

AVILA BEACH COMMUNITY SERVICES DISTRICT

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

BOARD MEETING 1:00 PM Tuesday, January 14th, 2020 BOARD MEETING LOCATION 100 SAN LUIS STREET AVILA BEACH, CALIFORNIA

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

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

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

3. **PUBLIC COMMENT**

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

4. **INFORMATION AND DISCUSSION ITEMS**

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

A. County Reports

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

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

5. **CONSENT ITEMS:**

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

- A. Minutes of December 10th, 2019 Special Meeting
- B. Monthly Financial Review for December 2019
- C. General Manager and District Engineer Report

D. Water and Wastewater Superintendent Report for December

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. 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)

B. Results of 2019 Receiving Water and Outfall Inspection Report

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

C. Cost of Services and Rate Study Report Preliminary Findings

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

8. COMMUNICATIONS/ COORESPONDENCE

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

9. ADJOURN

Next regularly scheduled meeting is on Tuesday, February 11th, 2020 at 1:00 PM

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

**MINUTES OF REGULAR MEETING
Avila Beach Community Services District
Tuesday, December 10, 2019
1:00 P.M.**

1. CALL TO ORDER

In the absence of President Kelley, Vice President Helenius called the “Special Meeting” of the Board of Directors of the Avila Beach Community Services District, to order at 1:06 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: Ara Najarian
 Lynn Helenius
 Kristin Berry
 Howie Kennett

Board Members Absent: Pete Kelley
Staff Present: Brad Hagemann, General Manager and District Engineer
 Mike Seitz, Legal Counsel
 Cara Aguiar, FRM

3. PUBLIC COMMENTS - No Public Comments.

4. INFORMATION AND DISCUSSION ITEMS

A. County Reports

Sheriff’s Report: Justin Nelson emailed the Sheriff’s report indicating 93 calls for service in November. Nine reports were generated. Four noise complaints, two thefts of miscellaneous items from unlocked vehicles parked in Avila and 4 suspicious circumstances were investigated.

Cal Fire: Battalion Chief Paul Lee reported 37 calls for service in Avila during the month of November. Cal Fire is currently cutting back to “off season” staffing. Clearing brush and creating fire buffers in the Avila Bay Estates are some of the precautionary measures being taken during the winter season.

B. Conferences, Meetings and General Communications

Garbagemen’s Association Cocktail Party is scheduled for Friday, Dec 13th at Madonna Inn.

Directors training Schedule is on the Target Solutions Website. Consistent with state law, all directors are signed up for one training session each year alternating between Ethics and Anti-Sexual Harassment.

Mike Seitz, the District’s Legal Counsel announced, Shipsey and Seitz, Inc. will cease to exist December 31st, 2019. Michael W. Seitz, Attorney at Law, will remain the District’s Legal Counsel in 2020.

5. CONSENT ITEMS

Director Najarian made a motion to approve the November 14th, meeting minutes. The motion was seconded by Director Berry and it passed with a roll call vote 4-0

AYES: Ara Najarian
 Kristin Berry
 Howie Kennett
 Kristin Berry
NOES: None
ABSENT: President Kelley

6. DISCUSSION OF PULLED CONSENT ITEMS: None

7. BUSINESS ITEMS:

A. Local Fire Code Update, Ordinance No. 2019-08 & Resolution 2019-08

No comments were received on the draft Ordinance. Vice President Helenius Opened the Public Hearing: No public was present. Vice President Helenius Closed the Public Hearing.

The second reading of Ordinance No. 2019-08 was read by Title Only. Director Kennett made a motion to adopt the Ordinance, seconded by Director Najarian and passed with a roll call vote 4-0.

AYES: Lynn Helenius
 Howie Kennett
 Ara Najarian
 Kristin Berry
NOES: None
ABSENT: President Kelley

Director Najarian made a motion to adopt Resolution No. 2019-08 requesting that the Board of Supervisor's ratify the District's adoption of the Fire Ordinance. The motion was seconded by Director Berry and passed with a roll call vote 4-0.

AYES: Ara Najarian
 Kristin Berry
 Lynn Helenius
 Howie Kennett
NOES: None
ABSENT: President Kelley

President Kelley arrived at 1:30 P.M. and took over chairing the meeting.

B. Election of Officers and Board Committee Appointments.

After some discussion, Director Berry made a motion to elect Pete Kelley as President of the Board of Directors. Director Najarian seconded the motion and passed by acclamation.

Director Berry made the motion to elect Lynn Helenius as Vice President of the Board of Directors. Since there were no other nominations, Director Najarian seconded the motion and the motion passed by acclamation.

Committee Assignments:

Finance Committee: Kristin Berry & Ara Najarian (Alternate: Lynn Helenius)

Drought Committee: Lynn Helenius & Ara Najarian

Personnel Committee: Lynn Helenius & Peter Kelley

Facilities Committee: Peter Kelley & Howie Kennett

C. Status Report on Wastewater Treatment Plant Improvement Project.

GM Hagemann briefly summarized the staff report and responded to Board member questions. This was an information item and the Board took no formal action.

D. Status Report on the Cost of Services and Rate Study Report

GM Hagemann briefly summarized the staff report and responded to Board member questions. The Committee members reported to the Board that they have requested additional analysis from consultant and will meet again prior to the Jan 14, 2020, Board meeting.

8. COMMUNICATIONS/CORRESPONDENCE

9. ADJOURNMENT: The meeting was adjourned at 2:40p.m.

The next regular meeting of the Avila Beach Community Services District is scheduled for Tuesday, January 14th, 2019 at 1:00 PM at 100 San Luis Street, Avila Beach.

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


Respectfully submitted,

Brad Hagemann, PE
General Manager

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

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: January 14th, 2020

SUBJECT: Monthly Financial Review for December 2019

Recommendation:

Receive and file report.

Overall Monthly Summary

During the month of December, the District deposited \$237,796.91 and incurred \$83,426.85 in expenses (cash basis). Income for December included \$168,620.61 in County tax income and \$72,465.44 in monthly water and sewer fees.

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

Utility Service Billing

The District billed approximately \$71,610.44 in water and sewer service charges in December. Customer Rate Assistance reduced billing charges to the District in the amount of \$855.00.

Operation and Maintenance

The Fluid Resource Management (FRM) Statement for December 2019 is included.

	Dec 19
Ordinary Income/Expense	
Income	
4000 · Income Summary	
4010 · Operating Revenue	72,465.44
4012 · Solid Waste Franchise Fee	3,019.59
4020 · Contract Services-Ambulance	1,069.00
4030 · County Taxes	168,620.61
4050 · Harbor Charges	
4052 · Front Street Lighting	201.47
4053 · WWTP O&M	15,326.00
Total 4050 · Harbor Charges	15,527.47
Total 4000 · Income Summary	260,702.11
Total Income	260,702.11
Gross Profit	260,702.11
Expense	
5100 · Merchant Credit Card Fees	
5110 · Amex	12.15
5120 · Chase Paymentech	116.68
5130 · Discover, Mastercard, Visa	15.00
5140 · Invoice Cloud	365.78
Total 5100 · Merchant Credit Card Fees	509.61
5200 · Payroll Expenses	
5210 · Gross Wages	
5211 · Regular Pay	2,554.79
5012 · Holiday Pay	353.40
5014 · Sick Pay	235.60
5016 · Vacation Pay	117.80
Total 5210 · Gross Wages	3,261.59
5230 · Payroll Taxes	55.99
5240 · Health & Medical Exp.	
5242 · Health Ins / Other	600.00
Total 5240 · Health & Medical Exp.	600.00
5250 · PERS Company Pd Expense	
5256 · PERS Co Pd Kristi	159.67

Avila Beach Community Services District
Profit & Loss
December 2019

	Dec 19
Total 5250 · PERS Company Pd Expense	159.67
5280 · Payroll Administration & Misc.	130.12
Total 5200 · Payroll Expenses	4,207.37
6000 · Administrative Overheads	
6102 · Accounting	1,410.00
6103 · Accounting Audit	763.00
6135 · Legal	1,160.00
6140 · Office Supplies & Postage	
6142 · Postage & Shipping	117.36
6143 · Supplies, Office	477.21
Total 6140 · Office Supplies & Postage	594.57
6150 · Rate Assistance	855.00
6160 · Training	75.00
6170 · Website	400.00
Total 6000 · Administrative Overheads	5,257.57
6500 · Operating Expenses	
6503 · Chemicals	7,906.75
6505 · Contract Labor O & M	19,591.88
6506 · Contract Labor GM	6,235.00
6507 · Contract Labor Civil Engineer	5,800.00
6520 · Equipment Repair & Maint.	
6522 · Equip. Rep. & Maint-Avila & HD	4,275.21
6524 · Equip. Rep. & Maint. Avila Only	870.10
Total 6520 · Equipment Repair & Maint.	5,145.31
6525 · Fat Oil & Grease (FOG)	250.50
6530 · Generator Maintenance	330.00
6535 · Insurance P/L	1,323.04
6540 · Lab Tests	3,203.40
6542 · Maintenance	190.00
6550 · Operating Supplies	151.10
6555 · Permits & Fees	2,349.60
6565 · Regulatory Compliance	293.00
6580 · Solids Handling	2,506.00
6585 · Telephone / Internet	967.58
6590 · Utilities	3,673.75
Total 6500 · Operating Expenses	59,916.91

	Dec 19
Total Expense	69,891.46
Net Ordinary Income	190,810.65
Other Income/Expense	
Other Income	
7200 · Non-Operating Income	
7220 · CIP Harbor	10,071.00
Total 7200 · Non-Operating Income	10,071.00
Total Other Income	10,071.00
Other Expense	
8200 · Non-Operating Expenses	
8230 · Capital Purchases in Prog Sani	
8245 · WWTP Improvement Project	
8245b · WWTP Phase I Design	8,868.93
Total 8245 · WWTP Improvement Project	8,868.93
8246 · WW Swr Ln Rplmt San Migl	
8246b · WW Swr Line Rplmt Project Ph 2	2,903.75
8246c · WW Swr Ln Rplmt Sn Migl Pha...	4,591.87
8246 · WW Swr Ln Rplmt San Migl - Ot...	3,556.25
Total 8246 · WW Swr Ln Rplmt San Migl	11,051.87
Total 8230 · Capital Purchases in Prog Sani	19,920.80
Total 8200 · Non-Operating Expenses	19,920.80
Total Other Expense	19,920.80
Net Other Income	-9,849.80
Net Income	180,960.85

Avila Beach Community Services District
Balance Sheet
As of December 31, 2019

	<u>Dec 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Summary	
1005 · Customer Cash	400.00
1008 · Petty Cash	86.28
1010 · Pacific Premier Checking	908,329.85
1050 · LAIF	3,068,520.23
Total 1000 · Cash Summary	<u>3,977,336.36</u>
Total Checking/Savings	3,977,336.36
Accounts Receivable	
1200 · *Accounts Receivable	57,508.08
Total Accounts Receivable	57,508.08
Other Current Assets	
1250 · Receivables	
1255 · Interest Receivable	5,144.80
1270 · Taxes Receivable	9,530.07
1280 · Water & Sewer Billings	115,434.92
Total 1250 · Receivables	<u>130,109.79</u>
1400 · Prepaid Summary	
1410 · Prepaid Insurance	9,192.35
Total 1400 · Prepaid Summary	<u>9,192.35</u>
Total Other Current Assets	<u>139,302.14</u>
Total Current Assets	4,174,146.58
Fixed Assets	
1600 · Fixed Assets & Acc. Depr.	
1605 · Office Equipment	
1606 · Copier Samsung 2012	8,233.58
1609 · Office Equipment Accum Depr	-8,233.59
Total 1605 · Office Equipment	<u>-0.01</u>
1610 · Fixed Asset -Office & Admin.	
1612 · Office Furniture cost	9,973.79
1614 · Office Furniture Accum Dep.	-9,973.79
Total 1610 · Fixed Asset -Office & Admin.	<u>0.00</u>
1620 · Fixed Assets - Sanitary	
1622 · Land	60,314.10

Avila Beach Community Services District
Balance Sheet
As of December 31, 2019

	<u>Dec 31, 19</u>
1626 · Collection Assets	
1627 · Collection Assets Cost	1,318,875.26
1628 · Collect Assets Accum Depr	<u>-399,237.22</u>
Total 1626 · Collection Assets	919,638.04
1630 · Disposal Equipment	
1631 · Disposal Equip Cost	523,122.64
1632 · Disposal Equip Accum Depr	<u>-264,042.83</u>
Total 1630 · Disposal Equipment	259,079.81
1635 · Treatment Plant	
1636 · Treatment Plant Original	105,000.00
1637 · Treatment Plant Addition	2,049,098.30
1638 · Treatment Plant Accum Dep	<u>-1,043,684.59</u>
Total 1635 · Treatment Plant	1,110,413.71
1642 · Treatment Equipment	
1643 · Treatment Equip Cost	1,000,455.00
1644 · Treatment Equip Accum Depr	<u>-524,698.87</u>
1642 · Treatment Equipment - Other	205,485.61
Total 1642 · Treatment Equipment	<u>681,241.74</u>
Total 1620 · Fixed Assets - Sanitary	3,030,687.40
1650 · Fixed Assets - Water	
1652 · Equipment	
1653 · Equipment Cost	21,136.28
1654 · Equipment Accum Depr	<u>-21,136.28</u>
Total 1652 · Equipment	0.00
1656 · Distribution Assets	
1657 · Distribution Assets Cost	1,140,860.50
1658 · Dist Assets Accum Depr	<u>-590,709.56</u>
Total 1656 · Distribution Assets	<u>550,150.94</u>
Total 1650 · Fixed Assets - Water	550,150.94
1680 · Structures - Fixed Asset	
1681 · Structures GFAAG - Sani & FA	29,810.00
1682 · Gen / Fire Accum Dep	<u>-29,810.00</u>
Total 1680 · Structures - Fixed Asset	0.00
1690 · Construction in Progress	<u>123,333.82</u>
Total 1600 · Fixed Assets & Acc. Depr.	<u>3,704,172.15</u>

Avila Beach Community Services District
Balance Sheet
As of December 31, 2019

	<u>Dec 31, 19</u>
Total Fixed Assets	3,704,172.15
Other Assets	
1800 · Deferred Outflows of Resources	31,212.00
Total Other Assets	31,212.00
TOTAL ASSETS	<u>7,909,530.73</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	54,714.97
Total Accounts Payable	54,714.97
Other Current Liabilities	
2200 · Payroll Liabilities	
2260 · Vacation Payable	557.75
2250 · PERS Liability	477.64
Total 2200 · Payroll Liabilities	1,035.39
2300 · Deposits Held	
2303 · Water Deposits Held	4,610.00
2305 · Connection Fees Held	0.01
Total 2300 · Deposits Held	4,610.01
Total Other Current Liabilities	5,645.40
Total Current Liabilities	60,360.37
Long Term Liabilities	
2400 · Net Pension Liability	136,401.00
2500 · Deferred Inflows of Resources	3,598.00
Total Long Term Liabilities	139,999.00
Total Liabilities	200,359.37
Equity	
3900 · Retained Earnings	7,625,045.45
Net Income	84,125.91
Total Equity	7,709,171.36
TOTAL LIABILITIES & EQUITY	<u>7,909,530.73</u>

Avila Beach Community Services District
Checks by Fund w/Accounts
 December 2019

Type	Date	Num	Name	Memo	Account	Amount	Balance
General / Admin							
Check	12/02/2019	EFT	Bankcard MTOT Disc	merchant cc fees	5130 · Discover, Masterc...	15.00	15.00
Check	12/02/2019		Paymenttech	monthly ABCSD Streamline	5120 · Chase Paymentech	17.23	32.23
Check	12/03/2019	EFT	Digital Deployment	merchant cc fees	6170 · Website	200.00	232.23
Check	12/04/2019		Paymenttech	Inv. 2262 11/29/19	5120 · Chase Paymentech	20.33	252.56
Check	12/05/2019	2545	Nikki Engle Bookkeeping	Audit FY 2019/20 November Presentation	6102 · Accounting	600.00	852.56
Check	12/05/2019	2547	Fedak & Brown, LLP	Amex	6103 · Accounting Audit	763.00	1,615.56
Check	12/05/2019		American Express Discount		5110 · Amex	12.15	1,627.71
Check	12/06/2019		U.S. Postal Service		6142 · Postage & Shipping	7.05	1,634.76
Check	12/06/2019		InvoiceCloud		5140 · Invoice Cloud	365.78	2,000.54
Check	12/09/2019	2548	ASAP Reprographics	Board Packets Dec 5th, 2019	6142 · Postage & Shipping	110.31	2,110.85
Check	12/09/2019	2549	Hagemann & Associates	Nov 24th - Dec 7th, 2019 Contract Labor GM	6506 · Contract Labor GM	3,335.00	5,445.85
Check	12/09/2019	2554	Coastline Cleaning Co.	Office Maintenance for Nov Onv. 2048	6542 · Maintenance	165.00	5,610.85
Check	12/09/2019	2554	Coastline Cleaning Co.	Exterior Clean Up of Leaves, Sand and Debris	6542 · Maintenance	25.00	5,635.85
Check	12/09/2019		Paymenttech	merchant cc fees	5120 · Chase Paymentech	10.08	5,645.93
Check	12/09/2019	EFT	Cal Tec Computers	computer repairs	6524 · Equip. Rep. & Main...	40.00	5,685.93
Check	12/10/2019	EFT	Cal Tec Computers	computer repairs	6524 · Equip. Rep. & Main...	40.00	5,725.93
Check	12/10/2019	EFT	Cal Tec Computers		6524 · Equip. Rep. & Main...	59.50	5,785.43
Check	12/11/2019		Paymenttech	merchant cc fees	5120 · Chase Paymentech	10.88	5,796.31
Check	12/11/2019		Staples	Tax Forms	6143 · Supplies, Office	259.44	6,055.75
Check	12/13/2019		Paymenttech	merchant cc fees	5120 · Chase Paymentech	16.03	6,071.78
Check	12/17/2019	2557	Nikki Engle Bookkeeping	Inv. 2278 12/4/19, 12/6/19, 12/11/19 Final A...	6102 · Accounting	810.00	6,881.78
Check	12/17/2019	2558	Hagemann & Associates	General Manager	6506 · Contract Labor GM	2,900.00	9,781.78
Check	12/17/2019	2561	Shipsey & Seitz	Law Library 11/30/19 Statement 109958	6135 · Legal	80.00	9,861.78
Check	12/17/2019	2561	Shipsey & Seitz	Prep & Attendance of Mtgs.	6135 · Legal	216.00	10,077.78
Check	12/17/2019	2561	Shipsey & Seitz	Fire Code	6135 · Legal	108.00	10,185.78
Check	12/17/2019	2561	Shipsey & Seitz	Rate Study	6135 · Legal	684.00	10,869.78
Check	12/18/2019		Paymenttech	merchant cc fees	5120 · Chase Paymentech	10.67	10,880.45
Check	12/19/2019		Staples	acct # 6011 1000 6113 765 Order # 9806754...	6143 · Supplies, Office	37.49	10,917.94
Check	12/19/2019		Staples	acct # 6011 1000 6113 765 Order # 9806759...	6143 · Supplies, Office	39.47	10,957.41
Check	12/19/2019		Staples	acct # 6011 1000 6113 765 Order # 9806754...	6143 · Supplies, Office	21.98	10,979.39
Check	12/20/2019	EFT	Charter	Acct #. 8245100980033571	6585 · Telephone / Internet	412.97	11,392.36
Check	12/20/2019		Amazon	1 of 2 Order # 111-9930027-1406632, Inv To...	6143 · Supplies, Office	18.99	11,411.35
Check	12/23/2019		Paymenttech	merchant cc fees	5120 · Chase Paymentech	31.46	11,442.81
Check	12/23/2019	EFT	PG&E	100 San Luis St.	6590 · Utilities	163.40	11,606.21
Check	12/23/2019		Staples	acct # 6011 1000 6113 765 Order # 9806948...	6143 · Supplies, Office	42.85	11,649.06
Check	12/23/2019		Grand Awards	Inv # 30857 desk wedge	6143 · Supplies, Office	37.71	11,686.77
Check	12/23/2019		Amazon	2 of 2 Order # 111-9930027-1406632, Inv To...	6143 · Supplies, Office	19.28	11,706.05
Check	12/31/2019	EFT	Digital Deployment	monthly ABCSD Streamline	6170 · Website	200.00	11,906.05
Total General / Admin						11,906.05	11,906.05
Lights							
Check	12/02/2019	EFT	PG&E	Colony Lights acct # 5992155362-0	6590 · Utilities	99.16	99.16
Check	12/02/2019	EFT	PG&E	Town Lights acct # 0690976984-3	6590 · Utilities	485.92	585.08

Avila Beach Community Services District
Checks by Fund w/Accounts
 December 2019

Type	Date	Num	Name	Memo	Account	Amount	Balance
Check	12/23/2019	EFT	PG&E	Front St. Lights acct# 5796765606-7	6590 · Utilities	387.71	972.79
Total Lights							
Sanitary							
Check	12/02/2019	EFT	South County Sanitary Service	2 Yd Dumpster	6590 · Utilities	131.78	131.78
Check	12/02/2019	EFT	AT&T	acct # 805 595-9416 904 5	6585 · Telephone / Internet	241.63	373.41
Check	12/04/2019		Great Western Alarm	Replaced Wireless Batteries on Generator, ...	6590 · Utilities	380.00	753.41
Check	12/05/2019	2542	Brenntag Pacific, Inc.	Inv. 3086669 11/14/19	6503 · Chemicals	1,045.24	1,798.65
Check	12/05/2019	2542	Brenntag Pacific, Inc.	Inv. 3086668 11/07/19	6503 · Chemicals	1,043.68	2,842.33
Check	12/05/2019	2543	Speed's, Inc.	Inv. #61902 11/12/19 Solids Handling	6580 · Solids Handling	1,278.00	4,120.33
Check	12/05/2019	2544	Perry's Electric Motors and Contr...	Sump Pump Inv. 23666	6522 · Equip. Rep. & Mai...	1,678.57	5,798.90
Check	12/05/2019	2546	Miners Ace Hardware	Supplies Account: 126380 12/10/19 Ref 710...	6550 · Operating Supplies	70.15	5,869.05
Check	12/09/2019	2549	Hagemann & Associates	Civil Eng Sanitary System	6507 · Contract Labor Ci...	1,305.00	7,174.05
Check	12/09/2019	2550	Brenntag Pacific, Inc.	Inv. 30878720 10/03/19	6503 · Chemicals	1,190.90	8,364.95
Check	12/09/2019	2550	Brenntag Pacific, Inc.	Inv. 3086671 11/21/19	6503 · Chemicals	1,018.25	9,383.20
Check	12/09/2019	2552	Abalone Coast Analytical, Inc.	Statement 4789 12/2/19	6540 · Lab Tests	3,203.40	12,586.60
Check	12/09/2019	2553	Garing, Taylor & Associates, Inc.	11/30/19 Inv. 16449 San Miguel Strt Project	8246 · WW Swr Ln Rplm...	3,556.25	16,142.85
Check	12/09/2019	2553	San Luis Powerhouse, Inc.	Inv. 42286 12/3/19 Service Lift Station Gene...	6530 · Generator Mainte...	165.00	16,307.85
Check	12/09/2019	2553	San Luis Powerhouse, Inc.	Inv. 42285 Onan Emergency Generator Insp...	6530 · Generator Mainte...	165.00	16,472.85
Check	12/09/2019	2555	Michael Nunley & Assoc.	Inv # 6406 12/2/19 WWTP Design	8245b · WWTP Phase I ...	8,868.93	25,341.78
Check	12/09/2019	2556	Garing, Taylor & Associates, Inc.	10/31/19 Inv. 16389 San Miguel Street Project	8246b · WW Swr Line R...	2,903.75	28,245.53
Check	12/09/2019	2556	Garing, Taylor & Associates, Inc.	11/30/19 Inv. 16449 San Miguel Street Project	8246c · WW Swr Ln Rpl...	4,591.87	32,837.40
Check	12/14/2019	EFT	AT&T	acct # 287272916182	6585 · Telephone / Internet	23.50	32,860.90
Check	12/17/2019	2558	Hagemann & Associates	Inv. 1078 Dec 8th - 21st, 2019 Civil Eng. San...	6507 · Contract Labor Ci...	2,030.00	34,890.90
Check	12/17/2019	2559	Santa Maria FAMCON Pipe & Su...	Super Nate nv. #S100018335.001 12/06/19	6522 · Equip. Rep. & Mai...	1,527.94	36,418.84
Check	12/17/2019	2560	Fluid Resource Management	Inv. F18950 Monthly O & M Sanitary	6505 · Contract Labor O ...	14,695.84	51,114.68
Check	12/17/2019	2560	Fluid Resource Management	Inv. A18880 Chemicals	6503 · Chemicals	312.20	51,426.88
Check	12/17/2019	2560	Fluid Resource Management	Inv. W18705 Chlorine Mixer Repair	6522 · Equip. Rep. & Mai...	1,068.70	52,495.58
Check	12/17/2019	2560	Fluid Resource Management	Inv. #18706 Sludge Pump Leak Super Nate	6524 · Equip. Rep. & Main...	730.60	53,226.18
Check	12/17/2019	2561	Shipsey & Seitz	WWTP Upgrade	6135 · Legal	72.00	53,298.18
Check	12/17/2019	2563	Brenntag Pacific, Inc.	Inv. 3086672 11/28/19	6503 · Chemicals	1,036.18	54,334.36
Check	12/17/2019	2563	Brenntag Pacific, Inc.	Inv. 3085653 12/5/19	6503 · Chemicals	1,026.73	55,361.09
Check	12/18/2019	EFT	AT&T	acct # x 0885 Internet	6585 · Telephone / Internet	48.15	55,409.24
Check	12/23/2019	EFT	PG&E	3rd & San Fran St. pump	6590 · Utilities	1,783.85	57,193.09
Check	12/23/2019	EFT	PG&E	Lift Station acct# 6338432238-2	6590 · Utilities	90.10	57,283.19
Check	12/27/2019	2564	Brenntag Pacific, Inc.	Inv. 3095654 12/12/19	6503 · Chemicals	1,069.10	58,352.29
Check	12/27/2019	2565	Wallace Group, Inc.	Fog Program Inv. #49780 FY 2019-20	6525 · Fat Oil & Grease (...)	72.75	58,425.04
Check	12/27/2019	2566	Wallace Group, Inc.	Fog Program Inv. #48901 FY 2019-20	6525 · Fat Oil & Grease (...)	177.75	58,602.79
Check	12/27/2019	2567	Speed's, Inc.	Inv. #62060 11/26/19 Solids Handling	6580 · Solids Handling	1,228.00	59,830.79
Check	12/30/2019	EFT	AT&T	acct # 805 595-9416 904 5	6585 · Telephone / Internet	241.33	60,072.12
Total Sanitary							
Water							
Check	12/09/2019	2549	Hagemann & Associates	Civil Eng. Water System	6507 · Contract Labor Ci...	725.00	725.00
Check	12/09/2019	2551	Burt Industrial Supply, Inc.	12/4/19 Inv. 71099	6550 · Operating Supplies	80.95	805.95

01/08/20

Avila Beach Community Services District
Checks by Fund w/Accounts

December 2019

Type	Date	Num	Name	Memo	Account	Amount	Balance
Check	12/17/2019	2558	Hagemann & Associates	Civil Eng. Water System	6507 · Contract Labor Ci...	1,740.00	2,545.95
Check	12/17/2019	2560	Fluid Resource Management	Inv. F18950 Monthly O & M Water	6505 · Contract Labor O ...	4,896.04	7,441.99
Check	12/17/2019	2560	Fluid Resource Management	Inv. A18761 Chemicals	6503 · Chemicals	164.47	7,606.46
Check	12/17/2019	2562	State Water Board	Drinking Water Program SM- 1025409 12/9/19	6555 · Permits & Fees	2,349.60	9,956.06
Check	12/23/2019	EFT	PG&E	1717 Cave Landing Rd.	6590 · Utilities	151.83	10,107.89
Check	12/26/2019		atyourpaceonline.com	Brad 7.5 hrs	6160 · Training	75.00	10,182.89
Check	12/27/2019	2568	SLO Co Health	Report Writing AR0008426 IN0125624	6565 · Regulatory Compl...	293.00	10,475.89
Total Water						10,475.89	10,475.89
TOTAL						83,426.85	83,426.85

01/08/20

Avila Beach Community Services District

Deposits by Fund

December 2019

Type	Date	Memo	Split	Amount	Balance
General / Admin					
Deposit	12/09/2019	TCF FY20 Nov ME - IMPR # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Che...	-579.26	-579.26
Deposit	12/10/2019	S L Ambulance Contract Services	1010 · Pacific Premier Che...	-1,069.00	-1,648.26
Deposit	12/12/2019	Laura Lee \$ 310 James H. \$ 117.50 & \$ 118.75 Howie Kennett \$ 100 & \$ 100 ...	1010 · Pacific Premier Che...	-826.25	-2,474.51
Deposit	12/16/2019	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Che...	-37,328.87	-39,803.38
Deposit	12/16/2019	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Che...	-9,245.99	-49,049.37
Deposit	12/30/2019	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Che...	-1,100.78	-50,150.15
Total General / Admin				-50,150.15	-50,150.15
Lights					
Deposit	12/09/2019	TCF FY20 Nov ME - IMPR # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Che...	-41.38	-41.38
Deposit	12/16/2019	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Che...	-2,666.34	-2,707.72
Deposit	12/16/2019	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Che...	-660.43	-3,368.15
Deposit	12/30/2019	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Che...	-78.62	-3,446.77
Total Lights				-3,446.77	-3,446.77
Sanitary					
Deposit	12/01/2019	Sani Rec	1010 · Pacific Premier Che...	-185.25	-185.25
Deposit	12/01/2019	Rate Assistance	1010 · Pacific Premier Che...	0.00	-185.25
Deposit	12/01/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-185.25
Deposit	12/01/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-185.25
Deposit	12/02/2019	Sani Rec	1010 · Pacific Premier Che...	-732.15	-917.40
Deposit	12/02/2019	Rate Assistance	1010 · Pacific Premier Che...	37.05	-880.35
Deposit	12/02/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-880.35
Deposit	12/02/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-880.35
Deposit	12/03/2019	Sani Rec	1010 · Pacific Premier Che...	-1,452.91	-2,333.26
Deposit	12/03/2019	Rate Assistance	1010 · Pacific Premier Che...	86.45	-2,246.81
Deposit	12/03/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-2,246.81
Deposit	12/03/2019	1/2 Other 2	1010 · Pacific Premier Che...	-61.23	-2,308.04
Deposit	12/04/2019	Sani Rec	1010 · Pacific Premier Che...	-1,054.60	-3,362.64
Deposit	12/04/2019	Rate Assistance	1010 · Pacific Premier Che...	0.00	-3,362.64
Deposit	12/04/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-3,362.64
Deposit	12/04/2019	1/2 Other 2	1010 · Pacific Premier Che...	-3.82	-3,366.46
Deposit	12/05/2019	Sani Rec	1010 · Pacific Premier Che...	-711.73	-4,078.19
Deposit	12/05/2019	Rate Assistance	1010 · Pacific Premier Che...	12.35	-4,065.84
Deposit	12/05/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-4,065.84
Deposit	12/05/2019	1/2 Other 2	1010 · Pacific Premier Che...	2.99	-4,062.85
Deposit	12/06/2019	Sani Rec	1010 · Pacific Premier Che...	-747.41	-4,810.26
Deposit	12/06/2019	Rate Assistance	1010 · Pacific Premier Che...	24.70	-4,785.56
Deposit	12/06/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-4,785.56
Deposit	12/06/2019	1/2 Other 2	1010 · Pacific Premier Che...	11.70	-4,773.86
Deposit	12/07/2019	Sani Rec	1010 · Pacific Premier Che...	-61.75	-4,835.61
Deposit	12/07/2019	Rate Assistance	1010 · Pacific Premier Che...	0.00	-4,835.61
Deposit	12/07/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-4,835.61

Avila Beach Community Services District
Deposits by Fund
 December 2019

01/08/20

Type	Date	Memo	Split	Amount	Balance
Deposit	12/07/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-4,835.61
Deposit	12/08/2019	Sani Rec	1010 · Pacific Premier Che...	-83.50	-4,919.11
Deposit	12/08/2019	Rate Assistance	1010 · Pacific Premier Che...	0.00	-4,919.11
Deposit	12/08/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-4,919.11
Deposit	12/08/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-4,919.11
Deposit	12/09/2019	TCF FY20 Nov ME - WASTE	1010 · Pacific Premier Che...	-826.78	-5,745.89
Deposit	12/09/2019	Sani Rec	1010 · Pacific Premier Che...	-816.75	-6,562.64
Deposit	12/09/2019	Rate Assistance	1010 · Pacific Premier Che...	24.70	-6,537.94
Deposit	12/09/2019	1/2 Other 1	1010 · Pacific Premier Che...	61.75	-6,476.19
Deposit	12/09/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-6,476.19
Deposit	12/10/2019	Sani Rec	1010 · Pacific Premier Che...	-7,252.38	-13,728.57
Deposit	12/10/2019	Rate Assistance	1010 · Pacific Premier Che...	86.45	-13,642.12
Deposit	12/10/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-13,642.12
Deposit	12/10/2019	1/2 Other 2	1010 · Pacific Premier Che...	155.95	-13,486.17
Deposit	12/11/2019	Sani Rec	1010 · Pacific Premier Che...	-835.11	-14,321.28
Deposit	12/11/2019	Rate Assistance	1010 · Pacific Premier Che...	0.00	-14,321.28
Deposit	12/11/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-14,321.28
Deposit	12/11/2019	1/2 Other 2	1010 · Pacific Premier Che...	-880.07	-15,201.35
Deposit	12/11/2019	11/21/19 \$ 4098.20 Duplicate Pmt Bkd on El D Report Community Park Restr...	1010 · Pacific Premier Che...	416.00	-14,785.35
Deposit	12/12/2019	Sani Rec	1010 · Pacific Premier Che...	-4,724.26	-19,509.61
Deposit	12/12/2019	Rate Assistance	1010 · Pacific Premier Che...	37.05	-19,472.56
Deposit	12/12/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-19,472.56
Deposit	12/12/2019	1/2 Other 2	1010 · Pacific Premier Che...	-61.75	-19,534.31
Deposit	12/13/2019	Sani Rec	1010 · Pacific Premier Che...	-392.25	-19,926.56
Deposit	12/13/2019	Rate Assistance	1010 · Pacific Premier Che...	0.00	-19,926.56
Deposit	12/13/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-19,926.56
Deposit	12/13/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-19,926.56
Deposit	12/14/2019	Sani Rec	1010 · Pacific Premier Che...	-61.75	-19,988.31
Deposit	12/14/2019	Rate Assistance	1010 · Pacific Premier Che...	12.35	-19,975.96
Deposit	12/14/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-19,975.96
Deposit	12/14/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-19,975.96
Deposit	12/16/2019	F:0895 A:0760 - CURR SECURED TAX	1010 · Pacific Premier Che...	-53,165.72	-73,141.68
Deposit	12/16/2019	Sani Rec	1010 · Pacific Premier Che...	-6,691.06	-79,832.74
Deposit	12/16/2019	Rate Assistance	1010 · Pacific Premier Che...	98.80	-79,733.94
Deposit	12/16/2019	1/2 Other 1	1010 · Pacific Premier Che...	310.05	-79,423.89
Deposit	12/16/2019	1/2 Other 2	1010 · Pacific Premier Che...	-112.28	-79,536.17
Deposit	12/16/2019	F:0895 A:0760 - CURR SECURED TAX	1010 · Pacific Premier Che...	-13,168.62	-92,704.79
Deposit	12/17/2019	Sani Rec	1010 · Pacific Premier Che...	-123.50	-92,828.29
Deposit	12/17/2019	Rate Assistance	1010 · Pacific Premier Che...	12.35	-92,815.94
Deposit	12/17/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-92,815.94
Deposit	12/17/2019	1/2 Other 2	1010 · Pacific Premier Che...	-61.75	-92,877.69
Deposit	12/18/2019	Sani Rec	1010 · Pacific Premier Che...	-392.25	-93,269.94
Deposit	12/18/2019	Rate Assistance	1010 · Pacific Premier Che...	0.00	-93,269.94
Deposit	12/18/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-93,269.94
Deposit	12/18/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-93,269.94
Deposit	12/18/2019	Sani Rec	1010 · Pacific Premier Che...	-2,789.99	-96,059.93

Avila Beach Community Services District
Deposits by Fund
December 2019

01/08/20

Type	Date	Memo	Split	Amount	Balance
Deposit	12/18/2019	Rate Assistance	1010 · Pacific Premier Che...	0.00	-96,059.93
Deposit	12/18/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-96,059.93
Deposit	12/18/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-96,059.93
Deposit	12/19/2019	Sani Rec	1010 · Pacific Premier Che...	-2,619.44	-98,679.37
Deposit	12/19/2019	Rate Assistance	1010 · Pacific Premier Che...	12.35	-98,667.02
Deposit	12/19/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-98,667.02
Deposit	12/19/2019	1/2 Other 2	1010 · Pacific Premier Che...	-145.81	-98,812.83
Deposit	12/20/2019	Sani Rec	1010 · Pacific Premier Che...	-716.30	-99,529.13
Deposit	12/20/2019	Rate Assistance	1010 · Pacific Premier Che...	49.40	-99,479.73
Deposit	12/20/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-99,479.73
Deposit	12/20/2019	1/2 Other 2	1010 · Pacific Premier Che...	-42.25	-99,521.98
Deposit	12/24/2019	Sani Rec	1010 · Pacific Premier Che...	-61.75	-99,583.73
Deposit	12/24/2019	Rate Assistance	1010 · Pacific Premier Che...	0.00	-99,583.73
Deposit	12/24/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-99,583.73
Deposit	12/24/2019	1/2 Other 2	1010 · Pacific Premier Che...	-62.40	-99,646.13
Deposit	12/26/2019	Sani Rec	1010 · Pacific Premier Che...	-61.75	-99,707.88
Deposit	12/26/2019	Rate Assistance	1010 · Pacific Premier Che...	0.00	-99,707.88
Deposit	12/26/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-99,707.88
Deposit	12/26/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-99,707.88
Deposit	12/27/2019	Sani Rec	1010 · Pacific Premier Che...	-860.85	-100,568.73
Deposit	12/27/2019	Rate Assistance	1010 · Pacific Premier Che...	0.00	-100,568.73
Deposit	12/27/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-100,568.73
Deposit	12/27/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-100,568.73
Deposit	12/27/2019	Sani Rec	1010 · Pacific Premier Che...	-373.90	-100,942.63
Deposit	12/27/2019	Rate Assistance	1010 · Pacific Premier Che...	12.45	-100,930.18
Deposit	12/27/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-100,930.18
Deposit	12/27/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-100,930.18
Deposit	12/30/2019	F:0895 A:0760 - CURR SECURED TAX	1010 · Pacific Premier Che...	-32,523.92	-133,454.10
Deposit	12/31/2019	Sani Rec	1010 · Pacific Premier Che...	-127.00	-133,581.10
Deposit	12/31/2019	Rate Assistance	1010 · Pacific Premier Che...	0.00	-133,581.10
Deposit	12/31/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-133,581.10
Deposit	12/31/2019	1/2 Other 2	1010 · Pacific Premier Che...	-94.25	-133,675.35
Total Sanitary				-133,675.35	-133,675.35
Solid Waste					
Deposit	12/03/2019	Waste Connections Franchise Fee SW	1010 · Pacific Premier Che...	-1,191.29	-1,191.29
Deposit	12/23/2019	Waste Connections Franchise Fee SW	1010 · Pacific Premier Che...	-1,828.30	-3,019.59
Total Solid Waste				-3,019.59	-3,019.59
Water					
Deposit	12/01/2019	Water Rec	1010 · Pacific Premier Che...	-171.00	-171.00
Deposit	12/01/2019	Rate Assistance	1010 · Pacific Premier Che...	0.00	-171.00
Deposit	12/01/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-171.00
Deposit	12/01/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-171.00

Avila Beach Community Services District
Deposits by Fund
 December 2019

01/08/20

Type	Date	Memo	Split	Amount	Balance
Deposit	12/02/2019	Water Rec	1010 · Pacific Premier Che...	-672.60	-843.60
Deposit	12/02/2019	Rate Assistance	1010 · Pacific Premier Che...	34.20	-809.40
Deposit	12/02/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-809.40
Deposit	12/02/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-809.40
Deposit	12/03/2019	Water Rec	1010 · Pacific Premier Che...	-1,371.50	-2,180.90
Deposit	12/03/2019	Rate Assistance	1010 · Pacific Premier Che...	79.80	-2,101.10
Deposit	12/03/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-2,101.10
Deposit	12/03/2019	1/2 Other 2	1010 · Pacific Premier Che...	-56.52	-2,157.62
Deposit	12/03/2019	ck # 11178 Valor Wine Co LLC Mike S \$ 140.28 = + .08 more than El D report	1010 · Pacific Premier Che...	-0.08	-2,157.70
Deposit	12/04/2019	Water Rec	1010 · Pacific Premier Che...	-822.12	-2,979.82
Deposit	12/04/2019	Rate Assistance	1010 · Pacific Premier Che...	0.00	-2,979.82
Deposit	12/04/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-2,979.82
Deposit	12/04/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-2,979.82
Deposit	12/05/2019	Water Rec	1010 · Pacific Premier Che...	-3.53	-2,983.35
Deposit	12/05/2019	Rate Assistance	1010 · Pacific Premier Che...	-513.00	-3,496.35
Deposit	12/05/2019	1/2 Other 1	1010 · Pacific Premier Che...	11.40	-3,484.95
Deposit	12/05/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-3,484.95
Deposit	12/06/2019	Water Rec	1010 · Pacific Premier Che...	2.76	-3,482.19
Deposit	12/06/2019	Rate Assistance	1010 · Pacific Premier Che...	-501.60	-3,983.79
Deposit	12/06/2019	1/2 Other 1	1010 · Pacific Premier Che...	22.80	-3,960.99
Deposit	12/06/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-3,960.99
Deposit	12/07/2019	Water Rec	1010 · Pacific Premier Che...	10.80	-3,950.19
Deposit	12/07/2019	Rate Assistance	1010 · Pacific Premier Che...	-57.00	-4,007.19
Deposit	12/07/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-4,007.19
Deposit	12/07/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-4,007.19
Deposit	12/08/2019	Water Rec	1010 · Pacific Premier Che...	0.00	-4,007.19
Deposit	12/08/2019	Rate Assistance	1010 · Pacific Premier Che...	-76.00	-4,083.19
Deposit	12/08/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-4,083.19
Deposit	12/08/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-4,083.19
Deposit	12/09/2019	TCF FY20 Nov ME - IMPR # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Che...	0.00	-4,083.19
Deposit	12/09/2019	Water Rec	1010 · Pacific Premier Che...	0.00	-4,083.19
Deposit	12/09/2019	Rate Assistance	1010 · Pacific Premier Che...	-206.88	-4,290.07
Deposit	12/09/2019	1/2 Other 1	1010 · Pacific Premier Che...	-694.00	-4,984.07
Deposit	12/09/2019	1/2 Other 2	1010 · Pacific Premier Che...	22.80	-4,961.27
Deposit	12/09/2019	Water Rec	1010 · Pacific Premier Che...	57.01	-4,904.26
Deposit	12/10/2019	Rate Assistance	1010 · Pacific Premier Che...	0.00	-4,904.26
Deposit	12/10/2019	1/2 Other 1	1010 · Pacific Premier Che...	-6,427.65	-11,331.91
Deposit	12/10/2019	1/2 Other 2	1010 · Pacific Premier Che...	79.80	-11,252.11
Deposit	12/10/2019	Water Rec	1010 · Pacific Premier Che...	0.00	-11,252.11
Deposit	12/11/2019	Rate Assistance	1010 · Pacific Premier Che...	143.95	-11,108.16
Deposit	12/11/2019	1/2 Other 1	1010 · Pacific Premier Che...	-2,499.20	-13,607.36
Deposit	12/11/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-13,607.36
Deposit	12/11/2019	Water Rec	1010 · Pacific Premier Che...	0.00	-13,607.36
Deposit	12/11/2019	Rate Assistance	1010 · Pacific Premier Che...	0.00	-13,607.36
Deposit	12/11/2019	1/2 Other 1	1010 · Pacific Premier Che...	-812.37	-14,419.73
Deposit	12/11/2019	1/2 Other 2	1010 · Pacific Premier Che...	285.00	-14,134.73
Deposit	12/11/2019	Water Rec	1010 · Pacific Premier Che...	1,425.00	-12,709.73
Deposit	12/11/2019	Rate Assistance	1010 · Pacific Premier Che...	1,972.20	-10,737.53
Deposit	12/12/2019	Water Rec	1010 · Pacific Premier Che...	-4,468.60	-15,206.13

Avila Beach Community Services District
Deposits by Fund
 December 2019

01/08/20

Type	Date	Memo	Split	Amount	Balance
Deposit	12/12/2019	Rate Assistance	1010 · Pacific Premier Che...	34.20	-15,171.93
Deposit	12/12/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-15,171.93
Deposit	12/12/2019	1/2 Other 2	1010 · Pacific Premier Che...	-57.00	-15,228.93
Deposit	12/13/2019	Water Rec	1010 · Pacific Premier Che...	-361.00	-15,589.93
Deposit	12/13/2019	Rate Assistance	1010 · Pacific Premier Che...	0.00	-15,589.93
Deposit	12/13/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-15,589.93
Deposit	12/13/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-15,589.93
Deposit	12/14/2019	Water Rec	1010 · Pacific Premier Che...	-57.00	-15,646.93
Deposit	12/14/2019	Rate Assistance	1010 · Pacific Premier Che...	11.40	-15,635.53
Deposit	12/14/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-15,635.53
Deposit	12/14/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-15,635.53
Deposit	12/16/2019	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Che...	-13,331.74	-28,967.27
Deposit	12/16/2019	Water Rec	1010 · Pacific Premier Che...	-6,089.50	-35,056.77
Deposit	12/16/2019	Rate Assistance	1010 · Pacific Premier Che...	91.20	-34,965.57
Deposit	12/16/2019	1/2 Other 1	1010 · Pacific Premier Che...	286.20	-34,679.37
Deposit	12/16/2019	1/2 Other 2	1010 · Pacific Premier Che...	-103.65	-34,783.02
Deposit	12/16/2019	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Che...	-3,302.14	-38,085.16
Deposit	12/17/2019	Water Rec	1010 · Pacific Premier Che...	-114.00	-38,199.16
Deposit	12/17/2019	Rate Assistance	1010 · Pacific Premier Che...	11.40	-38,187.76
Deposit	12/17/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-38,187.76
Deposit	12/17/2019	1/2 Other 2	1010 · Pacific Premier Che...	-57.00	-38,244.76
Deposit	12/18/2019	Water Rec	1010 · Pacific Premier Che...	-361.00	-38,605.76
Deposit	12/18/2019	Rate Assistance	1010 · Pacific Premier Che...	0.00	-38,605.76
Deposit	12/18/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-38,605.76
Deposit	12/18/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-38,605.76
Deposit	12/18/2019	Water Rec	1010 · Pacific Premier Che...	-2,639.10	-41,244.86
Deposit	12/18/2019	Rate Assistance	1010 · Pacific Premier Che...	0.00	-41,244.86
Deposit	12/18/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-41,244.86
Deposit	12/18/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-41,244.86
Deposit	12/19/2019	Water Rec	1010 · Pacific Premier Che...	-3,248.86	-44,493.72
Deposit	12/19/2019	Rate Assistance	1010 · Pacific Premier Che...	11.40	-44,482.32
Deposit	12/19/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-44,482.32
Deposit	12/19/2019	1/2 Other 2	1010 · Pacific Premier Che...	-134.59	-44,616.91
Deposit	12/20/2019	Water Rec	1010 · Pacific Premier Che...	-761.00	-45,377.91
Deposit	12/20/2019	Rate Assistance	1010 · Pacific Premier Che...	45.60	-45,332.31
Deposit	12/20/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-45,332.31
Deposit	12/20/2019	1/2 Other 2	1010 · Pacific Premier Che...	-39.00	-45,371.31
Deposit	12/24/2019	Water Rec	1010 · Pacific Premier Che...	-57.00	-45,428.31
Deposit	12/24/2019	Rate Assistance	1010 · Pacific Premier Che...	0.00	-45,428.31
Deposit	12/24/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-45,428.31
Deposit	12/24/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-45,428.31
Deposit	12/26/2019	Water Rec	1010 · Pacific Premier Che...	-171.00	-45,656.91
Deposit	12/26/2019	Rate Assistance	1010 · Pacific Premier Che...	0.00	-45,656.91
Deposit	12/26/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-45,656.91
Deposit	12/26/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-45,656.91
Deposit	12/27/2019	Water Rec	1010 · Pacific Premier Che...	-729.60	-46,386.51

Avila Beach Community Services District
Deposits by Fund
December 2019

01/08/20

Type	Date	Memo	Split	Amount	Balance
Deposit	12/27/2019	Rate Assistance	1010 · Pacific Premier Che...	0.00	-46,386.51
Deposit	12/27/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-46,386.51
Deposit	12/27/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-46,386.51
Deposit	12/27/2019	Water Rec	1010 · Pacific Premier Che...	-535.80	-46,922.31
Deposit	12/27/2019	Rate Assistance	1010 · Pacific Premier Che...	11.40	-46,910.91
Deposit	12/27/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-46,910.91
Deposit	12/27/2019	1/2 Other 2	1010 · Pacific Premier Che...	0.00	-46,910.91
Deposit	12/30/2019	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier Che...	-393.14	-47,304.05
Deposit	12/31/2019	Water Rec	1010 · Pacific Premier Che...	-114.00	-47,418.05
Deposit	12/31/2019	Rate Assistance	1010 · Pacific Premier Che...	0.00	-47,418.05
Deposit	12/31/2019	1/2 Other 1	1010 · Pacific Premier Che...	0.00	-47,418.05
Deposit	12/31/2019	1/2 Other 2	1010 · Pacific Premier Che...	-87.00	-47,505.05
Total Water				-47,505.05	-47,505.05
TOTAL				-237,796.91	-237,796.91



FLUID RESOURCE MANAGEMENT

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

Phone # 805.597.7100 Fax # 805.597.7171

Statement

Date

1/2/20

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.	
				\$29,906.91		
Date	Transaction			Amount	Balance	
12/31/19	348F11001 Monthly OPS/Maint- INV #F19054. Orig. Amount \$19,591.88.			19,591.88	19,591.88	
12/18/19	348F11001 Monthly OPS/Maint:348FWW11001 Wastewater:348AWW17002 Add Services Wastewater- INV #A18983. Orig. Amount \$2,899.66.			2,899.66	22,491.54	
12/19/19	W18227 CL Analyzer Cover- INV #W18227. Orig. Amount \$671.50.			671.50	23,163.04	
12/19/19	W18781 Chlorine Contact Chamber Analyzer- INV #W18781. Orig. Amount \$329.18.			329.18	23,492.22	
11/30/19	W18812 SCADA Control Issues- INV #W18812. Orig. Amount \$788.18.			788.18	24,280.40	
12/19/19	W18813 Leak at 135 San Raphael- INV #W18813. Orig. Amount \$2,677.18.			2,677.18	26,957.58	
12/20/19	W18864 Influent Lift Station Plugged Pump- INV #W18864. Orig. Amount \$1,833.00.			1,833.00	28,790.58	
12/19/19	W18869 Lot #9 Colony Drive Meter Work- INV #W18869. Orig. Amount \$313.86.			313.86	29,104.44	
12/19/19	W18900 Beach Colony Drive Line Repair- INV #W18900. Orig. Amount \$289.61.			289.61	29,394.05	
CURRENT		1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
29,118.73		788.18	0.00	0.00	0.00	\$29,906.91



FLUID RESOURCE MANAGEMENT

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

Statement

Date

1/2/20

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.

\$29,906.91

Date	Transaction				Amount	Balance
12/19/19	W18911 Back Fed Distribution System- INV #W18911. Orig. Amount \$512.86.				512.86	29,906.91

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager

DATE: January 14, 2020

SUBJECT: General Manager/District Engineer Report

Zone 3 Technical Advisory Committee and Advisory Committee

The Zone 3 Technical Advisory Committee (TAC) is scheduled to meet on Wednesday, January 8th, 2020, at the Arroyo Grande City Hall offices. The January meeting agenda packet is attached to this staff report. As of this writing Lopez Lake remains at an elevation of 491 feet, is at 52% of capacity and has approximately 25,670 acre feet of water in storage. Rain accumulation at the lake since July 1, 2019 is reported at 7.4 inches. The amount of rain received to date has saturated the soils enough so that future rainfall events should result in significant run-off to the lake.

Annual Mandatory Director Training

Assembly Bill 1234 requires persons serving as a Board Director attend Ethics training at least every two years. Please confirm with Kristi that you have completed your required annual training. As noted last month, Kristi has set up a convenient on-line training module for each Director to complete their training. The training sessions takes about two hours and can be done at home or in the District office. If you have any questions or need help accessing the training module please contact Kristi.

California Special Districts Association (CSDA) Local Chapter Annual Meeting

The CSDA Local Chapter has scheduled the Local Chapter Annual Meeting for Thursday, January 30, from 4:30 PM to 6:30 PM at the Broken Earth Winery, 1650 Ramada Drive, Paso Robles. All San Luis Obispo County Special Districts Elected Officials, Staff and Guests are invited to attend. The draft Agenda for the meeting is attached. Please let Kristi know if you will be attending and we will handle the RSVP and payment duties.

Air Pollution Control District Annual Inspection at the WWTP

The APCD is scheduled to conduct their annual inspection at the WWTP on Tuesday January 14. FRM Operations staff and I will assist the APCD staff with the inspection. We will report back any significant findings at the Board meeting.



**ZONE 3
TECHNICAL ADVISORY COMMITTEE
AGENDA**

**Wednesday January 8, 2020
9:00 - 11:00 am**

**ARROYO GRANDE CITY HALL
300 BRANCH STREET
2nd FLOOR CONFERENCE ROOM**

Agenda

1. Announcements	All
2. General Operations and Water Report <ul style="list-style-type: none">• Summary Notes - December• Monthly Operations Report - December• Lopez Dam Storage Projections - December	J. Ogren
3. Use of District Designated Reserves <ul style="list-style-type: none">• Develop recommendation for Adv. Com.	All
4. Contract Changes Update <ul style="list-style-type: none">• Contract Changes Summary for Adv. Com.• Draft Staff report for Adv. Com.• Funding for next phases	J. Ogren
5. Future Agenda items? <ul style="list-style-type: none">• AG Creek GSP Grant/Groundwater Modeling Updates• Cloudseeding Updates• Stored State Water in Lopez - Evaporation• Strategy for use of District Reserves• LAFCO Boundary	All

Attachments: B and C to be distributed at the meeting

- A. Summary Notes – December
- B. Lopez Monthly Operations Report – December
- C. Lopez Reservoir Storage Projection Chart – December
- D. CIP Update

*Next Meeting Date: **February 5, 2020***



ZONE 3

TECHNICAL ADVISORY COMMITTEE

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

SUMMARY NOTES - DRAFT

ARROYO GRANDE CITY HALL

Attendees: Shane Taylor (Arroyo Grande), Chad Stoeher (Pismo), Will Clemens (OCSD), Greg Ray (Grover Beach), Jim Garing, Brad Hagemann (ABCSD), Dan Heimel (WSC Inc.), Jill Ogren (PW Dept), Keith Miller (PW Dept Envir.), Mark Chiaramonte (PW Dept), Joe Phillips (LWTP), Jenny Williamson (LWTP).

1. Announcements –

- Cloudseeding is scheduled for approval with the Board of Supervisors on December 17th.
- Ray Dienzo with County of San Luis Obispo Water Resources has accepted a position with Cambria CSD and will no longer be the project manager for Cloudseeding. Both Jill and David Spiegel will be the new Project Managers. North American Weather Consultants have sold their company to one of their employees, but this does not affect the contract and arrangements being made going forward.
- Public Works Utilities will be moving their office between December 15th and December 20th.
- County of San Luis Obispo Public Works Deputy Director Dave Flynn will be retiring at the end of 2019, earlier than originally planned.

2. General Operations and Water Supply Report –

- Jill reviewed some of the key points in bold of the November Summary Notes. No further comments.
- Joe Phillips, Water System Supervisor at Lopez WTP, reported the Lake Elev. = 491.248 ft, Storage = 25,690 AF @ 52% capacity. Downstream releases are at 3.0 MGD (instantaneous reading); WTP at 3.3 MGD; SWP at 0.75 MGD. Rainfall to date 4.55 inches.
- Jill reviewed the Monthly Operations Report. All agencies, except Oceano and Pismo Beach, are still using their Entitlement. Oceano and Pismo Beach are now using their Surplus water. Downstream releases are currently at 3.0 MGD and will remain as such for a while as flows are monitored for any adjustments that need to be made. Jill Ogren announced that after the December 2019 monthly operation report is released, a packet of the 2019 monthly operation reports will be sent to TAC.
- Jill reviewed the Storage Projections Chart.

3. FY 20/21 Budget for CIP Projects – Final Version

- Jill Ogren discussed the FY20/21 budget with a final request for TAC feedback and endorsement.
- Jill noted that Arroyo Grande and Oceano wanted to hold to the CIP portion of the budget to the \$750,000 target. In order to achieve that the New water treatment barge (\$50K) was pushed to FY 21/22. This resulted in an overall CIP budget of \$730K, \$20K less than the target.
- Jill Ogren briefly discussed the Cloudseeding contract stating the \$300,000 is for the first year and already budgeted, all other years of the contract have a not to exceed amount of \$350K. FY 20/21 has a proposed \$350,000, and at budget season next year Zone 3 can decide if we budget another \$350,000 for the final year of the contract.
- Shane Taylor stated that the AG Creek Sub-basin GSP (GSP) and hydraulic modeling Memorandum of Agreement between the City of AG and the County states the County will cover 90% and City of Arroyo Grande is to cover 10% of the total \$500,000 grant match. Shane stated the City of Arroyo Grande opinion is that it should not be responsible for the full 10% for something that benefits all of Zone 3. **Jill Ogren stated she would agendize the GSP and hydraulic modeling topic as an agenda item for the January 8th TAC meeting for further discussion as part of an overall discussion of the Strategy for use of the District Designated Reserves.**

- **TAC endorsed deferring the Feasibility Study for De-commissioning the Terminal Reservoir and the Ozone pilot study until further support by all the contractors. In addition it was recommended that the Fire flow Tank repair/replacement project begin to be funded starting in FY 21/22 .**
- A brief discussion took place concerning the use of District Reserves in relation to the FY CIP projects, Jill Ogren stated the use of District Reserves will be discussed further at the January 8th TAC meeting.
- **TAC fully endorsed the FY 20/21 Capital Improvement Project Budget.**
- The draft FY 20/21 Budget will be submitted to the Advisory Committee on January 16th for comments and or draft approval.
- **Jill Ogren noted TAC's questions and concerns for what happens to the District Reserves in 2031 when bonds for the seismic project will be paid off. Jill will ask Finance for and answer Kristi Smith to get information out to TAC.**

4. Contract Changes Update –

- Dan Heimel discussed the progress on the scenario modeling and provided a PowerPoint presentation discussing updates on the scenario.
- Dan Heimel discussed some of the high-level components for the contract changes regarding updating contracts and obtain storage rights, processes of developing the Zone 3 contracts, reservoir modeling of the proposed contract changes, and the CEQUA evaluations.
- Dan Heimel reviewed the results of the reservoir modeling based on the proposed contract changes.
- Dan Heimel asked if TAC would be in the position by the January 16th Advisory Committee to submit the contract changes for authorization to move forward with CEQUA. Jill Ogren stated the January meeting is already filled with several agenda items and it's unclear if there would be time to cover the contract changes. A quick update may be able to be provided to the Advisory Committee.
- **Jill will be sending out the Nacimiento contract per Jim Garing's request.**
- **Jill will review the 20/21 budget for the CEQA and legal consultation fees as well as obtain a CEQA budget from Keith Miller in Environmental.**

5. Agenda Items Next month –

- AG Creek GSP Grant/Groundwater Modeling Updates
- Cloudseeding Updates
- Strategy for use of District Reserves

Next meeting January 8, 2020



ZONE 3 Lopez Project

San Luis Obispo County Flood Control and Water Conservation District

TO: Zone 3 Technical Advisory Committee

FROM: David Spiegel, PE

DATE: January 8, 2020

SUBJECT: Zone 3 Projects Update

Project Updates:

- Spillway Assessment (No Change)
 - DSOD is reviewing assessments on a priority basis and will update the District on their progress
 - Geotechnical and structural testing will be scheduled following DSOD approval of assessment and recommendations
- Structural Assessment of Terminal Reservoir Dam (No Change)
 - The Consultant Yeh and Associates has been contracted to do the geotechnical work on the dam
 - The permit application has been submitted to DSOD
- Fault Zone Risk Assessment for Dam Left Abutment (No Change)
 - Received one quote at \$39,000.
- Lopez WTP Safety Upgrades (No Change)
 - Determining options for membrane building safety upgrades
- Domestic Tank Repairs ~\$15,000
 - Obtaining quotes
- Cathodic Protection Survey
 - Final Cathodic Protection Report is being reviewed
 - Develop scope/estimates/quotes for repairs
- Equipment Storage Building (No Change)
 - Scoping new location
 - One quote received, ~\$69,000.00 for the building



ZONE 3 Lopez Project

San Luis Obispo County Flood Control and Water Conservation District

Upcoming Projects:

- Terminal Dam Monument Survey
- Ammonia Analyzer #2
- Improved Boat Access

Completed Projects

- Lopez Dam and Terminal Dam Hazard Classification
 - DSOD approved the inundation maps
 - Approved maps and Emergency Action Plans sent to CAL OES
 - Distributed to all required parties
- Replaced Leach Field System at WTP
- Replaced sludge bed #1 underdrain system
- Rebuild membrane feed pump

Marshall Ochylski, President
Brad Hagemann, Vice-President
Kristen Gelos, Treasurer
Laurie Ion, Secretary
Kristi Dibbern, Assistant



California Special Districts Association

Districts Stronger Together

San Luis Obispo County Chapter

ANNUAL MEETING

Who: All San Luis Obispo County Special Districts Elected Officials, Staff, and Guests

When: Thursday, January 30, 2020 at 4:30 p.m.

Where: Broken Earth Winery -
1650 Ramada Drive, Paso Robles, CA 93446

Cost: \$25.00/per person in advance (*please note if an rsvp is made payment is required / no refunds*). \$35 per person at the door.

Agenda: 4:30 p.m. Social Hour / Amazing Appetizers

5:15 p.m. Joe Guzzardi, SLO County Emergency Services Manager
Cole Karr, CSDA's Central Network Public Affairs Field
Coordinator
David Church, LAFCO Executive Director
Assemblyman Jordan Cunningham (?)

6:15 p.m. Election of LAFCO Representative
Election of Chapter Officers (President / Vice-
President)
Other Chapter Business

RSVP: Kristen Gelos at Kristen@heritageranchcsd.com

To pay by credit card please call Kristen at (805) 227-6230. Checks made out to CSDA, San Luis Obispo Chapter may be mailed to:

Kristen Gelos
CSDA SLO Chapter Treasurer
4870 Heritage Rd.
Paso Robles, CA 93446

SPECIAL THANKS TO OUR SPONSORS:





January 7, 2020

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

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

WASTEWATER TREATMENT PLANT

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

Concrete in the mechanical room was removed to expose the plugged supernate drain piping. Piping was found to be completely obstructed, as well as compromised from corrosion. Compromised portions of pipe were removed; staff was able to clean the pipe to allow gravity flow in the remaining piping. Concrete was reinstalled in the mechanical room.

During a routine test of the influent backup system, a float was found to be failed. The floats were replaced as well as a section of conduit that was found to be failed. The transducer guide rail assembly was repaired at the same time.

Both influent lift station pumps and check valves were impacted with rags and debris (fibrous materials). The pumps were removed and cleaned; the valves were disassembled and cleaned.

A pressure test was conducted to determine the operating parameter for the recirculation pumps.

WATER SYSTEM

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

COMPLIANCE RECORD AND PLANT PERFORMANCE

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

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

Sincerely,

FLUID RESOURCE MANAGEMENT



Carinna Butler
Operations Manager

ATTACHMENTS

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



Avila Beach CSD Wastewater Treatment Facility

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

Month: DECEMBER 2019

Date	Daily Flow (MGD)			Effluent Monitoring		
	Total	Max (gpm)	Avg (gpm)	Biweekly Total Coliform	Biweekly Fecal Coliform	Daily Chlorine Residual
1	0.057898	105	40			<0.02
2	0.041724	79	29			<0.02
3	0.040422	90	28	<2	<2	<0.02
4	0.050820	100	36			<0.02
5	0.038384	91	27			<0.02
6	0.042559	85	30			<0.02
7	0.047000	108	33			<0.02
8	0.047330	105	33			<0.02
9	0.038551	90	27			<0.02
10	0.032582	77	23	2	2	<0.02
11	0.032952	94	23			<0.02
12	0.039470	96	28	<2	<2	<0.02
13	0.042059	92	29			<0.02
14	0.052940	110	37			<0.02
15	0.048206	101	34			<0.02
16	0.036251	89	25			<0.02
17	0.034395	83	24	<2	<2	<0.02
18	0.035118	85	25			<0.02
19	0.036670	92	26	<2	<2	<0.02
20	0.039392	79	28			<0.02
21	0.043742	94	31			<0.02
22	0.056243	107	39			<0.02
23	0.049948	96	35			<0.02
24	0.044295	97	31	2	<2	<0.02
25	0.042399	89	30			<0.02
26	0.059826	106	42	<2	<2	<0.02
27	0.060178	107	42			<0.02
28	0.062577	112	44			<0.02
29	0.064679	106	45			<0.02
30	0.066432	102	46			<0.02
31	0.064854	109	45	<2	<2	<0.02
Min	0.032582	77	23	<2	<2	<0.02
Mean	0.046771	96	33	<2	<2	<0.02
Max	0.066432	112	46	2	2	<0.02
Total	1.449896	Effluent daily (dry weather) flow NTE 0.2 MGD (mean).				

Influent Brine Received	
Date	Volume (Gallons)
	N/A

Sludge Removal	
Date	Gallons
12/10/19	4,800
12/24/19	4,800

Effluent and Influent Monitoring					
Date	Biweekly Effluent BOD (24 HC)	Biweekly Effluent TSS (24 HC)	Biweekly Influent BOD (24 HC)	Biweekly Influent TSS (24 HC)	Monthly Effluent Oil & Grease (Grab)
12/1/19	47	20	573	310	
12/5/19	23	15	365	188	
12/8/19	25	13	326	62	
12/12/19	20	10	400	208	2.3 DNQ
12/15/19	30	14	422	286	
12/19/19	32	15	562	274	
12/22/19	34	13	368	74	
12/26/19	34	11	396	220	
12/29/19	48	41	653	112	
Min	20	10	326	62	2.3 DNQ
Mean	32.6	16.9	451.7	192.7	2.3 DNQ
Max	48	41	653	310	2.3 DNQ
BOD Removal: 92.8%			TSS Removal: 91.2%		

Effluent Monitoring				
Date	Weekly Set. Solids (Grab)	Weekly Turbidity (Grab)	Weekly pH (Grab)	Weekly Temp °F (Grab)
12/5/19	<0.1	10.6	6.5	65
12/12/19	<0.1	17.0	6.6	65
12/19/19	<0.1	16.0	6.7	61
12/26/19	<0.1	17.1	6.7	62
Min	<0.1	10.6	6.5	61
Mean	<0.1	15.2	6.6	63.3
Max	<0.1	17.1	6.7	65

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.

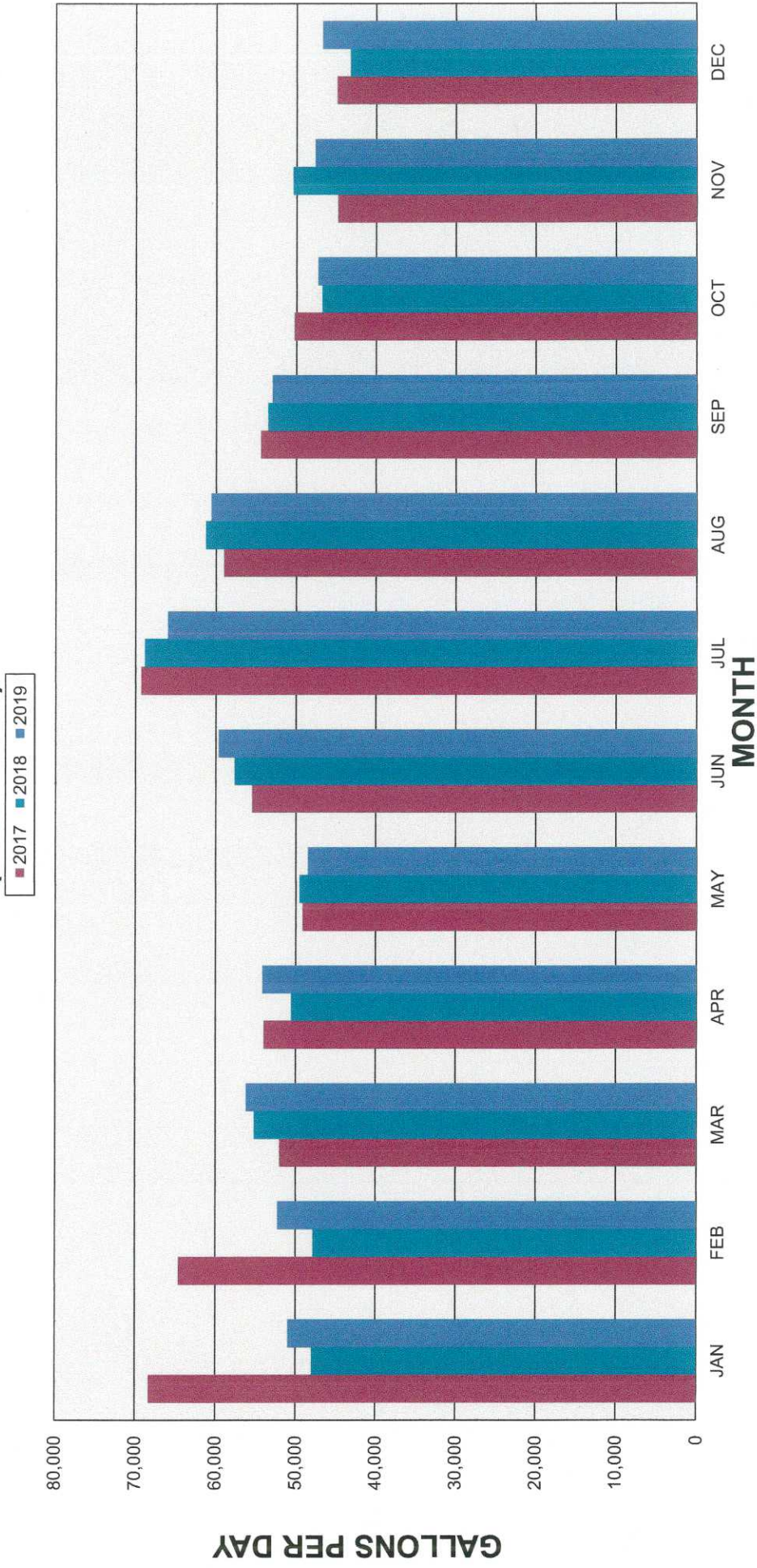
SIGNATURE:

DATE:

PRINTED NAME:

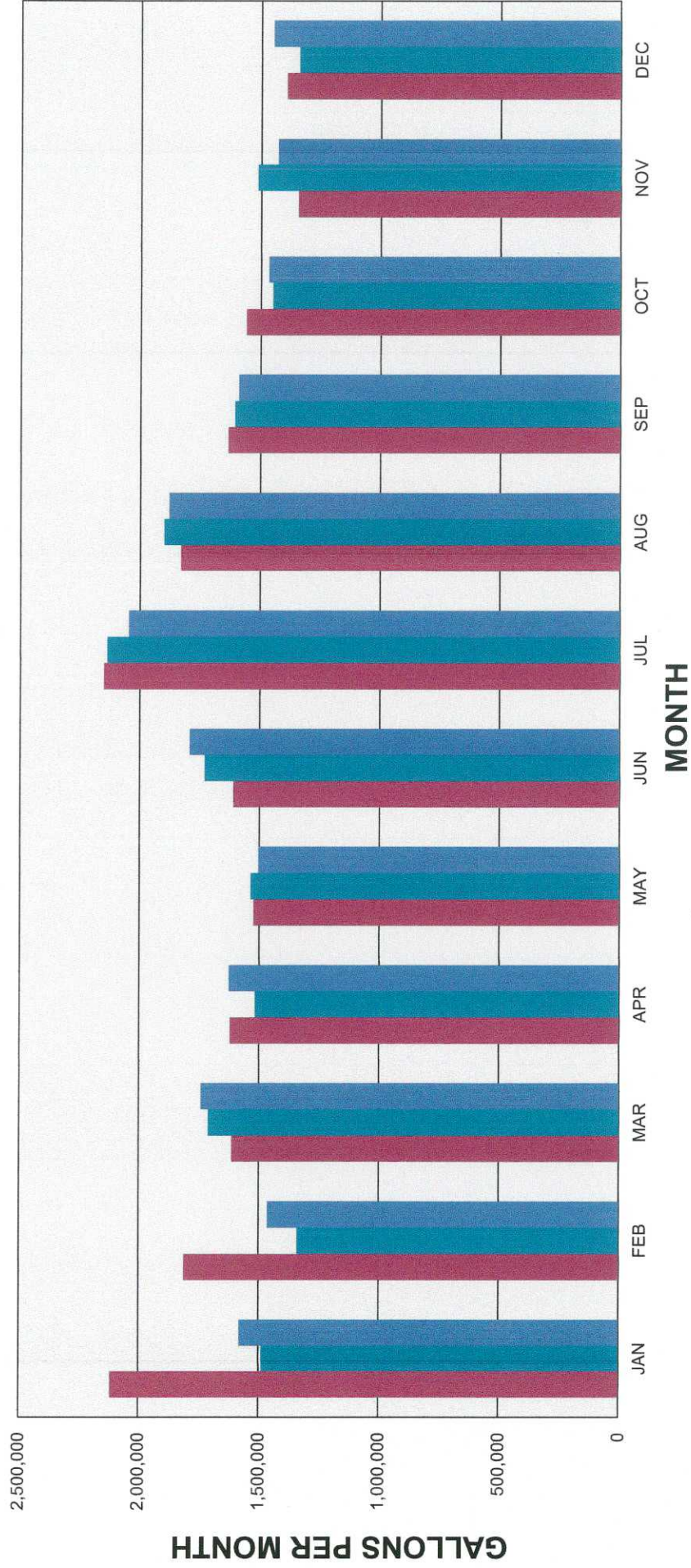
TITLE:

ABCSD AVERAGE DAILY WWTP EFFLUENT FLOW (2017 - 2019)

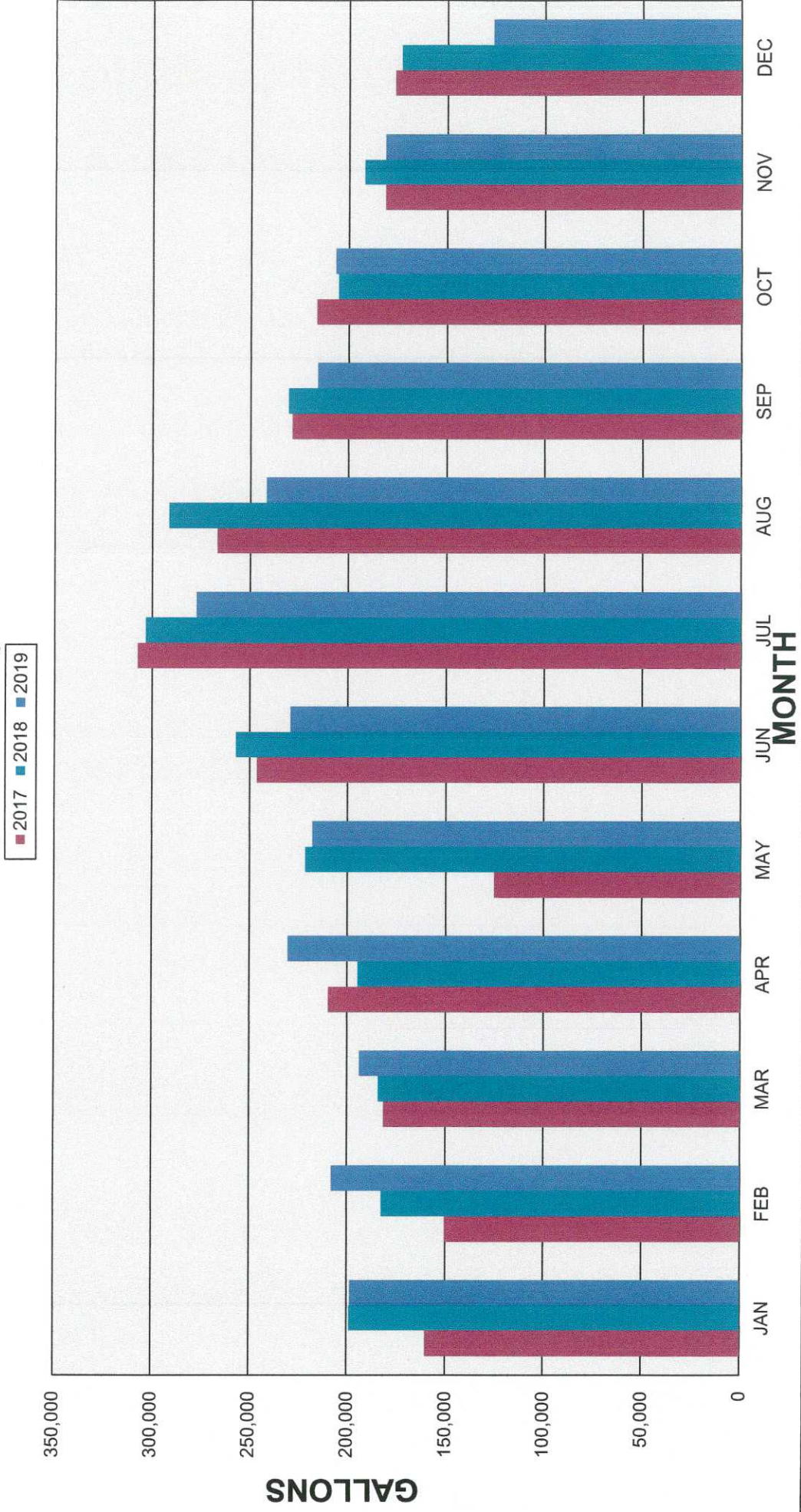


ABCSD MONTHLY TOTAL WWTP EFFLUENT FLOW (2017 - 2019)

■ 2017 ■ 2018 ■ 2019

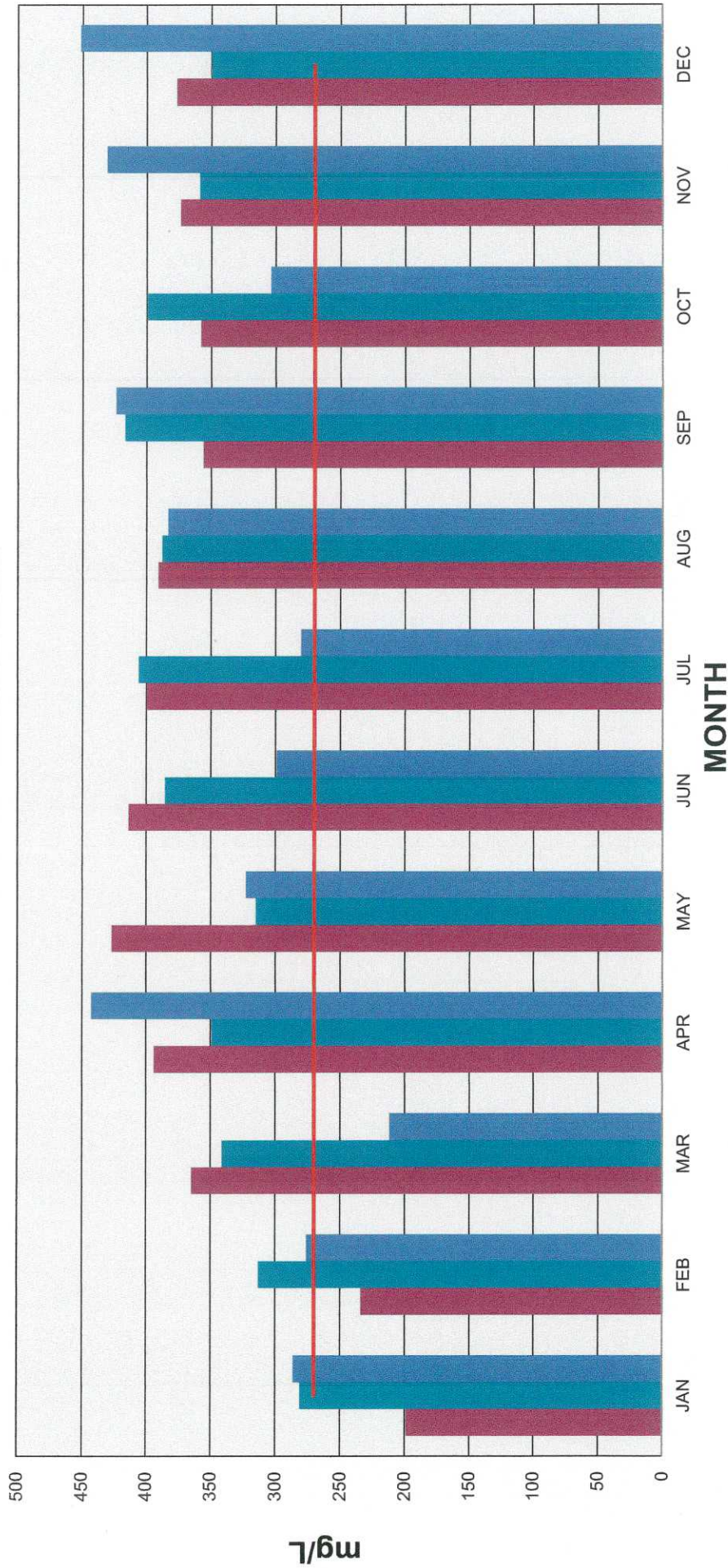


PORT SAN LUIS MONTHLY TOTAL FLOW (2017 - 2019)



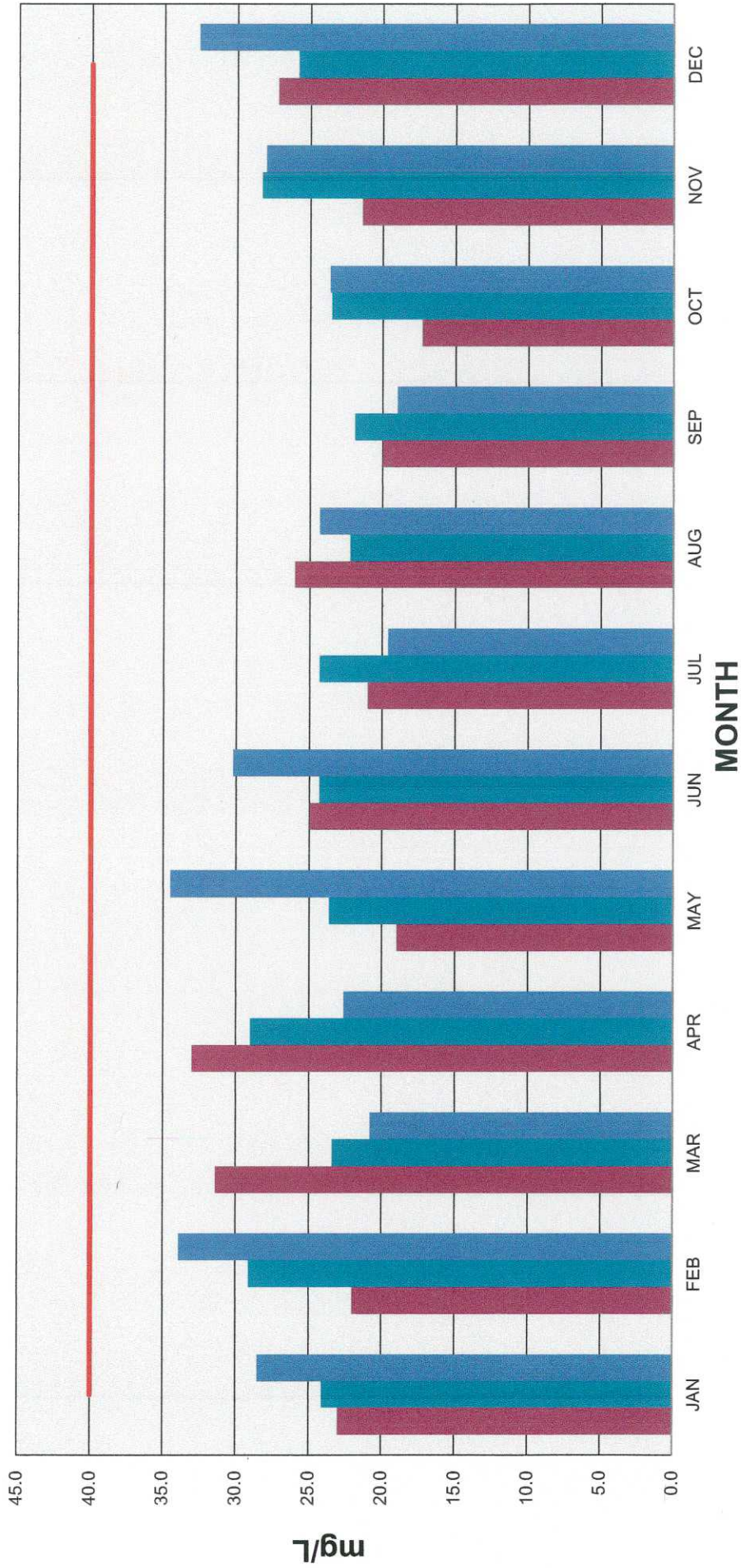
ABCSD MONTHLY AVERAGE INFLUENT BOD (2017 - 2019)

■ 2017
 ■ 2018
 ■ 2019
 — WWTP Design

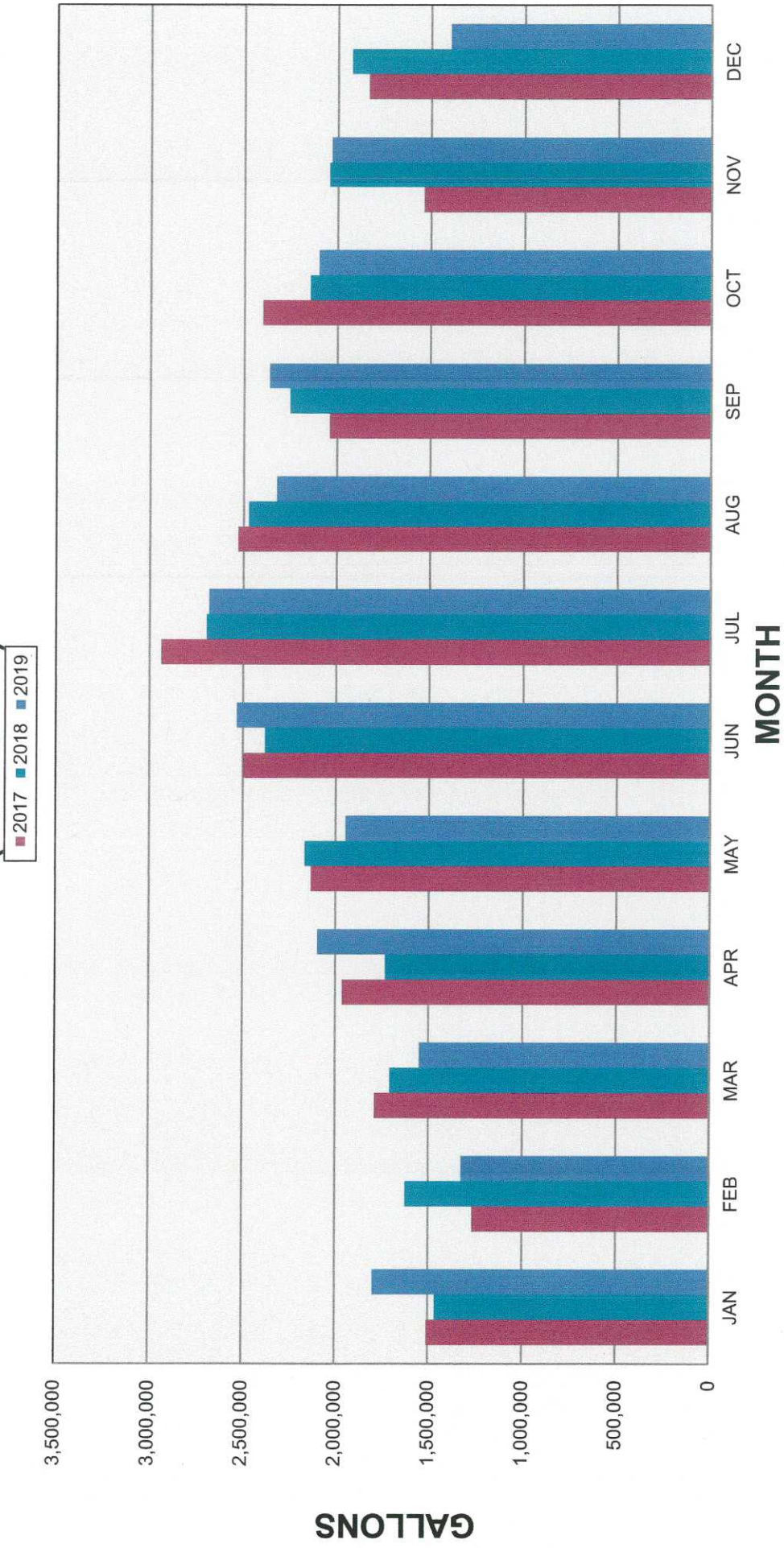


ABCSD MONTHLY AVERAGE EFFLUENT BOD (2017 - 2019)

■ 2017
 ■ 2018
 ■ 2019
 — 30 Day Average Limit

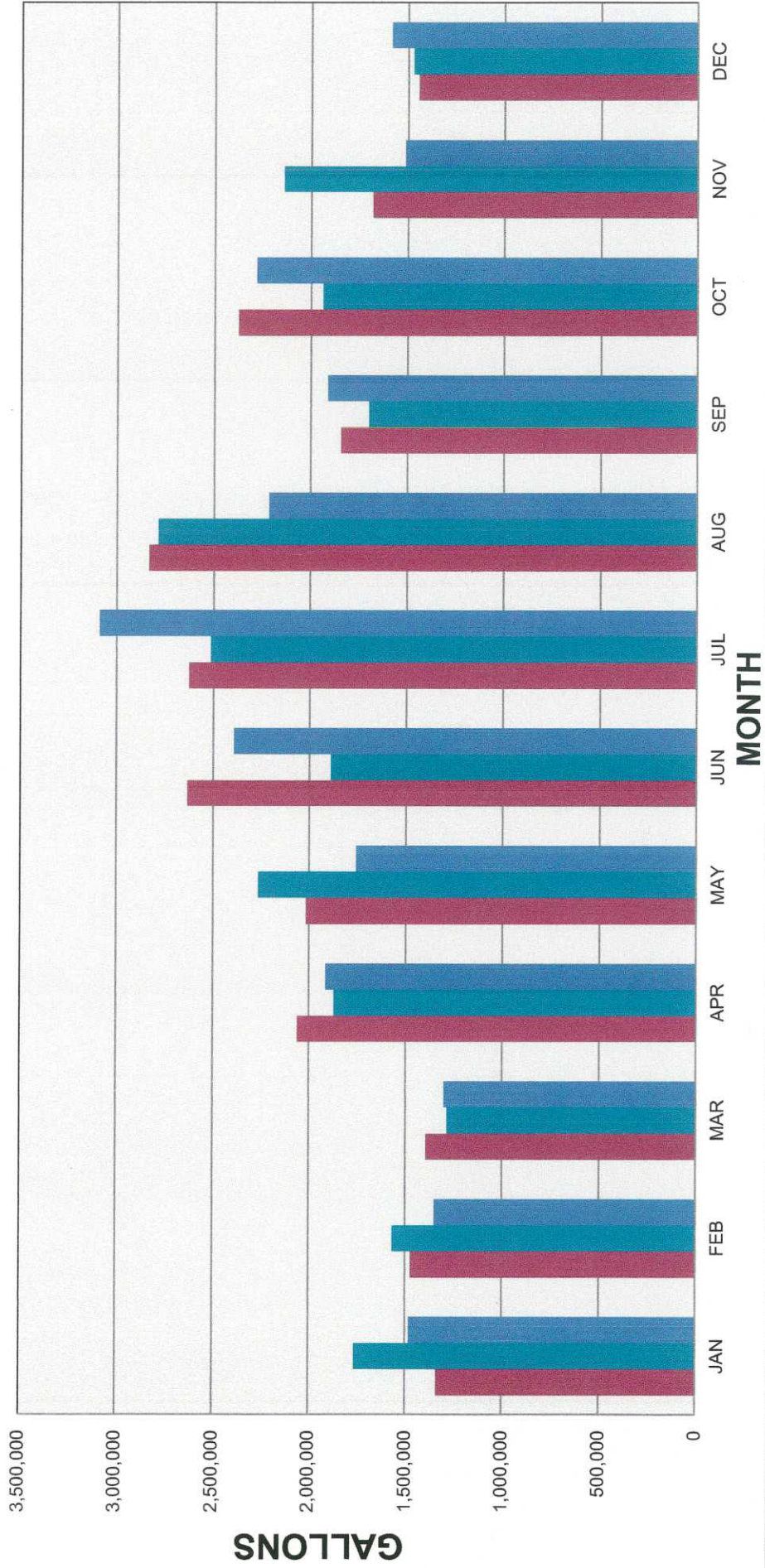


ABCSD MONTHLY WATER PURCHASED FROM LOPEZ (2017 - 2019)



ABCSD MONTHLY WATER SOLD (2017 - 2019)

■ 2017 ■ 2018 ■ 2019




**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: January 14, 2020

SUBJECT: Annual Review of District By-Laws

Recommendation:

Review current By-Laws and provide direction to Staff

Discussion:

In accordance with District Policy, the Board reviews the District By-Laws each year to determine if they meet the current needs of the District and to keep the information “fresh” in the scope of operating the District.

Attached is a copy of the District By-Laws, with proposed changes shown in strikeout and red highlighted format. Legal Counsel will review the By-Laws and provide comments as to any changes that may be desirable from a legal point of view at the meeting.

If the Board wishes more time to finalize their review, this item can be carried forward to a future meeting for final action. 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.

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated January 2020

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 ~~Wednesday~~ Tuesday of each calendar month at 11:00-AM 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 2019 ~~January 2020~~

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 2019 January 2020

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 agenda 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 20 minute 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 2019 January 2020

- (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 President, 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

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated February 2019 January 2020

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 o'clock 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, regular meeting Agendas and special meeting Agendas shall be delivered to individuals, radio and television stations in accordance with the Brown Act.

5.5 Consent Agenda

Those items on the District Agenda which are considered to be 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 concerning a consent item which will not involve extended

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated February 2019 January 2020

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;
- Approval of the minutes or modified minutes of preceding meetings;

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated February 2019 January 2020

- 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 policies, 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** Subject to equipment malfunction, an audio tape recording of regular and special meetings of the Board of Directors will be made. 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 the recordings for a 30-day period after the recording. In addition to the 30-day requirement, the District will attempt to maintain the recordings, without legal obligation to do so, for 2 years after the date of the recording.

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated February 2019 **January 2020**

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

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated February 2019 January 2020

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

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated February 2019 January 2020

- (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. The amount set for per diem shall be considered fair reimbursement. The per diem shall include \$10.00 for breakfast, \$15.00 for lunch and \$30.00 for dinner, for a daily total of \$55.00.
- (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.
- 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.

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated February 2019 **January 2020**

11. ETHICS TRAINING

- 11.1 Pursuant to Section 53234 et seq. of the Government Code all Directors and designated District personnel shall receive at least 2 hours of ethics training every two years.
- 11.2 Each newly elected Board Member and designated District personnel shall receive ethics training no later than one year from the first day of service with the District and thereafter shall receive ethics training at least once every two years.

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.

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

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated February 2019 January 2020

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. EVALUATION REVIEW OF GENERAL MANAGER & DISTRICT LEGAL COUNSEL CONTRACTS

- 14.1 The District's General Manager's contract shall be ~~evaluated~~ reviewed by the Board of Directors annually during the months of April and/or May of each year.
- 14.2 The District's Legal Counsel's contract shall be ~~evaluated~~ 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

AVILA BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTOR
BOARD BY-LAWS AND POLICIES
Updated February 2019 **January 2020**

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 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 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.

AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: January 14, 2020

SUBJECT: Results of Receiving Water Benthic Sediment, Benthic Biota Monitoring and Ocean Outfall Inspection

Recommendation

Receive Report and Provide Direction Staff as needed

Discussion:

In March 2019, the Board awarded a contract to Tenera Environmental to conduct the required Benthic Sediment, Benthic Biota monitoring and visual inspection of the outfall structure. The District's WWTP discharge permit requires the District to conduct the monitoring at least once during the five year life of the permit. The purpose of the monitoring is to ensure the District's WWTP discharge is not having a significant effect on the organisms in the vicinity of the discharge.

The benthic monitoring involved the collection and analysis of sediment and infauna samples from five specified sites on the ocean floor in the vicinity of the District's ocean outfall. The outfall inspection involved the use of divers to inspect and video tape the full length of the outfall line. District operations staff injected a non-toxic dye in the outfall during the inspection to help the divers determine the integrity of the outfall line.

This type of monitoring was last completed in 2012 by Aquatic Bioassay & Consulting. Tenera's Discussion and Conclusions are consistent with the 2012 report findings and conclude that the discharge does not appear to be having a significant impact on the organisms in the vicinity of the outfall. The Report will be submitted to the Regional Water Quality Control Board as part of the District's 2019 Annual Report Submittal. Staff will have a copy of the report available at the Board meeting for review by Board members and members of the public.



Avila Beach Community Services District Receiving Water Monitoring Report: 2019



January 7, 2020

ESLO2019-29

Submitted to:

Mr. Bradley Hagemann
Avila Beach CSD
191 San Miguel St,
Avila Beach, CA 93424

Prepared by:

Tenera Environmental
141 Suburban Road, Suite A2
San Luis Obispo, CA 93401
Phone: 805.541.0310
FAX: 805.541.0421



Figure 1. Map of monitoring station locations surrounding the Avila discharge pipeline. The pipeline extends from the Avila Beach Community Services District Wastewater Treatment Plant and continues along the Avila Pier past the terminal riser to the outfall terminus 2,700 ft (823 m) offshore.


A benthic sediment study and monitoring report was last completed in 2012 (ABC 2012) for the ABCSD outfall. The following Benthic Sediment Monitoring report provides a description of the methods and results of the monitoring completed for 2019. This includes a complete discussion of benthic sediment survey results and potential influence of the discharge on sediment conditions in the study area. The discussion is based on graphical, tabular, and/or appropriate statistical analyses of spatial and temporal patterns observed for the raw data.

AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: January 14, 2020

SUBJECT: Cost of Services and Rate Study Report

Recommendation:

Receive presentation from consultant and any recommendations from the Finance Committee and provide direction to staff regarding completion of the Study

Background/Discussion:

The Finance Committee initially met on October 29, to discuss the preliminary findings of the Cost of Services and Rate Study Report (Report). The Study preliminary findings indicate that a moderate 3% revenue increase each year over the next five years should adequately fund the anticipated Water and Sewer operations and maintenance and capital improvement program expenses. However, due to the fundamental changes in the proposed rate structure, the Committee members were concerned with how the new rates would be distributed over the various users. The Committee requested staff and the consultant prepare additional information and analysis and schedule another Committee meeting.

The Finance Committee met again on Thursday December 5th. The consultant had prepared one additional water rate option that included a tiered water rate schedule. District Legal counsel also attended the meeting. Director Berry attended the meeting on behalf of Director Najarian.

The Committee generally agreed that the two-tiered water rate structure was better than a single tiered rate since it encouraged water conservation. However, the Committee still struggled with the significant changes the proposed rate structure recommends since it is fundamentally different from the current rate structure. The District's existing rate structure has a minimum base rate that includes 0 – 5 units of water. Customers pay the same amount whether they use no water or up to five units of water. The consultant is recommending a lower minimum base rate wherein customers only pay for the number of units of water that they actually use. The proposed rate structure results in a lower bill or a modest increase for those customers using 2 units or less and increases the bill for those customers using 3 – 10 units. The Committee requested staff and consultant work with the County Public Works Department to re-calculate the fixed and variable water costs and come back with another tiered rate option. Staff and the consultant completed the requested analysis and the Committee is scheduled to meet on January 9th to discuss the analysis and all three rate options and hopefully have a recommendation for full Board consideration.

The consultant will make a presentation of his findings and recommendations at the January 14, 2020, Board meeting.

