

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

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

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

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

3. **PUBLIC COMMENT**

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

4. **INFORMATION AND DISCUSSION ITEMS**

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

A. County Reports

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

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

5. **CONSENT ITEMS:**

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

- A. Minutes of August 17th, 2016 Regular Meeting
- B. Monthly Financial Review, August
- C. General Manager and District Engineer Report
- D. Water and Wastewater Superintendent Report

6. DISCUSSION OF PULLED CONSENT ITEMS

At this time, items pulled for discussion from the Consent Agenda, if any, will be heard.

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

- A. Parking Management Planning
(Action Required: Information Item, Provide Direction to Staff)
- B. Confirm Board Member Attendance at the October 11, Board Meeting
(Action Required: If the Board desires, consider re-scheduling the meeting to October 18th).

8. COMMUNICATIONS/ COORESPONDENCE

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

9. Adjourn to next regularly scheduled meeting on October 11th, 2016

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
August 17th, 2016**

1. CALL TO ORDER

President Pete Kelley called the regular meeting of the Board of Directors of the Avila Beach Community Services District, to order at 7:00 p.m. on the above date, in the Avila Beach Civic Center Meeting Room.

2. ROLL CALL

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

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

3. PUBLIC COMMENTS

Legal Counsel, Mike Seitz reported he attended a meeting for Brown Act and Code of Ethics.

4. INFORMATION AND DISCUSSION ITEMS

A. County Reports

1. SLO Sheriff:

No Sheriff available to report.

2. CAL Fire Report:

No Fire Chief available to report.

5. CONSENT ITEMS

- A. Approval of the Minutes for the July 12th, 2016 Meeting
- B. Monthly Financial Review
- C. General Manager/District Engineer Report
- D. Water & Wastewater Superintendent Report

6. DISCUSSION OF PULLED CONSENT ITEMS.

President Kelley introduced the consent items and inquired if any member of the Board or public wished to address any items. Director Helenius directed a question to Operations Manager, Carinna Butler regarding the “slug flow” of wastewater event from Port San Luis. Ms. Bulter explained that on July 20th, 2016, the Port had a mechanical issue with a lift station that caused it to be inactive for several hours. When the Port repaired the pump and returned it to operational status, it caused a slug of flow to the WWTP at a rate of 150 gallons per minute for 30 minutes. Operations staff requested the Port notify them anytime a lift station is down and when

they return the station to operational status. In addition, Port staff should make every effort to gradually bring the station back on line to avoid overwhelming the WWTP. District staff recommended installation of a flow meter and recording device in the manhole dedicated to Port flow. Loch Dreisler, Facilities Manager from Port San Luis, commented that the Port currently measures flow at their lift station and provides the flow data to the District. GM Hagemann stated that a dedicated flow meter, recording device and alarm system might be appropriate to provide back up to the Port's device and minimize the chance of a sewage spill. GM Hagemann stated that staff is currently reviewing design options and will be seeking quotes for an integrated flow measurement, recording and monitoring device. President Kelley commented that July was the highest monthly flow we have had in years.

Director San Filippo noted that the Financial Report included three accounts that had been referred to collections. GM Hagemann provided clarification on the Board Policy regarding the tenant/owner responsibility for the water & sewer bills. Satisfied with the existing policy, no further discussion took place. Director Janowicz made the motion to approve the consent items as submitted. Director Kelley seconded the motion and it passed with a roll call vote 5-0.

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

NOES: None

ABSENT: None

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

A. **Sea Life Center, Request for Consideration on Water/Sewer Bills**

(Action Required: Consider Request From Sea Life Center for waiving a portion of their water/sewer bill due to irrigation system leak.) GM Hagemann introduced the item and noted that the Executive Director of the Sea Life Center prepared a letter to the Board asking for special consideration regarding their high water and sewer bill due to leaks in their irrigation system. The Board had questions but, no one from the Sea Life Center was present at the meeting to respond. After much Board discussion, Director Kelley made a motion to give the Sea Life Center 5 (five) months to pay off the water and sewer bill with no late fees and no change to the amount owed. Director San Filippo seconded the motion and it passed with a roll call vote 4-1.

Avila Beach CSD
Board of Directors Meeting
DRAFT Minutes August 17th, 2016

AYES: Pete Kelley
Ken San Filippo
Eric Deweese
Lynn Helenius

NOES: John Janowicz

ABSENT: None

B. Award Contract to Electricraft to Provide Power at Water Tank Site

(Action Required: Receive Staff Report and Consider Awarding a Contract to Electricraft to Install Power at the Water Tank Site.) GM Hagemann introduced the item and reminded the Board that this project is included in the approved FY 2016/17 Capital Improvement Program. Hagemann explained that Staff had circulated plans and specs and requested informal bids from five qualified contractors. The scope of the project includes all the work necessary to install power at the water tank site in accordance with the Plans and Specifications. Power at the tank site is needed to operate a system that will ensure proper disinfection, mixing and compliance with State DDW regulations. Electricraft Inc., was lowest bidder and staff recommended the Board award the contract to Electricraft. Comments were made by the Directors indicating that Electricraft is very reputable company. Director San Filippo made a motion to award the contract to Electricraft. Director Janowicz seconded the motion and it passed with a roll call vote 5-0.

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

NOES: None

ABSENT: None

C. Wastewater Treatment Agreement with Port San Luis Harbor District

(Action Required: Receive Staff Report and Consider Approving the Updated Wastewater Treatment Plant Agreement with Port San Luis Harbor District) GM Hagemann introduced the item and noted that this item has been in develop for many years and is finally being completed. Hagemann noted that the existing agreement was adopted in 1968 and he referred the Board members to the Summary Points included in the agenda packet. The Board questioned whether the new agreement included the requirement for the Port to implement an effective Fats, Oil and

Grease (FOG) Program. Hagemann confirmed the Agreement requires the Port to implement a FOG program. Director Kelley made the motion to approve the Port San Luis Agreement as presented. Director San Filippo seconded the motion and it passed with a roll call vote 5-0.

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

NOES: None

ABSENT: None

D. Conflict of Interest Code Review/Update

(Action Required: Review staff report and adopt updates as appropriate)

Legal Counsel Seitz explained that every two years the District reviews our Conflict of Interest Codes. Seitz stated that he has reviewed Government Codes and confirmed no significant changes have occurred since the adoption of the Conflict of Interest Code in 2014. Director San Filippo made the motion to adopt Resolution No. 2016-10, Conflict of Interest Codes. Director Janowicz seconded the motion and it passed with a roll call vote 5-0.

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

NOES: None

ABSENT: None

8. PUBLIC COMMENT ON CLOSED SESSION ITEMS

A. Legal Counsel Evaluations

ADJOURN TO CLOSED SESSION: The meeting was adjourned to Closed Session at 8:10p.m.

RETURN FROM CLOSED SESSION.

GM Hagemann reported that the Board had provided direction to staff. No other actions were taken.

RETURN TO OPEN SESSION: 8:40pm

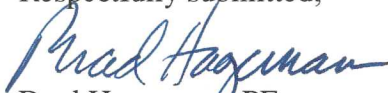
Director San Filippo indicated he is interested in attending the Annual California Special District Association (CSDA) meeting on October 10 -13. GM Hagemann noted that early registration discounts end on September 9th and that staff would be happy to register Directors that are interested in attending. Unfortunately the Conference conflicts with the District's regular October meeting date. Director San Filippo requested the Board consider moving Regular Board Meeting to Tuesday, October 18. This topic will be discussed at the Sept. 13th Regular Board Meeting.

MEETING ADJOURED: 9:10pm

The next regular meeting of the Avila Beach Community Services District is scheduled for Sept. 13th, 2016 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: September 13th, 2016

SUBJECT: Monthly Financial Review for August 2016

Recommendation:

Receive and file report.

Overall Monthly Summary

During August the District made deposits in the amount of \$106,779.94 and experienced \$78,555.81 in expenses (cash basis). The deposits by fund and checks by fund are provided as an attachment to this report. Income in August included \$0 (zero) in County tax income and \$87,516.78 in monthly water and sewer fees. Monthly operation and maintenance expenses are also within the anticipated range.

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

Utility Service Billing

For the month of August the District billed approximately \$ 96,880.47 in water and sewer service charges. Customer Rate Assistance amounted in a reduction of billing charges to the District in the amount of \$532.92. Delinquent accounts with payments past due of 60 days or more are still relatively low, but we did issue approximately 2 “door hanger” shut-off notices in August to accounts that were over 60 days late. Both customers responded by making payment arrangements.

Operation and Maintenance

Staff is also including the Fluid Resource Management (FRM) Statement for August 2016. The Statement provides a summary of the “Add-Service” work order tasks and fees for the month along with the monthly contract Operations and Maintenance fee of \$16,250. Based on the tasks outlined the FRM Operations contract, staff has divided the fee to \$11,000 in the Sanitary Funding Class and \$5,250 in the Water Funding Class.

Avila Beach Community Services District
Profit & Loss
August 2016

	<u>Aug 16</u>
Ordinary Income/Expense	
Income	
4000 · Income Summary	
4010 · Operating Revenue	87,516.78
4012 · Solid Waste Franchise Fee	1,758.29
4090 · Rental Income	3,104.00
4100 · Misc Income	325.20
	<hr/>
Total 4000 · Income Summary	92,704.27
	<hr/>
Total Income	92,704.27
	<hr/>
Gross Profit	92,704.27
	<hr/>
Expense	
5100 · Merchant Credit Card Fees TIB	83.00
5200 · Payroll Expenses	
5210 · Gross Wages	
5211 · Regular Pay	1,217.09
5012 · Holiday Pay	0.00
5014 · Sick Pay	0.00
5016 · Vacation Pay	177.84
	<hr/>
Total 5210 · Gross Wages	1,394.93
5230 · Payroll Taxes	24.58
5240 · Health & Medical Exp.	
5242 · Health Insurance	300.00
	<hr/>
Total 5240 · Health & Medical Exp.	300.00
5250 · PERS Company Pd Expense	
5446 · PERS Co Pd Kristi	448.13
	<hr/>
Total 5250 · PERS Company Pd Expense	448.13
5280 · Payroll Administration & Misc.	48.58
	<hr/>
Total 5200 · Payroll Expenses	2,216.22
	<hr/>
6000 · Administrative Overheads	
6102 · Accounting	4,301.00
6120 · Dues & Subscriptions	1,461.20
6135 · Legal	2,644.60
6140 · Office Supplies & Postage	2,895.26
6150 · Rate Assistance	532.92
6155 · Rent	1,585.82
	<hr/>
Total 6000 · Administrative Overheads	13,420.80

Avila Beach Community Services District
Profit & Loss
August 2016

	<u>Aug 16</u>
6500 · Operating Expenses	
6503 · Chemicals	10,501.69
6505 · Contract Labor	34,750.00
6520 · Equipment Repair & Maint.	
6522 · Equip. Rep. & Maint-Avila & HD	1,470.79
6524 · Equip. Rep. & Maint. Avila Only	4,403.83
Total 6520 · Equipment Repair & Maint.	<u>5,874.62</u>
6535 · Insurance	1,235.46
6540 · Lab Tests	2,732.40
6545 · Miscellaneous	34.23
6550 · Operating Supplies	249.97
6555 · Permits & Fees	75.00
6570 · Safety Gear	436.21
6580 · Solids Handling	2,681.50
6585 · Telephone / Internet	588.95
6590 · Utilities	3,095.76
Total 6500 · Operating Expenses	<u>62,255.79</u>
6999 · Ask My Accountant	580.00
Total Expense	<u>78,555.81</u>
Net Ordinary Income	14,148.46
Other Income/Expense	
Other Expense	
8200 · Non-Operating Expenses	
8230 · Capital Purchases in Prog Sani	
8232 · WW-2 Effluent Line Repair HD	2,136.25
Total 8230 · Capital Purchases in Prog Sani	<u>2,136.25</u>
Total 8200 · Non-Operating Expenses	<u>2,136.25</u>
Total Other Expense	<u>2,136.25</u>
Net Other Income	<u>-2,136.25</u>
Net Income	<u><u>12,012.21</u></u>

Avila Beach Community Services District
Balance Sheet
As of August 31, 2016

Aug 31, 16

ASSETS

Current Assets

Checking/Savings

1000 · Cash Summary

1005 · Customer Cash

1008 · Petty Cash

1010 · Heritage Oaks General Checking

1030 · B of A - Payroll

1050 · LAIF

16.55

75.71

368,529.81

17,747.96

2,222,652.80

Total 1000 · Cash Summary

2,609,022.83

Total Checking/Savings

2,609,022.83

Accounts Receivable

1200 · *Accounts Receivable

139,309.69

Total Accounts Receivable

139,309.69

Other Current Assets

1250 · Receivables

1270 · Taxes Receivable

1280 · Water & Sewer Billings

1250 · Receivables - Other

8,787.45

176,894.96

150.00

Total 1250 · Receivables

185,832.41

1400 · Prepaid Summary

1410 · Prepaid Insurance

12,354.48

Total 1400 · Prepaid Summary

12,354.48

Total Other Current Assets

198,186.89

Total Current Assets

2,946,519.41

Fixed Assets

1600 · Fixed Assets & Acc. Depr.

1605 · Office Equipment

1606 · Copier Samsung 2012

1609 · Office Equipment Accum Depr

8,233.58

-5,214.59

Total 1605 · Office Equipment

3,018.99

1610 · Fixed Asset -Office & Admin.

1612 · Office Furniture cost

1614 · Office Furniture Accum Dep.

4,526.21

-4,526.21

Total 1610 · Fixed Asset -Office & Admin.

0.00

1620 · Fixed Assets - Sanitary

Avila Beach Community Services District
Balance Sheet
 As of August 31, 2016

	<u>Aug 31, 16</u>
1622 · Land	60,294.00
1626 · Collection Assets	
1627 · Collection Assets Cost	933,394.00
1628 · Collect Assets Accum Depr	-316,231.75
	<hr/>
Total 1626 · Collection Assets	617,162.25
1630 · Disposal Equipment	
1631 · Disposal Equip Cost	523,122.64
1632 · Disposal Equip Accum Depr	-164,756.11
	<hr/>
Total 1630 · Disposal Equipment	358,366.53
1635 · Treatment Plant	
1636 · Treatment Plant Original	105,000.00
1637 · Treatment Plant Addition	1,868,782.91
1638 · Treatment Plant Accum Dep	-886,106.88
	<hr/>
Total 1635 · Treatment Plant	1,087,676.03
1642 · Treatment Equipment	
1643 · Treatment Equip Cost	1,105,455.00
1644 · Treatment Equip Accum Depr	-524,539.28
1642 · Treatment Equipment - Other	205,485.61
	<hr/>
Total 1642 · Treatment Equipment	786,401.33
Total 1620 · Fixed Assets - Sanitary	2,909,900.14
1650 · Fixed Assets - Water	
1652 · Equipment	
1653 · Equipment Cost	21,136.28
1654 · Equipment Accum Depr	-21,136.28
	<hr/>
Total 1652 · Equipment	0.00
1656 · Distribution Assets	
1657 · Distribution Assets Cost	1,109,466.00
1658 · Dist Assets Accum Depr	-557,889.77
	<hr/>
Total 1656 · Distribution Assets	551,576.23
Total 1650 · Fixed Assets - Water	551,576.23
1680 · Structures - Fixed Asset	
1681 · Structures GFAAG - Sani & FA	29,810.00
1682 · Gen / Fire Accum Dep	-29,810.00
	<hr/>
Total 1680 · Structures - Fixed Asset	0.00

Avila Beach Community Services District
Balance Sheet
 As of August 31, 2016

	Aug 31, 16
Total 1600 · Fixed Assets & Acc. Depr.	3,464,495.36
Total Fixed Assets	3,464,495.36
TOTAL ASSETS	6,411,014.77
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	1,885.00
Total Accounts Payable	1,885.00
Other Current Liabilities	
2200 · Payroll Liabilities	
2240 · Health Insurance	
2241 · Employee	0.01
2240 · Health Insurance - Other	-0.01
Total 2240 · Health Insurance	0.00
2250 · PERS Liability	197.31
Total 2200 · Payroll Liabilities	197.31
2260 · Vacation Payable	2,274.30
2300 · Deposits Held	
2303 · Water Deposits Held	7,020.00
2304 · Fire Station Deposit	2,000.00
2305 · Capacity Fees Held	245,907.16
Total 2300 · Deposits Held	254,927.16
Total Other Current Liabilities	257,398.77
Total Current Liabilities	259,283.77
Total Liabilities	259,283.77
Equity	
3900 · Retained Earnings	6,211,929.24
Net Income	-60,198.24
Total Equity	6,151,731.00
TOTAL LIABILITIES & EQUITY	6,411,014.77

Avila Beach Community Services District

Checks by Fund w/Accounts

August 2016

09/06/16

Type	Date	Num	Name	Memo	Account	Amount	Balance
General / Admin							
Check	08/02/2016		Bankcard MTOT Disc		5100 · Merchant Credit Card Fe...	83.00	83.00
Check	08/04/2016	1911	Fedak & Brown, LLP	7/31/16 Invoice	6102 · Accounting	3,256.00	3,339.00
Check	08/04/2016	1912	Charter	Acct #. 8245100980033571 8/13/16 Invoice	6585 · Telephone / Internet	229.94	3,568.94
Check	08/04/2016	1913	Business Card Visa		6140 · Office Supplies & Postage	273.22	3,842.16
Check	08/04/2016	1918	Staples	Statement 7/15/16	6140 · Office Supplies & Postage	145.97	3,988.13
Check	08/04/2016	1920	Hagemann & Associates	July 24 - Aug 6 , 2016 Inv. 57	6505 · Contract Labor	5,500.00	9,488.13
Check	08/04/2016	1921	Avila Beach Civic Association	Rent August 2016	6155 · Rent	792.91	10,281.04
Check	08/04/2016	1922	Public Employees Retirement System	Customer # 1674878206 Kristi Dibbern	5446 · PERS Co Pd Kristi	372.06	10,653.10
Check	08/04/2016	1923	Fire Chief Association of San Luis Ob...	Haz Mat Fee	6505 · Contract Labor	2,000.00	12,653.10
Check	08/08/2016		Performance Office Paper Supply	Inv # 364147-00	6140 · Office Supplies & Postage	83.96	12,737.06
Check	08/12/2016		U.S. Postal Service	Board packets	6140 · Office Supplies & Postage	15.72	12,752.78
Check	08/16/2016	1926	Nikki Engle Bookkeeping & Teaching	Inv. 1373 8/4	6102 · Accounting	247.50	13,000.28
Check	08/16/2016	1926	Nikki Engle Bookkeeping & Teaching	Inv. 1363 7/19	6102 · Accounting	357.50	13,357.78
Check	08/16/2016	1927	Cal Tec Computers	Inv. 5428	6524 · Equip. Rep. & Maint. Avila...	40.00	13,397.78
Check	08/16/2016	1928	Hagemann & Associates	Aug 7th - Aug 20th, 2016	6505 · Contract Labor	5,500.00	18,897.78
Check	08/16/2016	1932	Shipsey & Seitz	Meeting Prep & Attendance June	6135 · Legal	435.00	19,332.78
Check	08/16/2016	1932	Shipsey & Seitz	COI Code	6135 · Legal	88.00	19,420.78
Check	08/16/2016	1932	Shipsey & Seitz	Review NPDES Regs	6135 · Legal	211.20	19,631.98
Check	08/16/2016	1932	Shipsey & Seitz	School House Letter Review	6135 · Legal	281.60	19,913.58
Check	08/16/2016	1932	Shipsey & Seitz	Parking	6135 · Legal	360.80	20,274.38
Check	08/25/2016		Creative Technologies, Inc.	Tec Support for El Dorado Billing Program	6140 · Office Supplies & Postage	2,110.00	22,384.38
Check	08/25/2016		Calif Special Districts Association	Ken San Filippo training	6999 · Ask My Accountant	580.00	22,964.38
Check	08/29/2016		Walmart	latch boxes	6140 · Office Supplies & Postage	4.29	22,968.67
Check	08/30/2016	1934	Avila Beach Civic Association	Rent Sept. 2016	6155 · Rent	792.91	23,761.58
Check	08/30/2016	1935	Nikki Engle Bookkeeping & Teaching	Inv. 1368 7/26/16	6102 · Accounting	220.00	23,981.58
Check	08/30/2016	1935	Nikki Engle Bookkeeping & Teaching	Inv. 1375 8/8/16	6102 · Accounting	220.00	24,201.58
Check	08/30/2016	1936	PERS	GASB Report Customer # 1674878206	6120 · Dues & Subscriptions	1,300.00	25,501.58
Check	08/30/2016	1937	Staples	Statement 8/15/16	6140 · Office Supplies & Postage	85.98	25,587.56
Check	08/30/2016	1939	Hagemann & Associates	Aug 21st - Sept 3rd, 2016	6505 · Contract Labor	5,500.00	31,087.56
Check	08/30/2016		Mission Linen	Uniforms / Logo T shirts	6140 · Office Supplies & Postage	176.12	31,263.68
Total General / Admin						31,263.68	31,263.68
Lights							
Check	08/01/2016		PG&E	Colony Lights acct # 5992155362-0	6590 · Utilities	90.44	90.44
Check	08/01/2016		PG&E	Town Lights acct # 0690976984-3	6590 · Utilities	449.85	540.29
Check	08/24/2016		PG&E	Front St. Lights acct# 5796765606-7	6590 · Utilities	402.90	943.19
Total Lights						943.19	943.19
Sanitary							
Check	08/04/2016	1909	Miners Ace Hardware	WWTP Supplies	6550 · Operating Supplies	249.97	249.97
Check	08/04/2016	1910	Speed's, Inc.	Solid Waste Handling 7/27/16 Inv. 54578	6580 · Solids Handling	1,295.00	1,544.97
Check	08/04/2016	1914	Brenntag Pacific, Inc.	Inv. 3677786	6503 · Chemicals	1,137.64	2,682.61
Check	08/04/2016	1914	Brenntag Pacific, Inc.	Inv. 2677783	6503 · Chemicals	1,365.25	4,047.86
Check	08/04/2016	1914	Brenntag Pacific, Inc.	Inv. 2677784	6503 · Chemicals	1,326.58	5,374.44
Check	08/04/2016	1915	South County Sanitary Service	8/1/16	6590 · Utilities	55.61	5,430.05
Check	08/04/2016	1917	Abalone Coast Analytical, Inc.	Monthly Testing Inv. 2887 8/1/16	6540 · Lab Tests	2,732.40	8,162.45
Check	08/04/2016	1919	Underground Services	Annual Membership Fees	6120 · Dues & Subscriptions	80.60	8,243.05
Check	08/09/2016	1925	Fluid Resource Management, Inc.	WW Ops - July 2016	6505 · Contract Labor	11,000.00	19,243.05
Check	08/09/2016	1925	Fluid Resource Management, Inc.	WWTP O & M Parts and Material Chlorine Sensor	6522 · Equip. Rep. & Maint-Avila...	935.07	20,178.12
Check	08/09/2016	1925	Fluid Resource Management, Inc.	WWTP O & M Low Dose Cl2 Alarm in Contact C...	6522 · Equip. Rep. & Maint-Avila...	295.86	20,473.98
Check	08/09/2016	1925	Fluid Resource Management, Inc.	WWTP FFR Alarm Testing	6524 · Equip. Rep. & Maint. Avila...	120.00	20,593.98
Check	08/09/2016	1925	Fluid Resource Management, Inc.	WWTP O & M FFR Pump #2 VFD Display Repla...	6522 · Equip. Rep. & Maint-Avila...	239.86	20,833.84
Check	08/15/2016		AT&T	acct # x 0885 U-verse	6585 · Telephone / Internet	105.76	20,939.60
Check	08/16/2016	1924	USA Bluebook	Gloves	6570 · Safety Gear	436.21	21,375.81
Check	08/16/2016	1929	Speed's, Inc.	Solid Waste Handling 7/28/16 Inv. 54630	6580 · Solids Handling	1,386.50	22,762.31
Check	08/16/2016	1930	Keleen Miller	Wewer Refund	6545 · Miscellaneous	17.12	22,779.43
Check	08/16/2016	1931	Brenntag Pacific, Inc.	Inv. 639122	6503 · Chemicals	1,449.95	24,229.38
Check	08/16/2016	1931	Brenntag Pacific, Inc.	Inv. 646326	6503 · Chemicals	1,233.64	25,463.02
Check	08/16/2016	1931	Brenntag Pacific, Inc.	Inv. 648761	6503 · Chemicals	1,417.22	26,880.24
Check	08/24/2016		PG&E	Waste Water Plant acct # 6380034236-0 3rd & ...	6590 · Utilities	2,027.95	28,908.19
Check	08/24/2016		PG&E	Lift Station acct# 6338432238-2	6590 · Utilities	69.01	28,977.20
Check	08/29/2016		AT&T	acct # 805 595-7619 618 0	6585 · Telephone / Internet	100.70	29,077.90
Check	08/29/2016		AT&T	acct # 805 595-9416 904 5	6585 · Telephone / Internet	152.55	29,230.45
Check	08/30/2016	1933	Michael Nunley & Assoc.	CIP - Effluent Line Re-Route Complete Tech Me...	8232 · WW-2 Effluent Line Rep...	2,136.25	31,366.70
Check	08/30/2016	1938	Brenntag Pacific, Inc.	Inv. 652384	6503 · Chemicals	1,385.44	32,752.14
Check	08/30/2016	1938	Brenntag Pacific, Inc.	Inv. 650345	6503 · Chemicals	1,185.97	33,938.11
Total Sanitary						33,938.11	33,938.11
Solid Waste							
Check	08/16/2016	1932	Shipsey & Seitz	Solid Waste	6135 · Legal	387.20	387.20
Total Solid Waste						387.20	387.20
Water							
Check	08/04/2016	1916	Mr. Backflow	Backflow testing Inv. 71630	6555 · Permits & Fees	75.00	75.00
Check	08/04/2016	1919	Underground Services	Annual Membership Fees	6120 · Dues & Subscriptions	80.60	155.60
Check	08/09/2016	1925	Fluid Resource Management, Inc.	W Ops - July 2016	6505 · Contract Labor	5,250.00	5,405.60
Check	08/09/2016	1925	Fluid Resource Management, Inc.	San Luis St Water Leak Repair	6524 · Equip. Rep. & Maint. Avila...	3,947.97	9,353.57
Check	08/09/2016	1925	Fluid Resource Management, Inc.	Hydrant Leak	6524 · Equip. Rep. & Maint. Avila...	295.86	9,649.43
Check	08/16/2016	1930	Keleen Miller	Water Refund	6545 · Miscellaneous	17.11	9,666.54
Check	08/16/2016	1932	Shipsey & Seitz	WSC Contract	6135 · Legal	880.80	10,547.34
Total Water						10,547.34	10,547.34
TOTAL						77,079.52	77,079.52

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

August 2016

09/06/16

Type	Date	Memo	Split	Amount	Balance
General / Admin					
Deposit	08/03/2016	Rental Income	1010 · Heritage Oaks General...	-3,104.00	-3,104.00
Total General / Admin				-3,104.00	-3,104.00
Sanitary					
Deposit	08/04/2016	Sani Rec	1010 · Heritage Oaks General...	-7,779.90	-7,779.90
Deposit	08/04/2016	Rate Assistance	1010 · Heritage Oaks General...	62.55	-7,717.35
Deposit	08/04/2016	1/2 Other 1	1010 · Heritage Oaks General...	0.00	-7,717.35
Deposit	08/04/2016	1/2 Other 2	1010 · Heritage Oaks General...	-217.98	-7,935.33
Deposit	08/04/2016	Reverse ACH already deposited 7/11/16 SLOCO Cmnty Parks Restrm	1010 · Heritage Oaks General...	726.00	-7,209.33
Deposit	08/05/2016	Sani Rec	1010 · Heritage Oaks General...	-2,410.22	-9,619.55
Deposit	08/05/2016	Rate Assistance	1010 · Heritage Oaks General...	16.55	-9,603.00
Deposit	08/05/2016	1/2 Other 1	1010 · Heritage Oaks General...	0.00	-9,603.00
Deposit	08/05/2016	1/2 Other 2	1010 · Heritage Oaks General...	101.75	-9,501.25
Deposit	08/08/2016	Take off El Dorado Report & Remove Joe Horton pd cash 4/17/16	1005 · Customer Cash	-44.90	-9,546.15
Deposit	08/08/2016	Take off El Dorado Report & Remove Joe Horton pd cash 4/17/16	1005 · Customer Cash	-5.85	-9,552.00
Deposit	08/08/2016	Sewer Cmnty Park Rstrm	1010 · Heritage Oaks General...	-1,331.44	-10,883.44
Deposit	08/09/2016	Sani Rec	1010 · Heritage Oaks General...	-846.88	-11,730.32
Deposit	08/09/2016	Rate Assistance	1010 · Heritage Oaks General...	8.28	-11,722.04
Deposit	08/09/2016	1/2 Other 1	1010 · Heritage Oaks General...	-26.73	-11,748.77
Deposit	08/09/2016	1/2 Other 2	1010 · Heritage Oaks General...	75.37	-11,673.40
Deposit	08/09/2016	Sani Rec	1005 · Customer Cash	-112.30	-11,785.70
Deposit	08/09/2016	Rate Assistance	1005 · Customer Cash	16.55	-11,769.15
Deposit	08/09/2016	1/2 Other 1	1005 · Customer Cash	0.00	-11,769.15
Deposit	08/09/2016	1/2 Other 2	1005 · Customer Cash	-8.18	-11,777.33
Deposit	08/10/2016	Sani Rec	1010 · Heritage Oaks General...	-3,423.44	-15,200.77
Deposit	08/10/2016	Rate Assistance	1010 · Heritage Oaks General...	0.00	-15,200.77
Deposit	08/10/2016	1/2 Other 1	1010 · Heritage Oaks General...	0.00	-15,200.77
Deposit	08/10/2016	1/2 Other 2	1010 · Heritage Oaks General...	-6.71	-15,207.48
Deposit	08/11/2016	Sani Rec	1010 · Heritage Oaks General...	-2,129.93	-17,337.41
Deposit	08/11/2016	Rate Assistance	1010 · Heritage Oaks General...	16.55	-17,320.86
Deposit	08/11/2016	1/2 Other 1	1010 · Heritage Oaks General...	0.00	-17,320.86
Deposit	08/11/2016	1/2 Other 2	1010 · Heritage Oaks General...	0.00	-17,320.86
Deposit	08/12/2016	Sani Rec	1010 · Heritage Oaks General...	-13,600.42	-30,921.28
Deposit	08/12/2016	Rate Assistance	1010 · Heritage Oaks General...	71.60	-30,849.68
Deposit	08/12/2016	1/2 Other 1	1010 · Heritage Oaks General...	0.00	-30,849.68
Deposit	08/12/2016	1/2 Other 2	1010 · Heritage Oaks General...	-45.92	-30,895.60
Deposit	08/15/2016	Sani Rec	1010 · Heritage Oaks General...	-1,474.20	-32,369.80
Deposit	08/15/2016	Rate Assistance	1010 · Heritage Oaks General...	8.27	-32,361.53
Deposit	08/15/2016	1/2 Other 1	1010 · Heritage Oaks General...	0.00	-32,361.53
Deposit	08/15/2016	1/2 Other 2	1010 · Heritage Oaks General...	96.97	-32,264.56
Deposit	08/16/2016	Sani Rec	1010 · Heritage Oaks General...	-13,371.16	-45,635.72
Deposit	08/16/2016	Rate Assistance	1010 · Heritage Oaks General...	16.55	-45,619.17
Deposit	08/16/2016	1/2 Other 1	1010 · Heritage Oaks General...	0.00	-45,619.17
Deposit	08/16/2016	1/2 Other 2	1010 · Heritage Oaks General...	21.98	-45,597.19
Deposit	08/17/2016	Sani Rec	1010 · Heritage Oaks General...	-2,215.10	-47,812.29
Deposit	08/17/2016	Rate Assistance	1010 · Heritage Oaks General...	11.58	-47,800.71
Deposit	08/17/2016	1/2 Other 1	1010 · Heritage Oaks General...	57.55	-47,743.16
Deposit	08/17/2016	1/2 Other 2	1010 · Heritage Oaks General...	14.54	-47,728.62
Deposit	08/19/2016	Sani Rec	1010 · Heritage Oaks General...	-656.06	-48,384.68
Deposit	08/19/2016	Rate Assistance	1010 · Heritage Oaks General...	16.55	-48,368.13
Deposit	08/19/2016	1/2 Other 1	1010 · Heritage Oaks General...	0.00	-48,368.13
Deposit	08/19/2016	1/2 Other 2	1010 · Heritage Oaks General...	0.00	-48,368.13
Deposit	08/22/2016	Sani Rec	1010 · Heritage Oaks General...	-748.20	-49,116.33
Deposit	08/22/2016	Rate Assistance	1010 · Heritage Oaks General...	0.00	-49,116.33
Deposit	08/22/2016	1/2 Other 1	1010 · Heritage Oaks General...	0.00	-49,116.33
Deposit	08/22/2016	1/2 Other 2	1010 · Heritage Oaks General...	0.00	-49,116.33
Deposit	08/25/2016	Sani Rec	1010 · Heritage Oaks General...	-782.65	-49,898.98
Deposit	08/25/2016	Rate Assistance	1010 · Heritage Oaks General...	0.00	-49,898.98
Deposit	08/25/2016	1/2 Other 1	1010 · Heritage Oaks General...	0.00	-49,898.98
Deposit	08/25/2016	1/2 Other 2	1010 · Heritage Oaks General...	136.27	-49,762.71
Deposit	08/26/2016	Sani Rec	1010 · Heritage Oaks General...	-112.30	-49,875.01
Deposit	08/26/2016	Rate Assistance	1010 · Heritage Oaks General...	0.00	-49,875.01
Deposit	08/26/2016	1/2 Other 1	1010 · Heritage Oaks General...	0.00	-49,875.01
Deposit	08/26/2016	1/2 Other 2	1010 · Heritage Oaks General...	-48.59	-49,923.60
Deposit	08/28/2016	Sani Rec	1010 · Heritage Oaks General...	-481.34	-50,404.94
Deposit	08/28/2016	Rate Assistance	1010 · Heritage Oaks General...	0.00	-50,404.94
Deposit	08/28/2016	1/2 Other 1	1010 · Heritage Oaks General...	0.00	-50,404.94
Deposit	08/28/2016	1/2 Other 2	1010 · Heritage Oaks General...	-19.82	-50,424.76
Total Sanitary				-50,424.76	-50,424.76
Solid Waste					
Deposit	08/30/2016	3rd Qtr Waste Connections, Inc. Franchise Fee SW	1010 · Heritage Oaks General...	-1,758.29	-1,758.29
Total Solid Waste				-1,758.29	-1,758.29
Water					

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

09/06/16

August 2016

Type	Date	Memo	Split	Amount	Balance
Deposit	08/04/2016	Water Rec	1010 · Heritage Oaks General...	-5,290.18	-5,290.18
Deposit	08/04/2016	Rate Assistance	1010 · Heritage Oaks General...	62.56	-5,227.62
Deposit	08/04/2016	1/2 Other 1	1010 · Heritage Oaks General...	0.00	-5,227.62
Deposit	08/04/2016	1/2 Other 2	1010 · Heritage Oaks General...	-217.99	-5,445.61
Deposit	08/04/2016	Reverse ACH already deposited 7/11/16 SLOCO Cmnty Parks Restrmt	1010 · Heritage Oaks General...	591.00	-4,854.61
Deposit	08/04/2016	Reverse ACH already deposited 7/11/16 SLOCO San Juan Park Irr	1010 · Heritage Oaks General...	1,684.35	-3,170.26
Deposit	08/04/2016	Reverse ACH already deposited 7/11/16 SLOCO Front St Irr	1010 · Heritage Oaks General...	1,182.00	-1,988.26
Deposit	08/05/2016	Water Rec	1010 · Heritage Oaks General...	-1,990.83	-3,979.09
Deposit	08/05/2016	Rate Assistance	1010 · Heritage Oaks General...	16.55	-3,962.54
Deposit	08/05/2016	1/2 Other 1	1010 · Heritage Oaks General...	0.00	-3,962.54
Deposit	08/05/2016	1/2 Other 2	1010 · Heritage Oaks General...	101.75	-3,860.79
Deposit	08/08/2016	Take off El Dorado Report & Remove Joe Horton pd cash 4/17/16	1005 · Customer Cash	-49.25	-3,910.04
Deposit	08/08/2016	Water Cmnty Parks Rstrmt	1010 · Heritage Oaks General...	-953.92	-4,863.96
Deposit	08/08/2016	San Juan Park Irr	1010 · Heritage Oaks General...	-1,907.84	-6,771.80
Deposit	08/08/2016	Front St Irr	1010 · Heritage Oaks General...	-1,441.72	-8,213.52
Deposit	08/09/2016	Water Rec	1010 · Heritage Oaks General...	-700.63	-8,914.15
Deposit	08/09/2016	Rate Assistance	1010 · Heritage Oaks General...	8.28	-8,905.87
Deposit	08/09/2016	1/2 Other 1	1010 · Heritage Oaks General...	-26.73	-8,932.60
Deposit	08/09/2016	1/2 Other 2	1010 · Heritage Oaks General...	75.37	-8,857.23
Deposit	08/09/2016	Water Rec	1005 · Customer Cash	-108.43	-8,965.66
Deposit	08/09/2016	Rate Assistance	1005 · Customer Cash	16.55	-8,949.11
Deposit	08/09/2016	1/2 Other 1	1005 · Customer Cash	0.00	-8,949.11
Deposit	08/09/2016	1/2 Other 2	1005 · Customer Cash	-8.19	-8,957.30
Deposit	08/10/2016	Water Rec	1010 · Heritage Oaks General...	-3,377.41	-12,334.71
Deposit	08/10/2016	Rate Assistance	1010 · Heritage Oaks General...	0.00	-12,334.71
Deposit	08/10/2016	1/2 Other 1	1010 · Heritage Oaks General...	0.00	-12,334.71
Deposit	08/10/2016	1/2 Other 2	1010 · Heritage Oaks General...	-6.72	-12,341.43
Deposit	08/11/2016	Water Rec	1010 · Heritage Oaks General...	-1,810.28	-14,151.71
Deposit	08/11/2016	Rate Assistance	1010 · Heritage Oaks General...	16.55	-14,135.16
Deposit	08/11/2016	1/2 Other 1	1010 · Heritage Oaks General...	0.00	-14,135.16
Deposit	08/11/2016	1/2 Other 2	1010 · Heritage Oaks General...	0.00	-14,135.16
Deposit	08/12/2016	Water Rec	1010 · Heritage Oaks General...	-16,016.56	-30,151.72
Deposit	08/12/2016	Rate Assistance	1010 · Heritage Oaks General...	71.61	-30,080.11
Deposit	08/12/2016	1/2 Other 1	1010 · Heritage Oaks General...	0.00	-30,080.11
Deposit	08/12/2016	1/2 Other 2	1010 · Heritage Oaks General...	-45.92	-30,126.03
Deposit	08/15/2016	Water Rec	1010 · Heritage Oaks General...	-1,438.30	-31,564.33
Deposit	08/15/2016	Rate Assistance	1010 · Heritage Oaks General...	8.28	-31,556.05
Deposit	08/15/2016	1/2 Other 1	1010 · Heritage Oaks General...	0.00	-31,556.05
Deposit	08/15/2016	1/2 Other 2	1010 · Heritage Oaks General...	96.98	-31,459.07
Deposit	08/15/2016	adj water to rec to checks amt	1010 · Heritage Oaks General...	0.05	-31,459.02
Deposit	08/15/2016	Big Al's water deposit	1010 · Heritage Oaks General...	-100.00	-31,559.02
Deposit	08/16/2016	\$ 100 CC Amber Venegas 240 Ocean Oaks # 15 acct # 834	1010 · Heritage Oaks General...	-100.00	-31,659.02
Deposit	08/16/2016	Water Rec	1010 · Heritage Oaks General...	-13,785.24	-45,444.26
Deposit	08/16/2016	Rate Assistance	1010 · Heritage Oaks General...	16.55	-45,427.71
Deposit	08/16/2016	1/2 Other 1	1010 · Heritage Oaks General...	0.00	-45,427.71
Deposit	08/16/2016	1/2 Other 2	1010 · Heritage Oaks General...	21.98	-45,405.73
Deposit	08/17/2016	Water Rec	1010 · Heritage Oaks General...	-2,166.64	-47,572.37
Deposit	08/17/2016	Rate Assistance	1010 · Heritage Oaks General...	11.59	-47,560.78
Deposit	08/17/2016	1/2 Other 1	1010 · Heritage Oaks General...	57.55	-47,503.23
Deposit	08/17/2016	1/2 Other 2	1010 · Heritage Oaks General...	14.54	-47,488.69
Deposit	08/19/2016	Water Rec	1010 · Heritage Oaks General...	-992.28	-48,480.97
Deposit	08/19/2016	Rate Assistance	1010 · Heritage Oaks General...	16.55	-48,464.42
Deposit	08/19/2016	1/2 Other 1	1010 · Heritage Oaks General...	0.00	-48,464.42
Deposit	08/19/2016	1/2 Other 2	1010 · Heritage Oaks General...	0.00	-48,464.42
Deposit	08/22/2016	Water Rec	1010 · Heritage Oaks General...	-654.80	-49,119.22
Deposit	08/22/2016	Rate Assistance	1010 · Heritage Oaks General...	0.00	-49,119.22
Deposit	08/22/2016	1/2 Other 1	1010 · Heritage Oaks General...	0.00	-49,119.22
Deposit	08/22/2016	1/2 Other 2	1010 · Heritage Oaks General...	0.00	-49,119.22
Deposit	08/25/2016	Water Rec	1010 · Heritage Oaks General...	-1,934.92	-51,054.14
Deposit	08/25/2016	Rate Assistance	1010 · Heritage Oaks General...	0.00	-51,054.14
Deposit	08/25/2016	1/2 Other 1	1010 · Heritage Oaks General...	0.00	-51,054.14
Deposit	08/25/2016	1/2 Other 2	1010 · Heritage Oaks General...	136.27	-50,917.87
Deposit	08/26/2016	Water Rec	1010 · Heritage Oaks General...	-111.22	-51,029.09
Deposit	08/26/2016	Rate Assistance	1010 · Heritage Oaks General...	0.00	-51,029.09
Deposit	08/26/2016	1/2 Other 1	1010 · Heritage Oaks General...	0.00	-51,029.09
Deposit	08/26/2016	1/2 Other 2	1010 · Heritage Oaks General...	-48.60	-51,077.69
Deposit	08/28/2016	Water Rec	1010 · Heritage Oaks General...	-395.37	-51,473.06
Deposit	08/28/2016	Rate Assistance	1010 · Heritage Oaks General...	0.00	-51,473.06
Deposit	08/28/2016	1/2 Other 1	1010 · Heritage Oaks General...	0.00	-51,473.06
Deposit	08/28/2016	1/2 Other 2	1010 · Heritage Oaks General...	-19.83	-51,492.89
Total Water				-51,492.89	-51,492.89
TOTAL				-106,779.94	-106,779.94



FLUID RESOURCE MANAGEMENT

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

Statement

Date
9/1/16

Phone # 805.597.7100 Fax # 805.597.7171

California Certified Small Business #1120142

To:
Avila Beach Community Services District P.O. Box 309 191 San Miguel Street Avila Beach, CA 93424

Amount Due	Amount Enc.
\$19,344.38	

Date	Transaction	Amount	Balance
07/31/16	348A11002 Additional Service- INV #A14691. Orig. Amount \$245.27.	245.27	245.27
08/31/16	348F11001 Monthly OPS/Maint- INV #F14808. Orig. Amount \$16,250.00.	16,250.00	16,495.27
08/17/16	W14468 Meter Leak on San Luis St.- INV #W14468. Orig. Amount \$2,199.31.	2,199.31	18,694.58
08/15/16	W14670 Power Outage 7/28/2016- INV #W14670. Orig. Amount \$649.80.	649.80	19,344.38


CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
19,099.11	245.27	0.00	0.00	0.00	\$19,344.38

AVILA BEACH
COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: September 13, 2016

SUBJECT: General Manager/District Engineer Report

FY 2015/16 Financial Audit

The District's financial auditors, Fedak and Brown Inc. came to the District office on July 18th and 19th to conduct their interim testing of the District's financial processes. They conducted a very thorough review of the District's cash disbursement and receipts processes; payroll process; cash handling; and overall accounting practices. The auditors also conducted interviews of District staff and some Board members. The auditors are scheduled to return on September 12, to complete their audit field work in preparation of their audit report. Staff anticipates they will present their audit report to the Board at the October Board meeting.

Fluid Resources Management (FRM) Operations & Maintenance Contract

FRM's existing contract was adopted by the Board on October 8th, 2013. The term of the Agreement is for a period of three years commencing on November 1, 2013, with two optional one-year renewals upon mutual written consent of both parties. I have met with FRM staff and we discussed improvements and clarifications that should be considered as part of the Agreement renewal process. FRM staff has offered to draft suggested revisions to the Agreement. We have scheduled an initial Contract review meeting for Thursday, September 29 to discuss Contract revisions. Staff recommends the Board convene the Personnel Committee or appoint a separate Committee to provide direction and a recommendation to the full Board regarding renewal of the contract.

Recycle Water Planning Grant

After several weeks of finalizing the contract language, we had a formal project kick-off on September 7, 2016, at the Water Systems Consulting (WSC) offices in San Luis Obispo. The project scope and schedule chart are provided as an attachment to this report. District staff is currently gathering relevant reports and data for submittal to WSC for their review and information as they begin work on Tasks 2.0 through 5.0. We have tentatively set a Conceptual Alternative Workshop for late November or early December. The project is scheduled to be completed in July/August of 2017. Ideally, the study will be far enough along by May of 2017 to help us identify scope and consider capital

improvement projects that will be needed to implement the study findings/recommendations. Staff will provide the Board with periodic status reports.

Zone 3 Technical Advisory Committee

On September 1, staff attended the monthly Technical Advisory Committee (TAC) meeting. Board members will recall that the monthly TAC meetings are chaired by the County Public Works Department and members provide technical input to the Zone 3 Advisory Committee (which meets quarterly). The main topic for the meeting was the continued scaling issues and associated operational problems at the Lopez Water Treatment Plant (due to the historically low water levels). Due to the scaling issues, County staff recommends the Lopez water contractors re-prioritize the FY 2016/17 Capital Improvement Program to add a water softening unit process at the plant that could cost up to \$625,000. TAC members agreed with County Staff's recommendation to re-prioritize the CIP. The TAC recommendation will be forwarded to the Zone 3 Advisory Committee for their consideration/approval at their September 15 quarterly meeting.

I am also attaching the updated Lopez Reservoir Storage Projections. As we noted last month, the Zone 3 contractors that have both State and Lopez water are primarily taking State water to preserve their Lopez water. However, the outlook for Lopez to recover to historical lake levels will take several years of average to above average rainfall.

Solid Waste Franchise Agreement and Port San Luis Wastewater Agreement

The updated Solid Waste Agreement and Port Wastewater have been fully executed and original signed copies have been provided to both parties. The Port agreement will become effective October 1, 2016.

Recycled Water Facilities Planning Study

ID	Task Name	Duration	Start	Finish	Qtr 3, 2016	Qtr 4, 2016	Qtr 1, 2017	Qtr 2, 2017	Qtr 3, 2017
1	Notice to proceed	0 days	Tue 8/16/16	Tue 8/16/16					
2	Task 1.0 Project Management	266 days	Tue 8/16/16	Tue 8/22/17					
3	1.1 Project Administration	160 days	Tue 8/16/16	Mon 3/27/17					
4	1.2 Kickoff Meeting	5 days	Wed 9/7/16	Tue 9/13/16					
5	1.3 Workshops	60 days	Tue 12/6/16	Tue 2/28/17					
6	Workshop #1 - Conceptual Alternatives Development	0 days	Tue 12/6/16	Tue 12/6/16					
7	Workshop #2 - Alternatives Evaluation and Screening	0 days	Tue 2/28/17	Tue 2/28/17					
8	1.4 Deliverable Review Meetings	40 days	Tue 6/27/17	Tue 8/22/17					
9	Deliverable Review Meeting #1 - Draft RWFPs	0 days	Tue 6/27/17	Tue 8/22/17					
10	Deliverable Review Meeting #2 - Final Draft RWFPs	0 days	Tue 8/22/17	Tue 8/22/17					
11	1.5 Board of Directors Meetings	2 days	Wed 6/14/17	Thu 6/15/17					
12	Task 2.0 Background	14 days	Wed 9/14/16	Mon 10/3/16					
13	2.1 Study Area	14 days	Wed 9/14/16	Mon 10/3/16					
14	2.2 Goals and Objectives	14 days	Wed 9/14/16	Mon 10/3/16					
15	Task 3.0 Water Supplies and Characteristics	30 days	Wed 9/14/16	Tue 10/25/16					
16	3.1 Water Supply Characteristics	30 days	Wed 9/14/16	Tue 10/25/16					
17	3.2 Water Demand Characteristics	30 days	Wed 9/14/16	Tue 10/25/16					
18	3.3 Water Pricing	30 days	Wed 9/14/16	Tue 10/25/16					
19	Task 4.0 Wastewater Characteristics and Facilities	51 days	Wed 9/14/16	Wed 11/23/16					
20	4.1 Existing Facilities	30 days	Wed 9/14/16	Tue 10/25/16					
21	4.2 Existing Facility Upgrade Evaluation	30 days	Wed 9/14/16	Tue 10/25/16					
22	4.3 Future Facilities	21 days	Wed 10/26/16	Wed 11/23/16					
23	Task 5.0 Treatment Requirements	21 days	Wed 9/14/16	Wed 10/12/16					
24	5.1 Recycled Water Quality Requirements	21 days	Wed 9/14/16	Wed 10/12/16					
25	Task 6.0 Recycled Water Market/Opportunities	35 days	Wed 9/14/16	Tue 11/1/16					
26	6.1 Preliminary Market Assessment	30 days	Wed 9/14/16	Tue 10/25/16					
27	6.2 Hydrogeologic Assessment of Groundwater Recharge with Recycled Water	35 days	Wed 9/14/16	Tue 11/1/16					
28	Task 7.0 Legal, Permitting and Environmental Criteria	51 days	Wed 9/14/16	Wed 11/23/16					
29	7.1 Preliminary Recycled Water System Requirements	30 days	Wed 9/14/16	Tue 10/25/16					
30	7.2 Permitting Requirements	21 days	Wed 10/26/16	Wed 11/23/16					
31	Task 8.0 Project Alternatives Analysis	145 days	Wed 9/14/16	Tue 4/4/17					
32	8.1 Planning and Design Assumptions	60 days	Wed 9/14/16	Tue 12/6/16					
33	8.2 Conceptual Alternatives Development	60 days	Wed 12/7/16	Tue 2/28/17					
34	8.3 Non-Recycled Water Alternative	60 days	Wed 12/7/16	Tue 2/28/17					
35	8.4 Water Conservation/Reduction Analysis	60 days	Wed 12/7/16	Tue 2/28/17					
36	8.5 No Project Alternative	24 days	Wed 12/7/16	Mon 1/9/17					
37	8.6 Conceptual Alternatives Analysis	25 days	Wed 3/1/17	Tue 4/4/17					
38	Task 9.0 Recommended Facilities Project Plan	20 days	Wed 4/5/17	Tue 5/2/17					
39	9.1 Preferred Alternative	20 days	Wed 4/5/17	Tue 5/2/17					

Project: Schedule_RWFPS_Draft_
Date: Fri 9/2/16

Legend:

- Task
- Split
- Milestone
- Summary
- Manual Summary Rollup
- Manual Summary
- Start-only
- Finish-only
- Manual Progress
- Deadline
- Progress
- Inactive Milestone
- Inactive Summary
- Manual Task
- Duration-only

Recycled Water Facilities Planning Study

ID	Task Name	Duration	Start	Finish	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
40	Task 10.0 Stakeholder Involvement	35 days	Wed 4/5/17	Tue 5/23/17																
41	10.1 Stakeholder Outreach	35 days	Wed 4/5/17	Tue 5/23/17																
42	Task 11.0 Prepare RWFFPS	90 days	Wed 5/24/17	Tue 9/26/17																
43	11.1 Draft RWFFPS	3 wks	Wed 5/24/17	Tue 6/13/17																
44	District Review of Draft RWFFPS	2 wks	Wed 6/14/17	Tue 6/27/17																
45	11.2 Final Draft RWFFPS	3 wks	Wed 7/19/17	Tue 8/8/17																
46	District Review of Draft RWFFPS	2 wks	Wed 8/9/17	Tue 8/22/17																
47	11.3 Final RWFFPS	2 wks	Wed 9/13/17	Tue 9/26/17																

Project: Schedule_RWFFPS_Draft_

Date: Fri 9/2/16

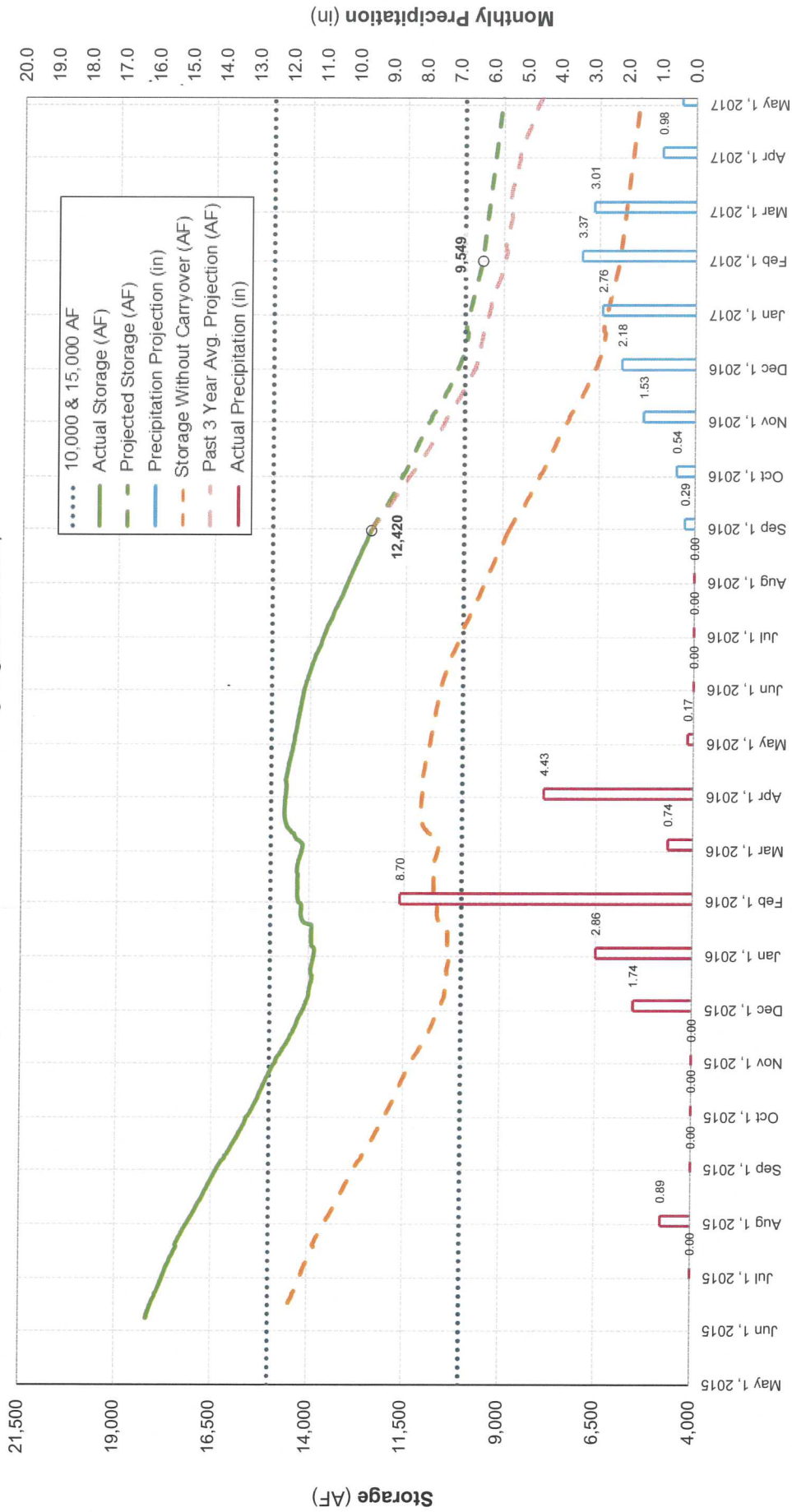
Fri 9/2/16

Page 2 of 2

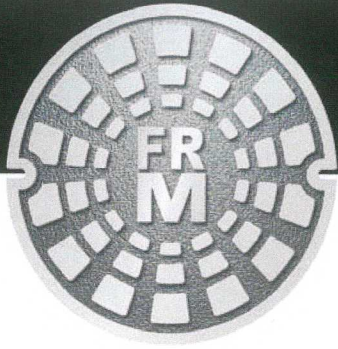
Lopez Reservoir Storage Projections

(precipitation scenario source: www.LongRangeWeather.com)

Revised: 8/31/2016



- Notes:
- For "Dry Months" (April - October), projected increases and/or decreases in storage estimated to mimic conditions from 2015.
 - For "Wet Months" (November - March), projected storage declines assume LRRP annual downstream release of 3,800 AFY and deliveries of 4,077 AFY.
 - For "Wet Months", projected storage increases based on historic trends from actual storm data for the period of 12/1993 through 6/2011.
 - Storage projection for "Wet Months" assume that unsaturated conditions exist.
 - Rainfall projection provided by www.LongRangeWeather.com, and updated 7/5/2016. Evaporation included in storage projection.
 - Past 3 Year Avg. Projection uses historic daily capacity changes averaged from 2013, 2014, 2015



September 8, 2016

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

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

WASTEWATER TREATMENT PLANT

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

The wastewater treatment plant is currently set up to have sludge hauled every two weeks; this helps to prevent solids from building up in the plant. As summer flows start to decrease the sludge hauling schedule may be adjusted to every three weeks.

The front gate to the wastewater treatment plant was accidentally clipped by the Speed's sludge hauling truck. Speed's came back to the plant the following day to repair the damaged gate. The District is working on getting the gate widened to make access easier for larger vehicles and equipment.

The computer used to run the daily plant and water system checksheets is starting to make a humming noise and needs to be replaced soon. The District is working on purchasing the replacement computer and Staff will install it once it is onsite.

The annual service to all the wastewater treatment plants drive units, gear boxes and collectors was completed. The drive units and collectors are used to operate the sludge and scum removal equipment in the plant. The maintenance was performed and the equipment was tested for proper operation and then put back in service.

WATER SYSTEM

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

There was a small leak on the plumbing to a meter at the Landing Passage development. Staff responded to the leak and made the repair. The meter was put back in service and checked to ensure the leak had stopped.

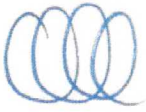
COMPLIANCE RECORD AND PLANT PERFORMANCE

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

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

Sincerely,

FLUID RESOURCE MANAGEMENT



Carinna Butler
Operations Manager

ATTACHMENTS

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

Avila Beach CSD Wastewater Treatment Facility

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

Month: **AUGUST 2016**

	Daily Flow (MGD)			Effluent Monitoring		
	Total	Max (gpm)	Avg (gpm)	Total Coliform	Fecal Coliform	Daily Total Cl2 Residual
1	0.065428	113	45			<0.02
2	0.062050	117	43	<2	<2	<0.02
3	0.064715	123	45			<0.02
4	0.065257	117	45	5	<2	<0.02
5	0.069588	116	49			<0.02
6	0.081314	138	57			<0.02
7	0.077078	129	54			<0.02
8	0.062426	124	43			<0.02
9	0.058263	111	40	2	<2	<0.02
10	0.058880	123	41			<0.02
11	0.060803	119	43	<2	<2	<0.02
12	0.063423	114	44			<0.02
13	0.074696	122	52			<0.02
14	0.079952	129	56			<0.02
15	0.067510	125	47			<0.02
16	0.052967	102	37	<2	<2	<0.02
17	0.053392	106	37			<0.02
18	0.052503	113	36	<2	<2	<0.02
19	0.064303	106	45			<0.02
20	0.067949	131	47			<0.02
21	0.067722	130	47			<0.02
22	0.049120	95	34			<0.02
23	0.048089	95	33	<2	<2	<0.02
24	0.045929	101	32			<0.02
25	0.047429	104	33	2	<2	<0.02
26	0.053802	105	38			<0.02
27	0.064801	127	44			<0.02
28	0.061220	115	43			<0.02
29	0.042695	96	29			<0.02
30	0.042864	98	29	<2	<2	<0.02
31	0.042328	92	30			<0.02
Min	0.042328	92	29	2	<2	<0.02
Mean	0.060274	114	42	<2	<2	<0.02
Max	0.081314	138	57	5	<2	<0.02
Total	1.868496					

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

Effluent and Influent Monitoring

Date:	Weekly Effluent BOD 24 hr comp	Weekly Effluent TSS 24 hr comp	Bi-Monthly Influent BOD 24 hr comp	Bi-Monthly Influent TSS 24 hr comp	Monthly Effluent Oil & Grease Grab
8/4/16	23	20	541	566	3.0 DNQ
8/7/16	28	33	665	528	
8/11/16	24	19	401	220	
8/14/16	35	29	599	474	
8/18/16	25	16	443	183	
8/21/16	35	32	425	391	
8/25/16	20	8	427	432	
8/28/16	26	21	479	324	
Min	20	8	401	183	3.0 DNQ
Mean	27	22.3	497.5	389.8	3.0 DNQ
Max	35	33	665	566	3.0 DNQ
BOD Removal: 94.6%			TSS Removal: 94.3%		

Date:	Effluent Set. Solids Grab	Effluent Turbidity Grab	Effluent pH Grab	Effluent Temp. (°F) Grab
8/4/16	<0.1	17.4	6.6	75
8/11/16	<0.1	17.0	6.5	74
8/18/16	<0.1	20.7	6.5	74
8/25/16	<0.1	22.0	6.3	71
Min	<0.1	17.0	6.3	71
Mean	<0.1	19.3	6.5	73.5
Max	<0.1	22.0	6.6	75

Effluent Limits

Parameter	Units	Monthly Avg	Weekly Avg	Daily Max
BOD	mg/l	40	60	90
Suspended Solids	mg/l	40	60	90
Oil and Grease	mg/l	25	40	75
Turbidity	NTU	75	100	225
Total Coliform	MPN/100 ml	7 Sample Median: 23		
		No more than once in 30 days: 240		
		Daily Maximum: 2,400		
pH	pH units	Between 6.0 - 9.0		
Settleable Solids	ml/l	1.0	1.5	3.0
BOD/TSS Removal	%	≥ 75%	***	***

Sludge Removal

Date:	Gallons of Sludge Hauled Off-Site (Est.)
8/10/16	4,400
8/24/16	4,400

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.

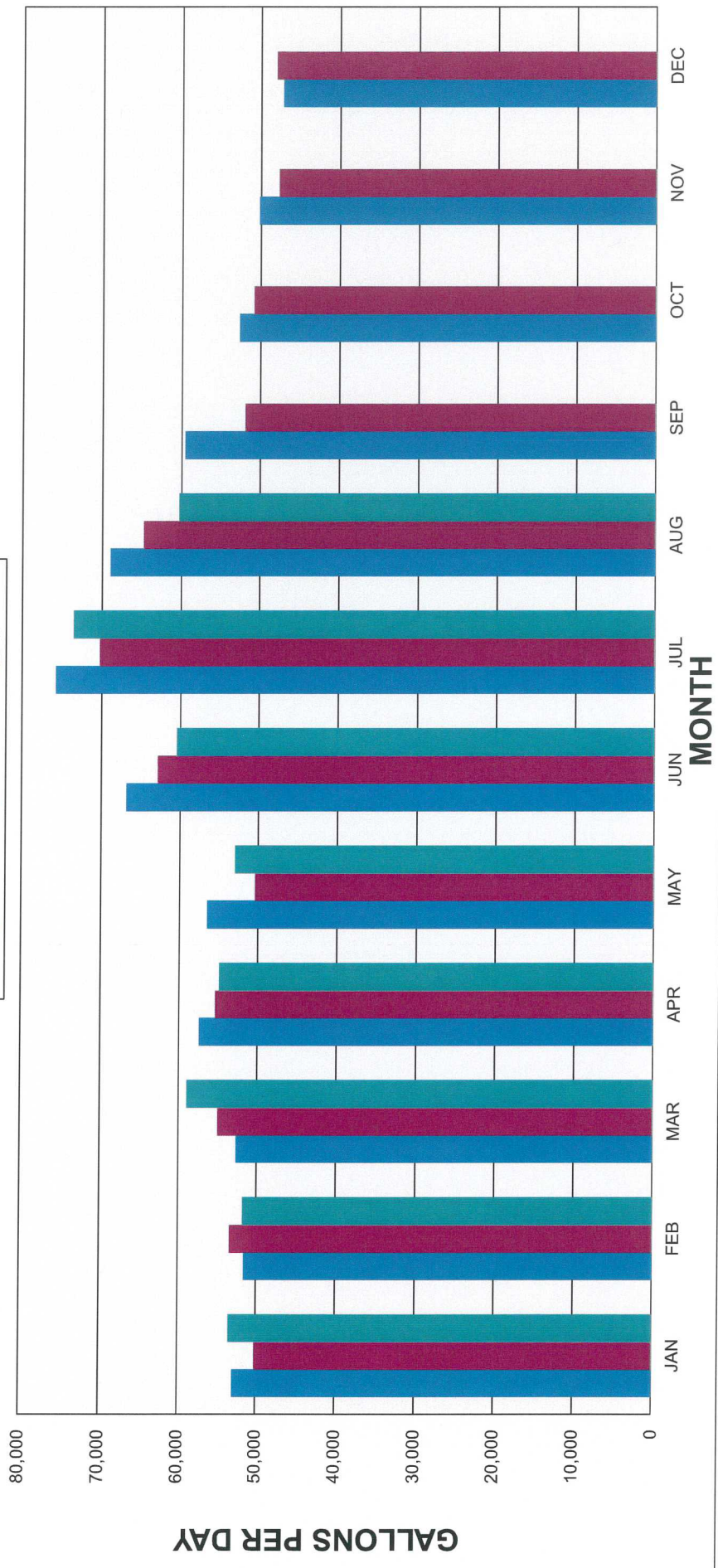
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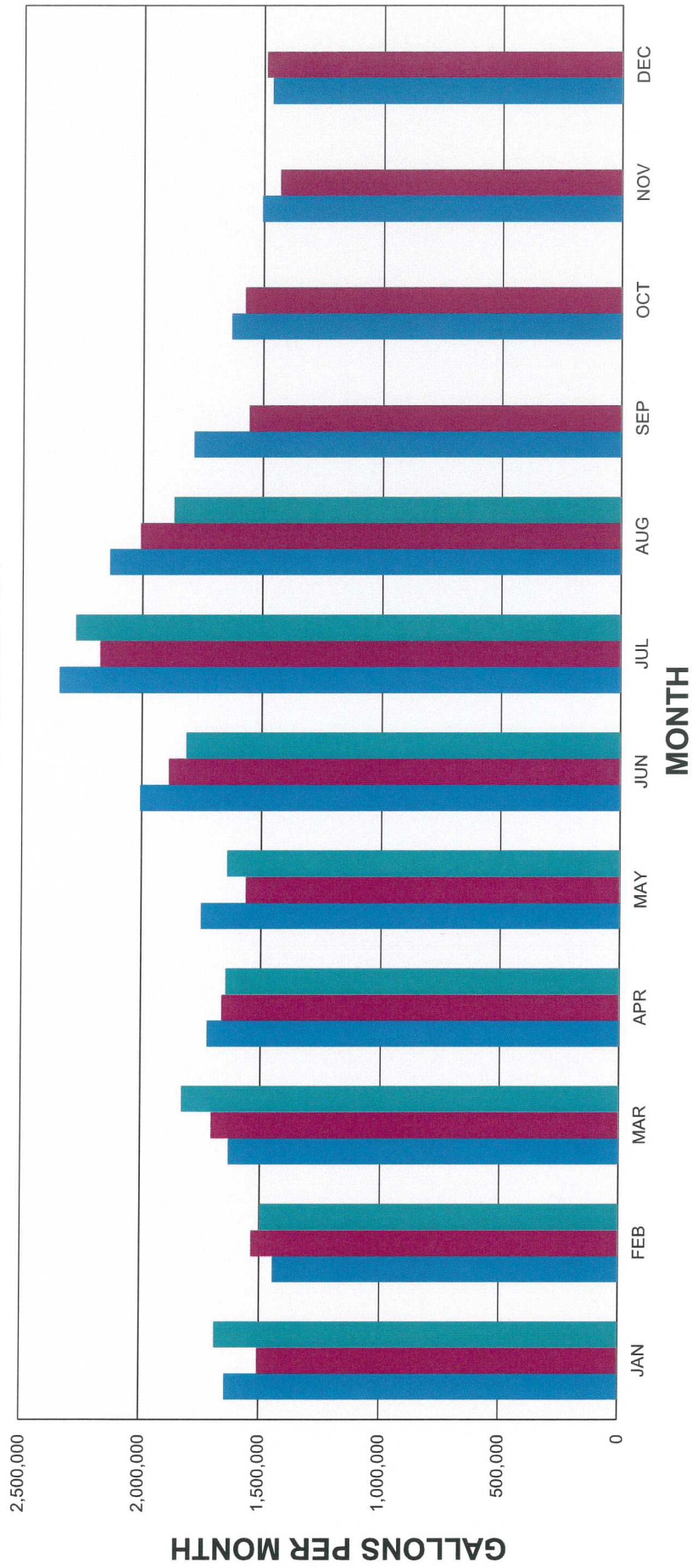
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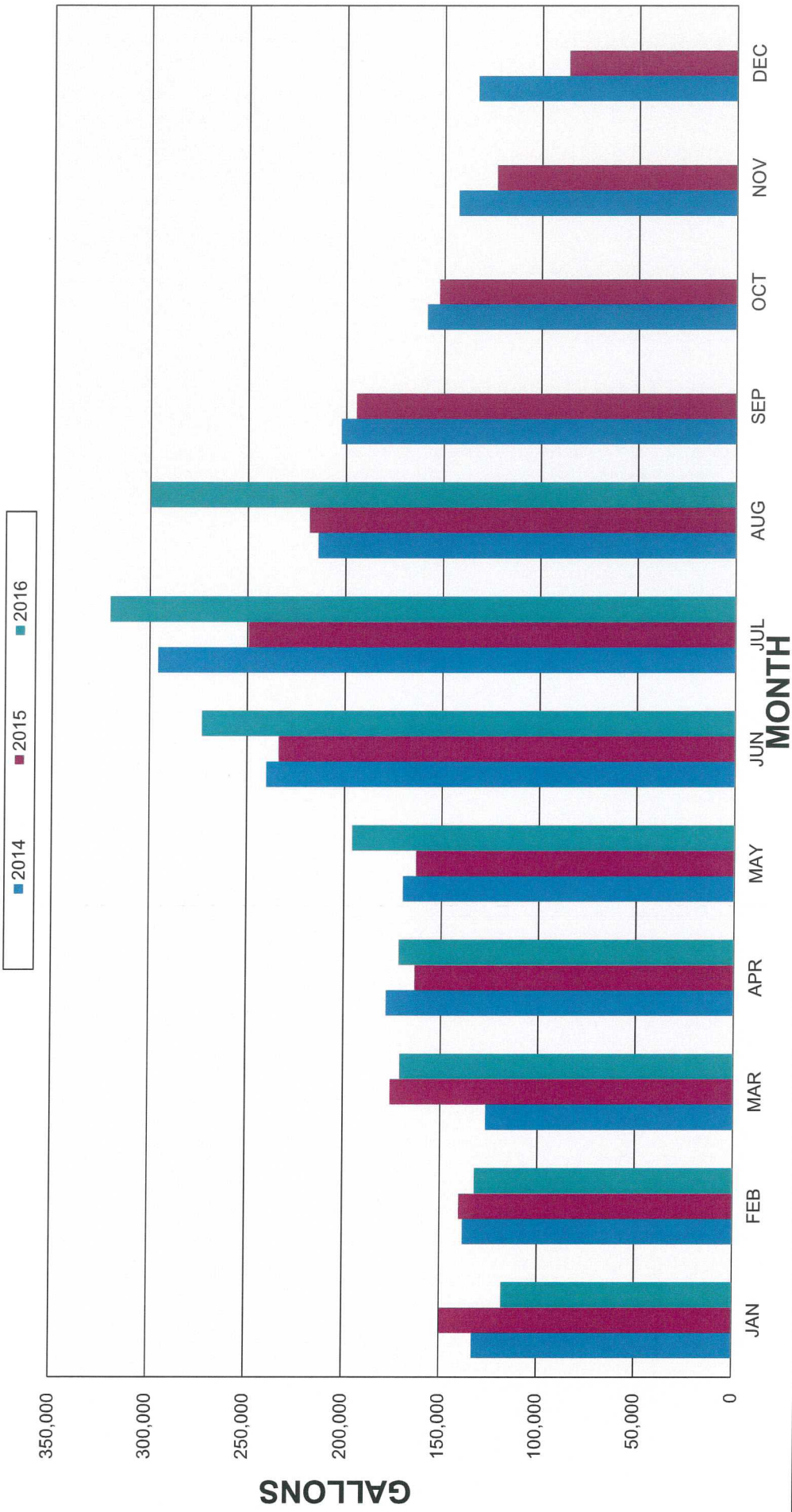
ABCSD AVERAGE DAILY WWTP EFFLUENT FLOW (2014 - 2016)



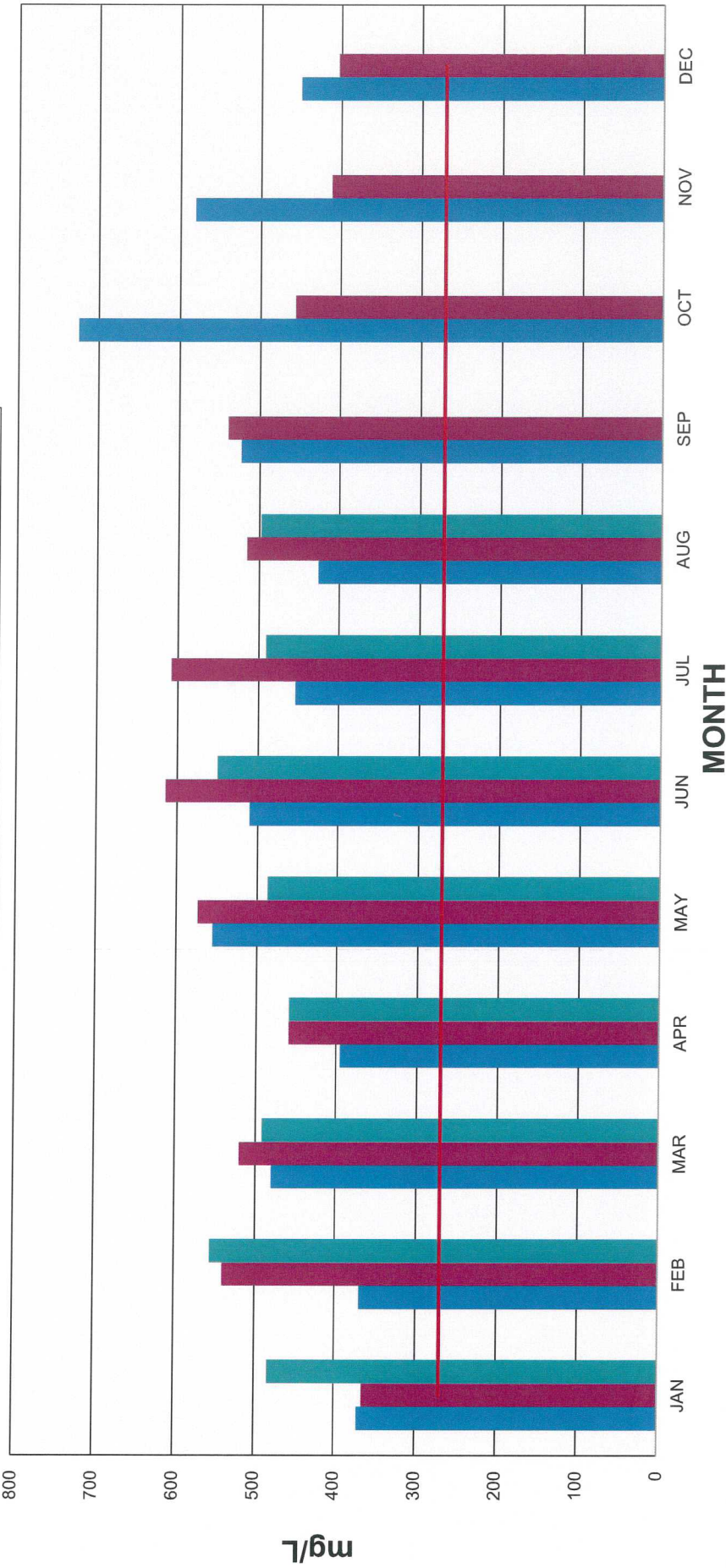
ABCSD MONTHLY TOTAL WWTP EFFLUENT FLOW (2014 - 2016)



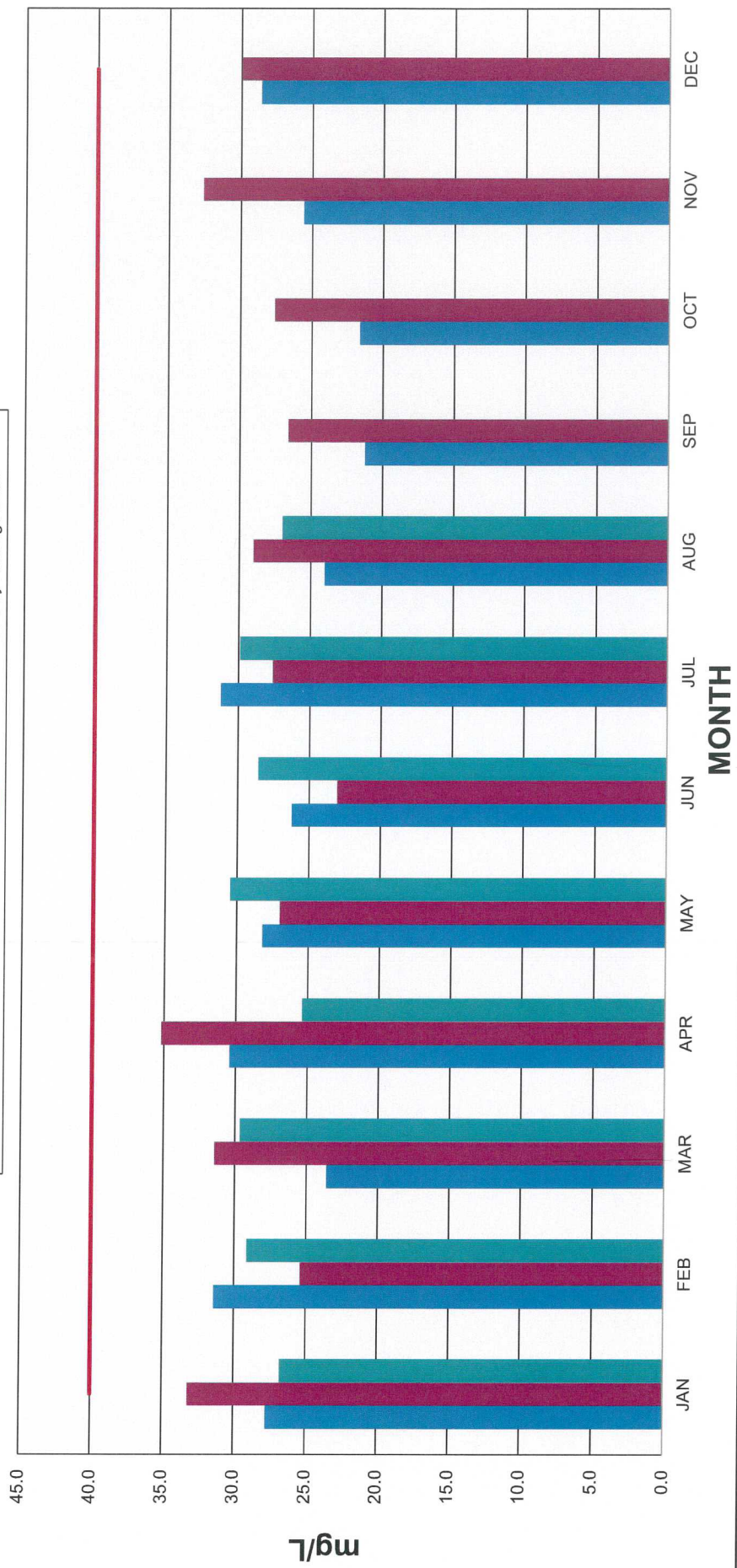
PORT SAN LUIS MONTHLY TOTAL FLOW (2014 - 2016)



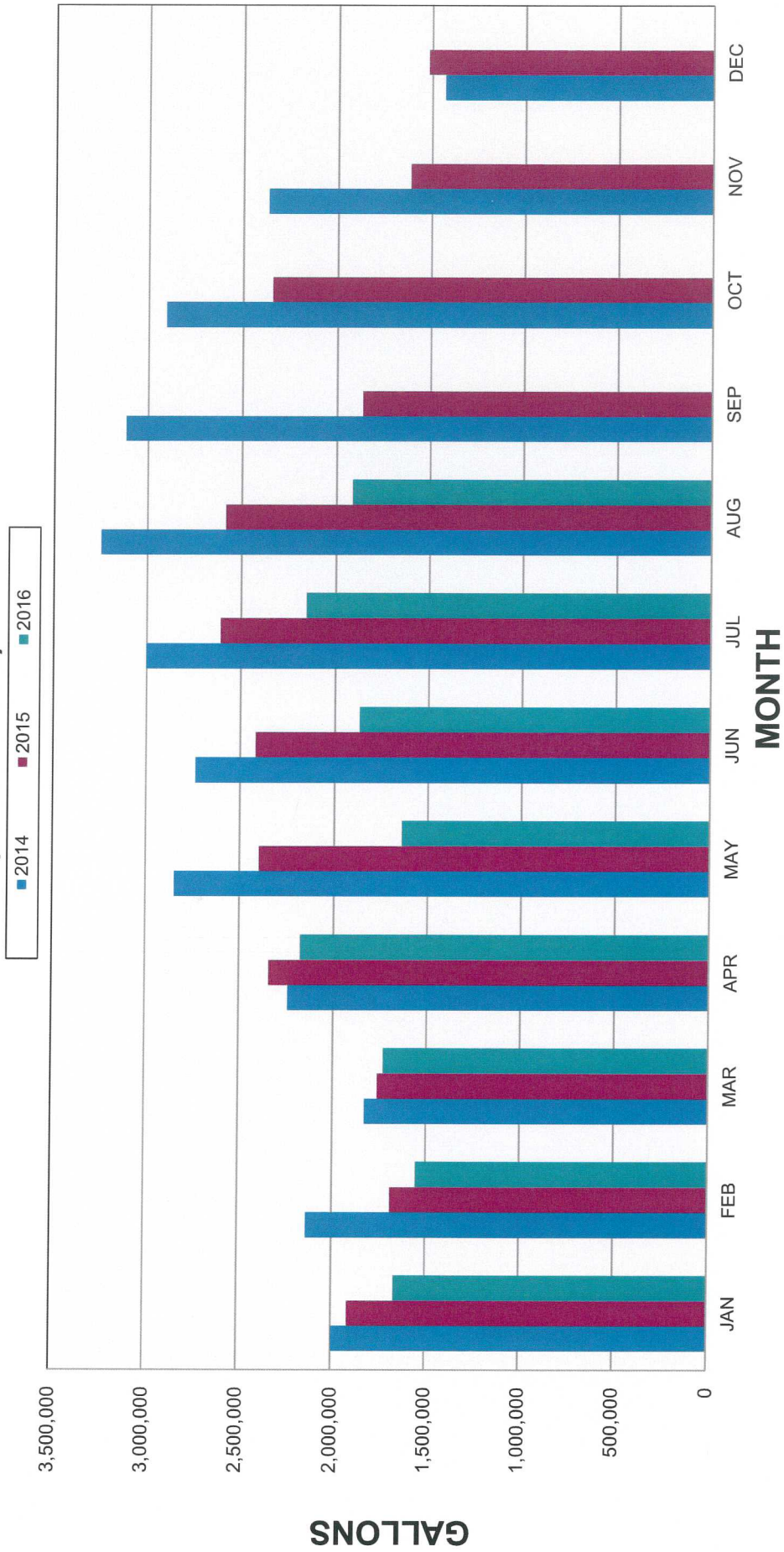
ABCSD MONTHLY AVERAGE INFLUENT BOD (2014 - 2016)



ABCSD MONTHLY AVERAGE EFFLUENT BOD (2014 - 2016)

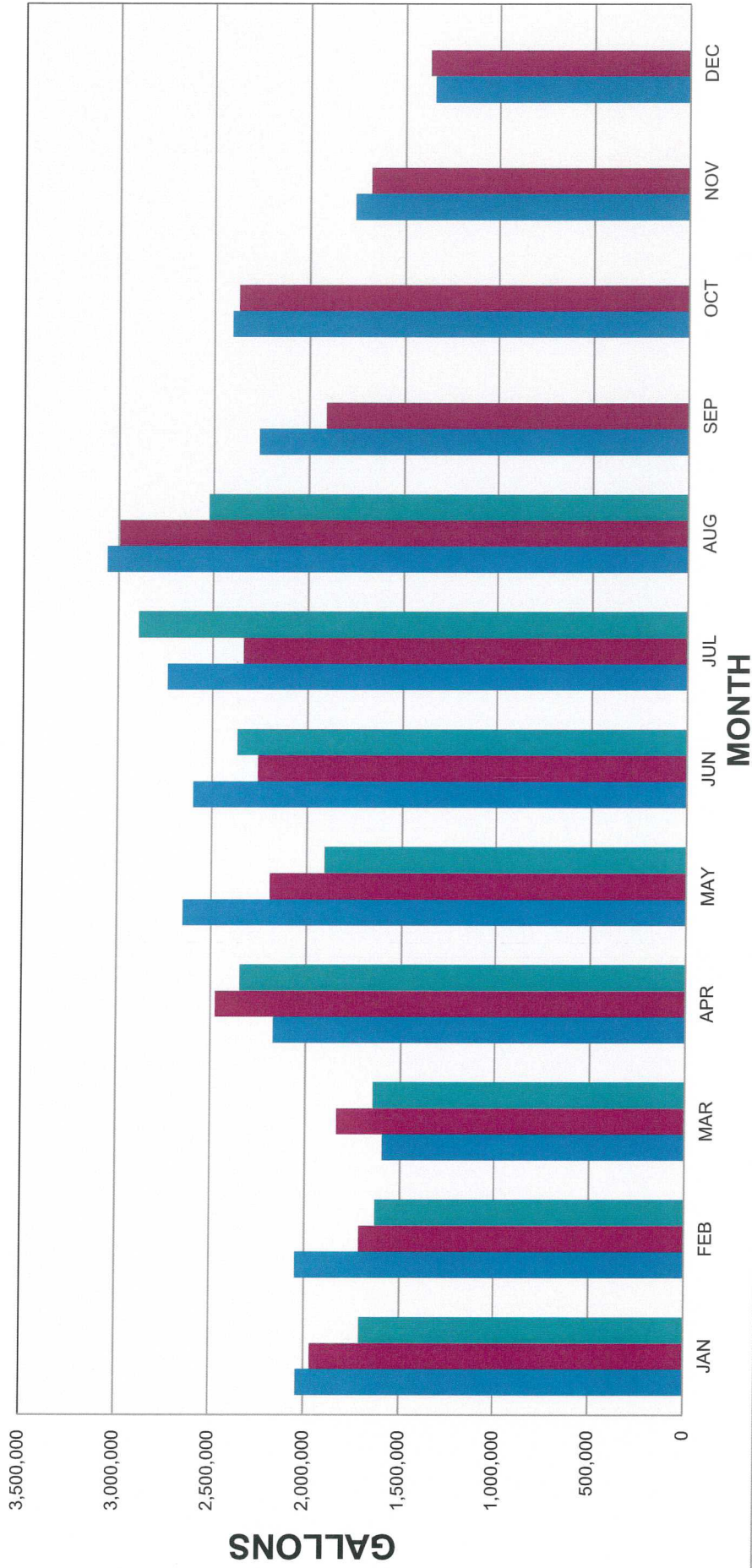


ABCSD MONTHLY WATER PURCHASED FROM LOPEZ (2014 - 2016)



ABCSD MONTHLY WATER SOLD (2014 - 2016)

■ 2014 ■ 2015 ■ 2016



**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager

DATE: September 13, 2016

SUBJECT: Parking Management Planning

Recommendation: Receive report and provide direction to staff

Discussion:

At a recent Board meeting several Board members requested staff to review the recent history of parking management planning in Avila Beach with a question of whether it would make sense for the CSD to pursue installing parking meters on the streets. On August 31, I had an initial meeting with Mr. Dave Flynn, Deputy Public Works Director for San Luis Obispo County.

Mr. Flynn provided me a copy of the May 2013, Parking Management Plan that was prepared by C2 Consult Group. The Plan was commissioned by the Port San Luis Harbor District and included the Harbor/Pier Area, Avila Beach Drive between the Harbor and San Luis Street and the town of Avila. I have attached an excerpt regarding parking inventory from the Plan as an attachment to this staff report. The Plan indicated that in the fall of 2012 there were a total of 1,771 parking stalls including: 582 stalls on Avila Beach Drive; 287 stalls in the Port San Luis Lot; 525 "In-Town", on-street stalls; and 377 stalls in the town parking lot. A breakdown of the "In-Town" inventory is provided on page 18 of the report. A full copy of the report is available in the District office. In reviewing the District files on this matter, it appeared District staff attended some of the community meetings and Port San Luis meetings, but I did find any staff reports presented to the CSD Board.

I also met with David Church, Executive Director of the Local Agency Formation Committee (LAFCO), to discuss the steps needed to amend the District's powers to include parking. The Policies and Procedures for a CSD activating new powers is fairly straight forward and deliberate, but also time consuming and relatively expensive. In short, the District would be required to adopt a resolution of application and file the application with LAFCO. Once deemed complete, the application would go through a public hearing before the LAFCO Board that would result in approval, modification or denial. Finally there would be a formal protest process that allows interested parties to protest LAFCO's decision. I have attached LAFCO's Activation of Powers guidance document to this staff report.

The District's files indicate that at least some of the residents and business owners opposed installing metered on-street parking. Many existing residents currently park on County right-of-way and business owners would likely be concerned that metered parking may negatively impact their business.

Conclusion/Next Steps:

According to Mr. Flynn and recent actions by the Port San Luis Harbor District, there appears to be a renewed interest in discussing parking management plans for the Avila Beach Area. Mr. Flynn indicated that County staff are interested in evaluating the viability of metered parking on County right-of-way. Mr. Flynn indicated that County staff are considering scheduling a meeting in October with the appropriate agencies to initiate this discussion. With Board concurrence, District staff will actively participate in future meetings.



PARKING MANAGEMENT PLAN

FOR THE PORT SAN LUIS HARBOR DISTRICT

DRAFT: MARCH 2013

FINAL: MAY 2013



OFFICES LOCATED AT:

3763 SOUTH HIGUERA ST., SUITE 102
SAN LUIS OBISPO, CA. 93401

7451 N. REMINGTON AVE. SUITE 100
FRESNO, CA. 93711

1950 W. LITTLETON BLVD. SUITE 101
LITTLETON, CO 80120

PHONE: 720.502.7236



PARKING MANAGEMENT PLAN FOR THE PORT SAN LUIS HARBOR DISTRICT

San Luis Harbor District Commission

Drew Brandy - President

Jim Blecha - Vice-President

Dave Kirk - Secretary

Brian Kreowski - Commissioner

Bill Barrow - Commissioner

Steve McGrath, Harbor Manager

C2 Consult

Charles Clouse, AICP, PTP, Principal

San Luis Obispo Council of Governments

Ronald L. De Carli, Executive Director

Jessica Berry, Regional Transportation Planner

County of San Luis Obispo

Ryan Chapman, Traffic Engineer



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Planning and Regulatory Context	7
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Parking Management Recommendations	29
Financing Plan	47
Implementation	54
Closing	57

P:\PROJECTS\1282 Port San Luis\Work Product\Parking Management Plan - FINAL.docx



PARKING MANAGEMENT PLAN

FOR THE PORT SAN LUIS HARBOR DISTRICT

INTRODUCTION

A Parking Management Plan for the Port San Luis was commissioned by the Port San Luis Harbor District and includes the Harbor/Pier area along with Avila Beach Drive between the Harbor and San Luis Street as well as the Town of Avila. The study will provide a framework strategy for the District that responds to the following goals:

- i. *Provide adequate, convenient and available parking for fishermen, customers, employees, beachgoers and visitors at the harbor.*
- ii. *Provide adequate, convenient and available parking for customers, employees, beachgoers and visitors in Avila Beach.*
- iii. *Address potential spillover parking into adjacent residential neighborhoods.*
- iv. *Plan for increased use of transit and other alternative means of transportation.*

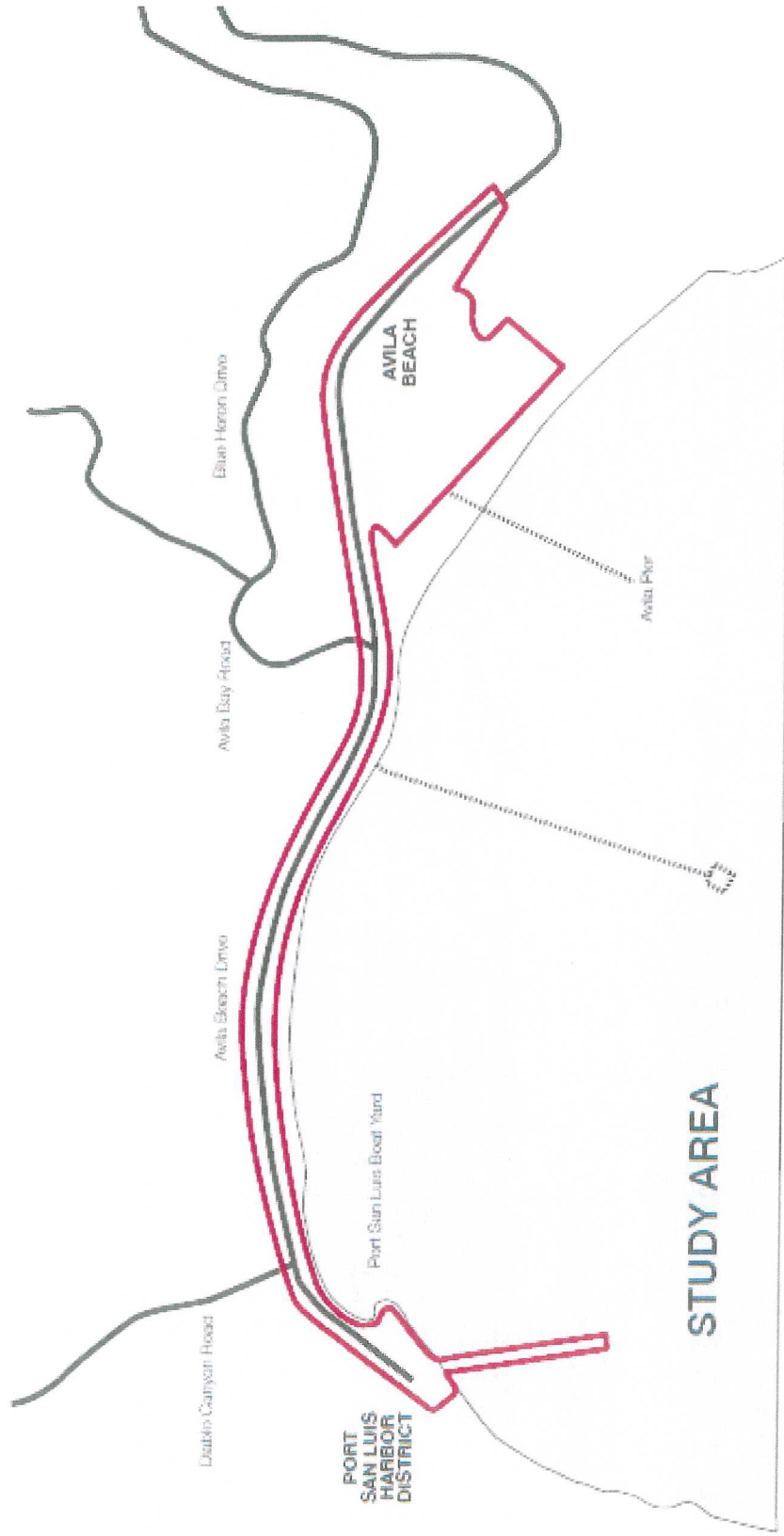


The Harbor District's expressed purpose of the Parking Management Plan is to:

- *Determine whether there is a current or projected shortage of parking, and if so, to what extent;*
- *Formulate alternatives for addressing parking needs, supply and demand utilization strategies;*
- *Educate the community on the cost of parking;*
- *Establish short and long term strategies for parking management; and*
- *Develop a parking management plan for efficiently and effectively utilizing parking resources in a small coastal community where land values are at a premium.*



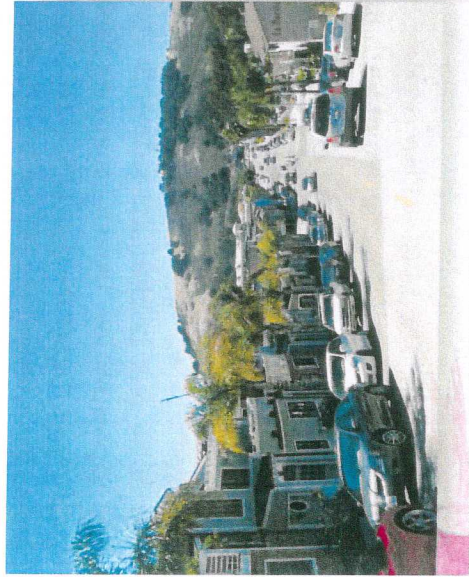
PARKING MANAGEMENT PLAN





Inventory

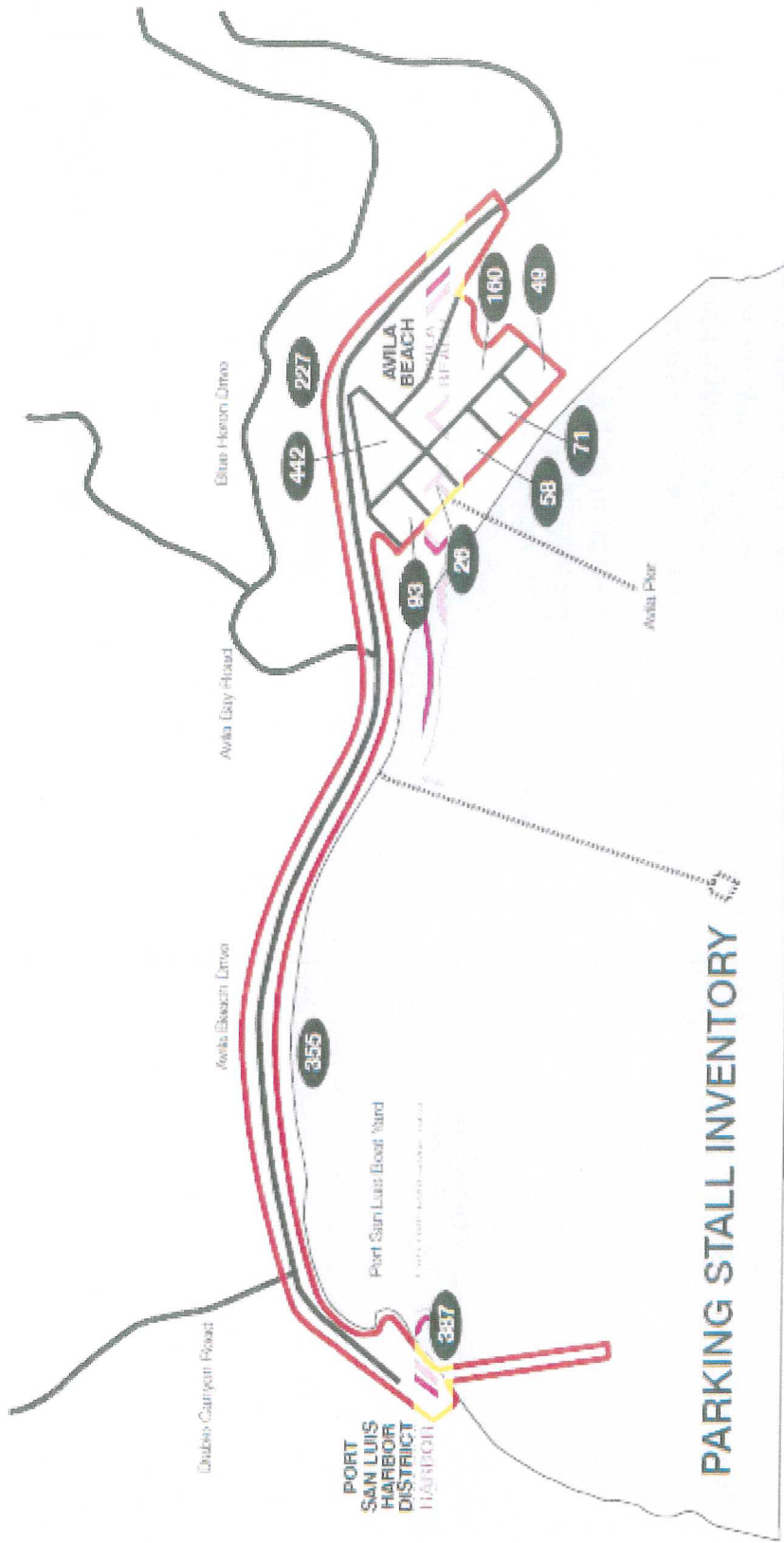
A complete parking inventory was completed in the fall of 2012. This included all on-street stalls and stalls within the two public parking lots owned and operated by the Harbor District. That inventory yielded a total of 1,771 stalls within the Study Area. Of this total 1,107 are on street stalls located along Avila Beach Drive or in the Town of Avila, while 664 stalls are located on the Harbor Pier or within the two



parking lots owned by the Harbor District.

The table shows the profile of parking by sub-area and reveals that a third of the parking supply is located on Avila Beach Drive. Nearly 50% of the supply is either in the Town parking lot or on the street within Town. Only 16% of the parking supply is in the Port San Luis Harbor and Pier area, but as will be shown later, this area handles a disproportional volume of parking movements.

Parking Location	Stalls	Percent
Avila Beach Dr.	582	33%
Port San Luis Lot	287	16%
Town of Avila On Street	525	30%
Town Parking Lot	377	21%
Total	1,771	100%





PARKING MANAGEMENT PLAN

Street	Stalls	Percent
Front Street	137	26%
1st Street	104	20%
2nd Street	18	3%
San Juan St.	33	6%
San Francisco St	26	5%
San Miguel St	60	11%
San Luis St	52	10%
San Antonio St.	48	9%
San Rafael St.	47	9%
On street totals	525	100%

The on street parking within the Town was inventoried and determined that over 25% of the on street parking in Town is found on Front Street and another 20% is found on 1st Street. San Miguel and San Luis Streets provide an additional 20% of the on street parking supply. In total, those three streets provide over 65% of the on street parking found within the Town. A total of 525 on street parking stalls are located within the Town.

The inventory also provided information on the profile of parking time limits within the area. A total of 303 parking stalls within the Study Area have time restrictions placed upon them. This represents 17% of the parking stalls in the Study Area and 51% of the stalls within the Town have restrictions. The Harbor has 20 restricted stalls located on the Pier, which have 2 hour time limits. Within the Town of Avila, 246 parking stalls have 3 hour parking limits. These stalls are located on Front, San Juan, San Francisco, San Miguel and San

Luis Streets. This 3 hour restriction is part of the current management strategy for encouraging turn-over within parking stalls near the beach. San Rafael Street has 37 parking stalls designated as no-parking restrictions through the use of red curbing. It should also be noted that the parking along Avila Beach Drive is also limited to no overnight parking.

Time Limits	Stalls	Limit
Harbor/Pier	20	2 hour
Town (Front, 1st, San Francisco, San Juan, San Miguel, San Luis)	246	3 hour
San Rafael	37	Red
Total Restricted	303	

Demand

Three parking demand surveys were completed in the fall of 2012. These surveys were designed to capture real-time data on actual parking demand. The surveys were conducted on Saturday, September 1, 2012, which coincided with the Labor Day weekend. The next survey day was Saturday, October 13, 2012, which was chosen to represent a non-summer weekend. And Tuesday, October 16, 2012 was the final survey day and was used to chosen to represent a non-summer weekend. And Tuesday, October 16, 2012 was the final survey day and was used to



Activation of Powers

Community Services Districts

Any district wishing to exercise a latent power is required to receive LAFCO approval prior to providing the service (GC 56824.10-56824.14). The CSD law provides that LAFCO approval is required to perform certain services.

Purpose

To activate a latent or inactive power for a Community Services District. A CSDs active powers where determined by LAFCO in the most recent SOI Update and Municipal Service Review. Government Code 61100 lists all the services that a CSD can provide. Services that are latent must be activated through the LAFCO process as identified in the Cortese-Knox-Hertzberg Act.

Governing Body

The Community Services District Board of Directors

Latent Power Procedure

1. A resolution of application adopted by a district that contains:
 - a. all the information specified for a petition (56700)
 - b. a plan for services pursuant to GC 56653
 - c. Must provide a 21 day notice prior to hearing
2. Once the resolution is filed with the LAFCO application and fees the activation of the District latent power will follow the process described in the CKH Act.
 - a. Application Review: funding and budget, service provision, boundaries,
 - b. If approved by LAFCO, the activation is subject to protest process

Plan for Services

Plan for Services discusses the costs of service, the financing plan, the level and range of services, and alternatives to having the District perform this service.. To activate a latent power includes the following information pursuant to Government Code Sections 56824.12 and 56653:

1. Description of Service(s)
 - a. Description of the services to be extended to the affected territory. Include the level and range of services to be provided
 - b. Indicate when services can be extended to the affected area(s)

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: September 13, 2016

SUBJECT: Confirm Quorum for October 11, 2016, Board meeting

Discussion:

The Board's regular October meeting is scheduled for October 11th. The agenda for the meeting is scheduled to include, among other things, a presentation and receipt of the District's Fiscal Year 2015/16 Financial Audit Report by the District's auditor. At the August Board meeting Director San Filippo noted that he was planning on attending the California Special District Association Annual meeting on October 10 – 12 and would prefer to move the October meeting to the 18th so he could be present for the Audit presentation.

The purpose of this staff report is to confirm Board member availability for the October 11th and/or October 18th meeting and if the Board desires, consider re-scheduling the October meeting to the 18th.

- c. An indication of any improvement of structures, roads, sewer or water facilities, or other conditions the local agency would require within the affected territory if the latent power is activated.
2. An identification of existing providers, if any, of the new or different function or class of services proposed to be provided and the potential fiscal impact to the customers of those existing providers.
3. A written summary of whether the new or different function or class of services to provide particular functions or classes of services, within all or part of the jurisdictional boundaries of a special district, pursuant to subdivision (b) of Section 56654, will involve the activation of the power to provide a particular service or services, service function or functions, or class of service or services.
4. A plan for financing the establishment of the new or different function or class of services within the special district's jurisdictional boundaries.
 - a. The total estimated cost to provide the new or different function or class of services within the special district's boundaries.
 - b. The estimated cost of the new or different function or class of services to customers within the special district's jurisdictional boundaries. The costs may be identified by customer class.
 - c. Identify and describe the revenue sources. Discuss the stability of the revenue sources and future availability.
 - d. Provide an initial budget that describes anticipated expenses associated with the service to be provided
 - e. Indicate if a prop 218 action will be required.
 - f. Other information with respect to how services will be financed.
5. Alternatives for the establishment of the new or different functions or class of services within the special district's jurisdictional boundaries.

Recent Activations

- Ground Squirrel Hollow CSD - Activation of Solid Waste Function-Approved, 2014
- Nipomo CSD – Activation of Parks and Recreation Function Conditionally Approved - 218 vote failed power was not activated
- Templeton CSD – Activation of Cemetery Function - 2006