

# 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  
e-mail: avilacsd@gmail.com

## REGULAR BOARD MEETING

**1 PM Tuesday, January 9<sup>th</sup>, 2024**

**STAFF AND PUBLIC MAY PARTICIPATE IN THIS MEETING IN PERSON AT THE ADDRESS ABOVE OR, VIA TELECONFERENCE AND/OR ELECTRONICALLY.**

**ZOOM MEETING: <https://us02web.zoom.us/j/4111787571>**

**Meeting ID: 411 178 7571**

**Password: No Password Required.**

**BY PHONE: 1-669-900-9128**

In accordance with Government Code Section 54953(b), this agenda will be posted at the above teleconference location and this location will be accessible to the public.

**1. CALL TO ORDER: 1:00 P.M.**

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

Pete Kelley, President  
Ara Najarian, Vice President  
Kristin Berry, Director  
Howie Kennett, Director  
John Janowicz, 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**

County Reports

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

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 November 14th, 2023, Regular Board Meeting
- B. Monthly Financial Review for November 2023
- C. General Manager and District Engineer Report
- D. Water and Wastewater Operations Reports for November 2023

**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. Consider and Discuss Updating the District's Policy for Discontinuance of Water Services. Consider adopting Resolution No. 2024-01 updating the water shut off policy. (Action Required: Receive Staff Report and Consider Adopting Resolution No. 2024-01 or Provide Other Direction to staff)

B. Discuss and Consider the draft LAFCO Municipal Service Review and Sphere of Influence Study for the Avila Beach Community Services District  
(Action Required: Receive Staff Report and Provide Direction to Staff)

C. Election of Officers and Board Committee Appointments  
(Action Required: Elect Board officers and Committee appointments for calendar year 2024)

**8. COMMUNICATIONS/ CORRESPONDENCE**

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**

**The next Regular Board meeting is scheduled for Tuesday, February 13th, 2024 at 1:00 P.M.**

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 SPECIAL BOARD OF DIRECTORS MEETING**  
**Avila Beach Community Services District**  
**Tuesday, November 14th, 2023**  
**1:00 P.M.**

**ZOOM MEETING: 411 178 7571**

**Meeting ID: <https://us02web.zoom.us/j/4111787571>**

**1. CALL TO ORDER**

President Kelley called the 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  
Howie Kennett  
John Janowicz  
Kristin Berry  
Ara Najarian

Board Members Absent:

None

Staff Present:

Brad Hagemann, General Manager and District Engineer  
Kristi Dibbern, Office Manager

FRM Operations:

Jeff Cedillos, FRM Operations

Legal Counsel:

Not Present

**3. PUBLIC COMMENTS**

No Public Comment.

**4. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

**Sheriff's Report:** Sheriff MacDonald reported 44 calls for service last month. Four thefts, 9 enforcement stops, 14 preventive patrol stops and 6 burglaries. Four suspicious circumstances were investigated. There is a new mass evacuation system by zone. [www.ReadySLO.org](http://www.ReadySLO.org). under the tab "Prepare".

**Cal Fire Report:** Battalion Chief Paul Lee provided his monthly report and advised that CalFire was planning for a controlled burn in our area in December, as conditions allowed.

**5. CONSENT ITEMS**

Director Berry made a motion to approve the Consent Items. It was seconded by Director Kennett and passed with a roll call vote of 5-0. Director Najarian abstained on approval of the October 10<sup>th</sup> meeting minutes, since he did not attend the October 10<sup>th</sup> Board meeting

AYES:           John Janowicz  
                  Kristin Berry  
                  Howie Kennett  
                  Pete Kelley  
                  Ara Najarian (except as noted above)

NOES:           None

ABSENT:       None

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

7.       **BUSINESS ITEMS:**

A. **Consider purchase an operations service vehicle.** GM Hagemann quickly summarized the Staff Report. Staff recommended the Board authorize staff to purchase a vehicle from a local dealer utilizing the most cost-effective fleet service contracting method. Director Janowicz made the motion and Director Berry seconded the motion to approve the purchase of a District vehicle for an amount not to exceed \$55,000 plus tax, destination fees, etc. The motion passed 5-0 with a roll call vote.

AYES:           John Janowicz  
                  Kristin Berry  
                  Howie Kennett  
                  Ara Najarian  
                  Pete Kelley

NOES:           None

ABSENT:       None

B. **Consider Adoption of Resolution No 2023-09 approving the 2023 County Joinder Amendment to the Second Amended and Restated Joint Powers Agreement of the Integrated Water management Authority.** GM Hagemann summarized the Staff Report and IWMA Executive Director Peter Cron responded to Board member questions. After discussion, Director Janowicz made the motion to adopt Resolution No. 2023-09 approving the County joinder amendment to the second amended and restated the Joint Powers Agreement with IWMA. Director Berry seconded the motion and it passed with a roll call vote 5-0.

AYES:        John Janowicz  
                 Kristin Berry  
                 Howie Kennett  
                 Pete Kelley  
                 Ara Najarian

NOES:        None

ABSENT:     None

**COMMUNICATIONS/CORRESPONDENCE.**

None

**ADJOURNMENT:** The meeting was adjourned at approximately 2:15 PM.

The next meeting Board meeting is scheduled for Tuesday, December 12<sup>th</sup>, 2023. However, the Board directed staff to cancel the December 12<sup>th</sup> meeting if there were no action items.

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

Respectfully submitted,


Brad Hagemann, PE  
General Manager



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

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: January 9th, 2024

SUBJECT: Monthly Financial Review for November & December

**Recommendation:**

Receive and file report.

**Overall Monthly Summary**

During the month of November, the District deposited \$173,722.01 and incurred \$432,591.79 in expenses (cash basis). Expenses included the purchase of a District vehicle for the chief plant operator, in the amount of \$53,960.62. Lopez water purchased included \$77,599.23. The final statement for Hartzell Construction for the WWTP Improvement Project was paid in the amount of \$102,170.90. Water and sewer revenue for the month of November totaled \$78,563.87. Other income included tax revenue in the amount of \$79,656.71.

In December, the District deposited \$206,900.13 and incurred \$119,369.13 in expenses (cash basis). State water and the drought buffer was paid in the amount of \$72,252.54. Water and sewer revenue for the month of December totaled \$70,011.70. The county tax revenue deposited was in the amount of \$108,578.25.

Detailed financial reports including Balance Sheets, Checks by Fund and Profit and Loss Sheets are provided for your information for November & December.

**Utility Service Billing**

The District billed approximately \$74,866.58 in water and sewer service charges in November and \$70,511.40 in December. Customer Rate Assistance reduced billing charges to the District in the amount of \$839.70 in November and \$779.23 in December.

**Operation and Maintenance**

The statement for December from Fluid Resource Management (FRM) is attached.

Avila Beach Community Services District  
**Balance Sheet**  
As of November 30, 2023

	<u>Nov 30, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Cash Summary	
1005 · Customer Cash	453.27
1008 · Petty Cash	45.48
1010 · Pacific Premier Checking	210,785.03
1015 · Five Star Bank Checking	290,441.45
1017 · Five Star Bank MM	202,231.42
1050 · LAIF	4,023,301.14
<b>Total 1000 · Cash Summary</b>	<u>4,727,257.79</u>
<b>Total Checking/Savings</b>	4,727,257.79
<b>Accounts Receivable</b>	
1200 · *Accounts Receivable	319,803.64
<b>Total Accounts Receivable</b>	319,803.64
<b>Other Current Assets</b>	
1250 · Receivables	
1255 · Interest Receivable	7,280.62
1270 · Taxes Receivable	57,104.14
1280 · Water & Sewer Billings	115,259.22
<b>Total 1250 · Receivables</b>	<u>179,643.98</u>
1400 · Prepaid Summary	
1410 · Prepaid Insurance	16,645.19
<b>Total 1400 · Prepaid Summary</b>	<u>16,645.19</u>
<b>Total Other Current Assets</b>	<u>196,289.17</u>
<b>Total Current Assets</b>	5,243,350.60
<b>Fixed Assets</b>	
1670 · Vehicles - Admin	
1671 · 2023 Ford F150 Cost	53,960.62
1672 · 2023 Ford F150 Acc Depr	-10,792.12
<b>Total 1670 · Vehicles - Admin</b>	<u>43,168.50</u>
1600 · Fixed Assets & Acc. Depr.	
1605 · Office Equipment	
1606 · Copier Samsung 2012	8,233.58



Avila Beach Community Services District  
**Balance Sheet**  
As of November 30, 2023

	<u>Nov 30, 23</u>
1609 · Office Equipment Accum Depr	-16,373.00
<b>Total 1605 · Office Equipment</b>	-8,139.42
1610 · Fixed Asset -Office & Admin.	
1612 · Office Furniture cost	4,526.21
1614 · Office Furniture Accum Dep.	-4,526.21
<b>Total 1610 · Fixed Asset -Office &amp; Admin.</b>	0.00
1620 · Fixed Assets - Sanitary	
1622 · Land	60,334.10
1626 · Collection Assets	
1627 · Collection Assets Cost	1,517,267.58
1628 · Collect Assets Accum Depr	-593,752.02
<b>Total 1626 · Collection Assets</b>	923,515.56
1630 · Disposal Equipment	
1631 · Disposal Equip Cost	611,174.66
1632 · Disposal Equip Accum Depr	-376,478.88
<b>Total 1630 · Disposal Equipment</b>	234,695.78
1634 · Other Equipment	
1634a · Other Equipment Cost	6,973.40
<b>Total 1634 · Other Equipment</b>	6,973.40
1635 · Treatment Plant	
1636 · Treatment Plant Original	105,000.00
1637 · Treatment Plant Addition	2,049,098.30
1638 · Treatment Plant Accum Dep	-1,519,694.40
<b>Total 1635 · Treatment Plant</b>	634,403.90
1642 · Treatment Equipment	
1643 · Treatment Equip Cost	1,087,410.54
1644 · Treatment Equip Accum Depr	-787,343.49
1642 · Treatment Equipment - Other	205,485.61
<b>Total 1642 · Treatment Equipment</b>	505,552.66
<b>Total 1620 · Fixed Assets - Sanitary</b>	2,365,475.40
1650 · Fixed Assets - Water	
1652 · Equipment	
1653 · Equipment Cost	21,136.28

Avila Beach Community Services District  
**Balance Sheet**  
 As of November 30, 2023

	<u>Nov 30, 23</u>
1654 · Equipment Accum Depr	-21,136.28
Total 1652 · Equipment	0.00
1656 · Distribution Assets	
1657 · Distribution Assets Cost	1,270,572.25
1658 · Dist Assets Accum Depr	-755,498.34
Total 1656 · Distribution Assets	<u>515,073.91</u>
Total 1650 · Fixed Assets - Water	515,073.91
1680 · Structures - Fixed Asset	
1681 · Structures GFAAG - Sani & FA	164,414.58
1682 · Gen / Fire Accum Dep	-109,252.42
Total 1680 · Structures - Fixed Asset	55,162.16
1690 · Construction in Progress	<u>2,220,035.96</u>
Total 1600 · Fixed Assets & Acc. Depr.	<u>5,147,608.01</u>
Total Fixed Assets	5,190,776.51
Other Assets	
1800 · Deferred Outflows of Resources	<u>28,724.00</u>
Total Other Assets	<u>28,724.00</u>
<b>TOTAL ASSETS</b>	<b><u><u>10,462,851.11</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
2140 · Five Star MC Control x0557	
2141 · FS MC BH x8624	4,619.43
2140 · Five Star MC Control x0557 - O...	<u>1,094.62</u>
Total 2140 · Five Star MC Control x0557	<u>5,714.05</u>
Total Credit Cards	5,714.05
Other Current Liabilities	
2200 · Payroll Liabilities	
2250 · PERS Liability	292.46
2255 · Accrued Interest FB Auditor	71,347.50
2260 · Vacation Payable	5,441.96

Avila Beach Community Services District  
**Balance Sheet**  
As of November 30, 2023

---

	<u>Nov 30, 23</u>
2262 · Sick Pay Accrued	12,335.12
Total 2200 · Payroll Liabilities	89,417.04
2300 · Deposits Held	
2303 · Water Deposits Held	7,640.00
Total 2300 · Deposits Held	7,640.00
Total Other Current Liabilities	97,057.04
Total Current Liabilities	102,771.09
Long Term Liabilities	
2400 · Net Pension Liability	92,927.00
2450 · U.S. Bank Loan WWTP	2,608,366.02
2500 · Deferred Inflows of Resources	86,221.00
2999 · Unbalanced Classes	-3,637,745.91
Total Long Term Liabilities	-850,231.89
Total Liabilities	-747,460.80
Equity	
3900 · Retained Earnings	11,138,529.18
Net Income	71,782.73
Total Equity	11,210,311.91
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>10,462,851.11</b>

---

---

**Avila Beach Community Services District**  
**Checks by Fund w/Accounts**  
 November 2023

12/13/23

Type	Date	Num	Name	Memo	Account	Amount	Balance
<b>General / Admin</b>							
Check	11/01/2023		Caltronics Business Sys...		6550 · Operating Sup...	29.16	29.16
Check	11/01/2023	3716	SDRMA General Policy	Invoice #71953 Property/Liability Package ...	1410 · Prepaid Insura...	9,987.11	10,016.27
Check	11/01/2023		Paymentech		5120 · Chase Paymen...	4.40	10,020.67
Check	11/02/2023	EFT	PG&E	100 San Luis St. District Office	6590 · Utilities	126.97	10,147.64
Check	11/02/2023		Microsoft Store	subscription	6143 · Supplies, Office	99.99	10,247.63
Check	11/02/2023	BPK	Coastline Cleaning Co.	Office Inv # 3364 September	6542 · Maintenance	165.00	10,412.63
Check	11/02/2023	BPK	Coastline Cleaning Co.	Exterior Inv # 3364 September	6542 · Maintenance	25.00	10,437.63
Check	11/03/2023		Paymentech		5120 · Chase Paymen...	9.42	10,447.05
Check	11/06/2023		American Express Disc...		5110 · Amex	11.00	10,458.05
Check	11/08/2023		InvoiceCloud	Invoice Cloud merchant fees	5140 · Invoice Cloud	431.27	10,889.32
Check	11/08/2023		Paymentech		5120 · Chase Paymen...	1.74	10,891.06
Check	11/08/2023		Paymentech		5120 · Chase Paymen...	9.83	10,900.89
Check	11/08/2023		Paymentech		5120 · Chase Paymen...	2.57	10,903.46
Check	11/09/2023		Paymentech		5120 · Chase Paymen...	1.90	10,905.36
Check	11/10/2023		Paymentech		5120 · Chase Paymen...	4.71	10,910.07
Check	11/13/2023	3720	Hagemann & Associates	Contract Labor Inv. 1229 Oct 8th - 21st, 20...	6506 · Contract Labor ...	3,450.00	14,360.07
Check	11/13/2023	3721	Hagemann & Associates	Inv. 1230 11/9/23 Oct 22nd - Nov 4th, 202...	6506 · Contract Labor ...	3,000.00	17,360.07
Check	11/13/2023	3722	Nikki Engle Bookkeeping	Inv. 3449 10/30/23 Bookkeeping (Assista...	6102 · Accounting	3,412.50	20,772.57
Check	11/14/2023		Miscellaneous Fees An...		6115 · Bank Service C...	47.02	20,819.59
Check	11/14/2023		Paymentech		5120 · Chase Paymen...	1.82	20,821.41
Check	11/15/2023	BPK	Coastline Cleaning Co.	Office Inv # 3379 October	6542 · Maintenance	165.00	20,986.41
Check	11/15/2023	BPK	Coastline Cleaning Co.	Exterior Inv # 3379 October	6542 · Maintenance	25.00	21,011.41
Check	11/15/2023		Paymentech		5120 · Chase Paymen...	1.43	21,012.84
Check	11/15/2023		Paymentech		5120 · Chase Paymen...	2.80	21,015.64
Check	11/15/2023		Paymentech		5120 · Chase Paymen...	1.15	21,016.79
Check	11/15/2023	3723	Nikki Engle Bookkeeping	Inv. 3459 11/15/23 Bookkeeping (Assista...	6102 · Accounting	1,950.00	22,966.79
Check	11/20/2023	3724	Hagemann & Associates	Inv. 1231 Nov 5th - 18th, 2023 Contract La...	6506 · Contract Labor ...	1,800.00	24,766.79
Check	11/20/2023		Paymentech		5120 · Chase Paymen...	1.36	24,768.15
Check	11/21/2023		Paymentech		5120 · Chase Paymen...	1.37	24,769.52
Check	11/22/2023	3727	Mullahey Ford	\$ 53,960.62 / 5 ys depreciation	1671 · 2023 Ford F15...	53,960.62	78,730.14
Check	11/22/2023		Paymentech		5120 · Chase Paymen...	70.98	78,801.12
Check	11/22/2023		Paymentech		5120 · Chase Paymen...	6.53	78,807.65
Check	11/22/2023	3727	Mullahey Ford	\$ 53,960.62 / 5 ys depreciation	1672 · 2023 Ford F15...	-10,792.12	68,015.53
Check	11/22/2023	3727	Mullahey Ford	\$ 53,960.62 / 5 ys depreciation	6125 · Depreciation	10,792.12	78,807.65
Check	11/24/2023		Paymentech		5120 · Chase Paymen...	1.65	78,809.30
Check	11/27/2023		Five Star Mastercard	FS MC	2140 · Five Star MC C...	1,070.09	79,879.39
Check	11/27/2023	EFT	Public Employees Retir...	Kristi 10/16 - 10/31/23	2250 · PERS Liability	151.41	80,030.80
Check	11/27/2023	EFT	Public Employees Retir...	Kristi 10/16 - 10/31/23	2250 · PERS Liability	151.41	80,182.21
Check	11/27/2023	EFT	Public Employees Retir...	Kristi 10/16 - 10/31/23	5256 · PERS Co Pd K...	71.97	80,254.18
Check	11/27/2023	EFT	Public Employees Retir...	Kristi 11/1 - 11/15/23	2250 · PERS Liability	170.82	80,425.00

**Avila Beach Community Services District**  
**Checks by Fund w/Accounts**  
**November 2023**

12/13/23

Type	Date	Num	Name	Memo	Account	Amount	Balance	
Check	11/27/2023	EFT	Public Employees Retir...	Kristi 11/1 - 11/15/23	2250 · PERS Liability	170.82	80,595.82	
Check	11/27/2023	EFT	Public Employees Retir...	Kristi 11/1 - 11/15/23	5256 · PERS Co Pd K...	81.07	80,676.89	
Check	11/30/2023	3730	ASAP Reprographics	Supplies Account: 2254	6143 · Supplies, Office	5.68	80,682.57	
Check	11/30/2023	3731	CJ Brown & Company ...	October 2023 Audit (June 2023)	6103 · Accounting Audit	1,669.00	82,351.57	
Total General / Admin							82,351.57	82,351.57
<b>Lights</b>								
Check	11/02/2023	EFT	PG&E	Town Lights acct # 0690976984-3	6590 · Utilities	469.88	469.88	
Check	11/02/2023	EFT	PG&E	Colony Lights acct # 5992155362-0	6590 · Utilities	131.98	601.86	
Check	11/20/2023	EFT	PG&E	Front St. Lights acct# 5796765606-7	6590 · Utilities	429.44	1,031.30	
Total Lights							1,031.30	1,031.30
<b>Sanitary</b>								
Check	11/01/2023	3716	SDRMA General Policy	Invoice #71953 Property/Liability Package ...	1410 · Prepaid Insura...	9,987.11	9,987.11	
Check	11/03/2023	EFT	Abalone Coast Analytic...	Statement: Inv. 6200 9/1/23	6540 · Lab Tests	3,707.00	13,694.11	
Check	11/07/2023	EFT	Abalone Coast Analytic...	Statement: Inv. 6223 10/2/23	6540 · Lab Tests	3,153.00	16,847.11	
Check	11/08/2023	3717	Hartzell General Engine...	WWTP Construction Inv. Retention	8245e · WWTP Const...	102,170.90	119,018.01	
Check	11/08/2023	3718	Robin Alaska	Sewer Billing Refund	9990 · Refund	19.49	119,037.50	
Check	11/08/2023	3719	Fluid Resource Manage...	Inv. #F23162 Wastewater Operations	6505 · Contract Labor ...	16,603.46	135,640.96	
Check	11/08/2023	3719	Fluid Resource Manage...	Inv. #F23162 Fuel Charge	6505 · Contract Labor ...	187.92	135,828.88	
Check	11/08/2023	3719	Fluid Resource Manage...	Inv. AWW23337 WWTP Blower Issue	6522 · Equip. Rep. & ...	794.15	136,623.03	
Check	11/08/2023	3719	Fluid Resource Manage...	Inv. A23377 LLDPE Tube	8245e · WWTP Const...	2,627.36	139,250.39	
Check	11/08/2023	3719	Fluid Resource Manage...	Inv. T23264 Plant Expansion Coordinatoin	8245e · WWTP Const...	8,532.00	147,782.39	
Check	11/08/2023	3719	Fluid Resource Manage...	Inv. W22991 Sludge Pump Moter	6522 · Equip. Rep. & ...	15,809.16	163,591.55	
Check	11/08/2023	3719	Fluid Resource Manage...	Inv. W23083 Inspect Clarifier	8245e · WWTP Const...	4,874.36	168,465.91	
Check	11/08/2023	3719	Fluid Resource Manage...	Inv. W23161 Critical Spare Parts	8245e · WWTP Const...	1,522.64	169,988.55	
Check	11/08/2023	3719	Fluid Resource Manage...	W23167 Sec Sed Pump	6524 · Equip. Rep. & M...	3,498.97	173,487.52	
Check	11/08/2023	3719	Fluid Resource Manage...	W23179 High Scum Level	6522 · Equip. Rep. & ...	370.73	173,858.25	
Check	11/08/2023	3719	Fluid Resource Manage...	W23202 Issues with Pump Controls	6522 · Equip. Rep. & ...	1,645.62	175,503.87	
Check	11/08/2023	3719	Fluid Resource Manage...	W23216 Fixed Sludge Valves	6522 · Equip. Rep. & ...	730.36	176,234.23	
Check	11/08/2023	3719	Fluid Resource Manage...	W 23218 Sludge Pump Diagnosis	6522 · Equip. Rep. & ...	1,696.56	177,930.79	
Check	11/08/2023	3719	Fluid Resource Manage...	W23158 Lift Station Clean Out	6522 · Equip. Rep. & ...	2,616.00	180,546.79	
Check	11/13/2023	3720	Hagemann & Associates	Contract Labor Sanitary System	6507 · Contract Labor ...	1,800.00	182,346.79	
Check	11/13/2023	3721	Hagemann & Associates	Contract Labor Sanitary System	6507 · Contract Labor ...	1,200.00	183,546.79	
Check	11/15/2023	EFT	AT&T	acct # 805 595-9416 904 5	6585 · Telephone / Int...	127.00	183,673.79	
Check	11/20/2023	EFT	PG&E	Waste Water Plant acct # 0404279997-5 2...	6590 · Utilities	4,403.65	188,077.44	
Check	11/20/2023	EFT	PG&E	Lift Station acct# 6338432238-2	6590 · Utilities	363.08	188,440.52	
Check	11/20/2023	3724	Hagemann & Associates	Contract Labor Sanitary System	6507 · Contract Labor ...	4,050.00	192,490.52	
Check	11/20/2023	EFT	AT&T	acct # x 0885 Internet	6585 · Telephone / Int...	74.90	192,565.42	
Check	11/22/2023	3728	SLO Co Health	AR0008015 Facility Id FA0001868	6555 · Permits & Fees	557.00	193,122.42	

**Avila Beach Community Services District**  
**Checks by Fund w/Accounts**  
**November 2023**

12/13/23

Type	Date	Num	Name	Memo	Account	Amount	Balance	
Check	11/29/2023	3729	Brenntag Pacific, Inc.	BPI 374403 10/21/23	6503 · Chemicals	405.97	193,528.39	
Check	11/29/2023	3729	Brenntag Pacific, Inc.	BPI 379155 11/9/23	6503 · Chemicals	809.68	194,338.07	
Check	11/29/2023	3729	Brenntag Pacific, Inc.	BPI 384095 10/27/23	6503 · Chemicals	811.93	195,150.00	
Check	11/30/2023	3732	Cloacina, LLC	Inv #13-118CO3-3	8245e · WWTP Const...	424.76	195,574.76	
Check	11/30/2023	3732	Cloacina, LLC	Inv #13118CO8-3	8245e · WWTP Const...	2,523.09	198,097.85	
Check	11/30/2023	3732	Cloacina, LLC	Inv #13118CO7-3	8245e · WWTP Const...	790.85	198,888.70	
Check	11/30/2023	3732	Cloacina, LLC	Inv #13118CO6-3	8245e · WWTP Const...	546.43	199,435.13	
Check	11/30/2023	3732	Cloacina, LLC	Inv #1311805-3	8245e · WWTP Const...	2,001.85	201,436.98	
Check	11/30/2023	3732	Cloacina, LLC	Inv #1311804-3	8245e · WWTP Const...	1,474.96	202,911.94	
Check	11/30/2023	3732	Cloacina, LLC	Inv #1311802-3	8245e · WWTP Const...	954.53	203,866.47	
Check	11/30/2023	3732	Cloacina, LLC	Inv #1311801-3	8245e · WWTP Const...	6,370.92	210,237.39	
Check	11/30/2023	3732	Cloacina, LLC	Inv. #13118CO9-3	8245e · WWTP Const...	1,066.49	211,303.88	
Check	11/30/2023	3732	Cloacina, LLC	Inv#118C12-3	8245e · WWTP Const...	346.06	211,649.94	
Check	11/30/2023	3732	Cloacina, LLC	Inv#18-118C16-1	8245e · WWTP Const...	1,112.72	212,762.66	
Check	11/30/2023	3734	Wallace Group, Inc.	Inv. 59995 0245-0012-00	8245d · WWTP Walla...	190.00	212,952.66	
Check	11/30/2023	3734	Wallace Group, Inc.	Inv. 60648	8245d · WWTP Walla...	380.00	213,332.66	
Check	11/30/2023	3734	Wallace Group, Inc.	Inv. 60761	6525 · Fat Oil & Greas...	1,369.30	214,701.96	
Check	11/30/2023	3735	Fluid Resource Manage...	Inv. #F23162 Wastewater Operations	6505 · Contract Labor ...	16,603.46	231,305.42	
Check	11/30/2023	3735	Fluid Resource Manage...	Inv. #F23162 Fuel Charge	6505 · Contract Labor ...	135.72	231,441.14	
Check	11/30/2023	3735	Fluid Resource Manage...	T23339 MBR Operations - Contract Labor	6522 · Equip. Rep. & ...	4,877.50	236,318.64	
Check	11/30/2023	ADJ	BALANCE ADJUSTME...	CC BALANCE ADJ CCs	1280 · Water & Sewer...	207.22	236,525.86	
Total Sanitary							236,525.86	236,525.86
<b>Water</b>								
Check	11/01/2023	3716	SDRMA General Policy	Invoice #71953 Property/Liability Package ...	1410 · Prepaid Insura...	8,560.37	8,560.37	
Check	11/02/2023	EFT	PG&E	1717 Cave Landing	6590 · Utilities	211.94	8,772.31	
Check	11/08/2023	3718	Robin Blaska	Water Billing Refund	9990 · Refund	146.25	8,918.56	
Check	11/08/2023	3719	Fluid Resource Manage...	Inv #F23162 Water Operations	6505 · Contract Labor ...	5,559.82	14,478.38	
Check	11/08/2023	3719	Fluid Resource Manage...	Inv. #A23362 Water Meter Installation	6520 · Equipment Rep...	683.83	15,162.21	
Check	11/08/2023	3719	Fluid Resource Manage...	W23282 Water Line Repair	6520 · Equipment Rep...	2,452.28	17,614.49	
Check	11/13/2023	3720	Hagemann & Associates	Contract Labor Water System	6507 · Contract Labor ...	1,350.00	18,964.49	
Check	11/13/2023	3721	Hagemann & Associates	Contract Labor Water System	6507 · Contract Labor ...	1,050.00	20,014.49	
Check	11/20/2023	3724	Hagemann & Associates	Contract Labor Water System	6507 · Contract Labor ...	1,200.00	21,214.49	
Check	11/20/2023	3725	SLO County Public Works	2022-23 Costs Adjustments State Water I...	6802 · Lopez	12,131.16	33,345.65	
Check	11/20/2023	3725	SLO County Public Works	O & M Wheeling FY 2023-24 Lopez Water...	6802 · Lopez	6,681.81	40,027.46	
Check	11/20/2023	3726	SLO County Public Works	2023-24 Semi Annual Billing Lopez Water ...	6802 · Lopez	11,313.43	51,340.89	
Check	11/20/2023	3726	SLO County Public Works	Dbt Service Routine O & M Lopez Water 2...	6802 · Lopez	54,154.64	105,495.53	
Check	11/30/2023	3733	California Dept of Tax a...	Water Rights L0023602324 Nov 15th 2023...	6800 · Water	307.63	105,803.16	
Check	11/30/2023	3735	Fluid Resource Manage...	Inv #F23162 Water Operations	6505 · Contract Labor ...	5,559.82	111,362.98	

Avila Beach Community Services District  
**Checks by Fund w/Accounts**  
 November 2023

12/13/23

Type	Date	Num	Name	Memo	Account	Amount	Balance
Check	11/30/2023	3735	Fluid Resource Manage...	Water Fire Valve 491 1st Street	6524 · Equip. Rep. & M...	1,112.85	112,475.83
Check	11/30/2023	ADJ	BALANCE ADJUSTME...	CC BALANCE ADJ CCS	1280 · Water & Sewer...	207.23	112,683.06
Total Water						112,683.06	112,683.06
<b>TOTAL</b>						<b>432,591.79</b>	<b>432,591.79</b>

Avila Beach Community Services District  
**Profit & Loss**  
November 2023

---

	<u>Nov 23</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>4000 · Income Summary</b>	
4010 · Operating Revenue	78,563.87
4012 · Solid Waste Franchise Fee	5,304.58
4030 · County Taxes	79,656.71
<b>4050 · Harbor Charges</b>	
4052 · Front Street Lighting	280.00
4053 · WWTP O&M	34,404.00
	<hr/>
<b>Total 4050 · Harbor Charges</b>	34,684.00
4600 · Interest Income	622.33
	<hr/>
<b>Total 4000 · Income Summary</b>	198,831.49
	<hr/>
<b>Total Income</b>	198,831.49
	<hr/>
<b>Gross Profit</b>	198,831.49
	<hr/>
<b>Expense</b>	
<b>5100 · Merchant Credit Card Fees</b>	
5110 · Amex	11.00
5120 · Chase Paymentech	123.66
5140 · Invoice Cloud	431.27
	<hr/>
<b>Total 5100 · Merchant Credit Card Fees</b>	565.93
	<hr/>
<b>5200 · Payroll Expenses</b>	
<b>5210 · Gross Wages</b>	
5211 · Regular Pay	3,954.66
5012 · Holiday Pay	496.92
5014 · Sick Pay	0.00
5016 · Vacation Pay	621.15
	<hr/>
<b>Total 5210 · Gross Wages</b>	5,072.73
5230 · Payroll Taxes	85.16
	<hr/>
<b>5240 · Health &amp; Medical Exp.</b>	
5242 · Health Ins / Other	800.00
	<hr/>
<b>Total 5240 · Health &amp; Medical Exp.</b>	800.00
	<hr/>
<b>5250 · PERS Company Pd Expense</b>	
5256 · PERS Co Pd Kristi	470.09
	<hr/>



Avila Beach Community Services District  
Profit & Loss  
November 2023

---

	<u>Nov 23</u>
Total 5250 · PERS Company Pd Expense	470.09
5280 · Payroll Administration & Misc.	<u>110.08</u>
Total 5200 · Payroll Expenses	6,538.06
<b>6000 · Administrative Overheads</b>	
6102 · Accounting	5,362.50
6103 · Accounting Audit	1,669.00
6115 · Bank Service Charges	0.00
6120 · Dues & Subscriptions	860.00
6125 · Depreciation	10,792.12
6128 · El Dorado Adj Billing	-10,591.19
6140 · Office Supplies & Postage	
6142 · Postage & Shipping	365.36
6143 · Supplies, Office	<u>280.69</u>
Total 6140 · Office Supplies & Postage	646.05
6150 · Rate Assistance	839.70
6170 · Website	<u>249.00</u>
Total 6000 · Administrative Overheads	9,827.18
<b>6500 · Operating Expenses</b>	
6503 · Chemicals	2,027.58
6505 · Contract Labor O & M	44,650.20
6506 · Contract Labor GM	8,250.00
6507 · Contract Labor Civil Engineer	10,650.00
6518 · Equipment Expense	2,581.99
6520 · Equipment Repair & Maint.	
6522 · Equip. Rep. & Maint-Avila & HD	28,540.08
6524 · Equip. Rep. & Maint. Avila Only	4,651.82
6520 · Equipment Repair & Maint. - Other	<u>3,136.11</u>
Total 6520 · Equipment Repair & Maint.	36,328.01
6525 · Fat Oil & Grease (FOG)	1,369.30
6535 · Insurance P/L	11,889.40
6540 · Lab Tests	6,860.00
6542 · Maintenance	854.50
6550 · Operating Supplies	29.16
6555 · Permits & Fees	557.00
6585 · Telephone / Internet	985.93
6590 · Utilities	<u>6,321.09</u>

Avila Beach Community Services District  
Profit & Loss  
November 2023

	<u>Nov 23</u>
Total 6500 · Operating Expenses	133,354.16
6800 · Water	
6802 · Lopez	84,281.04
6800 · Water - Other	307.63
Total 6800 · Water	<u>84,588.67</u>
Total Expense	<u>234,874.00</u>
Net Ordinary Income	-36,042.51
Other Income/Expense	
Other Income	
7000 · Other Income	
7025 · Finance Charges Income	6.80
Total 7000 · Other Income	6.80
7200 · Non-Operating Income	
7220 · CIP Harbor	91,916.00
Total 7200 · Non-Operating Income	<u>91,916.00</u>
Total Other Income	91,922.80
Other Expense	
9990 · Refund	165.74
8200 · Non-Operating Expenses	
8230 · Capital Purchases in Prog Sani	
8245 · WWTP Improvement Project	
8245d · WWTP Wallace Group Enginee...	570.00
8245e · WWTP Construction	137,339.92
Total 8245 · WWTP Improvement Project	<u>137,909.92</u>
Total 8230 · Capital Purchases in Prog Sani	<u>137,909.92</u>
Total 8200 · Non-Operating Expenses	<u>137,909.92</u>
Total Other Expense	<u>138,075.66</u>
Net Other Income	<u>-46,152.86</u>
Net Income	<u><u>-82,195.37</u></u>

Avila Beach Community Services District  
**Balance Sheet**  
As of December 31, 2023

Dec 31, 23

**ASSETS**

**Current Assets**

**Checking/Savings**

1000 · Cash Summary	
1005 · Customer Cash	453.27
1008 · Petty Cash	45.48
1010 · Pacific Premier Checking	209,145.55
1015 · Five Star Bank Checking	489,239.66
1017 · Five Star Bank MM	202,876.50
1050 · LAIF	4,023,301.14

**Total 1000 · Cash Summary** 4,925,061.60

**Total Checking/Savings** 4,925,061.60

**Accounts Receivable**

1200 · \*Accounts Receivable 193,278.64

**Total Accounts Receivable** 193,278.64

**Other Current Assets**

1250 · Receivables	
1255 · Interest Receivable	7,280.62
1270 · Taxes Receivable	57,104.14
1280 · Water & Sewer Billings	108,656.20

**Total 1250 · Receivables** 173,040.96

1400 · Prepaid Summary

1410 · Prepaid Insurance 10,938.26

**Total 1400 · Prepaid Summary** 10,938.26

**Total Other Current Assets** 183,979.22

**Total Current Assets** 5,302,319.46

**Fixed Assets**

1670 · Vehicles - Admin	
1671 · 2023 Ford F150 Cost	53,960.62
1672 · 2023 Ford F150 Acc Depr	-10,792.12

**Total 1670 · Vehicles - Admin** 43,168.50

1600 · Fixed Assets & Acc. Depr.

1605 · Office Equipment  
1606 · Copier Samsung 2012 8,233.58

Avila Beach Community Services District  
**Balance Sheet**  
 As of December 31, 2023

	<b>Dec 31, 23</b>
1609 · Office Equipment Accum Depr	-16,373.00
<b>Total 1605 · Office Equipment</b>	<b>-8,139.42</b>
1610 · Fixed Asset -Office & Admin.	
1612 · Office Furniture cost	4,526.21
1614 · Office Furniture Accum Dep.	-4,526.21
<b>Total 1610 · Fixed Asset -Office &amp; Admin.</b>	<b>0.00</b>
1620 · Fixed Assets - Sanitary	
1622 · Land	60,334.10
1626 · Collection Assets	
1627 · Collection Assets Cost	1,517,267.58
1628 · Collect Assets Accum Depr	-593,752.02
<b>Total 1626 · Collection Assets</b>	<b>923,515.56</b>
1630 · Disposal Equipment	
1631 · Disposal Equip Cost	611,174.66
1632 · Disposal Equip Accum Depr	-376,478.88
<b>Total 1630 · Disposal Equipment</b>	<b>234,695.78</b>
1634 · Other Equipment	
1634a · Other Equipment Cost	6,973.40
<b>Total 1634 · Other Equipment</b>	<b>6,973.40</b>
1635 · Treatment Plant	
1636 · Treatment Plant Original	105,000.00
1637 · Treatment Plant Addition	2,049,098.30
1638 · Treatment Plant Accum Dep	-1,519,694.40
<b>Total 1635 · Treatment Plant</b>	<b>634,403.90</b>
1642 · Treatment Equipment	
1643 · Treatment Equip Cost	1,087,410.54
1644 · Treatment Equip Accum Depr	-787,343.49
1642 · Treatment Equipment - Other	205,485.61
<b>Total 1642 · Treatment Equipment</b>	<b>505,552.66</b>
<b>Total 1620 · Fixed Assets - Sanitary</b>	<b>2,365,475.40</b>
1650 · Fixed Assets - Water	
1652 · Equipment	
1653 · Equipment Cost	21,136.28

Avila Beach Community Services District  
**Balance Sheet**  
As of December 31, 2023

	<u>Dec 31, 23</u>
1654 · Equipment Accum Depr	-21,136.28
<b>Total 1652 · Equipment</b>	<b>0.00</b>
1656 · Distribution Assets	
1657 · Distribution Assets Cost	1,270,572.25
1658 · Dist Assets Accum Depr	-755,498.34
<b>Total 1656 · Distribution Assets</b>	<b>515,073.91</b>
<b>Total 1650 · Fixed Assets - Water</b>	<b>515,073.91</b>
1680 · Structures - Fixed Asset	
1681 · Structures GFAAG - Sani & FA	164,414.58
1682 · Gen / Fire Accum Dep	-109,252.42
<b>Total 1680 · Structures - Fixed Asset</b>	<b>55,162.16</b>
1690 · Construction in Progress	2,220,035.96
<b>Total 1600 · Fixed Assets &amp; Acc. Depr.</b>	<b>5,147,608.01</b>
<b>Total Fixed Assets</b>	<b>5,190,776.51</b>
<b>Other Assets</b>	
1800 · Deferred Outflows of Resources	28,724.00
<b>Total Other Assets</b>	<b>28,724.00</b>
<b>TOTAL ASSETS</b>	<b>10,521,819.97</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
2140 · Five Star MC Control x0557	
2141 · FS MC BH x8624	13,434.25
2142 · FS MC SP x6340	4,256.22
2140 · Five Star MC Control x0557 - O...	-4,619.43
<b>Total 2140 · Five Star MC Control x0557</b>	<b>13,071.04</b>
<b>Total Credit Cards</b>	<b>13,071.04</b>
<b>Other Current Liabilities</b>	
2200 · Payroll Liabilities	
2250 · PERS Liability	2,122.92
2255 · Accrued Interest FB Auditor	71,347.50
2260 · Vacation Payable	5,441.96

Avila Beach Community Services District  
**Balance Sheet**  
As of December 31, 2023

---

	<b>Dec 31, 23</b>
2262 · Sick Pay Accrued	12,335.12
<b>Total 2200 · Payroll Liabilities</b>	<b>91,247.50</b>
2300 · Deposits Held	
2303 · Water Deposits Held	7,640.00
<b>Total 2300 · Deposits Held</b>	<b>7,640.00</b>
<b>Total Other Current Liabilities</b>	<b>98,887.50</b>
<b>Total Current Liabilities</b>	<b>111,958.54</b>
<b>Long Term Liabilities</b>	
2400 · Net Pension Liability	92,927.00
2450 · U.S. Bank Loan WWTP	2,608,366.02
2500 · Deferred Inflows of Resources	86,221.00
2999 · Unbalanced Classes	-3,637,745.91
<b>Total Long Term Liabilities</b>	<b>-850,231.89</b>
<b>Total Liabilities</b>	<b>-738,273.35</b>
<b>Equity</b>	
3900 · Retained Earnings	11,138,529.18
Net Income	121,564.14
<b>Total Equity</b>	<b>11,260,093.32</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>10,521,819.97</b>

---

---

**Avila Beach Community Services District**  
**Checks by Fund w/Accounts**  
 December 2023

01/03/24

Type	Date	Num	Name	Memo	Account	Amount	Balance
Check	12/01/2023	EFT	PG&E	100 San Luis St. District Office	6590 · Utilities	149.56	149.56
Check	12/04/2023	EFT	Caltronics Business Sys...		6550 · Operating Sup...	51.69	201.25
Check	12/05/2023	3736	Nikki Engle Bookkeeping Paymentech	Inv. 3467 11/30/23 Bookkeeping	6102 · Accounting	1,495.00	1,696.25
Check	12/05/2023		American Express Disc...		5120 · Chase Paymen...	23.19	1,719.44
Check	12/05/2023		Staples	Order # 337663191	5110 · Amex	11.00	1,730.44
Check	12/06/2023		Paymentech		6143 · Supplies, Office	128.14	1,858.58
Check	12/06/2023		Paymentech		5120 · Chase Paymen...	2.30	1,860.88
Check	12/06/2023		Paymentech		5120 · Chase Paymen...	1.72	1,862.60
Check	12/07/2023		Paymentech		5120 · Chase Paymen...	1.67	1,864.27
Check	12/08/2023		Paymentech		5120 · Chase Paymen...	1.60	1,865.87
Check	12/08/2023		InvoiceCloud	Invoice Cloud merchant fees	5120 · Chase Paymen...	3.25	1,869.12
Check	12/11/2023	EFT	Public Employees Retir...	Kristi 11/16 - 11/30/23	5140 · Invoice Cloud	511.53	2,380.65
Check	12/11/2023	EFT	Public Employees Retir...	Kristi 11/16 - 11/30/23	2250 · PERS Liability	146.23	2,526.88
Check	12/11/2023	EFT	Public Employees Retir...	Kristi 11/16 - 11/30/23	2250 · PERS Liability	146.23	2,673.11
Check	12/12/2023		Paymentech		5256 · PERS Co Pd K...	69.55	2,742.66
Check	12/12/2023		Staples	Order # 9917233346 ink	5120 · Chase Paymen...	2.58	2,745.24
Check	12/13/2023	3738	Coastline Cleaning Co.	Office Inv # 3428 December	6143 · Supplies, Office	364.44	3,109.68
Check	12/13/2023	3738	Coastline Cleaning Co.	Exterior Inv # 3428 December	6542 · Maintenance	165.00	3,274.68
Check	12/13/2023	3740	ASAP Reprographics	Inv. 229067	6542 · Maintenance	25.00	3,299.68
Check	12/13/2023		Paymentech		6143 · Supplies, Office	11.35	3,311.03
Check	12/13/2023		Paymentech		5120 · Chase Paymen...	1.04	3,312.07
Check	12/13/2023		Acct Analysis Fee		5120 · Chase Paymen...	1.64	3,313.71
Check	12/13/2023	BPCK	Coastline Cleaning Co.	Office Inv # 3396 November	6115 · Bank Service C...	46.51	3,360.22
Check	12/13/2023	BPCK	Coastline Cleaning Co.	Exterior Inv # 3396 November	6542 · Maintenance	165.00	3,525.22
Check	12/15/2023		Paymentech		6542 · Maintenance	25.00	3,550.22
Check	12/18/2023		Paymentech		5120 · Chase Paymen...	2.06	3,552.28
Check	12/19/2023	3742	Nikki Engle Bookkeeping	Inv. 3476 12/15/23 Bookkeeping/ Audit	5120 · Chase Paymen...	4.11	3,556.39
Check	12/19/2023	3743	Hagemann & Associates	Inv. 1232 12/15/23 GM Contract Labor	6102 · Accounting	2,697.50	6,253.89
Check	12/19/2023		Paymentech		6506 · Contract Labor ...	1,800.00	8,053.89
Check	12/20/2023		Paymentech		5120 · Chase Paymen...	2.78	8,056.67
Check	12/21/2023		Paymentech		5120 · Chase Paymen...	3.73	8,060.40
Check	12/26/2023	EFT	Five Star Mastercard	FS MC	5120 · Chase Paymen...	66.90	8,127.30
Check	12/26/2023		Paymentech		2140 · Five Star MC C...	5,714.05	13,841.35
Check	12/27/2023		Paymentech		5120 · Chase Paymen...	2.86	13,844.21
Check	12/27/2023		Paymentech		5120 · Chase Paymen...	1.55	13,845.76
Total General / Admin						13,845.76	13,845.76

**Avila Beach Community Services District**  
**Checks by Fund w/Accounts**  
 December 2023

01/03/24

Type	Date	Num	Name	Memo	Account	Amount	Balance
<b>Lights</b>							
Check	12/01/2023	EFT	PG&E	Colony Lights acct # 5992155362-0	6590 · Utilities	131.97	131.97
Check	12/01/2023	EFT	PG&E	Town Lights acct # 0690976984-3	6590 · Utilities	469.86	601.83
Check	12/26/2023	EFT	PG&E	Front St. Lights acct# 5796765606-7	6590 · Utilities	509.57	1,111.40
Total Lights						1,111.40	1,111.40
<b>Sanitary</b>							
Check	12/01/2023	EFT	AT&T	acct # 805 595-9416 904 5	6585 · Telephone / Int...	424.89	424.89
Check	12/13/2023	3739	Brenntag Pacific, Inc.	BPI 385626 12/3/23	6503 · Chemicals	351.05	775.94
Check	12/13/2023	3739	Brenntag Pacific, Inc.	BPI385627 12/3/23	6503 · Chemicals	487.16	1,263.10
Check	12/13/2023	3741	USA Bluebook	DPD Dispensers 10 ml	6522 · Equip. Rep. & ...	252.04	1,515.14
Check	12/14/2023	EFT	SWRCB	Inv# WD-023076 WWTP System annual	6555 · Permits & Fees	4,841.00	6,356.14
Check	12/14/2023	EFT	SWRCB	Inv# WD-0230319 Collection System annual	6555 · Permits & Fees	3,746.00	10,102.14
Check	12/19/2023	3743	Hagemann & Associates	Sanitary System Contract Labor	6507 · Contract Labor ...	3,150.00	13,252.14
Check	12/19/2023	3744	USA Bluebook	Inv. 00201275 11.20.23	6522 · Equip. Rep. & ...	115.80	13,367.94
Check	12/19/2023	3745	Padre Associates, Inc.	Inv. 2023-2651 12.8/23 Cultural Resource ...	8245e · WWTP Const...	417.50	13,785.44
Check	12/19/2023	3746	Speed's, Inc.	Inv #71636 11/22/23 Solids Handling	6580 · Solids Handling	2,029.50	15,814.94
Check	12/19/2023	3747	Brenntag Pacific, Inc.	BPI 395633 12.14.23	6503 · Chemicals	568.35	16,383.29
Check	12/19/2023	EFT	AT&T	acct # x 0885 Internet	6585 · Telephone / Int...	74.90	16,458.19
Check	12/26/2023	EFT	PG&E	Lift Station acct# 6338432238-2	6590 · Utilities	420.63	16,878.82
Check	12/26/2023	EFT	PG&E	Waste Water Plant acct # 0404279997-5 2...	6590 · Utilities	5,137.72	22,016.54
Check	12/27/2023	3748	Sandra Gillespie	Refund 12.2.23 DS acct # 000099 Val Gile...	1280 · Water & Sewer...	5,653.34	27,669.88
Check	12/27/2023	EFT	AT&T	acct # 805 595-9416 904 5	6585 · Telephone / Int...	127.50	27,797.38
Check	12/27/2023	3748	Sandra Gillespie	Refund 12.2.23 DS acct # 000099 Val Gile...	1280 · Water & Sewer...	52.92	27,850.30
Check	12/27/2023	EFT	Paymentech	NSF Pierfront acct 001502 12/18/23	1280 · Water & Sewer...	948.84	28,799.14
Check	12/29/2023	EFT	AT&T	acct # 805 595-9416 904 5	6585 · Telephone / Int...	421.41	29,220.55
Total Sanitary						29,220.55	29,220.55
<b>Water</b>							
Check	12/01/2023	EFT	PG&E	1717 Cave Landing	6590 · Utilities	228.65	228.65
Check	12/13/2023	3737	SLO County Public Works	Inv. 2884 60% of annual charges FY 2023/...	6805 · State Water	60,173.74	60,402.39
Check	12/13/2023	3737	SLO County Public Works	Drought Buffer	6805 · State Water	12,078.80	72,481.19
Check	12/19/2023	3743	Hagemann & Associates	Water System Contract Labor	6507 · Contract Labor ...	1,200.00	73,681.19
Check	12/27/2023	3748	Sandra Gillespie	Refund 12.2.23 DS acct # 000099 Val Gile...	1280 · Water & Sewer...	63.73	73,744.92
Check	12/27/2023	EFT	Paymentech	NSF Pierfront acct 001502 12/18/23	1280 · Water & Sewer...	1,446.52	75,191.44
Total Water						75,191.44	75,191.44
<b>TOTAL</b>						<b>119,369.15</b>	<b>119,369.15</b>



	<u>Dec 23</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000 · Income Summary	
4010 · Operating Revenue	70,011.70
4012 · Solid Waste Franchise Fee	3,216.79
4020 · Contract Services-Ambulance	1,197.71
4030 · County Taxes	108,578.25
4600 · Interest Income	645.08
	<hr/>
<b>Total 4000 · Income Summary</b>	183,649.53
	<hr/>
<b>Total Income</b>	183,649.53
	<hr/>
<b>Gross Profit</b>	183,649.53
	<hr/>
<b>Expense</b>	
5100 · Merchant Credit Card Fees	
5110 · Amex	11.00
5120 · Chase Paymentech	122.98
5140 · Invoice Cloud	511.53
	<hr/>
<b>Total 5100 · Merchant Credit Card Fees</b>	645.51
	<hr/>
5200 · Payroll Expenses	
5210 · Gross Wages	
5213 · Overtime Pay	135.00
5211 · Regular Pay	11,923.02
5212 · Holiday Pay	728.46
5214 · Sick Pay	0.00
5216 · Vacation Pay	1,501.28
	<hr/>
<b>Total 5210 · Gross Wages</b>	14,287.76
	<hr/>
5230 · Payroll Taxes	358.03
	<hr/>
5240 · Health & Medical Exp.	
5242 · Health Ins / Other	2,680.00
	<hr/>
<b>Total 5240 · Health &amp; Medical Exp.</b>	2,680.00
	<hr/>
5250 · PERS Company Pd Expense	
5255 · PERS Co Pd Shawn	747.00
5256 · PERS Co Pd Kristi	384.01
	<hr/>
<b>Total 5250 · PERS Company Pd Expe...</b>	1,131.01
	<hr/>
5265 · Gas & Oil, Co Pd	524.16

	<u>Dec 23</u>
5280 · Payroll Administration & Misc.	137.84
<b>Total 5200 · Payroll Expenses</b>	<b>19,118.80</b>
<b>6000 · Administrative Overheads</b>	
6102 · Accounting	4,192.50
6115 · Bank Service Charges	46.51
6120 · Dues & Subscriptions	68.00
6128 · El Dorado Adj Billing	-9,411.46
6135 · Legal	5,359.00
6140 · Office Supplies & Postage	
6142 · Postage & Shipping	421.90
6143 · Supplies, Office	661.61
<b>Total 6140 · Office Supplies &amp; Postage</b>	<b>1,083.51</b>
6150 · Rate Assistance	779.23
6170 · Website	249.00
<b>Total 6000 · Administrative Overheads</b>	<b>2,366.29</b>
<b>6500 · Operating Expenses</b>	
6503 · Chemicals	1,569.66
6506 · Contract Labor GM	1,800.00
6507 · Contract Labor Civil Engineer	4,350.00
6518 · Equipment Expense	3,883.94
6520 · Equipment Repair & Maint.	
6522 · Equip. Rep. & Maint-Avila & HD	1,241.76
6524 · Equip. Rep. & Maint. Avila Only	585.24
<b>Total 6520 · Equipment Repair &amp; Maint.</b>	<b>1,827.00</b>
6535 · Insurance P/L	5,706.93
6542 · Maintenance	567.25
6550 · Operating Supplies	333.01
6555 · Permits & Fees	8,587.00
6565 · Regulatory Compliance	59.40
6580 · Solids Handling	2,029.50
6585 · Telephone / Internet	1,121.68
6590 · Utilities	7,232.11
<b>Total 6500 · Operating Expenses</b>	<b>39,067.48</b>
<b>6800 · Water</b>	
6805 · State Water	72,252.54
<b>Total 6800 · Water</b>	<b>72,252.54</b>

	<b>Dec 23</b>
<b>Total Expense</b>	<u>133,450.62</u>
<b>Net Ordinary Income</b>	50,198.91
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
8200 · Non-Operating Expenses	
8230 · Capital Purchases in Prog Sani	
8245 · WWTP Improvement Project	
8245e · WWTP Construction	<u>417.50</u>
<b>Total 8245 · WWTP Improvement Proj...</b>	<u>417.50</u>
<b>Total 8230 · Capital Purchases in Prog ...</b>	<u>417.50</u>
<b>Total 8200 · Non-Operating Expenses</b>	<u>417.50</u>
<b>Total Other Expense</b>	<u>417.50</u>
<b>Net Other Income</b>	<u>-417.50</u>
<b>Net Income</b>	<u><u>49,781.41</u></u>



# FLUID RESOURCE MANAGEMENT

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

# Statement

Date
1/2/24

Phone # 805.597.7100 Fax # 805.597.7171

California Certified Small Business #1120142

To:  
 Avila Beach Community Services District  
 P.O. Box 309  
 100 San Luis Street  
 Avila Beach, CA 93424

Amount Due	Amount Enc.
\$43,405.72	

Date	Transaction	Amount	Balance
11/30/23	348F11001 Monthly OPS/Maint- INV #F23289. Orig. Amount \$22,987.37. - NOV 2023 OEM	22,987.37	22,987.37
11/20/23	348F11001 Monthly OPS/Maint:348FW11001 Water:348AW17001 Add Services water- INV #A23463. Orig. Amount \$231.67.	231.67	23,219.04
12/20/23	INV #A23565. Orig. Amount \$201.60.	201.60	23,420.64
12/18/23	348F11001 Monthly OPS/Maint:348FWW11001 Wastewater:348AWW17002 Add Services Wastewater- INV #A23441. Orig. Amount \$510.28.	510.28	23,930.92
12/20/23	INV #A23539. Orig. Amount \$2,638.14.	2,638.14	26,569.06
11/28/23	348TWW21001 Plant Expansion Coordination- INV #T23379. Orig. Amount \$4,436.25.	4,436.25	31,005.31
12/21/23	INV #T23485. Orig. Amount \$1,252.50.	1,252.50	32,257.81
12/21/23	W22851 Maintenance on Equipment- INV #W22851. Orig. Amount \$1,712.77.	1,712.77	33,970.58
10/31/23	W22995 PG&E Tie In / Generator Install- INV #W22995-1. Orig. Amount \$2,002.30.	2,002.30	35,972.88
11/15/23	W23167 Sed Sed Pump 2 Diagnosis- INV #W23167-1. Orig. Amount \$248.65.	248.65	36,221.53
11/16/23	W23344 Power Outage Response to MBR- INV #W23344. Orig. Amount \$838.30.	838.30	37,059.83

CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
8,453.05	32,950.37	2,002.30	0.00	0.00	\$43,405.72



# FLUID RESOURCE MANAGEMENT

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

# Statement

Date
1/2/24

Phone # 805.597.7100 Fax # 805.597.7171

California Certified Small Business #1120142

To:
Avila Beach Community Services District P.O. Box 309 100 San Luis Street Avila Beach, CA 93424

Amount Due	Amount Enc.
\$43,405.72	

Date	Transaction	Amount	Balance		
11/17/23	W23381 Low chlorine residual response 10- INV #W23381. Orig. Amount \$270.00.	270.00	37,329.83		
12/21/23	W23410 Tank site gauge repair- INV #W23410. Orig. Amount \$1,500.46.	1,500.46	38,830.29		
11/17/23	W23412 Influent LS high Level- INV #W23412. Orig. Amount \$3,938.13.	3,938.13	42,768.42		
12/22/23	W23418 Influent LS Pump Diagnosis- INV #W23418. Orig. Amount \$637.30.	637.30	43,405.72		
<b>CURRENT</b>	<b>1-30 DAYS PAST DUE</b>	<b>31-60 DAYS PAST DUE</b>	<b>61-90 DAYS PAST DUE</b>	<b>OVER 90 DAYS PAST DUE</b>	<b>Amount Due</b>
8,453.05	32,950.37	2,002.30	0.00	0.00	\$43,405.72




**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: January 9, 2024

SUBJECT: General Manager/District Engineer Report

**Zone 3 Technical Advisory Committee (TAC)**

The Zone 3 Technical Advisory Committee last met on December 13th, 2023. The agenda packet for the meeting is provided as an attachment to this Staff Report. The TAC's next meeting is scheduled for January 10, 2024. As of this writing (January 4, 2024), the Lopez reservoir is at 96% of capacity with 47,420 AF in storage (500 AF more than a month ago). We have had about 8" of rain accumulation for year at the Lopez Reservoir, which is below average for this time of year. Now that the soil in the watershed is saturated, we anticipate with just average rainfall for the remainder of the season, the lake will likely fill to near capacity.

**December 29 & 30, 2023, Rainfall, High Tide and High Surf Impacts**

On Friday night and Saturday morning the District experienced high rainfall intensity (approximately 1" per hour) along with high surf and extremely high tides. These combined events predicably caused the intersection of First Street and San Francisco to flood. The County's storm drain system in this area flows to San Luis Creek. However, the system was backed up due to the high tide and high surf conditions. The stormwater was inundating the sewage collection system in the area and subsequently, the First Street lift station ran at full capacity for approximately 8 hours. Fortunately, the lift station and the sewage collection system did not overflow, but we did experience extremely high flows at the WWTP for an extended period (approximately 8 hours).

We have experienced high flows at the WWTP in the past during storm and high tide events, but never for as long of a time as this most recent event. Staff is investigating the condition of the manholes in the vicinity of the First St and San Francisco intersection to determine if the seals in the manhole lids have deteriorated or if we are having other issues that is allowing stormwater and/or groundwater into the sewage collection system. We are also going to continue to work with the County Public Works Department to come up with a permanent solution to the chronic flooding of the First Street and San Francisco intersection due to the inability of the storm drain system to handle the run-off.

**ZONE 3  
TECHNICAL ADVISORY COMMITTEE  
Wednesday December 13, 2022  
9:00 - 11:00 am**

**Agenda**

**Join on your computer, mobile app or room device**

Meeting ID: 261 220 685 070

Passcode: pjuWGG

**Or call in (audio only)**

+1 831-296-4487,420020900# United States, Salinas

Phone Conference ID: 420 020 900#

<b>1. Announcements</b>	All
<b>2. General Operations and Water Report</b> <ul style="list-style-type: none"><li>• Summary Notes – November</li><li>• Monthly Operations Report – November</li><li>• Lopez Storage Projections – November</li></ul>	David
<b>3. Current Reservoir Conditions</b>	Kyle (Verbal)
<b>4. Capital Projects Update</b>	David
<b>5. DAF Building Repairs ~\$95k needed</b>	David
<b>6. Future Agenda items?</b> <ul style="list-style-type: none"><li>• Project Updates</li><li>• HCP/Instream Studies</li><li>• Zone 3 Boundary Change</li></ul>	All

**Attachments:**

- A. Summary Notes - November
- B. Lopez Monthly Operations Report - November
- C. Lopez Storage Projections Chart - November
- D. Capital Projects Update

***Happy Holidays!  
Next Meeting Date: January 10, 2024***





## ZONE 3

### TECHNICAL ADVISORY COMMITTEE

WEDNESDAY November 8, 2023 (9:00-11:00 AM)

#### Via Microsoft Teams

#### SUMMARY NOTES

Attendees via Microsoft Teams: Shannon Sweeney, Gabriel Munoz-Morris (Arroyo Grande), Will Clemens (OCSD), Vard Ikeda (Ag), Shane Taylor (Arroyo Grande), Jim Garing (Grover Beach), Steve Kahn (Grover Beach), John Wallace (Ag), David Spiegel (PW Dept), Francesca Devlin (PW Dept), Jeromy Caldera (PW Dept), Kyle James (PW Dept), Megan Schotborgh (PW Dept).

#### 1. Announcements

- Will Clemens- retiring December 30, 2023.

#### 2. General Operations and Water Report

- **David Spiegel (PW) reviews the October 11, 2023, Meeting Summary Notes.**

John Wallace "Did you find out the size of the fire tank?" David Spiegel replied that the replacement will be 180,000 gallons reduced from 300,000-gallon tank.

- **David Spiegel (PW) reviews the Monthly Operations Report.**

- Please refer to agenda packet Graphs.

Will Clemens "Looks good but looks like we will be running out of our entitlement, and we will be switching to state water."

Shane Taylor "If someone were to ask how much stored water, we have what would the answer be?" David Speigle replied "the answer would be zero" Shane Taylor "We wouldn't declare stored water until March 30<sup>th</sup>, 2024."

#### 3. David Spiegel (PW) reviews the Lopez Storage Projections.

- Lopez reservoir storage projection chart uses the exact rain data from last year. If we can get some new updated info, it will impact the line.

#### 4. Current Reservoir Conditions

- **David Spiegel (PW) reports the following data:**

- Current elevation 519.90 ft
- Storage capacity 95.1% @ 46,945 AF
- SWP 2.5 MGD
- WTP 2.3 MGD
- Rainfall total .17 Inches
- Downstream releases 3.2 MGD

- John Wallace inquired "Were the downstream releases reduced for Shane Taylor project?" David Speigel states "They were, we made proactive flow changes ahead of that. Shane Taylor stated that they did not have an impact/they could not tell the difference, but the project is complete.

- Gabriel Munoz-Morris "Is state water back up to full capacity?" David Speigel replied that the explosion at the devil's den affected units 1, 2

& 3 but they were able to get units 4, 5 & 6 back online and our able to make full deliveries.

#### 5. **Financial – 1<sup>st</sup> Quarter Budget**

- Summary of overall expended budget is 16%
- Routine O&M: expended budget is 26%
- Non-Routine O&M: expended budget is 5%
- Capital Outlay: expended budget is 1%
  - We are capped at \$750,000 a year for the CIP projects which includes non-routine O&M and Capital Outlay. Routine is on track. Non-Routine O&M has a lot of “big ticket” projects that are coming up or slow to start We will see what we asked for vs what we have spent catch up to our budget in the later quarters of this year.

#### 6. **5 Year CIP**

- Annual Target is \$750,000
- Refer to second page notes for budget outline.

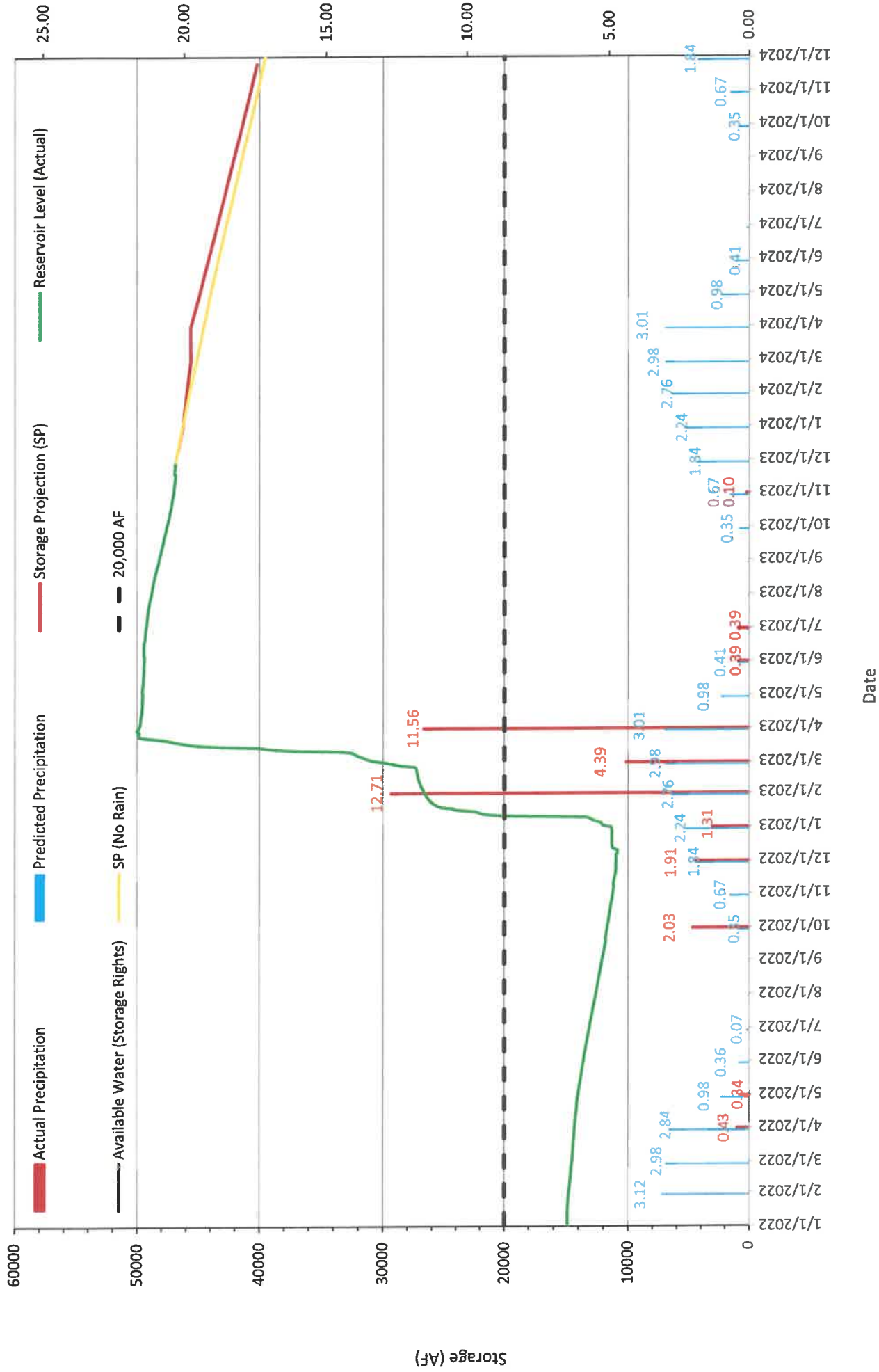
#### 7. **Project Updates**

- **Fireflow Tank Replacement**
  - Starting project execution plan
  - Preparing RFP for tank design
  - Budget ~\$800,000
- **Membrane Module Replacement**
  - Purchasing 2 racks of modules
  - PO created to purchase 2 racks. One (1) rack to be purchased early 2024 and the second rack in late 2024.
  - Budget ~\$600,000
- **Spillway Assessment and Investigation (No Change)**
  - Performed Electrical Resistivity Test – We have received data from this test, if anyone would like to see it is available.
  - Developing Scope and schedule for Non-destructive Testing- We received the GEI comments as response to DSOD and hoping this is the final round that will allow us to get a permit to do additional testing at the spillway.
  - Remainder of project ~ minimum of \$300,000
- **Geotechnical Testing & Seismic Alternatives Study of Terminal Reservoir Dam (No Change)**
  - Draft Seismic Hazard TM has been prepared.
  - Waiting on DSOD for comment
  - GEI is working on Geotechnical Engineering Report
  - Budget ~\$500,000
- **Cathodic Protection Repair Project**
  - We are in the field installing new test stations.

- Rectifiers to be done next and the project should be done in a month.
  - Budget ~\$449,933
- **CO2 Injection System**
    - CO2 Tank and Carbonic Acid Skid has been delivered.
    - Waiting on one PLC
    - Long lead items are finally here, awaiting installation.
    - Budget ~\$256,000
- **Chemical Tank Replacement (No Change)**
    - Ordering tanks.
    - Project scheduled for mid-January into February
    - Budget ~\$350,000
- **Sludge Bed Curtain Wall Rehabilitation**
    - PO was just approved for investigation/repair of sledge bed exterior wall and should start in the next couple of weeks.
- **Bathymetric Study**
    - Boat survey complete
    - Awaiting report
    - ~\$90,000
8. John Wallace “Did we ever figure out the savings on the solar project?” David Spiegel explains that we are waiting for more electrical bills to come in to compare costs. Shane Tayler “Confirmation that we will not be doing a free chlorine burn this year. Shane states they will flush without free chlorine.
9. **Future Agenda Items**
- Shane Taylor “At the cloud seeding station on the tank site do they do maintenance since we it will not be in use. David Speigel replied that equipment is usually taken down each season.
  - Kyle James “Regarding John’s question earlier on the Tesla project, we have just learned that Tesla gives monthly progress reports for the battery so the reports have been requested and will be shared.

**Next Meeting Wednesday: December 13, 2023**

# LOPEZ RESERVOIR STORAGE PROJECTION



**Notes:**

Reservoir Storage = Current Storage + Inflow - Outflow

Outflow = Agency Usage + Downstream Releases

Agency Usage: is based on 2010-2021 average monthly deliveries

Predicted Inflow: is dependent on the predicted rainfall obtained from longrangeweather.com

Inflow is affected by antecedent soil conditions and factored into the model. Rainstorms will produce less inflow during the dry months than during the rainy season when the soil is saturated.

The **Storage Projection Model** is based on a polynomial regression (concave in shape). The (concave) **Storage Projection Graph** will fall below the (linear) **Storage Projection with No Rain Graph** during months of low predicted rainfall.

**San Luis Obispo County Flood Control and Water District  
Zone 3 - Lopez Project - Monthly Operations Report  
November, 2023**

CONTRACTOR	PROJECT WATER DELIVERIES																
	AVAILABLE WATER (APR-MAR)			THIS MONTH			APRIL TO PRESENT			TOTAL USAGE							
	ENTITLEMENT	STORED PW**	SURPLUS WATER AVAILABLE	ENTITLEMENT USAGE	STORED PW USAGE	%	SURPLUS PW USAGE	DELIVERIES DURING SPILL USAGE	TOTAL USAGE	ENTITLEMENT %	STORED PW USAGE	%	SURPLUS PW USAGE	DELIVERIES DURING SPILL USAGE	%	TOTAL USAGE	%
AG	2290	0	0	163.57	0.0	7%	0.00	0.00	163.57	962.9	42%	0.0	0%	0.00	0%	163.57	60%
OCSD	800	0	0	21.07	0.0	7%	0.00	0.00	21.07	303.00	100%	0.0	0%	0.00	0%	224.93	132%
GB	892	0	0	64.85	0.0	8%	0.00	0.00	64.85	365.3	46%	0.0	0%	0.00	0%	164.17	66%
CSA.12	245	0	0	8.87	0.0	3%	0.00	0.00	8.87	138.2	15%	0.0	0%	0.00	0%	275.16	46%
SM	N/A	0	0	6.28	0.0	3%	0.00	0.00	6.28	43.5	17%	0.0	0%	0.00	0%	19.90	25%
TOTAL	4530	0	0	257.64	0.0	5.7%	0.00	0.00	257.64	1812.1	40.0%	0.0	0.0%	0.00	0%	960.88	61%

CONTRACTOR	STATE WATER PROJECT WATER DELIVERIES											
	ANNUAL REQUEST**			THIS MONTH			JANUARY TO PRESENT			TOTAL		
	REQUEST	ALLOCATION	%	REQUEST	ALLOCATION	%	REQUEST	ALLOCATION	%	REQUEST	ALLOCATION	%
AG	N/A	0.0	N/A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OCSD	187.5	0.0	0.0	30.67	30.67	16.4%	0.0	30.67	125.3	67%	0	125.30
GB	1070.0	0.0	0.0	120.00	120.00	11%	0.0	120.00	947.5	89%	0	947.45
CSA.12	96.0	0.0	0.0	7.50	7.50	8%	0.0	7.50	82.9	86%	0	82.94
SM	90.0	0.0	0.0	12.43	12.43	14%	0.0	12.43	71.2	79%	0	71.23
TOTAL	1443.5	0.0	0.0	170.60	170.60	12%	0.0	170.60	1226.9	85%	0	1226.92

LAKE ELEVATION (ft)	THIS MONTH		MAX CAPACITY
	WTY TO DATE	WTY TO DATE	
STORAGE (AF)	5197.6	N/A	522.6
MONTHLY RAINFALL (in)	46998	N/A	49200
DOWNSTREAM RELEASES (AF)	0.10	0.10	N/A
LAKE TO TERMINAL (AF)	321.01	1970.3	4200.0
SPILLAGE (AF) (WTY)	0.00	2608.6	N/A
AG WHEELING OCEANO WATER	1.48	8988.1	N/A

CONTRACTOR	TOTAL MONTHLY DELIVERIES	
	WTY TO DATE	WTY TO DATE
AG	163.57	163.57
OCSD	52.74	52.74
GB	64.85	64.85
CSA.12	120.87	120.87
SM	13.78	13.78
TOTAL	315.79	315.79

**NOTES**

1) New Contract Changes effective October 1, 2022

2) On 12/31/22 there was an estimated 655.5 AF of District SSWPW remaining. Including approximately 46 AF of water lost to evaporation in 2022.

3) In March 2023, 5489 AF of water spilled resulting in losing all of the District SSWPW, Agency SSWPW, and Stored PW.

4) 44.53 AF of March Project Water Deliveries will be credited to Stored PW at the end of the 2022/2023 water year (WTY) due to March spill event.

5) End of WY water credit of 44.53 AF was added to Stored PW. 44.53 AF of Stored PW was lost due to April spill event.

6) 364.03 AF of April Project Water Deliveries are reported in the "Deliveries During Spill" column due to April spill event.

7) 426.5 AF of May Project Water Deliveries are reported in the "Deliveries During Spill" column due to May spill event.

8) 170.38 AF of June Project Water Deliveries are reported in the "Deliveries During Spill" column due to June spill event.

**RAM & OTHER OPERATIONS**

AIE: Agency Initiated Exchange  
 DIE: District Initiated Exchange  
 N/A: Not Applicable  
 PW: Project Water aka Lopez Water  
 Surplus Water: Carry Over Water (LRP)  
 SSWPW: Stored SSWPW  
 \*\* Stored PW includes Surplus water declared  
 \*\*\* Actual amount available is dependent on the State's (DWR) delivery %  
 \*\*\*\* Stored SSWPW water resolution from AIE



## ZONE 3 Lopez Project

---

---

San Luis Obispo County Flood Control and Water Conservation District

**TO:** Zone 3 Technical Advisory Committee

**FROM:** David Spiegel, PE

**DATE:** December 13, 2023

**SUBJECT:** Zone 3 Projects Update

### **Project Updates:**

- Fireflow Tank Replacement
  - Working on 60% design plans
  - Budget ~\$800,000
- Membrane Module Replacement
  - Waiting for delivery of modules
  - PO Created to purchase 2 racks
  - Budget ~\$600,000
- Spillway Assessment and Investigation (No Change)
  - Performed Electrical Resistivity Test
  - Scope and schedule for Non-destructive testing in Review by District
  - Remainder of project ~ minimum of \$300,000
- Geotechnical Testing & Seismic Alternatives Study of Terminal Reservoir Dam (No Change)
  - Draft Seismic Hazard TM has been prepared
  - Sending to DSOD for comment
  - GEI is working on Geotechnical Engineering Report
  - Budget ~\$500,000
- Cathodic Protection Repair Project
  - Installing new test stations
  - Budget ~\$449,933
- CO2 Injection System (No Change)
  - CO2 Tank and Carbonic Acid Skid has been delivered
  - Long lead items are finally here, awaiting install
  - Budget ~\$256,000
- Chemical Tank Replacement (No Change)
  - Ordering tanks
  - Project Scheduled for mid-January into February
  - Budget ~\$350,000



## ZONE 3 Lopez Project

---

---

San Luis Obispo County Flood Control and Water Conservation District

- Sludge Bed Curtain Wall Rehabilitation
  - Filling bed for leak investigation
  - ~\$50,000 per initial quote
  
- Bathymetric Study
  - Final reports and maps are being completed
  - ~\$90,000
  
- DAF Building Repairs
  - DAF building has rust damage in multiple girders and roll up doors
  - Rafters support safety tether for maintenance of DAF equipment
  - ~\$95,000

### **Completed Projects**

- Lopez Water Treatment Plant Rack 1 Membrane Replacement
- Tesla Battery Storage
- Lopez WTP Safety Upgrades (Cancelling)
- Equipment Storage Building (Cancelling)
- Chlorine Dioxide Bulk Storage Tank






**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: January 9<sup>th</sup> 2024

SUBJECT: Discuss and Consider Adoption of Resolution No. 2024-01 updating the Board's Policy regarding discontinuation of residential water service for nonpayment

Recommendation

Receive staff report and adopt Resolution No. 2024-01, updating the District's Policy regarding the discontinuation of water service for non-payment for residential customers.

Background:

On October 12, 2004, the District adopted Ordinance No. 2004-01, which provided procedures for discontinuance of District water and sewer service and penalties for violation of District rules and regulations. On March 8, 2016, the Board adopted a Policy on Water and Sewer Billing Payment. On March 10, 2020, the Board updated the Policy pursuant to the provisions in Senate Bill 998.

Senate Bill 998 (SB 998) was approved by the Governor on September 28, 2018 and requires water suppliers with more than 200 service connections to comply with the bill's provisions by April 1, 2020. SB 998 prohibits water districts from turning off water service for non-payment by any residential customer who has been delinquent for less than 60 days. SB 998 is only applicable to residential water service connections and does not apply to any other service types, such as commercial, irrigation or construction water accounts.

Discussion:

At staff's request, District counsel reviewed the District's Policy and provided suggestions for improvements and consistency with State law. Those suggestions have been incorporated into the draft updated Policy.

Staff recommends the Board adopt Resolution No. 2024-01 (attached) updating the District's Policy on the discontinuation of residential water service for nonpayment.

**AVILA BEACH COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2024-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
AVILA BEACH COMMUNITY SERVICES DISTRICT  
ADOPTING A REVISED AND UPDATED  
DISCONTINUANCE OF WATER SERVICES DUE TO NON-PAYMENT POLICY**

**WHEREAS**, the Avila Beach Community Services District ("District") provides water service within the District's service area pursuant to section 61100, subdivision (a), of the Community Services District Law; and

**WHEREAS**, on or about March 10, 2020, by Resolution No. 2020-01, the District adopted a Discontinuance of Water Services due to Non-Payment Policy (Policy No. 3039) (the "2020 Water Shutoff Policy") pursuant to the California Water Shutoff Protection Act, California Health and Safety Code Section 116900 *et seq.*; and

**WHEREAS**, the Board of Directors of the District desires to rescind the 2020 Water Shutoff Policy and adopt, by this Resolution, a revised and updated Discontinuance of Water Services due to Non-Payment Policy (the "2024 Water Shutoff Policy"), a copy of which is attached to this Resolution as Exhibit "A."

**NOW, THEREFORE BE IT RESOLVED** by the Board of Directors of the Avila Beach Community Services District as follows:

Section 1. The District hereby finds and declares that the above recitals are true and correct.

Section 2. The 2020 Water Shutoff Policy adopted on or about March 10, 2020 pursuant to Resolution No. 2020-01 is hereby rescinded and replaced in its entirety by the 2024 Water Shutoff Policy. The Board hereby adopts the 2024 Water Shutoff Policy attached as Exhibit "A" to this Resolution.

Section 3. The District's General Manager shall take all steps necessary to implement and carry out the purposes of this Resolution.

Section 4. This Resolution shall take effect immediately upon its adoption.

Passed and adopted by the Board of Directors of the Avila Beach Community Services District this 9th day of January, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

President

ATTEST:

---

Secretary

## Exhibit "A"

---

# Avila Beach Community Services District

---

## **POLICY TITLE: DISCONTINUANCE OF WATER SERVICES DUE TO NON-PAYMENT** **POLICY NUMBER: 3039**

This discontinuation of water service policy (“Policy”) applies when there is a non-payment of water bills for residences, including single-family residences, multifamily residences, and mobile homes. This Policy supersedes the policy adopted by the Avila Beach Community Services District (“District”) Board of Directors (“Board”) pursuant to Resolution No. 2020-01. This policy does not apply to water services provided to non-residential (e.g., commercial) properties. This Policy was prepared in compliance with the California Water Shutoff Protection Act, California Health and Safety Code Section 116900 *et seq.* (the “Act”).

If you have any questions regarding this Policy or would like to discuss options for averting the discontinuation of water service under the terms of this Policy, contact the District office at (805) 595-2664. If a customer wishes to send a letter or notice to the District, or if this Policy requires communication to be made in writing, such communication should be either hand delivered to the District’s office at 100 San Luis St., Avila Beach, CA 93424 (Attn: District General Manager) or mailed to the District at P.O. Box 309, Avila Beach, CA 93424 (Attn: District General Manager).

In the event of any conflict between this Policy and any other ordinance, rule, regulation or policy of the District, this Policy shall prevail. In the event of any conflict between this Policy and state law, state law shall prevail and the conflicting portion of this Policy shall be deemed to conform to the applicable law.

### **1. BILLING PROCEDURES.**

Water service charges are payable to the District monthly. All bills for water service are due and payable upon receipt of mailing and are delinquent thirty (30) days after the bill date. A late fee will be assessed on any unpaid balance if payment is not received thirty (30) days after the bill date and, if the bill is not paid in full thirty (30) days after the bill date, interest will begin to accrue on any unpaid balance at seven percent (7%) per annum until the unpaid balance is paid in full (see also Section 8 below regarding enforcement).

### **2. REQUIREMENTS FOR DISCONTINUATION OF WATER SERVICE.**

- A. The District will not discontinue water service for nonpayment until a customer has been delinquent on their payment for at least sixty (60) days.
- B. No less than seven (7) business days before discontinuation of water service for nonpayment, the District will contact the customer named on the account regarding the payment delinquency and impending discontinuation of water services by written notice or telephone (“Past Due Notice”).
- C. Notwithstanding the foregoing subsection (B), the District will discontinue water services no

sooner than five (5) business days after the District posts a final notice of intent to discontinue service in a prominent and conspicuous location at the property under either of the following circumstances: (i) the customer fails to comply with an amortization agreement, an alternative payment schedule, a deferral or reduction in payment plan for delinquent charges, or other alternative payment arrangement for sixty (60) days or more; or (ii) while undertaking an amortization agreement, an alternative payment schedule, a deferral or reduction in payment plan for delinquent charges, or other alternative payment arrangement, the customer does not pay his or her current residential service charges for sixty (60) days or more.

- D. Past Due Notice In Writing: When the District contacts the customer named on the account in writing as set forth in subsection (B) above, the District will send the Past Due Notice to the customer of the residence where the residential service is provided. If the customer's address is not the address of the property to which residential service is provided, the Past Due Notice will also be sent to the address of the property to which residential service is provided, addressed to "Occupant." The Past Due Notice will, at a minimum, include: (i) the customer's name and billing address; (ii) the amount of the delinquency; (iii) the day by which payment or arrangement for payment is required to avoid discontinuation, and the scheduled shut-off date; (iv) a description of the process to apply for an extension of time to pay the delinquent charges; (v) a description of the procedure to petition for bill review or appeal; and (vi) a description of the procedure by which the customer may request a deferred, reduced, or alternative payment schedule, including an amortization of the delinquent residential service charges. Items (iv) through (vi) can be accomplished by providing a copy of this Policy.
- E. Past Due Notice By Phone: If the District contacts the customer named on the account by telephone as set forth in subsection (B) above: (i) the District will follow up in writing and provide a copy of this Policy to the customer; (ii) the District will notify the customer of the scheduled shut-off date, and (iii) the District will offer to discuss options to avert discontinuation of residential service for nonpayment, including, but not limited to, alternative payment schedules, deferred payments, minimum payments, procedures for requesting amortization of the unpaid balance, and petition for bill review and appeal.
- F. If the District is unable to make contact with the customer or an adult occupying the residence by telephone and/or the written notice is returned through the mail as undeliverable, the District will make a good faith effort to visit the residence and leave, or make other arrangements for placement in a conspicuous place of, a notice of imminent discontinuation of residential service for nonpayment and a copy of this Policy.
- G. The District will not discontinue residential water services under the following circumstances: during the pendency of an appeal under section 4 below (or during an appeal to any other administrative or legal body to which that appeal may be lawfully taken), or during the period of time in which a customer's payment is subject to a District-approved alternative payment arrangement so long as the customer remains in compliance with the approved alternative payment arrangement.

### 3. ALTERNATIVE PAYMENT ARRANGEMENTS.

If a customer is unable to pay a bill before such payment is required, the customer may request an alternative payment arrangement described in this section 3. As used in this Policy, "alternative payment arrangement" refers to and includes extensions, amortizations, alternate payment schedules, and payment reduction or deferral, all of which are discussed below in subsection (A)

through (D). All such requests must be made within five (5) days after receipt of the Past Due Notice, which, for the purpose of this section 3, shall be the date of the Past Due Notice if made by telephone as set forth in section 2(E) or five (5) calendar days after the notice is mailed if made in writing as set forth in section 2(D). All determinations regarding alternative payment arrangements will be made by the District's General Manager ("General Manager"). The General Manager may deviate from the alternative payment arrangement requirements set forth in this Policy if it is in the best interest of the District and the deviation complies with all applicable laws. If approved by the General Manager, alternative payment arrangements will be set forth in writing and must be signed by the customer(s) of record. A customer may be eligible for an alternative payment plan regardless of whether they meet the conditions of subdivision (a) of Section 116910 of the Health and Safety Code (discussed in section 5 below). The District is not required to reduce the total amount due for water services provided to a customer.

Alternative payment arrangements will, under most circumstances, conform to the following requirements and conditions: (i) payment arrangements are available no more than two (2) times per calendar year per customer or service address and will include the customer's past-due balance only; (ii) the customer cannot currently be making payments pursuant to an alternative payment arrangement; (iii) customers who fail to comply with an alternative payment arrangement will not be eligible for another alternative payment arrangement for the twelve (12) month period following the date of the missed payment; (iv) a good faith payment of a portion of the past due balance will be required at the time the alternative payment arrangement is signed (generally 15% of the total due); (v) payments under an alternative payment arrangement cannot be more than thirty (30) days apart; (vi) customers must remain responsible for all current and future bills during the alternative payment arrangement period; (vii) the alternative payment arrangement will require the repayment of the outstanding balance within twelve (12) months. Payment arrangements must be made with the District and signed by 5:00 PM the day before the scheduled disconnection date.

- A. Extensions. If approved by the General Manager, a customer's payment of his or her unpaid balance may be temporarily extended for a period after the balance was originally due. The General Manager will determine, in his or her sole discretion, how long an extension the District will offer to the customer. The customer must pay the full unpaid balance by the date set by the District and must remain current on all service charges accruing during any subsequent billing periods.
- B. Amortization. If approved by the General Manager, a customer's payment of his or her unpaid balance may be amortized over a period not to exceed twelve (12) months, as determined by the General Manager, in his or her sole discretion. If amortization is approved, the unpaid balance will be divided by the number of months in the amortization period, and that amount will be added to the customer's monthly bills for water service until fully paid. During the amortization period, the customer must remain current on all water service charges accruing during any subsequent billing periods.
- C. Alternative Payment Schedule. If approved by the General Manager, a customer may pay his or her unpaid balance pursuant to an alternative payment schedule that will not exceed twelve (12) months, as determined by the General Manager, in his or her sole discretion. If approved, the alternative payment schedule may allow periodic lump-sum payments that do not coincide with the District's ordinary payment date or may provide for payments made more or less frequently than the District's regular payment date. During the period of the alternative

payment schedule, the customer must remain current on all water service charges accruing during any subsequent billing periods.

- D. Payment Reduction or Deferral. If approved by the District, a customer may receive a temporary deferral or reduction of the unpaid balance. Payment reductions may not exceed the amount of unpaid reconnection fees and accrued interest charges, if any, for water service. The General Manager will determine, in his or her sole discretion, whether to grant a deferred or reduced payment, and the amount of such deferral or reduction, based on: (i) the availability of District funds to fund the reduction at a given time; (ii) the customer's demonstrated financial need; and (iii) the customer's prior payment history or prior payment reductions.

#### 4. PROCEDURE TO APPEAL A BILL.

- A. Customers may contest or appeal a bill by sending a letter to the District that includes (i) the customer's name and identification number (as shown on the invoice); (ii) the service address and customer's mailing address (if different); (iii) the customer's telephone number and email address; (iv) a detailed statement of the reason(s) for the appeal (e.g., why the invoice was made in error); and (v) a detailed description of the relief requested (e.g., a reduced payment and in what amount) ("Notice of Appeal"). The Notice of Appeal must be submitted to the District within five (5) business days of the customer's receipt of the disputed bill. For the purposes of this subsection, a bill will be deemed received by a customer five (5) calendar days after the bill is mailed, or, if emailed, on the date the bill is emailed. A copy of the bill being appealed must be submitted with the Notice of Appeal. All outstanding water charges, fines, and penalties associated with the customer's account must be paid at the time or prior to the time the Notice of Appeal is submitted. If a customer does not comply with the requirements set forth in this subsection, the appeal will be deemed waived by the customer. The General Manager will review the Notice of Appeal, together with any supporting documentation, and determine if the Notice of Appeal complies with the requirements set forth herein, investigate the appeal, and determine if the District will grant or deny the relief requested in the Notice of Appeal ("GM Determination"). The GM Determination will be made in writing and mailed to the customer. If the General Manager reduces or eliminates a charge, fee, or penalty, the District will refund the amount of the reduction/elimination within five (5) business days of the GM Determination.
- B. If the customer is unsatisfied with the GM Determination, the customer may seek review of said determination by the District Board by sending a letter to the General Manager notifying the District of the customer's desire to appeal the GM Determination to the Board of Directors ("Board Appeal Letter"). The Board Appeal Letter must include (i) a copy of the Notice of Appeal (submitted pursuant to subsection (A) above) and the GM Determination being appealed; and (ii) a detailed statement of the reason(s) why the GM Determination was wrong. The Board Appeal Letter must be submitted to the District within five (5) business days of receipt GM Determination. For the purposes of this subsection, the GM Determination will be deemed received by a customer five (5) calendar days after the determination is mailed, or, if emailed, on the date the determination is emailed. If a customer does not comply with the requirements set forth herein, the appeal to the Board will be deemed waived by the customer and the GM Determination will be the District's final decision. If a timely Board Appeal Letter is received, the customer will be notified of the hearing date at least ten (10) calendar days prior to the hearing at which the Board will consider the customer's Board Appeal Letter. All



hearings will be held at the District's office. The customer will have the opportunity to present testimony, present witnesses, and produce documentary evidence to the Board. All appeal hearings are considered public. The decision of the Board will be issued in writing to the customer. If the customer wishes to send a representative to the hearing to appeal on the customer's behalf, or will be accompanied by legal counsel, the customer must provide written authorization for such representation and notify the District at least forty-eight (48) hours prior to the hearing. If the Board reduces or eliminates a charge, fee or penalty, the District will refund the amount of the reduction/elimination within five (5) business days of its written determination. The decision of the Board will be the final decision of the District.

**5. DEMONSTRATION OF MEDICAL AND ECONOMIC HARDSHIP.**

- A. The District will not discontinue water service if a customer demonstrates medical need and economic hardship to the District in writing and is willing to enter into an alternative payment arrangement approved by the District. More specifically, the District will not discontinue water service for nonpayment if all of the following conditions are met: (i) the customer, or a tenant of the customer, submits to the District a certification of a primary care provider, as that term is defined at Welfare and Institutions Code section 14088(b)(1)(A), that discontinuation of water service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where water service is provided; (ii) the customer demonstrates that he or she is financially unable to pay for water service within the District's normal billing cycle (note that the customer will be deemed financially unable to pay for water service within the District's normal billing cycle if any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than two hundred (200) percent of the federal poverty level); and (iii) the customer is willing to enter into an amortization agreement, alternative payment schedule, a plan for deferred or reduced payment, or another alternative payment arrangement acceptable to the District. A customer must submit a medical need and economic hardship request before the scheduled date of the impending discontinuance of service. The request must be made in writing and demonstrate that the customer meets the requirements of this subsection (A).
- B. The General Manager will review the completed written request and supporting documentation and do one of the following: (i) notify the customer of the alternative payment arrangement selected by the District and request the customer's signed assent to participate in the alternative payment arrangement; (ii) request additional information from the customer; or (iii) notify the customer that he or she does not meet the required medical or financial conditions. If the conditions set out in subparagraph (A) are met, the General Manager will offer the customer at least one of the following options, in its sole discretion: (i) amortization of the unpaid balance; (ii) participation in an alternative payment schedule; (iii) a partial or full reduction of the unpaid balance financed; or (iv) temporary deferral of payment. The General Manager will set the parameters of the offered payment option(s) based on this Policy.

**6. RESTORING SERVICES.**

- A. When the District discontinues water services, it will provide the customer with information

- on how to restore residential services.
- B. Restoration of water services by the District will be subject to payment of: (i) any past-due amounts, including applicable interest or fees (if any); and (ii) any reconnection fees, subject to the limitations in subsection (C) below, if applicable.
  - C. The reconnection service fee will be \$50.00 or the actual costs to restore service, whichever is greater, and is subject to change by Board resolution. For a residential customer who demonstrates to the District a household income below 200 percent of the federal poverty line, the District will: (i) charge as the reconnection fee the actual cost of reconnection; and (ii) if required by the Act, waive interest charges on delinquent bills once every twelve (12) months.

## **7. TENANTS AND OTHER RESIDENTIAL OCCUPANTS.**

- A. This section applies when there is a landlord-tenant or similar relationship between the residential occupants and the owner, manager, or operator of the dwelling, and residential service is pending discontinuance due to nonpayment.
- B. The District will send a Past-Due Notice to the occupants living at the service address at least ten (10) days before discontinuation of water service under the following circumstances: (i) the District furnishes individually metered service to a single-family dwelling, multi-unit residential structure, mobile home park, or permanent residential structure in a labor camp as defined in California Health & Safety Code Section 17008, and the owner, manager, or operator is the customer of record; or (ii) the customer of record's mailing address is not the same as the service address. The Past-Due Notice will be addressed to "Occupant," will contain the information required in section 2 above, and will inform the residential occupants that they have the right to become customers of the District without being required to pay the amount due on the delinquent account.
- C. The District will make service available to the actual residential occupants if each occupant agrees to the terms and conditions of service and meets the requirements of the District's rules and regulations. However, if one or more of the occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the District, or if there is a physical means, legally available to the District, of selectively discontinuing service to those occupants who have not met the requirements of the District's rules and regulations, the District will make service available to the occupants who have met those requirements. To be eligible to become a customer without paying the amount due on the delinquent account, the occupant(s) must verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling. Verification methods include, but are not limited to, a lease or rental agreement, rent receipts, or a government document indicating that the occupant is renting the property. If prior service for a period of time is a condition for establishing credit with the District, residence and proof of prompt payment of rent for that period of time is a satisfactory equivalent.
- D. Pursuant to Health and Safety Code section 116916(e), any residential occupant who becomes a customer of the District pursuant to this section whose periodic payments, such as rental payments, include charges for residential water service, where those charges are not separately stated, may deduct from the periodic payment each payment period all reasonable charges paid to the District for those services during the preceding payment period.
- E. Notwithstanding the foregoing, if the dwelling unit is a detached single-family dwelling unit, in order for the amount due on the delinquent account to be waived, the District may require

an occupant who becomes a customer to verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling.

**8. ENFORCEMENT AND INTEREST.**

- A. In addition to discontinuation of water service, the District may pursue any other remedies available in law or equity for nonpayment of water service charges, including, but not limited to: securing delinquent amounts by filing liens on real property, filing a claim or legal action, or referring the unpaid amount to collections. For example, the District may seek to collect any payment for water services using any method authorized by Government Code section 61115 and the General Manager is authorized to take all actions reasonably necessary to collect delinquent charges pursuant to Government Code section 61115. This includes, but is not limited to, (i) assessing a penalty of ten (10) percent on the unpaid amount(s), plus an additional penalty of one (1) percent per month for the nonpayment of the charges pursuant to Government Code section 61115(a)(3) and (ii) collecting delinquent charges and penalties on the tax roll in the same many as property taxes pursuant to Government Code section 61115(b).
- B. In the event a legal action is decided in favor of the District, the District shall be entitled to the payment of all costs and expenses, including attorneys' fees and accumulated interest.
- C. Neither the Act nor this Policy limits the District's right to discontinue service due to the unauthorized actions of a customer.

**9. REPORTING.** Annually, the District will report the number of annual discontinuations of residential service for inability to pay on the District's website and report the same to the State Water Resources Control Board.

**10. LANGUAGES.** This Policy will be made available on the District's website in the following languages: English, Spanish, Chinese, Tagalog, Vietnamese, Korean, and any other language spoken by 10 percent or more of the customers in the District's service area.



**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager



DATE: January 9, 2024

SUBJECT: Discuss and consider comments on the draft San Luis Obispo Local Agency Formation Commission (LAFCO) Municipal Service Review and Sphere of Influence Study for the Avila Beach Community Services District

**Recommendation:**

Review Draft MSR and Provide Direction to staff.

**Discussion:**

The San Luis Obispo LAFCO is in the process of updating their Municipal Service Reviews (MSRs) and Sphere of Influence (SOI) studies for the Community Service Districts in the County. Instead of combining all the MSRs into one document, as has been the past practice, LAFCO is updating the MSRs in a more detailed, individual report format. District staff worked with LAFCO staff to prepare the draft MSR. LAFCO has scheduled a Public Hearing on January 18, 2024, for the LAFCO Commission to receive public comment and consider adopting the updated MSR.

The draft MSR provided LAFCO's evaluation of District's capability to service existing and future resident and is the basis for SOI decisions. No change to the existing SOI is proposed by LAFCO staff.

The purpose of this Board item is to provide the District Board of Directors and the public an opportunity to review and discuss any comments that they have on the draft MSR. Staff will provide those comments to the LAFCO Commission at the January 18, 2024, Public Hearing.

The LAFCO Hearing Notice and the draft MSR are provided as attachments to this Staff Report.



## San Luis Obispo Local Agency Formation Commission

1042 Pacific Street, Suite A, San Luis Obispo, CA 93401

Telephone: (805) 781-5795 | Fax: (805) 788-2072

---

### ***Notice of Public Hearing – January 18, 2024, at 9:00 AM***

Board of Supervisors Chambers

County Government Center

1055 Monterey Street

San Luis Obispo, CA 93408

**Hearing Item:** Intent to Adopt a Municipal Service Review and Sphere of Influence Study for the Avila Beach Community Services District

**Hearing Notice:** Notice is hereby given that the San Luis Obispo Local Agency Formation Commission (LAFCO) will consider adopting the Municipal Service Review and Sphere of Influence (SOI) Study for the Avila Beach Community Services District. The Municipal Service Review evaluates the District's capability to service existing and future residents and is the basis for SOI decisions. A SOI is defined by Government Code 56425 as a plan for the probable physical boundary and service area of a local agency or municipality. No change to the existing SOI is proposed. It has been determined that the MSR & SOI Study is exempt from CEQA pursuant to CEQA Categorical Exemption section 15306 and CEQA General Rule Exemption 15061(b)(3). The Public Review Draft is available on the LAFCO website <https://slo.lafco.ca.gov/>. You may submit comments via email to [mbing@slo.lafco.ca.gov](mailto:mbing@slo.lafco.ca.gov) or mail written comments to the address provided above.

---

**Hearing Item:** Intent to Adopt a Municipal Service Review and Sphere of Influence Study for the Cambria Community Services District

**Hearing Notice:** Notice is hereby given that the San Luis Obispo Local Agency Formation Commission (LAFCO) will consider adopting the Municipal Service Review and Sphere of Influence (SOI) Study for the Cambria Community Services District. The Municipal Service Review evaluates the District's capability to service existing and future residents and is the basis for SOI decisions. A SOI is defined by Government Code 56425 as a plan for the probable physical boundary and service area of a local agency or municipality. No change to the existing SOI is proposed. It has been determined that the MSR & SOI Study is exempt from CEQA pursuant to CEQA Categorical Exemption section 15306 and CEQA General Rule Exemption 15061(b)(3). The Public Review Draft is available on the LAFCO website <https://slo.lafco.ca.gov/>. You may submit comments via email to [mbing@slo.lafco.ca.gov](mailto:mbing@slo.lafco.ca.gov) or mail written comments to the address provided above.

---

If you have questions, please contact:  
LAFCO 805-781-5795 or [mbing@slo.lafco.ca.gov](mailto:mbing@slo.lafco.ca.gov)



**Public Review Draft**

**Avila Beach Community Services District**

**Municipal Service Review  
and Sphere of Influence Study**

Prepared by  
*the San Luis Obispo Local Agency Formation Commission*

Adopted \_\_\_\_\_, 2023

## Acknowledgments

San Luis Obispo LAFCO gratefully acknowledges the time and effort of staff with the Avila Beach Community Services District in assisting in the preparation of this report and includes – but not limited to – the following:

Bradley Hagemann, Avila Beach Community Services District, General Manager

DRAFT



# TABLE OF CONTENTS

About LAFCO	5
Authority and Objectives	5
Regulatory Responsibilities	5
Planning Responsibilities	6
LAFCO Decision-Making	7
SLO LAFCO	8
District MSR & Sphere Study	10
Overview	10
At A Glance	11
Boundary Map	12
Sphere of Influence	13
Accountability	13
Population Profile	14
Present and Planned Land Use	17
Services & Capacity	19
Finance	26
Determinations	33
Service Review Determinations per Government Code Section 56430	33
Sphere of Influence Determinations per Government Code Section 56425	36
Appendix	38
Sources	38
Written Comments on the Draft Report	39

**List of Figures**

Figure 1: ABCSD Boundary Map .....12  
Figure 2: ABCSD Land Use Designations .....18  
Figure 3: Incidents Per Year .....25  
Figure 4: Average Response Times .....25  
Figure 5: Revenues vs. Expenditures.....28

**List of Tables**

Table 1: District Profile .....11  
Table 2: ABCSD Board of Directors .....14  
Table 3: ABCSD Population .....15  
Table 4: Water Supply Summary.....21  
Table 5: Historic Water Demand.....22  
Table 6: Future Water Demand .....22  
Table 7: Historic Wastewater Flow .....23  
Table 8: Future Average Wastewater Flow.....24  
Table 11: Audited Assets.....29  
Table 12: Audited Liabilities.....30  
Table 13: Audited Net Position .....31

---

## ABOUT LAFCO

### Authority and Objectives

Local Agency Formation Commissions (LAFCOs) were established in 1963 and are considered regional subdivisions of the State of California responsible for providing regional growth management services in all 58 counties. LAFCOs' authority is currently codified under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH) with principal oversight provided by the Assembly Committee on Local Government. LAFCOs are comprised of locally elected and appointed officials with regulatory and planning powers delegated by the Legislature to coordinate and oversee the establishment, expansion, and organization of cities, towns, and special districts as well as their municipal service areas.

### Regulatory Responsibilities

LAFCOs' principal regulatory responsibility involves approving or disapproving all jurisdictional changes involving the establishment, expansion, and reorganization of cities, towns, and most special districts in California. CKH defines "special district" to mean any agency of the State formed pursuant to general law or special act for the local performance of governmental or proprietary functions within limited boundaries. All special districts in California are subject to LAFCO oversight with the following exceptions: school districts; community college districts; assessment districts; improvement districts; community facilities districts; and air pollution control districts. LAFCOs are also tasked with overseeing the approval process for cities, towns, and special districts to provide new or extended services beyond their jurisdictional boundaries by contracts or agreements or annexation. LAFCOs also oversee special district actions to either activate new service functions and service classes or divest existing services. LAFCOs generally exercise their regulatory authority in response to applications submitted by affected agencies, landowners, or registered voters. Recent amendments to CKH also authorize and encourage LAFCOs to initiate jurisdictional changes to form, consolidate, and dissolve special districts consistent with community needs.

## Planning Responsibilities

LAFCOs inform their regulatory actions, in part, through two central planning responsibilities: (a) making sphere of influence determinations and (b) preparing municipal service reviews. With these, and other relevant information in the record, LAFCO makes decisions on a variety of matters, including but not limited to annexations to cities and special districts, city incorporations, activation of powers for special districts, dissolutions of special districts, etc.

### **Sphere of Influence (SOI)**

A SOI is defined by G.C. 56425 as "...a plan for the probable physical boundary and service area of a local agency or municipality...". A SOI is generally considered a 20-year, long-range planning tool. LAFCOs establish, amend, and update spheres for all applicable jurisdictions in California every five years, or as necessary. When updating the SOI, LAFCOs are required to consider and prepare a written statement of its determinations with respect to each of the following 5 factors:

- 1) The present and planned land uses in the area, including agricultural and open-space lands.
- 2) The present and probable need for public facilities and services in the area.
- 3) The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
- 4) The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.
- 5) For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, that occurs pursuant to subdivision (g) on or after July 1, 2012, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

SOI determinations have been a core planning function of LAFCOs since 1971. The intent in preparing the written statements is to orient LAFCOs in addressing the core principles underlying the sensible development of local agencies consistent with the anticipated needs of the affected communities.

### **Municipal Service Reviews (MSR)**

MSRs in contrast, are intended to inform, among other activities, SOI determinations. LAFCOs also prepare MSRs regardless of making any specific sphere determinations in order to obtain and furnish information to contribute to the overall orderly development of local communities. When updating a MSR, LAFCOs are required to consider and prepare written statements of its determinations with respect to each of the following 7 factors:

- 1) Growth and population projections for the affected area.
- 2) The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.
- 3) Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.
- 4) Financial ability of agencies to provide services.
- 5) Status of, and opportunities for, shared facilities.
- 6) Accountability for community service needs, including governmental structure and operational efficiencies.
- 7) Any other matter related to effective or efficient service delivery, as required by commission policy.

### **LAFCO Decision-Making**

LAFCO decisions are legislative in nature and therefore are not subject to an outside appeal process; only courts can overturn LAFCO decisions. LAFCOs also have broad powers with respect to conditioning

regulatory and planning approvals so long as not establishing any terms that directly effects land use density or intensity, property development, or subdivision requirements.

LAFCOs are generally governed by a board comprising of county supervisors, city council members, independent special district members, and representatives of the general public, and an alternate member for each category. SLO LAFCO is governed by a 7-member board comprising of two county supervisors, two city council members, two independent special district members, one representative of the general public and an alternate member for each category. All members serve four-year terms and must exercise their independent judgment on behalf of the interests of residents, landowners, and the public as a whole. LAFCO members are subject to standard disclosure requirements and must file annual statements of economic interests. LAFCOs are independent of local government with their own staff. All LAFCOs, nevertheless, must appoint their own Executive Officers to manage agency activities and provide written recommendations on all regulatory and planning actions before the Commission. In addition, all LAFCOs must also appoint their own legal counsel.

## SLO LAFCO

### **Regular Commissioners**

Chair Debbie Arnold	County Member
Vice Chair Marshall Ochylski	Special District Member
Jimmy Paulding	County Member
Robert Enns	Special District Member
Steve Gregory	City Member
Ed Waage	City Member
Heather Jensen	Public Member

---

### Alternate Commissioners

Charles Bourbeau	City Member
Dawn Ortiz-Legg	County Member
Ed Eby	Special District Member
David Watson	Public Member

### Staff

Rob Fitzroy	Executive Officer
Imelda Marquez-Vawter	Analyst
Morgan Bing	Clerk Analyst
Brian Pierik	Legal Counsel

### Contact Information

San Luis Obispo LAFCO's office is located at 1042 Pacific St Suite A in the City of San Luis Obispo. The LAFCO office is open by appointment to discuss proposals or other matters and can be scheduled by calling 805-781-5795. Additional information is also available online by visiting [slo.lafco.ca.gov](http://slo.lafco.ca.gov).

## DISTRICT MSR & SPHERE STUDY

### Overview

This report represents San Luis Obispo LAFCO's scheduled municipal service review for the Avila Beach Community Services District (ABCSD), located in the southwestern portion of San Luis Obispo County. The report has been prepared by staff consistent with the requirements of the CKH Act. The purpose of this report is to produce an independent assessment of municipal services in this area over the next five years or as seen necessary, relative to the Commission's regional growth management duties and responsibilities as established by the State Legislature. This includes evaluating the current and future relationship between the availability, demand, and adequacy of municipal services within the service areas of the ABCSD subject to the Commission's oversight. Information generated as part of the report will be used by the Commission in (a) guiding subsequent sphere of influence updates, (b) informing future boundary changes, and – if merited – (c) initiating government reorganizations, such as special district formations, consolidations, and/or dissolutions.

The period for collecting data to inform the Commission's analysis and related projections on population growth and service demands has been set to cover any major updates and changes since the last time the MSR was updated in 2014. The financial analysis has been set to cover the last five-year audited fiscal year period. The timeframe for the report has been generally oriented to cover the next five to seven-year period with the former (ten years) serving as the analysis anchor as contemplated under State law.

The document outline serves to inform all the state mandated requirements outlined in Government Code sections 56430 and 56425. Written determinations have been included as the concluding chapter of this document.



## At A Glance

Table 1: District Profile<sup>1</sup>

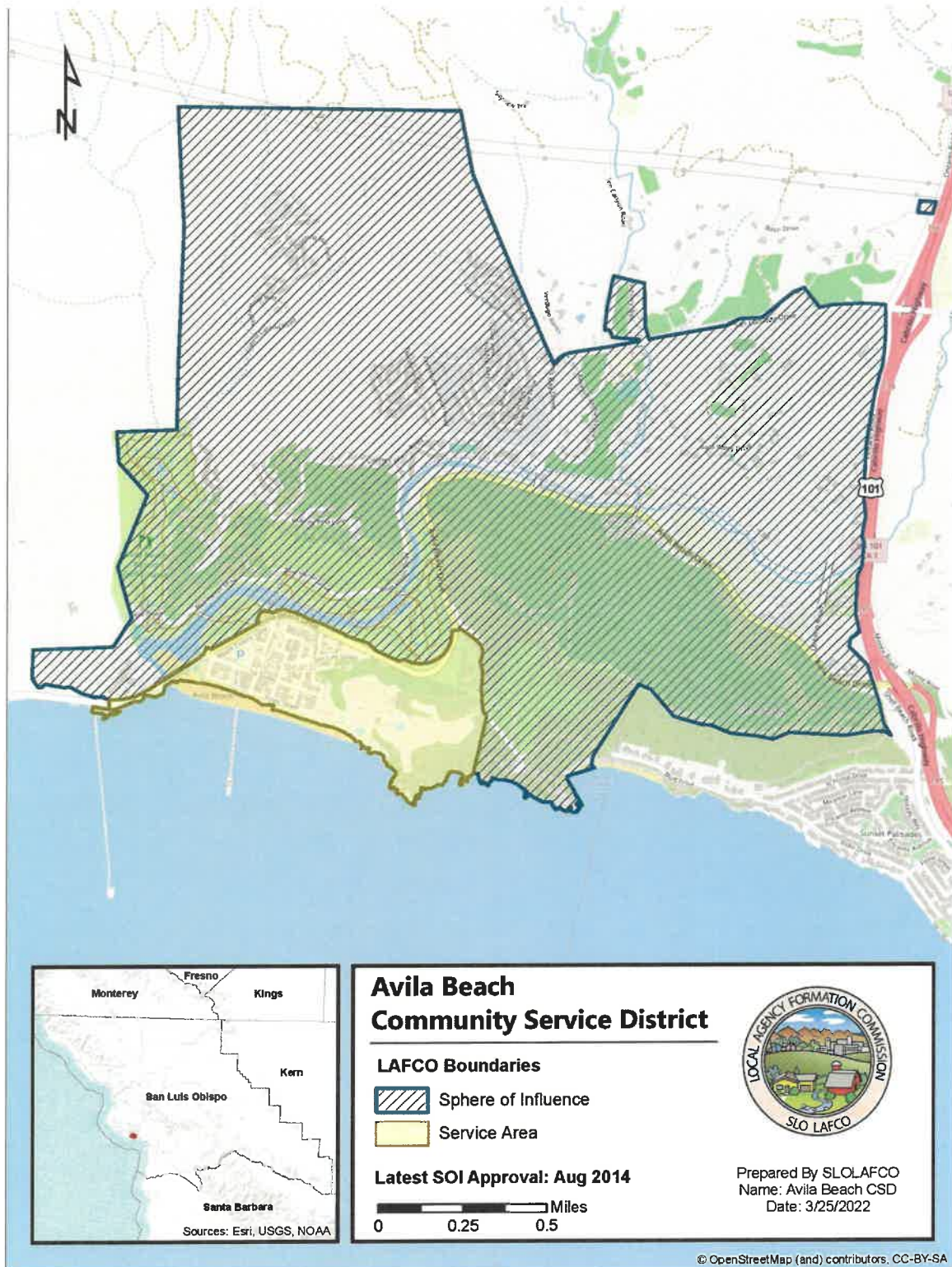
Agency Name	Avila Beach Community Services District
Formation	1997
Legal Authority	Government Code §61000- 61850
Office Location	100 San Luis Street, Avila Beach, CA 93424
Website	<a href="https://www.avilabeachcsd.org/">https://www.avilabeachcsd.org/</a>
General Manager	Bradley Hagemann
Employees	1 Part-time employee, 2 Part-time contractors
Public Meetings	The Avila Beach Community Services District (ABCSD) Board of Directors holds its regular meetings on the on the second Tuesday of each month at 1:00 PM in the District Office Board Room.
Board of Directors	Five members elected to four-year terms
Active Powers	Water, Wastewater, Street Lighting, Solid Waste, and Fire Protection
District Service Area	75 acres
Population Estimate	461
Revenues	\$1,965,803 <sup>2</sup>

<sup>1</sup> As of submission of MSR-SOI Request for Information Questionnaire, October 2022

<sup>2</sup> Avila Beach Community Services District Annual Financial Report, FY 2021-2022

## Boundary Map

Figure 1: ABCSD Boundary Map



---

## Sphere of Influence

### Existing SOI

ABCSD's existing sphere of influence is depicted in the boundary map in Figure 1. The existing SOI includes 1,908 acres to the north and east of the District. On May 18, 2000, the ABCSD SOI was revised and adopted by LAFCO to coincide with County Service Area 12 and the Avila Beach Urban Reserve Line of the County's General Plan. This action was at the request of ABCSD by resolution. The SOI includes several developments in the area including the Kingfisher Development, the San Luis Bay Estates Development, the Mallard Green Development, the Heron Crest Development, and the San Luis Bay Inn to the west. These developments are not served by ABCSD but use private water and sewer services from San Miguelito Mutual Water Company. ABCSD's existing SOI was originally established to plan for the possible future consolidation of government services; more specifically, the eventual consolidation of County Service Area 12 with the ABCSD. If annexation of any of these areas were to occur, it would involve the transfer of water and wastewater resources and facilities over to ABCSD to assist the District in serving the areas.

### Proposed SOI

ABCSD wishes to retain their current sphere, therefore no changes are proposed to the District's SOI at this time by the affected agency. Some SOI areas have remained within the sphere for over 20 years; if needed, ABCSD is encouraged to review and determine whether areas within the existing SOI should remain in the sphere for eventual annexation to the District or be excluded in the future. If consolidation continues to be unlikely, the next MSR should consider reducing the sphere boundary to better reflect the District's future growth. At this time, no areas are being studied for removal or possible inclusion into the District.

### Accountability

ABCSD is an independent special district governed by a five-member Board of Directors that are elected to four-year terms. The Board of Directors meet on the second Tuesday of each month at 1:00 PM in

the District office board room at 100 San Luis Street, Avila Beach, CA 93424. The public may participate in meetings in-person or via teleconference. Agendas and board packets are officially posted on the ABCSD website. Every agenda for a regular meeting provides an opportunity for members of the public to directly address the board.

Table 2: ABCSD Board of Directors

Board Member	Title	Term Expiration
Peter Kelley	President	December 2026
Ara Najarian	Vice President	December 2026
Howie Kennett	Director	December 2024
Kristin Berry	Director	December 2024
John Janowitz	Director	December 2026

ABCSD currently employs 1 part-time staff and 2 part-time contracted employees. The District currently outsources the operation and maintenance of the water and wastewater systems, and fire protection is provided through a contract with Cal Fire. Current staffing levels are considered adequate to provide services within the District’s service area.

ABCSD maintains an up-to-date website which contains contact information for the District, the current agenda, and financial transaction reports. To maintain compliance with Senate Bill 929, the District is encouraged to annually update their enterprise system catalog and make compensation reports available on their website. Approved minutes and audio/visual recordings are not made available for public access on the website.

### Population Profile

ABCSD’s historical population was estimated through use of Geographical Information Systems based analysis of US Census data calculated using the California Department of Water Resources (DWR’s) Population Tool. According to the DWR Population Tool, which assumes a 1.21 persons per water

connection factor, the District’s population was 370 in 1990, 262 in 2000, 362 in 2010, and 461 in 2020<sup>3</sup>. Future populations are projected based on the assumption that the District’s population will grow at the same rate as the surrounding region. Historical, projected, and buildout population are shown in Table 3.

Table 3: ABCSD Population

Year	ABCSD Population	Growth Percentage
1990	370	-
2000	262	-29%
2010	362	38%
2020	461	27%
2030	519	13%
2040	602	15%
Buildout	626	4%

### Disadvantaged Unincorporated Communities

In 2011, SB 244 (Chapter 513, Statutes of 2011) made changes to the CKH Act related to Disadvantaged Unincorporated Communities (DUCs), including the addition of SOI determination number five, which states:

*“(5) For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, that occurs pursuant to subdivision (g) on or after July 1, 2012, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.”*

DUCs are defined in Government Code section 56033.5 as inhabited territories (containing 12 or more registered voters) where the annual median household income (MHI) is less than 80 percent of the statewide annual median household income. LAFCOs are required to make written determinations

<sup>3</sup> Water Resources Analysis Technical Memorandum, 2017.

regarding DUCs within a city or special districts' SOI and in MSRs. In addition, Government Code Section 56375 (a)(8)(A) prohibits LAFCO from approving a city annexation of more than 10 acres if a DUC is contiguous to the annexation territory but not included in the proposal, unless an application to annex the DUC has been filed with LAFCO. The legislative intent is to prohibit selective annexations by cities of tax-generating land uses while leaving out under-served, inhabited areas with infrastructure deficiencies and lack of access to reliable potable water and wastewater services.

As previously mentioned, one of the qualifications for a DUC is a community with an annual MHI that is less than 80 percent of the statewide annual MHI. California's MHI is \$84,097; therefore, the threshold for a DUC (80% of the states MHI) is an MHI less than \$67,277. For the purpose of identifying the MHI for locations within the unincorporated areas of SLO County, and to identify those that meet the DUC MHI threshold, LAFCO used U.S. Census American Community Survey (ACS) five-year reports for Census Block Groups and Census Designated Places data. Once a Census Block Group (CBG)<sup>4</sup> or a Census Designated Place (CDP)<sup>5</sup> meets the DUC MHI threshold, LAFCO must then verify that those areas are inhabited as specified in Government Code section 56033.5. For the purpose of identifying whether a location is inhabited, LAFCO staff used Registered Voter data from the SLO County Clerk Recorder to verify that any CBG and CDP area that was flagged is also inhabited (containing 12 or more registered voters).

The estimated 2021 MHI for the CBG which most closely coincides with the ABCSD boundary and SOI is \$81,089<sup>6</sup>. This is approximately 96% of the estimated California MHI of \$84,097, and therefore the District does not qualify as a DUC.

## Social or Economic Communities of Interest in the Area

There are no District relevant social or economic communities of interest in the area served.

<sup>4</sup> Block groups are a group of blocks within a census tract with populations of 600 to 3,000 people.

<sup>5</sup> CDPs are a statistical geography representing closely settled, unincorporated communities that are locally recognized and identified by name.

<sup>6</sup> U.S. Census Bureau, American Community Survey data from 2016-2020 in 2021 inflation/adjusted dollars, Census Tract 116.00, Block Group 3

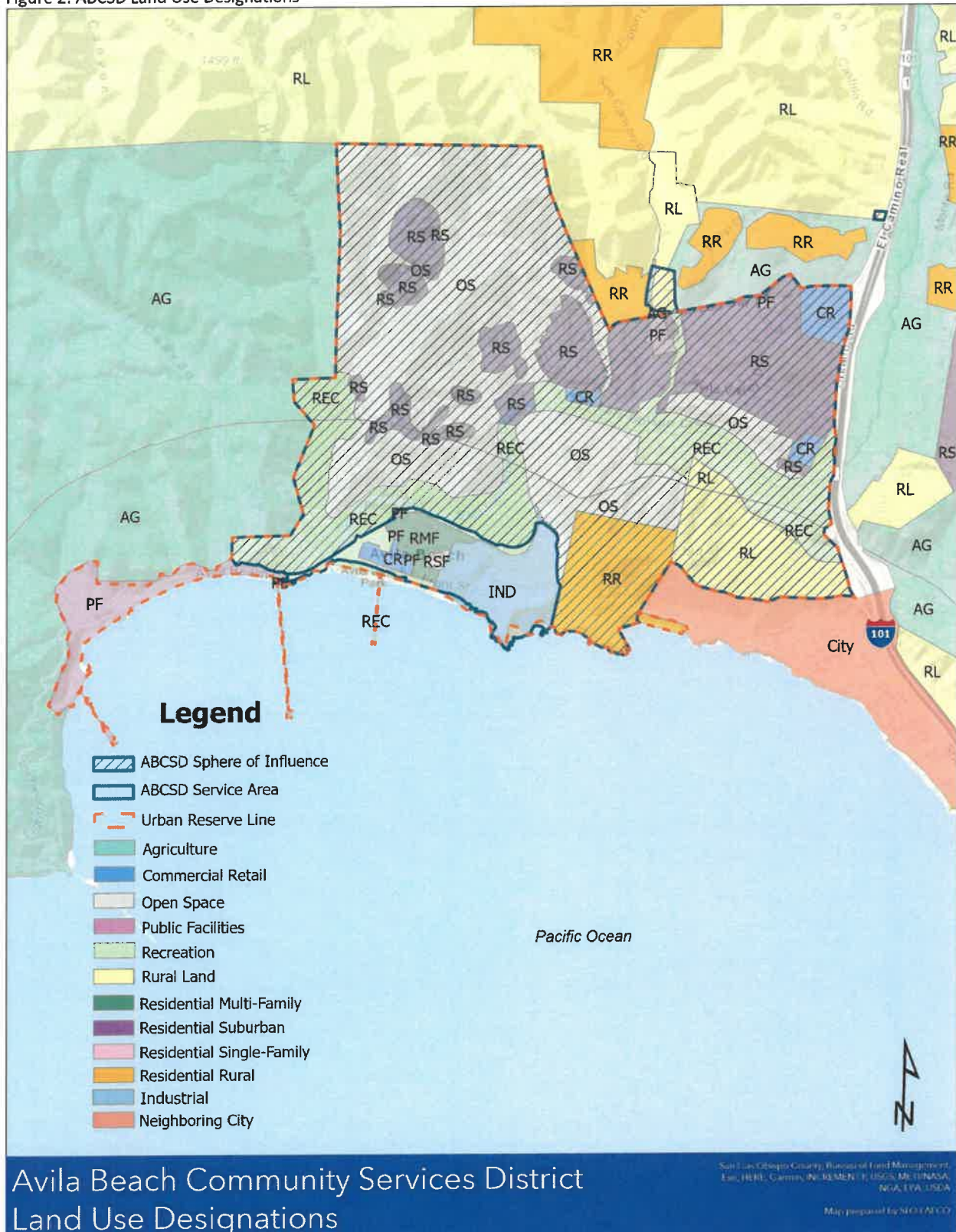
---

## Present and Planned Land Use

Land Use within the District is subject to the Avila Beach Community Plan, adopted in February 2014, which is Part III of the Land Use and Circulation Elements (LUCE) of the County General Plan. The County's Land Use Element establishes URLs, which are boundaries separating urban and non-urban areas, and define the proper level of service needed for each. Any change to a URL requires an amendment to the Land Use Element approved by the County. In addition, any proposed expansion of a URL is required to be within the SOI of the community and any separate service districts. The following map shows the Land Use Categories (zoning) for the community of Avila Beach as established by the Avila Beach Community Plan.

DRAFT

Figure 2: ABCSD Land Use Designations





## Services & Capacity

### Authorized Services

In January of 2006, Senate Bill (SB) 135 took effect and revised state laws governing Community Services Districts (CSD). SB 135 consolidated the provisions for CSDs into a list of 31 services and facilities and changed the definition of latent powers. The previous CSD Principal Act from 1955 required voter approval of latent powers and predated the statewide creation of LAFCO in 1963. With SB 135, all powers authorized for CSDs but not being exercised became latent powers, regardless of the initial formation petition. SB 135 redefined latent powers as those services and facilities authorized by the new CSD Principal Act that a CSD did not provide before January 1, 2006, as determined by LAFCO. Therefore, SB 135 effectively grandfathered in all services and facilities that CSDs provided before January 1, 2006.

Following such legislative changes, SLO LAFCO passed resolution No. 2006-03 to clearly document which powers were being exercised by Districts in SLO County and deemed all other powers, not mentioned in the resolution, as latent. According to LAFCO resolution no. 2006-03, ABCSD's active powers were determined to be as follows: 1) Water, 2) Sewer, 3) Street Lighting, and 4) Fire Protection

The exercise of a latent service or power requires LAFCO approval. In November of 2005, ABCSD applied to LAFCO and received approval in January 2006 to activate and exercise a latent power to provide solid waste service (LAFCO No. 1-E-05).

Government Code § 56425 (i) provides that “[w]hen adopting, amending, or updating a sphere of influence for a special district, the commission shall establish the nature, location, and extent of any functions or classes of services provided by existing districts.” Government Code § 56050.5 defines a latent service or power as “those services, facilities, functions, or powers authorized by the principal act under which the district is formed, but that are not being exercised, as determined by the commission pursuant to subdivision (i) of Section 56425.” Therefore, once the Commission has

established what services are being provided pursuant to § 56425 (i), all other services, functions and powers become “latent services or powers” by operation of law.

The last time the Commission adopted a SOI and MSR Update for ABCSD was August 2014. In that update, the Commission determined that ABCSD was authorized to provide the following services:

1. Water
2. Wastewater
3. Street Lighting
4. Solid Waste
5. Fire

This “Services and Capacity” section analyzes present and long-term infrastructure demands and resource capabilities of the local agency. LAFCO reviews and evaluates 1) the resources and services that are currently available, and 2) the ability of the CSD to expand such resources and services in line with increasing demands. An adequate supply of services should be documented to support areas in the sphere, envisioned for eventual annexation and service by a jurisdiction. As was previously mentioned, ABCSD does not wish to make any SOI adjustments at this time; therefore, no areas are being studied for possible inclusion into the District.

## **Water**

### ***Existing Water Supply***

ABCSD is authorized to provide water service as it is described in Government Code section 61100 (a). The District’s water supply consists of surface water from Lopez Reservoir and the State Water Project (SWP). ABCSD does not own or operate any groundwater production wells.

The District is entitled to 68 AFY of Lopez Water through a contract with the San Luis Obispo Flood Control District and Water Conservation District (SLOFC&WCD) and CSA 12. The reliability of the District’s Lopez Water allocation is determined by hydrological conditions and is governed by the contracts between the SLOFC&WCD and the Zone 3 member agencies. According to the Zone 3 2020

Urban Water Management Plan, the Lopez Reservoir is a very reliable water supply source<sup>7</sup>. Historically, Zone 3 has been able to deliver full entitlements to Contract Agencies, except during the longest drought periods on record (2015/2016), when the District was operating Zone 3 in accordance with certain policies and procedures set forth in the Low Reservoir Response Plan developed by Contract Agencies and SLOFC&WCD staff in 2014. In response to the ongoing drought conditions and declining reservoir levels, entitlements were reduced by 10% in 2015 through April 2017. Recently completed reservoir modeling predicts that Zone 3 will continue to be able to provide Contract Agency entitlements under anticipated future conditions.

In addition to the District’s Lopez Water allocation, ABCSD also has a 100 AFY allocation of SWP Table A water<sup>8</sup>. Contracted Table A allocations vary annually due to hydrologic variability. In response, ABCSD purchased 100 AFY of SWP drought buffer to supplement their Table A allocation of SWP. Drought buffer water is water that has no pipeline capacity for delivery, rather, it is used to increase deliveries when Table A allocations are less than 100%. For example, if Table A allocations were 50% of contracted amounts, the District would receive an additional 50 AFY through their drought buffer allocation.

Table 4: Water Supply Summary

Source	Existing Water Supply (AFY)
Lopez Supply	68
SWP Table A Water	100
SWP Drought Buffer	100
<b>Total Surface Water Supply</b>	<b>168</b>

**Existing Water Demands**

ABCSD allocates its available water supply to 311 residential connections and 78 non-residential connections (restaurant, commercial, industrial, landscape, hydrant) for a total of 389 service

<sup>7</sup> San Luis Obispo County Flood Control and Water Conservation District Zone 3, 2020 Urban Water Management Plan

<sup>8</sup> Table A Water is a term that refers to the maximum amount of water each State Water Project contractor can receive each year, excluding certain “interruptible” deliveries.

connections<sup>9</sup>. ABCSD’s historic water demand is presented below in Table 5. Water demand includes all water sold to customers and non-revenue water that consists of water lost during production and distribution.

Table 5: Historic Water Demand

	2016	2017	2018	2019	2020	2021	2022	Average
<b>Water Demand (AFY)</b>	77.73	75.36	75.88	75.55	86.73	77.4	75.9	77.8

**Future Water Demand**

Water demand within the District is expected to increase as buildout occurs within the service area. Per capita water use methodology is used to project future water demand<sup>10</sup>. This methodology involves establishing a water demand factor measured in gallons per capita per day (GPCD) and applying that factor to projected population to estimate future demand. ABCSD’s projected water demand is shown below in Table 6.

Table 6: Future Water Demand

	2025	2030	2035	2040	Buildout
<b>ABCSD Estimated Population</b>	482	519	573	602	626
<b>Gallons Per Capita Per Day</b>	177	177	177	177	177
<b>Estimated Water Demand (AFY)</b>	96	103	114	119	124

**Wastewater**

ABCSD is authorized to provide wastewater service as it is described in Government Code section 61100 (b). ABCSD provides its customers with wastewater collection, treatment, and disposal services. The District’s collection system currently serves the District and conveys raw wastewater to the District

<sup>9</sup> ABCSD Staff, 2023.

<sup>10</sup> Water Resources Analysis Technical Memorandum, 2017.

Wastewater Treatment Plant which serves the ABCSD and the Port San Luis Harbor District. Treated wastewater is disposed of through the District’s ocean outfall.

To date, funding for a WWTP Improvement Project has been included in the District’s approved annual Capital Improvement Program budget. The project consists of improvements at the influent lift station and added wastewater treatment capacity to allow for operational flexibility and adequate process redundancy to ensure continued treatment as the District receives higher peak flows than it was originally designed for.

**Existing Wastewater Flow**

Four years of wastewater flow records, from 2019 through 2022, were analyzed to determine the average daily flows to the ABCSD WWTP. The wastewater records exhibit an increase over time due to an increase in District customers due to infill and development. According to District staff, ABCSD’s current flow is approximately 70,000 gpd and the WWTP has a permitted capacity of 200,000 gpd<sup>11</sup>. The District’s WWTP flows are summarized below in Table 7.

Table 7: Historic Wastewater Flow<sup>12</sup>

	2019	2020	2021	2022	Average
<b>Total Wastewater (gal)</b>	19,565,418	17,843,767	18,446,787	17,762,135	18,404,527
<b>Average Flow (gpd)</b>	53,600	48,887	50,539	48,663	50,422

**Future Wastewater Flow**

Future wastewater collection system flow was estimated based on projected future development and land use in accordance with San Luis Obispo County zoning. Flow values were calculated by population with respect to total number of potential residential wastewater service connections and based on existing commercial wastewater flow with respect to potential commercial development. Table 8 depicts projected wastewater collection system flows.

<sup>11</sup> ABCSD Staff, 2023.

<sup>12</sup> ABCSD Staff, 2023.

Table 8: Future Average Wastewater Flow<sup>13</sup>

	Residential Flow (gpd)	Commercial Flow (gpd)	Total Flow (gpd)
<b>Buildout</b>	51,537	26,684	78,221

## Fire Protection

ABCSD is authorized to provide fire service as it is described in Government Code section 61100 (d). Although ABCSD has active fire protection authority, the District does not maintain its own fire department. The District began contracting for fire protection service delivery from the County through a contract with CAL FIRE in 2000. San Luis Obispo County Fire Station 62 is located in Avila at 1551 Sparrow Road and has a varied response area which includes the hills west of U.S. 101 in Avila Valley, U.S. 101 from the southern rim of San Luis Obispo to Pismo Beach, Avila Valley, Avila Beach, Port San Luis, Pirates Cove beach area, northern Shell Beach, and Diablo Canyon Nuclear Power Plant.

Currently, Station 62 responds with an ICS Type-1 Engine and a regional Breathing Support unit. A Personal Watercraft is assigned to Station 62 for water rescues as well as an ICS Type 3 engine for wildland incidents. Engine 62 is staffed with two permanent CAL FIRE employees, one Fire Apparatus Engineer, and a Fire Captain.

As shown in Figure 3, on average County Fire responds to about 85 incidents per year for ABCSD. County Fire maintains adequate response times to serve ABCSD during emergencies and calls, averaging 5 minutes from 2018 through 2022, as depicted in Figure 4. In addition, the District has an Insurance Services Office (ISO) rating of three<sup>14</sup>. A representative from CAL FIRE attends the ABCSD Board of Director’s meetings each month and provides information and data on service calls and announcements.

<sup>13</sup> ABCSD Wastewater Collection System Master Plan, 2020.

<sup>14</sup> The ISO scores fire departments on how they are doing against its organization’s standard to determine property insurance costs. The ISO assigns a Public Protection Classification on a scale from 1 to 10, with the higher the ISO fire protection class (with Class 1 being the best), the “better” the department.

Figure 3: Incidents Per Year

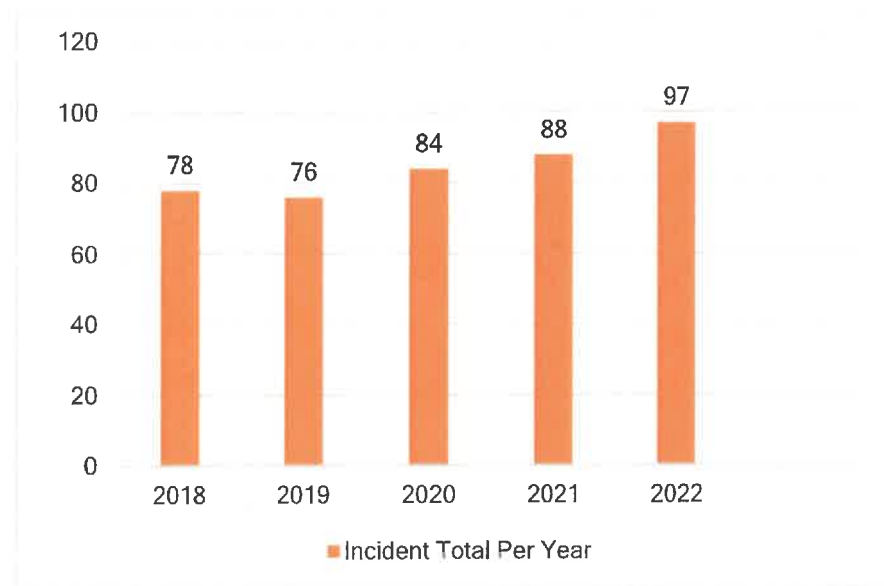
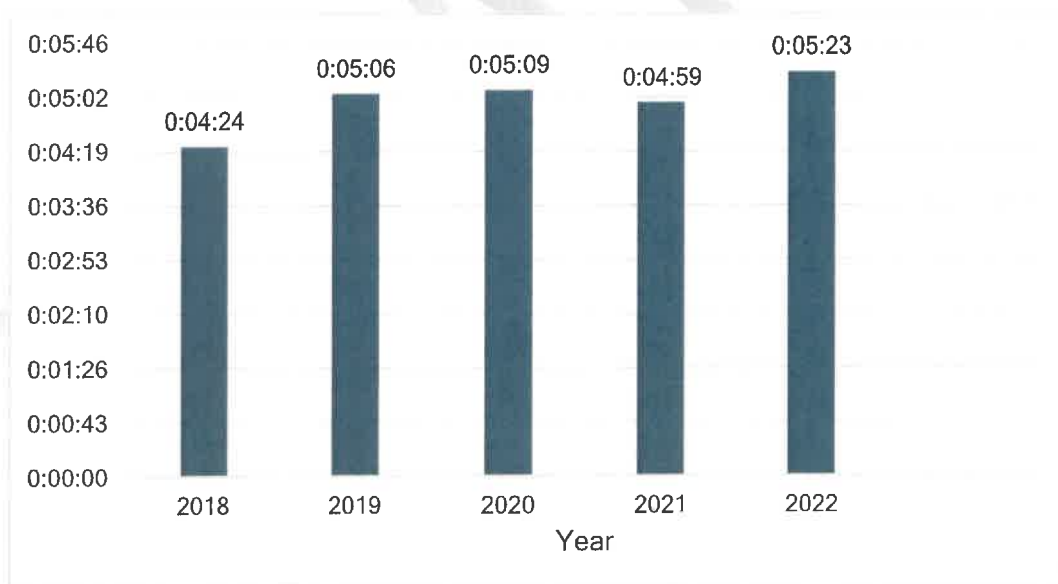


Figure 4: Average Response Times



## Solid Waste

ABCSD is authorized to provide solid waste service as it is described in Government Code section 61100 (c). ABCSD has a Franchise Agreement with South County Sanitary Services, Inc. to provide commercial and residential collection and disposal of solid waste services within the District service area. The

current agreement was set as a twenty-year term, having commenced August 25, 2016. Funding for solid waste collection and disposal activities comes primarily from fees charged to residents.

### **Street Lighting**

ABCSD is authorized to provide street lighting services as it is described in Government Code section 61100 (g). ABCSD provides street lighting service to the District through a contract with the Pacific Gas and Electric Company. PG&E operates and maintains 23 streetlights in the District, all of which are funded through property tax.

### **Shared Facilities**

There are opportunities for continued shared relationships between agencies for services within the ABCSD boundary. The County and the District coordinate to provide services and avoid a duplication of effort. At present, the distinction between District and County services in the area is clear. Opportunities for increased and continued coordination between agencies may include:

- Coordination between the District and nearby private water purveyors
- Coordinated open space preservation
- District and County parks and recreational facilities
- Coordination between the District and the Port San Luis Harbor District on the Wastewater Treatment Plant

## **Finance**

### **District Budget**

The District prepares and adopts an operating budget and capital projects budget prior to the beginning of each fiscal year. The budget preparation process typically includes any adjustments to the water and/or sewer fee schedules. In late 2019 the Board retained a consultant to prepare a Cost of Services and Rate Study. In May 2020, the Board concluded the Prop 218 Hearing process and adopted a 5-year rate schedule which included a maximum 3% increase in both water and wastewater revenues each year through Fiscal Year 2024-2025. ABCSD uses fund accounting to maintain control over resources



that have been segregated for specific activities as well as to ensure compliance with finance-related legal requirements. The District maintains two individual governmental funds and three enterprises funds, as seen below:

- A. Governmental Funds
  - a. Administrative/General
  - b. Street Lighting
- B. Enterprise Funds
  - a. Water
  - b. Sanitary
  - c. Solid Waste

ABCSD summarizes all of the District's fund activities into a combined Operations Maintenance Budget which is designed to illustrate the District's overall budget status. The District's annual budgets show revenues at least equal to expenditures without relying on reserves.

### **Financial Statements / Audit**

ABCSD hires an outside accounting firm to perform an annual audit in accordance with established governmental accounting standards. This includes auditing ABCSD's financial statements with respect to verifying overall assets, liabilities, and net position. These audited statements provide quantitative measurements in assessing ABCSD's short and long-term fiscal health with specific focus on delivering its active service functions. LAFCO has used the five most recent audited financial statements to conduct its evaluation of the District's Financial Health; separated into four categories (Revenues and Expenditures, Agency Assets, Agency Liabilities, and Agency Net Position). Financial Conclusions have also been included, based on the most recent audited Fiscal Year ending on June 30, 2022.

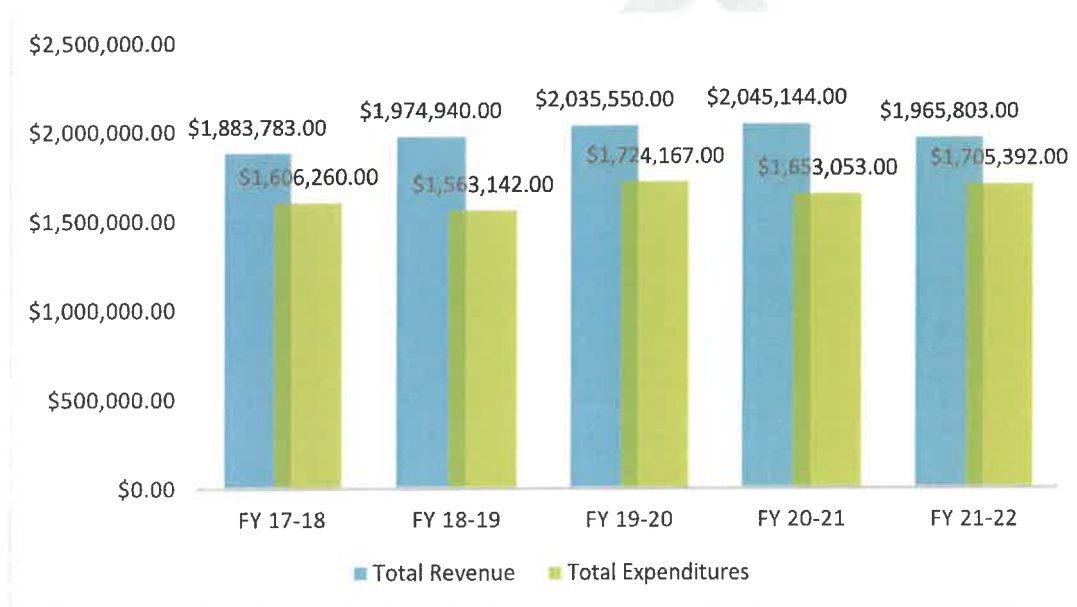
### ***Revenues and Expenditures***

The District is primarily funded through property tax, charges for services, franchise fees, and interest income. As shown in Figure 5 below, the District experienced an increase in revenues from FY 2017-2018 to FY 2020-2021 and experienced a slight decrease in revenue in FY 2021-2022 primarily due to

decreases in interest earnings, property taxes, and charges for services. The primary source of revenue over the past 5 years has been property tax, followed by charges for sanitary and water services.

Similarly, the District’s total expenditures have experienced an overall increase in the last five fiscal years, with increases in expenses related to the Administrative and Water Funds due to increased utility expenses and other operations and management expenses. In addition, expenses related to the District’s Cal Fire contract have increased overtime.

Figure 5: Revenues vs. Expenditures



**Agency Assets**

An agency’s assets provide current, future, or potential economic benefit for the entity. An agency asset is therefore something that is owned by the agency, or something that is owed to the agency. In this section agency assets will be review in two separate categories as defined below:

- 1) Current Assets: cash and other assets that are expected to be converted to cash within a year
- 2) Capital Assets: long-term investments that are not expected to become cash within an accounting year

ABCSD’s audited assets at the end of FY 2021-2022 totaled \$11.8 million and are 38% higher than the average year-end amount of \$8.5 million documented during the previous five-year audited period. Assets classified as current, with the expectation they could be liquidated within a year, represented 57% of total assets, or \$6.7 million, and are primarily tied to cash and cash equivalents. Assets classified as capital assets make up the remainder of the total, \$5.1 million, and are primarily attributed to property, plant, and equipment capital. Overall, all assets for ABCSD have increased by 67% over the corresponding 5-year audited period.

In addition to assets, deferred outflows of resources are considered when determining an agency’s net position. Deferred outflows of resources represent the consumption of resources applicable to future periods. Deferred outflows of resources are combined with assets to determine which elements meet the criteria for major fund determination. In FY 2021-2022 ABCSD’s deferred outflows totaled \$28,724 and were related to pensions.

Table 9: Audited Assets

Category	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	5-yr % Change	5-yr Average
<b>Current Assets</b>	\$3,482,085	\$4,028,291	\$4,436,150	\$4,838,256	\$6,652,764	91%	\$4,687,509
<b>Capital Assets</b>	\$3,569,614	\$3,502,430	\$3,426,401	\$3,542,148	\$5,120,010	43%	\$3,832,121
<b>Total Assets</b>	<b>\$7,051,699</b>	<b>\$7,530,721</b>	<b>\$7,862,551</b>	<b>\$8,380,404</b>	<b>\$11,772,774</b>	<b>67%</b>	<b>\$8,519,630</b>
<b>Deferred Pension Outflows</b>	<b>\$31,212</b>	<b>\$27,497</b>	<b>\$24,772</b>	<b>\$26,376</b>	<b>\$28,724</b>	<b>-8%</b>	<b>\$27,716</b>

**Agency Liabilities**

An agency’s liability is something the agency owes, usually a sum of money. Liabilities are settled over time through the transfer of economic benefits including money, goods, or services. In this section agency liabilities will be reviewed in two separate categories as defined below:

- 1) **Current Liabilities:** are an agency's short-term financial obligations due to be paid within a year.
- 2) **Other Non-Current Liabilities:** are an agency's long-term financial obligations that are due more than a year away.

ABCSD's audited liabilities at the end of FY 2021-2022 totaled \$3.4 million and were 291% higher than the average year-end amount of \$866,366 documented during the previous five-year audited period. This increase is due to the District entering into a lease agreement to finance the acquisition, construction, and installation of a WWTP improvement in September 2021. Liabilities classified at current which represent obligations owed in the near-term account for 12%, or \$390,850, of the total liabilities. Non-current liabilities represent the remaining total, or \$3 million, and are largely tied to payment of liabilities due after one year. Overall liabilities have increased significantly by 1599% over the corresponding 5-year audited period.

In addition to liabilities, deferred inflows of resources are considered when determining an agency's net position. Deferred inflows of resources represent the acquisition of resources applicable to future periods. Deferred inflows of resources are combined with liabilities to determine which elements meet the criteria for major fund determination. In FY 2021-2022 ABCSD's deferred inflows totaled \$86,221 and were related to pensions.

Table 10: Audited Liabilities

Category	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	5-yr % Change	5-yr Average
<b>Current Liabilities</b>	\$63,253	\$64,064	\$78,464	\$202,335	\$390,850	518%	\$159,793
<b>Non-Current Liabilities</b>	\$136,401	\$126,061	\$131,246	\$136,917	\$3,002,240	2101%	\$706,573
<b>Total Liabilities</b>	<b>\$199,654</b>	<b>\$190,125</b>	<b>\$209,710</b>	<b>\$339,252</b>	<b>\$3,393,090</b>	<b>1599%</b>	<b>\$866,366</b>
<b>Deferred Pension Inflows</b>	\$3,598	\$9,791	\$7,928	\$5,752	\$86,221	2296%	\$22,658

**Agency Net Position**

The statement of net position presents information on all of the District’s assets, deferred outflows of resources, liabilities, and deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating. ABCSD’s audited net position at the end of FY 2021-2022 totaled \$8.3 million and is 9% higher than the average year-end sum of \$7.7 million documented during the previous 5-year audited period. A portion of the District’s net position, 62%, reflects its net investment in capital assets (e.g. land, water/wastewater, infrastructure, and equipment), with the remainder categorized as unrestricted, totaling 38%, which may be used to meet the District’s ongoing obligations. Overall, the District’s net position has increased by 21% over the corresponding 5-year audited period.

Table 11: Audited Net Position

Category	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	5-yr % Change	5-yr Average
<b>Net Investment in Capital Assets</b>	\$2,607,392	\$3,502,430	\$3,426,401	\$3,542,148	\$5,120,010	96%	\$3,639,676
<b>Unrestricted</b>	\$4,272,267	\$3,855,872	\$4,243,284	\$4,519,628	\$3,202,177	-25%	\$4,018,646
<b>Total Net Position</b>	\$6,879,659	\$7,358,302	\$7,669,685	\$8,061,776	\$8,322,187	21%	\$7,658,322

**Financial Conclusions**

Statements made in this section help explain financial trends that have been identified in the tables above. It is also important to note that the District’s audits do not express an opinion or provide any assurance on information because the limited procedures do not provide sufficient evidence. The District’s net position, which presents information on all of the District’s assets, deferred outflows of resources, liabilities, and deferred inflows of resources, may serve as a useful indicator of whether the financial position of the District is improving or deteriorating. ABCSD’s net position has increased over

the last 5-year audited period ending at \$8.3 million in FY 2021-2022 with a 5-year average of \$7.7 million.

Other nonfinancial factors, such as changes in the District's property tax base (described further in this paragraph) and the condition of the District's assets (described in the "Agency Assets" portion of the Finance Section) should also be considered to assess the overall health of the District. The County levies, bills, and collects property taxes and special assessments for the District. Property taxes levied are recorded as revenue in the fiscal year of levy, due to the adoption of the "alternate method of property tax distribution," known as the Teeter Plan, by the District and the County. The Teeter Plan authorizes the Auditor/Controller of the County to allocate 100% of the secured property taxes billed, excluding unitary tax (whether paid or unpaid). The County remits tax monies to the District every month and twice a month in December and April. The final amount, which is "teetered", is remitted in August each year. The District's Administrative/General, Sanitary, Water, and Street Lighting funds receive revenue from property taxes.

Overall, ABCSD's operating expenses do not exceed their revenue. ABCSD depends on property tax and rate revenue to fund most of its annual operational costs. Capital expenses, such as equipment purchases, facility construction, and infrastructure installation and replacement, are generally dependent on connection fees and grant funding to be completed. All assets have increased by 67%, liabilities have increased by 1599%, and the net position for ABCSD has increased by 21% over the last 5- year audited period.

## DETERMINATIONS

### Service Review Determinations per Government Code Section 56430

As set forth in Section 56430(a) of the CKH Act—In order to prepare and to update the SOI in accordance with Section 56425, the commission shall conduct a service review of the municipal services provided in the county or other appropriate area designated by the commission. The commission shall include in the area designated for a service review the county, the region, the sub-region, or any other geographic area as is appropriate for an analysis of the service or services to be reviewed, and shall prepare a written statement of its determinations with respect to each of the following:

**1. Growth and population projections for the affected area**

- a. Currently, the estimated population of ABCSD is 461. With an estimated build-out population of 626, ABCSD is about 74% built-out.

**2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence**

- a. The estimated 2021 Median Household Income for the US Census Block Group which most closely coincides with ABCSD's boundary and SOI is \$81,089, which is 96% of California's MHI. Therefore, ABCSD does not qualify as a DUC.

**3. Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies**

- a. **Water** | ABCSD is authorized to provide water service as it is described in Government Code section 61100 (a). ABCSD's water supply consists of surface water from Lopez Reservoir (68 AFY) and the State Water Project (100 AFY). The District also purchased 100 AFY of State Water Project drought buffer to supplement their SWP allocation. ABCSD allocates its water supply to 311 residential connections and 78 non-residential connections with an average water demand of 77.8 AFY. The District projects future water demand to be 124 AFY at build out. LAFCO determines that ABCSD has capability and capacity to adequately meet existing and future water demand.

- b. **Wastewater** | ABCSD is authorized to provide wastewater service as it is described in Government Code section 61100 (b). The District's collection system currently serves the District and conveys raw wastewater to the District WWTP which serves ABCSD and the Port San Luis Harbor District. The WWTP is currently undergoing upgrades to allow for higher peak flows and to increase operational flexibility. The WWTP has a permitted capacity of 200,000 gpd and has an average existing flow of 50,422 gpd. The District predicts future wastewater flow to be about 78,221 gpd at buildout. LAFCO determines that ABCSD has capability and capacity to adequately meet existing and future water demand.
- a. **Fire Protection** | ABCSD is authorized to provide fire service as it is described in Government Code section 61100 (d). The District contracts with the County for fire protection services and Cal Fire responds to emergencies in ABCSD from Station 62. County Fire maintains adequate response times to serve the Avila region during emergencies and calls. LAFCO determines that ABCSD has capability and capacity to adequately provide fire protection services.
- b. **Solid Waste** | ABCSD is authorized to provide solid waste service as it is described in Government Code section 61100 (c). ABCSD is the solid waste authority and has a Franchise Agreement with South County Sanitary Services to provide solid waste services. LAFCO determines that ABCSD has capability and capacity to adequately provide solid waste services.
- c. **Street Lighting** | ABCSD is authorized to provide street lighting services as it is described in Government Code section 61100 (g). ABCSD provides street lighting services to the District through a contract with Pacific Gas and Electric Company. LAFCO determines that ABCSD has capability and capacity to adequately provide street lighting service.

**4. Financial ability of agencies to provide services**

- a. ABCSD adopts balanced budgets each year that show revenues at least equal to expenditures without relying on reserves.



- b. ABCSD appears to have adequate annual revenue and fund balance to provide the services it currently provides.
- c. ABCSD's net position has increased over the last 5-year audited period ending in \$8.3 million in FY 2021-2022 and with a 5-year average of \$7.7 million. ABCSD is financially stable despite increasing costs and limited revenues. LAFCO determines that ABCSD is financially stable.

**5. Status of and, opportunities for, shared facilities**

- a. There are opportunities for continued shared relationships between agencies for services within the ABCSD boundary including coordination between the District and nearby water purveyors and coordination between the District and the Port San Luis Harbor District in regards to the WWTP.
- b. LAFCO determines that the distinction between District and County services within the service boundary is clear and there are opportunities for continued shared relationships between other agencies.

**6. Accountability for community service needs, including governmental structure and operational efficiencies**

- a. ABCSD is governed by a five-member Board of Directors that are elected to four-year terms. Regularly scheduled monthly Board meetings are held and all meetings are open to the public and are publicly posted a minimum of 72 hours prior to the meeting in accordance with the Brown Act.
- b. ABCSD maintains an up-to-date website which contains District information, documents, and updates.
- c. LAFCO determines that ABCSD is accountable and transparent.

**7. Any other matter related to effective or efficient service delivery**

- a. There are no other matters related to the efficiency of services.

## Sphere of Influence Determinations per Government Code Section 56425

In order to carry out its purposes and responsibilities for planning and shaping the logical and orderly development of local governmental agencies to advantageously provide for the present and future needs of the county and its communities, the commission shall develop and determine the sphere of influence of each local agency, as defined by G.C. Section 56036, and enact policies designed to promote the logical and orderly development of areas within the sphere. In determining the sphere of influence of each local agency, the commission shall consider and prepare a written statement of its determinations with respect to the following:

- 1. Present and planned land uses in the area, including agricultural and open-space lands.**
  - a. Land uses within ABCSD's existing SOI are residential suburban, commercial retail, open space, residential rural, rural land, public facilities, and recreation.
  - b. The SOI is expected to remain unchanged, with no expansions or reductions for ABCSD.
- 2. Present and probable need for public facilities and services in the area.**
  - a. There is an anticipated need for service within the existing SOI area.
  - b. The SOI is expected to remain unchanged, with no expansions or reductions for ABCSD.
  - c. Some SOI areas have remained within the sphere for over 20 years; if needed, ABCSD is encouraged to review and determine whether areas within the existing SOI should remain in the sphere for eventual annexation to the District or be excluded in the future. If consolidation continues to be unlikely, the next MSR should consider reducing the sphere boundary to better reflect the District's future growth.
- 3. Present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.**
  - a. ABCSD has capability and capacity to adequately meet existing service demand and some level of increased future service demand within the existing SOI. Although it is important to make note that certain services face more significant challenges to capacity than others.
- 4. Existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.**

- a. There are no District relevant social or economic communities of interest within the existing SOI area.
5. **For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere.**
- a. Unincorporated territory surrounding the District may qualify as disadvantaged. Should future annexations or service extensions be proposed, special consideration will be given to any DUCs affected by the annexation consistent with Government Code section 56375(8)(A) and LAFCO policy.

DRAFT

## APPENDIX

### Sources

#### General

1. Sphere of Influence Update and Municipal Service Review for Coastal Community Services Districts and Cambria Healthcare District (Avila Beach Community Services District, Cambria Community Services District, Los Osos Community Services District, San Simeon Community Services District, and Cambria Healthcare District), 2014
2. ABCSD Response to LAFCO MSR-SOI Request for Information Questionnaire, August 2023.
3. ABCSD Website, <https://www.avilabeachcsd.org/>

#### Accountability

1. ABCSD Website, <https://www.avilabeachcsd.org/>

#### Population Profile

1. Avila Beach Water Resources Technical Memorandum, 2017.
2. US Census Bureau, American Community Survey data from 2016-2020 in 2021 inflation/adjusted dollars

#### Present and Planned Land Use

1. San Luis Obispo County Avila Beach Community Plan, 1980.

#### Water

1. ABCSD Staff, 2023
2. San Luis Obispo County Flood Control and Water Conservation District Zone 3, 2020 Urban Water Management Plan
3. Avila Beach CSD Water Master Plan, May 2010.

#### Wastewater

1. ABCSD Staff, 2023
2. Avila Beach CSD Wastewater Collection System Master Plan
3. ABCSD Fiscal Year 2023-2024 Budget Packet

#### Fire

1. Cal Fire SLO County Website, <https://calfireslo.org/>

Street Lighting

1. ABCSD Staff, 2023

Solid Waste

1. Avila Beach Community Services District Amended and Restated Solid Waste collection franchise agreement, 2016.

Finance

1. ABCSD FY 2023-2024 Budget
2. ABCSD Annual Financial Report for the Fiscal Year Ended June 30, 2022
3. ABCSD Annual Financial Report for the Fiscal Year Ended June 30, 2021
4. ABCSD Annual Financial Report for the Fiscal Year Ended June 30, 2020
5. ABCSD Annual Financial Report for the Fiscal Year Ended June 30, 2019
6. ABCSD Annual Financial Report for the Fiscal Year Ended June 30, 2028

Written Comments on the Draft Report




**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: January 9, 2024

SUBJECT: Election of Board Officers for Calendar Year 2024  
Director Appointments to Committees

**Recommendation:**

Elect officers for the calendar year 2024; and Appoint Directors to standing committees.

**Discussion:**

At the January Board meeting, the Board typically elects the officers of the Board and appoints committee membership for the upcoming year.

**1. Election of Officers**

The officers for the calendar year of 2023 were as follows:

President	Pete Kelley
Vice President	Ara Najarian

Nominations should first be taken from the floor for the office of President; nominations do not require a second. After there are no further nominations, a motion should be made and seconded to close nominations. A vote is then taken for each candidate. The candidate receiving the most votes, and a majority of votes of the quorum present, is elected to office. The office of Vice President should be elected in the same manner as President.

## 2. Committee Appointments

At the beginning of the calendar year, it is customary for the Board President to appoint members of the Board to committees for the coming year. Staff recommends that the Board discontinue the Drought Committee.

Listed below are the CSD standing committees for the 2023 calendar year; additionally, Ad-Hoc committees may be designated, as necessary.

### Standing Committees

Finance:	Directors Kristin Berry, Ara Najarian
Personnel:	Directors Pete Kelley, John Janowicz
Facilities:	Directors Pete Kelley, Howie Kennett
Drought:	Directors Ara Najarian, John Janowicz