

AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424
Meeting Room and Office – 191 San Miguel Street, Avila Beach
Telephone (805) 595-2664 FAX (805) 595-7623
E-Mail avilacsd@gmail.com

AGENDA

REGULAR BOARD MEETING

11:00 A.M. Wednesday, July 29th, 2015

BOARD MEETING LOCATION

AVILA BEACH CIVIC ASSOCIATION

CONFERENCE ROOM

191 SAN MIGUEL STREET

AVILA BEACH, CALIFORNIA

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

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

Pete Kelley, President
Steve Waldron, Vice President
Lynn Helenius, Director
John Janowicz, Director
Shanna Richards, Director

3. **PUBLIC COMMENT; 11:00 A.M.**

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. 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 Regular Meeting July 14th, 2015 Minutes

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. Award Construction Contract for the Avila Beach Drive and San Luis Street Sewer Line Replacement Project
- B. Adopt Resolution No. 2015-12 authorizing the appropriate Board members and Management Staff to Conduct Banking Activities for the District
- C. Consider awarding a contract to WSC Inc. for assistance with a recycled water grant application

8. COMMUNICATIONS/ ANNOUNCEMENTS

- A. August 11th, 2015 Regular Board Meeting is cancelled.

Any writing or document pertaining to an open session item on this agenda which is distributed to a majority of the Board after the posting of this agenda will be available for public inspection at the time the subject writing or document is distributed. The writing or document will be available for public review in the District Administration Office, 191 San Miguel Street, Avila Beach, CA during normal business hours. Consistent with the Americans with Disabilities Act and California Government Code Section 54954.2 requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District at 805-595-2664.

**AVILA BEACH COMMUNITY SERVICES DISTRICT
MINUTES OF REGULAR MEETING
July 14th, 2015**

1. CALL TO ORDER

The Board of Directors of the Avila Beach Community Services District, meeting in Regular Session at 7:00 p.m. on the above date, in the Avila Beach Civic Association 191 San Miguel Street, Avila Beach.

2. ROLL CALL

Board Members Present: Pete Kelley, President
 Steve Waldron, Vice President
 John Janowicz
 Lynn Helenius

Board Members Absent: Shanna Richards

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

3. PUBLIC COMMENTS

None

4. INFORMATION AND DISCUSSION ITEMS

A. County Reports

1. SLO Sheriff:

Commander Jim Taylor reported 203 calls for service this month in Avila Beach. The number of calls was up 100 from last month. There were 25 traffic stops, 5 thefts, and 4 burglaries. Commander Taylor reminded everyone don't hike alone, take along a flashlight & cell phone, while enjoying the summer weather.

2. CAL Fire Report:

Battalion Chief Paul Lee from CAL Fire reported 54 calls for service this month. Thirty eight were medical related. No significant calls were made over the Fourth of July weekend. Projects for CAL Fire include removing underbrush and dead limbs from trees to create a break on the ridge on the mountains surrounding Avila.

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

Vice President Waldron asked Loch Dreizler, Facilities Manager of Port San Luis Harbor District, when the pier might reopen. Mr. Dreizler reported that a condition assessment was being conducted by Shoreline Engineering of Morro Bay. Shoreline will prepare a report of their findings for the Port Commission that Mr. Dreizler anticipates will be available by the end of August.

5. CONSENT ITEMS

President Kelley introduced the consent items and inquired if any member of the Board or public, wished to address any items. **It was moved by Director Janowicz, seconded by Director Helenius and passed unanimously to approve the consent items as submitted.**

- A. Approval of the Minutes for the following meetings: June 9th, 2015
Regular Meeting
- B. Monthly Financial Review
- C. General Manager Report
- D. District Engineer Report
- E. Water & Wastewater Superintendent Report
- F. Subcommittee Reports
- G. Capital Projects Status Report

6. DISCUSSION OF PULLED CONSENT ITEMS.

No items were pulled for discussion.

7. BUSINESS ITEMS

A. Intent to Serve, Lot #6 Colony Estates.

Director Janowicz lives in a relatively close proximity of the property and therefore recused himself from the room, due to a potential conflict of interest. Jennifer Martin, Licensed Architect, was present at the meeting. She asked that the Board approve the Preliminary Will Serve Request. Director Helenius mentioned that in the past there has been flooding near the property during rainfall events. Ms. Martin acknowledged Director Helenius's comments. **It was moved by Director Waldron, and seconded by Director Helenius and passed unanimously to approve a conditional "Preliminary Will Serve" for Lot #6 in Colony Estates.**

B. Resolution No. 2015-10 filing a Notice of Exemption for San Luis Street and Avila Beach Drive Sewer Line Replacement Project.

General Manager Hagemann explained that the sewer replacement project will disturb a very limited area in existing County right of way therefore a Notice of Exemption is appropriate to comply with CEQA requirements. Staff recommends the Board adopt Resolution No. 2015-10 making project findings and authorize the GM to file the Notice of Exemption. **It was moved by Director Waldron, and seconded by Director Janowicz to adopt Resolution No. 2015-10 directing General Manager Hagemann to file a notice of exemption.**

AYES: **Pete Kelley
Lynn Helenius
John Janowicz
Steve Waldron**

NOES: **None**

ABSENT: **Richards**

C. Presentation of FY 2015/16 Budget

General Manager Hagemann summarized the FY 2015/16 budget with several slides that noted estimated initial balances, anticipated revenues and expenses, major changes from the FY 2014/15 budget and the proposed Capital Improvement Program budget. Hagemann noted that there were only minor changes from the preliminary budget presented at the June Board meeting. Board members asked questions and discussed the budget. **It was moved by Director Kelley and seconded by Director Helenius to adopt Resolution 2015-09 Adopting the 2015/16 Fiscal Year Budget.**

AYES: **Pete Kelley
Lynn Helenius
John Janowicz
Steve Waldron**

NOES: **None**

ABSENT: **Richards**

Secondly, it was moved by Director Kelley and seconded by Director Janowicz to Adopt Resolution 2015-08, for Determination of Appropriation Limitations for the 2015/16 Fiscal Year and Requesting Distribution of Special District Augmentation Funds.

AYES: **Pete Kelley**
 Lynn Helenius
 John Janowicz
 Steve Waldron

NOES: **None**

ABSENT: **Richards**

D. Fats, Oil and Grease (FOG) Program Service Contract

General Manager Hagemann explained that it is important for food service entities to install and maintain grease control devices to minimize the amount of FOG entering the collection system. Wallace Group has done a good job of conducting the District's FOG field services over the past few years, by conducting semi-annual inspections for the District. The FY 2015/16 Budget includes a \$6,000 line item to fund the District's on-going Fats, Oils, and Grease Program Services and staff recommends awarding the FY 2015/16 contract to Wallace Group. **It was moved by Director Kelley and seconded by Director Janowicz to award the contract to Wallace Group subject to Legal Counsel & General Manager review and approval of the contract language. The motion passed unanimously.**

- E. San Luis Street and Avila Drive Sewer Line Replacement Project Construction Management (CM) Services Contract.** General Manager Hagemann introduced this item by advising the Board that projects of this cost and complexity require dedicated professional engineering staff to oversee the construction to ensure the project is completed safely, in accordance with the approved plans, and on budget. As the project design engineer, with construction management capabilities, District staff requested Wallace Group to submit their qualifications and a proposal for CM services. Staff's recommendation was to award the CM services contract to Wallace Group at an amount not to exceed \$39,100. Funding for the construction management services is included in the overall approved project budget. Board members asked questions and deliberated on the options for selecting a CM services contractor.
- It was moved by Director Waldron, and seconded by Director Helenius to award the contract to Wallace Group subject to Legal Counsel & General Manager review and approval of the contract language. The motion passed unanimously.**

- F. San Luis Street and Avila Beach Drive Sewer Line Replacement Project, Soil Compaction Testing Services Contract.** General Manager Hagemann advised the Board third party soils compaction testing services is necessary to ensure the contractor complies with the project plans and specifications. Hagemann noted that Earth Systems Pacific is one of the most capable and respected firms in the County for this type of work and recommended the Board retain them to conduct the soils testing at a cost not to exceed \$5,134.
It was moved by Director Waldron, and seconded by Director Janowicz and passed unanimously to award the contract to Earth Systems Pacific subject to Legal Counsel & General Manager review and approval of the contract language. The motion passed unanimously.
- G. CSDA Board of Directors Election**
Review and discussion took place. **It was moved by Director Kelley, and seconded by Director Janowicz to direct staff to complete ballot voting for Robert Blair. This motion passed unanimously.**
- H. SDRMA Board of Directors Election.**
Review and discussion took place. **It was moved by Director Kelley, and seconded by Director Waldron to direct staff to complete ballot voting for R. Michael Wright. This motion passed unanimously.**
- I. District Banking Services.** Liz Summers Heritage Oaks was present. **Director Janowicz made the motion to sign a letter opening an account with Heritage Oaks. The motion was seconded by Director Kelley and passed unanimously.**
- J. Change or Cancel Date of August 11, 2015 Board Meeting.** After review and discussion, the Board decided to cancel the August 11, 2015, regularly scheduled meeting and schedule a limited agenda Special Meeting for Wednesday July 29th at 11:00 a.m. at the District Office in the downstairs conference room. Staff will post a Notice of Cancellation for the August 11, 2015 meeting and will post and agenda for the July 29, 2015 Special Meeting.
- 9. COMMUNICATIONS:**
None.

CLOSED SESSION ANNOUNCEMENTS

Legal Counsel Seitz advised that the Board will adjourn to Closed Session in the accordance with Government Code §54956.9 (b)

- A. Anticipated Litigation Significant exposure to litigation: 2 case facts and circumstances unknown to opposing party.
- B. Legal Counsel Evaluations

PUBLIC COMMENT ON CLOSED SESSION ITEMS.

None.

ADJOURNMENT: The regular board meeting was adjourned at 8:10p.m.

10. OPEN SESSION ANNOUNCEMENT OF ACTIONS, IF ANY TAKEN IN CLOSED SESSION.

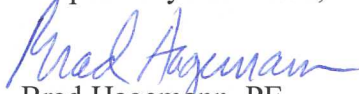
- A. No reportable action was taken in closed session.
- B. Legal Counsel Evaluations will be completed at the next regular Board Meeting.

ADJOURNMENT: The meeting was adjourned at 9:15 pm

The Board will hold a Special Meeting on Wednesday, July 29, 2015 at 11 AM at the District office conference room at 191 San Miguel Street, Avila Beach . The August 11, 2015 regular Board meeting has been cancelled. The next regular meeting of the Avila Beach Community Services District is scheduled for September 8th, 2015 at 7:00 pm. This meeting will be held at the Avila Beach Civic Association 191 San Miguel 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: July 29, 2015

SUBJECT: San Luis Street and Avila Beach Drive Sewer Line Replacement - Award of Bid

Recommendation:

Staff recommends that the Board:

1. Award a construction contract to **D-KAL Engineering of San Luis Obispo, CA** for the San Luis Street and Avila Beach Drive Sewer Line Replacement Project in the amount of **\$398,263.00**;
2. Direct District Staff to bring back a budget adjustment at the mid-year review for project number WW8 in the FY 2015-16 budget as shown below.

Funding:

The District's FY 2015-16 Budget includes budgetary item number WW8 – San Luis Street and Avila Beach Drive Sewer Replacement in the amount of **\$350,000** for the replacement of a portion of the 6" sewer line on San Luis Street located between First Street and Second Street and the replacement of the 6" sewer line on Avila Beach Drive located immediately upstream of the WWTP. With the proposed construction contract, Contract Administration and Inspection service and soil testing, a budget adjustment will likely be necessary. In addition, staff recommends including an amount for contingencies in the amount of 10% of the construction contract be reserved throughout construction. Therefore, the budgetary adjustment would amount to the following (less the amounts previously spent to date):

Prime Contractor Contract (D-Kal Engineering)	\$398,263
Construction Management Services (Wallace Group)	\$39,100
Soil Compaction Testing Services (Earth Systems)	\$ 5,134
Contingency Amount (10% of Prime Contract)	<u>\$39,800</u>
 Total Project Budget Amount	 \$482,297

Discussion:

The construction contract for this project was publicly advertised and competitively bid. The project was advertised in the San Luis Obispo Tribune on June 15, 2015 and then again on June 24, 2015. Contract documents were made available to interested bidders at the District Office. An additional set of contract documents were also provided to the San Luis Obispo and North

County Builders Exchange. Three addendums were issued to bidders to address questions received during the bid phase.

Three (3) construction companies responded to the bid advertisement with bids that were received and publicly opened at the District office at 2:00 pm on July 17, 2015. The results of the bid opening are as follows:

1-D-KAL Engineering	\$ 398,263.00
2-Specialty Construction	\$ 399,086.00
3-Whitaker Construction	\$ 399,495.00

Following bid opening, Wallace Group and District staff conducted a bid analysis to determine the lowest, responsive, responsible bidder. After the analysis was completed, Staff concluded that **D-Kal Engineering, Inc. of San Luis Obispo, CA** submitted the lowest bid and met the requirements of a responsive, responsible bidder. As noted above, the bids were remarkably tight with only \$1,232 separating the high and low bid. Please see the attached Bid Analysis spreadsheet for an item-by-item breakdown of all submitted bids and the Engineer's Estimate.

The construction contract for this project provides for a 90 Calendar day construction schedule as follows:

SAN LUIS STREET AND AVILA BEACH DRIVE SEWER REPLACEMENT
TENTATIVE CONSTRUCTION SCHEDULE

Award of Bid (District Board Mtg.).....	July 29, 2015
Notice of Award	July 31, 2015
Notice to Proceed (10 working days from award).....	August 17, 2015
Pre-construction Conference (Wednesday 8:00 AM)	September 02, 2015
Start work (min. 10 days from Notice to Proceed).....	September 09, 2015
Completion – (90 Calendar days).....	December 07, 2015

BID REVIEW

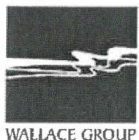
Bid Opening Date: July 17, 2015

Owner: Avila Beach Community Service District

Project: San Luis Street and Avila Beach Drive Sewer Replacement

Contractors

Items Required for a Completed Bid	D-Kal Engineering, Inc.	Specialty Construction, Inc.	Whitaker Construction Group, Inc.
Bid Price	\$398,263.00	\$399,386.00	\$399,493.00
Signed proposal Form	Yes	Yes	Yes
Bid Schedule (acknowledge addenda, if any)	Yes	Yes	Yes
Bid Security Form / Bid Bond	Yes	Yes	Yes
Contractor's Licensing Statement	Yes	Yes	Yes
One photo copy of each license required by these instructions to bidders	Yes	Yes	Yes
List of Material or Equipment Suppliers	Yes	Yes	Yes
Affirmative Action Form	Yes	Yes	Yes
Non-Collusion Affidavit	Yes	Yes	Yes
List of Subcontractors	Yes	Yes	Yes
List of Disposal Contractor, Site and Suppliers	Yes	Yes	Yes
Exeriance Qualifications	Yes	Yes	Yes
Certificate of Liability Insurance	Yes	Yes	Yes
Proof of Unemployment Insurance	Yes	Yes	Yes
Worker's Compensation Insurance Certificate	Yes	Yes	Yes



Prepared by:

T. Burt FOR *ARON YONKER*
Contract Administrator

Reviewed by: _____

Dacé Morgan, Director C.M.

AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

VIA: Bradley Hagemann, General Manager

FROM: John L. Wallace, RCE 33965

DATE: July 29, 2015

SUBJECT: San Luis Street and Avila Beach Drive Sewer Line Replacement - Award of Bid

Recommendation:

It is recommended that the Board:

1. Award a construction contract to **D-KAL Engineering of San Luis Obispo, CA** for the San Luis Street and Avila Beach Drive Sewer Line Replacement Project in the amount of **\$398,263.00**;
2. Direct District Staff to bring back a budget adjustment for project number WW8 in the FY 2014-15 budget as shown below.
3. Direct Wallace Group Staff to proceed to administer the construction services for this project in accordance with the contract for Contract Administration and Inspection services approved by the Board at its July 14, 2015 Board Meeting.

Funding:

The District's FY 2015-16 Budget includes budgetary item number WW8 – San Luis Street and Avila Beach Drive Sewer Replacement in the amount of **\$350,000** for the replacement of a portion of the 6" sewer line on San Luis Street located between First Street and Second Street and the replacement of the 6" sewer line on Avila Beach Drive located immediately upstream of the WWTP. With the proposed construction contract, Contract Administration and Inspection service and soil testing, a budget adjustment will be necessary. In addition, we recommend including an amount for contingencies in the amount of 10% of the construction contract be reserved throughout construction. Therefore, the budgetary adjustment would amount to the following (less the amounts previously spent to date):

Prime Contractor Contract (D-Kal Engineering)	\$398,263.00
Contract Administration & Inspection (Wallace Group)	39,100.00
Contingency Amount (10% of Prime Contract)	<u>39,800.00</u>
Total Project Budget Amount	\$477,163.00

Discussion:

The construction contract for this project was publicly advertised and competitively bid. The project was advertised in the San Luis Obispo Tribune on June 15, 2015 and then again on June 24, 2015. Contract documents were made available to interested bidders at the District Office.

An additional set of contract documents were also provided to the San Luis Obispo and North County Builders Exchange. Three addendums were issued to bidders to address questions received during the bid phase.

Three (3) construction companies responded to the bid advertisement with bids that were received and publicly opened at the District office at 2:00 pm on July 17, 2015. The results of the bid opening are as follows:

1-D-KAL Engr.	\$ 398,263.00
2-Specialty Constr.	\$ 399,086.00
3-Whitaker Constr.	\$ 399,495.00

Following bid opening, Staff conducted a bid analysis to determine the lowest, responsive, responsible bidder. After the analysis was completed, Staff found that **D-Kal Engineering, Inc.** of **San Luis Obispo, CA** submitted the lowest bid and met the requirements of a responsive, responsible bidder. Please see the attached Bid Analysis spreadsheet for an item-by-item breakdown of all submitted bids and the Engineer's Estimate.

The construction contract for this project provides for a 90 Calendar day construction schedule as follows:

SAN LUIS STREET AND AVILA BEACH DRIVE SEWER REPLACEMENT
TENTATIVE CONSTRUCTION SCHEDULE

Award of Bid (District Board Mtg.).....	July 29, 2015
Notice of Award	July 30, 2015
Notice to Proceed (15 days from award)	August 14, 2015
Pre-construction Conference (Wednesday 8:00 AM).....	September 02, 2015
Start work (min. 10 days from Notice to Proceed)	September 09, 2015
Completion – (90 Calendar days)	December 07, 2015

BID REVIEW

Bid Opening Date: July 17, 2015

Owner: Avila Beach Community Service District

Project: San Luis Street and Avila Beach Drive Sewer Replacement

Contractors			
Items Required for a Completed Bid	D-Kal Engineering, Inc.	Specialty Construction, Inc.	Whitaker Construction Group, Inc.
Bid Price	\$398,263.00	\$399,386.00	\$399,493.00
Signed proposal Form	Yes	Yes	Yes
Bid Schedule (acknowledge addenda, if any)	Yes	Yes	Yes
Bid Security Form / Bid Bond	Yes	Yes	Yes
Contractor's Licensing Statement	Yes	Yes	Yes
One photo copy of each license required by these instructions to bidders	Yes	Yes	Yes
List of Material or Equipment Suppliers	Yes	Yes	Yes
Affirmative Action Form	Yes	Yes	Yes
Non-Collusion Affidavit	Yes	Yes	Yes
List of Subcontractors	Yes	Yes	Yes
List of Disposal Contractor, Site and Suppliers	Yes	Yes	Yes
Exeriance Qualifications	Yes	Yes	Yes
Certificate of Liability Insurance	Yes	Yes	Yes
Proof of Unemployment Insurance	Yes	Yes	Yes
Worker's Compensation Insurance Certificate	Yes	Yes	Yes

Prepared by:

T. B. J. FOR *ARON YONKER*
Contract Administrator

Reviewed by:

Dacé Morgan, Director C.M.



WALLACE GROUP



BID ANALYSIS

Client: Avila Beach Community Services District

Project: San Luis Street and Avila Beach Drive Sewer Replacement

Bid Opening : July 17, 2015 at 2:00 pm
Location: District Office - 191 San Miguel Street Avila Beach, CA 93424
Engineer's Estimate: \$309,501.00

BID SCHEDULE				Engineer's Estimate			D-Kal Engineering, Inc.				Specialty Construction, Inc.				Whitaker Construction Group, Inc.				BID ITEM COST ANALYSIS		
ITEM	QTY	UNIT	DESCRIPTION	Unit Price	Total Cost	% Ttl	Unit Price	Total Cost	% Ttl	% O/U EE	Unit Price	Total Cost	% Ttl	% O/U EE	Unit Price	Total Cost	% Ttl	% O/U EE	Average	High	Low
GENERAL REQUIREMENTS																					
1	1	LS	Mobilization, Demobilization and Clean-up	\$ 10,000.00	\$ 10,000.00	3.2%	\$25,753.00	\$ 25,753.00	6.5%	258%	\$21,800.00	\$ 21,800.00	5.5%	218%	\$ 30,000.00	\$ 30,000.00	7.5%	300%	\$ 25,851.00	\$ 30,000.00	\$ 21,800.00
2	1	LS	Traffic Control	\$ 8,500.00	\$ 8,500.00	2.7%	\$ 7,053.00	\$ 7,053.00	1.8%	83%	\$19,200.00	\$ 19,200.00	4.8%	226%	\$ 24,000.00	\$ 24,000.00	6.0%	282%	\$ 16,751.00	\$ 24,000.00	\$ 7,053.00
3	1	LS	Construction Survey	\$ 8,500.00	\$ 8,500.00	2.7%	\$ 7,475.00	\$ 7,475.00	1.9%	88%	\$ 2,600.00	\$ 2,600.00	0.7%	31%	\$ 7,000.00	\$ 7,000.00	1.8%	82%	\$ 5,691.67	\$ 7,475.00	\$ 2,600.00
4	1	LS	Trenching Sheetting and Shoring	\$ 7,000.00	\$ 7,000.00	2.3%	\$ 3,335.00	\$ 3,335.00	0.8%	48%	\$ 6,000.00	\$ 6,000.00	1.5%	86%	\$ 11,500.00	\$ 11,500.00	2.9%	164%	\$ 6,945.00	\$ 11,500.00	\$ 3,335.00
5	12	EA	4" SDR 35 PVC Sewer Laterals	\$ 2,460.00	\$ 29,520.00	9.5%	\$ 1,694.00	\$ 20,328.00	5.1%	69%	\$ 3,700.00	\$ 44,400.00	11.1%	150%	\$ 3,000.00	\$ 36,000.00	9.0%	122%	\$ 33,576.00	\$ 44,400.00	\$ 20,328.00
6	580	LF	8" SDR35 PVC Sewer Pipe	\$ 113.79	\$ 65,998.20	21.3%	\$ 145.00	\$ 84,100.00	21.1%	127%	\$ 164.00	\$ 95,120.00	23.8%	144%	\$ 153.00	\$ 88,740.00	22.2%	134%	\$ 89,320.00	\$ 95,120.00	\$ 84,100.00
7	242	LF	8" HDPE Sewer Pipe (Pipe Bursting)	\$ 225.00	\$ 54,450.00	17.6%	\$ 214.00	\$ 51,788.00	13.0%	95%	\$ 187.00	\$ 45,254.00	11.3%	83%	\$ 165.00	\$ 39,930.00	10.0%	73%	\$ 45,657.33	\$ 51,788.00	\$ 39,930.00
8	5	EA	Remove 48-Inch Sanitary Sewer manhole	\$ 5,850.00	\$ 29,250.00	9.5%	\$ 1,815.00	\$ 9,075.00	2.3%	31%	\$ 2,700.00	\$ 13,500.00	3.4%	46%	\$ 3,200.00	\$ 16,000.00	4.0%	55%	\$ 12,858.33	\$ 16,000.00	\$ 9,075.00
9	6	EA	48-Inch Sanitary Sewer Manhole	\$ 5,851.00	\$ 35,106.00	11.3%	\$ 8,790.00	\$ 52,740.00	13.2%	150%	\$ 9,400.00	\$ 56,400.00	14.1%	161%	\$ 6,500.00	\$ 39,000.00	9.8%	111%	\$ 49,380.00	\$ 56,400.00	\$ 39,000.00
10	860	LF	Abandon 6" VCP Sewer	\$ 4.27	\$ 3,672.20	1.2%	\$ 20.00	\$ 17,200.00	4.3%	468%	\$ 8.00	\$ 6,880.00	1.7%	187%	\$ 10.00	\$ 8,600.00	2.2%	234%	\$ 10,893.33	\$ 17,200.00	\$ 6,880.00
11	1	LS	Temporary Bypass and Pumping	\$ 8,500.00	\$ 8,500.00	2.7%	\$16,097.00	\$ 16,097.00	4.0%	189%	\$21,800.00	\$ 21,800.00	5.5%	256%	\$ 24,000.00	\$ 24,000.00	6.0%	282%	\$ 20,632.33	\$ 24,000.00	\$ 16,097.00
12	27	CY	Class 2 Aggregate Base	\$ 65.00	\$ 1,755.00	0.6%	\$ 197.00	\$ 5,319.00	1.3%	303%	\$ 116.00	\$ 3,132.00	0.8%	178%	\$ 175.00	\$ 4,725.00	1.2%	269%	\$ 4,392.00	\$ 5,319.00	\$ 3,132.00
13	350	TON	Asphalt Concrete	\$ 135.00	\$ 47,250.00	15.3%	\$ 280.00	\$ 98,000.00	24.6%	207%	\$ 180.00	\$ 63,000.00	15.8%	133%	\$ 200.00	\$ 70,000.00	17.5%	148%	\$ 77,000.00	\$ 98,000.00	\$ 63,000.00
CONSTRUCTION BID TOTAL					\$ 309,501.40	100%		\$398,263.00	100%	128.7%		\$399,086.00	100%	128.9%		\$399,495.00	100%	129.1%	\$398,948.00	\$481,202.00	\$316,330.00
Contingency (5%)					\$ 15,475.07			\$ 19,913.15				\$ 19,954.30				\$ 19,974.75					

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager



DATE: July 29, 2015

SUBJECT: Resolution No. 2015-12, District Banking Services at Heritage Oaks Bank

Recommendation:

Adopt Resolution No. 2015-12 formally authorizing signers for the recently established Heritage Oaks bank accounts

Discussion:

At the April 2015 Board meeting the Board directed staff to initiate the process of moving the District's banking activities to Heritage Oaks Bank. Staff has met with Ms. Liz Summers, Vice President and Senior Client Relationship Manager on several occasions over the last several weeks to complete the paperwork necessary for the District to open a new account.

Banking industry regulators now require that the District adopt a formal resolution that identifies the District signers. The attached Resolution formalizes this process and should be the final item needed to activate the account.

RESOLUTION NO. 2015 - 12

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
AVILA BEACH COMMUNITY SERVICES DISTRICT
AUTHORIZING SIGNATORS FOR HERITAGE OAKS BANKING ACCOUNTS**

WHEREAS, the Avila Beach Community Services District (herein "District") is a Special District with active powers that include Water, Sewer, Solid Waste, Street Lighting and Fire Protection; and

WHEREAS, the District intends to establish District banking accounts with Heritage Oaks Bank; and

WHEREAS, the purpose of this Resolution is to establish authorized signators for the District's bank accounts at Heritage Oaks Bank.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of the Avila Beach Community Services District as follows:

1. The following District Officers and staff are authorized signers who may sign and transact on the District bank accounts at Heritage Oaks Bank:

<u>Title</u>	<u>Name</u>
President	Peter Kelley
Vice-President	Steve Waldron
Director	John Janowicz
Director	Lynn Helenius
Director	Shanna Richards
General Manager	Brad Hagemann

PASSED AND ADOPTED by the Board of Directors of the Avila Beach Community Services District this 29th day of July, 2015 on the following roll call vote:

ON MOTION of Director seconded by Director and on the following roll call vote
to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

The foregoing resolution is hereby adopted this 29th day of July, 2015.

Peter Kelley, President

ATTEST:


Secretary to the Board of Directors

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: July 29, 2015

SUBJECT: Grant Application for Recycled Water Facilities Planning Study, Consider Awarding a Contract to Water Systems Consulting, Inc.

Recommendation:

Staff recommends the Board authorize staff to enter in to an agreement with Water Systems Consulting Inc., to prepare a Grant Application for a Recycled Water Facilities Planning Study through the State Water Resources Control Board for an amount not to exceed \$5,000.

Funding:

The District's FY 2015-16 Capital Improvement Program Budget includes \$75,000 this fiscal year for upgrading the Wastewater Treatment Plant. Funding for this contract with WSC to assist with the Grant Application can be funded from this budget item.

Discussion:

Recent Board and Staff discussion regarding upgrade of the wastewater treatment plant have led to the Board directing staff to analyze the feasibility, advantages and disadvantages of upgrading the plant to a full tertiary level. The State Water Resources Control Board has established a Recycled Water Facilities Grant Program to assist water and wastewater agency's in evaluating the potential for recycled water systems. The State Board can provide up to \$75,000 in matching grant funds to characterize existing wastewater collection and treatment systems, evaluate potential District and Regional recycled water system alternatives and preparation of an implementation plan for the preferred recycled water system. One of the key objectives of the Recycled Water Plan is to position the District and their partners to obtain funding from existing and new programs that are being made available for recycled water projects.

Submission of a grant application does not guarantee the State Board will provide funding assistance, but with the current drought conditions the State has been making every effort to assist with development of recycled water resources. WSC's proposal and Scope of Work are attached.



7/14/2015

Brad Hagemann
General Manager
Avila Beach Community Services District

**SUBJECT: PROPOSAL TO PREPARE A GRANT APPLICATION FOR A RECYCLED WATER FACILITIES
PLANNING STUDY FOR THE AVILA BEACH COMMUNITY SERVICES DISTRICT**

Dear Brad,

As requested, WSC prepared the following proposal for the Avila Beach Community Services District (District) to prepare a grant application for a Recycled Water Facilities Planning Study (RWFPS) to evaluate potential recycled water alternatives for the Avila Region. Obtaining a grant through the State Water Resources Control Board (SWRCB) Water Recycling Facilities Planning Grant Program will assist the District in funding the RWFPS by providing matching funds up to \$75,000. The RWFPS will include characterization of the existing wastewater collection and treatment systems in the region, evaluation of potential district and regional treatment and recycled water system alternatives and preparation of an implementation plan for a preferred recycled water system. The key objectives of the RWFPS are to identify opportunities for regional wastewater and recycled water systems to best serve the region and to position the District to obtain funding from existing and new funding programs that have been made available for recycled water projects. The development of a recycled water program represents an exciting opportunity for the community of Avila and we appreciate the opportunity to assist the District in the pursuit of this drought resilient supplemental water supply.

WSC prepared the attached scope of work, schedule and fee estimate for the District's review. If you have any questions please contact me at (805) 457-8833 ext. 104. You can also email me at dheimel@wsc-inc.com.

Sincerely,

Water Systems Consulting, Inc.

A handwritten signature in black ink that reads "Daniel Heimerl". The signature is fluid and cursive, with the first name "Daniel" and last name "Heimerl" clearly distinguishable.

Daniel Heimerl, PE
Project Manager

Enclosures:

- Attachment 1. Scope
- Attachment 2. Fee Estimate
- Attachment 3. Schedule

TASK 1.0 PLANNING GRANT APPLICATION ASSISTANCE

WSC will assist the Avila Beach Community Services District (District) to obtain funding from the Water Recycling Facilities Planning Grant (Planning Grant) Program administered by the State Water Resources Control Board (SWRCB) for a Recycled Water Facilities Planning Study (RWFPS). This scope includes preparing, submitting and managing the Planning Grant application for the RWFPS.

1.1 Planning Grant Application Management and Support

- WSC will manage the RWFPS application through the Planning Grant process on behalf the District.
- WSC will participate in an initial kickoff call with the SWRCB to start the application development process.
- WSC will provide ongoing coordination with the District to gather required documentation and forms to complete and submit the Planning Grant application.
- WSC will coordinate and participate in a meeting with SWRCB staff to review the Planning Grant applications package and make the necessary adjustments for approval.
- Submittal of grant application through the SWRCB's Financial Assistance Application Submittal (FASST) system.

1.2 Planning Grant Application Preparation

- WSC will complete the application form and compile the District's resolution authorizing the Planning Grant application.

➤ Application Requirement	➤ Responsible Lead
➤ Application Form	➤ WSC/District
➤ Attachment 1: Study Scope	➤ WSC
➤ Attachment 2: Authorized Resolution/Ordinance	➤ District
➤ Attachment 3: Compliance of the Division Water Conservation Plan	➤ District/WSC
➤ Attachment 4: Proof of Submittal of an Urban Water Management Plan to DWR (if applicable)	➤ District/WSC
➤ Attachment 5: Proof of Compliance with Demand Management Measures and Best Management Practices (if applicable)	➤ District/WSC
➤ Attachment 6: Certification of Compliance with Water Metering (if applicable)	➤ District/WSC
➤ Attachment 7: Relevant Service, Management, Operating and Joint Powers Agreement (if applicable)	➤ District/WSC

- WSC will prepare the Study Scope consisting of the following components:
1. A description of the recycled water service area that will be studied.
 2. The potential sources of recycled water and a brief summary of the unit processes currently in use at existing treatment facilities.
 3. A description of the current disposal/reuse of the wastewater that is proposed to be recycled.
 4. A map of the study area showing the sources of recycled water and potential service area(s). The map should clearly show the study area boundary and boundaries of other associated agencies, such as community or sewer services districts, municipalities and water supply agencies.
 5. General description of current sources of fresh water, including quantity and potential future demand.
 6. Identification of the water and wastewater agencies having jurisdictions over the sources of recycled water and/or the potential service area.
 7. A general description of water recycling and fresh/potable water supply alternatives that may be evaluated.
 8. A description of the opportunities for stakeholder participation, for example, public meeting with the local community members, potential recycled water users, and other agencies that have a stake in the study.
 9. A schedule with the start and completion dates of major tasks associated with the project report study.
 10. A list of potential problems that may cause delay in the progress of the study and description of the proposed actions to reduce the impact of these potential problems.
 11. Identification of the entities that will be conducting the study and description of their roles. This may include a description of proposed subcontracts with consultants or interagency agreements with other agencies, and any force account work.
 12. Proposed budget for the study, including estimated costs of specific tasks including the recycled water market assessment, alternatives development and analysis, recommended project, facilities project report, quality control and the total study cost.
 13. Sources of financing and sources of funds for cash flow until grant reimbursement.
 14. Proposed study outline.
 15. Proposed project timeline or schedule.

- WSC will submit a draft Planning Grant application to the District for review and conduct a conference call to discuss comments. WSC will revise the draft application based on comments received from the District, assemble a final application package for signature by the District and submit to the SWRCB. The budget is based on one iteration of comments and revision.



Task No.	Task Description	WSC								Total Labor Cost	Total Expenses	Total Fee
			Principal	Associate Engineer II	Assistant Engineer II	Staff Planner II	Clerical/ Admin	Total Labor Hours				
1.0	Planning Grant Application Assistance	-	1	8	26	2	1	38	\$ 4,698	\$ 300	\$ 4,998	
1.1	Planning Grant Application Management and Support		1	4	6		1	12	\$ 1,664	\$ 100	\$ 1,764	
1.2	Planning Grant Application Preparation			4	20	2		26	\$ 3,034	\$ 200	\$ 3,234	
Column Totals		-	1	8	26	2	1	38	4,698	300	\$ 4,998	

Attachment 3. Schedule

Schedule	
Task 1.1 - Planning Grant Application Management and Support	- 60 days from Notice to Proceed
Task 1.2 - Planning Grant Application Preparation	- 3 weeks from Notice to Proceed to prepare Draft Application - 1 week to finalize and submit Application after District has reviewed Draft Application
District reviews Draft Application	- 2 weeks
Estimated SWRCB Review of Planning Grant Application	- 8 weeks