

**MINUTES OF REGULAR MEETING  
Avila Beach Community Services District  
Tuesday, November 13, 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 P.M. on the above date, in the Avila Beach Community Services District Building, 100 San Luis Street, Avila Beach, California.

**2. ROLL CALL**

Board Members Present:                   Pete Kelley  
  Lynn Helenius  
  Kristin Berry  
  Howie Kennett

Board Members Absent:                   Ara Najarian

Staff Present:                               Brad Hagemann, General Manager and District Engineer  
  Mike Seitz, Legal Counsel  
  Cara Aguiar

**Director Ara Najarian joined the meeting at 1:05 P.M.**

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

**4. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

Sheriff's Report: Commander Justin Nelson was unable to attend the meeting. His report reflected 112 calls for service of those 18 reports were generated.

Cal Fire: Battalion Chief Paul Lee reported 47 calls for service in Avila. During the month of November, the entire seasonal staff for Cal Fire is still working. Cal Fire and Diablo Canyon Fire Dept are in training. Cal Fire is also participating in Hazardous Material training in Avila at the Community Center this month.

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

GM Hagemann reported Kristi Dibbern is attending the Board Secretaries Conference this week; The Finance Committee met on 10/29 with Rate Study Consultant; and the Finance Committee met with the Harbor District Finance Committee regarding the Wastewater Plant Upgrade Project on November 6<sup>th</sup>.

**5. CONSENT ITEMS**

Legal counsel advised the Board to pull the August 14<sup>th</sup> meeting minutes from the Consent Items and adopt them separately. Director Kelley made a motion to approve the August 14<sup>th</sup> meeting Minutes. The motion was seconded by Director Berry and it passed with a roll call vote 3-0. (At the direction of legal counsel Director Helenius and Director Najarian did not vote due to their absence at the August meeting).

AYES:           Pete Kelley  
                  Kristin Berry  
                  Howie Kennett  
NOES:           None  
ABSENT:       None

Director Najarian made a motion to approve the remaining Consent Items. The motion was seconded by Director Berry and it passed with a roll call vote 5-0.

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

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

**7.     BUSINESS ITEMS:**

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

GM Hagemann introduced San Luis Obispo County Fire Marshal, Garrett Veyna. Mr. Veyna provided an overview of the proposed changes to the Fire Code Ordinance and responded to questions. Director Kelley made a motion to read the updated Fire Code Ordinance by Title Only. The motion was seconded by Director Helenius and passed with a roll call vote 5-0.

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

Director Kelley made a motion to set the Date of a Public Hearing for December 10<sup>th</sup>, 2019. The motion was seconded by Director Helenius and passed with a roll call vote 5-0.

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

**B.       District Financial Audit for Fiscal Year 2018-19.**

Chris Brown from Fedak and Brown, LLP presented the District's draft Financial Audit for Fiscal Year 2018-19. The Board had an opportunity to ask questions and make comments. After some discussion, Director Najarian made a motion to accept the Financial Audit for Fiscal Year 2018-19. Director Helenius seconded the motion and it passed with a roll call vote 5-0.

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

**C.       State Water Subcontractors Advisory Committee, District Recommendation for County Participation in the Delta Conveyance Project Preliminary Planning Studies**

GM Hagemann summarized the staff report and responded to questions. Director Kelley made a motion to participate in the Delta Conveyance Project Preliminary Studies. The motion was seconded by Director Helenius and it passed with a roll call vote 4-1.

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

**D. Award Design Contract for Phase III of the San Miguel Street Sewer Line Replacement Project.**

GM Hagemann introduced the item, summarized the staff report and responded to questions. GTA staff member Tony Coscia also responded to Board questions. Director Najarian made a motion to award the design contract for Phase III of the Sewer Line Replacement Project to GTA for an amount not to exceed \$59,370. The motion was seconded by Director Helenius and it passed with a roll call vote 5-0.

AYES: Ara Najarian  
Lynn Helenius  
Pete Kelley  
Howie Kennett  
Kristin Berry

NOES: None

ABSENT: None

**E. Status Report on Cost of Services and Rate Study**

GM Hagemann introduced the item and summarized the staff report. Finance Committee members Helenius and Najarian also commented on the results of the October 29, Committee meeting and their recommended path forward. The Committee requested additional information and intends to meet again in late November or early December. GM Hagemann stated that he will provide an update at the December 2019 Board Meeting.


**8. COMMUNICATIONS/CORRESPONDENCE**

**9. ADJOURNMENT:** The meeting was adjourned at 3:25p.m.

**The next regular meeting of the Avila Beach Community Services District is scheduled for Tuesday, December 10th, 2019 at 1:00 PM at 100 San Luis Street, Avila Beach.**

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

Respectfully submitted,

  
Brad Hagemann, PE  
General Manager