

# AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424  
Meeting Room and Office – 100 San Luis Street, Avila Beach  
Telephone (805) 595-2664 FAX (805) 595-7623  
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## REGULAR BOARD MEETING 1 PM Tuesday, February 13<sup>th</sup>, 2024

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

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

**Meeting ID: 411 178 7571**

**Password: No Password Required.**

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

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

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

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

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

**3. PUBLIC COMMENT**

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

**4. INFORMATION AND DISCUSSION ITEMS**

County Reports

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

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

**5. CONSENT ITEMS:**

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

- A. Minutes of January 9th, 2024, Regular Board Meeting
- B. Monthly Financial Review for January 2024
- C. General Manager and District Engineer Report
- D. Water and Wastewater Operations Reports for January 2024

**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. Mid-Year Budget Review

(Action Required: Receive Staff Report and Provide Direction to Staff)

B. Annual Review of District By-Laws

(Action Required: Receive Report; Review By-Laws; Direct Staff to Return With Any Proposed Changes for Approval at a Later Meeting)

C. WWTP Improvement Project Summary Report

(Action Required: Receive Staff Report and Provide Direction to Staff)

**8. COMMUNICATIONS/ CORRESPONDENCE**

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

**9. ADJOURN**

**FORM 700 PLEASE FILL OUT YOUR FORM ONLINE. THE DEADLINE IS APRIL 2<sup>nd</sup>, 2024.**

**The next Regular Board meeting is scheduled for Tuesday, March 12th, 2024 at 1:00 P.M.**

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

**MINUTES OF BOARD OF DIRECTORS MEETING  
Avila Beach Community Services District  
Tuesday, January 9th, 2024  
1:00 P.M.**

**1. CALL TO ORDER**

President Kelley called the meeting of the Board of Directors of the Avila Beach Community Services District, to order at 1:03 P.M. on the above date, in the Avila Beach Community Services District Building, 100 San Luis Street, Avila Beach, California.

**2. ROLL CALL**

Board Members Present

Pete Kelley  
Howie Kennett  
John Janowicz  
Kristin Berry

Board Members Absent:

Ara Najarian

Staff Present:

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

Operations:

Shawn Powell, Chief Plant Operator

Legal Counsel:

Jeremy Stone, Price Postal & Parma

**Director Najarian joined the meeting after the roll call vote at 1:06PM.**

**3. PUBLIC COMMENTS**

Shawn Powell, the District's the newly hired Chief Plant Operator was introduced to the Board by GM Hagemann.

**4. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

**Sheriff's Report:** Sheriff MacDonald reported 33 calls for service last month. Four thefts, 7 enforcement stops, 10 preventive patrol stops and 2 burglaries. Two suspicious circumstances were investigated. Sheriff MacDonald reported to the Board and public that a man and a woman when on a "crime spree" in Avila Beach. Shop lifting, vandalization of vending machines as well as extensive damage to the post office and the mail truck were reported. The two were caught after numerous crimes were committed in Avila over the course of several days.

**Cal Fire:** Chief Lee was not present at the meeting. President Kelley commented that controlled burn last month produced more smoke and ash than anticipated. The direction of the wind was a contributing factor. Director Najarian agreed there was a lot of smoke present in town on the day of the burn.

## **5. CONSENT ITEMS**

Director Janowicz made a motion to approve the Consent Items. It was seconded by Director Berry and passed with a roll call vote 5-0.

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

NOES:           None

ABSENT:       None

ABSTAINED: None

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

**7.     BUSINESS ITEMS:**

**A. Resolution No. 2024-01. Update the Policy for Discontinuance of water services.** The District's initial policy was adopted in 2020. Legal Counsel Price, Postel and Parma made changes to the Policy to reflect new laws and interpretation of the current laws. Jeremy Stone gave the Board an explanation of the proposed changes. Director Janowicz made the motion to approve Resolution No. 2024-01. It was seconded by Director Najarian and passed 5-0 with a roll call vote.

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

NOES:           None

ABSENT:       None

**B. LAFCO MSR.** The San Luis Obispo LAFCO is in the process of updating Municipal Service Reviews (MSRs) and Sphere of Influence (SOI) studies for the Community Service Districts in the County. LAFCO has scheduled a Public Hearing on January 18, 2024, for the LAFCO Commission to receive public comment and consider adopting the updated MSR. Staff will attend the January 18, 2024, Public Hearing and respond to any Commission questions.

**C. Election of Board of Director Officers for 2024.** After a brief discussion, the Directors decided the following by acclamation: Pete Kelley would remain President, and Ara Najarian, Vice President of the Board of Directors. Additionally, by acclamation the committees would stay the same as the

previous year removing the Ad-Hoc Drought Committee until a drought resumes. Director Janowicz made the motion; Director Berry seconded the motion and it passed with a roll call vote 5-0.

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

NOES:           None

ABSENT:       None

**2024 Office Appointments**

President: Pete Kelley

Vice President: Ara Najarian

**2024 Committee Appointments**

Finance: Directors Kristin Berry & Ara Najarian

Personnel: Directors Pete Kelley & John Janowicz

Facilities: Directors Pete Kelley & Howie Kennett

**COMMUNICATIONS/CORRESPONDENCE.**

GM Hagemann advised the Board that the January 25<sup>th</sup> CSDA SLO Chapter meeting held at the Round Room at Madonna Inn.

South County Sanitation Clean Up Weeks: March 18<sup>th</sup> – 22<sup>nd</sup> & October 21<sup>st</sup>-25<sup>th</sup>, 2024.

**ADJOURNMENT:** The meeting was adjourned at approximately 2:45 PM.

The next meeting is scheduled for Tuesday, February 13<sup>th</sup>, 2024, at 1:00 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: February 13th, 2024

SUBJECT: Monthly Financial Review for January

**Recommendation:**

Receive and file report.

**Overall Monthly Summary**

During the month of January, the District deposited \$364,570.52 and incurred \$118,678.40 in expenses (cash basis). Water and sewer revenue for the month of January totaled \$64,536.25. Other income included tax revenue in the amount of \$278,727.79.

Detailed financial reports including Balance Sheet, Checks by Fund and Profit and Loss Sheet are provided for your information for January.

**Utility Service Billing**

The District billed approximately \$63,589.78 in water and sewer service. Customer Rate Assistance reduced billing charges to the District in the amount of \$796.47 in January.

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

Avila Beach Community Services District  
**Balance Sheet**  
 As of January 31, 2024

	<u>Jan 31, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Cash Summary	
1005 · Customer Cash	453.27
1008 · Petty Cash	125.48
1010 · Pacific Premier Checking	208,823.75
1015 · Five Star Bank Checking	699,408.55
1017 · Five Star Bank MM	203,550.23
1050 · LAIF	<u>4,043,723.58</u>
<b>Total 1000 · Cash Summary</b>	<u>5,156,084.86</u>
<b>Total Checking/Savings</b>	5,156,084.86
<b>Accounts Receivable</b>	
1200 · *Accounts Receivable	<u>193,428.64</u>
<b>Total Accounts Receivable</b>	193,428.64
<b>Other Current Assets</b>	
<b>1250 · Receivables</b>	
1255 · Interest Receivable	7,280.62
1270 · Taxes Receivable	57,104.14
<b>1280 · Water &amp; Sewer Billings</b>	
1282 · Other 2 El Dorado Billings	-19,861.05
1281 · Other 1 El Dorado Billings	-4,154.42
1280 · Water & Sewer Billings - Other	<u>93,889.77</u>
<b>Total 1280 · Water &amp; Sewer Billings</b>	<u>69,874.30</u>
<b>Total 1250 · Receivables</b>	134,259.06
<b>1400 · Prepaid Summary</b>	
1410 · Prepaid Insurance	<u>5,231.33</u>
<b>Total 1400 · Prepaid Summary</b>	<u>5,231.33</u>
<b>Total Other Current Assets</b>	<u>139,490.39</u>
<b>Total Current Assets</b>	5,489,003.89
<b>Fixed Assets</b>	
<b>1670 · Vehicles - Admin</b>	
1671 · 2023 Ford F150 Cost	53,960.62
1672 · 2023 Ford F150 Acc Depr	<u>-10,792.12</u>
<b>Total 1670 · Vehicles - Admin</b>	43,168.50

Avila Beach Community Services District  
**Balance Sheet**  
 As of January 31, 2024

	<u>Jan 31, 24</u>
<b>1600 · Fixed Assets &amp; Acc. Depr.</b>	
<b>1605 · Office Equipment</b>	
1606 · Copier Samsung 2012	8,233.58
1609 · Office Equipment Accum Depr	<u>-16,373.00</u>
<b>Total 1605 · Office Equipment</b>	-8,139.42
<b>1610 · Fixed Asset -Office &amp; Admin.</b>	
1612 · Office Furniture cost	4,526.21
1614 · Office Furniture Accum Dep.	<u>-4,526.21</u>
<b>Total 1610 · Fixed Asset -Office &amp; Admin.</b>	0.00
<b>1620 · Fixed Assets - Sanitary</b>	
1622 · Land	60,334.10
<b>1626 · Collection Assets</b>	
1627 · Collection Assets Cost	1,517,267.58
1628 · Collect Assets Accum Depr	<u>-593,752.02</u>
<b>Total 1626 · Collection Assets</b>	923,515.56
<b>1630 · Disposal Equipment</b>	
1631 · Disposal Equip Cost	611,174.66
1632 · Disposal Equip Accum Depr	<u>-376,478.88</u>
<b>Total 1630 · Disposal Equipment</b>	234,695.78
<b>1634 · Other Equipment</b>	
1634a · Other Equipment Cost	<u>6,973.40</u>
<b>Total 1634 · Other Equipment</b>	6,973.40
<b>1635 · Treatment Plant</b>	
1636 · Treatment Plant Original	105,000.00
1637 · Treatment Plant Addition	2,049,098.30
1638 · Treatment Plant Accum Dep	<u>-1,519,694.40</u>
<b>Total 1635 · Treatment Plant</b>	634,403.90
<b>1642 · Treatment Equipment</b>	
1643 · Treatment Equip Cost	1,087,410.54
1644 · Treatment Equip Accum Depr	-787,343.49
1642 · Treatment Equipment - Other	<u>205,485.61</u>
<b>Total 1642 · Treatment Equipment</b>	505,552.66
<b>Total 1620 · Fixed Assets - Sanitary</b>	2,365,475.40



Avila Beach Community Services District  
**Balance Sheet**  
 As of January 31, 2024

	<u>Jan 31, 24</u>
<b>1650 · Fixed Assets - Water</b>	
<b>1652 · Equipment</b>	
1653 · Equipment Cost	21,136.28
1654 · Equipment Accum Depr	<u>-21,136.28</u>
<b>Total 1652 · Equipment</b>	0.00
<b>1656 · Distribution Assets</b>	
1657 · Distribution Assets Cost	1,270,572.25
1658 · Dist Assets Accum Depr	<u>-755,498.34</u>
<b>Total 1656 · Distribution Assets</b>	<u>515,073.91</u>
<b>Total 1650 · Fixed Assets - Water</b>	515,073.91
<b>1680 · Structures - Fixed Asset</b>	
1681 · Structures GFAAG - Sani & FA	164,414.58
1682 · Gen / Fire Accum Dep	<u>-109,252.42</u>
<b>Total 1680 · Structures - Fixed Asset</b>	55,162.16
<b>1690 · Construction in Progress</b>	<u>2,220,035.96</u>
<b>Total 1600 · Fixed Assets &amp; Acc. Depr.</b>	<u>5,147,608.01</u>
<b>Total Fixed Assets</b>	5,190,776.51
<b>Other Assets</b>	
1800 · Deferred Outflows of Resources	<u>28,724.00</u>
<b>Total Other Assets</b>	<u>28,724.00</u>
<b>TOTAL ASSETS</b>	<u><u>10,708,504.40</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
2140 · Five Star MC Control x0557	
2141 · FS MC BH x8624	18,796.47
2142 · FS MC SP x6340	12,438.97
2143 · FS MC KD x3018	1.63
2140 · Five Star MC Control x0557 - Other	<u>-17,301.47</u>
<b>Total 2140 · Five Star MC Control x0557</b>	<u>13,935.60</u>
<b>Total Credit Cards</b>	13,935.60

Avila Beach Community Services District  
**Balance Sheet**  
As of January 31, 2024

	<u>Jan 31, 24</u>
<b>Other Current Liabilities</b>	
<b>2200 · Payroll Liabilities</b>	
<b>2240 · Health Insurance</b>	
2241 · Employee	840.00
<b>Total 2240 · Health Insurance</b>	840.00
2250 · PERS Liability	1,006.36
2255 · Accrued Interest FB Auditor	71,347.50
2260 · Vacation Payable	5,441.96
2262 · Sick Pay Accrued	12,335.12
<b>Total 2200 · Payroll Liabilities</b>	90,970.94
<b>2300 · Deposits Held</b>	
2303 · Water Deposits Held	7,640.00
<b>Total 2300 · Deposits Held</b>	7,640.00
<b>Total Other Current Liabilities</b>	98,610.94
<b>Total Current Liabilities</b>	112,546.54
<b>Long Term Liabilities</b>	
2400 · Net Pension Liability	92,927.00
2450 · U.S. Bank Loan WWTP	2,608,366.02
2500 · Deferred Inflows of Resources	86,221.00
2999 · Unbalanced Classes	-3,637,745.91
<b>Total Long Term Liabilities</b>	-850,231.89
<b>Total Liabilities</b>	-737,685.35
<b>Equity</b>	
3000 · Opening Bal Equity	-17,611.15
3900 · Retained Earnings	11,138,529.18
Net Income	325,271.72
<b>Total Equity</b>	11,446,189.75
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>10,708,504.40</b>

Avila Beach Community Services District  
**Profit & Loss**  
January 2024

	<u>Jan 24</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>4000 · Income Summary</b>	
4010 · Operating Revenue	64,536.25
4030 · County Taxes	278,727.79
4100 · Misc Income	210.31
4600 · Interest Income	21,096.17
	<hr/>
<b>Total 4000 · Income Summary</b>	364,570.52
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<b>Total Income</b>	364,570.52
	<hr/>
<b>Gross Profit</b>	364,570.52
	<hr/>
<b>Expense</b>	
<b>5100 · Merchant Credit Card Fees</b>	
5110 · Amex	11.00
5120 · Chase Paymentech	124.44
5140 · Invoice Cloud	457.10
	<hr/>
<b>Total 5100 · Merchant Credit Card Fees</b>	592.54
	<hr/>
<b>5200 · Payroll Expenses</b>	
<b>5210 · Gross Wages</b>	
5213 · Overtime Pay	540.00
5211 · Regular Pay	14,227.59
5212 · Holiday Pay	1,456.92
5214 · Sick Pay	165.00
5216 · Vacation Pay	360.00
	<hr/>
<b>Total 5210 · Gross Wages</b>	16,749.51
	<hr/>
<b>5230 · Payroll Taxes</b>	460.50
	<hr/>
<b>5240 · Health &amp; Medical Exp.</b>	
5242 · Health Ins / Other	14,485.58
	<hr/>
<b>Total 5240 · Health &amp; Medical Exp.</b>	14,485.58
	<hr/>
<b>5250 · PERS Company Pd Expense</b>	
5255 · PERS Co Pd Shawn	802.13
5256 · PERS Co Pd Kristi	454.11
5250 · PERS Company Pd Expense - Ot...	244.22
	<hr/>
<b>Total 5250 · PERS Company Pd Expense</b>	1,500.46

Avila Beach Community Services District  
Profit & Loss  
January 2024

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	<u>Jan 24</u>
5265 · Gas & Oil, Co Pd	422.98
5280 · Payroll Administration & Misc.	274.84
<b>Total 5200 · Payroll Expenses</b>	<b>33,893.87</b>
<b>6000 · Administrative Overheads</b>	
6102 · Accounting	4,095.00
6115 · Bank Service Charges	45.81
6120 · Dues & Subscriptions	68.00
6135 · Legal	690.00
6140 · Office Supplies & Postage	
6142 · Postage & Shipping	202.89
6143 · Supplies, Office	250.84
<b>Total 6140 · Office Supplies &amp; Postage</b>	<b>453.73</b>
6150 · Rate Assistance	796.47
6167 · Uniforms	824.10
6170 · Website	249.00
<b>Total 6000 · Administrative Overheads</b>	<b>7,222.11</b>
<b>6500 · Operating Expenses</b>	
6503 · Chemicals	3,569.48
6505 · Contract Labor O & M	22,987.37
6506 · Contract Labor GM	7,800.00
6507 · Contract Labor Civil Engineer	9,300.00
6510 · Critical Spare Parts	397.81
6518 · Equipment Expense	6,863.91
6520 · Equipment Repair & Maint.	
6522 · Equip. Rep. & Maint-Avila & HD	10,402.09
6524 · Equip. Rep. & Maint. Avila Only	444.00
<b>Total 6520 · Equipment Repair &amp; Maint.</b>	<b>10,846.09</b>
6525 · Fat Oil & Grease (FOG)	93.75
6535 · Insurance P/L	7,076.04
6540 · Lab Tests	11,761.00
6542 · Maintenance	878.25
6550 · Operating Supplies	887.48
6565 · Regulatory Compliance	201.60
6572 · Security	323.10
6575 · Small Tools	86.74

Avila Beach Community Services District  
**Profit & Loss**  
January 2024

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	<u>Jan 24</u>
6585 · Telephone / Internet	416.85
6590 · Utilities	<u>6,561.19</u>
Total 6500 · Operating Expenses	<u>90,050.66</u>
Total Expense	<u>131,759.18</u>
Net Ordinary Income	232,811.34
Other Income/Expense	
Other Expense	
9990 · Refund	3,149.86
8200 · Non-Operating Expenses	
8230 · Capital Purchases in Prog Sani	
8245 · WWTP Improvement Project	
8245e · WWTP Construction	<u>5,951.25</u>
Total 8245 · WWTP Improvement Project	<u>5,951.25</u>
Total 8230 · Capital Purchases in Prog Sani	<u>5,951.25</u>
Total 8200 · Non-Operating Expenses	<u>5,951.25</u>
Total Other Expense	<u>9,101.11</u>
Net Other Income	<u>-9,101.11</u>
Net Income	<u><u>223,710.23</u></u>

**Avila Beach Community Services District**  
**Checks by Fund w/Accounts**  
 January 2024

02/06/24

Type	Date	Num	Name	Memo	Account	Amount	Balance
<b>General / Admin</b>							
Check	01/02/2024	EFT	PG&E	100 San Luis St. District Office	6590 · Utilities	171.39	171.39
Check	01/03/2024	3749	Hagemann & Associates	Contract Labor	6507 · Contract Labor ...	3,600.00	3,771.39
Check	01/03/2024	3750	Hagemann & Associates	Inv. 1234 Dec 17th - 30th, 2023 Contract L...	6506 · Contract Labor ...	2,700.00	6,471.39
Check	01/04/2024	3751	Nikki Engle Bookkeeping	Inv. 3483 12/27/23 Bookkeeping	6102 · Accounting	1,625.00	8,096.39
Check	01/05/2024		American Express Disc...		5110 · Amex	11.00	8,107.39
Check	01/08/2024	3753	Shawn Powell	COBRA PAYMENT December 2023	5242 · Health Ins / Ot...	1,845.44	9,952.83
Check	01/08/2024	BPCK	Coastline Cleaning Co.	Office Inv #	6542 · Maintenance	165.00	10,117.83
Check	01/08/2024	BPCK	Coastline Cleaning Co.	Exterior Inv #	6542 · Maintenance	25.00	10,142.83
Check	01/09/2024		InvoiceCloud	Invoice Cloud merchant fees	5140 · Invoice Cloud	457.10	10,599.93
Check	01/11/2024	EFT	Public Employees Retir...	162.28 x 2 Kristi	2250 · PERS Liability	324.56	10,924.49
Check	01/11/2024	EFT	Public Employees Retir...	396.00 x 2 Shawn	2250 · PERS Liability	792.00	11,716.49
Check	01/11/2024	EFT	Public Employees Retir...	Addtl Co Pd Kristi & Shawn	5250 · PERS Compan...	168.24	11,884.73
Check	01/16/2024		Acct Analysis Fee		6115 · Bank Service C...	45.81	11,930.54
Check	01/17/2024	3759	Nikki Engle Bookkeeping	Inv. 3491 1/15/24 Bookkeeping	6102 · Accounting	2,470.00	14,400.54
Check	01/17/2024	3762	Creative Technologies, I...	Inv. 8875 Run Date 1.3.24	6142 · Postage & Ship...	169.68	14,570.22
Check	01/17/2024	3760	VOID	VOID:	6115 · Bank Service C...	0.00	14,570.22
Check	01/23/2024	3765	Hagemann & Associates	GM Services	6506 · Contract Labor ...	3,750.00	18,320.22
Check	01/24/2024	ACH	SDRMA Health	Jan & Feb Health Ins Member # 7017 Ref ...	5242 · Health Ins / Ot...	10,315.14	28,635.36
Check	01/24/2024	ACH	SDRMA General Policy	Member # 7017 Ref # 74918 Pty Liability ...	6535 · Insurance P/L	1,369.11	30,004.47
Check	01/25/2024	EFT	Five Star Mastercard	FS MC	2140 · Five Star MC C...	13,071.04	43,075.51
Check	01/29/2024	3558	Avila Beach Community...	Petty Cash	1008 · Petty Cash	80.00	43,155.51
Check	01/31/2024	EFT	Public Employees Retir...	238.29 x 2 Kristi	2250 · PERS Liability	476.58	43,632.09
Check	01/31/2024	EFT	Public Employees Retir...	385.95 x 2 Shawn	2250 · PERS Liability	771.90	44,403.99
Check	01/31/2024	EFT	Public Employees Retir...	Addtl Co Pd Kristi & Shawn	5250 · PERS Compan...	79.69	44,483.68
Check	01/31/2024	EFT	Public Employees Retir...	215.82 x 2 Kristi	2250 · PERS Liability	431.64	44,915.32
Check	01/31/2024	EFT	Public Employees Retir...	416.18 x 2 Shawn	2250 · PERS Liability	832.36	45,747.68
Check	01/31/2024	EFT	Public Employees Retir...	Addtl Co Pd Kristi & Shawn	5250 · PERS Compan...	-3.71	45,743.97
Total General / Admin						45,743.97	45,743.97
<b>Lights</b>							
Check	01/02/2024	EFT	PG&E	Town Lights acct # 0690976984-3	6590 · Utilities	469.88	469.88
Check	01/02/2024	EFT	PG&E	Colony Lights acct # 5992155362-0	6590 · Utilities	131.98	601.86
Check	01/23/2024	EFT	PG&E	Front St. L-lights acct# 5796765606-7	6590 · Utilities	506.64	1,108.50
Total Lights						1,108.50	1,108.50

Avila Beach Community Services District  
**Checks by Fund w/Accounts**  
 January 2024

02/06/24

Type	Date	Num	Name	Memo	Account	Amount	Balance
Sanitary							
Check	01/03/2024	3749	Hagemann & Associates	Contract Labor Dec. 3rd - 16th, 2023	6506 · Contract Labor ...	1,350.00	1,350.00
Check	01/03/2024	3750	Hagemann & Associates	Contract Labor Sanitary System	6507 · Contract Labor ...	1,050.00	2,400.00
Check	01/09/2024	3754	Miners Ace Hardware	12.31.23 Statement	6550 · Operating Sup...	441.49	2,841.49
Check	01/16/2024	EFT	AT&T	acct # 805 595-9416 904 5	6585 · Telephone / Int...	126.50	2,967.99
Check	01/17/2024	EFT	AT&T	acct # x 0885 Internet	6585 · Telephone / Int...	74.90	3,042.89
Check	01/17/2024	3758	Fluid Resource Manage...	Inv. #F23289 Wastewater Operations	6505 · Contract Labor ...	17,312.71	20,355.60
Check	01/17/2024	3758	Fluid Resource Manage...	Inv. #F23162 Fuel Charge	6505 · Contract Labor ...	114.84	20,470.44
Check	01/17/2024	3758	Fluid Resource Manage...	A23463 Regulatory Compliance	6522 · Equip. Rep. & ...	231.67	20,702.11
Check	01/17/2024	3758	Fluid Resource Manage...	A23565 Regulatory Compliance	6565 · Regulatory Co...	201.60	20,903.71
Check	01/17/2024	3758	Fluid Resource Manage...	A23441	6522 · Equip. Rep. & ...	510.28	21,413.99
Check	01/17/2024	3758	Fluid Resource Manage...	T23379 Plant Expansion	8245e · WWTP Const...	4,436.25	25,850.24
Check	01/17/2024	3758	Fluid Resource Manage...	T23485 Contract Construction	8245e · WWTP Const...	1,252.50	27,102.74
Check	01/17/2024	3758	Fluid Resource Manage...	W22995 PGE Tie In Generator Installation	6522 · Equip. Rep. & ...	2,002.30	29,105.04
Check	01/17/2024	3758	Fluid Resource Manage...	W23167-1 Sed Pump 2 Diagnosis	6522 · Equip. Rep. & ...	248.65	29,353.69
Check	01/17/2024	3758	Fluid Resource Manage...	W23344 Power Outage Response	6522 · Equip. Rep. & ...	838.30	30,191.99
Check	01/17/2024	3758	Fluid Resource Manage...	W23381 Low Chlorine Residual Response	6522 · Equip. Rep. & ...	270.00	30,461.99
Check	01/17/2024	3758	Fluid Resource Manage...	W23410 Site Gauge Repair	6522 · Equip. Rep. & ...	1,500.46	31,962.45
Check	01/17/2024	3758	Fluid Resource Manage...	W23412 Influent LS High Level Alarms	6522 · Equip. Rep. & ...	3,938.13	35,900.58
Check	01/17/2024	3758	Fluid Resource Manage...	W23418 Collections System	6522 · Equip. Rep. & ...	637.30	36,537.88
Check	01/17/2024	3761	San Luis Powerhouse, I...	Inv. 50429 Quarter Testing Lift Station	6522 · Equip. Rep. & ...	225.00	36,762.88
Check	01/17/2024	3763	Abalone Coast Analytic...	Inv. 6329 1/2/24	6540 · Lab Tests	11,761.00	48,523.88
Check	01/17/2024	3764	Brenntag Pacific, Inc.	BPI 400024 1/9/24	6503 · Chemicals	351.05	48,874.93
Check	01/22/2024	EFT	PG&E	Lift Station acct# 6338432238-2	6590 · Utilities	257.69	49,132.62
Check	01/22/2024	EFT	PG&E	Waste Water Plant acct # 0404279997-5 2...	6590 · Utilities	4,573.50	53,706.12
Check	01/23/2024	3765	Hagemann & Associates	Contract Labor 12/31/23 - 1/13/24	6507 · Contract Labor ...	1,500.00	55,206.12
Check	01/23/2024	3766	Padre Associates, Inc.	Inv. 2024-154 1/12/24 Cultural Resource ...	8245e · WWTP Const...	262.50	55,468.62
Check	01/26/2024	EFT	Charge Back	NSF Pmt Pierfront Wine Brew initiated 1/1...	1280 · Water & Sewer...	1,028.56	56,497.18
Check	01/30/2024	EFT	AT&T	acct # x 0885 Internet	6585 · Telephone / Int...	69.49	56,566.67
Check	01/31/2024	3768	Wallace Group, Inc.	Inv.61228 1/18/24	6525 · Fat Oil & Greas...	93.75	56,660.42
Check	01/31/2024	3767	Brenntag Pacific, Inc.	BPI 404490 1/25/24	6503 · Chemicals	1,406.41	58,066.83
Total Sanitary						58,066.83	58,066.83

Avila Beach Community Services District  
**Checks by Fund w/Accounts**  
 January 2024

02/06/24

Type	Date	Num	Name	Memo	Account	Amount	Balance
Water							
Check	01/02/2024	EFT	PG&E	1717 Cave Landing	6590 · Utilities	260.42	260.42
Check	01/03/2024	3749	Hagemann & Associates	Inv. 1233 12/19/23 Contract Labor Dec 3rd...	6507 · Contract Labor ...	1,050.00	1,310.42
Check	01/03/2024	3750	Hagemann & Associates	Contract Labor Water System	6507 · Contract Labor ...	1,050.00	2,360.42
Check	01/03/2024		Paymentech		5120 · Chase Paymen...	3.29	2,363.71
Check	01/04/2024	3752	The Management Trust	Refund Forgiveness for Excessive Use of ...	9990 · Refund	0.00	2,363.71
Check	01/04/2024		Paymentech		5120 · Chase Paymen...	17.30	2,381.01
Check	01/04/2024		Paymentech		5120 · Chase Paymen...	7.63	2,388.64
Check	01/04/2024		Paymentech		5120 · Chase Paymen...	3.26	2,391.90
Check	01/05/2024		Paymentech		5120 · Chase Paymen...	1.77	2,393.67
Check	01/09/2024		Paymentech		5120 · Chase Paymen...	1.08	2,394.75
Check	01/10/2024		Paymentech		5120 · Chase Paymen...	3.75	2,398.50
Check	01/10/2024		Paymentech		5120 · Chase Paymen...	1.26	2,399.76
Check	01/12/2024		Paymentech		5120 · Chase Paymen...	1.79	2,401.55
Check	01/16/2024	3755	Avila Cove Condo Own...	Refund Check for Excessive Use of Water...	9990 · Refund	0.00	2,401.55
Check	01/16/2024	3756	Avila Cove Condo Own...	Refund Check for Excessive Use of Water...	9990 · Refund	0.00	2,401.55
Check	01/16/2024	3757	Avila Cove Condo Own...	Refund for Excessive Use of Water Forgiv...	9990 · Refund	3,149.86	5,551.41
Check	01/16/2024		Paymentech		5120 · Chase Paymen...	1.73	5,553.14
Check	01/17/2024	3758	Fluid Resource Manage...	Inv #F23289 Water Operations	6505 · Contract Labor ...	5,559.82	11,112.96
Check	01/18/2024		Paymentech		5120 · Chase Paymen...	3.72	11,116.68
Check	01/18/2024		Paymentech		5120 · Chase Paymen...	1.55	11,118.23
Check	01/18/2024		Paymentech		5120 · Chase Paymen...	1.41	11,119.64
Check	01/19/2024		Paymentech		5120 · Chase Paymen...	1.73	11,121.37
Check	01/22/2024		Paymentech		5120 · Chase Paymen...	3.29	11,124.66
Check	01/23/2024		Paymentech		5120 · Chase Paymen...	65.86	11,190.52
Check	01/23/2024	3765	Hagemann & Associates	Water System	6507 · Contract Labor ...	1,050.00	12,240.52
Check	01/26/2024	EFT	Charge Back	NSF Pmt Pierfront Wine Brew initiated 1/1...	1280 · Water & Sewer...	1,514.56	13,755.08
Check	01/31/2024		Paymentech		5120 · Chase Paymen...	4.02	13,759.10
Total Water						13,759.10	13,759.10
<b>TOTAL</b>						<b>118,678.40</b>	<b>118,678.40</b>





# FLUID RESOURCE MANAGEMENT

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

# Statement

Date
2/2/24

Phone # 805.597.7100 Fax # 805.597.7171

California Certified Small Business #1120142

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

Amount Due	Amount Enc.
\$8,504.92	

Date	Transaction	Amount	Balance
01/15/24	348F11001 Monthly OPS/Maint:348FW11001 Water:348AW17001 Add Services water- INV #A23604. Orig. Amount \$200.00.	200.00	200.00
12/20/23	348F11001 Monthly OPS/Maint:348FWW11001 Wastewater:348AWW17002 Add Services Wastewater- INV #A23539. Orig. Amount \$2,638.14.	2,638.14	2,838.14
01/18/24	348T23001 - Operations & Maintenance- INV #T26506. Orig. Amount \$3,954.01.	3,954.01	6,792.15
12/21/23	W22851 Maintenance on Equipment- INV #W22851. Orig. Amount \$1,712.77.	1,712.77	8,504.92


CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
4,154.01	4,350.91	0.00	0.00	0.00	\$8,504.92

A finance charge of 1.5% per month (18% per annum) will be added to the unpaid past-due balance plus any costs to collect.

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

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 13, 2024

SUBJECT: General Manager/District Engineer Report

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

The Zone 3 Technical Advisory Committee last met on January 10th, 2024. The agenda packet for the meeting is provided as an attachment to this Staff Report. The TAC's next meeting is scheduled for February 14, 2024. As of this writing (February 7, 2024), the Lopez reservoir is at 99% of capacity with 49,361 AF in storage (2,000 AF more than a month ago). We have had about 15.5" of rain accumulation for year at the Lopez Reservoir, which is near the average for this time of year. We expect that Lopez Lake will begin spilling within the next several days. A full reservoir, two years in a row is a great trend!! The Zone 3 Advisory Committee cancelled their scheduled January 18, 2024, meeting. I am providing the meeting cancellation notice as an attachment to this Staff Report. The next Regular meeting of the Advisory Committee is scheduled for March 21, 2024.

**FY 2022/23 Financial Audit Report**

Regrettably our audit team at C.J. Brown and Company were not able to complete the FY 2022/23 Financial Statements in time for our February 13, 2024 Board meeting. The District's audit Partner, Jonathan Abadesco, was ill for an extended time in December and January and he is working hard to catch up with his clients. Mr. Abadesco has filed the District's FY 2022/23 Financial Transactions Report (FTR) with the State Controller's Office and he anticipates that the Financial Statements will be ready for Board consideration at the March 12, 2024, Board meeting.

**Early February Storms**

I am happy to report that the District did not experience any negative impacts from the early February storms. We did not experience any significant power outages or excessive stormwater inflow to the wastewater treatment plant.

**Water and Wastewater Coordination with San Miguelito Mutual Water Company**

On January 24, 2024, I met with SMMWC General Manager Dwayne Chism to discuss the status of the water intertie replacement project (now headed up and funded by the County) and a discussion regarding the feasibility of recycling the MBR effluent on the Avila Bay Resort golf course. On January 31, 2024, Shawn and I had a follow-up meeting with the State Regional Water Quality Control Board and State Drinking Water staff to discuss the regulatory and permitting requirements for recycling the MBR effluent. In addition to recycling District wastewater, Mr. Chism and I also discussed the feasibility of expanding the District's existing WWTP capacity to include a portion or all of the SMMWC's wastewater. SMMWC is continuing to explore wastewater treatment and disposal options, should they be required to significantly upgrade or move off their existing Wild Cherry Canyon WWTP facilities. I will keep the Board informed of their progress. At some point, it may be advisable to form an Ad Hoc Committee to help address this issue.

**ZONE 3 TECHNICAL ADVISORY COMMITTEE**  
**Agenda**  
**Wednesday January 10, 2024**  
**9:00 - 11:00 am**

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

Meeting ID: 261 220 685 070

Passcode: pjuWGG

**Or call in (audio only)**

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

Phone Conference ID: 420 020 900#

<b>1. Announcements</b>	All
<b>2. General Operations and Water Report</b> <ul style="list-style-type: none"><li>• Summary Notes – December</li><li>• Monthly Operations Report – December</li><li>• Lopez Storage Projections – December</li></ul>	David
<b>3. Current Reservoir Conditions</b>	Kyle (Verbal)
<b>4. Project Updates</b>	David
<b>5. Future Agenda items?</b>	All

Attachments:

- A. Meeting Minutes - December
- B. Lopez Monthly Operations Report – December
- C. Lopez Storage Projections Chart – December
- D. Project Updates

***Next Meeting Date: February 14, 2024***

## **ZONE 3**

### **TECHNICAL ADVISORY COMMITTEE**

**WEDNESDAY December 13, 2023 (9:00-11:00 AM)**

**Via Microsoft Teams**

### **SUMMARY NOTES**

Attendees via Microsoft Teams: Shannon Sweeney, Gabriel Munoz-Morris (Grover Beach), Will Clemens (OCSD), Vard Ikeda (Ag), Shane Taylor (Arroyo Grande), Jim Garing (Grover Beach), Brad Hagemann (ABCSD) John Wallace (Ag), Katie Franco, David Spiegel (PW Dept), Joe Phillips, Jeromy Caldera, Kyle James, Megan Schotborgh (PW Dept)

#### **1. Announcements**

- Will Clemens “Tonight the Board is meeting to consider an interim general manager effective January 1<sup>st</sup>, 2024.”

#### **2. General Operations and Water Report**

- **David Spiegel (PW) reviews the November 8, 2023, Meeting Summary Notes**
  - No comments
- **Kyle James (PW) reviews the Lopez Storage Projections**
  - The rainfall in October paused the downhill trajectory of the graph. This has not happened in past years, so the takeaway is that the ground is still very wet. It will be interesting to see what happens with the next rainfalls we have.
- **Kyle James (PW) reviews the Monthly Operations Report**
  - No comments

#### **3. Current Reservoir Conditions**

- Kyle James (PW) reports the following data:
- Current elevation 519.66 ft: Exactly 3 feet from spill
- Storage capacity 95% @ 46,731 AF
- WTP 2.1 MGD
- SWP 1.99 MGD
- Downstream releases 2.56 MGD

#### **4. Capital Projects Update**

- **Fireflow Tank Replacement**
  - DPSI is the engineering firm on this project.
  - Working on 60% design plans
  - Budge ~ \$800,000
- **Membrane Module Replacement**
  - PO's are finalized.
  - Two (2) Racks should be delivered by February 2024; David States “We will install one (1) of the Racks and then wait 3 months to install a second rack and make sure everything is working.”

- **Spillway Assessment and Investigation**
  - Performed electrical Resistivity Test
  - DSOD comments have been responded to and sent back to DSOD.
- **Geotechnical Testing & Seismic Alternatives Study of Terminal Reservoir Dam**
  - Draft Seismic Hazard TM has been prepared.
  - Sending to DSOD for comment; reached out still no comments.
  - GEI is working on Geotechnical Engineering Report
- **Cathodic Protection Repair Project**
  - Installing new test stations, ongoing but should be completed by the end of this month.
  - Budget ~\$256,000
- **CO2 Injection System (No Change)**
  - CO2 Tank and Carbonic Acid Skid has been delivered.
  - Long Lead items are finally here, awaiting installation.
  - Budget ~ \$256,000
- **Chemical Tank Replacement (No Change)**
  - Finalized Tanks
  - Projects Scheduled for mid-January into February
- **Sludge Bed Curtain Wall Rehabilitation**
  - RBI Construction
  - Filling bed for leak investigations
- **Bathymetric Study**
  - Final reports and maps are being completed.
  - ~ \$95,000
- **DAF Building Repairs**
  - DAF building has rust damage in multiple girders and roll up doors.
  - The girder that supports our safety line is starting to fail.
  - PWS Steel is the manufacturer of building.
  - ~95,000

**5. DAF Building Repairs ~95,000 needed.**

Davids Spiegel states that the money needed to complete this project this fiscal year can be found in savings from other projects such as the Cloud seeding project, EQ Replacement pump project and Sludge Bed project. Will Clemens “Is this one of the buildings built with the new building?” David Spiegel responds “Yes, the building is about 20 years old and we are aware of where the corrosion is coming from. As well we have spoken with PWS about different coatings for the new girders to extend their life” David Spiegel states “I’ll plan on moving some budget around from other savings on other projects to fund the DAF building repairs.

## **6. Future Agenda Items**

### **HCP/Instream Studies**

David Spiegel states, we met with NMF's and CDFW two weeks ago. They want to see movement beyond the Dam. All the ways to get fish above the dam and how they will or won't work. We are looking into developing a program to see if it is working or not working. If not working possible suspension or cancellation of this project

Jim Garing asks "I'm still interested in the concept of storing state water that we can't transport through the coastal branch that is stranded over in the valley. Are we looking into it or is it too expensive?" David Spiegel "Good timing that you bring that up. An item went to the board to create Supervising and assistant Engineering positions. These two positions will be solely focused on state water, maximizing our state water and new and current contracts. The board and county are interested in maximizing our state water and what costs are, and how we go about storage options. It is in process. Jim Garing "When these positions exist, is somebody going to brief them on past programs we entered and dropped such as the trade with CCWA or 10,000 AF for 5,000 AF or so forth?" David Spiegel "Wes Thompson has always headed up our state water programs, and I would anticipate that he would apply for the E4 position with that program. If he didn't get it, he would be the E3 and he would have all the knowledge of the contracts.

Brad Hagemann "There has been a sub-committee working on state water that has been looking at options for storage. Wayne Chismn has been coaching and helping with water contracts.

**Next Meeting Wednesday: January 10, 2024**

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

CONTRACTOR	DELIVERIES												
	AVAILABLE WATER (APR-MAR)					PROJECT WATER							
	ENTITLEMENT	STORIED PWP**	SURPLUS WATER AVAILABLE	TOTAL AVAILABLE PWP	ENTITLEMENT USAGE	%	STORIED PWP USAGE	%	SURPLUS PWP USAGE	%	DELIVERIES DURING SPILL USAGE	TOTAL USAGE	TOTAL USAGE %
AG	2900	0	0	2900	154.43	7%	0.00	0%	0.00	0%	0.00	154.43	7%
OCSJ	303	0	0	303	0.00	0%	0.00	0%	0.00	0%	0.00	0.00	0%
GB	800	0	0	800	68.89	9%	0.00	0%	0.00	0%	0.00	68.89	9%
PB	892	0	0	892	19.98	2%	0.00	0%	0.00	0%	0.00	19.98	2%
CSA 12	245	0	0	245	3.83	2%	0.00	0%	0.00	0%	0.00	3.83	2%
SM	N/A	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TOTAL	4530	0	0	4530	247.13	5.5%	0.00	0%	0.00	0%	0.00	247.13	5.5%

CONTRACTOR	ANNUAL REQUEST**	CUMULATIVE SSWPW ***	STATE WATER PROJECT WATER DELIVERIES										
			THIS MONTH					JANUARY TO PRESENT					
			ALLOCATION USAGE	%	DIE USAGE	AIE USAGE	TOTAL USAGE	ALLOCATION USAGE	%	DIE USAGE	AIE USAGE	TOTAL USAGE	
AG	N/A	0.0	N/A	N/A	0.0	0%	0.00	0%	0.00	0.00	N/A	0%	0.00
OCSJ	187.5	0.0	62.5	50.46	26.9%	0%	0.00	0%	50.46	175.8	94%	0	175.76
GB	N/A	0.0	N/A	N/A	N/A	0%	0.00	0%	0.00	N/A	0%	0	0.00
PB	1070.0	0.0	90.0	90.00	8%	0%	0.00	0%	90.00	1037.5	97%	0	1037.45
CSA 12	96.0	0.0	7.5	6.99	7%	0%	0.00	0%	6.99	89.9	94%	0	89.93
SM	90.0	0.0	7.0	5.54	6%	0%	0.00	0%	5.54	76.8	85%	0	76.77
TOTAL	1443.5	0.0	167.0	152.99	11%	0%	0.00	0%	152.99	1379.9	96%	0	1379.91

CONTRACTOR	TOTAL MONTHLY DELIVERIES	
	AFJ	AFJ
AG	154.43	154.43
OCSJ	50.46	50.46
GB	68.89	68.89
PB	109.98	109.98
CSA 12	10.82	10.82
SM	5.54	5.54
TOTAL	400.12	400.12

CONTRACTOR	TOTAL MONTHLY DELIVERIES	
	AFJ	AFJ
AG	154.43	154.43
OCSJ	50.46	50.46
GB	68.89	68.89
PB	109.98	109.98
CSA 12	10.82	10.82
SM	5.54	5.54
TOTAL	400.12	400.12

CONTRACTOR	TOTAL MONTHLY DELIVERIES	
	AFJ	AFJ
AG	154.43	154.43
OCSJ	50.46	50.46
GB	68.89	68.89
PB	109.98	109.98
CSA 12	10.82	10.82
SM	5.54	5.54
TOTAL	400.12	400.12

1) New Contract Changes effective October 1, 2022  
2) On 12/17/22 there was an estimated 655.5 AF of District SSWPW remaining including approximately 46 AF of water lost to evaporation in 2022.  
3) In March 2023, 5489 AF of water spilled resulting in losing all of the District SSWPW, Agency SSWPW, and Stored PW.  
4) 44.53 AF of March Project Water Deliveries will be credited to Stored PW at the end of the 2022/2023 water year (WY) due to March spill event.  
5) End of WY water credit of 44.53 AF was added to Stored PW. 44.53 AF of Stored PW was lost due to April spill event.  
6) 364.03 AF of April Project Water Deliveries are reported in the "Deliveries During Spill" column due to April spill event.  
7) 426.5 AF of May Project Water Deliveries are reported in the "Deliveries During Spill" column due to May spill event.  
8) 170.38 AF of June Project Water Deliveries are reported in the "Deliveries During Spill" column due to June spill event.

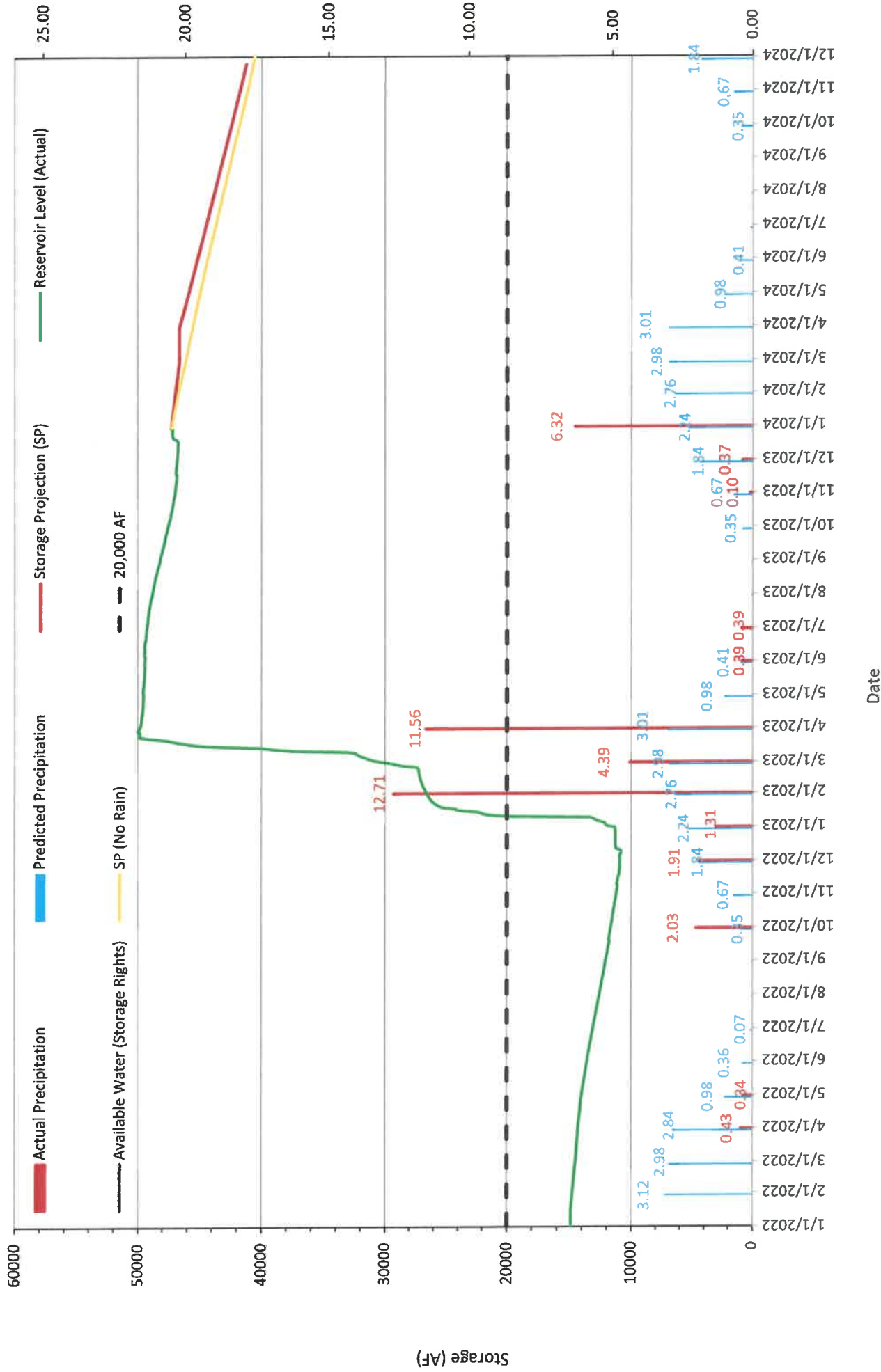
CONTRACTOR	TOTAL MONTHLY DELIVERIES	
	AFJ	AFJ
AG	154.43	154.43
OCSJ	50.46	50.46
GB	68.89	68.89
PB	109.98	109.98
CSA 12	10.82	10.82
SM	5.54	5.54
TOTAL	400.12	400.12

CONTRACTOR	TOTAL MONTHLY DELIVERIES	
	AFJ	AFJ
AG	154.43	154.43
OCSJ	50.46	50.46
GB	68.89	68.89
PB	109.98	109.98
CSA 12	10.82	10.82
SM	5.54	5.54
TOTAL	400.12	400.12

CONTRACTOR	TOTAL MONTHLY DELIVERIES	
	AFJ	AFJ
AG	154.43	154.43
OCSJ	50.46	50.46
GB	68.89	68.89
PB	109.98	109.98
CSA 12	10.82	10.82
SM	5.54	5.54
TOTAL	400.12	400.12

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

# LOPEZ RESERVOIR STORAGE PROJECTION



**Notes:**

- Reservoir Storage = Current Storage + Inflow - Outflow
- Outflow = Agency Usage + Downstream Releases
- Agency Usage: is based on 2010-2021 average monthly deliveries
- Predicted Inflow: is dependent on the predicted rainfall obtained from longrangeweather.com
- Inflow is affected by antecedent soil conditions and factored into the model. Rainstorms will produce less inflow during the dry months than during the rainy season when the soil is saturated.
- The **Storage Projection Model** is based on a polynomial regression (concave in shape). The (concave) **Storage Projection Graph** will fall below the (linear) **No Rain Graph** during months of low predicted rainfall.





## ZONE 3 Lopez Project

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San Luis Obispo County Flood Control and Water Conservation District

**TO:** Zone 3 Technical Advisory Committee

**FROM:** David Spiegel, PE

**DATE:** January 10, 2024

**SUBJECT:** Zone 3 Projects Update

### **Project Updates:**

- Fireflow Tank Replacement
  - Geotech work has been completed
  - Working on 60% design plans
  - Budget ~\$800,000
  
- Membrane Module Replacement (No Change)
  - Waiting for delivery of modules
  - PO Created to purchase 2 racks
  - Budget ~\$600,000
  
- Spillway Assessment and Investigation (No Change)
  - Performed Electrical Resistivity Test
  - Scope and schedule for Non-destructive testing in Review by District
  - Remainder of project ~ minimum of \$300,000
  
- Geotechnical Testing & Seismic Alternatives Study of Terminal Reservoir Dam
  - DSOD approved testing data
  - GEI is working on Geotechnical Engineering Report
  - Budget ~\$500,000
  
- Cathodic Protection Repair Project
  - Finishing the installation of the new test stations
  - Starting work on rectifiers
  - Budget ~\$449,933
  
- CO2 Injection System
  - SCADA programming is occurring this week
  - Potential startup and completion by next week
  - Budget ~\$256,000
  
- Chemical Tank Replacement (No Change)
  - Waiting on delivery date for tanks
  - Project Scheduled for mid-January into February
  - Budget ~\$350,000



## ZONE 3 Lopez Project

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San Luis Obispo County Flood Control and Water Conservation District

- Sludge Bed Curtain Wall Rehabilitation
  - Prepared alternatives for repair
  - Getting Quotes for the two alternatives
  - ~\$50,000 per initial quote
- Bathymetric Study
  - Completed
  - ~\$90,000
- DAF Building Repairs (No Change)
  - DAF building has rust damage in multiple girders and roll up doors
  - Rafters support safety tether for maintenance of DAF equipment
  - ~\$95,000

### **Completed Projects**

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



## ZONE 3 ADVISORY COMMITTEE

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San Luis Obispo County Flood Control and Water Conservation District

**CANCELLED** - AGENDA

January 18, 2024

Informational Packet

- I. MEETING MINUTES
  - A. November 16, 2023 Meeting – [Attachment 1](#)
  
- II. OPERATIONS REPORT
  - A. Water Plant Operations, Reservoir Storage, Downstream Releases
    - i. Plant Flow = 2.61MGD
    - ii. State Flow = 1.28 MGD
    - iii. Downstream Release = 1.81 MGD
    - iv. Lake Storage = 47,490.4 AF
    - v. Lake Elevation = 520.51 Ft
    - vi. Lake Capacity = 96.2%
    - vii. Rainfall to date = 8.01in
  
  - B. November & December Monthly Operations Report – [Attachment 2](#)
  - C. Projected Reservoir Levels – [Attachment 3](#)
  
- III. INFORMATION ITEMS
  - A. 2024/25 Budget Book – [Attachment 4](#)
  
- IV. CAPITAL PROJECTS UPDATE
  - A. Bi-Monthly Update – [Attachment 5](#)

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Next Regular Meeting is Scheduled for  
March 21, 2024 at 10:30 AM at City of Arroyo Grande Council Chambers  
Agendas accessible online at [www.slocounty.ca.gov/pw/zone3](http://www.slocounty.ca.gov/pw/zone3)

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# AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA 93424  
Office and Meeting Room - 100 San Luis Street, Avila Beach  
Telephone (805) 595-2664 FAX (805) 595-7623  
E-mail [avilacsd@gmail.com](mailto:avilacsd@gmail.com)

## SUBJECT: January 2024 Operations and Maintenance Report

### **Compliance**

There are no reportable compliance issues for January 2024. The monthly Self-Monitoring Report and associated data tables and graphs are provided as an attachment to this report.

### **Wastewater Treatment Plant**

Staff continues to “fine tune” the MBR treatment unit by running the plant at maximum capacity to test the system tolerances and capabilities. In addition, we are continuing to work with the MBR manufacturer to address construction contract “punch list” items. We are staying well within all effluent limitations as noted on the attached graphs.

Staff is working with our SCADA Upgrade Project contractor (Pro 3 Automation) to map out equipment needs, new and existing data inputs and human machine interface (HMI) preferences. In addition, staff conducted the quarterly pump and motor evaluations for equipment that supports the First Street lift station, the influent wet well and the various motors/pumps that move wastewater through out the plant. This task was previously accomplished via contractors, but we have purchased the equipment necessary to accomplish this task in house.

### **Wastewater Collection System**

Staff is continuing to inspect and repair manholes that are in areas that frequently flood during rain events and contribute inflow and infiltration (I & I) of stormwater to the collection system. We suspect that we might also get some groundwater infiltration into the sewage collection system from leakage around the internal manhole rings. This will be an on-going effort to minimize the amount of stormwater and/or groundwater that is being routed to the WWTP. The District typically cleans the wastewater collection system annually in February or March. Staff we begin making assessments and arrangements for this contract effort.

### **Water System**

Staff has no reportable actions for the water system this month.

# Avila Beach CSD Wastewater Treatment Facility

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

Month: JANUARY 2024

Date	Daily Flow (MGD)			Effluent Monitoring		
	Total	Max (gpm)	Avg (gpm)	Biweekly Total Coliform	Biweekly Fecal Coliform	Daily Chlorine Residual
1	0.077889	159	54			0.01
2	0.064129	123	44	<2	<2	0.00
3	0.064205	117	44			0.00
4	0.051622	153	36	2	<2	0.02
5	0.052261	101	36			0.00
6	0.051113	104	36			0.00
7	0.051063	100	35			0.01
8	0.044323	116	31	<2	<2	0.01
9	0.036368	81	25			0.01
10	0.039118	97	27			0.16
11	0.038900	72	27	<2	<2	0.01
12	0.035705	75	25			0.48
13	0.044626	89	31			0.00
14	0.050517	101	35			0.03
15	0.045685	96	31			0.00
16	0.041746	98	29	2	<2	0.02
17	0.041134	89	28			0.00
18	0.038536	86	26	7	<2	0.00
19	0.036409	80	25			0.00
20	0.068985	105	48			0.00
21	0.067574	136	47			0.07
22	0.073234	120	51	2	<2	0.11
23	0.049715	75	34			0.00
24	0.046353	74	32			0.04
25	0.046889	70	32	<2	<2	1.01
26	0.043172	76	30			0.05
27	0.041273	94	29			0.09
28	0.054471	102	38			0.00
29	0.043896	72	30	<2	<2	0.03
30	0.036737	74	25			0.11
31	0.045657	135	31			0.00
Min	0.035705	70	25	<2	<2	0.00
Mean	0.049139	99.0	33.9	<2	<2	0.07
Max	0.077889	159	54	7	<2	1.01
Total	1.523305	<i>Effluent daily (dry weather) flow NTE 0.2 MGD (mean).</i>				

Effluent and Influent Monitoring					
Date	Weekly Effluent BOD (24 HC)	Weekly Effluent TSS (24 HC)	Weekly Influent BOD (24 HC)	Weekly Influent TSS (24 HC)	Monthly Effluent Oil & Grease (Grab)
1/4/24	7	4	293	176	<5.0
1/11/24	3	3	300	394	
1/18/24	<3	<2	253	100	
1/25/24	<3	<2	280	233	
Min	<3	<2	253	100	<5.0
Mean	<3	<2	281.5	225.8	<5.0
Max	7	4	300	394	<5.0
BOD Removal: 100.0%			TSS Removal: 100.0%		

Effluent Monitoring				
Date	Weekly Set. Solids (Grab)	Weekly Turbidity (Grab)	Weekly pH (Grab)	Weekly Temp °F (Grab)
1/4/24	<0.1	2.93	7.5	64
1/11/24	<0.1	2.96	7.2	59
1/18/24	<0.1	0.74	7.3	63
1/25/24	<0.1	0.7	7.4	63
Min	<0.1	0.7	7.2	59
Mean	<0.1	1.83	7.4	62.3
Max	<0.1	2.96	7.5	64

Influent Brine Received	
Date	Volume (Gallons)
N/A	N/A

Sludge Removal	
Date	Gallons
1/31/24	4,500

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

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

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

## Avila Beach CSD Wastewater Treatment Facility

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

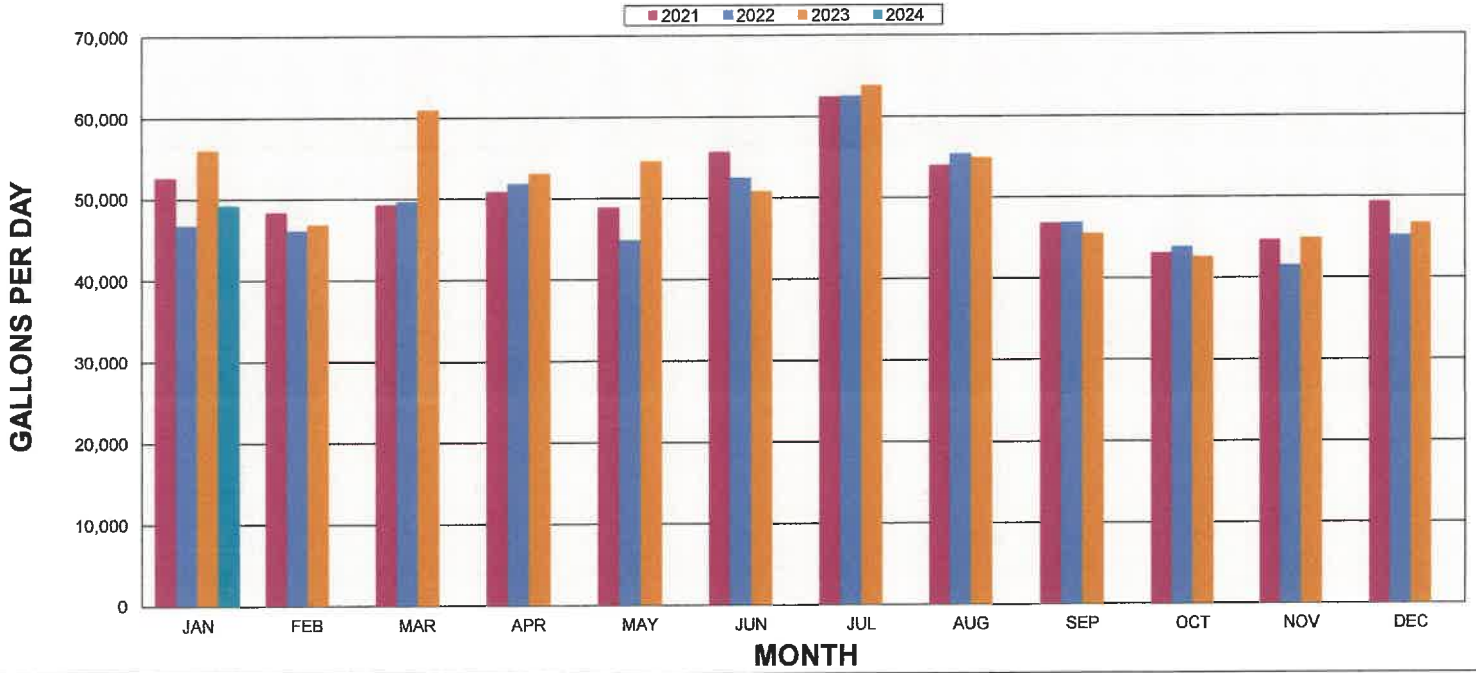
Month: JANUARY 2024

### Warranty Monitoring

Parameter (mg/L)	MBR Influent (24HC)	MBR Aeration (grab)		MBR Effluent (24HC)	MBR Clearwell (grab)
		1/11/2024	1/11/2024		
Date	1/11/2024	1/11/2024	1/11/2024	1/11/2024	1/29/2024
BOD (mg/L)	94	---	---	<3	---
Total Suspended Solids (mg/L)	49	5,600	5,920	1.9 DNQ	---
Volatile Suspended Solids (mg/L)	---	5,100	---	---	---
Total Kjeldahl Nitrogen (mg/L)	29	---	---	<1.0	---
Total Nitrogen (mg/L)	---	---	---	15	---
Nitrate as N (mg/L)	---	---	---	15	---
Nitrite as N (mg/L)	---	---	---	<0.10	---
Ammonia (mg/L)	18	---	---	---	---
Total Phosphorus	5.7	---	---	4.7	---
Total Alkalinity	290	---	---	170	---
Oil and Grease	3.7 DNQ	---	---	---	---
Total Coliform (MPN/100mL)	---	---	---	---	69
E. coli (MPN/100mL)	---	---	---	---	4

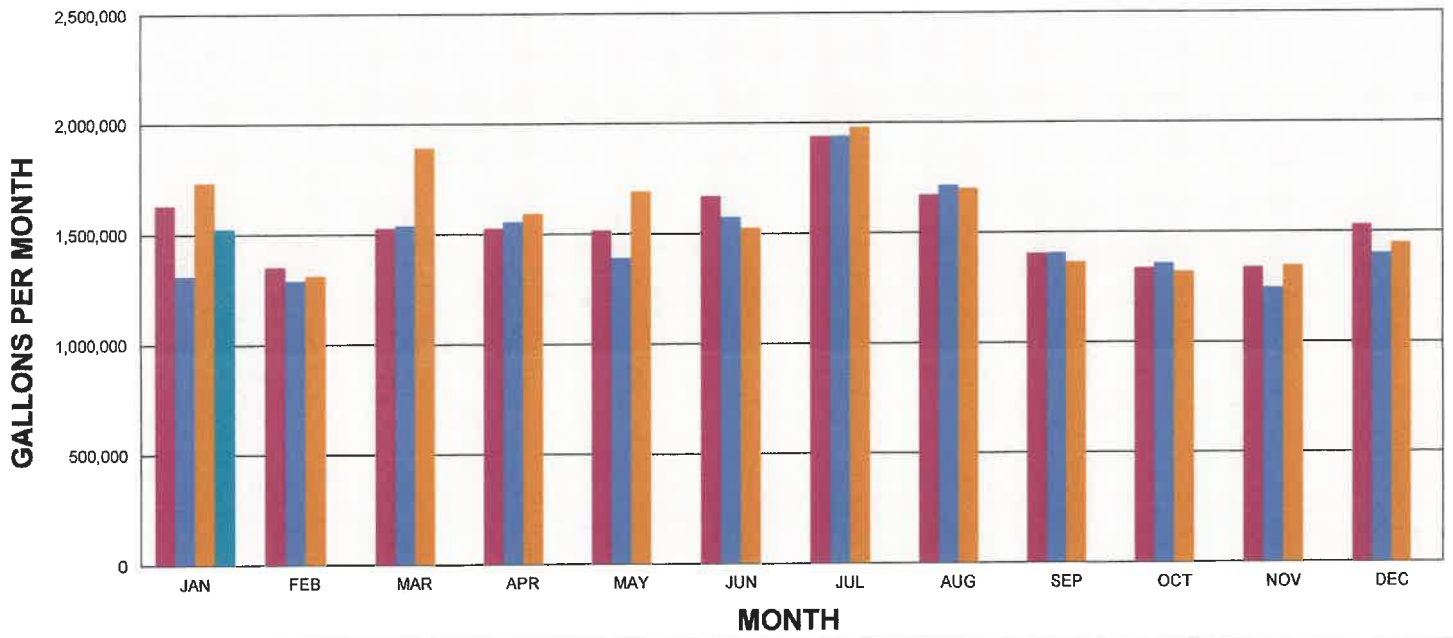
*The warranty sampling results attached are required by the manufacturer for the first year of operation of the WWTP. Avila Beach CSD staff may elect to continue monthly process sampling beyond this requirement to monitor plant performance. Avila Beach CSD staff may also conduct additional process monitoring on an as-needed and discretionary basis.*

### ABCSD AVERAGE DAILY WWTP EFFLUENT FLOW (2021 - 2024)



### ABCSD MONTHLY TOTAL WWTP EFFLUENT FLOW (2021 - 2024)

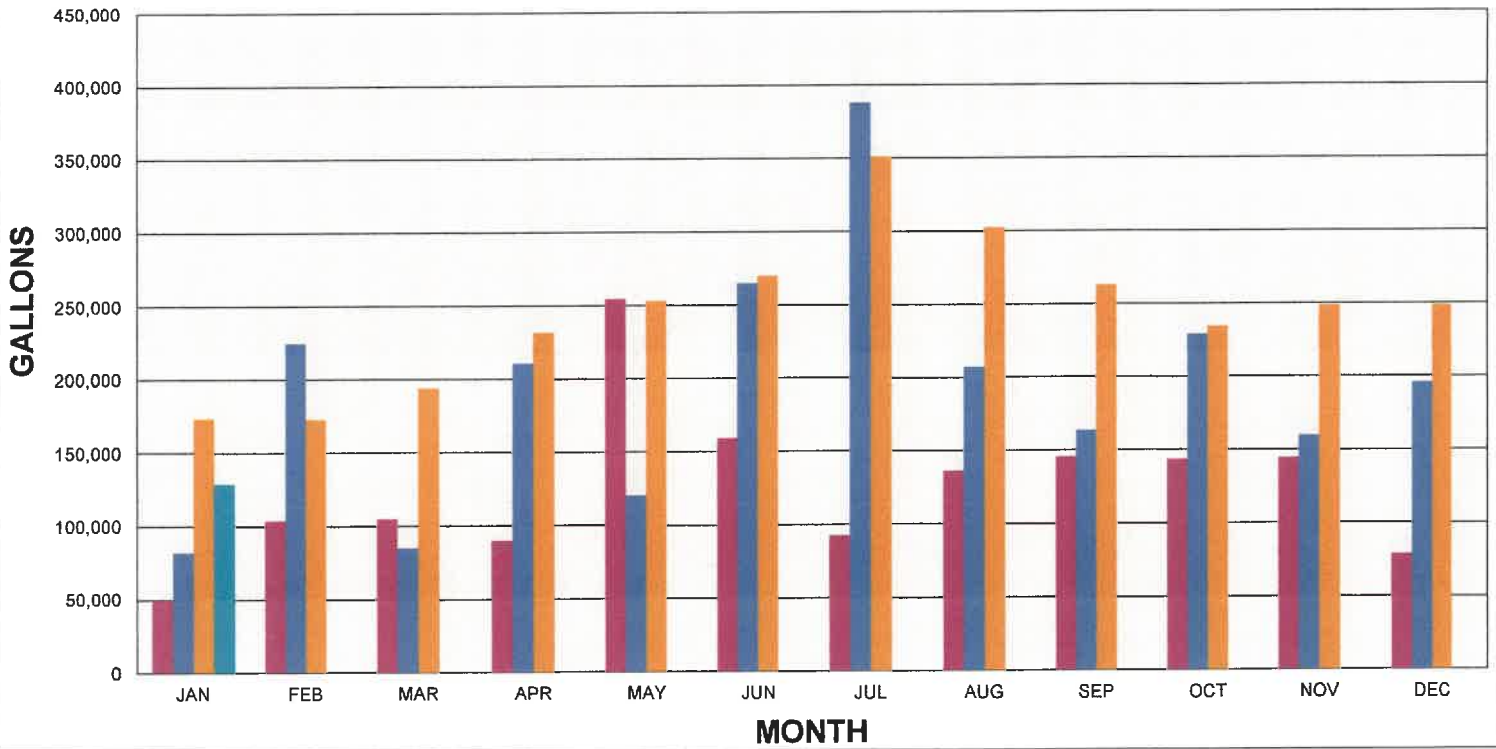
2021 2022 2023 2024



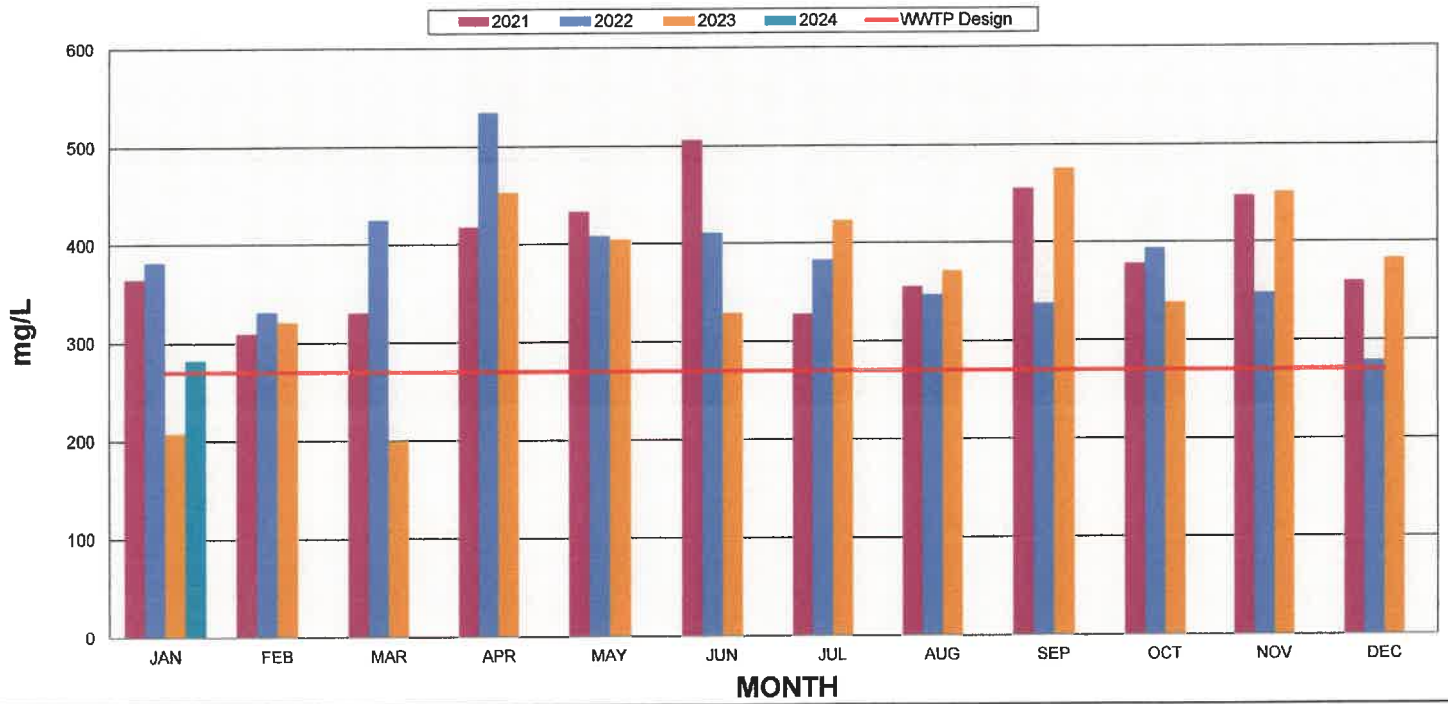


### PORT SAN LUIS MONTHLY TOTAL FLOW (2021 - 2024)

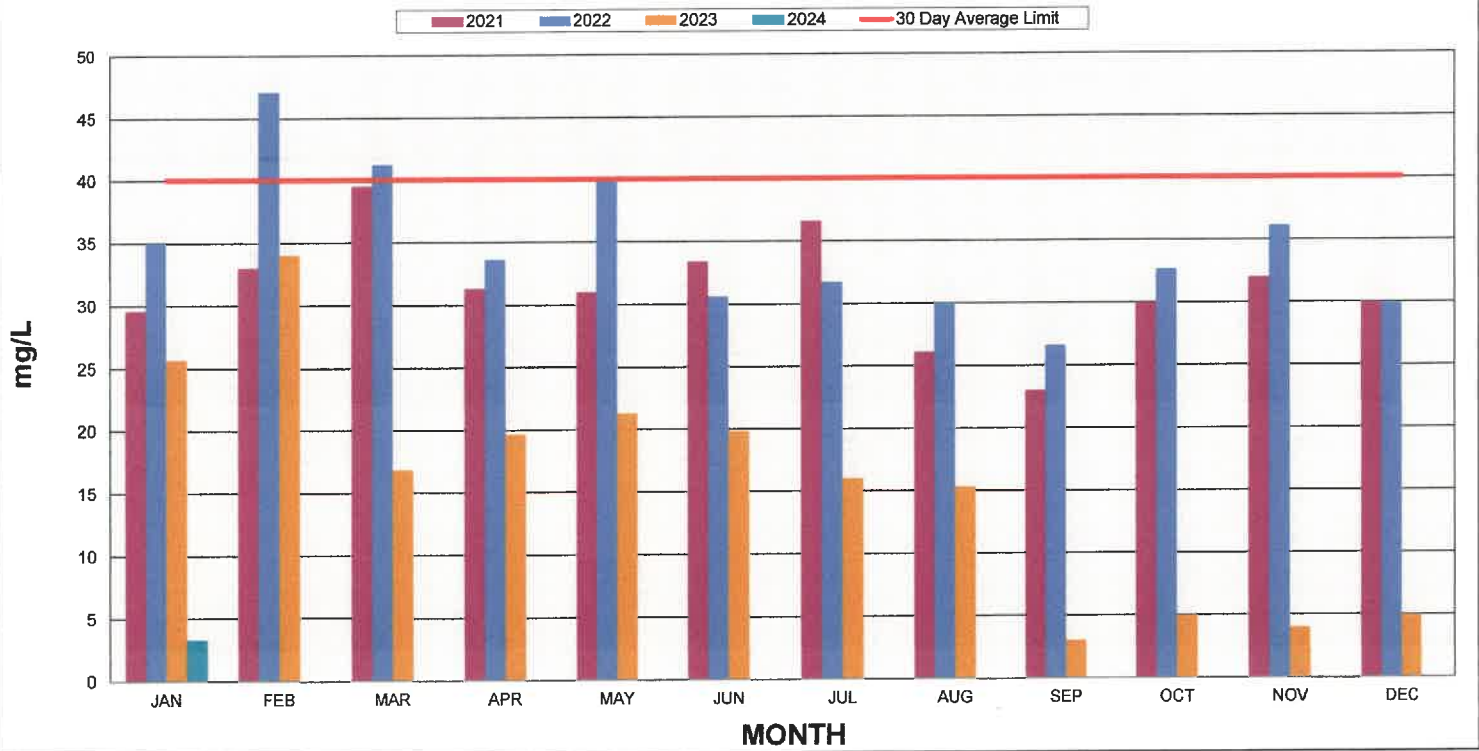
2021 2022 2023 2024



### ABCSD MONTHLY AVERAGE INFLUENT BOD (2021 - 2024)



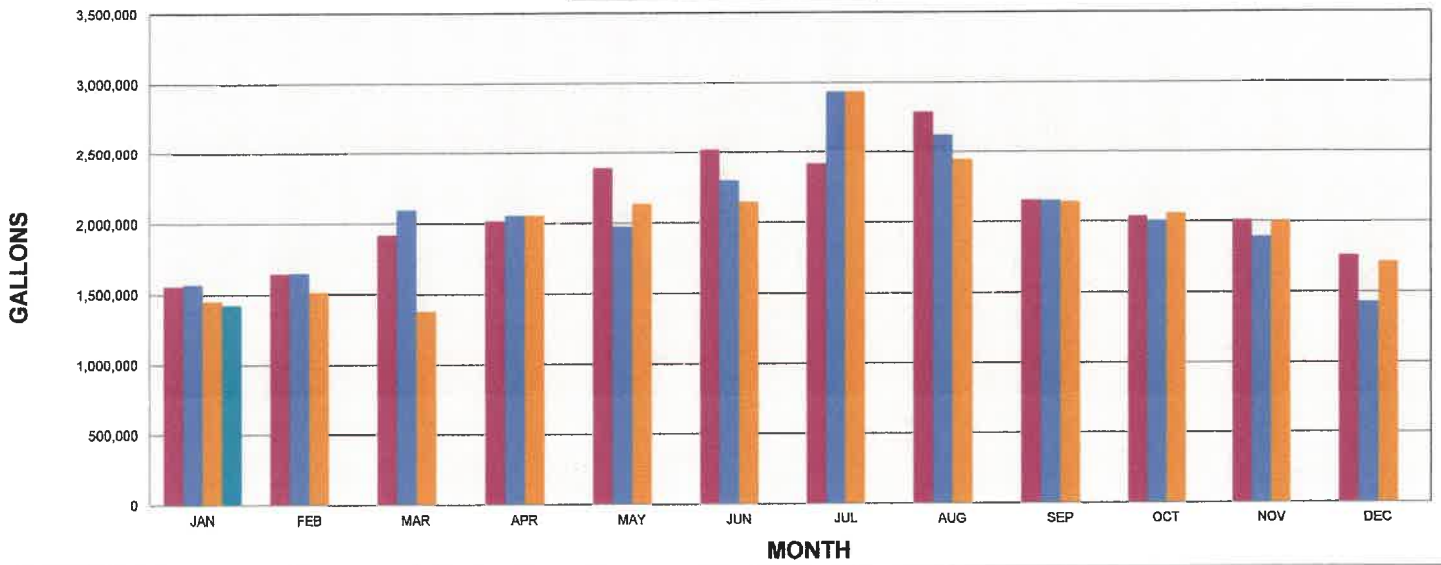
### ABCSD MONTHLY AVERAGE EFFLUENT BOD (2021 - 2024)



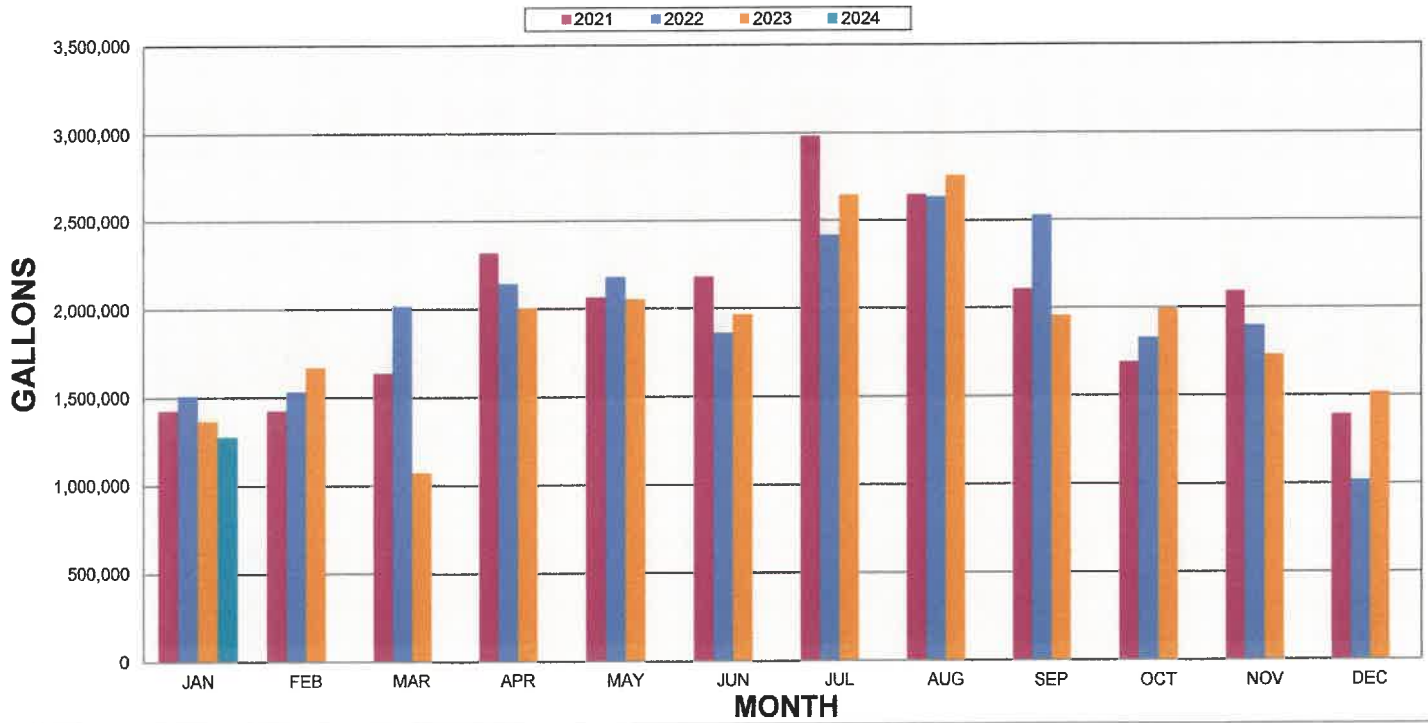
Note: Non Detect (ND) values of <3 are represented on the graph at their reporting limit (3 mg/L).

### ABCSD MONTHLY WATER PURCHASED FROM LOPEZ (2021 - 2024)

2021 2022 2023 2024



### ABCSD MONTHLY WATER SOLD (2021 - 2024)




# AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

## MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 13, 2024

SUBJECT: FY 2023-2024 Mid-Year Budget Review

### Recommendation:

Receive Report; Provide direction to staff on any adjustments for the approved FY 2023/2024 Budget.

### Discussion:

Each year the Board adopts an annual budget for the District. To track District finances and to keep the Board up to date, staff prepares monthly Financial Review reports for the agenda packets that include the monthly checks written and deposits, a profit and loss statement, and a balance sheet. Staff typically prepares a more detailed mid-year budget review for the current fiscal year through the end of December or January, for the February Board packet. The mid-year review presents the overall budgeted and actual mid-year income and expenses, as well as, the budgeted and actual mid-year income and expenses by fund class.

At the 50% benchmark District income is at 48% and expenses are at 44% of their respective budget amounts. As noted in the General Manager's Report, the County recently estimated that FY 2023/24 tax revenue will be \$848,000. As of December 31, 2023, our two biggest income sources, Operating Revenue and County Taxes were at 57% and 30% respectively. However, the District received \$279,000 in tax revenue in early January, so we are currently at 65% of our annual budget amount of \$785,000. Staff anticipates year-end expenses will come in at about 95% of the budgeted amounts. The District operates with several enterprise funds or fund "classes" and a General/Administration fund. Below is a summary of the combined Operation and Maintenance budget followed by a fund-by-fund analysis.

### Combined Operating Budget Summary:

Total	<u>FY 23-24 Budget</u>	<u>Actual Through 12-31-2023</u>	<u>% of Budget</u>
Income	\$ 1,903,000	\$ 920,875	48%
Expenses	\$ 1,707,000	\$ 957,000	44%

### **Administrative/General Fund**

Total	<u>FY 23/24 Budget</u>	<u>Actual Through 12-31-2023</u>	<u>% of Budget</u>
Income	\$ 524,500	\$ 206,000	39%
Expenses	\$ 495,000	\$ 150,000	30%

Income for the Administrative/General budget comes from County taxes, interest on reserve funds and franchise fee income. The major Administrative/General Fund expense items include: Cal Fire support services contract (\$235,000); Payroll expenses (\$85,000); Contract labor expenses (\$24,000); Legal expenses; Insurance premiums; Membership dues; and Accounting and Audit support.

Income for the Administrative/General Fund is slightly behind the 50% benchmark. This is because the tax revenue comes in a large amount in January and May. As noted previously, the District received \$279,000 in tax revenue in early January. That revenue is not included in the percentages above, but when added in, the income jumps to 73% of budget. Administrative expenses are below the 50% benchmark, but this is because the District has not received the FY 2023/24 annual invoice from Cal Fire (estimated at \$230,000). Staff anticipates Administrative/General Fund income and expenses will be on budget at the end of the fiscal year.

### **Street Light Fund**

Total	<u>FY 23/24 Budget</u>	<u>Actual Through 12-31-2023</u>	<u>% of Budget</u>
Income	\$ 16,000	\$ 6,500	41%
Expenses	\$ 15,500	\$ 5,500	36%

The Street Lighting Fund income includes \$16,000 of general fund tax revenues and reimbursement of electrical costs from the Port San Luis Harbor District for their share of the embarcadero wall lights. Expenses include electrical costs and periodic replacement of bulbs and maintenance of fixtures. Staff anticipates that this fund will be on target for both budgeted income and expenses at year end.

### **Solid Waste Fund**

Total	<u>FY 23/24 Budget</u>	<u>Actual Through 12-31-2023</u>	<u>% of Budget</u>
Income	\$ 27,000	\$ 16,500	61%
Expenses	\$ 22,000	\$ 8,000	36%

The Solid Waste Fund is slightly above benchmark for income and slightly below benchmark for expenses. Income from this fund goes primarily to fund Administrative/General Expenses for the solid waste program and help with the District's rate assistance program. The Solid Waste Fund is funded through the Franchise fee paid by South County Sanitary Services to the District.

### Sanitary Fund

Total	<u>FY 23/24 Budget</u>	<u>Actual Through 12-31-2023</u>	<u>% of Budget</u>
Income	\$ 760,000	\$ 385,000	51%
Expenses	\$ 660,000	\$ 235,000	36%

The Sanitary Fund is slightly above the 50% benchmark for income and below the benchmark for expenses. Staff projects that Sanitary Fund year end income will be at or above the budgeted amounts due to higher-than-expected tax revenues and reimbursements from the Harbor District. We project Sanitary expenses will be on or below budget for the Sanitary Fund.

### Water Fund

Total	<u>FY 23/24 Budget</u>	<u>Actual Through 12-31-2023</u>	<u>% of Budget</u>
Income	\$ 575,000	\$ 308,000	54%
Expenses	\$ 515,000	\$ 365,000	71 %

The Water Fund is slightly above the 50% benchmark for income and expenses are above the mid-year benchmark. The major budget expenses for the water fund are the purchase of Lopez and State Water with an approved budget of \$365,000. The District has paid all the Lopez and State Water fixed cost water fees for FY 2023/24. Staff anticipates the Water Fund income and expenses will be on budget at the end of the fiscal year.

### Summary

Overall, the District remains in a consistent and secure financial position. Estimated fiscal year tax revenues are anticipated to come in slightly above budget; water and sewer revenues are projected to come in on budget; and interest income is projected to come in at approximately \$60,000 over the budgeted amount due to the higher interest rates.

Total operating expenses are slightly below the benchmark for the first half of the fiscal year. Staff anticipates operating expenses will for payroll and benefits will be above budget. However, those increased costs will be off-set by a significant decrease in contract operations and maintenance costs. Electrical costs at the WWTP will be significantly higher for the second half of FY 2023/24 due to the operation of the new MBR plant. Barring any significant maintenance and repair projects in the second half of the fiscal year, staff anticipates the District will be able to direct approximately \$200,000 to the District's Reserve Fund accounts at fiscal year-end. As of mid-year, the District has not received any Connection Fees revenue. To date the Port San Luis Harbor District has reimbursed the CSD approximately \$154,000 for their share of capital improvement projects at the WWTP. This includes the Harbor District's \$72,000 for the annual WWTP project loan payment.





**AVILA BEACH  
COMMUNITY SERVICES DISTRICT**


Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager

DATE: February 13, 2024

SUBJECT: Annual Review of District By-Laws 

Recommendation:

Review the current By-Laws and any proposed changes by District legal counsel and adopt the By-Laws for 2024 or provide other direction to staff.

Discussion:

In accordance with District Policy, the Board reviews the District By-Laws each year to ensure that the By-Laws comply with any new legal requirements, ensure that they meet the current needs of the District and to keep the information “fresh” in the scope of operating the District and the Board meetings. Additionally, the District’s insurance carrier (SDRMA) also provides “Credit Incentives” to our liability insurance premium if the Board conducts an annual review of the By-Laws.

Attached is a copy of the 2023 District By-Laws, for the Board’s review and comment. Legal Counsel will also review the By-Laws and provide any recommended changes at the February 13<sup>th</sup> meeting. If the Board wishes more time to finalize their review, this item can be carried forward to a future meeting for final action.

Attachment: 2023 District By-Laws

**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
Updated February 2024

**1. OFFICERS OF THE BOARD OF DIRECTORS**

- 1.1 The officers of the Board of Directors are the President and Vice President.
- 1.2 The President of the Board of Directors shall serve as presiding officer at all Board meetings. He/She shall have the same rights as the other Directors of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
- 1.3 In the absence of the President, the Vice President of the Board of Directors shall serve as presiding officer over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining Directors present shall select one of themselves to act as the presiding officer of the meeting.
- 1.4 The President and Vice President of the Board shall be elected annually at the last meeting of each calendar year.
- 1.5 The term of office for the President and Vice President of the Board shall commence on January 1 of the year immediately following their election.
- 1.6 Generally, the President, or in his/her absence the Vice President, is the designated representative of the Board of Directors to speak on Board positions or policies.
- 1.7 The Board President, or in his/her absence the Vice President, is authorized to attend and is entitled to reimbursement, pursuant to Section 10 below, for his/her attendance at a County or State Agency meetings upon his/her determination that District representation is necessary to protect and/or advance the interest of the District or its residents/customers.

**2. MEETINGS**

**2.1 Regular Meetings**

Subject to holidays and scheduling, Regular meetings of the Board of Directors shall be held on the second Tuesday of each calendar month at 1:00 PM in the Avila Beach Community Services District Office, 100 San Luis Street, Avila Beach. The date, time and place of regular Board meetings shall be reconsidered at the annual organizational meeting of the Board.

**2.2 Special Meetings**

Special meetings may be called by the President or three (3) Directors with a minimum of twenty-four (24) hours public notice. The Special meeting agenda shall be prepared and distributed pursuant to the procedures of the Brown Act by the General Manager in consultation with the President or in his or her absence, the Vice President or those Directors calling the meeting.

**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
**Updated February 2024**

**2.3** Closed Sessions

Closed sessions may be scheduled prior to or at the conclusion of regular and/or special meetings.

**2.4** Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

**2.5** The President, or in his/her absence the Vice President, shall be the presiding officer at District Board meetings. He/She shall conduct all meetings in a manner consistent with the policies of the District. He/She shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board. He/She shall vote on all questions and on roll call votes his/her name shall be called last.

**2.6** Three (3) Directors of the Board shall constitute a quorum for the transaction of business. When a quorum is lacking for a regular, adjourned, or special meeting, the President, Vice President, or any Director shall adjourn such meeting; or, if no Director is present, the District Secretary shall adjourn the meeting.

**2.7** Except as otherwise specifically provided by law, a majority vote of the total membership of the Board of Directors is required for the Board of Directors to take action.

**2.8** A roll call vote shall be taken upon the passage of all items considered by the Board, and shall be entered in the minutes of the Board, showing those Directors voting aye, those voting no, those not voting because of a conflict of interest or absent.

**2.9** Any person attending a meeting of the Board of Directors may record the proceedings with an audio or video tape recorder or a still or motion picture camera in the absence of a reasonable finding that the recording cannot continue without disruptive noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.

**2.10** All video tape recorders, still and/or motion picture cameras shall remain stationary and shall be located and operated from behind the public speaker's podium once the meeting begins. The presiding officer retains the discretion to alter these guidelines, including the authority to require that all video tape recorders, still and/or motion picture cameras be located in the back of the room.

**3. RECONSIDERATION OF PRIOR BOARD ACTIONS**

The following rules apply to reconsideration of prior Board actions.

**3.1** After the passage of 9 months from the effective date of the motion, resolution, or ordinance, the matter may be placed on the agenda pursuant to Section 5.1 below, or other provisions of the Brown Act.

**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
**Updated February 2024**

- 3.2** Prior to the passage of 9 months, any member of the Board of Directors or the General Manager may request the Board of Directors, by motion, to agree to reconsider a prior Board action at a subsequent meeting of the Board.
- 3.3** The President of the Board of Directors, upon a determination that there is a need to take immediate action, may place an item on the agenda for reconsideration.

**4. PUBLIC COMMENT AND RULES OF DECORUM**

**4.1** Public comment

Subject to the following rules, a block of 20 minutes is set aside for each agenda item for public comment, including general public comment:

- (a)** Comments on agendized items should be held until the appropriate item is called.
- (b)** Unless otherwise directed by the presiding officer, public comment shall be presented from the podium.
- (c)** The person giving public comment shall state his/her name and whether or not he/she lives within the District boundary prior to giving his/her comment. Public comment shall be directed to the presiding officer of the Board.
- (d)** The presiding officer, after consideration of the length of the Agenda, the nature of the Agenda item, and meeting limitations, may expand or further limit the 20minute time allocation for public comment.
- (e)** Each public commenter shall be limited to 3 minutes unless shortened or extended by the presiding officer with consideration of the length of the Agenda, the nature of the Agenda item, and meeting limitations.

**4.2** Rules of Decorum

The rules of decorum, below, shall apply to public comment and attendance at District meetings.

- (a)** Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet, clapping and talking (other than giving public comment) or other acts which disrupts the orderly conduct of the District meeting.
- (b)** Each person addressing the Board of Directors shall do so in an orderly and civil manner and shall not engage in conduct which disrupts the orderly conduct of the District meeting.

**AVILA BEACH COMMUNITY SERVICES DISTRICT**  
**BOARD OF DIRECTOR**  
**BOARD BY-LAWS AND POLICIES**  
**Updated February 2024**

- (c) No person shall address the Board of Directors without first being recognized by the presiding officer.
- (d) Public comment and public testimony shall be directed to the presiding officer and shall be addressed to the Board of Directors as a whole. The presiding officer shall determine whether, or in what manner, the District will respond to questions.
- (e) Persons addressing the Board are limited to one opportunity per Agenda item unless otherwise directed by the presiding officer in his/her discretion.
- (f) A person cannot defer his/her time allocation to another person.
- (g) Persons addressing the Board shall confine the subject matter of their comments to the Agenda item being considered by the Board of Directors.
- (h) Each person addressing the Board of Directors shall do so in an orderly and civil manner and shall not engage in conduct which disrupts the orderly conduct of the District meeting.
- (i) The presiding officer may rule a speaker out of order who is unduly repetitious or extending discussion of irrelevance.

**4.3 Enforcement of Rules of Decorum**

Any person who violates the Rules of Decorum may, at the discretion of the presiding officer, be removed from the meeting. The Rules of Decorum shall be enforced in the following manner:

- (a) Warning. The presiding officer shall warn the person who is violating the rules of decorum.
- (b) Expulsion. If after receiving a warning from the presiding officer, the person persists in violating the rules of decorum, the presiding officer shall order the person to leave the Board meeting room for the remainder of the meeting.
- (c) Assisted Removal. If such person does not voluntarily remove himself/herself, the presiding officer may order any law enforcement officer who is on duty at the meeting, or who may be summoned to the meeting, to remove the person from the Board room.
- (d) Restoration of Order. If order cannot be restored by the removal of individuals who are disrupting the meeting, the Board meeting will be continued under the provisions of Government Code Section 54957.9.

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**4.4** Limitations (Government Code Section 59454.3(c))

The Rules of Decorum shall not be interpreted to prohibit public criticism of the policies, procedures, programs or services of the District, or the acts or omissions of the District Board of Directors.

**5. AGENDAS**

**5.1** The General Manager, in cooperation with the Board President, shall prepare the agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request any item to be placed on the agenda no later than 4:00 P.M. on the Tuesday prior to the meeting date.

**5.2** At least 72 hours before a regular meeting, the District shall cause to be posted an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public.

**5.3** The agenda for a special meeting shall be posted at least 24 hours before the meeting following the guidelines of Section 5.2 above.

**5.4** In addition to the posting requirements set out above, regular meeting Agendas and special meeting Agendas shall be posted on the District's web page and delivered to individuals who have filed a written request with the District requesting the agendas expressed an interest in receiving the Agendas (Interested Parties List).

**5.5** Consent Agenda

Those items on the District Agenda which are of a routine and non-controversial nature are placed on the "Consent Agenda." These items shall be approved, adopted, and accepted, etc. by one motion of the Board of Directors; for example, approval of Minutes, approval of Warrants, various Resolutions accepting developer improvements, minor budgetary items, status reports, and routine District operations.

**(a)** Directors may request that any item listed under "Consent Agenda" be removed from the "Consent Agenda", and the Board will then take action separately on that item. Members of the public will be given an opportunity to comment on the "Consent Agenda"; however, only a member of the Board of Directors can remove an item from the "Consent Agenda". Items which are removed ("pulled") by Directors of the Board for discussion will typically be heard after other "Consent Agenda" items are approved unless the President chooses an earlier or later time.

**(b)** A Director may ask questions on any item on the "Consent Agenda." When a Director has a minor question for clarification

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concerning a consent item which will not involve extended discussion, the item may be discussed for clarification and the questions will be addressed along with the rest of the "Consent Agenda". Directors are encouraged to seek clarifications prior to the meeting if possible.

- (c) When a Director wishes to consider/"pull" an item simply to register a dissenting vote, or conflict of interest, the Director shall inform the presiding officer that he/she wishes to register a dissenting vote, or conflict of interest, on a particular item without discussion. The item will be handled along with the rest of the Consent Agenda, and the District Secretary shall register a "no" vote, or conflict of interest, in the minutes on the item identified by the Director.

**5.6** No action or discussion may be taken on an item not on the posted agenda; provided, however, matters deemed to be emergencies or of an urgent nature may be added to the agenda under the procedures of the Brown Act. Pursuant to the Brown Act:

- (a) Directors may briefly respond to statements or questions from the public;
- (b) Directors may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting;
- (c) The Board may take action to direct the General Manager to place a matter on a future agenda;
- (d) Directors may make brief announcements or make a brief report on his/her own activities under the Director Comment portion of the Agenda.

**6. PREPARATION OF MINUTES AND MAINTENANCE OF RECORDINGS**

**6.1** The minutes of the Board shall be kept by the District Secretary and shall be neatly produced and kept in a file for that purpose, with a record of each particular type of business transacted set off in paragraphs with proper subheads. In addition to other information, described below, that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- Date, place and type of each meeting;
- Directors present and absent by name;
- Administrative staff present by name;
- Call to order;
- Time and name of late arriving Directors;
- Time and name of early departing Directors;
- Names of Directors absent or declaring a conflict of interest during any Agenda item upon which action was taken;



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- Approval of the minutes or modified minutes of preceding meetings;
  - Approval of financial report
  - Record by number (a sequential range is acceptable) of all warrants approved for payment;
  - Record of the vote of each Director on every action item for which the vote was not unanimous;
  - Resolutions and ordinances described as to their substantive content and sequential numbering;
  - Record of all contracts and agreements, and their amendment, approved by the Board;
  - Approval of the annual budget;
  - Approval of all polices, rules and/or regulations;
  - Approval of all dispositions of District assets;
  - Approval of all purchases of District assets; and,
  - Time of meeting adjournment.
- 6.2** The minutes of the Board of Directors shall record the aye and no votes taken by the members of the Board of Directors for the passage or denial of all ordinances, resolutions or motions.
- 6.3** The District Secretary shall be required to make a record only of such business as was actually considered by a vote of the Board and, except as provided in Sections 6.4, 6.5, and 6.6 below, the District secretary shall not be required to record any remarks of Directors or any other person.
- 6.4** The District Secretary shall attempt to record the names and general place of residence of persons addressing the Board during general public comment.
- 6.5** Any Director may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed. In addition, the minutes shall include the names of speakers who provided public comment on each agenda item and a summary of the Directors' reports. Materials submitted with such comments shall be appended to the minutes at the request of the General Manager, District Counsel, the Board President, or any Director.
- 6.6** Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Secretary shall compile a summary of the testimony of the witnesses.
- 6.7** At the Discretion of the Board President, an audio tape recording of regular and special meetings of the Board of Directors may be made. Subject to equipment malfunction, any recording of a District meeting made for whatever purpose at the direction of the District shall be subject to inspection pursuant to the California Public Records Act. Consistent with Government Code Section 54953.5(b), the District will maintain any recordings for a 30-day period after the recording. In addition to the 30-day requirement, the District will attempt to maintain any recordings, without legal obligation to do so, for 2 years after the date of the recording.

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**7. DIRECTOR GUIDELINES**

- 7.1** Directors shall prepare themselves to discuss agenda items at meetings of the Board of Directors. Directors are encouraged to seek clarification prior to the meeting, if possible.
- 7.1** Members of the Board of Directors shall exercise their independent judgment on behalf of the interest of the entire District, including the residents, property owners and the public as a whole.
- 7.2** Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 7.3** Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, dissenting Directors should not create barriers to the implementation of said action.
- 7.4** Pursuant to Section 54952.2 of the Brown Act:
- (a)** Except during an open and public meeting, a majority of the Board of Directors shall not use a series of communications of any kind, directly or thru intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter of the District.
  - (b)** Subsection (a) above shall not be construed as preventing District management staff from engaging in separate conversations or communications with members of the District Board of Directors in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the District, so long as that management staff person does not communicate to members of the Board of Directors the comments or positions of any other member or members of the Board of Directors.
- 7.5** Directors shall not be prohibited by action of the Board of Directors from citing his or her District affiliation or title in any endorsement or publication, so long as no misrepresentation is made, or implied, about the District's position on the issue.
- 7.6** Directors, by making a request to the General Manager, shall have access to information relative to the operation of the District, including, but not limited to, statistical information, information serving as the basis for certain actions of Staff, justification for Staff recommendations, etc. If the General Manager cannot timely provide the requested information by reason of information deficiency, or major interruption in work schedules, work loads, and priorities, then the General Manager shall inform the individual Director why the information is not or cannot be made available. All Directors will receive a copy of all information being distributed.
- 7.7** In handling complaints from residents or property owners within the District, or other members of the public, Directors are encouraged to listen carefully to the

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concerns, but the complaint should be referred to the General Manager for processing and the District's response, if any.

- 7.8 Directors, when seeking clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, should refer said concerns directly to the General Manager.
- 7.9 Directors and General Manager should develop a working relationship so that current issues, concerns and District projects can be discussed comfortably and openly.

**8. AUTHORITY OF DIRECTORS**

- 8.1 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.
- 8.2 Directors do not represent any fractional segment of the District but are, rather, a part of the body which represents and acts for the District as a whole.
- 8.3 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- 8.4 Directors are responsible for monitoring the District's progress in attaining its goals and objectives.

**9. AUTHORITY OF THE GENERAL MANAGER**

- 9.1 Pursuant to Government Code Section 61051, the General Manager shall be responsible for all of the following:
  - (a) The implementation of the policies established by the Board of Directors for the operation of the District.
  - (b) The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employee relations system established by the Board of Directors.
  - (c) The supervision of the District's facilities and services.
  - (d) The supervision of the District's finances.
- 9.2 The General Manager is appointed as the Board's Secretary and Treasurer.

**10. DIRECTOR REIMBURSEMENT**

- 10.1 Subject to the following rules and budgetary limitations, each Director is authorized to attend and is entitled to reimbursement for his/her actual and necessary expenses (including the cost of programs and seminars), for his/her

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attendance at programs, conferences, and seminars that are related to District functions and/or Director development.

- (a) It is the policy of the District to exercise prudence with respect to hotel/motel accommodations. It is also the policy of the District for Directors and staff to stay at the main hotel/motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible.

If lodging is in connection with a conference or organized education activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board of Directors at the time of booking. If the group rate is not available, the Director shall use lodging that is comparable with the group rate. Personal phone calls, room service, and other discretionary expenditures are not reimbursable.

- (b) Members of the Board of Directors shall use government and group rates offered by a provider of transportation for travel when available. Directors, using his/her private vehicle on District business, shall be compensated at the prevailing IRS per diem mileage rate.

- (c) Any Director traveling on District business shall receive, in addition to transportation and lodging expenses, a per diem allowance to cover ordinary expenses such as meals, refreshments and tips. Reimbursement rates for meals will be pursuant to the U.S. General Services Administration (GSA) per diem rates for the locale of the destination(s) except for meals included in the registration fees for the conference, seminar or training activity. The 2023 GSA meals and incidentals per diem rates for San Luis Obispo are \$17 for breakfast, \$18 for lunch, \$34 for dinner and \$5 for incidentals, for a daily total not to exceed \$74.

- (d) All travel and other expenses for District business, conferences, or seminars outside of the State of California shall require separate Board authorization, with specific accountability as to how the District shall benefit by such expenditure.

**10.2** All expenses that do not fall within the reimbursement policy set forth in Section 10.1, above, shall be approved by the Board of Directors, at a public meeting, before the expense is incurred.

**10.3** Board members shall submit an expense report on the District form within ten (10) calendar days after incurring the expense. The expense report shall be accompanied by receipts documenting each expense.

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- 10.4** Members of the Board of Directors shall provide brief reports on the program, conferences, and seminars attended at the expense of the District at the next regular meeting of the Board of Directors.

**11. ETHICS AND SEXUAL HARASSMENT PREVENTION TRAINING**

- 11.1** Pursuant to Assembly Bill (AB) 1234 (Salinas, 2005, Local Agencies: Compensation and Ethics); Assembly Bill 1825 (Reyes, 2004, Sexual Harassment: Training and Education); AB 1661 (2016, McCarty, Local Government: Sexual Harassment Prevention Training and Education); the statutes added or amended by AB 1234, AB 1825 and AB 1661; and any other statute or regulation with which the District must comply, all Directors and designated District personnel shall receive at least 2 hours of Ethics Sexual Harassment Prevention training every two years, or as frequently as is required by law.
- 11.2** Each newly elected Board Member and designated District personnel shall receive Ethics Sexual Harassment Prevention training no later than one year from the first day of service with the District and thereafter shall receive Ethics and Sexual Harassment Prevention training at least once every two years, or as frequently as is required by law.

**12. COMMITTEES**

**12.1** Standing Committees

- (a)** The following shall be standing committees of the Board:
- Finance Committee;
  - Personnel Committee;
  - Facilities Committee;
  - Drought Committee.
- (b)** The Board may create other standing committees at its discretion.
- (c)** Standing committees shall be advisory committees to the Board of Directors and shall not commit the District to any policy, act or expenditure. Each standing committee may consider District-related issues, on a continuing basis, assigned to it by the Board of Directors. Members of the standing committees shall be appointed by the Board of Directors.
- (d)** All standing committee meetings shall be conducted as public meetings in accordance with the of the Brown Act.

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**12.2 Ad Hoc Committees**

The Board President may appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

**13. CONFLICTS AND RELATED POLICY**

State laws are in place which attempt to eliminate any action by a Director or the District which may reflect a conflict of interest. The purpose of such laws and regulations is to insure that all actions are taken in the public interest. Laws which regulate conflicts are very complicated. The following provides a brief policy summary of various conflict related laws. Directors are encouraged to consult with District Legal Counsel and/or the FPPC at 1-800-ASK-FPPC (1-800-275-3772), prior to the day of the meeting, if they have questions about a particular agenda item.

**13.1 Conflict of Interest**

Each Director is encouraged to review the District Conflict Code on an annual basis. The general rule is that an official may not participate in the making of a governmental decision if it is: reasonably foreseeable that the decision will have a material financial effect on the official or a member of his or her immediate family or on an economic interest of the official, and the effect is distinguishable from the effect on the public generally. Additionally, the FPPC regulations relating to interests in real property have recently been changed. If the real property in which the Director has an interest is located within 500 feet of the boundaries of the property affected by decision, that interest is now deemed to be directly involved in the decision.

**13.2 Interest in Contracts, Government Code Section 1090.**

The prohibitions of Government Code Section 1090 provide that the Board of Directors may not contract with any business in which another Director has a financial interest.

**13.3 Incompatible Office, Government Code Section 1099.**

The basic rule is that public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or inconsistent action, to the detriment to the other public interest, their discharge by one person is incompatible with that interest. When a Director is sworn in for such a second office, he/she is simultaneously terminated from holding the first office.

**14. REVIEW OF GENERAL MANAGER & LEGAL COUNSEL CONTRACTS**

**14.1** The District's General Manager's contract shall be reviewed by the Board of Directors annually during the months of April and/or May of each year.

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14.2 The District's Legal Counsel's contract shall be reviewed by the Board of Directors annually during the months of May and/or June of each year.

**15. CONTINUING EDUCATION**

Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Subject to budgetary constraints, there is no limit to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

**16. REVIEW OF ADMINISTRATIVE DECISIONS**

Any judicial review of any administrative act taken after a hearing by a district shall be brought pursuant to Section 1094.5 of the Code of Civil Procedure.

**17. MEMBERSHIP IN ASSOCIATIONS**

**17.1** The Board of Directors shall ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training.

**17.2** The Board of Directors shall maintain membership in the California Special Districts Association and shall insure that the annual dues are paid when due until otherwise directed by the Board.

**17.3** The Board of Directors shall maintain membership in the San Luis Obispo Chapter of the California Special Districts Association and shall insure that the annual dues are paid when due.

**17.4** At the regular Board meeting, a member of the Board shall be selected to represent the District in accordance with said chapter's constitution/bylaws, and another member of the Board or staff.

**18. BOARD BY-LAWS REVIEW POLICY**

The Board By-Laws and Policies shall be reviewed annually at the first regular meeting in February. The review shall be provided by District Counsel and ratified by Board action.

**19. RESTRICTIONS ON BY-LAWS**


The rules contained herein shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with State or Federal laws.

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Post Office Box 309, Avila Beach, CA. 93424

**MEMORANDUM**

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: February 13, 2024

SUBJECT: Summary Report for Wastewater Treatment Plant Improvement Project

Recommendation:

This is an information only item. Staff recommends the Board Receive and File the report or provide other direction to staff.

Background/Discussion:

At the October 13, 2020, Board meeting the Board reviewed the membrane bioreactor manufactures proposals and staff's scoring evaluations and selected Cloacina LLC to construct the membrane bioreactor unit (MBR) at a cost of approximately \$1,350,000. In November 2020, the Board retained Wallace Group Engineering to prepare the project plans and specifications at an estimated cost of \$210,000.

At the January 18, 2022, Board meeting, the Board awarded the MBR construction project to Hartzell General Engineering, at bid price of \$1,851,000. Staff issued the Project Notice to Proceed in February 2022. The District also retained Cannon Engineering to perform Project Construction Management services, Padre and Associates to provide Cultural Resources Monitoring Services and Yeh and Associates to provide Geotechnical Services at an estimate cost of \$200,000. The project team had their first Construction Progress meeting on April 19, 2022 and construction actively began in May 2022. Upon construction completion, the MBR influent was "seeded" with sludge from the Cayucos WWTP in August 2023. The wastewater was circulated in the unit for several weeks to allow the "bugs" to grow and multiply. The unit was brought fully on-line in September 2023. The District hosted an "Open House" for the project on September 12, 2023.

The MBR unit has been functioning well and delivering a very high-quality effluent. We still have a few "punch list" items that Cloacina is working on completing. Overall, the project has provided the District with a more resilient and reliable wastewater treatment process that provides a much higher water quality effluent. The MBR unit effluent quality greatly exceeds the District's current permit effluent discharge limits. In addition,



these improvements will likely provide opportunities for the District to recycle the treated wastewater on the nearby golf course and/or other potential irrigation uses.

Project Budget Summary

MBR purchase price: \$1,350,000 + \$115,000 change orders = \$1,461,000

Construction Cost: \$1,851,000 + \$185,000 change orders = \$2,035,000

Project Construction Costs Total: \$3,496,000

Engineering: \$ 280,000

Construction Mgt: \$ 160,000

Engineering and CM Costs: \$ 441,000 (12% of construction costs)

Total Project Construction and Engineering Costs: \$3,937,000

The change orders for MBR purchase included upgrading several of the MBR components and control systems that were not included in the original bid price. The change orders for the construction costs were primarily due to on-site circumstances that were not known until the contractor started the construction process. Issues such as, the foundation soil stabilization, piping conflicts and the addition of exterior lighting improvements for the existing plant and the MBR unit. Under the circumstances of supply chain issues, a very tight construction site and uncertainty of piping conflicts, a 10% project change order cost is reasonable.

Engineering and Construction Management project costs are typically in the 7% – 10% range of the project construction costs. In this case we were slightly above that benchmark due in part to the fact that the District purchased the MBR prior to the awarding the construction contract. This brought another entity onto the project team which then required additional oversight and coordination by the District. However, if the District had chosen to have the General Contractor include the cost of the MBR unit in their bids, they would have likely marked up the cost of the MBR unit another 10% – 12%. In this case, I think it was most cost effective for the District to pre-purchase the MBR unit instead of having the General Contractor include the MBR unit in their construction bids.

This is an information item for the Board. Staff recommends that the Board receive and file the or provide other direction to staff.