

**AVILA BEACH COMMUNITY SERVICES DISTRICT  
MINUTES OF REGULAR MEETING  
May 9<sup>th</sup>, 2018**

**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 11:00 a.m. on the above date, in the Avila Beach Community Service District Building 100 San Luis Street, Avila Beach, California.

**2. ROLL CALL**

Board Members Present:                   Pete Kelley  
  Lynn Helenius  
  Kristin Berry  
  Ara Najarian  
  Eric DeWeese – on phone.

Staff Present:                                 Brad Hagemann, General Manager and District Engineer  
  Kristi Dibbern, Accounting Clerk  
  Krista Young, Operations Manager FRM

**3. PUBLIC COMMENTS**

**GM Hagemann announced that Director Eric DeWeese has joined the meeting via phone conference.**

**4. INFORMATION AND DISCUSSION ITEMS**

**A. County Reports**

**1. SLO Sheriff:**

GM Hagemann reported for Sheriff Jim Voge. 47 calls for service during April. The calls included 6 suspicious persons calls, 2 disturbances, and 3 petty thefts. Various phone scams were reported. A vehicle had a rock thrown through a window near the Lighthouse Suites. Several reports of theft and one fight occurred at Caving Landing. A number of cars were reported broken into on May 5<sup>th</sup>, 2018. Items and small amounts of cash were taken when the inside of the vehicles could be accessed.

**Cal Fire Report:**

Cal Fire Battalion Chief Paul Lee reported 38 calls for service, 15 were medical related. A male fell off the rocks at the eye of the cave at Cave Landing. The victim hit his head and shattered his femur. Cal Fire received a \$50,000 OTS Grant to purchase to purchase air bags to stabilize and lift vehicles. Chief Paul Lee also reported that new engineers and lifeguards will receive various types of training including water craft training and additional aircraft for fire protection will be available during August. Cal Fire will be actively be assisting with weed abatement over the next

several weeks. Chief Lee reminded the Board and public to mow their weeds and cleanup their lots. Anne Brown, asked about the new airbags that were purchased by CAL Fire. Chief Lee explained the airbags are designed to lift vehicles, very slowly, as the bags inflate so a victim can be removed from an overturned vehicle without further injury.

## **B. Reports on Conferences, Meetings and General Communications.**

**No Report.**

## **5. CONSENT ITEMS**

President Kelley introduced the consent items and inquired if any member of the Board or public wished to address any items.

- A. Minutes of April 10<sup>th</sup>, 2018 Regular Meeting
- B. Monthly Financial Review for April
- C. General Manager and District Engineer Report
- D. Water and Wastewater Superintendent Report for April

President Kelley commented that the balance of the Pacific Premiere Checking Account is relatively high and suggested the GM transfer some money into the LAIF Investment Account in order to receive a higher rate of return. GM Hagemann announced the District is hosting Harassment Training on July 25<sup>th</sup> at the District Office. This workshop includes lunch and an opportunity to network with other Board members. Also GM Hagemann announced that he will be representing the local CSDA chapter at the Legislative Days workshop on May 22<sup>nd</sup> & 23<sup>rd</sup>.

GM Hagemann highlighted the General Manager Report noting that the State Water Project delivery increased to 30% for this year and mentioned the First Street Lift Station backup generator is up and operational. In addition, the Water System Lead Survey is being completed by FRM with the assistance of our Cal Poly intern. President Kelley commented that we purchased more water the last 3 years than we purchased this year. GM Hagemann attended a meeting with the Port of San Luis staff regarding peak wastewater flows associated with the new Port Recreational Vehicle Park. GM Hagemann stated the primary concern is the potential peak hourly flows exceeding the existing influent wet well capacity. CSD and Port staff are working with MKN engineering to develop and engineering study that will analyze the flows and provide WWTP improvement options. Hagemann reminded the Board that the Port's existing flow is approximately 10% of the total, but they are entitled to 35% of the treatment plant capacity.

Director Najarian made the motion to adopt the consent items. Director Helenius seconded the motion and it passed with a roll call vote 5 - 0.

AYES:           Ara Najarian  
                  Lynn Helenius  
                  Kristin Berry

Pete Kelley  
Eric DeWeese – via phone

NOES: None

ABSENT: None

6. **DISCUSSION OF PULLED CONSENT ITEMS.**

None.

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

A. Weed Abatement Resolution No. 2018-03

GM Hagemann explained to the Board and public that this is the first step in ensuring property owners clean up trash and clear weeds to prevent a fire hazard. The community has been notified to clear property of weeds and trash. CAL Fire will inspect properties and post those needing further attention as needed, then report back to CSD Staff. The Board will conduct a hearing at the June Board meeting (if needed) to authorize staff to retain contract labor to clear lots and then charge fees back to the property owner. Director Kelley made the motion to adopt Resolution No. 2018-03. Vice President Helenius seconded the motion and it passed with a roll call vote 5-0.

AYES: Pete Kelley  
Lynn Helenius  
Kristin Berry  
Ara Najarian  
Eric DeWeese – via phone

NOES: None

ABSENT: None

B. Water Tank #2 Repair and Maintenance.

Hagemann introduced the item by reminding the Board that Advanced Technical Services (ATS) cleaned and inspected the District's water tanks in early 2017 and provided recommendations for repair and maintenance of the tanks. The work on Tank #1 was completed earlier in the year. Work on Tank #2 is more extensive and will require some engineering support and set of bid documents. Staff recommends the District retain ATS to do some immediate work on the fall protection cables and also prepare a scope of work matrix and associated cost estimate for the more extensive work. Discussion ensued regarding the urgency of the repairs. Director Kelley made the motion to award the Contract ATS. Director Najarian seconded the motion and it passed with a roll call vote 5-0.



AYES: Ara Najarian  
Pete Kelley  
Eric DeWeese – via phone  
Kristin Berry  
Lynn Helenius

NOES: None

ABSENT: None

#### C. Presentation and Review of Preliminary FY 2018-19 Budget

GM Hagemann summarized the Preliminary FY 2018-19 budget using several slides/handouts. The FY 2018-19 budget is very similar to the FY 2017-18 budget. The FY 2018-19 budget anticipates a 5% increase in tax revenue and per the Finance Committee's recommendation includes a 5% increase in water rates and a 10% increase in sewer rates. Vice President Helenius advised the Board that the Finance Committee wanted to ensure a balanced budget that would continue adding some funding to the sewer Capital Improvement Program reserves that will be used for the WWTP upgrade project. Several Board members expressed concerns that they would prefer to maintain the existing rates for customers enrolled in the CARE Program. The Board directed staff to increase the rate reduction percentage applied to the residents in the CARE Program to a level that would minimize the rate increase for those customers. Staff was directed to implement the Board recommendations, Publish the Hearing Notice, and bring the FY 2018-19 budget back for adoption at the June 13, 2018 Board meeting.

#### 8. COMMUNICATIONS:

GM Hagemann announced the Port of San Luis Board of Directors had decided to go paperless instead of photocopying their Board Packet in the future. GM Hagemann asked the CSD Board members if they would like to consider the same thing. Port Staff had completed a cost/benefit analysis that concluded that going with a paperless agenda packet would save paper and money but would require Board members to use a tablet or laptop computer to review the agenda packet. The Board will provide direction on this topic at a future Board meeting.

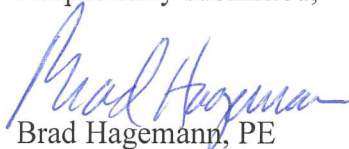
GM Hagemann also mentioned Chief Lee requested him to look in to the options of moving the 1941 Dodge Firetruck (aka "Grandpa") out of Fire Station 62 at the Bay Estates in order to accommodate storage of actively used fire equipment. Chief Lee advised that with the lack of volunteer fire fighters, there is no one available to work on and maintain "Grandpa" and since the truck is not used to actively fight fires regular Cal Fire staff cannot spend time or money on maintenance. Lee stated that there is not an immediate need to move the truck out but requested the CSD start looking for an alternative. After some discussion, the Board directed staff to investigate some options and bring them back for consideration at a future Board Meeting.

**ADJOURNMENT: The meeting was adjourned at 2:12 pm.**

**The next regular meeting of the Avila Beach Community Services District is scheduled for Wednesday, June 13th, 2018 at 11:00 AM at 100 San Luis Street, Avila Beach.**

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Brad Hagemann", is written over the typed name.

Brad Hagemann, PE  
General Manager