

AVILA BEACH COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424
Meeting Room and Office – 100 San Luis Street, Avila Beach
Telephone (805) 595-2664 FAX (805) 595-7623
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BOARD MEETING

11:00 AM Wednesday, April 10th, 2019

BOARD MEETING LOCATION

100 SAN LUIS STREET
AVILA BEACH, CALIFORNIA

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

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

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

3. **PUBLIC COMMENT**

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

4. **INFORMATION AND DISCUSSION ITEMS**

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

A. County Reports

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

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

5. **CONSENT ITEMS:**

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

- A. Minutes of March 13, 2019, Board Meeting
- B. Monthly Financial Review for February and March 2019
- C. General Manager and District Engineer Report
- D. Water and Wastewater Superintendent Reports for March

E. Capital Improvement Program Status Report and Budget Revision

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. Proposal for Independent Auditor Services for FY 2018/19 through FY 2020-21
(Action Required: Receive Report and Direct staff to execute the Agreement or provide other Direction to Staff)

B. Proposal for Cost of Services Study and Water and Sewer Rate Analysis
(Action Required: Receive Report and Direct staff to Execute the Agreement or Provide Other Direction to Staff)

C. FY 2019/2020 Budget Preparation Procedures and Schedule
(Action Required: Information Item. Receive Report and Provide Direct staff)

D. Resolution Requesting the County Hold a Special Election to Fill Board Member Vacancy.
(Action Required: Receive Staff Report and Consider Adopting Resolution No. 2019 -01)

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 May 8th, 2019.

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

MINUTES OF REGULAR MEETING
March 13th, 2019

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 AM on the above date, in the Avila Beach Community Services District Building, 100 San Luis Street, Avila Beach, California.

2. ROLL CALL

Board Members Present: Pete Kelley
 Lynn Helenius
 Kristin Berry

Absent: Ara Najarian

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

3. PUBLIC COMMENTS

Director Ara Najarian joined the meeting 11:10pm.

4. INFORMATION AND DISCUSSION ITEMS

A. County Reports

SLO Sheriff: Commander Michael Manuele reported 70 calls for service in the Avila area during the month of February. A drop of 18% compared to last year. Two deputies have completed the field training program and are now assigned to the Coast Station. A window of a vehicle was smashed at the Bob Jones Trail parking lot. A purse was left in view. Also, items were stolen from another locked vehicle with no indication of a break-in. Due to a power outage the cameras were not working at the time of the incidents. There were multiple complaints about homeless campers around the promenade area and a tent located at the end of San Rafael Street.

Cal Fire: Battalion Chief Lee reported 48 calls during the month of February. Twenty-three of those were for medical aid. One call was to rescue a climber at Cave Landing. A five car accident took place at the Diablo Canyon front gate. A speeding vehicle hit a parked car head on causing three other parked vehicles damage as well. As of April 15th 9 of 12 fire engines will come into active service. Chief Lee is pleased with the Cal Poly Project that identified several areas for clearing to prevent wildfires from spreading. GM Hagemann reported that the District conducted some “smoke testing” and did a video inspection of a portion the sewer system in the vicinity of First Street and San Miguel Street. The tests were performed by Mainline Utility

Company to support the design work for the San Miguel sewer line replacement project. Cal Fire Engine 63 responded to smoke at the Central Coast Aquarium coming into the building from the floor drains. The Aquarium floor drains apparently do not have traps to prevent this from happening. No damage was reported and Aquarium staff used the incident as a training exercise to become better acquainted with their fire alarm system.

B. Reports on Conferences, Meetings and General Communications. Avila Community groups at Civic Association.

Several Board members attended the Avila Spotlight event and they reported it was a success. The event was sponsored by the Avila Beach Foundation with grant support from Chevron.

5. CONSENT ITEMS

GM Hagemann summarized that winter rains have greatly improved the County water reservoir levels. Lake Lopez is currently at 28,000 AF and 57% capacity. The consultant working on the solid waste rate increase request will be finalizing his report and recommendations in early April. The District can use the analysis to support their deliberation on the proposed rate increase.

Vice President Helenius note that there appeared to be a duplicate check in the amount of \$2,744.00. Staff agreed that this appeared to be a mistake and will bring the February 2019 Financials back to the Board at the April meeting.

Vice President Helenius requested that the February 2019 Financial Report be pulled from the consent items and brought back at the April meeting.

A motion was made by President Kelley to accept the Consent Items excluding the February Financial Reports. Vice President Helenius seconded the motion and it passed with a roll call vote 4-0.

AYES: Pete Kelley
 Lynn Helenius
 Ara Najarian
 Kristin Berry

NOES: None

ABSENT: None

6. DISCUSSION OF PULLED CONSENT ITEMS.

None

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

A. Request from Avila Beach Farmers Market Association for electrical use by Farmers Market vendors for 2019. The motion was made by President Kelley to

approve the request of Fish and Farmers Market for electrical use. The motion was seconded by Director Najarian passed with a roll call vote 4-0.

AYES: Ara Najarian
Pete Kelley
Lynn Helenius
Kristin Berry

NOES: None

ABSENT: None

B. Consider Awarding a Contract to Conduct Permit Required Monitoring of Receiving Water for Benthic Sediment, Benthic Biota and Ocean Outfall Inspection.
GM Hagemann introduced the item and stated the District's 2017 WWTP Discharge permit requires the CSD to conduct benthic biota and benthic sediment sampling once during the life of the permit, specifically between July - Oct 2019. In addition, the District is required to visually inspect the structural integrity of outfall system. This is the second time the District has been required to do this type of monitoring. The previous time was in late 2012 and the District retained Aquatic Bioassay to do the work at a cost of approximately \$40,000.

Staff requested quotes from Aquatic Bioassay and Tenara Environmental to complete the work. Both firms are well qualified and experienced to do this type of monitoring work. The quotes were within \$200 of each other at, \$47,600 and \$47,800. The Tenara quote was a Time and Material quote with a not to exceed and they stated they would seek every opportunity to reduce costs.

Since this work will be completed next fiscal year, staff will include this project in FY 2019/20 budget. Staff recommended awarding the contract to Tenara Environmental. Director Berry made the motion to award the contract to Tenara Environmental. Director Helenius seconded the motion and it passed with a roll call vote 4-0.

AYES: Kristin Berry
Lynn Helenius
Pete Kelley
Ara Najarian

NOES: None

ABSENT: None

8. COMMUNICATIONS: None reported

9. **The meeting was adjourned to a Joint Informational Workshop with the Port San Luis Harbor District Commission Regarding the WWTP Upgrade Project.**

The next regular meeting of the Avila Beach Community Services District is scheduled for Wednesday, April 10th, 2019 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,

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: April 10th, 2019

SUBJECT: Monthly Financial Review for February & March 2019

Recommendation:

Receive and file report.

Overall Monthly Summary

At the March meeting the Board pulled the February Financial report and requested staff to investigate an apparent duplicate check payable to Creative Technologies. Staff corrected the error by voiding the duplicate check and writing a new check for the correct amount. The corrected February Financial report is attached.

During the month of February, the District deposited \$104,169 and incurred \$71,856 in expenses (cash basis). Income in February included \$32,521 in County tax income and \$68,877 in monthly water and sewer fees. Monthly expenses for February were typical. During the month of March, the District deposited \$79,771 and incurred \$75,459 in expenses (cash basis). Income in March included \$14,867 in County tax income and \$68,172 in monthly water and sewer fees.

Fluid Resource Management maintenance staff completed the repairs on the Secondary Sedimentation Basins at the WWTP (which was a scheduled Capital Improvement Project). The FRM Statement for February also included repairs to a fire hydrant on the corner of First and San Miguel streets. The damage to the hydrant was caused when a delivery truck hit the hydrant. The District collected the reimbursement check from the truck driver's insurance company on March 27th. Detailed financial reports including Balance Sheets, Deposits by Fund, Checks by Fund, as well as, a Profit and Loss Sheets for February and March are provided for your information.

Utility Service Billing

The District billed approximately \$76,480.47 in water and sewer service charges in February and \$82,799.46 in March. This is relatively low for our monthly billing. Customer Rate Assistance amounted in a reduction of billing charges to the District in the amount of \$760 for February, as well as, March.

Operation and Maintenance

The Fluid Resource Management (FRM) Statement March 2019 is attached.

Profit & Loss

February 2019

	<u>Feb 19</u>
Ordinary Income/Expense	
Income	
4000 · Income Summary	
4010 · Operating Revenue	68,877.19
4030 · County Taxes	32,521.26
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Total 4000 · Income Summary	101,398.45
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Total Income	101,398.45
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Gross Profit	101,398.45
Expense	
5100 · Merchant Credit Card Fees TIB	443.94
5200 · Payroll Expenses	
5210 · Gross Wages	
5211 · Regular Pay	2,705.79
5012 · Holiday Pay	160.74
5014 · Sick Pay	0.00
5016 · Vacation Pay	0.00
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Total 5210 · Gross Wages	2,866.53
5230 · Payroll Taxes	95.75
5240 · Health & Medical Exp.	
5242 · Health Ins / Other	600.00
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Total 5240 · Health & Medical Exp.	600.00
5250 · PERS Company Pd Expense	
5256 · PERS Co Pd Kristi	241.13
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Total 5250 · PERS Company Pd Expense	241.13
5280 · Payroll Administration & Misc.	99.16
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Total 5200 · Payroll Expenses	3,902.57
6000 · Administrative Overheads	
6102 · Accounting	247.50
6103 · Accounting Audit	600.00
6140 · Office Supplies & Postage	
6141 · Billing Software & Service	2,744.00
6142 · Postage & Shipping	70.40
6143 · Supplies, Office	550.90
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Total 6140 · Office Supplies & Postage	3,365.30
6150 · Rate Assistance	760.00
6160 · Training	250.00
6170 · Website	200.00
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Total 6000 · Administrative Overheads	5,422.80
6500 · Operating Expenses	
6503 · Chemicals	5,154.69
6505 · Contract Labor O & M	19,021.24
6506 · Contract Labor GM	5,500.00

Profit & Loss

February 2019

	<u>Feb 19</u>
6520 · Equipment Repair & Maint.	
6522 · Equip. Rep. & Maint-Avila & HD	5,533.96
6524 · Equip. Rep. & Maint. Avila Only	188.75
6520 · Equipment Repair & Maint. - Other	-1,102.69
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Total 6520 · Equipment Repair & Maint.	4,620.02
6535 · Insurance P/L	1,323.04
6540 · Lab Tests	3,785.70
6542 · Maintenance	165.00
6550 · Operating Supplies	465.79
6555 · Permits & Fees	317.50
6580 · Solids Handling	1,345.00
6585 · Telephone / Internet	485.18
6590 · Utilities	3,216.57
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Total 6500 · Operating Expenses	45,399.73
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Total Expense	55,169.04
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Net Ordinary Income	46,229.41
Other Income/Expense	
Other Expense	
8200 · Non-Operating Expenses	
8230 · Capital Purchases in Prog Sani	
8246 · WW Sewer Line Rplmt San Miguel	4,190.00
8247 · Secondary Sed Chain & Driver	16,639.54
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Total 8230 · Capital Purchases in Prog Sani	20,829.54
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Total 8200 · Non-Operating Expenses	20,829.54
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Total Other Expense	20,829.54
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Net Other Income	-20,829.54
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Net Income	25,399.87
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Avila Beach Community Services District
Balance Sheet
 As of February 28, 2019

	Feb 28, 19
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Summary	
1008 · Petty Cash	87.43
1010 · Pacific Premier Checking	610,938.78
1050 · LAIF	3,011,479.95
Total 1000 · Cash Summary	3,622,506.16
Total Checking/Savings	3,622,506.16
Accounts Receivable	
1200 · *Accounts Receivable	187,447.01
Total Accounts Receivable	187,447.01
Other Current Assets	
1250 · Receivables	
1255 · Interest Receivable	5,144.80
1270 · Taxes Receivable	7,820.07
1280 · Water & Sewer Billings	106,095.25
Total 1250 · Receivables	119,060.12
1400 · Prepaid Summary	
1410 · Prepaid Insurance	5,292.26
1420 · Prepaid State Water	37,428.60
1400 · Prepaid Summary - Other	-0.01
Total 1400 · Prepaid Summary	42,720.85
Total Other Current Assets	161,780.97
Total Current Assets	3,971,734.14
Fixed Assets	
1600 · Fixed Assets & Acc. Depr.	
1605 · Office Equipment	
1606 · Copier Samsung 2012	8,233.58
1609 · Office Equipment Accum Depr	-8,233.59
Total 1605 · Office Equipment	-0.01
1610 · Fixed Asset -Office & Admin.	
1612 · Office Furniture cost	9,973.79
1614 · Office Furniture Accum Dep.	-9,973.79
Total 1610 · Fixed Asset -Office & Admin.	0.00
1620 · Fixed Assets - Sanitary	
1622 · Land	60,314.10
1626 · Collection Assets	
1627 · Collection Assets Cost	1,318,875.26
1628 · Collect Assets Accum Depr	-399,237.22
Total 1626 · Collection Assets	919,638.04

Avila Beach Community Services District
Balance Sheet
 As of February 28, 2019

	Feb 28, 19
1630 · Disposal Equipment	
1631 · Disposal Equip Cost	523,122.64
1632 · Disposal Equip Accum Depr	-264,042.83
Total 1630 · Disposal Equipment	259,079.81
1635 · Treatment Plant	
1636 · Treatment Plant Original	105,000.00
1637 · Treatment Plant Addition	2,049,098.30
1638 · Treatment Plant Accum Dep	-1,043,684.59
Total 1635 · Treatment Plant	1,110,413.71
1642 · Treatment Equipment	
1643 · Treatment Equip Cost	1,000,455.00
1644 · Treatment Equip Accum Depr	-524,698.87
1642 · Treatment Equipment - Other	205,485.61
Total 1642 · Treatment Equipment	681,241.74
Total 1620 · Fixed Assets - Sanitary	3,030,687.40
1650 · Fixed Assets - Water	
1652 · Equipment	
1653 · Equipment Cost	21,136.28
1654 · Equipment Accum Depr	-21,136.28
Total 1652 · Equipment	0.00
1656 · Distribution Assets	
1657 · Distribution Assets Cost	1,140,860.50
1658 · Dist Assets Accum Depr	-590,709.56
Total 1656 · Distribution Assets	550,150.94
Total 1650 · Fixed Assets - Water	550,150.94
1680 · Structures - Fixed Asset	
1681 · Structures GFAAG - Sani & FA	29,810.00
1682 · Gen / Fire Accum Dep	-29,810.00
Total 1680 · Structures - Fixed Asset	0.00
1690 · Construction in Progress	123,333.82
Total 1600 · Fixed Assets & Acc. Depr.	3,704,172.15
Total Fixed Assets	3,704,172.15
Other Assets	
1800 · Deferred Outflows of Resources	39,579.00
Total Other Assets	39,579.00
TOTAL ASSETS	7,715,485.29
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	

Avila Beach Community Services District
Balance Sheet
As of February 28, 2019

	<u>Feb 28, 19</u>
Accounts Payable	
2100 · Accounts Payable	93,166.70
Total Accounts Payable	<u>93,166.70</u>
Other Current Liabilities	
2200 · Payroll Liabilities	
2260 · Vacation Payable	221.90
2262 · Sick Pay Accrued	1,464.50
2201 · Accrued Payroll	3,693.88
2240 · Health Insurance	
2241 · Employee	0.01
Total 2240 · Health Insurance	<u>0.01</u>
Total 2200 · Payroll Liabilities	5,380.29
2300 · Deposits Held	
2303 · Water Deposits Held	7,380.00
2305 · Connection Fees Held	0.01
Total 2300 · Deposits Held	<u>7,380.01</u>
Total Other Current Liabilities	<u>12,760.30</u>
Total Current Liabilities	105,927.00
Long Term Liabilities	
2400 · Net Pension Liability	126,121.00
2500 · Deferred Inflows of Resources	16,201.00
Total Long Term Liabilities	<u>142,322.00</u>
Total Liabilities	248,249.00
Equity	
3900 · Retained Earnings	7,289,732.07
Net Income	177,504.22
Total Equity	<u>7,467,236.29</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,715,485.29</u></u>

Avila Beach Community Services District
Deposits by Fund
 February 2019

04/04/19

Type	Date	Memo	Split	Amount	Balance
General / Admin					
Deposit	02/07/2019	TCF FY 19 JAN ME - IMPR # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier...	-4,855.68	-4,855.68
Deposit	02/07/2019	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen . 70, Water .25, Li...	1010 · Pacific Premier...	-2,828.95	-7,684.63
Deposit	02/19/2019	F:0895 A:0760 AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lig...	1010 · Pacific Premier...	-1,706.32	-9,390.95
Deposit	02/28/2019	F:0895 A:0760 AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lig...	1010 · Pacific Premier...	-1,935.09	-11,326.04
Total General / Admin				-11,326.04	-11,326.04
Lights					
Deposit	02/07/2019	TCF FY 19 JAN ME - IMPR # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier...	-346.83	-346.83
Deposit	02/07/2019	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen . 70, Water .25, Li...	1010 · Pacific Premier...	-202.08	-548.91
Deposit	02/19/2019	F:0895 A:0760 AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lig...	1010 · Pacific Premier...	-121.88	-670.79
Deposit	02/28/2019	F:0895 A:0760 AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lig...	1010 · Pacific Premier...	-138.22	-809.01
Total Lights				-809.01	-809.01
Sanitary					
Deposit	02/01/2019	Sani Rec	1010 · Pacific Premier...	-629.85	-629.85
Deposit	02/01/2019	Rate Assistance	1010 · Pacific Premier...	0.00	-629.85
Deposit	02/01/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-629.85
Deposit	02/01/2019	1/2 Other 2	1010 · Pacific Premier...	0.00	-629.85
Deposit	02/01/2019	Sani Rec	1005 · Customer Cash	-62.20	-692.05
Deposit	02/01/2019	Rate Assistance	1005 · Customer Cash	0.00	-692.05
Deposit	02/01/2019	1/2 Other 1	1005 · Customer Cash	0.00	-692.05
Deposit	02/01/2019	1/2 Other 2	1005 · Customer Cash	0.00	-692.05
Deposit	02/04/2019	Sani Rec	1010 · Pacific Premier...	-416.00	-1,108.05
Deposit	02/04/2019	Rate Assistance	1010 · Pacific Premier...	0.00	-1,108.05
Deposit	02/04/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-1,108.05
Deposit	02/04/2019	1/2 Other 2	1010 · Pacific Premier...	0.00	-1,108.05
Deposit	02/05/2019	Sani Rec	1010 · Pacific Premier...	-6,372.96	-7,481.01
Deposit	02/05/2019	Rate Assistance	1010 · Pacific Premier...	40.37	-7,440.64
Deposit	02/05/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-7,440.64
Deposit	02/05/2019	1/2 Other 2	1010 · Pacific Premier...	111.75	-7,328.89
Deposit	02/07/2019	TCF FY 19 JAN ME - Waste	1010 · Pacific Premier...	-7,085.49	-14,414.38
Deposit	02/07/2019	F: 0895 A: 0760 CURR SECURED TAX	1010 · Pacific Premier...	-4,046.75	-18,461.13
Deposit	02/08/2019	Sani Rec	1010 · Pacific Premier...	-2,656.20	-21,117.33
Deposit	02/08/2019	Rate Assistance	1010 · Pacific Premier...	59.37	-21,057.96

Avila Beach Community Services District
 Deposits by Fund
 February 2019

04/04/19

Type	Date	Memo	Split	Amount	Balance
Deposit	02/08/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-21,057.96
Deposit	02/08/2019	1/2 Other 2	1010 · Pacific Premier...	125.77	-20,932.19
Deposit	02/11/2019	Sani Rec	1010 · Pacific Premier...	-4,757.60	-25,689.79
Deposit	02/11/2019	Rate Assistance	1010 · Pacific Premier...	47.50	-25,642.29
Deposit	02/11/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-25,642.29
Deposit	02/11/2019	1/2 Other 2	1010 · Pacific Premier...	-57.50	-25,699.79
Deposit	02/12/2019	Sani Rec	1010 · Pacific Premier...	-5,174.33	-30,874.12
Deposit	02/12/2019	Rate Assistance	1010 · Pacific Premier...	0.00	-30,874.12
Deposit	02/12/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-30,874.12
Deposit	02/12/2019	1/2 Other 2	1010 · Pacific Premier...	0.00	-30,874.12
Deposit	02/13/2019	Sani Rec	1010 · Pacific Premier...	-3,633.10	-34,507.22
Deposit	02/13/2019	Rate Assistance	1010 · Pacific Premier...	0.00	-34,507.22
Deposit	02/13/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-34,507.22
Deposit	02/13/2019	1/2 Other 2	1010 · Pacific Premier...	-4.82	-34,512.04
Deposit	02/14/2019	Sani Rec	1010 · Pacific Premier...	-3,393.32	-37,905.36
Deposit	02/14/2019	Rate Assistance	1010 · Pacific Premier...	0.00	-37,905.36
Deposit	02/14/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-37,905.36
Deposit	02/14/2019	1/2 Other 2	1010 · Pacific Premier...	0.00	-37,905.36
Deposit	02/19/2019	000162 Community Park Restrooms 12/29/18 - 1/28/19	1010 · Pacific Premier...	-316.16	-38,221.52
Deposit	02/19/2019	F:0895 A:0760 CURR SECURED TAX	1010 · Pacific Premier...	-2,440.85	-40,662.37
Deposit	02/19/2019	Sani Rec	1010 · Pacific Premier...	-2,353.84	-43,016.21
Deposit	02/19/2019	Rate Assistance	1010 · Pacific Premier...	64.12	-42,952.09
Deposit	02/19/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-42,952.09
Deposit	02/19/2019	1/2 Other 2	1010 · Pacific Premier...	0.00	-42,952.09
Deposit	02/20/2019	Sani Rec	1010 · Pacific Premier...	-2,658.46	-45,610.55
Deposit	02/20/2019	Rate Assistance	1010 · Pacific Premier...	83.12	-45,527.43
Deposit	02/20/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-45,527.43
Deposit	02/20/2019	1/2 Other 2	1010 · Pacific Premier...	0.00	-45,527.43
Deposit	02/20/2019	COMMUNITY PARK RESTROOMS - SEWER 12/29/18 - 1/28/19	1010 · Pacific Premier...	316.16	-45,211.27
Deposit	02/22/2019	Sani Rec	1010 · Pacific Premier...	-1,081.15	-46,292.42
Deposit	02/22/2019	Rate Assistance	1010 · Pacific Premier...	11.87	-46,280.55
Deposit	02/22/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-46,280.55
Deposit	02/22/2019	1/2 Other 2	1010 · Pacific Premier...	92.50	-46,188.05
Deposit	02/25/2019	Sani Rec	1010 · Pacific Premier...	-1,824.99	-48,013.04
Deposit	02/25/2019	Rate Assistance	1010 · Pacific Premier...	83.12	-47,929.92
Deposit	02/25/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-47,929.92

Avila Beach Community Services District
Deposits by Fund
 February 2019

04/04/19

Type	Date	Memo	Split	Amount	Balance
Deposit	02/25/2019	1/2 Other 2	1010 · Pacific Premier...	39.10	-47,890.82
Deposit	02/27/2019	Sani Rec	1010 · Pacific Premier...	-610.35	-48,501.17
Deposit	02/27/2019	Rate Assistance	1010 · Pacific Premier...	11.87	-48,489.30
Deposit	02/27/2019	1/2 Other 1	1010 · Pacific Premier...	10.00	-48,479.30
Deposit	02/27/2019	1/2 Other 2	1010 · Pacific Premier...	-11.46	-48,490.76
Deposit	02/28/2019	F:0895 A:0760 CURR SECURED TAX	1010 · Pacific Premier...	-2,768.10	-51,258.86
Deposit	02/28/2019	Sani Rec	1010 · Pacific Premier...	-1,017.03	-52,275.89
Deposit	02/28/2019	Rate Assistance	1010 · Pacific Premier...	0.00	-52,275.89
Deposit	02/28/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-52,275.89
Deposit	02/28/2019	1/2 Other 2	1010 · Pacific Premier...	-98.60	-52,374.49
Deposit	02/28/2019	\$ 1,947.15 CC BALANCE ADJ CCs	1010 · Pacific Premier...	-973.57	-53,348.06
Total Sanitary				-53,348.06	-53,348.06
Water					
Deposit	02/01/2019	Water Rec	1010 · Pacific Premier...	-666.50	-666.50
Deposit	02/01/2019	Rate Assistance	1010 · Pacific Premier...	0.00	-666.50
Deposit	02/01/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-666.50
Deposit	02/01/2019	1/2 Other 2	1010 · Pacific Premier...	0.00	-666.50
Deposit	02/01/2019	Water Rec	1005 · Customer Cash	-57.80	-724.30
Deposit	02/01/2019	Rate Assistance	1005 · Customer Cash	0.00	-724.30
Deposit	02/01/2019	1/2 Other 1	1005 · Customer Cash	0.00	-724.30
Deposit	02/01/2019	1/2 Other 2	1005 · Customer Cash	0.00	-724.30
Deposit	02/04/2019	Water Rec	1010 · Pacific Premier...	-84.00	-808.30
Deposit	02/04/2019	Rate Assistance	1010 · Pacific Premier...	0.00	-808.30
Deposit	02/04/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-808.30
Deposit	02/04/2019	1/2 Other 2	1010 · Pacific Premier...	0.00	-808.30
Deposit	02/05/2019	Water Rec	1010 · Pacific Premier...	-4,765.20	-5,573.50
Deposit	02/05/2019	Rate Assistance	1010 · Pacific Premier...	40.38	-5,533.12
Deposit	02/05/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-5,533.12
Deposit	02/05/2019	1/2 Other 2	1010 · Pacific Premier...	111.75	-5,421.37
Deposit	02/07/2019	TCF FY 19 JAN ME - IMPR # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premier...	-1,734.17	-7,155.54
Deposit	02/07/2019	F: 0895 A: 0760 AVILA BEACH IMP # 1 - Gen . 70, Water .25, Li...	1010 · Pacific Premier...	-1,010.34	-8,165.88
Deposit	02/08/2019	Water Rec	1010 · Pacific Premier...	-2,687.60	-10,853.48
Deposit	02/08/2019	Rate Assistance	1010 · Pacific Premier...	59.38	-10,794.10
Deposit	02/08/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-10,794.10

Avila Beach Community Services District
 Deposits by Fund
 February 2019

04/04/19

Type	Date	Memo	Split	Amount	Balance
Deposit	02/08/2019	1/2 Other 2	1010 · Pacific Premier...	125.78	-10,668.32
Deposit	02/11/2019	Water Rec	1010 · Pacific Premier...	-5,852.85	-16,521.17
Deposit	02/11/2019	Rate Assistance	1010 · Pacific Premier...	47.50	-16,473.67
Deposit	02/11/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-16,473.67
Deposit	02/11/2019	1/2 Other 2	1010 · Pacific Premier...	-57.50	-16,531.17
Deposit	02/12/2019	Water Rec	1010 · Pacific Premier...	-4,845.25	-21,376.42
Deposit	02/12/2019	Rate Assistance	1010 · Pacific Premier...	0.00	-21,376.42
Deposit	02/12/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-21,376.42
Deposit	02/12/2019	1/2 Other 2	1010 · Pacific Premier...	0.00	-21,376.42
Deposit	02/13/2019	Water Rec	1010 · Pacific Premier...	-3,179.40	-24,555.82
Deposit	02/13/2019	Rate Assistance	1010 · Pacific Premier...	0.00	-24,555.82
Deposit	02/13/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-24,555.82
Deposit	02/13/2019	1/2 Other 2	1010 · Pacific Premier...	0.00	-24,555.82
Deposit	02/14/2019	Water Rec	1010 · Pacific Premier...	-4.83	-24,560.65
Deposit	02/14/2019	Rate Assistance	1010 · Pacific Premier...	-3,028.60	-27,589.25
Deposit	02/14/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-27,589.25
Deposit	02/14/2019	1/2 Other 2	1010 · Pacific Premier...	0.00	-27,589.25
Deposit	02/19/2019	001622 San Juan Park Irrigation 12/29/18 - 1/28/19	1010 · Pacific Premier...	0.00	-27,589.25
Deposit	02/19/2019	001483 Front St Irrigation 12/29/18 - 1/28/19	1010 · Pacific Premier...	-342.00	-27,931.25
Deposit	02/19/2019	000162 Community Park Restrooms 12/29/18 - 1/28/19	1010 · Pacific Premier...	-57.00	-27,988.25
Deposit	02/19/2019	F:0895 A:0760 AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lig...	1010 · Pacific Premier...	-216.60	-28,204.85
Deposit	02/19/2019	Water Rec	1010 · Pacific Premier...	-609.40	-28,814.25
Deposit	02/19/2019	Rate Assistance	1010 · Pacific Premier...	-2,111.60	-30,925.85
Deposit	02/19/2019	1/2 Other 1	1010 · Pacific Premier...	64.13	-30,861.72
Deposit	02/19/2019	1/2 Other 2	1010 · Pacific Premier...	0.00	-30,861.72
Deposit	02/19/2019	Water Rec	1010 · Pacific Premier...	0.00	-30,861.72
Deposit	02/20/2019	Rate Assistance	1010 · Pacific Premier...	-3,238.72	-34,100.44
Deposit	02/20/2019	1/2 Other 1	1010 · Pacific Premier...	83.13	-34,017.31
Deposit	02/20/2019	1/2 Other 2	1010 · Pacific Premier...	0.00	-34,017.31
Deposit	02/20/2019	FRONT ST IRRIGATION 12/29/18 - 1/28/19	1010 · Pacific Premier...	0.01	-34,017.30
Deposit	02/20/2019	COMMUNITY PARK RESTROOMS - WATER 12/29/18 - 1/28/19	1010 · Pacific Premier...	57.00	-33,960.30
Deposit	02/20/2019	SAN LUAN PARK IRRIGATION 12/29/18 - 1/28/19	1010 · Pacific Premier...	216.60	-33,743.70
Deposit	02/22/2019	Water Rec	1010 · Pacific Premier...	342.00	-33,401.70
Deposit	02/22/2019	Rate Assistance	1010 · Pacific Premier...	-1,087.75	-34,489.45
Deposit	02/22/2019	1/2 Other 1	1010 · Pacific Premier...	11.88	-34,477.57
Deposit	02/22/2019	1/2 Other 2	1010 · Pacific Premier...	0.00	-34,477.57
Deposit	02/22/2019		1010 · Pacific Premier...	92.50	-34,385.07

Avila Beach Community Services District
Deposits by Fund
 February 2019

04/04/19

Type	Date	Memo	Split	Amount	Balance
Deposit	02/25/2019	Water Rec	1010 · Pacific Premier...	-1,149.15	-35,534.22
Deposit	02/25/2019	Rate Assistance	1010 · Pacific Premier...	83.13	-35,451.09
Deposit	02/25/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-35,451.09
Deposit	02/25/2019	1/2 Other 2	1010 · Pacific Premier...	39.10	-35,411.99
Deposit	02/27/2019	Water Rec	1010 · Pacific Premier...	-655.50	-36,067.49
Deposit	02/27/2019	Rate Assistance	1010 · Pacific Premier...	11.88	-36,055.61
Deposit	02/27/2019	1/2 Other 1	1010 · Pacific Premier...	10.00	-36,045.61
Deposit	02/27/2019	1/2 Other 2	1010 · Pacific Premier...	-11.46	-36,057.07
Deposit	02/28/2019	F:0895 A:0760 AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lig...	1010 · Pacific Premier...	-691.11	-36,748.18
Deposit	02/28/2019	Water Rec	1010 · Pacific Premier...	-828.40	-37,576.58
Deposit	02/28/2019	Rate Assistance	1010 · Pacific Premier...	0.00	-37,576.58
Deposit	02/28/2019	1/2 Other 1	1010 · Pacific Premier...	0.00	-37,576.58
Deposit	02/28/2019	1/2 Other 2	1010 · Pacific Premier...	-98.60	-37,675.18
Deposit	02/28/2019	\$ 1,947.15 CC BALANCE ADJ CCs	1010 · Pacific Premier...	-973.58	-38,648.76
Deposit	02/28/2019	Water Rec	1005 · Customer Cash	-37.81	-38,686.57
Total Water				-38,686.57	-38,686.57
TOTAL				-104169.68	*****

Avila Beach Community Services District
Checks by Fund w/Accounts

February 2019

04/04/19

Type	Date	Num	Name	Memo	Account	Amount	Balance
General / Admin							
Check	02/01/2019		CSDA San Luis Obispo County Chapter	CSDA 2/20/19 Study group	6160 · Training	100.00	100.00
Check	02/01/2019		U.S. Postal Service		6142 · Postage & Shipping	1.30	101.30
Check	02/04/2019	EFT	Bankcard MTOT Disc		5100 · Merchant Credit Card Fe...	443.94	545.24
Check	02/05/2019	EFT	Adobe.com		6143 · Supplies, Office	14.99	560.23
Check	02/06/2019	2269	Fedak & Brown, LLP	Prep State Controller's Report	6103 · Accounting Audit	600.00	1,160.23
Check	02/06/2019	2266	Lisa Chenowith	Deposit Return Refund	2303 · Water Deposits Held	100.00	1,260.23
Check	02/08/2019		U.S. Postal Service		6142 · Postage & Shipping	67.50	1,327.73
Check	02/10/2019	EFT	Cal Tec Computers	computer repairs	6524 · Equip. Rep. & Maint. Avila...	40.00	1,367.73
Check	02/12/2019		Vons		6143 · Supplies, Office	45.13	1,412.86
Check	02/14/2019		Cal Tec Computers	computer repairs	6524 · Equip. Rep. & Maint. Avila...	119.00	1,531.86
Check	02/15/2019	EFT	Charter	Acct # .8245100980033571	6585 · Telephone / Internet	204.95	1,736.81
Check	02/15/2019		California Rural Water Association	Order # 4763 6/20/19 training	6160 · Training	150.00	1,886.81
Check	02/20/2019	2273	Creative Technologies, Inc.	Inv. 4481 1/23/19	6141 · Billing Software & Service	2,744.00	4,630.81
Check	02/20/2019	2274	Hagemann & Associates	Inv. 1048 2/19/19 Feb 3rd - 16th, 2019 Gen. Adm...	6506 · Contract Labor GM	2,200.00	6,830.81
Check	02/20/2019		U.S. Postal Service	Judy Kaatz	6142 · Postage & Shipping	1.60	6,832.41
Check	02/21/2019	2278	Nikki Engle Bookkeeping	Inv. # 2038 2/6/19	6102 · Accounting	247.50	7,079.91
Check	02/21/2019	2280	Creative Technologies, Inc.	Inv. 4488 2-20-19	6143 · Supplies, Office	0.00	7,079.91
Check	02/22/2019	2281	Coastline Cleaning Co.	Office Maintenance	6542 · Maintenance	165.00	7,244.91
Check	02/22/2019	2281	Coastline Cleaning Co.	Supplies	6550 · Operating Supplies	32.00	7,276.91
Check	02/25/2019	EFT	Public Employees Retirement System	Kristi 1/16 - 1/31/19	2250 · PERS Liability	230.22	7,507.13
Check	02/25/2019	EFT	Public Employees Retirement System	Kristi 1/16 - 1/31/19	5256 · PERS Co Pd Kristi	32.95	7,540.08
Check	02/25/2019	EFT	Public Employees Retirement System	Kristi 2/1 - 2/15/19	2250 · PERS Liability	187.52	7,727.60
Check	02/25/2019	EFT	Public Employees Retirement System	Kristi 2/1 - 2/15/19	5256 · PERS Co Pd Kristi	9.90	7,737.50
Check	02/25/2019	EFT	Public Employees Retirement System	Kristi 2/16 - 2/28/19	2250 · PERS Liability	150.70	7,888.20
Check	02/25/2019	EFT	Public Employees Retirement System	Kristi 2/16 - 2/28/19	5256 · PERS Co Pd Kristi	29.17	7,917.37
Check	02/26/2019	2282	Staples	Office Supplies	6143 · Supplies, Office	445.55	8,362.92
Check	02/28/2019	EFT	Digital Deployment	monthly ABCSD Streamline	6170 · Website	200.00	8,562.92
Check	02/28/2019		Cal Tec Computers	computer repairs	6524 · Equip. Rep. & Maint. Avila...	29.75	8,592.67
Check	02/28/2019		Amazon		6143 · Supplies, Office	45.23	8,637.90
Total General / Admin						8,637.90	8,637.90
Lights							
Check	02/01/2019	EFT	PG&E	Colony Lights acct # 5992155362-0	6590 · Utilities	93.20	93.20
Check	02/01/2019	EFT	PG&E	Town Lights acct # 0690976984-3	6590 · Utilities	478.63	571.83
Check	02/22/2019	EFT	PG&E	Front St. Lights acct# 5796765606-7	6590 · Utilities	382.82	954.65
Total Lights						954.65	954.65
Sanitary							
Check	02/06/2019	2267	Speed's, Inc.	Inv. 60216 1/26/19 (Draining Clarifier)	6580 · Solids Handling	1,345.00	1,345.00
Check	02/06/2019	2268	Abalone Coast Analytical, Inc.	Statement 2/1/19 Inv. 4509	6540 · Lab Tests	3,785.70	5,130.70
Check	02/06/2019	2270	Brenntag Pacific, Inc.	Inv # BP2985128 1/24/19	6503 · Chemicals	1,147.56	6,278.26
Check	02/11/2019		South County Sanitary Service	2 Yd Dumpster	6590 · Utilities	244.46	6,522.72
Check	02/12/2019	2271	USA Bluebook	Inv # 799483 1/30/19 Gloves	6522 · Equip. Rep. & Maint-Avil...	451.07	6,973.79
Check	02/12/2019	2272	SLO CO Air Pollution Control District	Permit #2139-1 Lift Station Pump	6555 · Permits & Fees	317.50	7,291.29
Check	02/16/2019	EFT	AT&T	acct # x 0885 Internet	6585 · Telephone / Internet	45.00	7,336.29
Check	02/20/2019	2275	Fluid Resource Management	F17398 Monthly O & M	6505 · Contract Labor O & M	14,267.81	21,604.10
Check	02/20/2019	2275	Fluid Resource Management	W17667 Primary Clarifier Inspection	6522 · Equip. Rep. & Maint-Avil...	1,904.22	23,508.32
Check	02/20/2019	2275	Fluid Resource Management	W17667 Secondary Sed Drive Replacement	8247 · Secondary Sed Chain & ...	6,389.16	29,897.48
Check	02/20/2019	2275	Fluid Resource Management	W17665 Secondary Sed Chain Replacement	8247 · Secondary Sed Chain & ...	10,250.38	40,147.86

Avila Beach Community Services District
Checks by Fund w/Accounts

February 2019

04/04/19

Type	Date	Num	Name	Memo	Account	Amount	Balance	
Check	02/20/2019	2275	Fluid Resource Management	W17780 FFR Diagnosis	6522 · Equip. Rep. & Maint-Avil...	1,380.00	41,527.86	
Check	02/20/2019	2275	Fluid Resource Management	W17831 FFR Replacement	6522 · Equip. Rep. & Maint-Avil...	1,798.67	43,326.53	
Check	02/20/2019	2276	Burt Industrial Supply, Inc.	Inv. 60795 1/23/19	6550 · Operating Supplies	433.79	43,760.32	
Check	02/20/2019	2274	Hagemann & Associates	Sani 40%	6506 · Contract Labor GM	2,200.00	45,960.32	
Check	02/21/2019	2277	Brenntag Pacific, Inc.	Inv # BP2985130 1/31/19	6503 · Chemicals	1,291.62	47,251.94	
Check	02/21/2019	2279	Garing, Taylor & Associates, Inc.	Inv. 15782 1/31/19	8246 · WW Sewer Line Rplmt S...	4,190.00	51,441.94	
Check	02/22/2019	EFT	PG&E	Lift Station acct# 6338432238-2	6590 · Utilities	82.70	51,524.64	
Check	02/25/2019	EFT	PG&E	Waste Water Plant acct # 6380034236-0 3rd & ...	6590 · Utilities	1,934.76	53,459.40	
Check	02/26/2019	2283	Brenntag Pacific, Inc.	Inv # BP2997388 2/6/19	6503 · Chemicals	1,286.20	54,745.60	
Check	02/26/2019	2283	Brenntag Pacific, Inc.	Inv. # BPI2997390 2/14/19	6503 · Chemicals	1,429.31	56,174.91	
Check	02/28/2019	EFT	AT&T	acct # 805 595-9416 904 5	6585 · Telephone / Internet	235.23	56,410.14	
Total Sanitary							56,410.14	56,410.14
Water								
Check	02/20/2019	2275	Fluid Resource Management	F17398 Monthly O & M	6505 · Contract Labor O & M	4,753.43	4,753.43	
Check	02/20/2019	2274	Hagemann & Associates	Water 20%	6506 · Contract Labor GM	1,100.00	5,853.43	
Total Water							5,853.43	5,853.43
TOTAL							71,856.12	71,856.12

Profit & Loss

March 2019

	<u>Mar 19</u>
Ordinary Income/Expense	
Income	
4000 · Income Summary	
4010 · Operating Revenue	68,172.00
4012 · Solid Waste Franchise Fee	2,257.92
4030 · County Taxes	14,867.33
	<hr/>
Total 4000 · Income Summary	85,297.25
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Total Income	85,297.25
	<hr/>
Gross Profit	85,297.25
Expense	
5100 · Merchant Credit Card Fees TIB	411.77
5200 · Payroll Expenses	
5210 · Gross Wages	
5211 · Regular Pay	2,759.37
5012 · Holiday Pay	0.00
5014 · Sick Pay	133.95
5016 · Vacation Pay	147.34
	<hr/>
Total 5210 · Gross Wages	3,040.66
5230 · Payroll Taxes	52.79
5240 · Health & Medical Exp.	
5242 · Health Ins / Other	600.00
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Total 5240 · Health & Medical Exp.	600.00
5250 · PERS Company Pd Expense	
5256 · PERS Co Pd Kristi	227.63
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Total 5250 · PERS Company Pd Expense	227.63
5280 · Payroll Administration & Misc.	112.16
	<hr/>
Total 5200 · Payroll Expenses	4,033.24
6000 · Administrative Overheads	
6102 · Accounting	440.00
6135 · Legal	1,012.80
6140 · Office Supplies & Postage	
6141 · Billing Software & Service	334.96
6142 · Postage & Shipping	9.90
6143 · Supplies, Office	104.98
	<hr/>
Total 6140 · Office Supplies & Postage	449.84
6145 · Public Notices	549.31
6150 · Rate Assistance	760.00
6160 · Training	104.03
6170 · Website	543.28
	<hr/>
Total 6000 · Administrative Overheads	3,859.26
6500 · Operating Expenses	
6503 · Chemicals	5,643.67

Profit & Loss

March 2019

	<u>Mar 19</u>
6505 · Contract Labor O & M	19,021.24
6506 · Contract Labor GM	10,450.00
6510 · Critical Spare Parts	7,458.93
6520 · Equipment Repair & Maint.	
6522 · Equip. Rep. & Maint-Avila & HD	135.86
6524 · Equip. Rep. & Maint. Avila Only	130.00
6520 · Equipment Repair & Maint. - Other	1,002.69
	<hr/>
Total 6520 · Equipment Repair & Maint.	1,268.55
6525 · Fat Oil & Grease (FOG)	718.25
6535 · Insurance P/L	1,323.04
6540 · Lab Tests	2,954.60
6542 · Maintenance	165.00
6550 · Operating Supplies	200.94
6555 · Permits & Fees	88.40
6580 · Solids Handling	3,785.00
6585 · Telephone / Internet	576.94
6590 · Utilities	3,023.95
	<hr/>
Total 6500 · Operating Expenses	56,678.51
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Total Expense	64,982.78
	<hr/>
Net Ordinary Income	20,314.47
Other Income/Expense	
Other Expense	
8200 · Non-Operating Expenses	
8210 · Capital Purchases in Prog Admin	
8214 · Metal Building at Water Tank	15,578.73
	<hr/>
Total 8210 · Capital Purchases in Prog Admin	15,578.73
8230 · Capital Purchases in Prog Sani	
8233 · WW-3 Brine Waste	435.00
	<hr/>
Total 8230 · Capital Purchases in Prog Sani	435.00
	<hr/>
Total 8200 · Non-Operating Expenses	16,013.73
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Total Other Expense	16,013.73
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Net Other Income	-16,013.73
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Net Income	4,300.74
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Avila Beach Community Services District
Balance Sheet
 As of March 31, 2019

	Mar 31, 19
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash Summary	
1008 · Petty Cash	86.28
1010 · Pacific Premier Checking	611,987.70
1050 · LAIF	3,011,479.95
Total 1000 · Cash Summary	3,623,553.93
Total Checking/Savings	3,623,553.93
Accounts Receivable	
1200 · *Accounts Receivable	186,344.32
Total Accounts Receivable	186,344.32
Other Current Assets	
1250 · Receivables	
1255 · Interest Receivable	5,144.80
1270 · Taxes Receivable	7,820.07
1280 · Water & Sewer Billings	111,773.95
Total 1250 · Receivables	124,738.82
1400 · Prepaid Summary	
1410 · Prepaid Insurance	3,969.22
1420 · Prepaid State Water	37,428.60
1400 · Prepaid Summary - Other	-0.01
Total 1400 · Prepaid Summary	41,397.81
Total Other Current Assets	166,136.63
Total Current Assets	3,976,034.88
Fixed Assets	
1600 · Fixed Assets & Acc. Depr.	
1605 · Office Equipment	
1606 · Copier Samsung 2012	8,233.58
1609 · Office Equipment Accum Depr	-8,233.59
Total 1605 · Office Equipment	-0.01
1610 · Fixed Asset -Office & Admin.	
1612 · Office Furniture cost	9,973.79
1614 · Office Furniture Accum Dep.	-9,973.79
Total 1610 · Fixed Asset -Office & Admin.	0.00
1620 · Fixed Assets - Sanitary	
1622 · Land	60,314.10
1626 · Collection Assets	
1627 · Collection Assets Cost	1,318,875.26
1628 · Collect Assets Accum Depr	-399,237.22
Total 1626 · Collection Assets	919,638.04

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

	<u>Mar 31, 19</u>
1630 · Disposal Equipment	
1631 · Disposal Equip Cost	523,122.64
1632 · Disposal Equip Accum Depr	-264,042.83
Total 1630 · Disposal Equipment	259,079.81
1635 · Treatment Plant	
1636 · Treatment Plant Original	105,000.00
1637 · Treatment Plant Addition	2,049,098.30
1638 · Treatment Plant Accum Dep	-1,043,684.59
Total 1635 · Treatment Plant	1,110,413.71
1642 · Treatment Equipment	
1643 · Treatment Equip Cost	1,000,455.00
1644 · Treatment Equip Accum Depr	-524,698.87
1642 · Treatment Equipment - Other	205,485.61
Total 1642 · Treatment Equipment	681,241.74
Total 1620 · Fixed Assets - Sanitary	3,030,687.40
1650 · Fixed Assets - Water	
1652 · Equipment	
1653 · Equipment Cost	21,136.28
1654 · Equipment Accum Depr	-21,136.28
Total 1652 · Equipment	0.00
1656 · Distribution Assets	
1657 · Distribution Assets Cost	1,140,860.50
1658 · Dist Assets Accum Depr	-590,709.56
Total 1656 · Distribution Assets	550,150.94
Total 1650 · Fixed Assets - Water	550,150.94
1680 · Structures - Fixed Asset	
1681 · Structures GFAAG - Sani & FA	29,810.00
1682 · Gen / Fire Accum Dep	-29,810.00
Total 1680 · Structures - Fixed Asset	0.00
1690 · Construction in Progress	123,333.82
Total 1600 · Fixed Assets & Acc. Depr.	3,704,172.15
Total Fixed Assets	3,704,172.15
Other Assets	
1800 · Deferred Outflows of Resources	39,579.00
Total Other Assets	39,579.00
TOTAL ASSETS	7,719,786.03
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	

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

	<u>Mar 31, 19</u>
Accounts Payable	
2100 · Accounts Payable	93,166.70
Total Accounts Payable	<u>93,166.70</u>
Other Current Liabilities	
2200 · Payroll Liabilities	
2260 · Vacation Payable	221.90
2262 · Sick Pay Accrued	1,464.50
2201 · Accrued Payroll	3,693.88
2240 · Health Insurance	
2241 · Employee	0.01
Total 2240 · Health Insurance	<u>0.01</u>
Total 2200 · Payroll Liabilities	5,380.29
2300 · Deposits Held	
2303 · Water Deposits Held	7,380.00
2305 · Connection Fees Held	0.01
Total 2300 · Deposits Held	<u>7,380.01</u>
Total Other Current Liabilities	<u>12,760.30</u>
Total Current Liabilities	105,927.00
Long Term Liabilities	
2400 · Net Pension Liability	126,121.00
2500 · Deferred Inflows of Resources	16,201.00
Total Long Term Liabilities	<u>142,322.00</u>
Total Liabilities	248,249.00
Equity	
3900 · Retained Earnings	7,289,732.07
Net Income	181,804.96
Total Equity	<u>7,471,537.03</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,719,786.03</u></u>

Avila Beach Community Services District
Checks by Fund w/Accounts

March 2019

04/04/19

Type	Date	Num	Name	Memo	Account	Amount	Balance	
General / Admin								
Check	03/04/2019	EFT	Bankcard MTOT Disc		5100 · Merchant Credit Card Fe...	411.77	411.77	
Check	03/05/2019	EFT	Adobe.com		6143 · Supplies, Office	14.99	426.76	
Check	03/06/2019	2285	Miners Ace Hardware	WWTP Supplies	6550 · Operating Supplies	100.71	527.47	
Check	03/06/2019	2286	Coastline Cleaning Co.	Office Maintenance	6542 · Maintenance	165.00	692.47	
Check	03/06/2019	2286	Coastline Cleaning Co.	Supplies	6550 · Operating Supplies	43.60	736.07	
Check	03/06/2019	2288	Nikki Engle Bookkeeping	Inv. # 2062 2/28/19	6102 · Accounting	220.00	956.07	
Check	03/06/2019	2289	SLO CO Clerk / Recorder	Election Cost	6145 · Public Notices	549.31	1,505.38	
Check	03/06/2019	2290	Hagemann & Associates	Inv. 1050 Feb 17th - Mar 2nd, 2019 Admin.Ge...	6506 · Contract Labor GM	2,200.00	3,705.38	
Check	03/06/2019		Cal Tec Computers	computer repairs	6524 · Equip. Rep. & Maint. Avila...	30.00	3,735.38	
Check	03/06/2019		Cal Tec Computers	board packets	6524 · Equip. Rep. & Maint. Avila...	30.00	3,765.38	
Check	03/07/2019		U.S. Postal Service		6142 · Postage & Shipping	8.75	3,774.13	
Check	03/07/2019		Malwarebytes Premium		6143 · Supplies, Office	89.99	3,864.12	
Check	03/07/2019		Digital Deployment	monthly ABCSD Streamline	6170 · Website	200.00	4,064.12	
Check	03/10/2019	EFT	Cal Tec Computers	computer repairs	6524 · Equip. Rep. & Maint. Avila...	40.00	4,104.12	
Check	03/12/2019	2293	United Carports LLC	Inv. 13445 Metal Building Located at Water Tank ...	8214 · Metal Building at Water ...	6,923.88	11,028.00	
Check	03/12/2019	2295	Shipsey & Seitz	Regular Meetings	6135 · Legal	225.00	11,253.00	
Check	03/12/2019	2295	Shipsey & Seitz	Meeting Prep	6135 · Legal	135.00	11,388.00	
Check	03/12/2019	2295	Shipsey & Seitz	Law Library x2 Jan & Feb. 2018	6135 · Legal	160.00	11,548.00	
Check	03/12/2019	2295	Shipsey & Seitz	Save Our Schools Research	6135 · Legal	492.80	12,040.80	
Check	03/13/2019		Mission Pizza	Port Joint Mtg	6160 · Training	104.03	12,144.83	
Check	03/15/2019	EFT	Charter	Acct #. 8245100980033571	6585 · Telephone / Internet	204.95	12,349.78	
Check	03/15/2019		GoDaddy.com	Website Hosting Fees	6170 · Website	251.28	12,601.06	
Check	03/15/2019		GoDaddy.com	Website Hosting Fees	6170 · Website	71.64	12,672.70	
Check	03/18/2019	2297	Hagemann & Associates	Inv. 1051 March 3rd - 16th, 2019 Gen./Admin 40%	6506 · Contract Labor GM	1,980.00	14,652.70	
Check	03/18/2019	2298	Creative Technologies, Inc.	Inv. 4488 2-20-19	6141 · Billing Software & Service	168.27	14,820.97	
Check	03/19/2019	2299	United Carports LLC	Inv. 13447 Metal Building Located at Water Tank ...	8214 · Metal Building at Water ...	8,654.85	23,475.82	
Check	03/20/2019		U.S. Postal Service	Form 700	6142 · Postage & Shipping	1.15	23,476.97	
Check	03/22/2019		Cal Tec Computers	computer repairs	6524 · Equip. Rep. & Maint. Avila...	30.00	23,506.97	
Check	03/26/2019	2301	Creative Technologies, Inc.	Inv. 4574 3/19/19	6141 · Billing Software & Service	166.69	23,673.66	
Check	03/26/2019	2303	Nikki Engle Bookkeeping	Inv. # 2082 3/19/19	6102 · Accounting	220.00	23,893.66	
Check	03/28/2019	EFT	Public Employees Retirement System	Kristi 3/1 - 3/15/19	2250 · PERS Liability	197.58	24,091.24	
Check	03/28/2019	EFT	Public Employees Retirement System	Kristi 3/1 - 3/15/19	5256 · PERS Co Pd Kristi	10.36	24,101.60	
Check	03/28/2019	EFT	Public Employees Retirement System	Kristi 3/16 - 3/31/19	2250 · PERS Liability	147.34	24,248.94	
Check	03/28/2019	EFT	Public Employees Retirement System	Kristi 3/16 - 3/31/19	5256 · PERS Co Pd Kristi	44.81	24,293.75	
Check	03/31/2019	EFT	Digital Deployment	monthly ABCSD Streamline	6170 · Website	200.00	24,493.75	
Total General / Admin							24,493.75	24,493.75
Lights								
Check	03/04/2019	EFT	PG&E	Town Lights acct # 0690976984-3	6590 · Utilities	477.43	477.43	
Check	03/04/2019	EFT	PG&E	Colony Lights acct # 5992155362-0	6590 · Utilities	92.90	570.33	
Check	03/25/2019	EFT	PG&E	Front St. Lights acct# 5796765606-7	6590 · Utilities	353.43	923.76	
Total Lights							923.76	923.76
Sanitary								
Check	03/06/2019	2284	Fluid Resource Management	F17398 Monthly O & M	6505 · Contract Labor O & M	14,267.81	14,267.81	
Check	03/06/2019	2284	Fluid Resource Management	A18021 Batteries and Chargers	6522 · Equip. Rep. & Maint-Avila...	135.86	14,403.67	
Check	03/06/2019	2285	Miners Ace Hardware	Supplies	6550 · Operating Supplies	56.63	14,460.30	
Check	03/06/2019	2287	Michael Nunley & Assoc.	Inv # 5287 Brine Waste Disposal Study	8233 · WW-3 Brine Waste	435.00	14,895.30	
Check	03/06/2019	2290	Hagemann & Associates	Sani 40%	6506 · Contract Labor GM	2,200.00	17,095.30	

Avila Beach Community Services District
Checks by Fund w/Accounts

March 2019

04/04/19

Type	Date	Num	Name	Memo	Account	Amount	Balance	
Check	03/06/2019	2291	Abalone Coast Analytical, Inc.	Statement 3/1/19 Inv. 4539	6540 · Lab Tests	2,954.60	20,049.90	
Check	03/06/2019	2292	Speed's, Inc.	Inv. 60318 2-5-19	6580 · Solids Handling	1,195.00	21,244.90	
Check	03/06/2019	2292	Speed's, Inc.	Inv. 60318 2-20-19	6580 · Solids Handling	1,295.00	22,539.90	
Check	03/06/2019	EFT	AT&T	Wireless 805 234-1720	6585 · Telephone / Internet	91.76	22,631.66	
Check	03/12/2019	2294	Speed's, Inc.	Solids Handling Inv. 60333 3/5/19	6580 · Solids Handling	1,295.00	23,926.66	
Check	03/18/2019	2296	Rockwell Engineering & Equipment C...	Inv. 17886 3/5/19 Critical Spare Parts	6510 · Critical Spare Parts	7,458.93	31,385.59	
Check	03/18/2019	2297	Hagemann & Associates	Sani 40%	6506 · Contract Labor GM	1,980.00	33,365.59	
Check	03/25/2019	EFT	PG&E	Waste Water Plant acct # 6380034236-0 3rd & ...	6590 · Utilities	2,013.98	35,379.57	
Check	03/25/2019	EFT	PG&E	Lift Station acct# 6338432238-2	6590 · Utilities	86.21	35,465.78	
Check	03/26/2019	2302	Wallace Group, Inc.	Fog Program Inv. #47833 3/20/19	6525 · Fat Oil & Grease (FOG)	718.25	36,184.03	
Check	03/26/2019	2304	Brenntag Pacific, Inc.	Inv # BPI 2997391 2/19/19	6503 · Chemicals	1,421.36	37,605.39	
Check	03/26/2019	2304	Brenntag Pacific, Inc.	Inv. #BPI 2997394 3/1/19	6503 · Chemicals	1,574.51	39,179.90	
Check	03/26/2019	2304	Brenntag Pacific, Inc.	Inv.#BPI 3006527 3/7/19	6503 · Chemicals	1,249.25	40,429.15	
Check	03/26/2019	2304	Brenntag Pacific, Inc.	Inv. #BPI 3306529 3/14/19	6503 · Chemicals	1,398.55	41,827.70	
Check	03/29/2019	EFT	AT&T	acct # 805 595-9416 904 5	6585 · Telephone / Internet	235.23	42,062.93	
Check	03/29/2019	EFT	AT&T	acct # x 0885 Internet	6585 · Telephone / Internet	45.00	42,107.93	
Total Sanitary							42,107.93	42,107.93
Water								
Check	03/06/2019	2284	Fluid Resource Management	F17398 Monthly O & M	6505 · Contract Labor O & M	4,753.43	4,753.43	
Check	03/06/2019	2284	Fluid Resource Management	W17882 Fire Hydrant Repair	6520 · Equipment Repair & Maint.	1,002.69	5,756.12	
Check	03/06/2019	2290	Hagemann & Associates	Water 20%	6506 · Contract Labor GM	1,100.00	6,856.12	
Check	03/18/2019	2297	Hagemann & Associates	Water 20%	6506 · Contract Labor GM	990.00	7,846.12	
Check	03/26/2019	2300	SLO Co Health	Backflow Inspections	6555 · Permits & Fees	88.40	7,934.52	
Total Water							7,934.52	7,934.52
TOTAL						75,459.96	75,459.96	

**Avila Beach Community Services District
Deposits by Fund
March 2019**

04/04/19

Type	Date	Memo	Split	Amount	Balance
General / Admin					
Deposit	03/07/2019	TCF FY 19 FEB ME - IMPR # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premi...	-337.95	-337.95
Deposit	03/11/2019	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights	1010 · Pacific Premi...	-2,615.97	-2,953.92
Deposit	03/15/2019	Website Hosting Fees	1010 · Pacific Premi...	-179.64	-3,133.56
Deposit	03/16/2019	Cash \$ 20 Laura Lee \$ 100 Margarita \$ 118.75 James \$ 120 Eamon \$...	1010 · Pacific Premi...	-733.75	-3,867.31
Deposit	03/18/2019	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights	1010 · Pacific Premi...	-2,246.00	-6,113.31
Total General / Admin				-6,113.31	-6,113.31
Lights					
Deposit	03/07/2019	TCF FY 19 FEB ME - IMPR # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premi...	-24.13	-24.13
Deposit	03/11/2019	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights	1010 · Pacific Premi...	-186.85	-210.98
Deposit	03/18/2019	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights	1010 · Pacific Premi...	-160.43	-371.41
Total Lights				-371.41	-371.41
Sanitary					
Deposit	03/01/2019	Sani Rec	1010 · Pacific Premi...	-1,194.70	-1,194.70
Deposit	03/01/2019	Rate Assistance	1010 · Pacific Premi...	23.75	-1,170.95
Deposit	03/01/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-1,170.95
Deposit	03/01/2019	1/2 Other 2	1010 · Pacific Premi...	0.00	-1,170.95
Deposit	03/04/2019	Sani Rec	1010 · Pacific Premi...	-514.20	-1,685.15
Deposit	03/04/2019	Rate Assistance	1010 · Pacific Premi...	0.00	-1,685.15
Deposit	03/04/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-1,685.15
Deposit	03/04/2019	1/2 Other 2	1010 · Pacific Premi...	0.00	-1,685.15
Deposit	03/05/2019	Sani Rec	1010 · Pacific Premi...	-308.75	-1,993.90
Deposit	03/05/2019	Rate Assistance	1010 · Pacific Premi...	11.87	-1,982.03
Deposit	03/05/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-1,982.03
Deposit	03/05/2019	1/2 Other 2	1010 · Pacific Premi...	-2.50	-1,984.53
Deposit	03/06/2019	Sani Rec	1005 · Customer Ca...	-61.75	-2,046.28
Deposit	03/06/2019	Rate Assistance	1005 · Customer Ca...	11.87	-2,034.41
Deposit	03/06/2019	1/2 Other 1	1005 · Customer Ca...	0.00	-2,034.41
Deposit	03/06/2019	1/2 Other 2	1005 · Customer Ca...	0.00	-2,034.41
Deposit	03/07/2019	TCF FY 19 FEB ME - WASTE	1010 · Pacific Premi...	-483.94	-2,518.35
Deposit	03/07/2019	Sani Rec	1010 · Pacific Premi...	-802.75	-3,321.10
Deposit	03/07/2019	Rate Assistance	1010 · Pacific Premi...	23.75	-3,297.35
Deposit	03/07/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-3,297.35

Avila Beach Community Services District
 Deposits by Fund
 March 2019

04/04/19

Type	Date	Memo	Split	Amount	Balance
Deposit	03/07/2019	1/2 Other 2	1010 · Pacific Premi...	0.00	-3,297.35
Deposit	03/08/2019	Sani Rec	1010 · Pacific Premi...	-1,551.64	-4,848.99
Deposit	03/08/2019	Rate Assistance	1010 · Pacific Premi...	11.87	-4,837.12
Deposit	03/08/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-4,837.12
Deposit	03/08/2019	1/2 Other 2	1010 · Pacific Premi...	0.00	-4,837.12
Deposit	03/11/2019	Sani Rec	1010 · Pacific Premi...	-6,412.40	-11249.52
Deposit	03/11/2019	Rate Assistance	1010 · Pacific Premi...	71.25	-11178.27
Deposit	03/11/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-11178.27
Deposit	03/11/2019	1/2 Other 2	1010 · Pacific Premi...	-54.34	-11232.61
Deposit	03/11/2019	Sani Rec	1010 · Pacific Premi...	-172.90	-11405.51
Deposit	03/11/2019	Rate Assistance	1010 · Pacific Premi...	0.00	-11405.51
Deposit	03/11/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-11405.51
Deposit	03/11/2019	1/2 Other 2	1010 · Pacific Premi...	0.00	-11405.51
Deposit	03/11/2019	F:0895 A:0760 - CURR SECURED TAX	1010 · Pacific Premi...	-3,742.09	-15147.60
Deposit	03/11/2019	Sani Rec	1010 · Pacific Premi...	-509.70	-15657.30
Deposit	03/11/2019	Rate Assistance	1010 · Pacific Premi...	23.75	-15633.55
Deposit	03/11/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-15633.55
Deposit	03/11/2019	1/2 Other 2	1010 · Pacific Premi...	0.00	-15633.55
Deposit	03/14/2019	Sani Rec	1010 · Pacific Premi...	0.00	-15633.55
Deposit	03/14/2019	Rate Assistance	1010 · Pacific Premi...	-2,567.50	-18201.05
Deposit	03/14/2019	1/2 Other 1	1010 · Pacific Premi...	35.62	-18165.43
Deposit	03/14/2019	1/2 Other 2	1010 · Pacific Premi...	0.00	-18165.43
Deposit	03/18/2019	Sani Rec	1010 · Pacific Premi...	0.00	-18165.43
Deposit	03/18/2019	Rate Assistance	1010 · Pacific Premi...	-3,165.95	-21331.38
Deposit	03/18/2019	1/2 Other 1	1010 · Pacific Premi...	23.75	-21307.63
Deposit	03/18/2019	1/2 Other 2	1010 · Pacific Premi...	0.00	-21307.63
Deposit	03/18/2019	F:0895 A:0760 - CURR SECURED TAX	1010 · Pacific Premi...	-124.37	-21432.00
Deposit	03/18/2019	000162 Community Park Restrooms 1/29 - 2/27/19	1010 · Pacific Premi...	-3,212.85	-24644.85
Deposit	03/19/2019	Sani Rec	1010 · Pacific Premi...	-183.04	-24827.89
Deposit	03/19/2019	Rate Assistance	1010 · Pacific Premi...	-4,969.59	-29797.48
Deposit	03/19/2019	1/2 Other 1	1010 · Pacific Premi...	23.75	-29773.73
Deposit	03/19/2019	1/2 Other 2	1010 · Pacific Premi...	0.00	-29773.73
Deposit	03/19/2019	Booked 3/18/19 000162 Community Park Restrooms 1/29 - 2/27/19	1010 · Pacific Premi...	56.50	-29717.23
Deposit	03/20/2019	Sani Rec	1010 · Pacific Premi...	183.04	-29534.19
Deposit	03/20/2019	Rate Assistance	1010 · Pacific Premi...	-2,546.97	-32081.16
Deposit	03/20/2019	1/2 Other 1	1010 · Pacific Premi...	23.75	-32057.41
Deposit	03/20/2019		1010 · Pacific Premi...	0.00	-32057.41

Avila Beach Community Services District
Deposits by Fund
March 2019

04/04/19

Type	Date	Memo	Split	Amount	Balance
Deposit	03/20/2019	1/2 Other 2	1010 · Pacific Premi...	10.72	-32046.69
Deposit	03/21/2019	Sani Rec	1010 · Pacific Premi...	-2,251.25	-34297.94
Deposit	03/21/2019	Rate Assistance	1010 · Pacific Premi...	0.00	-34297.94
Deposit	03/21/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-34297.94
Deposit	03/21/2019	1/2 Other 2	1010 · Pacific Premi...	0.00	-34297.94
Deposit	03/25/2019	Sani Rec	1010 · Pacific Premi...	-3,551.69	-37849.63
Deposit	03/25/2019	Rate Assistance	1010 · Pacific Premi...	23.75	-37825.88
Deposit	03/25/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-37825.88
Deposit	03/25/2019	1/2 Other 2	1010 · Pacific Premi...	-327.95	-38153.83
Deposit	03/26/2019	Sani Rec	1010 · Pacific Premi...	-391.95	-38545.78
Deposit	03/26/2019	Rate Assistance	1010 · Pacific Premi...	11.87	-38533.91
Deposit	03/26/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-38533.91
Deposit	03/26/2019	1/2 Other 2	1010 · Pacific Premi...	0.00	-38533.91
Deposit	03/27/2019	Sani Rec	1010 · Pacific Premi...	-185.25	-38719.16
Deposit	03/27/2019	Rate Assistance	1010 · Pacific Premi...	11.87	-38707.29
Deposit	03/27/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-38707.29
Deposit	03/27/2019	1/2 Other 2	1010 · Pacific Premi...	0.00	-38707.29
Deposit	03/27/2019	Sani Rec	1010 · Pacific Premi...	-61.75	-38769.04
Deposit	03/27/2019	Rate Assistance	1010 · Pacific Premi...	11.87	-38757.17
Deposit	03/27/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-38757.17
Deposit	03/27/2019	1/2 Other 2	1010 · Pacific Premi...	0.00	-38757.17
Deposit	03/28/2019	Sani Rec	1010 · Pacific Premi...	-590.50	-39347.67
Deposit	03/28/2019	Rate Assistance	1010 · Pacific Premi...	23.75	-39323.92
Deposit	03/28/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-39323.92
Deposit	03/28/2019	1/2 Other 2	1010 · Pacific Premi...	58.75	-39265.17
Deposit	03/31/2019	\$ 935.71 Adj \$ 200 Amber Cash & CC Adj BALANCE ADJ CCs	1010 · Pacific Premi...	-467.85	-39733.02
Deposit	03/31/2019	3/26/19 \$ 200 Cash Amber Venegas booked 4/4/19 in El Dorado as 3/...	1010 · Pacific Premi...	-227.90	-39960.92
Deposit	03/31/2019	3/26/19 \$ 200 Cash Amber Venegas booked 4/4/19 in El Dorado as 3/...	1010 · Pacific Premi...	23.75	-39937.17
Deposit	03/31/2019	Correct Customer Cash Balance	1005 · Customer Ca...	-10.00	-39947.17
Total Sanitary				-39947.17	-39947.17
Solid Waste					
Deposit	03/11/2019	Waste Connections Franchise Fee SW	1010 · Pacific Premi...	-1,545.79	-1,545.79
Deposit	03/25/2019	Waste Connections Franchise Fee SW	1010 · Pacific Premi...	-712.13	-2,257.92

Avila Beach Community Services District
 Deposits by Fund
 March 2019

04/04/19

Type	Date	Memo	Split	Amount	Balance
Total Solid Waste				-2,257.92	-2,257.92
Water					
Deposit	03/01/2019	Water Rec	1010 · Pacific Premi...	-983.25	-983.25
Deposit	03/01/2019	Rate Assistance	1010 · Pacific Premi...	23.75	-959.50
Deposit	03/01/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-959.50
Deposit	03/01/2019	1/2 Other 2	1010 · Pacific Premi...	0.00	-959.50
Deposit	03/04/2019	Water Rec	1010 · Pacific Premi...	-342.00	-1,301.50
Deposit	03/04/2019	Rate Assistance	1010 · Pacific Premi...	0.00	-1,301.50
Deposit	03/04/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-1,301.50
Deposit	03/04/2019	1/2 Other 2	1010 · Pacific Premi...	0.00	-1,301.50
Deposit	03/05/2019	Water Rec	1010 · Pacific Premi...	-285.00	-1,586.50
Deposit	03/05/2019	Rate Assistance	1010 · Pacific Premi...	11.88	-1,574.62
Deposit	03/05/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-1,574.62
Deposit	03/05/2019	1/2 Other 2	1010 · Pacific Premi...	-2.50	-1,577.12
Deposit	03/06/2019	Water Rec	1005 · Customer Ca...	-62.00	-1,639.12
Deposit	03/06/2019	Rate Assistance	1005 · Customer Ca...	11.88	-1,627.24
Deposit	03/06/2019	1/2 Other 1	1005 · Customer Ca...	0.00	-1,627.24
Deposit	03/06/2019	1/2 Other 2	1005 · Customer Ca...	0.00	-1,627.24
Deposit	03/07/2019	TCF FY 19 FEB ME - IMPR # 1 - Gen . 70, Water .25, Lights .05	1010 · Pacific Premi...	-120.70	-1,747.94
Deposit	03/07/2019	Water Rec	1010 · Pacific Premi...	-1,088.00	-2,835.94
Deposit	03/07/2019	Rate Assistance	1010 · Pacific Premi...	23.75	-2,812.19
Deposit	03/07/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-2,812.19
Deposit	03/07/2019	1/2 Other 2	1010 · Pacific Premi...	0.00	-2,812.19
Deposit	03/08/2019	Water Rec	1010 · Pacific Premi...	-1,276.80	-4,088.99
Deposit	03/08/2019	Rate Assistance	1010 · Pacific Premi...	11.88	-4,077.11
Deposit	03/08/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-4,077.11
Deposit	03/08/2019	1/2 Other 2	1010 · Pacific Premi...	0.00	-4,077.11
Deposit	03/11/2019	Water Rec	1010 · Pacific Premi...	-4,899.60	-8,976.71
Deposit	03/11/2019	Rate Assistance	1010 · Pacific Premi...	71.25	-8,905.46
Deposit	03/11/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-8,905.46
Deposit	03/11/2019	1/2 Other 2	1010 · Pacific Premi...	-54.35	-8,959.81
Deposit	03/11/2019	Water Rec	1010 · Pacific Premi...	-159.60	-9,119.41
Deposit	03/11/2019	Rate Assistance	1010 · Pacific Premi...	0.00	-9,119.41
Deposit	03/11/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-9,119.41
Deposit	03/11/2019	1/2 Other 2	1010 · Pacific Premi...	0.00	-9,119.41

Avila Beach Community Services District
 Deposits by Fund
 March 2019

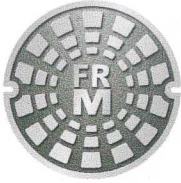
04/04/19

Type	Date	Memo	Split	Amount	Balance
Deposit	03/11/2019	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights	1010 · Pacific Premi...	-934.28	-10053.69
Deposit	03/11/2019	Water Rec	1010 · Pacific Premi...	-456.61	-10510.30
Deposit	03/11/2019	Rate Assistance	1010 · Pacific Premi...	23.75	-10486.55
Deposit	03/11/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-10486.55
Deposit	03/11/2019	1/2 Other 2	1010 · Pacific Premi...	0.00	-10486.55
Deposit	03/14/2019	Water Rec	1010 · Pacific Premi...	-3,568.25	-14054.80
Deposit	03/14/2019	Rate Assistance	1010 · Pacific Premi...	35.63	-14019.17
Deposit	03/14/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-14019.17
Deposit	03/14/2019	1/2 Other 2	1010 · Pacific Premi...	0.00	-14019.17
Deposit	03/14/2019	adj (\$.50) bank deposit amt	1010 · Pacific Premi...	0.50	-14018.67
Deposit	03/18/2019	Water Rec	1010 · Pacific Premi...	-2,943.65	-16962.32
Deposit	03/18/2019	Rate Assistance	1010 · Pacific Premi...	23.75	-16938.57
Deposit	03/18/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-16938.57
Deposit	03/18/2019	1/2 Other 2	1010 · Pacific Premi...	-124.38	-17062.95
Deposit	03/18/2019	F:0895 A:0760 - AVILA BEACH IMP # 1 - Gen . 70, Water .25, Lights	1010 · Pacific Premi...	-802.14	-17865.09
Deposit	03/18/2019	001622 San Juan Park Irrigation 1/29 - 2/27/19	1010 · Pacific Premi...	-57.00	-17922.09
Deposit	03/18/2019	001483 Front St Irrigation 1/29 - 2/27/19	1010 · Pacific Premi...	-57.00	-17979.09
Deposit	03/18/2019	000162 Community Park Restrooms 1/29 - 2/27/19	1010 · Pacific Premi...	-125.40	-18104.49
Deposit	03/19/2019	Water Rec	1010 · Pacific Premi...	-4,084.10	-22188.59
Deposit	03/19/2019	Rate Assistance	1010 · Pacific Premi...	23.75	-22164.84
Deposit	03/19/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-22164.84
Deposit	03/19/2019	1/2 Other 2	1010 · Pacific Premi...	56.50	-22108.34
Deposit	03/19/2019	Booked 3/18/19 001622 San Juan Park Irrigation 1/29 - 2/27/19	1010 · Pacific Premi...	57.00	-22051.34
Deposit	03/19/2019	Booked 3/18/19 001483 Front St Irrigation 1/29 - 2/27/19	1010 · Pacific Premi...	57.00	-21994.34
Deposit	03/19/2019	Booked 3/18/19 000162 Community Park Restrooms 1/29 - 2/27/19	1010 · Pacific Premi...	125.40	-21868.94
Deposit	03/20/2019	Water Rec	1010 · Pacific Premi...	-2,185.00	-24053.94
Deposit	03/20/2019	Rate Assistance	1010 · Pacific Premi...	23.75	-24030.19
Deposit	03/20/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-24030.19
Deposit	03/20/2019	1/2 Other 2	1010 · Pacific Premi...	10.73	-24019.46
Deposit	03/21/2019	Water Rec	1010 · Pacific Premi...	-1,831.60	-25851.06
Deposit	03/21/2019	Rate Assistance	1010 · Pacific Premi...	0.00	-25851.06
Deposit	03/21/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-25851.06
Deposit	03/21/2019	1/2 Other 2	1010 · Pacific Premi...	0.00	-25851.06
Deposit	03/25/2019	Water Rec	1010 · Pacific Premi...	-3,459.30	-29310.36
Deposit	03/25/2019	Rate Assistance	1010 · Pacific Premi...	23.75	-29286.61
Deposit	03/25/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-29286.61

Avila Beach Community Services District
Deposits by Fund
March 2019

04/04/19

Type	Date	Memo	Split	Amount	Balance
Deposit	03/25/2019	1/2 Other 2	1010 · Pacific Premi...	-327.95	-29614.56
Deposit	03/26/2019	Water Rec	1010 · Pacific Premi...	-438.80	-30053.36
Deposit	03/26/2019	Rate Assistance	1010 · Pacific Premi...	11.88	-30041.48
Deposit	03/26/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-30041.48
Deposit	03/26/2019	1/2 Other 2	1010 · Pacific Premi...	0.00	-30041.48
Deposit	03/27/2019	Water Rec	1010 · Pacific Premi...	-276.00	-30317.48
Deposit	03/27/2019	Rate Assistance	1010 · Pacific Premi...	11.88	-30305.60
Deposit	03/27/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-30305.60
Deposit	03/27/2019	1/2 Other 2	1010 · Pacific Premi...	0.00	-30305.60
Deposit	03/27/2019	Water Rec	1010 · Pacific Premi...	-162.00	-30467.60
Deposit	03/27/2019	Rate Assistance	1010 · Pacific Premi...	11.88	-30455.72
Deposit	03/27/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-30455.72
Deposit	03/27/2019	1/2 Other 2	1010 · Pacific Premi...	0.00	-30455.72
Deposit	03/28/2019	Water Rec	1010 · Pacific Premi...	-235.20	-30690.92
Deposit	03/28/2019	Rate Assistance	1010 · Pacific Premi...	23.75	-30667.17
Deposit	03/28/2019	1/2 Other 1	1010 · Pacific Premi...	0.00	-30667.17
Deposit	03/28/2019	1/2 Other 2	1010 · Pacific Premi...	58.75	-30608.42
Deposit	03/31/2019	\$ 935.71 Adj \$ 200 Amber Cash & CC Adj BALANCE ADJ CCs	1010 · Pacific Premi...	-467.86	-31076.28
Deposit	03/31/2019	3/26/19 \$ 200 Cash Amber Venegas booked 4/4/19 in El Dorado as 3/...	1010 · Pacific Premi...	-19.60	-31095.88
Deposit	03/31/2019	3/26/19 \$ 200 Cash Amber Venegas booked 4/4/19 in El Dorado as 3/...	1010 · Pacific Premi...	23.75	-31072.13
Deposit	03/31/2019	Correct Customer Cash Balance	1005 · Customer Ca...	-10.00	-31082.13
Total Water				-31082.13	-31082.13
TOTAL				-79771.94	-79771.94



FLUID RESOURCE MANAGEMENT

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

Statement

Date
3/31/19

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.		
		\$37,835.26			
Date	Transaction	Amount	Balance		
03/31/19	348F11001 Monthly OPS/Maint- INV #F18144. Orig. Amount \$19,021.24.	19,021.24	19,021.24		
03/13/19	348F11001 Monthly OPS/Maint:348FWW11001 Wastewater:348AWW17002 Add Services Wastewater- INV #A18063. Orig. Amount \$264.63.	264.63	19,285.87		
03/14/19	W17168 New Plant MMC Contactor Replacemen- INV #W17168. Orig. Amount \$3,566.90.	3,566.90	22,852.77		
03/27/19	W17604 Sludge Pump Inspection- INV #W17604. Orig. Amount \$5,617.53.	5,617.53	28,470.30		
03/27/19	W17838 FFR Pumps Replacement- INV #W17838. Orig. Amount \$3,655.28.	3,655.28	32,125.58		
03/27/19	W17862 Recirc Temporary Pump- INV #W17862. Orig. Amount \$1,084.04.	1,084.04	33,209.62		
03/14/19	W17865 Primary Clarifier Drain Valve- INV #W17865. Orig. Amount \$1,109.71.	1,109.71	34,319.33		
03/15/19	W17878 Recirculation Pumps Replacement- INV #W17878. Orig. Amount \$639.00.	639.00	34,958.33		
03/29/19	W17965 Jetted Digester Supernate Line- INV #W17965. Orig. Amount \$2,157.00.	2,157.00	37,115.33		
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
37,835.26	0.00	0.00	0.00	0.00	\$37,835.26



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 OPERATIONS . MAINTENANCE . MECHANICAL
 2385 Precision Drive
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To:
 Avila Beach Community Services District
 P.O. Box 309
 191 San Miguel Street
 Avila Beach, CA 93424


		Amount Due	Amount Enc.		
		\$37,835.26			
Date	Transaction	Amount	Balance		
03/20/19	W17975 Primary Sludge Pump- INV #W17975. Orig. Amount \$431.75.	431.75	37,547.08		
03/28/19	W18035 Low Chlorine Alarm- INV #W18035. Orig. Amount \$288.18.	288.18	37,835.26		
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
37,835.26	0.00	0.00	0.00	0.00	\$37,835.26

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: April 10, 2019

SUBJECT: General Manager/District Engineer Report

Zone 3 Technical Advisory Committee and Advisory Committee

The Zone 3 Technical Advisory Committee (TAC) met on Wednesday, March 13, 2019, at the Arroyo Grande City Hall offices. The Meeting agenda and materials are attached to this report. As of this writing Lopez Lake is at an elevation of 497 feet, 59% capacity and has approximately 29,000 acre feet of water in storage. Rain accumulation at the Lopez dam since July 1, 2018 is approximately 24 inches. The State Department of Water Resources recently announced that State Water Project Table A deliveries will be at 75% or higher. The Zone 3 Advisory Committee met on March 21, 2019 at 6:30 PM at the Arroyo Grande Council Chambers. The meeting agenda and the relevant portions of the agenda packet are provided as an attachment to this report. Finally, the State Water Subcontractors Advisory Committee met on March 27, at the City County Library. The agenda for that meeting is also provided as an attachment to this report.

Solid Waste Rate Request Application

The Board will recall that the District's garbage collection and disposal contractor, South County Sanitation Services (SCSS) requested a 13% rate increase in late 2018. Several of the other SCSS agencies retained the services of William Statler to conduct an in depth analysis of the rate request. On February 20 Statler sent a memo to SCSS stating that he doesn't have any further questions and he anticipates that he will conclude his analysis and prepare a draft report by mid-March. After an opportunity for review and comment by SCSS and the Agencies, Statler will final his report by early April. Statler sent a status update on March 31, stating that SCCS is reviewing his draft report. He wants to schedule a meeting the week of April 8 – 12 to brief the agencies on the results/recommendations of his report. Agency staff can use Statler's analysis/recommendations to prepare staff reports for their respective Boards or City Councils. I anticipate I will be able to bring an action item to the Board at the May 8, 2019 Board meeting.

Status Report on the Metal Building Project at the Water Tank Site

I am happy to report that United Carports has completed construction of the metal building at the water site on March 29th. I will coordinate with Cal Fire Chief Lee regarding any needed repairs or maintenance that needs to be completed on the Dodge Fire Truck and we will make arrangements to move the truck up to the new building.



**ZONE 3
TECHNICAL ADVISORY COMMITTEE**

**Wednesday March 13, 2019
9:00 - 11:00 AM**

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

Agenda

1. Announcements <ul style="list-style-type: none"> • New www.slocountywater.org website feature 	All
2. General Operations and Water Report <ul style="list-style-type: none"> • Summary Notes • Monthly Operations Report • Lopez Dam Storage Projections • Estimated Surplus for FY 19/20 	Jill
3. CIP Update <ul style="list-style-type: none"> • Spillway Assessment Update 	Jill
4. Water Quality and Algae Control Alternatives <ul style="list-style-type: none"> • Floating Solar – Draft Agreement 	Jill
5. Future Agenda items? <ul style="list-style-type: none"> • Contract Changes (April Meeting) • Emergency Action Plan/ inundation maps draft review • Strategy for use of District Reserves 	All

Attachments: To be sent on 3/11

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

Next Meeting Date: April 10, 2019

ZONE 3



TECHNICAL ADVISORY COMMITTEE

WEDNESDAY February 13, 2019 (9:00-11:00 AM)

SUMMARY NOTES - DRAFT

ARROYO GRANDE CITY HALL

Attendees: Ben Fine (Pismo), Brandon Shea (Pismo), Greg Ray (Grover Beach), Jim Garing, Paavo Ogren (OCSD) by phone, Vard Ikeda, John Wallace, Dan Heimel (WSC), Jill Ogren (PW Dept), David Spiegel (PW Dept), Dan Koury (PW Dept), Jenny Williamson (PW Dept).

Announcements –

- Ben Fine of Pismo announced presentation that he and Dan Heimel participated in for the Regional Water Quality Control Board on Central Coast Blue. Overall, majority of the public in support of the recycled program. Some concerns on location of facility regarding flooding issues at the site. Dan Heimel discussed the treatment yield.
- Dan Heimel stated a Boron issue is emerging from Central Coast Blue and an effort to better characterize concentrations of Boron and the source waters. City of Pismo and San Luis Obispo South County are doing sampling in both waste water and source water, specifically State Water and Lopez water.
- Paavo Ogren announced meeting in Oceano concerning Central Coast Blue taking place tonight.
- Jill Ogren announced contract change efforts. Unable to find a date to meet at this time and, due to talks concerning Central Coast Blue, may be best to put off discussions of the contract change for a few months. **TAC agreed to extend the April 10th meeting until 12:00 PM to begin contract change discussions.**
- Jill Ogren passed out the proposed budget for the 2019-20 FY on behalf of Kristi Smith, Zone 3 Finance Analyst.

1. Summary Notes –

- No comments on the January Summary Notes.

2. General Operations and Water Supply Report –

- Dan Koury, Water Systems Worker at Lopez WTP, provided the Monthly Operations report. Lake Elev. = 485.80 ft, Storage = 22,623 AF @ 46% capacity; Downstream releases are at 1.967 MGD (instantaneous reading); WTP at 2.7 MGD; SWP at 0.7 MGD. Rainfall to date 18.42.
- Handout passed around showing past rainfall and reservoir storage change emphasizing the need for a saturated watershed before a sizable amount of runoff occurs.
- Jill Ogren handed out and discussed Lopez Dam storage projections. All agencies State Water numbers have reset as January is the first month of State Water. Pismo is currently taking all State Water because their Lopez entitlement and surplus water has been used. Pismo will need to review the full year's request of State Water for verification.
- Jill Ogren discussed State Water Project alert received concerning the possibility of a spill at San Luis Reservoir taking place. If spill occurs, State Water Table A delivery allocation will likely rise above 15%. More information to come as situation develops. Paavo Ogren asked if an agency was already taking State Water, would that count against stored water or 2019 allocated water? Jill responded that Table A would be affected first. Paavo requested to know how much State Water was stored at Lopez, currently 1,340 AF of District State Water is stored at Lopez and is available to any State Water subcontractor on the Lopez pipeline.
- **Paavo requested information regarding water deliveries during November's Lopez plant shutdown, how much State Water was delivered as well as how that affected the State Water storage at Lopez.**
- Vard Ikeda asked what level the Reservoir needed to be at this year to keep Zone 3 out of the LRRP,

Jill Ogren responded that approx. 8000 AF are delivered/released downstream per year. If the reservoir were at 28,000 AF or ~ 60%, we would have a years' worth of water available before hitting trigger of 20,000 AF and heading into the LRRP without considering evaporation losses.

3. CIP Update –

- David Spiegel handed out the Lopez Bypass Pipeline Inspection report and Jill Ogren discussed the inspection results of the pipeline. Overall the pipeline was in good condition with evidence of hairline cracking that was expected from aging and an 1/8" thick layer of calcium buildup caused by previous valve turning operations which filled the pipeline with water. Staff are not recommending further investigation until pipeline is put into service and a hydrostatic test be conducted along with replacing any faulty blow-off or valves. Photos of inspection were attached for TAC review.
- David Spiegel discussed the Domestic and Fire Flow tanks. Estimated preliminary repair costs for the Domestic tank at \$80-90,000 and Fire Flow tank estimated at \$200,000+. A consultant was brought in to do an analysis on quantity of fireflow required based on buildings at the WTP. The 50,000-gallon Domestic tank is adequate for what is needed for the fire hydrants, but an additional 180,000 gallons are needed for fire sprinklers suppression. Aside from the repair option, a fire flow pump in the reservoir was presented as another option to potentially negate the need for a 180,000-gallon tank for Domestic storage. David is currently looking into the fire flow pump option. **A cost comparison will be made of the current options available for the Domestic and Fire Tank work and presented to TAC for review.**
- Greg Ray asked if it was possible for fire trucks to draft water out of the Lopez plant or clear well during a fire? David stated that wasn't an option that was investigated, but potentially it may be possible to draw out of the clear well. It is unclear if there is any regulatory issues with this option, but if viable, drawing from the clear well would provide clean water free water. Jill mentioned that it would be best to utilize a fire flow pump in the reservoir for raw water usage instead of accessing the clear well water in case there is a fire at the plant the clear well could be the only treated water available to residents during the crisis.
- David Spiegel provided updates on the items that had changed over the last month.
- Greg Ray asked who was preparing the plan for the Emergency Action Plan for the Dam Hazard Classification Studies. Jill clarified it was County staff who were in the process of putting an action plan together for the new Dam classification and the plan is currently drafted but awaiting some changes due to a change in staff contacts. Greg requested a copy of the draft before approval for review as well as any final changes on the inundation maps. Jill stated the maps are still awaiting edits to the scale from the consultant. **Jill will provide the finalized Emergency Action Plan and inundation maps to TAC as soon as they are completed. June is the estimated completion date and will be added to the TAC agenda for review once available.**

4. Water Quality and Algae Control Alternatives

- David Spiegel discussed the water quality and algae control alternatives for the Lopez Terminal Reservoir. Three options are being considered at the plant; 1) Aeration system consisting of five 5hp aerators in the 844-acre terminal reservoir, 2) Shade structures, i.e. Armor Balls to cover approximately 1 acre of the 37 acre terminal reservoir 3) Floating Solar Panels to cover 2 acres nearest the intake structure, and 4) Additional Chemical Application, specifically increasing the amount of Copper Sulfate, Powder Activated Carbon and Potassium Permanganate. David noted that there is more interest in the Floating Solar Panel option to not only provide the shade to reduce algae growth, but to provide energy savings to the plant per previous discussions on solar panel installation at the site.
- Jim Garing questioned if there was an unknown environmental mitigation that may be required for the shade structure over a long-established wetland. Per David, the shade structure option was sent to Environmental for review and they do not believe the shade coverage to be an issue since the site is almost 40 acres and only 2 acres are looking to be covered near the intake structure.
- Greg Ray asked how long it would take to install the Floating Solar Panels and how would that affect plant operations. David responded that there are no foreseeable issues of the installation affecting plant operations or requiring a plant shutdown due to a power source being available by the HCL installation site. Only issue that may arise is an increase in sediment disturbance near the intake that may affect the treatment process.
- Dan Koury asked when the studies on the shade structures were being done was there a general

difference in comparison based on climate location. Dan noted that in warmer climates such as Southern California, the Armor Balls were favored more and wanted to know the life span of the balls. David stated that the average life span of the balls was estimated at 20 years. David also noted that Los Angeles County moved away from the Armor Ball and moved to floating covers as a more permanent solution.

- A handout was provided comparing costs of all alternative options and noting the pros/cons of each option for TAC to review.
- Ozone was discussed as a Unit Process alternative to help with the taste and odor issue. This option does not help with the algae blooms in the terminal but will control the toxins released into the water as well as cysts and viruses.
- Jill asked TAC what they wanted to do on the next steps. ***TAC was interested in the Floating Solar Panel option but requested more information, and they would like to review the draft agreement.***
- Floating Solar Panel option to be approved by Director of PW then it is likely that BOS approval will then be needed due to the power purchase agreement needing to be executed by them.

5. Spillway Assessment Update –

- David Spiegel provided the updated on the Spillway Assessment regarding the underdrain caps. If Lopez was to reach close to a spill, staff would likely need to silicone the lids down, cover up the cracks and any additional repair work. On a retrofit, current products available limit what work can be done and due to this issue, a retrofit consideration would be replacing them with a bolted bronze lid down in a couple different locations.

6. Agenda Items Next month –

- Strategy for use of District Reserves
- Spillway Assessment Update
- Estimated Surplus for WY 19/20.
- Water Quality and Algae Control Alternatives

Next meeting March 13, 2019



ZONE 3 ADVISORY COMMITTEE

San Luis Obispo County Flood Control and Water Conservation District

AGENDA

Thursday, March 21, 2019 6:30 P.M.
City of Arroyo Grande Council Chambers
215 East Branch Street, Arroyo Grande, California 93420

- I. CALL TO ORDER AND ROLL CALL
- II. PUBLIC COMMENT
This is an opportunity for members of the public to address the Committee on items that are not on the Agenda
- III. APPROVAL OF MEETING MINUTES
 - A. January 17, 2019 - [Attachment](#)
- IV. OPERATIONS REPORT
 - A. Water Plant Operations, Reservoir Storage, Downstream Releases - [Verbal Update](#)
 - B. Projected Reservoir Levels - [Attachment](#)
 - C. January & February Monthly Operations Report - [Attachment](#)
- V. INFORMATION ITEMS
 - A. Climate Update - [Attachment](#)
 - B. Present 2nd Quarter FY 2018/19 Budget Status - [Attachment](#)
- VI. CAPITAL PROJECTS UPDATE
 - A. Lopez Spillway Assessment Update - [Verbal Update](#)
 - B. Floating Solar at Terminal Reservoir - [Attachment](#)
 - C. Bi-Monthly Update - [Attachment](#)
- VII. ACTION ITEMS (No Subsequent Board of Supervisors Action Required)
- VIII. ACTION ITEMS (Board of Supervisors Action is Subsequently Required)
 - A. Present Fiscal Year 2019/20 Budget and Recommend Endorsement - [Distributed at Meeting](#)
 - B. Estimated Surplus Water for Water Year 19/20 - [Attachment](#)
- IX. FUTURE AGENDA ITEMS
 - A. Contract Changes
 - B. Cloud Seeding
 - C. Low Reservoir Response Plan (LRRP)
- X. COMMITTEE MEMBER COMMENTS

Next Regular Meeting is Tentatively Scheduled for
May 16, 2019 at 6:30 PM at City of Pismo Beach Council Chambers
Agendas accessible online at SLOCountyWater.org

**SAN LUIS OBISPO COUNTY FLOOD CONTROL
AND WATER CONSERVATION DISTRICT
ZONE 3 ADVISORY COMMITTEE
DRAFT MEETING MINUTES
THURSDAY JANUARY 17, 2019**

- I. Call to Order and Roll Call** -- The Zone 3 Advisory Committee Meeting was called to order at 6:30 PM at the City of Grover Beach Council Chambers by Committee Chair and Member at Large Representative, Jim Garing.

County Public Works Utilities Division Program Manager and Secretary to the Advisory Committee, Andrea Montes, called roll. Members in attendance were:

- Brad Hagemann, Avila Beach Community Services District
- Kristen Barneich, City of Arroyo Grande
- Marcia Guthrie, City of Pismo Beach
- Jim Garing, Member at Large
- Shirley Gibson, Oceano Community Services District
- Brian Talley, Agriculture Representative

- II. Public Comment** -- No public comment given

III. Approval of Meeting Minutes

A. November 15, 2018 Regular Meeting -- Member Barneich motioned approval; Member Talley second. All approved; quorum was met, and motion passed.

B. November 29, 2018 Special Meeting -- Member Talley motioned approval; Member Barneich second. All approved and motion passed.

IV. Operations Report

A. Water Plant Operations, Reservoir Storage, Downstream Releases -- Ms. Montes indicated: Lopez Lake elevation was 480.08 feet; storage was 19,730 acre-feet (AF), which is 40% capacity; rainfall to date, since July 1, 2018, was 10.9 inches; plant production was 2.3 million gallons per day (MGD); downstream release was 1.9 MGD; and State Water was 0.736 MGD.

No public comment was given.

B. Projected Reservoir Levels -- Jill Ogren, Senior Engineer with the Public Works Utilities Division, indicated the Lopez reservoir was at the 19,000 acre-foot mark. No public comment was given.

C. November & December Monthly Operations Report -- Ms. Ogren indicated the total water deliveries, including State Water for the month of November was 430 AF. The total water deliveries for the month of December was 373 AF.

Downstream releases were tapered due to rainfall. Enough water flowed for compliance reasons.

No public comment was given.

V. Information Items

A. Climate Update -- Ms. Montes indicated according to the United States Drought Monitor, the County continued to experience moderate and severe drought conditions. According to National Oceanic and Atmospheric Administration, there was a 33% chance of above average temperatures when compared to the month of January in prior years. The rainfall forecasted for January was 33% above average for the month.

No public comment was given.

B. Low Reservoir Response Plan – Criteria for Enactment -- Ms. Ogren indicated the Zone 3 Technical Advisory Committee (TAC) developed criteria to ask the County Board of Supervisors (BOS) to enter the Low Reservoir Response Plan (LRRP). The LRRP was developed in 2014 in order to manage low Lopez Lake reservoir levels. A level of 20,000 AF or lower, along with a declaration of a “Local Drought Emergency” by the BOS, triggers the LRRP. The TAC recommended if the reservoir level is below 20,000 AF in June 2019, to then ask the BOS to declare a “Local Drought Emergency” to enter the LRRP, which would reduce downstream releases by 10% if the reservoir levels fall between 15,000 and 20,000 AF; and reduce water deliveries to municipalities by 10% if the reservoir levels fall below 15,000 AF and so on.

Member Barneich motioned an endorsement of the TAC’s recommendation to ask the BOS in June 2019 to enter the LRRP by declaring a “Local Drought Emergency” if reservoir levels are below 20,000 AF; member Guthrie second. All members approved the endorsement.

No public comment was given.

C. Distribute Proposed FY 19/20 Budget -- County Public Works Finance Division and Flood Control Zone 3 Accountant, Kristi Smith, distributed the Fiscal Year 2019-20 Proposed Budget for Flood Control Zone 3. According to Ms. Smith, the TAC discussed and finalized Non-Routine Operations and Maintenance, and Capital sections.

Ms. Smith indicated she would mail copies of the proposed budget to Zone 3 agencies within the week and all Zone 3 participants on the TAC and Advisory Committee would receive PDF copies. Ms. Smith further indicated she was meeting with Zone 3 agencies’ finance staff in February to discuss the proposed budget before returning to the Zone 3 Advisory Committee March 21, 2019 meeting for the Committee’s endorsement. Following the Committee’s endorsement, the budget will go the County Board of Supervisors in mid-June for approval.

Ms. Smith pointed out that agency billings had increased by 3.1% which is standard practice. A \$300 thousand budget for cloud seeding was included in the budget.

VI. Capital Projects Update

A. Lopez Spillway Assessment Update -- Ms. Ogren gave an update of the Department of Water Resources (DWRs’) Division Safety of Dams’ (DSODs’) required assessment of the Lopez Spillway in response to the Oroville Dam failure.

Ms. Ogren stated GEI Consultants completed the visual assessment of the spillway and report which indicated minor concrete and drainage issues. The report will be submitted to the DSOD for approval, along with a plan to repair the minor issues. The next step would then be to perform a more in-depth assessment of the spillway conditions, followed by repairs.

No public comment was given.

B. Bi-Monthly Update -- Ms. Ogren presented a brief update of the Capital Projects listed below.

- **Lopez Dam and Terminal Dam Hazard Classification** -- DSOD required agencies that have a “high hazard” classified dam based on the number of downstream residents, to complete inundation maps and emergency action plans (EAPs). The Lopez Dam and Terminal Dam are both classified as “high hazard” classified dams. The inundation maps were completed and submitted to DSOD. Minor scale changes will be made and resubmitted to DSOD in March 2019 along with the EAPs.
- **Fault Zone Assessment – Dam Left Abutment** -- This project focuses on a risk assessment rather than a costly repair of an area that may be geologically unstable over the left abutment of the dam.
- **Domestic and Fire Flow Tanks Repair at Lopez Water Treatment Plant** -- \$100 thousand was budgeted to repair the Domestic Tank. The Fire Flow Tank at the Lopez Water Treatment Plant is in more dilapidated condition. Staff is working with a Fire Engineer to identify repairs needed to that tank. More information will be provided at the March 21, 2019 meeting.
- **Lopez Water Treatment Plant Leach Field Repair/Replacement** -- Progress is being made on this project.
- **Existing Bypass Pipeline Condition Assessment** -- A report will be distributed to the TAC regarding the condition of an existing backup pipeline that could potentially be used to deliver State Water directly to the Lopez Water Treatment Plant.

No public comment was given.

VII. Action Items (No Subsequent Board of Supervisors Action Required)

No Action Items discussed.

VIII. Action Items (Board of Supervisors Action is Subsequently Required)

Cloud Seeding Update -- A Zone 3 Advisory Committee Special Meeting was held on November 29, 2018 to discuss cloud seeding. At that time, the Committee unanimously voted to approve a cloud seeding program via aircraft only to begin as soon as winter 2019. Ms. Ogren indicated due to a tight Public Hearing and 30-day challenge schedule, review by the BOS of the California Environmental Quality Act (CEQA) document would not occur in time for Zone 3 agencies to take full cost advantage of the cloud seeding program to begin in winter 2019. Instead, the Zone 3 TAC recommended preparing the aircraft only cloud seeding program to be ready for late 2019. This will allow time to gain support from District 4 and 5 Supervisors, conduct the CEQA document Public Hearing on May 21, 2019, coordinate logistics of the five-month aircraft only program to begin in November and bring it to a seasonal end.

Flood Control District Easement Request – Goodman -- Member Garing indicated the company he works for represents the applicants’ easement request and recused himself from the discussion and vote. Ms. Ogren indicated the applicants, Scot and Debby Goodman, are requesting an easement across approximately 1.6 miles of

Flood Control Zone 3 District property to access a landlocked parcel they've purchased. Ms. Ogren indicated before the applicants can move forward with the County land use planning process, they must receive a Consent of Landowner from the Flood Control District. Ms. Ogren indicated if the Advisory Committee recommends the easement request be taken to the BOS to receive Consent of Landowner, the applicants will be able to move forward with the land use planning process and will return to the Advisory Committee pending approval of the County Planning Commission. According to Ms. Ogren, the TAC recommended the applicants move forward with the Consent of Landowner request from the BOS sitting as the BOS to the Flood Control District. After discussion with the applicants' representative, Member Guthrie motioned to take the Consent of Landowner agreement to the Board of Supervisors for approval; Member Hagemann second. All approved and motion passed.

IX. Future Agenda Items

A. Contract Changes

B. Cloud Seeding

C. Revisions to the Low Reservoir Response Plan (LRRP)

X. Committee Member Comments -- No comments made.

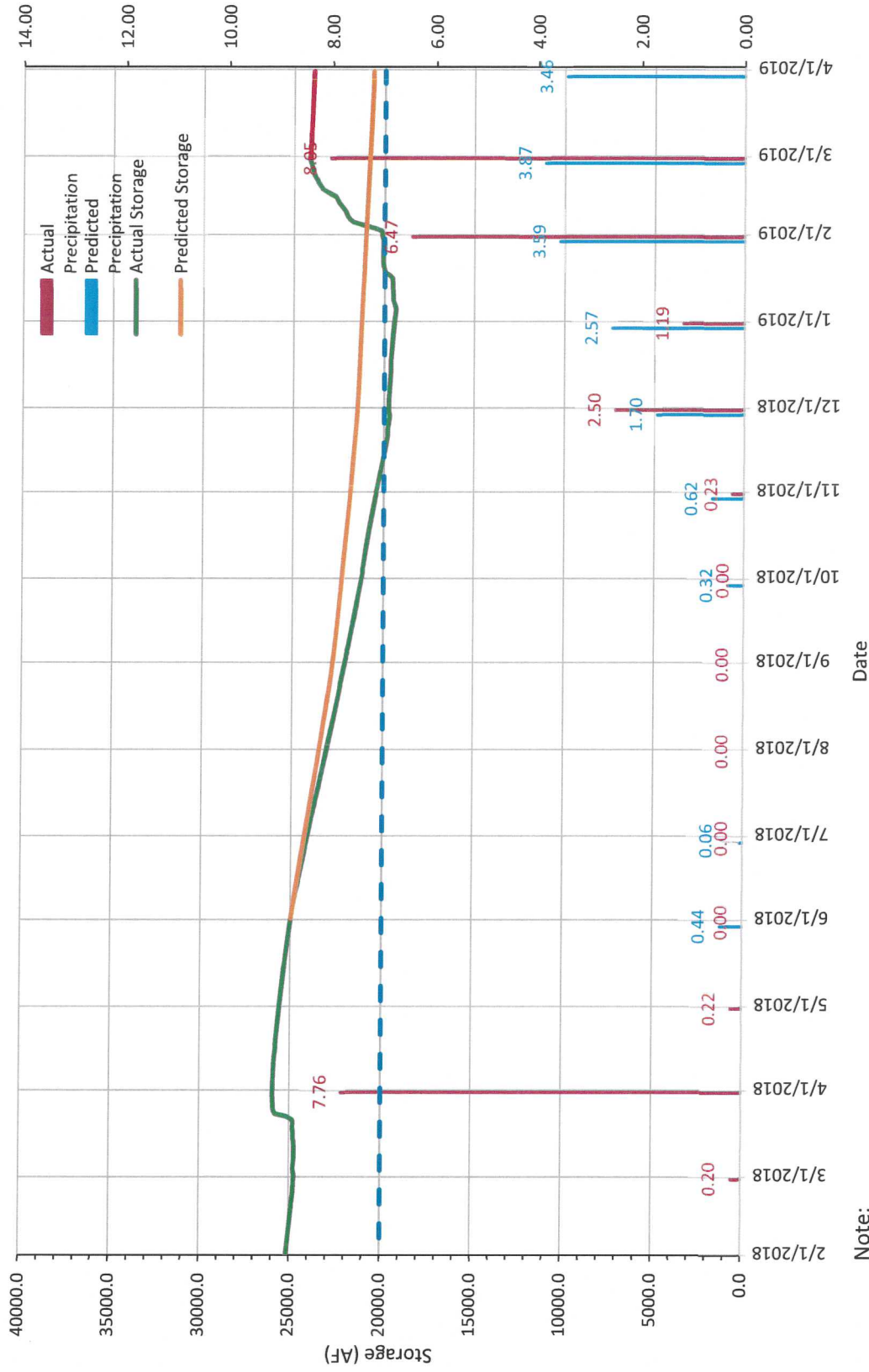
Meeting Adjourned at 8:01 PM

Respectfully Submitted,

Andrea M Montes

County of San Luis Obispo Public Works Department

LOPEZ RESERVOIR STORAGE PROJECTION



Note:

- Storage projection is based on predicted rainfall from longrangeweather.com, historic inflow based on predicted rainfall, 18-19 downstream release requests, and municipal usage.
- Municipal Usage is based on 2010-2017 average monthly deliveries.



March 21, 2019

MEMORANDUM

TO: Flood Control Zone 3 Advisory Committee
FROM: Kristi Smith, Accountant
SUBJECT: Flood Control Zone 3, Second Quarter Budget Status, Fiscal Year 2018-19

Recommendation

The item to be received and filed.

Summary

Attached please find the comparison of the budget to actual expenses for the second quarter of fiscal year 2018-19. The \$5.4M budget is broken into three categories: Routine Operations & Maintenance, Non-Routine Operations & Maintenance, and Capital Outlay. At the end of the second quarter, 34% of the annual budget has been expended.

Total Budget	Expenses through Q2	Balance Available	% of Budget Expended
5,476,793	1,902,291	3,574,502	34%

Routine O&M: This category has a budget of just under \$4M dollars. At the end of the second quarter, 45% of the annual budget has been expended, resulting in approximately \$2.1M available for the remainder of the year. Expenses in this category are on target with budgeted levels.

Total Budget	Expenses through Q2	Balance Available	% of Budget Expended
3,961,768	1,783,623	2,178,145	45%

Non-Routine O&M: This category has a budget of \$762,377. At the end of the second quarter, 16% of the annual budget has been expended, resulting in an available balance of \$643,815 for the remainder of the year. The majority of the available balance is budget that has been carried forward from prior years for the Lopez Water Rights/Habitat Conservation Plan (HCP) and Piggings.

Total Budget	Expenses through Q2	Balance Available	% of Budget Expended
762,377	118,562	643,815	16%

Capital Outlay: This category has a budget of \$752,648. There were no changes from the prior quarter. Expenses were essentially 0% of the annual budget, resulting in \$752,541 available for the remainder of the year. Unspent budget from the prior year has been carried forward for many projects and accounts for roughly a third of the available balance.

Total Budget	Expenses through Q2	Balance Available	% of Budget Expended
752,648	107	752,541	0%

Other Agency Involvement/Impact

The agencies involved are: City of Arroyo Grande, City of Grover Beach, City of Pismo Beach, Oceano Community Services District, and County Service Area 12. Subcontractors of CSA 12 include Port San Luis Harbor District and Avila Beach Community Services District.

Financial Consideration

Revised billings for FY 2017-18 were mailed along with the 2nd installment of the FY 2018-19 billings due January 1, 2019. All agencies are current on their payments.

TO: Board of Supervisors

FROM: Jill Ogren, Utilities Senior Engineer

VIA: Ron Munds, Utilities Division Manager

DATE: May 14, 2019

SUBJECT: Declaration of Surplus Water for Zone 3 (Lopez Water System) of the San Luis Obispo County Flood Control and Water Conservation District. Districts 3 and 4.

Recommendation

It is recommended that the Board, acting as the Board of Supervisors for the San Luis Obispo County Flood Control and Water Conservation District (District), declare surplus water as described in Article 4, Sections (C) and (D) of the Lopez Water Supply Contracts, in an estimated amount of 786 acre feet (AF).

Discussion

Declaration of Surplus Water

Every year the District declares surplus water per the water supply contracts for Zone 3 (Lopez Water System) of the District. The Zone 3 water supply contracts define surplus water as, *“The portion of the Safe Yield for Project water remaining after distributions of water during the said previous Water Year”* (Article 4 (D)). The declaration of surplus water does NOT mean that there is an amount of “excess” water in the reservoir; in short, surplus water is water that was saved from the previous year’s municipal entitlements and downstream releases. The water supply contracts specify that surplus water is offered to the Zone 3 contractors in proportion to their participation in the project; this year’s surplus is 786 AF as shown in Table 1 below and in further detail in Attachment 1.

TABLE 1: Zone 3 2018-19 Surplus Water

Contractor	Entitlement Acre-Ft (AF)	Entitlement Delivered AF	Surplus Generated (Unused Entitlement)	Entitlement %	Surplus Available	Cost per AF	Total Cost \$
					% (x 786 AF)		
Arroyo Grande	2290	2070	220	50.6%	397	\$ 36.36	\$ 14,446.66
Pismo Beach	892	1112	0	19.7%	155	\$ 36.36	\$ 5,627.20
Grover Beach	800	800	0	17.7%	139	\$ 36.36	\$ 5,047.04
Oceano CSD	303	378	0	6.7%	53	\$ 36.36	\$ 1,911.93
CSA 12 (Avila)	245	76	169	5.4%	43	\$ 36.36	\$ 1,546.12
Sub Totals	4530	4436	389	100%	786		\$ 28,578.96
Downstream Releases	4200	3803	397				
Total	8730	8239	786				

1. This is the Safe Yield of the project. (All amounts have been rounded to the nearest whole number)

Other Agency Involvement/Impact

At their March 21, 2019 meeting, the Zone 3 Advisory Committee adopted the recommendation that the Board of Supervisors:

- “Declare Surplus Water as described in Article 4 Sections (C) and (D) of the Water Supply Contracts, in the estimated amount of 786 AF, or as adjusted by final year-end water accounting.” (Vote was unanimous – Note the final water accounting for water year ending March 31, 2019 resulted in an actual final amount of 786 AF of surplus water)

The recommended actions today are consistent with the Zone 3 Advisory Committees’ recommended actions.

Financial Considerations

Today’s item has no financial impact to the Zone 3 Lopez Water System. The contracts provide that surplus water be offered at the cost of treatment and delivery only (not including capital costs of the system). This year’s surplus water cost was calculated based on estimates of the cost to treat and deliver water in Lopez water year 19-20 and is offered at \$36.36 per acre foot. All revenues from the sale of surplus water are returned to the Zone 3 budget then applied as a credit to the Zone 3 contractors, per the water contracts. As result, when all the agencies agree to “take” all of their share of surplus, the costs to each agency are equal to the revenue credited back to the agency.

Results

Declaration of surplus water, per the Lopez water supply contracts, insures that the communities served by the Lopez Water System can manage their water supplies effectively resulting in healthy, livable and well-governed communities.

Attachments: Vicinity Map
Lopez Water - Surplus Water Available 2019/2020 by Contract

File: CF 340.101.01

Reference: 19MAY14-?-?

L:\Utilities\2019\May\BOS\Declaration Surplus Water\2018-19 Declaration Surplus Water brd ltr.docxJO.mj

(PUBLIC MEETING)



NOTICE OF MEETING & AGENDA STATE WATER SUBCONTRACTORS ADVISORY COMMITTEE

Wed., Mar 27, 2019 – 2:00 to 3:00 PM

Library Conference Rm., County Library, 995 Palm St.
San Luis Obispo, CA 93401

Chair: Rob Livick, City of Morro Bay

Vice Chair: Brad Hagemann, Avila Beach CSD

ITEM	DESCRIPTION	LEAD
1	Quorum Count & Announcements	Chair
2	Public Comment	Chair
3	Review of Last Meeting's Minutes* (<i>motion to approve</i>)	Chair
4	Status Updates – 2019 Water Operations	Wes Thomson
	a. 2019 Delivery Outlook & EOY Stored Water*	
	b. Oroville Spillway Repairs	
	c. Update: 2019 Statement of Charges (Cost Increase)	
5	Update on Long-Term Project Operations	Wes Thomson
	a. Water Supply Contract Extension	
	b. CA WaterFix	
6	Other Updates & Committee Review Items	Wes Thomson
	a. Drought Buffer Contract Revision - AVMWC	
	b. Bylaws & Committee Appointments	
	c. Interest in District's Unsubscribed Allocation	
7	Open Forum (Items for next agenda?)	Chair
8	Adjournment	Chair

Next meeting: Wed., May 22, 2019

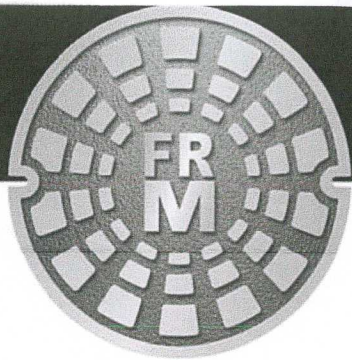
***Attachments** (*to be distributed via email prior to meeting*)

1. SWSAC Meeting Notes – Jan 2019.
2. Jan-Feb 2019 Delivery Report w/EOY Storage Est.

CONTACT: Wes Thomson, County Public Works Dept.

976 Osos St., Rm 206, County Government Center, San Luis Obispo, CA 93408
(805) 781-5252, www.slocountywater.org

The purpose of the Committee is, "to monitor all aspects of this agreement and related agreements and to advise the governing bodies of District and Contractor on the functioning of this agreement and related agreements, and to recommend to the governing bodies of District and Contractor any modifications to said agreements that may, from time to time, be appropriate."
(Art. 31, Water Supply Agreement, 1992)



April 1, 2019

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

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

WASTEWATER TREATMENT PLANT

Staff responded to influent lift station alarms in mid-March. Pump two was pulled and debris was removed from the pump and check valve. The pump was then returned to service and tested to confirm proper operation.

Modifications were made to the influent lift station lid to allow for a better seal to reduce odors at the wastewater treatment plant.

New electrical disconnects were installed for the primary sludge pump and the primary clarifier to be compliant with OSHA regulations.

A new cover was manufactured and installed on the scum skimmer on Sedimentation Tank #1 to replace the original cover that was coming in contact with moving equipment, causing premature wear.

FRM is working with multiple manufacturers on a redesign of the recirculation pumps to compensate for premature wear due to abrasion.

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.

WATER SYSTEM

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

Installation of the new tank ladder security guard was completed on Tank 2.

COMPLIANCE RECORD AND PLANT PERFORMANCE

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

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

Sincerely,

FLUID RESOURCE MANAGEMENT



Krista Ackermann Young
Operations Manager

ATTACHMENTS

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

Avila Beach CSD Wastewater Treatment Facility

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

Month: MARCH 2019

Date	Daily Flow (MGD)			Effluent Monitoring		
	Total	Max (gpm)	Avg (gpm)	Biweekly Total Coliform	Biweekly Fecal Coliform	Daily Chlorine Residual
1	0.046970	80	33			<0.02
2	0.078396	107	55			<0.02
3	0.068122	92	47			<0.02
4	0.052087	100	36			<0.02
5	0.050709	100	35	2	2	<0.02
6	0.067390	93	47			<0.02
7	0.054495	87	38	8	2	<0.02
8	0.056538	92	39			<0.02
9	0.062424	87	43			<0.02
10	0.062414	100	43			<0.02
11	0.048493	83	34			<0.02
12	0.045065	92	31	<2	<2	<0.02
13	0.042416	79	30			<0.02
14	0.045116	80	31	2	<2	<0.02
15	0.044682	89	31			<0.02
16	0.060942	103	42			<0.02
17	0.066220	108	43			<0.02
18	0.049696	83	35			<0.02
19	0.044906	120	31	<2	<2	<0.02
20	0.049002	88	34			<0.02
21	0.047026	81	38	<2	<2	<0.02
22	0.050005	113	35			<0.02
23	0.062303	89	43			<0.02
24	0.063790	100	44			<0.02
25	0.051105	96	36			<0.02
26	0.048902	98	34	<2	<2	<0.02
27	0.059867	102	42			<0.02
28	0.061854	108	43			
29	0.058645	98	41			<0.02
30	0.070796	102	49			<0.02
31	0.070265	105	48			
Min	0.042416	79	30	<2	<2	<0.02
Mean	0.056150	95	39	<2	<2	<0.02
Max	0.078396	120	55	8	2	<0.02
Total	1.740641	Effluent daily (dry weather) flow NTE 0.2 MGD (mean).				

Effluent and Influent Monitoring					
Date	Biweekly Effluent BOD (24 HC)	Biweekly Effluent TSS (24 HC)	Biweekly Influent BOD (24 HC)	Biweekly Influent TSS (24 HC)	Monthly Effluent Oil & Grease (Grab)
3/3/19	21	21	94	95	
3/7/19	14	8	152	167	
3/10/19	25	19	322	214	
3/14/19	11	17	92	263	2.7 DNQ
3/17/19	13	23	107	103	
3/21/19	23	17	221	258	
3/24/19	31	27	344	400	
3/28/19					
3/31/19					
Min	11	8	92	95	2.7 DNQ
Mean	20	19	190	214	2.7 DNQ
Max	31	27	344	400	2.7 DNQ
BOD Removal: 89.6%			TSS Removal: 91.2%		

Effluent Monitoring				
Date	Weekly Set. Solids (Grab)	Weekly Turbidity (Grab)	Weekly pH (Grab)	Weekly Temp °F (Grab)
3/7/19	<0.1	12.2	6.5	63
3/14/19	<0.1	20.3	6.6	61
3/21/19	<0.1	20.7	6.8	64
3/28/19				
Min	<0.1	12.2	6.5	61
Mean	<0.1	17.7	6.6	63
Max	<0.1	20.7	6.8	64

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

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

Influent Brine Received	
Date	Volume (Gallons)
	N/A

Sludge Removal	
Date	Gallons
3/5/19	4,500
3/19/19	4,500

SIGNATURE: _____

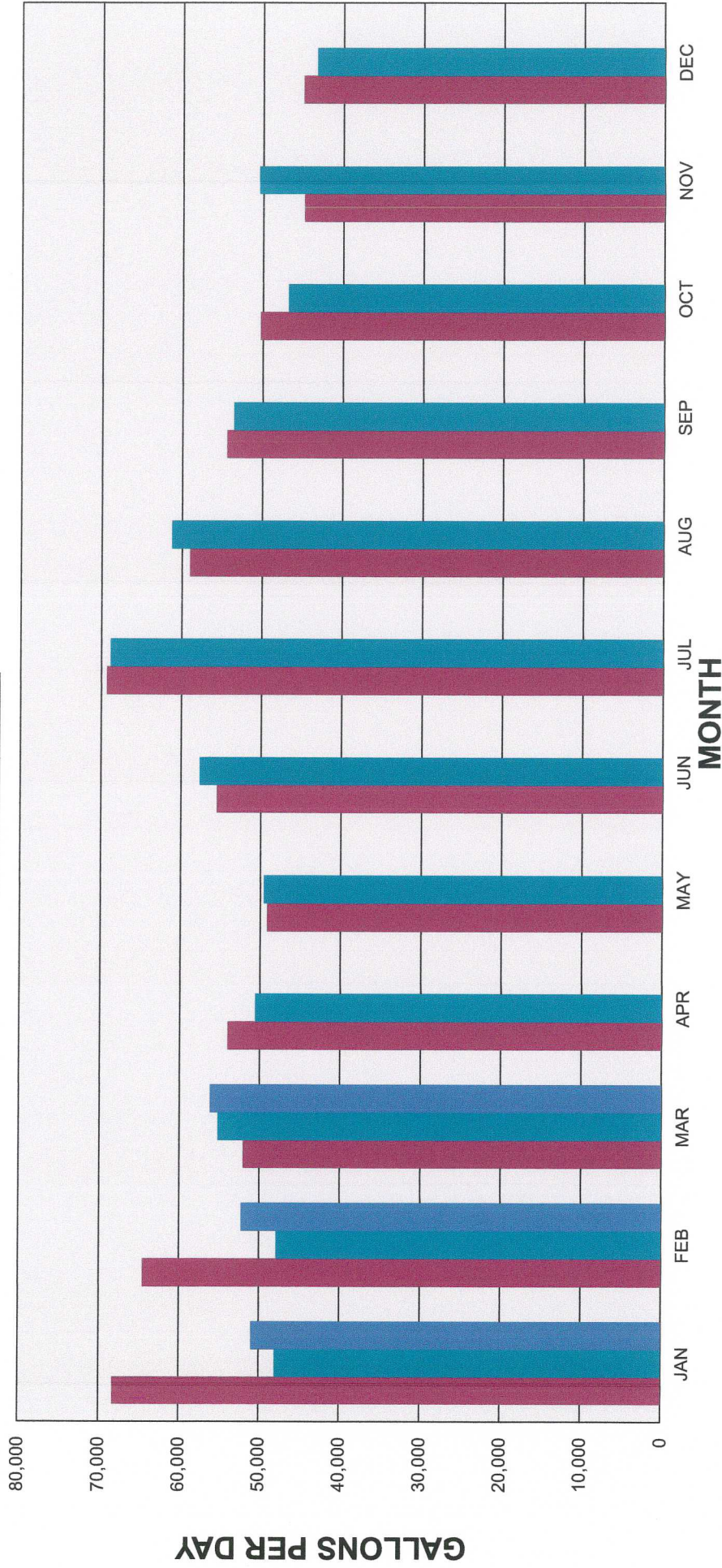
DATE: _____

PRINTED NAME: _____

TITLE: _____

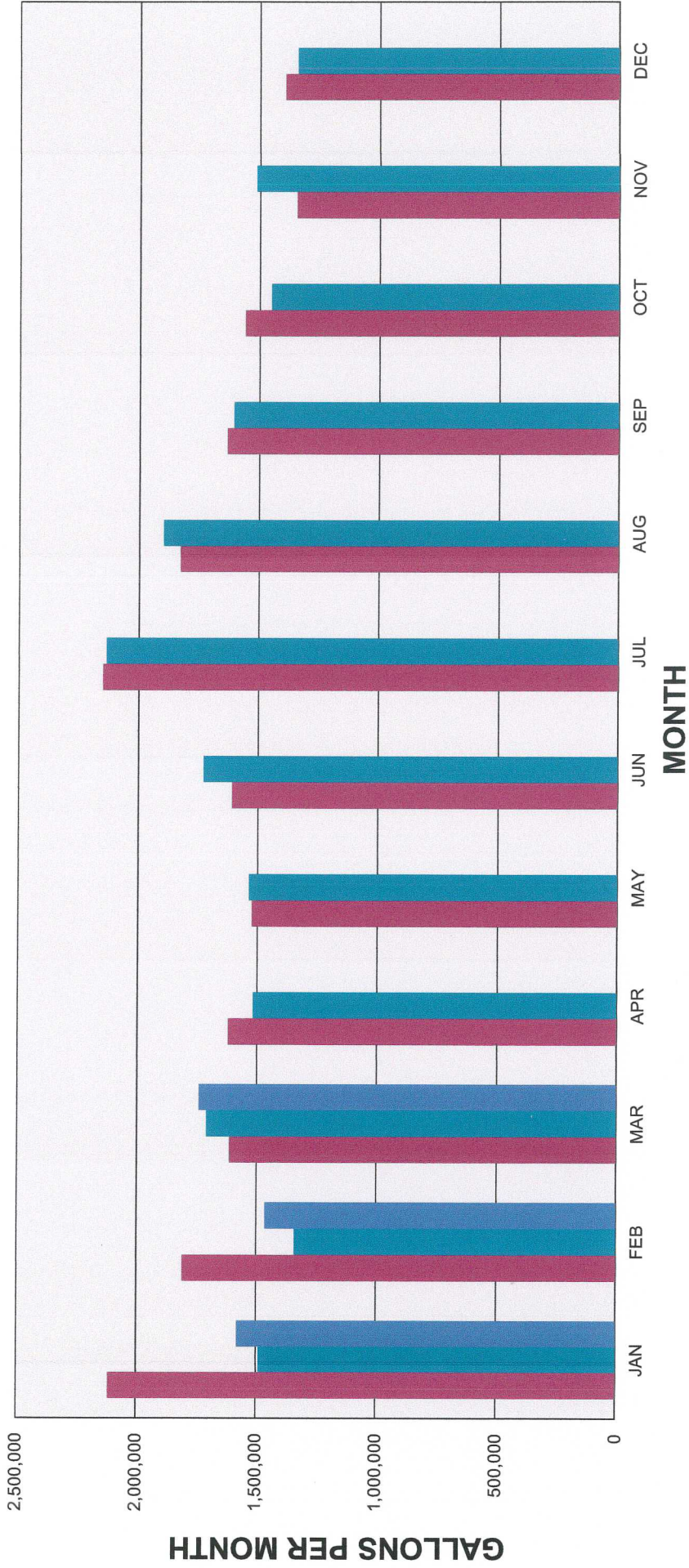
ABCSD AVERAGE DAILY WWTP EFFLUENT FLOW (2017 - 2019)

■ 2017 ■ 2018 ■ 2019



ABCSD MONTHLY TOTAL WWTP EFFLUENT FLOW (2017 - 2019)

■ 2017 ■ 2018 ■ 2019



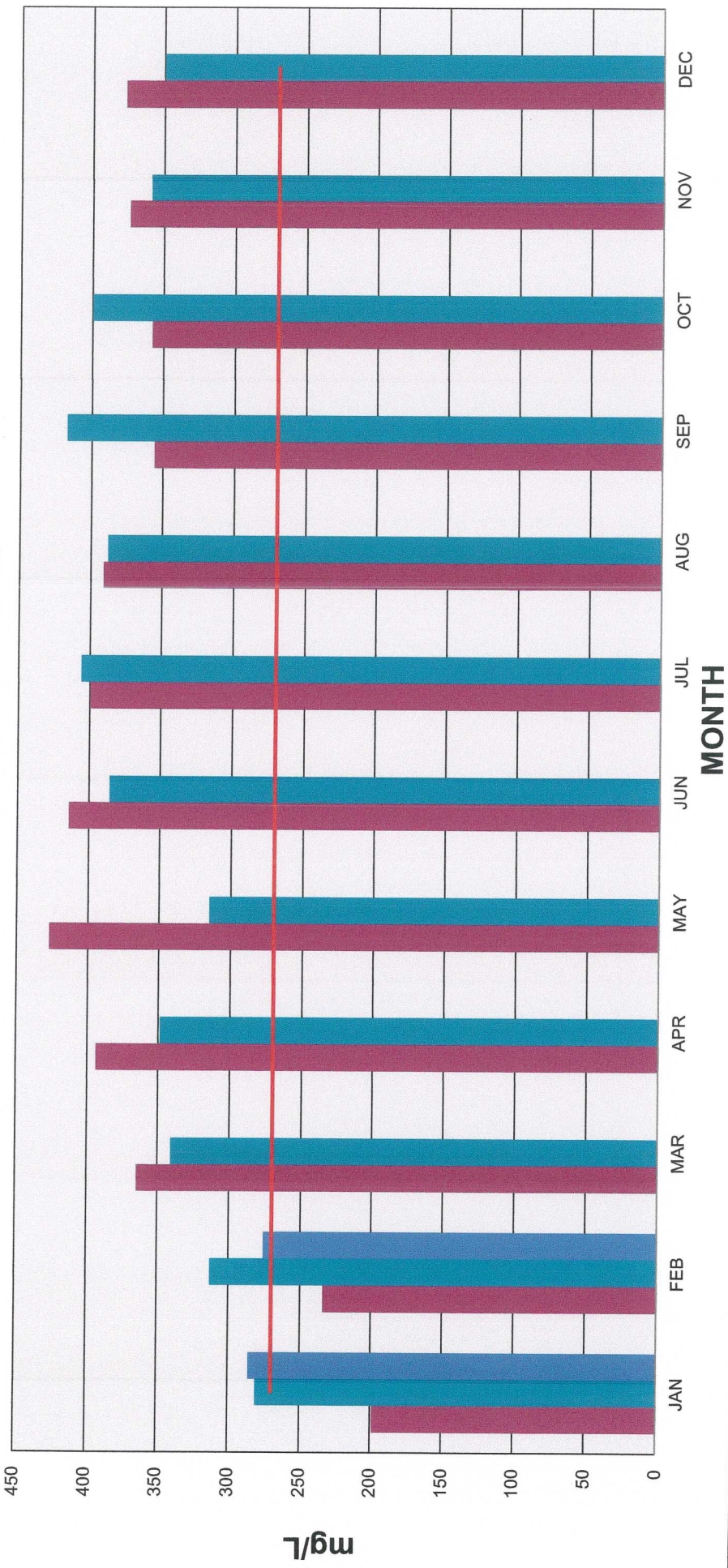
PORT SAN LUIS MONTHLY TOTAL FLOW (2017 - 2019)

■ 2017 ■ 2018 ■ 2019



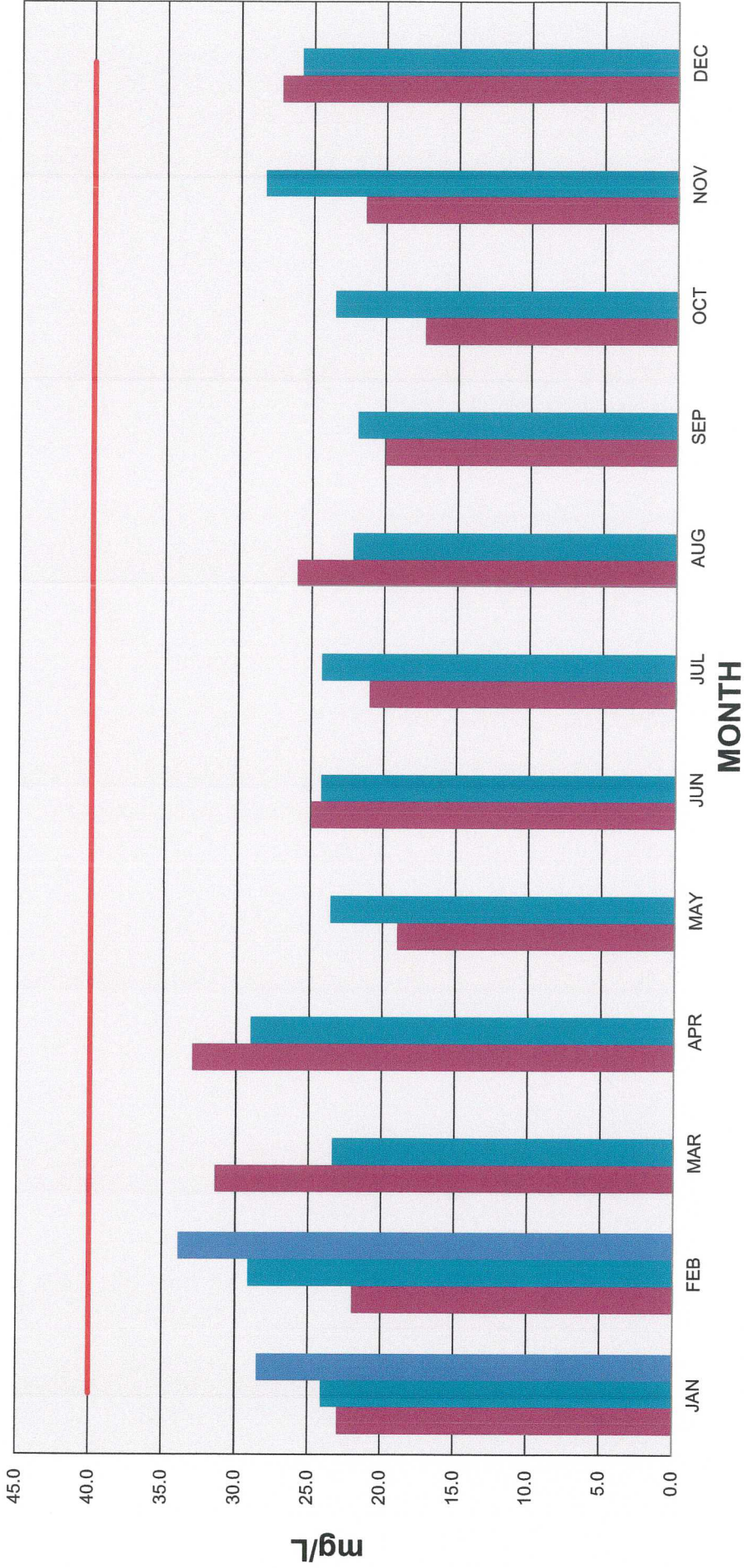
ABCSD MONTHLY AVERAGE INFLUENT BOD (2017 - 2019)

■ 2017
 ■ 2018
 ■ 2019
 — WWTP Design



ABCSD MONTHLY AVERAGE EFFLUENT BOD (2017 - 2019)

■ 2017
 ■ 2018
 ■ 2019
 — 30 Day Average Limit



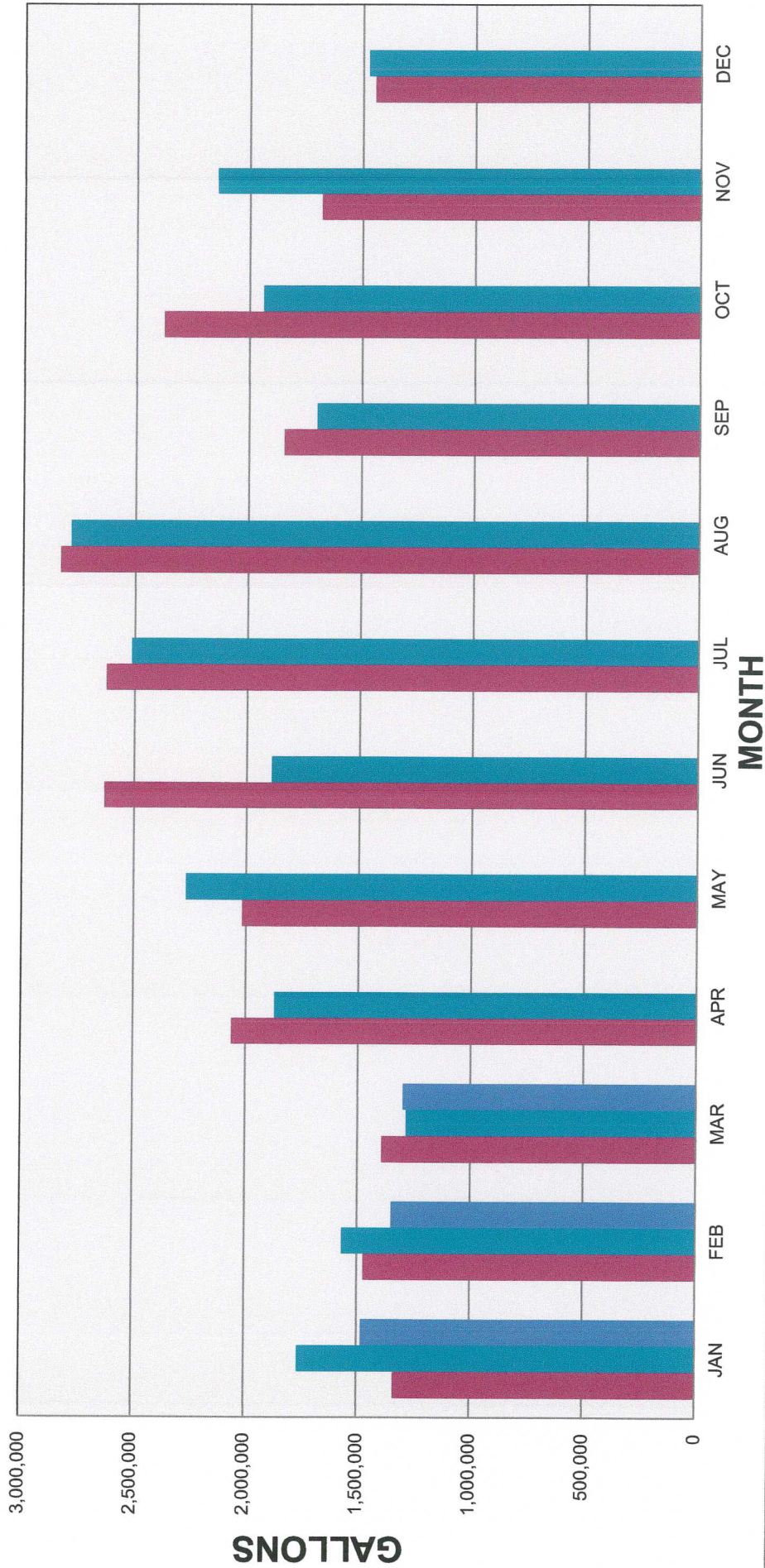
ABCSD MONTHLY WATER PURCHASED FROM LOPEZ (2017 - 2019)

■ 2017 ■ 2018 ■ 2019



ABCSD MONTHLY WATER SOLD (2017 - 2019)

■ 2017 ■ 2018 ■ 2019




**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: April 10, 2019

SUBJECT: Capital Projects Status Report and Budget Revision

Recommendation:

Receive Report and Provide Direction to Staff

Discussion:

For ease of review, we have included a notation in brackets as to whether there has been significant progress to warrant a project summary update. If there have been no reportable changes we will indicate so in brackets.

ADMINISTRATION PROJECTS

ADM – 1: General Admin Equipment (as needed): Budget: \$8,500 Spent to Date: \$ 5,445

The approved FY 2018/19 budget anticipated the need to purchase new office equipment to support re-locating to the new office and potentially purchasing a new copy machine. The funds spent to date have been for a new workstation/desk for the entry area and several tables for the large conference room. Staff recommends deferring the purchase of a new copy machine until next fiscal.

ADM – 2: Steel Building for Fire Truck. Budget: \$15,000 Spent to Date: \$17,335

The approved budget included funding for a metal building to provide storage for the District owned 1941 Dodge Fire Truck. The project has been completed and came in \$2,300 above the anticipated budget amount. However, the total overall Admin Project budget is below the approved Admin budget amount.

WATER SYSTEM PROJECTS

W-2018/19 - 1: Water Tank Maintenance – Budget: \$50,000 Spent to Date: \$ 8,270

In early 2017 the District retained Advanced Technical Services (ATS) to provide cleaning and inspection of both water tank #1 and #2. ATS provided a report summarizing their cleaning operations, findings and tank maintenance recommendations. The purpose of this project is to provide funding for implementing the water tank repair recommendations over the next several fiscal years. ATS completed the safety related repairs in late 2018 and provided the District an estimate for completion of the long term repairs. Staff presented the ATS report to the Board and it appears it may be more cost effective to replace Tank #2 rather than do the repairs. This project will be moved to the FY 2019/20 Capital Improvement Program for further consideration.

W-2018/19 - 2: Water Meter/Valve Replacement – Budget: \$80,000 Spent to Date: \$7,100

Water distribution line valves are being evaluated for replacement during our routine valve exercising program and/or as we conduct normal operations in the system. The valve exercising program helps identify valves that no longer seal and/or are reaching the end of their useful life. This year's budget allowed for the replacement of 3 – 5 valve clusters depending on the location and depth of valves. To date, we have not identified any valves in critical need of replacement. This budget is also used for purchasing new water meters. To date the District has spent \$7,100 on new meters.

W-2018/19 - 3: Miscellaneous Water Line Replacements – Budget: \$20,000 Spent to Date: \$0 [No Change]

As with previous years, this project provides funding for upgrading older water distribution pipe and systems on as needed basis. To date we have not needed to spend any money on this project.

WASTEWATER SYSTEM PROJECTS

WW-2018/19 - 1: Upgrade of WWTP – Budget: \$65,000 Spent to Date: \$ 26,400

In coordination with the Port San Luis Harbor District, the CSD retained MKN & Associates to prepare a WWTP upgrade alternatives study. MKN completed the study in December 2018. The Harbor District and CSD Board of Directors conducted a joint workshop on the study recommendations in March 2019. Staff is now moving ahead with the permitting and preliminary design for the recommended project.

WW-2018/19 - 2: Influent Wet Well Coating Repairs – Budget: \$45,000 Spent to Date: 0

This project will repair the concrete coating in the influent wet well. The District retained MKN & Associates to prepare plans and specifications for bidding the project. However, staff determined that it will be most cost effective for the coating project to be completed as part of the larger WWTP upgrade project, which will include installation of larger influent wet well pumps. This project will be included in the FY 2019/20 WWTP Upgrade project.

WW-2018/19 – 3: Brine Receiving Facilities – Budget: \$50,000 Spent to Date: \$ 13,045

The scope of this project included preparation of a Brine Waste Disposal Study for submission to the Regional Water Quality Control Board in order to get permission to discharge brine waste to the District's WWTP ocean outfall. MKN & Associates completed the report in late 2018 and the District received approval to receive brine waste from the Water Board in February 2019. Installation of the brine waste receiving facilities will be incorporated in the WWTP upgrade project.

WW-2018/19 – 4: San Miguel Street Sewer Line. Budget: \$50,000 Spent to Date: \$10,690

This project is to address a project initially identified in the District's 2010 Wastewater Collection System Master Plan. The scope of the project, as identified in the Master Plan, included replacement of the sewer line in San Miguel Street from First Street to the WWTP. The cost of the project as proposed is on the order of \$600,000 and will be highly disruptive to the main street entering Avila Beach. The Board concurred with staff's recommendation to obtain current flow rates and inflow and infiltration impacts to the San Miguel street sewer line and then determine if there are more cost effective alternatives. The District retained Garing, Tayler and Associates to conduct the assessment work. GTA is currently wrapping up the first phase of their effort and will be providing alternatives and cost estimates for their recommendations.

WW-2018/19 – 5 Wastewater Collection Line Repair. Budget: \$10,000 Spent to Date: \$400

The purpose of this budget is to fund un-anticipated, relatively small, sewer collection system repair projects. To date we have spent approximately \$400 out of this budget for a project at the First St Lift Station.

WW-2018/19 – 6: Misc. Waste Water Projects – Budget: \$10,000 Spent to Date: \$ 21,704

This project provides funding for un-anticipated minor improvements at the WWTP. To date the District has spent approximately \$21,700 out of this budget to fund replacement of the Secondary Sedimentation Basin drive unit and replacement of sed basin drive chains. The District typically drains the basins annually to inspect the drive units, chains and scraper mechanisms. During this year's inspection staff determined that the units needed replacement so the costs increased dramatically. I also anticipate having significant capital expenditures associated with the primary clarifier draining, cleaning and repair project and the WWTP valve replacement project that occurred in the same time frame.

Staff has revised the FY 2018/19 Wastewater Capital Improvement Program Budget (attached) to reflect these projects. The overall FY 2018/19 Wastewater CIP budget of \$230,000 remained the same but the projects are more specifically defined.

LIGHTING PROJECTS

L - 2018/19 – 1: Repair/Replace Lights and Electrical Systems (as needed). Budget: \$7,500 Spent to Date: 0

This budget is used to replace lights and fixtures for District owned lighting fixtures on the Promenade and along the sea wall. To date the District has not incurred in any expenses for this budget.

**2018/19 Fiscal Year Budget
Avila Beach Community Services District
Capital Improvement Program**
(Revised April 10, 2019)

Item Description	Total 5 Years				
	2018/19 1	2019/20 2	2020/21 3	2021/22 4	2022/23 5
General/Administration					
ADM-1 General Administrative Capital Equipment	\$ 8,500	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
ADM-2 Steel Building for Fire Truck	\$ 15,000				
Subtotal:	\$ 23,500	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Water					
W-2018/19-1 Water Tank #2 Maintenance Items (ATS report)	\$ 50,000	\$ 25,000	\$ 0.00	\$ 0.00	\$ 0.00
W-2018/19 - 2 Water System Meter/Valve Replacement	\$ 80,000	\$ 75,000	\$ 50,000		
W-2018_19 - 3 Misc Water Line Replacements	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
W-Future Lopez Booster Pumps	\$ 0.00	\$ 50,000	\$ 75,000		
W-Future Re-Coat Tank #1	\$ 0.00	0	\$ 100,000	\$ 150,000	
Subtotal:	\$ 150,000	\$ 175,000	\$ 250,000	\$ 175,000	\$ 25,000
Wastewater					
WW -2018/19 - 1 WWTP Upgrade	\$ 45,000	\$ 100,000	\$ 800,000	\$ 500,000	\$ 400,000
WW - 2018/19 - 2 Influent Wet Well Coating Repairs	\$ 35,000	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
WW - 2018/19 - 3 Brine Receiving Facilities	\$ 30,000	\$ 35,000	\$ 0.00	\$ 0.00	\$ 0.00
WW - 2018/19 - 4 San Miguel Street Sewer Line Replacement	\$ 50,000	\$ 200,000	\$ 50,000		
WW - 2018/19 - 5 Wastewater Collection Line Repair	\$ 10,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 0.00
WW -2018/19 -6 Miscellaneous Wastewater Projects	\$ 10,000	\$ 50,000	\$ 50,000	\$ 100,000	
WW -2018/19 -7 2ndary Sed Basin Repair	\$ 25,000	\$ 0.00	\$ 0.00	\$ 0.00	
WW -2018/19 -8 Primary Clarifier & Valves R&R	\$ 25,000	\$ 0.00	\$ 0.00	\$ 0.00	
WW - F2 Chlorination System Improvements	0	\$ 50,000			
WW- F3 First Street Sewer Line Replacement	0	0	0	50,000	200,000
WW- F4 Ocean Outfall Inspection and Benthic Monitoring	0	\$ 100,000	0	0	0.00
WW- F5 Front Street Sewer Line Replacement	0	0	0	\$ 50,000	100,000
Subtotal:	\$ 230,000	\$ 560,000	\$ 925,000	\$ 725,000	\$ 700,000
Street Lighting					
L-1 Repair or Replace Lights and Electrical Systems (As Needed)	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
Subtotal:	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
Total Capital Equipment / Projects by Fiscal year:	\$ 411,000	\$ 745,500	\$ 1,185,500	\$ 910,500	\$ 735,500
Total 5-Year Capital Equipment / Projects	\$ 3,738,000				

KEY


- W-F# = FUTURE WATER - NEXT FISCAL YEAR
- WW# = WASTEWATER
- WW-F# = FUTURE WASTEWATER - NEXT FISCAL YEAR

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: April 10, 2019

SUBJECT: Consider Awarding a Contract for Financial Auditing Services for FY 2018-19 through FY 2020-21

Recommendation

Staff recommends awarding a contract to Fedak and Brown for Financial Auditing Services

Funding

Funds for this project will be included in the respective fiscal year in which the audit work will be completed. The District has typically budgeted approximately \$10,000 for the annual financial audit work.

Discussion:

For the past three years the Board of Directors has retained Fedak & Brown, LLP to prepare the required annual financial audit documents for the District. Fedak & Brown provides auditing services to many Special Districts throughout California. Staff understands that the Directors have been satisfied with the firm's audit reports and recommendations.

At staff's request, Fedak & Brown prepared the attached Proposal for Independent Auditor Services dated March 4, 2019. The Proposal includes the anticipated scope of work and associated fees for completing the audits the next three years (fiscal years 2018/19 through 2020/21) and includes costs for two additional years (through FY 2022/23). However, the Board is not obligated to retain Fedak & Brown and they may terminate the engagement at any time and pay only for the hours accrued at the time of termination.

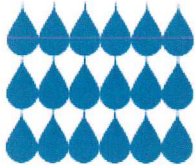
Staff recommends the Board award the contract to Fedak & Brown for completing the financial audit report for the years ending June 30, 2019, June 30, 2020 and June 30, 2021, subject to the satisfactory completion and filing of the audit reports.

**Cost Proposal
Independent Auditor Services
For The**



Avila Beach Community Services District





Charles Z. Fedak, CPA, MBA
Christopher J. Brown, CPA, CGMA
Jonathan P. Abadosco, CPA
Andy Beck, CPA

Fedak & Brown LLP

Certified Public Accountants

Cypress Office:
6081 Orange Avenue
Cypress, California 90630
(657) 214-2307
FAX (714) 527-9154

Riverside Office:
1945 Chicago Avenue, Suite C-1
Riverside, California 92507
(951) 783-9149

March 4, 2019

Mr. Brad Hagemann, PE
General Manager
Avila Beach Community Services District
P.O. Box 309
Avila Beach, California 93424

Re: Request for Proposal for Independent Auditor Services

Dear Mr. Hagemann:

Based on our understanding of the Avila Beach Community Services District's (District) requirements, our total maximum fee for audit services and preparation of the annual State Controller's Report at our discounted rates for the fiscal year ending June 30, 2019 is **\$9,350**.

Our fees for audit services for fiscal years 2020 through 2021, and optional years 2022 and 2023, are **\$9,565, \$9,780, \$9,995, and \$10,215** per year, respectively. These fees are based on our understanding of the District's ongoing audit requirements assuming there is no substantial change in the District's activities and operations.

Our estimate for out-of-pocket expenses is a separate estimate and may not be utilized in total to the amount estimated. The components of this audit services fee proposal and out-of-pocket costs for the year ending June 30, 2019 through 2021, and optional years 2022 and 2023, are itemized in the attached Exhibits.

Our not-to-exceed fee proposal is contingent upon our understanding of your requirements and the assistance we require as noted in our original audit technical proposal.

Additional services not included in this proposal will be based on our discounted billing rates based on the level of experience required. We would execute a separate contract for these services, if they are requested by the District.

I am authorized to make representations for Fedak & Brown LLP, and am duly authorized to sign a contract with the District.

Christopher J. Brown, CPA CGMA

March 4, 2019

Date

Exhibit I – Proposed Hours and Our Fees

Proposed Hours and Our Fees

We anticipate that, for the fiscal years ending June 30, 2019 through 2021, and optional years 2022 and 2023, the audit of the District will require approximately 85 audit hours. These hours, by major area, are summarized as follows:

Breakout of Audit Hours				
Audit Steps	Partner	Manager	Staff	Total
Planning	1	2	5	8
Controls Testwork	2	4	15	21
Substantive Testwork	2	6	25	33
Reporting	5	8	10	23
	10	20	55	85

As shown above, we expect approximately 35% of engagement hours to come from the Partners and Managers assigned to the engagements.

Working on the premise that we will be provided with all the documents listed per our audit requirements (will be provided prior to commencement of fieldwork), we expect to perform the audit of the District at fees as stated in the attached Schedule of Professional Fees on Page 3 for the fiscal year ending June 30, 2019 through 2021, and optional years 2022 and 2023, respectively.

Our fees are based on the product of the time spent on the engagement and the billing rates of the individuals assigned, plus out-of-pocket costs (such as report reproductions, typing, postage, travel, copies, telephone, etc.). We will obtain the assistance of District's personnel to the extent possible and otherwise endeavor to keep these charges to a minimum. We will submit progress billings monthly to your office as our work progresses, which will be due and payable thirty days from the date of the invoice.

Based upon the present size and scope of the activities of the District, we expect to perform the services enumerated above at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to the audit.

In accordance with your request for proposal and the Office of Management and Budget Circular A-128, we will maintain our work papers for a minimum of seven years and make them available to the Agency, state agencies, the General Accounting Office, and other parties upon the direction of the District. We have provided a breakdown of our current hourly rates, which would apply to this engagement on the attached Schedule of Professional Fees by Hours on Pages 4 through 6 of this cost proposal.

We want the Board to understand that we will provide **any** assistance and answer **any** questions that the District's staff or members of the Boards may have when they arise for the entire duration of our contract. We find it important to stay abreast of the District's activities and issues during the entire engagement.

We would like to thank you and the Board for the opportunity to submit a proposal for the auditing services of the District. Because of our experience in special districts and agencies, we will provide you with accounting updates (GASB) to assist in your operations as well as meet the audit needs of the organization. We will also continually make recommendations on these and other matters that come to our attention. We are proud of the professional services we provide and encourage you to make inquiries to any of our clients about their satisfaction with our services and the quality of our staff.

Exhibit II – Schedule of Professional Fees

Avila Beach Community Services District

Engagement Fees By Calendar Year	Audit Service Fees*	Not-to-Exceed Estimate of Out of Pocket Costs**	Total Audit Fee	Additional Items ***	Total Engagement
Year 2019	\$ 7,625	1,125	8,750	600	9,350
Year 2020	7,805	1,150	8,955	610	9,565
Year 2021	7,985	1,175	9,160	620	9,780
Total Three Year Contract Price	\$ 23,415	3,450	26,865	1,830	28,695
Optional Years					
Year 2022	\$ 8,165	1,200	9,365	630	9,995
Year 2023	\$ 8,345	1,225	9,570	645	10,215

* Professional audit services fees, including preparation of the Annual Financial Report – labor only.

** Estimate of out-of-pocket costs consist of: travel, mileage, postage and printing costs. Out-of-pocket costs may not be fully utilized.

*** Additional items consist of: Preparation of the District's Annual State Controller's Report.

Exhibit III – Schedule of Fees By Hours

Avila Beach Community Services District			
Fiscal Year 2019			

Breakdown of Fees by Hours

	Hours	Hourly Rates	Total
Fiscal Year 2019 Audit of:			
District's Annual Financial Report			
Partner - Engagement & Technical	10	\$ 130	\$ 1,300
Manager	20	110	2,200
Staff	55	75	4,125
Total Financial Statement Audit for 2019	85		7,625
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)			1,125
Total Maximum for 2019			8,750
Additional Items Asked to be Priced by the District			
Preparation of the District's Annual State Controller's Report	5	\$ 120	600
Total Additional Items for 2019	5		600
Total Maximum with Additional Items for 2019	90		\$ 9,350

Avila Beach Community Services District			
Fiscal Year 2020			

Breakdown of Fees by Hours

	Hours	Hourly Rates	Total
Fiscal Year 2020 Audit of:			
District's Annual Financial Report			
Partner - Engagement & Technical	10	\$ 133	\$ 1,330
Manager	20	112	2,240
Staff	55	77	4,235
Total Financial Statement Audit for 2020	85		7,805
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)			1,150
Total Maximum for 2020			8,955
Additional Items Asked to be Priced by the District			
Preparation of the District's Annual State Controller's Report	5	\$ 122	610
Total Additional Items for 2020	5		610
Total Maximum with Additional Items for 2020	90		\$ 9,565

Exhibit III – Schedule of Fees By Hours

Avila Beach Community Services District Fiscal Year 2021			
Breakdown of Fees by Hours			
	Hours	Hourly Rates	Total
Fiscal Year 2021 Audit of:			
District's Annual Financial Report			
Partner - Engagement & Technical	10	\$ 136	\$ 1,360
Manager	20	114	2,280
Staff	55	79	4,345
Total Financial Statement Audit for 2021	85		7,985
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)			1,175
Total Maximum for 2021			9,160
Additional Items Asked to be Priced by the District			
Preparation of the District's Annual State Controller's Report	5	\$ 124	620
Total Additional Items for 2021	5		620
Total Maximum with Additional Items for 2021	90		\$ 9,780

Avila Beach Community Services District Optional - Fiscal Year 2022			
Breakdown of Fees by Hours			
	Hours	Hourly Rates	Total
Fiscal Year 2022 Audit of:			
District's Annual Financial Report			
Partner - Engagement & Technical	10	\$ 139	\$ 1,390
Manager	20	116	2,320
Staff	55	81	4,455
Total Financial Statement Audit for 2022	85		8,165
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)			1,200
Total Maximum for 2022			9,365
Additional Items Asked to be Priced by the District			
Preparation of the District's Annual State Controller's Report	5	\$ 126	630
Total Additional Items for 2022	5		630
Total Maximum with Additional Items for 2022	90		\$ 9,995

Exhibit III – Schedule of Fees By Hours

**Avila Beach Community Services District
Optional - Fiscal Year 2023**

Breakdown of Fees by Hours


	Hours		Hourly Rates		Total
Fiscal Year 2023 Audit of:					
District's Annual Financial Report					
Partner - Engagement & Technical	10	\$	142	\$	1,420
Manager	20		118		2,360
Staff	55		83		4,565
Total Financial Statement Audit for 2023	85				8,345
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)					1,225
Total Maximum for 2023					9,570
Additional Items Asked to be Priced by the District					
Preparation of the District's Annual State Controller's Report	5	\$	129		645
Total Additional Items for 2023	5				645
Total Maximum with Additional Items for 2023	90			\$	10,215

AVILA BEACH
COMMUNITY SERVICES DISTRICT

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: April 10, 2019

SUBJECT: Consider Awarding a Contract for Water and Wastewater Rate Study

Recommendation

Staff recommends awarding a contract to Tuckfield and Associates for preparation of the District Water and Wastewater Rate Study

Funding

If this project is initiated in May 2019, a relatively small amount of funding will come from the FY 2018/19 budget. The majority of the funds for this project will be programmed in to the FY 2019/20 budget documents.

Discussion:

At the February 2019, Board meeting staff advised the Board that the water and sewer rate schedule that was adopted in 2013, expires on June 30, 2019. No changes to the water and sewer rate structure can be made until the District prepares an updated "Cost of Services Analysis", prepares a proposed updated rate structure and holds a public hearing to formally adopt an updated rate structure. The Board directed staff to initiate the process of retaining a contractor to conduct a water and sewer "Cost of Services" analysis and develop a proposed rate schedule. Staff reached out to the firm that recently assisted with the District's Reserve Policy, Tuckfield and Associates, and requested them to prepare a proposal and schedule. Staff met with Mr. Tuckfield on February 27, and he prepared the attached proposal for a Water and Wastewater Rate Study.

Based on Mr. Tuckfield's understanding of the scope of work, he anticipates the entire project will take approximately 125 hours; other direct costs will be approximately \$1,500; and the total project costs will be approximately \$23,500. For reference, the District spent approximately \$60,000 for the 2013 rate study (which likely had a more extensive scope of work). He anticipates having a kick-off and three subsequent meetings that will include a Public Workshop, presentation of the final draft report at a regularly scheduled Board meeting and a public hearing during a subsequent regularly scheduled meeting. Mr. Tuckfield estimates the report preparation and rate setting process will take approximately seven months. The timing of the rate study will coincide well with the timing and implementation of the wastewater treatment plant improvement project. If the District chooses to seek financing for the project, the lenders will want to see an updated cost of services analysis and associated rate schedule.

Staff is confident in the ability and professionalism of Tuckfield and Associates and recommends awarding the contract to them for preparation of water and sewer rate study.



Proposal To:

Avila Beach Community Services District

100 San Luis Street
Avila Beach, CA 93424
(805) 595-2664

Proposal For Water and Wastewater Rate Study

Submitted By:

Tuckfield & Associates

Contact: Mr. Clayton Tuckfield
2549 Eastbluff Dr, #450B
Newport Beach, CA 92660
(949) 760-9454

www.tuckfieldassociates.com

FINANCIAL CONSULTING
**TUCKFIELD &
ASSOCIATES**
MANAGEMENT CONSULTING

March 2019

Tuckfield & Associates

2549 Eastbluff Drive, Suite 450B, Newport Beach, CA 92660
Phone (949) 760-9454 Fax (949) 760-2725
Email ctuckfield@tuckfieldassociates.com

March 15, 2019

Mr. Bradley Hagemann
General Manager
Avila Beach Community Services District
100 San Luis Street
Avila Beach, CA 93424

Dear Mr. Hagemann:

I am pleased to submit this proposal to provide consulting services for a Water and Wastewater Rate Study (Study) for the Avila Beach Community Services District (District). This submittal provides details regarding my qualifications and experience to meet the District's requirements for the Study. I believe that the combination of my qualifications and 30 years of experience will lead to a quality Study with a high level of professional service. I have conducted numerous water and wastewater rate studies in California as well as previous experience conducting studies nationally. This depth of experience will benefit the District throughout the performance of this study and lead to rate structures and rates that are specifically suited to the District.

This Study will determine the appropriate water and wastewater rates that are equitable and defensible, meet the requirements of Proposition 218, fund annual operating expense and capital spending, and provide for debt service coverage requirements. The scope of work provided herein proposes to address the District's request and will address the following objectives.

- Revenue sufficiency to fund operating and capital needs
- Appropriate levels of operating, capital, and emergency reserves
- Cost of service following appropriate standards, regulations, and guidelines
- Rates that are consistent with industry practice
- Rates that are easy to understand and administer

Tuckfield & Associates consulting is a local firm with extensive experience in California, specializing in rate studies and capacity charge studies. Mr. Tuckfield is the President and Principal Consultant for Tuckfield & Associates, and routinely conducts rate and capacity charge studies as the sole consultant, having completed such studies in this manner for many clients, including those whose populations have exceeded 100,000. Recent large clients within the last three years include the City of Buena Park and City of Loma Linda. Additional experience is provided in Appendix B of this proposal.

I will be professionally responsible for conducting the study and will provide hands-on work effort. This will allow me to develop an intimate knowledge of the District's wastewater system which will be beneficial when attending meetings and presenting results and findings. All rates and fees will be developed in accordance with the Water Environment Federation (WEF) for wastewater utilities as well as California State law.

I have the qualifications, experience, and capabilities to provide the services desired by the District. I have conducted successful studies for large and small agencies and special districts.

I look forward to working with District on this project. Should the District need any additional information, my contact information is provided below.

Very Truly Yours,

TUCKFIELD & ASSOCIATES



G. Clayton Tuckfield
Principal Consultant
2549 Eastbluff Drive, #450B
Newport Beach, CA 92660
(949) 760-9454
ctuckfield@tuckfieldassociates.com

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Proposal for Water and Wastewater Rate Study

Avila Beach Community Services District

Firm Profile

Tuckfield & Associates was founded in 1999 to provide quality consulting services to publicly-owned utilities to sustain their systems on sound rate-making principles.

The firm was founded by Mr. Clayton Tuckfield PE MBA who has over 30 years of experience conducting rate studies and capacity charge studies. Now in its 18th year, the firm has provided innovative and time-tested strategies founded on industry practice for implementing rates and charges. Tuckfield & Associates is a local firm located in Newport Beach and the performance of this project will be completed at this site.

Prior to the firm's founding, Mr. Tuckfield served Black & Veatch Corporation for nearly 15 years in their Management Consulting Division. Mr. Tuckfield has worked with numerous cities and special districts in California and has written papers and articles for AWWA (American Water Works Association) and California Special Districts Association (CSDA) and has conducted a webinar for CSDA regarding financing projects with USDA funding.

Organization

Mr. Tuckfield will serve as the project consultant for the study and will be the primary contact with the District. He will be responsible for project administration, daily performance of the project, providing all deliverables, attending and/or presenting at all meetings, and will produce key elements of the study.

Key Personnel



Clayton Tuckfield, Principal

Summary

- 30 years of experience
- Over 100 rate studies
- Public Agency Specialization
- Tested Strategies
- Project Management

Project Responsibilities

- Project Consultant
- Financial Plan, Cost of Service, and Rate Design
- Public Meeting Presentations

Mr. Clayton Tuckfield, PE MBA– Project Consultant

Mr. Tuckfield routinely conducts rate and capacity charge studies as the sole consultant and has completed such studies in this manner for many clients, even for those whose populations have exceeded 100,000. Mr. Tuckfield is an expert in utility financial planning, cost of service, rate structures, and utility management and is a professional dedicated to maintaining high financial and engineering standards.

Mr. Tuckfield has over 30 years of experience and has professionally performed over 100 utility cost of service and rate studies and many other financial feasibility studies.

He has performed studies for numerous communities in California ranging from the cities of Long Beach,

Buena Park, Ventura, Santa Barbara, Fullerton, Loma Linda, Arroyo Grande, Grover Beach, Pismo Beach, Oakdale, and Firebaugh to special districts including Santa Ynez CSD, Nipomo CSD, Mission Hills CSD, Keyes CSD, Hilmar CWD, Delhi CSD, Seeley CWD, and many others.

Mr. Tuckfield has an engineering degree and a master's degree in business administration. He has prepared presentations and technical papers for trade organizations that include the American Water Works Association's annual meeting, American Society of Civil Engineers, Arizona Finance Officers Association, and has authored a section of a webinar for the California Special Districts Association (CSDA) as well as a professional submission for CSDA's bi-monthly magazine. A resume for Mr. Tuckfield is provided in Appendix A of this proposal.

Qualifications

Tuckfield & Associates is a specialized consulting firm providing rate and financial solutions for publicly owned utilities.

Mr. Clayton Tuckfield, founder and principal of Tuckfield & Associates, has managed or been directly involved in publicly owned utility financial services for over 30 years. Since 1985, Mr. Tuckfield has used innovative methods combined with time-tested strategies to assist municipalities and special districts in achieving their financial goals. Clients have included public utilities, state and county governments, municipalities, and public districts.

Services

Tuckfield & Associates provides comprehensive consulting services intended to safeguard the financial viability of the client's multi-million-dollar utility. Key elements include financial plans that anticipate economic contractions and expansions, capital planning for improvement financing options, allocation of costs to appropriate customers based on cost causative principles, and rates that are

designed to be fair and equitable. Services provided by Tuckfield & Associates include the following.

- Cost of Service and Rate Studies
- Capacity Charge Studies
- Rate Stabilization Studies
- Supporting Information for Bond Official Statements
- Capital Improvement Plan Financing Analyses
- Computer Modeling

<i>Tuckfield & Associates Qualifications Summary</i>
▪ 30 years of experience
▪ Over 100 rate studies
▪ Public Agency Specialization
▪ Tested Strategies
▪ Project Management

Commitment to Clients

Tuckfield & Associates approaches each study with the commitment to exceed our client's expectations. Our strength lies in our proven capability to provide comprehensive, practical, and implementable programs

that serve our clients, with personal relationship-driven service.

Tuckfield & Associates is highly qualified to provide the professional services requested by the District. The firm specializes in rate and capacity charge studies with extensive experience serving cities and special districts in California.

Project Understanding

The District has the responsibility to provide affordable, reliable, and cost effective water and wastewater service to customers and properties of the District. The District is seeking financial consulting services to ensure revenue sufficiency to address the operating and capital requirements of the water and wastewater system.

The primary focus will be to assist the District's utility to attain a high degree of financial sustainability through fully understanding the District's goals and objectives, accurate data analysis, and design of fair and equitable rates that provide cost recovery. Specifically, the District desires to assess the revenue sufficiency of the current revenue stream, evaluate the current water and wastewater rate structure and rates in relation to the true cost of service, assess the equity of the recommended rates in relation to the types of property ownership and service requirements, and recommend operating, capital replacement, and capital improvement fund reserve balances.

The approach, more fully discussed below, is to acquire, model, and analyze source data to understand customer water consumption, wastewater flows, operating and financial activities, along with District policy and direction provided by District staff and District Board. Initially, a client-specific financial model will be developed as a tool to analyze opportunities and forecast results.

Current Rates

The District's current water rate structure consists of a fixed charge per month that includes 5 HCF of water and a

variable charge for all water consumed over 5 HCF. All customer classifications have the same fixed charge and variable charge.

Residential customer classifications include Single-family Residential and Multifamily Residential whereas Non-residential customers classes include Commercial, Restaurants, and Industrial.

The District's current wastewater rate structure consists of a fixed monthly charge by customer class that includes 5 HCF of water consumption and a variable charge by customer class for water consumption over 5 HCF for the same customer classifications as for water service. The differentiation by customer class indicates that strength of the wastewater has been included into the class rates.

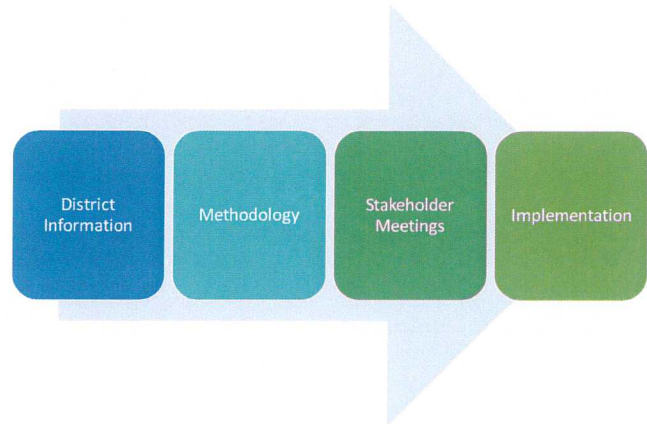
The cost of service analysis will compare the revenue received by customer class using the current rates to the cost of service by class. This will illustrate where rates over or under recover the cost of service. The rates designed in this Study will also be compared with the class cost of service to demonstrate that 100 percent cost recovery is achieved.

Project Approach

Tuckfield & Associates rate studies follow the approach that utilities can best achieve implementable rate revisions through open communication at the beginning of the study, to identify the objectives and goals desired by staff and stakeholders.

Successful studies are achieved by clearly defining roles, responsibilities, objectives, goals, and milestone dates to efficiently move the project through the appropriate steps. Through these clear definitions, we will be focused on the study objectives and goals when developing the long-range financial and capital plans and utility rates.

The rates and charges for the District will be designed recognizing the American Water Works Association (AWWA) and Water Environment Federation (WEF) methodologies. These methodologies represent industry practice for the development of cost-of-service rates and charges, based upon the demands placed on the facilities by various users. The basic method includes identifying or creating different types of user classifications, allocating annual utility costs to cost-causative components, distributing costs to customer groups based on customer class use characteristics, and design of a rate structure and charges that will recover allocated costs from each customer group.



We propose to conduct the study in a collaborative manner to facilitate completion, which will allow District ample time to review and implement any suggested changes.

schedule of fixed charges designed based on the size of the meter installed at the customer’s premises. Base costs, consisting of the various water supply costs, would be recovered through a variable rate structure.

Water Rate Structure and Rates

Following AWWA Manual M1, annual costs of the water system will be summarized into functional cost categories to the extent possible based on the District’s cost accounting structure. Such functional cost categories may consist of source of supply, pumping, treatment, storage, transmission, distribution, meters and services, customer billing and collecting, and fire protection. These costs are then allocated to water cost components based on the design of facilities or may be directly assigned to cost component because of its function. Such cost components include Base, Peaking, Meters and Services, Customer Billing and Collecting, and Fire Protection. Base costs are further separated into costs by each water supply source.

An example cost-of-service rate structure strategy may include recovering Peaking costs, Meters and Services Costs, and Customer Billing and Collecting costs from a

The design of the variable rate structure and rates may be established as rate tiers that recovers Base costs, and possibly Peaking costs. For a residential rate structure, the tier break points may be established as water use targets for indoor and outdoor water efficient use following guidelines of the state of California “Making Conservation a California Way of Life” final report dated April 2017. This has been followed up by recent legislation consisting of SB 606 and AB 1668.

An example residential first tier may be established as 4 persons per household (a default number) multiplied by 55 gpcd multiplied by the number of days in the billing cycle (30 days for monthly billing). Outdoor use is intended to reflect efficient water use for landscaped area square footage of various customer types. It is unlikely that the District has matched actual landscaped square footage to each customer account. Therefore, for residential customers, all use above indoor use may be considered

outdoor use. A third tier may be established to reflect a higher water supply cost that serves customers in this tier.

The figure below provides a method for how the water variable rates may be calculated in this example. The rate calculated in each tier reflects the cost of the water supplied to customers in each tier. In the example, the least expensive source would be supplied in the first tier, usually groundwater. The second would be a combination of groundwater and the cost of the second or third water supply source. The third tier would reflect the highest cost and the third water supply source.

Water Source	Tier 1	Tier 2	Tier 3
Source 1	✓	✓	
Source 2		✓	
Source 3		✓	✓
Volume	xxx	xxx	xxx
Rate	\$/HCF	\$/HCF	\$/HCF

Note that in the “Making Conservation a California Way of Life” final report that it acknowledges the framework does not contain a requirement on rate structures, and water suppliers are encouraged to consider drought effects and incorporate measures for rate stabilization. In addition to a tiered rate structure discussed above, a uniform volume rate structure would also be proposed for the District.

Wastewater Rate Structure and Rates

The approach to wastewater rate design follows a similar process as described for the water system but following WEF Manual of Practice No. 27 for wastewater systems. Annual costs of the wastewater system are summarized into functional cost categories based on the District’s accounting structure.

Such functional cost categories may consist of collection, pumping, treatment, and disposal. These costs are then allocated to wastewater cost components based on the design of wastewater facilities. Cost components commonly include Volume (wastewater flow), Biochemical Oxygen Demand (BOD), Suspended Solids (SS), and Customer costs. If some facilities are identified and designed on the basis of capacity, a Capacity cost component may be included.

Allocated costs by cost component are distributed to customer classification based on how each group uses the wastewater system. The use, or units of service, consist of flow (mgd), BOD (lbs), SS (lbs), and Customer (bills). Wastewater rates are then established to recover the costs distributed to each customer classification.

For the residential classification, costs may be recovered through a few well-known structures. These include (1) fixed charges applicable to all residential customers, (2) an Equivalent Dwelling Unit (EDU) fixed charge designed for SFR, MFR, Condo, MHP, etc. and (3) a fixed charge that recovers Customer and possibly Capacity costs, and a variable charge that recovers flow, BOD, and SS costs based on water consumption read through the meter. A variant of the variable charge is to cap the residential water consumption at a certain use level which assumes that any consumption over that is being used for outdoor purposes. Commercial wastewater rates commonly have a fixed charge and a variable charge as most of the water use of this class returns to the sewer. The structure could be improved by having all non-residential customers install irrigation meters to separate indoor uses from outdoor uses.

Scope of Work

The services requested by the District are the core services provided by Tuckfield & Associates. The focus of the firm has been on providing quality rate consulting services needed to maintain financial sustainability. The following tasks describe our proposed scope of work to complete the Water and Wastewater Rate Study.

Task 1 – Initial Meeting/Data Collection

The focus of this initial meeting with District Staff will be to define goals and objectives for the study and explore the issues generated by District Staff. The meeting serves as an important first step in assuring that all key members develop a clear understanding of the study elements and data required.

Prior to the meeting, a request will be submitted to the District for information to be gathered by District Staff. The information request will include several items such as audits, budgets, master plans, design reports, capital improvement plans, billing information, debt service schedules, and several others.

Meetings: One (1) on-site meeting to kick-off the project
Deliverables: Request for Information

Task 2 – Long Range Financial Planning

The objective of this task is to develop a ten-year financial plan for the wastewater enterprise that projects the revenue and revenue requirements for the study period. This task requires an assessment of the sufficiency of revenues based on the existing rates and fee schedules, the District's ability to meet projected revenue requirements, and the determination of the level of any revenue adjustments required with any additional financing requirements. Specific tasks include the following.

Task 2.1: Review Financial Information, Policies, and Practice

The District's policies regarding the financial, operating and capital reserves, and rate practices will be reviewed and evaluated. These items are essential to the long-term sustainability of the utility. From the evaluation, recommendations will be made that will enhance the utility's ability to meet its financial goals.

Task 2.2: Review and Summarize Billing Information

The customer billing information that is received from the District will be reviewed, analyzed, and summarized for use in the rate study. The information will be reviewed for accuracy and reasonableness for use to understand user characteristics.

Task 2.3: Develop Long Range Financial Plans

In this task, the annual revenue requirements of the wastewater utility will be identified and projected. Budget items and any future obligations will be projected for a ten-year forecast period. Revenue Requirements will include operation and maintenance expenses, existing debt service, annual replacement, identification and financing of future capital improvements (CIP), transfers to/from the utility funds, and use of reserves. Revenue requirements will be projected from a review of historical results, current budget, and current economic trends while accounting for expected operational changes and system growth.

A ten-year pro forma cash flow will be developed to compare projected revenue using the existing rates (including miscellaneous and other charges) to projected revenue requirements over the planning period. Revenues will be projected by developing assumptions regarding customer growth and estimated usage information. Analysis of the cash flow will determine if any revenue adjustments are needed to meet the revenue

requirements while recognizing the financial planning criteria developed for each fund. The long-range financial plan developed above will be modeled such that assumptions/variables may be changed to assess the impacts to the plan. By varying these assumptions, their sensitivity may be evaluated and the need for higher or lower revenue increases may be determined. Several options for revenue increases may be explored and presented to District Staff.

Deliverables: Assumptions, billing summaries, long-range financial plan alternatives

Task 3 – Cost of Service Analyses

The cost of service phase of the study will focus on allocation of costs (revenue requirements) to customer classifications based on cost causative methodologies. The cost allocations will be developed using standards and methodologies from the WEF and best management practices. The cost of service analysis part of the study provides the defensibility for the selected rate structures and rates, providing compliance with Proposition 218.

Task 3.1: Analyze Customer Usage Patterns and Recommend Customer Classifications

Historical billing summaries that were summarized in Task 2.2 will be reviewed and analyzed by customer classification to determine water consumption and establish user characteristics. Patterns of consumption may be utilized to evaluate individual customer class characteristics and for comparison to other classifications.

Task 3.2: Allocate Costs to Functional Cost Components

The annual revenue requirements will be allocated to functional cost components following standards in the WEF manual of practice. Allocations of operation and maintenance expenses will be allocated separately from capital requirements of the system.

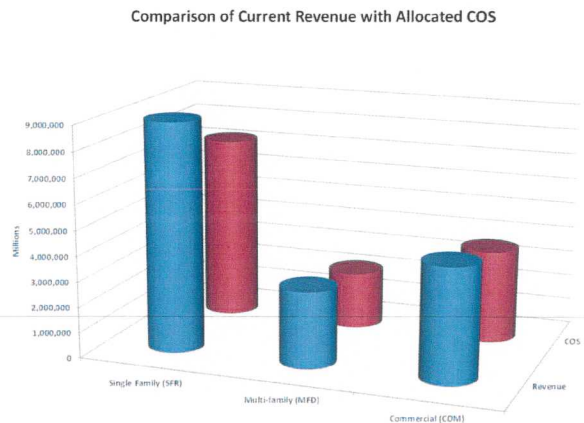
Task 3.3: Distribute Functional Costs to Customer Classifications

Costs that have been allocated to functional cost components are distributed to the various customer classifications based on their responsibility for the service

provided. Responsibility is established from the units of service (such as HCF, HCF/day, and number of customers) applicable to each functional cost component. Unit costs are developed which are then applied back to the units of service by customer class, which determines each customer classification’s cost responsibility.

Task 4 – Rate Structure Analysis and Rate Design

The rate structures that are selected for each utility should be responsive to the needs and philosophy of both the utility and its customers. The selected rate structures are a blend of what may be several competing objectives to accomplish the overall goals desired by the utility and general public. Through discussion with District staff, our evaluations of the existing rate structures and design of new rate structures will meet the expectations of the utility and public.



The equity of the current rate structure and rates is assessed through a comparison of current revenue with the allocated Cost of Service.

Task 4.1: Evaluate Rate Structures and Calculate Rates

The current rate schedules will be evaluated to validate their applicability for District’s cost structure and customer base as well as recent court findings. It is intended that the recommended rate structure will result in revenue stability, will be easy to administer and understand, and

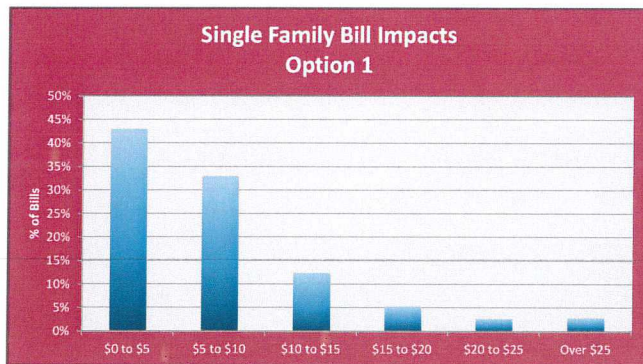
comply with industry practices such as the WEF and federal, state, and local regulations for rate setting in California.

Task 4.2: Determine Bill Impacts

The impact to customer bills is an important aspect of any rate change. The financial impacts to customers that results between the existing and alternative rate structure will be determined and a series of tables and figures will be created that show projected rate impacts on different types of customers at different levels of usage.

Single Family (SFR) (with 5/8 inch and 3/4 inch meters)

Description	Use (Kgal)	Current Bill	Proposed Bill	Percent Change
Very Low	10	\$42.76	\$44.88	5.0%
Low	20	\$62.36	\$65.45	5.0%
Median	16	\$54.52	\$57.23	5.0%
Average	22	\$67.58	\$69.57	2.9%
High	40	\$126.26	\$131.16	3.9%
Very High	50	\$158.86	\$165.38	4.1%



The impacts to customer bills can be identified for each rate structure alternative prior to implementation.

Task 4.3: Bill Comparison with Other Communities

Rate schedules will be gathered from other local communities for the purpose of calculating typical bills at various levels of water consumption. The number of communities chosen for analysis will be agreed upon with the District. Example bills will be developed using the proposed rate structure and compared with typical bills of the other communities at the same volumes.

Deliverables: Cost of service analyses, proposed rates and presentation material

Task 5 – Draft Report Preparation

A Draft Report will be prepared that includes forward looking financial plans, cost allocations, and proposed rates. The Draft Report will include an executive summary highlighting the major issues, assumptions, and findings and recommendations. Sections will be included that discuss the financial plans, cost allocation methodologies, design of the proposed rate structures and rates, and rate comparisons.

Deliverables: An electronic copy of the Draft Report, Delivered by July 6, 2019

Task 6 – District Board Workshop

The Draft Report’s findings and recommendations will be presented in a PowerPoint presentation format at an evening District Board workshop. The presentation will discuss the financial plan, the selected rate structure, and bill impacts.

Meeting: One (1) on-site evening District Board Workshop meeting

Deliverables: Presentation materials for Public Workshop

Task 7 – Final Report

Comments received from District Staff and the District Board workshop will be incorporated into a Final Report for submission to the District. The Final Report will be submitted for adoption at a regular District Board meeting. At this meeting, it is expected that District Board will adopt the rate study and rates and direct District Staff to prepare the Proposition 218 Notices.

Meeting: One (1) on-site evening regular public meeting

Meeting: One (1) on-site Public Hearing Meeting
Deliverables: An electronic copy and five (5) hard copies of the Final Report plus one reproducible copy
 Presentation materials for regular public meeting

Experience

Mr. Tuckfield has been providing rate consulting services for over 30 years with about 15 years working with an international consulting firm and about 18 years with Tuckfield & Associates. Listed below are representative engagements and references for studies delivered by Tuckfield & Associates. These recent and successful utility financial plans and rate studies are a sample of the work provided to California communities. The studies have been prepared in conformance with Proposition 218 and all studies use the cost of service and allocation methods described in the AWWA Manual M1 for water utilities and WEF Manual of Practice No. 27 for wastewater utilities.

Water and Wastewater Rate Study, City of Pismo Beach, California

Reference: Ms. Nadia Feeser, Administrative Services Director, 805-773-7010, nfeeser@pismo beach.org

Tuckfield & Associates is currently completing a comprehensive water and wastewater rate study for the City of Pismo Beach. Mr. Tuckfield also completed rate studies for the City in 2007 and 2013. The current study reviewed and updated the water rate structure to comply with recent legislation and court decisions regarding tiered water rate structures while also designing water shortage rates that followed the stages of the City's drought management plan. Additionally, the study updated the wastewater rates and developed a new storm water charge. Several options for storm water cost recovery were discussed with City staff.

The 2007 study accounted for all financial aspects of the water and wastewater rates, including each water supply source, utility debt and assessment debt, and various sub-funds of the utilities. The study included financial planning, cost of service, and rate structures for both water and wastewater. The 2007 study results were adopted by city council.

The 2013 study addressed the city's 2010 Urban Water Management Plan finding that the city needed to reduce its per capita water consumption annually to comply with SB x7-7 as well as plan for significant replacement of infrastructure. One of the water rate structures proposed included a four-block rate structure to promote conservation. Wastewater rates were developed following the WEF and SWRCB guidelines as the City has several loans through the SRF program. Both the water and wastewater proposed rates were adopted by the City Council.

Water and Wastewater Rate Studies, Nipomo Community Services District, California

Reference: Mr. Mario Iglesias, General Manager, 805-929-1133, miglesias@ncsd.ca.gov

Mr. Tuckfield completed water rate studies for the District in 2011, 2014, and in 2017 that addressed the District's needs to acquire supplemental water from the City of Santa Maria. Because of recent legal actions to adjudicate the greater Santa Maria groundwater basin, the District entered into an MOU to contract for 3,000 ac-ft of supplemental water from Santa Maria. In the 2010 study, Mr. Tuckfield assisted the District with evaluating several financial planning scenarios and rates regarding the financing and implementation of the supplemental water project. Rates were ultimately established to cover O&M and capital, without the project, to allow the District to meet its on-going obligations while the District pursued establishing an assessment district to finance the project. Rates from the 2010, 2014, and 2017 studies were adopted by the Board of Directors.

In 2013, Tuckfield & Associates assisted the District for a bond offering by providing a statement of revenue, expense and debt coverage information for its Official Statement, used to secure partial financing for the supplemental water project. The financing was incorporated into the 2014 rate study which developed a supplemental water rate structure that passed at the Prop 218 public hearing.

In 2015, Tuckfield & Associates conducted a Wastewater Rate Study for the District. The study included preparing a long-range financial plan that included reserve targets, debt coverage ratios, and funding of CIP. Wastewater rates were developed following cost of service principles from the WEF manual of practice. Wastewater rates are currently scheduled for a Proposition 218 public hearing in November.

Water and Wastewater Rate Study, City of Loma Linda, California

Reference: Mr. Jarb Thaipejr, City Manager, 909-799-2811, jthaipejr@lomalinda-ca.gov

Tuckfield & Associates completed a water and wastewater rate study for the City of Loma Linda in 2014 and was engaged again in 2018. The 2018 study included discussion with staff regarding the City's proposed levels of CIP spending and the effect of a delay of capital improvements to future years.

In both the water and sewer funds, the fund balances were below city policy target levels. The rate increases for both utilities were designed to rebuild fund balances, cure annual deficits, meet O&M escalation, pay for future debt service, and fund annual repair and replacement expenditures. Rate structures were discussed that included explanations of tier break points and possible rate scenarios. Water and wastewater rates were adopted by the City Council.

Water Rate Study, City of Buena Park, California

Reference: Mike Grisso, Utilities Manager, 714-562-3705, mgrisso@buenapark.com

Tuckfield & Associates completed a water financial plan and rate study for the City of Buena Park in 2016. The scope of work included (1) preparing a long-range financial plan that includes assessment of current revenues to meet the current and future obligations of the water fund, establishing operating and capital reserve policies, and incorporating financing of the proposed capital improvement program (CIP) spending plan and (2) design of an appropriate rate structure that complies with Proposition 218.

Three financial plan alternatives were prepared and discussed with City Staff that funded the same CIP but with various combinations of cash, bond financing, and annual revenue increases. The cost of service and rate portion of the study included a review and justification of the City's current rate structure and rates and preparing two tiered rate structure alternatives. The rate structures addressed the recent San Juan Capistrano court decision regarding conservation rates by preparing a new tiered rate structure to replace the current conservation rate structure while also developing a uniform volume rate structure for all customers. City staff selected a uniform rate structure and the rates were adopted by City Council. In August 2017, the City engaged Tuckfield & Associates to provide an updated water financial plan for inclusion in their water bond Official Statement. Revenue bonds were issued from which to obtain proceeds from the sale to finance the CIP projects.

Water and Wastewater Rate Studies, City of Ventura, California

Reference: Ms. Susan Rungren, Principal Engineer, 805-652-4523, srungren@venturawater.net

Tuckfield & Associates completed a water and wastewater rate study update for the City of Ventura in 2010 that continued a 20-year relationship with the city which began in 1990. Mr. Tuckfield conducted the initial study and subsequent studies over that timeframe. During that period, the city managed to construct over \$200 million in water and wastewater capital improvements, all while maintaining reasonable increases in water and wastewater rates. Mr. Tuckfield also developed water conservation rates using inverted rate blocks for residential customers while establishing separate rates for non-residential customers, including large industrial users.

The 2010 rate study update also addressed several concerns of city staff. Various rate scenarios were discussed with city staff that evaluated the impact of budget constraints and the delay of capital improvements to future years. The rate study update also included a review of the water rate structure which was compared with industry practice and other local water agency rates to determine the validity of the water rate structure in the current environment. Additionally, several scenarios identified the loss in revenue that would occur if outside city customers were no longer charged a rate differential and if rate increases were delayed from their normal implementation date. Mr. Tuckfield also developed computerized financial planning and rate models for the city to analyze present and future utility financial needs.

Proposed Fee

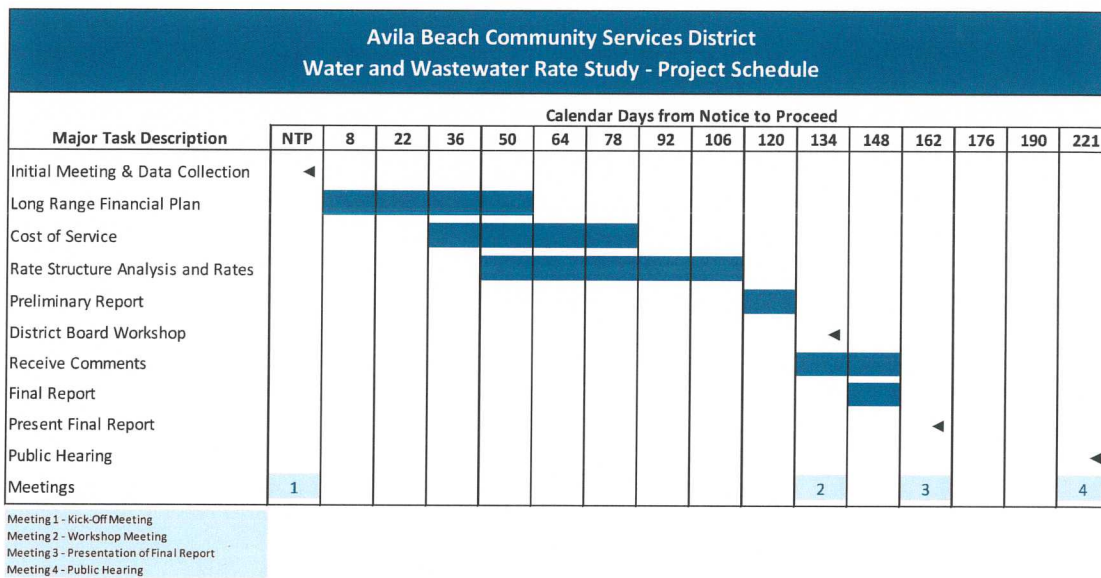
Tuckfield & Associates provides studies with competitive pricing and billing rates. We propose to accomplish the tasks described in our scope of work section for a cost not-to-exceed estimate of \$23,571. The cost estimate is based on the standard hourly billing rates above and the number of hours estimated to complete each task. Direct expenses will be billed at cost and will include expenses related to travel, lodging, mileage, meals, long distance telephone, printing and binding, and other direct costs. Additional meetings can be provided as requested by the City at our standard hourly billing rates including direct expenses related to the meetings. A cost proposal is provided below.

Avila Beach Community Services District Water and Wastewater Rate Study - Detailed Cost Breakdown

Major Task Description	Hours		
	On-site Meeting	Clayton Tuckfield	Total Budget
	Hourly Rate	\$175	
Task 1: Initial Meeting & Data Collection		2	\$350
Task 2: Long Range Financial Plans			
Task 2.1: Review Financial Info, Policy & Practice		2	\$350
Task 2.2: Review and Summarize Billing Info		8	\$1,400
Task 2.3: Develop Long Range Financial Plans		18	\$3,150
Task 3: Cost of Service Analyses			
Task 3.1: Analyze Customer Usage Patterns & Classes		8	\$1,400
Task 3.2: Allocate Costs to Cost Components		12	\$2,100
Task 3.3: Distribute Costs to Customer Class		8	\$1,400
Task 4: Rate Analysis and Design			
Task 4.1: Evaluate Rate Structures & Calc Rates		24	\$4,200
Task 4.2: Determine Bill Impacts		6	\$1,050
Task 4.3: Bill Comparison with Other Communities		4	\$700
Task 5: Report Preparation		18	\$3,150
Task 6: Meetings	4	16	\$2,800
Total	4	126	\$22,050
	Other Direct Costs (ODCs): Travel, Mileage & Printing:		\$1,521
	Total Study Cost:		\$23,571

Schedule

Tuckfield & Associates has a strong track record of meeting client schedules. Our experience in performing rate studies enables us to meet the District’s goals in a timely and efficient manner. A suggested time-line schedule is presented below in a graphical format showing key milestone and target dates. The schedule is approximate based on timely receipt of information and acceptance of the study by the District and public. The time-line can be adjusted to meet the District’s specific needs.



Appendix A

Resume

A resume for Clayton Tuckfield is provided in Appendix A.

Clayton Tuckfield, PE MBA

Principal, Tuckfield & Associates Consulting

Education

M.B.A. – Finance,
University of Kansas,
Lawrence, KS, 1985

B.S. – Mechanical
Engineering, Kansas State
University, 1980

Registration

Professional Engineer:
Kansas

Years of Experience

33

Professional History

Tuckfield & Associates,
Principal Consultant (1999
to Present)

Black & Veatch
Management Consulting,
Project Manager (1985 to
1999)

Mobil Oil Corporation,
Engineer (1980-1983)

Profile

Mr. Tuckfield is the Principal of Tuckfield & Associates consulting. He has over 30 years of experience serving in various capacities on work performed for publicly owned water and wastewater utilities. Mr. Tuckfield has performed a variety of financial feasibility and economic analyses studies including utility cost of service and rate design studies, impact fee studies, development of pro forma statements of revenue and operating expense, cash flow analyses, preparation of engineer's reports for revenue bond official statements, valuations of facilities use plans, preparation of alternative financing plans for capital improvement programs, and development of training material for presentation to international interest groups.

Mr. Tuckfield has personally conducted over 100 water and wastewater rate studies for various cities and special districts in California and nationwide. Clients have included the cities of Long Beach, Ventura, Buena Park, Fullerton, and Loma Linda and special districts including Nipomo CSD, Heritage Ranch CSD, Templeton CSD, Keyes CSD, Hilmar CWD, and for many other clients.

Relevant Project Experience

Water and Wastewater Utility Rate Studies, City of San Buenaventura, Ventura, California. Mr. Tuckfield has performed rate study updates almost on an annual basis for the City from 1990 through 2010. In the most recent study, Mr. Tuckfield worked with City Staff to extend the study period to 10 years, develop various cash flow scenarios for alternative CIP plans, expand water customer classifications to reflect actual operations, developed analyses regarding the City's outside rate differential, and presented draft results to City Staff. He has also prepared information for City Staff's use for conducting internal meetings on an as needed basis.

Water and Wastewater Cost of Service and Rate Study, Long Beach, California. Mr. Tuckfield was responsible for cost of service and rates for the water and wastewater utilities for the City. The project work included development of utility rates to promote water conservation and to allow easy implementation and acceptance. The work effort also included development of computer models to enable the Department to annually review utility rates. The project included working closely with a departmental task force to develop alternative rate structure for eventual implementation.

Wastewater Rate Study, City of Santa Barbara, California. Working as a sub consultant to a large regional consulting firm, Mr. Tuckfield performed a wastewater rate study for the City that involved developing a revenue plan, allocating costs, and designing several rate structures that included fixed and variable components. The revenue plan review noted a low cash reserve level because the City had included other assets into its beginning fund balance. The study identified necessary rate increases that were adopted by City Council. Justification of the current cost allocations was also performed.

Clayton Tuckfield, PE MBA

Principal, Tuckfield & Associates Consulting

Water Utility Rate Study, City of Fullerton, California. Working with a City organized task force, this study included a detailed analysis of the City's Water Fund. Mr. Tuckfield developed pro forma revenue, revenue requirements, and cash flows including review of the water utility program costs for reasonableness, which resulted in a recommendation to reallocate some of the utility overheads. Costs were compared to other local cities including various operational ratios and franchise fees. The task force accepted the recommendations including cash flow, cost of service allocations and rate design. The proposed utility rates were adopted by the City Council.

Representative Water and Wastewater Rate Studies

- City of Avondale, AZ
- City of Arroyo Grande, CA
- City of Battle Creek, MI
- City of Brawley, CA
- City of Buena Park, CA
- City of Charleston, SC
- City of Chesapeake, VA
- City of El Monte, CA
- City of Fayetteville, AR
- City of Firebaugh, CA
- City of Flagstaff, AZ
- City of Florence, AZ
- City of Fullerton, CA
- City of Georgetown, TX
- City of Grover Beach, CA
- City of Homestead, FL
- City of Imperial Beach, CA
- City of Imperial, CA
- City of Kalamazoo, MI
- City of Loma Linda, CA
- City of Long Beach, CA
- City of Modesto, CA
- City of Oakdale, CA
- City of Orange Cove, AZ
- City of Peoria, AZ
- City of Phoenix, AZ
- City of Pismo Beach, CA
- City of Santa Cruz, CA
- Santa Barbara, CA
- City of Sioux City, IA
- City of Sioux Falls, SD
- City of Westmorland, CA
- DuPage County, IL
- Hilmar County WD, CA
- Mission Springs WD, CA
- Nipomo CSD, CA
- San Miguel CSD, CA
- Templeton CSD, CA
- Town of Cave Creek, AZ

Representative Municipal Bond Feasibility Studies

- City of Alexandria, LA
- City of Kansas City, MO
- City of Owensboro, KY
- City of Firebaugh, CA
- City of Salem, OR
- City of Tacoma, WA
- Eugene Water & Elec, OR
- City of Livingston, CA
- Litchfield Park, AZ
- Memphis Gas, Water, TN
- San Dieguito WD, CA
- City of Buena Park, CA

Other Feasibility Studies

- City of Brownsville, TX - Electric Utility Rate Study
- City of Detroit, MI - Organizational Study
- City of Phoenix, AZ - Impact Fee Review

Clayton Tuckfield, PE MBA

Principal, Tuckfield & Associates Consulting

County of Maui, HI	-	Pretreatment Program
Imperial Irrigation District, CA	-	Financial Feasibility Study
Imperial Valley Task Force, CA	-	Financial Alternatives Study
MWD of Southern California, CA	-	Review of New Demand Charges
Saudi Consolidated Electric Co.	-	Electric Generation Dispatch Model
Texas A&M University, TX	-	Power Supply Alternatives Study
United Water Conservation District	-	Water Supply Pricing Model

Publications/Presentations

"Value of Rate Study in Project Finance", CSDA November/December 2011 Magazine, Sacramento, California

"Role of Rate Study with USDA Financing", CSDA Webinar, September 22, 2011, Sacramento, California

"Committee Involvement Facilitates Rate Implementation", AWWA Annual Conference and Expo, Toronto, Canada 1996

"Arizona Utility Rates", ASCE Arizona Fall Conference, Phoenix, Arizona 1997


"Utility Rate Seminar", Arizona Finance Officers Association, Spring Meeting, Flagstaff, Arizona 1998

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: April 10, 2019

SUBJECT: FY 2019/20 Budget Preparation Procedures and Schedule

Discussion:

Each Spring the Board typically goes through a three step process to develop the budget for the upcoming fiscal year. The first step is for staff to prepare a budget outline and meet with the Finance Committee in mid-April to obtain their input and recommendations, especially with regard to any changes to the water and sewer rate schedule. Vice President Helenius and Director Najarian are on the Finance Committee this year. The next step is for staff to prepare a draft budget for Board and public comment at the May Board meeting. The final step is for the Board to hold a public hearing and formally adopt the budget at the June Board meeting.


The FY 2019/20 budget deliberations will be a little different in that the water and sewer rates cannot be changed until the District completes a water and sewer rate study and formally adopts a new rate schedule. Staff does not anticipate the new rate schedule will be adopted until late 2019 or early 2020. The purpose of this Staff Report is to advise the Board of the budget preparation and adoption process and to schedule the Finance Committee meeting. Alternatively, since the water and sewer rates will remain unchanged for most of if not all of FY 2019/20, the Finance Committee could choose to forego the initial Committee meeting and direct staff to prepare the draft FY 2019/20 Budget for presentation and comments at the May 8th Board meeting.

**AVILA BEACH
COMMUNITY SERVICES DISTRICT**

Post Office Box 309, Avila Beach, CA. 93424

MEMORANDUM

TO: Board of Directors

FROM: Brad Hagemann, General Manager 

DATE: April 10, 2019

SUBJECT: Request for the County to Hold a Special Election to Fill the Vacant Board Position. Resolution No. 2019-01

Recommendation:

Approve Resolution No. 2019-01

Funding:

Costs for District elections will be funded out of the Administration budget. The cost of an election will vary depending upon the number of candidates filing for election, but have ranged from a few hundred dollars to several thousand dollars. The FY 2019-20 Administrative Budget will include sufficient funds to cover the costs.

Discussion:

The County Clerk's office contacted staff on April 3 advising us that the State Elections Code requires the County to hold a Special Election for Board of Director vacancies that are not filled within a certain time frame. The Clerk's office requested the District staff prepare a Resolution requesting the County hold a Special Election to fill the vacancy. The next available date to hold a Special Election is Tuesday, August 27, 2019. The County advised me that since the District only has approximately 200 registered voters, they would do the Special Election with in-house staff, via a mail in ballot.

Attached for Board consideration is Resolution No. 2019-01 requesting the County hold a Special Election on August, 27, 2019. If adopted, staff will send the Resolution to the County and they will schedule for Board of Supervisors approval in May.

AVILA BEACH COMMUNITY SERVICES DISTRICT

Resolution No. 2019-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE AVILA BEACH COMMUNITY SERVICES DISTRICT REQUESTING THE COUNTY HOLD A SPECIAL ELECTION TO FILL A VACANT BOARD MEMBER POSTION

WHEREAS, a special election may be conducted on August 27, 2019 for the purpose of filling a vacancy on the District Board of Directors pursuant to the Uniform District Election Law commencing with Elections Code Section 10500; and

WHEREAS, the Board of Directors requests the San Luis Obispo County Board of Supervisors conduct a special election to fill the vacancy;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors, as follows: The Board of Supervisors of San Luis Obispo County is hereby requested to hold a special election on August 27, 2019. This request is made pursuant to Section 10555 and 10400, et seq of the California Elections Code. The Board of Directors agrees to reimburse, upon presentation of a bill, the County of San Luis Obispo in full for the services performed relating to this election.

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

AYES:

NOES:

ABSENT:

The foregoing resolution is hereby adopted this 10th day of April, 2019.

Peter Kelley, President

Attest:

SECRETARY TO BOARD

IMPORTANT DATES
AVILA BEACH COMMUNITY SERVICES DISTRICT
AUGUST 27, 2019, ALL-MAILED BALLOT SPECIAL ELECTION
TO FILL BOARD VACANCY

DATE	EVENT
APRIL 11 EC §10509	District Secretary submits Resolution to the County Elections Official Requesting Special Election to Fill Vacancy.
MAY 2 EC Code §12112 EC §12113	County Elections Official shall publish the Notice of Election for the district. In addition, the County Election Official, shall, by a general press release, set forth the office to be filled and a telephone number to call for information. County Elections Official shall deliver a copy of published notices to the District Secretary for posting in the district office.
MAY 6 - 31 EC §10510 EC §10515	Nomination Period - Candidates file declaration of candidacy forms and other related nomination documents with the County Elections Official. Insufficient Nominees - if by the close of nominations for a given office, there are insufficient or no nominees, and a petition requesting an election has not been filed, the district will not hold an election. Those candidates who filed Declarations of Candidacy will be appointed in-lieu of election by the Board of Supervisors. Upon recommendation of the District, the Board of Supervisors will make appointments where no candidates filed the requisite papers.
JUNE 3 EC §13307(a)(3)	Last Day to withdraw Candidate Statement of Qualifications by 5:00PM
JUNE 3 EC §13113	Random Alphabet Drawing
JULY 1 - AUG 13 EC §8601	Write-In Candidate Period
TBD	1 st Pre-Election Campaign Statement Due (Gov Code §84200.5, §84200.7(a))
JULY 29	First day Vote by Mail Ballots are available
JULY 31	Semi-Annual filing Period covering ** - 6/30/19
AUG 13 - 27 EC §2170	Conditional Voter Registration Period – Those not registered must come to the Office of the Elections Official to register to vote and obtain a ballot.
TBD	2 nd Pre-Election Campaign Statement Due (Gov Code §84200.5, §84200.7(a))
AUG 20	Last day for Elections Office to mail Vote-by-Mail Ballots to voters. (EC §3001)
AUG 27	Election Day. Election Office will be open at 7:00am and close at 8:00pm.
AUG 30	Last day to receive ballots postmarked on or before Aug 27 by 5:00 PM
SEPT 4 EC §3019(f)(1)(A)(ii)	Last day to submit Unsigned Ballot Statement and Signature Verification Statement by 5:00 PM
SEPT 6	Complete Official Canvass
JAN 31, 2020	Semi-Annual Campaign Statement Due

****The period covered by any statement begins on the day after the closing date of the last statement filed or January 1, if no previous statement has been filed.**

