24/2019	2330	Chaparral Business Supplies	Inv. # 436753 4/16/19	6550 · Operating Supplies	420.00	8,180.43
Check	04/24/2019	EFT	PG&E	Office	6590 · Utilities	141.58	8,322.01
Check	04/30/2019	EFT	Digital Deployment	monthly ABCSD Streamline	6170 · Website	200.00	8,522.01
Total General / Admin							8,522.01
<b>Lights</b>							
Check	04/04/2019	EFT	PG&E	Colony Lights acct # 5992155362-0	6590 · Utilities	95.18	95.18
Check	04/04/2019	EFT	PG&E	Town Lights acct # 0690976984-3	6590 · Utilities	477.34	572.52
Check	04/22/2019	EFT	PG&E	Front St. Lights acct# 5796765606-7	6590 · Utilities	315.79	888.31
Total Lights							888.31
<b>Sanitary</b>							
Check	04/02/2019	2305	Hagemann & Associates	Mar 17th - 30th, 2019 Inv. 1053 Sani 40%	6506 · Contract Labor GM	1,540.00	1,540.00
Check	04/02/2019	2306	San Luis Powerhouse, Inc.	Inv. 40948 Generator Annual Service	6530 · Generator Maintenance	931.31	2,471.31
Check	04/03/2019	2308	Abalone Coast Analytical, Inc.	Statement 4/1/19 4565	6540 · Lab Tests	2,930.30	5,401.61
Check	04/03/2019	2311	Brenntag Pacific, Inc.	Inv. 3006532 3/21/19	6503 · Chemicals	1,319.66	6,721.27
Check	04/03/2019	2312	Miners Ace Hardware	WWTP Supplies ( Wheel Shank, grinder & Rat tr...	6550 · Operating Supplies	123.02	6,844.29
Check	04/09/2019	2313	Fluid Resource Management	F18144 Monthly O & M Sanitary	6505 · Contract Labor O & M	14,267.81	21,112.10
Check	04/09/2019	2313	Fluid Resource Management	A18063 12 V Batteries and Charger	6500 · Operating Expenses	264.63	21,376.73
Check	04/09/2019	2313	Fluid Resource Management	W17168 MMC Contactor Replacement	6522 · Equip. Rep. & Maint-Avil...	3,566.90	24,943.63
Check	04/09/2019	2313	Fluid Resource Management	W17604 Sludge Pump System Replacement and...	6522 · Equip. Rep. & Maint-Avil...	5,617.53	30,561.16
Check	04/09/2019	2313	Fluid Resource Management	W17838 FFR Pump Replacement & Repair	6522 · Equip. Rep. & Maint-Avil...	3,655.28	34,216.44
Check	04/09/2019	2313	Fluid Resource Management	W17862 Temporary Recirculation Pump	6522 · Equip. Rep. & Maint-Avil...	1,084.04	35,300.48
Check	04/09/2019	2313	Fluid Resource Management	W17865 Primary Clarifier Drain Valve	6522 · Equip. Rep. & Maint-Avil...	1,109.71	36,410.19
Check	04/09/2019	2313	Fluid Resource Management	W17878 Recirculation Pump Replacement	6522 · Equip. Rep. & Maint-Avil...	639.00	37,049.19
Check	04/09/2019	2313	Fluid Resource Management	W17965 Jetted Digester Supernate Line Sludge ...	6522 · Equip. Rep. & Maint-Avil...	2,157.00	39,206.19
Check	04/09/2019	2313	Fluid Resource Management	W17975 Primary Sludge Pump	6522 · Equip. Rep. & Maint-Avil...	431.75	39,637.94
Check	04/09/2019	2313	Fluid Resource Management	W18035 Low Chlorine Alarm	6522 · Equip. Rep. & Maint-Avil...	288.18	39,926.12
Check	04/09/2019	2314	Michael Nunley & Assoc.	Inv # 5345 WWTP Imp. Grant Application	8231 · WW-1 WWTP Upgrade	2,492.60	42,418.72
Check	04/09/2019	2315	South County Sanitary Service	2 Yd Dumpster	6590 · Utilities	119.73	42,538.45
Check	04/09/2019	2316	Port San Luis Harbor District	Statement ACSD 4/1/19 Outfall Line Moorings	6522 · Equip. Rep. & Maint-Avil...	378.88	42,917.33

Avila Beach Community Services District  
Checks by Fund w/Accounts

April 2019

Type	Date	Num	Name	Memo	Account	Amount	Balance
Check	04/09/2019	2317	Garing, Taylor & Associates, Inc.	Inv. 15862 San Miguel Sewer Line	8246 · WW Sewer Line Rplmt S...	14,378.71	57,296.04
Check	04/09/2019	2318	Brenntag Pacific, Inc.	Inv. 3006535 3/28/19	6503 · Chemicals	1,405.99	58,702.03
Check	04/14/2019	EFT	AT&T	acct # 287272916182	6585 · Telephone / Internet	23.55	58,725.58
Check	04/16/2019	2320	California Electric Supply	Inv. 7826-772851 Sludge Pump	6522 · Equip. Rep. & Maint-Avil...	173.32	58,898.90
Check	04/16/2019	2321	Santa Maria FAMCON Pipe & Supply	Primary Clarifier & Check Valves Project	8248 · WW-11 Primry Clarifier ...	12,842.66	71,741.56
Check	04/17/2019	EFT	AT&T	acct # x 0885 Internet	6585 · Telephone / Internet	45.00	71,786.56
Check	04/19/2019	2325	Speed's, Inc.	Solids Handling Inv. 60487 3/19/19	6580 · Solids Handling	1,195.00	72,981.56
Check	04/19/2019	2327	Hagemann & Associates	40% Sani	6506 · Contract Labor GM	2,200.00	75,181.56
Check	04/19/2019	2328	Wallace Group, Inc.	Fog Program Inv. #48048 4/13/19	6525 · Fat Oil & Grease (FOG)	156.25	75,337.81
Check	04/19/2019	2329	Brenntag Pacific, Inc.	Inv. 3015883 4/4/19	6503 · Chemicals	1,293.19	76,631.00
Check	04/22/2019	EFT	PG&E	Lift Station acct# 6338432238-2	6590 · Utilities	80.01	76,711.01
Check	04/23/2019	2331	Shopcross.com	Draeger Tubes	6540 · Lab Tests	326.98	77,037.99
Check	04/24/2019	2331	Brenntag Pacific, Inc.	Inv. #3015884 4/11/19	6503 · Chemicals	1,144.75	78,182.74
Check	04/24/2019	2331	Brenntag Pacific, Inc.	Inv. #3015885 4/18/19	6503 · Chemicals	1,330.76	79,513.50
Check	04/24/2019	EFT	PG&E	WWTP	6590 · Utilities	1,655.38	81,168.88
Check	04/29/2019	EFT	AT&T	acct # 805 595-9416 904 5	6585 · Telephone / Internet	234.88	81,403.76
Check	04/30/2019	ADJ	BALANCE ADJUSTMENT	\$ 1,741.55 CC BALANCE ADJ CCs	1280 · Water & Sewer Billings	870.77	82,274.53
Total Sanitary						82,274.53	82,274.53
<b>Water</b>							
Check	04/02/2019	2305	Hagemann & Associates	20% Water	6506 · Contract Labor GM	770.00	770.00
Check	04/09/2019	2313	Fluid Resource Management	F18144 Monthly O & M Water	6505 · Contract Labor O & M	4,753.43	5,523.43
Check	04/19/2019	2327	Hagemann & Associates	20% Water	6506 · Contract Labor GM	1,100.00	6,623.43
Check	04/24/2019	EFT	PG&E	Water Tank Mixer	6590 · Utilities	139.30	6,762.73
Check	04/30/2019	ADJ	BALANCE ADJUSTMENT	\$ 1,741.55 CC BALANCE ADJ CCs	1280 · Water & Sewer Billings	870.78	7,633.51
Total Water						7,633.51	7,633.51
<b>TOTAL</b>						<b>99,318.36</b>	<b>99,318.36</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: May 8, 2019

SUBJECT: General Manager/District Engineer Report

**Zone 3 Technical Advisory Committee and Advisory Committee**

The Zone 3 Technical Advisory Committee (TAC) met on Wednesday, April 10, 2019, at the Arroyo Grande City Hall offices. The Meeting agenda and materials are attached to this report. As of this writing Lopez Lake is at an elevation of 497 feet, 59% capacity and has approximately 29,300 acre feet of water in storage. Rain accumulation at the Lopez dam since July 1, 2018 is approximately 24 inches. The State Department of Water Resources recently announced that State Water Project Table "A" water deliveries will be at 75% or higher.

**Notice of Special All-Mailed Ballot Election to Fill Board Director Vacancy**

On May 2, 2019 staff received the attached Notice of Special Election to fill the vacant Board of Director spot. The election will be an "all-mailed" ballot election and it will be held on August 27, 2019. For anyone interested in filling the vacancy, the nomination period opens on Monday May 6 and will close at 5:00 PM on Friday May 31, 2019. Since this a "mid-cycle" vacancy, the term will expire on December 4, 2020. Board members are encouraged to reach out to individuals that may be interested in filling the vacancy.

**CSDA Scholarship to Attend General Manger Leadership Conference**

I applied for and was awarded a \$625 scholarship to cover the registration fees for the California Special Districts Association General Manager Leadership Conference on June 24 and 25. CSDA provides these scholarship opportunities to encourage and provide professional development opportunities, especially for smaller Districts. Along with some excellent technical breakout sessions and keynote speakers, the Conference provides a great networking opportunity with staff from other Community Services Districts and vendors. CSDA anticipates about 125 – 150 GMs and other key staff will be in attendance. With the Board's concurrence I will register for the conference and after attendance, CSDA will send a reimbursement check to the District. I will cover the travel, lodging and meals on my own.



COUNTY OF SAN LUIS OBISPO  
OFFICE OF THE CLERK RECORDER

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## NOTICE OF SPECIAL ALL-MAILED BALLOT ELECTION

Elections Code Section 12112

### AVILA BEACH COMMUNITY SERVICES DISTRICT

**NOTICE IS HEREBY GIVEN** that a special election to elect a governing board member to fill an unscheduled vacancy by Eric DeWeese will be held in the above-named district on **Tuesday, August 27, 2019**. This short term will expire on December 4, 2020.

#### QUALIFICATIONS FOR OFFICE:

#### **SHALL BE A REGISTERED ELECTOR RESIDING WITHIN THE DISTRICT**

The Elections Division of the County Clerk-Recorder's Office, located at 1055 Monterey Street, Suite D-120, San Luis Obispo, urges interested candidates to call our office at 805-781-5228 to make an appointment to come in and obtain the Declaration of Candidacy.

The nomination period opens Monday, May 6, 2019, and will close at 5:00 PM, Friday, May 31, 2019.

In the event there are no nominees or an insufficient number of nominees for this elective office, and a petition for an election is not filed with the elections official within the time period prescribed by law, appointment shall be made pursuant to Elections Code Section 10515.

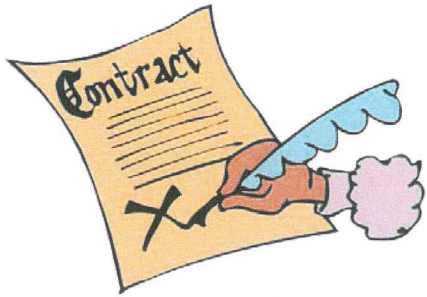
Date: May 2, 2019

TOMMY GONG, County Clerk-Recorder

By Elaina Cano, Assistant County Clerk-Recorder



**ZONE 3  
TECHNICAL ADVISORY COMMITTEE**



**Wednesday April 10, 2019  
9:00 - 12:00 pm**

**ARROYO GRANDE CITY HALL  
300 BRANCH STREET  
2<sup>nd</sup> FLOOR CONFERENCE ROOM**

## Agenda

<b>1. Announcements</b> <ul style="list-style-type: none"> <li>• Update on Goodman Easement</li> <li>• Cloudseeding Update - BOS date</li> </ul>	<b>All</b>
<b>2. General Operations and Water Report</b> <ul style="list-style-type: none"> <li>• Summary Notes - March</li> <li>• Monthly Operations Report - March</li> <li>• Lopez Dam Storage Projections</li> <li>• Surplus for FY 19/20</li> </ul>	<b>Jill</b>
<b>3. Draft Contract Changes Discussion</b>	<b>All</b>
<b>4. Future Agenda items?</b> <ul style="list-style-type: none"> <li>• Contract Changes</li> <li>• Stored State Water in Lopez - Evaporation</li> <li>• Emergency Action Plans/inundation maps; review of drafts</li> <li>• Strategy for use of District Reserves</li> </ul>	<b>All</b>

**Attachments:**

- A. Summary Notes – March
- B. Lopez Monthly Operations Report- February(corrected) & March
- C. Lopez Reservoir Storage Projection Chart
- D. Updated Surplus Water for FY 19/20
- E. CIP Update



*Next Meeting Date: May 8, 2019*

## ZONE 3

### TECHNICAL ADVISORY COMMITTEE

WEDNESDAY March 13, 2019 (9:00-11:00 AM)

#### SUMMARY NOTES - DRAFT

#### ARROYO GRANDE CITY HALL



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Attendees: Shane Taylor (AG), Ben Fine (Pismo), Brandon Shea (Pismo), Greg Ray (Grover Beach), Jim Garing, Paavo Ogren (OCSD) by phone, Brad Hagemann (ABCSD), Vard Ikeda, John Wallace, Dan Heimel (WSC), Dan Migliazzo (SMMWC), Jill Ogren (PW Dept), Jenny Williamson (PW Dept), Kevin Farrell (PW Dept).

#### 1. Announcements –

- Ben Fine announced the Pilot Plant will be moving on in 2 months. This will be the last chance for any tours prior to the plant's departure.
- Shane Taylor announced City of Arroyo Grande has a new Director of Administrative Services, Shannon Esenwein.
- Jill Ogren announced a new feature added to the SLO County Water website [wr.slocountywater.org](http://wr.slocountywater.org) for average rainfall comparison.
- Vard Ikeda announced representatives will be meeting with Lynn Compton on April 18<sup>th</sup> at 2:00pm in Oceano to discuss Cloud Seeding.
- Dan Heimel discussed graph of Lopez Lake now available that shows all water data from previous water years to better understand hydrology and operations.

#### 2. General Operations and Water Supply Report –

- No comments on the January Summary Notes.
- Jill addressed OCSD's request from last month's meeting on State Water delivery information and asked how far back Paavo wanted the data. Paavo clarified he wanted just the most recent data. Jill stated she had worked on Water Years 17/18 and 18/19.
- Jill stated that she will be sending out the Draft Agreement for the Floating Solar Panel option by April for TAC review.
- Kevin Farrell, Water Systems Worker at Lopez WTP, provided the Monthly Operations report. Lake Elev. = 494.88 ft, Storage = 27,915 AF @ 57% capacity; Downstream releases are at 2.1 MGD (instantaneous reading); WTP at 2.8 MGD; SWP at 0.7 MGD. Rainfall to date 25.13.
- Jill announced the departure of Water Systems Worker, Mike Gutormson, from Lopez WTP and the current evaluation of needs for staff. TAC to be kept updated.
- Jill handed out the Monthly Report and Lopez Dam storage projections. Grover Beach expected to use up their entitlement by the end of March.
- Lopez Dam storage projection graph will be adjusted to show projected precipitation for the next 6 months to have a rough estimation on when the lake will hit 20,000 AF. **LRRP discussion has been delayed until June 1<sup>st</sup>.**
- Jim Garing asked who he should speak to regarding the Real Time Water Data feature on [slocountywater.org](http://slocountywater.org), having an issue seeing data older than a year old and would like to view data more than a year old. Jill Ogren stated any questions or issues with [slocountywater.org](http://slocountywater.org) need to be sent to Ray Dienzo who oversees the website. Historical information is available, but it is unclear if it is readily available on the website or would need to be requested directly from Ray Dienzo.
- Jill Ogren discussed the Estimated Surplus Water for 2018/19 by Contract handout and stated that there is an estimated 786 AF of surplus this year. **Information will be presented to the Advisory Committee next Thursday and to the Board of Supervisors mid-May.**
- Clarification was requested on how the surplus was calculated. Upon reviewing, some information was not equaling out correctly. **Jill stated she would review and send corrections to TAC.**

### 3. CIP Update –

- Jill Ogren discussed the Spillway Assessment report. Report was submitted to DSOD for approval on the suggested repairs needed at Lopez Dam. Waiting on DSOD to respond. Dan Heibel requested the full report be available for TAC to review. **Jill will have the full report posted for TAC to review.**
- Handouts provided estimating the repair/replace costs of the Domestic and Fire Tank at Lopez WTP. Costs came down from the original estimates to repair or replace the tanks quoted in the assessment report. TAC reviewed the five options presented in one handout. Jill Ogren stated that the Domestic Tank is required, and repairs will be made. The option of using a Fire Flow pump to pull straight from the Terminal Reservoir will be evaluated once more accurate estimates of cost are obtained.

### 4. Water Quality and Algae Control Alternatives –

- Jill Ogren stated a Draft Agreement for the Floating Solar Panels is not currently available. County Council is in the process of reviewing. The Draft will be sent to TAC for review before it is presented to the Board of Supervisor in June or July.

### 5. Arroyo Grande Rate Analysis –

- Jill Ogren stated Arroyo Grande will be conducting a Rate Analysis and will be using the Zone 3 5-Year CIP plan as a guide. Left Abutment Repair topic is causing an issue with the analysis and Jill stated a per TAC's request a risk study will be conducted. The 5-Year CIP was broken up to reflect \$200,000 in FY 20/21 for design and engineering, in FY 21/22 will be the remaining \$1 Million. **The revised 5-yr CIP plan will be sent to TAC.** Jill stated the CIP Budget for FY 19/20 has not changed, but there have been adjustments made for FY 20/21 and 21/22 for planned projects and the inclusion of Cloud Seeding. Greg Ray suggested pulling the Left Abutment Repair from the CIP budget as it is viewed more as maintenance than a CIP repair, Jill Ogren would like to keep it on the schedule as a TBD. **TAC agreed to keep Cloud Seeding on CIP plan.**

### 6. Agenda Items Next month –

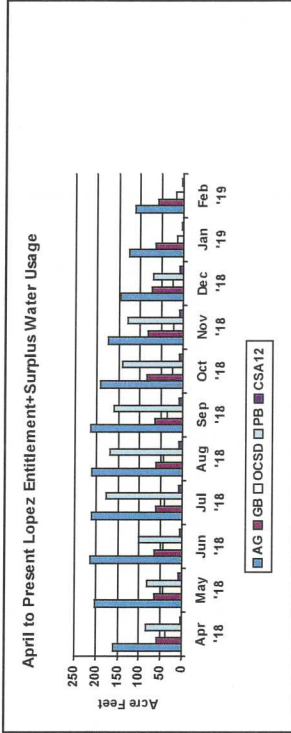
- Contract Changes (Extended April Meeting)
- Emergency Action Plan/Inundation Maps Draft Review
- Strategy for use of District Reserves

**Next meeting April 10, 2019**



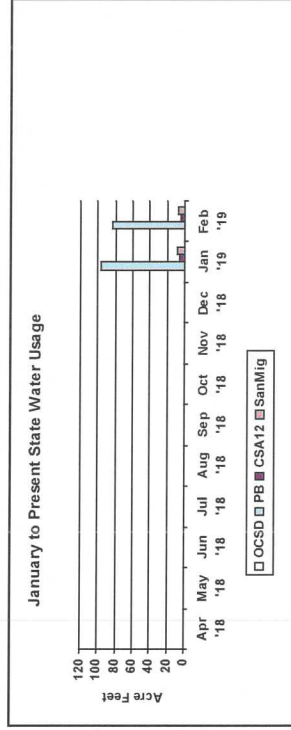
San Luis Obispo County Flood Control and Water District  
Zone 3 - Lopez Project - Monthly Operations Report  
February, 2019

Contractor	Lopez Water Deliveries										State Water Deliveries												
	This Month					April to Present					This Month					January to Present							
	Entl.	Surplus	Total	Entitlement Usage %	Surplus Usage %	Entitlement Usage %	Surplus Usage %	Total Usage %	Entitlement Usage %	Surplus Usage %	Entitlement Usage %	Surplus Usage %	Total Usage %	Annual Request	Usage	% of Annual Request	SWP Deliveries	Change in Storage	Usage	% of Annual Request	SWP Deliveries	Total Water Deliveries This Month	
Arroyo Grande	2290	564.00	2854.00	110.96	4.8%	0.00	0.0%	1959.66	85.6%	0.00	0.0%	1959.66	68.7%	227	0.00	0.0%		0.00	0.0%			110.96	
Oceano CSD	303	75.00	378.00	0.00	0.0%	17.61	23.5%	303.00	100.0%	55.38	73.8%	358.38	94.8%	1120	180.05	16.1%		180.05	16.1%			60.33	
Grover Beach	800	197.00	997.00	60.33	7.5%	0.00	0.0%	742.29	92.8%	0.00	0.0%	742.29	74.5%	27	4.46	16.5%		10.23	37.9%			83.98	
Pismo Beach	892	220.00	1112.00	0.00	0.0%	0.00	0.0%	892.00	100.0%	220.00	100.0%	1112.00	100.0%	127	7.05	5.6%		14.73	11.6%			7.82	
CSA 12	245	60.00	305.00	3.36	1.4%	0.00	0.0%	71.33	29.1%	0.00	0.0%	71.33	23.4%	1501	95.49	6.4%	67	-28.49	13.7%	129.00		7.05	
San Miguelito														1340									287.75
<b>Total</b>	<b>4530</b>	<b>1116.00</b>	<b>5646.00</b>	<b>174.65</b>	<b>3.9%</b>	<b>17.61</b>	<b>1.6%</b>	<b>3968.28</b>	<b>87.6%</b>	<b>275.38</b>	<b>24.7%</b>	<b>4243.66</b>	<b>75.2%</b>										<b>1311.51</b>



Note: Deliveries are in acre feet. One acre foot = 325, 850 gallons or 43, 560 cubic feet. Safe yield is 8,730 acre feet.

Lopez Dam Operations	This Month	Year to Date
Lake Elevation (full at 522.37 feet)	488.69	-33.68
Storage (full at 49200 acre feet)	242.14	49.2%
Rainfall	8.45	20.92
Downstream Release (4200 acre feet/year)	168.94	3633.71
Spillage (acre feet)	0	0.00



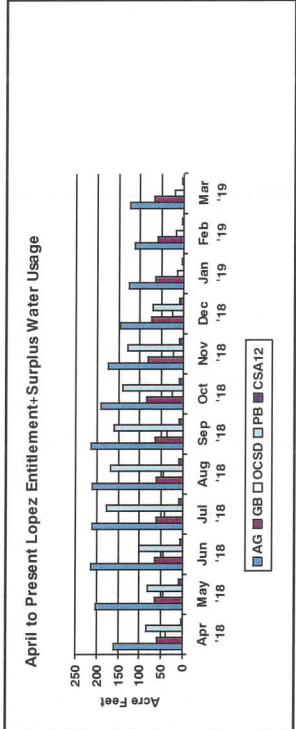
"Year to Date" is January to present for State water, April to present for Lopez deliveries, and July to present for rainfall.

Comments: Surplus water shown is as designated per BOS May 15, 2018 Declaration of Surplus Water.  
1) Oceano supplied State Water to Canyon Crest via Arroyo Grande's Edna turn out. A total of 0.98 AF delivered to Canyon Crest was added to Oceano's State Water usage this month and 0.98 AF was subtracted from Arroyo Grande's usage this month.

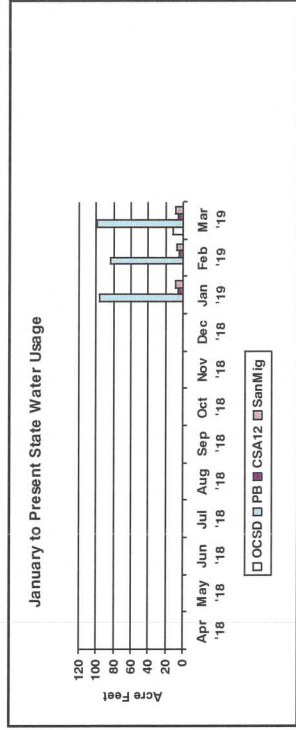


# San Luis Obispo County Flood Control and Water District Zone 3 - Lopez Project - Monthly Operations Report March, 2019

Contractor	Lopez Water Deliveries										State Water Deliveries															
	This Month					April to Present					This Month			January to Present		Total Water Deliveries This Month										
	Entl.	Surplus	Total	Entitlement Usage %	Surplus Usage %	Entitlement Usage %	Surplus Usage %	Total Usage %	Annual Request	Usage	% of Annual Request	SWP Deliveries	Change in Storage	Usage	% of Annual Request		SWP Deliveries									
Arroyo Grande	2290	564.00	2854.00	124.37	5.4%	0.0%	0.0%	2084.03	91.0%	0.0%	0.0%	2084.03	73.0%				124.37									
Oceano CSD	303	75.00	378.00	0.00	0.0%	19.62	26.2%	303.00	100.0%	75.00	100.0%	378.00	100.0%				30.6									
Grover Beach	800	197.00	997.00	57.71	7.2%	9.04	4.6%	800.00	100.0%	9.04	4.6%	809.04	81.1%				66.75									
Pismo Beach	892	220.00	1112.00	0.00	0.0%	0.00	0.0%	892.00	100.0%	220.00	100.0%	1112.00	100.0%				98.5									
CSA 12	245	60.00	305.00	2.80	1.1%	0.00	0.0%	74.13	30.3%	0.00	0.0%	74.13	24.3%				8.35									
San Miguelito																	7.77									
<b>Total</b>	<b>4550</b>	<b>1116.00</b>	<b>5646.00</b>	<b>184.88</b>	<b>4.1%</b>	<b>28.66</b>	<b>2.6%</b>	<b>4153.16</b>	<b>91.7%</b>	<b>304.04</b>	<b>27.2%</b>	<b>4457.20</b>	<b>78.9%</b>	<b>1501</b>	<b>122.80</b>	<b>8.2%</b>	<b>76</b>	<b>1311.51</b>	<b>327.81</b>	<b>21.8%</b>	<b>205.00</b>	<b>-46.80</b>	<b>327.81</b>	<b>21.8%</b>	<b>205.00</b>	<b>1264.71</b>



Note: Deliveries are in acre feet. One acre foot = 325, 850 gallons or 43, 560 cubic feet. Safe yield is 8,730 acre feet.

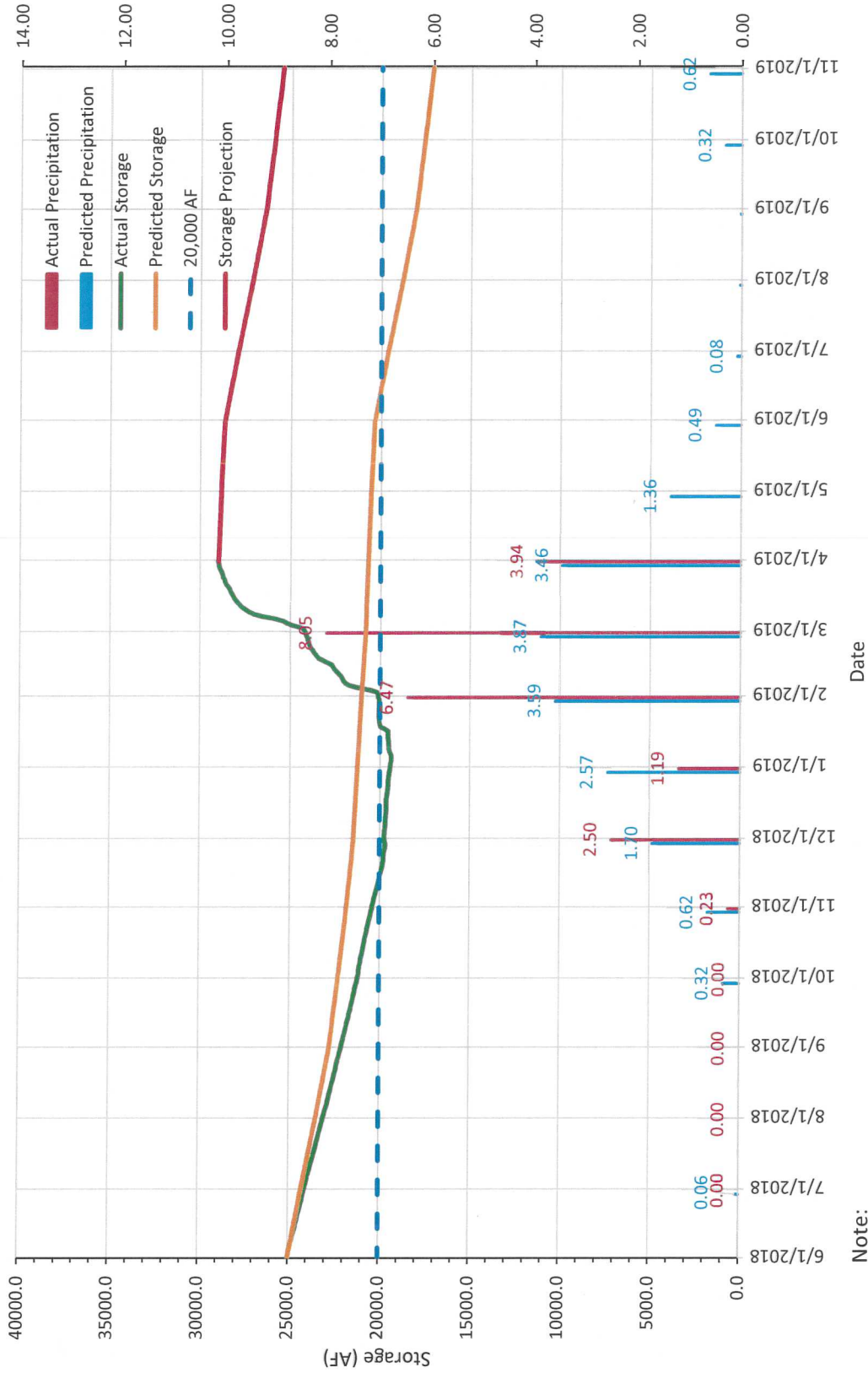


"Year to Date" is January to present for State water, April to present for Lopez deliveries, and July to present for rainfall.

Lopez Dam Operations	This Month	Year to Date
Lake Elevation (full at 522.37 feet)	496.59	-25.78
Storage (full at 49200 acre feet)	29008	59.0%
Rainfall	5.19	26.11
Downstream Release (4200 acre feet/year)	196.41	3830.12
Spillage (acre feet)	0	0.00

**Comments:** Surplus water shown is as designated per BOS May 15, 2018 Declaration of Surplus Water.  
 1) Oceano supplied State Water to Canyon Crest via Arroyo Grande's Edna turn out. A total of 1.1 AF delivered to Canyon Crest was added to Oceano's State Water usage this month and 1.1 AF was subtracted from Arroyo Grande's usage this month.

# LOPEZ RESERVOIR STORAGE PROJECTION



Note:  
 1. Storage projection is based on predicted rainfall from longrangeweather.com, historic inflow based on predicted rainfall, 18-19 downstream release requests, and municipal usage.

*Lopez Water - Surplus Water Available in 2019/2020 by Contract*

A	B	C	D	E	F	I	J
2018 -2019 Water Available Per Contract							
Contractor	Entitlement	Surplus <sup>2</sup>	Total Available	Actual Deliveries April 2018-Mar 2019 Entitlement	Surplus	Surplus Generated Unused Entitlement	Surplus Available by Contract
Arroyo Grande	2,290	564	2,854	2,084	0	206	378
Pismo Beach <sup>1</sup>	892	220	1,112	892	220	0	147
Grover Beach	800	197	997	800	9	0	132
Oceano CSD	303	75	378	303	75	0	50
CSA 12	245	60	305	74	0	171	40
<b>Sub Totals</b>	<b>4,530</b>	<b>1,116</b>	<b>5,646</b>	<b>4,153</b>		<b>377</b>	<b>747</b>
Downstream	<b>4,200</b>			<b>3,830</b>		<b>370</b>	<b>0</b>
<b>Total</b>	<b>8,730</b>			<b>7,983</b>		<b>747</b>	<b>747</b>

**NOTES**

1. Includes subcontract for 92 AF from CSA12
2. Surplus water as declared on 5/15/2018 at BOS

**CALCULATIONS**

Columns A-D from BOS 5.15.2018 Surplus Water Declaration

Columns E-H actual and projected water deliveries for water year 18/19

Columns I-J surplus water calculations per Water Supply Contracts

Contractor	Surplus Available Total Surplus by percent of Entitlement	Cost per AF	Cost of Surplus Water
Arroyo Grande	378	\$ 36.36	\$ 13,728.01
Pismo Beach	147	\$ 36.36	\$ 5,347.27
Grover Beach	132	\$ 36.36	\$ 4,795.98
Oceano CSD	50	\$ 36.36	\$ 1,816.82
CSA 12	40	\$ 36.36	\$ 1,469.21
<b>Total</b>	<b>747</b>		<b>\$ 27,157.28</b>





## ZONE 3 Lopez Project

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San Luis Obispo County Flood Control and Water Conservation District

**TO:** Zone 3 Technical Advisory Committee

**FROM:** David Spiegel, PE

**DATE:** April 10, 2019

**SUBJECT:** Zone 3 Projects Update

**Project Updates:**

- Equipment Audit & Replacement – Ongoing (No Change)
  - Work proposed to continue in 2018/19
- Spillway Assessment
  - GEI is preparing Final Report
- Lopez Dam and Terminal Dam Hazard Classification
  - Consultant has made applicable edits
  - Comparing previous maps with new maps for changes in inundation area
- Structural Assessment of Terminal Reservoir Dam – (No Change)
  - Received one quote for geological investigation
  - Budgeted for 19/20
- Fault Zone Assessment – Dam Left Abutment
  - Quote received for Risk Assessment (~\$35k)
- Equipment Storage – (No Change)
  - On hold pending Terminal Reservoir Dam geotechnical investigation
- Domestic and Fire Tank
  - Collings and Associates has prepared Final Report
  - Assessment Complete
- Rebuild Membrane Feed Pumps (1 per year) (No Change)
  - Second pump is being scheduled for removal and rebuilding in the Fall after high demands subside
- Lopez Leach Field Replacement (No Change)
  - Getting quotes for leach field replacement
  - Geosolutions report available upon request
- Cathodic Protection Survey
  - Need one more quote before awarding contract
  - Projected early May start date





## ZONE 3 Lopez Project

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San Luis Obispo County Flood Control and Water Conservation District

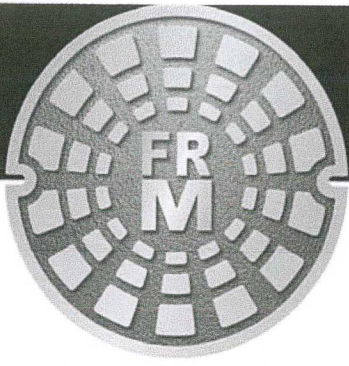
### **Upcoming Projects (Requested FY 2018/19):**

- Ammonia Analyzer (2<sup>nd</sup>)
- Improved Boat Access (On Hold pending Geotechnical Investigation)

### **Completed Projects**

- Existing Bypass Pipeline Condition Assessment
- Sludge Bed Cleanout Repair – 4 total
- Turnout SCADA Project
- Ammonia Analyzer
- Sludge Repair on Bed 4A
- Pressure Transducers
- Turnout Flow Meters
- Static Mixer
- Lopez DAF Safety Upgrades





May 2, 2019

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

**SUBJECT: APRIL 2019 MONTHLY FACILITY REPORT FOR THE AVILA BEACH COMMUNITY SERVICES DISTRICT WASTEWATER TREATMENT PLANT, WATER SYSTEM AND COLLECTION SYSTEM**

## **WASTEWATER TREATMENT PLANT**

In early April, staff responded to diagnose the Primary Sludge Pump after it failed to start. Rags and debris were removed from the pump. A failed motor connection was discovered after the equipment overload was found tripped; connections were remade and the pump was tested and returned to service.

Staff responded to diagnose an earth fault on Influent Pump 2 in mid-April. Voltage and connections tested normal; a short power glitch was determined as the most likely cause. A complete overhaul of both influent pumps, including debris removal from the check valves, was completed late in the month after mounting evidence of pump fatigue on both pumps.

Staff continued making substantial progress on the ongoing contactor replacement project. Replacement contactors and overloads were installed and connections remade for the Fixed Film Reactor, Secondary Sedimentation, and Recirculation Pumps. After installation, pumps were tested to confirm proper operation.

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 provide additional chlorine as needed.

## COMPLIANCE RECORD AND PLANT PERFORMANCE

Staff compiled the data to complete the monthly Self-Monitoring Report and Discharge Monitoring Report in California Integrated Water Quality System (CIWQS). Once approved, the reports are uploaded into CIWQS and certified by ABCSD Staff.

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

Sincerely,

**FLUID RESOURCE MANAGEMENT**



Krista Ackermann Young  
Operations Manager

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## ATTACHMENTS

- Self-Monitoring Report
- ABCSD Average Daily WWTP Effluent Flow (2017-2019)
- ABCSD Monthly Total WWTP Effluent Flow (2017-2019)
- Port San Luis Monthly Total Flow (2017-2019)
- Monthly Average Influent BOD (2017-2019)
- Monthly Average Effluent BOD (2017-2019)
- Monthly Water Purchased From Lopez (2017-2019)
- ABCSD Monthly Water Sold (2017-2019)



# Avila Beach CSD Wastewater Treatment Facility

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

Month: **APRIL 2019**

Date	Daily Flow (MGD)			Effluent Monitoring		
	Total	Max (gpm)	Avg (gpm)	Biweekly Total Coliform	Biweekly Fecal Coliform	Daily Chlorine Residual
1	0.056683	94	40			<0.02
2	0.050156	89	35	5	<2	<0.02
3	0.046988	84	33			<0.02
4	0.048089	87	33	<2	<2	<0.02
5	0.055539	101	39			<0.02
6	0.062871	102	44			<0.02
7	0.058511	96	40			<0.02
8	0.043603	80	30			<0.02
9	0.043298	85	30	<2	<2	<0.02
10	0.043678	86	30			<0.02
11	0.041484	77	29	2	<2	<0.02
12	0.050682	90	35			<0.02
13	0.064959	97	45			<0.02
14	0.065850	92	36			<0.02
15	0.056711	97	39			<0.02
16	0.055562	96	37	<2	<2	<0.02
17	0.061917	94	43			<0.02
18	0.065028	98	45	<2	<2	<0.02
19	0.068662	96	48			<0.02
20	0.066221	104	46			<0.02
21	0.064084	99	44			<0.02
22	0.050797	105	35			<0.02
23	0.050982	84	36	<2	<2	<0.02
24	0.049202	93	34			<0.02
25	0.047609	83	33	<2	<2	<0.02
26	0.056915	104	40			<0.02
27	0.061925	99	43			<0.02
28	0.056727	102	39			
29	0.044055	94	31			<0.02
30	0.036605	80	26			
31						
Min	0.036605	77	26	<2	<2	<0.02
Mean	0.054180	93	37	<2	<2	<0.02
Max	0.068662	105	48	5	<2	<0.02
Total	1.625393	<i>Effluent daily (dry weather) flow NTE 0.2 MGD (mean).</i>				

Influent Brine Received	
Date	Volume (Gallons)
	N/A

Sludge Removal	
Date	Gallons
4/2/19	4,500
4/16/19	4,500
4/30/19	4,500

Effluent and Influent Monitoring					
Date	Biweekly Effluent BOD (24 HC)	Biweekly Effluent TSS (24 HC)	Biweekly Influent BOD (24 HC)	Biweekly Influent TSS (24 HC)	Monthly Effluent Oil & Grease (Grab)
4/4/19	22	17	323	296	
4/7/19	26	18	301	64	
4/11/19	18	14	492	436	
4/14/19	29	18	488	496	
4/18/19	23	18	444	576	
4/21/19	20	25	600	500	
4/25/19	20	26	455	286	
4/28/19					
Min	18	14	301	64	0
Mean	23	19	443	379	#DIV/0!
Max	29	26	600	576	0
BOD Removal: 94.9%			TSS Removal: 94.9%		

Effluent Monitoring				
Date	Weekly Set. Solids (Grab)	Weekly Turbidity (Grab)	Weekly pH (Grab)	Weekly Temp °F (Grab)
4/4/19	<0.1	14.0	6.7	67
4/11/19	<0.1	23.6	6.5	65
4/18/19	0.1	29.5	6.3	69
4/25/19	<0.1	27.4	6.5	69
Min	0.1	14.0	6.3	65
Mean	0.1	23.6	6.5	68
Max	0.1	29.5	6.7	69

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

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

SIGNATURE: \_\_\_\_\_

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

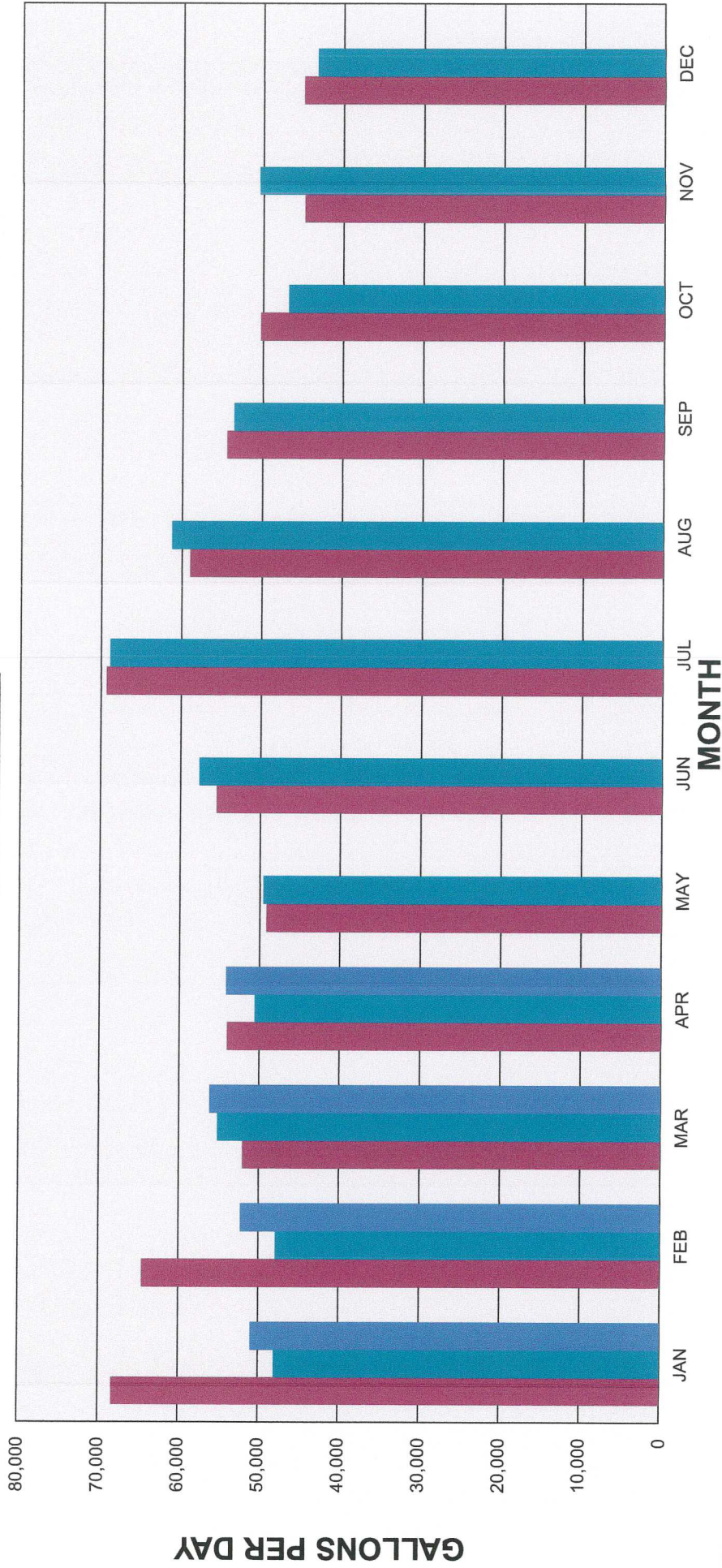
PRINTED NAME: \_\_\_\_\_

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



# ABCSD AVERAGE DAILY WWTP EFFLUENT FLOW (2017 - 2019)

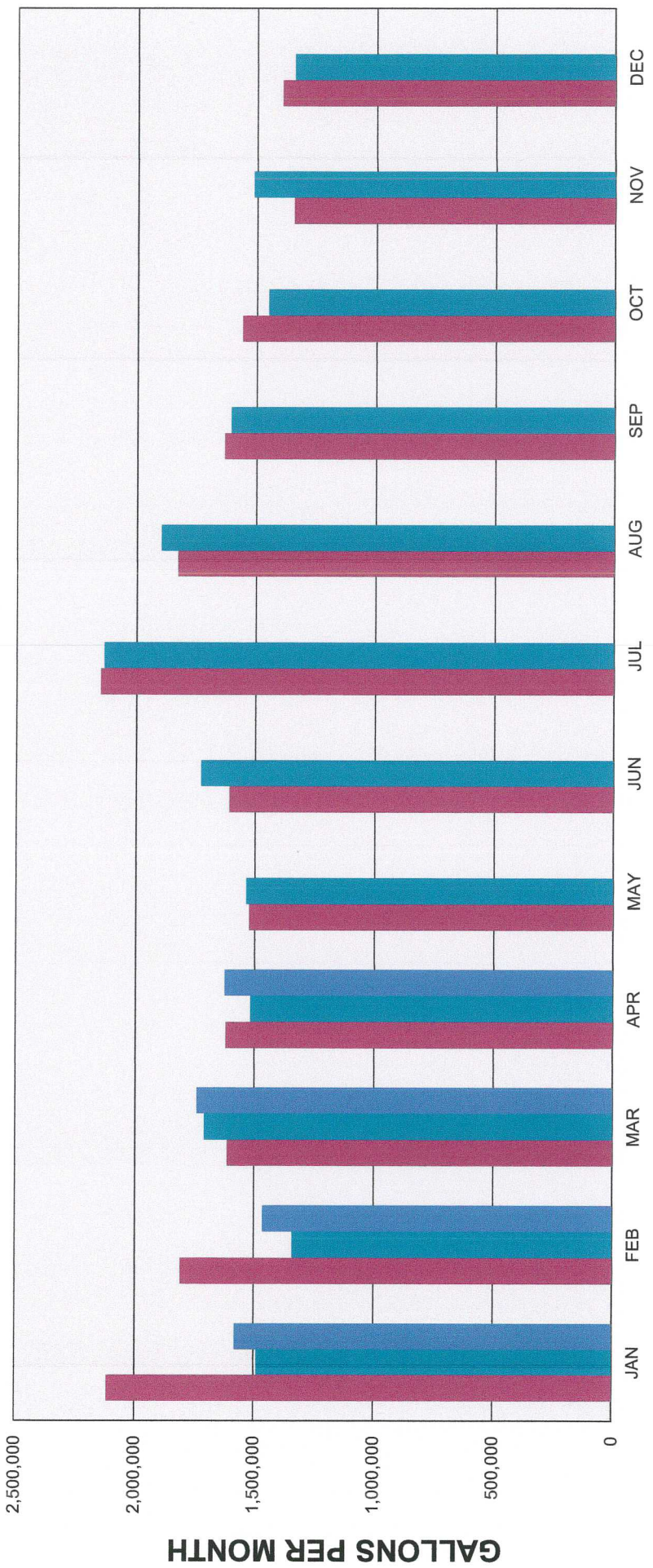
■ 2017 ■ 2018 ■ 2019





# ABCSD MONTHLY TOTAL WWTP EFFLUENT FLOW (2017 - 2019)

■ 2017 ■ 2018 ■ 2019



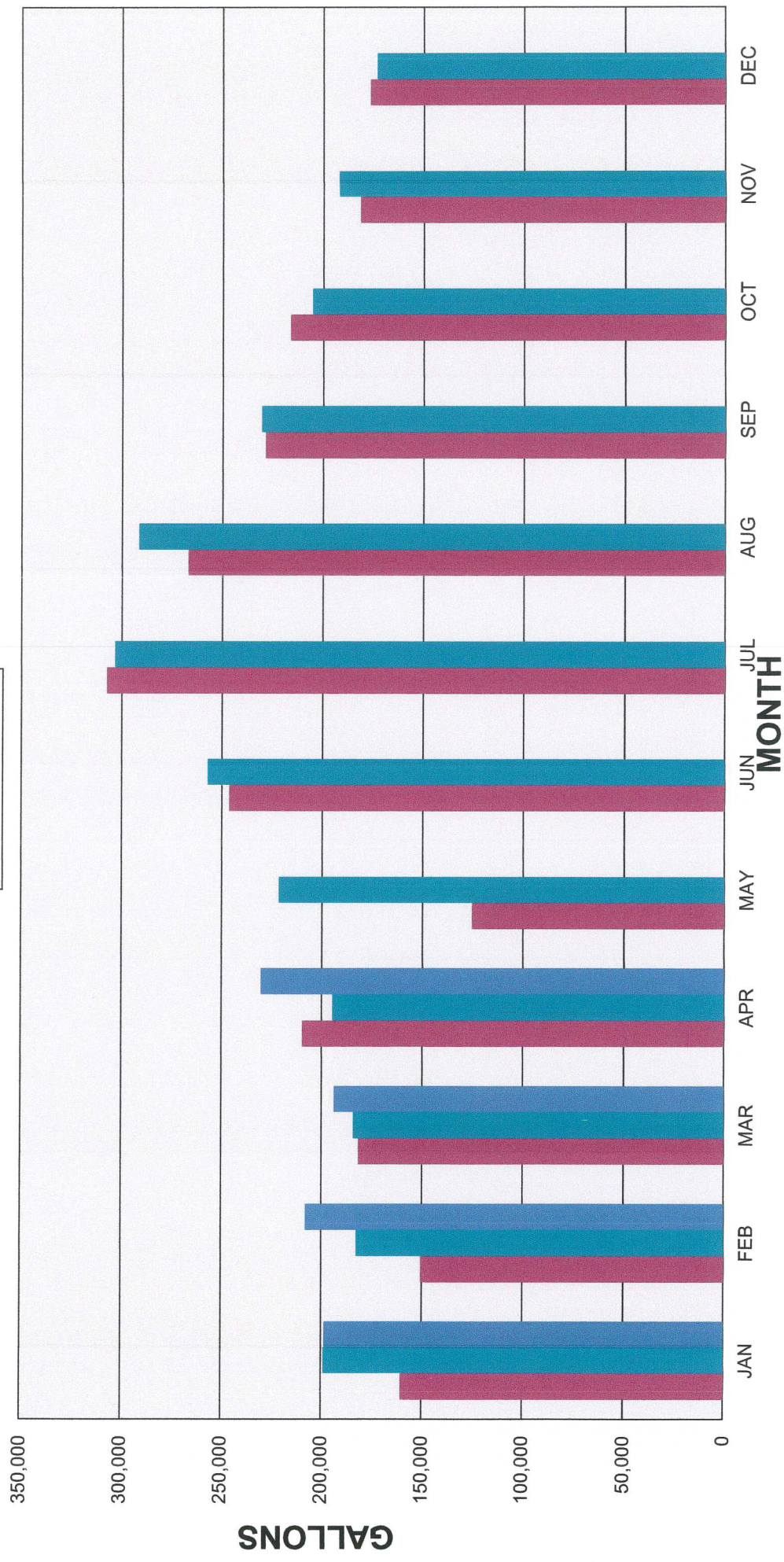
GALLONS PER MONTH

MONTH



# PORT SAN LUIS MONTHLY TOTAL FLOW (2017 - 2019)

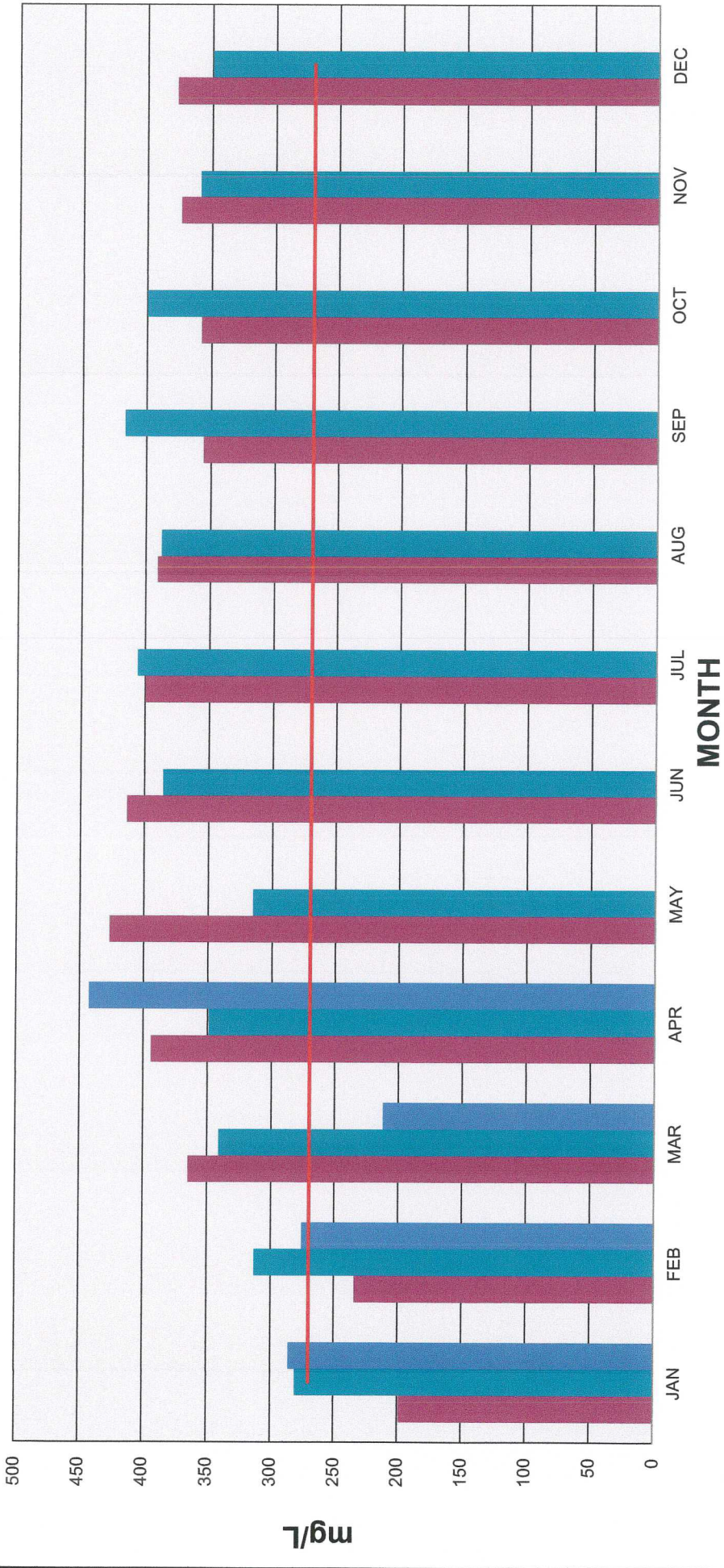
■ 2017  
 ■ 2018  
 ■ 2019





# ABCSD MONTHLY AVERAGE INFLUENT BOD (2017 - 2019)

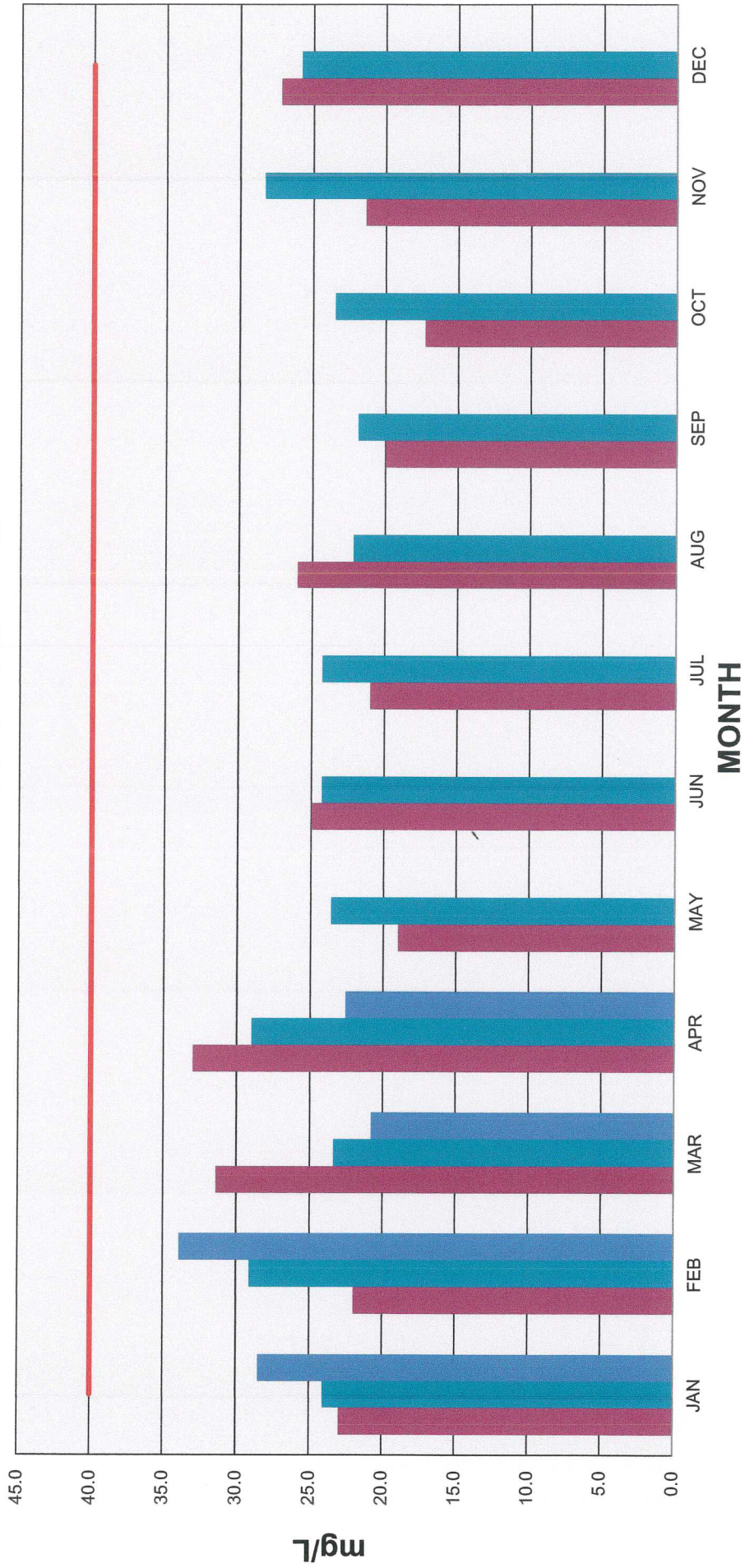
■ 2017   
 ■ 2018   
 ■ 2019   
 — WWTP Design





# ABCSD MONTHLY AVERAGE EFFLUENT BOD (2017 - 2019)

■ 2017   
 ■ 2018   
 ■ 2019   
 — 30 Day Average Limit





# ABCSD MONTHLY WATER PURCHASED FROM LOPEZ (2017 - 2019)

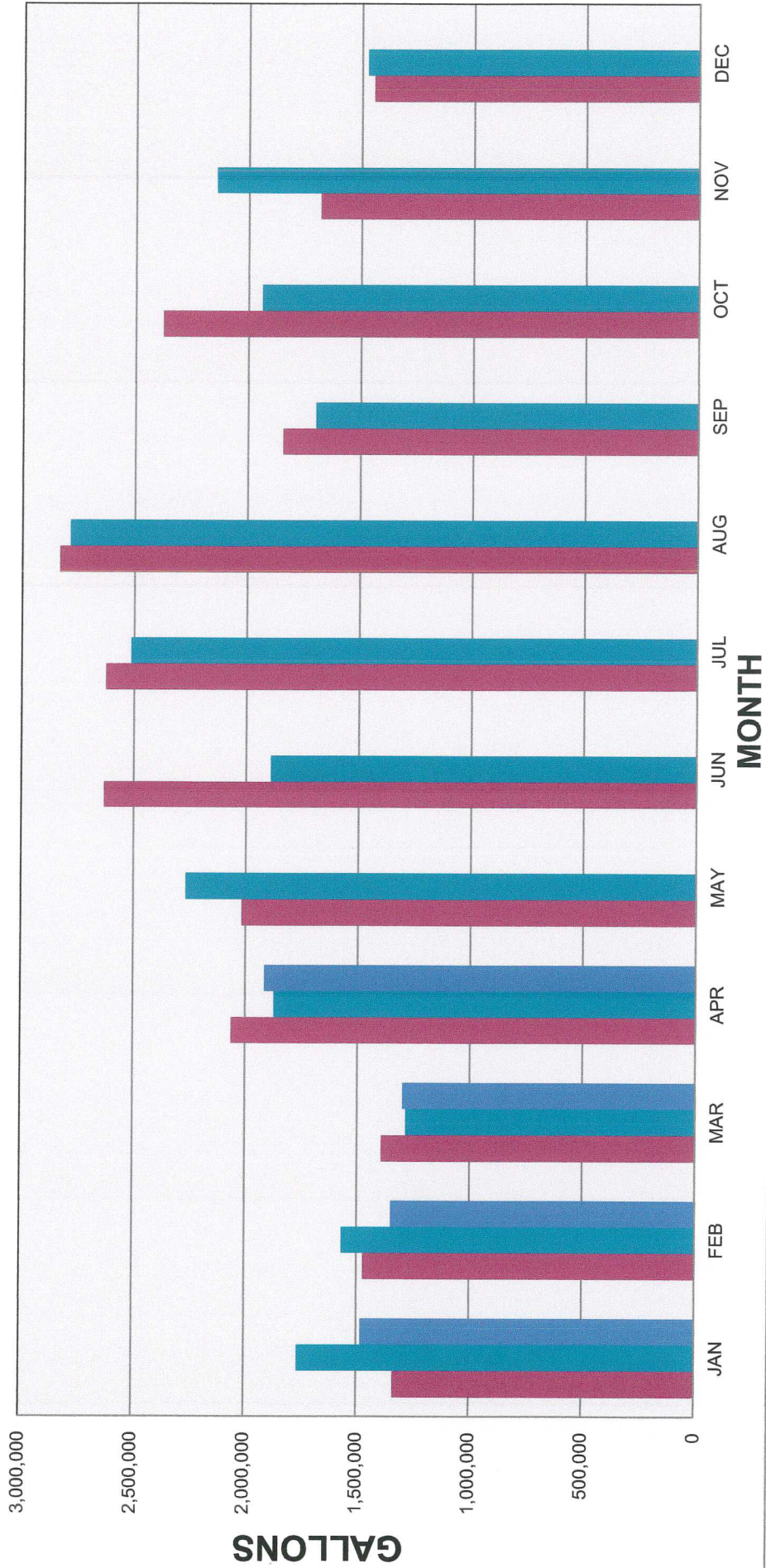
■ 2017
 ■ 2018
 ■ 2019





# ABCSD MONTHLY WATER SOLD (2017 - 2019)

■ 2017 ■ 2018 ■ 2019




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

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: May 8<sup>th</sup>, 2019

SUBJECT: 2019 Annual Weed Abatement Program.

Recommendation:

Review the attached procedures and consider Adopting Resolution No. 2019-03 Declaring Weeds, Dry Grass and Trash to be a Nuisance and provide for Abatement. Set June 12<sup>th</sup>, 2019, as the Public Hearing to hear any objections to the required clearance and to coordinate with CAL Fire for their participation.

Discussion:

Each year the District coordinates an Annual Weed Abatement Program in the community to ensure that weeds, dry grass and trash are cleaned up and do not pose a fire hazard. Typically, property owners take steps to clean up trash and provide proper weed abatement. However, even after an initial request, several parcels in town typically require posting and cleanup. Most property owners comply with the posting and clean up the posted lots in a timely manner. Attached to this staff report are the Weed Abatement Notification sent out with the April 29, water and sewer bill and Resolution No. 2019-03.



**AVILA BEACH COMMUNITY SERVICES DISTRICT**

**RESOLUTION No. 2019-03**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE AVILA BEACH COMMUNITY SERVICES DISTRICT DECLARING WEEDS, DRY GRASS, AND TRASH TO BE A NUISANCE AND THREAT TO PUBLIC SAFETY AND PROVIDING FOR ABATEMENT**

**WHEREAS**, there exists on certain lots and parcels of real property within the District, weeds, dry grass, brush, litter and other flammable material which endanger the public safety;

**WHEREAS**, The Board of Directors finds these conditions constitute a public nuisance and safety hazard and deem that these conditions should be abated;

**WHEREAS**, pursuant to law, notice shall be given to destroy and remove, and clear, dry weeds, grass brush, litter, trash and other flammable materials on certain lots and parcels of land within the District, and a hearing where concerns about such matters will be heard is hereby set for **12th day of June at 11:00 A.M. at the Avila Beach Community Services District meeting place at 100 San Luis Street, Avila Beach CA 93424,**

**WHEREAS**, the Fire Chief of CAL FIRE is hereby designated as the person referred to in the Health and Safety code 14890, to abate these conditions.

**NOW, THEREFORE, BE IT RESOLVED**, by the Fire Chief is hereby directed to post notice and send written notice to property owners where the conditions described above exists.

**ON MOTION** of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

The foregoing Resolution is hereby adopted this 8<sup>th</sup> day of May 2019.

\_\_\_\_\_  
Peter Kelley, President

\_\_\_\_\_  
Attest: Brad Hagemann, PE  
General Manager

# **WEED ABATEMENT TIME**

**It is once again time for the Fire Department to inspect for fire dangers that may exist in our community.**

**Please take a moment to insure your property is safe from fire hazards.**

**For questions contact the District office at:**

**[avilacsd@gmail.com](mailto:avilacsd@gmail.com)**

**805-595-2664**






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

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: May 8, 2019

SUBJECT: Proposed Garbage Rate Increase

**Recommendation:**

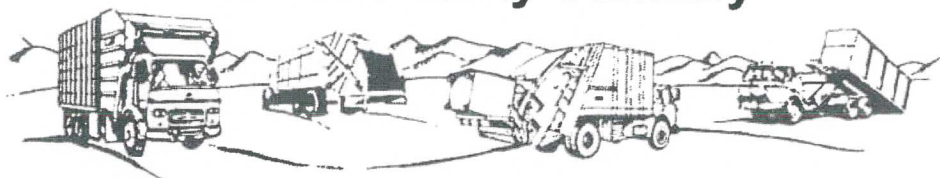
Receive Report and Authorize South County Sanitation Services to Initiate the Prop 218 Hearing Process for a 10.06% Rate Increase or Provide Other Direction to Staff

**Discussion:**

This staff report is a follow up to several previous staff reports regarding South County Sanitary Services' (SCSS) request for a rate increase. On September 24, 2018, staff received the initial 2019 Base Year Rate Adjustment Application from Mr. Jeff Smith, District Manager for SCSS. As presented at the October 10, 2018 Board meeting, the initial application requested a 13.36% increase in the waste collection and disposal rates. Several of the larger south county cities retained Mr. William Statler to review the application and provide recommendations. Statler and the agencies have been working with SCCS for the past 6 months clarifying what costs should be appropriately included in the rate increase application. On April 18, 2019 Statler issued a final 42 page report that essentially concluded the financial data from SCSS supported a 10.06% rate increase. SCSS concurred with the results of Statler's report and provided the attached April 22, 2019 letter to the District that included a 4<sup>th</sup> amended 2019 Base Year Rate Adjustment Application that requested a 10.06% rate increase. The proposed increase will raise monthly rates \$1.84 for 1 can urban service in the Avila Beach CSD service area.

Based on the extensive work provided by Mr. Statler and the south county agencies, staff has no objection to the SCSS rate increase application and associated 10.06% rate increase. Staff recommends the Board authorize SCSS to prepare and distribute the proposed rate increase materials to customers needed to support Prop 218 rate increase hearing process. SCSS will also publish a hearing notice for the Board to formally consider adopting the rate increase at the July 10, 2019 Board meeting. If approved the new rate will be effective July 1, 2019.

# South County Sanitary



**4388 Old Santa Fe Road • San Luis Obispo, CA 93401**

April 22, 2019

Bradley Hageman  
General Manager  
Avila Beach, CA

Subject: South County Sanitary 2019 Rate Increase Request

Dear Brad,

It is my pleasure to continue the partnership established many years ago with you and this community. I look forward to the coming years as we work together to improve services, control costs and continue to provide the high quality service our community expects.

As you may be aware, this has been a particularly challenging year financially for collection services as we continue to provide high quality services at reasonable rates. The cost to service trash, recycling and green waste has had significant price pressure these past two years and costs have risen substantially. We are not alone. Water, sewer and electrical rates have increased to higher than ever levels. Everyday items for things like a cup of coffee at Starbucks has increased by 8%, Coca Cola has increased by 5% and Amazon rates for Prime members went up over 20%.

As the local solid waste hauler, we have done an extensive study to understand our costs and make sure they are well managed, while still providing premium service to our customers. In simple terms, this study made it clear that the services we are providing cost more than the rates charged to pay for those services.

As the local solid waste service provider, please remember we are no longer just the garbage company, but also provide recycling and organics (green and food waste) services. Over the years, we've added weekly recycling, green waste, and a growing food waste collection program. Through our partnership with Hitachi Zosan, the first anaerobic digester of its kind in the US went fully operational in January and now converts organics collected from our community into alternative energy. Not only is this facility capturing harmful green house gasses, but this state of the art facility is producing electricity for over 700 homes annually and creating a mulch product that will be placed back in our local agricultural community.

In 2018 and 2019 we have experienced many new pressures that have increased our costs by over \$2 million annually. The largest percentage of this increase is directly related to the challenges in recycling. South County Sanitary Services has partnered with our sister company Cold Canyon Processing to provide some of the lowest cost services in the region and even in the state to process commingled recycling products. A recent letter from Cold Canyon Processing lays out in

greater detail the impact of recycling around the world and how it has forced higher costs here to our local community. Many of the challenges with recycling include the overdue and well-documented global catastrophic recycling market disruption initiated by the Chinese government in late 2017. (See attached letter for more specific detail).

The Chinese ban on mixed recycled material has forced the recovered materials industry to slow down its sort lines and add labor to remove contamination that had crept into the mix over the past two decades. Even with the slowed lines, the reduced demand in China has pushed prices for commodity revenue per ton dramatically downward. Furthermore, there has been a dramatic increase in improper recycling since 2013, with contamination increasing from 9% to 28% of delivered tons. This triple punch of higher costs, lower material pricing, and increased contamination have resulted in an over 700% increase in processing fees since January 2018.

As your hauler, we are committed to continue with upgrading our fleet toward full natural gas powered vehicles. We have purchased 5 new Compressed Natural Gas (CNG) trucks for use in the South County and are close to building a CNG fueling station that will reduce fuel costs in late 2019. This combination not only reduces green house gases produced by operating trucks that pick up solid waste, but makes economical sense for our community by reducing the cost of fuel.

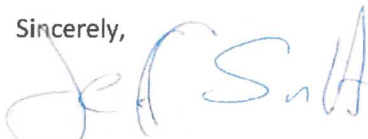
In general operating costs have run higher than the CPI index used in our contract. California law regarding minimum wage increases has added pressure for the average workers wage. Premiums for health care, fuel and other factors continue to increase on average of approx. 3% per year causing continued pressure to our rates

It is well documented that the Solid Waste Industry is the 5<sup>th</sup> most dangerous job. This is true for numerous reasons. We have mitigated that risk by providing multiple internal programs for training resulting in safer service and safer equipment for our employees and our community with some of the lowest incident rates in the industry. The result of this ongoing effort is reduced risk insurance costs that we can pass on to the rate payer.

We are very pleased to report that even with the many challenges our industry faces after this rate increase our rates will continue to be among the lowest in the region and in some cases the state.

We sincerely appreciate our place in this community and look forward to continuing to provide the highest quality service and the lowest possible rates.

Sincerely,



Jeff Smith  
District Manager  
South County Sanitary  
Waste Connections, Inc.

CC: Dane Johnson



2019 Base Year Rate Adjustment Application-4th Amended

Summary

AVILA BEACH COMMUNITY SERVICES DISTRICT

Requested Increase

	CNG Trucks/Infrastructure	4.40%
	Organics	3.10%
	Recycle Processing	6.48%
	Other	-3.92%
1. Rate Increase Requested		10.06%

Rate Schedule

Rate Schedule	Current Rate	Increased Rate	Adjustment (a)	New Rate
Economy Service (1 - can curb) URBAN	\$18.30	\$1.84		\$20.14
Standard Service (2- can curb) URBAN	\$30.23	\$3.04		\$33.27
Premium Service (3 - can curb) URBAN	\$42.16	\$4.24		\$46.40

(a) Calculated rates are rounded up to the nearest \$0.01.

6. <b>Single Family Residential &amp; Multiunit Residential and Non-residential</b>	Rate increases of	10.06%
	will be applied to all rates in each structure	
	with each rate rounded to the nearest \$0.01	

Certification

To the best of my knowledge, the data and information in this application is complete, accurate, and consistent with the instructions provided by the Rate Setting Manual.

Name: Jeff Smith Title: District Manager  
 Signature: Date: 03/26/19



South County Sanitary Service

2019 Base Year Rate Adjustment Application-4th Amended

Financial Information

Historical		Current	Projected	
2016	2017	2018	Base Year 2019	2020

(from Pg. 4)

Section I-Allowable Costs

6. Direct Labor	\$3,083,345	\$3,150,539	\$3,385,970	\$3,489,134	\$3,593,808
7. Corporate Overhead	\$332,113	\$153,045	\$340,461	\$350,334	\$363,647
8. Office Salaries	\$478,072	\$901,055	\$386,322	\$397,911	\$409,849
9. Other General and Admin Costs	\$3,820,842	\$4,026,894	\$4,098,450	\$4,776,799	\$4,958,317
10. Total Allowable Costs	\$7,714,372	\$8,231,533	\$8,211,202	\$9,014,178	\$9,325,620

Section II-Allowable Operating Profit

11. Operating Ratio	87.3%	91.1%	96.1%	92.0%	92.0%
12. Allowable Operating Profit	\$1,126,283	\$803,795	\$336,505	\$783,841	\$810,924

Section III-Pass Through Costs

13. Tipping Fees	\$1,891,183	\$1,886,262	\$2,680,988	\$2,673,630	\$2,673,630
14. Franchise Fees	\$1,318,502	\$1,357,533	\$1,368,864	\$1,385,290	\$1,401,894
15. AB939 Fees	\$0	\$0	\$0	\$0	\$0
16. Payments to Affiliated Companies*	\$137,595	\$208,272	\$243,980	\$309,151	\$320,899
17. Total Pass Through Costs	\$3,347,280	\$3,452,067	\$4,293,832	\$4,368,072	\$4,396,423

\* Affiliate Payments include interest, lease payments, and transportation

Section III-Pass Through Costs

18. Revenue Requirement	\$12,187,936	\$12,487,395	\$12,841,539	\$14,166,091	\$14,532,967
19. Total Revenue Offsets (from Page 3)	\$12,187,936	\$12,487,395	\$12,841,539	\$12,991,486	\$13,147,193

Section III-Pass Through Costs

20. Net Shortfall (Surplus)	\$1,174,605
-----------------------------	-------------

21. Total Residential and Non-residential Revenue without increase in Base Year (pg.5, line 76)	\$12,973,924	Nipomo \$12,973,924
22. Percent Change in Residential and Non-residential Revenue Requirement	9.05%	8.2%
23. Franchise Fee Adjustment Factor (1 - 6 percent)	90.000%	92.700%
	10.06%	8.89%
Limitation due to cumulative increases		
24. Percent Change in Existing Rates	10.06%	8.89%

## 2019 Base Year Rate Adjustment Application-4th Amended

### Revenue Offset Summary

	Section VII - Revenue Offsets				
	Historical		Current	Projected	
	2016	2017	2018	Base Year 2019	2020
<i>Residential Revenue (without increase in Base Yr.)</i>					
28. Single Family Residential	\$7,163,810	\$7,341,537	\$7,541,246	\$7,631,741	\$7,723,322
Multiunit Residential Dumpster					
29. Number of Accounts					
30. Revenues					
31. Less Allowance for Uncollectible Resi Accounts	\$0	\$0	\$0	\$0	\$0
<b>32. Total Residential Revenue</b>	<b>\$7,163,810</b>	<b>\$7,341,537</b>	<b>\$7,541,246</b>	<b>\$7,631,741</b>	<b>\$7,723,322</b>
<i>Non-residential Revenue (without increase in Base Yr.)</i>					
Account Type					
Non-residential Can					
33. Number of Accounts	8	8	8	8	8
34. Revenues			\$4,535	\$4,589	\$4,644
Non-residential Wastewheeler					
35. Number of Accounts	392	425	460	466	471
36. Revenues			\$477,469	\$483,199	\$488,997
Non-residential Dumpster					
37. Number of Accounts	1,738	1,684	1,629	1,649	1,668
38. Revenues	\$5,004,136	\$5,133,957	\$4,796,508	\$4,854,067	\$4,912,315
39. Less: Allowance for Uncollectible Non-resid	\$0	\$0	\$0	\$0	\$0
<b>40. Total Non-residential Revenue</b>	<b>\$5,004,136</b>	<b>\$5,133,957</b>	<b>\$5,278,512</b>	<b>\$5,341,854</b>	<b>\$5,405,956</b>
45. Interest on Investments	\$6,104	\$0	\$0	\$2,035	\$2,059
46. Other Income	\$13,885	\$11,901	\$21,780	\$15,856	\$15,856
<b>47. Total Revenue Offsets</b>	<b>\$12,187,936</b>	<b>\$12,487,395</b>	<b>\$12,841,539</b>	<b>\$12,991,486</b>	<b>\$13,147,193</b>

South County Sanitary Service

2019 Base Year Rate Adjustment Application-4th Amended

Cost Summary for Base Year

Description of Cost	BASE YEAR			
	2016	2017	2018	2019
Labor	\$2,849,547	\$2,906,100	\$3,127,283	\$3,219,834
Payroll Taxes	\$233,798	\$244,439	\$258,686	\$269,300
<b>48. Total Direct Labor</b>	<b>\$3,083,345</b>	<b>\$3,150,539</b>	<b>\$3,385,970</b>	<b>\$3,489,134</b>
49. Corporate Overhead	\$332,113	\$153,045	\$436,899	\$453,501
Less limitation (enter as negative)			(\$96,438)	(\$103,167)
<b>Total Corporate Overhead</b>	<b>\$332,113</b>	<b>\$153,045</b>	<b>\$340,461</b>	<b>\$350,334</b>
Office Salary	\$442,804	\$864,061	\$350,384	\$360,895
Payroll Taxes	\$35,268	\$36,995	\$35,938	\$37,016
<b>50. Total Office Salaries</b>	<b>\$478,072</b>	<b>\$901,055</b>	<b>\$386,322</b>	<b>\$397,911</b>
Bad Debt	\$2,448	\$4,271	\$11,283	\$4,300
Allocated expenses	\$0	\$0	\$0	\$0
Bond expense	\$6,482	\$5,325	\$5,325	\$5,527
Depreciation on Bldg and Equip	\$0	\$16,598	\$6,297	\$27,275
Depreciation on Trucks/Containers	\$274,514	\$229,543	\$304,867	\$596,497
Drive Cam fees	\$28,997	\$28,680	\$22,949	\$23,821
Dues and Subscriptions	\$6,738	\$8,196	\$6,221	\$6,457
Facilities	\$0	\$50,977	\$0	\$0
Gas and oil	\$796,069	\$880,285	\$969,634	\$965,300
Laundry (Uniforms)	\$21,452	\$24,462	\$26,679	\$27,693
Legal and Accounting	\$29,459	\$30,952	\$31,145	\$37,328
Miscellaneous and Other	\$16,522	\$8,372	\$8,433	\$8,753
Office Expense	\$206,325	\$242,249	\$275,612	\$286,086
Operating Supplies	\$39,671	\$39,710	\$40,674	\$42,219
Other insurance - Medical	\$1,238,436	\$1,195,973	\$1,041,356	\$1,080,928
Other Taxes	\$35,985	\$35,080	\$34,854	\$36,179
Outside Services	\$431,794	\$518,013	\$541,595	\$867,435
Public Relations and Promotion	\$1,578	\$1,699	\$1	\$1
Postage	\$6,574	\$2,005	\$2,047	\$4,125
Permits	\$63,007	\$60,347	\$60,101	\$62,385
Relocation	\$22,576	\$3,186	\$9,302	\$9,656
Rent	\$3,000	\$3,000	\$0	\$0
Telephone	\$20,909	\$20,182	\$13,956	\$14,486
Tires	\$146,896	\$139,628	\$87,488	\$88,145
Travel	\$26,944	\$13,991	\$27,278	\$28,315
Truck Repairs	\$365,282	\$436,531	\$543,855	\$525,345
Utilities	\$29,184	\$27,637	\$27,497	\$28,542
<b>51. Total Other Gen/Admin Costs</b>	<b>\$3,820,842</b>	<b>\$4,026,894</b>	<b>\$4,098,450</b>	<b>\$4,776,799</b>
<b>52. Total Tipping Fees</b>	<b>\$1,891,183</b>	<b>\$1,886,262</b>	<b>\$2,680,988</b>	<b>\$2,673,630</b>
<b>53. Total Franchise Fee</b>	<b>1,318,501.56</b>	<b>\$1,357,533</b>	<b>1,368,863.98</b>	<b>1,385,290</b>
<b>54. Total AB 939/Regulatory Fees</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>55. Total Lease Pmt to Affil Co.'s</b>	<b>\$89,051</b>	<b>\$91,703</b>	<b>\$145,337</b>	<b>\$150,860</b>
<b>55a. Interest Expense (to affiliate)</b>	<b>\$0</b>	<b>\$62,222</b>	<b>\$50,099</b>	<b>\$107,902</b>
<b>55b. Transportation costs (to affiliate)</b>	<b>\$48,544</b>	<b>\$54,347</b>	<b>\$48,545</b>	<b>\$50,389</b>
<b>56. Total Cost</b>	<b>\$11,061,652</b>	<b>\$11,683,600</b>	<b>\$12,505,034</b>	<b>\$13,382,249</b>



# 2019 Base Year Rate Adjustment Application-4th Amended

**Base Year Revenue Offset Summary**

**For Information Purposes Only**

Description of Revenue	Section VII- Revenue Offsets						
	Overall	Franchise	Refuse Collection				Non-franchise
	Total	Total	Arroyo	Pismo	Grover	Unincorporated	Total
<i>Residential Revenue</i>							
<i>(without increase in Base Year)</i>							
57. Single Family Residential	\$7,631,741	\$7,631,741	\$1,293,703	\$852,859	\$868,551	\$4,616,628	
<i>Multiunit Residential Dumpster</i>							
58. Number of Accounts	0	0					
59. Revenues	\$0	\$0					
60. Less Allowance for Uncollectable	\$0	\$0					
61. Total Residential Revenue	\$7,631,741	\$7,631,741	\$1,293,703	\$852,859	\$868,551	\$4,616,628	\$0
<i>Non-residential Revenue (without increase in Base Year)</i>							
<i>Account Type</i>							
<i>Non-residential Can</i>							
62. Number of Accounts	8	8	2	4	0	2	
63. Revenues	\$4,589	\$4,589	\$503	\$1,468	\$0	\$2,617	
<i>Non-residential Wastewheeler</i>							
64. Number of Accounts	466	466	131	132	95	108	
65. Revenues	\$483,199	\$483,199	\$134,345.31	\$180,384.79	\$64,852.36	\$103,616.13	
<i>Non-residential Dumpster</i>							
66. Number of Accounts	1,649	1643	352	236	327	728	6
67. Revenues	\$4,854,067	\$4,777,761	\$1,059,880	\$1,004,808	\$688,810	\$2,024,263	\$76,305
68. Less: Allowance for Uncollectable Non-residential Accounts	\$0	\$0					
69. Total Non-residential Revenue	\$5,341,854	\$5,265,549	\$1,194,729	\$1,186,661	\$753,662	\$2,130,497	\$76,305
74. Interest on Investments	\$0	\$0	\$0	\$0	\$0	\$0	\$0
75. Other Income	\$328	\$0	\$0	\$0	\$0	\$0	\$328
76. Total Revenue Offsets	\$12,973,924	\$12,897,290	\$2,488,432	\$2,039,520	\$1,622,213	\$6,747,125	\$76,634

South County Sanitary Service

2019 Base Year Rate Adjustment Application-4th Amended

Operating Information

Historical		Current		Projected			
	Percent		Percent		Percent	Base Year	Percent
2016	Change	2017	Change	2018	Change	2019	Change

Section IX-Operating Data

Residential

Accounts

77.	Arroyo Grande	5,742	0.5%	5,769	1.1%	5,833	1.0%	5,891	1.0%	5,950
	Grover Beach	4,198	0.3%	4,211	0.7%	4,239	1.0%	4,281	1.0%	4,324
	Pismo Beach	3,748	0.5%	3,768	-0.2%	3,762	1.0%	3,800	1.0%	3,838
	Oceano CSD	1,838	0.1%	1,840	-0.3%	1,834	1.0%	1,852	1.0%	1,871
	Nipomo CSD	4,001	0.8%	4,035	0.9%	4,070	1.0%	4,111	1.0%	4,152
	County	6,436	1.8%	6,551	1.4%	6,643	1.0%	6,709	1.0%	6,777
		25,963	0.8%	26,174	0.8%	26,381	1.0%	26,645	1.0%	26,911
78.	Routes-Garbage	7	0.0%	7	0.0%	7	0.0%	7	0.0%	7
79.	Routes-Recycling	7	0.0%	7	0.0%	7	0.0%	7	0.0%	7
80.	Direct Labor Hours	32,722	0.0%	32,722	0.0%	32,722	0.0%	32,722	0.0%	32,722

Non-residential Garbage

Accounts

80.	Arroyo Grande	486	-1.0%	481	-0.4%	479	1.0%	484	1.0%	489
	Grover Beach	442	-2.0%	433	-3.7%	417	1.0%	421	1.0%	425
	Pismo Beach	380	-1.1%	376	-2.4%	367	1.0%	371	1.0%	374
	Oceano CSD	190	0.5%	191	-12.0%	168	1.0%	170	1.0%	171
	Nipomo CSD	211	-0.9%	209	-16.3%	175	1.0%	177	1.0%	179
	County	475	2.3%	486	6.8%	519	1.0%	524	1.0%	529
		2,184	-0.4%	2,176	-2.3%	2,125	1.0%	2,146	1.0%	2,168
81.	Routes-garbage	5	0.0%	5	0.0%	5	0.0%	5	0.0%	5
	Routes-recycling	3	0.0%	3	0.0%	3	0.0%	3	0.0%	3
82.	Direct Labor Hours	22,334	0.0%	22,334	0.0%	22,334	0.0%	22,334	0.0%	22,334

Recyclable Materials - All areas-Commingled Recycling (in tons)

Accounts

83.	Tri-Cities	8,965	-3.1%	8,686	-1.1%	8,587	0.0%	8,587	0.0%	8,587
	Nipomo/Oceano CSD	3,296	-3.1%	3,193	-1.1%	3,157	0.0%	3,157	0.0%	3,157
84.	County	1,055	-3.1%	1,022	-1.1%	1,010	0.0%	1,010	0.0%	1,010
		13,316	-3.1%	12,901	-1.1%	12,754	0.0%	12,754	0.0%	12,754

Recyclable Materials - All areas-Greenwaste Recycling

Routes	5	0.0%	5	0.0%	5	0.0%	5	0.0%	5
Tons Collected	11,294	5.6%	11,931	5.3%	12,567	1.0%	12,693	1.0%	12,820
Direct Labor Hours	7,271	0.0%	7,271	0.0%	7,271	0.0%	7,271	0.0%	7,271

Garbage Tons Collected	40,552	1.5%	41,142	1.2%	41,621	1.0%	42,037	1.0%	42,457
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**AVILA BEACH**  
**COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager



DATE: May 8, 2019

SUBJECT: Presentation and Review of Preliminary FY 2019-20 District Budget

Recommendation:

1. Receive and provide comments on the Preliminary FY 2019/20 Budget
2. Advertise two weeks in advance for a public hearing and anticipated adoption of the Final Budget on June 12<sup>th</sup>, 2019.

Funding:

Revenues and Expenditures for FY 2019-20 are to be administered in accordance with the adopted budget.

Discussion:

Each year the District prepares and adopts an operating and capital projects budget for the coming Fiscal Year. The budget preparation process typically includes any adjustments to the water and/or sewer fee schedules. In June 2014, the Board adopted a five year rate schedule that included increasing the water rates by no more than 10% and the sewer rates by no more than 25% on July 1<sup>st</sup> of each year through July 1, 2018.

No rate adjustments can be made until the Board completes an updated Cost of Services and Rate Study analysis. The Draft FY 2019/20 Budget assumes no rates changes will be implemented during the fiscal year. The current minimum monthly residential rates for up to 5 units of water are \$57.00 and \$61.75 for sewer (at total of \$118.75 per month). Staff anticipates conducting a Cost of Services and Rate Analysis in 2019 to establish proposed rate schedules that can be implemented as part of the FY 2020/21 budget.

Staff met with the Finance Committee on April 25, 2019 to review the FY 2019/20 Preliminary Budget. The Committee reviewed the estimated FY 2018/19 year end revenues and expenses; the projected FY 2019/20 revenues and expenses; and the proposed Capital Improvement Program.

The Finance Committee provided the following recommendations for the full Board's consideration:

- The Committee agreed with staff's recommendation to use up to \$365,000 from Capital Reserves to fund the proposed Capital Improvement Program
- The Committee believes it is in the District's best interest to extend the Operations and Maintenance Contract with Fluid Resources Management for another year, effective through October 31, 2020. The draft FY 2019/20 budget assumes a 4% cost of living increase in accordance with the existing contract terms.
- The Committee agrees with the General Manager's recommendation to provide a 4% cost of living increase and promote the District's only employee, Kristi Dibbern, from a Grade 7, Step 5 (\$27.86/hr) to Grade 9, Step 1(\$29.45/hr) subject to completion of Ms. Dibbern's performance review.
- The Committee recommends the Board conduct a contract review for both the General Manager/District Engineer and the District's Legal Counsel as part of the June 12, 2019 Board meeting. Although the potential budget adjustments will be minor, any recommended changes, as a result of the contract review, will be included as part of the final FY 2019/20 budget.

Attached is the Preliminary FY 2019/20 budget for the Board's review and comment. The draft budget anticipates:

- No water or sewer rate increases;
- 6% increase in county tax revenue;
- \$45,000 increase in interest income;
- 4 - 5% increase in most O & M expenses; and
- Relatively large increase in the Sanitary Capital Improvement Program budget to fund the first year of the WWTP Improvement Project.

Staff will present an overview of the projected FY 2018/19 year-end budget figures and the preliminary FY 2019/20 operating budget and capital projects budget at our May 8, 2019. Staff anticipates that the Board will consider adoption of the final FY 2019/20 budget at the Board's June 12<sup>th</sup>, 2019, Board meeting.

A formal Public Hearing Notice for the budget adoption will be published at least two weeks in advance of the June 12<sup>th</sup>, 2019 hearing date.

Avila Beach Community Services District

Preliminary

**Draft**

**2019/20 Fiscal Year Budget**

Presented to the Board of Directors

May 8, 2019

Peter Kelley, President  
Lynn Helenius, Vice President  
Ara Najarian  
Kristin Berry

Proposed by:

Brad Hagemann  
General Manager/District Engineer



**Avila Beach Community Services District  
2019-20 Fiscal Year Budget**

**Fund Balances**

AVILA BEACH COMMUNITY SERVICES DISTRICT

Cash Account Balances

Estimated FY 2018/19 Ending Balances

**General Checking - Pacific Premier**

Approx Ending Balance 06/30/19 \$ **400,000**

**LAIF - Account Balance**

Beginning Balance 07/01/18 \$ 2,965,000

Transfer In/Out \$ 400,000

Interest earned \$ 60,000

**LAIF Approx Ending Balance** 06/30/19 \$ **3,425,000**

**Reserve Account Balances**

**Water**

Operating Reserve \$ 365,685

Capital Replacement Reserve \$ 200,000

Emergency Capital Reserve \$ 55,000

Rate Stabilization \$ 60,000

Total Water \$ 680,685

**Wastewater**

Operating Reserve \$ 466,680

Capital Replacement Reserve \$ 1,500,000

Emergency Capital Reserve \$ 155,000

Rate Stabilization \$ 80,000

Total Wastewater \$ 2,201,680

Unallocated General Reserves \$ 542,635

Total Approx Ending Balance 06/30/19 \$ **3,825,000**

**Avila Beach Community Services District  
2019-20 Fiscal Year Budget**

**Budget Summary**



Avila Beach Community Services District  
**Operations Maintenance Budget**  
**Combined Detail - Draft**  
 Fiscal Year 2019/20  
 (May 8, 2019)

	Admin/Gen	Sanitary	Water	Street Lights	Solid Waste	Total
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
4010 · Operating Revenue	0	500,000	475,000	0		975,000
4012 · S W Franchise Fee					19,500	19,500
4020 · Ambulance Franchise Fee	3,800	0	0	0	0	3,800
4030 · County Taxes	469,000	175,000	0	16,000	0	660,000
4050 · Harbor Charges	0	50,000	0	1,200	0	51,200
4100 · Misc Income	0	0	0	0	0	0
4600 · Interest Income	75,000	0	0	0	0	75,000
<b>Total Income</b>	<b>547,800</b>	<b>725,000</b>	<b>475,000</b>	<b>17,200</b>	<b>19,500</b>	<b>1,784,500</b>
<b>Expense</b>						
5100 · Merch CC Fees TIB	4,800	0	0	0		4,800
5210 · Gross Wages	40,000	0	0	0	2,000	42,000
5230 · Payroll Taxes	950	0	0	0	0	950
5242 · Health Insurance	8,400	0	0	0	0	8,400
5254 · CalPERS Kathy	11,000	0	0	0	0	11,000
5256 · CalPERS Kristi	4,500	0	0	0	0	4,500
5260 · Work Comp Insurance	850	0	0	0	0	850
5280 · Payroll Admin & Misc	1,500	0	0	0	0	1,500
6102 · Accounting	10,000	0	0	0	500	10,500
6103 · Accounting Audit	8,500	0	0	0	1,000	9,500
6120 · Dues & Subscriptions	6,000	500	650	0	0	7,150
6130 · LAFCo Fees	4,500	0	0	0	1,000	5,500
6135 · Legal	15,000	10,000	2,000	0	1,000	28,000
6140 · Office Supplies & Postage	8,200	1,000	1,000	0	0	10,200
6145 · Public Notices	1,000	0	0	0	0	1,000
6150 · Rate Assistance	0	0	0	0	9,500	9,500
6155 · Rent	0	0	0	0	0	0
6160 · Training	2,500	0	0	0	0	2,500
6165 · Fuel & Travel	1,000	1,000	0	0	0	2,000
6170 · Web Site	2,800	0	0	0	0	2,800
6503 · Chemicals	0	78,500	2,000	0	0	80,500
6505 · Contract Labor O & M	2,500	195,000	65,000	0	0	262,500
6506 · Contract Labor GM	55,500	0	0	0	2,000	57,500
6507 · Contract Labor District Engr	0	58,000	27,000	0	0	85,000
6510 · Critical Spare Parts	0	8,000	4,500	0	0	12,500
6515 · Engineering	0	7,500	5,000	0	0	12,500
6520 · Equip Repairs & Maintenance	3,000	45,000	15,000	3,000	0	66,000
6525 · Fat Oil & Grease Program	0	5,000	0	0	0	5,000

Avila Beach Community Services District  
 Operations Maintenance Budget  
 Combined Detail - Draft

Fiscal Year 2019/20  
 (May 8, 2019)

	Admin/Gen	Sanitary	Water	Street Lights	Solid Waste	Total
<b>Combined</b>						
6530 · Generator Maintenance		4,200		0	0	4,200
6535 · Insurance P/L	5,400	6,000	5,500	0	0	16,900
6540 · Lab Tests	0	45,000	2,000	0	0	47,000
6542 · Bldg Maintenance & Janitorial	2,500	0	0	0	0	2,500
6545 · Miscellaneous	0	48,000	0	0	0	48,000
6550 · Operating Supplies	0	3,500	5,000	0	0	8,500
6555 · Permits & Fees	0	8,500	4,500	0	0	13,000
6560 · Plan Checks	0	0	1,000	0	0	1,000
6565 · Regulatory Permit Compliance		5,000	1,000	0	0	6,000
6567 · Bldg Repairs	2,500					2,500
6570 · Safety Gear	0	650	250	0	0	900
6575 · Small Tools	0	500	500	0	0	1,000
6580 · Solids Handling		40,000				40,000
6585 · Telephone	3,000	4,500	0	0	0	7,500
6590 · Utilities	2,500	30,000	2,000	12,500	0	47,000
6802 · Lopez Water	0		115,000	0	0	115,000
6805 · State Water	0	0	160,000	0	0	160,000
6900 · Yard Improvements	0	0	500	0	0	500
<b>Sub total Operating Expense</b>	<b>208,400</b>	<b>605,350</b>	<b>419,400</b>	<b>15,500</b>	<b>17,000</b>	<b>1,265,650</b>
<b>6600 · Cal Fire Contract Labor</b>	<b>216,000</b>					
<b>Total Expense</b>	<b>424,400</b>	<b>605,350</b>	<b>419,400</b>	<b>15,500</b>	<b>17,000</b>	<b>1,481,650</b>
<b>8050 · Fixed Assets Depreciation</b>	<b>0</b>	<b>100,000</b>	<b>40,000</b>	<b>0</b>	<b>0</b>	<b>140,000</b>
<b>Total Expenses</b>						<b>1,621,650</b>
<b>Net Profit/ Loss</b>	<b>123,400</b>	<b>19,650</b>	<b>15,600</b>	<b>1,700</b>	<b>2,500</b>	<b>162,850</b>

Updated: 5/1/19

**Avila Beach Community Services District  
2019-20 Fiscal Year Budget**

**General/Administrative Fund**



Avila Beach Community Services District  
**Admin/General Budget**  
 Fiscal Year 2019/20  
 May 2019

Administrative/General	18/19 Budget	18/19 Projected	18/19 Comments	19/20 Proposed Budget	19/20 Comments
<b>Ordinary Income/Expense</b>					
Income					
4010 · Operating Revenue	0	0		0	
4020 · Contract Services Ambulance	3,800	3,800		3,800	
4030 · County Taxes	225,000	230,000		469,000	
4050 · Harbor Charges	0	0		0	
4070 · Late Charge Penalty	0	0		0	
4600 · Interest Income	30,000	60,000	Higher Interest Rates	75,000	LAIF interest
<b>Total Income</b>	<b>258,800</b>	<b>293,800</b>		<b>547,800</b>	
<b>Expense</b>					
5100 · Merchant CC Fees TIB	4,800	4,800		4,800	Change Policy?
5210 · Gross Wages	40,000	40,000		40,000	5% Salary Increase
5230 · Payroll Taxes	1,200	900		950	
5242 · Health Insurance	8,400	7,500		8,400	\$700 monthly stipend
5254 · CalPERS Kathy	12,000	11,000		11,000	Retiree Unfunded Liability
5256 · CalPERS Kristi	4,000	4,200		4,500	
5260 · Work Comp Insurance	700	820		850	SDRMA
5280 · Payroll Admin & Misc.	1,500	1,500		1,500	Payroll Processing
6102 · Accounting Labor	12,000	10,000		10,000	Contract Controller
6103 · Accounting Audit	9,500	9,000		8,500	
6104 · Administrative Transfer		0			
6120 · Dues & Subscriptions	5,500	5,500		6,000	CSDA and USA Membership
6130 · LAFCo Fees	5,500	5,150		4,500	
6135 · Legal	15,000	10,000	Attend Mtgs as needed	15,000	
6140 · Office Supplies & Post	7,500	8,000		8,200	
6145 · Public Notices	1,000	300		1,000	
6150 · Rate Assistance	0	0		0	
6160 · Training	2,500	1,200		2,500	
6165 · Travel	1,000	0		1,000	
6170 · Webpage Host & Support	2,400	2,600		2,800	Streamline
6505 · Contract Labor Admin	2,500	2,200		2,500	Haz Mat Annual Fee
6506 · Contract Labor GM	54,000	52,000		55,500	Contract GM Admin
6507 · Contract Labor District Engr					
6520 · Equip Repairs & Maint	3,000	3,000		3,000	Copier & IT Support/Back-up
6535 · Insurance	5,000	5,100		5,400	SDRMA
6542 · Bldg Maint & Janitorial	2,000	2,200		2,500	
6567 · Bldg Repairs	2,500	2,000		2,500	Admin Office
6585 · Telephone & Internet	3,000	2,500		3,000	Admin Office
6590 · Utilities, Electrical	2,500	2,000		2,500	Admin Office, Electrical
<b>SubTotal Admin Expenses</b>	<b>209,000</b>	<b>193,470</b>		<b>208,400</b>	
6600 · Cal Fire Contract Labor	190,000	208,000		216,000	Cal Fire Contract Services
<b>Total Admin Expense</b>	<b>399,000</b>	<b>401,470</b>		<b>424,400</b>	

**Avila Beach Community Services District  
2019-20 Fiscal Year Budget**

**Sanitary Fund**

**Avila Beach Community Services District**  
**Sanitary Budget**  
 Fiscal Year 2019/20

Sanitary Ordinary Income/Expense Income	18/19 Budget	18/19 Projected	18/19 Comments	19/20 Proposed Budget	19/20 Comments
4003 · Operating Revenue	506,000	500,000		500,000	No Rate Increase
4007 · Harbor Charges	50,000	60,000		50,000	
4009 · County Taxes	275,000	275,000		175,000	Transfer from General as Needed
<b>Total Income</b>	<b>831,000</b>	<b>835,000</b>		<b>725,000</b>	
<b>Expense</b>					
6120 · Dues & Subscriptions	500	450		500	Underground Service Alert
6135 · Legal	20,000	2,000		10,000	WWTP Upgrade Project
6140 · Office Supplies & Postage	1,000	500		1,000	
6150 · Rate Assistance	3,500	4,500		0	Fund w/Franchise Fees
6165 · Travel	1,000	500		1,000	
6503 · Chemicals	70,000	75,000		78,500	Anticipate 5% Increase
6505 · Contract Labor O&M	185,000	185,000		195,000	Anticipates 5% increase
6507 · Contract Labor District Engr	54,000	54,000		58,000	Anticipate 10% Increase WWTP Project
6510 · Critical Spare Parts	7,500	7,500		8,000	Anticipate 5% Increase
6515 · Engineering	7,500	6,500		7,500	Contract as needed Non-CIP
6520 · Equip Repairs & Maintenance	35,000	55,000	major repairs	45,000	Age of equipment
6525 · Fat Oil & Grease Program	6,000	5,200		5,000	Contract program
6530 · Generator Maintenance	4,000	3,700		4,200	Added Generator
6535 · Insurance	5,500	5,500		6,000	10% Rate Increase
6540 · Lab Tests	42,000	42,000		45,000	
6545 · Misc - Benthic Monitoring	0	0		48,000	Once every five years
6550 · Operating Supplies	5,500	3,500		3,500	
6555 · Permits & Fees	9,500	8,500		8,500	



**Avila Beach Community Services District**  
**Sanitary Budget**  
 Fiscal Year 2019/20

Sanitary	18/19 Budget	18/19 Projected	18/19 Comments	19/20 Proposed Budget	19/20 Comments
6565 · Regulatory Permit Compliance	15,000	5,000		5,000	As Needed
6570 · Safety Gear	650	450		650	Gloves/Safety gear
6575 · Small Tools	500	350		500	
6580 · Solids Handling	35,000	38,000		40,000	Bio Solids Transport & Disposal
6585 · Telephone	4,500	4,200		4,500	SCADA line & plant line
6590 · Utilities	25,000	28,000		30,000	Electricity for WWTP
<b>Sub Total Operating Expense</b>	<b>538,150</b>	<b>535,350</b>		<b>605,350</b>	
<b>6104 · Administrative Transfer</b>	<b>179,550</b>	<b>180,662</b>			
<b>Total Operating Expense</b>	<b>717,700</b>	<b>716,012</b>		<b>605,350</b>	
<b>170 · Fixed Assets Depreciation</b>	<b>100,474</b>	<b>100,000</b>		<b>100,000</b>	
<b>Net Income/ Expense</b>	<b>12,826</b>	<b>18,989</b>		<b>19,650</b>	
<b>Other Income</b>					
<b>7210 · Connection Fees Paid</b>	<b>60,000</b>	<b>30,000</b>		<b>60,000</b>	

Notes:

**Avila Beach Community Services District  
2019-20 Fiscal Year Budget**

**Water Fund**

Avila Beach Community Services District

Water Budget

Fiscal Year 2019/20

Water Ordinary Income/Expense	18/19 Budget	18/19 Projected	18/19 Comments	19/20 Proposed Budget	19/20 Comments
<b>Income</b>					
4003 · Operating Revenue	477,500	476,000		475,000	No Rate Increase
4009 · County Taxes	85,000	75,000		0	Xfer As Needed
<b>Total Income</b>	<b>562,500</b>	<b>551,000</b>		<b>475,000</b>	
<b>Expense</b>					
6120 · Dues & Subscriptions	650	600		650	Rural Water Assc
6135 · Legal	2,000	1,000		2,000	
6140 · Office Supplies & Postage	1,200	1,000		1,000	
6150 · Rate Assistance	3500	4,700		0	Fund w/Franchise Fees
6503 · Chemicals	2,000	1,500		2,000	
6505 · Contract Labor O &M	65,000	65,000		65,000	Contract Operations
6507 · Contract Labor District E	27,000	27,000		27,000	Contract District Engineer
6510 · Critical Spare Parts	5,500	4,500		4,500	
6515 · Engineering	15,000	1,500		5,000	Contract as needed Non-CIP
6520 · Equip Repairs & Maint	15,000	22,000		15,000	
6535 · Insurance P/L	5,000	4,800		5,500	
6540 · Lab Tests	2,000	1,800		2,000	
6545 · Miscellaneous					
6550 · Operating Supplies	5,000	2,300		5,000	
6555 · Permits & Fees	4,500	4,000		4,500	Anticipates slight increase
6560 · Plan Checks	2,000	1,500		1,000	Consultant Support As Needed
6565 · Regulatory Permit Comf	2,500	1,000		1,000	Contract as needed
6570 · Safety Gear	250	125		250	
6575 · Small Tools	500	250		500	
6590 · Utilities	2,000	1,800		2,000	New Tank Mixer
6591 · Yard Improvements	500	500		500	



Avila Beach Community Services District

Water Budget

Fiscal Year 2019/20

Water	18/19 Budget	18/19 Projected	18/19 Comments	19/20 Proposed Budget	19/20 Comments
6805 · State Water	125,000	160,000		160,000	
6802 · Lopez Water	110,000	105,000		115,000	Includes Drought Buffer Cost
<b>Sub Total Operating Expense</b>	<b>396,100</b>	<b>411,875</b>		<b>419,400</b>	
<b>Total Operating Expense</b>	<b>396,100</b>	<b>411,875</b>		<b>419,400</b>	
<b>1600 · Fixed Assets Depreciatio</b>	<b>30,000</b>	<b>29,680</b>		<b>40,000</b>	
<b>Net Income/ Expense</b>	<b>136,400</b>	<b>109,445</b>		<b>15,600</b>	
<b>Other Income</b>					
<b>7210 · Connection Fees Paid</b>	<b>40,000</b>	<b>14,000</b>		<b>40,000</b>	

Notes:

**Avila Beach Community Services District  
2019-20 Fiscal Year Budget**

**Street Lighting Fund**

Avila Beach Community Services District  
 Street Light Budget  
 Fiscal Year 2019/20

Light	18/19 Budget	18/19 Projected	18/19 Comments	19/20 Proposed Budget	19/20 Comments
Ordinary Income/Expense					
Income					
4010 · Operating Revenue	0	0		0	
4030 · County Taxes	16,000	15,500		16,000	
4050 · Harbor Charges	1,200	1,200		1,200	
4070 · Late Charge Penalty	0	0		0	
4100 · Misc Income					
Total Income	17,200	16,700		17,200	
Expense					
5200 · Payroll Expenses					
5210 · Gross Wages	0	0		0	
Total 5200 · Payroll Expenses	0	0		0	
5230 · Payroll Taxes					
503M · Medicare	0	0		0	
Total 5230 · Payroll Taxes	0	0		0	
6542 · Maintenance	4,000	2,000		3,000	Repairs to Dist. Owned lights as needed
6545 · Miscellaneous	0	0		0	
6567 · Repairs	0	0		0	
6590 · Utilities	12,500	12,500		12,500	
Town Lights	7,200	7,200		7,200	
Front Street	5,300	5,300		5,300	
Sub Total Operating Expense	16,500	14,500		15,500	
6104 · Administrative Transfer	0				
Total Operating Expense	16,500	14,500		15,500	
Net Income/ Expense	700	2,200		1,700	



**Avila Beach Community Services District  
2019-20 Fiscal Year Budget**

**Solid Waste Fund**

Avila Beach Community Services District  
**Solid Waste Budget**

Fiscal Year 2019/20

	18/19 Budget	18/19 Projected	18/19 Comments	19/20 Proposed Budget	19/20 Comments
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4012 · Solid Waste Franchise Fees	17,500	18,000		19,500	Franchise Fee
4070 · Late Charge Penalty	0	0		0	
4100 · Misc Income	0	0		0	
<b>Total Income</b>	<u>17,500</u>	<u>18,000</u>		<u>19,500</u>	
<b>Expense</b>					
5210 · Gross Wages				2,000	
6102 · Accounting	0			500	
6103 · Accounting Audit				1,000	
6130 · LAFCO Fees				1,000	
6135 · Legal	0			1,000	
6150 · Rate Assistance				9,500	
6506 · Contract Labor GM	0			2,000	
6542 · Maintenance	0			0	
6543 · Management	0			0	
6545 · Miscellaneous	0			0	
6550 · Operating Supplies	0			0	
6567 · Repairs	0			0	
<b>Sub Total Operating Expense</b>	<u>0</u>			<u>17,000</u>	
<b>Total Operating Expense</b>					
<b>Net Income/ Expense</b>	<b>17,500</b>	<b>18,000</b>		<b>2,500</b>	

## Budget Comparison FY 2019/20

Revenue	18/19 Budget	18/19 Projected	19/20 Proposed	Difference between 19/20 Proposed & 18/19 Adopted
Admin/Gen	\$ 258,800	\$ 293,800	\$ 547,800	\$ 289,000
Sanitary	\$831,000	\$835,000	\$725,000	(\$106,000)
Water	\$562,500	\$551,000	\$475,000	(\$87,500)
Street Lights	\$17,200	\$16,700	\$17,200	\$0
Solid Waste	\$17,500	\$18,000	\$19,500	\$2,000
<b>Combined</b>	<b>\$1,687,000</b>	<b>\$1,714,500</b>	<b>\$ 1,784,500</b>	<b>\$97,500</b>

Expenses	18/19 Budget	18/19 Projected	19/20 Proposed	Difference between 19/20 Proposed & 18/19 Adopted
Admin Costs	\$209,000	\$193,470	\$208,400	(\$600)
Sanitary	\$717,700	\$716,012	\$605,350	(\$112,350)
Water	\$396,100	\$411,875	\$419,400	\$23,300
Street Lights	\$16,500	\$14,500	\$15,500	(\$1,000)
Solid Waste	\$0	\$0	\$17,000	\$17,000
Cal Fire Contract	\$190,000	\$208,000	\$216,000	\$26,000
<b>Combined</b>	<b>\$1,320,300</b>	<b>\$1,350,387</b>	<b>\$1,481,650</b>	<b>\$131,264</b>

Net Income / Loss without Depreciation      \$366,700      \$364,114      \$302,850

Depreciation (from Audit)      \$130,154      \$130,154      \$140,000

**Total Expenses including Depreciation**      **\$1,450,454**      **\$1,480,541**      **\$1,621,650**

Net Income / Loss including Depreciation      \$236,546      \$233,960      \$162,850

Update: 4/23/19



**Avila Beach Community Services District  
2019-20 Fiscal Year Budget**

**Water and Sewer Rates**

# AVILA BEACH COMMUNITY SERVICES DISTRICT

FY 2019/20 Budget

## ABCSD ADOPTED MONTHLY RATE STRUCTURE EFFECTIVE 7/1/19

CLASS	WATER RATE	SEWER RATE	MINIMUM USE	WATER MINIMUM	SEWER MINIMUM	TOTAL MINIMUM
RESIDENTIAL	\$11.40	\$12.35	5 UNITS	\$57.00	\$61.75	\$118.75
MULTI-FAMILY	\$11.40	\$13.05	5 UNITS	\$57.00	\$65.25	\$122.25
RESTAURANTS	\$11.40	\$17.78	5 UNITS	\$57.00	\$88.90	\$145.90
COMMERCIAL/PUBLIC	\$11.40	\$16.64	5 UNITS	\$57.00	\$83.20	\$140.20
INDUSTRIAL/LAUNDRY	\$11.40	\$18.98	5 UNITS	\$57.00	\$94.90	\$151.90

Water Rate increase 0%

Sewer Rate Increase 0%

Sewer service is based upon the amount of water utilized. A minimum monthly bill for 5 units of service is charged for each service connection, even if less water is utilized.

Each unit of water is approximately 748 gallons

Water & Sewer Rates Established by Resolution No. 2014-07

**Avila Beach Community Services District  
2019-20 Fiscal Year Budget**

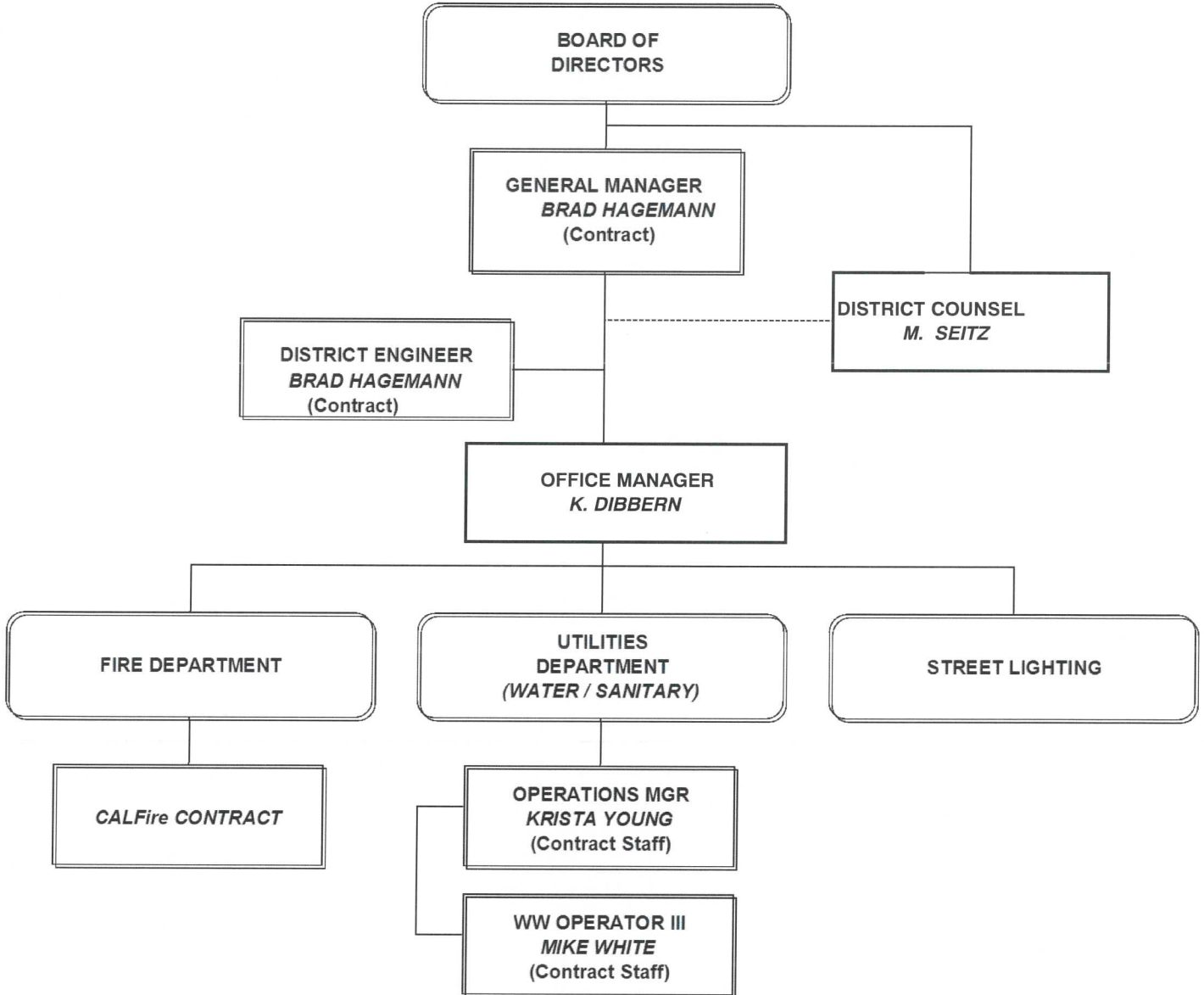
**Water and Sewer Capacity Fees**



**Avila Beach Community Services District  
2019-20 Fiscal Year Budget**

**District Organization Chart**

**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
*FY 2019/20 Organization Chart*



**Avila Beach Community Services District  
2019-20 Fiscal Year Budget**

**Compensation  
Effective 7/1/19**



2019/20 Fiscal Year Budget  
Avila Beach Community Services District

Proposed Pay Grades and Related Steps  
for Permanent Employees  
To Be Effective 7/1/19

	GRADE 4 Existing 4.0% *	GRADE 5 Existing 4.0% *	GRADE 7 Existing 4.0% *	GRADE 9 Existing 4.0% *
STEP 1	14.47 15.05	17.30 17.99	20.46 21.28	28.32 29.45
STEP 2	15.50 16.12	18.90 19.66	22.03 22.91	29.89 31.09
STEP 3	15.94 16.58	20.46 21.28	23.58 24.52	31.18 32.43
STEP 4	17.30 17.99	22.03 22.91	25.22 26.23	33.05 34.37
STEP 5	18.90 19.66	23.58 24.52	26.79 27.86	34.69 36.08
STEP 6	20.22 21.03	25.23 26.24	28.67 29.81	37.12 38.60

**DEPARTMENT**

Administration	Clerk Typist	Accounting Clerk	Admin Secretary	Office Manager
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**STEP PARAMETERS**

Step 1 is typically the starting wage. Hiring above Step 1 may be approved subject to the Personnel Committee concurrence.  
 Step 2 increase is available with satisfactory six month review, completion of probation period and General Manager's approval.  
 Step 3 is available after 1 year of service at Step 2, satisfactory annual review and General Manager's approval.  
 Step 4 is available after 1 year of service in Step 3, satisfactory annual review and General Manager's approval.  
 Step 5 is available after 1 year of service in Step 4, satisfactory annual review and General Manager's approval.  
 Step 6 is available after 1 year of service in Step 4, satisfactory annual review and General Manager's approval.

**\*COST OF LIVING ADJUSTMENT**

Yearly on July 1, all employees may be given a cost of living adjustment if approved by the Board of Directors. The percent will be applied to all grades and steps equally and the above schedule will be recalculated to reflect such Board action. The applicable percent shall be based on the consumer's price index for inflation released for the previous year by the Federal Government and proposed to the Board by the General Manager along with his recommendation for approval or defer depending on the fiscal impact on the District. This Adjustment is applicable to all employees as a group, but not guaranteed.

**Avila Beach Community Services District  
2019-20 Fiscal Year Budget**

**Capital Equipment/Projects**

**2019/20 Fiscal Year Budget  
Avila Beach Community Services District  
Capital Improvement Program  
(May, 2019)**

Item Description	Total 5 Years				
	2019/20 1	2020/21 2	2021/22 3	2022/23 4	2023/24 5
<b>General/Administration</b>					
General Administrative Capital Equipment	\$ 8,500	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
<b>Subtotal:</b>	<b>\$ 8,500</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>
<b>Water</b>					
W-2019/20 - 1 Water System Meter/Valve Replacement	\$ 100,000	\$ 75,000	\$ 50,000		
W-2019/20 - 2 Misc Water Line Replacement/Repair	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
W-Future Water Tank #2 Maintenance or Replace	\$ 0.00	\$ 150,000	\$ 75,000		
W-Future Lopez Booster Pumps	\$ 0.00	\$ 50,000	\$ 75,000		
W-Future Re-Coat Tank #1	\$ 0.00	\$ -	\$ 100,000	\$ 150,000	
<b>Subtotal:</b>	<b>\$ 125,000</b>	<b>\$ 300,000</b>	<b>\$ 325,000</b>	<b>\$ 175,000</b>	<b>\$ 25,000</b>
<b>Wastewater</b>					
WWTP Upgrade - 1 WWTP 2ndary Treatment Redundancy	\$ 250,000	\$ 1,500,000	\$ 750,000	\$ 0.00	\$ 0.00
WW - 2019/20 - 2 Brine Receiving Facilities	\$ 60,000	\$ 15,000	\$ 0.00	\$ 0.00	\$ 0.00
WW - 2019/20 - 3 San Miguel Street Sewer Line Replacement	\$ 125,000	\$ 400,000	\$ 50,000		
WW - 2019/20 - 4 Wastewater Collection Line Repair	\$ 15,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 0.00
WW -2019/20 -5 Miscellaneous Wastewater Projects	\$ 15,000	\$ 50,000	\$ 50,000	\$ 100,000	
WW - F2 Chlorination System Improvements	\$ 0	\$ 50,000			
WW- F3 First Street Sewer Line Replacement	\$ 0	\$ 0	\$ 50,000	\$ 200,000	\$ 0
WW- F5 Front Street Sewer Line Replacement	\$ 0	\$ 0	\$ 0	\$ 50,000	\$ 100,000
<b>Subtotal:</b>	<b>\$ 465,000</b>	<b>\$ 2,040,000</b>	<b>\$ 925,000</b>	<b>\$ 375,000</b>	<b>\$ 100,000</b>
<b>Street Lighting</b>					
L-1 Repair or Replace Lights and Electrical Systems (As Needed)	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
<b>Subtotal:</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>
<b>Total Capital Equipment / Projects by Fiscal year:</b>					
<b>Total 5-Year Capital Equipment / Projects</b>	<b>\$ 606,000</b>	<b>\$ 2,350,500</b>	<b>\$ 1,260,500</b>	<b>\$ 560,500</b>	<b>\$ 135,500</b>

**KEY**


- W-F#= FUTURE WATER - NEXT FISCAL YEAR
- WW#= WASTEWATER
- WW-F#= FUTURE WASTEWATER - NEXT FISCAL YEAR

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

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: May 8, 2019

SUBJECT: Consider Awarding a Contract for Water and Wastewater Rate Study

Recommendation

Staff recommends awarding a contract to Tuckfield and Associates for preparation of the District Water and Wastewater Rate Study

Funding

The majority of the funds for this project will be programmed in to the FY 2019/20 budget

Background/Discussion:

At the February 2019, Board meeting staff advised the Board that the water and sewer rate schedule that was adopted in 2013, expires on June 30, 2019. No changes to the water and sewer rate structure can be made until the District prepares an updated "Cost of Services Analysis", prepares a proposed updated rate structure and holds a public hearing to formally adopt an updated rate structure. The Board directed staff to initiate the process of retaining a contractor to conduct a water and sewer "Cost of Services" analysis and develop a proposed rate schedule. Staff reached out to the firm that recently assisted with the District's Reserve Policy, Tuckfield and Associates, and requested them to prepare a proposal and schedule.

At the April 10, 2019 Board meeting staff presented Mr. Tuckfield's proposal. Mr. Tuckfield anticipated the entire project will take approximately 125 hours and the total project costs will be approximately \$23,500. For reference, the District spent approximately \$60,000 for the 2013 rate study (which likely had a more extensive scope of work). Mr. Tuckfield's initial scope of work did not include development of updated capacity charges. The Board directed staff to have Mr. Tuckfield modify his proposal to include updated capacity charges which resulted in an additional 36 hours of effort and a cost increase of \$6,300 to the original proposal. The approximate cost of the study is now \$29,900 and the revised proposal is attached.

The scope includes a kick-off and three subsequent meetings that will include a Public Workshop, presentation of the final draft report at a regularly scheduled Board meeting and a public hearing during a subsequent regularly scheduled meeting. Mr. Tuckfield estimates the report preparation and rate setting process will take approximately seven months. The timing of the rate study will coincide well with the timing and implementation of the wastewater treatment plant improvement project.

Staff is confident in the ability and professionalism of Tuckfield and Associates and recommends awarding the contract to them for preparation of water and sewer rate study.





Proposal To:

# Avila Beach Community Services District

100 San Luis Street  
Avila Beach, CA 93424  
(805) 595-2664

## Proposal For Water and Wastewater Rate Study

Submitted By:

### **Tuckfield & Associates**

Contact: Mr. Clayton Tuckfield  
2549 Eastbluff Dr, #450B  
Newport Beach, CA 92660  
(949) 760-9454

[www.tuckfieldassociates.com](http://www.tuckfieldassociates.com)

FINANCIAL CONSULTING  
**TUCKFIELD &  
ASSOCIATES**  
MANAGEMENT CONSULTING

April 2019



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# Tuckfield & Associates

2549 Eastbluff Drive, Suite 450B, Newport Beach, CA 92660  
Phone (949) 760-9454 Fax (949) 760-2725  
Email [ctuckfield@tuckfieldassociates.com](mailto:ctuckfield@tuckfieldassociates.com)

April 24, 2019

Mr. Bradley Hagemann  
General Manager  
Avila Beach Community Services District  
100 San Luis Street  
Avila Beach, CA 93424

Dear Mr. Hagemann:

I am pleased to submit this proposal to provide consulting services for a Water and Wastewater Rate Study (Study) for the Avila Beach Community Services District (District). This submittal provides details regarding my qualifications and experience to meet the District's requirements for the Study. I believe that the combination of my qualifications and 30 years of experience will lead to a quality Study with a high level of professional service. I have conducted numerous water and wastewater rate studies in California as well as previous experience conducting studies nationally. This depth of experience will benefit the District throughout the performance of this study and lead to rate structures and rates that are specifically suited to the District.

This Study will determine the appropriate water and wastewater rates that are equitable and defensible, meet the requirements of Proposition 218, fund annual operating expense and capital spending, and provide for debt service coverage requirements. The scope of work provided herein proposes to address the District's request and will address the following objectives.

- Revenue sufficiency to fund operating and capital needs
- Appropriate levels of operating, capital, and emergency reserves
- Cost of service following appropriate standards, regulations, and guidelines
- Rates that are consistent with industry practice
- Rates that are easy to understand and administer

Tuckfield & Associates consulting is a local firm with extensive experience in California, specializing in rate studies and capacity charge studies. Mr. Tuckfield is the President and Principal Consultant for Tuckfield & Associates, and routinely conducts rate and capacity charge studies as the sole consultant, having completed such studies in this manner for many clients, including those whose populations have exceeded 100,000. Recent large clients within the last three years include the City of Buena Park and City of Loma Linda. Additional experience is provided in Appendix B of this proposal.

I will be professionally responsible for conducting the study and will provide hands-on work effort. This will allow me to develop an intimate knowledge of the District's wastewater system which will be beneficial when attending meetings and presenting results and findings. All rates and fees will be developed in accordance with the Water Environment Federation (WEF) for wastewater utilities as well as California State law.

I have the qualifications, experience, and capabilities to provide the services desired by the District. I have conducted successful studies for large and small agencies and special districts.

I look forward to working with District on this project. Should the District need any additional information, my contact information is provided below.

Very Truly Yours,

TUCKFIELD & ASSOCIATES



G. Clayton Tuckfield  
Principal Consultant  
2549 Eastbluff Drive, #450B  
Newport Beach, CA 92660  
(949) 760-9454  
ctuckfield@tuckfieldassociates.com



# Table of Contents

	<u>Page</u>
Firm Profile.....	1
Organization.....	1
Qualifications.....	2
Project Understanding .....	3
Project Approach.....	4
Water Rate Structure and Rates .....	4
Wastewater Rate Structure and Rates .....	5
Scope of Work .....	6
Experience .....	9
Proposed Fee.....	11
Schedule.....	12
 Resume .....	 Appendix A

# Proposal for Water and Wastewater Rate Study

## Avila Beach Community Services District

### Firm Profile

Tuckfield & Associates was founded in 1999 to provide quality consulting services to publicly-owned utilities to sustain their systems on sound rate-making principles.

The firm was founded by Mr. Clayton Tuckfield PE MBA who has over 30 years of experience conducting rate studies and capacity charge studies. Now in its 18<sup>th</sup> year, the firm has provided innovative and time-tested strategies founded on industry practice for implementing rates and charges. Tuckfield & Associates is a local firm located in Newport Beach and the performance of this project will be completed at this site.

Prior to the firm's founding, Mr. Tuckfield served Black & Veatch Corporation for nearly 15 years in their Management Consulting Division. Mr. Tuckfield has worked with numerous cities and special districts in California and has written papers and articles for AWWA (American Water Works Association) and California Special Districts Association (CSDA) and has conducted a webinar for CSDA regarding financing projects with USDA funding.

### Organization

Mr. Tuckfield will serve as the project consultant for the study and will be the primary contact with the District. He will be responsible for project administration, daily performance of the project, providing all deliverables, attending and/or presenting at all meetings, and will produce key elements of the study.

#### Key Personnel



#### Clayton Tuckfield, Principal

##### Summary

- 30 years of experience
- Over 100 rate studies
- Public Agency Specialization
- Tested Strategies
- Project Management

##### Project Responsibilities

- Project Consultant
- Financial Plan, Cost of Service, and Rate Design
- Public Meeting Presentations



## Mr. Clayton Tuckfield, PE MBA– Project Consultant

Mr. Tuckfield routinely conducts rate and capacity charge studies as the sole consultant and has completed such studies in this manner for many clients, even for those whose populations have exceeded 100,000. Mr. Tuckfield is an expert in utility financial planning, cost of service, rate structures, and utility management and is a professional dedicated to maintaining high financial and engineering standards.

Mr. Tuckfield has over 30 years of experience and has professionally performed over 100 utility cost of service and rate studies and many other financial feasibility studies.

He has performed studies for numerous communities in California ranging from the cities of Long Beach,

Buena Park, Ventura, Santa Barbara, Fullerton, Loma Linda, Arroyo Grande, Grover Beach, Pismo Beach, Oakdale, and Firebaugh to special districts including Santa Ynez CSD, Nipomo CSD, Mission Hills CSD, Keyes CSD, Hilmar CWD, Delhi CSD, Seeley CWD, and many others.

Mr. Tuckfield has an engineering degree and a master's degree in business administration. He has prepared presentations and technical papers for trade organizations that include the American Water Works Association's annual meeting, American Society of Civil Engineers, Arizona Finance Officers Association, and has authored a section of a webinar for the California Special Districts Association (CSDA) as well as a professional submission for CSDA's bi-monthly magazine. A resume for Mr. Tuckfield is provided in Appendix A of this proposal.

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# Qualifications

Tuckfield & Associates is a specialized consulting firm providing rate and financial solutions for publicly owned utilities.

Mr. Clayton Tuckfield, founder and principal of Tuckfield & Associates, has managed or been directly involved in publicly owned utility financial services for over 30 years. Since 1985, Mr. Tuckfield has used innovative methods combined with time-tested strategies to assist municipalities and special districts in achieving their financial goals. Clients have included public utilities, state and county governments, municipalities, and public districts.

### *Tuckfield & Associates Qualifications Summary*

- 30 years of experience
- Over 100 rate studies
- Public Agency Specialization
- Tested Strategies
- Project Management

## Services

Tuckfield & Associates provides comprehensive consulting services intended to safeguard the financial viability of the client's multi-million-dollar utility. Key elements include financial plans that anticipate economic contractions and expansions, capital planning for improvement financing options, allocation of costs to appropriate customers based on cost causative principles, and rates that are

designed to be fair and equitable. Services provided by Tuckfield & Associates include the following.

- Cost of Service and Rate Studies
- Capacity Charge Studies
- Rate Stabilization Studies
- Supporting Information for Bond Official Statements
- Capital Improvement Plan Financing Analyses
- Computer Modeling

## Commitment to Clients

Tuckfield & Associates approaches each study with the commitment to exceed our client's expectations. Our strength lies in our proven capability to provide comprehensive, practical, and implementable programs

that serve our clients, with personal relationship-driven service.

Tuckfield & Associates is highly qualified to provide the professional services requested by the District. The firm specializes in rate and capacity charge studies with extensive experience serving cities and special districts in California.

---

## Project Understanding

The District has the responsibility to provide affordable, reliable, and cost effective water and wastewater service to customers and properties of the District. The District is seeking financial consulting services to ensure revenue sufficiency to address the operating and capital requirements of the water and wastewater system.

The primary focus will be to assist the District's utility to attain a high degree of financial sustainability through fully understanding the District's goals and objectives, accurate data analysis, and design of fair and equitable rates that provide cost recovery. Specifically, the District desires to assess the revenue sufficiency of the current revenue stream, evaluate the current water and wastewater rate structure and rates in relation to the true cost of service, assess the equity of the recommended rates in relation to the types of property ownership and service requirements, and recommend operating, capital replacement, and capital improvement fund reserve balances.

variable charge for all water consumed over 5 HCF. All customer classifications have the same fixed charge and variable charge.

Residential customer classifications include Single-family Residential and Multifamily Residential whereas Non-residential customers classes include Commercial, Restaurants, and Industrial.

The District's current wastewater rate structure consists of a fixed monthly charge by customer class that includes 5 HCF of water consumption and a variable charge by customer class for water consumption over 5 HCF for the same customer classifications as for water service. The differentiation by customer class indicates that strength of the wastewater has been included into the class rates.

The approach, more fully discussed below, is to acquire, model, and analyze source data to understand customer water consumption, wastewater flows, operating and financial activities, along with District policy and direction provided by District staff and District Board. Initially, a client-specific financial model will be developed as a tool to analyze opportunities and forecast results.

The cost of service analysis will compare the revenue received by customer class using the current rates to the cost of service by class. This will illustrate where rates over or under recover the cost of service. The rates designed in this Study will also be compared with the class cost of service to demonstrate that 100 percent cost recovery is achieved.

## Current Rates

The District's current water rate structure consists of a fixed charge per month that includes 5 HCF of water and a

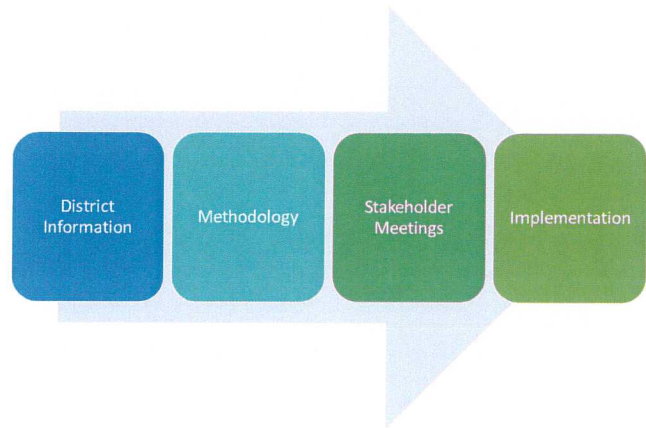


# Project Approach

Tuckfield & Associates rate studies follow the approach that utilities can best achieve implementable rate revisions through open communication at the beginning of the study, to identify the objectives and goals desired by staff and stakeholders.

Successful studies are achieved by clearly defining roles, responsibilities, objectives, goals, and milestone dates to efficiently move the project through the appropriate steps. Through these clear definitions, we will be focused on the study objectives and goals when developing the long-range financial and capital plans and utility rates.

The rates and charges for the District will be designed recognizing the American Water Works Association (AWWA) and Water Environment Federation (WEF) methodologies. These methodologies represent industry practice for the development of cost-of-service rates and charges, based upon the demands placed on the facilities by various users. The basic method includes identifying or creating different types of user classifications, allocating annual utility costs to cost-causative components, distributing costs to customer groups based on customer class use characteristics, and design of a rate structure and charges that will recover allocated costs from each customer group.



*We propose to conduct the study in a collaborative manner to facilitate completion, which will allow District ample time to review and implement any suggested changes.*

schedule of fixed charges designed based on the size of the meter installed at the customer’s premises. Base costs, consisting of the various water supply costs, would be recovered through a variable rate structure.

## Water Rate Structure and Rates

Following AWWA Manual M1, annual costs of the water system will be summarized into functional cost categories to the extent possible based on the District’s cost accounting structure. Such functional cost categories may consist of source of supply, pumping, treatment, storage, transmission, distribution, meters and services, customer billing and collecting, and fire protection. These costs are then allocated to water cost components based on the design of facilities or may be directly assigned to cost component because of its function. Such cost components include Base, Peaking, Meters and Services, Customer Billing and Collecting, and Fire Protection. Base costs are further separated into costs by each water supply source.

An example cost-of-service rate structure strategy may include recovering Peaking costs, Meters and Services Costs, and Customer Billing and Collecting costs from a

The design of the variable rate structure and rates may be established as rate tiers that recovers Base costs, and possibly Peaking costs. For a residential rate structure, the tier break points may be established as water use targets for indoor and outdoor water efficient use following guidelines of the state of California “Making Conservation a California Way of Life” final report dated April 2017. This has been followed up by recent legislation consisting of SB 606 and AB 1668.

An example residential first tier may be established as 4 persons per household (a default number) multiplied by 55 gpcd multiplied by the number of days in the billing cycle (30 days for monthly billing). Outdoor use is intended to reflect efficient water use for landscaped area square footage of various customer types. It is unlikely that the District has matched actual landscaped square footage to each customer account. Therefore, for residential customers, all use above indoor use may be considered

outdoor use. A third tier may be established to reflect a higher water supply cost that serves customers in this tier.

The figure below provides a method for how the water variable rates may be calculated in this example. The rate calculated in each tier reflects the cost of the water supplied to customers in each tier. In the example, the least expensive source would be supplied in the first tier, usually groundwater. The second would be a combination of groundwater and the cost of the second or third water supply source. The third tier would reflect the highest cost and the third water supply source.

Water Source	Tier 1	Tier 2	Tier 3
Source 1	✓	✓	
Source 2		✓	
Source 3		✓	✓
Volume	xxx	xxx	xxx
Rate	\$/HCF	\$/HCF	\$/HCF

Note that in the “Making Conservation a California Way of Life” final report that it acknowledges the framework does not contain a requirement on rate structures, and water suppliers are encouraged to consider drought effects and incorporate measures for rate stabilization. In addition to a tiered rate structure discussed above, a uniform volume rate structure would also be proposed for the District.

## Wastewater Rate Structure and Rates

The approach to wastewater rate design follows a similar process as described for the water system but following WEF Manual of Practice No. 27 for wastewater systems. Annual costs of the wastewater system are summarized into functional cost categories based on the District’s accounting structure.

Such functional cost categories may consist of collection, pumping, treatment, and disposal. These costs are then allocated to wastewater cost components based on the design of wastewater facilities. Cost components commonly include Volume (wastewater flow), Biochemical Oxygen Demand (BOD), Suspended Solids (SS), and Customer costs. If some facilities are identified and designed on the basis of capacity, a Capacity cost component may be included.

Allocated costs by cost component are distributed to customer classification based on how each group uses the wastewater system. The use, or units of service, consist of flow (mgd), BOD (lbs), SS (lbs), and Customer (bills). Wastewater rates are then established to recover the costs distributed to each customer classification.

For the residential classification, costs may be recovered through a few well-known structures. These include (1) fixed charges applicable to all residential customers, (2) an Equivalent Dwelling Unit (EDU) fixed charge designed for SFR, MFR, Condo, MHP, etc. and (3) a fixed charge that recovers Customer and possibly Capacity costs, and a variable charge that recovers flow, BOD, and SS costs based on water consumption read through the meter. A variant of the variable charge is to cap the residential water consumption at a certain use level which assumes that any consumption over that is being used for outdoor purposes. Commercial wastewater rates commonly have a fixed charge and a variable charge as most of the water use of this class returns to the sewer. The structure could be improved by having all non-residential customers install irrigation meters to separate indoor uses from outdoor uses.



# Scope of Work

The services requested by the District are the core services provided by Tuckfield & Associates. The focus of the firm has been on providing quality rate consulting services needed to maintain financial sustainability. The following tasks describe our proposed scope of work to complete the Water and Wastewater Rate Study.

## Task 1 – Initial Meeting/Data Collection

The focus of this initial meeting with District Staff will be to define goals and objectives for the study and explore the issues generated by District Staff. The meeting serves as an important first step in assuring that all key members develop a clear understanding of the study elements and data required.

Prior to the meeting, a request will be submitted to the District for information to be gathered by District Staff. The information request will include several items such as audits, budgets, master plans, design reports, capital improvement plans, billing information, debt service schedules, and several others.

**Meetings:** One (1) on-site meeting to kick-off the project

**Deliverables:** Request for Information

## Task 2 – Long Range Financial Planning

The objective of this task is to develop a ten-year financial plan for the wastewater enterprise that projects the revenue and revenue requirements for the study period. This task requires an assessment of the sufficiency of revenues based on the existing rates and fee schedules, the District's ability to meet projected revenue requirements, and the determination of the level of any revenue adjustments required with any additional financing requirements. Specific tasks include the following.

### Task 2.1: Review Financial Information, Policies, and Practice

The District's policies regarding the financial, operating and capital reserves, and rate practices will be reviewed and evaluated. These items are essential to the long-term sustainability of the utility. From the evaluation, recommendations will be made that will enhance the utility's ability to meet its financial goals.

### Task 2.2: Review and Summarize Billing Information

The customer billing information that is received from the District will be reviewed, analyzed, and summarized for use in the rate study. The information will be reviewed for accuracy and reasonableness for use to understand user characteristics.

### Task 2.3: Develop Long Range Financial Plans

In this task, the annual revenue requirements of the wastewater utility will be identified and projected. Budget items and any future obligations will be projected for a ten-year forecast period. Revenue Requirements will include operation and maintenance expenses, existing debt service, annual replacement, identification and financing of future capital improvements (CIP), transfers to/from the utility funds, and use of reserves. Revenue requirements will be projected from a review of historical results, current budget, and current economic trends while accounting for expected operational changes and system growth.

A ten-year pro forma cash flow will be developed to compare projected revenue using the existing rates (including miscellaneous and other charges) to projected revenue requirements over the planning period. Revenues will be projected by developing assumptions regarding customer growth and estimated usage information. Analysis of the cash flow will determine if any revenue adjustments are needed to meet the revenue



requirements while recognizing the financial planning criteria developed for each fund. The long-range financial plan developed above will be modeled such that assumptions/variables may be changed to assess the impacts to the plan. By varying these assumptions, their sensitivity may be evaluated and the need for higher or lower revenue increases may be determined. Several options for revenue increases may be explored and presented to District Staff.

**Deliverables: Assumptions, billing summaries, long-range financial plan alternatives**

### Task 3 – Cost of Service Analyses

The cost of service phase of the study will focus on allocation of costs (revenue requirements) to customer classifications based on cost causative methodologies. The cost allocations will be developed using standards and methodologies from the WEF and best management practices. The cost of service analysis part of the study provides the defensibility for the selected rate structures and rates, providing compliance with Proposition 218.

#### Task 3.1: Analyze Customer Usage Patterns and Recommend Customer Classifications

Historical billing summaries that were summarized in Task 2.2 will be reviewed and analyzed by customer classification to determine water consumption and establish user characteristics. Patterns of consumption may be utilized to evaluate individual customer class characteristics and for comparison to other classifications.

#### Task 3.2: Allocate Costs to Functional Cost Components

The annual revenue requirements will be allocated to functional cost components following standards in the WEF manual of practice. Allocations of operation and maintenance expenses will be allocated separately from capital requirements of the system.

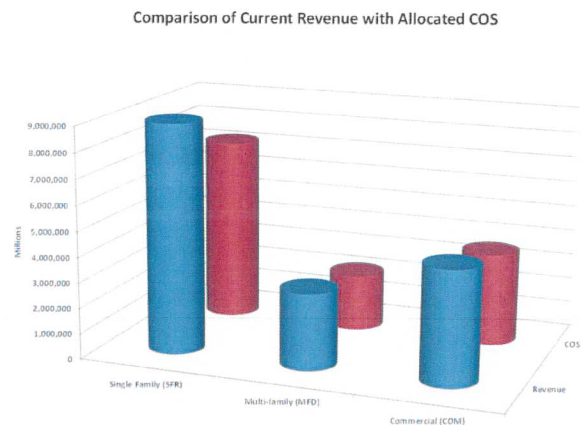
#### Task 3.3: Distribute Functional Costs to Customer Classifications

Costs that have been allocated to functional cost components are distributed to the various customer classifications based on their responsibility for the service

provided. Responsibility is established from the units of service (such as HCF, HCF/day, and number of customers) applicable to each functional cost component. Unit costs are developed which are then applied back to the units of service by customer class, which determines each customer classification’s cost responsibility.

### Task 4 – Rate Structure Analysis and Rate Design

The rate structures that are selected for each utility should be responsive to the needs and philosophy of both the utility and its customers. The selected rate structures are a blend of what may be several competing objectives to accomplish the overall goals desired by the utility and general public. Through discussion with District staff, our evaluations of the existing rate structures and design of new rate structures will meet the expectations of the utility and public.



*The equity of the current rate structure and rates is assessed through a comparison of current revenue with the allocated Cost of Service.*

#### Task 4.1: Evaluate Rate Structures and Calculate Rates

The current rate schedules will be evaluated to validate their applicability for District’s cost structure and customer base as well as recent court findings. It is intended that the recommended rate structure will result in revenue stability, will be easy to administer and understand, and

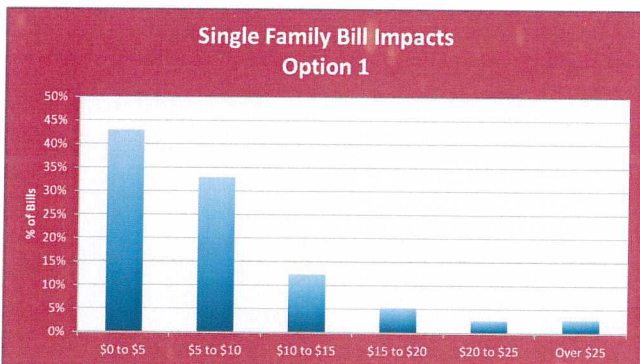
comply with industry practices such as the WEF and federal, state, and local regulations for rate setting in California.

### Task 4.2: Determine Bill Impacts

The impact to customer bills is an important aspect of any rate change. The financial impacts to customers that results between the existing and alternative rate structure will be determined and a series of tables and figures will be created that show projected rate impacts on different types of customers at different levels of usage.

#### Single Family (SFR) (with 5/8 inch and 3/4 inch meters)

Description	Use (Kgal)	Current Bill	Proposed Bill	Percent Change
Very Low	10	\$42.76	\$44.88	5.0%
Low	20	\$62.36	\$65.45	5.0%
Median	16	\$54.52	\$57.23	5.0%
Average	22	\$67.58	\$69.57	2.9%
High	40	\$126.26	\$131.16	3.9%
Very High	50	\$158.86	\$165.38	4.1%



*The impacts to customer bills can be identified for each rate structure alternative prior to implementation.*

### Task 4.3: Bill Comparison with Other Communities

Rate schedules will be gathered from other local communities for the purpose of calculating typical bills at various levels of water consumption. The number of communities chosen for analysis will be agreed upon with the District. Example bills will be developed using the proposed rate structure and compared with typical bills of the other communities at the same volumes.

**Deliverables:** Cost of service analyses, proposed rates and presentation material

## Task 5 – Capacity Charges

Capacity charges, or sometimes called by other names such as connection fees, system development charges, or impact fees, will be determined for the District based on existing records and data from the District. Applicable State laws, administrative rules, and District ordinances will be reviewed as well as the District’s master plans, fixed assets, or other lists of capital projects regarding their eligibility for capacity charges. The costs to be recovered from new development will be considered using an appropriate methodology that may include a buy-in method, incremental cost method, or a combination of these two. Capacity charges will be developed for the water and wastewater utilities that fairly recovers infrastructure costs from new development. Costs need to be distinguished between those that are related to repair and replacement and those that are related to expansion (growth-related). The District may need to engage their Engineer to allocate CIP between replacement and growth. The growth-related costs will be recovered from a capacity charge that may include financing costs and reductions for contributed facilities. Water system capacity charges may be determined based on fee per meter or per gallon per day demand while wastewater capacity charges may be determined based on components including flow by volume and BOD and SS per pound.

## Task 6 – Draft Report Preparation

A Draft Report will be prepared that includes forward looking financial plans, cost allocations, and proposed rates. The Draft Report will include an executive summary highlighting the major issues, assumptions, and findings and recommendations. Sections will be included that discuss the financial plans, cost allocation methodologies, design of the proposed rate structures and rates, and rate comparisons.

**Deliverables:** An electronic copy of the Draft Report, Delivered by July 6, 2019

## Task 7 – District Board Workshop

The Draft Report’s findings and recommendations will be presented in a PowerPoint presentation format at an evening District Board workshop. The presentation will



discuss the financial plan, the selected rate structure, and bill impacts.

**Meeting:** One (1) on-site evening District Board Workshop meeting  
**Deliverables:** Presentation materials for Public Workshop

**Task 8 – Final Report**

Comments received from District Staff and the District Board workshop will be incorporated into a Final Report for submission to the District. The Final Report will be

submitted for adoption at a regular District Board meeting. At this meeting, it is expected that District Board will adopt the rate study and rates and direct District Staff to prepare the Proposition 218 Notices.

**Meeting:** One (1) on-site evening regular public meeting  
**Meeting:** One (1) on-site Public Hearing Meeting  
**Deliverables:** An electronic copy and five (5) hard copies of the Final Report plus one reproducible copy  
**Presentation materials for regular public meeting**

# Experience

Mr. Tuckfield has been providing rate consulting services for over 30 years with about 15 years working with an international consulting firm and about 18 years with Tuckfield & Associates. Listed below are representative engagements and references for studies delivered by Tuckfield & Associates. These recent and successful utility financial plans and rate studies are a sample of the work provided to California communities. The studies have been prepared in conformance with Proposition 218 and all studies use the cost of service and allocation methods described in the AWWA Manual M1 for water utilities and WEF Manual of Practice No. 27 for wastewater utilities.

## Water and Wastewater Rate Study, City of Pismo Beach, California

**Reference:** Ms. Nadia Feeser, Administrative Services Director, 805-773-7010, nfeeser@pismo beach.org

Tuckfield & Associates is currently completing a comprehensive water and wastewater rate study for the City of Pismo Beach. Mr. Tuckfield also completed rate studies for the City in 2007 and 2013. The current study reviewed and updated the water rate structure to comply with recent legislation and court decisions regarding tiered water rate structures while also designing water shortage rates that followed the stages of the City’s drought management plan. Additionally, the study updated the wastewater rates and developed a new storm water charge. Several options for storm water cost recovery were discussed with City staff.

The 2007 study accounted for all financial aspects of the water and wastewater rates, including each water supply source, utility debt and assessment debt, and various sub-funds of the utilities. The study included financial planning, cost of service, and rate structures for both water and wastewater. The 2007 study results were adopted by city council.

The 2013 study addressed the city’s 2010 Urban Water Management Plan finding that the city needed to reduce its per capita water consumption annually to comply with SB x7-7 as well as plan for significant replacement of infrastructure. One of the water rate structures proposed included a four-block rate structure to promote conservation. Wastewater rates were developed following the WEF and SWRCB guidelines as the City has several loans through the SRF program. Both the water and wastewater proposed rates were adopted by the City Council.



## Water and Wastewater Rate Studies, Nipomo Community Services District, California

**Reference: Mr. Mario Iglesias, General Manager, 805-929-1133, miglesias@ncsd.ca.gov**

Mr. Tuckfield completed water rate studies for the District in 2011, 2014, and in 2017 that addressed the District's needs to acquire supplemental water from the City of Santa Maria. Because of recent legal actions to adjudicate the greater Santa Maria groundwater basin, the District entered into an MOU to contract for 3,000 ac-ft of supplemental water from Santa Maria. In the 2010 study, Mr. Tuckfield assisted the District with evaluating several financial planning scenarios and rates regarding the financing and implementation of the supplemental water project. Rates were ultimately established to cover O&M and capital, without the project, to allow the District to meet its on-going obligations while the District pursued establishing an assessment district to finance the project. Rates from the 2010, 2014, and 2017 studies were adopted by the Board of Directors.

In 2013, Tuckfield & Associates assisted the District for a bond offering by providing a statement of revenue, expense and debt coverage information for its Official Statement, used to secure partial financing for the supplemental water project. The financing was incorporated into the 2014 rate study which developed a supplemental water rate structure that passed at the Prop 218 public hearing.

In 2015, Tuckfield & Associates conducted a Wastewater Rate Study for the District. The study included preparing a long-range financial plan that included reserve targets, debt coverage ratios, and funding of CIP. Wastewater rates were developed following cost of service principles from the WEF manual of practice. Wastewater rates are currently scheduled for a Proposition 218 public hearing in November.

## Water and Wastewater Rate Study, City of Loma Linda, California

**Reference: Mr. Jarb Thaipejr, City Manager, 909-799-2811, jthaipejr@lomalinda-ca.gov**

Tuckfield & Associates completed a water and wastewater rate study for the City of Loma Linda in 2014 and was engaged again in 2018. The 2018 study included discussion with staff regarding the City's proposed levels of CIP spending and the effect of a delay of capital improvements to future years.

In both the water and sewer funds, the fund balances were below city policy target levels. The rate increases for both utilities were designed to rebuild fund balances, cure annual deficits, meet O&M escalation, pay for future debt service, and fund annual repair and replacement expenditures. Rate structures were discussed that included explanations of tier break points and possible rate scenarios. Water and wastewater rates were adopted by the City Council.

## Water Rate Study, City of Buena Park, California

**Reference: Mike Grisso, Utilities Manager, 714-562-3705, mgrisso@buenapark.com**

Tuckfield & Associates completed a water financial plan and rate study for the City of Buena Park in 2016. The scope of work included (1) preparing a long-range financial plan that includes assessment of current revenues to meet the current and future obligations of the water fund, establishing operating and capital reserve policies, and incorporating financing of the proposed capital improvement program (CIP) spending plan and (2) design of an appropriate rate structure that complies with Proposition 218.

Three financial plan alternatives were prepared and discussed with City Staff that funded the same CIP but with various combinations of cash, bond financing, and annual revenue increases. The cost of service and rate portion of the study included a review and justification of the City's current rate structure and rates and preparing two tiered rate structure

alternatives. The rate structures addressed the recent San Juan Capistrano court decision regarding conservation rates by preparing a new tiered rate structure to replace the current conservation rate structure while also developing a uniform volume rate structure for all customers. City staff selected a uniform rate structure and the rates were adopted by City Council. In August 2017, the City engaged Tuckfield & Associates to provide an updated water financial plan for inclusion in their water bond Official Statement. Revenue bonds were issued from which to obtain proceeds from the sale to finance the CIP projects.

## Water and Wastewater Rate Studies, City of Ventura, California

**Reference: Ms. Susan Rungren, Principal Engineer, 805-652-4523, srungren@venturawater.net**

Tuckfield & Associates completed a water and wastewater rate study update for the City of Ventura in 2010 that continued a 20-year relationship with the city which began in 1990. Mr. Tuckfield conducted the initial study and subsequent studies over that timeframe. During that period, the city managed to construct over \$200 million in water and wastewater capital improvements, all while maintaining reasonable increases in water and wastewater rates. Mr. Tuckfield also developed water conservation rates using inverted rate blocks for residential customers while establishing separate rates for non-residential customers, including large industrial users.

The 2010 rate study update also addressed several concerns of city staff. Various rate scenarios were discussed with city staff that evaluated the impact of budget constraints and the delay of capital improvements to future years. The rate study update also included a review of the water rate structure which was compared with industry practice and other local water agency rates to determine the validity of the water rate structure in the current environment. Additionally, several scenarios identified the loss in revenue that would occur if outside city customers were no longer charged a rate differential and if rate increases were delayed from their normal implementation date. Mr. Tuckfield also developed computerized financial planning and rate models for the city to analyze present and future utility financial needs.

## Proposed Fee

Tuckfield & Associates provides studies with competitive pricing and billing rates. We propose to accomplish the tasks described in our scope of work section for a cost not-to-exceed estimate of \$29,871. The cost estimate is based on the standard hourly billing rates above and the number of hours estimated to complete each task. Direct expenses will be billed at cost and will include expenses related to travel, lodging, mileage, meals, long distance telephone, printing and binding, and other direct costs. Additional meetings can be provided as requested by the City at our standard hourly billing rates including direct expenses related to the meetings. A cost proposal is provided below.

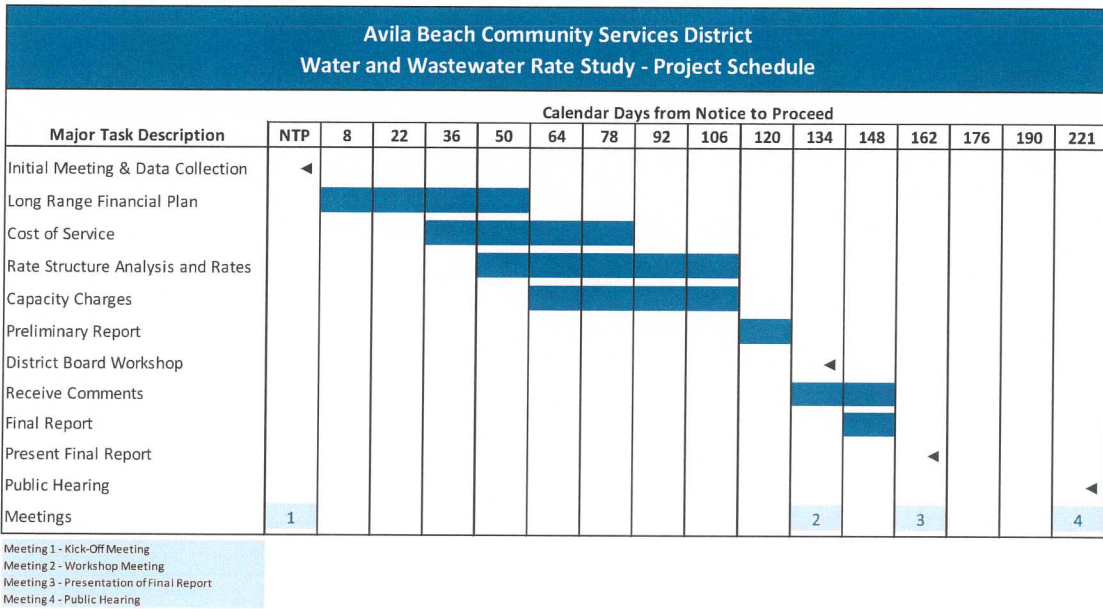
**Avila Beach Community Services District**  
 Water and Wastewater Rate Study - Detailed Cost Breakdown

Major Task Description	Hours			Total Budget
	On-site Meeting	Clayton Tuckfield		
	Hourly Rate	\$175		
<b>Task 1: Initial Meeting &amp; Data Collection</b>		2		\$350
<b>Task 2: Long Range Financial Plans</b>				
Task 2.1: Review Financial Info, Policy & Practice		2		\$350
Task 2.2: Review and Summarize Billing Info		8		\$1,400
Task 2.3: Develop Long Range Financial Plans		18		\$3,150
<b>Task 3: Cost of Service Analyses</b>				
Task 3.1: Analyze Customer Usage Patterns & Classes		8		\$1,400
Task 3.2: Allocate Costs to Cost Components		12		\$2,100
Task 3.3: Distribute Costs to Customer Class		8		\$1,400
<b>Task 4: Rate Analysis and Design</b>				
Task 4.1: Evaluate Rate Structures & Calc Rates		24		\$4,200
Task 4.2: Determine Bill Impacts		6		\$1,050
Task 4.3: Bill Comparison with Other Communities		4		\$700
<b>Task 5: Develop Capacity Charges</b>		36		\$6,300
<b>Report Preparation</b>		18		\$3,150
<b>Meetings</b>		4	16	\$2,800
	<b>Total</b>	<b>4</b>	<b>162</b>	<b>\$28,350</b>
<b>Other Direct Costs (ODCs): Travel, Mileage &amp; Printing:</b>				<b>\$1,521</b>
<b>Total Study Cost:</b>				<b>\$29,871</b>

## Schedule

Tuckfield & Associates has a strong track record of meeting client schedules. Our experience in performing rate studies enables us to meet the District’s goals in a timely and efficient manner. A suggested time-line schedule is presented below in a graphical format showing key milestone and target dates. The schedule is approximate based on timely receipt of information and acceptance of the study by the District and public. The time-line can be adjusted to meet the District’s specific needs.








**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: May 8, 2019

SUBJECT: Award Contract to Retain Michael K. Nunley and Associates (MKN) to Provide Engineering Design and Support Services for Preparation of the 30% Design Documents for the Wastewater Treatment Plant Improvement Project

**Recommendation:**

Staff recommends that the Board award a contract to Michael K. Nunley and Associates for Preliminary Engineering and Planning Services for the WWTP Improvement Project.

**Funding:**

The District's approved FY 2018-19 Budget includes funding for the WWTP Improvement Project. The draft FY 2019/20 Budget includes \$250,000 for the Project.

**Discussion:**

The District and the Port San Luis Harbor District conducted a WWTP Improvement Project joint workshop in March 2019. At the conclusion of the Workshop the respective Boards directed staff to continue with the design and implementation of the Avila Beach Community Services District WWTP Improvement Project. The scope of the project includes upgrading the pumps in the influent wet wells and adding a package 50,000 gallon per day, side-stream membrane bioreactor (MBR) plant to provide enhanced and redundant organic loading treatment. The next steps in the project are to develop a project schedule, the 30% design plans, work through the permitting requirements, and develop the procurement process and documents for the MBR unit.

Staff requested MKN to develop a proposal for the needed engineering and planning services support. Staff worked with MKN staff to broaden the potential scope of services to include support that may or may not be needed. The "not to exceed amount" of the proposal is \$132,300. However, all services provided by MKN and their sub-consultants will be billed on a "time and material basis" and the consultants will not exceed the amounts in their proposals without the written approval of the CSD. The complete proposal is provided as an attachment to this staff report.

MKN has provided engineering support services to the CSD and the Harbor District in the past and staff at both agencies are confident in their abilities and are supportive of moving forward with MKN on this next critical step of the Project. Staff recommends awarding the contract to Michael K. Nunley and Associates for the scope of work in the attached proposal for an amount not to exceed \$132,300.





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

May 1, 2019

Brad Hagemann, PE  
General Manager  
Avila Beach Community Services District  
(Submitted Electronically)

**SUBJECT: Proposal to Provide Preliminary Engineering and Planning Services for ABCSD WWTP Improvements**

Dear Brad,

### **PROJECT UNDERSTANDING**

Avila Beach Community Services District (ABCSD) owns and operates the Avila Beach Wastewater Treatment Plant (WWTP), which also provides service to Port San Luis Harbor District (PSLHD). ABCSD intends to implement recommendations from the ABCSD WWTP Alternatives Study: Technical Memorandum 2 - Alternatives Evaluation (MKN, 2019). The project will include the following components:

- Influent lift station improvements
- 50,000 gpd packaged membrane bioreactor (MBR) system for parallel operation with the existing fixed film reactor (FFR)
- Electrical system improvements including new power supply to the packaged MBR system
- Retaining wall to increase usable area adjacent to Avila Beach Drive
- Instrumentation and control systems to support the new facilities
- Piping connections between the new MBR system into the existing plant facilities

At this time, ABCSD will continue to use the existing low-rate anaerobic digester for solids storage with sludge routinely extracted for hauling.

ABCSD has asked MKN to provide a proposal for engineering support through the initial preliminary design, permitting, and equipment procurement activities. It is assumed final design, bidding services, and construction phase support will be authorized separately and will not be included in the scope described herein.

### **SUMMARY OF PROPOSED SERVICES**

If selected, MKN will perform the following tasks:

- Preliminary evaluation of flood risk
- Development of Preliminary Engineering Report including conceptual plans

- Preparation of supporting information for Coastal Development Permit application to County of San Luis Obispo
- Development of prequalification process for selection of a packaged MBR system vendor

We are including the following engineering subconsultants for this phase of work:

- Yeh & Associates, Inc. – Geotechnical
- IRJ Engineers, Inc. – Electrical
- Smith Structural Group – Structural

## **SCOPE OF WORK**

MKN proposes to perform the following scope of work for this project:

### Task Group 100 – Project Management and Meetings

- Plan and attend kickoff meeting and plant walkthrough. Conduct progress meetings as follows:
  - Review of Draft Preliminary Engineering Report
  - Review of Draft Request for Proposals for Packaged MBR Systems
- Develop and maintain project schedule including major tasks such as permitting, design, major equipment procurement, bidding, and construction.
- Providing monthly progress reports with invoices

### Task Group 200 – Preliminary Engineering Report

- Define plant design criteria, including flows, loading, and concentration, based on the existing permit with more stringent biochemical oxygen demand (BOD) and total suspended solids (TSS) limits consistent with secondary treatment plants discharging to the ocean
- Review Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) and determine likely impact of flood risk on existing and future facilities
- Recommend permitting process, floodproofing recommendations, and other mitigation measures to address flood risk
- Prepare list of plan sheets and list of specifications
- Develop 30% design plans including the following sheets:
  - Cover Sheet and Index
  - Lift Station Plan and Section
  - Membrane Bioreactor Plan
  - Membrane Bioreactor Elevation
  - Electrical Single-Line Diagram
  - Electrical Plan
  - Foundation Plan
  - Retaining Wall Plan and Section

- Receive input from District's CEQA consultant on recommended process and timeline for CEQA compliance
- Prepare project cost opinion including allowances for permitting, designing, administrative costs, and contingency.
- Provide updated project schedule
- Develop Preliminary Geotechnical Report including field exploration (see attached proposal from Yeh & Associates, Inc.)
- Prepare draft Preliminary Engineering Report for District review
- Prepare final Preliminary Engineering Report

#### Task Group 300 – Packaged Membrane Bioreactor Procurement

- Develop specifications for MBR
- Prepare site plan with yard piping schematic
- Conduct no more than four (4) site visit(s) with prospective proposers
- Develop draft and final Request for Proposal (RFP) including design criteria, scope of work, evaluation criteria, relevant record drawings of existing plant site, contract requirements for purchase order or purchase agreement from vendor
- Review vendor proposals (up to four), develop comparison matrix, and prepare recommendation for District staff
- Assist District with contract or purchase order negotiation (12 hours assumed)

#### Task Group 400 – Permitting and Financing Support

Under this “as-needed” task, MKN will provide up to eighty (80) hours of technical support for development of project descriptions, meeting attendance, consultant coordination, exhibits, or other information to support permitting and financing efforts by the District.

It is assumed future tasks will include development of the United States Department of Agriculture (USDA) Preliminary Engineering Report and/or other major deliverables required for a loan application.

#### **ASSUMPTIONS**

- MKN shall be entitled to rely reasonably upon the accuracy of data and information provided by or through ABCSD and will use good professional judgment in reviewing and evaluating such information. If MKN identifies any error or inaccuracy in data or information provided by or through ABCSD, or determines that additional data or information is needed to perform the services, MKN shall promptly notify ABCSD.
- MKN will provide data requests to ABCSD as needs arise.
- ABCSD will be responsible for completing permitting applications and for performing California Environmental Quality Act (CEQA) analysis.
- ABCSD will coordinate with PG&E for a secondary electrical service to the site. MKN will be responsible for onsite electrical design between the new PG&E service meter and MBR system and low-voltage connections to the existing electrical systems.



- ABCSD will provide wastewater information including WWTP influent & effluent flow, quality and available flow monitoring data.
- ABCSD and PSLHD will provide written comments on deliverables and will agree upon revisions before forwarding to MKN.

**SCHEDULE**

If authorized to perform this work, MKN proposes to proceed under the following schedule:

<b>Task</b>	<b>Schedule</b>
Draft Preliminary Engineering Report	Within 16 weeks of receipt of any information requested at the Kickoff Meeting
Final Preliminary Engineering Report	Within 2 weeks of Draft PER review meeting
Draft Request for Proposals for Packaged MBR System	Within 4 weeks of Draft PER review meeting

**BUDGET**

The following table summarizes the budget for each task identified above.

<b>Task Group</b>	<b>MKN</b>	<b>Yeh &amp; Associates</b>	<b>IRJ Engineers</b>	<b>SSG</b>	<b>Subtotal</b>
100 – Project Management and Meetings	\$6,772	--	--	--	<b>\$6,772</b>
200 – Preliminary Engineering Report	\$32,731	\$31,609	\$22,000	\$5,500	<b>\$91,840</b>
300 – Packaged MBR Procurement	\$22,353	--	--	--	<b>\$22,353</b>
400 – Permitting and Financial Support	\$11,338	--	--	--	<b>\$11,338</b>

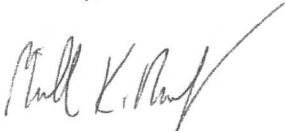
MKN proposes to perform the services identified in this letter proposal on a time and materials basis, with a budget not to exceed \$132,303. Invoices will be submitted monthly.

We hope this proposal meets your expectations and look forward to working with you on this project.



Brad Hagemann, PE  
Page 5

Sincerely,

A handwritten signature in black ink, appearing to read "Michael K. Nunley". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Michael K. Nunley, PE  
CEO/President

Attachments:

Budget

Fee Schedule

Subconsultant Proposals: Yeh & Associates, IRJ

**Avila Beach WWTP Preliminary Engineering & Permitting Support**

	Project Director	Principal Engineer	Assistant Engineer	Drafting	Total Hours	ODCs	Yeh & Associates	IRJ Engineers	Smith Structural Group	Total MKN Labor	Total Cost
<b>Task Group 100 - Project Management and Meetings</b>											
Kickoff meeting	2	3	4		9	\$ 42				\$ 1,395	\$ 1,437
Progress meetings (2)	2	4	4		10	\$ 47				\$ 1,580	\$ 1,627
Project schedule	2	2	12		16	\$ 63				\$ 2,090	\$ 2,153
Monthly progress reporting	2	6			8	\$ 45				\$ 1,510	\$ 1,555
<b>Subtotal</b>	<b>8</b>	<b>15</b>	<b>20</b>	<b>0</b>	<b>43</b>	<b>\$ 197</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,575</b>	<b>\$ 6,772</b>
<b>Task Group 200 - Preliminary Engineering Report</b>											
Design criteria		16	32		48	\$ 194				\$ 6,480	\$ 6,674
Flood risk analysis and recommendations	8		8		16	\$ 74				\$ 2,480	\$ 2,554
List of plan sheets and specifications		2	4		6	\$ 24				\$ 810	\$ 834
30% Design Plans	4	16	24	24	68	\$ 262		\$ 22,000	\$ 5,500	\$ 8,728	\$ 36,490
CEQA process and timeline (input from District CEQA consultant)		2	2		4	\$ 18				\$ 590	\$ 608
Cost opinion		4	32		36	\$ 128				\$ 4,260	\$ 4,388
Updated project schedule		2	2		4	\$ 18				\$ 590	\$ 608
Preliminary Geotechnical Report		4			4	\$ 22	\$ 31,609			\$ 740	\$ 32,371
Draft PER	4	16	16		36	\$ 166				\$ 5,520	\$ 5,686
Final PER	2	4	4		10	\$ 47				\$ 1,580	\$ 1,627
<b>Subtotal</b>	<b>18</b>	<b>66</b>	<b>124</b>	<b>24</b>	<b>232</b>	<b>\$ 953</b>	<b>\$ 31,609</b>	<b>\$ 22,000</b>	<b>\$ 5,500</b>	<b>\$ 31,778</b>	<b>\$ 91,840</b>
<b>Task Group 300 - Packaged MBR Procurement</b>											
Specifications	2	8	16		26	\$ 109				\$ 3,640	\$ 3,749
Preliminary site plan		2	4	4	10	\$ 36				\$ 1,198	\$ 1,234
Site visits (up to 4)		8	8		16	\$ 71				\$ 2,360	\$ 2,431
Draft RFP	4	16	16		36	\$ 166				\$ 5,520	\$ 5,686
Final RFP	2	2	2	2	8	\$ 36				\$ 1,184	\$ 1,220
Review proposals	4	16	16		36	\$ 166				\$ 5,520	\$ 5,686
Assist District with contract or purchase order negotiation	4	8	8		12	\$ 68				\$ 2,280	\$ 2,348
<b>Subtotal</b>	<b>16</b>	<b>60</b>	<b>62</b>	<b>6</b>	<b>144</b>	<b>\$ 651</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,702</b>	<b>\$ 22,353</b>
<b>Task Group 400 - Permitting and Financing Support</b>											
"As-needed" technical support	8	24	24	24	80	\$ 330				\$ 11,008	\$ 11,338
<b>Subtotal</b>	<b>8</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>80</b>	<b>\$ 330</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,008</b>	<b>\$ 11,338</b>
<b>TOTAL ESTIMATED FEE</b>											<b>\$ 132,303</b>

Billing Rates	\$/hr
Project Director	200
Principal Engineer	185
Project Engineer/ Senior Scientist	152
Water Resources Planner	142
Assistant Engineer	110
GIS Specialist	135
Drafting	97
Administrative Assistant	60

Mileage to be reimbursed at IRS rate







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

## FEE SCHEDULE FOR PROFESSIONAL SERVICES

### ENGINEERS AND TECHNICAL SUPPORT STAFF

Project Director/ Operations Manager	\$200/HR
Principal Engineer	\$185/HR
Senior Project Engineer	\$175/HR
Project Engineer/ Senior Scientist	\$152/HR
Water Resources Planner	\$142/HR
GIS Specialist	\$135/HR
Assistant Engineer II	\$130/HR
Assistant Engineer I	\$110/HR
GIS Technician	\$112/HR
Supervising Drafter	\$110/HR
Drafting/Design Technician II	\$97/HR
Drafting/Design Technician I	\$90/HR
Administrative Assistant	\$60/HR

*Routine office expenses such as computer usage, software licenses and fees, telephone charges, office equipment and supplies, incidental postage, copying, and faxes are included as a 3% fee on labor cost.*

### DIRECT PROJECT EXPENSES

Outside Reproduction	Cost + 10%
Subcontracted or Subconsultant Services	Cost + 10%
Travel & Subsistence (other than mileage)	Cost
Auto Mileage	Current IRS Rate - \$.58/mi.

April 25, 2019

Proposal No. 219-201

Michael K. Nunley & Associates, Inc. (MKN)  
PO Box 1604  
Arroyo Grande, CA 93421

Attn: Mr. Michael Nunley

**Subject: Proposal for Geotechnical Services, Membrane Unit and Wastewater Treatment Plant Improvements, 2859 Avila Beach Drive, San Luis Obispo County, California**

Dear Mr. Nunley:

Yeh and Associates, Inc. is pleased to submit this proposal to provide geotechnical services as input to the 30-percent design of the proposed improvements to Avila Beach Community Services District's wastewater treatment plant at 2859 Avila Beach Drive (APN 076-194-008). This proposal was prepared in response to our telephone conversations on April 23, 2019. Our understanding of the project is based on our discussions and review MKN's *Technical Memorandum 2 – Alternatives Evaluation* dated April 18, 2019. The wastewater treatment plant is located on an approximately 0.6-acre site between Avila Beach Drive and San Luis Obispo Creek in Avila Beach, and services an average daily flow of about 0.06 million gallons per day (MGD). The main improvements will be to add a membrane system and associated piping to the plant. The geotechnical evaluation will include an overall assessment of the subsurface conditions at the site and the potential for the site to be impacted by geologic hazards. The proposed improvements will generally consist of a new membrane at some location at the site and associated piping. This proposal includes our scope of services, estimated fee, and schedule to provide the requested services.

**Scope of Services:**

1. Consult with MKN and the District to initiate the project, collect background information from Client that may be pertinent to the geotechnical evaluation, coordinate site access and a schedule for field exploration activities, and review the scope and schedule for geotechnical services. The key pieces of information that Yeh will attempt to obtain for the evaluation are: cone penetration test data that was collected as part of the evaluation for the Unocal remediation project in Avila Beach, and boring information that may have been collected for the Bob Jones Trail Bike Bridge across San Luis Obispo Creek just north of the site. This proposal assumes that site access and any environmental permits, monitoring, or documentation required for the drilling will be provided by others.

2. Prepare a health and safety plan for our work, visit the site to mark the locations of the explorations, and contact Underground Services Alert (USA) to contact utilities and review the locations prior to beginning the field exploration program. Yeh will also review as-built plans for the site and the locations of the planned explorations with the District to evaluate if there are buried pipes or structures that should be avoided. Yeh will not be responsible for damage resulting from encountering underground utilities or structures that are not brought to our attention and properly marked at the site.
3. Perform a one-day field exploration program to advance a series of cone penetration test (CPT) soundings at the site. The CPT will be advanced with a minimum 20-ton truck equipped with a hydraulic ram and onboard computer to collect data from the CPT at 1 to 5 cm intervals as the probe is advanced into the ground with the ram. Measurements for tip resistance, sleeve friction and porewater pressure will be collected. The numbers and depths of the soundings will depend on the subsurface conditions encountered; however, we expect to advance at least four soundings to depths of 50 to 100 feet or to refusal. This proposal assumes that if access is needed to sludge drying pit for the field exploration that the District will provide a ramp or backhoe and operator that can create suitable access for the rig.
4. Assess the potential for the site to be impacted by geologic hazards such as: seismicity, fault rupture, liquefaction, seismic settlement or slope instability (lateral spreads), tsunamis, or flooding and the resiliency of the existing site to withstand the impact of potential geologic hazards. Seismicity will be assessed per the standards of the California Building Code. The evaluation will include analyzing liquefaction potential from CPT data and one slope stability cross section through the site. Geology and faulting will be assessed based on review of selected published data.
5. Assess the foundation support conditions for the membrane unit. The foundation evaluation will include an assessment of the bearing resistance, potential for soft ground or liquefiable conditions below the unit, estimated seismic settlement, and potential and amount of long-term consolidation type settlement.
6. Evaluate alternatives for a retaining wall along the driveway that will provide additional space for the plant and proposed upgrades. The wall will retain the existing slopes along the driveway and Avilla Beach Drive. The types of walls that are likely to be considered are: a conventional cast-in-place or masonry wall, a mechanically stabilized earth type system, and a soldier pile and lagging wall type system. Present three retaining wall alternatives that are suitable for the wall heights and foundation soil encountered, evaluate construction and





geotechnical considerations for each alternative, and prepare a schematic detail and preliminary ball park construction cost for each alternative.

7. Prepare a *Preliminary Geotechnical Report* for the site and design of the improvements and present the results of the geologic hazards, foundation, and retaining wall evaluations. A draft of the report will be submitted in portable document format (pdf) for review by MKN and the District. Provide a discussion of the subsurface conditions encountered, maps showing the site and CPT locations, logs of the CPT soundings, an interpreted subsurface profile through the site, and supporting data from the liquefaction and slope stability analyses. Discuss alternatives and the need for the design to consider liquefaction, settlement or to improve foundation support for the membrane unit based on the evaluation. The report will provide geotechnical considerations for the design and construction of the project relative to potential geologic hazards or subsurface conditions that could impact the cost, design or construction schedule for the project.
8. Prepare the final *Preliminary Geotechnical Report* for the project. The report will be submitted via email in pdf format. Hard copies of the report can be provided if requested. The final report will be submitted after review comments have been incorporated into the report. It is not anticipated that the final report would incorporate evaluating additional alternatives, information or recommendations for improvements that area not described in this proposal.

**Schedule:**

Field work can typically be scheduled to begin within 2 weeks after receiving the signed agreement and notice to proceed. The draft report can be submitted for review within about 8 weeks after notice to proceed. The final report can be submitted within about 2 weeks after receiving written comments.

**Fee:**

Services will be provided on a lump sum basis. Our estimate for the lump fee, hours and direct costs for the scope of services described in this proposal is attached. Yeh will not exceed the estimated amount without prior authorization of the Client.



We appreciate the opportunity to be of service. Please contact Jon Blanchard at 805-878-7784 or [jblanchard@yeh-eng.com](mailto:jblanchard@yeh-eng.com) if you have questions or require additional information.

Sincerely,

**YEH AND ASSOCIATES, INC.**



Jonathan D. Blanchard, GE2312  
Principal Geotechnical Engineer

Attachments: Estimate of Fees







# IRJ ENGINEERS INC.

MECHANICAL & ELECTRICAL ENGINEERS

4517 MARKET STREET, SUITE 1B VENTURA, CALIFORNIA 93003-7841  
TELE (805) 642-2355

OFFICERS

JACK V. IVERS, P.E.

STEVEN ROMOFSKY, P.E.

JILL E. JOHNSON, P.E.

April 30, 2019

Mr. Mike Nunley  
MKN & Associates, Inc.  
P.O. Box 1604  
Arroyo Grande, California 93421

Re: Avila Beach Community Service District (ABCSD)  
Wastewater Treatment Plant Upgrade  
Proposal

Dear Mr. Nunley:

We propose to render professional Electrical Consulting Engineering services in connection with the ABCSD/Wastewater Treatment Plant Upgrade. You are expected to furnish us with full information as to your requirements for this project and also to make available all pertinent existing data. If the project continues for more than one year because of reasons beyond our control, our compensation will be subject to an equitable adjustment.

This proposal remains open for acceptance until May 30, 2019.

Our Basic Services will consist of preparing approximately 30% Construction Documents for this project. This project is described in your April 25, 2019 emails and is further described in this proposal. Our scope of work is as set forth below:

- I. The existing record drawings, furnished by ABCSD, will serve as our reference for existing conditions. We will perform two site visits to verify the existing conditions match the record drawings.
- II. Our Documents will reflect the following work:
  - A. Preparation of a preliminary one line diagram showing the proposed new MBR. Layout of the new electrical distribution equipment. We will coordinate with the engineer that is assisting the District in obtaining a new 480-volt service for the MBR.
  - B. Preparation of an electrical site plan that shows the location of the new MBR process equipment with the general conduit path to the new electrical equipment location. This site plan will also show the location of new instruments specified by others that require electrical connections.
  - C. Review of the existing site lighting and additions/modifications to this lighting to provide appropriate lighting at the MBR location.
  - D. Preparation of lighting and power plans for a new control building.

Mr. Mike Nunley  
April 30, 2019  
Page 2

Avila Beach Community Services District  
Wastewater Treatment Plant Upgrade

- E. Review of the existing electrical distribution system at the plant to determine a source for 120-volt branch circuits needed at the MBR.
  - F. Preparation of an opinion of probable construction cost.
- III. We will assist you in consultations with appropriate authorities and provide technical criteria, written descriptions, and design data for your use in filing applications for permits with or obtaining approvals of such governmental authorities having jurisdiction to review or approve the final design of this project.

This proposal is based on the following assumptions and requirements:

- I. ABCSD has kept accurate and up-to-date record documents, which include additions and deletions for the existing electrical system. If the record documents are inaccurate or incomplete, and additional work is required to make measured drawings of or to investigate existing conditions that do not match the record documents, we will inform you and request a modification to this agreement. Where concealed conditions prevent determining the accuracy of the record documents we will rely on the record documents. The construction documents we prepare involving concealed conditions will require the Contractor to verify the routing and arrangement of the existing systems and to include all costs for modifications and additions to these existing systems to allow for the installation of the new work. In addition, when the record documents do not reflect the installed conditions, we will require the assistance of ABCSD to identify the branch connections and connected loads.
- II. The existing electrical service and distribution have sufficient capacity for the proposed additions/modifications. We will verify this by contacting the serving utilities and performing calculations. We will require written authorization from ABCSD to allow us to obtain the required information from the utilities. Where calculations do not indicate existing capacity for the new loads, and where recording meter readings may reveal additional capacity, we assume that such recording meter readings will be performed by others. If additional capacity is required, we will inform you and request a modification to our agreement.
- III. The existing electrical installations are code compliant based on the codes in effect at the time the equipment was installed.
- IV. Preparation of the general conditions portion of the specifications, coordination of the bidding, contractor selection, and reproduction of the construction documents will be performed by others.
- V. Structural design of equipment foundations, supports, and attachments will be performed by others and coordinated through your office. We will provide you with the pertinent information on the equipment we specify to accomplish this task.
- VI. We will require a complete set of record drawings for the Wastewater Treatment Plant for our use and retention. We will also require drawings showing the existing



Mr. Mike Nunley  
April 30, 2019  
Page 3

Avila Beach Community Services District  
Wastewater Treatment Plant Upgrade

wastewater plant site and the proposed additions for the MBR. These drawings shall be in AutoCAD compatible format.

VII. We will require information on the electrical loads associated with the MBR.

It is necessary that you advise us in writing at an early date if there are budgetary limitations for Total Project Costs or Construction Cost. Such limitations must be acceptable to us. We will endeavor to work within those accepted limitations. We do not guarantee that our opinions regarding construction cost will not differ from negotiated prices or bids. We recommend that an independent cost estimator be employed if you require greater assurance as to probable Construction Cost or if ABCSD requires detailed material and labor estimates.

You will pay us for our Basic Services on an hourly basis per the enclosed rate schedule with a not-to-exceed fee of \$20,000.00. We will invoice you monthly. If the scope of work is modified from that stated herein, we reserve the right to renegotiate this agreement.

Services beyond this scope of work are Additional Services and will be charged on an hourly basis per the enclosed rate schedule. Invoices for Additional Services will include number of hours spent and employee classification. Any Additional Services will be agreed to in writing between the parties prior to the commencement of the additional work. We will submit a proposal to you for completion of the Construction Documents after approval of the design by AVCSD.

We would expect to start our services promptly after receipt of an executed agreement. We expect to have documents ready for agency review submittal within eight weeks after receiving written authorization to proceed, record drawings, CAD files, and making our first site visit. If this proposal is acceptable, please provide an agreement for our review.

Thank you for the opportunity to submit this proposal. We look forward to working with you. Please call if you have questions.

Sincerely,

Jack V. Ivers, E12522  
President

Encl: Rate Schedule 1710





**IRJ Engineers, Inc.  
Rate Schedule 1710**

Avila Beach Community Services District  
Wastewater Treatment Plant Upgrade  
April 30, 2019

The hourly rate schedule is listed below.

Principals	\$160.00 per hour
Professional Engineers	\$135.00 per hour
Senior Engineering Designers	\$100.00 per hour
Engineering Designers/CAD Drafters	\$ 85.00 per hour
Clerical Staff	\$ 60.00 per hour

