

AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424
Meeting Room and Office – 100 San Luis Street, Avila Beach
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BOARD MEETING

11:00 AM Wednesday, March 13th, 2019

BOARD MEETING LOCATION

100 SAN LUIS STREET
AVILA BEACH, CALIFORNIA

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

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

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

3. **PUBLIC COMMENT**

Members of the public wishing to comment or bring forward any items concerning District operations **which do not appear on today's agenda** may address the Board now. Please state name and address before addressing the Board and **limit presentations to 3 minutes**. State law does not allow Board action on items not appearing on the agenda.

4. **INFORMATION AND DISCUSSION ITEMS**

Items of District interest which may be placed on later agendas, or where staff needs to inform Board.

A. County Reports

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

B. Reports on Attended Conferences, Meetings, and General Communications of District Interest

5. **CONSENT ITEMS:**

These items are approved with one motion. Directors may briefly discuss any item, or may pull any item, which is then added to the business agenda.

- A. Minutes of February 13, 2019, Board Meeting
- B. Monthly Financial Review for February
- C. General Manager and District Engineer Report
- D. Water and Wastewater Superintendent Reports for February

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. Request from Avila Beach Farmers Market Association for electrical use by Farmers Market vendors for 2019.
(Action Required: Receive Report and Direct staff to Execute the Agreement or Provide other Direction to Staff)

- B. Consider Awarding a Contract to Conduct Permit Required Monitoring of Receiving Water for Benthic Sediment, Benthic Biota and Ocean Outfall Inspection
(Action Required: Receive Report; Direct Manager to negotiate with Qualified firms and bring back to Board for approval)

8. **COMMUNICATIONS/ COORESPONDENCE**

At this time, any Director or Staff, may ask questions for clarification, make any announcements, or report briefly on any activities or suggest items for future agendas.

9. **ADJOURN To Joint Informational Meeting with San Luis Harbor District Commission Regarding the WWTP Upgrade Project**

Next regularly scheduled meeting is on Wednesday, April 10th, 2019 at 11:00 AM

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

MINUTES OF REGULAR MEETING
February 13th, 2019

1. CALL TO ORDER

President Pete Kelley called the regular meeting of the Board of Directors of the Avila Beach Community Services District, to order at 12:00 PM on the above date, in the Avila Beach Community Services District Building, 100 San Luis Street, Avila Beach, California.

2. ROLL CALL

Board Members Present: Pete Kelley
 Lynn Helenius
 Kristin Berry

Absent: Ara Najarian

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

3. PUBLIC COMMENTS

Director Ara Najarian joined the meeting 12:03pm.

4. INFORMATION AND DISCUSSION ITEMS

A. County Reports

Cal Fire: Battalion Chief Lee reported 34 calls during the month of January. Thirteen of those were for medical assistance. Cal Fire Employees will be participating in three-day recertification training outside the County to learn from other departments. Cal Fire staff also has a three day training that will take place within the County. Chief Lee noted that property trained Cal Fire personnel will be able to administer a medication used to block the effects of opioids overdose. They also will be authorized to administer epinephrine in emergency situations such as allergic reactions. Chief Lee reported the Lighthouse area controlled burn, and the hills behind City Hall in Pismo are scheduled after the rain lets up. Chief Lee warned the Board and public to be aware of down power lines and wet road conditions during the current storms.

SLO Sheriff: Commander Michael Manuele reported 87 calls for service. One report of assault and battery, and one construction noise complaint. Please note construction is limited to Weekdays 7 a.m. to 9 p.m. and Weekends 8 a.m. to 5 p.m.. One burglary was reported. In which a purse was taken from an unlocked car at Sycamore Mineral Springs. Two people were arrested at Cave Landing for a weapons charge and possession of narcotics.

B. Reports on Conferences, Meetings and General Communications.

GM Hagemann reminded the Board that the Avila Beach Community Foundation is hosting “Avila Community Spotlight” on Thursday, Feb 28th, 2019 at the Community Center.

Training records for all 4 Directors are in the Board Packets. Please ask staff if additional assistance is needed to get all training sessions completed. The CSDA has many online training opportunities if anyone is interested in webinars.

5. CONSENT ITEMS

GM Hagemann summarized the Primary Clarifier repair project, noting that 17 valves were changed out while the primary clarifier was drained and cleaned. President Kelley announced that the Port of San Luis Harbor District is having a meeting today at 2:00 P.M. regarding the potential for opening a section of the Pier.

A motion was made by President Kelley to accept the Consent Items. Vice President Helenius seconded the motion and it passed with a roll call vote 4-0.

AYES: Pete Kelley
 Lynn Helenius
 Ara Najarian
 Kristin Berry

NOES: None

ABSENT: None

6. DISCUSSION OF PULLED CONSENT ITEMS.

None

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

President Kelley announced that in order to accommodate Rick Cohen from the Avila Foundation and Legal Counsel Mike Seitz the Board will move Agenda Item “F” to the top of the Business Items.

F. District Assistance with Save our Schoolhouse Organization

GM Hagemann introduced the item by stating that the Save Our Schoolhouse organization has received grant funding authorization from the Avila Beach Community Foundation. The members of the Save Our Schoolhouse organization have requested support from the Community Services District.

Legal Counsel Seitz stated that he has talked with David Church, LAFCO Executive Director, regarding the process for the CSD to add additional powers. Church stated the application process normally costs between \$3,000 - \$3,500 and takes 4 – 6 months to complete and adding a power to formally support historical buildings and facilities would need a budget and a funding

source as part of the application.

Rick Cohen explained that the Avila Beach Community Foundation was formed to manage funds initially provided by Unocal as part of the cleanup project. The Foundation is looking for direction from Save Our Schoolhouse regarding the use of the approved grant funds. Cohen stated project costs related to Avila history can be submitted to the Foundation for reimbursement. President Kelley explained his goal is to preserve and maintain local Avila Beach history. President Kelley is also hoping to create space for public presentation of historical items.

After some discussion, Director Najarian made a motion to create an Ad Hoc Committee that would meet and provide recommendations to the Board regarding how the CSD can best support the Avila Historical Society. The motion was seconded by President Kelley and passed with a roll call vote 4-0.

AYES: Ara Najarian
 Pete Kelley
 Lynn Helenius
 Kristin Berry

NOES: None

ABSENT: None

President Kelley appointed Director Najarian and President Kelley for the Ad Hoc Committee.

A. Mid-Year Budget Review

GM Hagemann introduced the item and commented that at 50% of the fiscal year, income is 55% of budget and expenses are 45% of budget. Government funds (Admin/General and Street Light) are on-track. Hagemann stated Enterprise funds (Water, Sanitary and Solid Waste) are also on track. The District remains in secure financial position.

B. Review of District By-Laws

The District typically reviews the By-Laws annually and as a plus, SDRMA gives a rate incentive credit to Districts that review their By-Laws each year. The Board discussed and determined no changes were needed at this time.

C. Status Report on the Wastewater Treatment Plant Alternatives Report

GM Hagemann summarized the staff report and noted the estimated total project cost is currently \$2.5 million. Per the agreement with the Port San Luis Harbor District, the Port is responsible for 33% (\$830,000) and the CSD 67% \$1.68 million. Director Helenius asked if this project was directly related to Harbor Terrace Project. Hagemann responded that increasing the organic loading capacity at the WWTP has been considered since 2012. Operational optimization at the plant has allowed the District to delay the project but now with the increased loading in town and

the Harbor Terrace project it is time for the District to move forward with the project. Hagemann stated this project will improve the effluent quality, provide greater reliability and add needed redundancy for the treatment processes at the WWTP. This project will move the District closer to having a treated wastewater produce that can used to irrigate the golf course and minimize the amount of water that is discharged to the ocean.

The Board agreed with staff's recommendation to schedule a Joint Informational Workshop with the San Luis Harbor District Commissioners and directed staff to coordinate the Workshop.

D. Upgrade the El Dorado Water and Sewer Billing System

GM Hagemann briefly summarized the staff report and recommended the Board approve updating the El Dorado billing system to Version 10.

President Kelley made the motion to upgrade to Version 10 El Dorado. Director Najarian seconded the motion and it passed with a roll call vote 4-0.

AYES: Pete Kelley
Ara Najarian
Lynn Helenius
Kristin Berry

NOES: None

ABSENT: None

E. Consider Retaining a Consultant to Conduct a Cost of Services Study and Prepare a Draft Water and Sewer Rate Analysis.

GM Hagemann briefly summarized the staff report. After some discussion, the Board directed staff to initiate the process to retain a qualified consultant to prepare a cost of services and rate study. Staff was directed to bring the item back to the Board at the March or April Board meeting.

8. COMMUNICATIONS:

ADJOURNMENT: The meeting was adjourned at 1:53 p.m.

The next regular meeting of the Avila Beach Community Services District is scheduled for Wednesday, March 13th, 2019 at 11:00 AM at 100 San Luis Street, Avila Beach.

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


Respectfully submitted,

Brad Hagemann, PE
General Manager

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

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: March 13, 2019

SUBJECT: Monthly Financial Review for February 2019

Recommendation:

Receive and file report.

Overall Monthly Summary

During the month of February, the District deposited \$101,398 and incurred \$57,913 in expenses (cash basis). Income in February included \$32,521 in County tax income and \$68,877 in monthly water and sewer fees. Monthly expenses for February were typical.

Fluid Resource Management maintenance staff completed the repairs on the Secondary Sedimentation Basins at the WWTP (which was a scheduled Capital Improvement Project). The FRM Statement also included repairs to a fire hydrant on the corner of First and San Miguel streets. The damage to the hydrant was caused when a delivery truck hit the hydrant. The District is pursuing reimbursement from the individual who struck the hydrant. Detailed financial reports including a Balance Sheets, Deposits by Fund, Checks by Fund, as well as, a Profit and Loss Sheets for February are provided for your information.

Utility Service Billing

The District billed approximately \$76,480.47 in water and sewer service charges in February. This is relatively low for our monthly billing, but February is a short month and water use is typically low in January and February, especially with all the rain we have had. Customer Rate Assistance amounted in a reduction of billing charges to the District in the amount of \$760.

Operation and Maintenance

The Fluid Resource Management (FRM) Statements for January and February 2019 are attached.

Avila Beach Community Services District
Profit & Loss
February 2019

	Feb 19
Ordinary Income/Expense	
Income	
4000 · Income Summary	
4010 · Operating Revenue	68,877.19
4030 · County Taxes	32,521.26
Total 4000 · Income Summary	101,398.45
Total Income	101,398.45
Gross Profit	101,398.45
Expense	
5100 · Merchant Credit Card Fees TIB	443.94
5200 · Payroll Expenses	
5210 · Gross Wages	
5211 · Regular Pay	2,705.79
5012 · Holiday Pay	160.74
5014 · Sick Pay	0.00
5016 · Vacation Pay	0.00
Total 5210 · Gross Wages	2,866.53
5230 · Payroll Taxes	95.75
5240 · Health & Medical Exp.	
5242 · Health Ins / Other	600.00
Total 5240 · Health & Medical Exp.	600.00
5250 · PERS Company Pd Expense	
5256 · PERS Co Pd Kristi	241.13
Total 5250 · PERS Company Pd Expense	241.13
5280 · Payroll Administration & Misc.	99.16
Total 5200 · Payroll Expenses	3,902.57
6000 · Administrative Overheads	
6102 · Accounting	247.50
6103 · Accounting Audit	600.00
6140 · Office Supplies & Postage	6,109.30
6150 · Rate Assistance	760.00
6160 · Training	250.00
6170 · Website	200.00
Total 6000 · Administrative Overheads	8,166.80
6500 · Operating Expenses	
6503 · Chemicals	5,154.69
6505 · Contract Labor O & M	19,021.24

Avila Beach Community Services District
Profit & Loss
February 2019

	Feb 19
6506 · Contract Labor GM	5,500.00
6520 · Equipment Repair & Maint.	
6522 · Equip. Rep. & Maint-Avila & HD	5,533.96
6524 · Equip. Rep. & Maint. Avila Only	188.75
6520 · Equipment Repair & Maint. - Other	-1,102.69
Total 6520 · Equipment Repair & Maint.	4,620.02
6535 · Insurance P/L	1,323.04
6540 · Lab Tests	3,785.70
6542 · Maintenance	165.00
6550 · Operating Supplies	465.79
6555 · Permits & Fees	317.50
6580 · Solids Handling	1,345.00
6585 · Telephone / Internet	485.18
6590 · Utilities	3,216.57
Total 6500 · Operating Expenses	45,399.73
Total Expense	57,913.04
Net Ordinary Income	43,485.41
Other Income/Expense	
Other Expense	
8246 · WW Sewer Line Rplmt San Miguel	4,190.00
8200 · Non-Operating Expenses	
8230 · Capital Purchases in Prog Sani	
8247 · Secondary Sed Chain & Driver	16,639.54
Total 8230 · Capital Purchases in Prog Sani	16,639.54
Total 8200 · Non-Operating Expenses	16,639.54
Total Other Expense	20,829.54
Net Other Income	-20,829.54
Net Income	22,655.87

Avila Beach Community Services District
Balance Sheet
As of February 28, 2019

	Feb 28, 19
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Summary	
1008 · Petty Cash	87.43
1010 · Pacific Premier Checking	608,194.78
1050 · LAIF	3,011,479.95
Total 1000 · Cash Summary	3,619,762.16
Total Checking/Savings	3,619,762.16
Accounts Receivable	
1200 · *Accounts Receivable	187,447.01
Total Accounts Receivable	187,447.01
Other Current Assets	
1250 · Receivables	
1255 · Interest Receivable	5,144.80
1270 · Taxes Receivable	7,820.07
1280 · Water & Sewer Billings	106,095.25
Total 1250 · Receivables	119,060.12
1400 · Prepaid Summary	
1410 · Prepaid Insurance	5,292.26
1420 · Prepaid State Water	37,428.60
1400 · Prepaid Summary - Other	-0.01
Total 1400 · Prepaid Summary	42,720.85
Total Other Current Assets	161,780.97
Total Current Assets	3,968,990.14
Fixed Assets	
1600 · Fixed Assets & Acc. Depr.	
1605 · Office Equipment	
1606 · Copier Samsung 2012	8,233.58
1609 · Office Equipment Accum Depr	-8,233.59
Total 1605 · Office Equipment	-0.01
1610 · Fixed Asset -Office & Admin.	
1612 · Office Furniture cost	4,526.21
1614 · Office Furniture Accum Dep.	-4,526.21
Total 1610 · Fixed Asset -Office & Admin.	0.00
1620 · Fixed Assets - Sanitary	
1622 · Land	60,314.10
1626 · Collection Assets	
1627 · Collection Assets Cost	1,318,875.26
1628 · Collect Assets Accum Depr	-399,237.22
Total 1626 · Collection Assets	919,638.04

Avila Beach Community Services District
Balance Sheet
As of February 28, 2019

	<u>Feb 28, 19</u>
1630 · Disposal Equipment	
1631 · Disposal Equip Cost	523,122.64
1632 · Disposal Equip Accum Depr	-264,042.83
Total 1630 · Disposal Equipment	259,079.81
1635 · Treatment Plant	
1636 · Treatment Plant Original	105,000.00
1637 · Treatment Plant Addition	2,049,098.30
1638 · Treatment Plant Accum Dep	-1,043,684.59
Total 1635 · Treatment Plant	1,110,413.71
1642 · Treatment Equipment	
1643 · Treatment Equip Cost	1,000,455.00
1644 · Treatment Equip Accum Depr	-524,698.87
1642 · Treatment Equipment - Other	205,485.61
Total 1642 · Treatment Equipment	681,241.74
Total 1620 · Fixed Assets - Sanitary	3,030,687.40
1650 · Fixed Assets - Water	
1652 · Equipment	
1653 · Equipment Cost	21,136.28
1654 · Equipment Accum Depr	-21,136.28
Total 1652 · Equipment	0.00
1656 · Distribution Assets	
1657 · Distribution Assets Cost	1,140,860.50
1658 · Dist Assets Accum Depr	-590,709.56
Total 1656 · Distribution Assets	550,150.94
Total 1650 · Fixed Assets - Water	550,150.94
1680 · Structures - Fixed Asset	
1681 · Structures GFAAG - Sani & FA	29,810.00
1682 · Gen / Fire Accum Dep	-29,810.00
Total 1680 · Structures - Fixed Asset	0.00
1690 · Construction in Progress	123,333.82
Total 1600 · Fixed Assets & Acc. Depr.	3,704,172.15
Total Fixed Assets	3,704,172.15
Other Assets	
1800 · Deferred Outflows of Resources	39,579.00
Total Other Assets	39,579.00
TOTAL ASSETS	7,712,741.29
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	

Avila Beach Community Services District
Balance Sheet
As of February 28, 2019

	Feb 28, 19
Accounts Payable	
2100 · Accounts Payable	93,166.70
Total Accounts Payable	93,166.70
Other Current Liabilities	
2200 · Payroll Liabilities	
2260 · Vacation Payable	221.90
2262 · Sick Pay Accrued	1,464.50
2201 · Accrued Payroll	3,693.88
2240 · Health Insurance	
2241 · Employee	0.01
Total 2240 · Health Insurance	0.01
Total 2200 · Payroll Liabilities	5,380.29
2300 · Deposits Held	
2303 · Water Deposits Held	7,380.00
2305 · Connection Fees Held	0.01
Total 2300 · Deposits Held	7,380.01
Total Other Current Liabilities	12,760.30
Total Current Liabilities	105,927.00
Long Term Liabilities	
2400 · Net Pension Liability	126,121.00
2500 · Deferred Inflows of Resources	16,201.00
Total Long Term Liabilities	142,322.00
Total Liabilities	248,249.00
Equity	
3900 · Retained Earnings	7,285,389.38
Net Income	179,102.91
Total Equity	7,464,492.29
TOTAL LIABILITIES & EQUITY	7,712,741.29

03/05/19

Avila Beach Community Services District
Deposits by Fund
February 2019

Type	Date	Memo	Split	Amount	Balance
General / Admin					
Deposit	02/07/2019	TCF FY 19 JAN ME - IMPR # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier...	-4,855.68	-4,855.68
Deposit	02/07/2019	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen . 70, Water .25, Li...	1010 · Pacific Premier...	-2,828.95	-7,684.63
Deposit	02/19/2019	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lig...	1010 · Pacific Premier...	-1,706.32	-9,390.95
Deposit	02/28/2019	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lig...	1010 · Pacific Premier...	-1,935.09	-11,326.04
Total General / Admin				-11,326.04	-11,326.04
Lights					
Deposit	02/07/2019	TCF FY 19 JAN ME - IMPR # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier...	-346.83	-346.83
Deposit	02/07/2019	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen . 70, Water .25, Li...	1010 · Pacific Premier...	-202.08	-548.91
Deposit	02/19/2019	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lig...	1010 · Pacific Premier...	-121.88	-670.79
Deposit	02/28/2019	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lig...	1010 · Pacific Premier...	-138.22	-809.01
Total Lights				-809.01	-809.01
Sanitary					
Deposit	02/01/2019	Sani Rec	1010 · Pacific Premier...	-629.85	-629.85
Deposit	02/01/2019	Rate Assistance	1010 · Pacific Premier...	0.00	-629.85
Deposit	02/01/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-629.85
Deposit	02/01/2019	1/2 Other 2	1010 · Pacific Premier...	0.00	-629.85
Deposit	02/01/2019	Sani Rec	1005 · Customer Cash	-62.20	-692.05
Deposit	02/01/2019	Rate Assistance	1005 · Customer Cash	0.00	-692.05
Deposit	02/01/2019	1/2 Other 1	1005 · Customer Cash	0.00	-692.05
Deposit	02/01/2019	1/2 Other 2	1005 · Customer Cash	0.00	-692.05
Deposit	02/04/2019	Sani Rec	1010 · Pacific Premier...	-416.00	-1,108.05
Deposit	02/04/2019	Rate Assistance	1010 · Pacific Premier...	0.00	-1,108.05
Deposit	02/04/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-1,108.05
Deposit	02/04/2019	1/2 Other 2	1010 · Pacific Premier...	0.00	-1,108.05
Deposit	02/05/2019	Sani Rec	1010 · Pacific Premier...	-6,372.96	-7,481.01
Deposit	02/05/2019	Rate Assistance	1010 · Pacific Premier...	40.37	-7,440.64
Deposit	02/05/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-7,440.64
Deposit	02/05/2019	1/2 Other 2	1010 · Pacific Premier...	111.75	-7,328.89
Deposit	02/07/2019	TCF FY 19 JAN ME - Waste	1010 · Pacific Premier...	-7,085.49	-14,414.38
Deposit	02/07/2019	F: 0895 A: 0760 CURR SECURED TAX	1010 · Pacific Premier...	-4,046.75	-18,461.13
Deposit	02/08/2019	Sani Rec	1010 · Pacific Premier...	-2,656.20	-21,117.33
Deposit	02/08/2019	Rate Assistance	1010 · Pacific Premier...	59.37	-21,057.96

Avila Beach Community Services District
Deposits by Fund
February 2019

03/05/19

Type	Date	Memo	Split	Amount	Balance
Deposit	02/08/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-21,057.96
Deposit	02/08/2019	1/2 Other 2	1010 · Pacific Premier...	125.77	-20,932.19
Deposit	02/11/2019	Sani Rec	1010 · Pacific Premier...	-4,757.60	-25,689.79
Deposit	02/11/2019	Rate Assistance	1010 · Pacific Premier...	47.50	-25,642.29
Deposit	02/11/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-25,642.29
Deposit	02/11/2019	1/2 Other 2	1010 · Pacific Premier...	-57.50	-25,699.79
Deposit	02/12/2019	Sani Rec	1010 · Pacific Premier...	-5,174.33	-30,874.12
Deposit	02/12/2019	Rate Assistance	1010 · Pacific Premier...	0.00	-30,874.12
Deposit	02/12/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-30,874.12
Deposit	02/12/2019	1/2 Other 2	1010 · Pacific Premier...	0.00	-30,874.12
Deposit	02/13/2019	Sani Rec	1010 · Pacific Premier...	-3,633.10	-34,507.22
Deposit	02/13/2019	Rate Assistance	1010 · Pacific Premier...	0.00	-34,507.22
Deposit	02/13/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-34,507.22
Deposit	02/13/2019	1/2 Other 2	1010 · Pacific Premier...	-4.82	-34,512.04
Deposit	02/14/2019	Sani Rec	1010 · Pacific Premier...	-3,393.32	-37,905.36
Deposit	02/14/2019	Rate Assistance	1010 · Pacific Premier...	0.00	-37,905.36
Deposit	02/14/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-37,905.36
Deposit	02/14/2019	1/2 Other 2	1010 · Pacific Premier...	0.00	-37,905.36
Deposit	02/19/2019	000162 Community Park Restrooms 12/29/18 - 1/28/19	1010 · Pacific Premier...	-316.16	-38,221.52
Deposit	02/19/2019	F:0895 A:0760 CURR SECURED TAX	1010 · Pacific Premier...	-2,440.85	-40,662.37
Deposit	02/19/2019	Sani Rec	1010 · Pacific Premier...	-2,353.84	-43,016.21
Deposit	02/19/2019	Rate Assistance	1010 · Pacific Premier...	64.12	-42,952.09
Deposit	02/19/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-42,952.09
Deposit	02/19/2019	1/2 Other 2	1010 · Pacific Premier...	0.00	-42,952.09
Deposit	02/20/2019	Sani Rec	1010 · Pacific Premier...	-2,658.46	-45,610.55
Deposit	02/20/2019	Rate Assistance	1010 · Pacific Premier...	83.12	-45,527.43
Deposit	02/20/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-45,527.43
Deposit	02/20/2019	1/2 Other 2	1010 · Pacific Premier...	0.00	-45,527.43
Deposit	02/20/2019	COMMUNITY PARK RESTROOMS - SEWER 12/29/18 - 1/28/19	1010 · Pacific Premier...	316.16	-45,211.27
Deposit	02/22/2019	Sani Rec	1010 · Pacific Premier...	-1,081.15	-46,292.42
Deposit	02/22/2019	Rate Assistance	1010 · Pacific Premier...	11.87	-46,280.55
Deposit	02/22/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-46,280.55
Deposit	02/22/2019	1/2 Other 2	1010 · Pacific Premier...	92.50	-46,188.05
Deposit	02/25/2019	Sani Rec	1010 · Pacific Premier...	-1,824.99	-48,013.04
Deposit	02/25/2019	Rate Assistance	1010 · Pacific Premier...	83.12	-47,929.92
Deposit	02/25/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-47,929.92

Avila Beach Community Services District

Deposits by Fund

February 2019

03/05/19

Type	Date	Memo	Split	Amount	Balance
Deposit	02/25/2019	1/2 Other 2	1010 · Pacific Premier...	39.10	-47,890.82
Deposit	02/27/2019	Sani Rec	1010 · Pacific Premier...	-610.35	-48,501.17
Deposit	02/27/2019	Rate Assistance	1010 · Pacific Premier...	11.87	-48,489.30
Deposit	02/27/2019	1/2 Other 1	1010 · Pacific Premier...	10.00	-48,479.30
Deposit	02/27/2019	1/2 Other 2	1010 · Pacific Premier...	-11.46	-48,490.76
Deposit	02/28/2019	F:0895 A:0760 CURR SECURED TAX	1010 · Pacific Premier...	-2,768.10	-51,258.86
Deposit	02/28/2019	Sani Rec	1010 · Pacific Premier...	-1,017.03	-52,275.89
Deposit	02/28/2019	Rate Assistance	1010 · Pacific Premier...	0.00	-52,275.89
Deposit	02/28/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-52,275.89
Deposit	02/28/2019	1/2 Other 2	1010 · Pacific Premier...	-98.60	-52,374.49
Deposit	02/28/2019	\$ 1,947.15 CC BALANCE ADJ CCs	1010 · Pacific Premier...	-973.57	-53,348.06
Total Sanitary				-53,348.06	-53,348.06
Water					
Deposit	02/01/2019	Water Rec	1010 · Pacific Premier...	-666.50	-666.50
Deposit	02/01/2019	Rate Assistance	1010 · Pacific Premier...	0.00	-666.50
Deposit	02/01/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-666.50
Deposit	02/01/2019	1/2 Other 2	1010 · Pacific Premier...	0.00	-666.50
Deposit	02/01/2019	Water Rec	1005 · Customer Cash	-57.80	-724.30
Deposit	02/01/2019	Rate Assistance	1005 · Customer Cash	0.00	-724.30
Deposit	02/01/2019	1/2 Other 1	1005 · Customer Cash	0.00	-724.30
Deposit	02/01/2019	1/2 Other 2	1005 · Customer Cash	0.00	-724.30
Deposit	02/04/2019	Water Rec	1010 · Pacific Premier...	-84.00	-808.30
Deposit	02/04/2019	Rate Assistance	1010 · Pacific Premier...	0.00	-808.30
Deposit	02/04/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-808.30
Deposit	02/04/2019	1/2 Other 2	1010 · Pacific Premier...	0.00	-808.30
Deposit	02/05/2019	Water Rec	1010 · Pacific Premier...	-4,765.20	-5,573.50
Deposit	02/05/2019	Rate Assistance	1010 · Pacific Premier...	40.38	-5,533.12
Deposit	02/05/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-5,533.12
Deposit	02/05/2019	1/2 Other 2	1010 · Pacific Premier...	111.75	-5,421.37
Deposit	02/07/2019	TCF FY 19 JAN ME - IMPR # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier...	-1,734.17	-7,155.54
Deposit	02/07/2019	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen . 70, Water .25, Li...	1010 · Pacific Premier...	-1,010.34	-8,165.88
Deposit	02/08/2019	Water Rec	1010 · Pacific Premier...	-2,687.60	-10,853.48
Deposit	02/08/2019	Rate Assistance	1010 · Pacific Premier...	59.38	-10,794.10
Deposit	02/08/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-10,794.10

Avila Beach Community Services District
Deposits by Fund
February 2019

03/05/19

Type	Date	Memo	Split	Amount	Balance
Deposit	02/08/2019	1/2 Other 2	1010 · Pacific Premier...	125.78	-10,668.32
Deposit	02/11/2019	Water Rec	1010 · Pacific Premier...	-5,852.85	-16,521.17
Deposit	02/11/2019	Rate Assistance	1010 · Pacific Premier...	47.50	-16,473.67
Deposit	02/11/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-16,473.67
Deposit	02/11/2019	1/2 Other 2	1010 · Pacific Premier...	-57.50	-16,531.17
Deposit	02/12/2019	Water Rec	1010 · Pacific Premier...	-4,845.25	-21,376.42
Deposit	02/12/2019	Rate Assistance	1010 · Pacific Premier...	0.00	-21,376.42
Deposit	02/12/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-21,376.42
Deposit	02/12/2019	1/2 Other 2	1010 · Pacific Premier...	0.00	-21,376.42
Deposit	02/13/2019	Water Rec	1010 · Pacific Premier...	-3,179.40	-24,555.82
Deposit	02/13/2019	Rate Assistance	1010 · Pacific Premier...	0.00	-24,555.82
Deposit	02/13/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-24,555.82
Deposit	02/13/2019	1/2 Other 2	1010 · Pacific Premier...	-4.83	-24,560.65
Deposit	02/14/2019	Water Rec	1010 · Pacific Premier...	-3,028.60	-27,589.25
Deposit	02/14/2019	Rate Assistance	1010 · Pacific Premier...	0.00	-27,589.25
Deposit	02/14/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-27,589.25
Deposit	02/14/2019	1/2 Other 2	1010 · Pacific Premier...	0.00	-27,589.25
Deposit	02/19/2019	001622 San Juan Park Irrigation 12/29/18 - 1/28/19	1010 · Pacific Premier...	-342.00	-27,931.25
Deposit	02/19/2019	001483 Front St Irrigation 12/29/18 - 1/28/19	1010 · Pacific Premier...	-57.00	-27,988.25
Deposit	02/19/2019	000162 Community Park Restrooms 12/29/18 - 1/28/19	1010 · Pacific Premier...	-216.60	-28,204.85
Deposit	02/19/2019	F:0895 A:0760 AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lig...	1010 · Pacific Premier...	-609.40	-28,814.25
Deposit	02/19/2019	Water Rec	1010 · Pacific Premier...	-2,111.60	-30,925.85
Deposit	02/19/2019	Rate Assistance	1010 · Pacific Premier...	64.13	-30,861.72
Deposit	02/19/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-30,861.72
Deposit	02/19/2019	1/2 Other 2	1010 · Pacific Premier...	0.00	-30,861.72
Deposit	02/20/2019	Water Rec	1010 · Pacific Premier...	-3,238.72	-34,100.44
Deposit	02/20/2019	Rate Assistance	1010 · Pacific Premier...	83.13	-34,017.31
Deposit	02/20/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-34,017.31
Deposit	02/20/2019	1/2 Other 2	1010 · Pacific Premier...	0.01	-34,017.30
Deposit	02/20/2019	FRONT ST IRRIGATION 12/29/18 - 1/28/19	1010 · Pacific Premier...	57.00	-33,960.30
Deposit	02/20/2019	COMMUNITY PARK RESTROOMS - WATER 12/29/18 - 1/28/19	1010 · Pacific Premier...	216.60	-33,743.70
Deposit	02/20/2019	SAN LUAN PARK IRRIGATION 12/29/18 - 1/28/19	1010 · Pacific Premier...	342.00	-33,401.70
Deposit	02/22/2019	Water Rec	1010 · Pacific Premier...	-1,087.75	-34,489.45
Deposit	02/22/2019	Rate Assistance	1010 · Pacific Premier...	11.88	-34,477.57
Deposit	02/22/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-34,477.57
Deposit	02/22/2019	1/2 Other 2	1010 · Pacific Premier...	92.50	-34,385.07

Avila Beach Community Services District
Deposits by Fund
February 2019

03/05/19

Type	Date	Memo	Split	Amount	Balance
Deposit	02/25/2019	Water Rec	1010 · Pacific Premier...	-1,149.15	-35,534.22
Deposit	02/25/2019	Rate Assistance	1010 · Pacific Premier...	83.13	-35,451.09
Deposit	02/25/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-35,451.09
Deposit	02/25/2019	1/2 Other 2	1010 · Pacific Premier...	39.10	-35,411.99
Deposit	02/27/2019	Water Rec	1010 · Pacific Premier...	-655.50	-36,067.49
Deposit	02/27/2019	Rate Assistance	1010 · Pacific Premier...	11.88	-36,055.61
Deposit	02/27/2019	1/2 Other 1	1010 · Pacific Premier...	10.00	-36,045.61
Deposit	02/27/2019	1/2 Other 2	1010 · Pacific Premier...	-11.46	-36,057.07
Deposit	02/28/2019	F:0895 A:0760 AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lig...	1010 · Pacific Premier...	-691.11	-36,748.18
Deposit	02/28/2019	Water Rec	1010 · Pacific Premier...	-828.40	-37,576.58
Deposit	02/28/2019	Rate Assistance	1010 · Pacific Premier...	0.00	-37,576.58
Deposit	02/28/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-37,576.58
Deposit	02/28/2019	1/2 Other 2	1010 · Pacific Premier...	-98.60	-37,675.18
Deposit	02/28/2019	\$ 1,947.15 CC BALANCE ADJ CCs	1010 · Pacific Premier...	-973.58	-38,648.76
Deposit	02/28/2019	Water Rec	1005 · Customer Cash	-37.81	-38,686.57
Total Water				-38,686.57	-38,686.57
TOTAL				-104169.68	*****

Avila Beach Community Services District Checks by Fund w/Accounts

03/05/19

February 2019

Type	Date	Num	Name	Memo	Account	Amount	Balance
General / Admin							
Check	02/01/2019		CSDA San Luis Obispo County Chapter	CSDA 2/20/19 Study group	6160 · Training	100.00	100.00
Check	02/01/2019		U.S. Postal Service		6140 · Office Supplies & Postage	1.30	101.30
Check	02/04/2019	EFT	Bankcard MTOT Disc		5100 · Merchant Credit Card Fe...	443.94	545.24
Check	02/05/2019	EFT	Adobe.com		6140 · Office Supplies & Postage	14.99	560.23
Check	02/06/2019	2269	Fedak & Brown, LLP	Prep State Controller's Report	6103 · Accounting Audit	600.00	1,160.23
Check	02/06/2019	2266	Lisa Chenowith	Deposit Return Refund	2303 · Water Deposits Held	100.00	1,260.23
Check	02/08/2019		U.S. Postal Service		6140 · Office Supplies & Postage	67.50	1,327.73
Check	02/10/2019	EFT	Cal Tec Computers	computer repairs	6524 · Equip. Rep. & Maint. Avila...	40.00	1,367.73
Check	02/12/2019		Vons	kitchen supplies	6140 · Office Supplies & Postage	45.13	1,412.86
Check	02/14/2019		Cal Tec Computers	computer repairs	6524 · Equip. Rep. & Maint. Avila...	119.00	1,531.86
Check	02/15/2019	EFT	Charter	Acct #. 8245100980033571	6585 · Telephone / Internet	204.95	1,736.81
Check	02/15/2019		California Rural Water Association	Order # 4763 6/20/19 training	6160 · Training	150.00	1,886.81
Check	02/20/2019	2273	Creative Technologies, Inc.	Inv. 4481 1/23/19	6140 · Office Supplies & Postage	2,744.00	4,630.81
Check	02/20/2019	2274	Hagemann & Associates	Inv. 1048 2/19/19 Feb 3rd - 16th, 2019	6506 · Contract Labor GM	5,500.00	10,130.81
Check	02/20/2019		U.S. Postal Service	Judy Kaatz	6140 · Office Supplies & Postage	1.60	10,132.41
Check	02/21/2019	2278	Nikki Engle Bookkeeping	Inv. # 2038 2/6/19	6102 · Accounting	247.50	10,379.91
Check	02/21/2019	2280	Creative Technologies, Inc.	Inv. 4488 2-20-19	6140 · Office Supplies & Postage	2,744.00	13,123.91
Check	02/22/2019	2281	Coastline Cleaning Co.	Office Maintenance	6542 · Maintenance	165.00	13,288.91
Check	02/22/2019	2281	Coastline Cleaning Co.	Supplies	6550 · Operating Supplies	32.00	13,320.91
Check	02/25/2019	EFT	Public Employees Retirement System	Kristi 1/16 - 1/31/19	2250 · PERS Liability	230.22	13,551.13
Check	02/25/2019	EFT	Public Employees Retirement System	Kristi 1/16 - 1/31/19	5256 · PERS Co Pd Kristi	32.95	13,584.08
Check	02/25/2019	EFT	Public Employees Retirement System	Kristi 2/1 - 2/15/19	2250 · PERS Liability	187.52	13,771.60
Check	02/25/2019	EFT	Public Employees Retirement System	Kristi 2/1 - 2/15/19	5256 · PERS Co Pd Kristi	9.90	13,781.50
Check	02/25/2019	EFT	Public Employees Retirement System	Kristi 2/16 - 2/28/19	2250 · PERS Liability	150.70	13,932.20
Check	02/25/2019	EFT	Public Employees Retirement System	Kristi 2/16 - 2/28/19	5256 · PERS Co Pd Kristi	29.17	13,961.37
Check	02/26/2019	2282	Staples	Office Supplies	6140 · Office Supplies & Postage	445.55	14,406.92
Check	02/28/2019	EFT	Digital Deployment	monthly ABCSD Streamline	6170 · Website	200.00	14,606.92
Check	02/28/2019		Cal Tec Computers	computer repairs	6524 · Equip. Rep. & Maint. Avila...	29.75	14,636.67
Check	02/28/2019		Amazon		6140 · Office Supplies & Postage	45.23	14,681.90
Total General / Admin						14,681.90	14,681.90
Lights							
Check	02/01/2019	EFT	PG&E	Colony Lights acct # 5992155362-0	6590 · Utilities	93.20	93.20
Check	02/01/2019	EFT	PG&E	Town Lights acct # 0690976984-3	6590 · Utilities	478.63	571.83
Check	02/22/2019	EFT	PG&E	Front St. Lights acct# 5796765606-7	6590 · Utilities	382.82	954.65
Total Lights						954.65	954.65
Sanitary							
Check	02/06/2019	2267	Speed's, Inc.	Inv. 60216 1/26/19 (Draining Clarifier)	6580 · Solids Handling	1,345.00	1,345.00
Check	02/06/2019	2268	Abalone Coast Analytical, Inc.	Statement 2/1/19 Inv. 4509	6540 · Lab Tests	3,785.70	5,130.70
Check	02/06/2019	2270	Brenntag Pacific, Inc.	Inv # BP2985128 1/24/19	6503 · Chemicals	1,147.56	6,278.26
Check	02/11/2019		South County Sanitary Service	2 Yd Dumpster	6590 · Utilities	244.46	6,522.72
Check	02/12/2019	2271	USA Bluebook	Inv # 799483 1/30/19 Gloves	6522 · Equip. Rep. & Maint-Avil...	451.07	6,973.79
Check	02/12/2019	2272	SLO CO Air Pollution Control District	Permit #2139-1 Lift Station Pump	6555 · Permits & Fees	317.50	7,291.29
Check	02/16/2019	EFT	AT&T	acct # x 0885 Internet	6585 · Telephone / Internet	45.00	7,336.29
Check	02/20/2019	2275	Fluid Resource Management	F-17398 Monthly O & M	6505 · Contract Labor O & M	14,267.81	21,604.10
Check	02/20/2019	2275	Fluid Resource Management	W17667 Primary Clarifier Inspection	6522 · Equip. Rep. & Maint-Avil...	1,904.22	23,508.32
Check	02/20/2019	2275	Fluid Resource Management	W17667 Secondary Sed Drive Replacement	8247 · Secondary Sed Chain & ...	6,389.16	29,897.48
Check	02/20/2019	2275	Fluid Resource Management	W17665 Secondary Sed Chain Replacement	8247 · Secondary Sed Chain & ...	10,250.38	40,147.86

Avila Beach Community Services District
Checks by Fund w/Accounts

03/05/19

February 2019

Type	Date	Num	Name	Memo	Account	Amount	Balance
Check	02/20/2019	2275	Fluid Resource Management	W17780 FFR Diagnosis	6522 · Equip. Rep. & Maint-Avil...	1,380.00	41,527.86
Check	02/20/2019	2275	Fluid Resource Management	W17831 FFR Replacement	6522 · Equip. Rep. & Maint-Avil...	1,798.67	43,326.53
Check	02/20/2019	2276	Burt Industrial Supply, Inc.	Inv. 60795 1/23/19	6550 · Operating Supplies	433.79	43,760.32
Check	02/21/2019	2277	Brenntag Pacific, Inc.	Inv # BP2985130 1/31/19	6503 · Chemicals	1,291.62	45,051.94
Check	02/21/2019	2279	Garing, Taylor & Associates, Inc.	Inv. 15782 1/31/19	8246 · WW Sewer Line Rplmt S...	4,190.00	49,241.94
Check	02/22/2019	EFT	PG&E	Lift Station acct# 6338432238-2	6590 · Utilities	82.70	49,324.64
Check	02/25/2019	EFT	PG&E	Waste Water Plant acct # 6380034236-0 3rd & ...	6590 · Utilities	1,934.76	51,259.40
Check	02/26/2019	2283	Brenntag Pacific, Inc.	Inv # BP2997388 2/6/19	6503 · Chemicals	1,286.20	52,545.60
Check	02/26/2019	2283	Brenntag Pacific, Inc.	Inv. # BP12997390 2/14/19	6503 · Chemicals	1,429.31	53,974.91
Check	02/28/2019	EFT	AT&T	acct # 805 595-9416 904 5	6585 · Telephone / Internet	235.23	54,210.14
Total Sanitary							54,210.14
Water							
Check	02/20/2019	2275	Fluid Resource Management	F17398 Monthly O & M	6505 · Contract Labor O & M	4,753.43	4,753.43
Total Water							4,753.43
TOTAL							74,600.12



FLUID RESOURCE MANAGEMENT

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

Statement

Date

1/31/19

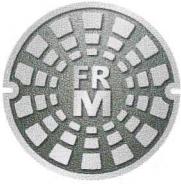
Phone # 805.597.7100 Fax # 805.597.7171

California Certified Small Business #1120142

To:

Avila Beach Community Services District
P.O. Box 309
191 San Miguel Street
Avila Beach, CA 93424

				Amount Due	Amount Enc.
				\$40,743.67	
Date	Transaction			Amount	Balance
01/31/19	348F11001 Monthly OPS/Maint- INV #F17939. Orig. Amount \$19,021.24.			19,021.24	19,021.24
01/16/19	W17576 Primary Clarifier Inspection- INV #W17576. Orig. Amount \$1,904.22.			1,904.22	20,925.46
01/15/19	W17665 Sec. Sed Chain Replacement- INV #W17665. Orig. Amount \$10,250.38.			10,250.38	31,175.84
01/15/19	W17667 Sec. Sed Drive Replacement- INV #W17667. Orig. Amount \$6,389.16.			6,389.16	37,565.00
01/15/19	W17780 FFR Diagnosis- INV #W17780. Orig. Amount \$1,380.00.			1,380.00	38,945.00
01/25/19	W17831 FFR Davit Replacement- INV #W17831. Orig. Amount \$1,798.67.			1,798.67	40,743.67
CURRENT		1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE
Amount Due					
40,743.67	0.00	0.00	0.00	0.00	\$40,743.67



FLUID RESOURCE MANAGEMENT

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

Phone # 805.597.7100 Fax # 805.597.7171

Statement

Date

3/1/19

California Certified Small Business #1120142

To:

Avila Beach Community Services District
P.O. Box 309
191 San Miguel Street
Avila Beach, CA 93424


				Amount Due	Amount Enc.
				\$20,159.79	
Date	Transaction			Amount	Balance
02/28/19	348F11001 Monthly OPS/Maint- INV #F18029. Orig. Amount \$19,021.24.			19,021.24	19,021.24
02/25/19	348F11001 Monthly OPS/Maint:348FWW11001 Wastewater:348AWW17002 Add Services Wastewater- INV #A18021. Orig. Amount \$135.86.			135.86	19,157.10
02/12/19	W17882 Broken Hydrant Spool- INV #W17882. Orig. Amount \$1,002.69.			1,002.69	20,159.79

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: March 13, 2019

SUBJECT: General Manager/District Engineer Report

Zone 3 Technical Advisory Committee and Advisory Committee

The Zone 3 Technical Advisory Committee (TAC) met on Wednesday, February 13, 2019, at the Arroyo Grande City Hall offices. The Meeting agenda and materials are attached to this report. As of this writing Lopez Lake is at an elevation of 491 feet, 51% capacity and has approximately 25,200 acre feet of water in storage. Rain accumulation at the Lopez dam since July 1, 2018 is approximately 21 inches and the forecast for this week and perhaps most of March is for higher than normal rainfall. The recent rains have significantly improved the local reservoir volumes and the huge snow pack will likely increase the State Water Project deliveries to well above 50%. The TAC meets again on March 13, 2019 (prior to the CSD Board meeting). I will verbally report any significant items of interest at the Board meeting.

Solid Waste Rate Request Application

The Board will recall that the District's garbage collection and disposal contractor, South County Sanitation Services (SCSS) requested a 13% rate increase in late 2018. Several of the other SCSS agencies retained the services of William Statler to conduct an in depth analysis of the rate request. Mr. Statler completed the first draft of his analysis and met with SCSS and Agency staff on January 15, 2019 to discuss the analysis. Statler prepared a January 16, 2019 meeting follow-up memo to SCSS. SCSS provided Statler an updated application (version 3) on January 28, 2019. Statler and several Agency staff met with SCSS on February 8th to go over Statler's questions and comments. On February 20 Statler sent a memo to SCSS stating that he doesn't have any further questions and he anticipates that he will conclude his analysis and prepare a draft report by mid-March. After an opportunity for review and comment by SCSS and the Agencies, Statler will final his report by early April. At that point, Agency staff can use Statler's analysis/recommendations to prepare staff reports for their respective Boards or City Councils. Staff will provide a status report at April Board meeting.

Status Report on the Metal Building Project at the Water Tank Site

The District's project has been delayed two weeks due to the weather and conflicts with District staff's schedule. The project is now scheduled to begin on Monday, March 25 and should be completed by Wednesday March 27.

Special District Risk Management Authority (SDRMA) FY 2019-20 Workman's Compensation Program and Property/Liability Program.

SDRMA provided letters on February 20 and February 22, 2019 that announced the rate increases for the FY 2019-20 Workman's Compensation Program and the Property/Liability Program, respectively. The Workman's Comp Program rates are increasing 5%, Property rates are increasing 5% and Liability rates are increasing 11%. The District's estimated annual Workman's' Comp contribution will increase from \$738 to \$800. The District's Experience Modification (EMOD) factor went down slightly from 86% to 85% (an EMOD below 100% is considered good). SDRMA cited the catastrophic California fires and increasing liability court judgments as the reasons for the increase in the Property/Liability Program. The two SDRMA letters are attached to this staff report.

California Special Districts Association (CSDA) Board of Directors Call for Nominations

On February 15, 2019 CSDA sent out a call for nominations for the 2020-2022 term for the CSDA Board of Directors, Seat B. The deadline for receiving nominations is April 17, 2019. The Nomination letter and application form are provided as an attachment to this staff report.

Water and Sewer Rate Study Proposal

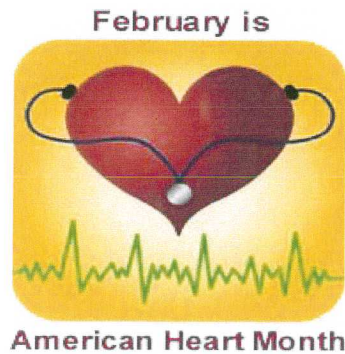
At the February Board meeting staff advised the Board that the existing water and sewer rate schedule expires on June 30, 2019. The Board directed staff to initiate the process of retaining a contractor to conduct a water and sewer "Cost of Services" analysis and develop a proposed rate schedule. Staff reached out to the firm that recently assisted with the District's Reserve Policy, Tuckfield and Associates, and requested them to prepare a proposal and schedule. Staff met with Mr. Tuckfield on February 27, and he is in the process of reviewing the District's budget documents and preparing a proposal. Staff will continue to work with Mr. Tuckfield and will bring the scope of work and proposal to the Board at the April or May Board meeting. Mr. Tuckfield is currently doing rate analysis work for several local agencies, including the City of Pismo Beach and the City of Atascadero.

Local Agency Investment Fund (LAIF) Rate Sheet

Each month the California State Treasurer sends out a performance report documenting the daily yields and average monthly effective yields for the past three months. The January 2019 monthly effective yield was 2.355%, up from 2.208% in November 2018. The District currently has a significant portion of the District's Reserve Account funds deposited with LAIF and therefore staff is providing the most current Rate Sheet for the Board's information.

California Financing Coordinating Committee (CFCC) Funding Fair

Each year the CFCC provides 5 – 6 "Funding Fairs" throughout the state to provide project proponents with information on the availability of state and federal loans and grants for infrastructure projects. This year, the CFCC is making a stop in Santa Maria on June 11. As schedules allow staff intends to attend the Santa Maria CFCC to get information on funding options for the District's WWTP project. In addition, staff intends to meet with the firm that recently assisted the Los Osos CSD with their \$10.8 million project loan.



**ZONE 3
TECHNICAL ADVISORY COMMITTEE**

**Wednesday February 13, 2018
9:00 - 11:00 AM
ARROYO GRANDE CITY HALL
300 BRANCH STREET
2nd FLOOR CONFERENCE ROOM**

Agenda

1. Announcements <ul style="list-style-type: none"> Contract Changes Efforts 	All
2. General Operations and Water Report <ul style="list-style-type: none"> Summary Notes Monthly Operations Report Lopez Dam Storage Projections 	Jill
3. CIP Update <ul style="list-style-type: none"> Bypass Pipeline Assessment Fire Flow Quantity Analysis 	David
4. Water Quality and Algae Control Alternatives	David
5. Agenda items next month? <ul style="list-style-type: none"> Strategy for use of District Reserves Spillway Assessment Update Estimated Surplus for WY 19/20 	

Attachments to be sent separately on 2/11/19:

- A. Summary Notes - January
- B. Lopez Monthly Operations Report-January
- C. Lopez Reservoir Storage Projection Chart
- D. CIP Update
- E. Bypass Pipeline Assessment Memo
- F. Water Quality and Algae Control Issues Memo

Next Meeting Date: March 13, 2019

ZONE 3

TECHNICAL ADVISORY COMMITTEE

WEDNESDAY January 9, 2019 (9:00-11:00 AM)

SUMMARY NOTES - DRAFT

ARROYO GRANDE CITY HALL



Attendees: Brandon Shea (Pismo), Greg Ray (Grover Beach), Jim Garing, Paavo Ogren (OCSD) by phone, Brad Hagemann (ABCSD), Vard Ikeda, Dan Heimel (WSC), Dan Migliazzo (SMMWC), Jill Ogren (PW Dept), David Spiegel, (PW Dept), Kristi Smith (PW Dept) Mike Gutormson (PW Dept), Jenny Williamson (PW Dept)

1. Announcements –

- No announcements.

2. General Operations and Water Supply Report –

- Mike Gutormson, Water Systems Worker at Lopez WTP, provided the Monthly Operations report. Lake Elev. = 479.63 ft, Storage = 19,518 AF @ 40% capacity; Downstream releases are at 2.9 MGD (instantaneous reading); WTP at 2.4 MGD; SWP at 0.86 MGD. Rainfall to date 7.51.
- Jill Ogren handed out and discussed Lopez Dam storage projections. Oceano is currently using their surplus water. Pismo Beach, as of the end of December, has used all their Lopez entitlement and surplus water and being supplied State Water only and will be through the end of the water year in March.
- Vard Ikeda asked when the LRRP would be enacted as Lopez Lake is now under the 20,000 AF mark. Jill Ogren stated that this topic would be discussed later as listed on the agenda.
- Submittal of Annual Requests for water have been received by David Spiegel and will be submitted to Lopez WTP to plan for the next year.

3. CIP Budget Review Final Draft –

- Kristi Smith, San Luis Obispo County Public Works Zone 3 Accountant, discussed the target for combined CIP and Non-Routine O&M. A handout of the FY 2019/20 Budget and the historical billings of the combined CIP and Non-Routine O&M for the last 13 years was passed out for TAC to review.
- A recommendation of \$750,000 for the Annual Target was suggested based on the historical yearly Proposed Budget and actual spending from FY 2007/08 to FY 2019/20.
- **A request for the FY2019/20 proposed budget and 13-yr historical billings handouts, along with the information Kristi Smith provided concerning the Annual Target recommendation, be sent to TAC members who were unable to attend the TAC meeting.**
- Kristi Smith stated she has completed the proposed full budget for the upcoming FY and hard copies will be handed out at the Advisory Committee meeting the following week. It is recommended to not make any further changes as TAC is currently on target with the Non-Routine Capital Outlay request for the year.
- Paavo Ogren asked what the total Contractor billing was for 2018/19. Kristi Smith stated after plugging in the \$125,000 for reserves, there was a 4.7% increase over last year's budget.
- Jim Garing asked where the \$300,000 for Cloudseeding in FY 18/19 came from? Jill Ogren and Kristi Smith explained the \$300,000 came from projects either no longer needed or savings from projects stemming from the 2018/19 Budget. If the \$300,000 isn't used this year for Cloudseeding, the money will be credited back to contractors and will not be used for the 2019/20 Budget. Majority of \$300,000 came from cancelling two projects 1) Pigging, 2) Spill Prevention Valves and 3) Power monitoring for Lopez.

4. Cloudseeding Update –

- TAC members met with Public Works Director, Colt Esenwein, on how best to discuss cloudseeding with each Board member. TAC members present at the meeting were Jill Ogren, Shane Taylor, Brian Talley, Vard Ikeda and Jim Garing.
- Vard Ikeda summarized the meeting regarding input on how to approach the Board of Supervisor on

the Cloudseeding Program. Colt Esenwein suggested it would be a strategic move to speak with Lynn Compton and Adam Hill in advance of the anticipated Board meeting in May, ideally as early as March. Currently, it is anticipated that Board of Supervisor members Lynn Compton, Adam Hill and possibly Bruce Gibson will vote for the Cloudseeding Program.

- **Tentative schedule is to present Cloudseeding to Board of Supervisors for a vote in May or July.**
- Paavo Ogren stated that Oceano Board members are likely to not support Cloudseeding based on cost and environmental viewpoints. Some Board members have already stated they are not in support of the program.

5. LRRP Draft –

- Jill Ogren handed out a copy of the draft LRRP Enactment criteria being presented to AC on January 17th.
- Enactment requires two conditions to be met before the LRRP can be implemented. 1) Reservoir is at or below 20,000 AF and 2) The Board of Supervisors declares a local drought emergency.
- Per the draft, since the potential increase to storage due to rainfall for this rain season is unknown, TAC is recommending the following criteria: If reservoir is below 20,000 AF on June 1, 2019, request the Board of Supervisors declare a local drought emergency for Zone 3 retroactive to April 1, 2019. If granted, LRRP will go into effect at the beginning of the Lopez water year and downstream releases are reduced by 10%. At the 15,000 AF level municipal deliveries are then reduced by 10%.
- **TAC to decide enacting the LRRP on June 12, 2019 and item will be placed on the Agenda for discussion.**

6. CIP Update –

- Jill Ogren stated the bypass pipeline assessment will be sent to TAC members in an email. Some calcification was present and a few hairline cracks, but pipeline looked in decent condition despite.
- Jim Garing stated in the early 1980s that there was no Cathodic Protection on the pipeline and had asked if there was any way to know if Cathodic Protection was applied to the 18" bypass pipeline at that time. Per David Spiegel, research would have to be done to see if this was ever performed, however, a Cathodic Protection Survey will be conducted on the distribution pipeline and the 18" bypass can be added to the survey.
- David Spiegel discussed CIP project updates.
- An extension was granted for the inundation map edits required by DSOD. Maps will be re-submitted in March for the Lopez and Terminal Dams.
- Structural Assessment of Terminal Reservoir Dam has not changed. David Spiegel explained that the Geotech investigation is \$90,000 due to specialized equipment that is needed to drill on the slope of the terminal dam.
- Awaiting a second quote for the Cathodic Protection Survey.
- David Spiegel is working on the Water Treatment Alternatives Study for Taste and Odor. Should have a report for TAC in the next month to cover available options and discuss what path TAC would like to follow.

7. Spillway Assessment – Update

- GEI's Draft Report for the spillway assessment currently under review by staff. Report looked good and didn't reveal anything that wasn't already known. After edits are made it will be sent on to DSOD for approval.
- Executive Summary from draft report was discussed.
- Jim Garing brought up a concern about the under-drain caps. Is Zone 3 at risk with spillway water getting into the drain and questioned if there was anything that needed to be done at this time? David Spiegel stated he is seeking clarification of the Executive Summary regarding that issue. The concern is that pressure can still get under the slab even though it wouldn't get under the drain.

8. Agenda Items Next month –

- Taste and Odor Issues – Alternatives
- Strategy for use of District Reserves

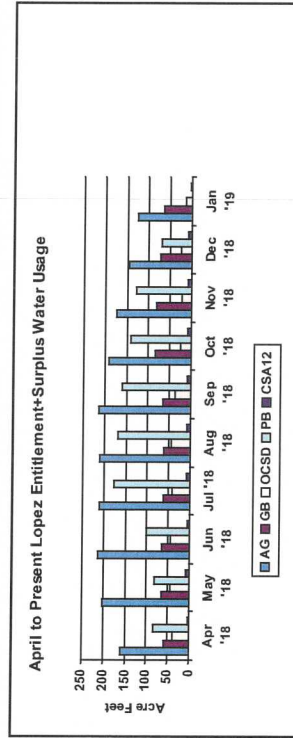
Next meeting February 13, 2019

San Luis Obispo County Flood Control and Water District

Zone 3 - Lopez Project - Monthly Operations Report

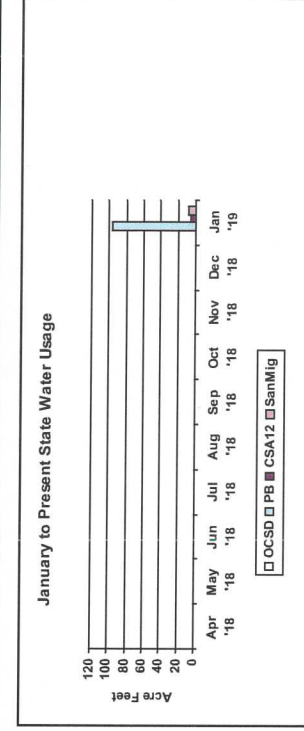
January, 2019

Contractor	Lopez Water Deliveries										State Water Deliveries					
	This Month					April to Present					This Month			January to Present		
	Entl.	Surplus	Total	Entitlement	Usage	%	Surplus	Usage	%	Total	Annual Request	Usage	% of Annual Request	SWP Deliveries	Change in Storage	Total Water Deliveries This Month
Arroyo Grande	2290	564.00	2854.00	127.44	5.6%	0.0%	0.00	0.0%	0.0%	1848.70	0	0.00	0.0%			127.44
Oceano CSD	303	75.00	378.00	0.00	0.0%	17.3%	13.01	0.0%	0.0%	303.00	608	96.07	15.8%			13.01
Grover Beach	800	197.00	997.00	64.14	8.0%	0.0%	0.00	0.0%	0.0%	681.96	97	5.77	5.9%			64.14
Pismo Beach	892	220.00	1112.00	0.00	0.0%	0.0%	0.00	0.0%	0.0%	892.00	120	7.68	6.4%			96.07
CSA 12	245	60.00	305.00	3.37	1.4%	0.0%	0.00	0.0%	0.0%	67.97	825	109.52	13.3%			9.14
San Miguelito																7.68
Total	4530	1116.00	5646.00	194.95	4.3%	1.2%	13.01	83.7%	23.1%	4051.40	1387.52	109.52	13.3%	62.00	-47.52	317.48



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

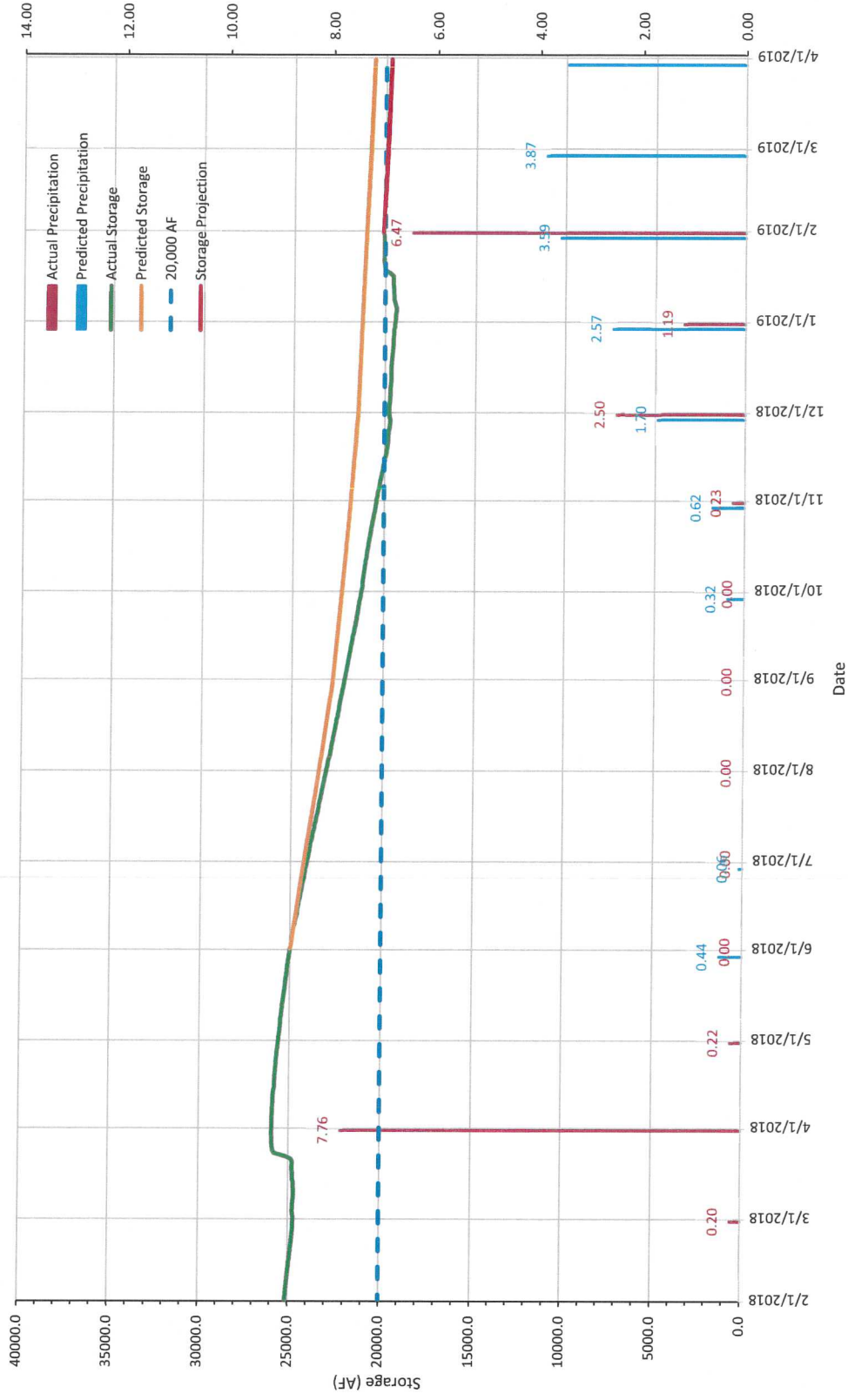
Lopez Dam Operations	This Month	Year to Date
Lake Elevation (full at \$22.37 feet)	480.89	-41.48
Storage (full at 49200 acre feet)	20119	40.9%
Rainfall	7.45	12.47
Downstream Release (42000 acre feet/year)	213.9	3464.77
Spillage (acre feet)	0	0.00



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

Comments: Surplus water shown is as designated per BOS May 15, 2018 Declaration of Surplus Water.
 1) Oceano supplied State Water to Canyon Crest via Arroyo Grande's Edna turn out. A total of 1.10 AF delivered to Canyon Crest was added to Oceano's State Water usage this month and 1.10 AF was subtracted from Arroyo Grande's usage this month.

LOPEZ RESERVOIR STORAGE PROJECTION



- Note:
1. Storage projection is based on predicted rainfall from longrangeweather.com, historic inflow based on predicted rainfall, 18-19 downstream release requests, and municipal usage.
 2. Municipal Usage is based on 2010-2017 average monthly deliveries.

February 20, 2019

Mr. Brad Hagemann
General Manager/District Engineer
Avila Beach Community Services District
Post Office Box 309
Avila Beach, California 93424-0309

Dear Mr. Hagemann,

On behalf of the SDRMA Board of Directors, we write to announce that, at its meeting of February 6, 2019, the Board approved a **5% rate increase** for the Workers' Compensation Program for 2019-20.

The Board also approved a longevity distribution for the tenth consecutive year; the amount for FY 2019-20 is **\$351,709**. Every member that has completed its initial commitment of three full program years in the Workers' Compensation Program is eligible to receive a longevity distribution credit when they renew coverage. The longevity distribution may be declared by the Board each year only after all Board policy reserve requirements have been met. The distribution is weighted based on the member's length of time in that program and the amount of the member's annual contributions compared to the total contributions of all pool members.

To assist your agency in its budgeting process, SDRMA has estimated 2019-20 annual contribution amounts using your agency's applicable Individual Class Code Rates, Experience Modification Factor (EMOD), prior year Estimated Payroll Wages, and Longevity Distribution and Multi-Program discounts (if applicable). Your agency's actual contribution amount for 2019-20 will vary from 2018-19 due to variances in your reported payroll, EMOD (worksheet and applicable loss run years detail attached), and Credit Incentive Program (CIP) points earned. In addition, SDRMA follows the Workers' Compensation Insurance Rating Bureau (WCIRB) methodology for calculating EMODs. As a result, starting this year the first \$250 of each claim is excluded from the calculation of your agency's EMOD.

Summary	2019-20	2018-19	\$ Change	% Change
Estimated Annual Contribution	\$ 800	\$ 738	\$ 62	8%

Detail	2019-20	2018-19
Estimated Payroll Wages	\$38,500	\$38,500
EMOD	85%	86%
Longevity Distribution	-\$ 11	-\$ 23
5% Multi-Program Discount	-\$ 42	-\$ 38

Other Important Items to Note:

- Members receive an automatic Multi-Program Discount of 5% per program (Property/Liability and Workers' Compensation) while they belong to both programs.
- SDRMA's Safety/Claims Education Day/Annual Membership Meeting is Tuesday, March 26 at the Hilton Sacramento Arden West Hotel and is FREE to SDRMA members including meals. For more information, please visit our website at www.sdrma.org and click on Calendar then Education Day Registration.
- Members considering withdrawal from coverage with SDRMA for the 2019-20 program year are required to submit a "Notice of Intent to Withdraw" by April 1 in accordance with SDRMA Bylaws and must have completed the initial three-year commitment period. Members not renewing coverage for 2019-20 will be ineligible to receive the longevity distribution credit recently approved by the Board.

On behalf of the Board of Directors and our entire risk management team, we thank you for your continued participation in our programs! If you have any questions, please contact Heather Thomson, Chief Financial Officer at hthomson@sdrma.org or 800.537.7790.

Sincerely,
Special District Risk Management Authority



Mike Scheafer, President
Board of Directors

Special District Risk Management Authority
Workers' Compensation Program
Program Year 2019-20



Experience Modification (EMOD) Calculation Form

Avila Beach Community Services District

Post Office Box 309
Avila Beach, California 93424

Summary

PY 2019-20 EMOD - 85%

PY 2018-19 EMOD - 86%

Detail Calculations for Program Year 2019-20

Expected Losses

Class Codes	2015-16 Payroll	2016-17 Payroll	2017-18 Payroll	Total Payroll	Expected Loss Rate	Total Expected Losses	Expected Primary Losses	Expected Excess Losses
8742-P	\$5	\$5	\$5	\$15	0.0016	\$2.40	\$0.33	\$2.07
8810	\$36,210	\$41,232	\$48,492	\$125,934	0.0013	\$163.71	\$24.88	\$138.83
	\$36,215	\$41,237	\$48,497	\$125,949		\$166.11	\$25.21	\$140.90

Actual Losses valued as of 12/31/2018

Year	Claims Count	Actual Incurred Losses	Actual Losses*	Actual Primary Losses	Actual Excess Losses
2015-16	0	\$0.00	\$0.00	\$0.00	\$0.00
2016-17	0	\$0.00	\$0.00	\$0.00	\$0.00
2017-18	0	\$0.00	\$0.00	\$0.00	\$0.00
Totals			\$0.00	\$0.00	\$0.00

* Actual Losses are capped at \$175,000 per claim for purposes of EMOD calculations.

EMOD Calculation - Based on Workers' Compensation Insurance Rating Bureau's (WCIRB) rating model.

Total Adjusted Losses					2019-20 EMOD
Expected Excess Losses	Actual Primary Losses	/ Total Expected Losses		=	
(\$140.90 + \$0.00)		\$166.11		=	85%

Reported Class Codes for Workers' Compensation Program
Program Years 2018-19 and 2019-20



Avila Beach Community Services District

Post Office Box 309
Avila Beach, California 93424

Class Code Description	Base Rate for 2018-19	Base Rate for 2019-20	% Change	\$ Change
* 8742-P - Non-Paid Governing Body Members - per capita charge	19.49	20.46	5%	0.97
8810 - Clerical/Office Employees	0.52	0.55	6%	0.03

* Per Capita Rate

Note: Base rate is before experience modification factor (EMOD) and CIP discount adjustments are applied.

February 22, 2019

Mr. Brad Hagemann
General Manager/District Engineer
Avila Beach Community Services District
Post Office Box 309
Avila Beach, California 93424-0309

RE: 2019-20 Property/Liability Program Rate Information

Dear Mr. Hagemann,

On behalf of the Special District Risk Management Authority (SDRMA) Board of Directors, we sincerely appreciate your safety/loss prevention efforts and continued support of SDRMA.

SDRMA continues to make every effort to reduce operating costs and minimize rate increases while ensuring the financial integrity of the Property/Liability Program. Unfortunately, due to catastrophic fires within California and increasing liability court judgements, our excess carriers are imposing a rate increase on all their clients, including SDRMA. Based on those factors and overall pool claims costs over the past several years, after considerable review and discussion on February 6, 2019, the Board approved a 5% increase for the liability rates and a 11% increase for property rates for 2019-20. This increase will still leave a revenue shortfall that will require the use of reserves and investment income to fully fund the program.

Also, after intensive pricing review, the Board approved a change to the calculation of the Volume Discount that is applied to Property, Mobile Equipment and Auto Liability. SDRMA will no longer use a member's general liability contribution as a factor in determining the percentage of Volume Discount given.

New for 2019-20, as communicated in the Renewal Questionnaire packet, effective July 1, 2019, scheduled property values (building and contents) were automatically "trended" based on specific inflationary factors provided by Marshall & Swift. Properties added during the current policy or appraised within the last year were exempt from this process.

In addition, your agency's actual contribution amount for 2019-20 may vary compared to 2018-19 due to the rate increases, any coverage limit changes, outside policy pricing, scheduled item additions/deletions, risk factor adjustments and Credit Incentive Program (CIP) points earned.

Other Important Items to Note:

- No Longevity Distribution is declared for the Property/Liability Program this year.
- Our Multi-Program Discount provides members a great opportunity to save money. Members receive an automatic multi-program discount of 5% per program (Property/Liability and Workers' Compensation) while they belong to both programs.
- SDRMA's Spring Education Day/Annual Membership Meeting is Tuesday, March 26 at the Hilton Sacramento Arden West Hotel and is FREE to SDRMA members including meals. For more information, please visit our website at www.sdrma.org and click on "Register for a Training Workshop" on the right side of the page.
- Your annual contribution provides your agency with access to safety and loss prevention services, resources, and trainings that are provided at no additional cost, including Target Solutions, AB 1825/AB 1234 training, ergonomic assessments, and safety DVDs.
- Members considering withdrawal from coverage with SDRMA for the 2019-20 program year are required to submit a "Notice of Intent to Withdraw" by April 1 in accordance with SDRMA Bylaws.

On behalf of the Board of Directors and our entire risk management team, we thank you for your continued participation in our programs! If you have any questions, please contact Heather Thomson, Chief Financial Officer at hthomson@sdrma.org or 800.537.7790.

Sincerely,
Special District Risk Management Authority



Mike Scheafer, President
Board of Directors



**California Special
Districts Association**
Districts Stronger Together

DATE: February 15, 2019

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT B**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2020 - 2022 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is April 17, 2019. Nominations and supporting documentation may be mailed, faxed, or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 17, 2019. All votes must be received through the system no later than 5:00 p.m. August 9, 2019. The successful candidates will be notified no later than August 13, 2019. All selected Board Members will be introduced at the Annual Conference in Anaheim, CA in September 2018.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network Seat B-Greg Orsini, GM, McKinleyville Community Services District*
Sierra Network Seat B-Ginger Root, GM, Lincoln Rural County Fire Protection District *
Bay Area Network Seat B-Ryan Clausnitzer, SDA, GM, Alameda County Mosquito Abatement District*
Central Network Seat B-Tim Ruiz, GM, West Niles Community Services District
Coastal Network Seat B-Jeff Hodge, SDA, GM, Santa Ynez Community Services District*
Southern Network Seat B-Bill Nelson, Director, Orange County Cemetery District
(* = Incumbent is running for re-election)

AGAIN, THIS YEAR!

This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district June 17, 2019. All votes must be received through the system no later than 5:00 p.m. August 9, 2019.*

Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail Amberp@csda.net by April 17, 2019 in order to ensure that you will receive a paper ballot on time.

CSDA will mail paper ballots on June 17 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. August 9, 2019.

The successful candidates will be notified no later than August 14, 2019. All selected Board Members will be introduced at the Annual Conference in Anaheim, CA in September 2019.

If you have any questions, please contact Amber Phelen at amberp@csda.net.



**California Special
Districts Association**
Districts Stronger Together

2019 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by fax, mail, or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS – April 17, 2019



California Special
Districts Association
Districts Stronger Together

2019 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

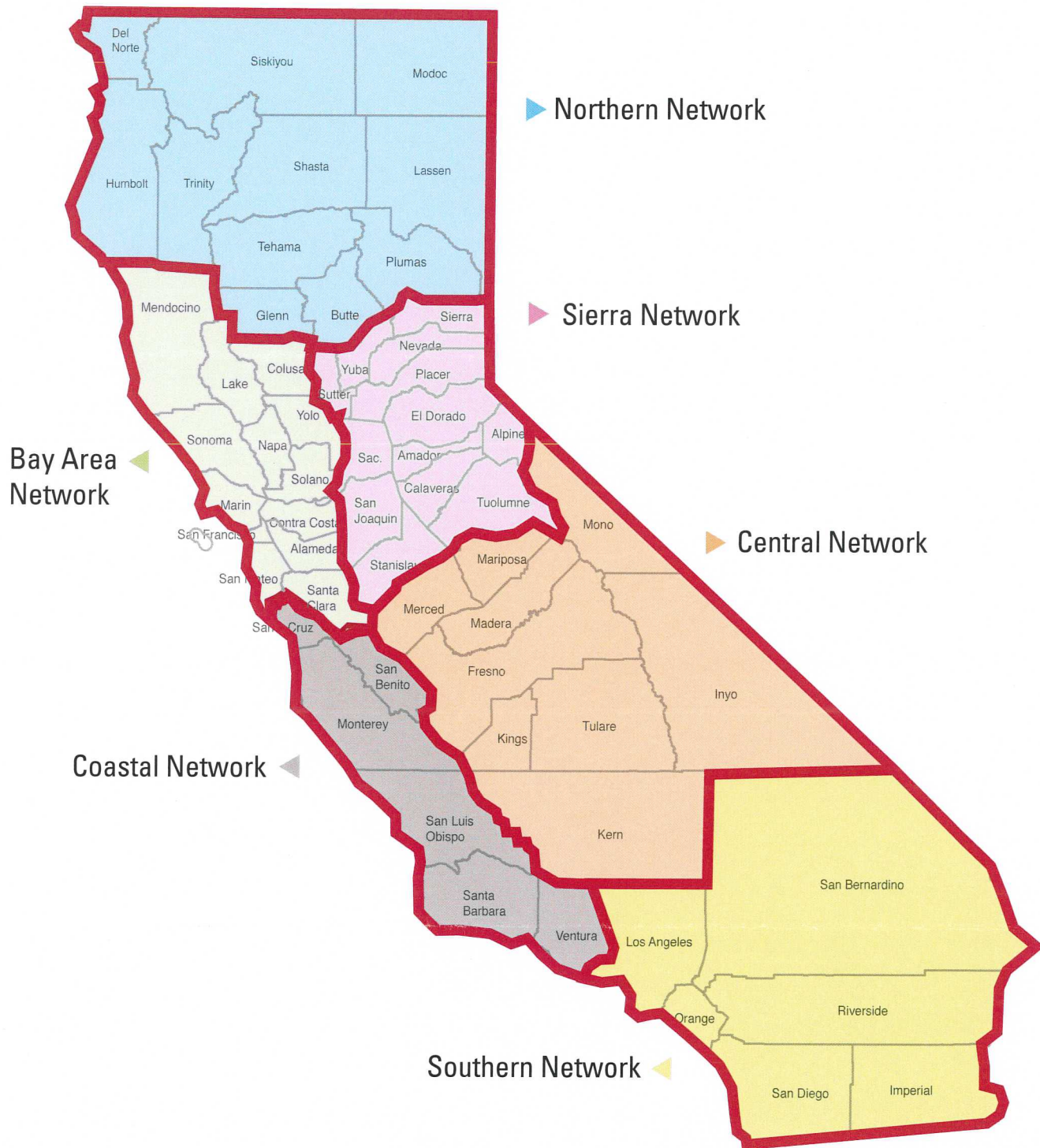
4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after April 17, 2019 will not be included with the ballot.**



California Special Districts Association

DISTRICT NETWORKS





CALIFORNIA STATE TREASURER FIONA MA, CPA



PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
01/28/19	2.38	2.35	185
01/29/19	2.38	2.35	187
01/30/19	2.38	2.35	186
01/31/19	2.39	2.36	188
02/01/19	2.39	2.36	191
02/02/19	2.39	2.36	191
02/03/19	2.39	2.36	191
02/04/19	2.39	2.36	189
02/05/19	2.39	2.36	187
02/06/19	2.39	2.36	187
02/07/19	2.39	2.36	187
02/08/19	2.39	2.36	187
02/09/19	2.39	2.36	187
02/10/19	2.39	2.36	187
02/11/19	2.39	2.36	185
02/12/19	2.39	2.36	183
02/13/19	2.39	2.37	182
02/14/19	2.39	2.37	182
02/15/19	2.39	2.37	181
02/16/19	2.39	2.37	181
02/17/19	2.39	2.37	181
02/18/19	2.39	2.37	181
02/19/19	2.39	2.37	178
02/20/19	2.39	2.37	178
02/21/19	2.39	2.37	177
02/22/19	2.39	2.37	177
02/23/19	2.39	2.37	177
02/24/19	2.39	2.37	177
02/25/19	2.39	2.37	175
02/26/19	2.39	2.37	174
02/27/19	2.39	2.37	175

*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

LAIF Performance Report

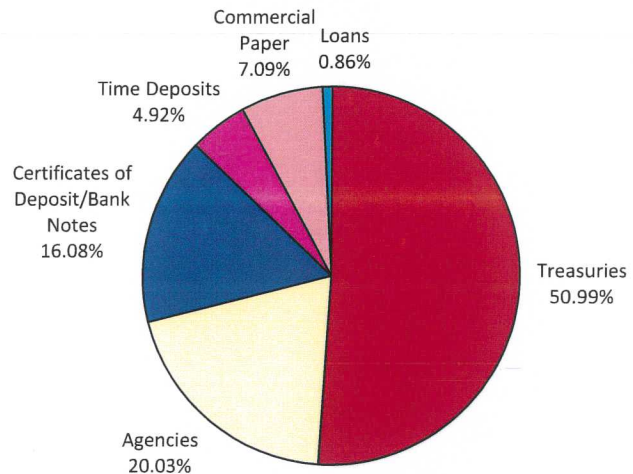
Quarter Ending 12/31/18

Apportionment Rate: 2.40
 Earnings Ratio: 0.00006573663340150
 Fair Value Factor: 0.999051127
 Daily: 2.32%
 Quarter to Date: 2.21%
 Average Life: 192

PMIA Average Monthly Effective Yields

Jan 2019 2.355
 Dec 2018 2.291
 Nov 2018 2.208

Pooled Money Investment Account Portfolio Composition 01/31/19 \$93.1 billion



Percentages may not total 100%, due to rounding.

Based on data available as of 2/27/2019



CFCC²⁰¹⁹

FUNDING FAIRS



Please join the California Financing Coordinating Committee (CFCC) for this

NO COST

event.

2019 Funding Fair Schedule

17
Apr

Regional San – Administration Office
10060 Goethe Road
Sacramento, CA 95827

09
May

Kern County Farm Bureau
University of California
Cooperative Extension
1031 South Mount Vernon Avenue
Bakersfield, CA 93307

22
May

City of Clearlake
Senior Community Center
14050 Olympic Drive
Clearlake, CA 95422

11
Jun

Joseph Centeno Betteravia
Administration Building
511 Lakeside Parkway
Santa Maria, CA 93455

14
Aug

Coachella Valley Water District
75-515 Hovley Lane
Palm Desert, CA 92211

15
Aug

Irvine Ranch Water District
Learning Center
21 Riparian View
Irvine, CA 92612

Some participating agencies also fund other types of infrastructure projects including streets and highways, emergency response vehicles, and community facilities.

CFCC agencies fund the following types of eligible infrastructure projects:

- Drinking Water
- Wastewater
- Water Quality
- Water Supply
- Water Conservation
- Water Use Efficiency
- Energy Efficiency
- Flood Management

Attendee Registration

Go to www.cfcc.ca.gov and click on funding fairs. Walk-ins are always welcome! For funding fair questions, please call (916) 447-9832 x1029.

Agenda

Funding fair agenda at each location:

Check in:	8:00 a.m. to 8:30 a.m.
Agency Presentations:	8:30 a.m. to 12:00 p.m.
Discuss Your Projects:	12:00 p.m. to Completion

Language interpretation services are available upon request. Contact Seresa Hartwell at (916) 341-5972 or email seresa.hartwell@waterboards.ca.gov at least five days before the event.

For more information, please visit our website: www.cfcc.ca.gov



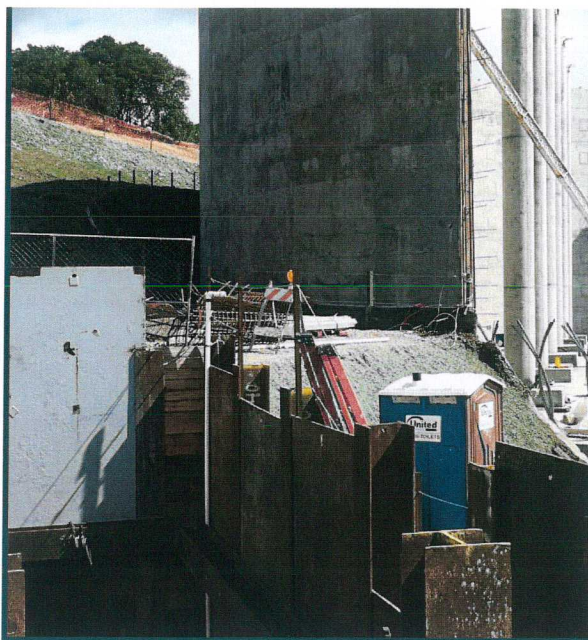


What is CFCC?

Formed in 1998, CFCC comprises six funding members: four state and two federal agencies. CFCC members facilitate and expedite the completion of various types of infrastructure projects helping customers combine the resources of different agencies. Project information is shared between members so additional resources can be identified. CFCC members conduct free funding fairs statewide each year to educate the public and potential customers about the different member agencies and the financial and technical resources available.

Who Should Attend

Representatives from public works, local governments, California Native American Tribes, city managers and planners, economic development and engineering professionals, officials from privately owned facilities, water and irrigation district managers, financial advisors, and project consultants.



CFCC Mission Statement

The purpose of CFCC is to foster cooperation among the six funding agencies that administer water, wastewater, and other public infrastructure needs. The CFCC encourages the efficient use of funds by reducing administrative costs for recipients and funding agencies and evaluating methods for improved performance. CFCC members provide a forum to resolve state and federal program requirement conflicts that may make multiple-funded project difficult to administer. Additionally, funding fairs provide the CFCC with an opportunity to present current program information to the public. Attendees will also have the opportunity to speak with program staff directly.



Eligible Project Types

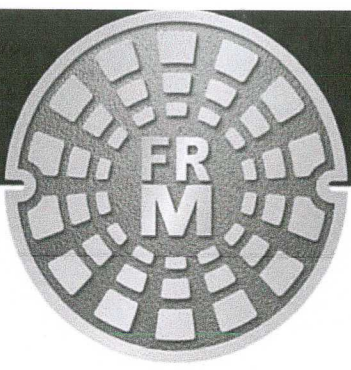
CFCC agencies fund the following types of eligible infrastructure projects: drinking water, wastewater, water quality, water supply, water conservation, water use efficiency, energy efficiency, flood management, solid waste, and compost. Some of the participating agencies also fund other types of infrastructure projects including streets and highways, emergency response vehicles, and community facilities.

CFCC Information

CFCC has conducted free funding fairs statewide each year to educate the public and offer potential customers the opportunity to meet with financial representatives from each agency and learn more about available funding.

Please visit the CFCC website at www.cfcc.ca.gov for the 2019 funding fair schedule, the CFCC member directory, and general information.





March 4, 2019

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

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

WASTEWATER TREATMENT PLANT

Staff disassembled the sludge pump to remove debris that had rendered the pump inoperable. The pump was reassembled, tested, and returned to operation after repairs.

The digester supernate line that carries the liquid separated from the sludge back through the treatment process was impacted with scale and solids build up; the line was jetted to clear blockages to allow the system to drain at a normal rate.

An inventory of parts needed to rebuild the influent pumps was compiled; parts were ordered from the manufacturer to allow for a future repair.

Staff responded to low chlorine alarms at the wastewater treatment plant. A failed membrane cap was replaced and the analyzer was calibrated and returned to service.

Areas within the wastewater plant that are known to accumulate solids continue to be manually cleaned on a regular basis. The Chlorine Contact Chamber floor is vacuumed out on a weekly basis. These solids, if left to decompose, can have a negative effect on the effluent quality leaving the facility.

WATER SYSTEM

A new fire tank ladder security guard has been ordered to replace the one that is missing. Installation will be scheduled upon arrival.

The small water storage tank continues to be used as standby, with FRM staff monitoring the water quality in the tank and flushing as needed. FRM Staff continues to monitor the chlorine residuals and provide additional chlorine as needed.

COMPLIANCE RECORD AND PLANT PERFORMANCE

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

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

Sincerely,

FLUID RESOURCE MANAGEMENT



Krista Ackermann Young
Operations Manager

ATTACHMENTS

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

Avila Beach CSD Wastewater Treatment Facility

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

Month: FEBRUARY 2019

Date	Daily Flow (MGD)			Effluent Monitoring		
	Total	Max (gpm)	Avg (gpm)	Biweekly Total Coliform	Biweekly Fecal Coliform	Daily Chlorine Residual
1	0.011613	95	8			<0.02
2	0.057411	109	40			<0.02
3	0.064710	106	45			<0.02
4	0.062156	90	43			<0.02
5	0.048653	83	34	<2	<2	<0.02
6	0.043025	99	30			<0.02
7	0.041085	75	29	<2	<2	<0.02
8	0.051312	92	36			<0.02
9	0.062551	96	44			<0.02
10	0.064774	103	45			<0.02
11	0.051072	93	36			<0.02
12	0.045178	109	31	<2	<2	<0.02
13	0.043214	86	30			<0.02
14	0.055477	86	39	2	<2	<0.02
15	0.062665	100	44			<0.02
16	0.075147	105	52			<0.02
17	0.078117	117	54			<0.02
18	0.064947	113	45			<0.02
19	0.046357	86	32	2	<2	<0.02
20	0.044349	86	31			<0.02
21	0.043117	79	30	33	8	<0.02
22	0.051862	98	36			<0.02
23	0.060556	92	42			<0.02
24	0.063317	100	44			<0.02
25	0.042060	92	29			<0.02
26	0.040099	90	28	13	2	<0.02
27	0.042063	78	29			<0.02
28	0.046821	84	33	21	<2	<0.02
29						
30						
31						
Min	0.011613	75	8	<2	<2	<0.02
Mean	0.052275	94	36	10	3	<0.02
Max	0.078117	117	54	33	8	<0.02
Total	1.463708	Effluent daily (dry weather) flow NTE 0.2 MGD (mean).				

Influent Brine Received	
Date	Volume (Gallons)
	N/A

Sludge Removal	
Date	Gallons
2/5/19	4,500
2/20/19	4,500

Effluent and Influent Monitoring					
Date	Biweekly Effluent BOD (24 HC)	Biweekly Effluent TSS (24 HC)	Biweekly Influent BOD (24 HC)	Biweekly Influent TSS (24 HC)	Monthly Effluent Oil & Grease (Grab)
2/3/19	53.93 est.	61	135	104	
2/7/19	44	18	316	232	
2/10/19	33	15	252	91	
2/14/19	22	16	384	282	
2/16/19	23				
2/17/19	24	20	278	70	
2/21/19	28	13	333	297	
2/22/19	24				
2/24/19	47	32	298	306	
2/28/19	21		214		
Min	21	13	135	70	
Mean	33.9	25	276	197	
Max	53.93 est.	61	384	306	
BOD Removal: 87.7%			TSS Removal: 87.3%		

Effluent Monitoring				
Date	Weekly Set. Solids (Grab)	Weekly Turbidity (Grab)	Weekly pH (Grab)	Weekly Temp °F (Grab)
2/7/19	<0.1	32.0	6.8	58
2/14/19	<0.1	25.4	6.7	63
2/21/19	<0.1	19.7	6.4	58
2/28/19	<0.1	18.7	6.7	64
Min	<0.1	18.7	6.4	58
Mean	<0.1	24.0	6.7	61
Max	<0.1	32.0	6.8	64

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

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

SIGNATURE: _____

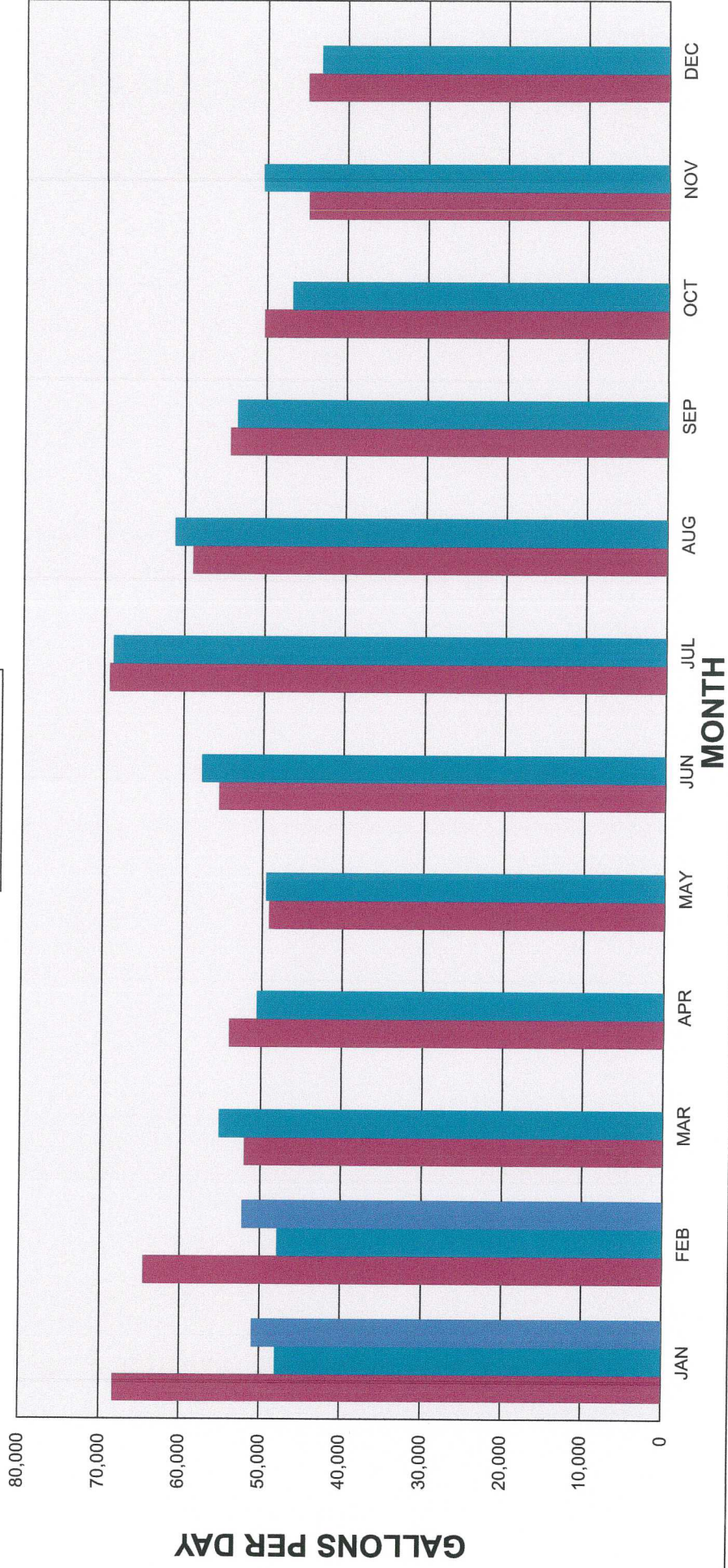
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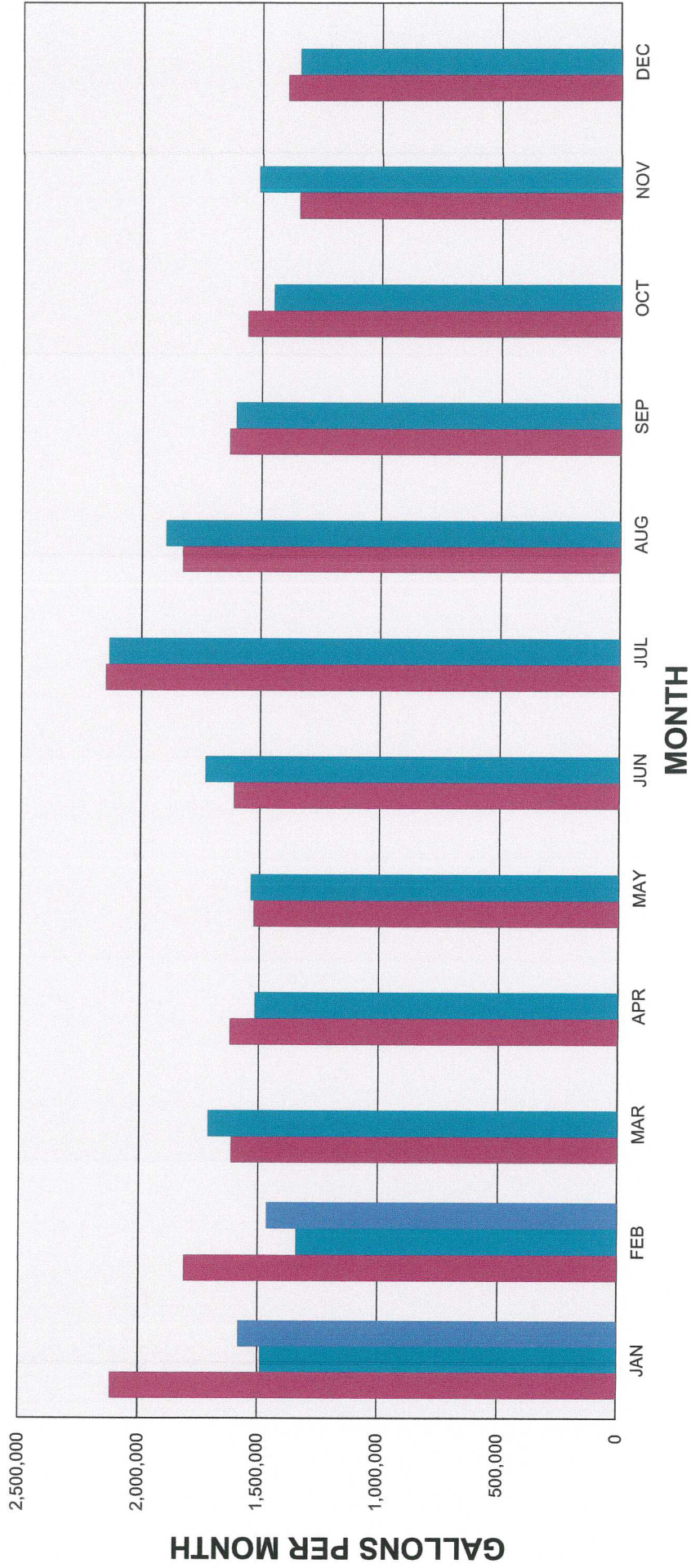
ABCSD AVERAGE DAILY WWTP EFFLUENT FLOW (2017 - 2019)

■ 2017 ■ 2018 ■ 2019

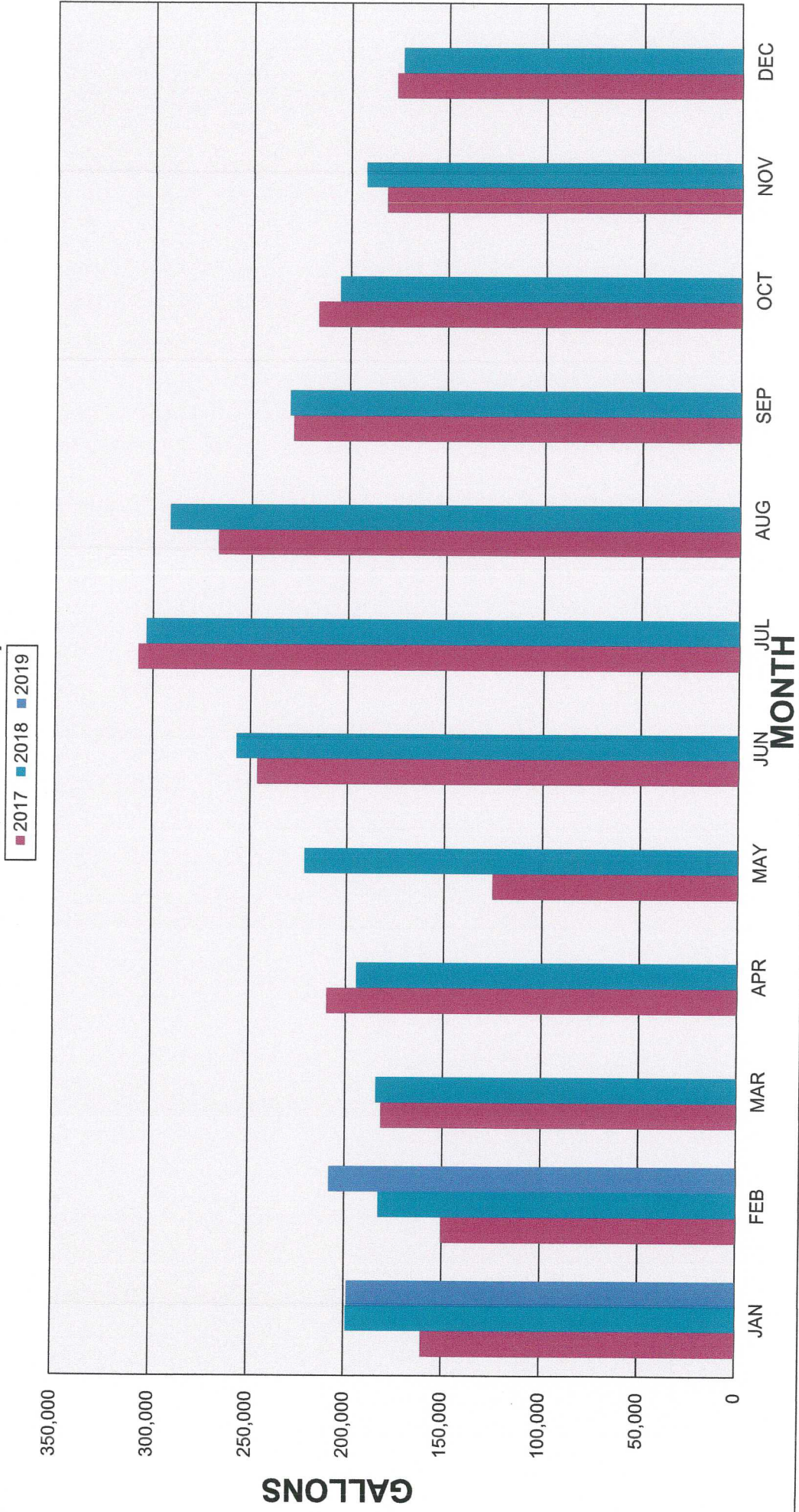


ABCSD MONTHLY TOTAL WWTP EFFLUENT FLOW (2017 - 2019)

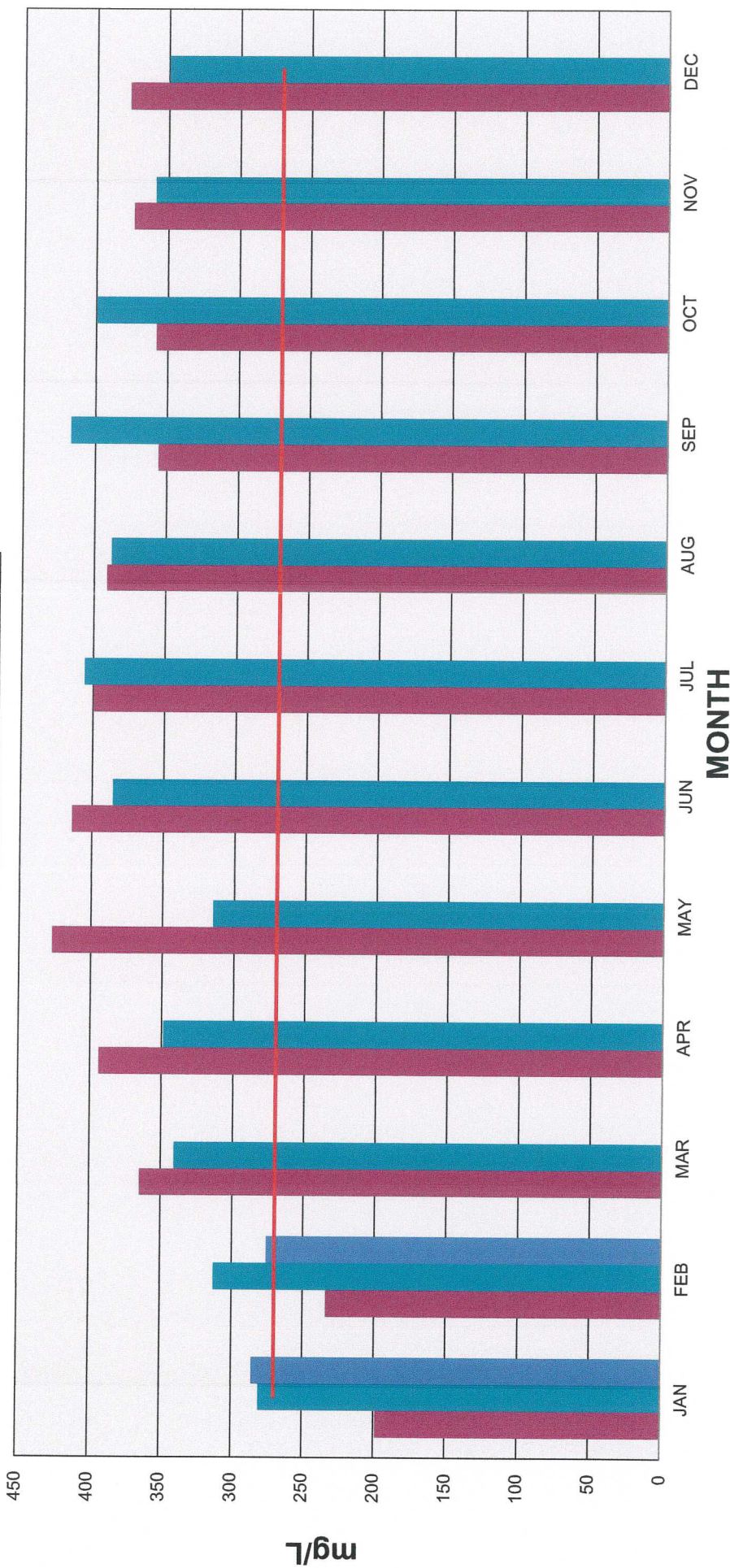
■ 2017 ■ 2018 ■ 2019



PORT SAN LUIS MONTHLY TOTAL FLOW (2017 - 2019)



ABCSD MONTHLY AVERAGE INFLUENT BOD (2017 - 2019)



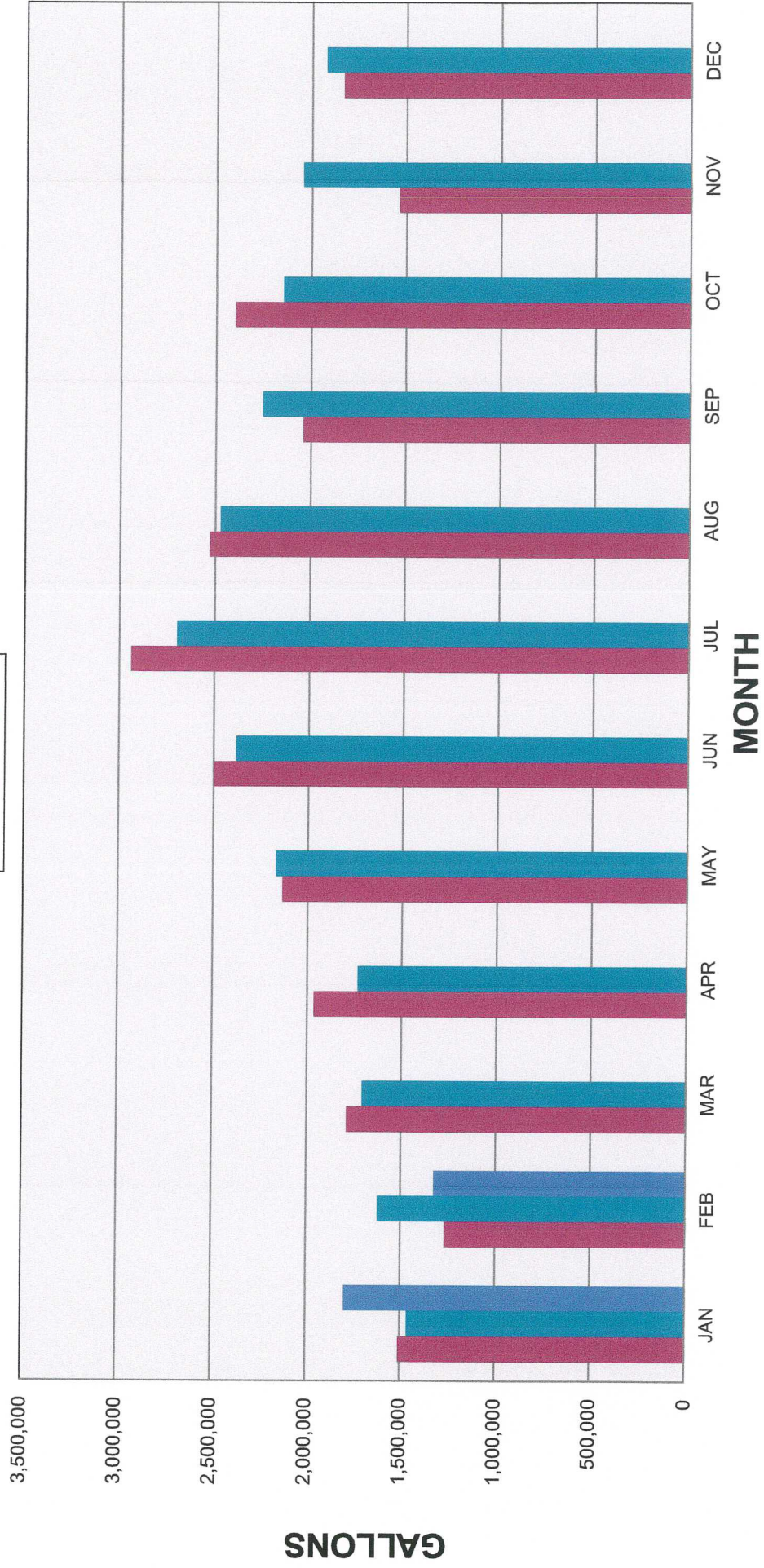
ABCSD MONTHLY AVERAGE EFFLUENT BOD (2017 - 2019)

■ 2017
 ■ 2018
 ■ 2019
 — 30 Day Average Limit

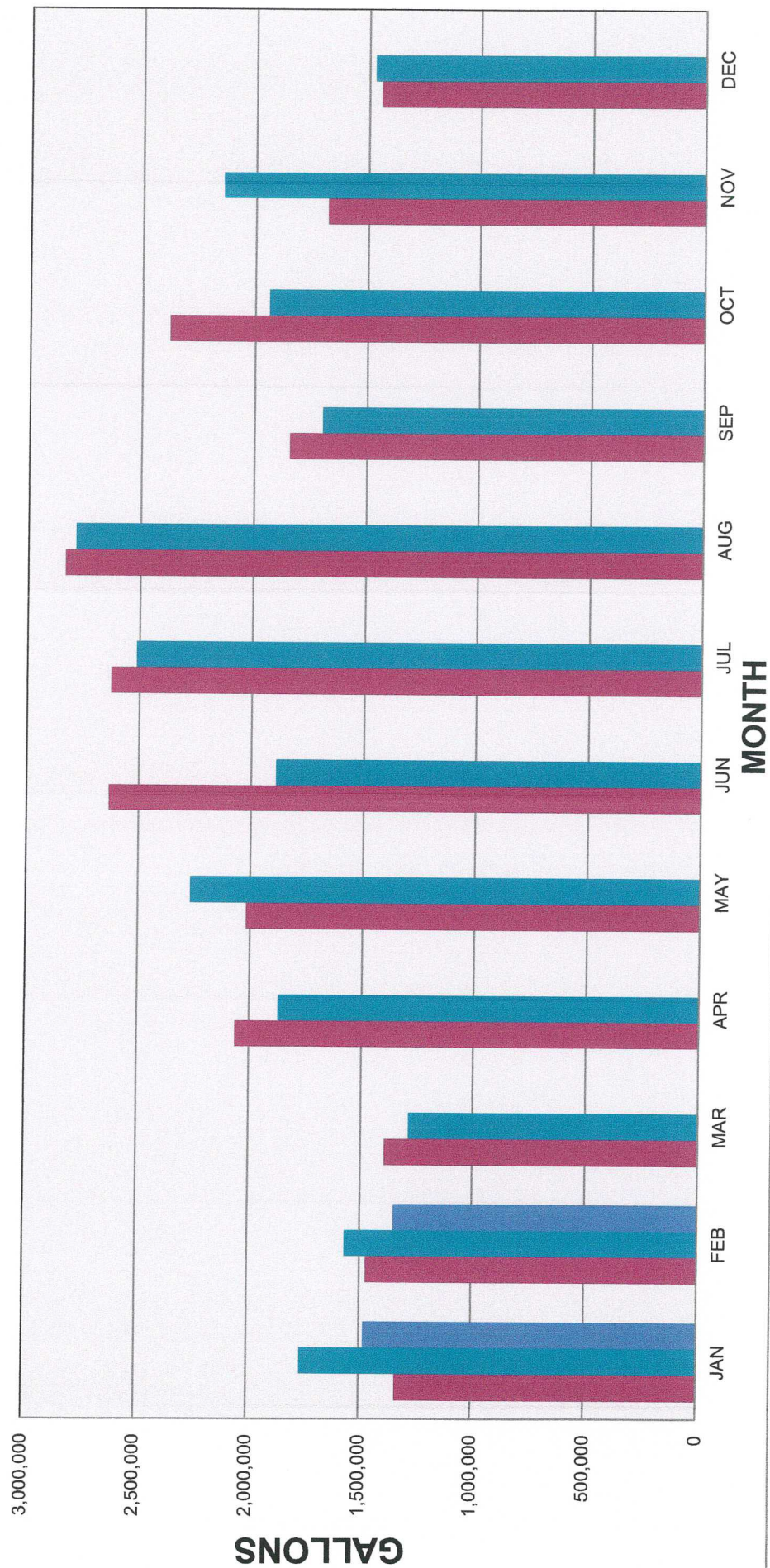


ABCSD MONTHLY WATER PURCHASED FROM LOPEZ (2017 - 2019)

■ 2017 ■ 2018 ■ 2019



ABCSD MONTHLY WATER SOLD (2017 - 2019)




AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: March 13, 2019

SUBJECT: Agreement with Avila Beach Farmers Market Association (Association) for Use of Electrical Outlets for 2019 Weekly Farmers Market Events

Recommendation

Receive Request, Direct General Manager to Sign Memorandum of Agreement

Funding

The subject electrical outlets are part of the District's existing PG&E meter. The increased costs for allowing the Association to use District electrical outlets during the weekly Farmers Market events have been shown to be minimal. For consideration of the electrical use, the Association has included the CSD as a formal sponsor of the Farmers Market.

Discussion:

Staff has received the attached request from Julie Andrews-Scott, Manager of the Avila Beach Farmers Association, for use of the electrical outlets on the Promenade. Staff recommends that in exchange for the District's support in this area, the Association will provide publicity regarding the support and services the District provides to the community.

The attached Memorandum indicates that the Association will:

1. Add the District as an "Additionally Insured Agency" on the Association's Policy;
2. Provide a map of vendors and their respective connection to the electrical system;
3. Be responsible for maintenance of the electrical breakers and outlets;
4. Ensure all electrical power cords and connections to the outlet are placed in non-hazardous areas and properly installed to avoid any trip hazards; and
5. Initially contact Harbor Patrol and/or County Parks should they need assistance.

The District has typically agreed to support the Association in this area in years past with little or no issues. Staff recommends the Board direct the General Manager to sign the Memorandum for the 2019 Farmers Market Season.

SUMMARY OF PROPOSED MEMORANDUM OF AGREEMENT

Name of Organizations: Avila Beach Farmers' Market Association (ABFMA), Avila Beach Community Services District (ABCSD)

Type of Organization: Non-profit Association

Primary Contact: Julie Andrews-Scott, Manager

Term of Agreement: April 5, 2019 to September 27, 2019

Purpose of Agreement: Operation of a Certified Farmers Market in Avila Beach and the electrical use by restaurant vendors.

1. The ABFFMA will provide general liability coverage additionally insuring the ABCSD.
2. The ABFFMA manager will provide a map of electrical use by vendors to the ABCSD.
3. The ABFFMA is responsible for the maintenance of the breakers and outlets, all repairs will be performed by the ABCSD and paid for by the ABFFMA.
4. The ABFFMA will ensure all cords and attachments to the outlet and placed in non-hazardous areas.
5. The procedure for calling for assistance when the outlets are overloaded include contacting the Harbor Patrol and County Parks, if available.

Required Submissions: Liability Coverage

2019 Vendor Map with Electrical Use

Contract Oversight:

Julie Andrews-Scott
ABFMA Manager

ABCSD General Manager

2019 Avila Beach Fish & Farmers' Market Map


San Miguel St	Firetruck, CDF #62
Custom House BBQ	Alpaca & Almonds from Paso
	Green Love
	Lavender
	Chumash Kitchen
	Julia's Juices
	Cheese
Avila Succulents	WindDance Farm
	Francisco Velasquez Farm
	Acosta Berries
	Maribel Velasquez Family Farm
	Rocking Chair
	Sonia's Berries
Mr. Ricks	Ca Bee Company
Band -electrical use	Manager
	Pier
	Non Profit/Local Business
	Open
	Bread
Sea Barn	Daniel's Tacos
Bookstore	Grilled Cheese
Beach Yogurt-electrical	Twin Berry
	Fat Cat's
	SLO Coast Jerky
Landing Passage	Tonio's Tamales
Blue Moon in Avila	Mama's Meatballs
	Roasted Corn
	Aww Fudge
	Le Ciel
Jim's Caractures	G Brothers
Pierfront	Best Apple
Olde Port Inn- electrical	Face Painting
Cowboy Cookie- electrical	Kettle Corn
CA Hot Dog- elcectrical	CA Spun
Recycling/Trash/Sink	
San Francisco St	

AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: March 13, 2019

SUBJECT: Consider Awarding a Contract to Conduct Required Monitoring of Receiving Water for Benthic Sediment, Benthic Biota and Ocean Outfall Inspection

Recommendation

Staff recommends awarding the subject receiving water monitoring work to Tenera Environmental

Funding

Pursuant to the WWTP Discharge Permit, this monitoring must be completed between July and October 2019. Staff will include funding for this project in the draft FY 2019-20 annual budget.

Discussion:

The District's WWTP Discharge Permit requires Benthic Sediment, Benthic Biota monitoring once during the life of permit in July – October 2019. In addition, the District is required to visually inspect the entire outfall structure to determine structural integrity and identify any leaks, potential leaks or malfunctions.

The benthic monitoring involves the collection and analysis of sediment and infauna samples from five specified sites on the ocean floor in the vicinity of the District's ocean outfall. The outfall inspection involves the use of a diver to inspect and video tape the full length of the outfall line at a time when water visibility will allow an adequate inspection. The District may choose to inject a non-toxic dye in the outfall to help determine the integrity of the outfall line.

Staff requested quotes from the firm that did the monitoring in 2012, Aquatic Bioassay Consulting, out of Ventura and Tenera Environmental out of San Luis Obispo. Tenera Environmental also provided a quote for the 2012 monitoring event. Both firms are well qualified to do this type of work and have done this type of specialized compliance monitoring work for the Central Coast Water Board. Both firms provided a quote to complete the work and remarkably the quotes were within \$200 of each other, \$47,600 and \$47,800.

Staff recommends awarding the contract to Tenera Environmental.



February 28, 2019

Mr. Bradley Hagemann
Avila Beach Community Services District
191 San Miguel St,
Avila Beach, CA 93424

Subject: Proposal to provide 2019 NPDES permit renewal support for Avila Beach Community Service District Outfall.

Dear Mr. Hagemann:

Thank you for providing us with the opportunity to prepare this proposal for conducting marine sediment sampling and a pipeline inspection to satisfy the conditions of the NPDES permit (No. CA0047830) for the Avila Beach Community Services District (ABCSD) wastewater treatment plant discharge into San Luis Bay just outside the Avila Beach pier.

For the purposes of defining our scope of work and estimating costs, we have divided the work into three tasks:

- Task 1: Sample Collection and Analysis
- Task 2: Pipeline Inspection
- Task 3: Final Report

The following sections provide a description of these three tasks and constitute the Study Plan for this project.

Task 1: Field Sampling and Analysis

As specified in the NPDES monitoring requirements, TENERA will collect five replicate samples from each of the five sampling stations (25 total samples) and analyze these for the biota occurring in the sediments (benthic infauna). In addition to the benthic infaunal samples, TENERA will collect one additional sample from each of the five sampling stations for analyses of physical parameters including sediment grain size and potential contaminants. The procedures for the collection of the benthic infaunal and physical parameter samples are described in the following paragraphs.

The benthic infaunal samples at each station will be collected using two 0.05 m² Ponar grabs at each replicate location, equivalent to the 0.1 m² Van Veen grab requested in the NPDES permit requirements. The paired 0.05 m² Ponar grab samples will be homogenized (mixed) in the field for each replicate. After homogenizing, the sediment will be washed through a 1 mm sieve on the boat in accordance with the NPDES requirements. Samples will be soaked in a relaxant solution of Epsom salts (MgSO₄) for approximately 30 minutes prior to fixation in buffered formalin

solution to allow for more accurate taxonomy. Sample jars will be labelled internally and externally, and Chain of Custody paperwork will be completed in accordance with our laboratory procedures. All procedures will conform with *Quality Assurance and Quality Control (QA/QC) for 301 (h) Monitoring* as specified in the NPDES permit requirements.

The samples for the analysis of physical parameters will also be collected using the 0.05 m² Ponar grab. The parameters to be tested as required in the NPDES permit are shown in **Table 1**.

Table 1. Potential contaminant parameters and corresponding lab methods.

Parameter	Method	Units
Sediment grain size analysis	Sieve/Hydrometer	Phi (% volume)
Sediment sulfides		mg/kg
BOD ₅	SM5210B	mg/kg
Arsenic (total recoverable)	EPA 3050A, EPA 6010B/6020	mg/kg
Cadmium (total recoverable)	EPA 3050A, EPA 6010B/6020	mg/kg
Total chromium (total recoverable)	EPA 3050A, EPA 6010B/6020	mg/kg
Chromium ⁺⁶ (total recoverable)	EPA 7196A	mg/kg
Copper (total recoverable)	EPA 3050A, EPA 6010B/6020	mg/kg
Lead (total recoverable)	EPA 3050A, EPA 6010B/6020	mg/kg
Mercury (total recoverable)	EPA 7470A/ 7471A	mg/kg
Nickel (total recoverable)	EPA 3050A, EPA 6010B/6020	mg/kg
Silver (total recoverable)	EPA 3050A, EPA 6010B/6020	mg/kg
Zinc (total recoverable)	EPA 3050A, EPA 6010B/6020	mg/kg
Total Kjeldahl nitrogen	EPA 351.1	mg/kg
Ammonia	SM 4500 NH3	mg/kg
Nitrate	EPA 300.00	mg/kg
Total organic carbon	EPA 9060	mg/kg

Task 2: Pipeline Inspection

Tenera will conduct a pipeline inspection using divers and video equipment. Divers will begin at the pipeline terminal structure (diffuser array) and will travel the length of the pipeline towards the shoreline, carefully inspecting the pipeline structure as they progress. Divers will use video recording equipment to document the inspection, paying careful attention to structures on the pipeline, such as diffuser risers, flange joints, and other features. Transect tapes will be laid along the pipeline to allow for locations on the video footage to be recorded. Divers will travel the length of the pipeline from the terminus towards the shore until the pipeline submerges below the sand line on the seabed and can no longer be observed visually.

Should the ABCSD decide to release a dye during the diver inspection, divers will continue their observations along a bearing above the sand until entering depths shallow enough that diver observation becomes infeasible. Typically, this occurs due to increased turbidity in the surf zone, or dangerous diving conditions due to swell surge near to shore.

Task 3: Final Report

Tenera will produce a final report describing the methods used to collect and analyze the sediment samples and the findings of those analyses. Lab reports, including QA/QC and chain of custody data sheets will be included in the data appendices of the report. The benthic infaunal analysis will include a complete discussion of the infaunal survey results and the potential influence of the outfall on the benthic infaunal community described by the study. The analyses will include graphical, tabular and statistical analyses as appropriate to describe the spatial nature of the benthic infaunal community around the outfall. These include the diversity indices, multivariate analyses, and other methods described in the NPDES permit. Sediment conditions, oceanic seasons, and water temperatures will be discussed in light of the benthic infaunal community ecology along with other factors that may influence the ecology of this type of assemblage. Where data are available, we will seek to compare the results with pre-discharge and/or historical data using appropriate statistical methods.

The pipeline inspection video will be provided to the ABCSD for their records. In addition, we will integrate a narrative description of the methods used during the inspection and any notable observations as part of the Final Report.

Timeframe and Costs

We anticipate the collection of data will occur within the months of July through October. We would look to mobilize our field team as early as possible. The physical and chemical parameters listed in **Table 1** may take as long as 15 working days based on laboratory workload. Benthic infaunal taxonomy will take approximately 35 working days. We anticipate completion of a draft final report within 10 working days of obtaining the final data from the benthic infaunal sample processing. Our intent would be to provide the ABCSD an opportunity to review the report and then Tenera can update and finalize the report after comments have been received from the ABCSD.

The costs for providing the scope of work described above are shown in **Table 2**. We have provided line item costs for the four main activities associated with Task 1. Field sampling includes all field related collection and preservation. Physical and chemical lab processing represents laboratory analysis of samples for the parameters listed in **Table 1**. Infaunal laboratory analysis is further split between the sorting of organisms into broad taxonomic groups and the identification and enumeration of the species within those broad groups by taxonomic specialists.

All costs described below are not-to-exceed estimates. We will invoice the work on a time and expense basis, therefore these values represent the maximum estimated cost for each line item. We will seek at every opportunity to reduce the costs associated with these items. Should the scope of work change sufficiently that these costs may be exceeded, we would seek explicit approval from ABCSD to move forward under these conditions before doing so.

Table 2. Costs associated with scope of work.

Parameter	Cost
Task 1a Field Sampling	\$7,200
Task 1b Physical and Chemical Lab Processing	\$4,900
Task 1c Infaunal Sorting	\$9,400
Task 1d Infaunal Taxonomy	\$13,000
Task 2 Pipeline inspection	\$1,800
Task 3 Final Report	\$11,500
Total	\$47,800

Acceptance of our proposal can be acknowledged by returning a signed copy of the attached Professional Service Agreement (Attachment A) and Scope of Work Agreement (Attachment B) or by returning a signed purchase order for the scope of work.

If you have any questions, please don't hesitate to contact either myself (jphelan@tenera.com) or the company President John Steinbeck (jsteinbeck@tenera.com). As a local business, we are really looking forward to working with you and the Avila Beach Community Services District on this project.

Sincerely,

Joe Phelan, PhD
Project Manager

Attachments: A: Professional Services Agreement
B: Scope of Work Agreement
C: Rate Schedule

Avila Beach Community Services District Ocean Monitoring Price Quote 2019



Phase	Task	Estimated Hours	Rate	Sub-Total	Task Total	Estimated Days	Phase Total
A Benthic Sediment Sampling @ 5 locations (1 rep each) at assigned receiving water locations							
	Biologist Mobilization	6	\$ 113	\$ 678			
	Senior Biologist Field	12	\$ 134	\$ 1,608			
	Biologist Field	12	\$ 113	\$ 1,356			
	Boat Lease			\$ 3,800			
	Equipment			\$ 400			
	Mileage (230 mi x 55 ¢)			\$ 130			
	Per diem @ 1 night, 3 people x 150 ea			\$ 450	\$ 8,422	1	\$ 8,422
C Benthic Biota Sampling (5 stations x 5 replicates = 25 samples)							
	Senior Biologist			Included in A above			
	Biologist			Included in A above			
	Field Technician			Included in A above			
	Boat Lease			Included in A above			
	Equipment			Included in A above			
	Mileage (230 mi x 55 ¢)			Included in A above			
	Per diem			Included in A above	\$ -	1	\$ -
D Outfall Line Inspection							
	Boat Lease + Captain			\$ 3,800			
	Supplies			\$ 600			
	Divers			\$ 1,800			
	Per diem			\$ 450	\$ 6,650	1	\$ 6,650
E Reporting (sediment chemistry, water quality, biology and outfall inspection)							
	Senior Scientist	20	\$ 155	\$ 3,100			
	Senior Biologist	15	\$ 134	\$ 2,010	\$ 5,110	-	\$ 5,110
Phase	Task	Qty	Avg Price/Sample	Sub-Total	Task Total		Phase Total
F Laboratory Analyses							
	Sediment Chemistry	5	\$ 905	\$ 4,525			
	Benthic Infauna Sorting and Taxonomy						
	Sample Sorting	25	\$ 400	\$ 10,000			
	Taxonomy	25	\$ 500	\$ 12,500			
	Shipping and handling			\$ 400	\$ 27,425		\$ 27,425
Project Total							\$ 47,607