

**MINUTES OF “SPECIAL” MEETING
Sept. 12th, 2018**

1. CALL TO ORDER

President Pete Kelley called the regular meeting of the Board of Directors of the Avila Beach Community Services District, to order at 11:00 a.m. on the above date, in the Avila Beach Community Service District Building, 100 San Luis Street, Avila Beach, California.

2. ROLL CALL

Board Members Present: Pete Kelley
 Lynn Helenius
 Kristin Berry
 Ara Najarian

Absent: None

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

3. PUBLIC COMMENTS

Aaron AnKee, a resident of San Luis Obispo expressed his opposition to Measure G. He urged the Board and Public to vote against it in the upcoming election.

4. INFORMATION AND DISCUSSION ITEMS

A. County Reports

1. SLO Sheriff:

Sheriff Chad Nicholson reported 59 calls for service during August. The calls included 8 suspicious persons calls, 12 disturbances, one petty theft and one grand theft from an unlocked vehicle. One assault took place between an employee and an employer over wages. Two female subjects blacked out at the beach after consuming alcohol at Mr. Rick’s. They reported that something was slipped into their drinks to cause them to blackout. The hospital is analyzing their test results.

Cal Fire Report:

Cal Fire Battalion Chief Paul Lee received 59 calls for service last month, 34 were for medical aid. Chief Lee reported that the Redding fires are still burning. Ten extra fire fighters have been

assigned to our area for up to 2 months. The Sikorsky “Skycrane” helicopter has been assigned to Paso Robles.

Last month a car crash occurred at the corner of Ontario Road and Avila Beach Drive. The new tools recently purchased by CAL Fire were put to use. Both victims had to be extracted from their cars due to the impact of the crash. Brush is currently being clear for the fire break around Cave Landing Road over Spring Hill. As a reminder, pharmaceuticals are an essential part of your emergency kit. Don’t forget to update prescriptions in your medical kit to include a two-week supply in the case of natural disaster or emergency.

B. Reports on Conferences, Meetings and General Communications.

No Items to Report

5. CONSENT ITEMS

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

- A. Minutes of July 11th, 2018 Regular “Special” Meeting
- B. Monthly Financial Review for July & August
- C. General Manager and District Engineer Report
- D. Water and Wastewater Superintendent Report for July & August

GM Hagemann reported Lopez Lake water storage continues to drop at approximately 900 AF a month. This is typical for summer months and the will reduce significantly as we move in to the fall and winter months. The Low Level Response Plan is being revised by Zone 3 and will be circulated to agencies and the advisory committee for review and approval within the next few months. GM Hagemann commented that both the water and wastewater operations ran smoothly through the peak of summer with no issues or violations.

Director Najarian joined the meeting at 11:17 p.m.

Director Helenius asked if our sewage treatment plant is contractually required to take all sewerage flow from the Port San Luis Harbor District. Hagemann reminded the Directors that the District and Port updated the Wastewater Agreement in 2016 and that the Port is entitled to 35% of the treatment plant capacity. Hagemann reported that the District and Port staffs are working collaboratively to arrive at a cost-effective solution to the additional wastewater that will added to the system by the new Port RV Park. The Port will be responsible for a third of the cost of all upgrades made to the WWTP. Director Najarian made the motion to adopt the consent items. Director Berry seconded the motion and it passed with a roll call vote 4 - 0.

AYES: Ara Najarian
Kristin Berry
Lynn Helenius
Pete Kelley

NOES: None

ABSENT: None

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

None.

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

A. Removal and Replacement of Wood Storage Building at WWTP

GM Hagemann explained the existing wood building at WWTP is over 50 years old and is in need of replacement. Staff recommends the most cost effective and functional solution is to replace the building with a Cargo Container Building that will provide equipment storage and a small work area for Operations & Maintenance staff. The cost is approximately \$7,500 for demolition and the installation of a new structure. In anticipation of the building demolition, staff conducted asbestos tests in August for both the roofs on the WWTP. The test came back negative for asbestos. The Board directed staff to defer removal and replacement of the building at the WWTP and to investigate if a cargo container building could be placed at the Water Tank site that could store the old firetruck and provide workspace.

**B. Fluid Resources Management (FRM) Operation and Maintenance Contract
Renewal**

GM Hagemann introduced the item with a recommendation the Board extend the FRM O&M contract for another year (through Nov 1, 2019). The basis for staff's recommendation was as follows: Board has not expressed an interest in changing out the current O & M model (i.e., 100% via contract); FRM has continued to provide good service to the District; Currently there are a very limited number of vendors in our area that provide this type and level of service; and FRM is amenable to another one-year extension (at same terms and conditions). Director Kelley made the motion to extend Fluid Resources Management Operation and Maintenance Contract until November 1st, 2019. Director Helenius seconded the motion and it passed with a roll call vote 4 - 0.

AYES: Lynn Helenius
Pete Kelley
Ara Najarian
Kristin Berry

NOES: None

ABSENT: None

C. Schedule for Payment of Water and Sewer Connection Fees

Hagemann stated the existing 50%/50% payment schedule was established in 2003 in part to help project proponents with project cash flow. The existing schedule appears to be unique to Avila Beach CSD. Staff recommends the Board consider collecting 100% of the connection fees at or before the time of building permit issuance and is seeking the Board's input on updating the procedure. The Board directed staff to bring back a Resolution that revised the schedule to collect 100% of the connection fees at or before the time of building permit issuance.

D. Board Director Vacancy

Staff has not yet received any applications to fill Director DeWeese's vacancy. The Board directed Staff to bring this item back to the October Board Meeting.

E. Water Tank #2 Repair Options and Recommended Actions

GM Hagemann introduced the item and reminded the Board that Advanced Technical Services had prepared a report in 2017 that provided their findings and recommendations for maintenance and upgrade of Water Tank #2. Hagemann noted that the tank is not in eminent danger of failure but it is losing metal every year that it is not re-coated and should be re-coated soon. ATS estimated the remaining useful life of the INTERIOR tank coating to be 5+ years and they also provided recommendations for appurtenance repair and upgrades.

Staff recommended the Board authorize the GM to negotiate a contract with ATS to confirm the presence/absence of lead in the exterior coating and then prepare bid documents for Exterior coating with bid alternatives for: interior coating; appurtenance upgrades/repairs and installation of the flexible joint on the outlet. Director Kelley made the motion to retain ATS to put together the bid documents for Water Tank #2 Repair Options. Director Najarian seconded the motion and it passed 4-0 with a roll call vote.

AYES: Pete Kelley
 Ara Najarian
 Kristin Berry
 Lynn Helenius

NOES: None

ABSENT: None

8. COMMUNICATIONS/ COORESPONDENCE

GM Hageman reported that Daniel Jelladian declined interest in serving on the Board of Directors at this time. Hagemann also reported that the outdoor lighting at the District office building has been reduced to one light at the request of the neighbors.

The auditors completed final fieldwork for FY2017/18 and will present the audit findings at the November Board Meeting.

President Kelley brought up the lack of a sidewalk on San Luis Street next door to the District office on the vacant Garris Property. It is dangerous for pedestrians to walk on the east side of San Luis Street and President Kelley asked if staff could talk to Mr. Garris about removing the vegetation from the pedestrian right of way and install the sidewalks at the beginning of the construction project.

9. Optional Tour of the Wastewater Treatment Plant

The Board of Directors declined the WWTP tour at this time.

ADJOURNMENT: The meeting was adjourned 12:40 at p.m.

The next regular meeting of the Avila Beach Community Services District is scheduled for Wednesday, Oct 10th, 2018 at 11:00 AM at 100 San Luis Street, Avila Beach.

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

Respectfully submitted,



Brad Hagemann, PE
General Manager