

**MINUTES OF REGULAR MEETING**  
**October 10<sup>th</sup>, 2018**

**1. CALL TO ORDER**

President Pete Kelley called the regular meeting of the Board of Directors of the Avila Beach Community Services District, to order at 11:00 a.m. on the above date, in the Avila Beach Community Service District Building 100 San Luis Street, Avila Beach, California.

**2. ROLL CALL**

Board Members Present:                   Pete Kelley  
  Lynn Helenius  
  Kristin Berry  
  Ara Najarian

Absent:   None

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

**3. PUBLIC COMMENTS**

None.

**4. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

**1. SLO Sheriff:**

Commander Michael Manuele informed the Board that Jim Voge has been promoted to Undersheriff and Commander Manuele has been assigned to Avila Beach. He reported 61 calls for service during September. Three were suspicious persons calls, 1 petty theft and 1 burglary (tools were taken from an unlocked vehicle). A theft of license plate was also reported in Pirate's Cove. Commander Manuele is participating in Operation Surf Central Coast today in Avila Beach. Wounded active-duty and veteran service members from various branches of the U.S. military will learn how to surf.

**Cal Fire Report:**

Cal Fire Battalion Chief Paul Lee reported 46 reported calls for service and 24 were for medical aid. Chief Lee reminded the Board and public that with winter rains on the way now is a good time to assess the condition your roof. Water from a leaky roof that gets in to electrical equipment can potentially cause fire hazards. During October Cal Fire is purchasing some new equipment from an OTS grant they received. During a controlled burn 125 acres of grass burned

in the Cambria area. Controlled burns at Pirates Cove & areas by the Lite House may occur this next month. Chief Lee is hopeful that all of the smoke from the controlled burns will drift out over the ocean. Please immediately report any potentially hazardous incidents. There was discussion of moving the 1941 Dodge Fire Truck from the Avila Fire Station #62 to a new location.

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

### **5. CONSENT ITEMS**

President Kelley introduced the consent items and inquired if any member of the Board or public wished to address any items. GM Hagemann recommended pulling the GM report from the consent items in order to receive a presentation from the PG&E representative on the LED streetlight change out program. Hagemann noted that the CSDA San Luis Chapter meeting was held on Tuesday, October 9<sup>th</sup> in Templeton. Paavo Ogren spoke on purchasing polices within Special Districts including suggestions to increase efficiency. GM Hagemann may bring these ideas up at a future meeting.

**General Manager Hagemann announced New Business Item “F” will be moved to Item “A” to allow time for a presentation by Jeff Smith and his staff from the Garbage Company regarding the proposed rate increase.**

- A. Minutes of September 12<sup>th</sup>, 2018 Regular Meeting
- B. Monthly Financial Review for September
- C. General Manager and District Engineer Report – **PULLED ITEM.**
- D. Water and Wastewater Superintendent Report for September

A motion was made by Vice President Helenius to accept Items A, B & D, moving Item C to the next order of business: Pulled Items. Director Najarian seconded the motion and it passed with a roll call vote 4-0.

AYES: Lynn Helenius  
Pete Kelley  
Ara Najarian  
Kristin Berry

NOES: None

ABSENT: None

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

GM Hagemann introduced Kristen Silva from PG&E. Ms. Silva utilized a set of handout slides that summarized the LED streetlight upgrade/retrofit program for the District’s decorative and cobra head lights. This is the second time this program has been brought before the Board. The first was in 2015. Since then, upgrades and lighting options have been added. Ms. Silver

concluded that the cobra head streetlight retrofit would provide approximately \$1,000 annual savings. Retrofit of the Decorative lights would initially cost the District an additional \$1,900 per year but that would come down when the PUC reduces the Incremental Facility Charge. Ms. Silva explained that the District can request to be placed on a waiting list. However, there is a chance the program may end before the waiting list is completed. The Board directed staff to put this item on next month's agenda. A motion was made by President Kelley to accept Item C, General Manager's Report. 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

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

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**AT THE PRESIDENT'S REQUEST, ITEM F WAS MOVED TO THE FIRST BUSINESS ITEM**

**F.       Proposed Garbage Rate Increase**

GM Hagemann introduced the item and noted that South County Sanitary (SCS) District Manager Jeff Smith and two members of his staff were in attendance to answer questions and respond to comments. Hagemann stated that on September 24, the District received a letter from SCS that requested a Rate Increase. The letter explained the rate increase was needed due to the downturn in the recycled material markets, increasing equipment costs are up and general operating costs are running higher than the CPI.

GM Hagemann noted that he had met with South County Staff on October 5<sup>th</sup> to discuss the rate increase request and potential options for structuring the rate increase. Hagemann summarized a couple options that both resulted in a net increase of 13.3% and noted that this was an information item only and no formal Board action on the proposed rate increase should be taken at this meeting. He then introduced Mr. Jeff Smith, District Manager for SCS and his two staff members to follow-up on any questions or comments from the Board. After a lengthy discussion, President Kelley made the motion to bring the item back on the next month's agenda. Director Berry seconded the motion it passed with a roll call vote.

AYES:       Pete Kelley  
              Kristin Berry



Lynn Helenius  
Ara Najarian

NOES: None

ABSENT: None

**A. Board Director Vacancies**

Director Berry missed the incumbent application deadline but has agreed to stay on the Board for another term. The Board directed GM Hagemann to write letter to the County Clerk's office with the Board's recommendation to appoint Kristin Berry. The Board of Supervisors will consider approval of all CSD appointment recommendations at their November 6 Board meeting. No other Director applications have been turned into the district office at this time to replace the former Director Deweese. In accordance with County protocol, the County will send out a letter to all members of the District asking for applications to fill the District's Vacancy.

**B. Removal of Wood Storage Building at WWTP**

This item was presented at the Sept 12th Board Meeting and staff was directed to investigate the feasibility of installing a large cargo container or other building at water tank site that would provide storage for Dodge fire truck and a small work area. Staff discovered that the cargo containers found are not wide enough for fire truck. Staff recommended the Board authorize demolition of wood building and bring back quote(s) for a steel building to be installed at the water tank that will store fire truck and provide work space. President Kelley made the motion to demolition the wood building with a not to exceed amount of \$2,500. Director Najarian seconded the motion. The motion passed with a roll call vote 4-0.

AYES: Pete Kelley  
Lynn Helenius  
Ara Najarian  
Kristin Berry

NOES: None

ABSENT: None

**C Revision to Water and Sewer Connection Fees Payment Schedule**

At the Sept 12<sup>th</sup>, 2018 Board meeting staff was directed to prepare Resolutions that would amend the existing Resolutions and procedures for collecting 100% of the connection fees at or before the time of building permit issuance. Resolution No.'s 2018-09 & 2018-10 implement this direction and would become effective for any future connection fee payments. President Kelley made the motion to accept both Resolutions. 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

**D.     Update of District By-Laws**

Resolution No. 2018-11 changes the District By-Laws to reflect that Regular Meetings will now be held on the second Wednesday of each month at 11:00 AM. President Kelley made the motion to adopt Resolution No. 2018-11. Vice President Helenius seconded the motion and it passed with a roll call vote.

AYES:       Pete Kelley  
              Lynn Helenius  
              Ara Najarian  
              Kristin Berry

NOES:       None

ABSENT:     None

**E.     Review of an Ordinance Regarding Placement and Removal of Garbage and Recycled Materials Containers.**

GM Hageman introduced the item and stated that at the Board's direction staff and Legal Counsel prepared a draft Ordinance that will require customers to place the garbage containers on the curb NO EARLIER 24 hours prior to pick-up and requires customer to bring containers in off the street NO LATER than 12 hours after pick-up. The draft Ordinance included penalties for non-compliance. Legal counsel Seitz stated that he referred to a City of SLO Ordinance as a starting point for the draft Ordinance and provided a summary of the Ordinance. Seitz did recommend revising the draft Ordinance to eliminate penalties for non-compliance but instead handle non-compliance issues administratively by District staff. The Board agreed with Seitz's recommendation. President Kelley made the motion to bring the draft Ordinance back for a First Reading at the November Board meeting. Vice President Helenius seconded the motion and it passed with a roll call vote.

AYES:       Pete Kelley  
              Lynn Helenius  
              Ara Najarian  
              Kristin Berry

NOES: None

ABSENT: None

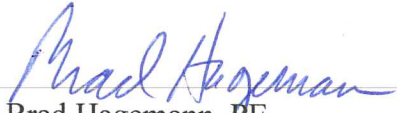
**8. COMMUNICATIONS:**

**ADJOURNMENT: The meeting was adjourned at 1:15 p.m.**

**The next regular meeting of the Avila Beach Community Services District is scheduled for Wednesday, November 14, 2018 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