

AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424
Meeting Room and Office – 191 San Miguel Street, Avila Beach
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AGENDA

REGULAR BOARD MEETING
7:00 pm Tuesday, Dec. 13th, 2016
BOARD MEETING LOCATION
AVILA BEACH CIVIC ASSOCIATION
191 SAN MIGUEL STREET
AVILA BEACH, CALIFORNIA

1. **CALL TO ORDER: 7:00 P.M.**

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

Pete Kelley, President
Lynn Helenius, Director
Ken San Filippo, Director
Eric DeWeese, Director

Swearing In and Oath of Office for New Board member Ara Najarian

3. **PUBLIC COMMENT**

Members of the public wishing to comment or bring forward any items concerning District operations **which do not appear on tonight'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 November 8th, 2016 Regular Meeting

B. Monthly Financial Review, November

C. General Manager and District Engineer Report

D. Water and Wastewater Superintendent Report

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. Resolution of Appreciation for former Board Member, Mr. John Janowicz
(Action Required: Consider Adopting Resolution No. 2016-12)
- B. Wastewater Treatment Plant Effluent Line Repair Project (Project WW-2)
(Action Required: Consider awarding contract for repair of the WWTP effluent line)
- C. Water Resources Analysis (Project W-3)
(Action Required: Consider Awarding a Contract to Water Systems Consulting to Prepare a Technical Memorandum on the District's Water Resources and Projected Build-Out Water Demand)
- D. Election of Officers and Board Committee Appointments
(Action Required: Elect Board officers and Committee appointments for calendar year 2017)

8. COMMUNICATIONS/ COORESPONDENCE

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

9. Adjourn to next regularly scheduled meeting on January 10th, 2017

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, 191 San Miguel 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.

**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
November 8th, 2016**

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 7:00 p.m. on the above date, in the Avila Beach Civic Center Conference Room.

2. ROLL CALL

Board Members Present: Pete Kelley
 John Janowicz
 Lynn Helenius
 Eric DeWeese
 Ken San Filippo

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

3. PUBLIC COMMENTS

Jean Nanney was not at the meeting but, she sent a letter to the District commenting that the existing rate structure discourages customers to use less than 5 units per month. The Board discussed the existing rate structure and the options associated with changing the rate structure. Legal Counsel reminded the Board that the existing five-year rate structure was adopted in June 2014 and will be in effect until June 2019. Unless the Board chooses to update the rate structure sooner, consideration of updating the rate structure will begin in mid-2018.

4. INFORMATION AND DISCUSSION ITEMS

A. County Reports

1. SLO Sheriff:

The Sheriff was not available to report.

2. CAL Fire Report:

Battalion Chief Paul Lee from CAL Fire reported no change in crews or aircraft support even after the small amount of rain. Chief Lee also reported: No changes in staffing are scheduled to occur until the County receives significant rainfall; the Ontario Ridge clearing project is complete; Roads from the north side off Sycamore to the Ridge have been improved; and the Davis Peak Project is underway with a shaded fuel break. Cal Fire will conduct safety inspections for business owners as we approach the holiday season. Chief Lee also reminded us that we should change the batteries in smoke detectors and consider installing carbon monoxide alarms in your home.

B. Reports on Conferences, Meetings and General Communications

GM Hagemann reported that the San Luis Obispo County Flood Control District is seeking appointments to State Water Project Subcontractor Committee (Avila Beach CSD is a State Water Subcontractor). Staff recommends the Board authorize President Kelley to sign a letter appointing

General Manager Hagemann as the District's representative.

Director San Filippo reported that on October 10 -12 he attended the CSDA Annual Conference. Director San Filippo provided the Board members copies of handouts regarding Ethics Training, Sexual Harassment, and other educational opportunities distributed at the Conference. At the Board's request, Director San Filippo will discuss his experience at the CSDA Annual Conference at a later Board meeting.

5. CONSENT ITEMS

- A. Approval of the Minutes for the following meetings: October 11th, 2016 Meeting
- B. Monthly Financial Review, October
- C. General Manager/District Engineer Report
- D. Water & Wastewater Superintendent Report

President Kelley introduced the consent items and inquired if any member of the Board or public wished to address any items. There was no Board or public comment on the consent items. Director Ken San Filippo made the motion to adopt the consent items. Director Janowicz seconded the motion and it passed with a roll call vote 5-0.

AYES: Pete Kelley
 John Janowicz
 Eric DeWeese
 Lynn Helenius
 Ken San Filippo

NOES: None

ABSENT: None

6. DISCUSSION OF PULLED CONSENT ITEMS. - None

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

A. District Financial Audit for Fiscal Year 2015-16

Mr. Johnathan Abadesco, CPA, was present on behalf of the District's auditor, Fedak and Brown, to provide a summary of the District FY 2015-16 Financial Audit. Mr. Abadesco described the auditing process that resulted in a "clean opinion" of the District's financial records. The auditors concluded that the District's accounting principles and practices are acceptable and in accordance with normal accounting practices. Mr. Abadesco provided a Management Report that summarized the auditing team's comments and recommendations. The Board members discussed the audit results and recommendations and provided an opportunity for public comment. No public

comment was provided. Director San Filippo wanted to ensure that staff would implement the auditor's recommendations in a timely manner. Mr. Abadesco responded that he would ensure the recommendations were implemented as part of the FY 2016-17 auditing process.

Director San Filippo made the motion to approve the Audit for Fiscal Year 2015-16. Director Helenius seconded the motion and it passed with a roll call vote 5-0.

AYES: Pete Kelley
 John Janowicz
 Eric DeWeese
 Lynn Helenius
 Ken San Filippo

NOES: None
ABSENT: None

B. Consideration of Ordinance No. 2016-01 Amending Title 15 of the District's Fire Code and Resolution No. 2016-11 Requesting the SLO County Board of Supervisors Ratify the District's Adoption of the Amended Fire Code

GM Hagemann introduced the item and Mr. Michael Salas from Cal Fire. Hagemann reminded the Board that this is second reading of the Proposed Ordinance to Amend the Avila Beach Community Services District Fire Code.

Director Kelley opened the Public Hearing to receive any comments on the proposed Ordinance. There was no public comment or Board member comment. Director Kelley closed the Public Hearing.

Director DeWeese made the motion to read by proposed Ordinance by TITLE ONLY and to proceed with adoption the Ordinance No. 2016-01 Amending Title 15 of the ABCSD Fire Code Ordinance. Director San Filippo seconded the motion and it passed with a roll call vote 5-0.

AYES: Pete Kelley
 John Janowicz
 Eric DeWeese
 Lynn Helenius
 Ken San Filippo

NOES: None
ABSENT: None

Director San Filippo made the motion to adopt Resolution No. 2016-11 requesting the Board of Supervisors to Ratify the Fire Code within the District and file the Ordinance with the California Department of Housing and Community Development. Director Helenius seconded the motion and it passed with a roll call vote 5-0.

AYES: Pete Kelley
 John Janowicz
 Eric DeWeese
 Lynn Helenius
 Ken San Filippo

NOES: None
ABSENT: None

C. Capital Improvement Program Status Report

General Manager Hagemann referenced the detailed staff report and provided a summary of the District's Capital Improvement Program. Hagemann highlighted several projects including:

W-1 Water Tank Improvements - Power drop to tank site is almost complete, the next step will be to order in-tank mixer.

W-2: Water System Valve Replacement - Staff is in the process of retaining MKN Engineering to prepare plans and specs for bidding the project. Budget is \$75,000 this year and \$50,000/yr. for next several years.

WW-1 Recycle Water Study is well underway. Staff met with Water Systems Consulting (WSC) for a progress report and discussed having WSC increase their scope to prepare a Water Resource Needs Analysis that will estimate water demand at build-out within the District. This information will provide data that will be used to update the District's Water Shortage Response and Management Plan. WSC will provide a cost estimate for the additional work within 7-10 days and if acceptable, staff will bring this item back for Board consideration.

WW-2 - Effluent Line Repair at WWTP- Due to the bidding climate it has been difficult to get contractors to bid on the project. GM Hagemann reported he sent a quote request to seven firms and only two firms offered to bid. District staff will review the bids and bring back a recommendation at the next regular Board meeting in December.

WW-9 - Repair Decking/ Flooring at WWTP – Hagemann reported that flooring in the office area has been replaced. Staff is meeting with a contractor this week to get proposal/quote for removing, replacing and water proofing the rotted decking boards outside of the office area.

- D. Consider awarding an Engineering Design Contract to MKN Engineering for Valve Replacement Project** - GM Hagemann introduced the item and recommended the Board approve retaining MKN Engineering to prepare plans and specifications for replacing water system valve clusters in the distribution system. Director Kelley made the motion to award the contract to MKN Engineering in the not to exceed amount of \$6,460.00 for the Project. Director Janowicz seconded the motion and it passed with a roll call vote 5-0.

AYES: Pete Kelley
 John Janowicz
 Eric DeWeese
 Lynn Helenius
 Ken San Filippo

NOES: None
ABSENT: None

8. COMMUNICATIONS:

Ken San Filippo provided a packet of information regarding the Brown Act and Ethics Training classes available to Board members. The Board discussed the December meeting attendance determined there would be a quorum present.

ADJOURNMENT: The meeting was adjourned at 8:40p.m.

The next regular meeting of the Avila Beach Community Services District is scheduled for Tuesday, December 13th, 2016 at 7:00 pm.

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: December 13th, 2016

SUBJECT: Monthly Financial Review for November 2016

Recommendation:

Receive and file report.

Overall Monthly Summary

During November the District made deposits in the amount of \$118,229.56 and experienced \$137,902.30 in expenses (cash basis). The deposits by fund and checks by fund are provided as an attachment to this report. Income in November included \$48,344.37 in County tax income and \$83,644.27 in monthly water and sewer fees. Monthly operation and maintenance expenses are also within the anticipated range.

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

Utility Service Billing

For the month of November the District billed approximately \$83,644.27 in water and sewer service charges. Customer Rate Assistance amounted in a reduction of billing charges to the District in the amount of \$526.29.

Operation and Maintenance

Staff is also including the Fluid Resource Management (FRM) Statement for November 2016. The Statement provides a summary of the "Add-Service" work order tasks and fees for the month along with the monthly contract Operations and Maintenance fee of \$17,756.82. Based on the tasks outlined the FRM Operations contract, staff has divided the fee to \$12,400.82 in the Sanitary Funding Class and \$5,356.00 in the Water Funding Class.

Avila Beach Community Services District
Profit & Loss
November 2016

	<u>Nov 16</u>
Ordinary Income/Expense	
Income	
4000 · Income Summary	
4010 · Operating Revenue	83,644.27
4012 · Solid Waste Franchise Fee	1,004.85
4030 · County Taxes	48,344.37
4050 · Harbor Charges	
4052 · Front Street Lighting	267.76
4053 · WWTP O&M	18,309.00
Total 4050 · Harbor Charges	<u>18,576.76</u>
4090 · Rental Income	3,104.00
4100 · Misc Income	147.08
Total 4000 · Income Summary	<u>154,821.33</u>
Total Income	<u>154,821.33</u>
Gross Profit	154,821.33
Expense	
5100 · Merchant Credit Card Fees TIB	147.95
5200 · Payroll Expenses	
5210 · Gross Wages	
5211 · Regular Pay	1,761.73
5012 · Holiday Pay	244.52
5014 · Sick Pay	44.46
5016 · Vacation Pay	644.67
Total 5210 · Gross Wages	<u>2,695.38</u>
5230 · Payroll Taxes	47.78
5240 · Health & Medical Exp.	
5242 · Health Insurance	600.00
Total 5240 · Health & Medical Exp.	<u>600.00</u>
5250 · PERS Company Pd Expense	
5256 · PERS Co Pd Kristi	472.90
Total 5250 · PERS Company Pd Expense	<u>472.90</u>
5280 · Payroll Administration & Misc.	100.32
Total 5200 · Payroll Expenses	<u>3,916.38</u>
6000 · Administrative Overheads	
6102 · Accounting	440.00
6120 · Dues & Subscriptions	3,888.00

1:54 PM
12/02/16
Accrual Basis

Avila Beach Community Services District
Profit & Loss
November 2016

	<u>Nov 16</u>
6135 · Legal	1,576.80
6140 · Office Supplies & Postage	467.28
6150 · Rate Assistance	526.29
6155 · Rent	820.66
6160 · Training	250.00
Total 6000 · Administrative Overheads	7,969.03
6500 · Operating Expenses	
6503 · Chemicals	5,303.46
6505 · Contract Labor	35,389.62
6510 · Critical Spare Parts	4,131.69
6518 · Equipment Expense	179.27
6520 · Equipment Repair & Maint.	
6522 · Equip. Rep. & Maint-Avila & HD	5,360.06
6524 · Equip. Rep. & Maint. Avila Only	1,806.20
6520 · Equipment Repair & Maint. - Other	4,530.41
Total 6520 · Equipment Repair & Maint.	11,696.67
6535 · Insurance	1,235.46
6540 · Lab Tests	4,468.80
6550 · Operating Supplies	612.05
6555 · Permits & Fees	155.28
6565 · Regulatory Compliance	405.70
6580 · Solids Handling	1,291.50
6585 · Telephone / Internet	508.48
6590 · Utilities	2,650.93
Total 6500 · Operating Expenses	68,028.91
6800 · Water	
6802 · Lopez	47,495.67
6805 · State Water	3,083.45
Total 6800 · Water	50,579.12
6820 · Website	400.00
6900 · Yard Improvements	900.00
Total Expense	131,941.39
Net Ordinary Income	22,879.94
Other Income/Expense	
Other Income	
7200 · Non-Operating Income	
7210 · Capacity Fees Paid	36,592.00
7220 · CIP Harbor	4,278.00

1:54 PM
12/02/16
Accrual Basis

Avila Beach Community Services District
Profit & Loss
November 2016

	<u>Nov 16</u>
Total 7200 · Non-Operating Income	40,870.00
Total Other Income	40,870.00
Other Expense	
8200 · Non-Operating Expenses	
8230 · Capital Purchases in Prog Sani	
8231 · WW-1 WWTP Upgrade	7,151.25
8237 · WW-7 Misc. Wastewater Projects	1,710.00
Total 8230 · Capital Purchases in Prog Sani	8,861.25
8270 · Capital Purchases in Prog Water	
8273 · W-3 Misc Water Line Replacement	2,665.00
Total 8270 · Capital Purchases in Prog Water	2,665.00
Total 8200 · Non-Operating Expenses	11,526.25
Total Other Expense	11,526.25
Net Other Income	29,343.75
Net Income	<u><u>52,223.69</u></u>

Avila Beach Community Services District
Balance Sheet
As of November 30, 2016

	Nov 30, 16
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Summary	
1005 · Customer Cash	368.02
1008 · Petty Cash	75.71
1010 · Heritage Oaks General Checking	514,811.19
1030 · B of A - Payroll	30,641.40
1050 · LAIF	2,226,029.99
Total 1000 · Cash Summary	<u>2,771,926.31</u>
Total Checking/Savings	2,771,926.31
Accounts Receivable	
1200 · *Accounts Receivable	144,015.89
Total Accounts Receivable	144,015.89
Other Current Assets	
1250 · Receivables	
1270 · Taxes Receivable	8,787.45
1280 · Water & Sewer Billings	183,434.35
1250 · Receivables - Other	150.00
Total 1250 · Receivables	<u>192,371.80</u>
1400 · Prepaid Summary	
1410 · Prepaid Insurance	8,648.10
Total 1400 · Prepaid Summary	<u>8,648.10</u>
Total Other Current Assets	<u>201,019.90</u>
Total Current Assets	3,116,962.10
Fixed Assets	
1600 · Fixed Assets & Acc. Depr.	
1605 · Office Equipment	
1606 · Copier Samsung 2012	8,233.58
1609 · Office Equipment Accum Depr	-5,214.59
Total 1605 · Office Equipment	<u>3,018.99</u>
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.	<u>0.00</u>
1620 · Fixed Assets - Sanitary	

Avila Beach Community Services District
Balance Sheet
As of November 30, 2016

	<u>Nov 30, 16</u>
1622 · Land	60,294.00
1626 · Collection Assets	
1627 · Collection Assets Cost	933,394.00
1628 · Collect Assets Accum Depr	-316,231.75
Total 1626 · Collection Assets	617,162.25
1630 · Disposal Equipment	
1631 · Disposal Equip Cost	523,122.64
1632 · Disposal Equip Accum Depr	-164,756.11
Total 1630 · Disposal Equipment	358,366.53
1635 · Treatment Plant	
1636 · Treatment Plant Original	105,000.00
1637 · Treatment Plant Addition	1,868,782.91
1638 · Treatment Plant Accum Dep	-886,106.88
Total 1635 · Treatment Plant	1,087,676.03
1642 · Treatment Equipment	
1643 · Treatment Equip Cost	1,105,455.00
1644 · Treatment Equip Accum Depr	-524,539.28
1642 · Treatment Equipment - Other	205,485.61
Total 1642 · Treatment Equipment	786,401.33
Total 1620 · Fixed Assets - Sanitary	2,909,900.14
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	1,109,466.00
1658 · Dist Assets Accum Depr	-557,889.77
Total 1656 · Distribution Assets	551,576.23
Total 1650 · Fixed Assets - Water	551,576.23
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

Avila Beach Community Services District
Balance Sheet
 As of November 30, 2016

	<u>Nov 30, 16</u>
Total 1600 · Fixed Assets & Acc. Depr.	3,464,495.36
Total Fixed Assets	3,464,495.36
Other Assets	
1800 · Deferred Outflows of Resources	7,850.00
Total Other Assets	7,850.00
TOTAL ASSETS	<u>6,589,307.46</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2200 · Payroll Liabilities	
2260 · Vacation Payable	1,236.90
2262 · Sick Pay Accrued	2,194.50
2240 · Health Insurance	
2241 · Employee	0.01
2240 · Health Insurance - Other	-0.01
Total 2240 · Health Insurance	0.00
2250 · PERS Liability	1,269.89
Total 2200 · Payroll Liabilities	4,701.29
2300 · Deposits Held	
2303 · Water Deposits Held	7,320.00
2304 · Fire Station Deposit	2,000.00
2305 · Capacity Fees Held	253,407.16
Total 2300 · Deposits Held	262,727.16
Total Other Current Liabilities	267,428.45
Total Current Liabilities	267,428.45
Long Term Liabilities	
2400 · Net Pension Liability	115,049.00
2500 · Deferred Inflows of Resources	15,115.00
Total Long Term Liabilities	130,164.00
Total Liabilities	397,592.45
Equity	
3900 · Retained Earnings	6,082,843.14
Net Income	108,871.87

Avila Beach Community Services District
Balance Sheet
As of November 30, 2016

	<u>Nov 30, 16</u>
Total Equity	6,191,715.01
TOTAL LIABILITIES & EQUITY	<u>6,589,307.46</u>

Avila Beach Community Services District

Deposits by Fund

November 2016

12/02/16

Type	Date	Memo	Split	Amount	Balance
General / Admin					
Deposit	11/07/2016	TCF OCT 16 ME - Imp # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Ge...	-233.44	-233.44
Deposit	11/07/2016	F: 0895 A: 0760 Imp # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Ge...	-6,874.67	-7,108.11
Deposit	11/07/2016	from Cash acct	1010 · Heritage Oaks Ge...	-950.00	-8,058.11
Deposit	11/09/2016	Rental Income	1010 · Heritage Oaks Ge...	-3,104.00	-11,162.11
Deposit	11/17/2016	F: 0895 A: 0760 - Avila Beach Imp # 1 - Gen .70, Water .25, ...	1010 · Heritage Oaks Ge...	-4,649.55	-15,811.66
Deposit	11/21/2016	F: 0895 A: 0760 - Avila Beach Imp # 1 - Gen .70, Water .25, ...	1010 · Heritage Oaks Ge...	-3,554.95	-19,366.61
Deposit	11/21/2016	from Cash acct	1010 · Heritage Oaks Ge...	-630.00	-19,996.61
Total General / Admin				-19,996.61	-19,996.61
Lights					
Deposit	11/07/2016	TCF OCT 16 ME - Imp # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Ge...	-16.67	-16.67
Deposit	11/07/2016	F: 0895 A: 0760 Imp # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Ge...	-491.05	-507.72
Deposit	11/17/2016	F: 0895 A: 0760 - Avila Beach Imp # 1 - Gen .70, Water .25, ...	1010 · Heritage Oaks Ge...	-332.11	-839.83
Deposit	11/21/2016	F: 0895 A: 0760 - Avila Beach Imp # 1 - Gen .70, Water .25, ...	1010 · Heritage Oaks Ge...	-253.92	-1,093.75
Total Lights				-1,093.75	-1,093.75
Sanitary					
Deposit	11/03/2016	000162 ABCSD Parks Restroom	1010 · Heritage Oaks Ge...	-1,437.35	-1,437.35
Deposit	11/07/2016	TCF OCT 16 ME - Waste	1010 · Heritage Oaks Ge...	-344.21	-1,781.56
Deposit	11/07/2016	F: 0895 A: 0760 Curr Sec Tax	1010 · Heritage Oaks Ge...	-9,925.83	-11,707.39
Deposit	11/07/2016	Sani Rec	1010 · Heritage Oaks Ge...	-2,282.80	-13,990.19
Deposit	11/07/2016	Rate Assistance	1010 · Heritage Oaks Ge...	82.75	-13,907.44
Deposit	11/07/2016	1/2 Other 1	1010 · Heritage Oaks Ge...	-60.78	-13,968.22
Deposit	11/07/2016	1/2 Other 2	1010 · Heritage Oaks Ge...	0.00	-13,968.22
Deposit	11/08/2016	Sani Rec	1010 · Heritage Oaks Ge...	-2,260.38	-16,228.60
Deposit	11/08/2016	Rate Assistance	1010 · Heritage Oaks Ge...	41.37	-16,187.23
Deposit	11/08/2016	1/2 Other 1	1010 · Heritage Oaks Ge...	11.29	-16,175.94
Deposit	11/08/2016	1/2 Other 2	1010 · Heritage Oaks Ge...	0.00	-16,175.94
Deposit	11/09/2016	Sani Rec	1010 · Heritage Oaks Ge...	-2,226.60	-18,402.54
Deposit	11/09/2016	Rate Assistance	1010 · Heritage Oaks Ge...	8.27	-18,394.27
Deposit	11/09/2016	1/2 Other 1	1010 · Heritage Oaks Ge...	152.07	-18,242.20
Deposit	11/09/2016	1/2 Other 2	1010 · Heritage Oaks Ge...	0.00	-18,242.20
Deposit	11/10/2016	Sani Rec	1010 · Heritage Oaks Ge...	-3,548.05	-21,790.25
Deposit	11/10/2016	Rate Assistance	1010 · Heritage Oaks Ge...	16.55	-21,773.70
Deposit	11/10/2016	1/2 Other 1	1010 · Heritage Oaks Ge...	18.45	-21,755.25
Deposit	11/10/2016	1/2 Other 2	1010 · Heritage Oaks Ge...	0.00	-21,755.25
Deposit	11/13/2016	Sani Rec	1010 · Heritage Oaks Ge...	-584.15	-22,339.40
Deposit	11/13/2016	Rate Assistance	1010 · Heritage Oaks Ge...	8.27	-22,331.13
Deposit	11/13/2016	1/2 Other 1	1010 · Heritage Oaks Ge...	3.65	-22,327.48
Deposit	11/13/2016	1/2 Other 2	1010 · Heritage Oaks Ge...	0.00	-22,327.48
Deposit	11/14/2016	Sani Rec	1010 · Heritage Oaks Ge...	-3,600.68	-25,928.16
Deposit	11/14/2016	Rate Assistance	1010 · Heritage Oaks Ge...	16.55	-25,911.61
Deposit	11/14/2016	1/2 Other 1	1010 · Heritage Oaks Ge...	0.32	-25,911.29
Deposit	11/14/2016	1/2 Other 2	1010 · Heritage Oaks Ge...	0.00	-25,911.29
Deposit	11/15/2016	Sani Rec	1010 · Heritage Oaks Ge...	-2,451.19	-28,362.48
Deposit	11/15/2016	Rate Assistance	1010 · Heritage Oaks Ge...	28.13	-28,334.35
Deposit	11/15/2016	1/2 Other 1	1010 · Heritage Oaks Ge...	-169.39	-28,503.74
Deposit	11/15/2016	1/2 Other 2	1010 · Heritage Oaks Ge...	0.00	-28,503.74
Deposit	11/16/2016	Sani Rec	1010 · Heritage Oaks Ge...	-10,526.01	-39,029.75
Deposit	11/16/2016	Rate Assistance	1010 · Heritage Oaks Ge...	16.55	-39,013.20
Deposit	11/16/2016	1/2 Other 1	1010 · Heritage Oaks Ge...	158.30	-38,854.90
Deposit	11/16/2016	1/2 Other 2	1010 · Heritage Oaks Ge...	0.00	-38,854.90
Deposit	11/17/2016	F: 0895 A: 0760 - Curr Sec Tax	1010 · Heritage Oaks Ge...	-6,713.15	-45,568.05
Deposit	11/17/2016	Sani Rec	1010 · Heritage Oaks Ge...	-1,614.75	-47,182.80
Deposit	11/17/2016	Rate Assistance	1010 · Heritage Oaks Ge...	0.00	-47,182.80
Deposit	11/17/2016	1/2 Other 1	1010 · Heritage Oaks Ge...	-46.61	-47,229.41
Deposit	11/17/2016	1/2 Other 2	1010 · Heritage Oaks Ge...	0.00	-47,229.41
Deposit	11/21/2016	F: 0895 A: 0760 - Curr Sec Tax	1010 · Heritage Oaks Ge...	-5,132.72	-52,362.13
Deposit	11/21/2016	Sani Rec	1010 · Heritage Oaks Ge...	-1,281.75	-53,643.88
Deposit	11/21/2016	Rate Assistance	1010 · Heritage Oaks Ge...	8.27	-53,635.61
Deposit	11/21/2016	1/2 Other 1	1010 · Heritage Oaks Ge...	109.57	-53,526.04
Deposit	11/21/2016	1/2 Other 2	1010 · Heritage Oaks Ge...	0.00	-53,526.04
Deposit	11/28/2016	Sani Rec	1010 · Heritage Oaks Ge...	-972.38	-54,498.42
Deposit	11/28/2016	Rate Assistance	1010 · Heritage Oaks Ge...	0.00	-54,498.42
Deposit	11/28/2016	1/2 Other 1	1010 · Heritage Oaks Ge...	244.84	-54,253.58
Deposit	11/28/2016	1/2 Other 2	1010 · Heritage Oaks Ge...	0.00	-54,253.58

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

November 2016

12/02/16

Type	Date	Memo	Split	Amount	Balance
Total Sanitary				-54,253.58	-54,253.58
Solid Waste					
Deposit	11/15/2016	4th Qtr Waste Connections, Inc. Franchise Fee SW	1010 · Heritage Oaks Ge...	-1,004.85	-1,004.85
Total Solid Waste				-1,004.85	-1,004.85
Water					
Deposit	11/03/2016	000162 ABCSD Parks Restroom	1010 · Heritage Oaks Ge...	-1,029.80	-1,029.80
Deposit	11/03/2016	001622 San Juan Park Irr	1010 · Heritage Oaks Ge...	-867.20	-1,897.00
Deposit	11/03/2016	001483 Front St Irrigation	1010 · Heritage Oaks Ge...	-1,018.96	-2,915.96
Deposit	11/07/2016	TCF OCT 16 ME - Imp # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Ge...	-83.37	-2,999.33
Deposit	11/07/2016	F: 0895 A: 0760 Imp # 1 - Gen .70, Water .25, Lights .05	1010 · Heritage Oaks Ge...	-2,455.24	-5,454.57
Deposit	11/07/2016	Water Rec	1010 · Heritage Oaks Ge...	-2,417.33	-7,871.90
Deposit	11/07/2016	Rate Assistance	1010 · Heritage Oaks Ge...	82.75	-7,789.15
Deposit	11/07/2016	1/2 Other 1	1010 · Heritage Oaks Ge...	-60.79	-7,849.94
Deposit	11/07/2016	1/2 Other 2	1010 · Heritage Oaks Ge...	0.00	-7,849.94
Deposit	11/08/2016	Water Rec	1010 · Heritage Oaks Ge...	-1,960.87	-9,810.81
Deposit	11/08/2016	Rate Assistance	1010 · Heritage Oaks Ge...	41.38	-9,769.43
Deposit	11/08/2016	1/2 Other 1	1010 · Heritage Oaks Ge...	11.30	-9,758.13
Deposit	11/08/2016	1/2 Other 2	1010 · Heritage Oaks Ge...	0.00	-9,758.13
Deposit	11/09/2016	Water Rec	1010 · Heritage Oaks Ge...	-1,771.05	-11,529.18
Deposit	11/09/2016	Rate Assistance	1010 · Heritage Oaks Ge...	8.28	-11,520.90
Deposit	11/09/2016	1/2 Other 1	1010 · Heritage Oaks Ge...	152.07	-11,368.83
Deposit	11/09/2016	1/2 Other 2	1010 · Heritage Oaks Ge...	0.00	-11,368.83
Deposit	11/09/2016	adj	1010 · Heritage Oaks Ge...	-0.01	-11,368.84
Deposit	11/10/2016	Water Rec	1010 · Heritage Oaks Ge...	-3,366.04	-14,734.88
Deposit	11/10/2016	Rate Assistance	1010 · Heritage Oaks Ge...	16.55	-14,718.33
Deposit	11/10/2016	1/2 Other 1	1010 · Heritage Oaks Ge...	18.46	-14,699.87
Deposit	11/10/2016	1/2 Other 2	1010 · Heritage Oaks Ge...	0.00	-14,699.87
Deposit	11/13/2016	Water Rec	1010 · Heritage Oaks Ge...	-585.85	-15,285.72
Deposit	11/13/2016	Rate Assistance	1010 · Heritage Oaks Ge...	8.28	-15,277.44
Deposit	11/13/2016	1/2 Other 1	1010 · Heritage Oaks Ge...	3.65	-15,273.79
Deposit	11/13/2016	1/2 Other 2	1010 · Heritage Oaks Ge...	0.00	-15,273.79
Deposit	11/14/2016	Water Rec	1010 · Heritage Oaks Ge...	-3,479.64	-18,753.43
Deposit	11/14/2016	Rate Assistance	1010 · Heritage Oaks Ge...	16.55	-18,736.88
Deposit	11/14/2016	1/2 Other 1	1010 · Heritage Oaks Ge...	0.33	-18,736.55
Deposit	11/14/2016	1/2 Other 2	1010 · Heritage Oaks Ge...	0.00	-18,736.55
Deposit	11/15/2016	Water Rec	1010 · Heritage Oaks Ge...	-2,690.32	-21,426.87
Deposit	11/15/2016	Rate Assistance	1010 · Heritage Oaks Ge...	28.14	-21,398.73
Deposit	11/15/2016	1/2 Other 1	1010 · Heritage Oaks Ge...	-169.39	-21,568.12
Deposit	11/15/2016	1/2 Other 2	1010 · Heritage Oaks Ge...	0.00	-21,568.12
Deposit	11/16/2016	Water Rec	1010 · Heritage Oaks Ge...	-11,827.75	-33,395.87
Deposit	11/16/2016	Rate Assistance	1010 · Heritage Oaks Ge...	16.55	-33,379.32
Deposit	11/16/2016	1/2 Other 1	1010 · Heritage Oaks Ge...	158.31	-33,221.01
Deposit	11/16/2016	1/2 Other 2	1010 · Heritage Oaks Ge...	0.00	-33,221.01
Deposit	11/17/2016	F: 0895 A: 0760 - Avila Beach Imp # 1 - Gen .70, Water .25, ...	1010 · Heritage Oaks Ge...	-1,660.56	-34,881.57
Deposit	11/17/2016	Water Rec	1010 · Heritage Oaks Ge...	-1,738.54	-36,620.11
Deposit	11/17/2016	Rate Assistance	1010 · Heritage Oaks Ge...	0.00	-36,620.11
Deposit	11/17/2016	1/2 Other 1	1010 · Heritage Oaks Ge...	-46.62	-36,666.73
Deposit	11/17/2016	1/2 Other 2	1010 · Heritage Oaks Ge...	0.00	-36,666.73
Deposit	11/21/2016	F: 0895 A: 0760 - Avila Beach Imp # 1 - Gen .70, Water .25, ...	1010 · Heritage Oaks Ge...	-1,269.62	-37,936.35
Deposit	11/21/2016	Water Rec	1010 · Heritage Oaks Ge...	-2,362.42	-40,298.77
Deposit	11/21/2016	Rate Assistance	1010 · Heritage Oaks Ge...	8.28	-40,290.49
Deposit	11/21/2016	1/2 Other 1	1010 · Heritage Oaks Ge...	109.58	-40,180.91
Deposit	11/21/2016	1/2 Other 2	1010 · Heritage Oaks Ge...	0.00	-40,180.91
Deposit	11/28/2016	Water Rec	1010 · Heritage Oaks Ge...	-1,844.71	-42,025.62
Deposit	11/28/2016	Rate Assistance	1010 · Heritage Oaks Ge...	0.00	-42,025.62
Deposit	11/28/2016	1/2 Other 1	1010 · Heritage Oaks Ge...	244.85	-41,780.77
Deposit	11/28/2016	1/2 Other 2	1010 · Heritage Oaks Ge...	0.00	-41,780.77
Deposit	11/30/2016	Water Deposit Brook Holt 238 1st St.	1010 · Heritage Oaks Ge...	-100.00	-41,880.77
Total Water				-41,880.77	-41,880.77
TOTAL				-118,229.56	-118,229.56

Avila Beach Community Services District

Checks by Fund w/Accounts

November 2016

Type	Date	Num	Name	Memo	Account	Amount	Balance
General / Admin							
Check	11/01/2016		Adobe.com	Order # ADD003248651	6140 · Office Supplies & Postage	69.99	69.99
Check	11/02/2016		Staples	Nov Agenda copies	6140 · Office Supplies & Postage	17.66	87.65
Check	11/02/2016		Bankcard MTOT Disc		5100 · Merchant Credit Card Fe...	147.95	235.60
Check	11/03/2016		U.S. Postal Service	board packets	6140 · Office Supplies & Postage	38.70	274.30
Check	11/03/2016		Staples	agenda copy	6140 · Office Supplies & Postage	76.29	350.59
Check	11/08/2016	1995	Nikki Engle Bookkeeping & Teaching	Inv. 1430 11/3/16	6102 · Accounting	220.00	570.59
Check	11/08/2016	2000	Charter	Acct #. 8245100980033571 11/1/16 Invoice	6585 · Telephone / Internet	189.95	760.54
Check	11/08/2016	1001	Streamline	Website Design Inv. 94155	6820 · Website	200.00	960.54
Check	11/08/2016	1005	Hagemann & Associates	October 16th - 29th, 2016	6505 · Contract Labor	5,500.00	6,460.54
Check	11/08/2016	1007	Public Employees Retirement System	Customer # 1674878206 Kristi Dibbern Oct Payroll	5256 · PERS Co Pd Kristi	362.79	6,823.33
Check	11/08/2016	1011	Avila Beach Civic Association	Rent November 2016	6155 · Rent	820.66	7,643.99
Check	11/14/2016		U.S. Postal Service	Port	6140 · Office Supplies & Postage	1.57	7,645.56
Check	11/16/2016	1013	Hagemann & Associates	October 30th - Nov 12th, 2016 Inv. 67	6505 · Contract Labor	5,500.00	13,145.56
Check	11/16/2016	1014	Cal Tec Computers	Inv. 6135	6524 · Equip. Rep. & Maint. Avila...	40.00	13,185.56
Check	11/16/2016	1015	Shipsey & Seitz	Meeting Prep & Attendance June	6135 · Legal	300.00	13,485.56
Check	11/16/2016	1015	Shipsey & Seitz	FRM Contract	6135 · Legal	897.60	14,383.16
Check	11/16/2016	1015	Shipsey & Seitz	Conflict of Interest Waiver	6135 · Legal	299.20	14,682.36
Check	11/16/2016	1015	Shipsey & Seitz	Law Library	6135 · Legal	80.00	14,762.36
Check	11/16/2016	1016	CSDA San Luis Obispo County Chapter	2017 Membership Dues	6120 · Dues & Subscriptions	0.00	14,762.36
Check	11/16/2016	1020	Avila Beach CSD	Payroll Transfer to B of A	1030 · B of A - Payroll	25,000.00	39,762.36
Check	11/18/2016	1024	Calif Special Districts Association	Membership Dues	6120 · Dues & Subscriptions	3,888.00	43,650.36
Check	11/30/2016	1025	Hagemann & Associates	Nov 13th - Nov 26th, 2016 Inv. 68	6505 · Contract Labor	4,400.00	48,050.36
Check	11/30/2016	1026	Hagemann & Associates	Nov 27th - Dec 10th, 2016 Inv. 69	6505 · Contract Labor	2,750.00	50,800.36
Check	11/30/2016	1028	Streamline	Website Design Inv. 94291	6820 · Website	200.00	51,000.36
Check	11/30/2016	1032	Staples		6140 · Office Supplies & Postage	263.07	51,263.43
Check	11/30/2016	1034	Nikki Engle Bookkeeping & Teaching	Inv. 1435 11/15/16	6102 · Accounting	220.00	51,483.43
Total General / Admin						51,483.43	51,483.43
Lights							
Check	11/21/2016		PG&E	Front St. Lights acct# 5796765606-7	6590 · Utilities	431.27	431.27
Total Lights						431.27	431.27
Sanitary							
Check	11/08/2016	1996	Miners Ace Hardware	WWTP Supplies	6522 · Equip. Rep. & Maint-Avil...	4.96	4.96
Check	11/08/2016	1997	South County Sanitary Service	11-01-16	6590 · Utilities	55.61	60.57
Check	11/08/2016	1997	South County Sanitary Service	Rolloff Dumpster	6522 · Equip. Rep. & Maint-Avil...	96.52	157.09
Check	11/08/2016	1999	SLO Co Health	Annual Inv. Haz Mat. INV. #0107157	6565 · Regulatory Compliance	327.00	484.09
Check	11/08/2016	1002	Abalone Coast Analytical, Inc.	Monthly Testing 11/01/16 Inv. 2968	6540 · Lab Tests	4,468.80	4,952.89
Check	11/08/2016	1003	Brenntag Pacific, Inc.	Inv. #BPI 2709801	6503 · Chemicals	1,018.87	5,971.76
Check	11/08/2016	1003	Brenntag Pacific, Inc.	Inv. #BPI 2709798	6503 · Chemicals	1,061.85	7,033.61
Check	11/08/2016	1004	Fluid Resource Management, Inc.	WW Ops - Oct 2016	6505 · Contract Labor	12,039.62	19,073.23
Check	11/08/2016	1004	Fluid Resource Management, Inc.	A14968 Chemicals	6503 · Chemicals	21.33	19,094.56
Check	11/08/2016	1004	Fluid Resource Management, Inc.	W14559 WWTP FFR VFD shorted out	6522 · Equip. Rep. & Maint-Avil...	1,144.66	20,239.22
Check	11/08/2016	1004	Fluid Resource Management, Inc.	W14618 Secondary Clarifier, Broken Flight Chai...	6522 · Equip. Rep. & Maint-Avil...	3,963.92	24,203.14
Check	11/08/2016	1004	Fluid Resource Management, Inc.	W14644 Slug Flow from Port	6522 · Equip. Rep. & Maint-Avil...	150.00	24,353.14
Check	11/08/2016	1006	USA Bluebook	DPD Dispensers	6550 · Operating Supplies	391.78	24,744.92
Check	11/08/2016	1008	Town & Country Fencing	New Gate at WWTP Inv. 1457	8237 · WW-7 Misc. Wastewater...	1,710.00	26,454.92
Check	11/08/2016	1009	Brenntag Pacific, Inc.	Inv. #BPI 2709796	6503 · Chemicals	1,050.23	27,505.15
Check	11/08/2016	1010	USA Bluebook	DPD Dispensers	6550 · Operating Supplies	220.27	27,725.42
Check	11/08/2016		Great Western Alarm	Confirm # 070907 1 yr, alarm \$ 30 / monthly servi...	6590 · Utilities	360.00	28,085.42
Check	11/16/2016	1012	Water Systems Consulting, Inc.	Recycled Water Grant Application Assistance Inv...	8231 · WW-1 WWTP Upgrade	7,151.25	35,236.67
Check	11/16/2016	1018	CCH Pool	Chlorine Tablets	6518 · Equipment Expense	179.27	35,415.94
Check	11/16/2016	1021	Brenntag Pacific, Inc.	Inv. #BPI 2719427	6503 · Chemicals	1,007.73	36,423.67
Check	11/17/2016		AT&T	acct # x 0885 Internet	6585 · Telephone / Internet	90.76	36,514.43
Check	11/21/2016		PG&E	Lift Station acct# 6338432238-2	6590 · Utilities	47.37	36,561.80
Check	11/21/2016		PG&E	Waste Water Plant acct # 6380034236-0 3rd & ...	6590 · Utilities	1,756.68	38,318.48
Check	11/29/2016		AT&T	acct # 805 595-7619 618 0	6585 · Telephone / Internet	103.20	38,421.68
Check	11/29/2016		AT&T	acct # 805 595-9416 904 5	6585 · Telephone / Internet	124.57	38,546.25
Check	11/30/2016	1027	Speed's, Inc.	11-10-16 Solid Waste Handling Inv. 55389	6580 · Solids Handling	1,291.50	39,837.75
Check	11/30/2016	1030	Anything In Trees	WWTP Clean Up	6900 · Yard Improvements	900.00	40,737.75
Check	11/30/2016	1033	Brenntag Pacific, Inc.	Inv. #BPI 2719428	6503 · Chemicals	1,143.45	41,881.20
Total Sanitary						41,881.20	41,881.20
Water							
Check	11/08/2016	1998	SLO CO Public Works	Semi Annual Billing	6802 · Lopez	47,495.67	47,495.67
Check	11/08/2016	1004	Fluid Resource Management, Inc.	W Ops - Oct 2016	6505 · Contract Labor	5,200.00	52,695.67
Check	11/08/2016	1004	Fluid Resource Management, Inc.	W14604 Hydrant Leak Repair	6520 · Equipment Repair & Maint.	4,530.41	57,226.08
Check	11/08/2016	1004	Fluid Resource Management, Inc.	W14975 Water Tank Level Target Repair	6524 · Equip. Rep. & Maint. Avila...	1,766.20	58,992.28
Check	11/16/2016	1017	Wallace Group	Inv. 42622	8273 · W-3 Misc Water Line Re...	2,665.00	61,657.28
Check	11/16/2016	1019	State Board of Equalization	Division of Water Rights	6555 · Permits & Fees	155.28	61,812.56
Check	11/16/2016	1022	Aqua-Metric Sales, Inc.	Inv. # 0063116-IN	6510 · Critical Spare Parts	2,798.36	64,610.92
Check	11/16/2016	1023	SLO Co Health	INV. #0108308 Cross Connection	6565 · Regulatory Compliance	78.70	64,689.62
Check	11/30/2016	1029	Aqua-Metric Sales, Inc.	1 - 3" OMHN H2 C.F. (Hydrant Meter)	6510 · Critical Spare Parts	1,333.33	66,022.95
Check	11/30/2016	1031	SLO CO Public Works	Adjusted Cost for FY 2015/16	6805 · State Water	3,083.45	69,106.40
Total Water						69,106.40	69,106.40
TOTAL						162,902.30	162,902.30



FLUID RESOURCE MANAGEMENT

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

Statement

Date
12/1/16

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.
\$38,146.48	

Date	Transaction	Amount	Balance
11/10/16	348A11002 Additional Service- INV #A15092. Orig. Amount \$207.42.	207.42	207.42
10/01/16	348F11001 Monthly OPS/Maint- INV #F14991. Orig. Amount \$5,850.00.	5,850.00	6,057.42
10/01/16	INV #F14992. Orig. Amount \$6,025.44.	6,025.44	12,082.86
11/30/16	INV #F15167. Orig. Amount \$17,756.80.	17,756.80	29,839.66
09/30/16	W14595 Chlorine Mixer Install- INV #W14595. Orig. Amount \$1,618.22.	1,618.22	31,457.88
09/30/16	W14604 Hydrant Leak Repair- INV #W14604. Orig. Amount \$4,590.41.	60.00	31,517.88
10/25/16	W14815 SCADA Computer Replacement- INV #W14815. Orig. Amount \$4,798.38.	4,798.38	36,316.26
11/10/16	W14942 AT&T Internet Change Over- INV #W14942. Orig. Amount \$117.50.	117.50	36,433.76
11/10/16	W14960 Fill Valve Alarm- INV #W14960. Orig. Amount \$317.18.	317.18	36,750.94
11/30/16	W14962 Anti-virus Update and Purchase- INV #W14962. Orig. Amount \$1,066.36.	1,066.36	37,817.30
11/30/16	W15083 Burglar Alarm Call Out 11/03/16- INV #W15083. Orig. Amount \$329.18.	329.18	38,146.48


CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
19,794.44	4,798.38	13,553.66	0.00	0.00	\$38,146.48

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: December 13th, 2016

SUBJECT: General Manager/District Engineer Report

California Special Districts Association (CSDA) News

Once again, the Local Chapter of the California Special Districts Association has requested the Avila Beach CSD host the CSDA Annual Meeting. The dinner meeting is scheduled for January 27, 2017, in the Avila Beach Community Center. The Avila Beach Civic Association has graciously reduced the building rental fees as a favor to the District. With the Board's concurrence, staff will assist the CSDA Board members in organizing and hosting the event.

Staff is pleased to provide the attached notification that CSDA will be hosting three Leadership Academy Conferences in 2017. The April 23 – 26 conference will be held at the Embassy Suites in San Luis Obispo. This would be a cost effective training opportunity for Board members. If any of the Directors wish to attend the conference please let Kristi or me know and we will get you signed up.

Speaking of training, don't forget that the Templeton Community Services District is hosting ethics training on Thursday, January 19 from 9:00 AM to noon. All Board members are required to take some form of ethics training at least every two years. We will provide a summary of our Director training records at the December meeting.

Avila Beach Drive Bridge Seismic Retrofit Project

The County Public Works Department issued the attached notice regarding construction on the Avila Beach Drive Bridge. Comments on the proposed Mitigated Negative Declaration are due by December 16, 2016. Construction appears to be scheduled for 2018, and it should not impact District operations.

Concerned Citizens of Avila Monthly Meeting

At the invitation of Director San Filippo, I attended the Concerned Citizens of Avila monthly meeting on Monday November 21. The Group was interested in a presentation of the District's water supply system, water entitlements and how the recently adopted Water Shortage Response and Management Plan may affect infill in the District. Director San Filippo and I presented the information and responded to questions from the Group. The presentation appeared to be well received.

3 opportunities
for training
THROUGHOUT THE STATE!

SDLA CSDA's
Special District
Leadership Academy

FEB. 26 - MAR. 1, 2017 - LA JOLLA

APR. 23-26, 2017 - SAN LUIS OBISPO

JULY 9-12, 2017 - NAPA

SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE



*A Comprehensive Governance Leadership Conference
for Elected and Appointed Directors/Trustees.*



presented by
CSDA and
co-sponsored
by SDRMA

“As a new board member, I truly enjoyed attending the Governance Foundations workshop. The material was informative, and I recommend this workshop to anyone serving as an elected official.”

– Shiva Frentzen, Director, Cameron Park Community Services District

Why attend?

Local boards are the reason why local control is local. Special district boards are the voices of the community and they are also a large reason why special districts exist. The truth is that every elected or appointed public official needs to worry about governance; governance is what boards do. It's what they bring to the table. Governance is taking the wishes, needs, and desires of the community and transforming them into policies that govern the district.

Attendees will learn:

- Working as a team: The roles of the board and staff in your district.
- Attributes and characteristics of highly effective boards.
- How culture, norms, values, and operating styles influence the district.
- Specific jobs that the board must perform.
- How individual values, skills, and knowledge help shape how effective boards operate.
- The importance of moving from “I” to “we” as the governance team.
- The board's role in setting direction for the district.
- The board's role in finance and fiscal accountability.
- Much more!

Where to stay



February 26 – March 1, 2017
Embassy Suites La Jolla
 4550 La Jolla Village Drive
 San Diego, CA 92122

ROOM RESERVATIONS

Room reservations are available at CSDA rate of \$159 plus tax, single or double occupancy by calling 1-800-362-2779 and using the group code XLE. The CSDA rate also includes discounted parking and complimentary guest room internet. The room reservation cut-off is January 27, 2017, however, space is limited and may sell out before this date.

EARLY BIRD DISCOUNT

The early bird discount for this location requires registration on or before Friday, January 27, 2017.

CANCELLATIONS

Cancellations must be in writing and received by CSDA no later than February 13, 2017 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after February 13, 2017. Substitutions are acceptable and must be done in writing no later than February 20 at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@csgda.net or fax to 916-520-2465.



April 23 – 26, 2017
Embassy Suites San Luis Obispo
 333 Madonna Road
 San Luis Obispo, CA 93405

ROOM RESERVATIONS

Room reservations are available at CSDA rate of \$120 plus tax, single or double occupancy by calling 805-549-0800 and using the group code XCO. There is complimentary self-parking at this location. The room reservation cut-off is March 24, 2017, however, space is limited and may sell out before this date.

EARLY BIRD DISCOUNT

The early bird discount for this location requires registration on or before Friday, March 24, 2017.

CANCELLATIONS

Cancellations must be in writing and received by CSDA no later than April 10, 2017 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after April 10, 2017. Substitutions are acceptable and must be done in writing no later than April 17 at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@csgda.net or fax to 916-520-2465.



July 9 – 12, 2017
Embassy Suites Napa Valley
 1075 California Blvd.
 Napa, CA 94559

ROOM RESERVATIONS

Room reservations are available at CSDA rate of \$169 plus tax, single or double occupancy by calling 1-800-HILTONS and using the group code CAS. The room reservation cut-off is June 9, 2017, however, space is limited and may sell out before this date.

EARLY BIRD DISCOUNT

The early bird discount for this location requires registration on or before Friday, June 9, 2017.

CANCELLATIONS

Cancellations must be in writing and received by CSDA no later than June 26, 2017 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after June 26, 2017. Substitutions are acceptable and must be done in writing no later than July 3 at 5:00 p.m. Please submit any cancellation notice or substitution requests to meganh@csgda.net or fax to 916-520-2465.

Schedule of Events

Demonstrate your commitment to good governance.

During the course of this conference, you will complete the entire Academy.

SUNDAY

5:30 – 7:00 p.m.

REGISTRATION AND NETWORKING RECEPTION



Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

MONDAY

8:30 a.m. – 12:30 p.m. *(Break for all attendees from 10:00 - 10:30 a.m.)*

BUILDING A FOUNDATION FOR GOOD GOVERNANCE

In this informational session, the instructor will lay the ground work for good governance in your district. Attendees will discover:

- Why good governance is so important to the overall well-being of the district.
- The traits of effective board members.
- What good governance means and how to effectively put it into practice
- How to move your board from “I” to “we,” including how to become an effective team, establish team standards, and essential conditions for team building.

This session covers Module 1 of the Special District Leadership Academy: Governance Foundations.

“Helped clarify my role as a new director.”

“quote” – D. Albright, Director, Greater Vallejo Recreation District

12:30 – 1:30 p.m.

LUNCH PROVIDED *(all attendees)*

1:45 – 4:30 p.m. *(Break for all attendees from 3:00 - 3:30 p.m.)*

FULFILLING YOUR DISTRICT'S MISSION - CHARTING THE COURSE

This session will highlight the importance of setting the direction for your district. Learn the critical components of direction setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district's mission, vision, values, and strategic goals and how to communicate those objectives to your constituents.

This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.

5:30 – 7:00 p.m

SIP AND SAVOR EVENING RECEPTION

Join us for a lively evening of networking and refreshments.

Sponsored by Special District Risk Management Authority



You must attend all education sessions to earn your graduation certificate at the conclusion of the conference.

TUESDAY

8:30 – 10:00 a.m.

GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH

This session looks at common communication breakdowns and potential areas for improvement in public agency communications. It will discuss proper and effective communication methods to be aware of as a governing official including:

- Identifying audiences.
- Responding to public input.
- Media relations.
- Legislative outreach and advocacy.

This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.

10:00 – 10:30 a.m.

BREAK (all attendees)

10:30 a.m. – 12:00 p.m.

DEFINING BOARD AND STAFF ROLES AND RELATIONSHIPS PART 1

This conference session will teach participants how to determine the Human Resource health of their district and what areas to focus on as a board and individual governing official including:

- Identifying the board's role in human resources.
- Recognizing HR red flags and positive indicators.
- Developing and maintaining essential HR policies.
- Covering confidentiality and legal liabilities.
- Evaluating the general manager.

This session covers Module 4 of the Special District Leadership Academy: Board's Role in Human Resources.

12:00 – 1:00 p.m.

LUNCH PROVIDED (all attendees)

1:15 – 4:00 p.m. (Break for all attendees from 2:45 - 3:00 p.m.)

DEFINING BOARD AND STAFF ROLES AND RELATIONSHIPS PART 2

OPEN EVENING

WEDNESDAY

8:30 a.m. – 12:00 p.m. (Break for all attendees from 10:00 - 10:30 a.m.)

SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?

This session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts. Attendees will learn:

- How to ask the right questions.
- How to link the finance process to the district mission and goals.
- Budget process, budget assessment, and communicating budget information to the public.
- How to develop and analyze capital improvement plans and reserve guidelines.

This session covers Module 3 of the Special District Leadership Academy: Board's Role in Finance and Fiscal Accountability.

12:00 – 12:30 p.m.

GRADUATION - CERTIFICATE DISTRIBUTION

At the completion of the conference attendees will be awarded a certificate of completion for the Special District Leadership Academy.

Attendees must attend all education sessions to receive credit.



“The workshop on Setting Direction/Community Leadership was out-standing. The instructor defined roles and responsibilities which were essential to productive and conscientious board members. The Leadership Academy should be a requirement for all new board members.”

– Dave Kulchin, Board Member, Leucadia Wastewater District



2017 Registration Form

Special District Leadership Academy Conference

Three Ways to Register

- **Register online** by visiting the Special District Leadership Academy Conference website at leadershipacademy.csda.net.
- **Fax number:** 916-520-2465. All faxed registration forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment.
Checks should be made payable to: California Special Districts Association.

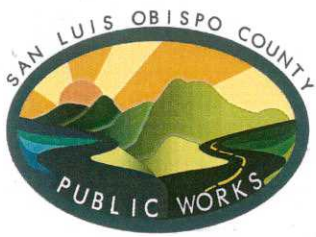
Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the many benefits of CSDA membership, contact Member Services Director Cathrine Lemaire at cathrinel@csda.net or call toll-free at the number listed above.

Registration fees include:

- 2.5 days of education and materials
- 2 luncheons
- 2 receptions

Name/Title:		
District:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
<input type="checkbox"/> Member <input type="checkbox"/> Non-member	Email:	
Emergency Contact - Name & Phone:		
WHICH CONFERENCE WILL YOU BE ATTENDING?		
FEBRUARY 26 - MARCH 1, 2017 - LA JOLLA EARLY BIRD DISCOUNT: JANUARY 27 <input type="checkbox"/> CSDA Member \$600 <input type="checkbox"/> Non-Member \$900 AFTER JANUARY 27 <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975	APRIL 23-26, 2017 - SAN LUIS OBISPO EARLY BIRD DISCOUNT: MARCH 24 <input type="checkbox"/> CSDA Member \$600 <input type="checkbox"/> Non-Member \$900 AFTER MARCH 24 <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975	JULY 9-12, 2017 - NAPA EARLY BIRD DISCOUNT: JUNE 9 <input type="checkbox"/> CSDA Member \$600 <input type="checkbox"/> Non-Member \$900 AFTER JUNE 9 <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975
SEND MORE - SAVE MORE! -- SPECIAL DISCOUNTED PRICING!		
ADDITIONAL ATTENDEE FROM THE SAME DISTRICT BEFORE EARLY BIRD DISCOUNT <input type="checkbox"/> CSDA Member \$400 <input type="checkbox"/> Non-Member \$600	ADDITIONAL ATTENDEE FROM THE SAME DISTRICT AFTER EARLY BIRD DISCOUNT <input type="checkbox"/> CSDA Member \$450 <input type="checkbox"/> Non-Member \$675	
Payment		
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express		
Acct. name:	Acct. Number:	
Expiration date:	Authorized Signature:	
Special needs		
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:		



SAN LUIS OBISPO COUNTY
DEPARTMENT OF PUBLIC WORKS

Wade Horton, Director

County Government Center, Room 206 • San Luis Obispo CA 93408 • (805) 781-5252

Fax (805) 781-1229

email address: pwd@co.slo.ca.us



November 21, 2016

Subject: Avila Beach Drive Bridge Seismic Retrofit Project

Dear Property Owner,

This letter is intended to provide the nearby property owners with an update on the status of the County of San Luis Obispo's Avila Beach Drive Bridge at San Luis Obispo Creek Seismic Retrofit Project. The existing bridge, built in 1967, has been identified by the Local Highway Bridge Program that is administered by the California Department of Transportation (Caltrans) as a structure that could be subject to collapse during an earthquake.

To increase public safety, our office is proposing to seismically retrofit the existing bridge on the existing alignment. Project construction will require temporary lane closures of Avila Beach Drive Bridge during off peak hours during the summer of 2018. Two lanes of traffic will be maintained during peak traffic hours, weekends, and holidays. Right turns from westbound Avila Beach Drive onto Ana Bay Road will be allowed during construction, but the dedicated right turn lane from westbound Avila Beach Drive onto Ana Bay Road will be closed during construction.

The project is currently undergoing environmental review by the County's Planning Department as required by the California Environmental Quality Act. The purpose of the environmental review process is to analyze and disclose potential impacts to the environment that may result from proposed projects. A Mitigated Negative Declaration has been prepared for the project and with implementation of the included mitigation measures, no significant environmental effects from the project are anticipated.

The Mitigated Negative Declaration for this project can be viewed at the following County Planning and Building website:

http://www.slocounty.ca.gov/planning/environmental/EnvironmentalNotices/Proposed_Negative_Declarations_-_Reports_2016.htm

Then click on "October."

We invite you to participate in the environmental review process by reviewing and providing comments on the proposed Mitigated Negative Declaration. The public review period began on October 17, 2016 and ends at the close of business on December 16, 2016.

Upon completion of the extended 30-day public review period, a resolution will then be taken to the County Board of Supervisors to adopt the Mitigated Negative Declaration and approve the project.

If you have any questions, or if you would like to discuss the project further, please contact me at (805) 781-5262. In case of my absence, please contact Kristie Haydu at (805) 781-4263.

Sincerely,

A handwritten signature in cursive script that reads "Matt Reinhart".

MATT REINHART, PE
Project Manager

c: Wade Horton, Director of Public Works
Hannah Miller, Legislative Assistant, Supervisorial District 3

File: WBS 300456

L:\Design\2016\November\Avila Beach Drive Bridge - Community Update.docx MR:jb



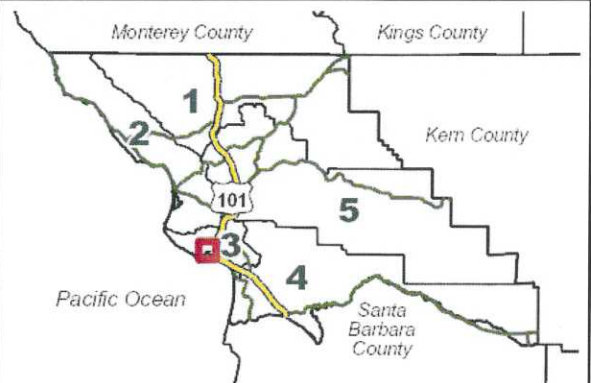
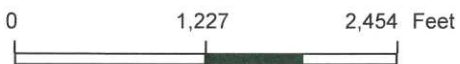
VICINITY MAP

Avila Beach Drive Seismic Retrofit Project

COUNTY OF SAN LUIS OBISPO

PUBLIC WORKS & TRANSPORTATION DEPARTMENT

1: 29,449





**JOHN CHIANG
TREASURER
STATE OF CALIFORNIA**



PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
10/24/16	0.66	0.65	164
10/25/16	0.66	0.65	168
10/26/16	0.66	0.65	167
10/27/16	0.66	0.65	171
10/28/16	0.66	0.65	172
10/29/16	0.66	0.65	172
10/30/16	0.66	0.65	172
10/31/16	0.67	0.65	163
11/01/16	0.66	0.66	170
11/02/16	0.67	0.66	173
11/03/16	0.67	0.66	174
11/04/16	0.67	0.66	173
11/05/16	0.67	0.66	173
11/06/16	0.67	0.66	173
11/07/16	0.67	0.66	173
11/08/16	0.67	0.66	176
11/09/16	0.67	0.66	176
11/10/16	0.68	0.66	180
11/11/16	0.68	0.66	180
11/12/16	0.68	0.66	180
11/13/16	0.68	0.66	180
11/14/16	0.68	0.66	176
11/15/16	0.68	0.66	177
11/16/16	0.68	0.66	181
11/17/16	0.68	0.66	179
11/18/16	0.68	0.66	177
11/19/16	0.68	0.66	177
11/20/16	0.68	0.66	177
11/21/16	0.68	0.66	173
11/22/16	0.68	0.66	172
11/23/16	0.68	0.66	169

*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

LAIF Performance Report

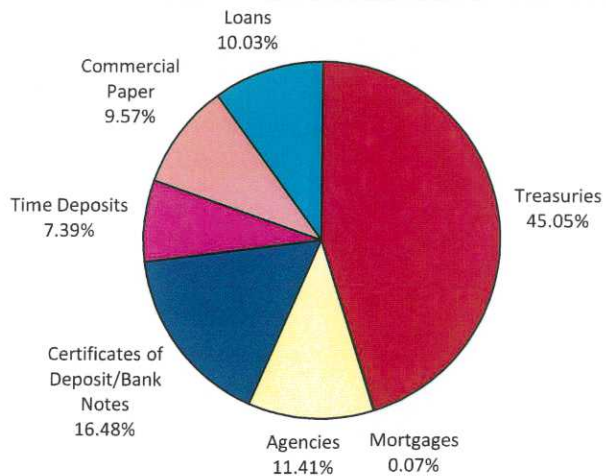
Quarter Ending 09/30/16

Apportionment Rate: 0.60%
 Earnings Ratio: .00001651908048883
 Fair Value Factor: 1.000306032
 Daily: 0.65%
 Quarter to Date: 0.61%
 Average Life: 165

PMIA Average Monthly Effective Yields

Oct 2016 0.654%
 Sep 2016 0.634%
 Aug 2016 0.614%

**Pooled Money Investment Account
Portfolio Composition
10/31/16
\$70.4 billion**



Based on data available as of 11/23/2016



December 6, 2016

Avila Beach Community Services District
191 San Miguel Street
Avila Beach, CA 93424

SUBJECT: NOVEMBER 2016 MONTHLY FACILITY REPORT FOR THE AVILA BEACH COMMUNITY SERVICES DISTRICT WASTEWATER TREATMENT PLANT, WATER SYSTEM AND COLLECTION SYSTEM

WASTEWATER TREATMENT PLANT

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.

Staff responded to a call out from Great Western Alarm (GWA) that the generator room door alarm was tripped. Upon arrival Staff found all doors secure and no evidence of forced entry. Staff reset the alarm panel and verified restoral with GWA.

The District approved removing each of the Fixed Film Reactor (FFR), Recirculation and Secondary Sedimentation pumps to perform an evaluation and status on the equipment. The Secondary Sedimentation Pump was found to be thoroughly worn out. FRM investigated the root cause of the wear and found it to be due to the snails that enter the system from the FFR. The Recirculation and Secondary Sedimentation wet wells were pumped down for cleaning. The District ordered a new Secondary Sedimentation pump, it should arrive in 4-6 weeks. A temporary backup pump was secured to operate in place of the failed pump for the duration of the manufacturing process.

Staff responded to a power outage on November 24, 2016 around 11:00 PM. Staff had to manually pump the First Street lift station with the District owned gas powered trash pump and assist PG&E with pumping water from their vaults to allow power to be restored. Staff also checked the wastewater treatment plant throughout the power outage to ensure proper operation and to fill the generator with diesel. Power was restored around 8:00 AM on November 25, 2016.

The chemical peristaltic pump used to inject Sodium Bisulfite into the plant effluent was replaced due to a bearing that was starting to fail. The District had a new spare pump on the shelf as part of the critical spare parts inventory. A new spare pump was ordered and delivered.

WATER SYSTEM

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

Every three years ABCSD is required to test for lead and copper throughout the distribution system. There were ten samples taken and all came back below the action limit for lead and copper. The lead and copper report was submitted

to the State and results and information on lead and copper were provided to the consumers who took the samples.

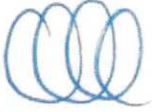
COMPLIANCE RECORD AND PLANT PERFORMANCE

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.

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

Sincerely,

FLUID RESOURCE MANAGEMENT



Carinna Butler
Operations Manager

ATTACHMENTS

- Self-Monitoring Report
- ABCSD Average Daily WWTP Effluent Flow (2014-2016)
- ABCSD Monthly Total WWTP Effluent Flow (2014-2016)
- Port San Luis Monthly Total Flow (2014-2016)
- Monthly Average Influent BOD (2014-2016)
- Monthly Average Effluent BOD (2014-2016)
- Monthly Water Purchased From Lopez (2014-2016)
- ABCSD Monthly Water Sold (2014-2016)

Avila Beach CSD Wastewater Treatment Facility

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

Month: **NOVEMBER 2016**

	Daily Flow (MGD)			Effluent Monitoring		
	Total	Max (gpm)	Avg (gpm)	Total Coliform	Fecal Coliform	Daily Total Cl2 Residual
1	0.037374	88	26	<2	<2	<0.02
2	0.037451	81	26			<0.02
3	0.039962	90	28	<2	<2	<0.02
4	0.055598	241	39			<0.02
5	0.063149	121	44			<0.02
6	0.058630	124	41			<0.02
7	0.043166	92	30			<0.02
8	0.034498	104	25	<2	<2	<0.02
9	0.045010	121	32			<0.02
10	0.045097	116	32	<2	<2	<0.02
11	0.056727	123	40			<0.02
12	0.065319	114	46			<0.02
13	0.060326	120	42			<0.02
14	0.044726	101	31			<0.02
15	0.041981	93	29	<2	<2	<0.02
16	0.037370	91	28			<0.02
17	0.039249	86	27	<2	<2	<0.02
18	0.048477	121	34			<0.02
19	0.053260	100	37			<0.02
20	0.065006	112	45			<0.02
21	0.061974	107	43			<0.02
22	0.053723	118	37	<2	<2	<0.02
23	0.054094	99	38			<0.02
24	0.057815	125	40	<2	<2	<0.02
25	0.060648	142	50			<0.02
26	0.069854	129	49			<0.02
27	0.066769	143	46			<0.02
28	0.046247	94	32			<0.02
29	0.040325	84	28	5	<2	<0.02
30	0.037251	82	26			<0.02
31						
Min	0.034498	81	25	5	<2	<0.02
Mean	0.050703	112	36	2	<2	<0.02
Max	0.069854	241	50	<2	<2	<0.02
Total	1.521076					

Effluent daily flow (in dry weather) NTE monthly average of 0.2 MGD.
Chlorine residual daily max NTE 1.2 mg/l.

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: _____

PRINTED NAME: _____

Effluent and Influent Monitoring

Date:	Weekly Effluent BOD 24 hr comp	Weekly Effluent TSS 24 hr comp	Bi-Monthly Influent BOD 24 hr comp	Bi-Monthly Influent TSS 24 hr comp	Monthly Effluent Oil & Grease Grab
11/3/16	17	12	587	432	3.2 DNQ
11/6/16	31	24	643	884	
11/10/16	21	15	361	356	
11/13/16	26	23	351	576	
11/17/16	16	11	292	192	
11/20/16	24	22	307	224	
11/24/16	24	17	303	98	
11/27/16	34	30	335	186	
Min	16	11	292	98	3.2 DNQ
Mean	24	19	397	369	3.2 DNQ
Max	34	30	643	884	3.2 DNQ
BOD Removal: 93.9%			TSS Removal: 94.8%		

Date:	Effluent Set. Solids Grab	Effluent Turbidity Grab	Effluent pH Grab	Effluent Temp. (°F) Grab
11/3/16	<0.1	17.4	6.6	69
11/10/16	<0.1	17.0	6.4	70
11/17/16	<0.1	13.6	6.6	66
11/24/16	<0.1	18.2	6.4	66
Min	<0.1	13.6	6.4	66
Mean	<0.1	16.6	6.5	68
Max	<0.1	18.2	6.6	70

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 No more than once in 30 days: 240 Daily Maximum: 2,400		
pH	pH units	Between 6.0 - 9.0		
Settleable Solids	ml/l	1.0	1.5	3.0
BOD/TSS Removal	%	≥ 75%	***	***

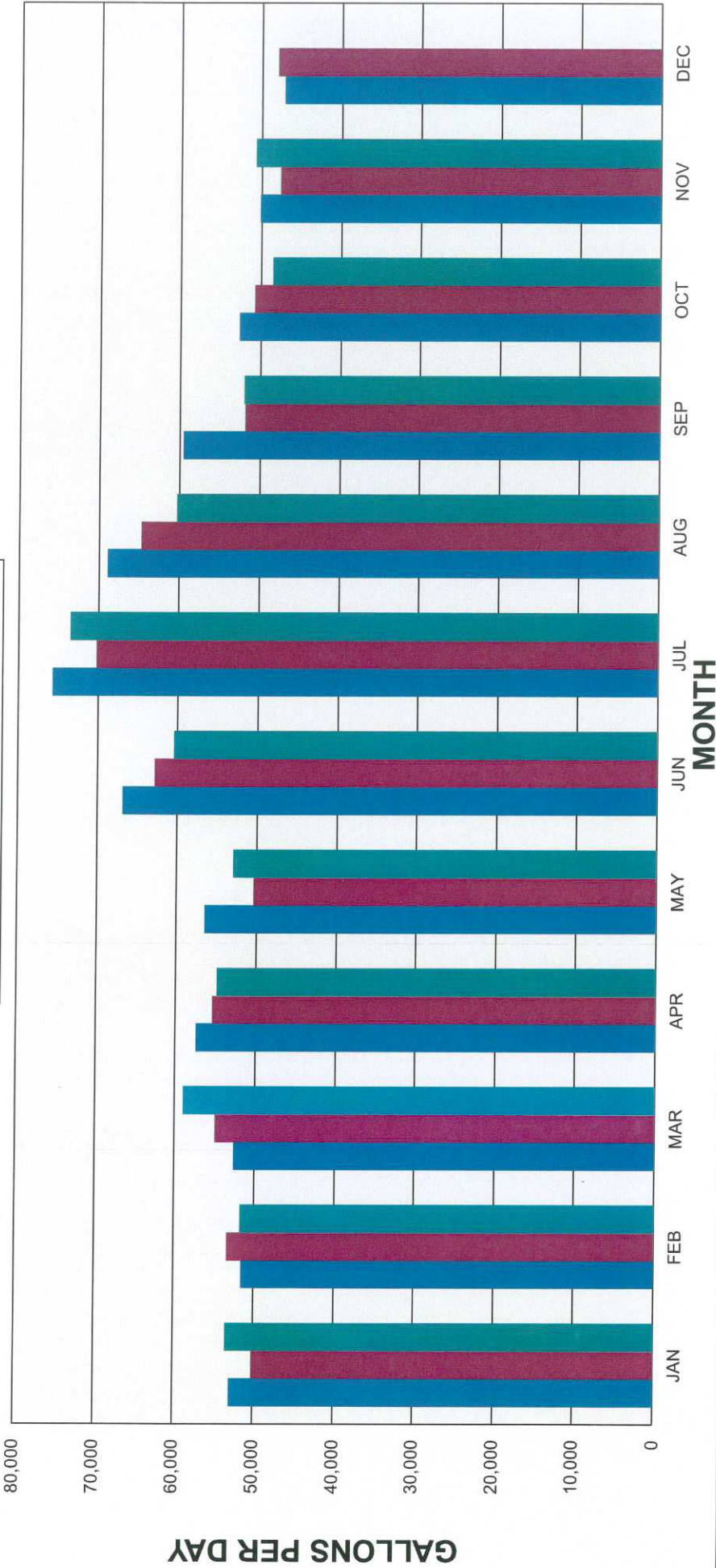
Sludge Removal

Date:	Gallons of Sludge Hauled Off-Site (Est.)
11/10/16	4,400
11/23/16	4,500

DATE: _____

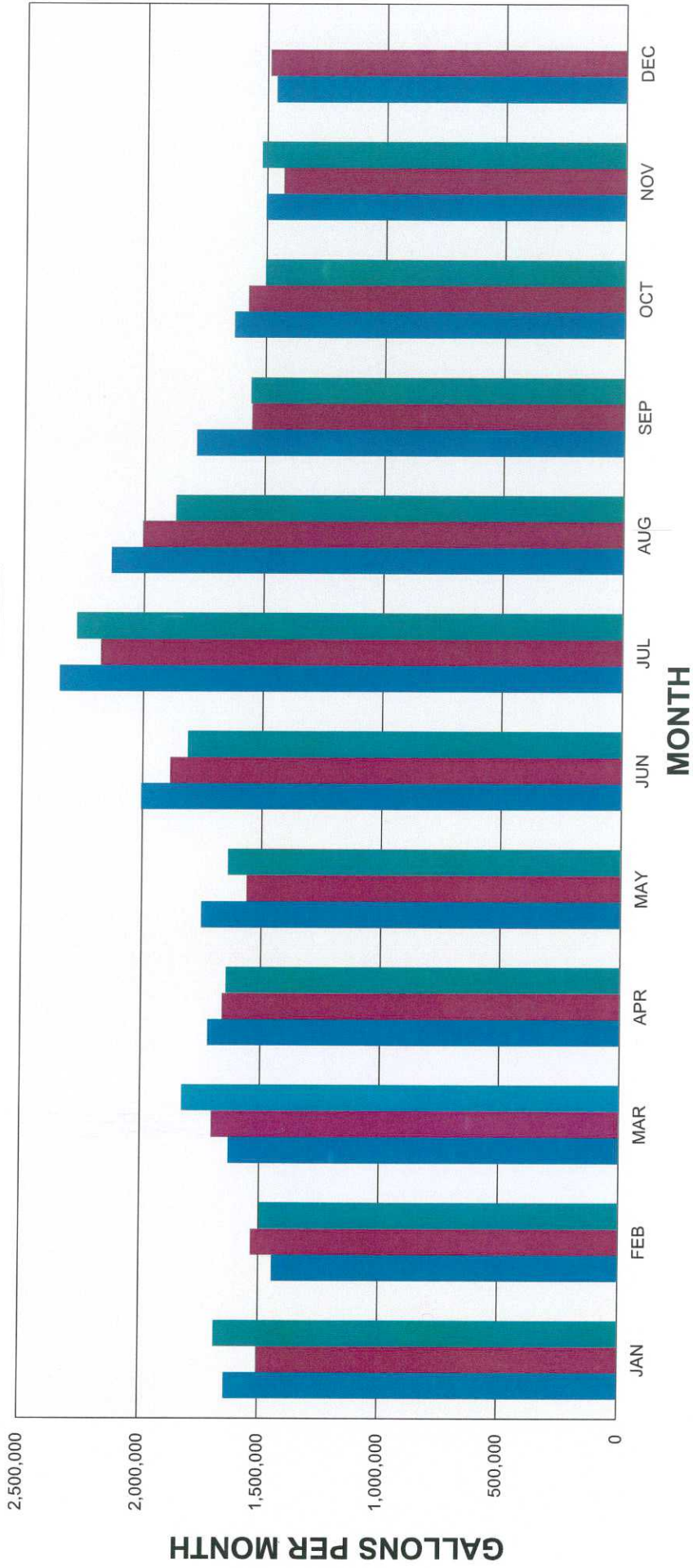
TITLE: _____

ABCSD AVERAGE DAILY WWTP EFFLUENT FLOW (2014 - 2016)

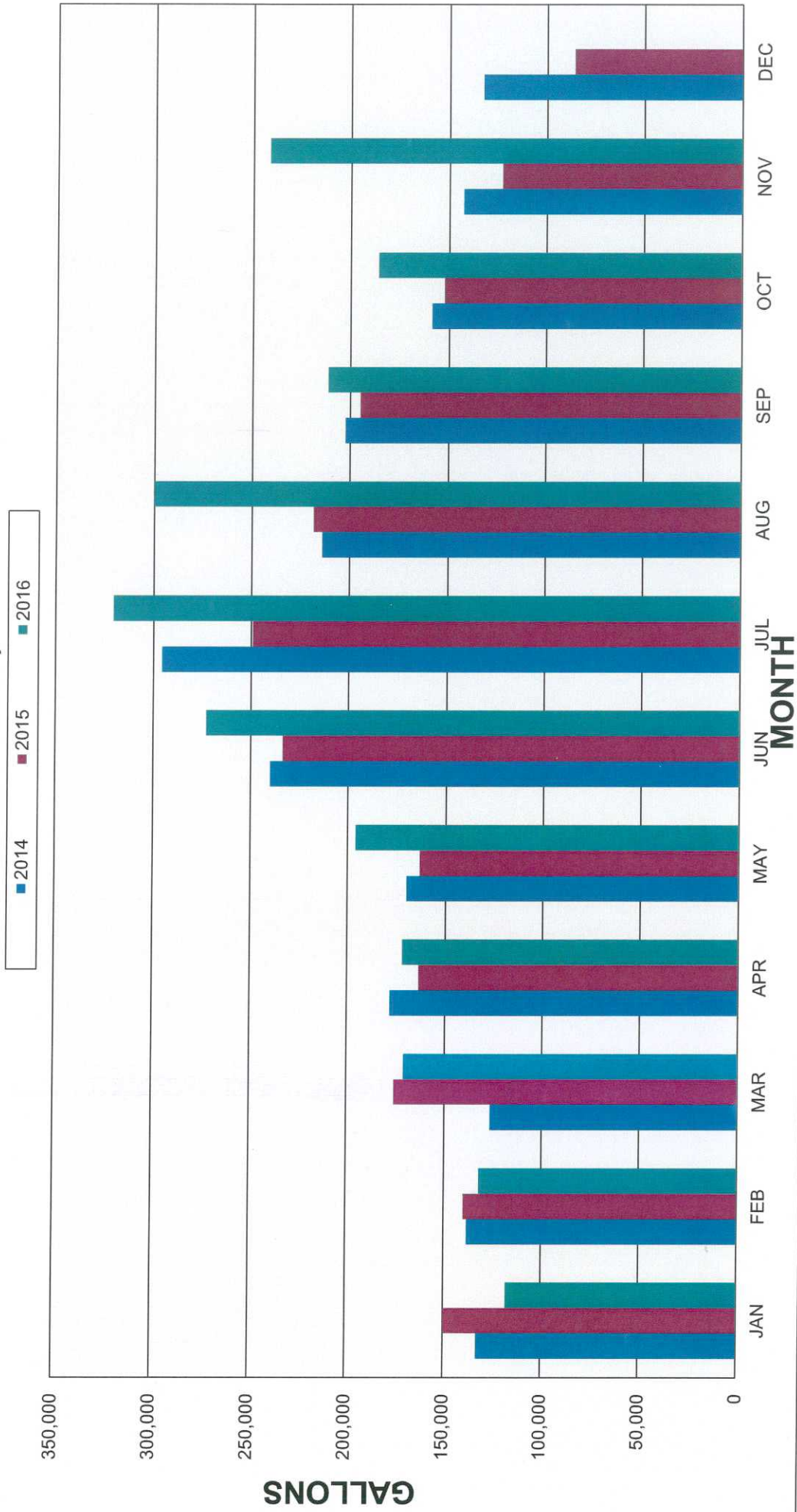


ABCSD MONTHLY TOTAL WWTP EFFLUENT FLOW (2014 - 2016)

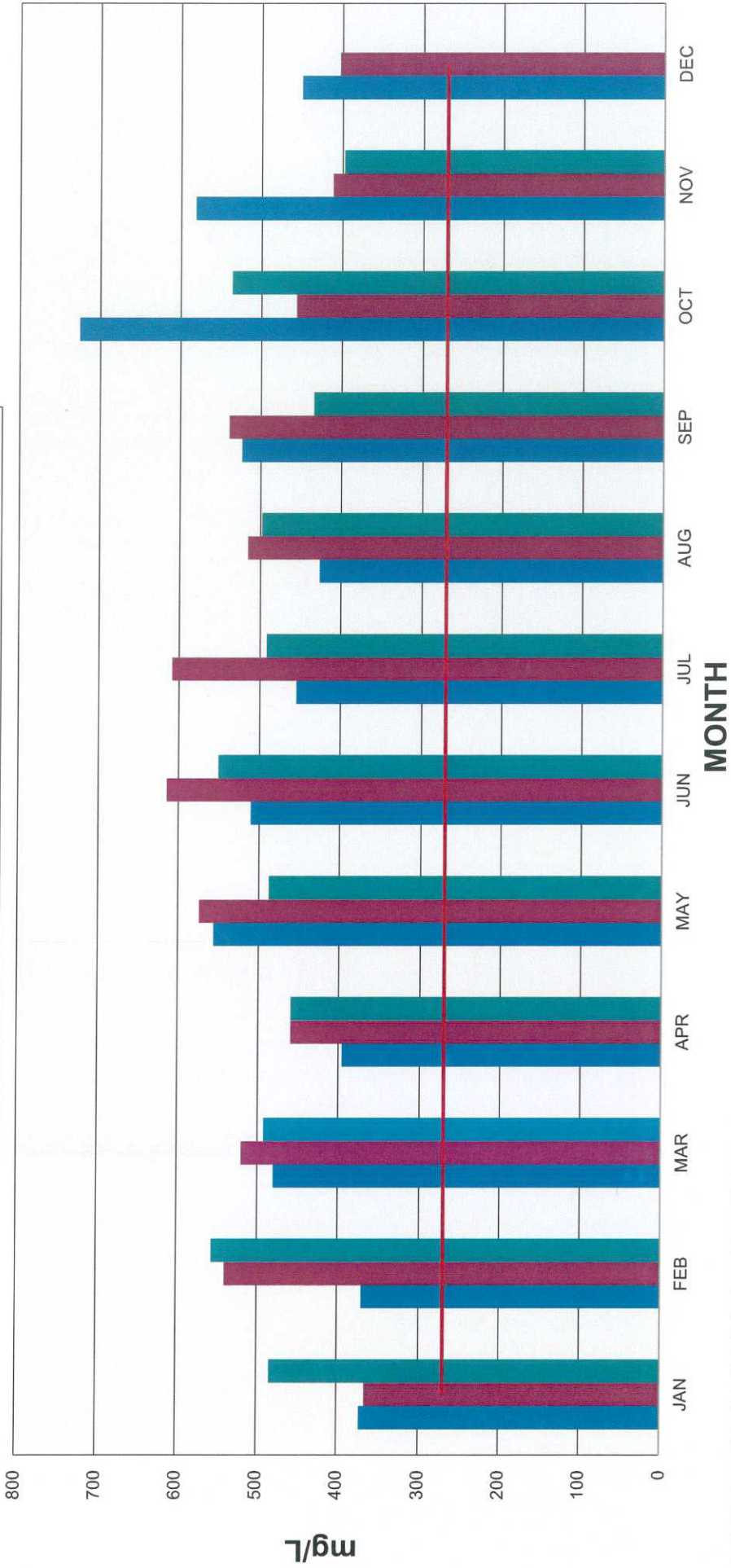
■ 2014 ■ 2015 ■ 2016



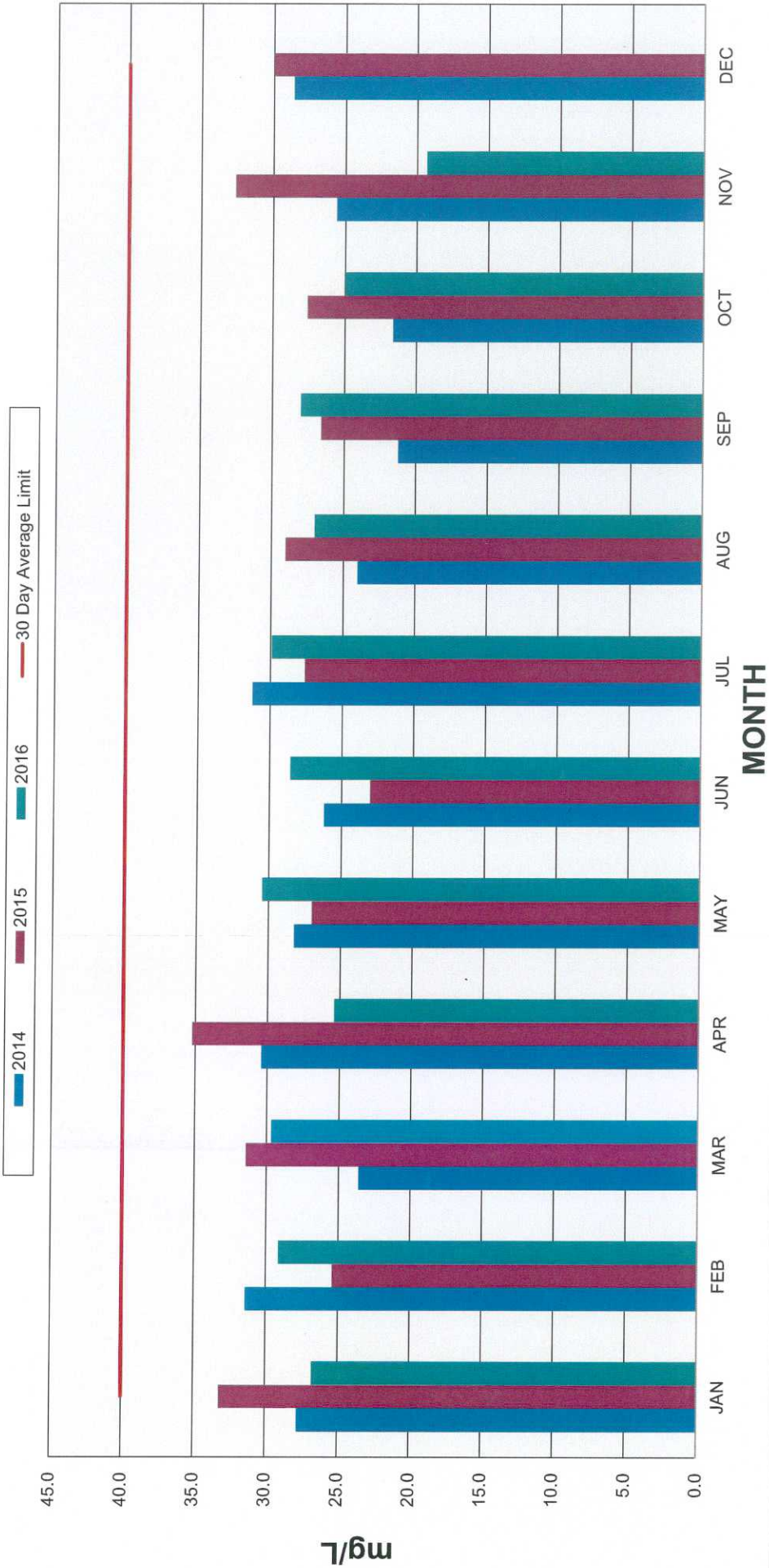
PORT SAN LUIS MONTHLY TOTAL FLOW (2014 - 2016)



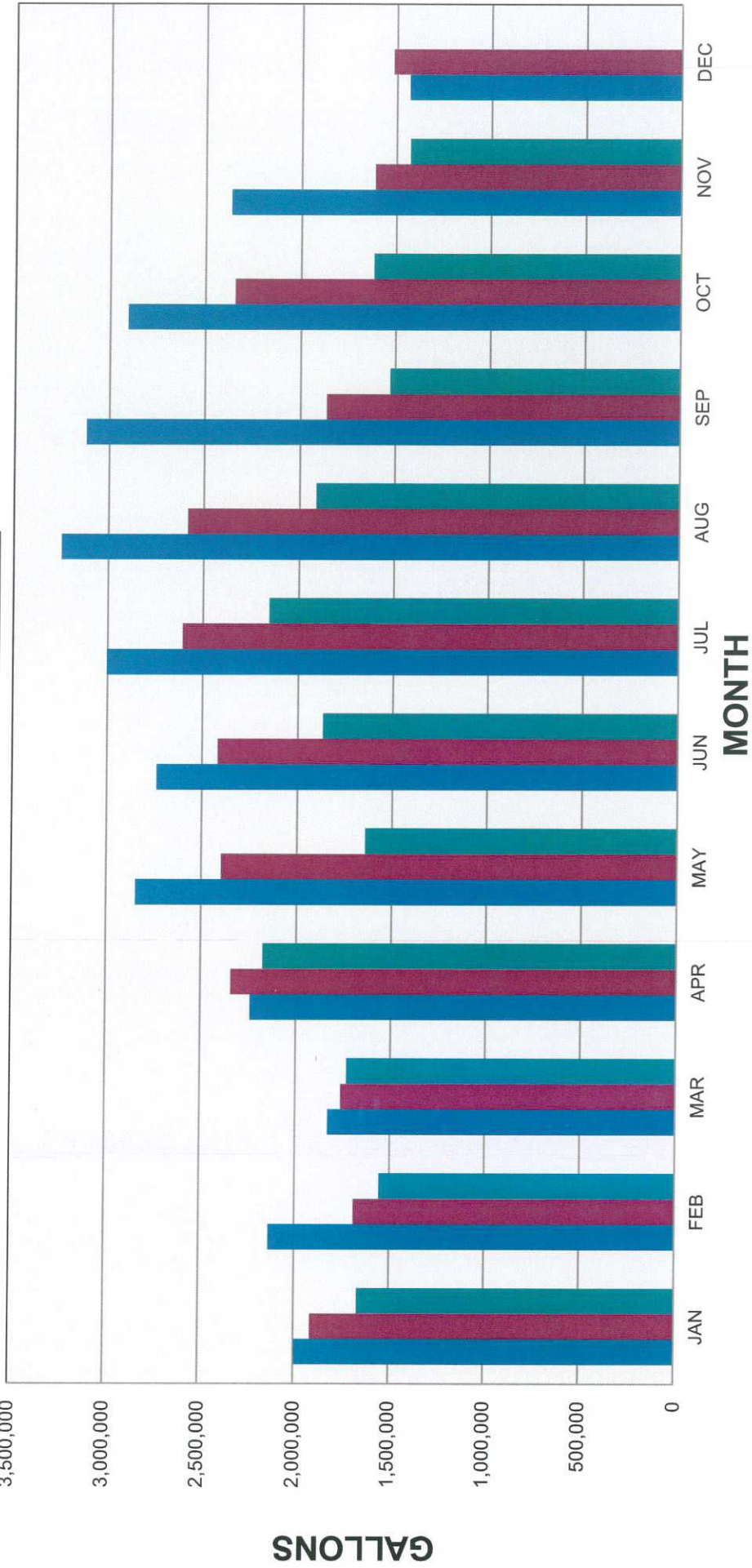
ABCSD MONTHLY AVERAGE INFLUENT BOD (2014 - 2016)



ABCSD MONTHLY AVERAGE EFFLUENT BOD (2014 - 2016)

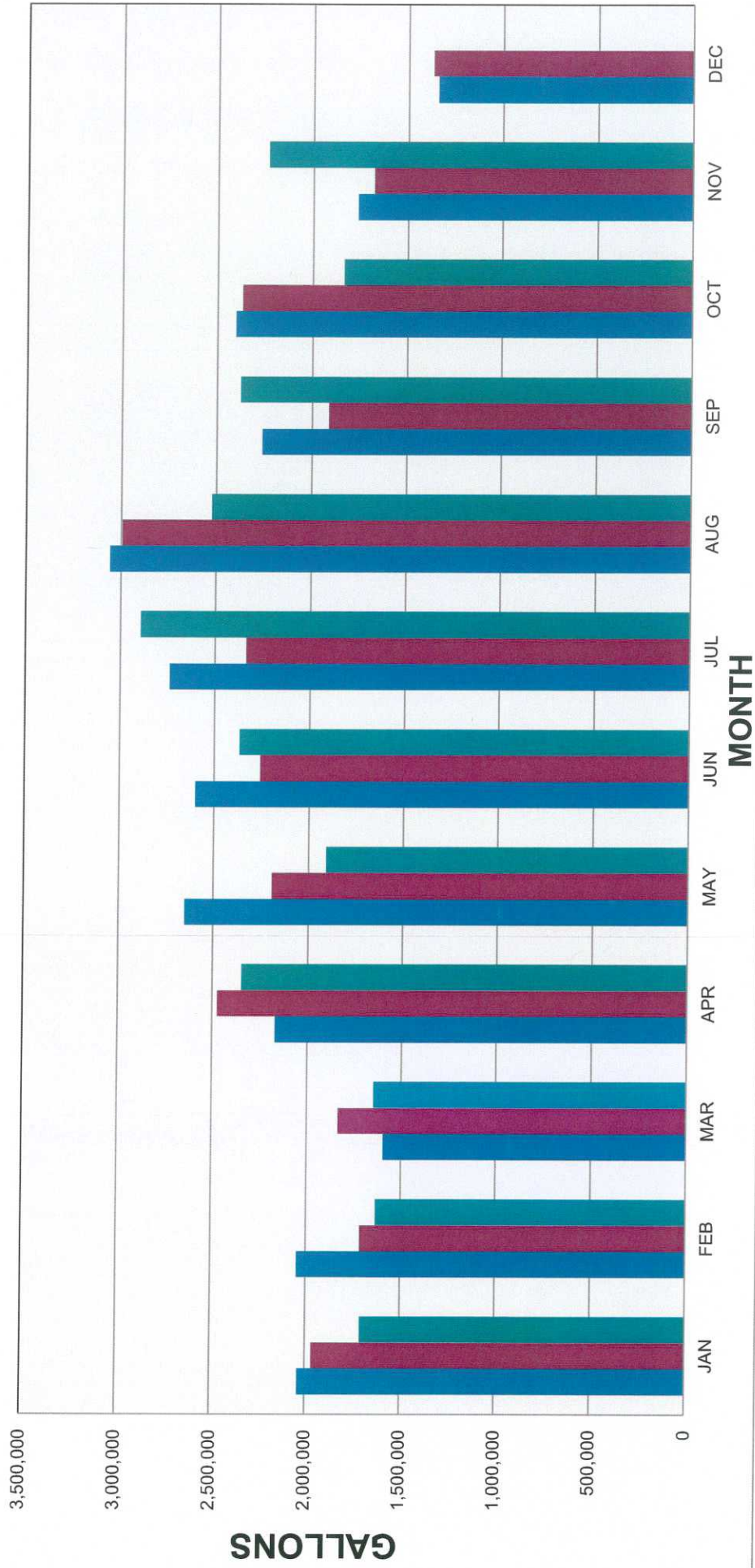


ABCSD MONTHLY WATER PURCHASED FROM LOPEZ (2014 - 2016)



ABCSD MONTHLY WATER SOLD (2014 - 2016)


■ 2014 ■ 2015 ■ 2016



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

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: December 13, 2016

SUBJECT: Resolution No. 2016-12 Recognizing John Janowicz's Service

Recommendation:

Adopt Resolution No. 2016-12 Recognizing John Janowicz's service to the Community and District.

Discussion:

The Board and the Community wishes to express their gratitude and recognition of a person making substantial and outstanding contributions to Avila Beach and the Avila Beach Community Services District. Resolution No. 2016-12 is presented for the Board's consideration in recognition of the dedicated service provided to the Community of Avila Beach by John Janowicz.

AVILA BEACH COMMUNITY SERVICES DISTRICT

RESOLUTION No. 2016-12

RESOLUTION COMMENDING

JOHN JANOWICZ

FOR SERVICES TO THE AVILA BEACH COMMUNITY SERVICES DISTRICT

WHEREAS, JOHN JANOWICZ has served the Avila Beach Community Services District since 2009 as a Director for the Board;

WHEREAS, JOHN JANOWICZ provided services to the Board in the capacity of Vice President;

WHEREAS, JOHN JANOWICZ was highly effective in providing consistent vision, structure and public accountability to the District during his seven years, in his role as a Director of the Board and;

WHEREAS, JOHN JANOWICZ served the District on the Facilities Committee, reviewing and helping to implement modifications to the District's facilities and;

WHEREAS, JOHN JANOWICZ served the District in the capacity of implementation of the Rate Assistance Program to customers,

WHEREAS, JOHN JANOWICZ was instrumental in providing direction to the Board by serving on the Personnel Committee; during both employee and General Manager transitions;

WHEREAS, JOHN JANOWICZ served the District in the capacity of initiating the implementation of the District Policies and Procedures for Billing Customers;

WHEREAS, JOHN JANOWICZ has earned the respect and admiration of his peers and colleagues and the community for his dedication and service to the community of Avila Beach;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Avila Beach Community Services District, San Luis Obispo County, California, as follows:

That the Avila Beach Community Services District does hereby recognize and commend JOHN JANOWICZ for his years of dedication, leadership, and commitment as Board of Director for the Avila Beach Community Services District and adopts the Resolution as a public statement of their recognition.

Upon Motion of Director _____, seconded by Director _____, and on the following roll call vote to wit:

AYES:
NOES:
ABSENT:

The foregoing Resolution 2016-12 JOHN JANOWICZ is hereby adopted this 13th day of December, 2016.

Peter Kelley, President

Ken San Filippo, Director

Eric DeWeese, Director

Lynn Helenius, Director

ATTEST:


Bradley E. 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: December 13, 2016

SUBJECT: Award Construction Contract for WW-2 WWTP Effluent Line Repair

Funding:

The approved FY 2016-17 Capital Improvement Program includes \$40,000 for project WW-2 Wastewater Treatment Plant Effluent Line Repair. To date the District has spent approximately \$2,500 this fiscal year on this project, primarily for engineering costs. Based on the project quotes an additional \$15,000 will be need to be added to the project budget to cover the total anticipated project costs. The additional budget can be transferred from Project WW-4, Wastewater Collection Line Repairs which has a budget of \$75,000 with no expenses to date.

Recommendation:

Authorize staff to retain Fluid Resources Management, Construction Division, to complete the WWTP Effluent Line Repair Project at a cost not to exceed \$52,682.

Discussion:

In late 2015 Operations staff noted that there appeared to be a leak in the subsurface treated effluent line that is routed underneath the primary clarifier/digester building. The water appeared to leak in to the building at a concrete joint at the intersection of the concrete floor and the concrete effluent box. The apparent leak was sporadic and seemed to coincide with high tides and high flows at the wastewater treatment plant. To positively verify where the water was coming from, staff would need to cut through the concrete floor in the building to expose the underground plumbing fixtures and potentially impact the integrity of the floor. Instead, staff looked at options for re-routing the effluent line around the primary clarifier building and tie it back in to the effluent line that discharges to the ocean outfall.

Operations and maintenance staff removed the asphalt and hydro-excavated the piping and valves to assist with the design process. The District retained MBS Land Surveys to prepare a detailed topographic map of the treatment plant site and retained Michael K. Nunley Engineering to prepare a design Technical Memo that contractors can use to provide a quote for the project. The Scope of this project includes: re-routing the existing effluent line from underneath the primary clarifier building to around the building; installing an effluent box stop gate; and installing a static mixer downstream of the de-chlorination injection system to ensure complete mixing and de-chlorination. Staff's budgetary estimate for the project was approximately \$40,000.

In early October staff solicited quotes from seven contracting firms. Five of the seven firms declined to bid on the job, stating that they are too busy to take on another job. Staff did receive quotes from Fluid Resource Management Construction Division and Spiess Construction Company Inc. The quotes are summarized below:

R. Baker Construction	Declined to quote
Crandall Construction	Declined to quote
Dave Spurr Construction	Declined to quote
D-Kal Engineering	Declined to quote
Bradley Engineering Inc.	Declined to quote
Spiess Construction Co.	\$58,400
Fluid Resources Management	\$52,682


Fluid Resources Management, Construction Division is the lowest quote for the project and staff recommends the Board retain Fluid Resources Management, Construction Division to complete this project. This project will require a significant amount of coordination between the operations crew and the construction crew. In addition to being the lowest quote, staff anticipates that coordination between the FRM operations and construction divisions will be less problematic since they are familiar with each other and have worked together on similar type projects.

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: December 13, 2016

SUBJECT: Award Engineering Contract for Water Resources Analysis

Funding:

The approved FY 2016-17 Capital Improvement Program includes \$25,000 for project W-3 Miscellaneous Water System Projects. To date the District has not spent any funds on this project and if approved, preparation of Water Resources Analysis Technical Memorandum will be the first funds expended on this project.

Recommendation:

Authorize staff to retain Water Systems Consulting (WSC) to prepare a Water Resources Analysis Tech Memo in accordance with their Proposal dated November 21, 2016, at a cost not to exceed \$15,625.

Discussion:

At the July 2016, Board meeting, San Luis Obispo County Senior Planner, James Caruso, provided a presentation to the Board that addressed among other things, the County's process for building permit approvals in Avila Beach and how that could affect building density and water resource demands. Staff reminded the Board that the District's Water Master Plan (Plan) was last updated in May 2010. Staff noted that the water supply, use and build-out assumptions used to develop the Plan were six or seven years old and recommended the Board consider updating the Water Resource and Demand estimates in the Plan. At the November 8, 2016, Board meeting staff provided an update on the FY 2016/17 Capital Improvement Program. During the update, staff mentioned that in working with WSC on data requests for the Recycle Water Feasibility Study staff realized that it may be cost effective to have WSC prepare a Water Resources Analysis since they were already studying the historical water use and water demand data. Staff met with WSC staff in early November and they prepared the attached proposal.

The FY 2016-17 approved Capital Improvement Program includes a \$25,000 budget for project W-3 Miscellaneous Water System Improvements. The purpose of the budget is to fund unanticipated projects that come up during the course of the fiscal year. Typically this is budget funds smaller water system repair projects, but it can also be used for studies or other professional services related to the water system.

WSC's scope of work includes: Historical and projected water supply and water demand characterization based on existing and projected conditions; a water supply and demand comparison in average and "dry" conditions; preparation of a draft, final draft and final Technical Memorandum documenting their findings; and project management and meetings that includes attendance of up to two (2) Board of Director meetings. In addition to providing information that the District can use to update the Water Master Plan, the information from this study will be used to evaluate the criteria in the District's Water Shortage Response and Management Plan.

Staff has been working with Water Systems Consulting on the Recycled Water Feasibility Study and several other smaller projects and believes they are a good fit for this type of engineering support services. WSC's proposal and scope of work is provided as an attachment to this Staff Report.



11/21/2016

Brad Hagemann
General Manager
Avila Beach Community Services District

SUBJECT: PROPOSAL TO COMPLETE A WATER RESOURCES ANALYSIS TECHNICAL MEMORANDUM

Dear Brad,

As requested, Water Systems Consulting, Inc. (WSC) has prepared the following proposal to complete a Water Resources Analysis Technical Memorandum (TM) for the Avila Beach Community Services District (District), which will evaluate historic and projected supply and demand considering various hydrologic conditions. The District would like to update its water supply and demand projections based on new data such as:

- Revised Lopez allocations (LRRP)
- Purchase of 100 AF of State Water Project (SWP) drought buffer from the County
- Changing demand patterns and future demand pattern assumptions
- Updated population, land use and development plans
- Revised Lopez and SWP reliability projections

The TM will provide a basis for the District to update its Water Shortage Response and Management Plan; however, it is assumed that WSC will not analyze water supply reduction conditional triggers, shortage stages or demand reduction measures at this time.

To accomplish the analyses described above, WSC prepared the attached scope of work, schedule and fee estimate for the District's review. If you have any questions, please contact us at (805) 457-8833; Spencer is at ext. 102 and Jeroen is at ext. 301. You can also email us at swaterman@wsc-inc.com or jolthof@wsc-inc.com.

Sincerely,

Water Systems Consulting, Inc.

A handwritten signature in black ink, appearing to read "Jeroen Olthof".

Jeroen Olthof, MS, MBA, PE
Chief Operating Officer

A handwritten signature in black ink, appearing to read "Spencer Waterman".

Spencer Waterman
Project Manager

Attachment 1. Scope

TASK 1.0 PROJECT MANAGEMENT & MEETINGS

1.1 Project schedule

- Prepare project schedule and update as-required based upon actual progress and District direction. Submit revised schedules to the District as necessary.

1.2 Progress reports

- Prepare progress reports to be submitted with each monthly invoice. The reports will include: 1) summary of activities accomplished in the current month.

Deliverable: WSC will provide a preliminary project schedule at the Kickoff Meeting and will provide updated project schedules as needed throughout the project. WSC will provide monthly progress reports with project invoices.

1.3 Kickoff Meeting

- WSC will plan, organize and facilitate a Kickoff Meeting with the Project Team (envisioned to be Avila Beach Community Services District (District) staff and key WSC staff).
- The purpose of the meeting will be to: (1) discuss the goals and objectives of the Water Resources Analysis Technical Memorandum (Water Resources TM); (2) review the scope and schedule of the project including assumptions and proposed methodologies; (3) establish future development areas on a plotted map and their respective demand factors; (4) identify data needs and sources; (5) set dates/times for the subsequent workshops/meetings; and (6) identify action items and required follow-up.
- Budget is based on a 2-hour meeting attended by WSC's Associate Engineer I, and Staff Planner III.

Deliverable: WSC will provide agenda and meeting materials at least three (3) working days prior to the meeting and will provide summary notes with action items within five (5) working days following the meeting.

1.4 Draft Water Resources TM Review Meeting

- Plan, schedule and lead a meeting with the Project Team to review the draft Water Resources TM.
- Budget is based on a 2-hour meeting attended by WSC's Staff Planner III.

Deliverable: WSC will provide agenda and meeting materials at least three (3) working days prior to the meeting and will provide summary notes with action items within five (5) working days following the meeting.

TASK 3.0 PREPARE WATER RESOURCES TM

3.1 Prepare Draft Water Resources TM

- Prepare Draft Water Resources TM including title page(s), acknowledgements, table of contents, list of figures, list of tables, draft chapters, reference list and appendices.

Deliverable: Draft Water Resources TM

3.2 Final Draft Water Resources TM

- Prepare Final Draft Water Resources TM based on comments received from the District on the Draft Water Resources TM.

Deliverable: Final Draft Water Resources TM

3.3 Final Water Resources TM

- Prepare Final Water Resources TM based on comments received from the District and BOD on the Final Draft Water Resources TM.

Deliverable: Final Water Resources TM

Deliverable Summary

Task	Deliverable Description	Format/Copies	Due Date
1.1	Project Schedule	Emailed PDF and 11x17 hardcopies for all meeting attendees	At Kickoff Meeting and revised as-needed
1.2	Progress Reports	Emailed PDF	See project schedule
1.3	Kickoff Meeting Agenda and Notes	Emailed PDF	See project schedule
1.4	Draft TM Review Meeting Agenda and Notes	Emailed PDF	See project schedule
1.5	BOD Meeting(s) Agenda and Notes	Emailed PDF	See project schedule
3.1	Draft TM	Emailed PDF	See project schedule
3.2	Final Draft TM	Emailed PDF	See project schedule
3.3	Final TM	Emailed PDF	See project schedule

Attachment 2. Fee Estimate



Task No.	Task Description	WSC										Total Fee
		Associate Engineer III	Associate Engineer I	Staff Engineer III	Assistant Engineer	Clerical/Admin	Total Labor Hours	Total Labor Cost	Total Expenses			
1.0	Project Management & Meetings	0	3	21	0	4	28	\$ 4,110	\$ 400	\$ 4,510		
1.1	Project Schedule			2			2	\$ 310	\$ -	\$ 310		
1.2	Progress Reports			3		4	7	\$ 825	\$ 100	\$ 925		
1.3	Kickoff Meeting		3	4			7	\$ 1,115	\$ 100	\$ 1,215		
1.4	Draft TM Review Meeting			4			4	\$ 620	\$ 100	\$ 720		
1.5	BOD Meeting(s)			8			8	\$ 1,240	\$ 100	\$ 1,340		
2.0	Water Supply & Demand Analysis	1	0	34	6	0	41	\$ 6,175	\$ 700	\$ 6,875		
2.1	Water Supply Characterization	1		8	2		11	\$ 1,665	\$ 200	\$ 1,865		
2.2	Water Demand Characterization			16	2		18	\$ 2,720	\$ 300	\$ 3,020		
2.3	Supply & Demand Comparison in Average & Dry Conditions			10	2		12	\$ 1,790	\$ 200	\$ 1,990		
3.0	Prepare Water Resources TM	3	3	18	0	0	24	\$ 3,840	\$ 400	\$ 4,240		
3.1	Prepare Draft Water Resources TM	2	2	8			12	\$ 1,940	\$ 200	\$ 2,140		
3.2	Final Draft Water Resources TM	1	1	6			8	\$ 1,280	\$ 100	\$ 1,380		
3.3	Final Water Resources TM			4			4	\$ 620	\$ 100	\$ 720		
Column Totals		4	6	73	6	4	93	14,125	1,500	\$ 15,625		

Attachment 3. Schedule

ID	Task Name	Duration	Start	Finish	Nov '16	Dec '16	Jan '17	Feb '17	Mar '17
1	Notice to Proceed	0 days	Mon 11/28/16	Mon 11/28/16		11/28			
2	Holidays	7 days	Sat 12/24/16	Sun 1/1/17					
3									
4	1 Project Management & Meetings	87 days	Mon 11/14/16	Tue 3/14/17					
5	1.1 Project Schedule	2.5 mons	Mon 11/28/16	Fri 2/3/17					
6	1.2 Progress Reports	87 days	Mon 11/14/16	Tue 3/14/17					
12	1.3 Kickoff Meeting	0 days	Tue 12/6/16	Tue 12/6/16		12/6			
13	1.4 Draft TM Review Meeting	0 days	Thu 1/12/17	Thu 1/12/17			1/12		
14	1.5 BOD Meeting(s)	0 days	Mon 2/6/17	Mon 2/6/17				2/6	
15	2 Water Supply & Demand Analysis	10 days	Wed 12/7/16	Tue 12/20/16					
16	2.1 Water Supply Characterization	2 wks	Wed 12/7/16	Tue 12/20/16					
17	2.2 Water Demand Characterization	2 wks	Wed 12/7/16	Tue 12/20/16					
18	2.3 Supply & Demand Comparison in Average & Dry Conditic	2 wks	Wed 12/7/16	Tue 12/20/16					
19	3 Prepare Water Resources TM	28 days	Wed 1/4/17	Mon 2/13/17					
20	3.1 Prepare Draft Water Resources TM	0 days	Wed 1/4/17	Wed 1/4/17			1/4		
21	3.2 Final Draft Water Resources TM	0 days	Fri 1/27/17	Fri 1/27/17				1/27	
22	3.3 Final Water Resources TM	0 days	Mon 2/13/17	Mon 2/13/17					2/13


Project: ABCSD_Water Resources TM
Date: Mon 11/21/16

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: December 13, 2016

SUBJECT: Election of Board Officers for Calendar Year 2017
Director Appointments to Committees

Recommendation:

Elect officers for the calendar year 2017; appoint Directors to standing committees.

Discussion:

At the end of each calendar year it is customary to elect the officers of the Board and to appoint committee membership for the upcoming year.

1. Election of Officers

At this time it would be appropriate to elect offices for the positions of Board President and Vice President.

The officers for the calendar year of 2016 were as follows:

President	Pete Kelley
Vice President	John Janowicz

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

2. Committee Appointments

At the beginning of the calendar year it is customary to appoint members of the Board to committees for the coming year.

Listed below are the CSD standing committees for the 2016 calendar year; additionally Ad-Hoc committees may be designated as necessary.

Standing Committees

Finance:	Directors Lynn Helenius, Ken San Filippo
Personnel:	Directors Pete Kelley, John Janowicz
Facilities:	Directors John Janowicz, Shanna Richards

Ad Hoc Committee

Drought Conditions:	Directors Lynn Helenius, Pete Kelley
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